

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Monday 11<sup>th</sup> September 2017 at Guildford Spectrum

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|                 |                            |              |
|-----------------|----------------------------|--------------|
| <b>Present:</b> | 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 |
|                 | Carys Jones (CJ)           | Board Member |
|                 | Chris Lee (CL)             | Board Member |
|                 | Alan Lewis (AL)            | Board Member |
|                 | William Long (WL) (webex)  | Board Member |
|                 | Roger Prior (RGP)          | Board Member |
|                 | Shelley Robinson (SR)      | Board Member |
|                 | Gary Shields (GS)          | Board Member |

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

|                      |                                   |
|----------------------|-----------------------------------|
| Eileen Adams (EA)    | Vice-President                    |
| Bryony Gibbs (BG)    | Regional Office Manager           |
| Kristie Jarrett (KJ) | Regional Club Development Officer |

**268 Apologies**

Apologies had been received from:

Jane Davies (JD)

**269 Minutes of the Meeting held on 13<sup>th</sup> July 2017**

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

255 – Brian to be changed to Brian

**270 Matters Arising**

**259 – Data Protection.** This has been discussed further with Jane Nickerson & Richard Barnes. Swim England are trying to seek some exceptions for Swimming as it is viewed that there are problems with the right to be forgotten. Clubs need some guidance on GDPR and any advice from Swim England may be too late. WL has some from the information commissioner which can be circulated and will look for any other guidance. BD & WL will discuss further and report back at the October meeting.

**Action: BD & WL**

**260 – Incorporation update.** There will be a change in the way that the Region chose members for the Swim England Board. This will be 4 members voted by the Regions. Each Region may propose one member.

**261 – ASA Service Level Agreement.** This will be covered under HR issues

**264 – ASA Sport Governing Board & Group Board Minutes.** It was confirmed that the Swim England Affiliation fees for 2018 would be as follows:

Cat 1 £9.10

Cat 2 £26.40

Cat 3 £5.20

## **Landscape Page –**

### **9 – ASA’s 150th Anniversary**

Swim England are considering this and seeking ideas on how the 150 years might be celebrated. RFP raised with Dave Fletcher. It was noted that Jane Nickerson’s update report referenced the 150 anniversary coming up.

## **271 Annual Council Meeting**

No questions have been raised on the Annual Report or Accounts in advance of the meeting. There is just one motion which was put forward by the Regional Management Board.

The awards are being incorporated as part of the Annual Council Meeting and have been very popular with a good number for attendees. CL will be the MC for this part of the meeting which is estimated to be 30 minutes. As the number of attendance will be much higher with the awards and development morning the cost will be much higher than in previous years.

There have been no nominations put forward this year for a Vice President. The Board will seek approval from Council to fill this position. This can be advertised on the website, newsletter, social media and by email. It was noted that there has only been one President from Oxfordshire & North Bucks in the Region’s history.

George Adamson will be joining as a Regional Management Board Member. There will be no vote required as there was only one nomination. Darren Wilmshurst will not be continuing on the Board. The Board recorded their thanks to Darren for his three years on the Regional Management Board. George Adamson was invited to attend this meeting but was unavailable.

The Region will have 14 delegates for the Swim England Council Meeting. 12 nominations have been received so 2 further delegates are required. It was noted that Shelley Robinson, Peter Robinson, Ellie Purvis and Brian Deval are all willing to attend as delegates. In due course all delegates will need to register and sign up to one of the workshops. One of the sessions was questions with the Financial Director, it is understood that this is not instead of the open mic session.

## **272 Expenses Policy**

A sub group comprising of RFP, EA & CL was appointed to review at Region’s Volunteer Expenses Policy. All discipline managers were asked for their input and two responses were received. The amendments to the policy set out in paragraph 6 of the report were agreed. The policy will be updated and circulated to discipline managers. The Finance Group will review the guideline figures in the current policy. The policy should be circulated to volunteers when they are requested to officiate at the Region’s events.

**Action: BG / Finance Group**

## **273 Swimming Group – Spend Request**

A request had been received from the Swimming Group to purchase 6 radios for use at the Regional Championships. The Finance Group had no issues with this request. Some discussion followed on the arrangements of counties within the Region and if renting or buying such equipment was the most efficient and practical solution.

CL proposed that the Board give ML approval to buy or hire 6 further radios against the 2017/18 budget, whichever he felt was the most efficient and practical solution, this proposal was agreed by the Board.

**Action: RFP/ML**

#### **274 Disability Group – Spend Request**

A request had been received from the Disability Manager, Sue Barker to assist with funding the Disability Coach for a space on the Senior Coach Programme (previously known as Level 3). It was expected that the Coach would be applying for a Regional bursary at 75% through their club, it was then requested that the remaining 25% be funded from the Disability budget for 2017/18 or through the Disability Funding.

It was decided to defer this, RFP will look into this further.

**Action: RFP**

#### **275 Medals**

Medals require a redesign to fit in with the new branding. BD to look into new suppliers and report to the October meeting. BD to contact BG regarding quantities for orders. Officials shirts will also need addressing however we will need to use all existing stock first. Discipline Managers will need to be contacted about their requirements.

**Action: BD**

#### **276 Appointment of Chairman**

The following required amendments were noted:

- Leadership of the RMB Bullet 5 this should be amended to SE to Swim England.
- Managing the budget should be removed as this is not the responsibility of the Chairman.
- Leadership of the RMB Bullet 2 amend to 'seek to ensure'

The closing date for applications will be 2nd February 2018. The Role description and advert were approved subject to consistency being checked. An appointment panel will be appointed in due course.

**Action: BG**

#### **277 Mailsports Advertising**

The concession agreement does not include advertising on programmes or other publications. BD has been in contact with Mailsports who are amenable to an agreement that will cover such advertising. It was agreed that BD should pursue this further and report back at the October meeting.

**Action: BD**

#### **278 HR Issues**

The Service Level Agreement was discussed at the last meeting. Currently the legal employer of the Office Manager is the ASA, this arrangement would attract VAT at 20%. The ASA have proposed a new method of joint employment which would avoid this. RFP intends to propose this revised agreement to the Board soon. This may pose future questions on the employment of the two Regional Club Development Officers as their current employment arrangement attracts VAT.

The Divisional Business Manager was previously responsible for staff management in terms of annual appraisals, this is a process that now needs to be handled by the Region. The RCDO appraisals will be dealt with by JKD and another Board Member, whilst the Office Manager's will be arranged with RFP and another Board Member. Going forward it will need to be addressed who line manages the Region's staff. It was agreed to use the Swim England appraisal process. CJ volunteered to assist with the annual appraisals.

**Action: JKD, RFP, CJ**

## **279 Swimming Technical Officials**

JDK confirmed that George Adamson had been appointed as the Swimming Technical Officials Regional Training & Development Coordinator.

## **280 2016 Volunteer Satisfaction Survey Results**

KJ reported to the Board on the results of the 2016 Volunteer Satisfaction survey. Overall the results were not strong compared to the national results. HM & KJ put together an action table reviewing the comments and also put together a PowerPoint to go through the results and any actions the Region may want to consider.

The feedback regarding Safeguarding and Team Manager training were positive. Team Manager training is run frequently and the Region train more Team Managers than any other Region. There is an issue with sustainability of these courses currently due to a lack of tutors. A Team Manager Presenter Course will run in October to try and address this issue.

The feedback on Coaching was not positive due to the lack of courses. The Region does offer coaching bursaries however these have been limited due to the amount of Coaching courses that ran in 2016. The Region runs the annual Coaching Conference with Swim England and additional workshops are also run throughout the year. This year Coaches have been invited to attend the Talent Camps to observe the sessions.

The Region provide one Time to Listen course per county per year and also now have the ability to provide Safeguarding courses through their agreement with UK Coaching. HM puts together a monthly Volunteer Training Calendar to assist clubs in locating courses which may need to be promoted more to ensure clubs are aware of this.

One key area is recognising volunteers and how the Region can do this it is hoped this is something that the Volunteer Group can look at. One thing that needs to be considered with this is the handling of volunteers data.

It was noted that the volunteer survey appeared to have been completed by a number of members who were not actually members of the ASA.

One issue that was raised by a number of Volunteers was the lack of committee training for clubs. There are currently good club guides however these offer some general guidance, not training on running a club. It was noted that a number of judicial cases are to do with clubs not acting within their constitution as a result of club officers not knowing enough about the sport or running the club. It is hoped that the Development Group can look at such training. Sessions like this were discussed for the ACM Development Morning. It is required that Welfare Officers are trained however there are no requirements for any other role within a club. It may be that such training could be pushed through Networks or Counties however it was agreed that something should be provided and that the Region should take a lead on this.

The Board thanked Kristie for all the work completed on this and for her attendance at the meeting.

**Action: Development Group / Volunteer Group**

**281 Swimming Championships Risk Assessment**

The Swimming Group have provided a comprehensive response to the Board's request. This works well for the competition but does not address before the competition or handling of entries. JKD, RGP, & EA requested to take this back to the Swimming Group.

**Action: JKD, RGP & EA**

**282 Affiliations & Resignations**

New affiliation - British Army. The Board had no objection to this affiliation. It was thought that the Army may already be affiliated, RGP to check with his contact.

**Action: RGP**

**283 Correspondence**

Talent Pathway information was sent to all Board Members.

Independent Panel Member – Club Development Group. Information was sent late August with a closing date of 1<sup>st</sup> September. JKD has applied.

**284 Regional Chairmen's Meeting**

A meeting on the Regional Chairmen took place on 7<sup>th</sup> September.

- Ash Cox & Richard Barnes were present and the judicial process was discussed. There are currently 16 ASA Friends nationally, only about 8-10 of these are active. Around 200-250 cases are reported each year, most of these are settled before going through the judicial process with only around 45 going through the judicial process. It is hoped that there will be more training for ASA Friends going forward.
- Regions are now able to apply for Sport England grants up to £10k, these can also be obtained through networks.
- Data protection and SLA's were also discussed but these were covered earlier in the meeting.
- Incorporation was discussed along with the nomination process. There was also discussions around the ASA board and losing experience.
- Jane Nickerson's update was circulated prior to the meeting along with the ASA Council documents.

**285 ASA Sport Governing Board or Group Board Minutes**

No meeting has taken place since the last meeting. SGB Chairman Chris Bostock had a stroke two weeks ago but is progressing well. On Thursday the Patron, HRH the Duke of Cambridge will be visiting a club in Liverpool looking at swimming, sub aqua and water polo.

**286 ASA Senior Leadership Update July**

The update was noted by the Board.

**287 AOB**

The issue of Volunteers and Membership was raised by BD. It was confirmed that volunteers on poolside are only insured if they are a member of a club. If not they are only covered by third party cover.

A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.

**Action: RFP**

The meeting was closed at 21.05.

