



LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

Minutes of Meeting held on Tuesday 12th September 2023

Present: Ursula Beck, Geoff Robilliard, Val Dunton, Ron Brewin, Sue Wainscot, Alan King, Paul Sippitt, Judy Leader, Lee Smith, Jamie Evans, Rachel McClaren, Abi Crane, Trevor Hincks, Kim Bird, Angela Lake

56/23: Apologies: Fiona Conway, Lee Taylor, Helen Bickerstaff, Maryjoy Appleton, Jill Stidever. The following were also not present at the meeting – Leslie Johnson

Angela was welcomed to the meeting as the new delegate for Loughborough Town Swimming Club and Kim who was representing Leicester Sharks in place of Lindsey for this meeting,

57/23: Confirmation of the Minutes of the meetings held on Tuesday 11th July 2023

Minutes were proposed by Sue and seconded by Val as being a true record, Those present accepted the Minutes.

58/23: Matters Arising from the meeting held on 11th July 2023

There were no matters arising that would not be discussed within the relevant reports,

59/23: Correspondence & Secretary's report:

- a) AGM 12th December 2023 – a reminder that Standing Committee Manager Reports to be sent to Ursula by 31st October 2023.
- b) Honorary President 2023 – Nominations to be sent to Ursula by 1st October 2023. Details regarding criteria to be posted on the LASA Website.
- c) The Executive were informed that Swim England had introduced a Governance Code for all Counties. There had been a meeting with SE regarding the processes that needed to be completed. The Governance Code was effectively Swim Mark for the Counties. Over the next couple of months, the various templates would need to be completed. At the present time Judy, Sue and Paul were assisting in completing the work although others may be asked to assist as well.
- d) There was still the issue of not having a County Secretary and Ursula asked for the delegates to go back to their clubs and ask if anyone would be interested in taking on this role. An advert would again be placed on the Website and Judy and Ursula were looking to see if they could make the job role more appealing.
- e) Ursula informed the Executive that she had received an email from City of Leicester informing her that the Agreement with Ellesmere College allowing several of their swimmers to compete with City of Leicester had been terminated. A further email had been received from Leicester Sharks informing that they were now taking over this Agreement which would allow the Ellesmere college swimmers to compete as Leicester Sharks.

Angela queried why it was that we the County had allowed for these swimmers to compete firstly with CoL and secondly now with Leicester Sharks. Ursula explained the reasons why the swimmers were attached to Leicestershire squads and emphasised that swimmers could join whatever club they wished to, and we could not refuse them membership unless there were mitigating circumstances which would prevent the swimmer from having membership with that specific club.

When asked Kim stated that the swimmers would be members of Leicester Sharks with the same agreement in place in that that they would not be allowed to compete in the Club Championships or the Leicestershire Age Groups & Championships or Leicester League and would not be allowed to submit any records to either the club or County. It was pointed out that unless their Constitution stated this there may be issues with refusing swimmers' entry into both their club and any County events. It was queried whether the Ellesmere College swimmers had been made aware of this Agreement. Kim said she was not sure but would check this.

It was pointed out that the Agreement with City of Leicester had been straightforward in that their own Constitution precluded these swimmers from taking part in County or Leicester League competitions.

Kim was asked if there were any specific reasons for accepting these swimmers into the club, bearing in mind their concerns when the swimmers had joined City of Leicester two years ago. Kim stated that primarily the Club were being supported by Guy Worrel, previous Head Coach and he and his coaches would be supporting Leicester Sharks moving forward.

Jamie queried whether the Club had informed the College of the decision to take over the Agreement regarding the swimmers. Kim was not sure whether this had been done as all meetings had been between the Club and Guy. Jamie recommended that they contact the School and put in writing details of the Agreement reached between the club and Guy.

It was also pointed out that at the present time there was nothing in the County Constitution that would prohibit the Ellesmere College swimmers from competing in our Championships or submitting a record.

It was understood that the Ellesmere College were working towards re affiliating to Swim England but there were many obstacles for the college to clear before this would take place due to the circumstances surrounding the removal of affiliation from Swim England.

