

## ASA South East Regional Management Board

Minutes of Meeting held on Sunday 27th November 2016 at the University of Surrey

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL) (AM only)	Board Member
	Gary Shields (GS)	Board Member
	Shelley Robinson (SR)	Board Member

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

Sue Barker (SB)	Disability Manager
Jane Davies (JD)	President
Bryony Gibbs (BG)	Divisional Office Manager
Alan Green (AG)	Divisional Lead
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (RGS)	Masters Manager

### 154 Apologies

Apologies had been received from:

Eileen Adams (EA)  
Keith Barber (KB)  
Frank Clewlow (FC)  
Ivan Horsfall-Turner (IHT)  
Kristie Jarrett (KJ)  
Mike Lambert (ML)  
Trevor Jones (TJ)  
Roger Prior (RGP)  
Darren Wilmshurst (DW)

### 155 Minutes of the Meeting held on 10<sup>th</sup> October 2016

The Minutes of the meeting held on 10<sup>th</sup> October 2016 were agreed as a true record subject to the following correction:

138 – Sport Stop to be changed to Swim Stop

### 156 Matters Arising from Meeting on 10<sup>th</sup> October 2016

132 – SR has been pursuing a possible gift. CL suggesting putting RH forward for an ASA Award next year, data will need to be collected for this.

138 – It had been agreed that the tender from Mailsports would be most advantageous to the Region. BD is arranging to meet with Mailsports for the contract to be signed.

139 – ML has accepted role as Minute Taker.

140 – BD to action.

#### 157 **Matters Arising from Landscape Sheet**

3 – There is a new draft document available from the Sport & Recreation Alliance. SR to circulate.

6 – Technical issues with getting these email addresses moved across are ongoing. BD is pursuing.

11 – More information was provided on this at the ASA Council Meeting on 15<sup>th</sup> October and at the Regional Chairman's meeting. This has become less pressing for the time being

13 – On Agenda

#### 158 **Drafting the Region's Strategy**

The previous strategy covered 2015-2017 requires updating. The new ASA Strategy 2017-2021 'Towards a nation swimming' has a mission to create a happier, healthier and more successful nation through Swimming. SER would like to align with the ASA Strategy. A Strategy weekend took place in Loughborough and was attended by AL, JD & RGP. Each area of this strategy will be worked through in turn.

##### **Strategic Objectives**

- Participation
- Talent
- Workforce
- Diversity
- Strong Leadership
- Sustainability

The above points were discussed and it was agreed that the Region supports all of these to a certain extent and all need to be included. However, there will be a greater emphasis on those that the Region can influence such as Talent, Workforce and Sustainability.

##### **Clubs – what can we do for clubs?**

- Networks
- Support for incorporation
- Guidance for sustainability
- Bursaries for teachers/coaches
- Team manager training
- Safeguarding & Time to Listen

A lot done by the Region is to support clubs. JD currently advises clubs who are looking to become incorporated, clubs can also seek legal advice. AG confirmed that the ASA are looking at creating a pack to support clubs this process. Incorporation has become more common within clubs in recent years.

##### **Volunteers - There are three sets of volunteers within our sport;**

- Parents making up 90-95%: they often run clubs, without them there are no clubs, and without the clubs there is no sport
- Young Volunteers – involvement to stay in the sport and develop
- Long term volunteers – run Counties, Regions, Championships etc.
- Recruits and developing
- Available material
- Need a focus in the Region

- SER 'volunteer' on ASA Volunteering Group

Strategy should be geared to those groups. These are the people we need to be recruiting and developing. Those that are helping build the ASA strategy are people who are already volunteering, we need to know why people don't and what could be done to get them involved. There are increasing barriers which put people off volunteering. HM confirming volunteering is one of the biggest issue that comes out of swim21.

What are we going to do about it?

The Region need to provide support to clubs with growing and recruiting volunteers. Life of a parent volunteer may be around 5 years, so recruiting is an ongoing process. Many parents do not have much time, so it is difficult especially if there are many barriers.

### **Diving**

- Southampton seen as major success and model for the future
- SER Talent Scheme (SEEDS)
- Development Scheme
- Diving Club Network
- Bursaries for training courses
- Competition/Championships
- Officials Development
- ASA planning talent and participation

Divers that go to talent camps pay a fee – would Regions consider helping with paying the fee or part of?

