

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 28 June 2022 as an Online Meeting 7.00pm

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
	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
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
Susan Harrison	Regional Delegate – Swim England ACM
Mollie Lewis	Regional Delegate – Swim England ACM

78 Apologies

Carys Jones

79 Minutes of the Meeting held on 16 May 2022

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

Action: BG

80 Matters Arising

63 – Mailsports Concession Agreement – All paperwork has been sent to Mailsports but has not yet been received back.

63 - Constitution Checkers – In the interim whilst Kent and ONB seek checkers in their areas, Chris Hobbs (Sussex) and Graham Stanley (Hampshire) have agreed review constitutions in these areas. Susan Harrison (BSB) has agreed to review constitutions for incorporated clubs.

66 - Pool Water Depth – The latest revised document was due to take effect on 15th June. It was noted that one club in Sussex has been banned by their pool provider from doing any diving in their pool, even from the side. It is not known currently what progress is being made with this.

67 - Regional Welfare Officer – ML has contacted Lynne Harrison but has not yet had a response.

68 - Identification of Top Club Trophies for Youth and Age Group Championships – ML has had difficulties finding a time when access can be arranged through the individuals involved.

70 - Licensed Meets – RFP raised at the Regional Chairs' Meeting. At that time, it had not been discussed by the Swimming Leadership Group. As no further response had been received from the Swimming Leadership Group, this has been chased. There has been sanctions put in place by the Regional Panel which both clubs have accepted in the interim.

71 – John Davies – SR Confirmed that Kent County ASA are having an annual dinner in September/October and they would support having this celebration as part of the dinner.

71 – Volunteer Certificates - BD has investigated with graphics and printers and a high quality framed certificate can be produced for this purpose.

75 – Correspondence - Competitors from the Region's clubs who had been selected for the Commonwealth Games were included in the June newsletter. BD is going to check for any update for diving.

Action: BD

Landscape sheet

No items noted.

81 Finance

Swimming Offshore Camp in January 2023 –

The offshore camp was budgeted but did not go ahead for 2022. It is planned to go ahead with an offshore camp in January 2023. The costs would usually fall across two financial years as the hotel and flights will need to be paid for this year. Approval was sought to use the unused 2022 budget to pay the hotel and flight costs for the 2023 camp. It was noted that there had been a request from the Coaches for a few more swimmers to attend the camp. The expenditure was agreed and it was delegated to the Finance Group to sign off in due course, once the number of swimmers and costs involved are known. It was noted that, in future years, the Swimming Group would be asked to budget the necessary expenditure in September/October of the previous year and the balance in January of the year of the camp.

Action: Finance Sub Group

Disability Swimming Joint event with South West Region in September 2022 –

As this is a joint event, officials should be represented from the Region. The South West have asked if the Region can pay expenses for South East officials. Next year the event would be run by the South East, so the South West would then do the same in terms of expenses for their Officials. It was envisaged that this would be for no more than around 3-5 officials. This was agreed.

Affiliation Fees 2023 –

The Finance Sub Group recommended no increase to affiliation fees for 2023. This was agreed unanimously. It was, therefore, agreed that affiliation fees would remain as;

Category 1 - £5.00

Category 2 - £6.00

Category 3 - £0.00

Subject to a minimum fee per club of £25.00

Bank Authorisations –

It was requested that the limits for bank authorisations were increased for transfers (between internal accounts) and for the daily authorisation limits relating to payments. It was noted that there has been a large increase in bank fraud so reduced limits could be beneficial from these prospective. Following discussion, it was agreed that these limits would not be increased.

Timetable for 2023 Budget –

It was proposed to ask budget holders to submit their budget requests by 30th September for agreement at the October RMB meeting. It was noted that requests should align with the Regional Agreement. There has not been a meeting with Swim England about the

Regional Agreement, RFP due to raise this at the Regional Chairs' meeting. Any requests from Swim England in regard to the Regional Agreement could impact budget requests, and such requests will need to be in place by September. The timetable was agreed.

Action: BG

Current position –

The current financial position is £104k above budget for the year to date. It is expected that there may be a surplus this year.

82 Volunteer Awards 2022

It was proposed to replicate the Swim England awards and categories. Nominations will be made using the national process and these will then come to the Region after the closing date. The panel to review nominations was agreed as CL, BD & SR. The awards information will be included in the next newsletter. CL & BD to put a proposal to the next meeting regarding presentation of awards.

Action: CL & BD

83 Meeting Dates 2022/2023

Meeting dates were agreed as:

Wednesday 19 October 2022

Sunday 20 November 2022 (RMB & Discipline Managers)

Monday 19 December 2022 (if needed)

Tuesday 17 January 2023

Wednesday 15 February 2023

Thursday 16 March 2023

Wednesday 19 April 2023 (Annual Council Meeting with RMB meeting to follow)

Monday 22 May 2023 (*this date may be subject to change once the date of the Swim England ACM is agreed*)

Tuesday 27 June 2023

Wednesday 13 September 2023

Action: BG

84 Swim England Annual Council Meeting 2022

The Swim England Annual Council Meeting will take place on Monday 4th July.

The Finance briefing had already taken place. It was noted that the assets of Swim England had increased by £3million. They have stated that their intention is to pay off all loans. There was not anything noted that needed to be raised from either the accounts or annual report. However, delegates had highlighted that the annual report was difficult to follow due to the format used by Swim England.

The only proposal on the agenda is to remove the law which prevents members from joining a new club if they owe money to their old club. It is noted in the model constitution that clubs have an obligation to inform Swim England if members leave owing money. It was understood that Swim England are not often informed of such issues. RGP noted that Susan Harrison's name had been omitted from the list of attendees in the minutes of the last Swim England ACM: this has been raised with Swim England.

It was suggested that the Open Mic Session would be utilised to raise the point that the South of the country (South East, South West and London) have no representation at Swim England Board level. Although recognising that these positions are elected, so there is no solution, the point will be raised to draw attention to this.

85 Club Officer Reports

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

It was noted that Kristie had spent an enormous amount of time and effort on the Swimming Championships, a point endorsed by BD & ML.

