

## **Regional Management Board**

Minutes of meeting held on Wednesday 10<sup>th</sup> May 2006, commencing at 19:00,  
in the Conference Room at the Spectrum Leisure Centre

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<b>Present:</b>	Roger Prior (RGP)	Chairman
	Daphne Geer (DG)	Board Member
	Lis Hartley (LH)	Board Member
	Ray Hedger (RH)	Board Member
	Janet Holdstock (JH)	Board Member
	Mike Lambert (ML)	Board Member
	Alan Lewis (AL)	Board Member
	Trevor Marshall (TM)	Board Member
	Roger Penfold (RFP)	Board Member
	Terry Ward (TW)	Board Member

**Also in attendance (non-voting):**

Eli Karlicka-Cook (EK-C)	Regional Director
Alex Message (AM)	Regional Development Officer
Jenny Norvill (JN)	Office and Finance Administrator
Chris Lambert (CL)	Webmaster (until item 2)
Sue Barker (SB)	Disability Manager
Keith Barber (KB)	Open Water Manager (until item 2)

1 **Apologies for absence:**

Apologies were received from John Davies (JD) and Jack Siddle (JS).

2 **Website Training**

Chris Lambert gave a presentation to the Board and Sub-Group Managers on how the website is structured and gave some training on how to update information on the South East Website.

It was **agreed** that CL and ML would continue providing assistance and guidance to Sub-Group Managers or nominated individuals on updating their sections of the website. The training was an attempt to try to ease the workload and reduce the delay in uploading information onto the website caused by just one person editing information. All were encouraged to "have a go" and if necessary contact CL to "talk them" through the process.

Discussion took place about transferring documents into PDF files for uploading. ML **agreed** to provide guidelines on this subject on the website.

Requirement for Sub-Group Managers and Board members to have access to broadband was discussed. It was **agreed** that consideration should be given to this support in the future.

A need for each Sub-Group Manager to nominate a person for editing their section of the website was identified. JN to contact Sub-Group for the name so that permission can be given to these individuals.

**Action: JN**

Also, all Board members and Sub-Group Managers have been requested to sign up to the website and register for updates.

**Action: All**

A need for the contact to receive forwarded emails from the sub-groups email address was identified. JN to contact Sub-Group Manager to ascertain the names.

**Action: JN**

The Chairman thanked CL very much for his work on behalf of the Region and for his erudite presentation.

3 **Minutes of meeting held 11 April 2006**

The minutes were confirmed as correct record.

4 **Matters Arising**

**Min 6.** The three venues for the Regional Forums/Roadshows have been confirmed and it was **agreed** that the dates would be as follows:

- Camberley Arena 13th July
- Bisham Abbey 6<sup>th</sup> July
- K2 – Crawley 11th July

JN to book the venues.

**Action: JN**

ML was thanked for all his hard work and efforts to produce the May issue of the Regional Newsletter. It was **agreed** that in the future the newsletter should be produced in an A5 format. AM raised a concern regarding the DDA requirement for any literature to be provide in a larger font size. It was agreed that future newsletters would be made available in a larger print on request.

**Min 8.** EK-C informed the Board that the ASA had paid Fundsport UK £2000 and in return received £30,000 in external funding. E K-C to provide update on other Regions' applications made by the Fundsport at the next RMB meeting.

**Action: E K-C**

**Min 9.4.** The Swim 21 launch had not taken place at the Regional Youth Championships due to unforeseen circumstances.

**Min 10.** ML confirmed that Swimstop would be paying the Region 20% of their takings at the Regional Youth Championships. TW enquired about free Polo-shirts for officials from other disciplines who officiate at regionally promoted events. It was **agreed** to inform discipline managers that they should order T-shirts for officials from Swimstop. Each Official should collect the free Polo-shirt at the first Regional event at which they officiate.

**Action: JN**

**Min 12.3** ML informed the Board that he was in the process of writing the guidelines for permitted use of regional equipment and these will be available soon.

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### **Staff Structure**

EK-C's report suggesting options regarding the future staffing of the Region, in the light of one of the full-time RDOs decision not to return from maternity leave, was discussed

- 5.1 EK-C had recommended the appointment of a new full-time RDO. RFP enquired whether the appointment would continue to be supported by the ASA. EK-C could confirm the support, in principle, until 2009. JH asked if the appointment of the new RDO would provide more support for the minor disciplines. In response, AM confirmed that as Swim 21 develops within the minor disciplines, this will enable the RDO to offer more support to clubs from minor disciplines. TM asked whether the RDOs would have a specific geographical responsibility. EK-C indicated that this would be given serious consideration. AM added that priority should be given to those sub-regions that currently do not benefit from the support of a PSDO.

It was **agreed** to approve option 3, to appoint a new full-time RDO. EK-C to begin the recruitment process.

