

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 08 October 2019 at Guildford Spectrum Leisure Centre

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member (by phone)
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Jenny Gray (JG)	Regional Delegate
Susan Harrison (SH)	Regional Delegate
Mollie Lewis (ML)	Regional Delegate

136 Apologies

Apologies had been received from:

Eileen Adams (Regional Delegate)
Ken Adams (Regional Delegate)
Janet Hedger (Regional Delegate)
Ray Hedger (Regional Delegate)
Carys Jones
Mike Lambert
Terry Norris
Shelley Robinson

137 Swim England Annual Council Meeting

At the Region's Annual Council Meeting there were not many comments on the Swim England Annual Report or Accounts. The following general points had been raised;

- | | |
|---------|--|
| General | The format of the report is not very easy to use, there are additional links that move the reader away from the page, making it difficult to navigate. There is no issue with the report being online, it is just the format that needs to be reconsidered. (Shelley Robinson – Regional Management Board) |
| General | Is the Swim England Annual Report available in hard copy on request? If not, could they consider this? This is something that they do for the Swim England Handbook. (Eddie Lyne – Berkshire & South Bucks ASA) |
| General | Communications with Swim England are poor and there are difficulties using their website. (David Greenaway – Fareham Nomads SC) |
| General | The Swim England Annual Report contains very little in the way of facts or figures. This makes it difficult to make judgement on if things are going well, or not. Similar points have been raised in the past and the response |

was that the report is not aimed at management of the sport. (Eddie Lyne – Berkshire & South Bucks ASA)

It was agreed that SR should raise the comments around the format of the Swim England Annual Report during the Open Mic Session.

Action: SR

The issue regarding hard copies of the annual report may better raised at the Regional Chairman's meeting.

Following discussion around the generalised nature of the report, queries were raised whether Swim England are measuring against their operational plan and if this should be raised. The Annual Report appears to cover the business of the company, not the sport. If they do not report their work on the sport, as a National Governing Body, in the Annual Report, where is it being reported?

Queries were also raised around sponsorship of Swim England and if any progress had been made in this area. BD to consider how this question is best phrased.

Action: BD

SH noted that the Swim England Board Minutes indicated that the Board had seen benefit to holding their last meeting in conjunction to a national event. The lack of Swim England Board Members at these type of events was noted. It was agreed that SH should raise this during the Open Mic session. BD also noted that there was not a joined up approach, with the Talent Team arranging camps the day before the National County Team Championships.

Action: SH

It was also agreed that SH would raise an item under 3.5 on the agenda on the relationship between Swim England and British Swimming and the influence that the Swim England CEO has on British Swimming. The communications between the two bodies in terms of planning were also of interest. RFP to alert Swim England of the Region's intention to raise something under this item. Queries were also raised around if the minutes of British Swimming are available publically.

Action: SH / RFP

It was agreed that as the current President, Terry Norris, was unable to attend the ACM Jenny Gray would welcome the new Swim England President on behalf of the Region.

Action: JG

It was agreed that RFP would arrange a table for dinner in the hotel restaurant on Friday evening for delegates.

Action: RFP

138 Minutes of the Meetings held on 9 September 2019

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

Action: BG

139 Matters Arising

118 - Vice President – Council authorised the Regional Management Board to arrange the appointment of the Vice President. Details were included in the October newsletter.

120 – Concession Agreement – BD/BG to action.

122 – Loans from Regions – Finance Sub Group to report back to the November meeting.

It was noted 6 Regions have provided loans to Swim England.

134 – November Meeting - RFP has not contacted Jane Nickerson yet.

Landscape Sheet –

5 – Officials Data. It was noted that the lists of Officials for the Winter Swimming Championships are encouraging. BD queried how non-technical officials were being recruited. RGP to send on rota.

140 Appointments

A report was circulated ahead of the meeting. It was confirmed that the Vice Chairman did not need to be reappointed as it had previously been agreed to appoint JD as Vice Chairman until the end of the Chairman's term.

The following were agreed;

1. Roger Prior was appointed as Board Member responsible for Finance for the period to the ACM 2022.
2. Glen Isaacs (Black Lions SC) was appointed as Masters' Manager.
3. To continue the regime of appointing liaison members for each discipline, these liaisons were agreed as;
 - Disability Swimming – Roger Prior
 - Diving – Alan Lewis
 - Masters - William Long
 - Open Water – Ivan Horsfall-Turner
 - Swimming – Carys Jones
 - Synchronised Swimming – Roger Penfold
 - Water Polo – Chris Lee
4. The Membership of the following groups were agreed;
 - Communications** – Brian Deval, Carys Jones, Chris Lee and Shelley Robinson
 - Disability & Inclusion** – Chris Lee and Roger Prior
 - Finance**– John Davies, Alan Lewis, Roger Penfold, Roger Prior, Sara Todd to join group.
 - Staffing** – Eileen Adams (not a Board Member), Ivan Horsfall-Turner, Carys Jones, and Roger Penfold
5. The Board representatives on the Development Group for the ensuing year were agreed as George Adamson, John Davies, Alan Lewis, William Long and Roger Prior.

Action: BG

141 Judicial Appointments Panel

It was proposed to nominate Susan Harrison to the Judicial Appointments Panel. This proposal was agreed, RFP to advise Kerry Moss.

Action: RFP

142 Swim England Panel of Friends – Nominations (Confidential Item)

Following discussion it was agreed that RFP would discuss this matter further with Kerry Moss.

Action: RFP

143 Regional Constitution

A draft constitution was circulated ahead of the meeting incorporating the changes agreed at the Annual Council Meeting. These amendments were approved. However, the following points were noted;

- 12.4.1. There may be a need to reword this.
- 12.4.2. As the Annual Report is no longer circulated, this needs amending.
- The reference to ASFGB should be removed.

- Document should be checked for any references to 'The Swim England' and these corrected.
- 9.1 Officers. This item should be amended at the April 2020 ACM.

Action: BG / RFP

144 Meeting Dates 2019/20

The Board would continue to hold an all-day meeting with the Discipline Managers in November. Due to the agreed changes to move the financial year to a calendar year, Disciplines will provide their reports and budget requests at the November meeting. There would no longer be an all-day meeting in February. BD to amend report template.

Action: BD

It was noted that the previously agreed date for the ACM is during the British Championships. The weekend after is the Regional Championships and the prior weekend is Easter. As there were no weekends available, it was agreed to change the agreed date for the ACM and hold it before or after the Regional Management Board meeting on Tuesday 07 April.

