

DRAFT

To be confirmed at the meeting of the Board on 6 April 2022 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held remotely on 8 February 2022, commencing at 2000hrs.

Present: Peter Button (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Diane Cryer, Stuart Fillingham, James Glazebrook, Janet Hopkins, Paul Lloyd (from Minute 28), 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, Andy Mackay, Bob Odell.

26 MINUTES

The Minutes of the meeting held on 11 November 2021 were agreed and signed by the President as a correct record, subject to the inclusion of the name “Chalfont Otters SC” in Minute 20.

27 MATTERS ARISING ON THE MINUTES

20 Membership of Board

It was suggested, and **AGREED**, that Paul Lloyd (Maidenhead Marlins) be appointed a member of the Board until the first meeting after the Annual Council Meeting in 2022.

(Paul thereupon joined the meeting.)

22 County [Swimming] Championships

Notwithstanding that a report on the 2022 County Championship should be submitted to the next meeting, the President thanked all persons involved in the delivery of successful Championships over 2 weekends in January.

28 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, reported orally. The text of her report is appended, and was circulated to members after the meeting.

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29 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme, all discipline managers and other appointees had been invited to attend the meeting, and to report orally, if they wished.

In presenting his apologies for absence, the Masters' Manager (Bob Odell) reported that the County team had come second in the South East gala of the Inter County Masters' event, at High Wycombe in November 2021, and had achieved 4th nationally, when the regional results were aggregated. He also advised on the achievements of competitors from clubs assigned to the Association at the Regional Masters' Long Course competition at Crawley in January and that the County Masters' Meet would be held, all being well, in September 2022.

30 FINANCE

The Hon Treasurer had prepared a draft budget for 2022/3, together with accounts for the year to date, contrasted to the income and expenditure accounts for 2018/9, 2019/20 and 2020/1. The figures were circulated in advance of the meeting.

The Hon Treasurer went through the figures for the current year, commenting that the County Championships had made a provisional surplus of £5,434, although some bills were outstanding.

The Board considered the draft budget for 2022/3 and Members made suggestions as to adjustments. However, it was **AGREED** to defer consideration of the budget, because of outstanding issues relating to the Championships.

31 THAMES VALLEY JUNIOR LEAGUE

The Board was advised that it has been suggested that the Thames Valley Junior League, to which many of the Association's clubs belong, should be "taken under the County's wing". Members were reminded that the management of the League had hitherto passed from club to club, on an annual basis. It was observed that the resources available to Association were no more than those available to the combined assigned clubs, and, therefore, Members were not sure of the rationale for the suggestion.

In the meantime, Paul Lloyd undertook that Maidenhead Marlins would seek to re-energize the League, with a view to the competition starting again in 2023.

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32 SWIMMING DEVELOPMENT MANAGER

The Board was reminded that, although the post of Swimming Development Manager was vacant, Joan Scarrott had been undertaking the duties of the post for a number of years. Joan had announced in January that she had stood down from the role, with immediate effect. It was **AGREED** to thank Joan for her support to the sport and the Association, in respect of swimming development, over many years.

Members were reminded what was involved in the role. It was suggested that Julia Craigie (Maidenhead Marlins) might be prepared to take on the role: Paul Lloyd undertook to approach Julia.

33 COUNTY COACH

There was a discussion about the appointment of the County [Swimming] Coach, arising from Minute 32.

34 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 21 November 2021 and 18 January 2022, covering

- the successful in-person and virtual meeting, in November, to which all discipline managers had been invited, when the Board had been impressed by the progress being made following the relaxation of some of the Covid-19 restrictions;
- further work on the Region's strategy and the development of a revised organizational structure;
- the budget for 2022, which included all proposals from discipline groups, and envisaged a deficit of £81k for the year;
- the continuing review of communications;
- updating reports on their work by the Regional Development Officers;
- the nomination of Chris Lee to serve on the Swim England Board: unfortunately, Chris had not been elected;
- the continued search for a Vice-President;
- the adoption of proposals for the incorporation of the Region, to be submitted to the Annual Council Meeting (ACM) in April;
- some of the arrangements for the ACM, eg to be a virtual meeting;
- an intended review, by Swim England, of the role of counties;
- the resignation of Mike Lambert as the Regional Swimming Competition Manager.

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35 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:

- Regional Manager, Swim England South East Region - forwarding a message from the Head of Swimming Talent at Swim England about staff roles and structure with the national Swimming and Para-Swimming Talent teams;
- Regional Manager, Swim England South East Region - forwarding a position statement from Swim England about weighing athletes;
- Swimming Talent Discipline Administrator, Swim England - details of county development programme drop-in, 10 January 2022;
- Regional Manager, Swim England South East Region - advising that St George's School, Ascot has decided not to proceed to create a club;
- Regional Manager, Swim England South East Region - forwarding a message from the Swim England Club Governance & Standards Manager regarding the new model constitution for unincorporated (members) clubs;
- Regional Manager, Swim England South East Region - passing on a request from Swim England that county associations should ensure that County Welfare Officers are subject to the standard checks re DBS, attendance at safeguarding and time-to-listen courses and have Swim England membership. The Hon Secretary advised that he wished to stand down as County Welfare Officer at the earliest opportunity

The meeting concluded at 2155hrs.

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APPENDIX

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark

Reading Royals Artistic SC retained their SwimMark accreditation at the January regional panel meeting. Amersham SC are due to complete a full SwimMark reaccreditation at the regional panel in April. The deadline for evidence is the 25th March.

Club affiliation

The title of this annual requirement has changed from Stronger Affiliation to Club Affiliation. Reading Cygnets and Windsor and Maidenhead Starfish completed this by the national deadline. Gerrard's Cross Taper Tigers have decided to fold as a club due to low membership numbers.

Regional Competition Manager

The region are looking for a Swimming Competition Manager. This role is to lead and oversee the successful running of the summer and winter regional championships.

We are planning to introduce the national poolside accreditation scheme into our summer regional championships. Clubs should ensure that training records are up to date on the membership system as soon as possible. A coaching qualification/ TM qualification, safeguarding and DBS must be up to date.

Championship dates and venues have been confirmed <https://www.southeastswimming.org/swimming/swimming-competitions/> we hope to publish details in the coming weeks on the regional website.

Para-Swimming Regional Training day

The next training day is Saturday 16th April at K2 in Crawley. Bookings are available here

<https://www.southeastswimming.org/para-swimming/south-east-region-para-swimming-training-day-saturday-16th-april/>

South East Training/ Workshops

- Time to Listen course – 5th March and 4th May-
<https://www.southeastswimming.org/time-to-listen-training/>
- Team Manager 1 – next available courses are the 15th and 31st March
<https://www.southeastswimming.org/workforce/team-managers/>
- Team Manager 2 – next available course is the 3rd May
<https://www.southeastswimming.org/workforce/team-managers/>

Future Club Workshops

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Swim England are hosting a variety of club committee workshops;

Club Welfare Officers - Wednesday 23 February, Thursday 24 March

<https://www.surveymonkey.co.uk/r/Welfareofficerworkshops>

Club Chairs information session - dealing with disputes - Monday 28 February

<https://www.surveymonkey.co.uk/r/ClubChairSessions>

Club Secretary and Membership Officer Workshop, Wednesday 9 March

<https://www.surveymonkey.co.uk/r/Secretary-Membership>

OMS and Club Personnel Report Information sessions

<https://www.surveymonkey.co.uk/r/OMSPersonnelreport>