

East Diving Leadership Group
(the “EDLG” or “Group”)
Minutes of the Diving Leadership Group held via video conference
16th June 2026 at 7pm

Present:	Lottie Thompson (LT)	Diving Manager
	Ian Mackenzie (IM)	Board Representative
	Sharyn Bord (SB)	Operations Officer
	Alice Clarke (AC)	Development Officer
	Allan Jaunzens (AJ)	Cambridge Representative
	Beth Lee (BL)	Luton Representative
	Steph Lewis (SL)	Specialist and Southend Representative
	Ian Rollinson (IR)	Competitions Officer
	Emma Winter (EW)	Regional Administrator

26/29

Welcome and apologies

- 26/29.1 LT opened the meeting and thanked everyone for attending.
- 26/29.2 Apologies were received from Will Machin (WM), Hatfield (Brocket) Representative, and Sarah Gateshill (SG), Dacorum Representative.

26/30

Declarations of conflict of interest

- 26/30.1 None declared.

26/31

Previous minutes

- 26/31.1 The minutes of the meeting held on 26th March 2026 were reviewed. A query was raised regarding a term referred to in minute 26/18.4, which was identified as an error.
- 26/31.2 EW to remove the erroneous reference from minute 26/18.4. Subject to this amendment, the minutes were agreed as a true and accurate record.

Action: EW to remove the erroneous reference from minute 26/18.4

26/32

Matters arising

- 26/32.1 Announcers' course (action from March): LT confirmed that a how-to guide has been produced, working jointly with Joel Trenchard. It has been shared with Colette Calvert for review. A decision is still to be made as to whether this becomes a formal Swim England document, a guidance resource, or the basis of a course. This action remains in progress.
- 26/32.2 Operations update / judges' expenses (action from March): SB confirmed that this action is closed. The reminder was sent to all judges, and expenses have now been submitted.

- 26/32.3 Wet-rigging course date (action from March): LT reported that Alex Rochas' availability is now clearer following the release of further dates for the rest of the year, and that the Friday date previously discussed is likely to go ahead, subject to LB confirming with the relevant coaches. This action remains open.
- 26/32.4 May Development Camp (action from March): LT confirmed that Georgia Davenport was not available for the camp originally planned for May, owing to diving commitments in America. The camp will therefore be moved to later in the year. Further detail is provided under regional development.
- 26/32.5 J1 and J2 courses (action from March): Updates on both courses are provided under the officials update item below.
- 26/32.6 National Skills Finals judging expression of interest (action from March): LT confirmed that the expression of interest form has been circulated and hotel bookings have been made by Jo Stalley (JSt). Further detail is provided under the operations update item.

26/33 Correspondence

- 26/33.1 LT confirmed that the only correspondence received since the previous meeting was from Sarah Barrow (SBw) Club and Community Development Lead, East and London Regions. As SBw was unable to join the meeting, LT read out the substance of her update under any other business.

26/34 Club reports

- 26/34.1 **Cambridge (AJ):** The club is still awaiting the outcome of the pool operator tender. GLL is believed to be one of the final two providers, with a decision not expected until around August. This is limiting the club's ability to plan and book ahead, although there is reasonable assurance that current operating conditions will be maintained regardless of which operator is appointed. The club now has two coaches (AC and Dan Murphy) and an apprentice, Rhiannon Monie. The club is preparing a business plan for committee approval to appoint Rhiannon as a third coach, increasing capacity and flexibility. The club is also looking to grow income through expanding activities such as trampolining and is considering taking on a second apprentice next year. AC reported that Rhiannon has passed her trampolining course.
- 26/34.2 **Hatfield (written update from WM, read by LT):** A new coach has joined the club and is already contributing positively to poolside delivery. Squad size remains small while coaching capacity is built up, and is limiting the additional sport and competition opportunities the club can currently offer. The club is looking to train a squad member to Level 1 over the next couple of months to strengthen its coaching base. AC and Sarah Barrow continue to support the club with Level 2 recruitment and with the broader recruitment of coaches, including converting swimming teachers and lifeguards into diving coaches.

LT raised an outstanding query regarding Hatfield's affiliation status, noting a possible delay following Justine Green's departure. Justine had previously been driving affiliation. LT will follow up on progress. In the meantime, the club is understood to remain unable to compete and to be operating under its previous status.

26/34.3 **Luton (BL):** Four divers have qualified for National Age-Groups and six for National Skills. The club has held its Annual General Meeting, resulting in a committee reshuffle. The long-serving chairman has stepped down, BL has taken on the role of chairman, and a new secretary has been appointed.

The club now has eight coaches across eight squads. BL described this as one of the strongest coaching positions the club has had in several years.

26/34.4 **Southend (SL):** The club has good numbers attending Skills and Age Groups, and three divers recently competed at the GB Senior event. Two divers, Todd Geggus and Connor Lano, also competed at the Madrid Senior International and performed well.

The club has lost another coach. One coach has been promoted to senior coach since the last meeting. Team-managed trips have been paused for the remainder of this year following significant pushback from parents. The committee is reviewing guidance with other clubs which run similar trips, with a view to reinstating the arrangement next season.

The relationship with the pool operator Freedom Leisure has settled down. Pool hire prices are expected to continue to rise. Southend's rates were found to be significantly lower than other pools nationally, when benchmarked, meaning further increases are likely.

A parent has generously donated a new diving board to the club.

26/34.5 **Dacorum (update from SG, relayed by LT):** The club continues to operate well, with no issues raised.

26/35

Operations update

26/35.1 SB presented the proposed costs for the National Skills Finals. Three judges are attending, funded mostly by the Region, with some contribution from their clubs. Two hotel rooms had previously been booked, with a third now added. Subsistence costs are also included in accordance with the regional expenses policy. Two of the attending coaches' clubs are covering their travel costs to help keep the regional cost down.

26/35.2 LT explained that the proposed costs are higher than originally budgeted for, owing to a change in the number and identity of attendees from the original plan (originally Steve and Alice were to travel and share accommodation), together with the high cost of hotel accommodation in Southampton over the summer period (attributed to cruise sailings).

26/35.3 The Group approved the proposed costs for the National Skills Finals judging delegation.

Action: LT to submit a budget variation to Keith Belton (Regional Finance Manager) following the meeting

- 26/35.4 SB gave a finance update. The Age-Groups balance sheet currently shows a loss of approximately £130, however entry fees for Dive London have not yet been recorded. Once received, this is expected to bring the result to better than break-even.

Action: IR to chase the outstanding Dive London entry fee

- 26/35.5 SB raised a query on four lines (135–139) of the regional finance spreadsheet relating to “Coach Camp 2” in March, noting that no camp took place in March 2026. On review, it was established that two of the lines relate to a delayed payment to presenters from the December 2025 development camp (correctly coded to diving), and one line relates to travel and accommodation costs for Ann Byrne’s attendance, which should be recorded under Presidential costs rather than the diving budget.

26/36

Regional diving competitions

- 26/36.1 IR reported that the Age-Groups competition ran smoothly and finished on time, with only IR and Andrew required as recorders, reflecting a well-supported event. Entry numbers were the lowest for a couple of years, which IR and LT attributed to a busier national competition calendar. Several clubs which have historically attended (including Albatross and Southampton) did not enter this year.

LT noted that the East Region event may also see fewer entries in future if the South East Region continues to hold its competition in Reading, rather than Tunbridge Wells, as Reading is more convenient for some clubs (e.g. Sandwell).

- 26/36.2 IR and LT both noted that, despite lower numbers, the event was enjoyable and well run, and that a few new officials came forward to judge for the first time, which was very positive.

26/37

Regional development

- 26/37.1 **Gymnastics/twisting session:** AC reported that the planned session with gymnastics coach Matt Jackson, who has experience working with British Gymnastics on diving-related plays, is intended to be held at Cambridge Gymnastics Academy, at favourable rates, owing to a club connection with the venue owner. The session is earmarked for the summer holidays, but Matt has not yet confirmed his availability.

Action: AC to send Matt available dates from Cambridge Gymnastics Academy and press for early confirmation

- 26/37.2 **Talent skills session:** Luton and Cambridge intend to run an informal, coach-led skills session before the summer for divers meeting specific talent criteria, hosted in Luton, with details also shared with Southend.

Action: AC to draft guidance for coaches on which divers should be invited to attend

It was confirmed that this session is separate from the regionally organised talent event planned for September, which remains in the regional budget. AC is seeking confirmation from Charles Calvert, who organises the Talent Games, to deliver that session. His current weekday work commitments mean a Saturday date is likely to be required.

- 26/37.3 **Rigging courses:** Given the continued delay in confirming a date for the wet-rigging course with Alex Rochas, AC proposed also arranging a dry-rigging course. It was noted that this can be organised more quickly as it does not require formal Swim England qualification status (unlike wet-rigging, which costs approximately £72 per candidate through the official route). Both Luton (which has recently had Level 2 coaches qualify) and Southend were identified as having potential candidates.

