

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 18 January 2022 as an Online Meeting

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
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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1 Apologies

Apologies had been received from:

Jenny Gray
Mike Lambert
Alan Lewis

2 Minutes of the Meeting held on 21 November 2021

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

Action: BG

3 Matters Arising

121 - Discipline Managers' Reports - Disability Swimming – it was noted that no report had yet been received for Disability Swimming for inclusion in the Annual Report. RFP to contact Sue Barker.

Action: RFP

121 - Discipline Managers' Reports - Diving – The issue of tutors had been raised by RFP: an email response had been received from George Wood and shared with the Board.

123 - Finance – The Finance Sub Group was meeting later in the week to look at the end of year accounts.

124 - Appointment of Vice President – No response had been received from the potential candidate. As a result, currently there is no candidate to go forward as Regional President for 2022. RFP suggested that, as there was no candidate, the Region might consider allowing the current President to continue for a second term.

133 - AOB – CL had unfortunately not been elected as a member of the Swim England Board on this occasion.

Landscape sheet

4 - Regional Trophies – GA to pick this up with Lynne Harrison and Sue Lambert in an endeavour to move things along for the Swimming Trophies. It was understood that terms

of award had been agreed for the Terry Norris memorial trophy, but this has not been moved forward. It was hoped an existing trophy could be repurposed for this.

Action: GA

4 Incorporation

The arrangements of other Regions were discussed and would be circulated. It was noted that there will need to be a report to the members that would need to suggest what the benefit of incorporation of the Region for the Board and the members would be.

Following discussion, the following recommendations were proposed;

- The Region incorporates as a Company Limited by Guarantee not having a share capital. This is the model that has been adopted by other Regions.
- Directors – proposed that there would be 9 elected directors and 3 appointed directors. The 3 appointed directors would be appointed for their skills and experience. Term of office would be 3 years with 1/3 retiring each year with a maximum of 3 consecutive terms, unless there is no option. In this connection, any previous appointment terms, under the unincorporated structure, would not be counted. It was noted that a retirement cycle would need to be agreed for the transition, and proposed that existing remaining terms are used.
- Officers – proposed that the appointment of the Chair remain as now with recruitment through an open process and appointed by the Board. Term of Office to be 4 years and not to be re-appointed for more than two consecutive terms. Vice Chair to be appointed from within the Board at first meeting after the ACM. Finance Director to be appointed by recruitment, as with the Chair, but with the ability to appoint from within the Board.
- Members of the Company – each club to be a member and have one vote. It was noted that other Regions state one person to be nominated by each club affiliated to the Company. Suggested investigating if it is possible to appoint a club rather than an individual in order to reduce the administration involved in maintaining the register of members. Each Board member would also be a member as well as each County Association. If the Region decided to appoint a Company Secretary they would also become a member. Liability of Members would be limited to £1 for each member of the company.
- The current arrangements for Discipline Managers and Discipline Groups would continue. The new board should decide which sub-bodies it will need to progress the business.
- The name was proposed as Swim England South East Ltd. It was noted that the Region may want to purchase domain names in this name to secure this.
- The proposed start date was 01 January 2023

A proposal will be put together to go to the Members for the ACM in April.

Action: RFP

5 Appointment of Chairman

RFP's term of office as Chairman ends on 31 December 2022. RFP will have completed two consecutive terms, so a new Regional Chairman will need to be appointed. RFP left the meeting whilst this was discussed by the Board. Following discussion, the Board agreed that, as Incorporation was being proposed for the Region, a recommendation would be put to the ACM that the term of office for the Chairman be extended until 31 December 2023, to allow continuity with the change in structure.

Action: RFP

6 Concession Agreement

A letter had been received from Mailsports in response to the offer to extend the concession agreement for 2022. This was discussed and it was agreed that the Region was willing to discuss the points highlighted and the terms of the agreement. However, it was hoped that there might be some flexibility on both sides.

Action: RFP

7 Annual Council Meeting 2022 – 13 April

The Annual Council Meeting will take place as a virtual meeting on 13 April.

It was agreed that the date for submission of proposals to change a Regional Rule would be 28 days before the meeting, 16 March. The same deadline will be in place for notice of motions and nominations for office.

It was confirmed that the terms of office for the following Board members will come to an end this year - John Davies, Jenny Gray, Mike Lambert and Shelley Robinson. BG to email members not present.

Action: BG

8 Affiliations & Resignations

New affiliations are now reviewed and approved by the Affiliation Sub-Group and are reported for information.

Affiliation Applications – Pending

Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)

Resignations

St George's Ascot Swimming Club (BSB)

Crawley Diving Club (Sussex) – it was understood that the club could not be removed yet as membership fees were still owed to Swim England.

9 Swim England Regional Chairs Meeting Minutes

The minutes of the Regional Chairs' meeting on 29 November were noted.

Tutors – RFP had previously raised concerns with the Chairs' meeting regarding tutors and a response on this had been received from George Wood. Concerns were raised that there is currently no Water Polo Coach Tutor (previously L2) in the Region. BG to follow up with Ben McDonald to understand the issues and report to RFP on any action needed to move forward.

Action: BG/RFP

Role of the Counties – this item was discussed and concerns were raised about this exercise and what the intentions of it were. The scope of this exercise is currently being explored and is due to go back to the Regional Chairs on the way forward.

10 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meeting on 16 November were noted.

11 Correspondence

None received.

12 AOB

Stronger Affiliation

An email which had been sent to clubs by Swim England regarding the completion of Stronger Affiliation was discussed. The email which suggested the deadline had already passed was unfortunately sent before the close of play deadline which caused upset to some clubs. RFP to discuss further with the Swim England SLT and fellow Chairs.

