

# Swim England Sport Operations Committee

Minutes of the meeting held 2 May 2023

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

<b>Present:</b>	Joan Wheeler (JW) Neil Booth (NB) Amy Bryant (AB) Alex Harrison (AH) Ian Mackenzie (IM) Keith Munday (KM) George Wood (GW) John Hidle (JH) Jon Glenn (JG) Rebecca Cox (RC)	Swim England Board Member (Chair) Swim England Board Member Swim England Member Swim England Member (from Item 3.1) Swim England Member Swim England Member Sports Development Director Regional Chairs Representative Learn to Swim and Workforce Director Swim England Business Engagement Director & Institute of Swimming Managing Director
<b>Staff:</b>	Ali Sibcy-Allen (AS-A) Claire Coleman (CC) Emma Griffin (EG) Beth Barrett (BB) Leanne Brace (LB) Emma Langham (EL)	Operations Administration Manager Head of Development Chief Operating Officer Project Lead – Inspire 2022 Head of Membership Development Membership Engagement Manager
<b>Invited:</b>	Amanda Wynne-Jones	Associate Director, Sport & Entertainment - Howden

**Min No:**

- 1. Standing Items**
- 1.1 **Chairperson's welcome**  
Members were welcomed to the meeting
- 1.2 **Apologies**  
Alex Harrison had sent apologies for lateness.
- 1.3 **Declarations of Interest**  
Ian Mackenzie - Item 4 as Secretary of an Affiliated Organisation.
- 1.4 **Declarations of AOB**  
None.
- 1.5 **Minutes from previous meetings:**
- 1.5.1 28 February 2023: The minutes were agreed as an accurate record.
- 1.6 **Actions from previous meetings**
- 1.6.1 22.28 – Leadership Group TORs: Disciplines agreed, to go to CLG shortly.

- 1.6.2 22.42 – Minimum Depths (Competitive Start Award): Details provided of the numbers who have completed the CPD so far. A further update will be given in July.
- 1.6.3 23.01 – Diving, National Skills Final: Proposal not yet developed.
- 1.6.4 23.04 – SE Strategy: Details provided on the change from the 1000-day sprint to four immediate action areas. The launch date for the strategy is 16 May.
- 1.6.5 23.11 – Teaching and Coaching Register: Discussions with LG's ongoing.
- 1.6.6 23.12 – Trophies and Awards Policy: EB working to determine LG requirements.
- 1.6.7 23.13 – Competition Review Plan: Work is ongoing with the Talent Leads and LG's, update to be provided when available.

## 1.7 **Leadership Group Updates**

- 1.7.1 Artistic Swimming: Focus on the rule changes and implementation of new standards. ASLG addressing concerns with coaches about interpretation and determining next steps.
- 1.7.2 Clubs: No further update.
- 1.7.3 Diving: New coaching lead appointed. Looking at how to supplement the group with meetings having been cancelled due to quorum issues. Meeting still to be held to discuss National Skills Finals.
- 1.7.4 Swimming: Minutes were noted.
- 1.7.5 Water Polo: Concern raised over travel distances to NAGs to be considered for future events by the Head of Events. Due to a number of vacancies on the WPLG, IM and CC were looking at how to recruit to these.

## 2. **Items for Discussion**

### 2.1 **Risk Assessment Portal**

Emma Griffin (Chief Operating Officer) and Amanda Wynne-Jones (Howden) were welcomed to the meeting.

The background of the Risk Assessment portal and the associated challenges were outlined by EG alongside the benefits for clubs struggling to produce documentation to meet the needs of defending a claim.

AWJ shared Howden's background, the support team for SE and an overview of insurance. Challenges with liability were highlighted along with the expectations of the insurers. The importance of risk management, typical risks and associated effects were conveyed.

The required actions following an incident were detailed together with further information which may be requested following a claim submission. AWJ advised the importance of recording and retaining details of both the incident and actions taken as evidence.

The portal will provide access to bespoke RAs which clubs can use for their activity. The RA will be completed through answering questions, from which an action plan will be produced where needed. The portal is currently being migrated to a more secure and accessible platform before launch.

AWJ continued by outlining the Hiscox Risk Academy. The platform provides access to a variety of courses and assessments in addition to document templates. Clubs will be able to set training requirements and have the evidence of these being available.

The RA Portal and the Risk Academy will be launched to clubs together with considered communications. AWJ confirmed Howden are able to present to clubs and outline why the resources have been launched. Counties and Regions are to be included in communications.

Discussion considered the benefit of anonymised case studies to provide examples of where insurance was unable to cover and the resulting implications.

