



*Cornwall County
Amateur Swimming Association*

CORNWALL COUNTY AMATEUR SWIMMING ASSOCIATION



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Treasurer
John Likeman

President
Daniel Corbett

County Secretary
Nick Jenkin/Celia Webster

The CCASA Annual General Meeting - Minutes Held on Tuesday 7 June 2016 at 7:30 p.m. in the Victoria Inn, Roche

n.b. The minutes of AGM 2015 and other papers were circulated by e-mail prior to the meeting. The various reports mentioned can be found at the end of this record.

1:	<p>Present: Belinda Caslake (Bude & CCASA Recorder), Lynne Elliott (Caradon & Past President), Caroline Trestrail (Carn Brea & Helston), Bev Tibbetts (Launceston), Teresa Sweet (Newquay), Helen Tooley (North Cornwall Dragons), James Ryan (Penzance), Bill Peters (St Ives Bay), Maureen Davies (Officials, Past President & Truro), Chris Elliott (Development Secretary, Past President & Caradon), Celia Webster (Life member, Webmaster & Truro), Nick Jenkin (President & Newquay), President Elect (Daniel Corbett & Truro), John Likeman (Treasurer & Truro),</p> <p>Apologies: Wendy Rivers (Launceston), Malcolm Hopes (Past President & Caradon), Sue Gabriel (Past President & North Cornwall Dragons), Christine Merrifield (Past President, Synchro & St Austell), Lesley Dart (Competition Secretary & Truro), Margaret Jacobs (Past President & N. Cornwall), Martin Macdonald (Past President, Welfare Officer & Newquay).</p>
2:	<p>Presentation of accounts: John presented a very comprehensive report (see appendix 1). He is concerned about the loss of £6408.47 linked to the significant reduction in entries. This is probably due to the major ASA changes imposed this year such as 'age at year end', times to be from ASA rankings, 'no BAGCATs' & lack of volunteers. Following a good Swimming committee meeting in March CCASA are implementing changes for 2017 which should help the situation. He recommended increasing entry fees for 2017 and it was agreed that individual entries should be £5.50 apart from £8.00 for distance events, relays £14 per team and the junior inter-club £50 per club. Other counties had similar outcomes this year. The club membership numbers are encouraging.</p>
3a:	<p>Report Swimming Committee: report received by e-mail from Lesley. There were big changes in 2016 to the junior interclub and age groups and champs. The distance gala was poorly subscribed with the qualifying times proving to be a problem. The Intermediate Gala entries were down but it has been agreed to hold the 2017 gala over two days and mirror the age group/champs events. The 2016 Development Gala will be licenced.</p>
3b:	<p>Report Water Polo: No report</p>
3c:	<p>Report Synchronised Swimming Committee: a report (see appendix 2) from Christine was circulated. The passing of Janice Waters who with Mary Hooper was instrumental in setting up the training pathway in the south west was acknowledged. A successful year was reported and additional technical training has paid off.</p>
3d:	<p>Report Retiring President: Nick said that it had been an honour and privilege to hold the post and the year and gone extremely quickly. He said that John was rightly cautious about finances. CCASA no longer have a large surplus and that agreed changes should help keep things stable in the future. He thanked John for his efforts. There have been great challenges re. the changes in competition structure. He had enjoyed attending events that he was not familiar with such as open water and synchro.. The quality of our medals is highly regarded and superior</p>

	<p>to that of some other counties visited. He thanks Simon Lewis the trophy controller for this. He thanked Daniel & Belinda and the swimming committee for their efforts. Noted that the Masters gala 2016 at last showed a profit. The County dinner was very enjoyable and thanks Jayne Cresswell for organising this, the timing after the county blocks worked well. Both Malcolm hopes (County Sec.) and Philip Gordon (development Sec) unfortunately stood down In 2015/2016 and Nick expressed his thanks for the years of work they have carried out for CCASA, he hoped that they would still continue to be part of us. He wished Daniel good luck for his term as president and thanked everyone for their support & his wife Mel for her patience.</p>
3e:	<p>Report Welfare Officer: Martins' full report (see appendix 3) was circulated prior to the meeting. It thanks all the club welfare officers who as volunteers work very hard in their role. He identified a useful document called 'the good club guide' for 'welfare officers' available at www.britisgswimming.org (useful to print and keep in Wavepower folders).</p>
3f:	<p>Report Officials Officer: Maureen's full report (see appendix 4) had been circulated prior to the meeting. She thanked to officials for their support and said that she was happy to visit clubs to carry out training even if on a one to one basis. Everyone thanked her .</p>
3g:	<p>Report Development Secretary: A report (see appendix 5) was circulated and Chris proposed a vote of thanks to Philip Gordon (who has stood down) for his time and efforts in promoting Cornwall clubs Chris has taken over said that he is happy to continue as Development Secretary but only as long as his role is utilised, he has organised various courses and is planning more.</p>
4:	<p>Presentation of Trophies: None to present – situation to be investigated.</p>
5:	<p>Installation of President as President elect: Daniel Corbett thanked Nick Jenkin for last year and presented him with the retiring president's memento.</p>
6:	<p>Consideration of Rule Changes: The attendees unanimously agreed what was suggested but due to problems with maintaining and communicating (see 'points to note' below) an up to date rules set and some unaware of other issues, the final outcome is unclear. The following is an attempt to collate views/findings and will be presented to the management board for their consideration. <u>County Loyalty Rule (5) – for confirmation:</u> <i>No Competitor competing in any other County Championship 'events' in the same discipline in the same calendar year may compete in competitions promoted by CCASA.</i> <i>If a swimmer could be eligible to swim in the Championships of more than one County then their deemed "qualifying" County shall be determined as follows:</i> 1) <i>notification in writing to the Competition Secretary of CCASA confirming the County which they will be treating as their nominated County.</i> 2) <i>in the absence of 1) above the nominated County shall be determined as the one that they compete in first in the calendar year affected.</i> <i>n.b. the following is a separate existing general exception rule(7) Regardless of the above competition conditions as to Residence, Club Membership & County loyalty, CCASA may promote Inter County Competitions or competitions to which competitors, clubs or counties from outside the county are specifically invited</i></p>
7:	<p>Election of Officers & Post Holders: the following were proposed & unanimously agreed. President Elect: Maggie Davies (Bude SC) County Secretary: There were no nominations & Nick Jenkin(Newquay SC) & Celia Webster(Truro SC) came forward to initially share the role and then determine responsibilities. County Treasurer: John Likeman (Turro SC) Welfare Officer: Martin MacDonald (Newquay SC) Public Relations Officer: Helen Tooley(North Cornwall SC)/James Ryan (Penzance SC) Development Secretary: Chris Elliott (Caradon SC)</p>

