

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Tuesday 09 October 2018 at Guildford
Spectrum Leisure Centre

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Terry Norris (TN)	Vice President
Eileen Adams (EA)	Regional Delegate
Susan Harrison (SH)	Regional Delegate
Mollie Lewis (ML)	Regional Delegate
Geoff Stokes (RGS)	Regional Delegate
Bryony Gibbs (BG)	Regional Office Manager

137 Apologies

Apologies had been received from:

Brian Deval (BD)
Jenny Gray (JG)
Ivan Horsfall Turner (IHT)
Mike Lambert (MGL)
William Long (WL)

The following Regional Delegates have also sent apologies:

Jane Davies
Ray Hedger
Peter Robinson

The Chairman confirmed that item 9 would be discussed confidentially and moved to the end of the agenda.

138 Installation of Vice-President 2018/19

TN was installed as Vice President and RFP presented the Vice President's badge of office to him.

139 Swim England Annual Council Meeting

The Regional Delegates were thanked for their attendance ahead of the Swim England Annual Council Meeting.

It was noted that Regional Delegates would be represented at all the workshops:

Accounts: Susan Harrison

Disputes & Discipline: Alan Lewis, Eileen Adams, Shelley Robinson, Chris Lee, Roger Penfold, Susan Harrison

Data Protection: Roger Penfold, Jane Davies

Insight: Chris Lee, Jenny Gray, Roger Prior, Alan Lewis, Eileen Adams, Shelley Robinson

The following had not selected any workshops: Ray Hedger, Geoff Stokes, John Davies, Mollie Lewis.

RFP recorded thanks to Peter Robinson for stepping down as a delegate to accommodate JG attending as Regional President. Peter Robinson had subsequently been reappointed as a delegate, as Ellie Purvis was no longer able to attend the Council.

Regions had been discouraged, at the meeting of Regional Chairmen, from submitting starred items. This year only two had been submitted. The West Midlands had raised about the ACM remaining in October despite the financial year moving to a calendar year. The response from Swim England stated that they felt it may be difficult for Regions if the meeting was moved. The Chairman had decided that South East would not submit any starred items, and the Board agreed that the following would be raised during the Open Mic session:

Safeguarding Report – SR. It was raised at the last ASA Annual Council Meeting that a Safeguarding report should be included in the Annual Report however this has not been taken on board. SR will check with Keith Oddy, Swim England Independent Child Protection Officer, that there is no reason this should not be raised.

Charity Report – SH. SH will raise in the accounts workshop that the new company, as a registered charity will need to produce a report against their charitable objectives. These objectives do not appear to have been published. If answers are not received during the accounts workshop this item will be raised at the open mic session.

Swim England ACM. The point that the Swim England Annual Council Meeting will take place 40 weeks into the next financial year will be raised.

Club Pathways – SR. There has been a shift in Clubs' focus which seemed to have resulted in clubs concentrating on the elite pathway and a large number of club members being disenfranchised. These were swimmers who would never be on the elite pathways but were good club swimmers who previously may have competed in inter club galas which have disappeared.

Dinner would be arranged in the hotel restaurant from 7pm, for delegates staying on the Friday evening prior to Council.

Action: RFP

140 Minutes of the Meeting held on 10 September 2018

The minutes of the meeting were approved as an accurate record.

Action: BG

141 Matters Arising

Landscape sheet

6 – Mike Farrar had been invited to attend the November meeting.

8 – Jon Glenn to attend the November meeting.

13 – Dennis Freeman Wright, Swim England Facilities, had sent a report to Reading, supportive of a 50m pool.

142 Appointments

Vice Chairman

RFP proposed to appoint JD as Vice Chairman. It was agreed to appoint JD until the end of his term on the Board, in 2021.

Board Member Responsible for Finance

RGP volunteered for the role of Board Member Responsible for Finance. It was agreed to appoint RGP until the end of his term on the Board in 2019.

It was also agreed that CL would be added as an additional signatory to the bank mandate.

Board Members

Council had authorised the Regional Management Board to arrange the appointment of an additional Regional Management Board Member as only three applications had been received for the four vacancies available. It was proposed to appoint William Long following his nomination, which had been received after the closing date. This was agreed.

There was one further vacancy on the Board following Jim Boucher's resignation. This was for a one year term to September 2019. It was agreed to put this out to open application. The closing date for applications was agreed as 12 November. A panel consisting of AL, IHT and CJ was appointed review applications. CL was appointed as a reserve. The panel would bring their recommendation to the next meeting on 25 November.

Discipline Managers

Following the resignation of Trevor Jones as Water Polo Manager, the Water Polo Group had proposed Ben McDonald as Water Polo Manager. The Board endorsed this appointment.

Liaison Members

It was agreed to continue the practice of liaison personnel. The appointees are:

Disability Swimming – Roger Prior

Diving – Alan Lewis

Masters – Vacant

Open Water – Ivan Horsfall Turner

Swimming – Carys Jones

Synchro – Roger Penfold

Water Polo – Chris Lee

It was agreed that the Masters Liaison position would be left vacant for the time being.

Sub-Group Membership

Communications Group

Brian Deval, Carys Jones, Chris Lee and Shelley Robinson to remain on group.

Disability and Inclusion Sub-Group

Roger Prior, as Board Member Responsible for Finance, to join Chris Lee.

Finance Sub-Group

John Davies, Roger Penfold, Roger Prior to remain on group. Gary Shields will remain as a non-Board member. Stuart Fillingham had stood down but had offered to provide technical support, if required. It was agreed that Alan Lewis would join the group.

Staffing Sub-Group

Eileen Adams (not a Board member), Ivan Horsfall Turner, Carys Jones and Roger Penfold to remain on group.

Development Group

John Davies, Alan Lewis, William Long and Roger Prior to remain on group. Ivan Horsfall Turner had stood down from the group, and it was agreed to appoint George Adamson in his place.

Action: BG

143 Judicial Appointments Panel

E Lyne was reappointed as the Region's representative on the Judicial Appointments' Panel.

Action: RFP

144 Swim England Open Water Working Party

Keith Barber was appointed as the Regional Representative on the Swim England Open Water Working Group.

Action: BG

145 Regional Constitution

The Regional Constitution had been updated in accordance with the decisions taken at the Annual Council Meeting in September. The updated constitution was endorsed by the Board.

Action: BG

146 Meeting Dates 2018/19

The meeting dates for 2018/19 were agreed.

Sunday 25th November 2018 (previously agreed)

Monday 14th January 2019

Sunday 24th February 2019

Thursday 21st March 2019

Thursday 9th May 2019

Wednesday 12th June 2019

Tuesday 9th July 2019

Monday 9th September 2019

Saturday 14th September 2019 (Annual Council Meeting)

Tuesday 8th October 2019

Sunday 24th November 2019

Action: BG

147 Regional Annual Council Meeting

All Matters Arising from the meeting had been addressed except the suggestion raised that delegates authorisations were accepted electronically. It was agreed that the Board would consider this request. This was discussed by the Board, but it was not clear how this process could work.

At the Chairman's meeting, Annual Council Meetings had been discussed and it was noted that other Regions had similar issues with getting enough delegates at the meeting. Each had tried various options, the only one of which the South East had not tried was reducing

the quorum. Discussion followed on how this could be addressed and the below points were noted:

- Open Mic Session similar to the Swim England ACM. It was difficult to get matters discussed at ACM, as everything needs to be submitted in advance of the meeting.
- Need the right workshops to encourage members to attend: what would a member gain from attending the Annual Council Meeting?
- Include controversial topics on the agenda.
- Look at how this information is communicated. We want to encourage people to be part of the decision-making. Do people feel too far removed from the Region to know what we do or think that they can make an impact?
- Of the Sub-Regions represented at the meeting it was confirmed that Berkshire & South Bucks ASA and Hampshire County ASA both have limited attendees at their council meetings. Kent County ASA usually have around 50. It was not known how many attendees there are at Oxfordshire & North Bucks, Surrey or Sussex ACMs.
- Could swimmers be invited to give talks to discuss experiences and bring in parents?
- Reduce quorum? Around 15 would be more achievable, on current experience.

It was agreed that RFP would explore further and report back to the January meeting. It was noted that any changes, for example, reducing the quorum, would need to be approved at the 2019 meet so would not take effect until 2020.

Action: RFP

148 2017 Volunteer Satisfaction Survey Results

BD was not present. It was agreed that Volunteering and the Survey results would be a focus for the next meeting on 25 November. Members of the Volunteering Sub-Group would be invited to attend.

Action: BG / BD

149 Data Protection

WL was not present but had provided a brief update on Data Protection. The Region has implemented a number of privacy policies for the website, swimmers and volunteers. In addition consents have been obtained where required such as for use in photographs. The focus will now move to continuing to review internal procedures and providing training and practical guidance for SER staff where required on GDPR requirements.

It was agreed to send a reminder to all staff to ensure that when sending email to multiple recipients that 'b'cc' was used.

Action: RFP / BG

150 Affiliations & Resignations

New Affiliations

Stowe School

Witney Water Polo Club – agreed subject to the approval of the constitution

Enquiries

Egham Leisure Centre

Lancing College SC – Constitution being checked

Sussex Sharks – Constitution being checked

InSynch – Milton Keynes Synchronised Swimming Club

Action: BG

151 Correspondence

E Lyne - Regional Assets

The Custodians had now been sent a list of the Regional Assets. This list did not include the swimming trophies. However, a list of these has since been received from Sue Green.

Following discussion, it was agreed that discipline groups should take responsibility for ensuring that trophies are returned. Each discipline would be asked for assurance that they had robust procedures in place to ensure that they knew where the trophies were and processes were in place to ensure that they were returned.

Action: BG

E Lyne - ASA Judicial

The information regarding Judicial Appointments was noted.

Swim England - Deaf Swimming

It was noted that the timescales within this communication might not be accurate, as the national Swimming Group did not appear to have approved these. It was confirmed that secondary strobes have been arranged for the Regional Swimming events.

Swim England – Water Polo Funding

Water Polo were currently receiving only £25k of funding from Swim England. The funding for Water Polo had been cut previously and the sport had grown since then. A lot of work had been put in to this, much by volunteers. Regionally, the group were trying to plan but communications were not coming through nationally and decisions were not been made on when events were being held. If this item did not come up at the Swim England ACM, then it would be raised by AL at the Open Mic Session.

Action: AL

152 Swim England Senior Leadership Update August & September

The August and September Updates were noted.

153 Swim England Board Meeting Minutes

The minutes of the meeting were noted.

154 Swim England Sports Operation Committee Minutes

The minutes of the meeting were noted. Congratulations were noted to JB for his appointment on the Sports Operation Committee and also to CL for his appointment to the Commercial Committee.

155 Swim England Chairman's Meeting Notes

The confidential notes were noted. Minutes of the meeting will be circulated.

Action: BG

156 AOB

AL had recently attended the Regional Masters SC meet. The meet had only 9 officials in attendance. It was noted that there might be a need to look at future events and the circulation that went to officials.

157 Date of Next Meeting

The next meeting of the RMB will be on Sunday 25 November, 10am at Holiday Inn Guildford.

158 Employment Matters

Visitors and staff left the meeting at this point.

The Board considered a confidential report of the Staffing Sub-Committee, circulated prior to the meeting, largely about the proposed transfer of the Regional Club Development Officers (RCDOs) to joint employment with the Region and Swim England.

During the full debate, CL pointed out there would be an implicit cost if both RCDOs were paid for 25 hours a week once transferred, given their current contractual arrangements. This cost would need to be absorbed into the budget for the current year, with provision being made for the full year effect in future years.

The Board voted on, and adopted, the following recommendations of the Sub-Committee, unanimously, or by the majority shown:

- a. To adopt the general principle that the employment terms for the RCDOs upon transfer to joint employment with Swim England (SE), should be harmonised with SE employment terms.
- b. To adopt the new SE pensions-matching terms
- c. To move to a standard 25hrs/week contract with no overtime paid but time off in-lieu for additional hours (For – 6, Against - 1).
- d. To facilitate drafting of job descriptions for the RCDOs and a subsequent competency assessment to determine appropriate level of remuneration.
- e. To implement a management structure whereby one of the Regional Office Manager (“ROM”) and RCDOs undertakes the line management of the other members of the Regional administration team.
- f. To make provisions, as required, in the Swim Region’s accounts for the financial impact of the changes to employment terms arising from the transfer.

