



LEICESTERSHIRE & RUTLAND AMATEUR SWIMMING ASSOCIATION

Minutes of Meeting held on Tuesday 14th March 2023

Present: Ursula Beck, John Thompson, Ron Brewin, Geoff Robilliard, Paul Sippitt, Alan King, Judy Leader, Lee Smith, Val Dunton, Jamie Evans, Abi Crane, Helen Bickerstaff, Jill Stidever

21/23: Apologies: Fiona Conway, Sue Wainscot, Rachel McLaren, Leslie Johnson, Maryjoy Appleton

22/23: Confirmation of the Minutes of the meetings held on Tuesday 14th February 2023

19/23f – John had said it was to be hoped that there would be a £500 surplus from the Masters' Open Meet this year.

20/23 c) Any Other Business – the following omitted from the minutes - Question raised regarding the process for refunding payments to swimmers. Explained that swimmers would need to have their refund request into John by the Wednesday following the withdrawal from an event with supporting evidence. This would be processed by John with the intention of refunding, if approved within two weeks.

The amendments having been accepted the minutes were proposed by Val and seconded by Ron as being a true record. All present in favour.

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

There were no matters arising that would not be dealt with within the reports.

24/23: Correspondence & Secretary's report:

Ursula said she had received an email from Lyndsey resigning as County Secretary and had replied wishing Lyndsey well and thanking her for what she had done for the County. Ursula suggested to the Executive that an advert with the job role for a County Secretary be sent to all clubs. The advert would also be placed on the Website and on social media. This was agreed by the Executive present.

25/23: Acceptance of Records – Trevor Hincks

There were no records for ratification this month.

26/23a: Treasurer's Report – John Thompson

Summary

- Predominately Age Group related
- January SumUp balance restated Income
- Age Group sector door takings
- Income relating to reserves movements into the interest generating Deposit account, Jan and Feb, will revert to Dec level in due course
- 20 off Officials polo. I believe two new polo shirts were given to volunteers as recognition/encouragement

Expenses

- Essentially all Age Group related. Notably, following last year's requirement to claim, a significant increase in expenses claims
- Facilities invoices outstanding from PFP (HLC), SLM (W+CLC) and LCC (BLC). Some already in March expenditure, but by no means all
- One off level two teaching grant, other related to Colorado training/familiarization
- Expenses related to PAT testing of LASA electrical equipment
- Other gifts include a wedding anniversary present for Ursula and get-well card for Gez M.

Concerns

- LASA will fall significantly short of the agreed budget for 2022-23

There was discussion with regard to the payment of the invoices for the 2023 County Championships and John explained that he was still waiting for a number of invoices from the different Leisure Centres before completing the payments.

26/23b: East Midland Region Report – Ursula Beck

EAST MIDLAND REGION BOARD MEETING 11TH MARCH 2023

Meeting commenced with a presentation by Claire Coleman, Head of Development Swim England. Several roadshows had been set up to discuss the role of the Counties' surveys which the County had completed several months ago. Unfortunately due to the lack of numbers from the East Midlands wishing to attend the road show in our Regional roadshow had to be cancelled

Governance team and importantly each meeting was delivered in partnership with the Regions and Claire attended the Board meeting to give the presentation to the Board. Each County Governance day consisted of an introduction and explanation session detailing the overall Governance Code and approach. This was followed by an individual review of each counties current situation and a planning session for progress towards compliance along with discussion and future planning for the role of the county and how that can be supported.

Follow-up meetings will be planned with each county to discuss progression and what further support is required with an action plan drawn up for each county. An online portal will be created for all counties to use to submit evidence towards compliancy. The review of this evidence will be conducted by the Swim England Governance team. When we have more details, we will be able to sit down as a County to review and update our County Development Plan.

A general discussion regarding the number of volunteers within our clubs who were not up to date with their Safeguarding and DBS checks. This is a real concern and clubs must address this.

There was a discussion regarding what officials should be wearing on the poolside. John Hidle to confirm back to the Board what the requirements are. On the Swim England website there is guidance but still being discussed.

Discussion regarding County Development Programme for next year. Selection will be from rankings for 200 IM and if insufficient swimmers from 100IM . Sue to contact Fiona to confirm the exact details.