Action: RFP

Regional Swimming Championships

This item was initially raised by BD. However, an email was later received from ML which was circulated earlier that day. ML unfortunately had to tender his resignation as the Region's Swimming Competition Manager with immediate effect, due to ill health. The Board wished ML a full and swift recovery.

Following discussion, it was agreed that RGP would convene a meeting of the Swimming Group next week. The Swimming Group would need to move this forward quickly to finalise arrangements for the Regional Championships in May and to recruit a new Regional Swimming Competition Manager. It was suggested that BD be co-opted on to the Swimming Group to support.

Action: RGP / Swimming Group

13 Date of the Next Meeting

Wednesday 16 February 2022 7pm, Online Meeting

The meeting was closed at 21.03

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 18 January 2022 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 21 November 2021
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |
| Items for Decision | | |
| 4. | Incorporation | RFP 1920
Enclosed |
| 5. | Appointment of Chairman | RFP 1940 |
| 6. | Concession Agreement | RFP 1950
Enclosed |
| 7. | Annual Council Meeting 2022 – 13 April
- Agree date for submission of rule changes proposed 16 March
- RMB Terms of Office | RFP 2005 |
| Items for Discussion / Information | | |
| 8. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
8.1 New Affiliations – Approved
None
8.2 Affiliation Applications – Pending
Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)
8.3 Resignations
St George's Ascot Swimming Club (BSB)
Crawley Diving Club (Sussex)
8.4 Enquiries
None
8.5 Mergers
None
8.6 Change of Name
None | RFP 2010 |
| 9. | Swim England Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on 29 November 2021.</i> | RFP 2015
Enclosed |
| 10. | Sports Operation Committee Minutes
<i>To review the minutes of the Sports Operations Committee meeting held on 16 November 2021.</i> | RFP 2020
Enclosed |
| 11. | Correspondence | RFP 2025 |
| 12. | AOB
<i>24 hours notice required</i> | RFP 2030 |
| 13. | Date of Next Meeting
Wednesday 16 February 2022, 7pm – Online Meeting | RFP 2035 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Sunday 21 November 2021 at Holiday Inn Guildford

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
	Jenny Gray (JG)	Board Member
	Chris Lee (CL) (Zoom)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP) (Zoom-am only)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST) (am only)	Board Member

Also in attendance (non-voting):

Carol Butler (CB) (am only)	Open Water Manager
Bryony Gibbs (BG)	Regional Manager
Di Hughes (DH) (Zoom –am only)	Artistic Swimming Manager
Andy Hewat (AH) (Zoom)	Diving Manager
Glen Issacs (GI) (am only)	Masters Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Ben McDonald (BM)	Regional Club Development Officer / WP Manager

120 Apologies

Apologies had been received from:

Carys Jones
Mike Lambert

121 Discipline Managers Reports

Artistic Swimming

Regional Artistic Swimming Managers met with Karen Thorpe to look at the Regional Development Pathway and changes that were being made. Going forward, athletes will only be able to get onto the National Programme if they have been on the Regional Pathway. Swim England are offering packages to the Regions which will provide further development and education opportunities for coaches and athletes. The additional £3k has been requested in the Artistic Swimming budget submission for 2022. To be considered for the Regional Squad, athletes will have taken part in a Regional Competition, enter the trial and submit a 400m time. The trials are being held face to face on 18 December with 30-40 athletes expected to enter. The first face to face event was held at K2 Crawley in November. The Figures' competition ran a novice session in the morning followed by age groups in the afternoon. This was run as a Covid safe event with all measures and risk assessments in place. After the event the group were made aware of 2 Covid cases, both from the same club. All attendees were advised.

In the past year one club has been lost, Henley (not due to Covid). However, new clubs have affiliated so the impact on participation in the sport has been minimal. It is planned to run more grade assessments in 2022, than in prior years. Athletes will need to complete routine grades which previously had not been required, so additional grade days will need to be needed to ensure that athletes are able to attend competitions in 2023. The group are looking at running a Downs' Syndrome Open Competition alongside the novice figures and masters' event. This is as the team at Electric Eels are not travelling at the moment due to being higher risk so do not plan to attend the Downs' Syndrome Games. Unsure how many will attend the event at this stage, but pool hire and officials will be there already so the cost of the event would be low.

Development

It was noted that it had been possible to run many virtual training opportunities across the year including Athletes' Camps. Forum meetings have also run throughout the year, to offer support to and engage with club volunteers. It was noted that Time to Listen courses will likely stay online as this had worked well. It was understood that the uptake for the Young Volunteer Programme for 2022 was lower than the previous year, and people had asked if this could be face to face. This may need to be assessed for future. There has been a lot of interest in Team Manager training recently with the courses offered struggling to keep up with demand.

Disability Swimming

BM provided an update for Disability Swimming. The first Para Training day had taken place on 20 November led by coach Tom Baxter (Crawley SC): it was reported that this had gone very well. Carl Cooper from Swim England had also attended. A number of athletes had also recently gone through the classification progress. It was noted that, going forward, Swim England had proposed that Regions work together for competitions and classification. The Regional Group did not support the proposal due to the distances that would be involved, as it had been proposed to link the South East with the South West. The possibility of linking the Swimming and Para Training Days was currently being explored.

Diving

AH discussed the challenges there have been with facilities in the Region, with the pool at Reading disappearing and the diving board at Guildford Spectrum being condemned earlier in the year. The boards at Guildford have now been replaced and are back in action. It was noted that there have been challenges with hiring facilities and it is anticipated that pool hire costs will increase in 2022. The SEEDs and ACE programmes both restarted at the end of the summer and a couple of sessions have run. There was a lot of work done online during the lockdown period and athletes now need a lot of face to face work. It was noted that a lot of personnel have left the sport and clubs are experiencing challenges with staffing. An Assistant Diving Coach course ran during lockdown as did a Judge 1 course: those who undertook these are now completing their practical assessments.