Action: RFP

The meeting was closed at 21.15

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 09 October 2018 at Guildford Spectrum commencing at 1900

Agenda

- | | | |
|----|---|----------------------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
Jenny Gray
Mike Lambert | RFP 1900 |
| 2. | Installation of Vice-President 2018/19 | RFP 1905 |
| 3. | Swim England Annual Council Meeting
- Starred items | RFP 1910
Enclosed |
| 4. | Minutes of the Meeting held on 10 September 2018
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1920
Enclosed |
| 5. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1925
Enclosed |

Items for Decision

- | | | |
|-----|---|-----------------------|
| 6. | Appointments
- Vice Chairman
- Board Member Responsible for Finance
- Board Members
- Discipline Liaisons
- Finance Sub Group
- Staffing Sub Group
- Inclusion Sub Group
- Water Polo Discipline Manager | RFP 1930
To Follow |
| 7. | Judicial Appointments Panel
<i>To confirm nominated representative</i> | RFP 1935
Enclosed |
| 8. | Swim England Open Water Working Party
<i>To nominate a Regional representative</i> | RFP 1940
Enclosed |
| 9. | Employment Matters – Confidential Item | CJ 1945
To Follow |
| 10. | Regional Constitution
<i>To adopt the new Regional Constitution following the ACM</i> | RFP 1950
Enclosed |
| 11. | Meeting Dates 2018/19
<i>To agree meeting dates</i> | RFP 1955
Enclosed |

Items for Discussion / Information

- | | | |
|-----|--|-----------------------|
| 12. | Regional Annual Council Meeting
- Future Council Meeting Arrangements
- Discuss any Matters Arising from the Meeting | RFP 2000
To Follow |
| 13. | 2017 Volunteer Satisfaction Survey Results | BD 2005
Enclosed |
| 14. | Data Protection | WL 2015 |
| 15. | Affiliations & Resignations
15.1 New Affiliations
Stowe School
Witney Water Polo Club
15.2 Resignations | RFP 2020 |

None

15.3 Enquiries

Egham Leisure Centre (email enquiry)

Lancing College SC (application & constitution submitted, constitution not yet approved)

Sussex Sharks (application & constitution submitted, constitution not yet approved)

InSynch – Milton Keynes Synchronised Swimming Club

15.4 Transfers

None

15.5 Change of Name

None

- | | | | |
|-----|--|----------|------|
| 16. | Correspondence | RFP | 2025 |
| | Correspondence - E Lyne | Enclosed | |
| | Deaf Swimming Article – Swim England | | |
| | Water Polo Funding – Swim England | | |
| 17. | Swim England Senior Leadership Update August & September | RFP | 2030 |
| | | Enclosed | |
| 18. | Swim England Board Meeting Minutes | RFP | 2035 |
| | <i>To review minutes of the Swim England Board Meeting 11 Sept 2018</i> | Enclosed | |
| 19. | Swim England Sports Operation Committee Minutes | RFP | 2040 |
| | <i>To review the minutes of the Swim England SOC Meeting 10 Sept 2018</i> | Enclosed | |
| 20. | Swim England Chairman's Meeting Notes – Confidential | JD | 2045 |
| | <i>To review notes of the Swim England Chairman's Meeting 25 Sept 2018</i> | Enclosed | |
| 21. | AOB | RFP | 2050 |
| | <i>24 hours notice required</i> | | |
| 22. | Date of Next Meeting | RFP | 2055 |
| | Sunday 25 November, 10am, Holiday Inn Guildford | | |

Agenda

Annual meetings of the Amateur Swimming Association and the Amateur Swimming Association (Swim England) Limited

Time and date: 2.30pm on 13 October 2018
Venue: DoubleTree by Hilton Coventry Hotel

1. **Welcome and Introductions by the President**
2. **Apologies**
3. **Presentation by Jane Nickerson, Chief Executive Officer, including Q&A**

Annual Meeting of the Council of the Amateur Swimming Association

4. **Governance**
 - 4.1 Approval of the minutes of the previous Annual Meeting of the Council.
 - 4.2 Approval of the 2017-18 Annual Report.
 - 4.3 To adopt Consolidated Group Accounts of the Amateur Swimming Association.
 - 4.4 To note the report of the Swim England representatives of British Swimming Limited.

Annual General Meeting of the Amateur Swimming Association (Swim England) Limited

5. **Governance**
 - 5.1 Approval of Company Regulations.
6. **Elections and Appointments**
 - 6.1 Approval of Terms of Office:

Mike Farrar	Five years
Neil Booth	Five years
 - 6.2 Appointment of Judicial Commissioner.
 - 6.3 Election of Members to the Judicial Appointments Panel 2018-19.
 - 6.4 Notification of Appointments made by the Judicial Appointments Panel.
 - 6.5 Reconfirmation of Swim England Representative as Director of British Swimming Limited:

Keith Ashton	November 2020
--------------	---------------

- 6.6 Re-appointment of Swim England Representative as Director of British Swimming Limited:
Alex Kelham November 2022
- 6.7 Appointment of Swim England Representative as Director of British Swimming Limited:
Jane Nickerson To replace Ray Gordon who is time barred
November 2022
- 6.8 Appointment of Members to the Swim England Qualifications Board (previously Awarding Body Board):
TBC
- 6.9 Appointment of Auditors.
7. **Dates and venues for the Annual General Meeting of the Amateur Swimming Association (Swim England) Limited**
- 7.1 2019: 12 October, central venue to be confirmed
- 7.2 2020: 10 October, central venue to be confirmed
8. **Presidential appointments for 2018-19**
- 8.1 President Elizabeth Sykes
- 8.2 Vice President East Region to nominate
9. **Close of meeting**

The formal proceedings of the Annual Meetings will be followed by an informal open mic session.

Council Day Programme

Saturday 13 October 2018

9am	Speaker Rehearsal with Ali Clowes
9.45am – 10am	Refreshments
10am	Welcome and Introductions - Jane M Nickerson
10.05am – 10.45am	Keynote Speaker: Freya Anderson, Grant Robins and George Wood
10.45am	Jane M Nickerson to close and then all to move to workshops

Breakout Seminars

Delegates can choose two from four seminars to attend, details below, with each being ran at the following times:

- 11am – 12pm
- 12.15pm – 1.15pm

Seminar Title	Description	Facilitator
Swim England Annual Accounts	An opportunity to ask questions on the annual accounts or other financial matters.	Brian Havill (Chief Financial Officer)
Disputes and Discipline	Following on from the well-received session last year, another opportunity to identify and understand the best practice application of Internal Club Dispute Procedures and learn more about the structure of Swim England's judicial system.	Neil Booth (Board member and Chair of Sport Operations Committee)
Insight	An overview of the Sport specific research we have undertaken, what we would like to do in partnership with the Regions in the future and what other research Swim England can support.	Damian Stevenson (Insight and Partnerships Director) and George Wood (Sport Development Director)
Data Protection	Practical advice for delegates on current data protection regulations, with the opportunity to ask questions in this area.	Paula Tighe (Information Governance Partner, Wright Hassall) with Richard Barnes (Director of Legal)

1.15pm – 2.30pm


Lunch

2.30pm – 4pm

Annual meetings of the Amateur Swimming Association and the Amateur Swimming Association (Swim England) Limited

- Welcome
- Presentation by the Chief Executive Officer (including Q&A)
- Annual meeting of the Council of the Amateur Swimming Association
- AGM of the Amateur Swimming Association (Swim England) Limited
- Inauguration of the new President

4pm	Close of the formal AGM of the Amateur Swimming Association (Swim England) Limited
4pm – 4.30pm	Open Mic Session
4.30pm	Regional Delegate photos – where requested
6.45pm – 7.30pm	Pre-dinner drinks reception
7.30pm – 12am	Gala Dinner



Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Monday 10 September 2018 at Guildford
Spectrum Leisure Centre

Present:	John Davies (JD)	Vice Chairman
	George Adamson (GA)	Board Member
	Jim Boucher (JB)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member

Also in attendance (non-voting):

Eileen Adams (EA)	President
Jenny Gray (JG)	Vice President
Bryony Gibbs (BG)	Regional Office Manager

123 Apologies

Apologies had been received from:

Ivan Horsfall Turner (IHT)
Carys Jones (CJ)
Alan Lewis (AL)
William Long (WL)
Roger Penfold (RFP)

JD, Vice Chairman, was in the Chair as RFP was unable to attend.

Congratulations were recorded to JB on his appointment to the Swim England Sports Operation Committee. JB will be stepping down from his role as an RMB Member.

GS will also be stepping down from the RMB and as Board Member Responsible for Finance.

124 Minutes of the Meeting held on 10 July 2018

The minutes of the meeting were approved as an accurate record subject to the following correction:

115 Data Protection to be reworded - 'No update was available'

Action: BG

125 Matters Arising

108 – Annual Report is available on the website and a limited number of printed copies will be available at the Annual Council Meeting.

109 – On agenda.

110 – BG to action.

111 – The nomination for RV Hedger was submitted to Swim England.

112 – Reading Facilities. The letter from the Region has not been sent yet however a report has been sent from Swim England Facilities.

114 – On agenda

Landscape sheet

1 – Assets ongoing.

4 – Constitutions. There is now an updated model constitution available. It is not believed that this has been circulated to clubs. JD confirmed that the clubs group is expected to put together a toolbox to help with implementing these changes however this is not currently available.

6 – BG to chase Sian Breen.

7 – Communications. This item is complete and can be removed.

8 – Volunteering Sub Group. Members of the group will attend the Volunteer workshop at the ACM which will go through the Swim England strategy.

9 – Jon Glenn has been sent details of the RMB meeting dates however no response has been received.

11 – Club Internal Disputes – SR is progressing

12 – Club Insurance – no further information has been received from RG.

13 – Development Morning – on agenda. CL has not heard from RG.

14 – Facilities – already discussed.

126 Annual Council Meeting

Regional Rule Changes

D – In Article 6.3, delete reference to Sport Governing Board and substitute. It was noted that there was no information on what this should be substituted with at this time. On the ACM agenda this has been indicated as *to be confirmed*. It was suggested that this could be amended to 'designated Swim England Body'.

Questions of which notice has been given

No questions had been received.

To consider any issues arising from the agenda for the ACM

No issues were raised.

Action: RFP

127 Regional Operation Plans

An email from Jon Keating and document template were circulated ahead of the meeting along with a plan by JD on who should deal with the different elements involved. The Development Group produced a strategy document last year which covers 2017-2021. The RCDOs have then liaised with the Disciplines to produce plans which follow on from the strategy document. The RCDOs propose to link this reporting template to the strategy document and the action plans. This will allow the Region to give Swim England a clear view of the work that is being done within the Region. This approach was agreed by the Board.

BD noted that Flickr and Instagram could be added to the Marketing & Communications section.

128 Employment Matters

CJ was not present however JD provided an update. A meeting had taken place with HR from Freedom Leisure and Swim England, JD, HM and KJ. This was to look at the agreed TUPE transfer to move the RCDO's employment from Freedom Leisure to Swim England. Swim England are putting together draft terms & conditions for the Region to approve.

129 2017 Volunteer Satisfaction Survey Results

Results of the survey have been to the Volunteer Sub Group. BD will report at the next meeting.

Action: BD

130 Data Protection

No update available.

Action: BG/WL

131 Affiliations & Resignations

New Affiliations

West End Therapeutic SC
Gerrards Cross Taper Tigers SC

Enquiries

Stowe School – RFP to check constitution
Egham Leisure Centre
Lancing College SC – Constitution being checked
Sussex Sharks

Transfers

SwimExcell Esher has closed and all members have been transferred to Elmbridge Phoenix SC.

Action: BG

132 Correspondence

Keith Barber – will be retiring as Open Water Manager as of February 2019. The Board expressed their thanks for work that Keith has put in as Open Water Manager and developing Open Water in the Region.

David Gentles – Crystal Palace National Sports Centre Consultation. RGP reported that this has been covered on the news, the views on those outside of London do not appear to be being considered.

Jane Nickerson – GDPR Communication. The communication was noted.

Brian Havill – ASA/Swim England Council Meeting and Annual General Meeting of the Members' Forum. It was noted that there were enough Regional delegates for the Members Forum / ACM.

Swim England – National Swimming Performance Centres Unveiled. There are two centres within the Region, Guildford and Wycombe.

