

Swim England Sport Operations Committee

Minutes of the meeting held 5 May 2020, via Zoom

Draft minutes subject to approval at the next meeting

Present:	Neil Booth Ian Mackenzie Alex Harrison Pippa Jones Jim Boucher Joan Wheeler John Hidle Emma Griffin George Wood Jon Glenn	Chairman Swim England Member Swim England Member Swim England Member Swim England Member SE Board Representative Regional Chairs Representative Operations Director Sports Development Director Learn to Swim & Workforce
Staff:	Gaby Hay Ali Sibcy-Allen	Head of Membership Development Senior Administration Officer

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group, noting the surreal surroundings and welcomed Gaby Hay to the meeting.

1.2 Apologies

Damian Stevenson

1.3 Declarations of Interest

Ian Mackenzie – National Swimming League
Alex Harrison – Employee of leisure operator

1.4 Actions from previous meeting

1.4.1 Webinars: 2020 AGM has been cancelled, will be considered for 2021 AGM.

1.4.2 Volunteer Reward and Recognition: Not yet been considered due to management of COVID-19 requirements taking precedence.

1.4.3 HF and AHT Awards: Board notified along with winners. Virtual presentations will be made during Volunteers Week.

1.4.4 Judicial Complaint Fee: Recommendations presented to JMG, who further increased the initial fee. Proposal to be made to SE Board.

1.5 Minutes from previous meeting

The minutes were agreed. It was noted that progress on the Coaching and Teaching Register is progressing with many online CPD opportunities being undertaken although some elements have not moved forwards due to the current pandemic.

2.

Items for Decision

2.1

2021 Membership Fees

Gaby Hay was introduced to SOC members and provided an overview of her work programme before presenting a brief overview of the Membership Fee Proposal document.

GH advised members that having processed the majority of renewals prior to March, SE are in a strong position noting that further income will be heavily dependent upon when pools are able to reopen. Two proposals were discussed, to either maintain current membership fees for 2021 or to increase in line with the rate of inflation.

A discussion ensued to note that contact from clubs and members has been minimal with the current online content being provided by SE being pro-active and comprehensive.

It was agreed that, at the present time, SOC would recommend freezing membership fees at the current level for 2021, recognising that following future Government updates this may need to be reconsidered in advance of the Board meeting. Members agreed that should the Government advice change following the Board meeting the proposal could be altered if deemed necessary.

Action: GH to monitor situation and submit proposal for June Board meeting.

Discussion turned to the fees charged by regions and counties and gaining their support in maintaining current fees. Agreement was given that should SE maintain fees for 2021 all counties and regions would be strongly encouraged to do so as well. It was requested that JH discussed this with the Chairs at their next meeting.

Action: JH to liaise with Regional Chairs over maintenance of 2020 fees for 2021.

The notion of a reduced membership fee for individuals joining from October onwards was dismissed and confirmed as not being a consideration, especially in the current environment.

2.2

Discipline Leadership Group report frequency

Members agreed that the updates provided at the last meeting were beneficial and provided a useful insight across all disciplines. Agreement was given that moving forwards a standing agenda item for a verbal update from all liaisons on the governance of each group would be valuable.

Action: AS-A to add a standing item to future agendas

3.

Items for Discussion

3.1

COVID-19 actions update

Details of the organisation's response to the present situation, provided by Jane Nickerson, were provided to members.

Further updates were provided by SLT members to advise actions that have been completed within their specific departments alongside what is currently being produced to enable the sport to function when restrictions are eased.

Acknowledgement was given that it will be a difficult time across the industry as a whole, with operators and clubs experiencing challenges which will likely impact on SE. Following advice that some school pools are potentially not going to reopen after the pandemic JG asked for any details to be sent to him to follow with the DFE.

Action: details of any school pool unlikely to reopen to be passed on to JG.

3.2 **Sport Development Directorate Plan**

GW presented the background to the overarching plan for the development of the sport between 2021-25 and how discipline specific plans contribute to this. The objectives within the plan were noted to be broad enough to enable discipline specific plans to be developed.

It was agreed that it is important for the leadership groups to be involved in developing the discipline specific plans to ensure the plan reflects their aspirations and how they are looking to grow the discipline within the bigger picture.

An overview of the proposed timescales was provided, identifying that information would be circulated to the Leadership Groups during June, with a three month period for completion.

Action: GW to circulate paper for feedback to SOC members.

3.3 **Improving Club and Leisure Operators, Council Relationships**

GW presented an update on behalf of DS.

Work completed prior to lockdown with clubs, operators and Councils had identified that many issues stemmed from a lack of mutual understanding and the framework being developed will aim to provide a checklist guide for effective discussions.

To support the reopening of pools and access to water for clubs, it was noted that it would be logical for social distancing guidelines to be included within the framework.

It was recognised that the framework can only be guidance for all parties.

4. **Items to note**

4.1 **SE Board Updates (1 April and 22 April 2020)**

4.1.1 A brief update on the increased frequency of Board meetings was given, highlighting that these are focussed on business sustainability and organisational stability moving forwards.

5. **Any Other Business**

5.1 There was no AOB.

6.1 **Future Meeting Dates**

Tuesday 14 July 2020

Tuesday 8 September 2020

Tuesday 17 November 2020