

DRAFT

**To be confirmed at the meeting of the Board on 11 June 2024
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 11 April 2024, commencing at 2000hrs.

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

Also present: Kristie Jarrett (Swim England South East Acting Regional Manager).

Apologies for absence were received from Stuart Fillingham, Paul Lloyd.

32 MINUTES

The Minutes of the meeting held on 7 February 2024 were agreed and signed by the President as a correct record.

33 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, and Acting Regional Manager, spoke to her previously circulated report. The text of that report is attached as Appendix 1 hereto.

34 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 and congratulated James and all those involved in delivering really successful Championships.

35 MATTERS ARISING ON THE MINUTES

26/18 National County Team Championships

The Board discussed at length a note circulated by Paul Lloyd, attaching a selection policy for the team to compete in the Inter-County Competition in October 2024: the note is attached as Appendix 2. Although broadly endorsing the circulated policy, Members raised some issues relating to, for instance the first and fourth bullet times. It was **AGREED** that the President and Hon Secretary should discuss these further with Paul.

DRAFT

To be confirmed at the meeting of the Board on 11 June 2024

In the meantime, it was further **AGREED** that, as in the circulated note, the team for the 2024 event should be selected by Kevin Brooks, Paul Lloyd and David Vine.

28 Vacancies

It was noted that the Welfare Officer of Amersham SC had decided against accepting appointment as County Welfare Officer.

31 The Late Jack Siddle

Roger Prior advised that he and Susan Harrison had attended the funeral of the late Jack Siddle in Cheltenham.

36 FINANCE

The Hon Treasurer advised that there had been little financial activity since the last meeting of the Board. He was in the throes of drafting the accounts for the year ended 31 March 2024.

37 SWIM ENGLAND SOUTH EAST REGION

A ANNUAL COUNCIL MEETING

The Board **APPOINTED** the President 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 17 April 2024.

The Board was delighted to note that Roger Prior had been nominated to be the Region's nominee for the office of Vice-President of Swim England for 2024/25, and, thus, President for 2025/26, and congratulated him on his prospective appointment.

B FEEDBACK

Roger Prior reported on matters discussed at the meetings of the Regional Management Board held on 13 February and 14 March 2024, covering

- approving the accounts and annual report for 2023, for submission to the Annual Council Meeting: the accounts showed a small deficit;
- the appointment of one of the directors to be responsible for welfare and safeguarding, working in collaboration with the Regional Welfare Officer;
- updating the Region's strategy, and arranging a proposed workshop on the subject.

DRAFT

To be confirmed at the meeting of the Board on 11 June 2024

38 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:

- Club Governance & Standards Officer, Swim England, sending copy of e-mail to clubs about the updated Team Manager, Coach and Chaperone Policy.

The meeting concluded at 2055 hrs.

DRAFT

To be confirmed at the meeting of the Board on 11 June 2024

APPENDIX 1

REPORT OF REGIONAL CLUB DEVELOPMENT OFFICER

SwimMark and Club Affiliation

All BSB SwimMark and non SwimMark clubs successfully made it through the SwimMark/ club affiliation process in January. Thank you to Susan Harrison for checking the constitutions.

Swim England are currently undertaking a review of SwimMark. Both accredited and non-accredited clubs will be consulted by the review group.

Since the 1st November there have been some changes made to the training required for both SwimMark and club affiliation clubs. We are encouraging clubs to prepare for this in advance of their affiliation quarter 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/>

There have been changes introduced for masters only clubs in line with Wavepower 2024. The main changes are;

- Masters clubs are now required to have a Welfare Officer, who will need to complete the associated training. However, by agreement this can be the county welfare officer if necessary.
- Coaches working in masters clubs are required to attend safeguarding and have a basic DBS which can be obtained here <https://www.gov.uk/request-copy-criminal-record> this should be sent to dbs@swimming.org These changes are mandatory from the 1st August.

South East Training/ Workshops

Welfare Officer Training (Time to Listen)

1st May, 10th June, 2nd July <https://www.southeastswimming.org/time-to-listen-training/>

Team Manager 1

- 18th April 6.30-8.30pm
- 25th April 10am -12noon
- 23rd May 6.30-8.30pm

Team Manager 2

- 20th May 6.30-8.30pm <https://www.southeastswimming.org/workforce/team-managers/>

DRAFT

To be confirmed at the meeting of the Board on 11 June 2024

[The demand for these courses has now slowed down slightly so booking a course should now be easier. Please contact \[kate.hutchinson@southeastswimming.org\]\(mailto:kate.hutchinson@southeastswimming.org\) if you have any questions.](#)

[Diving Judge 1 course](#)

<https://uk.surveymonkey.com/r/BXHVRJ3>

[Artistic Swimming Coaching course – Guildford Spectrum – 1st May](#)

<https://www.swimming.org/ios/course/11865>

[Water polo coaching course – Whitgift School – 24th April](#)

<https://www.swimming.org/ios/course/10937>

Regional Off Shore Camp 2024

24 regional swimmers travelled to Luxembourg in January to represent the South East in the Euro Meet 2024. The level of competition was again high with athletes such as Sarah Sojstrom, Chad Le Clos and David Popovici in attendance.

Our team consisted of a mix of both young and experienced athletes. Over the weekend 19 swimmers stepped up in a strong field to progress into finals or fastest heats in the distance events. This included 8 A finals and 18 B finals plus the relay events.

A finals included; Max Morgan, Mia Colyer, Harry Wynne-Jones, Imogen Myles, Denys Mialkovskyi and Oliver Pope.

In addition to the A finalists, B finals also featured; Chris Finch, Darcy Revitt, Can Tugcetin, Jessica Gable, Charlotte Cope and Ellen Bagley.

