

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Monday 14 January 2019 at Guildford Spectrum

Present:	Roger Penfold (RFP)	Chairman
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Mike Farrar (MF)	Chairman of Swim England Board
Bryony Gibbs (BG)	Regional Office Manager

1 Apologies

Apologies had been received from:

George Adamson
Jon Glenn
Jenny Gray
Ivan Horsfall-Turner
Alan Lewis
William Long
Terry Norris
Shelley Robinson

2 Minutes of Meeting held on 25 November 2018

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

Action: BG

3 Matters Arising

160 - Employment Matters – The Board was advised that BG had been recruited into the Team Leader role, with effect from 02.01.19.

165 - Volunteering – will be discussed at the February meeting.

Landscape Sheet

1 – List of Assets – BG has received details of a number of Diving Trophies owned by the Region.

6 – Mike Farrar RMB Attendance – Complete, to be removed

10 – Facilities RG50 – this has progressed and support has been received from Swim England. No action required, to be removed.

11 – Cancellation of events – BD still requires a login for Twitter from HM.

16 – Employment Matters - Job descriptions for all staff have been approved and subsequently graded by Swim England.

18 – Employment Matters – BG appointed as Team Leader. Complete, to be removed.

19 – Incident Reports – Discipline Managers emailed 20.12.18. Completed, to be removed.

4 Mike Farrar – Swim England Chairman

Mike Farrar is the Chairman of Swim England. It was noted that Mike is an independent Chairman, who does not come from a swimming background. Mike discussed some of the work that is being done by Swim England particularly around wellbeing, social inclusion and supporting talent. Funding will be reduced going forward, so there is a need for Swim England is continuing to look at how they can bring in extra revenue. There was some discussion around income and how this is split. Some of the funding that Swim England receives is ring fenced for particular projects including support health and wellbeing. MF expressed how proud particularly he was of the Dementia Friendly Programme.

There was some discussion around Swim England and the new Governance structure, particularly as there was no one from the South East was on the Swim England Board. It was agreed that it was, perhaps, too early to judge the impact. However, it was noted that there have been issues with communications particularly in the case of some of the disciplines. Central information is required much earlier so that plans can be put in place. For example, the dates for the water polo NAGs were only recently received, which prevented the regional discipline group from running a Coaches' Conference, which they needed to ensure did not clash. MF agreed that communications' issues need to be addressed and that he would report back on this.

The size of the Region and the challenges that this brings were discussed at length as there are over 39,000 members and over 200 clubs. For instance, the West and East Midlands combined are still smaller than the South East, but they have one Club Development Officer each.

This also has challenges in terms of Regional Swimming Competitions as there is limited pool stock and a one-size-fits-all approach, as events are mandated but time restrictions are also put in place. The end result has been that there are swimmers in the Region who cannot get into Regional Championships, due to limited capacity, but will be invited to swim at Nationals. This degree of standardisation does not appear to put the swimmers first and could result in swimmers being lost from the sport. MF will take this back to Grant Robins, Head of Talent – Swimming. There are additional challenges in other disciplines where the numbers on talent programmes are limited by Region: a recent example was highlighted in some of the female water polo players, who had won an inter-regional competition, where only 3 could be selected.

The subject of volunteering was also discussed and the challenges with this, particularly in getting younger volunteers involved. MF confirmed that a lot of Regions are working on their own schemes and programmes for recruiting volunteers so some sharing of best practice may be beneficial on this topic. The idea of a central toolbox was discussed to help clubs and volunteers and help make certain requirements easier for them. MF discussed some of the volunteering opportunities that were being explored at a national level.

5 Appointments - Open Water Discipline Manager

Keith Barber will be standing down as Open Water Manager after the February meeting of the Board. Carol and David Butler are the recommendation from the Open Water Group for the position. This recommendation was endorsed by the Board.

Action: BG

6 Regional Annual Council Meeting

RFP had been unable to produce a report for this item but would prepare one for the next meeting. It was noted that the Region has over 12,000 adult members who would be eligible to attend as delegates for their club and that the full quote of delegates would be around 430. Currently the Region requires only 25 delegates to attend the Annual Council Meeting. There is a need to consider how the Region gets more of these members to the meeting? Does the Region need them to attend this meeting?

The Annual Council Meeting is where the membership can hold the executive to account. It was noted that if the Region were to incorporate that there would still need to be an AGM. There would still be a need to elect the various roles and for the accounts and annual report to be approved. It was felt that some of the reasons delegates may not attend could be that obtaining the information from the Club Secretary can be difficult and that people do not feel that they can influence matters. It was noted that most of the information does go on the website and can be pushed out through social media but that certain information does need to go to the secretary. If the awards continue, a note could be added about being a delegate to make people aware of this.

RFP will put together a report for the next meeting.

Action: RFP

7 Regional Operational Plan – Governance

The items under Governance in the Regional Operation Plan were reviewed by the Board.

- **Incorporation at a Regional Level** – It was felt that it may be premature to include this on the plan at this stage. However, this may have been on the template from Swim England. This is something that the Region may consider in the future.
- **Provide model documentation to support the process of incorporation at county and club level** – These models will be provided by Swim England. Need to seek guidance on this, for example a toolbox. Mike Farrar will check this with Jon Keating.
- **Employment transfer of RCDOs to Swim England** – This has been completed.
- **Annual appraisals of Regional employees** – Timeline for this was discussed with Maria Papadopoulos. Will also require input from JD and CJ.
- **Quarterly review of GDPR Compliance** – will continue.
- **Ensure all clubs have up to date constitutions** – For SwimMark clubs this is being completed in line with their SwimMark submission dates. For non SwimMark club this will be completed across the year. It was noted that the changes being implemented are fairly minor for SwimMark clubs who already had model constitutions in place.
- **Support clubs through Stronger affiliation** – This will impact non SwimMark clubs who will need to submit 5/6 elements including Constitution, Safeguarding and Accounts. Looking at having a workshop in each county to go through the requirements. It was noted that there is a toolbox being created for this.
- **To undertake club visits to validate SwimMark accreditation** – Sport England want to ensure that the Club Mark standard is being maintained across all sports. This will involve visits of 10% of SwimMark Clubs. Currently this is being trialed in the West Midlands and has been well received. It was noted that this process needs to be supportive. It was felt that peer review could be a good way to review this. However this is part of the SwimMark accreditation and needs to be dealt with nationally. Mike Farrar will raise this with Jon Keating. However the need was understood in ensuring that the accreditation is meaningful.
- **Provide details of the process of dealing with internal disputes** – this is vital. It was confirmed that details had been added to the Regional website.

All other items listed were ongoing with no immediate actions or amendments required.

Action: BG

8 Network Funding

A paper had been circulated ahead of the meeting. So far for 2018/19 only one network had claimed their funding for this year. Other payments had been made but they were accruals from the previous financial year.

Following discussion it was agreed that the budget for the networks should be reduced for 2019/20 from £18k to £10k. It was also agreed that the networks would be reviewed further at a future meeting, in the coming months.

Action: JD

9 Concession Agreement

It was agreed to offer an extension to the current Concession Agreement. All disciplines will be reminded that they need to seek quotes from Mailsports for kit requirements.

Action: BG

10 Finance

RGP confirmed it was currently unclear where we would be at year end. However, it was unlikely that the Region would reach the deficit budget of £50k.

In terms of the budget for 2019/20, the aim is to have a deficit budget of around £35k. Some of this will be made up by the affiliation fee increase implemented to 2019. The only budget request outstanding was for Synchro. It was noted that large budget increased had been requested by both Water Polo and Diving. Water Polo are currently underspent by 50% of their 2018/19 budget but have requested 30% more for 2019/20.

There was some discussion around whether to review the SEEDs programme. The programme was bought in because there was no Diving Beacon in the Region. However, Beacons were funded for 4 years with the expectation that after this period they would become self-sustaining. It was understood that Diving would like to spend more on other development but currently this budget was going towards the SEEDs programme.

It was confirmed that there was no issue about event entry fees being increased for 2019, if required. Following agreement, at an earlier meeting looking at reducing the amount of cash being handled at events MGL had researched the options around accepting card payments at events. MGL recommended the use of World Pay and had allowed for the purchase of two terminals within the 2019/20 budget request. The income from the door fees had been reduced to accommodate any fees charged by World Pay, although this was understood to be minimal. It was agreed that MGL should proceed.

Action: MGL

11 Employment Matters

No update was necessary, given the information in minute 3.

12 Data Protection

No update was available.

13 Affiliations and Resignations

New Affiliations

Lancing College – Following discussion it was proposed by RFP to approve this application for affiliation. This was agreed unanimously.

Enquiries

Benenden School (Kent) – This enquiry had raised some questions about the template currently used for school constitutions. It had been agreed to proceed with the current template, but that this template should be looked at and advice sought from Swim England Legal.

Oaklands SC Southampton (Hampshire)

Change of Name

The request for Atlantis Amateur SC, to change its name to Atlantis Swimming Club, was agreed. It was noted that clubs are now required to have a geographical reference within their name, although the club had existed prior to this requirement. BG to advise the club that having a geographical reference in their name would be preferable.

Action: BG

14 Correspondence

All items of correspondence were noted.

15 Swim England Senior Leadership Update November & December

The Senior Leadership Updates for November and December were noted.

16 Swim England Board Meeting Minutes

The minutes of the Swim England Board Meeting on 11 December were noted.

17 Swim England Sports Operation Committee Minutes

The minutes of the Swim England Sports Operation Committee on 20 November were noted.

18 Swim England Chairmen's Minutes

Minutes of the Swim England Chairmen's Meeting on 21 November were noted.

19 AOB

League Constitutions - John Davies made the Board aware of a complaint that had been upheld by the Judicial Commissioner against a League in the South East Region. The constitution contained first-claim rules and these were enforced, preventing a swimmer from entering their competition, as they had not entered under the club with whom they held the longest membership. A complaint was raised and the Commissioner ruled in the swimmer's favour. The league have been told that they are required to update their constitution. It was **agreed** that an article should go in the next newsletter advising that associations and leagues should check that their constitutions are up to date and ensure that no old laws are included. JD to put some wording together for BD.

