



President Dr Brian Armstrong

Minutes of the Operations Committee Meeting held on Monday 10.05.2023 at 16.00 hours via Zoom

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

2023/OC

49 Welcome and introductions

49.1 CR welcomed everyone to the meeting.

50 Declarations of interest - none

51 Minutes of previous meeting held on 03.04.2023

51.1 Minutes of previous meeting were unanimously agreed as a true record. PR nominated and JH seconded

52 Matters arising not on the agenda

- 52.1 GP informed all that all clubs have now received their Swimmark payment.
- 52.2 GP also stated there are some Funding/Finance updates which need to go onto the website. GP will email the office with the updates.
- 52.3 44.2 Regional Strategy – Meeting no longer in Loughborough – moved to Birmingham from 10am – 15.00 on 20.05.2023 Awaiting further details.
- 52.4 44.3 First meeting has been held re Tier of 2.5 – Going to be a follow up meeting and 2 representatives from the Chairs group will be attending.

53 Discipline minutes

- 53.1 Para – No meeting
- 53.2 Swimming – No Meeting
- 53.3 Waterpolo – No meeting
- 53.4 Open Water –No meeting

53.5 Artistic Swimming 6th March 2023 –

53.5.1 A few points are not recorded correctly and CR will contact them before their next meeting.

53.5.2 Certificate of Exception needs further clarification. The Athlete should have the certificate to show the referee. The Certificate covers areas other than disability -

53.5.3 Amended TORs for the committee have been submitted. Some points will need to be reinstated ie Finance Controller which is required.

Certain areas of TORs should be consistent with other disciplines.

Minutes from meetings should be received within 14 days – 20 days is too long.

53.6 Coaches 04.05.2023 numbering of points needs amending SM to do.

7.4 Should read as Consideration times – SM to amend.

53.7 Officials – No meeting

54 Club Development

54.1 Club Affiliations/SwimMark – No clubs are currently suspended. The two which were are now compliant.

There are a lot of changes being introduced for SwimMark and Club Affiliation. A workshop is coming up with 71 people booked on. JH also has some 1-2-1

sessions booked in with clubs.

Element 15 removed and amalgamated into Element 3 which will be made up of 3 parts.

Soft launch in July and mandatory from November.

Coaching and Teaching Register from 2024 must have Qualifications, Correct DBS safeguarding in place DBS not pending. Evidence of bookings etc must be uploaded.

Suspended clubs swimmers not allowed to compete – being reviewed but at present No

Chair and Welfare Officer Governance workshops will be mandatory for SwimMark and Club Affiliation and the clubs will have to show their reserves with their accounts.

Element 3 will be going into CA as well as SwimMark, Element 3 will require three pieces of evidence.

Element 15 of SwimMark will move to element 3

Club Affiliation will now have 6 elements.

54.2 Safeguarding/Wavepower

Each County in our Region now has a Welfare Officer.

54.3 Inclusion – No updates apart from a new Transgender policy.

54.4 Youth Panel Update – Still waiting on SE update.

55 Finance

55.1 GP – Distance Development Days still have outstanding payments which need to be chased. GP to give SM the details.

55.2 Summer Champs – Payments coming in.

55.3 Paypal – still causing issues.

55.4 Safeguarding – agreed no more invoicing for non-attenders. Amend the website (done) SM will look into Stripe.

55.5 GP may be working away more therefore CR & PR will help with invoice payments – copy in CR & PR with any invoices.

56 Updates from SE & BS

56.1 Lots of training courses for AS – Dates published and Mary has circulated to clubs.

56.2 Risk Assessment Portal – should be up and running this summer.

56.3 Swim England Strategy – being launched next Tuesday 17.05.2023

56.4 New Membership types being worked on within SE and new rates will be coming out.

56.5 Katya will be giving talks regarding costings of events and National WC dates are 15-17 December 2023 with details being discussed.

56.6 Health & Safety will be reviewing Risk Assessments and Policies.

56.7 Jane Nickerson is retiring at the end of the year and George Wood is leaving in July.

57 Forums and meetings in May 2023

10.05 Ops meeting

16.05 Rules Update JB/CR

24.05 Swimmark JH

24.05 J2 CR

05.06 AS – SM/CV

58 Staff Leave

Nothing planned currently

59 Miscellaneous

Club/County Issues – none

New Club Affiliation – none

60 Date of Next Meeting – 05.06.2023

Meeting closed 17.45