The challenges with Coaching courses were discussed and it was felt that the issue of the availability of tutors was one that all disciplines appeared to be experiencing. It was noted that without sufficient training courses, some clubs were having difficulty meeting the requirements of SwimMark. RFP to raise the issue regarding tutors at the next Regional Chairs' meeting.

Action: RFP

The lockdowns had resulted in a significant loss for talent development in Diving as usually clubs would conduct testing in schools to bring athletes into their programmes. It was

reported that there have been a number of notable achievements, with British Diving attending several events abroad and divers coming back with medals.

Due to the reduced activity, there had been limited spend on the 2021 budget. There had been no diving competitions during the year, but it is planned to run the usual competition programme in 2022. It was noted that British Swimming had put out a request for Regions to run the Skills' final: it was not felt that there would be a suitable pool in the South East to accommodate this event.

Masters Swimming

The support from Swim England for Masters Swimming had changed as there was now no officer in place, and it was noted that the Masters' pages on the Swim England website were not being updated. The 1500m at K2 ran in September as an open event, this reached capacity within 7 days. The short course event reached capacity within 14 days and was operated with a two phase opening, giving priority to swimmers for South East Region and those based in Kent/Surrey London clubs. The short course was moved from Guildford Spectrum to K2 Crawley and saw many records set at the event. The Inter Counties had taken place at Wycombe on the prior weekend, with 6 counties taking part. The long course competition is planned for January, again a phased opening was being used which has given priority to South East and Kent/Surrey London clubs. An issue had been encountered with the long course entries as competitors need to be category 2 members, due to the time of year entries opened this created challenges for some athletes. Masters had run their first unofficial CPD for Masters earlier in the year with Kevin Brooks (Wycombe District SC), and the group hoped to run two of these in 2022. The group also want to look at a coaches' forum for Masters and may also look at a workforce group. A query was raised in regards to the Senior Coach qualification and the requirements: KJ to pick up with GI.

Action: KJ

Open Water Swimming

It had not been possible to run a Regional Open Water competition in 2021. There is a very short window to run events and it was not possible to find a suitable date. Attempts had been made to find a more central location to hold the event in future, as the facilities at Chichester were quite limited. Nevertheless, it is hoped to run the 2022 event there. It is planned to increase the entry fee from £15 to £20, currently the Region's entry fee is the lowest of all the Regions. It is hoped to see more competitors as more people have participated in Open Water swimming since the beginning of the pandemic. It is planned to introduce more events and also allow entrants to enter more than one event.

It was noted that Trevor Linkins had been appointed as a FINA Open Water Referee.

Swimming

ML and CJ were both unable to attend. The Swimming report was noted. The events for 2022 are being planned on the basis of no spectators and live streaming. It was noted that the viewing figures for the championships' streaming were very good. It was reported that some Coaches have been using the videos as a coaching tool.

Water Polo

BM thanked the RMB for their support regarding Water Polo Coaching Courses. An Assistant Water Polo Coach course was currently underway. It was planned to run another Assistant course in the New Year as well as Water Polo Coach course although, currently, there was no tutor available for this. It had also been possible to run Official's courses online, but there

were challenges with who can deliver these and also with running the practical sessions required. It was noted that Regional Training has resumed and is back to pre-Covid levels.

Swim England has asked the Regions to run Water Polo Festivals for U11 & U13 which have been included in the budget, although they will be cost neutral. It was understood that there was due to be a talent proposal from Swim England, similar to the one submitted for Artistic Swimming, but this has not yet been received, £1k had been budgeted for this.

It was noted from the report that many of the Regional Water Polo Players play for Otter in London. It was confirmed that Regional players are selected based on their home postcodes, unlike in other disciplines where this would be by the athletes' club.

122 Regional Strategy

ST provided an update on the work of the Strategy Sub Group and an overview on the progress on the strategy so far.

Proposals for revised governance and implementation, focusing on the role of the Development Group and the Swimming Group and providing enhanced support for the remaining Discipline Groups had been approved in principle at the previous RMB meeting. ST and JD had refined the specific responsibilities of the Development and Swimming Groups. The adjustments proposed for the Development Group would focus more across all the disciplines, with a view to providing a support mechanism for the disciplines to be more involved in the Region. It is hoped this will allow discipline managers to link and deal with common issues. The refinements to the roles and responsibilities of the Development and Swimming Groups were positively received by the Discipline Managers present.

123 Finance

Budget Report

The budget report demonstrated that it is likely there will be a surplus at the end of the year rather than the large deficit budgeted for. It was expected that the final outcome will be known in January.

Budget for 2022

The Finance Sub Group recommended that Board accept the budget requests submitted. It was noted that Diving had submitted an amended budget which was reduced due to running less SEEDs camps. The deficit budget of £81,155.75k for 2022 was agreed unanimously.

Action: BG

Matters of Concern

Overseas training camps/competitions

The group felt that, in due course, the Board should discuss the acceptable level of subsidy for these activities and the appropriate contributions for the athletes, which have not been increased for some time. This should be coordinated with the Development Group in consultation with the Discipline Groups to bring to the Board for recommendation.

Action: Development Group

Championships and Competitions

Unlike previous years, nearly all Championships/Competitions are budgeted to lose money. In the current climate, and given that competitions are only just restarting, it was not felt that this was the time to increase entry fees. However, the Region currently charge less than all other regions and it is likely will have to increase fees after 2022. Following discussion it was felt that the principle of synchronising entry fees across the disciplines

might not work as athletes do not enter the same amount of events as they do in Swimming. Income had been lost from spectators not being able to attend, but it was noted that a charge could in future be added for live streaming.

