



President Bob Holman

Minutes of the Management Board Meeting held on Saturday 7th September 2019 at the Holiday Inn Taunton Somerset commencing at 1500 hours

Present:

D C Flack	DF	Chairman.
C Robinson	CR	Finance Officer
R Downing	RD	Vice Chair
Mr B Holman	RH	President
D Corbett	DC	Cornwall representative in place of C Elliott
C Trudgeon	CT	Devon
A Smart	AS	Dorset
K Smith	KS	Gloucester County
G Cockill	GC	Somerset
P Robbins	PR	Wiltshire
R Margetts	RM	Independent Board Member

Non-Voting:

Mr M Coles	MC	President Elect
Mrs M Hooper	MH	Synchro representative
Mrs C Vickery	CV	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.
No apologies have been received.
Around the table introductions were made by all.
The Chairman welcomed both Dan Corbett and Mary Hooper.

2. Notice of AOB

None

3. Declaration of Interest

None

4. Minutes of previous RMB meeting 10th July 2019

Minutes were checked page by page for accuracy.

Page 1 – no changes

Page 2 –6. Synchro – The position of Synchro Officer for Synchro city has now been filled (RD)

Page 3 – no changes

Page 4 – no changes

Page 5 –12. Financial year. CT regarding the change of financial year dates and the ACM. CT had requested more information regarding this. The response was the change of the financial year had been voted on and agreed at the last board meeting and therefore placed onto the agenda for the ACM. Change of date for ACM has not yet been finalised and more information still being sought.

Discussion followed and CT left the meeting.

Page 6 –Water polo - MC reported that no further action has been taken.

DC update on GLL – 25% lane increase in cost from 01.09.2019 GLL have not kept to their agreement entirely and they are also unhappy with the fact that clubs have reduced their pool hire hours due to the increase in cost.

Swim England have stated there may be some “network” funding available in Cornwall. KS stated this should be available to all counties if this is the case.

Discussion followed.

GC expressed concerns over pool providers raising costs and the subsequent loss of swimmers.

GC requested the Chair to ascertain where SE stand on this- the Chair responded and a discussion followed.

The Chairman will speak to Jon Keating regarding network funding distribution.

PR asked if there had been any interest in the Meet Manager position – no one has come forward.

5. Urgent matters as previously notified to the Chair

None stated

6. To note Discipline Committee minutes to include changes to swimming conditions

.1 To note if adding minutes onto the box please inform the office who can then ensure these minutes are circulated. MC informed the Board the Water Polo minutes had gone onto the box.

.2 RD informed the board that if everyone was in agreement he will be going through the following tomorrow at ACM:

The handbook to be called “The Constitution”.

There are Rules, Regulations and Conditions which have different ways of being processed and agreed which RD went through and will present at ACM.

The changes will be voted en bloc following presentation at ACM.

Discussion around this followed.

For the amendments to the Handbook/Constitution the Proposer was RD, 2ND PR and unanimous vote in agreement

.3 With regard to Synchro – RD and MH have been consulting with SE Synchro to look at Synchro Terms of Reference. The document supplied to the Region will need a lot of amendments – RD & MH are in contact with SE regarding these amendments.

.4 There was then a discussion around constitutions and how they need to be reviewed and updated.

.5 RM informed the Board of the situation regarding the appeal by Swindon Dolphin over the license at their meet. Saturday results are to be allowed to go to Rankings as the meet was run correctly. Sunday results cannot go to Rankings. RM asked if the licence levy should be refunded – it was decided not to at this time.

RD informed the board of all the various issues currently ongoing in Swindon Dolphin.

RD stated that when something like this happens perhaps there should be an Appeals person/committee independent of everyone involved to present the issues to.

The outcome after discussion was that should something like this happen in the future the Licensing group will appoint an independent panel for an appeal.

7. Data Protection – GDPR update

See attached document from Stacey Millett.

Photography Policy attached to the minutes. Appendix 2

Online Safety and Social Media policy attached to the minutes. Appendix 3

RM asked where these documents will be stored – On the website plus a link to these documents must go on entry forms for all disciplines.

8. Arrangements for regional ACM on 8th September 2019 Regional members to Swim England Annual General Meeting October 2019

Regional ACM all ready to go – The Chair requested all Board members sit together on a table at the front and then there will be a table beside the board of the staff members.

Members attending the SE AGM in October

A discussion followed regarding who should attend as this year we have ten places (this could change in following years dependent upon membership numbers):

6 County Board members

President

Chair of the Region

Finance Officer

RM suggested the list on the publish Agenda goes this year and but discuss for

future inclusion

CR will speak to Kim Scotting (Finance Officer) to see if she is able to attend.
Names will then go in the hat – John Bird, Gerry Griffin and Rob Margetts.

CR proposed the 6 County Board members ,President, Chair and Finance Officer plus nominations for any further attendees membership allowing
2nd RD vote was unanimous

9. Report from Regional Finance Officer

Income and expenditure sheet and balance sheet for current year distributed to all members of the board and CR explained the details documented.

Items raised at Finance Group meeting help prior to this meeting for recommendation and ratification by the RMB

9.1 2020 Membership Fees

Cat 1 £3.00 +.10p

Cat 2 £3.75 +.10p

Cat 3 £2.00 = no change

Club £87.50 + £2.50

Agreed unanimously for presentation to ACM-

9.2 Clerical Allowances

See appendix 1

Renamed Clerical Expenses

Agreed unanimously

9.3 Diving Costs

Overview of cost to Region requested at the last RMB meeting:

Income 5805.00

Expend 4810.90

Excess income over expend = 994.10

9.4 Para sessions – Coaches Fees

There is a disparity of the recommended Coaching fees advised by Swim England between the amount paid to Swimming Talent Pathway and Para Training / Talent Pathway – Para have quoted higher daily rates AND requested travel expenses on top which is not paid to Swimming Coaches for Pathway days

CR to talk to Claire Coleman during the activities tomorrow to get clarity on the situation

9.5 Equipment for GL1

Steph Gadd has had meetings with managers at GL1 and forwarded a proposal for a joint funding programme for new timing equipment between the Region, Gloucester County and GL1.

An application for assistance towards this was made by Gloucester County to the Swimming committee previously and refused. This decision was ratified at

the last RMB but SG did not feel enough discussion took place and put forward the joint funding idea asking for the RMB to reconsider.

Board comment: This has been reconsidered and sorry but we do not fund capital projects. KS also stated he did not think the County would support as SE are pushing for all of their competitions to be long course which would mean a move to Hengrove

Proposed CR 2ND RD

Vote Unanimous.

9.6 Office Space

Proposal to increase our office space from 3 desks to 4.

Rational – Chris Vickery, Stephanie Gadd (her future cover) and either Stacey Millett or Laura Hill utilise 3 desks on a permanent basis. When either Jackie, the Chair or the Finance Officer visit the office they need an area to be able to work.

There are also employee expansions and relocations going on within SASP which could encroach onto the Regional current footprint.

The cost would be a further £1000 per annum

This group felt that this was a cost effective benefit to the Region. This was agreed by the RMB and to be confirmed with SASP.

9.7 Closed committee

A currently confidential proposal for RMB agreement /ratification as a closed committee Proposal agreed by the RMB

9.8 Entry Fees

Recommendation was also made to increase entry fees across all disciplines by 3%

Agreed unanimously.

10. Report from Regional Chairman

The Chair asked all Board members if they were aware of any members who have passed away. No one other than Gordon Smart and Celia Bell.

a. Annual Reporting methods

RM stated SE now reports monthly and it would be good to act accordingly and to ensure our Newsletter will cover all disciplines. This is a work in progress. We would still have the newsletter distributed monthly but key articles and maybe additional articles would be included in the Annual Report. This would then be archived annually and retained whilst newsletters would not be retained indefinitely

11. Regional Para/Disability Update

The Chair of Para has moved away and the Secretary has now resigned. There are problems with classification availability and GC has agreed to take

on the Chairmanship of Para to help to progress the discipline.

12. Regional Governance review structure

RD informed the board that he is looking at the process for new club affiliation as different counties do different things. Looking to make this uniform across the region. This could be achieved over a prolonged period

13. Date of next meeting

December 11th 2019

Meeting closed at 18.50

Appendix One

Clerical Expenses Policy

Expenses need to be consistent across all disciplines

The Region need to make all expense claims transparent for both Good Governance and HMRC

Paper will be available to collect from the Regional Office – A ream can be claimed by signature when attending meetings at the Regional Office. Bulk buying should make this more cost effective

Ink can be claimed as needed on a Regional Expenses form. Receipts will be required

Mileage and subsistence to be claimed at the agreed rate on a Regional Expenses form. Receipts for subsistence claims over £5 will be required. All claims should be made within one calendar month except by prior arrangement

Broadband / telephone and utilities may be claimed by named position holders as notified to the Finance Officer by disciplines as at present. This will be claimed on a Regional Expenses form from the Regional Finance Officer six months after the ACM (mid -term). Currently March.

Amounts will vary depending on the position held. Only volunteers are eligible to claim for this

The allowance is based on the average cost of broadband which is £40 per month plus £20 for incidental stationery products = £500 per annum max

- Chair, Vice Chair, Finance Officer and President 100% = £500
- Discipline Secretaries / Managers of Water Polo, Swimming, Open Water, Diving, Synchro, Para and the Regional Licensing Officer 80% = £400
- Discipline Officials Secretaries/ Organisers, discipline finance administrators, event/ competition secretaries /managers and Bryanston Co-ordinator – as nominated by discipline up to a maximum of 30% = £150

Broadband prices to be reviewed annually by the Finance Group at their annual budget meeting. Percentages will remain as above

Only one claim per person no matter how many positions held – still only use one broadband!

Qualifying Disciplines

Swimming

Open Water

Water Polo

Synchro

Para Swimming

Diving

Appendix 2

Photography & Imagery Consent

1. Your privacy is important to us. Any concerns during an event should be reported to the Promoter or an appropriate member of the Sports Presentation team via the Front of House.
2. This event may be photographed and videoed. Media may be displayed on our website (<https://www.swimwest.org.uk>), on our social media accounts and used to promote the event and events in the future. If you have any concerns, please refer to the A.S.A. Photography Guidance in Wavepower 2016-19 (<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>)
3. Swim England South West Region may have official photographers and may record the competition events in which you are participating, and general images of swimmers, coaches, officials, parents and volunteers will form part of the information we hold and use. In addition to the purposes for general information set out above, Swim England South West may use these recordings and images for the purposes of education and training, inclusion in press releases and Club Communications, and event promotion.
4. If swimmers, coaches, officials, parents and volunteers have any concerns with their child / themselves being photographed / filmed at our events or wish to not grant consent please contact the Promoter by email (swimsouthwest@swimming.org) or call the office on 01823 666792 (Mon-Thur 9am-5pm, Fri 9am-12pm) prior to the event.
5. Please note consent will be valid for 3 years or in the case of consent by a parent / guardian on behalf of a child, the shorter period of 3 years, or until the child's 16th birthday. You can withdraw or change your consent at any time.
6. Where you do not grant consent, we will not be able to use your imagery except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

Appendix 3

Online Safety and Social Media Policy

Introduction

This policy provides guidance on how our organisation uses the internet and social media and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our organisation, to behave online.

Aims

The aims of our online safety policy are:

- To protect all children and young people involved with our organisation and who make use of technology (such as mobile phones, tablets and the internet) while in our care.
- To provide staff and volunteers with policy and procedure information regarding online safety and to inform them how to respond to incidents.
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online.

Understanding the online world

As part of using the internet and social media our organisation will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff, volunteers and children – when using websites, social media, apps and other forms of digital communication.
- Be aware that it does not matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or tablet.
- When using social media platforms (including Facebook and Twitter) ensure that we adhere to relevant legislation and good practice guidelines.
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - Making sure concerns of abuse or disclosures that take place online are written into our reporting procedures.
- Provide training for the person responsible for managing our organisation's online presence.

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected, and at least 2 members of staff/volunteers will have access to each account and password.
- The account will be monitored by a designated person, who will have been appointed by the Regional Management Board.
- The designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements.

- A designated supervisor will remove inappropriate posts by children, staff or volunteers, explaining why and informing anyone who may be affected (as well as the parents of any children involved).
- Account, page and event settings will be set to 'private' so that only invited members can see their content.
- Identifying details such as child's home address, school name or telephone number should not be posted on social media platforms
- Any posts or correspondence will be consistent with our aims
- We will make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of their account.
- Parents will be asked to give their approval for us to communicate with their children through social media or by any other means of communication.
- Parents will need to give permission for photographs or videos of their child to be posted on social media.
- All of our accounts and email addresses will be appropriate and fit for purpose.

What we expect of staff and volunteers

Staff and volunteers should:

- Be aware of this policy and behave in accordance with it.
- Seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media.
- Communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence.
- Should not 'friend' or 'follow' children or young people from personal accounts on social media.
- Make sure any content that is posted is accurate and appropriate, as young people may 'follow' them on social media.
- Should not communicate with young people via personal accounts or private messages.
- Rather than communicating with parents through personal social media accounts they should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website.
- At least one other member of staff or volunteer should be copied into any emails sent to children or young people.
- Avoid communicating with children and young people via email outside of normal office hours.
- Emails should be signed off in a professional manner, avoiding the use of emoji's or symbols such as 'kisses' ('X's')
- Any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures.
- Smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Staff and young people must not engage in 'sexting' or send pictures to anyone that are obscene, indecent or menacing.

Using mobile phones or other digital technology

When using mobile phones (or other devices) to communicate by voice, video or text (including text messaging, email and instant messaging), we'll take the following precautions to ensure young people's safety:

- Staff will avoid having children’s or young people’s personal mobile numbers and will instead seek contact through a parent or guardian.
- We’ll seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon.
- A method of accountability will be arranged, such as copies of texts also being sent to the Lead Welfare Officer or to parents.
- Staff should have a separate phone from their personal one for any contact with parents or young people.
- Texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation.
- If a young person misinterprets such communication and tries to engage a staff member/volunteer in conversation, the member of staff/volunteer will take the following steps:
 - End the conversation or stop replying
 - Suggest discussing the matter further at the next practice or event
 - If concerned about the child or young person, provide contact details of the Lead Welfare Officer or the appropriate agencies.

Using mobile phones during sports activities

So that all children and young people can enjoy and actively take part in our activities we discourage the use of mobile phones during such activities. As part of this policy we will:

- Make participants aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation.
- Inform parents of appropriate times they can contact children who are away at camps or trips and discourage them from attempting contact outside of these times.
- Advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency.
- Explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement.

Use of other digital devices and programmes

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and Smart TVs – and whether an app, programme or website is used.