

# North Lancs Swimming & Water Polo Association

## Executive Committee Meeting

Monday 8<sup>th</sup> February 2016 - County Hall Preston - 7.30pm

<b>Present:</b> Garry Whittle (President) Andy Gaskell (Vice President) Gillian Rankin (Treasurer) Bob Thompson (Secretary) Janice Whittle (Champ Sec.) Steve Heaps (Life Member) Sue Tinkler (Life Member)	Craig Brandwood (F/wood WP) Jeff Broadbent (Radcliffe) Pauline Broadbent (Radcliffe) Judith Dutton (Leyland) Ron Flude (Lancaster) Paul Kenny (Clitheroe) Alison Lawson (Fleetwood) Linda Ormerod (Lytham)	Mary Parkinson (Chorley) Mike Peacock (Preston WP) Katherine Turner (Lytham) Helen Waite (F/wood WP) Jackie Wilkinson (Ormskirk) Paul Wilkinson (B/pool WP)
1. The President welcomed everybody to the meeting, and thanked them for attending. He explained that we would move the Water Polo matters up the agenda so that the Water Polo representatives didn't have to sit through the full meeting, if they didn't wish to.		
2. <b>Apologies</b> had been received from: Helen Jenkins (Southport); John Robinson (Pioneer 79); Paul Maxwell (Kirkham); Alan Howarth (Burnley); Catherine Holmes (Garstang); Ashley Cocks (Life Member); Jane Whittle (Swim League Sec.)		
3. The <b>minutes</b> of the previous meeting on 26/10/2016 were approved, subject to an amendment to include apologies from Helen Jenkins. Proposed by Janice Whittle      Seconded by Steve Heaps		
4. There were no <b>matters arising</b> from the minutes.		
5. No <b>conflicts of interest</b> were declared.		
6. Two items of <b>AOB</b> were noted for discussion later – the Association website & CPD for officials.		
7. The following <b>correspondence</b> had been received since the last Exec meeting: <ul style="list-style-type: none"><li>Swim Northwest Regional Chairman, Adrian Leather advising that the new NLSWPA constitution has been approved by the Regional Management Board and is now valid for up to four years.</li><li>The ASA membership papers for 2016, which have been completed, barring the Water Polo secretary, who will be added after the meeting and the papers returned to the ASA.</li><li>A thank you from former secretary Sue Tinkler for the award of the George Harris Salver and the retirement gift, both of which were presented at the AGM.</li><li>An e-mail from the Tinkler family offering a trophy, similar to the George Harris salver, to be presented annually to a young volunteer (under 16) from within the Association.</li><li>GW extended his congratulations to Kath Cottam (Preston) and Bob Thompson (Southport) on passing their referees theory exams in November and wished</li></ul>	BT Dev C'ttee	

# North Lancs Swimming & Water Polo Association

<p>them well on their final practical pool-side assessments at the Cumbria County Champs in Kendal at the end of the month.</p>	
<p><b>8. Water Polo Matters</b></p> <ul style="list-style-type: none"> <li>• GW thanked BT for collating the 2015 results from the member clubs. BT advised that there was one correction required to the results which had been circulated prior to the meeting. Paul Wilkinson had pointed out that Blackpool had not been awarded the two points due from the match conceded by Kendal and this gave Blackpool 4 points and took them to fourth place, ahead of Preston. The table would be corrected after the meeting and posted on the Assoc website.</li> <li>• The President congratulated Lancaster upon winning the League and presented the League Trophy to Ron Flude, obo Lancaster WP.</li> <li>• A lively discussion followed concerning the perceived lack of organisation within the WP section and in particular the difficulty in obtaining match results. CB advised that organising matches wasn't much of a problem as all the WP reps had each other's contact details, however the fixtures, once agreed and the result were not being reported to the Association. BT pointed out that only 75% of matches had actually been played and that Kendal had only played 50% of their fixtures.</li> <li>• RF pointed out that matches are often called off because a team cannot get a full complement of players, but said that they should go ahead even if a team is one player down.</li> <li>• The season runs from 1<sup>st</sup> March to 31<sup>st</sup> October.</li> <li>• GW offered to collate the results obo the League, provided clubs communicate the results to him (using the results sheets bought by the Association) provided someone would take on the WP Secretary role.</li> <li>• Craig Brandwood (Fleetwood) agreed to stand as Secretary, and Helen Waite (Fleetwood) agreed to lend her support. This was unanimously agreed by the Executive.</li> <li>• Paul Wilkinson (Blackpool) and Michael Peacock (Preston) were elected to the Water Polo Sub Committee.</li> <li>• Jeff Broadbent highlighted the lack of WP referees and officials within the Association, however it was acknowledged that it was difficult to persuade players to turn "game-keeper". GW said he would e-mail Joanne Mountfield at NW Region with a view to organising a referee and table official's course within the Association area, either at Palatine or Salt Ayre and requested the WP reps to encourage their members to participate.</li> <li>• CB explained that it was difficult to bring youngster through in the sport. GW pointed out that there was an Inter-Regional competition at Palatine over the w/end of 27/28<sup>th</sup> February. MP highlighted the benefit of clubs holding Taster Days.</li> </ul>	<p>BT/AG</p> <p>GW</p> <p>GW</p>
<p><b>9. Hon. Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>• GR circulated the management accounts covering the four months to the end of January 2016.</li> <li>• She had met with Kevin Whiteside in January to collect the records, however RBS have lost the new mandate. which was posted to them and it will be necessary to start the process again.</li> </ul>	

# North Lancs Swimming & Water Polo Association

<ul style="list-style-type: none"><li>• John Armour has returned the 2015 accounts file, following his Independent Review prior to the AGM.</li><li>• All affiliation/league fees have now been received, with the last £20 league fee being received in early February.</li><li>• The Insurance has also been paid in early February at a reduced premium of £210, following the removal of cover for obsolete AOE and business interruption cover, which was deemed unnecessary after discussion with the President/Secretary.</li></ul>	
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The report was accepted as proposed by Andy Gaskell, seconded by Steve Heaps.

## 10. Championship Secretary's Report

- JW reported that the Development Meet has been booked for Sat/Sun 23/24<sup>th</sup> July at B/pool Palatine as a lower Level three meet, with the same format as the meet previously held during October half term, with the exception that all ages will be able to compete in the 100m IM.
- The Championship Meet will be run as a level 2 Meet at Palatine over the week-ends of 1<sup>st</sup> & 2<sup>nd</sup> October & 15<sup>th</sup> & 16<sup>th</sup> October. The meet programme has yet to be confirmed. The 2016 Squadrons competition will be swum in session 8.
- The 2016 Inter Association competition is being held on Sunday 26<sup>th</sup> June at Wigan Life Centre. A review meeting of the Inter-Association committee will be held during February, to debrief on the November 2015 meet and any necessary changes for 2016. JW will again feed in a request from NLSWPA for some relay events to be incorporated into the programme.

JW

NLSWPA team will be drawn from the rankings as in previous years, with a suggested cut off date of Monday 16<sup>th</sup> May for team selection to give sufficient time to notify swimmers and co-ordinate the team.

JW

The choice of team managers is to be reviewed at the Swimming Committee.

The report and recommendations were accepted by the meeting as proposed by Ron Flude, seconded by Gillian Rankin.

## 11. Swim League Secretary's Report

The Secretary had sent her apologies to the meeting and the President read her report as follows:

The Swim League is now underway and we have swum 2 fixtures in Division 1. Both results have been confirmed and are now on the website.

I have sent a general reminder to all team delegates regarding the use of the new sheet. This sheet was handed out in paper form at the fixtures meeting in December and was also emailed out to all delegates on 31 December 2015 of which I still have the email to confirm. Both galas swum to date have seen 2 teams using the old 'team sheet'. Under the new rules established this would lead to a fine of £50.00. The Team Sheet was sent to Malcolm to put on the Web on 31 December. Understandably Malcolm has had far greater things to concern himself with and I pass on my best wishes to both Malcolm and his family at this time. Despite delegates being notified and given the paperwork, the documentation on the Web was not accurate at the time of the first gala on 9 January. Therefore do we impose the fines or not?

The New Team Sheet is now on the Website and I am liaising with Andy G to ensure that the information is kept up to date. I have also written the Swim League Rules on a separate document so that they may also be put on the Swim League Page.

# North Lancs Swimming & Water Polo Association

<p>This saves persons from having to scroll through the handbook to find the appropriate documentation. This will be on the Web by the end of the week. I will also ensure that the contacts are updated according to the divisions.</p> <p>There is 1 fixture still to be confirmed. Kendal have come up with a date for this fixture and we are now waiting for confirmation from the other teams.</p> <p>It has come to my attention that a request has come in, not through myself but to the home club regarding a change of gala date. Can I please draw attention to rule 4.3:</p> <p><i>Once a fixture has been made, it may not be rearranged without the consent, in writing, of the Hon Swimming League Secretary, who <b>MUST</b> have the agreement, in writing, of at least three of the competing clubs.</i></p> <p>As far as I am concerned no gala dates are to be changed.</p> <p>I had to make a diplomatic decision in regards to the re-organisation of Garstang's home fixture. Kendal, who are affiliated to North Lancs and have joined the League this year were not able to make the Fixtures Meeting (with the flooding etc. it was highly unlikely) and therefore they were not present to state they would be unable to swim on 6 February due to the Cumbrian Championships. We are so used to marking the dates of the Lancashire's that I never thought to check the Cumbrian Champs. I thank Garstang for their support in this and a new date has now been re-arranged.</p> <p>Administration</p> <p>Please note that when I am sending generic emails to delegates I always blind copy recipients in. This has been drilled into me over the years with data protection etc. If there has been a problem at a gala I will send out a personal email to the delegate.</p> <p>Thank You</p> <p>Jane Whittle</p> <ul style="list-style-type: none"><li>• The Executive discussed whether fines should be imposed upon the two teams, which had used the incorrect team sheets. It was agreed, whilst all teams had been supplied with copies of the new team sheet both at the AGM and by e-mail, the old team sheets had not been removed from the website prior to the galas. The two teams would therefore be asked to complete the correct paperwork and forward it to the League Secretary within seven days, otherwise the £50 fine, provided in the rules, would be imposed.</li><li>• <b>Recommended changes to Swim League for 2017.</b></li></ul> <p>GW drew attention to the Swimming Committee's recommendations for changes to the League for 2017, as detailed in the Swimming Committee minutes of 23.11.15, circulated with the agenda. GW suggested that the Association, not the Gala Director should be responsible for booking the three pool venues and that the League Secretary should book the Referees and Starters for the matches.</p> <p>The League Secretary's report, the proposal for dealing with the wrong team sheets and the proposed changes for 2017 (subject to GW's two amendments) were all accepted by the meeting as proposed by Steve Heaps and seconded by Paul Kenny.</p>	JW/AG
12. <b>Appointments by the Executive Committee:</b> Water Polo Sec - Craig Brandwood, as detailed at (8) above Welfare Officer – no nominations – matter deferred to next Exec meeting Delegate to Lancashire County WP&SA - Gillian Rankin.	Exec April

