

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 17 January 2023 as an online meeting starting at 7.00pm

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

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Manager
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1 Apologies

George Adamson
Rosa Gallop

2 Minutes of the Meeting held on 20 November 2022

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

Action: BG

3 Matters Arising

130 – Welfare Officer – An expression of interest had been received for the role and a meeting had taken place with the applicant and SR. It was agreed to appoint the applicant subject to a reference being received. The applicant is a Swim England member but not currently a member of a club the Region, so would also be encouraged to join a club in the South East. It was also felt that a DBS check should be undertaken for the role. Once appointed, BD will develop an email address for the role and will include details in the newsletter.

Action: BG

130 – Appointments – Regional Management Board Member - CL is working on skills' matrix, this will also cover inclusion and diversity. This is waiting on the diversity action plan due to be released by Swim England in early 2023.

Action: CL

Landscape sheet

- 3. Regional Trophies – ML confirmed that progress with this item was expected by the next meeting.
- 5. Incorporation – item to be removed.

4 Incorporation

The following decisions which were agreed by email were ratified by those present;

- CL, RGP, ST & RFP being the “founding” directors of the new Company
- The registered office being SportPark, Loughborough
- New accounts in the name of the Company being opened with HSBC Bank plc
- The unincorporated Region paying the bills, and collecting receipts, on behalf of the Company in the short term.

RFP confirmed that the company is now registered at Companies House with the 4 directors mentioned above. Thanks were given to CL for undertaking the registration process. It was also confirmed that Swim England were happy for the Region to use SportPark as their registered address. Attempts had been made to open an account with HSBC in the name of the new company, but so far this not been possible. However, the unincorporated association has agreed to cover finances for the new company in the interim. It was agreed that further directors would not be added until it had been possible to open a bank account, as this could create further difficulties due to challenges banks were experiencing with KYC requirements.

Action: BG

5 Appointment of Chairman (01 Jan 2024)

The terms of office for the Chairman and Finance Director come to an email on 31 December 2023. A timeline is needed for the appointment of a successor Chairman and Finance Director. A provisional timetable was discussed with a decision to be made by the end in September. This would allow for a handover period from October-December.

A working group of CL, ST and CJ was appointed to put together to look at the role descriptions and person specifications for both roles.

Action: CL/ST/CJ

6 Appointment of Financial Director (01 Jan 2024)

Agreed as above.

7 Concession Agreement 2024-

The current concession agreement runs until 31 December 2023. In order to provide sufficient time for preparation for any concession partner ahead of the 2024 events, a partner should be appointed and agreement for 2024 in place by October 2023. BD & BG to look at the timeline for this exercise.

Action: BD/BG

It was understood that Everyone Active may be looking to appoint a national concessionaire which could create an obstacle for any Regional Concession agreement. It was agreed BD would make enquiries about this.

Action: BD

8 Annual Council Meeting 2023 – 19 April

The Annual Council Meeting will take place as a virtual meeting on 19 April. It was noted that the Swim England ACM will take place on 22 May.

It was agreed that the date for submission of proposals to change Regional Rules would be 28 days before the meeting, i.e. 22 March. The same deadline will be in place for notice of motions and nominations for office.

It was confirmed that the terms of office for the following Board members will come to an end this year – Carys Jones, Sara Todd, Roger Prior and Alan Lewis.

An AGM for Swim England South East Limited would take place later in the year. This meeting would report that the company had been founded, confirm who the directors are and the way forward.

Action: BG

9 Staffing Update

Ben McDonald had now left his role as Regional Club Development Officer to join the ambulance service. The Board recorded their thanks to Ben for his contributions and support during his employment. It was noted that Ben would continue in his volunteer role as Water Polo Manager. Thanks will be passed on directly in the form of a letter from the President.

Action: RFP/BG

It was noted that an item would be added to the February newsletter about Ben's departure and include details of the RCDO vacancy. The job description for the role had recently been updated and RFP is due to speak with Swim England People Development.

Action: BD/RFP

Arising from the news about Ben, the recognition of volunteers was discussed and the idea mooted of looking at a scheme to reward volunteers for their contribution to the Region or sport. It was noted that Sussex County ASA give out pin badges for 5/10 years' service. It was noted that this would be a longer term exercise. It was agreed that a working group be formed consisting of BD, CL & ML to explore this.