**Action: E K-C**

5.2

Discussion took place regarding the continuation of the RDDO (Regional Development Diving Officer post). The main points arising were:

- future budgetary implications for the Region if other disciplines request support for development posts;
- justification for the level of funding for the RDDO position in comparison to the total diving membership figures;
- the level of regional support and the total cost of the post. It was clarified that the total amount secured for the post, subject to funding received from Advanced Apprenticeship in Sporting Excellence (AASE), will determine the number of hours the post will entail;
- the level of funding offered toward the RDDO post by the Region. Some Board members suggested that the Region should contribute the full amount requested by British Diving i.e. £4,000;

After a vote it was **agreed** that the Region would contribute £3,000 to the RDDO post for a period of two years. In the first year, this would come

from the Development Budget.

RFP clarified that, for the second year, the support for the RDDO would have to be shown as a committed item in the regional diving budget.

6 **Aquaforce**

RGP briefed the Board on the deadlines for nominations for the ASA Aquaforce Recognition scheme. The deadline for Sub-Regions has been set for 31<sup>st</sup> July so that the Regional Panel could consider any nominations received prior to the National Panel, which is to be held on 16th August. It was **agreed** that JH, RFP and RH would form the Regional Panel and make recommendations to the National Panel.

**Action: JH, RFP, RH**

7 **GB Board**

Dissemination of minutes from GB Board meetings was considered. As these are available on the British Swimming website, it was **agreed** that minutes from the GB Board meetings would not be circulated but, that RH would feedback any important or relevant points.

**Action: RH**

8 **Regional Operational Plan**

The Regional Operational Plan was circulated to the Board and were asked for comments by the 24<sup>th</sup> May. The final plan will be circulated two weeks before the next RMB for adoption at that meeting.

**Action All**

9 **Budget**

The Board was informed of budgetary allocations to Discipline Groups from the Development budget. It was emphasised that, if any group requires additional funding for activities that contribute to the KPIs identified in the Regional Operational Plan, such requests will be considered.

10 **ASA Committee**

As there was no ASA Committee meeting held since the last RMB, RH did not have anything to report on.

11 **AOB**

11.1 **Suspended Clubs**

The Board was informed that ten clubs from the South East Region remain on the ASA suspended clubs' list for non-payment of re-affiliation fees. Two of these clubs are in the process of finalising their re-affiliation. It was **agreed** that the other eight clubs should be written to and given until 30<sup>th</sup> June to re-affiliate. Any club that does not affiliate by this date will be deleted from the list of the Region's clubs, and will need to submit an application as a new club if it subsequently wants to affiliate.

**Action: EK-C**

## 11.2 **Affiliation of new clubs**

The Board **agreed** the affiliation of two clubs to the South East Region; Brighton and Hove Swimming Squad as a C club and Oxford University Swimming Club.

**Action: EK-C**

## 11.3 **Complaint letter regarding the licensing of Easter Open Meets**

RGP informed the Board that a complaint letter was received regarding the licensing of Open Meets over the Easter period. The letter has been passed on the Swimming Group for comments.

**Action: Swimming Group**

## 11.4 **Logo on medals for diving championships**

DG brought the issue of regional logo on the medals presented at the recent Diving Championships. A medal from the East Region, which depicts a generic logo, was shown as a good example of a multi discipline logo. It was agreed to give this matter a further consideration at the next RMB meeting.

## 11.5 **Regional representative on Health and Safety Forum**

RGP informed the Board that Ricky Smith had expressed interest in being the regional representative on the Health and Safety Forum. The Board was pleased to confirm his nomination for this voluntary position.

**Action: EK-C**

## 11.6 **Regional representative on ASA Membership Working Party**

RGP informed the Board that Bob Moys did not wish to represent the Region on the ASA Membership Working Party (ASA MWP). A suggestion was made that discipline representative to the ASA MWP who comes from the South East Region should be approached to see if he would fulfil this role.

**Action: EK-C**

## 11.7 **Promotional materials**

RGP informed the Board of JD's suggestion for a portable display with the South East logo. EK-C also suggested purchasing a banner to ensure regional presence at key events. AM and JN were asked to provide the Board with further information at the next RMB meeting.

**Action: AM / JN**

## 11.8 **Presidential Chain**

The President is still awaiting his presidential chain. RGP informed the Board that there was a misunderstanding between him and the company but that this issues has now been resolved.

## 11.9 **Sudden Death of a swimmer**

TW informed the Board of a tragic death of a young swimmer from his Sub-Region (ONB County ASA). On behalf of the Board, TW has written a

letter of condolences to the swimmer's mother.

12      **Date of Next Meeting**

Thursday 15<sup>th</sup> June 2006, at the Spectrum Leisure Centre, Guildford at 19.00.

JN/RGP  
18 May 2006