



LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

Minutes of Meeting held on Tuesday 14th February 2023

Present: Ursula Beck, John Thompson, Ron Brewin, Geoff Robilliard, Rebecca Pope, Sue Wainscot, Paul Sippitt, Alan King, Judy Leader Rachel McLaren, Trevor Hincks, Maryjoy Appleton, Lee Smith, Val Dunton

Ursula opened the meeting by firstly thanking all who had been involved in the Age Groups over the last three weeks and for many weeks prior to the championships. The officials, back room and poolside volunteers had been exceptional

014/23: Apologies: Lindsey Hackworth, Fiona Conway, Abi Crane, Jamie Evans, Helen Bickerstaff, Jill Stidever

15/23: Confirmation of the Minutes of the meetings held on Tuesday 10th January 2023

Correction 05/23 Matters arising from the 'meeting' to read Matters arising from the 'minutes'. The minutes were then proposed by Sue and seconded by Geoff as being a true record. All in favour.

16/23: Matters Arising from the meeting held on 10th January 2023

09/23 – Swimming Committee nominations. Paul explained that when the nominations were agreed unfortunately Jamie's name had not been mentioned. However, Jamie would automatically be a member of the Swimming Committee as the Contract between City of Leicester and the County involved the Head Coach attending the Swimming Committee meetings, Apologies to Jamie for this oversight.

17/23: Correspondence & Secretary's report:

Nothing to report

18/23: Acceptance of Records – Trevor Hincks

The following records were presented for ratification. All in favour.

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Current record
Boys	50m Breaststroke	LC	Lewis Boyd	28/01/2023	00:31.89	Sunderland	City of Sunderland New Year Meet	00:32.12
Mens	200m Breaststroke	LC	Alexander Casey	28/01/2023	02:17.91	Luxembourg	Luxembourg Euro Meet	02:18.38

18/23a: Treasurer's Report – John Thompson

Report sent out prior to the meeting.

Summary

- One action I realised I should have taken last year was to transfer the majority of the Age Group entries into the Deposit account. Well this year that is what I have done, and as the interest rates are higher, hopefully it will be a better call.

Income

- Athlete's Age Group entry fees
- One weekend of Age Group spectator door takings

Expenses

- Six off records, the most in a month since September last year, also six
- Age Group expenditure including, water fountain, SumUp transaction fees
- Three off level two coaching grants + one off Officials license

- PAT tests for LASA electrical equipment (old start box not tested)

Concerns

- Two Coaching and Teaching Grants awaiting verification of condition

Sue queried whether the projected income of £27,000 for galas included door taking or just athlete income. John explained that it was the projected income for all County events during 2022/23.

The Treasurer's report was accepted by those present.

19/23b: East Midland Region Report – Ursula Beck

Main item for discussion was Diversity and Inclusivity and Mike Hawkes, Head of Diversity and Inclusivity, from Swim England gave a presentation. The Board's next step will be to complete an action plan as to how the Region will take this out to the Counties and clubs.

Confirmed that Long Course details would be available within the next two weeks (now available). Also confirmed that the new FINA rules would come into being following the National championships.

Discussion around the Board's concern with regard to Clubs not ensuring that all relevant persons had up to date safeguarding and DBS in place. It was emphasised that clubs could be suspended if they chose not to comply. This would mean that club members would not be able to train or compete in competitions until such time as the relevant qualifications, safeguarding or DBS were in place.

Small presentation made to Grace who was leaving East Midland Region to join West Midland Region on a full-time basis.

19/23c: Swimming Report – Paul Sippitt

Paul said that he would also like to thank all concerned involved in the Age Groups this year.

He confirmed that there would be a meeting of the Swimming Committee on 25th February to review the Age Groups. Before then clubs would be asked for their opinions so that they could be added to the Agenda and then he would be reporting back to the next Executive meeting or if necessary, the April meeting.

Confirmed the first Mini Meet Gala for this year would be on 11th March at Hinckley Leisure Centre. He asked for help in getting the arrangements sorted for this gala as he wanted to get the details out by the end of this week. Confirmed pool book 5pm to 9 pm. Swimmers £20 for the two galas (next gala 6th June 2023) and £3 per gala for spectators. Clubs would be asked to provide officials. Needed to know who would manage the entry file. Geoff said he would liaise with Paul after the meeting.

Development Camp: Sue Wainscott

Whilst the swimmers have all been notified of their selection, the dates for the two camps are not yet finalised.