Action: CL/BD/ML

10 Affiliations & Resignations

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

New Affiliations – Approved

Out to Swim Brighton and Hove (Sussex)

Affiliation Applications – Pending

Tonbridge Sea Turtles (Kent)

Resignations

City of Rochester Swimming & Lifeguard Club (Kent)

Guernsey Marlins Special SC (Hants)

Headington Phoenix Swim Club (ONB)

New Hemsted Benenden SC (Kent)

Enquiries

Kent Police Swim Team

Change of Name

Littlehampton SC changed to Arun Tridents SC (Sussex)

The membership statistical information from Jane Nickerson had been circulated by email and was noted. The figures are encouraging and, in many areas, appear to be nearing pre-Covid levels.

11 Swim England Regional Chairs Meeting

The minutes from the Regional Chairs' meeting on 28 November were noted. This was the first face to face meeting since March 2020.

4. Role of the Counties' Project – There will be 2 meetings County Roadshow meetings being held in the Region on 11/12 March. The project aims to ensure that counties are properly governed and to ensure consistency. The project is looking at a standard governance structure for counties with would be at Tier 2 of the UK Code for Sports Governance. In addition to this, it will be expected that Regions will comply with the relevant

parts of the Code for Sports Governance by 2025. It was also noted that RFP, along with Chairs from London and the East, will be meeting with Claire Coleman to discuss the issue of split counties.

12 Swim England Board Meeting

The minutes of the Swim England Board meeting held on 14 December were not yet available.

13 Sports Operation Committee Minutes

The minutes of the Sports Operation Committee meeting held on 22 November were not yet available.

14 Correspondence

County Roadshow Meetings – Meetings will take place on 11 March in Amersham and 12 March in Crawley. Regional representation is requested at these meetings, RFP will be attending Amersham. RMB members should confirm their attendance using the link circulated by email.

Action: RMB Members

The Late Margaret Tuppen – The Board were advised of the passing of Margaret Tuppen who had previously been a Custodian of the Region and was Sussex County Secretary for around 40 years. The funeral will take place on 26th January. BG to send details to the Region's President to see if they can attend to represent the Region. BD confirmed he will be attending.

Action: BG

15 AOB

None received.

16 Date of the Next Meeting

Wednesday 15th February, 7pm, Online

The meeting was closed at 20.08

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 17th January as an Online Meeting commencing at 1900

Agenda

- | | | |
|---|--|-----------------------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP 1900 |
| 2. | Minutes of the Meeting held on 20 November 2022
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |
| Items for Decision | | |
| 4. | Incorporation
- To ratify decisions taken by email (attached note dated 14/12)
- To decide when & how to appoint other Directors | RFP 1920
Enclosed |
| 5. | Appointment of Chairman (01 Jan 2024) | RFP 1930 |
| 6. | Appointment of Finance Director (01 Jan 2024) | RFP 1940 |
| 7. | Concession Agreement – 2024 | RFP 1950 |
| 8. | Annual Council Meeting 2023 – 19 April
- Agree date for submission of rule changes - proposed 22 March
- RMB Terms of Office
- ACM Swim England South East Limited | RFP 2000 |
| Items for Discussion / Information | | |
| 9. | Staffing Update | RFP 2010 |
| 10. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i>
10.1 New Affiliations – Approved
Out to Swim Brighton and Hove (Sussex)
10.2 Affiliation Applications – Pending
Tonbridge Sea Turtles (Kent)
10.3 Resignations
City of Rochester Swimming and Lifeguard Club (Kent)
Guernsey Marlins Special SC (Hants)
Headington Phoenix Swim Club (ONB)
New Hemsted Benenden SC (Kent)
10.4 Enquiries
Kent Police Swim Team
10.5 Mergers
Littlehampton & Bognor Regis SC – now Arun Tridents SC
10.6 Change of Name
Littlehampton SC amended to Arun Tridents SC (Sussex) | RFP 2020 |
| 11. | Swim England Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on 28 November 2022.</i> | RFP 2025
Enclosed |
| 12. | Swim England Board Meeting
<i>To review the minutes of the Swim England Board meeting held on 14</i> | RFP 2035
To Follow |

December 2022, if available.

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|-----|---|-----------------------|
| 13. | Sports Operation Committee Minutes
To review the minutes of the Sports Operations Committee meeting held on 22 November 2022, if available. | RFP 2040
To Follow |
| 14. | Correspondence | RFP 2045 |
| 15. | AOB
<i>24 hours notice required</i> | RFP 2050 |
| 16. | Date of Next Meeting
Wednesday 15 February 2023, 7pm – Online Meeting | RFP 2055 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Sunday 20th November 2022 at Holiday Inn Guildford starting at 10.00am

Present:	Roger Penfold (RFP)	Chairman
	Rosa Gallop (RG)	Board Member
	Jenny Gray (JG)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL) (zoom)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Carol Butler (CB) (zoom)	Open Water Manager
Bryony Gibbs (BG)	Regional Manager
Di Hughes (DH) (am only)	Artistic Swimming Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Ben McDonald (BM) Manager	Regional Club Development Officer / WP

