

# Swim England Sport Operations Committee

Minutes of the meeting held 12 May 2022, via Zoom

**Draft minutes subject to approval at the next meeting**

**Present:**

Joan Wheeler (JW)	Swim England Board Member (Interim Chair)
Ian Mackenzie (IM)	Swim England Member
John Hewitt (JHe)	Swim England Member
Keith Munday (KM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
Ben Gregory (BG)	YAP Chair
George Wood (GW)	Sport Development Director
Jon Glenn (JG)	Learn to Swim and Workforce Director
Rebecca Cox (RC)	Swim England Business Engagement Director & Institute of Swimming Managing Director

**Staff:**

Ali Sibcy-Allen (AS-A)	Operations Administration Manager
Emma Langham (EL)	Membership Services Manager
Rachel Bayley (RB)	Head of Performance Operations

**Invited:** Ellie Conway (EC) YAP Vice Chair

**Min No:**

**1. Standing Items**

**1.1 Chairman's welcome**

JW welcomed members to the meeting.

**1.2 Minutes silence for Pippa Jones**

IW spoke in memory of Pippa Jones and her service and commitment to the sport. A minutes silence was held.

**1.3 Introductions to new members**

John Hewitt, Keith Munday and Ellie Conway were welcomed to the meeting with SOC members introducing themselves and their roles. JW clarified that she would be looking at the appointment of SOC representatives on the leadership groups and talking to the four members concerned.

**1.4 Apologies**

Neil Booth, Alex Harrison.

**1.5 Declarations of Interest**

Noted all members would have an interest in Item 2.1 – 2023 Membership Fees.

**1.6 Minutes from previous meetings:**

1.6.1 29 March 2022: The minutes were accepted.

## 1.7 **Actions from previous meetings**

- 1.7.1 Item 3.3 – Water Depth Guidance: Since the issuing of the guidance, a number of concerns had been received from affected clubs. Conversations are ongoing with the SLG chair to clarify the extent of the concerns and to explore what support could be provided to clubs and other organisations. Lessons have been learnt regarding the communication of new guidance moving forwards.

It was advised that officials have not yet received the documentation, JG advised it would be forwarded to Helen Akers (Official's Development Coordinator) to circulate

**Action: JG to forward document to Helen Akers to circulate to referees and other officials.**

Following the meeting a decision was made to review the policy. Circulation to officials and referees will be completed following the confirmation of the finalised policy.

SOC discussed the sharing of risk assessment data and incidents in a confidential manner to enable more comprehensive risk assessments to be completed by clubs. This was reported to be a potential element of the portal being developed by Howden with GW to follow up progress on its development.

**Action: GW to follow up the development of the risk assessment portal with Emma Griffin and report back to the next meeting.**

- 1.8.2 Item 5.4 – Fees for over 80's: GW to follow up with Gaby Hay and Emma Griffin and provide an update at the next meeting.

**Action: GW to follow up with GH and EG.**

## 2. **Items for Decision**

### 2.1 **2023 Membership Fees**

EL was welcomed to the meeting.

It was advised that annual membership fee increases are traditionally based on the RPI and CPI figures. These figures are currently very high which has resulted in concerns about basing the 2023 fee increase on these levels, noting that clubs are likely to be increasing their charges based on the higher costs they are experiencing.

An overview of SE income was given for the new members to help provide context to the discussion. Further information acknowledging rising costs for SE including staffing, insurance and facility hire was noted.

SOC members agreed that the recommendation to the SE Board would be option 2, an increase lower than the RPI / CPI figures.

**Action: EL to update the report prior to submission to July SE Board meeting**

### 2.2 **Membership conditions update (UKAD)**

RB was welcomed to the meeting.

Members were informed that UKAD and Sport England have implemented changes to the way in which NGBs are required to adhere to the anti-doping framework.

Swim England is required to demonstrate compliance with the framework in its own right whereas previously it could be included under the British Swimming 'umbrella'.

The last element in achieving the framework is to update the Code of Ethics to ensure that an agreement to submit to UKAD testing for 12 months is included within the terms of membership, hence closing loopholes arising from temporary membership, or non-renewal of annual membership. The proposal was agreed by all members.

The achievement of the framework was done on an organisational basis (as opposed to being driven by individual leadership groups) and there is now a Board champion in place along with a working group.

The Leadership Groups will be advised that SE are now compliant and what this means for their sport moving forwards.

**Action: RB to arrange update to Code of Ethics and communicate with Leadership Groups.**

### 2.3 **Transgender panel ratification**

The decision taken by SOC to appoint Neil Booth, Neil Martin (Medical) and Catherine Forshaw (Legal) to a Transgender Eligibility Panel set up under the SE policy to consider an application to compete was ratified.

GW gave an update on the collaborative work being undertaken by a number of NGBs to bring together a consistent approach, advising that, for SE, the CEO is leading on this issue. A report will be brought to SOC in due course.

## 3. **Items to Note**

### 3.1 **Leadership Group updates**

Water Polo: U17 and U19 national age group competitions were very successful. A home nations development competition is to be held later in May to enable the SE squad to participate in European competition. Consideration is being given to how the growth of the sport can be further developed.

Diving: BS events have taken place recently utilising the same volunteers who will also be at SE events. A DLG meeting will be held shortly with the group looking to replace two members following the completion of their terms in office.

AS: noted that two successful face-to-face competitions were held.

Swimming: no update available, the next meeting is due to be held at the end of May.

A request was received for the minutes from the groups to be circulated to SOC.

**Action: AS-A to arrange for the minutes from each leadership group to be circulated to SOC members.**

### 3.2 **Swim England Strategy**

GW provided an update on the progress of the strategy, highlighting that currently data is still being collected and validated, which will continue through to July.

Following this, there will be a stakeholder validation stage in the process enabling the membership to feed into the formation of the strategy.

The inclusion of club consultation was queried and noted to be captured via the membership of the groups already involved in the process and the aforementioned stakeholder validation.

**3.3 SE Board Minutes**

The minutes of the Board meeting held on 16 March 2022 were provided for information.

**3.4 Sport Development and Coaching update**

GW presented an overview of the Sport Development directorate highlighting the wide-ranging and key areas within sport development, including events, talent and performance.

GW updated the group on the progress of key programmes such as DiSE along with each of the disciplines. Details of the interventions in place to support clubs and volunteers were outlined.

It was noted that pre-COVID a KPI reporting mechanism was in place alongside the implementation plans which set out the detail of what is aimed to be achieved.

Following the development of the new organisational strategy it was advised that a very clear connection between the actions and how they contribute to the strategy would be made.

Finally, GW highlighted the challenges currently being experienced, and those that are anticipated to arise in the near future.

**4. AOB**

4.1 BG advised that it was his final SOC meeting with the role of YAP Chair transitioning to EC on 2 July 2022. On behalf of the members, JW thanked BG for his contribution during his time as a SOC member.

**6. 2022 Meeting Dates**

- Tuesday 12 July, 10am
- Tuesday 13 September, 10am
- Tuesday 11 October, 10am
- Tuesday 22 November, 10am