Action: JD / BD

20 Date of Next Meeting

Sunday 24 February, 10am, Holiday Inn Guildford.
The meeting was closed at 21.00

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 14 January 2019 at Guildford Spectrum commencing at 1900

Agenda

- | | | |
|---|---|----------------------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i>
<i>George Adamson</i>
<i>Jenny Gray</i>
<i>Ivan Horsfall-Turner</i>
<i>Alan Lewis</i>
<i>William Long</i>
<i>Terry Norris</i> | RFP 1900 |
| 2. | Minutes of the Meeting held on 25 November 2018
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |
| 4. | Swim England Membership Proposal
Presentation by Jon Glenn
Items for Decision | JGI 1915 |
| 5. | Appointments
- <i>Open Water Manager</i> | RFP 1925 |
| 6. | Regional Annual Council Meeting
<i>To discuss future Council Meeting arrangements</i> | RFP 1930 |
| 7. | Regional Operational Plan – Governance | RFP 1945 |
| 8. | Network Funding | JD 1955
Enclosed |
| 9. | Concession Agreement
<i>To decide if the agreement due to expire on 28/02/19 should be extended or if this should go out to tender.</i> | BD 2000 |
| Items for Discussion / Information | | |
| 10. | Finance Update & Budget 2018/19
<i>To review the current position and preliminary budget discussion</i> | RGP 2005 |
| 11. | Employment Matters | CJ 2015 |
| 12. | Data Protection | WL 2020 |
| 13. | Affiliations & Resignations
13.1 New Affiliations
<i>Lancing College (deferred from Nov meeting)</i>
13.2 Resignations
<i>None</i>
13.3 Enquiries
<i>Benenden School (Kent)</i>
<i>Oaklands SC Southampton (Hampshire)</i>
13.4 Transfers
<i>None</i>
13.5 Change of Name
<i>Atlantis Amateur SC to Atlantis Swimming Club</i> | RFP 2025 |
| 14. | Correspondence | RFP 2030 |

	Coaching and Teaching Register – Swim England		Enclosed
	Regional Meets / ACM – B Havill		
	Swimming Times – Swim England		
	New Booking Website – Institute of Swimming		
	Swim England and Everyone Active Partnership – Swim England		
15.	Swim England Senior Leadership Update November & December	RFP	2035
		Enclosed	
16.	Swim England Board Meeting Minutes	RFP	2040
	<i>To review minutes of the Swim England Board Meeting 11 Dec 2018</i>	Enclosed	
17.	Swim England Sports Operation Committee Minutes	RFP	2045
	<i>To review the minutes of the Swim England SOC Meeting 20 Nov 2018</i>	Enclosed	
18.	Swim England Chairman’s Meeting Minutes	JD	2050
	<i>To review notes of the Swim England Chairman’s Meeting 21 Nov 2018</i>	Enclosed	
19.	AOB	RFP	2055
	<i>24 hours notice required</i>		
20.	Date of Next Meeting	RFP	2100
	Sunday 24 February, 10am, Holiday Inn Guildford		

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Sunday 25 November 2018 at Holiday Inn
Guildford

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall Turner (IHT)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Jenny Gray (JG)	President
Terry Norris (TN)	Vice President
Keith Barber (KB)	Open Water Manager
Sue Barker (SB)	Disability Manager
Rosa Gallop (RG)	Swim England Club Development Officer
Bryony Gibbs (BG)	Regional Office Manager
Jon Glenn (JGL)	Learn to Swim & Workforce Director, Swim England
Susan Harrison (SH)	Volunteer Sub Group
Andy Hewat (AH)	Diving Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (GS)	Masters Manager

156 Apologies

Apologies had been received from:

Di Hughes
Carys Jones
Ben McDonald

The Chairman welcomed all attendees to the meeting. The Discipline Managers were thanked for their attendance as was Susan Harrison as part of the Volunteer Sub-Group.

Jon Glenn had been appointed by Swim England as the Region's Buddy so was also welcomed to his first Regional Meeting.

157 Minutes of Meeting held on 09 October 2018

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

Action: BG

158 Matters Arising

139 - Swim England Annual Council Meeting

The items listed were raised by delegates at the meeting. It was noted that, on the issue of the Safeguarding Report, the Annual Report may not be an appropriate place for this to go but that a separate report will be produced: Jane Nickerson is looking into this.

151 – Correspondence – Regional Assets

RFP has received trophies which are no longer awarded from Sue Green: they would be put into the Region's storage unit.

Landscape Sheet

6 – Mike Farrar RMB Attendance – attending January meeting

All completed items to be removed.

Action: BG

159 Appointments

Diving Discipline Manager

The Diving Group recommend Andy Hewat as Diving Manager. The Board endorsed this appointment.

Regional Management Board Member

A total of four applications had been received for the vacant Board position. Following discussion, it was agreed that Sara Todd (Reading SC) would be appointed to fill the vacant position until September 2019.

Action: RFP/BG

160 Employment Matters

The Staffing Sub-Committee met by conference call on 15 November to discuss the Management Structure that had been agreed by the Board. Maria Popadopoulos, Swim England People Development Partner; joined the call in an advisory capacity. A report was circulated ahead of the meeting recommending the following, which recommendations were agreed by the Board;

- That the Region formally thank Freedom Leisure Ltd for employing the Regional Club Development Officers on behalf of the Region, since 01 June 2010.
- A closed recruitment process, limited to the 3 joint employees of Swim England and this Region, for a manager of the Regional Team. The process will be handled by Swim England. An allowance of £1,500 per annum will be paid to the person appointed, in recognition of their supervisory responsibilities.
- The appointed person will be expected to participate on a Institute of Management (ILM) course, leading to the award of a Team Leaders and Supervisor Level 3 qualification.
- The cost of the course is £5,000 per participant, Swim England will subsidise the cost by 50%. Swim England's arrangement with ICS is to pay monthly, over 12 months. Therefore, the cost to the Region would be £208 per month throughout 2019, assuming the trainee starts the course in January. Swim England recommend, and the Sub-Committee agrees, that the trainee be asked to sign a training bond which would tie them to working for Swim England or the Region for 2 years after completing the course or they have pay back some of the money.

Action: RFP

161 Water Polo - Confidential Item

Discipline Managers will be reminded that in the event of any incident volunteers should seek advice from Swim England Judicial or from their Club Welfare Officer. In the case of a complaint, this should be reported to Judicial within 30 days of the incident occurring. Often issues can be resolved without needing to go down this route. Discipline Managers will be reminded that any incident should be recorded at events. HM/KJ use incident logs at events to ensure any incidents are documented, templates can be provided to the Discipline Managers.

Clubs also need to be aware of the regulations in place and who they can go to for help and support. There is information on the Swim England website on dealing with issues - links will also be placed on the Region's website.

Action: BG / BD

A separate issue was raised by HM regarding qualifications and the requirements of SwimMark. Getting Water Polo Coaching courses to run has been a challenge. However, coaches on poolside need to have at least an Assistant Coach (previously level 1) qualification. Usually this would be a Coaching (previously level 2) qualification. However, as currently this course is unavailable for Water Polo, for the purposes of SwimMark, the Assistant Coach qualification is accepted.

JGL confirmed that currently there is no RPL for Water Polo, this is something that will be available in the future, although there are no timescales for this. It is understood there are difficulties with this qualification, as the discipline need to supply the technical elements. Nevertheless, JGL confirmed that they will put these courses on where they are required. There is an Assistant Coach course running in February however this course is full, JGL will check if another coach can be accommodated on this course. JGL will also look into if one of the Regional Coaches could be taken through the qualification on a one to one basis.

Action: JGL

It was noted that the Region want to encourage volunteers to remain within the sport and help support them in obtaining the necessary qualifications in addition to recognising the skills that they bring. It was also noted that there could be insurance implications if coaches do not hold the appropriate qualifications. All activities should be risk assessed and those who are unqualified should not be coaching without another coach on poolside who is qualified.

Action: CL

It was also noted that a polo referees' course arranged had been cancelled by the Swim England Water Polo Management Group due to FINA rule changes coming in. JGL will follow up with George Wood.

Action: JGL

162 Club Officer Update Reports

KJ, HM & RG presented their reports covering the work completed from May 2018- November 2018. No questions were raised by the Board relating to the reports.

GA reported that really positive feedback had been received on the Young Aquatic Volunteer Programme which is organised by HM.

RG advised the Board that Berkshire, Buckinghamshire and Oxfordshire are due to be covered by another [national] Club Officer from the Midlands whilst RG assists with a project in London.

163 Strategy Review 2017-2021 / Operational Plans

HM & KJ presented the Operational Plan that they have been working on. The template is in the format provided by the Swim England Clubs' Team. The aim was to ensure that the Operational Plan linked to the Regional Strategy. This will be split with different tabs for the disciplines, allowing more detail to be included.

Items highlighted in yellow were new actions that might need to take place due to changes or new initiatives from Swim England such as:

- Updating all Club Constitutions. It is hoped this will be completed for SwimMark Clubs by March 2019. After this non-accredited clubs will be contacted.
- There may be a change for SwimMark which will require clubs to have visits, to be confirmed in December.
- "Stronger Affiliation". If this is agreed it will be a priority to run workshops in each county area to explain how this works and what clubs need to do.
- Risk Assessments. These are already on the website for Regional Activities. Nationally they are piloting a Risk Assessment Portal.
- Internal Disputes. Looking at the process of dealing with these. It was noted that there is already information on the Swim England website about how these are dealt with and SR is putting together a flow chart to show the process and where clubs can obtain guidance.
- Team Manager Forum. This is being reintroduced as it is no longer part of the England Talent Programme.
- Regional Swimming Coaches Forum would like to provide a biennial conference from September 2019.
- Para Swimming. Following the meeting which took place between the RCDOs, SB & Carl Cooper a plan is being put in place to support Clubs in running Talent ID days, a one off disability event in Jersey for 10-20 athletes and to provide 3 regional Para Swimming training days.
- Open Water Opportunities. KB noted that all Regional Events are open competitions so there are already opportunities for Open Water Swimmers to take part in more Competitions.
- Support Clubs with Licenced Meets. MGL noted that clubs had worked together to successfully coordinate licence meets this year, within the limited qualification window.

It was noted that items in cream are national to be completed by RG. These do not have budget implications for the Region. RG has been working on Membership Growth and Inclusion with Club Networks and providers, and it was noted that this growth will depend on the funding available from Swim England.

It was noted that this document should also link into the discipline budgets. Any Regional actions should be helping to meet the Region's objectives. If they do not meet an objective then we need to assess we are doing them. BD highlighted that an additional objective around workforce and volunteer development may be required and that a short narrative should be included for each objective.