The meeting dates were agreed as;

- Sunday 24 November 2019
- Wednesday 18 December 2019 (if required)
- Thursday 06 February 2020
- Monday 09 March 2020
- Tuesday 07 April 2020 (RMB Meeting & ACM)
- Monday 11 May 2020
- Tuesday 16 June 2020
- Wednesday 15 July 2020
- Thursday 10 September 2020
- Monday 19 October 2020
- Sunday 22 November 2020
- Tuesday 15 December 2020 (if required)

Action: BG

145 Regional Trophies

All disciplines had been asked how they would like to proceed with Trophies. There was a mixed response. However, Swimming have indicated that they will no longer be handing out trophies. A report on this was circulated ahead of the meeting. The following was agreed;

1. ML to address arrangements for current trophy holders to return trophies at the Winter Championships in November.
2. The Board authorised ML to rent an appropriate storage facility in Basingstoke on a short term basis.
3. The Board liked the idea of information on the trophies being added to the website, this should be explored further at a future date.

The considerations regarding the future disposition of trophies were noted and will need to be revisited at a future date.

Action: ML

146 Crawley Facilities Strategy

A proposed response from the Region and County on the facilities required in Crawley was circulated ahead of the meeting. This was endorsed by the Board.

Action: BG

An issue was raised by BD regarding facility hire at K2 Crawley. There are issues with the standard hire agreement which mean that this does not comply with Wavepower. There are also issues surrounding the Operating Procedure which the centre is required to share with the hirer, but currently will not do so, due to confidentiality. BD to send details on to BG so that the Discipline Managers can be made aware.

As this issue is with Everyone Active, who is a preferred operator of Swim England these issues should be raised with Partnerships, Facilities and the Clubs Team to be addressed.

Action: BD

147 Water Polo Tutor Training Support

A paper was circulated by email due to the timescales involved. The majority of members agreed with providing this support, BG has proceeded with this. This is an exceptional circumstance and should not be seen as setting a precedent. The standard amount paid for tutor training through the Regional Bursary Scheme is 75% of the course cost.

Action: BG

148 Regional Annual Council Meeting

Future Council Meeting Arrangements – 2020

The 2020 Annual Council Meeting will be a standalone meeting. There will not be awards or workshops on this occasion. It was confirmed Swim England business should remain on the agenda.

Matters Arising from the Meeting

Vice President – Council authorised the RMB to arrange the appointment of the Vice President. This is in progress.

Regional Delegates to the Swim England Council Meeting – Council authorised the RMB to appoint one further delegate, it was confirmed that Ken Adams (Amersham SC) had been appointed. The President, Terry Norris, was unable to attend, so Jenny Gray had also been appointed as a delegate.

Terms of Office of RMB Members

Following the changes agreed at the ACM, the terms of office for the Regional Management Board Members were ratified, as circulated.

149 Employment Matters

Helen Mack has resigned from her role as Regional Club Development Officer, her final day will be 31 October. The Board delegated making arrangements to recruit a replacement Regional Club Development Officer to the Staffing Sub Group.

RFP to invite HM to the RMB meeting on 24 November and consider an appropriate contribution for a leaving gift.

Action: RFP / Staffing Sub Group

150 Swim England Coaching and Teaching Register - Update

The latest update for George Wood was circulated. It was noted that this information had been added to the newsletter and that HM was chasing SwimMark clubs.

151 Swim South East Trade Mark

The trademark registered on the old Swim South East logo had come up for renewal. As this logo is no longer current a decision had been made not to renew this. The Board endorsed that action.

152 Affiliations & Resignations

New Affiliations

The application for affiliation from Ringmer Spartans SC (Sussex) was approved.

Action: BG

Enquiries

Ascot Royals (BSB) – Constitution being checked

Chiltern Swimming League (ONB) – RFP checking constitution

Action: RFP

153 Swim England Sports Operations Committee Minutes

The minutes from the meeting held on 27 August were not yet available.

154 Swim England Board Minutes

The minutes from the meeting held on 10 September were noted. An error was noted in minute 10.1 which referred to the Commonwealth Games in 2020, they will be held in 2022.

155 Swim England Online Annual Report

The Swim England Online Annual Report was noted. It was felt that the nature of an Annual Report means it should be annual, rather than a report that is updated month to month. However, the point of reporting against KPIs regularly was appreciated.

156 Correspondence

Claire Coleman – Swim England National Awards 2020

It was noted that the Regional Awards would need to be dealt with as a separate event to the Annual Council Meeting in future if Swim England continue with the same timeline for awards. Feedback will be provided to Claire Coleman that it would be beneficial for Swim England to move their awards so that Regions can run these two events together.

Jon Keating – Strong Affiliation

The communication from Jon Keating was noted.

157 AOB

One item of AOB had been received, but this had been discussed at minute 146, Crawley Facilities Strategy.

158 Date of Next Meeting

Sunday 24 November, Holiday Inn Guildford. RFP to invite HM to attend.

Action: RFP

The meeting was closed at 21.10

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 08 October 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>Eileen Adams</i>
<i>Ken Adams</i>
<i>Janet Hedger</i>
<i>Ray Hedger</i>
<i>Carys Jones</i>
<i>Mike Lambert</i>
<i>Terry Norris</i>
<i>Shelley Robinson</i> | RFP 1900 |
| 2. | Swim England Annual Council Meeting | RFP 1905 |
| 3. | Minutes of the Meeting held on 09 September 2019
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1915
Enclosed |
| 4. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1920
Enclosed |
| Items for Decision | | |
| 5. | Appointments <ul style="list-style-type: none"> - Board Member Responsible for Finance - Masters Discipline Manager - Discipline Liaisons - Communications Sub Group - Finance Sub Group - Staffing Sub Group - Inclusion Sub Group - Development Group | RFP 1925
Enclosed |
| 6. | Judicial Appointments Panel
<i>To confirm nominated representative</i> | RFP 1930 |
| 7. | Swim England Panel of Friends – Nomination (<i>Confidential Item</i>) | RFP 1935 |
| 8. | Regional Constitution
<i>To adopt the new Regional Constitution following the ACM</i> | RFP 1940
Enclosed |
| 9. | Meeting Dates 2019/20
<i>To agree meeting dates</i> | RFP 1945
Enclosed |
| 10. | Regional Trophies | RFP 1950 |
| 11. | Crawley Facilities Strategy | RFP 2000
Enclosed |
| 12. | Water Polo Tutor Training Support | CL 2005
Enclosed |
| Items for Discussion / Information | | |
| 13. | Regional Annual Council Meeting <ul style="list-style-type: none"> - <i>Future Council Meeting Arrangements – 2020</i> - <i>Discuss any Matters Arising from the Meeting</i> | RFP 2010
Enclosed |