86 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

Jersey Water Polo Club (Hants)

Reed's School Swimming Club (Surrey)

Resignations

None

Enquiries

Chapel Junior Tri Club (Hants)

87 Swim England Regional Chairs Meeting Minutes

The minutes of the Regional Chairs' meeting on 23 May were noted. Noted that candidates are still being quoted 6 weeks for certificates from Swim England qualifications to be produced.

88 Swim England Board Meeting Minutes

The minutes of the Swim England Board meeting on 20 May were noted.

4.2 – Transgender Policy - noted that this will be due to change, due to the decision by FINA.

89 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meetings on 24 May were not yet available.

90 Correspondence

None received.

91 AOB

It was noted that, when doing a google search the British Swimming, CEO is still listed as David Sparkes. RFP to advise contact at British Swimming.

92 Date of the Next Meeting

Wednesday 07 September, 7pm, Online Meeting

The meeting was closed at 20.22

Page 4 of 4

Swim England South East
Regional Management Board
28 June 2022

Regional Management Board

A meeting of the Regional Management Board will be held on 28 June 2022 as an Online Meeting commencing at 1900

Agenda

- | | | | |
|---------------------------|--|------------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 16 May 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
To review the latest financial position and agree Affiliation Fees for 2023 | RGP
To follow | 1915 |
| 5. | Volunteer Awards 2022
To decide if the Region will take part in the awards this year and to appoint panel to review nominations. | RFP
Enclosed | 1925 |
| 6. | Meeting Dates 2022/2023 | RFP
Enclosed | 1930 |

Items for Discussion / Information

- | | | | |
|-----|--|-----------------|------|
| 7. | Swim England Annual Council Meeting 2022 | RFP | 1935 |
| 8. | Club Officers Update Reports
To review the Club Officer updates covering December-May | RFP
Enclosed | 1945 |
| 9. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | RFP | 1955 |
| | 9.1 New Affiliations – Approved
None | | |
| | 9.2 Affiliation Applications – Pending
Jersey Water Polo Club (Hants)
Reed's School Swimming Club (Surrey) | | |
| | 9.3 Resignations
None | | |
| | 9.4 Enquiries
Chapel Junior Tri Club (Hants) | | |
| | 9.5 Mergers
None | | |
| | 9.6 Change of Name
None | | |
| | 9.7 Suspensions
None | | |
| 10. | Swim England Regional Chairs Meeting Minutes
To review the minutes of the Regional Chairs meeting held on 23 May 2022. | RFP
Enclosed | 2000 |
| 11. | Swim England Board Meeting Minutes
To review the minutes of the Swim England Board meeting held on 20 May 2022. | RFP
Enclosed | 2010 |
| 12. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 24 May 2022 (if available). | RFP | 2020 |

- | | | |
|-----|--|----------|
| 13. | Correspondence | RFP 2030 |
| 14. | AOB
<i>24 hours notice required</i> | RFP 2035 |
| 15. | Date of Next Meeting
Wednesday 07 September 2022, 7pm - Online Meeting | RFP 2040 |

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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 22 June 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>Complete</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 22/06/2022 BG

Budget Report

From: Month 1, January 2022

To: Month 6, June 2022

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Membership Income	142,037.50	59.25	115,000.00	27,037.50	142,037.50	59.25	115,000.00	27,037.50
Sponsorship Income	0.00	0.00	2,875.00	(2,875.00)	0.00	0.00	2,875.00	(2,875.00)
Miscellaneous Income	71.11	0.03	0.00	71.11	71.11	0.03	0.00	71.11
Bank Interest	202.49	0.08	444.00	(241.51)	202.49	0.08	444.00	(241.51)
Income Licence Meet Fees	13,141.95	5.48	16,000.02	(2,858.07)	13,141.95	5.48	16,000.02	(2,858.07)
Income Swimming	51,556.50	21.50	56,500.00	(4,943.50)	51,556.50	21.50	56,500.00	(4,943.50)
Income Synchro	7,097.50	2.96	9,680.00	(2,582.50)	7,097.50	2.96	9,680.00	(2,582.50)
Income Diving	3,780.00	1.58	4,400.00	(620.00)	3,780.00	1.58	4,400.00	(620.00)
Income Water Polo	1,732.02	0.72	7,300.00	(5,567.98)	1,732.02	0.72	7,300.00	(5,567.98)
Income Masters	13,378.42	5.58	11,600.00	1,778.42	13,378.42	5.58	11,600.00	1,778.42
Income Open Water	3,105.15	1.30	5,800.00	(2,694.85)	3,105.15	1.30	5,800.00	(2,694.85)
Income Disability Events/Grants	2,622.18	1.09	3,000.00	(377.82)	2,622.18	1.09	3,000.00	(377.82)
Income Swim Development	100.00	0.04	4,350.00	(4,250.00)	100.00	0.04	4,350.00	(4,250.00)
Income Development	917.36	0.38	1,900.00	(982.64)	917.36	0.38	1,900.00	(982.64)
	239,742.18	100.00	238,849.02	893.16	239,742.18	100.00	238,849.02	893.16
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	61,969.72	25.85	75,100.00	13,130.28	61,969.72	25.85	75,100.00	13,130.28
Swimming Group Expenses	0.00	0.00	630.00	630.00	0.00	0.00	630.00	630.00
Synchro Expenditure	7,658.32	3.19	16,115.00	8,456.68	7,658.32	3.19	16,115.00	8,456.68
Diving Expenditure	5,233.89	2.18	14,183.75	8,949.86	5,233.89	2.18	14,183.75	8,949.86
Water Polo Expenditure	6,767.71	2.82	26,640.00	19,872.29	6,767.71	2.82	26,640.00	19,872.29
Masters Comp Expenses	12,211.82	5.09	15,279.00	3,067.18	12,211.82	5.09	15,279.00	3,067.18
Masters Group Meetings & Training	89.36	0.04	0.00	(89.36)	89.36	0.04	0.00	(89.36)
Open Water Expenditure	2,384.01	0.99	10,700.00	8,315.99	2,384.01	0.99	10,700.00	8,315.99
Disability Expenditure	834.23	0.35	9,660.00	8,825.77	834.23	0.35	9,660.00	8,825.77
	97,149.06	40.52	168,307.75	71,158.69	97,149.06	40.52	168,307.75	71,158.69
CENTRAL DEVELOPMENT								
Coaches Bursaries	10,844.24	4.52	12,000.00	1,155.76	10,844.24	4.52	12,000.00	1,155.76
Safeguarding Bursaries	348.50	0.15	5,000.00	4,651.50	348.50	0.15	5,000.00	4,651.50
CPD Regional Courses	475.00	0.20	1,675.00	1,200.00	475.00	0.20	1,675.00	1,200.00
Officials Licensing	1,225.00	0.51	400.00	(825.00)	1,225.00	0.51	400.00	(825.00)
Athlete Bursaries: Channel Islands	632.14	0.26	400.00	(232.14)	632.14	0.26	400.00	(232.14)
Young Volunteers	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00
Volunteers Management and evens	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Support Swim England Talent Camps	172.61	0.07	1,000.00	827.39	172.61	0.07	1,000.00	827.39
Funding for Distance Meets	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Offshore Camp	0.00	0.00	18,000.00	18,000.00	0.00	0.00	18,000.00	18,000.00
Other Swim Development	37.69	0.02	1,200.00	1,162.31	37.69	0.02	1,200.00	1,162.31
	13,735.18	5.73	43,075.00	29,339.82	13,735.18	5.73	43,075.00	29,339.82
Gross Profit/(Loss):	128,857.94	53.75	27,466.27	101,391.67	128,857.94	53.75	27,466.27	101,391.67
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Chairman/Presidents Expenses	0.00	0.00	1,470.00	1,470.00	0.00	0.00	1,470.00	1,470.00
Regional Welfare Officer Expenses	0.00	0.00	120.00	120.00	0.00	0.00	120.00	120.00
ACM	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Accountancy Fees	0.00	0.00	1,750.00	1,750.00	0.00	0.00	1,750.00	1,750.00
Swim England Council Expenses	0.00	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Communication Expenses	3,526.92	1.47	2,000.00	(1,526.92)	3,526.92	1.47	2,000.00	(1,526.92)
Awards & Engravings	874.74	0.36	400.00	(474.74)	874.74	0.36	400.00	(474.74)
Payments to Swim England for Centr	35,137.13	14.66	42,787.00	7,649.87	35,137.13	14.66	42,787.00	7,649.87
Sage Mapping & Training costs	0.00	0.00	1,318.00	1,318.00	0.00	0.00	1,318.00	1,318.00
Bank Charges	368.81	0.15	270.00	(98.81)	368.81	0.15	270.00	(98.81)
Office Expenses	1,208.70	0.50	1,500.00	291.30	1,208.70	0.50	1,500.00	291.30
	41,116.30	17.15	54,015.00	12,898.70	41,116.30	17.15	54,015.00	12,898.70
Net Profit/(Loss):	87,741.64	36.60	(26,548.73)	114,290.37	87,741.64	36.60	(26,548.73)	114,290.37