SEEDs Diving Programme

The SEEDS programme was started because the Governing Body refused to set up a Beacon Diving programme in the region, for historical reasons - the Diving group had felt that a weekly programme was unsustainable because of the size of the region. Had a Beacon programme been set up, it would have been required to be self-sustainable within a few years, whereas the SEEDS programme has continued to need subsidy. The Group recognises that this is a valuable programme, of great value to the region's athletes, but the Board, in the future, together with the Diving Group, might want to consider how the subsidy could gradually be phased out or reduced. It was agreed that this would be reviewed by the Diving Group moving forward for 2023.

Action: AH

124 Appointment of Vice President

It was hoped that a candidate had been found for the role. However, no response had been received to date.

125 Review of Communications

BD provided an update on communications. The Regional Newsletter has 962 subscribers and gains around 5 new subscribers each month. The number of Facebook, Instagram and Twitter followers continue to increase. Work will be taking place on the communications project previously agreed, it being possible to use some of Swim England's artwork for this project. It is hoped to launch this in January.

126 Regional Emailer

The Regional email system has been set up for communications to go to the Discipline Manager, Board Liaison, RCDO and Regional Manager. This system is used by Swim England to send out communications to the Region.

127 Club Officers Update Reports

BM and KJ presented their reports covering work completed from May to November 2021.

Kristie Jarrett

Talent activities have been running during the year, including a virtual camp with Tom Dean as a speaker, with over 100 athletes attending. A face to face camp ran a few weeks ago. Now looking ahead to get everything booked in for 2022. A face to face workshop for Coaches was planned for the following week, as well as a Chairs' forum meeting with around 14 clubs signed up. The Coaches' forum had also continued to meet every other month. During this period 3 Time to Listen courses had run, along with one closed Safeguarding workshop. The December deadline for Stronger Affiliation / SwimMark had been moved to January. Two new clubs, Winchester Water Polo and Ascot Royals had completed Stronger Affiliation, but St George's Ascot had not completed. It was expected that all 28 clubs would go through Stronger Affiliation this year. Currently there are 101 SwimMark accredited clubs (56%).

Ben McDonald

Team Manager training had been a large increase in demand. Currently there is only one tutor in the Region who can deliver Team Manager 1, BM is going to upskill to become a

Team Manager Presenter to help in the short term. There are two further presenters undertaking training. Zoe is currently upskilling to deliver the Team Manager 2 workshop. Over 100 Young Volunteers had completed the programme in 2021. Applications were open for the 2022 programme which will be run online again, it was anticipated that less Young Volunteers will sign up for 2022. It was expected that all 34 clubs would go through Stronger Affiliation this year, 1 had completed already. It was reported that some of the new clubs are taking a little longer to get through Stronger Affiliation. One of the main issues for clubs seems to be a lack of qualified coaches. BM has supported ONB and Kent at County meetings are also attended a Sussex meeting earlier in the summer. Support has also been provided for Artistic, Disability, Diving, Masters and Water Polo with a more proactive role being taken for Disability Swimming. BM had also continued to support the Strategy Sub Group.

RFP thanked KJ and BM for their work and support.

128 Minutes of the meeting held of 18 October 2021

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

Action: BG

129 Matters Arising

107 / 92 - Terry Norris memorial trophy – It was understood there has been some work on this by ML.

110 – Data Sharing Agreement – The updated agreement had been received and will be signed and returned shortly.

Landscape sheet

2 - Constitutions – It was noted that Oxfordshire & North Bucks ASA had asked for terms of reference for the Constitution Checker role.

130 Affiliations & Resignations

New affiliations are now reviewed and approved by the Affiliation Sub-Group and are reported for information.

New Affiliations –

Kingsnorth SC (Ashford) (Kent)

Affiliation Applications – Pending

None

Enquiries –

Isle of Wight Triathlon Club (Hants)

131 Correspondence

None received.

132 Swim England Sports Operation Committee Minutes

The minutes from the Sports Operation Committee meeting on 14 September were noted. Water Polo had featured heavily in the minutes, Jon Glenn had contacted RFP recently regarding the issues. BM had written an update on the current position, noting that a lot of progress has been made.

133 AOB

RGP and Susan Harrison had both been selected to officiate at the Commonwealth Games taking place in the West Midlands next summer.

CL was put forward as the Region's nominee to be part of the Swim England Board. Members of the company have now been invited to vote.

134 Date of the Next Meeting

Tuesday 18 January, 7pm, Online

It was agreed that the meeting scheduled in December would not be required. BG to email RMB.

Action: BG

The meeting was closed at 14.54

DRAFT

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 12 January 2022

	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. Update; It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 4 Updated 28.06.21 Min 68	Strategy Sub Group	
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. Update; It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 5 Updated 28.06.21 Min 68	Strategy Sub Group	
7	Finance – Deposit Accounts The Finance Group recommends that the Board authorises the Regional Manager to investigate opening an account with another financial	17.06.20 Min 80 Updated	BG	<i>In Progress</i>

	<p>institution to have £80,000 transferred to. This was agreed.</p> <p>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.</p>	08.02.21 Min 6		
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>In Progress</i>
9	<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>
10	<p>Incorporation</p> <p>All other Regions except London and the South West have now passed resolutions at their ACMs to incorporate. It was proposed to put this to the ACM in April 2022, with incorporation to follow as soon as practical. It was hoped to get all paperwork ready by January 2022 to allow 2-3 months for this information to be considered in advance of the ACM. Other Regions have agreed to share template documents on the process they have undertaken. It was noted that there may be legal costs which will need to be budgeted for.</p>	07.09.21 Min 94	RFP	<i>On Agenda</i>
11	<p>Overseas Training Camps/Competitions</p> <p>The Finance group felt that, in due course, the Board should discuss the acceptable level of subsidy for these activities and the appropriate contributions for the athletes, which have not been increased for some time. This should be coordinated with the Development Group in consultation with the Discipline Groups to bring to the Board for recommendation.</p>	21.11.21 Min 123	Development Group	
12	<p>SEEDS Diving Programme</p> <p>The SEEDS programme was started because the Governing Body</p>	21.11.21 Min 123	Diving Group	

