



Swim England Hertfordshire
(County Association of Swim England East Region)
President: Mr Mark Horrod

Minutes of the meeting of the Management Board
9th October 2025

Present
Board members

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)
Mr Jonn Sandon (JS)
Mr Bryan Thompson (BT) Chairman

Also present: Mr Mark Horrod President

25/55 Welcome

25/55.1 BT welcomed everyone to the meeting.

25/56 Apologies

25/56.1 Apologies were received from Greg Coe (GC) and Nicola Rix (NR).

25/57 Declarations of conflict of interest

25/57.1 None declared at this point.

25/58 Minutes of the meeting on 3rd July 2025

25/58.1 The minutes were accepted, subject to the correction of two typos. **SM**

25/59 Matters arising from the minutes

25/59.1 Actions are completed, or an agenda item, or as shown below.

25/59.2 Minute 26/43.2 HRMC's Trust Registration Service (TRS) – *waiting to hear from Swim England* **SL**

25/59.3 Minute 25/43.3 Email addresses for county roles – BT to confirm the list and upload to website – *ongoing* **BT**

25/59.4 Minute 25/43.4 County colours – Nathan Hughes and two water polo players – *ongoing* Certificates and colours provision – *ongoing*. *Presidential signature to be that of the relevant president* **JOB**

25/59.5 Minute 25/43.5 *The 2023 Annual Accounts are not yet back from the independent financial examiner. The 2024 Annual Accounts will be sent to the independent financial examiner. Hertfordshire Aquatics Club Accounts need to be examined.* **SL**



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| 25/59.6 | Minute 25/43.6 Past Presidents' membership – relevant Past Presidents to be contacted in January 2026 – <i>ongoing</i> | SM |
| 25/59.7 | Minute 25/43.8 Regional awards – news item to website - <i>ongoing</i> | BT |
| 25/59.8 | Minute 25/43.9 Conflict of Interest forms for Hertfordshire Aquatics Company – <i>ongoing- to be sent to all Management Board members</i> | SL |
| 25/59.9 | Minute 25/45.5 Numbers of disability athletes in county to be established – contact all clubs about disability athletes, and pool providers and Hertfordshire Sports Partnership about disability groups - <i>ongoing</i> | NR and JH |
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| 25/60 | Ratification of items agreed, via email, since the last Board meeting | |
| 25/60.1 | No items | |
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| 25/61 | Correspondence | |
| 25/61.1 | 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. | |
| 25/61.2 | An invitation has been received to purchase tickets for The One Swim England Summit on Thursday 19 th March 2026. | |
| 25/61.3 | There have been emails with information on various events at Hertfordshire Sports Partnership (HSP).
HSP held a NGB (National Governing Body) Forum in the summer, and a Clubs Conference will take place on 10 th October 2025.
HSP launched a Club Survey in the summer to help shape the support they can give to clubs.
The annual Coach Education Week will take place between Monday 16 th February and Sunday 22 nd February 2026, and this initial contact was to let everyone who wishes to run a course know that these can be arranged with HSP, for delivery at the University or at other venues to suit. The contact was to establish the programme for the week. | |
| 25/61.4 | HSP also advised that 2026 is the Year of Disability Sport & Physical Activity in Hertfordshire. HSP will be working with Herts Disability Sport Foundation to lead and coordinate a year-long campaign to raise the profile of disability sport and physical activity provision. | |
| 25/61.5 | SM also received an invitation to participate in the Hertfordshire Community Sport Audit 2025. The audit will look at the provision of sport and physical activity opportunities which support young people who face disadvantage, may be vulnerable and at risk of exclusion or criminality/violence. | |
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| 25/62 | Finance | |
| 25/62.1 | The bank balances sheet as at 30.9.25 had been circulated. | |
| 25/62.2 | SL advised that a 32-days' notice deposit account has been opened with 1.9% gross interest paid daily. | |
| 25/62.3 | SL reported that there is a substantial amount in the Hertfordshire Aquatics account because of received entry fees. There will be expenditure to deliver the meets. | |



- 25/62.4 Bank charges will apply from December on some accounts and SL is therefore trying to manage the accounts used.
- 25/62.5 SL advised that membership numbers are down slightly from last year.
- 25/62.6 SL has confirmed to Swim England the Swim England Hertfordshire fees for 2026.

25/63 Management Board Advisory Group (MBAG)

- 25/63.1 Minutes of the MBAG meeting on 25th June 2025 were received and noted.
- 25/63.2 Minutes of the MBAG meeting on 30th September 2025 were not yet available.

25/64 Funding proposal

- 25/64.1 A funding proposal was received from BT to increase the development of coaches of all disciplines.
- 25/64.2 It was proposed that commencing on 1st January 2026: -
 - 1. The county funds 50% of the cost of an assistant coach course, based on one course per club per calendar year.
 - 2. The county funds 50% of the cost of a coach course, based on one course per club per calendar year.
- 25/64.3 The proposal was agreed.
BT will advertise this funding opportunity to the clubs

BT

25/65 Open Water Development

- 25/65.1 The Swimming Committee had received a proposal from the Open Water Manager, Jeremy Irvine, for the setting up of a Hertfordshire Open Water Swim Squad.
- 25/65.2 Its stated purpose is to make the sport accessible to clubs currently unable to support open water swimming and to bring together like-minded swimmers for a varied training environment, enabling them to train with others of similar pace and ability.
- 25/65.3 Weekly Saturday morning training sessions are proposed from mid-May 2026, with no cost to the athletes, other than entry fees for the venue used.
- 25/65.4 The squad would not be aligned with any specific swimming club, ensuring inclusivity for all Hertfordshire club swimmers and would provide a safe, friendly environment where swimmers can experience the excitement of open water swimming.
- 25/65.5 It was agreed that the Hertfordshire Open Water Swim Squad will be set up.