The discussion was concluded by the Chair saying that it was disappointing that the County had not been made aware of the movement of the Ellesmere College Swimmers until the Agreement had been finalised.

60/23: Acceptance of Records – Trevor Hincks

Due to there not being a quorum at the July meeting the following record was accepted with a correction to read Boys not Men record along with the following records which were also accepted by those present. Agreed that Trevor would put the details onto the LASA Website.

13th June 2023 Records for ratification – Boys not Mens record

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Current record
Boys	50m Freestyle	SC	Jacob Mills	25/06/2023	00:22.88	Braunstone Leisure Centre	City of Leicester Summer Splash	00:23.11

12th September 2023 Records for ratification

Age Group	Event	Course	Name	Date Achieved	Time achieved	Venue	Competition	Current record
Boys	100m Freestyle	LC	Jacob Mills	25/07/2023	00:50.82	Maribor Slovenia	European Youth Olympic Festival	00:50.84
Boys	50m Freestyle	LC	Jacob Mills	27/07/2023	00:23.28	Maribor Slovenia	European Youth Olympic Festival	00:23.33

Following discussion, it was agreed that moving forward the categories for the County records would be Boys/Open and Mens/Open with the female categories remaining the same. The record process would remain the same. The submission form would need to be updated.

61/23a: Treasurer's Report – Judy Leader

The accounts for July and August were reviewed and accepted.

Summary

- All entries up to date.
- Income for July & August attributed to Affiliation fees, Development Camp and Masters Meet & Championships entries.

Expenses

- Expenses for July were attributed to the pool hire & coaching fees for the June Development camp.
- Expenses for August attributed to purchase of trophies for Masters and Coach Education.
- Capitation for the Mini Meet (estimated £82) is still to be paid, still awaiting reference details.

Concerns

The Masters Meet Entry file has used fees of £5.50 & £8 for events whereas the Competition Information published on the website states fees are £6 & £8 meaning income may be less than expected assuming the £6 value was used

for budgeting. It was agreed too late to correct the entry fee, but it was to be hoped that the loss would be compensated by the increase in entries.

The budget forecast for 2023/24 was reviewed by the Executive and was accepted. The main expenditure for the year would be:

- £10,000 to be put aside to fund special projects. Long Course Training had been identified as such a project at an estimated cost of £1,500, allowing £8,500 to be allocated to other projects yet to be identified and agreed by the Executive.
- Club and athlete Affiliation and Capitation fees would be £45 and £3.50 respectively, an increase of £5 and 50p respectively on the previous year.
- Entry fees for Age Groups and Masters Competitions will increase by 50p per event.
- Spectator fees to remain at £5 per session/ticket for all competitions with a £3 concession for the Age Groups only.
- The Age Groups would be over 12 sessions not 14 sessions and there would be 2 mini meets not three reducing the income received. However, that would be offset by the reduced use of the facilities which had increased their prices.
- The Development Camp for 2024 would be replaced by skilled sessions. This was due to SE changing the age group for County Development Camps for 2024.
- The discount on Google Workspace has now come to an end with a full subscription fees per user being charged from 20th October 2023.
- Also changes in line with best practice, Swim England guidelines and for continuity of all Officer/Manager positions to have full email addresses rather than a “redirect” address, enabling emails to be sent under the positions generic address rather than the post holders personal email address.
- Software licenses for MS Office and Anti-Virus to be purchased under a LASA account rather than using individual’s personal licences.

Val wished to express her thanks to Judy for the hard work she had done in putting the budget together for the Finance Committee and Standing Committee Managers to review. A copy of the Budget and comments had been distributed to the Executive prior to the meeting. This was echoed by those present at the meeting.

61/23b: East Midland Region Report – Ursula Beck

The next Board meeting due to be held on 16th September 2023. No report at this meeting.

61/23c: Swimming Report – Paul Sippitt

Paul said the Minutes of the last Swimming Committee meeting had still to be circulated. At this meeting Age Groups, Mini Meets and Young Teams Gala had been topics for discussion.

Age Group & Championships an update had been circulated prior to the meeting. The entry conditions had been reduced to give just the basic information required to complete the entry details with the promoter’s conditions containing any further information required.

