

ASA SOUTH EAST REGION

SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Monday 7 March 2005, commencing at 7.35pm and concluded at 9.20pm.

Present: Roger Prior (Chairman), John Davies, Daphne Geer, Lis Hartley, Ray Hedger, Janet Holdstock, Mike Lambert, Alan Lewis, Eddie Lyne, Bob Moys, Roger Penfold, Terry Ward.

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

Apologies for absence: Trevor Marshall.

	Action
89 NOTES OF MEETING HELD ON 9 FEBRUARY 2005	
Confirmed as correct record.	<i>ML to place in public area of website</i>
90 MATTERS ARISING	
80 Appointment of Regional Director - Accommodation	
Helen Mack reported that she was in discussion about office accommodation at Bisham Abbey NSC for the Regional Director.	
82 Badge/logo	
Mike Lambert advised on progress with the design of a badge or logo.	
82 Circulation to clubs	
Roger Penfold indicated that all but one of the county secretaries who had responded to his enquiry only contacted all clubs at specific times of the year. Direct mailing might, therefore, prove to be the best means of dissemination.	
82 County roadshows	
It was reported that county associations had suggested the following, for regionalisation roadshows: Berks & South Bucks – 16.06.05 Hampshire – 16.06.05	<i>ML/RGP to devise presentation and deliver</i>

Oxon & North Bucks – 18.05.05 or 14.07.05
Surrey – 13.06.05
Sussex – 29.06.05

91 ORGANISATION & ADMINISTRATION SUB-GROUP

John Davies reported on the meeting of the Organisation and Administration Sub-Group, held on 07.03.05, when, aside from the development plan (see note 96), updates had been given on various issues, e.g. the constitution, disaggregation of trophies.

Arising from this, Eddie Lyne suggested that the Board should not lose track of a number of practical issues, e.g. whether to continue the practice of SCASA to make administration grants to county associations.

AGREED: That the Organisation & Administration Sub-Group compile a list of practical issues to be addressed.

All to make suggestions to JD

92 COMMUNICATIONS SUB-GROUP

Roger Prior reported that the Communications Sub-Group had not met since 09.02.05.

93 APPOINTMENT OF REGIONAL DIRECTOR

Roger Penfold reported on developments concerning the appointment of Regional Director.

Shortly following the last meeting, an approach had been received from Ann Adams-King at the ASA as to whether the Board wished to join an exercise to advertise the post, along with those for 3 other regions. Following discussion with the Chair, and circulation of the proposed advertisement to all Members, it had been agreed to proceed as suggested. The post had been advertised in "The Guardian" (and elsewhere) on 23.02.05, with a closing date of 21.03.05.

A revised job description and person specification had been circulated to all Members, and sent on to ASA Personnel with any comments made. It had been used by the ASA, for the South East post and the others advertised.

Roger Penfold had also circulated, for comment, a briefing document about the South East post, which was being issued to applicants.

Ann Adams-King had indicated that, because of recent changes in employment law, a fixed term contract could not be issued for the post: a standard ASA contract would be used.

Reference was made to informal discussions with the Chief Executive of the ASA concerning a regional “cost of living” salary supplement. The possibility of this had not been ruled out.

(Having reported, Roger Penfold withdrew from the meeting during discussion of this matter.)

AGREED: That the shortlisting/interviewing panel for the appointment of Regional Director comprise Roger Prior, Daphne Geer, Ray Hedger and Mike Lambert (or Roger Penfold, if the latter was not an applicant for the appointment)

RGP to advise ASAHQ

94 DECISIONS OF ASA COUNCIL

The Board **noted** a report (circulated with the agenda) by Roger Penfold, advising of decisions taken at the ASA Council on 18/19 February 2005, some of which would impact on the work of the Region, and have implications for the Region in the future.

95 SUB-REGIONAL BODIES/COUNTY ASSOCIATIONS

The Board considered a report (circulated with the agenda) by Roger Penfold, advising of the decisions taken at ASA Council on 18/19 February 2005 concerning sub-regional bodies and county associations, and proposing a way forward in the Region for the creation of sub-regional bodies. The report reminded the Board of its previous decisions on this subject.

By way of updating, Roger Penfold indicated that the ASA’s Head of Legal Services had advised him, informally, that it was not considered necessary to enshrine the decisions of Council about sub-regional bodies in ASA Law, but to incorporate appropriate clauses in the regional constitution.