Inclusion was discussed as there are no specific projects highlighted in the Region for inclusion. JGL confirmed that Swim England are looking at specific projects and hope that the Regions will also embrace these. Nationally there is some working looking at Membership and in particular the decline in Category 1 Membership. JGL to attend the January meeting to present on this.

Action: JGL/BG

Governance will be looked at by the Board at the January Meeting.

Action: BG

HM/KJ will continue to work on the plan and report back at the February meeting.

Action: HM/KJ

164 Finance

RGP had circulated a report ahead of the meeting together with details of the over/under spends to date for the Disciplines. The Development and Central Establishment Budgets had not been submitted in the same format, so contained full year budget figures.

- Membership Income – this looks lower at the moment as there will be 25% of the 2019 fees to be added.
- Licence fees appear under budget, but further meets will be taking place in the next 3 months.
- Swimming Income is higher than budgeted. MGL reported that this was due to the increased revenue from spectator fees, as the Group were unable to increase entry fees.
- Disability Income – lower than budgeted as the October competition had to be cancelled.
- Swimming Competition Expenditure – currently under budget, although the pool hire has not yet been paid for the Winter Championships.
- Swimming Group Meeting Expenses – a number of meetings have been held online which has saved money.
- Water Polo Expenditure – currently under budget. The Water Polo Group reported that they have been unable to plan activities they wanted such as a conference as Swim England have been unable to produce dates for competitions.
- SwimMark Networks – currently way under budget. RG reported that she has been chasing the networks to submit their invoices, and will continue to do so. It was confirmed that in order to be paid the funding, networks need to submit an up to date training analysis, regional report and an invoice made out to the Region.
- Distance Meet Support – Two applications have been received but the funding has not yet been paid.

Decreasing the accumulated surplus was discussed with the possibility of running this down to the £150k agreed minimum over a 3 year period. If this figure was reduced to £100k then it could be done over 5 years, however this would need to go to the Finance Sub Group. It was noted that the minimum level of reserves of £150k was only agreed recently by the Board. It was also noted that the increased membership fees will also impact the 2019/20 income. Based on the current position it does not look like the £50k budget deficit will be achieved. Producing a 5 year projection has been discussed and RGP would like to look at this further once the 2019/20 budget is organised. There may also need to be a discussion in future about the possibility of changing the financial year, in line with Swim England.

AL advised that the Diving SEEDs camps have had the same funding for the past 5 years so would like an increase on this. AL will produce a report for the next meeting.

Action: AL

RGP will be requested budget submissions from the disciplines by 31 December in order for preliminary discussions to take place at the January 2019 RMB meeting and the budget to be agreed at the meeting in February 2019.

Action: RGP

165 Volunteering

The Volunteering Sub Group was formed last year. The group have been waiting on Volunteering nationally to produce their plan and to release the survey results to help with the Regional Volunteering Strategy. The National Plan is still evolving however members of

the group attended the presentation by Claire Coleman at the ACM. Ahead of the meeting a report on the initial thoughts was circulated for discussion. It was noted that the group has not yet been able to meet.

It is understood that Claire Coleman is looking at a review of the terminology of the workforce and to whom this refers. There was mixed views on this as it was felt that everyone should be treated the same.

A major issue, particularly at Regional level, is the retention of volunteers. Clubs will obtain parents as volunteers, where it can be identified that it is advantageous to their swimmers to do this. Some clubs ask parents to commit to volunteering when their children join the club.

It was noted that it is easy to put volunteers off. People are busy and have a lot of things they want or need to do so it is important that if someone volunteers that they are made to feel welcome as a bad experience could mean they do not come back. Could the Region reward or recognise volunteers and their commitment?

The strategy needs to prioritise the needs of the Region. There is a need for a pathway that gets volunteers to step outside of the club environment. The lifetime of the swimmer has a big impact of the lifetime of the volunteer if they are a parent. The Young Aquatic Volunteer programme is important: these young people are the volunteers of the future and they also promote these opportunities to others in their clubs.

If there are not enough additional volunteers, pressure is put on existing volunteers and could have an impact of the reputation of the Region with clubs, coaches and even providers, if it is perceived that the Region cannot run an event to the required level.

BD reported that in Sussex there had been a drive on recruiting volunteers. A distinct brand had been created with flags and shirts so that volunteers were easily identifiable and feel part of a family of volunteers.

There is a need to look at how volunteers are treated at events. One suggestion was an evening event for all volunteers to get to know each other. This often happens at Nationals and at Para Swimming events. However volunteers are often staying over and helping for the whole weekend at these events. This is often not the case at Regionals, so would be difficult. It was felt that the social element was important. Established volunteers could help by speaking to new volunteers to make sure that they feel welcome. It was noted in Sussex referees are split between tables at lunch time to speak with other volunteers to ensure new volunteers feel welcome. It is also important that volunteers know what is expected of them and that they have a sense of purpose, this applies mainly to non-technical roles. Additional barriers were discussed including the need for volunteers to attend courses and be DBS checked. It was, however, noted this applied to limited roles and all requirements are set out in Wavepower.

It is important for volunteers to feel valued. Technical officials usually have a meeting before the event starts and are thanked for their assistance. It was felt that those in non-technical roles turn up to do their role but may not get thanked or acknowledged in the same way. It was noted that the communications was not as good as it could be - for example, thank you emails could go out following an event.

Ideas on how we should recruit volunteers were discussed including starting with athletes encouraging their parents to get involved. There is a need to encourage new people. This is not just a regional issue, should there be a toolkit to help with volunteer recruitment? As

regional volunteers come from clubs, the Region need to make sure they are supporting clubs with recruiting volunteers. It was understood that there is an assumption in some cases that officials are paid and that some view that they are paying for a service so they should not have to provide volunteers. One key consideration is what does a volunteer get from volunteering.

Ideas were discussed on promoting volunteering including video clips that could be shown. Such resources may already be available. GA had previously produced a report for his club, this will be shared with HM. Any promotional material or toolkits needs to be multi discipline.

Action: GA

The Swimming Group asked to have an identity for volunteers in the form of polo shirts for 'Event Makers'. These shirts would be produced in a different colour than officials to avoid confusion on poolside. Other disciplines could choose to have these the same colour as the officials, as there are far fewer people on poolside. It was noted that if shirts are being purchased, this needs to be dealt with in time for budget submissions. Swimming may need to issue new shirts for officials as shirts with the old logo are still being used.

If there are any additional thoughts please email these to BD. BD will update the document and circulate it to the Volunteering Sub Group.

Action: BD

166 Data Protection

The GDPR has now been in place for 6 months. In this time 20,000 complaints have been made to the regulator, but very few cases have been raised from these complaints.

The Region has policies in place on the website for volunteers and swimmers. Over the next 12 months, the focus will be on internal policies as a Region for employees. This will include an internal data privacy policy. We will need to risk assess internally what we are collecting and who this information is shared with, to ensure we are reducing any risk. There is a requirement that the Region has a position on for how long data is kept. A policy will also need to be put in place to determine how we deal with individual requests. Training may be required for employees covering how this relates to their roles day to day and is something that the Region may also want to consider for Discipline Managers.

Action: Data Protection Sub Group

167 Affiliations and Resignations

New Affiliations

Sussex Sharks – The application was accepted subject to the name being amended to a more geographically specific name indicating their area within Sussex.

Lancing College – Following discussion it was proposed by CL that this was deferred to the next meeting, following a vote (5 for – 4 against), this motion was carried.

Action: BG

168 Correspondence

Swim England Curriculum Swimming and Water Safety Update – noted

Swim England 150 Year Anniversary Celebrations – The communication plan was noted. Swim England are producing various bits of print for the 150 year anniversary which could be passed on to Mailsports for inclusion hats/shirts. RG provided an update from the Working Group. This will also mark the 100 year anniversary of the Southern Counties, WL has been in touch with RFP about this.

Swim England Updates – As part of the updates a new Conflict of Interest form has been produced by Swim England. BG to amend and circulate to RMB members for completion.

Action: BG

169 Swim England Senior Leadership Update October

The Senior Leadership Update was noted. It was felt that the items within the update generally report on successes and there was limited reporting on any issues.

170 Swim England Board Meeting Minutes

The minutes of the Swim England Board Meeting on 13 October were noted.

171 Swim England Chairman's Meeting

Minutes of the meeting that took place on 21 November were not yet available however JD noted the following;

- Regional Boundary Review. It was noted that a request to review the regional boundary had been received. There is no policy on reviewing this.
- Constitution Changes. Now that the new Model Constitution was available it was agreed that these should be updated on a rolling basis. The NW have a group who have looked at this and have identified a number of issues which will be shared with Swim England.
- Senior Leadership Updates. These are being well received in addition to the streaming of the monthly updates.
- Regional Buddy System. This appeared to be working well in some Regions. It was noted at the time of the meeting that JGL had not attended any meetings so far, but that this was not seen as an issue as the Region were happy to approach the correct contacts directly.
- Swim England ACM. The draft plan for 2019 looks to be a similar arrangement as this year but with additional parts for the 150 year anniversary. In 2020 this is looking to be changed to June due to the financial year end. Swim England are looking at the content and what this should look like, for example if there should be a dinner, presentations, workshops.
- Membership. A review will be taking place.
- Equality Standard. Swim England were successful in obtaining an Equality Standard. Only one other NGB has achieved this to date.
- Coaches Database. It was noted that a Coaches Database is being set up that Coaches can sign up to. There is no link to Swim England or the Institute of Swimming.

172 Swim England Sports Operation Committee Minutes

Minutes of the Sports Operation Committee were not available.

173 AOB

Judicial Appointments

Judicial are currently seeking additional panel members and Swim England Friends from the South East.

Swim England National Awards –

Congratulations were recorded to the following who received awards;

- Personal Achievement Award – Francesca Feast
- Young Volunteer of the Year – Eva Porter
- Swim England Club Network of the Year Award – Kent Water Polo Network
- Swim England Club of the Year Award – Electric Eels
- Swim England Talent Athletes of the Year – Swimming – Thomas Dean
- Swim England Talent Athletes of the Year – Open Water – Maisie Macartney

It was also noted that Freedom Leisure were runner up in the Operator of the Year. Details on the awards will be included on the next newsletter.

Action: BD

174 Date of Next Meeting

Monday 14th January 2019, 7pm at Guildford Spectrum.

