

Swim England South East
Regional Management Board

Minutes of Meeting held on Monday 16 May 2022 as an Online Meeting 7.00pm

Present:	Roger Penfold (RFP)	Chairman
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
John Tripp (JT)	Regional President

61 Apologies

George Adamson
Sara Todd

62 Minutes of the Meeting held on 13 April 2022

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

Action: BG

63 Matters Arising

47 – Matters Arising - Harold Fern & AH Turner Awards – It was noted that, in the minutes of the March SOC meeting, the recipients of the Harold Fern & A.H. Turner Awards had been decided. However, the minutes state this was to go to the SE Board for confirmation. Nevertheless, it was noted that Rosa Gallop was to be awarded the A.H. Turner award and she was congratulated.

48 - Appointments – Regional Management Board Member – The vacancy had been advertised and the closing date was Friday 13 May. BG to send details to RMB members for review. Members were asked to respond by 23 May.

Action: BG / RMB Members

48 – Appointments – Delegates for Swim England Council Meeting – Members confirmed that they had received their “save the date” from Swim England for the Council Meeting, to be held on Monday 4th July.

49 – Appointments – Discipline Liaisons – AL had agreed to chair the Development Group for the coming year and as a result wished to stand down as the Diving liaison. JG was appointed as Diving liaison. BG to advise Andy Hewat.

Action: BG

50 – Mailsports Concession Agreement – RFP saw Philip at Regionals and has advised of the RMB’s agreement.

51 – Swim England Strategy – A joint meeting with the Swim England facilitator for this exercise had taken place.

Landscape sheet

2 – Constitutions – It was confirmed that John Davies had stood down as a constitution checker. John had previously been checking constitutions for Kent and Oxfordshire & North Bucks. Kent have been approached to find someone to take on the role. ONB had previously requested terms of reference for the role.

Action: BG

64 Finance

No budget update had been provided as income/expenditure from the Swimming Championships is currently being processed. An update will be provided at the next RMB meeting.

Action: BG

The decision to waive Regional membership fees for the remainder of the year for Ukrainian refugees joining Swim England was ratified by the Board. This originated from a query raised by a club in Sussex.

Additional Signatory – As John Davies is no longer an RMB Member, the current signatories are Roger Penfold, Roger Prior and Chris Lee. It was agreed to appoint Alan Lewis as the 4th signatory. BG to update the mandate with HSBC.

Action: BG

65 Swimming Manager

A paper had been circulated in advance of the meeting recommending the appointment of Mike Lambert as interim Swimming Manager, with the following specific responsibilities:

1. To be **responsible** and **accountable** for any day-to-day decisions needed to ensure that the swimming activities of the Region continue.
2. To manage income and expenditure within the agreed budget and report any significant variances to the Finance Group.
3. To provide a single point of contact for relationships with Swim England (especially the Swimming Leadership Group and National Licensing Panel).
4. To reconstitute the Swimming Group to support the extended role for the group as recommended by the Strategy Group, specifically eliminating “single points of failure”.
5. To define the skills profile and person specification for the Swimming Manager.
6. To develop a swimming competition strategy for the period to July 2023.
7. To develop a swimming development strategy for the period to July 2023.
8. To review any issues arising from the 2022 Swimming Championships.

The recommendation was approved and Mike Lambert was appointed as interim Swimming Manager.

Action: BG

66 Pool Water Depth

A paper was circulated in advance on the meeting. It was felt that the updated policy released by Swim England had ambiguities which needed to be addressed, as this policy relates to health and safety there could be legal implications. RFP confirmed that this was already on the agenda for the Regional Chairs' meeting due to take place the following week. It was agreed ML would put together some words on the subject for circulation to the RMB tomorrow.

Action: ML/RFP

67 Welfare Officer Role Description

SR had indicated previously that she will be standing down from the role of Regional Welfare Officer once a replacement has been found. With the help of SR, a role description has been put together to outline what the key responsibilities of the role and the skills required, and the role description was before the Board.

It was noted that the role should include the use of a discrete Regional email account and confidential file system to ensure all information is stored securely.

Action: BG

It was felt that recruiting for this role may require a targeted approach, ideally with someone who already has practical knowledge to take on this role. ML to contact Lynne Harrison, Hampshire Welfare Officer.

Action: ML

68 Identification of Top Club Trophies for Youth and Age Group Championships

Following the Region's Swimming Championships, the top clubs for the Youth and Age Group have been published. As the conditions stated that trophies will be awarded for these, a decision needs to be made on whether trophies are purchased for this or trophies are repurposed. It was decided that it would be best to repurpose trophies that the Region already has. It was confirmed that Masters also wanted some trophies. Access to be arranged to look at the trophies currently stored in Basingstoke. CL and ML to organise a date when access can be arranged.

Action: ML/CL

69 Regional Constitution

A copy of the updated constitution was circulated in advance of the meeting. All updates had been made following the changes agreed at the ACM.

70 Licenced Meets – Regrading of Level 1 Meets in the Region

The Board were made aware of the issues experienced at 2 x L1 meets in the Region. A statement had been released by both the Region and Swim England in relation to this. The original downgrading of these meets to level 3 was supported by the Swim England National Licensing Panel, endorsing the recommendation from the Region, because the number of officials was insufficient to protect the integrity of rankings. ML has drafted an email to the Swimming Leadership Group to find out what is happening as it was not clear who is dealing with this process. RFP will also raise at the Regional Chairs' meeting.

Action: ML/RFP

71 John Davies

At the last meeting there had been discussion about recognising the retirement of John Davies, as such a long standing member of the Board. It was suggested that a social event be organised. SR and BD to lead on organising this. It was also suggested that the Region could produce a certificate to recognise long standing volunteers. BD to investigate.

Action: SR & BD

72 Affiliations & Resignations

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

New Affiliations – Approved

Isle of Wight Triathlon Club (Hants)

Affiliation Applications – Pending

Jersey Water Polo Club (Hants)

Resignations

None

Enquiries

None

Suspensions – Non Renewal of Membership

Aqua SC (Sevenoaks) (Kent) – post meeting it was confirmed with Swim England Membership that Aqua SC (Sevenoaks) had now lapsed.

73 Swim England Board Meeting Minutes

The minutes of the Swim England Board meeting on 16 March were noted.

7.0.2 CEO's Report – A query was raised about the Safeguarding issue referenced. It was confirmed that this did not relate to a club in the South East Region.

7.0.11 – A query was raised around cultural health checks. It was confirmed these relate to inclusion.

74 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meetings on 15 February & 29 March were noted.

75 Correspondence

The Board wished to congratulate those from the Region who had been selected as part of the England swimming team for the 2022 Commonwealth Games;

Alicia Wilson – Guildford City SC
Lewis Burras – Winchester City Penguins
Adam Barrett – Wycombe District SC

Details will also be included in the next newsletter, 1st June. This will also include any individuals from the Region who have been selected in other disciplines or to represent other Commonwealth nations.

76 AOB

Alan Lewis has taken on the Chairs role within the Development Group. It was noted that the role of the Development Group is vastly different to what it was previously. The terms of reference include the implementation of the Regional Agreement as well as discussions around annual plans and budget requests with the disciplines. Support will be needed from the Discipline Liaisons with this.

77 Date of the Next Meeting

RMB Meeting – Tuesday 28 June, 7pm Online Meeting

The meeting was closed at 20.18

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 16 May 2022 as an Online Meeting commencing at 1900

Agenda

- | | | | |
|---|--|------------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
<i>George Adamson</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 13 April 2022
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Finance
- Ratify decision to waive Regional membership fees for the remainder of the year for Ukrainian Refugees joining clubs in the Region
- To agree an additional signatory | RGP | 1915 |
| 5. | Swimming Manager | RFP
To follow | 1920 |
| 6. | Pool Water Depth | ML
To follow | 1935 |
| 7. | Welfare Officer Role Description
- To endorse the role description | RFP
Enclosed | 1950 |
| 8. | Identification of Top Club Trophies for Youth and Age Group Championships | BD | 1955 |
| Items for Discussion / Information | | | |
| 9. | Regional Constitution | RFP
Enclosed | 2000 |
| 10. | Licenced Meets – Regrading of Level 1 Meets in Region | RFP
Enclosed | 2005 |
| 11. | John Davies | RFP | 2010 |
| 12. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP | 2015 |
| | 12.1 New Affiliations – Approved
Isle of Wight Triathlon Club (Hants) | | |
| | 12.2 Affiliation Applications – Pending
Jersey Water Polo Club (Hants) | | |
| | 12.3 Resignations
None | | |
| | 12.4 Enquiries
None | | |
| | 12.5 Mergers
None | | |
| | 12.6 Change of Name
None | | |
| | 12.7 Suspensions – Non Payment of Membership Fees
Aqua SC (Sevenoaks) (Kent) | | |

- | | | |
|-----|--|----------------------|
| 13. | Swim England Board Meeting Minutes
To review the minutes of the Swim England Board meeting held on 16 March 2022. | RFP 2020
Enclosed |
| 14. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 15 February & 29 March 2022. | RFP 2025
Enclosed |
| 15. | Correspondence | RFP 2030 |
| 16. | AOB
<i>24 hours notice required</i> | RFP 2035 |
| 17. | Date of Next Meeting
Tuesday 28 June 2022, 7pm - Online Meeting | RFP 2040 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Wednesday 13 April 2022 as an Online Meeting 7.45pm

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Carys Jones (CJ)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
John Tripp (JT)	Regional President

45 Apologies

None received.

46 Minutes of the Meeting held on 15 March 2022

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

Action: BG

47 Matters Arising

37 - Harold Fern & AH Turner Awards – there had been no announcement made yet. It was noted that the presentation may move to Oct/November.

Landscape sheet

- 2 – Constitutions – ONB had requested a JD / terms of reference for the role.
- 12 – Appointment of Chairman – Complete, to be removed.
- 13 – Regional Rule Changes – Complete, to be removed.

Action: BG

48 Annual Council Meeting

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

Regional Management Board Member – It was agreed that an advert would go out for the role, to be included in the May newsletter.

Appointment of 4 further delegates for Swim England Council Meeting –

Following discussion, it was agreed that Rosa Gallop, Jenny Gray, Mike Lambert and Sara Todd be appointed as delegates.

