

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Wednesday 7 September 2022 as an Online Meeting 7.00pm

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<b>Present:</b>	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
	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
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**93 Apologies**

Mike Lambert  
Shelley Robinson

**94 Minutes of the Meeting held on 28 June 2022**

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

**Action: BG**

**95 Matters Arising**

80 – Mailsports Concession Agreement – It was confirmed the agreement had now been signed.

80 –Pool Depth – This will be covered under the SOC Minutes later in the agenda.

80 –Welfare Officer – There had not been any progress with recruiting a Regional Welfare Officer.

80 –Identification of Top Club Trophies for Youth and Age Group Championships – It was understood this had not yet progressed.

**Action: ML**

80 –John Davies – It was understood that the Kent dinner was due to take place on 16 September so this would need further consideration. BD has been working on getting a template certificate created.

**Action: BD**

63 - Appointments – Regional Management Board Member – There had been one application for the RMB vacancy. Following discussion it was felt that closer identification may be needed on the skills that are needed. Once this exercise has been completed there will be further review for more targeted recruitment. CL to discuss with BG and come back to the October meeting.

**Action: CL/BG**

**Landscape sheet**

9 – Overseas Training Camps/Competitions – Development Group to discuss at September meeting.

11 – Trophies for Masters – The events these trophies are required for are coming up soon so these are needed more urgently. BG to remind ML.

**Action: ML**

**96 Volunteer Awards 2022**

Following discussion it was agreed that some of the Regional Award winners' trophies would be presented at the Winter Regionals for those attending the event. Others would be presented at other discipline events where possible, or if not, locally at their pools with photos taken. Winners will be announced through the newsletter on 01 October.

**Action: BG/BD**

**97 Swimming Championships**

The report was noted. It was noted that the Summer Championships in 2023 will not be taking place at Crawley.

**98 Trust Registration Service**

It was noted that this could have implications for clubs. While clubs will need to wait for further guidance to be release, need to be aware that this could impact them. Swim England will release guidance to clubs once further guidance has been provided by Sport England.

**99 Incorporation Update**

RFP reported that draft articles of association had put together. RFP & BG had reviewed the draft and this has now been sent on to CL, ST and Susan Harrison for further review. The articles will be on the October agenda with a view to these being adopted. These will be sent out to the RMB at least 14 days before the meeting.

**Action: RFP/BG**

**100 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)

Tonbridge Sea Turtles (Kent)

**Resignations**

None

**Enquiries**

Brighton College (Sussex)

**Suspensions**

White Cliffs (of Dover) SC

**101 Swim England Regional Chairs Meeting Minutes**

The minutes of the Regional Chairs' meeting on 18 July were noted.

6. Swim England Strategy – It was noted that there will be a focus on diversity within the strategy.

8. AOB – it was noted that there were low levels of engagement within the Q&A session of the member's forum.

#### **102 Swim England Board Meeting Minutes**

The minutes of the Swim England Board meeting on 13 July were noted.

7.23 Action states that Brian Havill would write to forum members to advise them of decision. It is understood at least 2 of the Region's forum members have not received this notification.  
8.2 Sales of Floors 3&4 of SportPark by old unincorporated ASA to Swim England – this was discussed and is understood to be a transfer from the old company. It is understood that floors 1&2 were sold back to the university with funds used to repay loans and mortgage.

#### **103 Sports Operation Committee Meeting Minutes**

The minutes from the Sports Operation Committee meetings on 12 May and 12 July were noted.

Pool Depth – Pool depth was discussed at both the May and July meetings. A new issue of the guidance was planned to be available from September.

3.1 Swim England Strategy – reference to the efficient use of water and having only one club operating out of a pool was discussed.

#### **104 Swim England Annual General Meeting Minutes**

The minutes from the Swim England Annual General Meeting were noted.

#### **105 Correspondence**

LTS and Workforce Audit Survey – details were circulated earlier in the day.

Licensing Meeting – it was understood a meeting was being planned for regional licensing officers.

#### **106 AOB**

Nothing noted.

#### **107 Date of the Next Meeting**

Wednesday 19 October, 7pm, Online Meeting

The meeting was closed at 19.57

## Regional Management Board

A meeting of the Regional Management Board will be held on 07 September 2022 as an Online Meeting commencing at 1900

### Agenda

- |   |   |                 |      |
|---|---|-----------------|------|
| 1.  | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i><br>George Adamson<br>Mike Lambert   | RFP             | 1900 |
| 2.  | <b>Minutes of the Meeting held on 28 June 2022</b><br><i>To agree accuracy of minutes from the previous meeting</i>   | RFP<br>Enclosed | 1905 |
| 3.  | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>   | RFP<br>Enclosed | 1910 |
| <b>Items for Decision</b>                 |   |                 |      |
| 4.  | <b>Volunteer Awards 2022</b><br>To agree how the Regional Awards will be presented for 2022   | BD / CL         | 1915 |
| <b>Items for Discussion / Information</b> |   |                 |      |
| 5.  | <b>Swimming Championships</b>   | ML<br>To follow | 1925 |
| 6.  | <b>Trust Registration Service</b>   | RFP<br>Enclosed | 1935 |
| 7.  | <b>Incorporation Update</b>   | RFP             | 1945 |
| 8.  | <b>Affiliations &amp; Resignations</b><br><i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i><br><b>8.1 New Affiliations – Approved</b><br>None<br><b>8.2 Affiliation Applications – Pending</b><br>Jersey Water Polo Club (Hants)<br>Tonbridge Sea Turtles (Kent)<br><b>8.3 Resignations</b><br>None<br><b>8.4 Enquiries</b><br>None<br><b>8.5 Mergers</b><br>None<br><b>8.6 Change of Name</b><br>None<br><b>8.7 Suspensions</b><br>None | RFP             | 1955 |
| 9.  | <b>Swim England Regional Chairs Meeting Minutes</b><br>To review the minutes of the Regional Chairs meeting held on 18 July 2022.   | RFP<br>Enclosed | 2000 |
| 10.                                       | <b>Swim England Board Meeting Minutes</b><br>To review the minutes of the Swim England Board meeting held on 13 July 2022.  | RFP<br>Enclosed | 2010 |
| 11.                                       | <b>Sports Operation Committee Minutes</b><br>To review the minutes of the Sports Operations Committee meeting held on 12 May and 12 July 2022.  | RFP<br>Enclosed | 2020 |
| 12.                                       | <b>Swim England Annual General Meeting Minutes</b><br>To review the minutes of the Annual General Meeting of the Amateur  | RFP<br>Enclosed | 2030 |

Swimming Association (Swim England) Limited held on 04 July 2022.

- |     |  |          |
|-----|--|----------|
| 13. | <b>Correspondence</b>  | RFP 2040 |
| 14. | <b>AOB</b><br><i>24 hours notice required</i>                                  | RFP 2045 |
| 15. | <b>Date of Next Meeting</b><br>Wednesday 19 October 2022, 7pm - Online Meeting | RFP 2050 |

**Swim England South East**  
**Regional Management Board**

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

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<b>Present:</b>	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 15<sup>th</sup> 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 30<sup>th</sup> 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 4<sup>th</sup> 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

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Swim England South East  
Regional Management Board  
28 June 2022

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 01 September 2022

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	<b>Constitutions</b> 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	<b>Regional Funding Policies</b> 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	<b>Regional Trophies</b> 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. <b>Update</b> – 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	<b>Athlete Contributions / Overseas Camps</b> Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored. <b>Update;</b> 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	<b>Athlete Bursaries</b> 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. <b>Update;</b> 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	<b>Regional Strategy &amp; Operational Plan – Review &amp; Strategy 2022-26</b> 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	Updated 08.02.21 Min 4	Strategy Sub Group	<i>In Progress</i>

	<p>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><b>Update;</b> 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><b>Update;</b> The Board endorsed the Strategy Sub Group's initial proposal and next steps</p>			
8	<p><b>Incorporation</b> 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>Update on Agenda</i>
9	<p><b>Overseas Training Camps/Competitions</b> 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	
10	<p><b>SEEDS Diving Programme</b> The SEEDS programme was started because the Governing Body refused to set up a Beacon Diving programme in the region, for historical reasons - the Diving group had felt that a weekly programme was unsustainable because of the size of the region. Had a Beacon programme been set up, it would have been required to be self-sustainable within a few years, whereas the SEEDS programme has continued to need subsidy. The Group recognises that this is a valuable programme, of great value to the region's athletes, but the Board, in the future, together with the Diving Group, might want to consider how the subsidy could gradually be phased out or reduced. It was agreed that this would be reviewed by the Diving Group moving forward for 2023.</p>	21.11.21 Min 123	Diving Group	
11	<p><b>Trophies for Masters</b> 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</p>	15.03.22 Min 35.5	ML	

	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.			
12	<p><b>Swimming Offshore Camp in January 2023 –</b></p> <p>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. 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.</p>	28.06.22 Min 81	Finance Sub Group	

Updated 01.09.22 BG

## Bryony Gibbs

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**From:** Club Development  
**Sent:** 25 August 2022 12:00  
**Cc:** Helen Weeks  
**Subject:** Important update - Trust Registration Service

**Sent to: Regional Chairs, Regional Officers, County Secretaries**

# Trust Registration Service (TRS)

It has recently been brought to Swim England's attention that unincorporated clubs may need to register for HMRC's Trust Registration Service (TRS).

