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|  | **WILTSHIRE SWIMMING**  **(Wilts County ASA Founded 1907)**  **Affiliated to Swim England South West Region**    **President: Dave Wooley** |

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE ASSOCIATION**

**Held on Saturday 11th November 2023 at 9.30am via zoom**

The Chairman opened the meeting and welcomed everyone. He then held a moments silence is recognition of three former officers who has sadly passed away: Phyllis Nicolas and Steve Smith

The meeting then continued as per the agenda published in advance.

1. Apologies for absence

Jean Pitfield. Paul Robbins, Clare Murphy, Dan Curran, Pat Stratford, Scott Primmer and Joanne Paton.

1. Minutes of Annual General Meeting held on Saturday 12th Nov 2022

The Chairman, Andy Ryczanowski asked all attendees if there were any comments on last year’s AGM minutes. No points were raised, and the Chairman confirmed they were a true record of events.

1. Matters arising

No points raised in Matters Arising.

1. Appointment of tellers (if necessary)

The Chairman confirmed this was not necessary.

1. Chairman’s report

The Chairman presented his report at the meeting:

As always with my reports I want to start by remembering those we have lost during the last year how had contributed in some way to making this aquatic sport happen. Firstly, is the long-standing minute secretary of Wiltshire Swimming and stalwart of Corsham Swimming Club Phyllis Nicholls. Secondly, a past member of Tigersharks and their learn to swim team, Steven Smith. Also, as today is Armistice Day, I would like us to remember all those Men and Women who have given their lives so that we can live ours in a free world.

This year has seen changes in our sport. Directions from our governing body has seen changes in approaches to how we manage and run our sport and in the way we look at including different sections of our community. We as an association will embrace these changes. They are there to protect us in the activities we undertake and to enable individuals to take part in our sport. More work is being done at the County Level to incorporate the requirements of Good Governance and to ensure that we have the right people, with the right skills to take this sport forward. To help us achieve these goals we need support of the volunteers out there and for people to step up to fulfil the posts to help run Swimming. As you will see from the Committee nominations list later, we have a lot of spaces to fill, and we would like to see new blood stepping up as the current team are quite long in the tooth (me included).

For myself, as well as all the committee work and officiating, I have been in contact with the various disciplines involved in swimming within the county. The following are highlights from the individual sections:

**Swimming**: 2023 saw the County Championships run in January, and February. The events were held in Salisbury (thank you Stingrays for your cooperation), at the Link Centre and Marlborough College (Thank you Swindon/Marlborough Clubs). I must praise the Event Team for operating in pokey cupboards, dark corners, and freezing conditions, and still they landed an exceptional event. Top Swimmers from these Championships being Louis Nicholls and Caitlin Gulliver, well done to both.

The county had reasonable representation at the Regional Championships in the summer and winter events and National and British Championships. I must mention Freddie Carter for his age group gold medal at the British Championships. Our technical officials were also well evidence at these events and our events team (Diane Lee, Lisa Osman, and Rob Hart) fronted the regional sessions at Hengrove and Millfield, and produced excellent events as

you would expect.

A 30 strong county team was sent to the National Intercounty Event in Sheffield in October this year at which they improved on last year’s performance. Well done, Rich Smith, Zahid Mohammad, Rebecca Smith, and Lauren Matthews for managing the team and a big thank you to the selectors for picking the team.

It was great to see the return of League competition in May with Swindon Dolphins winning the one-off A final at Hengrove. The B final was won by Swindon SC. These finals were well supported, the atmosphere was electric, the swimmers were fully enthused by the competition and to cap it all 16 teams took part. A fantastic day was had by all. The proper league competition kicked off in September with Round 1 being contested at Calne and Trowbridge, but the Swindon event was washed out by floods that closed the Link Centre. This has also had a huge effect on Swindon Clubs as this has taken out another pool from the town and as yet, we are crossing our fingers that the pool will be operational in the new year.

