

Swim England South East
Regional Management Board

Minutes of Meeting held on Sunday 22 November 2020 as an Online Meeting (Zoom)

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

Also in attendance (non-voting):

Carol Butler (CB)	Open Water Manager
Bryony Gibbs (BG)	Regional Manager
Andy Hewat (AH)	Diving Manager
Di Hughes (DH)	Artistic Swimming Manager
Glen Isaacs (GI)	Masters Manager
Kristie Jarrett (KJ)	Regional Club Development Officer (RCDO)
Ben McDonald (BM)	RCDO / Water Polo Manager
Terry Norris (TN)	Regional President

157 Apologies

Apologies had been received from:

Carys Jones
Chris Lee
Sue Barker

The Chairman welcomed all to the meeting, particularly the Region's Discipline Managers. Rosa Gallop was also welcomed in her new role as a Regional Management Board Member

158 Discipline Managers' Reports & Succession Planning Updates

1. Artistic Swimming – Di Hughes

Artistic Swimming were very disappointed not to have been able to take the Squad abroad particularly as the previous year had been a training year & most of the Squad swimmers will not be in the right age group in 2021. Artistic Swimming are considering what they can do in 2021 as there won't be a squad fit enough to go abroad and it is not known when they can train again. The only event that took place in 2020 was the national age groups.

As part of the Swim England restructure Sarah Darragh's role had disappeared and her duties had been passed on to the volunteer led national committee. It was reported that there had been very little guidance provided over the summer and the group were waiting to see how things will work going forward.

The budget submitted was the same as 2020 except that the Offshore Camp had been removed. It is not yet known what Artistic Swimming will look like in 2021 as the 2 metre social distancing rule means that they cannot practice routines. It is only possible to do stamina, drills and strength work with these restrictions in place. If the restrictions remain, it is likely that 2021 would look very similar to 2020.

2. Development – John Davies

Stronger Affiliation had been a big bit of work this year and the RCDOs continue to work hard on this. As work has moved online this has meant that it has been possible to spend more time helping clubs than would have been possible if meetings had been face to face. The offshore camp ran successfully back in January and the Swimming Pathway Camp ran in September online. A number of seminars have run to support Club Chairman and Coaches as well as supporting with returning to the pool and Covid lead training. It has been possible for Team Manager 1 training to continue online as well as Safeguarding and Time to Listen workshops. A Young Volunteer Programme has been developed to run online and this is now open for bookings. KJ continues to support clubs through SwimMark and there are currently 99 clubs accredited.

The Development budget is currently underspent by about 50%. A lot of the spend has been on Coaches bursaries, this will increase as many coaches have been able to complete their online theory but will receive further funding for their practical assessments.

3. Disability Swimming – Sue Barker (unable to attend)

The report submitted from Disability Swimming was noted. There is a National Para-Swimming Pathway Engagement Day planned for 13 December, full details and online booking and available on the website.

4. Diving – Andy Hewat

It was noted that there had been one diving competition nationally which took place at the end of January in Plymouth. The South East junior divers did very well and took most of the medals. When permitted, diving has been able to continue with no real changes as it can be quite easily socially distanced. Training programmes have proceeded mostly as normal and venues have made good progress with adapting as required. The SEEDs programme has continued and had managed to run events successfully from September. The budget submitted was the same as 2020 with the addition of a camp, it is unlikely that this would be an overseas camps it is more likely to be held somewhere in the UK. It was noted that there have been some issues with diving accessing K2, this would be picked up between BD/AH outside the meeting.

5. Masters Swimming – Glen Isaacs

Masters held their long course event in January at K2 Crawley. This meet was very successful again this year and was at capacity with 500 swimmers taking part. One world and one European record were set this is meet. Thanks were given to the Board Members and Discipline Managers who assisted at this meet. There had been lots of positive feedback received from the meet.

The Masters working group have put in place new ways of working. Their meetings have also increased in frequency. The group have been working with the Operational Plan and hope to proceed further with this next year.

There have been a lot of changes at Swim England and one result of this is the loss of Sharon Lock as the Masters Officer. It is felt there is now less support available. The Masters Working Group at Swim England have not been operating for most of the year, there is now a Chair in place who is trying to push things forward.

The LC meet would usually be held in January so Covid has already impacted plans for 2021 as this has been pushed back and is pencilled in for a March date. If it is moved back further this may clash with other disciplines. It was noted that there has been low uptake of level X amongst Masters Swimmers. It is believed that a quite a few clubs were just about to get going with this when the second lockdown started.

6. Open Water Swimming – Carol Butler

It was not possible to run the Open Water Championships or Talent Camp due to the closure over the summer. It was noted a lot of Open Water venues were open for swimmers and this may have resulted in a lot more pool swimmers experiencing open water.

The 2021 Open Water Championships are being planned for 27 June, the day after the London event. The costs budgeted are based on the prices given earlier in the year. A few different venues are being considered for the 2021 event. The budget does not include provision for PPE kit should this be needed. A meeting of the Regional Open Water Managers has been planned to look at 2021 events and how these may run, models from Australia are being looked at. This could include there being no spectators. Previously it had been hoped to increase the number of events and age groups due to the increase popularity however this may not be possible.

It was noted that the date planned may clash with County Championships however Regional Open Water events have to fit their competitions into a 5 week period in order to fit into the national calendar. It was acknowledged that there will be a lot of calendar congestion once restrictions are lifted.

7. Swimming – Mike Lambert

It had not been possible for the Regionals or Nationals to run this year. The Coaches forum meetings have continued, feedback from these has shown that some clubs are in a difficult situation.

Regional Championships are being planned for 2021, Swim England would like these to run in the usual April/May window. The options are being considered for running the championships. It is anticipated that if these are run socially distanced this could result in a £40k deficit where usually there would be a small surplus. This would be due to there being no spectators and half of the athletes competing. There would also be a need to hire additional facilities within the venue. Usually the championships would operate with 45 seconds between heats, this would increase to 2-2.5 minutes with social distancing. It is also anticipated that finding Officials may also be a problem. Current licensing requirements would make running the event difficult due to the amount of officials required, this has been raised with the National Licensing Group to review. Another idea raised was if Counties and Regions do not run competitions which would allow clubs to run events and bring in income from these. Clubs may also find it easier to find officials.

Currently it is not possible to decide too much as we do not know what might change with the pandemic in the next few months and do not yet have clear competition guidance on how these events should run to keep everyone safe.

8. Water Polo – Ben McDonald

It was reported that most Water Polo clubs had been able to get back in the pool just before the second lockdown. It had been possible to run an online officials course for 32 candidates however they will still need to complete a practical. Until the prior week there had been no progress with getting a Water Polo Coach/Assistant Coach course running in the Region however it looks like it may be possible to run one by Easter if pools remain open. The theory element would be run online followed by a face to face practical. There are no plans to run any Water Polo events until at least Easter. Currently it is not known what the competition structure will look like next year, it is possible that the Regions may be asked to run more national events. As there has been no further information released the budget submitted is very similar to the 2020 submission.

159 Review of the Region's Strategy 2017-2021 & Operational Plan

BG provided a brief overview of the Region's Operational plan, a copy of which had been circulated ahead of the meeting. The plan contained the 2020 objectives and progress with these. The activities within the plan had been reflected within the Discipline Managers and Development reports presented earlier in the meeting. There had been many activities that it had been possible to adapt across the year which had resulted in some cases in greater engagement although there are a number of activities that it has not been possible to run due to the pandemic. It was noted that this will be updated to reflect 2021 in due course however there may be some changes in line with the work being completed on Regional Priorities. It was also noted that there needs to be a way to measure KPIs within this, for example in the case of increased membership.