- Confirm Terms of Office of RMB Members

14.	Employment Matters	CJ	2015
15.	Swim England Coaching and Teaching Register - Update	RFP	2020
16.	Swim South East Trade Mark To notify the Board of the decision taken	Enclosed RFP	2025
17.	Affiliations & Resignations 17.1 New Affiliations Ringmer Spartans SC (Sussex) 17.2 Resignations None 17.3 Enquiries Ascot Royals (BSB) – Constitution being checked Chiltern Swimming League (ONB) Masters Club Oxford – Name TBC (ONB) 17.4 Transfers None 17.5 Change of Name None		2030
18.	Swim England Sports Operations Committee Minutes The review the minutes of the Sports Operation Committee meeting held on 27 August 2019	RFP To Follow	2035
19.	Swim England Board Minutes To review the minutes of the Swim England Board on 10 September 2019	RFP Enclosed	2040
20.	Swim England Online Annual Report To review the monthly update to the Swim England Online Annual Report: https://www.swimming.org/swimengland/annual-report-2019/	RFP See Link	2045
21.	Correspondence Claire Coleman – Swim England National Awards 2020 Jon Keating – Stronger Affiliation	RFP Enclosed	2050
22.	AOB <i>24 hours notice required</i>	RFP	2055
23.	Date of Next Meeting Sunday 24 November, Holiday Inn Guildford	RFP	2100

Swim England South East
Regional Management Board

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

Present:	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 31st 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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 02 October 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	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>
3	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	<i>In Progress</i>
4	Schools Constitution Template used to Schools Constitutions needs to be reviewed and updated.	24.02.19 Min 33	RGP/BG	<i>In progress</i>
5	Officials Data Ahead of the Championships emails have gone out to full list of officials 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.	21.03.19 Min 41	RFP / BD	
6	Finance 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</i>
7	Finance 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>Complete</i>
8	Regional Trophies Following discussion it was agreed to approach the disciplines with the	21.03.19 Min 46	RFP / BG	<i>In Progress – On Agenda</i>

	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.			
9	Category 1 Membership 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	
10	Regional Funding Policies 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	
11	Date of ACM 2020 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 Report and Accounts to be prepared following year end on 31 December 2019 (if agreed at the ACM in September 2019). It was also agreed to propose a rule change to allow a virtual meeting in future.	09.05.19 Min 63	BG	
12	Loans from Regions 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.	12.06.19 Min 83	RGP / Finance Sub	
13	Stronger Affiliation 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.	12.06.19 Min 97	RFP	
14	Para Swimming – START 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.	09.07.19 Min 109	RGP / Finance Sub Group	
15	Vice President	09.09.19	BD	

	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.	Min 118		
16	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 31st 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.	09.09.19 Min 120	BD / BG	
17	Finance 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.	09.09.19 Min 122	Finance Sub Group	
18	November Meeting RFP to invite Jane Nickerson to the Regional Management Board meeting on 24 November meeting to discuss the Swim England Strategy.	09.09.19 Min 134	RFP	

Updated 02/10/2019 BG

SWIM ENGLAND SOUTH EAST
REGIONAL MANAGEMENT BOARD

8 OCTOBER 2019

APPOINTMENTS

PURPOSE OF REPORT

To enable the Board to make a number of appointments.

PROPOSED ACTION

The Board is asked to DECIDE

- 1 That [insert name] is appointed as Board Member responsible for Finance for the period to [insert date].
- 2 That [insert name] is appointed as Masters' Manager.
- 3 Whether to continue the regime of appointing liaison members for each discipline, and, if so, MAKE those appointments for the ensuing year (or longer if felt appropriate).
- 4 The membership of the Communications, Disability & Inclusion, Finance and Staffing Groups for the ensuing year.
- 5 The Board representatives on the Development Group for the ensuing year.

SUPPORTING INFORMATION

- 1 The Region's Constitution requires, at paragraph 13.1.2, that the Board "appoints one of its members as the person responsible for the oversight of the financial matters of the Region". The Board appointed Roger Prior to the office of **Board Member responsible for Finance** in October 2018, in succession to Gary Shields, to serve until the Annual Council Meeting, when his then term of office as a Board Member expired. Roger has, of course, been re-elected, for the period to the ACM in 2023.
- 2 The Board is requested to appoint one of its number to the office. A job description for the role, devised at the time of the creation of the Region, is attached as Appendix 1.
- 3 The Constitution provides that the "Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation".

4 The Board has previously decided to appoint **managers for the disciplines**, on the recommendation of the disciplines concerned, and to leave the managers to arrange such support mechanisms, eg committees, as are deemed appropriate for the disciplines concerned. The managers customarily join the Board for 2 meetings each year.

5 For information, the present managers are:

Disability Swimming - Sue Barker

Diving - Andy Hewat

Masters - Geoff Stokes, who has announced his retirement

Open Water - Carol Butler

Swimming Competitions - Mike Lambert

Synchro - Di Hughes

Water Polo - Ben McDonald

The Masters' Group proposes Glen Isaacs as Masters' Manager. The Board is requested to endorse his appointment.

6 For the record, swimming development matters are covered by the Development Group.

7 It has been the Board's previous practice to appoint **members to act as liaison** between the Board and the disciplines. In many instances, the Board has consciously selected non-matching Members, ie a person who is not necessarily identified with the discipline concerned.

8 The present appointees are:

Disability Swimming - Roger Prior

Diving - Alan Lewis

Masters - *vacant*

Open Water - Ivan Horsfall-Turner

Swimming - Carys Jones

Synchro - Roger Penfold

Water Polo - Chris Lee

9 The Board is asked whether it wishes to continue the practice of liaison personnel, and, if so, to make appointments for the ensuing year (or longer period, if that is deemed appropriate).

10 Members will recall that the Board has previously appointed 4 **functional sub-groups** - for communications, disability & inclusion, finance and staffing - and has also established a Development Group. In addition, there is a Governance Review Group and a Volunteer Succession Planning Sub-Committee, which have been established on

a “task and finish” basis. The members of the Governance Review Group are William Long, and Shelley Robinson. It remains in abeyance, for the time being, following the changes to Swim England’s governance structures. The Volunteer Succession Planning Sub-Committee comprises Brian deVal, Susan Harrison and William Long, supported by the Club Development Officers, the discipline managers and Mike Lambert. It could be argued that it has “morphed” into a permanent sub-body.

- 11 The Board last reviewed, and amended, the terms of reference for the Finance Group in 2014. The terms of reference for the Disability & Inclusion and Staffing Groups were established in 2018. The present members of those groups are:

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

Disability & Inclusion - Chris Lee, Roger Prior (as Board Member responsible for Finance)

Finance -John Davies, Alan Lewis, Roger Penfold, Roger Prior, Gary Shields (not a Board member)

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

- 12 The Board is asked to make appointments to the groups for the ensuing year.
- 13 The Board reviewed, and amended, the terms of reference of the **Development Group** in 2015. The present members of the Group are George Adamson, John Davies, Alan Lewis, William Long and Roger Prior.
- 14 Again, the Board is invited to make appointments to the Group for the ensuing year.

