Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair:



MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON ZOOM

ON 12th September 2024 AT 7.30 PM

Present:

Name	Club	Role
Andrea Fijalkowski	Witney & District Swimming Club	Club Chair
Christina Slater	Witney & District Swimming Club	Welfare Officer
Iain Rennie	City of Oxford Swimming Club	Secretary
Laura Wilkinson	Didcot Barramundi	Club Chair
Amanda Readhead	Maxwell	Disabilities Secretary
Hui Jiao-Rashbrook	Banbury Swimming Club	Treasurer
Gemma Scrivener	Bicester Blue Fins Swimming Club	Chair
Gary Blissett	Aylesbury & District Swimming Club	President Elect
Kim Weetman	4 Shires Swimming Club/W&DSC	SwimMark Coordinator
Kim Brosnan	4 Shires Swimming Club	Club Chair
Heather Patrick	Newport Pagnell Swimming Club	Past President 2012-15
Ben Scrivener	Bicester Blue Fins Swimming Club	Club Officials Coordinator
Simon Joyce	Kidlington & Gosford Swimming Club	Masters Secretary
Alex Dodd	Thame Swimming Club	Club Chair
Matt Gomez	Kidlington & Gosford Swimming Club	Club Chair
Stephen Wynne-Jones	City of Milton Keynes Swimming Club	Club
Hannah Geary	Maxwell Swimming Club	Club Vice Chair
Laura Hale	4 Shires Swimming Club	Welfare Officer
Kim Brosnan	4 Shires Swimming Club	Club Chair
Terry Bedeau	Bletchley & District Swimming Club	Club Secretary
Amanda Fuller	Oxford and Witney Artistic Swimming Club	Artistic Swimming Secretary
Alison Allen	Abingdon Vale Swimming Club	Club Secretary
Lissa Francis	Wantage White Horses Swimming Club	Club Treasurer
Martin Kabat	Banbury Swimming Club	Club Vice Chair
Chantal Clavaud	Witney & District Swimming Club	Social Media Coordinator