Based on the SE guidance there needs to be at least 4 weeks between the camp dates.

I have been liaising with Market Harborough and Loughborough University regarding facilities. However, Loughborough University can only offer the pool during school holidays as they are not prepared to move any of their swim school session.

I will go back to Market Harborough re possible dates and perhaps look at Hinckley or Coalville. However, swim lessons may again be a limiting factor, especially on a Saturday. I am looking at Sunday as another option (Loughborough University still not available on a Sunday apart from school holidays)

The other limiting factor is available dates once League Galas, local Open Meets and school holidays are factored in.

It looks as if dates may be towards the end of May/beginning of June and July just before the summer break.

Once dates are confirmed Coaches will be invited to apply to assist as Head Coach & Lane Coaches

19/23d: LASA Development Report – Sue Wainscott

Chairs/Coaches Meeting:

Having emailed out to all Chairs & Coaches only 5 clubs responded and of the dates offered only two clubs were able to send both the Chair & Coach on the same date (Braunstone & Hinckley)

A further email will now go out to all Club Chairs asking them to liaise with their Head Coach to provide available dates on a Saturday Morning. This is now likely to be in April and the availability of Helen Bickerstaffe & Fiona Conway will also need to be checked.

The aim of this meeting is to discuss what support clubs require over the next 12 months to assist with the formation of the LASA Development Plan.

Rebecca said could she be copied in on any further emails to the Chair so that she could ensure that he replied. Agreed that perhaps might be a good idea for the delegates from all clubs to be copied in on next email to the Chairs,

19/23e: City of Leicester Development Report – Jamie Evans

Development have been enjoying racing in the LASA Championships 2023. A review of results will be included in my next report.

Development have continued to excel in training and have been taking ownership of their training. We use peer review as a tool so swimmers can identify skills and technique.

Sunderland was a success for CoL with another swimmer gaining a British Trials QT. Lewis Boyd also broke the 50m Brs Leicestershire record.

Thank you to the swimmers that came down to see Craig from Sport USA. We also had some good conversations about the CoL programme with base club swimmers.

If anyone wishes to visit the City of Leicester programme, please let me know, my contact details are on the bottom of this report.

Thank you to LASA for your continued support - Jamie headcoachcol@gmail.com

In the absence of Jamie, the report was accepted with no further comments,

19/23f: Masters Report – Alan King

I would like to confirm our 5th Leicestershire Master Open Meet will take place on Sunday 17th September at Braunstone Leisure Centre.

I have posted our Meet on the Swim England Masters Calendar as well and so the date is well published. At present our Meet is showing as “Provisional “until I post the Meet information pack and finalise our Meet Risk Assessment with Braunstone LC and so I would like to ask your help?

Please see the proposed Meet information pack attached (please note not circulated prior to the meeting but sent out immediately following the meeting) – can I ask if it can be accepted – it is the same programme and format as we used for our previous Leicestershire Masters Meet - all timings for the sessions remain the same.

I can confirm that I have again secured Sponsorship agreement with “Carter and Jonas”, and they will provide the same sponsorship amount as last year for prizes and this can be agreed at around £500 - the exact amount will be determined when we have decided on the prizes.

Regarding Entry Fees – I recommend we try and keep the entry Fee charges as low as possible and previously these were £5.50 per individual event and £8.00 per relay team. I have checked what other meets are charging and many are still £5.50 with a select few at £6.00 per individual entry.

Last year we had the extra cost of paying for David Fortescue and the use of his equipment due to pool issues this was at a cost of £335.00 and hopefully this year we can provide AOE by LASA staff and so save that cost. This will mean on top of a £367 Meet profit last year we would also save a further £335.

Also, I reported overall numbers attending were low at around 140 swimmers and around 550 swims and so hopefully this year with all the awareness and promotion of our event hopefully we can increase numbers and again this will generate more income.

- a) Can the Executive please confirm they are in agreement with my proposed LASA Master Meet Entry pack for 2023 as attached. Request for Entry Pack to be accepted. All in favour.
As not attached when report sent out to delegates the Entry Pack sent out next day with request for any comments. No comments so the Entry pack accepted. Emphasised by Alan that the Entry Pack was identical to the previous year,

Also

- b) Can I have agreement to keep our entry fees the same as last year at £5.50 per individual event and £8.00 per relay team? Proposed John and seconded Ursula with all in favour of prices remaining the same as last year.

