



Cornwall County  
Amateur Swimming Association

Treasurer  
Daniel Corbett

## CORNWALL COUNTY AMATEUR SWIMMING ASSOCIATION



Cornwall County  
Amateur Swimming Association

President  
Anne Jolly

County Secretary  
Celia Webster

### Minutes of the meeting of the Management Board Held on Tuesday 23<sup>rd</sup> April 2019 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> : Anne Jolly AJ (President/CH); Belinda Caslake BC(President Elect, Recorder/BU); Daniel Corbett DC (Treasurer/TC); Martin Macdonald MM( Welfare Officer/NQ); Celia Webster CW (Secretary, Webmaster/TC); Jo Greet JG(Chair SA); Helen Ward HW (Chair/LS)</p> <p><b>Apologies</b> ); Maureen Davies MD (Compliance Officer/TC); Cathy Ralph(Masters Rep./TC); Christine Merrifield (Synchro Rep/SA); Chris Elliott CE (County Regional Rep, Development Sec /CA); Paul Matthews PM (Chair &amp; Sec. SI)</p>	
	<p><b>Extra to agenda: The Swimming Committee(SC) meeting on 2<sup>nd</sup> April did not complete its agenda. The Management Board unanimously agreed that the SC posts to go forward to the AGM should be as listed in the agenda/minutes for that meeting (item 17) CW to check with Emily Dart and Maggie Cunningham. Also that the ratification of the county records presented be delayed until SC meeting on September 3<sup>rd</sup>.</b></p>	<b>CW</b>
2:	<p><b>Minutes of the previous meetings (5/02/19) and matters arising:</b> these were ratified any matters arising dealt with in the following. Note printed copies were not brought to the meeting and attendees previously asked to access these from the website.</p>	
3:	<p><b>Correspondence - Geoff Swallow:</b> project re. <b>CCASA centenary May 2024 -</b> history of the Cornwall ASA, requests 10 minute slot for presentation at AGM and honorary position of official historian to CCASA, with access to archive material, minute books, photos etc – see website meeting information file “CCASA_CentenaryProposal” for more detail. All agreed very interesting and thanks to him for doing it.</p>	
4:	<p><b>Finance &amp; budget</b> – see Appendix I for development budget Small surplus year on year – details with accountant. There will be a minimal increase of fees in 2020 to be presented at AGM. See this link on regional website for funding available to all counties in our region: <a href="https://moodle.open.cornwall.ac.uk/pluginfile.php/33388/mod_label/intro/Funding%202018.pdf">https://moodle.open.cornwall.ac.uk/pluginfile.php/33388/mod_label/intro/Funding%202018.pdf</a></p>	
5:	<p><b>Compliance Officer/Officials</b> – see report SC 2<sup>nd</sup> April</p>	
6:	<p><b>Welfare</b> there was a recent incident re. parental behaviour at an out of county event that resulted in the county sending a letter of complaint to us. It is so serious that it has been referred to Swim England All clubs must have a welfare officer and that their codes of conduct must to up to date. CW to include in a circular to include chairs and welfare office she has contacts form</p>	<b>CW</b>
7:	<p><b>Swimming Racing Report</b> (includes Masters, Para, Open Water, Pathway, County Network, Trophies) –for more information please see minutes of Swimming Committee (SC) meeting of 2<sup>nd</sup> April. i)Our <b>Masters</b> gala this Sat (27<sup>th</sup>) Bodmin ii)Sat. May 25<sup>th</sup> <b>Junior Interclub</b>, Sat. June 8<sup>th</sup> <b>Teams</b> – both Penzance. (re. interclub:</p>	

