

SWIM ENGLAND - NORTH EAST REGION

President – Stuart Walker

Minutes of the Sixty-Fifth Meeting of the North East Region Management Board Held on Tuesday 9th October 2018 at the Darlington Regional Office at 6 p.m.

Present: D. Watson (Chairman); R. Gordon (Finance Manager); D. Alexander, C. Halliday, H. Leighton, K. Smith, B. Saunders, S. Walker, R. Wardle

In Attendance: L. Lill, D. Parry, D. Ramm, L. Tjaguns, L. Young

Apologies: J. Foster, R. Perrell, S. Prasad

779 Welcome and Apologies

779.1 The Chairman welcomed members to the meeting.

780 Declaration of Interest

780.1 Members were asked to declare any interest as and when this arose during the meeting.

781 Minutes of the Sixty-Fourth Meeting

Agreed as an accurate record.

782 Matters Arising from the Minutes

782.1 772.2 - NER Welfare Officer. Chris Halliday reported that he had received between 4-8 instances of local welfare issues/coaches/parents/social media concerns. He had dealt with all as they occurred. The number of issues referred to Chris in the future to be monitored.

782.2 774.1 Sunderland Aquatic Centre is not closing until 2020. The Regional Championships have not been booked at Sunderland due to the uncertainty of closure dates.

782.3 774.1 - GDPR – a privacy notice is now on the regional website.

782.3 775.1 - Payment of judges' expenses to National Skills competition. D. Ramm reported that this is a 2 day competition and is organised between regions. It will be held on 6th-7th July 2019 in Plymouth. The Regions can run this and are able to make a profit. The Regions are to pay judges' expenses from their diving budget. R. Gordon requested a financial statement from previous events for information.

782.4 776.1 – Incorporation – D. Watson reported that this was raised at the ACM and received a very positive response. The tender closes on Monday 16th October with one application to date. D. Watson to update Board Members after Monday via email.

782.5 776.2 – 2020 – change closing window for National Events. B. Saunders stated the dates were between 13th March – 10th May 2020 and confirmed that two events had been fixed and a third was in the pipeline.

783 Report of the Regional Finance Manager

783.1 R. Gordon covered main points contained in the Finance Report. All is within budget at the present time.

Para Swimming contains external funding which has been ring-fenced. £30,000 has been transferred to the North East Region. Other amounts of money has also been ring-fenced.

The photocopier in the Regional Office is no longer working and due to its age cannot be repaired. R. Gordon had obtained 2 quotes from Britannia Office Systems – one on a lease contract and the other to be purchased outright. The Board agreed to the lease contract.

The Board agreed to keep the affiliation fees the same as last year.

- 783.2 Policy for technical officials' expenses -. K. Smith had produced a policy which would cover all disciplines. It was suggested to change the wording in point 1 to (up to a maximum of £75.00 per event). Point 2 to read (up to a maximum of £37.50 per event). Point 3 to read Accommodation will only be available K. Smith to re-word the policy with the suggestions made. The Event Co-ordinator who is to countersign all claims has the authority to do so by the Board. If travel is made by public transport then the Region will pay the claim. However, standard class to be added to the policy for rail travel. D. Parry asked if the policy can be forwarded to the Discipline Managers for their information. K. Smith to forward.

784 Regional Business Plan

- 784.1 L. Young highlighted the main points within the report.

The lack of available tutors in order to schedule further courses has been a challenge. However, it is in the pipeline and is progressing. It is hoped to source some tutors nationally. There has been an additional difficulty in finding people to tutor Level 2 courses.

GDPR – D. Parry has undergone training. A decision needs to be made by Board Members as to the wording for a GDPR explanation statement to be produced as to who their data will be shared with/used for. D. Watson suggested need to identify what is missing from the statement and to forward onto North Yorkshire Sport for advice. A statement is needed to gain permission to use personal email addresses for information purposes and guidance is needed for regional volunteers.