It was requested that the Sport Development team are provided with access to the portal in advance of its launch to review the content and ensure it remains current given the time elapsed since development. AWJ advised this would be possible, but may need to wait until the migration has been completed.

**Action: AWJ to forward portal access details to enable content review.**

Noting concerns to protect members from potential claims and ensure messages are received, EG was asked to return to a future meeting.

**Action: EG to return to future meeting to discuss communications relating to the launch of the portal and Risk Academy.**

AWJ and EG were thanked for their report.

### **3. Items to Note**

#### **3.1 [England] Swims / Inspire Programme**

Beth Barrett was welcomed to the meeting

BB outlined her role as the Project Lead for Inspire 2022, detailing the project and the four pillars of focus as being:

- Children and young people
- Workforce
- Community development
- Diving and aquatic development

Data is being captured across Birmingham and the Black Country region, relating to school water safety.

BB outlined initiatives and resources introduced including pre-swimming preparation and water safety classes as well as the introduction of breakfast clubs.

A group of partners have adopted the responsibility for aquatic legacy in the Black Country to develop ideas, projects and funding applications.

BB concluded by providing details of upcoming projects to develop the programme.

Discussion confirmed the availability of funding for projects and BB conveyed how details of the breakfast club model are being shared with operators to encourage greater uptake and delivery.

The learnings of the project are being monitored by Sport England with swimming having been highlighted as a focus sport within the Birmingham area. Additionally, learnings can be applied by SE in the development of Swim Cities as part of the SE Strategy.

BB was thanked for her presentation. It was agreed that this be circulated to SOC.

**Action: AS-A to circulate presentation.**

### 3.2 **Regional and County Governance Project update**

Meetings to introduce the code have been held and individual contact will be made where counties have not yet attended.

The agreed target is 75% of counties to complete by the end of 2023 with 100% expected by the end of 2024, reflecting the differences in counties.

Work is ongoing in relation to the regions and a Code of Governance appropriate to their level.

## 4. **Items for Decision**

### 4.1 **Membership**

#### 4.1.1 **2024 Membership Fees Report**

LB and EL were welcomed to the meeting.

The supplied paper outlined two recommendations regarding club fees. Following considered discussion, members voted to recommend option one to the SE Board.

#### 4.1.2 The recommended increases for affiliation fees was noted. After discussion, SOC agreed to recommend to the Board that the affiliation fees should be compatible with the recommended club fee increase of 8.9%.

**Action: LB to update the paper for the Board to include the recommendations from SOC.**

#### 4.1.3 **Membership Working Review Group Report**

The supplied paper provided details of proposed amendments to the working groups for the membership review. LB explained that the previous group had been too large. It was proposed to reduce the working group to core individuals to enable discussion and the development of proposals, to be tested with focussed discussion groups.

The need to discuss regional representatives with the Regions was noted. LB would contact Regional Chairs and discuss.

All SOC members supported the proposal that Keith Munday be the SOC representative.

EC is to discuss the Youth Panel member with the YAP and make the recommendation to LB.

**Action: EC to advise LB of the Youth Panel member.**

#### 4.2 **Harold Fern and A. H. Turner Awards**

Following review of the nominations, SOC members unanimously agreed with the winner of the Harold Fern award, with this to be advised to the SE Board for confirmation.

**Action: JW to advise the Board of SOC's recommendation regarding the Harold Fern Award for Board approval.**

It was noted that the other nominee had previously been awarded. SOC agreed that it was inappropriate to make a second award, JW will contact the relevant regional chair to advise.

**Action: JW to contact region to advise why the nomination had been unsuccessful.**

Concerns about the nomination levels were conveyed. A review of the awards placement and nomination process was recommended, with a view to incorporate into the National Awards.

**Action: JW, AH and CC to review awards and incorporation into the National Volunteer Awards Ceremony for 2024 and report back to SOC.**

#### 5. **AOB**

5.1 **IOS Update:** RC gave an update on the coaching course numbers for 2023. She reported that the challenges of tutor numbers and recruitment are being addressed. The reviewed swimming coaching content is planned for launch in July 2022.

A written update will be provided for the next meeting.

**Action: RC to provide a written update for the next meeting.**

5.2 **Supervision Guidance Ratios:** Details to be included in the club's newsletter for implementation from 1 September 2023. Sport specific Team Manager requests are being responded to.

#### 6. **2023 Meeting Dates**

- Tuesday 27 June 2023, 10am
- Tuesday 12 September 2023, 10am
- Tuesday 28 November 2023, 10am