

## **DRAFT**

### **To be confirmed at the meeting of the Board on 12 November 2024 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 12 September 2024, commencing at 2000hrs.

Present: James Glazebrook (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Peter Button, Stuart Fillingham, Janet Hopkins, Bob Odell, Roger Prior.

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

Apologies for absence were received from Diane Cryer, Jenny Gray, Paul Lloyd, Peter Roycroft, Emma West.

#### **1 CHAIRMAN**

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

(James Glazebrook in the Chair)

#### **2 MINUTES**

The Minutes of the meeting held on 11 June 2024 were agreed and signed by the President as a correct record.

#### **3 REGIONAL CLUB DEVELOPMENT OFFICER**

Kristie Jarrett, the Regional Club Development Officer, spoke to her previously circulated report, the text of which is attached as the Appendix hereto.

#### **4 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**

#### **5 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.

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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**

#### **6 MATTERS REFERRED BY ANNUAL COUNCIL MEETING**

The Board was advised that the Annual Council Meeting (ACM) had referred to the Board the vacancies for 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 - Diane Cryer (Past President, Reading SC), Jenny Gray (Reading Royals ASC), Paul Lloyd (Maidenhead Marlins SC), Simon Redlich (Chesham SC).

The draft of the complete Annual Report for 2023/24, very kindly compiled by Diane Cryer, had been available on the website, although some contributions had been received rather late.

### **RESOLVED:**

- 1 That Diane Cryer, Jenny Gray, Paul Lloyd and Simon Redlich be appointed as Members of the Management Board for the period to the Annual Council Meeting in 2025.
- 2 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 2025.
- 3 That the adoption of the Annual Report be deferred to the next meeting

#### **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 decision taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

### **RESOLVED:**

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- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2025:

Artistic Swimming Manager - Jenny Gray

Diving Manager - Emma West

Masters' Manager - Bob Odell

Performance Swimming Events' Manager - James Glazebrook

Swimming Development Manager - Barbara Garden

Interim Water Polo Manager - Roger Penfold

Swimming Officials' Training Co-Ordinator - Chris Hirst

Webmaster - Jonathan Mills.

- 2 That Roger Prior be appointed to field enquiries about disability or para swimming.
- 3 That the appointments of Assistant Hon Secretary, Open Water Manager and Public Relations Officer be deferred.
- 4 That a finance sub-committee be appointed, comprising the officers of the Association and Stuart Fillingham, to support the Hon Treasurer.

### **7 SWIMMING DEVELOPMENT CAMPS**

Arising from Minute 6 above, It was reported that no progress had yet been made the programme of swimming development camps, save for the camps for 12 year olds prescribed in the Swimming England Talent pathway.

### **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 MATTERS ARISING ON THE MINUTES**

#### **47 Training for swimming officials**

It was reported that Oxfordshire & North Buckinghamshire ASA was being notified about J2 and J2S courses for swimming officials being arranged by this Association.

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### 11 FINANCE

The Hon Treasurer advised that initial examination of the raw figures in respect of the Masters' Meet showed a surplus of £5k. Entries were being received for the Development Meet.

It was reported that bursaries had been awarded to 2 members of Albatross DC to take an assistant diving coach course.

### 12 NATIONAL COUNTY TEAM CHAMPIONSHIPS

The Board was advised that all arrangements were in place for the participation of the Association's team in the GoCardless Swim England National County Team Championships, to be held at Ponds Forge, Sheffield, on 6 October 2024, except for the identification of the 2 technical officials to travel with the team.

However, at an earlier stage, following initial selection of the team, Paul Lloyd had sought direction from the Board about swimmers who had sought permission to travel separately from the team, or not to be involved in team activities. Paul had sought a view from the Board as to whether it was better to

- A) have a consistent policy that everyone travels up & back with the team?
- B) to consider each request individually?

As Paul had required an urgent answer, given the possible need to select substitute team members, the Officers had responded as below.

The expectation should be that all team members will travel etc together, to develop/enhance team bonding and the like. To the recollection of the Officers, this had invariably been the practice prior to the Covid-19 pandemic. However, the Officers also recognized that there would be circumstances where this might not be practical or possible for potential team members. In those circumstances, the Officers believed that the team leadership should have the authority, on a case-by-case basis, to allow exceptions in the light of individual circumstances. The Officers suggested that this approach was deployed for the 2024 event

The Board **ENDORSED** the action of the Officers and **AGREED** that the above approach be adopted as the Association's policy.

### 13 DATES OF MEETINGS

The Board **AUTHORISED** the Hon Secretary fix the dates for its meetings for period to September 2025, and the Annual Council Meeting in 2025, following the pattern of recent years.

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### **14 SWIM ENGLAND SOUTH EAST REGION**

Roger Prior and the Secretary reported on matters discussed at the meetings of the Regional Management Board held on 26 June and 10 September 2024.

### **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:

- Announcement of the launch of the Swim England Online Community;
- Events Officer, Swim England, setting out the conditions and key dates for the GoCardless Swim England National County Team Championships, to be held in Sheffield on 6 October 2024: Paul Lloyd had completed and returned the expression of interest form;
- Club Governance and Standards Officer, Swim England, enquiring as to progress with compliance with the County Governance Code.

### **16 ANY OTHER BUSINESS**

In answer to question by Stuart Fillingham, the Board was advised that no changes by Swim England to County [speed swimming] Championships were expected to be implemented before 2026.

The meeting concluded at 2055 hrs.

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APPENDIX

## REPORT OF THE REGIONAL CLUB DEVELOPMENT OFFICER

### **SwimMark and Club Affiliation**

Swim England have been undertaking a review of SwimMark and general governance. The outcomes are not yet known.