ASA are looking for Regional Funding to help with Little Rippers / START Diving in Southampton. Little Rippers is a Talent ID Programme that goes into schools to identify potential talent. Some members did not feel that the name of the programme was appropriate.

Diving may also aspire to expand their network into the East of the Region or have another network.

**Action: Diving Group**

### **Water Polo**

- Regional Academy
- Water Polo Networks
- Coach Development
- Regional Competition
- Bursaries for training courses
- Competition / Championships
- Officials Development

Water Polo will experience much greater costs next year with the new Regional Training Centre structure. The presentation from the ASA Water Polo team talked about changing competition groupings and trying to put more into the calendar, both of which would increase costs further.

Water Polo events in the Region are not currently run at prestigious pools where spectators can watch our higher level athletes perform. There are few volunteers in the Water Polo group & organisation is left to a handful of people who have limited time, HM & KJ can offer further support if required.

There is currently no spend against coaches and officials development for Water Polo and Diving. It is understood that RG has been trying to set up courses but other commitments of potential attendees have led to these not going ahead.

**Action: Water Polo Group**

### **Para Swimming**

- Identification of Para Swimmers
- Classification
- Further development ROCK (Responsibility, Opportunity, Commitment & Knowledge) culture
- Maintain working relationship with British Swimming
- 4 Tier Talent Pathway

Competitions in the South East are aligned with British Swimming's structure. The Region run two competitions per year, March & September, these are linked with the South West with both events run classification sessions. Swimmers that have been identified are on the waiting list for classification. Classification can only happen at competitions and a limited number of athletes can be classified each day. Aligning with the South West allows more opportunity for the swimmers and competitions are run as open events so athletes from other regions can also compete.

There is provision for adult para swimmers, they can still take part in competitions as long as they are classified. There is a national event in December and they can also compete at Regional Competitions.

### **Synchronised Swimming**

- Redevelop Beacon Model
- Beacons at Reading and Rushmoor (also Bristol and Leeds)
- Club Networks
- Coach Development
- Bursaries for training courses
- Competition / Championships
- Officials Development

RFP to send to the Synchro Group to review at their next meeting on 13th December.

**Action: RFP/Synchro Group**

### **Swimming**

- Region supports the ASA Pathway
  - o Runs 12 years camps. The 11 year old camps will be run by counties in 2017. Kent has been selected as a pilot. These camps will facilitate coach development.
  - o Run open water camps. 2017 camp will run in June in Shepperton this will incorporate education opportunities for coaches and parents and will consist of a pool session in the morning and lake in the afternoon. The top 3 in each age group at the Regional Championships (2016) will be invited to attend.
- Overseas Development Camp (Nice, France)
- Club Networks for Swimming Clubs
- Coach Development
  - o Conference
  - o Workshops
  - o Bursaries for training courses
- Competition / Championships

- Officials Development

### **Masters**

- Competition/Championships, two events per year
- Training Days / Development Day planned for 1st April

RGS has run 22 championships for the Region and will be looking for someone else to take over the running of the Championships. JB is going to do some of the work for the S/C event with RGS looking after entries. RGS will not run the 2018 event. Getting officials remains a big problem for these events.

### **IOS Awarding Board , LTS**

- No direct involvement of Region
- Teaching courses can be IoS, ASA approved centre or STA
- All coaching course provided by IoS
- Provide bursaries to swim21 clubs, current funding:
  - o 50% level 1
  - o 66% Level 2
  - o 75% level 3

RG arranges Coaching Courses for the Region through the 'club offer' resulting in a discounted rate for clubs. Training Needs Analysis information is taken from swim21 and collated to help programme courses according to these needs.

It is proposed to maintain the bursary scheme and continue to support both Teaching & Coaching qualifications. However, a decision could not be made at the meeting without prior notice. It is not yet known what the new coaching qualification looks like and how much stroke development is included. Many clubs take swimmers in at stage 5/6 meaning there is a need to support both teaching and coaching.

### **What are we missing?**

- Leadership
- Sustainability

Next steps will be to produce details plans. There will be plans for each discipline and for general development. These plans should be linked to budget requests submitted by disciplines for 2017/18. Handouts will be produced to communicate the strategy which will also be available on the website and will be circulated to clubs & counties. It was **agreed** that the strategy would mirror the ASA to cover 2017-2021.

### 159 **Review of Finance**

A report from the Board Member Responsible for Finance was circulated before the meeting as well as the latest budget report. To date the Region is underspent, the majority of this is from a lack of spend in the disciplines and also RCDO costs, although the latter may be more to do with the timing of invoices. A more in depth review will take place at the January meeting.

The second account protocols were reviewed by the Board and **agreed**.

**Action: BG**

### 160 **Review of Communication**

BD presented a review of Communications.

- This year the discipline managers will be granted access to the website to update their own pages.
- Website page views have increased, from 24 October to 24 November there were 24,550 page views and 5761 unique visitors.
- Facebook page has been running since summer 2015 and to date has 184 likes. This is quite low but is encouraging.
- When the SER Championships programme was released this had a 2.5k reach on Facebook with 1k users engaging with it.
- Twitter has 1235 followers, at 28% increase since February.
- The Winter Champs used #SER\_WSC16 which had 424 tweets/re-tweets
- A new Flykr account has been created. This had 107 pictures downloaded from the Winter Championships presentations.

#### **Events –**

BD has obtained information from the local tourist board for travel and accommodation in High Wycombe for the Summer Championships. This information can be replicated for other events and venues.

#### **Branding –**

The programme for this years Winter Championships did not use the correct template/branding. RMB **agreed** that templates produced by BD would be used: this needs to be communicated to discipline managers.

**Action: BG**

#### **Newsletter –**

New newsletter will launch in January. The aim is to drive traffic to the website. There is currently a sign-up on the website. This information can be targeted to areas of interest e.g. coaching, volunteering, water polo. This will be sent to all databases using 'Mailchimp' and will have an opt out facility.

ML has a database from the old website of 2500+ people: if possible a link will go out to sign-up for the newsletter. BD will explore if the ASA can circulate anything to SER members to encourage them to sign up. A privacy policy needs to be looked at - is there one in place for SER that tells people how SER will use their data?

**Action: BD**

#### 161 **Appointment of Synchronised Swimming Manager**

Di Hughes has been recommended as the Synchronised Swimming Manager by the Regional Synchro Development Group with effect following their next meeting 13<sup>th</sup> December. This was **agreed** by the Board.

**Action: RFP**

#### 162 **Para Swimming Competition Proposal**

Para Swimming events in the South East are already run in conjunction with South West Region therefore it would not be possible to link with London Region. Suggested that events should be coordinated and take place on different weekends to give swimmers more opportunities to take part.

**Action: RFP**

#### 163 **ASA Council Meeting**

Draft minutes of the ASA Council Meeting had been circulated. It was noted that the change of law about the Group Board was not agreed.

It was felt that the format of Council was better than in previous years with workshops being better focused and structured. The Open Mic session was better than the previous Q&A sessions. The Region should bear this in mind for next year so that delegates have questions ready to ask in the session.

**164 Annual Council Meeting Structure**

It was suggested that the format of the Annual Council Meeting is to be reviewed with the possibility of incorporating various forums into the day to save on travel costs and help improve numbers for the Annual Council Meeting. This item is covered on the Matters Arising to be reviewed by ML, RFP and BD. JD to join this group. The Development Group will discuss at their next meeting.

**Action: BD, JD, RFP / Development Group**

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

Minutes were not available. The Sport Governing Board Strategy meeting was discussed under 158.

**166 Affiliations & Resignations**

Enquiry received from Reigate Grammar School. Draft constitution and queries sent on to Jeni Colbourne.

**167 Correspondence**

Four Coaches from the South East were selected for the Coach 2024 Talent Programme.

**168 Senior Leadership Communique November 2016**

The Senior Leadership Communique had not been received.

**169 Meeting of Regional Chairman 03.11.16**

- Chris Bostock has contacted Regions and County Secretaries about a new system for using the ASA Database for Records. This will save swimmers from having to claim records. Some Regions will be using, unsure if ML will use this for the South East.
- ASA Branding. The new branding will be unveiled in April. There is no obligation for Regions to adopt the brand. It was noted that no external contractors had been used for this.

**170 Divisional Lead Report**

The report from the Divisional Lead was circulated ahead of the meeting. AG talked through aspects of the report and welcomed questions.

If clubs want to get involved in the Dementia Friendly project they should get in touch with their local Area Swim Manager. There are currently two projects running in the South East, Basingstoke and Waverley. Fourteen expressions of interest have been received so more projects may go ahead once funding is agreed.

**171 AOB**

**Swimming Report – ML**

The Board noted the Swimming Report provided by ML and discussion followed around the number of athletes taking part in SER Competitions. It was agreed that these figures will be requested from all disciplines in their reports for the February meeting.

