

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

Minutes of Meeting held on Tuesday 10<sup>th</sup> October 2017 at Surrey Sports Park

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
Shelley Robinson (SR)	Board Member	

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

Eileen Adams (EA)	President
Ken Adams (KA)	ASA ACM Delegate
Bryony Gibbs (BG)	Regional Office Manager
Susan Harrison (SH)	ASA ACM Delegate
Ray Hedger (RH)	ASA ACM Delegate
Jane Nickerson (JN)	Swim England CEO
Geoff Stokes (RGS)	ASA ACM Delegate

**286 Apologies**

Apologies had been received from:

Ivan Horsfall Turner (IHT)  
Gary Shields (GS)

Apologies had also been received from the following ASA ACM Delegates:

Jane Davies  
Janet Hedger  
Mollie Lewis

**287 Jane Nickerson**

Jane Nickerson, Swim England Chief Executive Officer was welcomed to the meeting and gave the Board an update on the work that is going on currently within the organisation.

**Curriculum Training** - Work is currently underway to try and get funding for the curriculum training programme. This makes sure that children leave school being able to swim. Prior to the election the government had indicated that they liked the project. JN met recently with the Minister for Children and Families who has a responsibility for School Sport to discuss this further. An all-party parliamentary group for swimming has also been set up. At the AGM many members attended and there were lot of questions raised on the programme.

**Birmingham 2022** - The Commonwealth Games bid by Birmingham had hit stumbling block with the organisation asking for more details on the bid however it is looking positive that the Commonwealth Games will be held in Birmingham. From a swimming point of view this will be very positive as it could also provide a 50m facility in an area that really needs it. Diving is an optional sport currently so JN is pushing for this to be included.

**Love Swimming Campaign** - This is a joint marketing campaign trying to encourage families to lock the consoles away and go swimming. The campaign did not cost the organisation as 9 Operators and Local Authorities have been involved and are signed up for 2 years. Since the launch other Operators and Local Authorities have also expressed interest in being involved.

**Facilities** - Facilities are a big focus and how these can be improved. Going forward Local Authorities will not have the money to keep building facilities. Swim England are working closely with Sport England on a project that may allow good clubs/organisations to borrow money which could allow them to become asset holders. There is an opportunity in Barking/Dagenham where they are building a 50m pool which has been modelled to be self-sufficient, if this works it will be a great case study. Linked to this is contracts/tendering, there has been a switch with organisations now looking for more outcome based tenders so that Operators are able to run & operate the facility more as if they own it. Some are also leasing rather than tendering for example one operator now has some 25 year leases.

**Partnerships** - Building more partnerships has become more important now that there is less money available from Sport England. This is something that the Partnerships team are working to achieve. The Health & Wellbeing report shows that swimming is one of the best activities you can do for various health benefits due to this Swim England are also looking at how they can help with funding of projects with charities. Swim England's biggest partnership is with the RNLI for Swimsafe. 13,000 children completed the programme this year all over England. The aim is to grow this allowing every child to have the opportunity to take part in a Swimsafe session by 2021. The RNLI are now working much more towards prevention rather than just rescue. They are also now looking at commercial partners as well. There was a partnership with Norton this year which allowed the distribution of Water Safety information to all primary school children.

**Qualifications** - The coaching certificates have now been changed so they are back in house and are no longer on the framework. These have now been licensed by FINA which will bring in about £25k per year. There is also work with LEN on European LTS standards on what a child should be able to do at certain ages. They are also looking at cards for children to access pools without adults if they are competent. LTS awards are now also being sold abroad and Swim England are looking to sell these in China.

**Swimathon Foundation** - Previously Swimathon has been available for schools and operators but not for clubs. For 2018 they are looking at opening it up for clubs, it will run slightly differently so that they can complete it during club sessions and they will not have to fund raise however it will allow them to apply for grants.

**Disciplines** - The disciplines have done very well this year. It was noted there were particular successes in Synchronised Swimming despite there being no funding. It was confirmed that the Para Swimming team have decided not to go to Mexico as it is the wrong time and a lot of the swimmers are now back in education.

**Data Protection (GDPR)** - Swim England will be issuing guidance GDPR to the Regions and Clubs in due course however it is difficult to put this together currently as the regulations have not yet been released. There are some issues surrounding the right to be forgotten in

regards to doping and child safeguarding. The doping regulations are currently being rewritten. All sports are lobbying for the child safeguarding regulations to be rewritten as well which may come in future.

Jane Nickerson then invited any questions from the Board & ACM Delegates present.

**Data Protection** - CL asked if a Data Protection Officer will be required at Club and Regional Levels or if it would be just within Swim England. JN confirmed that Richard Barnes is attending a meeting with the Sport and Recreation Alliance soon and that Swim England hope to release guidance after this. The current message would be to ensure that you are compliant with the current regulations.

**Open Water Swimming** - JB raised the issue of wet suits within Open Water Competitions. As Swim England has taken on the FINA race regulations this means that in water of 18-20 degrees wetsuits are optional however JB suggested that in this case there should be two categories meaning that this is fairer for non-wetsuit competitors. JN will take this back to the Swimming Committee.

CL confirmed that the Health & Safety committee has been looking at the regulations as they only apply for competition, however guidance is also needed for open water training sessions.

**Membership** - CL raised that some clubs are removing their LTS schemes from Swim England and insuring elsewhere. JN confirmed that this is an issues across the county some clubs have done this very well but in some cases clubs have not taken on the level of cover that they need. Club Officers have a crib sheet to help them with this to ensure clubs have sufficient cover as in some cases this has been found to be insufficient. The other issue is that operators are taking LTS schemes away from clubs, work is being done on looking at building the links with operators and clubs to ensure there is a good swimmer pathway.

**Insurance** - SR raised the issue on the lack of insurance for volunteers aged 80+. JN confirmed that this only applies for the personal insurance and is the same across all organisations. Insurers have been approached but no companies will offer this cover to people aged over 80 years old.

## **288 Minutes of the Meeting held on 11 September 2017**

The minutes of the meeting were approved as an accurate record.

**Action: BG**

## **289 ASA Council**

**Endorsement of Additional Delegates** - The Board approved the appointment of BD & SR as additional delegates to the ASA Annual Council Meeting.

**Incorporation Motion** - The incorporation motion will be the main item on the Council agenda. Although this has not been debated by the Board the Chair confirmed that he was in favour.

