

Swim England South East
Regional Management Board

Minutes of Meeting held on Wednesday 14 April 2021 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
	Chris Lee (CL)	Board Member
	William Long (WL)	Board Member
	Alan Lewis (AL)	Board Member
	Carys Jones (CJ)	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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30 Apologies

Apologies had been received from:

Roger Prior

31 Minutes of the meeting held on 08 March 2021

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

Action: BG

32 Matters Arising

20 - Safeguarding Bursaries. It was confirmed that no applications from non-SwimMark accredited clubs had been received yet.

28 – Open Water Championships. This will be covered under AOB.

Landscape Sheet

6 – Volunteering. It was confirmed that this will be integrated into the Strategy so can be deleted.

11 – Finance. The budget review will be delayed until the next announcement on the roadmap by the Prime Minister.

Action: BG

33 Annual Council Meeting

Appointment of Vice President – As no nominations had been received for the role of Vice President, Council had authorised the Regional Management Board to arrange the appointment. It was agreed that suggestions would be sought for persons to fill the role of Vice President.

Action: BG

Appointment of 3 further delegates for Swim England Council Meeting – 10th May

Following discussion it was agreed that Shelley Robinson, Sara Todd and Mollie Lewis be appointed as delegates.

Action: BG

Funeral Arrangements – Terry Norris

The funeral for Terry Norris will take place on Friday 30th April, 1pm at the Chiltern Crematorium in Amersham. Due to Covid restrictions, the funeral is limited to 30 attendees. The family would like one person from swimming to attend, and it was agreed that the Region's President, Brian Deval would attend. Details of the webcast will be circulated when they are available.

It was agreed that a donation would be made in due course. Official condolences will also be sent to the family. It was confirmed that Mrs Norris had already received the Past President's Medal which had been due to be presented to Terry Norris.

Action: BG

34 Appointments

It was agreed that the appointments would remain as follows;

Discipline Liaisons

- 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

Regional Sub Groups

Communications – Brian Deval, Carys Jones, Chris Lee and Shelley Robinson

Finance – John Davies, Alan Lewis, Roger Penfold, Roger Prior, Sara Todd.

Inclusion – Chris Lee and Roger Prior

Staffing – Eileen Adams (not a Board Member), Carys Jones, Roger Penfold and Sara Todd.

The Board representatives on the Development Group will remain as George Adamson, John Davies, Rosa Gallop, Alan Lewis, William Long and Roger Prior.

It was agreed that the Strategy Sub Group should be added to this list. The Strategy Sub Group Members confirmed they would continue; Sara Todd, Brian Deval, Rosa Gallop and Mike Lambert.

Action: BG

35 Swimming Competitions

A paper was circulated in advance of the meeting. ML talked through the proposal for an end of season swimming competition as part of the British Swimming Festival of Swimming.

The event would be looking at 4 days of competition over 2 weekends with different swimmers involved each day, to take place between 17 July and 08 August. There are a number of challenges in organising these competitions currently, including the competition for access to pools, availability of officials and capacity constraints.

It was confirmed that these dates will not be embargoed for other events. It was also confirmed that it was not proposed to include medals.

Following discussion, it was agreed that these competitions be would organised in co-operation with the host clubs at the two pools being used and that any surplus made would be retained by the host club. It was agreed that the Region would underwrite any loss on the event, allowing up to £15k for this.

It was confirmed that there had been a Swim England meeting for Open Water the previous week where a Festival of Open Water had been proposed for September. The Regional Open Water Manager had put in considerable effort into looking at how this could work, but had concluded that this is not practical. This is as Regions share equipment for the Open Water competitions as well as Officials.

There are no known proposals for similar events in other disciplines currently. It was understood that Artistic Swimming would be doing virtual competitions later in the year.

Action: Swimming Group

36 Finance

The budget review will be delayed as it was felt that those involved may not know anything further until after the next statement by the Prime Minister, in May. The budget review will be discussed at the June meeting. It was understood that the Region's membership income was down by around 20%.

Action: Finance Sub Group

37 Constitution for School Affiliations

The proposed model constitution for schools was agreed.

Action: BG

38 Affiliation Process

A paper was circulated in advance of the meeting. However, it was noted that in the Sports Operation Committee minutes (1.7) it states that an appeals process is being considered. It will be confirmed if this pre or post-dates the affiliation document being circulated. RFP to check at the Chairman's meeting.

