

## **DRAFT**

### **To be confirmed at the meeting of the Board on 3 April 2025 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held remotely on 5 February 2025, commencing at 2000hrs.

Present: James Glazebrook (President), Roger Penfold (Hon Secretary), Peter Button, Diane Cryer, Stuart Fillingham, Janet Hopkins, Mike Ibbeson, Bob Odell, Roger Prior, Peter Roycroft, Emma West.

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

Apologies for absence were received from Jenny Gray, Paul Lloyd, Jonathan Mills, Barbara Garden, Chris Hirst.

*(The Vice-President took the chair at the start of the meeting, in the initial absence of the President)*

## **24 MINUTES**

The Minutes of the meeting held on 12 November 2024 were agreed and signed by the President as a correct record, subject to the correct spelling of the word “CONGRATULATED” in Minute19/12.

## **25 THE LATE EILEEN ADAMS**

Members were reminded that Eileen Adams, who had been President of the Association in 1999, had died on 10 January 2025. Tributes to Eileen were to be found on the Association’s website and that of Swim England South East. It was understood that the funeral would be private, but the family proposed arranging a service of thanksgiving for Eileen’s life: details of that service were awaited.

## **26 REGIONAL CLUB DEVELOPMENT OFFICER**

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

## **27 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, all managers and appointees had been invited to the meeting.

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In presenting her apologies for absence, the Artistic Swimming Manager, Jenny Gray, had submitted the following report:

“We are delighted to announce that 4 swimmers have been selected to the South East Region Training Squad - Lottie Cotton, Summer Patterson-Neild, Romily McQuillan and Lulu Tague.

“The GB Senior Squad will be competing in Paris in the 1st round of the World Cup. Reading Royals swimmers, Jessica Hinxman, Florence Blinkhorn and Cara Zeidler, have been selected.

“The SE region are holding training days in each county. The requirements for this have yet to be clarified.”

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

### **19 National County Team Championships**

In presenting his apologies for absence, Paul Lloyd advised that he was in the process of selecting the provisional team for National County Team Championships from the County Championships' results. The Association would need to recruit a new team coach for this year's event, as Fabian Whitbread had moved club. Paul asked the Board to confirm that it was happy for him to consult with David Vine and Kevin Brooks, as well as Barabara Garden, to identify the best candidate for the coach role. They would then make their recommendation at the next meeting. The Board **AGREED** to the proposed action.

## **29 FINANCE**

Although the Hon Treasurer had submitted apologies for absence from the meeting, he had prepared a draft budget for the financial year 2025/26, which budget was circulated in advance of the meeting. The budget was supported by tables showing the accounts' figures for 2022/23 and 2023/24, and income and expenditure in 2024/25 to date.

Members indicated that they were minded to endorse the budget, subject to confirmation that the figures included any costs arising from the Masters' Inter Counties' event, to be held at the London Aquatics Centre. Pending that confirmation, the Board **DEFERRED** approval of the budget to the next meeting.

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### **30 SWIM ENGLAND SOUTH EAST REGION**

Roger Prior and the Hon Secretary reported on matters discussed at the meetings of the Regional Management Board held on 17 November and 10 December 2024 and 14 January 2025.

The November meeting had been held in person, and the discipline managers had been invited to attend: most had done so. The regional awards' ceremony had been held before lunch. Later in the meeting the Board had discussed, at length, its own efficiency, effectiveness and profile.

The budget for 2025 had been approved at the December meeting. It showed a deficit of £88k. There was also a significant discussion about the Region's strategy.

At the January meeting, the frequency of Board meetings had been reviewed and a new water polo manager appointed.

### **31 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 - passing on message from Swim England about the process for election of a Member-Nominated Director of Swim England.

### **32 ANY OTHER BUSINESS**

Emma West was pleased to advise the Board that Albatross DC had been awarded Regional Diving Club of the Year in 2024, and subsequently had been made the National Diving Club of the Year, at the Swim England Awards in Birmingham in December 2024. The Board **CONGRATULATED** Albatross on the awards.

Emma also reported that Matthew Pipe from Albatross DC had been appointed Regional Diving Manager by Swim England South East.

The meeting concluded at 2100 hrs.

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## **APPENDIX**

### **REPORT OF REGIONAL CLUB DEVELOPMENT OFFICER**

#### **SwimMark Review**

Feedback from the Swim England Values and Vision Roadshows and the Listening Report, showed a need for a full review of SwimMark to make sure it was still providing clubs with the necessary tools for development.

The review showed that the scheme was no longer meeting the development needs of clubs and was viewed as a compliance tool.

As a result, Swim England have decided that SwimMark will be suspended for any further submissions whilst we establish how we can best meet the needs of our clubs. Club affiliation will still be in place as the club compliance tool. SwimMark clubs will be required to complete club affiliation when their annual reaccreditation would normally be due. Current SwimMark clubs can still access the current benefits offered including regional coaching bursaries during 2025.