Upon receiving the information earlier this month we have been working to understand the regulation and requirement around this to gain a clearer understanding.

Based on the information available to date, it appears there **may** be a requirement for unincorporated clubs to register with the TRS. We are awaiting further guidance from Sport England and they have arranged a webinar on **9<sup>th</sup> September** to update all National Governing Bodies. This is after the **1<sup>st</sup> September** deadline for TRS registration so Swim England believe it's appropriate to notify clubs of this potential requirement in the meantime.

This email has been sent to Regional Chairs, Regional Officers and County Secretaries for information and the following email will be sent to all clubs on **Friday 26<sup>th</sup> August 2022** (tomorrow):

## Changes to the Trust Registration Service: Guidance for Unincorporated Clubs

It has recently been brought to Swim England's attention that unincorporated clubs may need to register for HMRC's Trust Registration Service (TRS).

Upon receiving the information earlier this month we have been working to understand the regulation and requirement around this to gain a clearer understanding.

If your club is unincorporated and holds property or assets by trustees then it is essential you understand the changes that are happening. For the purposes of The Trust Registration Service (TRS), Custodians of club bank accounts **could** be regarded as trustees.

The Sport and Recreation Alliance has recently released some [guidance](#) on the matter. Swim England is currently investigating how this could affect clubs and we intend to issue a full update shortly after a meeting with Sport England on 9<sup>th</sup> September.

As outlined in the Sport and Recreation Alliance guidance, unincorporated sports clubs and associations have no separate legal capacity so their property and assets must be held by individuals. This will be the case for property, bank accounts, intellectual property and equipment. Even if a bank account is registered in the club's name, the Custodians of that bank account **could** be regarded as trustees for TRS purposes.

### What clubs need to do

Clubs may wish to consider preparing information that is required for TRS registration. A full list of those details can be found on [HMRC's website](#).

Clubs may wish to seek their own advice on the matter and have access to the legal advice helpline on the following link - <http://asa.howden-sites.co.uk/>

We will provide an update following the Sport England meeting.

### **Is there a deadline?**

The deadline given for registration is 1<sup>st</sup> September 2022. Swim England has only recently been made aware and we appreciate our full update will come shortly after the deadline for registration. We are currently working with Sport England and relevant advisors to gain a clear understanding about which clubs need to register for TRS. This will be shared as soon as possible.

**Andy Jack**

**Club and Operator Relationship Manager**

My usual working hours are: Mon 8am-5pm, Tues 9am-5pm, Weds 8am-5pm, Thurs 9am-5.30pm, Fri 8am-12.30pm

Pronouns: he/him



Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Leics LE11 3QF

   [swimming.org](http://swimming.org)

# Swim England

## Notes of Regional Chairs Meeting

Monday 18<sup>th</sup> July 2022 – Zoom

<b>Present:</b>	Richard Hookway	Swim England Chair (Chair of meeting) (RH)
	Alex Harrison	London Region Chair (AH)
	David Burgham	North West Chair (DB)
	Chrissie Robinson	South West Chair (CR)
	David Watson	North East Chair (DW)
	Ian Cotton	East Region Chair (IC)
	John Hidle	East Midland Region Chair (JH)
	Simon Kirkland	West Midlands Chair (SK)
	Roger Penfold	South East Chair (RP)
	Jane M Nickerson	Chief Executive Officer (JN)
	Brian Havill	Chief Financial Officer (BH)
	George Wood	Sport Development Director (GW)
	Claire Coleman	Head of Development (CC)
	Gareth Picken	Sport Development Administrator (Note-taker)

(Members are identified by initials)

### Apologies:

<b>1.</b>	<p><b><u>Welcome from the Chair / Actions from the last meeting</u></b></p> <p>RH opened the meeting and the Group checked the action log.</p> <p><i>Specific Update</i> Recruitment Academy for Coaches - CC updated the group that the West Midlands have agreed to continue with the action and LT will work with the Region on the progression of the project.</p> <p>All other actions were complete.</p>
<b>2.</b>	<p><b><u>CEO Update</u></b></p> <p>JN provided an updates to the rest of the group around changes in British Swimming, changes in Swim England, The Judicial Review and the Safeguarding Team.</p> <p><b><i>British Swimming</i></b> Alex Kelham is coming to the end of her tenure on the British Swimming board. Caroline Green has been appointed to the Board from November.</p> <p><b><i>Swim England</i></b></p> <p>The contract between Speedo, British Swimming (and Swim England) has been signed. This will bring in some additional funding at a national level.</p>

	<p>Following the FINA publication of their Transgender Policy, JN has updated the SE paper to reflect FINA’s position. British Swimming has yet to state their position.</p> <ul style="list-style-type: none"> <li>- <b>Judicial Review Update</b> The review has been completed with the first draft of the findings currently being written.</li> <li>- <b>Safeguarding Team Update</b> There have been major changes within the team with a new Head of Safeguarding and Welfare appointed and starting fulltime in September, although he will be working part time prior to September. Ash Cox will no longer be involved and Keith Oddy has recently stepped down from his role. In addition, the team have a new case manager and an administrator who will be supporting the caseload.</li> </ul> <p>Swim England has signed up to services offered by Lime Culture through SSport England who are currently providing support in two cases.</p> <p>A key focus of Swim England moving forward will be around increasing relevant training to prevent small issues going undetected until they escalate to national level. The findings and recommendations of the Whyte Report into British Gymnastics will be used to support the direction being taken in relation to safeguarding and welfare.</p> <p>SK asked whether there would be an unlimited budget offered to the safeguarding team to support their work. JN replied saying that there couldn’t be unlimited funding for the team, however the budget would be reviewed periodically and there was a clear commitment to this area of work.</p> <p>SK asked whether SE should apologise to anyone failed by the system. JN responded that she was unclear to whom we would apologise and at the moment this would not be advisable.</p>
3.	<p><b><u>CFO Update</u></b></p> <p>BH provided a report on the finances of Swim England for the year to date. They show a positive trend with a return to pre Covid income levels. However outgoings are still lower. This is down to issues in recruitment throughout the organisation and a reduction in face to face meetings.</p> <p>SK highlighted that Sport England has identified a 43% gap in their recruitment echoing the Swim England challenges.</p> <p>BH stated that there are reserves available for additional investments but there is a wider discussion to be had around where this investment would be best place.</p> <p>RH seconded BH’s view adding that currently big areas where investment maybe beneficial would be in safeguarding and wellbeing or consideration of membership costs given the continuing impact of the cost of living crisis.</p> <p><b><i>The reserve policy</i></b> BH outlined the content of the paper as an action from the previous meeting.</p>



	<p>AH explained that reserves are individual to each region/county and therefore the policy guidance should reflect a range rather than a set figure that all organisations aim to keep to.</p> <p>SK asked whether the policy could have the potential to become a reserve and investment policy which could be sent out to the counties. GW noted that the reserves policy could be built in to the county governance review. The first thing to do would be to clarify the role of the counties, this would then dictate the requirements of any financial policies or expectations.</p>
<p>3.</p>	<p><b><u>Role of the Counties</u></b></p> <ul style="list-style-type: none"> <li>- <b><i>Current Position</i></b> CC informed the group that 100% responses was gained from all counties. CC and Helen Weeks have since been analysing the data collected into specific sections.</li> <li>- <b><i>Next Steps</i></b></li> </ul> <p>The data analysis and recommendations will then be shared with CR for check and challenge before being shared with regional chairs at the next meeting.</p> <p>RP wanted to remind everyone not every county operates a membership levy and this needs to be considered. CC noted the point and would seek further information from Membership.</p> <p>JN asking whether the recommendations would be linked to the governance code. CC answered that yes the review is linking with the code and there is consideration as to whether this will be directly to Tier 1 or there will be an incremental step along the way.</p>
<p>4.</p>	<p><b><u>B2022</u></b></p> <p>GW took the lead in updating the Group on the Birmingham Commonwealth Legacy Programme – Inspire 2022.</p> <p>This is a collaborative approach – aquatic events have the only new venue in the CWG which is located in the Black Country and where there are a number of positive partners such as Active Black Country and Sandwell MBC</p> <p>Beth Barrett started today (18th July) as Project Lead.</p> <p>The programme is split into two projects:</p> <p>*1* Place-based activity (in and around the West Midlands) focused on:</p> <p>Young People Community Workforce Sport</p>