JN confirmed that several actions have had to be taken in preparation. It is hoped that Swim England will be able to gain charitable status, JN confirmed that Swim England has already had to create a company and submit information to the charities commission. The outcome of this is not yet known however as Sport is a charitable objective and the organisation also works with Children on Learn to Swim it is hoped the outcome will be positive. The only element that could go against this is the money that Swim England pay to British Swimming, as this is for elite sport which is not a charitable objective. If charitable status is not granted JN confirmed a solution had been sought which would at least allow Swim England to benefit from Gift Aid. It was confirmed that Gift Aid cannot be gained from membership fees.

**Starred Items** -It was noted that the South East were the only region that submitted starred items.

The response from Swim England on the item raised about the inclusion of recipients of honours from Her Majesty the Queen within the Annual Report does not actually state that they will be included in the report in future, it only mentions winners of Swim England National Awards being included. RH will raise this at the ACM.

**Action: RH**

**Workshops** - All workshops are covered between those delegates who have chosen to attend. It was requested that the attendees also supply brief reports from the workshops.

**Action: ACM Delegates**

**Open Mic Session** - There will be an open mic session again this year, something which the Region were unprepared for last year. JN would like questions raised at this session.

CL will raise the issue of Membership Fees now being charged during the final quarter of the year.

**Action: CL**

**Judicial Appointments Panel** - It was confirmed that Eddie Lyne had agreed to continue as the South East representative for the judicial appointments panel.

**Friday Evening** - Delegates should advise BG if they will be available for dinner on Friday evening ahead of the ACM. RFP will organise a table for the group.

**Action: ACM Delegates / BG / RFP**

## 290 Matters Arising

**271 – Annual Council Meeting.** Regional Vice President will be discussed under AOB

### Landscape Page –

**1 – Governance Review.** This will be revisited following the ASA ACM.

**7 – Appointment of Chairman – 01 April 2018.** The role will be advertised on the website, social media and on the Careers in Aquatics page. Appointment Panel to be appointed on 26 November. AL to put more information together.

**Action: AL**

**10 – ASA Service Level Agreement.** RFP has spoken with Jonathan Duckworth from People Development, will be able to come back with an agreement for approval on 26 November. CL has also sent details to Freedom Leisure.

**Action: RFP / BG**

**11 – Storage.** RFP to discuss with RGP the records he is currently storing.

**Action: RFP / RGP**

**12 – Team Managers.** A policy has now been created and will be circulated to the Discipline Managers shortly.

**Action: BG**

**14 – Expenses Policy.** BG has investigated guideline figures and finance group will look at this.

**Action: Finance Group**

**15 – Swimming Group - Spend Request.** RFP has not heard back from MGL about buying or renting radios.

**16 – Disability Group – Send Request.** The Coach in question is from a non-SwimMark accredited club so would be ineligible for a bursary from the South East Region.

**17 – Medals.** On agenda. Shirts should be added to the title of this item.

**Action: BG**

## 300 Appointments

It was agreed to continue the regime of appointing liaison members for each discipline.

It was noted that the role of Diving Manager is jointly held between Frank Clewlow and Emma West. It was also noted that the role of Swimming Manager is not vacant, it is split between the Swimming Competition Manager and Swimming Development. This arrangement was acknowledged by the Board.

The current liaisons were agreed. It was agreed to appoint Carys Jones as the Swimming Liaison.

Disability Swimming – Roger Prior  
Diving – Alan Lewis  
Masters – Jim Boucher  
Open Water – Ivan Horsfall-Turner  
Swimming – Carys Jones  
Synchro - Roger Penfold  
Water Polo – Chris Lee

The Memberships of the Communications, Development and Finance groups were agreed. The Governance Review group will require another member following the departure of Darren Wilmshurst however this will need to be revisited after the ASA ACM.

**Action: BG**

### **301 Incorporation**

In the event of ASA Council adopting the proposal for the ASA to incorporate a National Members Forum will be formed. The South East will have 14 members on this panel. For the initial year it was agreed to appoint members of the forum by the following process:

- Any Board Member who wishes to serve of the Forum;
- Then any delegate elected to attend the 2017 ASA Council who is not a Board Member and wishes to serve on the Forum;
- Then selection from members of affiliated clubs responding to a public invitation to serve on the Forum.

The principle role of the forum will be to appoint the four member nominated directors of the ASA. The following Board Members wish to serve on the Forum:

George Adamson  
John Davies  
Brian Deval  
Chris Lee  
Alan Lewis  
Roger Penfold  
Roger Prior  
Shelley Robinson

Ivan Horsfall Turner & Gary Shields were not present at the meeting so will be asked by email as soon as possible after the meeting.

The following Regional Delegates for the ASA ACM also wish to serve on the Forum:

Eileen Adams  
Susan Harrison

Ray Hedger  
Mollie Lewis

John Davies will check with Jane Davies as she could not be present at the meeting.

Once these numbers have been confirmed if there are less than 14 members an advert will be placed on the website for additional members.

The Region can also nominate one person to serve as one of the four elected directors. A call for nominations will be circulated to Board Members, on the website and also in the monthly newsletter, the closing date was expressions of interest was agreed as 10 November.

**Action: RFP / JKD / BG**

### **302 Data Protection**

Data Protection and the new guidelines were discussed earlier in the meeting. It was agreed to form a working group to look at this within the Region. It was agreed that BD and WL would be members along with one of BG/HM or KJ. The Discipline Managers would also need to be involved.

Depending on the information available it is hoped to include some information on this in the December newsletter.

**Action: WL / BD/ BG**

### **303 SGB Strategy Weekend 17-19 November**

RFP intends to attend the strategy weekend however if any members would like to attend to they should let RFP know.

### **304 Meeting Dates**

The meeting dates for 2017/18 were agreed and will be as follows:

Sunday 26 November 2017 (RMB & Discipline Managers)  
Tuesday 16 January 2018  
Sunday 18 February 2018 (RMB & Discipline Managers)  
Wednesday 21 March 2018  
Thursday 10 May 2018  
Monday 11 June 2018  
Tuesday 10 July 2018  
Monday 10 September 2018  
Saturday 15 September 2018 (Annual Council Meeting)  
Tuesday 09 October 2018  
Sunday 25 November 2018 (RMB & Discipline Managers)

All meetings will be held in the Guildford area, venues will be confirmed once booked.

