



President Paul Robbins

Minutes of the Management Board Meeting held on Wednesday 23<sup>rd</sup> May 2018 at the Regional Office, Wellington, Somerset.

**Present:**

D C Flack	Chairman
P Robbins	President/Wiltshire
C Robinson	Finance Officer
C Elliott	Cornwall
R Downing	Vice Chair/Devon
G Griffin	Representing Dorset
G Cockill	Somerset
K Smith	Gloucester County

**Non-Voting:**

Mrs Y Stead	Club Development Officer
Mrs S Millett	South West Development Officer
Mrs C Vickery	Administration Support

**1. Welcome, introduction and apologies**

The Chairman welcomed everyone to the meeting.  
The following apologies were received: B Holman, L Nesbitt, A Smart, R Margetts – although joining meeting via telephone at 1930 hours.

**2. Notice of AOB**

Inter County Masters Categories one and two status G Griffin  
Data Protection – C Elliott  
Swimmer of the Year – CV

**3. Declaration of Interest**

None

#### 4. Minutes of previous RMB

Page One correct, page two should read Laura Nesbitt is the Assistant Coach at Weston Super Mare, Page 3 correct, and page 4 correct.

Minutes of the previous RMB were agreed as accurate.

#### 5. Matters arising not on the agenda

1. Ongoing matter of additional Independent Board members required
2. Minutes to be held on website in pdf format – all done
3. Members Forum name change required? This will be taken care of at ACM
4. Item required for the Newsletter – Use of Logo and Guidelines – done by Stacey Millett. We are known as Swim England South West but constitutionally we are ASA South West Region.
5. Cheques need to be made payable to ASA South West Region.
6. Annual reports received from all disciplines now. Just waiting on the President and the Chairman reports and then all ready to be prepared for the annual report to go onto the website.
7. Next meeting date of 12.09.2018 to be moved to 16.09.2018 in the morning. This will work better with the development day on the 15.09.2018 followed by the ACM on the afternoon of the 16.09.2018
8. Rob Margetts – Swimmers changing in the public areas. Reminder to be issued to all Team Managers to advise swimmers that this is not acceptable. Ongoing but already commenced.
9. Teams travelling away need to have Codes of Conduct for each swimmer.
10. The Regional Welfare Officer should attend one RMB meeting per year. The Chairman has invited The Regional Welfare Officer and she will be attending in September.
11. Wave Power page 107 statement – has the Board signed this – printed copy attached for action\*\*\*\* Appendix III
12. Discipline representatives to be invited to RMB meetings – from September onwards there will be a rota and invites will happen according to the rota.
13. Safeguarding – programme funding, Time to Listen, and Team Manager.  
**Safeguarding** – if the county organises their own safeguarding courses they are able to claim the cost of this back less £20.00 per head. Counties should be aware of this. Counties need to inform Regional Office of courses they are organising.  
**Team Manager training** - there is a training allowance of £150.00 match funded per county for this training. There is no maximum figure to claim. Counties need to sort this training themselves.  
**Time to Listen** – not discussed.

Item for Newsletter – Chrissie Robinson to inform Stacey Millett of the Safeguarding process. (Emphasis on County to coordinate/administer through the CSP. To go into July Newsletter.

C Robinson to supply a clear explanation to be added to these minutes and each County will need to be informed via their Secretary of the procedures.

Counties should be aware of the Team Manager process see Appendix II

14. Data Protection – The Regional Data Protection policy requires updating – being sorted.

15. Personal Data being held – process being agreed and applied in the GDPR policy statement which Stacey Millett is sorting.
16. Competition data can be held through the Terms and Conditions of Entry details contained in the meet pack.
17. Photography & the use of needs investigating as does the forwarding of data.
18. Disposal times of data held - to be clarified through the GDPR policy. Stacey Millett will be the Regional Data Protection Manager and each county, club should have a Data Protection officer. Audit trail what is held – how it is held and how it is disposed of. All of this will be covered in the policy.