Swim England National Awards 2022

AWARDS CONCEPT

The Awards will recognise Swim England members and will celebrate the incredible spirit of our aquatic community. The Awards will showcase individuals and groups across a number of categories.

NOMINATIONS PROCESS

- Submitted via the online form to Swim England
- Nominations open 1 June 2022 and close 31 July 2022
- Regions will receive their nomination lists to select regional winners 15 August
- Regional winners confirmed to Swim England 18 September
- Regional winners will form the national shortlist

NOMINATIONS ELIGIBILITY

- Nominees: must be Swim England 2022 members
- Activity eligible for nomination: from 1 July 2021 until 31 July 2022
- Nominations must recognise retrospective activity
- Anyone can submit a nomination of a Swim England member

AWARDS CATEGORIES

Club Awards

Swim England Sport Club of the Year

The Sport Club of the Year focuses on recognising clubs affiliated to Swim England who continually go above and beyond for their members, providing excellent service in both wet and dry land activities. This award focuses on clubs who create and foster the community spirit of aquatics.

The Sport Club of the Year award is discipline specific and will recognise achievements from the Artistic Swimming, Diving, Swimming and Water Polo clubs.

Criteria:

- Must be SwimMark accredited
- Must be able to show they are excelling in one or more of the following areas:
 - Have demonstrated innovation to grow membership
 - Have demonstrated club sustainability
 - Have demonstrated club growth
 - Have demonstrated a commitment to volunteer recruitment
 - Have demonstrated a commitment to volunteer training

People Awards

Swim England Youth Volunteer of the Year

This award recognises a Swim England member who, at a young age, has shown commitment to volunteering at their club, county, region or nationally. Their volunteering is making a positive impact and this volunteer is a great example of a role model for others. The volunteering activity can be club, county, regional or national based and is delivered through Swim England club environment and in recognized competition. There is no requirement for the nomination to detail activity at every level, the importance is placed on the impact of the volunteering activity.

Criteria:

- Must be a Swim England member of any category
- Must be active in a club setting on a regular basis
- Volunteering must encompass more than coaching
- Can be an event volunteer at county, regional or national level
- Must be 21 years old or under
- Must not be paid
- The nomination may contain details of activities older than 12 months but with notable achievements in the last 12 months

Swim England Volunteer of the Year

This award recognises a Swim England member whose contribution is seen as invaluable and their efforts are instrumental in the work to support the delivery of aquatic sport.

Their volunteering is making a positive impact and this volunteer is a great example of a role model for others.

The volunteering activity can be at club, county, regional or national level, and is delivered through Swim England club environment. There is no requirement for the nomination to detail activity at every level, the importance is placed on the impact of the volunteering activity.

Criteria:

- Must be a Swim England member of any category
- Must be active in a club, County, Regional or National setting on a regular basis
- Volunteering must encompass more than coaching
- Can be an event volunteer at county, regional or national level
- Must be 22 years old or older
- Must not be paid
- The nomination may contain details of activities older than 12 months but with notable achievements in the last 12 months

Swim England Technical Official of the Year

This award recognises a Swim England Technical Official, of any discipline, whose contribution is seen as invaluable and their efforts are instrumental in the work to support the delivery of aquatic sport through technical officiating.

Their volunteering is making a positive impact and this volunteer is a great example of a role model for others.

The volunteering activity can be club, county, regional or nationally based, and is delivered through Swim England club environment. There is no requirement for the nomination to detail activity at every level, the importance is placed on the impact of the volunteering activity.

