

Regional Management Board

A meeting of the Regional Management Board will be held on 15th January 2024 as an Online Meeting commencing at 1900

Agenda

- | | | | |
|----|--|----------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting:
 Andy Giess, Roger Penfold</i> | ST | 1900 |
| 2. | Minutes of the Meeting held on 11th December 2023
<i>To agree accuracy of minutes from the previous meeting</i> | ST | 1905 |
| | | Enclosed | |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | ST | 1910 |
| | | Enclosed | |
| | <h3 style="color: #00AEEF;">Items for Decision</h3> | | |
| 4. | 4.1 - 2024 Youth Swimming Championships – Swimmer Numbers.
4.2 - Volunteer Certificates | | |
| | <h3 style="color: #00AEEF;">Items for Discussion / Information</h3> | | |
| 5. | Affiliations & Resignations
<i>New affiliations are now reviewed and approved by the Affiliation Sub-Group and are for information only.</i> | | |
| | 5.1 New Affiliations – Approved
Jersey Water Polo (Hampshire) – CB
Hythe Artistic SC (Kent) -CB | | |
| | 5.2 Affiliation Applications – Pending
None | | |
| | 5.3 Resignations
None | | |
| | 5.4 Enquiries
Basingstoke Water Polo Club (Hampshire) - KJ
Sunbeam Swimming Club (Horsham) (Sussex) - KJ
University of Portsmouth SC (Hampshire) KJ
Hythe Water Polo Club (Kent) KJ | | |
| | 5.5 Mergers
None | | |
| | 5.6 Change of Name
None | | |
| 6. | Regional Chairs Meeting
<i>To review the notes of the Regional Chairs meeting held on <Date>, if available.</i> | ST | |
| 7. | Sports Operation Committee Minutes
<i>To review the minutes of the Sports Operations Committee meeting held on 28.11.23.</i> | ST | |

- | | | |
|-----|---|----|
| 8. | Correspondence | ST |
| 9. | New Chair Address | ST |
| | <i>10.AOB</i> | |
| 11. | Date of Next Meeting
Tuesday 13 th February, 7pm. Online Meeting | ST |

Swim England South East
Regional Management Board

Minutes of Meeting held on 15.01.24 as an online meeting starting at 7.00pm

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

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Kristie Jarrett (KJ)	Acting Regional Manager
John Tripp (JT)	Regional President

1. Apologies

Andy Giess (AG)	Regional Welfare Officer
Roger Penfold (RFP)	Board Member

2. Minutes of the Meeting held on 11.12.23

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

3. Matters Arising

3.1. Landscape sheet

8 – (min 102) Regional Governance Code - Review files for submission via Helen Weeks, ML raised different format being used for some forms. Should have progress to share by next meeting.

9- (Min 106) Regional Strategy – meeting next week for progress update.

Sara proposes merging strategy and development group, now framework is more clear it feels more efficient to combine those groups to become more effective. BD feels this would be beneficial in cutting down the number of meetings which would be welcome.

JG feels good idea to merge due to close working relationships of both groups and members within.

Proposal accepted.

4.1 - 2024 Youth Swimming Championships – Swimmer Numbers.

Details as per ML paper submitted – ML advised coaches he was not able to go with a plan that makes a £5000 deficit against original budget without board approval, coaches responded that a complaint would be raised. ML feels would be better to stick with original plan for this year however to form a group to discuss and look at other options due to pressures put down from Swim England in relation to less focus on 50meter events and more on longer events such as 200/400/800m.

Responses:

- GA – Agrees with ML issue of coaches making demands of the organisation but also the volunteers that man the events of which some would not offer up the help to the event.
- KJ – do we know if other regions looking to change the format ML commented that other regions don't really have the same problem due to numbers as South East being very large numbers.
Coaches forum planned for this week so a better idea of overall coach feeling can be established during meeting. Is there no way we can have 3 sessions to shorten session running time.
- RG – agrees that volunteers would not want to assist with longer sessions.
- RGP – further agrees very long sessions are not in best interest for recruiting volunteers and 4 hour sessions are the very upper limit, adding to over all time volunteers are “out of the house” could extend to time over 13 hours including travel time.
- GA – question of who the complaint will be raise to? Will not be accepted by the judiciary, regional decision would be made.
- BD – Accepts officials it will raise an issue for longer sessions.
- CJ – feels sessions over 4 hours is not ideal however having done sessions of longer duration as a parent people would be more supportive locally to aid having more swimmers through.
- JG – need to ensure the interest of the swimmers is paramount not just the officials.
- ST - Less concerned about the finances more concern with representing the swimmers and we should remain aligned with Swim England. Proposal to continue with current plan, form the focus group and consult heavily with region to stress the complexity of the event and the running.
- ML – age profile of officials at region is very different from officials at club level which is a concern.

ST – Puts to vote - run with already proposed structure:

5 with

1 against

Carried

ST – Puts to vote- Working party put together for moving forward next year:

All agreed.

4.2 - Volunteer Certificates

A4 landscape certificates following all branding. Pre-printed with hand written name.

Further to circulation an alternative option instead of single swimmer that all disciplines are represented on the certificate was discussed.

ST – for BD develop new proposal incorporating the feedback and prepare for next meeting.

5 Affiliations & Resignations

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

5.1 New Affiliations – Approved

Jersey Water Polo (Hampshire) – CB
Hythe Artistic SC (Kent) -CB

5.4 Enquiries

Basingstoke Water Polo Club (Hampshire) - KJ
Sunbeam Swimming Club (Horsham) (Sussex) - KJ
University of Portsmouth SC (Hampshire) KJ -
Hythe Water Polo Club (Kent) KJ – merged with Shepway remove from the list

6. Regional Chairs Meeting

19.12.23 minutes circulated and update was given at meeting in November.

7. Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 18.11.23 were noted.
BD question on what the Ripple project was – KJ advised bringing in disability volunteers into roles.

8. New Chairs address -

Thank you to CL for stepping in during technical difficulties.

Process of consultation of the RMB is still ongoing and views and feedback are very valuable.

Will complete and prepare a holistic review of the perceived challenges and areas of focus to ensure the RMB is aligned on priorities.

My current understanding of key areas of focus :

- Regional Governance
- Strategy
- Succession planning
- Work load and prioritisation of Regional team.

Single biggest concern currently is workload, significant amount on the shoulders of volunteers and the volunteer pool seems to be shrinking!

If you have any concerns please do share with ST either publically or privately if appropriate, all input very welcomed as we move forward into the coming 2 years.

9. AOB

Congratulations to Bryony, Baby Girl safely delivered 10 days overdue but both Mother and Baby are doing very well. Baby girl name TBC.

All news for new letter please send to BD release on 1st Feb.

10. Date of the Next Meeting

Tuesday 13th February – 7pm Online Meeting

The meeting was closed at 20:20

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 29 November 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	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. Update; ML will try to visit the storage early in the new year to progress this further and decide what help is needed.	29.11.19 Min 164 Updated 10.09.20 Min 123 Updated 19.11.23 Min 141	CL, GA, ML & BD	<i>In Progress</i>
3	Athlete Contributions / Overseas Training Camps/Competitions Agreed that the policy on athlete contributions would be reviewed, to determine the acceptable level of subsidy for these activities and appropriate contributions for athletes, as these have not been increased for some time. This should be coordinated with the Finance Group to bring to the Board for recommendation. 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. Update; It was agreed this would be passed on to the Development Group to consider	06.02.20 Min 4 Updated 28.06.21 Min 68 21.11.21 Min 123 16.03.23 Min 35 19.11.23 Min 141	Development Group	
5	Future Approach to Welfare The information was discussed at length and it was felt that this is an important area which needed to be well supported. Further information would be needed from Swim England on what they would want from any role as the paper provided does not provide this information. It was agreed that a sub group would be formed to move this forward. The group would consist of CJ, GA, RG and the Regional Welfare Officer, AG Update; A meeting had taken place with the Welfare and Safeguarding Group and Kevin Suckling, Head of Safeguarding & Welfare at Swim	19.04.23 Min 56 Updated 27.06.23 Min 85	CJ/GA/RG/AG	<i>On Agenda</i>

	between Development and Strategy. It was noted that the objectives of Swim England include areas that the Region does not formally cover, and consideration will need to be given around what the Region's support for this will be. The timeline was agreed.			
	Proposal to merge strategy and development groups accepted	15.01.24	Both groups	<i>Next meeting</i>

Updated 29/11/23 BG

SWIM ENGLAND SOUTH EAST – BOARD PAPER

FOR DECISION

2024 YOUTH SWIMMING CHAMPIONSHIPS – SWIMMER NUMBERS

The Region Management Board is asked to decide whether to

- (1) Extend the previously agreed maximum session length for Swimming Championships from 4 hours (including 1 break) to 4 hours 40 minutes (including 2 breaks)
- (2) Allow a budget shortfall of up to £5000 compared to the approved budget.

My recommendation as Swimming Manager is to retain the existing maximum session length and not to plan a significant budget shortfall (which means keeping the existing swimmer numbers. **But there was no consensus within the Swimming Group, especially on the first point.**

In addition I propose to establish a working group now to develop a plan for future Region Swimming Championships, considering:

1. Input from Swim England
2. The impact of examinations
3. Constraints imposed by availability of pools
4. Financial implications

BACKGROUND

Session lengths

The maximum session lengths have gradually been extended to allow for additional swimmers. License meet criteria mandate that no session should exceed 3 hours without a break of at least 15 minutes.

2019	3 hours 40 mins (including a 20 minute break, and 20 mins contingency)
2022	4 hours (including a 20 minute break, and 20 mins contingency)
2023	4 hours (including a 20 minute break, and no contingency)

The 2023 limit was accepted with extreme reluctance by the people responsible for officials and there were 2 sessions which overran by up to 20 minutes because of problems that occurred.

There are two implications of extending session lengths:

1. It may prove more difficult to recruit officials
2. An increased number of officials would be able to claim accommodation and subsistence for hotel stays

Swimmer Numbers

The submitted budget for swimming was based on the following number of swimmers. The balance between distances is similar to 2023, although the numbers are different to make the maximum use of the time available and to reflect the inclusion of 15-year-old boys.

Distance	Age 15	Age 16	Age 17	Age 18/O	Total heats
50m	30	30	30	30	15
100m	24	24	24	24	12
200m	18	18	18	18	9
400m	16	16	16	16	8
800m	10	10	10	10	5
1500m	10	10	10	10	5

Coaches have proposed the following numbers:

Distance	Swimmers
50m 100m	24
200m	20 – 24
400m	16-20
800m & 1500m	12

There is a valid basis for this proposal. Swim England want to increase the opportunity for swimmers to swim longer distances and to discourage 50m swims. But, traditionally, all regions have relied on the desire of swimmers to swim 50m, to cover the higher costs associated with distance events.

I analysed the impact of these numbers using a timing model based on the times taken for each event in 2023.

When I applied the higher numbers (24 for 200m and 20 for 400m) we have virtually the same number of swims, but with the emphasis changed to longer distances. Predictably that extends session times. All 6 sessions on Saturday, Sunday and Monday exceed the currently agreed limit of 4 hours.

When I applied the lower numbers (20 for 200m and 16 for 400m), 4 of the 6 sessions still exceed the 4-hour limit and the other two are right on 4 hours. There would be almost 500 fewer swims, meaning £5000 reduction in income.

I do have scope to increase the number of swims in the Age Group competition to halve that deficit, but that depends on being able to install a marquee at K2 to accommodate additional swimmers, which is not yet confirmed.

Logo rendered in foil? Three colours needed.



 **SOUTH EAST** Certificate of Long Service

Name Here

Qualifying
text supporting
name.

→
→



← iStock
image,
colour-graded
to match brand.

← Brand light blue.

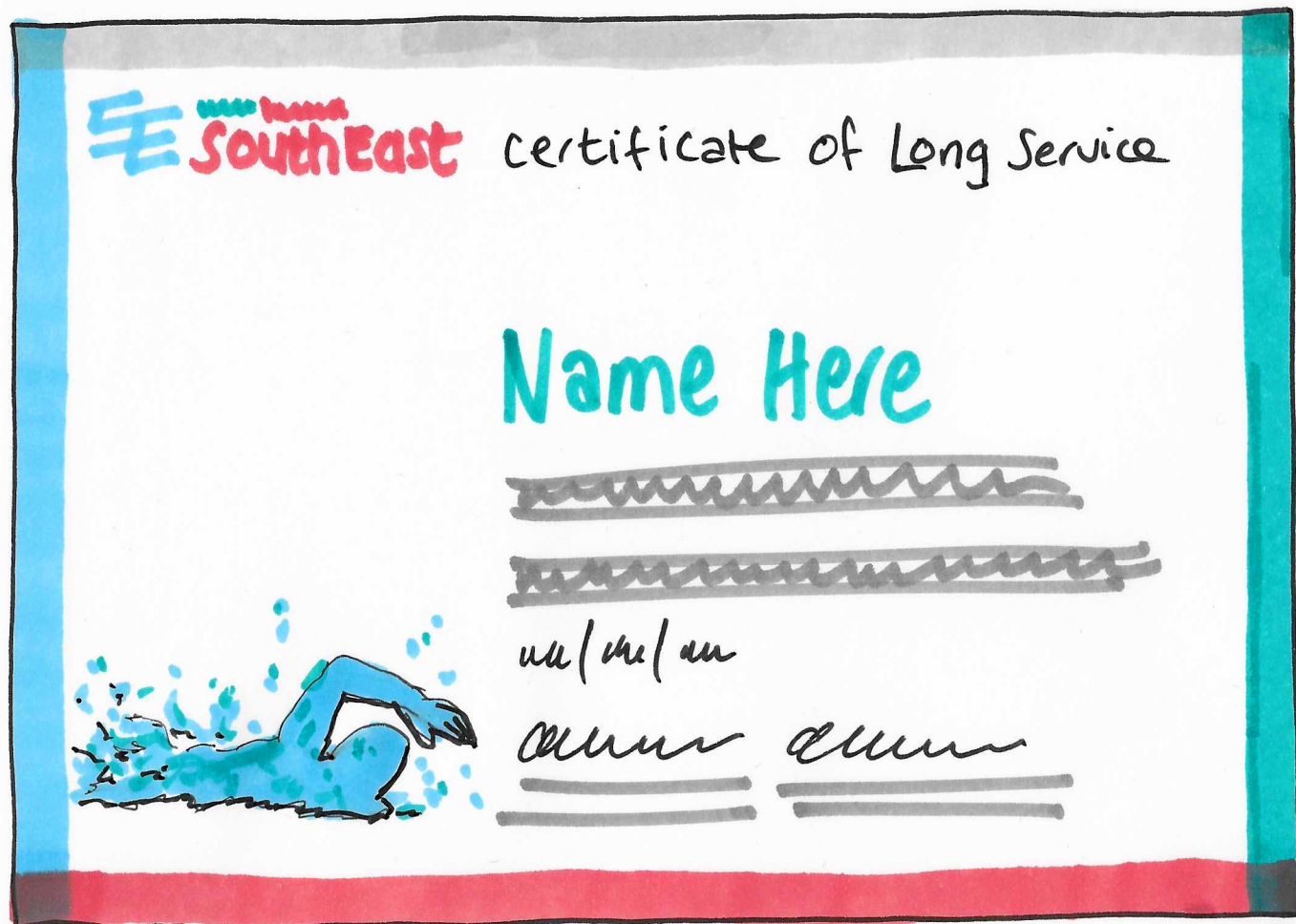
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Signatures plus
titles/positions.
(can add more
if needed.)

↑
Date

13/1/24

Volunteer + Long Service Certificate WORKSHEET 2

Logo rendered in foil? Three colours needed.



Foil Borders
(overlaps to be determined.)

istock image,
colour graded to
match brand.

Signatures plus
titles/positions.
(can add more
if needed.)

Qualifying Text
Supporting name

Date

13/1/24 Volunteer + Long Service Certificate work-up ③

Logo rendered in foil? Three colours needed.



→ Signatures plus
titles / positions.
→ (can add more
if needed)

→ Date.



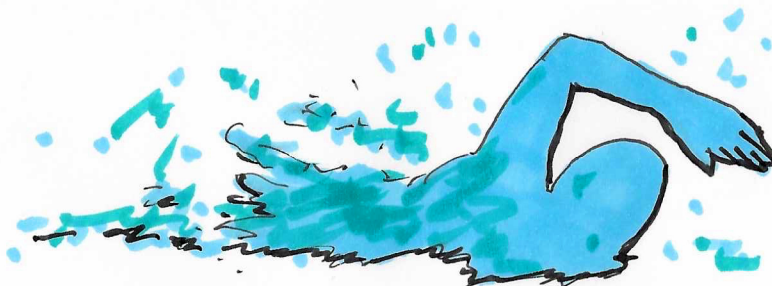




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Certificate of
Long Service

Name Here



← Qualifying text
← supporting name

↑
Pale Gray background.
Suggest 10% - 15% Black.

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stock image,
colour-graded to
match brand.



iStock™
Credit: Ukususha

Annual General Meeting – Draft Minutes

Minutes of Swim England South East Limited Annual General Meeting held on Monday 11th December 2023 commencing at 8.25pm as an online meeting

Present: 4 directors were present. 6 non-voting members were also present

The Chair: The Chairperson of the Regional Management Board, Roger Penfold, was in the Chair.

1 Welcome

The Chairman welcomed everyone to the Swim England South East Limited Annual General Meeting.

2 Apologies

There had been no apologies for absence received.

3 Minutes

As this was the first Annual General Meeting (AGM) of Swim England South East Limited there were no minutes for approval.

4 Swim England South East Region Audited Accounts 2023

Due to the challenges with setting up a bank account up for the Company, there were no accounts for 2023, as activity has not yet been transferred from the unincorporated association, Swim England South East Region.

5 Report on Activities of the Company since the previous AGM

This was the first AGM of Swim England South East Limited. The company had not been operational during 2023, due to the challenges with opening a bank account. This had now been resolved, so further progress could be made. It was expected that there would be further activity to report at the Company's 2024 AGM.

6 Elections and Installations

6.1 President 2023-2024

The Regional Management Board recommended that John Tripp (Hart SC), the current President of Swim England South East Region, was appointed as President of Swim England South East Limited until the election of a successor at the 2024 AGM.

This installation was endorsed

6.2 Vice-President 2023-2024

The Regional Management Board recommended that Sara Todd (Reading SC), the current Vice President of Swim England South East Region, was appointed as Vice President of Swim England South East Limited until the 2024 AGM.

This installation was endorsed

6.3 Members of the Board of Directors

Members were reminded that, in the normal course of events, there would be an election for 3 Directors on rotation. However, due to the current status of the Company, it was not felt appropriate that elections take place. Such elections were planned to take place at the AGM in 2024.

Members of the Company were asked instead to consider the appointment, as a Director, the outgoing Chairperson, Roger Penfold (Reading SC), with effect from 01 January 2024. This appointment would be until the end of the 2024 AGM.

This appointment was agreed

It was confirmed that, in line with the agreement made when incorporation was agreed by the Swim England South East Region Annual Council Meeting, existing Regional Management Board members from the unincorporated association were to become Directors of the Company, in line with their current terms of office.

6.4 Regional Delegates to the Swim England Annual Council Meeting

Members were reminded that in the normal course of events, there would be an election for Regional Members of the Swim England Members Forum. Due to the timing of this meeting, this was not required, as elections for these representatives would take place at the Swim England South East Region 2024 ACM in April.

7 Appointments

7.1 Examiner(s) (or Auditor(s) as appropriate) of the Region's Accounts

The Board of Directors recommended the appointment of Charterhouse. This was **agreed**. It was noted that in the future the audit committee will take a key role in appointing the auditors.

The meeting closed at 20.34

**Swim England South East
Regional Management Board**

Minutes of Meeting held on 11/12/2023 as an online meeting starting at 7.00pm

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

Also in attendance (non-voting):

Caroline Burke (CB)	Administration & Finance Coordinator
Andy Giess (AG)	Regional Welfare Officer
Bryony Gibbs (BG)	Regional Manager
Kristie Jarrett (KJ)	Acting Regional Manager
John Tripp (JT)	President

147 Apologies

No Apologies received

148 Minutes of the Meeting held on 19/11/2023

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

Action:

149 Matters Arising

113.3 Disability - Sue Barker emailed regarding budget for disability awaiting confirmation. A competition has been run, and the cost is shown in the accounts.

113.5 Masters – Glenn Isaac had not yet specified what additional support he requested. Crawley SC was likely to act as representative of the new concessionaires at the Masters' event in January 2024.

113.6 Open water – to be discussed.

113.7 Swimming – recruitment of next swimming manager role to be drawn.

113.8 Water Polo – no updates.

141.116 Internet banking – signature needed by RFP.

150 Landscape sheet

2. Storage to be visited in new year, for cataloguing trophies: date to be circulated by ML. Bryony has catalogued a number of discipline trophies and has a record.

Remove – none

151 Volunteer Recognition:

The use of a certificate was discussed, using template of a Swim England example. Would we want to mount certificate and present it locally? BD to further investigate. A4 size option agreed. GA to forward wording previously used in Hampshire, for consideration. Parameters to be decided for the issuing of the certificates for next meeting.

Action:BD/GA

152 Appointments:

- **Board Member** – outgoing Chairman, Roger Penfold, to be appointed as a Board Member from 01 Jan 2024, to one of the current vacant positions.
- **No objection - all in favour, carried**
- **Board Member Responsible for Finance** – Finance Director of Swim England South East Limited, Roger Prior, to remain in role as Board Member Responsible for Finance during the transition period and be appointed as a Board Member in one of the current vacant positions.
- **No objections - all in favour, carried.**

(CL took the chair for the first of the above appointments.)

153 Regional Governance Code:

The Governance Group had held 1.5 meetings so far. Formation of audit committee - terms of reference have been drafted. Have to have collected together risk registers for all activities the Region provides: discipline managers/teams will need to hold both centrally and locally. Most of the requirements of governance code were both achievable and in place.

The Board

- endorsed the formation of an Audit Committee comprising of RGP, RFP, CL, ST, JG and agreed its circulated TORs.
- Agreed circulated proposals for the performance review of the Board and Board members

154 Welfare & Safeguarding update:

AG reported orally that a new edition of Wavepower would be published on the Swim England website on 3 January 2024. It would be the subject of a regional meeting of county welfare officers on 15 January'

It was reported that the principal intended changes to Wavepower were

- Inclusion of adult safeguarding
- Safeguarding changing rooms – prohibition of all use of mobile phones or devices in changing rooms
- A requirement for some post holders to undergo approved safeguarding training;
- Use of safer recruitment for paid roles in regulated activity
- Mandatory that welfare officers are not related chairs and coaches of their club or organisation.

The Board discussed, and expressed reservations about, the ban on the use of mobile phones in changing rooms, commenting that promoters of events would have difficulty enforcing it

Roll out – to be discussed at regional meeting on 3rd Jan with hope of further information regarding launch/roll out. BD to upload the new Wavepower on to South East website as soon as practicable.

Action:BD

155 Affiliations & Resignations

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

New Affiliations – Approved

None

Affiliation Applications – Pending

Hythe Artistic SC (Kent)

Jersey Water Polo (Hampshire)

Resignations

None

Enquiries

Basingstoke Water Polo Club (Hampshire)

Sunbeam Swimming Club (Horsham) (Sussex)

University of Portsmouth SC (Hampshire)

Hythe Water Polo Club (Kent)

Mergers

None

Change of Name

None

156 Regional Chairs Meeting

To review the notes of the Regional Chairs meeting held on 27 November 2023- Minutes of the meeting were not yet available, RFP provided an overview of items discussed at the meeting the following were noted:

- Talked about SwimMark: East and West Midlands will no longer give preferential treatment to SwimMark clubs.
- Imminent review of SwimMark planned.
- SwimMark 15 elements v club affiliation 6 elements. Lots of tools and processes that are not tying up together. ST put forward a more overall structure less reliant on regional decisions more Swim England consolidated approach would be beneficial, many clubs see it as a tick

box exercise and year on year it is repeated paperwork as opposed to new/relevant information.

- To avoid it becoming a tick box exercise how do we challenge clubs in what areas to ensure they are compliant? Overall, Somewhat lacking support from other chairs at meeting in relation to the topic.
- Review of judicial system appears to be ongoing.
- Raised integration of regional staff on new Swim England pay structure: on the agenda for further investigation.
- Reputation of Swim England: some regional chairs believed the reputation is damaged outside of the sport due to conditions tied to funding by Sports England.
- Regional agreement templates seem difficult and complicated and simplification is needed/welcomed.
- National strategy now at operational plan stage.
- @ September, there were 168,000 members nationally, 5% down from pre covid levels. South East regional actually above pre covid numbers, so very positive. Total for region 38,000 at end of Oct - 22% of total national membership.
- Income nationally is stable expenditure now on budget, break even budget looking to be set next year.
- Regional chairs did express wish to receive funding from central sources. Workforce at Sports Park now at pre covid levels with different focus.
- 80% growth in membership in within 20% of the clubs – interesting fact!

157 Sports' Operation Committee Minutes

The minutes of the Sports' Operation Committee meeting held on 28th November 2023 were not available

158 Correspondence none

159 AOB

RFP expressed his great thanks and enjoyment of chairing the board for the last 9 years. ST added her thanks to Roger for both efforts in chair and support through all swimming encounters, her guidance has been invaluable. Carried by ALL.

160 Date of the Next Meeting

15/01/24 – 7pm Online Meeting

The meeting was closed at 20:24.

Swim England Sport Operations Committee

Minutes of the meeting held 12 November 2023

Draft minutes subject to approval at the next meeting

Present:	Joan Wheeler (JW)	Swim England Board Member (Chair)
	Neil Booth (NB)	Swim England Board Member
	Amy Bryant (AB)	Swim England Member
	Alex Harrison (AH)	Swim England Member (from item 3.4)
	Ian Mackenzie (IM)	Swim England Member
	Keith Munday (KM)	Swim England Member
	John Hidle (JH)	Regional Chairs Representative
	Ellie Conway (EC)	Youth Advisory Panel Representative
	Ally White (AW)	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
	Helen Weeks (HW)	Sports Governance and Welfare Manager
	Brian Havill (BWH)	Chief Financial Officer
	Ekaterina Boyd (EB)	Head of Events

Min No:

1. Standing Items

1.1 Chairperson's welcome

Members were welcomed to the meeting.

1.2 Apologies

No apologies recorded. AH would join the meeting at 10.30 am.

1.3 Declarations of Interest

None recorded.

1.4 Declarations of AOB

Notification of tutor fraud issue.

1.5 Minutes from previous meetings:

12 September 2023: minutes agreed as an accurate record.

2. Ratification of decisions taken between meetings

The following decisions, agreed between meetings by email, were ratified by the Committee:

2.1 Regulation wording of Regulation 410

2.2 Revised conditions for the Harold Fern and A. H. Turner Awards

2.3 Suspension of clubs for non-compliance

3. Update from Sport Development Directorate
3.1 Initial Approach

AW introduced himself to members and detailed the approach taken since coming into role.

The focus on meeting and learning across the sports was outlined including reviewing current and ongoing priorities as well as providing stability within the Sport Development Directorate.

3.2 Sport Development Report

The report was taken as read. AW advised the purpose of the report was to keep SOC members up to date and provide detail of activity within the department.