Action: BG

The meeting was closed at 15.53

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 08 January 2019

	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>Complete</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	<i>In Progress</i>
8	Club Internal Disputes It was agreed that SR would put together a clear flowchart to show the process that should be followed for different issues and where clubs can obtain guidance.	11.06.18 Min 90	SR	<i>In Progress</i>
9	Club Insurance 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	10.07.18 Min 105	RG	

	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.			
10	<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	
11	<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>
12	<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 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.</p>	10.09.18 Min 127	HM / KJ	<i>In Progress – report back to Feb meeting</i>
13	<p>Annual Council Meeting</p> <p>It was agreed that RFP would explore potential solutions for future Annual Council Meetings and report back to the January meeting. It was noted that any changes for example, reducing the quorum, would need to be</p>	09.10.18 Min 147	RFP	<i>On Agenda – January</i>

	approved at the 2019 meet so would not take effect until 2020.			
14	Data Protection It was agreed to send a reminder to all staff to ensure that when sending email to multiple recipients that 'b'cc' was used.	09.10.18 Min 149	RFP / BG	
15	Regional Assets It was agreed that discipline groups should take responsibility for ensuring that trophies are returned. Each Discipline will be asked for assurance that they have robust procedures in place to ensure that they know where the trophies are and processes in place to ensure that they are returned.	09.10.18 Min 151	BG	<i>In Progress</i>
16	Employment Matters To facilitate drafting of job descriptions for the RCDOs and a subsequent competency assessment to determine appropriate level of remuneration.	15.10.18 Min 158	RFP	
17	Employment Matters Formally thank Freedom Leisure Ltd for employing the Regional Club Development Officers on behalf of the Region, since 01 June 2010.	25.11.18 Min 160	RFP	
18	Employments Matters A closed recruitment process will take place, limited to the 3 joint employees of Swim England and this Region, for a manager of the Regional Team. The process will be handled by Swim England.	25.11.18 Min 160	RFP	
19	Incident Reporting Discipline Managers will be reminded that in the event of any incident volunteers should seek advice from Judicial or from their Club Welfare Officer. In the case of a complaint, this should be reported to Judicial within 30 days of the incident occurring. Often issues can be resolved without needing to go down this route. Discipline Managers will be reminded that any incident should be recorded at events. HM/KJ use incident logs at events to ensure any incidents are documented, templates can be provided to the Discipline Managers.	25.11.18 Min 161	BG	<i>Complete. Email sent 20.12.18</i>
20	Data Protection Over the next 12 months the focus will be on internal policies as a Region for employees. This will include an internal data privacy policy. We will need to risk assess internally what we are collecting and who this information is shared with to ensure we are reducing any risk. There is a requirement that the Region has a position on how long data is kept for. A policy will also need to be put in place to determine how we deal with individual requests. Training may be required for employees covering how this relates to their roles day to day and is something that the Region may also want to consider for Discipline Managers.	25.11.18 Min 166	Data Protection Sub Group	
21	Conflict of Interest Forms As part of the updates a new Conflict of Interest form has been produced	25.11.18 Min 168	BG	<i>In progress email sent 20.12.18 for completion by</i>

	by Swim England. BG to amend and circulate to RMB members for completion.				31.01.19
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Updated 08/01/2019 BG

SWIM ENGLAND SOUTH EAST

Network Funding Issues

Objective

1. To provide understanding of the issues with Network Funding and ways forward.

Background

2. Around ten years ago the then Regional Director, Keith Sutton, worked with the East Invicta group of clubs in Kent to form a Network of Clubs, called East Invicta Excel, that provided training and competition opportunities for swimmers within those clubs. The Region provided funding of £4000 over two years.
3. Around four years ago Swim England introduced the concept of Club Networks - a group of clubs in the same area that work together to provide mutual support such as organising local coaches training courses and additional training workshops. To set up as a Network, the clubs needed to work together to produce a Memorandum of Understanding, a Training Needs Analysis, and a Business Plan.
4. Swim England have introduced SwimMark Networks (to sit aside SwimMark Club and SwimMark Performance). The Regional SwimMark Panel receives a Business Plan from each network and the Network gets SwimMark/Network status. There is an annual 'Health check' which comes to the SwimMark panel.
5. There are currently 18 SwimMark Networks in the South East Region.
6. In line with the East Invicta Excel network, the Region agreed to pay each network £4000, but over four years. The initial payment is made on receipt of the MoU, TNA and Business Plan. The Network should then produce an annual report stating how the funding from the Region has been spent which goes to the Regional Club Development Officer. It is approved by the Development Group Chairman. The Network treasurer raises an invoice which the Region pays. The SER office manager keeps track on the Network funding.

Current Situation

1. All Networks have submitted their initial documents and had their initial funding. There are possibly two further networks to be set up.
2. In 2017/2018 few Networks applied for their second year funding. In the accounts, six networks were covered by accruals.

3. In 2018/2019 four networks have submitted reports and invoices and have been paid. However, the Sage output shows only £950 has been paid as the others have been paid as accruals and do not appear in the 2018/19 accounts.
4. In the Budget and Accounts in principle we should have £18000 a year until networks have claimed all their £4000. However, this is a lot of money it is a waste to have it just sitting in the bank when we could use it elsewhere or not increase membership fees.

Possible ways forward

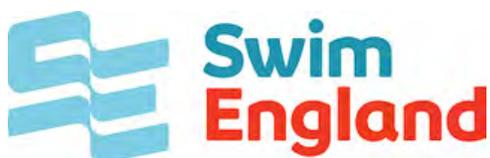
1. Leave the situation as is ensuring the CDO and Office Manager views of the situation are in-line. Report the situation at each Development Group meeting
2. Reduce the Networks budget to £10000 for 2019/2020, and 'use up' the accruals from earlier years.
3. Reduce funding to £500 per network per year but for more years so they still get £4000. This would be extra complication.
4. Link the Network funding to the SwimMark panel accreditation of Networks. Real benefit. This would be extra work without any

John Davies
3 January 2019

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 06 December 2018 09:32
To: bryony.gibbs@southeastswimming.org
Subject: Swim England to launch a new Coaching and Teaching Register
Attachments: 60507bcb98d4e84c2f0177cd0d391ac8.dat

Follow Up Flag: Follow up
Due By: 07 January 2019 16:00
Flag Status: Flagged



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Swim England to launch a new Coaching and Teaching Register

Swim England is launching a Coaching and Teaching Register in 2019 that will bring benefits to clubs, coaches, teachers and participants.

From January to March 2019, all clubs will be required to provide basic information on all active coaches and teachers, regardless of qualification or discipline, for inclusion on a new Swim England Coaching and Teaching Register. This includes paid and voluntary coaches and teachers.

As a membership organisation, we are eager to strengthen our relationships with those

delivering within clubs. The Register will be a platform to provide better communication and support to coaches and teachers, and help us, as the Governing Body, to demonstrate best practice in terms of recording and providing quality assurances on the delivery of our sport. It will also give clubs a central database to record their delivery workforce and ensure that their qualifications and training are in order and up-to-date.

There will be two stages in the roll out of the Register. During the first stage, which runs until the end of March 2019, clubs will need to let us know who their coaches and teachers are. A new 'Coaching and Teaching' tab has been developed within the Online Membership System (OMS) which will provide a simple way for clubs to identify and create a list of their teachers and coaches.

During the second stage, we will ask coaches and teachers to verify information we hold on their qualifications, DBS and safeguarding training. At this point it may require them to supply further documentation if required.

Jane Nickerson, Swim England Chief Executive Officer, said: "We know our dedicated and hard-working coaches and teachers do an amazing job across the country and, as the governing body, we want to support them with improved services and enhanced learning support. The Register will also allow us to take ownership of providing quality assurance for our own workforce.

"Swim England's intention is that the register is a positive process that does not impinge on the delivery of our aquatic sports whilst ensuring that we all adopt best practice. This is why we are taking a phased approach to implementation."

There will be no additional cost for coaches and teachers to be part of the Register other than existing fees paid by members. As set out in Swim England's Regulations, it is the responsibility of every club to ensure that volunteer coaches and teachers are members of Swim England. Also that paid teachers and coaches are a member of either Swim England, the Institute of Swimming or the BSCA.

Coaching and Teaching Register key dates:

Stage One (January – March 2019)

- The first stage of this process will require affiliated clubs to inform us who their teachers and coaches are through the new 'Coaching and Teaching' tab on the Online Membership System.
- Swim England members of the club, as well as members of the Institute of Swimming, can be added. See FAQs for information on BSCA members.
- Clubs will need to specify what role each individual is undertaking and the discipline.
- The list will provide a way for clubs to identify and track their coaches/teachers moving forward (from 1st October 2019, we will be able to utilise information held on the Register as evidence for Element 13 of the SwimMark criteria).
- Clubs will be required to include all unpaid and paid coaches and teachers.
- The deadline for clubs completing their coach and teacher information is 31 March 2019.
- Further guidance notes will be circulated shortly.

Stage Two (April – July 2019)

- Coaches and teachers will need to verify information held by Swim England. This will include qualification(s), DBS and safeguarding training.
- In order to verify the information, individuals will need to log into their OMS account between May to July 2019.
- This will be a simple process – additional communication and guidance will be provided in early April 2019.

We understand that there will be questions and queries and have therefore created an [FAQs document here](#).

Swim England
Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leicestershire, LE11 3QF



You are receiving this email because you are a club secretary or head coach. If you no longer wish to receive any emails from us, [unsubscribe from all future communications](#).

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 10 December 2018 21:03
To: bryony.gibbs@southeastswimming.org
Subject: Fwd: Regional Meets

Follow Up Flag: Follow up
Due By: 07 January 2019 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board.

Thanks.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Regional Email Service <regional-email@swimmingresults.org>
Date: 10 December 2018 at 15:48:08 GMT
To: rogerpenfold@btinternet.com
Subject: Regional Meets
Reply-To: Brian Havill <brian.havill@swimming.org>

Dear all

Further to our conversation at the meeting last month, I thought I should ensure that you are all aware that as per the announcement in September, in 2020 the qualifying period closes on Sunday 10 May 2020.