## Regional Management Board

A meeting of the Regional Management Board will be held on Monday 11<sup>th</sup> September 2017 at Guildford Spectrum Leisure Centre commencing at 1900

### Agenda

- |    |   |                 |      |
|----|---|-----------------|------|
| 1. | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i>                                   | RFP             | 1900 |
| 2. | <b>Minutes of the Meeting held on 13 June 2017</b><br><i>To agree accuracy of minutes from the previous meeting</i>             | RFP<br>Enclosed | 1905 |
| 3. | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP<br>Enclosed | 1910 |

### Items for Decision

- |     |   |                          |      |
|-----|---|--------------------------|------|
| 4.  | <b>Annual Council Meeting</b><br><i>4.1 Questions of which notice has been given</i><br><i>4.2 To consider any issues arising from the agenda for the ACM</i>                                     | RFP                      | 1920 |
| 5.  | <b>Expenses Policy</b>  | RFP<br>To Follow         | 1925 |
| 6.  | <b>Swimming Group – Spend Request</b><br><i>To consider the request from the Swimming Group for additional budget to purchase Radios for use at the Championships</i>                             | RFP                      | 1935 |
| 7.  | <b>Disability Group – Spend Request</b><br><i>To consider the request from the Disability Group for additional budget to cover remaining costs for the Senior Coach Programme for Gordon Dart</i> | RFP                      | 1940 |
| 8.  | <b>Medals – Redesign to Swim England Branding</b>   | RFP                      | 1945 |
| 9.  | <b>Appointment of Chairman – 1<sup>st</sup> April 2018</b>  | IHT, AL & WL<br>Enclosed | 1950 |
| 10. | <b>Mailsports Advertising</b>   | BD<br>Enclosed           | 2000 |
| 11. | <b>HR Issues</b>  | RFP                      | 2005 |

### Items for Discussion / Information

- |     |   |                 |      |
|-----|---|-----------------|------|
| 12. | <b>Swimming Technical Officials Regional Training &amp; Development Coordinator Appointment</b> | JKD             | 2010 |
| 13. | <b>2016 Volunteer Satisfaction Survey Results</b>   | KJ<br>Enclosed  | 2015 |
| 14. | <b>Swimming Championships Risk Analysis</b>   | RFP<br>Enclosed | 2020 |
| 15. | <b>Affiliations &amp; Resignations</b>  | RFP             | 2025 |
|     | <b>15.1 New Affiliations</b><br>British Army (from 1 <sup>st</sup> Jan 2018)                    |                 |      |
|     | <b>15.2 Resignations</b><br>None  |                 |      |
|     | <b>15.3 Enquiries</b><br>None   |                 |      |
|     | <b>15.4 Transfers</b><br>None   |                 |      |
|     | <b>15.5 Change of Name</b><br>None  |                 |      |

- |     |  |                      |
|-----|--|----------------------|
| 16. | <b>Correspondence</b><br>Swimmer Talent Pathway 2017/18<br>Independent Panel Member – Club Development Group   | RFP 2030<br>Enclosed |
| 17. | <b>Regional Chairman’s Meeting – 07 September</b>  | RFP 2035             |
| 18. | <b>ASA Sport Governing Board &amp; Group Board Minutes</b><br><i>To receive the minutes of the ASA Sport Governing Board and the ASA Group Board if available</i>              | RGP 2040             |
| 19. | <b>ASA Senior Leadership Update July &amp; August (to follow) 2017</b>   | RFP 2050<br>Enclosed |
| 20. | <b>AOB</b><br><i>24 hours notice required</i>  | RFP 2055             |
| 21. | <b>Date of Next Meeting</b><br>Saturday 16 <sup>th</sup> September – Holiday Inn Guildford, ACM & Development Morning<br>Tuesday 10 <sup>th</sup> October – Surrey Sports Park | RFP<br>2100          |

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Thursday 13<sup>th</sup> July 2017 at Holiday Inn, Guildford

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|                 |                       |              |
|-----------------|-----------------------|--------------|
| <b>Present:</b> | Roger Penfold (RFP)   | Chairman     |
|                 | John Davies (JD)      | Board Member |
|                 | Chris Lee (CL)        | Board Member |
|                 | Alan Lewis (AL)       | Board Member |
|                 | William Long (WL)     | Board Member |
|                 | Roger Prior (RGP)     | Board Member |
|                 | Shelley Robinson (SR) | Board Member |

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

|                   |                         |
|-------------------|-------------------------|
| Eileen Adams (EA) | Vice-President          |
| Jane Davies (JD)  | President               |
| Bryony Gibbs (BG) | Regional Office Manager |

**250 Apologies**

Apologies had been received from:

Jim Boucher (JB)  
Brian Deval (BD)  
Carys Jones (CJ)  
Gary Shields (GS)

**251 Minutes of the Meeting held on 14<sup>th</sup> June 2017**

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

246 – Amend to Peter Shaw on behalf of ONB ASA  
246 – Amend to RGP & JKD

**252 Matters Arising**

**192 – Swim England Rebranding.** RFP has been sent further guidance on when Swim England should be used and when it should be ASA. RFP to circulate.

**Action: RFP**

**234 – Board Member Shirts.** RFP to send BG email from BD

**Action: RFP**

**240 – Regional Administration.** The c/o Freedom Leisure address is now in place. Storage facilities for achieve files has also been arranged. RFP to discuss with RGP the records he is currently storing.

**Action: RFP**

Landscape Page –

**Item 1** – Cannot be progressed until further guidance is provided by Swim England: remove from schedule

**Item 6** – It was clarified that Regional staff have access to a shared space online, allowing them to access documents in the event of absence: no further action required by sub-group.

**Item 8** – Jane Nickerson will attend Board meeting on 10<sup>th</sup> October.

### **253 Accounts 2016/17**

The finance report from GS, and the accounts produced by Charterhouse, were circulated prior to the meeting. The underspend on bursaries was discussed. It is understood that the coaching courses are now ready: however, there is a lack of tutors. This may be something that can be raised at the ASA Council Meeting.

It was noted that there was an error in the balance sheet which needs to be addressed with Charterhouse. The accounts for 2016/17 were approved unanimously, subject to the correction required on the balance sheet.

**Action: BG**

### **254 Affiliation Fees 2018**

The majority of the members of the Finance Group recommend that the fees for 2018 remain as:

Category 1 - £4.00

Category 2 - £5.00

Category 3 - £0.00

JB was unable to attend the meeting. However, the Chairman, on JB's behalf, expressed his proposal to the Board that the fees were reduced by £1.00 per category, in light of the surplus in 2016/17.

The Region now has additional expenses and responsibilities. Due to this, it is expected that there will be a deficit for 2017/18. There is now evidence that the membership is decreasing, so this income may decrease. Category 1 membership had fallen by 1,300 within the Region, a pattern repeated across the country, and was a result of some clubs losing their Learn to Swim programmes.

The recommendation for the Affiliation Fees to remain the same for 2018 was agreed unanimously.

### **255 Annual Report**

Page 5 – Brian to be change to Brian

Page 21 –Charlotte Wynne-Jones listed as RTW Monson: Charlotte is a member of City of Milton Keynes SC, but it is believed she swam for Bicester Bluefins at the time of selection.

Board members are to check for any amendments and send these to BD.

**Action: BG**

### **256 Appointment of Chairman 2018**

RFP's term of office as Chairman ends 31<sup>st</sup> March 2018. A process will need to be in place in the autumn for recruiting a Chairman to take on the role of 1<sup>st</sup> April 2018. A panel will need to be appointed to look at the JD for discussion at the September meeting. Ivan Horsfall Turner, Alan Lewis and William Long were appointed. BG to supply the information from 2014 to the panel.

**Action: BG**

### **257 ASA's 150<sup>th</sup> Anniversary**

In 2019 the ASA will celebrate its 150<sup>th</sup> Anniversary. 1969 was the 100<sup>th</sup> anniversary and was celebrated with a gala attended by the Queen. To date there has been no information what the ASA will be doing to celebrate this.

2019 will also be 130 years of formalised swimming in the South East, which began with the creation of the Metropolitan Swimming Association, followed by the Southern Counties in 1911. The South East may have more affinity with the 150 years of the ASA overall than the 130 years, as this links more to London than the South East.

Such a celebration could be used as an opportunity to link with the counties/sub regions. A sub group will be required to get this up and running. The possibility of an inter county meet to celebrate was discussed, possibly incorporating the different disciplines.

The Southern Counties anniversary document finishes in 1989 and there has been no update since then. It was felt that there is a responsibility to preserve the history of swimming within the South East. Clubs and Counties could be asked to provide details of their own histories to help put together an update from this document covering 1989-2019.

RFP to speak to David Fletcher to see if London are doing anything to celebrate. RFP will also contact the ASA to see what they are doing to celebrate 150 years.

**Action: RFP**

**258 HF and AHT Awards**

It was agreed that the Region would nominate Ray Hedger.

**Action: BG**

**259 Data Protection**

WL presented to the Board on Data Protection and changes to the law that will be in force from May 2018. This presentation was circulated to the Board following the meeting. General Data Protection Regulation (GDPR) will change how organisations handle data significantly.

This was raised by JKD at the recent Chairmen's meeting. However, no further information was available and other regions appeared, for the most part, unaware. Advice and guidance needs to be provided by Swim England to help lead the sport.

RFP to contact Richard Barnes & Jane Nickerson asking when such guidance will be available.

**Action: RFP**

**260 Incorporation Update**

The guidance that has been set out to all clubs was circulated and was noted.

A motion has already been agreed for the Region's ACM.

**261 ASA Service Level Agreement**

The Service Level Agreement was raised at the recent Chairman's meeting on 22<sup>nd</sup> June. There is an issue as the SLA will require VAT to be paid on salary payments. It was noted that VAT is charged on the invoices from Freedom Leisure for the services of the Region's two RCDOs. It was agreed that the SLA will not be signed for the time being, whilst this is resolved. It has been confirmed that the ASA will be revisiting this. CL is to pursue this with Brian Havill.

**Action: CL**

**262 Affiliations and Resignations**

None received.

### **263 Correspondence**

George Wood has been appointed by Swim England as the Sports Development Director.

A new Chief Executive of British Swimming will be in place as of October.

### **264 ASA Sport Governing Board & Group Board Minutes**

08 July Sport Governing Board – Minutes of the meeting were not yet available, RGP provided a verbal update from the meeting.

- Incorporation was discussed along with law changes that will be required. The ASA cannot be wound up as that may mean that the ceremonial crest would be lost.
- Membership – The membership review was discussed. It was noted that the loss in members comes from a small amount of clubs. 49 clubs have lost more than 50% of membership.
- Membership – New system of charging membership in the last quarter of the year. Only 31 complaints were received. 80% came from one county. The Membership review group put forward proposal that the membership should be discounted by 50% in the last quarter, this was not agreed by the Board. The proposal was to reduce this year, then abolish the year after if there was a drop in membership. This would be going back on the original decision so was not agreed. There has been discussion around having a rolling membership rather than making it annual: however it is felt that this would create more work for clubs. As the online membership system works, it is proposed to bring the suspension deadline forward so it is no longer 3 months.
- ASA Friends – There was a lot of discussion around ASA Friends. Some regions do not have any. There was a feeling that the role's name should change and that there should be proper training. There is also a feeling that this role should change to more of a mediation role.
- Finance – final accounts are now available. The end result was a £158,000 surplus against a deficit budget. Previously, a list of banded salaries was included, the Board would like to see this included again. A query was raised as to how much was spent on redundancies and if there are banded too.
- Commonwealth Games – It was decided that there was no business case for sending the ASA President, so he will attend at his own expense. The Chief Executive Officer did not feel there was a business case for her attendance but the Board disagreed.
- Equality & Diversity – Adam Paker chaired the steering group for this and not much has progressed since he left. Swim England is aiming to achieve an award for Equality & Diversity. Sport England have told Swim England to remove their consultant as there is too much reliance on them, this needs more internal drive.