Swim England – UK Sport Funding Consultation. This item was noted.

Swim England – Tim Hollingsworth new Sport England Chief Executive. This item was noted.

Swim England – Updated Employment and Consultancy Contract Templates for Clubs. It was noted that clubs need to sign up for a login to access and download these documents.

133 Swim England Senior Leadership Update June & July

JB had raised with Swim England some inaccuracies in the reports on the British Masters which took place in Plymouth. The numbers had been overstated and the event reported as successful however there was no mention in the feedback of the issue surrounding the 800m start time being changed by 2 hours due to low numbers which had caused problems. JB had received a response from the Events team and the points made had been addressed.

134 Swim England Board Meeting Minutes

The minutes of the meeting were noted.

135 AOB

BD advised that K2 Crawley will be changing from Freedom Leisure to Everyone Active in November. They have guaranteed the existing bookings so this will not impact the Masters competition. The council have said they will invest money into the timing pads.

CL proposed a vote of thanks to JB and GS for their time of the Board. GS has served as a Board Member since 2009 and as Board Member Responsible for Finance since March 2014. JB has been a Board Member since 2013.

136 Date of Next Meeting

Annual Council Meeting Saturday 15 September, Holiday Inn Guildford.

The next meeting of the RMB will be on Tuesday 09 October, 7pm at Guildford Spectrum.

The meeting was closed at 20.25

AGENDA ITEM 5

MATTERS ARISING FROM RMB MEETINGS

Updated as at 02 October 2018

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	ASA's 150th Anniversary RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.	13.07.17 Min 257	RFP	
3	APPG for Swimming A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
4	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
5	Review of the Region's Strategy 2017-2021 It was agreed that operating plans would be produced to support the strategy with some KPIs to so that performance can be measured. The RCDOs will take a lead and liaise with the Discipline Managers.	26.11.17 Min 318	HM / KJ / BD	<i>In Progress</i>
6	Mike Farrar RMB Attendance RFP to invite Mike Farrar to attend a future RMB Meeting	16.01.18 Min 13	RFP	<i>In Progress – BG chased 11.09.18</i>
7	Volunteering Sub Group At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG, SH and ML and that the discipline managers would also be involved. BD has been in contact with the Insight team regarding the Volunteer Survey timing. It was confirmed their survey will conclude at the end of March so the Regional Survey will go out around 4-6 weeks after this. BD is meeting with the Insight team to discuss what they would like us to gather and what information they already have that the Region can use.	18.02.18 Min 31	WL, BD, HM, KJ, RG, SH & ML	
8	Regional Buddy System RFP to invite Jon Glenn to the July Board Meeting	11.06.18 Min 85	RFP	<i>Complete – JG to attend November meeting</i>
9	Constitution In future the papers for the ACM meeting will also be sent electronically however there may be a need to change the constitution to state that these will be sent electronically.	11.06.18 Min 87	RFP/BG	<i>In Progress – discussed at ACM 15/09/2018</i>
10	Club Internal Disputes It was agreed that SR would put together a clear flowchart to show the	11.06.18 Min 90	SR	<i>In Progress</i>

	process that should be followed for different issues and where clubs can obtain guidance.			
11	<p>Club Insurance</p> <p>Following some concerns raised by clubs it was agreed that RG would call Hiscox (Swim England's Insurance Provider) as it had been noted that their conditions state if a clubs payroll is greater than £50k they must notify the insurance company. It was agreed that RG would clarify, and if this is the case information would go in the next Regional newsletter to ensure clubs are aware. It was also queried if this would only apply to employees or would include those that are self-employed as well.</p>	10.07.18 Min 105	RG	
12	<p>ACM Development Morning</p> <p>At the last ACM Development Morning there was a talk from Club Matters which included information on Charity Status. As a follow on from this, RG asked if speakers could be included to discuss the pros and cons of such arrangements. It was agreed this could be included in the incorporation talk. RG to put CL in touch with the relevant contacts.</p>	10.07.18 Min 105	RG	<i>Complete</i>
13	<p>Facilities - RG50</p> <p>Reading has been an excellent centre for many areas of swimming. They have had problems over the last few years with provision of pool time and due to this the clubs in Reading have put together RG50 and are trying to gain support. It was agreed that a letter of support will be written by JD as Vice Chairman. A letter will also be written from the Region to Swim England requesting their support.</p>	10.07.18 Min 112	JD	
14	<p>Cancellation of events</p> <p>BD had produced a report looking at contingency plans for events, arising from the experience with the coaches' seminar on the Swim England Pathway Programme at Leatherhead, earlier this year. The report was circulated ahead of the meeting. The report proposed that there needed to be a key decision maker for each event and clear lines of communication, should there be any changes to arrangements.</p> <p>Following discussion it was agreed that any urgent communications for events should be posted on Twitter. Confirmation emails that are sent out in the lead up to events will advise attendees to check the Twitter feed to ensure that there are no changes to arrangements before they leave home. Any decisions should be made by the local organiser.</p>	10.07.18 Min 110	BG	<i>In Progress</i>
15	<p>Regional Operation Plans</p> <p>An email from Jon Keating and document template were circulated ahead of the meeting along with a plan by JD on who should deal with the</p>	10.09.18 Min 127	HM / KJ	

	different elements involved. The Development Group produced a strategy document last year which covers 2017-2021. The RCDOs have then liaised with the Disciplines to produce plans which follow on from the strategy document. The RCDOs propose to link this reporting template to the strategy document and the action plans. This will allow the Region to give Swim England a clear view of the work that is being done within the Region. This approach was agreed by the Board.			
16	2017 Volunteer Satisfaction Survey Results Results of the survey have been to the Volunteer Sub Group. BD will report at the next meeting.	10.09.18 Min 129	BD	<i>On Agenda</i>

Updated 02/10/2018 BG

\SWIM ENGLAND SOUTH EAST
REGIONAL MANAGEMENT BOARD

9 OCTOBER 2018

APPOINTMENTS

PURPOSE OF REPORT

To enable the Board to make a number of appointments.

PROPOSED ACTION

The Board is asked to DECIDE

- 1 That [insert name] is appointed as Vice-Chairman of the Board for the period to [insert date].
- 2 That [insert name] is appointed as Board Member responsible for Finance for the period to [insert date].
- 3 That William Long is appointed as member of the Board for the period ending at the Annual Council Meeting in 2021.
- 4 That applications are invited for the appointment of a Board member, vice Jim Boucher, for the period ending at the Annual Council Meeting in 2019.
- 5 That Ben McDonald is appointed as Water Polo Manager.
- 6 Whether to continue the regime of appointing liaison members for each discipline, and, if so, MAKE those appointments for the ensuing year (or longer if felt appropriate).
- 7 The membership of the Communications, Disability & Inclusion, Finance and Staffing Groups for the ensuing year.
- 8 The Board representatives on the Development Group for the ensuing year.

SUPPORTING INFORMATION

- 1 The Board first appointed John Davies as Vice-Chairman in October 2016, and reappointed him to the office in May 2018, to serve until the Annual Council Meeting this year, when his then term of office as a Board Member expired.

- 2 The Board is, therefore, asked to appoint a Board Member as Vice-Chairman, and decide the period of office of the appointee. In this connection, the Chairman's present term of office runs to 2022, ie after the term of office of any present Board member has expired.
- 3 The Region's Constitution requires, at paragraph 13.1.2, that the Board "appoints one of its members as the person responsible for the oversight of the financial matters of the Region". The Board first appointed Gary Shields to the office of Board Member responsible for Finance in April 2014, and reappointed him most recently in May 2018, to serve until the Annual Council Meeting, when his then term of office as a Board Member expired. Members will know that Gary did not seek re-election as a Board Member.
- 4 Accordingly, the Board is requested to appoint one of its number to the office. A job description for the role, devised at the time of the creation of the Region, is attached as Appendix 1.
- 5 Members will recall that only 3 valid nominations were received by the relevant date for election as Board Member. As a result, those persons were elected at the Annual Council meeting, and Council authorised the Board to fill the vacancy for a member. As was mentioned at the Council meeting, an otherwise valid nomination was received in respect of William Long after the due date. It is proposed that the Board appoint William to fill the vacancy.
- 6 Jim Boucher resigned as a member of the Board last month, on his appointment as a member of the Swim England Sport Operation Committee. The Board is asked to initiate the process for the appointment of a successor, to serve until the Annual Council Meeting in September 2019, when Jim was due to retire by rotation. A copy of a job description for Board Member is attached as Appendix 2. It is suggested that this forms the basis for a call for applications, with a closing date of 19 November 2018, so that the Board could make an appointment at its meeting proposed for 25 November.
- 7 The Constitution provides that the "Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation".
- 8 The Board has previously decided to appoint managers for the disciplines, on the recommendation of the disciplines concerned, and to leave the managers to arrange such support mechanisms, eg committees, as are deemed appropriate for the disciplines concerned. The managers customarily join the Board for 2 meetings each year.
- 9 For information, the present managers are:

Disability Swimming - Sue Barker

Diving - Frank Clewlow/Emma West
Masters - Geoff Stokes
Open Water - Keith Barber
Swimming Competitions - Mike Lambert
Synchro - Di Hughes
Water Polo - was Trevor Jones.

The Water Polo Group proposes Ben McDonald as Water Polo Manager. The Board is requested to endorse his appointment.

- 10 For the record, swimming development matters are covered by the Development Group.
- 11 It has been the Board's previous practice to appoint members to act as liaison between the Board and the disciplines. In many instances, the Board has consciously selected non-matching Members, ie a person who is not necessarily identified with the discipline concerned.
- 12 The present appointees are:

Disability Swimming - Roger Prior
Diving - Alan Lewis
Masters - Jim Boucher
Open Water - Ivan Horsfall-Turner
Swimming - Carys Jones
Synchro - Roger Penfold
Water Polo - Chris Lee
- 13 The Board is asked whether it wishes to continue the practice of liaison personnel, and, if so, to make appointments for the ensuing year (or longer period, if that is deemed appropriate).
- 14 Members will recall that the Board has previously appointed 4 functional sub-groups - for communications, disability & inclusion, finance and staffing - and has also established a Development Group. In addition, there is a Governance Review Group and a Volunteer Succession Planning Sub-Committee, which have been established on a "task and finish" basis. The members of the Governance Review Group are William Long, and Shelley Robinson. It is in abeyance, for the time being, following the changes to Swim England's governance structures. The Succession Planning Sub-Committee comprises Brian deVal, Susan Harrison and William Long, supported by the Club Development Officers, the discipline managers and Mike Lambert.
- 15 The Board last reviewed, and amended, the terms of reference for the Finance Group in 2014. The terms of reference for the Disability & Inclusion and Staffing Groups were established earlier this year. The present members of those groups are:

Communications - Brian Deval, Carys Jones, Chris Lee, Shelley Robinson.

Disability & Inclusion - Chris Lee: Jim Boucher and Gary Shields used to be members

Finance - John Davies, Stuart Fillingham (not a Board member), Roger Penfold, Roger Prior: Jim Boucher and Gary Shields used to be members.

Staffing - Eileen Adams (not a Board member), Ivan Horsfall-Turner, Carys Jones, Roger Penfold

- 16 The Board is asked to make appointments to the groups for the ensuing year.
- 17 The Board reviewed, and amended, the terms of reference of the Development Group in 2015. The present members of the Group are John Davies, Ivan Horsfall-Turner, Alan Lewis, William Long and Roger Prior.
- 18 Again, the Board is invited to make appointments to the Group for the ensuing year.

