

Amateur Swimming Federation of Great Britain Limited

Minutes of the Board meeting held on Saturday 17 April 2004 commencing at 8.30am
at the Hilton Edinburgh Airport

Present:	C Baillieu, MBE	Chairman
	J M Cook	ASA
	S Greetham	ASA
	S Rothwell	ASA
	I Mason	SASA
	R M K J James	WASA
	Mrs A Adams-King	Specialist
	A M Clarkson	Specialist
	Also in attendance non-voting:	
	A Gray	Company Secretary / Head of Legal Affairs
	D Sparkes	Chief Executive
	E Roberts	UK Sport

An apology for absence was received from Mr K Chauhan, Director of Finance.

Congratulations were expressed to Alan Clarkson on his award of an OBE in the New Year's Honours and to James Gibson and Katy Sexton on their award of MBE's.

Min No

80. Minutes of meeting held 15 November 2003

80.1. Minutes of meeting held 15 November 2003 were agreed with the addition of the following minute.

It was brought to the attention of the Board by the Chief Executive that he had written to the Technical Water Polo Committee Administrator following the receipt of a letter from the Water Polo Committee expressing concern with regard to budget monitoring. The principle was agreed that budget holders with such concerns would in future consult the Director of Finance and the Chief Executive would only get involved if the Director of Finance could not resolve matters.

81. Matters Arising

81.1. Min 58.1 LEN Congress 2004, London: The Chief Executive reported that the funding for the LEN Congress, FINA Television meeting and the Commonwealth Games meeting had recently been agreed. The Chief Executive advised that he would be meeting with representatives of FINA next week to finalise the package of meetings following which a business plan would be drawn up and submitted to the next Board for approval.

81.2. Min 58.2 European Short Course Championships 2005: Mr Ian Mason reported that Glasgow is interested in hosting the event but would probably wish to look at a later date.

The GB Technical Swimming Committee were requested to report to the April Board meeting their recommendation with regard to hosting the European Short Course Championships.

81.3. Min 70.1 LEN Congress 2003: Mr Ian Mason reported that Mr Paul Bush had also submitted a report on his attendance at the LEN Congress, copy to be circulated to the Board, together with a copy of the report provided by Mr Robert James.

Items for Decision

82. The Report of the Head of Legal Affairs

82.1. 4 – Technical Official and Technical Committee Members – Code of Conduct & Selection/Nomination Appeals Procedure

82.2. Noted currently working on a Code of Conduct, to be refined over the next few meetings, for appointments for the next quadrennial. It is hoped this will be available in September 2004 following a

consultation process.

82.3. Agreed that there was a requirement for an Appeals Procedure for Technical Officials and the Head of Legal Affairs was requested to report back to the Board with the finalised document.

82.4. Agreed that Technical Officials when accompanying a team should support and complement the team and be bound by the same rules.

82.5. It was agreed that there should be an obligation for Technical Officials to submit a report to the Board and, where necessary, disseminate information following attendance at events.

82.6. 5 – Arrangements for Annual General Meeting of ASFGB Limited.

82.7. The AGM of ASFGB Ltd has since its incorporation been held in April of each year following production of the Annual Report for the year ended the preceding 30 September. Due to the change in the year-end to 31 March (and the consequent production in the transitional year of accounts for an eighteen month period) it would be inappropriate for the substantive AGM to be held before the production and distribution of the Annual Report and Accounts for the period 1 October 2002 – 31 March 2004. However under Company Law a Company is required to hold an AGM in each calendar year, with the time period between successive meetings to be no greater than fifteen calendar months.

The last AGM was held on 22 March 2003.

82.8. It was therefore agreed that to facilitate the above intention, whilst at the same time ensuring compliance with relevant Company Law, that the Board formally notify the three Home Associations' that the AGM of the Company will be convened for Saturday 19 June 2004 at the same venue as the next meeting of the ASFGB Managing Board. However, the Board did not foresee any significant business being transacted at the AGM and proposed that the AGM be formally opened and without consideration of any business formally adjourned. Under the Articles of Association the three members may appoint sole representatives to attend at General Meetings of the Company. Accordingly, the three Home Associations' could appoint their National board representatives to attend on their behalf at the AGM.

The adjourned AGM to then be re-scheduled on Saturday 13 November 2004 at which time the British teams' performances at the Olympic Games and Paralympics can be considered.

82.9. 6 – Judicial Appointments Panel.

82.10. Agreed that the Constitution of the Panel be as follows:

ASA – one representative
SASA – one representative
WASA – one representative

83. **Report of the Head of Legal Affairs**

83.1. The report of the Head of Legal Affairs was noted.

84. **ASFGB Technical Committees'**

84.1. The Board considered draft terms of reference for the Technical Synchronised Swimming, Open Water, Swimming, Water Polo, Disability and Diving Committees' as set out below:

- To receive reports from the World Class team at British Swimming level on programme, training, preparation and competition and evaluate and monitor the outcomes from that work.
- Together with the National Performance Director and World Class team establish clear policies for selection for all British competitors.
- Together with the Performance department in their sport, establish clear policies and protocols for participation in the World Class Programme at British level.
- Together with the Performance Director and World Class team establish a clear strategy and operational plan for delivering the British Swimming Vision within their sport.