160 Finance

Budget 2021

The draft budget and report were circulated ahead of the meeting. The deficit indicated on the draft budget is just under £150k, it is envisioned that this represents a 'worst case scenario' if events were able to go ahead but social distancing is still in place this would reduce capacity, and in turn the income whilst significantly increasing costs relating to running competitions. It is currently unknown how much impact the pandemic will have on membership, this will not be clearer until around March. Due to this the Finance Sub Group has reduced the budgeted Membership Income by 20%, based on the amount received this year. It was noted that this worst case would not deplete the Region's reserves completely however if this level of deficit was reached then budgets would need to be much more limited in the following years. In those circumstances, fees would need to be increased, if current activities were to be sustained.

It was proposed that the budget for 2021 had a maximum deficit of £149,460.00. It was agreed to approve the budget and review this when the affiliation income is known in early 2021. It was noted that a decision may need to be made for the Regional Swimming Championships in advance of this review to ensure that there are no cancellation charges should plans need to be amended. It was also noted that the draft Regional Agreement does reference Regional financial input this is currently unknown, however it was noted that should this be beyond what has been budgeted, the Board would need to agree.

Action: RGP/BG

Budget Monitoring

The position as of 11 November showed a surplus of just under £50k. It was noted that the current financial position represents a variance of £103k against budget. It is not expected

that this will be the final position. The figures for 2020 will be revisited at the February meeting by which time the figures should be finalised and the required adjustments will have been made.

Action: BG

161 Regional Agreement

A draft copy of the Regional Agreement had been circulated in advance of the meeting. It was confirmed that this formed part of the agreement relating to clubs and talent. There is another part which relates to business as usual and is more focussed on some of the administration.

Previously it was felt by the Regional Chairs that nothing governed the interface between the NGB and the Regions. Regions were often in the position of receiving requests from various parts of Swim England for funding or support. The Regional Chairs wanted to establish a framework with understanding of who would do what. A working group formed of 4 of the Regional Chairs along with George Wood and Claire Coleman have worked on this to create the draft circulated.

It was stressed that this was very much a framework and if endorsed, would be populated with individual agreements being made with each Region. It was noted that most Regions are largely supportive of the agreement. The Regional Staff had reviewed the document and made observations. The Board were asked to confirm if they were comfortable with the statements made in item 3 of the agreement overview and if there are any fundamental issues with the general thrust of the document.

It was queried if the document, as this is referred to as an agreement, was binding. It was confirmed that Jane Nickerson and George Wood had confirmed this was not a contract.

The agreement was discussed. This does not reflect the work that the Region is currently doing however it was acknowledged that this gives the opportunity to debate what the Region is here to do and where they want to focus efforts in the future.

Following discussion the Board agreed in principle to the concept of such an agreement however wanted more time to understand this fully and review the Region's own priorities.

An objection was raised to the wording of the second sentence of paragraph 3 within 'how we will work' on the Agreement Overview. As it was felt this suggested that Regions might do something to jeopardise the work of Swim England.

Action: RFP

162 Affiliation Process

Following the circulation of the draft document observations had been sent to Swim England on the proposed process. Following this it was observed that two points raised had unfortunately been missed. These points were shared with the Board however it was not agreed that these be added to the observations already sent.

The response sent to Swim England was endorsed by the Board.

163 Custodians

It had been requested that RMB members consider suitable candidates ahead of this meeting however no suggestions had yet been made.

Action: BG

164 Appointment of Swim England Member Nominated Director

Expressions of interest had been received from Chris Lee and Jim Boucher. It was agreed that further information was required from Chris Lee which would be obtained and an electronic poll would be conducted. Details of the nominated candidate will be sent to Swim England on 26 November.

Action: RFP / BG

165 Review of Communications

It was confirmed that the Regional Newsletter continues to grow with around 990 subscribers, the number of Facebook and Twitter followers also continue to increase. Information from Swim England is promoted on all channels available as well as pushing out more local stories. The December and January newsletter will be combined and will have a focus on funding opportunities for clubs.

Action: BD

166 Swim England Return to the Pool Questionnaire

The survey information had been circulated in advance of the meeting. The responses were as of the week before. Claire Coleman had advised that 72% of clubs had responded nationally and of those 81% of those had returned to at least one facility compared to 64% in September. Of those that had responded around half have less pool time than previously. 1 in 10 clubs reported that they had received an increase in the pool time available. The responses also indicate that 72% have been offered the same pool hire rates. However it is understood that this may not reflect in hiring facilities for galas. The survey will need to be updated once lockdown is over.

167 Regional Priorities 2021

ST provided an update. Regional information had been reviewed such as the constitution, values and operational plan, currently it was difficult to see a thread through between these. The group recommended that a Strategy Group be formed to think through what the focus of the Region will be going forwards. It was agreed that a working group would be formed this group would be led by ST. ML, RG, BD and KJ were appointed to the working group.

Action: ST

168 Club Officers Update Reports

BM and KJ presented their reports covering work completed from May to November 2020.

KJ highlighted the work that had been done engaging with Coaches and Clubs to keep in touch with them and establish what they need from the Region. It was highlighted that dealing with club issues has taken more time in the last few weeks, such as internal issues and processes. As the Judicial Office has not been operating it has been difficult to signpost.

BM highlighted the Team Manager workshops that have taken place allowing 117 Team Managers to be trained since May. Thanks were noted to Terry Norris and Zoe French for their help with these. The online Team Manager 2 is not yet available. A Young volunteer Programme has been planned to run online and has 60 Young Volunteers booked on so far. BM has also been providing support to the disciplines through lockdown.

169 Stronger Affiliation - Update

KJ provided an update on the progress with the work on Stronger Affiliation. It was confirmed that as of 22 November 28 clubs had completed Stronger Affiliation. The

process had allowed more interaction with some of the smaller clubs which has been positive. There is now a good idea of which clubs might go on to do SwimMark.

Correct as of	10 Jun	08 Jul	06 Aug	04 Sept	06 Oct	06 Nov	16 Nov
Measure	Number						
Total Number of Clubs	184	184	184	184	185	185	185
Total SwimMark Accredited	100	100	100	100	99	99	99
Total for Stronger Affiliation	83	83	83	83	84	84	84
Total not doing SA or SwimMark	4	4	4	4	5	5	5
Number made contact with	64	71	74	75	81	82	82
Number with constitution approved	38	43	46	47	49	60	64
Number of clubs with portal access	12	39	41	47	59	70	73
Number of clubs that have started uploading	3	13	16	18	31	41	50
Number of clubs completed Stronger Affiliation	0	1	3	5	8	14	21

170 Minutes of the meeting held on 19 October 2020

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

Action: BG

171 Matters Arising

140 - Club Leadership Representative. RFP had confirmed to Swim England that Kristie Jarrett would be the Regions representative on this group.

144 – Portsmouth Northsea. It was confirmed that an SGM of the club had taken place and Executive Officers had been elected.

143 - Incorporation of Clubs. Following the discussion at the last meeting it had been established that there were model documents now available on the Swim England website to assist clubs with incorporation, details had been sent to CL for review.

Landscape Sheet

17 – Incorporation for Clubs – As noted above, to be removed.

Action: BG

172 Affiliations & Resignations

New Affiliation – Medway Maritime SC

Change of Name – Folkestone Swimming Club (previously Folkestone Sports Centre SC).
Action: BG

173 Correspondence

None received.

174 Swim England Chairman's Meeting

The confidential notes from the meeting held on 19 November had been circulated just before the meeting, these were noted. The Chairman noted that the Regional Agreement had been a key topic at the meeting. Jane Nickerson had made Chairman aware that there may be a possibility of gaining some funding through the Winter Sports Recovery Fund, this helps towards lost spectator income. Further information will be sent to the Counties too. A review will take place of what the Region may have gained from spectator income in period. Concerns had also been raised at the meeting about the Teaching and Coaching Register and the number of qualifications currently missing from the database.

Action: RFP/BG

175 Swim England Sports Operation Committee Minutes

Minutes from the meetings on 17 November were not yet available.

176 AOB

None received.

177 Date of Next Meeting

It was agreed that the proposed meeting on Tuesday 15 December would not be required. The next meeting will take place on Monday 08 February, 7pm, Online.

The Chairman thanked everyone for their attendance and wished all a Happy Christmas.

The meeting was closed at 13.12

Regional Management Board

A meeting of the Regional Management Board will be held on Sunday 22 November 2020 as an Online Meeting commencing at 1000

Agenda

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| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP 1000 |
| 2. | Discipline Managers' Reports & Succession Planning Updates
<i>To receive reports from Discipline Managers covering activities over the past 12 months and to discuss any issues they might have.</i> | |
| | 1 – Artistic Swimming | DH to follow 1005 |
| | 2 – Development | JD 1020 |
| | 3 – Disability Swimming | SB to follow 1035 |
| | 4 – Diving | AH 1050 |
| | 5 – Masters Swimming | GI 1105 |
| | 6 – Open Water Swimming | CB 1120 |
| | 7 – Swimming | MGL 1135 |
| | 8 – Water Polo | BM 1150 |
| 3. | Review of the Region's Strategy 2017-2021 & Operation Plan
<i>Update on the progress of operating plans to support the strategy with measurable KPIs.</i> | 1205 |

Items for Decision

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| 4. | Finance
- Budget Monitoring 2020
- To Agree the budget for 2021 | RGP 1215
To follow |
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| 5. | BREAK | 1230 |
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| 6. | Regional Agreement | RFP 1400
Enclosed |
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| 7. | Affiliation Process | RFP 1430 |
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| 8. | Custodians | RFP 1435 |
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| 9. | Appointment of Swim England Member Nominated Director
- To agree candidate for nomination from the Region | RFP 1440 |
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Items for Discussion / Information

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| 10. | Review of Communications | BD 1445 |
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| 11. | Swim England Return to the Pool Questionnaire | BD 1450 |
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| 12. | Regional Priorities 2021 | ST 1500 |
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| 13. | Club Officers Update Reports
<i>To review the Club Officer Updates Covering May-November</i> | KJ / BM 1505
Enclosed |
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| 14. | Stronger Affiliation - Update | KJ / BM / JD 1515 |
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| 15. | Minutes of the meeting held on 19 October 2020
<i>To agree the accuracy of the minutes of the previous meeting</i> | RFP 1525
Enclosed |
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| 16. | Matters Arising | RFP 1530 |
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	<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>	Enclosed	
17.	Affiliations & Resignations	RFP	1535
	17.1 New Affiliations		
	Medway Maritime SC		
	17.2 Resignations		
	None		
	17.3 Enquiries		
	None		
	17.4 Transfers		
	None		
	17.5 Change of Name		
	Folkestone Swimming Club (previously Folkestone Sports Centre SC)		
18.	Correspondence	RFP	1540
19.	Swim England Chairman's Meeting	RFP	1545
	<i>To review notes of the Swim England Chairman's Meeting on 19th November, if available.</i>	To follow	
20.	Swim England Sports Operation Committee Minutes	RFP	1550
	<i>To review minutes of the Swim England SOC Meeting on 17 November if available.</i>	To follow	
21.	AOB	RFP	1555
	<i>24 hours notice required</i>		
22.	Date of Next Meeting	RFP	1600
	Tuesday 15 December, 7pm, Online (if required)		
	Monday 08 February, 7pm, Online		

Report to the Regional Management Board Development Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

Stronger Affiliation: Our staff have been working hard with clubs and we expect most eligible clubs to complete by 1 December and others to react to being suspended.

Covid 19: the shut down of pools has resulted in everyone working on-line and the staff working with clubs and developing and delivering training and providing support all online.

2. **General Overview of Discipline Group's Progress**

Please briefly outline any significant developments in the delivery of your action / operational plan.

Stronger Affiliation:

Training Sessions delivered on-line

Meetings on-line

3. **Summary of all Activities**

Please provide a summary of all activities (e.g. competitions, camps, training courses, officials training) that have been able to take place between 01 January 2020-31 December 2020

Swimming Off-shore camp held in January – before shutdown
Swimming Pathway camp held on-line with land training.

Liaison with Counties,

Seminars developed and held for coaches and club chairmen.

New Covid 19 Leader course developed with Swim England and delivered.

Return to Pool support provided to clubs

Team Manager training carried out for Level 1 and Level 2

Young Volunteer training updated so it can be run on-line and applications started

Safeguarding and Time to Listen courses run successfully

Support to clubs for SwimMark and panel meetings held.

Support to IOS for on-line training courses

Support to disciplines for planning back to training and budgeting.

4. **Performance against Budget 2020**

Please highlight any significant over/under spends and why these have occurred.

Large under spend of around 50% Mostly on Coaching bursaries , Young Volunteers and Safeguarding due to activities not running-

5. **Indication of the Number of Participants**

Please include statistics on the number of athletes or competitors, including splits for gender and ages. Please break this information down by event e.g. camp, competition or course.

Training camps –

Offshore 20 athletes

Pathway camp 40 athletes

Support training

Team Manager 1: 146

Team Manager 2: 38

Safeguarding : 3 courses

Club Development

SwimMark: 99 clubs involved

Stronger Affiliation: 79 clubs involved

6. **Notable Results or Achievements**

This should include any members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh). Please provide names of athletes, their club and details of the event they competed in.

Major achievement

Running Seminars and training to enable clubs to get back in the water and Develop their capability.

7. **Any other comments to be included in the Annual Report**

Successful Off-shore camp in January

Regional Pathway Camp

On-line development and delivery of training

Seminars run for Coaches, Club chairs and committee members

Deriving Stronger Affiliation

Report Completed by;

Name of author: John Davies

Position: iDevelopment Group Chairman

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

Report to the Regional Management Board Diving Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

There is a general worry about pools closing for Covid and not re-opening for diving. This has happened in other regions we understand but fortunately as far as I know not in our region.

2. **General Overview of Discipline Group's Progress**

Please briefly outline any significant developments in the delivery of your action / operational plan.

As expected the current UK situation has resulted in very little diving within the region. Things were very slowly recovering in August and September with all the clubs re-starting their diving programs when permitted. Each of the diving clubs in the region has very active on-line training programmes which so far have kept the divers motivated.

None of the regions planned diving competitions for 2020 took in place.

3. **Summary of all Activities**

Please provide a summary of all activities (e.g. competitions, camps, training courses, officials training) that have been able to take place between 01 January 2020-31 December 2020

The groups very successful SEEDs development programme continued at the beginning of the year and has continued when possible with the final event for the year planned for the start of December.

4. **Performance against Budget 2020**

Please highlight any significant over/under spends and why these have occurred.

Diving development events have taken place at the beginning of the year and in September and October so some expenditure. No SE diving competitions have been held in 2020 and only one National event in Plymouth in January. This did not incur any expenditure for SE Diving as the SE officials expenses are paid out of the National diving programme for that event.

*Expenditure to date (Nov) ~ £6,660.00
Income to date (Nov) = £0.00
Budget ~ £21,500.00*

5. **Indication of the Number of Participants**

Please include statistics on the number of athletes or competitors, including splits for gender

and ages. Please break this information down by event e.g. camp, competition or course.

Not representative, no SE competitions and only one National event.

6. **Notable Results or Achievements**

This should include any members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh). Please provide names of athletes, their club and details of the event they competed in.