	<p>*2* A national programme during the time of the CWG – Inspired to Try that features both a digital and physical approach to engaging participants and a physical approach where .</p>
<p>5.</p>	<p><b><u>Refugee Support</u></b></p> <p>AH provide an update on behalf of the regional chairs about the recent refugee support provided by Swim England. The general consensus was that the initial reaction of exclusion of non-Ukrainian refugees was an own goal for the organisation, especially as SE are trying to increase diversity and inclusion throughout the sport. AH recognised that last year SE were not in a position to support Afghan refugees during the crisis but now are in a position to consider expanding to all refugees.</p> <p><b>Action – JN to liaise with Emma Griffin to review the support SE can offer as funding isn't unlimited but there needs to be recognition that certain social groups can't be singled out.</b></p> <p>DW questioned whether this should have been a part of the regional agreements. If not, could this be included in the future?</p> <p>RH added that SE should have a look at other sports to see what support they have and are currently offering.</p>
<p>6.</p>	<p><b><u>Strategy Progress</u></b></p> <p>GW shared a PowerPoint presentation on the progress of the Swim England strategy and updated as follows:</p> <p><b>Process –</b></p> <ul style="list-style-type: none"> <li>• Data collection and validation, data analysis and strategic choices have all been completed.</li> <li>• Today is part of the stakeholder validation process along with team member and membership surveys before the write up during August.</li> <li>• This will then be circulated to the Board early September. Draft considered on the 14th September. The final sign off will hopefully be during the last quarter of the year.</li> </ul> <p><b>Consultation summary –</b></p> <ul style="list-style-type: none"> <li>• Shared ambition internally and externally around increasing diversity and ensuring provision of appropriate facilities.</li> <li>• Correspondingly agreement that both areas were under threat.</li> <li>• There was recognition of the collaborative work to date but a clear drive to build on this further.</li> <li>• There is a desire to see SE lobby and collaborate with others.</li> </ul>

	<p><b>England Swims Insight –</b></p> <ul style="list-style-type: none"> <li>• A large amount of data showing a significant latent demand to engage more in swimming.</li> <li>• Highlighted key social groups where participation is low.</li> <li>• Highlighted major barriers to participation.</li> </ul> <p><b>There is an emerging theme of “Access Aquatics” with the following three areas of work: -</b></p> <ul style="list-style-type: none"> <li>• Water – access to facilities and open water.</li> <li>• People – diverse population, diverse workforce and safe aquatic experience.</li> <li>• Ability – all children being competent by 11, the seamless pathway through clubs and then into talent identification.</li> </ul> <p><b>The following guiding principles are also emerging: –</b></p> <ul style="list-style-type: none"> <li>• Collaboration – working together across aquatics and within SE.</li> <li>• Data – meaningful data and learning from other sectors and countries.</li> <li>• Advocacy – local and national.</li> <li>• Alignment - SE – Regions – Counties – Clubs. Governance structure that supports alignment.</li> </ul>
7.	<p><b><u>Strategy Discussion</u></b></p> <p>Following GW’s presentation on the SE Strategy, the floor was opened to the group for comments and questioning.</p> <p>SK asked whether the strategy is it just perpetuating what SE are already doing? What does the business of swimming look like?</p> <p>DW questioned what the definition of aquatic competency is and whether it differs from the national curriculum requirements which states that by the end of primary school, every child should be able to swim 25 meters.</p> <p>GW answered that the 25m target is one of the current school swimming measures but aquatic competence could be a higher target that better reflected all-round competence in water.</p> <p>DW asked how can SE make sure that the experience is right so that children aren’t put off from not only aquatics but from sport as a whole through bad experience.</p> <p>SK inquired if this is a strategy for Swim England or a strategy for swimming in England?</p>

	<p>GW replied that this is a Swim England strategy although the two things are clearly connected.</p> <p>IC commented that once the strategy has been published, there is a real opportunity for regions and counties to use this piece of work to review the roles they play in the communities.</p> <p>GW asked the group to consider what do they see the purpose of the regions being over the next few years?</p> <p>JH highlighted that it is potentially going to be very hard to change the mindsets of some clubs as they see participation as the enemy of talent growth due to pool time.</p> <p>DW offered his experience that some of the ways that clubs are training swimmers don't lend itself to effective use of pool time. There needs to be a balance to make best use of time to make sure that we are both maximising participation whilst also developing talent within a club's athletes.</p> <p>RP – we need a broader offering with a better geographically spread than the current one.</p> <p><b>Action - GW to review the club offering and experience and include in strategy.</b></p> <p>JN commented that the importance of clubs and the support from the regions has come across loud and clear. The key question is what should the governance that support this look like?</p> <p>RH concluded the discussion by mentioning this is work in progress so the conversations are bound to be messy. Points and views will be used to shape the future work as we are in the middle of this piece of work. GW will take this away to work on before the next meeting in September.</p>
8.	<p><b><u>AOB</u></b></p> <p>The low level of engagement during the Q&amp;A session of the member's forum surprised people. The open mic session was very quiet but this might have been down to the virtual nature of the session. AH asked if the group could be involved in planning going forward to support increasing engagement particularly around the AGM.</p> <p>The chairs highlighted that there should also be a focus on how do we use technology and addressing some of the challenges with voting and ensuring the event is accessible. Consideration should also be given to whether the AGM would remain virtual.</p> <p>RH highlighted the pros and cons of in-person meetings in terms of accessibility as they could prevent people attending due to travelling from across the country, however they may increase engagement when people are there.</p>

JN stressed that whether or not a meeting is in person or virtually would depend on the nature and the content of the meeting and which would be the most appropriate way to engage all views.

**DONM**

26th September – regional chairs meet up (5pm) for meeting start at 6.  
London (venue TBC).

RH – closed the meeting.

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

13 July 2022, 10am

Podium, SportPark

**Present:**

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

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

**Officers in attendance:**

Jon Glenn (JG) – Workforce and Learn To Swim Director – Item 9 only  
Ashley Jones (AJ) Water Safety and Drowning Prevention Manager – Item 9 only  
Marie Cooper (MC) – People Development Director - Item 10 only  
Rob Henderson (RMH) – Senior Administration Officer

1.	<b>Welcome and apologies</b>
1.1	RH welcomed all to the meeting, expressing his pleasure that the Board was able to meet in-person for the first time since the pandemic.
1.2	Apologies were received from Lois Jarvis (annual leave) and Neil Booth (Commonwealth Games duties.) AB and CG had notified RH that they were to arrive later on during the meeting due to work/travel commitments.
1.3	Prior to the meeting, a strategy consultation was facilitated by George Wood, Phil Brownlie and Nigel Kippax.
2.	<b>Declarations of interest</b>
2.1	Noted BSa and BSi are on their Regional Boards and may have conflict with regards to any business related to the Regions.
2.2	CG declared an interest in Item 7.
3.	<b>Minutes of the board meeting of ASA (Swim England) Ltd – 20 May 2022</b>
3.1	JMN offered to update on chemical shortages and energy price rises later in the meeting.
3.2	The completed sale of SportPark floors one and two was noted and congratulations offered from the Chair to BWH.
3.3	The Minutes were formally approved by the Board.

4.	<b>Actions arising from previous meetings – to note progress</b>
	It was clarified that all previous actions arising will have progress noted as a matter of course, during the CEO and CFO updates.
5.	<b>Confirmation of decisions made by e-mail</b>
	None.
6.	<b>Chair's report</b>
6.1	There has been much activity in Sport in general and particularly in Swimming. The Whyte Review, whilst focused on Gymnastics, has lessons for Swim England and many other sports.
6.2	FINA have launched their new approach to Transgender Competition following their congress in June. FINA's approach is broadly in line with where other sports are headed. LEN are yet to take a public position; Swim England will seek to align our approach with the other Home Nations.
6.3	There have been a few individual issues relating to welfare at clubs – a broader context will be given later in the meeting.
7.	<b>CEO's report</b>
7.1	AB joined the meeting prior to this agenda item.
7.2	Swim England has been offered some equipment after the Commonwealth Games, we have accepted and will distribute these items to where they are needed.
7.3	Commonwealth Games tickets have been distributed to athletes, athlete's families and Board members.
7.4	RK is delighted to hear that recent research shows 96% of swimming teachers love their job. The Board would like to see a range of diverse cultures represented on the video that was shared as a part of the report.
7.5	JMN thanked Emma Griffin for her efforts in ensuring a small number of Ukrainian refugees were housed by a Swimming family in England. The budget for the impromptu refugee support project is small and this is an opportunity cost rather than a threat.
7.6	Sport England are keen for us to have a robust complaints policy and have provided a grant for this work. The Judicial Review is also a more robust external review that Sport England have agreed to fund.
7.7	The lead reviewer, Centre Field, has met with key stakeholders internally and externally, with training identified as an area for development. Swim England is looking to have staff dealing with issues at grassroots level to avoid them becoming bigger issues over time. The Swim England Legal Director has taken over responsibility for the Judicial team and with the assistance of the maternity cover Judicial Administrator, has cleared the majority of the backlog of issues.
7.8	The final report will come back to the Board for discussion, once complete. The current timeline is for a shareable draft in August with the new system in place by September.
7.9	FINA's approach to Transgender competition is helpful with regards to competitive swimming. We now need determine our position regarding inclusivity

