

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

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

President	L Jessop [LG]	Emergency Board	R Holman [RHM]
Chairman	R Honeybun [RHB]	Emergency Board	A Smart [AS]
County Secretary	Mrs D Gibbs [DG]	Emergency Board	A Mullins [AM]
Treasurer	G Griffin [GG]		

20/45 Minutes of Emergency Committee Meeting 19 November 2020

The minutes of the Emergency Committee Meeting on 19 November be accepted as a true record.

Prop: A Mullins Sec: A Smart Carried

20/45(a) Matters Arising

	20/38(g)	Statement expected from SE on procedure required for club constitutions.
Action: E29/20 DG	E24/20	Mrs N Smart to donate Swimming Championships trophy in memory of G Smart. To progress in 2021.
	20/46.1	Website records amended in accordance with nameplates on Presidential chain.
Action: E30/20 DG	20/43(a)vii.6	All Open Water trophies in storage except for 10k awards. Male 10k trophy with M Newman, female 10 k trophy unaccounted for.
Action: E31/20 DG	20/43(a)vii.9	One Bridport SC trophy suitable for reuse; second trophy to be offered to Dorchester Museum or returned to donor.

20/45(b) Outstanding Actions

E02/20	Ongoing – DCASA Covid Lead to be appointed [DG].
E06/20	Ongoing – 2021 Swimming Championships conditions [DG]. Deferred for definition from SE.
E12/20	Ongoing – county admin task calendar [DG].
E15/20	Ongoing – administration hours audit, to be reviewed January 2021. [DG]
E21/20	Ongoing – Dorchester Museum to be contacted again mid-2021 regarding TSD trophy donation. [DG] Noted that AM holds historical DCASA minutes book.
E22/20	Ongoing – digital trophy archive. [DG]
E24/20	Ongoing – home clubs to be contacted regarding PP memorial trophies. [DG/RHB]
E26/20	Complete.
E27/20	Complete.
E28/20	Complete

20/46 County Business Review

An abstract of proposals for constitutional revisions was presented for discussion. Rules revision effective 17 December 2020 to be ratified by ACM were approved and agreed as follows:

- i Section 2 Name; new clause 2.3: “The status of the Association is an unincorporated association operating as a voluntary body to achieve the aims as determined in this Constitution and on behalf of its members.”
- ii Section 3 Affiliation and Composition; amend clause 3.1.3: “..... such other bodies as the Association may determine from time to time in accordance with local needs and interests.”
- iii Section 3 Affiliation and Composition; new clause 3.2.2: “A club, league or associated organisation affiliating to Swim England via the Association shall in the first instance submit an application for membership to the Association; whereby
 - 3.2.2.1 the Association will review the constitution of said organisation and any other evidence required in accordance with the procedures of the Region and as specified by the Association; and
 - 3.2.2.2 on acceptance of and agreement by the Association, the application shall be forwarded to the Region by the Association for consideration against the national criteria approved by Swim England.”
- iv Section 3 Affiliation and Composition; renumber/amend clause 3.2.3: “The Association reserves the right to recommend to the Region that a request for affiliation of an organisation or individual not deemed to be in the best interests of the Association, its’ membership, and the aquatic disciplines under its’ jurisdiction as defined in these Rules is declined.”
- v Section 8 The Council; Sub-section 8.3 Powers; amend clause 8.3.6.1: “..... authorise the Executive to

establish and implement policy and procedure (hereinafter “By-Laws”) and repeal and amend such By-Laws as from time to time may be considered necessary in the best interests of the Association to regulate the routine business of the Association; and “