**Masters:** The Masters had originally planned to hold the normal 3 rounds of the County Championships, but due to a clash with the National Champs in June these were condensed into 2 rounds at Trowbridge and Salisbury. Some 70 plus swimmers took part in these two rounds with Charity Moore and Tyler Checchia winning the under 40’s sections and Nick Hudson and Rebecca Seymour winning the over 40’s sections.

The county was well represented at the National Masters competitions and even a small number made it all the way to Japan for the World’s. I must mention Nikki Harris who won Silver in 50 Freestyle and Broze in 100 Freestyle and Rebecca Smith who won silver in the 200m Freestyle, well done both.

Tomorrow, 12 November 2023 a team will be taking part in the Inter County’s event at Millfield, good luck to them and I will be there with two other technical officials to support the event. Last year the team placed 5th in the Region.

**Diving:** There are two clubs within Wiltshire, West Wilts will be 20 years old next year and Highworth are over 40 years old. Standard across the county continue to get better with many thanks to Irene Aldridge and Melanie Sweetman.

Athletes continue to progress with 2 Divers making it to Nationals and 6 Divers competing at National Skills.

As with pool swimming, diving is being hit with pool time issues and these are further compounded by the Highworth pool having broken boards and the provider are not providing dates for fixing them. Wiltshire Council are planning a new facility in Trowbridge without a diving pool, which will limit the diving capabilities in the county.

**Artistic Swimming**: Within the County we only have one club but thriving squad of 40 swimmers under the guidance of Clair Murphy at Calne Alpha. They have had 2 Judges qualifying at Level 2 and 3 Assistant Coaches qualifying.

Unfortunately, they missed the first Regional Grading Assessment of the year due to the Club being suspended, for a weekend, whilst DBS registrations were clarified. So, only 2 weeks ago they took 21 swimmers to the 2nd Regional Grade Assessment. They were delighted with the results as 20 swimmers were successful in attaining their required age-related grades to progress in the sport.

They attended the South West Regional Figures and Combo Teams competition in Cheltenham. In the Figures swimmers in the 13-15yrs age group won gold and bronze medals. They also competed with 3 Combo Teams, 12yrs and under, 13yrs-15yrs, 15yrs-18yrs and were delighted to come home with Bronze in 13-14yrs and Silver in 15-18yrs age categories.

They will be attending the SW Regional Duets and Figures Competition in November in Plymouth where we hope to take their youngest swimmers for their first experience of a Regional Competition, altogether they will be taking 10 duets to compete.

There are major changes happening yet again with the discipline so over the year Coaches and Judges have been attending the upskilling training required to prepare for the new rules and regulations that will be enforced next year with regards to the required elements in the routines and the required difficulty therein. This is a very exciting time as the sport embraces the future of Artistic Swimming.

**Water Polo:** Within Wiltshire we currently have two squads; Bradford-on-Avon and Swindon Dolphins. They both compete in the Bristol and West leagues and do okay.

In September the County attended the Regional intermediate Inter-County Event finishing 4th. It was a great event and even though the team finished 4th all games were very closely contested with the team only losing by a couple of goals and drawing against Devon. The number of participants is causing an issue as the only club that supplied players is Swindon Dolphin, this was demonstrated at the tournament with our lack of depth in available players.

The County Water Polo team have reached out to all clubs again via email (follow up from August) asking clubs about water polo. They have had some follow up from clubs requesting Water Polo. Devizes, Westbury along with the swimming club at Swindon.

Moving Forward. Swindon Dolphin have launched a dedicated Under 16 session which is growing. A Junior tournament including BOA, Swindon, Frome, WSM is being created to help with BOA Junior team development.

The Wiltshire Council swim programme has enquired about adding mini polo to their curriculum and discussion with water polo are being held.

3 Juniors are attending the regional talent centre.

**Open Water**: We are currently without a committee in the county and relay on others to enable our swimmers to compete. This situation needs rectifying and anyone who is interested should contact me or any of the County Officers.

