

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Monday 09 September 2019 at Guildford Spectrum Leisure Centre

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	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
	Alan Lewis (AL)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

**Also in attendance (non-voting):**

Bryony Gibbs (BG)	Regional Office Manager
Jenny Gray (JG)	Regional President

**115 Apologies**

Apologies had been received from:

Roger Prior

**116 Minutes of the Meetings held on 9 July 2019**

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

**Action: BG**

**117 Matters Arising**

107 HF and AHT Awards – These awards were discussed at the Regional Chairmen's meeting, when it had been noted that few nominations had been received.

108 Regional Swimming Championships – ML reported that there was now a plan in place for the Regional Swimming Championships. The event will take place on one school day but will not be the weekend immediately before public exams. This would be discussed further with the Coaches' Forum and at the next Swimming Group meeting.

111 Volunteering Sub Group – BD & ML are working together on the recruitment of a Volunteer Co-Ordinator for the Winter Championships.

Landscape Sheet -

3 Volunteering Sub Group – It was agreed as this is an ongoing item it should be removed.

18 Para Swimming – START - Finance Sub Group to agree where this should come from within the budget.

**118 Annual Council Meeting**

**Regional Rule Changes**

The proposed rule changes are noted to the ACM Agenda. RFP will also be seeking approval from Council to waive the prior notice rule at the start of the meeting. There was

only one comment received on the annual report. This was regarding Volunteering and was received after the closing date.

### **ACM Development Morning Workshops**

There were around 30 persons booked in for the Officials' Update and 6 for the Volunteer Coordinators. The Team Manager Forum sessions has been postponed and will be run as an online session in October.

### **Vice President**

No nominations had been received for the role of Vice President. Council will be asked to authorise the Regional Management Board to arrange the appointment of the Vice President. BD to add information to the newsletter and social media after the ACM has taken place.

**Action: BD**

### **119 Chairman's Appraisal**

RFP left the room and JD took over the Chair.

It is customary for the Chairman to be appraised around half way through his or her term. It was agreed that the appraisal would be conducted by gathering feedback from the Board Members. BG to look at the format used previously, send across the Swim England template and investigate if Swim England have a standard format for Chairman's Appraisals. The panel was agreed as Chris Lee, Carys Jones and Alan Lewis.

**Action: BG**

### **120 Concession Agreement**

The current Concession Agreement with Mailsports is due to end on 29 February 2020. Following discussion it was agreed that the Region would look to extend the agreement in place, offering an extension until 31<sup>st</sup> December 2021. However, it was noted that a small amendment may be required to make it clear that quotes did not automatically need to be obtained from the licensee for all the Region's requirements. It was also noted that there was a need to ensure that the agreement does not specify an advert in a paper programme, as these may not be produced in future years.

**Action: BD / BG**

### **121 Swim England Panel of Friends – Nomination (Confidential Item)**

Following discussion, it was agreed that RFP would discuss this matter with Kerry Moss. The Region would look to advertise to recruit further Swim England Friends. The Board would then need to make a recommendation to Swim England. This item will be deferred to the next meeting.

The Region also needs to make a nomination to the Judicial Appointments Panel. RFP to discuss further with Kerry Moss.

**Action: RFP**

### **122 Finance – Regional Card & Loans from Regions**

The report from RGP was circulated in advance of the meeting.

Regional Card – There has been progress on this matter with HSBC. In order to eliminate the need for signatories to provide personal guarantees it was agreed, that HSBC would hold a deposit instead. This was agreed unanimously.

Loans from the Region to Swim England – It was noted that four Regions have now made loans to Swim England and only one Region has said they will not be doing this. Concerns

had been noted over the security of the loan. Finance Sub Group to present a proposal to a future meeting.

CL raised concerns over the level of protection offered by the Region's bank as cover is limited to £85k per financial institution. Finance Sub Group to review the arrangements in place.

**Action: Finance Sub Group**

**123 Affiliations – Ascot Royals (Confidential Item)**

Papers regarding this affiliation were circulated confidentially ahead of the meeting. It was noted that this was also discussed at the last Regional Chair's meeting. The proposed structure of the club does not fit in with the current club model. George Wood is looking at the possibility of setting out revised criteria to assist with the affiliation process for new clubs.

