

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

Minutes of the County Emergency Management Board 22 July 2021
held via Zoom.

President	L Jessop [LJ]	Emergency Board	R Holman [RHM]
President Elect	Mrs G Nuttall [GN]	Emergency Board	A Smart [AS]
County Secretary	Mrs D Gibbs [DG]	Emergency Board	Mrs J Beard [JB]
Treasurer	G Griffin [GG]		

Apologies: R Honeybun, A Mullins.

21/04 Minutes of Emergency Committee Meeting 15 April 2021

Noted that the minutes of the EMB on 15 April 2021 had been accepted as a true record via group email 30 April 2021.

21/04(a) **Matters Arising:** None

21/04(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].
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. [DG]
E29/20	Ongoing – trophy donation by Mrs N Smart to be progressed. [DG]
E31/20	Ongoing – Dorchester Museum to be contacted regarding Bridport SC trophy. [DG]
E33/20	Ongoing – recovery of Diving Championship trophies. [DG]
E37/20	Ongoing – rules update Dorset Water Polo League. [DG]

21/05 Minutes of Emergency Committee Meeting 8 June 2021

The minutes of the Emergency Board Meeting on 8 June 2021 were accepted as a true record.

Prop: A Smart Sec: R Holman Carried

21/05(a) **Matters Arising:** None

21/05(b) **Outstanding actions:** *in addition to those recorded under item 21/04(b)*

E45/20	Complete
E46/20	Complete
E47/20	Complete
E48/20	Ongoing – donation of Echo swimming press cuttings.
E49/20	Complete
E01/21	Complete

21/06 County Business Review

21/06.1 Administration Hours Audit: Six-monthly review of hours to date provided. Total at Week 50 of Year 2 shows excess of 185 hours on contracted annual 500 hours. Admin and Finance hours remained constant over two-year period and account for almost half of contracted hours; 300 hours adequate for Admin/Finance and club liaison functions only.

21/06.2 **Action:**
A02/21 DG Request for volunteers to undertake non-core functions of county business to be advertised on DCASA website and circulated to clubs. Website and Development to be targeted; Rules a possibility for future date.

21/07 Treasurer's Report

21/07.1 Account balances as of 29 June 2021 as follows: Current £83,918.12; Deposit £19,757.25; Cash £150.00; Tornadoes SD SC £10,247.70; Grand Total £114,073.07.

21/07.2 2020 England Programmes fees refunded with the exception of one participant who has not responded to emails.

21/07.3 Covid-19 Recovery Fund not yet accessed.

21/07.4 Purchase of a secondary strobe for the Infinity Start System inherited from TSD proposed to provide back-up to the Quantum start system/secondary strobe; availability/price required. Agenda item next EMB.

Action:
A03/21 DG

Prop: A Smart

Sec: L Jessop

Carried

21/07.5 DCASA storage unit at capacity. Annual cost including VAT for 25 sq ft is £936 business hours or £1,014 24/7 access with insurance currently £228 pa. Hidden cost of usage (mileage/time to unit) an average of £300 pa. Real cost therefore £1,464 or £1,542 24/7 access. Other commercial locations offer no significant cost savings. Availability of secure accessible storage in a domestic location to be investigated. Agenda item next EMB.

Action:
A04/21 GG

PMN:

Stated insurance cost based on original stock of £7k and excluded AOE. Updated valuation at 31 July 2021 is £23,301.27 including VAT and comprises medals and awards £9,639.77, regalia £1,433.50, and AOE £12,228.00. AOE valuation excludes timing pads/cradles which are housed at Littledown.

21/08 Secretary's Report

21/08(a) County Business:

i *Governance*

- 2021 ACM, L Jessop (Wareham) elected 2021/22 DCASA President and Mrs G Nuttall (Poole) President Elect. EMB to continue to be responsible for county business until meetings of the County Executive can resume.
- Mrs A Budynkiewicz resigned as DCASA SWR OW Representative and DCASA OW Secretary with immediate effect.
- Co-option of S Dawson to the DCASA Rules Cmt.

Prop: D Gibbs

Sec: A Smart

Carried

ii *Communications*

- Swim England South West Region to be known as Swim England South west Limited with immediate effect. Club constitutions to be amended.
- DCASA Newsletter (no 5) distributed end of June.
- SWR Officials Survey results received.

iii *Membership*

- Wessex Diving disaffiliated.

iv *Bursaries*

Five applications on file.

v *Contracts*

2022 competition dates to be held at Littledown booked.

vi *County*

Competitions

Action:
A05/21 DG

- 2022 Swimming Champs to take place in traditional Jan/Feb window but no details of SE regulation/recommendation for QTs/qualifying window until September. In meantime, programme except QTs to be prepared.
- 2022 Swimming Champs: 15-16 Jan and 29-30 Jan at Littledown, 23 Jan (800m) and 6 Feb (1500m) at Dorchester. Littledown dates booked.
- 2022 DNSL: 22 Jan (Weymouth & Dorchester), 19 Feb (Weymouth & Dorchester), 19 March (Littledown & Dorchester). Littledown date booked.
- 2022 Graded Meet: Sunday 15 May at Dorchester. Date to be booked. Noted Arena Junior League gala scheduled for 14 May.
- 2022 Development Comp: 2-3 July at Littledown. Date booked.
- New Snr Male LC County Records of 26.12 and 26.05 for 50m Backstroke set by Robbie Hemmings at Glasgow, June 2022. Ratification requested.

