



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

Minutes of the Management Board Meeting

4th April 2019 – Welwyn Parish Centre

Present:

Board members

Mrs Jean Cook (JC)	Chairman
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)	

Also present

Mrs Janet Warrington (JW)	President
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19/18

Welcome and introduction

19/18.1 The Chairman welcomed everyone and thanked them for attending.

19/19

Apologies

19/19.1 Apologies were received from three Board members - Murray Devine (MD), Jackie Harvey (JH) and Graham Huggett (GH). Apologies were also received from Tom Brennan (TB), the President Elect.

19/20

Declaration of conflict of interest

19/20.1 No conflict of interest was declared at this point.

19/21

Minutes of the meeting on 17th January 2019

19/21.1 The minutes were accepted as a true record. The footer will be updated

SM

19/22

Matters arising from the minutes

19/22.1 Actions are completed, or an agenda item, or as shown below.

19/22.2 Minute 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*.

Sw.ctte

19/22.3 Minute 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

19/22.4 Minute 19/05.4 (Minute 18/61.4 and Minute 18/43.2) Information regarding the roles of members of the Management Board and committee members will be provided on the website - *ongoing*

JC

19/22.5 Minute 19/08.4 Cost of County Swimming Championships: *BT and IM had a meeting with The Venue, and it is likely that the facility will be used again next year. BT is working on a schedule. It is likely that, although the cost of hire will rise, this will not be by a substantial amount, and, in conjunction with a review of hire time required, the overall hire cost can be managed effectively. Efforts have been made to negotiate a fixed price for the next three years.*

BT

19/22.6 Minute 19/11.5 Terms of reference for the Synchronised Swimming committee: *On-going*

SM

19/23

Ratification of items agreed, via email, since the last Board meeting

19/23.1 None to be ratified at this meeting.

19/24 Correspondence

- 19/24.1 SM advised that Marcello Tontodonati had resigned for the Management Board. He had also resigned from the swimming committee, and from the Swim England East Region Management Board. JC had written to Marcello to thank him for his support to the county and region in his various offices. It was noted that Marcello's resignation meant that the county did not now have an open water manager, nor representation on the regional swimming and open water committees.
- 19/24.2 Clubs have received correspondence from Swim England East Region in respect of the review and updating of constitutions.
- 19/24.3 In correspondence with Alex Belson (AB), the county's diving manager, AB stated - I am not close enough to diving any more to know when meetings are being held, nor regional events since I no longer coach.
No spare medals have been returned.
SM asked for the diving conditions to be sent for the proposed competitions, and the dives for the competition were sent.
A development plan and a budget were submitted, on request.
AB has also advised that Chris Sage has resigned from the county diving committee.

19/25 Finance

- 19/25.1 A report was received, giving a summary of bank balances as at 31.3.19.
- 19/25.2 SL commented on the various tranches of receipt of monies from Swim England in respect of membership fees. IM confirmed that the membership figures were reasonably stable. BT asked about the numbers of category 3 members. IM will establish this. IM
- 19/25.3 SL reported that he had received budgets from diving, swimming and the club development group. As yet there was no submitted budget from disability. IM stated that the disability budget had been prepared.

19/26 Management Board Advisory Group (MBAG)

- 19/26.1 The minutes of the meeting on 27.3.19 were received and noted.

19/27 Minutes of the committees

- 19/27.1 Club Development Group (CDG): The meeting scheduled for 4.2.19 was cancelled.
- 19/27.2 Club Development Group (CDG): The minutes of the meeting on 25.3.19 were received and noted.

Minute 19/07 CDG Manager and committee members: The terms of reference and the job descriptions have been advertised, via the website and Facebook, and circulated to the clubs via the quartile contacts.

IM spoke about the budget for the committee.

Minute 19/13.1 SwimMark: IM stated that Borehamwood and Dacorum Diving now have SwimMark status.
- 19/27.3 Disability committee: Minutes of the meeting on 16.1 19 were received and noted.
- 19/27.4 Disability committee: The meeting scheduled for 3.4.19 was cancelled.
- 19/27.5 Diving committee: The meeting scheduled for 8.1.19 had been postponed until 5.2.19. This meeting was then cancelled.
- 19/27.6 Diving committee: The meeting scheduled for 26.3.19 was cancelled.
- 19/27.7 Swimming committee: The meeting scheduled for 24.1.19 was cancelled.
- 19/27.8 Swimming committee: The minutes of the meeting on 6.3.19 were received and noted.

BT said that the format of the development plan had been changed, with a named person being shown for the responsibility to deliver. The budget had been broken down too.
BT gave an update on the One-direction camps. The invites will be sent out this week. The head coach had stepped down because of the additional time commitments he now has. Manuella Teti has been appointed as the head coach, and she also has overall responsibility for the 12-year-old athletes. Jack

Minutes subject to approval at the next Management Board meeting

Jackson has responsibility for the 11yr olds.
The selection of athletes is being made. There have been some challenges in finding pools to use.
The criteria for selection for development camps was agreed.

19/27.9 Synchronised swimming committee: The minutes of the meeting on 15.1.19 were received and noted.

