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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 EXECUTIVE & MANAGEMENT MEETING**

**Tuesday 12th March 2024 at 19:00hrs**

1. **Welcome and Apologies**
	1. **Attending**: Andrew Ryczanowski, Andrew Brown, Andrea Christmas,

Anthony Downes, Carolyne Nicholls, Chris Darling, David Jones, Dennis Yeoman, Diane Lee, Duncan Hibbard, Lisa Osman, Melanie Sweetman, Sandra Yeoman, Scott Primmer, Tom Carter.

* 1. **Apologies**: Erica Hodgson, Lesley Leffers, Michele Greenan, Paul Robbins, Rebecca Smith, Scott Garrett.
1. **Minutes of last meeting – 3rd January 2024**
	1. The minutes of the last Management Meeting were agreed and passed.
2. **Sub Committee Meetings**
	1. There have been no Sub Committee meetings held since the last meeting.
3. **Swim England Southwest Region Report (DL)**
	1. The last Board meeting was on 10 January 2024.
	2. The Regional Safeguarding plan launched at the Regional Welfare Officers Day on 6 January 2024.
	3. Regional Diversity and Inclusion Action Plan has been produced and circulated. Paul Robbins is the Board member responsible for this.

* 1. The Regional weekend was judges to be successful and a booking has been made for the same weekend in January 2025.
	2. The Regional AGM is on zoom on 24 March at 11.00 am.
	3. The next Board Meeting is to be hold on 10 April 2024.
1. **Diversity, Inclusion, Safeguarding, Welfare and Governance (AR)**
	1. The County is working through requirement from Swim England for Good Governance as part of this is to include a Diversity, Equality, Inclusion, Safeguarding and Welfare agenda point. So, this is why we have this item.
	2. Part of the Good Governance requirement is to have a Diversity and Inclusion Action Plan. The County DIAP was circulated to the Management team post the last meeting, asking for feedback prior to submission to Swim England. Some feedback was given, all was of a positive nature and so the plan was submitted. Comments from Swim England was to add an additional action point to ensure everyone is working towards the same goals and to have a checkpoint in to achieve this. An amendment has been made to cover this and the revised DIAP is on the Website with the Executive minutes and can be [access via this link](http://www.wiltshireswimming.co.uk/?page_id=5379).
	3. A DIAP action point is to appoint an Equality, Diversity, and Inclusion Officer (EDIO). The Executive Officers will work up a Job Description, the accountabilities for the role and will recruit on this basis. Clubs are asked for help to forward this on to anyone they feel has the qualifications and experience for the role. Clubs are also asked to advertise this position to their membership. Details will be sent to Clubs and posted on the website when complete.
	4. Andy R attended the Regional Welfare Day as very few Welfare Officers from the County were attending. As covered under the Regional Report it was a very good day and the Swim England Welfare and Safeguarding Managers gave very good sessions and took back a lot of feedback from the Region, especially on the new Wavepower edition. The Region held follow-up sessions for those Welfare Officers that missed the day and included an update on the next Welfare Officers Forum. If any Welfare Officers missed and would like to know more, please contact the Chair.
	5. The Good Governance is progressing with several changes requested by Swim England. These changes had been held over while the County Championships were in progress. One of the changes is to revise the format of County Constitution, an EGM will be called once it is ready.
	6. The Team Manager, Coach and Chaperone Policy was altered and approved just after Christmas and communicated out to clubs at the beginning of February. The revised policy builds on feedback from clubs with additional clarity provided over applying the ratios, the inclusion of a “Teacher” as part of a low-level competition and ensuring the policy reflects Wavepower. The full communication, revised policy, and FAQs can be [view through this link](https://www.swimming.org/swimengland/swim-england-relases-supervision-ratios-policy/). The policy is included as Annex 2a and the FAQs are Annex 2b to these minutes.
2. **Finance (KM)**
	1. As the Finance Officers were not present, no report was presented.
	2. The Chair highlighted a couple of grant applications received recently:
		1. Highworth Phoenix Diving Club – a request for £1,000 to help towards the cost of a new diving spring board, total cost £16,000.
		2. Swindon ASC for communication equipment to help in coaching Para Swimmers – application for £787.

