

Swim England East Region
Minutes of the Regional Operations Committee (ROC) meeting
Monday 8th September 2025

Present

Keith Belton (KB) (Meeting Chairman)	Finance Manager/ Director
Stewart Murray (SMu)	Regional Chairman
Paul Kendall (PK)	Open Water Manager
David Metcalf (DM)	Swimming Officials Manager
Lottie Thompson (LT)	Diving Manager
Peter Winter (PW)	Disability Manager

Also in attendance: James Salmon (JSa), Regional Manager

- 25/01 Apologies and introductions**
- 25/01.1 KB welcomed everyone to the meeting, and thanked everyone for giving up their time to attend.
- 25/01.2 KB reported that this is the first meeting of the new Regional Operations Committee (ROC). He explained the change of membership of the committee - it will now be made up of the Leadership Groups Managers so they can have more input into the Region.
- 25/02 Declarations of conflict of interest**
- 25/02.1 There were none.
- 25/03 Terms of Reference - ROC**
- 25/03.1 The terms of reference (ToR) were circulated prior to the meeting.
- KB reported that ToR has been seen by the Regional Board. The committee will meet at least twice a year. One would be at the start of the planning year, with the second meeting being six months later.
- 25/03.2 The terms of reference were accepted.
- 25/04 Planning and Budget**
- 25/04.1 KB stated that all Leadership Group Managers should have received the August budget reports. He asked the Managers to go through the budget reports at their Leadership Group meetings.
- PK confirmed that Open Water do this.
- PW reported that for Disability it is done to a point, but there is more of a review after the Regional Para meet.

A discussion took place around budgets and plans for 2025.

25/04.2 KB stated that the rough timescale for the 2026 budget and plans is that the Leadership Groups submit their budget and plans by 23rd November 2025 so that they can be collated and any questions asked. The budgets and plans will then be distributed to the Board prior to the Board meeting on 9th December 2025.

25/04.3 A discussion took place around 2026 budget and plans.

LT asked if it would be possible for the variation of budget form be circulated along with an outline of the process for budget variations with the plan and budget templates.

KB confirmed that he will circulate the form with the templates and an outline of the process.

Action: KB to circulate form, templates and outline of process

25/05

Post-event questionnaires

25/05.1 JSa reported that, as part of the Region's Strategy, post-event questionnaires are being sent to participants and volunteers to gather feedback on the event and see what can be improved for the next event/following year.

25/05.2 SMu added that, from a pool point of view, Survey Monkey surveys are sent out regularly after national events to get views and feedback.

25/05.3 JSa asked the discipline managers for their input on the questionnaires, to find if the right questions were being asked, and whether they would like to see the full data in order to identify matters which needed action.

25/05.4 SMu reported on the feedback which the Region has received so far from the surveys.

25/05.5 DM asked how the feedback would be captured from the public attending the events.

SMu stated that at the Open Water event there were QR codes around the venue. The public could scan these codes to complete the survey.

25/05.6 A discussion took place around the surveys and the best way to get permission from individuals to send them the survey by using QR codes.

25/05.7 JSa screen-shared examples of the questions which are asked in the survey, the data received, and how it is collated.

JSa explained how the raw data is filtered into clearer data which is then sent to the Leadership Group Managers.

25/06 Cross-discipline training opportunities

25/06.1 LT reported that each discipline is different but there are some areas common to all disciplines. Training in those areas could benefit members as a whole, for example how to deal with competition pressure, female health, parents' workshops, nutrition and wellbeing.

LT suggested holding online workshops which can be delivered to the Regions' members, possibly holding workshops once a year.

25/06.2 A discussion was held around different ideas for and approaches to cross-discipline training opportunities.

25/06.3 The Managers were asked to let the regional staff know of any ideas and/or included them in the budget plans.

25/07 Items for the November Board meeting

25/07.1 SMu advised that there will be a face-to-face Board meeting in November and anything which the Managers would like taking to the Board should be sent to SMu or JSa.

25/08 Suggestions for future ROC meetings

25/08.1 KB suggested that each Leadership Group Manager gives a quick update on what has been happening over the months since the last meeting.

25/08.2 PK asked a question relating to athletes who are transitioning from one gender to another, and how they are catered for.

SMu advised that there is a Swim England Transgender Policy which should be followed.

It was discussed and agreed that further research needed and brought to the next meeting.

25/08.3 DM suggested publishing the date of the next meeting with plenty of notice so that all the Leadership Group Managers are aware and are available to attend.

25/09 Any other business

25/09.1 No items raised.

25/10 Confidential items

25/10.1 There were none.

25/11 Next ROC meeting

25/11.1 Date of next meeting: Monday 23rd March 2026 at 7.30pm