RFP

07.10.18

ASA South East Region

JOB DESCRIPTION: BOARD MEMBER WITH RESPONSIBILITY FOR FINANCE

Job Title	Board Member with Responsibility for Finance
Responsible To	Regional Council
Role Purpose	To oversee the financial matters of the Region in addition to the role of a Board Member
Key Roles	<ul style="list-style-type: none"> ◆ To be responsible for the oversight of the of the financial matters of the Region <p style="margin-left: 40px;">in addition to those of a Board Member</p>
Competencies And Experiences Required	<ul style="list-style-type: none"> ◆ Financial acumen and ◆ Experience of financial planning monitoring and reporting <p style="margin-left: 40px;">in addition to those of a Board Member</p>
Likely Commitment:	<ul style="list-style-type: none"> ◆ 1 hours per week (averaged over the year) <p style="margin-left: 40px;">in addition to those of a Board Member</p>
Benefits Of Position:	<ul style="list-style-type: none"> ◆ Opportunity to make a major contribution to the successful development of swimming within the Region

ASA South East Region

JOB DESCRIPTION: BOARD MEMBER

Job Title	Board Member
Responsible To	Regional Council
Role Purpose	To manage, as a member of the Board, the affairs of the Region as defined in the Constitution.
Key Roles	<ul style="list-style-type: none"> ◆ carry out a fair share of the duties of the Board through Board Meetings and other arrangements ◆ have oversight of the production of the Region's Plans and their implementation ◆ monitor and evaluate the work of the staff and/or office holders ◆ have general superintendence of the work of the sub-bodies and any other persons appointed to specific tasks within the Region ◆ have general superintendence of the work of the Sub-Regions
Competencies And Experiences Required	<ul style="list-style-type: none"> ◆ Knowledge of swimming ◆ Knowledge of good business practices ◆ Understanding of Corporate Responsibility ◆ Of high integrity and reliable ◆ Good communicator ◆ Approachable ◆ Team player
Likely Commitment:	◆ 6 hours per week (averaged over the year)
Benefits Of Position:	<ul style="list-style-type: none"> ◆ Opportunity to make a major contribution to the successful development of swimming within the Region ◆ Opportunities meet and work with many people connected with sport, health activities, regional and local authorities.

Our ref: KM/ 0131/JudiAdmin

1st October 2018

Dear Mr Penfold,

Re: Judicial Appointments Panel

I write with regard to the constituency of the ASA Judicial Appointments Panel (“JAP”), which is due to be reported at Council in October 2018.

The ASA JAP is made up of one representative per Region in accordance with ASA Constitutional Regulation 72.1.1. Your current regional JAP member for the South is follows:

Edward Lyne – South East

The full criteria for members of the JAP is set out in the ASA Handbook under ASA Constitutional Regulation 72.

In advance of Council, I am writing to each Region in order to confirm the name of their nominated representative from that date.

Accordingly, I would be grateful if you could advise in writing whether Edward Lyne and is nominated by your Region for another year. Should this not be the case, I would be grateful if your Region could nominate another representative and duly forward his/her details.

In either event, I would be grateful if you would respond by return to email – kerry.moss@swimming.org by close of business on the **9th October 2018**.

I look forward to hearing from you.

Yours sincerely

Kerry Moss
Judicial Office Manager
The Office of Judicial Administration

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 01 October 2018 12:00
To: bryony.gibbs@southeastswimming.org
Subject: Swim England Open Water Working Party
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Flag Status: Flagged

Dear all

It is the intention of the Swimming Management Group to set up an informal discussion group to look at all aspects of competitive Open Water Swimming in England.

The Chair has therefore asked me to invite you to nominate one suitable person to represent your Region on that group.

Please could you let me have the name and contact details of your nominated individual by Friday 19th October.

Many thanks

Helen Akers
Swimming Management Group Administrator

M 07813 998 519

E helen.akers@swimming.org



Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



The Amateur Swimming Association (Swim England) Ltd. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571.

Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913.

All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF.

SWIM ENGLAND SOUTH EAST REGION CONSTITUTION

In this constitution:

- *the words “Swim England” mean the Amateur Swimming Association (Swim England) Ltd;*
- *the word “Region” shall mean the Swim England South East Region;*
- *the letters “ASFGB” shall mean British Swimming (formerly the Amateur Swimming Federation of Great Britain) and/or its successor;*
- *the word “club”, unless the context indicates differently, includes any body, association or organisation affiliated to the Region;*
- *words importing the masculine gender shall include the feminine;*
- *words of the plural number shall include the singular and words of the singular number shall include the plural.*

1 Name

The name of the Region shall be “Swim England South East Region” and this formal name shall appear on all official correspondence, although the Regional Management Board may approve a different “trading” name.

2 Composition

- 2.1** The Region shall comprise the clubs, associations, organisations and bodies (the “clubs”) affiliated to the Region in accordance with the criteria set by Swim England, and the members of those clubs.
- 2.2** The Region shall be defined geographically as the ceremonial counties (as defined in the Lieutenancy legislation) of Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex and the Crown Dependencies of the Channel Islands.
- 2.3** The status of the organisation (Swim England South East Region) shall be an unincorporated association operating as a voluntary body to achieve the aims as laid out in this constitution.

3 Objectives

- 3.1** The objectives of the Region shall be to:
 - 3.1.1** carry out the aims and objectives of the Swim England;
 - 3.1.2** obey and enforce the laws, rules, resolutions and rulings of Swim England;
 - 3.1.3** strive to deliver the vision adopted by the Region from time to time.

4 Responsibilities of the Region

- 4.1.** The responsibilities of the Region shall include, but not be limited to:
- 4.1.1.** produce, maintain and implement such plans based on strategic criteria set by Swim England and in such form as Swim England may from time to time require;
 - 4.1.2.** administer such procedures as Swim England and the Region shall decide from time to time to establish and maintain Sub-Regions forming part of the governance, administration and delivery of the sport within the Region;
 - 4.1.3.** administer the procedures for clubs, to affiliate to the Region and to the Sub-Regions which form part of the Region, including any necessary fee collection;
 - 4.1.4.** administer the procedures for associations, bodies and organisations to affiliate to the Region, including any necessary fee collection and the allocation, as appropriate, to Sub-Regions;
 - 4.1.5.** administer such procedures as Swim England shall decide from time to time to enable individual club members to be members of Swim England.

5 Responsibilities of Sub-Regions

5.1. The responsibilities of the Sub-Region shall include, but not be limited to, the following

5.1.1. General

5.1.1.1. Each Sub-Region shall:

- 5.1.1.1.1.** be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region;
- 5.1.1.1.2.** observe the laws, judicial and technical rules of the Association and ensure that they are observed within its jurisdiction;
- 5.1.1.1.3.** follow the resolutions and rulings of the Swim England Board and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within its jurisdiction;
- 5.1.1.1.4.** be accountable to the Region for the proper discharge of its functions.

5.1.2. Administration and Finance

5.1.2.1. Each Sub-Region shall:

- 5.1.2.1.1.** determine the uses to which its funds are allocated within the strategic criteria set by the Region;
- 5.1.2.1.2.** set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Region;
- 5.1.2.1.3.** set up and implement a Development Plan based on the strategic criteria set by the Region;
- 5.1.2.1.4.** have the authority to set a Sub-Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;

5.1.3. Accountability

5.1.3.1. Each Sub-Region shall

- 5.1.3.1.1.** from time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for approval;
- 5.1.3.1.2.** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
- 5.1.3.1.3.** report to the Regional Management Board, in such a form as it may from time to time require, on its:
 - 5.1.3.1.3.1** activities and any issues arising therefrom;
 - 5.1.3.1.3.2** financial statements;
 - 5.1.3.1.3.3** performance against its Development Plan.

5.1.4 Liaison with Sub-Regions

- 5.1.4.1** The Regional Management Board shall be responsible for ensuring appropriate liaison between the Region and its Sub-Regions in respect of the Business and Development Plans of Sub-Regions.

6. Affiliation and Resignation

- 6.1** A club applying to the Region for affiliation must submit its application to the person designated by the Regional Management Board. In deciding whether to grant affiliation the Region must consider the application against the national criteria approved by a body nominated by Swim England.
- 6.2** A grant of affiliation to the Region for a club shall include allocation to a Sub-Region operating within the Region, when appropriate. A fee for this may be included as part of the Regional affiliation fee.
- 6.3** If an application for affiliation is refused there shall be a right of appeal to a body nominated by Swim England whose decision shall be final and binding on all parties.
- 6.4** A club wishing to resign from the Region shall give notice in writing to that effect before January 1st to the person designated by the Regional Management Board or it will be held liable for its affiliation fee for the current year.

7. Fees

- 7.1.** Each affiliated club shall pay to the Region (or to the Swim England depending on the arrangements in place) an annual fee made up of all or part of the following components:
 - 7.1.1.** Swim England membership fees set by the Swim England for each individual club member;
 - 7.1.2.** a Regional affiliation fee set by the Regional Management Board; different fees may be set for different types of club, including a zero rate;
 - 7.1.3.** a Sub-Regional affiliation fee which may be set by the Sub-Region and notified to the Regional Management Board before 31 July;
- 7.2.** The annual Regional fee :
 - 7.2.1.** shall be fixed by the Regional Management Board before 31 July;
 - 7.2.2.** may be waived in specific cases at the discretion of the Regional Management

Board.

7.2.3. A club not having made its return of club membership and paid its liabilities to the Region, Swim England and its Sub-Region by March 31st shall be suspended from affiliation with immediate effect until such time as those liabilities are discharged or until May 1st whichever is the earlier. Any club not having paid its liabilities by May 1st shall be deemed to have resigned.

8. Government

8.1 The Regional Council

8.1.1 Only persons who are members of the Swim England shall be eligible to be members of the Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of the Council provided that he has been appointed by the organisation he represents under its own rules.

8.1.2 Membership shall include at least one representative from each Sub-Region and affiliated club, for which that club pays affiliation fees based on its membership.

8.1.3 Clubs shall be entitled to one, two or three delegates based on their numbers of members on the last annual membership return, in accordance with following scale:

8.1.3.1 one from each club having up to 50 members;

8.1.3.2 two from each club having between 51 and 200 members;

8.1.3.3 three from clubs having more than 200 members.

8.1.4 The following post holders shall be Members of the Council – President, Vice-President, Chairman of the Management Board and Members of the Regional Management Board.

8.1.5 Office holders, if not otherwise members of the Council, shall be entitled to attend meetings of the Council and may speak at the invitation of the Chairman.

8.2 The Management Board

8.2.1 Only persons who are members of clubs affiliated to the Region shall be eligible to be voting members of the Management Board.

8.2.2 Voting membership shall be 12 persons elected by the Regional Council.

8.2.3 In addition, a voting Chairman shall be appointed by the Regional Management Board members from nominations received from the Region's clubs; who shall hold office for four years and shall not be re-appointed for more than two consecutive terms of office; and who shall be subject to removal from office at any time provided that three quarters of the members of the Regional Management Board are in favour.

8.2.4 The Management Board members shall have a term of office of three years with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election as appropriate.

8.2.5 Any vacancy that occurs shall be filled by a majority decision of the remaining members of the Regional Management Board for the remainder of the term, subject to the agreement of Council at its next meeting.

8.2.6 The Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.

9 Officers

9.1 The Officers of the Region shall be the Chairman of the Regional Management Board, the Member of the Regional Management Board responsible for finance and one other member of the Regional Management Board appointed at its first meeting after the Annual Council Meeting.

10 Finance

10.1 Money

10.1.1 The Region's monies shall be held in such bank accounts and/or investments as approved from time to time by the Regional Management Board.

10.1.2 The Regional Management Board may, at its own discretion, borrow money for the purposes of the Region up to such limits on borrowing as may be laid down from time to time by the Annual Council Meeting.

10.1.3 When so borrowing, the Regional Management Board is empowered to create a charge over the assets of the Region, if any such security is required.

10.1.4 The Region's financial year shall end on March 31st.

10.1.5 The Region shall be a not for profit organisation and the income and the property of the Region shall be applied solely towards the promotion of the Objectives. Except as detailed in Clause 10.5 (Dissolution) none of the income or property of the Region may be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit.

10.2 Indemnity

10.2.1 Every member of the Regional Management Board, employee, servant and agent of the Region shall be indemnified by the Region and it shall be the duty of the Region to pay all costs, losses and expenses which any such person may properly incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties.

10.3 Expenses

10.3.1 Members of the Regional Management Board and of any sub-body appointed by the Regional Management Board or any person duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region at rates decided by the Regional Management Board.

10.4 Property

10.4.1 The Region may purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so:

10.4.1.1 Any property of the Region, other than cash at the bank, must be vested in not more than 4 Custodians. They must deal with the property as directed by resolution of the Regional Management Board and entry in the minutes shall be conclusive evidence of such a resolution;

10.4.1.2 The Custodians shall be elected at a Council Meeting and shall hold office until death or resignation unless removed by a resolution passed at a Council Meeting;

10.4.1.3 The Custodians shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the

discharge of their duties.

10.5 Dissolution

10.5.1 A resolution to dissolve the Region shall only be proposed at a Council Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote.

