

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 28 June 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
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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66 Apologies

Apologies had been received from:
Carys Jones
Chris Lee
Shelley Robinson
William Long

67 Minutes of the meeting held on 13 May 2021

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

Action: BG

68 Matters Arising

49/35 – Swimming Competitions - Festival of Swimming. ML provided an update on progress. It was planned to operate the events under existing guidance. It was felt that getting enough officials may be challenging. Some issues were highlighted around communication with officials, and ML undertook to look into this. It was confirmed that non-technical volunteers would be provided by the host clubs.

Action: ML

Landscape Sheet

- 4 - Regional Trophies. It was hoped that further progress can be made once restrictions ease, after 19th July.
- 5 – Athlete Contributions / Overseas Camps – it was agreed this would be passed on to the Strategy Sub Group to consider.
- 6 – Athlete Bursaries - it was agreed this would be passed on to the Strategy Sub Group to consider.
- 10 - Custodians – to be added as an agenda item for the next meeting. It was suggested that recent past presidents, who are not involved in the Board, could be approached
- 11 - Vice President – currently in progress.

Action: BG

69 Regional Strategy

ST provided an update on progress with the Regional Strategy. The principles of the Strategy had been approved previously. The Board were asked to agree the proposal to adopt the Swim England framework as the primary vehicle to deliver a compelling strategy in SESER, this was approved. The Mission & Core Values were also agreed. A small amendment was noted on slide 11, Leadership - the first two bullet points under "observations" are to be combined.

Action: ST

The proposed next steps were discussed, particularly the need to look at discipline groups to ensure a consistent structure and common remit and how to provide a clear communication framework between Swim England, the Region, Counties and Clubs. The proposals were endorsed by the Board. RFP thanked ST and the Strategy Sub Group for their work on the Strategy.

70 Marketing Proposal

The Marketing Proposal was presented by BD. A paper had been circulated in advance of the meeting. The proposal is part of the Strategy but had been developed off the back of support requested from clubs. Following discussion, it was agreed that there was general support for the proposal. However, it was thought a costed proposal was required.

Action: BD to send a costed proposal for agreement by email.

71 Regional Agreement

An updated version of the Regional Agreement had been circulated in advance of the meeting. A detailed review of the agreement had taken place with the Strategy Group, primarily led by the Region's Staff. Two conversations have also taken place with Claire Coleman to review the content of the agreement and set out what the Region can and cannot deliver with the resources available. The Board had no objections to the content of the agreement, but requested assurance that it would be possible to deliver the content of the agreement within the resources available and without additional cost being incurred.

Action: RFP/ST/BG

72 Finance

Review of budget –

A review of the budget had taken place, looking at the activities that were not able to go ahead in the first half of the year and had not been rescheduled. It is expected that not all activities budgeted for the second half of the year will go ahead. The outcome represents a deficit of £30k less than previously budgeted. The review was noted.

Funding Request – Crawley SC

ML had received a request from Crawley SC for a grant of £500 to upgrade their Hy-Tek meet management software. The Finance Sub Group recommendation, that no grant be given, was agreed by the Board.

Action: ML

Affiliation Fees 2022 –

The Finance Sub Group recommended no increase to affiliation fees for 2022. This was agreed unanimously. It was, therefore, agreed that affiliation fees would remain as;

Category 1 - £5.00

Category 2 - £6.00

Category 3 - £0.00

Subject to a minimum fee per club of £25.00

Action: BG

Affiliation Fees – Final 3 Months

The Finance Sub Group recommended that, with regard to any remission of affiliation fees in the final 3 months of the year, the Region do the same as Swim England. For 2021 Swim England will be charging 50% for this period. This recommendation was agreed.

Action: BG

Concession Agreement –

The concession agreement was due to expire on 31 December 2021. It had previously been agreed to waive payments for 2021. As there had been limited activity for the duration of agreement, it was recommended by the Finance Sub Group that an extension to this agreement was offered for Mailsports until 31 December 2022. This recommendation was agreed.

Action: BG

73 Stronger Affiliation – Non Compliant Clubs

The action for the three currently suspended clubs that are not compliant with Stronger Affiliation to be removed as clubs after 30th June was endorsed by the Board. After this date these clubs would need to re-affiliate.

74 Affiliation Process

It had previously been agreed that a subcommittee be appointed to review applications. This would allow a route of appeal for applicants in the case of any rejections, which could then be heard by the Regional Management Board. The Vice Chairman (JD), RG and AL were appointed as members of the subcommittee.

75 Water Polo Coaching Courses

The issues relating to Water Polo Coaching courses were raised at the last meeting of Regional Chairmen. Jane Nickerson had apologised for the error made in regards to the recent course cancellation. Following this, it had been agreed that Claire Coleman and Jenny Norvill would arrange to meet each of the Regions to look at their requirements for Coaching courses. The Region's Staff have since met with Claire Coleman to discuss the requirements for Coaching courses for all disciplines in the Region.

The Board acknowledged that this was a serious situation that needed to be dealt with. It was agreed to lobby Jim Boucher on the Sports Operation Committee to make him aware of these issues. BD will also raise this with Ian Makenzie.

Action: RFP / BD

76 Club Internal Disputes

Following discussion, it was agreed that the Region would be unable to support further in providing a third independent panel to hear the internal dispute in question.

Action: BG

77 Regional Volunteer Awards 2021

It was proposed to replicate the Swim England awards and categories. The winners would be announced on 2nd October through the Region's communication channels. The winners of the Regional awards would then progress to the National awards' process. Clubs would be asked to present trophies to the winners locally. This was agreed.

Action: BD

78 Regional Club Development Officer Reports

The reports from Ben McDonald and Kristie Jarrett were noted. The Board thanked the RCDOs for their continued efforts.

79 Affiliations and Resignations

New Affiliations –

St George's Ascot Swimming Club (BSB)

Enquiries –

Headington Phoenix Swim Club (ONB)

Action: BG

80 Swim England Regional Chairs Meeting

RFP provided an update from the meeting on 21 June. Notes of the meeting will be circulated when they are available. The following were noted;

- Brian Havill reported on the finances and confirmed that award sales have been doing very well. Membership income was also up with around £250k in the second quarter, the figure for this period usually being around £25k.
- Swim England will be bringing back all staff to their full contracted hours. A cautious approach will be taken and where there are vacancies these will be assessed before any recruitment takes place.
- It was reported that 970 pools are now open. 470 clubs (57%) had completed the Return to Water survey.
- There was discussion around the Tokyo Club Campaign – already discussed under Strategy.
- The DISE programme will be open to 170 athletes this year.
- Level X was going well in all disciplines, except Water Polo where they are now able to play full matches.
- Where Regions have differential fees, any uplift for upgrading members will be collected by Swim England and paid to the Region, from August. This had not been happening previously.
- Sue Smith will be standing down as the Chair of the Swim England Board at the end of August.

