

Oxfordshire & North Buckinghamshire Counties ASA

President: Oliver Stockland

Chair: (For the meeting) Iain Rennie



MINUTES OF EXECUTIVE COMMITTEE MEETING HELD Via Zoom ON 7th May 2024 following the SGM (9.00PM)

Present:

Name	Club	ONB Role
Alex Dodd	Thame SC	
Alex Wallop	Oxford University Water Polo Club	
Amanda Fuller	O&W Artistic Swimming	Artistic Swimming Secretary
Amanda Readhead	Maxwell	Disabilities Secretary
Andrea Fijalkowski	Witney & District	
Angela Mackay	Maxwell Chair	
Ben Griffin	Oxford University Water Polo Club	
Chantal Clavaud	Witney & District	County Team Lead
Christine McLintock	ADSC	Treasurer
Donna Richmond	Maxwell SC	
Emma Anderson	Banbury	Girls Team Manager
Gemma Scrivener	BBF	
Geraldine Delbury Seabrook	Didcot Barramundi	
Grace O'Dwyer	Banbury SC	
Graham Dick	NPSC	
Heather Fowler	ADSC	
Helen Fisher	Bourne End SC	
Hollie Robbins	City of Oxford Swimming Club	
Iain Rennie	Banbury/COSC	Secretary
Johny Richards	KGSC	
Karen Underwood	COSC	Officials Coordinator
Kate Hutchinson	South East Region	
Kay Hoffman	Kidlington	
Kim Brosnan	4SSC	
Kim Weetman	4SSC	SwimMark
Lissa Francis	Wantage WWWS	
Luc Seabrook	Didcot Barramundi	
Nick Ray	Wantage WWWS	
Oliver Stockland	ONB	President
Richard Clark	Bletchley & District Swimming Club	
Sandra Simonini	Abingdon Vale Swimming Club	
Sarah Wordsworth	COSC	
Sharon MacNab	Maxwell	ONB Swimming Secretary
Stephen Wynne-Jones	CMK	
Steve Fabes	Didcot Barramundi	Constitution
Terry Bedeau	Bletchley & District Swimming Club	
Tony Koral	Henley Leisure Swimming Club	

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	Apologies were received from: P Shaw (Records/K&GSC) Sinead Lavin (Buckingham swans s.c) Heather Patrick (ADSC)	
2.	Minutes of the Executive Meeting held on 12 th March 2024	The Chair asked if all those attending had read the minutes of the meeting and if they were a true record. It was agreed that the minutes were an accurate record, and they were duly approved.	
3.	Matters arising from Item 2	Covered during the SGM	
4.	Correspondence	a) Regional Strategy Meeting – Thursday 13th June b) Para-Swimming Development Day for athletes and coaches	IR- Send apologies
5.	Chair's Report	N/A - The roles of Chair and Vice Chair are currently vacant It was discussed that there are a number of eMails that require the Chair to deal with.	IR – To issue holding eMail for any actions requiring the Chair
6.	Treasurer's Report	The Treasurer's report had been issued prior to the mgt and is attached. No Changes.	
7	ONB Risk Register Review	Issued in the Reports Pack. No Changes.	
8	ONB Equality and Diversity Action Plan Review	Issued in the Reports Pack. Noted that the Principle Roles and the Team Managers had completed the new Swim England training on Inclusion and Diversity which is found on the new Inclusion Hub (Inclusion Hub - Swim England (swimming.org)) – the course: Foundations of Inclusivity (swimming.org) . No Changes.	
9	Disciplines		
	a) Swimming	No update, already covered in SGM	
	b) Fixtures & County Camp	Nothing to Report	
	c) Artistic Swimming	The Artistic Swimming Secretary's report had been issued prior to the mgt and is attached. No changes.	
	d) Disability	The Disability Secretary's report had been issued prior to the mgt and is attached. Gavina was unable to swim at the weekend but Amanda was able to. Olivia has equalled the World Record in the S14 100m Butterfly and made the qualification times for the Paralympics (Paris) awaiting announcement of the Paralympic team.	

