

DRAFT

**To be confirmed at the meeting of the Board on 12 September 2023
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 15 June 2023, commencing at 2000hrs.

Present: Diane Cryer (President), Roger Penfold (Hon Secretary), Peter Roycroft (Vice-President), Peter Button, Stuart Fillingham, Jenny Gray, Roger Prior, Simon Redlich.

Also present: Kristie Jarrett (Swim England South East Regional Club Development Officer), Helen Weeks (Sport Governance and Welfare Manager, Swim England)

Apologies for absence were received from James Glazebrook, Janet Hopkins, Jonathan Mills, Bob Odell, Emma West.

47 MINUTES

The Minutes of the meeting held 5 April 2023 were agreed and signed by the President as a correct record.

48 REVIEW OF COUNTY GOVERNANCE

Helen Weeks, the Swim England Sport Governance and Welfare Manager, led a discussion around a presentation on the next steps in the implementation of the Governance Code for Counties. The presentation is attached as Appendix 1 hereto, while Appendix 2 is a matrix of the evidence required to show compliance.

The Board thanked Helen for her attendance, the presentation and her guidance.

49 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, reported orally. The text of her report is attached as Appendix 3.

50 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, reports were expected from the Artistic Swimming and Diving Managers, the Public Relations Officer and the Webmaster. In that connection, the Board was reminded that the posts of Artistic Swimming Manager and Public Relations Officer were vacant.

The Board **RECEIVED AND NOTED** a report by Emma West, the Diving Manager. Noting that the reported difficulties at the Amersham had been resolved.

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

Jenny Gray undertook to provide information about Artistic Swimming for inclusion in the Annual Report.

51 MATTERS ARISING ON THE MINUTES

40 Report of Performance Swimming Events Manager

Arising from the report submitted to the last meeting by James Glazebrook, the Performance Swimming Events' Manager, the Board discussed revised general Championships' Conditions, to be submitted to the Annual Council Meeting. Suggestions were made as to amendments to the proposed Conditions.

44A South East Region Annual Council Meeting

The Association's appointed representatives had attended the Annual Council Meeting of the Region.

52 FINANCE

The Hon Treasurer was not present.

53 ANNUAL COUNCIL MEETING

The Board was reminded that the Association's Annual Council Meeting (ACM) was scheduled to be held on 13 July 2023, when elections would be held for President, Vice-President (the President in 2024/25), the Hon Secretary, Hon Treasurer and 12 Members of the Management Board. It was **AGREED** that nominations for those offices, and proposals for changes of Rules etc, could be received by the Hon Secretary by 30 June 2023, rather than 23 June, as stated in the Rules of the Association).

54 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 19 April and 21 May 2023, covering

- the appointment of Sara Todd (Reading SC) as Vice-President of the Region;
- the customary annual appointments of Board sub-committees and discipline liaison members;
- the appointment as Kate Hutchinson as a Regional Club Development Officer, to succeed Ben McDonald;
- a discussion about the future of welfare and safeguarding, and what that mean for the Region;
- settling the process for the appointment of a Chairman and Finance Director;

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

- a review of the agenda for Swim England Annual General Meeting;
- the increasing demand for coaching bursaries in the current year, and the likely permitted overspend on that budget head, as a result.

54 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 -announcing the appointed of a Regional Club Development Officer, Kate Hutchinson, vice Ben McDonald;
- Head of Development, Swim England - notifying of meetings about Swim England's revised transgender policy;
- Head of Development, Swim England -invitation to preview event about the Swim England 10-year strategy;
- Sport Governance & Welfare Manager, Swim England - County governance follow-up meetings;
- Swimming Talent Team, Swim England - County development programme update, 2023/24;
- Club and Operator Relationship Manager, Swim England - Unincorporated sports clubs will need to register with the Trust Registration Service.

The meeting concluded at 2132hrs.

