

ASA South East Regional Management Board

Minutes of Meeting held on Sunday 19th February 2017 at the University of Surrey

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Chris Lee (CL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Eileen Adams (EA)	Vice-President
Keith Barber (KB)	Open Water Manager
Jane Davies (JD)	President
Rosa Gallop (RG) (PM only)	Club Development Officer
Bryony Gibbs (BG)	Divisional Office Manager
Alan Green (AG)	Divisional Lead
Di Hughes (DH)	Synchronised Swimming Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Mike Lambert (ML)	Swimming Manager
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (RGS)	Masters Manager

172 Apologies

Apologies had been received from:

Frank Clewlow (FC)
Carys Jones (CJ)
Alan Lewis (AL)

Nothing had been heard from:

Trevor Jones (TJ)
Sue Barker (SB)

173 Discipline Managers Reports & Succession Planning Updates

All reports except Disability and Synchronised Swimming were circulated in advance of the meeting. Discipline Managers, where present, discussed some of the main points and took questions on their reports.

Swimming

The availability of pool time and getting volunteers were the largest challenges for the Swimming Group. There have been issues with volunteers refusing to perform certain roles due to the behaviour of swimmers. There is good control over the costs of swimming competitions. Revenue is variable depending on how many entries can be accepted.

Development

There was an increase in the number of South East clubs that qualified for the Arena League finals this year, six in total. There has also been an increase in the number of swimmers with national representation this year, 16-18 swimmers from the Region. By the end of the year 17 networks will be set up with possibly a network in the Channel Islands and a Water Polo network in Oxfordshire & North Bucks. There are now networks covering the Region: if a club wishes to be part of a network, they should join an existing network.

The Swimming Development finance is doing well. The general development have not spent as much on Coaches' training courses as anticipated. A lot of this is to do with the ASA/IoS not having Coaching courses in place. The qualifications were due to be written by December, with new specifications set to run from March onwards. More money was put in the budget for this anticipating that there would be a backlog. It was confirmed that there will not be a requirement for Coaches to update to the new qualification. There are currently 6 Level 1 Coaching Courses booked in the South East.

In recent years the Region has run camps for 11/12 year olds with England Programmes. Going forwards the counties will be running the camps for 11 year olds, the Region will continue to run camps for 12 year olds. Some counties will be ready to start this year.

There will be a change to the Annual Council meeting this year. Previously a Team Manager Forum had run on a separate weekend but this year they will be run together. Also looking at other things that could be incorporated. William Long has volunteered to do a Data Protection Update.

Disability

No report had been submitted and no representative was present.

Masters Swimming

There is an active and energetic Masters Working Group. Currently the details are being finalised for the Masters' Development Day that will take place on 1st April. Both the Short Course and Long Course events ran again this year both very successfully. Entries were closed around one month before the closing date, due to the meet already being full. There were nearly 500 entries for the Long Course event in January which ran very well. Hampshire won the National Inter County event this year.

Diving

A report was submitted in advance of the meeting but no representative was present. The Diving Manager role is currently being shared between Emma West and Frank Clewlow. Generally, in a few of the disciplines succession planning and recruiting volunteers appears to be an issue.

Although not diving specific, it was agreed that a small subcommittee would be put together to look at succession planning - WL, BD, HM, KJ, RG and ML will form this group. The Discipline Managers will also be involved.

Action: WL, BD, HM, KJ, RG & ML

Water Polo

CL answered any questions as Board Liaison for Water Polo. Water Polo have had difficulty with recruiting additional volunteers. Those who are involved already have a lot of commitments. The group has missed two meetings due to the weather and unavailability of members. The Regional Academy in Worthing has continued to run and is very well attended. The Inter County events and SE Senior Men's League have also continued successfully. There is a lack of Coaches and Coaching Courses currently. RG has been

working hard on this and it is hoped these will go ahead in 2017/18. There is a workshop and referees' course planned for the coming year.

The group has not achieved what it wanted to this year so will be underspent. In terms of meetings, both Swimming and the Development Group run their meetings online, this could be a possibility for other groups to prevent members having to travel so far and reducing the time commitment.

It was confirmed that the Regional Club Development Officers would be happy to support other disciplines. KJ is currently helping both Masters and Open Water currently and HM is providing support to Synchronised Swimming. As RG sits on the Water Polo and Diving Groups, these groups do need to liaise with the RCDOs if they would like additional support.

Open Water

Due to a Health and Safety requirement to provide additional toilet facilities, the facility hire costs were greater than budgeted for the Open Water Championships. This increased cost will need to be incorporated for future years. The entry fees will be increased for the Championships.

There will be a talent pathway beginning this year for Open Water. KJ has been helping arrange this. It will take place in June with around 30 swimmers. Selections will be made from nationals, top spaces from the Championships and also some bonus picks.

FINA have introduced wetsuits into open water swimming. If the water is 16-18 degrees C then a wetsuit is compulsory. It should cover the shoulders, back and below knee (ASA rules state that minimum temperature for open water swimming is 16 degrees). Between 18 and 20 degrees a wetsuit is optional and over 20 degrees wetsuits cannot be worn. This should not impact the Championships as the water at the venue has not been less than 22 degrees. This may affect the events in the Open Water Series, however. KB will be in touch with the organising clubs to go through the changes in regulations, if these events are to be run under ASA law. FINA has enforced these rules for health & safety reasons, so events should comply: if they do not this could cause problems with their ASA insurance if there were a claim. This ruling effects both training and competitions.

Synchronised Swimming

No report was submitted ahead of the meeting but the newly appointed Synchronised Swimming Manager was present. The South East remains the strongest Region for Synchronised Swimming, with the majority of members from the junior and GB squads being from the South East. There were record entries this year for the Region's Synchro competitions and the Multi Region event.

The Synchro group has not been able to deliver everything they hoped to this year. This is partially due to changes within the sport implemented by FINA. There have been a lot of changes that have happened very quickly. However, the Region has an active committee which are working hard to implement these changes. There is currently a vacancy on the committee for someone to run courses, DH is covering this post temporarily.

The group has been working closely with RG and HM and hopes to run Development and Coaching courses in 2017/18. At the end of the year, Central Pool in Reading will be closing. This is currently an important pool that the group use for regional activities, so a new venue will need to be found. Choices are limited as the depth is required to be at least two metres. There will be changes to the way that the Multi Regional event is run whereby the hosting Region will bear all income and expenditure, to make the running more straightforward. However, this will mean that the costs are higher once every three years. This will also be

run over one and a half days instead of just one, which will create a better experience for athletes and volunteers.

174 **Review of Communications**

- BD circulated leaflets that Sussex have used to help recruit volunteers and with more information on training. These leaflets can be rebranded for the Region to use.
- Newsletter – The first newsletter is due to go out soon. This will go out to those that have signed up through the website and to several other databases.
- Social Media – The Facebook page now has 220 likes and there are 1291 followers on Twitter. The Twitter page was opened up to the team in Nice successfully.
- Rebrand – The rebrand of the ASA to Swim England will affect the budget as there will be some rebranding required of existing resources. This will be discussed further later in the agenda.
- There was a hack on the websites recently. This came from a vulnerability from the latest software of the website. This has now been resolved. The website will soon be opened up to Discipline Managers to allow them to update their pages.
- Regional Email addresses are now working for the RCDOs. SR required a separate email for welfare issues.

175 **Progress with Development of Regional Strategy**

More information is required on the operating plans for the ASA before this can be progressed. This will remain on the agenda for the next few months for updates.

Action: BG

176 **Finance 2016/17**

The latest budget reports were circulated ahead of the meeting. The expected surplus for 2016/17 is £5k. The Region currently has reserves of £295k and the £37k ring fenced for Disability still remains in place. Membership income may change if the ASA move back to taking the 3 month membership break up at the end of the year but this will not have any impact until 2018/19. The largest variances against budget are membership income and RCDO costs, both of which are timing issues.

177 **Budget 2017/18**

Not all budget requests were received by the Finance Group in time for their meeting. Following this, four disciplines have been asked to relook at their budget requests submitted, bearing in mind their current positions against budget for 2016/17. The budget document circulated ahead of this meeting was a draft: the budget will need to be agreed at the March meeting. ML now has a better idea of costs for the championships taking place at Wycombe so will resubmit the Swimming Competition budget request. The Finance Group will report back on 20th March.

Action: Finance Group

178 **Finance – Authorised Signatories for Payments**

The Board authorised John Davies to approve payments on the Region's bank accounts, in place of Ray Hedger, and resolved to change the bank mandate to that effect.

Action: RFP/JKD

179 **Amendment to the Concession Agreement**

The Board was asked to approve two minor changes to the concession agreement, at the request of Mailsports and as detailed in the confidential paper circulated. The changes were

agreed, and it was further decided that the relevant sections should be rewritten by BD and sent to on RFP, GS & WL for approval.

Action: BD

180 **Swimming Referees Courses – Communication**

An issue has been highlighted with getting candidates on Referee Trainer courses. There is a problem getting people signed up to this course as there is no budget for this from British Swimming. It is anticipated that a course will run in the autumn and two spaces will be allocated for the South East Region. The group will not meet until May so RGP will know more then.

It was agreed that JD & RGP would pursue the Officials' Group / British Swimming about running a course in the South East Region, subject to cost.

Action: JD / RGP

181 **Disability / Para-Swimming Records**

It was agreed that the Region would begin to maintain records for Para-Swimming. HM & KJ will put this together using best known performances. A process for claiming records will be agreed once this is in place, for completion in April/May.

Action: HM / KJ

182 **Co-Ordination of SER Events**

K2 Crawley is a popular venue for events, being used by the Regional Masters, Synchro, Swimming and also both the County and local clubs, leading to some tensions. It was agreed that IHT would organise a meeting with all interested parties and Freedom Leisure's Area Manger to address the issues.

Action: IHT

183 **Masters' Swimming Events – Processing of Entry Fees**

It was agreed that, at variance to clause 10.1 of the Region's constitution, entry fees for masters' swimming events promoted by the Region may be collected via the PayPal account of RGS, while he organises those events.

184 **ASA Friends**

The expression of interest from Brian Harrison was gratefully received and will be put forward to ASA Judicial to become an ASA Friend.

Action: BG

185 **ASA Membership Working Group**

AL was nominated as the Region's representative for the working group.

186 **Clubs and Leagues – Compliance with Constitution / Rules**

Noting the arrangements made to monitor the situation reported, it was agreed that each case should be dealt with as and when it arises. The process may be dealt with at a later date by the NGB.

187 **ASA Incorporation**

The roadshow will be at the Holiday Inn Guildford on Tuesday 21st February. All pre-reading material has been circulated.

188 **Minutes of the Meeting held of 27 November 2016**

The minutes of the meeting were approved as a true record subject to the following correction:

Page 5 Line 3 amend 22 championships from 26.

189 **Matters Arising**

158 – Included on the Agenda. Will remain on agenda for updates.

159 – Review of Finance on agenda

160 – Review of communications on agenda

164 - ACM Structure – discussed earlier. Be holding other events on the day to encourage greater attendance.

Landscape Sheet

Item 4 – remove

Item 6 – Annual Council Meeting 2017. Could FINA Rules update be included?

Item 9 – remove

Item 11 - Strategy is ongoing

Item 12 – Shirts BD has been pursuing

190 **Affiliations & Resignations**

Beaver SC will be closing in March

Affiliation enquiry received from City of Oxford Water Polo Club

191 **Correspondence**

Active Lives Survey information has been sent to all RMB members.

Sport England Funding Updates – there will be changes to the ASA funding, more will be known about the implications of this in due course.

192 **ASA Branding Presentation – Regional Marketing Proposal**

Chairman and SGB Members have already seen the branding presentation.

The ASA are re-branding to create a strong brand with clear meaning this is consistent and synonymous with swimming. A consultation has already taken place with stakeholders, industry and consumers. The new brand will go live on 3rd April 2017.

The benefits to the Region of following the rebrand could mean a clear, meaningful and unified identity which is easy to see the swim family connection and could create strong associations with any national campaigns. The logos and guidelines will be available from the end of March, from April logos can be used on all marketing collateral and kit. The logo, colours and font have all been decided but there are some questions over the scaling. Swim England would be a trading name, constitutionally the ASA remains as the Amateur Swimming Association.

The Board thanked AG for his presentation. It was proposed by BD to adopt the new brand, this was agreed unanimously by all that voted.

193 **Divisional Lead Report**

The Board received the reports from January and February, no questions were raised.

194 **SLT Leadership Communique**

- It was noted that only the IoS homepage has changed, not the whole website
- Item away from delivery to commissioning organisation. Could this/should this have a greater impact on the Regional strategy?
- A new Health & Wellbeing Manager was appointed. Recommendations of the health swimming commission are referenced, what were those recommendations? RFP to confirm.

Action: RFP

195 **ASA Sport Governing Board**

18 November 2016

113.2.2 – Change in regulations. It was confirmed that the ASA will send papers for the ACM direct to clubs and the region won't be expected to circulate.

113.2.9 – Certificate of swimming disability being used to avoid disqualification. If swimmers have a classification they don't need to produce evidence, it is up to the promoter to find out.

113.4 – There is an issue with some of the long service awards, due to the shortened terms for Board members some of these are impossible to gain.

113.7 – The regulations for the Harold Fern and AH Turner award were meant to be changed but were not, this has been resolved for this year.

114 – Ongoing discussions on swimwear rules for faith matters. Officials should have had the new regulations. Suggestion that modifications will be allowed up to ASA Championships Levels. Swimmers are unable to set FINA records if they are in different kit.

118 – From 2018 only those with Safeguarding, DBS and either at least Level 1 Coach or Team Manger will be allowed on poolside at national events.

119.2 – A contribution is being requested of £1000 per athlete and £5000 for staff at the Commonwealth Games as the Gold Coast is very expensive.

27/28 January

The withdrawal of the free membership at the end of the year resulted in 31 complaints, 5 of these were from the SER.

Confirmed that the Queen has given up patronage of the ASA, the Duke of Cambridge has been appointed for 5 years.

2019 will mark 150 years of the ASA.

22 November – Group Board Meeting

There is a new Government code for sports, this may result in some governance changes for the ASA.

Recruitment of the new Chief Executive is going ahead, short listing is taking place in the next week or so.

196 **AOB**

It was agreed that a section for DBS checks would be added to the Bursary Application form as all applicants should have already been working on poolside at their club so should already have a DBS check.

Action: BG

197 **Regional Administration**

Following the withdrawal from the meeting of all staff members and discipline managers, the Board considered how the Region's administration functions would be delivered, in the face of expected amendments to the ASA staffing structure in the regions.

The Board decided that the Region would continue to need paid administrative support, that it did not want to retain any presence in the present divisional office in Wellington, and that,

if at all possible and practicable, it would like to retain services of the Divisional Office Manager, although it might not be able to justify a full time appointment.

Action: RFP

198 **Date of Next Meeting**

The meeting closed at 4.30pm. The Chairman thanked everyone for their attendance.

The next meeting will take place on Monday 20th March 2017 at Guildford Spectrum.

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Sunday, 19 February at University of Surrey, commencing at 1000

A G E N D A

- | | | | |
|---|---|---|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1000 |
| 2. | Discipline Managers' Reports & Succession Planning Updates
<i>To receive reports from Discipline Managers covering activities over the past 12 months and to discuss any issues they might have.</i> | Enclosed
Reports for
Disability
Water Polo
& Synchro
to follow | |
| | 1. Swimming | ML | 1005 |
| | 2. Development | JD | 1020 |
| | 3. Disability Swimming | SB | 1035 |
| | 4. Masters Swimming | RGS | 1050 |
| | 5. Diving | TBC | 1105 |
| | 6. Water Polo | TJ | 1120 |
| | 7. Open Water Swimming | KB | 1135 |
| | 8. Synchronised Swimming | DH | 1150 |
| 3. | ASA Senior Leadership Communiqué November, December 2016 & January 2017 | RFP
Enclosed | 1205 |
| 4. | ASA Sport Governing Board & Group Board Minutes
<i>To consider the minutes of the ASA Sport Governing Board meeting on 18th November, 27/28 January the ASA Group Board on 22nd November, if available.</i> | RGP
Enclosed
(Nov SGB) | 1210 |
| ITEMS FOR DECISION | | | |
| 5. | Finance
Budget Monitoring 2016/17 | GS
To Follow | 1220 |
| 6. | Finance
To agree the budget for 2017/18 | GS
To Follow | 1230 |
| | LUNCH | | 1245 |
| 7. | Finance – Authorised Signatories for Payments | RFP
Enclosed | 1330 |
| 8. | Amendment to Concession agreement – Confidential Item | BD
Enclosed | 1335 |
| 9. | Swimming Referees' Courses – Communication – Confidential Item | RFP
Enclosed | 1340 |
| 10. | Para-Swimming Records | RFP
Enclosed | 1345 |
| 11. | Co-Ordination of SER Events | BD
Enclosed | 1350 |
| 12. | Masters' Events - Entry Fees | RFP
Enclosed | 1355 |
| 13. | ASA Friends – Confidential Item | RFP
Enclosed | 1400 |
| 14. | ASA Membership Working Group
<i>Review of Membership fees and structures</i> | RFP
Enclosed | 1405 |
| ITEMS FOR DISCUSSION / INFORMATION | | | |
| 15. | Review of Communications | BD | 1410 |
| 16. | Progress with development of regional strategy | JKD | 1420 |
| 17. | Clubs and leagues - compliance with constitutions/rules | JKD
Enclosed | 1430 |
| 18. | ASA Incorporation | RFP | 1435 |
| 19. | Minutes of meeting held on 27 November 2016
<i>To agree the accuracy of the minutes of the previous meeting</i> | RFP
Enclosed | 1440 |

20.	<p>Matters Arising <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i></p>	RFP Enclosed	1445
21.	<p>Affiliations & Resignations 21.1 New Affiliations None 21.2 Resignations None 21.3 Enquiries None 21.4 Transfers None 21.5 Change of Name None</p>	RFP	1450
22.	<p>Correspondence <i>To inform the Board of any relevant correspondence received since the last RMB meeting</i> <i>Active Lives Survey</i> <i>Sport England Funding Updates – Jane Nickerson</i></p>	RFP Enclosed	1455
23.	<p>ASA Branding Presentation – Regional Marketing Proposal</p>	AG Enclosed	1450
24.	<p>DL Report (January & February)</p>	AG Enclosed	1505
25.	<p>AOB <i>24 hours notice required</i> <i>Helen Mack – DBS Checks Bursary Forms</i></p> <p>Date of Next Meeting Monday 20 March at 1900 at Guildford Spectrum</p>	RFP	1515
			1525



REPORT TO THE REGIONAL MANAGEMENT BOARD

Development Group

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

Wycombe Pool

The good news is that we finally have a new 50m pool in the region and that it is located towards the North of the region.

However, we face some challenges in its use. These have implications, mostly financial, which the board needs to be aware of. Since submitting the swimming budget a couple of weeks ago, it is becoming apparent that the costs will be approximately £1000 higher than originally estimated.

The location of the timing equipment high up on the balcony poses a challenge. This is exacerbated by a ban on (mains) electrical equipment on the pool deck. The region now has a meet management system that has virtually eliminated the flow of paper and transcription of hand-written changes. The solution to this preferred by the Swimming Group is to continue to run the competition from the pool deck using battery powered tablet computers. That involves expenditure of £400 - £500 on two Windows 10 tablet computers.

The conditions of hire mandate very strict checks to ensure that no-one without accreditation as an official or competitor goes onto poolside and that only small bags are taken on poolside. This is a job that volunteers are reluctant to take-on because swimmers (and sometimes coaches) are sometimes extremely rude. Wycombe District have resorted to hiring in marshalls. Swimmers respect people looking official. The swimming group reluctantly agree that this needs to be done. This will cost approximately £900 for the 3 day meet.

Volunteers

We continue to struggle to get sufficient non-technical volunteers for our competitions and people don't seem to take their commitment to help seriously. One more than one occasion last year, the people who agreed to man the door to the spectator gallery just did not turn up.

We have tried to recruit young volunteers, with very limited success.

We will continue to try to operate with volunteers this year, but the time may come when we need to pay people to do some of these jobs.

Facilities

Despite the opening of the new pool in Wycombe, we continue to struggle with facilities in the region.

The coaches forum has asked for the provision of back-stroke ledges, because our swimmers aiming for National competition are at a disadvantage compared to swimmers who do have access to pools properly equipped. Currently only Wycombe has ledges and for the Berks and Bucks County Championships, they were not usable.

The best facility for competition is still K2 Crawley, but only a limited number of bookings are accepted and there is no warm-down pool. There are long term plans to replace the starting blocks and to install backstroke ledges, but no committed dates.

Mountbatten in Portsmouth is in poor condition and responsibility for maintenance has just transferred from Parkwood Leisure to Portsmouth City Council.

Surrey Sports Park is not suitable for Regional Championships because of restricted space around poolside.

In reality, we have little choice of pools for our championships.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

The Swimming Competition Group meets by video conference about once every two months.

The primary focus of these meetings is the planning and execution of region Swimming Championships.

The Swimming Group oversees the operation of the Region Licensing Panel which checks applications for meet licenses and scrutinises the reports produced by the referee and promoter. Rather than being officious, the group acts as mentors to help clubs get meets right.

The Swimming Group works closely with the Coaches Panel in the planning of championships.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3 Athlete Development

See John Davies' separate report on Swimming Development.

4 Competitions

The swimming championships held in the year were:

- 15/Over Championships, Mountbatten Centre, Portsmouth 30/04/2016-02/05/2016
- 14/Under Championships, K2 Crawley 14/15, 28/29/05/2016
- Winter Championships, Mountbatten Centre, Portsmouth 5/6/11/2016

All events went smoothly. The qualifying standards resulted in the appropriate number of swimmers. Timings were tight, but all events were completed in accordance with the constraints applying to all licensed meets.