81 Swim England Sports Operations Committee Minutes

The minutes of the Sports Operations Committee meeting that took place on 18 May were noted.

82 Correspondence

None received.

83 AOB

None received.

84 Date of the Next Meeting

Tuesday 07 September 7pm - Online Meeting.

The meeting was closed at 21.03

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 28 June 2021 as an Online Meeting commencing at 1900

Agenda

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|---|--|-----------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 13 May 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> | RFP | 1910 |
| Items for Decision | | | |
| 4. | Regional Strategy | ST | 1915 |
| | | To Follow | |
| 5. | Regional Agreement | ST | 1945 |
| | | To Follow | |
| 6. | Finance
<i>To review the latest financial position and recommendations of the Finance Sub Group</i> | RGP | 1955 |
| | | To Follow | |
| 7. | Stronger Affiliation – Non-Compliant Clubs | RFP | 2005 |
| 8. | Affiliation Process
<i>- To appoint panel to review applications for affiliation</i> | RFP | 2010 |
| 9. | Water Polo Coaching Courses | JD | 2015 |
| | | Enclosed | |
| Items for Discussion / Information | | | |
| 10. | Regional Volunteer Awards 2021 | BD/CL | 2020 |
| 11. | Regional Club Development Officer Reports
<i>- November 2020 – June 2021</i> | Enclosed | 2025 |
| 12. | Affiliations & Resignations | RFP | 2035 |
| 12.1 New Affiliations | | | |
| St George's Ascot Swimming Club (BSB) | | | |
| 12.2 Resignations | | | |
| None | | | |
| 12.3 Enquiries | | | |
| Headington Phoenix Swim Club (ONB) | | | |
| 12.4 Transfers | | | |
| None | | | |
| 12.5 Change of Name | | | |
| None | | | |
| 13. | Swim England Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on 21 June 2021, if available.</i> | RFP | 2040 |
| 14. | Swim England Sports Operations Committee Minutes
<i>To review the minutes of the Sports Operation Committee meeting held on 18 May 2021.</i> | RFP | 2045 |
| | | Enclosed | |
| 15. | Correspondence | RFP | 2050 |

- | | | |
|-----|--|----------|
| 16. | AOB
<i>24 hours notice required</i> | RFP 2055 |
| 17. | Date of Next Meeting
Tuesday 07 September 2021, 7pm – Online Meeting | RFP 2100 |

Swim England South East
Regional Management Board

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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
	Alan Lewis (AL)	Board Member
	Carys Jones (CJ)	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

47 Apologies

Apologies had been received from:

William Long

48 Minutes of the meeting held on 14 April 2021

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

Action: BG

49 Matters Arising

33 – Funeral Arrangements – Terry Norris. A donation had been made for £150 in memory of Terry Norris

35 – Swimming Competitions - Festival of Swimming. ML reported that good progress had been made with the planning so far. The events were being planned based on the restrictions that are currently in place.

38 – Affiliation Process. As there had been nothing further about an appeals process from the Sports Operation Committee, the Board will progress the local affiliation process on the basis that was agreed at the last meeting.

45 - Meet licensing. It was noted that some clubs in the Region have been advertising L1 meets. Communications will go out over the weekend regarding meet licensing and reminding clubs that there will be no L1 meets before August.

Landscape Sheet

4 - Crawley Facilities. Item is no longer relevant, to be deleted.

Action: BG

50 Affiliation Fees

A paper was circulated earlier in the day. Following discussion it was agreed that this would be deferred to the June meeting.

Action: BG

51 Judicial Appointments Panel

The Chairman requested that the Board approve the action taken to put forward Susan Harrison as the Region's nominee on the Judicial Appointments Panel. This was approved by the Board. RGP declared an interest.

52 Volunteer Awards

A paper was circulated outlining the categories for the Swim England Sports Awards 2021. Nominations will open the first week of June and will close in August. Swim England plan to host a virtual awards ceremony at the beginning of October. It was suggested that if Regions held ceremonies that these be towards the beginning of September. It was agreed that the Region would support this, the project to be led by BD and CL.

Action: BD & CL

53 Licence Fees

A paper was circulated in advance of the meeting. The Regional Management Board was asked to agree that the Region waive Open Meet Licence Fees for the remainder of 2021. This would help reduce the cost of running open meets which, with social distancing in place, may be more difficult to make financially viable. It was noted that the licence levy fee does make up part of the licence criteria so a mechanism for waiving these fees in line with licensing regulations may need to be sought. Following discussion it was agreed to support the proposal to waive licence fees for the remainder of 2021.

54 Regional Strategy Sub Group Update

ST provided an update. The Board had been asked for feedback and ST thanked those that had contributed to this. This feedback is in the process of being incorporated. The group were also in the process of reviewing the strategy documents that had been supplied by the disciplines. The Regional Agreement will also be reviewed in conjunction with the strategy. A refined document will then be put together ready for the June meeting so that this can be signed off and next steps can be agreed.

Some issues were raised regarding constitutions and the responsibilities of the Region. It was requested that the documents outlining this be sent to ST so these can be reviewed to check if they appear in the Regional Agreement and if they need addressing in the Regional Strategy.

Action: GA / ST / Strategy Sub Group

55 Swim England Annual Council Meeting 2021

The Swim England Annual Council Meeting took place on 10 May and was just under an hour long. The Chairman thanked the Region's delegates for their attendance.

56 Regional Agreement

The Regional Agreement meeting had taken place with Claire Coleman, it was felt that this was a constructive conversation. The draft document had only recently been received so would be reviewed, then go to the Strategy Sub Group. It would be reported back to the Board at the June Meeting.

Action: Strategy Sub Group

57 Inclusion

At the April Regional Chairs meeting, George Wood had presented on Inclusion, in particular what roles the Regions can play within this. This item was discussed, but that Board was unsure how the Region could influence the membership of clubs. It was felt that one of the barriers to participation may be financial, due to the cost of the sport. Costs also vary a lot across the Region for swimming lessons, which may also have a big impact. It was understood that other sports such as football have programmes in place to help inclusion. However, there are large funds in place to help with the grassroots in these sports.

58 Pride in the Water

Promotion will take place throughout June and will be included in the next newsletter.

Action: BD

59 Masters Update – Event Planning

The Masters update supplied by Glen Isaacs was noted. BD to contact Glen Isaacs regarding the Masters Level X proposal.

Action: BD

60 Affiliations and Resignations

New Affiliations –

Winchester Water Polo Club (Hants)

Enquiries –

Ascot Royals SC (BSB) – Constitution Approved

Drenched Water Polo (Sussex)

Radnor House School, Sevenoaks (Kent)

St Georges School, Ascot (BSB)

Change of Name –

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

The Board agreed that for future requests if the name change was only from Synchronised to Artistic that the Regional Manager could action these changes without RMB approval.