RFP

01.10.19

JOB DESCRIPTION: BOARD MEMBER WITH RESPONSIBILITY FOR FINANCE

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

SWIM ENGLAND SOUTH EAST REGION CONSTITUTION

In this constitution:

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

1 Name

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

2 Composition

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

3 Objectives

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

4 Responsibilities of the Region

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

5 Responsibilities of Sub-Regions

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

5.1.1. General

5.1.1.1. Each Sub-Region shall:

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

5.1.2. Administration and Finance

5.1.2.1. Each Sub-Region shall:

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

5.1.3. Accountability

5.1.3.1. Each Sub-Region shall

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

5.1.4 Liaison with Sub-Regions

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

6. Affiliation and Resignation

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

7. Fees

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

Board.

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

Deleted: March 31st

8. Government

8.1 The Regional Council

- 8.1.1** Only persons who are members of the Swim England shall be eligible to be members of the Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of the Council provided that he has been appointed by the organisation he represents under its own rules.
- 8.1.2** Membership shall include at least one representative from each Sub-Region and affiliated club, for which that club pays affiliation fees based on its membership.
- 8.1.3** Clubs shall be entitled to one, two or three delegates based on their numbers of members on the last annual membership return, in accordance with following scale:
 - 8.1.3.1** one from each club having up to 50 members;
 - 8.1.3.2** two from each club having between 51 and 200 members;
 - 8.1.3.3** three from clubs having more than 200 members.
- 8.1.4** The following post holders shall be Members of the Council – President, Vice-President, Chairman of the Management Board and Members of the Regional Management Board.
- 8.1.5** Office holders, if not otherwise members of the Council, shall be entitled to attend meetings of the Council and may speak at the invitation of the Chairman.

8.2 The Management Board

- 8.2.1** Only persons who are members of clubs affiliated to the Region shall be eligible to be voting members of the Management Board.
- 8.2.2** Voting membership shall be 12 persons elected by the Regional Council.
- 8.2.3** In addition, a voting Chairman shall be appointed by the Regional Management Board members from nominations received from the Region's clubs; who shall hold office for four years and shall not be re-appointed for more than two consecutive terms of office; and who shall be subject to removal from office at any time provided that three quarters of the members of the Regional Management Board are in favour.
- 8.2.4** The Management Board members shall have a term of office of three years with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election as appropriate.
- 8.2.5** Any vacancy that occurs shall be filled by a majority decision of the remaining members of the Regional Management Board for the remainder of the term, subject to the agreement of Council at its next meeting.
- 8.2.6** The Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.

9 Officers

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

10 Finance

10.1 Money

- 10.1.1 The Region's monies shall be held in such bank accounts and/or investments as approved from time to time by the Regional Management Board.
- 10.1.2 The Regional Management Board may, at its own discretion, borrow money for the purposes of the Region up to such limits on borrowing as may be laid down from time to time by the Annual Council Meeting.
- 10.1.3 When so borrowing, the Regional Management Board is empowered to create a charge over the assets of the Region, if any such security is required.
- 10.1.4 The Region's financial year shall end on December 31st.
- 10.1.5 The Region shall be a not for profit organisation and the income and the property of the Region shall be applied solely towards the promotion of the Objectives. Except as detailed in Clause 10.5 (Dissolution) none of the income or property of the Region may be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit.

Deleted: March

10.2 Indemnity

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

10.3 Expenses

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

10.4 Property

- 10.4.1 The Region may purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so:
 - 10.4.1.1 Any property of the Region, other than cash at the bank, must be vested in not more than 4 Custodians. They must deal with the property as directed by resolution of the Regional Management Board and entry in the minutes shall be conclusive evidence of such a resolution;
 - 10.4.1.2 The Custodians shall be elected at a Council Meeting and shall hold office until death or resignation unless removed by a resolution passed at a Council Meeting;
 - 10.4.1.3 The Custodians shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the

discharge of their duties.

10.5 Dissolution

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

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

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

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

11 Powers and Responsibilities of the Council

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

11.1.1 oversee the work of the Regional Management Board;

11.1.2 receive reports and accounts from the Regional Management Board;

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

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

11.2 The Regional Council shall:

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

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

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

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

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

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

11.3.3 keep full and accurate minutes of its meetings.

11.4 The Regional Council shall:

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

Deleted: September/October

12 Standing Orders for Council

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

12.1.1 Chairman

- 12.1.1.1** The Chairman at all meetings of the Council must be the Chairman of the Regional Management Board if he is present. In his absence the meeting must elect a chairman. The chairman must be given:
 - 12.1.1.1.1** unlimited authority upon every question of order and must be, for the purpose of such meeting, the sole interpreter of the rules governing the Council;
 - 12.1.1.1.2** the right to vote on every motion. In the event of an equality of votes, he must have the casting vote.

12.1.2 Motions

- 12.1.2.1** A proposal for consideration by the Regional Council at its Annual Meeting, which does not embody a proposal to change a Regional Rule, may be submitted:
 - 12.1.2.1.1** by the Regional Management Board; or
 - 12.1.2.1.2** by a sub-regional body, a club affiliated to the Region or a member of Council in which case it must be received by the person designated by the Regional Management Board not later than 28 days immediately preceding the Annual Council Meeting;
 - 12.1.2.1.3** Proposals in accordance with this section shall be sent to the clubs and bodies entitled to be represented at Council not less than 14 days before the Annual Council Meeting.
- 12.1.2.2** A motion of which due notice has not been given shall not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to Regional Rules.

12.2 Annual Report and Minutes

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

- 12.2.2.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and
- 12.2.2.2 the minutes have been approved by the Regional Management Board; and
- 12.2.2.3 a specific question seeking further clarification or information is asked; or
- 12.2.2.4 a proposal has been made under these rules relating to those minutes.

