



President Chris Elliott

Minutes of the Operations Committee Meeting held on Monday 09.01.2023 at 12.00 hours via Zoom

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
J Hilleard	JH	Staff member
C Vickery	CV	Staff member
S Millett	SM	Staff member

2023/OC

1 Welcome, introductions and apologies

1.1 CR welcomed everyone to the meeting and thanked them for their hard work at the weekend. Apologies received from Geoff Pearce.

2 Declarations of interest

2.1 Declarations of interest received – none

3 Minutes of previous meeting held on 12.12.2022

3.1 Agreed and accepted as a true record unanimously.

4 Matters arising not on the agenda

4.1 132.4 Period wear guidance wording is being changed although not yet ready.

4.2 139.6 SM has now met with Lizzie Burge and in fact all staff have now met her following the event at the weekend.

5 Discipline minutes

5.1 No Discipline minutes received.

Going forward as a region we need to ensure meetings are being held in accordance with their Terms of Reference and minutes of the meeting are to be produced and circulated within 2 weeks of the meeting. CR will discuss at the Directors meeting. Also the disciplines are to look at their Terms of Reference and check them. If they feel they are not current and applicable take to the Regional Board. Also need to reacquaint with the mandatory sections.

6 Club Development

6.1 Club Affiliation/Swimmark JH will be contacting the clubs who have not started uploading evidence yet as only 2 weeks left to submit.

JH will be sending GP a list of Swimmark accredited clubs as at 31.12.2022.

There remain issues with OMS and people completing Swimmark do not have access to OMS for the amendments to be made.

SM – Constitutions have been coming in for checking.

6.2 Safeguarding – booked up until the February workshops. There have been a couple of queries regarding payment – the person needs to input 10.00

6.3 Inclusion – no update

6.4 Youth Panel – no updates

6.5 Counties weekend – went well and CR thanked everyone for their hard work.

Highlights from the weekend – JH informed the other regions that it was most useful for Regional Staff to attend. Positives – mixing up of counties on the tables much better discussions. Removal of county boundaries and working cross county and the benefits of doing so. It was good also for counties to talk to each other F2F Model Constitutions need to be in place for the various types of clubs. Overall an excellent weekend.

7 Finance

No update received. GP has informed CR of the need to look at things which make a profit.

8 Updates from SE & BS

CR stated nothing to report.

9 Forums and meetings in January 2023

- 9.1 09.01.2023 Para CR & PR
- 10.01.2023 Team Manager JH
- 11.01.2023 Coaches CR CV SM
- 16.01.2023 Welfare JH
- 18.01.2023 Board meeting CR PR
- 23.01.2023 Secs Forum JH & CR
- 24.01.2023 Club Dev JH
- 25.01.2023 j2 Training
- 27.01.2023 FINA Rules
- 30.01.2023 WP To be confirmed CR
- 31.01.2023 TM 2 SM & JH
- 01.02.2023 TM1 JH
- 03.02.2023 FINA Rules To be confirmed

Jill Beard has had to cancel some of the Officials Training workshops and rearrange as awaiting confirmation for certain things. Arrangements between ourselves to allow entry to Jill and then leave the workshop will be made.

10 Staff Leave

16 – 19 Jan SM

11 Miscellaneous

11.1 Counties – no issues

11.2 Club Issues only one club we are aware – altering training time and reducing some training times causing problems.

11.3 New Club Affiliation – Out to Swim Bristol – as a region we are happy to accept this new club – SM will contact them.

11.4 AOB No one had any business to raise apart from CR re ACM and the preparation of this. 26.03.2023 via Zoom – Accounts will need to be ready. Confirmation of representatives for the clubs need to be prepared.

12 Date of Next Meeting.

06.02.2023

Meeting closed 13.33