



President Mrs J Beard

**Minutes of the Operations Committee Meeting held on Monday 13<sup>th</sup> May 2024 at 10.45 hours via Zoom**

**Present:**

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
G Pearce	GP	Finance Officer
H Manship	HM	Staff member
C Vickery	CV	Staff member

**Apologies:**

J Hilleard on Annual Leave

**2024/OC**

**55 Welcome and introductions**

55.1 CR welcomed everyone to the meeting.

**56 Declarations of interest**

56.1 None

**57 Minutes of previous meeting held on 08.04.2024**

57.1 Minutes of previous meeting were agreed as a true record – Agreed

**58 Matters arising not on the agenda**

58.1 45.10 Diving template Terms of Reference not yet sent.

58.2 47.2 Nothing yet received regarding the old account for para swimming which Emily Taylor contacted us about.

58.3 Equality Diversity and Inclusivity forum changed to 05.06.2024

58.4 53.1.2.2 Falmouth & Exeter University SC not doing anything now as possibly merging with another club.

**59 Discipline minutes**

59.1 Para – no meeting

- 59.2 Swimming – no meeting
- 59.3 Water Polo - no meeting
- 59.4 Open Water - no meeting
- 59.5 Artistic Swimming – 15.04.2024
- 59.6 Coaches - no meeting
- 59.7 Officials - no meeting
- 59.8 Masters - no meeting

## 60 Club Development

60.1 JH on leave but did send in a report – outline attached:

### 60.2 Swim Mark and Club Affiliation

Last quarter - all clubs through some very last minute -  
Two out of the three new clubs completed the evidence requirements.

Taunton AS did not complete therefore affiliation removed.

This quarters clubs – 4x Full SwimMark Accreditation - 7x Annual Health Checks - 8x Club Affiliation. Some have started to upload or have been in contact for clarification on new requirements

Plus two new clubs whose three month cut-off date is 12<sup>th</sup> July. The email that is sent to new clubs when they are agreed needs amending as they all seem to struggle with knowing where to go for access to sorting out their SE membership etc.

Poole Bay and Falmouth and Exeter constitutions were approved by Stacey but have they had SGMs to approve?. **CV to check**

**Taunton AS** Have reapplied to affiliate. Based on their new application if the consultation process is followed with the current timescales – the club would be requested to upload evidence to the portal from 7<sup>th</sup> August and not later than 7<sup>th</sup> November – they will have access to courses etc. between August and November .

JH is concerned that they are still not aware of the operational and constitutional requirements of running a club. Their constitution still has tracked changes – has tracked amendments still. They only have one coach and no team managers even after 3 months. If they are still operating they need independent insurance.

### 60.3 Youth Panel Update

**YV Programme** - awaiting info from SE YV programme but it is unlikely to be forthcoming until 2025 - however the regional programme will run as usual with info going out to clubs in July. JH is hoping to move the log book onto google docs for ease of use and sign off.

HM may be able to assist with this.

### 60.4 Time To Listen:

New SE TTL course start date delayed until 2025 - which is not helpful as many, WO's including County and Regional awaiting the updated version as they need some training on safeguarding adults.

The number of Regional welfare issues being reported is increasing!

### **60.5 TM training:**

#### **Team Manager Workshops:**

New dates from Mike and Fiona for additional TM 1 and 2 workshops in September.

Will also be asking Rich for a weekday date for a TM1 CR added TM1 requirement to attend a workshop – no safeguarding or DBS required to attend but candidates need to be current SE members.

## **61 Finance report**

61.1 To date all invoices received for Summer Champs has been paid. Expenses query one with an email address in Australia – PR confirmed the name of the Official as being ok.

61.2 Refunds for 11 Swimmark clubs still to be done – Treasurer's details for those clubs required – HM to deal with for GP.

61.3 Funding requests – Cheltenham declined, Team Bath OK.

61.4 Swim England had a Financial Forum in April and another one is due on 11.06 – only 8 from the SW region attended the first one – GP asked for the new date to be circulated in the Newsletter, social etc. as it would be good for more from our region to attend.

## **62 Updates from SE & BS**

62.1 SwimMark review is happening. Surveys are being sent to all SwimMark clubs and lapsed SwimMark clubs. There will also be telephone contact to some clubs who have never undertaken SwimMark. No change currently.

62.2 Risk Assessment portal should hopefully be open Sept 2024 which will be regarded as a development tool for clubs.

62.3 Building the Coaching and Teaching Register dashboard – this will enable the regional officers to check qualifications. Hopefully this will be ready for the next staff development day .

62.4 Masters Clubs – County Welfare officers being asked to take on the role for clubs which many are not happy with. –

Workshop for County and Regional Welfare Officers happening soon.

62.5 British Swimming rebranded to Aquatics GB

62.6 AGM guidance - there is now a guidance document for clubs on how to run their AGM's which would be good to send to all clubs at some point., This can also go on the website .

A lot of clubs are definitely not conducting their AGM's as they should and as required by their Constitution this is being picked up more and more both by SM/CA checks and when dealing with internal club issues .

62.7 Club Health Tracker - Harry and I met with Alice and Andy to go through the red flags. Nothing urgent more the usual need of more pool time.

Alice has now contacted all of the clubs who completed the tracker and offered meetings with them. None have replied requesting a meeting.

**63 Safeguarding:**

63.1 Safeguarding courses – Increasing number of no shows over the last few weeks. Yesterday workshop had 8 no shows – HM to email each candidate to ask for the reasons why.

63.2 If SG workshops not showing on OMS over 6 weeks after attending to inform Helen Weeks and it will be investigated.

**64 Diversity & Inclusion –**

64.1 Forum will be 05.06.2024. All disciplines should be aware of this –

**65 Forums and Meetings in May**

20.05.2024 WO Forum JH

22.05.2024 J2 Training PR

**66 Staff Leave**

HM 14.06.2024

**67 Miscellaneous**

**67.1 Club and County Issues**

A large number of clubs reporting welfare issues which are being dealt with by SE and JH in conjunction.

**67.2 SE Awards**

The SE Awards Ceremony will be held on 30<sup>th</sup> November and invites will be issued to Regional Presidents and Chairs.

Awaiting Awards categories and timelines. SE have said no to a Young Volunteer award as not popular with Regions. There will be two coaching awards per discipline one development and one performance this is based on feedback within the listening report .

Timelines as previously. Waiting to hear back to see if announcement of regional winners will be extended to end of Sept. The meeting due to take place on Friday was postponed until Monday.

Questions for the Ops Team and the Board

1. Does the region wish to be involved - Yes
2. If yes, does the region want an awards event this would have to be in September by a date set by SE. Yes date? 08.09.2024?
3. If region is involved do we have a Regional YV award. We can do this via survey monkey as before – but it would work better including the YV award in the main award ceremony. Agreed

4. CR will contact Sue Dors and ask if she is happy to lead on this again.

**68 Date of Next Meeting 03.06.2024 at 11am**

**Meeting closed at 12.15**