**Para Swimming:** Across the county we have several para swimmers performing at many different levels with Suzanna Hext our Paralympian and world Champion at Swindon. I would like to mention the good work that Paula Rutherford and Dean Fouracre are doing at Swindon, and all the coaches in the county with para swimmers. It was good to see Holly Sullivan and Ella Williams at the Regions Winter Championships last weekend.

I want to say well done to all the people who were nominated at the Regional Awards back in September:

Swimming Coach of the Year Winner – Scott Garrett, Calne Alpha Four.

A Runners up was Kerry Rutherford, Swindon ASC

Technical Official of the Year Runners up – Paul Robbins, Trowbridge and Glenys Lock, Swindon ASC.

Swimming Club of the Year Runners up – Swindon ASC

Well done to all of these and especially to Scott who went forward to the National finals.

I also want to mention Suzanna Hext who was short listed for the Times Sportswomen of the Year Awards 2023. She’s recognised among six athletes up for Citi Disability Sportswoman of the Year.

Finally, I want to give a big thank you to all of you, for all the support you give to our sport. I want to thank everybody who is involved with all the sub-committees, without you the county activities would not happen. I also want to thank all the Club Chairs, Secretaries, Treasurers, committee members and all the volunteers who turn up in their own time to help run this sport for all the swimmer of the county.

Thank you all so very much, the County Executive Officers and I wish you all a very successful season ahead.

Sandra Yeoman on behalf of the county thanked Andy for all his hard work over the year.

1. Hon. Treasurer’s report

The report covers income and expenditure for the period 1st September 2022 to 31st August 2023.

The overall financial position of the County improved further in 2022/23 with total assets of £98,009 compared to £88,934 at the end of 2021/22. This includes an estimated value of stock which has been extended to include Kit as well as medals; further work will be undertaken to confirm the value of all stock held. This total figure also includes the value of Trophies.

The actual funds held in the bank are £78,351 compared to £67,562 at the end of 2021/22.

The operating profit for the year was £9,074.

Creditors and Debtors

All Debtors shown on the Accounts for 2022/23 have been resolved. The one additional Debtor showing in the accounts relates to Coach Hire for the Inter County Event. As this was paid in the financial year 2022/23 but related to 2023/24, this has been shown as a Debtor.

Equally the income received for the Inter Counties has been shown as a Creditor. All Creditor issues listed in the accounts for 2022/23 have been resolved.

Affiliation Fees

Affiliation Fees continue to be the main income stream for the County as event income typically only covers event costs or as happened this year make small profits. The total affiliation fee income received in the financial year 2022/23 was £11,418.

The following table shows how Membership Numbers have changed based on a calendar year as opposed to the financial year. Further income will be received in 2023 which will be consistent with the final figures for 2022.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | **2020** | **2021** | **2022** | **2023** |
| **Club Train** | 3,205 | 3,179 | 3,155 | 3,272 | 3,135 | 2,694 | 2,050 | 2,338 | 2,129 | 1,806 |
| **Club Compete** | 1,218 | 1,224 | 1,265 | 1,170 | 1,212 | 1,253 | 1,235 | 657 | 999 | 987 |
| **Club Support** | 791 | 756 | 766 | 795 | 826 | 868 | 834 | 752 | 728 | 681 |
| **Total** | 5,214 | 5,159 | 5,186 | 5,237 | 5,173 | 4,815 | 4,119 | 3,747 | 3,856 | 3,474 |
| **Income** | **10,689** | **10,576** | **10,631** | **10,736** | **10,605** | **9,871** | **12,537** | **11,241** | **11,568** | **10,422** |

**Competition**

There were more competitive events in 2022/23 that impacted on the year’s accounts. The most encouraging outcome was the profit made by the County Championships of £3,262.

**Education and Development**

It was reported last year that the County has reduced its financial commitment to WASP from £3,000 to £1,500 per annum and will be further reviewing the relationship. This review took place during the financial year and the contract with WASP has been ended.