25/66 Minutes of committees

- 25/66.1 Artistic Swimming committee 10.7.25: Minutes received and noted.
IM reported that a grading day had taken place last weekend.



25/66.2 Disability: Committee suspended

25/66.3 Diving: Committee suspended

IM reported that the Beaumont Team Challenge will take place next weekend and all the county clubs are taking part. Brocket continues to make progress

25/66.4 Swimming committee 29.5.25: Minutes received and noted

Swimming committee 4.9.25: Minutes not yet available

25/66.5 Water Polo: No committee

IM reported that the annual junior competition took place at the beginning of September at Letchworth. As always it was a good, well-supported event.

The Inter-Regional competitions and National Age-Groups competitions will be taking place over the next few months, with players from the county involved.

Jackie Spinks (Hitchin SC) has been appointed as the Swim England East Region Water Polo Manager.

25/67 County Governance

25/67.1 Swim England Hertfordshire's certificate for compliance with the County Governance Code expired at the end of April 2025. The submission for renewal was made in March/April but has only just been reviewed. Three sections were approved, and four sections are under review.

BT/LH

25/68 County colours

25/68.1 JOB reported that there is a large box of colours ready for distribution and presentation.

25/68.2 Following the great performance by the team at The National Inter-County Team Championships full/half colours, as appropriate, will be awarded to our county athletes.

25/68.3 There was a discussion about recognition of service to the county. Officials are eligible for long service awards, but there is no county award for other volunteers, such as non-technical poolside volunteers, team managers and coaches, for long or significant service.

JP will produce a document from the current Long Service Award criteria document, so that other volunteers can be recognised.

JP

25/68.4 Further to the subject of recognition, the Management Board congratulated Louise Fiddes (Hatfield) and Grace Harvey (Hoddesdon) for their magnificent achievements at the World Para Championships in Singapore.

Louise received a bronze medal in 200m butterfly, and Grace won the bronze medal in 200m individual medley and the gold medal in 100m breaststroke. Grace was the flag bearer for the GB team in Singapore, and is currently the Paralympic, World and European champion for 100m breaststroke.



25/69 One Swim England Summit

- 25/69.1 There was discussion about the county having a representative at the One Swim England Summit which is on 19th March 2026 at The Vox, Birmingham. JP offered to attend on behalf of the county.
It was suggested that the Summit could also be of benefit to a representative from Artistic Swimming and a 'county swimming coach'.

BT/SM

25/70 Hertfordshire Aquatics

- 25/70.1 BT reported that the focus at the moment is trying to find funding. Plans for the pool are in place, but the funding needs to be secured to enable a realistic approach to finding a site for the project.
- 25/70.2 Ways to raise the funds have been thoroughly discussed and one of those is to make Hertfordshire Aquatics an incorporated charitable organisation. Gift Aid, matched funding and living wills have been considered.
- 25/70.3 Partnerships are also being explored – for example AP Racing and GLL – with the proviso that the pool would be under the control of the county.

25/71 Swim England East Region

- 25/71.1 IM reported that, as part of a complete re-organisation, all Swim England staff were given 45 days' notice at the beginning of September. The regional staff are not included in this. The Swim England staff were asked to reapply for the jobs which will remain after the reorganisation.

The reorganisation is partly to address the issue that the numbers of athletes is currently diminishing, so income is down, and staff numbers are high.

The regional staff could potentially be affected by the reorganisation, as the Regions may well be asked to pick up some of the jobs currently covered centrally.

- 25/71.2 Regions are being asked by Swim England to encourage all clubs to complete the Club Health Tracker. In Swim England East Region only 20 of the 138 clubs have completed the tracker.
- 25/71.3 SM reported that Swim England East Region held a Welfare Officer and Chairman's Conference in September. It was a very successful and informative event, but sadly the uptake for this free opportunity to upskill and share information was not taken up by very many of the Welfare Officers and Chairmen of Hertfordshire clubs.

25/72 Any other business

- 25/72.1 BT advised that he will be ordering hats for the County Swimming Championships and is giving consideration to suppliers and to designs.
- 25/72.2 JP advised that 30 officials from across the Swim England East Region had attended a course run by David Metcalf, giving information about the process for upskilling from J1 to J2.

JP advised that a J2S session is being put together to support officials who will be acting as referees.



25/72.3 IM raised the issue of the name for the county which was used by Swim England at the National Inter-County Team Championships at Ponds Forge. On the scoreboard the county name was shown as SE Herts whereas the other counties were given their correct full county name. IM said that this had come about because Hertfordshire was the first county to rebrand as Swim England Hertfordshire instead of Hertfordshire ASA. Efforts will be made to ensure that the county is given its correct full county name in future.

IM

25/73 Next meeting date

25/73.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 15th January 2026.