<p>refused to set up a Beacon Diving programme in the region, for historical reasons - the Diving group had felt that a weekly programme was unsustainable because of the size of the region. Had a Beacon programme been set up, it would have been required to be self-sustainable within a few years, whereas the SEEDS programme has continued to need subsidy. The Group recognises that this is a valuable programme, of great value to the region's athletes, but the Board, in the future, together with the Diving Group, might want to consider how the subsidy could gradually be phased out or reduced. It was agreed that this would be reviewed by the Diving Group moving forward for 2023.</p>			
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Updated 12/01/22 BG

Swim England South East Region - Incorporation Proposals

Purpose of Report

To consider the options proposed for incorporation of the Region

Proposed Action

The Board is asked to make recommendations to the Annual Council Meeting (ACM) in respect of Company Type, Directors and Members of the Company.

Supporting Information

Whilst there has been no formal decision to pursue incorporation of the Region it has clearly been the intention of the Board to explore this, following the example of Swim England, the national governing body. All but 2 regions – this region and London – have now incorporated or have taken decisions as a prelude to the formal act of incorporation.

The rationale for incorporation is not examined in this report but would need to be spelt out for the membership prior to the ACM.

The Chairman and the Regional Manager have reviewed the Region's current arrangements and the models used by those Regions who have already incorporated: details are set out in the Appendix hereto. The Chairman and the Regional Manager think that the major considerations relate to the type of company, the make up of the Board, and the identification of the Company's "members".

Addressing these questions

Company Type –

It is proposed that the Region incorporate to become a Company Limited by Guarantee and not having a share capital. This is the model adopted by other regions, none of whom have, it appears, sought, for instance, to have charitable status. The assumption is made that there are templates or standard forms which could be followed for the articles of incorporation.

Directors –

The other regions have used several models. Most have effectively translated their unincorporated arrangements into the Company. One – East of England – has not. This Region, and its current arrangements, would suggest the following models:

- Directors to be made up as; Chair, 9 persons elected by the membership of the Company and 3 others appointed by the Board for their skills and experience; alternatively, the Board could consider the make up being Chair, 6 elected by the membership of the Company and 3 others appointed by the Board for their skills and experience.
- Term of office would be 3 years for elected and appointed members with 1/3 retiring each year. Members would be eligible for re-election.
- Proposed that the Board maintain all existing responsibilities.
- Officers -
Chair – process of appointment to remain as now, recruited through open process and appointed by the Board. Term of Office to be 4 years and not to be re-appointed for more than two consecutive terms
Vice-Chair – to be appointed by the Board at first meeting after the ACM

Finance Director – currently appointed by the Board at first meeting after the ACM, Board could consider if there is any additional responsibility and experience required for this position and if so, if it would be appropriate to recruit through an open process similar to the Chair. In this case, the number of elected or appointed Directors would need to be adjusted.

- To be appointed as a director, individuals must be over 18, not declared as bankrupt or otherwise disqualified by law from serving as a company director. All directors must be a Swim England member and a member of a club within the Region.
- Clear expositions of the roles and responsibilities will need to be developed.

Members of the Company –

Below are 3 models to be considered by the RMB for the “Members of the company”. Every Member of the Members’ Forum must be a Swim England member and a member of a club within the region’s county associations. A register of members is maintained by the Company. Liability of Members is limited, and the proposed liability is £1 for each member of the company.

Model 1 – arrangements the same as they are currently for the Region

Clubs being entitled to one, two or three members based on their numbers of members on the last annual membership return, in accordance with the following scale:

- 1 from each club having up to 50 members;
- 2 from each club having between 51 and 200 members;
- 3 from each club having more than 200 members

This model could mean that there may be 350-400 members of the company.

Model 2 – arrangement used by most other Regions

One person nominated by each club that is affiliated to the Company and two persons appointed by each County Association recognised by the Company. This model would mean there would be just under 200 members of the company. The South East Region currently has 186 affiliated clubs.

Model 3 – arrangement used by one Region and like that used by Swim England

Each County Association be entitled to appoint Members of the Members’ Forum. 3 Members per county plus 1 additional for each 1500 individual members of clubs affiliated to the county association appointed annually. Based on the current membership figures this would equate to the following:

BSB - 6 Members
Hants – 8 Members
Kent – 6 Members
ONB – 6 Members
Surrey – 6 Members
Sussex – 6 Members

Total – 44 Total

Other Matters –

The Chairman and the Regional Manager looked at some other matters. Aside from the responsibilities of the Board – see above – they considered

- The current arrangements for Discipline Managers and Discipline Groups, which should continue.
- The new board should decide which sub-bodies it will need to progress the business.

They did not consider the name of the Company ...