### **265 Regional Chairs Meeting Notes**

The notes available were produced by Jane Nickerson. No notes have been received from the Chair, David Flack. John Davies had attended in RFP's absence.

- Incorporation – There was discussion around the more effective way to elect four member nominated directors, there will not be one from each Region. It was agreed that a Regional Chair should be included on the Nominations' Committee.

- Employment Issues – The SLAs were discussed as the current arrangements would require regions to be charged VAT for staff employed via Swim England.
- Integra – there is some concern around regional using their own databases rather than Integra and that this is not being kept up to date.
- Regional Email System – not all staff are using the system at present, Emma Griffin will ensure all appropriate staff are trained. Regions will be asked quarterly to update their distribution lists.
- CRM System – There was discussion around Regional Officers access to this system and the use of CRM systems.

## 266 ASA Senior Leadership Update

The update was noted by the Board.

## 267 AOB

**Mailsports Advertising** – BD. It was decided to defer this item to the next meeting in September when it was hoped BD would be present.

**Action: BG**

**Youth Forum** – CL. The Youth Forum has been in place for 2 years. There has been an advert on the website and the monthly updates to try and recruit new members. Handouts were also given out to Young Volunteers however no new applications were generated. It was hoped to include something at the ACM generate interest from the awards but there are not enough nominations presently. The first meeting of the forum went well with lots of ideas but the group are now struggling to get members. This age group are often very busy and do not have their own transport. It was suggested that CL may attend the Young Volunteer Programme in order to generate interest and discuss their ideas for Swimming.

**Action: CL**

**Water Polo** – CL. The Water Polo Management Group are looking to restructure so that they can achieve the objectives they aspire to. It is proposed to specifically target clubs that cater for juniors.

**Water Polo Competitions** – CL. It is rumoured that inter regional competitions may be being restructured. The Water Polo group feel that the changes, although they are just being considered at this stage, would be detrimental to Water Polo in the Region and would like the Board to write to Suzy Stephenson, Water Polo Development Manager to express this, this was agreed.

**Action: CL**

**Kent Water Polo Awards Scheme** – SR. SR advised that the Kent Water Polo Awards Scheme has now launched, more details can be found on the Kent website.

**Swimming Technical Officials Regional Training & Development Coordinator** – JKD. RGP is standing down from this role. It was agreed that the Development Group take on the recruitment of a replacement, with a view to making an appointment before the ACM.

**Action: Development Group**

**Team Managers** – JKD. The Development Group have been made aware of a team manager attending the Special Olympics with a team from the South East. This person is not an ASA member and it is believed that they don't have a DBS, Safeguarding or Team Manager 2 qualification. This event is not held under ASA rules and the team is not from the ASA South East Region. It was agreed that a policy will be put in place regarding the requirements for Team Managers representing ASA South East Region. Once this has been created, this information will be circulated to discipline managers.

**Action: JKD / BG**

**Volunteering Sub-Group** – JKD. At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG and ML and that the discipline managers would also be involved.

The meeting was closed at 21.28

DRAFT

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 20 July 2017

|    | <b>SUMMARY OF AGREED ACTIONS</b>   | <b>MIN REF</b>          | <b>ACTION</b> | <b>COMMENTS</b>  |
|----|--|-------------------------|---------------|--|
| 1  | <b>Governance Review</b><br>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<br>Min 28    | SR/DW/WL/RH   | <i>Ongoing. Awaiting further guidance from Swim England</i>  |
| 2  | <b>List of Assets</b><br>BG to compile a list of assets for Trustees   | 13.10.2015<br>Min 140.3 | BG            | <i>Ongoing</i>   |
| 3  | <b>Reserves Policy</b><br>Finance group to report back on “reserves” policy  | 21.03.16<br>Min 53.4    | Finance Group |  |
| 4  | <b>Regional Administration</b><br>Jim Boucher, Eileen Adams and Roger Penfold to form a small group to define a Job Description.   | 20.03.17<br>Min 204     | JB, EA, RFP   |  |
| 5  | <b>Commercial Agreements</b><br>It was agreed that the Region may wish to examine its position on commercial agreements going forward. It was decided that BD would put together criteria for such agreements for a future meeting.                  | 09.05.17<br>Min 223     | BD            | <i>On Agenda</i>   |
| 6  | <b>Swim England CEO Invite</b><br>Jane Nickerson to be invited to attend a future meeting to discuss incorporation.  | 19.06.17<br>Min 238     | RFP           | <i>Complete – Jane Nickerson will attend October meeting</i> |
| 7  | <b>Expenses Policy</b><br>Roger Penfold, Chris Lee and Eileen Adams to form a small group to review the current Expenses Policy and report back to the September meeting.  | 19.06.17<br>Min 249     | RFP / CL / EA | <i>On Agenda</i>   |
| 8  | <b>Appointment of Chairman – 1<sup>st</sup> April 2018</b><br>Ivan Horsfall Turner, Alan Lewis and William Long to form a panel to look at the JD for the Chairman’s role for discussion at the September meeting. Recruitment process to be agreed. | 13.07.17<br>Min 256     | IHT / AL / WL | <i>On Agenda</i>   |
| 9  | <b>ASA’s 150<sup>th</sup> Anniversary</b><br>RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.              | 13.07.17<br>Min 257     | RFP           |  |
| 10 | <b>Data Protection</b><br>RFP to pursue with Richard Barnes & Jane Nickerson when Swim England guidance will be available on GDPR for Clubs, Sub-Regions and Regions.  | 13.07.17<br>Min 259     | RFP           |  |
| 11 | <b>ASA Service Level Agreement</b><br>CL to pursue the subject of the Service Level Agreement with Brian Havill. The current agreement, which has not been signed, requires VAT to be paid on salaries.  | 13.07.17<br>Min 261     | CL            |  |



## **Swim England – South East Region**

### **REGIONAL CHAIRMAN**

Applications are invited from suitably experienced individuals for the role of Chairman of the Regional Management Board for Swim England South East Region.

This is an opportunity to influence and lead the future development of aquatics at all levels of the sport within the Region.

The Chairman presides over the monthly meetings of the Regional Management Board and the Annual Council Meeting, and works with the Board members to manage the business of the region.

The successful applicant should demonstrate good leadership and management skills, have operated at a senior strategic level and have experience of managing change.

The appointment is for a four-year term from April 2018. The role of Chairman is voluntary with all expenses paid.

For more information about this position contact [bryony.gibbs@swimming.org](mailto:bryony.gibbs@swimming.org).

The closing date for applications is 2nd February 2018.



Swim England  
South East Region (SER)

## The Role of Regional Chairman

Responsible to the Regional Management Board (RMB)  
Term: 4 years from April 2018

### Responsibilities

- Leadership of the RMB
  - Chair the SER RMB meetings and the SER Council meetings
  - Ensure that the RMB comprises members with the skills necessary for the management of the Region
  - Liaison with Swim England (SE)
  - Liaison with other Regions
  - Attend SE Annual Council Meeting held in October and attend any SE Special General Meeting
  - Attend Regional Chairmen's meetings, five or six times a year
  - Management of the Regional staff, currently three

The following responsibilities to be undertaken with support from the RMB

- Planning and Budget
  - Manage the Regional Strategic Plan
  - Manage the Regional Budget
- Ensure that the Region acts in accordance with its constitution
  - Ensure best practice in pursuance of the Region's objectives

### Experience and Skills

- Previous experience of chairing a board or committee of a voluntary or professional organisation
- Experience of the sport of swimming through involvement in Club or County activities is preferred but not essential
- Financial skills in managing budgets in either a professional or voluntary role
- People management skills
- Demonstrable people communication skills both verbal and written
- Project management skills
  - IT literate
  - Able to manage change
  - Able to express objectives clearly and concisely
  - Able to deliver to specified requirements



## **Personal Qualities**

- An affinity for the sport of swimming and its disciplines

## Mail sports

### Acceptance of adverts not included in concession agreement

#### Background:

The Board will be aware that we have a concession agreement with Mailsport that provides an annual revenue (£5750) to the region for the concession to sell products at events organised by the region.

In addition to that concession there are long standing and informal arrangement that Mailsports advertise on some publications, notably swimming programmes and the Annual Report without charge.

The concession agreement does not place any expectation on the region to accept or provide free space for advertising by the concessionaire. At recent events we have carried some promotional activity on Facebook and Twitter around new costumes.

#### Proposal:

To formalise the current arrangement by allowing Mailsports to advertise in specific media; swimming programmes, Annual Report and in the newsletter. In exchange Mail sports would provide regular incentives, number to be agreed, to encourage participation in surveys, quizzes, competitions etc run across the newsletter, Facebook, Twitter, at events and through the website.

In this way the region would have a regulated arrangement with Mailsports and would also benefit from:

- Improved relations with members and clubs.
- Access to new (younger) audiences.
- Higher level of engagement.
- Possible access to contact information.

I have had a brief discussion with Mailsports and believe that formalising the arrangement would be straightforward.

Brian DeVal  
7 July 2017

# 00Swim England – South East

## Competition Risk Analysis

### Request from Region Management Board:

Whilst reviewing a number of comments by at least one Board member and others (e.g. the Secretary of Oxon & North Bucks regarding the Championships, members were concerned about the resilience of the arrangements. Aside from the use of a proprietary software system, which has no experts beyond Mike, as far as I know, all the equipment etc appears to travel in one vehicle, or, possibly, the vehicles within one family. The Board observed that an incident involving, for instance, that vehicle en route to the venue would probably lead to great difficulties in actually holding the event.

The Board would, therefore, like the Swimming Group to ensure that suitable arrangements are in place to enable the events to take place in circumstances where a key player becomes unavailable.

It is totally appropriate for the Board to ask these questions. The Swimming Group would like to re-assure the Board that we take the risks to the effective running of the championships very seriously, and would remind the Board that we asked for authority to acquire some standby equipment last year.

### The Software System

The problem with seeding at Wycombe this year was not caused by an error in the Meet Management software, it was caused by selecting conflicting configuration options.

To ensure that this problem does not occur, we have established a complete check of seeding on the day prior to competition.

Such problems are not restricted to the software we use. There was a significant delay in the ASA Masters last year, which uses SportSystems, also relating to seeding, and more than an hour delay to a recent meet in Portsmouth caused by misconfiguration of Hytek.

**Changing Meet Management software would not remove the risk of a misconfiguration problem.**

It is correct that we use a software system that has been developed by Mike Lambert over a 25 year period. Mike is the only person who can maintain that software.

This is not a major problem. Most meets do not have access to the developers of the software they use during the competition.

When Mike ceases to be responsible for the Championships, that software will be retired.

We are in the process of initiating a project to decide which software package to use and how to manage the transition without disruption.

A factor that we DO need to be concerned with is the availability of people who understand how to configure and run the system. There are two other people who understand how to set up a meet, and at least ten who are able to operate the system on the day of the meet.