**Action: BG**

### **305 Finance**

The Budget Report as of September was circulated prior to the meeting showing the 6 month position which currently reveals a surplus. A meeting of the Finance Group will be arranged soon.

**Action: GS**

### **306 Membership**

Membership fees for the final quarter of the year were discussed earlier in the meeting following queries. This topic will be raised at the ASA ACM during the Open Mic session.

**Action: CL**

### **307 Medals**

Two medals from the current supplier were shown to the Board for their views. The Region currently buys English medals however it was noted that the Chinese medals would represent a large cost saving with English medals costing £2.60 + VAT and the Chinese ones only 96p + VAT. The cost of engraving is additional.

It was agreed that this is a subject that requires the Discipline Managers input so their input would be sought at the next meeting on 26 November. BD would also get costs for larger medal sizes in time for this meeting.

**Action: BD**

### **308 Mailsports Advertising**

Following agreement at the last Board meeting BD has been in further communication with Mailsports and it was been agreed that they will provide a prize each month of a £20 voucher to the Region.

**Action: BD**

### **309 Affiliations & Resignations**

Two affiliation enquires have been received from Stowe School and City of Oxford Water Polo.

### **310 Correspondence**

The Birmingham 2022 Commonwealth Bid was discussed under Jane Nickerson's updated earlier in the meeting.

Swim Summit 2017 Invitation had been circulated to Board members and JN encouraged anyone to attend that was interested.

### **311 Sport Governing Board Minutes**

A meeting of the Sport Governing Board had taken place but the minutes were not yet available. RGP will report in more detail once the minutes are available. There were discussions around the possible structure of the sport under the Board should incorporation be agreed. Discussions also took place around what the role of the Region's would be going forward.

### **312 Senior Leadership Update August**

The Senior Leadership Update was noted by the Board. JN was advised that the Board find this update very useful and that use of less acronyms is also appreciated.

JN confirmed that Swimming Times will be changing to once every two months and becoming more article led to make it more relevant to the readers so that it does not replicate what is on the website.

### **313 AOB**

**Update from ASA Club Management Group** - JKD advised that the Club Management Group are looking at ways to encouraging more clubs do take up SwimMark. They also would like to bring in the checking of all affiliated club constitutions every four years.

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10 October 2017

Currently it is only SwimMark clubs that have these checked. There are reps within the Region that help with this however it was noted that there is not one within ONB. RFP to approach BSB about appointing another rep within the county and also to approach ONB about finding a rep there. The need to do this may change if more clubs incorporate. A workshop is being held on this on 18 November following the workshop that was held at the Region's ACM.

**Action: RFP**

**Communications** - BD reported that a Regional Instagram account was opened at request of Synchro. This was published in the October update and since this has gone out the account has received 32 new likes.

**Vice President** - The Region needs to find a Vice President. This will need to be advertised on the website and in the newsletter. Board Members were also asked to seek out any suitable candidates.

**Action: BG / RMB Members**

**314 Date of Next Meeting**

Sunday 26th November 2017 at Holiday Inn Guildford.

The meeting was closed at 21.01.



## Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 10<sup>th</sup> October 2017 at Surrey Sports Park 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>Jane Nickerson</b>  | JN              | 1905 |
| 3. | <b>Minutes of the Meeting held on 11 September 2017</b><br><i>To agree accuracy of minutes from the previous meeting</i>   | RFP<br>Enclosed | 1930 |
| 4. | <b>ASA Council</b> <ul style="list-style-type: none"> <li>• Endorsement of additional delegates (BD &amp; SR)</li> <li>• Incorporation Motion</li> <li>• Starred Items</li> <li>• Workshops</li> <li>• Open Mic Session</li> </ul> | RFP             | 1935 |
| 5. | <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 | 1945 |

### Items for Decision

- |     |   |                 |      |
|-----|---|-----------------|------|
| 6.  | <b>Appointments</b>   | RFP<br>Enclosed | 1950 |
| 7.  | <b>Incorporation of the Amateur Swimming Association</b>  | RFP<br>Enclosed | 1955 |
| 8.  | <b>Data Protection</b><br>Report from WL & BD. Form a small working group to deal with the GDPR | BD & WL         | 2000 |
| 9.  | <b>SGB Strategy Weekend 17-19 November</b><br>To confirm Regional Delegate                      | RFP             | 2005 |
| 10. | <b>Meeting Dates 2017/18</b><br>To agree meeting dates  | RFP<br>Enclosed | 2010 |

### Items for Discussion / Information

- |     |  |                |      |
|-----|--|----------------|------|
| 11. | <b>Finance</b><br>To review the latest budget report                               | GS<br>Enclosed | 2015 |
| 12. | <b>Membership</b><br>Membership Fees for final quarter of the year                 | CL<br>Enclosed | 2020 |
| 13. | <b>Medals</b><br>BD to report back on Medals redesign/suppliers                    | BD             | 2025 |
| 14. | <b>Mailsports Advertising</b><br>BD to report back on arrangements with Mailsports | BD             | 2030 |
| 15. | <b>Affiliations &amp; Resignations</b>   | RFP            | 2035 |
|     | <b>15.1 New Affiliations</b><br>None   |                |      |
|     | <b>15.2 Resignations</b><br>None   |                |      |
|     | <b>15.3 Enquiries</b><br>Stowe School<br>City of Oxford Water Polo                 |                |      |

**15.4 Transfers**

None

**15.5 Change of Name**

None

- |     |   |                 |      |
|-----|---|-----------------|------|
| 16. | <b>Correspondence</b><br>Birmingham 2022 Commonwealth Games<br>Swim Summit 2017   | RFP<br>Enclosed | 2040 |
| 17. | <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<br/>Group Board if available</i> | RGP             | 2045 |
| 18. | <b>ASA Senior Leadership Update</b>   | RFP<br>Enclosed | 2050 |
| 19. | <b>AOB</b><br><i>24 hours notice required</i>   | RFP             | 2055 |
| 20. | <b>Date of Next Meeting</b><br>Sunday 26 <sup>th</sup> November 2017 Holiday Inn Guildford  | RFP             | 2100 |

**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 – Brain 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.

DRAFT



**AGENDA ITEM 5**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 02 October 2017

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>Governance Review</b> Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. Awaiting further guidance from Swim England</i>
2	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
3	<b>Volunteering Sub-Group</b> 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.	19.02.17 Min 173	WL, BD, HM, KJ, RG & ML	
4	<b>Reserves Policy</b> Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	
5	<b>Regional Administration</b> Jim Boucher, Eileen Adams and Roger Penfold to form a small group to define a Job Description.	20.03.17 Min 204	JB, EA, RFP	
6	<b>Commercial Agreements</b> 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 Min 223	BD	
7	<b>Appointment of Chairman – 1<sup>st</sup> April 2018</b> Recruitment process to be agreed. The Role description and advert were approved subject to consistency being checked. An appointment panel will be appointed in due course.	13.07.17 Min 256	IHT / AL / WL	
8	<b>ASA’s 150<sup>th</sup> Anniversary</b> 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 Min 257	RFP	
9	<b>Data Protection</b> 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 Min 259	RFP	
10	<b>ASA Service Level Agreement</b> 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.	13.07.17 Min 261	RFP	
11	<b>Storage</b> RFP to discuss with RGP the records he is currently storing.	13.07.17 Min 252	RFP	

12	<p><b>Team Managers</b></p> <p>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.</p>	13.07.17 Min 267	JKD / BG	
13	<p><b>Data Protection</b></p> <p>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 &amp; WL will discuss further and report back at the October meeting.</p>	11.09.17 Min 270	BD & WL	<i>On Agenda</i>
14	<p><b>Expenses Policy</b></p> <p>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.</p>	11.09.17 Min 272	BG / Finance Group	<i>In Progress</i>
15	<p><b>Swimming Group – Spend Request</b></p> <p>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.</p>	11.09.17 Min 273	RFP / MGL	
16	<p><b>Disability Group – Spend Request</b></p> <p>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 that 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.</p>	11.09.17 Min 274	RFP	
17	<p><b>Medals</b></p> <p>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</p>	11.09.17 Min 275	BD	<i>On Agenda</i>

	will need to be contacted about their requirements.			
18	<p><b>Mailsports Advertising</b></p> <p>The concession agreement does not include advertising on programmes or other publications. It was agreed that BD should pursue this further and report back at the October meeting.</p>	11.09.17 Min 277	BD	<i>On Agenda</i>
19	<p><b>HR Issues – Staff Appraisals</b></p> <p>The RCDO appraisals will be dealt with by JKD and CJ, whilst the Office Manager's will be arranged with RFP and CJ. 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.</p>	11.09.17 Min 278	JKD / RFP / CJ	<i>Date agreed for RCDO Appraisals</i>
20	<p><b>Swimming Championships Risk Assessment</b></p> <p>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, &amp; EA requested to take this back to the Swimming Group.</p>	11.09.17 Min 281	JKD, RGP & EA	
21	<p><b>APPG for Swimming</b></p> <p>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.</p>	11.09.17 Min 287	RFP	

Updated 02/10/2017 BG

## APPOINTMENT OF BOARD SUB-GROUPS AND LIAISON MEMBERS

### PURPOSE OF REPORT

To enable the Board to review the pattern of sub-groups and appointments, and make any necessary adjustments and appointments.

### PROPOSED ACTION

The Board is requested to

- 1 DECIDE whether to continue the regime of appointing liaison members for each discipline, and, if so, MAKE those appointments for the ensuing year (or longer if felt appropriate).
- 2 APPOINT the membership of the Communications and Finance Groups for the ensuing year.
- 3 APPOINT the Board representatives on the Development Group for the ensuing year.

### SUPPORTING INFORMATION

- 1 The Constitution provides that the "Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation".
- 2 The Board has previously decided to appoint managers for the disciplines, on the recommendation of the disciplines concerned, and to leave the managers to arrange such support mechanisms, eg committees, as are deemed appropriate for the disciplines concerned. The managers customarily join the Board for 2 meetings each year.
- 3 Purely for the record, the present managers are:  
  
Disability Swimming - Sue Barker  
Diving - Frank Clewlow  
Masters - Geoff Stokes  
Open Water - Keith Barber  
Swimming - *vacant*  
Synchro - Di Hughes  
Water Polo - Trevor Jones
- 4 It has been the Board's previous practice to appoint members to act as liaison between the Board and the disciplines. In many instances, the Board has

consciously selected non-matching Members, ie a person who is not necessarily identified with the discipline concerned.

5 The present appointees are:

Disability Swimming - Roger Prior  
Diving - Alan Lewis  
Masters - Jim Boucher  
Open Water - Ivan Horsfall-Turner  
Swimming - *vacant*  
Synchro - Roger Penfold  
Water Polo - Chris Lee

6 The Board is asked whether it wishes to continue the practice of liaison personnel, and, if so, to make appointments for the ensuing year (or longer period, if that is deemed appropriate).

7 Members will recall that the Board has previously appointed 2 functional sub-groups - for communications and finance - and has also established a Development Group. In addition, there is a Governance Review Group and a Volunteer Succession Planning Sub-Committee, which have been established on a "task and finish" basis. The members of the Governance Review Group are William Long, and Shelley Robinson: Ray Hedger and Darren Wilmshurst (no longer members of the Board) were also members. The Succession Planning Sub-Committee comprises Brian deVal and William Long, supported by the Club Development Officers, the discipline managers and Mike Lambert.

8 The Board last reviewed, and amended, the terms of reference for the Finance Group in 2014. The terms of reference for the Communications' Group have thus far eluded discovery: Members may recall that Board asked the Communications' Group to recommend terms of reference. The present members of those groups are:

Communications - Brian Deval, Carys Jones, Chris Lee, Shelley Robinson.

Finance - Jim Boucher, John Davies, Stuart Fillingham (not a Board member), Roger Penfold, Roger Prior, Gary Shields.

9 The Board is asked to make appointments to the groups for the ensuing year.

10 The Board reviewed, and amended, the terms of reference of the Development Group in 2015. The present members of the Group are John Davies, Ivan Horsfall-Turner, Alan Lewis, William Long and Roger Prior.

11 Again, the Board is invited to make appointments to the Group for the ensuing year.

RFP

30.09.17

## INCORPORATION OF THE AMATEUR SWIMMING ASSOCIATION

### PURPOSE OF THE REPORT

To enable the Board, as authorised by the Annual Council Meeting, to make local arrangements for the implementation of decisions of the Amateur Swimming Association to incorporate as a company.

