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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 23rd October 2024 – 19:30 held by Zoom.**

1. **Welcome and Apologies**
   1. **Attending**: Andrew Ryczanowski, Andrea Christmas, Chris Selby, David Jones, Dennis Yeoman, Karl Mutton, Konrad Adams, Melanie Sweetman, Michele Greenan, Rebecca Smith, Rob Hart.
   2. **Apologies**: Clair Murphy, Diane Lee, Geoff Pearce, Kerry Rutherford, Lesley Leffers, Paul Robbins, Paula Rutherford, Sandra Yeoman.
2. **Minutes of last meeting - 17th July 2024**
   1. Minutes from the last meeting were not ready for which AR apologised. We will pick up any actions as we go through this meeting. Once complete the minutes will be posted onto the website.
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 **–** Still outstanding but points were cover in last meeting.
   2. Competition Development and Performance Planning (CDPP) **–** Minutes have been issued but needed a little tidying up.
   3. Coaches Meeting 24 September 2024 **–** Minutes are available on the website and were discussed.
      1. Wiltshire Championships – Venues were confirmed, and Age Groups will now incorporate 16yrs and 17yrs plus groups.
      2. Wiltshire Development meeting - Was discussed and a request from the Coaches to move it to June or Early July window and away from September was noted. Salisbury was regarded as the best venue, but the Leisure Centre was proving difficult to deal with. Coaches were asked to support this meet as a lot of work is put in to it and the last few years have seen it being cancelled. Arising out of the Competition meet (22 October 2025) a few ideas were floated for improving participation around format and location. This was a very useful discussion. These ideas will be passed on to the CDPP for consideration and hoped these could be used to improve attendance.
      3. Wiltshire League – The finals at Bath were hailed as a great success. Ideas were put forward at the Competition Meeting to keep the league going in 2025.
      4. Wiltshire County Development Programme – This forms part of the Swim England’s development programme for Swimmers, Coaches and Team Managers. The 2024 kicked off with Lauren Matthews as Lead Coach, but it was difficult to get other Coaches involved. A working Group of Rebecca Smith, Lauren Matthews, Tim Sadler, Lesley Leffers and someone from Finance, to help with workload and to see the programme develop. This was approved by the committee.
      5. Inter County Team Competition – Team was in place and a good weekend was had by all. The Team finished 15th in Div 2 – Well done to all involved.
      6. CPD and Coaching Courses – It was agreed to approach County Chair to seek help from the old hubs in Wiltshire to get a helper in each of the hubs to help on the Ed & Dev committee to make it constructive and work how it used to.
4. **County Constitution Update for AGM** –
   1. Based on the County Good Governance work, Swim England has indicated that our current Constitution is extensive and includes many additional items that are not necessary. A revised Constitution has been distributed to all parties, with certain items removed. These items will be incorporated into new policy documents, such as:
      1. Structure and Governance of Sectional Committees
      2. Awards & Long Service
      3. Grievance and Disciplinary etc.
   2. This structure will enable the County to have a clear Constitution focused on operational procedures, and a flexible Sectional Committee structure managed by the Executive and Management Team.
   3. Feedback on the new Constitution was requested and should be emailed to AR by October 30, 2024. If there is consensus after reviewing the feedback, the new Constitution will be presented to the AGM in November for approval. **Action:** Feedback to be supplied by all, by 30 October 2024.
5. **Approval of Sub Committee Nominations for 2025**
   1. Nominations for all positions close on 31 October 2024. Key officer positions are filled unless last-minute nominations are received (see appendix A).
   2. The nominations for the Sub Committees were reviewed, revealing several vacancies and a recurrence of familiar faces. A discussion was conducted regarding succession planning and the importance of involving younger individuals. An appeal will be issued to address these gaps before the AGM.
6. **Swim England Southwest Region Report**
   1. Both DL and PR were unable to attend, however DL sent the following bullet points:
      1. Equality, Diversity and Inclusion forum to be held via Zoom on 30 October 2025.
      2. Regional weekend 4 & 5 January 2025 at the Holiday Inn, Taunton. The first day will be for Welfare Officers and will deal with Safeguarding and the Second day will be fore County Officers who will have the opportunity to meet the Swim England talent team. The 2025 Regional President will be installed – important date as it’s a Wiltshire nomination.
      3. Regional AGM on 26 March 2025.
7. **Diversity, Inclusion, Safeguarding, Welfare and Governance**
   1. Once we have the Constitution agreed at the AGM, we will be pushing on to finish off the Swim England Good Governance accreditation.

* 1. As mentioned in the Regional Report there is the EDI forum on the 30 October and could as many Clubs Welfare Officers please attend.

