



## LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

### Minutes of Meeting held on Tuesday 11<sup>th</sup> April 2023

**Present:** Ursula Beck, John Thompson, Geoff Robilliard, Paul Sippitt, Alan King, Judy Leader, Lee Smith, Val Dunton, Jamie Evans, Helen Bickerstaff, Jill Stidever, Rachel McLaren, Maryjoy Appleton, Rebecca Pope.

**28/23: Apologies:** Fiona Conway, Ron Brewin, Abi Crane,, Leslie Johnson.

### **29/23: Confirmation of the Minutes of the meetings held on Tuesday 14<sup>th</sup> March 2023**

The minutes were proposed by Alan and seconded by Geoff as being a true record, All in favour.

### **30/23: Matters Arising from the meeting held on 14<sup>th</sup> March 2023**

John brought to the Chairs attention that an item from the February meeting had not been dealt with. At this meeting there had been a short discussion regarding the hiring out of LASA equipment to other clubs. It was agreed that this would be an agenda item for the Swimming Committee on Saturday 15<sup>th</sup> April as there would need to be a number of considerations given as to what equipment we should make a charge for and how it would be monitored. It was pointed out by Sue that whilst they hired equipment out to LASA it was always looked after by the Club and this would need to be considered if the County did hire out to other Clubs.

24/23 Correspondence & Secretaries report – the Executive were informed that no applications had been received for the role of County Secretary. Agreed to place on the website again and Helen said she would include it in the weekly Regional Newsletter, for which she was thanked.

26/23i IT Report – Ursula said the proposed meeting to assist in storing records on Google Workspace Drive had not been sorted and would be put on hold for the present due to Judy taking over the role of Treasurer impacting on her workload for the County.

### **31/23: Correspondence & Secretary's report:**

Ursula said she had received a letter from John Thompson indicating that he was intending to resign as Finance Manager with immediate effect. This item would be discussed under the Treasurer's Report section of the minutes.

### **32/23: Acceptance of Records – Trevor Hincks**

Discussion took place regarding the records submitted by Jacob Mills. Trevor had received an email from Jacob's mother asking whether the records had been ratified. Trevor said he had not received the record details and unfortunately Jacob's mother had deleted the email to Trevor giving the details. This meant that Trevor had not received the record details within the 28-day window. However, Sue said she had received an email from Jacob's mother on 8<sup>th</sup> December when she had sent the record applications to her thinking that Sue was the person to send them to. Only one of the records was a Regional record and Sue had explained that the other record applications would need to be sent to Trevor. It was explained that these were the first records broken by Jacob and there was little understanding as to how records should be submitted. Under the circumstances and with the evidenced that Jacobs mother had started the process of submitting the record details within the time scale it was agreed by all that the records should be accepted.

Following this discussion all records were accepted by the Executive.

It was also agreed that more information would be made available on the LASA website regarding the processing of record applications to avoid any misunderstandings.

Details of the new record holders would be placed on the website congratulating them on their achievements.

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Current record
Boys	100m Freestyle	LC	Jacob Mills	12/03/2023	00:51.77	Coventry	ESSA Championships	00:53.39
Boys	50m Freestyle	LC	Jacob Mills	25/03/2023	00:23.60	Sheffield	Sheffield Premier Meet	00:23.92
Boys	50m Breaststroke	LC	Lewis Boyd	25/03/2023	00:30.95	Sheffield	Sheffield Premier Meet	00:31.89
Boys	100m Freestyle	LC	Jacob Mills	06/04/2023	00:51.44	Sheffield	British Championships	00:51.77
Boys	100m Freestyle	LC	Jacob Mills	06/04/2023	00:50.84	Sheffield	British Championships	00:51.44
Mens	100m Freestyle	LC	Jacob Mills	06/04/2023	00:50.84	Sheffield	British Championships	00:51.18
Mens	100m Breaststroke	LC	Alexander Casey	04/04/2023	01:03.07	Sheffield	British Championships	01:04.20
Mens	100m Breaststroke	LC	Alexander Casey	04/04/2023	01:02.47	Sheffield	British Championships	01:03.07
Mens	200m Breaststroke	LC	Alexander Casey	07/04/2023	02:17.28	Sheffield	British Championships	02:17.91
Mens	200m Breaststroke	LC	Alexander Casey	07/04/2023	02:14.85	Sheffield	British Championships	02:17.28

