



Swim England Hertfordshire

(County Association of Swim England East Region)

Minutes of the Management Board Meeting

14th October 2021 – online, via Zoom

Present:

Board members

Mr Andy Chapman (AC)	
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

21/58 Welcome

21/58.1 The Chairman, Bryan Thompson, welcomed everyone.

21/59 Apologies

21/59.1 Apologies were received from Jackie Harvey (JH) and Gareth Harper (GH).

21/60 Declaration of conflict of interest

21/60.1 No conflict of interest was declared at this point.

21/61 Minutes of the meeting on 8th July 2021

21/61.1 The minutes were accepted as a true record.

21/62 Matters arising from the minutes

21/62.1 Actions are completed, or an agenda item, or as shown below.

21/62.2 Minute 21/41.2 County colours document – *ongoing with Murray Devine(MD)*

IM/MD

21/62.3 Minute 21/41.4 President Elect 2020-2021 – *still to be appointed*

ALL

21/62.4 Minute 21/41.5 Wilkinson Sword keepers - *still to be purchased*

BT

21/62.5 Minute 21/41.6 Wilkinson Sword keepers – *still to be presented*

21/62.6 Minute 21/52.1.1 Awarding county colours more than once? Reference to be made to discipline specific criteria. Similar consideration for awards - more than once? - *ongoing*

IM/MD

21/62.7 Minute 21/54.4: Marketing officer: College to be approached regarding possible students - *ongoing*

IM

21/62.8 Minute 21/54.4 Marketing officer: GH suggested that a job description could be sourced from a Watford SC member who was in marketing - *ongoing*

GH

21/62.9 It was suggested that a Matters Arising document could be produced following the Board meeting so that actions from the meeting could be tracked.

SM

21/63 Ratification of items agreed, via email, since the last Board meeting

21/63.1 None



21/64 Correspondence

- 21/64.1 SM had been notified by Swim England of the suspension of membership for a member of one of the county's clubs.
- 21/64.2 Advice had also been received regarding the change of name of the categories of Swim England membership from January 2022. The Cat 1, Cat 2 and Cat 3 will be replaced by Club Train, Club Compete and Club Support respectively. This has been widely advised to the Swim England membership.
- 21/64.3 Members of the Members' Forum of Swim England East Region have received correspondence regarding the Annual General Meeting, which will be held in March 2022.
- 21/64.4 SM has received electronic communication of Swim England member news and the Swim England East Region's newsletter, which are also sent to the county's Swim England members and the county's clubs respectively.

21/65 Finance

- 21/65.1 A report had been received, giving a summary of bank balances as at 30.9.21.
- 21/65.2 Some membership money had been received from Swim England during September. SL commented on the discrepancies between the category numbers shown and the money received from Swim England
- 21/65.3 SL advised of progress in opening new bank accounts with Metro Bank for Hertfordshire Aquatics Ltd, and for Hertfordshire Aquatics Club. Appropriate amounts of money will be transferred to these accounts.

21/66 Management Board Advisory Group (MBAG)

- 21/66.1 The minutes of the meeting on 29.9.21 were received and noted.

21/67 Regulations update

- 21/67.1 Following the Annual Council Meeting and as a result of governance changes in Swim England East Region, the Regulations require updating. IM had provided a draft of the updated Regulations in advance of the meeting.
- 21/67.2 There were no suggested amendments to the draft, but it was decided that a deadline of Friday 22nd October would be given for any suggested amendments.

21/68 Minutes of committees

- 21/68.1 Artistic swimming committee: 13.7.21 Minutes received and noted

Artistic swimming committee: 12.10.21 No formal meeting took place. IM gave an update on the artistic swimming clubs in the county.

21/68.1.1 IM reported on the move of the artistic swimming coach at Cheshunt SC to Potters Bar Artistic Swimming Club. Artistic Swimming at Cheshunt SC had been struggling with small numbers and water time. With the move of the coach, Potters Bar Artistic Swimming Club had been strengthened, and artistic swimmers will now be better catered for at the four, rather than five, facilities where artistic swimming is delivered.
- 21/68.2 Club Development Group (CDG): 11.10.21 Minutes not yet available
- 21/68.3 Disability committees: 13.4.21: Minutes still not received.