<https://www.britishswimming.org/news/latest-swimming-news/2020-summer-meet-qualifying-window-announced/>

Given this, our thinking is an AGM date on Saturday 16 May 2020 (which is **the weekend before the Whitsun Bank Holiday weekend**)

Please let me, Emma and/or Jane know if this is problematic for a reason we haven't thought of

Kind regards

Brian

Brian W Havill

Chief Financial Officer

T 01509 640 321

M 07870 269695

E brian.havill@swimming.org



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



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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: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 18 December 2018 16:06
To: bryony.gibbs@southeastswimming.org
Subject: Fwd: Information about Swimming Times magazine
Attachments: 2c53a2bb7cf8ddc215ad06b617495dd4.dat; Untitled attachment 00117.htm

Follow Up Flag: Follow up
Due By: 07 January 2019 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board, county secretaries and discipline managers.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Regional Email Service <regional-email@swimmingresults.org>
Date: 18 December 2018 at 13:14:56 GMT
To: rogerpenfold@btinternet.com
Subject: Information about Swimming Times magazine
Reply-To: Swim England <communications@swimming.org>



Follow us:    

SWIMMING TIMES

We wanted to let you know that Swimming Times magazine will no longer be published after the January-February 2019 issue.

Swimming Times has an amazing legacy. The first issue was printed in 1923 and, for the past 95 years, it has evolved into a much-loved magazine and been at the forefront of covering everything aquatics.

But times are changing. The growth of the digital market and social media platforms has hit the print industry as readers instantly find the information they require from other sources.

Advertisers are also choosing to go down these digital routes rather than pay to be in print.

From the New Year, we aim to make Swim England's well-established website, swimming.org, the go to place for all your aquatics news and features.

We will be increasing the amount of content for the site with a real focus on the latest news stories, features, technical guidance, fitness advice, picture galleries and videos across all disciplines.

Thank you to everyone who has supported the magazine over the years – we couldn't have done it without you.

Best wishes

The Swimming Times team

Swim England
Pavilion 3, SportPark, 3 Oakwood Drive
Loughborough University, Leicestershire, LE11 3QF



You are receiving this email because you are a club secretary, if you no longer wish to receive any emails from us, [unsubscribe from all future communications](#).

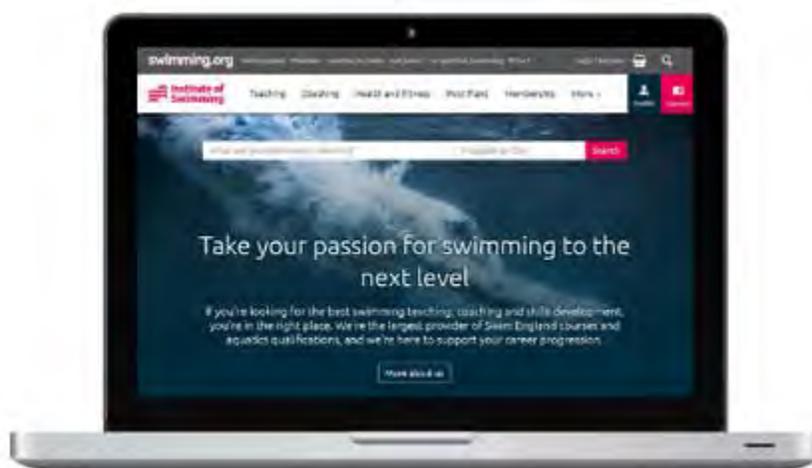
Bryony Gibbs

From: Institute of Swimming <ioscommunications@swimming.org>
Sent: 07 January 2019 15:10
To: Bryony Gibbs
Subject: New Institute of Swimming Website

Follow Up Flag: Follow up
Flag Status: Flagged



New booking website launching 9 January



Our new booking website is launching on 9 January – making it easier to book courses online.

The new website will be part of the swimming.org network and will be a faster and more intuitive experience. It is also tablet and mobile enabled so you can search, book and complete your learning while on the move.

[Find out more](#)

As you have previously purchased a voucher with us from theiosonline.com, we wanted to inform you of these changes.

The vouchers you have purchased can still be redeemed until midnight on the 7 January. There will be no access to theiosonline.com on Tuesday 8 January but you will be able to log in to your [My IOS](#) account until 31 March 2019.

If you are not be able to make your purchase by this time, please follow the below instructions to create a company account.

How to create a company account

To create a company account on our new website, you just need to complete these two steps. If you already have a swimming.org account (i.e. for Just Swim Membership) you can skip to step two.

1. Create a personal account on swimming.org

Create your account

2. Activate your company profile by completing this short form

Activate company profile

You can also activate your company profile once your personal account is created, by calling us on 01509 640 640 weekdays, 9am to 5pm.

Once your company account is activated, you will receive an email. Please forward this on to iosadmin@swimming.org and we will move any vouchers across to your new account.

If you have any questions, please let us know. The new website will include 'how to' videos to help you navigate.

Thank you,

Institute of Swimming

Follow us



Institute of Swimming, SportPark, 3 Oakwood Drive,

Loughborough University, Leicestershire, LE11 3QF.

You are receiving this email because you have an outstanding voucher on www.theiosonline.com with this email address.

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 02 January 2019 12:52
To: bryony.gibbs@southeastswimming.org
Subject: Fwd: Press release: Swim England and Everyone Active launch new three-year partnership

Follow Up Flag: Follow up
Due By: 07 January 2019 16:00
Flag Status: Flagged

Bryony

Please circulate this to Board Members and county secretaries.

Thanks.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Regional Email Service <regional-email@swimmingresults.org>
Date: 2 January 2019 at 12:13:59 GMT
To: rogerpenfold@btinternet.com
Subject: **Press release: Swim England and Everyone Active launch new three-year partnership**
Reply-To: Alison Clowes <alison.clowes@swimming.org>

Press release: 2 January 2019

Swim England and Everyone Active launch new three-year partnership

A new partnership is turning the tide on inactivity by creating a nation of swimmers.

Swim England and Everyone Active have kicked-off 2019 by launching a new three-year partnership. It is the first time the two organisations have formalised their collaboration, and will result in a more strategic approach to tackling inactivity and encouraging more people to engage in swimming.

Over the next three years, the national leisure operator and national governing body for swimming will focus on a trio of key subjects in order to make improvements across all areas of aquatic activity.

They will work together to improve the health of the nation by encouraging people of all ages to swim more, increasing the number of young people learning to swim at Everyone Active centres and supporting 500 additional swim teachers to gain qualifications.

Jacqui Tillman, head of swimming at Everyone Active, said: "We are delighted to have officially launched our partnership in this way. As the country's national governing body for all things swim-related, Swim England brings an assurance of quality and the highest standards, something that we are continuously striving to provide to both our members and colleagues.

"Our objectives have long been aligned, but formalising our partnership and committing to three years of working together has enabled us to outline key objectives and take a forward-thinking approach to improving swimming provision across the country. I am looking forward to putting our plans into action."

Lesley Hill, head of strategic partnerships at Swim England, said: "Everyone Active has been a key partner of Swim England for many years.

"As one of the largest operators in the country with a proven record of delivering high-quality Learn to Swim programmes and a range of activities for swimmers of all ages to enjoy, we are delighted to be working together to make a real impact and create a nation of swimmers."

-ENDS-

Notes to editors

Swim England and Everyone Active have signed a three-year partnership to get the nation swimming.

The two organisations are working together to improve the health of the nation by encouraging people of all ages to swim more, increasing the number of young people learning to swim at Everyone Active centres and supporting 500 additional swim teachers to gain swim qualifications.

About Everyone Active

Everyone Active is the trading name for Sports Leisure Management Ltd (SLM), which operates leisure facilities in partnership with local councils across England.

SLM is the longest-established leisure operator in the UK, having formed in 1987. At the time, it managed just one leisure centre in the Midlands, whereas today it has grown to operate more

than 170 leisure facilities and cultural services across the country in partnership with 50 local authorities. Visit www.everyoneactive.com for more information.

About Swim England

Swim England is the national governing body for swimming in England. As a charity, it helps people learn how to swim, enjoy the water safely, and compete in all aquatic sports.

Swim England has a vision of a nation swimming and it strives to inspire everyone to enjoy the water in the way that suits them. Each month millions of people are able to enjoy swimming, diving, water polo and synchronised swimming, having been through the Swim England Learn to Swim Programme.

Swim England also supports its members, clubs and athletes, and runs qualification and education programmes to develop the workforce. For more information visit www.swimming.org/swimengland

Swim England Senior Leadership Update November 2018

Clubs

- We hosted a Head of Clubs forum with other NGBs at SportPark. Discussions included affiliation processes, sport specific clubmark, risk assessments and many other challenges and solutions currently being considered. It was a really positive opportunity to learn from others and share, with an agreement to run these sessions every quarter with each NGB taking turns to host.
- Coaching register developments are on track.
- We have seen the first version of our new risk assessment portal and the team are now finding some clubs and coaches to test and provide feedback.
- A full day workshop on SwimMark is set to run with support from Sport Structures and will focus on ensuring standards and processes are consistent nationwide.
- Stephanie Gadd will be joining Swim England from 7 January 2019 as the new Club Development Officer for the South West region.

Commercial and Marketing

- **Just Swim:** four front crawl technique videos were launched and have been well received by Just Swim members with over 11k page views and over 3.5k views of the videos on YouTube.
- **Google AdSense:** activated on swimming.org to fill previously empty advertising spaces and grow digital income. Restrictions have been set up to ensure that existing advertising guidelines are adhered to.
- **Social media:** since the start of 2018, Swim England's Instagram has grown to 6k followers (+300%) and Facebook to 13k followers (+58%).
- **APPG on Swimming:** members updated on the developments in the primary school swimming project. A six month campaign to keep curriculum swimming and water safety on the agenda has been planned.
- **Events delivered:**
 - Synchronised Swimming Masters Championships (3 Nov, Rugby): 70 entries.
 - Swim England National Awards (10 Nov, Birmingham): 176 guests in attendance.
 - Synchronised Swimming National Age Group Championships (24–25 Nov, Gloucester): 320 entries received compared to 395 in 2017 – an expected consequence of the raised minimum qualifying standard. Delivered a live scoreboard, achieved more than 25,000 page views on the Synchro Hub (a typical weekend would receive between 1,500 and 2,000 on this site).

England Talent

Diving

- A successful Talent Games took place in Leeds. 73 divers from 13 Clubs competed over two days, the highest number of entries. Based on the results, we have selected a team of 13 divers who will join Team Z at the first camp in January. They will progress through the two-year seven camp programme.