	Agenda Item	Discussion and Decision	Action
		No additional changes.	
	e) Officials	Congratulations to Jo Browne on qualification as a Referee.	
	f) SwimMark Coord	No update to the report	
	g) Constitution Checker	No update to the report	
	h) Masters	The Masters Secretary's report had been issued prior to the mgt and is attached. No additional changes.	
	i) Masters Records	The Masters Records Officer report had been issued prior to the mgt and is attached. No additional changes.	
	j) Records	The Records Officer report had been issued prior to the mgt and is attached. No additional changes.	
10	County Team Coach Report	Chantal gave the update, zoom meeting for Pathway development camp on 4 th April, Cathy Patton speaking to the swimmers went well and covered the journey of swimming. Regionals went very well.	
11.	Welfare Officer Report	N/A	
12	Funding Applications	None Received	
13	Policies and Governance	No further update until Principle posts are filled. Attended the Regional meeting – nothing to report back on.	
14	Swim England South East	The report had been issued prior to the mgt and is attached. No additional changes.	
15	AOB	Henley Leisure – issues with the amount of work and need for a Welfare Officer for SwimMark a significant impact to them. County was approached by Region to see if our Welfare Officer could assist but at that point the post was vacant. Communication has been shared and is attached. Thame has a new head coach. Iain requested that contact details are sent to ensure our mailing lists are accurate.	Thame to send email and other details of the new head coach to County Sec.

The Exec Cttee Meeting closed 21.30Hrs.

The next Meeting, which will be an **ONB SGM** which will be held at **7pm on Tuesday 4th June 2024, via Zoom.**
The AGM will be held on the 16th July 2024. Details to be sent out nearer the date.

Iain Rennie
ONB Sec

Date: 10th May 2024

Chair Signature:

Date:

From: Tony Koral <tonykoral@btinternet.com>
Sent: 01 May 2024 17:32
To: 'Lizzie Butcher'
Cc: 'jcushing'; 'Kate Hutchinson'
Subject: RE: Requirements for Welfare Officer for small swimming clubs

Dear Lizzie

As I do not seem to have received a reply to my follow up email to you, I thought I would send you a reminder.

Also, further to my email, we have received the following from Oxfordshire and North Buckinghamshire CSA.

----- Original message -----

From: 'ONB - Secretary ONB - Secretary' via TeamUnify <notifications+onbc@teamunify.com>
Date: 25/04/2024 10:48 (GMT+02:00)
To: Henley Leisure Centre Swim Club Henley Leisure Centre Swim Club <jcushing@btinternet.com>
Subject: ONB SGM and Exec Cttee Mtg - Tue 7th May 2024

TeamUnify

Oxfordshire North Bucks (ONB)

ONB SGM and Exec Cttee Mtg - Tue 7th May 2024

ONB SGM and Exec Cttee Mtg - Tue 7th May 2024

Dear All,

It is only a week and a half a way from the SGM and Executive Committee Meeting and if I could ask for the Executive Committee Reports by 10pm on Thursday the 2nd May.

We will start with the SGM on the roles we have vacant and how we will ensure these are filled. I d like to remind everyone that unless we have the 4 main roles filled (namely Chair/Vice Chair, Secretary, Treasurer and Welfare), that we are not considered a functioning Club by Swim England and NOT allowed to run the County Championships or any meet, and also not permitted to run the pathway programmes.

I was pleased to hear that Clubs are already talking to one another about the situation, both the main roles and the running of the County Championships. I hope to be able to start the SGM with a short breakout to allow clubs to share their ideas with one another before we start.

As a reminder the Treasurer and Myself have suggested alternative approaches in addition to the current practice for filling the Chair/Vice Chair and Welfare Roles. In brief:

1. Chair/Vice Chair Rotated around larger Clubs Chairs (Vice Chair for 6 months then move to Chair).

Addition of a County Judicial Officer to assist the Chair and Clubs in Judicial Process.

2. Welfare Panel of 4 Rotated around larger Clubs Welfare Officers and rotated off at each quarter allowing continuity and support for each other.

Last years reported numbers would have Club Support numbers <included in email>

I have requested an updated list.

We are also able to discuss the roles and jobs for the County Championships and hopefully

agree who picks up what.

Please find attached the Agenda(s) for the forthcoming Virtual meeting on Tuesday 7th May 2024 which will start at 7pm.

I should be grateful if:

1. All Committee Reports could be sent to me by 10pm Thursday 2nd May - this will enable me to send those reports out to Members ahead of the mtg. If you do not have anything to report, please let me know. Please note, I will send all Elected Officers a meeting invite.

2. Clubs could confirm their attendees and email addresses by no later than 10pm Thursday 2nd May so that I can send zoom invites.

Please use the links below to review the documents for the meetings:

Position Paper from ONB Treasurer and Secretary

Introduction for SGM

Draft Agenda for SGM

Draft Agenda for Executive Committee Meeting

Kind Regards

Iain

Iain Rennie

County Secretary

Oxfordshire and North Buckinghamshire County ASA

Oxfordshire North Bucks (ONB) County Amateur Swimming Association Home

(teamunify.com)

Clearly, they don't have a County Welfare Officer and from the links to the various papers it contains, it would appear that ONB is having great difficulty recruiting somebody and is now even questioning its own continuing existence unless several vacant posts can be filled.