Regarding the Mini Meets confirmed that there would only be two gala this year as agreed at the Club Chair and Coaches meeting with the first gala taking place on Saturday 21st October 2023 at Hinckley Leisure Centre. Disappointingly when clubs were asked whether they preferred a Saturday or Sunday only three clubs had replied indicated a preference for the Saturday. The date of the second mini meet had yet to be confirmed being either 1st or 2nd June 2024. The Licence had been applied for and the pool was booked. The cost would be £20 per club and £5 for spectators (no concession). The Promoters Conditions clearly stated that swimmers with Regional times would not be accepted. There was also a request for each Club to provide one J1 and one J2. It was anticipated that the Entry file would open on 1st October and close on 13th October.

The Young Teams Gala was taking place on 25th November at Braunstone Leisure Centre. One team only from each club for this event for this year. Pool was booked and draft conditions were ready.

The Inter Clubs gala which had been discussed at the last Club Chair and Coaches meeting would not be taking place until possibly September 2024 due to the lack of availability on the swimming calendar for this year.

61/23d: LASA Development Report – Sue Wainscot
DEVELOPMENT CAMPS:

The second camp was held on Sunday 3rd September with 21 swimmers attending. This was slightly lower than the July camp due primarily to injuries and illness. Thanks to Val for again assisting with the swimmer arrival organisation.

Matt Lowe was again the Head Coach with Helen Atton, Jenny Sumner, Jo Green Jordan Chappell and Josh Simpson attending as Skills Coaches. Unfortunately, Joel Eadie could not attend the second camp after contracting Covid.

All support staff payments have been processed and swimmers have been asked to complete a feedback sheet to be returned to me by the end of September.

A single page summary was sent to each swimmer after the camp and a copy was also forwarded to Coaches of swimmers attending.

Based on Swim England information for 2024 County swim camps guidelines the policy has changed to select 13 year old swimmers as at 31.12.2024. Therefore, the same cohort of swimmers would be selected next year. Therefore, LASA plans to use the money usually accredited to the Development Camps for other activities for swimmers within the County.

CHAIR/HEAD COACH MEETING:

This has been booked for Saturday 11th November, again at the Whitwick & Coalville Leisure Centre. The date has been circulated to all clubs. The agenda is being drawn up and will be circulated in the next few weeks. Clubs have been asked if there are any topics they wish to cover; no suggestions have been received to date.

Following the meeting in June I am having discussions with Loughborough University regarding availability for long course training, competitions and possibly swim skills camps. Anything established will be presented at the meeting on the 11th November.

I recently attended the start of the Leicester Penguins Committee Meeting on the 2nd September to talk through the first Chair/Head Coach meeting and ideas moving forward. It is hoped that Penguins will be able to send a Committee member (if the Chair is not available) and a member of the Coaching team to the meeting on the 11th November.

INTER COUNTY TEAM CHAMPIONSHIPS OCTOBER 8TH AT PONDS FORGE:

Attendance at the event has been confirmed to Swim England. Many thanks to Jamie Evans for assisting with the team selection. All swimmers offered an opportunity to swim has confirmed their attendance.

Team Captains have been appointed: Goerge Moore from Hinckley & Foteini Kalkani from Leicester Neptune.

Coaches: Jamie Evans & AN Other. Ryan Ludlam had previously offered to assist but unfortunately due to coaching changes at his base club he has had to withdraw. Jamie & I are in discussion regarding this.

Team Managers: Donna Streeter of Market Harborough & Steve Platts of Braunstone

Officials: Two are required. Matt Streeter from Market Harborough will attend, and I am in the process of appointing a second Official.

LASA Flag: this has not been located and apparently was not taken to Sheffield last year; still investigating.

Transport: a coach has been booked by Trevor Hincks leaving from Braunstone Leisure Centre.

Risk Assessment: This needs to be completed and circulated to everyone attending. I am unsure whether we still have one from last year; Fiona Conway is apparently a guru on Risk Assessments so I will seek assistance.