It was confirmed that a process as outlined in the report would be implemented, if that was necessary.

Action: RFP

39 Regional Strategy Sub Group Update

An update from the Strategy Sub Group was circulated in advance of the meeting. ST outlined the progress since the last meeting and the next steps;

1. Continue and finalise consultation on strategy across all disciplines and board members
2. Finalise baseline/more detailed planning assumptions for existing environment (membership, income, etc.)
3. Review financial planning template to support 2022 budget
4. Design appropriate RMB progress review schedule
5. Develop KPIs

Board members were requested to send across any feedback on the draft strategy by email.

40 Swim England Annual Council Meeting 2021

The Swim England Annual Council Meeting will take place on 10th May. Nothing had been raised at the Region's ACM on the Swim England Annual Report or Accounts. Many of the Region's Members Forum Representatives attended the finance meeting with Brian Havill which took place on 12 April. It was noted that at this meeting it had been indicated that Swim England would be looking to expand again in 2022 once the pandemic is over. This point will be raised at the next Regional Chairs meeting.

41 Regional Agreement

It was confirmed that the Regional Agreement meeting with Swim England would take place on 28th April. RFP, ST, BG, Kristie Jarrett and Ben McDonald would be attending the meeting with Claire Coleman.

42 Affiliations and Resignations

Resignations –

West End Therapeutic Swimming Club (Surrey)

Enquiries –

Ascot Royals SC (BSB) – Constitution Approved

Drenched Water Polo (Sussex)

St Georges School, Ascot (BSB)

Change of Name –

Oxford and Witney Artistic Swimming Club (previously Witney & District Synchronised SC). This change of name was approved by the Board.

Suspended Clubs – Non Compliant Stronger Affiliation

Broadstairs Lifeguard & SC

Benenden School

Isle of Wight Swim Team

Shepway Swimming Club

Suspended Clubs – Renewal not completed

Southampton Dolphin SC

Ashford School

Eastbourne College

Sussex Swimming League

Action: BG

43 Swim England Sports Operations Committee Minutes

The minutes of the Sports Operations Committee meeting that took place on 09 February were noted.

44 Correspondence

None received.

45 AOB

Swimming Meet Licensing – ML

ML confirmed that Swim England had announced that licensing would restart for L4 meets from 17 May, applications being open from 26 April. Meets at other levels are planned to resume from 21 June, with applications opening from 01 June. These dates are dependent on the easing of lockdown and may be subject to change due to this.

It is planned to have a pre-registration process in the Region for meets at L3 which will help to identify any areas where there may be problems. Until the end of August there will be no meets at L1 or L2 in the Region. Applications will be on a first come first served basis and clubs will only be granted one licence before the end of August per club. If there are any conflicts with multiple meets in close proximity the panel will work with the clubs and make them aware of the issue. However, licences will not be refused.

46 Date of the Next Meeting

Thursday 13 May 7pm - Online Meeting.

The meeting was closed at 21.03

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 14 April 2021 as an Online Meeting to follow the Annual Council Meeting (7pm)

Agenda

- | | | | |
|----|---|----------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
<i>John Davies</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 08 March 2021
<i>To agree accuracy of minutes from the previous meeting</i> | RFP | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | Enclosed | |
| | | RFP | 1910 |
| | | Enclosed | |

Items for Decision

- | | | | |
|-----|---|-----------|------|
| 4. | Annual Council Meeting
- Discuss any Matters Arising from the Meeting
- Appointment of additional Regional Delegates to the Swim England Annual Council Meeting | RFP | 1915 |
| 5. | Appointments
- <i>Discipline Liaisons</i>
- <i>Communications Sub Group</i>
- <i>Finance Sub Group</i>
- <i>Staffing Sub Group</i>
- <i>Inclusion Sub Group</i>
- <i>Development Group</i> | RFP | 1925 |
| 6. | Swimming Competitions
- July Swimming Competition | ML | 1930 |
| | | To Follow | |
| 7. | Finance
- Budget Review | RGP | 1940 |
| 8. | Constitution for School Affiliations
- To approve the proposed model constitution for school affiliations | RFP | 1950 |
| | | Enclosed | |
| 9. | Affiliation Process
- Agree process for handling Affiliation applications | RFP | 1955 |
| | | Enclosed | |
| 10. | Regional Strategy Sub Group Update | ST | 2000 |
| | | To Follow | |

