Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: <Vacant>

MINUTES OF SPECIAL GENERAL MEETING HELD

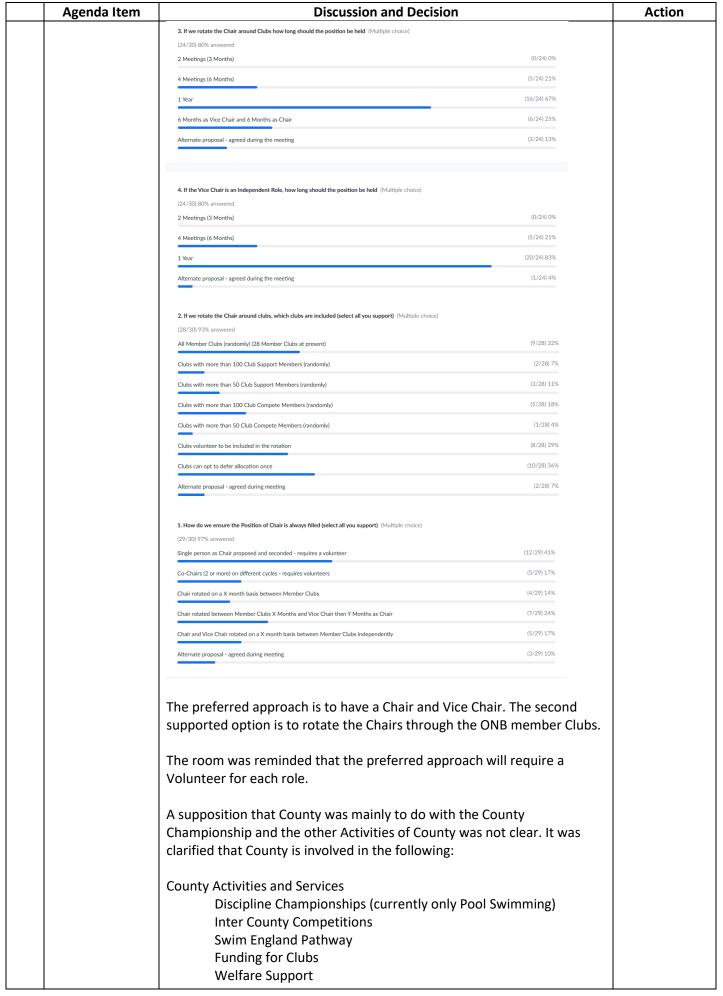
ON 7th May 2024 AT 7PM

Present:





	Agenda Item	Discussion and Decision	Action
1.	Introduction	The Secretary welcomed all attendees to the meeting and gave a brief introduction to the issues and the format of the meeting. The issue with the County Roles was circulated to Clubs in a position paper from the Treasurer and Secretary on the 5 th March 2024. This was followed up with notice of the SGM 5 th April 2024 and additional materials and notifications on 25 th April 2024 & 5 th May 2024. The vacancies have been circulated on Social Media as well, repeatedly. Apologies were received from: Heather Patrick	
		Sinead Lavin Peter Shaw	
		The attendees broke out into groups to discuss the matters for 10 minutes.	
		On returning the attendees expressed their opinion on the status: 1. Is ONB able to deliver on its Objectives (Single choice)	
		(29/29) 100% answered Yes, it has all the necessary resources and commitment (1/29) 3%	
		No, but we are willing and able to resource and drive it (20/29) 69%	
		No, we are not able to resource or commit to making it work (8/29) 28%	
1	Principle Roles - Chair	The role of Chair and Vice Chair was discussed. Karen confirmed that the Role takes no-more than 1-2 hours per week and that was combined with the role of Officials Coordinator.	
		The metric for gauging the size of a club was highlighted not necessarily being representative of available resources: a. Number of Swimmers b. Number of Support Members c. Number of Entries for County Championships d. Other	
		A gauge of the support for the Options included in the Position Paper the following Poll was taken.	
		5. How do we ensure the Chair is properly supported (Multiple choice) (24/30) 80% answered	
		The executive should be sufficient (2/24) 8%	
		We should have a Vice Chair to support the Chair (19/24) 79% We should have a Vice Chair to support each other (4/24) 17%	
		We should have Joint Chairs who support each other (4/24) 17% We should have a Judicial Officer to support the Clubs and Chair(s) (3/24) 13%	
		We should have a Judicial Officer to support the Clubs and Chair(s) Alternate proposal - agreed during the meeting (0/24) 0%	



