

## ASA South East Regional Management Board

Minutes of Meeting held on Tuesday 10<sup>th</sup> May 2016 at Surrey Sports Park, Guildford

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<b>Present:</b>	Ray Hedger (RH)	Board Member (Chair)
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Chris Lee (CL)	Board Member
	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):

Alan Green (AG)	Divisional Lead (South & West)
Jane Davies (JD)	Vice President
Kristie Jarrett (KJ)	Regional Club Development Officer
Mike Lambert (ML)	President
Rob Saunders (RS)	Minute Taker

### 54 Apologies

Apologies had been received from:

Roger Penfold (RFP)  
Gary Shields (GS)  
Darren Wilmshurst (DW)

### 55 Minutes of the Meeting held on 21<sup>st</sup> March 2016

Minutes from 21<sup>st</sup> March have been agreed as a true record subject to the following amendment(s):

**39** – 18.2 Should read RFP not RPF

**40** – 11 Should read RGP not RFP

**41** – The next Water Polo group meeting will be held on the 18<sup>th</sup> July

### 56 Matters Arising from Meeting on 21<sup>st</sup> March 2016

**46** – An appraisal of the Chairman had been undertaken, together with discussion of the points raised by the Chairman in his completed appraisal form. It was agreed that a summary of the appraisal forms received and the Chairman's submission should be circulated to Board members.

RFP, IHT, and RH discussed the idea of a 'working day' to cover all the significant points that came up as part of the appraisal process. A date in November has been suggested, but to be confirmed in a future meeting. Although this would be an 'ideal' proposal it was felt impractical, with the approach of the ACM and the potential for new Board members to be appointed. It was felt that only the current Board members should participate but in view of board members commitments and diaries a day meeting at short notice would be difficult.

It was therefore proposed that only formal business should be on the agenda for the July meeting and the remainder of the meeting devoted to discussion of the appraisal comments and the Board is asked to expect a slightly longer meeting than normal, potentially up to 2.5 hours.

## **57 Matters Arising from landscape sheet**

**2** – Anthony Smith, ASA Friend. Item has been on agenda for over 2 years with no update so far. Delete from list.

**Action: BG**

**5** – Governance Review. There has been difficulty in arranging a meeting so far. Board suggests a conference call, or a meeting directly preceding a RMB meeting.

**7** – Mailsports contract. Still in progress. Tenders being sought mid-year.

**8** – ASA Service Level Agreement. Still ongoing. Renewing terms of BG responsibility to the Board. In view of RFP's incapacity AG was requested to arrange to visit RFP and finalise the agreement.

**Action: AG/RFP**

**10** – Communications. Email addresses for Helen Mack and Kristie Jarrett to go live imminently. IP addresses of new server required.

**Action: BD**

## **58 Annual Council Meeting 2016**

RFP sent in a note prior to the meeting, and while still recovering from an ankle injury earlier in the year, has not been able to make any progress in the arrangement of the 2016 ACM.

The plan is to meet and come up with a plan ahead of the September date.

Still trying to find a 'hook', a guest-speaker, to entice people to attend the meeting, without spending too much money.

**Action: BD/ML/RFP**

## **59 ASA Aquatics Awards 2017 – Working Group**

The decision to appoint Chris Lee to the working group was ratified.

## **60 Athlete Contributions to Overseas' Camps Policy**

JKD presented a draft proposal that each athlete participating in training camps should contribute £25 per day for UK-based camps and £50 per day for off-shore camps, as a result of an increase in interest for running off-shore training for athletes.

The Board suggested that while it backs the movement into opportunity to train elsewhere, that for the time-being 'off-shore camps' should remain within mainland Europe to keep costs down, as it will be the South-East Region picking up the excess costs. The Board asks that this is to be added into the policy, along with a note about this policy might tie-in with hardship/funded athletes.

Finally, the Board asks that the last sentence speaking of how each discipline may vary the amounts, may leave it open to interpretation, and so ask to remove, or reword it. But, if appropriate, include a section on the various funding options within Diving.

Board approved the policy, subject to the adjustments highlighted above.

**Action: JKD**

**61 Open Water Camp – Funding Request**

JKD presented the Board with a request to add £1000 to the Open Water budget to cover the cost of a training camp in September. The request was approved with the proviso that the costs are capped to £1000, but ideally exact figures need to be worked out and presented by the Open Water group.

**Action: JKD**

**62 Level 3 Coaching Bursaries**

Following an earlier decision by the SER Development Group not to fund a Level 3 coaching qualification provided by Survive and Save for one Mr. Brazil, JB and JKD presented their thoughts on it.

JKD asked the Board to agree with the initial decision made by the Development Group, and not fund the course provided by a relatively small, and unknown provider of this particular course because there is not presently enough conclusive evidence supporting Survive and Save as a provider.

JB counters by making a case for amending the existing policy to approve reimbursement funding following successful completion of the course, no matter the course provider, provided the course is approved by the ASA Awarding Body. The Survive and Save course in this case, is. This would therefore take all financial risk away from the SER.

Board discussed JB's proposal but considered that the request should be approved in line with our existing rules with no amendment required.

**Action: AL/BG**

**63 ASA Club Survey 2015 Analysis**

KJ presented on the recent club survey and the data received for the 2015 year, and the actions to follow.

- There was a 32% response rate for clubs overall, 31% of which from the SER (58 clubs. 42 clubs identified, the rest chose to remain anonymous).
- Clubs are reportedly satisfied with the increased support provided by the ASA CDO/ROs and the ASA Club Developments Team.
- Club membership in the SER has seen another increase in 2015, and also the highest number of club volunteers.
- Volunteers and coaches are interested in receiving further training in 2016. Particularly Safeguarding, Coaching/Teaching courses, Officials training, as well as development of in-house programmes for timekeeping, young volunteers, and mentors.
- Some of the biggest challenges facing clubs are; access to funds, retention of staff and volunteers and development opportunities for them, available pool-space, and hire costs.

**65 Annual Report**

Board is to sign off the Annual Report at next meeting, June 15<sup>th</sup>.

BD to create a basic text-only document as 'first-draft' for Board to sign off before finalising with artwork.

Board requests a more frequent update, and suggests a newsletter.

**Action: BD**

**66 Finance**

GS absent from meeting. No finance update available.

**67 Swimming Trust Bursaries**

The Swimming Trust recently received a bequest of £1,240 from the late Mrs Barbara Field's family to be used towards swimming teaching in the South East. Mrs Field had spent many years teaching swimming to children and families in and around Farnborough and wanted this work to continue.

The Trust would like to pass this to the South East Region for administration and to ensure that it is used to support teacher training on Level 2 courses in the Region.

BG to report back to the Swimming Trust on who the beneficiaries are along with a record of the award made.

**Action: BG**

**68 Health & Safety Meeting Minutes**

All guidance documents reviewed and agreed – to be made available online.

The new regulations surrounding pool temperatures during events were discussed following complaints received about poor race times due to pool temperatures being too high.

**69 Affiliations**

69.1 – Jersey Etaile Synchro Club – approved by email.

**70 Correspondence**

70.1 – ASA Council Working Group meeting notes were received. Emphasised that they were only draft notes at this stage.

70.2 – Incorporation

Jane Nickerson sent an update on incorporation to the various ASA Regional Board Chairmen that states that Jacqui Porritt has drafted a paper for approval. It was agreed to invite Jacqui Porritt and Nick Caplin to the next meeting, June 15<sup>th</sup>.

**71 Chairmans Meeting Minutes 23<sup>rd</sup> March**

SER did not record records due to changes in data protection in not allowing the viewing of full dates of birth from the ASA website.

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

ASA Sport Governing Board & ASA Group Board Minutes for meetings held in 2016 to date now received. Discussions about the last 3 SGB meeting, where minutes had not previously been available.

Next SGB meeting 15<sup>th</sup> May.

**73 DBM Report**

The Divisional Business Manager, Alan Green, has had a change in title to Divisional Lead (South & West), no change in job responsibility.

**74 AOB**

74.1 – LEN European Swimming Masters

As actioned at the previous meeting JB had prepared a draft letter but this had not been distributed until the day of the meeting. JB updated the meeting noting that further issues had arisen in respect of some competitors' races being exclusively in the warm-up pool, poor spectator provision and lack of catering facilities. Board Members were asked to submit comments on JB's draft within one week after which JB would prepare final version for RMB Chair to send to Messrs Sparkes and Rothwell.

**Action: JB**

74.2 Nick Caplin to attend next meeting of RMB, Board Members asked to submit any topics they would like Nick to cover to BG to add to agenda.

**Action: Board Members**

**75 Next Meeting – Wednesday 15<sup>th</sup> June, Surrey Sports Park, Guildford.**

**Meeting closed at 21:05**

# ASA South East Region

## Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 10<sup>th</sup> May 2016 in the Varsity Suite, Surrey Sports Park, Guildford, GU2 7AD commencing at 1900

### A G E N D A

- |   |   |                    |      |
|---|---|--------------------|------|
| 1.  | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i>                                   | RH                 | 1900 |
| 2.  | <b>Minutes of the Meeting held on 21 March 2016</b><br><i>To agree accuracy of minutes from the previous meeting</i>            | RH<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> | RH<br>Enclosed     | 1915 |
| <b>ITEMS FOR DECISION</b>                 |   |                    |      |
| 4.  | <b>Annual Council Meeting 2016</b>  | RH<br>To Follow    | 1920 |
| 5.  | <b>ASA Aquatics Awards 2017 - Working Group</b><br><i>To ratify the appointment of Chris Lee to the working group</i>           | RH                 | 1925 |
| 6.  | <b>Athlete Contributions to Overseas' Camps Policy</b>  | JKD<br>To Follow   | 1930 |
| 7.  | <b>Open Water Camp – Funding Request</b>  | JKD<br>Enclosed    | 1935 |
| 8.  | <b>Level 3 Bursaries</b>  | JKD/JB<br>Enclosed | 1940 |
| <b>ITEMS FOR DISCUSSION / INFORMATION</b> |   |                    |      |
| 9.  | <b>ASA Club Survey 2015 Analysis</b>  | KJ<br>Enclosed     | 1945 |
| 10.                                       | <b>Young Volunteer Programme Report</b>   | KJ<br>Enclosed     | 1955 |
| 11.                                       | <b>Annual Report</b>  | RH                 | 2000 |
| 12.                                       | <b>Finance</b>  | GS                 | 2005 |
| 13.                                       | <b>Swimming Trust Bursaries</b>   | BD                 | 2010 |
| 14.                                       | <b>Health &amp; Safety Meeting Minutes</b>  | CL<br>Enclosed     | 2015 |
| 15.                                       | <b>ASA Senior Leadership Communiqué March 2016</b>  | RH<br>Enclosed     | 2020 |
| 16.                                       | <b>Affiliations &amp; Resignations</b>  | RH                 | 2025 |
|   | <b>16.1 New Affiliations</b><br>Jersey Etaile Synchro Club  |                    |      |
|   | <b>16.2 Resignations</b><br>None  |                    |      |
|   | <b>16.3 Enquiries</b><br>None   |                    |      |
|   | <b>16.4 Transfers</b><br>None   |                    |      |
|   | <b>16.5 Change of Name</b><br>None  |                    |      |
| 17.                                       | <b>Correspondence</b><br>ASA Council Working Party Meeting - Notes and Actions from Meeting<br>Jane Nickerson – Incorporation   | RH<br>Enclosed     | 2030 |
| 18.                                       | <b>Chairmens Meeting Minutes 23 March</b>   | RH<br>Enclosed     | 2035 |
| 19.                                       | <b>ASA Sport Governing Board (29/30 Jan, 18/19 March) &amp; Group Board Minutes (16 Feb)</b>                                    | RGP<br>Enclosed    | 2040 |
| 20.                                       | <b>DBM Report</b>   | AG<br>To Follow    | 2050 |
| 21.                                       | <b>AOB</b><br><i>24 hours notice required</i>   | RH                 | 2055 |
| 22.                                       | <b>Date of Next Meeting</b><br>Wednesday 15 <sup>th</sup> June, Surrey Sports Park  | RH                 | 2100 |

## ASA South East Regional Management Board

Minutes of Meeting held on Thursday 21<sup>st</sup> March at Spectrum Leisure Complex, Guildford

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<b>Present:</b>	Ray Hedger (RH)	Board Member (Chair)
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member

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

Jane Davies (JD)	Vice President
Alan Green (AG)	Divisional Business Manager
Mike Lambert (ML)	President
Rob Saunders (RS)	Minute Taker

### 37 Apologies

Apologies had been received from:

Ivan Horsfall-Turner (IHT)  
William Long (WL)  
Roger Penfold (RFP)  
Darren Wilmshurst (DW)

### 38 Minutes of the Meeting held on 21<sup>st</sup> February 2016

Minutes from 21<sup>st</sup> February have been agreed as a true record.

### 39 Matters Arising from Meeting on 21<sup>st</sup> February 2016

**18.1** – RFP has had no opportunity to address issues related to timing system. AL to attend chairman's meeting in place of RFP to raise.

**Action: AL**

**18.2** – RPF had not had the opportunity to discuss the issue of CDOs with other Regional Chairmen. Alan Lewis attending meeting of Regional Chairmen and will advise.

**Action: AL**

**18.3** – RFP made contact with Sue Barker back in February, but late delivery of budget figures in March, meant that her attendance to RMB meeting wasn't confirmed.

**Action: INFO**

**24** – BD has been looking into a booking system, although may not be completely necessary at this stage.

**Action: BD**

**34** – Torch Trophy Trust award presented to JD by Prince Michael of Kent

**Action: INFO**

**36** – The conflict of interest form had recently been sent to BG. BG to circulate to Board Members.

**Action: BG**

#### **40 Matters Arising from landscape sheet**

4 – No disciplinary group meeting for a while, one needs to happen soon.

7 – Tenders will be sought by mid-year.

8 – Has been actioned – to be removed.

11 – Hoping to have email databases moved over as soon as possible. To create new accounts for Helen and Kristie. RFP raised potential issues of emails bouncing. ML to investigate.

**Action: ML**

12 – BG to give ML required information for Swimming group

**Action: BG**

13 – Still awaiting information re. Swimming & Synchro Groups

**Action RFP**

15 – Report received from Adam Paker, no changes to be made. SER to make decision on how to action. JB suggested following ASA guidelines, Board agreed.

#### **41 Appointment of Water Polo Liaison Member**

AL has stepped down after 10 years. The next Water Polo group meeting is on the 21<sup>st</sup> July, with 8 people on the committee from the Region, 2 meetings a year at Guildford Spectrum. CL volunteered to undertake role of WP Liaison and Board appointed.

#### **42 Liaison with Sub-Regions**

JB spoke with RFP in early-March to discuss liaisons with sub-regions and inviting attendees to future meetings. Board agreed that it is worth having meetings with sub-region liaisons twice a year to provide a forum for discussion (which should be limited to one member per sub region).

BD suggests adding a link to the website during Championship for a feedback questionnaire to swimmers and parents, not just administrators. Board voted in favour of the motion, BD invites Board for suggested themes, questions, and information required.

**Action: BD**

#### **43 Institute of Swimming**

JB presented paper on the IoS, and discussed issues felt by the SER. Board agrees that it would require access to financial accounts and management accounts in order to get a better understanding of the business.

#### **44 National Development Officer Work Plans**

These plans have been sent out to relevant discipline managers for information.

BG needs to circulate Water Polo NDO plans to Board.

**Action: BG**

#### **45 Governance Review**

No update as yet. Still in progress.

#### **46 Appraisal of Chairman**

RH thanked Board Members for responses. So far 2/3rds of Board sent in responses, and every comment has been included in a summary document. RFP completed appraisals in the same format.

The Chairman's appraisal was due before 21<sup>st</sup> March, but was postponed due to injury. Revised date TBC.

RH proposed that, the Board be allow to recreate information gathered to address issues in a 'working day' format for after the appraisal, summary document be sent to Board Members to allow the information gathered to address issues in a working day format. Please send any objections to proposal to IHT or RH.

**Action RH, IHT & BG**

#### **47 Minutes Secretary**

Another advert has been posted, but no still no take up as yet. To be added to the agenda of the working day.

#### **48 ASA Senior Leadership Communiqué February 2016**

Ref page 2, 2<sup>nd</sup> point:

*"Met with Sport England to discuss regional alignment and a process for better collaboration."*  
The Board asks for clarification on the point. RGP to communicate with Head of Participation..

**Action: RGP**

Board asks for clarification on the meaning of the use of "restoratives" wording in relation to a demographic group.

It is suggested that this is meant to illustrate an attitude and approach to swimming, and not related to an age-group.

#### **49 Affiliations & Resignations**

None.

#### **50 Correspondence**

**50.1 – Sport England Consultation**

Document presented to the Board for info, no further action required.

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

No minutes received for meeting so far this year. RGP to chase with Cathy Lambert

**Action: RGP**

#### **52 Divisional Business Managers Report**

No changes since last month due to most managers in the process of conducting appraisals.

Beth Morse has returned from maternity leave.

Katie Towner has left the division.

Restructure has been completed internally, external positions still to fill.

Kristie and Helen's appraisals have been completed.

**53 AOB**

**53.1** – RH reminded the Board to submit expenses as soon as possible.

**53.2** – GS refers to minute 22 in meeting 21<sup>st</sup> February.

Draft budget has been submitted.

£12k proposed for off-shore camp, Geneva may be more suitable than Barcelona, better fit for swimmers.

Increase in deficit budget.

**53.3** – Disability Budget

£9510 expected expenditure, around £3k more than what was originally budgeted for.

Board approved additional £2k expenditure.

Expenditure for underwater camera approved by Board.

Board discussed £5k proposed trip to Jersey, more information needed from discipline manager, specifically costs for Guernsey swimmers, before approval.

**53.4** – Finance group to report back on “reserves” policy

**53.5** – JB leads discussion on European Masters Championships.

It is suggested that organisation of the event as a whole has been difficult. A lot of disgruntled participants due to conflicting information on various social media websites.

The organising committee are clearly under-resourced.

JB invites Board to express dissatisfaction to David Sparkes and British Swimming.

Board agrees provided a draft letter can be circulated as soon as possible.

**Action: JB**

**Next Meeting – Tuesday 10<sup>th</sup> May, Surrey Sports Park, Guildford.**

**Meeting closed at 21:05**

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 04 May 2016

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>Finance</b> - CL & JB suggest reimbursing entry fees for disability swimmers. RFP suggested that the disability discipline group needed to come up with proposal or proposals about use of the funds. SR recommended sub-group to monitor and suggest spending	12.05.2014 Min 43	CL/JB/RGP	
2	<b>ASA Friend</b> – Expression of interest received from Anthony Smith (Dover Lifeguard) to become an ASA Friend. RFP to contact A Smith to find out more about his experience of the politics and management of clubs	12.05.2014 Min 46	RFP	
3	<b>Conflict of Interest Form</b> – RGP Circulated Conflict of Interest Form, which board and committee’s must complete. It was decided an email stating “I have no conflict of interest” would suffice. RGP requested BG collate and forward on – replies to be received by next meeting.	12.05.2014 Min 49	BG	<i>Awaiting receipt of form for circulation 04.05.16</i>
4	<b>Disability Group</b> – to ask disability group to report back on opportunities to support athletes financially, together with any other proposals for the use of the identified funds	10.06.2014 Min54	RGP to raise with Disability Group	
5	<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>In Progress. Group to report back 21 March 2016</i>
6	<b>Communication with Sub-Regions</b> Communications’ Group would explore further, perhaps enquiring of sub-regions what information they required from the Board, and the wider Region.	16.03.2015 Min 42	Communications Group	
7	<b>Mailsports Contract</b> The Mailsports contract is to be reviewed by RFP and RH. This contract will be limited to apparel and equipment (ie to exclude supplements). Tenders being sought under direction of GS, BD & WL.	16.03.2015 Min 47	GS, BD & WL	<i>In Progress – Tenders being sought</i>
8	<b>ASA Service Level Agreement</b> RFP to discuss with AG and report to September meeting.	09.07.2015 Min 72	RFP	
9	<b>Minutes: Speed of Preparation and Circulation</b> The Board agreed to explore ways to achieve consistency of minute writing and the preparation of the draft minutes within a defined timeframe, both with Freedom Leisure and through other avenues, including creating a specific contract for the role.	09.07.2015 Min 105.1	RFP/JB	<i>In Progress – role advertised. No applications received.</i>
10	<b>Communications</b> Helen Mack & Kristie Jarrett to have @southeastswimming.org email addresses set up.	13.10.2015 Min 136.2	RFP/BD	<i>In Progress – should be up &amp; running January</i>
11	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>In Progress</i>
12	<b>Regional Appointments to National ASA Groups</b>	13.10.2015	RGP	<i>In Progress</i>

	Board requested information about the appointments, and who made them. RGP to investigate.	Min 140.4		
13	<b>Annual Council Meeting 2016</b> A working group consisting of Mike Lambert, Brian Deval and Roger Penfold will review the content of the Annual Council Meeting and how this information is communicated. Reporting back to the Board on 21st March.	22.11.2015 Min 148	ML/BD/RFP	
14	<b>Affiliation Fees – Collection Arrangements</b> From 2016 the ASA will charge membership fees throughout the year abolishing the free period that previously existed from 30th September. A decision has been requested on if the Region will be following suit, by 4th December. After discussion it was felt that further clarification of the details would be required before a decision could be reached.	22.11.2015 Min 152	RFP	<i>Noted approach of London Region to Adam Paker. Awaiting AP's response.</i>
16	<b>Automated Booking System for Courses and Workshops</b> Would like to create an automated booking system for courses and workshops. This can be done through Event Brite however there will be fees for events that are chargeable. BD to supply a report for the March meeting.	21.02.2016 Min 24	BD	<i>BD has been looking into a booking system, although may not be completely necessary at this stage.</i>
17	<b>Website Feedback</b> BD suggests adding a link to the website during Championship for a feedback questionnaire to swimmers and parents, not just administrators. BD invites Board for suggested themes, questions, and information required.	21.03.2016 Min 42	BD	
18	<b>Appraisal of Chairman</b> RH proposed that, the Board be allow to recreate information gathered to address issues in a 'working day' format for after the appraisal, summary document be sent to Board Members to allow the information gathered to address issues in a working day format. Please send any objections to proposal to IHT or RH.	21.03.16 Min 46	RH/IHT	
19	<b>ASA Senior Leadership Communiqué February 2016</b> Ref page 2, 2 <sup>nd</sup> point: <i>"Met with Sport England to discuss regional alignment and a process for better collaboration."</i> The Board asks for clarification on the point. RGP to communicate with Head of Participation..	21.03.16 Min 48	RGP	
20	<b>ASA Sport Governing Board &amp; Group Board Minutes</b> No minutes received for meeting so far this year. RGP to chase with Cathy Lambert	21.03.16 Min 51	RGP	
21	<b>Disability Budget</b>	21.03.16		

	Board discussed £5k proposed trip to Jersey, more information needed from discipline manager, specifically costs for Guernsey swimmers, before approval.	Min 53.9		
22	<b>Reserves Policy</b> Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	
23	<b>European Masters Championships</b> JB leads discussion on European Masters Championships. It is suggested that organisation of the event as a whole has been difficult. A lot of disgruntled participants due to conflicting information on various social media websites. The organising committee are clearly under-resourced. JB invites Board to express dissatisfaction to David Sparkes and British Swimming. Board agrees provided a draft letter can be circulated as soon as possible.	21.03.16 Min 53.5	JB	

Updated 04/05/2016 BG

**REGIONAL MANAGEMENT BOARD - 10\_MAY 2016**  
**ITEM FOR DECISION****FUNDING FOR AN OPEN WATER TRAINING CAMP****PURPOSE OF REPORT**

To inform the Board of discussions on Open Water Camps and request approval for addition to the Open Water budget 2016/17.

**PROPOSED ACTION**

That the Board approves an increase of £1000 to the ASA South East Region Open Water Budget for 2016/17.

**SUPPORTING INFORMATION**

1. The ASA English Programmes Team, led by Grant Robbins, held a meeting for Swimming Development in the Regions on 23 Feb. attended by Mike Lambert, Greg Buck, Rosa Gallop, Helen Mack, Kristie Jarrett and John Davies.
2. This included a presentation on Open Water by Mike Parker. The ASA want Regions to run two Open Water camps, one in a lake in June/July and one in a pool in September-March.
3. None of the Regions have included these in their budgets for 2016/17 as the ASA 'guidance' was not available when the budgets were prepared. The SER Open Water and Development Budgets submitted and approved for 2016/17 did not include provision for these training camps. However, we want to run them if possible.
4. We had a meeting, Keith Barber (SER Open Water Manager), Rosa Gallop, Helen Mack, Kristie Jarrett and John Davies, and decided we cannot run the 'lake camp' in 2016/17 but want to run the 'pool camp' in 2016/17, for one day in September/October.
5. We have started making arrangements and estimating costs.
  - 5.1. Meeting with Mike Parker on 25 May to sort out the technical details for the Camp.
  - 5.2. Surrey Sports Park 50m pool booked for 11<sup>th</sup> September
  - 5.3. Paul Hogg appointed lead coach
  - 5.4. Keith Barber organising equipment
  - 5.5. Kristie Jarrett booked the pool and will organise athletes and team managers
6. We request £1000 to cover the cost of this activity to be added to the Open Water budget.
7. This activity continues to extend the development of aquatics in the Region by the Development Group following work in previous years with Diving, Speed Swimming and Water Polo.

*John Davies*  
26 April 2016

**REGIONAL MANAGEMENT BOARD - 10\_MAY 2016  
ITEM FOR DECISION****DEVELOPMENT GROUP DECISION ON LEVEL 3 COACHING BURSARY****PURPOSE OF REPORT**

To inform the Board of a decision to not award a Bursary for the first level 3 Coaching Swimming course being run by Survive and Save.

**PROPOSED ACTION**

That the Board approves the action taken by the Development Group

**SUPPORTING INFORMATION**

As Board Members are aware, there has been a lack of Level 3 Swimming Coaching Courses provided by the Institute of Swimming.

A company called Survive and Save Training runs Level 1 and 2 Teaching courses. Level 1 Coaching Swimming, Synchro and Water Polo Courses, Level 2 Coaching Swimming Courses. They are now introducing Level 3 Coaching Swimming Courses to start in May 2016. All the courses are approved by the ASA.

Survive and Save Training is wholly owned by Survive and Save a small Swim21 club who run swimming and lifesaving lessons on Friday evenings at Harrow pool.

The SER Development Group provides bursaries to candidates attending suitable Teacher and Coach training courses. The Development Group see formal training as a way of improving coaches and teachers rather than just a means to gain qualification.

For level 3 courses, the Region pays 75% of the course fees which are normally £2000. The Bursaries are managed through a policy and process defined by the Development Group which involves the Regional Office Manager, Alan Lewis, who deals with any issues, Rosa Gallop who checks the suitability of candidates for Level 3 and John Davies, chairman of the Development Group. Most bursaries are awarded for courses run by the IOS, but some are with other providers, for example in Sussex most teachers are awarded bursaries go on courses run by Swim UK.

When the above group became aware of the proposed Survive and Save L3 course the issue of whether to provide bursaries for this course was discussed. It was decided that not enough was known about the experience and expertise of the tutors in delivering a course in this specific area and that we should not provide bursaries for the initial course, but that when it had run one or more times, the situation would be reviewed.

Mr David Brazil, a L2-qualified coach at Woking SC, applied for an IoS-run L3 course but was not accepted as the course was heavily over-subscribed (130 applicants for 30 places), He then identified a suitable course, scheduled for 28<sup>th</sup> May 2016 provided by Survive and Save, (<http://www.surviveandsave-training.org/asa-courses.html>).

Mr Brazil applied to ASA SER in good time for a bursary for the course but this was rejected by SER who advised Woking SC that SER were not providing bursaries for this course. The

applicant's Club Officers then contacted Jim Boucher in his capacity as Surrey County ASA Treasurer seeking County funding.

Jim has reviewed the application and has discussed the reason for rejection with John Davies by email. Jim and John summarise the situation as follows:

- Woking are Swim21-accredited and therefore able to apply for SER Bursary funding.
- David Brazil is a suitable candidate for a Level 3 coaching course and we expect him to get the Level 3 qualification at some time
- The current approach of the SER Development Group is "wait and see". In other words, wait and see how initial applicants' courses are delivered and then, at some future point, decide if we can provide bursaries for Survive and Save Level 3 Coaching Swimming courses.
- The cost of the course is not trivial - £1800 and we do not expect Coaches to pay the full amount themselves.
- As the courses are held in the London Region and we do not think that London Region provide bursaries we do not think that the initial course will be under sub-scribed due to SER not providing bursaries.
- Other sources of funding may be available to particular candidates.

Whereas currently this situation is only involving one candidate it is unfortunate that they may suffer a delay in attending a course through this decision. However, the decision taken will remove risk and ensure the quality of the training provided.

A suggested way to address this situation could be to modify the bursary reimbursement such that it is upon satisfactory completion of the course and award of a properly-accredited L3. This removes ASA SER from any financial risk in up-front funding and still enables a second source of ASA qualifications to be developed, and further address to currently unmet demand. However, this is against the Policy for awarding bursaries and transfers risk to the candidate and their club which we do not want to do.

Jane Nickerson has sent an e-mail to Regional Chairmen on the general matter of providing bursaries, or not, for courses from other providers. (attached) but appears to have been prompted by the situation with the Survive and Save courses. It arrived after the decision of the Development Group and the application for a bursary.

The SER Regional Management Board is asked to APPROVE the decisions and actions taken by the Development Group.

**From:** Jane Nickerson <[Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)>

**Date:** 11 April 2016 at 09:22:08 BST

**To:** Simon Kirkland <[simon@sportstructures.com](mailto:simon@sportstructures.com)>, Lisa Topliss <[l.topliss@sky.com](mailto:l.topliss@sky.com)>, David Watson <[david@northyorkshiresport.co.uk](mailto:david@northyorkshiresport.co.uk)>, "Joan Wheeler" <[joan.wheeler@btinternet.com](mailto:joan.wheeler@btinternet.com)>, David Flack <[davidcflack@gmail.com](mailto:davidcflack@gmail.com)>, Roger Penfold <[rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)>, Dave Fletcher <[dave.rfletcher@yahoo.co.uk](mailto:dave.rfletcher@yahoo.co.uk)>, Adrian Leather <[aleather@lancashiresport.org.uk](mailto:aleather@lancashiresport.org.uk)>, Ian MacKenzie <[ian.macsirs@ntlworld.com](mailto:ian.macsirs@ntlworld.com)>, Jon Keating <[Jon.Keating@swimming.org](mailto:Jon.Keating@swimming.org)>

**Subject:** Level 3 Coaching

Hi All

(Jon - please alert your CDOs to this e-mail)

There are a couple of ASA Approved Centres (other than the IoS) who are looking to offer L3 coaching courses and are seeking bursaries for the candidates and support from the regions.

I have been asked if there is any difference between these courses and the IoS courses and whether you should offer bursaries. I know a number of Regions do not offer bursaries to organisations which are running a course for the first time.

Whilst I do not know the details of the delivery of these courses they do have to comply with the ASA Awarding Body criteria - this criteria includes a requirement for the learners to be linked to Swim 21 clubs (or clubs actively working towards Swim 21.)

The IoS course includes mentoring and support by the England Talent team - this is not available to non IoS courses.

The organisations have not run coaching courses in the past and therefore we do not have any evaluation assessments on them.

We have offered a partnership with the IoS on the delivery of these courses and I have not yet had a response as to whether this is an option they wish to take up.

I do appreciate there is a need for L3 coaching programmes and the IoS is full at present. We are developing a new qualification at the moment which has substantially reduced, but appropriate, assessment criteria, developed in partnership with the England Coach Development Manager and World Class coaches, including the NPD and British Swimming Head Coach. This will be available for around 40 coaches to start in November through the IoS.

Best wishes

Jane

Jane M Nickerson

Chief Operating Officer

ASA

Mobile: +44 7771 814 302

E Mail [Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)

**REGIONAL MANAGEMENT BOARD - 10\_MAY 2016****DEVELOPMENT GROUP DECISION ON LEVEL 3 COACHING BURSARY****PURPOSE OF REPORT**

To provide the Board with an alternative to rejection of the Level 3 Coaching Bursary and the rationale for making such a counter-proposal.

**PROPOSED ACTION**

Rather than reject the L3 Bursary request, it is proposed that the Development Group approves the coaching bursary but, due to the involvement of a new course provider, offer reimbursement upon successful completion.

Although requiring a minor amendment to our standard process (as a one-off action only), this alternative proposal puts no financial risk on ASA SER and is acceptable to the club.

**SUPPORTING INFORMATION**

John Davies has provided, on behalf of the Development Group, a summary of the situation under discussion. I agree with the content, but clearly not the recommendation.

As Surrey Hon Treasurer, I receive requests for Development Bursaries funded by Surrey County ASA, which, broadly, follow SER rules. Woking SC applied for a Bursary for Mr Brazil following rejection by SER. A Woking Club official and I were surprised by the reason for rejection and agreed that I would contact SER Development Group to find out more.

Survive and Save is an ASA-approved course provider. However, although new to L3 courses, there is no evidence, even in Jane Nickerson's note, to suggest they cannot provide this course.

There is no feedback from SER dissuading Mr Brazil from taking the course and he has moved on from the rejection. He is so keen to obtain the qualification that he will bear the cost himself, possibly with some support from Surrey, but will not defer until an IoS course is available.

Mr Brazil, and any other SER attendee on the first course, is a self-funded "trail-blazer" for the course. If he obtains his L3 qualification, he is, essentially, spending his own money so that SER can then offer SER bursaries for future applicants. With the sums involved at L1 and even L2, this is probably not a big issue, but the cost of L3 is high. Therefore, the main reason for requesting a review of this rejection is **the unfairness in that, when he has completed the course, he has received nothing by way of support while the next SER candidate is supported to the tune of approximately £1,500.**

My proposal to the Development Group is simply to defer any payment to Mr Brazil until the Level 3 qualification is obtained. It does not help his cashflow in the short-term but at least he is no worse off than any other course attendee from SER on completion of his course. I believe this to be acceptable to the Club.

Quite clearly, **there is zero financial risk to SER in this alternative proposal.** Payment of the bursary would only be triggered upon successful completion of the course and award of the certificate.

Finally, the communication from Jane should be shared immediately with the Counties so that they may consider its relevance to their Bursary process. However, as we as a Board have observed, there is a great inertia within IoS to get coaching courses organised and supplied to meet demand. Even when they exist, they are not without problems either, as I can vouch from personal experience.

I believe that by supporting an individual as proposed, we will give a strong message to IoS that we will embrace alternative providers if they cannot respond to the demand in our region. Survive and Save are an approved ASA Course Provider, so if Jane believes they are not up to the job then ASA should remove this approval, at least in respect of Level 3 Coaching.

Jim Boucher

May 2016

# ASA Club Survey 2015

ASA Insight



# Club Satisfaction/ Support

- 32% response rate (350/1077 affiliated clubs, December 2015) - 2% increase on the 2014 response rate of 30%
- 76% of responses were from swim21 accredited clubs (265 clubs)
- 89% of clubs were aware of ASA Clubs Team and 77% have had contact within last 12 months (contact has increased from 73% in 2014)
- Satisfaction with the support provided by the ASA CDOs and/or ROs has increased from 6.7 (out of 10) in 2014 to 8 in 2015
- On average there are 207 members per club (significantly lower number for disciplines), which is a reduction on the 2014 figure of 212 (Clubs offering competitive swimming have on average 107 members, which is same figure as 2014)

## % ASA affiliated club responses per region

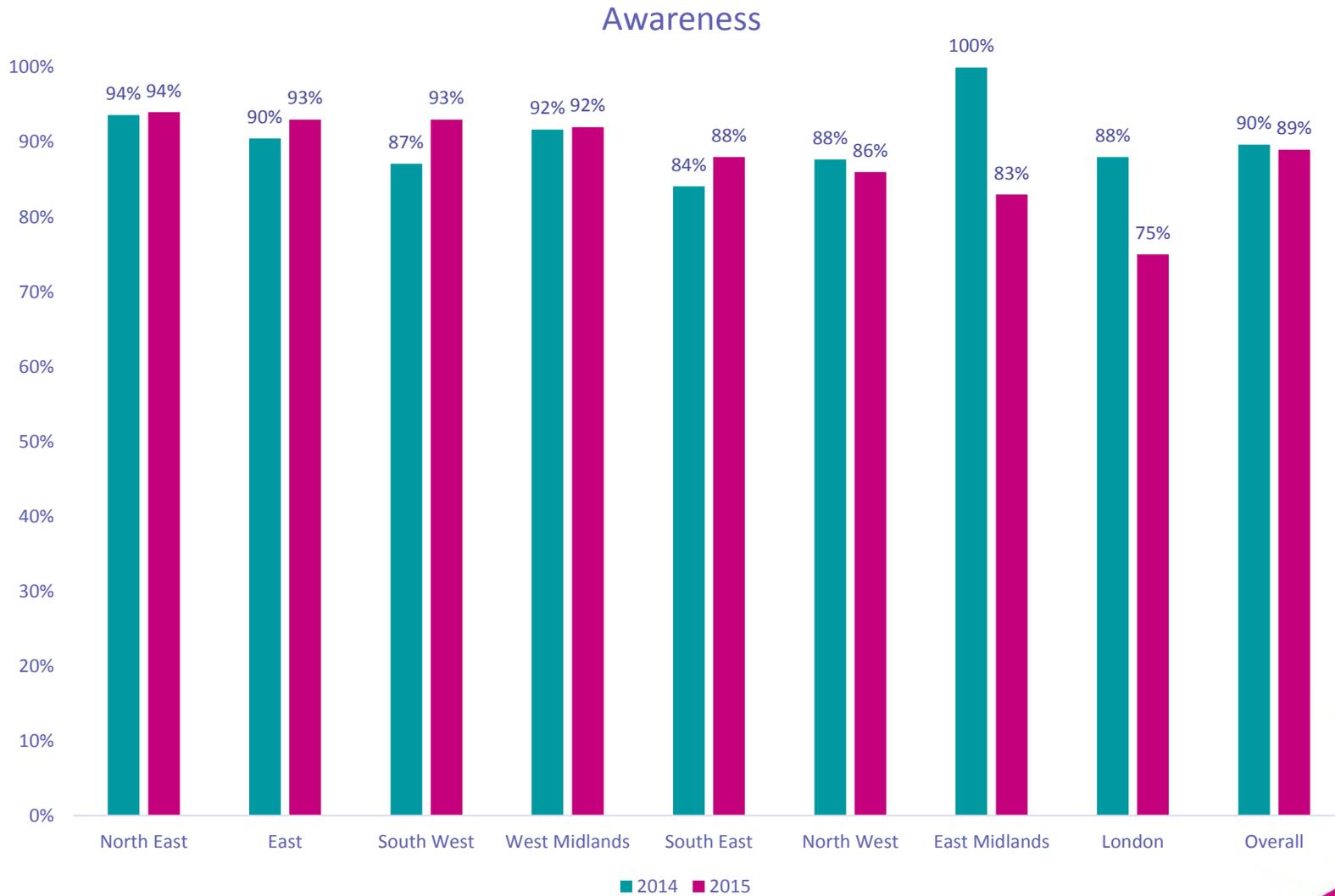


	Number of responding clubs
South East	58
North West	57
West Midlands	53
South West	46
East	41
East Midlands	35
North East	32
London	28
Overall	350

# ASA Club Awareness and Contact with the ASA Club Development Team



# ASA Club Awareness with the ASA Club Development Team



# ASA Club Contact with the ASA Club Development Team

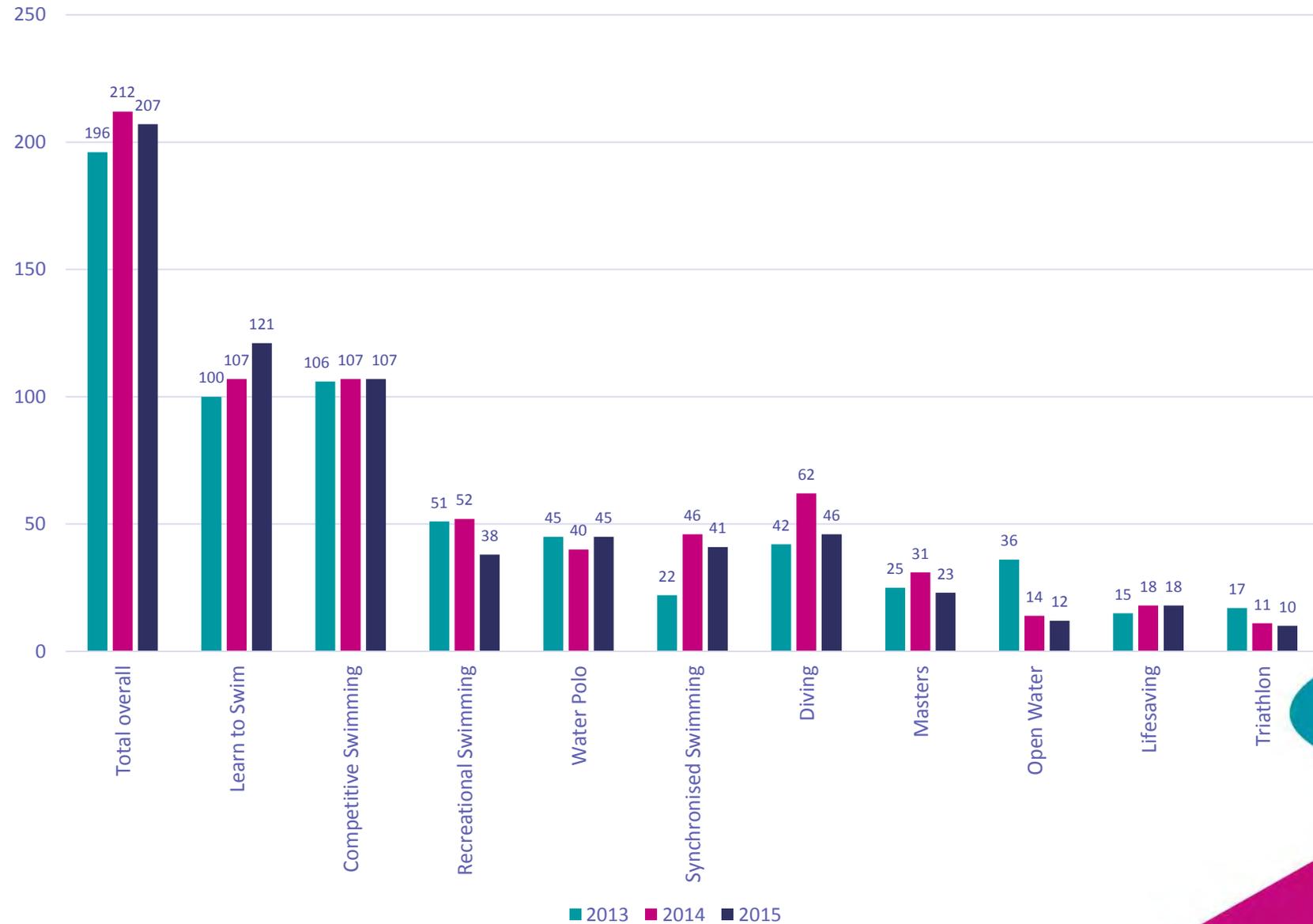
## Contact



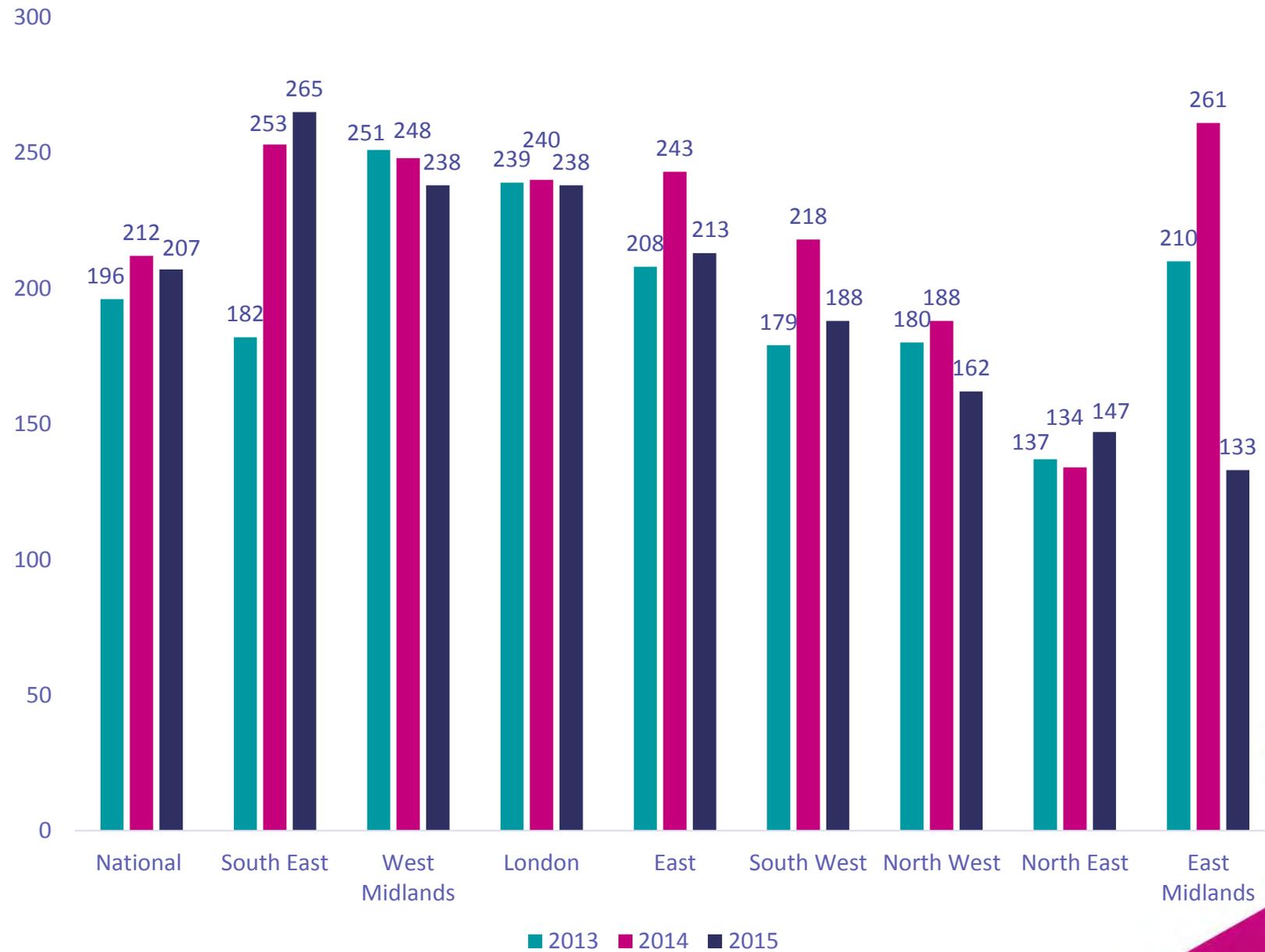
## Satisfaction with the support provided by the ASA Club Development Team (scale of 1-10)



## Average Club Membership by Activity



## Average Club Membership by Region

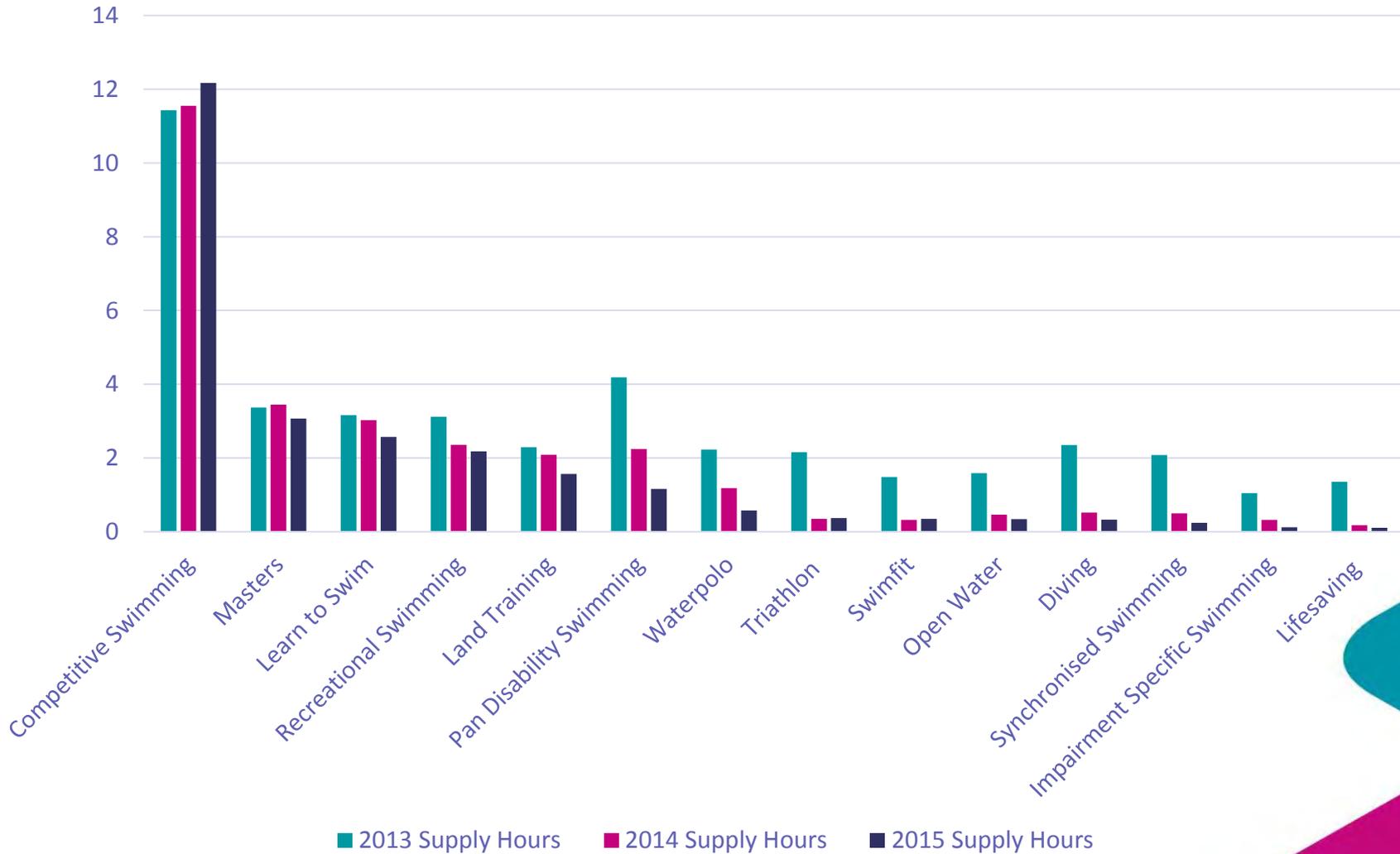


# Club Activities

- Number of hours offered (per activity) has generally decreased year on year, from 2013, with exception of competitive swimming (Masters has also remained consistent with slight drop in 2015)
- On average clubs who offer competitive swimming, offer 12 hours 17 minutes per week for this activity (2015)
- ASA clubs would like to increase the hours they offer for all activities (Lifesaving only by 4 minutes), however they would like to double their current offer for Synchro, Triathlon, Impairment Specific Swimming and Land Training
- On average it costs clubs £16.05 to hire a lane (1x25m) for an hour. North East region has the lowest lane fee with London having the highest. £16.43 was average cost in 2014 and £15.72 in 2013

# ASA Club Activity Supply

Number of hours clubs offer per week for each activity



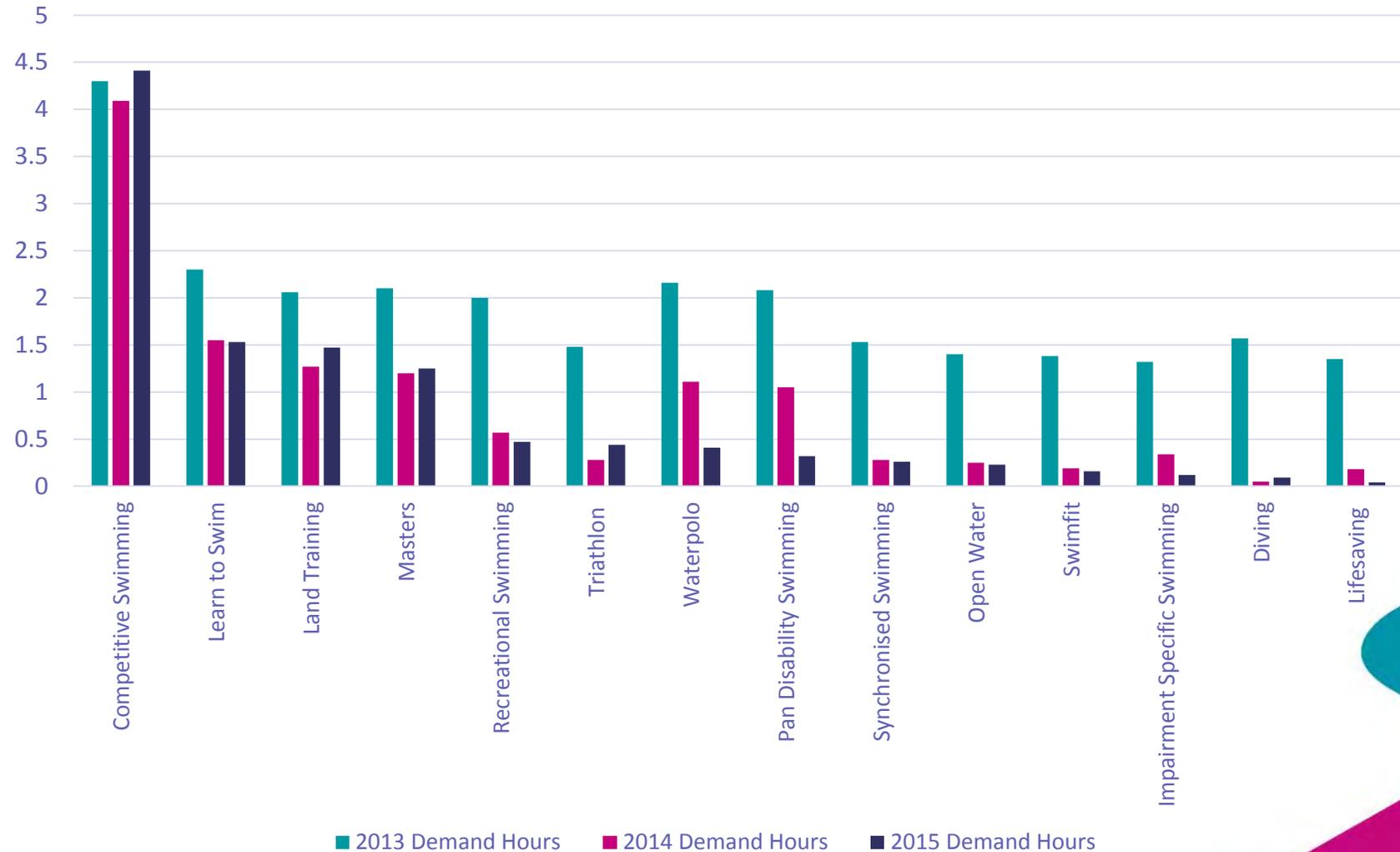
# ASA Club Supply & Demand

Number of hours per week clubs offer/ would like to offer for each activity



# ASA Club Activity Demand

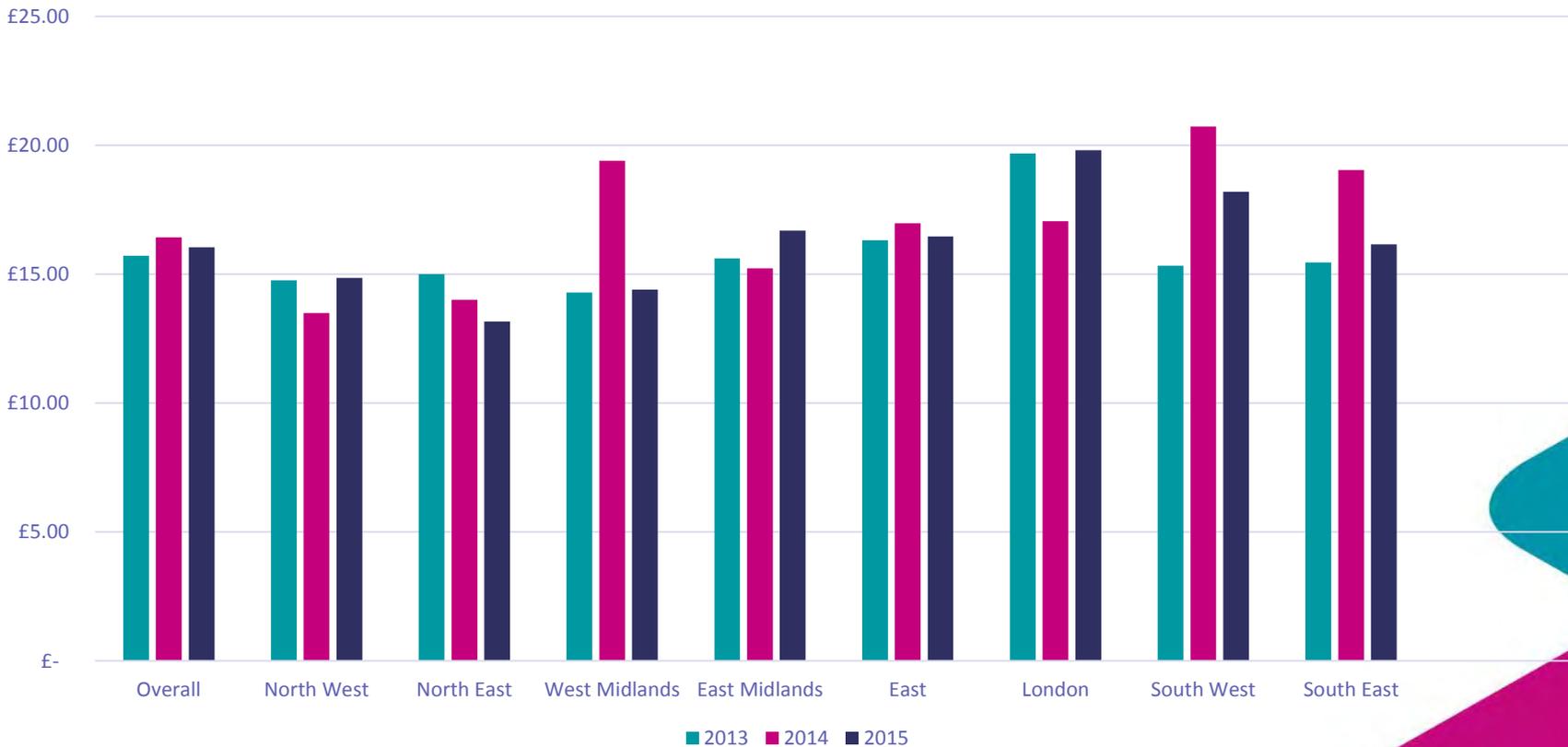
Number of additional hours clubs would like to offer per week for each activity



# Average Pool Hire (1 x 25m lane per hour)

£ 16.05	Overall
£ 14.86	North West
£ 13.17	North East
£ 14.40	West Midlands
£ 16.69	East Midlands
£ 16.47	East
£ 19.81	London
£ 18.20	South West
£ 16.16	South East

Average cost (£) for the hire of a lane (1 x 25m lane) per hour

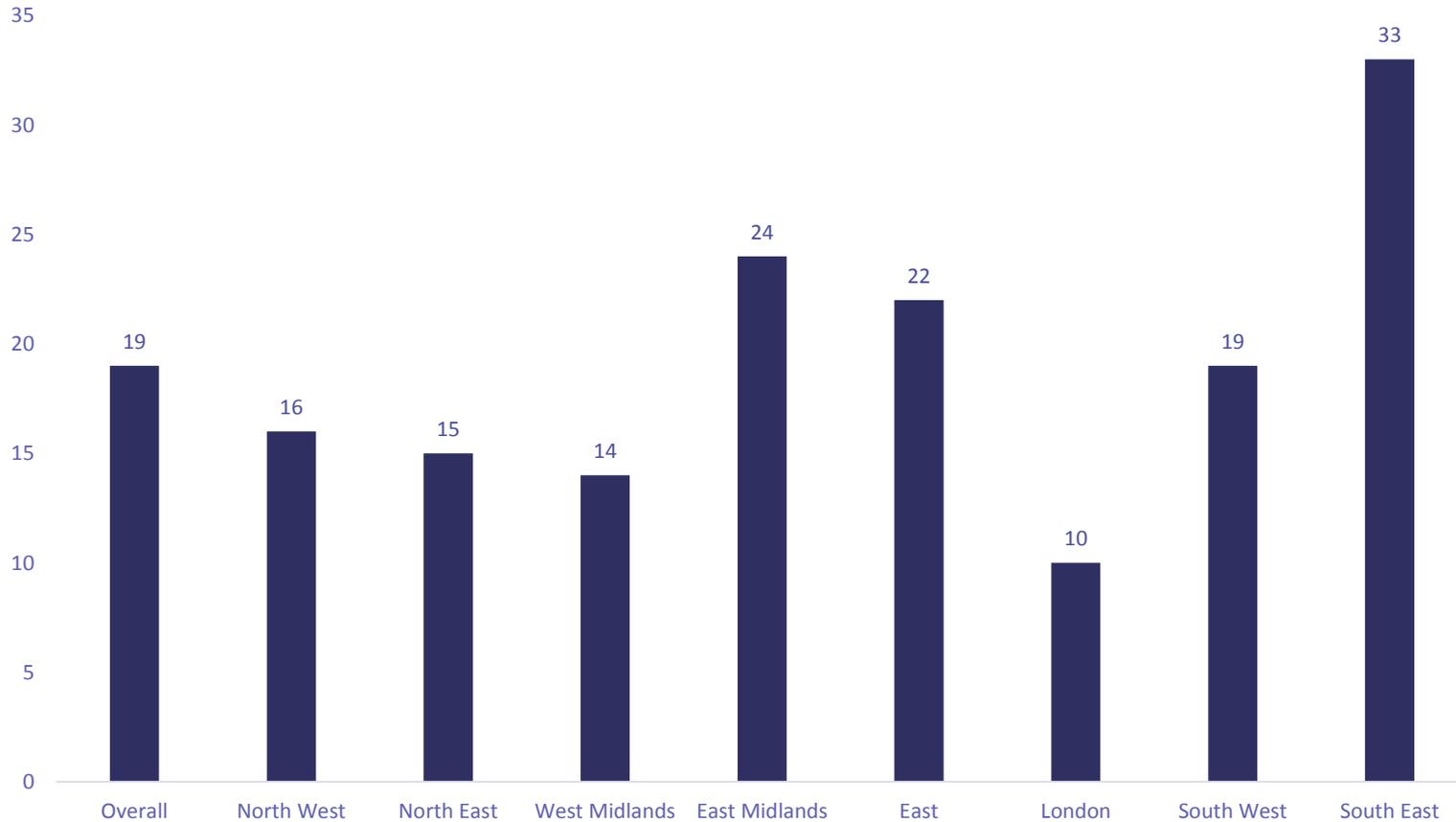


# ASA Club Volunteering

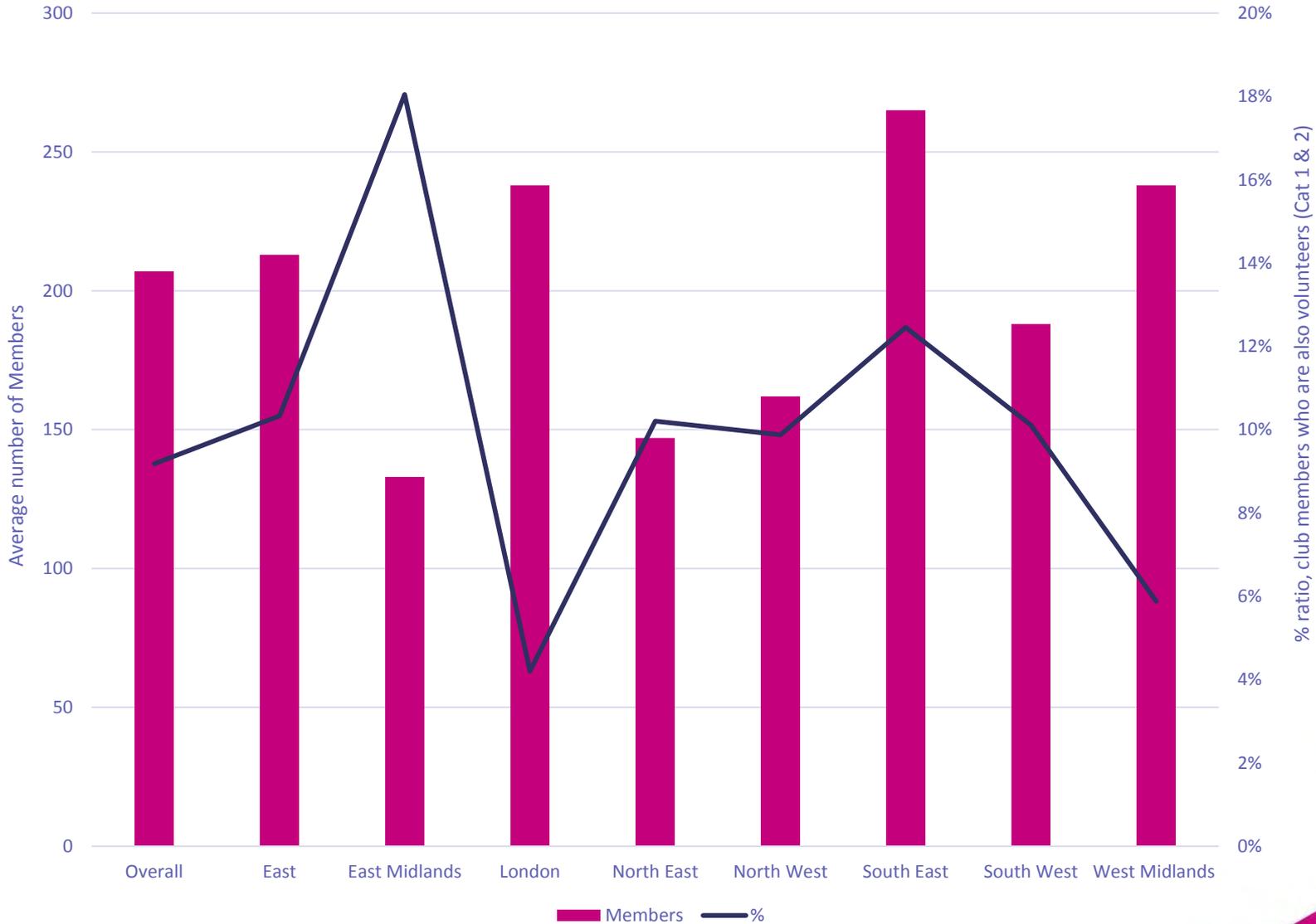
- ASA affiliated clubs have on average 19 Category 1 and 2 members volunteering within their club for one or more hours a week
- This equates to 20,463 category 1 and 2 members volunteering (at least one hour a week) across all ASA aquatic clubs in England. (This does not include volunteers who may be registered as category 3 members)
- Volunteers and Coaches will look to access the following training over the next 12 months (top 4 answers in priority order):-
  - Safeguarding and Protecting Children course
  - UKCC Coaching/Teaching courses
  - Officials training
  - In house training within their club
    - Young volunteers courses
    - Timekeeping
    - Mentoring
    - Poolside helpers

# ASA Club Volunteering

Average number of category 1 & 2 members who volunteer in their club for one or more hours a week?

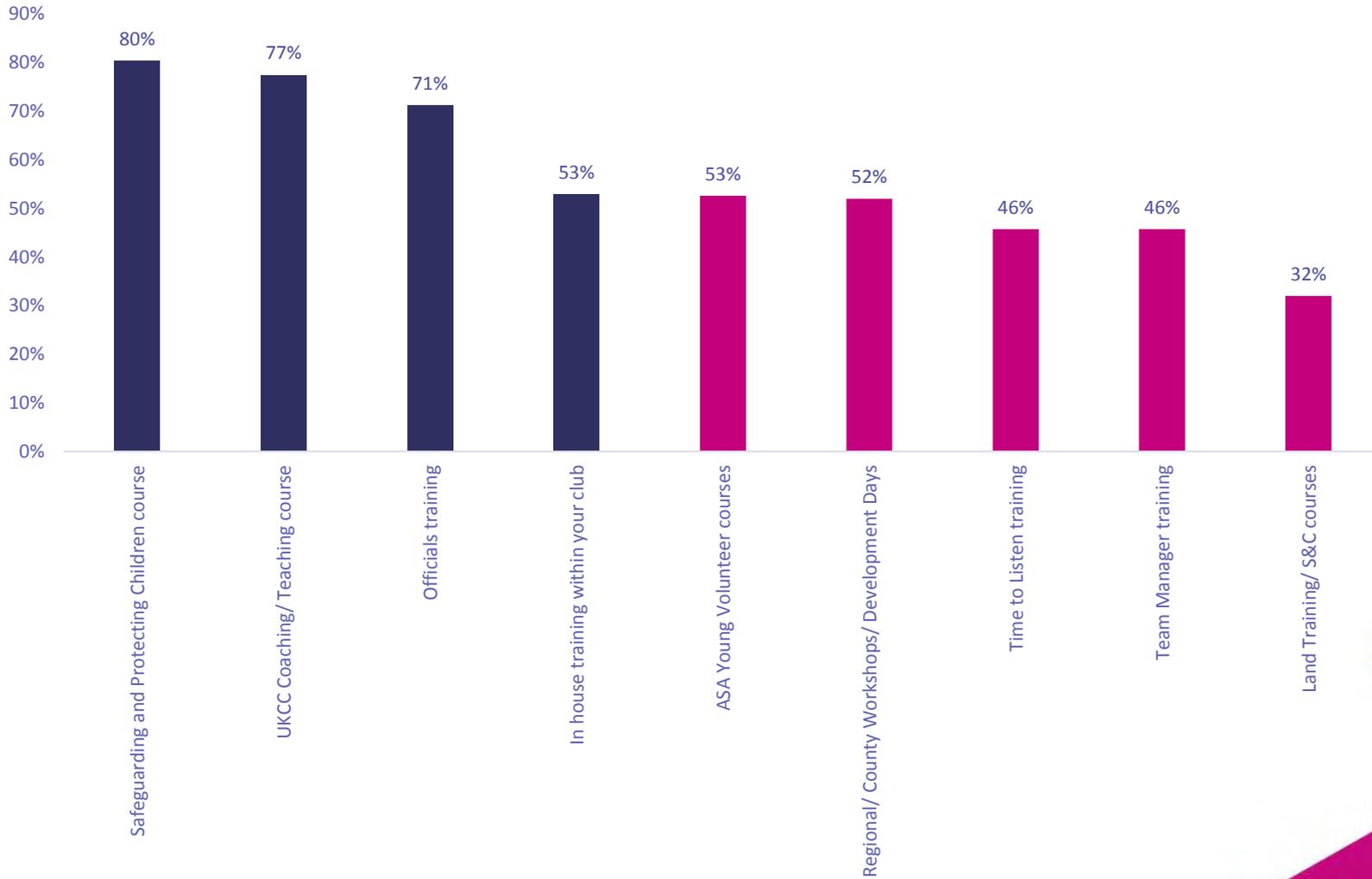


Average club membership by region vs. members who also volunteer within their club (Category 1 & 2 members)



# Volunteering

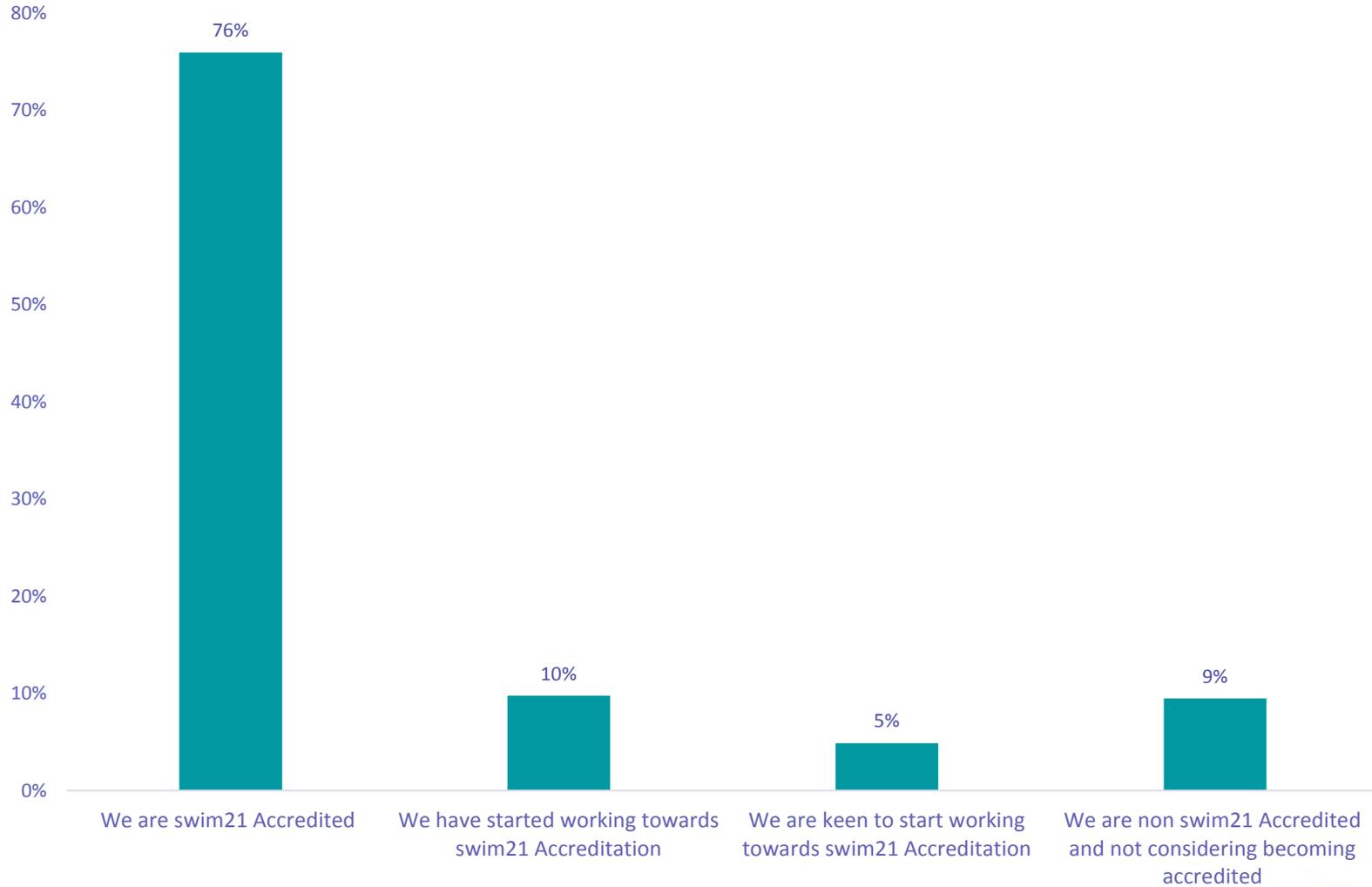
Clubs will look to access the following training for their volunteers and coaches over the next 12 months



# swim21

- 76% of responding ASA affiliated clubs are swim21 accredited
  - 10% of clubs are working towards swim21
  - 5% are keen to start working towards
  - 9% are not considering becoming swim21 accredited
- Top 3 barriers to becoming swim21 accredited (priority order/multiple answers could be selected):-
  - Limited volunteers (64%)
  - Limited time (52%)
  - No perceived added value to the club (38%)
- Top 5 benefits of swim21 accreditation (priority order/multiple answers could be selected):-
  - £100 IoS credit voucher (58%)
  - Additional grants/ bursaries (53%)
  - Support from ASA staff (52%)
  - Enhanced reputation locally (48%)
  - Involvement in club networks (47%)
- Improvements to swim21 accreditation (multiple answers could be selected):-
  - Provide more tangible benefits (69%)
  - Provide more training – online (43%)
  - Review the accreditation frequency (39%)
  - Provide more training/ information sessions - face to face (39%)

# swim21 accreditation



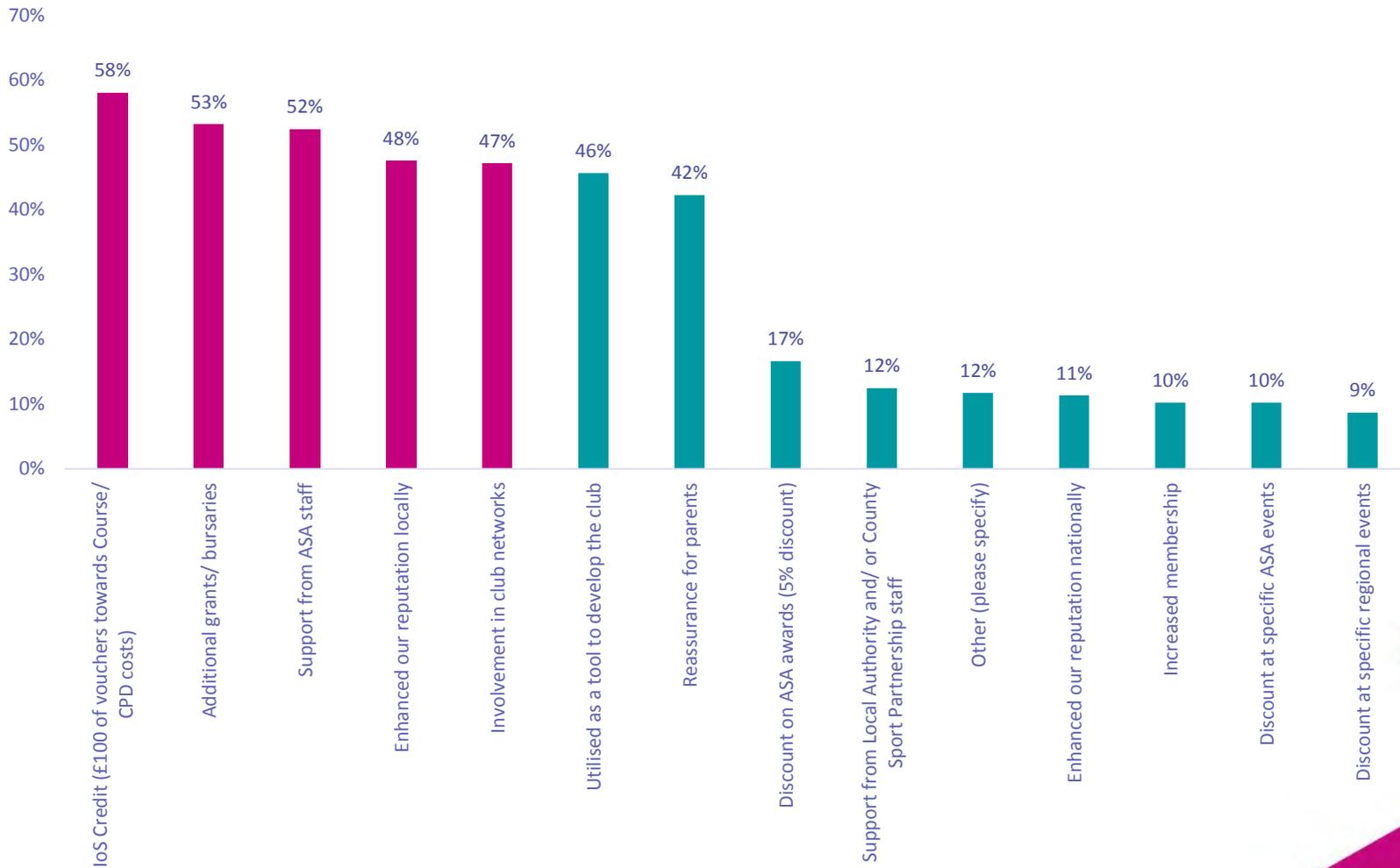
# swim21 barriers

Reasons as to why clubs are not swim21 accredited



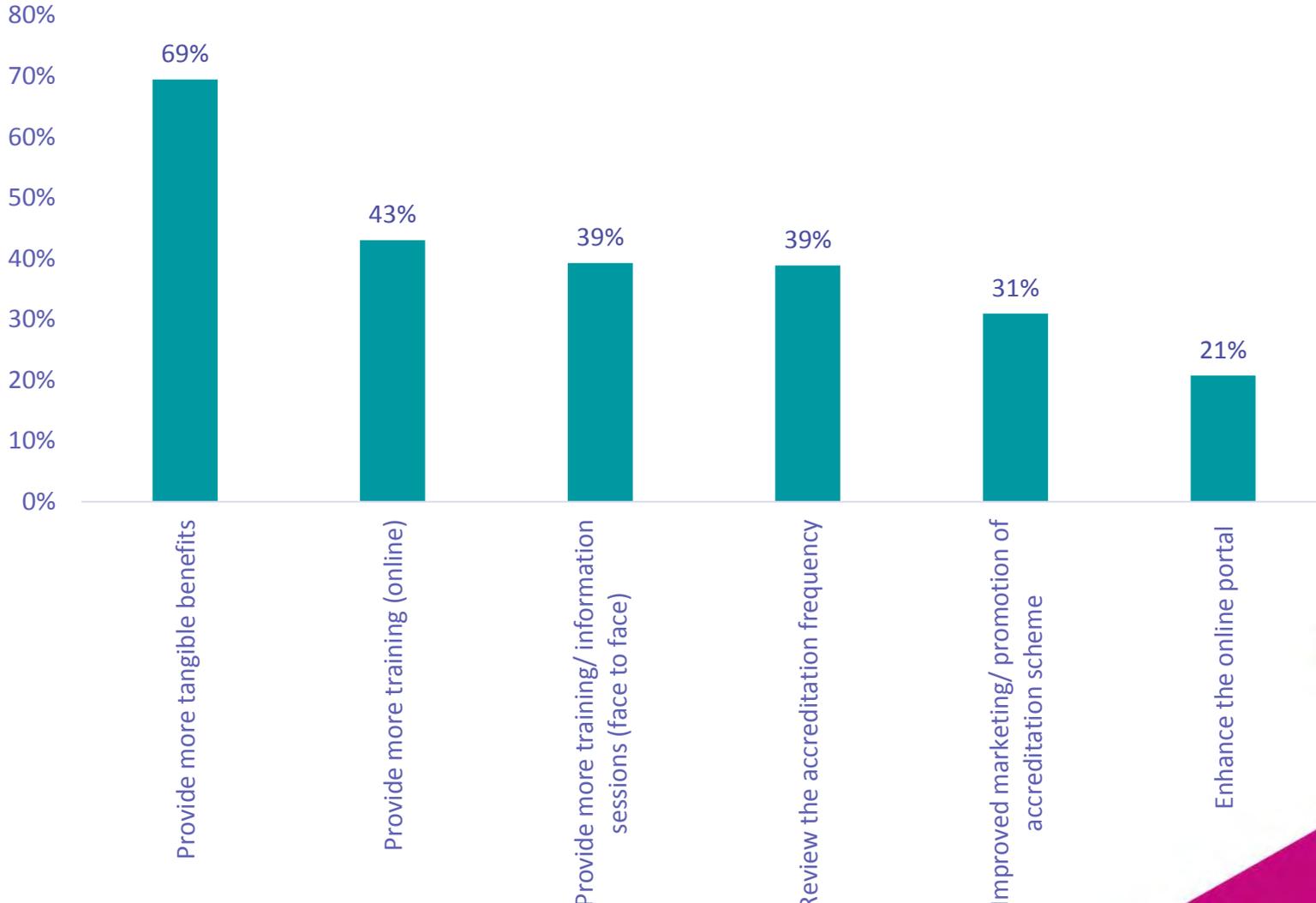
# swim21 benefits

Benefits of the swim21 accreditation



# swim21 improvements

Improvements the ASA should look to explore in relation to swim21



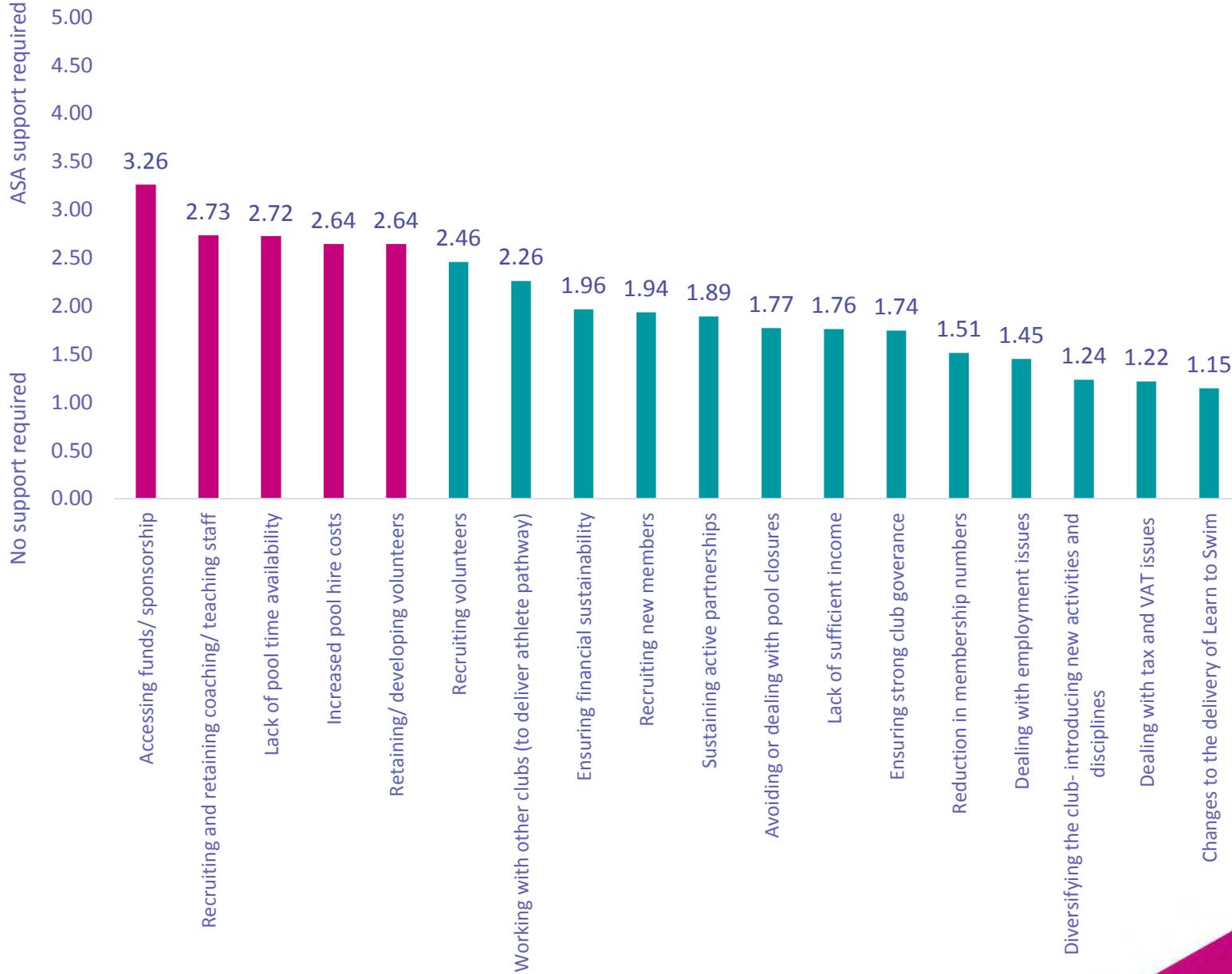
# ASA Club Challenges

Top 5 challenges clubs may face during 2016  
(in order of importance)

1. Accessing funds/ sponsorship
2. Recruiting and retaining coaching/ teaching staff
3. Lack of pool time availability
4. Increased pool hire costs
5. Retaining and developing volunteers

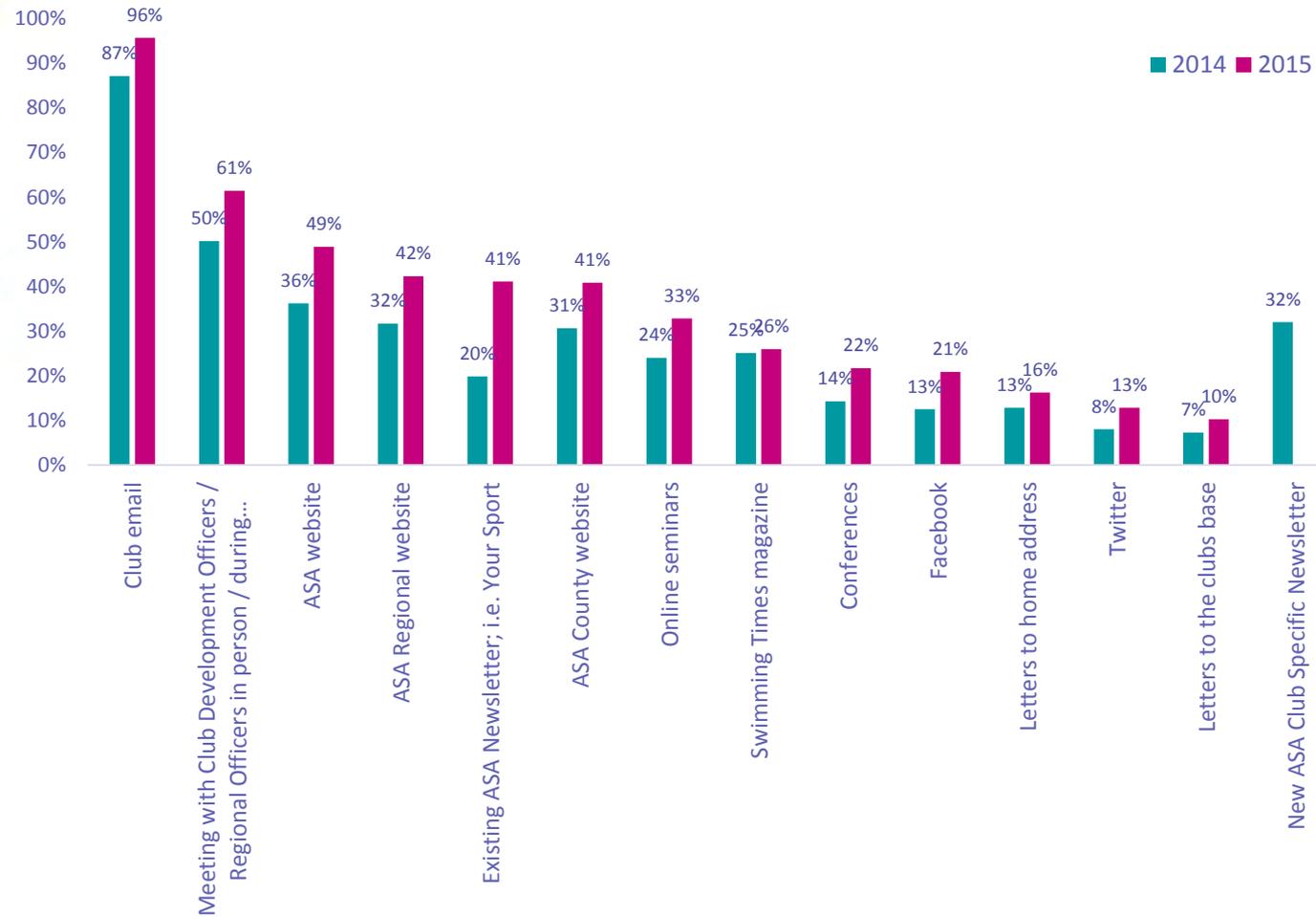
(Please note we cannot make any direct comparisons to previous years, due to an amendment to the question asked. It should be noted that this year's challenges are more focused around finance rather than workforce)

# Challenges ASA clubs may face during 2016



# Club Communication

## Communication to ASA clubs

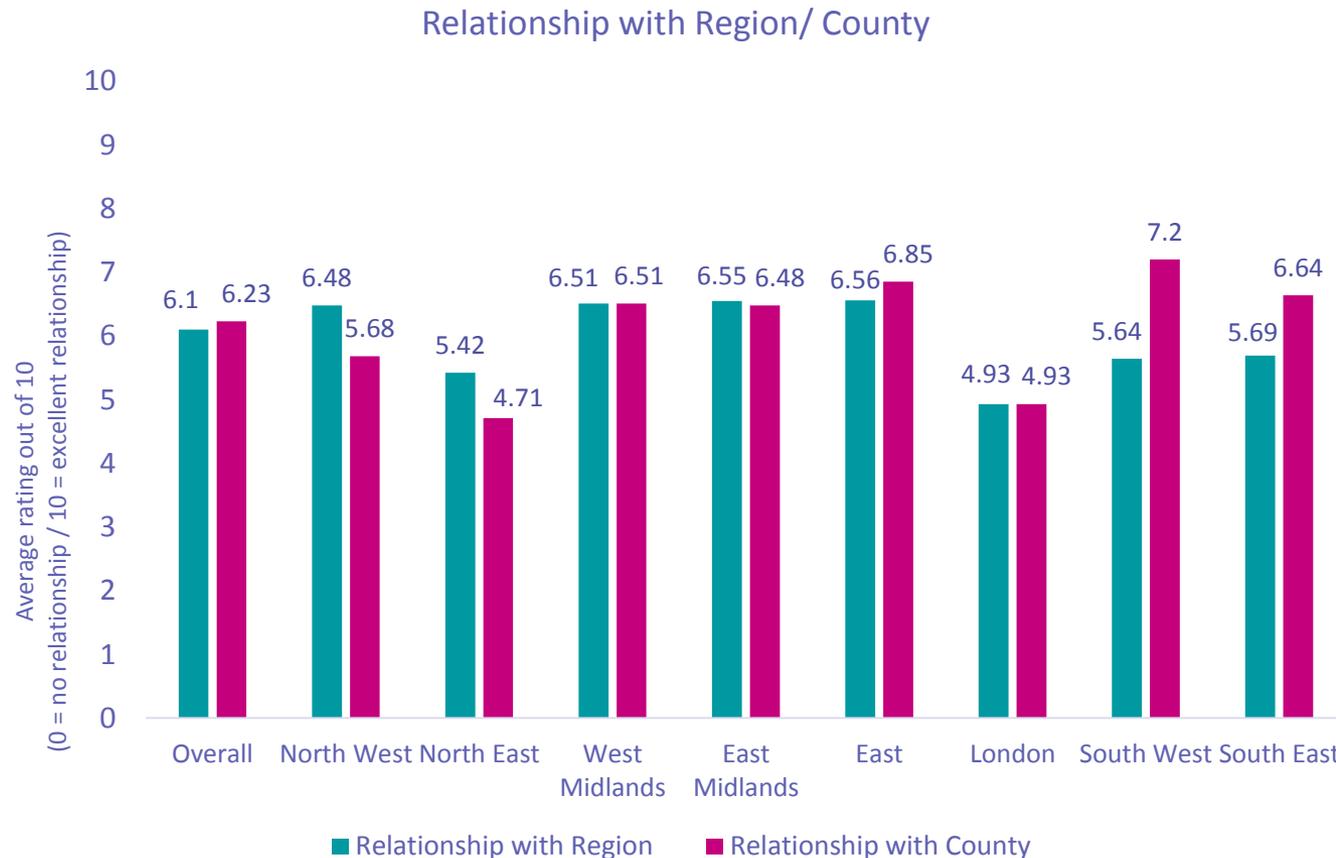


# ASA Club relationships with Region/County

Clubs have better relationships with their Regions in the North West, North East and East Midlands

Clubs have better relationships with their Counties in the East, South East and South West

Clubs have same level of relationship with Regions/County in London and the West Midlands



### Relationship with Region



### Relationship with County



# ASA Club - Club Management Systems

- 41% of ASA affiliated clubs don't use a Club Management System
- Clubs who currently use a Club Management System:-

## Most common management system

Hytec (18%)

Sports Systems (13%)

SwimClub Manager (11%)

## Most satisfied with

Sports System

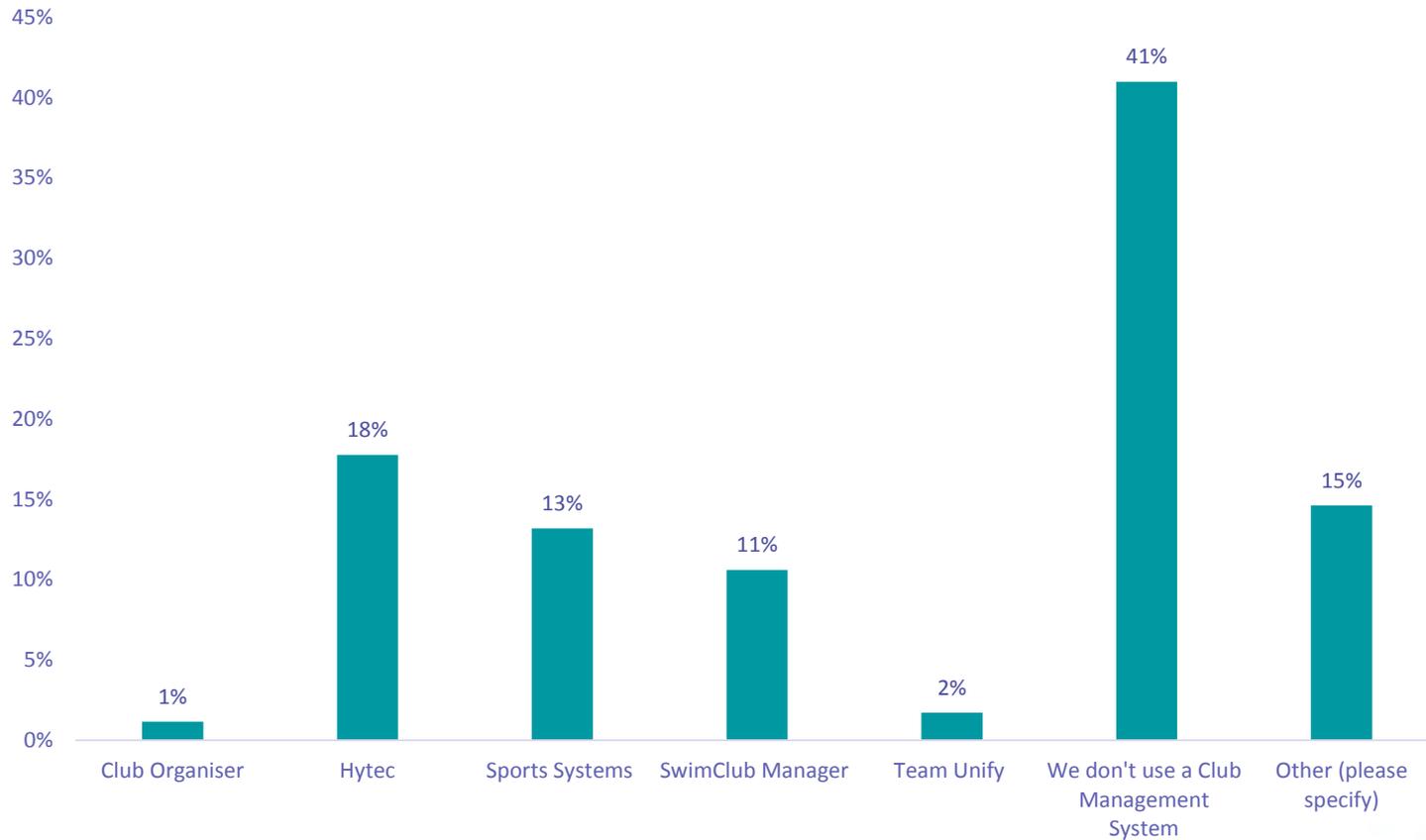
SwimClub Manager

Hytec

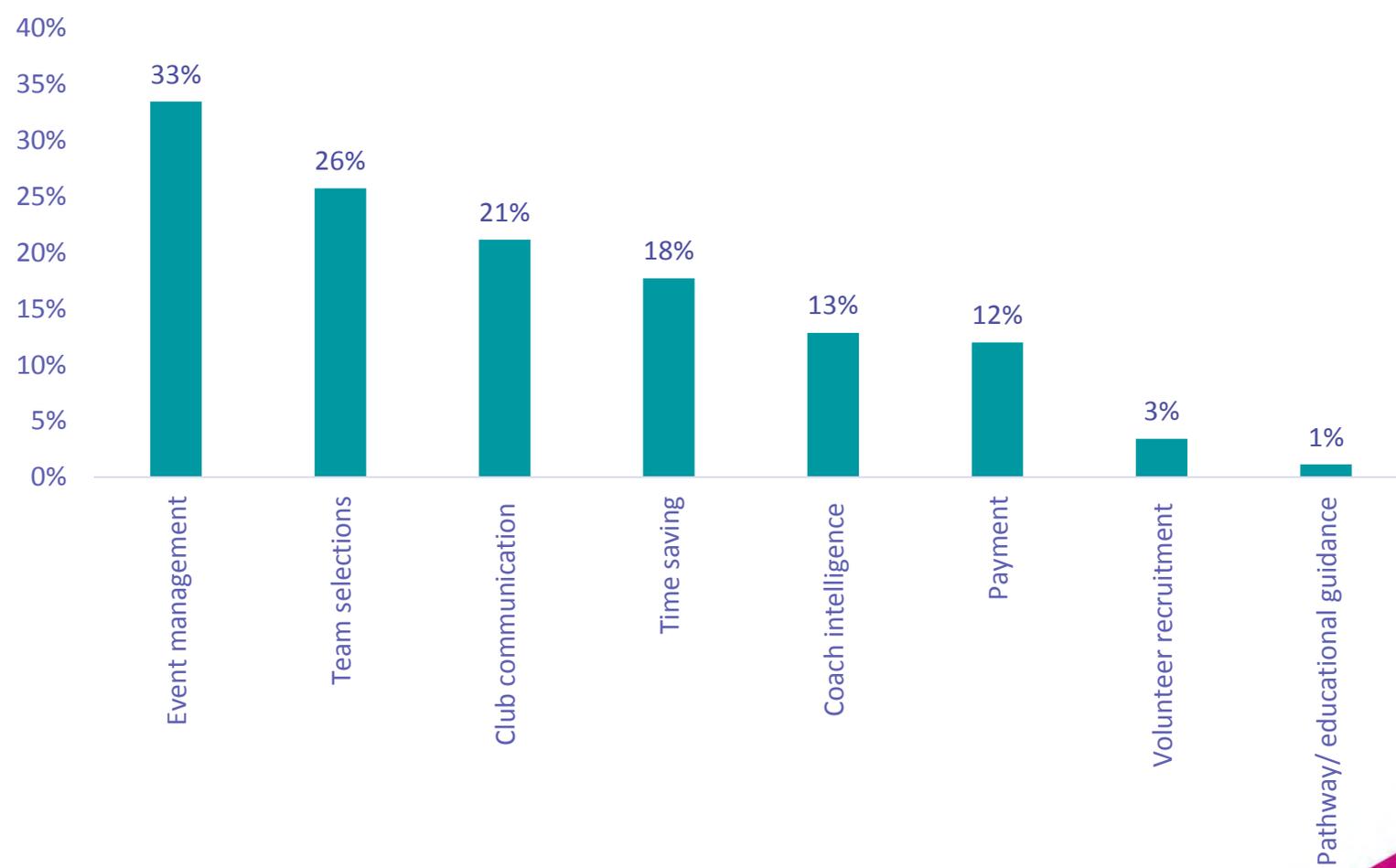
- Club Management Systems provide clubs with (top 3 answers)...
  - Event management (33%)
  - Team selections (26%)
  - Club communication (21%)

# Club Management System

Club Management Systems ASA Clubs currently use



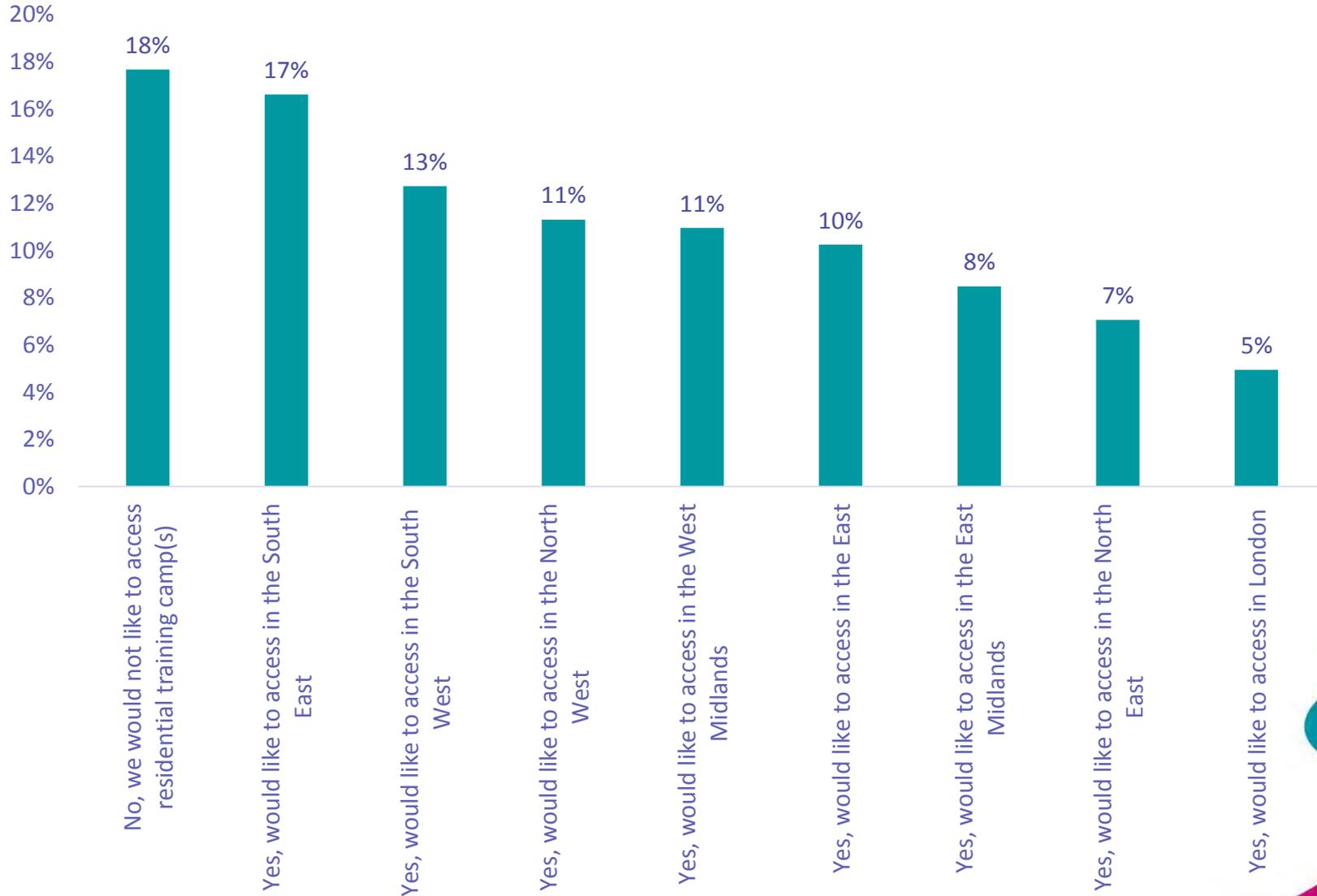
## Club Management System Functionalities



# Long Course Swimming

- 61% of ASA clubs don't currently have access to long course swimming, of these clubs 70% have some desire to access long course swimming and would consider travelling 30mins to access this training
- ASA clubs who do access long course swimming travel for 30 minutes, once a week, paying between £20.01-£30 for the hire of a long course lane (1 x 50m lane) for one hour
- 82% of ASA clubs would like to access residential training camps for their club members within England, the highest levels of demand for camps came from the South East followed by the South West

## Interest in accessing residential training camp(s)



## SOUTH EAST REGION (SER) YOUNG VOLUNTEER PROGRAMME 2015-2016

### REPORT MARCH 2016

The aim of the SER Young Volunteer Programme is to increase the number of trained young people and to improve the accessibility to formal and informal training opportunities. Young people participating in the programme were expected to attend two Development Days, one between September – December 2015 and the second in February / March 2016. In addition to attendance at the development days, the young people were expected to undertake ten hours volunteering within their home clubs and complete an online training course.

Initially the programme was advertised in 4 locations throughout the Region, Medway (Kent), Brighton (Sussex), Aylesbury (Buckinghamshire) and Basingstoke (Hampshire). Bookings for the programme filled up quickly, except for the Sussex programme which we decided to cancel and work with Sussex County ASA to deliver a single development day for young people in conjunction with the Sussex CPD Day in March 2016.

Training provided during the programme included;

- ASA Young Aquatic Helper Certificate
- ASA Timekeepers Course
- St. Johns Emergency First Aid
- Sports Coach UK – Safeguarding for Young Volunteers (13+)
- ASA Team Manager Training (Module 1) – for those young people 16 +
- Bespoke workshops on Social Media / Demonstrations

Towards the end of 2015, the Region received a request from the Diving Network to assist with delivery of a young volunteer programme for divers within the Region. As a result, a development day was delivered in March 2016, with the intention to deliver the complete programme throughout the year, linked with the ACE Network development days.

28 Clubs had young people participating in the programme – Fareham Nomads SC, Portsmouth Victoria Synchro SC, Portsmouth & District Synchro SC, Seaclose SC, Atlantis SC, Gosport Dolphins SC, Dartford District SC, Beacon SC, Beavers SC, Thanet SC, Maidstone SC, Black Lion SC, Beachfield SC, RTW Monson SC, Tonbridge SC, Bicester Blue Fins SC, Buckingham Swans SC, Aylesbury & District SC, Thame SC, Chalfont Otters SC, Southampton Diving Academy, Star Diving Club, Amersham SC, Albatross DC, Hailsham SC, Mid Sussex Marlins SC, Shiverers SC, Brighton Dolphins SC.

This is compared to 8 clubs with young people participating in 2014/2015

The table below shows the number of young people who completed the various training courses.

ASA Aquatic Helper Course	ASA Timekeeper	St.Johns Emergency First Aid for Sports Coaches	Sports Coach UK Safeguarding & Protecting Children	ASA Team Manager Training Module 1`	ASA Synchro Basic Judge course	ASA Club Captain (online)	ASA Workforce Co-ordinator (online)
95	37	71	70	20	3	27	7

In addition some of the young people completed a social media and demonstration workshop. In total 141 young people attended bespoke development days which delivered 330 training opportunities.

47 young people completed the whole programme, including attendance at 2 development days and 10 hours volunteering within their home club. These young people received a t-shirt and water bottle following completion of the programme.

In 2014/2015, 21 young people completed the whole programme which delivered 129 training opportunities.

**Photographs of those completing the SER Young Volunteer Programme**

Medway, Kent



Aylesbury,  
Buckinghamshire

Basingstoke & Hart,  
Hampshire



The Young Volunteer Programme provides a great opportunity to learn new skills and give young people the confidence to stay involved in aquatics. All clubs with young people on the programme are requested to provide a mentor as a point of contact and to give guidance to its young volunteers.

All participants who completed the programme filled in a feedback form, a selection of comments are listed below;

**What the young people enjoyed the most from participating in the programme;**

The whole programme was thoroughly enjoyable and very well planned  
Learning what it takes to be a volunteer coach / timekeeper  
The amount of opportunities and the certificates gained; gaining new qualifications  
Making new friends  
Increasing confidence  
Learning from professionals  
I thoroughly enjoyed the programme and I am glad I took the opportunity to do it  
First aid course and timekeeping course  
Finding out what to do in different first aid situations and taking part in timekeeping

**What the young people learnt as a result of the programme;**

Team Management  
New skills and information to apply to my poolside helping  
First aid  
How to do proper demonstrations  
Safeguarding and what my role as a volunteer is  
Learning about child protection policies and timekeeping skills  
How to be a good volunteer  
How to keep safe when coaching (safeguarding)  
The role of a Team Manager  
The amount of opportunities for young volunteers and how I can be more useful in the future  
How to handle different injuries as well as what to do and not to do as a poolside assistant  
What my role as a young volunteer is and what action to take in Welfare situations

**How the programme can be improved in the future;**

More practical activities  
Shorten the length of the development days  
Putting things into practice by coaching young children on the day  
Make it more specific for disciplines  
More about social media

**Additional topics / training which could be included as part of the young volunteer programme**

Judge 1  
Starter introduction to teaching  
Event Management  
Voice projection

**Will you continue to volunteer in your club?**

All participants on the programme answered 'yes' to this question

## Photos from the Development Days



Young people participating in the demonstration workshop

Young Volunteers completing CPR and other First Aid



A special thank you to Aylesbury & District SC, Hart SC and Black Lion SC who supported the practical delivery of the ASA Timekeeping course, and to all the volunteers who worked with the young people on each lane offering valuable advice throughout the assessment. Thank you to all the course tutors for delivering the ASA Timekeeping courses, the support, enthusiasm and hard work was very much appreciated.

### **Recommendations for 2016/2017**

In 2016/2017, the SER is looking to deliver one programme per County area with support from the club networks to ensure sustainability of the programme. The Regional Club Development Officer is currently looking into the possibility for discipline specific programmes for synchro, diving and water polo. In addition the SER is currently investigating opportunities to deliver an event management programme.

The 2016/2017 programme will look to include more practical volunteering, especially linked to officiating at SER Masters events, and additional training opportunities in topics such as voice projection.

Throughout the coming 12 months, young people who have completed on the programme will be provided with details of Judge 1 courses and level 1 coaching courses to ensure they continue to develop their skills and involvement.



## Health and Safety Forum

### Minutes of meeting held on Wednesday 9<sup>th</sup> March 2016 Commencing at 11.00am at SportPark

#### Present:

Richard Barnes	RB	Chair
Wendy Coles	WC	East Midland Region Rep
Tony Green	TG	West Midland Region Rep
Andy Morton	AM	East Region Rep
Ralph Shortland	RS	London Region Rep
David Parry	DP	North East Region Rep (sub for Ray Gordon)
Brian Boyle	BB	North West Region Rep (sub for Jonathan Harrison)
Chris Lee	CL	South East Region Rep
John Hidle	JH	Swimming Rep (sub for Jane Davies)
Dennis Freeman-Wright	DFW	Facilities Rep
Jane Nickerson	JMN	Chief Operating Officer – by invitation

#### Apologies:

Maria Ramos	MR	Synchronised Swimming Rep
Ann Barker	AB	Diving Rep
Wendy Lockton	WL	British Swimming Rep
Rakesh Vaitha	RV	Risk Manager

#### Min No:

#### 1. Welcome and Introduction

- 1.1 RB welcomed all attendees to the meeting.
- 1.2 Apologies were received from the following representatives: Ray Gordon, Jane Davies, Maria Ramos, Ann Barker, Wendy Lockton and Rakesh Vaitha.

#### 2. Notes of the previous meeting

- 2.1 Min 2.3 action completed.
- 2.2 Min 4.3 There is a need to include health and safety as part of other qualifications i.e. swimming referee courses. IoS once ran a Health and Safety CPD but this has recently been removed. **Action: JN to look into how we can offer this aspect of training – in progress.**
- 2.3 Min 5.2 Health and Safety e-learning basic guides – free access to members.
- 2.4 Min 6.3 Anti-drowning strategy was launched last week at the House of Commons.
- 2.5 Min 6.4 High Diving has been accepted by FINA. DFW to clarify with British Swimming if there are any specific Health and Safety requirements currently being considered.

#### 3. Guidance Documents Update

- 3.1 DFW updated the Forum. All guidance documents have been updated and prompt card have been reviewed.
- 3.2 It was agreed that by 31<sup>st</sup> March 2016 all guidance documents are to go onto the website except facility specific documents which will be made available on request.
- 3.3

The Regions agreed to link to the ASA website and will ask sub regions and clubs to do the same.

**3.4** DFW will look at risk assessment guidance for water polo and synchronised swimming.

**4. Risk assessments in Swimming**

**4.1** The Forum discussed the difficulties clubs and promoters face in hiring facilities that are able to operate pools at between 25°C and 28°C. This range aligns to FINA rules and is recognised as an acceptable level for risk assessment purposes. It was acknowledged that most pools run at around 29°C.

**4.2** DFW to provide additional guidance for referees and promoters on running competitions where the pool water is 29°C.

**4.3** There was a general consensus that pool temperatures in competitions should be kept below 30°C and swimming at this temperature is an unsuitable competitive swimming condition.

**5. Updates**

**5.1** DFW – FINA are updating open water rules in September 2016. Our open water swimming documents are also being reviewed.

**6. Date of next meeting**

**6.1** October 2016, date to follow.

# ASA Senior Leadership Communiqué

## March 2016

ADP - Adam Parker, JMN - Jane Nickerson, NC - Nick Caplin, DJS – Damian Stevenson,  
JP - Jacqui Porritt, MT - Mike Thompson

### GROUP STRATEGY

#### Strategy (ADP)

- Joint Board meeting held on 18/3/16 focussed on defining the key goals for the 2017-2021 strategy.
- Preparation work underway ahead of the 11/4/16 meeting with the Working Group leads.
- Drafting of new strategy to commence following formation of Working Groups.

### MORE PEOPLE LEARNING TO SWIM

#### Learn to Swim (JMN)

- The ASA is hosting a Big School Swim in April as part of the celebrations of 125 years of school swimming to continue to raise the awareness of the importance of school swimming.
- New Adult Learn to Swim Framework being piloted.

#### Workforce Development (JMN)

- Coaching qualifications at Levels 1,2,3 for Water Polo, Synchronised Swimming and Diving now on the Framework.

### MORE PEOPLE SWIMMING REGULARLY

#### Participation (NC)

- Hosted a workshop, focusing on driving greater participation in swimming at the CSPN Annual Conference. Well received and kick started the process of redefining the ASA's relationship with CSPs.
- Met with Parkwood Leisure to discuss new ways of working, to ensure a stronger, more sustainable relationship that will grow swimming across Parkwood sites. Parkwood to be the first National Operator to have a bespoke relationship with the ASA as part of the new ASA National Relationship team.
- Finalised the new Participation team structure and started the process of implementation, with all internal staff informed of their roles. New job titles, roles and responsibilities began on 1/4/16. Head of Product Development appointed, with start date and contracts to be finalised.