Boys	50m Freestyle	SC	Jacob Mills	02/12/2022	00:23.11	Sheffield	SE Winter Nationals	00:23.29
Boys	100m Freestyle	SC	Jacob Mills	03/12/2022	00:50.51	Sheffield	SE Winter Nationals	00:52.08
Boys	50m Backstroke	SC	Jacob Mills	03/12/2022	00:27.05	Sheffield	SE Winter Nationals	00:27.12

### 33/23a: Treasurer's Report – John Thompson

#### Summary

- Predominately Age Group related Income
- Club Affiliation and swimmer Capitation fees
- Concession (SportySwim) • 1 off Officials polo

#### Expenses

- Essentially Age Group related
- Print drums brought for the MFD and the gala laser printer

#### Concerns

- As indicated last month, the year end will not make the budget, agreed by the Executive

The report was accepted by all present.

John then issued a statement explaining that he had resigned as Finance Manager in the first instance and would have continued as the Treasurer until November. However, during a conversation with Ursula, she had expressed concern that it was felt that the Treasurer's role and the Finance Manager role were one of the same and in this respect John had said he did not agree and he would therefore resigned as the Treasurer with immediate effect and asked Ursula to think about this. Subsequently he had received an email from Ursula accepting his resignation. Therefore, with immediate effect he would no longer act as Treasurer.

It was confirmed that Judy had offered to take on the Treasurer's role short term and this offer had been accepted by the Executive at a meeting held on Thursday, 6<sup>th</sup> April 2023. In this respect John said he would only meet via google meet and not in person to hand over the necessary documents. Ursula agreed to sort this meeting out.

Judy said that she had received details of how to change the signatories on the bank, etc. Having had a quick look there would be a need to provide a copy of the LASA minutes that indicated agreement of two new signatories and the removal of the old ones.

**It was therefore confirmed by the LASA Executive that Ursula Beck (Chair) and Judy Leader (Treasurer) would be taking over as the signatories for Leicestershire & Rutland ASA and John Thompson, Alan King and Simon Chiles would be removed as the signatories.**

It was to be hoped that these changes could take place quickly. John was asked if he could pay the swimmers who had just had their new records ratified. John said he would not.

John concluded by thanking the Finance Committee and those members of the Executive who had supported him in his role as Treasurer. The Chair also thanked John on behalf of the Executive for his time as Treasurer. John also confirmed that he was standing down as the delegate for Loughborough Town Swimming Club. John then left the meeting.

Discussion re the LASA Bursaries and it was queried how much was offered and who to. Teachers and coaches were able to apply for bursaries both from the County and the Region and the County offered £25 for teachers and £50 for coaches. It was agreed that these details would be added to the website. Helen queried whether it would be better for applications to be sent direct to the Region from the clubs to be checked and then the LASA Treasurer to be informed of payments to be made. She said she would query with Fiona whether this would be possible. It would mean setting up a SurveyMonkey bursary form. Helen said she would investigate this and report back.

Rebecca queried if there was any financial support for swimmers. Helen said that any grants or sponsorship for swimmers would be detailed in the weekly Regional Newsletter which all clubs received. Swim England did not offer sponsorship or grants themselves. Sue said that it may be possible for Helen to outline the bursary programme at the Club Chair and Coach meeting due to be held on 10<sup>th</sup> June 2023.

Ursula asked that all website permissions and email facilities for John be removed. Judy said she would deal with.