**Action: BG**

**Disability Report – SB**

The Board noted the Disability Report provided by SB

**Kent County ASA – SR**

SR thanked HM on behalf of Kent County ASA for the excellent report she had provided detailing the activities of ASA South East Region within Kent. HM confirmed reports could be provided for all Sub Regions by HM/KJ, if requested.

**171 Date of Next Meeting**

It was decided to cancel the meeting due to take place on Wednesday 7<sup>th</sup> December. The next meeting will be Thursday 12<sup>th</sup> January 2017, Holiday Inn Guildford.

Meeting closed 15.06. The Chairman thanked everyone for their attendance.



# ASA South East Region

## Regional Management Board

A meeting of the Regional Management Board will be held on Sunday 27 November Leggett Building, University of Surrey, GU2 7WG commencing at 1000

### A G E N D A

- |    |  |                 |      |
|----|--|-----------------|------|
| 1. | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i><br>Keith Barber<br>Frank Clewlow<br>Kristie Jarrett<br>Mike Lambert<br>Roger Prior | RFP             | 1000 |
| 2. | <b>Minutes of the Meeting held on 10 October 2016</b><br><i>To agree accuracy of minutes from the previous meeting</i>   | RFP<br>Enclosed | 1005 |
| 3. | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>  | RFP<br>Enclosed | 1015 |
| 4. | <b>Drafting the Region's Strategy</b>  | JKD/BD          | 1020 |
| 5. | <b>Review of Communications</b>  | BD              | 1225 |
| 6. | <b>Review of Finance</b>   | GS<br>To Follow | 1230 |
| 7. | <b>LUNCH</b>   |                 | 1300 |

#### ITEMS FOR DECISION

- |    |   |                 |      |
|----|---|-----------------|------|
| 8. | <b>Appointment of Synchronised Swimming Manager</b> | RFP<br>Enclosed | 1345 |
| 9. | <b>Para Swimming Competition Proposal</b>           | RFP<br>Enclosed | 1350 |

#### ITEMS FOR DISCUSSION / INFORMATION

- |     |   |                  |      |
|-----|---|------------------|------|
| 10. | <b>ASA Council Meeting</b><br><i>Draft minutes already circulated</i>   | RFP<br>Enclosed  | 1355 |
| 11. | <b>Annual Council Meeting - Structure</b>   | JKD              | 1405 |
| 12. | <b>ASA Sport Governing Board &amp; Group Board Minutes</b><br><i>Discuss the minutes of the ASA Sport Governing Board Meeting &amp; Strategy Weekend (13/14/15 November) if available.</i>                | JKD<br>To follow | 1415 |
| 13. | <b>Affiliations &amp; Resignations</b><br>13.1 New Affiliations<br>None<br>13.2 Resignations<br>None<br>13.3 Enquiries<br>Reigate Grammar School<br>13.4 Transfers<br>None<br>13.5 Change of Name<br>None | RFP              | 1425 |
| 14. | <b>Correspondence</b>   | RFP              | 1430 |
| 15. | <b>Senior Leadership Communique November 2016</b>   | RFP<br>To Follow | 1435 |
| 16. | <b>Meeting of Regional Chairman</b><br><i>Discuss the minutes of the Meeting of Regional Chairman, if available</i>   | RFP<br>Enclosed  | 1440 |
| 17. | <b>Divisional Lead Report</b>   | AG<br>To Follow  | 1445 |
| 18. | <b>AOB</b><br><i>24 hours notice required</i>   | RFP              | 1450 |
| 19. | <b>Date of Next Meeting</b><br>Wednesday 7 <sup>th</sup> December, Holiday Inn Guildford  | RFP              | 1455 |

## ASA South East Regional Management Board

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

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall-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

### 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 1<sup>st</sup> September 2016

Minutes from 1<sup>st</sup> September have been agreed as a true record.

### 132 Matters Arising from Meeting on 1<sup>st</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> September 2017, 11<sup>th</sup> 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.

**Action: RFP/BG**

**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 27<sup>th</sup> November, Leggett Building, University of Surrey.**

**Meeting closed at 21:35**

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 28 November 2016

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>Finance</b> - CL & JB suggest reimbursing entry fees for disability swimmers. RFP suggested that the disability discipline group needed to come up with proposal or proposals about use of the funds. SR recommended sub-group to monitor and suggest spending	12.05.2014 Min 43	CL/JB/RGP	
2	<b>Disability Group</b> – to ask disability group to report back on opportunities to support athletes financially, together with any other proposals for the use of the identified funds	10.06.2014 Min54	RGP to raise with Disability Group	
3	<b>Governance Review</b> Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. SR to circulate new draft document.</i>
4	<b>Communications</b> Helen Mack & Kristie Jarrett to have @southeastswimming.org email addresses set up.	13.10.2015 Min 136.2	RFP/BD	<i>In Progress - Tech issues still ongoing.</i>
5	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>In Progress</i>
6	<b>Annual Council Meeting 2017</b> A working group consisting of Mike Lambert, Brian Deval and Roger Penfold will review the content of the Annual Council Meeting and how this information is communicated.	22.11.2015 Min 148	ML/BD/RFP	
7	<b>ASA Senior Leadership Communiqué February 2016</b> Ref page 2, 2 <sup>nd</sup> point: <i>“Met with Sport England to discuss regional alignment and a process for better collaboration.”</i> The Board asks for clarification on the point. RGP to communicate with Head of Participation.	21.03.16 Min 48	RGP	
8	<b>Reserves Policy</b> Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	
9	<b>Incorporation</b> 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>Postponed - Jacqui Porritt has left the ASA.</i>
10	<b>Accounts</b> 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	
11	<b>Matters arising from Chairman’s Appraisal</b> From comments made by the Chairman and Members it was agreed to	14.07.16 Min 109	JKD/BD	<i>In Progress</i>

	develop a strategy. This to be created from a review of the Mission Statement, Development Plan and Terms of Reference.			
12	<b>SER Logo Shirts</b> JB asked whether RMB members should have new shirts for official meetings. Board agreed to pursue options.	10.10.16 Min 140	BD	

Updated 28/11/2016 BG

**ASA Sport Governing Board Strategy Weekend**  
18-20 November 2016  
Pre-reading

**CLUBS**

1. **swim21**  
Ensure swim21 is fit for purpose and beneficial for all clubs; working towards accreditation becoming a mandatory process as part of affiliation; in addition to creating sustainable income solutions.
2. **Club Network**  
Utilise existing club networks to facilitate local level development and achieve goals that are mutually beneficial to all members of the network.
3. **Membership Modules**  
Review membership models, processes and benefits, and guided by insight, ensure the offer is fit for purpose.
4. **Club Training**  
Use insight to ensure appropriate training is developed, organised and delivered that will focus not only on teachers and coaches but club committees, volunteers and officials.
5. **Sustainable Partnerships**  
Develop strong and sustainable partnerships with key stakeholders from grassroots through Clubs and beyond. These partnerships will provide entry and exit routes to all aquatic disciplines, encouraging people to develop a lifelong association with aquatics.

**VOLUNTEERING**

1. **Volunteer led steering group**  
Steering group developed, comprised of staff, volunteers and regional representatives who will be responsible for supporting and driving the implementation of the volunteering strategy, improving communication between the ASA and the ASA regions in reference to volunteer development.
2. **Succinct volunteering pathway developed**  
Put in place a succinct and clear volunteering pathway which makes visible the roles and opportunities available in both aquatic clubs and at events. Improved clarity of both what is available and how it can be accessed, rolled out via tangible marketing materials and the creation of an online pathway tool.
3. **Recruitment toolkit and marketing materials**  
Improved resource and marketing materials to support and educate clubs in reference to recruitment of their volunteer workforce.
4. **Improved data capture for our volunteer workforce**  
Improved data capture for volunteers across the ASA membership. This will enhance the knowledge of volunteer motivations, barriers, satisfaction and the size of our workforce. Improve the amount and detail of data captured through Integra.
5. **ASA Aquatics Awards 2017**  
Delivery of the 2017 ASA Aquatics National Awards reintroducing a regional element across England for the volunteer categories. One consistent approach to regional and national Awards.



## DIVING

### 1. Talent Development Centres (TDCs) & Diving Development Centres (DDCs)

Replacing the current Beacon programmes, the new proposal is a two-tier model, with the top tier focussed on talent development and performance, and the second tier focussed on participation and sustainability.

### 2. England Diving Assessment and Squad Delivery

Identification and support of divers who have the potential to impact on an international level in the coming season(s), through assessment days and then a series of camps and targeted competitions for those accepted onto the programme.