### PROPOSED ACTION

The Board is invited to RESOLVE, in the event of the ASA Council adopting the proposal for the ASA to incorporate,

- 1 That the Members of the [national] Forum representing the South East Region, for the period to the ACM in September 2018, be appointed in accordance with the procedure set out in paragraph 4 below.
- 2 How to make any nomination for the first tranche of member nominated directors of the Amateur Swimming Association.

### SUPPORTING INFORMATION

- 1 Members will recall:
  - a that, at its Annual Council on Saturday 14 October 2017, the Amateur Swimming Association (ASA) is expected to adopt proposals for the organisation to incorporate, and
  - b that the South East Region Annual Council Meeting, on 16 September 2017, passed a resolution that, "in the event of the ASA Council passing a resolution for the incorporation of the ASA, the Regional Management Board be authorised to make the requisite arrangement to facilitate any necessary appointments before the Region's ACM in September 2018".
- 2 Assuming the ASA Council adopts the proposals, a Members' Forum will be appointed. This will comprise members appointed/elected by the Regions, the numbers for each region being determined by the number of members of the ASA in each region. The South East Region will be entitled to appoint 14 members, in the same way as the Region is sending 14 delegates to Council this year.
- 3 An early action required of the Region is the appointment of 14 Members of the Forum, as soon as practicable after the decision of the ASA Council, to hold office until the Region's ACM in 2018. The Members need to be in office by no later than the end of November 2017, in order to vote on the 4 member

nominated directors of the ASA, representing, collectively, the regions (see below).

- 4 It is suggested that, for this initial year, the Board appoint the Region's Members of the Forum. There could be open elections for the office at the ACM in 2018, subject, of course, to the necessary changes to the constitution. It is further suggested that appointments for 2017/18 are made by way of the following process:
  - any Board member who wishes to serve on the Forum;
  - then any delegate elected to attend the 2017 ASA Council who is not a Board Member and who wishes to serve on the Forum;
  - then selection from members of affiliated clubs responding to a public invitation to serve on the Forum.
- 5 The Members appointed will hold office until the ACM in 2018: the Forum may well meet more frequently than annually.
- 6 The timetable for the election of the 4 member nominated directors of the ASA has been outlined as follows, subject, of course to the adoption of the incorporation motions by the ASA Council. There will be a call for nominations for Member Nominated Directors on 16 October 2017. The call will be sent from Loughborough, to regional chairmen. Nominations will close on 17 November 2017, and will be made by regional management boards. No regional board may nominate more than one candidate.
- 7 Accordingly, it is proposed that, in this Region, the call for nominations is circulated by the usual means, ie by e-mail to Board Members, notice on the website and in the monthly newsletter. Assuming there are persons wishing to serve as a director in the Region, the Board will need to decide whether to endorse a nomination (if there is only one person interested), or decide whose name to submit, if any (if there are 2 or more persons). The Board's next meeting is arranged for 26 November 2017.
- 8 In order to meet the national closing date, the Board needs to fix an earlier closing date for local expressions of interest - let's say 10 November. Although this issue is of significant importance, it could be argued that it does not warrant a special Meeting of the Board to make the selection. The selection could be made by means of an electronic secret ballot conducted by the Regional Office Manager.
- 9 Going forward, the constitution of the Region will need to be revised, at the ACM in 2018, to allow for the selection of persons nominated to serve as a member nominated director of the Amateur Swimming Association.



- 10 If, nationally, there are more than 4 nominations for the 2017 - and first - election, the necessary poll will be conducted, presumably by post, by Electoral Reform Services. Regional chairmen have agreed that they will collectively recommend a "slate" of candidates to the Members of the Forum, although, of course, none of the electors are obliged to vote as recommended by the chairmen.

*RFP*

*30.09.17*

Swim England South East – Regional Management Board Dates 2017/18

Date	Location	Meeting
Sunday 26 <sup>th</sup> November 2017	Holiday Inn Guildford	Regional Management Board & Discipline Managers
Tuesday 16 <sup>th</sup> January 2018		Regional Management Board
Sunday 18 <sup>th</sup> February 2018		Regional Management Board, Discipline Managers
Wednesday 21 <sup>st</sup> March 2018		Regional Management Board
Thursday 10 <sup>th</sup> May 2018		Regional Management Board
Monday 11 <sup>th</sup> June 2018		Regional Management Board
Tuesday 10 <sup>th</sup> July 2018		Regional Management Board
Monday 10 <sup>th</sup> September 2018		Regional Management Board
Saturday 15 <sup>th</sup> September 2018		Annual Council Meeting
Tuesday 9 <sup>th</sup> October 2018		Regional Management Board
Sunday 25 <sup>th</sup> November 2018		Regional Management Board & Discipline Managers