Overall Education and Development expenditure is low compared to the level of Affiliation Fees that we receive. The funding set aside for Post Covid support was not accessed to any significant extent and whilst expenditure on Bursaries increased, Clubs should be considering the support that they require whether it be via Bursaries or Network or similar related activities.

**Statement on Reserves**

The County has no formal reserves but increasingly it is a requirement that we identify reserves funding. The County has no contractual commitments apart from those entered into during the financial year for issues such as pool hire.

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**Club Accounts**

It is a requirement that Clubs accounts are independently examined. Swim England guidance states the following

The Club is required to maintain full and accurate financial records of its dealings with an independent examination of the accounts taking place and being submitted at the Annual General meeting. “Independent” for these purposes means a person who is not related to and preferably not a close personal acquaintance of the Treasurer or any member of the Committee. This process has in the past been referred to as an “audit”. However, the word “audit” has legal implications which may require an extensive financial process. It is unlikely that most Clubs will wish to pay for this, and because of the complex requirement, it is also unlikely that volunteers will be able to comply with the whole process at no cost. The recommended requirement is for Clubs to have their accounts “examined” as described above. It is good practice to allow two months between the end of the financial year and the AGM to allow the accounts to be examined.

**Affiliation Fees**

The County Membership fees for 2024 will not be increased from their current rate of £3 per member for each category.

**Affiliation Fees for 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Membership Fees - 2024** | | | | |
| **Category** | **Swim England** | **South West** | **Wiltshire** | **Total** |
| **Club Train** | 10.35 | 4.00 | 3.00 | 17.35 |
| **Club Compete** | 32.70 | 5.00 | 3.00 | 40.70 |
| **Club Support** | 6.00 | 2.50 | 3.00 | 11.50 |
| **Club fee** |  | 100 |  |  |

**The Chair thanked Geoff for all this hard work over the years.** The County Treasurer explained he will be about for a few more weeks as he needs to do the formal handover to Karl with the banks. Plus, he is still standing as SWR treasurer.

**Fully report of accounts in annex ii**

1. Hon. Competition Secretary’s report

At the National Inter-County Team Event in Sheffield last month Wilts ASA finished in 11th place in division 2, which is an improvement by two places on the position from 2013. Nine first time caps were awarded. Thanks to all coaches, team managers and officials who accompanied and supported the team. Thanks also go to the selectors Lesley Leffers and Nigel Butler.

I’d also like to record thanks to Andrew Higgins who stepped down as a selector earlier this year. His long-standing involvement with the County Team has been very valued.

The Masters have their Inter-County tomorrow at Millfield.

**Awards for Boy/Girls and Club of the year were presented this year to:**

Female – Rebecca Smith

Male/Open – Freddie Carter

Para-athlete – Suzanna Hext

Club – Bradford on Avon ASC

**Club Awards:**

**Leyland Cup** for training teachers and coaches:

* Bradford on Avon ASC

**John Ovens Learners Trophy** for stages 1-7 LTS awards:

* Bradford on Avon ASC

**Dorreen Clark Award** goes to Salisbury Stingrays.

Full details on how these awards are worked out are on the County website.

1. Presentations of awards

**Life members nominations for 2023**

**Lesley Leffers. Proposed by S. Yeoman. Seconded by D. Lee**

Lesley has been a stalwart of our county for many years. From the time she started coaching at Tigersharks she has been involved, heavily, in the administrative side of our sport. Meet conditions, Age Group and Championship records She has Team managed the County Team on many occasions. She has been Secretary of the Coaches Committee since the early 2000s.

She has been the Regional Licensing Officer for nearly 10 years. During her current illness she has continued to support both swimmers and her fellow coaches and is always willing to help other clubs who have problems. Over 16 years, which have been beneficials to the County and well deserving of this award.

**Rebecca Smith - Proposed by S. Yeoman. Seconded by Michele Greenan**

Rebecca joined Bradford and thereby Wilts County as an 8-year-old. I first coached her a few years later at the County Easter Course. She has swum at all levels and is now over 30 years on still competing for her club, at County Championships and this year at the World Masters Championships at Konshu, Japan where she won a silver in the 200 Freestyle.