12.3 Procedures at Council Meetings

- 12.3.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Regional Management Board shall be proposed by a member of that Management Board while those which emanate from a sub-body of the Region must be proposed by the nominee of that sub-body. If the nominee is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the nominee shall be allowed to speak in support of the resolution.
- 12.3.2 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.
- 12.3.3 Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.
- 12.3.4 A proposal to change the Regional Rules shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a Regional Rule or otherwise, shall require a simple majority of those members voting.
- 12.3.5 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of validated agenda. Voting on elections shall be by secret ballot. Proxy voting shall not be permitted. A member of the Council shall have

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

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

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

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

12.3.6 The quorum at a Council meeting shall be 15 authorised delegates.

Deleted: 2

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

12.4 Changes to Regional Rules

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

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

12.4.2.1 made by the Regional Management Board at a meeting by the date fixed each year by the Regional Management Board and appears in the minutes of that meeting; or

Deleted: before 31 July

12.4.2.2 made by a sub-body appointed by the Council or the Regional Management Board and appears in the minutes of that sub-body which have been approved by the Regional Management Board by the date fixed each year by the Regional Management Board; or

Deleted: before 31 July

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

Deleted: 31 July

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

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

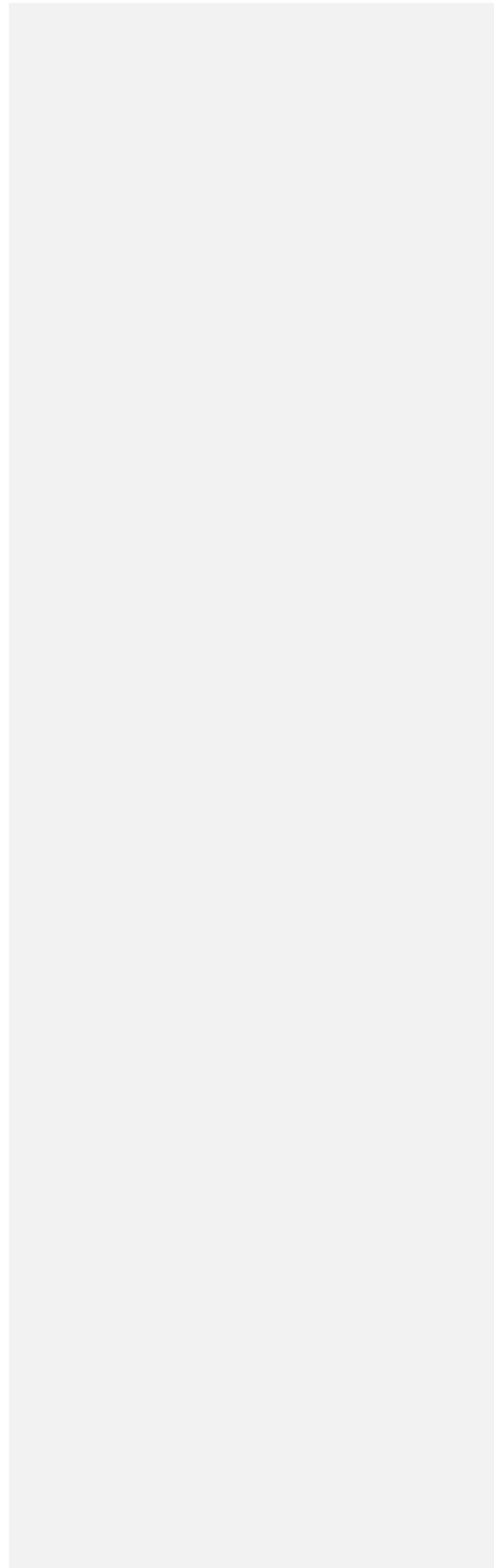
12.4.3.1 included in the resolution or request for the meeting;

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

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

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

a Special Council Meeting, as the case may be.



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

13 Powers and responsibilities of the Regional Management Board

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

Deleted: April

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

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

14 Standing Orders for the Regional Management Board

14.1 Chairman

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

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

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

14.1.2 Procedures at Regional Management Board Meetings

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

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

14.1.2.3 Every motion shall be proposed and seconded.

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

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

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

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

14.1.3 Other matters relating to Regional Board Meetings

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

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

15 Elections

15.1 Nominations for electable offices shall be submitted to the person designated by the Regional Management Board by the date fixed each year by the Regional Management

Deleted: 31 July

| [Board.](#)

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

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

16 President and Vice-President

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

16.2 Nominations for President may be made by any club.

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

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

16.5 The President and President Elect (Vice-President)

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

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

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

Swim England South East

Regional Management Board

Region Swimming Trophies

Background

The Swimming Group has decided to cease awarding trophies at Region Swimming competitions. The majority of swimmers, especially older swimmers, do not value trophies; trophies are often returned dirty and damaged.

The Region Management Board needs to agree on

1. The future disposition of trophies
2. The process for retrieving trophies from current holders and arrangements for temporary storage

As you are all aware, the previous Trophies Secretary, Brian Harrison, passed away. Lynne Harrison currently has a room full of Region and Hampshire County Trophies, which I have committed to take away by the end of the month.

We do have an accurate record of the current holder of each of these trophies.

Proposals for Consideration by the Board:

1. Current holders of trophies to be asked to make arrangements for their return at the Winter Championships in November.
2. Mike Lambert be authorised to rent an appropriate storage facility in Basingstoke to store trophies currently held by Lynne Harrison and those returned at the Winter Championships until more permanent arrangements are in place. [This would also be used for the Hampshire County Trophies and costs shared].
3. Information to be added to the Region Website, with photographs of each trophy and the winners since the Region was formed.

The Swimming Group have no recommendations relating to the future disposition of trophies, but there are some considerations

1. Disposing of trophies is an emotional issue and may require contact with the donors, which would be an enormous logistical challenge.
2. Ongoing storage of trophies represents a non-trivial cost.
3. Consideration could be given to offering trophies on a long-term loan basis either to clubs or individuals.
4. Provision could be made for holders of trophies on request to collect their trophies from the store.

Swim England South East

Crawley Aquatic Facilities

The existing facilities at the K2 Leisure Centre cater for all of our regional aquatic disciplines both for training and competition. These include;

- Competitive Swimming events for regional age group competitions (long course requirement with adequate spectator seating)
- Masters and Para Swimming competitions
- Synchronised swimming competitions
- Diving competitions, utilising the existing boards 1m, 3m and 5m.
- Water polo training and competitions, minimum depth of 2m required

Home Clubs operating out of K2 are

- Crawley swimming and water polo club.
- Crawley diving club

A number of other Sussex Swimming Clubs utilise the 50m pool for some weekly long course training.

The facility is also used by Sussex County ASA as their principle competition pool. These competitions include both long and short course championships.

Future Development

- The existing provision in Crawley is strong and well utilised, we would like to see the existing facilities maintained and where appropriate improved to provide a facility that meets evolving requirements.
- A separate training or diving pool that could be utilised as a swim down/ warm up facility would enable us to enhance our regional swimming competitions. This would also enable the 50m to be utilised more effectively in conjunction with the diving provision.

WATER POLO TUTOR TRAINING SUPPORT

PURPOSE OF REPORT

To advise the Board about the issue in relation to the lack of Water Polo Coaching training courses in the region due to the lack of tutors, and to put a recommendation before the Board to train a regional tutor to help remedy this situation.

PROPOSED ACTION

- 1. The Board is asked to NOTE the report.**
- 2. The Board is requested to CONSIDER AND TO APPROVE the following expenditure request from the Regional Water Polo Management Group ('The RWPMG'):**

'To support and approve the expenditure from Regional Funds for the total course cost of £900 for the Tutor Training of Ben McDonald together with travel and subsistence costs in order for Ben McDonald to attend the training courses and other required events and meetings at sums no greater than those approved within the Regional expenses policy.'

SUPPORTING INFORMATION

1. The RWPMG has been requesting Water Polo tutorial support from Swim England/ASA for some years now with little success.
2. The RWPMG is greatly concerned that there is a lack of coaching courses available in the region leading to a lack of qualified coaches in the sport which, in turn, could put clubs and the region's members at risk - as well as the region itself.
3. Swim England are unable to provide the Region with course tutors and, as an alternative solution, have offered a training course for tutors. Ben McDonald, Discipline Manager in the Region applied to become a tutor within the region and has now been accepted on to the tutor training programme. Whilst Ben is a volunteer for the region he is also a volunteer in the County of Kent.
4. The programme cost is £900 and, in undertaking it, Ben will also incur travel, hotel and subsistence costs not only when attending the training itself, but also when attending mentoring sessions. The RWPMG are therefore requesting that the Region funds these costs as part of its support of the discipline within the region.
5. The RWPMG is ~~am~~ advised that Sevenoaks SC (Ben's club) have already applied for a Level 3 Swimming Coach bursary and have plans and/or have agreed to allocate their regional SwimMark support to other club members for the current support period.
6. This paper has been issued between Regional Board meetings as Ben needs to confirm his place on the course and needs the funding approval in order to do this.
7. Without the requested support, Water Polo in the region will be left in the impossible position of not being able to train coaches and support the discipline with qualified personnel.

CL
09.19

Swim England South East Regional Management Board – Terms of Office

Three Year Terms

Member	Term End Date
John Davies	2022
Chris Lee	2021
George Adamson	2021
Carys Jones	2023
Sara Todd	2023
Roger Prior	2023
Ivan Horsfall Turner	2021
Alan Lewis	2023
Brian Deval	2021
Shelley Robinson	2022
Mike Lambert	2022
William Long	2022
Roger Penfold	Chairman (2022)

Roger Penfold - Regional Chair
Swim England South East Region

Via Email

30th September 2019

Pavilion 3
SportPark
3 Oakwood Drive
Loughborough University
Leicestershire
LE11 3QF

+44 (0)1509 618 700
swimming.org

Dear Roger

Re: Coaching and Teaching Register

Further to my previous letter, dated 29th July 2019, I felt it would be useful to provide an update in relation to the Coaching and Teaching Register.

I am pleased to report that the number of individuals in England listed on the Register continues to rise with a total of 8857 lines (5589 Coaches/3268 Teachers), which equates to 8,237 unique individuals. Analysis also shows that the number of clubs that had previously not provided any information on the Register has dropped to 106, however additional work around this area is required.

As you are aware correspondence was circulated to affiliated clubs in early August to illustrate the importance of DBS checks and to start to address those missing and expired checks. Further to this the number of individuals with missing/expired checks has started to decrease and we have noticed a rise in the number of requests to process DBS checks at SportPark. However as shown on the attached spreadsheet we still have a significant amount of work to do to address this matter.

In relation to Safeguarding training we still have a large volume of missing information and would therefore encourage all coaches who have attended approved training to send proof of this to renewals@swimming.org to ensure our central records are updated.

In order to address the issues noted above we will undertake the following work over the next few months:

- Email (early October) to be sent to clubs to remind them about the 31st October deadline to address missing/expired DBS information.
- Further analysis of the Register will be completed towards the end of October to facilitate discussions with the Sport Operations Committee regarding future sanctions.
- The next edition of the Coaches' Newsletter (planned for circulation w/c 30th September) will remind individuals about the requirements surrounding DBS and Safeguarding, as outlined within Wavepower, in addition to requesting missing discipline information.
- Information will be added to the October Clubs' Newsletter to reinforce the message about meeting Wavepower requirements for all Swim England affiliated clubs.

I enclose a list of clubs in your region with missing/expired DBS and Safeguarding information. Please note that reference to 'Adult Only' is clubs with members aged 18 and above only and reference to 'No Coaches or Teachers' are clubs that have declared they have neither coaches nor teachers.

The above matter remains a high priority and I would be grateful if your region could support in encouraging these clubs, and coaches/teachers, to address this issue as soon as possible by adding content to your newsletters and websites as appropriate.

Additional information about the Register, including a list of FAQs, can be found within the Club Hub - <https://www.swimming.org/swimengland/coaching-teaching-register/>

Thank you in advance for your support in this matter.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'G Wood', with a stylized flourish at the end.

George Wood
Sport Development Director

Amateur Swimming Association (Swim England) Limited Board Minutes

10 September 2019

Holiday Inn, Stratford City - London

Present:

Mike Farrar (Chair) (MF)	Sarah Gregory (SG)
Keith Ashton (KA)	Brian Havill (BH)
Neil Booth (NB)	Ian Mackenzie (IM)
Ali Breadon (AB)	Jane Nickerson (JMN)
David Flack (DF)	Bernard Simkins (BS)
Caroline Green (CG)	Sue Smith (SS)

Officers in attendance:

Richard Barnes - Director of Legal and Company Secretary (RB)
Siân Breen - Senior Administration Officer (SB)
Richard Lamburn - Head of Facilities (RL) For item 8 only
Damian Stevenson - Insight and Partnerships Director (DS) For item 8 only

Min
No:

- 1. Welcome**
The Chairman recognised the benefits of combining meetings with events and stated how impressive the World Para Swimming Championships were. It was noted that the December 2020 Board meeting had already been scheduled to coincide with a Swim England event for the first time.
- 2. Apologies**
None.
- 3. Declarations of interest**
Keith Ashton – item 8.
Ian Mackenzie – item 7.
- 4. Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 23 July 2019**
The Minutes were agreed as an accurate record of the meeting.
- 5. Review of actions arising from the meeting held on 23 July 2019**
The Chairman noted the ‘commitments’ explored in the strategy session prior to the July meeting would be further examined at the December Board meeting.

Min 7: Potential topics to be covered during the planned CPSU training session were considered and information was requested on what 'good' should look like from a Board perspective.

Min14: SG offered support with the process to recruit a shadow Board member.

Min 18.1: Telephone interviews for the external Board review will commence in October, deemed a more suitable month to begin than August.

