

North Lancashire Swimming & Water Polo Association

Minutes of the Executive Committee Meeting

10th February 2014 -7.30pm - County Hall Preston

<p><u>IN ATTENDANCE:</u> Bob Thompson (President); Kevin Whiteside (Hon Treasurer); Janice Whittle (Age Group Secretary); Garry Whittle (Vice President& Swim League Secretary); Judith Dutton (Leyland Barracudas), Mary Parkinson (Chorley Marlins), Gillian Rankin (Leyland Barracudas); Malcolm Wilson (Life Member); Sue Roome (Garstang ASC); Richard Miller (Kirkham and Wesham); Steve Heaps (Preston SC); Alison Lawson (Fleetwood ASC); Jen Barcock (Fleetwood ASC); Ron Flude (Lancaster ASC); Craig Tinkler (Facilities); Paul Davison (Inter Assoc Assist Team Manager); Alan Howarth (Burnley Aquatics).</p>	Action By: -
<p>1. <u>APOLOGIES:</u> Sue Tinkler (Secretary) – minutes taken by JD in her absence; Pauline Broadbent (Radcliffe); Ashley Cocks (Life Member); Ormskirk Swimming Club (no delegate), Blackpool Aquatics Delegate.</p>	
<p>The President welcomed everyone to the meeting</p>	
<p>2. <u>MINUTES OF THE PREVIOUS MEETING</u> Minutes of the previous meeting held on 4th November 2013 were reviewed. A proposal to accept them was received from Janice Whittle Seconded by Richard Miller, approved by the meeting and signed by the President as a true record.</p>	
<p>3. <u>MATTERS ARISING</u> None</p>	
<p>4. <u>Conflicts of Interest</u> BT pointed out that It is best practice, currently used by Swim NorthWest to check if any delegate was conflicted concerning any items on the Agenda if so for them to recuse themselves on that matter. Nobody declared a Conflict of Interest with regard to this evening's agenda.</p>	
<p>5. <u>Correspondence</u></p> <ol style="list-style-type: none"> 1. Affiliation Fees – these have been paid to Swim Northwest 2. A reminder has been received from Swim NW that the N Lancs Constitution needs to be renewed. 3. Water Polo – in early January a request had been received from Carlisle to play in our league. This was forwarded to the Water Polo clubs. However, Clause 6.2.11 puts a maximum distance of 50 miles from County Hall, Carlisle is 80 miles away. Allowing this then would also have ramifications for swimming members and extending boundaries. Carlisle have been told no, for this year as this will involve a change to the Constitution. If there is an appetite amongst the WP teams to admit Carlisle they will have to propose a constitutional change to the 2014 AGM. BT 	

<p>advised that judging from informal representations from other WP clubs there is no consensus to amend the status quo to admit Carlisle.</p> <p>4. Water Polo – Zak Sly (Lancaster) has asked what money has been put into Water Polo, BT advised him that N Lancs run the leagues and the bursaries extend to both swimming and Water Polo Coaching. Zac referred to a lack of results being given to the Water Polo Secretary, there was a request at the AGM for carbonised results sheets – 1 copy to each team and 1 copy for the Referee. It is £179 for 250 forms which should last 4 years. Darren Gibson is to keep these. Officers agreed and suggested that there could be a rule change giving penalties for a lack of results. It is up to the WP section to propose such a change to the AGM.</p>	
<p>6. HON TREASURER’S REPORT</p> <p>NLSWPA Treasurer’s Report 10.02.2014</p> <p>The Chairman welcomed Kevin Whiteside as the new Treasurer. Kevin apologised for not attending the AGM and thanked the Chairman for his support.</p> <p>The interim accounts circulated cover just over 4 months and capture both the October graded meet and recent Championships.</p> <p>They summarise the income and expenditure on that front together with current bank balances, with further analysis on the back. They also show the full results for the 2013 year for comparison.</p> <p>All the affiliation and league fees have been paid. The reason the figure is down on last year is that only one club was late paying this year, compared to five last year who all paid the higher level of fees. We’ve also had two teams withdraw from Swim League for 2014.</p> <p>The results of the lower level three development meet were reported at the November meet, as a best estimate, as all the costs were not in by the time of the meeting. The final figures are now included at Note 2 with a surplus of £2,294 in October compared to £3,725 in 2012.</p> <p>The results of the District Championships and Squadrons are included at note 1, with estimates included for the two outstanding costs - pool hire and programme printing for the second week-end. At present it looks like we’ll make a profit of around £3,300 on the meet which as an increase of £1,200 on last year.</p> <p>The reasons for the improvement being:</p> <ul style="list-style-type: none"> • there were a higher number of entries and therefore higher door revenue. • We paid out £296 less to officials and saved significantly on the catering with a saving of £1,354, thanks to Blackpool Aquatics taking on that responsibility, compared to JAM last year. • We paid less for medals but the badges cost more, but taken together the overall costs are about the same. • However printing costs increased with an extra colour front sheet. <p>Pool hire costs however remain a concern and we await the outcome of Janice’s discussions with the Council with interest.</p> <p>We paid out two bursaries in the period to Colne & Garstang totalling £995. We have further cheques for collection tonight by Chorley & Garstang which will be accounted for in the next management accounts.</p> <p>We reviewed the level of Insurance cover on renewal and dropped cover on old obsolete I/T equipment, whilst updating the cover for the new starter and retaining cover on the timing pads. This saved the Association £188 on the premium.</p> <p>The surplus for the year to date is £2,880 and we have £16,283 in the bank with</p>	