Ursula told the Executive that it was Leicestershire's turn to nominate an East Midland President elect for 2023 who would become the East Midland President 2024. She said she would like to nominate Geoff for this position. She had spoken to Geoff and he was happy to be nominated. All were in favour of this nomination. Ursula said she would let the Board know. The nomination would be confirmed at the Annual Council Meeting to be held on Thursday 27th April via Zoom commencing at 7.30 pm.

It was also necessary to confirm the nomination for the County Delegate to the Board. Proposed by Val and seconded by Judy that Ursula continues as the County delegate. All in favour.

Footnote - I will send the presentation to Sue and will arrange a meeting with Sue and the Standing Committee Managers to go through this presentation.

Footnote – Uniforms to be discussed in Officials Report

26/23c: Swimming Report – Paul Sippitt

The first full meeting of the Swimming Standing committee was held on 25th February.

The meeting discussed the 2023 LASA County Age Groups and Championships, Mini Meet and County Development Camps. A full copy of the notes from the meeting are available and accompany this report.

2023 LASA County Age Groups and Championships

The Meet Coordinators report was reviewed, along with comments made but a number of LASA Executive members and comments received from one of LASA's Clubs. The key points from report and comments received for our 2024 event are:

- Qualifying Times need an overhaul; GR to lead a working group to review the QT's and provide recommendations for 2024.
- Responsibility for the event – there was no one in overall charge, when it should be the Swimming Manager/Meet Coordinator. Swimming Committee is asking the LASA Executive to confirm the Swimming Manager/Meet Coordinator take sole responsibility organising the event together with producing the

budget for the event which will be presented to the LASA Executive for approval at its May 2023 Executive Meeting.

Mini Meet 2023

We had to cancel the Mini Meet on 11th March as insufficient work was done to allow it to run.

The Mini Meet on 3rd June is booked and clubs have been sent the entry conditions.

Proposals will be submitted to the LASA Executive's May meeting to approve the 2023/2024 Mini Meet series. The Standing committee want everything place such that the entry conditions can be issued to the Clubs by or prior to 3rd June 2023.

Paul briefly went through the Minutes of the Swimming Committee Meeting held on 25th February. A copy of the minutes will be circulated with the March Executive minutes.

John said it was important that he was made aware of the budget for the Championships and any other County events for 2023/24 before the finance meeting in August when the full budget for the County would be set. Paul said he understood and would ensure that all figures would be made available to him as soon as they had been agreed by the Swimming Committee.

Following the cancellation of the mini meet due to take place on 11th March, Paul again thanked Hinckley Leisure Centre for their understanding when cancelling the pool. They had not charged the County for this cancellation. He confirmed that the mini meet for the 3rd June was definitely going ahead, the pool was booked and the details were going out to all clubs by the end of the week. The clubs had been asked if they were interested in the County running two sessions on that day to compensate for the cancellation of the mini meet due to be held on 11th March. However only three clubs had said a definite yes and therefore agreed to go ahead with just the one session.

AOE training had been arranged on the same day and this would be run by Ron and David Fortescue. The LC had confirmed that a room was available, and the itinerary had now been arranged. Paul said he would let John have the financial details once he had them from the LC.

Val said that when looking at the dates for the mini meets for next year could consideration be given to not having one just after the Championships as possibly not enough time to organise. Paul said this was an option although it was to be hoped to plan more efficiently the mini meet programme for next year,

Abi asked whether it would be medals or certificates presented at the mini meet in June. Paul said decision not made yet. Abi said she would audit her supply of medals and let Paul know how many she had.

County Development Camps

Update provided by Sue Wainscot following the meeting as agreed,

The two camps will take place on Sunday 9th July and either Saturday 2nd or Sunday 3rd September, thus avoiding the school holiday period. The likely venue is Market Harborough Leisure Centre but again this will be confirmed in the next few days. Consideration was given to holding one or both of the Camps at Loughborough University. However, there were a number of factors which determined the venue may not be totally suitable:

1. The cost for hiring the facilities required was higher than for Market Harborough
2. The swim sessions would still have to be short course so there was no benefit in using this pool
3. The facilities to be used for the non-swim sessions required a walk across campus (5-10 minutes) and whilst this was not impossible, it would mean the swimmers/coaches having to leave items unattended in the non-pool facility or take all items with them at all times. However, LASA will continue to liaise with Loughborough University to look at using some of their facilities in the coming twelve months. There is a significant restriction for the use of the pool at Loughborough University as it is only available to hire at the weekend during school holidays due to their extensive learn to swim programme

The cost for each swimmer will be a total of £60 for the two camps.