Agenda Item	Discussion and	Decision	on			
	SwimMark Support					
	Constitution Checking					
	Disciplines represented in the County:					
	Swimming					
	Para-Swimming					
	Artistic Swimming					
	Water Polo					
	Master Swimming					
	_					
	It was discussed if the Role could be a Pa	id Role	e and po	ssible f	fundin	ıg.
	Concerns expressed that it is hard to just	tify pay	ying for	only on	e of tl	he
	executive roles, especially when the other	er role	s are mo	re time	9	
	consuming. However, there are funding	option	ns:			
	1. County Levie on Memberships within	the co	unty			
	2. Use the current operating funds to co		•	first yea	ar	
	There are also implications including Tax and Pension Costs that would need to be factored in.					
	It was suggested that Volunteers from o			_		
	Governance Websites such as the Volun	teers A	ssociati	on may	be ar	1
	avenue.					
	available could be approached. It was he channels that those individuals usually e no support from them for the Roles adverse.	xpress	interes			
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Members a Parent who is also a Member of Swim England. Some Clubs are enforcing this, and some are not. Some Clubs pay the Club Support membership and some pass this cost on to the Parents. Christine highlighted that she is leading on all the Governance activities which reduces that possible load on the Chair and Vice Chair. It was asked if Region could provide someone, possibly from their paid employees. It was highlighted that Region also runs on Volunteers and it is not reasonable to ask another County to run ours if we can't. A suggestion to do an eMail throughout the County Membership was put forward. This is not something County can do, it only has access to its Workforce on OMS and does not have access to Member clubs members information, including eMail. That is something Clubs would have to do themselves. Region was asked if they could email but it was pointed out that Clubs have the relationships with the membership. It was asked why the last Chair did not remain in role. The explanation that they immediately picked up an issue with respect to some of the ONB workforce and after speaking to the parties concerned decided the role was not for them. Chantal highlighted the proposal of additionally having a County Judicial Officer who would support the Chair on this. Normally complaints are within Clubs. It was suggested that all ONB Clubs should support the ONB Chair and possibly act as delegate to handle impartially any complaints as a neutral third party. One Club Chair said they would consider the role and another Club Chair indicated they be willing to support them as Vice Chair. They both needed to investigate the Role and the feasibility for them. It was agreed to explore this option, and for Clubs to go back and see if they can put forward any other Volunteers. However, it was recognised that should the preferred approach not have any Volunteers committed to the role by the 4th June that we would proceed with a rotation around the ONB Clubs for the roles of ONB Chair and ONB Vice Chair. It	Action
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Welfare 1. How do we ensure we always have a County Welfare Officer (select all you support) (Multiple choice) (31/31) 100% answered	
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Cingle Melfore Offices and the second	
Single Welfare Officer - requires a volunteer (2/31) 6% Multiple Welfare Officer - requires volunteers (12/31) 39%	
Single Welfare Officer - Rotated between Member Clubs (0/31) 0% Panel of Welfare Officers - Rotated between Member Clubs (23/31) 74%	
Alternate proposal - agreed during meeting (1/31) 3%	
Terrana proposal ogradi during meeting	

