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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 3rd January 2024 – 19:00**

1. **Welcome and Apologies**
	1. **Attending**: Andrew Ryczanowski, Andrea Christmas, Chris Selby, David Jones, Dennis Yeoman, Diane Lee, Geoff Pearce (left after item 5), Kerry Rutherford, Konrad Adams, Lesley Leffers, Lisa Osman, Paula Rutherford, Rebecca Smith, Rob Hart, Sandra Yeoman.
	2. **Apologies**: Clair Murphy, Karl Mutton, Melanie Sweetman, Michele Greenan, Paul Robbins
	3. **County Regards:** Andy Ryczanowski sent the Counties best wishes to Mike and Michele Greenan and wished Mike a speedy recovery.
2. **Minutes of last meeting - 18th October 2023**
	1. Andrea asked for the word of the Bursaries paid for Teacher and coach’s courses to be corrected for clarification as below:

Teacher L1 x 3 Total = £282

Coach L1 x 8 Total = £605

Teacher L2 x 3 Total = £515

Coach L2 x 6 Total = £816

* 1. The minutes were then agreed and passed.
1. **Sub Committee Meetings** – There were no other meetings held since the last meeting.
2. **Swim England Southwest Region Report**
	1. Welfare/County weekend is coming up and will focusing on Welfare and launch of Regional Strategy.

It is disappointing to see a very poor attendance of Wiltshire Clubs (only 3 out of 20) and County welfare officers, especially with the launch of the new Wavepower which will feature heavily at the weekend. This will become an ever-increasing importance on welfare for SwimMark and Club Affiliation.

The County Chair will attend and will feed back to Welfare Officers points arising from the day. SE has produced some notes to help clubs with the new Welfare Strategy, they can be found at

<https://www.swimming.org/swimengland/wavepower-updated-version/>

Important details are:

* Adult safeguarding,
* Safeguarding changing rooms,
* Approved training,
* Safer recruitment
* The role of the welfare officer.

There will also be several Drop-in sessions for club officers. Swim England is staging drop-in sessions for those holding key roles at clubs to help clarify the key changes to Wavepower.

The sessions will take place on:

* Wednesday 24 January (10am to 12 noon)
* Monday 29 January (6pm to 8pm)
* Sunday 11 February (2pm to 4pm)
	1. Qualifying Times for summer Regional Championships have now been issued and are available on the Regional Website. <https://www.swimwest.org.uk/file/swim-england-south-west-region-summer-consideration-times-2024-2.pdf>
1. **Finance**
	1. There is £87,000 in the Wiltshire account as of today. However, this does include an over payment from one club which will be returned this week. There are outstanding payments to come in from several clubs for County Champs & Age Group entries. The event team have reminded the clubs that it is against SE Law for their swimmers to compete if payment is not made by the first day of competition.
	2. County numbers remain about the same as last year:
* Club Train = 2088
* Club Compete = 1012
* Club Support = 730
* Total Membership = 3830

The county had an income of £11,492 from the above membership fees.

The Membership numbers are as follows since 2014

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| **Category** | **2014** | **2015** | **2016** | **2017** | **2018** |
| **Club Train** | £3,205.00 | £3,179.00 | £3,155.00 | £3,272.00 | £3,135.00 |
| **Club Compete** | £1,218.00 | £1,224.00 | £1,265.00 | £1,170.00 | £1,212.00 |
| **Club Support** | £791.00 | £756.00 | £766.00 | £795.00 | £826.00 |
| **Total** | £5,214.00 | £5,159.00 | £5,186.00 | £5,237.00 | £5,173.00 |
| **Income** | **£10,689.00** | **£10,576.00** | **£10,631.00** | **£10,736.00** | **£10,605.00** |
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| **Category** | **2019** | **2020** | **2021** | **2022** | **2023** |
| **Club Train** | £2,694.00 | £2,050.00 | £2,338.00 | £2,129.00 | £2,088.00 |
| **Club Compete** | £1,253.00 | £1,235.00 | £657.00 | £999.00 | £1,012.00 |
| **Club Support** | £868.00 | £834.00 | £752.00 | £728.00 | £730.00 |
| **Total** | £4,815.00 | £4,119.00 | £3,747.00 | £3,856.00 | £3,830.00 |
| **Income** | **£9,871.00** | **£12,537.00** | **£11,241.00** | **£11,568.00** | **£11,492.00** |

