

DRAFT

To be confirmed at the meeting of the Board on 11 November 2021 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held remotely on 22 September 2021, commencing at 2000hrs.

Present: Peter Button (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Stuart Fillingham, Janet Hopkins, Andy Mackay, Roger Prior, Peter Roycroft, Emma West.

Also present: Rosemary Large (Assistant Secretary), Kristie Jarrett (Swim England South East Regional Club Development Officer)

Apologies for absence were received from Robert Blinkhorn, Diane Cryer, Bob Odell.

1 CHAIRMAN

The President indicated that he accepted the responsibility, set out in the constitution, to chair meetings of the Board.

(Peter Button in the Chair)

2 MINUTES

The Minutes of the meeting held on 16 June 2021 were agreed and signed by the President as a correct record.

3 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, reported orally. The text of her report is appended.

Emma West drew attention to the dearth of team managers in diving, now that physical competitions were returning.

4 ROLE OF THE BOARD

The Board was reminded of its powers and duties, as set out in Rules 9.2, 6.2 and 8.8 of the Constitution.

NOTED

5 MEMBERSHIP

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The Board was reminded of the Rule 9.1, which set out its membership, the results of the uncontested elections at the Annual Council Meeting on 16 July 2021.

The Board was also reminded that it could declare that any member, who had been absent from 3 consecutive meetings, as having vacated his or her seat.

NOTED

6 MATTERS REFERRED BY ANNUAL COUNCIL MEETING

The Board was advised that the Annual Council Meeting had referred the vacancies for 4 Management Board members to the Board.

RESOLVED: That notice of the vacancies for 4 Members of the Management Board be placed on the website and that the President make informal approaches to clubs not presently represented on the Board.

7 APPOINTMENT OF PERSONS AND SUB-BODIES

The Board was reminded that one of its roles was to appoint such persons and sub-bodies as were, in its opinion, necessary to deliver the sport, and to determine their terms of reference and methods of operation. In this connection it was reminded of decision taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

RESOLVED:

- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2022:

Artistic Swimming Manager - Robert Blinkhorn

Diving Manager - Emma West

Masters' Manager - Bob Odell

Open Water Manager - Jason Keeler Interim Water Polo Manager - Roger Penfold

Assistant Hon Secretary - Rosemary Large

Swimming Officials' Training Co-Ordinator - Chris Hirst

Webmaster - Jonathan Mills.

- 2 That Roger Prior be appointed to field enquiries about disability or para swimming.
- 3 That the appointments of Performance Swimming Events' Manager and Swimming Development Manager be deferred, although the continued performance of the duties of the latter post by Joan Scarrott be again acknowledged and applauded.

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- 4 That, whilst no appointment has yet been made to the post of Performance Swimming Events' Manager, a promoter or promoters for the County [Swimming] Championships be appointed, the postholder(s) being supported by Andy Mackay.
- 5 That the post of Public Relations Officer be abolished.
- 6 That a finance sub-committee be appointed, comprising the officers of the Association and Stuart Fillingham, to support the Hon Treasurer, its meetings to be serviced by the Assistant Hon Secretary.

8 QUORUM FOR MEETINGS

The Board **NOTED** that, according to Rule 9.1 of the Constitution, the quorum for its meetings was 8 members.

9 OPERATING PROCEDURES OF BOARD

The Board **NOTED** the operating procedures adopted at its first meeting.

10 FINANCE

The Hon Treasurer reported that HSBC Bank had introduced monthly charges on the Association's account.

11 BURSARY SCHEME

It had been suggested that the Board might wish to review parts of the bursary scheme, particularly in relation to bursaries for persons seeking teaching qualifications. This arose because most club teaching programmes had been moribund while restrictions were in place in response to the Covid-19 pandemic, and some had yet to resume.

Following discussion, the Board **AGREED** to relax, for the remainder of 2021 only, the requirement for an applicant for a teaching bursary to demonstrate prior teaching activity, provided that all other criteria were met.

12 SWIM ENGLAND SOUTH EAST REGION SWIM MARK PANEL

The Board was reminded that Bob Odell had been the Association's representative on the Swim England South East Region Swim Mark Panel (there was a representative of each county on the Panel). Bob had stood down from the position.

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The Board **APPOINTED** Janet Hopkins to serve on the Swim England South East Region Swim Mark Panel and **THANKED** Bob Odell for his service on that Panel.

13 COUNTY [SWIMMING] CHAMPIONSHIPS

Andy Mackay reported that a volunteer had been identified to take the role of promoter of the County [Swimming] Championships in January 2022, with support from Wycombe District SC. In the meantime, progress was being made with the arrangements for the competitions. It was, for instance, likely that no spectators would be admitted, and a review was ongoing concerning entry times.

14 DATES OF MEETINGS

The Board **AGREED** the following dates for meetings:

Thursday 11 November 2021, Tuesday 8 February 2022, Wednesday 6 April 2022, Thursday 16 June 2022, Tuesday 13 September 2022.

The Board **SET** the date for the Annual Council meeting as Thursday 14 July 2022.

15 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary and Roger Prior reported on matters discussed at the meetings of the Regional Management Board held on 28 June and 7 September 2021, covering

- the continued development of the regional strategy;
- the continued development of the agreement regulating the relationship between Swim England and the Region;
- the affiliation fees for 2022, which would remain as in 2021, with the intention to discount 50% of fees for new members of clubs being declared in the final quarter of 2021;
- the establishment of a panel of the Board to determine applications for affiliation;
- the dearth of coaching courses in water polo;
- the decision to proceed with the Winter regional swimming championships;
- the intention to inaugurate a trophy in memory of the late Terry Norris;
- feedback from the regional chairs' meeting in September.

16 CORRESPONDENCE

The Hon Secretary reported the receipt of the following correspondence of note since the last meeting, aside from the monthly club updates from the Swim England South East Region:

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- Regional Office Manager, Swim England South East, asking whether the Association had any objection to the club change of name to Reading Royals Artistic SC. No objection had been submitted by the Hon Secretary: the Board **APPROVED and CONFIRMED** his action;
- Head of Events, Swim England, forwarded a message from the Chair of [national] Swimming Leadership Group, advising that the National County Team Championships would not be going ahead in 2021;
- Regional Office Manager, Swim England South East, forwarding a message from the Sport Development Director of Swim England about changes to the guidance issued by the NGB with respect to Covid-19;
- Head of Events, Swim England, releasing information about the Artistic Swimming Virtual Series of events;
- Regional Office Manager, Swim England South East, forwarding a message from the Sport Development Director of Swim England about the Interim Head of Swimming Talent, Richard Blackshaw.

The meeting concluded at 2130hrs.

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APPENDIX

REPORT OF REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark

The following clubs have reaccredited at the recent SwimMark panel; Maidenhead, Reading SC, Slough Dolphins, Tilehurst and Wycombe District.

Reading Royals SC are due to complete their evidence by Friday 9th December in time for the January SwimMark panel;

We would like to thank Bob O'Dell for his contribution on the SwimMark panel. We are now looking for a replacement from the county if possible please. The meetings are 4 times per year during the day for approximately 1.5 hours. The group review the evidence of any new accrediting club and a selection of other clubs to ensure the quality of the award.

Stronger affiliation

The majority of non SwimMark clubs are due to renew their Stronger Affiliation this next quarter. All evidence needs to be submitted by the 10th January for approval.

Swimming Judge 1 training deadlines update

- All Judge 1 trainees who began their training under the old face to face/classroom system will have until 31 March 2022 to complete their practical training.
- Trainees who completed their Judge 1 online theory training before 31 August 2021 have until 31 July 2022 to complete the practical training elements.
- Candidates who complete their Judge 1 online theory training after 1 September 2021 will have 11 months to complete their practical training.

For more information or queries, please email Helen Akers at Swim England.

Swim England South East Open/Junior Winter Short Course Championships 2021

Date - 6th & 7th November – venue to be agreed.

Swim England South East is looking forward to hosting the 2021 Short Course Open/Junior Championships.

Clubs and swimmers should note the following:

- Entry times must be from level 1, 2 and 3 licensed meets only. Clubs, please note that level 4 meets can be “upgraded” to level 3 with no charge until 31st December 2021 (providing that the criteria for level 3 meets can be satisfied).
- There will be no qualifying times. The fastest entries for each event will be accepted. The number to be accepted (and a decision on whether to include finals) will be published when there is clarity regarding the capacity constraints agreed with the pool operator
- We may not be able to accommodate spectators. It is our intention to provide similar live streaming of the event that proved so success at the Festival of Swimming.
- We intend to offer a full programme of (50m, 100m, 200m, 400, plus 800m (female) and 1500m (male) events.

South East Training/ Workshops

- Time to Listen courses – Next available course is on 15/11/2021 Booking Page - <https://www.southeastswimming.org/time-to-listen-training/>

Regional Pathway Camp – 30th October

Charlotte Heyden (Wycombe District) has been selected for the 12 year old regional camp;

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As in previous years, coaches are welcome attend as an observer on the day. The timetable and registration form can be found here <https://www.southeastswimming.org/swimming/regional-pathway-programme/>

Jason Keeler is Head Coach on this camp, with Joe Evans, Fabien Whitbread and David Cummings also representing the county as skills coaches.