Key Dates:

Team Key Information submitted by 18th September (details of contacts, Coaches, Team Managers & Officials)

Team submission by 22nd September. All swimmers must have a photograph uploaded onto their SE membership page before this can be done. There is only one swimmer still to do this & this is being chased.

On the day of the event Donna Streeter will attend the Team Manager's meeting which takes place at 10am so will travel up by car; I will liaise regarding claiming expenses for this. Officials meeting is 11am.

Swimmer selection has been sent to Judy for the website etc.

Paul queried whether Abi had received an invitation to attend. Ursula said she had asked the question a few weeks previously but would ask again although Abi would not be able to attend due to holidays, but it was to be hoped another person would attend to represent the County.

61/23e: City of Leicester Development Report – Jamie Evans

The Development swimmers have had a great start to the 2023-24 season. The new swimmers have slotted into the squad well and all swimmers are working well together.

This season as Coaches we have identified all swimmers at CoL need to do more kick per week, this includes the Development swimmers. The reason behind this is to help the swimmer's development when they reach higher squads within the Leicestershire Pathway.

New swimmers who have started with Development in September:

Zoe Bartlam (BSC)
Emmie-Rose Power (HSC)
Violet Blackett (HSC)
Sophie Lane (LSSC)
Daivd Ursachi (LNSC)
Harry Statham-Gill (CSC)

The Development swimmers were invited to the CoL club meeting on Saturday 2nd September. In this meeting we spoke about the results from the 2022-23 season, the design of CoL and our club values. We also use this as an opportunity to drum up officials, TMs and volunteers.

The Development squad meeting will be on Saturday 23rd September at 9am in the BLC sports hall, any supporting base club coaches are welcome to attend and ask any questions.

If anyone wishes to have any further information or 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.

61/23f: Masters Report – Alan King

Leicestershire Masters Meet 17th September – progress update.

The number of swimmers who have entered our Meet is greater than last year by approx. 20/25 swimmers. This is a positive situation - although I will not know the final outcome until after our closing date Midnight tonight.

Preparations continue to progress well except for the current number of Officials volunteering to help – we are very short for both our sessions, but the second session is especially low and so another request for help and support from Clubs will be made and I hope we can get enough support – even trainees are welcome.

Sponsorship – Carter and Jonas have kindly paid for all 1st prizes for this meet and the value of the sponsorship provided was £584.06 – and we are very grateful for their kind and generous sponsorship and the prizes are already on delivery to me ready for our meet.

Medals for our Leicestershire Masters County Championships (which also happens during this meet) – I was informed by Abi that these have now been purchased and so we are on track with this as well – the number of swimmers from Leicestershire looks higher than last year I will report more in October.

Health and safety and risk assessments – pool briefing for Braunstone Leisure Centre – this has all been carried out as required with the final specific Meet briefing with pool staff is due to happen during this week to prepare their staff for Sunday. We are on track.

Competitors specific Meet information and protocol of what is expected during our meet will also be available on our website this week.

AOE and Meet Management - Fiona has kindly collected our entries and once the Relay team closing date has happened on Thursday the files will be passed over to David Fortesque and Ron for start lists etc to be prepared.

Help required – it would be appreciated if I could receive at least 3 volunteers to act as poolside/lane Marshals to help with controlling the number of swimmers in lanes and control the dive sprint Lanes. I have one volunteer so far and really need at least 4 people covering - 2 for the start end and two for the turn end there is room for more. Anyone

interested – please let me know – the Marshals are needed on poolside from 1.10pm till 2.15 and from 4.55pm till 5.30pm.

I remain optimistic that our Masters meet will be as good if not better than last year, and I shall provide more details in October. I would just like to thank everyone who has been helping to date – there has been lots of effort made to get us to this stage and all effort provided is really appreciated.

Finally - Please can I ask all clubs to try and provide at least 2 officials (including trainees) to help Officiate at this Leicestershire Masters event – I really hope more Officials will volunteer to help especially J1 or trainees. Agreed that a request for officials would be put on the website and Lee said he would contact all clubs again. It was confirmed that for this meet a volunteer with just a Timekeeper qualification could officiate.

