

**Minutes of the Executive Committee Meeting of the Swim England Suffolk held via Zoom
on Saturday 16th September 2023 at 10.30am**

ATTENDEES:

Ian Cotton	IC	Chairman	Nick Thompson	NT	Team Manager
Chris Vinter	CV	Secretary	Debs Greenhalgh	DG	West Suffolk
Louise Perkins	LP	Man. Board Rep	Jeremy Duszynski	JD	Past President
Nikki Hall	NH	Deben	Rob Garry	RG	Mildenhall
Alison Vinter	AV	Past President	Stella Day	SD	Team Ipswich
Lesley Beevor	LB	Treasurer	Vicki Emmerson	VE	Leiston
Paul Bowman	PB	Newmarket	Caroline Cofield	CCo	Trophy Secretary
Podge Christian	PC	President	Bobbie Wilson	BW	Past President
Ann Byrne	AB	Disability	Wesley May	WM	Ass Team Manager

1. WELCOME

IC welcomed everyone to the meeting.

2. APOLOGIES

Sue Purchase	SP	St Felix	John North	JN	President/Records
Tim Millet	TM	Dev Meet Sec.	Sarah Tait	ST	Open Water
Chris Bellwood	CB	Man. Board Rep	Peter Elmer	PE	Pres. Elect/Website
Tanya Mason	TMa	Stowmarket	Sarah Elmer	SE	Championship Sec

3. MINUTES OF THE LAST MEETING

CV reported that Ann Byrne had informed him that she was unable to attend the June meeting and had sent her apologies. The minutes were amended accordingly and with this change the minutes of the last Executive meeting held on 10th June 2023 were agreed.

4. MATTERS ARISING:

None

5. CORRESPONDENCE:

None

6. FINANCIAL UPDATE

LB advised that the current balance on all accounts was circa £19,000 where the historically we would expect to have between £35K and £40K. We therefore need to be wary of reducing our reserves too much further. CCo advised that we have recently purchased 3 years stock of championship medals so no further purchases will be required for a few years. The County Team Championships is a costly event but DG suggested that the £1,000 subsidy from Swim England might still be available. This needs to be investigated.

7. AGREE FEES FOR 2024

CV reported that it had been agreed by the Management Board that we adopt an amended fee structure. These revised fees would align with the benefits received by members of each category for services provided by the County. There was no objection to the revised fees which are as follows:

Club Train	£1.50
Club Compete	£3.00
Club Support	£0.00

8. UPDATE ON COUNTY GOVERNANCE

IC informed the meeting that members of the Management Board had agreed to share the actions required to conform with the new governance standard. Access to the Swim England portal will hopefully be available soon and it is hoped that this will be populated by the end of 2023.

IC reported that the revised Wavepower document is due to be published in January 2024. It is expected that this will include revised guidance on DBS and Safeguarding requirements. Currently Swim England DBS enhanced checks are only available for poolside helps and this does not include officials. Any club wishing to organise DBS checks for those members not covered by the Swim England criteria would have to arrange independently. It is believed that the cost of a basic Government check is £19.

IC confirmed that the appointment of the Regional Welfare Officer is underway and once appointed they will offer a service to all counties in the Region.

9. SEER COUNTY FORUM

CV reported that the last County Forum was held on 5 July but was not well attended. An update on Regional matters was presented by Josh Devine and this included an update on County Governance. It was good that Suffolk were one of the Counties who had provided information on attendance at the Regional Open Water Championships. An overview of the nominations for the National Awards was provided and CV asked for the details of Suffolk nominees to be sent to him. Other Counties were informed of how Suffolk use this information.

Clubs were reminded that the Swim England diving policy was now formally in place.

10. COUNTY TEAM CHAMPIONSHIPS

NT had submitted a report for the meeting confirming that the team had been selected from 7 different clubs. Accommodation and transport were all arranged. Nick thanked all those involved for the help given. IC confirmed that the remaining support staff should be confirmed soon.

11. COUNTY CAMP

IC asked the Clubs for help so that the camps can be reintroduced. We initially need someone to take on the role of Lead Coach. Expenses only will be paid to volunteers.

12. AGM PLANNING

IC reported that the AGM will take place on the 25 November, hopefully at St Felix School, as last year. The AGM and Executive meeting will be held in the morning and attendance will be via zone or in person.

IC reminded all that a number of posts require filling including the Masters Secretary and Disability Liaison. IC will be discussing with DG possible options for the Masters County Team for the Intercounty Gala. TM indicated that he would be prepared to consider taking on the Disability role

SE has also stated that she will be standing down from the League Secretary role so volunteer/s will be needed to take on this role.

CCo asked that County Championship trophies be returned at the AGM if possible.

13. COUNTY AWARDS

No more than one Suffolk nomination received in any of the categories. Presentations will be arranged at an appropriate time.

14. MATTERS RAISED BY COUNTY OFFICERS

County Championships – As circulated. Special thanks to SP for her help in agreeing the QT's. It is proposed that the closing date for the County Long Distance events will be 15 December 2023 and the remaining events 6 January 2024.

League – As circulated. As advised at the League AGM, SE will be standing down from the role. At the AGM it was agreed to have the same format in 2024. The following provisional dates of competition are suggested, 13 April, 18 May and 29 June. AB pointed out that the 13 April conflicts with the previously suggested date for the Swimability Gala. The proposed dates will also need to be checked against the Regional competition dates, once known.

Disability – As circulated. AB made special mention of the great performances of William Ellard and Jordan Catchpole at the Manchester World Para Championships.

Records – As circulated.

10. AOB

CV reported that TM had informed him that most entries had now been processed for the David Robinson Development Meet and the session lengths should be 2.5, 2 and 2 hours. There had been issues with the times not aligning with the 2024 County times, it is hoped that this can be resolved in 2024.

CV reported that he had been informed by AB of the sad news of the death of Jane Blackmore, Norfolk, following a road traffic accident. Some Suffolk members may know Jane and we pass on our deepest sympathy.

CV advised Clubs that Leanne Brace, Head of Membership Development at Swim England, had informed Counties that a swimming meet uploader system was being considered to enable meet promoters to upload results themselves. The system is in final stages of testing. The Integra database management system is being updated and will also be known as Open Engage going forward.

CCo reported that Development meet medals were on order and will be available for the meet in October.

RG raised his concerns regarding the specified supervision ratios for single swimmers and SD mentioned that the Swim England guidance is not clear. IC will feed back the concerns.

SC will be issuing a request for officials for the Development meet via Swim Meet.

IC reported that coaches passes are now available to book for the Development Meet.

NH mentioned that she had seen that other Counties, e.g. Middlesex and Surrey had included consideration times for their development meet. This does not comply with licensing requirements for a Level 3 meet. It would be interesting to know how this was agreed.

The dates of future meetings:

- 25/11/23 – AGM and Executive