



Cornwall County  
Amateur Swimming Association

Treasurer  
Daniel Corbett

## CORNWALL COUNTY AMATEUR SWIMMING ASSOCIATION



Cornwall County  
Amateur Swimming Association

President  
Belinda Caslake

County Secretary  
Celia Webster

### Minutes of the meeting of the Management Board

**Held on Tuesday 16<sup>th</sup> July 2019 at 7:30 p.m. in the Victoria Inn, Roche**

Note: as previously advised, minutes of last meeting on 23<sup>rd</sup> April are in the Administration section of our website - paper copies were not be provided. [www.swimcornwall.org](http://www.swimcornwall.org)

*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:	<b>Present:</b> : Belinda Caslake BC(President, Recorder/BU); Jo Greet (President Elect, Chair SA), Daniel Corbett DC (Treasurer/TC); Maureen Davies MD (Compliance Officer/TC); Chris Elliott CE (County Regional Rep, Development Sec /CA); Celia Webster CW (Secretary, Webmaster/TC); Helen Ward HW (Chair/LS); Mark Exell ME (chair CH), Caroline Trestrail CT(Promoter, manager CH); Nick Jenkin(SESW Officials rep, Comp Sec NQ) <b>Apologies</b> ); Martin Macdonald MM( Welfare Officer/NQ); Anne Jolly AJ (Competition Secretary CH); Cathy Ralph CR(Masters Rep./TC); Christine Merrifield CM (Synchro Rep/SA); Paul Matthews PM (Chair & Sec. SI)	
2:	<b>Minutes of the previous meetings (23/04/19) and matters arising:</b> Error in minutes : Stated next Management Board Oct 8th - should have been today Next County Dinner – will look for a volunteer to run County staff/squad etc – see item 8	CW BC
3:	<b>Correspondence</b> <b>County staff/squad etc</b> – see item 8 <b>GLL meetings</b> – see item 14 From <b>Oli Jarvis</b> County Team coach 2018 – thanking CCASA for all their support & hard work <b>Open Water</b> – disappointment at postponement of regional/County event Jul 6th see item 12, <b>Penzance:</b> following their AGM yesterday there will be a new club committee & we will receive details in due course.	
4:	<b>Finance &amp; budget, Fees for 2020</b> please see appendix 1: DC talked though his reports.	
5:	<b>Any issues further to June AGM</b> CW: Many apologies but due to huge time requirements re. my roles as County Sec, Swimming Committee Sec and webmaster I have not yet completed the minutes. However I am pretty confident that any relevant issues are addressed in this meeting and if not I will get in touch with all later. ( <i>minutes now available on website</i> )	CW
6:	<b>Compliance Officer/Officials</b> – if issues to discuss none apart from concern re. ‘blood loss’ issue – see item 7	
7	<b>Welfare</b> – apologies from MM but he has provided feedback re.: “Our welfare officer was very concerned about two blood loss incidents that took place at our teams gala on June 8 <sup>th</sup> . This resulted in a document of concern being circulated to all clubs on June 23 <sup>rd</sup> . One of those receiving this document replied saying that it was unnecessary and offensive Welfare officer’s response: “The whole point of the letter was to let everyone know of the very serious matter of blood loss, in whatever form, as it is a biohazard and has to be treated properly, but most importantly steps made to try and avoid in the first instance hence information sharing. As I stated in the original letter, it is treated as a biohazard as its content is unknown. Swim England have no policy to cover this at this present time.” see appendix 2. CT as promoter was not happy with this and how it was approached. CT was thanked for what she has done this year.	
8:	<b>Swimming Racing Report</b> (includes Masters, & Trophies) No Swimming committee meeting since previous MB and AGM for which reports were produced therefore not a lot to add:	