	and fairness, particularly around competition. An independent consultant is seeking the views of a range of partners and members within the sport. JMN has been advised that Water Polo does not need to be considered separately as it is a contact sport rather than a collision sport – this enables one policy to be used for all our aquatic sports.
7.10	British Triathlon have done considerable work in this area and we can learn from them. It is likely that British Swimming will align themselves with FINA although they have not yet reached a position.
7.11	Sport England have now signed the contract for this year's Award, our objectives will be signed off at the end of September. We are through the first phase of the next funding submission cycle.
7.12	RH queried how much potential funding Business Solutions could bring to Swim England, as it would be good for the Board to review a Commercial Strategy once the overarching Strategy for Swim England has been finalised. It was noted that the work of the Business Solutions team also provides greater connectivity to the operators and is a great tool for influence ensuring Operators trust us to provide advocacy and other products to them.
7.13	BSi recommended to record the amount of time being spent on Business Solutions. This provides a huge level of value in relationship building and management. RH agreed that Swim England should be able to put a value on all of our functions.
7.14	The Speedo contract is now agreed in conjunction with British Swimming and the Home Nations. We have also protected the rights of the IoS, outside the contract as well as ensuring the Regions are not affected.
7.15	There are two warm leads from other sponsors which would be complementary to our other agreements.
7.16	We have had a congratulatory e-mail from UKAD for our high quality delivery of the compliance register. All thanks must be extended to Rachel Bayley and team for putting this together.
7.17	Energy prices for Pool Operators are going up from around £500m a year to £1.2b a year, with further increases on the horizon. We have been given the go-ahead to continue with our media work to bring attention to the issue. The ask is to have £1b to build new swimming pools this decade, as well as providing funding for the energy price gap. These requests are based on the savings swimming provides to the NHS and Social Care system.
7.18	There are still chlorine shortages. The team has provided guidance and information to pool operators on how to manage this issue. We are not aware of many closures although there have been a few short term closures whilst waiting for supplies.
7.19	British Swimming continue to recruit for a Chair, the CEO role will follow. Swim England need to appoint a new Board member to be our representative on the British Swimming Board, due to Alex Kelham finishing her term in November.
7.20	CG left the meeting in order for the Board to discuss her nomination as the Swim England representative to British Swimming, to replace Alex Kelham.
7.21	Following discussions with British Swimming and other representatives to the



	British Swimming Board, a candidate with a legal background is preferred. It was felt it would be helpful to have a stronger link between the British Swimming Board and the Swim England Board. JMN advised that Caroline Green is willing to stand and if appointed would step down from the IoS Board. The Board and Committee roles are due to be discussed in December following the new strategy.
7.22	<b>Decision: Caroline Green to be appointed as Swim England Board Representative to the British Swimming Board. Unanimous decision.</b>
7.23	<b>Action: Members' Forum to be notified of CG's appointment as Swim England Board Representative to the British Swimming Board. BWH</b>
7.24	<b>Action: British Swimming to be advised of the appointment. Action JMN</b>
7.25	CG returned to the meeting.
7.26	We have gone out with an external agency to replace Sarah on the Board. The Board was requested to communicate to all who may be suitable for this role.
7.27	The Board note that it has received and read the Independent Child Protection Officer's report. Full consideration to be given to this at the next meeting. It was agreed the changes to the structure highlighted by the CEO should go ahead.
8.	<b>CFO's report</b>
8.0.1	The May results reiterate previous Year to Date accounts. Expenditure is below budgeted levels while income is reasonably in line with budget. Thus, overall profits are higher than budget.
8.0.2	There is one area of caution as the IoS is seeing a slight downturn in the number of orders being made by the business to consumer part of our business. There is confidence that the IoS is agile and whatever can be done to reverse this, will be done.
8.0.3	BWH stated that there is a balance to be had between the provision of competitive salaries to retain staff and offering something affordable to the organisation. The biggest variable outgoing is the salary line on the budget.
8.0.4	SG shared the experience that many organisations are making a pay award with a temporary discretionary element to combat the cost of living crisis. It is difficult to predict the length or severity of this crisis.
8.0.5	The Board recognises the requirement to adequately reward staff in order to retain and grow the staff team.
8.0.6	BWH suggested that Remunerations Committee could meet and discuss salary increases more often, potentially looking at a "little and often" approach.
8.1	<b>Loans and Reserves</b>
	BWH suggested that following the repayment of all loans, the reserves element of this item would be best discussed under Item 8.3.
8.2	<b>Sales of Floors 3&amp;4 of SportPark by old unincorporated ASA to Swim England</b>

8.2.1	BWH is required to set a price for the sale of SportPark Floors three and four from the old ASA to Swim England. BWH recommends a sale price of £2.15m.
8.2.2	The parameters are the sale of floors one and two and what is listed in the accounts for floors three and four. There will be no tax or stamp duty owing to our charitable status. It will be a donation to the Charity.
8.2.3	We do not need to consider the depreciation of the property for a number of years yet, as the sale of floors one and two offer a recent and accurate valuation to work from.
8.2.4	The Insurers and tax experts are happy that we will not inherit any financial liability arising from the sale. Furthermore, the Board is positive that we can make this purchase without losing the sell-back clause to the University, this has been advised by a lawyer.
8.2.5	<b>Decision: The sale price for SportPark floors three and four, from the old ASA to Swim England, will be £2,150,000. Unanimous decision.</b>
8.3	<b>Draft Treasury Policy</b>
8.3.1	BWH invited comments on the one-page document previously circulated. It is a very low risk policy, depositing and spreading funds with the UK clearing banks, ensuring money is returned to the organisation regularly in case of emergency.
8.3.2	<b>Decision: The Board approved the Treasury Policy as presented by BWH. Unanimous decision.</b>
9	<b>Swim Safe and Water Safety</b>
9.1	JG and AJ, Water Safety and Drowning Prevention Manager, joined the meeting. They gave a short introduction.
9.2	Learning to Swim is a drowning prevention intervention. There are around 400 fatal drownings in the UK each year, the majority involve people who have not intended to enter the water.
9.3	Our vision is a nation safe in, on or around the water. Many parents want their children to learn how to swim in order to not drown. The UK sits comparatively low to the rest of the world for drowning deaths.
9.4	JG shared the impact statement with the Board. Embedding Water Safety within Swim England's strategy will address people's primary motivation for enrolment in the Learn to Swim Programmes; their need to be safe in water. Water safety is as simple as getting into water and out of water safely.
9.5	AJ gave a presentation on the Swim Safe project. It is an immersive water safety education programme for 7-14 year olds, involving experiential learning available to both schools and the public. It is collaborative and delivered by local partners. This allows Swim England to upscale the impact of the programme.
9.6	The key component is to become competent, not only to have the ability. The programme is aligned with RNLI, RLSS and the Fire Service – we are the only organisation to be providing the experiential learning aspect.
9.7	The sessions are free and 45 minutes long, aimed at 7-14 year olds that can swim 25m in a pool. Between 2013 and 2021, 143,000 attended, with 80,000+ attending outdoors sessions. The average age is nine years and three months, with the vast majority of participants studying at Key Stage 2.

