

## ASA SOUTH EAST REGION

### SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on 15 September 2005, commencing at 7.30pm and concluded at 9.40pm.

**Present:** Roger Prior (Chairman), John Davies, Daphne Geer, Lis Hartley, Ray Hedger, Janet Holdstock, Eddie Lyne, Trevor Marshall, Bob Moys, Roger Penfold, Terry Ward.

**Also present:** Alex Message (Regional Development Officer, ASA)

**Apologies for absence:** Mike Lambert, Alan Lewis, E Karlicka-Cook (Regional Director designate).

- |   | <i><b>Action</b></i>                                  |
|---|---|
| <b>163 NOTES OF MEETING HELD ON 11 JULY 2005</b>  |   |
| Confirmed as correct record, subject to deletion of words "SCASA " to "fees" in the first sentence of Note 150/138.   | <i>ML to place in public area of website, amended</i> |
| <b>164 MATTERS ARISING</b>  |   |
| <b>150 Finance</b>  |   |
| The Board considered a suggestion by John Davies, circulated in an e-mail of 13.09.05, about compiling a budget, cost plan and cash flow analysis, as an interim, pending the preparation of a full budget. |   |
| The Board also considered again the creation of a Finance Sub-Committee.  |   |
| <b>AGREED:</b>  |   |
| 1 To compile an interim cost plan, budget and cash flow analysis.   | <i>Finance Sub-C/tee to progress</i>                  |
| 2 That John Davies, Alan Lewis and Eddie Lyne be appointed to serve on the Finance Sub-Committee  | <i>JKD/AL/EJL to note</i>                             |
| <b>150 "Swimming" magazine</b>  |   |
| It was reported that the article would appear in the October edition of "Swimming."   |   |

## 155 Job descriptions

It was noted that the job descriptions had been circulated to clubs, with the draft regional constitution and details about the motions before the first Council meeting.

### 165 ORGANISATION & ADMINISTRATION SUB-GROUP

John Davies reported that the Organisation and Administration Sub-Group had met earlier on 15.09.05, when it had discussed a protocol for the relationship between the discipline groups and the Board and the progress made by the ASA towards the establishment of the Institute of Swimming and development of education centres.

#### **AGREED:**

- 1 To propose the adoption of the protocol set out in the Appendix. *RFP to circulate*
- 2 The Regional Director to progress regional issues relating to education centres. *EKC to progress*

### 166 COMMUNICATIONS SUB-GROUP

Roger Prior reported that the Communications Sub-Group had not met since 11.07.05, but that roadshow presentations had been given in Kent, [rural] Surrey and Sussex.

Mike Lambert had previously circulated some possible amendments to the adopted logo.

**AGREED:** Not further to adjust the adopted logo, pro tem. *ML to note*

### 167 APPOINTMENT OF REGIONAL DIRECTOR

Roger Prior announced that Elizabeth (Eli) Karlicka-Cook had been appointed Regional Director, wef 01.10.05. Eli was serving notice with her present employers, Sports Council for Wales. An office had been identified for the RD at Bisham Abbey NSC.

Although Eli's induction with the ASA was arranged for her first week in office, Members were concerned to ensure that the experiences of other RDs were tapped-into, to avoid any difficulties they might have experienced.

**AGREED:** To liaise with other regional directors appointed, to learn from their early experiences in office. *AM to liaise with other RDs*

## 168 DEVELOPMENT PLAN

John Davies and Alex Message reported that the interim development plan had been submitted to Ann Adams-King, bidding for £19k. Subject to clarification, £8k had been awarded.

There were concerns that awarded funding might not be spent, but Alex Message was confident that the plan could be delivered. She was pressing the sub-regional bodies to develop their own plans, to complement the Region's plan.

John Davies referred to the comments and replies received as a result of consultation on the interim plan, details of which had previously been circulated.

**AGREED:** To refer the comments received on the interim development plan to the discipline groups, for consideration.

*AM to circulate*

## 169 SUB-REGIONAL BODIES

The Board recalled that Berks & South Bucks, Hants and [rural] Surrey county associations, had sought sub-regional status. Members present indicated that Kent, Oxon & North Bucks and Sussex had sought, or would be seeking, similar status.

## 170 SURREY

Roger Prior referred to the letter from Alan Lewis, circulated with the agenda. He proposed that the letter, and the motion it contained, were not discussed, in the light of a suggestion by the Chief Executive of the ASA that the Surrey CWPSA and the Surrey CSA go to independent mediation. Some Members commented that the letter might contravene the ASA's Code of Ethics.