D. Parry is to circulate once complete before next Board Meeting.

785.1 Para Swimming Development Plan

The Regional Development Officers Team met with Tom McManus. Following on from this a development plan for 2018-19 has been produced. The aims are to run a regional para swimming championships, hold ID taster sessions and run a regional para swimming development day in June 2019. The costings are £400 from Swim England, £500 from British Swimming and a request for £600 from the NE Region.

B. Saunders pointed out that Chris Armstrong as Para Swimming Development Officer left 18 months ago therefore this meant that a lot of work needs to be done and questioned whether the Regional staff have the time to do this work. It was agreed that ID work needs to start at a much lower level. L. Lill suggested that some of this work could be put into the Hub Networks as a compromise. Classifiers are currently being re-trained so this would have a knock-on effect to the work needed to be completed within the Region.

B. Saunders, D. Parry and D. Ramm to go back to the Para Swimming Team and request more work be done to identify swimmers in clubs.

D. Watson suggested to commit to the £600 request and revise the plan to reflect the conversation with the Para Swimming Team. All agreed.

785 Swim England Open Water Working Party

- 785.1 A request had come into the Regional office for the nomination of one suitable person to represent the NE Region on the Swim England Open Water Working party by Friday 19th October. It was agreed that as Barry Saunders would already be in attendance, he would be the representative for the Region.

- 786 Judicial Appointments Panel**
A request from Kerry Moss had come into the Regional Office for the nomination of a representative for the NE Region to the Judicial Appointments Panel by 9th October. It was agreed that L. Tjaguns would reply to K. Moss to state that the Region do not have a volunteer at this stage but would recommend the vacancy goes nationally to open recruitment.
- 787 Other Items for Information**
787.1 None.
- 788 Any Other Business**
788.1 K. Smith reported that the short course championships are to be held 3-4th November with open and age group in Sheffield. There may be a problem with insufficient officials to cover on Sunday 4th November due to many going to a gala in Spenborough. It was agreed not to licence meets if a regional event is taking place on the same weekend to avoid this problem in future. K. Smith to send out a request to officials asking for availability to attend the regional championships.

788.2 C. Golightly as Swimming Officials Co-ordinator to provide data to Helen Akers.

788.3 D. Watson attended a regional chairs meeting. Swim England have made the decision to change their financial year to the end of December. There was a query as to whether this would change when the Annual Council Meeting will be held. The NE Region would discuss these points when they are considering changing to Incorporation.
- 789 Next Meeting**
Tuesday 15th January 2019 at 6.00.p.m. – Grange Park Sports Club, Wetherby.

ACTION POINTS	PERSON RESPONSIBLE
Payment of judges' expenses to National Skills competition. R. Gordon requested a financial statement from previous events for information.	DR
Incorporation - D. Watson to update Board Members after Monday via email.	DW
Policy for technical officials' expenses. K. Smith to re-word the policy with the suggestions made. D. Parry asked if the policy can be forwarded to the Discipline Managers for their information. K. Smith to forward.	KS
GDPR – A decision needs to be made by Board Members as to the wording for a GDPR explanation statement to be produced as to who their data will be shared with/used for. D. Watson suggested need to identify what is missing from the statement and to forward onto North Yorkshire Sport for advice. D. Parry is to circulate once complete before next Board Meeting.	DP
Para Swimming Development Plan 2018-19. B. Saunders, D. Parry and D. Ramm to go back to the Para Swimming Team and request more work be done to identify swimmers in clubs.	BS/DP/DR
Swim England Open Water Working Party. It was agreed that as B. Saunders would already be in attendance, he would be the representative for the Region.	BS
Judicial Appointments Panel – L. Tjaguns to reply to K. Moss to state that the Region do not have a volunteer at this stage but would recommend the vacancy goes nationally to open recruitment.	LT
Regional Championships – officials request.	KS
Swimming Officials Co-ordinator to provide data to Helen Akers.	CG