Action: BG

61 Swim England Regional Chairs Meeting

The notes of the Regional Chairs meeting that took place on 16 April were noted.

62 Swim England Sports Operations Committee Minutes

The minutes of the Sports Operations Committee meeting that took place on 13 March were noted.

63 Correspondence

None received.

64 AOB

None received.

65 Date of the Next Meeting

Monday 28 June 7pm - Online Meeting.

The meeting was closed at 20.38

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 11 June 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	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>
5	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		
6	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	
7	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	17.06.20 Min 80 Updated 08.02.21 Min 6	BG	<i>In Progress</i>

	arrange another suitable account to deposit a further £80k with a suitable financial institution.			
8	<p>Regional Strategy & Operational Plan – Review & Strategy 2022-26</p> <p>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.</p> <p>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.</p> <p>Update; The Board endorsed the Strategy Sub Group’s initial proposal and next steps</p>	Updated 08.02.21 Min 4	Strategy Sub Group	<i>On Agenda</i>
9	<p>Budget 2021</p> <p>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.</p> <p>Update; The budget review will take place at the June meeting.</p>	22.11.20 Min 160 14.04.21 Min 36	RGP	<i>On Agenda</i>
10	<p>Custodians</p> <p>The constitution states that the Region will have not more than 4 Custodians. It was requested that RMB members consider suitable candidates.</p>	22.11.20 Min 163		
11	<p>Vice President</p> <p>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 to fill the role of Vice President</p>	14.04.21 Min 33	BG	<i>In Progress</i>

Updated 11.06.2021 BG

South East Update on Water Polo Coaches

The South East Development Group has requested that an update is circulated to South East Board members regarding Water Polo Coaching courses. Whilst the document is lengthy it sets out the clear issues and the significant effect this is having. The document does not include a clear action or formal request for the Board, it is to make you aware of the ongoing difficulties the South East Water Polo community are having. Also for the Board to be aware that a Water Polo Club has folded already and with more expected, therefore crushed participation and membership of Water Polo players in the South East should be expected.

Current Situation

Currently, in the South East Region there are 54 Water Polo coaches on the Swim England Coaches and Teacher register, however 20 of them do not have any Water Polo qualifications (May 2021). The list only includes 19 South East clubs that have Water Polo selected as a discipline, however the South East Water Polo Group understand there are about 29 affiliated clubs in the South East Region.

In addition to this there are a number of academic Schools and Swim Schools that feed into South East Region affiliated clubs. The South East Water Polo Group is aware that many of these organisations also do not have any qualified water polo coaches. We can therefore expect, as a minimum, 25 - 35 people are required to get at least a Level 1 qualification to meet Swim England's standard for SwimMark and Stronger Affiliation.

Since swimming pools have been able to reopen after the latest Covid19 lockdown the South East Region Water Polo Group have been made aware of the following

- University of Surrey Water Polo team - desperately looking for a coach, otherwise they will be unable to offer Water Polo in September
- School in Windsor Berkshire – unable to find a Water Polo coach therefore been unable to resume offering this sport
- Guildford – No longer offer junior Water Polo because unable to find a suitable coach
- Mid Sussex Marlins Ladies BWPL Team are also looking for a new coach to be in place by September 2021
- Several other clubs in the South East Region are currently surviving off only one coach and if that coach decides to leave then the club is highly likely going to collapse

The South East Water Polo Group are trying their hardest to develop the sport and grow participation. However the lack of a suitable and accessible Coach Education programme is having the greatest opposite effect.

History

The South East Water Polo Group's understanding is that it has been unable to run a Level 2 Water Polo Course for at least 8 years. Although a number of committed volunteers have travelled outside of the largest Swim England region to get qualified (Whitgift School, Taunton, Millfield). The last time a Level 1 was held in the South East Region was in Feb 2019 at Churchers, however this was very heavily oversubscribed. The South East tends to manage to get a Level 1 course every 2 years but this never satisfies the demand. Rosa Gallop, whilst working for Swim England, worked tirelessly and tried to get more coaching courses but her best efforts were unable to meet the demand.

A full and detailed list of comprehensive comments from Rosa Gallop, which covers her time as a Swim England employee, can be found in Appendixes 1 in this document referring to this as a "standing joke". This demonstrates that this is an ongoing issue and is not related to Covid19. It also

demonstrates these issues do not relate to a sole individual in the South East it's a much larger issue relating to Swim England and IOS.

Unqualified Coaches

It should not be expected that every unqualified coach would come forward to be qualified as there are a number of other barriers to overcome which Swim England or IOS need to address. The journey for new coaches to become qualified is not accessible for the wider community. In 2019 the South East Water Polo Group highlighted three key issues and barriers to why coaches are not qualified and they are all linked to the current system.

- Financial Cost – Water Polo coaches are all volunteers except for one or two in the country. The total cost of qualifying currently (excluding facility cost which is additional) is £700 (Level 1 - £200, Level 2 - £500) this can be lowered to £320 with a South East bursary. Further education is required in the Water Polo community to make sure clubs are aware of the bursaries when courses are available – Achieved
- Time and Location – To be qualified you are asking for a volunteer to give up 6-7 days to attend 2 coaching courses. Level 1 Course is 2 full days and Level 2 is 4-5 full days however this could be broken down into smaller sections across more days. – relies on tutor and IOS being flexible - Not achieved
- Delivery – The Institute of Swimming currently holds the keys and have continually given a range of reasons (over the last 5 years) why more courses can't happen in the South East Region from no demand, no tutors, planning is required, limited staff – Not Achieved

The majority of Water Polo volunteers are either very young (university student age) or parents with a family. Both have specific barriers. University students often have a lack of money and unable to afford £700 (£320). Compared to parents who normally live a hectic lifestyle working full time and have a family at the same time trying to support the local club as a volunteer. Both are major reasons why there is such a lack of qualified coaches. Without coaches the sport will continue to lose participation and will never grow and won't be able to even come close to Swim England's own Strategy for Water Polo.

Water Polo Tutors

In June 2019 the South East Water Polo Group created an informal plan to be able to run Level 1 and 2 courses in the South East frequently, without needing to rely on external tutors which was raised as one of the problems. It was also highlighted that qualifying coaches needs to be inclusive with no unreasonable barriers to ensure it is attractive to volunteers.

To partly solve the delivery issue and following Gerry's withdraw from the Tutor training programme due to ongoing problems. In July 2019, it was agreed between South East Board, Swim England and IOS that Ben McDonald would train as a Water Polo Tutor. Since then Ben McDonald has done the following as a volunteer heavily subsidised by the South East Region.

