

Swim England Sport Operations Committee

Minutes of the meeting held 15 January 2019
SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present: Neil Booth Chairman
Ian Mackenzie Board Director
Emma Griffin Operations Director
George Wood Sports Development Director
Damien Stevenson Insight and Partnerships Director
John Hidle Regional Chairs Representative
James Boucher Swim England Member
Pippa Jones Swim England Member

Staff: Ali Sibcy-Allen Senior Administration Officer

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group.

1.3 Apologies

Sue Smith – Board Director

Alex Harrison – Swim England Member

Jon Glenn – Learn to Swim & Workforce Director

1.4 Declarations of Interest

Ian Mackenzie – National Swimming League, Institute of Swimming

James Boucher – Sits on masters committee

2. Items for Decision

None

3. Items for Discussion

3.1 Actions arising from previous meeting

Min 3.3: British Swimming are developing a similar proposal. EG to meet with Jack Buckner to identify the feasibility of linking into what they are doing and/or any key learnings.

Min 3.4: Board agreed to follow the recommendation. Certificate review in progress.

Min 3.5: The proposal has further developed and an external facilitator has been contacted with a view to engaging with operators and clubs separately before bringing them together. It is hoped that an external, independent facilitator will help to fully engage both clubs and operators. As part of the

engagement longer term it is recognised that counties and regions will need to be included in discussions.

It was noted that resources for delivery will need to be monitored as the project grows.

A number of national operators have been identified for initial engagement with an awareness that this will need to incorporate smaller operators moving forwards. The clubs for this first consultation have also been identified, with swimming being the main focus to start.

Min 3.7: positive progress has been made and a paper will be submitted to the March SOC meeting to include costs and the project plan which will have been developed with the agency who will be delivering. A two stage delivery process is now favoured with delivery at regional championships during spring 2019 and rollout to clubs during autumn 2019.

3.2 **Review of Certificate of Swimming Disability**

Paper submitted to discipline leads for artistic swimming, diving and swimming. Responses have been received with a revised document to be produced. The rule exemption documentation is to be finalised for swimming before the other disciplines and the development team review for relevance for the individual disciplines.

3.3 **Hall of Fame**

Queries were raised relating to the inclusion of 'volunteer' within the Hall of Fame as there is already a Volunteer Awards. A discussion followed during which it was agreed that the volunteer criteria would remain but it should highlight the requirement for the nominee to have done something remarkable. It was reiterated that there would be no requirement to induct individuals in each area or discipline every year.

It was advised that British Swimming are also developing a Hall of Fame and consideration was given to how the Swim England version would be different with contribution to the sport considered to be the defining criteria not just performance. Additionally, it was proposed that being inducted to the British Swimming Hall of Fame would not preclude an individual being inducted into the Swim England Hall of Fame providing they have contributed to the development of the sport. Agreement was given to remove 'performance' from the athlete category title.

Further information on the British Swimming process was deemed necessary to confirm if they are purely focussing on performance and whether they would be including all disciplines. EG is meeting with Jack Buckner to discuss.

Clarification was given for the nomination process. Following discussion it was determined that Swim England can add to nominations if information is missing to ensure that the most complete nomination is submitted to the panel for consideration.

Suggestions for the composition of the panel and the format of the Hall of Fame were tabled for consideration.

EG to review paper following discussions and circulate to SOC for agreement.

3.4

Discipline Management Groups

Liaisons have made contact with the Management Groups and have attended, or arranged to attend, meetings. It was requested that the minutes from each Discipline Management Group meeting are circulated to SOC members.

The Discipline Management Groups are to be encouraged to set an annual meeting programme as is customary for the Board and SOC with the highest priority being the meeting with the regional representatives.

A meeting is to be arranged between the Discipline Management Chairs, SOC liaisons and key SE personnel to discuss the management of the disciplines and expectations from both sides, along with providing clarity on budgets.

Sub-committees of the Discipline Management Committees were considered as swimming are looking to create an open water committee. It was agreed that the Management Committee would determine the form and function of the sub-committee with SOC having a requirement to see the TORs and membership.

It was advised that Sue Smith had agreed to be liaison for the Club Management Group.

4.

Items to note

4.1

Coaching Register Update

The link between OMS and Integra is working, with the relevant fields being populated via the coach's name and information relating to DBS certification, safeguarding status and qualification level being imported to Integra. The system is live with communication sent to club secretaries to update the OMS details for their club before 31 March 2019. Following this coaches will be able to access the system to confirm the information held on them is correct. Where information or certificates are missing secretaries and coaches will have an ability to submit evidence of these.

The benefits of the register were highlighted. EG agreed to distribute the document provided to clubs to SOC members.

4.2

Membership Review Update

Background information was provided on the purpose of the review and that membership was not just being considered in a traditional sense but extending the current reach and revenue.

Details of the review were given highlighting the four key areas being looked at (club, workforce, LTS, mass) and the format of the review, including the proposal to be submitted to SOC for feedback. It was noted that some areas will have a greater potential and be more achievable than others as well as requiring differing levels of investment.

Confirmation was given that consultation with the sport will need to occur following internal processes and that an understanding of our members should underpin some of the review.

4.3

Minutes of the meeting held 20 November 2018

The minutes were agreed as an accurate record of the meeting.

4.4

Minutes of the Swim England Board Meeting held 11 December 2018

No matters on the minutes were raised.

5. Any Other Business

5.1 International influence: The Swim England CEO has asked SOC to consider how individuals are identified and put forward to be considered for roles within International sporting organisations. A meeting is to be arranged with British Swimming to understand their process and see if SOC can link in with this.

5.2 SE/ASA on website: There are a number of links on the website where ASA needs to be replaced with SE. SOC are to take ownership of these and report links to a central point to enable these to be updated. Links should be sent to Ali Sibcy-Allen to pass on to relevant department.

5.3 Online hosting of meeting papers – thoughts to be fed back to AS-A.

5.4 AGM and Presidents Dinner for 2020: Provisional date 16 May 2020

5.5 Masters membership review needs to be in place in preparation for this year – low level competition, NB to determine process for review.

5.6 Any requests for further agenda items to be sent to Ali Sibcy-Allen.

6.1 Future Meeting Dates

Tuesday 12 March 2019

Tuesday 7 May 2019

Tuesday 9 July 2019

Tuesday 27 August 2019

Tuesday 26 November 2019