

Oxfordshire & North Buckinghamshire Counties ASA



President: Gary Blissett

Chair: Carolyn Hall, Hannah Geary

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON ZOOM

ON 22nd January 2026 AT 7.30 PM

Present:

| Name | Club | Role |
|--------------------|--------------------------------|---------------------------------|
| Catriona Mohammed | ADSC | Club Officials |
| Heather Fowler | ADSC | Club Coach |
| Alison Allen | AVSC | Club Secretary |
| Sarah Oxley | CMK | Club Officials |
| Geraldine Seabrook | Didcott | Club Secretary |
| Gary Blissett | ONB / AVSC | ONB President |
| Hui Jiao-Rashbrook | ONB / Banbury | ONB Treasurer |
| Iain Rennie | ONB / COSC | ONB Secretary |
| Amanda Readhead | ONB / Maxwell | ONB Disabilities Secretary |
| Carolyn Hall | ONB / Maxwell | ONB Chair |
| Hannah Geary | ONB / Maxwell | ONB Chair |
| Chantal Clavaud | ONB / Witney | ONB Lead Team Manager |
| Christina Slater | ONB / Witney | ONB Welfare Panel |
| Amanda Fuller | Oxford and Witney Artistic SC | ONB Artistic Swimming Secretary |
| Kate Hutchinson | Swim England South East Region | SE Club Support |
| Alex Dodd | Thame | Club Chair |
| Caroline Barron | Wantage | |
| Ed Philips | Wantage | Club Chair |
| Lissa Francis | Wantage | Club Treasurer |
| Michelle Khazir | Witney | Club Chair |

| | Agenda Item | Discussion and Decision | Action |
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| 1. | Introduction | Apologies were received from: Laura Wilkinson - Didcot Barramundi Karen Underwood - ONB President Elect Anna Widdowson - Banbury Chair Gemma Scrivener - Bicester Chair Kim Wheetman - ONB SwimMark | |

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| 2. | Minutes of Executive Meeting held on 13 th November 2025 | The Chair asked if all those attending had read the minutes of the meeting and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly approved by the Chair. | |
| 3. | Matters arising from Item 2 | Non-Payment for Development Camp The outstanding payments for a number of swimmers was discussed and it was agreed that Clubs would be informed of the Swimmers who are in arrears and for future Camps the Clubs would be given the list of swimmers who were on the Camps and would provide payment and confirmation of which of their swimmers would attend. Payments would be in bulk from the Clubs and not individuals. Swimmers not paying promptly risk bringing their clubs into disrepute. | Lead TM and Treasurer to provide list of swimmers in arrears to their clubs and ask for their support in recovering the payments. |
| 4. | Correspondence | a) Karen Underwood submitted her resignation as President for 2026/27 Runner up, Matt Gomez (KGSC), has indicated they still wish to hold the role and has duly been appointed President Elect. b) Ernie McDade contacted us as had not heard if he was commenting at the County Championships. The contact was passed to Gemma who arranged for Carolyn to discuss with Ernie. c) Kidlington requested information on support for Coaching Courses. The ONB webpage is up to date and contains details. We provided the information requested. Please note that all Clubs with SwimMark get £100 free training to allocate via the Voucher system each year, Clubs are encouraged to make use of this. d) A visiting Swimmer from US is looking for a Club near Oxford for a month of training in June/July. The request was passed to COSC and the swimmer was informed of other Clubs they could contact that are close by. | Secretary to draw up policy for ONB President for March Meeting |

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| 5. | Chair's Report | <p>The Chair highlighted that the Championships has enjoyed a strong and encouraging start with swimmers across all age groups delivering some truly fantastic performances. Congratulations to all the athletes who have taken part already and a big thank you to the team at Oxford for their commitment, professionalism, and attention to detail. As we move to the main weeks and the Aylesbury venue we wish the Aylesbury, CMK, and Maxwell teams the best of luck as they take over delivery. A big thank you to the many volunteers whose contributions remain the backbone of our success. A thank you to Garry our President in seamlessly fulfilling the role alongside being one of the Referees. Excellent feedback from parents and swimmers, particularly regards the new medal ribbons, which everybody loves, and the upgraded finalist medals, which have been very well received. It's always encouraging to see enhancements to athlete experience recognised and appreciated, thanks to everyone that was involved in those decisions.</p> <p>Trophies have been an issue with many returned damaged or in a very poor condition and the costs of their upkeep have been significant.</p> <p>Iain has been working on our transition to a CIO, this is a big step forwards and is continuing.</p> <p>Cat and Hui will be producing a new Finance Policy for the next meeting.</p> <p>A thanks to all of those who enable our swimmers to compete at their best and build lasting friendships and create memories that will stay with them throughout their sporting journeys.</p> <p>Our focus must remain firmly on our athletes and on providing them with the highest quality opportunities and experiences that the OMB can offer, and we are committed to working collectively to deliver across all areas required to maintain the strong standing of ONB. We express our deep appreciation to all of the volunteers, and the officials, and the committee members for their time, generously dedicated, and their expertise. And without this strength, none of the ONB's success would be possible.</p> <p>Clubs are reminded that any photography posted anywhere (website or Social Media) must be taken on a Club Owned device and must be managed properly.</p> | <p>Social Media Coordinator to showcase how vital our community is to ensure continued success</p> <p>Vice Chair/Treasurer to provide Finance Policy for March Meeting</p> |

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| 14. | SER Report | <p>There are plenty of training workshops going on, up to date details are on the website. If any clubs are desperate to get a TM trained for a particular event/camp and the courses appear full, then they should contact Kate who will be able to find a means of accomodating them.</p> <p>Mandatory training for all club officers is continuing, making sure that we've got the relevant CPDs and the, chair workshop and welfare officer workshops in place for clubs as they are mandatory requirements for affiliation.</p> <p>Regional Long Course Championship qualyfying times are now published on the website. Also Regional Artistic Age Group Championships are coming up in February. Regional Open Water Championships that take place in June and Counties can co-run theirs as Surrey did last year.</p> <p>SER just completed the 2025 Young Volunteer Program. This is an opportunity for youngsters between the ages of 14 and 18 to sign up to our program. There's a £10 fee for which they receive courses and workshops in be able to help within their clubs, they can specify what kind of roles they are interested in. We ask clubs to nominate a mentor for the young volunteers and the idea is that they help and get involved in the events; they might be helping on poolside or delivering sessions as a teacher or a coach, depending on whether you have Learn to Swim programs. The 2025 program has seen us have a number of swimmers achieve our gold award which is over 100 hours volunteering within their club setting. We do also offer them regional events, so that they can build their hours should they want to and offer that they can come to our long course events and Masters events or open water. There's lots of opportunity to build hours. There is currently another program running for 2025/26, that started in September and running until August, and then a new program will start in September. If anybody wants a bit more information on getting kids in their clubs involved in that, then please contact Kate who is the lead contact for the region.</p> <p>Young volunteer programme - ASA South East Region website</p> <p>SER seeking support for their Masters Event if anyone can assist.</p> <p>Swim England Summit taking place on the 19th March in Birmingham. Open to all to attend but you need to book tickets.</p> <p>The One Swim England Summit - Swim England</p> | <p>SER to send out reminders to affected Club Contacts</p> <p>Clubs are to ensure that SER has accurate contact details for them</p> <p>Clubs to contact Kate for details of the 2026/27 Young Volunteer Program for their members</p> <p>Club Masters Secretaries to contact Kate</p> |

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| 6. | Treasurer's Report | <p>The Treasurer's report had been issued prior to the mgt and is attached.</p> <p>No Changes.</p> <p>Two important points to highlight:</p> <p>a) Expenses Anyone submitting an expense claim must provide as much detail as possible and include dates, itemisation, expense description and bank account details for payments. The auditor requires this and expense claims can not be accepted without full details and supporting evidence. If you are queried, this is not obstructiveness, it's a requirement for the accounts.</p> <p>b) Purchases on behalf of ONB We all share a responsibility for making sure ONB funds are used wisely and transparently. For larger purchases we must routinely seek multiple quotes and consider the value for money not just convenience. This is not a question of someones judgement, it is normal financial practice supporting fair and informed decisions.</p> | |
| 7. | ONB Risk Register Review | No Changes – to be reviewed at next meeting | Chairs and President to update |
| 8. | ONB Equality and Diversity Action Plan Review | No Changes – to be reviewed at next meeting | Chairs and President to update |
| 9 | Disciplines | | |
| | a) Swimming | Role Vacant Role description | |
| | b) Artistic Swimming | <p>No changes.</p> <p>Thank you again to Gary and his wife, Louise for attending our winter showcase. It was very much appreciated.</p> | |
| | c) Water Polo | Role Vacant Role Description | |

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| | d) Disability | <p>The Disability Secretary's report had been issued prior to the mgt and is attached.</p> <p>We've had some really good, performances at the end of last year in the short course season, particularly from Olivia, Tara, and Emily at Nationals, all three of them making finals.</p> <p>Tara had her first proper outing at a national competition and meddled in a couple of events. Olivia was absolutely stunning with European records and world records, World record in the 100 fly, and a European record in the 100 breaststroke. Poppy went faster as well and got a silver,</p> <p>We have got our biggest contingent so far of swimmers, classified and swimming in the county championships this year with paraswimmers who are physically disabled, visually disabled, and intellectually disabled. 7 in total this year, which is excellent.</p> <p>Please remember, if you've got anybody who is looking to become classified on the physical route, they need to go through assessment at regional training. Next one's due in the summer term</p> <p>there is the National Swimming Championships in April for swimmers with CP, it's at Alferton in Derbyshire on the 18th of April, entries to be in by the 29th of March. A Level 3 event welcoming classified and unclassified swimmers, and have also included two 25-meter races for any unclassified swimmers who are not ready to swim 50 meters. The idea of that is it's aimed at the learn to swim and inclusion, so if they've got, CP, or a non-progressive, coordination issue disorder, they can have, in the 25 meter races, they can have a swimmer in the water with them, or they can use aids, and it's all about just getting them in, having a bit of fun.</p> <p>The CP Sport National Swimming Championships 2026</p> <p>It was agreed that we should now include Para records in the County Records.</p> <p>Please encourage any male para swimmers.</p> | <p>Amanda and Peter to arrange for County Para Records to be included in the County Records reports</p> |
| | e) Masters | <p>The Masters Secretary's report had been issued prior to the mgt and is attached.</p> <p>No additional changes.</p> | |

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| | f) Officials | <p>The Officials Coordinator's report had been issued prior to the mgt and is attached.</p> <p>No additional changes.</p> <p>Gary highlighted from a championship point of view, we are looking very healthy. In fact, I know in some sessions we've been oversubscribed, and Stephen's actually stood people down. Training is continuing, just run a new J2S course, there's a J2 course that's just run as well.</p> | |
| | g) Fixtures & County Camps | <p>Role Vacant</p> <p>Agreed this role will now be subsumed into the Lead TM role and will be removed from the executive committee. Lead TM will provide reports going forward</p> | Secretary to remove role. |
| | h) SwimMark Coord | Nothing to report – still suspended | |
| | i) Constitution Checker | Reviewing ONB CIO constitution | |
| | j) Records | Nothing to report | |
| | k) Masters Records | <p>The Masters Records Officer report had been issued prior to the mgt and is attached.</p> <p>No additional changes.</p> | |
| 10. | County Team Coach Report | No report received from the County Team Coach | County Team Coach to attend next meeting and provide report |
| | Lead TM Report | <p>Lead TM provided a report, this will be added as a regular report going forwards.</p> <p>Working on getting our second date for our county camp for the spring-summer, and getting the venue booked</p> <p>The Inter-County Gala's on Sunday the 4th of October</p> | |
| 11. | Welfare Panel Report | <p>No Changes</p> <p>Thank you to all the welfare officers from the clubs who've come forward to take a slot at one of the galas in the championship. All of the galas have a welfare officer from one of the clubs, on hand, and we've just got gala 16 to fill which is expected to be Milton Keynes. We really appreciate, appreciate everybody's support.</p> | CMK to respond to Welfare for Gala 16 |
| 12. | Funding Applications | None Received | |
| 13. | Policies and Governance | <p>Selection Policy updated, Chantal ran through what had happened and the updated policy was approved.</p> <p>New Policy</p> | |

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| 14. | Swim England South East | Presented earlier in meeting | |
| 15. | County Championships | <p>Trophies Many trophies have been returned broken and in a poor condition, some beyond repair. A lot were returned in the bag they went away in and we know some were thrown into corners at clubs and forgotten about and in one case lost. Balancing the costs, history and importance to swimmers it has been decided to retain the trophies after the presentation and pictures and to display the trophies in a dedicated display cabinet in Aylesbury. This will allow everyone to see them, assist in ensuring they are cared for and preserved for future generations and allow the winners achievements to be seen.</p> <p>Concern was raised over the logistics of the day and how the Swimmer can get some time to show the trophy off to their family and friends and gathering them back in.</p> <p>Val Wilmot Trophy We have now selected the recipient</p> <p>Points and Rankings Poll All responding clubs wanted the points to be combined over the 2 events and rankings done after the July event.</p> <p>Call for a new County Championship team to take over for 2027. We don't want to be in a situation where we have to draw clubs out of a ballot and are forced to do things. Please can people consider if they can take it on as a team. The previous team are available to advise and are writing up the tasks and processes.</p> | Chair to issue notice to Clubs ahead of next County Championship Sessions to avoid confusion. |
| 16. | AOB | <p>Extraordinary Payment to Maxwell for unclaimed 2024 expense of £611. As the accounts are closed this is a discretionary payment. The payment was approved.</p> <p>A thank you to all who attended and are missing "Traitors" (iPlayer....)</p> | |

The Exec Cttee Meeting closed 20:34Hrs.

The next Meeting, which will be **ONB Executive Cttee Mtg** is expected to be held at **7.30pm on Thursday 12th March 2026, via Zoom**. Details to be sent out nearer the date.

Iain Rennie
ONB Sec

Date: 07/02/2026

Chair Signature:

Date: