

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 11 May 2020 on GoToMeeting

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) (from 19.50)	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):

Bryony Gibbs (BG)	Regional Manager
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62 Apologies

Apologies had been received from:

Carys Jones

63 Janet Hedger

The Board held a minute's silence in memory of Janet Hedger who had passed away on 05 April. The funeral will be held on 14 May but will be a restricted numbers service. A donation will be made in Janet's memory.

Action: BG

64 Minutes of the Meeting held on 07 April 2020

The minutes of the meeting held on 07 April were agreed as an accurate record subject to the following correction;

48.2 Arrange to be corrected to arranged.

Action: BG

65 Matters Arising

45 – Ray Hedger – Swim England had posted an article about Ray and Janet Hedger on their website. BD had reposted on social media and will circulate the link to the Board.

47 – Matters Arising – Vice President. The position of Vice President remains open. It was suggested that, if no candidate is found, it may be possible to extend the term of the current President.

49 Finance - Sponsorship – Mailsports had designed some hoodies and hats that can be ordered by those who had achieved a consideration time for the 2020 championships. These items are available for pre-order and details were included in the newsletter.

Landscape Sheet

1. List of Assets – Work on this is ongoing.
2. Constitutions – GA has reached out to his network in ONB to try and identify a suitable candidate.
3. Data Protection – This item will be ongoing and is evolving. It was agreed that this item should be removed from the matters arising and will be included on the meeting agenda instead when needed.
4. Schools Constitution – It was agreed items 4 and 21 should be amalgamated.
9. Date of ACM 2020 - To be removed.
15. Finance – Bank Accounts – This item is now complete and can be removed.
22. Regional President's Chain & Vice President's Badge – The suppliers identified are currently closed so it has not been possible to move this forward.
23. Regional Volunteers Awards – It was noted that Swim England have cancelled their awards for 2020. It was agreed that the Regional Awards for 2020 would not go ahead. *Later in the meeting this was discussed further and it was agreed to run some special awards for the 'Champions of Covid' to be presented later in the year.*

Action: CL

66 Finance

Swim England Administrative Grant

The Swim England Financial Director had suggested to Regional Finance Officers that the current Administrative Grant of £6,000 per annum might cease after the last payment in 2020. This grant had begun when Swim England had restructured and stopped paying for office and staffing costs within the Regions. It was agreed that this would be opposed until there was clarity offered on the reasons for this and further insight into what the future working relationship with Swim England might look like.

Action: RGP

Affiliation Fees

The problems with budgeting for 2021 were discussed as it is not known what the membership could look like in 2021 and how the Region's income could be impacted. Overseas camps had been discussed by the Finance Sub Group and the group was, as indicated in the Finance Report, due to recommend to the Board that overseas camps should not go ahead for 2021. RGP recommended that any decision should be delayed until possibly September, when more information may be known. This was agreed.

Action: BG / RGP

Loan to Swim England

The recommendation not to proceed with the loan to Swim England at this time was agreed.

Tributes

It was agreed that a donation would be made of £100 in memory of Janet Hedger.

Action: BG

67 Open Water Liaison Member

Following the resignation of Ivan Horsfall-Turner, there was a vacancy for Open Water Liaison Member. It was agreed to appoint ML as the Open Water Liaison.

Action: BG

68 Membership of Amateur Swimming Association (Swim England) Ltd

Following the passing of Janet Hedger, who was one of the members of the company, it was agreed that Brian Deval would be appointed as a member of the company.

Action: BG

69 COVID-19

Currently there has not been guidance issued by the Government for lifting restriction in the leisure and sport sectors, except for tennis, golf and fishing. However, it does not look like pools will open before July.

BD reported that the Swim South East club conversation group on Facebook has 155 active participants and the Facebook page has 769 followers. A survey had been launched for the 2021 Regional Swimming Championships which had received 136 engagements, to date there had been 490 responses to be the survey. The Region continues to follow information coming from Swim England, Sport England and other reputable partners and the website and social media are regularly being updated. The website has received 35,000 hits since the beginning of April. Many of these visitors looked at the information regarding the cancellation of the Regional Swimming Championships but there has also been a lot of visitors to the online resources' pages set up to help support clubs, coaches, athletes and volunteers.

The responses from the Regional survey were shared with Swim England and the Counties. The information is now quite old so may now not be so relevant. It was agreed that BD look at questions to include in a future survey, with a view to sending this out at the end of June / beginning of July, as clubs may be preparing to get back in the water. BD to report back at the next meeting.

Action: BD

A series of Coaches' seminars have been set up by KJ and have been well received, with the first three having around 60 coaches take part. The Chairs' meetings had around 15 Chairmen on each forum but have stopped for the time being: they will continue in the next month or so. A report will be provided for the next meeting with more information on the sessions that have run.

Action: BG

It was noted that currently no licences are being issued for licenced meets. It was confirmed that a meeting of the Regional Swimming Managers and Regional Licensing Officers will be taking place in June to discuss licencing.

70 Affiliations & Resignations

The application for affiliation from Sunflower SC – Oxford was approved by the Board. An amendment had been noted by ONB in regard to the club constitution.

Action: BG

71 Swim England Regional Chairs' Meeting

Volunteer Awards – Swim England have taken the decision to cancel their awards for 2020. The Board had taken a decision earlier in the meeting to also cancel the Regional Awards. Following discussion, it was agreed to run some special awards for the 'champions of covid' which would be awarded later in the year.

Action: CL

Furloughed Staff – It was noted that Swim England employ 200 staff (245 including Regional Employees), 130 of these are currently furloughed.

72 Swim England Sports Operations Committee Minutes

The minutes of this meeting were not yet available.

73 Swim England Club Leadership Group Minutes

It was noted that the minutes mention Safeguarding workshops being run by UK Coaching. Swim England now have their own workshop which is being run online and has been very well received.

74 Correspondence

None received.

75 AOB

A constitution had been received by JD from a club looking to affiliate. However, they want to have a constitution which is for a Company guaranteed by Share Capital. It was noted that any club looking to affiliate needs would need to satisfy the requirements on the NGB and that further guidance should be sought from Swim England.

Action: JD

76 Date of Next Meeting

Tuesday 16 June, 7pm, GoToMeeting

The meeting was closed at 20.45

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 11 May 2020 on GoToMeeting commencing at 1900

Agenda

- | | | | |
|---|--|--------------------|------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 07 April 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 |
| Items for Decision | | | |
| 4. | Finance
<i>To review the latest financial position and recommendations of the Finance Sub Group</i> | RGP
Enclosed | 1915 |
| 5. | Open Water Liaison Member
<i>To appoint a liaison member for Open Water</i> | RFP | 1925 |
| 6. | Membership of Amateur Swimming Association (Swim England) Ltd
<i>Appointment of Regional Member (Janet Hedger)</i> | RFP | 1930 |
| Items for Discussion / Information | | | |
| 7. | COVID-19
- General Update
- Review of full survey results | RFP/BD
Enclosed | 1935 |
| 8. | Affiliations & Resignations
8.1 New Affiliations
Sunflower SC – Oxford (ONB) awaiting feedback from ONB
8.2 Resignations
None
8.3 Enquiries
Ascot Royals (BSB) – Constitution being checked
Chiltern Swimming League (ONB) -
Charterhouse School (Surrey)
Synchronised SC in Maidenhead (name TBC) (BSB)
Tuff Fitty Triathlon Club (Sussex)
iSWIM Brighton (Sussex)
8.4 Transfers
None
8.5 Change of Name
None
8.6 Suspended Clubs
Southampton University WPC
Sussex Seahawks Swim Team | RFP | 1950 |
| 9. | Swim England Regional Chairs Meeting
<i>To review the confidential notes from the Regional Chairs meeting held on 14 April (enclosed) and 04 May (to follow) 2020.</i> | RFP | 1955 |
| 10. | Swim England Sports Operations Committee Minutes
<i>To review the minutes of the Sports Operation Committee meeting held on 05 May 2020, if available.</i> | RFP
To Follow | 2000 |
| 11. | Swim England Club Leadership Group Minutes
<i>To review the minutes of the Club Leadership Group meeting held on 25 March 2020.</i> | JD
Enclosed | 2005 |

- | | | |
|-----|---|----------|
| 12. | Correspondence | RFP 2010 |
| 13. | AOB
<i>24 hours notice required</i> | RFP 2015 |
| 14. | Date of Next Meeting
Tuesday 16 June, TBC – Guildford Spectrum or GoToMeeting | RFP 2020 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 07 April 2020 on GoToMeeting

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

Also in attendance (non-voting):

Bryony Gibbs (BG) Regional Manager

44 Apologies

Apologies had been received from:

William Long
Shelley Robinson

45 Ray Hedger

The Board held a minute's silence in memory of Ray Hedger who passed away on 11 March 2020. Ray was, amongst many other roles, a founding member of the Region, a member of the RMB and a Past President of both the Region and ASA.

Donations of £50 each are in the process of being made for the charities chosen by the family, Mencap and the Henley Royal Regatta Charitable Trust. The donations were agreed by the Board.

Action: BG

46 Minutes of the Meeting held on 09 March 2020

The minutes of the meeting held on 09 March were agreed as an accurate record.

Action: BG

47 Matters Arising

26 DISE Proposal – Item is on the agenda.

28 Regional Swimming Championships – This has been overtaken by the cancellation of all events due to COVID-19.

28 Vice President – The position of Vice President remains vacant.

28 Regional Management Board Vacancy – Although interest was received in the role, no applications were received.

28 Officials' Data – RFP to raise with Jane Nickerson at next Chairs meeting.

29 Annual Report 2019 – The report is now available on the website.

Landscape sheet –

17 Loans from Regions – It was noted that the Region had not yet paid this money to Swim England.

23 Regional Volunteer Awards – It was noted at the meeting of Regional Finance Managers that it is likely Swim England will cancel their awards this year.

Action: BG

48 COVID-19

1. General Update

The RMB has been updated on the actions being taken through a series of updates from RFP. The events being run by the Region have been cancelled up until the end of May or moved online where possible, e.g. workshops. Some events taking place in June have also already been cancelled. The website and social media are being regularly updated by BD and the Regional Staff. A copy of the Swim England Sports Development Directive's Action Plan and Task Force arrangements had been circulated ahead of the meeting.

2. To review the response received from Clubs to the survey & feedback from the Chairs' Forum

A summary of the responses received to date had been circulated ahead of the meeting. To date there had been 63 responses which was roughly around 33% of competitive clubs - a representative sample. Just under 50% of the responses came from clubs with over 200 members. It was noted that the majority of the responses to the survey had been received before details of the Government support for the self-employed had been announced. Once the survey closes, BD will send details broken down by County to BG for circulation to County Associations.

It was found of the responses received that a high percentage of medium size clubs were asking for financial support, with larger clubs mainly asking for online resources for their members. Online resources for Teaching/Coaching have been made available on the website and a link provided to reputable sources. There are also resources for online training, wellbeing and club resources for funding support. A Facebook group has also been set up and has 180 members for conversation and idea sharing.

A series of Chairs' Forums have been run, with two more booked for later in the month. Coaches' Forums have also been arranged and begin later in the week. One concern that has come through the Chairs' forum was the loss of younger club members, including Divers and Water Polo players. BD is looking into resources that clubs could use with core messages for social media and club websites and possibly some short films from swimmers on why they enjoy swimming.

Chairs that have attended the forums have been contacted asking if they would share information on what they have done within their own clubs, in confidence, with BD/KJ/BM to help with putting together some case studies.

Following discussion it was agreed that the Region would continue to supply online resources for clubs and members and signpost to other online resources. There may also be a follow up survey to see if the needs of clubs have changed given the further information that has now become available.

3. To review the key work areas for the RCDOs and CDOs

It was felt that there was both sufficient and valuable work that could be completed by the Regional Staff in the next few months to support the Region's Clubs. There was, therefore, no reason to put any employees on furlough.

49 Finance

A report had been circulated ahead of the meeting which gave a projection of where the Region's budget may end up, given the events that had been cancelled. The end position is only slightly better than it would have been, had all events gone ahead. It assumes that events will go ahead from around September onwards.