10.5.2 If upon the winding up or dissolution of the Region there remains after the satisfaction of all its debts and liabilities any property whatsoever and:

10.5.2.1 if the Region has benefited from mutual trading the same shall be distributed among the affiliated clubs in such proportions as the clubs may mutually agree;

10.5.2.2 if the Region has not benefited from mutual trading the same shall be transferred to any successor body, organisation or association or in default of such a body to the Amateur Swimming Association (Swim England) Ltd.

11 Powers and Responsibilities of the Council

11.1 The powers of the Regional Council shall include, but not be limited to,

11.1.1 oversee the work of the Regional Management Board;

11.1.2 receive reports and accounts from the Regional Management Board;

11.1.3 receive and consider the accounts for the previous year, submitted by the Regional Management Board, together with the report on the accounts by the independent examiner (or auditors, as appropriate);

11.1.4 appoint a special committee to consider and report on any matter. The Council must determine the number of members and decide the terms of reference.

11.2 The Regional Council shall:

11.2.1 discuss any relevant matter but shall only pass resolutions on matters which appear on the agenda for its meetings;

11.2.2 elect persons to such posts as the Region may from time to time require to carry out its business or to delegate any or all of these to the Regional Management Board. These posts shall include, but not be limited to, a President, President-Elect [or Vice-President], Members of the Regional Management Board, Swim England Members' Forum Representatives (the President and the Chairman of the Regional Management Board shall automatically be appointed as Members of the Swim England Members' Forum), delegates to ASA Council (*to be deleted when it ceases to exist Sept 2018*); and appoint custodians of the Region's property and examiners of accounts (or auditors, as appropriate),

11.2.3 endorse such appointments as are recommended from time to time by the Regional Management Board.

11.3 The responsibilities of the Regional Council shall include, but not be limited to,

11.3.1 approve, by a two thirds majority of those voting, any proposed changes to the Regional Rules, subject to the condition that any changes which refer to the mandatory elements of this standard constitution be approved by Swim England before coming into operation;

11.3.2 abide by the standing orders set out in these Rules;

11.3.3 keep full and accurate minutes of its meetings.

11.4 The Regional Council shall:

11.4.1 hold an Annual Meeting in September/October, giving notice of the date, venue and agenda to affiliated clubs and members of the Council at least 14 days prior to the meeting;

11.4.2 hold a Special Meeting within 30 days of a request from the Regional Management Board or from a duly accredited officer of at least 20 different affiliated clubs giving notice of the date, venue and agenda to affiliated clubs and members of the Council at least 14 days prior to the meeting.

12 Standing Orders for Council

12.1 The procedures for meetings of the Regional Council shall include, but not be limited to, the following provisions:

12.1.1 Chairman

12.1.1.1 The Chairman at all meetings of the Council must be the Chairman of the Regional Management Board if he is present. In his absence the meeting must elect a chairman. The chairman must be given:

12.1.1.1.1 unlimited authority upon every question of order and must be, for the purpose of such meeting, the sole interpreter of the rules governing the Council;

12.1.1.1.2 the right to vote on every motion. In the event of an equality of votes, he must have the casting vote.

12.1.2 Motions

12.1.2.1 A proposal for consideration by the Regional Council at its Annual Meeting, which does not embody a proposal to change a Regional Rule, may be submitted:

12.1.2.1.1 by the Regional Management Board; or

12.1.2.1.2 by a sub-regional body, a club affiliated to the Region or a member of Council in which case it must be received by the person designated by the Regional Management Board not later than 28 days immediately preceding the Annual Council Meeting;

12.1.2.1.3 Proposals in accordance with this section shall be sent to the clubs and bodies entitled to be represented at Council not less than 14 days before the Annual Council Meeting.

12.1.2.2 A motion of which due notice has not been given shall not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to Regional Rules.

12.2 Annual Report and Minutes

12.2.1 The Annual Report to Swim England from the Region shall be presented at the Annual Council Meeting.

12.2.2 Questions on the minutes of the Regional Management Board or sub-bodies appointed by it or by the Council shall normally refer only to those for the Regional year last past as defined in these Rules. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the Regional year provided that:

12.2.2.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and

12.2.2.2 the minutes have been approved by the Regional Management Board; and

12.2.2.3 a specific question seeking further clarification or information is asked; or

12.2.2.4 a proposal has been made under these rules relating to those minutes.

12.2.3 A member of the Council or an affiliated club or body to the Region that wishes to question or have discussed any item in the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report, the Financial Statements or any minute of the Regional Management Board or sub-body, shall indicate his intention by giving notice to the person designated by the Regional Management Board no later than 28 days prior to the Annual Council Meeting.

12.2.4 Approval of the report other than those items where due notice has been given of a desire to amend, add or reject, shall be proposed en bloc by the Chairman and put to the vote without debate.

12.2.5 The Regional Chairman may send to a member of Council a written answer to a question posed in accordance with Rule 12.2.3, in which case the member may, at his discretion, withdraw the question and the item in the report may be dealt with as if the question had not been put. The Chairman may, at his discretion, or on request, disclose the contents of the written answer for the information of the members of Council.

12.3 Procedures at Council Meetings

12.3.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Regional Management Board shall be proposed by a member of that Management Board while those which emanate from a sub-body of the Region must be proposed by the nominee of that sub-body. If the nominee is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the nominee shall be allowed to speak in support of the resolution.

12.3.2 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.

12.3.3 Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.

12.3.4 A proposal to change the Regional Rules shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a Regional Rule or otherwise, shall require a simple majority of those members voting.

12.3.5 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of validated agenda. Voting on elections shall be by secret ballot. Proxy voting shall not be permitted. A member of the Council shall have

only one vote irrespective of the number of clubs he represents or the positions which he holds.

12.3.6 The quorum at a Council meeting shall be 25 authorised delegates.

12.3.7 The Council meeting shall be open to the public but, except as provided in Regional Rules, or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may, at any time, decide to exclude the public.

12.4 Changes to Regional Rules

12.4.1 Any proposal to change a Regional Rule may only be considered at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The Council shall consider and decide only the principle and intention of the proposal. The Regional Management Board shall draft the wording of the changes to the Rules to implement the principles and intentions approved by Council.

12.4.2 A proposal to change a Regional Rule shall only be considered at the Annual Council Meeting if it has been distributed with the Annual Report, except as provided in this Rule 12.4.2, and has been:

12.4.2.1 made by the Regional Management Board at a meeting before 31 July and appears in the minutes of that meeting; or

12.4.2.2 made by a sub-body appointed by the Council or the Regional Management Board and appears in the minutes of that sub-body which have been approved by the Regional Management Board before 31 July; or

12.4.2.3 made by a club, affiliated to the Region or sub-regional body and has reached the person designated by the Regional Management Board by 31 July; or

12.4.2.4 made as a matter of urgency, approved by the Regional Management Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two-thirds of the delegates voting.

12.4.3 A proposal to change a Regional Rule may only be considered at a Special Council Meeting if it has been:

12.4.3.1 included in the resolution or request for the meeting;

12.4.3.2 referred to the Regional Management Board, unless emanating from it. The Regional Management Board shall indicate its support or opposition and may propose amendments which shall be included on the agenda of the Council Meeting.

12.4.4 Every proposal to change a Regional Rule and/or amendment to it, shall be proposed and seconded separately and shall be open for discussion by any delegate with or without prior indication of intent.

12.4.5 An amendment to any proposal to change a Regional Rule may be proposed by any member of Council, supported by another member as a seconder, and must reach the person designated by the Regional Management Board fourteen days prior to an Annual Council Meeting or twenty one days prior to a Special Council Meeting, as the case may be.

- 12.4.6** A schedule of all such amendments shall be sent to the clubs, and sub-regional bodies entitled to be represented at Council at least seven days before the Council Meeting at which they are to be considered.
- 12.4.7** Regional Rule changes approved by the Regional Council shall become effective on a date agreed at the Council Meeting. If any addition, alteration or rescission of Swim England Law causes a Regional Rule to conflict with it, the Management Board must immediately cause the Regional Rules to conform to it.
- 12.4.8** Re-numbering of Regional Rules and any consequential alterations shall be at the discretion of the person designated by the Regional Management Board subject to the approval of the Regional Management Board.

13 Powers and responsibilities of the Regional Management Board

- 13.1** The responsibilities of the Regional Management Board shall include but not be limited to :
- 13.1.1** appoint a chairman (see section on Government) in the appropriate year, that appointment to take effect from 1 April in the year in question;
 - 13.1.2** appoint one of its members as the person responsible for the oversight of the financial matters of the Region.
 - 13.1.3** set the annual affiliation fee in line with the budget;
 - 13.1.4** ensure that full and accurate minutes of its meetings are kept and make these available to members of Council, affiliated clubs and sub-regional bodies;
 - 13.1.5** be accountable to the Regional Council and report to it at such times and in such a form as it may require;
 - 13.1.6** appoint any office holders not elected by the Council;
 - 13.1.7** determine the strategies of the Region within the overall policies and plans agreed by the Council;
 - 13.1.8** carry out any specific duty laid upon it by the Council;
 - 13.1.9** have day to day management of the affairs of the Region including the oversight of the production of the Region's Plans for the approval of Council, and their implementation thereafter;
 - 13.1.10** to submit to the Annual Council Meeting accounts of the Region for the previous year.
- 13.2** The powers of the Regional Management Board shall include but not be limited to :
- 13.2.1** determine who shall be the authorised signatories of the Region's financial accounts;
 - 13.2.2** appoint and/or remove, or delegate the appointment of, paid or unpaid persons as staff or post holders, in so far that the action is contractually or legally possible;
 - 13.2.3** monitor and evaluate the work of the staff and/or office holders;
 - 13.2.4** have general superintendence of the work of the sub-bodies and any other persons appointed to specific tasks within the Region. (including the production of full and accurate minutes of their meetings and/or other activities);
 - 13.2.5** have general superintendence of the work of the Sub-Regions;

13.2.6 contract for services and products other than those covered by staff employed directly or indirectly by Swim England.

13.2.7 determine any proposals to be submitted to ASA Council (*to be deleted when this ceases to exist – Sept 2018*) by a two-thirds majority of those attending and voting at a Board meeting

14 Standing Orders for the Regional Management Board

14.1 Chairman

14.1.1 The Chairman at all meetings shall be the Chairman of the Regional Management Board if he is present, able and willing to act. In his absence, inability or unwillingness the meeting shall elect a Chairman. The Chairman shall be given:

14.1.1.1 unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the rules governing the Board;

14.1.1.2 the right to vote on every motion. In the event of an equality of votes, he shall have the casting vote.

14.1.2 Procedures at Regional Management Board Meetings

14.1.2.1 The confirmation of the minutes of the previous meeting shall be considered as the first substantive item on the agenda.

14.1.2.2 Reports from any sources shall only be considered if they have been circulated with the agenda. Other reports may be considered if the Chairman and the members of the Board agree by a two thirds majority that it will not prejudice the good governance of the Region to do so.

14.1.2.3 Every motion shall be proposed and seconded.

14.1.2.4 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of a proposal under discussion.

14.1.2.5 All proposals, including amendments to proposals shall require a simple majority of those members voting unless otherwise specified in these rules.

14.1.2.6 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of hands. Proxy voting shall not be permitted.

14.1.2.7 The quorum at meetings shall be 7 voting members of the Board.

14.1.3 Other matters relating to Regional Board Meetings

14.1.3.1 There shall be at least 6 meetings of the Regional Management Board each year.

14.1.3.2 The agenda for meetings, including all reports to be considered, shall be sent to Members at least 7 days in advance of the meeting

15 Elections

15.1 Nominations for electable offices shall be submitted to the person designated by the Regional Management Board by 31 July.

15.2 Any Member of an affiliated club may be nominated for electable office.

15.3 Where there are the requisite number of candidates or fewer, those candidates are automatically elected, unopposed.

16 President and Vice-President

16.1 The role of the President shall be to represent the Region.

16.2 Nominations for President may be made by any club.

16.3 The Regional Management Board shall review nominations for the office of President and make recommendations thereon to the Council at the time of election.

16.4 Election of the President shall normally take place one year ahead of their presidential year and the President Elect shall act as Vice-President for that year.

16.5 The President and President Elect (Vice-President)

16.5.1 shall be sent the agenda for meetings of the Regional Management Board;

16.5.2 shall have the right to attend the meetings of the Regional Management Board;
and

16.5.3 may speak, but not vote, at meetings of the Regional Management Board, by virtue of those offices.