Criteria:

- Must be a Swim England member of any category
- Must hold a recognised technical official qualification or certification relevant to their role and activity
- Must be officiating on a regular basis
- Can be an event volunteer at county, regional or national level
- There is no age limit
- Must not be paid
- The nomination may contain details of activities older than 12 months but with notable achievements in the last 12 months

Swim England Coach of the Year

This award recognises a Swim England coach who has made an outstanding commitment to coaching within the sport and has supported and inspired athletes to achieve their personal best. This coach may help to mentor and support other coaches, and aim to increase participation within the sport whilst being able to demonstrate improved performance of individuals or teams.

The coaching activity can be club, county, regional or national based and is delivered through Swim England environment and in recognized competition. There is no requirement for the nomination to detail activity at every level, the importance is placed on the impact of the coaching activity.

Criteria:

- Must be a Swim England qualified coach
- Must be a member of the Coaching and Teaching Register
- All qualifications must be registered with Swim England
- Must be coaching at a Swim England affiliated club, either paid or unpaid
- Must be a Swim England member
- Can be in a paid or voluntary position
- The nomination may contain details of activities older than 12 months but with notable achievements in the last 12 months

Swim England Youth Champion of the Year

(awarded by Swim England Youth Advisory Panel)

This award recognises individuals who continue to champion the voice of the young people within aquatics, have a clear passion for the sport and made a volunteering commitment or advocacy through campaigning, fundraising or committee work.

Athlete Award

Swim England Spirit of Aquatics

This award is for an individual who has accomplished notable sporting achievements in the water in any aquatic discipline. This individual will have completed the activity in a Swim England club, county, regional or national setting.

Criteria:

- Must be a Swim England member
- Must be a member of a Swim England affiliated club
- All notable achievements must have been accomplished in the last 12 months
- Must not be part of the England Talent Programme or a British Swimming Performance Programme

ADDITIONAL AWARDS

NOMINATIONS PROCESS

- *Managed centrally*
- *Not part of the regional shortlisting process*
- *Will be part of the event schedule*

Swim England Breakthrough Athlete (Artistic Swimming, Water Polo)

This award recognises athletes from Artistic Swimming and Water Polo disciplines, who have clearly shown their commitment to the pathway, produced outstanding results whilst demonstrating world-class potential over the past 12 months. These athletes will be excellent ambassadors for their sports and always conduct themselves in a manner befitting of professional athletes.

Spirit of Commonwealth Games (Swimming/Para-Swimming, Diving)

This award is unique to the Birmingham 2022 Commonwealth Games.

The Spirit of the Commonwealth Games Award recognises the athlete that exceeded expectations and went above and beyond whilst competing at the Commonwealth Games. The individuals will be excellent ambassadors for their sports whilst conducting themselves in a manner befitting of an athlete.

Harold Fern and Alfred H Turner

The Awards are given to the individuals or organisations making the most outstanding contribution to aquatics at club, county, regional, national or international level. In selecting the winners, consideration is given to:

- *outstanding achievement in advancing the sport through competition/coaching/officiating*
- *outstanding achievement in the administration of the sport*
- *outstanding achievement in advising the sport*

Swim England South East – Regional Management Board Dates 2022/23

Date	Location	Meeting
Wednesday 19 October 2022	Online	Regional Management Board
Sunday 20 November 2022	Online or Face to Face TBC	Regional Management Board & Discipline Managers
<i>Monday 19 December 2022 – if needed</i>	Online	Regional Management Board
Tuesday 17 January 2023	Online	Regional Management Board
Wednesday 15 February 2023	Online	Regional Management Board
Thursday 16 March 2023	Online	Regional Management Board
Wednesday 19 April 2023	Online	Annual Council Meeting
Wednesday 19 April 2023	Online	Regional Management Board (to follow ACM)
<i>Monday 22 May 2023 TBC – needs to be in advance of the Swim England ACM date</i>	<i>Online</i>	Regional Management Board & Delegates
Tuesday 27 June 2023	Online	Regional Management Board
Wednesday 13 September 2023	Online	Regional Management Board

Ben McDonald - Regional Club Development Officer

Report to Regional Management Board December 2021 – May 2022

Team Manager's Course

- Team Manager 1 - Supported 7 online workshops with 169 people attending (229 booked on). A further 3 Team Manager 1 courses are planned for July 2022 with 80 people already booked on.
- Team Manager 2 – We have been able to run 2 courses with 39 people attended (53 booked on). Next team manager 2 is in September (21 people booked)
- Upskilling Presenters –
 - Zoe French can now deliver Team Manager 2.
 - Paul Finch and Ben McDonald can now deliver Team Manager 1.
 - Helen Barrand, Emma Staight, Emma Hudson, Catherine Williams have all attended a Swim England training course to become a Team manager 1 presenter. The next steps will be to co-present in July/ September.

Young Volunteer Programme

- 95 Young Volunteers from 27 different clubs have booked onto the Young Volunteers online programme in 2021/22. 5 have officially left the programme.
 - The Young Volunteers have already submitted over 2,000 hours of volunteering which is a significant increase from last year. Feedback from the club have been extremely positive regarding this increase.
 - The final deadline for the programme is the 31st July .
 - The Introduction of the three levels of awards (Bronze, Silver, Gold) have been very well received to.
- Feedback will be collected and programme for 2022/23 will be looked at. Early feedback from clubs would suggest a face to face programme would be more popular.
- The South East Youth Advisory Group will be opening for applications the first week of August running until September.

Discipline Support

- Masters - Supported the group by email and attending a meeting on Saturday 26th March. Substantial amount of work and time has been spent on adding/ changing content on the South East Masters webpage. The South East Masters group has planning well under way for Master short course Championships event in October.
- Para Swimming/ Disability group – Attended South East meeting on Thursday 10th February 2022. The first South East Para training day for 2022 took place on Saturday 16th June with 14 athletes attending. Swim England unexpectedly emailed a small number of clubs inviting them to take part in “Commonwealth Games Inspire to Try - Para Swimming Taster Session”. Swim England are offering £50 to help clubs run taster sessions during the commonwealth games. Still no concrete update regard Start Para programme. Work is also ongoing with supporting the joint South East and South West Para Swimming Champs
- Diving – Very Limited information to update the board regarding Diving. I attended the Swim England Diving meeting on the 14th January and I am aware of a south East Event that took place in May at Tunbridge Wells Sports Centre. There has been no other meetings and no request for any support.
- Artistic Swimming – Supported by emails when needed and attended meetings on the 20th January and 5th May. The group ran a very successful event at the K2 on Saturday 14th May which Ian Mackenzie and myself attended. Ian was full of praise for the South East Artistic group. The group have also arranged a Judge 1 course (face to faces) alongside running a

number of grade days. Artistic have an upcoming Assistant Artistic Swimming Coach course being held at Cobham Hall School in Kent.