- To make from time to time such recommendations as are appropriate to the ASFGB Board and deal with issues referred to them by the Board.
- 84.2. For Swimming Officials' Committee:
- To identify and selected suitable candidates for FINA training for a FINA Masters Swimming or FINA Swimming Official.
 - To manage and direct that training in accordance with agreed procedures.
 - To make nominations to the FINA List as required.
 - To monitor the performance of officials on the FINA List and make nominations and appointments to FINA, LEN and IPC events as required.
- 84.3. For Technical Masters Committee:
- To manage and deliver within budget the GB Masters Championships.
 - To provide advise to the Board from time to time on FINA and LEN Masters issues.
 - To disseminate and communicate with the Masters community on FINA and LEN Masters issues.
 - To co-ordinate, when requested by the Board, British Masters at LEN and FINA events.
- 84.4. The current Technical Committees' to be asked to remain in post until such time as the new Board has taken up its duties following the AGM. It is envisaged therefore that the Technical Committees' for the next quadrennial will be appointed at a Board meeting around January 2005.
- 84.5. To assist the Board in the process of appointing the Technical Committees', the current Technical Committees' to be asked to prepare a brief report to be submitted by 13 December 2004. The responsibility for this reporting process to be taken by the Committee Chairmen. The following points should be addressed:
- An outline of the Committee's achievements set against its terms of reference. This should stress the achievements of the Technical Committee and not the achievements of the Performance Director or World Class team associated with the sport.
 - Any disappointments that the Technical Committee may have with regard to their achievements.
 - Any recommendations the Committee may wish to make to the Board in relation to the Committee's current composition or their need for additional skills.
 - An outline to the Board of their proposed work programme, objectives and milestones for the next quadrennial.
- 84.6. Agreed Technical Committee budgets for the next 12 months April 2004 – March 2005 to be agreed at the April 2004 Board meeting.
- 84.7. It was agreed that the Head of Legal Affairs establish a protocol for dealing with occasions when the Board is dissatisfied with the performance of a Committee, or a Committee member.
85. **World Masters 2006**
- 85.1. A paper prepared by the ASA Director of Membership Services & Resources was before the Board.
- 85.2. It was agreed to grant Sheffield City Council permission to go ahead with the bid on the basis that there is no cost risk to British Swimming.
- 85.3. In return for the commitment from British Swimming, Sheffield to be required to pay a percentage of the income from the entry fees to British Swimming.

85.4. A formal exchange of letters to be drafted setting out the position and with a clear understanding that the interests of British Swimming are maintained.

86. **Recruitment of Independent Board Members**

86.1. The Board considered two applications received for the post of independent Board member.

86.2. The Board agreed that one of the candidates fulfilled the criteria requested for the specialist role, and considered in these circumstances it would not be necessary to request a formal interview. However, in order for all the Board members to have the opportunity to meet the candidate before reaching a final decision to confirm appointment, and for the candidate in turn to have the chance to observe the functioning of the Board, it was agreed to invite the candidate to attend the next meeting of the Board as an observer before reaching a final decision.

86.3. Agreed a review of the Board be undertaken at the ASFGB AGM in November 2004.

86.4. The process for electing the new Board to be discussed at the next Board meeting.

87. **International Swimmers' Dinner**

87.1. The up-date report prepared by Ms Maggie Kelly was received with thanks and the recommendations were agreed provided the dinner was staged within the budget.

88. **International Strategy Development**

88.1. A paper prepared by the Chief Executive was before the Board, arising from which it was agreed that:

88.1.1. The Chief Executive would attend the Olympic Games in Athens.

88.1.2. The Chief Executive and Mrs Anne Adams-King would attend the Paralympics in Athens.

88.1.3. Messrs Sam Greetham and Simon Rothwell would attend the Olympic Games in Athens as part of the development programme provided they made a firm commitment to attend the Games, and confirmed their candidature as Board members for the next quadrennial.

88.1.4. The cost of the British Swimming house in Athens would be the responsibility of British Swimming and would not be apportioned to the home countries.

88.1.5. The Chief Executive, Messrs Greetham and Rothwell would be accommodated in the British Swimming house in Athens during their attendance at the Games.

Items for discussion / information

89. **Junior Olympic Diving Programme**

89.1. Mr Kim White, Junior Olympic Programme Manager attended for this item and presented a review of the first two years and goals and targets for 2004.