SE Diving did start the year in amazing style at the British Senior Nationals.

In the junior events:

Leon Baker won 1m

Cameron Gammage won 3m with Leon Baker taking silver

Robbie Lee won the platform.

In the junior girls events Evie Johnson took gold on 3m.

Leon and Cameron became junior champions in 3m synchro.

In the senior events:

Leon Baker took bronze on 1m

Leon and Cameron took silver on 3m synchro.

Nathan Bull made finals on 1m and Tanya Watson made finals on platform.

Cameron, Leon, Robbie, Milo French and Tilly Brown were all selected for Junior Internationals, but none took place due to COVID. Tanya was due to go to the World Cup for Ireland, but the event did not take place.

Albatross, Crystal Palace and Plymouth diving have been hosted by Southampton Diving Academy and Star Diving for training sessions as their pools have been closed for extended periods.

7. **Any other comments to be included in the Annual Report**

Following the closure of Reading's Central Pool 3 years ago, diving remains strong in the town and surrounding area with Albatross Diving Club utilising regular pool facilities at The Abbey School in Reading, Everyone Active at Hemel Hempstead and The Quays in Southampton where they enjoy an excellent relationship with Southampton Diving Academy. The build of the proposed new pool under GLL has been delayed due to Covid and negotiations with the Reading Borough Council are still ongoing.

No further news from Guildford Borough Council about Spectrum 2. The Council was originally due to make an announcement around April or May, but with the pandemic throwing an almighty spanner in the works the item seems has gone on the back burner for now.

Report Completed by;

Name of author: **Andy Hewat**
Position: **Diving Manager**

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

Report to the Regional Management Board Masters Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

- Key principles behind the Masters Budget submission.
- New ways of working (WoW) for the masters working group to ensure we can continue to grow (post COVID.)
- SE competition document shaping our future events (COVID) yet to be published.
- Communication from SE can prove difficult. (New organisation plus working group not in place).

2. **General Overview of Discipline Group's Progress**

Please briefly outline any significant developments in the delivery of your action / operational plan.

- SER masters continue to prove popular. I would like to say 'grow' but its difficult to find the facts to support the statement.
- New WoW for the masters working group to ensure we can grow post COVID. (Incorporating the SER operational plan)
- WG meeting moved largely online and increased in frequency with a meeting per quarter planned rather than every half year.
- Significant time has been invested at an operational level to underpin the new WoW.

3. **Summary of all Activities**

Please provide a summary of all activities (e.g. competitions, camps, training courses, officials training) that have been able to take place between 01 January 2020-31 December 2020

- SER Regional LC event at K2 in January 2020. Another successful meet. (Thank you to the SER Board and discipline members who supported by officiating at the event).
- All other planned activities, SER 1500m, SER SC event, the SER hosted Inter County National event, and the development day have been cancelled.

4. **Performance against Budget 2020**

Please highlight any significant over/under spends and why these have occurred.

Too few events to report.

Our LC event held in January was delivered to budget.

5. **Indication of the Number of Participants**

Please include statistics on the number of athletes or competitors, including splits for gender and ages. Please break this information down by event e.g. camp, competition, or course.

- **Our Regional LC event continued to grow This event consistently sees high demand reaching its capacity.**
- **242 men, 224 women and 35 teams competed.**
- **Age ranged from 18 – Jane Asher 89, and Geoff Bishop 84 years**

6. **Notable Results or Achievements**

This should include any members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh). Please provide names of athletes, their club and details of the event they competed in.

- **I am pleased to report on the attached file a summary of 2019 and 2020. (Due to the size of the achievements.)**
- **In addition, our SER LC event resulted in 48 new SER EBP performances set.**

7. **Any other comments to be included in the Annual Report**

- **Additional operational meetings are generating many hours of work and detail to ensure we have planned thoroughly in developing COVID protocols for Masters competitions. (this may be made redundant on SE guidelines and eventual publication). However, it was felt that we need to be prepared and ensure we have a considered programme that can be offered and delivered safely.**

Report Completed by;

Name of author: Glen Isaacs

Position: Masters Manager

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

British LC Records for SER Masters

Event	Age Group	Name	Team	Time	Location	Date	European Record	World Record
100m Back.	70-74	Brian HUNT	ROYAL TUNBRIDGE WELLS MASTERS SC	1:24.91	CRAWLEY	20/01/2019		
50m Back.	70-74	Brian HUNT	KENT WEALD	37.39	SWANSEA	14/06/2019		
800m Free.	80-84	Geoff STOKES	RUSHMOOR RYL	14:03.72	SWANSEA	14/06/2019		
100m Back.	75-79	Roger BILLING	GUILDFORD CITY SWIMMING CLUB	1:31.12	ALDERSHOT	20/07/2019		
200m Fly	80-84	David CUMMING	EASTBOURNE SC	3:57.15	GWANGJU (SOUTH KOREA)	12/08/2019		
200m I.M.	80-84	David CUMMING	EASTBOURNE SC	3:43.70	GWANGJU (SOUTH KOREA)	12/08/2019		
100m Free.	45-49	Michelle WARE	GUILDFORD CT	1:01.97	SWANSEA	02/03/2019		
50m Back.	45-49	Michelle WARE	GUILDFORD CT	32.10	SWANSEA	14/06/2019		
100m Back.	45-49	Joanna CORBEN	FAREHAM N'DS	1:07.04	SWANSEA	14/06/2019	European	World
50m Fly.	65-69	Christina VICTOR	GUILDFORD CITY SWIMMING CLUB	37.93	GWANGJU (SOUTH KOREA)	12/08/2019		
100m Fly	65-69	Sally MILLS	MID SUSSEX MARLINS	1:31.90	K2 CRAWLEY	18/01/2020		
100m Back.	50-54	Joanna CORBEN	FAREHAM N'DS	1:08.16	SWANSEA	29/02/2020	European	World
200m Back.	50-54	Joanna CORBEN	FAREHAM N'DS	2:27.49	SWANSEA	29/02/2020	European	

British SC Records for SER Master Members

Event	Name	Team	Time	Location	Date		
800m Free.	80-84	Geoff STOKES	RUSHMOOR RYL	13:45.24	BARNET	06/07/2019	
100m Free.	50-54	Spencer TURNER	BASINGSTOKE BLUEFINS SC	54.72	GUILDFORD	05/10/2019	
50m Back.	35-39	Matthew CLAY	PORTSMOUTH N	25.81	SHEFFIELD	25/10/2019	
50m Back.	70-74	Brian HUNT	ROYAL TUNBRIDGE WELLS MASTERS SC	36.65	SHEFFIELD	25/10/2019	
200m Breast.	50-54	Michael HODGSON	GUILDFORD CITY SWIMMING CLUB	2:33.95	SHEFFIELD	26/10/2019	
100m I.M.	50-54	Michael HODGSON	GUILDFORD CITY SWIMMING CLUB	1:00.76	SHEFFIELD	27/10/2019	
50m Free.	30-34	Hannah KEEN	HASTINGS SEAGULL SC	25.66	SHEFFIELD	26/10/2019	
100m Back.	50-54	Jo CORBEN	FAREHAM N'DS	1:08.54	MILLFIELD	23/02/2020	
200m Fly	65-69	Sally MILLS	MID SUSSEX MARLINS	3:14.08	BRACKNELL	07/03/2020	European

British Masters LC Team Records for SER Members

Event	Team	Name	Time	Location	Date		
Women's 4x50m Freestyle Relay							
280-319	MID SUSSEX MARLINS	A Gwynn / R Dudeney / M Johnson / S Mills	2:31.59	K2 CRAWLEY	19/01/2020		
Women's 4x100m Freestyle Relay							
280-319	MID SUSSEX MARLINS	A Gwynn / R Dudeney / M Johnson / S Mills	5:38.02	K2 CRAWLEY	18/01/2020	European	World
Men's 4x50m Medley Relay							
280-319	KENT WEALD SWIM SQUAD	B Hunt / F Parker / A Meek / J Pearson	2:29.18	K2 CRAWLEY	18/01/2020		
Mixed 4x100m Medley Relay							
160-199	FAREHAM N'DS	J Corben / M Bennell / N Plumridge / J Berbers	4:21.61	SWANSEA	14/06/2019	European	World

Report to the Regional Management Board Open Water Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

There was no activity in open water in 2020, apart from my attempts to locate and finalise a more easily accessible venue, which is still ongoing. Costs to run the event have increased dramatically at our normal venue and currently no costs or confirmations of the date have been received from any venue.