Once the venue has been finally confirmed further information will be sent out to the swimmers and advertisements circulated to all clubs, on the LASA website and on the LASA Facebook page to recruit a Head Coach and skills coaches for the two camps. The Coaches are remunerated for attending the camps.

36 places are available based on SE rankings and the swimmers selected have already been notified. Further communications will take place with Head Coaches to look at a “reserve” list of swimmers who just missed out on selection in case there are any spaces available.

In her absence Sue Val said that the Market Harborough Leisure Centre had confirmed the use of the facilities by the County for the two County Development days. Val to liaise with Sue. It was confirmed that all swimmers had been contacted. Jamie asked if possible for him to be made aware of who would be on the camps. Ursula said she would ask Sue to email him the names.

26/23d: LASA Development Report – Sue Wainscot

Report received after the meeting as agreed.

Development Plan:

Following responses from the majority of the clubs in the county there are two dates where the majority of responding clubs are available:

Saturday 15th April

Saturday 10th June

Other personnel assisting with the planned Chair/ Head Coach Meeting have been contacted before one of these dates is selected.

Information will then be sent out to all Clubs (whether or not they responded previously) inviting them to attend. The likely location is Braunstone Civic Centre, subject to availability. It is anticipated that the meeting will commence between 9.30-10am and last for around 90 minutes

LASA is aware that the 10th June coincides with Leicester Sharks Open Meet. However, it has been confirmed that the sessions on the Saturday do not start until 1pm

Following the meeting the Development Group will look to draw up a county plan for the 2023-2024 swimming season

26/23e: City of Leicester Development Report – Jamie Evans

Development enjoyed racing in the LASA Championships 2023.

Below is a review of results:

LASACat – Boys (swimmers who have been in Development)

10 years

Mason Traynor – 1st

11 years

Max Burdett – 1st

John Graham Brown – 2nd

Austin Graham – 3rd

Marius Bot – 7th (should be 8th)

Rory Smith – 8th (should be 5th)

12 years

Andrew Blair – 2nd

Jack Lacey – 4th

Jacob Tyrrell – 5th

LASACat – Girls (swimmers who have been in Development)

10 years

Isabella Derbyshire – 2nd

11 years

Connie Kyle – 2nd

Thea Alexander – 3rd

Ruby Richardson – 8th

Ivy Lowe – 9th

Naomi Yates – 13th

12 years

Erika Clarke – 2nd

Philippa Bodey – 5th

Olivia Bevan – 6th

Laura Graham Brown – 7th

Myla Dizon – 12th

Ellie Poulton Burbank – 17th

Eleanor Green – 28th

Jessica Greenhalgh – 30th

City of Leicester swimmers raced at DX open Meet and ESSA Championships this weekend gone. This was another successful weekend of racing for CoL with another swimmer gaining a British Trials QT.

Jacob Mills also broke the 100m Fc Leicestershire and East Mids Junior record. Jacob is currently ranked 2nd in Europe in the 2007 age group.

City of Leicester would like to invite the following swimmers to the Development Squad in partnership with LASA:

- George Howard – LSSC (LASA's)
- Kevin Varga – LTSC (LASA's)
- Rahul Reedha – BSC (Trial)
- Ted Marshall – LSSC (LASA's)
- Katherine Fletcher – LTSC (LASA's)
- Ali Jamili – LPSC (LASA's)

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

07912732023

A number of corrections to the LASACAT final places for the 11 year old boys. These to be corrected.

The Executive confirmed that they were happy for the above swimmers to be invited to join City of Leicester. Letters would be going out to the Club Secretaries for them to pass on to the swimmers.

26/23f: Masters Report – Alan King

Alan said he had nothing to report this month.

26/23g: Emergency/Disciplinary Rules – Paul Sippitt

Paul issued the following statement:

LASA received a letter of complaint against a member of the LASA executive, this has been discussed with the member and with the person making the complaint and has been resolved mutually. No further action being required.

