

DRAFT

To be confirmed at the meeting of the Board on 10 November 2022 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

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

Present: Diane Cryer (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Stuart Fillingham, James Glazebrook (from Minute 4), Paul Lloyd, Bob Odell, Peter Roycroft (from Minute 4), Emma West (from Minute 4).

Also present: Kristie Jarrett (Swim England South East Regional Club Development Officer)

Apologies for absence were received from Peter Button, Janet Hopkins, Roger Prior.

1 THE LATE QUEEN ELIZABETH

Members maintained silence, in recognition of the passing, that day, of Her Majesty Queen Elizabeth II, for many years President of the Amateur Swimming Association.

2 CHAIRMAN

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

(Diane Cryer in the Chair)

3 MATTERS REFERRED BY ANNUAL COUNCIL MEETING

The Board was advised that the Annual Council Meeting (ACM) had referred to the Board the vacancies for Vice-President and 7 members of the Board and the adoption of the Annual Report.

Members were advised that, since the ACM, the following offers to serve had been received:

Vice-President - Peter Roycroft (Amersham)

Board Member - Peter Button (Past President, Chalfont Otters), James Glazebrook (Chalfont Otters), Janet Hopkins (Past President, Newbury District), Emma West (Albatross DC).

Notwithstanding the lack of a quorum at that point in the meeting, it was

RESOLVED:

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- 1 That Peter Roycroft be appointed as Vice President of the Association, for the period to the Annual Council Meeting in 2023.
- 2 That Peter Button, James Glazebrook, Janet Hopkins and Emma West be appointed as Members of the Management Board for the period to the Annual Council Meeting in 2023.

4 MINUTES

The Minutes of the meeting held on 14 July 2022 were agreed and signed by the President as a correct record, subject to the correction of the word “Revenue” in the second paragraph of Minute 50/42.

5 REGIONAL CLUB DEVELOPMENT OFFICER

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

6 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

7 MEMBERSHIP

The Board was reminded of the Rule 9.1, which set out its membership, and the results of the uncontested elections at the Annual Council Meeting on 14 July 2022.

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

8 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.

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RESOLVED:

- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2023:

Diving Manager - Emma West

Masters' Manager - Bob Odell

Performance Swimming Events' Manager - James Glazebrook

Interim Water Polo Manager - Roger Penfold

Swimming Officials' Training Co-Ordinator - Chris Hirst

Webmaster - Jonathan Mills.

- 2 That, subject to his willingness so to serve, Roger Prior be appointed to field enquiries about disability or para swimming.
- 3 That the appointments of Artistic Swimming Manager, Assistant Hon Secretary, Open Water Manager and Swimming Development Manager be deferred.
- 4 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.

9 QUORUM FOR MEETINGS

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

10 OPERATING PROCEDURES OF BOARD

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

11 MATTERS ARISING ON THE MINUTES

50/39 Swimming Development Manager

It was understood there had been no progress in securing the services of a volunteer to act as Swimming Development Manager. However, Julie Craigie was prepared to undertake the management of the development camps.

12 FINANCE

The Hon Treasurer reported that the Association's bank account had been swollen by the entry fess for the imminent Masters' meet.

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The Hon Treasurer had circulated a proposal by the Swimming Events' Committee to acquire the means of accepting payment for spectator entry at the County's meets, enabling payment at the door by card. His report contrasted 2 particular devices, both in use with County clubs - Sumup Solo and Square Terminal.

It was **AGREED** that a payment card reading device, for the purposes of payment by spectators at the door of events, be purchased, the final decision on the device resting with the Hon Treasurer

13 COUNTY [SWIMMING] COACH

The Board recalled that it had requested the Finance Sub-Committee to consider the proposal about paying the County Coach and his or her assistants. The Sub-Committee had met on 24 August 2022, and a report by the Hon Treasurer, setting out the discussions of the Sub-Committee, had been circulated prior to the Board's meeting. Whilst the Sub-Committee had agreed on issues like the mechanisms for payment, it had been divided on the principle of the Association paying the County Coach and assistants, and had been unable to make a recommendation on this point.