2. **General Overview of Discipline Group's Progress**

Please briefly outline any significant developments in the delivery of your action / operational plan.

The development of the open water event to include more distances and age groups is still intended to be added in 2021 subject to any new restrictions.

3. **Summary of all Activities**

Please provide a summary of all activities (e.g. competitions, camps, training courses, officials training) that have been able to take place between 01 January 2020-31 December 2020

No activity

4. **Performance against Budget 2020**

Please highlight any significant over/under spends and why these have occurred.

No activity

5. **Indication of the Number of Participants**

Please include statistics on the number of athletes or competitors, including splits for gender and ages. Please break this information down by event e.g. camp, competition or course.

No activity

6. **Notable Results or Achievements**

This should include any members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh). Please provide names of athletes, their club and details of the event they competed in.

No activity

7. **Any other comments to be included in the Annual Report**

Report Completed by;

Name of author: Carol Butler

Position: Open water Championship Secretary

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

Report to the Regional Management Board Swimming Competition Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

The RMB (and finance group) need to advise on whether a deficit of £39,000 is acceptable for swimming competition in 2021.

This assumes

1. A socially distanced Swimming Championships in April/May
2. A normal Winter Swimming Championships in November

The disruption caused by COVID-19 is a major threat to the sport of swimming.

1. Some clubs will not survive
2. Many swimmers will leave the sport. The longer we continue without any real competition, more swimmers will lose motivation.

The published region strategy for 2021 needs to headline the role of the region in addressing these problems.

2. **General Overview of Discipline Group's Progress**

The Group has been working on an approach to handle trophies that are no longer being presented. An approach has been agreed with the RMB, but continuing COVID-19 restrictions are delaying implementation. Practically, we are likely to have to retain the storage unit for the first half of 2021.

3. **Summary of all Activities**

The impact of COVID-19 and restrictions on usage of pools has had a devastating impact on competitive swimming.

Since the end of the County Championships in the first quarter of the year, there has been no competitive swimming in the region (with the exception of a few level 4 meets in the Channel Islands, where aggressive and rigidly enforced quarantine procedures have kept the number of cases of COVID-19 to a very small number).

The Region Summer and Winter championships did not take place.

Before the arrival of COVID-19, the swimming group, working together with the coaches panel addressed the issues surrounding the size of the region and the capacity of the Region Swimming Championships (we currently cannot guarantee to accept every swimmer who has a realistic chance of qualifying for the British Championships or Swim England Summer Meet).

A number of possible ways forward were considered. After extensive consultation with members the preferred approach is to split the region into 2 geographic areas for the 15/Over championships. Because of the uncertainties surrounding competition in 2021, this will not be progressed until 2022 at the earliest.

Although there is a plan from Swim England for the resumption of swimming competition, the only element that is happening is Level X swimming (timed swims in training sessions), and that has been disrupted by the second lockdown.

Swim England has asked regions to organise some form of Region Championships in the normal window for Region Championships in April/May 2021, in the expectation that there will be British Championships and a Swim England summer meet in the summer.

We are currently considering the following possible options:

	Option	Context	Impact on Budget
1.	A "normal" championships. This could be in the normal window, or later in the year if the calendar allows.	This would require the COVID-19 pandemic to be sufficiently under control for all social distancing rules to be dropped.	Similar to the budget for 2020, with income exceeding costs by about £5000.
2.	A "socially distanced" championships where the competition proceeds with social distancing in place.	This would require the development and adoption of a set of protocols for each pool to ensure social distancing. Swim England are planning to publish some guidelines on how to achieve this and to complete a risk assessment for competition in each pool. This will require more pool time, more volunteers and would accommodate significantly few swimmers.	In the worst case, with no increase in entry fees, costs would exceed income by about £39,000.
3.	No region championships in 2021		

While we start to make plans for 2021, there are significant concerns that need to be addressed.

The Survival of Clubs

It is fact of life that many clubs have traditionally relied on income from open meets to balance their budgets. That means that whenever swimming returns to normal, without the need for social distancing, clubs will be looking for opportunities in the calendar to run meets.

Motivation of Swimmers

The motivation of swimmers to put in hours of training is to be able to compete. We need to look to provide as many opportunities for swimmers to compete as possible. Level X is a great start, but has been severely disrupted by lockdown 2 and we don't yet know when swimmers will be able to return to the pool after December 2nd.

National Championships

As summarised above, we are currently looking at three scenarios for Region Championships.

Whichever scenario finally prevails, there is a risk that we will not be able to give all swimmers who would normally expect to qualify for the British Championships or Swim England Summer Meet, especially if we are forced to operate with social distancing.

We have asked Swim England to take this into account when planning the 2021 British Championships and Swim England Summer Meet.

County Championships

The region Coaches Forum currently see little benefit in County Championships in June/July which are not part of the pathway to Region and National Events. Their preference is that the calendar be free to allow as many clubs as possible to run meets

We have asked Swim England to confirm that counties may choose not to run championships in 2021. We do recognise that this is not a decision that the Region should impose on counties.

Calendar Congestion

We cannot envisage being able to run meets at any level above level 4 until at least Q2/2021 (and then we will probably be subject to significant social distancing constraints). But when this is possible, clubs want to be able to put on as many meets as practical. Even if initially the opportunity to generate revenue is limited, there is a need to be able to give as many swimmers as possible the opportunity to compete.

To support this, we have asked Swim England to lift all restrictions on running meets on the same day as Region Championships in 2021. This is especially important if there are restrictions on the number of swimmers who can compete in region events.

We do recognise that the availability of officials is going to be a major constrain and will ask to Region Licensing Panel to coordinate the scheduling of meets to address this.

Officials

We know that are going to struggle to get officials for meets in 2021:

1. Inevitably, some swimmers have left the sport. Usually these days that means that their parents will have left the sport.
2. There have been limited opportunities to train and develop new officials.
3. We have always been dependent on “senior” officials. We know that there will be a reluctance of officials in the older age groups to mix until it is clear that the residual risk from COVID-19 has been eliminated.

Because of this, we have asked Swim England to review the number and qualification of officials required for level 1, 2 and 3 licensed meets, and reduce the number to the absolute minimum, consistent with maintaining the integrity of rankings.

4. Performance against Budget 2020

Because of the impact of COVID-19, there has been virtually no income or expenditure. Swimming competition was budgeted to generate a surplus of income over expenditure of about £5,500.

We will end up with a surplus of expenditure over costs of around £1,000.

The major variances were

- No competition entry fees
- No pool hire costs
- No associated officials/catering/printing costs
- No costs associated with Swimming Group meetings (all have been virtual)
- Trophy storage

5. Indication of the Number of Participants

There has been no swimming competition at Region level in 2020.