**124 Regional Masters Manager**

Geoff Stokes will be standing down from the role of Regional Masters' Manager on 15 September. The Board recorded their thanks for Geoff for his unstinting service to Masters' Swimming for the past 13 years.

**125 Swim England Coaching and Teaching Register**

A letter had been received from George Wood regarding the clubs that had, to date, not added details of their Teachers and Coaches to the register. Swim England are pursuing this matter with clubs directly. It had since been reported that many clubs have now started to update their records. HM is contacting SwimMark clubs that have not yet completed this. BG to check how many clubs are on the list.

**Action: BG**

**126 Category 1 Membership**

Updated membership figures had been received from Membership Services. These figures had been reviewed by RFP and BG, who reported there to be little change from the last quarter. The category 1 membership figures will continue to be reviewed.

**Action: BG/RFP**

**127 Staffing Matters**

The Board were advised that since the new job description and job title had been agreed for the Regional Manager, Swim England People Development had reviewed and regraded the post, which had resulted in an increase in remuneration for this role.

**128 Volunteer Sub Group**

BD reported that the Volunteer Sub Group will meet at the ACM. It was reported that the draft strategy is making good progress.

BD would like to have a recruiting desk at the Winter Swimming Championships so that there is a physical presence and someone to talk to. BD requested approval to purchase flags at a cost of approximately £250. This was agreed.

**Action: BD**

**129 Affiliations & Resignations**

**Resignations**

Southampton Youth Organisation

## **Enquiries**

Chiltern Swimming League – RFP checking constitution.

Ringmer Spartans –Waiting on constitution to be checked and feedback from Sussex.

### **130 Swim England Sports Operations Committee Minutes**

The minutes from the Swim England Sports Operations Committee meeting were noted. It was queried if the feedback from Athletes' Voices (item 2) would be shared.

### **131 Swim England Regional Chairmen's Meeting**

11. New Affiliations – this was noted and had been discussed earlier in the meeting.

6. Inclusion Project – RFP to share presentation.

4.1. Stronger Affiliation – George Wood had confirmed that the communication plan had been deferred due to the need to communicate to clubs the need to ensure all teachers and coaches are DBS checked. Further information on stronger affiliation should be circulated in the next couple of weeks.

**Action: RFP**

### **132 Swim England Online Annual Report**

The Swim England Online Annual Report was noted. This is on the ACM agenda.

### **133 Correspondence**

Jane Nickerson – Swim England 2020 Affiliation Fees. An email had been received from Jane Nickerson concerning the delay in the 2020 fee information being circulated. The fees were due to go to the Swim England Board for approval on 10 September.

### **134 AOB**

#### **Photo Background –**

BD had found a solution for the photo background previously proposed using branded flags which had worked well. BD proposed to purchase more flags at a cost of around £600.

**Action: BD**

#### **November Meeting –**

RFP to invite Jane Nickerson to the Regional Management Board meeting on 24 November meeting to discuss the Swim England Strategy.

**Action: RFP**

### **135 Date of Next Meeting**

Sunday 15 September, Holiday Inn Guildford (Annual Council Meeting)

Tuesday 08 October, Guildford Spectrum.

The meeting was closed at 20:55

## Regional Management Board

A meeting of the Regional Management Board will be held on Monday 09 September 2019 at Guildford Spectrum commencing at 1900

### Agenda

- |    |   |                      |
|----|---|----------------------|
| 1. | <b>Apologies &amp; Welcome</b><br><i>To receive any apologies from members unable to attend the meeting</i><br><i>Roger Prior</i> | RFP 1900             |
| 2. | <b>Minutes of the Meeting held on 09 July 2019</b><br><i>To agree accuracy of minutes from the previous meeting</i>               | RFP 1905<br>Enclosed |
| 3. | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>   | RFP 1915<br>Enclosed |

### Items for Decision

- |    |  |                       |
|----|--|-----------------------|
| 4. | <b>Annual Council Meeting</b><br>4.1 Regional Rules Changes<br>4.2 Questions of which notice has been given (if any)<br>4.3 To consider any issues arising from the agenda for the ACM | RFP 1920              |
| 5. | <b>Chairman's Appraisal</b>  | RFP 1930              |
| 6. | <b>Concession Agreement</b>  | BD 1935               |
| 7. | <b>Swim England Panel of Friends – Nomination (<i>Confidential Item</i>)</b>   | RFP 1940<br>Enclosed  |
| 8. | <b>Finance - Regional Card</b>   | RGP 1945<br>To Follow |
| 9. | <b>Finance – Loans from Regions</b>  | RGP 1950<br>To Follow |

