

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 06 February 2020 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
	Mike Lambert (ML)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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1 Apologies

Apologies had been received from:

William Long
Terry Norris
Shelley Robinson

2 Minutes of the Meeting held on 24 November 2019

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

164 "Loads for Regions" to be changed to "Loans from Regions"

Action: BG

3 Matters Arising

160.1 Swimming

A paper put together by ML had been circulated ahead of the meeting in addition to an email from RFP. A complaint had been received regarding the arrangements for the Regional Swimming Championships taking place on Monday 04 May, a school day following the change, by Government, of the May Day Bank Holiday for 2020. The complaint had also been made to Swim England and an email had been received from the [national] Swimming Leadership Group.

The arrangements for the Regional Swimming Championships had been challenging due, in the most part, to the late change of bank holiday. The decision to hold one of the competition dates on a school day had been carefully considered to ensure that the least amount of swimmers were inconvenienced.

It was noted that the Swim England Discipline Leadership Group had, in July 2019, discussed that it was not acceptable for Regions to hold their Championships on a school day, however

these minutes were not shared and there was no guidance provided by Swim England. Furthermore, it was noted that the winter national championships would have entailed absences of up to 2.5 days from school.

It was noted that a majority of the Coaches' Group had recently expressed support for the planning programme for the championships.

Following full discussion, a proposal was put that the championships should proceed as planned. This was put to the vote and declared carried, **unanimously**.

Action: RFP / ML

Landscape Sheet –

2 – Constitutions. RFP to action.

4 – Schools Constitution. RGP to action.

6 – Finance. Following further information obtained from the HSBC Relationship Manager, the Finance Sub-Group had agreed to pursue a debit card, but would look again at a credit card in the longer term.

15 – Crawley Facilities. It was confirmed that there were ongoing issues at the venue.

4 Water Polo – Variation of Policy

Following discussion of a previously circulated paper about a proposed offshore camp for water polo it was agreed that the athlete contribution should be £50 per night, in line with the currently policy and the Water Polo budget be increased by £5358.

It was confirmed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored.

Action: BG

5 Finance

2019 Accounts – Budget Report

The budget report showed a surplus of £34,697.80 for the financial year 01 April – 31 December 2019. It was noted that this was in part due to two offshore camps which would take place in the first quarter of 2020 and would account for approximately £25k of spend. As the financial year covered only 9 months, the staffing costs were also lower. Membership income was also higher than budgeted. All information was now with the accountants and draft accounts will be sent for approval, once received.

Action: Finance Sub Group

Budget 2020 -

Following the November meeting, the Disability budget has now been amended in line with the Para Swimming Development Plan. The offshore diving camp has also been removed from the budget. It was noted that the deficit of £55,413 does include £25k contingency in case this is required for additional staffing costs to cover the implementation of Stronger Affiliation. This budget does not take into account any contribution for the DiSE proposal.

Following the budget increase for Water Polo agreed earlier in the meeting, the deficit budget of £60,771 was agreed.

Action: BG

Athlete Bursaries –

It was noted that in previous years only a small portion of the budget for supporting Channel Island Athletes to attend Regional Camps had been spent. However, there had been a large increase this year. This was due to athletes attending the Regional Water Polo Training. The criteria for this training will be discussed with Water Polo, in the first instance.

Action: RGP

6 Annual Report 2019

The draft annual report was not yet available. A copy will be circulated by email when available. It was noted that the report will need to be approved at the next meeting, at the latest.

Action: BD / BG

7 Annual Council Meeting 2020

It was agreed that the Annual Council Meeting would be held before the RMB meeting on 07 April. It was agreed that the Annual Council Meeting would start at 6.30pm.

Action: BG / RFP

8 Appointment of Vice-President

There had been no nominations made for the position of Vice President. The vacancy will be promoted in the next newsletter. A possible appointee was identified.

Action: BD

9 Regional Management Board Vacancy

No applications had been received by the closing date. It was agreed the vacancy would be re-advertised with a closing date of 31 March. Details would be included in the next newsletter and information would be circulated to counties.

Action: BG

10 Swim England Friends – Confidential Item

Following discussion, it was agreed that RFP would action further.

Action: RFP

11 Swimming Officials' Licence Payments – J1 Changes

The process for Judge 1 training has now changed and requires candidates to pay a £20 upfront fee. This fee covers £10 for the training and £10 for the licence.

The Region currently pays for licences for candidates that successfully complete their officials training and decide to become licensed. It was confirmed that the Region will continue to reimburse licence fees for candidates that complete this training.

BD and GA will agree wording on how this process will work and this will be communicated via the website and newsletter. It was agreed that such fees should be claimed twice per year, in March and September, to help reduce the administration involved for the Region.

Action: BD / GA

12 Affiliation Criteria

The circulated Affiliation Criteria document was approved. It was noted that stronger affiliation should also be included.

Action: BG

13 Volunteering

BD has a database in place from the information obtained at the Winter Championships in Portsmouth.

14 Harold Fern & AH Turner Awards Nomination

The panel was agreed as CL, AL and SR. The closing date was agreed as 19th February. The Regional Awards will need to be considered at the next meeting.

Action: BG

15 Regional President's Chain & Vice President's Badge

The President's Chain is in need of repair. BD will obtain more information on costs and report to the next meeting.

Action: BD

16 Employment Matters

Following the recruitment process Ben McDonald had been appointed as Regional Club Development Officer. There had been 6 applications for the post, 4 of whom were invited to interview.

Appraisals for all staff will be completed by 31 March using the Swim England model. Training is required before this can proceed, and RFP has raised with Swim England People Development.

Action: RFP/CJ/BG/JD

17 Affiliations & Resignations

Enquiries

Ascot Royals (BSB) – Constitution being checked
Chiltern Swimming League (ONB) – RFP checking constitution
Oxford Brookes University SC (ONB) – Constitution being checked
Charterhouse School (Surrey) – Enquiry
Sunflower SC Oxford High School (ONB) – Enquiry
Synchronised SC in Maidenhead (name TBC) (BSB) – Enquiry
Tuff Fitty Triathlon Club (Sussex) – Enquiry
iSWIM Brighton (Sussex) – Enquiry

The need for template constitutions for leagues, schools and universities was discussed. RFP to raise at the next Regional Chairs meeting.

Action: RFP

18 Swim England Sports Operations Committee Minutes

The minutes of the Swim England Sports Operation Committee meeting held on 14 January were not yet available.

19 Swim England Board Minutes

The minutes of the Swim England Board meeting held on 10 December were noted.

20 Regional Chairs Meeting Minutes

The minutes of the Regional Chairs meeting held on 20 November were noted.

21 Swim England Online Annual Report

The Swim England Online Annual Report was noted.

22 Correspondence

DiSE Proposal – George Wood

The DiSE information had been circulated to RMB members for their views however limited responses were received. It was confirmed that Grant Robbins would attend the next meeting to provide further information on the proposal.

Mental Health Awareness and Education – Sian Breen

The communication from Swim England was noted.

Meet Data – Jane Nickerson

Following discussion it was agreed that a copy of the communication from Jane Nickerson should be included with licence confirmation emails.

Action: BG

23 AOB

Open Water Officials Training

BD had received a request for funding support to attend the Open Water Officials Training in Loughborough. It was agreed this should be passed on to the Open Water Committee.

Action: BD

Officials Data

GA confirmed that a communication had been received from Swim England stating that email addresses will only be shared with employees going forward, which would mean there would be no way for volunteers to contact officials. It was agreed that RFP would raise this at the next Regional Chairs' meeting.

Action: RFP

24 Date of Next Meeting

Monday 09 March, Guildford Spectrum Leisure Centre

The meeting was closed at 21.16

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 06 February 2020 at Guildford Spectrum commencing at 1900

Agenda

- | | | | |
|---|--|------------------|------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i>
<i>Terry Norris</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 24 November 2019
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Water Polo – Variation of Policy | CL
Enclosed | 1915 |
| 5. | Finance
- To review figures for 2019
- To agree budget for 2020 | RGP
To follow | 1920 |
| 6. | Annual Report 2019
- To review draft report for 2019 | BD
To follow | 1930 |
| 7. | Annual Council Meeting 2020 | RFP | 1935 |
| 8. | Appointment of Vice-President | RFP | 1940 |
| 9. | Regional Management Board Vacancy | RFP | 1945 |
| 10. | Swim England Friends – Confidential Item | RFP | 1950 |
| 11. | Swimming Officials Licence Payments – J1 Changes | GA
To follow | 1955 |
| 12. | Affiliation Criteria
To review the draft Affiliation Criteria | RFP
Enclosed | 2000 |
| 13. | Volunteering
To review paper on Volunteering – Database, Training session and Succession Planning | BD
To follow | 2005 |
| 14. | Harold Fern & AH Turner Awards Nomination
To agree closing date and panel for nomination review | RFP | 2010 |
| Items for Discussion / Information | | | |
| 15. | Regional Presidents Chain & Vice Presidents Badge
To review need for repair of President’s Chain and discuss update of branding to both the President’s Chain and Vice President’s Badge | RFP | 2015 |
| 16. | Employment Matters | CJ | 2020 |
| 17. | Affiliations & Resignations | | 2025 |
| | 17.1 New Affiliations
None | | |
| | 17.2 Resignations
None | | |
| | 17.3 Enquiries
Ascot Royals (BSB) – Constitution being checked | | |