approximately £5,850 to pay for the recent meet.
 The Building Society balance is £38,320.
 Turning to the subject of coaching grants, there is still some confusion in this area so we published the guidance notes and a simplified form on the Association website in November under the "Courses" tab. (*Copies were circulated at the meeting*)
 Please note claims should include both the completed form and the supporting invoice and be sent to me not the secretary or other officers.
 If a claim is received by me in the current financial year (30/09/2014) and is complete it will be paid from this year's allocation.
 If it is received after the end of the year, or is incomplete (for example the supporting invoice is not sent until after the year-end) then it will be paid from subsequent year's allocation. It will NOT be back-dated.
 Hopefully this is a lot clearer and straightforward for our member clubs and for the Association to administer. It also gives us important clarity as to our financial position for each year.

It was asked if it was possible to claim for RPL (Recognise Prior Learning) courses, this is fine as they will end up with an ASA qualification with an IOS invoice.

This report was proposed by Gillian Rankin and seconded by Gary Whittle.

7. Sub Committee Nominations

All committees include the officers – the President/ Vice President/ Secretary and Treasurer.

In addition the following members were elected:

Swimming Committee (also includes the A/G & S/L Secretaries)

Andy Timpany, Malcolm Wilson, Steve Heaps

Proposed by Mary Parkinson Seconded by Jen Barcock

Development Committee

Paul Davison, Jen Barcock, Mary Parkinson, Cherry Wilkinson

Proposed by Mary Parkinson Seconded by Gillian Rankin

Emergency Committee

Age Group Secretary, Water Polo Secretary, Swimming League Secretary

Proposed by Ron Flude, Seconded by Alan Howarth

Delegate to the Inter Association.

Janice Whittle

Proposed by Bob Thompson Seconded by Steve Heaps

8. SUB COMMITTEE REPORTS

a) AGE GROUPS

Age Group Report

Generally the Age Groups & Championships went very well and ran smoothly. There were a couple of hitches at the start of Sessions 1 and 5 but nothing that held us up significantly. The sessions were within the licensing times even though we had a lengthy session 2. We did have an increase in some events which led to this session being longer. Thanks to the referees for keeping the galas moving.

Entries were up this year. Fourteen affiliated clubs competed. There were a small number of rejections mainly due to people not looking at the consideration times. We did have a little problem with the women/girls and men/boys open events.

Again parents, coaches and competition secretaries do need to make sure that the entry forms are completed correctly or this may lead to rejections in the future. We did not accept any late entries both in the individuals and the squadrons. I was approached by several people with regard to late entries etc but stood firm. Once one is accepted then the flood gates open!

I was a little concerned with a small number of entries where the submitted time was obviously "made up" in order to secure entry and was a good distance off the time the swimmer actually swam. This was particularly noticeable in the 1500 & 800 metre events. This is what prolongs sessions and is not fair on other swimmers and on the organisers. There were also a couple of 100m events where swimmers swam a good 20 seconds slower than their submitted time. This is a massive difference on a 100m swim.

Thank you to Bob for sorting the officials. Thanks also to referees Helen and Malcolm. There were a number of officials who qualified at various levels. Hopefully we will see these officials on poolside at our events.

The Inter Association committee is meeting shortly to discuss the date for this year's competition. Once that is finalised we can then finalise the date of our autumn gala. I would like to request a Swimming Committee meeting soon so that we can discuss the selection criteria for the North Lancs team.

The Squadron competition went well. It was enjoyable in the main. Eight clubs entered but Lancaster had to withdraw due to unforeseen circumstances.

Thanks to everyone who helped in any towards making our event successful.

Janice Whittle

10.02.2014

Questions and comments :-

1. GW pointed out that it was very important at N Lancs Meets that withdrawals come through as this would save a considerable amount of time, this is not fair on swimmers and Officials. During the recent competition only 1 message was received on the phone number. Do we need to look at instituting fines? Ron Flude asked if we could send a letter out saying that we would fine swimmers as this would have more impact. Coaches still need to go to the Timing Suite and inform the Referee. GR suggested that swimmers could be suspended from subsequent sessions. JW to send a note out to clubs.

