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| A blue and white logo  Description automatically generated | **WILTSHIRE SWIMMING**  **(Wilts County ASA Founded 1907)**  **Affiliated to Swim England South West Region**  **President: Melanie Sweetman, West Wilts Diving Club.** |

**MINUTES OF MANAGEMENT MEETING**

**Wednesday 17 July 2024 – 19:30hrs**

1. **Welcome and Apologies**
   1. **Attending**: Andrew Ryczanowski, Andrea Christmas, Chris Selby, David Jones, Diane Lee, Geoff Pearce, Karl Mutton, Lesley Leffers, Rebecca Smith, Rob Hart, Dennis Yeoman, Sandra Yeoman.
   2. **Apologies**:, Clair Murphy, Kerry Rutherford, Melanie Sweetman, Michele Greenan, Konrad Adams, Paul Robbins, Paula Rutherford.
2. **Minutes of last meeting - 17 May 2024**
   1. AR quickly ran through the minutes of the last meeting. After the meeting it was found that Water Polo report had not been cover, AR apologies for this and said this report was added to the minutes. A quick review of the report was given with any question held until the Water Polo section later in this meeting.
   2. No further comments or questions were made therefore the minutes were accepted by unanimous show of hands.
3. **Sub Committee Meetings**

All Minutes are available on the [County Website](http://www.wiltshireswimming.co.uk/?page_id=5379).

* 1. **Finance Meeting 8th May 2024 –** Minutes for this meeting are still being prepared and will be published Later. However, GP explained that KM will cover most of the points in his report later. The main point to note from this meeting is the need to have a more structured budgeting process in place as we are now supporting other disciplines more with their activities.
  2. **Competition Development and Performance Planning (CDPP) –** Minutes have been issued but needed a little tidying up. Issues with minutes for the 22 June 2024 where the order of CDPP nominations in the wrong order and Anthony Clark name was incorrectly spelt with an “e” at the end of his name. These will be corrected and re-published onto the website. AR question the final point where Rich Smith volunteered to be Asst. Secretary. This was voted on by the committee and accepted by unanimous vote. SY agreed but stated at this needed to go to rules change to allow other committees to be able to do the same. This point was conceded and will be looked at for the AGM with the item being left as is.
  3. **Education and Development meeting 25June 2024 –** Minutes are available on the website and will be covered in AC report later.

1. **Swim England Southwest Region Report**
   1. DL presented the following report from the region:
      1. Latest Regional Board meeting was held 16 July 2024. Chrissie Robinson is still out of action but is hoping to re-engage as soon as able via zoom.
      2. The Regional Governance and Safeguarding post have been appointed, and they will start on the 1August 2024. The Regional Managers post is being interview for on 22nd of July with a hoped-for starting date of the 1September 2024.
      3. No Shows on courses continue to be a big issue have cost the Region £500 since the start of the year. Wiltshire have had 12 no shows on Safeguarding courses and 3 on Team Manager course. Details of these are being supplied to the County Officers. To date 8 Team Manager courses delivered to 200 candidates and 427 out of 480 spaces on Safeguarding courses have been filled. The Regional Treasurer emphasizes the financial impact of missed courses and urges clubs to attend or notify the Regional Office well in advance so they could refill the spots. The Chair supports this and will contact clubs with no-shows. Clubs struggling to find Safeguarding and Team Manager Courses should contact the Regional Office, which may offer additional courses based on demand.
      4. Welfare Officers Development Day has been booked for Saturday 4 January 2025 at the Holiday Inn, Taunton. Regional Awards Judging Panel is meeting 19 July 2024 with the Awards ceremony being held on 28 September 2024 at the Holiday Inn, Taunton. The winner will be presented with a Regional Award and the 2nd and 3rd places getting certificates.
      5. 2024/25 Young Volunteer Programme will be launched shortly with applications due in by the end of September 2024.
   2. The next Board meeting is scheduled for the 2 October 2024.
2. **Diversity, Inclusion, Safeguarding, Welfare and Governance**
   1. There have been several Regional and National Equality, Diversity and Inclusion forums in the last few months which are provided useful guidance in these areas. The Chair was pleased to see several individuals from clubs within Wiltshire attended these forums.
   2. The Chair was pleased to see the CDPP committee are looking at how they can support the whole of the athlete community to partake in next year’s County Championship. There is still some work to be done but progress is encouraging.
   3. There have not been any Welfare or safeguarding issues reported since the last meeting.
3. **Finance**
   1. KM started off by reporting the transfer of the bank accounts between himself and Geoff is nearly complete, just a few minor things to sort.