She is a qualified Teacher, Coach and Official. Was Masters Secretary for 9 years and still is a specialist on that committee, took on the job of Competition Secretary 7 years ago, is Secretary of the Swimming Committee, responsible for the Swim England Inter County team from Wiltshire, organizes the Talent Camps, keeps County Records.

She also holds more County Badges (35) than any other female swimmer that we have had.

Always supportive and totally deserving of being proposed for this award.

Dave Wookey county President could not physically give the awards due to meeting being via zoom, but awards will be sent to the winners.

1. Election of Officers. including welcome from all clubs to the newly elected President.

The Chairman mentioned that there were various vacancies on the Subcommittee, , without which we can’t hold the County Championships. It was confirmed we also need an independent financial auditor.

Unanimous approval was given for the list of offices that was provided in advance (see table below).

|  |  |
| --- | --- |
| President | Mel Sweetman -West Wilts diving |
| President Elect | Rebecca Smith – Executive chose |
| Chairman (3of 4) | Andy Ryczanowski |
| Hon. Secretary | Michele Greenan |
| Hon. Treasurer | Karl Mutton |

**Outgoing President**

The Chairman then thanked Dave as outgoing President for his work over the last year.

**Dave Wookey gave a thanks for his year.**

Firstly, thank you to Wiltshire Swimming for granting me the honour of being President for 2023. I have enjoyed being part of the management of Swimming in Wiltshire for the 2 years (firstly as President Elect and then actually as President). I have tried to attend as many meetings as possible and hope my input has been useful.

As far as club visits etc are concerned I am sorry not to have participated in more, however ill health, both myself and my Wife, has got in the way a bit this year (This prevented attendance at Counties event in Sheffield). I was looking forward to seeing other aspects of aquatic sports, but only managed Artistic Swimming where my Wife and I enjoyed a wonderful afternoon in Cheltenham for the Age Grade regional event.

I was hoping to see Diving and Waterpolo events or training during my tenure but unfortunately these did not materialise.

I have enjoyed the opportunity to present at annual awards evenings with Bradford on Avon and Marlborough as well as my Own Club - Durrington and ended with being able to present the trophies at the Masters event at Salisbury last month, and the Regional Winter meet at Millfield last weekend, together with the Presidents of SW region and Swim England.

This role was intended to be my “swansong” in swimming and as such I now start my run down to retirement from Swimming over the remainder of the season. Good luck to the Management, Clubs, Swimmers, and Adult Helpers / Officials for the future. (My licence expires in 2027 so could be persuaded to help out a bit while its valid!)

I hope that Mel will have an excellent year in office as County President for 2024.

**Incoming President**

**Steve Rhodes nominated Mel Sweetman as President on the behalf of West Wilts Diving.**

As chair of West Wilts Diving Club, I am delighted on behalf of the club to nominate Melanie Sweetman as incoming President.

Melanie began coaching aquatic sport across the county of Wiltshire in 1989 after she gained her first qualification in swimming. She has taught in our local leisure centres for 34 years and many people will recognise her for teaching a wide range of aquatics sports to all age of swimmer, diver, and adult aquatic activities. In her early career she was teaching over 450 swimmers and 172 divers a week with additional 9 aquafit classes and lifeguarding training.

Melanie has previously played a large role in helping volunteers across the county and region become swimming teachers, coaches, lifeguards, and diving coaches through her tutoring. She has run workshops for divers, artistic swimmers and encouraged volunteers to gain experience through CPD sessions.

In around 2007 Melanie had to get a proper job (according to her family) and it was at this time that she began to concentrate on her diving coaching and national volunteering.

Melanie is one of the founding members of West Wilts Diving and has been Head Coach since the club was formed in 2004. New to diving at the time Melanie has always been grateful for the help and support that the county has given her over the last 19 years. Her coaching has provided positive experiences for young people across this county and has ensured that Wiltshire County still continues to be highly regarded within the British Diving.