### Items for Discussion / Information

- |     |   |                      |
|-----|---|----------------------|
| 10. | <b>Affiliations – Ascot Royals (<i>Confidential item</i>)</b>   | RFP 1955<br>Enclosed |
| 11. | <b>Regional Masters Manager</b>   | RFP 2000<br>Enclosed |
| 12. | <b>Swim England Coaching and Teaching Register</b>  | RFP 2010             |
| 13. | <b>Category 1 Membership</b>  | RFP 2015             |
| 14. | <b>Staffing Matters</b>   | RFP 2020             |
| 15. | <b>Volunteer Sub Group</b>  | BD 2025              |
| 16. | <b>Affiliations &amp; Resignations</b>  | RFP 2030             |
|     | <b>16.1 New Affiliations</b><br>None  |                      |
|     | <b>16.2 Resignations</b><br>Southampton Youth Organisation  |                      |
|     | <b>16.3 Enquiries</b><br>Chiltern Swimming League (ONB)<br>Masters Club Oxford – Name TBC (ONB)<br>Ringmer Spartans SC (Sussex) – Waiting on Constitution check<br>and feedback from County |                      |
|     | <b>16.4 Transfers</b><br>None   |                      |

## 16.5 Change of Name

None

- |     |   |                 |      |
|-----|---|-----------------|------|
| 17. | <b>Swim England Sports Operations Committee Minutes</b><br>The review the minutes of the Sports Operation Committee meeting held of 09 July 2019  | RFP<br>Enclosed | 2035 |
| 18. | <b>Swim England Regional Chairmen's Meeting</b><br>To review the notes of the Chairmen's Meeting on 29 August 2019  | RFP<br>Enclosed | 2040 |
| 19. | <b>Swim England Online Annual Report</b><br>To review the monthly update to the Swim England Online Annual Report:<br><a href="https://www.swimming.org/swimengland/annual-report-2019/">https://www.swimming.org/swimengland/annual-report-2019/</a> | RFP<br>See Link | 2045 |
| 20. | <b>Correspondence</b><br>Jane Nickerson – Swim England Membership Fees 2020<br>Martin Lees – Equal Starts Project Update  | RFP<br>Enclosed | 2050 |
| 21. | <b>AOB</b><br><i>24 hours notice required</i>   | RFP             | 2055 |
| 22. | <b>Date of Next Meeting</b><br>Sunday 15 September, Holiday Inn Guildford (Annual Council Meeting)<br>Tuesday 08 October, Guildford Spectrum  | RFP             | 2100 |

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Tuesday 09 July 2019 at Guildford Spectrum Leisure Centre

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<b>Present:</b>	John Davies (JD)	Vice Chairman (Chair)
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Shelley Robinson (SR)	Board Member

**Also in attendance (non-voting):**

Bryony Gibbs (BG)	Regional Office Manager
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**100 Apologies**

Apologies had been received from:

Jenny Gray  
William Long  
Roger Penfold  
Roger Prior  
Sara Todd

**101 Minutes of the Meetings held on 12 June 2019**

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

**Action: BG**

**102 Matters Arising**

82 Stronger Affiliation. CL emailed, Mike Thompson (MT), Chief Commercial & Marketing Officer. He advised that the project has been carefully considered and agreed. The risks CL had outlined have been noted and carefully considered, however MT noted the greater threat to members, the sport and NGB are the implications of poor practice in clubs. He advised that a clear communications place is being developed and Jon Keating is developing tools to support clubs. There will also be an 18 month window for clubs to comply with this.

83 Loans from Region. Finance Sub Group to review and put forward a recommendation at the September meeting.

84 Swim England and Region Awards. These are open for nominations and are being promoted on the website and social media.

Landscape sheet

6. Schools Constitution – RGP is reviewing.

7. Officials Data – a new list has been circulated. It was noted that the suspended officials have been removed from this list however email addresses do not appear to have been updated. A note will be included in the September newsletter encouraging people to ensure that their contact details are up to date. Previous circulations from the officials list have generated around 200 failures.

