

**Minutes of the Swim England South West Region Annual Council Meeting held at the
Holiday Inn Taunton on 8th September 2019**

Present:

Swim England South West Board Members and Officers: David Flack Chairman, Chris Robinson Finance Officer, Roger Downing Vice Chair, Dan Corbett representing Chris Elliott Cornwall, Colin Trudgeon Devon, A Smart Dorset, G Cockill Somerset, Paul Robbins Wiltshire, Bob Holman President, Mike Coles President Elect, Kim Scotting Finance Officer.

Standing Committee Secretaries: C Tremellen Swimming, M Hooper Synchro, M Coles Water Polo

Past and Life Presidents: D Toogood, A Reynolds, H Richards, M Britton, John Bird, Sue Dors, Marion Britton.

Cornwall County Delegates (1)

Devon: County Delegates (3), County Delegate (1), Exeter City (1), Okehampton Otters (1).

Dorset: County Delegates (3), County Delegates (2), Wareham (1).

Gloucester: County Delegates (7). County President (1), Bristol Penguin (2) Cheltenham S & WP (2), City of Bristol (1), Gloucester Masters (1)

Somerset: County Delegates (4), President (1), County Delegate (1), Clevedon ASC (1).

Wiltshire: County Delegates (0)

Staff (non-voting) Mrs Stacey Millett, Mrs Jackie Hilleard, Miss Laura Hill, Mrs Chris Vickery and Mrs Claire Coleman SE.

1. Apologies

The following apologies were received: Chris Elliott Cornwall, Phil Jones Past President, Sue Tickle Plymouth Diving, Di Gibbs Dorset County, John & Christine Masters Past President, Michele Greenan Wilts County, Cirencester SC, Sandra Yeomans Wilts, Tigersharks, Wroughton ASC.

2. Welcome to the ACM by the Regional Chairman – Mr David Flack

The Chairman welcomed everyone to the meeting and introductions were made followed by housekeeping.

3. Obituaries

The Chairman asked delegates to stand in silence for:
Gordon Smart & Celia Bell.

4. To receive the Minutes of the ACM 16.09.2018 and record as an accurate record

Add in Sue Dors to the list of attendees.

Alterations now made.

Proposed G Griffin 2nd Mike Coles agreed unanimously

Minutes were adopted.

5. To receive the 2018/19 Annual Report as a pdf file on the Regional Website (swimwest.org.uk)

The Chairman presented the Annual report via the projector. The Chairman invited comments regarding the paperless annual report.

.1 John Bird requested comment regarding the reduction in membership numbers.

The Chair replied that unfortunately the trend is a downward one which SE are aware of.

.2 Sue Dors thanked the office for putting the Annual Report together reducing the cost to the Region.

.3 The Chairman informed the Council that the board are looking to replicate SE regarding the Annual Report being produced on a monthly basis. It will cover all disciplines. This will provide a permanent copy of the highlights of the newsletter as well as other items.

The Chairman moved to adopt the annual report via a card vote and the vote was unanimous in agreement. Proposed by John Bird 2nd Sue Dors

6. To receive the Finance Officers Report and Balance Sheet

Chrissie Robinson presented the annual financial reports and invited comments page by page.

The financial reports have been examined by an external auditor.

John Bird expressed his thanks to Chrissie Robinson for all her hard work

No other comments from the Council.

The Chairman moved to adopt the financial accounts – vote was unanimous in acceptance. Proposed by Fiona Bowen 2nd G Griffin

7. To receive the Chairman's Report

The Chairman gave his report for the past year and expressed his thanks for all the hard work the President, Board and regional staff have done for the region.

Sue Dors expressed disappointment at the absence of Stephanie Gadd although the Chair informed Sue that Stephanie was on Annual Leave.