9.8	AJ stated that 8 lives are confirmed as saved directly due to the education this programme provides.
9.9	In 2022 we have 20 delivery partners, delivering 15,000 free spaces, the delivery window is May until October with most activity in July and August.
9.10	The primary limitation of the programme is that there is only one person in organisation responsible for it. There is also the challenge of quality assurance were extra resource to be provided.
9.11	Conversations are being had with other similar charities to ascertain opportunities for collaboration. This is one of those things where money would make all the difference as it is a very scalable programme.
9.12	RH offered the Board's help for future developments in this area. JG responded that any Board member would be welcome to attend any of the Swim Safe sessions as a visible sign of support for the programme.
10.	<b>Nominations Committee Terms of Reference</b>
10.1	We need to find one independent non-executive director and one member nominated director to join RH and SG on the Nominations Committee.
10.2	Proposed that JW should replace David Flack on the Nominations Committee.
10.3	<b>Decision: JW was approved by the Board to replace David Flack on the Nominations Committee. Unanimous decision</b>
10.4	Proposed that AB should join the Nominations Committee.
10.5	<b>Decision: AB was approved by the Board to join the Nominations Committee. Unanimous decision</b>
10.6	It was noted that the Terms of Reference do not mention a casting vote but there are four people on the Committee. JMN stated that normally there is one person out of the conversation due to a conflict or time constraints, resulting in three voting participants. If a vote were to be split, that should be treated as non-acceptance. There needs to be a procedure outlined for what happens in this situation.
10.7	<b>Action: MC to draft procedure and to share links to the advert with the Board, for sharing with appropriate candidates.</b>
11.	<b>Membership Fees Review</b>
11.1	JW drew the attention of the Board to the paper circulated, seen by the Sport Operations Committee, who favour option 2 (a rise below the rate of inflation).
11.2	The purpose of the fees is to bring in income to the organisation, membership fees are roughly 20% of the organisation's income. Membership fees are seen as important for buy-in to the organisation's mission, and at this point in term it may be required to consider rises below the rate of inflation.
11.3	When Swim England has offered no increase to fees before, it has not presented as much goodwill as we would have liked. We have tried to keep categories relative to their buy-in levels. The membership is arguably the lowest cost of swimming, with other costs of the sport being more expensive. A below-inflationary increase is a positive message to our membership.

11.4	JMN mentioned that the Membership Team are planning on a holistic Membership review, to go to the 2023 AGM for implementation in 2024.
11.5	<b>Decision: The Board approved an increase to the Membership Fees for each Category, as advised by Option 2 in the paper, below the rate of inflation. Unanimous decision</b>
12.	<b>Committee / Working Group reports – meetings held since last meeting</b>
12.1	<b>Institute of Swimming Board held 24 May 2022</b>
12.1.1	The Minutes were taken as read.
12.1.2	There was a discussion regarding the Business to Consumer Market, that the Board was updated on earlier. It will be appropriate to discuss CG's appointment to the British Swimming Board (and subsequent resignation from IoS Board) in between meetings.
12.2	<b>Trading Board held 29 June 2022</b>
12.2.1	RK delivered a verbal update.
12.2.2	The majority of time was spent on Trading's input to the strategy; in particular the contribution that Trading could make to the overall picture.
12.3	<b>Audit, Probity and Risk Committee held 5 July 2022</b>
12.3.1	AB delivered a verbal update.
12.3.2	The wind down of the old ASA will result in a less complex audit next year, so the audit tender is on hold for a year.
12.3.3	JMN gave a deep dive into Impact of Energy Costs. We will continue to deep dive into prioritised strategic risks.
12.3.4	GDPR was also discussed in detail. Despite Lois' best efforts there is still a lot of work to do. The pandemic reduced our capability to ensure compliance and will require some resource to bring to the standards we require internally.
12.3.5	The Board agreed that a definitive date to have this sorted by would be positive progress, and would support temporary resource being found to bring us up to speed on this issue.
12.3.6	BWH reflected that we have been rebuilding activity resource and not necessarily support resource.
12.4	<b>Sport Operations Committee held 12 July 2022</b>
12.4.1	SOC meetings are happening very close to Board Meetings, so the Minutes from the 24 May meeting were discussed initially. It was clarified that the Transgender Eligibility Panel receives individual applications for competition in line with the current policy.
12.4.2	JW gave a verbal update on the 12 July meeting.
12.4.3	Supervision ratios are currently being clarified to Clubs in line with WavePower.
12.4.4	There is some governance tidying up to do with discussion of the 3 independent members, Terms of Reference and a session from George on Strategy. An

	update was also received from Jon Glenn on minimum depths, which is going to the next Swimming Leadership Group.
13.	<b>Dates for next meetings</b>
	Wednesday 14 September, 11am (SportPark, Loughborough)
	Wednesday 14 December, 1pm (Zoom)
14.	<b>Any other business</b>
14.1	<b>Action: BWH to find EDI training for the September meeting of the Board.</b>
14.2	The majority of Board members are available for a networking dinner on the evening of the next Board meeting (14 September). Owing to this, the hours of the next Board meeting will be 11am – 6pm, with dinner at 7pm.
14.3	The previous Chair, Sue Smith, left during the pandemic and the Board are yet to appropriately thank her for her work. It was suggested to invite Sue to the Board dinner.
14.4	<b>Action: JMN to invite Sue Smith to the Board dinner on 14 September.</b>

## Summary of Decisions made

Minute	Item	Decision
7.22	CEO Report	Caroline Green to be appointed as Swim England Board Representative to the British Swimming Board.
8.2.5	Sales of Floors 3&4 of SportPark by old unincorporated ASA to Swim England	The sale price for SportPark floors three and four, from the old ASA to Swim England, will be £2,150,000.
8.3.2	Draft Treasury Policy	The Board approved the Treasury Policy as presented by BWH.
10.3	Nominations Committee Terms of Reference	JW was approved by the Board to replace David Flack on the Nominations Committee.
10.5	Nominations Committee Terms of Reference	AB was approved by the Board to sit on the Nominations Committee.
11.5	Membership Fees Review	The Board approved an increase to the Membership Fees for each Category, as advised by Option 2 in the paper, below the rate of inflation.

# Swim England Sport Operations Committee

Minutes of the meeting held 12 May 2022, via Zoom

**Draft minutes subject to approval at the next meeting**

**Present:**

Joan Wheeler (JW)	Swim England Board Member (Interim Chair)
Ian Mackenzie (IM)	Swim England Member
John Hewitt (JHe)	Swim England Member
Keith Munday (KM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
Ben Gregory (BG)	YAP Chair
George Wood (GW)	Sport 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 Langham (EL)	Membership Services Manager
Rachel Bayley (RB)	Head of Performance Operations

**Invited:** Ellie Conway (EC) YAP Vice Chair

**Min No:**

**1. Standing Items**

**1.1 Chairman's welcome**

JW welcomed members to the meeting.

**1.2 Minutes silence for Pippa Jones**

IW spoke in memory of Pippa Jones and her service and commitment to the sport. A minutes silence was held.

**1.3 Introductions to new members**

John Hewitt, Keith Munday and Ellie Conway were welcomed to the meeting with SOC members introducing themselves and their roles. JW clarified that she would be looking at the appointment of SOC representatives on the leadership groups and talking to the four members concerned.

**1.4 Apologies**

Neil Booth, Alex Harrison.

**1.5 Declarations of Interest**

Noted all members would have an interest in Item 2.1 – 2023 Membership Fees.

**1.6 Minutes from previous meetings:**

1.6.1 29 March 2022: The minutes were accepted.

## 1.7 **Actions from previous meetings**

- 1.7.1 Item 3.3 – Water Depth Guidance: Since the issuing of the guidance, a number of concerns had been received from affected clubs. Conversations are ongoing with the SLG chair to clarify the extent of the concerns and to explore what support could be provided to clubs and other organisations. Lessons have been learnt regarding the communication of new guidance moving forwards.

It was advised that officials have not yet received the documentation, JG advised it would be forwarded to Helen Akers (Official's Development Coordinator) to circulate

**Action: JG to forward document to Helen Akers to circulate to referees and other officials.**

Following the meeting a decision was made to review the policy. Circulation to officials and referees will be completed following the confirmation of the finalised policy.

SOC discussed the sharing of risk assessment data and incidents in a confidential manner to enable more comprehensive risk assessments to be completed by clubs. This was reported to be a potential element of the portal being developed by Howden with GW to follow up progress on its development.

**Action: GW to follow up the development of the risk assessment portal with Emma Griffin and report back to the next meeting.**

- 1.8.2 Item 5.4 – Fees for over 80's: GW to follow up with Gaby Hay and Emma Griffin and provide an update at the next meeting.

**Action: GW to follow up with GH and EG.**

## 2. **Items for Decision**

### 2.1 **2023 Membership Fees**

EL was welcomed to the meeting.

It was advised that annual membership fee increases are traditionally based on the RPI and CPI figures. These figures are currently very high which has resulted in concerns about basing the 2023 fee increase on these levels, noting that clubs are likely to be increasing their charges based on the higher costs they are experiencing.

An overview of SE income was given for the new members to help provide context to the discussion. Further information acknowledging rising costs for SE including staffing, insurance and facility hire was noted.

SOC members agreed that the recommendation to the SE Board would be option 2, an increase lower than the RPI / CPI figures.

**Action: EL to update the report prior to submission to July SE Board meeting**

### 2.2 **Membership conditions update (UKAD)**

RB was welcomed to the meeting.

Members were informed that UKAD and Sport England have implemented changes to the way in which NGBs are required to adhere to the anti-doping framework.

Swim England is required to demonstrate compliance with the framework in its own right whereas previously it could be included under the British Swimming 'umbrella'.