122 Apologies

George Adamson
Sue Barker
Brian Deval
Andy Hewat
Glen Isaacs
Carys Jones
Shelley Robinson
John Tripp

123 Discipline Managers' Reports & Succession Planning Updates

1. Artistic Swimming

Along with the Artistic Swimming Report, reports had also been provided from the Regional Development Coach and Team Manager for the Squad. Athletes from Artistic Swimming must now come through the Regional Development Pathway in order to proceed to National Squads. This was the first time that the Regional Games had taken place, the squad achieved 2nd place in the figures, 5th in the land event and 2nd in the relay. Finishing 3rd overall. The land event was a new event which had to be submitted by video: all the Regions did this very differently and there were lessons learnt from this. The support package from GB at £3k was scaled back so the cost will be reduced. Instead of watching pre-recorded zooms from GB, a gymnastics coach was bought in to help with land work as well as specialist coaches to work with the squad.

Every four years FINA review the rules elements and content. These changes will begin to take effect in 2023 and are significant. FINA have ratified the changes and

these have been circulated to clubs. The national conference takes place on 03 December and this will confirm how Swim England will embrace these changes, which will be in place for the national events in March/April: the conference is usually attended by higher level judges. Due to this, additional money has been put into the volunteer training budget to run Regional upskill training for clubs who will not attend the national conference. It was noted that some experienced national judges have now stood down with the changes coming in.

For 2023 the squad staff will be structured slightly differently and will consist of two coaches as well as Kate Coupar to help with coordinating. There had also been an expression of interest from a Development Coach to support the squad. It was confirmed that all squad staff should receive expenses, including the Development Coach. A query was raised about laptops as these have been budgeted in prior years but not yet purchased. These were needed for running the grade days and it was agreed that these should be purchased before the end of the year.

2. Development

The Development report was noted. The Regional Agreement has been included on the agenda for the Development Group meetings, but had not progressed with Swim England. This was raised at the last Regional Chairs' meeting and continues to be progressed by the Regional team.

3. Disability Swimming

BM provided an update for Disability Swimming as SB was unable to attend. Swim England have made some changes to classification to ensure that it takes place across the county each year. As a result of this the SW and SE have been paired together and will alternate hosting a competition in September where classification will occur. The SW hosted this year and SE are due to host in 2023. The event will need to be booked by December to ensure Swim England can get classifiers to the event: it was understood SB is looking to host the event at Winchester. This has worked well although there are some challenges with the distances involved. It was understood that athletes can get classified at other Region's events, should space permit. Outside of the Regional events, other events have been set up by Swim England for classification a few times a year, when there was demand. The disability training that was scheduled to take place in November had to be cancelled due to low numbers. The frequency of regional training will be reviewed early in 2023. Athletes need to attend this training to be added to the classification waiting list.

4. Diving

AH was unable to attend. The Diving report was noted. It had been agreed that BM and JG would try to attend the next SEEDs camp. It was noted that currently a Diving Coach and Assistant Diving Coach course was being advertised at Tunbridge Wells. A Rigging course was referenced in the report, and BM would pick this up with AH and the IOS.

5. Masters Swimming

CL provided an update for Masters' Swimming as GI was unable to attend. Masters has had a successful year, with many records being set by swimmers in the Region. The regional Masters' events are very popular and are the most successful events outside of the National events. It was noted that Masters may require some additional

support. It was confirmed the BM does currently provide support to the Masters' group. It was understood that the only activity budgeted that did not go ahead was the Development Day. Support had been offered to run this, but it was felt by the Group that there was not the time available. It was queried if the disciplines have the time to deliver some of the development activities and if these should be supported by the officers. It was noted that a review of disciplines, to look at whether additional support needed now or in the future.

It was noted in the report that in terms of finance it was expected to finish the year around break, even despite there had been a large deficit budget requested for 2023. There is much less income budgeted for 2023 than has been received this year. A query was raised regarding swimmers from outside the Region and if they should be charged more to enter the Region's events. It was not known how this is handled in other Regions.

6. Open Water Swimming

CB reported that the Open Water Championships ran well. The numbers were much lower than expected which has impacted the income. The cost of the lake tripled unexpectedly which also resulted in higher costs. For 2023 a different venue was being considered but there were issues with using the car park. Due to this, the event had been moved back to Chichester but it now clashes with Goodwood, so changes will need to be made either to the venue or date. KJ is hoping to run the training camp at Thorpe Lake and is trying to get a meeting with the new manager there. The budget for 2023 has been increased as it is expected that costs will be higher. There is also money in the budget for officials' training as there are currently only 4/5 officials in the Region. There has been interest from a number of people but only a couple were able to get on the course run by Swim England in 2022.

