



Swim England East Region
Minutes of the Regional Operations Committee (ROC) Meeting
Thursday 16th June, 2022

Present	Ian Cotton (IC)	Chairman
	Ian Mackenzie (IM)	Director
	Sheila Mackenzie (SMM)	Member Nominated Member
	Helen Stephens (HS)	Member Nominated Member
	Lottie Thompson (LT)	Member Nominated Member
	Tom Baster (TB)	Independent Member
	Stewart Murray (SM)	Independent Member

Also present; Leanne Brace (LB), Regional Manager.

22/14 Apologies and Chairman

- 22/14.1 Keith Belton, Finance Director, and Gerry Metcalf, Member Nominated Member, sent apologies prior to the meeting.
- 22/14.2 IM attended as a substitute Director on behalf of KB.

22/15 Declarations of conflict of interest

- 22/15.1 There were none.

22/16 Minutes

- 22/16.1 The minutes of the meeting 10th March 2022 were agreed to be an accurate record of the meeting subject to item 22.05.5 being changed to read two rather than three Directors.

22/17 Matters arising

- 22/17.1 *21/27.2A Risk Register was circulated with the meeting papers. JW explained the Register was a requirement of being an incorporated company and that the Board had produced the draft for comments. Members of ROC were invited to comment on the Register and suggest alterations. IC has been doing some work on the Risk Register which included comments from ROC.*

ACTION- Risk Register to be circulated to the ROC.

- 22/17.2 *22/04.3 The full (previously known as Level 2) Coach Course changed in 2018 to make it more applicable for the head coach role, with the Senior Coach course aimed at a higher level. GW was asked to check this was suitably mentioned in the advertisements of both courses. TB suggested there needed to be more opportunities to upskill as a coach outside of courses. George Wood has provided the ROC with an update- Comments have been fed back. The wording is clear in the SwimMark information and Lindsay has taken it up with Jen Norvill and Aimee Broughton at the Institute of Swimming to clarify the wording on the website (to be completed).*
- 22/17.3 *22/06.2 IM asked GW why counties and regions were yet to receive funds from membership renewals. GW agreed to look into this. George has followed this up with confirmation that the funds were paid at the end of April.*
- 22/17.4 *22/07.3 TB mentioned the National Open Water Championships are going to be quite late on this year into the Summer, and therefore the region should look at coach welfare, making sure clubs were considering coach wellbeing. LB would look into this. An article will be placed in the July newsletter and on the website/ Social Media. LB has requested support from SE Coach Development Manager to input into this.*
- 22/17.5 *22/11.1 LT asked whether there were plans to ask the Discipline Managers to attend the Regional Operations Committee to allow questions to be answered directly. It was agreed the Board would look at this at a future meeting. This is going to be discussed at the next Board Meeting.*

22/18

Board report

- 22/18.1 IC circulated a report prior to the meeting. The report included an update from the Swim England Chief Executive Officer, Jane Nickerson, and update from the Chief Financial Officer, Brian Havill, the review of counties, the minimum depth diving new policy suspension, and the Swim England Strategy.
- 22/18.2 LT asked whether the region had been involved in the consultation process for the Swim England Strategy. IC confirmed that he had attended a consultation meeting. Staff have also had an opportunity to feed into it, as well as Leadership Group Managers.
- 22/18.3 The region had put out a President Elect advert for a second time, as there were no applications the first time. The Board will be reviewing the applications and will update ROC accordingly.

ACTION- Board to update ROC on the outcome of President Elect applications.

22/19

Regional Awards 2022

- 22/19.1 Swim England has launched the National Awards 2022. The Region will be using the nomination process to produce regional awards as per previous years. The closing date is 31st July, with the nominations being sent to the region on 15th August. It was noted that Swim England is aiming for a Club of the Year for each discipline, but that the region thought this was a little ambitious given the small number of clubs in some disciplines.

22/19.2 Due to the recent changes of ROC members and Directors, the Awards Panel member list needs to be updated. It was agreed the Awards Panel will now be made up of Helen Stephens in her Presidential capacity, Paul Kendall as Past President, then LT, SM and SMM.

22/19.3 TB suggested whether there needs to be an awards panel, or whether ROC could determine the regional winners, now that the ROC has a smaller make up.