### Policy

1. At least 1 person (other than Mike) who understands how to configure the system to be present at every competition.
2. At least 2 people (in addition to Mike) who are able to operate the system to be present at every competition

### Why do we continue to use the system that we use?

1. It is essentially paperless. (We do keep a copy of the result signed by the referee for reference.)
2. It provides all of the information needed to determine the result of a race to the referee on the pool deck, including all of the information from the timing system. [In an ideal world, we should be able to operate as defined in FINA Law with a Control Room Supervisor. However we normally don't have enough senior officials to designate a Control Room Supervisor, and actually we don't have space for additional people clustered around the timing system at any of our pools].
3. It provides a reliable communication mechanism with the announcer/commentator, without depending on radio messages that can be misunderstood, or the transfer of paper. In particular, the exact reason for a disqualification as signed off by the referee is available to the announcer. It provides results so far for an event, to assist a commentator (especially useful in an event where multiple age groups swim together).
4. Totally automatic live results and up to date lists of finalists on the web (subject to an acceptable internet connection).
5. The ability to accept both long and short course entry times, which is needed in a region where some county championships are run long course and some short course.
6. The ability to validate all entry times against ASA rankings.
7. Integrated with an online entry system.
8. The ability to export BOTH LENEX (for ASA, LEN and FINA rankings) and SD3 (for import into club statistics systems).
9. The ability to operate with one or more lanes out of use.

### **Risk that we have addressed**

#### Long-term non-availability of Mike Lambert:

There is sufficient expertise around to run the next competition. The plan to transition to alternative software should be invoked immediately.

#### Transport of equipment:

We always ensure that sufficient equipment to run the competition is carried in a separate car (laptop with software and meet database loaded + printer).

The software and latest version of the meet database can be downloaded from the web on the day of the meet.

### System problems:

We take automatic backups of the meet management database, before and after seeding for every session and at the end of each event. The meet management system can restore either a complete backup or the information related to a single event within seconds. This can usually be done, without the need to stop the competition.

The backups are automatically uploaded in the background to the “cloud”. Typically the latest version in the cloud is no more than 30 minutes old.

### Equipment failures:

We have a great deal of redundant equipment on hand in case of equipment failure.

1. At least 2 spare laptops that either run the Meet Management system or control the ARES/QUANTUM systems.
2. A spare ARES box, for pools using ARES. (We currently do not have access to a spare QUANTUM box).
3. A spare starting system, for pools with only 1 start box.
4. A long ARES cable to connect to the far end of the pool in case of a failure of the pool wiring (which has happened at both Mountbatten Centre and K2).
5. Spare networking equipment. We can change from wired to WIFI and vice-versa if necessary.

### Meet Management System failure:

If the Meet Management system fails completely, we always have a basic set of paperwork (start lists, timekeeper sheets) prepared in advance. [We have not ever had to resort to this since the region was formed].

### Timing System failure:

If there is a problem with the timing system, we are prepared to delay the session by up to 1 hour to try to resolve the problem. At that point, we will consider the option to resort to manual timing. That is a last resort, because times from a session or part of a session without electronic timing, are downgraded to level 4 in rankings. With qualification for National Championships taken from rankings, the difference between qualification and non-qualification has in some cases been 1/100th of a second.

### Pool configuration problems:

Competition conditions allow us to run SC competitions as LC and vice-versa, if there is a problem configuring the pool.

If one or more lanes are not usable (non-functional timing equipment, health and safety problem), we are able to configure the meet management system to use the lanes that are available.

### **Known risks that we cannot currently address:**

1. Failure of the built-in wiring harness at Wycombe. Currently we do not have access to a full portable wiring harness for QUANTUM.
2. Failure of the QUANTUM box. Currently there are very few QUANTUM systems in use. However, we anticipate that we will have access to a spare QUANTUM box by May 2018.

# Independent Panel Members – Club Management Group

Voluntary Role  
Home Based  
Length of term: 4 Years (4 – 8 days per year)

**Swim England is the national governing body for swimming in England. We help people learn how to swim, enjoy the water, and compete in our sports of swimming, diving, water polo and synchronised swimming.**

We are seeking Independent Panel Members to join the Club Management Group. The focus of the group is to check and challenge the clubs strategy / implementation plan.

We are seeking volunteers who have knowledge and understanding of club management and club development and have excellent organisation and leadership skills. The ideal candidates will have excellent communication skills both written and verbal and be confident to put forward opinions in a group situation. It will also be beneficial to have awareness of issues surrounding sport, and current initiatives that are in place.

This a voluntary role, but all expenses will be covered by Swim England in line with our expenses policy.

Board members will be required to commit 4 – 8 days per year attending meetings and events, plus any time required to prepare for meetings.

So if you feel you have the suitable skills and attributes for this position then we would like to hear from you.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to inclusion and embrace the spirit of all equalities legislation.

Please be advised that we cannot offer visa sponsorship and that you must have right to work status to apply or be considered for this role. If you are a non UK/EU National, you must have an appropriate working Visa to undertake employment.

To apply for this role please:

- Click here (<https://www.surveymonkey.co.uk/r/6S6Y8YG>) to complete our suitability statement.
- Send your CV and cover letter outlining the skills and experience you can bring to this role referring to the advert, person specification and job description to [careers@swimming.org](mailto:careers@swimming.org)

This should include any personal interests and unpaid activities. Include as much detail as possible to support your application, we receive hundreds of applications so make yours stand out! (We would recommend at least 300 words.)

Applications received without all elements above will not be considered for shortlisting.

**Closing date: Midnight 4 September 2017**  
**Applications after this time will not be considered**



2017/2018

# Talent Pathway

Aspiring to achieve Olympic podium success



# Introduction

Do you dream of taking part in the Olympic Games and even standing on the winner's podium? Reading this booklet could bring you closer to achieving this, and being part of future England and British swimming teams!

---

Our aim is to identify, develop and nurture the best swimmers in England, by creating a world leading talent system. The following pages explain how we can work together to help you to achieve your goals. Swim England organise a series of Development Camps and Competitions that will provide a pathway to international podium success. Each stage of the pathway is explained in detail, including how the pathway joins with British Swimming's World Class Programmes. This year the pathway has been extended to incorporate all of the great work that Swim England's regional and county swimming associations are doing to support the national programme.

We hope that the information will both inspire and motivate you to work hard to develop into the best swimmer you can be.

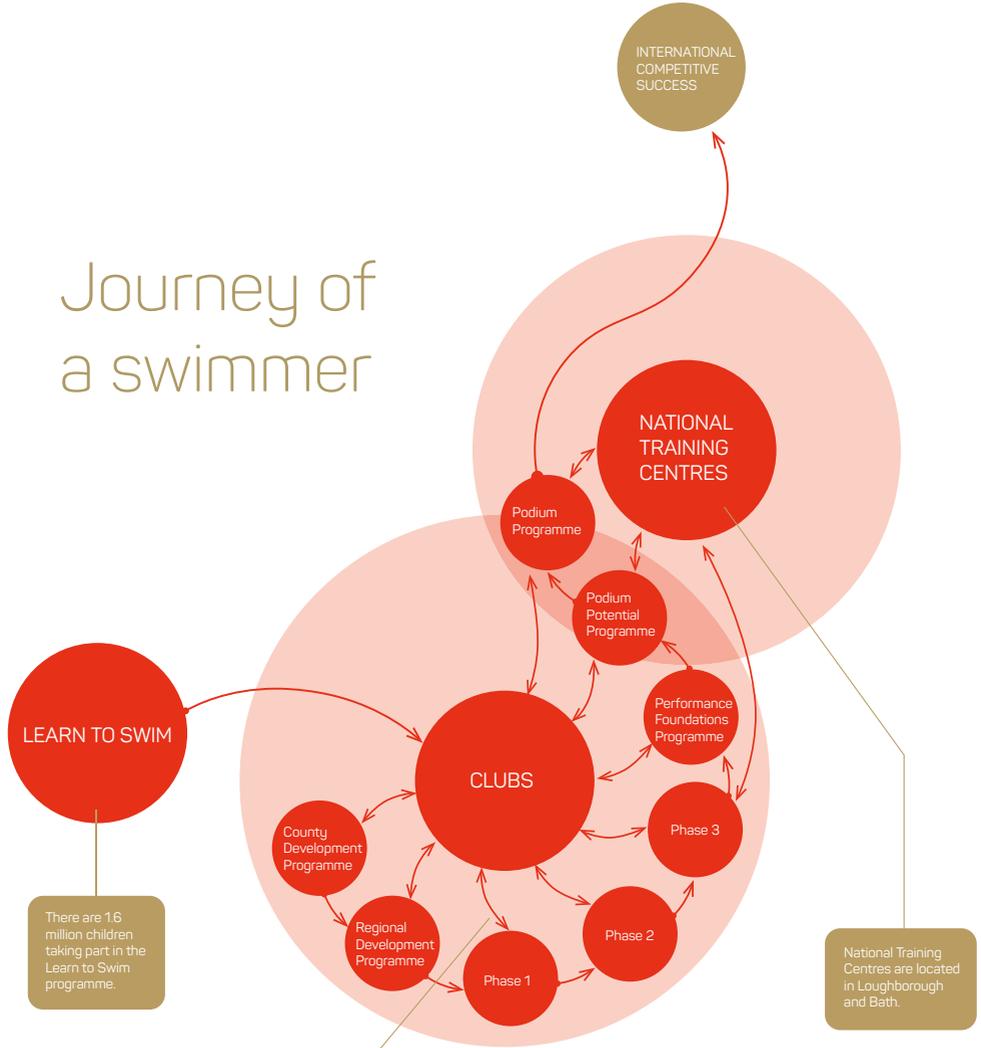
Be skilful

Be prepared

Be positive

Be Inspired

# Journey of a swimmer



There are 1.6 million children taking part in the Learn to Swim programme.

A talented club swimmer may join the England Performance Programme Pathway at almost any stage, but will ideally work their way through each programme in turn.

National Training Centres are located in Loughborough and Bath.



# Swimmers expectations

The Swim England camps aim to develop you into becoming a world class swimmer. You will be expected to demonstrate the appropriate world class sporting behaviours in order to achieve this end goal.

---

## We expect you to:

- ◆ Embrace these opportunities with an open mind and a willingness to learn
- ◆ Apply your learning into your daily training environment on a consistent basis
- ◆ Take responsibility, with our support, for advancing your own swimming career.

We encourage independence, self reliance and self-awareness, and with our assistance, you will focus on your progression through to the British Swimming's World Class Programme. We also encourage a robust foundation of technical swimming components upon which you would build your long term potential. Swim England, along with British Swimming, require this foundation to be the best in the world.



**'Focus, self discipline and of course having fun, helps to turn dreams into reality.'**

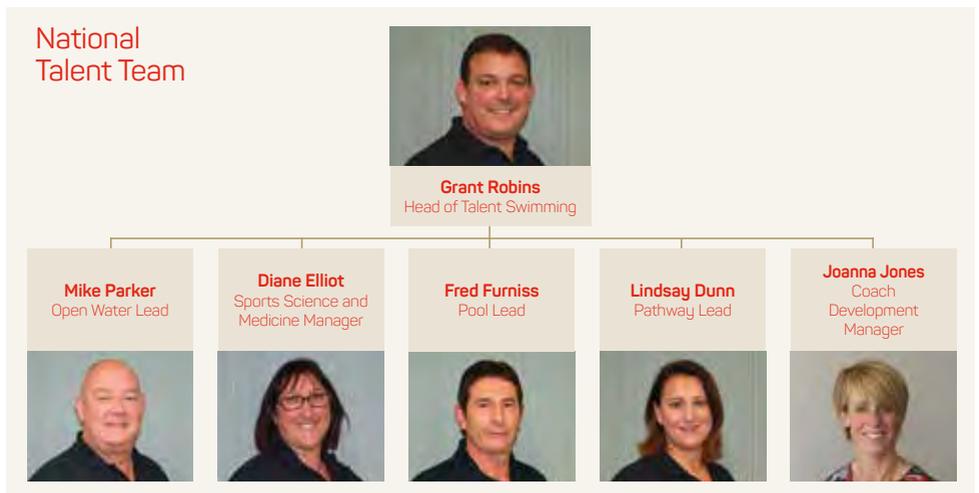
Rebecca Adlington

# Talent Team

Our primary role is to identify and nurture talent. We work with coaches to develop swimmers so they can join the British Swimming World Class Programme in the future.

