



President Dr Brian Armstrong

**Minutes of the Operations Committee Meeting held on Monday 06.11.2023 at 16.00 hours via Zoom**

**Present:**

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

**2023/OC**

**119 Welcome, apologies and introductions**

119.1 CR welcomed everyone to the meeting and there were no apologies

**120 Declarations of interest**

120.1 None

**121 Minutes of previous meeting held on 02.10.2023**

121.1 Minutes of previous meeting were agreed as a true record. Proposed by SM, seconded by PR. Agreed unanimously

**122 Matters arising not on the agenda**

118.1 GL1 and Trowbridge are both now open. Swindon remains closed.

118.4 Regional Strategy has gone to SE to be inserted into template.

122.1 Have we heard anything from Marlborough College re ceasing? No – They are currently suspended and SE will write to them.

**123 Discipline minutes**

**123.1** Para – no meeting

**123.2** Swimming 18.10.2023 33.2 should read “was sent”

**123.3** Water Polo no meeting

123.4 Open Water – no meeting

123.5 Artistic Swimming – 02.10.2023 Gloucester County Sec name has now been corrected

123.6 Coaches – 11.10.2023 39.1 Highworth have a maintenance problem with their diving boards and Trowbridge will be losing their pit when the new pool is built. Highworth are seeking funding for the pool.

39.2 Mount Kelly should read Club Affiliation not Swimmark.

123.7 Officials – report included in Swimming Minutes

123.8 Masters – report included in Swimming Minutes

## **124 Club Development**

124.1 No clubs suspended this quarter. SE emailing clubs was effective but did lead to many complaints across the Country. It also resulted in a few clubs receiving offers of help from volunteers which is a good thing.

124.2 SwimMark /Club Affiliation

New evidence requirements should be online now from last week, which means things will now have to change. Following the meeting last week Club Affiliation is very much a priority for SE and not SwimMark. SwimMark is all to do with strengthening the governance within the club.

Club Chairs are aware of the requirements. All clubs have to have safeguarding and DBS in place at all times and booking to attend safeguarding is not enough it has to be completed prior to the affiliation deadline date. Wavepower due out towards the end of December.

124.3 Safeguarding Plan Presented to the Ops team for any feedback. It will then go to the Board of Directors for sign off ready for launch on 6<sup>th</sup> Jan.

124.4 Inclusion – no new updates

124.5 Youth Panel Update – JH will be putting a hold on this for the time being and will look again after the end of January.

124.6 Time to Listen JH to have a meeting with Amanda and Fiona to see who is going to be doing what. All courses are full until the end of January.

## **125 Finance report**

125.1 Artistic Swimming have made a request for a new sound system. Cost just over £1,000 including VAT .it was unanimously agreed to proceed with purchase. Discussion took place regarding county using regional equipment. This again was a unanimous decision not to loan equipment.

125.2 Avalon broadband equipment in the office needs to be updated by 2025. It was agreed unanimously to do this immediately because of the current router being unreliable

125.3 Bursary Requests – GP hopes to be in contact regarding this by next week. Also requested an upto date list of SwimMark accredited clubs

125.4 GP been working with Brian Armstrong looking at the OW finances and the complicated method used regarding the championships in conjunction with the East and West Midlands.

## **126 Updates from SE & BS**

126.1 CLG Meeting, Swimmark and Club Affiliation information.

126.2 Risk Assessment portal for clubs should be up and running by the end of Jan 2024

126.3 All schools clubs have been given the requirement they need to meet. Existing clubs have six months to comply unless they are due to do Club Affiliation.

126.4 Coach and Teaching Register update

126.5 WPLG Minutes – Talent section – would not inform the regions who had been accepted. The reason for this is unknown

## **126 Forums and meetings in November 2023**

6/11 WO JH

7/11 TM1 JH/SM

13/11 TM1 JH/MC

18/11 YV Workshops JH

21/11 TM1 JH/RS

22/11 Club & Operators Webinar – Andy Jack Cancel JH to inform AJ

26/11 YV Workshops JH

27/11 TM2 JH/MC

29/11 J2 Training JB/PR

03/12 TM1 JH/MC

## **128 Staff Leave**

CV 15.11.2023 – 22.11.2023

## **129 Miscellaneous**

### **129.1 Club and County Issues**

129.1.1 Wellington pool closing for refurbishment – info sent to AJ

129.1.2 Club Health Tracker not gone down well in some areas of the region. Clubs cannot see what they get from it.

### **129.2 New club affiliations**

129.2.1 Kings new club – Welfare Officer now sorted and going onto next stage.

129.2.2 Taunton Deane Artistic and Cheltenham Artistic both moving away from their original clubs. Applications in progress.

### **129.3 MISC**

129.3.1 Marlborough College now suspended need a resignation letter.

Next meeting date – 04.12.2023 via zoom

Meeting ended 17.50