

Dorset County Amateur Swimming Association
(Affiliated to Swim England and Swim England South West Region)

Minutes of the County Emergency Management Board 17 September 2020
held via Zoom

Present

President	L Jessop	Emergency Committee	R Holman
Chairman	R Honeybun	Emergency Committee	A Smart
County Secretary	Mrs D Gibbs		
Treasurer	G Griffin		

Apologies: A Mullins

20/29 Purpose
To progress County business.

20/30 Minutes of Emergency Committee Meeting 13 August 2020
The minutes of the Emergency Committee Meeting on 13 August 2020 be accepted as a true record.

Prop: A Smart Sec: L Jessop Carried

20/30(a) **Matters Arising** None

20/30(b) **Outstanding Actions**

E02/20	Ongoing – DCASA Covid Lead to be appointed [DG].
E06/20	Ongoing – 2021 Swimming Championships conditions [DG].
E12/20	Ongoing – county admin task calendar [DG].
E13/20	Complete – approval of Emergency Management Board by membership.
E14/20	Complete – request clubs to return SE survey.
E15/20	Ongoing – administration hours audit, to be reviewed January 2021.
E16/20	Complete – honorary membership for key workers.
E17/20	Complete – purchase of Zoom software, using dedicated email address.

20/31 County Business Review

20/31(a) Emergency Management Board
Emergency Management Board (EMB) authorised following 90% 'Yes' vote from Association Executive and affiliated clubs. 2009/19 AGM minutes together with audited annual accounts and Executive minutes to be archived to USB flash drives retained by Chairman, Treasurer and Secretary. Hard copies of previous records lodged with Dorchester County Museum.

20/31(b) Constitution Review
Constitutional revision to enable honorary membership of the Association of key workers as appropriate, agreed as follows:
20/31(b)i Section 3 Affiliation and Composition, sub-section 3.2; new clause 3.2.1.6 - *individuals granted honorary membership deemed essential to operation of Association events and who are no longer a member of an affiliated club until such time as those individuals no longer provide that service, or become a member of a Swim England affiliated club.*

Prop: G Griffin Sec: R Holman Carried

20/31(c) GDPR Review
DCASA Information Asset Register approved; to be reviewed annually post-AGM.

20/32 Treasurer's Report

Account balances as of 21 August 2020 are as follows: Current Account £87,769.43; Deposit Account £19,754.30; Total £107,523.73.

20/33 Secretary's Report

20/33(a) County Business:
i *Governance* As report submitted, agenda item 20/31(a) refers. 2009/19 AGM minutes with audited annual accounts and Executive minutes to be archived to USB flash drives

- retained by Chairman, Treasurer and Secretary. Hard copies of previous records lodged with Dorchester County Museum.
- ii *Communications* Inaugural DCASA newsletter to all clubs and members of the Executive 28 August; next issue November 2020.
 - iii *Membership* Handover of TSD assets scheduled for 26 September at Osprey LC, with remaining monies after accounts finalised to be transferred to DCASA in October; funds to be ring-fenced for future project. DG reported that TSD's 52 Cat 2 swimmers were as follows: 4 Bridport, 18 West Dorset, 30 Weymouth. No information on the Cat 1s (102) or officials (11) at present.
 - iv *Funding* Nothing to report.
 - v *Bursaries* Nothing to report.
 - vi *Contracts* Nothing to report.
 - vii *Competitions* Nothing to report.
- 20/33(b) *Activity:*
- i *National* As report submitted.
 - ii *Regional* SWR 2021 affiliation fees: Cat 1 £3, Cat 2 £3.75, Cat 3 £2, Clubs £85 with 50% cashback if SwimMark. SWR 2021 competitions to be cost neutral.
 - iii *County* All clubs now training but often with reduced and/or altered hours.
 - iv *Licensed Meets* Nothing to report.
 - v *Return to Swimming* Swim England announce intent to enable Return to Competition across all disciplines. Framework for Resuming Competitive Activity to define nature of national, regional, county and club events; to be first signed off by Dept of DCMS. Meetings to be held with County/Regional Swim Managers and Officials by SE Swimming Leadership Group.
- 20/33(c) *Accreditation:*
- i *SwimMark* Poole SC and Seagulls due to submit for reaccreditation.
 - ii *Stronger Affiliation* 20 clubs accredited nationally, five of which are Dorset. Remaining clubs to submit: BCS, Bere Regis, North Dorset Turbos, Swim Bournemouth, Wareham & District, Wessex Diving and Weymouth & Portland WPC.
- 20/33(d) *Welfare:* No issue reported.
- 20/33(e) *Development:*
- i *Courses* As report submitted.
 - ii *Officials* Online officials' training to recommence.
 - iii *YV Programme* As report submitted.
- 20/33(f) *Disciplines:*
- Swimming* As report submitted.
 - Diving* Plymouth Leander Diving to train at The Dolphin, Poole while Plymouth Life Centre closed. SWR development funding to PLD with hope to revive diving in Dorset.
 - Water Polo* As report submitted. Green light for training and competition 15 September.
- 20/33(g) *Rules:*
- i *Constitutions* 2018 compliant DCASA club constitutions reviewed by SWR and approved with minor amendments for next cohort of updates.
 - ii *SWR Rules* SWR Constitution amended at SWR ACM. DCASA constitution to be checked to ensure mandatory items are included.

Action: E18/20 DG

20/34 AOB

20/34.1

Swimming Championships trophies to be recalled for end of November with reminder trophies to be returned cleaned/engraved or cost charged to clubs. Clubs to collect for handover. Storage to be requested at Vinny's, Winton.

Action: E19/20 DG

20/34.2

Synchro and WP Secretaries requested to recall County trophies for end of November for audit/repair.

20/34.3

Historic trophies received from TSD to be used if possible.

20/34.4

DSSA AGM 22 October via Zoom. Dissolution of DSSA anticipated. Association has existed since affiliation with Dorset Schools Sports Federation November 1994.

Date of next meeting: 15 October 2020 via Zoom.

Chairman: R Honeybun

Signed:

Date: