

ASA South East Regional Management Board

Minutes of Meeting held on Monday 10th October 2016 at Spectrum Leisure Complex, Guildford

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

Also in attendance (non-voting):

Eileen Adam (EA)	Vice President
Jane Davies (JD)	President
Alan Green (AG)	Divisional Lead
Eddie Lyne (EL)	Delegate
Rob Saunders (RS)	Minute Taker
Dave White (DW)	ASA Para-Swimming Pathway Officer

129 Apologies

Apologies had been received from:

Susan Harrison (SH)
Mollie Lewis (ML)
Ellie Purvis (EP)
Peter Robinson (PR)
Darren Wilmshurst (DW)

130 Disability Swimming Update

Dave White, ASA Para-Swimming Pathway Officer presented information for the Board on what is currently happening within the Region, and what he believes is needed going forward.

Firstly looking at network links, partnerships and pathways. Would like to increase support in working with clubs to identify potential swimmers and ensuring that they have an adequate pathway.

Aiming to classify 42 additional swimmers in the next 12 months. Para-swimming relies heavily on donations and limited funding for Talent ID sessions. Next session due in February/March 2017.

Swimmers identified at such sessions will be forwarded on to Learn 2 Swim, Masters clubs, or SwimFit schemes.

One of the problems currently faced is recognising potential for para-swimming, as opposed to poor swimming technique, looking to increase training available for teachers, coaches, and clubs to recognise talent.

Promoting access to the CPD courses through IOS, or bespoke training from Dave himself.

Another key area of focus is Talent Development & Competition.

Looking to work with coaches, physiotherapists, personal trainers etc. who could work as classifiers, or identifiers or talent.

Classification only takes around 1 hour per athlete. Only 15 athletes classified in the last 2 years.

Hoping to run twice-a-year regional training camps alongside the South West Region.

Proposed budget for Para-Swimming in SER:

Networks – Budget for pool-hire for taster days/classification days ~ £100 per 1 hour session

Training - £150 coaches fees for training camps, 4 times per year ~ £600 annually

Regional Training - £500 venue hire for training camps twice a year ~ £1000 annually.

Team staffing for Nationals - £500 for accommodation, subsistence etc. for competitions

Misc. Costs - £500

Additional costs for publicity during events, flags etc. ~ £250

GoPro camera for athlete development ~ £400 (GoPro Hero 5)

GS asked whether money could be spent out of funds that already exist within the budget.

RGP keen to support Disability Swimming like any other discipline, but would rather see proposals for funding for long-term, ongoing projects, as opposed to a list of day-to-day expenses.

131 Minutes of the Meeting held on 1st September 2016

Minutes from 1st September have been agreed as a true record.

132 Matters Arising from Meeting on 1st September 2016

128.3 – RH has been presented with Jeff Cooke memorial plate. Board to present something to RH at a later date, to be discussed at RMB meeting on 27/11/16.

Agreed: SR to research possible gift

133 Matters Arising from landscape sheet

6 - Not yet completed. Item resolved. Change-over imminent.

9 - To be revised to 2017.

12 – To be deleted – incomplete.

14 – To be postponed due to illness.

17 – Finance group seek to get numbers ahead of budget setting – proposal to be removed from the list.

134 ASA Annual Council Meeting 2016

134.1 – Vacancies for delegate positions to attend ASA Council. Ray & Janet Hedger are no longer able to attend. Board **agreed** to appoint Eileen Adams and Geoff Stokes into delegate positions.

Action: BG

134.2 – Board asked to consider 2 motions before Council, as highlighted in email from RFP 15/09/16.

Board supportive of motion 1.

Board not supportive of motion 2. General consensus suggests that additional independent members may 'water-down' the views of the Board by not having any direct involvement in swimming.

Action: Delegates to note

135 Appointments

135.1 – Vice Chairman – JKD appointed by unanimous vote. Appointed as 3rd officer in accordance with article 9.1 of ASASER constitution until 31/03/18.

135.2 – Board Member responsible for Finance – GS reappointed until 31/03/18

135.3 – Sub Groups and Liaison Members – Board happy with current set up of sub-groups. AL to take on position as Diving liaison following RH departure from Board. CJ to join Communications sub-group in place of RFP

Action: BG

136 Dates of Meetings 2016/17

The proposed meeting dates for the next 12 months was circulated to the Board. All proposed dates agreed except Monday 4th September 2017, 11th September suggested as an alternative.

Action: BG

137 Budget 2016/17

Finance Group to meet on 13/10/16.

BG to ask Discipline Managers to provide cumulative predictions each month.

Action: BG

138 SER Concession Agreement

The 3 tender bids were circulated to the Board.

BD recommends that the Board moves forward with Mailsports for next 2 years. Further clarification was sought from another supplier on some of the details of their bid.

Action: BD/BG

139 Minutes Secretary

Only application received for position was from ML. Board appointed ML as Minutes' Secretary.

Action: RFP

140 SER Logo Shirts – RMB Members

JB asked whether RMB members should have new shirts for official meetings. Board agreed to pursue options.

Action: BD

141 Water Polo Regional Academy New Format

CL presented paper on new format of the Water Polo Regional Academy. Board asked to support proposed changes from National Board to the format of the Water Polo pathway. Some expenditure expected, including some this financial year. Board agrees.

142 Regional & National Volunteering Awards

Board approves of the proposed action.

143 Judicial Panel Appointments

EL happy to continue

Action: BG

144 Army Swimming Events - support

EL has been prime contact for Army swimming events within the region for over 20 years, and is now looking to step down.

Board is asked to identify a successor, and to support in the officiating of Army competitions, usually held in Aldershot/Sandhurst, going forward.

BG to put notes in club newsletters.

145 Senior Leadership Communiqué September 2016

Document was noted.

146 Disability Funds

Document was noted.

147 Swim21 Update

Report was noted.

Board thanked all the staff involved who help in getting the SER to over 100 Swim21 accredited clubs, the first region to do so.

148 Affiliations & Resignations

None.

149 Correspondence

A request was received for a swimmer's name to be removed for published competition results from over 11 years ago, this has been completed.

150 ASA Sport Governing Board & Group Board Minutes

Not yet available.

151 Meeting of Regional Chairman

Minutes noted.

152 Divisional Lead Updates

Formatting and acronyms issues as raised in previous meetings have been addressed.
Report was noted.

153 AOB

None.

Next meeting – Sunday 27th November, Leggett Building, University of Surrey.

Meeting closed at 21:35

21.	ASA Sport Governing Board & Group Board Minutes <i>Discuss the minutes of the ASA Group Governing Board and Sport Governing Board if available.</i>	RGP	2115
22.	Meeting of Regional Chairmen <i>Notes of meeting held on 8 September 2016</i>	RFP Enclosed	2120
23.	Divisional Lead Updates	AG To Follow	2125
24.	AOB <i>24 hours notice required</i>	RFP	2130
25.	Date of Next Meeting Sunday 27 th November, Leggett Building University of Surrey	RFP	2135

Bryony Gibbs

From: Bryony Gibbs
Sent: 15 September 2016 16:23
To: 'Alan Lewis'; 'Brian DeVal'; Carys Jones; 'Chris Lee'; 'Darren Wilmshurst'; Eileen Adams; Gary Shields; 'Ivan Horsfall Turner'; Jane Davies; 'Jim Boucher'; 'John Davies'; 'Roger Penfold'; 'Roger Prior'; 'Shelley Robinson'; William Long
Cc: 'smh@rgprior.com'; 'edward.lyne@btinternet.com'; 'ellie.purvis65@gmail.com'
Subject: ASA Council

Good afternoon,

Please see the below from Roger Penfold.

Kind regards,

Bryony

Bryony Gibbs
Divisional Office
Manager - South & West

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www.swimwest.org.uk

Unfortunately, on Saturday, I overlooked the proposed changes to ASA Laws which will come before the ASA Council next month. I apologise for this oversight, as it would have been useful to have obtained a view from the regional Council on these proposals.

There are 2 proposals.

The first is from the Sport Governing Board, who propose that Law 16.2 be changed to provide for the SGB to consist also of the Chief Executive and the Chief Operating Officer.

The second is from the Group Board, who propose that Law 17.2.4 be changed in order to allow the Group Board to consist of a maximum of 6 independent members.

In the circumstances of my omission, I think it imperative that the Board and our ASA Council delegates should discuss these proposals. The Board is meeting on 10 October, which is in the week prior to the ASA Council. I propose, therefore, to invite the delegates to join the Board, that evening, in order to discuss the proposals, and decide whether we have a common view on them.

Roger Penfold
Chairman
ASASER Regional Management Board

ASA SOUTH EAST REGION

ASA Council 2016

Starred items

Annual Report

- P20 The ASA did not itself “recruit” the additional masters’ members.
- P46 Despite the creation of the new home page, there is still widespread criticism of navigation through the swimming.org website.
- P52 Income from inside the sport exceeds that from external sources, a point which seems not to be recognised by the ASA at a national level, and calls into question the activities driven by the Group Board.

Accounts

- P14/15 The solvency of both the Association and Consolidated Balance Sheets appears to rely heavily on the current market values of the freehold and leasehold property (note 12 pages 28 and 29), the collectability of the trade and other debtors (note 15 page 31) and the amounts owed by group undertakings (note 15 page 31).

Are all members of the Group Board satisfied that the current open market value of the freehold and leasehold property is at or above the amounts included within the accounts as the net book values for these assets as at the Balance Sheet date?

Of the trade and other debtors outstanding at the Balance Sheet date which of these, if any, remain outstanding at the date of this question? Please would you also advise whether any provisions for bad or doubtful debts are required in relation to any of the amounts owed by trade and other debtors.

We note that amounts owed by group undertakings include the following:

ASA Swimming Enterprises Limited	£372,000
High Performance Swimming Limited	£39,000
British Swimming Limited	£26,000
TOTAL	£437,000

How is the balance of £196,000, in respect of amounts owed by group undertakings, made up please?

Of the amounts owing, at the Balance Sheet date, by group undertakings, please would you advise, by debtor, how much has been repaid since that date and the amount currently outstanding from each party. Please would you also advise whether any provisions for bad or doubtful debts are required in relation to any of the amounts owed by group undertakings.

- P41 What does the £639k spent on consultancy cover?
- P41 What are the "commissions payable"?
- P41 Does the cost of staff salaries - £6.5m - include severance packages for senior employees who left in the year, and, if so, what was that cost?
- P41 What did the compensation income in 2014/15 cover?

ASA South East Regional Management Board

Minutes of Meeting held on Thursday 1st September at Surrey Sports Park, Guildford

Present:	Ray Hedger (RH)	Board Member (Chair)
	Roger Prior (RGP)	Board Member
	Darren Wilmshurst (DW)	Board Member
	John Davies (JKD)	Board Member
	Alan Lewis (AL)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	William Long (WL)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Jane Davies (JD)	Vice President
Carys Jones (CJ)	New Board Member
Mike Lambert (ML)	President
Rob Saunders (RS)	Minute Taker

111 Apologies

Apologies had been received from:

Jim Boucher (JB)
Alan Green (AG)
Ivan Horsfall-Turner (IHT)
Roger Penfold (RFP)
Gary Shields (GS)

112 Minutes of the Meeting held on 14th July 2016

Minutes from 14th July have been agreed as a true record, subject to the following amendments:

91 – Darren Wilmshurst was present at the meeting via Skype.

110.1 – BD was actually asking about the idea of adding an ‘opt-out’ clause for photography on poolside.

There is a need for it to come from an official authority, and needs parents to be informed that photographs will be taken at events.

ML to reiterate points on the website.

113 Matters Arising from Meeting on 14th July 2016

None.

114 Matters Arising from landscape sheet

4 – Nothing as yet. Still ongoing. There is a need for a meeting to be arranged before a RMB meeting – wait until the new document is released in October.

10 – Documents circulated by RGP on 1st Sept.

18 – Closed.

22 – Closed.

115 Annual Council Meeting

115.1 – No questions raised where notice has been given.

115.2 – Referring to agenda point 8.2, the recommendation of Eileen Adams (Amersham SC) for Vice-President, was ratified by the Board.

8.4 – confirmed by ASA.

116 ASA Strategy 2017-2021

RFP enclosed observations on the draft document from 2 members of the RMB, and endorsed their sentiments.

Ratified by Board.

117 Clothing Concession

The draft contract was circulated and discussed by the Board.
There are currently two potential tenders.

It was noted that there should be a removal of the word 'sponsorship' from the document.

118 Minute Taker

Board received email application from ML. Closing date for applications is 30th September 2016. Board ratified candidacy.

119 ASA Senior Leadership Communiqué July 2016

The document was circulated by Board.

120 Affiliation Fees

Report was circulated to the Board. It serves as a reminder to the RMB of it's previous decision to withdraw the "holiday" affiliation fee.

Noted.

121 ASA Aquatics Awards 2016

121.1 – Nominations so far:

Betty Slissinger, Portsmouth Victoria SC – Volunteer of the Year

Dan Cross, Thanet SC – Coach of the Year

121.2 – Awards Categories so far list included.

121.3 – Board was asked to consider making changes to awards or keeping them as they are. Majority agreed they should be the same across all National ASA regions.

To be added to the agenda for the next meeting of RMB.

Action: BG

122 Brand Review

Board was asked to note email communiqué regarding a meeting with Karen Williams to discuss the upcoming branding review.

As yet a date for a meeting with a representative from the SER has not been confirmed.

123 ASA Coaching Certificates

Email responses from Jane Nickerson regarding comments made in a previous meeting of the RMB was noted.

124 Affiliations & Resignations

124.1 – New affiliation - University of Surrey SC

125 Correspondence

None

126 ASA Sport Governing Board & Group Board Minutes

ASA SGB Minutes (1st & 2nd July 2016) were discussed at a previous meeting.

126.1 – Group Board Minutes:

49.3.1 was discussed. Sport England is pressing heavily on Governance.

49.1 – JKD suggested British Swimming and ASA could work together on this.

127 Divisional Lead report

Board asked whether it might be possible to review how report is written and delivered to RMB, and would rather not have it in PowerPoint presentation format.

Some of the acronyms are unclear.

Action: AG

128 AOB

128.1 – BD updated the Board on communication and social media channels. After 1 year, the Facebook page has 128 followers.

The April Joiners Competition campaign had a reach of 3500+ people.

Website update – 1200 new users, 2500 total users at the end of August 2016. New newsletter by the end of September.

128.2 – Successful Olympics for Swimming.

56% increase on 'Find A Pool' facility

128.3 – Board officially thanked Ray Hedger for all the work done for the SER, ahead of stepping down from the Board.

Next Meeting - Monday 10th October, Guildford Spectrum.

Meeting Closed at 20:39

AGENDA ITEM 5

MATTERS ARISING FROM RMB MEETINGS

Updated as at 04 October 2016

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	Finance - CL & JB suggest reimbursing entry fees for disability swimmers. RFP suggested that the disability discipline group needed to come up with proposal or proposals about use of the funds. SR recommended sub-group to monitor and suggest spending	12.05.2014 Min 43	CL/JB/RGP	
2	Disability Group – to ask disability group to report back on opportunities to support athletes financially, together with any other proposals for the use of the identified funds	10.06.2014 Min54	RGP to raise with Disability Group	
3	Governance Review Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. Awaiting Further information.</i>
4	Mailsports Contract 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. Initial contract for 24 months with subsequent rolling 12 month renewal.	16.03.2015 Min 47	GS, BD & WL	<i>On Agenda (October)</i>
5	Minutes: Speed of Preparation and Circulation 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>On Agenda (October)</i>
6	Communications Helen Mack & Kristie Jarrett to have @southeastswimming.org email addresses set up.	13.10.2015 Min 136.2	RFP/BD	<i>In Progress - Tech issues still ongoing. ML away at present, but hoping he can assist by using 'dummy' accounts.</i>
7	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>In Progress</i>
8	Regional Appointments to National ASA Groups Board requested information about the appointments, and who made them. RGP to investigate.	13.10.2015 Min 140.4	RGP	<i>Completed</i>
9	Annual Council Meeting 2016 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	
10	Affiliation Fees – Collection Arrangements 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	22.11.2015 Min 152	RFP	<i>Completed</i>

	December. After discussion it was felt that further clarification of the details would be required before a decision could be reached.			
11	ASA Senior Leadership Communiqué February 2016 Ref page 2, 2 nd point: <i>“Met with Sport England to discuss regional alignment and a process for better collaboration.”</i> The Board asks for clarification on the point. RGP to communicate with Head of Participation.	21.03.16 Min 48	RGP	
12	Disability Budget Board discussed £5k proposed trip to Jersey, more information needed from discipline manager, specifically costs for Guernsey swimmers, before approval.	21.03.16 Min 53.9		
13	Reserves Policy Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	
14	Incorporation Jane Nickerson sent an update on incorporation to the various ASA Regional Board Chairmen that states that Jacqui Porritt has drafted a paper for approval. It was agreed to invite Jacqui Porritt to the next meeting, June 15th.	10.05.16 Min 70	RFP / BG	<i>Jacqui Porritt to be re-invited.</i>
15	Accounts JKD suggests that the accounts need tidying; unnecessary lines still within accounts – ‘Olympic Ticket Income’ etc. List to be sent to BG	15.06.16 Min 81	JKD	
16	ASA Coaching Certificate Discussion took place concerning the report circulated. This report, approved by the meeting, outlined actions taken by the chairman and the response received from the Chief Operating Officer. One question remained unanswered with reference to courses by other suppliers being recognised for Swim 21 submissions. It was agreed to raise this matter with the COO.	14.07.16 Min 95	RFP	<i>Completed</i>
17	Affiliation Fees 2017 The report circulated was noted. It was suggested that the numbers of various categories need to be checked when compiling the new budget for 2017/18.	14.07.16 Min 97	Finance Sub Group	
18	Matters arising from Chairman’s Appraisal From comments made by the Chairman and Members it was agreed to develop a strategy. This to be created from a review of the Mission Statement, Development Plan and Terms of Reference.	14.07.16 Min 109	JKD/BD	

APPOINTMENT OF VICE-CHAIRMAN

To appoint a member of the Board to be Vice-Chairman.

It is suggested that the person appointed hold the office until 31 March 2018, when the term of office of the Chairman expires.

The Vice-Chairman has customarily been the third officer of the Region, pursuant to article 9.1 of the Constitution. The Board is asked to confirm that this will remain the case.

RFP

03.10.16

APPOINTMENT OF BOARD MEMBER RESPONSIBLE FOR FINANCE

The Constitution provides for a "Member of the Regional Management Board responsible for finance". The postholder is one of the Officers of the Region.

The present post holder is Gary Shields.

The Board is requested to appoint one of its number to this role through to 31 March 2018, when the term of office of the Chairman expires.

APPOINTMENT OF BOARD SUB-GROUPS AND LIAISON MEMBERS

PURPOSE OF REPORT

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

PROPOSED ACTION

The Board is requested to

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

SUPPORTING INFORMATION

- 1 The Constitution provides that the "Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation".
- 2 The Board has previously decided to appoint managers for the disciplines, on the recommendation of the disciplines concerned, and to leave the managers to arrange such support mechanisms, eg committees, as are deemed appropriate for the disciplines concerned. The managers customarily join the Board for 2 meetings each year.
- 3 Purely for the record, the present managers are:

Disability Swimming - Sue Barker
Diving - Frank Clewlow
Masters - Geoff Stokes
Open Water - Keith Barber
Swimming - *vacant*
Synchro - Kate Coupar
Water Polo - Trevor Jones
- 4 It has been the Board's previous practice to appoint members to act as liaison between the Board and the disciplines. In many instances, the Board has

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

5 The present appointees are:

Disability Swimming - Roger Prior
Diving - Ray Hedger
Masters - Jim Boucher
Open Water - Ivan Horsfall-Turner
Swimming - Darren Wilmshurst
Synchro - Roger Penfold
Water Polo - Chris Lee

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

7 Members will recall that the Board has previously appointed 2 functional sub-groups - for communications and finance - and has also established a Development Group. In addition, there is Governance Review Group, comprising, which has been established on a "task and finish" basis. The members of that group are William Long, Shelley Robinson and Darren Wilmshurst: Ray Hedger (no longer a member of the Board) was also a member.

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

Communications - Brian Deval, Chris Lee, Roger Penfold, Shelley Robinson.

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

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

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

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

RFP

03.10.16

ASA South East Region – Provisional Regional Management Board Dates 2016/17

Date	Location	Meeting
Sunday 27 th November 2016	University of Surrey	Regional Management Board & Discipline Managers
Wednesday 7 th December 2016		Regional Management Board
Thursday 12 th January 2017		Regional Management Board
Sunday 19 th February 2017		Regional Management Board, Discipline Managers
Monday 20 th March 2017		Regional Management Board
Tuesday 9 th May 2017		Regional Management Board
Wednesday 14 th June 2017		Regional Management Board
Thursday 13 th July 2017		Regional Management Board
Monday 4 th September 2017		Regional Management Board
Saturday 16 th September 2017		ASA SER Annual Council Meeting
Tuesday 10 th October 2017		Regional Management Board
Sunday 26 th November 2017		Regional Management Board & Discipline Managers

Report for RMB 10th October 2016

We have now passed the 6 month period and attached is a Budget Report as at 03/10/2016. Bryony has provided essentially two reports, one relative to the actual Budget for this year (which members will recall is a deficit of £74,847) and also against last year which may be of interest.

I will not state the obvious and comment upon the year to date surplus of £58,798 or indeed the variance to budget of £133,646 as that is all clear to see.

Whilst it is not uncommon for us to reveal a surplus at this time of year, the current year surplus is fairly significantly ahead of last year which was £10,166. Again members can do their own analysis but the most significant contributor is the increase in membership income. This was of course expected and reflects to a large extent the increase that we announced at the ACM in September 2015 and which became effective 01/01/2016. Whilst we saw some benefit from the increase in the 2015/2016 Accounts, we are now enjoying the full benefit.

There are of course other areas of variance and we can discuss these in more detail if members desire. Suffice to say that we continue to support all disciplines and development whilst at the same time maintaining financial prudence.

There is a Finance Group meeting scheduled for 13/10 and there may be more to report following that meeting at the next RMB.

As a reminder, last year saw a year end deficit of £51,716 and as a result our year end reserves stood at £295,731

G M Shields
Board Member Responsible for Finance
07/10/2016

Budget Report

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

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Membership Income	101,564.00	52.42	145,000.00	(43,436.00)	101,564.00	52.42	145,000.00	(43,436.00)
Sponsorship Income	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00	5,000.00	(5,000.00)
Bank Interest	41.23	0.02	100.00	(58.77)	41.23	0.02	100.00	(58.77)
Income Licence Meet Fees	14,156.35	7.31	31,000.00	(16,843.65)	14,156.35	7.31	31,000.00	(16,843.65)
Income Swimming	55,717.50	28.76	59,200.00	(3,482.50)	55,717.50	28.76	59,200.00	(3,482.50)
Income Synchro	5,940.00	3.07	10,480.00	(4,540.00)	5,940.00	3.07	10,480.00	(4,540.00)
Income Diving	3,500.00	1.81	2,920.00	580.00	3,500.00	1.81	2,920.00	580.00
Income Water Polo	2,465.00	1.27	5,250.00	(2,785.00)	2,465.00	1.27	5,250.00	(2,785.00)
Income Masters	285.00	0.15	13,200.00	(12,915.00)	285.00	0.15	13,200.00	(12,915.00)
Income Open Water Championship	1,345.00	0.69	1,300.00	45.00	1,345.00	0.69	1,300.00	45.00
Income Disability Events/P2P/Grants	0.00	0.00	750.00	(750.00)	0.00	0.00	750.00	(750.00)
Income Swim Development	7,430.00	3.83	5,000.00	2,430.00	7,430.00	3.83	5,000.00	2,430.00
Income Development	1,322.00	0.68	0.00	1,322.00	1,322.00	0.68	0.00	1,322.00
	193,766.08	100.00	279,200.00	(85,433.92)	193,766.08	100.00	279,200.00	(85,433.92)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	40,820.50	21.07	52,760.00	11,939.50	40,820.50	21.07	52,760.00	11,939.50
Swimming Group Meeting Expenses	387.45	0.20	1,000.00	612.55	387.45	0.20	1,000.00	612.55
Synchro Expenditure	18,012.87	9.30	33,627.95	15,615.08	18,012.87	9.30	33,627.95	15,615.08
Diving Expenditure	2,477.34	1.28	21,770.00	19,292.66	2,477.34	1.28	21,770.00	19,292.66
Water Polo Expenditure	5,114.88	2.64	23,180.00	18,065.12	5,114.88	2.64	23,180.00	18,065.12
Masters Comp Expenses	1,339.80	0.69	14,570.00	13,230.20	1,339.80	0.69	14,570.00	13,230.20
Masters Group Meetings & Training	1,482.93	0.77	1,270.00	(212.93)	1,482.93	0.77	1,270.00	(212.93)
Open Water Expenditure	3,218.77	1.66	2,560.00	(658.77)	3,218.77	1.66	2,560.00	(658.77)
Disability Expenditure	617.39	0.32	10,260.00	9,642.61	617.39	0.32	10,260.00	9,642.61
	73,471.93	37.92	160,997.95	87,526.02	73,471.93	37.92	160,997.95	87,526.02
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	20,994.20	10.83	45,000.00	24,005.80	20,994.20	10.83	45,000.00	24,005.80
CPD Regional Courses	2,050.95	1.06	4,000.00	1,949.05	2,050.95	1.06	4,000.00	1,949.05
Counties Working Meetings	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Officials Licensing	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Swim21 Networks	4,000.00	2.06	12,400.00	8,400.00	4,000.00	2.06	12,400.00	8,400.00
Regional Development Day & Consult	0.00	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00
Support Long Distance Meets	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	1,500.00
Swim21 Panel Expenses	418.25	0.22	1,400.00	981.75	418.25	0.22	1,400.00	981.75
Athlete Bursaries: Exceptional Expen	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Young Volunteers	1,002.01	0.52	3,000.00	1,997.99	1,002.01	0.52	3,000.00	1,997.99
Team Managers Forum	408.50	0.21	700.00	291.50	408.50	0.21	700.00	291.50
Support ASA Talent Camps	5,075.23	2.62	4,000.00	(1,075.23)	5,075.23	2.62	4,000.00	(1,075.23)
Offshore Camp	3,877.14	2.00	12,000.00	8,122.86	3,877.14	2.00	12,000.00	8,122.86
Other Swim Development	3,436.87	1.77	12,000.00	8,563.13	3,436.87	1.77	12,000.00	8,563.13
	41,263.15	21.30	101,400.00	60,136.85	41,263.15	21.30	101,400.00	60,136.85
Gross Profit/(Loss):	79,031.00	40.79	16,802.05	62,228.95	79,031.00	40.79	16,802.05	62,228.95
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	1,267.65	0.65	4,800.00	3,532.35	1,267.65	0.65	4,800.00	3,532.35
Chairman/Presidents Expenses	15.05	0.01	1,750.00	1,734.95	15.05	0.01	1,750.00	1,734.95
Communication Group	0.00	0.00	3,800.00	3,800.00	0.00	0.00	3,800.00	3,800.00
Development Group	20.70	0.01	750.00	729.30	20.70	0.01	750.00	729.30
Finance Group	29.70	0.02	300.00	270.30	29.70	0.02	300.00	270.30
Regional Welfare Officer Expenses	39.60	0.02	300.00	260.40	39.60	0.02	300.00	260.40
ACM	878.85	0.45	2,000.00	1,121.15	878.85	0.45	2,000.00	1,121.15
Regional Trophies and Awards	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Accountancy Fees	60.00	0.03	1,500.00	1,440.00	60.00	0.03	1,500.00	1,440.00
ASA Council Expenses	95.00	0.05	2,250.00	2,155.00	95.00	0.05	2,250.00	2,155.00
Newsletter/Mailings/Communication	599.40	0.31	0.00	(599.40)	599.40	0.31	0.00	(599.40)
Communication Expenses	179.38	0.09	500.00	320.62	179.38	0.09	500.00	320.62
Miscellaneous	288.20	0.15	1,000.00	711.80	288.20	0.15	1,000.00	711.80
Donations	(1,260.00)	(0.65)	0.00	1,260.00	(1,260.00)	(0.65)	0.00	1,260.00
Awards & Engravings	3,299.05	1.70	2,000.00	(1,299.05)	3,299.05	1.70	2,000.00	(1,299.05)
RCDO Costs	14,351.54	7.41	65,000.00	50,648.46	14,351.54	7.41	65,000.00	50,648.46
Bank Charges	368.56	0.19	500.00	131.44	368.56	0.19	500.00	131.44
Youth Forum	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00

ASA South East Region
Budget Report

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

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
	20,232.68	10.44	91,650.00	71,417.32	20,232.68	10.44	91,650.00	71,417.32
Net Profit/(Loss):	58,798.32	30.35	(74,847.95)	133,646.27	58,798.32	30.35	(74,847.95)	133,646.27

Prior Year Report

From: Month 1, April 2016
To: Month 6, September 2016

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
INCOME								
Membership Income	101,564.00	52.42	74,377.30	27,186.70	101,564.00	52.42	74,377.30	27,186.70
Miscellaneous Income	0.00	0.00	30.00	(30.00)	0.00	0.00	30.00	(30.00)
Bank Interest	41.23	0.02	66.33	(25.10)	41.23	0.02	66.33	(25.10)
Income Licence Meet Fees	14,156.35	7.31	14,747.20	(590.85)	14,156.35	7.31	14,747.20	(590.85)
Income Swimming	55,717.50	28.76	41,106.91	14,610.59	55,717.50	28.76	41,106.91	14,610.59
Income Synchro	5,940.00	3.07	3,995.00	1,945.00	5,940.00	3.07	3,995.00	1,945.00
Income Diving	3,500.00	1.81	2,922.50	577.50	3,500.00	1.81	2,922.50	577.50
Income Water Polo	2,465.00	1.27	815.00	1,650.00	2,465.00	1.27	815.00	1,650.00
Income Masters	285.00	0.15	540.00	(255.00)	285.00	0.15	540.00	(255.00)
Income Open Water Championship	1,345.00	0.69	1,534.50	(189.50)	1,345.00	0.69	1,534.50	(189.50)
Income Swim Development	7,430.00	3.83	7,104.00	326.00	7,430.00	3.83	7,104.00	326.00
Income Development	1,322.00	0.68	0.00	1,322.00	1,322.00	0.68	0.00	1,322.00
	<u>193,766.08</u>	<u>100.00</u>	<u>147,238.74</u>	<u>46,527.34</u>	<u>193,766.08</u>	<u>100.00</u>	<u>147,238.74</u>	<u>46,527.34</u>
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	40,820.50	21.07	32,546.34	8,274.16	40,820.50	21.07	32,546.34	8,274.16
Swimming Group Meeting Expenses	387.45	0.20	576.40	(188.95)	387.45	0.20	576.40	(188.95)
Synchro Expenditure	18,012.87	9.30	15,495.72	2,517.15	18,012.87	9.30	15,495.72	2,517.15
Diving Expenditure	2,477.34	1.28	8,021.58	(5,544.24)	2,477.34	1.28	8,021.58	(5,544.24)
Water Polo Expenditure	5,114.88	2.64	8,050.10	(2,935.22)	5,114.88	2.64	8,050.10	(2,935.22)
Masters Comp Expenses	1,339.80	0.69	2,905.52	(1,565.72)	1,339.80	0.69	2,905.52	(1,565.72)
Masters Group Meetings & Training Day	1,482.93	0.77	1,259.71	223.22	1,482.93	0.77	1,259.71	223.22
Open Water Expenditure	3,218.77	1.66	1,484.48	1,734.29	3,218.77	1.66	1,484.48	1,734.29
Disability Expenditure	617.39	0.32	2,586.29	(1,968.90)	617.39	0.32	2,586.29	(1,968.90)
	<u>73,471.93</u>	<u>37.92</u>	<u>72,926.14</u>	<u>545.79</u>	<u>73,471.93</u>	<u>37.92</u>	<u>72,926.14</u>	<u>545.79</u>
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	20,994.20	10.83	23,432.34	(2,438.14)	20,994.20	10.83	23,432.34	(2,438.14)
CPD Regional Courses	2,050.95	1.06	1,282.89	768.06	2,050.95	1.06	1,282.89	768.06
Swim21 Networks	4,000.00	2.06	0.00	4,000.00	4,000.00	2.06	0.00	4,000.00
Swim21 Panel Expenses	418.25	0.22	761.63	(343.38)	418.25	0.22	761.63	(343.38)
Athlete Bursaries: Exceptional Expense	0.00	0.00	3,559.57	(3,559.57)	0.00	0.00	3,559.57	(3,559.57)
Young Volunteers	1,002.01	0.52	80.83	921.18	1,002.01	0.52	80.83	921.18
Team Managers Forum	408.50	0.21	557.15	(148.65)	408.50	0.21	557.15	(148.65)
Support ASA Talent Camps	5,075.23	2.62	7,593.99	(2,518.76)	5,075.23	2.62	7,593.99	(2,518.76)
Offshore Camp	3,877.14	2.00	0.00	3,877.14	3,877.14	2.00	0.00	3,877.14
Other Swim Development	3,436.87	1.77	4,788.18	(1,351.31)	3,436.87	1.77	4,788.18	(1,351.31)
	<u>41,263.15</u>	<u>21.30</u>	<u>42,056.58</u>	<u>(793.43)</u>	<u>41,263.15</u>	<u>21.30</u>	<u>42,056.58</u>	<u>(793.43)</u>
Gross Profit/(Loss):	<u>79,031.00</u>	<u>40.79</u>	<u>32,256.02</u>	<u>46,774.98</u>	<u>79,031.00</u>	<u>40.79</u>	<u>32,256.02</u>	<u>46,774.98</u>
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	1,267.65	0.65	1,901.70	(634.05)	1,267.65	0.65	1,901.70	(634.05)
Chairman/Presidents Expenses	15.05	0.01	117.08	(102.03)	15.05	0.01	117.08	(102.03)
Development Group	20.70	0.01	229.45	(208.75)	20.70	0.01	229.45	(208.75)
Finance Group	29.70	0.02	0.00	29.70	29.70	0.02	0.00	29.70
Other Groups	0.00	0.00	60.00	(60.00)	0.00	0.00	60.00	(60.00)

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Prior Year Report

From: Month 1, April 2016
 To: Month 6, September 2016

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio</u>	<u>Prior Yr</u>	<u>Variance</u>
Regional Welfare Officer Expenses	39.60	0.02	0.00	39.60	39.60	0.02	0.00	39.60
ACM	878.85	0.45	2,160.05	(1,281.20)	878.85	0.45	2,160.05	(1,281.20)
Accountancy Fees	60.00	0.03	60.00	0.00	60.00	0.03	60.00	0.00
ASA Council Expenses	95.00	0.05	0.00	95.00	95.00	0.05	0.00	95.00
Newsletter/Mailings/Communication	599.40	0.31	266.40	333.00	599.40	0.31	266.40	333.00
Communication Expenses	179.38	0.09	761.85	(582.47)	179.38	0.09	761.85	(582.47)
Miscellaneous	288.20	0.15	325.93	(37.73)	288.20	0.15	325.93	(37.73)
Donations	(1,260.00)	(0.65)	0.00	(1,260.00)	(1,260.00)	(0.65)	0.00	(1,260.00)
Awards & Engravings	3,299.05	1.70	631.24	2,667.81	3,299.05	1.70	631.24	2,667.81
RCDO Costs	14,351.54	7.41	15,206.32	(854.78)	14,351.54	7.41	15,206.32	(854.78)
Bank Charges	368.56	0.19	330.12	38.44	368.56	0.19	330.12	38.44
Youth Forum	0.00	0.00	39.33	(39.33)	0.00	0.00	39.33	(39.33)
	<u>20,232.68</u>	<u>10.44</u>	<u>22,089.47</u>	<u>(1,856.79)</u>	<u>20,232.68</u>	<u>10.44</u>	<u>22,089.47</u>	<u>(1,856.79)</u>
Net Profit/(Loss):	<u>58,798.32</u>	<u>30.35</u>	<u>10,166.55</u>	<u>48,631.77</u>	<u>58,798.32</u>	<u>30.35</u>	<u>10,166.55</u>	<u>48,631.77</u>

ASA Water Polo Performance Pathway

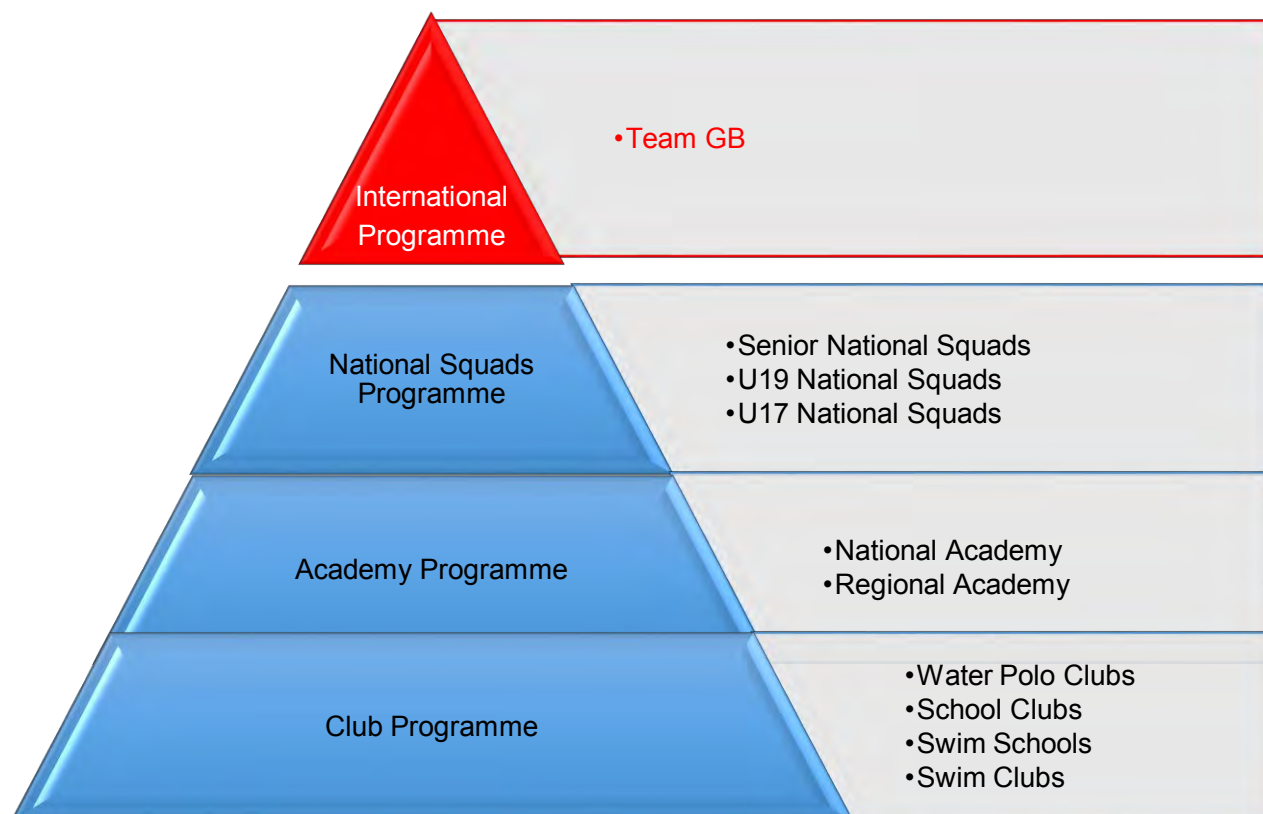
Following the Tunnicliffe Review and WPMG Review, the water polo performance pathway has been re-designed in light of the following key considerations:

- number of quality coaches available at each level
- number of quality athletes available for selection at each level
- frequency and intensity of training for a junior water polo player
- level of funding available

The new performance pathway will:

- have clear, published athlete standards required to be part of each level of the performance pathway
- use the agreed athlete standards to become the focus of the coach development programme and parental education on what athletes need to develop further
- shift the emphasis of performance programmes to individual player development, rather than competition-specific team preparation

There are four levels to the performance pathway:



The 'World Class Programme' for other aquatic disciplines is managed and delivered by 'British Swimming'. Following the removal of funding by UK Sport in 2013, there is currently no world class programme for water polo. This document refers only to the English performance pathway, with a key aim of driving performance standards as a Home Nation in order to return to the world stage and influence UK Sport and British Swimming to re-establish a funded world class programme.

Club Programme

Clubs are essential to the development of fundamental athlete skills as well as talent identification and talent confirmation phases. Throughout an athlete's journey on the player pathway, it is an expectation that

the athlete will rely upon and return to their 'home club' in order to access regular, club training and to compete alongside their peers in club representative competitions of National Championships.

Club coaches will be supported to deliver quality training environments through the offer of an appropriate, fit-for-purpose, qualification scheme that includes; UKCC 1 and UKCC 2 (UKCC 3 currently in pipeline) Coaching Water Polo qualifications supplemented by five additional CPD workshops that will build up specific tactical and technical knowledge required to coach at club level. Alongside the formal qualification route, club coaches will also be encouraged to link in with their Regional Academy for mentor, shadow appointments and knowledge-share opportunities.

The publication of clear athlete standards for the 'Academy Programme' will ensure that club coaches understand what individual players should be working towards within their club sessions and what is required to progress players through the pathway.

Academy Programme

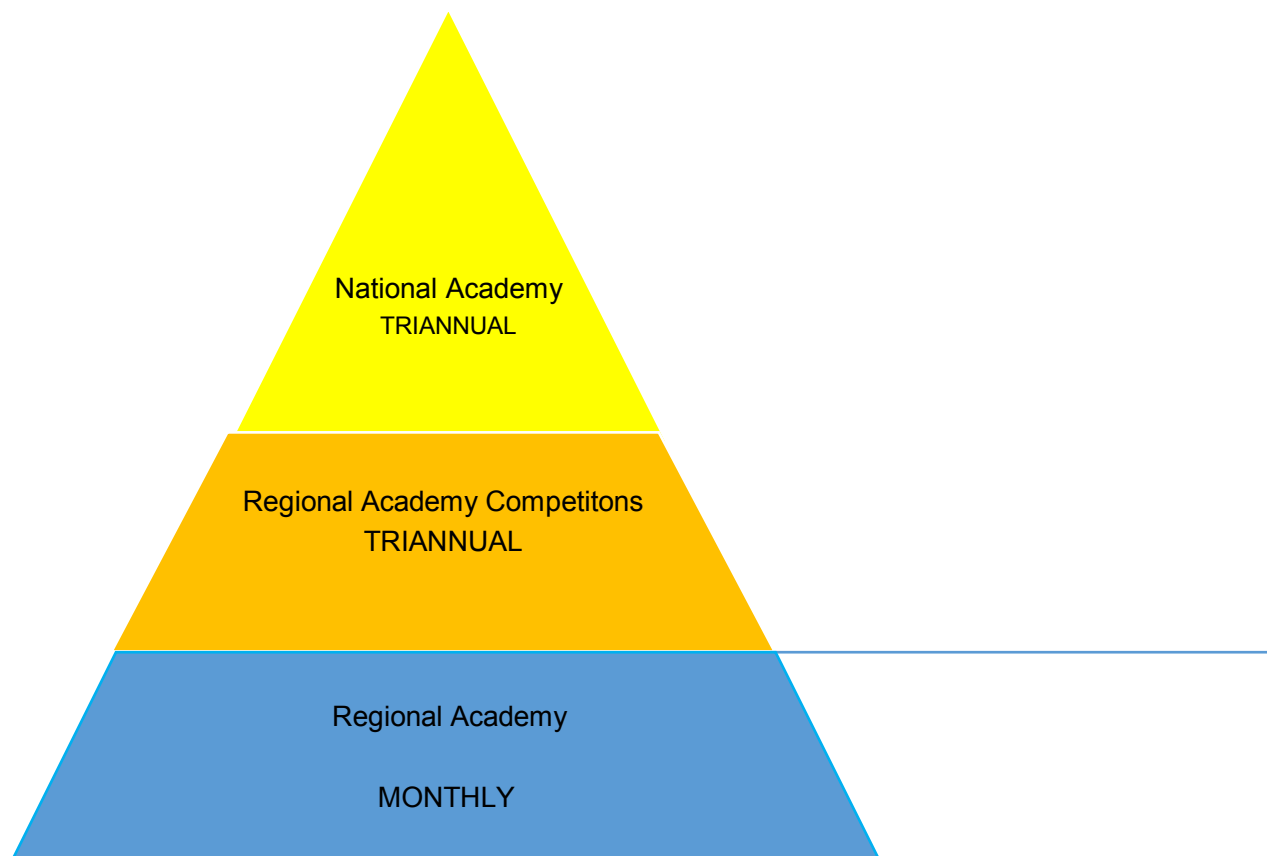
The first step onto the talent pathway is through the 'Academy Programme', which is made up of two levels;

1. Regional Academy – monthly training within Regional Squad
2. National Academy – quarterly training alongside National Squad weekends

NB: for Sept 2016 this is for players born 2001 and younger

Regional Academy:

The 'Regional Academy' is a monthly training programme as part of regional squad preparations. Training sessions will be delivered and funded by Regional Boards (RWPMG) on the 4th Friday of every month and will include 1½ of water time alongside at least 45 minutes strength & conditioning as a minimum.

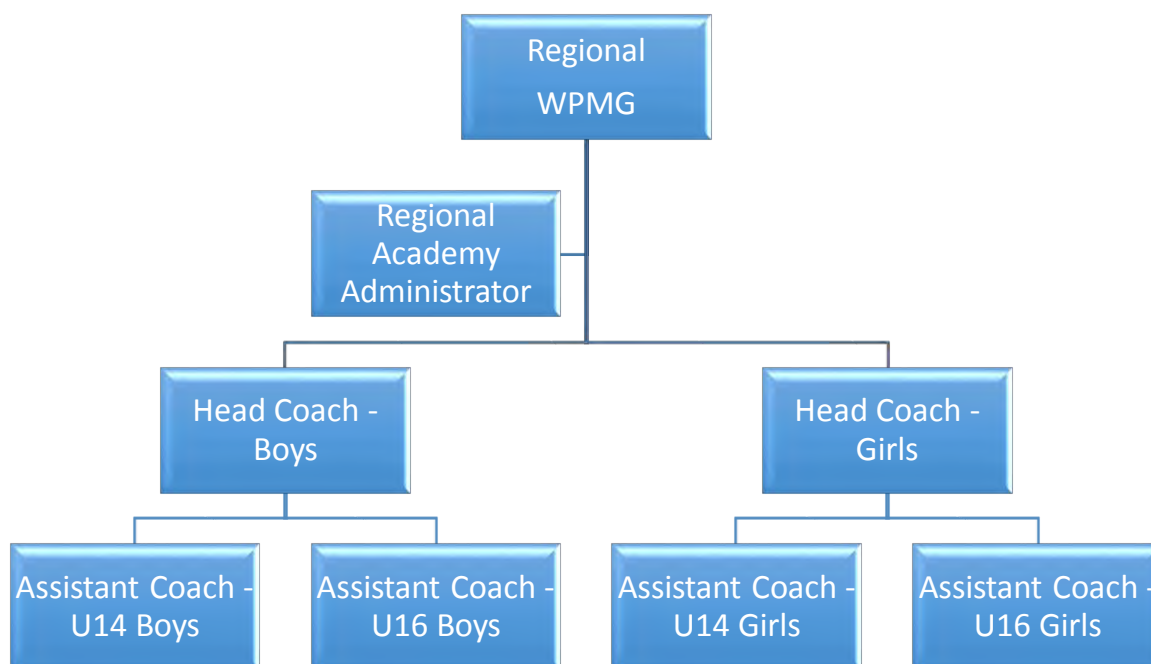


NB. Any athletes selected as part of the National Squads Programme are not eligible to be part of the Regional or National Academy Programmes – this will ensure a wide base of talent selection.

- Four squads in each region:

Competing U14 boys	U16 boys 2001 + younger & 2002 & younger
Competing U14 girls	U16 girls

The u18yrs programme will continue under auspices of the regional water polo management group



- Seven regions:

North West	North East	Midlands
East	London	South West
South East		

Regional Academy Players will be selected by the Regional Coaching Teams to represent their region in the annual 'Inter Regional Championships' as their first taste of 'representative water polo'. National Squad coaches will attend the Inter Regional Championships as part of the talent identification process.

In addition to a monthly training programme the top Regional Academy Players, who meet a prescribed selection criteria, will compete in a triannual 'Regional Academy Competition' (RAC), designed to provide appropriate-level competition for the strongest players and act as talent confirmation step for consideration to national squads. As well as the players, Head Regional Academy Coaches will be expected to attend the RAC as part of the coach development programme.

The 'Regional Academy Competition' will be a one day, gender-specific tournament, for the strongest Regional Academy players who are **not part** of the National Squad Programme, regardless of age. The competition days will be hosted across two centralised venues, delivered and funded by the ASA:

RAC 1: 26th-27th November 2016

- Saturday 26th November – Top 60 female Regional Academy players compete
- Sunday 27th November – Top 60 male Regional Academy players compete

RAC 2: 25th-26th February 2017

- Saturday 25th February – Top 60 female Regional Academy players compete (6 x 10)
- Sunday 27th February – Top 60 male Regional Academy players compete.

RAC 3: 27th-28th May 2017

- Saturday 25th May – Top 60 female Regional Academy players compete.
- Sunday 27th May – Top 60 male Regional Academy players compete.

Head Regional Academy Coaches will be appointed and managed by Regional Boards (RWPMG) and there are clear expectations with regards to the pursuit of continual professional development as a coach.

Regional Coaches will be supported to deliver quality training environments through the offer of an appropriate, fit-for-purpose, qualification scheme that includes; UKCC 2 & UKCC 3 Coaching Water Polo qualifications supplemented by five additional CPD workshops that will build up specific tactical and technical knowledge required to coach at regional level. Alongside the formal qualification route, Regional Coaches will be expected to attend Regional Academy Competitions and will also be encouraged to link in with their National Academy or National Squad Programme for mentor, shadow appointments and knowledge-share opportunities.

The publication of clear athlete standards for the Academy Programme will ensure that Regional Coaches understand what individual players should be working towards within their regional training sessions and the publication of athlete standards for the 'National Squads Programme' will ensure that they know what is required to move players through the pathway.

National Academy:

The 'National Academy' is a gender-specific, triannual training programme as part of divisional squad preparations and will provide athletes with their first taste of attending a residential, domestic training camps including water time and lifestyle support.

NB. The National Academy should be attended by selected athletes, alongside the Regional Academy Programme, but not as well as the National Squad Programme.

National Academy athletes will be selected from Regional Academy Players, who are **not part** of the National Squads Programme, regardless of age and will be based on meeting clear selection criteria as well as individual performance at the Regional Academy Competitions:

- Top 40 U16 girls – split into two training groups of 20
- Top 40 U16 boys – split into two training groups of 20

The National Academy will be delivered by new National Academy Coaches and funded by ASA central budget plus an athlete contribution. The Programme consists of:

National Academy 1: 7th-8th January 2017

- Delivered alongside a National Squads weekend
- Top 40 U16 girls – split into two training groups of 20
- Top 40 U16 boys – split into two training groups of 20

National Academy 2: 6th-7th May 2017

- Delivered alongside a National Squads weekend
- Top 40 U16 girls – split into two training groups of 20
- Top 40 U16 boys – split into two training groups of 20

National Academy 3: 26th – 30th August 2017

- 5-day residential training camp/School Games holding camp in the last week of August
- Top 40 U16 girls – split into two training groups of 20
- Top 40 U16 boys – split into two training groups of 20

National Academy athletes will be selected to represent English divisional teams in the annual Sainsbury's School Games i.e. England teams will compete against Home Nation counterparts.

Each National Academy will have Strength & Conditioning workshops (performance sessions) following National agreed strategy including a measurable testing programme. Players will also be introduced to Psychology and Physiotherapy workshops. These again will form an integral part in all Academy camps following a National agreed Strategy.

National Academy Coaches will be supported to deliver quality training environments through the offer of an appropriate, fit-for-purpose, qualification scheme that includes; UKCC 3 Coaching Water Polo qualifications supplemented by a personal development programme that will encourage links to National Squad Coaches for mentor, shadow appointments and knowledge-share opportunities.

The publication of clear athlete standards for the Academy Programme will ensure that National Academy Coaches understand what individual players should be working towards as individuals and the publication of athlete standards for the 'National Squads Programme' will ensure that they know what is required to move players through the pathway.

Year born year	1997	2000	1999	2002	2001	2004	2003	2006
2016	Euros u19's	National Squad training	National Academy	National Academy	Regional Academy	Regional Academy		
2017		Euros u17's	National Squad Training	National Academy	National Academy	Regional Academy	Regional Academy	
2018			Euros u19's	National Squad Training	National Academy	National Academy	Regional Academy	Regional Academy
2019				Euros u17's	National Squad Training	National Academy	National Academy	Regional Academy
2020					Euros u19's	National Squad Training	National Academy	National Academy
2021						Euros u17's	National Squad Training	National Academy
2022							Euros u19's	National Squad Training
2023								Euros u17's

1. Academy Programme 2016-17

23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	26th 27th Nov	02-Dec	09-Dec	16-Dec	23-Dec	30-Dec	06-Jan	7th 8th Jan 2017
1	2	3	4	5	6	7	8	9	10	RAC	11	12	13	14	15	16	15
Regional Academy U14 U16				Half Term	Regional Academy				Regional Academy	Regional Academy Comp			Regional Academy				National Academy

13-Jan	20-Jan	27-Jan	03-Feb	10-Feb	17-Feb	24-Feb	25th 26th Feb	03-Mar	10-Mar	17-Mar	24-Mar	31-Mar	07-Apr	14-Apr	21-Apr	28-Apr	05-May
16	17	18	19	20	21	22	RAC	23	24	25	26	27	28	29	30	31	32
		Regional Academy				Regional Academy	Regional Academy Comp				Regional Academy					Regional Academy	

6th 7th May	12-May	19-May	26-May	27th 28th May	02-Jun	09-Jun	16-Jun	23-Jun	30-Jun	07-Jul	14-Jul	21-Jul	28-Jul	29th 30th July	04-Aug	11-Aug	18-Aug	26th - 30th August	31st-Aug-3rd Sept
33	34	35	36	36	37	38	39	40	41	42	43	44	45	45	46	47	48	49	50
National Academy			Regional Academy	Regional Academy Comp				Regional Academy					Regional Academy	Inter Regional Champs U14 U16				National Academy	Level 4 School Games U16

National Squads Programme

The next step on the performance pathway is through the 'National Squads Programme', which is made up of three levels;

1. U17 National Squads
2. U19 National Squads
3. Senior National Squads

All squads provide gender-specific, residential, monthly training programme made up of domestic weekend camps and overseas camps, funded by ASA central budget and athlete contributions.

Each age group and gender will train on the same weekend every month in order to facilitate the creation of a national calendar for water polo to promote athlete, coach and officials planning and allow the opportunity for competitions and events (including British Water Polo League fixtures) to be planned around regular programme activity.

U17 National Squads

The 'U17 National Squads Programme' is designed to be a two-year programme and provides monthly, gender-specific weekend training camps delivered by new national team coaches on the 2nd weekend of every month

U17 National Squad athletes will be selected from Regional and National Academy Players, based on meeting technical selection criteria and performance throughout the 'Academy Programme':

- Top 16 U17 boys
- Top 16 U17 girls

U17 National Squad athletes will be selected to represent England in the biennial LEN Youth Championships and biennial ESSA U17 Championships

U17 National Squad Coaches will be supported to deliver quality training environments through the offer of an appropriate, fit-for-purpose, qualification scheme that includes; UKCC 3 Coaching Water Polo supplemented by a personal development programme that will encourage links to Senior National Squad Coaches for mentor, shadow appointments and knowledge-share opportunities.

The publication of clear athlete standards for the National Squads Programme will ensure that U17 National Squad Coaches understand what individual players should be working towards throughout training sessions and will ensure that they know what is required to move players through the pathway.

U19 National Squads

The 'U19 National Squads Programme' is designed to be a two-year programme and provides monthly, gender-specific weekend training camps delivered by new national team coaches on the 3rd weekend of every month

U19 National Squad athletes will be selected from U17 National Squad athletes, based on meeting technical selection criteria and performance throughout the Performance Programme:

- Top 16 U19 boys
- Top 16 U19 girls

U19 National Squad athletes will be selected to represent England in the biennial LEN Junior Championships and biennial ESSA U19 Championships

U19 National Squad Coaches will be supported to deliver quality training environments through a personal development programme that will encourage links to Senior National Squad Coaches for mentor, shadow appointments and knowledge-share opportunities.

The publication of clear athlete standards for the National Squads Programme will ensure that U19 National Squad Coaches understand what individual players should be working towards throughout training sessions and will ensure that they know what is required to move players into the Senior National Squad.

Senior National Squads

The 'Senior National Squads Programme' provides monthly, gender-specific weekend training camps delivered by new national team coaches on the 4th weekend of every month

Senior National Squad athletes will progress from U19 National Squads based on meeting technical selection criteria and performance throughout the U19 National Squads Programme

- Top 16 women
- Top 16 men

National Squad athletes will be selected to represent in the biennial LEN Senior Championships and/or the quadrennial Commonwealth Games.

Senior National Squad Coaches will be supported to deliver quality training environments through a personal development programme that will encourage links to internationally renowned coaches abroad for mentor, shadow appointments and knowledge-share opportunities.

Competition Pathway

The Performance Pathway must be underpinned by appropriate level competition both home and abroad. As such, each stage of the performance pathway is reliant both upon athletes training and competing on a regular basis with their home club in order to compete at the highest level accessible to them, as well as accessing overseas competitions as part of a representative team.

Competitive opportunities include:

Club Schools Uni representative competitions:	Representative squad competitions:
National U15 Championships	Inter-Regional Championships u14 u16 u18
National U17 Championships	Sainsbury's School Games
National U19 Championships	ESSA U17 Championships
British Universities Colleges Sport (BUCS)	LEN Youth Championships
British Water Polo League (BWPL) /super 5's	ESSA U19 Championships
British Champs (senior) men / women	LEN Junior Championships
ESSA u13 u15	World Student Games
LEN Club competition	Commonwealth Games
	LEN Senior Championships
	European Nations (EU) senior /Junior, male /female

NB. The domestic competition pathway is subject to review.

Senior National Squads

- Men & women (2 squads)
- Centralised venue, monthly training

U19 National Squads

- Men & women, 2 tiers (4 squads)
- Centralised venue, monthly training

U17 National Squads

- Boys & girls, 2 tiers, (4 squads)
- Centralised venue, monthly training

National Academy

- U16 boys & girls, 2 tiers (4 squads)
- Centralised venue, quarterly training

Regional Academy

- Regions, U16 & U14, boys & girls (28 squads)
- Regional venues, monthly training

Clubs/School Teams

- Weekly training, delivering recommended technical standards

Learn to Swim Schools

- Weekly training, delivering stages 8. 9 & 10

BWPL League

BUCS League

ASA National u19's, u17's, u15's
Championships

Inter-Regional u14's, u16's, u18's
Championships

Sainsbury's School Games

Regional Academy Competitions

LEN Senior Championships

Commonwealth Games

World Student Games

LEN Junior Champs (u19)

ESSA U19 Championships

LEN Youth Champs (u17)

ESSA U17 Championships

The ASA

Role Description

ROLE TITLE:	Regional Academy Administrator
REPORTING TO:	ASA Talent Officer
SALARY:	Voluntary role - Expenses only
CONTRACT TYPE:	Fixed Term Contract – min. 1 year cycle

ROLE PURPOSE

- To provide necessary administrative support to the Regional Squad in line with the ASA technical standards and protocols.

KEY RESPONSIBILITIES

- To be the main point of contact for all pool bookings, invoicing and necessary paperwork associated with the delivery of the monthly regional squad training sessions.
- To maintain accurate and up to date attendance and attainment records.
- To provide statistical information to the ASA on personal data of attending players according to data protection protocols.
- To inform Regional Squad Head Coach of any absences or personal circumstances that may affect player participation.
- To assist in the preparation and timely submission of reports and plans as required.
- To provide administrative support in selection functions.
- To provide necessary support to ensure that the welfare and pastoral care of athletes remains paramount at all times.
- Adhere to the ASA Code of Conduct and Child Safeguarding Policy.
- Any other duties of a similar nature as directed by the Regional Water Polo Management Group or ASA Talent Officer.

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the regional squad programme.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications		
ASA Level 1/Level 2 Team Manager		D
Experience		
Experience of providing administrative support		D
Experience of managing parental expectations		D
Experience of providing pastoral care to young people		D
Knowledge		
Knowledge of the water polo performance pathway and understanding of player profiling		D
Understanding of World and UK anti-doping regulations and role of 100% ME		D

Skills		
Ability to self-organise, manage time, prioritise work and meet deadlines	E	
Good inter-personal and verbal/ written communication skills including understanding of conflict resolution.	E	
Computer literate in Microsoft Office (Word, Excel, Access, PowerPoint) and Outlook		D
Personal Qualities		
Integrity and honesty. Organised, committed, enthusiastic and motivated	E	

As a voluntary role all expenses incurred with the Regional Squads Programme, as authorised by either the Talent Officer or the Regional Water Polo Management Group, will be paid as per the volunteer expenses policy. The volunteer policy can be found on www.swimming.org

The ASA has an equity policy and is committed to equal opportunities. The equity policy can be found on www.swimming.org

The ASA is committed to best practice in the care of children and as such this post will be subject to a Disclosure & Barring Services check. The ASA Child Safeguarding Policy can be found on www.swimming.org

The ASA

Role Description

ROLE TITLE:	Regional Squad Assistant Coach
REPORTING TO:	Regional Squad Head Coach
SALARY:	Voluntary role - Expenses only
CONTRACT TYPE:	Fixed Term Contract – 2 year cycle

ROLE PURPOSE

- To assist the Regional Squad Head Coach to deliver a player-centred regional performance programme that aims to create a quality training environment in line with the ASA technical standards and protocols in order to increase the number of players capable of moving into the next stages of the water polo performance pathway.

KEY RESPONSIBILITIES

- To support the development of effective working relationships throughout the talent pathway including; Club Coaches, other Regional Head Coaches and National Coaches to ensure that programme philosophy is consistent across the country, including talent identification, recruitment, selection and participation policies and technical preparation programmes.
- To support the delivery of a high quality monthly training programme, as per Regional Squads plans, for selected players aimed at individual player development including, technical, tactical, physical and mental elements.
- To continually review players' progress and feedback to Regional Squad Head Coach for the purpose of writing athlete reports against individual player profiles.
- To report regularly to the Regional Squad Head Coach and to assist in the preparation and timely submission of reports and plans as required.
- To attend Regional Squad Competitions as part of the Regional Squad and to assist in selection functions.
- To ensure that the welfare and pastoral care of athletes remains paramount at training sessions and competitions.
- To pursue a programme of continued professional development in line with ASA Performance Pathway coach requirements, maintaining a level of expertise expected of regional coaches.
- Strive to consistently deliver excellent coaching standards of behaviour working within the guidelines of the ASA Code of Conduct and Child Safeguarding Policy.
- Any other duties of a similar nature as directed by the Regional Squad Head Coach.

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the performance pathway.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications		
UKCC Level 1 Coaching Water Polo (or an equivalent international qualification) with a commitment to achieving Level 2 Coaching Water Polo within 12 months	E	
UKCC Level 2 Coaching Water Polo (or an equivalent international qualification)		D
A degree in a sport-related area		D
Experience		
Proven track record of delivering in a performance club programme	E	
Experience of delivering coaching to young players	E	
Has previously attended club-level competitions in a coaching capacity	E	
Experience of providing pastoral care to young people		D
Knowledge		
Knowledge of the factors affecting the long term athlete development (LTAD)		D
Knowledge of the ASA Coach Development programme	E	
Knowledge of the water polo performance pathway and understanding of player profiling		D
Knowledge of sports science/medicine disciplines and the contribution to enhancing performance		D
Knowledge of sports agencies and stakeholders that contribute to the provision of water polo in the UK and Internationally (UK Sport, Sport England, TASS, AASE, ASA, LEN, FINA etc.)		D
Understanding of World and UK anti-doping regulations and role of 100% ME		D
Skills		
An ability to identify opportunities, plan, initiate and manage actions, monitor and evaluate progress, redirect future actions		D
Consistently strives to deliver high standards particularly when working under pressure	E	
Ability to self-organise, manage time, prioritise work and meet deadlines	E	
Good inter-personal and verbal/ written communication skills including understanding of conflict resolution.	E	
Computer literate in Microsoft Office (Word, Excel, Access, PowerPoint) and Outlook		D
Knowledge of computer based statistical and performance analysis systems for water polo e.g. dartfish		D
Personal Qualities		
Integrity and honesty. Committed, self starter, enthusiastic and motivated	E	
Committed to continuous personal and organisational improvement	E	
Willing to work irregular hours and travel within the UK, with overnight stays and weekend work as need dictates		D
Willingness and desire to entertain new ideas, seize opportunities, accept and encourage constructive challenges		D

As a voluntary role all expenses incurred with the Regional Squads Programme, as authorised by either the Talent Officer or the Regional Water Polo Board, will be paid as per the volunteer expenses policy. The volunteer policy can be found on www.swimming.org

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The ASA

Role Description

ROLE TITLE:	Regional Squad Head Coach
REPORTING TO:	Talent Officer
DIRECT RESPONSIBILITY FOR:	Regional squad support staff
SALARY:	Voluntary role - Expenses only
CONTRACT TYPE:	Fixed Term Contract – 2 year cycle

ROLE PURPOSE

- To lead a player-centred regional performance programme that aims to create a quality training environment in line with the ASA technical standards and protocols in order to increase the number of players capable of moving into the next stages of the water polo performance pathway.

KEY RESPONSIBILITIES

- To develop close and effective working relationships throughout the talent pathway including; Club Coaches, other Regional Head Coaches and National Coaches to deliver a consistent programme philosophy including talent identification, recruitment, selection and participation policies and technical preparation programmes.
- To deliver a high quality monthly training programme, as per national plans, for selected players aimed at individual player development including, technical, tactical, physical and mental elements liaising closely with other delivery partners including National Coaches and clubs of origin.
- To continually review players' progress via quarterly completion of athlete reports against individual player profiles, liaising closely with other delivery partners including National Coaches and clubs of origin.
- To liaise with the ASA and Regional Water Polo Boards to appoint and manage Regional Squad support staff.
- To report regularly to the ASA and Regional Water Polo Boards and to assist in the preparation and timely submission of reports and plans as required.
- To act as lead representative for the Regional Squad programme at Regional Squad Competitions and to be involved in management and selection functions.
- To ensure that the welfare of athletes remains paramount and that the appropriate pastoral care is provided for at training sessions and competitions.
- To attend key ASA Talent Development events as necessary, including the National Academy.
- To complete a programme of continued professional development in line with ASA Performance Pathway coach requirements, maintaining a level of expertise expected of regional coaches.
- Maintain immaculate coaching standards of behaviour working within the guidelines of the ASA Code of Conduct and Child Safeguarding Policy.
- Any other duties of a similar nature as directed by the Talent Officer or Regional Water Polo Board.

This role description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the performance pathway.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications		
UKCC Level 2 Coaching Water Polo (or an equivalent international qualification) with a commitment to achieving Level 3 Coaching Water Polo	E	
A degree in a sport-related area		D
Experience		
Proven track record of leading and delivering a performance club programme	E	
Experience of delivering coaching to young talented players	E	
Has previously attended regional competitions in a coaching and/or playing capacity	E	
Experience of leading a small staff including coaches, team managers and science/medicine support		D
Experience of providing pastoral care to young people		D
Knowledge		
Knowledge of the factors affecting the long term athlete development (LTAD)	E	
Knowledge of the ASA Coach Development programme	E	
Knowledge of the water polo performance pathway and understanding of player profiling	E	
Knowledge of sports science/medicine disciplines and the contribution to enhancing performance	E	
Knowledge of sports agencies and stakeholders that contribute to the provision of water polo in the UK and Internationally (UK Sport, Sport England, TASS, AASE, ASA, LEN, FINA etc.)		D
Understanding of World and UK anti-doping regulations and role of 100% ME		D
Skills		
An ability to identify opportunities, plan, initiate and manage actions, monitor and evaluate progress, redirect future actions	E	
Meticulous in approach with high standards particularly when working under pressure	E	
Ability to self-organise, manage time, prioritise work and meet deadlines	E	
Strong inter-personal and verbal/ written communication skills including conflict resolution skills.	E	
Computer literate in Microsoft Office (Word, Excel, Access, PowerPoint) and Outlook		D
Knowledge of computer based statistical and performance analysis systems for water polo e.g. dartfish		D
Personal Qualities		
Integrity and honesty. Committed, self starter, enthusiastic and motivated	E	
Committed to continuous personal and organisational improvement	E	
Willing to work irregular hours and travel within the UK, with overnight stays and weekend work as need dictates	E	
Willingness and desire to entertain new ideas, seize opportunities, accept and encourage constructive challenges		D

As a voluntary role all expenses incurred with the Regional Squads Programme, as authorised by either the Talent Officer or the Regional Water Polo Board, will be paid as per the volunteer expenses policy. The volunteer policy can be found on www.swimming.org

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WATER POLO - REGIONAL ACADEMY NEW FORMAT

PURPOSE OF REPORT

To advise the members of the Board of the criteria issued centrally by the ASA in relation to Water Polo Regional Academies.

PROPOSED ACTION

The Board members are requested to consider and comment on the proposal and to approve it if thought fit with such amendments as are agreed.

SUPPORTING INFORMATION

1. In August new structure and guidance was issued centrally by the ASA in relation to the requirements of all regions to structure Regional Academies in the same way.
2. In September the Regional Water Polo Management Group met to discuss the provision of the pathway for participants in order to comply with the requirements.
3. Copies of the circulated documents are attached.
4. The 'Regional Academy' is to be a monthly training programme as part of regional squad preparations. Training sessions are to be delivered and funded by Regional Boards (RWPMG) to include 1½ hours of water time alongside at least 45 minutes strength & conditioning as a minimum.
5. There are to be six squads in each region as follows:
 - a. Competing U14 boys
 - b. Competing U14 girls
 - c. U16 boys
 - d. U16 girls
 - e. U18 boys
 - f. U18 girls
6. The Regional training has not previously catered for so many age groups and therefore additional water time will be incurred as will other expenses. The Regional Water Polo Management Group are of the opinion that the only way that the Regions limited training human resources will be able to accommodate all of the above groups is if one location which has the capability of hosting 2 pools simultaneously is used, such as at the Surrey Sports Park.
7. The Group would like to highlight the additional costs of such an arrangement would be at least an extra £6,000 to £9,000 in addition to the current budget levels for the next budget year. This is based on the cost of £320 per hour for the 50 metre pool at The Surrey Sports Park in which 2 Waterpolo pitches can be set up. The participants will be asked to contribute although, as ever, given the number of participants per pitch this will not get anywhere near to covering the costs. The general level of contribution is £5 per athlete per session.

8. The above proposal that the National plan is adopted and delivered where possible within the Region is therefore submitted to the members of the Board for comment and suggestion.

The Board's comments and suggestions are sought and approval if thought fit with such amendments as are agreed.

CJL 03/10/2016

REGIONAL AND NATIONAL VOLUNTEERING AWARDS

PURPOSE OF REPORT

To advise the members of the Board of the current National discussions in relation to recognising volunteers nationally and within the Region.

PROPOSED ACTION

The Board members are requested to consider and comment on the proposal and to approve it if thought fit with such amendments as are agreed.

SUPPORTING INFORMATION

1. A National working group with representatives from all regions has been regularly discussing the previous and current award systems with a view to agreeing a National structure for awards that recognises at both Regional and National levels as well as at Sub Regional and Club levels if appropriate.
2. Current discussions have included the following notes made by National Volunteering:
 - a. Regional Reps expressed that they would like to receive a full list of the Award nominations.
 - b. Feedback was received with regards to the Club of the Year and Club Network Award - why should clubs have to be a part of a network (as this isn't always possible).
 - c. The best time to close the Awards would be mid - end of July to give the regions plenty of time to select regional winners/county winners if they wish to. Nominations opened this year on the 13th June. We could push this forward to the beginning of June (no earlier) and could then remain open for just over 6 weeks. In 2015 the nominations were open for 5 weeks and in 2016 they were open for 8 weeks. We're aiming for somewhere in between the two.
 - d. It was made clear that if a region would not want to share the same categories in order to have a consistent process, every region would have to agree to select a regional winner from our nominees or the process will not work effectively.
3. Action Points were agreed as follows:
 - a. Regional Reps to go back to their regions and come prepared to the next call with details of what they would like the categories to be for those where we will have a regional element - from which we will discuss and agree.
 - b. Regional Reps to feed back in the next meeting any changes they would like to see implemented within other categories within the Awards. This feedback will go into the Aquatics Awards delivery group and be looked at as part of the 2016 evaluation process and 2017 planning.
 - c. Come prepared to the next meeting with feedback on timescales of what would work best for the regions.

4. The categories for 2016 are as follows:
 - a. ASA Learn to Swim Award
 - b. ASA School Swimming Charter: Primary School of the Year
 - c. ASA Swim School of the Year
 - d. ASA Achievement Award: Youth Participant
 - e. ASA Achievement Award: Senior Participant
 - f. ASA Achievement Award: Disabled Participant
 - g. ASA Club of the Year
 - h. ASA Teacher of the Year
 - i. ASA Coach of the Year
 - j. ASA Services to Aquatics
 - k. ASA Young Volunteer of the Year
 - l. ASA Volunteer of the Year
 - m. ASA Facility Operator of the Year
 - n. The David Sparkes OBE Innovation Award

5. Further details of the above awards can be found at <http://www.swimming.org/asa/about-us/asa-aquatics-awards/>

6. The previous proposals which had Board support included the following:
 - a. That each Club should be able to nominate its 'South East Regional Club Young Volunteer of the Year' and its 'South East Regional Club Volunteer of the Year', and that certificates for the winners would be sent to the relevant sub-region for distribution.
 - b. That from the Club nominations made each sub region should nominate its 'South East Region County Young Volunteer of the Year' and its 'South East Region County Volunteer of the Year', and that certificates for the winners together with a small commemorative trophy would awarded to the winners at an appropriate Regional event or if unavailable be sent to the relevant sub-region for presentation.
 - c. That from the sub region nominations made the 3 Regional winners in 3rd, 2nd and 1st place to be 'South East Region Young Volunteer of the Year' and 'South East Region Volunteer of the Year' or runner up, and that certificates for these winners together with a small commemorative trophy would awarded to these winners at an appropriate Regional event or if unavailable an alternative suitable presentation would be arranged.

7. It is proposed that those award categories from 4a to 4j inclusive are honoured at Sub Regional and Regional levels as well as at National level, that those award categories from 4k to 4l inclusive are honoured at Club, Sub Regional and Regional levels as well as at National level, and that those award categories from 4m to 4n inclusive are only honoured at National level.

8. The above proposals are therefore submitted to the members of the Board for comment and suggestion.

The Board's comments and suggestions are sought and approval if thought fit with such amendments as are agreed. The Board is particularly requested to consider whether any of the award categories should be discontinued and if any other awards should be added at any level and for approval or otherwise of the proposed timescale in 2c.

ASA Senior Leadership Communiqué

September 2016

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

GROUP STRATEGY

Strategy

- The Strategy implementation planning has started with a kick off session on the 27th September with Heads of Departments and SLT.
- The 2017-21 Strategy document has been sent to Council delates and will be outlined in a Seminar lead by Jane Nickerson.

MORE PEOPLE LEARNING TO SWIM

Learn to Swim (JMN)

- Stages 1-7 LTS Framework is ten years old in 2017. The LTS Team are looking to “tweak” the programme in line with operator, tutor and teacher feedback. Consultation has started to ensure the technical content of the product is refreshed before the rebrand.
- Swimmers Journey (3 awards per year campaign). Consultation work has also started with operators, tutors and teachers on the existing swimmers journey. The LTS Team are using the Insight team to review the awards offer, with Marketing aware of progress.
- Disability LTS Resources: The LTS Team have hosted two internal meetings to review and refresh our LTS Disability resources, looking at a cross departmental approach to LTS resources to support this area (incl. Talent, Workforce, Participation). A project plan has been agreed which will now involve further consultation.
- ASA Learn to Swim Accreditation – Right Directions and the ASA have agreed to extend their partnership for Right Directions to deliver ASA LTS Accreditation, which will continue to be available through Quest or as a standalone module.
- The LTS team have revised the Adult LTS framework document: it now consists of 4 new stages replacing stage 1-7 as well as multiple supporting resources. The changes have been influenced by the Insight Team’s Behaviour Change research and market segmentation. To promote the framework we are running workshops across the country for both Operators and Teachers, with over 1,200 planning to attend across 19 venues.

Workforce Development (JMN)

- 23 Trainee Tutors on the 2016/2017 Extended Programme have started their formal training (day 1 of 5). The Trainees will undertake their final assessment in Jan–Apr 2017.
- Documentation required for the Level 1 coaching swimming certificate are nearing completion. This includes policies and procedures, certificate preamble, specifications, assessment material, mark schemes and tutor guidance. Once finalised, the process will be mirrored for the level 2 coaching swimming certificate.
- Tutor upskilling (for the above qualifications) will take place before the end of 2016, with a bespoke tutor training programme planned for 2017 – to incorporate new Swimming, synchronised swimming, diving and water polo coaching tutors.
- The new Level 2 Coaching Diving qualification is currently being piloted (face-to-face) and the initial feedback is very positive. A further blended Level 2 Diving course is currently under development and is due to begin early Nov.
- The team delivered a presentation for the Learning Technologies national e-learning award in excellence in the design of learning content (public / non-profit sector) at the Oval. It was positively received, with an announcement made at an award gala dinner on 30th Nov.

- We are developing a standard bank of tutor resources to support the delivery of the new Swimming Assistant (Coaching) certificate ready to begin the first pilot on 05/11/2016.

MORE PEOPLE SWIMMING REGULARLY

Participation (NC)

- The second phase of the Sport England scoping process took place. Positive progress made, especially in relation to gaining a better understanding of what Sport England are looking for from the ASA in the future. Next meeting to take place on the 21st October. Focus on finalising the size and scope of the swimming core market, as well as gaining an accurate picture of where the ASA's sphere of influence lies.
- A National Operators meeting took place to focus solely on clubs and the challenges of ensuring a healthy and sustainable future for both clubs and operators. Was a very positive meeting, with clear support being shown for clubs by the National Operators. Actions from the meeting included more focus on sharing club/operator best practice, a project looking at how Local Authority contract provisions can better support both clubs and operators and a project looking at more accessible pathways into and out of clubs.
- The latest meeting of the Health Commission for Swimming took place. The Literature Review was reviewed. Areas of future focus were discussed, with a more definitive approach agreed. The group is currently still targeting December for the announcement of the output from the group.
- Social Swimming Project. The five locations for year one have been agreed, are at different stages of the delivery, with funding in place. Bury, Tameside, Birmingham, Central Bedford and Haringey. Plans for year two currently being created.
- The trial for Data Pool has begun. Trialling with 9 operators over an eight week period. Plans for the wider roll out in November underway.
- Plan for a 400m Challenge trial being finalised. Discussions currently taking place with operators to test different versions of the challenge. Trial to take place from October to March. Full consumer launch planned for April.
- Meetings with multiple technology companies took place. Currently investigating the viability of two entry level swim tracking solutions for possible wide roll out.

Insight (DJS)

- School and parents research was debriefed to the School Swimming Review Group on 22nd September. The Swim Group accepted the recommendations arising from the SSRG and they will be presented to DfE and DCMS in early November.
- ASM's are completing the Frontier Checklist across over 400 priority pools to evaluate each site by mid-October. The outputs of this will be discussed at a Participation Team Training Day on 27th October to inform the development of a) future ASA collateral (e.g. Marketing) and b) action plans to enhance the customer experience at each site.
- We presented our 11-17 year old Behaviour Change Research to StreetGames, which was well received. This has led to them having discussions about the value of our insights with other NGB's and writing funding applications to Sport England to partner with us, based on the impact of our insight and partnership work.
- High profile meetings where we're sharing our insights in October: Virgin Active; BBC Get Inspired; the Aquatics Insight Community; Home Nations Insight meeting
- Work continues to develop the KPI's and insight programme to support our new strategy.

MORE MEDALS ON THE WORLD STAGE

Talent (JMN)

Swimming:

- All phase 1 camps have started or our about to start over the next couple of weeks – full attendance at these technical camps so far, with coaches and swimmers learning in situ!
- England Programmes County Conference (19th October, Yew Tree Lodge Hotel) and Regional Forum (18th October, Sport Park) planned and ready to help support the evolving swimmer and coach pathway.

- Coach 2024 development programme is launched, by Joanna Jones England Programmes Coach development role. This programme is focussed on coaching behaviours needed to develop the very best swimmers of the future.

Synchronised Swimming:

- England synchronised swimming trials for the 2017 senior and junior squads took place at Crystal Palace on 17-18th Sept. 16 athletes have been selected to be part of the squads.
- Training started with an Induction Day on Saturday 1st October, led by National Coach – Katie Chapman, continuing throughout the year with the aim of competing at a senior and junior international event during 2017.

Diving:

- England Programmes Team Y assessment has taken place with selections made and letters being sent.
- Following Little Rippers TID applications: 8 clubs have been successful. Regions have been contacted to see if extra funding in their area may be available to help.

Clubs (JMN)

Water Polo:

- SGB updated fully on delivery against Water Polo Strategic Plan to date. Good progress made against plan in the last six months, particularly in coach education.
- The WMPG have organised a 10-year vision planning day on 3rd November 2016 at SportPark to ensure a longer term plan is in place. Any SGB members who wish to attend this blue sky thinking day and help to shape the vision for water polo are most welcome.
- The draft Talent Plan for Water Polo 2017-2021 has been written and includes a request for an uplift in funding to cover a revitalised, re-branded Beacon Programme, a contribution towards the delivery costs of junior, senior National Squads Programme and an additional Talent Officer to manage the programmes effectively. The viability of the draft plan will be discussed with Sport England on 18th October.

Open Water & Masters:

- Inaugural Open Water swim serpentine event held in Hyde Park, hosted by London Marathon and partnered with ASA, was a success. 4,000+ swimmers took part in this mass participation event.
- All abilities of swimmers completed a 1 mile swim, enabling us to engage with new audiences.
- Masters conference will be held on 12th November at Sport Park, for the first time this year including synchro Masters.

Synchro:

- We now have two new university synchro sections at Bath and Nottingham Universities (these are the 1st two in the country).

MARKETING, LEGAL, GOVERNANCE, FINANCE, OPERATIONAL

Marketing and Sponsorship (MT)

- Themed iPhone cases are now available to buy via the ASA's Online Shop, one for each discipline. The cases are on sale for £7 each and can be bought from <http://shop.swimming.org/Gifts/phone-cases>.
- Secured Easy Fundraising – cash generating opportunity for clubs. Cash back website with all funds going to clubs.
- Disney: a survey has been shared with Activators and Operators. Work has started on evaluating the programme and building a campaign framework. Insight from both ASA and Disney will be debriefed end of October – full evaluation set for November.
- New App launch – Tuesday 18th October, including 400m swim challenge, to coincide with the Olympic Parade.

- Great engagement with the Paralympics. BBC Breakfast featured para-swimming on the 12th Sept, interviewing Carole Barough about how people can get involved with swimming.
- Internal comms work focused on The Games and roll out of the new People Development system, MyView.
- Successfully delivered the swimming competition as part of the School Games on 1st-4th September. Eight teams from across the UK and Ireland competed in the pool, with England North going away with the honours.
- September was a busy planning month ahead of an action packed October which sees the Events team deliver events over 3 consecutive weekends: ASA National Age Group Water Polo Championships (U15) (15th-16th Oct), National County Team Championships (23rd Oct), National Masters and Senior Age Group Championships (28th-30th Oct).
- Brand consultation with members, swim schools, smaller operators and staff on organisational values closed 30th September. Responses: 1592 stakeholders (1382 clubs; 125 swim schools; 85 operators) and 159 staff completed the survey. Feedback will help in the development of the new brand identity.

Business Support Services (JD & BH)

- Brian Havill has joined the ASA as our interim Finance Director having previously worked with the ECB, Pentland Group (owners of Speedo and several other sports/fashion brands), PWC and the Sport and Recreation Alliance. He will cover on a part-time basis for Jacqui Porritt during her sabbatical and lead the 2016/17 budget process.
- A shortlist of executive search firms are presenting to Mike Farrar, Bernard Simkins and Jonathan Duckworth on 11th October 2016 in completing the tender process for the new CEO recruitment campaign.
- All line managers are being trained in setting stretching SMART objectives in preparation for implementing the new 2017-2021 Strategic Plan.
- The first recruits for our new Apprenticeship programme have joined the ASA as we look to further develop talent internally in advance of the implementation of the UK Government's new Apprenticeship Levy.
- Careers in Aquatics continues to be promoted as the first place people should look for fresh job opportunities across our sector.
- A streamlined new HR Information System is being rolled-out across the ASA to improve administration of online payslips, employee benefits, timesheets, annual leave, etc.
- The inaugural ASA-wide Annual Sports Day took place on 29th September 2016, improving morale and teamwork whilst also raising money for approved charities.

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

SWIM 21 UPDATE

PURPOSE OF REPORT

To advise the Board that the Region is the first to achieve more than 100 Swim21 accredited clubs.

PROPOSED ACTION

The Board is advised to NOTE the report and to PUBLICISE this achievement.

SUPPORTING INFORMATION

It was announced at the ASA Club Development Committee, on 28 September 2016, that SER now has 101 Swim21 clubs - the first region to get to 100.

As at the meeting = Swim21 Clubs

- South East 101
- East Midlands 67
- East 67
- London 43
- North East 68
- North West 78
- South West 70
- West Midlands 53

As at the meeting - Swim21 Networks

- South East 8
- East Midlands 6
- East 0
- London 2
- North East 6
- North West 3
- South West 3
- West Midlands 4

Swim21 Performance

- South East 3
- North East 3
- East 1
- East Midlands 1

Performance Accredited Clubs

Club Name	Region
<u>Discipline - Swimming</u>	
City of Sheffield Swim Squad	North East
Derventio Excel	East Midlands
Guildford	South East

Hatfield	East
City of Manchester Aquatics	North West
<u>Discipline - Synchro</u>	
Rushmoor Synchro	South East
City of Leeds Synchro	North East
<u>Discipline - Diving</u>	
City of Sheffield Diving	North East
Southampton Diving	South East
<u>Discipline - Wpolo</u>	

Lapsed Clubs

pp JKD
29.09.16

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

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

Divisional Lead Update

Role of the DL

Oversee the implementation of the ASA strategy in the division

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

Key work areas – August / September 2016

1. Support the Divisional Team during “Finding Dory” campaign as it draws to a close – collect missing data.
2. Initial meeting with New Forest DC regarding Frontier Checklist (FCL) / Learn to Swim (LTS) Review 31st August. – FCL to be completed with all sites, LTS work required.
3. Attended ASA Insight Team Meeting
4. Attended South East ACM
5. Isle of Wight School Swimming project progressing with involvement from the Local Authority & School Games Organisers – hoping to link with Swim Safe in 2017
6. Sarah Porter Resigned role of ASM but will remain an ASA member of staff with a Swim Safe remit.

Key work areas – September / October 2016

1. 1-2-1's with all ASM's
2. Complete all Frontier Checklists for all Priority Pools by 14th October.
3. SE Swim School morning 28th September – Agenda & Presenters finalised
4. ASA ACM – 17th October
5. Start to complete Frontier Checklist action plans for each priority pool.
6. Start to look at individual KPI's
7. Support the work of the National Team to collect data and complete Frontier Checklists.
8. Year 2 50+ Get Active meeting with Active Surrey – 14th October.

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

Key work areas – August / September 2016

- New Forest - Frontier training to 5 new site managers & deputy managers



- 3 scoping meetings with new Hampshire sites and completed Frontier checklists with 2 new sites and 2 1Life sites
- Isle of Wight School Swimming project progressing with involvement from the Local Authority & School Games Organisers – hoping to link with Swim Safe 2017
- Swim School Networking event booked and agenda finalised

Key work areas – September / October 2016

- Swim School Networking Event
- Complete Frontier Checklists for all priority pools
- Isle of Wight School Swimming Project
- Reading workforce project with Get Berkshire Active
- Learn to Swim review at 2 sites
- Fill National Curriculum Training Programme course in Brighton
- East Sussex Disability Project – ongoing
- Dementia projects at Basingstoke & Waterlooville / Havant
- 2 x Learn to Swim Reviews are likely to take place in next couple of months. Pyramids, Portsmouth & The Arena Bognor.
- Reading BC are about to launch the new Foundation Framework
- National Curriculum Training Programme course registered in Brighton for October

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

Key work areas – August / September 2016

- Behavior Change checklist started with Tandridge Leisure Trust
- Ongoing support to the Boroughs and their centre's re the Get Active 50+ project
- Nuffield Health quarterly meeting with an order for 35 more Swimfit packages, further training and an initial conversation between ASA People Development and Nuffield Health about the services they have to offer.
- Ongoing support of the Finding Dory campaign
- Case study submitted for the Get Active 50+ project
- Completed my CAVA Qualification (Tutor Training) through a professional discussion
- Supported initial meeting in Hampshire to be a Dementia Friendly pool
- Attended the East Sussex disability project group meeting with partners.

Key work areas – September / October 2016

- Plan attendance and presentation at Surrey Physical Activity Conference
- Continue Behaviour Change Research work
- Action Nuffield Health's last quarterly meeting and start to prepare for their next quarterly meeting
- Arrange a meeting with TMAActive and start Behaviour Change Research (BCR)
- Provide data for Get Active 50+ project to Active Surrey
- Continue to support Boroughs and pools and the CSP with the Get Active 50+ project

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

Key work areas – August / September 2016

- Majority of Frontier Checklists now complete
- Serviced multiple sites throughout the Finding Dory campaign
- Responded more efficiently to facility enquiries across the division.

Key work areas – September / October 2016

- Complete ALL frontier checklists
- Begin to work through some more action plans on key sites
- Service the requirements set out by the national team regarding frontier checklists
- Make the Local Area Network (LAN) more effective as an organisation.

Rosa Gallop – CDO

Key work areas – August / September 2016

- Helping with the appointment of Head Coach at Cranleigh Swimming Club.
- Met with Winchester Swimming Club to look at the future of the swimming club and ideas for moving forward and the development of the workforce. Discussed the new pool as an update.
- Met with RCDO to look at workload for the next three months, developing a Club Survey Action Plan, KPI for Swim 21 Essential, Networks and Performance, Young Volunteers and coach Development days.
- Visited David Pollard from the Sussex County to look at the use of Moira School for running Level 1 and Level 2 courses.
- Met with Emma West to look at re-accreditation of Southampton Diving Network and discuss Performance accreditation.
- Co-tutored a UKCC Level 1 Coaching course in Chalfont.
- Met to discuss Reading Council and local clubs to discuss further the proposed swimming pools in Reading.
- Worked with Sarah Durraugh with the development of Rushmoor Synchro Network and Performance status for Rushmoor Synchro.
- Worked with various clubs giving help and assistance where required.

Key work areas – September / October 2016

- To look at the setting up of courses in Eastbourne once the new criteria is available.
- To attend Beacon reviews, Reading Synchro, Rushmoor Synchro, Portsmouth Northsea and Southampton Diving.
- Working with Ryde Swimming Club Isle of Wight in the setup of new club programme which will include water polo, synchro and speed swimming.
- Development of Chiltern Network and Thames Valley Network. Continue to work with existing Networks and the development of Networks.



- Working with various clubs to help them go forward.
- Attending Water Polo Level 1 course.

Helen Mack – RCDO

Key work areas – August / September 2016

- Supporting 25 of the Regions clubs in completing their swim21 Annual Health Check in preparation for the Regional Panel meeting on 8th September.
- 3 new clubs seeking swim 21 accreditation in September – Kidlington & Gosford SC, Southampton Water Polo Club and Redhill & Reigate SC.
- Planned and advertised the 2016/2017 SER Young Volunteer Programme which is to be delivered in all 6 SER sub-regions.
- Produced September Club Update

Key work areas – September / October 2016

- Successful delivery of 5 of the young volunteer programme development days.
- Support the Hampshire Development Day (18.9.16)
- Communication of the changes to swim21 club Essential to all the regions clubs and support the implementation of the changes.
- Complete the 12 month roll-out of Time to listen courses in the SER – 1 per sub-region every 12 months.
- Delivery of 4 Team manager Training courses (Hampshire & Berks and South Bucks)
- Attend County ASA meetings

Kristie Jarrett – RCDO

Key work areas – August / September 2016

- Updated head coach database for coming season
- Designed and distributed a Survey Monkey questionnaire on coach development for the 2016/2017 season.
- Finalised workshops for the Team Manager Forum
- Recruited group coaches for the Regional talent camps and completed other administration arrangements.
- 1st of two weekends of camps took place for 144 swimmers aged 11/12.
- Arranged Team Managers, booked flights and a hotel for the regional off-shore camp to Nice 2017.

Key work areas – September / October 2016

- Camp 2 of the regional talent camps.
- Regional Team Manager Forum.
- Attendance at Surrey and Hampshire county ASA meetings.
- Investigation of a facility for the regional open water camp 2017.