8/9. Finance – Actions to obtain HSBC Credit Card. Ongoing.

11. Regional Trophies – RFP wrote to all disciplines. ML confirmed that Swimming have agreed that trophies will no longer be given out, these will need to be collected at the Winter Championships later this year. BG to coordinate with ML to get any trophies that remain at Brian Harrison's house to the storage unit.

12. Category 1 Membership – BG & RFP continue to work on this.

16. Loans from Regions – Finance Sub Group to report back to the next meeting. Under this subject the Sportpark lease was discussed at the last meeting. CL had followed this up and it was confirmed that Swim England had now extended their agreement with Loughborough University for a further 15 years.

### **103 Accounts 2018/19**

The draft accounts for 2018/19 had been circulated ahead of the meeting. It was noted that there was a large increase in creditors compared to 2017/18 due to the membership income being received from Swim England prior to the end of the financial year. Major reductions in expenditure were also noted, £22k on course subsidies, £14,600 on SwimMark and £12k on Synchronised Swimming. JD added that the reduction in course subsidies may be due to the removal of teaching bursaries. The decreased spend on SwimMark was due to Network Funding as Networks were not claiming this. Due to this the Development Group had updated the policy and conditions.

The report proposed to agree the accounts by email later in the month however those present agreed they had confidence in the figures presented and the work of the Region's Accountants, Charter House in producing the accounts. JD proposed to adopt the 2018/19 Accounts, this was agreed unanimously. A small typing correction was noted, BG to action.

**Action: BG**

### **104 Affiliation Fees 2020**

It was agreed that there would be no Regional Affiliation fee increase for 2020. The fees will remain as;

Cat 1 - £5.00

Cat 2 - £6.00

Cat 3 - £0.00

Minimum Fee - £25.00 (per club)

**Action: BG**

### **105 Annual Report 2018/19**

A draft version of the Annual Report was circulated ahead of the meeting. BD was awaiting a response from Synchronised Swimming. All other disciplines have approved edited reports, except Swimming. Finance Report is required from RGP.

RMB members to send comments to BD by email. BG to circulate Word version. It was requested that members send any comments back by 20th July.

**Action: RGP / BD**

### **106 Proposed Regional Rule Changes**

Following discussion it was agreed that a proposal be put forward to the ACM for the rules indicated to be amended. The wording of the new rules would need to be put together for circulation to the Board and Membership. The following were also noted;

11.4.1 – if this is agreed future ACMs will be held in April.



5. Chairman's Term. It was agreed that this should change to 01 January, in line with the other proposed changes. The Board proposed that the current Chairman's term of office be extended, to end on 31 December 2022.

**Action: RFP**

#### **107 HF and AHT Awards**

Two nominations were received by the closing date. It was agreed that the nomination for Eileen Adams would be put forward as the Regional nomination to Swim England.

**Action: BG**

#### **108 Regional Swimming Championships**

A report on planning for the Championships in 2020 was circulated ahead of the meeting. Following discussion the members of the Board expressed their support of the recommendations made by the Regional Swimming Group;

1. Swim England South East will not change the format of the Short Course Championships to fully meet the set of 'Minimum Recommendations' provided by Swim England.
2. Swim England South East will not hold events involving swimmers who are doing GCSE examinations over the weekend 8/9/10 May 2020.

The reasons behind Swim England putting together 'Minimum Recommendations' was understood and the Board would also like all swimmers to have the same experience, however due to the size of the Region and the limited facilities available this is not possible. It was felt that conforming to the 'Minimum Recommendations' set out for the Short Course Championships would limit opportunities for Swimmers in the Region and actually disadvantage them. It was suggested that the reasons why the Region will not be able to fully conform should be fed back to Grant Robins.

It was understood that the decision not to hold events for 15 & over swimmers on 8/9/10 May could be challenged however swimmers are at the centre of what the Region does and holding championships so close to the examination period causes additional pressure for these swimmers, which could be avoided.

**Action: ML / Swimming Group**

#### **109 Para Swimming – START**

The paper provided by Helen Mack was noted. It was felt that this programme would be beneficial to clubs across the Region. It was agreed that the Board would support the additional £1800 of funding requested to support the Para Swimming START programme. The Finance Group to decide if this should come from the Inclusion Funding or if the Budget for 2019/20 should be amended to include this.

