

# Swim England Sport Operations Committee

Minutes of the meeting held 13 September 2022, via Zoom

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

**Present:**

Joan Wheeler (JW)	Swim England Board Member (Chair)
Neil Booth (NB)	Swim England Board Member
Ian Mackenzie (IM)	Swim England Member
Alex Harrison (AH)	Swim England Member (from item 3.2)
John Hewitt (JHe)	Swim England Member (from item 1.7)
Keith Munday (KM)	Swim England Member
John Hidle (JHi)	Regional Chairs Representative
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
Claire Coleman (CC)	Head of Development
Ekaterina Boyd (EB)	Head of Events
Andy Jacks (AJ)	Club and Operator Relationship Officer

## Min No:

### 1. Standing Items

#### 1.1 Chairman's welcome

JW welcomed members to the meeting. Advised that subject to Board approval JW will be taking over the role of the Chair.

#### 1.2 Apologies

Ellie Conway

#### 1.3 Declarations of Interest

None recorded

#### 1.4 Declarations of AOB

None recorded

#### 1.5 Minutes from previous meetings:

1.5.1 12 July 2022 The minutes were accepted.

#### 1.6 Actions from previous meetings

1.6.1 Ref 22.20 Fees for Over 80's: GW highlighted that over 80s do receive some insurance cover through Swim England, it is the personal accident cover that they don't receive. The cost will be looked at as part of the wider membership review but will not change before.

- 1.6.2 Ref 22.22 Insurance Portal: Has been chased up with the insurance broker, CEO is aware of situation. Update by November meeting.
- 1.6.3 Ref 22.24 Code of Ethics: CC to follow up with Rachel Bayley.
- 1.6.4 Ref 22.27 Supervision Ratios: Guidance to be submitted to next LG meetings with an update in January 2023. Noted that the swimming guidance may be produced first following the September SLG meeting.
- 1.6.5 Ref 22.28 Leadership Group TORs: Document tidied up. To be circulated to LGs for discussion with further comments circulated via email to SOC members.
- 1.6.6 Ref 22.29 AS updated policy: Initial contact with Maria Ramos made to facilitate link.

## 1.7 **Leadership Group Updates**

- 1.7.1 Artistic Swimming: No further updates from July meeting.
- 1.7.2 Clubs: Nothing to draw attention to.
- 1.7.3 Diving: Recruitment for the vacant group member positions will be pushed with an ambition to host more regular meetings to support development and engage regional volunteers.

The Educator Team are looking to recruit more tutors for diving courses as there are challenges due to low tutor numbers.

- 1.7.4 Swimming: Minimum Pool Depths provided major talking point. Level 1 and 2 meets were required to comply with the proposed depths from 1 September 2022, however the SOC discussed that it was Level 3, 4 and unlicensed meets that were more challenging and should be addressed first.
- 1.7.5 Water Polo: A significant piece of work relating to the processing of automatic sanctions outside of the Office of Judicial Administration is being completed with the Legal department to see how these can be managed more effectively.

Rachel Bayley leaves Swim England today and Craig Figes has started as the Programme Lead. As Norman Leighton is away from work on sickness leave currently two temporary Talent Inclusion Officers have been recruited to help drive WP forward during his absence. NL being unavailable has also impacted on the tutor workforce for coaching courses.

The HN WPLG are meeting and will consider the potential of a Commonwealth Games tournament. With the European Championships being brought forward to 2023 and the World Para Swimming Championships being held in Manchester there are restrictions to consider.

- 1.8 **SE Board minutes** 13 July 2022  
The minutes were noted.

## 2. **Items for Decision**

### 2.1 **Competitive Diving Depths**

The paper was removed from discussion following concerns from the SLG due to the poor response to the survey. Further consideration is being given to how to assist clubs through the process and mitigate issues as far as possible.

The reputational risk for SE continuing to allow diving below the recommended minimum depths was highlighted. Confirmation was provided that the insurers are aware of the process currently being undertaken and that cover is available during the interim period.

Questions on the approach were asked relating to improved training and assessment of competitive starts. It was advised that plans are already in place to change the Competitive Start Award but this will not impact on the implementation of the revised depth requirements.

There will need to be clear communication to clubs regarding the timescales for any policy implementation.

Further details will be provided at the October meeting for a decision to be made.

**Action: JG to update at October meeting.**

### **3. Items for Discussion**

#### **3.1 Swim England Events**

EB was welcomed to the meeting to provide an update on events delivered during 2022 so far.

An overview of the team structure was given alongside the 2022 calendar with key challenges outlined, including the variances experienced compared to 2019. A current variance of £7,000 on the delivered events was noted, with five remaining events which are expected to be delivered on budgets comparable to 2019 plus inflation.

The 2023 draft schedule was shared highlighting venue challenges and budgetary considerations in ensuring events are financially viable.

EB highlighted that the aim is to plan 12 months or more in advance and that where possible (e.g. Ponds Forge) we utilise multi-year agreements. Specific requirements for certain events (depth, spectator numbers) impact on the venues that can be used resulting in increased hire costs.

SOC members discussed the overall allocation of resources and agreed that the appropriate time to review this more thoroughly would be following the release of the new Swim England strategy. It was agreed that the membership have an expectation of investment in all events and that discussions relating to the format of events may be needed to enable their delivery as well as potential partnerships with other organisations.

Challenges with the sale of merchandise at events linked to the contractual requirements of sponsorship were recognised. Moving forwards product ranges will be available for purchase from the Swim England shop throughout the year.

There will be a further report in six months to consider the full-year costings. The addition of side events (e.g. talks, seminars) to increase ticket sales and deliver the best value for membership were highlighted as having been available previously and something to reconsider.

EK was thanked and invited to the February meeting.

**Action: EK to attend February meeting.**

### 3.2 **Club Health Tracker**

AJ was introduced to the meeting and provided an overview of his role.

Committee members were informed that the Club Health Tracker is designed to be a tool that clubs want to engage with and be able to analyse results to benchmark against other clubs both regionally and nationally and themselves over previous years. The benefit for SE will be to gain insight to enable targeted support services and development support based on club priorities.

The tracker will focus on six key elements through a series of questions with pre-defined responses. Following the completion, a development report can be downloaded and responses to SE will be triggered when intervention is needed. It is expected that the tracker will be launched in November 2022.

The tracker focusses on club development whilst SwimMark checks governance and compliance. Some elements of the tracker will incorporate elements of SwimMark and Club Affiliation which will trigger notifications to SE where needed following responses.

In order to reduce the duplication of work the system will be automated and any answers that trigger a significant concern will result in a notification to Swim England. These items will be analysed by the Sport Development Team and allocated to the applicable team member to follow up which will focus internal resources and identify trends for further club training.

Regional Officers have been briefed on the tracker and this will also be provided to Regional Chairs. Discussion considered how the Regions could use the tracker to support their plans, with further discussions to be held with the Chairs.

### 3.3 **LTS and Workforce Audit**

AJ continued to introduce the Audit, advising it is an insight led project aimed at gathering information from the workforce within the sector which was last completed in 2017. The survey is going live on 21 September 2022 and is aimed across the industry, working with other stakeholders as well as being circulated to clubs. It is anticipated that an update will be received by the end of 2022 with a representative of the Insight Team to attend the January meeting.

**Action: Insight Team member to attend January meeting to update on Audit results.**

An overview of the questions being included was provided. Suggestions of additional areas of interest were provided by members with AJ to speak to Insight to follow this up.

**Action: AJ to liaise with Insight to discuss additional question suggestions.**

### 3.4 **Transgender Policy**

GW advised that the paper will be discussed at the SE Board on 14<sup>th</sup> September and members were invited to comment, so that JW / NB could feed these views into the Board discussion.

Members were advised that the paper summarises the consultation process and the conflicting feedback received as well as outlining suggestions for progression.

3.5 **2023 Meeting Dates**

The schedule of 2023 meeting dates will be confirmed following the SE Board meeting. It was agreed that meetings should remain on Tuesday mornings, with online being preferred but with scope for one face-to-face meeting per year.

**Action: Proposed 2023 meeting dates to be circulated following the SE Board meeting.**

4. **Items to Note**

4.1 **SLT Updates**

GW advised that the Sport England Partner Process application for the next funding cycle has been submitted for 2023-27 (2023-25 for Talent funding). There have been positive discussions and it is expected standstill funding will be the best outcome, which is in-line with other NGBs and represents a real-terms decrease given the rate of inflation. GW will update in October.

**Action: GW to update on SE funding at October meeting.**

4.2 **Strategy progress update**

The progress to date was outlined, noting that the proposed strategy will be discussed at the next SE Board meeting.

The key headline of the strategy is Access to Aquatics with focus areas of Water, People and Capability. Critical to the delivery of the strategy will be collaboration, advocacy and influence with partners and stakeholders.

Depending upon the outcome of the Board meeting, further information on the content of the strategy will be provided at subsequent SOC meetings.

**Action: GW to update at the October meeting.**

5. **AOB**

5.1 None recorded

6. **2022 Meeting Dates**

- Tuesday 11 October, 10am
- Tuesday 22 November, 10am