The most successful clubs in the region in 2016 were

- Wycombe District
- Guildford City
- Thanet

Innovations in the year have included

- Successful introduction of finals sessions (at the request of coaches)
- Improved presentation of finals and presentations
- Invoicing clubs for accepted entries, rather than having to manage refunds for rejections

5 Workforce Development - including coaches, officials, group's members

Officials

Regional Championships provide facilities for officials in training, with extensive mentoring opportunities at all levels.

Non-Technical Volunteers

During the year, we have inducted new non-technical volunteers in a number of areas

- Meet Management – We now have a pool of 7 people capable of running our Meet Management system
- Announcers – We introduced 3 new announcers

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

A full list is included in John Davies' development report.

5. FINANCE

The budget report for 2016-2017 shows a large positive variance against the planned budget.

Costs are under control. Officials expenses are increasing faster than anticipated. We were forced to suspend the rule that pro-rated expenses according to the number of sessions worked to attract sufficient officials to operate the finals sessions, which the coaching panel is adamant should be retained.

Competition revenue depends on the number of entries accepted. Last year we got the qualifying times about right so were able to fill all of the sessions to the maximum time available, so entry fees were higher than a rather conservative budget. More swimmers brought more spectators which in turn increased the takings on the door.

The swimming group has now switched to video conference meetings, with a consequent saving on room costs and travel.

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

Operators for Quantum Timing System

The majority of regional and county events have traditionally used the Swiss Timing ARES 21 system. As a result there is a pool of skilled operators around the region, who are capable of operating and troubleshooting the system.

ARES 21 is now being phased out and replaced by the Quantum system. There is currently a lack of people trained in this system. The Swimming Group recommends that the Region works with Swiss Timing to set up a training programme to “convert” ARES 21 operators to be equally familiar with Quantum.

Report completed by: Mike Lambert



REPORT TO THE REGIONAL MANAGEMENT BOARD

Development Group

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

1. SER has the most Members, Swim21 Clubs and Networks in the ASA largely due to the work of our dedicated staff.
2. The ASA is providing improved leadership for Swimming Development and Club Development.
3. ASA/SER camps for 11years and 12 years have been successful. It is planned that in future Counties will run 11 yrs camps and the Region will run 12 yrs camps.
4. The SER Offshore camps have been successful in achieving their objectives more swimmers from the south East are being selected for GBR and England..
5. The Region continues to support the development of Teachers, Coaches, Team Managers and other Volunteers to provide a safe environment in which our athletes can flourish. Training of coaches has been inhibited by the ASA/loS lack of progress I re-writing the courses.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

The Development Group covers General Development and Swimming Development. For our other disciplines, development is covered by the Discipline Groups.

We have made significant progress over the past year against our agreed Development Plans for 2014 – 2017. Key to this has been our team of Development Officers, Helen Mack, Kristie Jarrett and Rosa Gallop, working in the Region and the Development Group providing a level of management, co-ordination, and review. In addition, the officers provide links with Counties through attendance at County Meetings and have provided support to County Development Days. The Development Officers together with our Regional Office Manager Bryony Gibbs, produce the ASA South East Region Club Update, distributed every month to all clubs and available on the web site. Bryony also provides support for all the development activities that involve funding.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3 Athlete Development

3.1.1 England Pathway Camps and South East Region Athlete Camps

During September SER hosted **England Pathway camps** the Wycombe Abbey School and ACS International School, Cobham. These are annual regional talent camps for 11 and 12

year old boys and girls from across the South East. 144 athletes were selected based on the rankings in Olympic events from 1st January – 31st March 2016. The coaches' forum felt that this time period was good for the given age range to ensure that we had swimmers that are currently competing. Given that the county championships were the main events during the selection period both long and short course rankings were used. In a few event 400m IM and 800/1500m FC in some cases the number of swimmers competing during this period was limited.

Each age group attended two days, each day consisted of two stroke and skill based pool sessions, land training, pre and post pool sessions and a workshop. The workshops covered, nutrition and lifestyles for the 11 year olds and goal setting and injury prevention for the 12 year olds. The parents were also invited to attend separate workshops covering the same content. Each athlete contributed £50 for the two days.

Four Head Coaches were appointed and 25 additional coaches attended as lane coaches. Four team managers were used over the two weekends.

3.1.2 England Programmes Plans for 2017

During October, England Programmes held both a Regional and a County Conference to discuss the athlete pathway. Due to the lower number of athletes being involved in the podium and potential programmes England programmes will be looking to raise their age brackets. Therefore, the Regions are being asked to organise the camps for the 12 years age group and the Counties to organise the camps for 11 year olds.

In the revised camps for 12 year olds we have been asked to provide 3 X 1 day camps for 36 swimmers, early July, October half term and pre-Christmas. Counties are being asked to run their three camps for 11 year olds, in April, July and October. Some Counties have agreed to hold these, but some are not able to support them, at least for 2017/18. The Region will host a one-day Conference (in March) for the coaches and team managers who will run the County Camps.

3.1.3 Off-Shore Camp

Utilising the criteria developed through the Regional Coaches Forum, 22 swimmers have been selected to represent the South East Region at the French Federation golden tour leg in Nice 3rd-5th February. Selections were made based on performances at the Regional Winter Championships. Jo Ulyett, City of Milton Keynes will be Team Leader, Terry Norris, Chalfont Otters will be team manager supporting Jo. Kevin Brooks, Wycombe District, will be the Lead Coach supported by Kyle Frantzeskou from the City of Oxford.

The purpose of the trip is to provide talented athletes with the opportunity to compete in an offshore competition and experience the different challenges that that involves. It also provides opportunities for Coaches and Team Managers to extend their experience by working with different swimmers.

4 Competitions

Championships are run by the Discipline Groups.

In 2016, Guildford City were the top club in the county when they won the Arena National Inter-league A final in Cardiff. Thanet were also in the A final, and City of Oxford and Wycombe in the B final.

In 2017, Guildford City, Wycombe, City of Oxford and City of Milton Keynes have all reached the A Final. Thanet and Sevenoaks have reached the B final.

4.1 Club Development/Swim21 Networks

3.3.1 Swim21 Clubs

The Region has continued working with clubs to achieve Swim21 accreditation, ensuring that the clubs are well-run. The Swim21 criteria and requirements have changed over the year causing an increased workload. We now have over 100 Swim21 clubs and aim to maintain this number into the future which will require effort. This is the highest number in any Region and over twice that in some Regions. Throughout 2016/2017, to date, 7 new clubs have achieved swim 21 essential accreditation, with a further 3 clubs looking to gain accreditation in March 2017. Club submissions are reviewed and approved by the swim 21 Regional Panel. The ASA organisation has changed with Region having representation from the RMB on the National Club Development Management Group which provides strategy, and the RDOs having representation on the Club Development Officers group who deal with the issues with providing support to clubs.

3.3.2 Club Visits

Further to the specific Swim21 work, the Development Officers visit clubs when they need help and advice on various subjects – diversity, coach/parent problems, clubs wanting to take on new projects, applying for funding, clubs in trouble, working with providers/local authorities to agree various discrepancies such as water time and cost of water.

3.3.3 Beacon Programmes

The Region had two Synchro, one Swimming and one Diving Beacon during 2016/17. Athletes are invited to join the Beacon and take part in specific training sessions. Each Beacon is hosted by a club and they have a quarterly review looking at the activities, business plan and finances, which are reported into the ASA.

3.3.4 Club Networks

We have continued good progress in establishing networks of clubs so that our athletes and coaches can benefit from different training opportunities and learn from each other. Networks are accredited in a similar way to clubs and achieve Swim21 Network status.

We have 14 Swim 21 Networks:

Swimming (9) SSK (Sussex, Surrey and Kent), Swim Milton Keynes, Oxfordshire, Medway, Vale, Thames Valley, Chiltern, Four Counties, Solent.

Diving (1) ACE Diving Southampton

Water polo (3) Hampshire, Sussex, Kent

Synchro (1) Rushmoor Beacon

Two further Swimming Networks and two Synchro networks are working towards accreditation. East Invicta Excel Network has been established for some years and is working to accredit. Eighty-three clubs are now involved in Networks.

All areas of the Region are now covered by Swimming Networks with the exception of the Channel Islands. We will encourage swimming clubs to join existing networks rather than start new ones.

5 Workforce Development - including coaches, officials, group's members

3.4.1 Coaches workshops

During June two coach workshops took place in Strood, Kent and Caversham, Berkshire. These workshops were run by Greg Buck, City of Milton Keynes and Josh Williamson, Guildford City. Greg spoke about planning and Josh covered backstroke technique and backstroke starts. Unfortunately two workshops in June were cancelled due to low numbers in Petersfield and Stoke Mandeville.

During November the region ran a coaches conference at Leatherhead Leisure Centre in conjunction with England Programmes and Sports Coach UK. The focus of this conference was on coaching females.

During January we have a coach workshop planned focusing on land training. On the 4th March we have arranged the regionally based county conference at Wycombe Leisure Centre which will be led by England Programmes and supported by the SER. This will focus on level 1 coaches and coaches that will be participating in the county 11 year old camps. On the 5th March we have organised a coach workshop in Ashford, Kent. This workshop will also focus on level 1 coaches and will be led by Steve Greenfield and Dan Cross.

We have found this year that a number of new coach development opportunities have come up including our own talent camps, alongside that and a busy annual programme of competition our workshops have experienced lower numbers than the previous year. In 2017/2018 we would like to utilise some of our talent camps to provide more practical workshops alongside a few specific workshops and conferences.

3.4.2 Coaches Forum

The coaches forum now consists of 12 coach members, 2 board members, England Programmes Officer, ASA Club Development Officer and SER Club Development Officer. Swimming Competition Manager, Mike Lambert, as Competition Manager, also attends most of the meetings. The forum continues to meet bi-monthly. The forum discuss common issues and gives feedback on regional events and development work.

3.4.3 Team Manager Training Courses

The Regional Development Officers actively work to deliver 2 x Team Manager module 1 courses and 2 x Team Manager module 2 courses per County ASA each year. Since April 2016, the SER has provided 13 Team Manager Module 1 courses and 9 Team Manager Module 2 courses, training over 300 Team Managers.

3.4.4 Team Manager Forum

The annual Team Manager forum took place in September at the Holiday Inn, Guildford. The attendance at this event has grown over the last three years with 20 in attendance this time. The group received a presentation on social media, information for team managers on making a protest, and experiences of taking the regional team abroad. The day also involved general discussion topics.

3.4.5 Time to Listen Courses

The SER ensures delivery of 1 TTL course per year in each County ASA. Since April 2016, the SER has ensure delivery of courses in 4 County ASA's, training over 40 club welfare officers. The final 2 county courses are planned for March 2017.

3.4.6 Young Volunteers

Following the success of the 2015/16 Young Volunteer Programme in the South East Region, the Region is delivering a young volunteer programme once again from September 2016-March 2017.

The aim of the programme is to increase the number of trained young people and to improve accessibility to formal and informal training opportunities. Young people participating in the programme will be expected to attend two Development Days, the first of which were held in a range of venues across the Region between September and November 2016, in

Abingdon (Oxfordshire), Amersham (Buckinghamshire), Winchester (Hampshire), Gillingham (Kent) and Crawley (Sussex). There are currently 63 young people completing the programme. Following the first Development Day, the young people are expected to undertake 10 hours volunteering within their own club environment before attending a second Development Day between January - March 2016. As part of the programme, the young people will also be expected to volunteer at an aquatic event (club, county or regional) over the coming 12 months.

Training provided during the programme includes;

- ASA Young Aquatic Helper Certificate
- ASA Timekeepers Course (or discipline specific officiating qualification)
- St. Johns Emergency First Aid
- Sports Coach UK – Safeguarding for Young Volunteers (13+)

Young People 16 years and over can also attend an ASA Team Manager Training (Module 1) workshop.

3.4.7 Bursaries

We continue to provide bursaries to provide much needed support in our sport. The major bursaries are for teachers and coaches courses. We have supported 86 teachers and coaches from 48 clubs. 54 teachers and 27 coaches on level 1 and 2 swimming courses and 7 diving coaches on level 2 courses. We have supported two diving coaches and 5 swimming coaches at level 3 (Senior Coach). On-going problems with the ASA/loS coaching courses has meant that few places have been available in particular for level 3 (Senior Coach) candidates, and we have had an underspend in this area.

We have also provided funding for CPD courses in Safeguarding, Equity and Coaching Disabled Athletes.

3.4.8 Distance meet Funding

The removal of this funding in 2015/16 reduced the opportunities for athletes to compete in distance events. This year we re-introduced support for Distance Meets in swimming. We have provided funding for one meet and others are planned.

3.4.9 Swimming Officials

We held a Referees Forum and provided Course Leaders training so that all officials working in the region have up to date knowledge and contribute to the best competitions for our athletes. Training of officials is carried out in Counties and continues to produce competent qualified officials at all levels.

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

Swimming

Bicester Bluefins

- Lottie Wynne-Jones, represented England at a Junior Meet in Italy in May

Bracknell and Wokingham

- Andrew Willis continued his long international career getting the silver medal at the World Short Course Championships in Canada and representing GBR at the Olympic Games in Rio, unfortunately being touched out of Bronze in the 200m Breaststroke Final

City of Milton Keynes

- Lottie Evans won the 'Tokyo final' at the British Champs in April gaining selection to the GBR squad for European Championships.

City of Oxford:

- David Murphy represented England in Italy in May winning 4 medals in the Breaststroke events and Medley relay. He then went on to represent GB at the European Junior Championships in Hungary winning two bronze medals in the 100 Breaststroke and mixed Medley Team. In December, he represented GBR in Canada winning Gold in the 100 breaststrokes. He is currently away in Austin Texas competing for GBR.
- Callum Smart represented England in Italy in May winning 3 medals in the Breaststroke and Medley team and selected for the ASA England Programmes Swimming Team in Marseille in March 2017
- Connor Bryan represented Wales in an international in Ireland.
- Natasha Fenton represented England in Italy in May

Dorking

- Nathan McCleave selected for the ASA England Programmes Swimming Team in Marseille in March 2017

Guildford City

- Alicia Wilson and Isabella Fakkell represented England in Italy in May 2016
- Tatiana Belonogoff selected for the ASA England Programmes Swimming Team in Marseille in March 2017

RTW Monson

- Annabel Guye-Johnson selected for the ASA England Programmes Swimming Team in Marseille in March 2017

Shiverers

- Joel Thomson selected for the ASA England Programmes Swimming Team in Marseille in March 2017

Thanet

- Jamie O'Connor was selected to represent GBR in the European Junior Swimming Championships and England in the Energy Standard Cup 2016
- Maisie Macartney - was selected to represent GBR in the European Juniors Open Water 2016 (Team GB)
- Rosanna Arnold selected for GBR at the Ontario Junior International 2016.

Wycombe and District:

- Emilia Sansome was selected to represent GBR in the European Junior Open Water Swimming Championships and selected for the ASA England Programmes Swimming Team in Marseille in March 2017
- James Mcfadzen selected for the ASA England Programmes Swimming Team in Marseille in March 2017

5. FINANCE

The Development Group has a large expenditure and relatively low level of income. However, swimmer and coach contributions to camps are now shown explicitly, whereas in the past they have been hidden.

5.1 General Development

There is an underspend of around £4000 on Coaches Bursaries, this is largely due to the problems at the ASA and IoS in providing courses.

There is currently an underspend of £6000 on Networks, however this is likely to be spent by the end of the year when some networks are able to claim their second set of funding.

5.2 Swimming Development

The spend is largely in-line with the budget.

There is an apparent overspend on ASA and Offshore camps and on Coaches Workshops. This is due to the estimate being for the net spend, and the accounts showing the Income from the contribution made by the athletes and coaches being shown separately.

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

6.1 Working with Counties

Currently the RDOs work with Counties through attendance at County Executive Meetings, providing some support for County Development Days.

The ASA is planning the Swimming Pathway camps for 2017 with the Counties hosting camps for 11years and the Region hosting camps for 12years. In addition, the Region will work with the Counties to host 'Conference/Workshop' for County Coaches and Team Managers and provide some support for the County Level camps. Some counties are not in a position to support these camps in 2017 due to the short notice for recruiting an organiser, head coach and team managers. The Region does not have the capability to run the 11years camps so these will not run in some counties.

6.4 Taking advantage of the ACM congregation:

Running the Region Team Managers Forum on the same day as the ACM. In addition a Club Chairman's forum with presentations on the Data Protection responsibilities of clubs, and incorporation of clubs (becoming limited companies)

Report completed by: John Davies

Please forward your completed report to bryony.gibbs@swimming.org by **06 February 2017**



REPORT TO THE REGIONAL MANAGEMENT BOARD

MASTERS Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

See item 6 below.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

Two meetings of the SER Working Group were held in the 12 months of the reporting period, on 9th April and 17th September both at the Leatherhead Leisure Centre. Minutes are available.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3.1 Athlete Development – *Please include statistics on the number of athletes that attended any camps, including splits for gender and ages*

Masters Development Day

The Region held a Masters Development Day on 24th April 2016 at the Sevenoaks Leisure Centre. It was organised on behalf of the Masters Group by Glen Isaacs, the Kent county Masters representative; 20 athletes took part. Karen Howell, Chartered Sports Psychologist, gave a lecture on the psychology of training and competing which was very well received. Steve Bratt and I ran the pool session and Jose Suarez supervised warming up exercises in the sports hall. All the comments made at the wash-up meeting were positive and it was clear that everyone present had enjoyed the Day and felt that the programme delivered on all points covered. They encouraged the SER Masters to hold further such Days in the future.

The Queen Anne's School at Caversham has been booked for the 2017 Masters Development Day on 1st April 2017. William Long has taken responsibility for running this and we have identified several contributors. We still need to find a Masters coach to present on a topic of specific interest to Masters.

3.2 Competitions - *Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.*

Masters Short Course Competition at the Spectrum, Guildford on 1st October 2016

There were 251 entries for this event comprising 130 men and 121 women. There were 19 relay teams entered. Once again entries had to close early as the sessions filled up and inevitably those applying later were disappointed. There was the usual problem with recruiting officials but as before eventually sufficient were obtained to make the meet a success. This year's meet is planned for 7th October 2017, again at the Spectrum. Although this venue has its problems, particularly with the poor changing room facilities, the pool configuration is good for Masters events.

Masters Long Course Competition at K2, Crawley on 21/22 January 2017

Once again the entries for this event broke all records with 479 total comprising 248 men and 231 women. There were 40 relay teams entered. With the usual chasing around sufficient officials were recruited for the meet to run and this it did with no major hiccups although 5 days before the meet the mechanism for adjustable floor in the deep end of the pool broke and it looked as if the meet would have to be a short course one. The K2 manager had explained that specialist contractors were required to fix it and they could not be on site before the Thursday before the meet. In the event they arrived on the Friday and were able to manually move the floor into a position which allowed the pool to be configured at 50m.

All entrants had been made aware of the situation and many expressed their relief when they received email on the Friday afternoon to say that all was well with the pool. The feedback from the swimmers after the meet was very positive.

Again the sessions had to close nearly a month early due to the large number of entries received. After the ASA National Masters at Sheffield and the British Masters this meet is believed to be the largest Masters event Britain. There were 11 British records and 4 European records broken at the meet, subject to ratification.

Masters Inter-County SER

The hosts in 2016 were Oxford and North Bucks and it was held at The Leys Pool, Oxford on 20th November 2016. Six counties took part in the SER competition. It was disappointing that Sussex, who had previously won this event several times, were unable to field a team in 2016. The results were:

1st Hampshire	322 points
2nd Middlesex	300.5 points
3rd Berks & S Bucks	216 points
4th Kent	201.5 points
5th Surrey	200.5 points
6th Oxford & N Bucks	188.5 points

For the first time in their history Hampshire won the **National Inter-County Masters** competition in which 28 counties participated. SER results as follows.

1st Hampshire	1524 points
4th Middlesex	1444 points
9th Berks & S Bucks	1081 points
14th Kent	995 points
15th Oxford & N Bucks	948 points
17th Surrey	897 points

County Masters Events

With the exception of Oxford & N Bucks all the SER counties held county Masters championships during the year.

3.3 Club Development/Swim21 Networks

3.4 Workforce Development - including coaches, officials, group's members

The SER Masters Group was pleased to welcome Glen Isaacs as the new Kent representative replacing Shelley Robinson. Shelley undertook to attend meetings until Glen became fully conversant with the role. We were also pleased to welcome William Long as the representative of Sussex, a role that has been empty since Sarah Davison resigned in 2015. Karen Marchant continues to seek a Hampshire representative replacement but to date without success. Her continued involvement is appreciated as she would really like to relinquish the role.

Finding willing and capable volunteers to undertake responsibilities for Masters matters in the SER continues to be a problem. As Discipline manager I am seeking help to run the Short Course and Long Course SER Masters competitions as I have run 22 of these competitions to date and need others to take on these tasks. Jim Boucher has agreed to take the lead on the Short Course Masters with my help in managing the entries. We need a similar undertaking for the next Long Course Masters in January.

As stated above, William Long is running the Development Day on 1st April for the SER Masters.

I will repeat the statement made in last year's report as the situation hasn't changed significantly.

"Although the SER Masters appears to be going from strength to strength, in fact, the situation is very fragile in that most of the organization effort is from just a few people. Should they disappear the situation would look quite different."

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

A significant number of Masters took the opportunity to enter the European Masters Championships held in the Olympic Pool at Stratford in May. Precise numbers from the region are difficult to obtain but the results show that SER Masters featured strongly in the final medals tally.