Surely, this must send a clear signal to you that it is time to re-consider the implications of your new requirements. As I said in my email below, surely the possibility of forcing smaller clubs to shut down, and maybe now, the County Association must be completely contrary to everything that Swim England was set up to achieve.

I intend to attend the virtual SGM of ONB it will be interesting to see if any of the other clubs have found themselves placed in the same situation as ourselves.

I re-iterate that we are always fully supervised by the normal, trained, GLL pool staff. They also provide the lifeguard and I am absolutely sure that the GLL staff would step in immediately if anything untoward were to occur. So there is absolutely nothing at all to be gained by having an additional fully trained welfare officer for our club it just doesn't make any sense at all.

I await your further comments

Kind regards

Tony Koral

From: Tony Koral [mailto:tonykoral@btinternet.com]

Sent: 11 April 2024 13:11

To: 'Lizzie Butcher'

Cc: 'jcushing'; 'Kate Hutchinson'

Subject: RE: Requirements for Welfare Officer for small swimming clubs

Dear Lizzie

Thank you for coming back to me.

I had already tried to contact the county welfare officer for our region (Oxfordshire and North Buckinghamshire) before I contacted you. Apparently that post is currently vacant and remains so, as are a number of other senior posts.

Kate Hutchinson also put me in touch with the welfare officer of another smaller club. We had a nice discussion a few weeks ago, and she sympathised with our situation, but nothing has come of it.

Quite frankly, I cannot see how somebody who doesn't know or visit our club could actually add anything.

Our pool is within easy walking distance of Henley town centre and some members already walk to the pool. As I said in my email, we would be happy to have more members, but nobody seems to want to swim at 8:00am on a Sunday morning.

I just don't see what we have to gain with having a welfare officer in our particular situation.

Having explored all the possibilities, as I mentioned, if you will not allow us to continue to operate as we have done in the past, we will probably be forced to shut down the club which is a great shame and a disappointment after 40 plus years and must be contrary to everything that Swim England was set up to achieve.

I am certain that we are not alone in having this problem.

Regards

Tony Koral
Chairman HLSC.

From: Lizzie Butcher [mailto:Lizzie.Butcher@Swimming.org]
Sent: 11 April 2024 11:47
To: Tony Koral
Cc: 'jcushing'; 'Kate Hutchinson'
Subject: RE: Requirements for Welfare Officer for small swimming clubs

Hello Tony,

Apologies for the delayed response. I had sent this onto safeguarding to also ensure they had input.

Sorry to hear you feel that some of these requirements are a burden. That is not the intention and we just want to ensure that all clubs are a welcoming and safe space for everyone. We do appreciate that every club is unique in its set up, however this becomes more difficult to manage if every club had different rules and standards. This is why we have the minimum standard which is applicable to all clubs.

I completely understand where you are coming from in respect of the Diversity and Inclusion Action plan and we are pleased to hear you are welcoming to everyone. However it is important that clubs think about their existing members, rather than new members, and how barriers can be removed in order for them to either feel more comfortable or for example be able to get to their weekly swim. For example, as a club, can you signpost local transport routes for those who don't drive? It's thinking outside the box.

In respect of the Welfare Officer and Masters requirements, I would recommend you reach out to your County Welfare Officer as the Welfare Lead for your club instead of having your own as we appreciate you are a small club. You can find your County Welfare Officer contact here to ask if that would be ok as a club to signpost to them:
<https://www.swimming.org/swimengland/safeguarding-contacts/>.

I hope that helps answer your questions and hopefully signposting to your County Welfare Officer will help reduce any training that is needed.

Many thanks,

Lizzie Butcher
Club Governance and Standards Officer

M 07581 053 316
E lizzie.butcher@swimming.org

Pronouns: she/her
Working days: Monday-Friday

swimming.org

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From: Tony Koral <tonykoral@btinternet.com>

Sent: 07 April 2024 19:00

To: Lizzie Butcher <Lizzie.Butcher@Swimming.org>

Cc: 'jcushing' <jcushing@btinternet.com>; 'Kate Hutchinson'

<kate.hutchinson@southeastswimming.org>

Subject: Requirements for Welfare Officer for small swimming clubs

Originally sent on 22nd March I don't seem to have received any response!

Dear Ms Butcher

I am writing to you to try to explain the difficulties which the latest Swim England requirements are imposing upon small clubs such as ours.

Perhaps I should first explain a bit about our club:

It was originally set up over 40 years ago, by staff from the BBC, Caversham Park, to encourage swimming for their employees over the age of 20. Nowadays, the club is open to all considerate swimmers over 20 years of age. We swim for 1 hour every Sunday morning from 8:00am to 8:30am at the GLL/Better Leisure Centre in Henley-on-Thames. We are, as our name suggests, a Leisure Swimming club, primarily aimed at those older people who prefer to swim in a non-crowded pool to keep fit.

We do not compete, we do not have or want any racing, coaching or training, and currently we have only seven members all between 30 and 75 although we try continually to recruit more. Our efforts in this respect have included regular leafleting in the Leisure Centre, a poster in the local library, and we have managed to arrange the occasional supportive article with the local Press.

South Oxfordshire District Council have been very supportive of our efforts to encourage older people to swim and have used their influence to keep our pool hire rates affordable. We operate on a non-profit basis, just to cover our costs. Currently our income is about 330 per quarter. We would like to be able to recruit more members as we are operating just below break-even cost at the moment. We are required by GLL to have independent Public Liability insurance, and have always used membership of the ASA/Swim England to benefit from this. We have been very pleased to be members and support the aims of ASA/Swim England. Our main problem with low membership seems to be that very few people want to get out of bed early on a Sunday morning these days!!

We have never had any safeguarding, disability or other related issues at the club and do not foresee any likelihood of this occurring.

Until recently, we have spent about an hour or so annually, completing the requirements for ASA membership. Over the last 2-3 years, this has increased to about 25-30 hours as the Swim England paperwork requirements have increased. We were, until now, able to use the Masters Exemption to avoid some of the formalities required of larger clubs.

Between James Cushing and myself, we have managed to cover all the paperwork including the latest requirement to have a Diversity Policy. Frankly we are not interested in the class, ethnicity or other background of our members, provided that they are courteous at all times and do not disturb the other members whilst they are swimming.

Then, this year, as you will no doubt be well aware, a raft of further mandatory requirements have been introduced for the Welfare Officer, the Chairman and, I believe, similar additional courses may be in the pipeline for the Secretary and Treasurer.

Unfortunately none of the other five members are very keen to take on any of the additional work of running the club and there is a limit to the amount of time James and I are able to spend on paperwork.

As we only swim for 25 hours per year, I am sure you will understand that the time we are already spending to achieve compliance with the Swim England bureaucracy already exceeds the time we spend swimming. If Swim England insists on imposing these additional new requirements for lectures, workshops, D&B etc. etc, it is very likely that the time taken to comply with your new bureaucratic requirements will be double or more than the time we actually swim for!!

This is becoming an unacceptable (and in my opinion, unnecessary) burden on the volunteers who run our club.

We are always fully supervised by the normal, trained, GLL pool staff. They also provide the lifeguard. I am absolutely sure that the GLL staff would step in immediately if anything untoward were to occur. So I cannot see anything to be gained by having an additional fully trained welfare officer for our club it just doesn't make any sense at all.

I have also spoken to people at other similar sized clubs in the same position as ours, and they too, are finding the new requirements excessive.

So, we find ourselves stuck in this new bureaucratic nightmare which is now being imposed upon us. I just don't think that those responsible for these new policies have properly considered the ramifications for smaller clubs like ours. We were willing to try to comply as far as possible with the requirements imposed until this year and have not complained until now.

I can fully appreciate in the light of recent events, that in larger clubs, and those with younger or disabled members, who train and race etc. there is a requirement for additional training for staff. However, the same one size fits all measures are really not appropriate for clubs in similar circumstances to ours in my opinion.

Surely, it is not beyond the expertise of Swim England to find a more appropriate and suitable arrangement for small clubs like ours? Until now, the Masters Exemption has been perfectly satisfactory. Can you not possibly devise some sort of associate club membership providing insurance cover with something like the Masters Exemption if the club is 'small' and only uses public facilities with full staffing/lifeguarding provided?

If a more suitable and appropriate alternative for small clubs like ours cannot be found with Swim England we may have no alternative but to shut down the club. This seems a great pity as we have been very pleased to be a part of the Amateur Swimming Association/ASA for well over 40 years now and we all enjoy and benefit from our weekly swim.

I would therefore request that you should please discuss this with senior Swim England staff and look forward to your comments.

Kind regards

Tony Koral
Chairman Henley Leisure Swimming Club
cc. J Cushing

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