### **33/23b: East Midland Region Report – Ursula Beck**

The Transgender and Non-binary competition policy had been updated by Swim England and there were to be a number of presentations relating to the review. Full details were available on the SE website with questions and answers. <https://www.swimming.org/swimengland/swim-england-transgender-non-binary-competition-policy/> Hopefully through the clubs all Executive would have an opportunity to see the presentation. If any one or any club had questions or concerns, they could either direct them to me or email directly to [equality@swimming.org](mailto:equality@swimming.org)

Helen said the Swim Mark deadline for this quarter was on Monday 17<sup>th</sup> April and there was one club in the County who had yet to update any templates onto the portal. Ursula asked for details.

### **33/23c: Swimming Report – Paul Sippitt**

The next meeting of the Swimming Standing committee is planned for 15<sup>th</sup> April.

The meeting will focus on:

- Feedback for 2023 LASA County Age Groups and Championships received from Club. Please note at the time of writing we have only received three responses Hinckley, Loughborough and City of Leicester. The Chair has contacted all clubs giving them until 13<sup>th</sup> April to respond if they want their feedback to be considered in our plans for 2024. Melton Mowbray Swimming Club had also sent in feedback following the reminder from the Chair.

The meeting shall also review our readiness for the Mini Meet and County Development Camps

- Mini Meet, we have confirmed to all clubs the Mini Meet on 3<sup>rd</sup> June will go ahead, the entry conditions have been sent to all clubs as well as being published on the LASA website. The entry file will be issued on or by 19<sup>th</sup> May.

Ursula asked if we had the contract for the pool for the mini meet. Paul confirmed that he had the contract, and he would send a copy to Judy and Ursula. It was also queried when we needed to make payment to the pool and Geoff confirmed that it would be after the event.

- County Development Camps, we have recently circulated to all clubs with invitation letters to the 36 swimmers aged 12 years at 31<sup>st</sup> December 2023 to attend two one day camps within the County on the 9<sup>th</sup> July and 3<sup>rd</sup> September. LASA is looking to recruit a Head Coach and six Skills Coaches to deliver the programme, invites have been sent to the clubs to pass into their coaches. This is an excellent opportunity for Club Coaches to be involved and to help with the development of swimmers within our county.

### **33/23d: LASA Development Report – Sue Wainscot**

#### **COACH/CHAIR MEETING:**

This has been set for Saturday 10<sup>th</sup> June 2023. The venue has yet to be confirmed but using Braunstone is being investigated as the car parking is free. Hot refreshments will be provided as a number of Coaches are attending straight from Training.

Once the venue has been confirmed the Agenda will be circulated

Fiona Conway & Helen Bickerstaff from the East Midlands Region are also attending to provide an update on a number of key topics including Coach/Teacher training.

To date no club has advised LASA that they are unable to send either a Chair/Deputy and or Coach to the meeting.

#### **DEVELOPMENT CAMPS:**

Invitation letters to all those selected were sent out and a number of swimmers have already confirmed their attendance.

The camps will be held at Market Harborough Leisure Centre. Loughborough University was also considered for the camps. However, the costs were higher, only short course swimming was available and the rooms to be used meant the swimmers had a short walk around campus. The facilities available are impressive and included seminar rooms, sports halls etc plus a test kitchen area for nutrition talks etc. This may be worth considering for initiatives in the future for older swimmers and possibly Coaches.

All Clubs have been circulated with details of the position of Head Coach & Lane Coach for the Development Camps with a closing date towards the end of April. The details have also been added to FaceBook and the website

If there are more applications than positions I will liaise with Paul Sippitt as the Swimming Manager.

Sue confirmed that they had one applicant for the skilled coach positions. Sue also highlighted that there was a lack of 12-year-old boys. Three boys who had been offered places on the camps had informed Sue that they no longer swam.

As requested previously Jamie asked if he could have a list of the swimmers who had been invited to the camps so that those in the development squad could be congratulated. Sue said she would send a list to Jamie.

### **33/23e: City of Leicester Development Report – Jamie Evans**

Development will be joined by five out of the six swimmers invited (one swimmer wishing to trial before accepting). Thank you, LASA, for approving the invites.

The Development swimmers have had another good block of work during March. We have started to challenge the swimmers with quicker base turn arounds and longer main sets. The swimmers are reacting well to the changes. We are now focusing on the Northampton End of Season Open Meet and using the CoL Summer Splash Open Meet as a prep event.

The City of Leicester swimmers had a successful British Championships at Sheffield last week. We had four swimmers racing:

- Darice Platts (NAG) – 400 IM
- Jacob Mills (NYG) – 50 Fc, 100 Fc
- Abby Mitchell (NYG) – 400 Fc, 800 Fc
- Sean McCann (NYG) – 400 Fc, 800 Fc, 1500 Fc, 200 Bk

The swimmers' results are as follows:

- Four finals made
- Three Junior LASA records broken
- Two Junior Regional records broken
- One Senior LASA record broken
- One Swim England Age Group record equalled (15 years)
- Four Youth Commonwealth Games Consideration Times achieved
- Two swims that are in consideration for European Youth Olympic Festival
- Two swims that are in consideration for European Juniors

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](mailto:headcoachcol@gmail.com)

### **33/23f: Masters Report – Alan King**

Alan said he had nothing to report at this meeting. Details would be given at the next meeting.

Ursula queried with Alan when he would require the use of Paypal for his Master's Event. Alan said not for at least another month.

### **33/23g: Emergency/Disciplinary Rules –Paul Sippitt**

Emergency/Disciplinary – nothing to report.

Rules Revision: following notification at the AGM that SE are asking Counties to consider becoming a Private Limited Company limited by Guarantee the standing committee is meeting on Monday 17<sup>th</sup> April to review and consider next steps. Helen said that the Charities Commission template was now available if the County wished to look at this as well. Details sent to Paul and Ursula. Paul said they would look at it alongside the Private Limited Company documents.

### **33/23h: Officials Report – Lee Smith**

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

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

Invitations have now been sent to all officials. Officials can sign up online using the links within the table. Hopefully with entry deadlines approaching for swimmers, officials will start to sign up.

<b>2023 date</b>	<b>Event</b>	<b>Venue</b>	<b>Sign up</b>	<b>Coordinator</b>
8 <sup>th</sup> April	Long Course Championships Gala 1	Corby	<a href="#">Gala 1</a>	Terry Bream
29 <sup>th</sup> April – 1 May	Long Course Championships Gala 2	Moorways	<a href="#">Gala 2</a>	Ron Brewin
13 <sup>th</sup> / 14 <sup>th</sup> May	Long Course Championships Gala 3	Corby	<a href="#">Gala 3</a>	Terry Bream

### **British Swimming Disqualification reporting form**

British Swimming released a new disqualification form with updated World Aquatics disqualification codes. This has been sent to all club officials coordinators as requested by Geoff Robilliard. The form can be found under general resources on the link below. The form is also on the LASA website.

<https://www.britishswimming.org/browse-sport/swimming/officials/general-resources/>

### **Swim England Transgender and Non-binary competition policy**

Swim England have published their transgender and non-binary competition policy. This sees a creation of an open and female category which will be implemented on 1<sup>st</sup> September 2023.

These categories are designated as:

- Female – athletes with a birth sex of female

- Open – athletes with a birth sex of male, trans or non-binary competitors and any competitor not eligible for the female category

More information can be found:

<https://www.swimming.org/swimengland/swim-england-transgender-non-binary-competition-policy/>

### County officials

Mid-March I received the latest list of registered officials for Leicestershire from Swim England. 18 officials have dropped off the list since the last list was published in December.

We are told to use the most recent publication and to delete the previous, however it is known that there are errors on the list and people are being missed off the mailing list when we send out information. We are trying to rectify this, but it doesn't seem to have been updated in the latest publication. Ursula said she would contact Clare Coleman at Swim England to express our concerns and frustrations. Lee confirmed that Alan was one of the officials who did not appear on the new list which meant he would not be receiving any mailing.

### Club Officials Coordinators

I have tried to update the list of club officials coordinators since Ron handed over the list in January. Below is my latest list. I have emailed all coordinators but not had responses from a few, so I have left the existing contact person and email in place. Those highlighted in green have given permission to have their email addresses on the website. I have removed the email addresses of people who have not replied to me.