Items for Discussion / Information

- | | | | |
|-----|---|----------|------|
| 11. | Swim England Annual Council Meeting 2021
- Review any matters arising ahead of the Annual Council Meeting | RFP | 2010 |
| 12. | Regional Agreement | RFP | 2015 |
| | | Enclosed | |
| 13. | Affiliations & Resignations | | 2025 |
| | 13.1 New Affiliations
None | | |
| | 13.2 Resignations
West End Therapeutic Swimming Club (Surrey) | | |
| | 13.3 Enquiries
Ascot Royals SC (BSB)
Drenched Water Polo (Sussex)
St Georges School, Ascot (BSB) | | |
| | 13.4 Transfers
None | | |

13.5 Change of Name

Oxford and Witney Artistic Swimming Club

13.6 Suspended Clubs – Non Compliant Stronger Affiliation

Broadstairs Lifeguard & SC

Benenden School

Isle of Wight Swim Team

Shepway Swimming Club

13.7 Suspended Clubs – Renewal not completed

Southampton Dolphins SC

Ashford School

Eastbourne College

Sussex Swimming League

Kent Schools SA

- | | | | |
|-----|--|------------------------|------|
| 14. | Swim England Sports Operations Committee Minutes | RFP | 2030 |
| | The review the minutes of the Sports Operation Committee meeting held on 09 February and 16 March 2021 (if available). | Enclosed
(Feb Mins) | |
| 15. | Correspondence | RFP | 2035 |
| 16. | AOB
<i>24 hours notice required</i> | RFP | 2040 |
| 17. | Date of Next Meeting
Thursday 13 th May 2021, 7pm – Online Meeting | RFP | 2045 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 08 March 2021 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
	Chris Lee (CL)	Board Member
	William Long (WL)	Board Member
	Alan Lewis (AL)	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

16 Apologies

Apologies had been received from:

Carys Jones

17 Minutes of the meeting held on 08 February 2021

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

Action: BG

18 Matters Arising

5 - Annual Report 2020. The Accounts and Finance Report are on the agenda.

8 - Harold Fern and AH Tuner Nominations. 4 nominations had been received. Thanks to SR, CL and AL for their work on the panel. Nominations had been put forward for E Lyne and A Willis.

Landscape Sheet

4 - Crawley Facilities. This was discussed however BD was not present at the time to provide any update.

Action: BG

19 Finance

Annual Financial Statements

The Financial Statements for year ended 31 December 2020, as prepared by the Accountants, were circulated in advance of the meeting. The Financial Statements were approved unanimously.

Annual Finance Report 2020

The draft finance report had been circulated in advance of the meeting. As the Financial Statements had since been received it was confirmed by RGP that no changes were required. The report was endorsed by the Board.

Diversification of Funds

£80k has now been transferred to Redwood Bank. The Finance Sub Group will look to open an additional account with a suitable financial institution.

Budget

It was noted that as the 2021 Summer Swimming Championships have been cancelled the projected deficit will be reduced by £38k. It has been suggested that Swim England may ask Regions to run a competition in July although currently there is no further information. This will be considered by the Finance Sub Group during the budget review, if the information is available.

20 Safeguarding Bursaries

A paper had been circulated in advance of the meeting. JD outlined the proposal and background. Following discussion it was proposed that;

1. Safeguarding Bursaries will be set at 50% of the course fee or £10 per candidate, whichever is less
2. They will be paid for all clubs in the Region (not just SwimMark accredited clubs)
3. They will be paid for Swim England approved courses for all Swim England Members of Clubs in the Region who need to attend a course
4. The budget for these bursaries will be increased for 2021 from £3,000 to £10,000.

This would be the case for 2021 only, to help support clubs at this critical time. The proposal was agreed, with all except RGP in favour.

Action: BG

21 Regional Strategy Sub Group Update

An update from the Strategy Sub Group was circulated in advance of the meeting. ST outlined the progress since the last meeting and the recommendations.

Since the last meeting the group had 3 x 1 hour meetings. A survey had also been conducted and the results had been analysed. ML presented the results of the survey. The survey aimed to get a feel for the situation within clubs as they return to the pool and what they want from the Region.