## **6. To note Discipline Committee minutes**

All disciplines minutes now up to date and available on the website. Going forward these minutes should be circulated to the RMB members as well. Yvonne Stead also to be copied in.

## **7. GDPR Regional Policy Document and Action Plan**

Stacey Millett gave a presentation on the above.

Action Plan – Finance paperwork to be disposed of via secure storage in the “Box”

Graham Cockill requested a set of clear and concise instructions for each county/club advising them of the correct process.

Stacey Millett will action this.

Is the RMB happy as being compliant with initial work done regarding GDPR? All happy

## **8. Regional Disability/Para – Development Plan**

Robert Margetts phoned in to join the meeting at this point.

The Chairman has received numerous enquiries regarding Para & Disability swimming.

SE has a new team of 3 nationally to oversee Para and Disability swimming across the Country.

There are a number of clubs with members therefore creating interest.

Discussion around this area followed. Going forward the Region wants a development plan and also a competitive plan.

Proposal: Create a standalone Para/Disability Committee to develop this area.

Rob Margetts concerned about this as not wanting to “reinvent the wheel”. Who is going to sit on this committee and develop this area?

Downs and Deaf swimmers have their own competitions.

Graham Cockill requested officials training is required and therefore they need to be involved in the processes.

Disabled swimmers need to be identified and classified to progress to Para swimming.

After lengthy discussions the proposal was a small working group to review what is happening in the Region and supply a plan of action to improve the process for

disabled swimmers to progress to Para swimming. Information to be provided at the next Board meeting.

Proposer Roger Downing, 2<sup>nd</sup> G Griffin and voted in favour of (6)

## **9. Report from Regional Finance Officer**

Reports not yet ready, however April bank statements available should anyone wish to see.

Balance of £479805.98 held – much higher than the real figure.

Counties still not claiming all they should.

Somerset used all of their allowances, Cornwall and Gloucester claimed nothing.

Devon pretty good at claiming.

Yvonne Stead asked how many networks have applied for funding – response was none.

Network means 3 clubs working together although the Finance officer has stated if two clubs or more clubs are working together they can apply.

Yvonne to feed back to the networks.

## **10. Report from Regional Chair**

The Chairman reported on his visit to the Commonwealth Games in Australia. He informed the board that both he and the Vice Chair meet regularly with the Regional staff for meetings and have cover many operational issues, Para & Disability, IOS courses, CPDS, SwimMark etc.

The development weekend is the 15<sup>th</sup> and 16<sup>th</sup> September 2018 all at the Holiday Inn.

Counties please feedback and promote this weekend.

16.9.18 am – RMB Meeting

16.9.18 pm – ACM

Overnight rooms can be arranged – numbers need to be known in order to book ASAP – The Chairman will send out an email asking for confirmation.

C Elliott unable to attend this weekend – Vice Chair asked for CE to arrange someone to attend in his place.

Sports Governing Board coming to an end although no date yet of the last meeting.

This will mean Robert Margetts will no longer be on the board – The Chair asked RM to remain on the Board as an Independent Board Member for 3 more years, RM happy to do this and all Board members in agreement also. The SGB will most probably be dissolved at AGM.

## **11. Report from Regional Development Team**

Report from Yvonne Stead attached – Appendix I

## **12. Chair & Vice Chair – succession planning**

Now the Chairman also has a national Board role and the Vice Chair agreed to undertake the role for approximately eighteen months, the Board need to think about replacing the above two roles in 2019.

The Board need to give authority for the advertisement to be placed for the two roles and the sooner the roles are allocated to new personnel this will enable both the Chair and the Vice Chair to assist in training them.

President to look at getting a panel of three together to prepare a Timeline of planning.

The new Chair can come from outside of the Board, needs to be a member of the ASA and ideally come from the sport/swimming and other disciplines. There needs to be a clear and transparent process.

### **13. Regional Constitutions**

Some clubs have been changing their Constitutions to Swim England, there is no need to do this.

