



*Cornwall County  
Amateur Swimming Association*

Treasurer  
Daniel Corbett

## CORNWALL COUNTY AMATEUR SWIMMING ASSOCIATION



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Amateur Swimming Association*

President  
Maggie Cunningham

County Secretary  
Celia Webster

### Minutes of the meeting of the Management Board Held on Tuesday 24th April 2018 at 7:30 p.m. in the Victoria Inn, Roche

*Comments in italics added after meeting*

		<b>Action</b>
	BU – Bude, CA – Caradon, CH – Carn Brea/Helston, CM – Camelford, LS – Launceston, NC – North Cornwall, NQ – Newquay, PZ – Penzance, SA – St Austell, SI – St Ives, TC Truro City, TI – TRI Swim SC=Swimming Committee MB=Management Board.	
1:	<p><b>Present:</b> : Maggie Cunningham MC (President/CA); Anne Jolly AJ (President Elect/CH); Daniel Corbett DC (Treasurer/TC); Lesley Dart LD (Swim Racing Rep.+other roles/TC); Martin Macdonald MM( Welfare Officer/NQ); Maureen Davies MD (Compliance Officer/TC); Emily Dart ED(Pathway Coach/TC); Celia Webster CW (Secretary, Webmaster/TC); Mark Excell ME(CH); Christine Merrifield CM(Syncro rep./SA); Belinda Caslake BC(Recorder/BU); Nick Jenkin NJ(NQ); Oli Jarvis OJ(Team Coach/NC); Jo Greet JG(SA); Caroline Trestrail CT(CH); Emma Reid ER(Team Manager/CH); Helen Tooley HT(NC); Jo greet JG(SA) and James Ryan JR(PZ) who had apologised &amp; was late (8 ish)</p> <p><b>Apologies</b> Cathy Ralph(Masters Rep./TC), Chris Elliott CE (County Regional Rep, Development Sec /CA); Michael Kent MK(CH); Clive Shute CS(CA)</p>	
2:	<b>Minutes of the previous meetings (06/02/18) and matters arising:</b> these were ratified and any matters arising are treated within the following separate agenda items.	
3:	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• See our website for: Swim England Handbook 2018, Amazing recent achievements by Leo Pellow St Ives Bay para swimmer, a link to Swim England Coaching and Teaching Statement,</li> <li>• Need two clubs for a 'Learn to Swim' pilot programme being developed by the region – see Appendix I for a bit about this.</li> </ul>	Clubs
4:	<p><b>Finance &amp; budget</b> –DC discussed his Profit &amp; Loss Statement (year ending March 2018). He proposed to raise coats of entries equivalent to rise in inflation – this was agreed. LD queried the costs of age group pool hire. DC will double check. Development budget to stay the same as this year. There will be more detail in the accounts presented to the AGM.</p>	DC
5:	<b>Compliance Officer/Officials</b> – see comments in item 13	
6:	<p><b>Welfare</b> – MM received an anonymous letter from a 'concerned parent' that criticised their club head coach, chair and committee. Such letters would normally be binned but similar also sent to Swim England. Issue has involved 3 clubs now which is not pleasant. ALL ISSUES SUCH AS THIS SHOULD GO THROUGH CLUB WELFARE FIRST, THEN COUNTY THEN REGION. All issues raised in the letter have been addressed and the case not furthered.</p>	
7:	<b>Development Report</b> No report	
8:	<b>Swim England South West report.</b> DC & CE went to their strategy meeting on 17 <sup>th</sup> Feb. – focus to be on finding volunteers and looking after them	
9:	<p><b>Swimming Racing Report</b> LD said that the postponed Intermediate Gala Day 2 went well as did the 1<sup>st</sup> Pathway training/development day. 27 out of the 28 expected swimmers attended. 36 were originally invited, the only SA swimmer who was to attend was ill. A serious problem is the difficulty in getting responses from GLL re. pool</p>	