Agenda Item	Discussion and Decision		
	2. If we rotate the Welfare Officer Role, which clubs are included (select all you support) (Multiple choice)		
	(28/31) 90% answered All Member Clubs (randomly) (28 Member Clubs at present)	(19/28) 68%	
	Clubs with more than 100 Club Support Members (randomly)	(1/28) 4%	
	Clubs with more than 100 Club support Members (randomly) Clubs with more than 50 Club Support Members (randomly)	(0/28) 0%	
	Clubs with more than 100 Club Compete Members (randomly)	(1/28) 4%	
	Clubs with more than 50 Club Compete Members (randomly)	(0/28) 0%	
	Clubs volunteer to be included in the rotation	(8/28) 29%	
	Clubs can opt to defer allocation once	(5/28) 18%	
	Alternate proposal - agreed during meeting	(2/28) 7%	
	3. If we rotate the Welfare Officer Role around Clubs how long should the position be held (Single choice)		
	If we rotate the Welfare Officer Role around Clubs how long should the position be held. (Single choice) (25/31) 81% answered.		
	6 Months	(10/25) 40%	
	1 Year	(10/25) 40%	
	Alternate proposal - agreed during the meeting	(5/25) 20%	
	4. How do we ensure active cases are maintained (Multiple choice)		
	(23/31) 74% answered		
	15 months (3 month overlap to transition cases)	(4/23) 17%	
	Panel of 4 - 1 member rotated each quarter	(16/23) 70%	
	Alternate proposal - agreed during the meeting	(5/23) 22%	
	5. How do we ensure the Welfare Officer is properly supported (Single choice) (26/31) 84% answered Leave it to Swim England to Support the Welfare Officer(s) Panel of Welfare Officers able to discuss cases and provide support to each other (as per Question 1)	(1/26) 4% (15/26) 58%	
	Club Welfare Officers regular meetings to review the issues together (all Clubs)	(6/26) 23%	
	Welfare Issues only dealt with by affected Club and its internal process - no joint support	(3/26) 12%	
	Alternate proposal - agreed during the meeting	(1/26) 4%	
	The preferred approach is to have a Welfare Panel for th allocated randomly around the ONB Clubs's Welfare Offi	•	
	An alternate proposal was put forward that it should only be around those clubs with more than one welfare officer.		
	A question on the number of issues received in a year. The precise number was not known but in the last 6 months in place there were just 2 and only one approach since January. These are all requests for support from other Club Welfare Officers. It was confirmed that the role is normally Consultancy but currently is also to coordinate having Welfare Officers covering each Meet at Counties and other ONB activities.		
	A period of 6 months was suggested to not be fair as the activity was likely to be in the period around County Cha		

	Agenda Item	Discussion and Decision	Action
		There is a requirement that the Officers must have done all the statutory training and so it was highlighted that it makes sense that they come from the people who have already done that training and this ensures the Panel is effective.	
		One Club expressed gratitude for the support Lucie and recognised the value her job and experience brought to that. It was suggested that Officers on the panel should be those that are experienced within the Welfare Role so they can share that with the Club Welfare Officers needing support.	
		It was pointed out that the Clubs escalation path is to Swim England and not County and where that proves ineffective that they refer to the Police and LADO.	
		Suggested that Welfare Support for the County Championships and other County Activities is staffed by the Welfare Officers for the Clubs whose members are taking part. Take this as separate from the Welfare Officer Panel. This would just be another task issued out with respect to County Championships.	
		From a Swim England Governance aspect, we have to have a named person to issue the Welfare Statement. This can be a member of the Panel.	CC – To include
		 It was agreed to split the Welfare Officer Role into Welfare Officer Panel to provide the Club Support and County Governance activity and workforce. County Activities will have the Welfare Officer roles filled from the Club Welfare Officers of those Clubs taking part. 	Duty Welfare Officer in the roles for County Activities. CMK/COSC to pass their Welfare Officers
		COSC and CMK confirmed they would provide a Welfare Officer for the Panel.	contact details to the Secretary.
		It was pointed out that being on the Panel with other experienced Welfare Officers that they can mutually mentor each other and share their experience.	Club Chairs to discuss membership of the County Welfare Panel
		It was agreed that ONB Clubs would discuss being on the panel with their Welfare Officers and respond to the Secretary whether their Officer would be willing to be on the County Panel from which we can derive the rota.	with their Welfare Officers and confirm inclusion in the Rota with the Secretary by 4 th June at latest.
1	Additional Roles – Judicial Officer	It was agreed that we would add a County Judicial Officer to the list of Roles available. The Role to support the Chair and Member Clubs with the Judicial Process.	IR – Update list of county Roles and create a Draft Job Description for agreement at next meeting.
		The Role could be filled by a Volunteer from outside the Clubs.	IR – Explore the available Volunteer Association Option