	<p>only 5 clubs responded to repeated requests of whether they intended competing: Yes(Carn Brea/Helston, St Ives, Truro, St Austell), No (Camelford)</p> <p>iii)<b>2020</b> dates/venues/to be released shortly – copies of proposed QTs provided and discussed (see separate document end of ‘Events’ section on website). Poolside packs to be provided and warm-ups modified. Combine Development &amp; Intermediate galas proposed.</p> <p>iv) Investigating acquiring a <b>secondary strobe</b> (for disabled swimmers) and <b>backstroke ledges</b> for next year, for both Bodmin &amp; Penzance.</p> <p>v) Anne, Nick &amp; Celia to review &amp; simplify <b>rules</b></p> <p>vi) if <b>junior inter club</b> more than 6 clubs enter – 2 divisions again one same day as 800m other same day as 1500m (if needed). All distance events 2020 will use ranked times.</p> <p>vii)Waiting for details of regional <b>Open Water</b> on Sat 6<sup>th</sup> July Weymouth – will incorporate our county championships (<i>now received and on website</i>)</p> <p>viii)<b>Para:</b> Leo Pellow (St Ives Bay) – 9 European &amp; 6 world Records (T21 down syndrome)</p> <p>iv)<b>Pathway:</b> 1<sup>st</sup> 2019 training took place 6<sup>th</sup> April, next 13<sup>th</sup> July</p> <p>vv) CCASA presenting a <b>new trophy</b> in memory of Margaret Jacob (has been purchased) - president 2004, cCASA treasurer many years + lots swimming roles.(Female 100 IM junior)</p>	<p>AJ</p> <p>DC AJ, NJ, CW</p>
8:	<b>Water Polo Report</b> – None	
9:	<b>Syncro report</b> – no report, apologies received	
10:	<b>Development:</b> Proposed Team Manager 2 for end of April not running due to lack of interest. Please would clubs tell us what they would like: e.g. safeguarding, TM 1 & 2, coaches 1 & 2, Time to listen, development day etc. No response assume don’t want.	CW
11	<b>Swim England South West report</b> Regional Young Volunteers events see website - contact Jackie Hilleard	
12:	<b>Pool facilities &amp; GLL</b> Proposed price increase of GLL pools discussed at length SC on 2 <sup>nd</sup> April. Setting up a meeting with GLL, Jon Keating (who we believe is part of Swim England that meets GLL nationally), Stephanie Gadd(regional development officer) and whoever is in charge of leisure at Cornwall Council to discuss this. Committee members were asked on April 2 <sup>nd</sup> to send CW details of people who may help (only heard from Helen Ward Launceston and forwarded to CE & DC). Hopefully we will be able to report back at our next meeting. CE & DC meeting with GLL in June. Jo asked if update yet on GLL issue document re. behaviour changing rooms – nonews yet	CE/ DC
13	<b>Handbook/Constitution/Rules – proposed changes</b> At SC in September 2015 this rule re. County Records was discussed “Records achieved outside our competition are subject to ratification by the swimming committee” and it was agreed that this should be <b>added</b> as clarification “The swimmer must have been swimming for a Cornwall club” this was not done but has been applied – to present to June 11 <sup>th</sup> AGM.	CW
14:	<b>Meet Management software situation e.g. Hy-Tek ACTIVE, Team Unify, Sportsystems.</b> A number of clubs are now using Team Unify(TU) software for some of their club management. TU have approached us regarding free use of their facilities/software for our website. There are some issues with this that we have been investigating that were presented by CW. TU are offering us free website support & hosting in exchange for opportunity to have stand/presence at our galas. Concern as implies our recommendation and we do not have enough experience of software/support to do this. TU has several modules including financial, membership & swimmer tools. It also includes Meet management. Caradon, Truro & St Ives use some of the software and we will ask them to reflect on their experiences. <i>Had proposed to present findings to AGM but issues too technical &amp; complicated (have consulted with Hy-Tek users) – postpone to Oct MB. See separate report to form Appendix 2.</i>	CW

15: **Any other business:**  
**County Dinner 2019** should have been discussed/decided at SC on 2<sup>nd</sup> April – was it? No it wasn't – to be considered at a future date. See *minutes for MB 16<sup>th</sup> July*  
**Staffing for Sheffield Inter Counties** – not resolved at SC Meeting 2<sup>nd</sup> April urgent to send out a request (with deadline) via email circulation. Training sessions still to be booked etc. See *minutes for MB 16<sup>th</sup> July*

CW

**Club Affiliations 28th February 2019**

<b>Cornwall ASA</b>		<b>ASA Membership</b>				<b>Region ACM Votes</b>
		<b>Cat 1</b>	<b>Cat 2</b>	<b>Cat 3</b>	<b>Total</b>	
<b>Club</b>						
Bude Sharks		49	43	7	<b>99</b>	1
Camelford Stingers		18	6	12	<b>36</b>	1
Caradon SC		2	95	24	<b>121</b>	2
Carn Brea and Helston SC		88	74	42	<b>204</b>	3
Launceston SC		28	23	17	<b>68</b>	1
Newquay Cormorants SC		10	60	12	<b>82</b>	1
Newquay Water Polo Club		9	1	0	<b>10</b>	1
North Cornwall Dragons SC		94	80	15	<b>189</b>	2
Penzance SA and WPC		69	96	39	<b>204</b>	3
St Austell ASC		86	113	26	<b>225</b>	3
St Ives Bay SC		29	36	11	<b>76</b>	1
TRI Swim		3	12	1	<b>16</b>	1
Truro City SC		68	133	33	<b>234</b>	3
<b>Total</b>		<b>553</b>	<b>772</b>	<b>239</b>	<b>1,564</b>	<b>23</b>

The meeting closed at 20:30 p.m. next meetings AGM June 11<sup>th</sup>, Swimming Committee Sept. 3<sup>rd</sup> Management Board July 16<sup>th</sup>

## Appendix I – Development Budget

### Development Budget 2018/19

Discipline	Purpose	Max Amount	Actual
Racing	Officials Training	150	544.17
Synchro	General	500	
All	Team Manager	100	
All	Safeguarding	100	
All	T & C Bursaries	1250	699 limited to max 3 per club,
Racing	Inter-County	3500	5573.01 when budget gone its gone
Open Water	General	0	
Racing	Network	750	
Water polo	General	500	
All	Development Day	400	
All	Match Funding	0	
Total		7250	6816.18

### Suggest Development Budget 2019/20

Discipline	Purpose	Max Amount	Actual
Racing	Officials Training	300	
Synchro	General	250	
All	Team Manager	100	
All	Safeguarding	100	limited to max 3 per club,
All	T & C Bursaries	1250	when budget gone its gone
Racing	Inter-County	5500	100 level 1
Open Water	General	0	200 level 2
Racing	Pathway	500	300 level 3
Water polo	General	250	
All	Development Day	250	
All	Match Funding	0	Path: match funding from the region
Total		8500	0

## Appendix 2 – Team Unify – background and issues see separate document