

Swim England Sport Operations Committee

Minutes of the meeting held 17 November 2020, via Zoom

Draft minutes subject to approval at the next meeting

Present:	Neil Booth Joan Wheeler (JW) Ian Mackenzie (IM) Alex Harrison (AH) John Hidle (JH) Pippa Jones (PJ) George Wood (GW)	Chairman Swim England Board Member Swim England Member Swim England Member Regional Chairs Representative Swim England Member Sports Development Director
Staff:	Ekaterina Boyd (EB) Claire Coleman (CC) Ali Sibcy-Allen (AS-A)	Head of Events Head of Development Operations Administration Manager
Invited:	Ben Gregory (BG)	Chair of Youth Advisory Panel

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chair welcomed the group, introducing Ben Gregory, Ekaterina Boyd and Claire Coleman.

1.2 Apologies

Emma Griffin (MARCOMMS & Operations Director)
Jon Glenn (Learn to Swim and Workforce Director)
Jim Boucher (Swim England Member)

1.3 Declarations of Interest

Alex Harrison – Leisure Operator

1.4 Youth Advisory Panel presentation

An overview of the background of the Youth Advisory Panel (YAP) was provided with details of past, present and future projects highlighted. Links between YAP and SOC were given, along with detailing the mutual benefits of the groups linking more closely.

Following the presentation two questions were posed to members:

- Should the inclusion of a YAP member be considered for SOC.
- Whether the LG's should have YAP representation.

Following discussion it was agreed to welcome BG as an invited member of SOC for six months. The benefit to both will be reviewed following this and a decision made on the constitution of SOC moving forwards.

With regards to the LG's, it was agreed that the Chairs would be requested to consider the inclusion of YAP members. The predominant aim would be to introduce the voice of young people as opposed to providing sport knowledge or being an athlete representative.

BG was thanked for his presentation and invited to stay for the remainder of the meeting.

1.5 Declarations of AoB

- Promoter / Safety
- Classification

1.6 Minutes from previous meetings:

1.6.1 8 September 2020

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

1.6.2 6 October 2020

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

1.7 Actions from the meeting held 8 September 2020

1.7.1 All actions were completed.

1.8 Leadership Group Updates

It was noted that following the updates in October and given the current situation there was unlikely to be significant updates.

- Swimming: Over 10,000 individuals had competed in Level X prior to lockdown.
- Diving: Development of Level X programme started, expected to launch early 2021.
- Water Polo: Norman Leighton returned from furlough. Looking to develop a Level X offer within the challenges presented by a team sport/invasion game.
- Artistic Swimming: Also looking at how Level X can work.
- Clubs: Working on merger documentation and supporting Stronger Affiliation.

2. Items for Decision

2.1 Club Leadership Group Terms of Reference

Following the SE restructure the requirements for group members was opened up to include staff members. All regions are engaged with the group and have submitted the names of their representatives.

The Terms of Reference were agreed.

2.2 Youth Advisory Panel Terms of Reference

Following some discussions on the constitution of the YAP and the recruitment of members the Terms of Reference were agreed, subject to the rewording of specific points to provide clarification.

3. Items for Discussion

3.1 Financial impact of Swim England Events

EB highlighted the key points of all areas of the report, including both expenditure and income. It was noted that the most expensive budget items relate to volunteer expenses and venue hire with income streams being minimal. Whilst it is accepted that both of these items are critical to the hosting of national competitions, those items, together with all budget headings need to be addressed in order to reduce costs but retaining an acceptable presentation of events.

Following a lengthy discussion around the expectations of the level of delivery of National level events and other potential cost saving methods, it was agreed that to move forwards the LG's are to consider their discipline competition programmes from 2021 based on the needs of their specific membership, but in line with some national guidance.

Members gave a consensus of delivering fewer National level events while maintaining acceptable delivery standards.

Action: EB, GW and NB to produce guidance for LG's. To be circulated to SOC for agreement before going to LG's

3.2 Volunteer Expenses

JW outlined the distributed report, reiterating the group was set up due to the current financial challenges. It was advised that the volunteer package offered by SE was generous within the sector and the associated cost is prohibitive moving forwards. Recognition was given to volunteers being essential for the sport and the delivery of competitions but that the development of a policy would enable costs to be reduced and provide significant savings to the organisation.

JW was thanked for the work completed so far, alongside AH and IM.

Action: NB to meet with JW to discuss next steps for progression.

3.3 Stronger Affiliation update

An update on the current status of clubs going through the process was given, although it was acknowledged that these numbers are continually updating. CC informed members that workshops are being held to support the process and targeted communications to clubs who have not yet engaged will be rolled out.

Questions were asked about the Teaching and Coaching Register and the number of individuals who had not got safeguarding records. The staff team are looking at this matter.

There was discussion around how clubs that have not achieved stronger affiliation will be supported. GW highlighted that whilst there will be support for clubs to achieve stronger affiliation after the deadline of 1st December this is intended to capture those that require extra support rather than being an "extension". The current plan is that those clubs will not have access to OMS until stronger affiliation has been achieved – this in effect means they cannot pay their membership fees. There was agreement to continue with this approach although final details will need to be agreed by the Swim England Board as ultimately they are accountable for the organisational finances.

Agreement was given that in situations where clubs are suspended, the membership team will need to work closely with the applicable Region, who will

have ultimate say in suspending and reinstating clubs with SE communicating on behalf of Regions.

Action: CC to develop process document for suspension and reinstatement of clubs.

4. Items to Note

4.1 2021 Meeting Dates

Meeting dates confirmed as:

Tuesday 19 January

Tuesday 16 March

Tuesday 18 May

Tuesday 13 July

Tuesday 14 September

Tuesday 16 November

Interim meeting dates were agreed as:

Tuesday 15 December 2020

Tuesday 9 February

Tuesday 13 April

Meetings will commence at 10am.

4.2 General update on current position

Members were advised that almost all staff were now on some level of furlough leave, including SLT.

Communications to the membership are being prepared to highlight what has been achieved during 2021 and their importance in this. Early 2021 communications are to be developed to promote the benefits of being a member.

4.3 Regional Agreements – update on progress

A template Regional Agreement is being developed to clarify both national and regional roles and responsibilities for the delivery of the sport and the wider relationship. The document has been created to produce a clear “line of sight” from national strategy to local delivery.

The agreement is building on a collaborative way of working, with the template agreement having been developed by Swim England staff and Regional Chairs and to be discussed at the upcoming RC meeting. The plan is that the template will be the basis for a tailored agreement between Swim England and each Region.

4.4 Talent – proposed activity for early 2021

All international and domestic camps have been postponed at present outside of the elite return to training activity. As they re-emerge, measures will be taken to mitigate covid-transmission risk for example domestic camps likely to return as a single day events initially.

International travel will be prioritised to senior events with an Olympic, Commonwealth Games or European focus, all dependent on government restrictions.

Online activity will continue with consideration given to how much online activity athletes are able to manage.

All talent activity will be reviewed on a frequent basis, likely quarterly.

5. AOB

- 5.1 Classification: Requested to invite Martin Lees to the next meeting to update on the Para-swimming classification process.

Action: GW to invite ML to January SOC meeting

- 5.2 Safety / Promoter: identified in the handbook that the LG's act as the promoter for National Events but this creates an anomaly as the promoter needs to be a person due to the responsibilities of the role. Proposed that LG's will hold overall responsibility but will nominate an individual either by name, or role title.

Action: NB to circulate proposed revised wording to SOC members for comment

- 5.3 LG TOR review: These will be being sent to discipline chairs for review, along with role description and TOR of SOC liaison.

Action: NB to liaise with LG Chairs