

## ASA SOUTH EAST REGION

### SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Wednesday 12 January 2005, commencing at 7.30pm and concluded at 9.35pm.

**Present:** Roger Prior (Chairman), John Davies, Daphne Geer, Ray Hedger, Janet Holdstock, Alan Lewis, Eddie Lyne, Trevor Marshall, Roger Penfold.

**Also present:** Helen Mack, Alex Message (Regional Development Officers, ASA)

**Apologies for absence:** Lis Hartley, Mike Lambert, Bob Moys, Terry Ward.

- |           |   | <b>Action</b>  |
|-----------|---|--|
| <b>69</b> | <b>NOTES OF MEETING HELD ON 6 DECEMBER 2004</b>   |  |
|           | Confirmed as correct record.  | <i>ML to place<br/>in public<br/>area of<br/>website</i> |
| <b>70</b> | <b>MATTERS ARISING</b>  |  |
|           | <b>64 ASA Committee</b>   |  |
|           | Roger Prior indicated that he would attend the regionalisation finance meeting, called by the ASA's Director of Finance, to be held on 30.01.05. Eddie Lyne advised that he would also attend, as a district treasurer. |  |
|           | <b>65 Sub-Regional Structure</b>  |  |
|           | Helen Mack advised that she had received no further responses from clubs in Berkshire, Buckinghamshire and Oxfordshire on the consultation about the future pattern of sub-regional structures.                         |  |
| <b>61</b> | <b>ORGANISATION &amp; ADMINISTRATION SUB-GROUP</b>  |  |
|           | <b>A Meetings</b>   |  |
|           | The Board received the notes of the meeting of the Organisation and Administration Sub-Group, held on 06.12.04.   |  |
|           | In the initial absence of John Davies, Roger Penfold reported orally on developments since that meeting.  |  |
|           | <b>B Working Paper on Swimming Officials</b>  |  |
|           | The Board considered a working paper by John Davies on what   |  |

was needed in the Region for the education, qualification and provision of swimming officials. John acknowledged that the paper focussed on speed swimming, but felt that the principles would be similar across all disciplines. The paper identified continuing activities and factors for change, posing a number of questions as how to move forward.

During full discussion, it was

- noted that Richard Wadmore had agreed to manage the officials' examinations in November 2005 across the SCASA area: enquiries needed to be made of Oxon & North Bucks as to what arrangements were being made in the existing Midlands District;
- recognised that the principles regarding education and qualification of officials applied to all disciplines;
- felt that some early steps should be taken to ensure that arrangements were in place by 01.10.05.

*RFP to enquire of PDS*

**AGREED:** 1 To adopt the principles set out in the working paper.

2 That each discipline sub-group should, in the short to medium term, take responsibility for developing the strategy regarding officials, within the principles adopted above.

*DG/ML/EJL/  
RFP to note*

3 To draft a strategy based on the working paper, by separating the generic from the discipline specific, each discipline to provide an appendix to the general strategy.

*RGP to devise*

## **72 COMMUNICATIONS SUB-GROUP**

Roger Prior reported that the Communications Sub-Group had not met since 06.12.04.

## **73 REGIONALISATION UP-DATE MEETING**

The Board reviewed the notes, circulated at the last meeting, arising from, and the presentations given at, the Regionalisation Up-date Meeting on 04.12.04. No additional points arose.

## **74 APPOINTMENT OF REGIONAL DIRECTOR**

It had been indicated at the Regionalisation Up-date meeting that the ASA expected to secure funding from Sport England to enable all shadow regions to employ regional directors with effect from April 2005: it was anticipated that recruitment would commence in February.

The Board gave initial consideration to issues relating to such an appointment, e.g. job description, person specification, office accommodation and support. In connection with physical location, Helen Mack advised that there was every prospect of space being available at Bisham Abbey NSC, where there was, of course, already an ASA presence. It was assumed that ASAHQ had job descriptions/person specifications available, as a result of the appointments already made in West Midlands and the South West.

**AGREED:** 1 Subject to confirmation of funding, to proceed with the recruitment and appointment of a regional director as expeditiously as possible.

2 To consider a job description and person specification for the post at the next meeting, and to settle the timetable and process for the recruitment exercise.

*RFP to obtain materials from ASAHQ HM to make enquiries and report back*

3 That, in principle, the office base for the Regional Director be Bisham Abbey NSC, subject to confirmation of availability and further information about costs.

## **75 DISAGGREGATION OF DISTRICT TROPHIES AND REGALIA**

The Board considered a paper drafted on behalf of the ASA's Regionalisation Project Board, and endorsed by the ASA's Legal Department, about the disaggregation of district trophies and other regalia on regionalisation. The paper indicated that the first stage was an audit of existing items, best undertaken by the Districts. To this end, SCASA had already asked Daphne Geer and Sue Green (SCASA Swimming Trophies Officer) to undertake the exercise.

It was observed that the paper did not recognise that part of the Region was presently in the Midlands District: the Board Secretary was requested to point this out to the author, and to the Midlands General Secretary.

*RFP to alert Andy Morton and Liz Hindson*

**AGREED:** To ask Sue Green to act as trophies officer for the Shadow Region.

*RFP to approach SG*

## **76 DISCIPLINE WORKING GROUPS**

Notes of a meeting of the **Masters Working Group**, held on 06.01.05, were circulated.

It was felt that the ambition of the Working Group, for Masters to "have a full committee", could only be realised on a multi-discipline, not single discipline, basis. The Board observed that,

*LH to note*

in any event, the concept of formal committees did not figure in the structure adopted at the last meeting.

As to multi-regional events, it was felt important that agreement was reached between the participating regions, prior to the event, as to the division of the income and expenditure. *LH to note*

Roger Prior advised that was, as yet, no interim report from the **Disabilities Working Group**.

## **77 EXPENDITURE 2004/5**

The Board considered a report by Helen Mack and Roger Penfold reviewing expenditure, commitments and plans against the funding provided by the ASA - £4,000 – for the period 01.10.04 to 30.09.05. £758 had been spent to date. However, the 11 meetings of Board were projected to cost £2,850, and other commitments, eg the Development AwayDay (to cost c£500), had already been agreed.

Those sub-group and working group convenors present submitted estimates of their groups' likely expenditure in the period, which totalled £2,900.

The report indicated that it might be possible to secure additional funding from the ASA for the shadow year.

**AGREED:** 1 That working group convenors not present submit estimates of their expenditure, by 24.01.05.

*LH/ML to submit details to HM*

2 That a costed budget for the remainder of the shadow year be submitted to Anne Adams-King, by 31.01.05, with a view to securing more funds from the ASA.

*HM/RFP to submit bid*

## **78 DEVELOPMENT AWAYDAY**

The Board reviewed the arrangements for the Development AwayDay, to be held at the Spectrum Leisure Centre, Guildford, on 23.01.05, starting at 1000.

Members were requested to advise Helen Mack if they would be attending, for catering purposes

*All to confirm*

RFP  
13.01.05