Budget Report

From: Month 1, April 2017  
To: Month 6, September 2017

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
<b>INCOME</b>								
Membership Income	105,822.60	51.22	71,449.98	34,372.62	105,822.60	51.22	71,449.98	34,372.62
Sponsorship Income	0.00	0.00	2,900.00	(2,900.00)	0.00	0.00	2,900.00	(2,900.00)
Miscellaneous Income	341.56	0.17	0.00	341.56	341.56	0.17	0.00	341.56
Bank Interest	22.51	0.01	49.98	(27.47)	22.51	0.01	49.98	(27.47)
Income Licence Meet Fees	16,865.10	8.16	15,499.98	1,365.12	16,865.10	8.16	15,499.98	1,365.12
Income Swimming	54,043.90	26.16	55,500.00	(1,456.10)	54,043.90	26.16	55,500.00	(1,456.10)
Income Synchro	7,045.00	3.41	8,155.00	(1,110.00)	7,045.00	3.41	8,155.00	(1,110.00)
Income Diving	4,660.00	2.26	3,980.00	680.00	4,660.00	2.26	3,980.00	680.00
Income Water Polo	4,130.00	2.00	1,200.00	2,930.00	4,130.00	2.00	1,200.00	2,930.00
Income Masters	390.00	0.19	450.00	(60.00)	390.00	0.19	450.00	(60.00)
Income Open Water	4,100.00	1.98	1,300.00	2,800.00	4,100.00	1.98	1,300.00	2,800.00
Income Disability Events/P2P/Grants	0.00	0.00	500.00	(500.00)	0.00	0.00	500.00	(500.00)
Income Swim Development	2,925.00	1.42	3,000.00	(75.00)	2,925.00	1.42	3,000.00	(75.00)
Income Development	6,247.12	3.02	1,849.98	4,397.14	6,247.12	3.02	1,849.98	4,397.14
	206,592.79	100.00	165,834.92	40,757.87	206,592.79	100.00	165,834.92	40,757.87
<b>DISCIPLINE EXPENDITURE</b>								
Swimming Comp Expenditure	37,563.73	18.18	46,750.00	9,186.27	37,563.73	18.18	46,750.00	9,186.27
Swimming Group Meeting Expenses	261.60	0.13	200.00	(61.60)	261.60	0.13	200.00	(61.60)
Synchro Expenditure	25,229.86	12.21	18,102.89	(7,126.97)	25,229.86	12.21	18,102.89	(7,126.97)
Diving Expenditure	2,388.13	1.16	8,805.00	6,416.87	2,388.13	1.16	8,805.00	6,416.87
Water Polo Expenditure	9,252.36	4.48	14,630.00	5,377.64	9,252.36	4.48	14,630.00	5,377.64
Masters Comp Expenses	3,466.55	1.68	0.00	(3,466.55)	3,466.55	1.68	0.00	(3,466.55)
Masters Group Meetings & Training D	1,719.55	0.83	1,880.00	160.45	1,719.55	0.83	1,880.00	160.45
Open Water Expenditure	5,114.60	2.48	4,650.00	(464.60)	5,114.60	2.48	4,650.00	(464.60)
Disability Expenditure	2,093.88	1.01	2,770.00	676.12	2,093.88	1.01	2,770.00	676.12
	87,090.26	42.16	97,787.89	10,697.63	87,090.26	42.16	97,787.89	10,697.63
<b>CENTRAL DEVELOPMENT</b>								
Teacher and Coaches Bursaries	26,158.24	12.66	21,499.98	(4,658.26)	26,158.24	12.66	21,499.98	(4,658.26)
CPD Regional Courses	7,644.15	3.70	2,000.04	(5,644.11)	7,644.15	3.70	2,000.04	(5,644.11)
Officials Licensing	855.10	0.41	850.02	(5.08)	855.10	0.41	850.02	(5.08)
Swim21 Networks	5,000.00	2.42	8,875.02	3,875.02	5,000.00	2.42	8,875.02	3,875.02
Support Long Distance Meets	0.00	0.00	750.00	750.00	0.00	0.00	750.00	750.00
Swim21 Panel Expenses	350.92	0.17	499.98	149.06	350.92	0.17	499.98	149.06
Athlete Bursaries: Exceptional Expen	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Young Volunteers	788.17	0.38	1,500.00	711.83	788.17	0.38	1,500.00	711.83
Team Managers Forum	0.00	0.00	499.98	499.98	0.00	0.00	499.98	499.98
Support ASA Talent Camps	1,395.41	0.68	0.00	(1,395.41)	1,395.41	0.68	0.00	(1,395.41)
Other Swim Development	2,514.04	1.22	8,450.00	5,935.96	2,514.04	1.22	8,450.00	5,935.96
	44,706.03	21.64	45,925.02	1,218.99	44,706.03	21.64	45,925.02	1,218.99
Gross Profit/(Loss):	74,796.50	36.20	22,122.01	52,674.49	74,796.50	36.20	22,122.01	52,674.49
<b>CENTRAL ESTABLISHMENT/GOVERNA</b>								
RMB	1,641.70	0.79	2,132.00	490.30	1,641.70	0.79	2,132.00	490.30
Chairman/Presidents Expenses	625.40	0.30	750.00	124.60	625.40	0.30	750.00	124.60
Development Group	142.15	0.07	250.02	107.87	142.15	0.07	250.02	107.87
Finance Group	0.00	0.00	100.02	100.02	0.00	0.00	100.02	100.02
Regional Welfare Officer Expenses	79.20	0.04	124.98	45.78	79.20	0.04	124.98	45.78
ACM	3,152.79	1.53	3,500.00	347.21	3,152.79	1.53	3,500.00	347.21
Accountancy Fees	60.00	0.03	1,500.00	1,440.00	60.00	0.03	1,500.00	1,440.00
ASA Council Expenses	95.00	0.05	0.00	(95.00)	95.00	0.05	0.00	(95.00)
Communication Expenses	2,437.58	1.18	499.98	(1,937.60)	2,437.58	1.18	499.98	(1,937.60)
Miscellaneous	759.73	0.37	250.02	(509.71)	759.73	0.37	250.02	(509.71)
Awards & Engravings	1,058.18	0.51	499.98	(558.20)	1,058.18	0.51	499.98	(558.20)
Payments to ASA for Central Establis	11,397.73	5.52	10,500.00	(897.73)	11,397.73	5.52	10,500.00	(897.73)
RCDO Costs	11,525.80	5.58	32,500.02	20,974.22	11,525.80	5.58	32,500.02	20,974.22
Bank Charges	366.44	0.18	375.00	8.56	366.44	0.18	375.00	8.56
Youth Forum	0.00	0.00	1,000.02	1,000.02	0.00	0.00	1,000.02	1,000.02
	33,341.70	16.14	53,982.04	20,640.34	33,341.70	16.14	53,982.04	20,640.34
Net Profit/(Loss):	41,454.80	20.07	(31,860.03)	73,314.83	41,454.80	20.07	(31,860.03)	73,314.83

## Bryony Gibbs

---

**From:** Roger Penfold <rogerpenfold@btinternet.com>  
**Sent:** 29 September 2017 16:45  
**To:** Bryony Gibbs  
**Subject:** Fwd: Birmingham 2022 Commonwealth Games

**Follow Up Flag:** Follow up  
**Due By:** 02 October 2017 16:00  
**Flag Status:** Flagged

Bryony

Please circulate to Board members.

Have a good weekend

Roger (FP)

Sent from my iPad

Begin forwarded message:

**From:** Regional Email Service <[regional-email@swimmingresults.org](mailto:regional-email@swimmingresults.org)>  
**Date:** 29 September 2017 at 13:08:29 BST  
**To:** [rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)  
**Subject:** **FW: Birmingham 2022 Commonwealth Games**  
**Reply-To:** Ali Sibcy-Allen <[ali.sibcyallen@swimming.org](mailto:ali.sibcyallen@swimming.org)>

Dear All,

Please see below email from Commonwealth Games England.