Prop: D Gibbs

Sec: A Smart

Carried

vii *Licensing*

- Licensing for all levels of meet recommenced 1 June 2022.
- RLO confirmed secondary strobe required for licensed meets using electronic timing; L4 with manual timing exempt. JB questioned interpretation of licensing guidelines; to check with SE Officials Group.
- Officials requirements for licensed competition relaxed, effective until 31 Dec 2021. Clubs advised.

Action:
A06/21 JB

viii *Officials*

Shortened version of J1 Officials online theory training introduced. SWR to fund both initiatives for two-year trial period.

ix *Trophies*

- Digital libraries complete for OW, Synchro and WP. OW/Synchro trophies held in storage unit, WP trophies with D Bradley (Bournemouth SC).
- No progress on recovering diving trophies. No contact details for Holland Trophy (Mens Highboard). No response from Diving Sec or J Cook, holder Keith Sawtell Challenge Cup and Darnell Challenge Cup. Both historic solid silver.

21/08(b) Activity:

- i *National* Return to Swimming Guidance removed 19 July, FAQs revised. SE Best Practice Consideration and Best Practice for Return to Competition documents published.
- ii *Regional*
 1. Regional Youth Panel linking with NYAP formed.
 2. SWR Volunteer Awards Ceremony via Zoom 12 Sept 2020; awards linked with SE Award categories.
- iii *County*
 1. TSD swim hats donated for reuse/recycling to outdoor swimming business.
 2. 2019/20 YVs notified signed off log books still accepted by DCASA to complete the Award. One YV completed and sent award.
- 21/08(c) *Accreditation:*
 1. Clubs now required to submit annually for SA on anniversary date of their original 2020 submission. Penalty for non-submission, or submission not accepted, is suspension which invalidates club insurance and excludes Cat 2s from competition. Propriety of suspension when affiliation fees have been paid for current year challenged by DCASA; no response received.
 2. Dorset Synchro, Weymouth SC and Weyport Masters successfully renewed SA. One issue reported; referred to SE.
- 21/08(d) *Welfare:* Report as submitted.
- 21/08(e) *Development:* Report as submitted.
- 21/08(f) *Disciplines:*
 - Swimming*
 1. SWR Festival of Swimming 24-25 July at Millfield School for Dorset, Glos, Somerset, and Wilts swimmers.
 2. Level X Racing ends 22 August 2021.
 3. Confirmation from SE Swimming Leadership Group that 2021 National Team Competition will not take place in any format.
 4. 2021 National Winter Championships to be held 3-5 Dec at Pond's Forge.
 5. 2022 SWR Swimming Champs dates as follows: Age Groups 23-24 April (Millfield) and 7-8 May (Hengrove), Youth 30 April and 1-2 May (Plymouth), Fast Five 26 June (Millfield).
 - Masters*
 1. 2021 SE Masters National Champs on calendar for 29-31 Oct at Ponds Forge.
 2. SWR Annual Masters Open Meet still under discussion for 2021. Volunteers required to assist on-the-day.
 3. 2022 SWR Masters dates as follows: 2 Oct SWR Masters Champs, 3 Nov Masters Inter-County Competition, venues TBC.
 4. 2021 SE Masters Inter-County proposed for 14 November; four events required for viability. Availability of DCASA team selector and swimmers to be investigated. Clubs to be asked for update of Masters activity.
 - Open Water* Dorset coaches (Poole 1, Seagulls 2) attended L2 OW Coach practical at Vobster Quay in June to complete qualification.
 - Water Polo* 2021 SWR WP Champs 30-31 Oct at Millfield; two Senior teams entered. Age Groups to be provided with local opportunity; numbers need to be rebuilt.
- 21/08(g) *Rules:*
 1. Substantial revision of DCASA Constitution approved at 2021 ACM; County Policy & Procedures document to be updated where required.
 2. Approval of club constitutions taken in-house by SWR. DCASA to offer clubs assistance in updating before submission to forestall problems.

Action:
A07/21 DG

21/09 AOB

SWR Directors instructed on succession planning.

Date of next meeting:

September tbc

Chairman: R Honeybun

Signed:



Date: 2 September 2021