61/23g: Emergency/Disciplinary Rules –Paul Sippitt

Paul said that a Rules Revision meeting had taken place and several changes were being made. A further meeting was due to be held at the beginning of October with a view to submitting the changes to the Executive at the October meeting. The closing date for clubs or individuals to send in changes to the rules was 30th September.

61/23h: Officials Report – Ron Brewin/Lee Smith Leicestershire ASA Masters Meet

The Masters meet is taking place on Sunday 17th September 2023 and will run over two sessions with start times of 2:15pm and 5:30pm. Requests for officials have been sent out to all Leicestershire officials and club coordinators but as it stands we are still some short.

If you would like to volunteer to officiate please contact me on either officials@leicestershireasa.org or lee.smith.swim@gmail.com

Lee said he had received an email from Swim England giving an update for technical officials with regard to the Transgender Policy Reporting Form Confirmed had gone out to all officials.

61/23i: I.T. Report - Judy Leader

No report for this month. Sue asked if the LASA Insurance Certificate could be placed on the website. It had also been agreed to place all relevant Swim England Policies details on the Website with links to Swim England for full Policy details.

61/23j: Any further reports

a) Trophies – it was confirmed that:

- The criteria for the Tony Gibson/G.E. McCoy Cup were being updated.
- A new award – Annual Coach Award
- Two new awards at the Age Group & Championships for the 13/14 age group. – boys/open and girls.
- The Masters Swimmer of the Year Trophy criteria had been updated.

Abi confirmed that we had a number of new trophies that had been purchased at a reasonable cost and three of these trophies could be used for the new Awards. It was also agreed that, subject to Charlie Dilkes agreeing, the two trophies for the 13/14 Age Groups would be called the 'Charlie Dilke' trophies. There had been a financial gift given to the County some time ago by Charlie and it was agreed that this could be used to engrave the new trophies. Ursula said she would contact Charlie to ask for his permission to have these trophies engraved with his name.

A copy of the proposed changes to the LASA Trophies would be circulated to all clubs and placed on the Website and attached to the Promoters Conditions for the Age Group & Championships.

b) Disability Report – Jill Stidever

In the absence of Jill Ursula read out the following report.

Earlier this year the disability group felt they were moving forward with pools being open again and swimmers moving forward. Although the squad has gained another new swimmer 'Learn to Swim' we are still not recovering in the way that seemed feasible. There are vacancies at all levels of ability. The alteration in pool hire charges (received today) will hit very hard and mean the squad will have to look closely at whether two sessions a week are viable to run.

Lauren, as Lead Coach, of the squad is now working towards her Level Three Coaching at Solihull on Sunday

62/23: Any other Business accepted by the Chair as relevant.

- a) Sue informed the meeting that a meeting had taken place with Trevor, Richard, Ursula, Paul and herself being present to discuss the Leicester League. It was agreed that the Rules should be reviewed and clubs in the Leicester League would also be given the opportunity to discuss a number of proposed changes to the events. Richard had kindly agreed to attend the next Club Chair and Coaches meeting. It had been agreed that the AGM for the Leicester League normally held in October of each year would take place and then following discussions about possible changes to the rules and the events an EGM would be called November/December to confirm any changes. The Autumn league would remain the same with any changes taking effect from 1st January 2024 at the start of the Winter League, following on with the Diddy League and Autumn League next year.
- b) Following a comment made by Sue about losing a number of older swimmers which had come to light whilst picking the team for the Inter Counties in October, Angela asked whether any reason for this had been highlighted either by Swim England or the County. Val said Market Harborough were having difficulty with their older swimmers with School being the focus for these swimmers. It was agreed that Ursula would make enquiries and report back at the next meeting.
- c) Abi would be emailing all clubs reminding those swimmers who had LASA trophies in their possession to ensure that they were engraved and cleaned. The date for collecting in the trophies would be early January and Trevor agreed to sort out a room at the Braunstone Civic Centre for collection of the trophies.,

There being no further business the meeting was closed at 9 pm.

Confirmed date of next meeting 10th October 2023 commencing at 7 pm via google meet.