- vi Section 8 The Council; Sub-section 8.5 The Annual General Meeting; amend clause 8.5.1: “The ACM shall be held in June at a venue, date and time as the Executive shall determine whereby members and constituent Clubs shall be given 28 days’ notice of said meeting; and”
- vii Section 8 The Council; Sub-section 8.5 The Annual General Meeting; amend clause 8.5.1.6: “..... shall be distributed not less than fourteen days prior to the date of that meeting.”
- viii Section 8 The Council; Sub-section 8.5 The Annual General Meeting; amend clause 8.5.2.5: “to elect a Life President, a Life Member, or other Honorary Members;”
- ix Section 8 The Council; Sub-section 8.5 The Annual General Meeting; new clause 8.5.2.7: “To set and approve the annual affiliation fee.”
- x Section 8 The Council; Sub-section 8.6 Special Council Meeting; amend clause 8.6.1: “The Council may call an SCM on its own initiative by a simple majority or”
- xi Section 8 The Council; Sub-section 8.10 Motions; amend clause 8.10.5.3: “A motion for consideration that embodies a proposal to effect a change to the Constitutional Rules of the Association shall: be referred to the Association Rules Committee for consideration prior to the ACM or SCM;”
- xii Section 8 The Council; Sub-section 8.11 Voting; amend clause 8.11.3: “Voting on all motions or amendments of motions that do not embody a proposal to effect a change to the Constitutional Rules of the Association shall be by a show of hands unless the Chairman directs otherwise, whereby a simple majority of those present and eligible to vote shall pass said resolution.”
- xiii Section 8 The Council; Sub-section 8.11 Voting; new clause 8.11.4: “Voting on all motions or amendments of motions that embody a proposal to effect a change to the Constitutional Rules of the Association shall be by a show of hands unless the Chairman directs otherwise, whereby a majority of two-thirds of those present and eligible to vote shall pass said resolution.”
- xiv Section 9 The Executive; Sub-section 9.1 Composition; amend clause 9.1.1.4: “The Executive shall comprise the following Life Presidents, Life Members, and other Honorary Members;”
- xv Section 10 Finance; Sub-section 10.1 Accounting; amend clause 10.1.7: “The income and property of the Association shall be applied only in the furtherance of the aims and objectives of the Association and no part thereof shall be paid by way of bonus, dividend, donation or profit to any member of the Association, constituent Club, or other individual or external agency or organisation save as purposes specified in clause 9.3.6 of these Rules.”
- xvi Section 10 Finance; Sub-section 10.5 Property; new clause 10.5.2: “A Custodian shall be an officer or other postholder of the Association unless otherwise agreed by the Executive Officers; whereby 10.5.2.1 the responsibility as a Custodian of the Association shall be determined by resolution of the Executive Officers; and 10.5.2.2 whose responsibility as a Custodian of the Association shall be determined by resolution of the Executive Officers and whose responsibility shall cease on resignation from that role or until removed from that role by resolution at a Meeting of the Executive.”
- xvii Section 10 Finance; Sub-section 10.5 Property; renumber/amend 10.5.3: “The names of Custodians, the number of which shall be determined by the Executive Officers as deemed necessary, shall be reported annually to a Meeting of the Council and entry in the minutes of that meeting shall be conclusive evidence of such appointment.”
- xviii Annex A; Section A1 Election of Officers; amend clause A1.1.2.3: “Life Members;”
- xix Annex A; Section A1.4 Appointments; amend clause: “The Council shall appoint a Child Protection Officer (Welfare Officer) at the ACM, who must not be less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower.”
- xx Annex A; Section A2 Elected Committees; amend clause A2.1.1: “Each Committee shall normally meet at least twice a year. Meetings may be held by electronic conferencing at the discretion of the Committee.”
- xxi Section 1 Definitions; new clause 1.1.8: “General Meeting” shall mean an Annual Council Meeting or a Special Council Meeting.
- xxii Constitution to be revised throughout with “Annual General Meeting” and abbreviation “AGM” to read “Annual Council Meeting” and “ACM”.

Prop: G Griffin

Sec: A Smart

Carried

20/47

Treasurer’s Report

1. Account balances as of 30 November 2020 as follows: Current Account £85,387.14; Deposit

Account £19,754.30; Cash £150.00; Tornadoes SD £10,247.70; Total £115,539.14.

Action:
E32/20 GG

2. Loans to SE repayable at 1-1.5% above bank rate tendered to regions/counties to reduce current SE high interest loans. Questions raised as to security of loan, repayment period, and personal liability of County officers. Further information required for next meeting.

20/48 Secretary's Report

20/48(a) County Business:

- i *Governance*
 1. Recommendations to update County constitution in accordance with SE/SWR guidance and clarify where relevant, 20/46 refers.
 2. SWR financial year to change to 1 January to 31 December effective 2021. DCASA to follow suit for all bursary applications regardless of match-funding.
- ii *Communications* As report submitted.
- iii *Membership* J Masters registered as DCASA Cat 3 honorary member.
- iv *Bursaries* One application received.
- v *Contracts* Nothing to report.
- vi *Competitions* As report submitted. Level X competition to be introduced for Diving, Synchronised Swimming and Water Polo in January 2021.
- vii *Trophies*

Trophies returned and collected en bloc from clubs made trophy audit easier; recommended practice for future. Total of 131 DCASA trophies for all disciplines excluding diving. Return status as follows:

 1. Swimming Championships (77): DG (4), RHB (3), Vinny's (34).
 2. Development Competition (2): DG (1), due return Wareham (1).
 3. Graded Meet (3): Storage (2), Vinny's (1).
 4. Club Relay Gala (12): Storage (12).
 5. Novice Swimming League (2): Storage (1), held by West Dorset (1).
 6. Masters (1): DG (1).
 7. Open Water (16): Storage (14), held by M Newman (1), unaccounted for (1).
 8. Synchro (16): DG (3), RHB (13).
 9. Water Polo (2): Held by Bournemouth SC (2).
 10. Stock: In storage TSD (7 cups, 3 shields), Bridport SC (2), Presidents Inter-County Cup (1); with DG TSD for reuse (2).
 11. Diving: Six County diving trophies to be accounted for as per listing on DCASA website. Diving Secretary holds two; does not know which trophies are missing or location of remaining four. AM advised that some diving trophies were Victorian solid silver, therefore of significant value, and details should be recorded in historical inventory created by himself and R Burke. DG confirmed inventory was in storage unit. Last Diving Championships circa 2016 so trophies possibly with last winners. Recovery to be progressed.

Action:
E33/20 DG

PMN:

Diving trophies identified from inventory/photographs as follows: Keith Sawtell Challenge Cup (Victorian hallmarked silver dated 1887, £385), Darnell Challenge Cup (Victorian hallmarked silver dated 1875, £175), Glover Challenge Cup (hallmarked silver, £150), Holland Trophy (donated 1984, value unknown). Replacement values given are as per 1986 insurance certificate; online valuation calculator indicates current replacement values would be £960, £436, and £374, respectively, and excludes engraving or restoration of history. Inventory scanned/mailed to Diving Secretary 19/12/20 and the results of last Diving Championships held requested by DCASA to progress immediate recovery of trophies.

20/48(b) Activity:

- i *National*
 1. As report submitted. 2021 Membership fees notified as follows: National Cat 1 £9.20, Cat 2 £27.75, Cat 3 £5.20; Region Cat 1 £3.00, Cat 2 £3.75, Cat 3 £2.00, Club £85.00; County £3 all categories.
 2. SE President to continue in role until May 2022.
 - ii *Regional County* As report submitted.
 - iv *Return to Swimming* As report submitted. Competition hardware installed at RiversMeet LC funded by North Dorset Turbos.
- Guidance: As of 17 December 2020 - Clubs v12, Water Polo v8, Operators v9, Land Training Oct 2020.

20/48(c) Accreditation:

- i *SwimMark* Nothing to report.
- ii *Stronger Affiliation* All DCASA non-SwimMark clubs Stronger Affiliation accredited except Wessex Diving; no contact made with SWR by Club and communication with DCASA not resulted in any progress by 16 December 2020 cut-off date. DCASA advised Wessex Diving secretary on cut-off date that SE would write to all members (not officers only) of clubs failing to meet the requirement for Stronger Affiliation to advise of club disaffiliation.

PMN: DCASA advised by SWR that Wessex Diving had attempted to pay 2021 affiliation fees on 17 December 2020 but unable to access OMS (club removed from system). Consequently, Club Secretary emailed Membership Services for due consideration to complete Stronger Affiliation submission and/or details of reaffiliation process. Communication forwarded from SE Club Development to SWR for reply. DCASA copied in to SWR reply on 18 December 2020 offering assistance over Christmas period, requesting evidence direct to SWR, and detailing required DBS/safeguarding renewals together with workshop dates.

20/48(d) **Welfare:** No requirement for a Welfare Officer in a Masters/adults only aquatic club, but SE recommends a point of contact for all welfare issues within the club. Information forwarded to Weyport Masters.

20/48(e) **Development:**

i *Safeguarding* As report submitted.

ii *Team Manager* As report submitted.

iii *Courses* Practical sessions for completion of teaching/coaching courses listed on IoS website. SWR RDO now aware and due to meet with IoS in January 2021.

20/48(f) **Disciplines:**

All disciplines Dorset Tier 2 status and clubs under current SE guidelines as follows:

1. Under-18s continue as prior to second lockdown but with u/18 rule to include swimmers under 18 years of age as of 31 August 2020.
2. 18/overs activity permitted but must not mix pre/during/post training; distanced lane swimming of 18/overs only in bubbles of six, and WP/Synchro to continue with no-interaction, distanced activities (ie drills).
3. Tier 3 uni swimmers returning to family home may participate in home club activity in Tier 2.

Swimming Barry Aldrick (Poole) appointed Head Coach of the National Junior Squad 2020-21. Of the 71 swimmers selected, nine SWR including Robbie Hemmings (Poole).

Para Swim National Junior Para-swimming Championships planned for March 2021 postponed to June 2021.

20/48(g) **Rules:** SWR approved updated constitution submitted by Poole SC.

20/49 AOB None

Date of next meeting: 21 January 2021 via Zoom.

Chairman: R Honeybun

Signed:



Date: 21 January 2021