

Swim England Sport Operations Committee

Minutes of the meeting held 3 March 2020

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present:	Neil Booth	Chairman
	Joan Wheeler	Board Director
	George Wood	Sports Development Director
	Damian Stevenson	Insight and Partnerships Director
	Jon Glenn	Learn to Swim & Workforce Director
	John Hidle	Regional Chairs Representative
	Ian Mackenzie	Swim England Member
	Alex Harrison	Swim England Member
	Pippa Jones	Swim England Member
Staff:	Josh Hardy	Head of Campaigns and eCRM (item 3.3 only)
	Ali Sibcy-Allen	Senior Administration Officer

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group, extending a welcome to Joan Wheeler the new SE Board representative.

1.2 Apologies

Emma Griffin – Marketing, Communications and Operations Director
Jim Boucher – Swim England Member.

1.3 Declarations of Interest

Ian Mackenzie – National Swimming League, Institute of Swimming.
Joan Wheeler – Provided one of the HF / AHT nominations.
Alex Harrison – Leisure Operator employee.

1.4 Actions arising from previous minutes

1.4.1 Overseas Membership: Following the meeting a pilot process is being progressed with Hamilton Aquatics in Dubai for both accreditation and affiliation. There is still a need to determine full requirements and what overseas clubs will receive from Swim England.

1.4.2 Webinars and Podcasts: Further investigations required into the possibility of hiring equipment.

Action: AS-A to continue looking into recording of seminars.

1.4.3 DiSE: Confirmation was given that Loughborough College will deliver the DiSE programme from September 2020 following an assessment of submissions from

five applicants. Next steps are to progress with the transition to the new programme. Discussions have taken place with the Regions and it is likely that some will invest in a joint role related to DiSE and improving talent pathways.

Sport England applications for DiSE places closes mid-March and these are being completed in conjunction with the Talent leads. It is noted that there is likely to be greater competition for places moving forwards across all sports and we will need to apply for these on an annual basis.

- 1.4.4 Volunteer Reward & Recognition: The Volunteer Awards date was confirmed to be Saturday 14 November 2020. Following revisions to the nomination process in 2019 there was a greater number of nominations received of a higher quality.

The meeting agreed that there should be an assessment of the different awards made by Swim England to ensure a joined-up approach (to include the Harold Fern and AH Turner awards).

Action: GW speak with Emma Griffin and Claire Coleman to progress this matter.

- 1.4.5 Discipline Rule Updates: Following the 2020 AGM, NB to liaise with Rules Committee to determine process for rule updates and incorporation into the handbook.

- 1.4.6 Discipline prompt cards: Identified as being linked to a number of items relating to safety and being positioned with the Health and Safety Forum. Part of ongoing work programme.

- 1.5 **Minutes of the meeting held 14 January 2020**
The minutes were agreed as correct.

2. Items for Decision

2.1 Harold Fern and AH Turner Award Winners

All received nominations were considered with winners determined.

Action: NB to advise the Board of the winners.

2.2 Judicial Complaint Fees

It was noted that the fee structure surrounding the judicial appeals system has not been reviewed for 17 years. Following considerable discussion, a majority recommendation was reached to propose to the Judicial Management Group (JMG) an increase in the fees in line with business costs and the rate of inflation.

The revised fees were increased to:

Regulations 110.1.2 – 110.1.4 to increase to £75.

Regulations 110.1.6 and 110.1.7 to increase to £200.

It was advised that a review of the judicial process is underway and an update on progress would be requested and circulated to SOC members.

As part of the recommendation it was suggested that the increase to the fees should be implemented from 1 January 2021, to enable the judicial process review to be completed before then.

It was proposed that moving forwards the Judicial Management Group should review the fees on an annual basis.

Action: NB to propose fee changes, with an implementation date of 1 January 2021, and identify and circulate the progress made with the review.

3. Items for Discussion

3.1 Leadership Group Updates

The SOC Liaisons for the Discipline Leadership Groups tabled their update reports with a short discussion on each discipline following.

It was agreed that further consultations were needed to consider the working feasibility of the TORs across the disciplines.

