

DRAFT

**To be confirmed at the meeting of the Board on 15 June 2023
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 5 April 2023, commencing at 2000hrs.

Present: Diane Cryer (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Peter Roycroft (Vice-President), Peter Button, Stuart Fillingham, James Glazebrook, Jenny Gray, Janet Hopkins, Roger Prior.

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

Apologies for absence were received from Bob Odell, Emma West.

37 CHAIRMAN

In view of the President's incapacity that evening, the Vice-President took the Chair.

38 MINUTES

The Minutes of the meeting held 7 February 2023 were agreed and signed by the President as a correct record.

39 REGIONAL CLUB DEVELOPMENT OFFICER

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

40 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, a report was expected on performance swimming events.

The Board **RECEIVED AND NOTED** a report by James Glazebrook, the Performance Swimming Events' Manager.

Kristie Jarrett observed that other counties in the Region had received lower entry numbers for County [Swimming] Championships than in the pre-Covid era.

41 MATTERS ARISING ON THE MINUTES

32 Swim England Development Camps

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It was reported that the President had enquired of the County Coach about the Swim England Development Camps. It had not proved possible to run the camps in 2023, but it was hoped to provide them in 2024. The County Coach had access to the relevant portal, and intended to approach the clubs, via their coaches, for support for the exercise.

36A Redundant trophies

Pending a decision on the future of trophies which were broken, retired or replaced, or the event concerned was no longer offered, Peter Button offered to store them. The offer was gratefully **ACCEPTED** and it was **AGREED** to thank Sam Dyson for storing them in the meantime.

42 FINANCE

The Hon Treasurer was not present at this point in the meeting.

43 REVIEW OF COUNTY GOVERNANCE

The Board had been advised previously of the County governance review being undertaken by Swim England. A questionnaire had been circulated to country associations during 2022, and the Board had authorised the Hon Secretary and Hon Treasurer to respond on behalf of the Association. The results of the survey formed part of the focus of the county governance days held across the country in February and March 2023.

The President, Vice-President, Hon Secretary, Immediate Past President and Janet Hopkins had attended the County Governance sessions at Amersham on 12 March. Representatives of Oxon & North Bucks and Hampshire attended, too. The sessions were led by Helen Weeks, Swim England's Sport Governance & Welfare Officer.

The 2 presentations - the outcomes of the survey and the ambitions by Swim England for county governance - from the day, along with a copy of the Governance Code, had been circulated to Board Members following the session in March.

The main purpose of the day had been to encourage counties to achieve a level of governance prescribed by Sport England. The regions and the national governing body were expected to do likewise. Those from the Association who attended thought that the Association should be able to deliver by the target date - 31 December 2023 - although things like revising the constitution, and what sort of county welfare officer the Association needed, might require greater thought.

Helen Weeks would be following up with each county individually in due course and, when the information around the portal was confirmed by Swim England, advise

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associations of this. However, in the meantime, associations had been encouraged to review their individual needs and where they might need support.

It was **AGREED** that, in the first instance, a working party, comprising Peter Button, James Glazebrook, Janet Hopkins and the Hon Secretary, give further thought as to how the Association could achieve the desired outcome.

44 SWIM ENGLAND SOUTH EAST REGION

A ANNUAL COUNCIL MEETING

The Board **APPOINTED** Diane Cryer and Eileen and Ken Adams as the Association's representatives to the Annual Council Meeting of Swim England South East Region, to be held on 19 April 2023.

B FEEDBACK

The Hon Secretary and Roger Prior reported on matters discussed at the meeting of the Regional Management Board held on 15 February and 16 March 2023, covering

- changes to the Regions' expenses' policy in respect of overnight accommodation, meals and air travel (the latter applicable in respect of persons resident in the Channel Islands);
- making a nomination for the Harold Fern and A H Turner awards;
- motions for the Annual Council Meeting;
- approving the accounts and annual report for 2022, for submission to the Annual Council Meeting;
- the adoption of role descriptions for the chairperson and finance director of the Company;
- The implications for the Region of the revised Club Complaint Procedure.