Swim England South East – Regional Management Board Dates 2018/19

Date	Location	Meeting
Sunday 25 th November 2018	Holiday Inn Guildford	Regional Management Board & Discipline Managers
Monday 14 th January 2019		Regional Management Board
Sunday 24 th February 2019		Regional Management Board, Discipline Managers
Thursday 21 st March 2019		Regional Management Board
Thursday 9 th May 2019		Regional Management Board
Wednesday 12 th June 2019		Regional Management Board
Tuesday 9 th July 2019		Regional Management Board
Monday 9 th September 2019		Regional Management Board
Saturday 14 th September 2019		Annual Council Meeting
Tuesday 8 th October 2019		Regional Management Board
Sunday 24 th November 2019		Regional Management Board & Discipline Managers

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 28 September 2018 00:29
To: bryony.gibbs@southeastswimming.org
Subject: Board meeting - 09.10.18

Bryony

Please add these points from Eddie Lyne to the correspondence at the next meeting.

Thanks

Roger (FP)

Sent from my iPad

2. I note your email of 23.9.2016 [note 2016] ... < As to the assets' list, its compilation has been a long process. We have a presentable draft which we are currently looking at. Once approved, I will ask Bryony to let you and the other custodians have copies.> Despite one or two follow up emails between you and I the Trustees [Custodians/] have had no response on the above. Yet further I make an assumption that Sue Green has not had a response to her email considering the recovery of the Region's assets [namely 'trophies not returned in 2017' – how do we stand in 2018/]. I do not consider a polite but nevertheless 'vague' promise that ... <I raised the issue of the swimming trophies at the Board meeting yesterday. Discipline managers were present, and Mike Lambert assured the Board that the Swimming Group had the matter under control. The Board did not press the matter further [i.e. your email 27.11.17]> to be an adequate final response. I readily see that I should withdraw this last observation if Sue Green has had an adequate reply [but I would be surprised since all the earlier correspondence on this subject was copied to each Trustee/Custodian.]
3. As our JAP member, a new issue - I have promised the ASA Judicial organisation that I will at least raise within the SESE the subject of appointments to the Judicial Panels. I understand that there is no commitment from the SE for the Region to submit nominations but I have advised them that in my Region [every Region in my opinion] that the Regional Board would be the best source to identify suitable persons from the local swimming fraternity who might be approached. Consequently may I ask that at the next appropriate Board Meeting(s) that you ask if any prospective names might be put forward. I am prepared to take it from there if you wish, both making the initial contact with any named individual and making the necessary introduction to the Judiciary.

Eddie

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 26 September 2018 10:52
To: bryony.gibbs@southeastswimming.org
Subject: Fwd: Deaf Swimming Article

Follow Up Flag: Follow up
Due By: 02 October 2018 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board, county secretaries and Mike Lambert (although, of course, he is a Board Member!).

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Regional Email Service <regional-email@swimmingresults.org>
Date: 26 September 2018 at 08:59:30 BST
To: rogerpenfold@btinternet.com
Subject: Deaf Swimming Article
Reply-To: Sian Breen <sian.breen@swimming.org>

Email sent on behalf of George Wood – Sport Development Director

Dear Regional Chairs,

As requested during the regional chairs meeting, please find below the article regarding secondary strobes for deaf swimmers that will be posted on the Swim England website on Friday.

Kind regards

George

Secondary Strobes for deaf swimmers

An exciting plan to ensure more deaf swimmers can take part in competitive races on equal terms has been drawn up by Swim England.

By September 2020, all licensed meets using Automated Officiating Equipment will be required to provide a secondary strobe light.

The strobe flashes to signal the start of a race but, currently, not every pool has access to this vital piece of equipment.

Now, following consultations with UK Deaf Sport, the Swim England Swimming Management Group has agreed to meet the challenge head on.

George Wood, Swim England sport development director, said: "We are committed to make sure that deaf swimmers have equal starts by 2020 and I am really proud that we are taking this step.

"One of the critical challenges in delivering this commitment is the variety of timing systems that exist across the pool stock in England, while the ownership and management of pools varies from place to place which means there are multiple partners to engage with to undertake this task.

“Some of these systems have secondary strobes readily available to purchase whereas for others it is more challenging to acquire effective equipment.

“In order to understand this challenge, we will be conducting an audit into the Automated Officiating Equipment used at facilities and we will look in greater depth at the technical solutions available.

“This project will require collaboration between a range of partners, including ourselves, regions and counties, UK Deaf Sport, meet organisers and venue operators.

“We have set out a timeline to make this proposal a reality and I am looking forward to working with all partners to achieve the aim.”

We have set out our intended timeline to deliver this change below. It should be noted that this timeline is subject to amendment depending on the results of the audit. If we discover that there are insurmountable issues with delivering to this timeline outside of the sport’s control then we will not let this affect the provision of competitions and instead will revise the timeline and communicate this out to the swimming community.

- From 1 January, 2019, all applications for meets at levels 1-3 will have to stipulate in their conditions whether a secondary strobe is available
- From 1 September 2019, all level 1-2 meets must provide a secondary strobe light
- By 1 September 2020, levels 1-3 and those level 4 meets using Automated Officiating Equipment must provide a secondary strobe light.

Piers Martin, executive chair of UK Deaf Sport, added: “UK Deaf Sport’s vision is every deaf person active and inspired by sport and physical activity.

“We are very pleased to be working with Swim England to ensure that swimming, and the swimming talent pathway, is open, accessible and offers a clear and equitable opportunity to all participants.”

Barry Horne, chief executive for Activity Alliance, said: “It is vital that all deaf and disabled people have access to sport and active recreation, whatever level they choose to take part.

“We are delighted to see these planned improvements taking place to ensure more deaf swimmers can take part across the country. Activity Alliance is proud to work with Swim England and UK Deaf Sport to increase opportunities.

“Their support is significant in contributing to meeting our shared determination to challenge perceptions and change the reality of disability, inclusion and sport.”

Siân Breen

Senior Administration Officer

T 01509 640 452

E sian.breen@swimming.org



Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



The Amateur Swimming Association (Swim England) Ltd. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571.

Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913.

All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF



Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 28 September 2018 14:40
To: bryony.gibbs@southeastswimming.org
Subject: Swim England statement on water polo funding - for information
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Due By: 02 October 2018 16:00
Flag Status: Flagged

Hi all

Over the last 24 hours there has been a lot of talk on social media about Water Polo funding. Yesterday afternoon Ian Elliot (Chair of the Water Polo Management Group) posted an open letter on the Water polo England website:

www.waterpoloengland.org/2018/09/27/the-funding-crisis-at-the-heart-of-england-water-polo-ian-elliott-speaks-out/

In response, we have posted some information on the Swim England [water polo hub](#) to clarify the situation.

If you have any water polo queries along this line, please feel free to direct people to this page (rather than posting it on your own websites).

If you have any questions, please come back to me.

Best wishes

Alison

Alison Clowes
Head of Media and Public Affairs

T 01509 640 229

M 07919 548039

E alison.clowes@swimming.org



Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



The Amateur Swimming Association (Swim England) Ltd. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571. Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913. All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF.

Swim England Senior Leadership Update August 2018

Clubs

- Development of the **Swimming Officials Training Programme** is taking shape, with the Learning Solutions team working on the product from this month onwards. Mark Davies and Helen Whittle are supporting to ensure that the correct content is included.
- We say goodbye to **Esther Hill** in September who is leaving her role as CDO for the London Region. We would like to thank Esther for her hard work and dedication to the clubs team having worked for ASA/Swim England since 2012. We wish Esther the best of luck in her new ventures. Interviews for the CDO role will take place on 11 September.

Commercial and Marketing

- On **19 September** our **12-week competition celebrating #LearnToSwim launches** across our social media accounts. We are giving away a year of swimming lessons to ten children, using social media to generate conversations with parents about the importance of swimming.
- **#LoveSwimming wave three launches on 8 October**. Target audience is females 16-40 years with swimming positioned as an **escape** from the pressures of everyday modern life, with a particular focus on anxiety. Filming takes place on 10 Sept and Mind has confirmed its support. 1Life has signed-up to the campaign, taking the number of partners to 12.
- The **Sep-Oct issue of Swimming Times** is available. The team is developing a number of subscription offers for members and stakeholders which will be launched soon.
- The **Swim England Annual Report** was delivered to stakeholders; if team members would like a copy please contact Ali C or download via www.swimming.org/swimengland/annual-reports
- Collateral for the **Start Water Polo and Start Synchronised Swimming programmes** has been created (including digital artwork for posters, banners, social media channels) for the volunteering team and will be distributed in September.
- **National Summer Meet live stream** views were 12 per cent up on 2017.

England Talent

- **Para-swimming:** A new Forum has been set up in the South West consisting of clubs, county and management board reps.
 - We have identified Para-swimmers for the talent programme and invites will be going out to athletes in early September.
 - Our programmed swimmers performed well at the Swim England National Summer Meet. Out of 174 swims, 96 made finals, 88 PBs set, overall improvement from heat to final of 73%.
- **Swimming:** At the recent European Junior Championships, all medallists bar one came through the England Talent system.
 - 350 swimmers have been selected for phase 1 and phase 2 talent camps, representing 155 clubs. Camps begin mid-September and conclude just before Christmas.
 - Over 30 coaches applied for this year's Coach 2024 programme, the process of selection is currently being undertaken.
- **Water Polo:** National Academy took place at Millfield school with 180 players aged 12 -19 taking part in: four hours of polo each day; physio assessment; land conditioning; 100%me; nutrition; lifestyle workshops. This was supported by 35 members of volunteer staff.
 - GB u19 Men are presently competing at the European Water Polo Championships having qualified in May to compete with the top 16 European Countries. They have played three games losing to Russia, Netherlands and Serbia, phase 2 will be even more competitive.

Health and Wellbeing

- **Grant Applications:** We have submitted an application to the London Marathon Charitable Trust for an inclusion project supporting pool access systems for 20 pools across the UK. We have also been working with Arthritis Research UK to develop and submit an application to the DCMS Loneliness Fund to support people with Arthritis into aquatic activity.
- **Good Boost:** We ran a session in Southampton to enable sites within our Health Model trial to see the Good Boost system in action. It highlighted how the technology can be used to create tailored programmes of aquatic activity and was well received by partners. Another session is being planned for September in the Midlands.
- **Arthritis webinar:** A second webinar was held on 28 August to highlight how to provide a good quality customer experience to people with arthritis who wish to swim or learn to swim.
- **DCMS:** We met with DCMS to update them on the progress of the health model and discuss potential opportunities for supporting their forthcoming Loneliness Strategy with the work done by our Health and Wellbeing team.

Insight

- **Aquatic Workforce Survey:** Results of this survey have been circulated to stakeholders across the organisation. Approximately 1,900 people responded, including teachers (34%), teaching assistants (4%), coaches (15%), support roles (22%), officials (12%) and other aquatic roles. This equates to sampling approximately 7% of the total workforce. For more information please contact the Insight team.
- **Evaluation plan:** We have shared our evaluation plan for the Sport Strategy outcomes with Sport England. This involves a detailed analysis of the contribution of swimming to the outcomes at a national level from our Swimming Tracker, and at a local level evaluating our Health Model intervention.

Institute of Swimming

- A pilot for a **trainee teacher academy** was launched, providing an end-to-end service for potential new swimming teacher and employers. The team is working with two partners in Trafford and London. Over 200 applicants have currently applied. The pilot will conclude late December/early January. See www.swimming.org/ios/news for more info.
- Number of learners trained during July and August exceeded 2017 by 200 heads.
- Piloted our **blended level 2 teacher qualification** which offers a mix of online and face-to-face training. Contact days have reduced from nine to five with 20 hours online learning.
- Appointed a **business development manager**, reporting to the Managing Director of the IoS. The BDM will be tasked with working with key national accounts, developing and monitoring KPI's and seeking out new opportunities and initiatives.
- We will be holding an education training day with the **British Dyslexia Association** to support our staff tutors when they are working with Learners with additional educational needs.