- Water Polo – Supported meeting Monday 28th February. Organised and taken booking for 2 Assistant Water polo Coach courses resulting in 30 new Assistant water polo coaches qualified in the south East. In addition to this a Coach course has been arranged with only 7 people attending due to limited time to get people book onto it. Three Water Polo official course have been booked in for July and October. The group have also started to review what competition should be offered in 2023.

Club Affiliation (Kent, ONB, Sussex)

- 30 club successfully completed Club Affiliation for January 2022.
- 2 Clubs are aiming to complete Club Affiliation for July 2022
- White Cliffs (of Dover) Swimming Club have completed 4 of the 5 elements required.
- As expected Club Personnel Reports are improving and some clubs are now updating them throughout the year.

County Support

- Attended meetings with Kent and Oxfordshire and North Buckinghamshire over zoom and sent reports to meetings when been unable to attend.
- Both county's have been working on the survey monkey regarding the Role of the county document sent out by Swim England.

Regional Strategy 2022 – 2025

- Attending multiple meeting looking at the Strategy for 2022-25.
- Supported reviewing the Regional agreement in line with the new Regional Strategy

Development group

- Attended the Development meeting on the 12th May and since then supported Bryony with developing a new discipline report for the group to use.
- Started to investigate what further support can be offered to clubs to support the growth of the volunteer workforces. The main aim being to increase volunteers at clubs across all areas. A proposal will be discussed at the next Development group meeting.



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board June 2022

Main areas of work

- Regional Swimming talent pathway programmes, including Open Water
- Coach development
- Support Hampshire/ Berkshire and South Bucks/ Surrey county ASAs
- Coaches' Forum
- SwimMark/ Club affiliation
- Safeguarding and Time to Listen courses

Talent Pathway programmes

- The regional open water development camp took place on Sunday 5th June at the Elmbridge Excel LC and Shepperton Lake. 35 athletes between 12 and 15 years accepted their selections. Carol and David Butler supported the camp as Team Managers, Head Coach was Ian Keys (Wycombe), with skills coaches Justin Langford (Staines), Matt Smart (Guildford), Joe Evans (Wycombe) and Spencer Turner (Basingstoke). Jordan Niblock (Guildford) led the land work.
- The regional 12 year old camps are booked for the 11th September and 29th October at the ACS International School, Cobham. Selected athletes have been invited.
- Due to the lack of a suitable competition outside of the extended exam period it has been decided that it is not possible to deliver an off shore swimming competitive opportunity in 2022. The coaches have requested that we get an early budget approval for a camp to take place in January or February 2023. Coaches would like to request a larger budget for 2023 to provide those that should have been selected in 2022 the opportunity as an exceptional year.

Coach Development

- The national talent team are running online open coach workshops centrally to service the regions due to a post COVID drop in interest.
- We are planning to run some face to face workshop opportunities between September and November for development coaches.
- Kevin Brooks and Amanda Booth continue to mentor 8 coaches across the region, this is partly funded by the South East. Feedback from mentees has been really positive. Some of the mentees have engaged more in the process than others, participation in the programme will be reviewed for the new season.

County Support

- I have attended Berkshire and South Bucks meetings during this period. Surrey have not held a committee meeting during this period. I am waiting for dates from Hampshire.

Coaches Forum

- The Swimming Coaches' Forum have met in January, February, March and May during this period. I have produce the agenda, notes for these meetings and other actions arising.
- The forum has provided additional support with the regional championships in 2022, this has meant additional meetings to help with tasks such as setting qualification times and identifying opportunities for additional swims. Keiron Piper from Sevenoaks spent a great deal of time on the qualifying times and I would like to note a thank you for this.

Safeguarding and Time to Listen Training

- It is now generally more cost effective for clubs to access the central programme for safeguarding rather than to host their own course.
- All Time to Listen courses for 2022 are available for booking, three courses have already taken place in 2022. The online format is working well and is continuing.

SwimMark/ Club Affiliation

- Currently we have 102 SwimMark clubs in the region, this is an increase from 101 noted at the November meeting.
- We now have all six counties represented on the Regional SwimMark panel, all meetings are continuing online. Thank you to Jane Davies who continues to chair these meetings.
- During the last 6 months Mid Sussex Marlins and Tigers, Jersey have regained their SwimMark and Southampton University Water Polo club have accredited for the first time. Unfortunately Aqua SC, Sevenoaks has lapsed as a club and Bexhill SC decided not to continue with SwimMark.
- All 28 clubs in my counties due to renew their club affiliation in January successfully managed to complete this by the deadline. Unfortunately Southampton Dolphins did not achieve this by their March deadline and were suspended for a short period of time.

Regional Swimming Championships 2022

The regional swimming championships is not normally part of my ongoing work programme. However, due to the exceptional circumstances this year I felt that it was important for regional staff to support this important work area and our volunteers. I enjoyed working with competition sub group to pull this together. I attended 5 of the 8 days of competition and supported where needed.

