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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**

**Thursday 17th May 2024 – 19:30**

1. **Welcome and Apologies**
	1. **Attending**: Andrew Ryczanowski, Andrea Christmas, David Jones, Dennis Yeoman, Geoff Pearce, Karl Mutton, Konrad Adams, Paula Rutherford, Rebecca Smith, Rob Hart.
	2. **Apologies**: Chris Selby, Clair Murphy, Diane Lee, Kerry Rutherford, Melanie Sweetman, Michele Greenan, Paul Robbins, Sandra Yeoman.
2. **Minutes of last meeting - 12th March 2024**
	1. AR quickly ran through the minutes of the last meeting. There being no questions asked of those minutes the Chair proposed the meeting accept these as a true record as written and all agreed.
3. **Sub Committee Meetings** – All Minutes are available on the [County Website](http://www.wiltshireswimming.co.uk/?page_id=5379).
	1. **Swimming Officials Panel** – **19th March 2024** – Minutes were briefly outlined by the Chair and as no questions were asked the Chair proposed these be accepted as written and all agreed.
	2. **Coaches Meeting - 9th April 2024 –** Minutes were briefly outlined by the Chair. DY raised a question about holding Local CPD, if needed as has been done in the past. AC stated that it has become difficult to organise such events as the pools previously used (Milton Road as an example) are no longer available. Also, numbers attending had fallen away and finding someone to run them was providing to be difficult. If someone was prepared to organise then AC would provide guidance. Swim England and IOS do provide several good on-line CPD which the County will give £10 towards the cost of enrolment, and they will provide certification to those attending, whereas local courses cannot.

The Chair proposed these minutes be accepted as written and all agreed.

The Chair then raise a point on behalf of the Events Team as they felt they should be invited to the Coaches Meeting. This occurred in 2022 and the issues was raised in the wash up minutes (With the CDPP in 2022). A request was made this year but not actioned and resulted in a lost opportunity to discuss all competitions and not just County Championships. The Events are now formally requesting they be invited to Coaches meeting moving forward. A view was put forward that having the Events team would be welcome but only for the first part of a meeting to discuss Competitions but then leave to allow Coach’s to discuss other things. This will be put back to the Coach’s Committee to agree.

* 1. **Emergency Committee 29th April 2024 –** Approval for funding to hold Wiltshire League final at Bath University Pool was sort. This was conducted via email and all members of the committee voted to approve the funding.
	2. **Finance Meeting 8th May 2024 –** Minutes for this meeting are still being prepared.
	3. **Wiltshire League Management Meeting – 14th May 2024** – As these minutes had not been circulated due to the short time frame, the Chair outlined the content. No questions were raised so the Chair proposed the minutes be accepted as read and all agreed.
	4. **Competition Development and Performance Planning (CDPP) – 15th May 2024 –** This meeting has another session on 3rd June 2024, so will be held pending until this meeting is carried out.
1. **Swim England Southwest Region Report**
	1. Both DL and PR were not in attendance, but the following report was presented.

The Regional Board meeting was held on Zoom on 10th April 2024 and details of information from this meeting is as follows:

Swim England are advertising for a new Welfare Officer and the Safeguarding workshop has now been revised to include adult safeguarding (effective from 1st April 2024).

Swim England Roadshows are being widely advertised – there are two in our region at Bristol (11th June 24) and Plymouth (12th June 24).

An Equality, Diversity and Inclusion forum is planned for 5th June 2024 on Zoom. This is for Board Members, Discipline Leads, County and Club Chairs; Secretaries; Welfare Officers have all been invited to attend.

The Region is looking to employ a part time Regional Manager (to work alongside the Regional Chair and Finance Officer) and a Welfare and Governance Officer.