**Action: RGP / Finance Sub Group**

#### **110 Annual Council Meeting Workshops – Update**

Funding Workshop – BD reported that despite several emails to Sport England it did not look likely that they would support the funding workshop. BD will pursue.

Officials – GA reported that there will be a referee's session in the morning and one for coordinators and course leaders in the afternoon. Further information on the new systems has not yet been released.

Team Manager Forum – KJ has prepared topics to be covered at the forum.

As the Funding workshop does not look like it will go ahead it was agreed that this workshop should be amended to cover Volunteering and Funding.

**Action: BD / Volunteering Sub Group**

#### **111 Volunteering Sub Group**

The report from the Championships and the Action Plan were circulated ahead of the meeting. It was noted that significant progress had been made this year and that this was a good platform going forward. There were lots of volunteers available for the event. It was felt that the volunteer recruitment through the Coaches had worked very well.

It was hoped to recruit a Volunteer Co-Ordinator for the Winter Championships however, it was noted that volunteers will need to be recruited very soon for this event so this might not be possible.

**Action: BD / Volunteering Sub Group**

#### **112 Affiliations & Resignations**

##### **New Affiliations –**

Ridgeway Swimming Club – agreed subject to no objections from ONB ASA

Milton Keynes Junior League – ratified

##### **Resignations –**

Midhurst & District SC

##### **Enquiries –**

Ascot Royals - It was reported that work was ongoing with the affiliation application from Ascot Royals as there are currently complications with putting a constitution in place.

#### **113 Correspondence**

Email from Claire Coleman – Volunteer Co-ordinators. This correspondence was noted.

#### **114 Date of Next Meeting**

Monday 09 September at Guildford Spectrum.

The meeting was closed at 21.22

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 02 August 2019

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	<b>Constitutions</b> 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>
3	<b>Volunteering Sub Group</b> 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>
4	<b>Data Protection</b> 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	<i>In Progress</i>
5	<b>Regional Para Swimming Group</b> The Region would like to see SB have more support for Disability Swimming as the role currently being undertaken is too large a workload for one individual. It was discussed if a Disability Group could be formed to support SB which link in to the counties. It was also agreed that one of the RCDO's should be aligned to support Disability Swimming. HM to help support SB with setting up a Regional Disability Group.	24.02.19 Min 22	HM	<i>Complete</i>
6	<b>Schools Constitution</b> Template used to Schools Constitutions needs to be reviewed and updated.	24.02.19 Min 33	RGP/BG	<i>In progress</i>
7	<b>Officials Data</b> Ahead of the Championships emails have gone out to full list of officials	21.03.19 Min 41	RFP / BD	

	however the data supplied seems to be incorrect with some officials who are unlicensed and also suspended being included on the list. There are also email addresses that do not work. RFP to raise at Chairmen's meeting. A note will be included in the September newsletter encouraging people to ensure that their contact details are up to date.			
8	<b>Finance</b> The request for a debit card was amended to a credit card due to the increased protection that this would offer. This would be free in the first year but there would be a £32 per year charge annually from year 2. This was agreed unanimously.	21.03.19 Min 42	BG	<i>In progress – on agenda</i>
9	<b>Finance</b> It was agreed unanimously to allow a deposit card to be issued to BG. Due to changes by HSBC it is no longer possible to pay cash into their paying in machines without a card.	21.03.19 Min 42	BG	<i>In progress – application re-submitted to HSBC</i>
10	<b>Finance</b> It was agreed unanimously to present a motion to the 2019 Annual Council Meeting to change the Region's Financial Year with effect from 01 January 2020. Accounts for the period 01 April 2019 to 31 December 2019 would be prepared and presented at the 2020 Annual Council Meeting.	21.03.19 Min 42	RGP/RFP	<i>In Progress – on ACM agenda</i>
11	<b>Regional Trophies</b> Following discussion it was agreed to approach the disciplines with the proposal that trophies will no longer be handed out to winners for them to take home, unless the disciplines provide compelling reasons why this should continue. The Swimming Group will also follow this up with the Swimming Trophy Controller.	21.03.19 Min 46	RFP / BG	<i>In Progress – email sent 19.06.19</i>
12	<b>Category 1 Membership</b> Category 1 Membership had been discussed at the Chairman's meeting, minutes of this meeting have been circulated. There is a suggested that the cost of category 1 membership could be the reason clubs are taking their teaching programmes out of Swim England Membership. Data from Membership Services to be reviewed and shared with the Board.	21.03.19 Min 47	BG	<i>On Agenda</i>
13	<b>Regional Funding Policies</b> It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.	09.05.19 Min 61	BG	
14	<b>Date of ACM 2020</b> Following discussion it was agreed to hold the Annual Council Meeting in 2020 on either 18/19 April. This will be ahead of the Swim England ACM which will take place on 16 May 2020 and should allow time for the Annual	09.05.19 Min 63	BG	