Action: BG

Incorporation – further work will commence on implementing the ACM decision to incorporate.

49 Appointments

Vice Chairman – Chris Lee was appointed as Vice-Chairman until at least the point of incorporation.

Board Member Responsible for Finance – Roger Prior's appointment as Board Member Responsible for Finance was extended until 31 December 2023, subject to re-election as an RMB member at the ACM in 2023.

Discipline Liaisons –

It was agreed that the appointments would remain as follows;

- Artistic Swimming – Roger Penfold
- Disability Swimming – Roger Prior
- Diving – Alan Lewis
- Masters - Chris Lee
- Open Water – Mike Lambert
- Swimming – Carys Jones
- Water Polo – Rosa Gallop

Sub committees –

Following the departure of John Davies as an RMB member, there were some vacancies within the sub groups. However, it was noted that John Davies could still be appointed to these groups as a non-Board member.

Affiliations – Rosa Gallop, Alan Lewis, George Adamson to be appointed.

Communications – Following discussion it was agreed that this group would not continue. It was agreed that BD would continue to lead on Communications and draw on support where needed.

Disability & Inclusion – Chris Lee & Roger Prior

Finance – Alan Lewis, Roger Penfold, Roger Prior, Sara Todd, Jenny Gray to be appointed.

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

Strategy – Sara Todd, Brian Deval, Rosa Gallop, Mike Lambert

Development - The Board representatives on the Development Group will remain as George Adamson, Rosa Gallop, Jenny Gray, Alan Lewis and Roger Prior.

Swim England Judicial Appointments Panel – Susan Harrison has confirmed she is willing to continue on the panel and was reappointed.

Action: BG

50 Mailsports Concession Agreement

A paper was circulated in advance of the meeting. The Board agreed to extend the agreement until the end of 2023, with an opportunity to tender for a period beyond that taking place, agreed and awarded by the end of October 2023 at the latest, noting increased contributions by Mailsports in 2022 and 2023.

51 Swim England Strategy

Swim England are currently consulting on their Strategy and have a meeting planned with Regional Chairs. The questions posed for consideration had been circulated to the Board, but, to date, no responses had been received. It was requested that members to send any thoughts to BG. It was noted that some of the questions appear contrary to discussions happening in other working groups.

Action: All

52 Regional Strategy Group Update

ST provided a brief update. The updated terms of reference for the Development and Discipline Groups had been agreed at the last meeting. There was planned to be further discussion around the role of the Board Liaisons in due course.

53 Sports Operations Committee Recruitment

CJ had spoken with JB about his role on the Sports Operations Committee (SOC). The Region has limited representation on groups nationally given its size, and it was felt having a representative on this group would be beneficial. The two skills' based vacancies on SOC were being recruited for by an open process.

54 Affiliations & Resignations

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

New Affiliations – Approved

Isle of Wight Triathlon Club (Hants)
White Cliffs (of Dover) Swimming Club (Kent)

Affiliation Applications – Pending

Jersey Water Polo Club (Hants)
Let's Dive in! Maidenhead Swimming and Synchro Club (BSB)

Resignations

None

Enquiries

None

Suspensions – Non Renewal of Membership

Aqua SC (Sevenoaks) (Kent)

55 Swim England Regional Chairs Meeting

The minutes of the Regional Chairs' meeting on 28 March were noted.

British Swimming Restructure – RFP had raised this with the Regional Chairs as requested. Jane Nickerson confirmed she would be happy to answer any queries on this.

Club Internal Disputes – It was understood that the outcome of the judicial review will be that Regions are expected to shoulder the burden that falls on the judicial office in terms of club

internal disputes. It is expected that Regions will find people to help resolve such issues. It was understood that some club issues that arise may be due to a lack of understanding of the regulations and, in some cases, education of club officers may be needed. It was noted that Swim England do run workshops for club officers.

Role of the Counties – the work on this was ongoing.

56 Swim England Board Meeting Minutes

The minutes of the Swim England Board meeting on 16 March were not yet available.

57 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meetings on 15 February & 29 March were not yet available. BG to contact Ali Sibcy-Allen.

Action: BG

58 Correspondence

None received.

59 AOB

None received.

60 Date of the Next Meeting

RMB Meeting – Monday 16 May, 7pm Online Meeting

The meeting was closed at 20.47

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 05 May 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	<p>Finance – Deposit Accounts</p> <p>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.</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>	17.06.20 Min 80 Updated 08.02.21 Min 6	BG	<i>In Progress</i>
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>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>In Progress</i>
10	<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	
11	<p>SEEDS Diving Programme</p> <p>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</p>	21.11.21 Min 123	Diving Group	

	<p>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>			
12	<p>Trophies for Masters In order to encourage more competition the Masters Group would like to introduce four new trophies for the top SER team in the long and short course championships and at the relay championships. At the relay championships two trophies are proposed, one for large masters clubs and one for smaller clubs. It was agreed that four of the existing trophies would be repurposed for this. ML will contact Lynne Harrison and Rebecca Barker around access to the trophy store to allocate unused trophies.</p>	<p>15.03.22 Min 35.5</p>	ML	

Updated 05/05/2022 BG

Role Description

Regional Welfare Officer

Responsible to the Regional Management Board (RMB)

Role Purpose

This role is essential in providing the Region and its County and Club Welfare Officers with guidance and advice on child safeguarding and other welfare concerns. The Regional Welfare Officer ensures that the Swim England Child Safeguarding Policy and procedures are being adopted and implemented correctly, demonstrating duty of care to all children.

Key Responsibilities:

The duties of the Welfare Officer shall include, but not be limited to:

- Monitoring the Swim England Child Protection Policy, and ensuring that any changes are reflected in the Regional policies and plans.
- Advising discipline chairs, committees and other relevant persons on child protection practice to ensure that all Regional events have appropriate procedures in place.
- Providing guidance to County Welfare Officers and Club Welfare Officers on child protection issues, and advise counties and clubs on child protection training.
- Ensuring that any child protection concerns, where necessary, are notified to the Swim England National Safeguarding Officer or Office of Judicial Administration as soon as possible.
- Acting with integrity and confidentially, keeping all records in a safe and secure environment.
- Dealing with any Welfare issues referred by the RMB or Regional committees and reporting back on actions taken as appropriate.
- Appointing or consulting with persons as may be necessary to assist in the performance of these duties.
- Attending the Swim England Safeguarding and Protecting Children workshop, the SCUUK Safeguarding and Protecting Children Workshop or other approved accredited equivalent.
- Attending Swim England/NSPCC Child Protection in Sport Unit 'Time to Listen' training for designated persons.
- Being familiar with and have copies of the following resources;
 - Wavepower, the Swim England Child Safeguarding Policy and Procedures
 - NSPCC Child Protection in Sport Unit document 'Safe Sport Events, Activities and Competitions'.
 - Swim England Child Welfare Complaints Process shown in the Swim England Handbook.

- Having the contact details for the Local Children’s Social Care Teams, the Police and the National Governing Body Independent Child Protection Officer readily available.
- Referring any matter that she/he is unable to resolve to the Swim England Safeguarding Team or Office of Judicial Administration.
- Representing the Region at Swim England welfare meetings as required.

Role Criteria:

Effective Relationships

- Building effective relationships with all committee members, regional staff and our clubs.
- Building and maintaining effective relationships with external partners as required.
- Further developing existing relationships with Swim England, Regional staff, clubs and volunteers.
- Explaining clearly, verbally and in writing, how a decision has been reached.
- Identifying opportunities to share knowledge, information and learning, and make progress by working with colleagues.

Experience

- Serving on and/or reporting to committees and management boards of a voluntary organisation.
- Working as a County or Club Welfare Officer within swimming and/or another sport or sector.
- Knowledge and understanding of welfare issues within swimming and particularly those relating to child protection.

Skills

- Approachable
- Child-centred approach
- Sensitive approach to the issues involved
- Ability to work in a confidential environment.
- Good interpersonal and communication skills – verbal and written.
- Ability to ensure policy and procedures are effectively implemented.
- Confident when referring cases to external partners
- Good influencing and communication skills

Other requirements

- Attendance at meetings and deal with issues as required.
- Representing Swim England South East at National level

Type of Contract:

- *Voluntary role for a term appointment of 3 years with all reasonable expenses paid*

Likely Commitment

- 10 hours per month (averaged over the year)

SWIM ENGLAND SOUTH EAST REGION CONSTITUTION

In this constitution:

- *the words “Swim England” mean the Amateur Swimming Association (Swim England) Ltd;*
- *the word “Region” shall mean Swim England South East Region;*
- *the word “club”, unless the context indicates differently, includes any body, association or organisation affiliated to the Region;*
- *words importing the masculine gender shall include the feminine;*
- *words of the plural number shall include the singular and words of the singular number shall include the plural.*

1 Name

The name of the Region shall be “Swim England South East Region” and this formal name shall appear on all official correspondence, although the Regional Management Board may approve a different “trading” name.

2 Composition

- 2.1** The Region shall comprise the clubs, associations, organisations and bodies (the “clubs”) affiliated to the Region in accordance with the criteria set by Swim England, and the members of those clubs.
- 2.2** The Region shall be defined geographically as the ceremonial counties (as defined in the Lieutenancy legislation) of Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex and the Crown Dependencies of the Channel Islands.
- 2.3** The status of the organisation (Swim England South East Region) shall be an unincorporated association operating as a voluntary body to achieve the aims as laid out in this constitution.

3 Objectives

- 3.1** The objectives of the Region shall be to:
 - 3.1.1** carry out the aims and objectives of Swim England;
 - 3.1.2** obey and enforce the laws, rules, resolutions and rulings of Swim England;
 - 3.1.3** strive to deliver the vision adopted by the Region from time to time.

4 Responsibilities of the Region

- 4.1.** The responsibilities of the Region shall include, but not be limited to:
- 4.1.1.** produce, maintain and implement such plans based on strategic criteria set by Swim England and in such form as Swim England may from time to time require;
 - 4.1.2.** administer such procedures as Swim England and the Region shall decide from time to time to establish and maintain Sub-Regions forming part of the governance, administration and delivery of the sport within the Region;
 - 4.1.3.** administer the procedures for clubs, to affiliate to the Region and to the Sub-Regions which form part of the Region, including any necessary fee collection;
 - 4.1.4.** administer the procedures for associations, bodies and organisations to affiliate to the Region, including any necessary fee collection and the allocation, as appropriate, to Sub-Regions;
 - 4.1.5.** administer such procedures as Swim England shall decide from time to time to enable individual club members to be members of Swim England.

5 Responsibilities of Sub-Regions

5.1. The responsibilities of the Sub-Region shall include, but not be limited to, the following

5.1.1. General

5.1.1.1. Each Sub-Region shall:

- 5.1.1.1.1.** be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region;
- 5.1.1.1.2.** observe the laws, judicial and technical rules of the Association and ensure that they are observed within its jurisdiction;
- 5.1.1.1.3.** follow the resolutions and rulings of the Swim England Board and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within its jurisdiction;
- 5.1.1.1.4.** be accountable to the Region for the proper discharge of its functions.

5.1.2. Administration and Finance

5.1.2.1. Each Sub-Region shall:

- 5.1.2.1.1.** determine the uses to which its funds are allocated within the strategic criteria set by the Region;
- 5.1.2.1.2.** set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Region;
- 5.1.2.1.3.** set up and implement a Development Plan based on the strategic criteria set by the Region;
- 5.1.2.1.4.** have the authority to set a Sub-Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;

5.1.3. Accountability

5.1.3.1. Each Sub-Region shall

- 5.1.3.1.1.** from time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for approval;
- 5.1.3.1.2.** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
- 5.1.3.1.3.** report to the Regional Management Board, in such a form as it may from time to time require, on its:
 - 5.1.3.1.3.1** activities and any issues arising therefrom;
 - 5.1.3.1.3.2** financial statements;
 - 5.1.3.1.3.3** performance against its Development Plan.

5.1.4 Liaison with Sub-Regions

- 5.1.4.1** The Regional Management Board shall be responsible for ensuring appropriate liaison between the Region and its Sub-Regions in respect of the Business and Development Plans of Sub-Regions.

6. Affiliation and Resignation

- 6.1** A club applying to the Region for affiliation must submit its application to the person designated by the Regional Management Board. In deciding whether to grant affiliation the Region must consider the application against the national criteria approved by a body nominated by Swim England.
- 6.2** A grant of affiliation to the Region for a club shall include allocation to a Sub-Region operating within the Region, when appropriate. A fee for this may be included as part of the Regional affiliation fee.
- 6.3** Applications for affiliation will be considered, and determined, on behalf of the Regional Management Board, by its Affiliation Sub-Group
- 6.4** If an application for affiliation is refused by the Affiliation Sub-Group, there shall be a right of appeal to the Board, whose decision shall be final and binding on all parties.
- 6.5** A club wishing to resign from the Region shall give notice in writing to that effect before January 1st to the person designated by the Regional Management Board or it will be held liable for its affiliation fee for the current year.

7. Fees

- 7.1.** Each affiliated club shall pay to the Region (or to Swim England depending on the arrangements in place) an annual fee made up of all or part of the following components:
 - 7.1.1.** Swim England membership fees set by Swim England for each individual club member;
 - 7.1.2.** a Regional affiliation fee set by the Regional Management Board; different fees may be set for different types of club, including a zero rate;

7.1.3. a Sub-Regional affiliation fee which may be set by the Sub-Region and notified to the Regional Management Board before 31 July;

7.2. The annual Regional fee :

7.2.1. shall be fixed by the Regional Management Board before 31 July;

7.2.2. may be waived in specific cases at the discretion of the Regional Management Board.

7.2.3. A club not having made its return of club membership and paid its liabilities to the Region, Swim England and its Sub-Region by the date adopted by Swim England shall be suspended from affiliation with immediate effect until such time as those liabilities are discharged or until May 1st whichever is the earlier. Any club not having paid its liabilities by May 1st shall be deemed to have resigned.

8. Government

8.1 The Regional Council

8.1.1 Only persons who are members of Swim England shall be eligible to be members of the Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of the Council provided that he has been appointed by the organisation he represents under its own rules.

8.1.2 Membership shall include at least one representative from each Sub-Region and affiliated club, for which that club pays affiliation fees based on its membership.

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

8.1.3.1 one from each club having up to 50 members;

8.1.3.2 two from each club having between 51 and 200 members;

8.1.3.3 three from clubs having more than 200 members.

8.1.4 The following post holders shall be Members of the Council – President, Vice-President, Chairman of the Management Board and Members of the Regional Management Board.

8.1.5 Office holders, if not otherwise members of the Council, shall be entitled to attend meetings of the Council and may speak at the invitation of the Chairman.

8.2 The Management Board

8.2.1 Only persons who are members of clubs affiliated to the Region shall be eligible to be voting members of the Management Board.

8.2.2 Voting membership shall be 12 persons elected by the Regional Council.

8.2.3 In addition, a voting Chairman shall be appointed by the Regional Management Board members from nominations received from the Region's clubs; who shall hold office for four years and shall not be re-appointed for more than two consecutive terms of office; and who shall be subject to removal from office at any time provided that three quarters of the members of the Regional Management Board are in favour.

8.2.4 The Management Board members shall have a term of office of three years with

one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election as appropriate.

8.2.5 Any vacancy that occurs shall be filled by a majority decision of the remaining members of the Regional Management Board for the remainder of the term, subject to the agreement of Council at its next meeting.

8.2.6 The Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.

9 Officers

9.1 The Officers of the Region shall be the Chairman of the Regional Management Board, the Member of the Regional Management Board responsible for finance and the Vice-Chairman of the Regional Management Board appointed at its first meeting after the Annual Council Meeting.

10 Finance

10.1 Money

10.1.1 The Region's monies shall be held in such bank accounts and/or investments as approved from time to time by the Regional Management Board.

10.1.2 The Regional Management Board may, at its own discretion, borrow money for the purposes of the Region up to such limits on borrowing as may be laid down from time to time by the Annual Council Meeting.

10.1.3 When so borrowing, the Regional Management Board is empowered to create a charge over the assets of the Region, if any such security is required.

10.1.4 The Region's financial year shall end on December 31st.

10.1.5 The Region shall be a not for profit organisation and the income and the property of the Region shall be applied solely towards the promotion of the Objectives. Except as detailed in Clause 10.5 (Dissolution) none of the income or property of the Region may be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit.

10.2 Indemnity

10.2.1 Every member of the Regional Management Board, employee, servant and agent of the Region shall be indemnified by the Region and it shall be the duty of the Region to pay all costs, losses and expenses which any such person may properly incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties.

10.3 Expenses

10.3.1 Members of the Regional Management Board and of any sub-body appointed by the Regional Management Board or any person duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region at rates decided by the Regional Management Board.

10.4 Property

10.4.1 The Region may purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so:

10.4.1.1 Any property of the Region, other than cash at the bank, must be vested in not more than 4 Custodians. They must deal with the

property as directed by resolution of the Regional Management Board and entry in the minutes shall be conclusive evidence of such a resolution;

10.4.1.2 The Custodians shall be elected at a Council Meeting and shall hold office until death or resignation unless removed by a resolution passed at a Council Meeting;

10.4.1.3 The Custodians shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the discharge of their duties.

10.5 Dissolution

10.5.1 A resolution to dissolve the Region shall only be proposed at a Council Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote.

10.5.2 If upon the winding up or dissolution of the Region there remains after the satisfaction of all its debts and liabilities any property whatsoever and:

10.5.2.1 if the Region has benefited from mutual trading the same shall be distributed among the affiliated clubs in such proportions as the clubs may mutually agree;

10.5.2.2 if the Region has not benefited from mutual trading the same shall be transferred to any successor body, organisation or association or in default of such a body to the Amateur Swimming Association (Swim England) Ltd.

11 Powers and Responsibilities of the Council

11.1 The powers of the Regional Council shall include, but not be limited to,

11.1.1 oversee the work of the Regional Management Board;

11.1.2 receive reports and accounts from the Regional Management Board;

11.1.3 receive and consider the accounts for the previous year, submitted by the Regional Management Board, together with the report on the accounts by the independent examiner (or auditors, as appropriate);

11.1.4 appoint a special committee to consider and report on any matter. The Council must determine the number of members and decide the terms of reference.

11.2 The Regional Council shall:

11.2.1 discuss any relevant matter but shall only pass resolutions on matters which appear on the agenda for its meetings;

11.2.2 elect persons to such posts as the Region may from time to time require to carry out its business or to delegate any or all of these to the Regional Management Board. These posts shall include, but not be limited to, a President, President-Elect [or Vice-President], Members of the Regional Management Board, Swim England Members' Forum Representatives (the President and the Chairman of the Regional Management Board shall automatically be appointed as Members of the Swim England Members' Forum) and appoint custodians of the Region's property and examiners of accounts (or auditors, as appropriate),

11.2.3 endorse such appointments as are recommended from time to time by the Regional Management Board.

- 11.3** The responsibilities of the Regional Council shall include, but not be limited to,
- 11.3.1** approve, by a two thirds majority of those voting, any proposed changes to the Regional Rules, subject to the condition that any changes which refer to the mandatory elements of this standard constitution be approved by Swim England before coming into operation;
 - 11.3.2** abide by the standing orders set out in these Rules;
 - 11.3.3** keep full and accurate minutes of its meetings.

11.4 The Regional Council shall:

- 11.4.1** hold an Annual Meeting in April, giving notice of the date, venue and agenda to affiliated clubs and members of the Council at least 21 days prior to the meeting;
- 11.4.2** hold a Special Meeting within 30 days of a request from the Regional Management Board or from a duly accredited officer of at least 20 different affiliated clubs giving notice of the date, venue and agenda to affiliated clubs and members of the Council at least 21 days prior to the meeting.

12 Standing Orders for Council

- 12.1** The procedures for meetings of the Regional Council shall include, but not be limited to, the following provisions:

12.1.1 Chairman

12.1.1.1 The Chairman at all meetings of the Council must be the Chairman of the Regional Management Board if he is present. In his absence the meeting must elect a chairman. The chairman must be given:

- 12.1.1.1.1** unlimited authority upon every question of order and must be, for the purpose of such meeting, the sole interpreter of the rules governing the Council;
- 12.1.1.1.2** the right to vote on every motion. In the event of an equality of votes, he must have the casting vote.