## The Swim England team aims to:

- ◆ Provide an environment which promotes outstanding foundation skills, aerobic development and four stroke efficiency to enable participation and podium success at the Olympic Games
- ◆ Provide up-to-date, progressive and innovative swimming education to ensure swimmers and parents are knowledgeable and well-informed
- ◆ Provide the connection between Swim England counties, Swim England regions and British Swimming
- ◆ Identify swimmers through skill acquisition, coaching and tracking along the swimming pathway.



# The extended pathway

As shown in the chart overleaf there are four phases to the national Swim England national pathway. Preceding these phases are the newly created and aligned County and Regional development programmes. This pathway provides opportunities to more than 1500 swimmers to reinforce their technical and tactical skills.

The aim of each phase is to develop and enhance skills and knowledge to inspire and support swimmers to achieve. The common themes throughout each phase focus on identifying and improving process goals. These goals should allow all swimmers to achieve their objectives at the end of season meet and assist in their preparation for long term success. Staff members at each of these camps are there to support swimmers to improve the technical aspects of their swimming. The Swim England team passionately believes that to race internationally in the future, the basic fundamentals of efficient swimming need to be world class.

## County Development Programme

### Rationale

Delivering World Class performance requires a world class team of people supporting the performer. These camps will link the team behind the performer, support and tutor coaches to gain valuable 'on the job' experience and knowledge to help our 11 year olds improve. Our philosophy of developing the team behind the performer to raise standards in the daily training environments will ensure the conveyor belt of efficient skilled swimmers are included in the performance pathway.

### Duration

3 x 1 days

### Dates

(April – October) each year

### Location

Various – within county borders

### Participants

24 – 36 swimmers per county

### Camp Aims

Linking our aquatic alignment through the pathway will help our swimmers become more streamlined with better push offs, underwater phase and the transition into strokes. Also included are technique sessions on; rotational / long axis strokes: backstroke and front crawl and anti-rotational / short axis strokes - butterfly and breaststroke.

## Eligible Athletes

12 – 18 males/females aged 11 years in the year of competition (2006 born)

See guidance policy.

## How does this link with British Swimming's World Class Programme

It is crucial to have the skilled workforce to allow for athletes to reach their future potential.

Using our aligned philosophy and curriculum, all coaches within the system will also become aware of the skills and attributes needed to coach for the swimmers future potential.

## Regional Development Programme

### Rationale

Delivering World Class performance requires a world class team of people supporting the performer. These camps will link the team behind the performer, support and tutor coaches to gain valuable 'on the job' experience and knowledge to help our 12 year olds improve. Our philosophy of developing the team behind the performer to raise standards in the daily training environments will ensure the conveyor belt of efficient skilled swimmers are included in the performance pathway.

### Duration

3 x 1 days

### Dates

(July – December) each year

### Location

Various – within regional borders

### Participants

Up to 36 swimmers

### Camp Aims

Linking our aquatic alignment through the pathway will help our swimmers become more streamlined with better push offs, underwater phase and the transition to strokes. Also included are technique sessions on rotational / long axis strokes: backstroke and front crawl and anti-rotational / short axis strokes: butterfly and breaststroke. In addition a heavy emphasis will be placed on coaching the correct starts, turns and finishes on all strokes.

## Eligible Athletes

18 males/ females aged 12 years in the year of competition (2005 born)

See Guidance Document.

## How does this link with British Swimming's World Class Programme

It is crucial to have a skilled workforce to allow for athletes to reach their future potential.

Using our aligned philosophy and curriculum, all coaches within the system will also become aware of the skills and attributes needed to coach for the swimmers future potential.

**Management + -  
Investment by**

UK Sport & British Swimming



Sport England & Swim England



Region

County

County  
Development  
Programme

Number of swimmers 800

Age of swimmers 11yrs

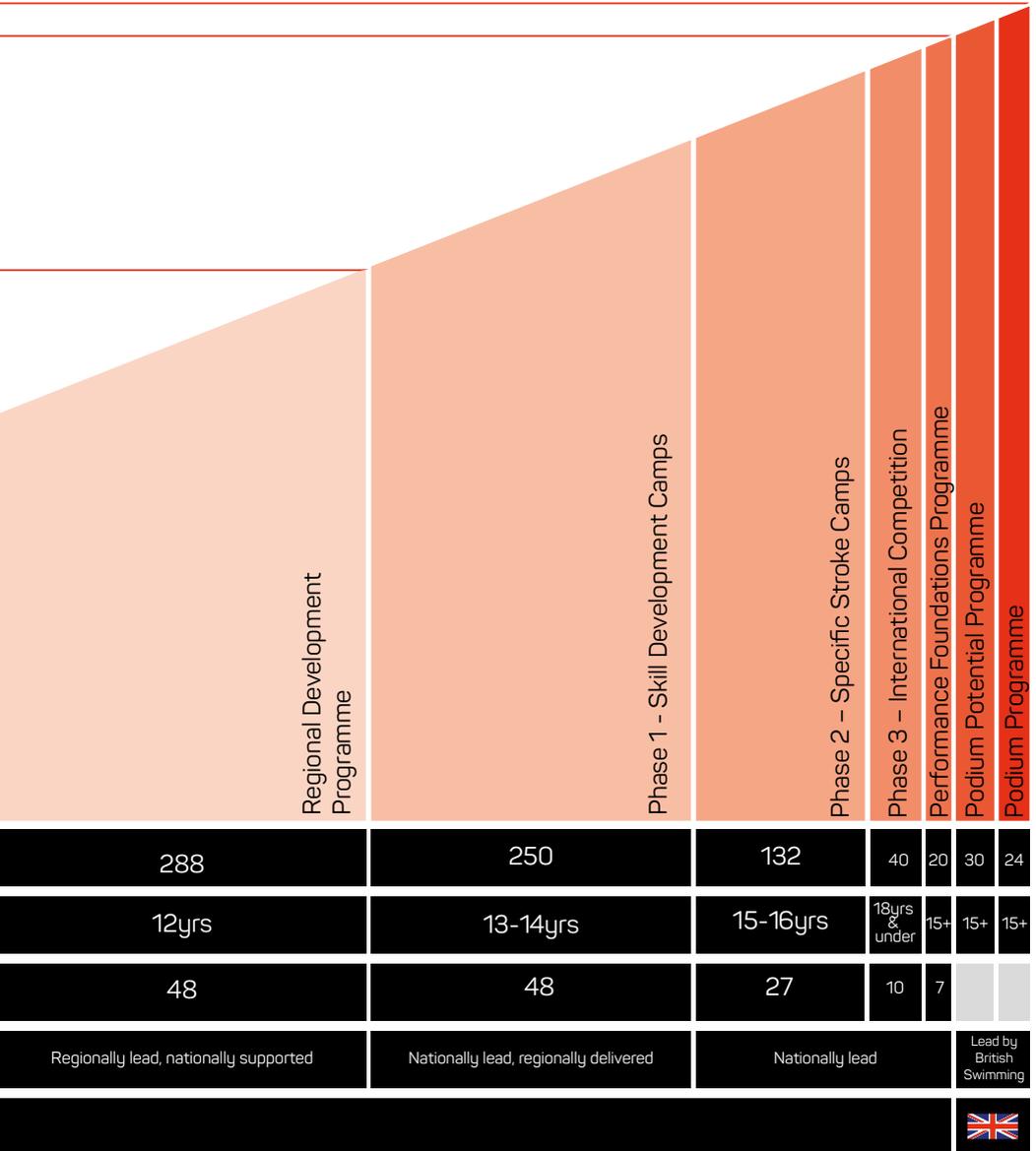
CPD Supported Coaches 132

Lead by County lead, nationally supported

Swimmers come from



# Swim England Performance Pathway



# Phase 1

## Development Camps

### Rationale

During this camp, we aim to create an environment that allows swimmers to increase their potential, improve their skills and enhance their swim specific knowledge. Swimmers will then be profiled on physical, technical, physiological and historical factors.

### Duration

3 x 1 swim and educational days

### Dates

Between September and December 2017 (See dates on page 21)

### Location

Individual venues per region (see locations on page 21). Please note as part of the national programme not all swimmers will necessarily get to attend camps in their region.

### Number of Participants

Up to 320 swimmers will be identified from each region.

Swimmers will be identified through competitive results, ranking or discretionary identification. Please refer to the Guidance Document at the end of this brochure for more details.

### Development Camp Aims

- ♦ To develop skills and improve stroke efficiency on all four strokes. Relay takeovers, individual medley, turns on IM
- ♦ To collect swimming data to allow a greater informed view of swimmers' future potential.
- ♦ To ensure technical swimming concepts are implemented and understood.

### Eligible Athletes

#### Pool and Open Water

- ♦ Males and females born in 2003 / 2004 – See Guidance Document.

### How does this link with British Swimming's World Class Programme?

British Swimming requires world class technical swimmers. Swim England's development camps provide an in-depth education on the aspects of world class swimming. This will allow swimmers to return to their home programme and continue to perfect these skills to enhance future performance.



## Next Steps



Having completed the development camp, if coaches have agreed that either technically, tactically or physically you are a potential swimmer for the future, then you will be invited to join Phase 2 – Stroke Camp.

# Phase 2

## Stroke Camps

### Rationale

Swimmers will be placed in one of the specific camps below. These will be determined by an individual's best performance in a particular stroke.

- ♦ Breaststroke, butterfly, sprint individual medley
- ♦ Backstroke and sprint freestyle
- ♦ Distance freestyle, individual medley and open water

Camp education will be based on stroke-specific process goals but will build on the foundations laid down during the development camp. Other activities will include further screening and assessment, stroke and event specific skill development and assessment of technical abilities through digital replay.

### Duration

2 x 2 days

### Dates

December 2017 / March 2018

### Location

Millfield, Sheffield or Coventry – (Venues subject to change dependant on availability).

### Number of Participants

A minimum of 120 swimmers will be selected by nomination from Swim England Talent Officers or by performance rankings following the British or Home Nation Summer Meets. Please refer to the Guidance Document at the end of this brochure for more details.

### Stroke Camp Aims

- ♦ To implement and understand the benefits of mastering outstanding skills
- ♦ To ensure lifestyle education is included whilst being a student of the sport
- ♦ To provide an introduction to efficiency and fitness testing

### Eligible Athletes

#### Pool

- ♦ Males and Females born 2001 / 2002

#### Open Water

- ♦ Males and Females born 2000/2001/2002

### How does this link with British Swimming's World Class Programme?

Along with British Swimming, Swim England want swimmers to become students of the sport. We support swimmers in gaining valuable insight into how their sport has developed and ensure that they have the most up-to-date information on current performance strategies and practices.



