

President Roger Downing

**Minutes of the Operations Committee Meeting held on Monday 6<sup>th</sup> December 2021 via  
Zoom at 13.30**

**Present:**

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

**2021/OC**

**92 Welcome, Introductions and Apologies**

92.1 CR welcomed everyone to the meeting with apologies from C Vickery who is on annual leave for the week.

**93 Declaration of interest**

93.1 No declarations of interest received.

**94 Minutes of the meeting held on 08.11.2021**

94.1 Acceptance proposed by P Robbins and seconded by G Griffin, Agreed unanimously.

**95 Matters arising from the above minutes not on the agenda.**

95.1 85.2.1 Exeter Uni WPC is now Stronger Affiliation compliant

95.2 90.1.3 Lydney SC now have a completely new committee and are slowly getting to grips with the governance required.

95.3 90.2.4 Meeting was held with J Hilleard, Ruth Edwards (SE) and Ricki Hayes and the pool utilisation being reconsidered.

**96 Discipline committee minutes**

96.1 Para – no meeting held

96.2 Swimming – no meetings held

96.3 Waterpolo – no meetings held

96.4 Open Water – 22/11/2021 – no minutes received yet. This means three meetings have been held with no minutes produced. CR to approach CV and request she attend the next meeting to produce the minutes.

96.4.1 Much discussion regarding Regional Open Water Development and Championships. Dates to be advertised and budgets to be produced once all costs are established.

96.5 Artistic Swimming – 27/11/2021 – no minutes received yet. Reminder needed regarding the committee ToR's.

96.5.1 Discussion regarding the Talent Development framework produced by SE and how it could be implemented within the Region

96.5.2 Lack of access to suitable pools for competition.

## **97 Club Development**

- 97.1 All clubs due to go through the next round of SwimMark and Stronger Affiliation accreditation seem to be progressing well.
  - 97.1.1 Highworth ASC have advised us they will be dissolving at the end of the year.
  - 97.1.2 University of Bath WP club are not currently compliant as they have no club officers detailed on OMS. JH to contact the University and the Waterpolo Manager to explain that no training or competition should be undertaken by the club as they are not insured currently. We cannot suspend as we have no one to notify!
- 97.2 OMS – JH is sitting in on a workshop for club membership officers to see ‘the other side’ of the operation from the clubs view point so that she can advise clubs more informatively if they have problems with the system.
- 97.3 The Youth Panel poster competition to attract more volunteers is currently being judged. Once decided the winning poster will be made available to clubs for personalising and either adding to their websites or noticeboards.
- 97.4 Transgender Competition Policy to be published in the New Year. This will include drugs details.
- 97.5 Anti-racism statement is currently being worked on by SE for publication at the earliest opportunity.

## **98 Finance**

- 98.1 Finance meeting is scheduled for 21<sup>st</sup> December via Zoom
- 98.2 We have had a volunteer to take on the role of Finance Officer. Details will be released once agreed by the Directors.
- 98.3 SM to produce details of fees that can be to coaches and team managers for talent camps. This had previously been agreed by the finance Committee but has not been published.
- 98.4 Bursary applications – looking at increasing the number of applications for this year if required as no bursaries were awarded in 2020. This is a one off allowance because of the current situation.

## **99 Updates from BS and SE**

- 99.1 New model constitution for unincorporated clubs has now been approved by the SE Board and training is now being given to Regional Leads. It will be launched in the New Year.
- 99.2 New membership branding will be introduced in the New Year. Cat 1 will become Club Train, Cat 2 - Club Compete, Cat 3 - Club Support.
- 99.3 Work is beginning on reviewing the Judicial process.
- 99.4 A new working group is being established to cover Equality, Diversity and Inclusion.
- 99.5 A workshop took place to assist Regions with producing QT's for swimming competitions. Very informative.
- 99.6 Time to Listen invoice will be received from the East Midlands in the next few days.

## **100 Forums and meetings in December.**

- 100.1 All Zoom meetings are covered for letting attendees in.

## **101 Staff Leave**

- 101.1 CV on leave from 6<sup>th</sup> until 15<sup>th</sup> December
- 101.2 All staff are on leave from close of play on 23<sup>rd</sup> December and will return to their ‘desks’ (or kitchen tables!) on 4<sup>th</sup> or 5<sup>th</sup> January 2022

GG left the meeting at 14.55

## **102 Miscellaneous**

102.1 **Club issues** – none currently reported

102.2 **New Club Affiliations** – Bristol Stingrays – SM to send reminder to local clubs and County who have not replied that the closing date for the consultation period is soon.

102.2.1 When to issue of constitution certificate?

Process to be – receive and approve paperwork – go into consultation period – close of this period operation committee use the information to decide if the club should affiliate – if no advise them of decision and tell them the appeal process.

If yes advise them to hold their inaugural AGM. Once the minutes of this meeting together with the Chairman and Welfare Officer statements and risk assessments are received which should include all of the elected officers names the Region will advise SE membership department within 5 working days and also issue their constitution certificate. Once SE add them to the system they can begin to upload the required information for Stronger Affiliation and they have three months to complete this process.

## **103 Date of next meeting**

10<sup>th</sup> January 2022 via Zoom

**Meeting closed 16.00**