7. Swimming

Swimming Development had now been moved across from the Development Group to the Swimming Group. This area is well supported with the work being led by KJ with direction from Swim England and input from the Coaches' Forum.

ML had to stand down as Swimming Competition Manager in January due to ill-health. The running of the Summer Swimming Championships was well supported by BD, KJ and the rest of the team during this time. A report came out of this with recommendations for the running of future events. There have been changes made with task groups now working on specific areas. It was reported that there were some issues with the entry portal/hytek for the Winter Championships due to new software being used. ML confirmed that there is an improvement plan in place, so it is not expected that these issues will be repeated. Financially, it had been planned for the Region to be split and for there to be no spectators. As neither of these things happened, there were lower costs and higher income than budgeted.

ML reported that it had been hard to judge the level of Swimming since Covid and the large drop off after age 17. To try and address this there will be an older men's category next year. Provisionally it has been decided to move 15 year old boys from the 'Youth' to 'Age Group' competition, the rationale for this being that girls mature earlier than boys. The results of the recent Short Course Championships showed this clearly. For most events, the same girls won medals in the open and junior categories. For almost all events, the boy's/men's open and junior medallists were different.

ML had previously been appointed as the interim Swimming Manager until the end of the year. ML confirmed he would be happy to continue in the role. If the role was to go to open recruitment, it was suggested this should be in July rather than January. It was agreed that ML's appointment as interim Swimming Manager would be extended until the end of July 2023.

Budgeting had been difficult as pools were not quoting further than 2/3 months in advance. A 10% increase has been included in the swimming budget for pool hire. It was queried if there had been any direction from Swim England about what to expect in terms of inflation / pool hire. RFP will raise at the next Chairs' meeting to see what Swim England are planning into their budgets.

Action: RFP

8. Water Polo

There has been difficulty recruiting volunteers within the group. Earlier in the year the Officials' and Events' secretaries both stood down, and to date no replacements had been found. BM has picked up officials' training during the year and workshop have been held in the Region. However, a new volunteer is needed to drive this forward next year and arrange practical sessions. No one has come forward to organise competitions going forward. It was noted that clubs wanted to move away from County competitions and an inter county competition has been budgeted for 2023, should a volunteer be found to organise this.

It has been possible to hold 3 x Assistant Water Polo Coaching courses which have been full and resulted in 45 newly qualified assistant coaches. A Coach course has also been successfully run. However, it was noted that there are still significant gaps in some club personnel reports with a number of clubs not having the required qualified coaches. It was agreed that the Swim England Coaching Policy should now be fully supported and implemented in respect of these clubs. It was agreed that all affiliated clubs in the South East who we believe have an active Water Polo section and are not currently displaying in their club personnel report the required qualified water polo coaches, be contacted to remind them of the policy and advise them that they will need to have a qualified coach or at least evidence of a course booking in order to be approved on their next SwimMark or Club Affiliation submission. The Institute of Swimming had been supportive of requests to run additional courses in the Region and Clubs will be offered the opportunity to host courses. This will be sent to Water Polo Coaches at the club as well as the Club Chair and Secretary. Queries were raised around the validity of insurance in cases where appropriately qualified coaches are not in place.

It was noted that all Regional Training sessions should also fully comply with the Swim England Coaching Policy and should only be attended by athletes that are Swim England Members.

Action: BM

124 Incorporation

The articles of incorporation were agreed by the Board at their last meeting. RFP & BG are working on the next steps. It was agreed that any decisions, if needed, will be made by email.

Action: RFP/BG

125 Finance

Budget Monitoring

There is currently a surplus of around £50k. There are still a number of costs to come in, including the Masters' Inter County competition, Winter Swimming Championships expenses and staffing costs. It is expected that there will be a surplus at the end of the year of around £30k.

Budget 2023

Most of the budget requests then submitted were agreed in principle at the October meeting. There were three outstanding items to be addressed;

- Artistic Swimming – a budget request has now been received with the deficit of £9.36k. It was proposed that this budget request be accepted.
- Masters Swimming – the proposed budget is very similar to the prior year except an increased cost for pool hire. The income budgeted is much lower than the amount that was achieved this year. It was proposed that the Masters budget be agreed with an adjustment made to the income to bring this in line with the income received for 2022.
- Disability Swimming – It was noted that the income from training days is higher than the amount of athletes that have been attending. The competitions are budgeted the same, however it is expected that the September competition will be more expensive. It was proposed to keep the budget the same as requested and review any variances.

With these amendments, it was expected the deficit would be around £78k. The proposals were agreed.

