



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of Swim England South East Region
President: Peter Roycroft (Amersham SC)

11 September 2025

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held virtually on Thursday 18 September 2025, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

R F PENFOLD

Hon Secretary

To: Peter Roycroft (President), Jonathan Mills (Hon Treasurer), Peter Button, Diane Cryer, Stuart Fillingham, James Glazebrook, Jenny Gray, Janet Hopkins, Mike Ibbeson, Bob Odell, Roger Prior, Emma West.

And Sara Todd, Kristie Jarrett

A G E N D A

1 CHAIRMAN

Under the Constitution of the Association, the President may chair meetings of the Board, but he or she may decline that responsibility, in which case the Constitution provides for the Board to elect its own chairman.

2 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 10 June 2025 (herewith).

3 REGIONAL CHAIR

The Swim England South East Regional Chair, Sara Todd, has embarked on a programme of visits to county management teams. Sara has been invited to attend this meeting. Members will know that Sara is also an elected member of the Board of the Amateur Swimming Association (Swim England) Ltd and a director of the Board of GB Aquatics. Her motto at these meetings with counties is “Ask me anything”.

4 REGIONAL CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the Swim England South East’s Regional Club Development Officer. The Region has allocated Kristie Jarrett to liaise with the Association. Kristie has, therefore, been invited to attend and may wish to report.

5 ROLE OF MANAGEMENT BOARD

According to the Constitution of the Association, the Management Board has the following powers and duties:

- To enforce the observance of the laws, rules and conditions of the Swim England, the Swim England South East Region and the County Association.
- To suspend from activities wholly within its own jurisdiction, any Club or individual found guilty of an infringement of the rules and conditions of the Association and to remit or amend any previous judgement passed on due cause being shown, unless such judgment is under appeal.
- To exercise financial control over the funds of the Association and to prepare a report and balance sheet of each year’s activities for submission to the Council.
- To render to the Swim England South East Region all such information as the SER Management Board may require.
- To appoint annually representatives to the Swim England South East Region Council.
- To co-opt persons to assist in its work, without power to vote.
- To appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation.
- To interpret the Rules of the Association and to decide upon any point which is not covered hereby and provide for all matters not otherwise set forth. (9.2)

The Board will also review nominations for the award of honorary life membership and make recommendations thereon to the Council. (6.2)

A Special Meeting of the Council may be called by resolution of the Management Board. The Management Board shall call a Special Meeting of the Council to be held within six weeks of the receipt of a written requisition signed by no fewer than six delegates representing six different clubs. Such requisition shall state the business for which the meeting is to be called and no other business may be transacted. Fourteen clear days

written notice of such a meeting shall be given to each club secretary and to all members of the Council, accompanied by an agenda. (8.8)

The Board is invited to **NOTE** these powers and responsibilities.

6 MEMBERSHIP

Rule 9.1 states that the Board shall comprise:

- The President, Hon Secretary, and Hon Treasurer (the Officers of the Association)
- The Vice-President
- Up to 12 members elected from and by the Council.

Peter Roycroft was installed as President at the Annual Council Meeting in July.

At that meeting, Diane Cryer was elected as Vice-President, Roger Penfold as Hon Secretary and Jonathan Mills as Hon Treasurer.

The following persons were elected as members of the Board - Peter Button (Chalfont Otters), Stuart Fillingham (Bracknell & Wokingham), James Glazebrook (Chalfont Otters), Jenny Gray (Reading Royals), Janet Hopkins (Newbury), Michael Ibbeson (Chesham), Bob Odell (Amersham), Roger Prior (Slough Dolphin) and Emma West (Albatross).

The Board is reminded that any vacancy that occurs shall be filled by a majority decision of the remaining members of the Management Board, for the remainder of the term.

In addition, the Board may declare that any member, who has been absent from three consecutive meetings, shall have vacated his seat.

The Board is requested to **NOTE** its membership.

7 MATTERS REFERRED BY ANNUAL COUNCIL MEETING

The Annual Council Meeting referred to the Board the vacancies for 3 members of the Board.

8 APPOINTMENT OF PERSONS AND SUB-BODIES

One of the roles of the Board is to appoint such persons and sub-bodies as are, in its opinion, necessary to deliver the sport, and shall determine their terms of reference and methods of operation.

At its first meeting, the Board decided

- a That managers be appointed for each of the disciplines of disability, diving, masters, open water, synchronised (now artistic) swimming and water polo, to be responsible, following consultation with the clubs where the discipline is practiced, for
 - the delivery (where appropriate) of county championships and other competitions promoted on behalf of the Association
 - the selection and support for county teams at inter-county competitions
 - fostering the development of the discipline in the sub-region, to report periodically to the Board thereon and that those managers make recommendations to the Board, as appropriate, to refine their roles and responsibilities.
- b That managers/chairmen of committees be appointed for swimming events and swimming development, to undertake, following consultation with the relevant clubs, the functions set out in the Appendix attached to the Minutes of that meeting.
- c That an assistant hon secretary, a public relations officer, a swimming officials' training co-ordinator and a webmaster be appointed.
- d That the Board appoint a finance committee, comprising the Officers of the Association and Stuart Fillingham, to support the Hon Treasurer, meetings to be serviced by the Assistant Hon Secretary.