* 1. The County has also received a bursary payment from SWR for £550 which will be distributed to the relevant clubs
	2. The handover of finances from Geoff Pearce to Karl Mutton has gone very well and is almost finished. The County thanks Geoff for all his hard work over the years and welcomes Karl on board as our new Treasurer.
1. **Education & Development**
	1. Clubs are still not making the best use of funding Bursaries available to them. There is information about funding for courses and it can be found in the 'Guidance and Policies for Bursaries and Funding' document in Ed & Dev on the Wiltshire Swimming website: <http://www.wiltshireswimming.co.uk/?page_id=2553>
	2. Clubs, please note that you can get 30-40% of the price of coaching courses by purchasing a voucher from the IoS via your club account. See the recent SWR newsletter for more details on this.
	3. There are also several very good CPD courses for the coaches online with SE & the IoS. The county will refund £10 for every candidate who completes the online CPD.
	4. Since the last county management meeting in October, we have given out 12 county bursary payments. We have also received £550 in bursary funding from the region.
	5. This year we have 18 young people from across our county taking part in the Young Volunteer programme which is run by the region.
	6. The Education & Development committee has dwindled to one person, Andrea Christmas, she is very keen to get some more people involved on committee, there are several 'stand-alone' jobs that could easily be done by others. If you know of anyone who might be willing to help, please let Andrew Ryczanowski or Andrea Christmas know. This is a really important committee, but we cannot allow one person to do it all on their own.
2. **Swimming**
	1. **County Age Groups & Championships 2024:** Entries are all in and processed, the team is ready to go. The first weekend 13/14th January 24 at Salisbury, Five Rivers and following Age group day of 20th January at Swindon, Link Centre is all confirmed.

The Link centre is back open and is being used by the clubs for training. The Electronic scoreboard is up and working and timing pads are being checked in the next few days. Power to the back office will also be confirmed in the next few days.

There is a condition the team must meet at the Link, as it has been designated a construction zone. For health and safety reasons the maximum number of bodies on poolside at any one time is 180. So, to comply with this and to allow as many competitors as possible to swim, the competition will run without spectators at the Link Centre. This applies only to the Link Centre; spectators can be admitted at Salisbury as normal.

Andy thanked the Event team of Gary, Sandra, Rob, Diane & Lisa for all their hard work in getting the competition in place especially with the uncertainty around the Links Centre.

A Club has requested that there be a medal table at the venues so swimmers can pick up awards on the day. This has been referred to the Event Team and will be communicated back to the Club once a decision has been made.

* 1. **Wiltshire Leagues**

Two divisions are running very well and have swum their first two rounds of gala’s. The Swindon group were scuppered by the closure of the Link Centre and have yet to find a suitable date to run the missing rounds. Lesley suggested using the date of 28th January (Booked by Wiltshire as contingency for the Championship) for round 1. Diane will pass this onto the Swindon Group of clubs, but it may prove not to be suitable as it is in the middle of the Championship.

* 1. **Development Meet**

Lesley sent out a question to Clubs regarding the County Development meet. The response was very disappointing as few clubs (6) answered with any feedback.

However, they do think it is a good idea for our developing swimmers and it is something SE want all Counties to do. One main agreed comment was that perhaps the meet would be better suited in the barren part of the year so, Mid-May to early June. Also, the consensus from the six clubs was that the Link was the best venue to get more entries and plenty of officials. This has been referred to the CPDD committee and Sandra has been asked to do this as a matter of urgency, because clubs would like it to take place this year.

1. **Water Polo**
	1. Swindon Dolphin won the Bristol & West Handicap Presidents cup beating Weston Super Mare in the final 13-11, many congratulations to them.
	2. The teams in Wiltshire continue to prepare and build for the new season. Swindon Dolphins and Bradford on Avon both are entering the Bristol and West league.
	3. The Water Polo committee will arrange another junior tournament for around 8 local teams towards the start of February 2024.
2. **Artistic Swimming**
	1. No report was given at this meeting.
3. **Diving**
	1. No report was given at this meeting.
4. **Masters**
	1. County event dates 2024:
* March 2nd Trowbridge,
* June 15th Marlborough College,
* Sept 28th Salisbury TBC.