Kind Regards,

Ali

**Ali Sibcy-Allen**  
**Senior Administration Officer**

T 01509 640 759

E [ali.sibcyallen@swimming.org](mailto:ali.sibcyallen@swimming.org)



Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Leics LE11 3QF



Begin forwarded message:

**From:** Paul Blanchard <[P.Blanchard@weareengland.org](mailto:P.Blanchard@weareengland.org)>

**Date:** 29 September 2017 at 11:44:44 BST

**Subject:** Birmingham 2022 Commonwealth Games

Dear All

Please find below a press release announcing Government funding for the Birmingham 2022 Commonwealth Games bid, which was confirmed today.

Press release here: <http://www.weareengland.org/home/news/government-confirms-birmingham-bid-for-the-2022-commonwealth-games?returnlink=home/news%3fsitesectionid%3d115%26sitesectiontitle%3dNews#jRbcXOgcQLmOVYLJ.97>

Commonwealth Games England's bid for the 2022 Games in partnership with Birmingham will now be submitted to the Commonwealth Games Federation today as part of their international bidding process. More details can be found at the Birmingham 2022 web site which can be found here:

<http://www.birmingham2022.com/>

We believe that we have a very strong proposition which will be competitive with any other bid that is submitted - we would expect to know the outcome of this process by the end of the year.

We will keep you updated on all major developments in this process

Thank you for your support to CGE during this time

Regards

Paul

**Paul Blanchard**

**Chief Executive**

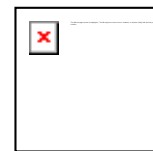
Commonwealth Games England

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[www.weareengland.org](http://www.weareengland.org)



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## Bryony Gibbs

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**From:** Roger Penfold <rogerpenfold@btinternet.com>  
**Sent:** 23 September 2017 19:56  
**To:** Bryony Gibbs  
**Subject:** Fwd: Register your place at the Swim Summit 2017

**Follow Up Flag:** Follow up  
**Due By:** 03 October 2017 16:00  
**Flag Status:** Flagged

Bryony

Please circulate this to Board members.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

**From:** Regional Email Service <[regional-email@swimmingresults.org](mailto:regional-email@swimmingresults.org)>  
**Date:** 20 September 2017 at 18:42:09 BST  
**To:** [rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)  
**Subject:** Register your place at the Swim Summit 2017  
**Reply-To:** Swim England on behalf of the Swim Group <[communications@swimming.org](mailto:communications@swimming.org)>

# Swim Summit 2017

24 October, Coventry

## Join us for a day focused on the provision of swimming

We are delighted to invite you to the third Swim Summit, the only national conference dedicated to the provision of swimming in this country.



**Date:** Tuesday, 24 October 2017  
**Location:** The Welcome Centre, 47 Parkside, Coventry, CV1 2HG

**Time: 10am - 4pm**

The day will bring together representatives from across the swimming and physical activity sector. Hear from key swimming leaders and join in discussions relating to:

- The continuing challenge of teaching swimming and water safety in schools.
- Swimming and the health agenda - our joint role in improving the health of the nation through swimming.
- Keeping swimming in the spotlight - working together to raise the profile of swimming.

Keynote speakers will be confirmed soon. In the meantime, please reserve your space by completing the following registration form by Friday 6 October 2017.

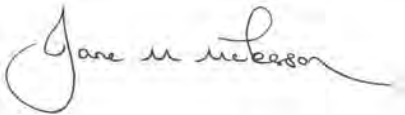
[Reserve your space here](#)

The Swim Summit is free to attend and registration will open at 9.15am on the day. The Welcome Centre is just a 10 minute walk from Coventry railway station, which has a regular half hourly service from London and direct links from a number of other major towns and cities. Limited free parking is also available at the site. Lunch and refreshments will be available throughout the day.

More information will be available on the [Swim England website](#). In the meantime, if you have any questions please email [communications@swimming.org](mailto:communications@swimming.org).

We look forward to seeing you at the Swim Summit 2017.

Best wishes



Jane M Nickerson  
**Swim Group Chairperson**

This email was sent by Swim England on behalf of the Swim Group, a cross-sector group formed to advise and set the strategic direction for swimming by promoting partnerships and best practice throughout the sector. If you no longer wish to receive these emails [please unsubscribe here](#).



# Swim England Senior Leadership Update August 2017

## Strategic Partnerships

- New opportunities have been identified across our partnerships, including:
  - **Nottingham Community Housing Association:** working with the Health and Wellbeing team to support the Dementia Friendly Swimming Project.
  - **Sporta:** working to further develop their Swimming and Aquatics Network.
  - **Greater Manchester Sport:** viewed as one of the best CSP's in the country, we are in discussions to create a swimming group, with a MOU to support future work with the Combined Authority and Greater Manchester Sport, ensuring swimming is part of their multi-million pound initiative, *GM Moving*.
  - Growing our presence and influence across many existing aquatic networks in England and, where appropriate, facilitating the development of new networks.
- **Just Swim membership:** the team is working with the Commercial and Marketing team to develop an information pack, including FAQ's, about the membership. This will be shared with our strategic partners from September onwards, as part of a drive to increase Just Swim membership numbers this autumn.

## Health and Wellbeing

- **Dementia Friendly Swimming:** work is progressing well to ensure we maximise the number of sites, staff and customers (including carers) who are being positively impacted through the project. We are now exploring ways to ensure the evaluation of the project is as robust and provides as many learnings and case studies as possible to weave into future projects.

Some operators and authorities who have completed expressions of interest in the project are keen to work with us on the broader Health and Wellbeing model. This is an encouraging sign and these parties (plus those included in the DFS project) will be consulted as the health and wellbeing model develops towards a specific initiative, to encourage their support as longer-term partners in the project.

- **Health and Wellbeing model:** Work is continuing on the development of the health model. The theory of change underpinning the model has been shared with several potential partners for feedback and the Health and Wellbeing team have been given specific areas to scope: training; recruitment routes; environment, pool programming; evaluation and funding.
- **Partnerships:** ongoing discussions are happening with a number of key partners to engage with them at an early stage of developing the health and wellbeing model. In particular, meetings with Arthritis Research UK, British Lung Foundation and London Sport are going well, with these and others now interested in providing scrutiny on the model as it develops.