8. Appointment of Tellers – if required – Sue Dors and Gerry Griffin

9. To confirm Affiliation Fees 2018

Clubs and Associations £87.50. 50% reduction on affiliation or re-affiliation for Swim Mark clubs:

SE Cat 1 - £3.00, Cat 2 - £3.75; Cat 3 - £2.00

Confirmed and agreed by unanimous vote. Proposed C Robinson 2nd Ray Honeybun

10. To appoint Officers and other Officials:

- .1 Finance Officer: Mrs Kim Scotting
- .2 Vice Chairman: Mr R Downing
- .3 Administration Officer: Vacant and to remain vacant at present
- .4 Health & Safety Officer: Vacant
- .5 Medical Advisor: Vacant
- .6 Trophy Co-ordinator: S Dors
- .7 Welfare Officer: Mrs M Britton
- .8 Secretary Diving: Vacant
- .9 Secretary Open Water Committee: Ms V Periera
- .10 Secretary Swimming Committee: Mrs C Tremellen
- .11 Secretary Synchronised Swimming Committee: Mrs M Hooper

- .12 Secretary Water Polo Committee: Mr M Coles
- .13 Secretary SE South West Region School of Swimming Development:
Mr N Harper
- .14 Emergency Committee (3): Mr P Jones, Mr D Toogood,
Mr John Bird.
- .15 Regional Representatives to SE Members Forum (10) Mr M Coles, Mrs C
Robinson, Mr Paul Robbins, Mr Roger Downing, Mr Andrew Smart, Mr Chris
Elliott, Mr Keith Smith, Mr Graham Cockill, Mr Colin Trudgeon plus one to be
confirmed.

All the above agreed en-bloc unanimously

**11. Confirmation of County Appointments to Regional Committees & Sub
Committees Appendix One**

Jill Beard stated that (Dorset) County Technical Officials T & D Coordinator is Jill Beard, Tracey Roberts is her deputy. It was explained to Jill that Tracey is the County nomination to the Region for this position as Jill has already been appointed by the Swimming Committee as Regional Officials Training and Development Co-ordinator.

All the above agreed en-bloc unanimously

12. Rule Changes as per Appendix Two Three and Four

Roger Downing informed the council regarding the rule changes and amendments to the Handbook which will now be known as the Constitution.

Roger Downing proposed these changes 2nd by John Bird and agreed unanimously.

The handbook will now be taken down and amendments made.

Additional Item to the Agenda

Regional Annual Awards 2018/19 Presented by Sue Dors, Jackie Hilleard and Bob Holman

Youth Volunteer of the Year - Kerry Rutherford Swindon Dolphin ASC

Volunteer of the Year - Martin Walters – Exeter City SC

Technical Official of the Year – Maureen Davies - Truro City SC (not present)
Club of the Year – Bristol Penguin Olympic SC
Coach of the Year – Emma Collings-Barnes –Mount Kelly
Long Service Award to Aquatics – Chas Wallace – Dorset Schools Association
previously member of Wimborne SC
Youth Achievement Award – Tia Crews – Devonport RSA
Adult Achievement Award – Dan Kinsey – Weymouth & Portland WPC –(not present)
Personal Achievement Award – Suzanna Hext – Swindon Dolphin ASC (not present)

The Chair also presented Mr Rob Margetts with a plaque and flowers to acknowledge and thank Rob for his long service and dedication in organising the Regional Competitions for in excess of 30 years. His knowledge will however continue to be available as he continues his volunteering with the RMB and Swimming Committee

13. Installation of 2019/2020 President – Mr Mike Coles

The Chairman invited Bob Holman to say a few words following his year as President. Bob gave a review of his past year and thanked everyone for their support and help.

The Chairman then invited Kelly Podbury on behalf of Somerset to propose the 2019/2020 President Mr Mike Coles.

The Chairman invited Mike Coles to come forward.

Bob Holman presented the Presidents Chain to Mike Coles and Bob Holman presented the consort badge to Mrs Coles,
Chairman then invited each County representative to endorse the appointment

14. Presentation of Past Presidents medallion to the retiring President Bob Holman

The Chairman invited the President to present the past President's badge to Bob Holman and the new President said a few words.
The President then took his seat on the top table.

Flowers were presented to both Mrs Holman and Mrs Coles.

15. To confirm 2020/2021 President Elect and presentation of medallion

The Chairman invited Devon President, Roger Bossom, to nominate Devon's choice for President Elect 2020/2021– Roger Downing.
Roger Downing was presented with the President Elect badge.

