

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
WEDNESDAY 20 JULY 2011
BRUCE JONES IN THE CHAIR**

Committee Present:	Bruce Jones (BJ), Stan Martin (SM), Tracy Wyke (TW), Susan Stanbridge (SS), Shirley Beever (SB), Bryan Regan (BR), Rachel Thackray (RT), Andrea Garforth (AG), John Fisher (JF), Derek Bowler (DB), Joanne Hinchliffe (JH)
Also present:	Linda Flanagan (LF), Gemma Ripley (GR), Roger Greenwood (RG)

1. APOLOGIES FOR ABSENCE

A Sanderson (AS), Nikki Gregg (NG), Suzanne Patterson (SP), Selma Barlow (SBa)

2. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held 15 June 2011 were approved as a true record.

3. MATTERS ARISING – not on agenda

3.1 Photography Session

It was reported that this session went well, the disc containing the photographs has not yet been received.

3.2 Synchro

It was reported that the group will need to pay in advance for their school pool time. If they pay for 8 weeks in advance they will get a discount. The Synchro committee are worried about their ability to finance this and requested a loan from Speed Swimming. It was agreed to lend the required amount on a long term basis.

3.3 Payment of Coaches for attendance at galas

It was confirmed that any payment other than expenses will have to be declared as taxable income. A solution to payment terms remains to be agreed.

❖ **Action – Carry forward to next meeting**

3.4 Team Manager responsibilities

❖ **Action – Carry forward to next meeting**

4. SWIM 21 & WORKFORCE PLANNING

4.1 Confirmation has been received that we have successfully re-validated for swimming and Synchro. In recognition of this we have received two £75 vouchers to be used against level 1 or 2 coaching.

4.2 Mission / vision statement awaited from STS

4.3 Outstanding coaching certificates awaited from Maureen

4.4 Log books are a high priority for Senior Squad, who should be using them from September '11. All swimmers should be using them. SM agreed to check with C Finn which version should be used and squads can be advised.

❖ **Action – SM to contact C Finn**

4.5 Full lists of revised squads (Sept 2011) are required to ensure that all Swim 21 forms have been received from new members. SB and BJ to liaise with C Finn and K Butterfield.

❖ **Action – SM and BJ to obtain new squad lists**

4.6 Notice Board at Batley – DB and GR will continue to pursue a BOK notice board.

❖ **Action – BD and GR to chase up**

4.7 SBa is liaising with Laura in preparing a report on the success of the land training and massages in identifying weaknesses and preventing injuries to swimmers.

5. SYNCHRO

Fees have now been agreed.

A level 2 coach is in place for Mondays but not on a regular basis on Sundays. Members will attend a level 2 course as soon as one is available. Level 2 Synchro course is being run in February 2012, and Level 2 Aquatic is scheduled for October 2011.

❖ **Action – DB agreed to speak to a contact to discuss covering Sundays 12 – 1.30pm**

Synchro discipline have expressed a wish to meet with the full BoK Committee on a reduced schedule, possibly quarterly. This will be discussed more fully prior to the next AGM (November 2011).

6. MASTERS

❖ No report received

7. STS 2011/12 REVIEW

The new Handbook has been distributed to members. A discussion took place regarding the changes to the scheme.

It was noted that with a new squad being created swimmers are without a squad rep. It was agreed that JF would continue as Entry Squad (Batley) rep but also over see Junior Masters until a rep is found. DB agreed to oversee Entry Squad (Batley) along side JF

8. FUNDRAISING

8.1 A sub-committee is required to ensure coordination of grant applications for the separate disciplines. SM, BJ and RT expressed interest from Speed, GR and Chris from Disability and one or two reps from Synchro.

❖ **Action – Meeting to be arranged**

8.2 BOK 100 Club

RT to take over the admin for the BOK 100 Club. To advertise on web site as well as e-mail all members.

THE BOK SPEED COMMITTEE

9 Competition Secretary Update

9.1 Competition Calendar

Following the previous meeting a coach submitted a request to add the Leeds October gala to the calendar. This highlighted the pressures put upon the Competition Secretary and a discussion took place regarding an acceptable decision making process to aim to share the responsibility. BJ agreed to speak to NG and suggest that at least two other committee members are consulted if decisions are made outside of the committee meeting programme. This way the burden will be shared.

- ❖ **Action** - Squad reps and Competition Secretary will arrange a meeting early in September to discuss the calendar for January onwards.

9.2 Entries for Yorkshires, Harrogate and Leeds are due now.

9.3 Summer Sprints Gala

The inclusion of Disability was a success for all involved, but they have no category for their records in the current recording system. GR agreed to take responsibility for producing data for future BoK handbooks.

A vote of thanks was passed for Susan Stanbridge for all her hard work.

A debrief meeting was held on 19 July but KAL only had minor concerns. It has been agreed that setting up for the event can be done the evening before galas if we hire the pool for the public swim immediately before the gala. This would be advantageous in allowing additional warm up time. It was therefore agreed that this would be a good move.

KAL wish to provide a Lifeguard at future galas, at additional cost.

9.4 Distance Gala

This event is currently being worked up by SS

9.5 Welsh Nationals

The 4x100 Free Style team was not entered in this event.

- ❖ **Action – to query with NG**

9.6 Open Water

Carry forward to next meeting

10. VICE CHAIR UPDATE

10.1 Team Selection Criteria

The draft rules for team selection were approved, with the amendment of including the option of Time Trials for Trial Squad

- ❖ **Action – SM to cascade to coaches**

10.2 Stroke Clinic

Names of interested swimmers are required by SM by 25 July. Draw to take place in the BoK Room. Numbers will be allocated on a pro-rata basis based on squad numbers.

10.3 Land Training

SM reported that he had met with Jamie Nelson (KAL) to discuss KAL taking over the day to day running of Land Training. KAL may be able to offer a wider variety of session e.g. spin. They would invoice BOK quarterly, with swimmers still paying BOK as is the present arrangement. This idea will be pursued by SM.

10.4 Annual Plan

Following discussion with C Finn, it is suggested that Advanced and Entry Squad would benefit from 50m training from December onwards, in preparation for long course Yorkshire Championships. It was agreed that we would continue to subsidise 50m training using the income generated by our internal galas.

10.3 Head Coach and Lane Coach

A discussion took place on the benefits of BOK employing these positions. The post holders would be required to invoice BOK for payment, suggest on a 6 monthly basis. They would then be responsible for declaring the income for Tax purposes. It was agreed that there is a need for both positions, and the requirements for each post would be worked up.

❖ **Action – SM to oversee and report to next meeting**

11. DISABILITY SQUAD

GR reported on the success of Disability swimmers since the last meeting.

12. CORRESPONDENCE

12.1 Yorkshire Swimming Association minutes state that the individual per capita charge for ASA NER in 2012 would rise from £2.75 to £3.50 per member. This will need to be considered when we set our membership fees for next year.

12.2 We are also advised that fees for individual NER events will rise to £7.00. Concern was expressed by the committee, as the revised STS Handbook states that the swimming of events for which an NER qualifying time has been achieved is compulsory.

12.3 A complaint has been received regarding the way in which the ballot was drawn for the photographic event. It was agreed that any draw in future must be made in a public place e.g. The BOK Room and with witnesses. RT to respond to the complainant.

13 Treasurer's Report

A report was made and the accounts were shared with the committee

The shop is doing extremely well – thank you to Emma

Next meeting: Wednesday 21 September 2011 @ 7.00pm, Galpharm Stadium