## Next Steps



You will have shown that you are technically, tactically and physically capable. Your thirst to improve, positive attitude and ability to bring the best out of your teammates will help secure a place at Phase 3 – International.

# Phase 3

## International Competition

### Rationale

Swimmers who have demonstrated commitment to achieving potential in previous camps will have the opportunity to travel as a Swim England team member on a training camp or an international competition experience. Pool swimmers will be invited to attend an international swim meet while open water swimmers will attend a mixed race and training camp.

### Dates and Location

Dates, venues and locations change year-on-year but should you be selected for Phase 3 – International, you will be notified by early 2018.

### Number of Participants

Up to 40 swimmers.

Swim England Talent officers will identify who demonstrates the potential to be the best tactically, technically, physically and psychologically. Swimmers will be prioritised on the basis of overall competitive performance and their ability to achieve British Swimming's World Class status in the future.

Please refer to the Guidance Document at the end of this brochure for more details.

### International Aims

- ♦ To show competency in performance skills while in an international setting
- ♦ To perform while competing and training abroad
- ♦ To use strategies and processes gained in previous camps to ensure international success

### Eligible Athletes

#### Pool and Open Water

- ♦ Males born in 1999 or younger
- ♦ Females born in 2000 or younger

### How does this link with British Swimming's World Class Programme?

The ability to compete internationally is what we are all about. The Swim England International Phase aims to give you the knowledge, experience and confidence to be able to do this with distinction at a major games or championship in the future.



## Next Steps



As youth internationals, Swim England will support swimmers who show potential who are not yet part of British Swimming's World Class Programme.

# Swim England 2024 Squad

(Performance Foundations)

## Rationale

England 2024 will support swimmers who have already achieved a level of performance that could lead to inclusion on British Swimming's World Class Programme in the near future. Swimmers, who are continuing to demonstrate a commitment to improve will be identified by the Swim England Talent Officers from meets in 2018 up to and including the Commonwealth Games in April 2018. They will then be invited to attend a preparation end of season international competition or camp.

Identified athletes will be swimmers who are highly ranked domestically, will be available for major England or British teams over the next four year cycle and will have consistently shown improvement throughout the season.

## Swim England 2024 Aims

- ♦ To expose swimmers to an end of season international competition
- ♦ To inspire swimmers to achieve World Class status
- ♦ To represent England at the Commonwealth Games and/or Great Britain at the Olympic Games in the future

## Eligible Athletes

Swimmers who are not included in British Swimming's World Class Programme or who do not have other Great Britain representation, but show promise to achieve these in the future are eligible.

## Pool and Open Water

- ♦ Males and females born 1998 or younger

## How does this link with British Swimming's World Class Programme?

Swimmers develop and improve at different ages.

England 2024 will support swimmers to ensure the opportunity to reach their international potential is not lost. There will be opportunities at the end of the season to compete abroad and with the ultimate aim to secure qualification for a major international event in the future.



# Beyond the School Gates

Over the course of this Tokyo cycle, we plan to create stronger links and facilitate wider conversations with swimmers transferring into further education. We know from recent evidence the change from school to college/ university education is often the catalyst for a swimmer to move into a new daily training environment. We hope to see more open and transparent conversations taking place to allow swimmers to explore all of the available options, whilst at the same time building our infrastructure to increase the number of training centers throughout England.

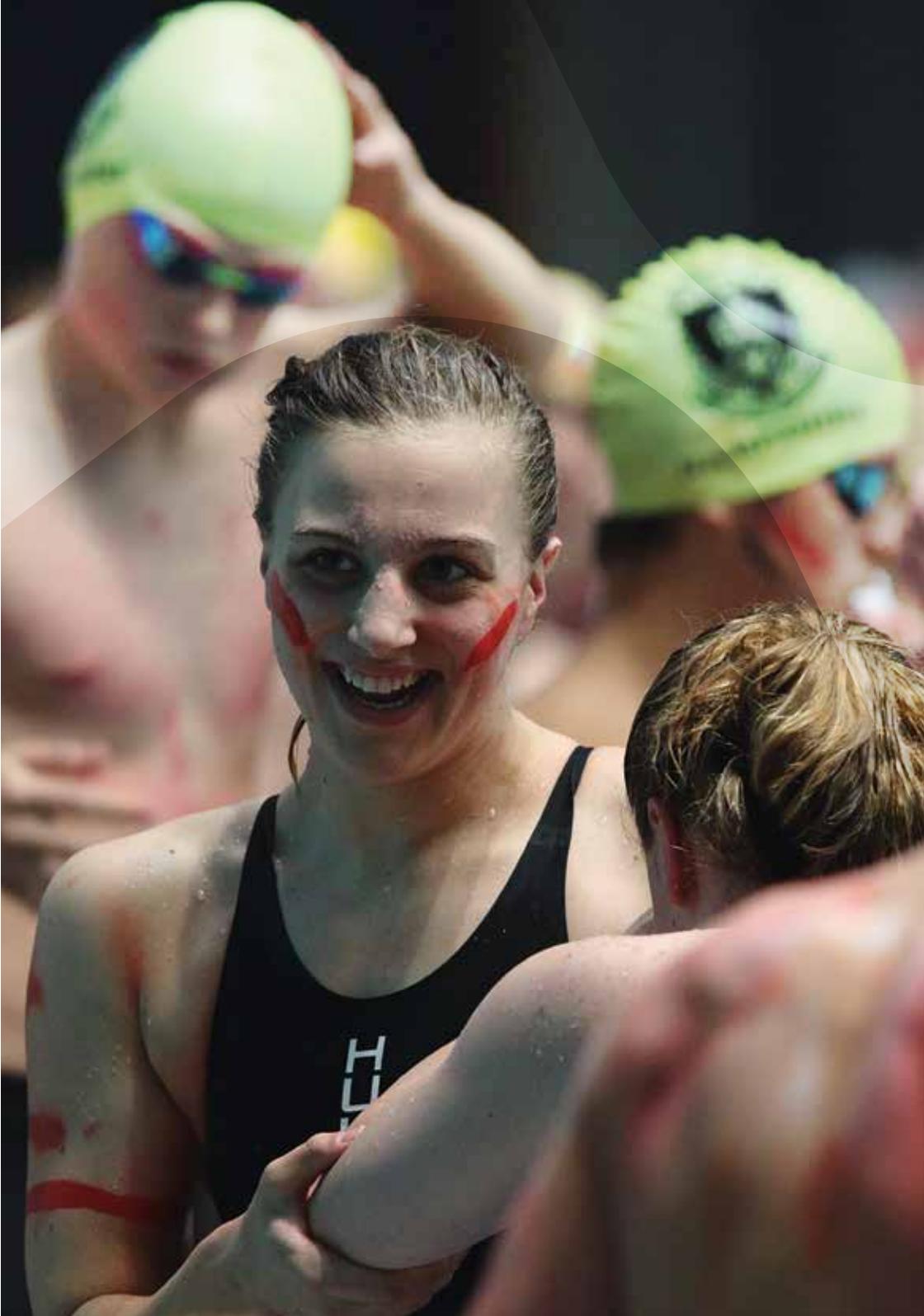
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The following aspects are critical to an effective swim-study further education environment:

- ◆ Flexible timetabling
- ◆ Sympathetic entry standards
- ◆ Science and medicine support
- ◆ Appropriate performance facilities
- ◆ Professional coaching

(In some cases, bursaries are available).

We encourage you to have conversations with your coach around possible options. If you would like further information around swim-study provision in England, please contact [mike.parker@swimming.org](mailto:mike.parker@swimming.org)



# The Camp Curriculum

The educational element of Swim England swim camps will nurture the philosophy of being students of the sport. The progressive curriculum below ensures that students continue to develop their knowledge and understanding of how the sport works.

Swimmers can expect to learn the tools that are essential to be included in British Swimming's World Class Programme and this will assist in gaining podium success.

| County                            | Regional                               | Phase 1 – Year 1                                       | Phase 1 – Year 2                                       | Phase 2 – Year 1                             | Phase 2 – Year 2                                 | Phase 3  |
|-----------------------------------|--|--|--|--|--|--|
| RMAP pre pool                     | Mobility for starts and turns – physio | Streamline   | S&C event specific                                     | Landing techniques for turns                 | S&C Event specific starts and turns              | Performance lifestyle-exams, university and jobs |
| Technical aspects of 4 strokes    | Technical aspects of starts and turns  | Efficiency in the pool                                 | Daily & seasonal changes, Male vs Female               | Efficiency Medley turns/ take overs          | Competition timelines                            | UKAD   |
| Pre and post pool                 | Stability for starts and turns         | Mobility and stability for the anti-rotational strokes | Focus groups on strokes with coaches                   | S&C for Starts & turns                       | Performance lifestyle-exams, university and jobs | Screening  |
| Mobility for streamline           | Goal setting                           | Eating around training and competition                 | Filming  | Handling stress/ Exam times                  | Filming  | Travel, race recovery and preparation            |
| Nutrition for health – food types | Fundamental movement patterns          | Mobility and stability for the rotational strokes      | Physio screening                                       | Fundamental movement patterns                | Physio screening                                 | Race recovery                                    |
| Post pool recovery                | Practical sports nutrition             | Injury prevention & trigger point release              | Pre race activation                                    | Travel, sleep, recovery & illness prevention | FMP progression                                  | practical race activation                        |
| Performance lifestyle             | Performance lifestyle                  | Performance lifestyle                                  | Self checks Physio (manipulation of pre and post pool) | Timelines                                    | Competition recovery inc swim downs              | WITTW models                                     |
|                                   |  |  | Warm up principles(Pool, RMAP, Activation)             | Recovery                                     | Race day psychology                              | Race Process goals                               |
|                                   |  |  | Filming  | Feeding                                      | Filming  | Filming and analysis                             |
|                                   |  |  | Stroke vs screening issues                             | Handling temperatures                        | Stroke vs screening issues                       | Athlete mentor                                   |

# Dates for the diary

## Phase 1

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### North West

**Day 1** - 1 October 2017, Accrington

**Day 2** - 12 December 2017, Liverpool

### North East

**Day 1** - 9 September 2017, Leeds

**Day 2** - 14 October 2017, Leeds

**Day 3** - 2 December 2017, Leeds

### West Midlands

**Day 1** - 16 September 2017, Coventry

**Day 2** - 7 October 2017, Coventry

**Day 3** - 11 November 2017, Coventry

### London

**Day 1** - 24 September 2017, Croydon

**Day 2** - 29 October 2017, Croydon

**Day 3** - 26 November 2017, Croydon

### East

**Day 1** - 30 September 2017, Peterborough

**Day 2** - 21 October 2017, Peterborough

**Day 3** - 18 November 2017, Peterborough

### East Midlands

**Day 1** - 23 September 2017, Chesterfield

**Day 2** - 28 October 2017, Chesterfield

**Day 3** - 25 November 2017, Chesterfield

### South East

**Day 1** - 30 September 2017, Wycombe

**Day 2** - 12 November 2017, Guildford

**Day 3** - 10 December 2017, Portsmouth

### South West

**Day 1** - 01 October 2017, Marlborough

**Day 2** - 26 November 2017, Plymouth

**Day 3** - 20 December 2017, Street

## Phase 2

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### Stroke Camps

#### Fly and Breaststroke

**Camp 1** - 18/19 December 2017, Sheffield

**Camp 2** - 17/18 March 2018, Sheffield

#### Backstroke & Free

**Camp 1** - 18/ 19 December 2017, Street

**Camp 2** - 3/4 February 2018,  
Mount Kelly School

#### Dist, Free, OW, IM

**Camp 1** - 18/19 December 2017, Coventry TBC

**Camp 2** - 17/18 March 2018, Coventry TBC

## Phase 3

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### Pool

February / May 2018, Location - TBC

### Open Water

26 May - 2 June 2018, Majorca - TBC

## 2024

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### Pool

July 2018, French Open

### Open Water

September 2018, Serpentine



# Guidance document for Swim England 2017 / 2018

## 1.0 Overview and Rationale:

“To guarantee the delivery of quality English swimmers and coaches on to British Swimming’s World Class Programme.”