16. Swim England Annual Report

The Chair invited comments regarding the SE Annual report – no comments made.

The Chairman expressed his thanks to the Board and for all the help and support received over the past year.

The Chairman thanked all delegates for attending and advised that next year's meeting date is to be confirmed.

The Chairman presented Stacey Millett with flowers and gift voucher as she begins her Maternity Leave.

Meeting finished at 15.40

Photo session took place at the end of the meeting.

Appendix 1a – Nomination report from Kelly Podbury

Appendix 1b – ASA South West Region unaudited accounts for the year ended 31.03.2019

Appendix 2 – Paper for Board & ACM September 2019

Appendix 4 – Swim England South West Governance

Appendix 1a

Nomination report from Kelly Podbury for President 2019/2020

Mike Coles has spent a lifetime in aquatics, from teaching swimming and water polo, to running the Bristol & West Water Polo League, as well as taking on the secretary ship of Swim England South West Region's Water Polo Technical Committee, development officer for water polo in the South West and looking after and co-ordinating the water polo officials.

Born and bred in Weston-super-Mare, so Somerset through and through, Mike, aged four years, was introduced to swimming by his father, former Weston-super-Mare Swimming Club Captain and Life Member, Doug Coles, and Mike always jokes that the biggest problem was getting out of the sack.

He went on to represent Weston-super-Mare Swimming Club at competitive swimming and diving. Then he discovered the dark art of water polo, and there was no stopping him. That was in 1968.

At the age of 14 Mike was representing Weston's senior team in what was then the National Water Polo League, and the games then were played on a home and away basis, so it was nothing for him to disappear off with the senior team and travel to London midweek, play the game and return in time for school the next day.

School didn't mind as he also represented them at both swimming, diving and water polo.

He was also representing the county side of Somerset at both junior and senior level.

Having never been able to sit on his hands, he went on to Weston's club committee in 1978, and then became the water polo secretary in 1980. He became qualified as an STA Swimming Teacher and started teaching swimming for the club, and then helped his father running the technical college's adult swimming lessons once a week.

In 1984 he became the secretary of the Bristol and West Water Polo League, and in 1986 became chairman of Weston-super-Mare Swimming Club, and later took over the coaching of the Ladies Water Polo Team for the club, and moved on to coaching the county side, and

then, a few years later took over as chief coach and secretary of Somerset and the Weston club.

In 1995 he was appointed to the old Western Counties Water Polo Committee, and took over the role of Development Officer for the region. He was also appointed to represent Division 3 of the National Water Polo League, and then was asked to go on to the ASA's Water Polo Technical Committee, becoming responsible for national competitions across England by the start of the millennium, and he continued with this role up to 2008. He was also invited to referee in the National Water Polo League, and travelled the country to their competitions, and he continues in this role to present.

In 2000 he gained his Level 2 Water Polo Teacher's certificate at the newly evolved ASA National Academy, held at Millfield School, and in 2001 returned to the academy enrolled in the national elite coaches' programme to find future international coaches. He continued with the academy for three more years, both as a coach and then as a team manager.

In 2007, he and his wife who was also an active official for the National Water Polo League, as well as club, county and region, took the leap to international level after being asked to officiate at the 2007 European Water Polo Tournament being held in Manchester.

In 2008 he stepped down from all roles due to the ill-health of his wife, who suffered a heart attack, plus the disappointment of being blocked to becoming chairman of the ASA's water polo section.

In 2009, with his wife well on the road to recover, Mike started to get back into harness, and he was made chairman of newly-formed ASA South West Region's Water Polo Technical meeting, and served two years. He has continued to represent Somerset all that time.

In 2015 he was made President of Somerset ASA, travelling the county and region on their behalf, to many competitions and prize-giving events.

2017 saw Mike become secretary of the regional committee, following its reformation after the resignation of the then secretary. He also took back the mantle of development officer for the south west, as well as its official's co-ordinator, then in 2018, he was invited to join the Regional Board as President Elect, a position he has taken up.

