



# Swim England Hertfordshire

(County Association of Swim England East Region)  
President: Mrs Jane O'Brien

## Minutes of the meeting of the Management Board

12<sup>th</sup> October 2023 – online, via Zoom

Present:

Board members:

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

- 23/56 Welcome**
- 23/56.1 The Chairman, Bryan Thompson, welcomed everyone.
- 23/57 Apologies**
- 23/57.1 None – all present
- 23/58 Declaration of conflict of interest**
- 23/58.1 None
- 23/59 Minutes of the meeting on 6<sup>th</sup> July 2023**
- 23/59.1 The minutes were accepted as a true record, subject to the correction of a typo. **SM**
- 23/60 Matters arising from the minutes**
- 23/60.1 Actions are completed, or an agenda item, or as shown below.
- 23/60.2 Minute 23/42.2 Diving trophies return: *Not yet returned* **IM**
- 23/60.3 Minute 23/42.3 HRMC's Trust Registration Service (TRS) – *SL had been advised by Swim England at the end of September that documentation has been drafted and was waiting for sign-off before being sent to National Governing Bodies.* **SL**
- 23/60.4 Minute 23/42.4 Half colours for athletes at National County Team Championships 2022 – *ongoing with Murray Devine* **BT**
- 23/60.5 Minute 23/42.6 Hire charges for AOE equipment – The documents on the website need checking for correctness. It is likely that an amended document needs to be uploaded to the website - *ongoing* **BT/IM**
- 23/60.6 Minute 23/42.8 Email address for county roles – BT to confirm the list and upload to website – *ongoing* **BT**  
Discussion on contacts needed for the clubs – numbers of contacts and their status in the club. *Contacts for clubs to be established and appropriate link shown on website.* **BT/NR**



23/60.7	Minute 23/42.10 Hertfordshire Aquatics constitution and AGM minutes - <i>ongoing</i>	<b>SM/ MBAG</b>
23/60.8	Minute 23/49.1 New club – SM to check affiliation status of Rickmansworth Swimming Club.	<b>SM</b>
23/60.9	Minute 23/51.2 County colours – Nathan Hughes and two water polo players – <i>ongoing</i> Minute 23/51.3 Certificate and colours provision - <i>ongoing</i>	<b>BT/IM/ Murray Devine</b>
23/60.10	Minute 23/52.4 Hertfordshire Aquatics Club AGM minutes - <i>ongoing</i>	<b>SM</b>
23/60.11	Minute 23/54.1 County constitution – review - <i>ongoing</i>	<b>MBAG</b>
23/60.12	Minute 23/54.2 Hertfordshire Aquatics Club constitution – review - <i>ongoing</i>	<b>MBAG</b>
<b>23/61</b>	<b>Ratification of items agreed, via email, since the last Board meeting</b>	
23/61.1	None	
<b>23/62</b>	<b>Correspondence</b>	
23/62.1	SM was sad to report that Dave Cook, the county’s president in 1981, had passed away during the summer. The county and its athletes are indebted to Dave for his work over many, many years, especially for the discipline of water polo. A sympathy card was sent to Dave’s family expressing condolences and acknowledging Dave’s huge contribution to our sport.	
23/62.2	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.	
23/62.3	Swim England East Region has received an application from Beaumont Diving Academy to change its name to Hatfield Diving Club. The county has to advise of any concerns about this. There was no objection to this name change, and SM will advise the region accordingly.	<b>SM</b>
23/62.4	SM reported new Swim England requirements and policies;  23/62.4.1 The Swim England Trans and Non-Binary Policy came into effect in September.  23/62.4.2 There is now a Club Supervision Ratio Policy.  23/62.4.3 From November there will be an Equity, Diversity and Inclusion Action Plan (DIAP) requirement for SwimMark and Club Affiliation, and relevant club personnel will have to attend two free relevant CPD courses.  23/62.4.4 There is now a requirement for the Chairman and the Welfare Officer to attend workshops and complete courses.  23/62.4.5 From January, only those with the required safeguard training and DBS status will be allowed on poolside.	
23/62.5	SM advised that there is to be a results uploader to enable promoters etc to upload results without going through the usual Swim England route. A key code will be provided to the promoter, and the results will appear on rankings within 2-3hrs. This results uploader is currently in the final testing stage.	
23/62.6	SM advised that, in future, Integra will be known as Open Engage.	
23/62.7	The region has asked for contacts for appropriate and interested skills coaches for the regional development programme. BT is dealing with this.	



- 23/62.8 SM has been advised that Dacorum Synchronised Swimming Club proposes to change their name to Dacorum Artistic Swimming Club.