Both applications will be discussed at the next Finance Meeting.

All clubs with projects to improve activities and inclusion for athletes can apply for a grant. Please contact the Treasurer, stating what it’s for, total cost, grant size request and timelines. All applications will be considered by the Finance Committee.

1. **Education & Development (AC)**
	1. As a county we offer several funding opportunities for clubs, information 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% off the price of all level 1 and level 2 coaching courses by purchasing a voucher from the iOS via your club account, this must be done BEFORE booking a place.
	3. There are many very good CPD courses for swimming coaches online via Swim England and UK Coaching. To encourage coaches to take these the county will refund £10 for each CPD completed by a club coach.
	4. Clubs could get together to host/run courses. It’s easier now that most of the course is online (though of course they could opt for face to face) for guidance on how to do this please speak to Education and Development Secretary.
	5. Since the last county management meeting in January, we have given out 11 county bursary payments totalling £895.
		* 6 x Level 1 Coach courses
		* 0 x Level 2 Coach courses
		* 4 x Level 1 Teacher courses
		* 1 x Level 2 Teacher courses
	6. This year we have 18 young people from across our county taking part in the Young Volunteer programme which is run by the region.
	7. Help was asked for on the Education & Development Committee and Lesley Leffers has volunteered. This was accepted by a unanimous vote of the Executive at this meeting. Further help is required, and anyone interested should contact Andrea Christmas or any Officer of the Association.
2. **Swimming**
	1. **County Age Groups & Championships 2024 (LO/DL/SY)** – Lisa Osmans gave an overview on the whole of the County Championships as she was the Meet Director this year.

The Championships ran very well despite the earlier issues with the flooding at the Link Centre. This did impose a restriction of 180 within the pool area because of all the remedial works going on within the Centre. The issues with the Link Centre were communicated out to all beforehand and Lisa thanked all the Coaches, Team Managers, Volunteers and Officials for coping well in the circumstances.

Salisbury weekend went very well, and Spectators were accommodated at this venue. The positioning Lifeguard’s chairs was flagged as a potential issue, but this was force on to the County as a condition of pool hire and further preventative measures had to be taken.

The Link Centre weekends ran to time and every swimmer got their swims. There were a few issues with over zealous swimmers and these were resolved very quickly with the Centre Staff. There were a few issues with the pool and surrounding areas that the Events team had to bear but these were beyond our control due to the state of the recovery of the facility.

Some feedback had been received about no spectators, but this was beyond our control as the numbers on poolside was imposed on us. Also, why in Salisbury the finals were swam with 8 swimmers, but the Link Centre they were only swam with 6? From the previous year a request was made to the Events team to maximise the numbers of swimmers making finals to match that to the lanes available at each venue.

County President Melaine Sweetman, said from her view point the Championships were run really, really, well, and the County should be proud of what was achieved in putting on these Championships under such difficult circumstances. A big thank you to all involved.

The Andy R (Chair) also thank the Events Team for all their hard work in delivering the Championships. Andy wanted to single-out Lisa Osman for all her efforts in keeping the whole event running smoothly and wearing so many different hats throughout. Without her, the event would have not been possible.

Throughout the event the swimmers taking part achieved some great performances and this year 8 Age Group records were broken; particular note goes to Swindon Dolphin swimmers who produce 6 out of the 8 records – well done.