Mike is a Life Member of Weston Swimming Club, and still coaches water polo and helps out, on occasions, with the Learn to swim programme. Both of his boys, Sean and Liam, play water polo, and Joy still officiates at table, saying it's the only way she can see Mike. They are looking forward to their grandchildren, Alfie and Stephanie also following on the aquatic theme, both are already having swimming lessons...

And just in case you think Mike doesn't see enough of water he has now become a swimming teacher at Breaan Splash as his daytime job and as re-qualified as a Swim England Level 2 Swimming Teacher.

Appendix 1b ASA South West Region unaudited accounts for the year ended 31.03.2019



ASA Mar 19 pdf
accounts.pdf

Appendix Two

Paper for Board and Annual Council Meeting September 2019

This paper shows the main changes which need to be made and accepted at the Annual Council Meeting in September. Other changes have been made in all sections by each committee. You will recall that over the last 2 ACM's we have been given authority to change the handbook to bring it into line with Swim England changes etc.

As per instructions from 2018 ACM all references to ASA within our constitution have been amended to Swim England and all 180 are highlighted in the proposed 2020 edition in yellow highlighter – for ratification

Whilst doing this revision all references to individual people has been removed from discipline sections and placed into section 3 entitled Regional standing committees Key Volunteers

To ensure that the Board Meeting is not delayed by this document please review the handbook together with the recommended constitution etc and let me have your thoughts and/or questions and recommendations.

This paper will be forwarded to clubs for discussion and acceptance at the next Council.

You will be aware that under governance

7.3 Rules, Regulations and Conditions:

7.3.1 Rules may be changed only at the Regional Annual or Special Council Meeting.

7.3.2 Regulations may be changed by the Regional Management Board by a simple majority of those present and voting.

7.3.3 Conditions may be changed by the Regional Management Board by a simple majority of those present and voting.

Roger Downing
Regional Vice Chairman

RULE CHANGES

Change 1

Section 1 South West Region Constitution

AS IS

8.5 The Regional Management Board shall appoint an ad hoc Committee of three Past Presidents who shall advise on any change needed on payments for secretarial and clerical assistance payable to its Officers, Standing Committee Secretaries and other representatives.

CHANGE

Delete Past Presidents

and

Insert Finance Working Group

WILL READ AS

8.5 The Regional Management Board has appointed the Finance Working Group to review annually and advise on any change needed on payments for secretarial and clerical assistance payable to its Officers, Standing Committee Secretaries and other representatives.

AS IS

8.1 The Region's financial year-end shall be 31 March

8.8 All claims and monies due to the Region shall be referred to the Finance Officer annually by the 31st March.

Change dates following RMB decision to change financial year end

WILL READ AS

8.1 The Region's financial year-end shall be 31 March 2020 and then 31 December annually starting on the 31 December 2020. The bank accounts will be held at any bank approved by the Board. The Board shall appoint the signatories for the Region's bank accounts.

8.8 All claims and monies due to the Region shall be referred to the Finance Officer annually by the 31st December.

Change 2 Section 1 South West Region Constitution

AS IS

7 Government

7.1 There shall be three levels of government of the Region:

- .1.1 the Regional Council;
- .1.2 the Management Board;
- .1.3 the Standing Committees for Development, Diving, Open Water, Swimming, Synchronised Swimming and Water Polo and other Committees.

ADD 7.1.3 Para/Disability

Will read as

7.1 There shall be three levels of government of the Region:

- .1.1 the Regional Council;
- .1.2 the Management Board;
- .1.3 the Standing Committees for Development, Diving, Open Water, Swimming, Synchronised Swimming, Para/Disability and Water Polo and other Committees.

AS IS

4 Responsibilities of the County Associations

4.2.3 The County action plan shall be submitted to the Regional Director for consideration by the Regional Development Committee.

Delete Regional Director and add Regional Chair

Will now read:

4.2.3 The County action plan shall be submitted to the **Regional Chair** for consideration by the Regional Development Committee.