The Finance Group felt that:

1. It was not practical for the Region to offer any financial assistance to clubs.
2. The Region could best assist the Clubs by providing as much advice and information as possible as to sources of assistance available to them and supporting them via the RCDOs and the Regional Manager.
3. The constant communication already started by Brian Deval should be sustained.
4. The Region should continue to plan activities, so that we can be up and running as soon as restrictions are lifted.
5. The current situation with Sponsorship was also discussed, and the Group felt that it would be inappropriate to seek payment presently.

The proposals of the Finance Sub Group were agreed unanimously by the Board.

Action: BG

50 Incorporation

The tender document was agreed. It was noted that a reference to the Regional staff should be added.

Action: RFP

51 Annual Council Meeting 2020

The decision taken by the Chairman to postpone the Regional Annual Council Meeting that would have been due to take place on 07 April was ratified by the Board.

52 Membership of Amateur Swimming Association (Swim England) Ltd

Following the passing of Ray Hedger, who was one of the members of the company, the Region should appoint a new member of the company. Usually this would be advertised. However, at the current time, it was felt unlikely that there would be any interest in the position. George Adamson has offered to undertake the role. It was agreed that George Adamson would be appointed as a member of the company.

It was understood that the only activity was likely to be a postal vote to postpone the Annual Council Meeting. It was agreed that RFP would get in touch with Janet Hedger ahead of this taking place, as she was also a member of the Company.

Action: RFP

53 Swim England Club Leadership Group

The Regional Chair has been asked to approve a representative to sit on the new Swim England Club Leadership Group. This replaces the old Swim21/SwimMark panel which John Davies has represented the Region on. John Davies and Alan Lewis both expressed interest in this position. RMB members will vote by e-mail to BG.

54 DiSE & Regional Talent Officer Proposal

Following the last RMB, meeting the Development Group had reviewed the proposal for the Regional Talent Officer which had been presented by Grant Robins and Mike Parker. The recommendation of the Development Group was that the Region does not contribute to the Regional Talent Officer role. Athletes who are on the DiSE programme would still be supported.

The proposal not to contribute financially to the proposed Regional Talent Officer role was agreed unanimously.

Action: RFP

55 Employment Matters

Appraisals should have been completed by 31 March, but information has still not been received from People Development. BG to follow up with People Development to obtain required information for the new appraisal system and how these meetings should now be completed.

CJ confirmed that Ben McDonald has successfully completed his probation period.

Action: BG

56 Affiliations & Resignations

New Affiliations

Oxford Brookes University SC (ONB)

Suspended Clubs (published list as of 23rd March)

Eastbourne College

Southampton University WPC

Sussex Seahawks Swim Team

It was noted that both Eastbourne College and Southampton University will now be physically closed as a result of the Covid-19 pandemic, so these suspensions are unlikely to be resolved until they reopen in September.

Action: BG

57 Swim England Regional Chairs' Meeting Minutes – 27 March

Official notes from Jane Nickerson and RFP's confidential notes had been circulated. It was noted that there is a lot of work going on nationally that the membership is unaware of, as it is not being communicated. RFP should soon receive a copy of the communications plan which will be circulated, when available. The next meeting of Regional Chairs will take place on Tuesday 14 April.

Action: RFP

58 Swim England Sports Operation Committee Minutes

Minutes from the meeting on 03 March were noted.

59 Correspondence

Brian Havill – The number of Members of the Members' Forum.

Brian Havill had presented at the Chairs meeting in early March a revision to the number of Members of the Company. It was noted that any system used would still result in the South East having the largest number of members and no objections were raised to the concept of the revised model.

60 AOB

None received.

61 Date of Next Meeting

Monday 11 May, GoToMeeting

The meeting was closed at 20.40

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 08 April 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	<i>In Progress – RFP to raise at meeting on 14 April.</i>
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>ACM Postponed.</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>Regional Constitution 9.1 Officers. This item should be amended at the April 2020 ACM.</p>	08.10.19 Min 143	RFP	<i>ACM Postponed</i>
14	<p>Crawley Facilities An issue was raised by BD regarding facility hire at K2 Crawley. There are issues with the standard hire agreement which mean that this does not comply with Wavepower. There are also issues surrounding the Operating Procedure which the centre is required to share with the hirer, 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>	08.10.19 Min 146	BD / BG	
15	<p>Finance - Bank Accounts</p>	29.11.19	RGP/Finance Sub	<i>In Progress – Account is</i>

	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.	Min 164		<i>now open 05.05.20</i>
16	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.	29.11.19 Min 164	CL, GA, ML & BD	<i>In Progress</i>
17	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.	29.11.19 Min 164	RGP	<i>On agenda</i>
18	Volunteering 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.	29.11.19 Min 167	BD	
19	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		
20	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	
21	Constitutions RFP to pursue issue of template constitutions for leagues, schools and	06.02.20 Min 17	RFP	

	universities.			
22	<p>Regional President's Chain & Vice President's Badge</p> <p>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.</p>	09.03.20 Min 33	BD	
23	<p>Regional Volunteer Awards</p> <p>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.</p>	09.03.20 Min 34	BD/CL	

Updated 08.04.2020 BG

Finance Report for SESE Board Meeting 11 May 2020

The Finance Group met online on 30 April and discussed the following:

1. Budget Report January to April 2020

This is circulated with the papers for the meeting and I will be happy to answer questions on it.

2. Swim England Administrative Grant

The Swim England Financial Director had suggested to Regional Finance Officers that the current Administrative Grant of £6,000 per annum, payable in quarterly instalments of £1,500, might cease after the last payment in 2020. The Group felt that this was paid as a slight recompense for administrative work undertaken by the Region on behalf of Swim England. Although it was a small amount of money, the Group felt that, as a matter of principle, the grant should continue.

Recommendation: The Board should endorse that opinion.

3. Affiliation Fees

The Region had, to date, received £139,437 from Swim England in affiliation fees. It was felt that we should work on the premise that we will not gain many more new members this year. RGP had suggested, at an online meeting of Regional Finance Officers, that, to aid recovery of clubs, Swim England, for this year, should revert to the previous practice of new memberships in the latter part of the year should not invoke a fee until 01 January. No decision on that has yet been made.

Budgeting for 2021 would be difficult. In the past we had correctly assumed that membership numbers would be fairly constant. However, we would have no idea how well membership numbers would pan out in 2021 and, moreover, we would not know the true situation until about April 2021.

It was suggested that, if membership numbers were down substantially, it might be impossible to fund overseas training camps, and the feeling at the meeting was to suspend overseas camps in 2021. I put here the recommendation as made at the meeting:

Recommendation: The Board agrees that there will be no overseas camps in 2021.

Post meeting: The Chairman asked the Regional Manager to circulate the Discipline Managers to warn them that the Finance Group would be making that recommendation to the Board, so that they could, if they wanted, make representations before the meeting.

Since the meeting JD has intimated that he felt it had been wrong to take that decision without a longer time for consideration and consultation. To date, I am only aware of other responses from two members of the Swimming Coaches Forum, but no doubt more might arrive before our meeting.

4. Loan to Swim England

The agreed loan to Swim England has not yet been actioned and the Group felt that, at this time, we should not progress it.

Recommendation: The previously agreed loan to Swim England should not proceed at this time.

The Swim England Finance Director had mentioned to Regional Finance Officers the possibility that Swim England might ask Regions, in the latter part of the year and before the membership renewal period, for some loans to help its cash flow. The Board is asked to take an opinion on its reaction to any such request.

5. Staffing

It was currently felt that there was plenty of work for the Regional Staff to pursue. However, the Development and Staffing Groups would keep that under review.

6. Nationwide Savings Account

The Group agreed to continue to progress this. Since the meeting I have received correspondence from Nationwide setting it in motion.

7. Tributes

Recommendation: The Board agrees that, in addition to donations totalling £100 in remembrance of Ray Hedger, there should be donations to the same amount in remembrance of Janet Hedger.

Roger Prior
Board Member Responsible for Finance
05 May 2020

Budget Report

From: Month 1, January 2020

To: Month 4, April 2020

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Swim England Grants - Administratio	1,500.00	0.83	1,500.00	0.00	1,500.00	0.83	1,500.00	0.00
Membership Income	139,437.00	77.49	100,000.00	39,437.00	139,437.00	77.49	100,000.00	39,437.00
Sponsorship Income	2,875.00	1.60	0.00	2,875.00	2,875.00	1.60	0.00	2,875.00
Miscellaneous Income	125.00	0.07	0.00	125.00	125.00	0.07	0.00	125.00
Bank Interest	90.43	0.05	118.32	(27.89)	90.43	0.05	118.32	(27.89)
Income Licence Meet Fees	9,285.35	5.16	10,666.68	(1,381.33)	9,285.35	5.16	10,666.68	(1,381.33)
Income Swimming	125.00	0.07	61,000.00	(60,875.00)	125.00	0.07	61,000.00	(60,875.00)
Income Synchro	3,250.00	1.81	5,640.00	(2,390.00)	3,250.00	1.81	5,640.00	(2,390.00)
Income Water Polo	1,328.58	0.74	1,700.00	(371.42)	1,328.58	0.74	1,700.00	(371.42)
Income Masters	11,098.40	6.17	12,000.00	(901.60)	11,098.40	6.17	12,000.00	(901.60)
Income Disability Events/P2P/Grants	2,636.22	1.47	2,980.00	(343.78)	2,636.22	1.47	2,980.00	(343.78)
Income Swim Development	3,614.03	2.01	500.00	3,114.03	3,614.03	2.01	500.00	3,114.03
Income Development	4,573.60	2.54	3,100.00	1,473.60	4,573.60	2.54	3,100.00	1,473.60
	179,938.61	100.00	199,205.00	(19,266.39)	179,938.61	100.00	199,205.00	(19,266.39)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	276.03	0.15	17,000.00	16,723.97	276.03	0.15	17,000.00	16,723.97
Swimming Group Expenses	0.00	0.00	695.00	695.00	0.00	0.00	695.00	695.00
Synchro Expenditure	547.30	0.30	19,120.00	18,572.70	547.30	0.30	19,120.00	18,572.70
Diving Expenditure	4,521.01	2.51	7,280.00	2,758.99	4,521.01	2.51	7,280.00	2,758.99
Water Polo Expenditure	5,657.10	3.14	8,750.00	3,092.90	5,657.10	3.14	8,750.00	3,092.90
Masters Comp Expenses	8,140.30	4.52	10,230.00	2,089.70	8,140.30	4.52	10,230.00	2,089.70
Masters Group Meetings & Training	7.24	0.00	0.00	(7.24)	7.24	0.00	0.00	(7.24)
Open Water Expenditure	185.71	0.10	0.00	(185.71)	185.71	0.10	0.00	(185.71)
Disability Expenditure	554.57	0.31	8,082.00	7,527.43	554.57	0.31	8,082.00	7,527.43
	19,889.26	11.05	71,157.00	51,267.74	19,889.26	11.05	71,157.00	51,267.74
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	4,611.20	2.56	7,200.00	2,588.80	4,611.20	2.56	7,200.00	2,588.80
CPD Regional Courses	5,370.91	2.98	2,500.00	(2,870.91)	5,370.91	2.98	2,500.00	(2,870.91)
Counties Working Meetings	0.00	0.00	600.00	600.00	0.00	0.00	600.00	600.00
Officials Licensing	1,210.00	0.67	200.00	(1,010.00)	1,210.00	0.67	200.00	(1,010.00)
SwimMark Networks	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00
Support Long Distance Meets	377.77	0.21	400.00	22.23	377.77	0.21	400.00	22.23
SwimMark Panel Expenses	462.85	0.26	500.00	37.15	462.85	0.26	500.00	37.15
Athlete Bursaries: Exceptional Expen	434.07	0.24	600.00	165.93	434.07	0.24	600.00	165.93
Volunteers Management	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Young Volunteers	671.99	0.37	1,500.00	828.01	671.99	0.37	1,500.00	828.01
Support Swim England Talent Camps	500.68	0.28	2,000.00	1,499.32	500.68	0.28	2,000.00	1,499.32
Offshore Camp	19,507.31	10.84	3,000.00	(16,507.31)	19,507.31	10.84	3,000.00	(16,507.31)
Other Swim Development	2,417.76	1.34	2,700.00	282.24	2,417.76	1.34	2,700.00	282.24
	35,564.54	19.76	24,200.00	(11,364.54)	35,564.54	19.76	24,200.00	(11,364.54)
Gross Profit/(Loss):	124,484.81	69.18	103,848.00	20,636.81	124,484.81	69.18	103,848.00	20,636.81
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	582.15	0.32	1,170.00	587.85	582.15	0.32	1,170.00	587.85
Chairman/Presidents Expenses	624.80	0.35	960.00	335.20	624.80	0.35	960.00	335.20
Communication Group	360.00	0.20	0.00	(360.00)	360.00	0.20	0.00	(360.00)
Development Group	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Finance Group	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Regional Welfare Officer Expenses	0.00	0.00	80.00	80.00	0.00	0.00	80.00	80.00
ACM	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	1,500.00
Accountancy Fees	132.00	0.07	1,590.00	1,458.00	132.00	0.07	1,590.00	1,458.00
Communication Expenses	710.80	0.40	0.00	(710.80)	710.80	0.40	0.00	(710.80)
Donations	100.00	0.06	0.00	(100.00)	100.00	0.06	0.00	(100.00)
Awards & Engravings	4,529.46	2.52	200.00	(4,329.46)	4,529.46	2.52	200.00	(4,329.46)
Payments to Swim England for Centr	20,360.28	11.32	29,400.00	9,039.72	20,360.28	11.32	29,400.00	9,039.72
Sage Mapping & Training costs	174.00	0.10	832.00	658.00	174.00	0.10	832.00	658.00
Bank Charges	205.76	0.11	320.00	114.24	205.76	0.11	320.00	114.24
Office Expenses	2,312.77	1.29	1,600.00	(712.77)	2,312.77	1.29	1,600.00	(712.77)
	30,092.02	16.72	37,852.00	7,759.98	30,092.02	16.72	37,852.00	7,759.98
Net Profit/(Loss):	94,392.79	52.46	65,996.00	28,396.79	94,392.79	52.46	65,996.00	28,396.79

Minutes

Club Management Group – 25th March 2020, via Video Conference

Minutes are subject to approval at the next CDG meeting in June 2020.

Present:	Panel Members:	
	Ian Cotton	Group Manager
	Kay Grimshaw	Independent Panel Member
	Brian Boyle	Volunteer Representative
	John Davies	Volunteer Representative
	Ursula Beck	Volunteer Representative
	Richard Whitehead	Volunteer Representative
	Sarah Friday	Independent Panel Member
	Jean Childs	Volunteer Representative
	Neil Booth	SOC Representative
	Swim England Representatives:	
	Julie Harrison	Club Development Administrator
	Jon Keating	Club Development Director
	Lisa Berry	Programme Manager
	Claire Coleman	Head of Volunteering & Pathways
Visitors:		
	Gaby Hay	Head of Memberships
Apologies:		
	Lisa West	Volunteer Representative

1	Welcome – Introductions
	<p>Apologies were given.</p> <p>During these unprecedented times with Covid-19, new strategic plans are having to be put into place and therefore the agenda for this meeting will now focus on 3 key areas.</p>
2/3	Minutes of Previous Meeting (Dec 19) and Matters Arising

	<p>The previous minutes were approved and actions not completed are being covered in the agenda.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • Risk Assessment Portal: This is not a priority at present and will be picked up again as soon as possible. • Terms of Reference: This is being covered during the meeting • Mental Awareness: This will need to be picked up as soon as possible especially in the current climate
4	<h2 style="color: #00A0C0;">SwimMark & March Accreditations</h2>
	<p>The figures were agreed as follows:</p> <p>East Midlands: No. of reaccredited clubs: 22 No. of new/returning accreditations: 1 No. of lapsed clubs: 0 Total - 75</p> <p>East: No. of reaccredited clubs: 24 No. of new/returning accreditations: 3 No. of lapsed clubs: 1 Total – 75</p> <p>London: No. of reaccredited clubs: 19 No. of new accreditations: 1 No. of lapsed clubs: 0 Total - 51</p> <p>North East: No. of reaccredited clubs: 33 No. of new accreditations: 1 No. of lapsed clubs: 1 Total - 75</p> <p>North West: No. of reaccredited clubs: 25 No. of new accreditations: 3 No. of lapsed clubs: 7 Total - 86</p> <p>South East: No. of reaccredited clubs: 20 No. of new accreditations: 5 No. of lapsed clubs: 0 Total - 100</p> <p>South West: No. of reaccredited clubs: 23 No. of new accreditations: 5 No. of lapsed clubs: 7</p>