3.3 Development areas of work

An update of the SDD Team project areas was outlined:

- Governance and Standards: Support guides are being developed for clubs. Safeguarding CPD is being reviewed, with new CPD launched from March. Plans to develop "Time to Listen" course. Good Governance workshops are popular and well attended. The County Governance Code has not been as welcomed as anticipated, engagement is ongoing with the counties.
- Club and Operators: Year two of the Club Health Tracker has launched with clubs being encouraged to complete the tracker to assess where the club is positioned (progress from year 1, comparison regionally and nationally). Finance and Club and Operator webinars are being delivered.
- Growth: Pilots for the Learn to Swim and Club Links programme have been run as well as discipline specific projects. The most notable has been the West Midlands Diving Project.
- Volunteering: Significant uptake in Team Manager training following it becoming a mandatory requirement. Feedback on the training has been received and is being reviewed to ensure it meets the requirements of all disciplines and lower level competitions. Details of the Rules and Regulations changes made by World Aquatics are being communicated to judges. The Ripple Project is continuing with opportunities being provided at the Winter Champs for volunteers with disabilities.

There was a request to have compliancy on the agenda for the next meeting.

Action: Include compliancy item on the agenda for the next meeting.

3.4 Listening Exercise update

AW provided an update on progress.

The interim report has been received by SLT, the SE Board and Oversight Committee. The final report, had been delayed as a result of complaints to the Behavioural Architects and is expected to be received early 2024. Timescales for publication will be provided in due course.

3.5 Club Affiliation process and messaging

SOC discussed negative feedback received as a result of emails sent to club members regarding club suspensions.

HW reported that a library of emails and notifications, previously agreed by regions and the Club Leadership Group, are held centrally to be circulated to applicable clubs. Following feedback these have been reviewed and approved by the CLG.

Members agreed that SOC do not need to approve the emails but having sight of the content would be beneficial.

Action: HW to provide a copy of final email and circulation schedule.

SOC Members recognised the potential reputational damage from the circulation of the email, which was also sent in error to members under 18 years of age. While the number of complaints was small the wider reach on social media was noted.

Members agreed that the CLG should have flagged the email to SOC prior to circulation for awareness. HW is to feed back to the CLG.

Action: HW to provide SOC feedback to the CLG.

The process for SwimMark approvals, and the respective roles of the regions and the national panel was outlined for clarity. The terminology used for submissions was discussed with agreement that this should be clarified.

Action: HW to look at clarifying terminology used in SwimMark submissions.

4. Governance

4.1 Appointment of the Chair of the Water Polo Leadership Group

JW reported on steps taken to recruit a Chair of the Water Polo Leadership Group since the resignation of the previous chair in December 2022. It was noted that Ian Mackenzie had taken the role on an interim basis, that he was willing to become the substantive Chair and that the Water Polo Leadership Group had agreed that proposal.

SOC members agreed unanimously that IM becomes the Chair of the Water Polo Leadership Group until December 2027. IM was thanked for the work he had done over the past year and for his willingness to continue.

4.2 Common issues arising from SOC member appraisals

JW reported that the appraisals for the volunteer members of SOC had been carried out in September and October. She thanked members for the meetings and highlighted that common issues raised by members were contained within her report, alongside potential solutions

KM asked what involvement SOC would have in the Wavepower review. JW to consider SOC involvement in conjunction with the requirements of the SE Board and update members accordingly.

Action: JW to consider SOC involvement in reviewing Wavepower and update.

4.3 Terms of Office and Leadership Groups

JW drew attention to the advice obtained from the Director of Legal regarding the two periods of four years, confirming that if they wished to serve a second term, Member Representatives would need to reapply when the post was advertised. It was highlighted that IM is coming to the end of his first term and is aware of the process.

It was noted that the same wording is used in the Terms of Reference for the Leadership Groups. A review of the Leadership Groups will be carried out in the Spring. This will include how to manage personnel changes whilst maintaining some stability within the groups.

5. National Events

5.1 Report on 2023 events and 2024 planning

EB was welcomed to the meeting.

An overview of 2023 events was provided:

- AS NAGs: income comparable to projected. Will be taken to K2 in Crawley in 2024.
- AS Champs: reduction in costs due to no live streaming. To remain at Harvey Haddon.
- WP U17/19 preliminaries: cost savings due to reducing to two weekends and using multiple venues alongside increased event fees and lower venue costs. Venues for 2024 still being considered.
- British Masters: held on biannual basis. As required profit of under £5,000 is allocated to the Home Nation Working Group. Issues with the entry process and times have been highlighted.
- Diving NAGs: Venue hire costs and volunteer expenses reduced. Will be going to Sandwell in 2024.
- Combo Cup and Masters: amalgamated into one event which, alongside moving the event out of London, resulted in an increase income and decreased venue hire. Will return to Ponds Forge in 2024.
- OW Masters and NAGs: held within one event although the master's was abandoned due to a medical emergency. Costs were reduced due to amalgamated event although Master's fees were refunded. Discussions with the insurance company are yet to be concluded. A new venue will be used for 2024.
- Summer Meet: fee increase from 2022 produced greater income although entry numbers were down. Will remain at Ponds Forge.
- National County Team Championships: all costs covered by Swim England including medical costs. Costs not yet finalised.
- Masters: costs relatively accurate although PayPal fees need to be considered.
- Water Polo NAGs: costs will differ to those budgeted as now being delivered over 2 weekends. Provisional dates have been booked for 2024 but discussions are ongoing.
- Winter Champs: competition has been extended by one day, increasing costs. The entries have closed and the schedule is being finalised. Looking to fill some officiating roles with local officials.