Many Thanks Alan

There are concerns regarding the use Braunstone Leisure Centre as they do not have all of the equipment necessary to run galas. Geoff said he would discuss with Alan.

John queried what medals were available for this year. Alan said he had medals but would not be an issue as Carter & Jonas would support if necessary.

19/23g: Emergency/Disciplinary Rules –Paul Sippitt

Paul said it was his intention to call a Rules Committee Meeting to discuss the proposed change of constitution to a company limited by guarantee. He said he had had a discussion with Derek Bell, and he was happy to join the meeting to offer advice and assistance. Paul said he would also be contacting the Region to ask for their assistance,

19/23h: Officials Report – Ron Brewin

Not much to report this month as all counties are involved in their Age Group competitions.

Dates for regional competitions are shown below. Further information can be found at

<https://www.emswimchamps.org.uk/entry>

Weekend	Date	Venue	Events Provisional
	8 th April 2023	Loughborough University Pool	800m & 1500m. Ages 11/ov
One	22 nd / 23 rd April 2023	Corby	14/UN + Distance all age groups
Two	29 th / 30 th April / 1 st May 2023	Moorways	15/OV excluding the 800/1500
Three	13 th / 14 th May 2023	Corby	14/UN + Distance all age groups

FINA Rules Update

Email received today (13/02/2023) from Helen Akers relating to the FINA Rules Update.

As you may be aware World Aquatics (FINA) rules for the period 2023-2025 were published on 3 January 2023.

It was subsequently agreed by the three Home Nations that these rules would be implemented for swimming and open water across the board with effect from Friday 10th March 2023.

New CPDs, which form a mandatory part of the relicensing process, will therefore be rolled out to educate officials on the changes. The swimming CPD will be delivered face to face/online - please contact your local Officials Coordinators for details of their plans for rolling out the training. Details of the open water CPD will be emailed to all open water officials in due course.

Other training documentation is in the process of being updated and will be rolled out to those affected.

Please cascade this information to any colleagues that are not registered for Swimming Officials News.

To subscribe to Swimming Officials News please visit <https://www.swimmingresults.org/officialsnews/>

2023 British Swimming Championships,

Applications are now open to officiate at the 2023 British Swimming Championships, to be held Tuesday 4th to Sunday 9th April (inclusive) in Sheffield. Swim England members should apply for the event using [the online system](#)

Just for information, below is a list of officials whose pool licenses expire during this year. Until we have the new FRU, the 2017 version is still valid and can be used for mandatory item M6. Item M5 is required for the official having attended the online Contemporary Issues course during their license period. Details of this can be found at <https://www.swimming.org/ios/course/494>. Ignore the closing date. Mandatory item M7 relates to the official having

worked at a minimum of 12 county Age Group competitions during the license period. The county will pay your relicence costs if this condition is met. License renewal forms usually arrive at the beginning of the month in which they expire. (List of officials not copied into minutes)

It was agreed that the list of officials would not be shown in the minutes, However the number of officials who required to renew their license in each club was as follows – Hinckley 13, Coalville 2, Braunstone 4, Market Harborough 5, Leicester Neptune 7, Loughborough Town 3, Leicester Penguins 2, City of Leicester 1 and Melton Mowbray 4.

Ron expressed his thanks to David Fortescue for the support that he gave the County on the Friday evenings at Braunstone to enable the events to go ahead. On our behalf David had purchased a router to use with our own leads.

With regard to the County owned Laptop, Ron said it had no security on it for when connecting to the internet. It also required Microsoft office. There was also a requirement for two mice with leads, one to use with the LASA laptop and one with the quantum laptop. It was suggested that Ron make a list of his requirements and then it could be sorted with John.

John asked what had happened to the old starter box. Alan said he had got it at home and did occasionally use it when training Starter Candidates. It was agreed that although it was operated via a battery, the battery did need to be charged and therefore it would need to be PAT tested. Alan said he would arrange for this to be done and would for the time being retain the old starter box,

There is still the issue that firstly Braunstone Leisure Centre cannot provide all the necessary equipment to run galas and secondly at the present time City of Leicester also rely on some of LASA's equipment to run their Open Meets. The main items of equipment being used were the new starter box, Microphones and the Strobe equipment. General discussion as to whether we should consider a small charge for the use of the equipment. Agreed that this would be discussed again at the next meeting. Val suggested a possible small donation from any club using LASA equipment. Ron said he would talk to Terry Bream to see what they did in Northamptonshire.