Marlborough College is a new venue for Masters; offers possibilities for 25m racing with diving blocks and electronic timing, and the 4x25m relays. There is the first 2025 date of March 1st 25 pencilled into the Wilts calendar.

* 1. Wilts Masters competed in Inter-counties in November 2023, producing great results, 3rd out of 6 regionally & 15th out of 29 nationally which is the 2ndbest result in the last 10 years.
	2. The Masters committee would like cconfirmation/clarification on how budgets and or financial expectations are agreed for pool and AOE hire, etc. for 2024 events. Andy advised that finances will be provided by the County for these events and all invoices should be passed to the Treasurer. Any queries can be discussed with the Officers of the Association. Sandra confirmed medal availability for 2024 events.
	3. The Master’s committee is down to a skeleton team of 2 & 1 specialist. If there is anyone out there that would like to come onto the committee to help with Masters events, they would be very gratefully welcomed.
1. **Open Water**
	1. Andy welcomed Kerry Rutherford as out new Open Water Secretary. There was nothing to update us with now, but she will let the committee know as soon as she knows anything.
2. **Para Swimming**
	1. Andywelcome to Paula Rutherford the Counties new Para swimming secretary.
	2. Para Training sessions which the Region are offering to all Para-swimmers in the region, either classified, or awaiting classification are available.

The next dates are:

* 6th April 2024 at Taunton School from 1400 – 1730
* 6th July 2024 at Exeter Riverside from 1400 – 1730

These sessions are heavily subsidised by the region and come strongly recommend from those that have attended previous sessions, so don’t miss out.

Information for Para swimming can be found on both the Wiltshire and SESWR Websites: <http://www.wiltshireswimming.co.uk/?page_id=27><https://www.swimwest.org.uk/para-swimming>

1. **Any other Business**
	1. **Wiltshire – Good Governance - Diversity and Inclusion Action Plan (DIAP) (Andy R)**

SE has launched a Good Governance policy for ALL counties in the country to follow and for them to disseminate this down through all clubs in their county. The SE Statement is as below:

In 2023 Swim England released it’s 10-year strategy, ‘Access Aquatics’, with the following Mission:

* Improve the health and success of the nation by enabling access to aquatics for all.
* Swim England will champion our sports and work with and empower our partners to tackle inequalities and remove the barriers to participation currently experienced by people and communities.

As a county, you have the opportunity to contribute to this Mission and reap the rewards in doing so. Having an action plan in place to address equality, diversity and inclusion could mean an increase in the proportion of under-represented groups in both participation and the workforce.

Andy R & Michele have made an excellent start to this for the county, and they have asked the Management Committee for their opinions & suggestions on the County’s action Plan.

* 1. **Cost of Open Meet Poolside Passes (Andy R)**

Many coaches have commented on the rising costs of Coaches & TM poolside passes at Licenced Meets with some clubs asking as much as £50 a pass. The question is, what do clubs get for these passes and are the clubs just trying to raise extra funds? Andy R is going to investigate Wiltshire Clubs costs and what clubs are getting for the pass. Lesley will help with accumulating this information.

* 1. **Licencing of Open Meets**

The policies and procedures overall are being followed by clubs. One or two however are still struggling. Lesley & Andy will refresh the guidance on the Wiltshire website and add the up-to-date policies document and post meet forms for clubs. The correct procedure **must** be followed please to ensure our calendar is always as correct and up to date as it can be.

1. **Dates for Future Meetings**
	1. Wednesday 6th March 2024 – Full County Meeting – Management & all Clubs.
	2. Thursday 16th May 2024 – Management Meeting
	3. Thursday 17th July 2024 – Management Meeting
	4. Wednesday 23rd October 2024 – Management Meeting
	5. Saturday 30th November 2024 – AGM

**The meeting closed at 8:40pm**