5. FINANCE

Performance against Budget 2016/17. Please highlight any significant over/under spends and why these have occurred.

	Budget	Actual
Income	£13,200	£14,796
Expenditure	£15,840	£15,370 (Incl. K2 catering estimate of £700)
	(£2540)	(£574)

Figures above are from the Budget Report of 2nd February and include an estimate of the catering costs from the LC Masters meet.

Short Course Competition

Income was almost on budget. Expenditure was also roughly on budget, giving a deficit of £280.

Long Course Competition

Income exceeded the budget by £1900. Expenditure was £476 under budget, giving a surplus of £329.

Development Day

The requested budget for this was £1,000 but due to an error on the budget request spread sheet it came out to only £550. The net costs were £975.

Group Meeting Costs

The budget was £720 and the actual costs were £816. The difference was due to an underestimate of the room hire costs by £140.

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

An approach has been made from Sussex ASA to the Masters Group to move the Long Course Masters Competition from K2 to another venue. This was to enable Sussex to hold an 800m & 1500m Long Course County Championship within the county in January 2018. After discussion within the Group we have declined this request for the following reasons.

- The first LC Masters at K2 was in March 2007 and we have held it there for 11 years. We have already moved the date to accommodate the Sussex Championships and allow them to meet the requirements of the since imposed British Swimming defined window in the competitions pathway.
- The Masters event has grown in popularity year on year and for two years sessions have had to be closed early due to the high number of entries. The venue is most suitable for this event which is the third largest Masters event in Britain after the ASA Masters Nationals and the British Masters Championships. The January/February date is particularly popular.
- Having established our "slot" in the K2 calendar it is most unlikely that any other LC pool would accommodate us for the whole weekend. Experience from Group members shows that to book time at SER LC pools in the period is very difficult if not impossible.
- Frequently there are problems with getting officials for the two day event as has been stated in past reports to the Board. I now have a list of officials and helpers who are prepared to travel to the K2 venue and help if they are available, this would not be the case for other venues.
- We have a good relationship with the venue management as has been recently demonstrated by the efforts they made for the 2017 event.

It is the Masters Group view that the SER Long Course Masters should continue at K2 so that it can build on the successes achieved to improve the meet still further for the benefit of the SER Masters community.

Report completed by: Geoff Stokes

Please forward your completed report to bryony.gibbs@swimming.org by **06 February 2017**



REPORT TO THE REGIONAL MANAGEMENT BOARD

Diving Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

Due to the resignation of the new discipline manager in May 2016 the group no longer has a manager. The position is being managed by Frank Clewlow/Emma West. Neither being prepared to take on the role.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

Continuing progress due to the South East Region Diving Talent Camps laying the foundation for further developments in 2017/18

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3.1 Athlete Development – *Please include statistics on the number of athletes that attended any camps, including splits for gender and ages*

24 th April	21 divers	Delivering skills with distinction Motivational talk from Peter Waterfield
15 th May	26 divers	Working on new dive skills Motivational video and adhering your own standards of excellence talk
26 th June	24 divers	Preparing for club Internationals Review of current season and looking to the future
21 st August	22 divers	Back to training What we learned from the Olympics
18 th September	24 divers	Preparing for the new Season and Talent Games Pre-competition and competition behaviour checklist
16 th October	23 divers	Preparing for forthcoming events Pilates for the divers and a coach workshop from CJ Lee for the coaches
13 th November	25 divers	Preparing new skills and consolidating basic skills

At each of these camps we have held coaches meetings to review and develop our delivery of the camps. All coaches from all programmes have had the opportunity to input in to this. A physiotherapist has been in attendance at all of the above dates working with us to ensure that prehab and rehab is carried out effectively, as well as giving her an opportunity to critique our work. A qualified S&C coach has also been present.

3.2 Competitions - Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.

Once again Regional qualifying L2 and L3 competitions were run successfully.

Level 2 (Skills) Competition

There were 164 divers from 3 Regions (South East, London and East) participated in the event. There were 107 divers competing from the South East Region. Breakdown by Gender/Age below:

Age (yrs)	Girls	Boys
8/9	10	2
10/11	11	11
12/13	27	26
14 - 16	13	9

Level 3 (Age Group) Competition

There were 92 divers from 3 Regions (South East, London and East) each doing up to 3 different Boards. The breakdown of the 48 divers from the South East Region over all events is shown below.

Age(yrs)	Girls	Boys
10/11	7	15
12/13	21	18
14/15	25	19
16 - 18	8	12

In the Regional L3 (Age group) competition 67% of the Regional Divers made the National Recommended Qualifying Standard.

3.3 Club Development/Swim21 Networks

Swim21 network includes: Southampton, Albatross (Reading) Star (Guildford) Amersham, Highworth Phoenix, Tunbridge Wells, Wessex, Crawley and West Wilts

3.4 Workforce Development - including coaches, officials, group's members

Through Regional talent camps we have offered: Team Manager Training, Judging training, Recorders training, 'Rig' CPD, 'Hands-on somersault' CPD, 'Fixed and open mindset' workshop, 'The talent pathway' workshop, 'Talent Games' workshop, 'Twisting' workshop, Motivational workshop

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

Chris Mears (SDA) – Podium
Gary Hunt (SDA) – World Cliff diving
Emily Martin (SDA) – English squad
Cameron Gammage (SDA) – Scottish Squad
Talent Programme – Milo French (SDA) Leon Baker (SDA) Milly Batten (SDA) Robbie Lee (SDA) Patrick Hanlon (Star) Wilf Johnson (Star) Freya Kelly (Star)

5. FINANCE

Performance against Budget 2016/17. Please highlight any significant over/under spends and why these have occurred.

Outstanding invoices are being chased and processed. The only significant over spend is the expenses for officials attending the National Skills final on behalf of the Region. This was an oversight at Budget Setting.

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

How the Diving Management Group is to continue t function without a Manager.

Report completed by:

Please forward your completed report to bryony.gibbs@swimming.org by **06 February 2017**



REPORT TO THE REGIONAL MANAGEMENT BOARD

...Water Polo... Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

Oversight group is under performing. It has been failed to meet in the winter period (in part due to weather conditions) and tasks are falling to a limited pool of individuals who are overburdened, but we're just about managing to keep the status quo.

Training now falls in line with the new national plan of Regional Academy's. Several players have attended the Regional Competition and have been selected for the National Academy.

Recruiting volunteers is a major issue and the region is run by a small number of volunteers currently without succession plans.

This has led to the budget being under spent on the development activities that we need to undertake. Training Courses are required have not taken place despite the extensive efforts of the Club Development Officer and we need to hold the budget for the 2017/18 year.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3.1 Athlete Development – *Please include statistics on the number of athletes that attended any camps, including splits for gender and ages*

Regional Academy held at Worthing on an approximately monthly basis. This is very well attended (~25 to 30) in all age groups, boys and girls.

3.2 Competitions - *Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.*

U14, U16, O40 & O50 Inter-county competitions hosted by London

U19 Inter-county competitions hosted by South East

[For these competitions the counties of Hampshire, Sussex, Surrey, Kent and Middlesex are regular participants, each putting forward male and female teams in each age group].

South East Senior men's league continues. This includes 10 senior men's teams split into 2 divisions.

3.3 Club Development/Swim21 Networks

Hampshire network is well established with 4 swim21 clubs. Kent Water Polo Network and Sussex Water polo Network are both Swim 21.

3.4 Workforce Development - including coaches, officials, group's members

Lack of coaches and coach's courses. Workshop progress has stalled.

- Assistant Coach and Coaches qualifications – CDO has tried hard to get one of each running. These have not taken place due to the lack of Tutors nationally. All the facilities are available to run the courses.
- Workshop – waiting for the Region to say what they would like.

Referees course planned for May 2017.

Oversight group membership is good, and are effective at making decisions; however, lacks available volunteers to conduct the development activities. Members tend to have several other roles within home clubs and counties and thus are very stretched and unable to put themselves forward for things.

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

Girls selected for National Academy were:

Jess Street

Hannah Goodhead

Anashe Chisadza

Sarah Rogers

Boys selected TBC

5. FINANCE

Performance against Budget 2016/17. Please highlight any significant over/under spends and why these have occurred.

Expecting to be underspent for 2016/17 due to inability to run courses and complete other development activities due to lack of volunteers workforce.

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

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Report completed by:

Please forward your completed report to bryony.gibbs@swimming.org by **06 February 2017**



REPORT TO THE REGIONAL MANAGEMENT BOARD

Open Water Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3.1 Athlete Development – *Please include statistics on the number of athletes that attended any camps, including splits for gender and ages*

A talent pathway for Open Water athletes starts in 2017. Plans for a camp to be held on Sunday 18th June are well underway. Selection criteria are yet to be finalised.

3.2 Competitions - *Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.*

The Championships were again very well supported with 160+ swims. 42 swimmers from the Region could qualify for the National Championships via this route although some of the eligible swimmers were already qualified and a few chose not to enter. We did however have some successes with 2 Gold, 3 Silver and 2 Bronze medals. The Series continues and it is good to note that more younger pool swimmers are coming outside and taking part. There seems to be a surge in interest among 12-16 aged swimmers.

3.3 Club Development/Swim21 Networks

3.4 Workforce Development - including coaches, officials, group's members

We have qualified 2 new O/W Level 2 officials with 1 under training and hopefully will have 2 Referee candidates for 2017. Coach development will be allied to the Talent camp in July.

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

5. FINANCE

Performance against Budget 2016/17. Please highlight any significant over/under spends and why these have occurred.

There was a significant increase in Championships costs this year due to new Health and Safety requirements at the venue, but no significant increase is expected this year. Some updating of equipment is required and we hope to produce event programmes for 2017.

The budget requirements for the Talent camp are yet to be finalized and will be a late addition to our budget submission or may have to be a further request

6. ANY OTHER MATTER WHICH YOU WISH TO DISCUSS WITH THE BOARD

Report completed by: Keith Barber

Please forward your completed report to bryony.gibbs@swimming.org by **06 February 2017**

ASA Senior Leadership Communiqué

December 2016

JG – Jon Glenn, NC - Nick Caplin, DJS – Damian Stevenson, EG – Emma Griffin, MT - Mike Thompson, JD - Jonathan Duckworth

MORE PEOPLE LEARNING TO SWIM

Learn to Swim (JG)

- Everyone Active and SERCO are rolling out the Adult Framework across all sites after the meetings we had before Christmas.
- Meeting 1Life's Craig Logan before he leaves to embed Foundation and Adult frameworks.
- Strategic and Technical school swimming focus groups finalised report and sent to Department of Education. Waiting for feedback, information and any future work that will be supported by DfE.
- Started developing the SEND project for schools, building on the school swimming charter.

Workforce Development (JG)

- The content for the new Diving Assistant certificate is now complete and ready to be piloted.
- The online learning content for the Water Polo Assistant is complete and the first blended learning pilot begins this week.
- The new Coaching Swimming Assistant course has been successfully piloted at 3 sites to 37 learners. Collated feedback will be reviewed by the Technical Group later this month.
- Simon Stevens has been appointed as the ASA Awarding Body Responsible Officer replacing Frances Gibbs as of 1st February 2017.
- The IoS's brand new website will be live this weekend. The new website will offer an easier journey for our customers clearly signposting them to our courses or their area of interest.
- IoS approved centre annual review carried out by the ASA awarding body has been completed successfully. The report speaks very favourably of the IoS and its ongoing improvements in ensuring the quality of the learner experience.
- All tutors (coaching and teaching) were invited to join the IoS for an update and networking day prior to the Christmas holidays. The day was led by the IoS quality manager and lead tutor, Janet Slack supported by our learning solutions manager Tanya Kesterton and Rebecca Cox, IoS Managing Director. The day gave the IoS the opportunity to update the tutors on new resources, opportunities and products, whilst giving tutors an opportunity to feedback. As a result tutors have been asked to participate in a survey to ensure their operational knowledge of the products are considered, once these are developed further.
- The 2017 menu of training opportunities will be launched during January 2017.
- Recruitment for the 2017 Tutor Training Programme will be launched this month.

MORE PEOPLE SWIMMING REGULARLY

Participation (NC)

- The final APS results were shared and swimming saw a small increase in the number of people participating. Off the back of the previous 12 months delivering stabilisation of the participation numbers, these latest figures provide vindication that the participation strategy has started to have a positive impact, but with a great deal still to be done to ensure long-term sustainability.
- Progress has been seen with the partnership with Cancer Research UK regarding their swimming focused obstacle race, mass participation event. Commitment has been given by CRUK, with tests having already taken place. A trial event is planned for late spring, with a full event planned for late summer/early autumn.
- The Social Swimming Project is currently expanding from three to five locations, with plans being put in place for wider expansion throughout 2017.

- The Dementia Friendly Swimming project is now fully into year three of the project and is on schedule to meet all objectives and KPIs. The focus of year three is its expansion into over 100 locations.

Insight (DJS)

- We successfully predicted the last APS results and received positive feedback from the Sport England Insight team on the quality of our narrative regarding sector performance.
- Volunteering survey fieldwork finished in December, with 896 completed questionnaires. We will create an insight pack for sharing with key stakeholders from February onwards.
- Swim Local project: the Insight Team have been working with Sport England to identify 12 local authorities all aiming to receive funding from Sport England in order to enhance their customer experiences for swimmers. A local version of our Swimming Tracker is being used to measure site performance, benchmarked against our national tracker scores. This defines the success criteria for each pilot project against our 3 Frontiers.

MORE MEDALS ON THE WORLD STAGE

Talent (EG)

Swimming:

- Phase 2 swimming camps took place in Sheffield, Coventry and Millfield prior to Christmas. This catered for 126 swimmers and 20 coaches to improve their technical, tactical, physical and mental skills.
- Phase 3 competition taking place in Marseille in March, 28 swimmers and 6 coaches attending for in season process competition.
- Look out for the advance to 1st Race conferences date will be confirmed shortly, The S&C and Physio conference which will offer further opportunities to enhance coaching / teaching and support staff services will take place on 26th March.

Synchronised Swimming:

- Age Group and Development England Squads have been selected, 21 athletes aged between 12-15 years.
- Christmas Camp took place with Senior and Junior squads, seniors working towards French Open in March and Juniors working towards Europeans in June.
- Italian Gymnastic and Land Specialist Coach worked with squads during December to assist with improving lifts and highlights.
- England coaches clinic organised for January.

Diving:

- Five of the 13 divers who attended the World Junior Diving Championships are currently on England Programmes.
- They achieved 1 x gold, 2 x 5th place, 4 x 6th place, 1 x 8th place, 2 x 9th place and 1 x 12th place.
- These results combined with the rest of the GB team (who are all English divers) ranked us in 3rd place in the world – one of the most successful World Junior Championships results ever. The team came back with 5 medals, 2 x gold, 1 x silver and 2 x bronze.

Water Polo:

- The Talent Plan for Water Polo 2017-2021 will be considered by Sport England at the March funding panel. Sport England expressed concern over the high level of contribution made by talented water polo athletes as well as the overall cost of the plan. Athlete contributions have always been to this level for water polo and are reflective of high pool hire costs, while cost reductions within the plan have been identified if required.
- Head National Academy Coach roles advertised with six strong applications received - interviews and final selection process to be carried out at first National Academy weekend 7th - 8th January 2017.

- Sarah Dunsbee, Coach Development Lead on the Water Polo Management Group was presented with an award at the ASA Educator & Approved Centre Awards in December for Sharing Best Practice. Sarah was awarded this in recognition of the work that her and her team have contributed to writing the new Level 1 and Level 2 Coaching Water Polo Certificates and support resources.

MARKETING, LEGAL, GOVERNANCE, FINANCE, OPERATIONAL

Marketing and Sponsorship (MT)

- Contract signed with Symantec as the Official Partner (at a supporter level) of the Swim Safe programme for 2017 – looking to activate to primary schools and Swim Safe school events from March 17.
- Supported the British Swimming announcement of the TYR partnership on Monday 12th December – kit reveal / launch scheduled for Friday 3rd – Sunday 5th February at the British Diving National Cup in Plymouth. First ASA event will be National Synchronised Swimming Championships.
- Commercial contract coming to an end with IHG on 31st December 2016. Not looking to renew, but benefit from a greater discount through the UK Sport partnership with IHG – commissions will be paid directly to each sport.
- Delivered ASA National Age Group Synchronised Swimming Championships at GL1, Gloucester (2nd - 4th December). First time mixed duets featured in the competition. Over 1,000 spectators and 487 entrants (2015: 474 entrants, 2014: 396 entrants).
- Delivered ASA National Winter Meet delivered at Ponds Forge (15th – 18th December). 880 entries and 1,900 tickets sold (2015: 984 entries received, with 2,200 tickets sold).
- Worked with British Swimming and home nations to coordinate responses to child safeguarding enquiries following football investigation.
- Media stories provided on Sport England funding announcement for diving and para-swimming, our change in patronage from HRH The Queen to HRH The Duke of Cambridge and New Year's Honours.
- All badges for the Learn to Swim awards have now been redesigned and sent to production based on significant age-appropriate insight and new brand.

Business Support Services (JD)

- As part of our commitment to continuously improving communication, consistency and best practice people management across the ASA, our People Development team have developed and issued a new digital employee handbook including details of our employee benefits, volunteering, diversity, wellbeing and career development initiatives as well reminding everyone about whistleblowing and other policies and procedures for all staff to use on their PC, tablet or smart phone.

Strategy (EG)

- Department leads have commenced work on their outline budgets for the 2017/18 financial year, as appropriate to delivering the draft Implementation Plans.

Please contact Louise Barnes on louise.barnes@swimming.org with any enquiries and for further details.

ASA Senior Leadership Communiqué

January 2017

NC - Nick Caplin, DJS – Damian Stevenson, MT - Mike Thompson, JD - Jonathan Duckworth, EG – Emma Griffin, JG – Jon Glenn, JK – Jon Keating

MORE PEOPLE LEARNING TO SWIM

Learn to Swim (JG)

- Learn to Swim resources are being condensed down to a ring-bound Learn to Swim toolkit to suit tutors, teachers and operators.
- Stages 1-7 have had tweaks to terminology, to make it simple for teachers and parents to understand.
- We are pleased to announce Swim Safe has successfully recruited two new area coordinators to help the programme and the sites at a more local level. Charlotte Francis joins the team from her previous role as an ASA ASM and Gareth Oxley joins the team from his previous role as an RNLI Lifeguard Manager. The team will also have a new delivery manager in March, with Ashley Jones joining from his current role as an ASA ASM. Site selection for 2017 is almost complete, aiming for a minimum of 20 sites providing 20,000 spaces.

Workforce Development (JG)

- Recruitment for the 2017 Tutor Training Programme is under way.
- Frances Gibbs has now left Awarding Body and Simon Stevens will take over.

MORE PEOPLE SWIMMING REGULARLY

Participation (NC)

- A new Head of Health & Wellbeing has been appointed. She starts at the beginning of March and comes with significant experience of the Health sector, specifically the charity sector with the likes of Macmillan Cancer Support and the British Heart Foundation. She is the ideal candidate to ensure we drive forward with our health strategy and delivery on the recommendations of the Health Commission, and meet the requirements of Sport England to address the inactive market.
- Significant focus has been put on building our relationships and growing our influence with the National Operators. Strategy days took place with both GLL and 1Life and achieved closer alignment of both organisations' strategic objectives, providing a strong foundation for future collaboration.
- Current core areas of focus for the team are: delivering the five pilot sites for the Social Swimming Project, growing Dementia Friendly Swimming to over 100 sites, introducing a GP referral programme, improving and relaunching Swimfit, creating a high intensity, military style aquatic product, securing a technology partner to introduce an entry level swim tracking solution and building higher level relationships with key stakeholders locally and nationally.

Insight (DJS)

- Our 2017 Masters Survey launched on January 11th and has already received over 1,700 responses, significantly higher than last year. Once the survey closes (8th Feb), we begin work on creating insights to inform our future Masters strategy.
- We had a successful meeting with the BBC's Get Inspired Team, to share insights and plans for 2017. The meeting was positive and they were keen to know more about our forthcoming developments and how they can help raise awareness on their website to make it easier for people to become more active through swimming.

- Following great feedback from GLL, Everyone Active and PfP on how they use our insights to influence customer experiences across their sites, we are working on new insight collateral. We are updating our segmentation packs and also conducting analysis of Swim Sessions, exploring who is most likely to use each and why. These outputs will form part of an Insight Day with the Nationals, demonstrating how we continue to lead the sector in knowledge development.

MORE MEDALS ON THE WORLD STAGE

Talent (EG)

Swimming:

- A squad of 29 swimmers has been selected to attend the 6th Meet Open Mediterranee in Marseille 3rd-5th March. This is a great opportunity for the swimmers to gain experience of competing against the best swimmers in Europe.
- Coach 2024 and Elite Coach programme started and is linked to performance teams in the future.

Para Swimming:

- Induction days were held at beginning of January for the development and academy athletes.
- Funding has been confirmed by Sport England. Para are currently working on reviewing the KPI's and delivery in line with the amount awarded.
- Para-swimming are on target to meet all KPI's for end March 17.

Synchronised Swimming:

- Targets have all been met.
- Retention and progression through English Talent Programme has been 99%.
- Research & Insight has been significant for coach development.

Diving:

- 5 of the 13 divers who attended the World Junior Diving Championships in Russia are currently on England Programmes and all divers on the team have been through the England Programme. We ranked 3rd place in the world – one of the most successful World Junior Championships results ever. The team came back with 5 medals, 2 x Gold, 1 x Silver and 2 x Bronze.
- Diving have achieved all but 1 KPI so far with the last KPI expected to be hit in March once our clubs have completed their Little Rippers Talent Identification testing.
- With the help of the regions, we managed to support 8 diving clubs this year for Little Rippers Talent Identification testing. This is the highest number of clubs we have been able to support and would not have been able to do this without the help of the regions. This big push will enable our clubs across the country to assess 19,500 school children – double what has been possible in the past 3 years.

