



Swim England Hertfordshire

(County Association of Swim England East Region)

President: Mr Bryan Thompson

Minutes of the meeting of the Management Board

19th January 2023 – online, via Zoom

Present:

Board members:

Mr Andy Chapman (AC)	
Mr Gareth Harper (GH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mrs Jane O'Brien (JOB)	
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

23/1	Welcome	
23/1.1	The Chairman, Bryan Thompson, welcomed everyone.	
23/2	Apologies	
23/2.1	Apologies were received from Jackie Harvey (JH).	
23/3	Declaration of conflict of interest	
23/3.1	BT – for the Hertfordshire Aquatics agenda item GH – for the new club application agenda item	
23/4	Minutes of the meeting on 13th October 2022	
23/4.1	The minutes were accepted as a true record.	
23/5	Matters arising from the minutes	
23/5.1	Actions are completed, or an agenda item, or as shown below.	
23/5.2	Minute 22/59.2 Wilkinson Sword keepers – <i>acrylic blocks have been purchased and will be presented at the County Swimming Championships</i>	BT
23/5.3	Minute 22/59.4 County-nominated coach: <i>Expenses still to be signed-off. No new appointment as yet No further update</i>	GH/BT
23/5.4	Minute 22/59.5 Diving trophies return: <i>Not yet returned</i>	IM
23/5.5	Minute 22/59.6 Half colours for water polo players <i>Presentations to be done later this week</i>	BT
23/5.6	Minute 22/62.4 HRMC's Trust Registration Service (TRS) – <i>no further advice has been received from Swim England. TRS to be included on Action Log to provide any updates on requirements</i>	SM
23/5.7	Minute 22/66.1 County colours to be given to clubs if presentation too difficult - <i>ongoing</i>	BT
23/5.8	Minute 22/66.2 Half colours for athletes at National County Team Championships 2022 - <i>ongoing</i>	BT
23/5.9	Minute 22/68.2 County representative on regional disability committee – <i>possible interest</i>	AC



23/6 Ratification of items agreed, via email, since the last Board meeting

- 23/6.1 There was ratification of the decision by the swimming committee events management group to purchase Swim Meet software to be trialled at the County Swimming Championships 2023.

23/7 Correspondence

- 23/7.1 SM has received the usual 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.
- 23/7.2 In December 2022, Swim England advised of the launch of the Club Health tracker – the online platform designed to support the development of clubs.
- 23/7.3 SM corresponded with JH re the disability committee and representatives on the regional disability committee. See minute 23/12.3 below
- 23/7.4 IM provided a terms of reference document to someone who had expressed interest in taking on the role of Masters Manager. The person is no longer interested in taking on the role.
- 23/7.5 SM had received a request for Hertfordshire Aquatics Club (HAC) Club Affiliation renewal. This has been completed.
- 23/7.6 SM provided the written report from the county to Swim England East Region, responding to the new club application which had been received – also, see 23/7.7 and 23/10.
- 23/7.7 Ongoing correspondence has been received regarding the application from the swimming organisation at Rickmansworth. Both the organisation and Chris Galer (CG), the Membership Officer from Swim England East Region, have corresponded. CG now advises that the process of application will have to be re-started, as compliance was outstanding.
- 23/7.8 The county had been advised of the Swim England County Roadshow to be held on 11th February 2023 at Cambourne.

23/8 Finance

- 23/8.1 SL commented on the bank balances as at 31.12.22.
- 23/8.2 SL stated that the number of fee-paying members has risen, although the number has not yet reached that of pre-pandemic. The improvement in numbers is for Club Compete rather than Club Train. According to figures from Swim England, the total number of members, including Club Support, shows this upward trend – the number being just below that of three years ago.
- 23/8.3 The final membership fees balance for 2022 for Hertfordshire Aquatics Club has been confirmed by the Swim England membership team, as zero.
- 23/8.4 SL advised that money is now coming in for the County Swimming Championships, and the pool is paid for.

23/9 Management Board Advisory Group (MBAG)

- 23/9.1 Minutes of the MBAG meeting on 12th October 2022 were received. They had not been available for the Management Board meeting on 13th October, but matters relating to those minutes had been covered at the meeting on 13th October.
- 23/9.2 The MBAG met on 4th January 2023. Minutes will be distributed shortly.

It was noted that the charges for the hire of the AOE had been reviewed, and responses were awaited from some MBAG members before a final document for hire charges can be produced.