1. **Finance**
   1. Summary Financial Report – June to Oct (to date) – Please see Appendix B for KM full report. In Summary it covered:
      1. Membership numbers, pattern for last 8 years.
      2. Income and expenses for year to date.
      3. Account holdings
   2. Query raised via Geoff from Sandra around insurance cover for stock of medals. Discussion held and further investigation is needed. A question about trophies was raised and passed over for a more detailed discussion outside of the Management Meeting.
   3. Inter county gala very successful. All contributions £55 received from all swimmers. Some minor fees regarding kit still outstanding, Rebecca aware and chasing up.
   4. Thank you to Rebecca for her efforts with this, and for taking a float and returning the unspent portion which has been banked and accounted for.
2. **Education & Development**
   1. AC had left the meeting but had nothing to report as no further meetings had been held.
   2. A reminder that Bursaries are still available for Courses and CPDs with the details of these on the County Website.
3. **Swimming** 
   1. There is no report as SY was absent. The details were covered in the Coaches meeting minutes and the recent Competition meeting. The Competition meeting minutes will be discussed at the next Management Meeting as they were not available yet.
4. **Water Polo**
   1. CS gave the following report from Water Polo - Water Polo is currently experiencing difficulties with player numbers, particularly at the Senior level. Consequently, the County could not send a team to the Inter Counties event at Millfield this year. However, a few Junior players participated in the Inter Counties by joining another team to gain experience and performed well.
   2. Bradford On Avon recently launched a Club Link Programme with the local authority, attracting many new members, particularly juniors. Swindon Dolphin plans to follow suit.
   3. A junior competition involving Bradford on Avon, Swindon Dolphin, Frome, and Marlborough College was held recently to provide new starters with experience. It was successful. With tea and cakes afterward engaged parental interest.
5. **Artistic Swimming**
   1. CM was not present so no report could be given.
6. **Diving** 
   1. MS gave the following report – Diving is still going on in Trowbridge this the pool is still in operation and West Wilts Diving will continue as best as they can. There was no news from Highworth Phoenix.
7. **Masters**
   1. Final masters event 2024, Trowbridge in September:
      1. Maintaining numbers (70+)
      2. No para swimmers yet (couldn’t make this one; the one potential swimmer in June was not yet classified)
      3. Winners:
         1. Overall club: Tigersharks (& Head Cup)
         2. Aimee Masters (Individual Female U40)
         3. Dan Pickup (Individual Male/Open U40)
         4. Rebecca Seymour (Individual Female O40)
         5. Jon Audis / Peter Seward / Paul Vennell (Individual Male/Open O40)
   2. Inter-Counties masters is happening on 10th November – team picked; and County are supplying 3 Officials.
   3. Regionals in October, poorly attended. Wonder if we could do more to promote/encourage participation.
   4. Rebecca’s suggestions for organising/booking pools well received here; still looking for new subcommittee members: Nigel Masters (THAW) has volunteered; myself and Rebecca happy to carry on (the latter as Specialist).
   5. Dates received for next year, pool bookings and finances tbc.
8. **Open Water**
   1. KR has stepped down as our Open Water Secretary and SESW Rep. We are open to anyone wishing to volunteer.
9. **Para Swimming** 
   1. PR submitted the following bullet points:
      1. it is great to say that we have two more para classified swimmers in the county. One with Dolphins and one with ASC. Both girls are S8 swimmers, with one also being SB7. Hopefully we will see them both taking part in Counties.
      2. I recently attended a regional para meet at Bristol. Four swimmers from Swindon ASC attended, one swimmer from Trowbridge and one swimmer from Dolphins. It was a great event and a lovely opportunity for our inexperienced para swimmers to meet more experienced swimmers. Was also an opportunity for parents to meet and chat with Martin Lees, SE para development officer about possible classification for their swimmers.
      3. We have several swimmers that are seeking S14 classification. Unfortunately there is an expensive cost to securing necessary IQ testing, difficulties finding EP’s to carry out testing and the application process is taking 6 - 8 months.
      4. Swindon ASC also have several swimmers that are potentially ready to be classified, so watch this space - over the next year we may have a few more classified swimmers in our county.
      5. Thank you to Konrad and Masters who were very welcoming when one of our para swimmers attended the meet at Marlborough. Unfortunately he was only able to attend the one round but is looking forward to attending again next year.
10. **Any other Business**
    1. There was no other business raised.
11. **Dates for Future Meetings**
    1. Saturday 30th November 2024 – AGM

**The meeting closed at 8:52pm**

**Appendix A**

Nomination Grid So far

**Officers**

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| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| President | Rebecca Smith | Executive Choice |  |
| President Elect |  | Tigersharks |  |
| Chairman  (4 of a 4-year term appointed 2021) | Andrew Ryczanowski |  |  |
| Secretary | Michele Greenan | Lesley Leffers | Sandra Yeoman |
| Treasurer | Karl Mutton | Andrew Ryczanowski | Michele Greenan |

**Other Executive Appointments**

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| Regional Board Member (2nd year of a 3-year Term) | Diane Lee |  |  |
| Welfare Officer (x2) | Joanne Paton | Andrew Ryczanowski | Michele Greenan |
| Independent Accountant |  |  |  |
| Asst. Secretaries (2) | Lesley Leffers | Michele Greenan | Sandra Yeoman |

**Subcommittee members appointments**

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| **13.1 Emergency Committee** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Committee members (2) | Paul Robbins  Dennis Yeoman | Michele Greenan  Sandra Yeoman | Lesley Leffers  Michele Greenan |

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| **13.2 Finance Committee** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Minute Secretary |  |  |  |
| Committee members (4) | Richard Moorhouse  Andrew Brown  Andrea Christmas | A Ryczanowski  A Ryczanowski  A Ryczanowski | Michele Greenan  Michele Greenan  Michele Greenan |

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| **13.3 Education and Development** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary | Andrea Christmas | Lesley Leffers | Michele Greenan |
| One rep from each network (4) |  |  |  |
| Sub Committee members (2) | Lesley Leffers | Andrea Christmas | Michele Greenan |

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| **13.4 Swim Strategy** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary | Lesley Leffers | Sandra Yeoman | Michele Greenan |

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| **13.5 Competitions** | | | |
| **Position** | **Nominee** | **Voted By** |  |
| Secretary Competition | Rebecca Smith | Annual Competition Meeting |  |

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| **13.6 Competition Development & Performance Planning** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary | Sandra Yeoman | CDPP committee |  |
| Asst. Secretary | Richard Smith | CDPP Committee |  |
| Sub Committee members (4) | Jayne Hart  Lisa Osman  Gary French  Tim Sadler | Sandra Yeoman  Sandra Yeoman  Lesley Leffers  Dennis Yeoman | Dennis Yeoman  Dennis Yeoman  Sandra Yeoman  Sandra Yeoman |
| Regional Swimming Rep |  | Appointed by the Sub Committee |  |
| Specialists | Paul Robbins | Appointed by the Sub Committee | Michele Greenan  & Sandra Yeoman |

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| **13.7 Wiltshire Leagues** | | | |
| **Position** | **Nominee** | **Voted By** |  |
| Secretary | Diane Lee | Annual Competition Meeting |  |
| Secretary | Rob Hart | Annual Competition Meeting |  |

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| **13.8 Coaches Committee** | | | |
| **Position** | **Nominee** | **Voted By** |  |
| Secretary | Lesley Leffers | Coaches committee |  |
| Regional Rep |  | Appointed by the Sub Committee |  |

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| **13.9 Officials Panel** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary | David Jones | Sandra Yeoman | Lesley Leffers |
| Sub Committee members (4) | Sandra Yeoman  Gary French | Dennis Yeoman  Sandra Yeoman | Michele Greenan  Lesley Leffers |
| Specialists |  | Appointed by the Sub Committee |  |
| Officials Organiser | Michele Trevithick | Appointed by the Sub Committee |  |
| Technical Officials Training & Dev Co-Ordinator | Paul Robins | Appointed by the Sub Committee |  |

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| **13.10 Open Water** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Regional Rep |  | Appointed by the Sub Committee |  |
| Specialists |  | Appointed by the Sub Committee |  |

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| **13.11 Masters** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Regional Rep |  | Appointed by the Sub Committee |  |
| Specialists |  | Appointed by the Sub Committee |  |

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| **13.12 Diving** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Specialists |  | Appointed by the Sub Committee |  |

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| **13.13 Artistic Swimming** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Regional Rep |  | Appointed by the Sub Committee |  |
| Specialists |  | Appointed by the Sub Committee |  |

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| **13.14 Water Polo** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Regional Rep |  | Appointed by the Sub Committee |  |
| Specialists |  | Appointed by the Sub Committee |  |

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| **13.15 Para Swimming** | | | |
| **Position** | **Nominee** | **Proposed By** | **Seconded By** |
| Secretary |  |  |  |
| Sub Committee members (4) |  |  |  |
| Regional Rep |  | Appointed by the Sub Committee |  |
| Specialists |  | Appointed by the Sub Committee |  |

**Appendix B**

# Finance Report

Summary Financial Report – June to Oct (to date)

## SWIM ENGLAND MEMBERSHIP



A graph of a swimming club member

AI-generated content may be incorrect.

## INCOME / EXPENSES

## 

Above table is prepared on a cash basis.

Some items still left to fully categorize.

Cash at start of period = 78.3k

Cash at end of period = 72.7k (to 21 Oct 24)

Cash spent in period = 5.6k

## OTHER MATTERS

Query raised via Geoff from Sandra around insurance cover for stock of medals. I do not have insurance policy documentation so please can this be query be noted and passed to whoever deals with this, possibly Michelle?

Inter county gala very successful. All contributions £55 received from all swimmers. Some minor fees regarding kit still outstanding, Rebecca aware and chasing up.

Thank you to Rebecca for her efforts with this, and for taking a float and returning the unspent portion which has been banked and accounted for.