



# Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

## Minutes of the Management Board Meeting

17<sup>th</sup> January 2019 – Welwyn Parish Centre

### Present:

#### Board members

Mrs Jean Cook (JC)	Chairman
Mr Murray Devine (MD)	
Mrs Jackie Harvey (JH)	
Mr Graham Huggett (GH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Jonathan Pope (JP)	
Mr Jonn Sandon (JW)	
Mr Bryan Thompson (BT)	
Mr Marcello Tontodonati (MT)	

#### Also present

Mrs Janet Warrington (JW)	President
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### 19/01 Welcome and introduction

19/01.1 The attendance was noted of a new member of the Board, Jonathan Pope.

### 19/02 Apologies

19/02.1 None – all members present

### 19/03 Declaration of conflict of interest

19/03.1 No conflict of interest was declared at this point.

### 19/04 Minutes of the meeting on 11<sup>th</sup> October 2018

19/04.1 The minutes were accepted as a true record.

### 19/05 Matters arising from the minutes

19/05.1 Actions are completed, or an agenda item, or as shown below.

19/05.2 Minute 18/61.2 (Minute 18/41.2, Minute 18/22.2, Minute 18/05.1 and Minute 17/59.5 (CDG Minute 17/27.3) ) Backstroke ledges – recommendation from the swimming committee – *On-going*.

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19/05.3 Minute 18/61.3 (Minute 18/41.5 and Minute 18/30.1) Audit for GDPR – who needs data, and for what reason. Policies to be put in place about information collected and the length of time the information is retained - *On-going*

**MBAG**

19/05.4 Minute 18/61.4 (Minute 18/43.2) Information regarding the roles of members of the Management Board and committee members will be provided on the website - *ongoing*

**SM**

### 19/06 Ratification of items agreed, via email, since the last Board meeting

19/06.1 The decision to withdraw the Swim England Hertfordshire development funding offered to SwimMark clubs, as from 1<sup>st</sup> November 2018, was ratified.

### 19/07 Correspondence

19/07.1 Christmas greetings to the county had been received from two past presidents – Nell Stinton and Stan Freeman – both of whom now live abroad.

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- 19/07.2 The county and its clubs have been advised that this year is the 150<sup>th</sup> anniversary of Swim England.
- 19/07.3 SM has completed and submitted the Swim England annual return for the county.
- 19/07.4 SM and JP had been advised of the opportunity use Swim-Meet for officials' sign-up and appointments. The package would be a cost to the county, but clubs could potentially then use the tool for their own club competitions. The county could trial this package for County Swimming Championships. **JP**
- 19/07.5 Correspondence had been received regarding a Para-swimming taster day at the University of Nottingham. The request, of advertising this on the county website and passing the information to individuals and clubs in the county, had been declined.
- 19/07.6 ConnectSport had invited the county to have a free listing on an online directory of organisations providing sport and physical activity to generate positive social outcomes. The invitation was declined.
- 19/07.7 TeamUnify had offered to provide the county with a website, as well as various other services. The offer had been declined.
- 19/07.8 SM had written to Alex Belson, the Swim England Hertfordshire Diving Manager, about various matters, including her position as manager and as the county representative to the regional diving committee. The return of spare medals was also requested. The concern of the Management Board over the lack of meetings of the diving committee was also raised. SM reported on the reply received from Alex. It was further noted that Alex had now resigned as county representative to the regional diving committee, Alex has moved out of the county, and she stated that she was currently not coaching at Beaumont Diving Academy because of work commitments and the 2hr journey each way from her new home. There were concerns regarding her position as the county diving manager. There is a diving meeting scheduled for 5<sup>th</sup> February, and JC will try to establish the way forward. **JC**
- 19/08 Finance**
- 19/08.1 A report was received, giving a summary of bank balances as at 30.12.18
- 19/08.2 SL advised that £1.000 had been received from Swim England in respect of travel and accommodation costs for the county team to attend the National Inter-County Team Championships in October 2018.
- 19/08.3 The Annual Accounts for the year to 31<sup>st</sup> March 2018 have been approved by the Financial Examiner.
- 19/08.4 SL expressed concern over the costs for the County Swimming Championships 2019 – and specifically the increase in pool hire costs. The swimming committee will be asked to review and consider the costs and the venue for the delivery of the championships in 2020, and report to the next Management Board meeting. **Swim. cttee.**
- 19/09 Management Board Advisory Group (MBAG)**
- 19/09.1 The minutes of the meeting on 7.1.19 were received and noted.
- 19/10 Minutes of the committees**
- 19/10.1 Disability committee: Minutes of the meeting on 15.10 18 were received and noted
- 19/10.2 Disability committee: Minutes of the meeting on 16<sup>th</sup> January were not yet available. JH advised that the Special Olympics gala will be held on 9th March, and a development gala is proposed for Autumn 2019.
- 19/10.3 Diving committee: The meeting on 16.10.18 was cancelled and the meeting scheduled for 8.1.19 has been postponed until 5.2.19.
- 19/10.4 Swimming committee: The meeting on 13.9.18 was cancelled.
- 19/10.5 Club Development Group: There have been no meetings since September.
- 19/10.6 Water polo: No committee
- 19/11 Synchronised swimming - committee**