1. **Diversity, Inclusion, Safeguarding, Welfare and Governance**
	1. In the light of the Region recruiting a Welfare and Governance Officer AR will be discussing the County’s roll with the Regional Board Member. This is hope to give a roll that can be supportive to the Region and for the Regional Officer to support our County’s Officer.
	2. The County’s Good Governance work is still on-going having received feedback from Swim England. To date only 2 Counties have been awarded the Good Governance mark.
	3. AR reported that a complaint had been received at the County. This has been reviewed, investigated, Interviews conducted, and the matters have been resolved. No details can be given, but all complaints need to be reported to the Executive and recorded.
2. **Finance**
	1. GP was leading this report as KM has only just gained access to the Bank Account. The Finance Committee met in the last few days, but this report will cover details from this meet with the minutes to follow.
	2. The Wiltshire League final funding to cover the costs of hiring the University of Bath’s pool has been agreed. However, payments from Clubs were slow to come in as there was some confusion over the requirements. This has been chased and payments are now being made.
	3. The balance of Accounts as of April 2024 shows £78,697 compared to £73,566 at the same point in 2023. The account access has now passed to KM but there are still other things to pass over.
	4. Payment from Swim England for the first batch of membership fees has been received based on the membership numbers below:

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| **Membership Type** | **2024** | **2023** |
| Club Train (Cat 1) | 1,534 | 1,513 |
| Club Compete (Cat 2) | 980 | 960 |
| Club Support (Cat 3) | 626 | 606 |
| Total | 3,140 | 3,079 |
| Fees Received | £9,429 | £9,237 |

By the end of 2023 membership was 3,830 and expectations are for the numbers to reach this level for 2024.

* 1. The final figures for the 2024 County Championship are still to be finalised but the following is the current outturn statement:

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| Income | £14,555 |
| Expenditure | £13,374 |

Apportionment of Medals & Trophy costs is needed before final figures can be given. However, this year the County has spent £5,500 on Trophies and £1,500 on medals, ribbons and plaques. It is expected once done the Championships will show a loss for the year.

* 1. A few Contributions have been made to support other disciplines and as such the Finance Committee would like to take a more in-depth look at ensuring all disciplines are treated equally with the same consistency of approach to expenditure.
		1. **Water Polo** it has been agreed to fund entry fees to Regional Competitions. However, the monthly sessions previously supported have been stopped.
		2. **Artistic Swimming** received funding towards the cost on new Musical Equipment.
		3. **Para Swimming** has been granted funds to purchase equipment to aid in communications with Para athletes in the water.
		4. **Diving** Funding has been provided to purchase a replacement diving board for the Highworth Club
		5. **Swimming** It has been agreed the Development Camp will continue to be fully funded by the County.
	2. The county has paid £2,107 in Bursaries since September 2023.
	3. Dates for Finance Committee meetings will be set to have 4 per year coinciding with the end of each quarter. At these meetings a full review of the bank account will be conducted to identify and account for all expenditures and incomes.
1. **Education & Development**
	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 cost of all level 1 & 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 good CPD's online for swimming coaches 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. Since the last county management meeting in March, we have given out 3 county bursary payments totalling £409.50
	5. Upcoming courses - There is a level 2 coach course in Swindon next month (this is now full). There are no other level 1 or 2 coaching courses organised for Wiltshire at the present time.  There are a few level 1 & 2 teaching swimming courses coming up in Calne, Cirencester, Pewsey etc. Please visit the IOS course listings page for full details.
	6. This year we have 18 young people from across our county taking part in the Young Volunteer programme, this is now run by the region.
2. **Swimming**
	1. **Competition Development and Performance Planning (CDPP) –** Sub-Committee meeting is current on-going, but no one was present to give an update.

* 1. **Wiltshire Leagues**

Following a lull in activity the competition has sparked back into life with the outstanding rounds of the Swindon Group schedule to be held at Marlborough College Pool on the 18th May 24 and 15th June 24. Warminster Group are completing their last round on the 18th May 24 at Calne.

The issues of where the final is to be held has been resolved with securing time at the Bath University Pool. Details are:

Date: Sunday 15th September 2024

Venue: Bath University Pool

Times: TBC but approximately 10:45am and 2pm warm ups.

Age on day – 23 June 2024 (when the original final was scheduled).