Online Interview	9th September 2019
Online Induction talk	17 th September 2019
Weekend 1 - Training (away in Loughborough)	22 nd – 23 rd September 2019
Weekend 2 – Training (away in Loughborough)	5 th – 6 th October 2019
Train Aid Level 3 qualification in teaching.	Online – 20 hours of private study 2019
Observe (Whitgift School) – Tutor Tim – Level 2	9:00-17:00, 15 th February 2020
Observe (Alleyn's School) – Tutor Simon – Level 1	9:00-17:00, 15 th March 2020
Observe (Online) – Tutor Sarah Dunsbee – Level 1	9:00-13:00, 14 th November 2020
Level 1 online delivery	9:00 – 13:00, 30 th January 2021 9:00 – 13:00, 6 th February 2021

Water Polo standardisation meeting and mandatory online delivery training	10:00-17:00, 26 th Feb 2021
Level 1 practical delivery at Basingstoke - cancelled with 30 hours' notice.	6 th May 2021 online and 16 th May 2021 face to face.

This is equivalent to 13 workdays, without including the pre programme requirements of Level 1 and 2 (7 days plus) coaching qualifications. It is the group's understanding that Ben McDonald is still not fully qualified as a Water Polo Tutor and he is considering whether or not to continue with tutoring.

The South East Water Polo Group would question if the training programme is effective and correct or whether Ben McDonald was selected and accepted for the programme incorrectly. Either way an official review should be held to investigate whether asking a volunteer to give up 13 workdays and still not be qualified is acceptable.

Covid19 lockdown

During the Covid19 lockdown the IOS did put theory for Level 1 online, at the time this was seen as a positive step forward for the community. It is important to understand the Water Polo courses have always been blended, a mixture of online and face to face delivery, the only difference is the introduction of 2-3 zoom sessions, the content remains the same. There was however limited uptake from the South East clubs because they had no trust or belief IOS would do the practical locally to their club even after being told it would be arranged close to them. I am afraid to say this has now become the truth making most learners who are volunteers travel to Taunton (2 hours from Basingstoke or 3 hours from Worthing each way).

Reopening of Swimming Pools

Since the last Covid19 lock down and pools reopening the South East were asked to run Level 1 practical assignments and Level 2 practical assignments.

Level 1 was due to be run at Basingstoke on 6th May and 16th May however this was cancelled with 30 hours notice. Please see below 3 appendices (Appendix 2, 3 and 4) of communication and further concerns relating to the Water Polo coaching courses. Appendix 2 email sent by Ben McDonald, in his capacity as Voluntary South East Water Polo Manager and Trainee Water Polo Tutor. Appendix 3 email sent by Ben McDonald in his capacity as Voluntary South East Water Polo Manager and Trainee Water Polo Tutor which was sent following a South East Water Polo Meeting when it became apparent that different people were being treated completely differently depending on who they knew. Appendix 4 is the response from Jenny Norvill (Head of Institute of Swimming).

Some Level 1 candidates were offered the opportunity to record themselves and submit a video as evidence for practical section with no requirement for a qualified coach or tutor on poolside. This was not openly offered to all candidates and when requested by another candidate they were told it was a trial but they could join it. A clear example of how candidates are being treated differently and a lack of transparency as no information on this trial or new way of completing practical can be found on the Institute of Swimming website.

Following Jenny Norvill's email reply and the new knowledge that IOS have persuaded Worthing coaches (Level 2 candidates) to travel to Taunton to complete their practical section of the course, Worthing are no longer willing to support Institute of Swimming to run a practical only Level 2 course in the immediate future. The Group are also aware of two coaches close to Worthing who have refused to travel to Taunton (6 hour round trip).

This is only a small selection of communication; there have been additional phone calls and emails with Toby King (Chair of the Swim England Water Polo Leadership Group), Jenny Norvill (Head of Institute of Swimming) and Ian Mackenzie (Swim England President, Member of the Swim England Water Polo Leadership Group). The South East Water Polo Group would thank them for their time but action is now required.

Swim England Teaching and Coaching Register Project

No clear action plan on how the next steps have been circulated. As of 02/06/2021 there are no Water Polo courses (Level 1 or Level 2) for anyone in the whole country to book onto. It is difficult to understand how the Swim England Teaching and Coaching Register Project will be achieved when it is currently impossible to get any volunteers trained to be a qualified water polo coach. This will be a key part to this project that Swim England have already started emailing the wider community about.

Looking forward

The members of the South East Water Polo Group have had further discussion with Jenny Norvill and understand the IOS are extremely busy during these unprecedented times. The IOS will look to arrange new Level 1 and 2 courses in September 2021. If planning starts in September then no course will actually happen until October/ November. Jenny stated that Level 2 will likely be held at Taunton or Watford. Once questioned about why not closer to the south of the region the response was that there is no demand. It is felt that this response will not address pre-existing barriers and attract new volunteers to support clubs in the South East Region.

Responsibility

It is unclear who is actually responsible for the lack of qualifying Water Polo coaches. Currently all the following people and departments have been involved – Institute of Swimming, Swim England Education, Sara Dunsbee (Lead Water Polo Tutor), Swim England Coach's Department, Water Polo Leadership but unclear whose sole responsibility it is to solve it or be responsible for it.

The South East Water Polo Group have no confidence in any of the above parties offering a fair and effective coach education programme. Ben McDonald is not be prepared to waste any further time in a volunteering capacity until substantial changes are made and trust rebuilt. The South East Water Polo Group has gone above and beyond what is expected of them with no successful outcome and have found barriers at every opportunity.

Conclusion

The South East is desperate for qualified coaches and all paths have been extensively explored by the volunteer Water Polo Group whilst remaining very supportive of IOS and Swim England. What more can the South East Water Polo Group do to solve this major issue and ensure our coach education programme is inclusive? Clearly there is a fundamental issue here that has been there for over a decade and needs to be investigated fully with substantial changes without blaming the pandemic. Currently Swim England are expecting clubs to meet the requirements of Stronger Affiliation and Swim Mark however Swim England are unable to support water polo clubs to meet this simple requirement.

The only other solution the Group have is that they ask another organisation to create a water polo qualification that is affordable, deliverable and inclusive all of which the current IOS course is clearly not and has not been for over 8 years.

It is hoped this document, while lengthy, has demonstrated that the South East Water Polo Group has done everything in its power to solve the issue of limited qualified coaches. The South East

Water Polo Group expects if no action is taken regarding Water Polo Coaching Courses then this will have a greater impact than Covid19 by the end of 2021. Unless someone takes action for this issue we can expect membership in the South East to crumble and frustration to build and boil over into the public domain.

Appendix 1 – Rosa Gallop Contribution to South East Water Polo

Hi All,

I would like to make the following comments.

I personally have been pushing and pushing for water polo courses to be held in the South East since at least 2013. This is now eight years and we have had very little success.

Courses run

Level 1 – as far as I know there has only been three in the South East in all of that time. One because I as a Tutor ran the generic theory and a tutor for the practical was brought in. This was run for the British Forces at Temeraire Portsmouth. As far as I can recollect there have only been two other courses, one at Basingstoke and one at Churcher's College. I may have missed one out but generally in eight years there has been considerable problems in getting a water polo level 1 run. This is not the fault of any water polo club in the Region but unavailability of water polo Tutors.