Water Polo:

- Senior men and women were invited to their first training camp. Other training camps will take place prior to their first competition in the European Nations Cup later in the year.
- The first Regional Academy took place in November. We had 105 in attendance.
- The GBR Junior Men's Squad are hosting the LEN European Championship Qualifiers in Manchester in May.

Clubs (JK)

- swim21 – a number of changes to the accreditation process went live (as a soft launch) during December. The required number of evidence elements has been reduced from 21 down to 16. In addition, a cross reference exercise has taken place to ensure our programme meets the new Sport England Code of Governance.

- In terms of our progress for swim21 we now have the following numbers of accreditations: swim21 essential accreditations– 547, swim21 network accreditations – 44, swim21 performance accreditations – 9. Within the team’s pipeline of work, we have 260 active leads recorded on our CRM system, demonstrating that swim21 is certainly gaining increased momentum and recognition.
- Sport England – Club Matters programme. Jon Keating recently attended a session with Sport England to discuss, plan and help shape the evolution of this programme. Our club officers do encourage the use of Club Matters with useful online toolkits, workshops, mentoring service etc. being used by ASA clubs. Sport England are looking to make any changes to this system by the end of 2017, so for anyone that uses Club Matters, or knows clubs that do use it, we would welcome feedback and suggestions.
- Club Networks – another of our key objectives for the 2013 – 2017 strategy. We now have 50 fully set up and functioning club networks, with another 32 being actively developed. This demonstrates an increased collaboration amongst clubs.
- Too many surveys at the same time of year (masters and volunteer). Therefore, some consideration for running a club survey at the end of the season. Lots of the feedback gathered from the Club Survey has been from clubs we are already engaged with (swim21 accredited clubs). We’ve developed a club Pro Forma for club officers to start using. This will allow us to gather lots of information – particularly from disengaged clubs. We are testing this form and providing some feedback before it’s finalised. It may be that we don’t require the survey; but instead can share the results of Pro Forma feedback.

MARKETING, GOVERNANCE, PEOPLE DEVELOPMENT, FINANCE, LEGAL, IT

Marketing and Sponsorship (MT)

- Started partnership with Cancer Research UK to support their open water obstacle challenge – pilot in March, launch September 17.
- Swim England and TYR branded staff kit now ordered. Will be distributed to staff from Wednesday 29th March.
- Swim 400m pilot launching this month at 12 sites testing three audience groups – Swimming Champion, Family Focused and Restorative.
- We welcomed Vicky Clueit to the Events team at the beginning of January, as the new Events Officer. Vicky joined us from British Athletics.
- Entries opened for the first event of 2017: ASA Water Polo National Age Group Championships (U17 & U19), with the first preliminaries set to take place on 4 March 2017.

People Development (JD)

- Both Chairs with a fellow representative from each Board are due to shortlist CEO candidates on 6 February. Interviews are scheduled for mid-March.

Please contact Louise Barnes on louise.barnes@swimming.org with any enquiries and for further details.

ASA Senior Leadership Communiqué

November 2016

JMN - Jane Nickerson, NC - Nick Caplin, DJS – Damian Stevenson, MT - Mike Thompson, BH – Brian Havill, JD - Jonathan Duckworth, EG – Emma Griffin

GROUP STRATEGY

Strategy (EG)

- All department leads have submitted their draft 2017-18 implementation plans. Refinements are currently taking place following feedback from SLT and in those areas that presented at the Sport Governing Board Strategy Weekend.

MORE PEOPLE LEARNING TO SWIM

Learn to Swim (JMN)

- Awarding Body - ASA Awarding Body Responsible Officer, will be leaving the organisation on 31st January 2017 and the recruitment process is underway. Meetings have taken place to develop the new Swimming Teacher Standards, these have been coordinated by CIMSPA and involved Employers, Training Providers and Awarding Organisations. Simon Stevens has attended and provided input on behalf of the Awarding Body.
- Swim Safe - Site selection for 2017 should be complete by the end of January 2017. Two new Area Coordinator roles are being recruited for. Looking to have staff in post in the New Year.
- The Adult LTS workshops have now finished.
- We have had a total of 612 bookings across the 19 locations of both operators and teachers.
- Now have two further workshops booked for SERCO and Everyone Active.
- Consultation continuing on the tweaks of Stages 1-7 Learn to Swim Framework.
- Disability Learn to Swim Resources - The Learn to Swim Team have hosted an external scoping meeting with the view to refreshing our learn to swim resources and guidance for teachers, tutors and operators around learn to swim and SEND.
- ASA Learn to Swim Accreditation – Right Directions have presented to the LSM's on the Quest programme and LTS Accreditation.
- Educator Conference - The Learn to Swim Team will be at the educator conference and presenting an update on the Learn to Swim Pathway.

Workforce Development (JMN)

- Final weekend of the Extended Tutor Training Programme completed, with 24 Trainees now ready to undertake their attachments in the New Year.
- Small group of Tutor's identified to deliver the BAME project (as part of the Adult Social Swimming Project). The same Tutor's will help roll out upskilling training for the whole Educator Workforce in 2017.
- Started development of the new level 1 diving assistant coach qualification which is due to be piloted in January.
- Launched the latest ASA Level 3 Senior Diving Coach programme. This will be the final cohort to undertake the existing ASA qualification. Positive initial feedback received including their introduction to the new version of the PebblePad online learning system.
- Began development on a series of coach accelerator i-learns. These pieces of online learning will be embedded into the Coach 2024 programme and will support the coaches to develop their self-awareness and reflective practice to help them to critically review their own performance.

- The IoS, this week, launched a new RPL (recognition of prior learning) package for Level 2 Teaching Swimming. The new package features an enhanced initial assessment and guidance to ensure suitability and where appropriate signposts to alternative products.
- The brand new assistant coaching certificates commenced delivery during November. Feedback to date has been positive. The IoS continue to work with the talent team and the technical coaching group to further improve the programme.

MORE PEOPLE SWIMMING REGULARLY

Participation (NC)

- Progress being made regarding the negotiations for Sport England funding. Scenario planning taken place, investigating the implications of different funding models. Mike Farrar and Jane Nickerson planning to meet Jenny Price in December to discuss next steps.
- Number of priority pools undertaking Frontier Checklists now at over 90%, the majority of which now have full improvement plans in place.
- The Health Commission for Swimming will share its report in December with recommendations for the areas of focus for the ASA.
- The interview process for a Head of Health & Wellbeing is continuing. Quality of candidates is high, based on initial interviews.

Insight (DJS)

- Disney - We presented our insights to Disney regarding the Finding Dory campaign evaluation. The findings and recommendations were created from our swimming tracker and further research conducted with activators and operators. The feedback from these audiences was incredibly positive and the presentation was well received. It demonstrates our ability to deliver high quality insights to support our partnership with a huge global brand.
- Volunteer survey - So far, we have received over 850 responses to our 2016 volunteer survey. This represents a huge amount of feedback, which will play a huge role in supporting the future volunteer strategy across the ASA and regions. The results will be analysed and presented early next year.
- APS - Our prediction for the forthcoming Active People Survey results (due for release on 8th Dec) explained the rationale behind the view that our weekly numbers should rise between 1% and 3%. The pack also highlighted the amount taking place across the ASA in order to increase participation in the future.
- Swim Safe - We met with the RNLI and the agency conducting the evaluation of Swim Safe, to ensure that our objectives from the evaluation are aligned and the outputs relevant for both organisations. A full analysis of this year's campaign will be received early in the New Year and the key findings will help with 2017 planning and implementation.

MORE MEDALS ON THE WORLD STAGE

Talent (JMN)

Swimming:

- England Programmes are supporting the 1st camp of the Performance Foundation Elite transition programme in December in Tunbridge Wells. 11 English female athletes will participate in an outdoor camp to measure and support their ability to perform under pressure. This is the 1st of 3 camps for these athletes to perform in throughout the season. Camps are supported by the 3 home nation sport councils and UK sport as a pilot programme to help transition rates from junior to senior performance
- England Programmes have selected 126 swimmer from across the county to gather in Sheffield, Coventry and Millfield for their stroke camps prior to Christmas. Athletes were selected from their performances in phase 1 camps earlier in the season, but also some selected from performances at summer nationals in July.
- England Programmes coach development is continuing at a pace. Selected coaches for Coach 2024 have been announced. Our Coach Conference took place in November with a mixture of lectures based on soft and technical skills.

Para Swimming:

- Selections have taken place for the 2017 Para-Swimming Talent programme with 52 swimmers being invited, 11 of which have been accepted onto the Para-Academy Squad, the transition squad from England to World Class.
- An induction day for swimmers on the Junior Development and development programmes is due to take place on 7th January 2017.

Synchronised Swimming:

- National Age Groups has seen a surge in entries from 2015, including for the first time 5 mixed duets. The NAGs will be held in Gloucester GL1 on 2-4th December.
- From the results of the National Age Groups, up to 35 athletes will be invited to take part in the England Age Group and Development Squad trials in London the following weekend.
- For the first time, the top Talent Squad will work with a 'Highlight' specialist from Italy, who will teach the squad and coach new techniques our routine highlights and lifts. Davide Torreggiani has worked with Olympic teams and is now here to help England!

Diving:

- Five England Programmes athletes have went to the World Junior Championships in Kazan, Russia to compete at the end of November.
- Eight diving clubs have been awarded Little Rippers funding for primary school talent identification which will take place between now and March 2017. The successful clubs are Cambridge Dive Team, Crystal Palace Diving Club, Dive London Aquatics Club, Luton Diving, City of Sheffield Diving Club, Southampton Diving Academy, Southend Diving and Sunderland Diving Club.

Water Polo:

- An 8-year vision for water polo has been drafted following a successful vision-setting workshop with the Water Polo Management Group. The draft document includes 2-year and 4-year goals, reflective of the recently agreed ASA strategic objectives 2017-2021. Final detail to be agreed by the WPMG in December with the final document due to be circulated in January 2017 and formally published in April 2017 to reflect our new brand.
- The Talent Plan for Water Polo 2017-2021 has been submitted to Sport England with a funding decision due December.
- 16 University Water Polo Officers participated in a two day Training Conference at ASA Head Office. The results were a new, energised network in place, with 16 University Club Development Plans drafted, including links to community water polo and a commitment to each host an official's course for the benefit of the community.
- First 'Regional Academy Competition' successfully delivered for the 60 strongest girls and 60 strongest boys from across the seven Regional Academy programmes. Coach Development workshop delivered for the 7 Regional Academy Head Coaches, outlining and directing the education programme for the rest of the year.
- Full 'Competitions & Events Review' process started with WPMG Competitions & Events sub group and ASA Events Team. Competition & event purpose, conditions calendar will all be reviewed and feedback sought from the water polo community on recommendations raised.

Clubs (JMN)

Swim21:

- 548 accredited (swim21) clubs – of 1064 affiliated clubs – 51% of clubs are now accredited. For the 1st time in its history the number of clubs accredited are in the majority not the minority.
- 32 accredited networks with an additional 9 expected during the December Club Development Management Group.
- 8 accredited swim21 performance clubs.

Club Networks:

- 46 official Club Networks.
- 33 in the pipeline.
- Total of 79 Networks being worked with or developed.

MARKETING, LEGAL, GOVERNANCE, FINANCE, OPERATIONAL

Marketing and Sponsorship (MT)

- Finding Dory inspired family swim sessions showed positive behaviour change, with 60% of those who took part saying they are likely to swim more in the next 12 months; 79% of families have started or restarted swimming as a result of attending a session; 1 in 5 parents improved their swimming skills as a result of attending a session.
- ASA National Synchronised Swimming Masters Championships returned to The Queen's Diamond Jubilee Centre in Rugby. The competition welcomed its first entry for the mixed duets.
- ASA Aquatics Awards 2016 held on the last weekend of November, set within the stunning Great Hall of the University of Birmingham. 200 guests, including Awards winners, ASA Board members and colleagues, attended the ceremony and enjoyed the celebrations.
- Learn to Swim photography trial began on 21st November with pools in Bristol and Nottingham. Working with the Schools Photography Company, photographers will take photos of adult and child lessons.
- Provided media and comms support for the opening of the Library and Historical Archive and launch of the new Coach 2024 programme.

Business Support Services (JD & BH)

- Diversity initiatives will now be raised as a standing item on the SLT agenda with agreed action plans to ensure greater inclusion as part of our 2017 application for advanced equality standard accreditation

Please contact Louise Barnes on louise.barnes@swimming.org with any enquiries and for further details.

ASA SPORT GOVERNING BOARD
Minutes of the meeting held 18th November 2016
SportPark, Loughborough
Subject to approval at the next meeting

Present:	Mr C Bostock	Chairman
	Mrs A Clark	East Midland Region
	Mrs J Cook	London Region (Sub for Mrs K Grimshaw)
	Mr I Mackenzie	East Region
	Mr B Simkins	West Midland Region
	Mr N Booth	North West Region
	Mr R Gordon	North East Region
	Mr R Margetts	South West Region
	Mr R Prior	South East Region
	Mr B Saunders	Sport Specialist (Friday only)
	Ms P Jones	Sport Specialist
	Mrs A Reah	President
	Mr R Whitehead	Vice President

Staff	Miss J M Nickerson	Interim Chief Executive Officer
	Mr R Barnes	Head of Legal Affairs (Friday only)
	Mrs E Griffin	Operations Director
	Mrs C Lambert	Administrator
	Mrs M Parker	Administrator (Friday only)
	Mr M Thompson	CCMO (Part Friday only)

Apologies:	Mrs K Grimshaw	London Region (sub Mrs J Cook)
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Min No:

109.

Welcome and Introductions

109.1.

The Chairman welcomed members and guests to the meeting including Richard Whitehead (New Vice President), Brian Havill (Interim Financial Director) and Mike Thompson (Chief Commercial & Marketing Officer)

110.

Declarations of Interest

- Ian Mackenzie – Arena League

111.

Brand Presentation by Mike Thompson

The Chief Commercial & Marketing Officer (CCMO) outlined the new ASA branding to the Board giving an overview of the process so far. The key points were highlighted and visual documentation circulated.

- The reason for re-branding
- The review journey
- Consultation
- Current brand architecture
- The brief for the new brand
- The creative – our new logo
- Next steps

111.1.

Members had the opportunity to discuss and ask questions. The Board recommended an increase to the text size of the proposed regional logos to bring them into line with the discipline logos. The Board approved the brand subject to the changes being implemented.

112. **Finance – Management Account**
Brain Havill, Interim Chief Financial Officer (ICFO) updated the Board on the management accounts and gave an overview of the budget highlights, variances to date, deferred income, IoS income, membership and Swimming Times.
- 112.1. Members discussed the membership renewal period and alignment of payments, it was noted this would be considered in the review to be carried out by the Operations Director.
- 112.2. Production costs of the Swimming Times magazine and circulation was discussed. It was felt some further analysis is required to ascertain the feasibility of increasing circulation to other membership categories.
- 112.3. The Management Accounts were noted.
113. **Legal Report**
- 113.1. **British Swimming Judicial Appointments.**
The Head of Legal Affairs (HOLA) recommended to the Board the following appointments / re-appointments to be put forward to the British Swimming Judicial Appointments Panel.
- Mr Malcolm Hopes (Re-appointment Judicial Appointments Panel)
 - Mr Gerard McEvilly (Re-appointment to the Judicial Panel)
 - Mr Stephen Teasdale (Appointment to the Appeals Panel)
- 113.1.1. The recommendations were approved.
- 113.2. **The following changes to principle, intention and wording of ASA Regulations were agreed to take effect from 1st January 2017.**
- 113.2.1. **47.1.3** - Delete “any persons who have voting rights in their club by virtue of” and replace with the following wording; Category three shall include all members of any age who are not in Categories one or two including, but not limited to, parents of, or persons with parental responsibility for, a member in categories one or two; administrators.... (continue as before)
- 113.2.2. **62.1**- To add a new sentence after 14 August “These documents shall also be sent to each affiliated club by the date”. It was further agreed to change “Director” to “Regional Administrator”.
- 113.2.3. **62.2** – The Board agreed for this regulation to be removed as the requirement is set out in the Regions constitutions.
- 113.2.4. **160.1** - Add a new sentence after the first sentence “if declined, reasons shall be given in writing to the complainant and respondent, where they have been previously notified of the complaint from the office of Judicial Administration”.
- 113.2.5. **160.1.2** - Remove “trivial”, and renumber this paragraph and existing subsequent paragraphs to 160.1.4, allowing us to add; does not have enough evidence to warrant further action being taken.
- 113.2.6. **160.1.3** - Is not serious enough to warrant further involvement by the ASA, the Commissioner may nevertheless decide that no further action is required and/or decide to deal with the complaint informally by way of advice or information.

- 113.2.7. **321.3** - Delete “or through a Region if required “ and “Category Three of”, leaving “.....shall register with the ASA by means of inclusion in a club’s or organisation’s membership return and...”
- 113.2.8. **403.1** – Add “club” after the word “bodies”.
- 113.2.9. **502** - Delete “A permanently disabled swimmer shall not be disqualified in a competition in a case where his disability prevents him from complying with the rules of a particular stroke, provided that the disability has been notified to the referee by the swimmer or his representative before the race takes place. Notification must be by a Certificate of Swimming Disability issued by the ASA Medical Advisory Committee (see Guidelines to Competition – Certificates of Disability)”.
- Replace with “A permanently disabled swimmer shall not be disqualified in a competition in a case where his disability prevents him from complying with the rules of a particular stroke if:
- he has a recorded British Swimming Classification; or
 - he has a recorded IPC Para-Swimming Classification; or
 - he has shown a Certificate of Swimming Disability issued by the ASA Medical Advisor, to the referee prior to the race (see Certificate of Swimming Disability)”.
- 113.3. **ASA Regulation 241** - The proposed changes were agreed as outlined in Appendix 1 (attached).
- 113.4. **301** – The Board agreed to set up a working group led by the Operations Director, to look at certificates and long service awards.
- 113.5. **National Licencing Panel** - The Board discussed the merits of a National Licencing Panel to deal with appeals against decisions of a Regional Licencing Officer. It was agreed to refer this to the Swimming Management Group.
- 113.6. **Low Level Competitions** – It was agreed to refer the changes made back to the Management Groups for further review.
- 113.7. **Harold Fern Award and AH Turner Award**
The proposal to remove reference to male/female within the criteria of these awards was agreed.
- 113.8. **Trustees**
The recommendations by HOLA to amend the trustees for the A H Turner Award to the ASA Trustees was agreed.
114. **Competitive Swimwear**
It was felt a change of Regulation regarding faith compliant swimwear was not required but a guidance note for use by officials would be appropriate. Following discussion the ICEO was requested to liaise with Scotland, Wales and British Swimming on this matter.
115. **Minutes of the meeting 23/24 September 2016** – Noted.
116. **Actions arising from Minutes**
- 116.1. **Min 91.3** - Appeals procedure Commonwealth Games (CWG) - This matter is ongoing and will be finalised once the selection policy has been published.

- 116.2. **Min 9.10.3 Third Sport Specialist** - A decision on this has been deferred for the present time.
- 116.3. **Min 103 National Club Development Group** - This has been deferred until further discussions have taken place.
117. **To note any decision by email** – None to note.
118. **Coaches Passes**
The Chairman gave background information on the implementation of Coaches passes which had proved a difficult process with some required elements currently not recorded as they were awarded through external organisations. It was agreed that for 2017 DBS and Teaching/Coaching Level 1 would be a requirement for a Coaches pass and for 2018 to add a further element of a valid child safeguarding certificate. It was noted that this will be called a Deck Pass and will cover chaperones and coaches.
119. **Interim Chief Executive Officer Report (ICEO)**
- 119.1. The ICEO gave an update on the current position regarding Sport England funding and advised that the Plans for talent funding have been submitted.
- 119.2. Commonwealth Games; the ICEO advised that due to a lack of commercial partners CWG are seeking contributions from athletes (£1,000 per athlete) and team staff £5,000 per team staff member, excluding the team leader.)
- 119.3. The ICEO updated the members on organisational staffing matters.
- 119.4. It was reported that partnership groups for Synchro, Water Polo and Masters have been agreed by the three home countries and British Swimming. It was noted that ASA nominations to the partnership groups would be through the ASA Management Groups.
120. **Date of next meeting** - 27-28th January 2017
- There being no further business, the meeting closed.