The last element in achieving the framework is to update the Code of Ethics to ensure that an agreement to submit to UKAD testing for 12 months is included within the terms of membership, hence closing loopholes arising from temporary membership, or non-renewal of annual membership. The proposal was agreed by all members.

The achievement of the framework was done on an organisational basis (as opposed to being driven by individual leadership groups) and there is now a Board champion in place along with a working group.

The Leadership Groups will be advised that SE are now compliant and what this means for their sport moving forwards.

**Action: RB to arrange update to Code of Ethics and communicate with Leadership Groups.**

### 2.3 **Transgender panel ratification**

The decision taken by SOC to appoint Neil Booth, Neil Martin (Medical) and Catherine Forshaw (Legal) to a Transgender Eligibility Panel set up under the SE policy to consider an application to compete was ratified.

GW gave an update on the collaborative work being undertaken by a number of NGBs to bring together a consistent approach, advising that, for SE, the CEO is leading on this issue. A report will be brought to SOC in due course.

## 3. **Items to Note**

### 3.1 **Leadership Group updates**

Water Polo: U17 and U19 national age group competitions were very successful. A home nations development competition is to be held later in May to enable the SE squad to participate in European competition. Consideration is being given to how the growth of the sport can be further developed.

Diving: BS events have taken place recently utilising the same volunteers who will also be at SE events. A DLG meeting will be held shortly with the group looking to replace two members following the completion of their terms in office.

AS: noted that two successful face-to-face competitions were held.

Swimming: no update available, the next meeting is due to be held at the end of May.

A request was received for the minutes from the groups to be circulated to SOC.

**Action: AS-A to arrange for the minutes from each leadership group to be circulated to SOC members.**

### 3.2 **Swim England Strategy**

GW provided an update on the progress of the strategy, highlighting that currently data is still being collected and validated, which will continue through to July.

Following this, there will be a stakeholder validation stage in the process enabling the membership to feed into the formation of the strategy.



The inclusion of club consultation was queried and noted to be captured via the membership of the groups already involved in the process and the aforementioned stakeholder validation.

**3.3 SE Board Minutes**

The minutes of the Board meeting held on 16 March 2022 were provided for information.

**3.4 Sport Development and Coaching update**

GW presented an overview of the Sport Development directorate highlighting the wide-ranging and key areas within sport development, including events, talent and performance.

GW updated the group on the progress of key programmes such as DiSE along with each of the disciplines. Details of the interventions in place to support clubs and volunteers were outlined.

It was noted that pre-COVID a KPI reporting mechanism was in place alongside the implementation plans which set out the detail of what is aimed to be achieved. Following the development of the new organisational strategy it was advised that a very clear connection between the actions and how they contribute to the strategy would be made.

Finally, GW highlighted the challenges currently being experienced, and those that are anticipated to arise in the near future.

**4. AOB**

4.1 BG advised that it was his final SOC meeting with the role of YAP Chair transitioning to EC on 2 July 2022. On behalf of the members, JW thanked BG for his contribution during his time as a SOC member.

**6. 2022 Meeting Dates**

- 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 12 July 2022, via Zoom

**Draft minutes subject to approval at the next meeting**

**Present:**

Joan Wheeler (JW)	Swim England Board Member (Interim Chair)
Ian Mackenzie (IM)	Swim England Member
Alex Harrison (AH)	Swim England Member
John Hewitt (JHe)	Swim England Member (from item 4.1)
Keith Munday (KM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
Ellie Conway (EC)	YAP Chair
George Wood (GW)	Sport 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
Claire Coleman (CC)	Head of Development
Helen Weeks (HW)	Club Governance and Standards Manager

## **Min No:**

### **1. Standing Items**

#### **1.1 Chairman's welcome**

JW welcomed members to the meeting.

#### **1.2 Apologies**

Neil Booth

#### **1.3 Declarations of Interest**

Alex Harrison, item 4.1

#### **1.4 Minutes from previous meetings:**

1.4.1 12 May 2020: The minutes were accepted.

#### **1.5 Actions from previous meetings**

1.5.1 Item 1.7.1: Risk assessment portal – Insurance broker followed up with, will continue to push for completion.

1.5.2 Item 1.7.2 – Fees for over 80's: GW to follow up with Gaby Hay and Emma Griffin for September meeting.

1.5.3 Item 2.2: Code of Ethics – CC to follow up to ensure circulation to DLGs prior to next meeting.

## 1.6 **Leadership Group Updates**

- 1.6.1 A link to the library of Leadership Group Minutes had been provided with the agenda. It was noted that agreed timescales are being missed and that not all relevant minutes were available. CC agreed to look at this issue.

**Action: CC to look into Leadership Group minutes issues.**

## 1.7 **SE Board minutes 20 May 2022**

The minutes were noted.

## 2. **Items for Decision**

### 2.1 **Supervision ratios**

Helen Weeks was welcomed to the meeting.

The proposal for supervision ratios has incorporated feedback from clubs and considers the supervisory team as both coaches and Team Managers (TM), with a minimum team of two (one male, one female) to reflect NSPCC guidance.

Clarification was provided to confirm the level of TM as well as the minimum ratios of TMs to athletes. For individuals entering an open meet independently they would become responsible for arranging their own poolside safeguarding provision.

While the TM system is well established in swimming this is not the case in the other disciplines and so a requirement for education, through the leadership groups, was noted.

The potential for a negative reception of the guidance by the aquatic community was queried. HW advised that no issues were foreseen as the guidance clarifies Wavepower requirements and will be simpler and easier for clubs to manage. Permits which have been granted under the old guidelines would need to be honoured but work would be done with membership to ensure that new applications are compliant.

Discussion considered the next steps. SOC members would not wish to approve the document immediately as Discipline Leadership Groups (DLGs) may highlight any issues. Noting that the TM numbers are good practice from the NSPCC it was recognised that the guidance should be implemented.

The term guidance was questioned, noting that it could be open to abuse. The importance of striking a balance was recognised, along with the 2023 review of Wavepower following which it would become a requirement.

Member agreed they were happy to approve the recommendation subject to any issues raised by DLGs. CC advised that each DLG would be contacted independently and any concerns relayed to SOC with the aim being to sign off the guidance via email.

**Action: CC to liaise with DLGs and SOC via email to progress.**

## 2.2 **Governance**

### 2.2.1 **Leadership Group liaison role**

The role description was outlined with approval to DLGs and Terms of Office provided.

The following appointments made by the Chairman, were ratified:

Artistic Swimming  
Diving  
Swimming  
Water Polo

Keith Munday  
Alex Harrison  
John Hewitt  
Ian Mackenzie

All appointments were for two years, until May 2024.

It was noted that the SOC Chairman was the liaison for the Club Leadership Group.

The role of substitute for the meetings was discussed and deemed unnecessary as CC will also be attending all of the DLG meetings and can provide continuity.

It was agreed that there had previously been a disconnect between SOC and the DLGs with the liaison role having been bypassed and resetting this will be beneficial for all.

The role description was approved.

#### 2.2.2 Leadership Groups Terms of Reference annual review

The changes were outlined to members, predominantly focussed on wording clarification and highlighting:

- The Development Team representative for all disciplines will be CC.
- Where relevant items are on the agenda, the admin for the group will confirm the relevant staff members have been invited, e.g. Head of Events, Head of Coaching.
- The Chair of each group will have a vote as well as a second casting vote in the instance of a tie.
- Elements of the confidentiality clause have been removed to enable discussions which aid decision making.

It was noted that there is some tidying up still required but they are moving in right direction.

**Action: CC and JW to continue review before liaising with DLGs.**

### 3. Items for Discussion

#### 3.1 Swim England Strategy

GW presented an update on the process and the progress made to date. Details of the consultation period were provided, highlighting areas that external stakeholders and SE team members had suggested as either ambitions for aquatics or areas to focus less on.

The next steps in terms of the process were outlined, advising an expectation that sign off by Board will take place during the final quarter of 2022.

An overview of the insight gained during the England Swims campaign was given

Discussion moved to consider two key questions:

***How can our clubs be at the forefront of driving greater diversity and inclusion across our sports?***

The value of swimming and a potential lack of awareness of this was raised with a need to ensure benefits are understood by community leaders and that they are

able to promote these. The collaboration between SE and the clubs to raise awareness was highlighted, recognising that collateral and orchestrated campaigns would need to be developed nationally while the clubs would be more likely to have local influence.

A need to provide councils with greater information to initiate discussion regarding poor facilities alongside the benefits of improving and replacing them when required was highlighted.

It was noted that clubs haven't been fully taken on the journey and so may not see diversity and inclusion as being important for them. Education to outline the issue and the benefits of being more inclusive could encourage clubs to be part of the journey to change. A mind-set shift may be required to ensure it becomes a priority which is something that needs to be driven by SE and the regions. It was noted that the benefits of diversity need to be highlighted, to ensure it remains on the agenda and doesn't become a tick box exercise.