Level 2 – Again it is eight years or more that there has been a Level 2 course run in the South East Region for Waterpolo. I tried and tried as CDO to get a course, so much so it meetings it became a standing joke about me 'going on about the South East holding a Level 2 water polo course'.

I was told in the early days that if the Coaches were keen enough they would travel to Millfield to get the qualification. For some this was achievable, for the majority this was not an option. It was very expensive costing candidates up to £1000 with accommodation, food and course fees. There was also the fact that quite a few Waterpolo Coaches were self-employed and this would add to the cost. I would say that recently there was more sympathy for the South East and I was hoping that a course could be put on. It seem that we are no nearer getting a course. Please remember that very few water polo coaches are paid the vast majority are volunteer.

I would ask how water polo club are meeting the requirement for Stronger Affiliation if they cannot get a water polo coach qualified? When the sport needs to develop why are we still in the situation where Coaches cannot get qualified?

Qualification of Tutor – Gerry Lay agreed to take a Tutor qualification but there were so many problems that Gerry pulled out, now it seems that Ben is in risk of going down the same road. I was delighted when Ben agreed to get qualified as a Tutor. He is young, keen and very capable – what a shame that there is a risk that he too is thinking of pulling out – please – we must not let this happen. The South East are desperate for their own Water polo Tutor to ensure that the risk of losing clubs through lack of coaches is stopped.

The cancellation of the course at Basingstoke was such a shame, I have spoken to quite a few clubs and have attended meetings, at no time was this brought up. Where was the course advertised? Why did the IOS not warn anyone of the intention to cancel the course? Everyone appreciate that these are difficult times but surely a quick phone call would have helped.

Water polo is a great way of keeping swimmers in the water, it is an aquatic sport that has so much to offer for players of all ages, why is it on the education side so much the 'poor relation'?

My last comments would be that it is easy to blame the pandemic, what about the many years before the pandemic? Reading Ben's report there is no improvement waterpolo appear to be going down the same road that it has for the last eight years or more. The water polo section work hard

with the aim of improving water polo in the South East but unless we can get Coaches educated we will continue to lose clubs and water polo in the South East will fail to grow and succeed.

The IOS are now looking to re-vamp the courses, again we are now looking to October 2021 plus to start getting water polo coaches qualified, again I would ask how does this meet the requirements of Stronger Affiliation, how does this meet the requirement of Swim Mark? Do the clubs just close down? We are telling clubs that they have to be meeting good practice requirements but there is no way forward at present for ensuring that the Coaches are educated to Assistant Coach and Coach which they have to hold to achieve Stronger affiliation or better still Swim Mark.

Apologies for the negative moans but I do find it extremely frustrating that there seems to be no improvement and Ben's report would have been describing the problems that the South East have had for many years.

Regards Rosa

Appendix 2

From: Ben McDonald [redacted]

Sent: 05 May 2021 19:37

To: Ian Mackenzie <[redacted]>; Toby King <[redacted]>; Jenny Norvill <[redacted]>; Chris Lee Farnham <[redacted]>

Cc: Gerry Lay <[redacted]>; Alastair Roberts <[redacted]>; Rosa Gallop <[redacted]>

Subject: South East Coaching Courses Level1 and 2

Dear all

I am writing, with great regret, this email, in my capacity as Voluntary South East Water Polo Manager and Trainee Water Polo Tutor, apologies for including so many of you, but I feel that the South East Group is not being told the full picture.

I today received an email from the IOS stating that the Level 1 Practical that was due to take place Thursday 6/5 evening (zoom session) and Sunday 16/5 (face to face at Basingstoke) has been cancelled, with less than 30 hours' notice due to low numbers. However on Saturday 1/5 I received an email stating

"We will be confirming this closer to the time, but yes all scheduled to run currently
We are very short staffed so we are working up to only 2-3 days ahead for confirmations, so please bear with us"

It was left to me to inform Basingstoke Water Polo Club that the face to face session has been canceled by IOS. Basingstoke WP has worked extremely hard to be able to accommodate this course during difficult times. It is very unlikely that Basingstoke WP will now support another course this summer due to the way they have been treated.

Following an all-day compulsory zoom tutor meeting on 26/2 one of the documents (Water Polo Courses Protocol for Tutors), which was emailed to me on 18/1 by Sarah Dunsbee, clearly states that tutors should make contact with the learners 10 days before the Theory course. I therefore assumed that the same was also applicable for the Practical because the learners may not have previously met the tutor. I fully accept that we currently live in unprecedented times and everyone is working extremely hard in difficult circumstances but I consider 30 hours' notice of a cancellation is not acceptable. If tutors are not required to introduce themselves 10 days before the Practical course then this needs to be clarified and the document rewritten and circulated.

The South East has also received an email from IOS asking Worthing Water Polo Club to book pool time for a Level 2 Water Polo course. I do not understand how there can be the demand for a Level 2 when no one has been able to complete their Level 1. Will IOS cancel this as well with less than 48 hours?

Has the policy changed that people no longer need to complete the Level 1 Practical before they are able to attend a Level 2? If this is the case then there might be the demand for a Level 2 course. If this is the case then it should be clearly documented. Please send me this documentation so that I can circulate to all interested parties in the South East as there is currently great confusion.

If we want to recover from covid and grow the sport we need to grow the workforce. If you don't want me to be a tutor please just be open and tell me this and we can all stop wasting our time.

In the coming days, I will strongly consider resigning from tutoring commitments as it seems to be full of barriers and a closed shop.

Regards Ben

Appendix 3

From: Ben McDonald [mailto:BenMcDonald424@live.co.uk]

Sent: 10 May 2021 22:51

To: Jenny Norvill <jenny.norvill@swimming.org>

Cc: Toby King <tobysking@gmail.com>; Ian Mackenzie <ian.macsirs@ntlworld.com>

Subject: Re: Update

Dear Jeany

As promised last week I would get in contact following the South East WP meeting.

The Management Group was made aware at the meeting that other Level 1 candidates have been able to submit a video of the coaching on the poolside with no tutor present as evidence to pass Level 1. I expect we are able to offer this service to the Level1 candidates that were booked on last week's practical course? I was unable to find anything on the Institute of Swimming website regarding this new remote way of assessing the Level 1 practical. Please can we send the link to Adam and the other candidates?

Worthing is highly likely to be willing to work with the Institute of Swimming to put on the practical for Level 2. There was, however, more confusion and inconsistency with accurate reports on what's required. For example, other Level 2 candidates have been told to prepare for 4x 30-minute sessions to deliver. Following this, they have been told to plan for 2x 1hour sessions instead. Do we need Worthing to supply 2x1 hour slots or 4x30 minute slots for 2 candidates? Once this is answered I will contact the club and find out when they are willing to have the candidates on the poolside. Following a very difficult discussion tonight, this should be quite straightforward.