	Agenda Item	Discussion and Decision	Action
1.	Introduction	Apologies were received from:	
		Margaret Shannon	
		Emma Newman-Baronius	
		John Newman	
		Steve Fabes	
		Sinead Lavin	
		Peter Shaw	
		Ellen Curtis	
		Marie Royal	
		Emma Wood	
		Donna Richmond	
		Kate Hutchinson	
		Helen Fisher	
		Eva Baer	
		Grace O'Dwyer	
		Emma Anderson	
		Caroline Court	
2.	Minutes of Executive	The Chair asked if all those attending had read the minutes of	
	Meeting held on 16 th	the meeting and if they were a true record.	
	July 2024	It was agreed that the minutes were an accurate record, and	
		they were duly signed by the Chair.	
3.	Matters arising from	None	
4.	Item 2	Perignation of Media Coordinator	
5.	Correspondence Chair's Report	Resignation of Media Coordinator The Chair's report had been issued prior to the meeting and is	
٥.	Chair 3 Report	attached.	
		The Chair highlighted the Nationals and Olympics successes	
		both current swimmers and past have had.	
6.	Treasurer's Report	No Report	
7.	ONB Risk Register	No Changes	
0	Review	No Changes	
8.	ONB Equality and	No Changes	
	Diversity Action Plan Review		
9	Disciplines		
	a) Swimming	No Report – Position vacant	
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	b) Artistic Swimming	The Artistic Swimming Secretary's report had been issued prior	
		to the meeting and is attached.	
		No changes.	
	c) Water Polo	No report	
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d) Disability The Disability Secretary's report had been issued prior to the meeting and is attached. No additional changes. The Masters Secretary's report had been issued prior to the meeting and is attached. The Masters are looking for a Lead referee for their intercounties meet. f) Officials No Report – Position vacant Note: World Aquatics have issued an updated set of rules 1 st July 2024 Swim England have included the new Codes of Conduct for Officials in Wavepower page 114 Rothing to report i) Constitution The Constitution Checker report had been issued prior to the meeting and is attached. No additional changes. i) Records The Records Officer report had been issued prior to the meeting and is attached. No additional changes. The Masters Records Officer report had been issued prior to the meeting and is attached. No additional changes. The Masters Records Officer report had been issued prior to the meeting and is attached. No additional changes. The County Team Coach report had been issued prior to the meeting and is attached. No additional changes. The County Team Coach report had been issued prior to the meeting and is attached. No additional changes. The County Team Coach report had been issued prior to the meeting and is attached. No additional changes. The Welfare Pannel Report None Received		Agenda Item	Discussion and Decision	Action
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		Neport	and is attached.	
			No additional changes.	
	12.	Funding Applications		
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	Agenda Item	Discussion and Decision	Action
13.	Policies and	It was highligheted that Swim England have re-issued a number	
	Governance	of documents.	
		Wavepower V2 3 rd September 2024	
		Swim England Handbook 2024-v4 3 rd September 2024	
		A number of Policy and Guidance documents	
		Clubs should review these and their impact on their constitutions.	
		The Judicial and Complaints procedures and processes have been completely rewritten in the handbook; as too has the safeguarding sections as highlighted in the South-East Region report.	
		Complaints Policy (separate document) V3 4 th June 2024	
		An update was given on the transition to a Charity. Ian MCLintock will continue to advise the Chair and Vice Chair who have now taken over from Christine with progressing this.	
14.	Swim England South	The Swim England South East Region report had been issued prior to the meeting and is attached.	
	Last	prior to the meeting and is attached.	
15.	County Championships	Chantal reviewed the roles broken down by the time period that they are needed for: 1. March-December 2. December-Febuary 3. During the Championships 4. Daily Roles for Sessions	IR to distribute Role lists to Clubs with the minutes
		The new times for the 2025 Championships are ready and will be distributed to clubs shortly and published on the website.	
		Stephen Wynne-Jones and Gary Blissett both highlighted that it is benificial for there to be continuity through the County Championships with an Officials Technical Director which has traditionally been the County Officials Coordinator. It was acknowledged that incumbant of the role would be the logical person to have first refusal for the Lead Referee/Technical Director but that it wasn't required of that role and could be filled by a team of Referees if no one wanted to be the Technical Director for the whole Championships.	
		A few minor changes were noted and the lists will be updated ready for distribution to Clubs and a sign-up system set-up.	ID to set
		It was noted also that Swim-Meet used extensively for Officials Sign-Up also have Volunteer Sign-Up and role allocation/choice.	IR to set-up Swim-Meet for new roles and review with CC

	Agenda Item	Discussion and Decision	Action
16.1	Meeting Attendance	It was raised by the Constitution Checker that for their role at the moment there is limited details to report and did they need to attend the meetings.	
		The concensious was that it is benificial for the Committee Members to attend and that this was facilitated by using Zoom avoiding the need to travel and ability to use mobile devices to join in. Also the meetings need the ONB Committee members and Clubs Representatives to attend in order to be quarum.	
		It was noted that last year it had been explained that on the transition to a Charity that the main meetings would constitute the Principle Officers and then there would be specific subcommittees which would report to the Principle Officers. The full meetings would be SGMs and the AGM.	GS/GOD to review the changes with CM/IM
		It was agreed that all Swimming Clubs needed to provide a representative to form a working group for the County Championships, along with the County Principle Officers and the Pre-meet Promotor and County Coach/County Lead TM.	
		The Clubs are asked to notify the County Secretary of their representative for County Championships by 29 th September 2024.	All County Swimming Clubs
		The Clubs are asked to sign up for Pre-Meet Roles by 18 th October 2024.	All County Swimming Clubs
		Links/process will be distributed to all Clubs.	IR to distribute details once set- up
		A Working Group Meeting will be set up for the week of the 21 st October over Zoom.	IR to set-up Working Group Call
16.2	Resignation of Social media Coordinator	The Chair thanked Stephen Wynne-Jones for all the hard work and effort he had contributed to the County and wished him well.	
		Chantal Clavaud is taking ober the role, she had been working with Stephen sharing the role for some time and Stephen handed over to her in advance of resigning.	
		We wish to thank Stephen for facilitating such a smooth handover of responsibilities.	

The Executive Committee Meeting closed 20:30Hrs.

The next Meeting, which will be **ONB Executive Committee Meeting** will be held at **7.30pm on Thursday 14**th **November 2024, via Zoom**. Details to be sent out nearer the date.

Iain Rennie ONB Sec	Date: 14/09/2024
Chair Signature:	Date: