



Swim England Hertfordshire

(County Association of Swim England East Region)

Minutes of the Management Board Meeting

8th July 2021 – online, via Zoom

Present:

Board members

Mr Andy Chapman (AC)	
Mrs Jackie Harvey (JH)	
Mr Gareth Harper (GH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Jonathan Pope (JP)	
Mrs Nicola Rix (NR)	
Mr Jonn Sandon (JS)	
Mr Bryan Thompson (BT)	Chairman

- 21/37 Welcome**
- 21/37.1 The Chairman, Bryan Thompson, welcomed everyone.
- 21/38 Apologies**
- 21/38.1 None – all members present.
- 21/39 Declaration of conflict of interest**
- 21/39.1 No conflict of interest was declared at this point.
- 21/40 Minutes of the meeting on 1st April 2021**
- 21/40.1 The minutes were accepted as a true record.
- 21/41 Matters arising from the minutes**
- 21/41.1 Actions are completed, or an agenda item, or as shown below.
- 21/41.2 Minute 21/21.2 County colours document – *ongoing with Murray Devine(MD)* **IM/MD**
- 21/41.3 Minute 21/21.3 Terms of Reference for county committee managers, defining duties and responsibilities, *are now in place.*
- 21/41.4 Minute 21/21.4 President Elect 2020-2021 – *still to be appointed* **ALL**
- 21/41.5 Minute 21/21.5 Wilkinson Sword keepers - *still to be purchased* **BT**
- 21/41.6 Minute 21/21.6 Wilkinson Sword keepers – *still to be presented*
- 21/42 Ratification of items agreed, via email, since the last Board meeting**
- 21/42.1 The annual accounts to 31.12.20 were agreed prior to the Annual Council Meeting. This agreement was ratified.
- 21/42.2 Agreement for the running of a County Swimming Teams Event on 17th July 2021 was ratified.
- 21/42.3 There was ratification of the agreement for a proposal from the Management Board to go to the Annual Council Meeting (ACM). The proposal was to move the ACM from July to March as from 2022, and for the Annual Report to be for a calendar year to 31st December.



21/43 Correspondence

21/43.1 Following the submission to Swim England East Region of the application for the affiliation of Hertfordshire Aquatics Club, and also the submission of the proposed constitution for the club, the Swim England East Region Membership Officer had agreed the constitution and provided a certificate of affiliation.

21/43.1.1 It was noted that an affiliation fee of £35 will have to be paid in due course to Swim England East Region. SL will set up a new bank account for the club.

21/43.2 There has been correspondence from Leanne Brace, Swim England Regional Manager, regarding Stronger Affiliation requirements for Hertfordshire Aquatics Club.

21/43.3 The county had been advised by Swim England of the cancellation of the National Inter-County Team Championships in October 2021. The decision had been based on feedback from the counties on likelihood of sending a team to the competition, taking into account the proposal to hold the competition for each division at different times of the day, and the absence of funding to counties from Swim England.

21/43.4 Swim England had also advised that counties should plan for County Swimming Championships in the traditional months of January and February 2022.

21/44 Finance

21/44.1 A report had been received, giving a summary of bank balances as at 30.6.21.

21/44.2 SL commented that there has been very little activity on the accounts, apart from payments for the storage facilities and the payment of website fees. There was some income from the open water taster day.

21/44.3 Capitation fees were discussed. Swim England are increasing their fees for 2022 in the usual way, but Swim England East Region are not increasing their fees.

21/44.3.1 If fees were reduced and there was a need in future to increase them, this would not be well-received.

21/44.3.2 Maintaining the status quo and offering discount on courses etc was considered, but this would only benefit a minority of members.

21/44.3.3 Ring-fencing surplus monies for development etc was considered.

21/44.3.4 It was decided that the capitation fees for 2022 would be unchanged from 2021:-
Category one: £3 Category two: £3.50 Category three: £0

21/44.3.5 It was decided that the discount for the membership during the period October-December would be 50% as in previous years. Swim England will offer no discount for this period in 2021.

21/45 Management Board Advisory Group (MBAG)

21/45.1 The minutes of the meeting on 24.6.21 were received and noted.

Swim England East Region have been invoiced for the hire of the county's equipment for use at a regional event at Basildon Sporting Village in July 2021.

21/46 Annual Council Meeting

21/46.1 As there were no nominations for President or President Elect, no-one had been elected as President at the Annual Council Meeting. It had been agreed that the ACM in 2022 will be held in March 2022, giving a presidential tenure of 9 months.

21/46.1.1 It was agreed that Tom Brennan, whose term of office ended at the ACM, would be asked if he would be willing to further extend his period of office until March 2022, so that the presidential role was

BT



officially covered.

21/46.1.2 It was further agreed that a new president must be found to be elected at the ACM in March 2022.