Action: AC to approach Charles about delivering a dry-rigging course alongside Talent Games training, targeting a weekend in September

26/38

Officials update

- 26/38.1 LT reported that a further J1 course took place in June 2026. She is waiting for confirmation from Swim England of which East Region candidates attended, to update the regional officials list.

- 26/38.2 LT confirmed that the proposed regional J2 course, originally intended to run alongside the Age-Groups competition, did not go ahead owing to short notice and insufficient sign-ups. A national J2 course will instead run in Sheffield in October. LT is exploring running a separate regional session, noting interest from around five or six candidates across East Region and London Region, and is considering splitting the course so that the classroom element is delivered separately from the practical assessment (for example on a Friday evening or a separate Saturday), to reduce the burden of travelling to Sheffield for a full weekend.

Action: LT to confirm potential dates, likely around September/October, and email interested parties to gauge demand

- 26/38.3 LT confirmed that the expression of interest form for the National Skills Finals judging has been circulated and that hotel bookings have been made by JSt. The selected judges were Stephen Billton, Jack Tempest and Rhiannon Monie. Further detail is set out under the operations update item above.

26/39

Coaches Forum update

- 26/39.1 LT provided the update in the absence of a separate report. AC has shared the relevant coach education information in the East Region Coaches Forum WhatsApp group. LT posts messages inviting clubs to raise anything they need, and will continue sharing relevant resources, such as the National Skills Finals entry pack, to keep coaches updated on developments at Swim England.

- 26/39.2 **Coach development update:** AC reported that Swim England's coach education pathway is changing, moving away from the previous Level 1, 2 and 3 structure towards a model with more one-to-one time between coaches and coach educators, focused on developing independent and critical thinking. AC noted that existing qualifications remain valid under the new system. Drop-in sessions for clubs begin from 21st June. AC will attend the relevant club-facing session and will write up and circulate notes to other coaches and clubs in the Region. AC also noted that information of this kind does not always reach coaches who are less engaged with Swim England communications, citing a club coach who

does not regularly read Swim England emails, and agreed that forwarding session details directly would help.

26/40

Any other business

- 26/40.1 **Terms of Reference:** LT presented proposed amendments to the EDLG Terms of Reference. The principal change reflects that the Region's governance structure has changed since incorporation. References to a representative of the Regional Operations Committee (ROC) are replaced with a representative of the Regional Board. This remains as IM. A few minor wording changes were also proposed, aligning provisions on minutes and data retention policy with other regional terms of reference. LT confirmed that the substance of the Terms of Reference is otherwise unchanged.
- 26/40.2 SB asked what the term of office is for Group roles, noting that there did not appear to be a fixed term after which a member is re-elected or stood down. LT and IM confirmed that there is no fixed term for EDLG roles. Sport England had previously sought to introduce a maximum nine-year term, in line with practice for listed and large private companies, but this was found to be impractical given the difficulty of replacing volunteers, and the requirement now applies only to board-level positions. Members are not obliged to continue indefinitely and may step down at any time. Any concerns about a member's performance would be raised with the Board.
- 26/40.3 The Group approved the proposed amendments to the Terms of Reference.
Action: LT to confirm to James Salmon (JSa) that the Group has adopted the revised Terms of Reference
- 26/40.4 **Sarah Barrow (SBw) update (read by LT):** SBw, Club and Community Development Lead for the East Region and London Region, will be attending Swim England's national diving events this summer, including the National Age-Groups on the Thursday and the National Skills Finals on the Saturday and Sunday. She encouraged coaches, clubs, committees and volunteers to come and say hello and have an informal chat, noting that she is keen to hear how diving programmes and clubs are running and to share ideas on increasing community engagement and building positive club environments. She can also talk through national programmes available to clubs across the East Region and London Region. LT confirmed that this had already been shared in the coaches' chat and noted that SBw is now also linked to the regional inbox and works across both the East and London Regions following the Swim England restructure.
- 26/40.5 IM added that the Board met SBw at its May meeting, and welcomed having a dedicated, hands-on point of contact for diving, noting that other disciplines do not always receive equivalent support.
Action: LT to check SBw availability to attend the next EDLG meeting

26/41

Confidential items

- 26/41.1 No confidential items were raised.

26/42

Next meeting

- 26/42.1 The next meeting is scheduled for 13th August 2026 at 7pm.

- 26/42.2 Proposed meeting dates for 2026:
- 8th October 2026
 - 3rd December 2026