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

Minutes of the meeting of the Management Board held remotely on 26 September 2023, commencing at 2000hrs.

Present: Peter Roycroft (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Peter Button, Diane Cryer, Stuart Fillingham, James Glazebrook, Jenny Gray (from Minute 3), Janet Hopkins (from Minute 3), Bob Odell, Simon Redlich (from Minute 3), Emma West.

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

Apologies for absence were received from Roger Prior.

1 CHAIRMAN

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

(Peter Roycroft in the Chair)

2 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 6 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:

Board Member - Jenny Gray (Reading Royals ASC), Janet Hopkins (Past President, Newbury District), Roger Prior (Past President, Slough Dolphins), Simon Redlich (Chesham).

James Glazebrook volunteered to serve as Vice-President.

RESOLVED:

- 1 That James Glazebrook be appointed as Vice President of the Association, for the period to the Annual Council Meeting in 2024.
- 2 That Jenny Gray, Janet Hopkins, Roger Prior and Simon Redlich be appointed as Members of the Management Board for the period to the Annual Council Meeting in 2024.

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- 3 That, subject to his willingness so to serve, Paul Lloyd be appointed as a Member of the Management Board for the period to the Annual Council Meeting in 2024.
- 4 That approaches be made to Windsor SC and Wycombe District SC as to whether they wished to nominate a person to serve on the Management Board for the period to the Annual Council Meeting in 2024.
- 5 That the adoption of the Annual Report be deferred to the next meeting.

3 MINUTES

The Minutes of the meeting held on 15 June 2023 were agreed and signed by the President as a correct record.

4 REGIONAL CLUB DEVELOPMENT OFFICER

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

5 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

6 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 13 July 2023.

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

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

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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 2024:

Artistic Swimming Manager - Jenny Gray
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 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.

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 orally that the summer was traditionally a quiet period for Association's finances. That said, the Masters' Meet earlier in the month had made a surplus, and the imminent Development Meet was heavily oversubscribed with entries.

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11 COUNTY WELFARE OFFICER

The Board was reminded that the Hon Secretary had, by name rather than office, been the County Welfare Officer, since the Association had been required to make such an appointment. It had been pointed out, of late, particularly in light of Heart of Aquatics and the importance of welfare, that his appointment was no longer appropriate, given that the Hon Secretary was one of the officers of the Association, and thus intrinsically involved in the Association's management.

Accordingly, the Hon Secretary advised that he would stand down as County Welfare Officer, and indicated that the Board needs to recruit a suitably qualified person to fill the vacancy.

The Board **AGREED** to seek a successor to the present County Welfare Officer.

12 REDUNDANT TROPHIES

The Board discussed a note by Peter Button about the redundant [speed swimming] trophies which he had collected from Sam Dyson on 19 August 2023. He described the 6 boxes as containing "a sad collection of dirty, old, unloved and, in many cases, broken cups and other trophies". Peter could not see any point in retaining them, doubting that any of them were worth anything.

Members thanked Peter for taking custody of the trophies and asked him to catalogue and audit the trophies, in case any of them might be of historic significance.

13 DATES OF MEETINGS

The Board **AUTHORISED** the Hon Secretary fix the dates for its meetings for period to September 2024, and the Annual Council Meeting in 2024, following the pattern of recent years.

14 SWIM ENGLAND SOUTH EAST REGION

The Hon Secretary reported on matters discussed at the meeting of the Regional Management Board held on 27 June 2023, covering

- the increased budget, by £10,000, for the current year for coaches' bursaries, because of increased demand;
- the membership fees for 2024 which would remain at the same level as in 2023;
- the adoption of a number of proposals in the field of welfare and safeguarding, eg the welfare function to be discharged by the voluntary Regional Welfare Officer with support from the Region's staff;

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- the appointment of Mike Lambert as Swimming Manager, which had been extended to 31 July 2024;
- the minutes of meetings of the regional chairs, the Swim England Board, the Swim England Sports' Operation Committee and the Swim England Annual General Meeting;
- the difficulties facing water polo clubs in securing the number of coaches required to meet current standards.

15 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:

- Head of Development, Swim England, drawing attention to the Listening Project, a key element of Heart of Aquatics;
- Chief Operating Officer, Swim England, about the Swim England policy on weighing athletes;
- Head of Membership Development, Swim England, setting out the 2024 Swim England membership fees;
- Regional Manager, Swim England South East, inviting the County Welfare Officer to attend a forum organised by the Regional Welfare Officer on 19 September;
- Regional Manager, Swim England South East, drawing attention to the advertised vacancies for Regional Chairperson and Finance Director;
- An Events Officer, Swim England, inviting the Association to register an interest in competing at National County Team Championships at Sheffield on 8 October 2024: the following consultation with the County Coach, the Officers expressed such an interest;
- Regional Manager, Swim England South East, forwarding a message from the Chairman of Swim England about the appointment of Andy Salmon as Chief Executive of Swim England, in succession to Jane Nickerson;
- Head of Membership Development, Swim England, setting out imminent work on a swimming results uploader and an update of Integra.