- Eight Team Y Divers are heading out to Montreal to compete in the CAMO Invitational event. This will form a huge part of their development as they prepare for the big events in the summer. Three coaches are on the team, two of whom will be gaining a fantastic learning experience from their first major international.

Para-swimming

- Launched our new coach development programme with 26 coaches signed up to the programme at our zonal camps. Coaches explored the scheme of work and the opportunities and benefits the programme will provide.
- All England talent programme athletes attended two zonal camps (Manchester & Basildon). They received their hard copy schemes of work and started working through their development plans.
- We are working with School Swimming/Learn to Swim on videos for the online portal to support teachers integrate and develop swimmers with a disability.

Swimming

- Phase 2 selections complete and camps prior to Christmas are being organised.
- Phase 3 selections currently being undertaken for the International pool and Open water events in February and May 2019.
- NxT Gen coaching conference was extremely well received and resourced.
- 33 counties now engaged in our extended pathway.

Synchronised Swimming

- First camp held for the selection of the England Training Squad – 22 athletes who will make up GB teams during the next season. Four staff are working with the programme.
- Nationals were held at the end of November with some pleasing progress and talent from the younger age groups.
- Coaches for all England Squads appointed for the 2019 season.

Water Polo

- Planning across the WPMG underway to define roles, remits and work.
- Great Britain Entry Events:
 - FISU World University Games (3-14 Jul, Italy), entries to be confirmed by BUCS.
 - LEN European Championships (1-8 Sept, Greece), women u17, pre-qualification unlikely to be needed. Men u17 (11-18 Aug, Georgia), pre-qualification required. We have offered to host a qualification round in Manchester.
- Home Nations Entry:
 - Each event is to be held in Brno – Czech Republic: Junior Women, 22-24 Mar; Junior Men, 17-21 Apr; Senior Women, 24-26 May; Senior Men, 19-23 Jun.
 - BWPL Friendly International: Senior Men and Senior women, 17 Feb, Sheffield.
- National Academy dates in Northampton across Jan, Feb, May and Jun; National Academy Camp at Millfield School.

Health and Wellbeing

- **London Marathon Charitable Trust investment into aquatics:** Swim England is to receive a £750,000 boost towards creating inclusive swimming environments for people with long-term health conditions, disabilities and rehabilitation needs. The cash has come from the London Marathon Charitable Trust and will allow Swim England and partners – the Activity Alliance, Community Leisure UK and GLL – to enhance the swimming provision at 20 pools through training, accessible pool sessions and environmental changes. We held the first project board meeting this month and reviewed the project plan and application process for sites.
- **Get Set to Go project (GStG):** We have been selected as a one of Mind's key partners on their GStG Sector Support work. This officer support will enable the development of our existing mental health provision across the whole of the sport. The first meeting with Mind has taken place and we will be focussing on updating our Mental Health Charter plan over the next few weeks to identify actions for 2019.

Insight

- **Educator Training Satisfaction:** While Educators were satisfied with the overall support provided by the Educator Training team, insight shows further development is needed. Specific areas include online application process, understanding the requirements of being a tutor before applying to the programme, value for money of the training programme and the Educator Training Pooling Resources newsletter.
- **#LoveSwimming:** We have been collating data on the reach and impact of the current campaign, and also exploring what campaigns people would like to see in future waves.

Institute of Swimming

- We had 54 attendees at our tutor conference this month (highest ever). There is a much more positive atmosphere, with tutors feeling they receive greater support.
- The Learning Solutions team attended the UK Coaching Awards and, although weren't winners, were proud to have been nominated for a technology award.
- Ahead of the launch of the Institute of Swimming's new Booking Website on the 9 January, training has been rolled out across the team and all 2019 courses added. Communications have started going out, with all Tutors signing up to the new website and their accounts linked with the courses they are delivering.

People Development

- Recruited for nine roles (employed and volunteer), processing 256 applications. Engaged 10 casual workers and sent out 13 contracts for services. Issued amendments to all employee contracts following the updated process for publishing organisation policies.
- Together with Elaine, Duane and Claire Coleman, we met with Mind to discuss our approach to workplace wellbeing, and our progress in the work we're doing for the Mental Health Charter. We're looking forward to sharing more about this with you in 2019.
- Continued support for Badminton England and finalised our plans for 2019.
- We have been working with a number of training providers to launch our next management development programme in December as well as online management qualifications for those leading teams. We have also finalised the content of the 'Resilient me' training that will be available to everyone in 2019, starting with the Managers Forum at their December meeting.

Strategic Partnerships

- **Manchester City Council:** A successful meeting has resulted in the City Council asking for our help in writing a city-wide aquatics strategy to underpin their Sport and Physical activity strategy. It was also agreed that Swim England would be represented on their Aquatic Strategic Board which will monitor and support the delivery of the aquatics strategy by all partners.
- **GMActive:** We held a positive meeting with GMActive board liaison, CEO of Salford Community Leisure Trust, Mark Chew. The board agreed Swim England can present on how we would work with the 12 Local Authorities across Greater Manchester at the meeting scheduled for 18 Jan 2019. It's a good step forward as the STA have a foothold here and creates an opportunity to pitch our added value support to win back business.
- **Commercial work:** A review of how we performance manage sales of awards and the additional tools required to help boost sales will work in tandem with a piece exploring our Partnership 'offer', defining what could be free and what could be made available by increasing partner awards spend.

Swim England Educator Training

- In collaboration with the Learn to Swim Team and Swim England Qualifications (SEQ), the Educator Training team ran a successful 2018 Teaching and Education conference. Over 360 delegates attended, including tutors, approved training centres and swimming teachers. The atmosphere was fantastic and initial feedback was very good.

Swim Safe

- Swim Safe evaluation for 2018 is nearing completion. We had 19,379 attendees which is a 47 per cent increase on 2017.
- Occupancy was up from 71 per cent to 79 per cent.
- Delivery partners have been recruited for 2019 and will be confirmed in the new year.

Volunteering and Pathways

- The first stage of the Volunteer Coordinator Network has commenced with contact initiated with existing volunteers to define the role and the support package. Regional support is secured from the first three regions.
- Initial stages to progress the Water Polo Coaching Education plan has been completed, engaging several key stakeholders for clarity and progress.
- The Masters Conference took place and positive feedback was received from attendees.
- The first series of region / county / clubs meetings were completed in South West as part of the foundation for Synchro City.

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

Amateur Swimming Association (Swim England) Limited Board Minutes

Tuesday 11 December 2018

SportPark, Loughborough

Present:

Mike Farrar (Chair. Present until item 10.3)	
Keith Ashton	Brian Havill
Neil Booth	Ian Mackenzie
Ali Breadon	Jane Nickerson
David Flack	Bernard Simkins
Caroline Green	Sarah Gregory

Officers in attendance:

Siân Breen - Senior Administration Officer

Mike Thompson – Chief Commercial and Marketing Officer (Item 9 only)

Marie Cooper – Head of People Development (Item 12 only)

Min No:

1. **Welcome**
The Chair welcomed everyone to the meeting.
2. **Apologies**
Sue Smith and Richard Barnes
3. **Declarations of interest**
None declared.
4. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited**
 - 4.1 **Meeting held 11 September 2018**
The Minutes were agreed as an accurate record of the meeting.
 - 4.2 **Meeting held 13 October 2018**
The Minutes were agreed as an accurate record of the meeting.
5. **Actions arising from the meeting held on 11 September 2018**
Min 7: Office 365 found to be prohibitively expensive. Free system trialed for the Board papers was well received.

Min 10.1: The Remcom terms of reference were formally accepted.

Min 10.3: Members of the Commercial Working Group to be included in Charity training whenever organised for Board members.

6. **Confirmation of decisions made by email**
None

7. **Chairman's report**

7.1 **General report**

The Chairman drew attention to the £192,500 awarded to Artistic Swimming from the government's Aspiration fund since the composition of the report.

Website content was discussed and JMN explained that all published articles were being reviewed.

7.2 **Reflections and thoughts on the AGM / Council**

Opinion from the Regional Chairs was being sought, including the agreement to hold the event in May/June from 2020. If this was accepted, it would imply that the President inaugurated in October 2019 will consequently have an extended term.

The demographic of attendees was discussed and it was considered that a shorter event may be more attractive to younger members. The importance of increasing the diversity of those in governance positions was agreed and there was consideration of how this could be built into the Swim England standards.

7.3 **Water Polo**

The Board agreed to work on improving the overall relationship with the sport and improving transparency of Swim England's commitment to Water Polo was seen as crucial to helping the relationship move forward.

Action: NB and EG to explore the potential of discipline summits to ensure there are clear channels to raise concerns.

It was noted that funds had been secured to enable training in Manchester for all the teams but sustainability challenges remained, with all international competition parent-funded.

8. **CEO's report**

8.1 **General report**

Detail was provided on updates subsequent to the completion of the report:

- Brexit: minimal impact expected with any transfer of data overseas being in line with guidance, on which a paper can be circulated on request. Swim England currently employ few EU staff but communication is taking place with clubs to ensure understanding of any potential effect on EU coaches.
- Sport and Recreation Alliance: Chief Executive set to leave in March and the CEO noted the fantastic work accomplished.
- Sport England meeting: all KPIs green and stretch targets to be added. It was noted that achieving these would impact positively on future discussions. Two meetings per year to be held on core and mass and George Wood (GW - Sport Development Director) also pushed for a Talent meeting.
- Meeting with Tim Hollingsworth (new Sport England Chief Executive): demonstrated a willingness to determine how sport can support other agendas, such as health, with the appropriate reimbursement.
- Active Lives Children: the survey emphasised that although there has been success at Learn to Swim level, work is still required to guarantee an offer for children that do not engage with the club network. Operators will need to be involved with this.

- Restructuring within Swim England: Alison Clowes (Head of Media and Public Affairs) leaving at the end of March 2019 and the new recruit will report into Emma Griffin (EG, Operations Director). The Facilities team will move from EG to Damian Stevenson (Director of Insight) in January.

Further detail was also provided on the following items within the report:

- Swim Group: pushing for three strands of focus. Facility provision, health and wellbeing, curriculum swimming and extended swimming offer for primary school children.
- British Swimming/Home Countries Partnership:
Action: NB to liaise with EG regarding individuals for international influence roles.

