

# North Lancashire Swimming & Water Polo Association

## Minutes of the Executive Committee Meeting

**8th April 2013 - 7.30pm - County Hall Preston**

<b>IN ATTENDANCE:</b>	Action By: -
Janice Whittle (President & Age Group Secretary); Bob Thompson(Vice President); Annette French (Treasurer); Dominic Brophy & Richard Millar (Kirkham & Wesham); Sue Hill & John Instone (Great Harwood Otters); Alan Howarth (Burnley Aquatics); Mary Parkinson (Chorley Marlins); Gail Rodgerson (Blackpool Aquatics); Craig Tinkler (Facilities Officer).	
<b>1. APOLOGIES:</b> Sue Tinkler (Secretary) – minutes taken by BT in her absence; Jen Barcock & Alison Lawton (Fleetwood); Ron Flude (Lancaster); Malcolm Wilson (Life Member); Rose Proctor (Clitheroe); Garry Whittle (Swim League Secretary); Steve Heaps (Preston); Helen Jenkins (Southport); Judith Dutton (Leyland); Cherry Wilkinson & John Higginbottom (Colne); Hannah Leeson (Garstang).	
The President welcomed everyone to the meeting and introduced everybody for the benefit of newer delegates.	
<b>2. MINUTES OF THE PREVIOUS MEETING</b> Minutes of the previous meeting held on 11 <sup>th</sup> February were reviewed and approved by the meeting and signed by the President as a true record.	
<b>3. MATTERS ARISING</b> JW advised that following the agreement reached at the February meeting, the timing pads had been offered for sale to Phil Matthews at Biddulph, where they are currently housed and in use, in return for a “reasonable offer”. JW is still awaiting a reply. CT suggested a value of £100-£200 per pad.	JW
JW advised that a further Exec meeting has been scheduled for Monday 4 <sup>th</sup> November, prior to the AGM, as requested at the February meeting.	All
JI pointed out that the June meeting date on the website is incorrectly shown as 23 <sup>rd</sup> June instead of the correct date 3 <sup>rd</sup> June. MW to be asked to correct the website and add the extra meeting date.	MW
AH queried whether the bursary claim form had been completed. AF advised that this has now been done and can be downloaded from the website. Following discussions, later in the meeting, it was pointed out that the Exec had previously agreed that the only two requirements to claim were: <ol style="list-style-type: none"><li>1. confirmation that the course had gone ahead, signed by a club officer, and</li><li>2. proof of payment (invoice).</li></ol> The requirement to produce a certificate had been dispensed with, given the delay in the IOS issuing certificates and the fact that the Exec agreed to pay the bursary, regardless of whether the candidate passed, as the club had incurred the expense. Therefore the reference to forwarding the certificate to the NLSWPA Treasurer within nine months of completion is to be removed from the form.	AF

#### **4. HON TREASURER'S REPORT**

##### **Arising from last meeting:**

Hire charges for the pool for Jan/Feb 2013 were clarified with Blackpool Council since there has been a steady increase in charges per 2 days as follows:

£2,018 in Nov '11  
£2,162 in Jan/Feb '12  
£2,174 in Nov '12  
£2,434 in Jan/Feb '13

The charge for this last meet was for £1,188 for 11 hours each day and 3 lifeguards at £19.50 each for the extra time the centre was open. Assuming the hours of hire for the two Jan/Feb meets were the same in '12 and '13, this represents a 12.5% increase.

On a separate note I am awaiting a reply from the Council as I have received a reminder to pay the latest bill – which I sent payment for on 20/03/2013. The reminder went to Gill Rankin despite my having emailed my details to Ann Smith on 14/03/2013.

##### **Financial Position:**

Nationwide	30/06/12	£38,316.79
Current Account	12/03/13	£16,912.02
Cash held		£150.86
Sub-total		£55,379.67

##### **Unpresented cheques:**

527	20/03/2013	(£2,434.50)	Blackpool Council
528	05/04/2013	( £600.00)	Ormskirk ASC

Subtotal ( £3,034.50)

**Estimated funds** **£52,345.17**

There was some discussion regarding the increase in pool hire charges this year. BT pointed out that Lancashire County had not suffered any increase in pool hire charges between 2012 & 2013 from either Liverpool or Manchester. JW agreed to query and confirm the pool hire rates with Blackpool Council and review whether the association could reduce the daily number of hours hired from 11 hours to say 10 or 10.5 hours for future meets.

JW

#### **5. SUB COMMITTEE REPORTS**

##### **a) AGE GROUPS**

JW reiterated that the Jan/Feb Championships had been very successful, and whilst there had been some negative comments at the February meeting, they had only been with a view to further improving things. We have a strong, well run and successful Association, assisted by the volunteers who make the galas happen. JW thanked everybody for their contribution. The Association has a solid core of qualified officials which was further bolstered by those who qualified or enhanced their qualifications at the Championships and JW congratulated those individuals and paid tribute to Malcolm Wilson & Garry Whittle for facilitating the training amongst the member clubs.

**Inter Association Comp.** Given that the previous proposed date clashed with the Junior Inter League Final, which could have severely impacted on teams from three Associations, the Inter Association competition has now been moved to the weekend of Saturday 30<sup>th</sup> November and Sunday 1<sup>st</sup> December. This year it will be hosted by Cumbria at Blackpool Palatine.

The October Level 3 meet will be held on 26<sup>th</sup> & 27<sup>th</sup> October at Palatine.

The date of the Jan/Feb Championships will be advised at the June meeting.

JW

JW advised that the Swimming Committee will be meeting prior to the June Exec meeting to address a number of issues including : -

1. The programme of events at the 2 licensed meets
2. A protocol for officials expenses
3. Review of the current rules for Swim League & Squadrons Competition

Swim Committee

**b) SWIM LEAGUE**

JW circulated the results, in GW's absence. Three galas had been swum, two in division 1 and one in Division three. Division two has yet to kick off later this month.

JW asked delegates to remind their clubs to ensure that they provided water for the officials and team managers and coaches, when hosting galas.

All

<b>Division 1</b>	<b>Swam</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>Pts</b>	<b>TGP</b>
Preston	2	2				8	346
Southport A	2		2			6	275
Carnforth	2			1	1	3	180
Leyland	1				1	1	90
B'pool Aquatics	1			1		2	107
Burnley Aquatics							
<b>Division 2</b>							
Southport B							
Preston B							
Chorley							
Lancaster							
Fleetwood							
Clitheroe							
<b>Division 3</b>							
Ormskirk	1	1				4	157
B'pool Aquatics B	1		1			3	143
Leyland B	1			1	2		120
B'pool Aquatics C	1				1	1	80
Carnforth B							
Garstang							