# North Lancs Swimming & Water Polo Association

<p>Representative to Inter- Association – Janice Whittle. Trophy Controller – Gillian Rankin.</p>	
<p><b>13. Appointment of Sub Committees</b> GW pointed out that the President, Vice President, Hon Sec and Hon Treasurer are all ex-officio members of each sub-committee. In addition the Exec is able to appoint three/four additional members.</p>	
<p><b>Swimming Committee</b> Nominations:<ul style="list-style-type: none"><li>• Steve Heaps</li><li>• Mary Parkinson</li></ul></p>	
<p><b>Development Committee</b> Nominations:<ul style="list-style-type: none"><li>• Steve Heaps</li><li>• Mary Parkinson</li><li>• Sue Tinkler</li></ul></p>	
<p><b>Water Polo Committee</b> Nominations (as at (8) above)<ul style="list-style-type: none"><li>• Michael Peacock</li><li>• Paul Wilkinson</li></ul></p>	
<p><b>Emergency Committee</b> Officers &amp; either Championship Secretary, Swim League Secretary or Water Polo Secretary, as appropriate.</p>	
<p>The individual and committee nominations, above were proposed en bloc by Andy Gaskell, seconded by Judith Dutton and approved by the meeting.</p>	
<p><b>14. Handbook/Constitution</b> <ul style="list-style-type: none"><li>• The constitution is now up to date and valid for a further four years.</li><li>• Updates are required to the handbook which will be posted on the website.</li><li>• GW advised that he and Janice are working on the competition side of the Operations Manual and will report back at a future meeting.</li><li>• BT advised that the history of the Association's trophy winners is nearly ready to be added to the website after checking some of the names on the trophies, currently held by GR.</li><li>• BT will forward the current Association record holders to AG for inclusion on the website.</li></ul></p>	<p>BT/AG GW/JW BT/GR/AG BT/AG</p>
<p><b>15. A.O.B.</b> <ul style="list-style-type: none"><li>• AG has agreed to co-ordinate the website, update and post information, given Malcolm Wilson's sad condition.</li><li>• ST advised that payment is due for hosting of the site for two years and will liaise with the Treasurer.</li><li>• Officials GW urged member clubs to continue to train officials. Given that the</li></ul></p>	<p>AG ST/GR</p>

# North Lancs Swimming & Water Polo Association

<p>average time an official spends in the sport is four/five years, it is important to maintain a stream of new officials. Has asked clubs to contact Regional coordinator Helen Whittle if they wished to run courses.</p> <ul style="list-style-type: none"><li>• The Regional Masters competition is taking place at Palatine on Sat 20<sup>th</sup> Feb and is a good opportunity to mentor trainees.</li><li>• Lancashire County Association have arranged the following Contemporary Issues courses for officials:<ul style="list-style-type: none"><li>• County Hall Preston - Thursday 18<sup>th</sup> February 6.30pm</li><li>• Leigh Sports Village – Tuesday 23<sup>rd</sup> February 6.30pm</li></ul></li></ul> <p>There are forty places on each course, but priority will be given to officials whose licences are coming up for renewal or J1 trainees who require the module to complete their assessment. Officials/trainees should contact Helen Whittle to register.</p> <ul style="list-style-type: none"><li>• Paul Kenny (Clitheroe) advised that there have been several changes to the Committee and structure at Clitheroe and he will advise/e-mail the changes to the Secretary.</li></ul>	PK
<p><b>16. Meetings</b></p> <p>It was agreed to change the date of next meeting of the Executive to Monday 18<sup>th</sup> April at 7.30pm at County Hall.</p> <p>A joint meeting of the swimming and development committees will be held at the Ribble Pilot, Mariners Way Preston on Tuesday 15<sup>th</sup> March at 7.30pm.</p>	BT BT/GW
<p>There being no further business the meeting closed at 8.57pm</p>	