Hopefully going forward the Management Group can look forward to some consistency across the whole country.

Regards Ben

Appendix 4

Jenny Norvill <[REDACTED]>

Fri 14/05/2021 20:57

Dear Waterpolo Group members,

I have spoken to a number of you over the past week, but wanted to write formally and take the time to respond to the matters outlined in the e mail below. In addition I wanted to formally apologise for the late cancelation of the Basingstoke course last week, whilst outlining why this happened.

At the time of cancelling, we had 2 learners enrolled onto the course, unfortunately this made the course unviable due to costs. I confirmed, as stated below, 10 days before the course start date that 'We will be confirming this closer to the time, but yes all scheduled to run currently' at that time, 4 learners were on the course. Whilst not ideal, 4 learners are almost enough to cover the direct running costs of the course.

It only became apparent when we carried out pre course checks, that 2 learners hadn't completed their theory work, therefore they were not ready to proceed to the practical element of the course. This was despite making deadlines and expectations to the learners clear.

With regard to the venue liaison, we acknowledge that the IOS should have called you Gerry and I apologise for this on behalf of my team. The oversight came about here because the venue liaisons had been made by the region throughout, so the IOS asked Ben to make that contact to inform of cancellation. The IOS are working with a reduced workforce and there are areas that are not being completed in as timely a manner as we'd hope, in recognition of this we have had approvals to increase a few members of the teams hours.

With regards to the course costs, raised by Adam, in another communication, there are a number of costs the Institute incur other than the direct course costs for the tutor, venue (in some cases) travel and awarding fees. The E learning is a cost to us, as are the systems we use. The creation of a remote and virtual offer in 2020 adds to the cost base for the provision of online learning. In addition we have costs to provide the online platform and licenses such as zoom. We are also not a funded department so have overheads etc. We do however work hard to provide courses to the sport at the best price we can, and when compared to other sports we are usually cheaper or the same price. We have been asked also to look into a virtual assessment option and we will look into this for the 2 learners affected by this course cancelation. We will work to secure funds to look into the possibility of this as a solution for assistant coach moving forward. We also will need technical input aswell, so we may well ask Craig and any other technical group members for help with this. We strive to service the sport with the education product as best we can.

The Institute have met on a couple of occasions with tutors to try to bring the course plan forward, as yet we have had little success. We are training 3 new tutors, who will very soon be ready to roll into the delivery team, this will help to ensure we can continue to provide a solid course plan for the Waterpolo community.

We have created a bigger pool of part qualified coaches than expected, by offering the E learning early on in 2020, we did this to still provide the sport with some education during the pandemic. One thing we are proud of is how many learners got to engage with this type of education. With this pipeline in mind, the IOS will pause any more training for new learners, until we have the plan in place to move forward with the 2020 learners. I met with my team today to start scoping the remote assessment for assistant coach and will share this information when we can.

If you have any questions please call me, let's talk, we'd welcome any thoughts you may have and Rebecca Cox and I would like to come to a meeting soon to talk through the proposed current and future delivery models if that would suit you.

Kind Regards
Jenny Norvill
Head of Institute of Swimming



Issues and Actions For Water Polo in the South East

Summary

The South East Region has 29 clubs playing Water Polo but many do not have qualified coaches. To meet the Swim England standard for SwimMark or Stronger Affiliation, between 25 and 35 need to get at least a level 1 qualification. One club is on the point of folding and others are expected.

The IoS and its predecessors have been unable to run a Level 2 Water Polo Course in the Region since 2010 (11 years ago).

The Region is supporting Ben MacDonald in training to become a Water Polo tutor, but activities needed have been cancelled.

Clubs have been reluctant to progress Stronger Affiliation as they feel they are paying out membership fees to Swim England, but getting nothing from them.

Background

At the SER Development Group Meeting, Ben McDonald, in roles as Regional Club Development Officer and Water Polo Manager raised the issues in Water Polo in the South East Region. There are multiple related issues and Ben found it difficult to know where to start. The Development Group agreed that although this may be outside their remit, it certainly is within the remit of the RMB and we should support Ben if possible.

Ben has written down the issues in a report to the Board, which also has Addendums containing emails related to the issues.

Proposed action

1. The RMB agrees that this is a serious situation and needs action at the highest level
2. The Regional Chair raises the issues with Jon Glenn as both Swim England Lead for the IoS and South East Region 'Buddy'.
3. If Jon is unable to act, the issue is raised with Jane Nickerson and the Swim England Board.
4. Swim England Membership and the Club Development Group are made aware of the potential loss of clubs and members due to problems with the IoS.

John Davies 15 June 2021

Ben McDonald - Regional Club Development Officer

Report to Regional Management Board November 2020 – June 2021

Team Manager's Course

- Team Manager 1 - supported 4 online workshops with 34 people attended. We have had to cancel 2 workshops due to very low bookings next one is due to take place in September 2021.
- Team Manager 2 – We have been able to run 2 course with 32 people attended. The uptake was lower than expected because many people attending the National Programme.
- All Regions have a very low uptake for team manager course in recent months.
- Upskilling Tutors – Currently in the process of upskilling Zoe to deliver Team Manager 2 and Helen for Team Manager 1. Looking for other experienced Team Managers that would like to upskill to be Team Manager Tutors.
- Team Manager Update has been sent out and posted a newly updated Team Manager Webpage.

Young Volunteer Programme

- We have had 133 Young Volunteers engage with the programme which has been delivered by myself. Each workshops lasts between 1 hour and 1 hour 30 minutes and have been delivered 5 times each.
 - Welcome Talk (December 2020)
 - Coaching Workshop (January 2021)
 - Events Workshop (March 2021)
 - Leadership Workshop (May 2021)
- I am now waiting for them all to submit their logbooks and evidence of their practical section. This should all be completed by the end of August 2021.
- As they complete the Logbooks we will be collecting feedback from them to further improve the programme for next year

Discipline Support

- Masters - Supported by attending multiple meetings and additional support by email and 1-2-1 meetings with Glen. The group have put plans in place for the rest of 2021. They would like to become more active on social media and website going forward. Work is ongoing on making Level X results accessible to South East Members on website.
- Para Swimming/ Disability group – I attended a national meeting on 09/06/2021, Group completed document for strategy, thanks goes to Roger for following this up. Work on 3 Regional Para days for November 2021, March 2022 and May 2022 has started with Zoe.
- Diving – No meeting and very limited contact however they did complete strategy document. Phone call with Andy (09/06/2021) regarding the closed Diving Boards at Guildford. I understand Andy is investigating how best to engage all clubs since Covid 19.
- Artistic swimming – Supported by emails when needed and attended meetings on 04/03/2021 and 6/05/2021. The group have put in-depth plans in place for the rest of 2021 including grade days and a face to face competition. Support is also being given to train new judges up.
- Water Polo – Supported meeting 22/02/2021 and 10/05/2021. Supported four online workshops for players and coaches. Grave concerns regarding the state of qualified coaches in the South East. See attached document for further information but a club have folded and more could follow.