<p><b>c) <u>WATER POLO</u></b></p>	<p>No report received.</p>	
	<p>MP said it would be nice to see a Water Polo representative periodically at an Exec meeting, to update the delegates on developments within the sport and to establish whether there might be an interest for a junior league competition amongst member clubs. JW agreed to e-mail the WP Secretary, Darren Gibson, to ascertain if he can attend some committee meetings.</p>	<p>JW</p>
<p><b>d) <u>DEVELOPMENT</u></b></p>	<p>JW advised that the Committee had met twice regarding the structure of the Swim Camp, the proposals for which are as follows: -</p>	
	<p>Dates: Monday 19<sup>th</sup> to Friday 23<sup>rd</sup> August 2013</p>	
<p>Venue:</p>	<p>Lancaster University</p>	
<p>Age:</p>	<p>10/11 year olds (age at 23/08/13)</p>	
<p>Eligibility:</p>	<p>Member clubs will be asked to nominate 3 swimmers</p>	
	<p>who must have attended one of the Association's licensed meets.</p>	
<p>Max No.</p>	<p>48 swimmers (clubs can nominate extra swimmers to go on a</p>	
	<p>reserve list. Reserve places will be allocated by random ballot, once</p>	
	<p>all clubs have been allocated their initial places.)</p>	
<p>Cost:</p>	<p>£50/head</p>	
<p>Structure:</p>	<p>8 lane pool training am/ split session in pm – 3 lane pool</p>	
	<p>alternating with land training/climbing/Zumba (instructors from</p>	
	<p>University)</p>	
<p>Head coach:</p>	<p>Jonathan Preston</p>	
<p>Assist coaches:</p>	<p>Mary Parkinson/Paul Davidson</p>	
<p>Volunteers:</p>	<p>To be approached on an individual basis by the Assoc.</p>	
	<p>T-shirts and certificates to be provided for all participants. The gala on the last day</p>	
	<p>to include a fun dimension, eg incorporate items like a "clothes show relay", where</p>	
	<p>swimmers don an extra item of clothing for each leg.</p>	
	<p>All agreed above subject to agreement of programme with Jonathan Preston.</p>	
	<p>ST to be asked to circulate invites to member clubs</p>	<p>ST</p>
<p><b>6. <u>HANDBOOK/CONSTITUTION</u></b></p>		
	<p>JW advised that a review was in hand by GW &amp; MW, any changes to the constitution</p>	
	<p>would be minor, mainly dealing with terminology etc. Any proposed changes would be</p>	
	<p>ready for approval in time for the AGM in December.</p>	
	<p>Some discussion followed whether to print the constitution and rules in a handbook, or to</p>	
	<p>just post them on the website. With estimated printing costs of £100 to £150, it was agreed</p>	
	<p>it would be helpful to produce them in book form in addition to an electronic copy on the</p>	
	<p>website.</p>	
<p><b>7. <u>ANY OTHER BUSINESS</u></b></p>		
	<p>a) JW advised that Peter Monks from PSC had volunteered to be the Welfare Officer for the</p>	
	<p>Association. Whilst to her knowledge there hadn't been a welfare issue for the Association</p>	
	<p>in its recent history, it was necessary to appoint an officer. She therefore asked the meeting</p>	
	<p>to ratify Peter's appointment. JI queried whether the parent of a swimmer could be a</p>	
	<p>welfare officer, as Great Harwood had been advised that this was not permissible, during its</p>	
	<p>Swim 21 application. Some discussion followed and Great Harwood were advised to consult</p>	
	<p>the latest edition of Wavepower on this issue. It was felt that the Association was one step</p>	

<p>removed from Clubs and that any welfare issues were likely to arise at the Licensed meets or League galas. As such, if Peter had a conflict on any issue, we would expect him to recuse himself and for it to be referred to the County Welfare Officer. The meeting approved his appointment. JW to advise Peter.</p>	<p>JW</p>
<p>b) MP drew attention to a Level 2 Teaching Aquatics Course being run by HALF Fish training at All Seasons, Chorley on successive Saturdays between 20<sup>th</sup> April and 22<sup>nd</sup> June at a cost of £570. The course was aimed at people who work and who are unable or unwilling to take time off during the week to attend the usual Level 2 courses. MP advised that the course was advertised on the British Swimming calendar and would lead to an ASA certificate. It was noted that Shelley Whitehead the course leader also ran courses for the IOS. BT advised that whilst superficially cheaper than the IOS at £680 the course would not qualify for the 40% Lancs County Bursary as presently structured, as it is a condition of that grant that the Course be run by the IOS. Without such a grant, the HALF Fish course would therefore be more expensive.</p>	<p>BT/ST</p>
<p>Some discussion followed as to whether the Course would qualify for the NLSWPA Bursary, or whether a similar stipulation to the Lancs Bursary applied. As it was some time since the bursary was first established it was agreed to check back on the minutes to establish the original criteria.</p>	
<p>Application forms were circulated to those who were interested in the Course.</p>	
<p>c) AH asked whether the Division 2 Swim League trophy had been recovered in order to pass it onto Burnley Aquatics? JW said it hadn't but that she would contact the 2011 winners, Pioneer 79, and request its return.</p>	<p>JW</p>
<p>d) ST had raised a question in a note regarding the number of Safeguarding courses Lancaster had run and in which financial years. The matter was referred to AF to liaise direct with ST</p>	<p>AF</p>
<p><b>There being no further business the meeting closed at 8.40p.m.</b></p>	