12.1.2 Motions

12.1.2.1 A proposal for consideration by the Regional Council at its Annual Meeting, which does not embody a proposal to change a Regional Rule, may be submitted:

- 12.1.2.1.1** by the Regional Management Board; or
- 12.1.2.1.2** by a sub-regional body, a club affiliated to the Region or a member of Council in which case it must be received by the person designated by the Regional Management Board not later than 28 days immediately preceding the Annual Council Meeting;
- 12.1.2.1.3** Proposals in accordance with this section shall be sent to the clubs and bodies entitled to be represented at Council not less than 14 days before the Annual Council Meeting.
- 12.1.2.2** A motion of which due notice has not been given shall not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to Regional Rules.

12.2 Annual Report and Minutes

- 12.2.1** The Annual Report to Swim England from the Region shall be presented at the

Annual Council Meeting.

12.2.2 Questions on the minutes of the Regional Management Board or sub-bodies appointed by it or by the Council shall normally refer only to those for the Regional year last past as defined in these Rules. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the Regional year provided that:

12.2.2.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and

12.2.2.2 the minutes have been approved by the Regional Management Board; and

12.2.2.3 a specific question seeking further clarification or information is asked; or

12.2.2.4 a proposal has been made under these rules relating to those minutes.

12.3 Procedures at Council Meetings

12.3.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Regional Management Board shall be proposed by a member of that Management Board while those which emanate from a sub-body of the Region must be proposed by the nominee of that sub-body. If the nominee is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the nominee shall be allowed to speak in support of the resolution.

12.3.2 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.

12.3.3 Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.

12.3.4 A proposal to change the Regional Rules shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a Regional Rule or otherwise, shall require a simple majority of those members voting.

12.3.5 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of validated agenda. Voting on elections shall be by secret ballot. Proxy voting shall not be permitted. A member of the Council shall have only one vote irrespective of the number of clubs he represents or the positions which he holds.

12.3.6 The quorum at a Council meeting shall be 15 authorised delegates.

12.3.7 The Council meeting shall be open to the public but, except as provided in Regional Rules, or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may, at any time, decide to exclude the public.

12.4 Changes to Regional Rules

12.4.1 Any proposal to change a Regional Rule may only be considered at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The

Council shall consider and decide only the principle and intention of the proposal. The Regional Management Board shall draft the wording of the changes to the Rules to implement the principles and intentions approved by Council.

- 12.4.2** A proposal to change a Regional Rule shall only be considered at the Annual Council Meeting if it has been:
- 12.4.2.1** made by the Regional Management Board at a meeting by the date fixed each year by the Regional Management Board and appears in the minutes of that meeting; or
 - 12.4.2.2** made by a sub-body appointed by the Council or the Regional Management Board and appears in the minutes of that sub-body which have been approved by the Regional Management Board by the date fixed each year by the Regional Management Board; or
 - 12.4.2.3** made by a club, affiliated to the Region or sub-regional body and has reached the person designated by the Regional Management Board by the date fixed each year by the Regional Management Board; or
 - 12.4.2.4** made as a matter of urgency, approved by the Regional Management Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two-thirds of the delegates voting.
- 12.4.3** A proposal to change a Regional Rule may only be considered at a Special Council Meeting if it has been:
- 12.4.3.1** included in the resolution or request for the meeting;
 - 12.4.3.2** referred to the Regional Management Board, unless emanating from it. The Regional Management Board shall indicate its support or opposition and may propose amendments which shall be included on the agenda of the Council Meeting.
- 12.4.4** Every proposal to change a Regional Rule and/or amendment to it, shall be proposed and seconded separately and shall be open for discussion by any delegate with or without prior indication of intent.
- 12.4.5** An amendment to any proposal to change a Regional Rule may be proposed by any member of Council, supported by another member as a seconder, and must reach the person designated by the Regional Management Board fourteen days prior to an Annual Council Meeting or Special Council Meeting, as the case may be.
- 12.4.6** A schedule of all such amendments shall be sent to the clubs, and sub-regional bodies entitled to be represented at Council at least seven days before the Council Meeting at which they are to be considered.
- 12.4.7** Regional Rule changes approved by the Regional Council shall become effective on a date agreed at the Council Meeting. If any addition, alteration or rescission of Swim England Law causes a Regional Rule to conflict with it, the Management Board must immediately cause the Regional Rules to conform to it.
- 12.4.8** Re-numbering of Regional Rules and any consequential alterations shall be at the discretion of the person designated by the Regional Management Board subject to the approval of the Regional Management Board.

13 Powers and responsibilities of the Regional Management Board

- 13.1** The responsibilities of the Regional Management Board shall include but not be limited to :
- 13.1.1** appoint a chairman (see section on Government) in the appropriate year, that appointment to take effect from 1 January in the year in question;
 - 13.1.2** appoint one of its members as the person responsible for the oversight of the financial matters of the Region.
 - 13.1.3** set the annual affiliation fee in line with the budget;
 - 13.1.4** ensure that full and accurate minutes of its meetings are kept and make these available to members of Council, affiliated clubs and sub-regional bodies;
 - 13.1.5** be accountable to the Regional Council and report to it at such times and in such a form as it may require;
 - 13.1.6** appoint any office holders not elected by the Council;
 - 13.1.7** determine the strategies of the Region within the overall policies and plans agreed by the Council;
 - 13.1.8** carry out any specific duty laid upon it by the Council;
 - 13.1.9** have day to day management of the affairs of the Region including the oversight of the production of the Region's Plans for the approval of Council, and their implementation thereafter;
 - 13.1.10** to submit to the Annual Council Meeting accounts of the Region for the previous year.
- 13.2** The powers of the Regional Management Board shall include but not be limited to:
- 13.2.1** determine who shall be the authorised signatories of the Region's financial accounts;
 - 13.2.2** appoint and/or remove, or delegate the appointment of, paid or unpaid persons as staff or post holders, in so far that the action is contractually or legally possible;
 - 13.2.3** monitor and evaluate the work of the staff and/or office holders;
 - 13.2.4** have general superintendence of the work of the sub-bodies and any other persons appointed to specific tasks within the Region. (including the production of full and accurate minutes of their meetings and/or other activities);
 - 13.2.5** have general superintendence of the work of the Sub-Regions;
 - 13.2.6** contract for services and products other than those covered by staff employed directly or indirectly by Swim England.
 - 13.2.7** determine any proposals to be submitted to the Swim England Annual General Meeting by a two-thirds majority of those attending and voting at a Board meeting

14 Standing Orders for the Regional Management Board

14.1 Chairman

- 14.1.1** The Chairman at all meetings shall be the Chairman of the Regional Management Board if he is present, able and willing to act. In his absence, inability or unwillingness the meeting shall elect a Chairman. The Chairman shall be given:
 - 14.1.1.1** unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the rules

governing the Board;

14.1.1.2 the right to vote on every motion. In the event of an equality of votes, he shall have the casting vote.

14.1.2 Procedures at Regional Management Board Meetings

14.1.2.1 The confirmation of the minutes of the previous meeting shall be considered as the first substantive item on the agenda.

14.1.2.2 Reports from any sources shall only be considered if they have been circulated with the agenda. Other reports may be considered if the Chairman and the members of the Board agree by a two thirds majority that it will not prejudice the good governance of the Region to do so.

14.1.2.3 Every motion shall be proposed and seconded.

14.1.2.4 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of a proposal under discussion.

14.1.2.5 All proposals, including amendments to proposals shall require a simple majority of those members voting unless otherwise specified in these rules.

14.1.2.6 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of hands. Proxy voting shall not be permitted.

14.1.2.7 The quorum at meetings shall be 7 voting members of the Board.

14.1.3 Other matters relating to Regional Board Meetings

14.1.3.1 There shall be at least 6 meetings of the Regional Management Board each year.

14.1.3.2 The agenda for meetings, including all reports to be considered, shall be sent to Members at least 7 days in advance of the meeting

15 Elections

15.1 Nominations for electable offices shall be submitted to the person designated by the Regional Management Board by the date fixed each year by the Regional Management Board.

15.2 Any Member of an affiliated club may be nominated for electable office.

15.3 Where there are the requisite number of candidates or fewer, those candidates are automatically elected, unopposed.

16 President and Vice-President

16.1 The role of the President shall be to represent the Region.

16.2 Nominations for President may be made by any club.

16.3 The Regional Management Board shall review nominations for the office of President and make recommendations thereon to the Council at the time of election.

16.4 Election of the President shall normally take place one year ahead of their presidential year and the President Elect shall act as Vice-President for that year.

16.5 The President and President Elect (Vice-President)

16.5.1 shall be sent the agenda for meetings of the Regional Management Board;
16.5.2 shall have the right to attend the meetings of the Regional Management Board;
And;
16.5.3 may speak, but not vote, at meetings of the Regional Management Board,
by virtue of those offices.

South East Region statement regrading of Level 1 meets in Region

On 28th April, Swim England [issued a statement](#) relating to two Level 1 licenced meets held in the Region that failed to meet the published criteria for Level 1 meets, especially in terms of the number of qualified officials.

The original downgrading of these meets to level 3 was supported by the Swim England National Licensing Panel, endorsing the recommendation from the Region, because the number of officials was insufficient to protect the integrity of rankings.

The statement by Swim England implies that this was not a major problem.

The decision to reinstate times on rankings was taken by the Swim England Swimming Leadership in consultation with members of the Region Licensing Panel. The Region supports this decision because it is in the interest of the swimmers involved.

However, this action is unlikely to be without implications for the host clubs. Together with Swim England and the clubs involved, we will begin a review of all circumstances to gain a better understanding of the issues surrounding the infringements.

Any sanctions on the clubs involved will be considered after this period.

As an immediate action the Region Licensing Panel will in future encourage clubs planning meets to include having insufficient officials in their risk assessment for the competition and make provision for that eventuality in the competition conditions. We will also be seeking assurances that clubs develop and identify effective communication pathways to keep competitors and their families informed about any likely changes to the level of the competition.