Swim England

Notes of Regional Chairs Meeting

Monday 23rd May 2022 – Zoom

Present:	Richard Hookway	Swim England Chair (Chair of meeting)
	Alex Harrison	London Region Chair
	David Burgham	North West Chair
	Chrissie Robinson	South West Chair
	David Watson	North East Chair
	Ian Cotton	East Region Chair
	John Hidle	East Midland Region Chair
	Simon Kirkland	West Midlands Chair
	Roger Penfold	South East Chair
	Jane M Nickerson	Chief Executive Officer
	Brian Havill	Chief Financial Officer
	George Wood	Sport Development Director
	Claire Coleman	Head of Development
	Gareth Picken	Sport Development Administrator (Note-taker)

(Members are identified by initials)

Apologies:

1.	<p><u>Welcome from the Chair / Actions from the last meeting</u></p> <p>RH welcomes the group. Action log was checked. Most actions were complete or feature on the agenda.</p> <p>GW outlined feedback from Jon Glenn – SEQ can produce certificates within 72 hours of receiving the attendance register. This timeline is dependent on the tutors sending through the register.</p>
2.	<p>CEO Update</p> <p>JN had provided a report in advance and gave the following specific updates:</p> <p><i>Review of the OJA</i> The review has come to a halt due to amount of work and efforts are focused on the CWG. Sport England had already agreed funding for to support work around the complaint against Swim England process. Sport England has agreed to add the review project in to this funding. Once funding from Sport England has been confirmed, the review will pick back up.</p> <p><i>The chemical crisis</i> Mostly impacting in the south. The plant which produces the chemicals was reduced down to no production and consequently some pools had to closed. There was also a fire at the plant which interrupted production but indications show the issues have been resolved.</p> <p><i>The energy crisis</i></p>

	<p>some facilities are looking at a surcharge on swims and SE are lobbying central government regarding the health benefits of swimming.</p> <p>President of Swim England This has changed as of Saturday 21 May. Jim Wilkes is now SE President.</p> <p>England Swims We launched the England Swims initiative which is an insight and inclusion project.</p>
3.	<p>CFO Update</p> <p>BH provided a report on the finances of the Swim England from the first four months of the calendar year, concluding that the accounts made for positive reading with income almost up to pre-pandemic levels, whilst outgoing were down. However, the reduction in the outgoings was attributed to some projects and events not going ahead. Some IoS courses have struggled to go ahead as there has been a reduction in sign up numbers and a greater focus on working from home. Marketing campaigns are taking place to target specific groups to reengage and boost participant numbers.</p> <p>RH concluded that there must remain a balance between prudence and the ability to utilise the finances available effectively with constant reference to the strategic aims of the organisation.</p>
4.	<p>Swim England Strategy Update</p> <p>GW shared a presentation around the strategy process. The strategy should be signed off by 14th September 2022. A 10-year view will be taken and the approach is to create a high level strategy covering the whole organisation.</p> <p>The Strategy Timetable</p> <p>Data collection and validation will now aim to take place between April and July 2022. Data analysis process will now aim to take place between May and June as data is collected. Strategic challenges will now aim to take place during June. Strategic choices will now aim to take place between the 11th and 13th June. Stakeholder validation will now aim to take place during July. The write up remains targeted at August with the paper circulated to the Board in September. Sign off of the strategy aimed at October 2022.</p> <p>SK questioned whether members should have the largest weight in on the strategy as Swim England is a membership organisation. GW replied by mentioning that the consultation period aims to acquire views for all stakeholders involved in aquatics. The Board will then check and challenge the findings against the company policy and strategic aims and decide on whether the concluding aims and objectives are achievable</p>
5.	<p>Pool Depth Diving Guidance</p> <p>JN updated the group that the new pool depth guidance had been rescinded as a review in the impact for operators needed to be considered. JN mentioned that</p>

	<p>maybe additional education and training into shallow racing diving would be beneficial in the prevention of future collisions.</p> <p>GW stated that the review will initially go to the SLG and then to the SOG before it is implemented. CC added that the original date set for implementation was 20th June and whilst official this has been pushed back, Swim England are still working towards that deadline.</p>
6.	<p>Meet Licensing</p> <p>RH began by congratulating AH on their appointment to Chair of Chairs, taking over from JH. JH updated the group on the on the current Meet Licensing policy. JN highlighted that due to two year of recruitment lost as a consequence of the pandemic, there is a current national shortage of officials.</p>
7.	<p>Role of the Counties / Reserve policy</p> <p>CC thanked CR for all her work and support within the project. Three counties have completed in full the survey, two counties have partial completed the survey and one county duplicated their survey,</p> <p>AH updated the group around the Reserve policy in which recent data analysis varied responses between counties. AH asked the group whether guidance should be written to support counties around best practice. RH mentioned that reserve levels couldn't be consistent across all counties as staffing and club requirements fluctuate. The reserves should account for between six and eight months, however additional reserves should be set aside in case of redundancy.</p> <p>DW highlighted that there might be confusion between counties if a best practice policy was drawn up for each county. RH concluded that there does need to be additional awareness that reserves should not just be in the bank account but invested into the development of aquatics.</p>
8.	<p>Coaching Policy Update and Recruitment Academy Update</p> <p>CC updated the group regarding the coaching policy, highlighting a number of queries that had been expressed around the level 2 course.</p> <p>Concerning the recruitment academy, the programme was initially set up to recruit swimming teachers, however CC asked whether the group wanted to expand this for prospective coaches. SK believed that this would be a good idea as it would create opportunities and potentially help create greater diversity within the workforce. DW seconded SK. JN agreed believing that it would be really interesting to see if this would benefit interest level, however this would need to take place region by region.</p> <p>GW pointed out that this could be included in the Inspire 2022 project.</p> <p>Action – CC and SK to have a discussion around the feasibility of this taking place in the West Midlands.</p>
9.	<p>Any Other Business</p> <p>SK praised GW and CC for their close work with the West Midlands</p>
10.	<p>DONM</p>

	18 th July – Face-to-face in London RH closed the meeting at 20:58.
--	---

Meeting of the Board of the Amateur Swimming Association (Swim England) Limited

20 May 2022

Via Zoom

Present:

Richard Hookway – RH (Chair)
Barry Saunders - BSa
Brian Havill - BH
Joan Wheeler – JW
Sarah Gregory - SG

Aysha Kidwai – AK
Raj Kumar – RK
Jane Nickerson – JMN
Bernard Simkins – BSi

Officers in attendance:

Lois Jarvis (LJ) – Director of Legal and Company Secretary
George Wood (GW) – Sport Development Director (Item 9 only)
Ali Noyce (AN) – Health & Wellbeing Manager (Item 10 only)
Andrew Power (AP) – Water Wellbeing Specialist (Item 10 only)
Rob Henderson (RMH) – Senior Administration Officer

1. **Welcome and apologies**

The Chair noted that apologies were received from Caroline Green, Neil Booth and Ali Breadon.