SM said that a Terms of reference for the committee is needed so that each of the five clubs have one vote at the meetings.

IM said that there was a regional competition last weekend, with all five synchronised swimming clubs in Hertfordshire represented. Athletes from the county achieved medals – including an athlete from the newest club.

JW will attend the next meet scheduled for 10th May 2019.

The Swim England Hertfordshire county championships will be held within the regional competition on 22nd June 2019.

19/27.10 Water polo: No committee

19/28 Diving

19/28.1 See Minute 19/27.5, Minute 19/27.6 and Minute 19/24.3.

19/28.2 The concern of the Management Board over the lack of meetings and the governance of the diving committee was again raised, as were concerns regarding the position of the county diving manager, who lives outside the county now, and is no longer involved in diving in the county.

19/29 President Elect

19/29.1 The current President Elect is Tom Brennan. He will be President for 2019-2020.

19/29.2 A President Elect for 2019-2020 is needed. Suggestions for potential candidates will be welcomed by JC. **ALL**

19/30 County representatives to Swim England East Region committees

19/30.1 There is a guideline available for county representatives to the regional committees.

19/30.2 There is currently no official county representative to the regional diving committee, although Derek Beaumont is on the committee as a specialist, and IM is the regional Board Member for that committee. IM will try to identify someone from Dacorum DC to take on the county representative role. **IM**

19/31 Development weekend

19/31.1 IM reported on the successful Development Weekend held in February 2019. The weekend had been free to participants, and there had been 400 placements. The weekend had been a financial success too, owing to the support received from Swim England East Region, the Herts Sports Partnership and the University of Hertfordshire.

19/31.2 The last-minute unavailability of the presenters for the Helpers Course caused problems, but the role was covered on the day by Kevin Pickard.

19/31.3 A discipline-specific Helpers Course was delivered for synchronised swimming. It was delivered by Swim England as a pilot course and was well attended and well received.

19/32 County colours

19/32.1 The outstanding county colours will be presented at the Annual Council Meeting on 3rd July 2019. **MD**

19/32.2 Discipline managers will be advised that recommendations for county colours need to be made within their meeting minutes. The recommendations will then be viewed at the Management Board meetings and agreed recipients will be presented at the next Annual Council Meeting. **SM**

19/32.3 There will be an agenda item for county colours at the Management Board meetings. **SM**

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19/33 Hertfordshire Aquatics Group

- 19/33.1 BT gave an update on the project. There is a meeting scheduled for 9.5.19, and BT said that monthly meetings were now expected.
- 19/33.2 Keith Ashton, Swim England, continues to be in discussions with Swim England and Sport England.
- 19/33.3 Initial plans have been revised because of likely funding which could be received. Consideration is being given to the building having a more 'temporary' structure maybe, rather like the Millennium dome. The use of pre-fabricated building is also being considered, whilst endeavouring to make the building acceptably attractive.
The height limitation will mean that full set of diving boards would not be feasible, and the current view is that diving boards will not be included in the plan. Land-training facilities are being considered. The number of lanes and the length of the pool, as well as its depth are being carefully considered to ensure that the pool is of maximum use to the various disciplines – for example, having a fixed 3m depth in the main pool and a movable floor in a small pool.
- 19/33.4 Hertfordshire Aquatics is now a registered charity.
- 19/33.5 In future there is to be a specific website tab for Hertfordshire Aquatics.

19/34 Website

- 19/34.1 The difficulty of not being able to upload to the website was noted. **IM**
- 19/34.2 JP suggested that a webinar facility would be a good idea. JP will contact the webmaster. **JP**

19/35 Report from the Swim England East Region Representative

- 19/35.1 The Swim England East Region Management Board met on 17th March 2019.
- 19/35.2 Regional Synchronised Swimming Championships were held on 9th February and 30th March. Both competitions were entered by athletes from Swim England Hertfordshire clubs.
- 19/35.3 County representatives need to be identified for regional committees for swimming and open water, following Marcello Tontodonati's resignation. These are in addition to the vacancy for a county representative for diving.
- 19/35.4 The open water camp needs to be promoted as a coach development opportunity. **BT**

19/36 Any other business

- 19/36.1 BT asked about the possibility of having a link on the county website to the suppliers the county uses for medals and shirts. **BT/IM**
- 19/36.2 SL reported a claim for travelling expenses of £100 for a volunteer working at the Masters' competition. IM stated that there were extenuating circumstances, in that no other volunteer was available for the vital role and no-one could be found who was willing to provide transport.
- 19/36.3 SL suggested that it would be a good idea to have athlete representation on the Management Board.
- 19/36.4 It was agreed that Jonn Sandon will become a keyholder for the county storage unit.
- 19/36.5 SM advised the Board of the posts due for election at the Annual Council Meeting 2019.
- 19/36.6 JS asked about a lack of communication with Everyone Active. BT also had issues with Everyone Active. IM will contact Ian Cotton who had given the presentation to the county last year on this pool provider. **IM**

19/37 Next meeting

- 19/37.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 4th July 2019 at 8pm at the Parish Centre, Welwyn.