#### Insight (DJS)

##### Current Projects

- 11-17 year olds Behaviour Change Research.
- Brand review – research support.
- RNLI insight support for Water Safety Centre project and Swim Safe.

##### Forthcoming Debriefs

- Masters Survey – internal debrief due later this month.
- Clubs Survey – internal debrief later this month and at next SGB.
- Open Water Survey (with readership of H<sub>2</sub>O magazine) – debrief this month.

##### Other Insight Priorities

- Forecast of Active People Survey – highlighting new market trends, with case studies of best practice delivery against the new sports strategy outcomes wherever possible.

## **MORE MEDALS ON THE WORLD STAGE**

### **Talent (JMN)**

- **Synchronised Swimming** - Duet achieved a place in the Rio Olympic Games.
- **Swimming** - Visit to Australia to review holding camp options undertaken - agreed the option provided by Commonwealth Games England is suitable for our purposes.
- **Water Polo** - Plan approved and now being implemented. Suzy Stevenson transferred from Water Polo Development Officer to Water Polo Manager to oversee the implementation of the plan.
- **Para Swimming** - Insight programme launched to survey 5-11 year children with disabilities to ascertain if they swim and if so, how they became involved. Aim is to provide insight to aid talent identification.
- **Clubs** - Revised Beacon reporting format in place - reviewing the system in preparation for 2017 - 2021 submission using learnings from the past three years.
- Sport England Reward and Incentive funding received for a coaching development programme for Diving, Para Swimming and Synchronised Swimming. 15 coaches selected for an 18-month programme.
- GLL Sport Foundation grants awarded to 231 swimmers, 60 divers, 32 synchronised swimmers and 51 water polo players.

## **MARKETING AND BUSINESS SUPPORT**

### **Marketing & Sponsorship (MT)**

Commercial & Marketing Purpose: Social Currency – getting the nation talking about swimming. Generating Income - new revenue streams.

- New-look, consumer-friendly landing page for swimming.org launched on 31/3/16. Early signs are positive with increased traffic and reduction in bounce-rates (i.e. people are staying on our site, rather than clicking away).
- Brand Review – a sub-group from both Sport Governing Board and Group Board representatives has been formed, and process agreed.
- Mumsnet campaign delivered. The website competition (to win Foundation Framework goody bags) generated almost 1,200 entries. Facebook competition (to win Speedo kit) had attracted just under 25,000 people. Many positive comments about Mumsnetter's experiences of taking their children swimming shared across social media. Newsletters with our branding to promote the competitions were distributed to a total of 409,000 individuals.
- The ASA National Synchronised Swimming Championships will be hosted for the first time at the new Harvey Hadden Sport Complex on 16/4/16 to 17/4/16. The GB Duet who have qualified for the Olympics will be competing, as well as other England Programme athletes competing to secure the Solo place at the European Championships in London.
- The ASA National Age Group (U17 & U19) Water Polo Finals take place in Manchester on 23/4/16 and 24/4/16. 48 teams across the age groups have been battling it out in the prelims and qualifiers throughout March and April.

### **Business Support Services (JP)**

- Budget for 16/17 approved at Joint Board meeting.
- Budget packs will be produced shortly.
- Staff survey results currently being analysed.

Please contact Louise Barnes on [Louise.Barnes@swimming.org](mailto:Louise.Barnes@swimming.org) with any enquiries and for further details.

## Bryony Gibbs

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**From:** Roger Penfold <[rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)>  
**Sent:** 28 April 2016 20:11  
**To:** Bryony Gibbs  
**Subject:** Fwd: Incorporation

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Bryony

Please add this to the correspondence for the next meeting of the Board.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

**From:** Jane Nickerson <[Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)>  
**Date:** 25 April 2016 at 10:11:43 BST  
**To:** Simon Kirkland <[simon@sportstructures.com](mailto:simon@sportstructures.com)>, Lisa Topliss <[l.topliss@sky.com](mailto:l.topliss@sky.com)>, David Watson <[david@northyorkshiresport.co.uk](mailto:david@northyorkshiresport.co.uk)>, "Joan Wheeler" <[joan.wheeler@btinternet.com](mailto:joan.wheeler@btinternet.com)>, David Flack <[davidcflack@gmail.com](mailto:davidcflack@gmail.com)>, Roger Penfold <[rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)>, Dave Fletcher <[dave.rfletcher@yahoo.co.uk](mailto:dave.rfletcher@yahoo.co.uk)>, Adrian Leather <[aleather@lancashiresport.org.uk](mailto:aleather@lancashiresport.org.uk)>  
**Cc:** Jacqui Porritt <[Jacqui.Porritt@swimming.org](mailto:Jacqui.Porritt@swimming.org)>  
**Subject:** **Incorporation**

Dear All

One or two of you have asked about the process moving forward, including when/how you can invite Jacqui to talk to members of your region.

Jacqui has drafted a paper which now needs to be approved by the two Chairs and signed off by the Boards. As soon as she receives approval a copy will be sent to you and you will then be able to invite Jacqui to your region.

It may be helpful to let Jacqui have a note of your meeting dates if you intend to invite her to a meeting to enable her to manage her diary.

Best wishes

Jane

## Bryony Gibbs

---

**From:** Roger Penfold <rogerpenfold@btinternet.com>  
**Sent:** 12 April 2016 11:23  
**To:** Bryony Gibbs  
**Subject:** Fwd: ASA Council Working Party Meeting - Notes and Actions from Meeting  
**Attachments:** Meetings Notes - Council Working Party Meeting Final.pdf

**Follow Up Flag:** Follow up  
**Due By:** 02 May 2016 16:00  
**Flag Status:** Flagged

Bryony

Please circulate this to the Board, reinforcing the point made by Cathy - that this represents work in progress.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

**From:** Cathy Lambert <[Cathy.Lambert@swimming.org](mailto:Cathy.Lambert@swimming.org)>  
**Date:** 12 April 2016 at 08:56:00 BST  
**To:** Adrian Leather <[aleather@lancashiresport.org.uk](mailto:aleather@lancashiresport.org.uk)>, David Flack <[davideflack@gmail.com](mailto:davideflack@gmail.com)>, David Fletcher <[dave.rfletcher@yahoo.co.uk](mailto:dave.rfletcher@yahoo.co.uk)>, "David Watson" <[david@northyorkshiresport.co.uk](mailto:david@northyorkshiresport.co.uk)>, Joan Wheeler <[joan.wheeler@btinternet.com](mailto:joan.wheeler@btinternet.com)>, Lisa Topliss <[l.topliss@sky.com](mailto:l.topliss@sky.com)>, "Roger Penfold" <[rogerpenfold@btinternet.com](mailto:rogerpenfold@btinternet.com)>, Simon Kirkland <[Simon.Kirkland@sportstructures.com](mailto:Simon.Kirkland@sportstructures.com)>  
**Subject:** ASA Council Working Party Meeting - Notes and Actions from Meeting

**Email message from Emma Griffin Head of Operations**

As requested please find attached the notes and actions from the ASA Council Working Party meeting.

Please note that the format and ideas discussed are still very much work in progress at this stage.

Best wishes.

Emma

**Cathy Lambert**  
Operations  
Administrator  
Team Leader



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

**T**ogether **E**veryone **A**chieves **M**ore



*Please think of the environment before printing this email*



## ASA Council Working Group

Notes of meeting held on Thursday 17<sup>th</sup> March 2016 in SportPark in Loughborough.

Present:	Anne Reah	ASA Vice President	AR
	Joan Wheeler	Chairman (East Region)	JW
	Chris Bostock	Chairman – ASA Sport Governing Board	CB
	Lisa Wainwright	Vice Chairman – ASA Group Board	LW
	Richard Barnes	ASA Head of Legal Affairs	RB
	Emma Griffin	Head of Operations	EG
	Tracey Carecci	Operations	TC
Apologies:	Dave Fletcher	Chairman (London Region)	
	David Flack	Chairman (South West Region)	

### 1. **Welcome**

1.1 The Chair welcomed all attendees to the meeting.

### 2. **2015 Council Feedback/Insight Survey**

2.1 The feedback from last year's Council was reviewed.

Discussion points centred on the following:

- We need to ensure the whole day is about the delegates, and that they feel like they are engaging with the ASA – more two-way communication required.
- A “welcome session” for all delegates is needed before the start of the morning sessions, as going straight into the individual workshops didn't work as well.
- Agreed that the morning sessions/workshops (with the exception of the Incorporation open forum) should be a 20/80 or 30/70 split in terms of ASA staff member or presenter presenting info, and then feedback/interaction with the participants.
- Some sort of ASA Strategy session needed in the morning (ideally led by Adam Paker).
- An Incorporation open forum was required in the morning.
- A way to encourage delegates to have a more informal and relaxed interaction with the ASA could be an “open mic” session after the formal AGM.
- All agreed that we should keep the formal part of the AGM to the bare minimum requirements, and then save time for the “open mic”, where all would feel more able to have a relaxed interaction. All agreed that the “open mic” should be about looking forward rather than looking back.
- Presidential inauguration – it was discussed whether the current format where all the Regional Presidents do a welcome was still the right approach.
- The layout for the ACM was discussed and it was agreed that, subject to the dimensions and shape of the room, the layout would be the same as previous years but with a smaller central "aisle" than last year.
- We hope that the staff team would be present during the day and available to delegates, who will not all be in workshops - this opportunity for communication etc

## 2.2 **Actions:**

AR to consider presidential inauguration, and then approach the Regional Chairs to see if they would like to have one Regional President who welcomes the new President on behalf of all of the Regions – completed.

TC to look at room layout and feedback if there are any issues

## 3 **Format of the 2016 Council**

### 3.1 The Working Group discussed an outline format and agreed on the following:

**10.00am** Welcome and introduction

**10.05am** Keynote Speaker - it was suggested to approach the Sports Minister who could talk about the political landscape and how swimming fits in.

**10.45am – 11.00am** Coffee

#### Breakout sessions

**11.00am – 1.00pm** Incorporation Open Forum (CB)

**11.00am – 11.55am** Strategy Workshop (AP) – same session running twice

**12.00pm – 12.55pm** Strategy Workshop (AP) – same session running twice

**11.00am – 11.55am** Governance Workshop (tbc) - same session running twice

**12.00pm – 12.55pm** Governance Workshop (tbc) - same session running twice

**11.00am – 11.55am** Volunteers (Steph Elliott/maybe another)

**12.00pm – 12.55pm** Volunteers (Steph Elliott/maybe another)

**1.00pm – 2.00pm** Lunch

**2.00pm – 4.00pm** AGM of the Council of the ASA, Welcomes, presentation by CEO and inauguration of the new President.

**4.00pm** Close of formal AGM

**4.00pm – 4.45pm** Informal “open mic”

**6.45pm-7.30pm** Pre-dinner drinks

**7.30pm** Dinner

### 3.2 **Actions:**

Enquiries to be made with the hotel asap to ensure that we can set up for 10am welcome in main room - TC

Approach to be made to Sports Minister or other appropriate Keynote Speakers – LW and EG

The Regional Chairs to decide what focus they would like for the Governance Workshop – chosen from one of the seven principles outlined in the “Voluntary Code of Good Governance” [http://www.sportandrecreation.org.uk/sites/sportandrecreation.org.uk/files/web/GovernanceCodeFINAL.PDF\\_easyprint%20Version.pdf](http://www.sportandrecreation.org.uk/sites/sportandrecreation.org.uk/files/web/GovernanceCodeFINAL.PDF_easyprint%20Version.pdf) – JW

Once the Governance topic is selected, options for presenters to be investigated and fed back to the Working Group - EG

To consider sending any workshop info/paperwork ahead of time if it will aid pre-thinking – TC

Discussion regarding direction of the Volunteer workshop to take place - EG, SE, and DF

Webex of Workshop presentations to be pre-recorded and made available – EG to investigate

More thought about “open mic” – ALL feedback to EG

4

#### **Chair of Council**

RB advised that ASA regulations state Chair of Group Board, however all agreed appropriate for shared responsibilities.

#### **Actions:**

RB to discuss shared responsibilities with both Chris Bostock and Mike Farrar before submitting to both Boards for approval.

**From:** Jane Nickerson <[Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)>

**Sent:** 24 March 2016 10:28

**To:** Adrian Leather; Dave Fletcher; David Watson; Simon Kirkland; Joan Wheeler; [john.hidle@ntlworld.com](mailto:john.hidle@ntlworld.com); Alan Lewis; Adam Paker; Chris Bostock; Mike Farrar

**Cc:** David Flack

**Subject:** Regional Chairs' meeting and dinner 23 March 2016

Dear All

Please find below the agreed actions from last night's meeting over dinner. Please let me know of any errors or omissions.

Best wishes

Jane

## Notes

### 1. Strategy

Noted the draft working groups which will be launched after finalisation on 11th April.

Information to be sent to the Regions outlining the process and timeline after Easter

Working groups to be led by ASA employees - to include members and partners appropriate to each group

Check and challenge group to comprise of members of the Group Board and Sport Governing Board

Agreed consultation with the sport throughout the process - possibly on-line in a protected area of the website

Agreed the strategy is based on the Vision and Mission - the ASA purpose and will show, where appropriate, how the core work undertaken by the ASA can deliver the Government's desired outcomes

Agreed the consultation and engagement with all layers of the sport will continue after the strategy has been completed to ensure the strategy is fully implemented throughout the sport

Regions may request members of the Senior Leadership Team to attend meetings in the region to present the strategy if they so wish

### 2. ASA Judiciary

Agreed the ASA should undertake a full review of the judicial process as it is believed it is not fit for purpose today

Areas of concern include the lack of a "nip it in the bud" procedure at the outset, "Friends" are not always helpful as they can only support one side and therefore there is no potential for mediation, lack of training to ensure those delivering the service are up-to-date with current thinking and current issues.

### 3. Incorporation

Noted that Jacqui Porritt, CFO is now leading the process and that the original Working Group set up by the Group Board is no longer active.

Regions may invite Jacqui to attend meetings to explain the current position

Agreed a paper should be sent out to all regions setting out the current thinking on options - paper to include the implications for the sport and members.

Agreed Jacqui should attend a meeting with the Regional Chairs following the circulation of the paper

Noted that additional options are now available including Charity options.

#### **4. Facility Strategy**

Noted this is now nearing completion and will be shared with the Regions when available

Agreed this strategy needs to dovetail into the new ASA strategy

Agreed there is a need to ensure the Club team and other members of staff and volunteers manage the relationship with the operators by finding a “win win” situation for clubs and operators.

Some ideas were discussed around negotiating L2S early stages delivered by the operators, later stages by clubs and negotiated water hire costs for the squads.

However, it was acknowledged there are differences around the country and one size does not fit all.

The option of clubs owning facilities and regions supporting them with loans for build costs were discussed - information has been sent to all regions

#### **5. Sponsorship and Marketing**

Mike Thompson, CMO, has offered to attend meetings in the regions and discuss how regions can attract local sponsorship without impeding on national deals

The meeting felt that the collective rights of regional events and national events is probably a stronger offer than individual regional event offers.

Agreed communication is key on all issues around sponsorship

#### **6. Regional Engagement**

Agreed each region would have a dedicated member of the SLT appointed as their main contact but are also free to contact each member of the SLT on their area of work as and when required.

#### **7. Monthly staff briefings**

Agreed these will be available for all to dial into and also watch on demand after the event.

#### **8. ASA Office Open Days**

Noted this will be re-instigated - Emma Griffin to send out information in due course.

#### **9.**

## **Website**

Noted the British Swimming site will be live from April which has meant changes to the ASA site.

Agreed everyone should advise the web team of any missing links to enable them to be re-established

## **10. Honours System**

Agreed regions will identify suitable candidates

Agreed to seek support on writing successful applications

Agreed to look at the Queen's Award for Voluntary Service and send this information to clubs as it acknowledges the work of groups rather than individuals.

## **11. ASA Volunteer Awards**

Agreed the Head of Volunteering should convene a working group to look at the system for 2017 to re-establish County and Regional awards linked to the national awards.

Jane M Nickerson

Chief Operating Officer

ASA

Mobile: +44 7771 814 302

E Mail [Jane.Nickerson@swimming.org](mailto:Jane.Nickerson@swimming.org)

# ASA GROUP BOARD

SUBJECT TO APPROVAL AT THE NEXT MEETING

## MINUTES OF A MEETING OF THE GROUP BOARD OF THE AMATEUR SWIMMING ASSOCIATION, HELD ON 16<sup>th</sup> FEBRUARY 2016 AT SPORTPARK, LOUGHBOROUGH.



<b>Present:</b>	Mr M Farrar	Chairman
	Ms L Wainwright	Independent Member (Deputy Chairman)
	Mr K Ashton	SGB Representative
	Mr S Cain	Independent Member
	Mr N W Humby	Independent Member
	Mr S Johnson	Independent Member
	Mr I Mackenzie	SGB Representative
	Mr B Simkins	SGB Representative
	Mr A Paker	Chief Executive Officer
	Mrs J Porritt	Chief Financial Officer
<b>Staff:</b>	Mr R Barnes	Head of Legal Affairs
	Mr N Caplin	Director of Participation
	Miss J M Nickerson	Chief Operating Officer
	Mr D Stevenson	Head of Insight
	Mrs L Barnes	Executive Assistant to the Chief Executive Officer
<b>Apologies:</b>	Mr M Thompson	Chief Marketing Officer

### Min No:

1. **Welcome and Introductions**
  - 1.1. The Chairman welcomed everyone to the meeting,
2. **Declarations of Interest**
  - 2.1. Jane Nickerson, Company Secretary and Director Community Swimming Limited (CSL).
3. **Minutes of the Meeting held 24 November 2015.**
  - 3.1. The minutes were agreed as a correct record.
4. **Matters arising from the minutes of the meeting held 24 November 2015**
  - 4.1. **Min 93.1 Strategy, Vision and Missions Statement** –Included in the Chief Executive Officers Report.
  - 4.2. **Min 96.3 Finance Report / 4 year plan** – Included in the Chief Financial Officers Report.
  - 4.3. **Min 103.1 SGB Strategy Weekend** – The Chairman reported he had met with the Chairman of the Sport Governing Board where a number of matters of mutual interest had been discussed.

5. **Chairman's Report.**
- 5.1. The Chairman reported he had attended the Short Course Championship event in Sheffield prior to Christmas and commended the staff and volunteers on the tremendous work undertaken to deliver an excellent event.
- 5.2. A meeting had been held with the Chairmen of British Swimming and Wales where consideration had been given to the format/focus of the home country meetings. Regular discussions continue with Chris Bostock, Chairman of the Sport Governing Board in order to build a shared understanding of how all parties involved in the sport can add value. The Chairman reported he had attended a second pool operator's dinner where the ASA Strategy had been discussed.
- 5.3. The Chairman apologised profusely for any impacts from the recent changes to meeting dates for March and September and explained the reasons for this.
- 5.4. **Government's Sport Strategy** - the Chairman outlined his assessment of the publication of the Governments Sport Strategy and the implications this has for Sport England and ultimately the ASA as a National Governing Body. Sport England are carrying out a review in consultation with governing bodies and have identified 5 key outcomes, physical health, mental wellbeing, individual development, economic benefit and social value . The Chairman welcomed views from everyone on the implications and how we can combine this into our discussions on strategy, funding, and partnerships.
  - 5.4.1. A discussion followed at length on the opportunities and challenges facing the ASA and Sport England. The importance of working with current partners and pool operators was also noted.
  - 5.4.2. The Chairman advised that he had tasked the Senior Leadership Team to set up a Swimming Health Commission and provide details of membership and remit. This is expected to last 3 to 4 months in order to explore further avenues to attract brand association and commercial opportunities.
  - 5.4.3. A copy of the Swimming Health Commission paper to be circulated to Group Board members.
6. **Report of the Chief Executive Officer**
- 6.1. **Aquatics Industry Leadership Group/'Swimming into the Future' Conference** – The Chief Executive Officer gave an update on the recent meeting of the aquatics industry Leadership Group advising he had been appointed Chairman. Matters considered at the meeting had included those previously discussed by the Swimming Leadership Group; Facilities and Programming, Learn to Swim, Marketing and Lobbying which are the main topics for the forthcoming "Swimming into the Future" Conference, which the ASA is also organising.
- 6.2. **Regional Boards** – The Chief Executive Officer confirmed that Dave Fletcher, London Region had been appointed as Chairman of the Chairmen's Group.
- 6.3. The Report of the Chief Executive Officer was noted.
7. **Equality & Diversity** – An update was given on the application for the Sport England Advanced Equality Standard for Sport which the ASA and British Swimming are working together on. This has been delayed due to the current review work being carried out by Sport England.

- 7.1. The report was noted.
8. **Strategy**
- 8.1. The Chief Executive Officer proposed the following statements in relation to the Vision and Mission for the ASA.
- Vision:** A nation swimming
- Mission:** Creating a happier, healthier and more successful nation through swimming.
- 8.2. A discussion followed in detail and the wording of “successful nation” and how this will be measured. It was agreed to adopt and roll out the Vision and Mission as stated.
- 8.3. The Chief Executive Officer gave an overview of the roadmap for completion of the strategy together with assurance that there will be full engagement across the sport.
- 8.4. The Chief Executive Officer stated a small working group will be set up to work on the ASA Strategy and is seeking representation from both Boards. Any Group Board member wishing to be involved is kindly requested to contact the Chief Executive Officer.
9. **Report of the Director of Participation**
- 9.1. **Sport England Review** - The Director of Participation updated the Board on a number of areas including feedback on the recent Sport England Review of the Participation Strategy which had been positive and encouraging.
- 9.2. **Restructure of the Participation Team** – The Director of Participation updated the Board on the progress of the restructure.
- 9.3. **Projects** - Assurance was given that all projects remain on target for completion with the timeframe previously circulated.
- 9.4. **Market segmentation** - Additional information was given on market segmentation with the data provided giving a base for developing a strategy looking at areas of growth.
- 9.5. The Director of Participation was requested to provide details on project spend and outcomes for the July meeting.
- 9.6. The report was noted.
10. **Report of the Chief Financial Officer**
- 10.1. **Management Accounts** - The Chief Financial Officer clarified questions raised on the management account notes within the report and gave details on the reforecast following publication of the January accounts.
11. **Incorporation Update**
- 11.1. Bernard Simkins and Simon Johnson both expressed their concerns and disappointment on the lack of clarity about the current process and its contribution to the process that the Group Board had agreed and pursued originally.

11.2. The Board noted the request from the meeting of the Regional Chairs in October to reconstitute the Incorporation Working Group to ensure there was greater representation from the grass roots of the sport. They also requested wider consultation with the sport. The Board felt that this meeting and subsequent feedback had been helpful in clarifying the position of the Chairs. The Board agreed there should be appropriate and timely consultation with the sport to bring forward a proposal for incorporation with an aim to achieve the final decision at Council 2017. It was agreed that the option of forming a charity should be considered alongside a company limited by guarantee option. The Chairman stated that, in his opinion, the charity option would be worthy of significant consideration as it is likely to help the opening of doors to contributions from other charitable organisations, especially those linked to health and wellbeing (see 12.5 below). It was agreed the CFO should continue to move forward on ensuring consultation on the two options i.e. charity and company limited by guarantee clearly showing the benefits of each and that the status quo should not be stated as an explicit option. It was further agreed it would be helpful for the two Boards to be aligned on this matter and the Chairman agreed to consult with the SGB Chairman on this matter.

## 12. **Sponsorship**

12.1. The Chief Executive Officer updated the Group Board on 4 key areas.

12.2. **Outfitting** – This had been reduced to two potential suppliers and the Chief Executive Officer provided background information on the final selection.