11.04.2018 – the Handbook from the ASA came out to Secretaries stating no need to change and until the ASA changes anything there is no need for clubs to do so.

There will be a new Club Constitution template and until that is received no changes to be made.

Clubs – figures of members – Constitutionally clubs require three members as a minimum to operate. With clubs having fewer than this a review is required by the County.

The Chair stated there are no minutes anywhere stating that our name has been formally approved – Swim England South West Region which is our brand name. Are the Board happy with this name? All in agreement.

The Constitutional name remains as ASA South West Region – all in agreement.

### **14. Annual Report 2017**

All reports from the disciplines have now been received. Just waiting on the President's and the Chairman's reports which will be completed within the next couple of weeks.

All reports will then be submitted to Kate Hutchings to prepare the full Annual Report to be placed on the website. There will be no paper copies as previously agreed.

### **15. AOB & Date of next meeting**

R Margetts – Weston-Super-Mare Open Water series are making use of the Region's equipment. W-S-M had an agreement with Open water to do so but all unaware of any charges applied.

Going forward should charges be applied – yes all in agreement.

R Margetts – Somerset County have made a rule change for condition of competition entry. A discussion from the Board followed this regarding eligibility for county representation and county competitions.

G Griffin – On behalf of Andy Smart – wanted clarification around Masters Swimmers entering Inter Counties. The question was raised whether they should be cat one or cat two – response cat 2 is required to enter any competition.

K Smith – Advertising events on our website. The Region are here to advertise and promote within reason any event that would benefit the swimming community. The Region have the final decision in what is promoted.

Swimmer of the Year:

Nominations – Kate Shortman  
Alice Tai and Stephanie Millward  
Ben Proud  
Tom Manley  
Tony Cherrington

Winner: Ben Proud

R Margetts asked the Chair to inform Chris Tremellen who is eligible to attend on  
10.06.2018

Meeting closed 9.30pm



# Swim England South West

## Appendix I

### Club Development Officer – Update

Within the first two months of being in post I have undertaken the following:

Visits per county: Somerset County, Cornwall County Coaches Forum, Dorset ASA, Wilts ASA and Gloucs County

Network Meetings of existing networks: North Gloucestershire, East Devon Network, North Somerset, Bath Network and Plymouth Network

Clubs supported in various forms on a one to one: Plymouth Leander, North Devon Marlins, City Of Bristol, Swindon Dolphins, Weston-Super-Mare, North Cornwall Dragon and Newquay Cormorants, Devonport and Dartmoor Darts.

Disciplines: Open Water – Alan Withers and Sharon Lock, Water Polo – Mike Cole, Swim Safe and Learn to Swim

Regional Competitions – Attended the weekend of Hengrove Championships

#### Projects underway:

1. Assessment of courses available: committed to running 10 x Level 1s (4 already delivered all full and 2 registered) and 4 x Level 2s (4 courses booked and full) this does not include Safeguarding and Team manager courses which will also be organised linked to CSP's
2. Talent Lanes – each county has been contacted to nominate one club that would benefit from a direct feed into a centre led learn to swim programme. 4/6 counties have put forward nominations to date and awaiting for Learn to Swim confirmation from providers.
3. As a region we currently have 50% of our clubs signed up to Swim Mark – Jackie and I have agreed to get to 55% (additional 8 clubs).
4. Networks – all of the networks are currently looking at the action plans in place and will be updating them with a core focus/ purpose – in addition there is an aspiration from clubs to start a South Gloucestershire network and a North Wiltshire network – this is currently in the initial stages.
5. Socio-Economic/ BAME project – I am currently liaising with Wesport and Plymouth City Council to create some swimming projects to engage those hard to reach and get them into swimming. There is also a possible project with Devon CSP to look at training coaches but this is very much in its infancy.