Swimming Offshore Camp – Additional Funding request

A request had been received for additional funding of £1135 for the Offshore Camp. This would increase the budget to a maximum of £24,135. This is to ensure that the camp conforms to Swim England's supervision guidelines of 1 coach per 10 swimmers (26 swimmers are attending). This request was agreed.

126 Regional Strategy Update

ST provided an updated on progress with the Regional Strategy. Throughout 2022 the emphasis had been on establishing the new working model; essentially operationalizing the redefined Development Group and the Swimming Group. In addition, progressing the agreed Regional Agreement and associated objectives.

The Regional Agreement is a consistent framework used across the country with the intention to guide delivery of the Regional strategy in alignment with the strategy and objectives of Swim England. The content for 2022 was developed and aligned towards the end of 2021 and focuses on the strategic pillars (Sport Development, Talent Development, Workforce Development and Club & Membership Development) across all relevant Disciplines. The original intention was to conduct a quarterly review with Swim England but this has not continued beyond Q1. Nevertheless, the Regional Manager and Regional Club Development officers have continued to progress, guided by the Development Group. Additionally, the revised budgeting templates, geared towards the strategic pillars, have supported enhanced financial analysis. This will be further refined but, as an example, it is now possible to demonstrate spend/ investment in each area and by Discipline if required. Given the success of the Regional Agreement to deliver an aligned programme of work, a similar schedule will be developed, describing specific 2023 objectives and budget implications. If this is not to be continued by Swim England, the format and content could be simplified to meet Regional requirements and renamed to make it resonate more effectively.

It was originally envisaged to invite / include Discipline representatives to the Development Group meeting on a quarterly rotation, which was supported by some of the current Discipline representatives. It was agreed this would begin from January.

It was also noted that there may be a need to look at the contribution of volunteers to measure but also to look at risk.

127 Review of Communications

The communications' report was circulated in advance of the meeting. The report was noted and the Board recorded their thanks to BD for the great work put into the website and communications.

128 Club Officers' Update Reports

Reports from BM and KJ were circulated in advance of the meeting. The reports were noted and the Board recorded their thanks to KJ & BM for the excellent support they provide the Region.

129 Minutes of the Meeting held on 19 October 2022

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

Action: BG

130 Matters Arising

110 - Pool depth – This is discussed in the SOC Minutes (see Minute 133)

110 - Welfare officer – The role has been advertised but no applications have been received to date.

110 – Appointments – Regional Management Board Member – CL is working on skills matrix. This will also look at inclusion and diversity.

114 - Member Nominated Director of the Swim England Board – members will have received voting slips.

Landscape sheet

2. Constitutions – ONB has not yet had a volunteer come forward for this role.

It was agreed that items 3 Regional Funding Policies, 6 Athlete Bursaries and 10 SEEDs Diving Programme should be removed.

131 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

Tonbridge Sea Turtles (Kent)

Out to Swim Brighton and Hove (Sussex)

Resignations

City of Rochester Swimming & Lifeguard Club (Kent) (31/12/22)

Enquiries

None

132 Correspondence

None received.

133 Sports Operation Committee Meeting Minutes

The minutes from the Sports Operation Committee meeting on 11 October were noted.

2.1 Competitive Diving Depths - Previously this guidance had said all swimmers must be trained to the standard of the competitive start award, the updated version states that they must hold the competitive start award. It was understood that this award may have been under review.

1.7.4 J1 training – it was noted that this is a very positive change as the requirement for officials to attend a L1/2 meet was a bottleneck for training.

Officials' Clothing – Swimming Group to review and put together a policy on officials clothing.

Action: Swimming Group

134 AOB

Expenses' Policy – It was agreed that the Finance Sub Group would review the expenses' policy.

Action: Finance Sub Group

135 Date of the Next Meeting

Tuesday 17 January, 7pm, Online

It was agreed that meeting scheduled for Monday 19 December would not be required.

The meeting was closed at 14.22

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 11 January 2023

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP	<i>In Progress</i>
3	Regional Trophies Following the Winter Swimming Championships the Swimming Trophies were in the process of going into a secure storage unit. They will be cleaned, photographed and any with hallmarks will also be weighed. It was noted the trophies currently stored in Bristol have insurance of £10k, ML has also put the same value in place for the Swimming Trophies. It was agreed that the Region would pay insurance for 6 months. A sub group would be formed consisting of CL, GA, ML, BD and one of the custodians to formulate a strategy on what the Region should do with the trophies going forward. Update – it was agreed that disciplines should decide how to deal with any inactive trophies. Speed Swimming trophies to be catalogued and custodians sought, any trophies that custodians could not be sought for will be disposed of.	29.11.19 Min 164 Updated 10.09.20 Min 123	CL, GA, ML & BD	<i>In Progress</i>
4	Athlete Contributions / Overseas Camps Agreed that the policy on athlete contributions would be reviewed. The need for a policy on overseas' camps will also be explored. Update; It was agreed this would be passed on to the Strategy Sub Group to consider.	06.02.20 Min 4 Updated 28.06.21 Min 68	Strategy Sub Group	
5	Incorporation 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.	07.09.21 Min 94	RFP	<i>In progress</i>
6	Overseas Training Camps/Competitions 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	21.11.21 Min 123	Development Group	<i>To be reviewed following 2023 offshore swimming camp</i>