2. **Declarations of interest**

2.1 BSa is a Regional Director for the North East Region and declared an interest in item 8.1.

2.2 BSi is a Regional Director for the West Midlands Region and declared an interest in item 8.1.

2.3 The Chair resolved that both Members should be present for Item 8.1.

3. **Minutes of the board meeting of ASA (Swim England) Ltd – 16 March 2022**

3.1 It was clarified under Item 2 of the Minutes, that any ongoing declarations of interest will be noted in each set of Minutes.

4. **Actions arising from previous meetings – to note progress**

4.1 The Judicial Review has become more complex and we need to change our approach. We are recommending an independent review and are currently tendering alongside Sport England. Following this a new timetable will be established. The Board was given assurances that grassroots issues will still be given the appropriate emphasis.

4.2 JMN would welcome the Sport Operations Committee's, Sport Leadership Groups and Regional Chairs' thoughts on the current development of the Transgender Policy. It was agreed that the act of asking and listening,

particularly outside of our sport, is very important. There are other similar sports we are working in tandem with. We will continue working with a wide range of stakeholders throughout this development and will return to Board in the Autumn to discuss further.

- 4.3 The schedule of risks is now reported on a rotational basis, with the next Audit, Risk and Probity Committee (ARP) meeting on 5 July.
- 4.4 A draft of the Auditors' tender will be presented to ARP on 5 July, with a view to a decision in October.
- 4.5 A draft advert and job description for the ARP independent members is being prepared, with a view to completing recruitment by the end of 2022.

5. **Confirmation of decisions made by e-mail**
Decision: The 2021 accounts were agreed and signed off.

6. **Chair's report**

- 6.1 RH shared an update regarding the safeguarding issue that was discussed at the 16 March meeting. We are still receiving and responding to feedback from Members with strong feelings regarding the matter.
- 6.2 A dinner was hosted for Pool Operators, the main topic was energy cost inflation and supply chain tightness. A collaborative approach to lobbying was agreed and we are representing the industry's voice to government.
- 6.3 Our "England Swims" campaign and survey have been launched, with the objective to understand why people do or don't swim, as well as to identify barriers to aquatics participation.

7. **CEO's report**

- 7.1 The report was taken as read.
- 7.2 We are collecting data from Pool Operators prior to a meeting with the Department for Digital, Culture, Media and Sport (DCMS), which is a longer process. Our lobbying presence is currently powerful, with regular regional and national media appearances.
- 7.3 Some pools are piloting a heat exchange system with a data server company, who cover the cost of energy which powers the servers. This is an exciting development for Pool Operators.
- 7.4 The factory which supplies many of the UK's pool chemicals is currently completely shut for a brief period and will then operate on limited capacity. It has affected some pools who have had to close temporarily. Most other Operators are saying they are ok until September.
- 7.5 JMN updated the Board that Ash Cox has been appointed interim CEO at British Swimming. British Swimming are also continuing to interview for a new Board Chair.
- 7.6 It was clarified that the Water Polo and Artistic Swimming performance programmes for GB are currently managed by Swim England.

8. **CFO's report**

- 8.0.1 The report was taken as read.

- 8.0.2 Q1 actual income was either at budgeted levels or slightly below. This is good news overall as 2019 levels were used as the base. Our expenditure is well down so we are in a good financial position. These savings include where vacancies have not been filled, so not necessarily a positive outcome for the whole organisation.
- 8.0.3 All areas of the organisation are showing an upward trend for their income. The only area of concern is the Institute of Swimming, who have identified some key areas to concentrate on and are beginning to implement plans.
- 8.0.4 The sale of SportPark floors one and two to Loughborough University will be completed in May.
- 8.0.5 Publically we would like to keep reserves of 4-8 months as the true balance will fluctuate throughout the year. The expectation is to sit comfortably within this range. Careful consideration needs to be given to prudence and cash liquidity, particularly as inflation approaches double-digits.
- 8.1 **Loans and Reserves**
- 8.1.1 BWH formally requested to repay the Coronavirus Business Interruption Loan. All were in agreement.
- 8.1.2 **Decision: The Board gave approval for the repayment of the CBIL.**
- 8.1.3 BWH formally requested, once the funds from the sale of SportPark floors one and two have been received, to repay the loans to the Regions from Swimming Enterprises.
- 8.1.4 **Decision: Board gave approval for the repayment of loans from the Regions, upon receipt of the funds from the sale of SportPark floors one and two.**
- 9 **Strategy Update**
- 9.1 GW joined the meeting and delivered a presentation, updating the Board on the process of creating the new strategy.
- 9.2 **Process**
It was outlined that data collection and validation would take place between April and July, with continuous analysis throughout. An update would then be provided to Board at the 13 July meeting, as a part of stakeholder validation throughout July. The objective is for Board to consider the first draft of the Strategy at the 14 September meeting. The earliest possible sign-off would therefore be October 2022.
- 9.3 **Risks**
The risks presented were considered to be focused around organisational capacity, delays in data collection (particularly the “England Swims” campaign) and the need to ensure stakeholders are convinced with the direction of the strategy.
- 9.4 **Data Analysis**
Up until now, we have undertaken a review of the previous strategy as well as analysing the insight available to us and undertaking a stakeholder consultation.
- 9.5 Nigel Kippax, our external facilitator, has been consulting with key stakeholders on our behalf. This has been extremely useful for open and honest conversations. Nigel is keeping focused notes from his conversations, as are

Heads of Service. Key messages are being distilled on a regular basis, including re-analysis of previous conversations where necessary.

9.6 **Data Collected**

Broadly speaking, the data we have currently collected includes our vision for the next ten years of aquatics and the direction and challenges we will face in achieving this. We have also asked key stakeholders about the role of Swim England and any other thoughts or messages they may have.

9.7 **Next steps**

Swim England should be prepared to think creatively and be clear on what success looks like. We will perform a stop, start, continue exercise prior to writing up the strategy.

9.8 A number of questions were raised and clarifications requested by the Board.

9.9 The ten-year length of the strategy was identified as a challenge, owing to the rapid pace of change the world continues to witness. There is a caution about creating a strategy that can be made irrelevant more quickly than anticipated. Much of this is out of our direct control – including Local Authority funding, which could be addressed in the strategy.

9.10 JMN clarified that whilst the methods of strategic delivery may change over the next ten years, the vision and ambition should not. This is the difference between strategy and implementation. RK recommended GW to speak with industries who have experience of planning over multiple decades to ascertain their methods.