12.3. **Swimming Campaign** – The current status of negotiations and opportunities to associate the ASA brand to a potentially very beneficial campaign were highlighted.

12.4. **Legardère (formerly SMAM)** – The Group Board were advised that a meeting will be held with Legardère late March/April time where a number of matters will be discussed including the difficulties of sponsorship. There was discussion on the contract and the Head of Legal Affairs is to look into this.

12.5. **Charitable Partnerships** – The Chief Executive Officer advised that we are planning to approach the decision-makers of the largest health-focused charities to explore potential partnerships. This will involve us generating a clear value proposition.

## 13. **Branding**

13.1. Members discussed the paper on Branding and a number of recommendations were made. A working group will consider the proposals put forward together with feedback from the two Boards with a view to looking at the value of external consultants and to expedite the process of rebranding. Recommendations will be made to both Boards once this work has been completed.

## 14. **Royal Patronage**

14.1. The Chief Operating Officer gave an overview of the historic information supporting the use the shield of the Royal Arms within the ASA's heraldic logo. It was agreed that the branding working group should incorporate this into their deliberations and identify the most appropriate use of the heraldic logo.

15. **Community Swimming Limited (CSL).**  
15.1. The Chief Operating Officer submitted a paper with a proposal for the ASA to provide limited management support, which was agreed.
16. **Learn to Swim.**  
16.1. The paper was noted.
17. **Workforce Development.**  
17.1. The paper was noted and Becky Cox was commended on the work she had been involved in with Dudley College.
18. **Report of the Head of Insight.**  
18.1. The Head of Insight updated the Board on the development of the Swimming Tracker which reflects the Sport Strategy issued by Government.
19. Presentations have been delivered throughout the sector (150 in total) and meetings held with Department of Culture, Media and Sport (DCMS), Sport and Recreation Alliance (SaRA) and Sport England. Feedback received back has been positive and encouraging.
- The Head of Insight was thanked for his update.
20. **Sport Governing Board Meeting 29/30 January 2016**  
20.1. The report of the Sport Governing Board representatives was noted.
21. **Any Other Business**  
21.1. **Relationship with British Swimming** – An update was given in respect of the relationship which was considered good. Details were also given on areas where British Swimming have decided to use their own dedicated services.
- 21.2. **External Audit** - The Chief Financial Officer will circulate the planning letter from the auditors on the external audit to the Group Board.
- 21.3. **Joint Meeting with the Sport Governing Board** - The Chairman emphasised the importance of the joint meeting with the Sport Governing Board in March and looked forward to the opportunity for all parties to discuss and understand the contributions each has to make and to frame the ASA Strategy and to move the sport forward.
22. There being no further business the meeting closed.

# ASA SPORT GOVERNING BOARD

Minutes of the meeting held 29/30 January 2016  
SportPark, Loughborough

## Subject to approval at the next meeting



<b>Present:</b>	Mr C Bostock	Chairman
	Mrs A Clark	East Midland Region (Saturday only)
	Mrs K Grimshaw	London Region
	Mr R Prior	South East Region
	Mr I Mackenzie	East Region
	Mr B Simkins	West Midland Region
	Mr N Booth	North West Region
	Mr R Gordon	North East Region
	Ms P Jones	Sport Specialist
	Mr B Saunders	Sport Specialist
	Mr J Bird	President & substitute for Mr R Margetts
	Mrs A Reah	Vice President
<b>Staff:</b>	Miss J M Nickerson	Chief Operating Officer
	Mr R Barnes	ASA Head of Legal Affairs (Friday only)
	Mr A Paker	Chief Executive Officer (Friday only)
	Mrs J Porritt	Chief Financial Officer (Friday only)
	Mrs C Lambert	Administrator
<b>By invitation:</b>	Ms K Thorpe	Talent Development Officer, Synchronised Swimming
	Ms S Darragh	Development Officer, Synchronised Swimming
	Mr J Keating	Head of Club Development
<b>Apologies:</b>	Mr R Margetts	South West Region
	Mrs A Clark	East Midlands Region (Friday night)

### Min No:

#### 1. **Welcome and Introductions**

The Chairman welcomed Board members, members of the Senior Leadership Team, Karen Thorpe, Talent Development Officer, Sarah Darragh Development Officer and Jon Keating to the meeting.

#### 2. **Presentation by the Development Officer - Synchronised Swimming.**

2.1. The Development Office gave an overview of the current position which included membership statistics and awards sales. Members were also reminded of the headline focus areas from the Tunnicliffe Report and advised that the relevant areas have been condensed into four areas of development. These were highlighted as grass roots, participation, athlete development and workforce. An outline of the steps put in place for 2016/2017 was given.

2.2. There was an opportunity to ask questions and for discussion. Topics included the difficulties in identifying synchro sections within clubs, implementation of the 10 year plan which was acknowledged was only 6/7 months old and the work being carried out in liaison with the Masters Officer for Master's Synchronised Swimming.

2.3. The Board were supportive of the Development Officer and the work done to date particularly with the regions.

2.4. The Development Officer for Synchronised Swimming was thanked for her presentation.

3. **Presentation by the Talent Development Officer, Synchronised Swimming.**

3.1. The Talent Development Officer updated the Board on activities in 2015 including qualification for Baku. The calendar for 2016 was highlighted and members advised of activities in areas of key development.

3.2. The talent pathway was outlined including the expansion of the Beacon programme which is seen as a successful programme for synchronised swimming. There are significant challenges going forward and in order to deliver the programme for the next quadrennial additional resources would be required.

3.3. There was an opportunity for questions and members discussed the opportunities for funding should the duet qualify for Rio and what other avenues could be explored to seek some additional sport science and medical support.

3.4. The Talent Development Officer for Synchronised Swimming was thanked for her presentation.

3.5. Both officers were commended on their enthusiasm and positive attitude to the sport.

4. **Report of the Chief Executive Officer (CEO).**

4.1. The CEO updated members on three key areas of focus:

4.2. **Internally** – Members were advised that the Senior Leadership Team (SLT) is now fully quorate and operational with weekly meetings programmed. The CEO updated members on staffing matters and the monthly staff briefings now in place. These have been implemented to improve communication and engagement with staff following feedback from the last staff survey and the Board were encouraged to join the briefings via Webex. The ASA Staff Day and ASA Staff Awards are scheduled for the 3<sup>rd</sup> March and there has been a good response to the latter in terms of nominations.

4.2.1. In addition the CEO gave an overview of activities and interactions within other areas of the sport including regular conversations with the Regional Boards and Chairmen.

4.2.2. The CEO noted the request for a copy of the Participation Strategy Document to be circulated.

4.2.3. Following a question regarding Workforce the Chief Operating Officer (COO) confirmed the current Workforce activities which fall into 4 distinct areas. Each of these areas has clearly defined plans to which they are working. The Heads of Terms for the transfer of business to Dudley College has been completed with TUPE transferred staff remaining at SportPark.

4.2.4. Following the sale of the SFA contract there will no longer be a requirement to comply with Ofsted criteria.

4.2.5. Revised Level 1 and Level 2 Swimming Teaching qualifications are now available which are focussed on the practical application of teaching.

- 4.3. **Externally** – The CEO advised on current activities with external partners and stakeholders. This included a Swimming Summit on the 15<sup>th</sup> March - “Swimming into the Future” which we are leading. The summit is aimed at a range of organisations across the aquatics industry and details of the provisional programme were given. In addition, the ASA is involved in the formation of a Swimming Executive Group which is a steering group with representation from the operators, the commercial sector, government and education. The inaugural meeting of this group will be held in February although it was noted that regular dedicated meetings between the ASA and the operators will still take place.
- 4.3.1. The CEO updated members on the regular discussions with the CEO of British Swimming and programmed calls with the ASA representatives on the BS Board prior to each meeting. The next Home Country Partnership meeting will be on the 5<sup>th</sup> February with the CEO and COO in attendance.
- 4.3.2. Details were also given on the CEO Forum which is a group of 45 National Governing Bodies (NGBs), whose aim is to promote the value of NGBs. In addition, the ASA is also part of a smaller group involving Cycling, Athletics, Swimming and Triathlon (CAST). CAST through its nature and size will have the potential to focus on issues and lobbying on matters of common interest.
- 4.4. **Future Facing** – The CEO highlighted the critical areas which include the proposal for the Vision and Mission Statement and the timeline for the Strategy for 2017/2021. Working groups will be formed to work on this and the CEO is looking for 2/3 people across both Boards to be involved. Any Board member with a particular interest in this area to contact the CEO direct.
- 4.4.1. Members were updated on the current status regarding sponsorship including opportunities for outfitting. Members were requested to consider any potential leads and inform the CEO.
- 4.5. The CEO was thanked for his report.
5. **Brand Review** - The opportunity was taken to discuss with the CEO the proposed brand review and change of title. In a straw poll members agreed there was no objection to the use of “Swim England” as the trading name to remain as the Amateur Swimming Association. The COO had investigated the use of the Shield of the Royal Arms which is an integral part of the ASA heraldic logo but at present could only confirm that it had been in use for some period of time prior to Her Majesty the Queen becoming patron of the Amateur Swimming Association.
- Note: Subsequent to the meeting the COO has resolved the issue of the Shield of the Royal Arms with correspondence received from the Home Office in 1976 confirming there was no objection to its continued use.*
6. **Report of the ASA Head of Legal Affairs (HOLA)**
- 6.1. The HOLA gave an update on the recent work carried out by the Rules Committee to provide more clarity and remove some of the ambiguity from a number of the Regulations. The Board discussed the proposals and agreed the wording proposed by the Rules Committee except for existing Regulation 403 which the Board agreed to remove entirely.
- 6.1.1. The Board unanimously approved the wording of the changes set out in Appendix 1 which shall take effect from 12 March 2016.

- 6.1.2. The Board agreed to add the Masters T30 Challenge to the list of events to which Regulation 50.2 does not apply. The Management Groups were invited to consider any other such events for which Regulation 50.2 does not apply.
- 6.2. **Transgender application** – The Transgender Policy requires the Sport Governing Board to set up a panel to consider such applications. Nominations were recommended and it was further agreed that the HOLA approach British Swimming to be involved in the process.
7. **Finance Report**
- 7.1. The Management accounts for November were circulated and members thanked for their feedback.
- 7.2. The CFO explained some of the variances and advised that the Finance team are currently working through the re-forecast. Clearer details will be available once the December and January reports are circulated which will show better alignment between the budget and activity.
- 7.3. Clarification was sought on the Participation staff costs and it was confirmed that the initiation of the plan has been slightly delayed although it is not anticipated this will cause any problems and will even out at the end of the 4 year cycle.
- 7.4. Members were updated on the status of the budget which had been delayed due to the quarterly return for the Whole Sport Plan taking priority. The CFO highlighted some major differences in the budget to the draft presented by the Interim CFO last year but overall felt confident that a break even budget is achievable.
- 7.5. The final budget will be presented at the joint board meeting on the 18<sup>th</sup> March and the CFO will keep members apprised of progress.
- 7.6. The CFO was thanked for her report.
- 7.7. The CEO undertook to keep the SGB informed of progress on the roll out of the Participation Plan.
- 7.8. The CFO requested members to submit any further queries on the accounts directly to her.
8. **Risk Management Progress Report.**
- 8.1. The report of the Group Internal Audit Manager was before the Board for consideration.
- 8.1.1. Clarification was given on the rationale for S1 status (Participation). Members discussed the Coaching Pathway (CD5) and the lack of opportunity to work with further education establishments to include ASA qualifications in their coaching courses. It was felt that the inclusion of ASA qualifications would give students the opportunity to achieve sport specific skills thereby increasing their job prospects and increasing the coaching base for clubs. Sport Specialist member, Pippa Jones agreed to approach Sheffield Hallam to ascertain if this was feasible.
- 8.2. The report was noted.
9. **Club Development Review**
- 9.1. The Board reviewed the report submitted by the Board liaisons on the progress made by the Club Development Group (CDG). it was felt the CDG were making

progress and moving in the right direction albeit they need to focus on the areas of Club Development.

- 9.2. Members discussed the number of swim21 clubs, the online process and the period of accreditation which has fluctuated over the years. This currently stands at 1 year although there is a recommendation to move this to 2 years.
- 9.3. The Sport Governing Board stated the swim21 group is a sub-group of the CDG and should therefore have separate meetings and agendas.
- 9.4. It was noted the Head of Club Development is scheduled to attend the next meeting and an invitation is to be extended to the Chair of the CDG.
- 9.5. The Board considered correspondence received regarding a requirement for a club to have a L2 coach in all disciplines offered by the club in order to gain swim21 accreditation. The practicalities of this were discussed as it was felt this would prevent clubs starting up sections for additional disciplines or offering low level opportunities in other disciplines. It was suggested that the requirement is appropriate. The Head of Club Development to review this with the Chair of CDG and report back.
- 9.6. There were also discussions on identifying the discipline elements of membership within the club structure i.e. water polo, synchro etc. and further work is required to help facilitate more accurate data as many clubs do not provide details of all the disciplines each member participates in.
- 9.7. The COO to discuss with the Head of Club Development the review of the Beacon programmes and to offer alternative proposals regarding the reports.
10. **International Influence**
  - 10.1. The COO gave details on the funding for International Influence and confirmed the budget sits with British Swimming. There was general discussion on the opportunities to develop ASA officials, the pathway to follow to become LEN/FINA officials and the importance of this to the ASA. The SGB agreed this is important as a number of events held in the UK will require FINA qualified referees for example qualifying events for the Commonwealth Games, Olympic Games and World Championships. The COO will raise this matter at the Home Partnership meeting on the 5<sup>th</sup> February.
11. **Club Team Report**
  - 11.1. The Board noted the reports submitted and considered the proposals by the Club Team for a Club Conference going forward. It was noted that the majority of Regions and Counties already host swimming conferences and members discussed whether a Club Conference from a national perspective was necessary or indeed best value for money bearing in mind the low attendances over the past two years.
    - 11.1.1. The Board agreed there would not be a national conference and to use the monies elsewhere for the benefit of the clubs. It was specified the Club Team should work with the Regions on the content of appropriate events they may have planned for 2016.
12. **Brand Review**
  - 12.1. The COO presented the Brand Review on behalf of the Chief Marketing Officer (CMO).
  - 12.2. Following on from discussions the previous evening the SGB deliberated on the suggestions to move towards a common identity throughout the organisation,

including the regions. Members understood the need to have a uniform identity but were concerned at possible cost implications although it was acknowledged a considerable amount of collateral is electronic and costs should be minimal. It was agreed that a roll out of a new brand would be preferable to a swap out unless a sponsor is involved to cover the costs.

12.3. It was reiterated that “Swim England” was an acceptable title but that the parent name remains Amateur Swimming Association.

12.4. The Regions confirmed that the regions would be likely to take on board the common brand of Swim England i.e. Swim North West, Swim London etc. However, this would not be the case if the ASA moved to a brand name which the regions felt they could not support.

### 13. **Vision and Mission**

13.1. The COO presented the SLT’s proposal for the Vision statement “A Nation Swimming”. This was agreed.

13.2. The Mission Statement “We create a happier, healthier and more successful nation through swimming” was discussed and the Board agreed a slight amendment to the wording to read “Creating a happier, healthier and more successful nation through swimming”.

### 14. **Report of the Chairman**

14.1. The Chairman gave a verbal overview on matters of interest to the Sport Governing Board.

14.1.1. **Synchronised Swimming:** The Chairman provided an update on the current status of the Synchronised Swimming Management Group and the work being done by Maria Ramos.

14.1.2. **SLT** - The Chair advised that he had attended an SLT meeting and that regular meetings are held with the COO and the Chair of the Group Board. In addition there has been an opportunity to meet with the CMO, Mike Thompson.

14.1.3. **Monthly Staff Briefings** – The Chair recommended members take the opportunity to join these briefings via Webex as it gives background knowledge to areas not within the confines of a Board meeting. Administrator to circulate dates.

14.1.4. **Events** – The Chair had attended the Scottish Short Course meet and the Short Course Championships in Sheffield at which the CEO and Chair of the Group Board had also attended.

14.1.5. **4 C’s meetings** – This group comprises the Chair of the SGB, Chair of the Group Board, CEO and COO and is an opportunity to discuss matters of mutual interest outside the board room environment. The next meeting is scheduled for 4<sup>th</sup> February.

14.1.6. **British Swimming** – Regular meetings continue to be held with the CEO of British Swimming.

14.1.7. **Incorporation** – Members were updated on progress, including recommendations for the membership of the Incorporation Group. The Chair advised that the CFO is revisiting this with a timeline to present proposals to ASA Council in 2016 with implementation in 2017 if agreed.

### 15. **Report of the Chief Operating Officer**

- 15.1. The COO updated the Board on the following areas:
- Learn to Swim
  - Workforce Development
  - Clubs
  - Talent Swimming
  - Talent Synchronised Swimming
  - Talent Water Polo
  - Talent Para-Swimming
  - Talent Diving
  - Reward and Incentive Bid
  - Events
  - Officials
  - CSL
  - Projects
- 15.2. **Learn to Swim** – Members noted that Jon Glenn had been asked to speak at the Nordic Learn to Swim regarding best practise and improving Learn to Swim across all the Nordic countries. The Board congratulated Jon Glenn on the recognition afforded to him in his field of expertise.
- 15.2.1. Childhood obesity, school swimming and organising a school swimming summit were highlighted as areas of importance. New awards have been launched on the LTS pathway for babies, toddlers and pre-schoolers. New resources are also available for teachers and lesson providers and this will form the basis of a new membership offer.
- 15.3. **UK Drowning Prevention Strategy** – The National Swimming Forum, chaired by Jon Glenn, has contributed to the Drowning Prevention Strategy due to be launched at the Houses of Parliament on the 29<sup>th</sup> February. The Safe Management and Supervision Document will be finalised in February but will not be a mandatory part of HSG179, it will however be referred to as a guidance document and include teacher/pupil ratios, diving into swimming pools and open water.
- 15.4. **School Swimming Statistics** – The COO gave a number of statistics in relation to school swimming with figures for 7-11 year olds causing the most concern.
- 15.5. **Learn to Swim KPIs** – Noted.
- 15.6. **Workforce Development** – The COO updated Board members on recent activities within the Workforce Team, the contract with Dudley College and the transfer of staff associated with the AASE programme. The COO has also met with the ASA Awarding Body Board which had been productive and dispersed some of the anomalies for IOS.
- 15.6.1. **Level 1 and Level 2 Teaching Swimming qualifications** – members were advised that the new qualifications, which focus on the teaching of swimming, are now on the framework and feedback from the operators who have participated in the pilot has been positive.
- 15.6.2. The Annual Plan for Tutor Training has been completed and information was given on the Fast-track programme and the plans to reduce the backlog of Tutors. The work undertaken by Sarah Green was acknowledged.
- 15.6.3. **KPIs** – These were noted.
- 15.7. **Beacon Clubs** – There has been great improvement in the majority of clubs and regular reports are being received and more pro-active approach to the London Aquatic Centre (LAC) is now being taken with the emphasis on sustainability.
- 15.7.1. The Club Survey has been launched closing on the 19<sup>th</sup> February.

- 15.7.2. The COO provided an update on Swim Stars and opportunities to offer this to swim21 Club networks.
- 15.7.3. The COO reported on the work around Hengrove pool in Bristol to consolidate clubs and ease pressures on water time.
- 15.7.4. There was general discussion on the accuracy of the Integra database and how we can encourage clubs to make sure the data they submit is correct when referring to discipline sections within their clubs. It was noted this will be discussed with the Membership Manager.
- 15.7.5. **KPIs** – These were noted.
- 15.8. **Talent Swimming** – Grant Robins has been appointed Team Leader for the Commonwealth Games. Members were advised of the success of the Regional Coach Development Workshops and the work of the English Programmes Coach Development Lead. Information was also given on the new initiative from UK Sport, the Performance Foundation, providing athletes on the talent programme the chance to gain experience which will help them transition to the World Class Programme.
- 15.8.1. **Sports Aid Foundation** – Details on the applications across all disciplines of the sport were given.
- 15.8.2. **KPIs** – These were noted. Members were also advised that a request has been submitted to Sport England for a key element review for Swimming which will ensure we are moving in the right direction for the next quadrennial.
- 15.9. **KPIs Synchronised Swimming** – Noted.
- 15.10. **Water Polo** – Work continues on the Water Polo Plan and this will be circulated to the Board once complete. A number of individuals from Scotland and Wales have been invited onto the programme, at their own cost, and the COO will discuss this at the Home Country Partnership meeting to ensure everyone is comfortable with this. Opportunities to work with the British Universities and Colleges Sport (BUCS) are also being pursued.
- 15.10.1. **KPIs** – These were noted.
- 15.11. **Para-swimming KPIs** – These were noted.
- 15.12. **Diving** – Zone squads have been selected and the work carried out at grass roots level on the skills elements is now coming through with a substantial increase in the standard of skills from those joining the programme this year. The COO advised on the reasons not to include 9 years olds in the squads and the opportunities for precocious talent. The plan for 2016 is in place and there is collusion with the Club team to re-write the Foundation Programme.
- 15.12.1. **KPIs** – These were noted.
- 15.13. **Talent Reward and Incentive Bids** – These have been agreed and the combined coaching offer signed off.
- 15.14. **Events** – The virtual trophy cabinet was confirmed as operational and the support of ASA Events staff for the European Championships noted. The implementation of the new accreditation software has been successful and will be rolled out at future events. The COO gave an update on staffing matters relating to the Events Team.

- 15.15. **Officials** - Congratulations were extended to Tom Baster on his appointment as Chair of the Technical Committee for Swimming for the International University Sports Federation
- 15.16. **CSL** – The COO gave an update on trading activities, staffing matters and the residual balance in the accounts and plans for CSL going forward.
- 15.17. **Projects** – An update on the various projects was given with the COO advising she will discuss the Individual Membership Project with the web team at the earliest opportunity. The pilots for Direct Fulfilment have been successful and are working well and it is anticipated this will increase once the opportunity for individual named certificate printing is available.
- 15.18. **SwimSafe** – A joint Board has been formed between the RNLI and ASA with the CEO and COO members. The RNLI / ASA SwimSafe programme are also progressing their plans for a water safety centre.
- 15.19. **Strategy 2017 – 2021.** An update on the timeline and process for the strategy was given. As Sport England are currently in consultation mode there is no direction available regarding the production of the funding document (previously Whole Sport Plan.) There will be representation from both Boards required to provide check and challenge the content of the strategy as it evolves.
16. **Minutes of the meeting held 18/19 September 2015**
- 16.1. The minutes were agreed as a correct record.
17. **Matters Arising from the minutes of the meeting held 18/19 September 2015**
- 17.1. **Min 99.4 ASA Friends** – Club Development Group to put forward proposals to increase the geographical spread of Friends. Kay Grimshaw to bring to the attention the Chair of the CDG.
- 17.2. **Distribution of minutes from the Management Groups** – Whilst it was acknowledged it is not necessary for minutes to come to the SGB it is the responsibility of the relevant representatives on the respective groups to report back to the relevant group and vice versa ensuring a two way communication process.
- 17.3. **Min 102 Finance Report** – The COO clarified the reporting format on the accounts and confirmed the CFO would make changes in the new financial year to provide clarity.
- 17.4. **Minute 104 Team Manager Reports** – The COO updated members on the outcome of discussions.
- 17.5. **Minutes 107.25 Health & Safety Forum** – It was noted that a meeting is scheduled in March.
- 17.6. **Minute 114.2 – Strategy Weekend** – It was noted that the 2016 Strategy weekend will not be held at the same time as the Aquatic Awards.
18. **Minutes of the meeting held 18<sup>th</sup> November 2015**
- 18.1. The minutes were agreed as a correct record.
19. **Matters arising from the SGB minutes of the meeting held on the 18<sup>th</sup> November 2015** – None.