The strategic goal of Swim England Talent is to create a system that will identify, support and enhance the development of athletes for the Olympic games of the future. Programme activities are designed to engage with swimmers whose age and stage in the ‘pathway’ is of relevance and continues on the trajectory into World Class programmes.

The Guidance Document allows Swim England Talent Officers to identify swimmers to attend programme activities using rankings and discretionary observations. Elements of the policy are intended to ensure that all available information and circumstances can be taken into account in identifying swimmers relevant to the aims of the programme.

Decisions based upon discretion will be made in a bespoke fashion, with reference to what is known about the individual swimmer. This allows the finite resources of the programme to be applied in a flexible and targeted manner in line with the overall aims.

## 2.0 County Development Days:

(Minimum activity level – Attendance at 3 one day events in April – July – October various dates/locations).

2.1 A minimum of 24 swimmers (12 Male – 12 Female) and a maximum of 36 (18 Male – 18 Females) will be selected to attend 3 one day County Development Days as follows:

2.1.1 Swim England rankings data base will be used for selection purposes. Only times achieved between September 1 and the Monday following the final County Championship weekend, will be considered.

2.1.2 The highest ranked 11 year old (2006 born) Male and Female (age as at 31 December in year of Competition), in each event competed at County Championships. Further selections will be made from 2nd and 3rd ranked swimmers until maximum numbers per camp are achieved, where swimmers have an equal ranking selections will be made according to FINA Point Scores.

- 2.1.3 Selections can be from short or long course rankings but should be congruent with your County Championships mode (if County Championships are held in a long course pool, then long course rankings should be used for selection and vice versa).
- 2.1.4 Swimmers will be selected for their camp based on the county they competed in, having entered and competed in at least one event or more.

### **3.0 Regional Development Days**

(Minimum activity level – Attendance at 3 one day events in July – October - December various dates/locations).

- 3.1 36 swimmers (18 Male – 18 Female) will be selected for 3 one day Regional Development Days as follows:
  - 3.1.1 Swim England rankings database for long course events will be used for selection purposes. Only times achieved between January 1 and the Monday following the final Regional Championships weekend, will be considered.
  - 3.1.2 The highest long course ranked 12 year old (2005 born) Male and Female (age as at 31 December in year of Competition), in each event competed at Regional Championships. Further selections will be made from 2nd and 3rd ranked swimmers until maximum numbers per camp are achieved, where swimmers have an equal ranking, selections will be made according to FINA Point Scores.
  - 3.1.3 Swimmers will be selected for their camp based on the county they competed in, having entered and competed in at least one event or more.

### **4.0 Swim England Development Days:**

(Minimum activity level – Attendance at 3 one day events between September and January various dates/locations).

- 4.1 A minimum of 240 swimmers will be selected to attend, as follows:
  - 4.1.1 The top ranked 13 year olds and 14 year olds (2003/2004 born) Male and Female swimmers (age as at 31 December in year of Competition), will be selected from Swim England long course rankings in each Olympic event between 11 March and 7 August 2017. Further selections will be made from 2nd and 3rd ranked swimmers until maximum numbers per camp are achieved. Where swimmers have an equal ranking, selections will be made according to FINA Point Scores.
  - 4.1.2 The selections will be made on a national basis and swimmers will allocated to an appropriately located camp but not necessarily in their own region.
  - 4.1.3 Further selections may be made at the absolute discretion of Swim England Talent Officers, in agreement with the Swim England Head of Talent - Swimming.

## 5.0 Swim England Stroke Camps:

(Minimum activity level – Attendance at 2 x 2 day event between December and February.

- 5.1 A minimum of 120 swimmers will be selected to attend one of 3 event camps.
  - 5.1.1 The top ranked 15 year old and 16 year old (2001/2002 born) Male and Female swimmers (age as at 31st December in year of Competition) will be selected from Swim England long course rankings in each individual Olympic pool event between 11 March 2017 and 7 August 2017. Further selections will be made from 2nd and 3rd ranked swimmers until maximum numbers per camp are achieved where swimmers have an equal ranking, selections will be made according to FINA Point Scores.
  - 5.1.2 A further 12 Open Water selections will be made at the absolute discretion of the Open Water Technical Lead. (Male and Female swimmers aged 15 years, 16 years and 17 years, (age as at 31 December in year of Competition). Will be selected from national and international FINA approved open water competition results, in conjunction with the Swim England long course rankings in the 1500m and 800m Freestyle events between 11 March 2017 and 7 August 2017,
  - 5.1.3 Further selections may be made at the absolute discretion of Swim England Talent Officers, in agreement with the Swim England Head of Talent-Swimming.

## 6.0 Swim England International: POOL

(Minimum activity level – Specific pool or open water Camp/Competition exposure – (Dates to be confirmed)

- 6.1 A maximum of 28 swimmers be selected to attend a Swim England pool team competition, the composition of which will be made up as follows:
  - 6.1.1 Up to 16 swimmers will be identified from attending the stroke camps at the absolute discretion of Swim England Talent Officers.
  - 6.1.2 Up to 16 swimmers (1999 born boys, 2000 born girls) will be identified through national rankings at the absolute discretion of Swim England Talent Officers.
  - 6.1.3 Up to 4 swimmers will be identified at the absolute discretion of the Swim England Pool Technical Lead.

## Swim England International: Open Water

- 6.2 Up to 12 swimmers will be selected to attend an England open water team training camp as follows:
  - 6.2.1 Up to 8 swimmers (1999 born or younger male or female) will be identified from attending the Swim England stroke camps at the absolute discretion of Swim England Talent officer Open Water Technical Lead.

- 6.2.2 A minimum of 4 swimmers will be identified at the absolute discretion of the Swim England Talent Open Water Technical Lead.

## **7.0 Swim England 2024 Squad - POOL**

(Minimum activity level – Specific pool or open water competition exposure – (Dates to be confirmed)

- 7.1 Up to 10 swimmers will be selected from to attend a competition that will form part of their end of season meet preparation as follows;
  - 7.1.1 Selections are at the absolute discretion of Swim England’s Talent officer – pool technical lead,
  - 7.1.2 Born 1998 or younger (Male or Female as at 31 December 2018)
  - 7.1.3 Performances at the Edinburgh International meet 2 – 5 March or the Commonwealth Games 2018 will only be considered
  - 7.1.4 Must demonstrate at least a top 3 domestic ranking following these events for their age group
  - 7.1.5 Demonstrate a continued upward curve in their performances over the previous two seasons
  - 7.1.6 Be available to compete for England or Great Britain at future major international competitions

## **8.0 Coach Selections:**

- 8.1 Selection of coaches to contribute to the delivery of Swim England Talent activities will be made by the Swim England Coach Development Manager, in consultation with England Talent Officers for each specific event. Selections will seek to achieve a balanced staff to ensure quality of delivery and offer coach development opportunities.
- 8.2 Coaches interested in contributing to the programme as a member of staff on programme activities should note their interest to a Swim England Talent Officer in the first instance.
- 8.3 To promote inclusion and Swim England Talent philosophies coaches interested in attending programme activities on a voluntary basis to assist in the programme or observe activities should note their interest to an England Talent Officer.

## 9.0 General Conditions

- 9.1 All swimmers participating in Swim England Talent Activities must be eligible to represent England at international level.
- 9.2 World Class Programme swimmers are not eligible for selection to Swim England activities.
- 9.3 Athletes accepting selection will be expected to commit to all aspects of the programme including providing information when requested, attending the specific activity invited to (as detailed in selection letters) and maintaining a commitment to their own development in the sport.
- 9.4 Only athletes selected will be notified by Swim England Talent staff.
- 9.5 Any athlete who has withdrawn or been excluded from past activities may be ineligible for selection.
- 9.6 Should further opportunities arise outside of this policy, Swim England reserve the right to make further selections at the absolute discretion of Swim England Talent Officers.

## Coach Development Opportunities across the England Talent Pathway

Throughout the entire athlete pathway from county, regional, phase 1,2, 3 and England 2024 onto World Class Programmes we are offering extensive and exciting coach development opportunities. So not only are these athlete camps and competition a development opportunity for our young athletes they are now being designed and facilitated to allow for great learning environments for our coaches.

Swim England have a number of national coach development programmes in place for 2017/2018. We are also working in close collaboration with the counties and regions to deliver comprehensive coach learning opportunities that are accessible to all coaches across the pathway.



in partnership with the regions and counties of Swim England

# Swim England Senior Leadership Update - July 2017

## Commercial and Marketing

- **Curriculum Swimming and Water Safety review report** launched Monday 24<sup>th</sup> July. Media coverage across print, TV, online and radio included The Times, Telegraph, Mail, ITV and Channel 5 news. Media sell-in continues.
- **A Learn to Swim marketing campaign featuring Adam Peaty** launched Monday 26<sup>th</sup> June. To date, 225k views of the film on Facebook, 80k views on You Tube, over 350k reached through social activity, 48% increase in visitors to the Learn to Swim Parent website compared to same time period in 2016 and increased awareness amongst parents of the “Swim England Learn to Swim Awards and certificates” – tracked through the Brand Tracker.
- Nominations have closed for the **National Awards 2017** due to take place Saturday 11<sup>th</sup> November at the University of Birmingham. In total, 480 nominations were received - 12% increase on 2016.
- **The Open Water Festival 2017** (July 30<sup>th</sup> – 31<sup>st</sup>) will see an increased number of competitors. 618 in total: Masters 186 (2016: 194), NAGs 384 (2016: 356), Team2K 12 teams of four (2016: 51 individuals).
- David Groves is sadly leaving the Events Team after two years of service with Swim England to join Glasgow 2018 European Championships Aquatics team. Recruitment for a replacement Events Officer has commenced.
- **START Diving** campaign has launched at 12 Dive Clubs. All clubs have received a marketing toolkit to engage with the public in the pool facility.

## Clubs

- Unfortunately Steph Matthews has handed in her notice and is moving to a new challenge with the Youth Sport Trust. Steph will be a huge loss to Swim England, but we wish her well in her new role.
- We have appointed a Volunteer Engagement Apprentice, Sophie Byrne, who joined the Volunteering team on the 24<sup>th</sup> July. Sophie will be supporting Steph Matthews replacement moving forwards once in post.

## Facilities

- All advice documents on the web have been revised and updated.