**23/63 Finance**

- 23/63.1 SL commented on the bank balances as at 30.9.23. SL advised that some figures needed correction on the spreadsheet sent to the Management Board for this meeting. SL clarified these corrections and will send an amended version. **SL**
- 23/63.2 SL reported that the Hertfordshire Aquatics Meet showed a profit of approximately £9,000. There were still some outstanding expenses.
- 23/63.3 It was agreed that £5,000 should be transferred to Hertfordshire Aquatics Company.
- 23/63.4 The accounts for Hertfordshire Aquatics Club to December 2022 were presented and agreed.

**23/64 Management Board Advisory Group (MBAG)**

- 23/64.1 Minutes of the MBAG meeting on 22nd June 2023 were received and noted. Matters arising had been covered.
- 23/64.2 Minutes of the MBAG meeting on 27<sup>th</sup> September 2023 were received and noted.

23/64.2.1 There was a proposal from the MBAG to disband the Club Development Group (CDG).

23/64.2.2 There was discussion on the need at present for the CDG.

The development weekend has not taken place for several years now, partly owing to Covid restrictions initially and also because of a lack of support for initiatives which had been provided in recent years. It was felt that, as there is plenty of opportunity for online development and training throughout the year, a specific weekend is not currently required.

Historically the CDG also supported clubs, but Swim England now provides multiple avenues for clubs to access support with running the club and in club governance, including SwimMark and Club Affiliation, so this CDG role has become redundant.

23/64.2.3 It was decided that, for the present, the CDG would be disbanded. If a need arose, the group would be re-instated.

**23/65 County Governance**

- 23/65.1 GH reported on the progress made by the governance 'team'. Responsibilities for various areas had been allocated to individuals in the team (GH/BT/LH and JP).
- 23/65.2 A further meeting is now required to progress further. GH to collate what is already sorted out and distribute to the team ready for the next meeting. **GH**

**23/66 Minutes of committees**

- 23/66.1 Artistic Swimming 13.7.23 Meeting cancelled
- 23/66.2 Club Development Group (CDG) 25.9.23 Meeting cancelled
- 23/66.3 Disability: Committee suspended
- 23/66.4 Diving: Committee suspended



- 23/66.5 Swimming committee 14.9.23: Minutes received and noted. A typo will be corrected. **SM**

It was noted that times from level 4 meets are no longer accepted for entry to the County Swimming Championships.

There was discussion regarding the withdrawal of the county's team from The National Inter-County Team Championships. The reasons behind the withdrawal were clarified by BT. There was no issue with the process as such, and athletes were available, but BT was let down by individuals who had accepted a role and then withdrew, and by the lack of support when clubs/coaches/volunteers were asked to step up to fill the gaps. The athletes had been badly let down and every effort must be made to ensure that this does not happen again.

- 23/66.6 Water Polo: No committee

### **23/67 County colours**

- 23/67.1 No further recommendations received.

### **23/68 Hertfordshire Aquatics**

- 23/68.1 BT reported the continuation of meetings, but progress with the project is rather slow.

- 23/68.2 There is now a third Financial Director at Oaklands College, and there also needs to be a conversation with the Principal regarding his proposals for engagement with the project, as these are not viable from the county's point of view.

- 23/68.3 The business case needs to be revisited, highlighting the selling points, and the design and costs need to be reviewed.

- 23/68.4 The architects are producing a glossy brochure to advertise the project to possible funding bodies.

- 23/68.5 Other potential sites need to be kept in mind, but currently the business case is still built on the Oaklands site.

### **23/69 Swim England East Region**

- 23/69.1. IM provided an update that the region has employed a welfare officer who can be used by the counties and the clubs, rather than having their own officer. The Regional Welfare Officer starts work at the end of October, and can be contacted by clubs or the county to deal with issues. This does not preclude clubs from retaining their own welfare officers who can liaise, if they wish, with the regional officer.

- 23/69.2 Swim England East Region awards - Dacorum Diving Club won the Diving Club of the Year award and Aqualina Artistic Swimming Club won the Artistic Swimming Club of the Year award.

### **23/70 Any other business**

- 23/70.1 IM is working on the committee meeting dates for 2024. **IM**

- 23/70.2 IM reported an increase in the membership at Dacorum Diving Club as a result of diving no longer being available at Luton.

### **23/71 Next meeting**

- 23/71.1 The next meeting of the Swim England Hertfordshire Management Board will be on 18<sup>th</sup> January 2024.

Minutes subject to approval at the next Management Board meeting