JMN provided a brief synopsis on results from an independent internet survey (with selected follow up phone calls) carried out by MTM Sport with educators, funders and partners. MTM Sport commended the organisation on the outcomes and the Board noted positive comments on the improvements in governance in the past two years. JMN confirmed that results would be shared with Sport England.
Action: Findings to be presented at December Board meeting.

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

7. **Membership Fees – 2020 Proposal**

The Board queried why CPI was not applied to corporate and direct affiliates. It was noted this was historical and would be examined as part of the membership review, which would also cover Category One membership. A question regarding benefits of reducing rather than levelling these fees was consequently put on hold.

The Board approved the recommendations of SOC:

Category One: £9.20

Category Two: £27.75

Category Three: £5.20

Direct Affiliation: £320

Corporate: £840

Student: £5

Temporary: £15.50

8. **Building for the future – Community Pools**

The Chairman stated that the paper and presentation was part of work that had taken place since the Board highlighted the strategic importance of issues around water space.

KA explained how, for a number of reasons, Local Authorities are building fewer swimming pools. Previously, Sport England had designed a number of 'optimum products' against which funding bids for builds have been assessed. Given the current climate, Sport England recognise the need for a new model and Architects were appointed to develop this.

The importance of NGB involvement to generate the most effective solution was noted and a conflict of interest between KA (S&P CEO) and Swim England was acknowledged.

RL described the current situation, where water space per head is shrinking and stock is aging. Efforts are being made to maximise existing facilities, and refurbishments can provide further 5-10 more running years. The cost of refurbishments to required standards was requested and RL explained that the number of variables make it hard to provide a single figure. The option to refurbish can often prove too costly given inefficient old buildings often have extremely high operational costs and dated facilities

can be unfit for purpose as trends for maximising revenue have changed over the years.

The need for replacement pools following closure is not being satisfied and this can adversely affect lower socio-economic groups. Where a number of local facilities close with a single, larger, build considered the replacement, public transport links can be reduced limiting access.

The average age of stock rises annually and as a consequence the quantum of investment escalates.

RL explained the need for action to protect the future for swimming, with a focus on a solutions led, proactive approach that reduces barriers to building. Swim England is well placed to direct this, having been consulted on 96% of new builds in 2018. The Facilities team receives a large number of requests for an end to end solution to the need for an affordable pool. A modular design that utilised all M&E to ensure a facility is maximised over its lifespan would help ensure costs and risks were as low as possible. In order to take this forward a feasibility study is required.

The Board discussed the need for clarity on the objectives of the project, with discussion on the extent to which a modular pool could incorporate mixed heritage. It was considered that the key issue is water space at community level, with targeting of areas experiencing water scarcity.

KA left the meeting at this point.

Options to progress a feasibility study were presented. The Board considered that swimming as a whole would benefit from increased building projects, regardless of return on investment to the organisation.

Potential competition in the market was discussed and it was considered that other companies are more focused on smaller models most applicable to Learn to Swim programmes.

There was discussion on the number of pools that could be built and RL confirmed that the initial objective was to successfully complete one facility, demonstrating what could be achieved.

A reservation was raised regarding the potential impact of Brexit and whether it would be difficult to promote a new model in an uncertain market where investment ability may be reduced. The Facilities team are confident a site for the initial build would be easily located, noting it would be at least two years until building commenced.

The Board agreed action is required and the feasibility study is the most pragmatic approach, thus approving the investment request.

With regards to architectural involvement it was confirmed that a formal tendering process was required to ensure there was open competition for such involvement.
Action: RL to draft terms of the tendering process for sign off by the Board.

KA returned to the meeting.

9. **Chairman's Report**

There was discussion on the determination of the appeal concerning the Chairman of the former Sport Governing Board in 2017 and it was noted that the decision has been published on the website. In light of the judgement the Board discussed the

importance of reviewing its complaints processes, in particular to review how the organisation deals with complaints against board members and executive level staff. The key is to recognise the importance of maintaining fairness and good governance, dealing swiftly with issues in the most efficient, and appropriate manner. The specific details of the review would be subject to further discussion between the Chair, the CEO and the legal team.

The Chairman highlighted that in announcing departmental budgets for 2020/21, Sajid Javid had been silent on funding for sport. The Board were cautioned to be prepared in the event of any potential reduction from DCMS to Sport England and onwards to NGBs when the full CSR for sport and leisure was made clear.

10. **CEO's Report**

10.1 **Report**

Further information was provided on the following sections of the report:

- **Commercial/Sponsorship:** A combined pitch by agents from Swim England, British Swimming and the RNLI took place with a large scale prospective sponsor today. JMN confirmed that, if achieved, Swim England would retain its rights and discussions are therefore ongoing with Altius to apportion these into smaller scale deals which are more realistic in the current market. Three brands have shown interest in these, which have the potential to lead to larger scale future investment. The Board agreed to extend the relationship with Altius for a further 12 months from the end of the current contract i.e. 21st January 2020.
- **Commonwealth Games 2020:** JMN was unable to provide an update on the pool build, noting that a ground-breaking ceremony planned for next week has now been cancelled.

Updates were also provided on:

- **New campaign by Sport England:** The Swim England Health and Wellbeing programme is seen as a major component of "We are Undefeatable" and DS attended the launch ceremony.
- **Sexual harassment legislation:** SG offered support to help understand potential impacts of the changes to the legislation for volunteers.
- **Understanding the barriers to inclusion report:** very well received when presented at the recent Regional Chairs meeting.
- **My Learn to Swim App:** now launched and the Board acknowledged the high-quality advertising video.

10.2 **Review of July's Red KPIs**

The Chairman noted the importance of the item in enabling Board assurance.

JMN explained RAGs were timing dependent and consequently some items had no status. The red marked measures were noted and discussed and remedial actions noted. The Board was advised to contact JMN or Emma Griffin (Marketing, Communications and Operations Director) with any further concerns.

11. **CFO's Report**

11.1 **Report**

BH updated on progress since publication of the report, with five regions now having lent funds to Swimming Enterprises to offset the mortgage on the building. Following regional AGMs in the next few weeks this is expected to rise to seven.

11.2 **Management accounts for the seven months to July 2019**

As expected, the overall positive variance has reduced. The two main subsidiaries are still performing above expectations.

12. **Committee/Working Group Reports** (meetings held since last Board meeting)

12.1 **Swim England Qualifications Board – 17 June & 6 September 2019**

The minutes from the meeting of 17 June were noted and there was a query on the phrasing at 6.1. It was considered that £45,000 was an adverse variance in the accounts as opposed to a 'deficit'.

From the meeting on 6 September it was noted that the quality assurance position had been filled. A positive compliance statement will be submitted to Ofqual and there is confidence that processes are being established to handle any issues that may arise in the future.