As a coach she has had a National Skills Champion, multiple National skills and Nationals Age Groups medallist, Regional and county champions/medallists, which even she will say is quite an achievement when your athletes only train for 3 hours. Mel has a passion for guiding young people to fulfil their potential and many of Wiltshire’s divers have been guided to take up coaching appointments at Edinburgh Diving, Southampton Diving Academy, Plymouth Diving, Beaumont Diving Academy and Swim Wales.

Mel will always be grateful for the opportunities that diving has given her, and she has not forgotten that if she had not been Wiltshire County Diving Secretary, she would never have had the opportunity to be part of the Regional Diving Committee, become Regional Diving Manager for 8 years and serve on the National Diving Committee for 10 years. We know that she is very proud to have volunteered as a part the National Field of Play team, she is a National Judge and recorder and has been activity doing job that needs doing at British Diving Events over the last 17 years.

She has been privileged to be part of 4 Diving World Series events, Secretariat at the European Aquatics Championships in 2016 and Field of Play Team Leader at the Commonwealth Games in 2022.

Melanie feels it is now time to give something back to the county and the club know that she is very much looking forward to the year ahead as County President.

**As longest serving President Sandra Yeoman welcomed Melanie on behalf of Wilts ASA. And commented that we are all looking forward to working with her.**

**Each club in the county then welcomed Melanie into the county.**

1. Constitution changes (NONE)
2. Appointments and Regional sub committees’ appointments

Confirmation of those nominations brought to the management Zoom meeting Oct 2023. was sought. The show of hands confirmed unanimous approval of all nominations. If clubs know of anyone who would be suitable to fill in the gaps could they please let the team know. These appointments will hopefully be agreed at the next management meeting. **Wilts ASA Masters and The Educational committee desperately need volunteers. A Reginal Open Water contact is desperately needed** as swimmers are missing out on important information on competition.

1. Running as a Management team 2023-24

The county Secretary asked the room to formally vote that Wilts ASA will run for 2023-4 with a management team.

The management team will consist of:

* The County Officers.
* The County Emergency team.
* The County Secretaries of each discipline or committee.
* The County Competitions and League Secretaries

The vote was passed unanimously.

1. Date of 2023 A.G.M.

The date of Saturday 30th November 2024.

Nomination date to Wilts ASA midnight 26th October 2024

Meeting closed at 10.28 am.

**Annex i: AGM Attendees – full list**

Dave Jones                 Past President

      Dennis Yeoman           Past President

      Diane Lee                    Past President

      Maurice Cleaver          Past President

      Michele Greenan         Past President

      Andrea Christmas       Past President

      Rob Hart                       Past President

      Sandra Yeoman           Past President

      Richard Moorhouse     Past President

      Rebecca Smith            Bradford on Avon

      Duncan Hibberd         Bradford on Avon

      Andrew Kirtley            Bradford on Avon

      Scott Garrett              Calne Alpha 4

      Debs Parker                Calne Alpha 4

      David Wookey             Durrington Otters

      Erica Hodgson            Marlborough Penguins ASC

      Claire Balecke             Melksham

      Vicky Clayton              Melksham

      Andy Brown                Royal Wotton Bassett

      Rachel Workman         Swindon Dolphins

      Anthony Clark              Swindon Dolphins

      Becki Hunt                    Swindon Dolphins

      Louise Moorhouse       Swindon ASC

      Andy Ryczanowski      Tigersharks ASC

      Geoff Pearce                Tigersharks ASC

      Richard Smith             Tigersharks ASC

      Lisa Osman                 Tigersharks ASC

      Lesley Leffers               Tigersharks ASC

      Karl Mutton                 Tigersharks ASC

      Steve Rhodes               West Wilts Diving

Chris Darling              Warminster

      Chris Selby                 Water polo – Swindon Dolphins

      Konrad Adams            Masters – Corsham

**Annex ii – Financial Accounts**

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