## Appendix II

### **Safeguarding and Time to listen courses**

Counties to act as the co-ordinator of funding from the Region for Clubs holding these courses

Clubs or the County can organise the course, preferably through the CSP. Any cost in excess of £20 per attendee can be claimed back by the County at the end of the financial year

FOR EXAMPLE: Club members book themselves onto the organised course paying the requested fee. The Clubs then claim the fee in excess of £20 back from the County. The County can then accumulate all of the claims and make one claim at the end of year. If the Club or County organise their own course the same principle applies: cost of course – (number of attendees x £20) = amount of claim

The funding can be claimed by the County at the end of the financial year on their Development Funding Claim form from the Region

### **Team Manager Training**

Counties to organise and co-ordinate

The Region will match fund with the County up to a maximum of £150 with each County (Total cost £300)

The funding can be claimed by the County at the end of the financial year on their Development Funding Claim form from the Region

### **Officials Training**

Counties to organise and co-ordinate

The Region will match fund with the County up to a maximum of £150 with each County (Total cost £300)

The funding can be claimed by the County at the end of the financial year on their Development Funding Claim form from the Region

### **Young Volunteers**

Counties to organise and co-ordinate

The Region will match fund with the County up to a maximum of £500 with each County (Total cost £1000)

The funding can be claimed by the County at the end of the financial year on their Young Volunteer Funding Claim form from the Region

### **Talent Pathway Camps**

Counties to organise and co-ordinate

The Region will match fund with the County up to a maximum of £500 with each County (Total cost £1000)

The funding can be claimed by the County at the end of the financial year on their Development Funding Claim form from the Region



## Swim England South West Child Safeguarding Policy Statement

**Swim England South West** is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this, **Swim England South West** agrees to:

1. Adopt and implement the policies and procedures in Wavepower in full.
2. Recognise that all children participating in **Swim England South West** activities (Regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children in **Swim England South West**, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a welfare officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within **Swim England South West**.
5. Ensure that the welfare officer's name and contact details are available to all staff, members and parents of members.
6. Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
7. Ensure that all individuals who work with children in **Swim England South West** have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower. Refer to Wavepower Roles and their DBS requirements page 45 - attached.
8. Ensure that all individuals who will be working or will work with children in **Swim England South West** have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in **Swim England South West** have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
10. Provide all members of **Swim England South West** and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

Signed.....

Date.....

## Roles and their DBS requirements

Role	DBS Requirement	
	Enhanced Disclosure with Barred List Check	Enhanced Disclosure Only
Coach	Yes	No
Assistant Coach	Yes	No
Teacher	Yes	No
Assistant Teacher	Yes	No
Club Welfare Officer	Yes	No
County Welfare Officer	Yes	No
Regional Welfare Officer	Yes	No
Chaperone	Yes	No
Team Manager	Yes	No
Medical Staff (e.g. Doctor or Nurse)	Yes	No
Sport Psychologist	Yes	No
Tutor to children under 18 years of age	Yes	No
Host family/parent/carer Individuals who have responsibility for a child other than their own. If this is a private arrangement between parents, a DBS check would not be required.	Yes	No
Physiotherapist (including Sports Masseur)	Yes	No
Nutritionist	Yes	No
Pool Helper Supervised role manually assisting and supporting children in the water who are learning to swim or children with a disability.	No	Yes
Poolside Helper Individuals not training to be or acting as a coach or teacher. Supervised poolside role acting as a helper to the qualified coaching and teaching staff in a training or supervisory capacity.	No	Yes
Poolside Assistant General assistant, securing lane ropes, handing out floats, tidying up after sessions.	No	No
Membership Secretary	No	No
Chairperson	No	No
Club Secretary	No	No
Website Officer/Administrator	No	No
Photographer or filming children	No	No

Please note this list may be subject to change in accordance with government legislation or further guidance.

Please contact the DBS Coordinator if you are unsure whether a role within your organisation would require either an Enhanced Disclosure only check or an Enhanced Disclosure with Barred List check at [dbs@swimming.org](mailto:dbs@swimming.org).

