

**MEETING OF THE ASA SOUTH EAST REGION**  
**SWIMMING MANAGEMENT GROUP**  
**HELD AT THE SPECTRUM CENTRE, GUILDFORD**  
**ON 21<sup>ST</sup> FEBRUARY 2006**

In Attendance

Sue Barker  
Jamie Coles  
Lis Hartley (ASA SER representative to ASA Swimming Committee)  
Dave Harman  
Eli Karlicka-Cook (Regional Director, ASA SER)  
Mike Lambert (Swimming "Champion", ASA SER Board)  
Alex Message (Regional Development Officer)  
Roger Prior (Chair, ASA SER Board)  
Terry Ward (President, ASA SER)

Apologies

Eileen Adams

Objective

To seek active participants in the work of ASA South East Region in the area of swimming.

Summary of Meeting

Each of the attendees was invited to introduce themselves and their particular area(s) of interest.

Mike Lambert presented the current view of the role and mode of operation of the swimming group (based on plans drawn up in advance of regionalisation).

Role of the Swimming Management Group

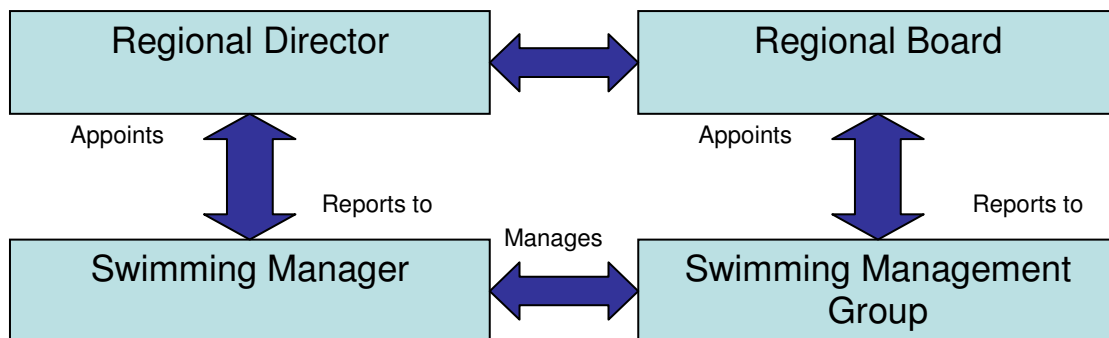
✚ Responsible for achievement of all region Key Performance Indicators relating to swimming, including

- Excellence (athletes, coaches, administration)
- Development
- Education
- Life-time Participation (masters, health/fitness)
- Officials

✚ A holistic approach to swimming

- Traditional speed swimming
- Disability
- Masters
- Open Water

- ✚ Structures built on Management principles, rather than traditional committee structures
  - Groups populated by those responsible for action, rather than as “representatives” for other bodies
  - Separation of governance from communication



### Progress to date

- ✚ Competition
  - Lis Hartley (with support from Eileen Adams)
  - Focused on current championships
  - Looking for additional volunteers for additional competitions (short course, development competition etc.)
- ✚ Officials
  - Brian Ridler - Lists, appointments (not development)
- ✚ Development
  - Currently joint initiative within old SCASA framework
  - Need to operate as SER from April 2006 onwards
- ✚ Licensed Meets
  - Web based system ready for deployment

## The Jobs that Need to be Done

The following list was developed during the meeting, together with recommendations for approach/responsibilities.

Role	Responsibility	Recommendation
Swimming Manager		Part-time professional swimming manager identified as desirable during initial planning for regionalisation. Recommendation: Cannot currently justify the costs, so cope without a paid swimming manager for the time being at least.
Competitions (Championships)	Lis Hartley	Supported by Eileen Adams
Competitions (Other competitions)		Only establish additional competitions when volunteers come forward
Licensed Meets	Webmaster	Combination of an automated web based system and a licensing panel
Swimming Teaching		Potential volunteer (Julia Passingham from Hampshire)
Swimming Athlete Development		Needs to arise out of planning process. Expect direction from ASA on nature of development. Funding may be available.
Swimming Officials (Appointments)	Brian Ridler	
Swimming Officials (Development)	Roger Prior	Supported by Dave Harman
Life-Time Participation (Masters)	Geoff Stokes	
Life-Time Participation (Health/fitness)		
Communications	Mike Lambert	Supported by Jamie Coles
Trophies	Sue Green	
Records		Potential volunteer (Sue Lambert), largely computerise
Disability Sponsorship	Sue Barker	
Open Water	James Coles	
	Dave Harman	Supported by Keith Barber

### Next Steps

1. Establish KPIs for next 12 month period.
2. Map responsibilities for KPIs to roles above and identify the key gaps
3. Establish action plan for 2006/7

### Operational Notes

1. Arrangements for 2006 championships in hand. Still uncertainties about both pools (since resolved .. MGL).
2. One off letter to go to all clubs in Oxon and North Bucks to tell them that details and entry forms are not routinely distributed by post and should if possible be retrieved from the web site. (MGL via Eli K-C)
3. Tentative agreement to hold a "broken medley" development competition in the autumn.
4. Final development camp under SCASA structure to be held on 8<sup>th</sup>/9<sup>th</sup> April and Crystal Palace. Approx cost is £2100 to SER .. this is within amount allocated.
5. Accreditation for officials. Need some form of badge for officials at the upcoming championships.
6. Need to put criteria for South East Region records on Web site.
  - a. CBPs start from blank sheet of paper
  - b. Initial region records to be extracted from National rankings at end of August 2006.