	<p>Webmaster: Celia Webster (Truro SC)</p> <p>Compliance Officer: Maureen Davies (Truro SC)</p> <p>Emergency Committee (3 members): Martin Macdonald, Maureen Davies, Nick Jenkin with an invited coach if necessary</p> <p>Emergency Committee Substitutes (3): Lynne Elliott, Sue Gabriel, Anne Jolly (Maureen to ask).</p> <p>Rules Committee (2 members and County Secretary): John Likeman – ask Malcolm Hopes.</p> <p>Handbook Editor: Lesley Dart assisted by Celia Webster.</p> <p>Independent Examiner of Accounts: John Savage</p> <p>ASASW Regional Board Member: Chris Elliott</p> <p>ASASW Members Forum Representatives (2): Lynne Elliott, Daniel Corbett</p> <p>ASASW Annual Council Representatives (2): Chris Elliott, Daniel Corbett</p>
8:	<p>Appointments: ASASW appointments & ASA National Appointments: apart from the three above some were not addressed and will be at the Management Board meeting on 12th July.</p>
9:	<p>Any Other Business: North Cornwall, Truro, Launceston and St Ives Bay have joined Caradon in achieving SWIM21, Penzance is well on the way.</p> <p>James proposed the implementation of a secure online database for personnel details, Celia said that she had developed her own previously and would look into access methods etc.</p> <p>John expressed his ongoing frustration regarding late payment of gala fees by many clubs – the rules are clear lots of chasing up and fines are involved.</p>
	<p>Date of next year's Annual General Meeting is provisionally 13th June 2017 as per the constitution (2nd Tues in June).</p> <p>The meeting closed at 8:25 p.m.</p>

Points to Note:

The CCASA did not have a regular County Secretary for a lengthy period prior to this meeting. This was a serious problem with no individuals coming forward despite frequent, repeated requests. We therefore have issues relating to communication and record keeping. In some cases normal protocols such as 'ratification & 'matters arising' of previous AGM minutes have not been followed. The aim is for these minutes to be a true record of the 2016 AGM. We are now attempting to rectify the overall situation. Celia Webster – note taker at meeting and working with Nick Jenkin to sort out County Secretary role.

Appendix I: Reports: Treasurers Report,

CORNWALL COUNTY AMATEUR SWIMMING ASSOCIATION

ANNUAL GENERAL MEETING JUNE 7th 2016

TREASURER'S REPORT

INCOME & EXPENDITURE ACCOUNT, BALANCE SHEET & INDEPENDENT EXAMINER'S REPORT FOR TRADING PERIOD APRIL 1ST 2015 TO 31ST MARCH 2016

Please find attached a copy of the independently examined accounts for the above period. They make very grim reading ; a loss of £6408.47.

There was a massive reduction in entries across the board ; possible contributing factors being -:

- Change of age to age as at 31.12.16
- All entries to county events to be from a licensed meet , ranked times to be taken from ASA database.
- Lack of volunteers

As usual the ASA imposed a new set of rules on Clubs and Counties without giving any thought to how Clubs would be affected. No change there then. This was a national trend ; most Counties suffered a substantial loss in income.

CCASA have put changes in place for the 2017 swimming season which hopefully will help to replenish our reserves.

I need ,however , to recommend to this AGM an increase in entry fees for 2017 as follows:-

event	2016	2017
Individual	5.00	5.50
800 metres	5.00	6.50 (*8.00 agreed at meeting)
1500 metres	5.00	8.00
Relays per team	12.50	14.00
Junior interclub	45.00	50.00

This represents the third increase in 12 years.