Club	Name	Email
Braunstone	Pam Tilley	<a href="mailto:pam.tilley68@gmail.com">pam.tilley68@gmail.com</a>
Coalville	Jackie Harrison	<a href="mailto:jharrison708@btinternet.com">jharrison708@btinternet.com</a>
City of Leicester	Jackie Hanes	<a href="mailto:colsofficials@gmail.com">colsofficials@gmail.com</a>
Hinckley	Russ Trahearn	<a href="mailto:russelltrahearn@gmail.com">russelltrahearn@gmail.com</a>
Neptune	Min Chauhan	<a href="mailto:officials@lpsc.org.uk">officials@lpsc.org.uk</a>
Penguins	Rachel McLaren	<a href="mailto:rachelmclaren@doctors.org.uk">rachelmclaren@doctors.org.uk</a>
Sharks	Lee Smith	<a href="mailto:lee.smith.swim@gmail.com">lee.smith.swim@gmail.com</a>
Loughborough	John Thompson	
Mkt Harborough	Hayley Young	
Melton Mowbray	Hanna Coburn	
Oadby & Wigston	Mary Joy Appleton	

Thanks  
Lee

With regard to the FINA update presentation, Geoff said that a further 9 officials had attended a presentation with himself. The presentation had been available at the Regional long-distance event at Loughborough the previous week. He would communicate with Ron on his return from holiday. It was confirmed that all Officials including trainees would need to attend the presentation otherwise after July they would not be allowed on the poolside to officiate. It was queried when the updated FINA rule book would be available. It would be available on line once published.

### 33/23i: I.T. Report - Judy Leader

#### Website:

The number of sessions in the last 30 days is 1487, with 686 unique visitors. Most visits are via mobile (72%), followed by desktop (26%) and tablets (3%).

No. views for each News/Post for period:

Development Camp Coaches - 53

DQ Form - 58

Swimathon - 1  
Mini Meet Information - 34  
Secretary Advert - 30  
Athlete Funding - 7

### **Social Media:**

Continues to prove to be a successful method of communication.

Demographic of followers:

Overall Women 73.3%	Men 26.7%
Age 18-24 Women 3%	Men 3%
Age 25-34 Women 4%	Men 2%
Age 35-44 Women 32%	Men 8%
Age 45-54 Women 29%	Men 9%
Age 55-64 Women 2%	Men 4%
Age 65+ Women 2%	Men 2%

### **SumUp Card Payments:**

The use of the terminal with and without a wifi connection has been resolved and tested successfully. There is no need to purchase a separate portable wifi router at this time. Jamie queried what the limit was for transactions as at the City of Leicester Open meet it had been identified that they had exceeded their limit and had to revert to cash only. Judy said we had a limit of £5,000 which would not be an issue for the County.

### **Communications:**

At the last meeting it was agreed that all email communications on behalf of LASA should use the common signature format:

<first & last name>

<position/role>

Leicestershire & Rutland ASA

<LASA email address>

[www.leicestershireasa.org](http://www.leicestershireasa.org)

Instruction for automating the inclusion of a signature on all emails;

GMail: GMail Help for Desktop, Android, iPhone/iPad

Outlook: Outlook Help

IOS: Settings > Mail > Signature; If multiple email addresses on the device, select 'Per Account', complete details

### **Data Storage:**

A face-to-face meeting with all Officers and Managers to identify and agree a suitable structure and access rights is yet to be arranged.

Judy Leader 10/04/202

### **33/23j: Disability Report – Jill Stidever**

**No report**

### **33/23k: Any further reports**

There were no further reports.

### **34/23: Any other Business accepted by the Chair as relevant:**

- a) Judy said that she had been discussing with Ursula the possibility of introducing podcasts to inform parents and swimmers what the County did. Agreed that this was a good idea and would be looked into.
- b) Lee felt that it would be good to put achievements for swimmers onto the website.

There being no further business the meeting was closed at 8.30 pm

**Confirmed date of next meeting 9<sup>th</sup> May 2023 commencing at 7 pm via google meet.**