The relationship between clubs and school swimming was considered with the potential for school's galas to generate more inclusivity. The challenge of club volunteers being unavailable during the day was identified as a potential barrier.

***Efficient use of water is going to be important. How can our club / sport structure use water space more efficiently and effectively?***

During the consultation, feedback has been received that SE should work with clubs and pools so there is one club using one pool, or club networks established to use multiple pools. There was a view that multiple clubs using one pool is not the most efficient way of operating. The group was asked to consider this matter.

It was suggested that communications to clubs regarding recommended sessions and their pool time requirements could be made stronger as some clubs have unrealistic expectations which are incompatible with the recommendations. The club-operator toolkit has proved beneficial but needs to be more embedded in the relationships with increased awareness from both sides. It was suggested that clubs owning their own pools could help to relieve issues.

The importance of operators holding sessions for inclusivity reasons was noted, with the example of women's only session being provided where there would be fewer people in the water but people who would not ordinarily access the water would be included. The question was raised as to whether operators would be prepared to accept the lower revenue that these sessions would generate in the interest of driving greater inclusion?

Discussion considered whether SE should instigate a merger pathway programme. It was agreed that in terms of pool space it could be beneficial but it may not be practically achievable. Previous unsuccessful club merger attempts were highlighted and it was agreed that different cultures and atmospheres in clubs will appeal to different people. A future requirement to merge to ensure longevity of the sport may need to be implemented but this would potentially be a final measure.

### **3.2 Artistic Swimming updated policy**

CC reported that, following recent competitions, a number of athletes received higher grade scores than those attained during grading events. Additionally, there is a gap in the grading for routines as this was suspended during the pandemic. The proposal is to update the policy so that where scores in competition are higher than an athlete's current grade they will be promoted to the higher grade.

SOC members were advised that following discussion with the Chair of the ASLG, a proposed clause penalising clubs for their athletes falling below their allocated grade in competition had been removed, as had one for payments received as a result of the fines to be ring-fenced for future AS spend. SOC members supported this intervention and agreed that education as opposed to fining clubs would be a preferred course of action.

It was suggested that the Chairs of the AS and Diving Leadership Groups are put in contact as athletes being entered at the incorrect standard has historically been an issue in diving but has now been addressed.

**Action: CC to liaise between AS and Diving LGs.**

#### **4. Items to Note**

##### **4.1 Minimum Depths**

A revised paper is being taken to the SLG for discussion following which further updates may be made. Although it was hoped to be able to implement changes from September, mitigations for the affected clubs will need to be considered.

JG advised the paper would be brought back to SOC for review after discussion with the SLG. It was noted that it may be necessary to arrange an additional meeting, rather than wait for the next normal meeting.

**Action: JG to bring an updated paper back to SOC when appropriate.**

##### **4.2 Sport Development Update**

GW provided an update on the paper relating to the delivery of a Commonwealth Games WP tournament. He advised that it had not proved feasible to organise the tournament during 2022 which had caused disappointment within the WP community. Discussion is ongoing with the Home Nations WP group regarding hosting in 2023, however this needs to align with their aims to have senior teams in LEN European competition.

SOC members agreed the update from Sport Development was beneficial and would welcome relevant updates from other departments which fit within the SOC TORs. GW to liaise with SLT members to arrange for the next meeting.

**Action: GW to liaise with SLT for next meeting**

#### **5. AOB**

##### **5.1** With energy prices rising, the committee asked what actions are being taken by SE whether there had been engagement with Government.

Members were advised that the CEO is doing numerous interviews to highlight the issue alongside work with Sport England. Work is also ongoing with chemical providers regarding the chemical shortages. External stakeholders within the industry see SE as the organisation highlighting issues.

It was suggested clubs are unaware of the lobbying work being completed and agreed that information in the next members' email would be welcomed.

**Action: JG / RC to investigate adding to member email and speak to Head of Public Affairs re: monthly updates.**

- 5.2 GW reported that the appointment for the CWG legacy role had been made. The appointee will be invited to a future meeting to report on the role.
- 5.3 RC reported that the content of the coach education certificates are being reviewed, which is expected to be completed for the start of 2023.

**6. 2022 Meeting Dates**

- Tuesday 13 September, 10am
- Tuesday 11 October, 10am
- Tuesday 22 November, 10am

# Minutes of the Annual General Meeting of the Amateur Swimming Association (Swim England) Limited

4 July 2022

By Zoom

**Present:**

**Officers:**

Ian Mackenzie	(President and East Region)
Richard Hookway	(Chair, Swim England Board)
Jim Wilks	(Vice President and North West Region)
Jane M Nickerson	(Chief Executive Officer)

**Swim England Board:**

Neil Booth	Caroline Green	Sarah Gregory
Brian Havill (CFO)	Richard Hookway (Chair)	Raj Kumar
Jane Nickerson (CEO)	Bernard Simkins	Joan Wheeler

**East Region:**

Keith Belton	Ian Cotton	Ian Mackenzie (President)
Sheila Mackenzie	David Metcalfe	David Robinson
Helen Stephens	Joan Wheeler	

**East Midlands Region:**

Helen Akers	Ursula Beck	Brian Collis
Deborah Dean	John Hidle	David Rush
Stephen Ward		

**London Region:**

Jackie Bedford	Hannah Davies	Angela Eguakhide
Diane Gamble	Alex Harrison	Stewart Nicklin
Alan Thurlow		

**North East Region:**

Dawn Cousins	Ray Gordon	Howard Leighton
Sue Prasad		

**North West Region:**

Neil Booth Burgham	David Burgham	David Collins
Mark Davies	Lesley Fawkes	Jim Wilks

**South East Region:**

Brian DeVal	Jenny Gray	Susan Harrison
Chris Lee	Alan Lewis	Mollie Lewis
Roger Penfold	Roger Prior	Shelley Robinson
Sara Todd		

**South West Region:**

Brian Armstrong	Michael Coles	Dan Corbett
Roger Downing	Diane Lee	Geoff Pearce
Paul Robbins	Christine Robinson	Andrew Smart



<b>West Midlands</b>	Elaine Gale	Tony Green	Vivienne Hewitt
<b>Region:</b>	Simon Kirkland	Jeff Morrey	Bernard Simkins

**Staff:**

Phil Brownlie (Head of Public Affairs)  
 Rebecca Cox (Business Engagement Director & Institute of Swimming Managing Director)  
 Emma Griffin (Marketing, Communications & Operations Director)  
 Rob Henderson (Operations Team)  
 Lois Jarvis (Director of Legal)  
 Ali Sibcy-Allen (Operations Team)  
 George Wood (Sport Development Director)

**1. Welcome by the President**

1.1 The President welcomed all attendees to the AGM. IM advised that following a phenomenal 135 weeks of Presidency the chain has now been passed on.

IM thanked all volunteers within the sports for their work, especially during the pandemic when many staff were not available. Having visited all regions several times it was a busy Presidency with both physical and virtual events.

Thanks were added to the Swim England staff and the volunteers within the regions who have made him feel welcome throughout his tenure, as well as thanking Sheila who has been by his side through the 135 weeks.

IM noted that the last duty of the President to reflect on those who have been lost during the period, calling for a moment of silence for:

Anne Clarke  
 Eric Wilkinson  
 Pippa Jones

**The Chair of the Swim England Board took over the chairing of the meeting at this point.**

**2. Apologies**

2.1 Apologies were received and accepted from:

David Metcalfe, Geraldine Metcalfe, Stuart Murray (East)  
 Richard Whitehead (London)  
 Richard Cousins, Barry Saunders, Kath Smith (North East)  
 Garry Whittle, Helen Whittle, Diane Stafford (North West)  
 Rosa Gallop, Mike Lambert, John Tripp (South East)  
 Mike Beard, Jose Davenport (West Midlands),  
 Alison Breadon, Aysha Kidwai, Barry Saunders (Swim England Board)

RH thanked IM for his remarks and outstanding service, which reflects the gratitude from the membership. RH continued to echo IM's remarks and recognise the outstanding support from the volunteers and all of members forum for help, participation and efforts on behalf of aquatics.

**3. Introduction by the CEO**

The CEO outlined activity since the previous AGM.

The success of the events delivered across the disciplines was highlighted noting the contribution of volunteers. Thanks was given to IM for his time as President and noting the extension of his

time of service. Recognition was given to IM and SM being tireless champions of all of the disciplines.

Acknowledgement was given to a successful Olympic and Paralympic Games for English athletes recognising medals won as well as strong performances. The success was deemed to be a testament of both the efforts of the athletes alongside the work going into the talent programmes.