45 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 - inviting nominations for the Harold Fern and A H Turner Awards;
- Regional Manager, Swim England South East Region - forwarding information about the club health tracker from Swim England;
- Regional Manager, Swim England South East Region - advising of appointment of Andy Giess as Regional Welfare Officer in succession to Shelley Robinson, who has retired;

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- Communications, Swim England - announcing the launch of Swim England's new safeguarding, welfare and culture plan, the "Heart of Aquatics";
- Swimming Talent Team, Swim England - requests County Programme selections from the past 3 seasons: Paul Lloyd undertook to discover the selections in question;
- Club Development Administrator, Swim England - providing a link to a folder of resources for clubs.

46 ANY OTHER BUSINESS

- A Enquiries were made about whether the Association was offering courses for swimming technical officials in respect of the changes introduced by World Aquatics and how referees would know if officials had attended the obligatory course. It was noted that attendance on the course was included on officials' records as held by Swim England. The Vice-President undertook to approach Chris Hirst about the provision of courses by the Association.
- B The Board offered its congratulations to Kevin Brooks, the chief coach at Wycombe District SC, on his appointment as a member of the Swim England Swimming Leadership Group.

The meeting concluded at 2115hrs.

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APPENDIX

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark and Club Affiliation

Amersham SC and Electric Eels SC are currently completing their SwimMark reaccreditation and will be going to the regional panel this month. Clubs are progressing well with updating their constitutions in line with the 2022 model.

South East Training/ Workshops

- Time to Listen course – 4th May, 4th July
<https://www.southeastswimming.org/time-to-listen-training/>
- Team Manager 1 – please express an interest for this course
<https://www.southeastswimming.org/workforce/team-managers/>
- Team Manager 2 – please express an interest for this course
<https://www.southeastswimming.org/workforce/team-managers/>

Annual Council Meeting 2023

19th April online

The Region's Annual Council Meeting will take place on Wednesday 19th April 2023 as an online meeting.

This is your opportunity to help shape the work we do and where we invest.

More information

Applications open for Swim England's Coach 2028 Performance Coach

Programme

Applications are now open for Swim England's [Coach 2028 Performance Coach Programme](#).

The 14-month programme is open to coaches of each of the aquatic disciplines and is a key learning opportunity on the coach development pathway.

Up to 18 places are available on the initiative, that is aimed at experienced coaches who are looking to transition their athletes onto World Class Programmes.

The vision of the scheme is to create a high quality 'learning journey' to accelerate and develop coaching skills to help you to become a more effective coach.

Throughout the 14 months, coaches will attend six workshops that will include both skills-based learning and technical content.

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The successful applicants will also be provided with a bursary that will allow coaches to carry out specific learning opportunities that are linked to their own personal development plan.

Applications will close at midnight on **Thursday 6 April 2023**, with the exact dates of the programme then being sent to the successful coaches.

[Read more](#)

New Swim England Safeguarding Refresher CPD

Swim England launched a new Safeguarding refresher CPD with additional Mental Health and Self-harm module on Monday 27th March.

The CPD is available online and available to anyone who has previously completed the face to face / online version launched in 2020. Attendees must also be 18 years of age.

[More information](#)

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Open Water Chamionships 2023

Diary date - Sunday 16th July

After some months of searching for a new venue, Mercers Country Park has been confirmed as the venue for this year's Championships.

Distances will include 5Km, 3Km, 2Km qualifying events for the National Championships and a 1Km Novice event to try out the sport. Events for Masters are also included.

You can view the conditions for the Swim England 2023 Open Water National Age Group Championships on the event page [here](#).

Volunteers invited to train as Open Water Officials

South East Region are recruiting people interested in training to [become Open Water Officials](#).

The first stage of the process is the theory course which prepares candidates for mentoring at competitions during the summer. Candidates do not need to have previous experience as swimming technical officials.

Regional Distance Programme

This year the Region will be running a distance programme incorporating an open water skills camp and a pool distance training day.

We are now inviting applications for skills coaches to work on these camps. Please see the link for the [job description and application form](#), the deadline is Wednesday 19th April.

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