Additional Roles - Swim Secretary The support for the aspects of the Swim Secretary Role with respect to County Championships was gauged. 1. County Championships Please indicate which tasks your club can help with (Multiple choice) * (18/18) 100% answered Promotor Promotor representative for meet (delegated) Entries Officials Coordinator Marshalling Organiser (6/18) 33% Warm up Organisation Merchandising (2/18) 111% Press and Publicity Venue Lialson (0/18) 0% Medals Event Desk (4/18) 22% Medals Event Desk (4/18) 22%	
1. County Championships Please indicate which tasks your club can help with (Multiple choice) * (18/18) 100% answered Promotor (0/18) 0% Promotor representative for meet (delegated) (1/18) 6% Entries (5/18) 28% Officials Coordinator (4/18) 22% Marshalling Organiser (6/18) 33% Warm up Organisation (10/18) 56% Merchandising (2/18) 11% Press and Publicity (0/18) 0% Venue Lalson (6/18) 0% Trophies (3/18) 17% Medals (4/18) 22% Event Desk (4/18) 22%	
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Medals (4/18) 22% Event Desk (4/18) 22%	
Event Desk (4/18) 22%	
Catering (8/18) 44%	
Finance and Budget (1/18) 6%	
Announcer (3/18) 17%	
Results and AOE (0/18) 0%	
Abingdon Vale Swimming Club Banbury	
BBF Bourne End SC	
COSC	
COSC Didcot Barramundi	
COSC Didcot Barramundi KGSC	
COSC Didcot Barramundi KGSC NPSC	
COSC Didcot Barramundi KGSC	
COSC Didcot Barramundi KGSC NPSC O&W Artistic Swimming	

	Agenda Item	Discussion and Decision	Action
		General Publicity was felt that to be able to be covered easily through	
		Social Media, the County Website and where Local Radio or the BBC	
		approach us that a representative can be found.	
		Sharon offered to put in the initial Booking requests and COSC also	
		offered to confirm availability for the County Championship dates with	
		Blackbird Leys.	
		The following dates were agreed as the proposed dates for the County	
		Championships:	SM/COSC to
			confirm dates
		Saturday 11th January 2025	with venues.
		Saturday 18th January 2025	
		Saturday 1st February 2025	
		Saturday 8th & 9th February 2025	
		Saturday 15th & 16th February 2025	
		Saturday 15th & 15th C Stadiy 2025	
		There is a gap for running the AOE and Meet Manager on the days of the	IR to circulate the working
		Meet. It was confirmed that we don't have anyone to run these for 2025.	document to the
		Weet. It was committed that we don't have anyone to full these for 2025.	clubs.
		It was agreed that the working documents that Sharon and Oliver have	
		been putting together would be distributed to the Clubs.	
		been putting together would be distributed to the clubs.	
2	Constitution	The terminology in the constitution was agreed could be updated and to trim down roles.	
		What Roles should be included in the constitution (Single choice) *	
		(20/20) 100% answered	
		Just the Principle Roles (7/20) 35%	
		Principle Roles and Welfare (10/20) 50%	
		Principle Roles, Welfare and Disability (1/20) 5%	
		Principle Roles, Welfare, Disability and Disciplines (2/20) 10%	
		All County Roles (0/20) 0%	
		It was agreed that we would just list the Principal Roles and Welfare in	IR – to update the
		the constitution.	constitution and
			distribute for
		The constitution will need to be updated for the change to a Charity.	approval.
3	Next Steps	A follow-on Special General Meeting was agreed to be scheduled for the	
		,	1

The Special General Meeting closed at 21.00hrs.

A follow-on **SGM** will be held via **Zoom** on **4**th **June** 2024 at 7pm.

lain Rennie	
ONB Secretary	Date: 10 th May 2024

Chair Signature: Date: