



**Swim England East Region**  
**Minutes of the Management Board Meeting**  
**15<sup>th</sup> December 2019**

<b>Present:</b> Mrs Joan Wheeler (JW)	Chairman
Mr David Metcalf (DM)	Vice Chairman
Mr Keith Belton (KB)	Finance Manager

**Elected Members**

Mr Ian Cotton (IC)  
Mr Ian Mackenzie (IM)  
Mrs Gerry Metcalf (GM)  
Mr Chris Vinter (CV)

**County Representatives**

Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr Ian Knight (IK)	Cambridgeshire ASA
Mrs Kay McGuire (KM)	Swim England Essex
Mr Phil Pelling (CF)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

**Specialist Co-opted Members**

**Also present:**

Mrs Leanne Brace (LB) Swim England East Region Development Manager

**19/69**

**Apologies**

19/69.1 Paul Hayes (PH) – Swim England Essex (substituted by KM)  
Stewart Murray (SM) – Elected Member  
Darren Peck (DP) – Norfolk County ASA  
Lottie Thompson (LT) – Specialist Co-opted Member

**19/70**

**Declarations of conflict of interest**

19/70.1 JW declared a conflict of interest for item 19/73.1.

**19/71**

**Minutes of the previous meeting**

19/71.1 The minutes of the meeting on 14<sup>th</sup> September 2019 were confirmed as a true record.

**19/72**

**Matters arising**

- 19/72.1 A report on Matters Arising from the Minutes was circulated at the meeting. All actions were completed, with the exception of 19/57.5, which will be discussed at the next Management Committee (MC) meeting.

**19/73 Ratification of items agreed since the last meeting**

- 19/73.1 IM informed the Board that he had received one nomination for the position of Swim England Board Member, which was JW. He had received 100% response rate from East Region Board Members, all in favour of this nomination. The nomination had gone forward to Swim England. There had been two nominations, so an election was in progress.

**19/74 Finance**

- 19/74.1 i) Budget reports  
Budget reports for November were sent out with the papers for the meeting. There were no questions on the budgets.
- 19/74.2 ii) Variations to plans and budgets  
Two variations to plans and budgets had been received by the MC. The first was for an increase in budget to host a significantly larger Coach Conference than planned for, in March. As advertising had already happened, the change was noted.
- 19/74.3 The second variation was for an increase of £2000 for Safeguarding and Protecting workshops, as the region had now reached the allocated budget. The increase was required due to the launch of the Teaching and Coaching Register, which had highlighted to clubs their gaps in attendance at this workshop. The Board approved this variation.
- 19/74.4 iii) Appointments of the Examiners 2020  
KB informed the Board that one application has been received from the tendering process. This was from Hastings Wade, the region's current examiners. KB proposed that the Board continues with this company. The Board agreed. KB had visited Hastings Wade to discuss going paperless next year, and the potential move in date of end of financial year. The company would be able to meet these needs.
- 19/74.5 iv) Other financial issues  
There were none.

**19/75 Report from the Regional Development Manager**

- 19/75.1 i) Key areas of work  
A report was circulated with the meeting papers. It included details of workshops, courses, and events delivered in the last quarter, as well as some key areas of work for staff.
- 19/75.2 ii) Development Plan- Half Year Review  
LB gave a presentation on progress with the Annual Plan agreed in March. She provided detail on where the plan hadn't been met, as well as where we had exceeded. LB ended the presentation by explaining the importance of trying new initiatives, in order to evolve the regional programme.

**19/76 Swim England AGM - Feedback**

- 19/76.1 i) Feedback from the AGM and workshops  
Members that attended the AGM agreed it was a good event, with thought-provoking, workshops during the morning. After attending the facilities workshop, JW subsequently arranged a meeting with the Head of Facilities to discuss regional priorities for the East.

- 19/76.2 ii) Arrangements for 2020 AGM, and awards  
The meeting will start at 2pm on 16<sup>th</sup> May 2020, and will be followed by workshops, dinner, and the presentation of awards. JW reported that the Harold Fern and A H Turner Awards would be presented at the event and asked that if anyone had any suggestions about nominations for these awards, they let her know.

**19/77 Facilities Update**

- 19/77.1 A summary report on the discussions that had taken place with the Facilities team, was circulated with the Board papers.
- 19/77.2 DR had heard that the council at Bury St Edmunds had been told by the Swim England (SE) Facilities team, that a 50m pool was not needed in the area. LB will speak with the Facilities team to find out the detail.
- 19/77.3 A new site at Mildenhall had not been included in the list provided. This is likely to be due to the groundwork already having been started.
- 19/77.4 KB asked if county associations could be notified when the region is asked to complete consultation questions, to increase the information provided as part of the consultation.
- 19/77.5 JW asked that counties advise LB if they become aware of discussions about new, or remodelled, facilities and suggested that, if counties had the capacity, they could campaign for better facilities at a local level.

**19/78 Change of Financial Year**

- 19/78.1 A proposal from the Management Committee (MC) to change the financial year from the 1<sup>st</sup> April to 31<sup>st</sup> March to 1<sup>st</sup> January to 31<sup>st</sup> December, was circulated with the Board papers. The proposal included the perceived advantages and disadvantages for such a move, as well as alternatives considered by the MC. The Board agreed to the proposal for the new financial year to start on 1<sup>st</sup> January and end on 31<sup>st</sup> December, for 2021, subject to an agreement at the Annual Council Meeting (ACM).
- 19/78.2 A discussion followed, looking at whether the regional ACM should move if the financial year changed. It was noted that the obvious time for the ACM would be April, but the month was already congested due to Swimming Long Course Championships and Easter. It was agreed that, for now, the ACM will remain in September.

**19/79**

**Presidency**

- 19/79.1 The Board received a report on the Presidency. It was noted that, following the discussion at the previous Board meeting, the MC had discussed the current method of nominating for the role of President Elect. It was agreed that counties will be asked to review their list of Past Presidents and highlight potential candidates, and that the East Region President also be involved.
- 19/79.2 It was agreed to recommend at the next ACM, an amendment to the constitution section 14.2.8, to allow the Management Board the power to discharge the President, or President Elect, if there was a breach of the Code of Conduct. This will then align these roles to the others.
- 19/79.3 i) To appoint a President Elect for 2019/20  
Paul Kendall was nominated for the role of 2019/20 President Elect. The Board unanimously agreed to this.

**19/80 Regional Chairs Group**

- 19/80.1 Agendas for the Regional Chairmen's meeting held on 20<sup>th</sup> November were circulated with the Board papers, and were noted. JW summarised the main discussions, discussing DiSE (Diploma of



Sporting Excellence) the Teachers and Coaches Register, and Stronger Affiliation. JW explained that DiSE would be on a future Board agenda, but for now the details were being considered by SE.

19/80.2 Water Polo was undergoing a major study nationally by SE, with consultation meetings held in each region. There had been a consultation event in Chelmsford on 14<sup>th</sup> December, which had been attended by JW, DM and IM. IM, who had attended regionally delivered consultations throughout the regions, reported that the issues raised in the East were similar to those discussed in other regions.

19/80.3 The current judicial process was highlighted as an area of concern by the Regional Chairs. SE has agreed to review the process.

#### **19/81 Medals**

19/81.1 JW introduced the item by inviting the Board to consider designs for a new stock of medals to be used once the current stock was exhausted. LB presented examples of designs of medals in other regions, and options for designs for new medals for the East. The Board members agreed to have two designs; one for championships, and the other for other levels of competition. Guidelines will be needed for Discipline Managers to use, to make sure the correct medals are used at each event.

19/81.2 After discussion it was agreed that first design will be a circular medal, with a full colour branded logo in the middle, and a cyan ring around the edge, with the 6 counties listed. A cyan ribbon will have a white logo along the length. The second design will be similar, but without the coloured ring around the edge, and a red ribbon attached. Medals would be of two sizes, similar to the current Championship and age group medals.

19/81.3 DR suggested the podium backdrop also needs replacing, as it still is of the old 'e' logo. The MC will look into the banner, and the podium structure.

#### **19/82 Masters Manager Vacancy**

19/82.1 JW reported that the region had been advertising the role of Masters Manager since April, but nobody has come forward to fill this role.

18/82.2 After discussion it was agreed that JW should write to County Secretaries and Masters contacts to explain that work would start soon on the 2020/21 Budget and Plans and that without a Masters Manager there would be no plan and budget written for the next financial year. The Development Day 2020 will still go ahead, but the Decathlon winners would not be announced, and next year's competitions would not happen. County Secretaries will be asked to help promote the role to their members.

#### **19/83 Presidents Report**

19/83.1 A report from DM had been included with the Board papers. DM elaborated on the events summarised within the report and advised that he had been very busy attending events and had presented medals in the absence of the SE President, who was in hospital.

19/83.2 DM also discussed the recent National Awards Ceremony in Birmingham. He congratulated the winners from the region. JW felt that the East was under-represented in the number overall. The Board agreed that the region should assist with identifying suitable nominees and helping write citations where needed.

#### **19/84 Membership Report**

19/84.1 A report from the Membership Officer was circulated with the papers. The report provided detail on the successful merger of Lowestoft and Oulton Broad SC and Beccles Town SC, to form the new club Team Waveney.

19/84.2 It also noted that an application had been received from 6 Cambridgeshire clubs to create a new club to allow joint entry into competitions. The Membership Officer had written to all clubs in the county, as well as to the county association, as part of a consultation exercise. Deadline for replies was 12<sup>th</sup> January 2020.

19/84.3 KB asked if other counties had emergency committees to discuss urgent matters. JW suggested the MC looks into this further at a future meeting.

**19/85 Committees**

19/85.1 i) To review Management Board representatives on committees  
JW had circulated a summary of Board representatives currently allocated to Discipline Committees, and had suggested some changes to share responsibilities more fairly. PP was no longer attending the Open Water Committee meetings as the Bedfordshire representative, and agreed to attend as the Board Representative.

19/85.2 The Board discussed the issues around travelling to attend meetings. JW confirmed that LB was looking into online systems to allow some meetings to happen online.

19/85.3 ii) Swimming Management Group- Terms of Reference and Membership  
A draft Terms of Reference (ToR) was circulated with the papers. The proposal was to create an event-based group, and remove County Representatives from the membership of the committee. In discussion it was agreed that the Records Officer be removed, and that references to development be deleted and managed directly by staff, reporting to the MC in liaison with the Swimming Manager.

19/85.4 The inclusion of the Regional Licensing Officer was queried, if the new committee were to meet to discuss events only. JW would pick this up with the Swimming Manager after the meeting.

**19/86 Sub Group Items**

19/86.1 Management Committee – 26<sup>th</sup> September 2019: Minutes received and noted

19/86.2 Management Committee – 17<sup>th</sup> October 2019: Minutes received and noted

19/86.3 Management Committee – 28<sup>th</sup> November 2019: Minutes received and noted. There were 6 recommendations in these minutes. 4 had been discussed during other agenda items. The remaining 2 were discussed as below.

19/86.4 The MC had met with Paul Kendall to discuss his plans for Open Water for 2020/21. Arising from this, Paul had reported increased costs arising from officials' expense claims, and explained the proposal to introduce chip timing for the 2020 Championships. Paul had suggested that the charge to counties, in lieu of holding County Championships within the event, be increased to £250 to contribute to the costs arising from the introduction of chip timing, and payment be due in advance of the event. The MC had recommended this to the Board.

19/86.5 After discussion, the proposal to increase the charge to counties to £250, with payment due before the event, was agreed, with KB abstaining from this vote due to his role as County Treasurer.

19/86.6 The MC were looking into Incorporation for the Region, and would report at a future meeting on their findings. This was noted.

19/86.7 Disability Committee – 2nd July 2019: No minutes received. The importance of minutes was raised. The Board asked that Amy Bryant take the minutes for the Disability Committee.

19/86.8 Disability Committee – 18<sup>th</sup> November 2019 – No minutes received

19/86.9 Diving Committee – 5<sup>th</sup> September 2019: Minutes received and noted

19/86.10 Diving Committee – 21<sup>st</sup> November 2019: Notes received and noted.

19/86.11 Masters Committee – 7<sup>th</sup> December 2019 – Minutes received and noted



- 19/86.12 Open Water Committee – 15<sup>th</sup> October 2019: Minutes received and noted
- 19/86.13 Swimming Committee – No meetings since 27<sup>th</sup> February 2019
- 19/86.14 Swimming Officials Group – 17<sup>th</sup> November 2019: Minutes received and noted
- 19/86.15 Synchronised Swimming Committee – 15<sup>th</sup> September 2019: Minutes received and noted
- 19/86.16 Water Polo Committee – No meetings since 29<sup>th</sup> July 2019
- 19/87 Any other Urgent Business**
- 19/87.1 There were no items.
- 19/88 Confidential Items**
- 19/88.1 There were no items.
- 19/89 Next Meeting**
- 19/89.1 The next meeting was arranged for the 15<sup>th</sup> March 2020. JW wished everyone a Merry Christmas, and a Happy New Year. She thanked everyone for giving up their time to attend the meeting and for all they had done for the sport in 2019.