Action: NB to liaise with GW to discuss Discipline Leadership Groups.

As part of the Water Polo update it was requested that a dormant Water Polo trophy to be identified for the BWPL Champions Cup. It was agreed that this would support co-operation between BWPL and Swim England and that attempts to identify a trophy should be made.

Action: AS-A to investigate dormant Water Polo trophies.

An update on the Club Leadership Group was given, advising that the TORs have since been agreed and that Neil Booth would become the SOC liaison for this group. The role of the regional representative will be discussed at the next meeting following which an update will be distributed to the Regional Chairs, in addition to requesting their representatives.

3.2 Membership Update

The update provided by Gaby Hay (Head of Membership Development) was noted. Questions were raised regarding the individual membership with confirmation provided that this principle will sit separately from club membership.

There was agreement that consideration needs to be given to the benefits offered to both club and individual members and to maximise Cat 3 opportunities.

3.3 Tokyo Clubs Update

Josh Hardy (Head of Campaigns and eCRM) joined the meeting for this item.

JH presented an update on the Tokyo campaign and how key moments will be built upon to publicise the aquatic sports at both a local and National level. There are three key elements to supporting the campaign;

1. Club finder: being developed to ensure it fits requirements
2. Club toolkit
3. Sharing club stories (e.g. first coach, first club etc)

Confirmation was given that assets will be futureproofed to ensure usability moving forwards.

JH advised that the toolkit will be provided to clubs, counties and regions, and that the success of the campaign is dependent on their engagement.

A request was made to engage with clubs in advance to ensure they are prepared for the potential level of contact they may receive, and have the capacity to engage with new members.

4. Items to note

4.1 Masters Swimming Events

Following an allowance for Cat 1 members to compete at the Inter-County Championships, the Membership Department has compiled four years of data which is being passed on to the SLG for their consideration of how to manage masters competing as Cat 1 members in competitions requiring Cat 2 membership.

The number of individuals competing on a Cat 1 membership has reduced but it is still an issue, especially as this cannot be checked during entry.

The SLG will be asked to review the definition of 'low level competition' for Masters events to assist all concerned and provide or confirm clarity of the requirement.

Action: NB to liaise with SLG.

4.2 Improving Club and Leisure Operators, Council Relationships

A significant amount of progress has been made and the supplied paper outlined the chapters of the guidance which will be made available to SOC members in due course.

A commitment was made to provide a more rounded update at the May meeting and to circulate the draft guidance in advance.

Action: DS to provide update at May SOC meeting.

5. Any Other Business

5.1 Acknowledgement was provided that Swim England have circulated Coronavirus guidance to both clubs and events encouraging them to monitor Government public health information.

As Coronavirus is a known risk it sits outside of the insurance policy and so clubs and events are required to make their own arrangements as Swim England have no responsibility for incurred costs.

5.2 Water Polo Low Level Competitions: description did not match with intention and so members of WPLG have been contacted to confirm new description. Requested that approval for this is gained from SOC members via email.

Action: AS-A to circulate wording to SOC members for approval via email once received.

5.3 Coaching and Teaching Register: 9,300 individuals are now registered but a notable number still have DBS information missing or expired. On 10 February approximately 825 records did not have the necessary DBS information and they will be contacted to advise that they are not recognised to coach in a Swim England regulated environment (e.g. a club).

There are approximately 4,500 safeguarding records missing, work is being completed with the Regions as it is known some individuals have completed safeguarding training but it is not uploaded.

An update will be provided to the Swim England Board on 23 June 2020 at which point next steps will be agreed.

- 5.4 Sport Development Directorate Plan: An outline plan for the sport for 2021-25 is to be brought to the SOC meeting in May. It is intended that once this is agreed all disciplines and functional areas will develop sub-plans that connect to the overall plan, giving a clear direction for the sport over the next four years.

Action: GW to present plan at May SOC meeting.

6. **Future Meeting Dates**

Tuesday 5 May 2020

Tuesday 14 July 2020

Tuesday 8 September 2020

Tuesday 17 November 2020