Stronger Affiliation

- Some clubs have been asking for support to keep personal records up-to-date throughout the year. I would expect this will make Stronger Affiliation easier at the end of this year.
- Had a 1-2-1- with Broadstairs Lifeguard SC (19/05/2021) completed Stronger Affiliation the next day and they now have a plan in place going forward.
- All clubs that are going to complete Stronger Affiliation have now done. The only exception is Shepway who are still working on this.

County Support

- Attended Meeting with Kent and Oxfordshire and North Buckinghamshire over zoom and sent reports to meetings when been unable to attend. Been in contact with Sussex to offer the same level of support going forward have not been taken up the offer remains on the table.
- This support has gone down well with Oxfordshire and North Buckinghamshire and now have a member representing the on the South East Masters Group and ONB are looking a volunteer for the SwimMark Panel.
- Kent and Oxfordshire and North Buckinghamshire have shown an interest of having meeting face to face as soon as safe to do so.

Club Chair Meetings

- Supported Kristie, Brian, Rosa and Chris in running 2 Club chair meetings. Following the first club chairs meeting it was requested a crowdfunding workshop was arranged but poorly attended (18/05/2021).
- Club growth and working with operators are a common theme
- Booked Andy Jack in to deliver “Working together webinar” which aims to provide clubs with information on developing new or existing partnerships with their operators. This was cancelled due to only 3 bookings.

Regional Strategy 2022 – 2025

- Attending up to 4 meeting per month and Supporting Disciplines to complete Strategy document for 2022-25.
- Supported reviewing the Regional agreement in line with the new Regional Strategy
- Marketing meeting with Kristie and Brian.

Other Work

- Return to Water survey meeting with Andy Jack and a small number of 1-2-1 meeting with clubs to support where needed. These have been very well received with all clubs that have had one.
- Facilities meeting regarding Gravesham, Kent - Leisure Feasibility Meeting (14/05/2021) with Swim England Facilities and Andrew Fawkes Consultant
- Operational plan updated – Keeping the document up-to-date with the most recent changes.



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board June 2021

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

- An online pathway camp for 12 year olds took place on the 14th June. This was open to any swimmer that participated in their respective county championships in 2020. 160 athletes signed up with 125 attending on the day. The attendance of Tom Dean was a highlight of the morning, he spoke about his journey and answered questions. We are looking to run a face to face camp on the 23rd October for 36 swimmers.

Conferences and Workshops

- With the support of the Regional Coaches Forum, we ran swimming coach workshops in January, February, March and June. The workshops in January and February were very well attended due, I believe, to the lockdown, the workshops in March and June were poorly supported coinciding with the run up and the return to the pool. Resources and recordings are available on the regional website. We will be pausing these sessions until September when we hope to provide more for the development coaches within the region.
- With the support of Chris Lee, Brian De Val and Ben we have run Club Chair Forum meetings in April and June. We had around 30 chairs attend each meeting and several outcomes have been achieved with their feedback, including a Facebook page just for Club Chairs.

County Support

- I have attended Berkshire and South Bucks and Hampshire County meetings within the last six months. Surrey have not held a meeting but I have been in touch with them via e-mail.

Coaches Forum

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

Safeguarding and Time to Listen Training

- We have run 4 Time to Listen courses in the last 6 months.
- We have organised 8 closed club safeguarding courses during this period.

SwimMark/ Stronger Affiliation

- Currently we have 102 SwimMark clubs.
- During the last 6 months one club has lapsed their SwimMark, 1066. We have 3 new/ returning accreditations; Black Lion, Medway Maritime and Ringmer Spartans.
- I have supported new Club, Solent Cardinals and suspended club, Southampton Dolphins through Stronger Affiliation.
- I ran a SwimMark workshop for 12 clubs in May. Several other clubs have accessed the recording of this.
- Via Club Matters we ran 2 full development planning workshops in January. We also organised a marketing workshop which was cancelled due to low uptake.

Swim England Sport Operations Committee

Minutes of the meeting held 18 May 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) Alex Harrison (AH) John Hidle (JH) Ben Gregory (BG) George Wood (GW)	Chairman Swim England Board Member Swim England Member Swim England Member Swim England Member Swim England Member Regional Chairs Representative Chair of Youth Advisory Panel Sports Development Director
Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
Invited:	Ekaterina Boyd (EB) Martin Lees (ML) Rachel Bayley (RB) Emma Langham (EL)	Head of Events Para-Swimming Development Manager Head of Performance Operations Membership Engagement Manager

Min No:

- 1. Standing Items**
- 1.1 **Chairman's welcome**
The Chair welcomed all members.
- 1.2 **Apologies**
Jon Glenn (Learn to Swim and Workforce Director)
Rebecca Cox (Swim England Business Engagement Director & Institute of Swimming Managing Director)
- 1.3 **Declarations of Interest**
IM – Item 2.3
- 1.4 **Minutes from previous meetings:**
- 1.4.1 16 March 2021: The minutes were accepted.
- 1.5 **Actions from previous meetings**
- 1.5.1 Item 1.6: Implementation plans have now been completed by the organisation as a whole, the DisLGs will have sight of their disciplines.
- 1.5.2 Item 5.1: Gaby Hay to attend the July SOC meeting to present initial ideas for discussion.

1.6 **Leadership Group Updates**

Club: Following the completion of the Stronger Affiliation period 26 clubs did not complete the process with a further 23 advising that they were folding or choosing to no longer affiliate. NB advised he will confirm affected clubs have been suspended and their geography. Currently 62% of clubs have achieved SwimMark. The club affiliation process has been completed and circulated to regions to enable standardisation. Merger documentation is available on request to ensure staff can be aware of requests and support as needed.

Work is ongoing to develop a constitution template and a club and operator document has been released, aiming to help create productive working relationships.

Action: NB to confirm suspensions and club geography.

Artistic Swimming: PB's were achieved in all events during the European Championships. The Level X pool based competition has commenced and a virtual competition to be held in the Autumn has been developed. Planning for 2022 will commence shortly.

Water Polo: Lots of excitement for over 18 years being able to return to the water. Challenge with course cancellation and reinstatement has been dealt with. A competition review is ongoing, engaging with people involved across all levels and ensuring full representation of the sport. A membership review has been completed to ensure accuracy in club records and to assist with the competition review which is being supported by SE and Regional staff members.

Diving: Aiming to release Return to Competition information by the end of May, with competitions looking at returning from September. Level X dryside has been well received and is ongoing which will be replaced with pool based from 1 June. A working group has been comprised to consider the licensing of diving events. An online J1 course has been delivered, receiving positive feedback.