Areas for future potential successes were detailed, including:

- the women's Water Polo GB team entry to the Danube League
- a home Commonwealth Games
- the new purpose built facility in Sandwell
- delivering a real legacy from the Games with local partners, including the Peers on the Poolside project as well as improving school swimming and water safety across the region
- accrediting more Water Wellbeing venues
- the development of a new organisational strategy, to be implemented from 2023

The CEO continued, outlining collaborations which have been created to advocate and lobby Government on behalf of pools. The importance of facilities being included on the Government's new Sports Strategy was highlighted.

A continued commitment to addressing diversity in aquatics was conveyed, alongside the positive steps taken over the past 12 months including the launch of England Swims, the findings of which will inform work moving forwards. Newly formed partnerships were outlined as well as the development of existing relationships to enable better engagement with underrepresented communities.

The recovery of the Learn to Swim awards sales was noted while the Qualifications team are running tutor training programmes across the disciplines which is the largest ever ran and will help combat the workforce shortages across the sector.

The Business Engagement team are delivering Business Solutions products to operators, which is testament to the fact the services and products are valuable and beneficial to the sector. The number of Water Wellbeing accredited pools are increasing, helping to ensure pools are more accessible and inclusive. Clubs are being supported through the creation and dissemination of toolkits to support with common challenges.

Following the outcome of the Whyte review, learnings are being made with regards to welfare and the current Child Safeguarding provisions will be enhanced to embrace all aspects of safeguarding and welfare while strengthening support at club level. The Judicial and complaints system is also being reviewed and simplified.

The CEO closed by acknowledging the change in the world following the Russian invasion of Ukraine, sending the thoughts and wished of everyone at Swim England and those involved in aquatics to the people of Ukraine. The generosity of the swimming community was noted alongside the offerings from Swim England, including support for clubs accepting Ukrainian swimmers and free training for Ukrainian swimming teachers.

#### 4. **Formal Business**

##### 4.1 **Approval of the minutes of 10 May 2021**

4.1.1 Following the addition of Susan Harrison to the list of attendees, the minutes were agreed as a correct record and it was noted that there were no actions arising.

**Vote: Approved unanimously**

4.2 **To receive the financial statements of the Amateur Swimming Association for year ended 31 December 2021**

4.2.1 The financial statements were noted.

4.3 **To receive the consolidated financial statements of the Amateur Swimming Association (Swim England) Limited for the year ended 31 December 2021**

4.3.1 The financial statements were noted.

4.4 **To note the report of the Swim England representatives of British Swimming Limited**

4.4.1 The report was noted.

4.5 **Election of members to the Judicial Appointments Panel 2022-2023**

4.5.1	East Region	Chris Galer
	East Midlands Region	Position currently vacant
	London Region	Position currently vacant
	North East Region	Position currently vacant
	North West Region	David Collins
	South East Region	Susan Harrison
	South West Region	Andrew Brown
	West Midlands Region	Position currently vacant

**Vote: Approved unanimously**

4.6 **To note the appointments made by the Judicial Appointments Panel**

4.6.1 Appointments to the Independent Disciplinary and Disputes Resolution Panel (IDDRP)

To take effect from the 2022 AGM and to remain in office until the 2025 AGM

Maria Abrams  
Mike Jukes  
Ben Batley  
Tracie Ward  
Chris Mills

Appointments noted.

4.6.2 Appointments to the Independent Disciplinary and Disputes Resolution Appeals Panel (IDDRAP)

To take effect from the 2022 AGM and to remain in office until the 2025 AGM

Terry Wilkinson  
James Baker

Appointments noted.

4.7 **Re-confirmation of the Judicial Commissioner**

4.7.1 The Chair re-confirmed Claire McAuslane as Judicial Commissioner until the 2025 AGM

4.8 **Re-confirmation of Swim England Representatives as Directors of British Swimming Limited**

4.8.1 The Chair re-confirmed the following as Directors of British Swimming:

Keith Ashton	To November 2024
Jane Nickerson	To November 2026
TBC	To be appointed by the Swim England Board

**Vote: Approved unanimously**

4.9 **Reappointment of auditors haysmacintyre LLP**

4.9.1 To confirm the appointment of haysmacintyre LLP as Auditors of Swim England for 2022/2023

**Vote: Approved unanimously**

Thanks were extended to the auditor, Tom Wilson, for the assistance and support provided by him and his team throughout the year.

4.10 **Approve amendments to the Terms of Reference for Swim England Qualifications**

The Chair requested approval for the amendments to the Terms of Reference for Swim England Qualifications.

**Vote: Approved unanimously**

4.11 **Election of Swim England Qualifications Board Members**

The Chair requested the approval of the following appointments:

Mark Burrows (Chair)	• August 2026
Cathryn Atkinson	• February 2026
Richard Norman	• August 2025

**Vote: Approved unanimously**

4.12 **Vote to amend the Company Regulations of Amateur Swimming Association (Swim England) Limited by the deletion of Company Regulation 6.8**

The Chair requested approval to amend the Company Regulations through the deletion of Company Regulation 6.8

**Vote: Approved**

4.13 **Receive Jim Wilks as President for 12 months**

The chair introduced JW to the Member's Forum and welcomed him into the role.

JW advised that it was an honour and privilege to be President, especially during a Commonwealth year. JW thanked IM for both his term of office and also for his support during the transition as well as the interview panel, David Burgham (Chair of North West region) and Cheshire County Executive.

JW shared his involvement in the sport and advised he was hoping to bring his skills and knowledge to the role as well as looking forward to visiting events across all disciplines.

JW concluded by wishing all swimmers and divers, volunteers and officials great success at the Commonwealth Games.

4.14 **Receive the nomination for Vice-President (Douglas Whitlam)**

The Chair acknowledged and thanked DW for standing back to enable the home games process to be followed regarding the appointment of the 2022 President.

## 5. Other matters

### 5.1. Open Mic Questions

#### 5.1.1 Disappointed Water Polo are not having tournament linked to the Commonwealth Games.

Considerable work was put in to try to arrange this event but unable to secure pool availability on the required dates. Consideration to be given to staging the event in 2023 if it fits in with the water polo calendar. Calendar in under consideration by all Home Nations.

#### 5.1.2 The current composition of the Swim England Board has no representative from the three southern regions which represent a high percentage of the membership.

A number of the independent Board members are from the south of England and, while one step removed, some have swimming knowledge through family participation.

#### 5.1.3 Details of the diversity and inclusion programme for swimming and how it is cascading down to clubs.

The England Swims campaign went out to audiences who are not currently engaged to determine barriers at all levels of participation. Levels of diversity within the talent programmes are growing but recognise it is an area for growth. Lots of work is being done within the clubs team and the IOS are running the Peers on Poolside programme. Noted that the Board are taking this area extremely seriously and recognize that aquatics is for everyone.

#### 5.1.4 What are the next stages of the county review?

The returns have been received from the counties following consultations. The next stages are to work with the regional chairs to determine standardised region roles and work to determine county requirements.

#### 5.1.5 What will next year's Water Polo competition be called as the Commonwealth rules require it to be held three months either side of the main competition. This has been talked about for a long time, will Swim England be 100% in their response to set dates quickly.

A Commonwealth competition would not be able to be held within three months of the Commonwealth Games to avoid confusion over event titles. Swim England are working with the Home Nation leadership groups to look at possibilities and how this fits with performance programmes.

#### 5.1.6 As swimming is the only 'cradle to grave' sporting activity are we doing enough to get members from grass roots through to masters – is the pathway joined up and clear.

Different things have been tried in the past, including adding the 18-24 years' category. There is a lot of work to do on transition in clubs including how to have lanes and sessions as well as transferring from participation to masters. Access to water is key but know masters is great competition for those coming out of age group swimming.

#### 5.1.7 Are funds available to anywhere around the world or just Ukraine?

Currently just those from Ukraine as Swim England do not have budget to extend to all. The Head of Fundraising is looking at opportunities and we will extend if possible. With regards to swimming teaching, the Institute of Swimming are happy to discuss and look at potential support.

#### 5.1.8 What steps are being taken to develop swimmers for long distance

Recognised as an event gap currently and this has been discussed with British Swimming. The Swim England Head of Talent is focused on this and has designed a distance programme to close the event gap which is being delivered with selected members of the talent squad and their coaches with sport science provision.

- 5.1.9 Is there any potential to reduce the cost of coaching courses for Water Polo. The cost is difficult to recoup and is the biggest stumbling block to clubs. Are they eligible for CIMSPA retrain fund?

Water Polo coaching courses are delivered at cost (pools and tutors) and often supported by the regions. CIMSPA retrain isn't eligible for coaching certificates as they are not regulated on the framework.

Coaching qualifications are approximately 55% of the cost of teaching qualifications.

6. **Close of Meeting**

There being no further business the Chair declared the meeting closed.