* 1. Due to Sue Haydon retiring the County needs someone new to inspect the accounts at yearend and KM has been looking at various other options. Monahans and they quoted a minimum of £1,000. Another company that Tigersharks use is Orangestripe, and they quoted £275 - £350. This is more in line with current fees. KM proposed we go with Orangestripe for this year to see how it works. This was proposed by AR, seconded by GP and passed unanimously by show of hands.
  2. KM reported that payment for transporting the County Team to Sheffield of £1,895 had been made. He suggested that we look at other Coach Companies for next year just to ensure we are getting value for money as last year the fee was £1,500. After some discussion Karl was asked to get some other quotes and to report back. We are currently with Barnes Coaches. **Action: KM** to get Transport quotes.
  3. Masters’ fees have been reconciled to entries for round 1 & 2 of the Wiltshire Masters Championships. There are currently £600 outstanding. KM has passed on this information to KA to chase up. DL asked why Master’s did not follow the same practise as the County Championships and pay on entry. KM will talk to KA about this for next year.
  4. AR stated that following initial conversations at the last meeting he and SY had been looking at sourcing County Branded Clipboard for the County Championship 2025. Cost is coming in at £1,000 for 200 units. CS said that his company is in this field and if we could supply him with details, he would get a quote. **Action: AR** to pass details to CS.
  5. GP reported that membership fees paid to the County so far this year is £10,035. As we get 6 or 7 payments from Swim England, he is expecting that we will get somewhere close to last year’s value of £11,492.
  6. GP has been looking at membership numbers at a regional level and county level and has observed the Club Tain category in Wiltshire is down by 16% compared to 12% at region. This is compared to Club Compete where Wiltshire is currently 989 vs 1012 last year, only 3% down and like the regional values. He is continuing to investigate these figures.
  7. County Membership fees will need setting shortly and will raise this at the next Finance meeting and will report back to the next meeting. The fees are currently £3 for each category.
  8. Please note the next National Finance Forum is scheduled for 15October 2024 and all clubs should try and attend.
  9. In handing over paperwork to KM, GP notice documents from when he took over from Graham Reeve and proposed that documents more than 6 years old should be shredded and disposed of securely. He has means to do this through his job and could do this if the committee agreed. Following a short discussion it was agreed. **Action: GP** to shred and dispose of finance documents more than 6 years old.

1. **Education & Development**
   1. The Education and Development Team has conducted a review of the Funding Policy and have brought forward the following changes:
      1. Bursaries for Teaching Courses will not be supported after the 1 January 2025.
      2. Level 3 Coaching courses applications will be considered for all senior coaches whether they are volunteers or paid, either full time or part time.
      3. Coaching course bursaries will be capped at the rate of the Club discounted price. This is to encourage clubs to use the IOS discounting facility which will give up to 40% off the cost of courses.
   2. A lively discussion followed these proposals and especially around the stopping of bursaries for teaching courses. SY asked how clubs would be able to teach young swimmers in the lower end who have joined from Learn to Swim with only a level 5 proficiency and needing the teacher’s skill set. It was stated from Swim England the guidelines state that registered clubs should only be coaching competitive swimming. This is why they no longer offer teaching bursaries or support clubs in this area, and neither do the Region.
   3. A level 2 Coaches course has just finished and there is a level 1 Coaching course schedule for early 2025. Clubs are encouraged to get together to organise shared courses and the Region are willing to help advise on this. Teaching Courses are plentiful and can be found on the IOS website. There are a lot locally and are being run through local leisure centres. SY raised a question as to whether we as a county should have somebody to help clubs with organising courses. AC said she is willing to advise and direct clubs in the how to set up courses and who to contact.
   4. CPDs – AC is aware of the desire for coaches to have face to face CPD courses but with the current situation there is no one willing to take this on. In the meantime, the CPD offering by Swim England online are much improved and well worth having a look at. As the County will also pay £10 towards the cost of these courses it is hoped more will take advantage of these.
   5. Bursaries for the last 8 months has seen 28 Teacher and Coaching awards make, totalling just under £8k and CPD (mainly Safeguarding) awards of £300.
   6. Young Volunteers – 19 swimmers from Wiltshire started the programme in September last year and more have now completed. We are waiting on confirmation of who finish the programme from the Region.
2. **Swimming** 
   1. **Swimming (CDPP) –** Nothing further to addto that already covered above. Regional Swimming Committee was a very short meeting and there was nothing worth reporting back.