20. **British Swimming Board Minutes 6/7 November 2015.**
- 20.1. The BS representative gave a verbal update to the minutes advising on the monitoring process to be put into place which will provide a more rigorous approach to ensuring athletes are fit and healthy leading up to the Trials and beyond if selected for Rio.
- 20.2. The British Swimming Strategy Weekend will be held 5/6/7 February 2016.
- 20.3. The minutes were noted.
21. **Minutes of the Group Board Meeting held 24<sup>th</sup> November 2015**
- 21.1. **Minutes 92.4 Working collaboratively** – The SGB agreed there is a need to work collaboratively with the Group Board particularly in areas of mutual interest i.e. Strategy, Finance and Vision and Mission albeit there may be some compromise required on the scheduling of meetings.
- 21.2. The minutes of the Group Board were noted.
- 21.3. Following a Group Board meeting the SGB representatives to the Group Board were requested to provide a short written report highlighting matters pertinent to the SGB.
22. **ASA SGB and Group Board Joint Meeting 18<sup>th</sup> March 2016**
- 22.1. The Chair circulated a programme for the meeting and gave background information on the content for the session.
23. **To note any decisions made by email between meetings.**
- 23.1. **Appointment of Grant Robins** – The SGB confirmed the decision by email to appoint Grant Robins as the Swimming Team Leader for the 2018 Commonwealth Games.
- 23.2. **Coaches Fees** – The fees as agreed by email were noted.
24. **Appointment of the Diving Team Leader for the 2018 Commonwealth Games**
- 24.1. The COO provided background detail on this position; the SGB agreed they were comfortable with Alexi Evangulov being appointed Diving Team Leader subject to the agreement of the Diving Management Group
25. **Appointment of Team Staff to the 2018 Commonwealth Games**
- 25.1. The SGB recommended that consideration is given to the process of appointments for team staff for the Commonwealth Games. The COO to liaise with Swimming Team Leader and Diving Team Leader (once agreed by the Diving Management Group) to provide a project plan for selection of team staff and selection policies.
26. **Coaches Passes Fees.**
- 26.1. ASA Coaches Passes - The SGB were in receipt of a request from the Diving Management Group to reconsider the fees introduced for coaches' passes. Members discussed this in detail and having considered costs to all the disciplines rejected the request
- 26.2. BS Coaches Passes – The SGB agreed to forward to British Swimming the request of the ASA Diving Management Group for the BS Coaches fees to be reconsidered. The ASA representative was requested to raise this and to advise the British Swimming Board of the decision of the SGB.
27. **Coaches Pass Applications Proposal – Minimum Qualifications**

- 27.1. The paper provided by the Head of Events in consultation with the Swimming Management Group was considered. Members discussed the recommendations in detail and the method of checking the information.
- 27.2. It was agreed to implement the proposal for swimming and synchronised swimming for 2016. The onus will be on the Events office to check applications on the Database. If the information is not on the database individuals will be asked to provide confirmation. In respect of Water Polo and Diving they are to be advised this will be implemented in 2017 and will be mandatory.
- 27.3. Recommendations were made to adjust some of the wording on the proposal to reflect the above and to subsequently implement as policy.
28. **Any Other Business**
- 28.1. **Meeting date 18/19/20 November 2016.** A request to change the date was considered and rejected.
- 28.2. **ASA Representatives to British Swimming Board** – It was confirmed the appointment panel for the ASA representatives to the BS Board will consist of 2 SGB members and 1 Group Board member. The Chair to discuss this with the Chair of the Group Board to progress this.
29. **Date of Next Meeting - 18/19 March 2016**

# ASA SPORT GOVERNING BOARD

Minutes of the meeting held 18/19 March 2016  
SportPark, Loughborough and Radisson Blu, East Midlands Airport

## Subject to approval at the next meeting



<b>Present:</b>	Mr C Bostock	Chairman
	Mrs A Clark	East Midland Region
	Mrs K Grimshaw	London Region
	Mr R Prior	South East Region
	Mr I Mackenzie	East Region
	Mr B Simkins	West Midland Region
	Mr N Booth	North West Region
	Mr R Gordon	North East Region
	Ms P Jones	Sport Specialist
	Mr B Saunders	Sport Specialist
	Mrs A Reah	Vice President
<b>Staff:</b>	Miss J M Nickerson	Chief Operating Officer
	Mr R Barnes	ASA Head of Legal Affairs (Friday only)
	Mr A Paker	Chief Executive Officer (Friday only)
	Mrs J Porritt	Chief Financial Officer (Friday only)
	Mrs C Lambert	Administrator (Saturday only)
<b>By invitation:</b>	Mr M Farrar	Chairman, Group Board (Friday only)
	Miss S Elliott	Volunteer Engagement Manager (Friday only)
	Mr J Keating	Head of Club Development (Friday only)
<b>Apologies:</b>	Mr J Bird	President
	Mr I Cotton	Manager, Club Development Management Group

### Min No:

#### 30. **Welcome and Introductions**

30.1. The Chairman welcomed Board members, the Chairman of the Group Board, members of the Senior Leadership Team, Steph Elliott (Volunteering) and Jon Keating (Club Development).

#### 31. **Declarations of Interest - None**

#### 32. **Head of Legal Affairs**

32.1. The Head of Legal Affairs (HOLA) requested that one member of the Sport Governing Board (SGB) be appointed as the Safeguarding Board Champion as required by the Child Protection in Sport Unit as part of the Safeguarding Standard. Kay Grimshaw was appointed to this role.

32.2. Robert Margetts raised a query on behalf of his region regarding the appointment of the same person holding two or more Officer roles within a club. The meeting agreed that changes should not be made to the current club constitution guidelines but that clubs should be encouraged to follow best practice of appointing different people to each Officer role. It was further agreed an audit should be undertaken each year to identify any clubs where this is not the case

to enable the appropriate Club Officer to work with the club to work towards one individual per role.

- 32.3. Clarification was sought regarding the voting rights of Board members on the Management Groups. It was agreed Board members have full voting rights on these groups and that the Terms of Reference should be amended accordingly.

33. **Presentation by the Volunteer Engagement Manager**

- 33.1. The Volunteer Engagement Manager (VEM) asked the members to consider a mechanism for rewarding and recognising volunteers at County and Regional level to link in to the national recognition awards as this has been requested by many volunteers through the volunteer survey.

- 33.2. The meeting debated the requirement for volunteers to be fee paying members of the ASA. However, the debate appeared to focus on the few individuals who volunteer at events on an infrequent basis and not the 48,000 core volunteers. It was agreed that the Chief Operating Officer (COO) should ask members of her team to provide a paper to the next SGB meeting setting out proposals.

- 33.3. The Chairman of the Group Board expressed his concern that the ASA does not “tell the story” about the number of volunteers and the great work done by the volunteers externally and that we should ensure this is clearly articulated as it is a key part of the Government’s new sport strategy.

- 33.4. The Volunteer Engagement Manager was thanked for her informative presentation.

34. **Presentation by the Head of Club Development**

- 34.1. The Head of Club Development (HOCD) made a presentation on the work of the Clubs team and also presented on the changes to the format of the Club Development Management Group on behalf of Ian Cotton who was unable to attend due to family reasons.

- 34.2. The meeting expressed concern about the makeup of the group and the lack of a Club Development Management Group. It was agreed the COO should liaise with the Manager of the Group, HOCD and Ray Gordon to review the situation.

35. **Chief Executive Officer**

- 35.1. The Chief Executive Officer briefed the meeting on the monthly briefings, monthly Communique and the recent Swimming Summit, “Swimming into the Future.” He explained that the themes and ideas from Swimming into the Future will now be put to the Swim Group, of which he is the Chair. The Swim Group is made up of 10 senior executives from the industry and enables the ASA to take on a greater leadership role for the industry as a whole.

36. **Chairman’s Report**

- 36.1. **British Swimming** – Regular discussions continue with the Chief Executive Officer of British Swimming on matters of common interest and particularly the development of water polo in the Manchester area.

- 36.2. **Incorporation** - The Chairman circulated the minutes of the Incorporation Working Group from the meeting held on the 12 August 2015 highlighting the 4 principles that had been agreed and voted for and the current status of the Incorporation Working Group. Background information was given on the various activities to date which had not aligned with the principles set out in the minutes. The Chief Financial Officer (CFO), Jacqui Porritt is now responsible for moving this forward and detailed information was given on the timelines for delivery.

The importance of good communications with the regions was emphasised to ensure full consultation and fair debate and it is proposed to raise this at the forthcoming Regional Chairmen's meeting. The CFO is willing to visit the regions to address regional meetings or executive board meetings whichever is the preference for the region and to make a presentation on the options for Incorporation.

- 36.3. In preparation the CFO is currently preparing documentation for consultation and it was agreed that this is circulated to the SGB and Regional Chairmen. There was some discussion on the merits of accessing independent advice but it was noted that some work had already been done by external consultants for the first Incorporation Group. However, once the consultation process has taken place and there is an understanding of the proposals there would be an opportunity to seek additional external advice should it be necessary.

37. **ASA Council Working Group**

- 37.1. The Chairman attended the Council Working Group meeting and advised members on the format for Council which includes workshops on Volunteering, Strategy and Governance and an open session whereby delegates could drop in to raise any matters in relation to Incorporation. Members of the SLT will also be on hand and visible to talk to members. The formal part of Council will be in the afternoon with a session for open questions and answers. The whole day is dedicated to delegates and the workshops form part of the whole ethos of Council.

37.2. **SGB Meetings – Attendance by the Senior Leadership Team (SLT)**

With the recent restructure within the organisation and the reporting structure for several areas now under the remit of different SLT members there was discussion on the attendance of additional SLT members at SGB meetings.

- 37.2.1. The SGB felt that it would be helpful for each member of the SLT to attend a minimum of two meetings a year, one to give a presentation/report on the areas they are responsible for and the others to give them the opportunity to engage with sport on a less formal basis.

- 37.3. **SGB Meetings** - members were asked to consider if they were prepared to hold meetings on a weekday on occasions. Members deliberated on this request but stated their preference was to continue with weekend meetings.

38. **Reflections on the strategy meeting.**

- 38.1. There was a general feeling that this had been a successful event and a number of the activities were discussed including whether all the areas had been covered. The fields of activity identified during the sessions would now be expanded on to set the goals in preparation for the strategy. Members were comfortable with the process and looked forward to seeing the draft document for review.

39. **Presentation by the Head of Club Development**

- 39.1. Members reviewed the presentation made by the HOCD the previous evening.

- 39.1.1. There was some discussion on the way the membership figures had been presented and it was agreed these should be based on the 31<sup>st</sup> December for maximum numbers for comparative purposes. Overall the membership figures have been consistent over the last five years. A number of points had been raised by the Head of Club Development which the Board considered.

39.1.2. **Cat 1 Membership, Data or Income – which is the most important?**  
Members discussed this in detail including understanding how we attract people onto the journey and the importance of clubs being adaptable and having pathways in place to offer opportunities once people have gone through the Learn To Swim (LTS) process. Income generation for the regions and counties was also highlighted and the value of the data to commercial partners. The various membership categories were also discussed with consideration given to reviewing the categories and the options for changing the membership structure. The SGB agreed that Data and Income were both equally important.

39.1.3. **What should be our party line Re: LTS delivery (early stages) Operators or Clubs?**

It was agreed guidance should be given to the Aquatic Officers (AO's) and Club Development Officers (CDO's) to encourage operators who deliver LTS to have clear links to provide pathways into clubs. Assistance in helping clubs negotiate discounted water time in compensation for losing their LTS should also be given. Clubs and Operators should also have a clear policy of the levels each deliver at to ensure all levels of the pathway are covered. It was suggested that a briefing document for the AO's and CDO's would be helpful realising that different solutions are needed in different areas.

40. **Presentation by the Chief Operating Officer**

40.1. The COO updated the Board on the following areas:

- Learn to Swim
- Workforce Development
- Clubs
- Swimming
- Synchronised Swimming
- Water Polo
- Para-swimming
- Diving
- GLL Sport Foundation Awards
- Events
- Sport England Consultations
- Officials
- Health & Safety
- Projects

40.2. **Learn to Swim** – The COO updated members on the launch of the anti-drowning strategy which has been well received. The foundation resources are also going well and work is now underway to review the framework and the awards. The COO also advised on contractual negotiations regarding demountable pools and the opportunities this may have for the regions and clubs in the future.

40.2.1. **School Swimming** – It was noted that CMO, Mike Thompson, is now responsible for the awards sales and LTS information will be included in participation updates to Group Board at future meetings. The COO is working with the CMO during the transition.

40.2.2. **Learn to Swim KPIs** - Noted with an update given on KS2 attainment level.

40.3. **Workforce** – The COO reported the contract for Dudley College has now been completed and a goodwill payment received.

40.3.1. **Awarding Body** – It had been brought to the COO's attention that the overseas comparative qualifications had not been in operation for some significant time. Work is ongoing to address this.

40.3.2. The COO advised that all areas of workforce are working well together and that communication between the departments is greatly improved.

40.3.3. **Workforce KPIs** - Noted.

- 40.4. **Clubs** – The COO updated members on the appointment of an assistant coach at the London Aquatic Centre and discussion with Sport England on contractual issues which have now been agreed. The London Aquatics Programme is now moving in the right direction but the sustainability of the elite squad will need to be reviewed post Rio.
- 40.4.1. The COO has requested the HOCD to collect data on the usage of pools for club nights and events and to include the costs. This will give us data on the value of clubs.
- 40.4.2. **Clubs KPIs** – Noted with additional information given on the Beacon, Synchro and Diving.
- 40.5. **Swimming** – The Board noted that Jane Davies, Manager of the Swimming Management Group had recently been awarded the Torch Trophy; congratulations were extended to Jane.
- 40.5.1. The Head of Talent carried out a full recce in Australia and recommendations will be circulated once finalised.
- 40.6. **Swimming KPIs** – Noted.
- 40.7. **Synchronised Swimming** – Congratulations were extended to the duo that had qualified for Rio and it was noted that the BOA and British Swimming have agreed to the take up the quota place.
- 40.7.1. **Synchronised Swimming KPIs** – Noted. The work of the Talent Officer was commended for both her work on the talent programme and with the elite squad.
- 40.8. **Water Polo** – The National Development Officer has been working with people at all levels of the sport to pull the technical information together for the plan. This is in the form of a presentation and from this information an operational plan has been produced for all areas and fully costed. The NDO has worked with the Water Polo Management Group Manager and the water polo team to produce a realistic budget which has been submitted for consideration and includes elements of self-funding on a percentage basis. The plan also recommended the appointment of a Water Polo Manager and the COO put forward a nomination for consideration for a 12 month period. The Board agreed the nomination. The Board accepted the strategy in principle and looked forward to seeing the presentation from the National Development Officer.
- 40.8.1. The COO also flagged up the issue of historical parental contributions for water polo some of which was paid through the Swimming Trust and gift aided which makes it impossible to refund unspent money.
- There is also some difficulty in trying to identify who should receive refunds as in the past all accounts were handled by team managers. New protocols have been put in place going forward.
- 40.8.2. **Water Polo KPIs** – Noted.
- 40.9. **Para-swimming** – The COO highlighted a number of challenges with links to World Class and identifying new swimmers and is meeting with Craig Nicholson to discuss and understand the issues. The Rewards and Incentive Programme (based on the Playground to Podium) is now up and running and should help with identification of new swimmers. Some insight work is being put in place to survey 5-11 year olds with disabilities to ascertain if they swim and if they do, how they got involved.

- 40.9.1. **Para-swimming KPIs** –Noted
- 40.10. **Diving** – The COO reported that selections are underway and the skill level this year has greatly improved. The Talent Team Officer is also developing her role as a Team Manager and Team Leader and together with the NDO has worked on the Foundation Framework assisting with technical input where required.
- 40.10.1. **Diving KPIs** – Noted.
- 40.11. **GLL Sport Foundation** – The COO had researched this avenue of funding and advised the Board that it is a charitable foundation but is only open to those individuals in GLL pools and venues. An outline of the categories and funds paid across the disciplines was given.
- 40.12. **Events** – The Board noted that responsibility for events had moved to the CMO, Mike Thompson.
- 40.13. **Sport England Consultations** – Noted the CEO and COO attended the initial consultation and the COO attended a separate one on Talent.
- 40.14. **Officials** - Discussions are ongoing with British Swimming regarding the budget for the development of officials for FINA and LEN and this will be raised at the next Home Countries Partnership meeting.
- 40.15. **Health & Safety Forum** – A meeting has been held and all guidance documents have now been reviewed and agreed and will be published on the website. The regions were requested to use links to the documents on their websites rather than downloading and then uploading the document. The COO also advised that issues had also been raised regarding water temperatures for events and additional guidance will be provided on this.
- 40.16. **Projects** – The COO highlighted a number of projects for which her team are responsible.
- 40.17. The COO was thanked for the presentation.
- 41. **Minutes of the meeting held 29/30 January 2016**
- 41.1. The minutes were agreed as a correct record.
- 42. **Matters Arising from the minutes of the meeting held 29/30 January 2016**
- 42.1. **Min 4.2 – Staff Awards.** A list of winners to be circulated to the Board.
- 42.2. **Min 5 Brand Review** – The Chairman clarified matters in relation to changes to the ASA logo. The brand review will determine if there is to be a change and whilst there would be a desire for regions, where they agree, to utilise a regional version of the national logo, there is no compulsion that they should do so. There is no clear indication at this time as to when any rebranding might take place. The Chairman also updated members on the British Swimming website and the work undertaken by the ASA web team. There was some discussion on the domain names and the COO advised on the current status.
- 42.3. **Min 9.5 swim21** – Coaches qualifications, the COO to follow this up with the Head of Club Development.
- 42.4. **Min 17.1 ASA Friends** – It was noted there is a meeting on the 30<sup>th</sup> March and an update will be given following this.

- 42.5. **Min 17.2 Management Group Minutes** – Members requested that the minutes of the Management Groups be produced in a timely manner.
- 42.6. **Min 24 Appointment of the Diving Team Leader for the 2018 Commonwealth Games** – It was noted that the Diving Management Group had agreed the appointment of Alexi Evangulov.
- 42.7. **Min 27 Coaches Pass Applications Proposal Minimum qualifications** – It was agreed to defer implementation this year in order for information to be published and changes communicated.
- 42.8. **Min 28.2 ASA Representatives to British Swimming Board** – The Chairman briefed the Board on discussions with the Group Board Chairman regarding the selection panel, the process for recruitment and the skills required. The Chairman and Neil Booth were re-appointed to the selection panel as the Sport Governing Board representatives.
- 42.9. **Min 8.1.1 Higher Education, ASA Coaching Qualifications** – Pippa Jones has discussed this with the IOS and an initial approach has been made to Sheffield Hallam. The Board will kept informed of progress.
- 42.10. **Reserve's Policy** – It was noted that this has now been circulated to the Regions as guidance should they wish to use it.
- 42.11. **Min 9.7 Beacon Programmes Report Schedule** – The COO advised this is now in a simpler format and should provide the Board with the information they require.
- 42.12. **Min 14.1.3 Monthly Staff Meetings** – Difficulties were still being experienced by those members who used Webex and the COO advised that new equipment has been purchased which will resolve the issues in the future and enhance the experience for those outside SportPark. In the meantime the sessions are being videoed and can be viewed anytime, the Board requested this continue as it's not always practical to join at the allotted time.
43. **Minutes of the Group Board Meeting held 16<sup>th</sup> February 2016.**
- 43.1. **Min 12.4 Legardère** – The list of potential sponsors had been circulated and the Chairman updated members on the current status.
- 43.2. The minutes were noted.
44. **Minutes of the British Swimming Board 5/6/7 February 2016**
- 44.1. The British Swimming representative highlighted several points to the members and advised the majority of the weekend was dedicated to strategy.
- 44.2. **Para-swimming** – the representative reiterated the issues of transition from podium potential to podium as outlined in the presentation of the COO and the possibility of some insight to identify areas of concern.
- 44.3. **Diving** – Members were advised that a single system for diving has been developed so that everyone throughout the country is working to this with common aims. The issue of a lack of high quality judges was stressed and there was discussion on the process for selection and funding.
- 44.4. **Succession Planning** – A framework will be provided for the April Board meeting which will not only look at board succession but also key staff.

- 44.5. **LEN Championships** – Work continues to minimise risk.
- 44.6. **Presentations** – All NPDs made presentations and the Board are happy with the progress and that targets are on track.
- 44.7. **Marathon Swimming** – New guidelines are to be published by FINA that cover a variety of safety matters. There was general discussion regarding this and particularly the qualifications of Safety Officers. The BS representative to circulate the document to the COO and HOLA for consideration at the next Health & Safety Forum. HOLA, COO and key volunteers to liaise on this matter.
- 44.8. **British Swimming Awards** – Noted as the 5<sup>th</sup> November.
- 44.9. **British Swimming CEO Report** – A number of matters were highlighted from the report which included the British Swimming Marathon Swimming Championships in the Serpentine. Funding for synchronised swimming, IPC swimming circuit and the 2020 Mayflower Celebration.
- 44.10. **LEN/FINA** – British Swimming will support the nomination of David Sparkes to the LEN and FINA Bureau.
- 44.11. **Contracts and appointments** – Noted that a contract had been signed with Airweave and that Alex Kelham had been appointed to the contract group as home country representative and Urvashi Racanni appointed as a new member to the Board.
- 44.12. **Risk register** - British Swimming has included the athlete pathway in the risk register as it was felt if the pathway fails then British Swimming will fail to achieve its medal targets.
- 44.13. **British Swimming Board Review** – this is currently being undertaken.
- 44.14. The British Swimming representative was thanked for his report.
- 44.15. **Substitutes to British Swimming Board** – The Chairman will raise this at the next home country meeting to ensure consistency across the home countries.
45. **Pathway Implementation Group** – Sport Specialist, Barry Saunders updated members on the activities of the Pathway Implementation Group.
- 45.1. There are still concerns over the summer results from last year and work is ongoing to ascertain the reasons. A project is underway for a starts and turns programme and the National Junior Camp in September replaces some of the British Swimming stroke camps, this may have some cost implications for the ASA.
- 45.2. A number of challenges were highlighted regarding the Commonwealth Games Trials. There will not be a British Championships in 2018 and in 2017 the winter short course will become a long course event with a suggestion to the regions to swim their championships long course in 2017. There was some concern over this as most regions have already booked their venues. It was noted the next Swimming Management Group meeting is in June but in the meantime Barry Saunders to liaise with the Swimming Manager and the Head of Talent to move this forward and to provide a report and communicate the information as soon as possible to the Regions and to include qualifying criteria.

46. **Proposal for Trophies**  
46.1. Subject to clarification regarding trophies, 78, 93, 85, 87, 110 and 111 the Board agreed the proposal.
47. **Para-swimming trophies**  
47.1. Following the above proposal regarding the trophies there was a request to clarify how the top swimmer trophy might be awarded as the event to which it relates is an inclusive event. Members considered this and it was recommended that whilst the event is inclusive the scoring system is separate and therefore it would be appropriate to award a top swimmer trophy for both disciplines. Subject to how para swimming would like to acknowledge their top swimmer the recommendation to the Swimming Management Group is to identify an unallocated trophy for the purpose.
48. **Swimming Management Group**  
48.1. The Board considered the proposal by the Swimming management Group to include the National Junior Para-swimming event into the annual calendar from 2017 onwards. The Chairman gave a summary of the situation and a number of points were clarified. It was highlighted to the members that there is a lack of competition for Junior para-swimmers in the summer timeframe. The Board discussed the proposals in detail and concluded that they wished to have a National Junior Para-swimming event and proposed that the events team work with the appropriate people to finalise details.
49. **To note any decisions by email** – None.
50. **Date of Next Meeting** – 13/14 May, Holiday Inn, Stratford.

There being no further business the meeting closed.