Learn to Swim

- **Big School Swim (12-16 Nov):** Coverage secured on Fun Kids digital radio station to and Pop Jam (Instagram and owned channels) to encourage registration. This is a new avenue for us and will be tracked for ROI. Loughborough video agency Affixius Films have created a 90 second 'story' animation to support schools. This can be free to schools and operators and will be used on our social media channels.
- **Webinars:** These continue to be popular with over 400 bookings in total. Webinars have included: Pre School Framework, Adult Learn to Swim Framework, Learn to Swim Framework, Rookie Lifeguard (RLSS), Arthritis and Swimming (Arthritis UK), Mental Health Awareness in Swimming (MIND).
- **Roadshows:** 10 Swim School mornings have been booked in the lead up to the conference, to give Swim England updates and encourage more Swim Schools to sign up.
- **Resources:** The new Learn to Swim Pre-School Activity pack has been signed off and sent to print, so we expect this to be back on sale in the early autumn.

People Development

During August the team:

- Recruited for nine roles, processing 229 applications. 37 casual workers were engaged and we sent out seven contracts for services.
- Launched the Data Protection refresher training; organised more training around mental health first aid and management; began analysis of training needs from appraisals.
- Continued providing support for Badminton England and quoted for other external companies.
- Finalised and submitted the **Equality Advanced Standard application**. Preparation for the site visit and panel dates in September and October.

Strategic Partnerships

- **Manchester City Council and Greater Manchester:** Considerable progress has been made to establish the right level of engagement and partnership within both organisations. A plan of action has been established with both partners which includes: MCCI Aquatic Strategy, Greater Manchester swim summit and involvement with the Local Delivery Pilot, reviewing the School Swimming offer for Greater Manchester.
- **Partnership Portfolio:** We have reviewed the way we work with our partners and increased this to 4 Tiers. We have defined our 'rules of engagement' to provide appropriate level support in an efficient and effective manner. The tiers are defined as follows:
 - Tier 1: 12 partners (no change) - National Operators
 - Tier 2: 38 partners (+ 17 partners) - Local Authorities and Trusts
 - Tier 3: 41 partners (+13 partners) - Networks, Local Aquatic Networks and non-traditional partners
 - Tier 4: 63 partners (+63 partners) - Swim England customers, purchasers of awards and workforce therefore important to us, to ensure we keep market share and revenue

Swim England Educator Training

- Applications are open for the second **teaching swimming tutor training programme** of 2018. Applications close on 14 September.
- Educator training has gone **international!** Sarah Green and Fiona Flynn have delivered a tutor training programme for an aquatics company in Dubai, including two days delivering the face-to-face training elements to 10 new trainees in 42 degree heat.
- If you haven't done so already please read the **Inside Angle article in this month's Swimming Times** which promotes our tutor training programme and the important role that educators play in getting more people swimming.
- The **Swimming Coaching Certificates** have now been reviewed and include the logos 'delivered by Institute of Swimming' and 'endorsed by FINA'.

Swim Safe

- Swim Safe 2018 is drawing to a close, with the last session on 9 Sept. The window for expressions of interests from potential partners is open until 30 September.

Volunteering and Pathways

- Recruitment for a **Volunteering and Pathways Coordinator** has begun.
- The **Youth Panel** has met and provided feedback on two specific areas and recruitment for new members of the Panel has started.
- A meeting of **European Masters Federations** has been held at Lake Bled to encourage better communication.
- Funding for the first **university synchronised swimming project** has been released.

Please contact sian.breen@swimming.org with any enquiries and for further details.

Amateur Swimming Association (Swim England) Limited Board Minutes

11 September 2018

SportPark, Loughborough

Present:

Mike Farrar (Chair)
Keith Ashton
Neil Booth
David Flack
Caroline Green
Sarah Gregory

Brian Havill
Ian Mackenzie
Jane Nickerson
Sue Smith
Ali Breadon – Items 1-8 & 14

Officers in attendance:

Richard Barnes - Director of Legal and Company Secretary
Siân Breen - Senior Administration Officer
Mike Thompson - Chief Commercial & Marketing Officer (Item 11 only)
Ekaterina Boyd – Head of Events (Item 11 only)

Min
No:

1. **Welcome**
2. **Apologies**
None
3. **Declarations of interest**
Mike Farrar – Board Management systems
4. **Minutes of Group Board of ASA and Board of ASA (Swim England) Limited meeting held 2 July 2018**
The Minutes were agreed as an accurate record of the meeting.
5. **Review of actions arising from the meeting held on 2 July 2018**
Min 9.1: It was noted that all members of the Board would participate in podcast sessions with the Head of Media and Public Affairs.

Min16: Action Outstanding – carried forward: Jon Glenn to provide information on the frequency of quality checks on CPD presenters.

6. Confirmation of decisions made by e-mail

6.1 Water Polo – funding

The agreement had been communicated to Water Polo and it was noted that this was accepted.

6.2 Health and Wellbeing – underwriting

It was re-iterated that the underwriting would only be required if Sport England opted not to approve funding.

Both funding decisions were formally agreed by the Board.

7. Chairman's report

The Chairman introduced his report, stressing the importance of remembering the positive work undertaken by the Board.

Challenge to the efficiency of Board processes was recognised and the Chair outlined a potential solution in the use of a Board Management system he was aware of. The CEO provided financial information from research conducted into this system and the Board were asked whether they saw merit in using such software. Benefits and potential for cheaper options were discussed. It was noted that saving on staff numbers would not be expected.

Action: JMN to liaise with the Head of IT regarding Office 365.

There was agreement that a system to facilitate better corporate memory would be welcomed but initially the Board needed to clearly identify the processes requiring improvement. Consequently the matter would be kept under review and further investigation of an administration system would take place as required.

It was noted that Jack Buckner, British Swimming CEO, would be invited to the December Board meeting or a future meeting if unavailable in December.

8. CEO's report

Further detail was provided on the following items:

- Curriculum Swimming and Water Safety Report: the Minister for Children and Families, Nadhim Zahawi, will be presenting on the report at the Swim Summit. A video will be prepared which will be used if he is unable to attend at the last minute. All Board members are invited to attend. Work on a proposal regarding the use of shipping containers as temporary pools is ongoing, aimed to help alleviate water deprivation.
- Commonwealth Games 2022: areas for athlete preparation and the call room during Games mode are likely to be in tents outside the facility.
- SportPark: in order to undertake a valuation, building stock in the area had to be reviewed over the past 10 years due to lack of recent sales. The next conversation to take place with the University was discussed and it was agreed that a further paper would be required to enable the Board to make an informed decision on the route this should take. It was agreed the CEO should liaise with Caroline Green on this matter.

Action: CEO to liaise with Caroline Green before resubmitting a proposal to the board.

The CEO informed the Board that a Judicial Commissioner had been appointed, pending approval at the AGM.

9. CFO's Report

9.1 Summary of management accounts for July 2018

The reasons for the below budget profits of IoS and Swim England Trading were highlighted and it was noted that all subsidiaries were under pressure.

9.2 **Budgeting and long term financial planning**

Amended dates were provided on the budget timetable.

It was noted that there were no major tax implications with regard to the fixed asset of SportPark and the loan being in the accounts of the old unincorporated entity.

The Chair asked the Board to consider the time period attributed to a long-term financial plan, along with the factors that would affect this, including government funding, membership income and the cost base. There was discussion around this, including the best method for projection based on trends. The need to undertake product development in response to increased competition was highlighted, along with the potential to generate income by charging for products and expertise that are currently being provided for free. Inclusion of the whole structure of the organisation was essential to ensure effective planning. It was agreed the matter would be further considered at the December Board meeting following the discussion on the 2019 budget.

10. **Committee reports**

10.1 **Remcom**

The committee proposed a 1% increase to pension contributions, which would ensure Swim England consistently provided a greater percent than the employee. The Board accepted the proposal.

The Board approved the recommendation of Remcom to include a salary increase planning figure of 2% in the overall budget with a meeting of Remcom to take place in late January to consider the salary review.

The Terms of Reference (ToR) for the committee were currently being reviewed and it was expected that these would be presented for approval at the December Board meeting.

Action: JMN to ensure completed ToR prepared.

10.2 **Sport Operations**

Three new members had been recruited to the committee, which was still in the process of bedding in. The last meeting saw a presentation on Volunteering Strategy and the committee recognised the major challenge of converting parents into dedicated, long term volunteers.

An update was given on rules and regulations. By way of background it was noted that the Rules Committee had undertaken a review of ASA Regulations to reflect the new structure of Swim England. Neil Booth and Ian Mackenzie had been given delegated authority by the Board to approve the final wording of the Regulations subject to reporting the changes to the committee for their agreement. The committee agreed that the Regulations were fit for purpose and should be adopted on the same date as the Company Regulations which will be taken to the AGM. Some of the changes were outlined and it was noted that further work would be required in the future to update some of the technical elements. The Board agreed that the updated Regulations should be adopted from 13 October. It was explained that Company Regulations are based on ASA Laws 1 – 20 and will require approval at the AGM.

The committee's focus for the immediate future included the volunteer strategy, enhanced affiliation and ensuring that the discipline groups were delivering the strategy in the appropriate manner. Meetings will be held two weeks prior to Board meetings.

10.3 **Commercial Working Group**

One additional member has been recruited and there is still at least one vacancy. The Board was asked for recommendations and advertising on the Women on Boards network was suggested.

With regards to generating income, the Group wanted to focus on increasing the Membership to include recreational and learn to swim swimmers, as opposed to charging more to existing core members, and felt younger members would be key to this. At the last meeting there was a presentation on sponsorship and it was considered that gaining the appropriate level to offset the activation costs of a deal could be difficult. The CEO agreed that a view would need to be taken on each offer to determine the overall value to the organisation.

The Group requested training to improve understanding of the commercial side of the Charity situation.

Action: BH to investigate training options for the Commercial Working Group.

11. **Continuation of induction process:**

11.1 **Presentation on the work of the Events Team**

The Chief Commercial and Marketing Officer outlined how Swim England events linked specifically to the Leadership and Development of Talent strategic objectives.

The Head of Events underlined the importance of volunteers to the success of her team, who were introduced in the presentation. Event locations were listed, along with the planning time frame that is employed. 2017 Events feedback was considered and the challenge to attracting different groups to spectate was noted. The key focus areas for the team in 2018/19 include presentation/ live streaming, merchandise and volunteers.

The Board asked whether the team could provide events consultancy and it was considered that this could be along the lines of training rather than actual event delivery.

12. **Report on 150th Anniversary Plans**

All actions within the paper were deemed to be achievable within existing budgets and staff time.

Action: SB to update incoming President – Liz Sykes - on plans

13. **Agreement on Harold Fern and Alfred H Turner Awards**

The Board approved the Sport Operations Committee proposed nominees; Tony Ward – Harold Fern and Jean Childs A. H. Turner.

14. **Risk**

Ali Breadon presented a review of the basics of risk and noted that the Board was looking at a very small part of the whole area. The change to risk reporting requirements obliges the Board and the organisation to be very clear on how risk is managed effectively.

The importance of being able to measure and define risk appetite for each of Swim England's risks was highlighted. It was noted that this should be done per risk as creating an overarching measure would be difficult due to the different nature of the risks. Achieving this within Swim England's unusual structure was discussed and it was agreed that there was a balance between the ability to influence and achieve. Measures should be set before any mitigation activity was taken into account, consequently displaying at the highest level.

Further work will be undertaken to formalise the way risk is managed. This would involve the proposal of required updates to the current register, taking into account potential impacts on Swim England Operational teams. It was acknowledged that building a culture where action was taken on the basis of mitigating factors would be an ultimate goal, but there was a balance to ensure the appropriate level of staff input. It was noted that it is impossible to cover all potential risks but that the reserves policy should help protect against unforeseen events.

A workshop will be held on the subject at the January Board meeting.

15. **Dates of meetings to December 2019**

All meetings to begin at 1pm.

Tuesday 11 December

Wednesday 30 January

Tuesday 26 March

Tuesday 21 May

Tuesday 23 July

Tuesday 10 September

Tuesday 10 December

16. **Any other business**

Board members would not be expected to stay over on Friday night prior to the AGM/Council but are welcome to take up accommodation if required. Members were encouraged to attend the morning workshops. During the meetings in the afternoon smart business dress and badges should be worn, with a black tie /lounge suits dress code for the evening meal.

Action: SB to issue day programme to Board Members.

There being no further business the meeting was closed.