	<p>Report and Accounts to be prepared following year end on 31 December 2019 (if agreed at the ACM in September 2019).</p> <p>It was also agreed to propose a rule change to allow a virtual meeting in future.</p>			
15	<p><b>Stronger Affiliation</b> Clubs needs to be supported through this process. CL to raise with the Marketing &amp; Commercial Manager the need for a good toolbox to support clubs.</p>	12.06.19 Min 82	CL	<i>Complete</i>
16	<p><b>Loans from Regions</b> Following discussion it was agreed to defer this item to the next meeting. A proposal is required from Swim England along with the terms and conditions of the agreement. The Finance Sub Group will review and put forward a recommendation at the next meeting.</p>	12.06.19 Min 83	RGP / Finance Sub	<i>On Agenda – September</i>
17	<p><b>Stronger Affiliation</b> Discussion took place around Stronger Affiliation and the potential suspension of clubs for non-compliance. The need for a route of appeal was discussed. RFP will explore if the Region currently delegates the responsibility to revoke membership to Swim England or if it is the Region's responsibility and what the route of appeal is, or will be.</p>	12.06.19 Min 97	RFP	
18	<p><b>Para Swimming – START</b> It was agreed that the Board would support the additional £1800 of funding requested to support the Para Swimming START programme. The Finance Group to decide if this should come from the Inclusion Funding or if the Budget for 2019/20 should be amended to include this.</p>	09.07.19 Min 109	RGP / Finance Sub Group	

Updated 02/08/2019 BG

# Swim England South East Region Masters Manager

A volunteer is needed to fill the role of Swim England South East Region Masters Manager which will become vacant on 15th September, at the Swim South East Council Meeting, when Geoff Stokes is standing down after 13 years in the post.

The role involves the following.

- Chairman of the Masters Working Group meetings, held twice per year.
- Managing the Masters Short Course competition in October and the Long Course competition in January/February.
- Managing an annual 1500m Masters event.
- Managing the annual Masters Development day.
- Attendance at Swim England South East Region Board meetings as required, currently two per annum.

Support from the Masters Working Group is available for all the above activities together with that from the two Regional Club Developments Officers. Administrative support is supplied by the Regional Office Manager.

This role is a voluntary one with all expenses reimbursed in accordance with the Swim England South East Region expenses policy.

Ideally the successful candidate will be a Masters Swimmer or someone closely associated with Masters. An estimated commitment would be three to four hours each week, but this is under the control of the Masters Manager and depends upon the level of involvement the Manager chooses.

Applicants for this role should contact Bryony Gibbs, together with brief details of their experience in Masters swimming. Please send applications to: [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org).

# Swim England Sport Operations Committee

Minutes of the meeting held 9 July 2019

SportPark, Loughborough

**Draft minutes subject to approval at the next meeting**

<b>Present:</b>	Neil Booth	Chairman
	Ian Mackenzie	Board Director
	Emma Griffin	Operations Director
	George Wood	Sports Development Director
	Damian Stevenson	Insight and Partnerships Director
	Jon Glenn	Learn to Swim & Workforce Director
	John Hidle	Regional Chairs Representative
	Alex Harrison	Swim England Member
	Pippa Jones	Swim England Member
<b>Staff:</b>	Andy Fuller	Water Polo Development Manager (Item 3.2)
	Grant Robins	Head of Talent – Swimming (Item 4.2)
	Ali Sibcy-Allen	Senior Administration Officer