	recommendation.			
7	Regional Expenses Policy Expenses' Policy – It was agreed that the Finance Sub Group would review the expenses' policy.	20.11.22 Min 134	Finance Sub Group	

Updated 11.01.23 BG

SWIM ENGLAND SOUTH EAST REGION

INCORPORATION

REQUEST TO BOARD MEMBERS

As you know, we have been proceeding towards the incorporation of the Region by 1 January 2023.

With this in mind, there are some questions which need urgently to be settled.

It is proposed that we initially register the shell of the Company with 4 directors, who are to be guarantors. This will, amongst other things, mean that no one director has more than 25% control of the Company, in its initial incarnation. I am proposing that these directors are myself, Chris, Roger and Sara. Roger, Chris and I are the officers of the present body, while Sara has been a member of the sounding board which has helped guide Bryony and I through the process.

The remaining directors will be added in due course, in accordance with the Articles.

We propose that the registered office of the Company is at SportPark, Loughborough, subject, of course, to the consent of Swim England. Swim England have already agreed to 4 other regions having their registered offices there.

We propose that the incorporated entity continue to bank with HSBC. Being an existing customer, it is hoped that this will be relatively easy, but, in the current climate in the banking world, note the word "relatively": the exercise of setting up the new accounts may take longer than we would like!

Because there may be a delay, it also proposed that the unincorporated body continue to meet the Region's financial obligations (ie pay the bills), hopefully in the short term.

So ... can I request that you advise Bryony urgently that you agree to

- Chris, Roger, Sara and I being the "founding" directors of the new Company
- The registered office being SportPark, Loughborough
- New accounts in the name of the Company being opened with HSBC Bank plc
- The unincorporated Region paying the bills, and collecting receipts, on behalf of the Company in the short term.

Roger Penfold
14.12.22

Swim England

Notes of Regional Chairs Meeting

Monday 28th November – Bloomsbury, London

Present:

Richard Hookway	Swim England Chair (Chair of meeting) (RH)
Jane M Nickerson	Swim England Chief Executive Officer (JN) (from item 7 onwards)
Brian Havill	Swim England Chief Financial Officer (BH)
Alex Harrison	London Region Chair (AH)
David Burgham	North West Region Chair (DB)
Chrissie Robinson	South West Region Chair (CR)
David Watson	North East Region Chair (DW)
Ian Cotton	East Region Chair (IC)
John Hidle	East Midland Region Chair (JH)
Simon Kirkland	West Midlands Region Chair (SK)
Roger Penfold	South East Region Chair (RP)
George Wood	Swim England Sport Development Director (GW)
Claire Coleman	Swim England Head of Development (CC)
Gareth Picken	Swim England Sport Development Administrator (GP)

(Members are identified by initials)

1.	<p><u>Welcome from the Chair / Actions from the last meeting</u></p> <p>RH welcomed the regional chairs to London for the first face to face meeting for more than two years. GW provided an update of the action log items. All items on the action log were either agreed or an item on the meeting's agenda.</p>
2.	<p><u>Organisation Update</u></p> <p>GW, on behalf of JN, provided an update on the current work of Swim England (SE). This included that the judicial management group agreed the points submitted on the review which will now progress to SE Board for agreement. (see the action log for details).</p> <p>SK asked whether the regional chairs should be part of the review of the judicial process?</p> <p>GW commented that this should be addressed with JN.</p> <p>AH & DW mentioned that their regions have stopped providing 'friends' for clubs going through the judicial process. This was the case in several of the regions and was due to the lack of training and support given to 'friends'. RH asked whether SE</p>