Swim England South East has total confidence in the Regional Licensing Panel and thanks the members of the panel for their continuing vigilance in identifying infringements to licenses.

Amateur Swimming Association (Swim England) Limited Board Minutes

16 March 2022

Via Zoom

Present

Richard Hookway – RH (Chair)

Neil Booth- NB

Ali Breadon – AB

Barry Saunders – BSa

Sarah Gregory - SG

Brian Havill – BWH

Jane Nickerson – JMN

Bernard Simkins – BSi

Joan Wheeler - JW

Officers in attendance:

Rob Henderson – RHe (Senior Operations Administrator)

Lois Jarvis - LJ (Director of Legal)

George Wood - GW (Sport Development Director)

Min No:

1. **Welcome & Apologies**

1.1 RH welcomed all to the meeting. In particular, LJ was welcomed by the Board as Richard Barnes' replacement.

1.2 Apologies have been received from Aysha Kidwai, Raj Kumar and Caroline Green.

1.3 It was noted that SG would need to step away from the meeting at 2pm and AB will be arriving at 2pm and would need to leave at 4pm. Due to AB reporting on item 11.5, this update will be moved to the beginning of item 11.

1.4 RH noted the request from BSa to update on the UKAD Anti-Doping Framework under AOB (item 14).

1.5 After discussion outside of the meeting, RH and JMN would like to see something sport-related as the significant discussion point at the heart of each meeting. All suggestions are welcome on a rolling basis.

2. **Declarations of interest**

No new declarations.

3. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 2 February 2022**

The Minutes were accepted as a true and accurate record of the meeting.

4. **Review of actions arising from the meeting held on 2 February 2022 to note progress**

4.1 There were a number of open actions from the action log where updates were offered (numbers are in reference to the action log):

- 4.2 1 – An update on the Judicial Review will be received later in the meeting.
- 4.3 6 – The Schedule of Risks is an ongoing task being discussed at Audit, Risk and Probity Board. Reports will be delivered as a part of the standing agenda moving forwards.
- 4.4 20 – A role description is in development for an Independent ARP member. The role will be advertised in March and recruited in April. There was some discussion at ARP around whether one or two members are more appropriate and guidance from the Board Chair is welcomed.
- 4.5 **Decision: ARP to recruit two Independent members if two appropriate candidates are identified.**
- 4.6 25 – EDI training will be arranged for the in-person September Board meeting.
- 4.7 42 - Membership analysis – JMN now has the raw data which requires some tidying up before circulation. It will be out by 25 March 2022.
- 4.8 45 – JMN advised that the calendars of future events, including event protocols, are on their way.
- 4.9 The Chair offered congratulations to BWH, JMN and all involved in the sale of two floors of SportPark.
- 4.10 RH identified the Knowledge Sharing sessions as excellent and feels Board colleagues will get a lot out of them. RH further requested that sessions were recorded and a library be created.
- 4.11 NB gave apologies for items incomplete against his name and proposed the submission of a written update in due course, which was accepted by the Board.
5. **Confirmation of decisions made by e-mail**
The accounts of the old unincorporated ASA were formally approved by email in February, having been tentatively approved at the February Board meeting.
6. **Chair's report**
- 6.1 The participation of British athletes competing alongside Russian and Belarusian athletes in events is still an open question. At the time of the meeting, the following organisations had a documented approach:
- 6.2
- FINA – haven't banned Russia and Belarus yet, but may do in the future
 - LEN have banned Russia and Belarus from competing in their events
 - World Student Games – BUCS have pulled the GB team, but not before the Diving and Water Polo teams were pulled in a joint decision with British Swimming. Security issues were the dominant concern.
- 6.3 It was further noted that the Government are strongly encouraging sports not to compete against Russia and Belarus.
- 6.4 The Sport & Recreational Alliance have a new Chair, Dame Janet Beer. At the most recent meeting, environmental sustainability, national safeguarding guidance aimed at grassroots / less established NGBs were discussed.

- 6.5 RH met with Phil Smith at Sport England. Our funding is likely to be a rollover for one year, the logic is to give us time and space to work through our strategy before agreeing a longer term commitment. It was noted that the reorganisation of the Sport England staff structure is still in progress.
- 6.6 RH updated Phil Smith on the ongoing safeguarding issue; there is some publicity regarding this and communication is tricky due to the sensitive nature. The findings of our investigation have been independently verified and Sport England are in possession of the full facts.
- 6.7 The Chair gave his thanks to all who in the region who are doing their best in this difficult and challenging situation.
7. **CEO's report**
- 7.0.1 As reported by the Chair, there is an ongoing safeguarding issue and the Club concerned is likely to be dissolved by 4 April 2022. The insurers are fully aware of all developments.
- 7.0.2 NB updated on the plan for dissolving the club. If the Emergency General Meeting does not dissolve the club, it is likely the Region will remove affiliation. The British Championships start on 5 April 2022 and arrangements are in hand to manage the entry data for the members concerned. 15 competitors have entered under the current club name and do not have a second Club to compete for.
- 7.0.3 The Board are unanimous that the athletes have done no wrong and they must be allowed to compete in the British Championships if they have qualified and entered. (This is subject to any rejections by British Swimming due to capacity – all rejections are based on time.)
- 7.0.4 BSa noted that under the Competition Regulations, swimmers must be a “Member on Entry”.
- 7.0.5 **Action: NB and BSa agreed to work through ensuring the affected swimmers could compete on 5 April 2022.**
- 7.0.6 JMN outlined the support that has been given to the swimmers affected. This includes signposting to relevant external organisations. Many of those affected by the behaviour uncovered by our investigation are now out of the Club programme.
- 7.0.7 The current members who need to move clubs have been offered one to one contact with an appropriate member of the Swim England team in order to discuss their options.
- 7.0.8 The broader issue of supporting children who suffer trauma whilst participating in sport was discussed, specifically how feasible it is to go above and beyond what is expected of us in this area.
- 7.0.9 **Action: JMN to request quote from Insurers for coverage for children's therapy sessions.**
- 7.0.10 There is a need to review what other sports do noting that NGBs cannot afford comprehensive private counselling. The Board agreed that funding ongoing individual therapy was not for recommendation at this point.

- 7.0.11 George Wood (Sport Development Director) is talking to one region regarding undertaking cultural health checks. These health checks have the potential to act as a pilot project for the rest of the country.
- 7.0.12 JMN gave her thanks to NB who has gone above and beyond to deal with this situation as the Board's safeguarding lead. RH also expressed his gratitude at NB removing children from harm's way - NB should be proud of what he's achieved.
- 7.0.13 NB was grateful for the recognition, expressing that Swim England would greatly benefit from more resource in this area, to be ready for future incidences. The Board will welcome a plan concerning new resources.
- 7.0.14 JMN believes we will get a continuation of our funding for one year, which will be agreed by the Sport England Board at the end of March. We welcome the fact that we will start the planning process again, aligning Sport England's strategy with our strategy and goals. Our new Relationship Manager understands NGBs and is willing to look at things from different perspectives – this is very positive for the future.
- 7.0.15 It was advised that preparations will change for the Commonwealth Games team if we don't go to World Championships due to the ongoing conflict in Europe.
- 7.0.16 We have a warm lead on an investment through Altius. The investment is within their budget and could increase incrementally. They would work with us on a funded activation programme as well.
- 7.0.17 JMN advised of two decisions required from the Board, concerning Swim England representatives on the British Swimming Board. An overview was given as to the current situation on the Board; a Chair is currently being recruited. JMN is coming to the end of her first term and one of our other two members is coming to the end of their second and final term.
- 7.0.18
- Whether the Board wish to re-nominate JMN for a second term on the British Swimming Board
 - Whether, in the current situation at British Swimming Board, it would be more prudent to delay nominating a second member to the British Swimming Board until a Chair has been appointed. However, the appointment must be made prior to November 2022.
- 7.0.19 JMN left the meeting in order to avoid a conflict of interest.
- 7.0.20 SG left the meeting as previously advised.
- 7.0.21 AB joined the meeting prior to the vote.
- 7.0.22 **Decision: JMN nominated for second term on the British Swimming Board.**
- 7.0.23 JMN returned to the meeting.
- 7.0.24 **Decision: Delay nomination of second board member until British Swimming Chair has been recruited but ensuring a nomination is in place for November 2022.**
- 7.0.25 **Action: It was agreed that we need to have an appointment to the British Swimming Board prior to November at the latest. JMN to lead.**

- 7.0.26 RH stated the need to be clear on the process utilised. There is an opportunity for somebody within the Swim England team to join, considering succession plans. It may also be appropriate to consider diversity.
- 7.0.27 The Team Awards will be held on Thursday 15 September 2022 after a short hiatus, with the theme of connection / reconnection. JMN would like one or two Board Members to assist with Award judging, JW has already volunteered. JMN would also like to extend a dinner invitation to all Board Members. BSi offered to undertake this again if there are no other volunteers.
- 7.0.28 **Action: JMN to contact Board with request for judges for Team Awards.**
- 7.1 **COVID Evaluation**
- 7.1.1 As this paper was not circulated to the Board until the morning of the meeting, it was decided to conduct any comment on this paper via e-mail.
- 7.1.2 The paper covers SLT's thoughts on the pandemic and Swim England's approach throughout. It covers both excellent practice and efforts to be made for the future should a similar crisis occur.
- 7.1.3 AB felt it was a great paper and a fantastic exercise to undertake. We should capture as much of this as possible in our Business Continuity plan, particularly when it comes to pool closure.
- 7.1.4 **Action: JMN to ensure learning from COVID Evaluation Paper is captured in the Business Continuity plan.**
8. **Inspire 2022 presentation**
- 8.1 GW introduced himself and outlined his role as Sport Development Director, before delivering a presentation on Commonwealth Games Legacy to the Board.
- 8.2 **Action: GWs Commonwealth Games Legacy presentation to be circulated with Minutes.**
- 8.3 The key tenets of the presentation were:
- Diving are aiming to top the medal table again
 - Swimming are aiming to be the most successful England team ever which would require 11 gold medals across both para swimming and swimming. The opportunity is being taken to have an integrated team. Unfortunately, some para athletes won't be able to compete due to low numbers within their classification.
- 8.4 There has been a great deal of excitement about Swimming in the Commonwealth Games from the general public.
- 8.5 Birmingham is a water deprived city and there is the opportunity to use B2022 as an inspiration for improving this. The swimming workforce in the area is not diverse and we want to change this to be more representative of the community it serves.
- 8.6 There hasn't been a 10m diving facility in West Midlands for some time, the Sandwell Aquatic Centre represents an opportunity to develop a whole new sport in this Region.