**AGREED:** Not to discuss the letter.

## 171 FUNDING FROM DISSOLUTION OF SCASA

The Board considered a letter from the Hon Treasurer, SCASA, (circulated with the agenda) concerning the funds transferable to the Region on the dissolution of SCASA. Eddie Lyne explained that some £175k could be distributed on 01.10.05 (some funds would be retained for winding-up SCASA), of which £82.5k would pass to the Region. However, early release would lead to loss of interest: 6 months' notice of withdrawal had been given on 01.07.05.

Mindful of this, and in the knowledge that the Region did not yet

have banking facilities, Eddie Lyne offered, as Hon Treasurer of SCASA, to pay the Region's authorised bills from 01.10.05 to 31.12.05.

**AGREED:** To accept the offer of the Hon Treasurer of SCASA to pay the Region's bills on an interim basis.

## **172 CORPORATE GOVERNANCE/SPONSORSHIP OPPORTUNITIES**

Those who had attended the event had not been impressed. There had, for instance, been no mention of sponsorship opportunities: this was likely to be the subject of another event in November 2005.

However, the event had served as reminder of the provisions of ASA Law 304.2.1, about the maintenance of registers of interests, the need carefully to order agenda for meetings, and the provisions of the Data Protection legislation. In addition, it had been clear that all clubs would need to adopt the model constitution by 2007.

## **173 MEETINGS OF REGIONAL DIRECTORS**

The Board noted the notes (circulated with the agenda) of the meeting of Regional Directors held on 19.07.05. Alex Message reported orally on the similar meeting held in August, which had concentrated on education centres.

## **174 ASA COMMITTEE**

Ray Hedger drew attention to the following, from the minutes (circulated with the agenda) of the ASA Committee held on 01.07.05

- 84.1 Geographical description of this Region
- 86 Building on change

Ray also reported orally on the meeting held on 09.09.05.

## **175 DISCIPLINE WORKING GROUPS**

A progress report on diving, notes of a meeting on synchronised swimming, notes of a meeting on water polo and a note from Mike Lambert on swimming, were circulated with the agenda, or before the meeting.

The Board noted that the proposed events in synchro were included in the development plan and that some participants would come from without the Region, but no charges would be levied for their participation.

The Board enquired as to how the proposals in water polo would be funded.

## **176 FIRST COUNCIL MEETING**

Roger Penfold reported that the formal agenda for the first Council meeting on 01.10.05 had yet to be despatched, due to difficulties in securing a venue. He outlined the formal agenda.

The Board pointed out that prospective sub-regional bodies should be invited to be represented, discussed the agenda for the meeting and pointed out that delegates would need to be verified.

### **AGREED:**

- 1 To add the following to the agenda *RFP to note*
  - Introduction to Regional Director
  - Presentation on interim development plan.
  
- 2 To ensure that agenda etc were sent to prospective sub-regional bodies. *RFP to note*

## **179 REGIONAL MANAGEMENT BOARD**

**AGREED:** That the Board meet on 13.10.05, and that a series of meetings be arranged thereafter, during the second week of each month. *All to note*

## **180 ANY OTHER BUSINESS**

### **A SWIM 21 PANEL**

**AGREED:** The Panel to be, wef 01.10.05, John Carrie, Viv Clements and Jane Davies, plus A N Other, and to approach John Carrie about a suitable 4<sup>th</sup> person. *Approach  
JC*

### **B NEW AFFILIATIONS ETC**

**AGREED:** To accept the offer of John Carrie to “vet” applications for new affiliations, subject to all such applications being routed via the Regional Director, but to defer consideration of John’s offer to provide advice to all similar enquiries.

### **C TRAINING CAMP**

The Board noted that training camp, initiated by SCASA, would be held under the Region’s aegis during in April 2006.

## **181 SHADOW MAGAMENT BOARD**

This being its last meeting, the Chairman thanked the Members of the Shadow Board for their ready help and support since May 2004.

RFP  
10.10.05

**ASA SOUTH EAST REGION**

**PROPOSED PROTOCOL ON RELATIONSHIP BETWEEN DISCIPLINE GROUPS AND REGIONAL MANAGEMENT BOARD**

- The Regional Management Board (RMB) will appoint a Member of the Board as “champion” for each discipline.
- Discipline Groups (DGs) will each submit a discipline specific plan and budget to the RMB annually.
- RMB will set the regional budget and adopt a development plan, annually.
- DGs will work towards the approved development plan, subject to conditions set by RMB, with authority to spend within the budget set for them by RMB.
- DGs to report formally to RMB once per year, on a rotation set by RMB.
- DGs to submit requests to RMB, via the Regional Director, for permission to deviate from the approved plan or budget within the year.
- RMB will audit, annually, DGs’ performance against the approved development plan.