19/23i: I.T. Report - Judy Leader

The website has received very positive feedback. Initial training was carried out on 17th January. If further training is required, either group or individual, then please ask.

Analytics show there is an increase in traffic week on week, driven by the Age Groups & County Championship. This is likely to reduce once the competition finishes so focus needs to be placed on posting news and useful information to maintain the interest.

There is still a gap in information for the Leicester League, with nothing yet received from Richard Stock. Adding Leicester League to the site will be the focus once the Age Groups are completed.

Social Media:

Facebook & Instagram accounts have been created and utilized during the Age Group & County Championships and have been received very well. Currently there are 97 followers to FB and 83 followers in Instagram. As with the website, focus needs to be placed on posting news etc. to maintain and grow interest.

Currently Judy & Abi have access to post items. Should access be given to others and if so to whom? Who should we follow – each affiliated club? Other regional ASAs? Currently following SE & SE East Mids.

SumUp Card Payments:

An account has been created with SumUp and card machine configured to enable card transactions to be taken at LASA Events. To date there have been 244 transactions. There are 3 Users: Ursula, Abi and Judy as Admin.

Communications:

With there now being a number of channels through which we may be contacted it is important that we all understand who and how we respond. Suggest the following:

- Direct email: the recipient is responsible for replying to the enquirer, cc-ing or bcc-ing others as appropriate.
- Website: This is picked up by IT Manager. If the enquiry cannot be immediately responded to either the information is requested from the appropriate individual(s) and then IT will respond, or the enquiry is forwarded to

the appropriate person. If forwarded the recipient is then responsible for replying to the enquirer, cc-ing or bcc-ing IT as confirmation a response has been made.

- FB & Instagram: IT will respond, seeking information from others as necessary.

Data Storage:

Our Google Workspace account includes data storage in Google DRIVE. Ideally all LASA files should be stored in the Workspace Drive and not on individuals' devices. There are already some folders that are set up for this use. A review of these will be carried out over the next month and a structure and appropriate access granted to all Officers and Managers

With regard to social media following, suggestions as to who we should follow were British Swimming, Swim England, East and West Midlands, Leicestershire Clubs and possibly Sportyswim. Suggested that Judy manage this and if anyone had any further suggestions to let her know.

Confirmed trophy winner details would be forwarded to Judy to be entered onto the website.

With regard to data storage, Judy was intending to meet with John to discuss.

Paul enquired as to whether there was an email address rules@leicestershireasa.com. Confirmed that there was and any emails would be sent to Paul but would need to be answered using his own personal email.

With regard to the sum up card reader, Sue said she would like to use it at the next Age Groups for swimmers to pay for clothing as payment had been by cash and she had had difficulties paying the cash into the bank.

The Wi-Fi system at the pools had on occasions made it difficult to use the card reader. Judy is to look at personal dongles with Wi-Fi which hopefully would then support the card reader instead of relying on the Leisure Centre's Wi-Fi systems.

Lee said he had noticed that on the Officials page a number of the names were out of date. Judy said if updates were sent to her she would make the changes.

19/23j: Disability Report – Jill Stidever

Since returning to the pool after "Covid" like many other groups we have struggled returning to our old levels of teaching and coaching each week. As a result, the present number of swimmers training during each session is lower than before. One swimmer took part in the County Age Groups for the first time returning four PBs as well as her first teaching certificate. She has already offered to help us as well as continue her training. Another positive side is the increase in non-swimmers who joined in September and are now able to swim 25m and use a range of safety water skills in the deep end.

In addition, we have gained a young swimmer who is enjoying coming to our group for different advice for her impairment while remaining at her home club. We appreciate this liaison with Hinckley club where we have worked before. Another swimmer has now joined us from Sharks. Hopefully we can work with them as well especially as we did not know he belonged to Sharks until we saw his swimming cap!

Jill Stidever

Jill was not at the meeting but in her absence, she was thanked for her report.

19/23k: Any further reports

There were no further reports.

20/23: Any other Business accepted by the Chair as relevant:

- a) Sue said she had received a communication from Gez thanking everyone for the card and best wishes. She gave an update as to how he was. Ursula said if he or his wife needed any help then they were to let us know.
- b) Geoff said he had finally received his Past President Badge and Certificate which were presented at the Age Groups and he thanked those involved in sorting and presenting,

There being no further business the meeting was closed at 8.25 pm

Confirmed date of next meeting 14th March 2023 commencing at 7 pm via google meet.