Chiltern Swimming League (ONB) -
Oxford Brookes University SC (ONB) – Constitution being
checked

Charterhouse School (Surrey)
Sunflower SC Oxford High School (ONB)
Synchronised SC in Maidenhead (name TBC) (BSB)
Tuff Fitty Triathlon Club (Sussex)
iSWIM Brighton (Sussex)

17.4 Transfers

None

17.5 Change of Name

None

- | | | | |
|-----|---|------------------|------|
| 18. | Swim England Sports Operations Committee Minutes
The review the minutes of the Sports Operation Committee meeting held on 14 January 2020, if available. | RFP
To Follow | 2030 |
| 19. | Swim England Board Minutes
To review the minutes of the Swim England Board on 10 December 2019 | RFP
Enclosed | 2035 |
| 20. | Regional Chairs Meeting Minutes
To review the minutes of the Regional Chairs Meeting on 20 November 2019 | RFP
Enclosed | 2040 |
| 21. | 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 |
| 22. | Correspondence
DiSE Proposal – George Wood
Mental Health Awareness and Education – Sian Breen
Meet Data – Jane Nickerson | RFP
Enclosed | 2050 |
| 23. | AOB
<i>24 hours notice required</i> | RFP | 2055 |
| 24. | Date of Next Meeting
Monday 09 March, Guildford Spectrum Leisure Centre | RFP | 2100 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Sunday 24 November 2019 at Holiday Inn Guildford

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

Also in attendance (non-voting):

Carol Butler (CB)	Open Water Manager
David Butler (DB)	Open Water Manager
Rosa Gallop (RG)	Club Development Officer
Bryony Gibbs (BG)	Regional Manager
Di Hughes (DH)	Synchronised Swimming Manager
Glen Isaacs (GI)	Masters Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Ben McDonald (BM)	Water Polo Manager
Jane Nickerson (JN)	Swim England Chief Executive Officer
Terry Norris (TN)	Regional President

159 Apologies

Apologies had been received from:

Carys Jones
Sue Barker (Disability Manager)
Andy Hewat (Diving Manager)

RFP advised that Ivan Horsfall-Turner had submitted his resignation as a Board Member.

160 Discipline Managers' Reports & Succession Planning Updates

1. Swimming – Mike Lambert

ML discussed the challenges that the Region's size presents for the Swimming Championships which result in it not being possible for all swimmers to be accommodated that have a likely chance of qualifying for the Swim England Summer Meet. This is due to the number of swimmers and pool stock available. Due to this it has been decided to postpone implementing the recommendations of Swim England to ensure that these swimmers who deserve to compete, can be accommodated. ML confirmed that the Region conforms with the requirements just not the strong recommendations, this is something that ML has had regular discussions with Grant Robins around. The facilities available are currently being maximised within the small window. Currently within the Region there is only

one pool that is large enough in terms of spectator space to accommodate the younger swimmers.

2. Development – John Davies

The process of Stronger Affiliation was discussed, it was felt that the implementation of this will require a lot of work from the Club Development Officers. It was confirmed that there were 94 clubs who are not SwimMark accredited. Information on Stronger Affiliation has been added to the website and will be included in the next newsletter.

Clubs have started updating the Teaching and Coaching Register however there is still a lot of missing information, it was noted that 30 clubs in the South East had not yet added any information to the register. It was confirmed that clubs who had not yet responded were due to be contacted by phone in the coming weeks.

The payment of staff supporting overseas camp was discussed. TN declared an interest in this item. In previous years staff had not been paid for supporting these camps however staff are paid for the camps taking place in the UK. Following discussion it was agreed that the Board endorsed the principle of paying support staff at offshore camps.

3. Disability Swimming – Roger Prior

Roger Prior provided an update as the Disability Manager was unable to attend the meeting. The problems that occurred at the Regional Disability Meet were discussed, there had been issues with the timing equipment resulting in the meet using manual timing. Classifications had been planned but had to be cancelled at late notice as the Classifier pulled out. It was confirmed by JN that more Technical Classifiers were being trained.

A Para Swimming training camp will be taking place in the second week of December in Woking, 21 swimmers were already booked on. Disability Officials courses also continue to take place twice per year. The following officials were selected to officiate at the World Para Swimming Championships; Roger Prior (Slough & Eton Dolphins), Susan Harrison (Slough & Eton Dolphins), James Fairhurst (Royal Navy) & Ben Fairhurst (Royal Navy).

The following athletes from the South East had been selected for the British Para-Swimming World Class Programme for 2019/20;

Podium Potential

Katie Crowhurst (Wycombe District SC)

Tyler Ioannou (Wycombe District SC)

Academy

Conor Ballard (Leatherhead SC)

Fern Sneddon (RTW Monson SC)

4. Masters Swimming – Glen Isaacs

Glen had recently been appointed as the Masters Manager, the Masters report had mainly been constructed by Geoff Stokes who had been in post for most of the year.

The Masters LC competition entries had been open for 7 days with over 410 entries being received to date, there is a limit of 470 entries. The events are very popular and fill very quickly. There are capacity issues in Masters, much like there are in Swimming. Pools have

limits on the number of dates that they will rent the pool out, for instance K2 will not hire out the facility two weekends in a row. This facility is also used by a number of other Regional groups as well as the County and club based there.

There are challenges with communication and difficulty getting in touch with clubs to send them information. It was noted that social media may help with communicating however there is a need to be mindful of the demographic being targeted. Mailchimp could also be used to communicate however due to GDPR the individuals would need to sign themselves up to such a mailing list.

There had been some confusion at the recent SER Inter County event regarding expenses for officials and who pays these expenses. This is a national event run by the Region / Counties. It was noted that this is managed by the Masters National Committee and should be discussed with this group. WL to raise with Sharon Lock.

5. Diving – no report provided

6. Water Polo – Ben McDonald

It was reported that there has been growth within clubs, especially in juniors and volunteers. However there had been some national issues. A Water Polo meeting with Swim England was due to take place in December in Guildford to help build and work together to develop Water Polo. There is also currently a new national committee being formed.

In terms of finance it was indicated that there was likely to be heavy spending in December but it was anticipated that Water Polo would likely be £1-2k under budget. The 2020 budget had been challenging. The group hope to run the Referee and Table courses that were previously promised and hope these can run in January/February however currently the costs are unknown. It is believed that the Inter-Regional events are going ahead in 2020 however currently no dates have been published, it was understood that the events may change due to the costs involved. It is also planned to take 26 athletes and a team of support staff on an overseas camp however currently the costs are unknown.

7. Open Water Swimming – Carol Butler

It was confirmed that the South East Open Water Championships would take place on 28th June, this follows the London event on 27th. It is hoped to bring in more events, including a 1km event, as well as additional age groups. The number of competitors is increasing and a new venue is being looked at for 2021 to accommodate this. Parking was an issue this year due to the numbers and parking being very limited at the venue. The number of officials for Open Water is limited and they often travel to each of the Regional events.

Following attendance at a safety seminar new equipment had been purchased, there will be further equipment required. It was noted that the events are very reliant on individuals bringing kit, it was confirmed that this is the same in all of the Regions for Open Water events, due to this some concerns were raised around contingency planning.

It was noted that there are issues at the currently venue used for the Championships as it is an uncontrolled environment, raising concerns around the interaction between children and adults which need addressing. CB would like to bring in coaches passes or similar and will discuss this with the Swimming Group.

8. Synchronised Swimming – Di Hughes

The past 18 months have seen a lot of changes being implemented within Synchronised Swimming. There was a recent Regional Managers meeting however DH was unable to attend but did submit a report.

The South East remains the top Region for Synchronised Swimming. Reading Royals won the National Championships, coinciding with their 50th year. This is the only significant competition that has taken place since the last report.

There were frustrations around the Overseas Camp as an overseas competition was identified and the National Committee said permission would be granted for this, however the GB squad will now be attending this competition so the Region will need to find another event. Trials for the 2020 Regional squad were taking place the following week.

Synchronised Swimming will be looking to hold a new Regional event as the Multi Regionals will no longer be going ahead. It was hoped to run the new competition in February however there are difficulties getting pool time. The event will be for age groups and is a warm up for nationals. Smaller venues are being considered as the spectator capacity is not required.

161 Club Officer Reports - May – November

The report from HM was noted. KJ and RG presented their reports covering work completed from May 2019 to November 2019.

Questions were raised around SwimMark and why some clubs have chosen not to continue. It was noted that this can be for a wide variety of reasons however there are quite a few clubs that are now returning.