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- 19/11.1 The county's synchronised swimming clubs were invited to a meeting on 15<sup>th</sup> January, in the hope that a county committee could be established, as there are now five synchronised swimming clubs in the county. The clubs will still continue to work with the regional clubs as before, but it was hoped that county-specific development could be addressed by a county committee. Representatives from three of the five clubs attended.
- 19/11.2 The Swim England National Development Officer for Synchronised Swimming, Sarah Darragh, was invited and was present at the meeting. Sarah provided a presentation to the meeting and then worked with those present to identify the way forward for synchronised swimming in the county, assisting in the establishment of plans and budget.
- 19/11.3 Two development camps have been pencilled in for this year and a further meeting date was identified. Sarah Darragh will skype in if she is not able to attend in person.
- 19/11.4 It was arranged that a new, synchronised swimming-specific course will be delivered by Sarah Darragh, at the county Development Weekend in February.
- 19/11.5 A terms of reference document is needed for this new committee, and this will be brought to the Management Board for approval. **SM**
- 19/12 Hertfordshire Aquatics Group**
- 19.12.1 BT said that there was no real movement to report. The feasibility study is ongoing – being delivered by volunteers. BT has requested a meeting this month for a report from them. BT will advise the Board of the outcome of the meeting and the way forward. **BT**
- 19/13 Long service awards**
- 19/13.1 The county regulations allow for the awarding of long service pins when members have served on the Management Board, or on a discipline committee, or have supported the county on a regular basis as an individual or as an official.
- 19/13.2 A silver pin is awarded for a period of service of seven years. A gold pin is awarded for a period of service of twelve years.
- 19/13.3 JP had provided a document regarding long service awards. The criteria for the awarding of the pins for work for the county on committees, or as a volunteer, or as an official was noted, and, after discussion, decisions were made regarding the recipients who will receive a silver or a gold pin, as identified by JP. JP will provide a final list of recipients. **JP**
- 19/13.4 Discipline managers will be asked each year to identify those members of their committee who qualify for a pin. **JP**
- 19/13.5 Possible awardees will be identified on a yearly basis at the April Management Board meeting, and the pins presented at the Annual Council Meeting each year, in July.
- 19/14 Website**
- 19/14.1 JH requested that a Disability tab was provided on the website – separate from the Swimming tab. IM will organise this. **IM**
- 19/15 Report from the Swim England East Region Representative**
- 19/15.1 The Swim England Management Board met on 9<sup>th</sup> December 2018.
- 19/15.2 The region will be conducting a review of club constitutions.
- 19/15.3 It was decided that the county re-charge for hosting county championships within the regional event will remain at £100.
- 19/15.4 The Swim England East Region Winter Championships took place on 3<sup>rd</sup> November 2019, and athletes from Hertfordshire clubs took part.
- 19/15.5 An updated version of the Guide for County Representatives on Regional Committees will be available soon.

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**19/16 Any other business**

19/16.1 Discipline managers will be asked to provide reports as soon as possible after events and competitions. These are to be published on the website, soon after the event or competition, instead of being included in the Annual Report.

**SM**

**19/17 Next meeting**

19/17.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 4<sup>th</sup> April 2019 at 8pm at the Parish Centre, Welwyn.