6. Notable Results or Achievements

N/A in 2020

7. Any other comments to be included in the Annual Report

The impact of COVID-19 has had a devastating impact on competitive swimming. A typical open meet or championships involving many hundred and swimmers and spectators crammed together in an overheated, poorly ventilated pool is not compatible with social distancing.

Until COVID-19 is behind us, any return to “normal” competition is not possible. At best we will have some competition operating with strict social distancing. This will restrict swimmers’ opportunities to compete and will make it difficult for any club to include open meets as a significant income stream.

Swim England South East recognises that it is essential

1. To help clubs at all levels to survive the disruption caused by COVID-19, training interruptions and financial constraints.
2. To keep individual swimmers motivated to minimise the number who drop out of the sport

The members of the Region Coaches Panel have done a tremendous job in holding workshops and briefing sessions for clubs and coaches.

Report Completed by;

Name of author:

Position: i.e. Diving Manager

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

Report to the Regional Management Board Water Polo Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. **Items for Discussion with the RMB**

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

It's been an interesting year with many unexpected challenges however progress has been made with the national structure of Water Polo in England and the group are hopeful for the future for the sport. The Water Polo Group would like to bring to your attention the following

1. Following the first lockdown Water Polo clubs experienced a high drop out rate. An increase of new members was seen and before going into the second lockdown numbers had returned close to pre lockdown numbers but not all had fully joined.
2. Tutor training

2. **General Overview of Discipline Group's Progress**

Please briefly outline any significant developments in the delivery of your action / operational plan.

Regional training took place at the start of the year with a very good turnout; the capacity was starting to become a problem as numbers were growing. The standard of players also continued to increase in the early months of this year. Rebuilding and an assessment of the effect Covid has caused will be needed. The South East Coaches are currently developing stronger and clearer guidance on the expected standard of players going forward.

We have finally been able to run the theory for the new table course with xxx number attending the online workshop. All attendees still need to do the practical element when Water Polo competitions return.

The South East Region teams continued to perform well at the start of 2020. The players are well supported by a group of volunteer coaches and parents.

The group are going to approach Matt White to join the Water Polo group. Matt currently runs Drench Water Polo in Worthing and in-between the two lockdown's has seen over 100 new kids join. Matt's day job is in marketing so we are hoping he will be able to help us to engage more clubs in the South-East and spread his success. This is felt like a natural progression on the last two years themes of the group's work of connecting with more clubs than previously. By connecting clubs together and encouraging them to work together this shows positive results. This includes increasing participation and competitions.

3. **Summary of all Activities**

Please provide a summary of all activities (e.g. competitions, camps, training courses, officials training) that have been able to take place between 01 January 2020-31 December 2020

In early 2020 competitions and regional training went ahead as normal with a very strong uptake. During the lockdown, we were able to run multiple free table officials courses online. This was the first time we have been able to hold this for South-East members in living memory. The future may be uncertain by it's clear the new Swim England Water Polo Leadership Group are making slow progress in developing and supporting the Sport.

4. **Performance against Budget 2020**

Please highlight any significant over/under spends and why these have occurred.

Nothing unsurprisingly to report – Covid has impacted on all projects.

5. **Indication of the Number of Participants**

Please include statistics on the number of athletes or competitors, including splits for gender and ages. Please break this information down by event e.g. camp, competition or course.

South East Training - In March 2020 before the first lockdown we had 75 boys and 53 girls being active on our regional academy ranging across 6 Water Polo teams (u14/U16/U19)

South East teams entered and competed in the U19 Girls IR Championships and U19 Boys IR Championships in January 2020.

All of the following were cancelled

- U16 Girls IR Championships June 2020 – Cancelled
- U16 Boys IR Championships June 2020 - Cancelled
- U14 Girls IR Championships December 2020 – Cancelled
- U14 Boys IR Championships December 2020 – Cancelled

South East Region has also run the following Inter County Tournaments

- U19 Girls – Winner - Surrey
- U19 Boys – Winner – Kent

It's been yet another year when we have been unable to hold a Level 1 and Level 2 Water Polo coaches courses in South East due to no tutors.

6. **Notable Results or Achievements**

This should include any members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh). Please provide names of athletes, their club and details of the event they competed in.

The following boys and girls were involved with national trials before the original lock down was introduced in mid-March. Many of the below names are thought to be no longer involved in water polo.

Boys - 2004 age group;- Jamie Bond, Matty Smith, Owen Street, Josh Luff

Girls - 2004 age group;- Lucy Bullock, Maddie Calthrope, Lucy-Mai Helliwell, Caitlin Silk, Audrey Tala

Boys - 2005 age group; - Antonio Bardella, Owen Halligan, Alexander Stephenson, Harris Lindsay

Girls - 2005 age group; - Ruby Rosser, Madeline Russell

Boys - 2006 age group; - Henry Broadhurst, Felix Monaghan, Indy Nash, Luke Heaton

Girls - 2006 age group; - Ismey Hawley, Bella Power, Lily Ross, Beckie Smith, Lillie Standen

7. **Any other comments to be included in the Annual Report**

We would like to thank Ewan Partridge for 10 years of volunteering as the Girls Head Coach and for his work and service (2010-2020). We are pleased to welcome Lauren Hand to join the Regional Water Polo team. Lauren has replaced Ewan as Girls Head Coach and is currently being supported by the coaching team that Ewan left behind. Full report written by Ewan on Website - <https://www.southeastswimming.org/wp-content/uploads/2020/04/South-East-Region-Water-Polo-Girls-Squad-2010-2020.pdf>

We would also like to thank Rosa Gallup for the tremendous commitment she showed to the South East Water Polo Group and all Water Polo Networks In the South East during her Swim England employment. The impact she has made to the sport through the networks has been astonishing. We very much welcome her back to the Group as a Volunteer going forward.

Name of author: Ben McDonald
Position: Water Polo Manager

Please forward your completed report to bryony.gibbs@southeastswimming.org by 13 November 2020

Swim England South East Vision

A nation swimming

Swim England South East Mission

Ensuring our region is a place where clubs, athletes and volunteers can flourish.

Swim England South East Strategic Objectives

Creating a world leading talent system

- SO1 Provide Suitable competition in all disciplines
- SO2 Work with Swim England Talent Programmes to deliver training camps

Delivering a high quality workforce

- SO3 Support Coach and teacher education
- SO4 Provide club officer, team manager and officials training

Growing Diversity

- SO5 Encourage clubs to extend the range of activities they offer

Providing strong leadership

- SO6 Ensure the Region has effective organisation and governance

Strengthen sustainability

- SO7 Support clubs and networks through SwimMark accreditation and part fund network activities
- SO8 Understand and improve recruitment and retention of volunteers at regional and club level
- SO9 Review the need for incorporation at regional, county and club level and provide model documentation to support the process



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board May – November 2020

Main areas of work

- Regional Swimming talent pathway programmes, including Open Water
- Coach Conferences and coach workshops
- Support Hampshire/ Berkshire and South Bucks/ Surrey county ASAs
- Coaches Forum
- Swimming Off Shore Camp
- SwimMark
- Safeguarding and Time to Listen courses
- Stronger Affiliation

Talent Pathway programmes

- A Regional pathway camp for 12 year olds took place on the 26th September. 40 athletes representing 22 clubs took part in online strength and conditioning and workshops.

Conferences and Workshops

- With the support of the Regional Coaches Forum, we are running six weekly open coach forum meetings to discuss set topics.
- During June and July Ben and I ran 3 return to pool meetings and 3 COVID lead training sessions. The response to this was overwhelming with between 50 and 100 people present during each session. We have run a smaller follow up COVID Lead session in October with 9 clubs attending.

County Support

- I have attended Berkshire and South Bucks and Hampshire County meetings within the last six months. Surrey have not held a meeting.