#### **Club Affiliation for Masters Clubs**

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 have been mandatory since the 1st August 2024.

#### **Swim England Strategy**

Swim England have launched their new strategy “One Swim England” this can be viewed on their website <https://www.swimming.org/>

#### **Regional off Shore camp - Luxembourg 2025**

The region selected a team of 24 swimmers to attend the Luxembourg Euro Meet 2025 from the regional short course championships that took place in November 2024. It was another successful camp, further information can be found on the website <https://www.southeastswimming.org/uncategorized/international-experience-for-regional-swimmers/> Selected BSB swimmers included; Freddie Ashley Sparks, Sam Williams (Wycombe) and Nicole Ryan (Maidenhead). Jo Evans (Wycombe) also attended as the Development Coach.

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### **Swim England issues a club safeguarding tracker**

To support clubs with the recording of any safeguarding or welfare incidents, Swim England have issued a standard template document that can be found on the regional website <https://www.southeastswimming.org/clubs/welfare/>

Club welfare officers should report the outcomes of any investigations to Swim England. Please direct any questions to [Fiona.blackstone@swimming.org](mailto:Fiona.blackstone@swimming.org)

### **Regional Coaches Forum**

The Regional Coaches Forum is delighted to welcome 6 new members;

- Karen Bradbury - RTW Monson
- Chantal Clavaud - Witney and District
- Sacha Djerfi - Sevenoaks
- James Dyer - Cranleigh
- Stuart McCrea - Leatherhead
- Will Philpot - Crawley

Further information on the role of the group can be found here.

The forum has set up a telegram group to provide information to all interested coaches across the region, to join please follow the link and download the app.

### **Water Polo Assistant Coach course**

This course is running concurrently in two locations with a joint theory session followed by practical sessions in your preferred location.

Closing date for applications is 17/2/25

Start date for both courses is 3/3/25

Basingstoke, Hampshire      Book here

Southampton, Hampshire      Book here

To help with regional planning for both level 1 assistant coach and level 2 coach courses for our water polo clubs, we are asking clubs and members to express an interest in attending one of these courses. This will enable us to ensure that we can support clubs with their coach development, by working with the Institute of Swimming, to schedule courses when and where the demand is. Please send comments to Kate Hutchinson.

### **Swim England Member-Nominated Director - Call for nominations**

Swim England are seeking a nomination from the Region for a Member-Nominated Director of Swim England. This is an exciting opportunity to provide inclusive and

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inspirational leadership and guidance to the Board of the English National Governing Body for swimming, artistic swimming, diving and water polo.

This is a voluntary position for an initial four-year term, with the possibility of a second four year term. For further information on the role please see the role description.

Any members who would be interested in this opportunity should submit the following by email to Bryony Gibbs:

- A relevant CV
- A short (max 300 words) description of how they meet the role description and in particular how they will contribute to the strategic direction and leadership of the sport, and support the Board's knowledge and understanding of aquatic sports and its membership.

This should be submitted by Monday 17 February.

### **Masters 1500m (Long Course) & Relay Competition K2 - 22nd March**

There has been a lot of interest in this competition this year which we believe is driven by the British Championships in June at the London Aquatics Centre and we are doing our best to provide as many heats as possible within the 3-hour time period. This includes at least 1 additional heat to the 8 already planned.

Entry for the Region's swimmers (plus Surrey/London and Kent London Clubs) will be accepted into phase 1 which has now opened. All swimmers are invited to phase 2 which will open on 1st March, subject to capacity Full information will be published here.

### **Open Water Championships 2025**

The 2025 Regional Open Water Championships will to return to Mercers Park on Sunday 29th June 2025. Do you fancy becoming an Open Water Official?

We are looking to recruit for any swimmers/parents/officials interested in becoming an Open Water Official. You do not need to be a qualified pool official in order to take the Open Water Officials course. The qualification involves a 3 hour online course in March/April and then attendance at the South East Region Championships to begin the mentoring process. For more information contact Carol Butler (Open Water Manager) to express your interest and for any further information.

### **Save the Date**

### **Regional Para Development Meet**

13th September 2025

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Classification will take place in the morning with racing in the afternoon

### **Swim England Co-Creation of the Future of Coaching**

Swim England is consulting with coaches, participants, parents and clubs on a new strategy to be published later this year.

The Co-Creation of the Future of Coaching is an exciting opportunity to help shape the future of aquatic coaching and your insights and experiences are crucial to this process.

It aims to redefine the purpose of coaching, highlighting best practices, and build a more supportive, inclusive and collaborative coaching culture.

Surveys are being sent on a staggered approach over the next few weeks.

We would encourage you all to take a few minutes to complete the survey as your feedback will help create better experiences for coaches, participants and clubs, ensuring people flourish and thrive in aquatics.

If you haven't received an email with the survey by 15 February, or you have any questions around the new strategy, please email [coaching@swimming.org](mailto:coaching@swimming.org)

### **Complete the survey**

### **Book a place on the Swim England Coaching Strategy Workshop**