The major findings had been;

1. Membership loss, primarily from the 15+ age, is significant but the sport will recover and survive.
2. The strategic assumptions are broadly correct
 - a. The Region should support Competitions & Workforce Development before Talent development in the short term
 - b. The loss of officials will need to be addressed with some urgency
 - c. Club need support to effectively steer through the next 12 months
3. There is an inconsistent understanding of the role of the Region, and also how the Region and Counties interface and collaborate

ML was thanked for his work on the survey. While the strategy is further developed it was recommended that there should be a short term focus on the following:

1. Development Group to develop a plan to deliver & fund workforce development in line with the survey findings (ST to join meeting 18th March)
2. Swimming Group to develop a plan for a return to competition
 - a. Coordination of competition through the licensing panel
 - b. Working with counties to rebuild the pool of trained officials
 - c. Regional championships when conditions permit
3. Deliver 2 online sessions
 - a. Competition briefing following guidance from Swim England
 - b. Club Chairs workshop to further understand return to pool challenges (April)

It was noted that the short and immediate term does reflect swimming however the longer term strategy will support all disciplines. A query was raised around Club Mergers however it was understood that Swim England have produced a toolkit to support with this. The recommendations of the Strategy Sub Group were supported by the Board.

Action: Strategy Sub Group

22 Annual Council Meeting 2021

No matters arising were noted. The closing date for motions is 17 March, Board Members will be alerted to any motions that are raised.

Action: BG

23 Regional Agreement

The most recent version of the document had been circulated ahead of the meeting. In due course a conversation will take place with Swim England regarding the Regional Agreement however it is not yet known when this will be.

It was felt that the output of the Strategy Sub Group may help with this, reviewing where the Region should and should not focus their resources. Clubs had also been asked what they want in order to build the strategy. ST confirmed she would be happy to support the meeting with Swim England.

24 Affiliations and Resignations

New Affiliations – Solent Cardinal Performance Swimming – Affiliation was approved
Enquiries – Ascot Royals – Amended constitution is being reviewed

Action: BG

25 Swim England Sports Operations Committee Minutes

Minutes of the Sports Operations Committee meeting held on 19 January 2021 were not yet available.

26 Regional Chairs Meeting

The minutes of the Regional Chairs meeting which took place on 04 February were noted.

27 Correspondence

A list of clubs that had not completed their membership renewal by 28 February had been received from Swim England. County Associations have been made aware of any of their clubs that had not yet engaged with the renewals process.

28 AOB

Open Water Championships - BD

The Open Water Championships had been planned to take place on 27 June however restrictions will not be reduced until at least 21 June. It was understood that London and the Midlands have now cancelled their events and the East were consulting with clubs. The Open Water Manager is considering running an event in September instead with just one event, 2km. It was noted that this would impact the budget. The Open Water Manager had requested support from BD to put together a survey to gauge interest in an event in September, the idea of this was supported.

Action: BD

29 Date of the Next Meeting

Annual Council Meeting - Wednesday 14 April 7pm Online Meeting
RMB – Wednesday 14 April – Online Meeting to follow ACM.

The meeting was closed at 20.29

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AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 07 April 2021

	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	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	
4	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	
5	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. Update – it was agreed that disciplines should decide how to deal with any inactive trophies. Speed Swimming trophies to be catalogued and custodians sought, any trophies that custodians could not be sought for will be disposed of.	29.11.19 Min 164 Updated 10.09.20 Min 123	CL, GA, ML & BD	<i>In Progress</i>
6	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	29.11.19 Min 167	BD	

	a paper for the next meeting.			
7	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		
8	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	
9	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. Update; The Board agreed that the Regional Manager be authorised to try and open a deposit account with Redwood Bank to deposit £80k of the Region's reserves. It was agreed that Finance Sub Group be authorised to arrange another suitable account to deposit a further £80k with a suitable financial institution.	17.06.20 Min 80 Updated 08.02.21 Min 6	BG	<i>In Progress</i>
10	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. Update; 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. Update; The Board endorsed the Strategy Sub Group's initial proposal and next steps	Updated 08.02.21 Min 4	Strategy Sub Group	<i>In Progress</i>
11	Budget 2021 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.	22.11.20 Min 160	RGP	<i>On Agenda</i>
12	Custodians The constitution states that the Region will have not more than 4 Custodians. It was requested that RMB members consider suitable candidates.	22.11.20 Min 163		