89.2. The JOP Manager was thanked for his excellent report and congratulated on the work being undertaken

89.3. It was noted that:

89.3.1. A strategy would be drawn up based on not having use of the pool at Crystal Palace.

89.3.2. A dry land facility is a necessity in London.

89.3.3. A break of 3 weeks following the European Junior Championships is too long; by comparison the NPD Swimming had allowed the swimmers 1 day.

89.3.4. Consideration would be given to setting up training camps and friendly competitions in China.

89.3.5. Divers have got to start doing much harder dives much sooner.

90. **Chief Executive's Report**

90.1. The report prepared by the Chief Executive was noted.

90.2. 4 – Funding: The Chief Executive reported that the draft One Stop Plans would be submitted to the June Board meeting.

90.3. 5 – Sponsorship: The Chief Executive up-dated the Board on the current position with regard to kit sponsor for which he was thanked. The Board also recorded their thanks to the Commercial Director, Katie Brazier, for her work in this regard.

It was agreed that the minute be treated as confidential on the grounds of commercial sensitivity the publication of which might be prejudicial to the interests of the Federation. The minute to be recorded in the archived minutes.

90.4. 8 – Communications: The Chief Executive reported that the Press day recently held in London had been excellent and very well attended by the media. Thanks were expressed to Susan McMahon of QBO Bell Pottinger.

90.5. 9.1: Noted that the Chairman and Chief Executive had met with Mr Robert Proctor and resolved his complaint by mediation. Mr Proctor had been reinstated to FINA Swimming Officials List 11 (1/1/2001 – 31/12/2004) and it was noted that Mr Proctor was not seeking appointment to FINA Swimming Officials List 13.

91. **Report of the Director of Finance**

91.1. Draft management accounts and report for the 3 months to 31 December 2003 were noted. However, it was pointed out that some of the figures did not balance.

91.2. Mr Robert James pointed out that he should have sight of the financial papers before meetings and this was not currently happening.

91.3. HPS Ltd Swimming Award, Disability Swimming Award, Diving Award accounts were noted.

92. **Action Plan to achieve success criteria set out in the UK Sport Model Framework**

92.1. The action plan was noted.

93. **FINA Congress 2005 – FINA Law Changes Preliminary Consideration**

93.1. It was recommended that minor rewording of FINA Law subsequent to a decision of the FINA Congress should be allowed in order to allow linguistic and grammatical accuracy, and subject to such rewording not changing the content and meaning of the decision. Agreed a proposal be prepared for the next Board meeting and subsequent submission to FINA by Mr J M Cook.

94. **Modernisation Project**

94.1. An up-date report prepared by the ASA Director of Membership Services & Resources was before the Board.

94.2. Agreed a paper be prepared for the next Board meeting on the benefits accrued to date from the Modernisation Project.

95. **ASFGB Board Structure and Future Corporate Governance Challenges**

95.1. A paper prepared by the Chief Executive was before the Board.

95.2. Noted that the paper was a matter for home country discussion and the Board awaited their views before their own discussion.

95.3. Mr Emyr Roberts to seek the views of UK Sport and funding bodies to the paper.

96. **FINA World Swimming Officials' Seminar 2004**

- 96.1. Noted that an invitation had been received from FINA to the above seminar being held in Cancun, Mexico on 19/20 March 2004. The invitation had been passed to the Secretary of the GB Officials Group to see if they wished to send a delegate.

Noted that since the Board meeting the GB Officials Group had advised that they would not be sending a delegate to the Seminar.

97. **Commercial Report**

- 97.1. An up-date reported prepared by the Commercial Director, Katie Brazier, was noted.

98. **Technical Water Polo Committee**

- 98.1. Minutes of meeting held 20 September 2003 were noted.

99. **Technical Open Water Swimming Committee**

- 99.1. Minutes of meeting held 11 October 2003 were noted.

100. **Technical Disability Committee**

- 100.1. Minutes of meeting held 18 October 2003 were noted.

101. **Swimming Officials Group**

- 101.1. Minutes of meeting held 9 November 2003 were noted.

- 101.2. Min 7 – Nominations to ASFGB Pre-FINA List 2 (1/1/04): Dealt with at the November 2003 Board meeting.

- 101.3. Min 6 – Nominations to FINA Swimming Officials List 13: The nominations had been agreed by the Board by e-mail as they had to be submitted to FINA by 31 January 2004, as follows:
Referees: Neil Booth, Susan Harrison, Blair Prentice
Starters: Ben Batley, Fred Murray

102. **Date of next meeting**

- 102.1. Confirmed as Saturday 17 April 2004 at the Hilton Edinburgh Airport commencing at 9am.

103. **June Board Meeting**

- 103.1. Agreed that the Board meeting scheduled for 19 June 2004 be held in Nottingham in view of the LEN Open Water event taking place at Holme Pierrepont that weekend.

10 February 2004