John W. Likeman
CCASA Treasurer

Appendix 2: Reports: Syncro Report,

Synchro Report June 2016

Recently I attended the Funeral of Janice Waters who with Mary Hooper was instrumental in setting up the training pathway in the South West, she left an incredible legacy for those she taught and encouraged and shall be sadly missed. She received a Life time achievement award from the South West only weeks before her death. Work is now underway to integrate the Beacon clubs and the grass roots clubs to ensure efforts are in place to continue her work.

The last year has been very successful for us. We have entered competitions around the south west with good results. We have been introducing more technical training and this is paying off with the best results in our main competition Walsall Trophy for a long time coming second overall with our Junior team 1st in their event we medalled in 6 out of the 8 events.

Training is continuing through the summer months as we are now concentrating on a competition in late September.

Appendix 3: Reports: Welfare Officer Report

<mailto:macandsandy@btinternet.com>

22 May 2016

REPORT FOR CCASA 2016 AGM

Once more this year, my thanks go to all Clubs Welfare officers who, as volunteers, have worked extremely hard in a thankless and never ending task. As a guide, the ASA have prepared "the good club guide" for "Welfare Officers" which can be accessed through the ASA website www.britishswimming.org. It may be the Welfare Officer will find it helpful to print this and place it in their **Wavepower** publication folder.

This year has seen the second rewrite of **Wavepower**, hopefully every Welfare officer has received their hardcopies or have had access to the web copy which is fully downloadable.

Thankfully, no 'serious' issues arose this year and only a few minor issues required the attention and help of County and/or ASA Legal department intervention. Mostly these were only issues of breach of Club protocols and

codes of conduct, and not Child Welfare issues. However, special mention should be brought to everyone's attention of the ever growing problem arising with mobile phone/tablets and media, with their associated photographic capabilities. Again, guidance can be found in **Wavepower**. Common sense must prevail.

Wavepower is continuing to safeguard children in line with current child safeguarding legislation and guidance. It consistently highlights throughout the document that the responsibility for child safeguarding in our clubs and related activities lies with **all** those involved with sport and is not the sole responsibility of any one person at club, county or national level.

Please feel free to contact me anytime for help or advice. If I can't help, I know a man/woman who can.

Yours at the Deep End.

Martin (Mac) Macdonald

Appendix 4: Reports: Officials Officer Report

As always, I would like to offer my grateful thanks to all those officials who have given their valuable time to enable us to run all the County events.

See below active, qualified officials for Cornwall:club	Judge 1	Judge 2	Judge 2s (starter)	referee	total
Bude	0	0	0	0	0
Camelford	0	0	0	0	0
Caradon	1	1	2	2	6
Carn Brea/Helston	1	9	1	4	15
Launceston	0	0	0	0	0
Newquay	6	4	1	2	13
N. Cwll Dragons	1	4	0	1	6
Penzance	0	2	0	0	2
St Austell	1	1	1	1	4
St Ives	1	1	1	1	4
TR1 Swim	0	0	0	0	0
Truro	1	7	2	3	13
Total	12	29	8	14	63

2004 = 60, 2005 = ?, 2006 = 72, 2007 = 77, 2008 = 47, 2009 = 53, 2010 = 64,
2011 = 56, 2012 = 70, 2013 = 69, 2014 = 70, 2015 = 67, 2016 = 63

It's good to see more Cornish officials at West events.

Training has been ongoing throughout the year. This year we have had an increase in numbers undergoing training at Judge 1 with clubs now realising that if they want to hold their club championships as licensed meets (level 4) they need officials.

Still in training:

Judge 1: 27

Judge 2: 6

Judge 2s (starter) 2

Referee: 1.

It is more important than ever, as we seem short of events later in the year, to use club sessions for training our candidates. Thanks to the clubs who allow me to bring trainees to their championships as these are excellent training opportunities for all levels of officials training. It also helps the clubs in the running of their champs.

Clubs please contact me if they have any candidates.

Maureen Davies

01872 277609

barrimo@sky.com

Appendix 5: Reports: Development Secretary Report

Cornwall Development Report. AGM 2016

First we need to give Philip Gordon a vote of thanks for his time and efforts in promoting Cornwall clubs as he has now decided to stand down from this roll. Philip asked me some time ago if I would be prepared to do Development within Cornwall as I was already organising the Safeguarding Courses through Tempus Leisure, which had been agreed by the South West ASA.

I said I would do this until the AGM only with the support of the Coaches and clubs when a decision needed to be made.

I have now organised several Safeguarding courses and a Level Two Team Managers course at Bodmin. After the Team Managers course those that attended had the opportunity to put their name forward to attend a South West Team going to Croatia as an Assistant Team manager.

I am now in the process of trying to organise a Level One Team Manager, Young Volunteer's course and County Forum in October 2016 and it is hoped that Emily Taylor and Jackie Hilleard are able to attend so that all clubs can participate to discuss anything to do with Swim 21 and debate any issue on competitive swimming within Cornwall.

Chris Elliott