- 8.7 Drawing on our learnings from London 2012, we are trying to create the perfect collaboration with key stakeholders to create the most impactful legacy after these games.
- 8.8 Further to this, there has been a marked change in approach in Sport England strategy – collaborating with both traditional and non-traditional partners. We know that we need to do this too to bring our vision to fruition.
- 8.9 The foci of the project are Young People, Community Swimming, Workforce and Diving.
- 8.10 There is a very compelling case around the focus of Young People. If we take Key Stage 2 requirements for the Black Country – 59.4% can swim 25m, 53.4% can use a range of strokes, 50.2% can rescue themselves. Every primary school in the Black Country is within walking distance of open water, meaning these are worrying statistics that are trending downwards. Many poor achieving areas can be linked to areas that are economically disadvantaged.
- 8.11 Sport England have a new pot of funding related to the Commonwealth Games to drive a legacy from the Games. We will find out our award shortly as we have applied for a significant sum. Our application concerns working on local programmes with local groups to achieve change, tackling inequalities, involve collaboration and starting conversations. This is worth noting for all future funding conversations.
- 8.12 A number of possible partners have been identified for future commercial discussions.
- 8.13 Sport England Funding will run until 2023, but we are planning for beyond this in terms of legacy and impact.
- 8.14 The Board queried GW following the presentation:
- 8.15 - *Have KPIs been set?* GW: our funding application and planning has been based around how we achieve, not what we achieve to start with – we need to achieve true collaboration initially, before discussing detailed objectives with those partners.
- 8.16 - *Are we engaging clubs locally?* GW: We believe that introducing children from a more diverse background into the local clubs will have a positive impact.
- 8.17 - *How will we bridge those children into the clubs, who are not yet at a performance standard?* GW: At present this is in the detail of the planning, to be completed when funding awards have been decided. There will definitely be some “inspire” pieces of work regarding the Sandwell Aquatic Centre.
- 8.18 - *Are we adequately resourced to achieve the end result?* GW: it is a large programme. If our funding bid is successful, we have a number of roles planned to lead in this area. Our Learn to Swim team will also be involved and engaged in this.
9. **CFO’s report**
BH reported that it is pleasing that we have a good profit figure but it should be noted this is due to reduced spend, with a smaller team and less activity. Historically we have always tried to break even, so we will need to plan for how to utilise the profit. Consideration to be given to repaying the Coronavirus Business Interruption Loan

from the 2021 surplus. In addition, we will receive the payment for the sale of 2 floors of SportPark.

9.1 **Loans and Reserves**

9.1.1 Free reserves were clarified as being those assets and monies not tied up in fixed assets. It was agreed to reword this and resend an updated wording to the Board, to be agreed via e-mail.

9.1.2 BWH clarified that other sports will have fewer free assets than Swim England. However, those sports have fixed assets that they are able to borrow against if the situation requires. Best practice for charitable organisations is for a maximum of six month's operational reserves.

9.1.3 With the part sale of SportPark to Loughborough University, there was discussion around the most appropriate time to repay the CBIL. There were merits in both repaying immediately and awaiting the receipt of SportPark monies.

9.1.4 **Decision: Continue to defer the CBIL repayment until SportPark monies have been signed off by Loughborough University.**

9.1.5 **Action: BWH to send revised wording regarding free reserves for agreement by e-mail**

9.2 **2021 Annual Report and consolidated financial statements for Swim England**

9.2.1 At the moment all numbers are finalised subject to no adjustment re Sport England revenue. The Trustees report is almost complete, with a good pandemic review but less detail on the past 9 months and the future, which needs to be remedied for balance.

9.2.2 **Action: Board members to issue any further comments to BWH.**

9.2.3 **Action: BWH to issue updated paper to Board around mid-April.**

10. **AGM 2022 – draft agenda**

10.0.1 There is currently no date set for the AGM. The first week of July was suggested, but it is also worth considering that 13 July 2022 is a Board meeting.

10.0.2 **Action: RHe to circulate a Doodle poll to the Board, President and President-elect for their availability in the first week of July.**

10.0.3 JMN reminded the Board that the Ceremonial Chain needs to be handed over from the outgoing President to the incoming President before the Commonwealth Games – this is an issue if the AGM is held online.

10.0.4 **Action: JMN to discuss handover of Presidential Chain with current and incoming Presidents.**

10.1 **AGM 2022 – draft notice**

The draft document was accepted as seen, pending confirmation of the AGM date. Thanks were given to LJ for the documents.

11. **Committee/Working Group reports – meetings held since last meeting**

11.1 **Sports Operations Committee held 15 February 2022**

11.1.1 Please note that item 11.5 was delivered prior to item 11.1.

- 11.1.2 The Minutes were taken as read.
- 11.1.3 BSi raised a query regarding the discussion of minimum depth in pools. NB clarified that this is a proactive exercise, ensuring that our current stance is correct from the perspective of the Swimming Advisory Group
- 11.1.4 JW left the meeting.
- 11.1.5 *Dissolution of rule 6.8*
- 11.1.6 This is related to members not being able to join other clubs if they owe another club money. There has been discussion on what deterrent this has on people club-hopping; the only people penalized by this are swimmers. The internal dispute process is still valid for Swim England members. This decision has the support of SLT, Regional Chairs and SOC. Other alternative policies are Club Discipline, Complaints process, and also the informal networks that exist between clubs.
- 11.1.7 SOC recommends the dissolution of rule 6.8
- 11.1.8 **Decision: Board approve taking the dissolution of rule 6.8 to AGM.**
- 11.1.9 AB left the meeting as previously advised.
- 11.1.10 NB drew the Board's attention to item 2.1 in the minutes, regarding fees for Swim England appeals. The team selection appeal process currently mirrors British Swimming, using Sports Resolutions, which includes a considerable fee (£500). Sport England and the British Athletes' Association feel this is excessive.
- 11.1.11 No appeals were made for the Commonwealth Games team.
- 11.1.12 SOC deem it appropriate to reduce the appeals fee for CWG, major LEN and FINA senior competitions to £250. It was further deemed appropriate to not use Sporting Resolutions for other team appeals and to assemble a panel with Board representation and an independent Chair for all other appeals, with a cost of £150.
- 11.1.13 **Decision: Approve the changes proposed by SOC to the team selection appeals process.**
- 11.2 **Swim England Trading Board held 22 February 2022**
- 11.2.1 In RK's absence, a brief report was delivered by BSi. The only decisions taken at the most recent meeting was a 2% increase to the price of awards and approval of 2021 statutory accounts
- 11.2.2 BWH further fed back that this change has been communicated and comes into force on 1 April 2022. There has been no significant bad feedback and sales for the first two months have come in almost to the exact budgeted figure.
- 11.3 **Institute of Swimming Board held 23 February 2022**
- 11.3.1 The Minutes were taken as read.
- 11.3.2 BWH briefed that the order book is not as strong as last year but this was forecast. There was a further update on various initiatives, particularly the "business to consumer" market as this is where we are seeing a downturn.
- 11.3.3 The IoS accounts were approved by IoS Board at this most recent meeting.

- 11.4 **Remunerations Committee held 24 February 2022**
- 11.4.1 RH gave an overview of the meeting.
- 11.4.2 Pay awards are focused on levelling up. When benchmarked, a number of employees were below market value. This will be addressed and they will receive special awards to bring them into line.
- 11.4.3 A general salary increase of 1.25% was agreed to cover NI increases. Once we have guarantee on Sport England award, a further review will take place in the second half of the year.
- 11.4.4 With regards to the gender pay gap report it was noted that furlough can have a distorting affect.
- 11.4.5 A benefits review is being undertaken with staff being consulted currently. This will be brought back as a proposal for next Remunerations Committee meeting.
- 11.4.6 **Decision: Approval of salary increase for those employees currently below market value.**
- 11.4.7 **Decision: Approval of 1.25% salary increase for all other team members.**
- 11.5 **Audit, Risk and Probity Committee held 9 March 2022**
- 11.5.1 AB gave an update.
- There were no major issues raised by the auditors
- 11.5.2 The forward plan around strategic risks will be developed for the next meeting.
- 11.5.3 The main topic discussed was Sport England revenue / BDO report. Sport England have recently confirmed that they are happy with regards to our allocation of their grant funding; and have also advised that the query only relates to the quarter April to June 2020. Both these points are clearly good news.
- 11.5.4 It has been confirmed that it is possible to remove all April to June 2020 employment costs of individuals on furlough and still have Swim England spend above Sport England grant levels.
- 11.5.5 **Action: With assistance from HaysMacIntyre, BWH to submit a report to Sport England and update the board in due course.**
- 11.5.6 There was a shared opinion to look at re-tendering for auditors moving forwards as expected standards were not met this year. They have been our auditors for a number of years and we are due a review.
- 11.5.7 **Action: BWH to consider a tender activity for auditors and advise via ARP.**
12. **Judicial Review update**
NB plans to write an update and circulate to the Board.
13. **Dates for 2022**
Friday 20 May, 1.00pm, zoom
AGM – June/July TBC
Wednesday 13 July, in person. Timings TBC
Wednesday 14 September, in person. Timings TBC
Wednesday 14 December, 1.00pm

14. **Any other business**
- 14.1 BSa gave an update on the UKAD Anti-Doping Framework, as Swim England have to work on anti-doping with UKADs new approach. We are required to complete 26 Quality Assurance elements by 31 March 2022, this is 93% complete and we are on track. The Chair gave his thanks to all staff who have been working on this.
- 14.2 The review on the Safeguarding procedures report has been received. The highest grading is to “meet” the standards, this is the standard we have maintained. Since 2008 we have met the highest standard available. The Chair offered his congratulations but noted there is work to do in this area.
- 14.3 The Chair concluding the meeting by requesting continued feedback and comments on improving Board meetings. Continued thanks were offered to the Board for their continued work and especially to those helping make this meeting run smoothly.

