



President Chris Elliott

Minutes of the Operations Committee Meeting held on Monday 06.06.2022 via Zoom commencing at 16.00 hours

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
G Pearce	GP	Finance Officer
J Hilleard	JH	Staff member
C Vickery	CV	Staff member
S Millett	SM	Staff member

2022/OC

62 Welcome, introductions and apologies

62.1 CR welcomed everyone to the meeting and there were no apologies.

63 Declarations of interest

63.1 Declarations of interest received – none

64 Minutes of previous meeting held on 09.05.2022

64.1 Acceptance as an accurate record proposed by PR, seconded by CV. Agreed unanimously

65 Matters arising not on the agenda:

65.1 None

66 Discipline Committee Minutes

66.1 Para Committee meeting 11.05.2022 – Regional Training Day planned for 07.07.2022 at Taunton School.

66.2 Swimming Committee meeting 12.04.2022 – decision making regarding spectators at Summer Championships 2022

66.3 Open Water 28.04.2022 Meeting was adjourned as it was inquorate – Championships cancelled originally but now being held jointly at the same venue (Lake 86) with East and West Midlands on the 02.07.2022 and the cost is being split accordingly.

67 Club Development – JH

67.1 Club Affiliations/SwimMark – all reminders have been sent out. There are a few concerns but will need to wait until the end of July to sort. There is no longer Performance SwimMark accreditations for any disciplines.

67.2 OMS information post meeting JH and CV have discovered anomalies between information held on OMS and Integra very occasionally – will discuss with Swim England.

67.3 Safeguarding dates are available and filling as normal. JH talking to Joy Retter re further dates towards the end of the year.

67.4 Inclusion nothing new to discuss.

67.5 Youth Panel Update – all contact via email at present – Youth Panel members to sit on the Judging panel for the Awards.

67.6 Regional Strategy – JH has received some responses but has not yet finalised the report. Remind all that it is in process but cannot be finalised until SE have finalised theirs.

67.7 Time to Listen and Team Manager all happening as per the website – all workshops fill very quickly. All TM F2F presenters need to upskill to the online version – SE have informed all concerned and have supplied details on how to upskill.

68 Finance – GP

68.1 GP has had issues again with the Bank account access.

68.2 GP went through outstanding finances – Summer Championships payments outstanding discussed with CV and CV will chase outstanding clubs.

68.3 £6k membership payment received and the loan to Swim England is being repaid in full – approximately £30K will be repaid to the region.

68.4 The HMRC request should be sent to Best Accountancy. The period is different to our financial year because of when we became a company.

68.5 Ray Clash Memorial Fund – GP has had a request for funds from this fund. GP to send the request to PR CR and DF in order to gain their view. CR explained the basis of the Ray Clash Fund.

69 Updates from SE & BS

69.1 County Review update – 4 out of our 6 counties have responded.

69.2 SE Strategy will be going to the September board in draft format and will hopefully be signed off before the end of the year.

69.3 Pool Depth Guidance under review but will be reinstated all being well by the end of the month. The competitive start award should be promoted when talking to clubs to assist with this.

69.4 Reserves policy for counties – SE will look at the principles counties should take into account when calculating what should be held in reserve by counties but each County is different.

69.5 National Artistic Swimming meeting has been held re competition criteria.

70 Forums and meetings in June

06.06.2022 Team Manager – JH & MC

08.06.2022 Financial Sustainability workshop - JH

15.06.2022 Coaches Committee SM/CR/CV

22.06.2022 J2 Officials training – PR

27.06.2022 Water Polo – MC & CR

Para meeting to be arranged.

71 Staff Leave

JH – week commencing 20.06

SM – week commencing 27.06

72 Miscellaneous

72.1 Volunteer Awards – National Meeting 26.11.2022 in the Great Hall Birmingham University. Those who gain our regional awards go through to this.

72.2 Harold Fern and Alan Turner awards will be held at the National awards.

72.3 Regional awards will be held on 11.09.2022 at the Holiday Inn with an afternoon tea.

72.4 This will be the first face to face event since Covid – no cost involved as we are in credit with the Holiday Inn.

72.5 Pop up to go outside the door on the day. OHP and Extension lead needed – room hold up to 70 required.

72.6 Nominations are open from 01.06 – 31.07.2022. All nominations to SE and SE will send to the region by 15.08.2022.

Judging panel 18.08.2022 and then invites out to the first three placings. 10 awards.

73 Date of Next Meeting

04.07.2022 via Zoom at 1600 hours

Meeting closed at 17.16

Appendix 1

SE SW Awards Panel TOR Document

Name :

The group shall be known as the Swim England South West Awards Panel

Purpose

The purpose of the panel is to be responsible for the judging of the annual Swim England South West Awards which link to the Swim England Awards.

Membership of the panel:

Membership of the panel will consist of, The Regional President, The Regional Staff lead for the Awards, A Regional Board Rep, the Lead Volunteer for the Awards, and Members of the Regional Youth Panel.

The panel will have the right to co-opt additional members as necessary to ensure a fair and unbiased process.

Panel meetings will be convened by the regional staff lead.

Any conflicts of interest must be declared by each panel member who will then be exempt from discussion involving that particular nomination or award category.

Aims

1. To ensure that nominations for regional awards are considered against specific criteria in a fair and unbiased way.
2. To agree regional award placings on an annual basis

Objectives:

1. To receive and consider the nominations for the Regional Awards.
2. To identify regional winners from the nominations received
3. To ensure that all winners are selected based on the information within the nomination in a fair and transparent manner

Meetings:

A minimum of one meeting will be held per year, (with a presumption of an online meeting) the meeting will be arranged by the regional staff lead as agreed by panel members.

When possible, documentation for the meeting will be sent out in advance of the meeting date.

Decisions will be recorded and kept confidentially

Responsibilities:

The panel will be responsible for:

1. Deciding the placings for each category as appropriate
2. Maintaining complete confidentiality on all discussion that take place within the panel meetings and outside of the meetings.
3. Withhold any announcements of awards winners until such time after they are announced by the region.
4. Ensure that regional winners are forwarded to Swim England by the required date.

Reporting:

The regional staff lead will forward details of award winners to Swim England and will report on the work of the panel to the board.

Policies:

All panel members must adhere to Swim England and Swim England South West Policies and procedures.

Panel members may have access to confidential information. Confidential information must not be shared or discussed outside of the meeting.

Expenses.