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

APPENDIX 1

Presentation

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

APPENDIX 2

Matrix

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

APPENDIX 3

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark and Club Affiliation

Congratulations to Amersham SC and Electric Eels SC who successfully completed their SwimMark reaccreditation last quarter. Albatross, Bracknell, Chalfont, Chesham, Windsor and Newbury are due to reaccredit in July, all are making good progress on their evidence submission. Clubs are progressing well with updating their constitutions in line with the 2022 model, thank you again to Susan Harrison as it has been a very busy time.

South East Training/ Workshops

- Time to Listen course – 4th July, 18th September and 23rd November
<https://www.southeastswimming.org/time-to-listen-training/>
- Team Manager 1 – 18th July <https://www.southeastswimming.org/workforce/team-managers/>
- [Team Manager 2 – 11th July](https://www.southeastswimming.org/workforce/team-managers/)
<https://www.southeastswimming.org/workforce/team-managers/>

Regional Development Programme 2023/2024

The Swim England national talent team has requested that regions make some changes in their development plans for the 2023/2024 season. The programme and selection policy will be promoted in the coming weeks but the main change is the age group to 13 years and selection will be two selection bands, January – July and August to December. The first regional camp will take place on the 3rd September, therefore selection letters will go out at mid-July.

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

Open Water Championships 2023

Sunday 16th July @ Mercers Park, South Nutfield, Redhill

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.

Entries are now open <https://www.southeastswimming.org/open-water/south-east-region-open-water-championships-2023/>

Regional Distance Programme

The first of the two days of camps took place in Egham on the 4th June. The open water day was led by Ian Keys and Joe Evans (Wycombe), Carol and David Butler (Bracknell) were the Team Managers for the day. Selected BSB athletes were; Lucas Bryant, Anton Supov (Maidenhead), Annabelle Compton, Hazel-Anne Carter, Rufus Parry, Ethan Wills, Maisie Dickinson, Lilia Gilbert, Sam Williams (Wycombe)

Regional awards

Nominations are now open for the 2023 Awards. The Awards will recognise Swim England members and clubs, celebrating the incredible spirit of our aquatic community. The Awards will showcase individuals and groups across a number of categories. Nomination close 02 July.

<https://www.southeastswimming.org/about/regional-awards-2023/>

Masters Workshops

The South East Masters Group have scheduled two development activities for Masters in the region.

Thursday 22nd June at 10:30 via Zoom

This session will look at the needs of Masters, developments in techniques and rule changes.

Wednesday 6th September 2023, at 19:30 via Zoom

Workshop examining and discussing recent changes introduced by **World Aquatics** (previously FINA) and how these might impact on Masters competition. The session will be facilitated by John Tripp.

<https://www.southeastswimming.org/masters/conferences-and-workshops-for-masters/>

Regional Championship Feedback

The Region is keen to get feedback from anyone who participated in the Championships this year in any capacity. This will help us improve the value of the event to all participants are invited to complete one of the surveys. Surveys close on 18th June.

Coaches should provide feedback by completing this [survey](#).

Everyone else should provide feedback by completing this [survey](#).

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023

Regional Para Development Camp – 9th July ACS Cobham, Surry

Regional training and development days are the first step of the talent pathway for Para-swimmers in England. All para-swimmers are invited to access regional training, which is intended to engage and support swimmers with an impairment that can be classified under the World Para-Swimming categories to develop their skills, experience and knowledge through their journey as a Para-Swimmer.

<https://www.southeastswimming.org/south-east-para-swimming-regional-camp/>

Water Polo Development Meeting

The South East Water Polo group are inviting clubs to have their say on how the sport runs in the Region and help plan how we can best support you and your club's development.

It is your sport and we want you to have your say.

For more information

Artistic Swimming Important Officials Information

*Following World Aquatics (previously FINA) rule changes all officials must attend mandatory training and update sessions. **All referees are to attend referee up-skill session if they wish to continue as a referee into 2024.***

Available dates and register

All Level 3 Judges – invited to attend Synchronisation Technical Controller Upskill course - to be able to be a Level 3 + STC into 2024. If a Level 3 judge does not attend this course they can continue as a Level 3 Judges just without the Synchronisation add on.

Available dates and register

DRAFT

To be confirmed at the meeting of the Board on 12 September 2023