Disability committee: 6.10.21 This scheduled meeting did not take place
- 21/68.4 Diving committee: Committee suspended IM gave an update on diving in the county.

21/68.4.1 IM reported that the majority of the county's diving trophies had been returned. The remaining



trophies are to be located by Roger Page, and returned by the winners at Dacorum Diving Club.

21/68.4.2 IM reported that both the county's diving clubs were struggling. Beaumont Diving Academy because Derek Beaumont, their coach, had had an accident, and was not available to coach. Whilst at Dacorum Diving Club, Chris White, their only coach, was struggling on his own to deliver the training.

21/68.4.3 A Dacorum Diving Club representative was intending to talk to Swim England and to the Council to see if the Council could take on the delivery of diving at Dacorum.

21/68.4.4 BT suggested that Hertfordshire Aquatics Club could perhaps facilitate the delivery of diving at both sites, by identifying a qualified coach to oversee both sites.

21/68.4.5 IM said that co-operation between the clubs is an issue, but there was certainly a need in the interim for a coach to be found quickly to assist Chris White.

IM

21/68.5 Swimming committee 17.6.21: Minutes received and noted. Numbering will be corrected

SM

21/68.6 Water polo: No committee

21/68.6.1 IM reported that the national review for water polo is progressing. One outcome is that U.11 and U 13 players will benefit from regional festivals, with the hope of building the base of players in these lower age-groups, to develop them for the future.

21/69 County colours

21/69.1 There were no recommendations for county colours from the committees

21/69.2 Wilkinson Sword: Following the Tokyo Olympics and Paralympics, there were suggestions of possible awardees. This will be discussed and a decision made at the January Management Board meeting.

21/70 Hertfordshire Aquatics Group

21/70.1 The positive, regular, weekly meetings continue for the steering group.

21/70.2 New designs have been produced. It is for a 10-lane facility.

21/70.3 The possible uptake of use by swim schools is still being established.

21/70.4 There has been an approach from Welwyn Hatfield Council who are reviewing their provision of leisure facilities, and wanted to have information on the facility being planned and the proposed targeted users.

21/70.5 There is a scheduled meeting with Oaklands College on 15th November, when there will be an opportunity for the new personnel at the College fully appreciate the previous discussions and plans, as well as moving the project forward.

21/71 Swim England East Region

21/71.1 SM attended the Regional Operations Committee (ROC) on 20th September 2021.

21/71.1.1 In July and August there were two swimming events - a Future Champions Meet for younger age-groups, and a Festival of Swimming, replacing the Summer Nationals. Both events were well supported and successful, with athletes from Hertfordshire taking part.

21/71.1.2 The terms of reference for the regional Leadership Groups have been written and are on the website.

21/71.1.3 Following interviews, another member of staff has been appointed by Swim England East Region in a new administrative role.



21/71.1.4 There is a vacancy for a member of the Audit, Risk and Probity Committee, following a recent resignation.

21/71.2 SM attended the Swim England East Region County Forum on 22nd September 2021

21/71.2.1 There is now an automated poolside pass system available for coaches and team managers. The system provides a robust check on DBS status, attendance at safeguarding workshops and certifications, whilst providing a printable poolside pass. There are also online payment options if required.

21/71.2.2 The region has created a document which summarises the internal dispute procedure for clubs. It simplifies the processes outlined in the Swim England Handbook and includes a flowchart. It is on the region's website, and will be included in a future club newsletter.

21/71.2.3 The Committee congratulated a Swim England Hertfordshire athlete. Maxwell Sewell from Aqualina (Stevenage) Artistic Swimming Club, recently won bronze in the duet at the European Artistic Swimming Championships- the first ever medal in this category for Great Britain.

21/72 Any other business

21/72.1 IM advised that JH had been present, as Swim England East Region Disability manager, at an inter-regional disability meeting, where it was decided that there will be a disability competition run jointly by London Region and East Region.

21/72.2 SL raised the constitutional requirement for Hertfordshire Aquatics Club to hold regular committee meetings. As the committee members were also the members of the Management Advisory Group, it was decided that the Hertfordshire Aquatics Club meeting would be covered within the Management Advisory Group meeting for the present.

21/73 Next meeting

21/73.1 The next meeting of the Swim England Hertfordshire Management Board will be on 20th January 2022 at 8pm, via Zoom.