

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

Minutes of the County Emergency Management Board 21 January 2021
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]		

20/50 Minutes of Emergency Committee Meeting 17 December 2020

The minutes of the Emergency Board Meeting on 17 December 2020 be accepted as a true record.

Prop: L Jessop Sec: A Smart Carried

20/50(a) **Matters Arising:** None

20/50(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].
- E15/20 Complete.
- E21/20 Ongoing – Dorchester Museum to be contacted again mid-2021 regarding TSD trophy donation. [DG]
- E22/20 Ongoing – digital trophy archive. [DG]
- E24/20 Ongoing – home clubs to be contacted regarding PP memorial trophies. Weymouth Chairman to ask committee approval for Alan Burt Memorial Trophy [DG/RHB]
- E29/20 Ongoing – trophy donation by Mrs N Smart to be progressed. [DG]
- E30/20 Complete.
- E31/20 Ongoing – Dorchester Museum to be contacted regarding Bridport SC trophy. [DG]
- E32/20 Complete.
- E33/20 Ongoing – recovery of Diving Championship trophies. [DG]

20/51 County Business Review

- i Admin hours DCASA EMB 13 Aug 2020 (Action E15/20), audit of admin hours for review January 2021, as follows:
 1. Period of audit Monday 27 July 2020 to Sunday 10 Jan 2021. Contracted hours 240, recorded hours 276, excess hours 221 inclusive of those carried forward from prior 12-month audit period.
 2. Admin hours fairly consistent across audit period, but reduction in all other areas due to restricted activity.
 3. Newsletters and one-off projects account for maintenance of overall hours. One-off projects include creation of a Capital Assets Register, Championships Trophies Digital Library and GDPR Register.
 4. Quarterly report to Exec Officers to continue; agenda item June 2020 for six-month review.
- ii Constitution Inclusion of para/disability swimming in constitution required. Standing Orders to include disorderly conduct and business of objectional nature clauses. Agenda item for next EMB meeting.
- iii Nominations for SWR reps Notification of SWR ACM 21 March 2021; request for nominations for elected SWR posts and county representatives to regional committees for submission to SWR by 5 Feb 2021. Nominations received for SWR posts as follows:
 1. G Griffin (Finance Officer)
 2. R Honeybun and L Jessop (ACM representatives)
 3. A Smart (RMB and Swimming Cmt)
 4. Mrs J Beard (Swimming T&D Co-ordinator)
 5. Mrs C Seall (Artistic Swimming)

Nominations received post-meeting would be accepted.

Action:
E34/20 DG

Action:
E35/20 DG

Prop: D Gibbs Sec: A Smart Carried

PMN: S Johns to continue as Para/Disabilities Cmt Rep. Ms K Yendole not to continue as SWR Masters Rep; Mrs D Gibbs to act as SWR Masters Rep in interim. No response from current SWR WP Rep.

20/52 Treasurer's Report

1. Account balances as of 22 December 2020 as follows: Current Account £85,365.28; Deposit Account £19,754.30; Cash £150.00; Tornadoes SD £10,247.70; Grand Total £115,517.28.
2. Loans to SE from regions/county associations to be considered in the Autumn; total required £300k. Security for loans is SportsPark premises; university under contract to buy back. Loan repayable at 2.25% above bank rate. Personal liability of County Officers to be reviewed.

PMN: No reference in DCASA Constitution to personal liability of County Officers for the lending of Association finances, only for borrowing made on behalf of the Association (Clause 10.4.2 refers). Professional advice recommended in regard to legal liability of lending monies, irrespective of inclusion of personal liability clause in the constitution.

20/53 Secretary's Report

20/53(a) County Business:

- i *Governance* Report as submitted.
- ii *Communications* Report as submitted. Concern expressed on safety of WP centre-run sessions at Dorchester LC in email from WP coach. Noted that not an SE activity; SE/DCASA no jurisdiction.
- iii *Membership* Nothing to report.
- iv *Bursaries* Nothing to report.
- v *Contracts* Nothing to report.
- vi *Competitions* Nothing to report.
- vii *Trophies* Report as submitted:
 1. Open Water: Agreed 10k trophies removed from DCASA inventory; total now 14 trophies all accounted for and in storage.
 2. Diving: Missing trophies identified as follows – Keith Sawtell Challenge Cup, Darnell Challenge Cup, Glover Challenge Cup, Holland Trophy. Replacement value of first three trophies circa £1.8k excluding engraving/restoration of histories (EMB Minutes Dec 2020, 20/48(a) PMN refers); value of Holland Trophy unknown. Last Diving Champs 2015, winners identified as: Holland Trophy (Christopher Long), Keith Sawtell Challenge (Jacob Cook), Darnell Challenge (Jacob Cook). Diving Sec confirms J Cook has trophies and will return when possible; no response from C Long. Glover Challenge unaccounted for; Diving Sec requested to check with Diving Champs 2014 records. Winners email/postal addresses requested from Diving Sec. To progress.

**Action:
E36/20 DG**

20/53(b) Activity:

- i *National* Report as submitted. Consideration being given to extension of affiliation fees payment deadline.
 - ii *Regional* Report as submitted.
 1. Courses to include training aimed at recruiting new volunteers ie, role of Chairman, using OMS, DBS ratifiers etc.
 2. Officials licensing expired in 2020/21 to be extended confirmed by SE Head of Development, Claire Coleman. Concern expressed over possible loss of senior officials at end of restrictions.
- County* Report as submitted. Competition hardware installed at RiversMeet LC funded by North Dorset Turbos.
- iv *Return to Swimming* Guidance: As of 15 January 2021 - Clubs v13, Water Polo v9, Operators v11.

20/53(c) Accreditation:

- i *SwimMark* Report as submitted. Assistance available from Jackie Hilleard for clubs wishing to submit for SwimMark.
- ii *Stronger Affiliation* All DCASA non-SwimMark clubs accredited except Wessex Diving; no contact made with SWR by club and DCASA communication not resulted in any progress by 16 December 2020 cut-off. Club Secretary advised on cut-off date by DCASA that SE would write to all members to advise of club disaffiliation. Noted that "Stronger Affiliation" to be renamed "Affiliation" process.

20/53(d) Welfare:

Nothing to report.

20/53(e) Development:

Report as submitted. Safeguarding courses remain FOC, for review June 2021. Time to Listen courses FOC. Candidates continue to wait for practical modules to complete T&C courses.

20/53(f) Disciplines:

All disciplines Dorset Tier 4 status; no club activity until further review by government.

Swimming England Swimming Team Athletes named for 2022 Commonwealth Games includes five ex-DCASA swimmers/para-swimmers.

Synchro Report as submitted. SWR Artistic Swimming Management Board Minutes 24 Nov 2020 received. Concern expressed swimmers will be unable to meet required grading criteria for age group; virtual grade days to be trialled.

Water Polo 2021 Inter County WP Championships:

1. SWR WP Cmt has proposed County Associations pay the deposit for booking Millfield 30/31 October (£65 per CA); total deposit forfeit regardless of notice given in the event of cancellation.
2. SWR RMB members [GG/AS] expressed concern in regard to the full terms of cancellation in the contract.
3. SWR WP Rep discussed with DG prior to current EMB meeting; DG to apprise EMB for consideration but advised that a written request was required as per DCASA constitution.
4. RHB stated the request would not be considered until a written request is received but DCASA could not normally provide funds for, or set a precedent by providing funds for, an activity outside of its control according to the rules of its constitution.

- PMN:**
1. Cancellation terms: 2-3 months 50% hire fee, 1-2 months 75% hire fee, less than one month 100% hire fee.
 2. Clause 6.2.4 refers: No external organisation, association, committee, or body may –
 - 6.2.4.1 impose a charge upon the Association without a written request being made by such an organisation, association, committee, or body for the prior approval and agreement by the Association; and
 - 6.2.4.2 the Association will not accept or be responsible for any costs, fees or debts incurred whatsoever by an organisation, association, committee, or body without the written prior approval and agreement of the Association; and noting
 - 6.2.4.3 the aforementioned stipulations apply regardless of affiliation.

20/53(g) Rules: SWR Rules requesting updated constitution from DWPL; to be progressed.

Action:
E37/20 DG

20/54 AOB 1. DCASA's 90th birthday in 2021.

Date of next meeting: 18 February 2021 via Zoom.

Chairman: R Honeybun

Signed:



Date: 18 February 2021