Coaches Forum

- The Swimming Coaches' Forum have met in July, September and November. I have produce the agenda, notes for these meetings and other actions arising from these meetings.

Safeguarding and Time to Listen Training

- We have organised 6 online face to face closed club safeguarding courses during this period.
- We are now able to run the TTL courses online, we have arranged 5 courses during this period.

SwimMark

- At the September regional panel meeting, 24 clubs successfully completed their annual health check. Currently 99 clubs are accredited.

- There are 18 clubs due a full accreditation in November and 1 Health Check. 1066 have decided not to reaccredit.
- Hythe Aqua, Guernsey SC and Tigers Jersey are all actively uploading evidence against SwimMark.

Stronger Affiliation

- We have run two Stronger Affiliation workshops during this period, June and August.
- 5 clubs from my Counties have achieved Stronger Affiliation.
- 12 additional clubs are actively uploading evidence.

Ben McDonald - Regional Club Development Officer

Report to Regional Management Board May 2020 – November 2020

Team manager's course

- Team Manager 1 – supported 10 online workshops with 117 people attended. My thanks goes to Terry and Zoe for supporting the workshops.
- Team Manager 2 – Been unable to deliver as we are waiting for a new presentation from Swim England. We have over 40 people that have shown interest.
- Team Manager update - Published the first week of November, positive feedback from it
- Team Manager Forum – Booked in for Tuesday 24th November, Terry and Zoe are supporting on this too.

Young Volunteer Programme

- It's a brand new programme being delivered online between December 2020 – July 2021.
- Over 40 people have already booked onto this. Booking is open until Wednesday 3rd December.

Discipline Support

- Masters - Supported by attending multiple meetings (Saturday 20th June, Friday 11th September, Saturday 3rd October) and additional support by email
- Para Swimming/ Disability group – Supported Sue in the South East Disability meeting (5th November) and attended National Para meeting on Wednesday 21st October to discuss the future of competitions. Supported Swim England and Zoe Stemp on delivering 4 online workshops
 - An Introduction to Physical Literacy – Monday 20th July
 - Introduction to Classification & Para Pathway – Tuesday 21st July
 - Developing Physical Literacy in Para-Swimmers – Tuesday 8th September
 - Identifying suitable practices for the development of Para-Swimmers. – Thursday 10th September
- Diving - Supported by emails, they have had no meeting this year due to COVID
- Artistic swimming – Supported by emails when needed and attended meeting on Friday 13th November.
- Water Polo – Supported meeting on Monday 2nd November and the admin for the Online Table official course.

Stronger Affiliation

- Workshops – Delivered a number of Workshops with Kristie over the summer
- Update – A significant number of clubs have started to engage with this over the past week. Most are requiring an individual phone call with multiple follow up emails this is becoming very time consuming.

County Support

- Attended Meeting with Kent and Oxfordshire and North Buckinghamshire over zoom and sent reports to meeting when been unable to attend. Been in contact with Sussex to offer the same level of support going forward.

Covid-19 workshops

- Supported Kristie in delivering the Covid workshops which included Covid Leads Training and Club Chairs meetings.

Swim England South East Region

Measure	10-Jun	08-Jul	06-Aug	04-Sep	06-Oct	06-Nov	16-Nov	Comments
Total Number of Clubs	184	184	184	184	185	185	185	
Total SwimMark Accredited	100	100	100	100	99	99	99	As of Sept pa
Total for Stronger Affiliation	83	83	83	83	84	84	84	
Total not doing SA or SwimMark	4	4	4	4	5	5	5	3 have ahead
Number made contact with	64	71	74	75	81	82	82	
Number with constitution approved	38	43	46	47	49	60	64	
Number of clubs with portal access	12	39	41	47	59	70	73	
Number of clubs that have started uploading	3	13	16	18	31	41	50	
Number of clubs completed Stronger Affiliation	0	1	3	5	8	14	21	

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 19 October 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)	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
Terry Norris (TN)	Regional President
Rosa Gallop (RG)	Incoming Board Member (Observing)

134 Apologies

Apologies had been received from Carys Jones.

135 Minutes of the Meeting held on 10 September 2020

The minutes of the meeting held on 10 September were agreed as an accurate record.

Action: BG

136 Matters Arising

116 – Board Vacancy. Rosa Gallop is due to be appointed later in the month and was attending the meeting as an observer. The Chairman welcomed Rosa to the meeting.

119 – Strategic Plan – BD and ST had met earlier this month and have another meeting planned.

121 President's & Vice President's Pendant – further illustrations had been circulated. It was agreed to proceed with the top two designs. For the Vice President the top right design and President top left (depending on if the President regalia has "President" written on it).

124 – Swim England President 2022/23. A nomination had been put forward for RGP, endorsed by RFP and other members of the Board. Unfortunately the nomination had been unsuccessful.

Landscape Sheet

2. Constitution Checker – There had not yet been a volunteer found from Oxfordshire and North Bucks.

13. Constitutions – There had been no progress with this item. RFP to raise with JD.

137 Appointments

The following were agreed;

1. To continue the regime of appointing liaison members for each discipline: these liaisons were agreed to continue as;

- Artistic Swimming – Roger Penfold
 - Disability Swimming – Roger Prior
 - Diving – Alan Lewis
 - Masters - William Long
 - Open Water – Mike Lambert
 - Swimming – Carys Jones
 - Water Polo – Chris Lee
2. The Membership of the following groups were agreed to continue;
- Communications** – Brian Deval, Carys Jones, Chris Lee and Shelley Robinson
- Disability & Inclusion** – Chris Lee and Roger Prior
- Finance**– John Davies, Alan Lewis, Roger Penfold, Roger Prior, Sara Todd.
- Staffing** – Eileen Adams (not a Board Member), Carys Jones, Roger Penfold and Sara Todd.
3. The Board representatives on the Development Group for the ensuing year were agreed as George Adamson, John Davies, Alan Lewis, William Long and Roger Prior. Rosa Gallop currently sits on the Development Group so will become a Board representative on this group once her appointment as a Board Member begins.

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

138 Judicial Appointments' Panel

Susan Harrison was reappointed as the Region's representative on the Judicial Appointments' Panel.

Action: BG

139 Swim England Panel of Friends - Nomination

George Adamson and Ian Bond to continue as Swim England Friends. It was agreed that the Region would try and recruit further Swim England Friends.

Action: BG

140 Club Leadership Group Representative

Ahead of the last Club Leadership Group meeting, Regions had been requested to confirm who their representative on this group would be going forward. As this email had been sent only a few days before the meeting, there was not time to address this prior to the meeting. JD had confirmed that he wished to stand down from this particular role. The terms of reference for this group have been updated and representative can now include paid staff. It is stated that this representative has delegated authority to make decisions on behalf of the Region.

It was agreed that Kristie Jarrett would be appointed as the Region's Representative on this group. It was agreed that the Region's representative would have the authority to make decisions only on matters where there had been sufficient notice given in advance and there had been a reasonable chance to consult within the Region on these matters.

Action: RFP

141 Regional Constitution

A draft constitution was circulated ahead of the meeting, incorporating the changes agreed at the Annual Council Meeting. The constitution was adopted.

Action: BG

142 Forward Regional Events

Following an issue raised at the Development Group, the Board were asked to consider if future Regional Events should be promoted. It was agreed that disciplines should not seek to promote forward events until there is some certainty, given the Covid-19 pandemic, that the events would be able to run. Disciplines should however continue to plan events. BG to write to Discipline Managers.

Action: BG

143 Incorporation for Clubs

A query had been raised via the Coaches' Forum to the Development Group around what the Region / Swim England are doing to advise on incorporation for clubs. It was noted that there is some information available on the Swim England website on incorporation. This has been raised with Swim England previously on numerous occasions. It was suggested that Swim England should provide a simple toolbox to help clubs with this process. It was agreed that RFP would pursue this with Swim England.