	<p><b>County staff team &amp; squad:</b> Delighted to report that Matthew Thewhella has been appointed Head Coach, Emma Reid Team Manager and Emma Rivers assistant coach. We are still looking for an assistant team manager who will also shadow Emma Reid. They are doing a great job, swimmer selection has taken place and clubs/swimmers notified. The full squad and selection criteria will be issued as soon as all confirmations received. The first training takes place on Sat 20<sup>th</sup> July and the second on Sat 14<sup>th</sup> September. We had the usual issues to check: notably when swimmers competed in our county champs but appeared in 'out of county' rankings and a swimmer whose membership of a Cornwall club had lapsed. These have been dealt with. MD is sorting out a couple of officials for the Inter-County event on Oct 6<sup>th</sup>.</p> <p><b>Masters:</b> congratulations to our swimmers who recently competed in the following competitions: British Masters Championships 14-16 June (15 new LC Masters County Records 1 British Record) and Devon County ASA Seniors &amp; Masters - 30th June (5 new SC Masters County Records and 1 British Record)</p> <p><b>Carn Brea/Helston run the Kernow Diddy League</b> dates for this year (13 Oct, 10 Nov, 15 Dec) these being on the Sundays following Arena League - only six clubs will be accepted on a first come first served basis, a very enjoyable event and great for swimmer development See 'events' section of our website for rules etc.</p>	
9:	<b>Water Polo Report</b> – CE reported that all OK and they are sending swimmers to nationals in November.	
10:	<p><b>Syncro report</b> – Report from CM: “The trip to London (London Aquatic Centre 6<sup>th</sup> July - see AGM documents: CCASA_AGM2019SynchroReport.pdf ) went well introducing the swimmers to a new environment and large venue. A lot was learned by all from taking 18 swimmers and several parents on an overnight stay in the city, to entering a competition online and ensuring all the poolside accreditation for the judges and poolside staff was successfully attained. There were a couple of last minute hitches in that the coach driver could not take the 13 - 18 team to the pool for 7.30am start. We arrived on time! There was a lot difficulty in getting an appropriate Safeguarding course accreditation that we could attend before the competition and was recognised by Swim England. We attended a course that was not recognised and also registered for a another course that was cancelled. Luckily we managed to achieve the training in the nick of time. A good time was had by all with everyone wanting to go back next year. As coaches we have been exposed to a different standard and this has been inspiring. We are also in the process of creating an additional introductory group to increase the number of swimmers we can introduce to synchronised swimming.”</p> <p>The meeting agreed that this is great news!</p>	
11:	<b>Pathway</b> 2 <sup>nd</sup> training Sat 13 <sup>th</sup> July – final training 21 <sup>st</sup> Sept – no further info..	
12:	<p><b>Development, Open Water &amp; Disabilities reports</b></p> <p><b>Development:</b> CE will attempt to run a Team Manager level 1 later this year. The Regional and CCASA <b>Open Water</b> Championships, due to be held on Sat 6th July was postponed due to predicted water temperature, the region are currently looking to reschedule(4 dates have gone to officials) for later this summer. In addition the location of the national event on August 5<sup>th</sup> has problems re algae in water.</p> <p>MD queried about use of the Serpentine Quarry in the Lizard – not resolved</p> <p><b>Disabilities</b> – don't have any disability swimmers currently – Leo Pellow not classified.</p> <p><b>NEW Club:</b> there is the potential for a new competitive swimming club in Cornwall. “Carbis Bay” who would use the same pool as St Ives Bay – we would only permit affiliation if in the best interests of the county and would not be to the detriment of an existing club. If they want to go ahead they will need a constitution and committee, We would need to hold an emergency committee meeting and consult with the regional office.</p>	CE
13:	<b>Swim England South West report</b> A new regional chair (Ms Chris Robinson) will be taking over from David Flack in March 2020. They require a new meet manager as Chris Tremellen is standing down. Going to look into setting up a regional coach's board. CE is sitting on a committee re. licencing and officials – currently in draft form. Concerned that there are too many licenced meets however this is partly due to SE requirement for only ranked times to be used at County Champs. There has been a complaint at regional level re. female swimmers wearing 'skimpy' costumes during warm-ups and swim-downs.	
14:	<p><b>Pool facilities &amp; GLL</b></p> <p>There was a meeting on the 28<sup>th</sup> May with GLL and Swim England representative to which all</p>	

	<p>clubs were invited – notes and minutes to follow on our website.</p> <p>CE attended the ‘Leisure Services’ meeting in Truro on 14<sup>th</sup> June between GLL, Parkwood and Cornwall County Council. Had difficulty acquiring an agenda and getting hold of the chair. He was not allowed to speak. There is a link to a webcast of the meeting on our website. The meeting included plenty of talk about GLL investing in such things as soft play areas and gyms but very little investment/mention of swimming pools. However, towards the end, concerns were raised about the proposed pool hire fee increases etc.</p> <p>CE &amp; DC met with GLL &amp; SE in Saltash 9<sup>th</sup> July for a “Partnership Meeting – GLL, Cornwall ASA and Swim England” (<i>minutes now on our website ‘Administration’ section – scroll down</i>)</p> <p><b>Correspondence from Carn Brea/Helston: July 9<sup>th</sup> to me (CW)</b></p> <p>“The meeting between GLL and the CCASA, can you remind me when it is and if it would be possible for representatives from clubs to attend?</p> <p>I have felt a bit uneasy about the County and GLL meeting behind closed doors when ultimately it’s the clubs themselves that will be affected by any decisions made. I also feel that as members of the County delegation will also have ties with individual clubs, it gives those clubs an unfair insight into the decision making process.</p> <p>If it is possible for Carn Brea to have a seat at the table could you please let me know.</p> <p>Many thanks Mark Exell (Chair)”</p> <p>This was discussed primarily with our GLL liaison officers DC &amp; CE – all satisfied including ME. ME thought that there was going to be another meeting with clubs in July but there was only the 28<sup>th</sup> May one.</p> <p>GLL want to return again to quarterly meetings with us and SE rep..</p> <p>Tim Webb (a GLL manager)says apart from fees clubs should discuss issues with their pool managers.</p> <p>CE said that the situation could drive clubs to other venues. ME &amp; all concerned about clubs being able to afford increases. Need to hold a meeting (perhaps all club chairs in early September) to discuss ideas (not fees) with clubs so that we can maintain swimming seamlessly. Share ideas such as self-lifeguarding, aim for all to have complete agreement i.e. as a county. Also need to discuss Swim England changes affecting club champs when combining clubs. ( BC currently arranging a meeting CW 9/8/19)</p> <p>Not yet seen promised survey from Lindsay Dunn.</p>	
15:	<p><b>CCASA online presence website and social media.</b> as per recent circulation We are pleased to announce our new Swim Cornwall Facebook page (<a href="https://www.facebook.com/SwimCornwall/">https://www.facebook.com/SwimCornwall/</a>). This is in early development and part of upgrading our online presence. We are also in the early stages of specifying the functions and design of a replacement website</p>	BC CW/ME
16:	<p><b>Any other business:</b></p> <p><b>GDPR –</b> the CCASA secretary &amp; club secretaries have received an email from the Sport &amp; Recreation Alliance asking if we had paid our annual data protection charge – apparently there is no charge provided that we are not profit making.</p>	
	<p><b>The meeting closed at 8:47 p.m</b></p> <p><b>Next meetings:</b> Swimming Committee Meeting Tues. 3rd Sept. Management Board Meeting: Tues. 8<sup>th</sup> October.</p>	

## Appendix I – Finance & Budget

### CCASA Fees 2020 - from AGM 2019

Age Groups/Development/Intermediate/Masters

Distance < 800m £8.00, Distance >= 800m £9.00

No shows for all Galas £10.00 for each event missed – i.e. recorder not informed by warm-up.

(Can be waived at the desecration of the Promoter & County Treasurer)

Relays - £15.00 per event

Junior Inter-Club - £55.00 per team

Coach Passes - £25 each for the year calculated by the average number of Coaches and Team

Managers present poolside over the first weekend of the Age Groups.

## Profit and loss

Cornwall County Amateur Swimming Association  
For 1 April 2019 to 16 July 2019 vs 1 April 2018 to 16 July 2018,  
accrual basis

CODE ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (%)
<b>INCOME</b>			
4905 Bank Interest Received	£0.83	£1.47	-43.5 % ▼
4900 Miscellaneous Income	£50.00	£95.00	-47.4 % ▼
- Development Income	-	-	0.0 %
4800 Bursary Refund ASASW	-	£900.00	-100.0 % ▼
Total Development Income	£0.00	£900.00	-100.0 % ▼
4700 CCASA DEVELOPMENT FEE	-	£762.00	-100.0 % ▼
4600 ASA Affiliation Fees	£866.00	£1,385.00	-37.5 % ▼
- Progamme Sales	£71.30	£68.00	4.9 % ▲
4500 Intermediate Gala	-	-£50.00	100.0 % ▲
Total Progamme Sales	£71.30	£18.00	296.1 % ▲
4300 Pathway Income	£976.00	£968.97	0.7 % ▲
- Gala Income	-	-	0.0 %
4004 Gala Income Junior Interclub	£321.00	-	-
4009 Masters	£1,161.92	£1,401.02	-17.1 % ▼
4002 Intermediate	£18.00	£253.00	-92.9 % ▼
4001 Relays	£1,872.00	-	-
Total Gala Income	£3,372.92	£1,654.02	103.9 % ▲
<b>TOTAL INCOME</b>	<b>£5,337.05</b>	<b>£5,784.46</b>	<b>-7.7 % ▼</b>
<b>COST OF GOODS SOLD</b>			
5100 Trophies & Medels	£375.31	-	-
- County Officers	£85.40	-	-
- President Expences	-	-	0.0 %
5450 Milage	£47.40	-	-
Total President Expences	£47.40	£0.00	-
- Development	-	-	0.0 %
- Racing	-	£400.00	-100.0 % ▼
5500 Officials Traning	£93.42	£252.87	-63.1 % ▼
Total Racing	£93.42	£652.87	-85.7 % ▼
Total Development	£93.42	£652.87	-85.7 % ▼
- Pathway Fund Raising Costs	£15.00	£642.41	-97.7 % ▼