MBAG



23/10	New club application	
23/10.1	SM reported that the Regional Membership Officer, Chris Galer (CG), had provided an update on the application which had been received from Rickmansworth Swimming Club.	
23/10.2	Difficulties with the compliance which is required from an applicant, has resulted in CG requiring the whole process of this application to be restarted.	
23/11	Annual Council Meeting (ACM)	
23/11.1	The Annual Council Meeting is scheduled for 20 th March 2023.	
23/11.2	SM noted that preparation of matters to be addressed at the ACM in the following March needed to commence at the October Management Board meeting. This will be noted in the meeting calendar.	SM
23/11.3	SM pointed out that the current regulations require that nominations and proposals must be received by 31 st January. SM asked the Board to consider making a proposal to the ACM for a change to this date, in order to provide more time in a very busy period around the County Swimming Championships. Moving this date to mid-February would still provide sufficient time to sort out the paperwork for the ACM.	
	There was agreement to propose 14 th February as the date for receipt of nominations and proposals. IM will provide the wording of the proposal.	IM
23/11.4	SM advised that the following posts are due for election at this year's ACM:- Finance Officer, Club Development Manager, Diving Manager and Swimming Manager. Management Board members who reach the end of their term at the ACM are – Andy Chapman, Gareth Harper and Jonathan Pope.	
23/11.5	The post of County Welfare Officer was discussed. SM stated that there had been difficulties for quite some time, in contacting the post holder, and there were also concerns regarding their membership and qualification status. It was agreed that SM would write to the current post holder to inform them that a new person would be sought at this ACM.	SM
23/11.6	It was noted Members of the Members' Forum for Swim England East Region were elected in March 2022 to serve until March 2025.	
23/11.7	It was agreed that the recipients will be sought for the county awards of the Roy Rogers Memorial Trophy, the Wilkinson Sword and the President's Plate.	SM/BT MBAG
23/11.8	It was noted that a President Elect needs to be identified, and suggestions for a suitable person were required.	ALL
23/12	Minutes of committees	
23/12.1	Artistic Swimming committee 20.10.22: Minutes received and noted IM reported that the meeting scheduled for 26 th January 2023, has been cancelled, as the way forward is not yet clear after the publication of new requirements for skills and grades.	
23/12.2	Club Development Group (CDG): No meetings since February 2022, and no minutes outstanding	
23/12.3	Disability committees 13.4.21: Minutes still not received Disability committee 12.4.22: No meeting held Disability committee 6.10.22: No meeting held SM confirmed the situation with the county's disability committee. The Disability Manager, Jackie Harvey (JH) had stated that currently there is no other active member in the committee, following resignations and	



illness. JH is also not in a position to restart a county disability committee at the moment, and does not wish to attend regional meetings.

It was decided that the county disability committee would be suspended for the time being, but that a link with the regional activities for the disability athletes would be maintained so that these athletes were not disadvantaged.

SM will write to Jackie, to advise her that Louise Hughes will attend the regional disability committee meetings to provide a link between the county and the region. The next regional meeting is scheduled for 24th January 2023. Louise will provide a communication channel only.

SM

23/12.4 Diving: Committee suspended

IM reported that Derek Beaumont is still coaching at Beaumont Diving Academy, and is still active regionally and nationally too, despite reaching the age of 90 this month.

23/12.5 Swimming committee 24.11.22: Minutes received and noted

23/12.5.1 Event Management Group meetings have continued for the organisation of the County Swimming Championships which begin on 21st January 2023.

23/12.5.2 It was noted that Sara Matthews has taken on the role of Open Water Manager. A Masters Manager has still to be identified.

23/12.5.3 The selection policy for the county team to compete at the National Inter-County Team Championship was provided for information.

23/12.5.4 BT provided a list of the athletes who had been part of the Hertfordshire team at the National Inter-County Team Championship in October 2022. The recommendations for half colours and full colours, as appropriate, were agreed.

23/12.5.5 BT advised that some athletes selected for the Hertfordshire team did not attend the training session, as required, before the National Inter-County Team Championship. Colours will still be given to those athletes however, as the colours are for competing in the Hertfordshire team.

23/12.5.6 The proposals relating to county records were agreed.

The last-verified records as at 2015 will be published, stating that they will not be updated.

County records will be re-based as at 01/01/2023.
These will be produced using the online report from Rankings.

Records will be for Long Course (LC) and for Short Course (SC).

23/12.5.7 It was noted that BT will produce an amended document relating to the criteria for county records.

BT

23/12.6 Water Polo: No committee

IM reported that Peter Mole is looking for someone to take on the role of organising the Hertfordshire water polo competitions, Although not the Water Polo Manager as such, he has organised the league and the knockout competitions for many years.

IM sadly informed the Board that John Martin-Dye had passed away at the beginning of January. Over very many years John had been involved in water polo, both as a player at national and international level, and as the Hertfordshire Water Polo Manager.

23/13 County colours

23/13.1 No other recommendations to be considered, apart from those for swimming, as above

23/14 Hertfordshire Aquatics

23/14.1 BT reported that an outline business plan had been submitted to Oaklands College around the beginning of December. There was no response, but a follow-up in January established that there had been a



change of personnel, and that was the reason for the lack of response. A new Finance Manager was now in post. There was an issue, as incorrect figures had been quoted for rent. This will be corrected.

23/14.2 BT stated that it was now vital that funding for the project was identified. If the funding is available then the college would be onboard. Welwyn & Hatfield Council and St Albans Council will be approached for seed-funding, and with planning permission and funding in place, the build could go ahead.

23/14.3 BT advised that Westminster Lodge Leisure Centre had been booked for the Hertfordshire Aquatics Club 2nd Open Meet on 9th/10th September 2023.

23/14.4 SM reported that the renewal of Club Affiliation for Hertfordshire Aquatics Club had been completed.

Following difficulties in contacting the County Welfare Officer, who had been named as the Welfare Officer for the club, the Welfare Officer of Harpenden SC had agreed to be the named Welfare Officer for the Hertfordshire Aquatics Club.

23/15 Swim England East Region

23/15.1 IM was sad to report that David Robinson had passed away earlier this month, following a short illness. David, who had been involved with the governance of the region since its inception, had been a very active volunteer in many roles in Suffolk, and had been on the regional boards as well. He held the post of regional Records Officer. He was a very active official, and was also involved in the training of officials, including the training of referees at regional level.

23/15.2 IM also reported that Bob Proctor had also passed away this month. Bob, like David, had also been involved with the region at its inception, specifically in the role of Finance Manager.

23/15.3 IM advised that the interviews for a Regional Manager had not had a successful outcome, and that the post has been readvertised. Further interviews had been conducted earlier today.

23/16 Any other business

23/16.1 Following issues with contacting the County Welfare Officer, and concerns about their DBS status and Swim England membership, BT will contact welfare officers in the clubs to try to identify someone to take on the county role. **BT**

23/17 Next meeting

23/17.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 23rd March 2023.