* 1. **Wiltshire Leagues** – RH is still updating results from the rounds with a few clubs still to provide information but expecting this to be done in the next few days. Once done the results will be published and teams notified which finals they are in.

1. **Water Polo**
   1. CS gave a report – Numbers are low and there are only two clubs within the county. BOA are planning a recruitment drive. Swindon are struggling with injuries. Several players from Swindon attended Inter-Regionals and Talent Centres which is very good for them.
   2. CS himself went as South West Regional Official to the Inter-Regionals in Liverpool as a match Referee and then to the Talent Games in Birmingham shortly afterwards.
   3. The Inter-Counties at Millfield in September is a big issue due to number. Having discussed this at the Regional Water Polo meeting it has been suggested a few players could join up with another county who are also struggling. CS will keep the meeting informed as to what happens.
   4. CS would like to send out a questionnaire to clubs to see why Water Polo is not within clubs and whether clubs would like to be involved in taster sessions or allow swimmers to experience this by joining sessions elsewhere. The meeting approved the questionnaire, and it will be sent out to all clubs via Chairs, Secretaries, and Coaches, with a September return date.
2. **Artistic Swimming**
   1. CM was not present, so nothing to report.
3. **Diving**
   1. MS gave a report – Numbers are low and will get lower as the Trowbridge Pool is due to close when the new facility opens in next couple of years. A few divers attended National Skills Competition and did very well. Highworth are attending GBDF competitions as they find these more accessible. Also Highworth are considering not renewing there Swim England affiliation next year due to the issues they encountered this year.
4. **Masters**
   1. Round 2 at Marlborough College held; largely successful, with some positives (nice pool, 8 lanes, 2 deep ends: enabled us to hold 25s with AOE and new 200m event), and negatives (small poolside, parking availability, cost, confusion over booking time/clash with Moonraker event). Good turnout of swimmers (77 entered) and officials.
   2. Para swimmers – agreed during previous meeting and since communicated to award separate medals and points, although none entered this particular event (one potential such who did is awaiting classification, although positive feedback received from his coach [Paula R] over his inclusion and enjoyment).
   3. Monies – have received summary from Treasurer about received (and owed) fees – me to chase up defaulters.
   4. Next block - still no pool booked; no-one willing to take it on [yet] and no response to plea for help.
   5. Achievements:
      1. British Masters (Swansea, April): 21 swimmers from 6 Wiltshire clubs represented. Individual: 7 Golds, 20 Silver, 13 Bronze; Relays: 4 Gold, 2 Silver, 2 Bronze.
      2. European Masters (Serbia, earlier this month; pool and Open Water): Rebecca Smith (2nd, 3rd, 4th and 6th), Stuart Gibbs (2x 7th), Steve Williams (12th), Shaun Cairns (12th, 16th) participated from Wilts.
      3. Regional Open Water (June): 3k Lynne Blunden 2nd 50-59; 2k Rebecca Smith 1st 40-49; 2k Stuart Gibbs 1st 50-59; 2k Sarah Lock 2nd 50-59; 2k Johanna Smith 4th 50-59; 2k Keith Withers 2nd 50-59
      4. National Record **–** Jon Audis 100m LC Back (1:01.67), 22/6/24
   6. Inter Counties - 10th November (1200hrs, Millfield). Stuart Gibbs is in the process of picking the team and currently has a provisional list.
5. **Open Water**
   1. KR not present, so no report.
6. **Para Swimming** 
   1. PR not present, so no report.
7. **Any other Business**
   1. The numbers of Level 4 Club Championships that appear on the calendar at the same time. This is an issue within the county and places a heavy workload on officials to staff these meets. Following a lively discussion, it was felt that a restriction of no more than two Level 4 meets should be allow on any one day and for the Regional Licensing officer to monitor this for next year.
8. **Dates for Future Meetings**
   1. Wednesday 23rd October 2024 – Management Meeting
   2. Saturday 30th November 2024 – AGM

**The meeting closed at 9:16pm**