



August 2016

Dear Club Secretary / Ex-officio member of Council,

RE: ASA SOUTH EAST REGION ANNUAL COUNCIL MEETING (3RD communication)

Please find enclosed the relevant final documents for the **ASA South East Region Annual Council Meeting** to be held at 11am on **Saturday, 10 September 2016, at Holiday Inn Guildford**.

Holiday Inn Guildford address is: Holiday Inn Guildford, Egerton Road, Guildford, Surrey, GU2 7XZ.

Delegates can find further details by visiting:

<http://www.holidayinn.com/hotels/us/en/guildford/guisu/hoteldetail/directions> for a map and directions.

Please go to The Academy reception where they will direct you.

Each delegate to the meeting needs the following papers:

1. An authorisation form confirming that he/she is a delegate (previously circulated). 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 the delegate's agenda with the verifying mark.
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.

For Clubs, the enclosed papers reflect the number of delegates to which that Club is entitled. One hard copy of the ASA South East Region Annual Report is enclosed. The report is also available on the website (<http://www.southeastswimming.org/about/minutes/>). Starred items on the ASA SER Annual Report and Accounts (if any) will be available on the website after 29th August.

You should already have received directly from the ASA: the ASA Annual Report, incorporating the financial review and statements.

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



Yours sincerely

Roger Penfold
Chairman
ASA South East Region

Enc.
Annual Council Meeting Agenda(s)
Annual Report

Previously circulated:
Authorisation form(s)
Draft Minutes of the Annual Council Meeting (ACM) held on 12 September 2015

1. Discipline Manager