Updated 07.04.2021 BG

******* SCHOOL SWIMMING CLUB CONSTITUTION**

DRAFT

RULES of ***School Swimming Club (“the Club”) as at ** March 2021**

1. Name

- 1.1 The name of the Club shall be ***** School Swimming Club

2. Objects

- 2.1 The objects of the Club shall be the teaching; development and practice of *swimming, open water swimming, diving, artistic swimming and water polo* for its members and shall, where appropriate, be to compete. In the furtherance of these objects:
- 2.1.1 The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.
- 2.1.2 The Club shall implement the Swim England Equality Policy (as may be amended from time to time).
- 2.2 The Club shall be affiliated to Swim England South East Region, and shall adopt and conform to the rules of Swim England South East Region, and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”) and in particular:
- 2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and
- 2.3.2 the Club shall in accordance with Swim England Regulations adopt Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 2.3.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.
- 2.4 By virtue of the affiliation of the Club to Swim England South East Region, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:
- 2.4.1 ***** School
- 2.4.2 Swim England South East Region; and
- 2.4.3 Swim England (to include the Code of Ethics); and
- 2.4.4 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and
- 2.4.5 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).
- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1 The total membership of the Club shall be limited to the staff and pupils of ***** School.

- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of Swim England and the relevant Swim England membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, officers, administrators, swimming teachers and swimming coaches.
- 3.3 Any person who wishes to become a member of the Club must be a member of the **School** and submit a signed application to the **Head of swimming** (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by **Head of swimming** but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.

The **Head of swimming** shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall [wherever practicable] include one independent member nominated by Swim England South East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

- 3.4 In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the Club chooses to restrict its membership to only people who share the same Protected Characteristic) the Club shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.
- 3.5 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.

4. Subscription and Other Fees

- 4.1 The annual members' subscription and termly swimming fees (as applicable) shall be determined from time to time by the School.
- 4.2 The annual subscription shall be due on joining the Club and thereafter on the **1st day of January**.
- 4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the School from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The School shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual Swim England membership fees to Swim England on behalf of members, be consequential upon an increase in individual Swim England membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase.
- 4.5 The Executive Officers, see Rule 7, shall have the power in special circumstances to remit the whole or part of the fees, including the Swim England membership fees, to address issues of social inclusion.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the **Sports Administrator** written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with. When a member comes off School roll or ceases to be a member of staff they will be deemed to have resigned from the Club
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member
- 5.4 The Swim England Membership Department shall be informed should a member resign when still owing money or goods to the Club.

6. Expulsion and Other Disciplinary Action

- 6.1 The School shall have power to expel a member from the club when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the **Schools disciplinary policies**.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must immediately return any Club or external body's trophy or trophies held forthwith.
- 6.3 The Officers of the Club (or any person to whom the School shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate **School disciplinary policies**.

7. Committee

- 7.1 The Committee shall consist of the **Director of Sport, Head of Swimming, Head of Finance and the Sports Administrator (roles to be determined by the school, minimum 3 officers)** (together "the Executive Officers of the Club"). All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 The Committee shall appoint a Welfare / Safeguarding Liaison Officer from the School staff who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training that is compatible with Wavepower. The Welfare / Safeguarding Officer will have a right to attend Committee meetings without a power to vote.
- 7.3 Committee meetings shall be held not less than *quarterly* (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members **The Sports Administrator**, or in his/her absence a member of the Committee, shall take minutes.
- 7.4 The School shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The School shall have power to enter into contracts for the purposes of the Club on behalf of all the

members of the Club. The School shall be responsible for keeping the Accounts of the Club for each financial year.

- 7.5 The School shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Club shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form.
- 7.6 The School shall have power to make regulations, create by-laws (see Rule9.1) and to settle disputed points not otherwise provided for in this Constitution.

8. Alteration of the Rules and Other Resolutions

- 8.1 The Rules may be altered by the School. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by Swim England South East Region.
- 8.2 Any member of the club should be entitled to put forward a proposal to the committee, provided the proposal in writing shall have been handed to or posted to the **Sports Administrator** of the club. The committee will consider the proposal and if required a meeting will be called.