Summary of Decisions made

Minute	Item	Decision
4.5	Actions Arising	ARP to recruit two Independent members if two appropriate candidates are identified
7.0.22	CEO report	JMN nominated for second term on the British Swimming Board
7.0.24	CEO report	Delay nomination of second Board member until British Swimming Chair has been recruited
9.1.4	Loans and reserves	Continue to defer CBIL repayment until SportPark monies have been signed off by Loughborough University
11.1.8	Dissolution of rule 6.8	Approve taking the dissolution of rule 6.8 to AGM
11.1.3	Dissolution of rule 6.8	Approve the changes proposed by SOC to the team appeals process
11.4.6	Remunerations Committee	Approve salary increase for 59 employees based on the benchmarking activity
11.4.7	Remunerations Committee	Approve 1.25% salary increase for all staff

Swim England Sport Operations Committee

Minutes of the meeting held 15 February 2022, 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
	Alex Harrison (AH)	Swim England Member
	John Hidle (JH)	Regional Chairs Representative
	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
	Emma Griffin (EG)	Marcoms and Operations Director
	Gaby Hay (GH)	Head of Membership
	Lindsay Trimmings (LT)	Coach Development Manager

Min No:

1. Standing Items

1.1 Chairman's welcome

Members were welcomed to the meeting.

1.2 Apologies

Pippa Jones

1.3 Declarations of any other business

Ian Mackenzie and Jim Boucher: Item 3.1

All members have an interest in membership

1.4 Minutes from previous meetings:

1.4.1 18 January 2022: The minutes were accepted.

1.5 Actions from previous meetings

1.5.1 3.3: SOC membership – NB to discuss with PJ when appropriate.

1.5.2 3.5: Head of Facilities – RL to be invited to March meeting.

1.6 Leadership Group Updates

Club: SwimMark and Club Affiliations were completed in January with the vast majority of clubs completing and passing and six currently being suspended until the appropriate documentation has been provided. Work is ongoing with Everyone Active to launch 'Club Link' to create a facility link to clubs to help transfer swimmers from their LTS programme into club sessions. Club governance

sessions have taken place to support committee members, with an aim to have regional delivery assuming consistency in delivery and messages can be maintained. Work is ongoing with the Teaching and Coaching Register to ratify and reduce the number of qualifications listed on Integra to help improve accuracy and understanding of the workforce.

Artistic Swimming: The first face-to-face competitions for two years have been arranged with the NAGs due to be held in April, with displays from the GB and England teams. Entries are expected to be lower due to a lack of opportunities to recruit in younger age groups. A number of FINA updates are expected to be announced and require implementing throughout the year.

Water Polo: The programme lead role has been offered and will be announced when arrangements are finalised. The NAGs and inter regionals competitions have been set up. A video to promote WP has been produced which will be released shortly and has been supported by the Swimming Trust.

Diving: An update was unavailable at the meeting, with IM agreeing to be interim liaison.

Swimming: The discipline nomination for the CWG baton relay has been selected. Concerns over what will happen following the temporary guidance for officials being removed from 22 March were noted with AH to request an update. Updated competition guidance was confirmed to have been provided and agreed based upon Government changes.

YAP: The replacement chair has been appointed with timescales for changeover being discussed. Recruitment for the four available slots on the Panel has been completed with the new members joining the next meeting in March. Work on the regional youth panels is ongoing as is the retention project.

2. Items for Decision

2.1 Review of fees for SE appeals

GH reminded members of the background for the review, both in terms of the fee along with the associated process noting that escalation to Sports Resolutions is costly and possibly excessive for events delivered by Swim England other than the CWG and major LEN or FINA senior competitions.

It was proposed that a panel with Board representation and an independent Chair would be more appropriate for all other events, with an opportunity to escalate to Sports Resolutions for the CWG and major LEN or FINA senior competitions only. The associated fees are also proposed to be reduced to make the process more accessible.

SOC members approved the recommendations. GW confirmed the next steps would be to take the proposal to British Swimming for discussion where these relate to British Teams managed by Swim England.

2.2 Considering Regulation 6.8

Regulation 6.8 is currently included within the Swim England company regulations but is not frequently used and is difficult to police with the potential to exclude members for a prolonged period of time while in dispute.

Currently, under the regulation, disputes regarding non-payment of fees have been referred to SLT staff with members being barred until the situation is resolved. It is proposed that these instances should be managed through the club

Internal Dispute procedure.

It was agreed that there needs to be a mechanism in place to address issues on non-payment and avoid members having debts at multiple clubs. Regional arbitration was discussed recognising that the participant still needs to be supported and not barred during the process.

Members approved the recommendation noting that relevant documentation, such as the model constitution, will need to be updated to reflect the changes in process.

3. Items for Discussion

3.1 Recognition of RPL for coaching programmes

Lindsay Trimmings was welcomed to meeting.

Clarifications on the paper were provided, highlighting the historical reasoning behind offering RPL and the comparable costs for completing the full SE qualifications.

Confirmation was given that those who have acquired RPL status would retain this and those that have started the process can continue it.

The policy was endorsed and implementation will begin.

3.2 Skills based member recruitment

The role description was determined to be current and so the recruitment process will be initiated with PJ and JB's replacements ideally being in role for the May meeting.

Following discussion some suggestions to update the Leadership Group liaison aspect of the role were made with a request for these to be sent to NB following the meeting.

Action: proposed amends to the Leadership Group liaison role description to be emailed to NB

3.3 Terms of Reference

Recommendation to review annually and make sure they deliver what is wanted / needed.

A request was made for comments and suggested amends to be forwarded to NB by Monday 21 February.

Action: forward comments / amends to NB for Monday 28th February.

4. Items to Note

4.1 Membership Working Group (MWG)

GH and EG were welcomed to the meeting. EG advised feedback has been taken on board since the last update and the papers provided updated details with this update focused on the next steps.

The key focus during the pandemic was on retention and growing the outdoor swimming audience with significant amounts of work being completed on the digital platform and marketing to achieve this. Overall retention levels during the pandemic have remained higher than anticipated. There is a desire to tackle the trend of declining Cat 1 (Train) memberships, with more work being completed to identify key issues and how these can be addressed.

A phased approach is being implemented based upon available data, time and resource:

- Phase 1: Develop club membership category for LTS audience, to be tackled as a priority alongside of the coach membership offer. To be presented to the 2022 AGM.
- Phase 2: pricing review of club membership, to be proposed to 2023 AGM.
- Phase 3: wider membership framework for new audiences, to be developed around the digital platform.

Discussion considered whether the request from SOC was being addressed by the MWG. Acknowledgement was given that the pricing review was not completed as quickly as desired, noting the reduction in staffing alongside team members being on furlough for much of the previous two years. To enable an effective review to be presented to the Members Forum it needs to be thoroughly worked out over the next 12 months.

Further details of the coaching membership were provided in terms of what coaches are likely to be provided with as well as confirming the additional cost is not solely for increased insurance cover. The membership will be priced comparatively to other NGBs and alternative offers that are available.

The constitution of the working groups was discussed noting they are swimming heavy currently. It was confirmed that other disciplines will be involved as there is a desire to ensure the correct cross-section is involved alongside the inclusion of a YAP member.

Retention and drop off were recognised to be a significant issue for swimming, with the opportunity for appropriate competition perceived as a potential issue. Making the sport more attractive for young people is a key consideration alongside retaining members who are wanting to stay in the sport as a non-competitive participant recognising there are challenges with water access.

The infrastructure challenges associated with direct membership were discussed. It is something that is not being looked at as a priority. The wider implications with regional and country fees were also highlighted.

Independent direct membership was confirmed to remain within the scope of the work noting that this could also benefit university students who do not want to be linked to a club but are still looking to compete.

Further updates on work currently in progress will be provided in due course.

4.2 **Minimum depth update**

The reasoning behind the document updates was provide as well as advising health and safety information had been incorporated.

The most notable change was to amend the minimum diving depth. Discussion highlighted challenges with the proposal with JG to take away and review before returning to the next meeting.

Action: JG to review documentation and return to March meeting.

6. **2022 Meeting Dates**

- Tuesday 29 March, 10am
- Tuesday 24 May, 10am
- Tuesday 12 July, 10am
- Tuesday 13 September, 10am
- Tuesday 11 October, 10am
- Tuesday 22 November, 10am

Swim England Sport Operations Committee

Minutes of the meeting held 29 March 2022, 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
	Alex Harrison (AH)	Swim England Member
	John Hidle (JH)	Regional Chairs Representative
	Ben Gregory (BG)	Youth Advisory Group Representative
	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
	Richard Lamburn (RL)	Head of Facilities

Min No:

1. Standing Items

1.1 Chairman's welcome

Members were welcomed to the meeting.

1.2 Apologies

Pippa Jones

1.3 Declarations of interest

JW and JH both declared item 2.1, Harold Fern and A.H. Turner awards.

1.4 Declarations of AoB

1.5 Minutes from previous meetings:

1.5.1 15 February 2022: The minutes were accepted.

1.6 Actions from previous meetings

1.6.1 Appeals – Amendments agreed by Board.

1.6.2 Regulation 6.8 removal agreed by board, to go to 2022 AGM.

1.6.3 Wording relating to L3 coaches course which excluded masters confirmed to have been updated.

1.6.4 Ref 22.9: Skills based member recruitment – ongoing, advert released with interviews scheduled to be held end of April.

1.7 Leadership Group Updates

Club: an oversight on the recording of conflicts of interest was highlighted along with a reminder that SOC representatives are to check on governance and guide as needed. Commercial conflicts (e.g. an employed role influencing decisions) need

to be recorded as opposed to sporting (e.g. regional member sitting on national committee).

Artistic Swimming: The NAGs are being held at the beginning of April with numbers lower than previous years but better than expected. Nationals have been scheduled for the end of April, again with lower entry numbers than previous years which were on an upward trajectory. The Combo Cup is scheduled to be held in London at the beginning of July with clubs being surveyed to determine entry numbers in advance. Recovery is ongoing and slow however coaching and officiating courses are increasing.