	<p>Total - 65</p> <p>West Midlands: No. of re-accredited clubs: 16 No. of new accreditations: 3 No. of lapsed clubs: 0 Total – 56</p> <p>Total number of Essential clubs: 572</p> <p>2 Referrals: Launceston - approved Ramsbottom - approved</p> <p>Networks: Networks have re-accredited/New:14 Networks lapsed: 7</p> <p>Total number of networks: 27</p> <p>Performance: We currently have 9 Performance clubs</p> <p>Safeguarding: Face to Face courses have now been cancelled however UK Coaching have launched on-line classroom courses. The link will be circulated by Lisa in her update. These will now be accepted in the interim until we can go back to the original courses. It will be a good time now for clubs to get safeguarding up to date whilst pools are closed</p> <p>June Accreditations: We want to keep momentum going with clubs and therefore should encourage clubs to go for June accreditations as much as possible. Flexibility to push back to September will be considered on a case by case basis</p> <p>We are going to need the regions as well as the clubs team to support our clubs as much as possible – Action: Ian to pull a document together to circulate</p>
6/7	<h3>Terms of Reference</h3>
	<ul style="list-style-type: none"> • These have now been agreed by SOC (Sports Operation Committee) • They have been standardised in line with other leadership groups and is a much more in-depth document • Keen to link back and have more focus with the regions • Will be more of a strategic group working more closely with the clubs team • The regional representatives will be put forward by the Chairs
8	<h3>Support for Clubs/Covid-19/Stronger Affiliation</h3>
	<ul style="list-style-type: none"> • A FAQ's document was very quickly pulled together from ongoing questions that kept coming in; this will be added to as more regular queries emerge. • A Sports Development Directorate meeting was held; each head of service will have a focus area and task force:

- Jon Keating will head up Clubs and Clubs structure with a mission to ‘restart and sustain in a different environment’
- Claire Coleman will be heading up the workforce to make sure all are active and engaged and be in a position to restart
- Grant Robins will be keeping athletes motivated
- Ekaterina Boyd will be ensuring we have events to come back to
- We need to protect our membership as much as we can for when our pools are able to re-open with a short, medium and long term plan:
 - Short term – what do we need to do to support financially?
 - Med/long term – governance preparation
 - Med/long term – club business plan (3-6 months); do they have reserves; what does it look like...
- Clubs to be introduced to ‘Zoom’ and our educator training workforce will produce guidelines; a video has already been produced which we can share with our clubs.
- Gaby will send through some other options of communication channels
- Sport England will be launching some small business grants next month which we can signpost clubs to who are in hardship
- The membership growth project, pot of money, could be used to help clubs in a different way i.e. to help them stay afloat..
- A weekly update to clubs would be a good idea to provide vital information; just make sure we don’t overload so that it’s missed. Would be a good idea to give clubs a set date so that they know when to expect it; send out positive messages

Stronger Affiliation – the question was asked whether we delay from January 2021; it was agreed that we push on and continue as much as possible to stick with the original date; we could use this as a positive message for governance moving forward.

Club Management Systems – there is a piece of work currently underway looking into the types of systems clubs are already using as well as what is also available; more information will become available in due course

Teacher/Coach Register – Lisa Berry will be speaking with George Wood to agree the next steps. There is circa 9500 on the register and we need to keep the momentum going as much as possible. There is a backlog of safeguarding certificates to be inputted to Integra but hopefully this will now go down as the flow of emails coming into memberships has now dropped. The regions are also providing lists of people that attended their courses.

Club Affiliation – this piece of work is still continuing with regards to regions not automatically affiliating a new club; feedback is still coming in from the chairs

Wavepower – it was decided that it would help clubs to know what the differences are between the old copy of Wavepower and the version just released. **Action:** Claire Coleman agreed to put a resource together

13	AOB	
No other business		

Club Management Group Meeting Date	Deadline – Submission of referrals and Regional figures
Wednesday 24 th June 2020	Tuesday 16 th June 2020
Wednesday 30 th September 2020	Tuesday 22 nd September 2020
Wednesday 16 th December 2020	Tuesday 8 th December 2020