9. By-Laws

- 9.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee.

10. Finance

- 10.1 *All moneys payable to the Club shall be received by the Head of Finance and deposited in a bank account in the name of the School.*
- 10.2 *The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club.*
- 10.3 *The School shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.*
- 10.4 *The financial transactions of the Club shall be recorded by the School Head of Finance in such manner as the School thinks fit.*
- 10.5 *The financial year of the Club shall be the period commencing on [insert date] and ending on [insert date – to be not later than the commencing date a day later]. Any change to the financial year shall require the approval of the School.*
- 10.6 *The Committee shall retain all financial records relating to the Club and copies of Minutes of all meetings for a minimum period of six years.*

11. Dissolution

- 11.1 A resolution to dissolve the Club shall only be made by the School. A specific date for the dissolution shall be included in the resolution.
- 11.2 The dissolution shall take effect from the date specified in the resolution and the members of the School shall be responsible for the winding-up of the assets and liabilities of the Club.

11.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to the School.

12. Acknowledgement

12.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

12.2 The following statement must appear on Club membership forms and is to be signed by the member. It must also be countersigned by the parent or a person having parental responsibility for the member, if under 18 years of age:

“I acknowledge receipt of the rules of **School Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.”***

DRAFT

AFFILIATION OF NEW CLUBS

PURPOSE OF REPORT

To advise the Board of the adopted [national] club affiliation process, and to suggest a mechanism for appeals in the event of affiliation being refused.

RECOMMENDED ACTION

The Board is requested to NOTE the [national] club affiliation process and to RESOLVE

1 whether to adopt an appeals' process as set out in paragraphs 4 and 5 below

2 to propose to the next General Meeting that Article 6.3 of the Constitution be removed.

SUPPORTING INFORMATION

- 1 The Board is reminded that there have been discussions at a national level about a standardised club affiliation process, across all regions, and that drafts of proposed procedures have been shared with the Board from time to time. The [national] Club Leadership Group has now approved the procedure attached as the Appendix hereto.
- 2 The Region's Constitution provides, at article 6.3,

"If an application for affiliation is refused, there shall be a right of appeal to a body nominated by Swim England whose decision shall be final and binding on all parties".
- 3 The new national process, however, states that "the Region's decision is final, with no right of appeal outside of any existing appeals' process already established in the region". Although this contradiction has been pointed out to the Leadership Group, and is not peculiar to this Region, there seems to be no intention to adjust the process.
- 4 Many would suggest that that it would be contrary to natural justice not to provide a right of appeal against a refusal to affiliate. However, under the national process, such a right has to be discreet to the Region. Perhaps it could be achieved by delegating the consideration of applications for affiliation to a sub-body of the Board, with a right to appeal to the full Board, if the sub-body refuses the application.
- 5 Clearly, if the Board favours this approach, it can be instituted fairly simply, by resolution of the Board. A group of members could be established, under the

chairmanship, say, of the Vice-Chairman, from which panels of 3 members could be drawn to consider an application, with no member from a club in the sub-region concerned. It will be necessary, in any event, for the next Council Meeting to be asked to expunge Article 6.3 of the Constitution.

RFP

06.04.21

Club Affiliation Process

The process

1. Those wishing to affiliate a new club must complete an application form and send to the appropriate Regional Office (that in which the main base of the club is located), enclosing a copy of the club's proposed constitution.
2. The constitution being submitted must be modelled on the most recent Swim England model club constitution (including all mandatory elements) and be approved by the Region. Consultation with the relevant County association can take place at this stage but it is the overall decision of the Region to proceed with the submitted constitution.
3. The submitted constitution must contain the relevant governance requirements and reflect the information submitted on the initial application form.
4. The club name should include some reference to the club's normal area of activity and location but must not have a name similar to, or which could be confused with, another club already in existence.
5. The location of the main pool used by the club determines the County Association to which the Club will be allocated. This will be confirmed by the Regional Management Board.
6. The Region shall consult the sub-regional body / County Association for their views on the club with a minimum time limit of 30 days for responses. Should the Region receive any concerns or objections, these will be considered by the relevant regional committee and/or the Regional Management Board.
7. The Region may also seek comments from non-affiliated bodies on the affiliation application e.g. Active Partnerships.
8. If it is decided to reject a request for affiliation, the Region shall set out the reasons and advise the applicant. The Regions decision is final with no right to appeal outside of any existing appeals process already established in the region.
9. If approved the club shall, before it commences operation, have appointed a Club Welfare Officer. This person should not be related to the club coach, club teachers or other key officers of the club.
10. A condition of approval must be that the new club completes the required elements of Stronger Affiliation and then the remaining elements connected to DBS compliancy within 3 months of approval. If this is not completed the region reserve the right to suspend affiliation due to non-compliance of the required governance standards of Swim England. The region will have the responsibility to report this matter to Swim England.
11. The new club should be inaugurated at a general meeting.