Other feedback was asked for by the Chair:

* + - There were some events where there were not enough swimmers to have heats and finals, why did we run with heats? – This is a requirement of the competition laid down by Swim England. However, the issue is for the County will investigate why the numbers entering were so low.
		- Issues with heating and lighting at the Link Centre was a concern for the wellbeing of the swimmers and fairness of racing. – This was communicated prior to the event and was out of our control as the Link Centre was still in recovery mod. It was felt this was the best option available to enable the event to happen.
		- It was noted that heats did not have the fastest swimmers in the last heat but spread over the last three heats. – This is known as Spearheading and Seeding which is not the norm for the county championships. Diane Lee had noticed it in one event and corrected but, due to not being at the competition hadn’t seen the others.
		- Swimmers who took part in the main enjoyed the events and were happy the Championships took place.
		- The question of why do we run our Championships short course (25m) while other Counties in the Region run long course (50m). Diane Lee fed back that 3 out of 6 Counties run short course due to availability of pools in their counties. We had investigated the possibility of running long course but were unable to get a pool. Tom Cater asked, if possible, could we move to long course? This is under investigation again by the Events team – just watch this space!
	1. **Wiltshire Leagues –** The League was schedule to hold the final in June at Hengrove Pool (50m pool), Bristol. We have been told that our booking for this has now been withdrawn with no real explanation, which is very disappointing.

The County holds a booking for Salisbury 8 lane pool in September 2024 for the County Development Meet. Feedback from Coaches has suggested this is not what they want at that time of year, so alterative options will be discussed at the next Coaches meeting. This becomes a possible option to hold the League finals and will be discussed by the League Management team shortly.

Most Clubs have completed two rounds apart from Clubs in the Swindon group which have been hampered but the Link Centre issues. Also, the Clubs in this pool have not engaged to progress the competition which is disappointing. Diane Lee has a meeting with the Link Centre Management to understand the pool’s development and availability. Once this has happened, she will send out details to all involved in the Swindon Group so they can progress things.

* 1. **Development Meet –** As mentioned above, feedback from Coaches have indicated little support for this format and will be discussed further at the next Coaches Meeting.
1. **Water Polo**
	1. As no one was present no report was given at this meeting.
2. **Artistic Swimming**
	1. As no one was present no report was given at this meeting.
3. **Diving**
	1. Melaine Sweetman and Irene Aldridge have been working hard on getting a new diving board in Highworth (as reported above).
	2. For the first time in several years Melaine Sweetman and Irene Aldridge are organising a County Competition for the Junior and Senior age groups on the 27/28 April 2024. Mel to let Sandra Yeoman know about medal requirements.
4. **Masters**
	1. As no one was present no report was given at this meeting.
5. **Open Water**
	1. As no one was present no report was given at this meeting.
6. **Para Swimming**
	1. As no one was present no report was given at this meeting.
7. **Any other Business**
	1. **Wiltshire – Good Governance - Diversity and Inclusion Action Plan (DIAP) (AR).** Covered under 24/20.
	2. **Cost of Open Meet Poolside Passes (AR) –** Raised at last meeting Andy R took an action to review the cost of Coaches and Team Manager passes within the County as report of high fees being charged and putting pressure on club finances.

The responses from clubs that hold open meetings confirmed an average of £15 per meet was being charged and all passes were for the whole meet and could be transferred between Coaches and Team Managers. As part of this fee the holder was supplied with start lists, highlighters, and poolside refreshments.

This was not considered to be unreasonable, and the number of passes issued did help with costs for running open meets.

Andy R thanked the Clubs for their help on this and proposed to close the action point. This was unanimously accepted.

* 1. **How do Coaches Get Invited to Coaches Meeting (Scott Primmer) –** As long as Clubs have supplied contact detailsfor their coaches, they will be invited by the Coaches Secretary directly. Andy R undertook to notify Scott once the meeting was called so that he could ensure his coach was aware of the date.
1. **Dates for Future Meetings**
	1. Thursday 16th May 2024 – Management Meeting
	2. Thursday 17th July 2024 – Management Meeting
	3. Wednesday 23rd October 2024 – Management Meeting
	4. Saturday 30th November 2024 – AGM

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