	bookings. LD has been in contact with Yvonne Stead (regional club development officer) about GLL problems. 60 swimmers have entered our Masters Gala on April 28 <sup>th</sup> . Thanks to St Austell for donating a new Trophy as the previous one is full and for agreeing to host the gala. See also minutes of Swimming committee meeting of 27 <sup>th</sup> March and for the meeting to immediately follow this one.	
10:	<b>Water Polo Report</b> – no report	
11:	<b>Syncro report</b> – CM reported: sessions to train and put swimmers that are going through the new grading system. Upskilling officials for the new judge pathway. The swimmers are working towards the Walsall Trophy .	
12:	<b>Pool Facilities and GLL.</b> – nothing at this stage to report – next meeting in June.	
13:	<p><b>Handbook/Constitution/Rules – to agree proposed changes for presentation to June 12<sup>th</sup> AGM</b></p> <p>Proposed by Secretary after liaison with Handbook Editor, Rules Committee, President, President Elect, Development Officer, Competition Secretary &amp; Recorder. Aspects added at meeting in <i>italics</i>. The current ‘handbook’ is cumbersome, out of date, has errors, no index and is not practical as a single document, particularly if online. No proper update since 2015. Better to split the various sections as have the other counties in the region. Enables everything to be easier to maintain, up to date and flexible; avoiding the danger of the same information differing where it is repeated. I therefore propose that we replace the handbook with a number of separate ‘documents’</p> <p><b>The following changes</b> are subject to any amendment necessary having received Swim England’s promised GDPR guidance (as additional to old DP laws)</p> <ul style="list-style-type: none"> <li>• Separate Files (web pages) for sections to be published on website and made available to Region as they request. Relevant sections of constitution etc to reflect this. <ul style="list-style-type: none"> <li>○ Officers &amp; Past Presidents</li> <li>○ Cornwall ASA clubs – see later</li> <li>○ Officials – <i>qualification code, name, licence number – further details from MD</i></li> <li>○ Constitution – <i>see later</i></li> <li>○ General conditions – <i>see later</i></li> <li>○ Rules for swimming racing – <i>see later</i></li> <li>○ Swimming Racing Championship winners &amp; trophies &amp; all sets of Records</li> <li>○ Synchro &amp; Water Polo conditions &amp; trophies.</li> </ul> </li> <li>• Club details <i>just club name and link to their web site, they are responsible to keep up to date.</i></li> <li>• CCASA Personnel details name, role, email address and optionally club only - Unless request otherwise (Regular checks to confirm email addresses correct and user accepts being contacted)</li> <li>• Replace ASA with Swim England &amp; ASASWR with Swim England South West throughout (note option for us to be branded as say ‘Swim England Cornwall’ this would be a formal request to David Flack (Chair Region) &amp; Roger Downing (Vice Chair Region) and regional office). <i>NJ recommends we should for conformity this was discussed and agreed to be considered – it is a big decision</i>)</li> <li>• Correct inconsistencies in constitution re. roles/voting/appointment of trophy controller, recorder, welfare officer and Masters rep. and instance where competition secretary stated when should have been swimming records officer. The latter needs adding to SC roles.</li> <li>• Constitution updates carried out as per AGMs of 2016 &amp; 2017</li> <li>• In constitution – PRO officer mentioned, no one appointed 2017/2018 – do we need? – <i>Agreed not needed</i></li> <li>• In constitution – replace Handbook Editor with Constitution &amp; Rules Editor</li> </ul>	

	<ul style="list-style-type: none"> <li>• Add Open Water provision for our championships to be held within a Regional competition</li> <li>• In constitution replace he with he/she</li> <li>• Clear link to WavePower in website.</li> <li>• In General Conditions Eligibility Law 5 replace with: <ul style="list-style-type: none"> <li>○ County Loyalty: A competitor can only swim in the calendar events for one County in any given year. If for example they choose to swim in the CCASA Junior Interclub and/or County Championship and Age Groups they must not enter or swim for any other county that same year – i.e. start in Cornwall and remain in Cornwall. (Except in an Inter County Competition or an invitation event promoted by CCASA). Competitors can move from one Cornwall county club to another, they can also join another Club out of County but if they have competed in the Cornwall County series of events and then enter another Counties series of events in the same calendar year they will automatically disqualify themselves from the Cornwall series of events that year.</li> </ul> </li> <li>• In General conditions Eligibility Law 8 add: <ul style="list-style-type: none"> <li>○ Promoter and lead official to be notified for relevant galas when extenuating circumstances have been agreed.</li> </ul> </li> </ul> <p>CM said Synchro. Constitution to stay same apart from ASA etc replaced by Swim England,</p>	CW For AGM
14:	Cornwall ASA Centenary May 2024 – proposed: publish a book on our history – item for AGM – Agreed.	
15:	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• CW will shortly be sending our requests for nominations from clubs for posts to be appointed at our AGM on June 12<sup>th</sup>. I will need them by 15<sup>th</sup> May.</li> <li>• Good luck to all participating in our Masters Gala on Sat April 28<sup>th</sup> see also item 9 above.</li> <li>• Kernow Performance Swimming Squad – situation? they will be a separate club waiting on Philip Gordon to approve constitution.</li> <li>• Postponed County Dinner – see Swimming committee minutes for 24<sup>th</sup> April.</li> </ul>	CW
	<p><b>Next meetings:</b> AGM 12<sup>th</sup> June, MB Tues 17<sup>th</sup> July.</p>	
	<b>The meeting closed at: 9:03 p.m.</b>	

### Appendix I Agenda Item 3 – Learn to Swim Pilot

Request:

“I have been discussing the Learn to Swim programme in the South West with my colleague Bethan and we have identified the need to create a pilot in each county, with the idea of developing a formal link between the learn to swim programme and an agreed club in the first instance.

Bethan is contacting each of the providers of these programmes and I am contacting yourselves to ask you to identify any clubs (max of 2) who could potentially benefit from this type of direct support in creating direct links.

It is envisaged that the clubs would attend an agreed number of sessions alongside the Learn to Swim teacher (at Stage 7 of the programme) and children would then be coached by both individuals – with the aspiration of these children then being signposted to the club in attendance.

This project is very much in its infancy and we would need to create an agreement between the club and leisure provider which we will create and circulate at a later date.