In the ensuing discussion, the view was expressed that it should be considered an honour to be appointed as the County Coach, it being a very good opportunity for personal development. Members concluded that the post should not be a remunerated role.

It was, therefore, **AGREED** that while ancillary expenses would continue to be reimbursed for the County Coach and his or her assistants, when acting in those roles, the roles would not attract remuneration.

14 DATES OF MEETINGS

The Board **AUTHORISED** the Hon Secretary fix the dates for its meetings for period to September 2023, and the Annual Council Meeting in 2023, following the pattern of recent years.

15 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary reported on matters discussed at the meeting of the Regional Management Board held on 7 September 2022, covering

- an update with the progress towards the incorporation of the Region;
- the continued uncertainty about the depth of pools for swimming competitions, which had yet to be resolved by the [national] Sports Operation Committee;
- a number of outstanding appoints, particularly for a Regional Welfare Officer, as the present incumbent wishes to stand down.

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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:

- Marketing, Communications and Operations Director, Swim England, advising of the “Inspired to Try” Campaign;
- Assistant Events Officer, Swim England, seeking expressions of interest in competing in the National County Team Championships, at Sheffield, on 2 October 2022. The Officers had agreed that the Association should participate, and Swim England informed accordingly. The action of the Officers was **APPROVED** and **CONFIRMED**;
- Swimming Talent Team, Swim England, giving details of the workforce induction sessions for the County Development Programme 2022/23: information passed on to the County Coach;
- Club and Operator Relationship Manager, Swim England, drawing attention to the possible requirement for unincorporated clubs to register with HMRC’s Trust Registration Service. (This may affect the Association, as well as clubs).

17 NATIONAL COUNTY TEAM CHAMPIONSHIPS

In connection with Minutes 11 and 16 above, the Board discussed the National County [Swimming] Team Championships, to be held on 2 October 2022. It was noted that, although the event was only 3 weeks away, the team had not been selected, and no logistical arrangements had been made.

Paul Lloyd kindly undertook to ensure that a team was selected, and notified, as a matter of urgency. It was **AGREED** that the team would travel by coach to Sheffield, and return, on the day of the competition, leaving from the Leisure Centre at High Wycombe, and that arrangements would be made for some suitable refreshments en route.

The meeting concluded at 2125hrs.

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APPENDIX

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

Winter Short Course Championships 2022

5th and 6th November, Winchester Sport and Leisure Park. The information is on the website. The dates have also been confirmed for the summer champs, however, the programme has not and there is likely to be changes from previous year.

<https://www.southeastswimming.org/swimming/winter-short-course-championships-2022/>

National pathway Coaches Conference – Sunday 25th September – bookings open

<https://www.swimming.org/sport/swimming-pathway-conference-2022/>

Swim England Distance initiative

British Swimming and England talent have launched a new long distance initiative to support clubs and athletes with their distance training environments. This will consist of coach workshops, training resources and camps. Swimmers from 13 up have been selected. 17 swimmers from the South East have been selected including George Pearson, Alexander Cooper, Charlotte Heyden, Lucy Fox and Ella Dyson (Wycombe District).

Learn to Swim and Workforce Audit

Swim England will launch a survey on **21st September** to collect key Learn to Swim (LTS) and workforce data from across the sector.

The aim of the audit is to update the key statistics collected in the previous 'LTS Census', published 2018. These statistics will help us to track change since 2018, as well as create baseline figures for our next 10-year strategy. Additional product/resource data collected will identify areas of short- and medium-term focus

South East Training/ Workshops

- Time to Listen course – 10th September, 17th November
<https://www.southeastswimming.org/time-to-listen-training/>
- Team Manager 1 – next available course is the 13th September
<https://www.southeastswimming.org/workforce/team-managers/>
- Team Manager 2 – next available course is the 29th September
<https://www.southeastswimming.org/workforce/team-managers/>

Future Club Workshops

Swim England are hosting a variety of club committee workshops;

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Club Welfare Officers – 26 September

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

Club Chairs information session - dealing with disputes – 14th September

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

Club Secretary and Membership Officer Workshop,

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