Clubs removing their Learn to Swim members from Swim England membership was also discussed. It was noted that clubs who have their Learn to Swim Membership outside of Swim England need to run their Learn to Swim as a separate company and have separate insurance.

162 Swim England Strategy

Jane Nickerson discussed the approach for Swim England's 4 year strategy which is currently being worked on by the Board. The Board are initially looking at a set of 10 commitments. Clubs will feature heavily, with members and disciplines remaining at the core of what Swim England do. Health and wellbeing will also feature in the strategy.

The Value of Swimming report was discussed, Swim England are engaging with the NHS and central government on the issues raised by this report. Work is also taking place looking at facilities and creating affordable builds to get sustainable facilities in place, in areas where there is not currently sufficient water space.

The topic of incorporation was discussed and how Swim England support clubs with this. It was confirmed that templates were already in place for CIOs. The need for similar resources for companies limited by guarantee was discussed, JN will follow this up.

Action: JN

163 Review of the Region's Strategy 2017-2021 & Operation Plan

KJ presented the Region's Operational plan, a copy of which had been circulated ahead of the meeting. The plan contained the 2019 objectives, it will be updated in due course in line with the 2020 budget. Generally progress had been good, particularly in terms of

communications, however there were some projects that had not been completed. For example it had been planned to take a team to an elite Open Water event however a suitable event was unable to be identified.

Action: KJ / BG

164 Finance

Budget Monitoring

It was noted that the budget report indicated a variance of £95k against budget. It is not expected that this will be the final position. The figures for 2019 will be revisited at the February meeting by which time the figures should be finalised and the required adjustments will have been made.

Action: BG

Budget 2020

The draft budget and report were circulated ahead of the meeting. The following points were noted;

- Water Polo – an increased budget had been requested to accommodate an offshore training camp. It was noted that as this was a new venture, at the time the budget submission was prepared some requirements and costs for this were unknown.
- Masters – Some queries were raised around the proposed deficit for Masters as there had, in the past, usually been a small surplus. Following discussion it was agreed the GI should liaise further with RGP.
- Diving – The proposed deficit was much higher than in previous years. More information would be required before this budget could be approved. Unfortunately there was no one present from Diving and no report had been supplied ahead of the meeting. AL / BG to follow up.
- Disability – The disability budget submission was received shortly before the meeting & required review to ensure that this included all activities in the development plan.
- Contingency – It was noted that a contingency had been included in the budget to cover any additional staffing costs, if required, due to additional work that could be required to implement Stronger Affiliation.

It was proposed that the budget for 2020 had a maximum deficit of £56,000. It was agreed that the budget would be approved by email once clarification had been sought on Diving and the Disability budget had been reviewed.

Action: RGP

Bank Accounts

The FSCS limit on protection of funding is £85k per bank. Due to this the Finance Sub Group recommended that the Region should open an additional account to ensure funds were protected. Due to the previous challenges with opening accounts it was proposed to open one building society account with £80k. This was agreed.

Action: RGP

Insurance of Swimming Trophies

Following the Winter Swimming Championships the Swimming Trophies were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. JN confirmed that the Swim England trophies are self-insured as their value is really historic. Swim England no longer present their trophies so would not replace them. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward.

Action: CL, GA, ML & BD

WorldPay

The six-month introductory provision of daily statements has expired. The Finance Sub Group recommended that the Region continues with this facility at a cost of £5.99 per month. This was agreed.

Loads for Regions

JN declared an interest in this item. The Finance Group recommended that the Region enters into an agreement with Swim England to make the loan, £40k was proposed. This was agreed unanimously.

The option to lend more funds was discussed, to be checked with Brian Havill. It was agreed that the Region would lend Swim England up to £80k.

Action: RGP

Go To Meeting

The Finance Sub Group proposed that the Region purchase a licence for this at a cost of £273.60. This was agreed.

Action: RGP

165 Regional Funding Policies

As there were limited Discipline Managers still present at the meeting it was agreed that a note would be circulated to the Discipline Managers on this by email. It was confirmed that the Board are open to requests.

Action: BG

166 Review of Communications

BD provided a verbal update. It was noted that the website is mostly being viewed on mobiles and tablets. The website will need some slight adjustments to optimise the appearance on these devices.

It was confirmed that the Region now has 2085 twitter followers, 670 facebook followers and 930 subscribers to the newsletter. BD would like to work on improving the Instagram engagement in the new year.

It was also confirmed that there has been an increase on the number of bookings and payments now being taken through the website for workshops and camps.

The President's Chain was discussed as it was understood a repair may be required. This and the Vice President's badge may also need to be updated to the new branding. It was agreed this should be discussed at the next meeting.

Action: BG

167 Volunteering

BD had attended the Regional Competition in Portsmouth and had collected details of 60 people who would be interested in volunteering at future events. BD will look to create a database, it was noted it would be helpful if this could be used for all disciplines. The idea of a training session for volunteering was discussed. The need for succession planning was discussed. It was agreed BD would put together a paper for the next meeting.

Action: BD

168 Swim England ACM

The report circulated regarding the Swim England ACM was noted.

169 Affiliation Criteria

The affiliation criteria used by the West Midlands was circulated ahead of the meeting. It was agreed that this would be amended and brought to the Board for approval at the next meeting.

Action: BG

170 Minutes of the meeting held on 08 October 2019

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

Action: BG

171 Matters Arising

142 Panel of Friends – this item would be discussed at the next meeting.

149 Employment Matters – an advert had been posted for the Regional Club Development Officer vacancy. Interviews are due to take place in December.

172 Affiliations & Resignations

Enquiries

Ascot Royals (BSB) – Constitution being checked

Chiltern Swimming League (ONB) – RFP checking constitution

Action: RFP

173 Correspondence

Regional Water Polo Meetings –

It was noted that the South East meeting would take place on Wednesday 11 December at Holiday Inn Guildford.

Value of Swimming Research –

The Value of Swimming Research was noted and positively received.

England Talent Officer – Grant Robins

The communication from Grant Robins was noted.

President 2022 – Jane Nickerson

The communication regarding the Swim England President rotation was noted.

174 Swim England Online Annual Report

The Swim England Online Annual Report was noted.

175 Swim England Chairman's Meeting

Confidential notes of this meeting had been circulated to the Board. Minutes would be sent out when available.

176 Swim England Sports Operations Committee Minutes

No minutes were available. The last meeting of this group had been postponed.

177 AOB

Board Member Recruitment – following the resignation of IHT a new RMB member will need to be recruited. The benefits of conducting a skills audit of the existing Board were discussed.

Following discussion it was agreed that a skills audit of the Board would be conducted and the vacancy would be advertised.

Action: RFP/BG

Regional Vice President – there is still a vacancy for a Regional Vice President. This is being promoted on the website and will go in the next newsletter. Board members were encouraged to approach suitable candidates to apply.

178 Date of Next Meeting

Thursday 06 February, 7pm, Guildford Spectrum Leisure Centre.

Jane Nickerson thanked the Board for inviting her to the meeting. The Board thanked Jane for attending and for her input.

The meeting was closed at 15:55

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 31 January 2020

	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	Regional Trophies Following discussion it was agreed to approach the disciplines with the proposal that trophies will no longer be handed out to winners for them to take home, unless the disciplines provide compelling reasons why this should continue.	21.03.19 Min 46	RFP / BG	<i>In Progress – working party in place.</i>
8	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	09.05.19 Min 61	BG	

	be discussed with the Discipline Managers at the November meeting.			
9	<p>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).</p> <p>It was also agreed to propose a rule change to allow a virtual meeting in future.</p>	09.05.19 Min 63	BG	<i>Date changed to 07 April 2020.</i>
10	<p>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.</p>	12.06.19 Min 97	RFP	
11	<p>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.</p>	09.07.19 Min 109	RGP / Finance Sub Group	
12	<p>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.</p>	09.09.19 Min 118	BD	<i>In Progress</i>
13	<p>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.</p>	09.09.19 Min 120	BD / BG	<i>In Progress</i>
14	<p>Regional Constitution 9.1 Officers. This item should be amended at the April 2020 ACM.</p>	08.10.19 Min 143	RFP	
15	<p>Crawley Facilities An issue was raised by BD regarding facility hire at K2 Crawley. There are</p>	08.10.19 Min 146	BD / BG	

	<p>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, however currently will not do so due to confidentiality. BD to send details on to BG so that the Discipline Managers can be made aware.</p> <p>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.</p>			
16	<p>Budget 2020 It was proposed that the budget for 2020 had a maximum deficit of £56,000. It was agreed that the budget would be approved by email once clarification had been sought on Diving and the Disability budget had been reviewed.</p>	29.11.19 Min 164	RGP	
17	<p>Finance - Bank Accounts The FSCS limit on protection of funding is £85k per bank. Due to this the Finance Sub Group recommended that the Region should open an additional account to ensure funds were protected. Due to the previous challenges with opening accounts it was proposed to open one building society account with £80k. This was agreed.</p>	29.11.19 Min 164	RGP/Finance Sub	
18	<p>Regional Trophies Following the Winter Swimming Championships the Swimming Trophies were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward.</p>	29.11.19 Min 164	CL, GA, ML & BD	
19	<p>Loans from Regions The Finance Group recommended that the Region enters into an agreement with Swim England to make the loan, £40k was proposed. This was agreed unanimously. The option to lend more funds was discussed, to be checked with Brian Havill. It was agreed that the Region would lend Swim England up to £80k.</p>	29.11.19 Min 164	RGP	
20	<p>Volunteering</p>	29.11.19	BD	

	BD will look to create a database of those interested in volunteering, it was noted it would be helpful if this could be used for all disciplines. The idea of a training session for volunteering was discussed. The need for succession planning was discussed. It was agreed BD would put together a paper for the next meeting.	Min 167		
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Updated 31/01/2020 BG

Dear South East Board

Please can I ask you to discuss the following and advise us on which direction we should take?

SER Water Polo had planned an overseas Water Polo Camp in the 2020 budget with estimated cost of £10,000 comprising athlete contribution of £5,200 and £4,800 from SER.

We now have a detailed cost which has increased to £16,158. (Breakdown attached)

Becci (SER Water Polo Camp organizer) sent out an email to gauge the level of interest stating the trip would not be more than £600 per child. (for 5 nights)

Becci has gained the following feedback from parents following her email to them

- 'What a wonderful opportunity this would be and we're really pleased that Becky could be considered, thank you'. - Becky Smith's mum.
- 'Becci, thank you for this. A very exciting opportunity and we have completed the Survey Monkey to confirm Allegra's availability and interest'. - Allegra Cuomo's Dad.
- 'How exciting!. That sounds great. I would be very happy to help out in any way if needed. Great news to start off the New Year!' - Ismey Hawley's mum.

I have since been made aware of the SER policy of not charging more than £50 per night.

With this policy in place the planned athlete contribution would have to be reduced to £250 which makes any Water Polo Camp very hard to achieve as other similar Water Polo Camps we are aware of had athlete contributions of around £800 - £900 per person

Complying with the SER policy gives a shortfall of £5,358 whilst the figure already discussed with parents would give a surplus of £3,042.

	Athlete per night	Total from Athletes	SER budgeted contribution	Deficit / Surplus vs £16,158 cost
Becci Communication	£120	£14,400	£4,800	£3,042 Surplus
Break Even Option 1	£95	£11,400	£4,800	£42 Surplus
SER Policy Option 2	£50	£6,000	£4,800	£5,358 Deficit

I believe we have the following three options available to us

- 1- Be allowed to charge more than £50 per night expected to be no more than £90-£95
- 2- Be granted an increased budget to cover the £5,358 deficit.
- 3- Do not hold an overseas training camp in 2020

While I will respect the decision of the board my preferences would be option one or two. By selecting option one or two, this will allow for this trip to go ahead and give these athletes an opportunity to play abroad for their first time.

I thank you for considering the above and a fast decision would be very much welcome to be able to book flights ASAP

Ben McDonald
SER Water Polo Manager

The following tables detail the agenda and budget:

Wednesday - 5th August	*Early Flight from Gatwick (10:15 take off) *Late Water Polo training session
Thursday - 6th August	* 2 x2 hour training session * Creating individual goals
Friday - 7th August	* 2x2 Hour training session *Team talk
Saturday - 8th August	* International tournament
Sunday - 9th August	* International tournament * trip into the local town
Monday - 10th August	*1x2 hour training session *Day trip to Budapest *Evening flight home (Land 22:05)

		Per person	Total
24 - Athlete	Accommodation (Full board), 2x2 hrs daily training sessions,	£240.00	£5,760.00
	Return coach fare, with diversion via Budapest, en route back to airport	£45.00	£1,080.00
	Competition entry fee	£4.50	£108.00
	Flight – Easy jet	£250.00	£6,000.00
6 - adults	Accommodation (Full board),	£240.00	£1,440.00
	Return coach fare, with diversion via Budapest, en route back to airport	£45.00	£270.00
	Flight – Easy jet	£250.00	£1,500.00
			£16,158.00

Prices have been all converted to pounds and where suitable they have been slightly rounded up in case of the exchange rate changing. Therefore worst case scenario total cost will not exceed £16,158.00.

Swim England South East Region
Application for Affiliation

Name of Club			
Secretary			
Address			
Postcode			
E-mail / Telephone Number			
Please provide a list of all proposed facilities to be used for club activities			
Present number of members		Proposed date for commencement of club activities	
Which aquatic activities does your club intend to specialise in? Please tick as applicable	Swimming teaching/ recreational	Competitive Swimming	Masters Swimming
	Open Water Swimming	Water Polo	Synchronised Swimming
	Diving	Lifesaving	Other (please specify)
Local needs for the club			
Future intentions of the club			
Method of recruitment of members			
Method of financing			
Conditions of membership (if applicable)			
Names of proposed committee members	Secretary		
	Treasurer		
	Chairman		
	Welfare Officer		

Swim England South East Region
Application for Affiliation – Guidance Notes

<p>Please outline why you would like to set up and affiliate a new swimming club. You may prefer to attached this information to a separate sheet</p>	
<p>Have you contacted any local swimming clubs? If so, please specify</p>	
<p>Would you like any further information about Swim England and Swim England South East? If so, please outline the information required.</p>	

Please enclose a copy of your club rules. If affiliated, the club agrees to be bound by and conform to the Laws and Technical Rules of Swim England and the rules of Swim England South East Region.

Signature of Club Secretary: _____

Return to: bryony.gibbs@southeastswimming.org

REGION’S USE ONLY

Received:	
Management Board	
Club Notified	

1. Applications for affiliation will be considered against the Swim England national criteria for the affiliation of swimming clubs.
2. A copy of the constitution/rules of the club must be enclosed with the application form.
3. The Club constitution must contain a rule to the effect the club will be conducted in accordance with the Laws and Technical Rules of Swim England and the rules of Swim England South East Region.

Information on affiliation of swimming clubs to Swim England South East

1. The club shall complete an application form and send to the Regional Office, enclosing a copy of the club's proposed constitution.
2. The club name should include some reference to the club's normal area of activity and location but must not have a name similar to, or which could be confused with, another club in existence.
3. The location of the pool used by the club determines the County Association to which the Club will be allocated.
4. The club shall adopt a constitution modelled on the Swim England recommended club constitution (including all mandatory elements) and be approved by the Region. Link to the Swim England Model Constitution:
<http://www.swimming.org/swimengland/becoming-a-members-club/>
5. The officers of the club should preferably not come from the same family and where this is not possible, at least one of the officers should not be a family member. Signatories to payments must not be from the same family.
6. The club shall, before it commences operation, have appointed a Club Welfare Officer, who is not related to the club coach, club teachers or other key officers.
7. The Region shall consult the sub-regional body / County Association for their views on the club with a time limit of 30 days for responses. Should the Region receive any concerns, these will be considered by the Regional Management Board.
8. The Region may also consider representation from non-affiliated bodies on the affiliation e.g. County Sports Partnerships.
9. If it is decided to reject a request for affiliation, the Region shall set out the reasons and advise the applicant as to the Appeals process. **this process is being explored with Swim England*
10. The club should be inaugurated by a general meeting, or in the case of an existing club applying for affiliation, the region should determine if a general meeting is required prior to granting affiliation.

Notes on affiliation of swimming clubs to Swim England South East

- Affiliation of clubs to Swim England (the ASA) is effected by affiliation to the Regional Association, which is bound by the Laws and Technical Rules of Swim England and rulings made by the Swim England Board.
- Clubs should have a working relationship with their local County Sports Partnership, Local Authority and Facility Manager, as well as the local Club Development Officer.
- Clubs should be aware of all relevant costs associated with running a swimming club, such as pool hire, teacher / coach expenses etc.
- The application for affiliation will not be approved unless the Club Constitution contains a rule(s) to the effect that the club will be conducted in accordance with the Laws and Technical Rules of Swim England and be affiliated to the Swim England South East.
- The word 'member' includes Honorary members, Vice Presidents and Patrons, Associate and Temporary Members and any other class of membership. All active members of a club must be eligible as defined by Swim England and the Constitution must contain a rule to that effect.

Categories of Membership and Membership Fees 2020

Category One

Criteria: Category 1 membership is for members of any age who are learning to swim or who are swimmers at any level, who do not compete in any discipline in open competition (other than those exempted under Law 321.1.2 and those competitions designated as 'Low Level Competition'.

Category Two

Criteria: Category 2 membership is for all members of any age who compete in any discipline in open competitions (other than those exempted under Law 321.1.2 and those competitions designated as 'Low Level Competition'. Competitive members benefit from a structured competitive pathway at all levels in all disciplines.

Category Three

Criteria: Category 3 membership is for all members of any age who are not in categories one or two including, but not being limited to, any persons who have voting rights in their club by virtue of being a parent of, or a person with parental responsibility for, a member in categories one or two; administrators; associate members; coaches; helpers; honorary members; life members; officers; qualified officials of any discipline; patrons; teachers; temporary members; vice-presidents and verifiers or tutors of the Association's educational certificates.

Membership Fees for 2020 are as follows:

	Swim England	Swim England South East
Category 1 member	£9.20	£5.00
Category 2 member	£27.75	£6.00
Category 3 member	£5.20	£0.00

Swim England South East Region fees are subject to a minimum fee of £25.00.

In addition fees may be payable to the County Association to which the club is allocated, these are as follows:

	Berks & S. Bucks	Hampshire	Kent	Oxon & N. Bucks	Surrey	Sussex
Cat 1	£0.00	£1.00	£1.00	£0.00	£1.50	£0.75
Cat 2	£0.00	£1.00	£1.00	£0.00	£1.50	£0.75
Cat 3	£0.00	£0.00	£0.00	£0.00	£1.50	£0.00

After affiliation has been agreed, Swim England will contact the club for payment of affiliation fees and also the Swim England Membership fees in respect of all members of the club who have not paid the fee as a member of another club.

Benefits of Affiliation

Clubs affiliated to Swim England South East have access to everything that the Region offer this includes the following;

- Competitions in all disciplines
- Support of Regional Manager and 2 x Regional Club Development Officers
- Guidance and support with SwimMark Accreditation
- Bursaries for SwimMark Clubs towards Coaching qualifications and Safeguarding & Protecting Children courses
- Talent Camps for Swimming and Open Water incorporating Coach Education & Team Manager Education opportunities
- The Region sends both a team of swimmers and synchronised swimmers to overseas camps
- Funded Diving programme in Southampton when funding was removed by Swim England
- Annual programme of Coaching Development Workshops and Conferences
- Development & Training Days in all disciplines
- Training for Officials
- Team Manager Forum
- Young Volunteer Programme
- Time to Listen courses (courses run by the Region are free of charge)
- Team Manager courses (courses run by the Region are free of charge)
- Access to cost effective UK Coaching Safeguarding & protecting Children courses through the Region's Licence Partner Agreement
- Six monthly Team Manager updates
- Support with Club Networks
- Coaches Forum
- Monthly Club Newsletter to all clubs advising of activities and courses taking place in the Region (sign up here: <https://www.southeastswimming.org>)
- Regular Social Media Updates
- Access to Regional Awards

In addition affiliated clubs benefit from the following;

- Affiliation to Swim England South East gives automatic affiliation to the County Association within the area the club headquarters are situated. A further fee may be payable.
- The right to send delegates to the County and Regional Council meetings and to nominate for election to the County and Regional Board/Management Committee, Swim England Members Forum and Swim England Board.
- The right to submit proposals for alteration to Swim England Laws, Swim England South East and County Association constitutions and to present them at the appropriate Council Meetings.
- Insurance of Clubs and all their members for both civil liability and personal accident provided by Swim England (subject to conditions).

All applications for affiliation must be made on the appropriate form obtainable from: office@southeastswimming.org.

Documentation for club secretaries

The following checklist itemises documentation, which should be held by the club secretary or by other club officers, and information on where to obtain replacements.

Documentation	Notes	From whom
Swim England Handbook	Available online only	Swim England Website
Swim England Insurance Certificate and Information	Sent annually following payment of membership fees. May be held by the Treasurer.	Swim England Office – Membership Department
Accident and Incident Book	Replaced on request when full. To be held by named Officer of the Club	Swim England Office – Customer Services Department
Other Insurance Policies	Separately arranged with the Insurance Brokers – may be held by the Treasurer	Insurance company
Wave Power: Child Protection Guidelines and Procedures	May be held by Welfare Officer	Swim England Website
Club Constitution	May be referred to as Club rules.	Own club
Club Minute Books	Current minute book may be held by Minute Secretary. Historical minutes should be with Club Secretary or known archives.	Own club
Club Account Books	May be held by Treasurer	Own club
Swim England Annual Report and Financial Statement	Sent annually to Club Secretary	Swim England Website
Handling Internal Club Disputes	Copy sent to Club Secretary on affiliation	Swim England – Customer Services Also available on the website

There is a significant amount of information on the Swim England website: www.swimming.org including the Vision, Calendar, Ranking Lists and latest news items. Copies of all published literature is available to download.

About Swim England:

- Swim England is the English National Governing Body for swimming, diving, water polo, open water and synchronised swimming.
- Swim England, together with British Swimming, supports National Teams in each of the disciplines.
- Swim England organises competition throughout England and establishes the laws of the sport for each of the above disciplines.
- Swim England operates comprehensive certification and education programmes for teachers, coaches and officials as well as its renowned Learn to Swim Awards scheme.
- Swim England supports 1600 affiliated swimming clubs through National/Regional/County structure.
- Swim England communicates regularly with members through various publications.

Swim England:

- Head Office: Sport Park, 3 Oakwood Drive, Loughborough, Leics. LE11 3QF.
- Professional staffing structure to meet all your needs.
- Clubs register their members with the Swim England.
- Swim England is split into eight regions and clubs affiliate to the relevant region.

Swim England South East:

- The Region operates through a committee structure.
- The Region is managed by a combination of people with particular skills who are elected from affiliated clubs and associations.
- The Region organises competitions and development camps for all disciplines.
- The Region oversees the general development of sport in their area.

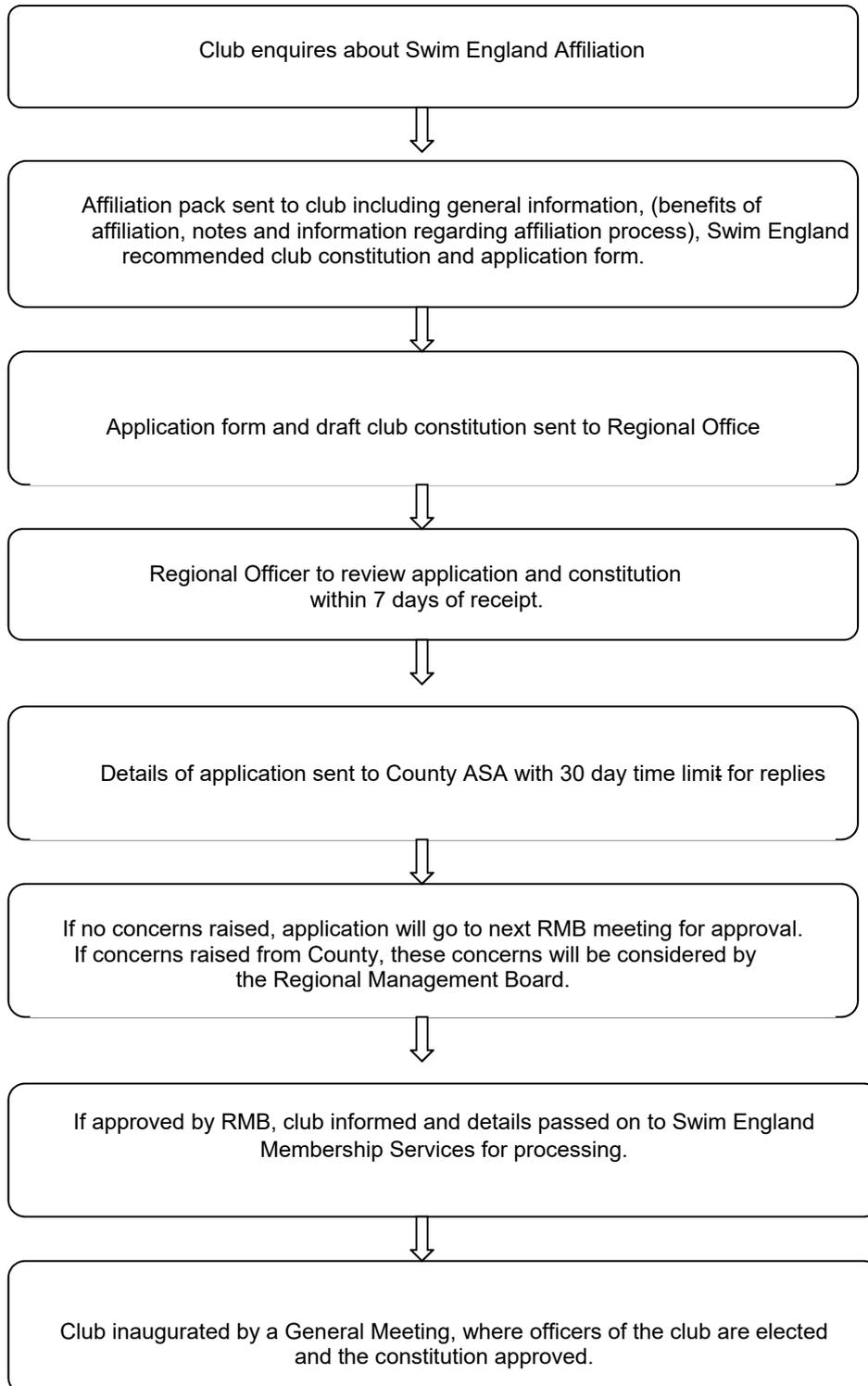
County ASA:

- Each County operates through a committee structure with members elected from local clubs.
- Counties organise their own Championships and competitions in some or all disciplines.
- Counties select and support County teams to compete in Inter-County competitions.
- Counties work with local County Sports Partnerships to provide local development opportunities.

Clubs:

- 1600 clubs are affiliated to Swim England.
- Under Swim England Law, a swimmer may be a member of any number of clubs.
- In order to compete in any of the above competitions, swimmers need to be registered competitors with Swim England, via their club.
- Each club must have its Rules and Constitution approved by their Swim England Region and be run by a committee.

FLOW CHART



Amateur Swimming Association (Swim England) Limited Board Minutes

10 December 2019

SportPark, Loughborough

Present:

Mike Farrar – Chair (MF)
Keith Ashton (KA)
Neil Booth (NB)
Ali Breadon (AB)
David Flack (DF)
Caroline Green (CG)

Brian Havill (BH)
Ian Mackenzie (IM)
Jane Nickerson (JMN)
Bernard Simkins (BS)
Sue Smith (SS)

Officers in attendance:

Richard Barnes (RB)	Director of Legal and Company Secretary
Kerry Watkiss (KW)	Head of Insight (item 7 only)
Damian Stevenson (DS)	Insight and Partnerships Director (item 7 only)
George Wood (GW)	Sport Development Director (item 8 only)
Marie Cooper (MC)	Head of People Development (item 14 only)
Mike Hawkes (MH)	Inclusion Officer (item 14 only)
Siân Breen (SB)	Senior Administration Officer

Min No:

- 1. Welcome**
The Chairman welcomed all to the meeting.
- 2. Apologies**
It was noted that Sarah Gregory was not in attendance and subsequently tendered her apologies.
- 3. Declarations of interest**
Sue Smith – item 11.7 - NOMCOM
Ali Breadon – item 8 – undertaking work with England Athletics.
- 4. Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 10 September 2019**
NB stated that no further topics had been proposed in relation to the CPSU training session due to take place at the March Board meeting. As such what ‘good’ should look like from a Board perspective will be the main focus.

5. **Review of actions arising from the meeting held on 10 September 2019**
The actions were noted as either being complete or to be covered by items on the agenda.

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

7. **Stakeholder Survey Presentation**
DS explained that following the changes implemented in 2017 to 2019 we are half way through the current funding cycle and strategy so it was an optimal time to investigate whether stakeholders considered Swim England to be making good progress.

An external agency – MTM Sport – was commissioned to provide an independent voice and research was conducted in May/June 2019. KW outlined the methodology and noted that participants had a range of connections with Swim England, both in terms of length of relationship and departments interacted with.

Overall, results were positive and demonstrated stakeholders' goodwill. Responses related to the strategy, general perceptions and satisfaction were outlined and it was noted that positive ratings were applied to scores of eight and above out of ten. Conversely, MTM Sport reported that other organisations include six and seven demonstrating that Swim England's results could look even stronger. Members were the group of stakeholders found to be the least clear on Swim England's objectives, potentially explaining why their ratings on this were lower than average. It was clear however that stakeholders reported improved scores since the change in brand and this was a consistent theme.

Areas for improvement were outlined and it was noted that these had been shared with directorates prior to sign off of implementation plans to ensure they fed into planning. KW described how managers were encouraged as work was already ongoing to tackle the majority of issues raised.

Questions were welcomed from the Board and the following was discussed:

- Low engagement figures from workforce: to transform this the Educator Team may need to provide a more in-depth overview of Swim England's work. Assessment of engagement with Approved Training Centres is also required to understand whether opportunities have been missed to promote projects such as the Value of Swimming report.
- Discipline specific breakdown: sample size is unlikely to be sufficient to provide this level of detail. It was agreed that improvements were needed to make the website hubs more accessible and ensure all the necessary documents was present. Work is currently ongoing with the club hub to get this right in the first instance.
- Commercial stakeholders: agility around feedback from these partners is vital. Action: KW to confirm the number of responses from commercial stakeholders.
- A focus on quality, as opposed to quantity, will be taken forward, to include careful consideration of communication prior to roll out.

DS confirmed timings for a repeat survey would be a Board decision, but advised this should not take place until at least two years had passed.

Action: SB to circulate presentation slides.

8. Coaching & Teaching Register

GW updated the figures in the paper as at 10 December 2019.

The Board was requested to approve an approach for three areas.

8.1 Non-responding clubs:

Consequences of suspension were discussed and it was agreed that any communication to clubs would state these explicitly. Regional Chairs would be copied in to enable them to take an active role in attaining compliance with the Register and a message would also be issued to members of any suspended clubs, explaining the actions taken and the importance that Swim England places on the Register.

The timeframe proposed in the paper was discussed in detail, with the Board keen to ensure the most robust course of action. It was confirmed that a great deal of communication had been distributed to clubs along with the offer of support. The decision was made to issue a letter by the end of the week warning the small number of clubs that had not supplied any information that they must comply by 31 December 2019 or have their affiliation suspended. The Board considered the limited aquatic activity that will take place during the Christmas period and the date of the membership year in reaching its decision.

The discrepancy between the number of teachers and coaches was raised and the ongoing process to check the veracity of the data supplied was outlined. Clubs will be made aware that under-declaration impacts on insurance cover and there was recognition that support will be required for new club membership secretaries to ensure the correct information is recorded on the register.

8.2 Expired or no DBS checks:

It was agreed that those on the Register without an up-to-date check will be contacted directly and advised to undertake the appropriate DBS checks or confirm to Swim England that they are currently not in a teaching or coaching role.

8.3 Missing evidence of safeguarding training

GW explained that there are currently still a number of individuals without a record of appropriate safeguarding training recorded on the Register and consequently the Board were keen to obtain more accurate figures. It was agreed that a letter would be issued in January 2020 (copied to Regional Chairs) outlining Wavepower requirements for training and stating that the Board would be considering the need for action on non-compliance at the start of June 2020.

Action: GW to draft letter to individuals missing evidence of safeguarding training.

Efforts would be made to provide as many opportunities as possible for training to be undertaken. There was discussion on the requirement for face to face courses and whether, in the future, a safeguarding module could be added to the level 1 and 2 teaching courses.

Action: JMN to confirm the position regarding the requirement for face to face safeguarding training.

9. Chairman's Report

The Chair outlined the Diversity and Inclusion section of the report and how this fed into item 14. Item 14 was undertaken at this point.

10.1 **CEO's Report**

JMN updated on the following:

- Commercial: the relationship with Disney remains strong and plans for a new contract starting in July 2020 are underway.
- Commonwealth Games: the Board agreed that dialogue continue with the organising committee on any concerns around swimming arrangements.

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

11.1 **British Swimming Board**

Action: Where possible, SB to issue the British Swimming Board Minutes with the Board papers.

It was noted that within the upcoming 12 months the next four years of Swim England's contribution to British Swimming will be negotiated.

11.2 **Swim England Trading – 29 October 2019**

DF highlighted the positive move forward with the completion of a SWOT and the initiation of a business plan. The minutes were noted.

11.3 **Institute of Swimming Board – 18 November 2019**

IM informed the Board that conversation had taken place with a prospective additional board member, with a written profile to be received prior to formal appointment.

11.4 **Regional Chairs – 20 November 2019**

The Board agreed the individuals for the NOMCOM to nominate the 2022 president:
Mike Farrar (Chair)
Ian Mackenzie
Dave Flack
Sue Smith

11.5 **Audit, Risk & Probity – 28 November 2019**

AB outlined the topics covered:

- In depth review of Swim England Qualifications' risks.
- Analysis of the process undertaken to create the 2020 budget.
- Debate on the banking facilities proposal.
- GDPR Action Plan – the importance of the agreed timelines were noted.

11.6 **Swim England Qualifications Board – 5 December 2019**

The Swim England Qualifications (SEQs) Board requested guidance on their exact responsibilities as there was thought to be some disparity with the information in the Handbook and current practice.

The Chairman noted his concern that the Swim England Board does not hold an overarching protocol covering the relationship between the main board and its subsidiaries on how decisions, and delegations are handles. In practice this should cover those areas of business that must be handled at the main board level (such as IT, workforce etc) and those areas where the SEQ Board and other sub-groups take decisions based on their detailed knowledge of their own policies and specialist areas.

Further updates from the SEQ Board were provided on:

- Recruitment of a quality development manager: deemed to be business critical in order to keep pace with the market.
- Data management systems: in urgent need of investment. JMN stated that the Swim England IT consultant had met the SEQ team in the past few days

and agreed the need for the Parnassus system update. Regarding the ask for supplementary software, a more business appropriate approach will be undertaken – obtaining understanding of Institute of Swimming and Learn to Swim requirements as well to determine whether one piece of software will be sufficient for all.

11.7 **NOMCOM**

SS left the meeting for the agenda item.

The NOMCOM of MF, DF and AB recommended proposing a second term of four years for SS. The Board unanimously supported this proposal.

12. **CFO's Report**

12.1 **Report**

The report was noted and it was agreed that a final decision on banking arrangements could be taken by AB, BH and BS.

12.2 **Management Accounts for September 2019**

BH confirmed there were no major changes from the July accounts presented at the September Board.

The October accounts, completed after dissemination of the Board papers, demonstrate that the Institute of Swimming's small favourable variance is still expected to reverse in the final quarter of the year.

12.3 **2019 Forecast**

The forecast was noted.

12.4 **2020 Budget**

BH stated that the ARP committee had accepted the overall position, although highlighted that the budget was not reviewed line by line at this meeting.

There was discussion on the potential staff pay increase, noting the timing of the March REMCOM, and BH confirmed that SLT had been tasked with sourcing savings to facilitate the rise. Use of reserves was considered to be inappropriate for ongoing costs.

Prior to formal sign off of the 2020 budget, the budget presented at ARP was being utilised by staff for planning.

Action: SB to arrange telephone conference in January to formalise budget and discuss post-election governance.

13. **Judicial administration**

The Chairman raised the commitment made at the September Board meeting to review how the organisation deals with complaints. RB provided a brief overview of how the judicial system operates, including how complaints are classified and the appeal mechanisms at different parts of the process. The complaint fee, sanctions and mediation were also summarised and it was noted by NB that Club Chairs require additional support to ensure they understand their responsibilities in relation to the internal club dispute procedure. This helps ensure that club complaints are dealt at the appropriate level of the sport.

The work of those currently involved in the management of the judicial system was commended and the desire to ensure their inclusion in any review was stated.

Action: JMN to draft a paper outlining the keys issues requiring further focus.

14. **Inclusion and Board Diversity**

There was discussion on increasing diversity of the Board, with the belief that this is mission critical to the sport. A variety of strategies were deliberated and the challenge to ensure all Board members felt they had an equal role was recognised.

MC explained other approaches that can be utilised to ensure BAME opinion is vocalised and the idea of an Equality, Diversity and Inclusion Steering Group was introduced. The Board identified benefits of the proposal, which included positive influence on the composition of membership.

It was noted that engagement with leaderboard programmes could aid the onboarding process in the long run, ensuring the skills required for the Swim England Board were being developed.

The Board agreed that further investigation should take place on both the Steering Group and the leaderboard programme in order to determine steps for progress.

The need to involve Regional Boards was highlighted with member nominated directors generally advancing along this route.

Action: JMN to request addition of board diversity to the agenda of the next Regional Chairs meeting.

15. **Any other business**

15.1 The Chairman recognised the overrunning of the meeting and as such an update on Facilities would be presented at the March meeting.

15.2 On behalf of the Board the Chairman thanked IM for all his work and contributions to the numerous Boards he has sat on. The Chairman expressed his gratitude especially during the transition period to the new Board structure.

It was noted that results of the vote for a replacement Board member would be received on Monday 16 December.

16. **Dates of future meetings**

All Board meetings will be 13.00-17.00 unless otherwise stated

- Board - Tuesday 17 March: Loughborough
- AGM - Saturday 16 May: Hilton East Midlands Airport, J24 M1, Derby DE74 2YZ
- Board - Tuesday 23 June: Loughborough
- Board - Tuesday 15 September: Loughborough
- Board - Thursday 3 December: Winter Championships – Ponds Forge, Sheffield.
12.00-16.00 Finals session from approx. 16.30

Swim England

Minutes of Regional Chairs Meeting

20th November 2019

Ambassadors Hotel, London

Present:	David Burgham	North West Chair
	David Flack	Previous South West Chair (handover)
	David Fletcher	London Region Chair
	Brian Havill	Chief Financial Officer
	John Hidle	East Midland Region Chair
	Simon Kirkland	West Midland Region Chair
	Alan Lewis	South East Region representative
	Mike Farrar	Swim England Chair
	Jane M Nickerson	Chief Executive Officer
	Chrissie Robinson	South West Chair
	David Watson	North East Chair
	Joan Wheeler	East Region Chair
	George Wood	Sport Development Director

Apologies Roger Penfold South East Region Chair

Min

1. Welcome

1.1 Mike Farrar welcomed everyone to the meeting highlighting that Alan Lewis is attending on behalf of Roger Penfold, South East Region Chair and that both the outgoing South West Chair, David Flack and incoming South West Chair, Chrissie Robinson were in attendance to ensure a smooth handover.

2. Declarations of interest

2.1 David Fletcher – re Diploma in Sporting Excellence (DiSE)
Simon Kirkland – re Diploma in Sporting Excellence (DiSE)
David Fletcher left the meeting during the discussion on DiSE.

3. Minutes of the meeting held on 29th August 2019

3.1 The minutes of the meeting held on 29th August 2019 were approved as a true record of the meeting.

4. Matters arising from the meeting held on 29th August 2019

4.1 Re: 4.2 – Regional Discipline Forums:
Action accepted by George Wood. To be implemented during 2020

Re: 4.3 – Judicial Review: Additional information to be sent to Jane Nickerson.

Action: Joan Wheeler to send on additional information.

Jane Nickerson to ensure a scope of a review is agreed and implemented

- 4.2 Re: 5.4 – Strategy consultation: Noted that the Swim England Board are continuing to consider this and a timeline will be provided when available.
Action: Mike Farrar to consider at the next Board meeting.
- 4.3 Re: 6.1 – Inclusion presentation to be circulated to the Chairs. One Chair did not receive the presentation.
Action: Jane Nickerson to ensure the presentation is re-circulated to the West Midland Chair.
- 4.4 Re:8.1 – Loans from regions. Majority have now provided an initial loan. Further loans to be considered if required.
Action: Brian Havill to determine if additional loans on a shared benefit basis are required.
- 4.5 Re: 9.2 - Seminar re incorporation. Noted that David Watson had been unable to attend the AGM but was providing information to those who requested it.
- 4.6 Re: 9.3 - Discussions ongoing for 2020/2021
Action: Chairs to consider format for AGMs with possible link to Awards Lunch
- 4.7 Re: 11.1 – New affiliations criteria. Noted that majority of regions do have criteria in place. Regions currently sharing their version with colleagues.
Action: George Wood to ask Head of Clubs to consolidate versions for circulation and agreement by the Regions to enable one version to be used by all Regions.
- 4.8 Re: 11.2 – Affiliation request. Noted Jane Nickerson has spoken to the Swim School Operator regarding this matter. (Post meeting note: The operator has now submitted a request to the Region and has been approved having now met the criteria for a club.)
- 4.9 Re: 12.3 – Diploma in Sporting Excellence. Agenda item.
- 4.10 Re: 14.1 – Matched funding requests. Noted this will be part of the 2021 strategy and budget process.
- 4.11 Re: 14.2 – Guidance on head injuries. Noted that Richard Barnes is working on this in liaison with the Medical Officer and Health and Safety Forum.
- 4.12 Re: 14.3 – Old information on VAT and Open Meets on the website. Noted previous minute was incorrect which led to this item being carried over.
Action: John Hidle to provide information
- 5. Diploma in Sporting Excellence (DiSE) update**
- 5.1 David Fletcher re-declared an interest and left the room for this item.
- 5.2 David Meli presented an update to the meeting which was followed by a detailed discussion.
Action: George Wood to ensure the presentation is circulated to the Regional Chairs and to embark on one to one dialogue to enable a decision on the implementation of the programme to be reached within the next 8 to 10 weeks.

6. Coaching and Teaching Register

6.1 The meeting noted the content of the paper drafted by George Wood and provided their thoughts to enable a further paper to be tabled for decision at the forthcoming Swim England Board meeting.

6.2 All regions agreed to work on this matter to reach a satisfactory conclusion and were supportive of sanctions should the need arise.

Action: George Wood to take the thoughts of the Regional Chairs into consideration when drafting the paper for the Swim England Board.

7. Para Swimming – Classification Update

7.1 George Wood informed the meeting that British Swimming are responsible for training classifiers and the Home Countries are responsible for providing classification opportunities.

7.2 The Chairs cited a number of issues which require resolution:
Some facilities are not suitable – clear criteria of requirements is needed.
Competition calendar is not set far enough in advance to enable arrangements to be made.
Low number of classifiers.
(George Wood advised that there are 7 coaches who will be trained as technical classifiers in early 2020.)

8. Harold Fern and Alf Turner Awards

8.1 Brian Havill advised the meeting of the 2020 timetable bearing in mind the change of date of the AGM.

Monday 16th December: nominations open

8.2 Monday 24th February: nominations close

Tuesday 3rd March: nominations to SOC

Tuesday 17th March: SOC recommended winners to Board for final sign off

AGM: Saturday 16th May

9. Water Polo

9.1 David Meli advised the meeting of his plans for consultation around the country leading to an appropriate, affordable implementation plan. Noted that Ian Mackenzie is currently the lead volunteer. A Chair will be appointed initially who will then assist in the appointment of the members of the Management Group.

10. Any Other Business

10.1 The meeting asked for clarification on when confidential papers could be released. It was agreed that the author of the paper would advise when the contents are no longer confidential or when the paper can be shared with a controlled wider audience.

10.2 The meeting noted that the 2022 Swim England President will be selected by the Swim England Board in accordance with the policy which requires the Board to select the President for any year in which the Olympic Games or Commonwealth Games are held in England. The process will be determined at the forthcoming Board meeting.

- 10.3 The meeting discussed the issue of poor standards of behaviour at events and considered ways of trying to encourage coaches and parents to adhere to the code of conduct. One suggestion was that announcements should be made at the start of events, highlighting the relevant sections of the code.
Action: George Wood to liaise with SOC to consider adding this to the prompt cards.
- 10.4 The meeting expressed concern at the habit of swimmers changing on pool decks during events.
Action: George Wood to liaise with SOC to consider ways to stop this at all levels of events.
- 10.5 The meeting felt there are insufficient opportunities for swimmers to move into different disciplines and that some swimming coaches actively discourage it. Noted that revised teaching modules for each discipline will shortly be available to link to the learn to swim pathway.
- 10.6 The meeting requested additional information on the different options for incorporation.
Action: Brian Havill to circulate information
- 10.7 The meeting requested urgent action on a judicial review. There was general feeling that the judicial procedure allows members in club disputes to raise complaints at the highest level which blocks the system. The feeling is that the club should deal with many of these issues.
Action: Swim England Board to agree process and timings of a review.
- 10.8 Joan Wheeler advised the meeting that David Watson will take over as the Chair of the Group for 2020. The meeting thanked Joan for all her work as the Chair.
- 10.9 The meeting thanked David Flack for his input as Chair of the South West and welcomed Chrissie Robinson as his successor.

Mental Health Awareness and Education – the Swim England approach

Introduction

Swim England is aware that athletes on the pathway are coming forward indicating they have mental health issues. Results from the British Swimming central screening show that the prevalence of mental health issues in elite swimmers are in keeping with that of the general population. This means that up to 20% of swimmers may have issues with mental health.

We want to help all our athletes, coaches, staff and volunteers to have positive mental wellbeing.

But just like with physical wellbeing, when mental wellbeing isn't as positive as you'd like, help may be needed.

We've...Got UR Back is a Swim England campaign to support positive mental health. We will be producing a video for use at open meets, regional and county championships and for our web site to highlight mental wellbeing. We are continuing to work with the National Youth Advisory Panel to create resources which can be used by young people.

Awareness

We have also produced a Mental Health Pathway which is on the website. We would like to encourage clubs to download and put it on their noticeboards and other key areas to raise awareness of the support available. This should help if an athlete, coach, staff or volunteer is having difficulties. It highlights where people can get help and gives some numbers and website links for charities who have help lines for emergencies.

To continue to raise awareness via social media, we would also encourage regions, counties and clubs to place this pathway on their websites as well as include it in communication to clubs and members.

Education

Swim England will be hosting a series of online webinars for coaches, staff and volunteers to present more information about mental wellness.

This first webinar is Tuesday 10th December at 8pm. The session will last 45 minutes with an opportunity for questions at the end of the session.

This session will also be recorded and subsequently published online. Based on feedback, we will seek to deliver further sessions during 2020.

If anyone would like any more information on the above please contact:

diane.elliott@swimming.org

Mental Health First Aid training courses available to book for clubs, counties and regions

Raising Awareness Education

Mind, the Mental Health Charity, has been supported by Sport England to develop a workshop to raise awareness of the importance of mental health. This is an online or face to face course which will give knowledge, skills and confidence to better understand and support people living with mental health problems, and create a positive environment that ensures they enjoy the benefits of being active and keep coming back:-

<https://www.mind.org.uk/about-us/our-policy-work/sport-physical-activity-and-mental-health/elearning-mental-health-awareness-for-sport-and-physical-activity/?ctald=/about-us/our-policy-work/sport-physical-activity-and-mental-health/slices/mhaspa-training/>

Mental Health First Aid Education

Several organisations offer training in mental health first aid which helps attendees understand the signs and symptoms of individuals experiencing mental health difficulties and provides guidance on where signpost those who are struggling. Each is offered in either a 3 hour, 1 day or 2 day course and we recommend that you research the content before deciding on which course meets your individual needs.

The following courses are available:

- Adult mental health first aid
- Youth mental health first aid- This YMHFA course de-stigmatises mental ill health and attendees report greater confidence in managing situations where young people do present with troubling symptoms.

The main 4 organisations offering the training are:

1. Mental health First Aid England

<https://mhfaengland.org/>

The link above takes you to the mental health first Aid England web page where you can book directly with the Adult or Youth session

This can be booked for 16 participants to attend a venue of your choice

2. St Johns Ambulance

<http://www.sja.org.uk/sja/training-courses/mental-health-first-aid/mental-health-first-aid-0>

This can be booked for individuals rather than a group session

3. Street Games

Street Games teaches a Mental Health First Aid course that is adapted to the sports environment

<https://network.streetgames.org/youth-mental-health-first-aid-0>

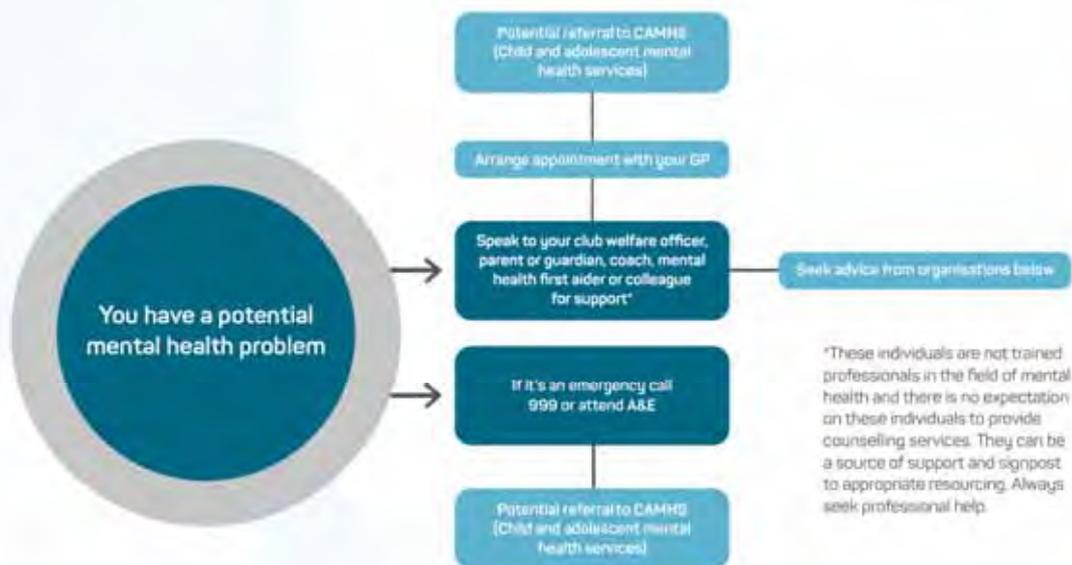
4. First Aid Awards

First Aid Awards is an awarding organisation specialising in first aid, health & safety, food safety, safeguarding and related qualifications.

First Aid Awards (FAA) are regulated by Ofqual and SQA Accreditation and our qualifications sit on the Regulated Qualifications Framework (RQF) and Scottish Credit and Qualifications Framework (SCQF).

- <http://www.firstaidawards.com/about/>

Mental Health Help



Help lines available

Samaritans

Free phone: 116 123
[samaritans.org/how-we-can-help/contact-samaritan/](https://www.samaritans.org/how-we-can-help/contact-samaritan/)

Mind

Helpline: 0300 123 3393
Text: 86463
[mind.org.uk/information-support/helplines/](https://www.mind.org.uk/information-support/helplines/)

NHS mental health helplines

[nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/](https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/)

The Mix

Free phone: 0808 808 4994 (13:00-23:00 daily)
[themix.org.uk](https://www.themix.org.uk)
If you're under 25 you can talk to The Mix for free on the phone, by email or on their webchat. You can also use their phone counselling service, or get more information on support services you might need.

Self-Harm

[youngminds.org.uk/youngminds-professionals/our-projects/no-harm-done/](https://www.youngminds.org.uk/youngminds-professionals/our-projects/no-harm-done/)

Eating Disorders

BEAT (beating Eating Disorders)

Helpline: 0808 801 0677
Youthline: 0808 801 0711
[beateatingdisorders.org.uk/](https://www.beateatingdisorders.org.uk/)

Childline

Help line available specific for young people

Free phone: 0800 1111
[childline.org.uk/info-advice/](https://www.childline.org.uk/info-advice/)

Swimline

Helpline: 0808 100 4001