BG/RFP

Rev 12.01.22

Swim England

Notes of Regional Chairs Meeting

29 November 2021

Via Zoom

Present:	Richard Hookway	Swim England Chair (Chair of meeting)
	David Burgham	North West Chair
	Chrissie Robinson	South West Chair
	Alex Harrison	London Region Chair
	David Watson	North East Chair
	Joan Wheeler	East Region Chair
	John Hidle	East Midland Region Chair
	Simon Kirkland	West Midlands Chair
	Roger Penfold	South East Chair
	Jane M Nickerson	Chief Executive Officer
	Brian Havill	Chief Financial Officer
	George Wood	Sport Development Director
	Claire Coleman	Head of Development
	Neil Booth	Swim England Board member

Apologies:

1.	<p>Welcome from the Chair</p> <p>Richard welcomed the meeting attendees and congratulated David Burgham on his son's honour, Neil Booth on his appointment to a B2022 role and Jane Nickerson on her honorary degree.</p> <p>Actions from the last meeting</p> <p>Brian confirmed that Regional Chairs had responded re data-sharing agreements and that expenses had been considered by the Board and travel would be one standard rate of 45p per mile.</p>
2.	<p>CEO Update</p> <p>Jane updated that British Swimming are currently undertaking a restructure and that a number of senior appointments had been made with the remainder of the restructure planned to be completed by the end of January 2022.</p> <p>Jane reported on the Sport England "Collaborium" for aquatics of which Swim England is part. Two meetings have taken place so far with positive discussion but there is a concern as to whether this will lead to tangible action. George Wood is on the group looking at the direction of the Collaborium.</p> <p>Jane reported that Implementation Planning for 2022 had taken place and a proposed budget was being presented to the next Board meeting.</p>
3.	<p>CFO Update</p> <p>Brian Havill had sent an update prior to the meeting that reflected positive finance progress. A discussion ensued on membership numbers which are 18% down on the same time in 2019 although only 17% down in cash terms.</p>

	<p>Responding to a question from Simon Kirkland, Richard asked Jane to conduct an exercise looking at the lessons learned from the pandemic. Action Jane</p> <p>Regional Chairs were asked to send in any thoughts on this. Action Regional Chairs</p> <p>Simon also asked about the funding decrease to British Swimming and Jane agreed to circulate figures. Action Jane (ps. Subsequently, UK Sport have announced an additional amount of £1.5m for British Swimming for the Paris cycle).</p>
<p>4.</p>	<p>Review of Judicial Process</p> <p>Neil Booth introduced the item as he has been asked to lead the review. He highlighted that he sees this as a review of the processes of the judiciary to address some of the issues in dealing with matters effectively. He wants the review to be open and transparent without defensiveness. He highlighted that he would like two representatives of the Regional Chairs on the review group and he would like to hear from the Chairs group as to what they would like to get from the review.</p> <p>John Hidle confirmed that David Burgham and Joan Wheeler would be the Regional Chairs on the Review Group.</p> <p>There was then a discussion where the following matters were raised:</p> <ul style="list-style-type: none"> • A feeling from some that the system itself was broken rather than just the processes. Neil responded that it is important to prove whether the system works by getting the processes right first. • Looking at how other NGBs do things and getting them involved in the review as relevant. The suggestion was to look at large and small NGBs including the FA, RFU and LTA. Neil took this on-board. • The role of Friends, whether this was working and whether Regions were fully equipped to address issues that arose. • Presently the feeling is that too many ‘small-scale’ issues are hitting the judiciary. • The need for effective reporting of matters dealt with by the judiciary to ensure that those who need to know have clarity on decisions. • The need for clarity on the capacity available to enforce decisions or support clubs affected by a judicial ruling. • The need for regular training of Friends. <p>Richard summarised the conversation:</p> <ul style="list-style-type: none"> - This is a big task which requires a thorough listening exercise where a variety of opinions will be received. - It is important to look at the data and look outside our own sport to see how others do it. - We may not have as much resource as some but we do need a robust, consistent approach. - This is not about pointing fingers, it is a chance to make things better. <p>Neil confirmed that the Chairs could share Terms of Reference soon, he expected within a week.</p>
<p>5.</p>	<p>Role of the Counties</p> <p>Richard introduced the item saying that in his conversation with Regional Chairs, he had received a range of opinions regarding the counties.</p>

	<p>George asked the Regions whether this was an issue they would be prepared to take a lead on. The response was that the Regional Chairs would like to address this matter however they felt it was something to be addressed by both the Regions and Swim England nationally.</p> <p>A number of points were raised as follows:</p> <ul style="list-style-type: none"> - What is the role of the counties outside of the county swimming championships? - Will regions be given autonomy and authority to determine what happens in their area re counties? - What does Swim England nationally see as the role of the counties? - There is a need for a consistent approach across the country. - A number of counties believe that they are wholly autonomous. - Is this about counties or about effective sub-regional structures to strengthen the sport overall? <p>It was agreed that George would meet with Claire and some or all of the Regional Chairs (the Chairs to determine this) to:</p> <ul style="list-style-type: none"> - Fully scope the question being answered. - Establish terms of reference and capacity requirements for any review. - Identify how the counties are engaged in the process. - This can come back to this meeting for agreement on the way forward. <p>Action George</p>
6.	<p>Inclusion / anti-racism</p> <p>Jane introduced the item highlighting that an anti-racism policy is being developed along with an anti-racism statement. She highlighted the appetite to understand the issues through lived experiences and to address the systemic barriers to people engaging in aquatics. She wants the organization to stand against racism and talk about the issues openly including publishing ethnicity data and looking at the issues caused by intersectionality of more than one protected characteristic.</p> <p>David Watson welcomed the approach and highlighted the need for clubs to demonstrate they are welcoming to people from diverse backgrounds. He asked whether Swim England has gone outside the sport for ideas on the statement that is being developed. He also suggested a conversation with the Active Partnership Network may be helpful. Action Jane</p> <p>Simon Kirkland also highlighted that this has been an issue for sport for more than 30 years and welcomed the approach to talking the issue. There was then a conversation regarding some of the issues that may cause barriers.</p> <p>Richard summarized the position that anti-racism is about taking action to address the issues. Action Jane to circulate papers when ready.</p>
7.	<p>Managing employees in clubs</p> <p>Claire updated that there are a number of places where there is a lack of clarity between club activity and schemes run by the operator (est. 31 in total). She is working with the Safeguarding Team on this to ensure there is clarity for all parties on matters such as safeguarding procedures.</p> <p>She also highlighted that whilst Swim England does not intend to advise clubs on individual employment matters, there is a need to better inform clubs about the approaches to employing and managing staff to reduce the instances of</p>