JW

2. At N Lancs the following Judges qualified – 1 Starter, 3 J2s and 4 J1s. Thanks to Malcolm Wilson and Helen Whittle and to the Officials who mentored them. Steve Heaps commented that the standard of Officiating was high.
3. Mary Parkinson commented that it was a well run meet but asked if the Warm up could be changed as there were too many in the younger Age Groups compared to the older ones. This should be fairly easy to sort.
4. BT asked if there were any date for the lower Level three meet yet? JW said that she would like the October Meet to be earlier. BT asked the coaches if they would like the meet where it is or earlier in the Calendar? Steve Heaps said no earlier than Mid October, Jen Barcock would like at least 6 weeks training after the summer break, Mary Parkinson had no issues, Gillian Rankin prefers it where it is and would like to look at the possibility of moving to 3 competitions, although this would create additional workload and there would be issues getting 3 meets in the calendar and there are a lot of Level 3 Meets. JW asked if we should look at changing the format, does it have to be a full weekend? Steve Heaps said that Preston would always send swimmers to N Lancs meets. JW proposed to take this to the Swimming Committee, the next N Lancs meeting is April but a decision could be made via email.
5. BT asked if the Jan/Feb Meet could be licensed as a Level 2 Meet, which would make it different to the October Meet and make it more attractive to other swimmers with no Upper cut off time. Liverpool and District and Bolton and Manchester Champs run as Level 2 Meets. Problems could be that Officials need to be licensed for the role undertaken and the competition would cost more in terms of the levy (approx +£440). This will also be discussed at Swimming Committee, Coaches were asked if there would be any appetite for this. Steve Heaps was for this as it would give younger swimmers Youth swimmers to look up to and could strengthen the Inter Association Team. Mary Parkinson was for it, as swimmers travelling further afield for Level 2 Meets. Gillian Rankin was worried that this would exclude a lot of swimmers but they would still be able to go to the Level 3 Meet. GW pointed out that all times should have to have been swum at a Licensed Meet on the rankings. Steve Heaps said that clubs would be responsible to ensure that swimmers have times from other meets. This is also to be discussed at Swim Committee.
6. BT thanked Janice and Gary Whittle for all their hard work.

This report was proposed by Malcolm Wilson and seconded by Steve Heaps.

b) SWIM LEAGUE

The first match went well and was exciting. GW is awaiting a date for Southport's home fixture at the Dunes. The 29th March has been proposed but still waiting to hear from Burnley. BT pointed out that the rules provide that if three out of four clubs agree the date the gala can proceed. GR asked if swimmers could swim if they were Cat 1 registered? This was confirmed as permissible. BT said that there is an electronic recording sheet on the website if people want to use that. There is one small amendment in terms of changing the lane numbers & MW has amended the spreadsheet.

This report was proposed by Mary Parkinson and seconded by Gillian Rankin.

<p>c) <u>WATER POLO</u></p> <p>No report</p> <p>d. <u>DEVELOPMENT</u></p> <p>This Committee has not yet met but Swim Camp needs to be arranged. The view of the coaches on the current selection criteria was asked. Previously the team has been selected from the Inter Association team then it went to leaving clubs to pick and opening up any remaining vacancies. This has worked but leaving it to clubs has led to a wide range of ability. Should we suggest a minimum standard? The view of the coaches on the current selection criteria was asked. Steve Heaps said it was very difficult to select 3 swimmers only. The Development Committee need to decide what they want from the camp and go back to the clubs, we want the camps to cater for the swimmers needs. Older, faster swimmers would also benefit from a Swim Camp. Jen Barcock agreed. JW suggested that the Lead Coach should decide what they want. Gillian Rankin pointed out that whilst this was a good idea, swimmers liked continuity and something to aim for. JW pointed out that if it was the Inter Association Team it would be the same swimmers each year.</p> <p>Steve Heaps suggested that we would cover more swimmers by having a Swim Camp for coaches. Gillian Rankin suggested that we could do both if there was anybody willing to take this idea forward. BT was to email out possible dates for the Development and Swimming Committee meetings.</p> <p>e. Swimming Committee</p> <p>Not yet met. BT to arrange meeting</p>	<p>BT</p> <p>BT</p>
<p>9. Inter Association Team Managers' Report</p> <p>After being beaten by a highly organised Liverpool and District Team (drawn from 3 squads and Southport) we would like to look at how we can close the gap at future meets. Paul Davison had produced an evaluation.</p> <p>Inter Association Team Report 2013</p> <p>The 2013 inter-association meet took place on the 30th November/ 1st December at Palatine Pool, Blackpool. The team had been selected, invites sent out and any necessary amendments made. The swimmers arrived and t-shirts and hats where issued. The captains selected this year were as follows: Girls Captain: Samantha-Jo Hollings (Preston), Girls Vice Captain: Emma Fox (Preston). Boys Captain: Jamie Sharpley (Burnley), Boys Vice Captain: Thomas Clifton (Preston). Unfortunately Boys Captain Jamie Sharpley called on the day of competition to pull out of the weekend due to illness. Reserves were put in place and Thomas Clifton stepped up to Captain the team, with Josh Lambert (Blackburn) being promoted to Vice Captain. Thanks go to the 2013 Captains for their all help leading the North Lancs Team and particularly in motivating the younger swimmers. The North Lancs team started their campaign well and raced hard under intense pressure</p>	