Water Polo: The new programme lead has been appointed, discussion is ongoing over a start date (now confirmed as July) which is resulting in delays to the competition review. The Inter-Regionals were successfully held and organised by an independent group of SE members. NAGs rounds are being held over the upcoming weeks with the final in April. A promotional video is currently being edited with an anticipated launch date at the end of April.

Dividing: Events are being held within the regions with all going well.

Swimming: The Certificate of Disability is to be replaced by the Certificate of Exception, which will be circulated to SOC members with feedback via email. It was agreed that items to be added to the handbook under regulations or guidance should be agreed by SOC followed by the SE Board.

Action: NB to circulate Certificate of Exception to SOC members for feedback.

YAP: Four new members have commenced their roles with new Sport Development team members joining as well. The transition to the new Chair has begun with the official handover on 2 July 2022. Project planning for future plans, alongside the retention project, has been completed.

1.8 **Swim England Strategy**

The SE Board is looking to develop a new strategy looking forward to the next 10 years to enable long-term issues to be addressed. An independent facilitator has been recruited to assist with the project but ownership and development remain within SE.

Completion of the Strategy is expected in September 2022. There are a large number of stakeholders to be consulted. To aid discussion and feedback, questions will be supplied to DLG Chairs to consider with their groups before feeding back through discussions with a facilitator. It was agreed that the Youth Advisory Panel Chair and the Masters Working Group Chair should be consulted. GW to action.

Action: GW to ensure consultation with Youth Advisory Group and the Masters Working Group is included during strategy development.

Given the time limitations, it is not currently planned to liaise directly with clubs and counties in the first instance but they will be engaged during the stakeholder validation phase when there is the scope to share initial thinking and receive feedback. A significant amount of insight is already held from clubs and members but if information is lacking there will be an opportunity to revisit and widen the consultation.

Further updates will be provided as available.

1.9 **Update from Regional Chairs meeting**

The role of the counties was discussed with an agreement from the Chairs to more clearly determine their role and establish governance standards and consistency across the country.

Communication will go to counties in early April to ensure awareness of the project and transparency. A fact base will be compiled with a model constitution for counties developed by the end of 2022 along with a standard MOU for regions and counties. It was noted that timescales for implementation will need to consider the timing of county AGM's to enable the adoption of a new constitution.

There was a discussion as to whether a stepping stone of 'stronger' county affiliation was needed before moving to compliance with the UK Sport Governance Code. The answer to this will emerge once the Factbase has been completed..

1.10 **SE Board Minutes**

It was noted that moving forwards SE Board minutes will be brought to SOC meetings.

2. Items for Decision

2.1 **Harold Fern and A.H. Turner Awards**

JW and JH voluntarily left the meeting for item 2.1.

Following a vote, the Harold Fern award went to Alan Boyle and the A.H. Turner Award went to Rosa Gallop.

The names will be taken to the May SE Board meeting for confirmation.

Action: NB to take names to May SE Board meeting

3. Items for Discussion

3.1 **Coaching Plan 2022-25**

The Coaching Plan was described to be four key areas which sit below the overall strategy, and can be updated if needed following the development of the new SE strategy.

The areas were outlined as:

- Connecting the coaching environment
- Empowering people – growth and development
- Setting standards – better governance and improving standards
- Tackling inequalities – making coaching workforce more diverse and supporting people to move through the system.

The plan has been developed across the organisation and has been brought to SOC before implementation. To aid implementation, a Head of Coaching role will be recruited. Discussion considered how this would incorporate the coaching policy update and the need to increase the number of L2 coaches. Key activities of the Head of Coaching role will include understanding the demand for coach education and determining the effective workforce to develop the sport in the future.

The consultation involved in the development of the plan was reviewed highlighting the contribution of the talent teams, coaches and individuals within the disciplines. It was noted that Leadership Groups had been consulted but that it was necessary to

clarify how this had taken place and to take the Plan back to the groups for final comment and to ensure no issues. GW will clarify with Lindsay Trimmings who was consulted and will organise for redistribution of the Plan to relevant DLGs and also to Regional Chairs.

Action: GW to clarify who has been consulted during plan development with Lindsay Trimmings (LT) and redistribute Plan to DLGs and Regional Chairs.

The cost of the project was queried, with it being advised that so far it has been all internal resourcing to develop the plan. There will be an associated cost with the recruitment of the Head of Coaching with a business case having been produced outlining the expected costs and potential income generation routes to recoup this.

A request to ensure regions are included during discussion to enable consultation was agreed with respect to match-funded roles. Compliance requirements were reviewed, noting the need to clarify the wording to ensure there are no loopholes available during the completion of DBS checks.

Action: GW to feedback to LT on match funding requirements and clarification of wording around DBS checks.

SOC members confirmed they were happy to support the implementation of the Plan following DLG input and thanked LT for her work.

3.2 Coaching Policy update

Following the update in February which was seen as an update to the previous version an amount of feedback has been received questioning this.

A discussion over the wording contained within the policy relating to the delivery of sessions without a L2 coach and unexpected / planned absence followed. The need for consultation with clubs was considered but it was agreed that in cases such as this, it is the role of the NGB to set best practice, standards and guidelines.

Worries surrounding clubs not having appropriate coaches to deliver were highlighted and noted to need addressing, which would tie into the remit of the new role of Head of Coaching. It was questioned whether there have been loopholes available within the wording and whether these need to be tightened.

There was agreement that the requirements in the document need to be implemented and the challenge would be how it is presented to clubs. The need for clubs to complete risk assessments and properly record them was highlighted as the undertaking of activities outside of the qualification of a coach could be putting individuals in danger and resulting in them not being covered by insurance. The implementation of the plan is about protecting the deliverer, the club and its committee as well as participants

Planned and unplanned absences were discussed, referring back to risk assessments and the need for it to be an exception and not standard practice. Wording to suggest risk assessments which plan for a L2 coach to not be present should be amended as this sets the wrong precedence to clubs. The word 'emergency' was deemed to be key and while clubs may need an interim policy there should be a specified date whereby clubs need to meet the requirements to continue operating. It was agreed that there should be provision for clubs to utilise a coach with less than a Level 2 qualification (or equivalent) in cases of emergency where the Level 2 coach was unexpectedly absent. This would require a risk assessment by the club to show that the activity was still safe and effective for

participants. It was also agreed that this provision should not be extended to situations where the Level 2 coach was on a planned absence as this would set a dangerous precedent.

Discussion continued to consider the safety element of the document and coaches acting as lifeguards during sessions. The Safe Supervision document has been referenced and the RLSS consulted. GW proposed an additional wording be added which aims to ensure clubs do not take reckless decisions with roles being properly documented and risk assessments fully completed with the facility provider. It was agreed that this should be added.

The majority of the committee were happy with the amends, JB and BG abstained from voting.

GW advised that a forum could be held with club chairs to explain the reasoning behind the guidance if needed. Confirmation will be gained from the insurance brokers and the revised document will be communicated following the agreed amendments.

Action: GW to confirm insurance cover and arrange communication of revised document following agreed amends.

3.3 **Water Depth Guidance**

RL was welcomed to the meeting.

The background behind the proposed amends was presented, outlining FINA guidance alongside UK health and safety regulations.

Whilst reviewing the guidance, the number of affected pools was considered and deemed to be minimal and predominantly older pools.

Pool certification was considered and the work that will need to be undertaken to review these and ensure certification is removed from pools that are too shallow. The cost of completing this was raised and noted to be something to keep in mind.

JH advised that the Regional Licensing Officers have not identified any licensed events where this could cause a problem in the short term. Following discussion, it was agreed to re-confirm this information.

Action: JH to liaise with Regional Licensing Officers to confirm if any licensed meets will be impacted by the depth change requirement.

Discussion turned to the depth needed to learn racing starts which was confirmed to be 1.35m. The need to update the details for awards was recognised.

JG advised that impacted facilities and clubs would be worked closely with to provide support and assist with amending meet formats if needed. Individual notifications to be sent to the clubs that will be affected. As the change results from a Health and Safety rationale implementation of the change will need to be immediate.

SOC members agreed the paper.

4. **Items to Note**

4.1 **Facilities**

RL provided an overview of the background of his role.

A brief update on some of the areas being worked on was provided, including the provision of facilities and development of new facilities both for Local Authorities and within the educational sector.

Documentation to support the start of facility–build conversations is in development. A co-branded document with Sport England is being worked on which suggests four different pool options alongside a variety of dryside possibilities and includes 2022 approximate costs for building.

A SE document to support this has also been developed which encourages the undertaking of a needs analysis to ensure the needs of the local community can be met as well as incorporating the needs of clubs across all disciplines. Outdoor pools have also been included within the document alongside bringing in environmental considerations. The document links to a Sport England publication so cannot be launched until this is also completed. RL is happy to share the draft with SOC members if they would like to review.

The Decade of Decline initiative was detailed alongside progress being made with highlighting the ageing stock of pools and outlining the 600 pools in 400 facilities which are over 40 years old. The role of Swim England in amplifying the issues and providing sustainable solutions was noted with aquatics being a high energy usage sport and the advances in technology to provide suitable alternatives. Discussions are ongoing with operators who are gravitating towards SE to speak on their behalf.

5. AOB

5.1 SOC Chair: Following discussions with the SE Board Chair, Richard Hookway, and Jane Nickerson, NB will be stepping back from SOC until September due to time pressures. JW will be the interim Chair during this time.

5.2 May Meeting: The date of the May SOC meeting will need to be amended. A Doodle poll is to be circulated.

Action: AS-A to circulate Doodle poll with alternative dates.

5.3 Recruitment for SOC members: The process is underway with an advert being put out shortly. Interviews will be held at the end of April.

5.4 Fees for over 80s: As members over 80 years of age do not receive the benefit of insurance the membership team are to be asked to review their fees.

Action: GW to ask membership team to review fees for over 80s

5.5 NB thanked JB for his contribution to SOC over the past few years.

6. 2022 Meeting Dates

- Tuesday 24 May, 10am – date change TBC
- Tuesday 12 July, 10am
- Tuesday 13 September, 10am
- Tuesday 11 October, 10am
- Tuesday 22 November, 10am