ACTION- Board to discuss whether ROC could decide regional award winners instead of a separate panel, given that most of the reps are the same people.

22/20

Report from the Regional Manager

22/20.1 LB circulated a report prior to the meeting along with the meeting papers. The report included a note that the region was finding increased costings for hire and resources. Therefore participation fees of development activity was increasing, although it was still well below the industry comparison. LT suggested it would be useful to circulate a summary of different discipline development fees to each manager.

ACTION- LB to circulate a summary of development entry fees to discipline managers.

22/20.2 The report provided a summary of the issues the region had been made aware of with the recent updated minimum depth diving policy. These had been forwarded on to Swim England.

22/20.3 The increase in demand for Team Manager workshops, along with a summary of development and competition activity that has taken place over the last three months, was also presented in the report.

22/20.4 TB suggested there was some scope to discuss future swimming development activity with the coaches, and offer an opportunity for them to be involved in the programme. TB would provide some funds to help cover the costs from the championship income.

ACTION- LB to discuss development activity with the coaches at the next Coaches' Forum.

22/21

Finance

22/21.1 A monthly budget report was circulated with the meeting papers. There were no questions. IC mentioned the sale of two floors at SportPark by Swim England, which has enabled the loan to be repaid back to the region, including the interest owed.

22/22

Strategy

22/22.1 IC had circulated a report with the meeting papers which detailed the discussions that had taken place to date. Members of the ROC were asked what the region currently does well, what are our core values, and what can the region improve on? A discussion followed with a number of areas recorded to form the start of the strategy.

22/22.2 It was confirmed there will be ample opportunity to feed ideas and suggestions into the strategy in the future, these discussions were to help get pen to paper.

22/23

Leadership Groups

22/23.1 i) To receive minutes from leadership groups (attachments)
Available minutes were circulated to members of the ROC prior to the meeting.

22/23.2 Artistic Swimming Minutes, 14th November 21, still no minutes available.

22/23.3 Club Leadership Group, 20th April 2022, LT asked for more information on the Parent Resource project. LB provided more information on the project.

22/23.4 Disability Leadership Group, 20th April 2022. It was suggested the Group look at a shared online space to save files, as this was good practice and was working well with diving.

ACTION- LB to ask discipline managers to consider this option.

22/23.5 Diving Leadership Group, 17th February 2022, and 7th April 2022, no questions asked.

22/23.6 Masters Leadership Group, 11th May 2022, minutes not yet available. These were now available since the distribution of meeting papers, and so would be circulated along with the ROC minutes.

22/23.7 Open Water Leadership Group, 5th April 2022, and 10th May 2022. No questions asked.

22/23.8 Swimming Leadership Group, no meeting date recorded. TB confirmed there had been a meeting since the last ROC, and would forward the minutes to LB. TB took the opportunity to thank all that were involved in the running of the Regional Championships.

22/23.9 Water Polo Leadership Group, 30th March 2022 it was noted that water polo was delivering significantly more development activity, which was great to see.

22/23.10 ii) Update of ROC representation on Leadership Groups

Due to the departure of Joan Wheeler from ROC, it has created a vacancy of a ROC representative on the Disability Leadership Group. It was agreed HS will become the representative.

22/24

Any other business

22/24.1 SM asked for clarification on who was invited to the Annual General Meeting (AGM). It was explained the Regulations state that the Members of the Members' Forum, President, President Elect, Directors of the Company, Chairman of the Audit Risk and Probity Committee, Chairman of relevant Nominations Committees, officers, managers and staff are to be invited.

ACTION- Board to review the invitation list to the AGM.

22/24.2 A discussion took place around the purpose of ROC, and its functions. SMM explained how the Swim England structure was replicated when the organisation moved over to become incorporated and that we are fortunate to have such an active Board of Directors. It was agreed the Board would look at this in more detail.

ACTION- Board to review the purpose of ROC.

22/24.3 IC notified the members that Ipswich Borough Council had released their Facilities Strategy but that it unfortunately did not have a 50m pool included, despite the strong support from Swim England previously on the matter, and it being identified as an area in need of a long course pool.

22/25 Confidential items

22/25.1 There were none.

22/26 Dates for future meetings

22/26.1 The next meeting is scheduled for 20th September 2022. The meeting will start at 7.30pm and be held via Zoom. A further meeting is scheduled for 7th December 2022.