9.11 GW clarified that the strategy was aiming to cover the broad spectrum of swimmers, including grassroots, whilst also aligning with Sport England's own ten-year strategy.

9.12 AK put forward the need for awareness of our confirmation bias, stating the importance of remaining open to all identified challenges and choices. There is a further drive to understand the insight from those that aren't involved in aquatics, as well as those that are. It was agreed that this process should consult with all demographics, identifying barriers to participation. Furthermore, we need to be thorough during the analysis and distillation, ensuring no vital information is left behind.

9.13 It was requested that the strategy includes a specific section on Swim England Trading and the income generation expectations and opportunities for the future.

9.14 The Chair requested continued engagement with this piece of work so that it would be an enduring strategy. GW offered his time to the Board should any Board Members wish to discuss the strategy on an individual basis.

9.15 **Action: RH to distribute Strategy Process presentation alongside Minutes.**

9.16 GW left the meeting.

10. **Water Wellbeing**

10.1 AN and AP joined the meeting.

10.2 RH introduced the area of work as being a special piece of work that is welcomed by the Board. AN, with a swimming and teaching background, and

- AP, with a physical activity project management background, introduced themselves and delivered a presentation.
- 10.3 There have been twelve years of development to reach the point where we are now, with three key publications and reports over this period. These have highlighted the potential of aquatic activity to prevent and manage a range of long term health conditions.
- 10.4 In 2018 the Water Wellbeing model was created. A three stage process ensuring the environment is accessible, inclusive and welcoming; there are appropriate personalised opportunities and a demonstrating impact. A nationwide community of practice has been developed with an accreditation at its base.
- 10.5 **Stage 1: Accessible and Inclusive**
Review site opportunities; environmental audit and site improvement plan; inclusive customer experience training; inclusive marketing materials; basic data collection. All of the above have excellent benchmarks and feedback from participants.
- 10.6 **Stage 2: Personalised Aquatic Offers**
Exercise Referral Delivery; Aquatic Activity for Health qualification; Learn to Swim for targeted health needs. We have recently developed a “supporting swimmers with long-term health conditions” CPD. Good Boost is a social enterprise who we have worked with to develop a rehabilitation app. Patients can be given electronic devices with the app pre-installed to take home to continue their rehabilitation.
- 10.7 **Stage 3: Demonstrating Impact**
Recruitment targets meet; evidence of change and impact through data collection; case study development. AN fed back that there are some impactful stories of patients no longer requiring surgery due to the impact of being in the water.
- 10.8 These accreditations are suitable for all pools; many of the accredited pools are older facilities. We are discussing with many other Operators to expand the accreditation, it is open to all who wish to join us on the journey.
- 10.9 Congratulations were offered by the Board to AN and AP for their excellent work.
- 10.10 It was clarified that this project and the Business Solutions work have similar target markets, there is excellent collaboration between the two teams with Business Solutions introducing operators to the Water Wellbeing programme.
- 10.11 Incentivising the programme is not necessary at this point, as the current incentives for Operators include procuring better local relationships, accessing new funding opportunities and good news stories.
- 10.12 There is an openness to discussing the extension of this programme; including HR interventions and larger Operator companies.
- 10.13 **Action: RH to distribute Water Wellbeing presentation alongside Minutes.**
11. **Committee / Working Group reports – meetings held since last meeting**
- 11.1 **Sport Operations Committee held 29 March 2022 and 12 May 2022**
- 11.1.1 The Minutes from March were taken as read and no questions were raised.

- Addendum* The Board would like to give their condolences to Pippa Jones' family and friends following her recent passing. Pippa had a four-year term on the Sport Operations Committee that ended earlier this year. Pippa will be deeply missed by them all and everyone at Swim England who had the privilege to work alongside her.
- 11.1.2 A verbal report was given from the 12 May meeting. Two new member elected members attended, replacing Pippa Jones and Jim Boucher. There will also be a new member from the Youth Advisory Panel starting formally at the July meeting.
- 11.1.3 Items for discussion included 2023 membership fees, with a proposal being submitted to the 13 July Board meeting. There was also an update of temporary membership conditions, closing a current loophole regarding testing.
- 11.1.4 The issues regarding minimum water depths and diving starts continue to be dealt with. Guidance will be withdrawn on a temporary basis to allow for further consultation over the next four weeks.
- 11.1.5 **Harold Fern and A.H. Turner Awards**
Decision: The Board approved the Sport Operations Committee's recommendations for the winners of the Harold Fern Award and the A.H. Turner Award.
- 11.2 **Swim England Qualifications Board held 1 April 2022**
- 11.2.1 The Minutes were taken as read and no questions were raised.
- 11.2.2 We are compliant with Ofqual and have completed a number of external consultations.
- 11.2.3 Course signups are trending upwards and the financial overview is currently doing well.
- 11.3 **Trading Board held 3 May 2022**
- 11.3.1 The Minutes were taken as read. Our customers have reacted well to the price increases which has resulted in a positive variance financially.
- 11.3.2 Business Solutions uses current resource to generate income for the organisation. As it grows we would need to recruit to support any increase of the income generation. The offer shows our value to Operators in terms of knowledge, insight and expertise.
12. **Dates for next meetings**
Monday 4 July, AGM, 7.30pm (Zoom)
Wednesday 13 July, 10am (SportPark, Loughborough)
Wednesday 14 September, 10am (SportPark, Loughborough)
Wednesday 14 December, 1pm (Zoom)
13. **Any other business**
It is with regret that SG has elected to step down from the Board later this year. SG shared the hope that her contributions will last and expressed positivity that a new perspective will join the group.

Summary of Decisions made

Minute	Item	Decision
5.1	Confirmation of decisions made by e-mail	The 2021 accounts were agreed and signed off.
8.1.2	Loans and reserves	The Board gave approval for the repayment of the Coronavirus Business Interruption Loan.
8.1.4	Loans and reserves	The Board gave approval for the repayment of loans from the Regions, upon receipt of the funds from the sale of SportPark floors one and two.
11.1.1	Harold Fern and A.H. Turner Awards	The Board approved the Sport Operations Committee's recommendations for the winners of the Harold Fern Award and the A.H. Turner Award.