Change 3 Section 4 Regional Management Board

AS IS 1.1 The Regional Management Board will comprise the following members:

- .1.1 the Officers;
- .1.2 the Vice Chair;
- .1.3 Administration Officer;
- ~~.1.4 ASA Sport Governing Board Member;~~ **Delete no longer applicable**
- .1.4 one County Board Member appointed by each of the Counties, as defined in Rule 1.2.2, against criteria set by the Board from time to time. If any County Representative is unable to attend a meeting the county concerned may appoint a substitute.

Add

1.1.5 The President Elect shall be an ex-officio member of the Board during his term of office. He will be allowed a voice during debate but not vote during meetings of the Board

Will read as

1.1 The Regional Management Board will comprise the following members:

1.1.1 the Officers;

1.1.2 the Vice Chair;

1.1.3 Administration Officer;

1.1.4 one County Board Member appointed by each of the Counties, as defined in

Rule 1.2.2, against criteria set by the Board from time to time. If any County Representative is unable to attend a meeting the county concerned may appoint a substitute.

1.1.5 The President Elect shall be an ex-officio member of the Board during his term of office. He will be allowed a voice during debate but not vote during meetings of the Board

REPLACING MEMBERS FORUM WITH REGIONAL MANAGEMENT BOARD

AS IS

3.1.8 confirm the President Elect as President for the new year only.(In the event of there being no President Elect, then the County Association or the Members Forum, which ever is entitled to make a nomination at the appropriate meeting of the Members Forum , shall nominate the President for the new year);

3.1.9 confirm the President Elect for the new year, who shall be nominated in rotation by Somerset, Devon, Cornwall, Gloucester, the Members Forum, Wiltshire and Dorset;

CHANGES RECOMMENDED and agreed at Regional Management Board

3.1.8 confirm the President Elect as President for the new year only.(In the event of there being no President Elect, then the County Association

~~or the Members Forum, which ever is entitled to make a nomination at the appropriate meeting of the Members Forum,~~

Add or the Regional Management Board shall nominate the President for the new year);

3.1.9 confirm the President Elect for the new year, who shall be nominated in rotation by Somerset, Devon, Cornwall, Gloucester,

~~the Members Forum,~~

Add the Regional Management Board, Wiltshire and Dorset;

WILL READ

- 3.1.8 confirm the President Elect as President for the new year only.(In the event of there being no President Elect, then the County Association or the Regional Management Board shall nominate the President for the new year);
- 3.1.9 confirm the President Elect for the new year, who shall be nominated in rotation by Somerset, Devon, Cornwall, Gloucester, the Regional Management Board , Wiltshire and Dorset;

HANDBOOK CHANGES

STANDING COMMITTEE CHANGES

Change 4 Standing Committee Changes Section 11 SW School of Swimming

The committee takes all actions necessary to promote and organise the Region's Residential Swimming Training Course. The committee consists of the Course Secretary, Course Development Officer, Regional Director and Finance Officer, together with co-opted members from the previous year's summer school.

Delete Regional Director and add Regional Chair

Will now read:

SOUTH WEST SCHOOL of SWIMMING

The committee takes all actions necessary to promote and organise the Region's Residential Swimming Training Course. The committee consists of the Course Secretary, Course Development Officer, **Regional Chair** and Finance Officer, together with co-opted members from the previous year's summer school.

Change 5 Standing Committee Changes Section 12 Swimming

Remove reference to Para / Disability from the Swimming Section as it has evolved into a stand alone discipline

Remove: **8 Para-swimming Sub Committee (PSC)**

add:Section 10 DISABILITY/PARA COMMITTEE

The Para/Disability swimming Committee reporting directly to the Regional Management Board, has the task of dealing with all matters relevant to Para and disability swimming according to the Regional Development plan.

The Regional CDO, Events Officer and Regional member of staff will attend meetings on a regular basis and as and when required representatives from specialist organisations will be invited to help informed decision making.

The full details are in section 10 pages 49 and 50

Section 12 Swimming Committee

Work has been ongoing for a number of months looking at governance

This has started with the Swimming Committee as this is the largest discipline with the most sub committees.

