

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 09 March 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
	Alan Lewis (AL)	Board Member
	William Long (WL) online	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Ben McDonald (BM)	Regional Club Development Officer
Grant Robins	Head of Talent - Swimming
Mike Parker	National Talent Officer - Swimming

25 Apologies

Apologies had been received from:

Carys Jones
Mike Lambert
Chris Lee
Terry Norris

26 DISE Proposal

Grant Robins talked through the DISE proposal and the additional areas of work that the proposed additional talent officer post might cover. The post would support 10-15 athletes on the DISE programme and could support additional areas of work. It was confirmed that there were currently 118 athletes on the DISE programme for speed swimming across the country: Grant Robins will confirm the number of athletes within the Region. It was confirmed that the proposal would only support speed swimming. Other disciplines participated in the DISE programme, with approximately 180 athletes across the country.

It was agreed that the Development Group would discuss the proposal and report back at the next meeting.

Grant Robins and Mike Parker were thanked for their attendance.

Action: Development Group

27 Minutes of the Meeting held on 06 February 2020

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

Action: BG

28 Matters Arising

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Swim England South East
Regional Management Board
09 March 2020

3 Regional Swimming Championships – Since the meeting, a complaint had been sent to Swim England in regard to the decision for some sessions of the Regional Championships to be run on a school day. A reply had been sent to Tom Baster (Discipline Leadership Group) in line with the Board’s decision and no further response had been received. This matter was also raised at the Regional Chairs’ meeting, with a proposal from Barry Saunders, which a majority of regional chairs had supported, for future regional championships not to be held in normal school time: the Chairman reported that he had voted against it.

A paper had been circulated to Board Members from Mike Lambert, outlining options for the future, earlier in the day.

8 Appointment of Vice President – The position of Vice President remains vacant.

9 Regional Management Board Vacancy – Interest has been received in the vacancy, the closing date being 31 March.

12 Affiliation Criteria – It was noted that Swim England are reviewing this process.

14 Harold Fern & AH Turner Awards – A nomination had been submitted to Swim England.

17 Constitutions – RFP to pursue issue of template constitutions for leagues, schools and universities.

23 Officials Data – The issue regarding Officials Data had been raised at the Chairs’ meeting and is being looked into by Jane Nickerson.

Landscape sheet –

17 Finance – Bank Accounts. It was agreed BG should proceed with the Nationwide 95 Day Business Saving Account.

Action: BG

18 Regional Trophies – CL has begun work on this.

29 Annual Report 2019

A copy of the report had been circulated by email. Any comments were requested by email by Thursday 12th March. It was noted that the Development report had been amended.

Action: BD

30 Finance

The draft accounts for the period ending 31 December were agreed subject to typing errors being corrected. BG to request updated version from Charterhouse.

Action: BG

31 Annual Council Meeting 2020

The Board approved and confirmed the actions of the Chairman, to appoint the Regional Manager as the person to receive notices of motion etc. for the ACM.

The motion regarding the timetable for Annual and Special Council Meetings was agreed as;

Notices of motion and nominations for office – by 28 days before the meeting;

Despatch of agenda – by 21 days before the meeting;

Receipt of amendments to motions – by 14 days before the meeting;

Despatch of list of amendments – by 7 days before the meeting.

It was also noted that article 9.1 of the constitution should also be amended as noted in the matters arising and discussed at the meeting on 08.10.2019.

Action: RFP/BG

32 Membership of Amateur Swimming Association (Swim England) Ltd

It was agreed to extend the office of the Members of Amateur Swimming Association (Swim England) Ltd to the Annual Council Meeting in 2021. It was noted that anyone who is unable to attend the Swim England ACM can send a substitute or vote by proxy.

Action: RFP

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

BD had made enquiries around updating the President's Chain and Vice President's badge. It was noted that the cost would be in excess of £1000. Two alternative suppliers (WH Derby & Thomas Fattorini Ltd) were suggested. It was agreed that BD would investigate further and report back at the next meeting.

Action: BD

34 Regional Volunteer Awards

It was confirmed that the National awards are planned to take place in November in Birmingham. In previous years the Regional awards ceremony has been run with the ACM however the change of ACM date means this will not be possible. It was agreed that BD and CL would look at the options available and report back.

Action: BD / CL

35 Coronavirus Mitigation

A paper had been circulated ahead of the meeting regarding the Regional Swimming Championships. It was noted that there are a number of other events within other disciplines taking place in the coming months.

Following discussion it was agreed that the Region would plan to go ahead with events unless the directive from Swim England or Government changed. Discipline managers/groups were authorised to cancel or postpone events, pending advice from the Government or the NGB. Information from Swim England and Government would continue to be reviewed regularly. It was agreed that BD would build a page on the website with all the latest information including event status for all Regional competitions. BG to send details of all events to BD.

Action: BD / BG

36 Employment Matters

No update was available. Appraisals for all staff will take place once further information has been received from People Development.

Action: BG / RFP

37 Affiliations & Resignations

Resignations

Abingdon Swimming Club
Didcot SC
Sevenoaks Tri Swim Club

Suspended Clubs

Eastbourne College
Petworth SC
Southampton University WPC

Sussex Seahawks Swim Team

38 Swim England Sports Operation Committee Minutes

Minutes from the meetings on 14 January and 03 March were unable to be located.

39 Regional Chairs' Meeting Minutes

The minutes of the meeting were noted.

4.11 Incorporation. It was noted that Regions are moving towards incorporation at various paces. London are going out to tender, RFP is waiting on further information.

10.3 Regional Swimming Championships being held on a school day was discussed under Matters Arising.

4.5 It was noted that the Swim England ACM will start at midday and the workshops following. Given the later start, it was agreed that there would be no need for delegates to stay on the Friday evening.

5 A presentation on Para Swimming was given which looked at the competition pathway. It was noted that a course had taken place for technical classifiers, in Dumfries with only 3 candidates, one of whom withdrew.

7.2 It was noted that a review of the Judicial system will take place, and regional chairs will be included in this process, once it commences.

RFP will circulate his notes from the meeting.

Action: RFP

40 Swim England Online Annual Report

The Swim England Online Annual Report was noted.

41 Correspondence

Coronavirus – Swim England

The communication from Swim England was noted.

Artistic Swimming – Swim England

The communication from Swim England was noted.

42 AOB

None received.

43 Date of Next Meeting

Tuesday 07 April, Annual Council Meeting & RMB Meeting, Holiday Inn Guildford

The meeting was closed at 21.02

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 09 March 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>Mike Lambert</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 06 February 2020
<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 |
| 4. | DISE Proposal
- Review of the DISE proposal with Grant Robins and Mike Parker. | GR & MP | 1915 |

Items for Decision

- | | | | |
|-----|--|------------------|------|
| 5. | Annual Report 2019
- To approve the report for 2019 | BD
To follow | 1945 |
| 6. | Finance
- To approve the accounts for 2019 | RGP
To Follow | 1950 |
| 7. | Annual Council Meeting 2020 | RFP
Enclosed | 1955 |
| 8. | Membership of Amateur Swimming Association (Swim England) Ltd | RFP
Enclosed | 2000 |
| 9. | Regional President's Chain & Vice President's Badge | BD
To Follow | 2005 |
| 10. | Regional Volunteer Awards | RFP | 2010 |

Items for Discussion / Information

- | | | | |
|-----|---|--------|------|
| 11. | Coronavirus Mitigation | RFP/BD | 2015 |
| 12. | Employment Matters | CJ | 2025 |
| 13. | Affiliations & Resignations | | 2030 |
| | 13.1 New Affiliations
None | | |
| | 13.2 Resignations
Abingdon Swimming Club
Didcot SC
Sevenoaks Tri Swim Club | | |
| | 13.3 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) | | |
| | 13.4 Transfers | | |

None

13.5 Change of Name

None

- | | | | |
|-----|---|------------------|------|
| 14. | Swim England Sports Operations Committee Minutes
The review the minutes of the Sports Operation Committee meeting held on 14 January and 03 March 2020, if available. | RFP
To Follow | 2035 |
| 15. | Regional Chairs Meeting Minutes
To review the minutes of the Regional Chairs Meeting on 04 March 2020, if available | RFP
To Follow | 2040 |
| 16. | 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 |
| 17. | Correspondence
Swim England – Coronavirus Guidance for Swim England Clubs
Swim England – Artistic Swimming Name Change | RFP
Enclosed | 2050 |
| 18. | AOB
<i>24 hours notice required</i> | RFP | 2055 |
| 19. | Date of Next Meeting
Tuesday 07 April, Annual Council Meeting & RMB Meeting, Holiday Inn Guildford | RFP | 2100 |

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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 03 March 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>Complete</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	<i>Complete</i>
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		
21	Athlete Contributions / Overseas Camps Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored.	06.02.20 Min 4		
22	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.	06.02.20 Min 5	RGP	

Updated 03/03/2020 BG

Chairman's report

Following the changes agreed at the Annual Council Meeting (ACM) in 2019, my report covers the 9 months 1 April to 31 December 2019. Whether the text in my report will be commensurately shorter remains to be seen...

The ACM agreed in September that our financial year should change to the calendar year, in line with the similar decision of the national governing body, Swim England. As the Board Member Responsible for Finance remarked in last year's Annual Report, the advantage of this is that our financial year is now the same as the membership/affiliation year. Aside from any other consideration, this means that we no longer accrue part of our affiliation income from one year to the next.

Allied to this fundamental change is a change in the date of the ACM, from the Autumn to the Spring. It is not easy to find a date for the ACM in the Spring in a sea of competitions and public holidays. Hence, our first ever weekday evening ACM, this year. In addition, the ACM agreed to extend my, and the Board Members', periods of office: I remain Chairman now until 31 December 2022.

Carys Jones, Alan Lewis, Roger Prior and Sara Todd were re-elected to the Board, to serve until the ACM in 2023. Since the ACM, Ivan Horsfall-Turner has resigned from the Board, because of his increasing business commitments. Ivan, given his background in leisure facilities' provision, has been an invaluable member of the Board since 2008, and his wise counsel, and knowledge of business, will be missed. We have yet to recruit his successor.

As I have said in previous years, all of the Board are volunteers, giving their time freely. The Board members are very industrious, all of them having regional roles beyond being "just" a member of the Board. My Vice-Chairman, John Davies, for instance, continues to lead our Development Group (he has done so since the inception of the Board), a very important part of the regional operation. Roger Prior remains as the Board Member responsible for Finance. Carys Jones chairs the Staffing Sub-Committee. There is a Board liaison member for every discipline. Brian Deval continues to lead on communications.

Communications is an area where the Region has upped its game significantly in recent years. Our website is much improved, easily navigated by non-techie people like me, and, most importantly, kept up to date. The Region has a strong presence in social media, a very important communications' medium these days. And we have consistent branding, which is becoming more prominent at our events. Brian has been a leading light in all this.

Brian is also taking a major role in the Region's endeavours to secure the services of more volunteers. These stalwarts are vital for the sport, especially in the delivery of competitions across all disciplines. All the discipline managers are volunteers, as are their teams of supporters. Frankly, Regions, Counties and clubs would not exist or function without volunteers, so it is important we develop and implement a strategy to enhance the volume of volunteering within the sport as a whole. This is an area where we are working in close harmony with the national governing body.

Hopefully, you will all appreciate how much effort it takes to promote events like the Regional Swimming Championships. This Region has a harder job than any other – we are the largest region by far in terms of potential competitors, but suffer a paucity of suitable facilities. This places a heavy strain on the volunteers who organise these events. Therefore, I must take this opportunity to mention the scarcity of long course pools, with a swim down facility and sufficient spectator

accommodation, in the South East. If it was not for the foresight, and bravery, of Crawley Borough Council and Wycombe District Council we would not even have those facilities. We must continue to press the national governing body to support the provision of adequate competition facilities in our Region.

Changing tack, I said, in my report last year, that I doubt that we could return to the days when the sport was wholly delivered by volunteers. We continue to be fortunate in the South East to have a small but very efficient paid workforce supporting the various activities of the Region and its clubs – the Regional Manager and the 2 Regional Club Development Officers (RCDO). We saw a change in the team last year, as Helen Mack secured employment closer to home and resigned as one of the RCDOs.

Helen had been involved in the sport in the Region, in one guise or another, since 2004. She was the original RCDO and was very well known to many involved in swimming, not least because of her role with formerly Swim21, now Swim Mark.

We were sad that Helen left. She had been a fantastic enthusiast for swimming, across all the disciplines, and will be sorely missed – our loss is Cherwell District Council's gain. Her tremendous input into the sport was recognised in 2015 when the Region awarded her the Jeff Cook Memorial Plate for services to swimming in the South East. The Board thanked her formally for her invaluable support over the past 15 years at its meeting in November last year.

The Board was delighted to appoint Ben Macdonald as RCDO, from a strong field of candidates, just before Christmas. He joined the other team members – Bryony Gibbs and Kristie Jarrett – at the start of this year.

May I take this opportunity to thank our staff for their unstinting support of the Board, the Region and our sport, across all its disciplines, over the past year. They are always ready to address any enquiry and to offer ready support, where they can.

I must also thank Rosa Gallop, Swim England's Club Development Officer, whose work is closely linked with that of our RCDOs.

Finally, may I pay tribute to our Presidents in the past year; Jenny Gray until September and Terry Norris since then. Many of you will know that Terry is the longest serving ever peacetime President of Berks & South Bucks, and caused quite a stir at his installation in September, being in tie and blazer ... and shorts, as he was working at a training camp nearby! We were all proud when Jenny was inducted into the Swim England Hall of Fame, at the Swim England Dinner last October – a richly deserved accolade. In the same vein, I am sure all in the Region applaud the recognition bestowed on Eileen Adams, a regional past president, on receipt of the Harold Fern Award in 2019. Our presidents do us proud!

On a sadder note, we all mourned the passing of Brian Harrison, the Swimming Trophies' Officer and a Swim England Friend, during the year. Brian was one of those largely unsung stalwarts of our sport. Our thoughts go out to his family.

Roger Penfold
Chairman

Development report

Our two professional staff of Club Development Officers (CDO) supported by the Swim England Regional Club Development Officer Stronger Affiliation (RCD) have spent a lot of their time during the period focussed on driving three core policies of Swim England; SwimMark, Stronger Affiliation and Coach and Teacher registration.

SwimMark

During the period, two SwimMark clubs lost their accreditation; Bourne End SC and Black Lion SC but five clubs successfully gained SwimMark Essential accreditation; Buckingham Swans SC, Eastbourne SC, Ryde SC, Wildern Waves SC, Windsor SC. At the end of the period our Region currently has a total of 95 SwimMark Essential accredited clubs.

The Region has 16 accredited SwimMark Networks but sadly only 8 are intending to continue with accreditation. The Networks, although working together are finding that time with the current calendar is short and unless there is someone willing to lead the re-accreditation the Networks will continue arranging meetings and activities outside of the SwimMark process. Some Network are now meeting every six months instead of every three months.

Club development

The Region has delivered or planned 22 Assistant Coach Courses and 11 Coach Courses during the period as well as one water polo course and three synchronised swimming courses.

Our team have also spent time supporting clubs and helping them work more efficiently, making better use of water time and helping them identify ways of moving forward.

We are fortunate to have two Performance Clubs in the Region; Southampton Diving and Guildford City Swimming Club. There are also two performance centres; Guildford City Swimming Club and Wycombe Swimming Club.

Funding

Eight clubs in the Region have received Talent Lane funding of around £500 each to help grow membership; Ryde SC, Fareham SC, Black Lion SC, Crawley SC, Gravesend SC, Portsmouth Northsea SC and Winchester Penguins SC.

There has also been a Growth in funding for projects in the South East. Nationally over 140 clubs applied, over 30 clubs applied in the South East and after a great deal of thought the six were chosen Atlantis, Cranleigh, Dover Lifeguard, Farnham, Faversham Slough & Eton and Ryde, with the clubs getting various amounts and adding up to a total of £5,182.

Some of the Discipline Clubs in the Region have also received funding;

Diving

- Start Diving funding to Albatross and White Oak
- Development Centre funding to Albatross
- Start funding to Albatross and Star diving
- Diving Centre funding to Albatross and Star Diving

Open Water

- Start Open Water funding to Fareham Nomads SC, Eastleigh SC, Winchester Penguins SC and Thanet SC

Synchronised swimming

- Synchro Start funding to Witney & District SC
- Synchro Try funding to Medway Mermaids SC, Milton Keynes SC and Portsmouth Victoria SC

Water polo

- Start funding to Royal Tunbridge Wells SC, Crawley SC, Mid Sussex Marlins SC, Worthing SC and Reading SC

Workforce development

Our team have delivered a range of seminars, courses and workshops during the period.

- September - Bi-annual Coaches Forum Conference with 40 coaches in attendance.
- October - Annual Team Manager Forum was reinstated this year as an online meeting. The meeting was recorded to be shared with Team Managers unable to attend.
- November - Sports science based coach workshop day with 12 attending.

In addition, we have booked or run 10 Team Manger 1 courses and 4 Team Manger 2 courses during the period enabling 108 have been TM 1 and 51 TM 2 be become qualified.

There has been three Time to Listen courses in this period with 22 new Welfare Officers trained.

During this period the Region has supported delivery of 10 UK Coaching Safeguarding courses (2 delivered directly by the Region and 8 delivered through clubs or sub Regions.)

The Region has been working with 47 young people during the period on our Young Volunteer Programme. The Surrey programme has been rescheduled for delivery in 2020.

Athlete development

A number of our athletes were selected for Regional and National Squads from all the home nations. They are celebrated in our Roll of Honour in this report.

John Davies
Development Manager

Disability report

We held the disability regional competition in Southampton at the end of September last year. There was a significant problem with the AOE and ended up having to run the event manually.

Unfortunately, the scheduled classifications sessions had to be cancelled at the last minute because there was no technical classifier available.

Our second training camp of the calendar year was held in the second weekend in December.

A team of Regional swimmers travelled to Manchester at the end of November for the National Para Championships.

Swimmers from our Region selected for National Programmes:

Programme	Swimmer	Club
GB Podium Potential	Katie Crowhurst	Wycombe SC
GB Podium Potential	Tyler Loannou	Wycombe SC
WC Academy / England Development	Conor Ballard	Leatherhead SC
WC Academy / England Development	Fern Sneddon	RTW Monson
England Development	Maximilian Tulloch	Chalfont Otters
England Development	Madeleine Harris	Elmbridge Phoenix
England Development	Owen Say	Wycombe SC
England Foundation	Fern Loannou	Wycombe SC

The Region continue to hold disability officials courses twice a year.

Congratulations go to the following officials who were selected to officiate at the World Para Swimming Championships and completed a level 2 World Para Officials course to enable them to officiate:

Roger Prior - Eton College
Susan Harrison - Slough & Eton
James Fairhurst - Royal Navy
Ben Fairhurst - Royal Navy

Name: Sue Barker

Title: SER Disability Manager

Age Group			1m		3m		Platform	
L3			Total entries	Regional entries	Total entries	Regional entries	Total entries	Regional entries
	F	9/11	10	4	8	2	4	1
	F	12/13	21	5	22	5	0	0
	F	14/15	8	4	6	3	2	0
	F	16/18	0	0	8	2	0	0
	M	10/11	1	0	1	0	1	0
	M	12/13	19	10	17	8	4	0
	M	14/15	12	10	10	8	0	0
	M	16/18	3	3	3	3	1	1

National and International recognition

A number of our athletes and volunteers were selected for Regional and National Squads from all the home nations. They are celebrated in our Roll of Honour in this report.

Name

Diving Manager

Masters Report

Following an advertising campaign around the Region Glen Isaacs was recruited to take over as Masters Manager from Geoff Stokes. Glen was already serving on the Swim South East Region Masters working Group as the representative for Kent. We want to thank Geoff for his help and support over the years and know that he will be able to provide with advice if needed.

The Hampshire representative on the Masters Working Group, Stewart Crowe, resigned and has been replaced by James MacTavish of Southampton.

During the period covered by this report a Masters Working group met twice, in April and November. Disappointingly Oxford & N Buckinghamshire were unable to provide a Masters representative for either meeting.

Masters Development Day

The Development Day was held at the ACS International Schools facility in Cobham on Saturday 8th June 2019 with twenty seven Masters attending. The focus was on the benefits of mobility and strength training on land. This was delivered by Michael Peacock. In the pool, Steve Greenfield, assisted by Geoff Stokes, addressed the topic of preparation for racing. Subsequently, both aspects of the Day received very positive feedback from the attendees. Thanks are due to Kristie Jarrett who suggested the presenters and booked the venue.

Competitions

1,500m Long Course Masters Event

This was held at K2, Crawley on 13th April. It had been decided to hold this as a long course event following feedback after the 2018 event was held short course. To provide swimmers with adequate warm-up facilities for this demanding event an experiment was tried that involved reserving Lane 1 for continuous warm-up during heats 2 to 5. This was generally welcomed by the swimmers and will be considered for future events.

Entries were full by the closing date with a wait list of 7 swimmers all of whom were able to swim because of. With the subsequent withdrawals all 7 were given the opportunity to swim and 42 actually swam.

Masters Short Course Competition

This was again held at the Spectrum, Guildford on 5th October. Numbers were lower than in previous years by 9% with 106 men and 86 women entered. In part this may have been because the way we have contacted Masters in the past cannot now be used because of GDPR. We are working on a way of improving this for future events.

The recruitment of officials was again a problem with competitors being used as timekeepers where necessary. This problem was mainly due to a very full swimming diary meaning officials were not available.

Swim England Inter County Masters and Senior Age Group Championships – South East Round

This was held at Horsham on Sunday 15th September. Unfortunately, four counties attended with Surrey and Oxford & N Bucks unable to field teams.

The South East round was won by Sussex who went on to finish 3rd in the National rankings. Hampshire finished 6th, Berkshire and South Buckinghamshire finished 7th and Kent 9th. These

results confirm that the South East is a strong Masters swimming area and that there is a positive future.

Geoff Stokes and Glen Isaacs

Swimming Report

We continue to struggle to accommodate all of the swimmers who ought to be able to enter our championships. In a small number of cases swimmers who have a realistic chance of national qualification are being excluded.

We have more swimmers than any other region but do not have access to a 10 lane pool. Realistically, we are unable to allocate additional weekends to the competition. Because there is no short-term solution to this problem, we ask for swimmers, parents and coaches understanding.

We have very little flexibility in the way we structure championships because of mandates from Swim England. We have deliberately chosen to ignore some recommendations from Swim England because of the adverse impacts on our events. This has been done in consultation with the Region's Coaches Panel.

Swimming Group Membership

Brian Harrison, the Trophies Secretary passed away unexpected during the year. He has not been replaced on the Swimming Group.

George Adamson, responsible for officials' development in the Region has been added to the group.

Mark Sadler, who is taking over responsibility for Meet Management has been added to the group.

The Group met on a number of occasions during the year. The primary activities have been:

- Planning swimming competitions in consultation with the Coaches Panel in accordance with the mandates set by Swim England;
- Approval of dates, pools
- Approval of schedule of events
- Approval of conditions
- Approval of qualifying times
- Recruitment of technical officials and non-technical volunteers
- Overseeing the activities of the Region Licensing Panel, and
- Agreeing how the Region's policies relating to expenses should apply to the swimming [championships](#)

At last some good news on facilities. The new 10 lane 25m pool in Maidenhead should open in September 2020. We are planning to take the 2020 Open/Junior Championships there which will allow us to take additional swimmers, particularly in longer distance events.

Meet Management

Mike Lambert who has taken responsibility for the operation of the entry processing and day of competition meet management since the formation of the region is in the process of handing over responsibility to Mark Sadler.

Volunteers

The situation regarding technical officials is slightly improved compared to 2018 (when we were only able to run 6 lanes in finals in the Open/Junior Championships). We have improved the recruitment process, but still struggled to get enough officials for finals sessions.

We are looking to use a new service from Swim England (Officials Finder) to achieve further improvements in 2020.

Members of the coaches' panel have co-operated by encouraging parents in their clubs to serve as non-technical volunteers. We have introduced new distinctive red Event Maker shirts to make these people more visible. A database is being developed so that we can contact people who are happy to volunteer for us.

Swim England South East Summer Championships

3/4/5 May 2019 – High Wycombe

10/11 May 2019 – Crawley

24/25 May 2019 – Crawley

Age	Male competitors	Female competitors
11 Years	14	25
12 Years	78	105
13 Years	111	143
14 Years	124	145
15 Years	103	129
16 Years	94	100
17 Years	77	69
18+ Years	105	67

Swim England South East Open/Junior Championships

1/2 Nov 2019 – Portsmouth

Age	Male competitors	Female competitors
12 Years		9
13 Years	5	25
14 Years	21	43
15 Years	45	65
16 Years	47	56
17 Years	48	34
18+ Years	70	36

Credit/Debit card machines have been introduced at our competitions to reduce the amount of cash handled and to provide spectators with payment options. This simple process conforms to the region financial policies. Payments are transferred directly to the region bank account on a daily basis.

Trophies

After a series of discussions, the swimming group decided to discontinue awarding trophies. The process of collecting trophies was started during the Open/Junior Championships. While the future disposition of is agreed decided, trophies are held in secure storage.

Mike Lambert
Swimming Manager

Synchronised swimming

Our committee aims to meet four times a year and is led by Roger Penfold (Swim England South East Chairman) and has been supported by Helen Mack (South East Club Development Officer) who brought all the extra Swim England/Regional information and knowledge to the table that make us a successful well balanced team.

This year we welcomed Jan Mattinson to the committee representing Hampshire County.

Jane White resigned following her move out of the Region. She no supports the East Region where she now lives.

We felt 2018/2019 was the first year in many where there was some stability as it appeared the National Leadership Team had embedded their changes which the Region had adopted as requested.

The Multi Regional Competition (South East, South West & London) was postponed due to the changes in the new National Synchro Calendar.

The County representatives were briefed following the 2018 Regional Managers meeting and asked to introduce new County Development Squads:

- Kent County already had a strong County plan but agreed to look at the suggestions.
- Oxfordshire & Hampshire Counties agreed to present these suggestions to their committee's and if they couldn't implement straight away would propose plans for 2019/2020 year.
- Berks & Bucks committee agreed to fund a County Squad and this training took place at The Abbey School in Reading.
- Sussex County is new to the world of Age Group Synchro but has a well-established Masters section. Sussex has spent a lot of time and effort in the period focussing on grass roots development and is confident of having enough athletes to support a County Development Squad.

The Regional board had asked our committee to look at our Regional Squad training camp in Spain and asked us to consider competing abroad in the future. This request came at a good time and fitted with the changes being made by the National Leadership Team to the National Calendar.

We have put in place a two year plan with the 2019 squad to compete internationally in 2020.

The 19 athletes from five clubs across the Region took part in training days and a residential camp with the aim of improving standards, providing a programme to assist athletes to achieve England Talent selection in the future and also creating a routine that would be the start for 2020.

As always the athletes worked hard and showed improvements under the guidance of their coaches from three difference clubs and the start of a routine has been established. There is still plenty to do if we are to compete next year and our trials will be held in December following the England Talent youth squad club tests as a basis as well as a figure competition and routine assessment.

Competitions

Domestic Events 2019:

The South East won many medals at the National Championships held in April in Nottingham including the Redwood Trophy which was won this year by Reading Royals.

Every Club in the Region was represented at the Combo Cup this year.

Grade Assessment Days

Our Region had planned our assessment days prior to the new national calendar being implemented. Moving forwards assessment days will be planned to fit with the national training plan & competition year.

Workforce Development:

The Region hosted the following courses for coaches, officials and volunteers in the period:

- Team Manager
- Level 1 Judge
- Level 2 Judge
- National Scorer
- Level 1 Coach
- Level 2 Coach
- Safeguarding Workshops (via the main South East workforce programme)

National Representation:

A number of our athletes were selected for Regional and National Squads. They are celebrated in our Roll of Honour in this report.

Di Hughes

Synchronised Swimming Manager

Water Polo

This has been the most challenging report I have ever had to write and comes at a time of great uncertainty among the water polo community. I hope below I have found a neutral position.

Swim England South East Region teams continue to perform very well and are well supported by a group of volunteer coaches and parents. We now have contact details for all water polo club coaches and volunteers across the Region and often send out emails to keep everyone informed about developments and training opportunities. This has already reaped rewards with clubs in the Region beginning to feel connected.

The new pool at Swanley is likely to be suitable for water polo with a movable floor. We have to thank the Facilities team at Swim England and Rosa Gallop for helping with this.

Development

In September the region held a talk for children and their parents. Over 50 children attended to learn more about training and the process of the water polo player pathway. There was also a lively open floor discussion.

The number of athletes attending Regional training remained strong.

Birth year	Boys	Girls
2002	N/A	N/A
2003	9	5
2004	11	8
2005	10	7
2006	14	9
2007	3	5

A total 81 active young players are involved (47 boys and 34 girls) with more than 40 regularly attending sessions.

Networks

There are 3 Water Polo Networks in the Region, their most recent achievement are:

- Hampshire: Continues to develop and often runs tournaments and Development sessions.
- Kent: Has once again continued to grow and become more stable with the number of volunteers growing at all clubs and county level. Thanks go to the employees of Swim England for their support.
- Sussex: Currently working towards SwimMark with a new group of volunteers with fresh ideas to take water polo forward in this area.

Outside of these Networks very few water polo clubs exist. We now have contact details for all water polo (20+) clubs in the Region and are building a positive relationship with them. We would like to add a list of all clubs onto our website in the coming year.

Guernsey water polo is continuing to grow and develop however they are experiencing the cost of traveling to England for matches so additional training is a problem.

Coach development

We have been unable to run another Level 1 Water Polo coaching course mainly because of the shortage of tutors agreeing to use facilities and clubs. The current trained Level 2 tutors have put other Region's requests in front of ours even though we have been requesting courses for over 6 years.

We would like to thank the Regional board for agreeing to pay for Ben to attend tutor training. The hope is that by the summer 2020 he will be trained and we will finally be able to run a Level 1 course more frequently and locally.

Volunteers

We welcome Adam to the Regional Water Polo Management Group to take forward the referees organiser role.

As you may have seen, we advertised for a new volunteer to take ladies polo forward. Many people came forward but unfortunately no one took the role up. However, a lot of clubs are now talking about introducing and growing ladies water polo at their own club. This is a big step forward.

We were unable to run an official's CPD on the new rules during the period. We have been continually let down or misled regarding the new Referees course. However, we are hopeful that by the end of February 2020 we will have something set in the calendar.

Most of the Region is struggling but Kent is worst affected. They are playing official games without qualified referees. Swim England have been made aware of this many time but they seem happy for this to continue.

As a whole the Volunteer workforce in the Region is very stable and stronger than at the time of my last report. We are about to start looking for additional ladies' coaches to help with the demand that we are seeing at Regional training sessions. Some early signs of discontent are being seen among volunteers regarding the future of the sport and we need to be careful how we approach the next 6-12 months.

Competitions

Swim England South East Region has run the following Inter County Tournaments:

- U19 Girls – Winner - Surrey
- U19 Boys – Winner – Sussex

Regional teams have competed in the following competitions during the period:

- U16 Girls IR Championships June 2019 – (2 teams entered) Team 1 (Div 1) - finished 3rd, Team 2 (Div 2) finished 6th
- U16 Boys IR Championships June 2019 – finished in 3rd place
- U14 Girls IR Championships December 2019 – finished in 5th place
- U14 Boys IR Championships December 2019 – finished in 6th place

National and international selection

A number of our athletes were selected for Regional and National Squads from all the home nations. They are celebrated in our Roll of Honour in this report.

Ben McDonald
Water Polo Manager

ANNUAL COUNCIL MEETING

PURPOSE OF REPORT

To approve action of the Chairman regarding the person to receive notices of motion and the closing date for receipt of such notices, for the Annual Council Meeting (ACM) in 2020 and to consider a proposal for amending the ACM timetable.

RECOMMENDED ACTION

The Board is asked to

- 1 APPROVE AND CONFIRM the action of the Chairman.
- 2 DECIDE its stance on a notice of motion regarding the timetable for Annual and Special Council Meetings.

BACKGROUND INFORMATION

Receipt of notices

- 1 In accordance with Rules 12.1.2.1.2, 12.4.2.1, 12.4.2.2 and 12.4.2.3, the Board should identify the recipient, and fix the date, for receipt of motions etc in respect of rule changes, to be put before the Annual Council Meeting (ACM). Unfortunately, the Chairman forgot to remind the Board to do this at its meeting in February.
- 2 Given that there needed to be early notice of the date, the Chairman proposed that the Board designate the Regional Manager as the recipient for such notices and that the prescribed date for the 2020 ACM be 7 March. A majority of the Board indicated their support for this. Accordingly, as a matter of urgency, the Chairman made such a ruling on behalf of the Board. The Board is, therefore, asked to approve and confirm, formally, the action of the Chairman.

Constitution

- 3 The Regional Manager has pointed out some anomalies in the Constitution about various dates in connection with the ACM/SCM process. The relevant rules - 11.4, 12.4.2 and 12.4.5 - are set out in the attached Appendix.
- 4 It would perhaps be wise to impose the same timetable for both ACMs and SCMs. In order to ensure that clubs and their delegates have the opportunity to consider matters in advance of the meeting in question, a timetable along these lines might be appropriate:

Notices of motion and nominations for office - by 28 days before the meeting;

Despatch of agenda - by 21 days before the meeting;

Receipt of amendments to motions - by 14 days before the meeting;

Despatch of list of amendments - by 7 days before the meeting.

- 5 In order to make business, and to meet the deadline mentioned in paragraph 2 above, the Chairman has given notice of a rule change motion along the lines in paragraph 4. The Board is asked to discuss this, and propose amendments as necessary or appropriate.

RFP

29.02.20

Appendix

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.

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
- 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
- 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
- 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.

12.4.5 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.

MEMBERSHIP OF AMATEUR SWIMMING ASSOCIATION (SWIM ENGLAND) LTD

PURPOSE OF REPORT

To extend the period of office of the Members of Amateur Swimming Association (Swim England) Ltd to the Annual Council Meeting in 2021

RECOMMENDED ACTION

The Board is asked to CONFIRM that the persons elected as the Region's Members of Amateur Swimming Association (Swim England) Ltd elected at the Annual Council in 2019, or appointed by the Board shortly thereafter, remain in office until the Annual Council Meeting in 2021.

BACKGROUND INFORMATION

- 1 The Board will recall that each region elects members of Amateur Swimming Association (Swim England) Ltd. These persons are, in some ways, the shareholders of the Company, and are invited to the Company AGM, and, indeed, any special general meeting. They elect some of the directors of the Company. In this Region, these persons have been elected at each Annual Council Meeting (ACM), and have served until the next ACM, in the same ways as the delegates to the national ACM in the pre-incorporation era.
- 2 Therefore, the members elected at the ACM in September 2019, listed below, were to retire at the ACM in April this year:
 - Eileen Adams
 - Ken Adams
 - John Davies
 - Susan Harrison
 - Janet Hedger
 - Ray Hedger
 - Chris Lee
 - Alan Lewis
 - Mollie Lewis
 - Roger Prior
 - Peter Robinson
 - Shelley Robinson.
- 3 While the ACM extended the service of the Chairman and Board Members resulting from the change in financial year, this was overlooked in respect of the Members of the Company. The Chairman has proposed that this oversight is rectified, so that those in post presently serve until the ACM in 2021. A majority of the Board indicated their informal support for this. Given this support, and in

anticipation of the decision at this meeting, no nominations have been sought for election to the office at the ACM in April 2020.

- 4 Accordingly, the Board is requested to confirm that the Members of the Company elected at the 2019 ACM, or subsequently appointed by the Board, remain in office until the ACM in 2021.

RFP

29.02.20

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 27 February 2020 17:29
To: bryony.gibbs@southeastswimming.org
Subject: Fwd: Coronavirus guidance for Swim England clubs

Follow Up Flag: Follow up
Due By: 02 March 2020 16:00
Flag Status: Flagged

Bryony

I presume this has been sent everywhere, but please send to Board Members, RCDOs, discipline managers and County Secretaries, if not.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: "Swim England" <communications@swimming.org>
Date: 27 February 2020 at 17:00:23 GMT
To: rogerpenfold@btinternet.com
Subject: Coronavirus guidance for Swim England clubs
Reply-To: "Swim England" <communications@swimming.org>



Follow us:    

Novel coronavirus (COVID-19) guidance

The **welfare of all our athletes, coaches, workforce and volunteers** is of paramount importance.

This communication is **designed to inform, rather than alarm**, and contains relevant links to the most up-to-date guidance from the **Government and Public Health England** regarding novel coronavirus (COVID-19).

- The Government has issued **advice around travel to and from certain areas** as the novel coronavirus (COVID-19) situation develops. **Please read the latest advice [here](#)**. This is updated regularly.
- We'd like to take this opportunity to remind all clubs running events, training sessions or trips abroad that they **must inform participants, coaches, volunteers and**

spectators of the hygiene precautions to help reduce the spread of infection. For the latest infection control advice, [please click here](#).

- It is our expectation that Swim England members will comply with the latest Government and NHS guidance. [This can be found on the Public Health England website](#). If you feel unwell, **please call NHS 111 for advice**.
- Swim England will be **continuing to plan for our events as normal** but we will be following Government guidance and assessing risk as appropriate. We will be **issuing specific guidance regarding forthcoming Swim England events as necessary** to those due to attend.
- We would **advise clubs to also carry out appropriate risk assessments** and comply with all Government advice when planning any future activities.

Many thanks for your cooperation.

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



You are receiving this email because you signed up to receive promotions, updates and event information from Swim England with this email address. To stop receiving these emails, [please unsubscribe here](#). If you no longer wish to receive any emails from us, [unsubscribe from all future communications](#).

Bryony Gibbs

From: Ali Sibcy-Allen <ali.sibcyallen@swimming.org>
Sent: 27 February 2020 11:52
To: bryony.gibbs@southeastswimming.org
Subject: Artistic Swimming Name Change
Attachments: image001.png; image002.gif; image003.gif; image004.gif; image005.jpg

Follow Up Flag: Follow up
Due By: 02 March 2020 16:00
Flag Status: Flagged

Dear all

As I'm sure you're already aware, Synchronised Swimming has now been updated to Artistic Swimming.

The link on our website to the news story advising this change is available [here](#).

Kind Regards,

Ali

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