	<p>breakdowns in relationships between clubs and coaches. She is working on this with her team to have something in place in 2022.</p> <p>Roger Penfold highlighted the BSCA may be suggesting that their members put in proposals to alter club constitutions. Claire said she had not had any approach to her but will update if she hears of anything.</p>
8.	<p>Dates of Next Year's Meeting Proposed 2022 meeting dates had been circulated prior to the meeting.</p> <p>31 Jan 28 Mar 23 May 18 Jul 26 Sep 28 Nov</p> <p>Action: Regional Chairs to highlight to George any issues with dates within the next week.</p> <p>Action: Richard to suggest the date that would work best for a face-to-face with the Board.</p>
9.	<p>Any Other Business</p> <p>The issue of 'drip-feed' requests for funding from Swim England to the Regions was raised and the Regional Chairs' strong preference for this to be raised once as a combined request in time for Regional budget processes. This was acknowledged with the mitigation that 2020 and 2021 have been very difficult years for planning due to the pandemic. Action George / Claire</p> <p>Richard thanked everyone for the meeting and the open and helpful discussions.</p>
	<p>Date of next meeting</p> <p>31 January 2022 - 1930 – 2100 via Zoom</p>

Swim England Sport Operations Committee

Minutes of the meeting held 16 November 2021, via Zoom

Draft minutes subject to approval at the next meeting

Present:	Neil Booth	Chairman
	Joan Wheeler (JW)	Swim England Board Member
	Ian Mackenzie (IM)	Swim England Member
	Jim Boucher (JB)	Swim England Member
	Pippa Jones (PJ)	Swim England Member
	Alex Harrison (AH)	Swim England Member
	John Hidle (JH)	Regional Chairs Representative
	Ben Gregory (BG)	Chair of Youth Advisory Panel
	George Wood (GW)	Sports Development Director
	Jon Glenn (JG)	Learn to Swim and Workforce Director
	Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director
Staff:	Ali Sibcy-Allen (AS-A)	Operations Administration Manager
	Jenny Norvill (JN)	Head of IOS (Item 1.5.3)
	Gaby Hay (GH)	Head of Membership Development (Item 4.1)
	Helen Weeks (HW)	Club Governance & Standards Manager (Item 3.2)
	Rob Henderson (RH)	Senior Operations Administrator

Invited:

Min No:

1. Standing Items

1.1 Chairman's welcome

NB introduced RH to the meeting, outlining his role to other committee members.

1.2 Apologies

None recorded

1.3 Declarations of Interest

None recorded

1.4 Minutes from previous meetings:

1.4.1 14 September 2021: The minutes were accepted.

1.5 Actions from previous meetings

1.5.1 1.6 – YAP Retention Project: Two meetings have now been held, notes will be condensed and circulated.

1.5.2 2.1 – Leadership group role meeting: Varied discussions including structure, strategies, operations planning and communications alongside the way forward.

The meeting was valued and will be repeated up to three times annually, around the planning, development and progression of programmes.

1.5.3 3.1 – WP coach education:

JN was welcomed to the meeting to provide an update on WP coach education. It was advised that since the start of the pandemic 122 L1 assistant coaches have completed their theory training enabling their practical assessments to be arranged. In addition, two L2 coaching courses have been run to completion with a third underway which will result in 32 qualified L2 coaches.

Practical assessments recommenced in April 2021, following the easing in lockdown restrictions, with Regions met in July to discuss centre availability and demand. Following this a two-tier approach has been confirmed to enable the completion of practical assessments and the delivery of full courses during 2022.

It was noted that tutor situations have changed which has hindered progress as well as venue access. Regions have been contacted to discuss utilising the Regional Training Centres to ensure assessments are able to be completed delivering to the appropriate level.

The WPLG has been met with to discuss concerns and outline the format of the programme. Moving forwards the following were agreed:

- Two-way communications regarding the state of play and competition information
- A quarterly slot to enable challenges to be raised and solutions sought
- Closer work with professional staff and support to be provided as needed.

The huge amount of invaluable work Sarah Dunsbee has completed voluntarily was noted and thanks recorded.

It was agreed that progress has been made but there are still challenges to delivery, particularly in the South East Region, in ensuring suitable athletes for practical assessments.

Action: IM to take points back to WPLG

The delivery model of the courses was queried, focussing on the reliance on using club sessions and not engaging directly with operators. The cost savings of the current model were highlighted while confirmation was given that should appropriate sessions not be available a revised model of booking the venue and inviting players will be implemented, noting that there are cost implications of doing this.

It was agreed that the club offer and associated savings need to be re-communicated to clubs.

Discussion moved to review the cost breakdown of the courses noting that current surpluses across all courses are minimal and viewed as admin costs, contributing to the development and maintenance of courses as well as the time in organising the courses. Consideration would be given to taking a potential loss on the water polo courses if considered to be at a manageable scale. RC advised that any surplus the IOS makes is donated to SE to support all disciplines, as well as confirming that should a more suitable delivery model be available outside of the IOS there is scope for those conversations to be held.

JN was thanked for her time and preparation for the meeting with recognition being given to the progress made and plans being in place for future delivery.

1.6 Leadership Group Updates

Club: The next meeting will be held in December. Future meetings have been moved to align with re-affiliation dates.

