



# Swim England East Midlands

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| <b>Committee</b> | Regional Management Board |
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| <b>Venue</b> | Zoom |
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| <b>Time and Date</b> | Saturday 10 <sup>th</sup> July 2021 |
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| <b>Present:</b> | John Hidle       | Deb Dean    |
| Doug Whitlam    | Lenka Tanner     | Ursula Beck |
| Dave Hendel     | Brian Collis     | Tom Parr    |
| Richard Roberts | Duane Rae Mclean |             |

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| <b>In Attendance:</b> | Fiona Conway |  |
|                       | Grace Grove  |  |

| Min. | Agenda Item                               | Details  | Action |
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| 1.   | <b>Welcome</b>                            | JH welcomed all to the call.   |        |
| 2.   | <b>Apologies</b>                          | Terry Bream & Helen Bickerstaff.   |        |
| 3.   | <b>Minutes of 1<sup>st</sup> May 2021</b> | Minutes approved.  |        |
| 4.   | <b>Matters arising</b>                    | Covered within the meeting.  |        |
| 5.   | <b>Finance</b>                            | <p>DD circulated the Financial Papers before the meeting and they detailed the following:</p> <p>Financial Papers –</p> <ul style="list-style-type: none"> <li>• Membership fees received to date are £83,930. This is a promising start and but sees us £35,000 below the £119,000 we are currently budgeting</li> <li>• Expenses relating to the year received after date have been accrued as necessary.</li> <li>• Furlough grant claims are ongoing and are all up to date to June 2021.</li> <li>• The available bank balance is £269,660 at 30 June 2021.</li> <li>• Predicted £3,000 of licensing income, but its hoped this could be more. DD has predicted the deficit by the end of the year would be £11,293 if we receive no further membership fees and assuming all spending is as budgeted.</li> <li>• The loan to national now stands at £38,000 with a further £1,000 repayment having been received. There may still be the opportunity to loan a further amount later in the year.</li> <li>• There will continue to be a block on spending by disciplines and if any funding is required then it should be requested before any commitment made.</li> <li>• There will continue to be a block on teaching and coaching grants.</li> <li>• Discipline budgets for 2022 will be set in September and filtered down as soon as possible after that.</li> <li>• The administration budget for 2022 will be set in September.</li> <li>• The reserve policy of maintaining £120,000 with an absolute minimum of £100,000 was agreed to still be sensible and appropriate.</li> </ul> |        |

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| <p>6.</p> | <p><b>Discipline updates</b><br/><b>Swimming</b></p> | <ul style="list-style-type: none"> <li>The Virtual Development Day went ahead via zoom on Sunday 20th June, with 50 girls and 29 boys in attendance across the Midlands. We are looking to run a face to face day in October.</li> <li>Entries to the Regional Festival of Swimming close on Sunday 11<sup>th</sup> July.</li> <li>FC met with Lindsey Dunn to discuss the pathway coaches that had applied for all of the National programmes. All the coaches accepted have engaged really well with all Regional activity.</li> <li>The Coach Developer position (previously called Coach Advisor Programme) will be going out to advert. We will need to select 4 coaches to be the mentees.</li> <li>The first two multi-club events will be running this weekend on Saturday and Sunday.</li> </ul>           |  |
|           | <p><b>Masters</b></p>                                | <ul style="list-style-type: none"> <li>Sue Arrowsmith's term as Masters Secretary ended, we received no nominees for this role.</li> <li>FC will look to reconvene the meetings soon.</li> <li>No national events organised yet.</li> </ul>   |  |
|           | <p><b>Para-Swimming</b></p>                          | <ul style="list-style-type: none"> <li>The Talent team delivered their plan for competition going forwards, this is in line with what the Region was planning on doing. They would like a one competition ran not two so we will be looking at joining up with the West Midlands to organise this. We are look at The Alan Higgs Centre in Coventry as this pool is great for classification.</li> <li>1 swimmer was classified last week at the new comers meet. There will be another new comer's classification in October in Northamptonshire, more details will become available in due course.</li> <li>We are currently planning 3 training days, taking place in November, March and June, rather than 6 days as previously done. Talent will be doing online training sessions to support this.</li> </ul> |  |
|           | <p><b>Open Water</b></p>                             | <ul style="list-style-type: none"> <li>Two successful Virtual Development Sessions were held on the 26<sup>th</sup> &amp; 27<sup>th</sup> June, this was supported by Andy Sharp, Head Coach at Northampton SC and also two athletes from the club took part in a Q&amp;A session with the swimmers.</li> <li>The 2022 Midlands Open Water Championships is planned for Sunday 3rd July 2022 at Spring Lakes, Nottingham – FC has informed the IOS so hopefully no training/course sessions will be planned for this weekend.</li> </ul>  |  |
|           | <p><b>Artistic Swimming</b></p>                      | <ul style="list-style-type: none"> <li>The Region has had two successful Grade Days.</li> <li>A face to face camp was planned to round off the series of virtual camps that have been run this year, however, due to concern from parents of mixing swimmers, the decision was taken to cancel the face to face option and continue with a virtual camp.</li> <li>There was a Regional meeting last Thursday to discuss the possibility of 2 face to face Grade Days taking place in the autumn.</li> </ul>   |  |