8.1.2 It was noted KPI reporting would be slightly more complicated given Swim England's end of year was now different to Sport England. The CEO explained the red status on the para-swimming measures was a direct result of the change to the classification system, which had led to a shortage in the number of appropriately trained classifiers. Sport England are aware of this issue.

8.1.2 The Board asked whether action taken to secure contracts for the training of swimming teachers and coaches was likely to combat the loss of operators to competition. The current position with larger operators and the need to focus on the small businesses was outlined. The Board requested updates on the position at future meetings.

8.2 **Property update**

MF thanked the CEO for her work on extending the buy-back clause with the university.

The CFO explained that the long term loan could be refinanced and it was agreed to ascertain whether the deal would be better if the loan was kept in the old company or transferred to the new company.

Confirmation was provided that the Trustees were protected (in the event that SportPark was kept in the old company) as the bank has first charge on SportPark and all current accounts. The individuals are being kept up to date of the current position and were comfortable with the action being taken.

After discussion the Board agreed to the following action:

- Negotiate new banking arrangements using both company scenarios. The board accepted that the risks associated with the process were relatively low on the day of decision.
- Determine the transfer value of the lease to the new company taking into consideration dilapidation costs. Timing to depend on banking arrangements.
- Determine transfer date to the new company either immediately or at March 2021 (subject to banking arrangements). It was agreed that a transfer would not be desirable before the book value reached the buyback less dilapidation value, unless an outstanding deal was offered by a bank.
- Continue to source alternative premises to further inform the value of the building and to ascertain if better options are available.

The CFO confirmed that where accounts existed in the old company they would need formal review and agreement annually. An ACM and AGM would therefore be required until such point as the old entity was fully shut down.

8.3 **Container pools**

The CEO explained that attaining partners for the full programme would involve a great deal of work and thus support of the Board was necessary before this was undertaken.

KA provided caution on costings, highlighting the need for utility connections and the requirement for building and planning permission.

Commercial prospects were discussed and the Board agreed the purchase as outlined in the paper in principle, subject to further due diligence on the build and securing partnerships to run the programme etc.

Action: Jon Glenn to work with the Facilities Working Group on the due diligence.

9. **Committee/Working Group Reports**

9.1 **Commercial Working Group**

BS explained that Membership had been a major discussion, with an update from GW. Lesley Hill (Strategic Partnerships) also delivered an excellent presentation.

9.2 **Swimming Times**

The current position of the magazine was summarised, with no decrease in losses despite the change from 12 to six issues annually. The desire from readers to access instant, digital information combined with results from the Institute of Swimming member's survey (the magazine was seen as the least important benefit of membership) highlighted that ending print of the magazine would be the best commercial, and environmental, decision. IM confirmed that this decision was unanimously supported by the Institute of Swimming Board.

The impact of closure on people resource and subscriptions was discussed and overall effect on the budget was outlined.

The Board agreed to support the change to digital.

9.3 **Events and Sponsorship**

Confirmation was provided that individual events had specific budgets. No profit is generated as national level events are held at the most expensive pools in the country and the level of presentation, raised when Swim England had a major sponsor, has been maintained.

9.4 **Sport Operations Committee**

NB introduced the minutes from the latest meeting, explaining that the review of the Certificate of Swimming Disability had arisen out of a trans-gender case. A paper will be prepared in conjunction with the medical officer and reported to the Board as necessary.

The Board agreed to the proposal to change the relevant regulation in order to discontinue the Long Service Awards in their present state. NB stated that Claire Coleman (Head of Volunteering and Pathways) would be looking at reward and recognition for volunteers.

Action: EG to confirm whether SGB representatives on discipline management committees had been contacted to thank them for their service in these roles.

A question was raised on the introduction of high diving to the Olympics and the stance of British Swimming, to convert existing platform divers – thus involving older athletes, was noted. Swim England are producing a CPD for coaches approved by

British Swimming. Dennis Freeman-Wright (Head of Facilities) will be completing a document relating to Health and Safety in high diving.

9.5 **Institute of Swimming**

IM provided the following updates from the subsidiary:

- Competition being seen as a major threat, with focused action to counteract.
- Staffing review created a more efficient and focused team.
- New website set for launch in January.
- 2019 budget includes a planned increase in membership of 100 every month.
- Wales will be running their own courses in 2019 and will need to either buy course material from the Institute of Swimming or write their own.
- Great interest generated in the pilot teacher recruitment academy.

9.6 **Swim England Trading**

An awards sales project is ongoing to determine the operators not making the requisite sales to achieve pre-agreed discount.

The budget for 2019 was expected to be challenging and risk would be monitored throughout the year to manage this. The warehouse would be involved with the distribution and storage of Swim Safe kit and a digital app for Learn to Swim was planned for promotion in May.

DF emphasised the superb business model which brought in 3 million pounds annually.

9.7 **ARP**

The 2019 budget was reviewed in detail before EG joined the meeting to present on the Operations department, focusing on Health and Safety with a brief review of insurance cover.

Changes to the code of corporate governance will be picked up by the committee and the ToR will be reviewed again with this in mind.

AB also updated the Board on the position of Swim England Qualifications (SEQs) whereby further work is required to ensure the quality systems are in place to be fully compliant with OFQUAL. Further assistance may be requested from the consultant SEQs are working with on apprenticeships.

9.8 **Partnerships Group**

Work has been undertaken on Awards sales to improve reporting, enabling better management of customers and easy assessment against targets. Engagement with the cities that make up CLOA, the core cities partnership, is also ongoing.

10. **CFO's report**

10.1 **September management accounts**

The CFO noted that October management accounts had been completed and contained nothing hugely different to the information in the September accounts.

Underspend on Sport England funding was explained as a consequence of delayed replacement of staff and project phasing, meaning the allocation would be spent later in the cycle.

10.2 **Forecast to December 2019**

The Institute of Swimming is expected to have a favourable final three months of 2018, thus decreasing the end of year variable from the September figure.

Conversely Swim England Trading will be incurring costs causing the variance to increase.

10.3 **2019 budget**

The CFO stated that the higher loss figure compared to the 2018 budget was not a major concern given the level of reserves and the history of underspending in certain areas. The aim for the reserves was explained – to put Swim England in a position at the time of the 2021 budget where the reserves would be enough to continue supporting programmes lacking confirmation on continued Sport England funding. This in turn would facilitate a managed plan to any changes.

The Board agreed that the budget would be accepted, following the amendments required as a result of the decision on Swimming Times.

Chairing of the meeting was passed to Caroline Green at this point.

10.4 **Longer term planning**

The paper was noted with agreement that, given the size of the subject, a session would be required for review. It was agreed any discussion on the contribution to British Swimming would be led by MF given that JMN was on the British Swimming Board.

The CFO explained his view that the next strategic plan would be led by a review of the current plan, in conjunction with assessment of the subsidiary companies and membership income.

11. **Advanced Equality Standard**

11.1 **Panel meeting update**

The Sports Council Equality Group were impressed with the honesty of the submission and the intended future position. Work will continue in this area to ensure it is automatically part of everything done by the organisation, not an 'add on'.

Contact has been made by other sports for advice and a workshop will consequently be ran to provide insight on the work undertaken.

12. **Induction Programme**

12.1 **People Development**

The Head of People Development introduced her team's structure, purpose and the ways in which they support the organisation. The commitment to internal recruitment was explained, highlighting how this enables progression, development and better skilled employees. The comparatively low staff turnover of 1.5% over nine months was noted, along with the investigations into this. The geographical spread of employees was outlined and it was noted that there are more homebased staff than ever before.

The team were very proud of the results from the 2018 staff survey, which achieved a 93% response rate and green markers in every area for the first time in eight years.

Other highlights of 2018 were introduced, as were the key projects for 2019.

The development of a people matrix, containing statistics on diversity, turnover and formal cases was discussed and it was agreed that this would be beneficial for consideration by ARP.

Following a question from the Board on sickness levels it was noted that, although this is below national average, the difference between SportPark and homebased figures demonstrates a need for further analysis.

The competency framework was explained, aimed at creating a clearer pay structure, bringing together the expected behaviour, knowledge and skills of each position. Training is expected to be required in certain areas to ensure consistency across the levels.

13. **Any other business**

In relation to a mention of safeguarding within the Chairman's report it was noted that an annual report is delivered to the Board on this matter.

14. **Dates of future meetings**

Wednesday 30 January 2019

Tuesday 26 March 2019

Tuesday 21 May 2019

Tuesday 23 July 2019

Tuesday 10 September 2019

Tuesday 10 December 2019

Swim England Sport Operations Committee

Minutes of the meeting held 20 November 2018

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present:

Neil Booth	Chairman
Ian Mackenzie	Board Director
Sue Smith	Board Director
Emma Griffin	Operations Director
George Wood	Sports Development Director
Damien Stevenson	Insight and Partnerships Director
Jon Glenn	Learn to Swim & Workforce Director
John Hidle	Regional Chairs Representative
Alex Harrison	Swim England Member
James Boucher	Swim England Member

Staff:

Ali Sibcy-Allen	Senior Administration Officer
Jon Keating	Item 3.5

Min No:

1.1 **Chairman's welcome**

The Chairman welcomed the group and introduced James Boucher, the new Swim England Member representative.

Details around the business of SOC were provided along with the requirement for confidentiality to be maintained as items for discussion are likely to be in a developmental phase and subject to potentially significant changes.

1.3 **Apologies**

Pippa Jones, Swim England Member

1.4 **Declarations of Interest**

Ian Mackenzie – National Swimming League, Institute of Swimming

James Boucher – 2.1, Masters Working Group

Alex Harrison – 3.5, employment with National Operator

George Wood – 3.7, was previously a shareholder of a company who could potentially do a research project on Swim England's behalf

Items for Decision

2.1 **Masters Membership Category Level**

The email previously sent to committee members relating to the required membership category for masters swimmers to compete at the Inter-Counties was referred to. The agreement for masters to compete as a Category 1

member, only whilst representing their County in inter county competitions during 2019 was confirmed and accepted. This dispensation is in addition to the existing definitions of a Low Level Competition in which masters can already swim as a Category 1 member.

However a formal review is required. It was recognised that this did not provide approval for masters to swim at all events as a category one member.

The proposal was confirmed and accepted.