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Membership Income	122,173.00	45.34	145,000.00	(22,827.00)	122,173.00	45.34	145,000.00	(22,827.00)
Sponsorship Income	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00	5,000.00	(5,000.00)
Miscellaneous Income	154.30	0.06	0.00	154.30	154.30	0.06	0.00	154.30
Bank Interest	104.86	0.04	100.00	4.86	104.86	0.04	100.00	4.86
Income Licence Meet Fees	30,912.25	11.47	31,000.00	(87.75)	30,912.25	11.47	31,000.00	(87.75)
Income Swimming	70,595.85	26.20	59,200.00	11,395.85	70,595.85	26.20	59,200.00	11,395.85
Income Synchro	7,522.00	2.79	10,480.00	(2,958.00)	7,522.00	2.79	10,480.00	(2,958.00)
Income Diving	3,500.00	1.30	2,920.00	580.00	3,500.00	1.30	2,920.00	580.00
Income Water Polo	3,020.00	1.12	5,250.00	(2,230.00)	3,020.00	1.12	5,250.00	(2,230.00)
Income Masters	14,796.07	5.49	13,200.00	1,596.07	14,796.07	5.49	13,200.00	1,596.07
Income Open Water Championship	1,355.00	0.50	1,300.00	55.00	1,355.00	0.50	1,300.00	55.00
Income Disability Events/P2P/Grants	625.20	0.23	750.00	(124.80)	625.20	0.23	750.00	(124.80)
Income Swim Development	11,372.00	4.22	5,000.00	6,372.00	11,372.00	4.22	5,000.00	6,372.00
Income Development	3,318.15	1.23	0.00	3,318.15	3,318.15	1.23	0.00	3,318.15
	269,448.68	100.00	279,200.00	(9,751.32)	269,448.68	100.00	279,200.00	(9,751.32)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	56,507.67	20.97	52,760.00	(3,747.67)	56,507.67	20.97	52,760.00	(3,747.67)
Swimming Group Meeting Expenses	387.45	0.14	1,000.00	612.55	387.45	0.14	1,000.00	612.55
Synchro Expenditure	22,031.68	8.18	33,627.95	11,596.27	22,031.68	8.18	33,627.95	11,596.27
Diving Expenditure	11,740.70	4.36	21,770.00	10,029.30	11,740.70	4.36	21,770.00	10,029.30
Water Polo Expenditure	10,832.38	4.02	23,180.00	12,347.62	10,832.38	4.02	23,180.00	12,347.62
Masters Comp Expenses	13,164.96	4.89	14,570.00	1,405.04	13,164.96	4.89	14,570.00	1,405.04
Masters Group Meetings & Training	1,505.43	0.56	1,270.00	(235.43)	1,505.43	0.56	1,270.00	(235.43)
Open Water Expenditure	3,258.37	1.21	2,560.00	(698.37)	3,258.37	1.21	2,560.00	(698.37)
Disability Expenditure	3,025.55	1.12	10,260.00	7,234.45	3,025.55	1.12	10,260.00	7,234.45
	122,454.19	45.45	160,997.95	38,543.76	122,454.19	45.45	160,997.95	38,543.76
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	29,898.32	11.10	45,000.00	15,101.68	29,898.32	11.10	45,000.00	15,101.68
CPD Regional Courses	4,888.69	1.81	4,000.00	(888.69)	4,888.69	1.81	4,000.00	(888.69)
Counties Working Meetings	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Officials Licensing	1,680.00	0.62	1,000.00	(680.00)	1,680.00	0.62	1,000.00	(680.00)
Swim21 Networks	6,750.00	2.51	12,400.00	5,650.00	6,750.00	2.51	12,400.00	5,650.00
Regional Development Day & Consult	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00
Support Long Distance Meets	400.00	0.15	1,500.00	1,100.00	400.00	0.15	1,500.00	1,100.00
Swim21 Panel Expenses	586.54	0.22	1,400.00	813.46	586.54	0.22	1,400.00	813.46
Athlete Bursaries: Exceptional Expen	1,118.75	0.42	1,000.00	(118.75)	1,118.75	0.42	1,000.00	(118.75)
Young Volunteers	2,554.54	0.95	3,000.00	445.46	2,554.54	0.95	3,000.00	445.46
Team Managers Forum	968.50	0.36	700.00	(268.50)	968.50	0.36	700.00	(268.50)
Support ASA Talent Camps	8,453.62	3.14	4,000.00	(4,453.62)	8,453.62	3.14	4,000.00	(4,453.62)
Offshore Camp	14,928.21	5.54	12,000.00	(2,928.21)	14,928.21	5.54	12,000.00	(2,928.21)
Other Swim Development	4,926.59	1.83	12,000.00	7,073.41	4,926.59	1.83	12,000.00	7,073.41
	77,153.76	28.63	101,400.00	24,246.24	77,153.76	28.63	101,400.00	24,246.24
Gross Profit/(Loss):	69,840.73	25.92	16,802.05	53,038.68	69,840.73	25.92	16,802.05	53,038.68
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	3,305.85	1.23	4,800.00	1,494.15	3,305.85	1.23	4,800.00	1,494.15
Chairman/Presidents Expenses	233.60	0.09	1,750.00	1,516.40	233.60	0.09	1,750.00	1,516.40
Communication Group	0.00	0.00	3,800.00	3,800.00	0.00	0.00	3,800.00	3,800.00
Development Group	463.55	0.17	750.00	286.45	463.55	0.17	750.00	286.45
Finance Group	110.70	0.04	300.00	189.30	110.70	0.04	300.00	189.30
Regional Welfare Officer Expenses	39.60	0.01	300.00	260.40	39.60	0.01	300.00	260.40
ACM	2,478.34	0.92	2,000.00	(478.34)	2,478.34	0.92	2,000.00	(478.34)
Regional Trophies and Awards	15.00	0.01	200.00	185.00	15.00	0.01	200.00	185.00
Accountancy Fees	60.00	0.02	1,500.00	1,440.00	60.00	0.02	1,500.00	1,440.00
ASA Council Expenses	637.32	0.24	2,250.00	1,612.68	637.32	0.24	2,250.00	1,612.68
Newsletter/Mailings/Communication	599.40	0.22	0.00	(599.40)	599.40	0.22	0.00	(599.40)
Communication Expenses	281.37	0.10	500.00	218.63	281.37	0.10	500.00	218.63
Miscellaneous	303.15	0.11	1,000.00	696.85	303.15	0.11	1,000.00	696.85
Donations	(1,260.00)	(0.47)	0.00	1,260.00	(1,260.00)	(0.47)	0.00	1,260.00
Awards & Engravings	3,311.55	1.23	2,000.00	(1,311.55)	3,311.55	1.23	2,000.00	(1,311.55)
Payments to ASA for Central Establis	191.00	0.07	0.00	(191.00)	191.00	0.07	0.00	(191.00)
RCDO Costs	43,438.36	16.12	65,000.00	21,561.64	43,438.36	16.12	65,000.00	21,561.64

ASA South East Region
Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Bank Charges	701.08	0.26	500.00	(201.08)	701.08	0.26	500.00	(201.08)
Youth Forum	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00
	54,909.87	20.38	91,650.00	36,740.13	54,909.87	20.38	91,650.00	36,740.13
Net Profit/(Loss):	14,930.86	5.54	(74,847.95)	89,778.81	14,930.86	5.54	(74,847.95)	89,778.81

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

Development [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
SWIM DEVELOPMENT INCOME								
Talent Camps Income	7,160.00	48.74	5,000.00	2,160.00	7,160.00	48.74	5,000.00	2,160.00
Overseas Camp Income	3,452.00	23.50	0.00	3,452.00	3,452.00	23.50	0.00	3,452.00
Coach Development Workshop Inco	760.00	5.17	0.00	760.00	760.00	5.17	0.00	760.00
Young Volunteers Income	1,620.00	11.03	0.00	1,620.00	1,620.00	11.03	0.00	1,620.00
Safeguarding Course Income	1,698.15	11.56	0.00	1,698.15	1,698.15	11.56	0.00	1,698.15
	14,690.15	100.00	5,000.00	9,690.15	14,690.15	100.00	5,000.00	9,690.15
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	28,270.70	192.45	44,000.00	15,729.30	28,270.70	192.45	44,000.00	15,729.30
CPD Bursaries	1,627.62	11.08	1,000.00	(627.62)	1,627.62	11.08	1,000.00	(627.62)
Time to Listen / Safeguarding Course	3,103.20	21.12	2,000.00	(1,103.20)	3,103.20	21.12	2,000.00	(1,103.20)
Team Manager Courses	1,785.49	12.15	2,000.00	214.51	1,785.49	12.15	2,000.00	214.51
Team Managers Forum	968.50	6.59	700.00	(268.50)	968.50	6.59	700.00	(268.50)
Counties Working Meetings	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Officials Licensing	1,680.00	11.44	1,000.00	(680.00)	1,680.00	11.44	1,000.00	(680.00)
Swim21 Networks Initial Meetings	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Swim21 Networks setup and support	6,750.00	45.95	12,000.00	5,250.00	6,750.00	45.95	12,000.00	5,250.00
Swim21 Panel expenses	586.54	3.99	1,400.00	813.46	586.54	3.99	1,400.00	813.46
Athlete Bursaries: Exceptional/Travel	1,118.75	7.62	1,000.00	(118.75)	1,118.75	7.62	1,000.00	(118.75)
Young Volunteers	2,554.54	17.39	3,000.00	445.46	2,554.54	17.39	3,000.00	445.46
	48,445.34	329.78	68,900.00	20,454.66	48,445.34	329.78	68,900.00	20,454.66
Gross Profit/(Loss):	(33,755.19)	(229.78)	(63,900.00)	30,144.81	(33,755.19)	(229.78)	(63,900.00)	30,144.81
SWIMMING DEVELOPMENT								
Support ASA Talent Camps	8,453.62	57.55	4,000.00	(4,453.62)	8,453.62	57.55	4,000.00	(4,453.62)
Offshore Camp	14,928.21	101.62	12,000.00	(2,928.21)	14,928.21	101.62	12,000.00	(2,928.21)
Run Coaches Forum	1,388.62	9.45	2,000.00	611.38	1,388.62	9.45	2,000.00	611.38
Coaches Development Workshops	3,537.97	24.08	9,000.00	5,462.03	3,537.97	24.08	9,000.00	5,462.03
Course Leaders and Referees Forum	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Support Distance Meets	400.00	2.72	1,500.00	1,100.00	400.00	2.72	1,500.00	1,100.00
	28,708.42	195.43	29,500.00	791.58	28,708.42	195.43	29,500.00	791.58
Net Profit/(Loss):	(62,463.61)	(425.21)	(93,400.00)	30,936.39	(62,463.61)	(425.21)	(93,400.00)	30,936.39

Budget Report

From: Month 1, April 2016
 To: Month 12, March 2017

Chart of Accounts:

Disability [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Events Income	625.20	100.00	750.00	(124.80)	625.20	100.00	750.00	(124.80)
	625.20	100.00	750.00	(124.80)	625.20	100.00	750.00	(124.80)
Expenditure								
Disability Training Day Expenditure	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00
Disability Coaches expenses	600.00	95.97	1,000.00	400.00	600.00	95.97	1,000.00	400.00
Disability Event Expenses	866.61	138.61	3,200.00	2,333.39	866.61	138.61	3,200.00	2,333.39
Disability DSE Champs Officials Exp	590.06	94.38	1,600.00	1,009.94	590.06	94.38	1,600.00	1,009.94
Group Meeting Expenses	67.83	10.85	600.00	532.17	67.83	10.85	600.00	532.17
Disability Team Manager Expenses	655.50	104.85	310.00	(345.50)	655.50	104.85	310.00	(345.50)
Disability Team Manager Accomodati	245.55	39.28	550.00	304.45	245.55	39.28	550.00	304.45
	3,025.55	483.93	10,260.00	7,234.45	3,025.55	483.93	10,260.00	7,234.45
Net Profit/(Loss):	(2,400.35)	(383.93)	(9,510.00)	7,109.65	(2,400.35)	(383.93)	(9,510.00)	7,109.65

Budget Report

From: Month 1, April 2016
 To: Month 12, March 2017

Chart of Accounts:

Diving [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Diving Age Group Entry Fees	2,150.00	61.43	1,900.00	250.00	2,150.00	61.43	1,900.00	250.00
Diving Age Group Sundry Income	0.00	0.00	60.00	(60.00)	0.00	0.00	60.00	(60.00)
Regional Skills Competition Entry Fees	1,350.00	38.57	900.00	450.00	1,350.00	38.57	900.00	450.00
Regional Skills Competition Sundry In	0.00	0.00	60.00	(60.00)	0.00	0.00	60.00	(60.00)
	3,500.00	100.00	2,920.00	580.00	3,500.00	100.00	2,920.00	580.00
Expenditure								
Regional Skills Comp Pool Hire	543.20	15.52	500.00	(43.20)	543.20	15.52	500.00	(43.20)
Regional Skills Comp Awards	226.36	6.47	290.00	63.64	226.36	6.47	290.00	63.64
Regional Skills Comp Officials Exp	326.60	9.33	600.00	273.40	326.60	9.33	600.00	273.40
Travel for SE Region Officials (Nat Sk	368.76	10.54	0.00	(368.76)	368.76	10.54	0.00	(368.76)
Diving Age Group comp Pool Hire	1,440.00	41.14	1,450.00	10.00	1,440.00	41.14	1,450.00	10.00
Diving Age Group comp Awards	226.36	6.47	260.00	33.64	226.36	6.47	260.00	33.64
Diving Age Group comp Officials Exp	237.06	6.77	300.00	62.94	237.06	6.77	300.00	62.94
Regional Squad Training	549.00	15.69	3,000.00	2,451.00	549.00	15.69	3,000.00	2,451.00
Judges Seminar Presenter	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
Judges Seminar Venue	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
Group Meeting Room	119.00	3.40	120.00	1.00	119.00	3.40	120.00	1.00
Group meeting Travel Exp	66.60	1.90	0.00	(66.60)	66.60	1.90	0.00	(66.60)
South East Region Diving Talent Sch	7,613.76	217.54	10,000.00	2,386.24	7,613.76	217.54	10,000.00	2,386.24
South East Region Diving Network	0.00	0.00	2,750.00	2,750.00	0.00	0.00	2,750.00	2,750.00
Coaches Forum/Training (not at Cam	0.00	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	1,400.00
Coach Mentoring	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
National Skills Programme Printing	24.00	0.69	0.00	(24.00)	24.00	0.69	0.00	(24.00)
	11,740.70	335.45	21,770.00	10,029.30	11,740.70	335.45	21,770.00	10,029.30
Net Profit/(Loss):	(8,240.70)	(235.45)	(18,850.00)	10,609.30	(8,240.70)	(235.45)	(18,850.00)	10,609.30

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

Masters [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Short Course Entry Fees	4,111.79	27.79	4,300.00	(188.21)	4,111.79	27.79	4,300.00	(188.21)
Long Course Entry Fees	10,399.28	70.28	8,500.00	1,899.28	10,399.28	70.28	8,500.00	1,899.28
Masters Development Day Income	285.00	1.93	400.00	(115.00)	285.00	1.93	400.00	(115.00)
	14,796.07	100.00	13,200.00	1,596.07	14,796.07	100.00	13,200.00	1,596.07
Expenditure								
Short Course Pool Hire	1,863.25	12.59	1,500.00	(363.25)	1,863.25	12.59	1,500.00	(363.25)
Short Course Catering	462.46	3.13	500.00	37.54	462.46	3.13	500.00	37.54
Short Course Awards	1,339.80	9.06	1,400.00	60.20	1,339.80	9.06	1,400.00	60.20
Short Course Officials Travel Expense	414.99	2.80	650.00	235.01	414.99	2.80	650.00	235.01
Short Course Printing & Stationery	106.39	0.72	120.00	13.61	106.39	0.72	120.00	13.61
Short Course Sundry Expenses	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Long Course Pool/Room Hire	4,066.60	27.48	4,250.00	183.40	4,066.60	27.48	4,250.00	183.40
Long Course Catering	277.78	1.88	800.00	522.22	277.78	1.88	800.00	522.22
Long Course Awards	2,255.40	15.24	2,400.00	144.60	2,255.40	15.24	2,400.00	144.60
Long Course Officials Travel Expense	2,110.77	14.27	2,200.00	89.23	2,110.77	14.27	2,200.00	89.23
Long Course Printing & Stationery	223.00	1.51	200.00	(23.00)	223.00	1.51	200.00	(23.00)
Inter County Pool Hire	0.00	0.00	300.00	300.00	0.00	0.00	300.00	300.00
Inter County Catering	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Inter County Masters Officials Expens	16.20	0.11	100.00	83.80	16.20	0.11	100.00	83.80
Inter County Miscellaneous Expenses	28.32	0.19	50.00	21.68	28.32	0.19	50.00	21.68
Group Meeting Room Hire	261.06	1.76	120.00	(141.06)	261.06	1.76	120.00	(141.06)
Group Meeting Travel Expenses	428.22	2.89	500.00	71.78	428.22	2.89	500.00	71.78
Group Administration	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Training Day Pool Hire	372.00	2.51	0.00	(372.00)	372.00	2.51	0.00	(372.00)
Training Day Catering	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
Training Day Other Costs	444.15	3.00	450.00	5.85	444.15	3.00	450.00	5.85
	14,670.39	99.15	15,840.00	1,169.61	14,670.39	99.15	15,840.00	1,169.61
Net Profit/(Loss):	125.68	0.85	(2,640.00)	2,765.68	125.68	0.85	(2,640.00)	2,765.68

Budget Report

From: Month 1, April 2016
 To: Month 12, March 2017

Chart of Accounts:

Open Water [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Championship Income	1,355.00	100.00	1,300.00	55.00	1,355.00	100.00	1,300.00	55.00
	1,355.00	100.00	1,300.00	55.00	1,355.00	100.00	1,300.00	55.00
Expenditure								
Championships Travel Expenses	743.45	54.87	900.00	156.55	743.45	54.87	900.00	156.55
Championships Awards	353.95	26.12	0.00	(353.95)	353.95	26.12	0.00	(353.95)
Championships Facility Hire	1,560.00	115.13	1,000.00	(560.00)	1,560.00	115.13	1,000.00	(560.00)
Championships Sundry Expenses	504.67	37.25	250.00	(254.67)	504.67	37.25	250.00	(254.67)
Officials Training	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
Managers Expenses	96.30	7.11	110.00	13.70	96.30	7.11	110.00	13.70
Group Meeting Room Hire	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Group Meeting Travel Expenses	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
	3,258.37	240.47	2,560.00	(698.37)	3,258.37	240.47	2,560.00	(698.37)
Net Profit/(Loss):	(1,903.37)	(140.47)	(1,260.00)	(643.37)	(1,903.37)	(140.47)	(1,260.00)	(643.37)

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

Swimming [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Winter Championship Entry Fees	11,308.00	13.80	8,500.00	2,808.00	11,308.00	13.80	8,500.00	2,808.00
Winter Championship Spectator & Pr	3,570.35	4.36	2,700.00	870.35	3,570.35	4.36	2,700.00	870.35
Summer Championships Entry Fees	38,146.40	46.54	34,000.00	4,146.40	38,146.40	46.54	34,000.00	4,146.40
Summer Championships Spectator an	17,571.10	21.44	14,000.00	3,571.10	17,571.10	21.44	14,000.00	3,571.10
Talent Camps Income	7,160.00	8.74	5,000.00	2,160.00	7,160.00	8.74	5,000.00	2,160.00
Overseas Camp Income	3,452.00	4.21	0.00	3,452.00	3,452.00	4.21	0.00	3,452.00
Coach Development Workshop Inco	760.00	0.93	0.00	760.00	760.00	0.93	0.00	760.00
	81,967.85	100.00	64,200.00	17,767.85	81,967.85	100.00	64,200.00	17,767.85
Expenditure								
Winter Championships Pool Hire	7,042.75	8.59	7,200.00	157.25	7,042.75	8.59	7,200.00	157.25
Winter Championships Catering	81.84	0.10	850.00	768.16	81.84	0.10	850.00	768.16
Winter Championships Awards	0.00	0.00	900.00	900.00	0.00	0.00	900.00	900.00
Winter Championships Officials Trave	3,020.69	3.69	2,750.00	(270.69)	3,020.69	3.69	2,750.00	(270.69)
Winter Championships Printing & Sta	471.50	0.58	500.00	28.50	471.50	0.58	500.00	28.50
Winter Championships Officials Other	200.00	0.24	250.00	50.00	200.00	0.24	250.00	50.00
Winter Championships PA Hire	310.00	0.38	310.00	0.00	310.00	0.38	310.00	0.00
Summer Championships PA Hire	980.00	1.20	2,100.00	1,120.00	980.00	1.20	2,100.00	1,120.00
Summer Championships Pool Hire	19,271.00	23.51	16,800.00	(2,471.00)	19,271.00	23.51	16,800.00	(2,471.00)
Summer Championships Catering	3,844.95	4.69	3,200.00	(644.95)	3,844.95	4.69	3,200.00	(644.95)
Summer Championships Awards & C	2,516.50	3.07	3,200.00	683.50	2,516.50	3.07	3,200.00	683.50
Summer Championships Officials Tra	12,890.67	15.73	10,000.00	(2,890.67)	12,890.67	15.73	10,000.00	(2,890.67)
Summer Championships Printing & St	1,968.77	2.40	2,500.00	531.23	1,968.77	2.40	2,500.00	531.23
Summer Championships Other Expen	900.00	1.10	1,200.00	300.00	900.00	1.10	1,200.00	300.00
Swim Officials Education	3,009.00	3.67	1,000.00	(2,009.00)	3,009.00	3.67	1,000.00	(2,009.00)
Swimming Group Meeting Room Hire	209.25	0.26	400.00	190.75	209.25	0.26	400.00	190.75
Swimming Group Meeting Travel Exp	178.20	0.22	600.00	421.80	178.20	0.22	600.00	421.80
	56,895.12	69.41	53,760.00	(3,135.12)	56,895.12	69.41	53,760.00	(3,135.12)
Swim Development								
Support ASA Talent Camps	8,453.62	10.31	4,000.00	(4,453.62)	8,453.62	10.31	4,000.00	(4,453.62)
Offshore Camp	14,928.21	18.21	12,000.00	(2,928.21)	14,928.21	18.21	12,000.00	(2,928.21)
Run Coaches Forum	1,388.62	1.69	2,000.00	611.38	1,388.62	1.69	2,000.00	611.38
Coaches Development Workshops	3,537.97	4.32	9,000.00	5,462.03	3,537.97	4.32	9,000.00	5,462.03
Course Leaders and Referees Forum	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Funding for Distance Meets	400.00	0.49	1,500.00	1,100.00	400.00	0.49	1,500.00	1,100.00
	28,708.42	35.02	29,500.00	791.58	28,708.42	35.02	29,500.00	791.58
Gross Profit/(Loss):	(3,635.69)	(4.44)	(19,060.00)	15,424.31	(3,635.69)	(4.44)	(19,060.00)	15,424.31
Net Profit/(Loss):	(3,635.69)	(4.44)	(19,060.00)	15,424.31	(3,635.69)	(4.44)	(19,060.00)	15,424.31