	<p>can review and adapt as the current system isn't meeting the concerns of the regions.</p> <p>JN has met with the minister for sport; and reported that the Government approach aligns with the Sport England strategy with a clear focus on participation for disadvantaged groups including lower socio-economic groups. JN had pushed the need to support facilities with the rise of energy cost over the coming months, of which central government were aware. It is clear that the approach and argument need to be made on the basis of hard facts.</p> <p>SK highlighted that clubs are struggling to contend with the rise in energy costs. He has asked what SE can do to support clubs during this time. CC updated the group that the club health tracker is a piece of work which the development team are working on to see how clubs are coping and where the support needs to be focused.</p> <p>RH highlighted that from a treasury point of view, if they provided funding for one area such as aquatics or sport, then this could 'open the floodgates' for other areas of society that are in need and the costs would become unmanageable.</p> <p>DW mentioned that the group needs to be aware that the governmental focus will be on the low socio-economic groups during this time. He pointed out that instead of hoping for a handout, all sectors are being challenged to see if things can be done more efficiently. He also mentioned that there is support going into swimming from the Department for Education for opening up school facilities as swimming is a priority sport for school-aged children.</p> <p>JN has met with Sport England as focus around safeguarding and welfare will be more prominent after the Whyte Review into British Gymnastics. RH provided an update on the agenda items from the last British Swimming meeting.</p> <p>Action: GW to raise question regarding Judicial Review with JN</p>
3.	<p><u>CFO Update</u></p> <p>BH updated that SE is reaching the end of its financial year. The first half of the year showed good results, however the second half is on track to be less successful. BH explained that the first half benefited due to high demands for coaching and teaching courses post-pandemic. However, a reduction in demand coupled with the drop in the value of the pound, making events and trips more expensive, has led to greater outgoings compared to income.</p> <p>BH clarified for the group that there is reluctance within the organisation to increase prices for athletes to attend overseas trips due to cost of living pressures and wanting to keep our activity as inclusive as possible. In the same way, SE has increased the membership fee at a rate that is below inflation.</p> <p>The SE reserves position is strong, however, BH mentioned that if costs increase by 10% year on year then this will put pressure on this reserves position unless income increases accordingly.</p>
4.	<p><u>Role of the Counties Project</u></p> <ul style="list-style-type: none"> - Proposed plan of action

CC shared with the group a draft document outlining the County Governance code. SE is a Tier 3 organisation (UK Code for Sports Governance) and the proposed county code would be at Tier 2 which is purposely left as one that organisations can make bespoke for their needs. The code represents all of the requirements of Tier 1 and additional content from Tier 3.

The county governance code is based on five pillars of good governance. The plan is to work with all counties to demonstrate that they meet each of the pillars. There will also be work to identify which areas within certain counties require support to achieve the pillar.

CC explained that the plan is to invite each of counties to a face to face meeting (in their individual regions) with SE and the Region to create a better connection with the organisations. Support is needed from the relevant region and the current plan will be to invite the SE Swim talent team. The aim of the meetings is to set out the code and start with the action planning process with the overall objective of 75% counties compliant with the process by the end 2023 and 100% compliance by the end of 2024. This is in line with proposed Governance strand of the SE Strategy.

A question was raised over resources to achieve the outcomes of this project. CC mentioned that there is a new governance officer within the SE Development Team who will supporting Helen Weeks with the workload associated with this project.

DW highlighted that the regions should be tier 3 and working towards supporting counties. CC agreed with DW's comments that the regions should be tier 3, however this should not delay the current County Governance Code.

CR highlighted that Helen Weeks has already circulate a charity incorporated template constitution. CC agreed that counties could have one of several organisational structures. AH highlighted an issue that some of the counties are split over regional borders. CC felt that this could be catered for as this is going to be a standard piece of work for all counties and every region.

SK explained that the West Midlands Region is trying to work with all the counties and the emphasis should be the regions working with SE not SE working directly with the counties, thereby side-lining the regions.

GW agreed that SE should be working in partnership with the regions on this matter. AH suggested that the focus should be on addressing the regions first and then work with the counties.

SK raised his concern that the plan doesn't address the relationship between the regions and the counties or the role of the counties.

DW asked the group whether it would be feasible that the regions should aim to get to tier 3 by the end of 2024. All chairs agreed.

RH summed up the conversation that regions should be tier 3 with two years, however the regions should be aware that to achieve tier 3, there is work which is complex and will require time to work through.

RH suggested that the conversations around what the role of the counties is something that needs to take place in parallel with a move towards the county governance code.