Swim England Sport Operations Committee

Minutes of the meeting held 9 February 2021, via Zoom

Draft minutes subject to approval at the next meeting

Present:	Neil Booth Joan Wheeler (JW) Ian Mackenzie (IM) Jim Boucher (JB) Pippa Jones (PJ) John Hidle (JH) Emma Griffin(EG) George Wood (GW) Jon Glenn (JG)	Chairman Swim England Board Member Swim England Member Swim England Member Swim England Member Regional Chairs Representative MARCOMS and Operations Director Sports Development Director Learn to Swim and Workforce Director
Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
Invited:	Ben Gregory (BG) Martin Lees (ML) Ekaterina Boyd (EB) Claire Coleman (CC)	Chair of Youth Advisory Panel Para-Swimming Development Manager Head of Events Head of Development

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chair welcomed all members, The Chair reminded all members of the need to ensure respect to all members at all times during our meetings

1.2 Apologies

Alex Harrison (Independent Member)

1.3 Declarations of Interest

5.1 – Ian Mackenzie

1.4 Declarations of AoB

1.4.1 Frequency of meetings

1.5 Minutes from previous meetings:

1.5.1 19 January 2021: The minutes were accepted.

1.6 Actions from previous meetings

1.6.1 Item 1.7: Club merger documents sent to clubs and regions but are not public on website.

1.6.2 Item 3.2: Agreed wording as:

“The Swim England Sport Operations Committee (SOC), recognises the importance of a strong and consistent education to the young people involved in

our sports. Unless agreed by the SOC, Swim England Leadership Groups should avoid booking competitions for school time during the academic year, and should, under no circumstances, book competitions during school time across the national exam season in the Summer. Affiliated associations are requested to adopt the same policy.”

Action: NB Form of words to be sent to all Discipline Leadership Group Chairs and to regions

The benefit of the YAP looking at the wider issue of barriers for 15 – 18 year olds was also discussed, with consideration to be given to whether the competition schedule is the main issue.

Action: BG to submit an outline of the main aim of the YAP proposal to NB

1.7 Leadership Group Updates

Club: The merger document is completed and available to Clubs on application. SwimMark accreditation is to be discussed with regard to clubs who haven't achieved Stronger Affiliation or engaged to re-accredit. It is believed there is a perception that all activity has stopped as there is no pool access. The group are considering the request for an appeal process in respect of new club affiliation.

Artistic Swimming: The disappointment with the lack of UK Sport funding received is tangible with questions asked over a potential British Swimming 2020 underspend and whether this could support Artistic Swimming. It was agreed to query if there is additional funding available from BS. It was noted that BS have signed letters of representation to the UK Sport Board to appeal the decision. There was a request for 2021 meeting dates to be confirmed.

Water Polo: Discussing the possibility of further sponsorship following that from the Swimming Trust. A deposit has been paid to enable participation in the BUCS World University Games by team members. A number of other competitions are being considered with athlete and workforce safety the paramount consideration.

Diving: Meeting dates have been set for 2021. Level X land competition being launched.

YAP: First phase of recommitment based on new TORs completed, next stage to recruit vacant roles. Discussing how to make the panel more inclusive and cross-discipline.

2. Items for Decision

3. Items for Discussion

3.1 Open Water

An overview of the outdoor swimming community membership offer that is under development was provided. Research is being completed alongside engagement with other organisations to determine the areas of focus.

As a growing participation area, which has seen significant growth due to facilities being closed during 2020, there are a lot of opportunities but the engagement and direction have to be correct.

It was noted that a strategic approach will be taken to develop and refresh what is already available as well as new content before launching in April 2021. The approach will ensure that there is engagement, partnership and collaboration with

already established organisations and participants to develop mutually beneficial relationships.