**Min No:**

- 1. Standing Items**
- 1.1 **Chairman's welcome**  
The Chairman welcomed the group.
- 1.2 **Apologies**  
Jim Boucher - Swim England Member.
- 1.3 **Declarations of Interest**  
Ian Mackenzie – National Swimming League, Institute of Swimming.
- 1.4 **Actions arising from previous minutes**
- 1.4.1 Policy review: Policies are being identified as to which part of the organisation they sit in and whether they need to be reviewed.
- 1.5 **Minutes of the meeting held 7 May 2019**  
The minutes were agreed as correct.
- 1.6 **Minutes of the Swim England Board meeting held 21 May 2019**  
The Swim England Board have reviewed committee representation for Board members, following which it has been determined that the number of Board members sitting on SOC will be reduced to one in addition to the committee Chair. Sue Smith has stepped down. The Chairman expressed his thanks for the valuable contribution Sue has made to the work of the Committee. The TORs will be updated to reflect this.

The minutes were noted.

## **2. Items for Decision**

### **2.1 Athlete Voices**

The proposal was discussed and it was agreed that the panel should link in with the Talent Feedback Surveys which are currently scheduled. The surveys will be used to determine common themes which can be discussed in discipline specific meetings. The surveys will be updated to ask athletes if they would be happy to be consulted further. The feedback from the surveys is to be presented to SOC members at the November meeting, prior to the consultation meetings.

## **3. Items for Discussion**

### **3.1 Overseas Membership**

The potential for an overseas Swim England membership for eligible individuals was discussed following a request. Two routes were considered including the benefits and challenges of each.

Further discussions are to be held with the organisation requesting the proposal and other interested parties to fully identify the requirements and expectations.

**Action: NB to determine requirements and expectations before meeting with EG and JG to meet to discuss moving forwards.**

### **3.2 Water Polo Talent Programme Funding**

Andy Fuller joined the meeting for this item.

GW and AF presented the paper which is being submitted to the Swim England Board to request financial support for Water Polo during 2020.

It was recommended that prior to the paper going to Board additional information was provided relating to:

- the overall funding picture, including parent / athlete contributions.
- what the funding would be used for and enable water polo to do.
- Funding comparisons with other disciplines.

Following these additions SOC members agreed to support the request and proposed that clarity was gained from the Leadership Group on the ambition for water polo moving forwards to support future funding requests.

## **4. Items to note**

### **4.1 Discipline Leadership Group Update**

The Chair outlined the drivers and process for making the amendments to the Leadership Group TORs and apologised for a miscommunication with SOC members.

It was confirmed that all disciplines have received the TORs and, while there are some ongoing queries, they are working to identify current group members who will fulfil the core roles and confirming where recruitment will be required.

Where the groups fit in developing the Swim England strategy moving forwards was discussed with the Chair advising a meeting of the group chairs and Swim England leadership will be held prior to the AGM in October.



#### 4.2 **Optimal Athlete Development Framework**

Grant Robins joined the meeting for this item and presented the Framework explaining the content in greater detail.

#### 5. **Any Other Business**

5.1 Regional Chairs: Following recent meeting the following points were noted:

- A lack of confidence within clubs to integrate swimmers with a disability / less able swimmers into the club. GW to meet with the Activity Alliance to investigate existing resources.
- A review of the swim meet licensing was requested. NB to respond and ask for the reasoning behind the request and parameters of the review.
- A request was made to receive SOC papers which has been agreed on the proviso that sensitive information will be emitted / noted. This will also require the TORs to be updated.

#### **Actions:**

**GW to investigate documentation to support clubs with athlete integration.**

**NB to request further information from the Regional Chairs to support the swim meet licensing review.**

**NB to take the revised TORs for SOC to the Swim England Board for agreement.**

5.2 Coach and Teacher Register: The success of the register was noted with a vast majority of clubs having added their information. Future steps to ensure coach records are complete and following up with clubs who have not provided the required information were considered.

**Action: GW to liaise with EG with reference to following up with clubs where additional information is required.**

#### 6. **Future Meeting Dates**

Tuesday 27 August 2019

Tuesday 26 November 2019

*Tuesday 14 January 2020*

*Tuesday 3 March 2020*

*Tuesday 1 May 2020*

*Tuesday 15 July 2020*

*Tuesday 1 September 2020*

*Tuesday 24 November 2020*

*NB: dates in italic are TBC*

## Swim England and UK Deaf Sport making swimming accessible

Swim England and UK Deaf Sport are making huge grounds to ensure swimming is more accessible than ever before for deaf swimmers.

The start of a race can be challenging for deaf athletes, especially those who are unable to wear their hearing aids or cochlear implants in the water.

As part of an ongoing project, an unprecedented number of facilities in England which host level one and level two meets have been equipped with strobe lighting to ensure deaf swimmers have equal starts to their peers.

Out of the 69 facilities which held these meets in the 2018-19 season, 33 have been required to purchase an additional strobe and more than half of those have already done so.

Swim England and UK Deaf Sport are continuing to work with their regional partners to ensure those remaining facilities will have access to a secondary strobe as soon as possible.

They will still be able to host level one and level two meets during the 2019/20 season, as they have already put plans in place to provide the strobes in the near future.

Swim England and UK Deaf Sport are committed to making these changes nationwide, so deaf swimmers across the country have access to equal starts.

George Wood, Swim England's Sport Development Director, said: "I am delighted that this project is pushing forward and we now have more facilities that host level one/two meets able to provide equal starts for deaf swimmers.

"We will continue to progress with this, so that all level one/two meets provide equal starts.

"This will help to further improve the experience for athletes in swimming and keep the sport at the forefront of inclusive sport. We are grateful for the support provided by UK Deaf Sport."

Valerie Copenhagen, UK Deaf Sport Head of Participation, said: "I am really pleased with the developments that have happened around this and that we now have a clear plan for when these secondary strobes and training/guidance will be in place.

This is a great step forward for deaf swimmers who wish to participate in their local, regional and national competitions but are not given the same opportunities as all participants to start the race on an equal footing.

There are exciting times ahead for swimming and the deaf community and we would like to thank Swim England for their continued support of UK Deaf Sport's work around the disability agenda in sport and physical activity across England."

As part of the partnership, UK Deaf Sport are offering to train volunteers to help them understand the unique information and support needs of deaf people.

Both Swim England and UK Deaf Sport will seek to identify opportunities to support coaches, referees and officials through deaf awareness training and support.

Please contact Valerie Copenhagen at [participation@ukds.org.uk](mailto:participation@ukds.org.uk) if you would like to take part in this training.

## **ENDS**

### **Notes to editors**

#### **About Swim England**

Formally known as the Amateur Swimming Association, Swim England is the national governing body for swimming in England. It helps people learn how to swim, enjoy the water safely, and compete in all aquatic sports.

Swim England's vision is 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 [swimming.org/swimengland](http://swimming.org/swimengland)

#### **About UK Deaf Sport**

UK Deaf Sport is a Sport England-funded UK wide organisation, dedicated to getting every deaf person active and inspired by physical activity and sport.

For more information, please visit [ukdeafsport.org.uk](http://ukdeafsport.org.uk)

## Bryony Gibbs

---

**From:** Roger Penfold <rogerpenfold@btinternet.com>  
**Sent:** 20 August 2019 16:17  
**To:** bryony.gibbs@southeastswimming.org  
**Subject:** Fwd: Swim England Membership Fees 2020

**Follow Up Flag:** Follow up  
**Due By:** 02 September 2019 16:00  
**Flag Status:** Flagged

Bryony

Please circulate this to the Board.

Roger (FP)

Sent from my iPad

Begin forwarded message:

**From:** Jane Nickerson <[Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)>  
**Date:** 20 August 2019 at 15:12:25 BST  
**To:** [rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)  
**Subject:** Swim England Membership Fees 2020

Dear All

I am writing to apologise for the delay in advising you of the 2020 membership fees. As you will be aware, these should be set by 31st July for the forthcoming year.

The Sport Operations Committee will be considering the proposal at their next meeting on 27th August who will make a proposal to the Swim England Board for a decision on 10th September.

In the past, the decision has been made prior to 31st July with a communication going to all clubs in October when the Regional and County fees have been confirmed. I appreciate that some, if not all of you, would like to know the fees prior to your Regional AGM and if this is the case, please let me know if a decision on 10th September causes you any concerns.

Please accept my apologies for the delay in setting these fees.

Best wishes

Jane

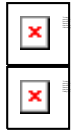
**Jane M Nickerson**  
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E [Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)



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