The Board is requested to **MAKE** such appointments as it considers appropriate.

9 QUORUM FOR MEETINGS

According to Rule 9.1 of the Constitution, the quorum for meetings of the Board is 8 members.

The Board is requested to **NOTE** this.

10 OPERATING PROCEDURES OF BOARD

The Board is reminded of the operating procedures it adopted at its first meeting, as follows.

The first is its *relationship with the disciplines and the discipline managers*. At one level, the Board is a policy setting, strategic, body, which has no real role in respect of the delivery of the sport. On the other hand, the Board needs to be aware of what is happening within the disciplines, because the Association, and its clubs, can and will hold the Board to account. The Board, therefore, needs to strike a careful balance. It should not attempt to micro-manage the various disciplines - if we are honest, members

of the Board only know about one discipline each - but it needs sufficient information to respond to the membership.

As a result, discipline managers are invited to report to the Board periodically, individually, spread over the year, and all discipline managers are invited to the budget setting meeting.

The Board has, for the past 4 years, adopted a pattern of 5 meetings per annum - 2 meetings are required for financial issues (setting the budget and signing off the accounts), a meeting in June to serve as a pre ACM meeting, a meeting prior to the regional ACM (previously early September), and 2 others.

The Board has agreed that it should have notice of every matter to be discussed, with as much information as is practicable, circulated at least 3 clear days in advance of the meeting. Circulation of the agenda is by electronic means, and is available for public view on the Association's website, although sensitive issues (basically, those containing personal information) are not so published.

The Board has continued the practice of the former Executive Committee to "*guillotine*" meetings at 10pm.

The Officers of the Association have been authorised to take *urgent decisions* between meetings of the Board, subject to subsequent report and retrospective approval of action.

The Board has issued a standing invitation to certain *employees of Swim England South East* to attend meetings.

The Board is invited to **DECIDE** whether it wishes to review any of the above procedures.

11 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

12 FINANCE

The Hon Treasurer will report orally on the Association's finances.

13 NATIONAL COUNTY TEAM CHAMPIONSHIPS

In July 2025, Paul Lloyd advised that he and Barbara Garden had arrangements in hand for the Inter County Team Championships. Please update the Management Board with the following:

- The provisional team had been selected based on County Championships results; the final team would be confirmed following the outcome of the National Championships.
- He would send invites to selected swimmers via their clubs.
- Barbara had logistics in hand, including accommodation bookings, transport to and from the competition, and training the day before.
- Joe Evans (WDSC) is available. As Fabian Whitbread had left the County, they would like the Board to ratify the appointment of Alex Bowsher (CHAS) as coach.
- Barbara has drafted an email to circulate to clubs, requesting officials and team managers. No doubt, they would need help with the selection of officials ;
- It would be appropriate to invite the sitting President of the Berkshire and South Buckinghamshire Association to attend the event as a VIP guest.

Members are reminded that they were canvassed by e-mail about the appointment of Alex Bowsher. A majority indicated their support for the appointment, and the Officers agreed it, on behalf of the Board.

The Board is asked to confirm the action of the Officers.

14 DATES OF MEETINGS

As indicated above, the Hon Secretary suggests that Board meetings are held as follows for the remainder of the “year” - November 2025, February 2026, April 2026 and June 2026. In order that arrangements are made for the start of the next “swimming” year, it is suggested that a meeting is arranged for early September 2026.

The Hon Secretary also suggests that the Annual Council Meeting is held in July 2026.

The Board is requested to **FIX** the calendar of its meetings until September 2026 and the date of the Annual Council Meeting in 2026.

15 SWIM ENGLAND SOUTH EAST REGION

Roger Prior may report orally on the meetings of the Regional Management Board held on 22 June and 16 September 2025.

16 CORRESPONDENCE

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda. The only correspondence of note since the last meeting, aside from the monthly club updates from the ASA South East Region, and bulletins from Swim England sent direct to members of clubs, is as follows:

- Request from Head Coach of Chesham SC for coaching cover for around 10 days from 6 July 2025: circulated to Board members and Regional Club Development Officer;

- National Events at Swim England, seeking expressions of interest in participating in the National County Team Championships, to be held in Sheffield on 5 October 2025, together with other information about the event: passed to Paul Lloyd and Barbara Garden, for action.

ANY OTHER BUSINESS

Members will recognise that, in light of the Board's decision that the agenda of meetings should include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.