Two key target audiences have been identified; outdoor swimmers who are already frequently participating, and those who are relatively new to the concept, potentially as a result of facilities being closed.

The offers are still being worked on with rewards and partner deals currently being negotiated. The website landing page will use the current framework which will be adapted for both open water swimmers and supporters

As the offer is still in development there are decision yet to be made and it was suggested that Gaby Hay (Head of Membership Development) could attend the March meeting to provide an update.

Action: GH to be invited to March meeting

As the project is being completed internally there are no additional costs above staff time. While a level of open water swimming information will remain on the website, some existing and new content may be made accessible in the paid for membership area.

It was agreed that this is a positive move and the inclusion of political lobbying for Open Water, which has already begun, adds to the value.

SOC members conveyed their thanks to GH for work completed so far.

3.2 Paraswimming Classification

Martin Lees joined the meeting and was introduced to SOC members.

An overview of the current classification position with regards to the roles and responsibilities of both British Swimming and the three Home Nations was provided alongside the background of recent changes to the process.

As a result of the changes made in 2018, all swimmers had to be reassessed which, coupled with a more time-consuming process, caused a back-log of assessments to be completed.

During 2020, additional classifiers have been recruited in an attempt to address the back-log who will commence their theory training shortly. The practical training was recognised as being more challenging due to the range of impairments needing to be observed before sign-off can be achieved. It is hoped that this can be expedited once a level of normality is achieved following the pandemic.

Questions were asked as to the possibility of streamlining the process and reviewing facility requirements but as the process mirrors that of the international process.

It was noted that, based on the current numbers, once classification is permitted again it will take a significant amount of time to clear the back-log and there are fears that this could result in swimmers being lost and Paralympic and Commonwealth Games competition standards not being achieved.

Work needs to be completed to address the delivery of classification to increase the available slots whilst maintaining the quality. GW is to discuss options to push the programme forward with ML.

Action: GW to liaise with ML to develop a plan on how to progress.

ML was thanked for his time.

3.3 **Volunteer Awards 2021**

Ekaterina Boyd and Claire Coleman were welcomed to the meeting.

Following the lack of awards in 2020, support to explore the potential of hosting an event in 2021 was requested noting that it will likely be virtual. Agreement that recognising, rewarding and thanking the aquatics community for their contribution was given and the proposal was supported.

IM, JW and BG agreed to sit on a working group alongside EB and CC to consider formats and categories before returning to SOC.

3.4 **Membership**

At the time of the meeting, membership income was down 49% on the same period in 2020. It was advised that this is just a snapshot and it may be more telling to review the membership of the clubs who have renewed, which are down c. 20%.

4. **Items to Note**

4.1 **Stronger Affiliation**

CC updated members that there are currently 48 clubs who are yet to complete, affecting c.2000 members. The next communication to remind clubs of the deadline and implications of not completing, specifically the loss of insurance, alongside the support they can access to complete, is being drafted. Following this, members of the affected clubs will be contacted directly to advise the status of their club and provide support in moving clubs where required.

5. **AOB**

5.1 **IOS Training Costs**

It was questioned whether the fees for IOS courses were accessible and if there is scope for payment plans or reducing the costs of the courses.

JG advised that fees have been reduced and an easy payment option is available, with the theory element being charged for now and the practical element to payable once it is available. Payment plans are available if requested but are not currently advertised.

5.2 **Meeting Frequency**

Members were asked to consider whether interim meetings are required along with the frequency of future meetings and the day they are held.

Action: add meeting frequency to March agenda

5.3 **MWG TORs**

Following discussion, it was proposed that SOC would support the implementation of the TORs following a revision of the group name to 'Masters Swimming Sub-Group' and the removal of a sentence imposing a veto in paragraph A1.1. i.e. *No candidate shall be appointed if not considered appointable by the representative of the regions*

Following a vote, members accepted the TOR providing the amendments are made.

Action: NB to advise the SLG that the TOR are accepted.

The work of JH and others to get to this point was noted.

6. 2021 Meeting Dates

- Tuesday 16 March
- Tuesday 13 April
- Tuesday 18 May
- Tuesday 13 July
- Tuesday 14 September
- Tuesday 16 November