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

Synchro [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
Regional Squad Swimmer Income	3,000.00	39.88	3,000.00	0.00	3,000.00	39.88	3,000.00	0.00
Multi Region Age Group Champs Entr	1,267.00	16.84	1,000.00	267.00	1,267.00	16.84	1,000.00	267.00
Age Group Recreational Entry Fees	755.00	10.04	800.00	(45.00)	755.00	10.04	800.00	(45.00)
Age Group Recreational Other Incom	40.00	0.53	600.00	(560.00)	40.00	0.53	600.00	(560.00)
Novice Comp Entry Fees	0.00	0.00	500.00	(500.00)	0.00	0.00	500.00	(500.00)
Novice Comp Other Income	0.00	0.00	150.00	(150.00)	0.00	0.00	150.00	(150.00)
Assessment Centres Income	2,460.00	32.70	3,600.00	(1,140.00)	2,460.00	32.70	3,600.00	(1,140.00)
Officials Course Income	0.00	0.00	830.00	(830.00)	0.00	0.00	830.00	(830.00)
	7,522.00	100.00	10,480.00	(2,958.00)	7,522.00	100.00	10,480.00	(2,958.00)
Expenditure								
Regional Squad Staff Costs	300.00	3.99	700.00	400.00	300.00	3.99	700.00	400.00
Regional Squad Venue Hire	3,377.30	44.90	12,800.00	9,422.70	3,377.30	44.90	12,800.00	9,422.70
Regional Squad Accomodation/Cateri	6,530.00	86.81	0.00	(6,530.00)	6,530.00	86.81	0.00	(6,530.00)
Regional Squad Travel	6,882.56	91.50	8,034.00	1,151.44	6,882.56	91.50	8,034.00	1,151.44
Regional Squad Officials	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Multi Region Rosettes/Medals	200.20	2.66	500.00	299.80	200.20	2.66	500.00	299.80
Multi Region Age Group Champs Pool	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00
Multi Region Age Group Officials Trav	1,561.41	20.76	250.00	(1,311.41)	1,561.41	20.76	250.00	(1,311.41)
Multi Region Age Group Officials Oth	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Multi Region Age Group Champs Sun	0.00	0.00	75.00	75.00	0.00	0.00	75.00	75.00
Age Group Recreational Venue Costs	0.00	0.00	800.00	800.00	0.00	0.00	800.00	800.00
Age Group Recreational Awards/Med	587.70	7.81	250.00	(337.70)	587.70	7.81	250.00	(337.70)
Age Group Recreational Officials Trav	135.55	1.80	0.00	(135.55)	135.55	1.80	0.00	(135.55)
Novice Comp Venue Costs	1,007.67	13.40	600.00	(407.67)	1,007.67	13.40	600.00	(407.67)
Novice Comp Officials Travel Exp	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
Novice Comp Sundry Exp	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
Assessment Centres Pool Hire	1,126.95	14.98	1,903.95	777.00	1,126.95	14.98	1,903.95	777.00
Assessment Centres Assessors Travel	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
Assessment Centres Administration	37.00	0.49	0.00	(37.00)	37.00	0.49	0.00	(37.00)
Basic & Advanced Assessors Training	0.00	0.00	408.00	408.00	0.00	0.00	408.00	408.00
Basic Judges Course Training	0.00	0.00	408.00	408.00	0.00	0.00	408.00	408.00
Other Training Days	(100.00)	(1.33)	2,156.00	2,256.00	(100.00)	(1.33)	2,156.00	2,256.00
Group Meetings Room Hire	300.00	3.99	728.00	428.00	300.00	3.99	728.00	428.00
Group Meetings Travel Exp	10.35	0.14	200.00	189.65	10.35	0.14	200.00	189.65
Management Expenses	0.00	0.00	65.00	65.00	0.00	0.00	65.00	65.00
Synchro Group Equipment	74.99	1.00	0.00	(74.99)	74.99	1.00	0.00	(74.99)
	22,031.68	292.90	33,627.95	11,596.27	22,031.68	292.90	33,627.95	11,596.27
Net Profit/(Loss):	(14,509.68)	(192.90)	(23,147.95)	8,638.27	(14,509.68)	(192.90)	(23,147.95)	8,638.27

Budget Report

From: Month 1, April 2016
To: Month 12, March 2017

Chart of Accounts:

Water Polo [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
U19 County Entry Fees	600.00	19.87	350.00	250.00	600.00	19.87	350.00	250.00
Senior Mens League Entry Fess	1,500.00	49.67	2,500.00	(1,000.00)	1,500.00	49.67	2,500.00	(1,000.00)
Development Training Income	920.00	30.46	2,400.00	(1,480.00)	920.00	30.46	2,400.00	(1,480.00)
	3,020.00	100.00	5,250.00	(2,230.00)	3,020.00	100.00	5,250.00	(2,230.00)
Expenditure								
Senior Mens Club League Awards	241.85	8.01	40.00	(201.85)	241.85	8.01	40.00	(201.85)
Senior Mens League Officials Exp	204.79	6.78	240.00	35.21	204.79	6.78	240.00	35.21
Senior Mens League Pool Hire	1,935.09	64.08	2,200.00	264.91	1,935.09	64.08	2,200.00	264.91
U19 Inter-County Pool Hire	60.64	2.01	250.00	189.36	60.64	2.01	250.00	189.36
U19 Inter-County Officials Exps	75.15	2.49	80.00	4.85	75.15	2.49	80.00	4.85
U19 Inter-County Awards	0.00	0.00	20.00	20.00	0.00	0.00	20.00	20.00
U16 Inter-Regional Girls	2,050.73	67.90	1,300.00	(750.73)	2,050.73	67.90	1,300.00	(750.73)
U19 Inter-Regional Girls	600.40	19.88	1,300.00	699.60	600.40	19.88	1,300.00	699.60
U16 Inter-Regional Boys	1,284.19	42.52	1,300.00	15.81	1,284.19	42.52	1,300.00	15.81
U19 Inter-Regional Boys	1,316.24	43.58	1,300.00	(16.24)	1,316.24	43.58	1,300.00	(16.24)
Junior Ladies Development Training -	38.70	1.28	2,400.00	2,361.30	38.70	1.28	2,400.00	2,361.30
Junior Mens Development Training -	1,920.50	63.59	2,400.00	479.50	1,920.50	63.59	2,400.00	479.50
Water Polo Talent ID Equipment	187.28	6.20	500.00	312.72	187.28	6.20	500.00	312.72
Water Polo Group Meeting Room Hir	432.60	14.32	400.00	(32.60)	432.60	14.32	400.00	(32.60)
Water Polo Group Meeting Travel Ex	163.22	5.40	500.00	336.78	163.22	5.40	500.00	336.78
Water Polo Development Coaches	0.00	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00	2,400.00
Water Polo Referees Course	0.00	0.00	600.00	600.00	0.00	0.00	600.00	600.00
Water Polo Level 1 Closed Course	0.00	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	3,500.00
Discretionary Bursary for Level 2	0.00	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	1,200.00
Supercoach Online	321.00	10.63	1,250.00	929.00	321.00	10.63	1,250.00	929.00
	10,832.38	358.69	23,180.00	12,347.62	10,832.38	358.69	23,180.00	12,347.62
Net Profit/(Loss):	(7,812.38)	(258.69)	(17,930.00)	10,117.62	(7,812.38)	(258.69)	(17,930.00)	10,117.62

Finance

Report for RMB 19th February 2017

1. Review of current year

Once again we are faced with failing to meet the budget for 2016/2017 by a considerable margin. Board members will be only too familiar with this outcome. From the attached reports you will note that we are currently in surplus to the tune of £14,930 against a deficit Budget for the year of £74,847. Bryony has done her best estimate of further income and expenditure and we BELIEVE that we will end the year at a surplus of £5000.

As usual there are various areas where budgets are nowhere near the reality of income/expenditure and this is something that we continue to seek to address. There is little else to say in reality at this time.

2. Budget for 2017/2018

As you know we asked all budget holders to submit their requests by Friday 24th January. We asked them to give careful consideration to what they really believe is achievable in the coming year. We do of course fully recognise that there are times when, despite best intentions and endeavours, it is not possible to achieve everything that the various disciplines set out to do. Whilst we did receive most budget requests, we have asked a number of them to re-consider their original submission and hence the Budget that is attached to this report is currently very much a **draft** version. We have endeavoured to help the budget holders by re-working their budget based on the reality that we have seen over the last 2 years and also taking account of what we believe is realistic in the next 12 months. We have however made it absolutely clear that if a case can be made for the inclusion of items that we have reduced/omitted, we are very happy to discuss the matter with them. We very much hope that we may in fact be able to do that at the meeting on the 19th February when all discipline managers are invited to attend.

G M Shields
Board Member Responsible for Finance
13/02/2017

AUTHORISED SIGNATORIES FOR PAYMENTS

PURPOSE OF REPORT

To restore the complement of approvers of payments, and amend the bank mandate appropriately

PROPOSED ACTION

The Board is requested to AUTHORISE John Davies to approve payments on the Region's bank accounts, in place of Ray Hedger, and RESOLVE that the bank mandate be amended appropriately.

SUPPORTING INFORMATION

- 1 The majority of the Region's payments are made by BACS transfer and the payments are approved electronically. A very small minority of payments are made by way of cheque. Currently, there are 4 persons who may authorise payments/sign cheques - Roger Penfold (Chairman), Gary Shields (Board Member responsible for Finance), Ray Hedger (former Vice-Chairman) and Roger Prior (former Chairman). Any 2 are required to authorise electronic payments. Cheques can be signed by one signatory up to £400 and 2 signatories above that sum.
- 2 As Ray Hedger retired as a Board member last October, it is suggested that another member be appointed to authorise payments. Experience shows that 4 signatories are required from time to time, as there are occasions when 2 are abroad, and/or not contactable via the internet, simultaneously: these was the case, for instance, towards the end of November and early December 2016.
- 3 In the circumstances, it is proposed that John Davies, as Vice-Chairman, be authorised to approve payments.

RFP

12.12.16

DISABILITY/PARA- SWIMMING RECORDS

PURPOSE OF REPORT

To enable the Board to discuss whether the Region should maintain disability/para-swimming performance records.

PROPOSED ACTION

The Board is requested to DECIDE whether to establish, maintain and publish a list of performance records achieved by disability/para swimmers who are members of clubs affiliated to the Region, and, if so, who should make arrangements for the exercise.

SUPPORTING INFORMATION

- 1 Members will know that the Region has carried on the practice of the former Southern Counties ASA (and, indeed, every other region) to maintain records of best performances by able-bodied swimmers who are members of affiliated clubs. There is, however, no listing of the best performances of disability/para swimmers from clubs in the Region.
- 2 While there has been no request for the maintenance of records by disability/para swimmers, it could be argued that not to treat able bodied and disability swimmers equally is contrary to the spirit of, if not the provisions, of the Equality Act 2010. This is reflected in the ASA's model constitution for clubs, which includes at 2.1.1 and 2.1.2

"The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.

"The Club shall implement the A.S.A. Equality Policy (as may be amended from time to time)".
- 3 Another region has been threatened with legal action, presumably under the provisions of the Act of 2010, if it does not maintain lists of records set by disability/para swimmers.
- 4 In the circumstances, the Board is urged to request the Disabilities' Swimming Manager to make arrangements for the institution and publication of a database of best performances by disability/para swimmers in relevant

events, and a process for those records to be updated. In this connection, there are 99 events recognised by the IPC.

- 5 A possible method for establishing the initial database of records is to search on the national rankings using the following criteria:
1. Multi-classification
 2. South East Region
 3. 01/10/2005, say, to date
 4. Event
 5. Male or female
 6. Open or junior

It is recognised that this methodology is not ideal, as it does not give the venue or meet level - further searching will be required for this. However, it is estimated that it would take about two hours to check all of the classifications (compared to 36 hours if one checks each classification individually) for all of the events on the rankings.

RFP
23.12.16

Co-ordination of SER events programme

Purpose of report:

To gain Board support for the central co-ordination and delivery of all aquatic events across the Region wherever possible and ensure that knowledge is shared for improved event management and volunteer development.

Background:

The introduction of the prescriptive competition pathway has added an imperative on SER and sub regions to identify appropriate facilities able to accommodate events within the time frames of the national calendar.

The same imperative does not apply to other events such as Masters and synchro that have flexibility in their programming and who are unlicensed.

The popularity of some venues for use by SER is negatively affecting sub regions and clubs by limiting opportunities to book venues for local benefit.

Objective:

To establish the principle that:

- Major SER events should be rotated around appropriate venues in the Region;
- Knowledge of different venues is made commonly available, and
- Local organisations should be consulted to ensure that the Region does not have an adverse impact.

This action would have the immediate benefit to the Region of:

- Engaging new volunteer groups;
- Creating opportunities for participation by those unable/unwilling to travel or stay away;
- Supporting local economies across the Region;
- Reducing the impact on local organisations, and
- Being seen by local organisations as a partner and reducing the exposure of SER to criticism.

Recommendation to the Board:

To support the co-ordination of all aquatic events across the Region and ensure that knowledge and experience is shared and local organisations are engaged and consulted.

Brian DeVal
4 January 2017

MASTERS' SWIMMING EVENTS - PROCESSING OF ENTRY FEES

PURPOSE OF REPORT

To enable the Board to approve the procedure for accounting for entry fees to masters' swimming events promoted by the Region, at variance to the Region's Constitution.

PROPOSED ACTION

The Board is requested to AGREE that, at variance to clause 10.1 of the Region's Constitution, entry fees for masters' swimming events promoted by the Region may be collected via the PayPal account of Geoff Stokes, whilst he organises those events, subject to [any suggested processes?].

SUPPORTING INFORMATION

- 1 Members are reminded that the Region's Constitution provides as follows at clause 10.1

"The Region's monies shall be held in such bank accounts and/or investments as approved from time to time by the Regional Management Board".
- 2 In July 2015 the Board approved the creation of a second bank account which may be used for, amongst other things, the collection of event entries by electronic means. However, as was explained by the Masters' Manager at the last meeting of the Board, he has continued a practice from the recent past, whereby entries to regional events in his discipline are made "on-line", with entry fees paid into his personal Pay Pal account.
- 3 Strictly speaking, this procedure does not accord with the Constitution, in that event entry fees are not initially held in one of the Region's bank accounts. That said, there is no suggestion, let alone evidence, that income has been lost as a result of the use of the procedure.
- 4 In the circumstances, the Board is asked to recognise the practice as at variance to the Constitution, and permit it to continue whilst the present Masters' Manager, Geoff Stokes, continues to act as promoter of the Region's various masters' events.

RFP
23.12.16



Review of ASA Membership Categories and Fees

The Sports Governing Board has approved a review of membership fees and structures, with recommendations to be considered for implementation in late 2017.

This document defines the proposed scope and recommended membership of the review working party.

Recommended Membership of Working Party

- Chair – Emma Griffin – ASA Operations Director
- Ian MacKenzie – Sport Governing Board Member
- Richard Whitehead – ASA Vice President 2017
- Jon Keating – Club Development Director
- Emma Langham – ASA Membership Services
- Empowered representative from each of the eight Regions

Timeline for Working Party Activity

- 2nd April 2017 - initial meeting at SportPark, Loughborough
- May 2017 - feedback conference calls
- June 2017 - clearance of final paper by email
- 8th July 2017 – Approval of recommendations by the SGB (including fees).
- October 2017 – Communication at 2017 ASA Council
- November 2017 – Regulation changes officially approved by the SGB for inclusion in the 2018 Handbook.

Scope of the Review

- Determine any challenges that are encountered by Clubs and Regions in administering the data and using the classifications currently in place (Category 1, Category 2, and Category 3)?
- What alternative solutions are possible – benefits/disadvantages of each to be presented.
- How would the ASA fees look for the options presented in 2?
- What are the impacts of any changes on ASA Rules, Membership services – club and ASA, other bodies?
- What fee should be charged in the last quarter of the year?
- Are there any changes needed to the renewal process – should the deadline be brought forward from March and if so what date?
- Can a consistent approach across the ASA/Regions/Counties be adopted in respect of charges for volunteers? Currently a number of Regions/Counties also charge a fee to their volunteers.
- Recommendations on ASA membership communications e.g. sending targeted information to swimmers, digital copies of Swimming Times or other promotional material.
- Is there still value in issuing a membership card?
- How can the ASA communicate the benefits of membership better?

Overall Assumptions

- All changes recommended must be able to be implemented in Integra and the Online Membership System (OMS) without a major rewrite of the systems.
- The overall membership income should not be adversely altered as a result of the review.
- The membership categories should be relevant for all disciplines.

Recommended skills needed from Regional representative nomination

- 1) Knowledge of working with membership renewal system.
- 2) Understands the requirements around membership.
- 3) Understands the membership process.
- 4) Has a network of contacts with whom the proposals can be discussed so that the working party knows there is reasonable buy-in before taking the proposal to the Sport Governing Board.
- 5) Is empowered to take decisions on behalf of the Region and can influence Counties/Regions.

CLUBS AND LEAGUES - COMPLIANCE WITH CONSTITUTIONS/RULES

PURPOSE OF REPORT

To advise the Board of an issue that has arisen and propose action to deal with this and wider issues.

RECOMMENDED ACTION

The Board is recommended to APPOINT a person(s) to deal with the immediate issue and to SET UP a mechanism to deal with the wider issues.

SUPPORTING INFORMATION

- 1 It has been reported that one of the leagues which is affiliated to the South East Region has been operating for three years without holding an AGM or appointing a Chairman.
- 2 The league web-site has minutes for the AGM in 2013 but not since.
- 3 The league had a balance of 'approximately' £13000 in 2013. It has income and expenditure from its member clubs and runs an Invitation Meet. This is a relatively large amount of money and should be properly accounted.
- 4 If this is correct, then the league is not operating in accordance with its Rules and ASA law.
- 5 It is understood that the league galas and results are being organised by the Competition Organiser who is also acting as League Secretary.
- 6 It is expected that this is a rare occurrence. The Region has over 100 Swim21 clubs whose operation is checked through the RDOs and Swim21 panel. Constitutions of these clubs is checked every four years, but there is currently no check that clubs operate according to their constitutions or rules unless there is a formal Complaint.
- 7 This situation can be seen as an issue of Volunteer involvement. Leagues are run by long-term volunteers, whereas clubs are run more by parent volunteers. Long-term volunteer eventually reduce what they do and it is difficult to replace them.

PROPOSED ACTIONS

- 8 The Region Management Board is asked to appoint someone to investigate the specific issue, try to resolve it and report back to the RMB.

- 9 The Region Management Board is asked to appoint a sub-group (which could be the Governance Group) to consider what should be done to address the issues that this situation has high-lighted and consider the following:
 - a. What is the responsibility of the Region in ensuring its affiliated bodies (including leagues and clubs) act in accordance with their Rules.
 - b. What, if anything, do other Regions do to address such issues.
 - c. Does the Region have the power to suspend clubs and leagues that are not being run correctly or does this need to be done through a formal ASA Complaint.
 - d. Should we introduce checks on the minutes of club and league AGMs to ensure they are happening.
 - e. Could this be done by the set of people who check club constitutions and report to the RMB if action is needed.
 - f. Should this work be done with Counties as they are less remote and it would help improve the visibility of club and league operations.

JKD
5/01/2017

ASA South East Regional Management Board

Minutes of Meeting held on Sunday 27th November 2016 at the University of Surrey

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL) (AM only)	Board Member
	Gary Shields (GS)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Sue Barker (SB)	Disability Manager
Jane Davies (JD)	President
Bryony Gibbs (BG)	Divisional Office Manager
Alan Green (AG)	Divisional Lead
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (RGS)	Masters Manager

154 Apologies

Apologies had been received from:

Eileen Adams (EA)
Keith Barber (KB)
Frank Clewlow (FC)
Ivan Horsfall-Turner (IHT)
Kristie Jarrett (KJ)
Mike Lambert (ML)
Trevor Jones (TJ)
Roger Prior (RGP)
Darren Wilmshurst (DW)

155 Minutes of the Meeting held on 10th October 2016

The Minutes of the meeting held on 10th October 2016 were agreed as a true record subject to the following correction:

138 – Sport Stop to be changed to Swim Stop

156 Matters Arising from Meeting on 10th October 2016

132 – SR has been pursuing a possible gift. CL suggesting putting RH forward for an ASA Award next year, data will need to be collected for this.

138 – It had been agreed that the tender from Mailsports would be most advantageous to the Region. BD is arranging to meet with Mailsports for the contract to be signed.

139 – ML has accepted role as Minute Taker.

140 – BD to action.

157 **Matters Arising from Landscape Sheet**

3 – There is a new draft document available from the Sport & Recreation Alliance. SR to circulate.

6 – Technical issues with getting these email addresses moved across are ongoing. BD is pursuing.

11 – More information was provided on this at the ASA Council Meeting on 15th October and at the Regional Chairman's meeting. This has become less pressing for the time being

13 – On Agenda

158 **Drafting the Region's Strategy**

The previous strategy covered 2015-2017 requires updating. The new ASA Strategy 2017-2021 'Towards a nation swimming' has a mission to create a happier, healthier and more successful nation through Swimming. SER would like to align with the ASA Strategy. A Strategy weekend took place in Loughborough and was attended by AL, JD & RGP. Each area of this strategy will be worked through in turn.

