



President Chris Elliott

**Minutes of the Operations Committee Meeting held on Monday 12.12.2022 at 1600 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

**2022/OC**

**129 Welcome, introductions and apologies**

129.1 CR welcomed everyone to the meeting. CR informed the committee that GP would be arriving 10 minutes later than the start.

**130 Declarations of interest**

130.1 Declarations of interest received – none

**131 Minutes of previous meeting held on 03.10.2022**

131.1 Agreed and accepted as a true record proposed by JH and seconded by PR. Agreed unanimously.

**132 Matters arising not on the agenda**

132.1 123.1.2 Problems at Masters Inter Counties. Recorder did not show, a replacement was found amongst the swimmers but there was a problem with the results. CV and SM went through the results and rectified the issues. Devon came 1<sup>st</sup> throughout the country which is a great achievement.

132.2 Water Polo Manager no enquiries from anyone yet for this role.

132.2 Enquiry received for Swimming Manager and the Job Description has been sent out as requested.

132.3 124.2.2 Survey Monkey now available for all staff to access.

132.4 124.3.2 No update from SE re period wear – JH will follow up on this.

132.5 118.2.1 Out to Swim new club affiliation only one response received so far - this is a positive response. Closing date is 09.01.2023

### **133 Discipline minutes**

133.1 No discipline minutes received.

### **134 Club Development**

#### 134.1 SwimMark / Club Affiliation

134.1.1 One club has progressed from Club Affiliation to Swimmark affiliation. 64 clubs due to go through the next panel none are completed yet.

134.1.2 DBS Levels can now be checked which was not previously possible.

#### 134.2 Safeguarding

134.2.1 SG workshops from Feb now set up on Survey Monkey with a payment of £10.00 (agreed by board) to be made. One week before the date send list of attendees to GP for payment to be checked.

#### 134.3 Inclusion

134.3.1 No update although PR has had a request to say Swimmers clear the water rather than gender specific.

#### 134.4 Youth Panel

134.4.1 No updates.

134.5 Regional and County officers meeting 14.11.2022 no feedback mainly sat listening.

134.5.1 Contact list held on the box is now removed.

### **135 Finance**

135.1 All invoices to date have been paid. Millfield will be refunding us some money.

135.2.1 BEST Accountants GP stated all pretty much ready for submission – just checking exactly what is needed for Year end accounts.

### **136 Updates from SE & BS**

136.1 Minutes of CLG circulated to the committee for information, C & T register still has issues. DBS should be in place before going poolside (Wavepower) although SE are giving a 3 month window which is contradictory.

136.2.1 Clubs Link Session – paper issued.

- 136.3.1 Wroughton are now closed – final paperwork still outstanding. As at December 2022 we have 130 clubs in our region.
- 136.4.1 New League affiliation process now published
- 136.5.1 Chairs meeting in London –County Reviews – talks to be held. Re functions/objectives of the counties going forward which most regions are happy with.  
CR to discuss Code of Governance with George Wood re Tiers of Entry – County Tier 1 Regions Tier 3 SE Tier 3 – Regions should ideally be Tier 2
- 136.6.1 Swim England looking to have an Annual Conference which will include awards plus workshops on the day too.

### **137 Forums and meetings in December**

- 5<sup>th</sup> Dec TM1 JH/FB now moved to January 23
- 12<sup>th</sup> Dec Ops meeting CR
- 21<sup>st</sup> Dec Judges meeting PR

### **138 Staff leave**

138.1 JH 20.12.2022 – 03.01.2023

138.2 SM & CV 23.12.2022 – 02.01.2023

### **139 Miscellaneous**

#### **139.1 Club / County Issues**

- 139.1.1 None to report except to highlight that a few clubs have recently undergone a complete change of committee and may need extra support from staff.

#### **139.2 New Club Affiliations**

- 139.2.1 No new requests

#### **139.3 Regional Strategy Proposal**

- 139.3.1 Confirmed with Holiday Inn 7 tables with 6 chairs – 12 names received for overnight stay. JH will send out a draft agenda.

#### **139.4 Health Tracker Update**

- 139.4.1 SM attended the meeting last week. Clubs and Regional Staff will have logins, there will be 6 sections:

C & T  
Finance

Pool/Venue  
Growth  
Volunteers and then Overall score for Club.  
Other sections to complete should they wish to  
Disciplines can complete for their own area  
Red flags triggered to Swim England  
Download options for the club available

**139.5** GP Bursary info sent out

**139.6** JH met with Lizzie Butcher the new Governance Officer under Helen Weeks

**140** **Date of December Meeting**

140.1 09.01.2023 via Zoom

**Meeting closed at 17.15**