ALL

21/46.2 There are four vacancies on the Management Board, and there are vacancies for the Diving Manager and Water Polo Manager.

21/47 Appointments and terms of office

21/47.1 **Custodians** - appointed for life, and confirmed as:- Bryan Thompson and Ian Mackenzie

21/47.2 **Storage unit keyholders:** Grant Chivers, Ian Mackenzie, Jonn Sandon and Bryan Thompson

21/47.3 **County colours co-ordinator:** Murray Devine

21/47.4 **Long service awards co-ordinator:** Jonathan Pope

21/47.5 **Swimming records:** No appointment in place at the moment

21/47.6 **Shirts – officials and competitors:** Jackie Harvey

21/48 Swim England Hertfordshire committee membership

21/48.1 **Disability committee:** Jackie Harvey (Manager), Ros Cramp, Murray Devine and Janet Warrington

21/48.2 **Diving committee:** No manager, and committee suspended

21/48.3 **Club Development Group:** Gareth Harper (Manager), Karen Huckle, Ian Mackenzie, Jonathan Pope, Helena Pretious-White and Nicola Rix

IM

21/48.4 **Swimming committee:** Bryan Thompson (Manager), Andy Chapman, Karen Huckle, Louise Hughes and Ian Mackenzie

21/48.5 **Artistic swimming committee:** Tom Brennan (Manager), and one representative from each of the five artistic swimming clubs

21/48.6 **Water polo committee:** No manager and no committee

21/48.7 **Management Board Advisory Group:** Regulation 10.1 states that the MBAG shall comprise of the executive officers and at least one other person, appointed by the Management Board from its members at its first meeting of the year. Andy Chapman and Ian Mackenzie are the appointed members of the MBAG for 2021-2022..

21/48.8 **Emergency committee –** the members of the Management Board Advisory Group:- Andy Chapman, Simon Lever, Ian Mackenzie, Sheila Mackenzie and Bryan Thompson.

21/49 Swim England East Region Leadership Groups

21/49.1 Artistic – all Swim England Hertfordshire clubs providing artistic swimming are entitled to a representative at the regional meetings.

21/49.2 Club Development – is now managed differently in the region and counties do not have representation.

21/49.3 Regional County Forums – the county is entitled to representation at the regional forums – usually the chairman and the secretary.

21/49.4 Disability – there is a vacancy for a Swim England Hertfordshire county representative

21/49.5 Diving – Swim England Hertfordshire diving clubs are entitled to a representative at regional meetings.



- 21/49.6 Masters – the Swim England Hertfordshire county representative is Louise Hughes
- 21/49.7 Open water – Swim England Hertfordshire is entitled to a county representative at regional meetings – ideally, this should be the open water manager.
- 21/49.8 Swimming – the regional group manages regional events, with no county representation as such.
- 21/49.9 Swimming Officials – the Swim England Hertfordshire county representative is Jonathan Pope.
- 21/49.10 Water polo – Swim England Hertfordshire clubs providing water polo are entitled to a representative at regional meetings.

21/50 Minutes of committees

- 21/50.1 Club Development Group (CDG): No meetings and no minutes outstanding GH advised that there would be a meeting soon to identify how the county can support clubs in these difficult times
- 21/50.2 Disability committees 13.4.21: No minutes received. IM resigned from the committee at this point.

JH reported that Janet Warrington is stepping back from involvement. Two Swim England Hertfordshire athletes – Louise Fiddes (Hatfield) and Grace Harvey(Hoddesdon) are selected to compete in the Tokyo Paralympics in August 2021.
- 21/50.3 Diving committee: Committee suspended
- 21/50.4 Swimming committee 17.6.21: Minutes not yet available
- 21/50.5 Artistic swimming committee 20.3.21: Minutes were received and noted
- 21/50.6 Water polo: No committee

21/51 Open water committee

- 21/51.1 There were huge concerns about the lack of communication from the group of individuals wishing to be involved with the delivery of open water. After the initial meeting between the county and the group, and the agreement for a taster day to be delivered, there had been no communication about the event, which was being run as a county event. No risk assessment had been seen, and instead of the proposed two taster days, only one was delivered.
- 21/51.2 There had been no report on the taster day, and the income through Stripe payments did not match the numbers apparently attending on the day. Money had been spent on hats too, and the financial and stock position was unknown.
- 21/51.3 It had been agreed at the April Management Board meeting that a formal county open water committee would be set up, with Gill Pick as the manager, and, following the meeting, SM had sent the terms of reference to Gill Pick. There had been no response.
- 21/51.4 It was agreed that BT would write to Gill regarding the lack of communication about the open water taster day and the proposed open water committee and its manager. A meeting would be suggested. **BT**

21/52 County colours

- 21/52.1 There are no recommendations from committees for county colours. **IM/MD/MBAG**
 - 21/52.1.1 A point was raised about whether colours were to be awarded once or more. This will be investigated in conjunction with the specific criteria from each discipline. The same consideration of the number of times an award can be given should also apply to other awards made by the county.