## Profit and loss

Cornwall County Amateur Swimming Association  
For 1 April 2019 to 16 July 2019 vs 1 April 2018 to 16 July 2018,  
accrual basis

CODE ACCOUNT	AMOUNT	COMPARISON AMOUNT	VARIANCE (%)
5600 Coaching Costs	£150.00	-	-
Total Pathway Fund Raising Costs	£165.00	£642.41	-74.3 % ▼
<b>TOTAL COGS</b>	<b>£766.53</b>	<b>£1,295.28</b>	<b>-40.8 % ▼</b>
<b>GROSS PROFIT</b>	<b>£4,570.52</b>	<b>£4,489.18</b>	<b>1.8 % ▲</b>
<b>EXPENSES</b>			
- Gala Expenses Open Water	£300.00	-	-
- Pathway Running Costs	£523.50	£646.30	-19.0 % ▼
5300 Technical Officials Expenses	£793.32	£969.91	-18.2 % ▼
- Pool Hire	-	-	0.0 %
- Pool Hire Junior Inter-Club	£1,361.50	-	-
5004 Intermediate Gala	£963.25	£693.40	38.9 % ▲
5005 Masters Gala	-	£600.80	-100.0 % ▼
Total Pool Hire	£2,324.75	£1,294.20	79.6 % ▲
6000 Technical Officials Licenses	£5.20	£135.00	-96.1 % ▼
7100 Meeting Costs	£124.70	£120.00	3.9 % ▲
7601 Audit and Accountancy Fees	£186.00	£180.00	3.3 % ▲
<b>TOTAL EXPENSES</b>	<b>£4,257.47</b>	<b>£3,345.41</b>	<b>27.3 % ▲</b>
<b>NET POSITION</b>			
Income	£5,337.05	£5,784.46	-7.7 % ▼
Cost of goods sold	£766.53	£1,295.28	-40.8 % ▼
Gross profit	£4,570.52	£4,489.18	1.8 % ▲
Expenses	£4,257.47	£3,345.41	27.3 % ▲
Other income	£0.00	£0.00	0.0 %
Other expenses	£0.00	£0.00	0.0 %
<b>NET POSITION</b>	<b>£313.05</b>	<b>£1,143.77</b>	<b>-72.6 % ▼</b>

### Appendix 2 – Welfare the document sent: CCASA – Blood Loss concerns

Due to a couple of recent incidents, brought to my attention concerning blood loss on poolside in Cornwall County, I have been in discussion with Swim England at Loughborough and in the interim have agreed to advise; incident 1 involved a swimmer with lacerations to his foot and incident 2 involved female swimmers swimming during their menstrual cycle with ineffective environmentally friendly sanitation protection.

Swim England, AT THIS PRESENT TIME, do not have a policy covering blood loss, but agree that common sense and present rules and policies should be adhered to.

Incident 1: A swimmer with blood resulting from lacerations to the foot was stopped from getting on the blocks by the referee, the wound was treated by pool/leisure centre staff first aiders and a dressing applied. The wound continued to bleed and drip on poolside, so the swimmer was denied his race, due to blood continuing to seep through said dressing. This was the correct call by the lead referee, their decision being final. There is no legal

requirement to declare blood borne infection so any blood loss has to be treated as a biohazard, the area treated with recognised cleansing protocols and definitely not allowed to enter the water, this could effectively cause the competition to be stopped.

Incident 2: A female swimmer was observed to be wearing two swimsuits and was notified to the referee. When asked why, the swimmer replied she had her menstrual cycle. The referee let her swim BUT advised her about the Fina ruling BL 8.2: 'In pool swimming competitions the competitor must wear only one swim suit in one or two pieces' The coach was spoken to by the referee about the issue and the swimmer swam the second session observing the rule, however a second swimmer, from the same club, was also observed contravening the ruling. It was brought to the attention of the referee that the female swimmers were 'going green' and swimming not using sanitary protection. And to say anything against this would be sexist or victimising their choice.

Where it is admirable to do 'one's bit' for the environment, and where specific clothing items are available to allow swimming during the menstrual cycle, there are still rules and considerations to be observed. Fina rules do not allow two swimsuits regardless and must be adhered to so DQ does not happen. Specific swimwear can be worn but manufacturers recommendations are if sanitary protection is not used then a sanitary cup should be used, to avoid blood products entering the water, as the material is not totally waterproof, and again to avoid biohazard.

All Clubs are asked to communicate/educate their swimmers and parents, that although it is appreciated they have a desire to swim and a consideration to be environmentally friendly, health and safety and Fina regulations has to be of prime consideration and adhered to at all times.

Martin (Mac) Macdonald

Hon County Welfare Officer

CCASA Swim England

22/06/19