The leadership group terms of reference and inclusion of redundant job roles was highlighted. Agreement was given that liaisons would review any specific to their discipline and NB would review the generic roles descriptors.

Action: DisLG role descriptions to be reviewed by liaisons and NB

Swimming: Details of the Festival of Swimming were provided along with the challenges currently being experienced in organisation. It was noted that the provision for Masters swimmers is being looked at separately. Regional development camps have begun to be scheduled. Licensing for L4 meets has commenced, subject to further Government updates. EB is leading a group to start the development of an outline plan for an OW festival in September.

YAP: Work has started on the retention project and a report will be submitted to SOC in due course. Finalising skills matrix for recruitment to identify current holes.

2. **Items for Decision**

2.1 **SOC Meeting Matrix**

The proposed matrix is based on eight meetings per annum. Members were requested to send their comments on the day / time of the meetings alongside the content.

Action: Members to provide any comments on day / time of meetings and the content of the meetings to NB

2.2 Commonwealth water polo tournament

RB and EK joined the meeting.

A recap and overview of the paper was provided, highlighting the associated opportunities and risks. Following discussion agreement was provided to progress the project and look for support from a partner to deliver. Should discussions be successful, an experienced organising committee are in place. If a delivery partner willing to underwrite the event cannot be secured, a return to SOC to consider the cost implications of underwriting the event internally would be needed.

It was noted that historically a WP event linked to the Commonwealth Games has been delivered on a larger scale but there are both financial and water access challenges associated with a competition in 2022, hence the proposal for a smaller, more manageable event.

Action: RB / EB to progress with the proposal

2.3 2022 Membership Fees

EL Joined the meeting.

Details on the reasoning for the recommended increases in membership fees were provided and the two options were detailed.

The feasibility of combining options 1 and 2 was discussed, noting that the increase would be 1.45% which remains in line with the guidance. Agreement was received that combining the two options would be preferable.

Cat 1: £9.35

Cat 2: £28.15

Cat 3: £5.25

The fee increases for other membership / affiliation categories were accepted.

3. Items for Discussion

3.1 HF / AHT Awards

IM rectified an error in the paper regarding the award allocations.

There was support for the tidying of the award criteria and the recommendations within the report. IM to make the required amends and return the paper to NB for Board submission.

Action: IM to amend the paper and return to NB for Board submission

3.2 Inclusion

Inclusion is seen as a vital topic with a key part of the SE cause ensuring the sports are open to everyone. Sport England have incorporated inclusion as a key element of their strategy. It is noted that Sport England data highlights a variation in swimming participation rates by ethnicity, as an example, White British Adults are over-represented in comparison with the ethnic make-up of the general population whereas Black adults are under-represented. Swim England analysis shows that Swim England members tend to be in the least deprived areas of England with 49% being in the three least deprived deciles whereas 13% live in the three most deprived deciles. This imbalance is also reflected in the talent programmes.

Consideration is being given to how inclusion levels can be addressed and what tools are available to SE to address the disparity.

It was agreed it is important that inclusion is a high priority for the sport and the organisation and a working group to maintain visibility would be beneficial to hold the organisation accountable. The creation of a group would also provide an opportunity to shape what the organisation is working towards and ensure this remains in line with company values.

GW advised he would progress internally with SLT and develop as a paper for Board submission. Agreement was given that a key focus for the sport should be driving greater inclusion in terms of ethnicity. There should also be a push to support greater inclusion across all the protected characteristics and a commitment to reviewing barriers and identifying how to remove them.

Action: GW to progress with SLT and develop a Board paper

4. Items to Note

4.1 Virtual Awards

Ekaterina Boyd joined the meeting to provide an update on progress and provide operational detail.

Nominations are opening in line with the National Volunteer Week (1 June) remaining open until 15 August. Shortlisting will follow until 15 September with the live awards on 9 October, which are likely to be a hybrid combination of live and pre-recorded content.

Discussions with regions have been held to determine if they will be holding their own awards following the national framework and associated timescales.

4.2 Classification Update

Martin Lees joined the meeting to provide an update on the work completed since the February SOC meeting. The key action point from the previous meeting was to develop an action plan with British Swimming.

The plan has four key focus areas and increases the number of events and improves access to classification opportunities by 30%.

As part of the plan, BS are developing a robust training plan for classifiers to reduce waiting list times for both new athletes and those waiting to be re-classified. Classification being completed simultaneously across all three impairment groups will also be explored. Targeted recruitment will commence with engagement in the medical sector to recruit more classifiers, supported by greater efforts to recognise the importance of the role.

Efforts are being made to ensure the process is as efficient and effective as possible to enable more athletes to be classified during meets and reduce waiting times. It was noted the present geographical spread of classifiers does not cover the country but once the trainees are qualified this should be addressed, with events being planned for practical training completion.

Future planning in regards to events and resource implications is ongoing with plans to present to the SLG following which regions will be engaged with to discuss and develop plans further.

4.3 Return to water update

Overview: Training guidance for all disciplines has been issued as has competition guidance, excluding diving. As of 17 May 444 of the 973 accredited clubs had responded to the survey. Over 400 were back in a pool, 90% of which advised they were in their primary pool. From the responses 53% advised that they currently had less water time than pre-covid, which is supported by conversations with operators highlighting challenges with water access.

Talent Funding: A successful Sport England bid for the talent programme has provided an investment of £298,500 through to March 2022. The funding is ring-fenced for identified talent activity and talent staff to return to 80% of contracted hours. An overview of current activity was provided.

DiSE: While aquatic sport places are down by six for the next academic year following a significant oversubscription to the programme SE have retained 170 places for athletes to start the programme from September which is a positive outcome.

Future Funding: It was initially believed the Sport England funding process would begin in May but currently application details have not been provided. An update will be provided when available.

Regional Agreements: Progress is being made across the regions.

Competition update: Level X is open for swimming, dryside diving and WP, although WP uptake is currently slow in part due to the requirement for Category 2 membership and partly due to Water Polo matches now being able to recommence. AS will be starting imminently with wet-side diving scheduled to start in June, enabling prior training and reducing the risk of injuries.

Festival of Swimming: As previously discussed, some Regions are finding challenges and SE staff are supporting as requested.

OW: An event at the beginning of September is being scoped which would include a variety of distances and no enforced wetsuits. EB is leading a working group looking at the detail of the competition.

Events: Working on the costings of national events from September and their feasibility. The report is being developed and will be submitted to the Board to identify how this can be achieved. SOC are supportive of delivering national events from September.

Stronger affiliation: 22 clubs have been suspended for non-compliance with four advising that they are no longer affiliating / folding.

5. 2021 Meeting Dates

- Tuesday 13 July
- Tuesday 14 September
- Tuesday 16 November