12.2 **Audit, Risk & Probity – 2 August 2019**

The Institute of Swimming was reviewed as part of the internal audit process and achieved a very good report. Recommendations have been implemented, improvements made and there were only three procedural items that required refinement.

There was a discussion on banking arrangements and the potential to reduce the loan on the building when the business is in a cash rich position. The Institute of Swimming receive payment up front for membership and courses and would therefore provide a large percentage of this support. For the two months of cash negativity an overdraft could be arranged, which would have lower interest payments than that of the loan on an annual basis. BH has been in discussion with a number of banks and will be taking a paper to the ARP meeting in November meeting. Following this, approval would be sought from the Board.

12.3 **Sport Operations Committee – 27 August 2019**

The recommended winners of the Harold Fern and A. H. Turner Awards were approved. The lack of nominees was noted and NB confirmed that opinion had been sought from the Regional Chairs who considered whether the awards could instead be incorporated into the Swim England National Awards. With the AGM changing date it was noted that the nomination period would need to open in late 2019 to ensure the SOC recommended nominees could be approved at the March Board meeting.

Progress on the Coaching Register was discussed and it was noted that there are still individuals without a valid DBS on the system.

Action: The following timeline was agreed:

- End of September: Regions to be updated on the number of individuals lacking the required information.
- 31 October: Board updated with numbers.

12.4 **Regional Chairs - 29 August 2019**

The key points from the meeting were outlined:

- How the format of the AGM could be adapted in 2021, potentially incorporating it into the Swim England National Awards.
- A criteria for club affiliation is to be provided.
- From December 2020 the DiSE programme could see a talent officer installed into each region.

- 12.5 **Institute of Swimming - 10 September 2019**
Development of their international business was outlined, where there is potential for revenue generation. In the next 18 months there will be progression of the recruitment academy and an enhanced digital platform.
13. **Container Pools – Objectives**
The paper was noted.
14. **Membership Review Project – Update**
The paper was noted.
15. **GDPR Update - Update**
RB explained that research into potential support and the associated costs would be undertaken. The Board agreed in principle to additional resource, noting that this would be built into the 2020 budget.
Action: CG to provide potential support partners to RB.
16. **Fundraising and Cause – Update**
It was noted that the topic would be discussed in depth at the Commercial Committee meeting. The Board agreed in principle to go ahead with the Cause and requested that, once developed further, it be linked with the strategy. The Board did not decide to replace the current Vision with a Cause and will consider this further.
17. **Draft AGM 2019 Agenda and Day Programme**
Chairs of the various committees will not be required to deliver presentations, rather they will be introduced prior to the open mic session to ensure the members of the members' forum could direct their questions appropriately.

There was discussion on the morning workshops and it was confirmed that the Facilities session was to go ahead.
Action: RL to provide wording for the blurb for the Facilities Session
18. **Any Other Business**
The Board agreed that the National Representatives should have the votes at the British Swimming AGM. It was requested that British Swimming formally recognise Swim England's change of name and status.
Action: RB to provide wording to Ashley Cox (British Swimming Director of Legal and Governance).

RB confirmed that the Judicial Commissioner had been invited to attend the December Board meeting.
19. **Dates and times of next meetings**
AGM - Saturday 12 October: Radisson Blu Hotel, East Midlands
Board - Tuesday 10 December: Loughborough
Board - Tuesday 17 March 2020: Loughborough
AGM - Saturday 16 May: central location TBC
Board - Tuesday 23 June 2020: Loughborough

Stronger Affiliation FAQs

Why are Swim England doing this?

As the national governing body for swimming, diving, synchronised swimming and water polo, Swim England will support all clubs to ensure they are sustainable and fit for purpose.

The Stronger Affiliation process will enable clubs to provide further assurances that they are implementing the right governance standards, showing strong leadership and employing personnel who have the necessary qualifications and Safeguarding/DBS checks.

What will it mean for my club?

Clubs who have not completed SwimMark accreditation will have to provide six pieces of evidence to stay affiliated to Swim England on an annual basis. The six pieces of evidence are:

- Approved Club Constitution
- Risk Assessments
- Club Personnel Record (to incl qualifications, valid DBS and approved Safeguarding training)
- Sample of safeguarding certificates
- Welfare Officer compliance statement
- Club Chair compliance statement

My club has SwimMark. What do we need to do?

All clubs that are currently SwimMark accredited will not have to provide the six pieces of evidence as they have already met this standard as part of their SwimMark process. However, this is under the proviso that their SwimMark accreditation is maintained.

What happens if my club doesn't complete the process?

Failure to submit the required evidence will result in a clubs temporary or permanent suspension from Swim England.

This means club members would be unable to compete at all competitions and insurance cover would be null and void.

All clubs providing the required evidence and paying the annual membership fee would have any suspension lifted.

Are there any costs associated with Stronger Affiliation?

If your club is Wavepower compliant (in relation to DBS and Safeguarding requirements) there should be no additional costs.

Please refer to Wavepower 2016-2019 (Section 2, P.40-47) for DBS and Safeguarding requirements - <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

Please note that all individuals who are required to have a DBS check for their role must complete approved safeguarding training **within three months** of the role commencing (if 18 years or above).

For under 18's Swim England does not make safeguarding training mandatory. However, if individuals wish to then there is some basic awareness training available i.e. via **UK Coaching**.

Please note that a DBS check should be renewed every three years and child safeguarding training should be refreshed every three years unless stated otherwise.

Download our Swim England [list of approved safeguarding courses](#) to find out more

What are the key dates?

All non SwimMark clubs (new and existing) will be able to submit evidence for Stronger Affiliation from 1st June 2020. All evidence will need to be checked and approved by 1st December 2020 in order to coincide with membership annual renewals. Any club that has not uploaded the documentation by this time will be at risk of suspension.

What support will Swim England provide?

From January to June 2020 there will be a series of webinar sessions/online workshops for clubs to access. These sessions will provide additional information regarding the process, timescales and support available.

Swim England also has a range of templates and guidance documents that will assist clubs in completing the required evidence and further information will be added to the Club Hub when available - <https://www.swimming.org/swimengland/clubs-home/>

The Swim England Club Development Team (national and regional) will be available to guide and support clubs through the process.

How will clubs submit evidence?

Clubs will be required to upload evidence to an online portal, which is currently used for SwimMark accreditations. The system is user friendly, however a User Guide will be available to assist clubs through the process. Staff support (in the form of field based and office staff) will also be provided where required.

Webinar sessions/online workshops will also be available to demonstrate how clubs use the online system.

Will there be any exemptions?

Clubs with members solely over the age of 18 will be exempt from some of the six pieces of evidence – further information will be available in due course