from a very strong Liverpool and District Team. Session by session Liverpool started to pull away in the overall points total. They had both the strength and depth in their team with both of their allocated swimmers scoring highly in the majority of events. The meet ended with the North Lancs team finishing a comfortable 2nd to Liverpool. However, myself, Andy Timpany and staff were left wondering how Liverpool had managed to win by 165 points. This was a massive improvement from previous years.

Liverpool and District have changed how they select their team. Firstly, they had chose swimmers by converting long course rankings. Benefits of this being most of the top swimmers especially in the 12/13/14 yrs categories only compete long course from March through to August including National level swimmers. This ensures that particularly in the 13/14 ages they had their strongest swimmers available. North Lancs still select from short course rankings, with some of the swimmers recording times 6 months earlier. With the meet being moved to November, this now has a massive impact on whether to use short course or long course times. Secondly, Liverpool had taken away the need for their swimmers to compete at the association meet and so went purely off ranking times. North Lancs still require swimmers to have competed in the association meet to be eligible to swim. This had an immediate effect on the team when the top 14u girl could not be selected due to her not competing at the North Lancs Championship earlier in the year. She would also have been selected to be captain. As the North Lancs Championships are held in January/ February and the inter association meet moving to November/ December, ten months later, I feel there needs to be changes to accommodate this. To add to this the North Lancs Championships also are graded as a Level 3 and can potentially prevent some top level swimmers from entering.

In order to begin to reduce the point's deficit, changes are required initially in the selection policy of the team. In addition to this, I would like to see the North Lancs Association invest in more coach education for the area. I believe it is vital for the North Lancs area to be as strong and competitive as possible. By improving the standard of coaching you will inevitably begin to improve the standard of swimmers. This will increase the strength and depth of the district. This is a longer term initiative and in time, like Liverpool did this year, North Lancs can have both allocated swimmers scoring highly in the majority of events. In previous years, including when I represented the district, the North Lancs team attended a training session prior to the event. This gave swimmers and staff a chance to meet, t-shirts and hats to be handed out and most importantly gave the swimmers a real sense of being part of a team. Maybe this can be something to discuss for future teams.

Thank you to all the swimmers who represented the North Lancs District, Andy Timpany (team manager), Jen Barcock and all poolside staff. Thanks also to Janice Whittle for all her work in the background in organising the team for 2013.

The final points are shown below.

1. Liverpool & District 868
- 2. North Lancs 703**
3. Manchester & District 471
4. Cumbria 423
5. Central Lancs 414
6. North Midlands 311

Paul Davison
North Lancs Team Manager

Questions:

JW - Long and Short Course Times were used to select the team. We need to be careful that

<p>we do not look like sore losers, although there were things that we can improve on.</p> <p>BT –this is by no means a criticism of Janice’s selection. He asked if a club was affiliated could we go off the rankings regardless of whether they has swum in a N Lancs competition?</p> <p>Gillian Rankin – educating coaches was good but we also need to educate the swimmers. If we are sending out criteria at the end of the meet in January let swimmers know their times will be tracked.</p> <p>Steve Heaps – is a big supporter of the team but we need to put in place a programme now that reduces the deficit each year. How can we reduce the gap? We do a lot for swimmers but not for coaches. We need to break down the barriers between clubs and get coaches together to see how we can develop this area.</p> <p>BT asked if we would be happy to go off rankings as long as the club was affiliated and remove the criteria to have swum in a N Lancs competition. (It was pointed out that Southport swimmers would be eligible to swim for N Lancs). GW proposed this and SH seconded. This was passed 16 for and 1 against. The cut off date will be set at the Swimming Committee.</p> <p>Paul Davison was thanked for his time.</p>	
<p>10. <u>HANDBOOK/CONSTITUTION</u></p> <ol style="list-style-type: none"> 1. The Handbook is on the website. 2. The Constitution needs to be looked at as it expires in March this year, it will only need tweaking as it follows the ASA guidelines. The Constitution can only be ratified at the AGM. MW & GW to look to produce a draft for the next Exec meeting. 	<p>MW/GW</p>
<p>11. <u>ANY OTHER BUSINESS</u></p> <p>None</p>	
<p>There being no further business the meeting closed at 9.06p.m.</p>	