21/53 Hertfordshire Aquatics Group

- 21/53.1 The positive, regular, weekly meetings continue for the steering group, as well as quarterly meetings with the college management and land management.
- 21/53.2 Positive progress has been made on the design of the facility with a hope-for 10-lane, 50m, 3m deep pool. Work continues to hone the details to get the best possible design within financial constraints.
- 21/53.3 The possible use of the facility by clubs, region, swim schools etc and potential gym membership take-up has also been gauged.
- 21/53.4 Projected income has been identified, and the feasibility of borrowing sufficient funds for the build, given this projected income, has been established.
- 21/53.5 The aim is to be able to seek planning permission by the end of the year.
- 21/53.6 Work will be needed to meet Stronger Affiliation requirements for the Hertfordshire Aquatics Club

SM

21/54 Marketing Officer

- 21/54.1 SL reported on the opportunity to receive club sponsorship – funding or goods - promoting this through social media. SL felt that this could be an opportunity for the county too.
- 21/54.2 As a result of this, there was discussion about appointing a Marketing Officer for the county – to oversee social media, facebook and twitter. It was agreed that there was a need for such an appointment – having the remit of communications and marketing on social media.
- 21/54.3 The job would not be to manage the website, but promote the county and its activities, including the new pool, to the county's members and also to the wider audience. Marketing opportunities need to be identified, social media coverage provided, and potential opportunities for sponsorship identified through social media.
- 21/54.4 IM suggested that Communication and Media studies college students might well be candidates for such an appointment.
- 21/54.5 GH suggested that a job description could be sourced from a Watford SC member who was in marketing.

GH

21/55 Swim England East Region

- 21/55.1 The Regional Operations Committee (ROC) met on 16th June. SM is a member of that committee which, in a similar way to the old Regional Management Board, has oversight of events and of development within the disciplines.
 - 21/55.1.1 The Directors of Swim England East Region have reviewed the expenses policy, with mileage at 30p per mile, £5 lunch allowance and meal allowance of £20.
 - 21/55.1.2 SM reported that there were two Hertfordshire representatives at the regional open water meeting – only one should have attended
- 21/55.2 BT and SM, as Swim England Hertfordshire Chairman and Secretary, attended the first Swim England East Region County Forum, which is to be the communications channel between the region and the six counties within the region. This Forum will cover for the lack of county representation on the Regional Operations Committee and on many of the Leadership Groups.
 - 21/55.2.1 The Audit, Risk and Probity Committee is now set up, and Simon Lever is the appointed Chairman.



21/55.2.2 The regional 'discipline' committees have been renamed as regional Leadership Groups to mirror the names now used by Swim England nationally. The membership of these committees has been altered, and a county representative is not a given in some cases, as it was before..

21/55.2.3 There had been a good response from Members of the Members' Forum for voting for the ROC, but attendance at the online Swim England East Region Special General Meeting had been poor, and there was a need for Members to use proxy voting if unable to attend a meeting .

21/55.2.4 Regional policy documents have been updated.

21/55.2.5 Recruitment of regional staff has been put on hold until later this year.

21/55.2.6 Regional income is down because of the lack of events, and there is also a 30% drop in membership numbers.

21/55.2.7 A Swim England model constitution for clubs is being written, but is not yet available. There is also discussion about a model constitution for counties.

21/55.2.8 The county's fees for upgrades from category one to category two membership should now be being collected by Swim England and forwarded to the county, following adjustments to the Swim England Online Membership System.

21/55.2.9 A Future Champions Meet for younger age-groups and a Festival of Swimming will be held in July and August. The Festival of Swimming being an event organised within all the Regions, in view of the cancellation of the summer Nationals.

21/55.2.10 Swim England have launched the 2021 Awards which are awards for inspiration and innovation during lockdown.

21/55.2.11 There is a new Swim England Affiliation pack which incorporates the requirements for Stronger Affiliation.

21/55.2.12 Regional workshops, meetings, development, and discipline camps will continue to be delivered online for the foreseeable future.

21/55.2.13 A 'Working Together' workshop will be available soon in the region – to assist with the partnership of clubs and pool operators. This is in addition to the recently released Swim England document 'Working Together'.

21/56 Any other business

21/56.1 IM reported that four schools in Hertfordshire had applied for Swimming Trust sponsorship money for setting up a water polo club in their school. Three of these schools had been successful in their application.

21/57 Next meeting

21/57.1 The next meeting of the Swim England Hertfordshire Management Board will be on 14th October 2021 at 8pm, via Zoom.