Action: RFP

144 Portsmouth Northsea SC

A note was circulated in advance of the meeting. The Board were asked to endorse the actions already taken in arranging an SGM for the club on 11th November. The purpose of the meeting will be to elect the Executive Officers of the club. The actions were endorsed by the Board. It was agreed the RFP would chair the Club SGM.

Action: RFP/BG

145 Staffing Matters – Confidential

The Staffing Sub Group recently met and had, amongst other things, reviewed the outcomes of the Staff Appraisals and additional hours worked by the Region's Staff last year.

The Staffing Sub Group proposed that a one-off, ex gratia payment of £1000 be made to Kristie in recognition of her adaptability and outstanding work in response to the Covid-19 pandemic. This was agreed by the Board.

Action: BG

146 COVID-19 - Swim England Return to the Pool Questionnaire

All information in regards to Level X racing had been released and this was now underway. Concerns were raised around the upgrading of Category 1 Swimmers to Category 2 and if in January these members will all become Category 2, and invoiced accordingly, unless overridden manually by the Club Membership Secretary. It was agreed that RFP would raise this at the next Regional Chairs Meetings on 19 November. ML to send further information to RFP.

Action: RFP

147 Regional Agreement

Ahead of the meeting a document was circulated setting out the types of items that are being put into the framework agreement between the National Governing Body and the Regions.

148 Regional Annual Council Meeting

It was noted that there was better attendance than in recent years at the ACM. It was felt that the voting system had also worked well. There were two queries raised at the ACM by JD which had been directed to Swim England. A response to these queries had been received from George Wood and had been circulated.

It was agreed to run the 2021 ACM as a virtual meeting.

Action: BG

149 Custodians

The Board were advised that both Edward Lyne and Margaret Tuppen had decided to step down from their roles as Custodians. RFP will write to both EL and MT thanking them for their service. John Ramsey and Sue Green remain in post.

The constitution states that the Region will have not more than 4 Custodians. It was requested that RMB members consider suitable candidates ahead of the next meeting.

Action: RFP / RMB Members

150 Stronger Affiliation – Update

JD provided an update on the progress with the work on Stronger Affiliation.

Correct as of	10/06/2020	08/07/2020	06/08/2020	04/09/2020	06/10/2020
Measure	Number				
Total Number of Clubs	184	184	184	184	185
Total SwimMark Accredited	100	100	100	100	99
Total for Stronger Affiliation	83	83	83	83	84
Total not doing SA or SwimMark	4	4	4	4	5
Number made contact with	64	71	74	75	81
Number with constitution approved	38	43	46	47	49
Number of clubs with portal access	12	39	41	47	59
Number of clubs that have started uploading	3	13	16	18	31
Number of clubs completed Stronger Affiliation	0	1	3	5	8

The deadline for Stronger Affiliation is 01 December. Due to the current situation it was queried if Swim England might consider a softened timetable. RFP to raise at the next Regional Chairs' Meeting. The Regional Chairmen have been supportive of Stronger Affiliation as it will make clubs a safer place for members.

Action: RFP

151 Affiliations & Resignations

Enquiries – Lordsfield Swimming Club in Overton, Hampshire.

Change of Name – Rushmoor Artistic SC previously Rushmoor Synchro SC

A draft standardised affiliation process has been put together by Swim England. A copy will be circulated for comment to RMB members.

Action: BG

152 Swim England Regional Chairs' Meeting

The confidential notes from the meeting on 16 September were noted.

153 Sports Operations Committee Meeting Minutes

The minutes from the meetings on 08 September and 06 October were noted.

154 Correspondence

None received.

155 AOB

Next RMB Meeting – this has previously been an all-day meeting from 10am-3pm with a break for lunch. It was proposed to run the meeting in two parts, a morning session, 10am-12/12.30, then an afternoon session 2pm-4pm. This was agreed.

Action: BG

156 Date of Next Meeting

Sunday 22 November, 10am

The meeting was closed at 20:45

DRAFT

AGENDA ITEM 16

MATTERS ARISING FROM RMB MEETINGS

Updated as at 16 November 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	<i>In Progress</i>
3	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>
4	Regional Funding Policies It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.	09.05.19 Min 61	BG	
5	Stronger Affiliation Discussion took place around Stronger Affiliation and the potential suspension of clubs for non-compliance. The need for a route of appeal was discussed. RFP will explore if the Region currently delegates the responsibility to revoke membership to Swim England or if it is the Region's responsibility and what the route of appeal is, or will be.	12.06.19 Min 97	RFP	
6	Para Swimming – START It was agreed that the Board would support the additional £1800 of funding requested to support the Para Swimming START programme. The Finance Group to decide if this should come from the Inclusion Funding or if the Budget for 2019/20 should be amended to include this.	09.07.19 Min 109	RGP / Finance Sub Group	
7	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. 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.	08.10.19 Min 146	BD / BG	
8	Regional Trophies Following the Winter Swimming Championships the Swimming Trophies	29.11.19 Min 164	CL, GA, ML & BD	<i>In Progress</i>

	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. Update – It was agreed to extend the insurance cover for the trophies until the end of the year. This will not be extended further and a plan for the future of these trophies will need to be in place by the end of the year.	Updated 16.06.20 Min 81		
9	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	
10	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		
11	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	
12	Constitutions RFP to pursue issue of template constitutions for leagues, schools and universities.	06.02.20 Min 17	RFP	
13	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 a future meeting once suppliers reopen.	09.03.20 Min 33	BD	<i>In progress</i>
14	Finance – Deposit Accounts The Finance Group recommends that the Board authorises the Regional Manager to investigate opening an account with another financial institution to have £80,000 transferred to. This was agreed.	17.06.20 Min 80	BG	<i>In Progress</i>
15	Swim England Restructure It was agreed that currently there are too many unknowns to make any	17.06.20 Min 83	RFP/ST	

	decisions about whether or how to deliver particular services or support. This will be revisited at the next meeting when it is hoped more information will be available. <i>Update 18/07</i> ; A copy of the finalised structure had been circulated with the meeting papers following the conclusion of the consultation period with staff. No vision or further information has been provided on what Swim England hoped to achieve or deliver within the new structure. Following discussion, it was agreed that RFP would feed back to the Regional Chairs and Swim England. ST to send her notes to RFP.	Updated 15.07.20 Min 104		
16	Regional Strategy & Operational Plan – Review & Strategy 2022-26 It was agreed that an interim document would be produced to identify the priorities of the Region, perhaps under 4 or 5 key points. This would help to provide clarity and show members how the Region will support them during this period. It was agreed a sub group of ST, BD and ML would move this forward and would produce a draft for the November Meeting.	10.09.20 Min 119	ST/BD/ML	<i>On Agenda</i>
17	Incorporation for Clubs A query had been raised around what the Region / Swim England are doing to advise on incorporation for clubs. It was noted that there is some information available on the Swim England website on incorporation. This has been raised with Swim England previously on numerous occasions. It was suggested that Swim England should provide a simple toolbox to help clubs with this process. It was agreed that RFP would pursue with Swim England.	19.10.20 Min 142	RFP	
18	COVID-19 All information in regards to Level X racing had been released and this was now underway. Concerns were raised around the upgrading of Category 1 Swimmers to Category 2 and if in January these members will all become Category 2, and invoiced accordingly, unless overridden manually by the Club Membership Secretary. It was agreed that RFP would raise this at the next Regional Chairs Meetings on 16 November. ML to send further information to RFP.	19.10.20 Min 146	RFP	

Updated 16.11.2020 BG