



Swim England East Region
Minutes of the Management Board Meeting
7th January 2018

Present	Mrs Joan Wheeler (JW)	Chairman
	Mr David Metcalf (DM)	Vice Chairman
	Mr Keith Belton (KB)	Finance Manager
	Elected Members	
	Mr Ian Mackenzie (IM)	Swim England Sport Governing Board Representative
	Mr Tom Baster (TB)	
	Mr Ian Cotton (IC)	
	Mrs Gerry Metcalf (GM)	
	Mr Andrew Morton (AM)	
	Mr Marcello Tontodonati (MT)	
	County Representatives	
	Mr Phil Pelling (PP)	Bedfordshire ASA
	Mr Ian Knight (IK)	Cambridgeshire ASA
	Mrs Sheila Mackenzie (SMM)	Hertfordshire ASA
	Mr Stewart Murray (SM)	Norfolk County ASA and Regional President
	Mr David Robinson (DR)	Suffolk County ASA

Also present Leanne Brace (Regional Development Manager), and Kevin Pickard (Regional Swimming Talent Officer).

- 18/01 Apologies**
- 18/01.1 Apologies were noted from Paul Hayes, Essex County ASA representative.
- 18/02 Declarations of conflict of interest**
- 18/02.1 None received.
- 18/03 Previous minutes**
- 18/03.1 The minutes of the meeting held on the 9th September were confirmed as an accurate record. The minutes of the meeting held by conference call on 10th December were also confirmed as accurate.
- 18/03.2 It was noted that the previous set of minutes included the word 'county' in the attendance list for the shire counties. This shall be rectified.
- 18/04 Matters arising**
- 18/04.1 A report on the Matters Arising from the meeting held on 9th September 2017 were noted. Referring to minute 17/56.1, IC suggested that a proposed new pool in



Felixstowe might impact on plans for a 50m pool in Ipswich due to the close proximity. LB will communicate with Dennis Freeman- Wright about this.

18/04.2 The matters arising from the minutes of the meeting 09/12/17 were discussed and accepted.

18/05 Ratification of items agreed since last meeting

18/05.1 The group ratified the decision to nominate Ian Mackenzie as a candidate for one of four Member Nominated Directors to the Swim England Board. IM has been elected to this role and has accepted the position.

18/06 Branding

18/06.1 LB provided a report which was previously circulated to members, and gave a presentation during the meeting on the key proposals. These proposals were discussed and the following actions agreed;

18/06.2 Formal shirts will only be provided for Management Board members and the President. These will be white, with the new logo on one breast in full colour. An option for open collar will be investigated.

18/06.3 There was a discussion about providing either a fleece, jacket, or hooded sweatshirt in royal blue, with the new white logo on it. It was agreed there should be this option for Board members and LB will action.

18/06.4 Staff kit, Officers tops, and stationary, were accepted as per the report.

18/06.5 It was agreed that 16 white, branded, small Poolside A boards (toblerones) to be purchased, along with eight large. The large boards will consist of four white and four blue.

18/06.6 After a discussion about inconsistent branding amongst our volunteers, and consideration of costings, the decision was made to replace Official polo shirts, rather than replenish. In order to work better for all disciplines, these will no longer have the word 'Official' on

18/06.7 A formal policy will be produced for Officials shirts, stating that for the initial allocation, officials will receive a shirt for every day they volunteer, up to a maximum of two shirts. These will be distributed at the Regional Long Course Championships in May. Remaining stock will be available to purchase at 50% original cost.

18/06.8 Water bottle stock will be replenished with white bottles with a sports top cap.

18/06.9 The Board agreed to replenish the last remaining banner with four sail banners in white - four large and four small.

18/07 Report from Regional Development Manager

18/07.1 There were no questions on the report provided.

18/08 Report from the Regional Swimming Talent Officer



- 18/08.1 Kevin Pickard, RSTO, attended the meeting to provide insight into his key work areas, and how he has settled into the role.
- 18/08.2 KP stated he 'hit the ground running' during his first few months, and has now started looking at other opportunities and developments. He has begun dialogue with British Cycling to learn from their parent education tiered programme, and will be implementing some ideas into our region shortly.
- 18/08.3 He has been doing some work on looking at British Swimming, and ensuring the region is aligned to their priorities, as well as travelling round the country looking at best practice and taking on board some innovative and exciting ideas.
- 18/08.4 TB shared some initial thoughts on new initiatives, including the setup of a Summer Series, using all L1, 2 and 3 meets during an agreed window. Another potential development tier was highlighted, formed of swimmers not quite making it to Nationals. KP would deliver some workshops and camps for the swimmers, and monitor future progress.
- 18/08.5 County support has also been a key priority, enabling another tier of development opportunities for parents, swimmers and coaches via workshops, and camps.
- 18/08.6 Work around the selections for our regional events has also been happening, looking beyond rankings. New coach distribution lists, a 12 month development calendar, and moving the coach forum online, has all been part of Kevin's last few months.
- 18/08.7 TB also reported on proposals for an East Region team to attend an international meet in Athens in the summer. It was planned to identify a larger group on potential athletes, and to hold an initial one day camp locally, prior to team selection. It was noted that commitments must be made for both within the current financial year. The Board was supportive of the proposals.

18/09 Finance

- 18/09.1 KB reported on the Budget Report for December, which had been circulated this week. KB advised the Board of his concerns over the Water Polo budget. It was reiterated that delivery was going well, and a lot was happening, and successfully. However, some work needs to be done align activity to the budget.
- 18/09.2 As a result of the deadline for Swim England membership fees being brought forward to the end of February, it was anticipated that the regional membership fees would come from Swim England as one payment during the current financial year.
- 18/09.3 Masters income is looking high, due to a very successful Regional Championships. This was mainly due to the introduction of entry times for National Championships, with the ER Masters Championships being the last opportunity to gain times.
- 18/09.4 For 2018/19 budgets, Discipline Managers have been asked to highlight the development codes, and these will be reported on separately to competitions.

18/10 ASA Issues



18/10.1 IM reported that the new Swim England Board is now up and running, with the first meeting expected in early April. Mike Farrar has been appointed Chairman of the group. Recruitment of three Independent Members and two Specialists is underway.

18/10.2 IM thanked everyone for his nomination of the Harold Fern Award. Ian showed the Board his certificate, as well as his 12 year service pin, which he was also awarded. The Board congratulated Ian on the awards.

18/11 Matters Arising from the ACM

18/11.1 Nominations for President Elect and President
JW reminded the Board of its previous discussions concerning the process for the nomination of President and President Elect and drew attention to the recommendations of the Management Committee, shown in the minutes of 4th October.

18/11.2 The Board agreed that for following years, under normal circumstances, the President Elect will automatically progress to Regional President the following year, without need for a completion of a second nomination form.

18/11.3 In the case of President Elect, the nomination process will be amended to allow for either nomination, or self- nomination.

18/12 Regional Awards

18/12.1 A report on Regional Awards had been circulated before the meeting. The recommendations were discussed and the following was agreed;

18/12.2 The Awards Panel can nominate if they feel someone deserving has not been nominated. This will be via the standard form.

18/12.3 There will be a longer lead in for our Regional Awards (Silver Pin and Jeff Cook Salver) and the panel will make recommendations for the winners of these to the Board meeting in July each year. The Management Committee will review the list of Silver Pin winners to see if there people who should receive a Silver Pin for their service to the Region

18/12.4 Counties and Discipline Managers will be asked if they would like to make nominations.

18/12.5 The Board agreed to the proposal that the Awards Panel should be increased in size. In future, the Panel will comprise the President and the County Representatives on the Management Board. LB will produce a Terms of Reference for the group.

18/12.6 Citations of those not attending will not be read out at the ceremony, and the I opportunity for the award to be presented on another occasion will not be promoted. All winners' letters, will be followed up by a phone call, and LB will request that Swim England provide nominator information as well as that of nominee. The nominator will also be invited to the Awards Ceremony.

18/13

Swim England President Elect 2018/19

18/13.1



A report was circulated prior to the meeting. This highlighted the need to agree a process to nominate the future Swim England President Elect for 2018/19. It was agreed that JW would write to past, and the current, ASA East Region Presidents, enclosing a copy of the role description, asking them if they would like to the Board to consider them for the post of Swim England President Elect. Those seeking election should be asked to provide a short election address.

18/13.2

To cover all possible scenarios, it was agreed that the nominations will be reviewed by the Management Committee, prior to consideration by the Board in June 2018.

18/14 President's Report

18/14.1

The President provided the Board with an insight into the events he has attended since September. SM reported that he had thoroughly enjoyed visiting a variety of disciplines, and noted how well Cambridgeshire did at the Swim England National County Team event. SM has also congratulated the large number of record breakers this quarter. TB advised the Board of the selection of Laura Stephens and Jessica for the Commonwealth team. It was agreed that the President should write to these two athletes congratulating them on their selection.

18/14.2

The President reported that he would like to attend as many events as possible, but this will involve careful organisation of dates.

18/15 Membership Report

18/15.1

The Membership report was received and noted.

18/16 Sub Group Items

18/16.1

The minutes of committees and sub groups were received and noted.

18/16.2

Management Committee

The minutes from the meeting held on 4th October 2017 were received and noted.

18/16.3

The minutes from the meeting held on 16th November 2017 were received and noted. Focussing on recommendations to the Board, JW advised that item 17/154.1 should read £250 plus mileage. Item 17/154.2, recommended an increase in budget for the CDG for a further 7 Safeguarding workshops. Both recommendations were agreed.

18/16.4

Club Development Group

The minutes from the meetings held on 18th September 2017 and 4th December 2017 were received and noted.

18/16.5

Disability Committee

The minutes from the meetings dated 3rd July 2017, and 20th November 2017, were received and noted. SMM clarified that there was no proposal for the Region to fund a team manager for the National Disability Championships. It was intended confirmed that the Manager will liaise with clubs about duty of care of athletes attending the National Championships and, if appropriate, broker an arrangement for clubs to share the cost of a joint team manager.

18/16.6

Diving Committee



The minutes from the meetings 22nd September 2017, and 23rd November 2017 were noted and received. The numbering on the minutes are believed to be inaccurate and will be investigated.

18/16.7

Masters Committee

The minutes from the meeting 18th October 2017 were noted and received.

18/16.8

Open Water Committee

The minutes from the meeting 19th November 2017 were not received.

18/16.9

Swimming Committee

The minutes from the meeting dated 11th October 2017 were received and noted. It was reported that the committee had not received a copy of the draft minutes prior to their circulated for the Board. It was agreed that, draft minutes should first be sent to the chairman or manager for comment, and subsequently circulated to the remaining committee members. It was also noted that IK was shown as a substitute, but is the substantive representative.

18/16.10

Synchronised Swimming Committee

The minutes from the meeting dated 3rd December 2017 were received and noted.

18/16.11

Water Polo Committee

The minutes from the meeting dated 15th November 2017 were received and noted.

18/16.12

Swimming Officials Group

The minutes of the meeting dated 26th November 2017 were received and noted.

18/17

Any other Urgent Business

18/17.1

There were no items.

18/18

Date of Next Meeting

18/18.1

The date of the next meeting is 18th March 2018. SM and DR both declared their apologies for the meeting as they are unable to attend.