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

- Masters clubs are 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 attending 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](mailto:dbs@swimming.org) These changes are mandatory since the 1<sup>st</sup> August.

### **Regional Distance Programme 2024**

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

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

Day 2 - ACS International School - 22nd September

The selected BSB athletes include Summer Chirita, Emelia Heap (Wycombe), Remy Mowbray (Amersham), Thomas Williams (Windsor), Theo Lofts, Joshua Greenough (Maidenhead), Finn Hemmant (Reading). Thank you to BSB coaches Joe Evans, Paul Lloyd, Rob Diehl and TMs Carol and David Butler.

### **Regional Short Course Swimming Championships 2024**

**Winchester Sports and Leisure Park SO23 9NR**

**Saturday 2nd & Sunday 3rd November 2024**

The entry portal for the Short Course Championships 2024 opened on 9th September.

Programme and QT's are available from the [website](#).

### **Regional Award Winners 2024**

In July we invited every member to nominate someone special or their club for one of the National Awards being made by Swim England. We received more than 100 nominations across all the categories. Our panel read every nomination and had some

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difficult decisions to make. In the end we believe we have identified very worthy winners.

Certificates will be awarded to everyone listed below with the winner of each category also receiving a trophy. The winners will also be entered into the National Awards and an invitation to go to the National Awards Lunch held in Birmingham later in the year.

Our 2024 finalists are:

### **Swimming Development Coach**

1st Lee Shephard - White Cliffs (of Dover) SC

2nd Ben Stevens - Beacon SC

3rd Katie Bowman - RTW Monson SC

### **Swimming Performance Pathway Coach**

1st Lee Baldwin - Portsmouth Northsea SC

2nd Nathan Jegou - Tigers (Jersey) SC

### **Diving Development Coach**

Nick Egg - Southampton Diving Academy

### **Volunteer of the Year**

1st Bletchley & District SC Volunteer Team

2nd Emma Moo - Hythe ASC

3rd Becci Henderson - Worthing WPC

### **Technical Official**

John Tripp - Hart SC

### **Diving Club**

1st Albatross Diving Club

2nd Star Diving

### **Club of the Year - Joint 1<sup>st</sup> place**

1st Gravesend & Northfleet SC

1st GB Deaf Swimming Club

### **Water Polo Development Coach**

Katy Ross – Andover WPC

### **Water polo Club**

Faversham WPC

### **Artistic Swimming Pathway Coach**

Kelly Anne Russell - Reading Royals ASC

### **Artistic Swimming Development Coach**

Di Hughes - Electric Eels ASC

Emma Harris - Medway ASC

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### **Artistic Swimming Club**

1<sup>st</sup> Hythe Artistic Swimming Club

2<sup>nd</sup> Aquaoaks Artistic Swimming Club

Congratulations to everyone, we are very grateful for your commitment.

### **South East Senior Water polo league**

The regional group are looking to set up a senior water polo league. Consultation will be sent out to all clubs. If you would like further information, please contact

[kate.hutchinson@southeastswimming.org](mailto:kate.hutchinson@southeastswimming.org)

### **Young Volunteer Programme**

With the new season starting this month, the region will be launching 2024/2025 Young Volunteer Programme. This will be for members between 14yrs and 18yrs looking for training opportunities to start volunteering in a club. We are also interested in hearing from club volunteers and coaches interested in helping their young volunteers gain new skills.

If you want to learn more about the scheme, either as a Young Volunteer or as a club helper please complete the form on the link below.

### **Expression of interest**

### **Regional Development Camps 2024/2025**

The regional development camps for 13-year-olds are taking place on 15<sup>th</sup> September, 30<sup>th</sup> November 2024 and 1<sup>st</sup> June 2025. Selected BSB athletes include.

Joe Griffiths, Zachary Callinan (Maidenhead), Evelyn Moody (Amersham) and Matilda Boyce (Bracknell).

Thank you to group coaches from BSB, Alex Bowsher (Chalfont) and Oscar Kelly (Wycombe).

### **Home nations to authorise eligibility for World and European championships**

Athletes competing at World Aquatics and European Aquatics Masters Championships will no longer have to complete an international permit when travelling independently.

Following feedback from the Masters community, Swim England, Scottish Swimming and Swim Wales will now authorise eligibility to compete for individuals.

This will be based on entry lists which are submitted to the home nations by World



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Aquatics and European Aquatics to verify an athlete's membership and eligibility to enter.

However, if a club is organising travel, accommodation and training for its members, a team permit will still need to be completed.

The changes will come into effect from the 2025 championships.

### **Swim England to publish updated regulations**

Swim England is to publish updated regulations which aim to reduce the workload on club officials and volunteers by offering increased structure and support when dealing with complaints or safeguarding concerns.

The revised Judicial and Safeguarding Regulations will come into effect from 3 September 2024 and aim to ensure a fairer process for all involved.

They have been updated as part of the next phase of work following recommendations contained in the Weston Report, which was published in March, and findings from the Listening Report.

The regulations cover, among other things, club complaints, safeguarding, judicial complaints, a new role of Swim England disciplinary officer and complaints made during water polo matches.

The key changes include:

- **Safeguarding**
- **Club complaints**
- **Judicial complaints**
- **Water Polo Complaints**

The current regulations in the Swim England handbook will remain in place until 11:59pm on Monday 2 September.

<https://www.swimming.org/swimengland/updated-regulations/>

## CPD Training

### Team Manager 1

Thursday 19th September 10.00am-12noon

Saturday 12th October 09.00am-11.00am

[Register here](#)

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### Team Manager 2

6th October 6.30pm-8.30pm

[Register here](#)

### Time to Listen Courses

Monday 14th October 6.00pm-9.00pm

Thursday 5th December 6.00pm-9.00pm

[Register here](#)