Strategic Objectives

- Participation
- Talent
- Workforce
- Diversity
- Strong Leadership
- Sustainability

The above points were discussed and it was agreed that the Region supports all of these to a certain extent and all need to be included. However, there will be a greater emphasis on those that the Region can influence such as Talent, Workforce and Sustainability.

Clubs – what can we do for clubs?

- Networks
- Support for incorporation
- Guidance for sustainability
- Bursaries for teachers/coaches
- Team manager training
- Safeguarding & Time to Listen

A lot done by the Region is to support clubs. JD currently advises clubs who are looking to become incorporated, clubs can also seek legal advice. AG confirmed that the ASA are looking at creating a pack to support clubs this process. Incorporation has become more common within clubs in recent years.

Volunteers - There are three sets of volunteers within our sport;

- Parents making up 90-95%: they often run clubs, without them there are no clubs, and without the clubs there is no sport
- Young Volunteers – involvement to stay in the sport and develop
- Long term volunteers – run Counties, Regions, Championships etc.
- Recruits and developing
- Available material
- Need a focus in the Region

- SER 'volunteer' on ASA Volunteering Group

Strategy should be geared to those groups. These are the people we need to be recruiting and developing. Those that are helping build the ASA strategy are people who are already volunteering, we need to know why people don't and what could be done to get them involved. There are increasing barriers which put people off volunteering. HM confirming volunteering is one of the biggest issue that comes out of swim21.

What are we going to do about it?

The Region need to provide support to clubs with growing and recruiting volunteers. Life of a parent volunteer may be around 5 years, so recruiting is an ongoing process. Many parents do not have much time, so it is difficult especially if there are many barriers.

Diving

- Southampton seen as major success and model for the future
- SER Talent Scheme (SEEDS)
- Development Scheme
- Diving Club Network
- Bursaries for training courses
- Competition/Championships
- Officials Development
- ASA planning talent and participation

Divers that go to talent camps pay a fee – would Regions consider helping with paying the fee or part of?

ASA are looking for Regional Funding to help with Little Rippers / START Diving in Southampton. Little Rippers is a Talent ID Programme that goes into schools to identify potential talent. Some members did not feel that the name of the programme was appropriate.

Diving may also aspire to expand their network into the East of the Region or have another network.

Action: Diving Group

Water Polo

- Regional Academy
- Water Polo Networks
- Coach Development
- Regional Competition
- Bursaries for training courses
- Competition / Championships
- Officials Development

Water Polo will experience much greater costs next year with the new Regional Training Centre structure. The presentation from the ASA Water Polo team talked about changing competition groupings and trying to put more into the calendar, both of which would increase costs further.

Water Polo events in the Region are not currently run at prestigious pools where spectators can watch our higher level athletes perform. There are few volunteers in the Water Polo group & organisation is left to a handful of people who have limited time, HM & KJ can offer further support if required.

There is currently no spend against coaches and officials development for Water Polo and Diving. It is understood that RG has been trying to set up courses but other commitments of potential attendees have led to these not going ahead.

Action: Water Polo Group

Para Swimming

- Identification of Para Swimmers
- Classification
- Further development ROCK (Responsibility, Opportunity, Commitment & Knowledge) culture
- Maintain working relationship with British Swimming
- 4 Tier Talent Pathway

Competitions in the South East are aligned with British Swimming's structure. The Region run two competitions per year, March & September, these are linked with the South West with both events run classification sessions. Swimmers that have been identified are on the waiting list for classification. Classification can only happen at competitions and a limited number of athletes can be classified each day. Aligning with the South West allows more opportunity for the swimmers and competitions are run as open events so athletes from other regions can also compete.

There is provision for adult para swimmers, they can still take part in competitions as long as they are classified. There is a national event in December and they can also compete at Regional Competitions.

Synchronised Swimming

- Redevelop Beacon Model
- Beacons at Reading and Rushmoor (also Bristol and Leeds)
- Club Networks
- Coach Development
- Bursaries for training courses
- Competition / Championships
- Officials Development

RFP to send to the Synchro Group to review at their next meeting on 13th December.

Action: RFP/Synchro Group

Swimming

- Region supports the ASA Pathway
 - o Runs 12 years camps. The 11 year old camps will be run by counties in 2017. Kent has been selected as a pilot. These camps will facilitate coach development.
 - o Run open water camps. 2017 camp will run in June in Shepperton this will incorporate education opportunities for coaches and parents and will consist of a pool session in the morning and lake in the afternoon. The top 3 in each age group at the Regional Championships (2016) will be invited to attend.
- Overseas Development Camp (Nice, France)
- Club Networks for Swimming Clubs
- Coach Development
 - o Conference
 - o Workshops
 - o Bursaries for training courses
- Competition / Championships

- Officials Development

Masters

- Competition/Championships, two events per year
- Training Days / Development Day planned for 1st April

RGS has run 26 championships for the Region and will be looking for someone else to take over the running of the Championships. JB is going to do some of the work for the S/C event with RGS looking after entries. RGS will not run the 2018 event. Getting officials remains a big problem for these events.

IOS Awarding Board , LTS

- No direct involvement of Region
- Teaching courses can be IoS, ASA approved centre or STA
- All coaching course provided by IoS
- Provide bursaries to swim21 clubs, current funding:
 - o 50% level 1
 - o 66% Level 2
 - o 75% level 3

RG arranges Coaching Courses for the Region through the 'club offer' resulting in a discounted rate for clubs. Training Needs Analysis information is taken from swim21 and collated to help programme courses according to these needs.

It is proposed to maintain the bursary scheme and continue to support both Teaching & Coaching qualifications. However, a decision could not be made at the meeting without prior notice. It is not yet known what the new coaching qualification looks like and how much stroke development is included. Many clubs take swimmers in at stage 5/6 meaning there is a need to support both teaching and coaching.

What are we missing?

- Leadership
- Sustainability

Next steps will be to produce details plans. There will be plans for each discipline and for general development. These plans should be linked to budget requests submitted by disciplines for 2017/18. Handouts will be produced to communicate the strategy which will also be available on the website and will be circulated to clubs & counties. It was **agreed** that the strategy would mirror the ASA to cover 2017-2021.

159 **Review of Finance**

A report from the Board Member Responsible for Finance was circulated before the meeting as well as the latest budget report. To date the Region is underspent, the majority of this is from a lack of spend in the disciplines and also RCDO costs, although the latter may be more to do with the timing of invoices. A more in depth review will take place at the January meeting.

The second account protocols were reviewed by the Board and **agreed**.

Action: BG

160 **Review of Communication**

BD presented a review of Communications.

- This year the discipline managers will be granted access to the website to update their own pages.
- Website page views have increased, from 24 October to 24 November there were 24,550 page views and 5761 unique visitors.
- Facebook page has been running since summer 2015 and to date has 184 likes. This is quite low but is encouraging.
- When the SER Championships programme was released this had a 2.5k reach on Facebook with 1k users engaging with it.
- Twitter has 1235 followers, at 28% increase since February.
- The Winter Champs used #SER_WSC16 which had 424 tweets/re-tweets
- A new Flykr account has been created. This had 107 pictures downloaded from the Winter Championships presentations.

Events –

BD has obtained information from the local tourist board for travel and accommodation in High Wycombe for the Summer Championships. This information can be replicated for other events and venues.

Branding –

The programme for this years Winter Championships did not use the correct template/branding. RMB **agreed** that templates produced by BD would be used: this needs to be communicated to discipline managers.

Action: BG

Newsletter –

New newsletter will launch in January. The aim is to drive traffic to the website. There is currently a sign-up on the website. This information can be targeted to areas of interest e.g. coaching, volunteering, water polo. This will be sent to all databases using 'Mailchimp' and will have an opt out facility.

ML has a database from the old website of 2500+ people: if possible a link will go out to sign-up for the newsletter. BD will explore if the ASA can circulate anything to SER members to encourage them to sign up. A privacy policy needs to be looked at - is there one in place for SER that tells people how SER will use their data?

Action: BD

161 **Appointment of Synchronised Swimming Manager**

Di Hughes has been recommended as the Synchronised Swimming Manager by the Regional Synchro Development Group with effect following their next meeting 13th December. This was **agreed** by the Board.

Action: RFP

162 **Para Swimming Competition Proposal**

Para Swimming events in the South East are already run in conjunction with South West Region therefore it would not be possible to link with London Region. Suggested that events should be coordinated and take place on different weekends to give swimmers more opportunities to take part.

Action: RFP

163 **ASA Council Meeting**

Draft minutes of the ASA Council Meeting had been circulated. It was noted that the change of law about the Group Board was not agreed.

It was felt that the format of Council was better than in previous years with workshops being better focused and structured. The Open Mic session was better than the previous Q&A sessions. The Region should bear this in mind for next year so that delegates have questions ready to ask in the session.

164 **Annual Council Meeting Structure**

It was suggested that the format of the Annual Council Meeting is to be reviewed with the possibility of incorporating various forums into the day to save on travel costs and help improve numbers for the Annual Council Meeting. This item is covered on the Matters Arising to be reviewed by ML, RFP and BD. JD to join this group. The Development Group will discuss at their next meeting.

Action: BD, JD, RFP / Development Group

165 **ASA Sport Governing Board & Group Board Minutes**

Minutes were not available. The Sport Governing Board Strategy meeting was discussed under 158.

166 **Affiliations & Resignations**

Enquiry received from Reigate Grammar School. Draft constitution and queries sent on to Jeni Colbourne.

167 **Correspondence**

Four Coaches from the South East were selected for the Coach 2024 Talent Programme.

168 **Senior Leadership Communique November 2016**

The Senior Leadership Communique had not been received.

169 **Meeting of Regional Chairman 03.11.16**

- Chris Bostock has contacted Regions and County Secretaries about a new system for using the ASA Database for Records. This will save swimmers from having to claim records. Some Regions will be using, unsure if ML will use this for the South East.
- ASA Branding. The new branding will be unveiled in April. There is no obligation for Regions to adopt the brand. It was noted that no external contractors had been used for this.

170 **Divisional Lead Report**

The report from the Divisional Lead was circulated ahead of the meeting. AG talked through aspects of the report and welcomed questions.

If clubs want to get involved in the Dementia Friendly project they should get in touch with their local Area Swim Manager. There are currently two projects running in the South East, Basingstoke and Waverley. Fourteen expressions of interest have been received so more projects may go ahead once funding is agreed.

171 **AOB**

Swimming Report – ML

The Board noted the Swimming Report provided by ML and discussion followed around the number of athletes taking part in SER Competitions. It was agreed that these figures will be requested from all disciplines in their reports for the February meeting.

Action: BG

Disability Report – SB

The Board noted the Disability Report provided by SB

Kent County ASA – SR

SR thanked HM on behalf of Kent County ASA for the excellent report she had provided detailing the activities of ASA South East Region within Kent. HM confirmed reports could be provided for all Sub Regions by HM/KJ, if requested.

171 **Date of Next Meeting**

It was decided to cancel the meeting due to take place on Wednesday 7th December. The next meeting will be Thursday 12th January 2017, Holiday Inn Guildford.

Meeting closed 15.06. The Chairman thanked everyone for their attendance.

DRAFT

AGENDA ITEM 20

MATTERS ARISING FROM RMB MEETINGS

Updated as at 05 January 2017

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	Finance - CL & JB suggest reimbursing entry fees for disability swimmers. RFP suggested that the disability discipline group needed to come up with proposal or proposals about use of the funds. SR recommended sub-group to monitor and suggest spending	12.05.2014 Min 43	CL/JB/RGP	
2	Disability Group – to ask disability group to report back on opportunities to support athletes financially, together with any other proposals for the use of the identified funds	10.06.2014 Min54	RGP to raise with Disability Group	
3	Governance Review Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. SR to circulate new draft document.</i>
4	Communications Helen Mack & Kristie Jarrett to have @southeastswimming.org email addresses set up.	13.10.2015 Min 136.2	RFP/BD	<i>In Progress - Tech issues still ongoing.</i>
5	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>In Progress</i>
6	Annual Council Meeting 2017 A working group consisting of Mike Lambert, Brian Deval and Roger Penfold will review the content of the Annual Council Meeting and how this information is communicated.	22.11.2015 Min 148	ML/BD/RFP	
7	ASA Senior Leadership Communiqué February 2016 Ref page 2, 2 nd point: <i>“Met with Sport England to discuss regional alignment and a process for better collaboration.”</i> The Board asks for clarification on the point. RGP to communicate with Head of Participation.	21.03.16 Min 48	RGP	
8	Reserves Policy Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	
9	Incorporation Jane Nickerson sent an update on incorporation to the various ASA Regional Board Chairmen that states that Jacqui Porritt has drafted a paper for approval. It was agreed to invite Jacqui Porritt to the next meeting, June 15th.	10.05.16 Min 70	RFP / BG	<i>On Agenda</i>
10	Accounts JKD suggests that the accounts need tidying; unnecessary lines still within accounts – ‘Olympic Ticket Income’ etc. List to be sent to BG	15.06.16 Min 81	JKD	
11	Matters arising from Chairman’s Appraisal From comments made by the Chairman and Members it was agreed to	14.07.16 Min 109	JKD/BD	<i>In Progress</i>

	develop a strategy. This to be created from a review of the Mission Statement, Development Plan and Terms of Reference.			
12	SER Logo Shirts JB asked whether RMB members should have new shirts for official meetings. Board agreed to pursue options.	10.10.16 Min 140	BD	

Updated 05/01/2017 BG

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 12 January 2017 18:22
To: Bryony Gibbs
Subject: Fwd: Active Lives Survey

Follow Up Flag: Follow up
Due By: 10 February 2017 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board.

Best wishes

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Jane Nickerson <Jane.Nickerson@swimming.org>
Date: 12 January 2017 at 17:53:31 GMT
To: Keith Ashton <keith.ashton@space-place.com>, Stuart Cain <stuart.cain@thenec.co.uk>, "nick@nwhconsulting.co.uk" <nick@nwhconsulting.co.uk>, Simon Johnson <simon@sjrb.co.uk>, Ian MacKenzie <ian.macsirs@ntlworld.com>, Bernard Simkins <bernardsimkins1@profab.co.uk>, Lisa Wainwright <lisa.wainwright@swimming.org>, Mike Farrar <mfazzuk@yahoo.co.uk>, Pippa Jones <froghollow@btinternet.com>, Anne Reah <anne.reah@btinternet.com>, Neil Booth <neilbooth@clara.co.uk>, "Richard Whitehead" <Richardswimlon@hotmail.co.uk>, Roger Prior <rgprior@rgprior.com>, Robert Margetts <rmargetts@wcasa.co.uk>, Anne Clark <annewclark4@aol.com>, Chris Bostock <cibostock13@googlemail.com>, National Entries Barry <barry@thesaunders42.fsnet.co.uk>, Kay Grimshaw <Kayfred@btinternet.com>, "Ray Gordon" <swimnec@aol.com>, Nick Caplin <Nick.Caplin@swimming.org>, "Damian Stevenson" <damian.stevenson@swimming.org>, Mike Thompson <Mike.Thompson@swimming.org>, Jon Keating <Jon.Keating@swimming.org>, "Richard Barnes" <Richard.Barnes@swimming.org>, Jon Glenn <Jon.Glenn@swimming.org>, Jonathan Duckworth <jonathan.duckworth@swimming.org>, Emma Griffin <Emma.Griffin@swimming.org>, Brian Havill <brian.havill@swimming.org>, "Simon Kirkland" <simon@sportstructures.com>, David Watson <david@northyorkshiresport.co.uk>, Joan Wheeler <joan.wheeler@btinternet.com>, David Flack <davidcflack@gmail.com>, "Roger Penfold" <rogerpenfold@btinternet.com>, Dave Fletcher <regional.chairman@londonswimming.org>, John Hidle <john.hidle@ntlworld.com>
Subject: Re: Active Lives Survey

Further to the e-mail below regarding Active Lives I have had a conversation with Simon McQueen about the changes and potential impact to sports.

He was very clear that Sport England are moving away from a “leader board” where sports are compared against each other although he acknowledged that sports will obviously take some time to get away from this, being both naturally competitive, and using the change to gain advantage!

His view is that Sport England is purely the Government Agency administering the survey and arguably it could be the Department of Health responsible for it! The survey includes gardening etc. which does not fall within the remit of SE.

He made it very clear that whilst they are measuring activity they are not including cycling as a form of transport or gym cycling and running etc. as sport and they will not fund cycling as a form of transport (mainly because they do not want to fund cycle lanes which would simply blow the entire budget!)

They have defined sport in their strategy and will stick to that definition whilst reporting on the broader scope of “activity.”

The reduction to 10 minutes may be helpful to us as we know many people swim for 20 minutes and have therefore never been included in Active People.

Best wishes

Jane

Jane M Nickerson
Interim Chief Executive Officer
ASA
Mobile: +44 7771 814 302
E Mail Jane.Nickerson@swimming.org

On 12 Jan 2017, at 10:55, Jane Nickerson <jane.nickerson@swimming.org> wrote:

E-mail to ASA Group Board, ASA Sport Governing Board, Regional Chairs, Senior Leadership Team

For information

Dear All

The first release of Active Lives, the replacement for Active People, will be published on 26th January, 2017. Damian has had an initial meeting with the SE Insight team and has learnt that the scope of this new measure will be significantly different to Active People.

It is far more around measuring general activity, twice per month and in bite sized amounts i.e. 10 minutes or so at a time. We also understand that cycling includes cycling to and from work, the shops etc., cycling in the gym on an exercise bike and running includes using the treadmill in the gym.

Due to the change in the measurement and the additional scope to running and cycling, we anticipate these two activities will have higher numbers than swimming.

Ali has met the Comms team and has been told that the focus of the report will be on how often people are doing physical activity, the times they are doing it i.e. as a way of getting to work, evenings, lunchtimes, etc, the breakdown of who is active and finally the type of activity. We have been informed that we will not receive pre-publication figures and there will not be individual sport packs. However, I am sure that cycling and athletics will make the most of this and issue positive statements.

Ali is currently working up messages.

Best wishes

Jane

Jane M Nickerson
Interim Chief Executive Officer
ASA
Mobile: +44 7771 814 302
E Mail Jane.Nickerson@swimming.org

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 12 January 2017 10:59
To: Bryony Gibbs
Subject: Fwd: Active Lives Survey

Follow Up Flag: Follow up
Due By: 10 February 2017 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board.

Best wishes

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Jane Nickerson <Jane.Nickerson@swimming.org>
Date: 12 January 2017 at 10:55:22 GMT
To: Keith Ashton <keith.ashton@space-place.com>, Stuart Cain <stuart.cain@thenec.co.uk>, Nick Humby <nick@nwhconsulting.co.uk>, "Simon Johnson" <simon@sjrb.co.uk>, Ian MacKenzie <ian.macsirs@ntlworld.com>, "Bernard Simkins" <bernardsimkins1@profab.co.uk>, Lisa Wainwright <lisa.wainwright@swimming.org>, Mike Farrar <mfazzuk@yahoo.co.uk>, "Pippa Jones" <froghollow@btinternet.com>, Anne Reah <anne.reah@btinternet.com>, "Neil Booth" <neilbooth@clara.co.uk>, Richard Whitehead <Richardswimlon@hotmail.co.uk>, Roger Prior <rgprior@rgprior.com>, "Robert Margetts" <rmargetts@wcasa.co.uk>, Anne Clark <annewclark4@aol.com>, "Chris Bostock" <cibostock13@googlemail.com>, National Entries Barry <barry@thesaunders42.fsnet.co.uk>, Kay Grimshaw <Kayfred@btinternet.com>, "Ray Gordon" <swimnec@aol.com>, Nick Caplin <Nick.Caplin@swimming.org>, "Damian Stevenson" <damian.stevenson@swimming.org>, Mike Thompson <Mike.Thompson@swimming.org>, Jon Keating <Jon.Keating@swimming.org>, "Richard Barnes" <Richard.Barnes@swimming.org>, Jon Glenn <Jon.Glenn@swimming.org>, Jonathan Duckworth <jonathan.duckworth@swimming.org>, Emma Griffin <Emma.Griffin@swimming.org>, Brian Havill <brian.havill@swimming.org>, "Simon Kirkland" <simon@sportstructures.com>, David Watson <david@northyorkshiresport.co.uk>, Joan Wheeler <joan.wheeler@btinternet.com>, David Flack <davidcflack@gmail.com>, "Roger Penfold" <rogerpenfold@btinternet.com>, Dave Fletcher <regional.chairman@londonswimming.org>, John Hidle <john.hidle@ntlworld.com>
Subject: Active Lives Survey

E-mail to ASA Group Board, ASA Sport Governing Board, Regional Chairs, Senior Leadership Team

For information

Dear All

The first release of Active Lives, the replacement for Active People, will be published on 26th January, 2017. Damian has had an initial meeting with the SE Insight team and has learnt that the scope of this new measure will be significantly different to Active People.

It is far more around measuring general activity, twice per month and in bite sized amounts i.e. 10 minutes or so at a time. We also understand that cycling includes cycling to and from work, the shops etc., cycling in the gym on an exercise bike and running includes using the treadmill in the gym.

Due to the change in the measurement and the additional scope to running and cycling, we anticipate these two activities will have higher numbers than swimming.

Ali has met the Comms team and has been told that the focus of the report will be on how often people are doing physical activity, the times they are doing it i.e. as a way of getting to work, evenings, lunchtimes, etc, the breakdown of who is active and finally the type of activity. We have been informed that we will not receive pre-publication figures and there will not be individual sport packs. However, I am sure that cycling and athletics will make the most of this and issue positive statements.

Ali is currently working up messages.