In connection with the National County Team Championships (6th bullet point above), the Board was advised of the sterling work undertaken by Paul Lloyd, and others, to secure the necessary support for the County Coach and the team to participate in the event, despite the continued vacancy for a Swimming Development Manager. The arrangements for the team's travel were explained, and the team was wished every success at the Championships.

The meeting concluded at 2110 hrs.

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APPENDIX

REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

Regional Swimming Winter Championships 2023 – Saturday 4th and Sunday 5th November, Winchester

Information is available now on the regional website;

<https://www.southeastswimming.org/swimming/winter-short-course-championships-2023/>

SwimMark and Club Affiliation

Congratulations to Newbury, Chalfont Otters, Chesham, Bracknell and Wokingham, Albatross Diving and Windsor SC for maintaining their SwimMark this quarter. The following clubs are due to reaccredit at the regional panel in October; Maidenhead, Reading, Slough, Tilehurst and Wycombe District.

We are asking all SwimMark clubs to update their constitutions in line with the 2022 model in time for their reaccreditation this year. We will be asking the non SwimMark clubs to do this in time for their club affiliation check in January. Thank you to Susan Harrison for supporting the region with the checks for the BSB clubs.

From the 1st November there will be some changes to the training required for both SwimMark and club affiliation clubs. We are encouraging clubs to prepare for this early by attending the three mandatory courses listed below;

- Club chair good governance workshop <https://www.swimming.org/swimengland/running-your-club/>
- Welfare Officer good governance workshop <https://www.swimming.org/swimengland/running-your-club/> (this is in addition to the Time to Listen course)
- Foundations of inclusivity workshop <https://www.swimming.org/ios/course-information/foundations-of-inclusivity/>

South East Training/ Workshops

Time to Listen courses – 23rd November, 5th December, 16th January 2024
<https://www.southeastswimming.org/time-to-listen-training/>

Team Manager 1

- 17 October 6.30pm-8.30pm
- 9th November 6.30pm-8.30pm
- 5th December 6.30pm-8.30pm

Team Manager 2

- 10 October 6.30pm-8.30pm

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- 7th December 6.30pm-8.30pm

<https://www.southeastswimming.org/workforce/team-managers/>

Due to the new supervision policy, we have experienced unprecedented demand for these courses, thank you for your patience whilst we increase our provision. Please contact kate.hutchinson@southeastswimming.org if you have any questions.

Regional Distance Programme

This year we have built on our successful open water development with the introduction of a 2nd camp day taking place in the pool with a focus on distance training for 13-16 year olds. This programme is driven and supported by the Swim England National talent team as part of the national pathway.

Day 1 – Egham Orbit Leisure centre and Longside Lake, Egham – open water skills and lake experience (4th June)

Day 2 – ACS Cobham – pool training day with a focus on distance swimming – Saturday 9th September

Selected BSB swimmers included: Lucas Bryant, Anton Supov (Maidenhead), Annabelle Compton, Hazel-Anne Carter, Rufus Parry, Ethan Wills, Maisie Dickinson, Lilia Gilbert, Sam Williams (Wycombe)

Regional Development Programme 2023/2024

The regional development programme will be run on 3rd September, 2nd December and 2nd June (2024). As directed by the national talent team, we have selected 13-year-old athletes as of the 31st December 2023, utilising the relative age policy. Oscar Kelly (Wycombe) has applied and been accepted to be a skills coaches on the programme this year. The following BSB swimmers have been selected;

Anaya Singh (Reading), Christopher Errey, Benjamin McDougall (Wycombe), Remy Mowbray (Amersham), Lochlann Murray (Chesham), Thomas Williams (Windsor), Joshua Greenough, Theodore Sangamneheri (Maidenhead).

Safeguarding Training

From the 1st January, the Swim England Safeguarding training will be the only approved course
<https://www.swimming.org/ios/search/free-text?filters%5BfreeText%5D=safeguarding&filters%5Bplace%5D=&filters%5Blatitude%5D=&filters%5Blongitude%5D=&filters%5Bsubmit%5D=>

Clubs are reminded that the South East will support the cost of this training through our bursary scheme <https://www.southeastswimming.org/safeguarding-bursary-application/>