Bob Moys suggested that the Board should discuss the issues of “split” county associations with the London and East of England Boards, but this approach did not command support from other Members.

Following full discussion, it was

AGREED: To follow the strategy set out below:

RFP to approach county assocs

Hampshire and Sussex – invite the existing county associations to indicate whether they are prepared to act as the sub-regional bodies for their areas;

Berkshire, Buckinghamshire and Oxfordshire – consult the 2

existing county associations about the way forward, in the light of the response from clubs to the earlier consultation exercise;

Kent and Surrey – approach the existing county associations (who do not conform to the requirement of being “wholly within one region”), and the embryonic “rural” Surrey group of clubs (after the general meeting on 20.04.05), as to how they see the formation of sub-regional bodies.

96 DEVELOPMENT PLAN

The Board was reminded of its work in relation to targets, undertaken at the awayday on 27.01.05. The Organisation & Administration Sub-Group proposed further activity, building on that work, to draft a development plan, modelled on that drafted by the London Region, and to generate an embryonic budget for the Region. The Sub-Group had endorsed a template for this, and the Sub-Group had identified key players in the drafting exercise, which would involve the discipline working groups.

AGREED:

- | | | |
|---|---|---|
| 1 | To proceed as proposed by the Organisation & Administration Sub-Group, drafting to be completed and submitted to Helen Mack by 04.04.05, for consideration at the next Awayday. | <i>JD/DG/LH/E
JL/ML/TM/R
FP/RGP to
progress</i> |
| 2 | To arrange for the targets to be available on the password protected area of the website. | <i>ML to
arrange</i> |

97 AWAYDAY, 10.04.05

AGREED: Next meeting to commence at 1000 and end at 1145, to be followed by work on development plan. *All to note*

98 IT

The Board considered a report (tabled) by Mike Lambert, arising from a meeting, arranged by the ASA, about the provision of IT services, on 27.02.05, which he, Roger Prior and Chris Lambert had attended. The meeting had addressed 2 matters:

- a central purchasing and support, by the ASA, for IT equipment used by the regions;
- b an offer of web hosting for regional websites by SportsCentric.

Mike and Roger Prior both recommended acceptance of the central purchasing/support arrangement, as representing good

value for money.

The report set out advantages and disadvantages of the SportsCentric arrangement, compared to the present arrangement for the Region's website. Mike did not favour the SportsCentric proposal.

AGREED:

- 1 To take advantage of the central purchasing of and support for IT equipment available from the ASA *HM to note*
- 2 To defer consideration of the report in respect of website hosting. *All to note*

99 EQUIPMENT

It was reported that equipment/wish lists had been compiled in respect of the Regional Director and on behalf of the Diving and Synchro Working Groups.

AGREED:

- 1 That any outstanding equipment/wish lists be submitted to Helen Mack by 11.03.05. *EJL/ML to submit lists*
- 2 That Helen Mack compile a master list of equipment requested, to be compared with the SCASA equipment inventory, and any necessary bids for IT equipment be made to ASA HQ. *HM/EJL/RF P to action*

100 EVENT MANAGERS

On recommendations of the various discipline working groups, and noting that no competitions were envisaged in diving or masters in the period concerned, it was **AGREED**

- 1 That the following persons be appointed as event managers for the period 01.10.05 to 31.12.05:

[Speed] swimming – Mike Lambert
Synchronised swimming – Janet Holdstock.

- 2 That the Water Polo Working Group identify event managers for the same period, as a matter of urgency. *EJL to pursue*

101 DISCIPLINE WORKING GROUPS

Notes of meetings of the **Water Polo Working Group**, held on 09.11.04 and 08.02.05, and correspondence between Dr R Edmondson and the Board Secretary, had been circulated with the agenda. Time did allow their consideration.

Similarly, a report (tabled) of the **Swimming Working Group** could not be addressed, because of lack of time.

Roger Prior advised that there was, as yet, no interim report from the **Disabilities Working Group**, although he recognised that the final report was required before 10.04.05.

RGP to note

102 FIRST COUNCIL MEETING

The Board considered the venue of and timing for the first Council meeting, to be held on 01.10.05

AGREED: That the first Council meeting be held in Guildford, to commence at 1100.

*RFP to
arrange
venue*

103 ANY OTHER BUSINESS

Helen Mack announced that she was pregnant. The Board congratulated her. Helen outlined the arrangements for covering her role whilst she was on maternity leave.

RFP
09.03.05