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|    | <p><b>Water Polo</b></p> <p><b>Diving</b></p>   | <p>The Regional Trials went well, lots of good feedback – instead of dropping 5 players (boys), all the players who attended will be kept on for a few more training sessions and then the selections will be made. There was only just enough girls to fill the squad. The coaches are looking to bring other age groups in to start their training as well.</p> <ul style="list-style-type: none"> <li>• FC passed her Diving J1 course.</li> <li>• Corby Steel Diving Club have a new coach from Plymouth.</li> <li>• Sarah Barrow has discussed the possibility of a joint East Midlands and West Midlands committee, this may mean we could run a Midlands Championships, courses and would mean more development for Corby.</li> </ul>   |  |
| 7. | <p><b>Club Development</b></p> <p><b>SwimMark</b></p> <p><b>Stronger Affiliation</b></p> <p><b>CDOs</b></p> | <p>At the June Swim Mark panel all clubs re accredited with no issues.<br/>To date we have:</p> <ul style="list-style-type: none"> <li>➤ Total accredited Clubs 76</li> <li>➤ 15 clubs reaccruited and 1 new club full accreditation at June panel</li> <li>➤ Total number of affiliated clubs 90</li> <li>➤ Percentage achieving full accreditation 84%</li> </ul> <p>UB gave the following verbal report from the Club Leadership Meeting:</p> <ul style="list-style-type: none"> <li>➤ 17 clubs nationally failed to complete Stronger Affiliation by the final deadline, 30<sup>th</sup> June. All relevant clubs had been notified of their suspension and therefore would not be able to train or compete in galas until such time as they completed as a minimum Stronger Affiliation and would need to complete the new club affiliation process.</li> <li>➤ New Affiliation process is now up and running.</li> <li>➤ Review of the model club constitution is taking place.</li> <li>➤ New Governance workshop for Secretaries and Membership Secretaries is being piloted on the 5<sup>th</sup> July and this will launch as a new workshop in the autumn.</li> <li>➤ The club networks will be removed from SwimMark.</li> <li>➤ Sophie Bucknall gave details of work she was doing to ensure that all coaching and teaching staff had the required DBS and Safeguarding qualifications on the OMS.</li> <li>➤ Andy Jack updated on the Return to Water Survey and on the Club &amp; Operator Toolkit (Working Together) and information on the workshop being delivered later in the month.</li> </ul> <p>14 clubs in the Region have completed SA.</p> <p>Nothing to report.</p> |  |
| 8. | <p><b>Regional Reports</b></p> <p><b>Incorporation</b></p>  | <p>The Articles of Association and Regulations have been sent out to the clubs for approval at the upcoming ACM.<br/>GG will be looking to open a new bank account for the new</p>   |  |

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|           | <p><b>Working Together with Swim England</b></p> <p><b>Regional Organisation</b></p> | <p>Company.</p> <p>Board is happy to go ahead with the Regional Agreement.<br/><i>Action – FC to send JH one amendment – change away event to appropriate activity.</i></p> <p>JH &amp; DD are currently looking at Helens maternity cover.</p>  |  |
| <p>9.</p> | <p><b>AORB</b></p> <p><b>Team Managers</b></p>                                       | <p>UB raised an issue concerning the Team Manager role. Several clubs had indicated their concerns as to whether they could provide a qualified team manager at their events. UB set up a meeting with two regional clubs with JH and FC present. At this meeting it was confirmed that the decision to make the attendance at a Team Manager 1 workshop as a minimum for the team manager role mandatory was a SE decision and not a Regional decision. At this meeting a number of concerns raised with regards to engaging volunteers to take the workshop, not all volunteers wanting to remain on the poolside throughout the time of the gala even if their own swimmers had completed their races and having sufficient number of qualified team managers in the club to cover all galas. It was pointed out that a considerable number of clubs/volunteers had completed the Team Manager workshop over the past few months and therefore there should not be any issues within clubs providing the required ratios of team managers for a gala. It was not necessary to have several team managers on poolside unless required by the ratios given within the guidance. The ratio for team managers to be in attendance was 10 years and under 1-16 and under 18 years 1-20 (previously 1:10) which for a majority of the events our clubs attend would require only two team managers to be present. It was felt that the job specification for the team manager role may be a bit onerous and it was agreed that FC and UB would look to see if any changes could be made to show the requirement to liaise with the club on expectations as the role descriptor is very much all-encompassing of what could potentially be asked of them which we know differs from club to club.</p> <p>FC has requested clarification as to why attendance at a Team Manager 1 for this role was now mandatory within Wavepower rather than recommended as it was previously, it was felt this was likely due to the role being the only direct group supervision role that didn't have a required qualification but we will await clarification on this. Dependent upon any suggested changes being made to the layout of the Team Manager role description as to whether UB took the issue to the next Club Leadership Group meeting in September. It was felt that it would be beneficial that the ratio guidance along with FAQs be readily available on a national platform that the Region can signpost clubs too.</p> <p><i>Action - FC &amp; UB to look at the TM role descriptor lay out so reflects the changing nature of the role and the requirement to communicate with the club on the expectations for the role which may also differ event to event</i></p> <p><i>Action - FC to get clarification as to why the Team Manager 1</i></p> |  |

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|            | <b>ACM</b>                                  | <i>training for this role now mandatory.</i>  |  |
|            | <b>New Member</b>                           | RR gave his apologies for the ACM.  |  |
|            | <b>Amendment</b>                            | Board agrees to appoint Geraldine Lally to the board and to invite her to the next RMB meeting. |  |
|            | <b>Amendment</b>                            | DD to change Synchro to Artistic on her papers.   |  |
| <b>10.</b> | <b>Confirmation of date of next meeting</b> | Saturday 17 <sup>th</sup> July, 1.30pm (ACM)<br>Wednesday 21 <sup>st</sup> July, 7.45pm         |  |

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| Minutes prepared by | Date       |
| Grace Grove         | 15/07/2021 |

