

Dear Club Secretary

Please find enclosed the relevant documents for the ASA South East Region Special Council Meeting to be held at 11 am on Saturday 14th January 2006 at

Park Room, Jubilee Building
Guildford College of Further & Higher Education
Stoke Road
Guildford
Surrey
GU1 1EZ.

Each delegate to the meeting needs the following papers:

1. An **Authorisation Form** confirming that he/she is a delegate. In the case of Club Delegates, the Club Secretary should fill in the name of the Delegate and the name of the Club and sign it. This form should be handed to the scrutineers on arrival at the meeting, who will then stamp both the delegate's agenda and ballot paper with a mark, verifying that the delegate is eligible to vote.
2. An **Agenda**. If any vote is taken by a show of hands, the delegate must hold up his/her verified agenda paper with the verification stamp visible to the Chairman.
3. A **Ballot Paper** for the election of the Regional Representative to the ASA Committee and the substitute. A brief Curriculum Vitae is provided on each candidate for your information.
4. **Directions** to Guildford College of Further and Higher Education and details of the **parking arrangements**. Delegates will see, from the latter, that there is Visitor parking available at the College, but the name of each visitor using that has to be notified in advance; most delegates should aim to park in the Students' Car Park. If any delegate has particular reasons to need to park closer, such as mobility problems, if the Regional Office is informed **well in advance** we will try to help.

For Clubs, the enclosed papers reflect the number of delegates to which that Club is entitled.

The ASA will send, on the scale of one per Club, the ASA Accounts, Annual Report and other papers for the ASA Annual Council Meeting. Club Secretaries are asked to ensure that each of the Club's delegates has an opportunity to read these before the meeting. There will probably be extra copies of these available at the meeting.

POSTAL VOTING

In the event that an authorised delegate is unable to attend the meeting, the ballot paper may be submitted by post under the following conditions:

1. Fill in the ballot paper, following the instructions on it, and seal it in an envelope. Write on that envelope 'BALLOT PAPER'; do not write anything else on it. This envelope must only contain the ballot paper for one delegate, otherwise all those enclosed will be rejected.

- Put this envelope with your delegate authorisation form, completed and signed by your Club Secretary (or, in the case of a Regional Management Board member, by the Regional Director), into another envelope addressed to:

Regional Director
ASA South East Region
Bisham Abbey National Sports Centre
Nr Marlow
Buckinghamshire
SL7 1RT

to arrive no later than Wednesday, 11th January 2006.

- Each delegate's ballot papers must be sent separately. If any envelope contains papers from more than one delegate, all the papers will be rejected.

ADDITIONAL INFORMATION

Appointment of Regional Chairman

Please find attached a copy of the advertisement and job description for the position of Regional Chairman. The Regional Management Board would like to invite applications from suitable candidates for this vital position to the Region's strategic direction in the future.

Regional Vacancies

The Regional Management Board is also seeking to appoint a Regional Welfare Officer and a Regional Volunteer Co-ordinator. Both positions are crucial to ensure that the Region operates effectively and efficiently for the benefit of all involved in swimming. Those interested in either position should contact the Regional Office.

Affiliation

The Regional Management Board recommends that all club's stationery, advertisements, programmes etc. in relation to the issue of affiliation should show that the club is 'Affiliated to ASA South East Region'. Requests for re-affiliation fees will be sent directly by the ASA.

If you have any further questions relating to this mailing, please contact the Regional Office.

I look forward to seeing you at the Special Council Meeting.

Wishing you Merry Christmas and a Happy New Year.

Yours sincerely

Eli Karlicka-Cook
Regional Director
ASA South East Region
ECK/RGP

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