Artistic Swimming: Delivery of virtual competitions are ongoing with a hope to be back to physical competition in 2022 with a planning meeting for setting competition dates in December. Annual Regional Manager meeting has been held with regions following the national pathway.

Water Polo: The competition review is currently on hold until the talent team have confirmed how the talent programme will move forwards. IRC's are being held during November and December and all squads are meeting regularly.

Diving: Currently recruiting a volunteer lead and looking to fill vacant roles to form a strong committee. The competition pathway and handbook have had their final draft and are with the Design Team. It was reported that the National Skills final 'fell off the radar' but has now been picked up and is being progressed.

Swimming:

Unfortunately AH had left the meeting before this item was addressed – No update given

YAP: The coaching strategy and YP perspective on coaching have been discussed and sub-group meetings for retention project have been held. Suggested to work with the Insight Team during the retention project to ensure organisational consistency.

Recruiting for new members has commenced with shortlisting currently ongoing. BG will not be continuing as YAP Chair from September 2022. TORs required his replacement to come from within the group, and work is ongoing with NB and CC to determine interview questions and formal process.

2. Items for Decision

2.1 **Health and Safety Forum**

Subject to the recommended amendments and clarifications it was agreed to recirculate the document via email.

Assuming that agreement to the amends was received recruitment will commence.

Action: GW and NB to make amends and recirculate.

3. Items for Discussion

3.1 **Review of fee for SE Appeals Policy**

GW advised that the current format mirrors that of BS with complainants going back to the selectors to appeal, if this is unsuccessful the next step is to engage Sports Resolutions. While the Commonwealth Games are the largest affected competition the wording currently means the policy applies at all levels of England team selection.

Following discussions, it was felt that for all levels the appeals process could be brought in house with the panel for the second level differing depending on the situation.

For the vast majority of situations, it was proposed that the panel would be comprised of two members of the SE Board and an appropriate third person

whereas for the CWG the third person would be required to be an independent legal advisor who would act as the Chair.

Action: NB and GW to progress

3.2 **Coaching Policy for Clubs**

HW was introduced to the meeting.

Background on the updates was provided, recognising the need to ensure governance and expected standards are being upheld by both clubs and operators. Salient points include strengthening the advice and looking at the governance of clubs (specifically safe and good practices).

The document will be updated to enable equivalent coaching qualifications to be taken into consideration ensuring that the emphasis is to highlight the need for coaches to deliver activities within the scope of their qualification. Further clarification for dry land training is needed alongside developing clubs' understanding of non-UK qualifications and their need to complete their due diligence. Where clubs have only L1 coaches, transitional plans should be developed with action plans to train L2 coaches as a matter of urgency.

Confirmation was given that the document is to be implemented across all disciplines and for SOC members to feedback to GW if there is wording where this is not clear.

Discussion turned to lifeguarding and the impact of pool availability. The agreement was that the preferred situation was for lifeguarding to be provided by an appropriately qualified person other than the coach. It was recognised that in some situations it may be necessary for the club to also be the lifeguard. If this is the case, a club must assess risks and ensure that appropriate mitigations are in place to ensure this is safe and effective. The coach must have relevant lifeguarding qualifications and the procedures must be agreed with the pool operator. The document provides recommendations with club's risk assessing provisions and working with operators.

The document is an update of the current statement and so would be implemented once signed off. There was acknowledgement that some aspects may need to be clarified further and agreement was given that SE have a duty of care in developing it and ensuring it is available for all members to see so concerns can be raised if clubs are not adhering to the recommendations.

The requirement for L2 coaches being required to lead a team at competitions was queried based on the volume of competitions and potential lack of L2's to enable this provision, limiting the events which can be held / attended. It was agreed that the aspiration is for coaches leading teams at national events to be level 2 qualified with the club's risk assessing to determine suitable individuals to lead teams at other events.

Action: GW and HW to take the document away to review and circulate via email for potential sign off.

3.3 **2022 Meeting Dates**

Dates were confirmed with one amendment requested for the February date. Meetings to remain on Tuesday mornings at 10am.

Action: AS-A to circulate meeting dates.

4. **Items to Note**

4.1 **Membership Review Update**

Details of category name amendments were circulated to members in September for implementation in 2022, positive feedback received. The wider review, incorporating stakeholder engagement, is ongoing.

The coach membership proposal will shortly be presented to the SLT followed by the IOS Board. Working groups to consider all proposals to be set up during December.

Project outdoors: Database is being built with a focus on the participation side of open water activity. This group demonstrates the greatest engagement of any Swim England database. Focus is on partnership working and supporting other programmes by external organisations such as Surfers Against Sewage and the Canal and River Trust.

OW forms part of the 2022 plans with a monthly newsletter currently circulating. A number of 'influencers' to be recruited and supported by the Marketing team to assist with raising the profile of SE OW campaigns.

Consideration was given to a SOC working group for membership but it was felt important to allow the working group autonomy with SOC members supporting if deemed necessary. It was suggested that details of what membership payments contribute towards are made available, which has previously been requested.

5. **AOB**

5.1 National Masters Event: Noted that the entry prices increased after being advised this wasn't going to happen. Work being completed on 2022 events, suggested that EB should be invited to the January meeting to update and that post event reports to be requested following all national events.

5.2 **Action:** EB to be invited to January meeting. Post event reports to be requested. Volunteer Expenses: Update provided and the position of requesting funding from the Board for SE National events was advised.

6. **2022 Meeting Dates**

- Tuesday 18 January, 10am
- Tuesday 15 February, 10am
- Tuesday 29 March, 10am
- Tuesday 24 May, 10am
- Tuesday 12 July, 10am
- Tuesday 13 September, 10am
- Tuesday 18 October, 10am
- Tuesday 22 November, 10am