## Insight

- **Awarding Body/ Educator research:** an online survey was conducted in August in collaboration with Awarding Body and Workforce Support Services (WSS). Aims of the survey were to: a) understand what new qualifications are in demand, which could be developed by Awarding Body and b) to support WSS to improve their training offer to tutors and presenters.
- **Parents Survey:** Swim England's annual 'parents perceptions' survey has closed, and the results are being developed. The first insights focused around our commercial offer and have been shared with our Commercial team. More results will be shared with relevant teams in the coming weeks but from this first batch of analysis, we have been able to answer key questions such as:
  - How do children display their Awards and what merchandise would be of interest to them to help them display their Award?
  - What interest is there in a Learn to Swim Membership/Starter Pack? What should this include? How much would parents be willing to pay for this?
  - How much do parents expect to pay for an Award/Badge/Certificate?
- **Partnership working:** we continue to support the Strategic Partnerships and Health and Wellbeing teams with insight solutions for partners and projects. This includes:
  - Providing CSP's with county analyses from our Swimming Tracker compared to national averages, enabling discussions on how to improve the quality of customer experiences.
  - Creating evaluation solutions for the Dementia Friendly Swimming project.

## Workforce

- The new coaching swimming certificates have been successfully launched with the delivery of 50 courses since the programme began including:
  - **Swimming Assistant:** Delivered 26 face-to-face swimming assistant courses since the launch in November 2016; and 12 blended learning swimming assistant courses since the launch in February 2017.
  - **Swimming Coach:** Delivered 11 face-to-face swimming coach courses since the launch in January 2017; first blended learning swimming coach course piloted in July 2017.
- The newly launched blended learning delivery models, which reduce the number of face-to-face days, are proving to be popular, with 45% of planned future delivery programmed as blended learning.
- Work is currently underway to develop the new Senior Swimming Certificate programme which will be launched in November 2017.
- The **2017 Educator Conference** is now open for bookings, to date we are already above target on delegate numbers. This year's event includes a pre-conference dinner and guest speech from Melanie Marshall, which has been opened to clubs to attend.

## Awarding Body

- Very productive month for the Awarding Body team, beating our targets for the month

(including Level 2 which we beat by 35 per cent) and also producing the highest amount of CPD certificates in a month for over two years.

- Significant progress on the Level 2 Pre-School Swimming Teacher qualification has been made and this will hopefully be launched ahead of schedule following pilots.

## Swim Safe

- The new **Swim Safe Board Chairperson** is due to be announced this week (13 Sept).
- Our first Swim Safe delivery in Scotland begins on 11 September with a week of school sessions in Aberdour, Fife.
- The final number of 2017 participants is due to be confirmed by the end of September, but we are currently looking at around an 80 per cent occupancy rate.

## Talent - Diving

- England Diving had a fantastic competition at the **Mediterranean Cup 2017**. We finished second in the medal table with four Gold, five Silver and six Bronze medals. 50 per cent of our performances were medal winning and the young team learned some valuable experiences in their first international competition.

## Talent - Swimming

- **World Junior Championships**: two gold medals won by Emily Large from Newcastle, coached by Ryan Livingstone in the 200 Butterfly. Freya Anderson from Ellesmere College, coached by Alan Bircher, in the 100 Freestyle. Both winners were in championship times. Annabel Guy-Johnson won a bronze medal in the 200 breaststroke. All swimmers have come through the England Talent Pathway
- **Recruitment for the England Talent Pathway coach programme** begins on the 5 September. This programme, run by Joanna Jones over a 12 month period, is looking for coaches that are currently coaching swimmers that are attending the British Summer Meet or the top end of the English summer meet and have aspirations to coach at senior level over the next few seasons.
- **Recruitment for part time sports science and sports medicine practitioners** is underway. Di Elliot is leading the process and this will allow further capacity across the country to service the needs of the top English Pathway athletes and their coaches more locally. Positions should be filled by the end of September.

## Talent - Synchronised Swimming

- After the excellent results at the **World Championships**, the team is focused on trying to develop a more sophisticated training programme for the duet, giving them opportunities to work overseas with coaches and learn from different experts as well as attend a variety of competitions.
- **Trials** for the new season for the senior and junior programme will take place at the end of September.

- Two new **synchro development camps** took place over the summer, one North and one South, providing young swimmers with opportunities, skill development and motivational speakers.

## Commercial and Marketing

- **Swim Group Marketing Campaign:** nine partners signed up and funding the campaign. Creative for burst one will target families with a concept of 'because their Xbox doesn't work under water'. Production of creative assets started Monday 4 September. The project is supported by the Strategic Partnerships Team who are also seeking additional investment by targeting the Swim Local pilots that are looking to invest in promoting their swimming experiences/ customer journeys.
- Our **Learn to Swim photography** pilot with the School's Photography Company concluded with two successful Virgin Active pools. The pilot is now being reviewed with an ambition to roll out by end of 2017.
- Our **online advertising** opportunities have attracted Simply Swim and APG Leisure to book a series with us through to mid-2018.
- The **competitive sport hub** attracted over 30k unique visitors during July (over 50 per cent up versus previous month).
- Entries for the **National County Team Championships** opened on 4 August. Entries are also live for the **National Masters Swimming Championships** and **Water Polo National Age Group Championships U15**.
- A day of **Learn to Swim photography and filming** took place in July; this will be used by us and key partners to support our Learn to Swim programme.
- **Swim 400m:** pilot with 12 sites now complete including insight with swimmers, app users and pilot sites. Information will be evaluated and recommendation completed by October.
- **Swimming Times refresh:** following feedback from focus groups run by the Insight team, the magazine will be going through a re-refresh to make it more relevant to its current readers. More information will follow in due course.

## People Development

- **179 job applications** were handled by the People Development team in the past month. We have been analysing the equality data from our applicants and are now able to see where we can enhance our recruitment to attract a more diverse audience.
- The team has been working alongside Jamie Hooper to complete our submission for the **Stonewall Equality Workplace Index**. Where required, our existing people policies have been reviewed and new policies implemented to demonstrate our commitment to being an inclusive employer.
- Uptake of internal training courses since the launch of the Academy has been good; and new arrangements have been put in place with British Canoeing and the PGA for their people to attend our training in SportPark, and for us to deliver training for them at their premises too.

*Please contact [sian.breen@swimming.org](mailto:sian.breen@swimming.org) with any enquiries and for further details.*