Change 6

Remove

4 Management Working Group (MWG):

- .4.1 shall consist of the Standing Committee Secretary, Swimming Competition Secretary, CC Secretary, EMC Secretary, SOC Secretary and the Swimming Financial Controller. Three are needed to form a quorum.
- .4.2 The MWG will oversee the day to day running of the swimming programme in line with agreed policies.

As no longer relevant or required

Change 7

Amend

5 Coaches Sub-Committee (CC):

- 5.1 Shall advise and make recommendations to the swimming committee and shall consist of:
 - .1.1 the Head Coach from each of the networks. In the event that person is unable to attend another coach from within that network to be appointed by that network;
 - .1.2 The Head Coach of stand-alone clubs with a minimum of 10 individual swimmers who have achieved a National Qualification Time in the current year;
 - .1.3 the Talent Officer;
 - .1.4 the swimming committee secretary;
 - .1.5 the swimming competition secretary;
 - .1.6 the Workforce Officer;
- 5.2 The committee has the authority to co-opt a specialist, without power to vote, to advise on a specific task.
- 5.3 Five are needed to form a quorum.
- 5.4 The duties of the Committee shall be to:
 - .4.1 appoint a chairman from its members;
 - .4.2 to deal with talent development;
 - .4.3 provide and encourage a chain of information throughout the region via their networks;
 - .4.4 provide direction in the field of coaching;;
 - .4.5 actively encourage the development of and create greater opportunities for coaches;
 - .4.6 conduct authorised seminars and conferences;
 - .4.7 convene meetings not exceeding four per annum..

To read

4 Coaches Sub-Committee (CC):

- 4.1 Shall advise and make recommendations to the swimming committee and shall consist of:
- .1.1 the Head Coach from each of the networks. In the event that a person is unable to attend another coach from within that network to be appointed by that network. If there is no network within a county, a representative can be appointed by that county from a club that has swimmers who compete in Regional Championships.
 - .1.2 The Head Coach of stand-alone clubs with a minimum of 10 individual swimmers who have competed in a British Swimming or Swim England Championships in the current year;
 - .1.3 **Swim England** Programmes Officer;
 - .1.4 the swimming committee secretary;
 - .1.5 SW Region Administration and Events Officer
 - .1.6 **Swim England** Club Development Officer
 - .1.7 SW Region Development Officer;
- 4.2 The committee has the authority to co-opt a specialist, without power to vote, to advise on a specific task.
- 4.3 Five are needed to form a quorum.
- 4.4 The duties of the Committee shall be to:
- 4.4.1 appoint a chairman from its members;
 - 4.4.2 to receive a report on the Talent Pathway;
 - 4.4.3 provide and encourage a chain of information throughout the region via their networks;
 - 4.4.4 provide direction in the field of coaching;
 - 4.4.5 actively encourage the development of and create greater opportunities for coaches;
 - 4.4.6 conduct authorised seminars and conferences;
 - 4.4.7 convene meetings not exceeding four per annum.

Change 8 Swimming Committee Terms of Reference

Amend

- 2 Shall consist of the Chairman, Standing Committee Secretary, one representative from each County; the Secretaries of the Sub Committees listed in rule 21.4.3.1.1 through to 21.4.3.1.4, Licensed Meet Coordinator, Finance Controller, **Swimming Competition Secretary** and a Board Liaison Member.

To

- 2 Shall consist of the Chairman, Standing Committee Secretary, one representative from each County; the Secretaries of the Sub Committees listed in rule 21.4.3.1.1 through to 21.4.3.1.4, Licensed Meet Coordinator, Finance Controller, Admin and Events Officer and a Board Liaison Member.

Change 9 Amend

- 3.2.4 appoint the **competition secretary** whose duties shall be:
- To**
- 3.2.4 appoint the Admin and Events Officer, whose duties shall be:

Change 10 Amend

- 3.2.2 appoint secretaries to the Sub-Committees listed in rules 21.4.3.1.1 through to 21.4.3.1.4, and a Finance Controller. The Members Forum shall be advised of appointments at it July meeting
- To**
- 3.2.2 appoint secretaries to the Sub-Committees listed in rules 21.4.3.1.1 through to 21.4.3.1.4, and a Finance Controller. The Regional Management Board shall be advised of appointments at it November meeting

Change 11 Amend

- 5.1 shall consist of: EMC Secretary, Standing Committee Secretary, **Competition Secretary** Swimming Finance Controller and three persons, appointed by the Swimming Committee. Three are needed to form a quorum.
- To**
- 5.1 shall consist of: EMC Secretary, Standing Committee Secretary, Admin and Events Officer, Swimming Finance Controller and three persons, appointed by the Swimming Committee. Three are needed to form a quorum.