On the distance events we added George Pearson, Christian Duetoft and Grace Cummings to the final proceedings.

In total the team bought home 26 medals, including 3 Junior, 22 Youth and 1 senior medal in the final event of the meet, the mixed medley relay which saw 4 great swims from Mia Colyer, Max Morgan, Chris Finch and Darcy Revitt.

A big thank you goes to the staff supporting the weekend. Stuart McCrea (Leatherhead) was selected as the Assistant Head Coach. BSB Swimmers included George Pearson, Hazel –Anne Carter, Katherine Williams and Maxwell Adams (Wycombe).

Regional Distance Programme 2024

This year we will be running a distances swimming programme incorporating an open water skills camp and a pool distance training day.

DRAFT

To be confirmed at the meeting of the Board on 11 June 2024

Day 1 - Sunday 9th June will take place at the Egham Orbit Leisure Centre and Longside Lake, Egham

Day 2 - ACS International School - 22nd September

We are inviting applications for skills coaches to work on the camps. Please see the link for the job description and application form, the deadline is Wednesday 24th April. If you would like further information please contact kristie.jarrett@southeastswimming.org

<https://www.southeastswimming.org/uncategorized/regional-distance-programme/>

Safeguarding Training

The Swim England Safeguarding training is now 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/>

Annual Council Meeting

The Region's Annual Council Meeting will take place on Wednesday 17th April 2024 as an online meeting.

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

Further information will be posted on [this page](#) as it becomes available. For more information about the Annual Council Meeting please contact [Caroline Burke](#).

Swimming Manager Recruitment

Swim England South East Region is looking for a person or persons to take over the role of the Region's Swimming Manager from the start of the next swimming season; 1st September 2024.

The Swimming Manager is accountable to the Regional Management Board and is expected to produce reports to that body as required. Strategically, it is desirable that there continues to be a person responsible for managing and co-ordinating all aspects of speed swimming in the region (except Open Water, Masters and Disability Swimming). The Region recognises that it may be not be possible to find a single person with the range of skill sets and experience needed and are therefore open to the idea of separating elements of the role where appropriate.

DRAFT

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The Swimming Manager may, and is encouraged to, delegate the delivery of specific tasks to other individuals or working groups but remains accountable to the Region Management Board for all activities.

The Swimming Manager is a voluntary position with full out of pocket expenses paid.

We are inviting expressions of interest from anyone interested in taking on the role of Swimming Manager or responsibility for specific and appropriate, self-contained tasks.

<https://www.southeastswimming.org/swimming/swimming-manager-recruitment/>

South East Region Open Water Championships

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Mercers Park, South Nutfield, Redhill RH1 4EU

Sunday 30th June

Entries are now open for the 2024 Open Water Championships.

The Championships are a qualifying event for the National Open Water Championships. The top 7 open/male and female swimmers in each age group and each qualifying event will qualify.

For the first time we have introduced separate events for Age Group swimmers and Masters Swimmers.

For Age Group Swimmers there is a Novice 1km event, a 2km race, a 3km race and a 5km race. Younger swimmers; 11yrs, 12yrs and 13yrs are limited to the 1km Novice and 2km events on safety grounds.

Masters competitors (aged 18yrs+) have a choice of 2km or 3km events.

[Full conditions for all events and entry form.](#)

Swim England publishes listening report

On Tuesday 5 March, Swim England published the full findings of the independent listening research commissioned as part of their safeguarding, welfare and culture plan, Heart of Aquatics.

Swim England's statement and the full report can be found here

<https://www.swimming.org/swimengland/listening-report-published/>

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APPENDIX 2

Selection Policy for the Inter County Team

- Draft team will be selected from County Championships (Not published)
- Only swimmers who have entered Berkshire and South Buckinghamshire County Championships in the same calendar year as the competition will be considered for selection.
- Swimmers will be selected based on individual times published on British Swimming Rankings. Relay or split times within race will not be accepted.
- Swimmers registered as a Swim England Member with a Berkshire and South Buckinghamshire Club nominated as their Rank and Fee-Paying Club.
- Fastest times (short course or long course) will be used for selection purposes therefore whichever time is fastest will be used: **Time Conversions will NOT be considered.**
- The team will be finalised and selected at the end of the Home Nation Summer meet, usually by early August.
- Swimmers must still be a member of a BSBASA affiliated Club at the time of the National Team Championships in October otherwise they forfeit their opportunity to represent the County; and the opportunity is passed onto the next fastest swimmer.
- Selections will be made in line with the Swim England National County Team Championships competition rules as defined by the meet conditions.
- The Berkshire and South Buckinghamshire selection committee reserve the right to make discretionary selection decisions in the best interests of the competitiveness of the team. For example, this could therefore mean that high ranking swimmers are not placed in every eligible individual/relay event; thus requiring further team selections of the next fastest swimmers.
- The selection committee reserves all rights over the selection process and any questions related to the selection should be made direct to them and not the BSBASA Board.

Up Date PL11/04/2024

11/04.2024 Inter County team selection policy presented to Board for approval.

PL & BG continue to work on agenda for the weekend –

BG to report to board re transport and accommodation.

PL continuing to identify potential training facility for team – hopeful Ponds Forge may become available option 2 a pool close to facility on route.

DRAFT

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19/04 – PL meeting with KB & DV to finalise provisional team selection as per approved selection policy (Subject to approval at this meeting)

Once team selection is made potential coaches to be suggested by PI KB & DV to be put forward to the board for consideration / ratification. BG & PL will consider potential TM selections based on team selection.

Entry administration is not yet published by SE, PL to action as soon as the entry process opens. BG & JM are in discussion regarding budget for this event.

KEY

PL – Paul Lloyd

BG – Barbara Garden

JM – Johnathon Mills

KB – Kevin Brooks

DV – David Vine