EB was congratulated on moving the costs to a more favourable position than that anticipated at the start of the year. Discussion considered the challenges with regards to merchandise and how this is impacted due to the contract with Speedo. EB will return to SOC to report on this issue.

Action: EB to return to SOC to discuss merchandise.

It was noted that the 2024 budget was based on the actual costs for 2023 with an uplift for inflation, together with increases in both volunteer expenses and medical costs.

5.3 **Trophies**

EB reported that, other than Artistic Swimming, all disciplines are happy to present replica trophies at events.

SOC members agreed this was acceptable and Artistic Swimming should be permitted to maintain their current presentations.

A suggestion to use the scoreboard to project imagery of the trophy and its history instead of using a replica trophy would be considered.

6. **Budget 2024 Preparation**

BWH was welcomed to the meeting.

BWH advised the numbers are difficult to compare to previous years, with 2019 being the last normal year due to Covid. A number of initiatives, such as talent camps, were not delivered during 2022 and so have increased during 2023 and are likely to continue to rise during 2024. The aim for the 2024 budget is to breakeven.

A profit is forecast for 2023 for two main reasons; significant growth in some income areas and delays in staff recruitment.

The 2024 budget has inflationary increases built into the expenditure but does not include new spend areas. SLT have reviewed and ranked new projects and programmes which will support the delivery of the strategy and Heart of Aquatics, with applications for funding to be made to the SE Board in priority order. The budget will be considered at the SE Board meeting on 12 December.

BWH informed members that SE always makes a loss and is subsidised by the profits of SE Trading and the Institute of Swimming.

Further details on the reasons for differing income for disciplines was provided.

A breakdown of talent expenditure was requested as an area which impacts members. AW advised that messaging relating to the benefits of membership is currently in development.

Action: BWH to provide further information requested.

7. **Health & Safety Forum TORs**

The first meeting of the Health and Safety Forum has been held, during which the TORs were reviewed.

The need for a regular report from the insurers on incidents, accidents and near misses was highlighted. AW to discuss the issue with Emma Griffin (Chief Operating Officer) and the H&S Forum.

The range of the TORs was thought to be narrow, with a wider approach to using trends from the SE insurers and feedback from clubs to underpin learning, guidance and policy for the sport encouraged. AW to discuss with the H&S forum.

Action: AW to discuss inclusion of incidents and accidents report with H&S Forum along with the scope of the TORs.

Action: AW to discuss mechanism for receiving report from Howden with EG.

8. Youth Advisory Panel EDI Proposal

A proposal to include a Member with responsibility for EDI within the Youth Advisory Panel was discussed. Members approved the proposed amendments to the TOR.

9. Leadership Group updates

9.1 Artistic Swimming

The major focus is on the conference at the beginning of December. The biggest challenge currently is the incoming rules, which have taken time to implement due to the volume of coaches and officials needing to be upskilled.

9.2 Clubs

Discussions regarding SwimMark and the use of regional staff time undertaken. A review of SwimMark will be completed during 2024. It was agreed SOC members should have involvement. HW to provide the review proposal at the next SOC meeting.

Action: HW to provide SwimMark review proposal at the next SOC meeting.

9.3 Diving

The group are struggling with recruitment and are looking at non-portfolio holders to increase membership. The group is lacking direction due to the vacant position and administrative issues, which are starting to improve.

9.4 Swimming

There had been discussion about coach engagement with the Listening Exercise with confirmation provided it is for everyone within the sport.

9.5 Water Polo

Nothing further to add to the minutes.

9.6 Youth Advisory Panel

Nothing further to add to the minutes.

10. AOB

10.1 JG reported on the fraudulent delivery of teaching, coaching and poolside helper courses.

The incident has been reported as fraud, the relevant region had been made aware and the affected learners and clubs were being supported. Safeguarding processes had been implemented.

11. 2024 Meeting Dates

The dates for meetings in 2024 had been circulated. It was agreed to make a change to the first meeting to avoid a clash with a Board meeting. The revised dates were noted as:

- Tuesday 6 February, 10.30am, Zoom
- Tuesday 5 March, 10.30am, Zoom
- Tuesday 30 April, 10.30am, SportPark
- Tuesday 18 June, 10.30am, Zoom
- Tuesday 20 August, 10.30am, Zoom
- Tuesday 26 November, 10.30am, Zoom