Regarding the Constitution, he said he would be arranging a meeting with the Rules Committee to commence the process of looking at changing to a company limited by guarantee.

26/23h: Officials Report – Ron Brewin

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

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

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

Invitations will be going out shortly requesting officials to register online for working at these galas. Please respond asap so that bodies can be sorted. Fiona would be sending out the details in his absence,

World Aquatics (formally FINA) Rules Update

We have started to roll out the online PowerPoint presentation around the county, To date there has been 3 presentations to 50 licensed officials and trainees with a further 16 booked for Monday night out of a total of 146. Further presentations will be offered. The go live date for the new World Aquatics rules was 10th March 2023 and will be in force until the next revision due in 2025.

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 to remind all that Lee Smith has taken over responsibility for J1 and J2 training.

For information I will be on holiday from 16th March – 17th April.

Ron Brewin.

With regard to the FINA updates Ron said he had sent the presentation to Geoff, Sue, David and Judy. It was to be hoped that they would be able to organise further presentations as Officials should not be on poolside without having attended the presentation. It was agreed that Ron would send the list of those officials still needing to attend a presentation and Lee would liaise with Geoff as well. Dates would be offered to all concerned and Ursula would assist in setting up any google meet sessions for Geoff, Sue and David and Judy would be able to set up her own session. A list of those who had attended should be sent to Terry Bream with their Licence Number.

Concern was raised that whilst Officials were being updated on the new FINA rules coaches were not. Agreed that arrangements would be made for the Head/Senior Coach in all clubs to be offered this presentation.

There was a discussion with regard to the clothing to be worn by officials on poolside in the future following the guidelines issued by Swim England. It was felt that these guidelines were not very clear, and the County would need to look at them further.

In the absence of Ron on holiday, it was agreed that Lee would prepare the officials report for the next meeting,

26/23i: I.T. Report - Judy Leader

Website: Leicester League has been added to the website. Awaiting the results of Round 2 and the draw for Round Analytics shows a drop off in traffic, as expected. Once the Leicester League data is up to date I will promote this which will generate traffic to the site.

Updates to the Officials Mentors on the Officials page were not received but may have been updated by someone else. If updates are still required, please supply the details.

Social Media: Facebook & Instagram accounts now following British Swimming, West Mids region and all Leicestershire clubs that are not closed FB accounts. Ursula & Paul now have access to FB. SumUp Card Payments: Card reader used successfully for all Age Group sessions, although there were occasions when the machine had to be connected to someone's iPhone Hot Spot. The price of a portable WIFI router is in the region of £30-£40 plus a Sim card. Before we purchase such a device I want to further investigate and understand the issues experienced, as the payment terminal has a Sim card so an additional device should not be needed.

Communications: The question of email signatures has been raised with there being no template/standard for how emails should be signed. Do we want to introduce a common format for email signatures, with or without the logo, to present a professional image? Suggestion: E.G> Judy Leader IT Manager Leicestershire & Rutland ASA
it@leicestershireasa.org www.leicestershireasa.org

Data Storage: As discussed in last meeting, ideally all LASA files should be stored in our Google Workspace Drive and not on individuals' devices. Having carried out an investigation of what the current structure is and how it is (or isn't) used, I feel a face-to-face meeting with all Officers and Managers is the best way to identify and agree a suitable structure and access rights

Jamie queried whether the records were up to date on the website. Judy said Jamie would need to talk to Trevor with regard to the accuracy of the records.

Agreed in principle to have email signatures. Judy to look into this.

Ursula and Judy to meet to discuss the card reader and to check that there is no issue with the reader before purchasing a dongle,

Agreed that need to meet with the Standing Committee Managers and the Officers to agree what needs to be stored in our Google Workspace Drive. Ursula and Judy to organise date and meeting room.

Paul confirmed he would get the mini meet details to her to go onto the Website.

26/23j: Disability Report – Jill Stidever

Jill said she had nothing to report other than she had just been informed that Evie Wright had won a gold medal at the Hinckley Schools Championships.

26/23k: Any further reports

There were no further reports.

27/23: Any other Business accepted by the Chair as relevant:

- a) Geoff said Jacob Mills should be congratulated for his recent achievements.

There being no further business the meeting was closed at 8.35pm

Confirmed date of next meeting 11th April 2023 commencing at 7 pm via google meet.