

Swim England East Region
Minutes of the Management Board Meeting
17th March 2019

Present: Mrs Joan Wheeler (JW)	Chairman
Mr David Metcalf (DM)	Vice-Chairman
Mr Keith Belton (KB)	Finance Manager

Elected Members

Mr Tom Baster (TB)
Mr Ian Cotton (IC)
Mr Ian Mackenzie (IM)
Mrs Geraldine Metcalf (GM)

County Representatives

Mr Chris Felce (CF)	Bedfordshire ASA (Substitute representative)
Mr Paul Hayes (PH)	Essex County ASA
Mr Paul Kendall (PK)	Norfolk County ASA (Substitute representative)
Mr Ian Knight (IK)	Cambridgeshire ASA
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr David Robinson (DR)	Suffolk County ASA

Also present:

Miss Amy Bryant (AB)	Swim England East Region Development Officer
Mr Kevin Pickard (KP)	Swim England East Region Swimming Talent Development Officer
Mr Chris Vinter (CV)	Swim England East Region President
Mr George Wood (GW)	Swim England Sport Development Director

19/01

Welcome

19/01.1 The Chairman welcomed everyone, and introductions were made for the benefit of George Wood, Swim England Sport Development Director, who was attending the meeting as the Swim England buddy assigned to the region.

19/02

Apologies

19/02.1 Stewart Murray (SM) – Elected Member
Darren Peck (DP) – Norfolk County ASA
Phil Pelling (PP) – Bedfordshire ASA

19/02.2 The Chairman advised the Board of the resignation of the Elected Member Marcello Tontodonati. It was agreed that the vacancy so created would be addressed via nominations sought prior to the

Swim England East Region Annual Council Meeting in September 2019. As the resignation extended to all East Region committees Hertfordshire would seek replacement representatives for the Open Water and Swimming Committees. **(Action SMM)**

- 19/03 Declaration of conflict of interest**
- 19/03.1 None declared at this point, although it was accepted that budget holders would have a conflict of interest when their budget was being discussed.
- 19/04 Minutes of the previous meeting**
- 19/04.1 The minutes of the meeting on 9th December 2018 were accepted as a true record.
- 19/05 Matters arising from the minutes**
- 19/05.1 Actions are completed.
- 19/05.2 Minute 18/91.2.2 KB advised that two laptops are available to be passed to Graham Spratt after the meeting. **(Action IM)**
- 19/06 Ratification of items agreed since the last meeting**
- 19/06.1 There were no items to ratify at this meeting.
- 19/07 Finance**
- 19/07.1 The monthly summary statements and detailed reports for January and February had been sent to Board members.
- 19/07.2 Commenting on the budget summary statement for February, KB said that variations on the Board budget were due to the timing of payments from Swim England for the regional capitation fees.
- 19/07.3 There were no questions from Board members, but there was some discussion about the timings of the receipt of this year's and subsequent year's payment of the regional capitation fees.
- 19/08 Plans and budgets for 2019/20**
- 19/08.1 Consideration was given to the plans and budgets submitted by budget holders. A document detailing the plans had been circulated prior to the meeting.
- 19/08.1.1 Board budget: At their January meeting, the Management Committee (MC) had produced a budget for the Board administration costs and expenses. JW commented that, in general, expenses have gone down, but there was, this year, an additional expense relating to the Swim England President being a nominee from Swim England East Region. This is an accepted expense which is borne every eight years by all eight regions in a rotation of responsibility.
- 19/08.1.2 Swimming plans and budget: KP gave a presentation of the plans for the development of swimming in the region. He provided a 12-months view and an overall view for the next maybe decade.
- 19/08.1.2.1 The presentation gave details of the development to be delivered via regional talent camps, national development days, 'international' camps, performance seminars, regional performance foundation camps and talks to parents. KP also highlighted development through the identification of early traits athletes.
- 19/08.1.2.2 Development will also be rolled out via the development of coaches, with regional coaches' forums, development days, and workshops. The regional coach mentor system will continue, and a 12-for-12 programme will be used to disseminate information to coaches. The coaches' newsletter will continue.

- 19/08.1.2.3 The regional coach mentor system will continue, and a 12-for-12 programme will be used to disseminate information to coaches. The coaches' newsletter will continue.
- 19/08.1.2.4 KP reported that work is being done with two of the seven universities in the region. This is establishing links which provide the benefit of the students' expertise to help the region to deliver the sport in the region, whilst providing those students with work experience.
- 19/08.1.2.5 Looking to the future, KP spoke about Project 2028 and the three key pillars for its delivery. 2028 is an Olympic Year, with the Commonwealth Games, to be held in England in 2022, with Sandwell being the location for the swimming competitions. KP gave an overview of the key features of Project 2028.
- 19/08.1.2.6 Comments were made around the need for Swim England to produce Olympic athletes, and how this is achieved. The value of linking swimmers to a club after the completion of a learn-to-swim course was pointed out, as well as the value of good coaching for all swimmers at club level as the preparation for coping with a possible elite pathway in the future.
- 19/08.1.2.7 Some concerns were raised about a potential conflict between the proposed partners and existing commercial contracts. It was agreed that the Management Committee should consider this issue, together with the benefits and risks to the region. **(Action MC)**
- 19/08.1.3 AB provided a presentation of the main points of the plans for disability, diving, masters, open water, synchronised swimming and water polo. The presentation also covered the club development group and the swimming officials' group.
- 19/08.1.3.1 **Disability** – Regional Para-Swimming championships have been moved from March to June to avoid a clash with a national Junior Para-Swimming event. Five regional Para-Swimming training opportunities were planned, to run at various locations around the region, which also aim to provide coach education.
- 19/08.1.3.2 **Diving** – Continuation of successful regional athlete camps is planned, as well as a coach development day and officials development.
- 19/08. 1.3.3 **Masters** – Communications direct to Masters swimmers through specific regional newsletter. Decathlon competition will continue, and will aim to encourage Masters to try more events. Development day to run in early 2020.
- 19/08. 1.3.4 **Open Water** – Athlete development will centre around the regional development camp, with opportunities for swimmers, coaches and officials. The plan provides for racing opportunity for 15-18 year olds and a specific open water development day.
- 19/08. 1.3.5 **Synchronised Swimming** – Change in athlete development including the creation of new regional squad, 12&U and 13-15 will target National Age Group and the 15-18 Combo Cup. A judging seminar to be held to support judge development in the region.
- 19/08 1.3.6 **Water Polo** – Successful Regional Academy programme will continue, but with fewer dates due to a busy calendar. Grand Prix event has been restructured to run over fewer dates, re-introduction of the Junior Inter-County competition due to the success of the Grand Prix over the last two years.

- 19/08 1.3.7 **Swimming Officials** – Continued provision for training and developing swimming officials throughout the region.
- 19/08 1.3.8 **Club Development** – Funding to support the running of coaching courses and workshops including safeguarding, time to listen and team manager. Coaching bursaries and the financial support for county conferences to be removed for 2019/20, although regional staff will continue to support the planning of the county conferences as required.
- 19/08.2 KB stated that by the end of the financial year the bank balance would be around £300k, but, with the proposed budgets there would be a deficit of £109,832 for 2019-2020. The continuance of deficit budgeting could not be sustained in the future.
- 19/08.3 It was accepted that the deficit could be addressed in various ways, including by an increase in membership fees, by increasing entry fees to ensure that events break even, and by making a charge for some courses. This will be addressed by the Management Committee, in consultation with the Regional Development Manager, Leanne Brace, on her return from maternity leave.
(Action MC)
- 19/08.4 The budgets, as presented, were agreed. The budget holders will be advised. **(Action AB)**
- 19/09 Swim England**
- 19/09.1 The Swim England Sport Development Director, George Wood (GW) gave a presentation on Swim England's key projects and the current issues.
- 19/09.2 The presentation covered, amongst other things:
- (i) The profile of the Commonwealth Games, scheduled to take place in Birmingham in 2022, with the swimming events being held at Sandwell;
 - (ii) The change of government focus regarding outcomes from sports activities, and the impact of this on Sport England funding;
 - (iii) The areas of focus for Swim England, including membership, volunteers, club and pool operator relationships, a tool for online support for clubs, and the inclusion of disability athletes in county competitions;
 - (iv) The development pathways for talented athletes being provided in counties and regions.
- 19/10 Report from regional staff**
- 19/10.1 A written report was received on the work which had been done by the regional staff since the last Board meeting.
- 19/11 Volunteers**
- 19/11.1 GW had covered this item in his presentation, but IC added that Clare Coleman, Swim England Head of Volunteering and Pathways, was now a member of the Swim England Club Development Management Group.
- 19/12 Swim England and Regional Awards 2019/20**
- 19/12.1 JW had had discussions with Claire Coleman, Swim England Head of Volunteering and Pathways, and with the Regional Chairmen, to try to ensure that regional awards were consistent with, and fed into, the national awards.
- 19/12.2 As a result of these discussions, the recommendation from the MC was as follows:-
- In addition to the Jeff Cook Salver and Silver Pins, nine regional awards will be available for nomination in 2019. These will mirror those of Swim England.
- This was agreed.

- 19/12.3 The categories for awards are as follows:-
 Young Volunteer of the Year
 Volunteer of the Year
 Technical Official of the Year
 Club of the Year
 Coach of the Year
 Services to Aquatics
 Youth Achievement Award
 Adult Achievement Award
 Personal Achievement Award
- 19/12.4 The timeline for the awards process was agreed. The members of the Awards Panel were confirmed as the President, the immediate Past President and the six County Representatives on the Management Board.
- 19/13**
- Chairman's Report**
- 19/13.1 JW reported on the March meeting of the Regional Chairmen.
- 19.13.1.1 It was confirmed that these meetings will continue. Topics discussed included the SwimMark assessment process, the licensed meets licensing levy, the consistency of coaches' payments, the cost of synchronised swimming grading certificates and the incorporation project of one of the regions.
- 19/13.1.2 The Chief Executive Officer of Swim England, Jane Nickerson, and George Wood, Swim England Sport Development Director, provided updates on Swim England, including updates on the Club Development Management Group, membership, and the website. Clare Coleman, Swim England Head of Volunteering and Pathways, gave a presentation on the Volunteer Strategy.
- 19/13.2 Staffing update: JW advised that Leanne Brace (LB), the Regional Development Manager, will return from maternity leave on 23rd April 2019. A new contract has been drawn up as LB wishes to reduce the numbers of hours she works per week.
- 19/14**
- President's Report**
- 19/14.1 Chris Vinter, the Swim England East Region President, reported on the events he had attended in recent months. The events included the Inter-Regional Water Polo competition in Walsall, the Swim England Winter Championships in Sheffield, County Championships in all six of the region's counties, and the Swim England National Synchronised Swimming National Age-Group Championships in Manchester.
- 19/15**
- Membership Report**
- 19/15.1 The Membership Officer, Chris Galer, had provided a report. The audit and updating of club constitutions is progressing.
- 19/15.2 It was noted that currently two regional clubs are suspended, having not paid membership fees to Swim England by the required date. If the fees are not paid by 31st March, the Management Committee will take appropriate action in accordance with the Constitution.
(Action MC)
- 19/16**
- Sub-group items**
- 19/16.1 Management Committee –10th January 2019: Minutes received and noted
- 19/16.2 Management Committee –21st February 2019: Minutes received and noted
- 19/16.2.1 Recommendation 1: To withdraw the offer of a £600 subsidy per county for county development days. This was agreed.
- 19/16.2.2 Recommendation 2: To withdraw the funding for the Coach Bursary scheme. This was agreed.

- 19/16.2.3 It was noted that the Management Committee (MC) had identified some issues in the plans and budgets:-
- (i) The Swimming Committee is to be asked to consider increasing entry fees for the development opportunities being offered. **(Action MC)**
 - (ii) The Disability Committee is to be asked to look at entry fees and publicity for the Regional Championships. The MC also suggested that the Talent ID days might be funded by a budget variation request rather than included in the budget. **(Action MC)**
 - (iii) The Open Water Manager will be asked about the implications of the cost increase for the purchase of silicone hats. **(Action MC)**
- 19/16.2.4 The recommendation that the Management Board considers an increase in Category 2 membership fees will be brought to the June Management Board meeting. **(Action JW)**
- 19/16.3 Disability Committee – 19th November 2019: Minutes received and noted
- Minute 18/42.1 In reply to GM, IM advised that the wish to organise a meet for disabled swimmers was not from Bedfordshire county, but from a club in the county.
- 19/16.4 Disability Committee – 14th January 2019: Minutes received and noted
- Minute 19/08.1 The issue with the availability of officials has been resolved as there is now no clash of meets.
- Minute 19/10.1 The supply of shirts for athletes attending regional training – JW will establish with the Disability Manager what is proposed, and what is the proposed criteria for their distribution and the management of stock. **(Action JW)**
- 19/16.5 Diving Committee – 14th February 2019: Minutes received and noted
- 19/16.6 Masters Committee – 20th February 2019: Minutes not yet available
- It was noted that Sharon Perry, the Masters Manager will not be seeking re-election in September, but that she hopes to ensure that arrangements for the Development Day in 2020 will be in place before she leaves post.
- 19/16.7 Open Water Committee – 10th February 2019: Minutes received and noted
- Minute 19/08.2 For the benefit of the Management Board, PK explained chip timing.
- 19/16.8 Swimming Committee – 27th February 2019: Minutes not yet available
- 19/16.9 Synchronised Swimming Committee – 2nd December 2018: Minutes received and noted
- 19/16.10 Swimming Officials Group – 28th January 2019: Minutes received and noted
- Typos identified in
Minute 19/05 – SE should read SEER
Minute 19/09.6 (SE Director) should read (SE Sport Development Director)
Minute 19/09.25 unit should read until
- 19/16.11 Water Polo Committee – no meetings held
- 19/16.12 SwimMark Panel - IC reported that only three members attended the last meeting – IC, Dean Walker and Stewart Murray. Leanne Brace, Regional Development Manager, is on maternity leave. **(Action JW)**
- 19/17 Any issues raised by County Representatives**
- 19/17.1 None

19/18 Any other business

19/18.1 IM provided an update regarding 50m pools and the possibilities for clubs to build a 50m pool training facilities.

19/19 Confidential items

19/19.1 None

19/20 Date of next meeting

19/20.1 The next Management Board meeting will take place on Sunday, 9th June 2019 at the regional office.