There is spectator space, parking (£3 at weekends) and café available.

More details to follow when all galas are complete. Also, clubs are asked to ensure that you have arranged payment of £125, if you haven’t already done so. The request for payment was within the conditions sent to coaches. RS raised the issue that communications for this competition appears to have only been sent to coaches. Communications on events should be sent to Competitions/Meet secretaries, and Club Secretaries which will gain a better response. This will be passed back to the League Management Team.

1. **Water Polo**
	1. Unfortunately, CS was unable to attend this meeting but submitted the following report:

Water Polo are trying to drum up some swimming club support for polo. Both across Bradford on Avon and Swindon senior men’s numbers are low and in BOA case they are relying on players from other clubs to offer taster sessions and try and build numbers up across the county. We have seen a slight decrease in junior numbers with promising players concentrating on other sports rather than polo. So, it would be great to get some support from the County to fund taster sessions, try outs and development sessions, this is being passed to Finance for consideration.

1. **Artistic Swimming**
	1. CM was not present, and no report was submitted.
2. **Diving**
	1. MS was unable to attend but submitted the following report:

Over the last few months in her role as County President she has been visiting clubs in the County to present medals, watching exciting relay races, teach Diving to Swimmer, help at Masters Events and supporting many other events across the County and The Region. Recently she has enjoyed events at the Regional Age Groups at Millfield, and Regional Youths at Plymouth.

She has enjoyed every moment, and each visit is to a new pool, a different kind of meeting and getting introduced to many wonderful people, she continues to be proud of aquatic sport that we provide across the county, region and nationally.

In Diving MS has been to GB Aquatics Diving Elites in Birmingham, Regional Age Groups Diving and Regional Skills in Plymouth. Week commencing 20th May she is looking forward to the GB Aquatics Olympic Diving Trials.

For the first time in years the County Diving Championships were held in Trowbridge in April and saw Oscar Lippiatt as Champion of all Senior Open Events, Cory White as Junior Open Champion on all 3 boards and Brooke Benger as Champion in all Senior and Junior Female events.

1. **Masters**
	1. First round of the County Masters went ahead in March with 70 plus competitors, this is down from the 90 plus pre-COVID. The event went well, although there were a few minor issues; timing updating; Slippery wall for the 25 Backstroke starts at the shallow end.
	2. Next Round is schedule for 15 June 2024 at Marlborough College.
	3. KA asked about separate medals for Para-Swimmers. RH confirmed that Para-Swimming is done on Para Points for each event and medals are awarded by event and not age group. AR proposed and DJ Second a proposal that Para Swimmers are awarded separate Master’s medals on a trial basis for the next 18 months and to review the uptake of this after the 2025 competition. This was unanimously passed by the committee.
	4. KA asked the Finance Committee if moneys for Masters entries were coming in and GP confirmed he had seen entries for the events, but cannot confirm if all had paid. KA to supplier GP/KM information on entries for cross checking.
2. **Open Water**
	1. KR was at work, but PR gave a short update for her.
	2. The Regional Open Water Event in conjunction East Midlands and West Midlands Regions are being held at Lake 86 in the Cotswold Water Park near Cirencester on the 23rd June 2024 and is open to Age Group Swimmers and Masters Swimmers.
	3. The National Open Water Champs are being held at Rother Valley Country Park on July 27th for Age Group Swimmers and July 28th for Masters.
3. **Para Swimming**
	1. PR reported the Regional Para-Swimming Committee meeting was held in March and the main issue was to find a new Para-Swimming Manager.

* 1. The next Para-Swimming Development Day will be held on the 6th July 2024.
	2. A Big Thank you to the County for agreeing to fund the Para-Equipment requested.
1. **Any other Business**
	1. There was no other business raised.
2. **Dates for Future Meetings**
	1. Wednesday 17th July 2024 – Management Meeting
	2. Wednesday 23rd October 2024 – Management Meeting
	3. Saturday 30th November 2024 – AGM

**The meeting closed at 8:38pm**