



President Roger Downing

Minutes of the Operations Committee Meeting held on Monday 7<sup>th</sup> June 2021 held via Zoom, commencing at 1330 hours

**Present:**

CRobinson	CR	Chair
P Robbins	PR	Vice Chair
G Griffin	GG	Finance Officer
J Hilleard	JH	Staff member
S Millett	SM	Staff member

**2021/ OC**

**23 Welcome Introduction and apologies**

The Chair welcomed everyone to the Operational meeting.

C Vickery unable to attend as unwell.

**24 Declarations of Interest**

None

**25 Minutes of previous meeting –**

Agreed as a true record

**26 Matters arising not on the agenda**

16.1.3 – Nothing from Ekaterina regarding the National Open Water Festival. Meeting on 13.06 to discuss Festival of Swimming. CR and PR to attend.

17.2 – The finance has been agreed for the Safeguarding workshops.

22 – South Devon Storm have been approved. Note that any new club affiliations in future need to fill out the new form.

22.5 – 73 clubs have now responded with their representative to Regional Council. Another email out to those who haven't responded to push this.

22.6 – Volunteer awards are now progressing, advertising has gone out and the selection panel have been decided. Waiting on Swim England Head Office to send the nominations out.

22.2 – New Open Water Club in Gloucester will not be affiliating as they only want to be a recreational club, after discussion with Howdens the Insurers they will not be able to provide insurance.

Carbis Bay – affiliation responses have been received from County and local clubs, SM to pull these together and distribute to be discussed at next meeting of Operations Committee.

## **27 Update/feedback from Board meeting**

1. Minutes circulated before the meeting.
2. CR waiting to hear back from Helen Weeks with regards to changing the affiliation flowchart.
3. 21.3 – Counties and associations have been told to include Swim England South West Region Ltd on communications going forward.

## **28 Discipline Committee Minutes**

1. Only received minutes from Masters Committee these were to discuss the next Masters Regional Championships and were circulated before this meeting.

## **29 Stronger Affiliation/Swimmark**

1. Coaching and Teaching Register is being looked into by Swim England, Sophie Bucknell (SE Talent) is looking into this.
2. Stronger Affiliation – Issue with Penzance, Coach has done safeguarding an updated OMS is now needed. Missing the Welfare Officer Statement and OMS report.
3. SwimMark – West Wilts Diving no further forward, JH has given them until noon on 18.06.21.  
Plymouth Leander have certificates missing, club have sent through to JH which have been forwarded onto CV to be uploaded.  
Kingsbridge Kingfishers asked JH for calls no one has come back to her after dates sent. Have until noon on 18.06.21, nothing uploaded to the portal.  
All new quarter clubs have been notified they are due for reaccreditation.
4. Safeguarding workshops – one problem last week Joy Retter sorted and removed problem from the workshop and locked out. Charge to be paid before attending any further workshops. Reminders are going out regularly.
5. Club Dev Committee Update – Plan of delivery and development plan was discussed at previous meeting.  
Team Manager workshop now full and a waiting list has been started.  
Potential of a new Tutor, training up to deliver in September hopefully.  
Young Volunteer Programme 2021/2022 – run again next year in the same format as an online process using Zoom. All agreed.

## **30 Finance**

1. New bank account is now set up.
2. Tax bill has been sent to accountants who are now dealing with this.
3. License fees for L4 meets have been paid into the wrong account, GG is investigating and will help where he can.
4. GG to give update at this meeting each month, balance sheet isn't needed to be produced.
5. Down £4000 in the last 12 months.
6. JH asked for confirmation on when development plans need to be submitted for following year. Details are in the SWR Ltd rules and regulations. Submit in September for consideration. Plans to run January to December.

### **31 Update from SE & BS**

1. Regional Agreement has been signed off by the Board. Se have been informed. This will be a living document and subject to amendments when necessary.
2. Festival of Swimming – more info to go out to clubs this week. Meeting on Sunday with SE and Ekaterina.

### **32 Forums and Meetings**

1. Cancel the Coach Forum due to be held on 09.06 as only 4 coaches booked to attend. Possibility of running these on one day as a development opportunity for coaches as evenings don't seem to be working at the moment.
2. Operators meeting due to be held on 07.06 to be cancelled. Attendees offered same workshop in other Regions due to low numbers.
3. Young Volunteers workshop Saturday 12.06. JH and CV to attend focus on events.
4. Chair Forum 16.06 – send out another reminder with a topic that will be discussed. CR to decide topic and JH to send out to clubs.
5. Swimming Committee meeting to be held on 28.06.21 at 7pm. SM to schedule and send CR log in link to send out to attendees.
6. Officials Zoom Meeting. SM to publicise on Social media again, last push for attendees.
7. Talent Camp Update – 40 athletes attended the session run on Saturday 05.06.21 on Zoom. Great engagement from all, some technical problems due to videos and number of participants along with internet stability. SM to report back to SE Talent the problems. Discussion around selections for the face to face camp due to be held in September. SM to contact Millfield re the booking. Young Volunteers can be invited to Face to face camp to observe and help.

### **33 Staff Leave**

1. JH off w/c 21.06.21
2. SM off w/c 28.06.21
3. PR not available w/c 14.06.21

### **34 AOB**

1. Club issues – the pool that was closed due to travellers is now open again so swimming has resumed.  
Wilts Council are taking back the running of leisure Centres in the area.
2. New Clubs – South Devon Storm are now affiliated. 3 months from 07.06 to complete Stronger Affiliation.
3. Website updates – about us page, members of board now need to be identified as County Nominated Directors.  
TM presenter applications forms JH to send to SM to be uploaded.  
Festival of swimming entry packs, etc to be uploaded.  
Regional awards information added to website and social media. Closing date is 13.08. 21
4. Return to water Survey – SE thank you emails have been sent out.

5. Monitoring meetings/minutes – problem with Open Water, CR to contact Brian Armstrong to discuss.
6. JH – going through Swim Mark and Stronger Affiliation plans with Mary Hooper as Mary wanted to check she was doing enough on the committee.
7. GG – none
8. PR – none
9. SM – none
10. CR – none

**Date of Next Meeting** : 5<sup>th</sup> July 2021