Change 12 amend

6 Masters Sub-Committee (MC):

- 6.1 shall consist of one specialist member appointed by each County together with the MC Secretary and the Standing Committee Secretary, **Swimming Competition Secretary**. Four are needed to form a quorum.
- To**

6 Masters Sub-Committee (MC):

- 6.1 shall consist of one specialist member appointed by each County together with the MC Secretary and the Standing Committee Secretary, Admin and Events Officer. Four are needed to form a quorum.

Change 13 Amend

7 Swimming Officials Sub-Committee (SOC):

7.1 shall consist of one specialist member appointed by each County who should be a practising **Swim England** qualified swimming technical official. The Examinations Organiser, the SOC Secretary, Standing Committee Secretary, the Swimming Competition Secretary.

To

7.1 shall consist of one specialist member appointed by each County who should be a practising **Swim England** qualified swimming technical official. The Regional Technical Officials Training and Development Co-ordinator, the SOC Secretary

Change 14 Amend

7.3.10 appoint, from nominations received, the ASA Officials Examinations Organiser, whose duties shall be to:

To

7.3.9 appoint, from nominations received, the **Swim England** The Regional Technical Officials Training and Development Co-ordinator, whose duties shall be to:

Change 15

Delete the following

3.2.5 appoint a representative to the Development Committee

3.2.14 submit to the Board nominations for the ASA Technical Swimming Committee;

3.2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region;

6.3.3 form the basis of a 'National Event' Committee for any ASA championship or national/international competition held within the Region;

Appendix Four

Swim England South West Governance

For a number of years the District (Western Counties) / South West Region produced an annual Handbook which also included the constitutions of the 6 affiliated counties. The first part of the handbook contained the Regions constitution together with some historical data. In recent years the affiliated counties have taken responsibility for producing their own handbook.

The South West Regions current handbook therefore only contains its own constitution and certain historical data. This document in its entirety gives the region a set of fundamental principles with which it may operate under. As a Region we have rules, conditions and regulations which we operate under and some historical data.

For the sake of clarity perhaps we should amend the following:

1. Front cover. Delete Handbook and replace with Constitution.

2. Section 1 to be headed "South West Region General Rules"

Section 1 para 7.3 of the current handbook tells us who may change the rules, conditions and regulations.

.3.1 needs an addition to the end of the sentence: by **a 2/3rds majority of those present and voting**. (This sentence is already included under the duties of the ACM but I think it also makes sense to include it here.)

7.3 Rules, Regulations and Conditions:

.3.1 Rules may be changed only at the Regional Annual or Special Council Meeting.

.3.2 Regulations may be changed by the Regional Management Board by a simple majority of those present and voting and ratified by the Regional Members Forum by a simple majority of those present and voting.

.3.3 Conditions may be changed by the Regional Management Board by a simple majority of those present and voting.

How does it happen?

1. Rules (changes / additional) – rule 4 Section 3 ACM

.2.3 made by a club, body, association or organisation affiliated to the Region and has reached the Administration Officer by May 31st; or

.2.4 made as a matter of emergency, approved by the Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two thirds of the delegates present and voting.

2. Regulations.

The rule above makes it clear who can amend/ add/ delete a regulation it makes no reference to who may propose a new etc. regulation. I would suggest any member or body affiliated to the region can. The board would give its consideration to and make a decision as authorised by the above.

3. Conditions

These are only concerned with the championships / competitions which the region runs.

Any changes would come to the board for decision from the appropriate discipline. Of course there is no reason why the board can't make its own changes etc

4. Historical data.

Normally updated in the office following the ACM

JB 08/2019