Swim England Sport Operations Committee

Minutes of the meeting held 10 September 2018

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present:	Neil Booth Ian Mackenzie Sue Smith Emma Griffin George Wood Damien Stevenson Pippa Jones Alex Harrison	Chairman Board Director Board Director Operations Director Sports Development Director Insight and Partnerships Director Swim England Member Swim England Member
Staff:	Siân Breen Claire Coleman	Senior Administration Officer Head of Volunteering and Pathways (until Agenda item 2.1)

Min No:

1.1

Chairman's welcome

The Chairman welcomed everyone to the meeting and invited all members to introduce themselves.

The composition of the Sport Operations Committee (SOC) was outlined as background to the appointment of three Swim England Members. The Chair highlighted how those recruited were bringing new skills and areas of expertise to the committee. He explained that there were further applicants but on reflection they did not bring new skills or experience to the group therefore, whilst there was still a position, a fourth Swim England member would only be recruited where there was a suitable candidate. The Chair encouraged the committee to propose any Swim England member they thought may be suitable.

1.3

Apologies

James Boucher - Swim England Member
John Hidle - Regional Chairs Representative
Jon Glenn - Learn to Swim & Workforce Director

1.4

Declarations of Interest

It was acknowledged that committee members were likely to know the individuals nominated for the Harold Fern and Alfred Turner Awards.

Ian Mackenzie – National Swimming League

Volunteering Strategy

The Head of Volunteering and Pathways (HVP), in post from March 2018, outlined the numerical data supporting the strategy and the issues related to gathering this. A key focus will be attaining better information on volunteer activity, thus enabling Swim England to target volunteers with specific training recommendations and to express gratitude for their work throughout the year.

Figures from the most recent volunteer survey on the level of support provided by Swim England was discussed and the HVP outlined this as an area where a significant increase in satisfaction can occur. The perception of the links to Swim England in Regional and British Swimming training was noted.

Four areas for achievement prior to 2022 were outlined:

- An opportunity for everyone to contribute to the participation of their child and the sport.
- Clearly defined volunteer pathways from club to senior governance level for those who aspire to develop and contribute to the wider sport.
- An adaptable and accessible educational offering to support the individual's choice to volunteer in a swimming environment.
- A volunteering system which is volunteer led and answers the needs of volunteers and organisations.

The 2019-2022 strategy was introduced and the HVP highlighted that this built on previous models. There was recognition that attitudes to volunteering were changing, with individuals seeking more 'micro-opportunities'.

Five strategic pillars of volunteering were presented and the committee confirmed they were satisfied with the phrasing. Further detail was provided:

- Empowerment: potential push back on the role of volunteer coordinator was discussed and the HVP agreed that a basic Terms of Reference for the position would be useful.
- Recruitment: clarification needed on exactly what being part of Swim England should entail. The role of volunteer coordinator was linked in to this; assisting to place those willing to volunteer.
- Training: CPD training to be created only where clear demand exists. Confirmation was provided that although some training had to remain face to face, there would be online development to reduce time pressure on volunteers.

The HVP acknowledged that the final two pillars were less detailed and would develop once the initial three were realised.

- Retention: methods of gaining information on this were discussed and the committee considered that a log book would be a practical way forward.
- Ownership: it was noted that measuring this area would be very subjective and the HVP welcomed input.

Feedback on the pillars was welcomed and it was agreed that the presentation would be circulated.

ACTION: comments and feedback to be issued to Siân Breen by Friday 5 October.

The committee asked for an understanding of the areas that would be specifically prioritised and questioned whether there would be sufficient resource. The HVP explained that a volunteer coordinator was being recruited and a lot of the work would be undertaken in partnership with other Swim

England departments. It was noted that the ring fenced Sport England funding for volunteering ended a year prior to the strategy period and that spending would be reviewed to ensure effectivity.

Volunteering was agreed as a high risk to the organisation and as such having a joined up strategy is essential. Work should be reviewed after 12 months to determine whether the plan was realistic and qualitative data would be essential to determining what successful would look like. The committee agreed that they were happy with the current work, noting that effective publication and adoption would depend on communication being built in to the entire strategy.

Items for Decision

2.1 Updated rules and regulations of Swim England

The Chair advised the committee that the Board had delegated authority to him and Ian Mackenzie on behalf of SOC to review the Constitutional Regulations (renamed General Regulations). An initial review had already been undertaken by the Rules Committee. A further review was then carried out by the Chair and Ian Mackenzie with the Swim England Director of Legal and they were of the opinion that, although they were not fully complete, the updated regulations were fit for purpose. It was further acknowledged that there would be supplementary removal of items that should not be included in Regulations.

The changes were reviewed with attention specifically drawn to:

- All references to ASA removed
- Regulation numbers subject to change
- Removal of reference to sub-regions
- Due date for affiliated body fee changed to fall in line with membership
- Clearer separation between Judicial and General regulations required
- Register of interests to be maintained both centrally by Swim England and by Regions
- Advertising and television section to reflect FINA rules
- Discipline committees to review relevant sections
- Removal of the restriction upon paid members of Swim England staff from being voting members of committees

The committee agreed that the Regulations were indeed fit for purpose and should be put to the Swim England Board for approval.

It was noted that any changes to the Constitutional Laws (1-20), now called Company Regulations, would be required to be approved at the Annual General Meeting.

2.2 Council – Harold Fern and Alfred H Turner Awards

A ballot was held which resulted in a recommendation being made to the Swim England Board in respect of recipients.

It was agreed that the Certificates would be dated 2018.

Items for Discussion

3.1 Actions arising from 2018 SGB meetings with supporting minutes

The committee agreed that the Chair would take over the redraft of the Policy for the appointment of the Jury of Appeal for National Events.

The Chair informed the committee that the swimwear policy was still under review.

It was noted that a revised Model Constitution for Clubs was released in August.

Future meeting dates were agreed as:

Tuesday 20 November 2018

Tuesday 15 January 2019

Tuesday 12 March 2019

Tuesday 7 May 2019

Tuesday 9 July 2019

Tuesday 27 August 2019

Tuesday 26 November 2019

3.2 **Discipline management committees**

The Chair outlined how Swim England Members of the committee would be required to sit on one of the four discipline management committees (DCMs).

The Chair intends to meet with the Chairs of the DCMs to better understand their vision for their groups.

At the November SOC meeting a clear summary of the responsibilities of the DCMs will be presented along with a discussion on the requirements for the committee members joining these groups. It was noted either the Chair or Ian Mackenzie would be the fourth member to join a DCM.

Items to note

4.1 **Minutes of the meeting held Wednesday 6 June**

The minutes were agreed as an accurate record of the meeting.

4.2 **Minutes of the Swim England Board Meeting held 2 July 2018**

No matters on the minutes were raised.

4.3 **Update on the coaching register**

The Sport Development Director (SDD) updated the meeting on progress and expects to meet the timeline previously agreed by the Sport Governing Board.

5.1 **Any Other Business**

The following agenda items were agreed for the November meeting:

- Stronger affiliation
- Discipline management groups

ACTION: Any requests for further agenda items to be sent to Siân Breen

Swim England Minutes of Regional Chairs Meeting

25th September 2018

Ambassadors Hotel, London

Present:	Mike Farrar	Swim England Chairman
	David Burgham	North West Chair
	John Davies	South East Region Substitute
	David Flack	South West Region Chair
	David Fletcher	London Region Chair
	Alex Harrison	London Region (Invited)
	John Hidle	East Midland Region Chair
	Simon Kirkland	West Midland Region Chair
	Jane M Nickerson	Chief Executive Officer
	David Watson	North East Chair
	Joan Wheeler	East Region Chair
	George Wood	Sport Development Director

Apologies	Roger Penfold	South East Region Chair
	Brian Havill	Chief Financial Officer

**Min
No:**

1. Welcome

1.1 The Chairman welcomed everyone to the meeting and noted the apologies for absence from Roger Penfold (John Davies substituting) and Brian Havill (annual leave.)

1.2 Alex Harrison was welcomed as an invited guest from the London Region.

2. Declarations of interest

2.1 Simon Kirkland advised that his company is working on ClubMark on behalf of Sport England.

3. Annual Council / Annual General Meeting

3.1 The meeting noted the programme for the day.

3.2 There was some feeling that maintaining the October date for future Annual General Meetings should be considered following the change of year end. It was noted some regions are planning to change their year-end. The CEO was asked to look at the timeline for future events, considering the implications of change

4. Annual Report

- 4.1 The meeting discussed the purpose of the Annual Report and stated it is no longer used by regions to facilitate starred questions at the Annual Council Meeting. The meeting recommended that a trial of a revised format for the 2018/19 report is put in place whereby content is uploaded to the website throughout the year to allow for greater content on all areas of the organisation with highlights picked out at the year end. It was also recommended that a printed version should not be produced in 2018/19 with the exception of the Financial report and other information required for statutory purposes.

5. Accountability / Transparency / Visibility

- 5.1 Mike Farrar advised the meeting that he is working to ensure the new board is accountable and visible to the membership. A short video blog was produced following the last board meeting highlighting some of the key topics discussed at the meeting. A video blog of all members is being produced and will be available on the website.
- 5.2 A long-term financial strategy and plan will be produced which will consider possible differences in funding and Swim England priorities. Regional Chairs will be consulted as this develops. The meeting felt that more clarity should be provided to members regarding the use of Sport England funding v Swim England revenues.

Jane Nickerson advised the meeting that a campaign led by the Sport and Recreation Alliance, backed by the major sports, including swimming, is seeking favourable tax positions for sport in the budget. The requests include gift aid on subscriptions. In addition, the sector is working on a campaign leading into the Spending Review to encourage the Government to allocate funding for sport and to reallocate the money raised from the “sugar levy” into sport as initially planned.

6. Governance Update

- 6.1 The meeting noted the document circulated in advance of the meeting showing the current governance structure and committee membership. The general feeling is that things are now “smoother.”

7. GDPR

- 7.1 Some concerns were expressed regarding the inclusion of dates of birth on results. Reminders to be sent to all clubs asking them to check the default setting on meet management settings. It was felt the issue is reducing with licenced meet officers advising clubs when they note dates of birth displayed.
- 7.2 It was noted clubs need constant reminders regarding data protection and GDPR. The information from the Council Workshop will be sent to all clubs following the conclusion of the workshop.

8. 150th Anniversary Celebrations

- 8.1 The meeting noted the paper circulated in advance of the meeting. The Regional Chairs were invited to provide input into the plans and to use the logo at the appropriate time and the events as a marketing tool.

9. Swim England Club Development Group

- 9.1 Some members expressed concern regarding the current terms of reference which do not allow for members of every region to sit on the group. As this has been debated and changed many times, George Wood was asked to liaise with Neil Booth (Chair of the Sport Operations Committee) to review the purpose of the committee and propose terms of reference and membership to match the purpose.

10. Proxy Voting

- 10.1 The meeting noted the information provided in advance of the meeting and were advised the proxy voting form will be available later this week.

11. Regional Club Officers – Engagement with National Officers

- 11.1 Agreed all Regional Club Officers would continue to be invited to quarterly meetings of the Club Officers team with individual arrangements made for regions wishing their officers to attend more frequently. In addition, the regional club officers will be invited to attend the Sport Development team meetings.

12. Regional and County Trading Names

- 12.1 It was noted the preferred format is Swim England xx Region / Swim England xx County. However, this is not mandatory. The CEO was asked to clarify if Counties can now move to this format if they wish as it was felt this had not been made available to all counties as previously planned.

13. Club Constitutions

- 13.1 It was an increasing number of clubs are looking to become charities and there is a need for assistance on ensuring constitutions which meet the requirements of the Charity Commission also contain mandatory elements of the existing club constitution. The CEO was asked to ensure details of these mandatory elements are provided and to also seek information from club which have already become charities to develop a template for use by those now seeking to change. It was noted there are different charity models and this must be taken into consideration.

14. Coaching Register

- 14.1 George Wood explained that the Sport Governing Board had approved a coaching register which is the forerunner to a licensing scheme. This is on track to be live by 31st March 2019. SwimMark will be amended to prevent duplication.

15. Hearing Impaired Swimmers

- 15.1 George Wood provided details on the revised policy regarding the move towards the provision on a secondary strobe light. Both UK Deaf Sport and the Swimming Management Group have approved the changes to the policy.

16. Qualification Window

- 16.1 The meeting expressed concern at the reduced qualification window which appears to have been imposed by the PIG group without consultation with the sport. CEO to ask the Chair of the SOC to look into this to ensure clubs are not disadvantaged.