Best wishes

Jane

Jane M Nickerson
Interim Chief Executive Officer
ASA
Mobile: +44 7771 814 302
E Mail Jane.Nickerson@swimming.org

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 26 January 2017 20:42
To: Bryony Gibbs
Subject: Fwd: Active Lives Survey Report

Follow Up Flag: Follow up
Due By: 10 February 2017 16:00
Flag Status: Flagged

Bryony

Please so kind as to circulate this to members of the Board.

Thanks.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Louise Barnes <Louise.Barnes@swimming.org>
Date: 26 January 2017 at 17:27:08 GMT
To: Brian Havill <brian.havill@swimming.org>, Bernard Simkins <bernardsimkins@stourswim.co.uk>, Ian Mackenzie <ian.macsirs@ntlworld.com>, Jane Nickerson <Jane.Nickerson@swimming.org>, Keith Ashton <keith.ashton@space-place.com>, Lisa Wainwright <lisa.wainwright@swimming.org>, Mike Farrar <mfazzuk@yahoo.co.uk>, "Nick Humby (nick@nwhconsulting.co.uk)" <nick@nwhconsulting.co.uk>, Simon Johnson <simon@sjrb.co.uk>, "Stuart Cain (Stuart.Cain@thenec.co.uk)" <Stuart.Cain@thenec.co.uk>, "Anne Clark (AnneWClark4@aol.com)" <AnneWClark4@aol.com>, Anne Reah <anne.reah@btinternet.com>, "National Entries Barry" <barry@thesaunders42.fsnet.co.uk>, Chris Bostock <chris.bostock@swimmingvolunteers.org>, Jane Nickerson <Jane.Nickerson@swimming.org>, "Kay Grimshaw (Kayfred@btinternet.com)" <Kayfred@btinternet.com>, Neil Booth <neilbooth@clara.co.uk>, Pippa Jones <frogghollow@btinternet.com>, Ray Gordon <ray.gordon@swimmingvolunteers.org>, Richard Whitehead <Richardswimlon@hotmail.co.uk>, "Robert Margetts (rmargetts@wcasa.co.uk)" <rmargetts@wcasa.co.uk>, Roger Prior <rgprior@rgprior.com>, David Flack <davidcflack@gmail.com>, David Fletcher <regional.chairman@londonswimming.org>, David Watson <david@northyorkshiresport.co.uk>, Joan Wheeler <joan.wheeler@btinternet.com>, John Hidle <john.hidle@ntlworld.com>, "Roger Penfold" <rogerpenfold@btinternet.com>, Simon Kirkland <Simon.Kirkland@sportstructures.com>
Subject: Active Lives Survey Report

Sent on behalf of Jane Nickerson

Dear All

Earlier today Sport England released the first Active Lives Survey report.

This bi-annual report replaces the Active People Survey and takes a broader look at the way people stay active. As such, it includes a greater range of activities such as walking for travel, gardening and dance.

We are still waiting to find out the detail behind the swimming-specific stats, but the report states that 4.86 million adults are swimming at least twice a month. Unfortunately, it still doesn't look like aqua-aerobic classes have been included within 'swimming' as these are listed under 'fitness', which is something we will be picking-up with Sport England. We will let you know once we have been given access to the full data.

We have posted a story on the website: <http://bit.ly/2kwVOdG>

The full report can be accessed here: <http://bit.ly/2j8dCfc>

Best wishes

Jane

Louise Barnes

Executive Assistant to
Jane Nickerson Interim CEO



The ASA, SportPark, Pavilion 3,
3 Oakwood Drive,
Loughborough University, LE11 3QF

Office: 01509 640452
Mobile: 07583 005397
louise.barnes@swimming.org
www.swimming.org/asa

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 30 January 2017 17:45
To: Bryony Gibbs
Subject: Fwd: Sport England Funding Update - Regions

Follow Up Flag: Follow up
Due By: 10 February 2017 16:00
Flag Status: Flagged

Bryony

Please be so kind as to circulate this to the Board.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Jane Nickerson <Jane.Nickerson@swimming.org>
Date: 30 January 2017 at 17:08:04 GMT
To: Simon Kirkland <simon@sportstructures.com>, David Watson <david@northyorkshiresport.co.uk>, Joan Wheeler <joan.wheeler@btinternet.com>, David Flack <davidcflack@gmail.com>, "Neil Booth" <neilbooth@clara.co.uk>, Roger Penfold <rogerpenfold@btinternet.com>, Dave Fletcher <regional.chairman@londonswimming.org>, John Hidle <john.hidle@ntlworld.com>
Cc: Pippa Jones <froghollow@btinternet.com>, Anne Reah <anne.reah@btinternet.com>, Richard Whitehead <Richardswimlon@hotmail.co.uk>, Roger Prior <rgprior@rgprior.com>, Ian MacKenzie <ian.macsirs@ntlworld.com>, Robert Margetts <rmargetts@wcasa.co.uk>, Anne Clark <annewclark4@aol.com>, Chris Bostock <cibostock13@googlemail.com>, National Entries Barry <barry@thesaunders42.fsnet.co.uk>, Bernard Simkins <bernardsimkins1@profab.co.uk>, Kay Grimshaw <Kayfred@btinternet.com>, "Ray Gordon" <swinnec@aol.com>
Subject: Re: Sport England Funding Update - Regions

Official statement below for your use.

Will keep you in the loop on developments

Best wishes

Jane

On 30 Jan 2017, at 13:57, Jane Nickerson <jane.nickerson@swimming.org> wrote:

Dear All

The negotiations with Sport England regarding their investment to the ASA are ongoing with final decisions to be made towards the end of March. As we have previously advised, the investment principles are completely different for this cycle with far less money available to National Governing Bodies.

We are expecting a substantial reduction in the amount of money directly awarded to the ASA because of the change in investment principles and this will mean less income for all activities, including the talent programme. In addition, we no longer have a sponsor in place albeit we are actively seeking one.

We remain hopeful of attracting additional income into our sport through partnership working, joint bids etcetera, and will be moving into a more strategic leadership role as outlined in our strategy.

The Executive are currently producing the budget and detailed business plans along with a revised structure to deliver the strategy and this will be shared following sign off by the Boards and confirmation of funding by Sport England. In the meantime, we appreciate you will be setting your own strategies and budgets and would appreciate it if consideration is given to aligning regional delivery with the national strategy to maximise resources.

We will keep you informed as negotiations progress.

Best wishes

Jane
Jane M Nickerson
Interim Chief Executive Officer
ASA
Mobile: +44 7771 814 302
E Mail Jane.Nickerson@swimming.org

Swim England

Regional Marketing Proposal

We are delighted to confirm that Swim England will be the new brand name of the ASA from April 2017.

Clearly identifying what we do and who we are, the new name and identity will help us to build a strong brand, raise the visibility of swimming amongst our key audiences and attract more commercial partners looking for suitable association and partnership.

Regional Identities

We'd like to encourage our Regions to become part of our new identity:

- A consistent look and feel will show that we are part of the same swim family with swimming at its heart.
- Swim England Regions will therefore benefit from association with national Swim England promotion or communication.

New Regional Logos

We have developed eight new Regional logos based on the new Swim England identity and we can provide you with artwork to use across your marketing collateral.

Regional Marketing Toolkit

To transition to the new identity, we can supply you with:

- New regional logo (different formats as required)
- Guidelines on logo use and application examples
- Digital templates for Word, PPT and headed paper

Please note that the regional logo must always be used in its entirety, no element can be used separately.

Regional Kit

The new TYR apparel contract relates specifically to the ASA and we have confirmed that the Regions will not be bound by the rules of the TYR contract.

This means the Regions would be able to:

- maintain relationships and contracts with current kit suppliers
- use the new Swim England Regional logo (in its entirety only) on staff kit, kit for regional events and merchandising as before
- choose from a range of stock or brands, rather than be restricted to purchasing TYR branded items

TYR Kit for Regional Staff

The Regions are very welcome to purchase the national TYR /Swim England kit for their staff, if required.

Whilst order forms can be requested from Kate Rudkin, Head of Brand Partnerships kate.rudkin@swimming.org , your orders will be placed with and handled directly by British Swimming.

Constitutional Name

As Swim England is our new brand name, it will be used across all our communications in a similar way to 'trading as'.

However, the name 'Amateur Swimming Association' remains our constitutional name and as such will be used where our laws, regulations and technical rules apply – for example in competition conditions and judicial documents.

Timelines

We are proposing a 12 month roll out timetable from April 2017 to give all stakeholders time to replenish collateral in a cost effective manner.

- Jan to March 2017 - presentations and communications to update you on progress
- End March 2017 - new logos and guidelines available
- April 3 2017 – new Swim England brand live
Regions able to apply new logos across marketing collateral
- April 2017 –2018 12 month roll out period.

Any Questions?

Please do contact Karen Williams, Head of Brand Marketing: karen.williams@swimming.org

Report of the Divisional Team's Activities for South East Regional Board

To update South East Regional Board on the work being carried out in the South East as part of ASA South Division

Divisional Lead Update

Role of the DL

Oversee the implementation of the ASA strategy in the division

- To increase participation in swimming, working with all providers to ensure plans are in place to improve aquatics and sustainability
- To manage the Divisional Team of Area Swim Managers (ASM), and office staff
- To plan across the division, priorities for development and focus areas for ASA Staff
- To work with the Region to support the growth of swimming

Key work areas – November / December 2016

1. Support the team in agreeing and actioning plans to develop FCL scores across all Priority Pools.
2. Meetings with all CSP leads to update where we are.
3. Support the team in the roll out of the Adult Learn to Swim Framework with operators across the South East.
4. Support the development of the Dementia Friendly Swimming projects in Basingstoke and Waverley.
5. Continued support and delivery of the Sport England CSAF programme in Surrey.
6. ASM 1-2-1's with Chief Participation & Development Officer (12 month review)
7. Support the work of the National Team to collect data and complete FCL

Key work areas December / January

1. Support the team in agreeing and actioning plans to develop FCL scores across all Priority Pools.
2. Continued support and delivery of the Sport England CSAF programme in Surrey.
3. Support the work of the National Team to collect data and complete FCL
4. Support work with SERCO sites in the South East to deliver Behaviour Change Research and develop Frontier Checklists. Sites involved include;
 - Tenterden Leisure Centre
 - Maidstone Leisure Centre
 - Swallows Leisure Centre
 - Sheppey Leisure Centre & Healthy Living Centre
 - Motcombe Pool
 - Sovereign Centre
5. Support work with SERCO sites in the South East to deliver Behaviour Change Research and develop Frontier Checklists. Sites involved include;
 - White Horse Tennis & Leisure Centre
 - Wantage LC
 - Farringdon LC
 - Henley LC
 - Chipping Norton LC



- Didcot Wave Leisure Pool & Gym
- Abbey Sports Centre
- Thame LC
- Carterton LC
- Windrush LC

Beth Morse - Area Swim Manager (School swimming specialist)
Sussex, Hampshire, Wokingham, Reading, Windsor & Maidenhead

Key work areas – November / December 2016

1. Agree frontier action plans with all priority sites
2. Complete Frontier Checklists at Pyramids / Splashpoint / Magnet LC
3. Dementia Friendly project in Basingstoke
4. Reading Workforce project

Key work areas – December 2016 / January 2017

1. Develop better links with the Navy to engage more females in swimming participation and establish a diving programme within the navy
2. Detailed pool programme review and development of aquatic improvement plan for Active Nation – Southampton
3. Frontier Checklists & Behaviour Change Research with SERCO sites in Sussex
4. Frontier checklist action planning meetings with priority pools – Wadurs / Reading / Windsor / BH Live
5. School swimming in Hampshire – meeting with Hampshire CC to start communications around school swimming improvement
6. Adult social swimming project prep – Portsmouth & New Forest
7. 400m challenge pilot prep work – New Forest
8. Development of new Local Area Network Development Plan – Portsmouth
9. NCTP course for Sussex

Julie Bunn - Area Swim Manager (Health specialist)
Surrey, East Berkshire & South Kent

Key work areas – November / December 2016

1. Develop participation Action Plan for TM Active
2. Continue to trying to arrange a meeting with Ashford Leisure Trust
3. Draft the Frontier Checklist objectives that relate to the Get Active 50+ Project
4. Have returned Tandridge Leisure Trust FCL's
5. Continue with Dementia Friendly Project interest in Kent and Surrey
6. Continue to chase for data for the Get Active 50+ project
7. Continue planning for 2017 year 2 of the Get Active 50+ project

Key work areas – November / December 2016

1. Continue with TMAActive FCL Action planning

2. Meet with Tandridge Leisure Trust to pick up next steps following completion of FCL
3. Get Active 50+ engagement
4. Dementia projects (depending on our earlier conversation outcome)
5. Initial meeting with SSP Aquatics coordinator
6. SERCO FCL Workshop
7. Presenting Dementia Friendly Swimming at the Surrey Leisure Operators forum

Tim Hutton - Area Swim Manager (Facilities specialist)
Oxfordshire, Bucks, West Berks and North Kent

Key work areas – November / December 2016

1. Complete all action plans
2. Work closely with Active Life and a swimming club on a pathway from club and LTS provisions
3. Set up the next round of guest speakers for LAN to further improvement engagement
4. Get a minimum of two sites up to the six point improvement by the end of December (those that had frontier checklists done first).

Key work areas – December 2016 / January 2017

1. Complete the Frontier Checklist work with GLL sites.
2. Complete the Frontier Checklist work with SERCO sites.

Rosa Gallop – CDO

Key work areas – November / December 2016

1. To visit various clubs Kent /Sussex that are working toward swim 21
2. Meet with Hastings Network
3. Meet with Hastings water polo.
4. Meet with East Invicta Network
5. Meeting with Clubs at Sheerness and Sport Development from Local authority.
6. Meeting with the Army – Sheerness arranging for the Army to use Beech hut for Channel relay training.
7. Arrange meeting with Beth to visit Ringwood Seals in the New Forest.
8. Attend Regional Winter Championships

Helen Mack – RCDO

Key work areas – November / December 2016

1. Finalise details for second Young Volunteer Development Days (2017)
2. Continue to communicate the changes to swim 21 club Essential to all the regions clubs and support the implementation of the changes.
3. Deliver swim 21 WebEx sessions on the new elements (28th November).
4. Planning 2017 Time to Listen Dates across the Region
5. Continue to plan and co-ordinate the Team Manager Course delivery across the region for 2017.



Kristie Jarrett – RCDO

Key work areas – November / December 2016

1. Good attendance and a successful regional coach's conference 27th November.
2. Promotion of January – March workshops
3. Book facilities for a regional open water camp June 18th 2017.
4. Regional development group meeting
5. Identify regional outcomes of the England Programmes conferences and plan for 2017.

Report of the Divisional Team's Activities for South East Regional Board

To update South East Regional Board on the work being carried out in the South East as part of ASA South Division

Divisional Lead Update

Role of the DL

Oversee the implementation of the ASA strategy in the division

- To increase participation in swimming, working with all providers to ensure plans are in place to improve aquatics and sustainability
- To manage the Divisional Team of Area Swim Managers (ASM), and office staff
- To plan across the division, priorities for development and focus areas for ASA Staff
- To work with the Region to support the growth of swimming

Key work areas – January / February 2017

1. Support the team in agreeing and actioning plans to develop Frontier Checklist (FCL) scores across all Priority Pools.
2. Meetings with all CSP leads to update where we are.
3. Support the team in the roll out of the Adult Learn to Swim Framework with operators across the South East.
4. Support the development of the Dementia Friendly Swimming projects in Basingstoke and Waverley.
5. Year 1 review of the Sport England CSAF 50+ Get Active Programme in Surrey
6. Detailed pool programme review and development of aquatic improvement plan for Active Nation – Southampton.
7. Support 400m challenge pilot – New Forest, Lymington – Restorative. Collateral by 23rd January.
8. Support the transition from Parkwood to BH Live in Portsmouth.
9. Present Dementia Friendly Swimming at the Surrey Leisure Operators forum.
10. Support work with SERCO sites in the South East to deliver Behaviour Change Research and develop Frontier Checklists. Sites involved include;
 - Tenterden Leisure Centre
 - Maidstone Leisure Centre
 - Swallows Leisure Centre
 - Sheppey Leisure Centre & Healthy Living Centre
 - Motcombe Pool
 - Sovereign Centre
11. 1-2-1's with Nick Caplin – London South Bank University
12. Support work with GLL sites in the South to deliver Behaviour Change Research and develop Frontier Checklists. Sites involved include;
 - White Horse Tennis & Leisure Centre
 - Wantage LC
 - Farringdon LC
 - Henley LC
 - Chipping Norton LC



- Didcot Wave Leisure Pool & Gym
- Abbey Sports Centre
- Thame LC
- Carterton LC
- Windrush LC

Key work areas – February / March 2017

1. Continued support and delivery of the Sport England CSAF programme in Surrey.
2. Look at establishing a link with the Navy to engage more females in swimming & Diving. Part of existing Local Area Network in Portsmouth.
3. Support the team in facilitating the review of the Priory Pools Frontier Checklists for March 31st deadline.
4. Deliver Brand Review presentation to both Regional Management Boards
 - a. South West 8th February
 - b. South East 19th February
5. Integrate BH Live into the Portsmouth LAN
6. Prepare consolidation of Frontier Checklists ready for March 31st deadline.

Beth Morse - Area Swim Manager (School swimming specialist) **Sussex, Hampshire, Wokingham, Reading, Windsor & Maidenhead**

Key work areas – January / February 2017

- 10 x Frontier checklist action meetings (1 x site has achieved 10% increase)
- Sussex School swimming conference / Lewes NCTP course
- Case study for 11-17 year old market
- Launch of first Dementia Friendly Swimming session

Key work areas – February / March

- Frontier checklist improvements
- East Sussex Disability project
- New Disability project in Horsham
- Outreach links in Adur
- BH Live – Frontiers & Cross City partnership working

Tim Hutton - Area Swim Manager (Facilities specialist) **Oxfordshire, Bucks, West Berks and North Kent**

Key work areas – January / February 2017

- Booking in all meetings with Priority pools due to be completed first week in March
- Completing all GLL Frontier Checklists across Vale of White Horse and South Ox
- Establishing a relationship with Serco across Kent and completing site visits.
- Working with the CSP in Bucks and Kent to see how they could assist us in our frontier checklist improvements

Key work areas – February / March 2017

- Type up all GLL and Serco FCL
- Present back FCL findings to nationals team and GLL
- Check action plans and six point improvements

Rosa Gallop – CDO

Key work areas – January / February 2017

- Rushmoor Beacon Network and Berkshire & Oxfordshire Synchro Swimming Club Network ready for Swim 21 Accreditation. Possibly Surrey Network as well.
- Setting up of coaching course in Littlehampton, Bognor, Hastings, Sheerness Maidstone and Ryde – Isle of Wight.
- Working with Guildford City Water polo club and Spectrum Sport Centre to set up Level 1 water polo.
- Met with the RCDO to look at work areas.
- Met with Vale Network Aylesbury to look at actions that the Network is looking to take.
- Arranging to meet with some non-swim 21 clubs in the South East Region.

Key work areas – February / March 2017

- Meeting with RCDOs to agree working areas.
- Meeting with Reading Beacon Synchro Network to finalise the Network.
- Various Network meetings
- Work with Beth to look at the new LAN strategy for Portsmouth.
- Meeting with Surrey Network to finalise the Network.
- Working with Kent water polo manager to apply for funding for Badge skills scheme.
- Meeting with Kent waterpolo to help with Swim 21
- Meeting with Chichester S.C. and Bognor S.C. with an aim for the new clubs to achieve Swim 21.

Helen Mack – RCDO

Key work areas – January / February 2017

- Continued to support clubs in both maintaining and seeking accreditation. Invited to be part of the National swim 21 working group.
- SER Development Group meeting
- Set up coach education courses in partnership with Oxon and North Bucks ASA, courses start March 2017.
- Attended ASA National Clubs Team Meeting.
- Attended Berks and South Bucks County Champs and Oxon and North Bucks County Meeting.
- Produced the January & February South East Region Club Update (including the monthly volunteer training calendar)
- Successful delivery of 2 Team Manager Courses (1 x TM 1; 1 x TM 2).



- Supported clubs to organise and deliver safeguarding workshops in line with swim 21 requirements. 4 courses delivered during this period.
- Finalised details for the Young Volunteer Programme second development days

Key work areas – February / March 2017

- Delivery of second Young Volunteer Development Days as part of the 2016/2017 Young Volunteer Programme.
- Support clubs submitting to the March swim 21 Regional Panel (submission deadline 17.2.17)
- Successful delivery of 2 x Time to Listen courses in Oxon and Sussex.
- Continue to plan and deliver Team Manager courses across the region.
- Continue to support clubs to deliver safeguarding courses if required.
- Attend SER Synchro Group meeting, BSB County meeting, Regional Management Board meeting and ONB County Champs.
- Update the SER Funding Guide
- Produce March Volunteer Training Calendar and Club Update.

Kristie Jarrett – RCDO

Key work areas – January / February 2017

- Land training workshop for swimming coaches – 27 attendees
- Regional coaches forum attendance
- Attendance at Hampshire ASA Committee meeting.
- Support Team Managers with the organisation of the Off-shore camp and promotion.
- Team Meeting attendance Loughborough.
- Collation of TM course lists for 2017 database.
- Organisation for the coach development workshop and county conference 4th and 5th March, including the TM conference 4th March.

Key work areas – February / March 2017

- Recruit a Sussex representative for the regional coaches forum
- To run a successful coach development day and support England programmes with the county conference.
- Attendance at the Hampshire and Surrey County Championships.
- Finalise dates, venues and Head Coach for the regional 12 year old camps 2017.