- A full **analysis of national pool provision** has been completed and a number of cities/towns identified to actively engage with regarding their water deficit.
- Key projects currently “live” include Derby 50m pool, Winchester 50m pool, Coventry 50m pool, Sandwell 50m pool. Major refurbishment projects at the Manchester 50m pool and Crystal Palace. We have recently measured and certified pools in Scarborough and Ilfracombe. New pools opened recently at Scarborough Sports Village and Hart Leisure Centre.

## Health and Wellbeing

- **Aquatic Activity for Health Qualification.** The second pilot of this AAfH qualification was held in Bolton. We were joined by a hydro physiotherapist from the Chartered Society of Physiotherapists who was there to review the course for possible endorsement. We have had some very useful and positive feedback from them that will help shape the course even further. We have agreed to look to set up a memorandum of understanding with the Chartered Society that can look at how we can collaborate on further work going forward.
- Recent meetings have included opportunities to engage with key partners across the sector and demonstrate our potential leadership role based on the recent launch of the Health Commission report, along with our track record on delivering projects such as Dementia-Friendly Swimming (DFS), Let’s Go Swimming and Adult Social Swimming:
  - We were invited to attend a meeting of the **PM’s Dementia Challenge Group** led by Alzheimer’s Research UK. They are in the process of developing a dementia friendly guide for leisure centres and keen for input and learning from our DFS project.
  - Meetings have also taken place with many other potential partners, including; Leicestershire and Rutland Sport County Sport Partnership, Research Arthritis UK, Public Health England and Sport England, all of whom are interested in working with us to develop our Health Model and support our work further.
- **The Health Model.** Work on the model development continues. The theory of change has been finalised and we are beginning to share it with partners to get feedback. Marie Cooper is supporting the work to ensure that appropriate project management methodology will be embedded in the work being undertaken.

## Insight

- **Swim 400m pilot evaluation.** Working with the Marketing, Web and Strategic Partnerships teams, we have been evaluating our Swim 400m pilots. 12 sites across the country are piloting Swim 400m. Each have been given marketing collateral focused on a specific Swim England consumer segment. Customers in a centre are encouraged to log their 400m swim progress on our Just Swim App. The evaluation research has included a survey of Just Swim app users, focus groups within leisure centres and operator interviews. The research, which concludes over the summer, will provide recommendations for the future of Swim 400m.
- **Updating segmentation resources.** We have been busy updating our consumer segmentation resources, ready to be published on the upcoming operator insight/resource space on our website. These new resources will offer pool operators more information about each of the segments than ever before, using new data captured by our National Swimming Tracker. Each segment will be published with a case study, which have been collected by the Strategic Partnership and Health and Wellbeing teams.

- **Insight webpage.** As well as our segments, we are looking forward to launching a variety of insights and associated resources on our website this autumn.
- **Adult swimming framework.** Working with the Learn to Swim (LTS) team, we have been evaluating the new Adult Swimming Framework. We used our National Swimming Tracker to analyse consumer perceptions of adult swimming lessons, both pre and post the implementation of the framework. We specifically studied how it has impacted the awareness of Swim England and LTS; how the consumer perceives the sessions (e.g. satisfaction with content and instructors) and the success of the lessons in making people more confident and competent swimmers.
- **Impact of dementia training research.** Working with the Health and Wellbeing Team, we are starting to evaluate the impact of the training provided as part of the Dementia Friendly Swimming Project. This research aims to capture feedback from the 567 course attendees, assessing the benefits of the training on improving the inclusivity of leisure centres, as well as developing knowledge, skills and confidence of course attendees. The results of this research will feed into an overall project evaluation being compiled for the Department of Health this autumn.
- **Equality Audit.** Our 2017 Equality Audit took place in July, receiving 2,583 responses from Swim England and IoS employees, Swim England members, IoS members, and Board members. This audit will highlight areas of under-representation across aquatics members and constituents. It will enable Swim England to develop effective equality action plans for all nine protected characteristics, as defined in the Equality Act 2010. The audit will be used to help submit a compelling, evidence-based Advanced Equality Standard application to UK Sport.

## Leadership

- We are working with Catherine West MP to set up an All-Party Parliamentary Group for Swimming. The first meeting is arranged for early September.

## Learn to Swim

- Swim England and the **Swimathon Foundation** again partnered to provide a swimming programme for school children, delivered by Limelight Sports, with the aim for pupils to '*Swim Their Best*'. Swim England's remit was to recruit the participating schools and offer general support throughout all elements of the campaign:
  - The **312 hosting schools** registered **657 classes**, a significant increase from 2016 when 220 schools took part with 454 classes. A growth of 42%.
  - The total number of school children **recruited** was **12,418**, a large increase from the 9,423 pupils who took part in 2016. A growth of 32%.
  - **7,669 children** completed their challenge (an increase from 5,612 in 2016) with 10,991 children registering an initial distance. An increase of 37%
  - **6,259 pupils** have seen an improvement in their swimming distances during the programme.
  - **9,032 (73%)** of all pupils registered were aged between 6 and 11 years old and as such it is apparent that pupils within **Key Stage 2** make up the majority of School Swimathon participants.
- **Swim Safe** has received over 10,500 bookings across all our sites so far, with around six weeks still left of the programme.

## People Development

- 106 job applications were handled by the People Development team in the past month.
- **Our new Sport Development Director, George Wood**, starts with us on 14<sup>th</sup> August 2017 following a series of interviews with representatives from our Board, British Swimming and members of the Swim England Senior Leadership Team. As the newest member of our SLT, George will have overall responsibility for the delivery of a coherent approach to sport development, club development and talent development across all our aquatic disciplines ably supported by our current Club Development, Sport Development and Talent teams. With a background in community and performance sport as well as coach education, George spent seven years in a similar role with Badminton England. Before that he worked for Sport England, managing relationships with the England and Wales Cricket Board, the England Golf Partnership, Sports Coach UK, DCMS and the Home Country Sports Councils. He has also provided strategic guidance and support to Table Tennis England, StreetGames and England Hockey. A keen cricketer, footballer, swimmer, squash player and long distance runner, George has a Masters degree in Sport and Recreation Management and is a black belt in Taekwondo.
- Our new Wellness Action Plans have received very positive feedback in helping everyone encourage a continuously improving healthy workplace and work / life balance.
- A Family Fun Day is being organised at SportPark at 11am on Saturday 12<sup>th</sup> August 2017 in support of Claire Freeman following her recent accident. Anyone can contribute either by coming along to join in on the day or at: <https://www.justgiving.com/crowdfunding/CareforClaire>

## Strategic Partnerships

- Work has continued on the **Growing Swimming Toolkit**. It is being developed in partnership with the Marketing, Insight and Health and Wellbeing teams and ensures that we continue to support operators keen on growing their aquatics businesses, building on the excellent work done to date by partners on the 3 Frontier model.
- There have been a variety of meetings this month, including:
  - **Sporta**: national association of Leisure and Cultural Trusts, with 120 members across England, Scotland and Wales. We agreed how we can work in partnership with them and their members: an exciting step forward for Swim England and another important piece of the Strategic Partnership jigsaw. The meeting also provided an opportunity to share the Health Commission report and discuss opportunities to work collaboratively with Swim England teams.
  - **Swim Local workshop**: with 12 Local Authorities who are in receipt of significant Sport England funding to improve their aquatic offer. This investment is aligned to improving all 3 frontiers and it is evident that Swim England support is wanted by the Local Authorities. Case studies from the project will be shared via our online toolkit and through the SP team.
  - **London Sport**: We agreed ways of working linking in to their Chief Executive forums, discussed aquatic strategy support and how this can be done across London and generated leads for our workforce and facilities teams. Future meetings are being arranged and will invite other Swim England experts from other areas, e.g. Club Development.

- **Sport England's** Head of County Sport Partnerships (CSPs) Graham Macpherson is attending a forthcoming team meeting to discuss our approach with CSP's, which will be the key to unlocking non-traditional partners and networks.
- We are engaging with our partnerships/networks to provide support for the following **Marketing and Commercial Projects:**
  - The team are providing **monthly award sales reports** to identified partners. This approach ensures buying patterns are monitored to maintain income streams and increase them, if possible, via partner-specific strategies.
  - **Swim Group Marketing Campaign:** The team have been instrumental in securing partner investment for the campaign. They continue to support as the campaign brief moves in to the next phase ahead of a launch this autumn.
  - **Learn to Swim Campaign:** The team have worked collaboratively with internal colleagues and the sector to position the campaign with partners. We will be monitoring partners' campaign activity and will use the campaign as a platform for continued dialogue with partners on the use of the award scheme.

## Talent - Diving

- The young English athletes selected for their first international set off to the Mediterranean Cup in Bolzano, Italy on Tuesday 1<sup>st</sup> August. Last year England finished top of the Medal table with some fantastic results and we hope to do similar this year.

## Talent - Swimming

- The Commonwealth Youth Games was successful with 21 Medals comprising of eight Gold, nine Silver, four Bronze, resulting in a top of the medal table position with 15 personal bests achieved.
- The Talent pathway booklet is being launched at Summer Nationals and will be available online shortly.
- The Commonwealth Games selection period is currently open.

## Talent - Synchronised Swimming

- Kate Shortman was impressive at the recently held World Championships in Budapest. Kate quickly amassed 80 points on two days, eventually finishing 12<sup>th</sup> overall, and Kate teamed up with Isabelle Thorpe to score a personal best to finish 16<sup>th</sup> of 43 pairs in the Duet Free prelims.
- For the full report see link: <http://www.swimming.org/synchro/shortman-impresses-first-world-championship-final/>

## Talent - Para Swimming

- The World Para-Swimming Championships are due to take place in Mexico 30th September – 6th October 2017.
- Of the 26 swimmers selected 19 are English with three of the swimmers having been on the England Talent programme for the first six months of 2017 before transitioning.

## Workforce

- **Workforce Support Services.** The Trainee Tutors who completed their training during 2016 have delivered and assessed approaching 60 courses in 2017 to date. This includes a combination of Level 1 (Assisting) and Level 2 (Teaching) qualifications.
- The **Awarding Body** ran another qualification development afternoon on the 24<sup>th</sup> July, focusing on the redevelopment of the Level 2 Coaching Aquatic Pre-fundamentals qualification (Adult and Child). Representatives from Workforce Support Services, the IoS, and the Learn to Swim teams took part in the afternoon which was very productive. We are in the final stages of developing the new Level 2 Pre-School Swimming Teacher which we hope to pilot in the near future, with a launch before the Educator and Approved Centre Conference later in the year.
- **Learning Solutions:** Feedback from online training has been overwhelmingly positive with **100% of learners stating that they would recommend the course** and consistently high course satisfaction rates:

| Feedback Statement   | % Positive Response |
|--|---------------------|
| I enjoyed working through the online learning materials                              | 77%                 |
| Information included in the online learning materials was useful                     | 97%                 |
| I had sufficient time to complete the online learning before the face-to-face course | 100%                |
| The online learning materials helped me to complete the online assessment tasks      | 93%                 |
| I understood what was expected from me   | 93%                 |
| Online learning helped to prepare me for the practical sessions                      | 90%                 |
| I received feedback within the specified deadlines from my online assessor           | 90%                 |
| I received helpful feedback from my online assessor                                  | 87%                 |
| The online help was useful   | 90%                 |

*Please contact Julie Wileman, [Julie.wileman@swimming.org](mailto:Julie.wileman@swimming.org) with any enquiries and for further details.*