Items for Discussion

3.1 Actions arising from previous meeting

3.1.1 Minute 15.1: A paper with proposals to come to meeting

3.1.2 Minute 5.1: The policy accepted and being worked to, will be reviewed following further guidance from IOC.

3.2 Review of Certificate of Swimming Disability

Following the holding of a transgender panel a conclusion was reached that a 'certificate' to enable exemption from rules across disciplines needed to be considered. A Certificate of Swimming Disability is currently available in swimming but this would need to be widened to become more inclusive of reasons and rolled out across disciplines.

The Discipline Management Groups have provided some feedback, both positive and more challenging. Further information will be provided to SOC either via email or at the next meeting.

3.3 Athlete Voices

The idea of an Athletes Commission was introduced with a discussion around the format and how the concept would work.

EG was tasked with developing a paper for the next meeting to outline potential options for discussion.

3.4 Long Service Awards

A discussion around requirements for the present ASA/SE Long Service Awards was held. It was accepted that reward and recognition of volunteer service is important but concluded that the present awards were inconsistent with present day governance regarding periods of membership of committees and the like. It was agreed to ask the Board to consider removal of currents relevant regulation.

It was requested that the certificates used to honour the Harold Fern and Alfred H Turner awards winners be reviewed and refreshed.

3.5 Relationship between clubs and leisure operators

The relationships between clubs and leisure operators was introduced and recognised as a growing pressure point which could benefit from Swim England intervention. A basic overview of a project to liaise with both clubs and leisure operators was tabled with further details extensively discussed and options provided.

Agreement was given for contacting leisure operators to move the project forward whilst further details would be scoped. Further details to be provided at the March meeting concerning:

- The resourcing for the project
- Potential risks
- Historical insight, including case studies
- Details from initial forums
- Simple project plan
- Direction of travel for the project

It was highlighted that there should be sensitivity in communication of message to clubs, and that this text should be sent to SOC for information for the January meeting.

3.6 **Nutrition guidelines**

The guidelines cross all disciplines and have been agreed by all disciplines, talent leads, Rachel Burrows (British Swimming Anti-Doping Compliance Manager) and Richard Barnes (Swim England Director of Legal).

The guidelines were developed following a commercial organisation's attempts to go to events and provide supplement samples to athletes. Swim England has a duty of care to advise members that we don't recommend supplements be taken without proper consultation.

The document was agreed and accepted by all.

3.7 **Local level customer satisfaction survey**

A pilot for Net Promoters Score surveys is currently being scoped with 2019 being the exploratory year, delivering the pilot and looking at how it could be embedded within the sport. The survey would enable club level information to be gained and then aggregated upwards through to National level, allowing for trends and tracking to occur. All collected information would be anonymous with clubs accessing this information through a dashboard.

A third party company have offered to complete the pilot and develop the survey at no financial cost to SE. The costs following the proposal to be scoped. The details are to be brought back to the group once the survey has been developed and discussions have been initiated with potential regions regarding the pilot stage.

The timescales and required resources for the project were discussed, with consideration being given to the project discussed in Item 3.5 and how this could provide additional support in developing discussions.

Further information on how the survey would benefit the clubs and how they could use the collected information was requested with an agreement that running the pilot would be beneficial as at present there is no information to determine if the project will be useful. A more scoped project plan is to be brought to a future meeting.

3.8 **Discipline Committee liaison**

The SOC representatives for each group were confirmed as:

Diving – Pippa Jones
 Swimming – Alex Harrison
 Water polo – Ian Mackenzie
 Synchro – James Boucher

The role of the SOC representative on the Discipline Management Committees was discussed with further information to be circulated to provide feedback. The TORs and implementation plans for each group are also to be sent to the applicable liaison and meetings with their Chair to be arranged.

A request for 2019 meeting dates will be sent to all Discipline Management Committee Chairs.

Items to note

4.1 **Minutes of the meeting held 10 September 2018**

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

4.2 **Minutes of the Swim England Board Meeting held 11 September 2018**

No matters on the minutes were raised.

4.3 **Minutes of the Swim England Board Meeting held 13 October 2018**

No matters on the minutes were raised.

5.1 **Any Other Business**

Any requests for further agenda items to be sent to Ali Sibcy-Allen

6.1 **Future Meeting Dates**

Tuesday 15 January 2018

Tuesday 12 March 2018

Tuesday 7 May 2018

Tuesday 9 July 2018

Tuesday 27 August 2018

Tuesday 26 November 2018

Swim England Minutes of Regional Chairs Meeting

21st November 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
	Tony Green	West Midland Region Substitute
	Brian Havill	Chief Financial Officer
	John Hidle	East 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	Simon Kirkland	West Midland Region Chair
	Roger Penfold	South East Region Chair

Min

1. Welcome

1.1 The Chairman welcomed everyone to the meeting and noted the apologies for absence from Simon Kirkland, (Tony Green substituting) and Roger Penfold (John Davies substituting.)

2. Declarations of interest

2.1 There were no declarations of interest.

3. Regional Boundary Review

3.1 John Davies (South East region) advised the meeting that the region had received a request from one County in the region to undertake a boundary review with the intention of moving another of the counties in the region to a different region. The rationale for the request was not clear but appeared to be based on the high quality of the swimmers in the county they were looking to move.

3.2 The matter was discussed but as the Regional Chairs group is not a decision - making group it was noted that any proposal for a boundary review would have to go through the correct governance procedures. However, the meeting made it clear that any such proposal was unlikely to be supported by the Regions.

3.3 It was noted that due to the number of swimmers in the South East region it is possible for swimmers to achieve national times but not regional times. It was agreed that this is not uncommon in sport but that the Region may wish to consider staging the regional event over a longer period to include additional swimmers.

4. Club Constitutions

4.1 A further request was made for Swim England to provide a list of the mandatory requirements to be inserted into charitable organisation constitutions and to circulate appropriate templates for charitable organisation constitutions.

Action: Brian Havill to action via the Legal department

4.2 The meeting noted that the revised model constitution has now been provided and that regions are to check clubs are compliant. Due to the volume of work, it was agreed that there should be a two-year rolling programme to complete this.

Action: All Regions

4.3 Some concern was expressed at the application of Gift Aid which differs from club to club depending on variable advice provided by local HMRC offices. Specialist guidance to be made available to clubs via a tax expert, Richard Baldwin. This will be available following a kick off meeting between John Keating and Richard Baldwin.

Action: Brian Havill to action via Jon Keating and Richard Baldwin

5. SLT Update / Briefings

5.1 The meeting stated they welcome the current format of the monthly written SLT briefing paper and circulate it widely. The feeling of the meeting is that the content is of the right context and level. The streaming of the monthly SLT briefings to staff was also welcomed.

6. Buddy System

6.1 The thoughts on the current buddy system were variable with some regions finding it more useful than others. It was stressed that it was a two-way relationship and helpful to the SLT as well as the regions. Some regions prefer to go directly to a contact on a particular topic. However, it was agreed that it was a useful system to unblock blockages if necessary. The CEO and Chair offered to attend meetings on request in addition to the buddy work.

7. Options for the AGM / Presidential Dinner

7.1 It was agreed to recommend to the Board that the October timeframe and 2018 format be retained for 2019, particularly as it is the 150th Anniversary.

7.2 Various thoughts tabled for 2020 onwards including moving the AGM to June (or any time after March which suits the sport's calendar, including a conference, linking the Presidential dinner to the Awards lunch. The term of the President was also discussed if the changeover was moved to earlier in the year. The standard practice for this is to extend the term of the President in situ at the time of change. For example:

October 2019 – AGM / Council, Conference, Change of President

May/June 2020 – AGM / Council, Conference, No change of President

May/June 2021 – AGM, Council, Conference, Change of President

It was agreed a consultation paper should be drafted to seek the views of the regions and counties and that a three-year time line should be included taking into consideration the swimming calendar (all disciplines.)

Action: Brian Havill through Emma Griffin

8. Category 1 Membership

8.1 The meeting was informed that a major review of membership, including a wider offer for learn to swim and recreational swimmers, is underway and members will be involved in the consultation as the project moves forward.

8.2 Whilst the full review is being undertaken, Regions were asked to consider the fees they charge to learn to swim members. There is an immediate issue whereby category one is falling considerably and whilst some of this is due to operators taking over learn to swim from clubs, many clubs with large learn to swim schemes are setting up a trading company and excluding this section from members citing the cost of regional and county fees on top of the national fee as the reason. The meeting agreed a full review with counties and regions should be undertaken with a view of finding a remedy for 2020. (Some regions have already agreed a solution for 2019.) It was agreed that this would be a short-term solution pending the full membership review.

Action: Brian Havill through the SLT Buddy system

9. Advanced Equality Standards

9.1 The meeting was delighted to learn that Swim England, along with British Swimming has achieved the Advance Equality Standard for sport. Thanks and congratulations were tendered to Marie Cooper who led on the work internally and Sarah Gregory who led on the work for the Board. David Fletcher updated the board on the project he is leading on the nine protected characteristics which is an integral part of the Equality Action Plan. The action plan will be shared with the regions as it is a whole sport plan.

Action: Jane Nickerson through Marie Cooper

10. Coaching Register

10.1 The meeting was informed of a new initiative about to be launched by UK Coaching whereby they were seeking to attract coaches to sign up to a register in return for on-line resources. It was noted that Swim England is setting up a register for all coaches involved in swimming and they also have access to resources on the technical site, "Off the Blocks" hosted by British Swimming and supported by the Home Nations.

11. Teacher Training / Competitors

11.1 An update on courses run by the Institute of Swimming in the South West was given to the meeting along with a verbal update regarding the approach the Institute is now following to retain, recover and attract business.

12. Any other business

12.1 The London Region expressed concern at a document which had been circulated which appeared to RAG rate clubs for a particular reason. The region was assured that the document was purely an internal document and that the RAG rating was purely for identification purposes and would be removed before any information was circulated externally.

Apologies were also given to the London Region for a late request for information which was due to the resignation of the Club Officer. It was acknowledged this should have been picked up earlier.

12.2 A brief discussion regarding the relationship between Swim England and the operators was held. It was generally felt the majority of relationships are good but there is still a need to ensure the needs of the clubs are managed. One relationship is not as good as the others and attempts are being made to rectify this.

12.3 Noted that Joan Wheeler will continue as the Chair of the Regional Chairs for the forthcoming year and will liaise with Jane Nickerson regarding the format of future meetings.

Action: Joan Wheeler and Jane Nickerson

13. Dates of 2019 meetings

Wednesday 6th March 2019

Wednesday 8th May 2019

Thursday 29th August 2019

Wednesday 20th November 2019