	<ul style="list-style-type: none"> • CC to circulate the county governance delivery plan to the regional chairs. This will include how the question of role of the counties will be addressed as well as governance matters. • Talent Team to be stood down from the county meetings. • All chairs to plan how they will achieve Tier 3 compliance by 2025. • RP, AH, IC, CC and GW to meet and discuss the shared counties issue and agree practical solutions.
5.	<p><u>Regional Chairs Issues</u></p> <p>SK opened the conversation around the whether there has been partnership work with British Triathlon regarding identifying venue location for open swimming events. GW mentioned there is a scheme that was originally called SH2OUT which is now titled ‘Beyond Swim’ with which SE have involvement but it is now very limited. This is something that hasn’t taken off due to a lack of interest from open water swimmers / venues who don’t generally want to be associated with a NGB. CC added that currently there are 60 open water swimming venues that SE have identified on its venue-finder.</p> <p>JH submitted that there needs to be a review of the calendar placement of regional open water competitions. They are currently placed in the calendar at the behest of coaches/organisers rather than what is best for the athletes. CC said that this would be a conversation for SLG to steer.</p> <p>Action – JH with support from CC and Ekaterina Boyd to put together a paper around open water which can go to SLG for decision.</p>
6.	<p><u>Sport Development Matters</u></p> <p>CC updated the group that Craig Figes is now in place as the Water Polo Talent Lead and sits as the talent representative on the Water Polo Leadership Group.</p> <p>CC explained for the group that the Water Polo national academy would be going through a restructure in the coming months. The plan is that there will be four talent centres around the country to increase the number of opportunities for athletes to be part of the talent pathway as opposed to the national academy which currently stands alone. There will be a volunteer administrator per centre and appointed head and assistant coaches. The next talent cohort will start at the beginning of the 2023. This doesn’t change the structure of the regional academies; however, the future plan will be that this template could lead to changes for the regional academies in the long term – any proposed changes will be discussed with the Regions.</p> <p>GW updated the group on the change of minimum dive-in depth. The minimum depth will change to 1.35m from the 1st September 2023. Between 01.01.23 and 31.08.23 SLG has agreed to the mitigations which can be put in place to enable diving into 1.00 – 1.35m which have also been agreed by SOC and the insurers. Jon Glenn is now working on the comms plan to communicate the changes.</p>
7.	<p><u>The Strategy</u></p> <p>- Regional / national alignment on strategy</p>

GW began the conversation by highlighting previous discussions where diversity and inclusion are a key focus for the proposed new strategy. DW mentioned that for diversity to develop nationally, there needs to be the focus at club level and worked up instead of the reverse.

SK asked whether that the club model should be reviewed to see how we can increase the participation and diversity of the swimming community nationally.

DW stated that the understanding of what a successful club is should be analysed and moved away from a focus of the number of people participating and the number of medals being won at competitions towards whether the club fully reflects their local community.

There was agreement that Regions could align their strategy terms to an agreed timescale and it would be helpful to have a process of engagement between national and regional personnel to ensure the regional strategies reflect the national one.

IC also highlighted the length of the regional agreement. SK and DW mentioned that the most important element in the agreement is the principles section and the lengthy document could be reduced down if the principles are retained and strategies are effectively aligned.

- **Safeguarding and welfare**

JN joined the meeting at this point and explained the process of the judicial review and where welfare interacts with this. CR mentioned a case where there is a delay in the judicial process and therefore there has been an adverse effect on the person involved. JN agreed that the process has taken too long in the past and changes are being made.

SK asked whether we could define safeguarding and welfare. JN highlighted that there are multiple different definitions but SE uses the definition outlined by the NSPCC's Child Protection in Sport Unit. JN went on to explain in further detail the current process from when a complaint is made through to when it is resolved. The discussion led on to how a club can be monitored around their safeguarding policies and practices.

JH mentioned that in the past, clubs have had members who have been happy with the club environment, even whilst the club has been under investigation. JN explained that an additional issue with the process is how a coach's behaviour is interpreted by one participant can be very different to how it is interpreted by another.

GW explained that British Gymnastics have now taken an approach for their coach education where they emphasise very clearly what is and what isn't acceptable coaching practice. There may also be some club coaches who have completed qualifications but may have outdated practices and this is something for us to consider as an organisation.

SK suggested that coaches should not coach alone as this would allow for additional witnesses to be called upon in any future cases.

	<p>- Conference concept</p> <p>GW provided the group with an update on the difference conferences which take place within a year across various areas of the organisation. GW proposed that some of the conferences could be combined into a two-day expo event to bring the aquatic world together, with governance / administrative / teaching and coaching workshops with an awards ceremony in the evening. The group was positive towards the concept, however there were concerns around the length of the awards ceremony if combining multiple ceremonies together. DW suggested that SE should look at how other sports run their awards evenings.</p> <p>Action - CC and GW to put together a paper with a proposal as to how regional and national strategies can be aligned effectively, based on the discussion outlined above.</p> <p>Action – GW to look at dates and the feasibility of running an expo event along with an awards ceremony and circulate a paper.</p>
9.	<p><u>Date of Next Meeting</u></p> <p>Action - GP with GW to arrange DONM. Meeting closed at 21:30</p>