### 3. Funded Programmes – Little Rippers & START Diving

Again working with a two-tier approach, Little Rippers will be a Talent ID programme focussed on finding the next generation of programme athletes, and START Diving will be a participation programme focussed on attracting new members and growing the base of the sport.

### 4. Workforce Development – Coach +, CPD Development & Mentoring

Identification and support of coaches through the Coach+ Development Programme, with a view to them becoming mentors and technical leads to England Programmes and Talent Development Centres once they graduate the programme. Development of a number of new Diving CPDs to support the coach workforce.

### 5. New Audience Engagement

Developing an offer for Masters through the provision of an ASA competition, and a development programme covering coaching, officiating and competing for those who are not part of the talent pathway but want to remain in the sport.

## WATER POLO

### 1. Regional Academy

Seven Academies established to deliver monthly training environments for the most talented athletes in order to fully prepare representative squads for Inter Regional Championships. This represents the first step onto the water polo talent pathway and will act as a key talent identification opportunity for athletes to progress through the pathway.

### 2. National Academy

Establish water polo as one of the Youth Support Trust Level 4 School Games sports to provide a first taste of a multi-sport environment and prepare athletes for what to expect in the next stage of the pathway. A structured training programme will lead up to the event ensuring continual focus on player development throughout the programme.

### 3. National Squads Programme

Continue to deliver elite monthly training environments for junior squads (u17 & u19) and embed the delivery of a Senior Squad Programme at the top end of the talent pathway. A centralised facility partner will be negotiated and confirmed in order to facilitate consistent delivery and ensure an elite environment is provided.

### 4. Talent Coach Development Programme

Roll out and embed bespoke coach development plan linked to Swimming's Coach2024 and Coach Mentor Programmes in order to harness the expertise across aquatics and maximise economies of scale.

### 5. National Water Polo Calendar

Create and publish an annual calendar to capture all water polo activity to facilitate future planning and growth across the sport, with both internal and external partners.

## PARA SWIMMING

- 1. Identification of Para Swimmers**  
Provide opportunities around the country for recruitment of new eligible Para-Swimmers.
- 2. Classification**  
Deliver the opportunity through a number of venues across the country throughout the year to allow eligible swimmers to receive classification.
- 3. Further develop ROCK Culture**  
Develop further resources accessible to Coaches' Parents and Athletes to embed culture at all stages of Talent Pathway.
- 4. Maintain working relationship with British Swimming**  
Maintain working partnership with British Swimming to ensure athletes experience smooth transition from England Talent to World Class.
- 5. 4-Tier Talent Pathway**  
Deliver camps, competitions and home programme visits across all levels of the programme.

## SYNCHRO

- 1. Develop a clear training plan**  
Fully integrate England Talent programme into home club programmes.
- 2. Revise International competitions and camps Annually**  
Ensure that competitions and camps for each level of pathway, including education for coaches in choreography, movement, flexibility and dance are appropriate to delivery programme.
- 3. Develop a working group and strategy with Lead Specialist in**
  - a. Physio Therapy, Soft Tissue Massage, Strength and Conditioning, Nutrition, Psychology
- 4. Redevelop the current Beacon model**  
In order to provide a progressive performance environment at each level of the pathway development, the current Beacon model be redeveloped to reflect a 3 Tier structure.
- 5. Further develop and build on existing coach education/development** Ensure through delivery at club and England level further learning opportunities for coaches and officials at high level conferences, clinics are established and put in place a Talent Clinic which we will look to establish as an annual event.

## SWIMMING

- 1. Define a Long term framework**  
That promotes Technical, Tactical, Physical and Mental skills from county to performance foundation level, so every pool or open water athlete fulfils their potential. Clubs, Networks, Counties, Regions, EP and BS will adopt a seamless framework to inform activities that enhance the swimmer and coach experience.
- 2. Ensure alignment**  
From counties, regions and England Swimming to the British Swimming competition review so that swimmers and coaches are focussed on end of season performance and understand focus points within the rest of the season.
- 3. Create and develop technical Open Water resources**  
Appropriate to all levels of the pathway for open water swimming.
- 4. Establish a regional network of SSSM staff**  
Based around hubs and clubs to enable staff to educate swimmers, coaches and parents and deliver a seamless service across the country. A network of SSSM staff lead centrally to work at all levels across the pathway to deliver to regions and specific clubs.  
**Define the England Talent Pathway Coaching Principles**  
Once established utilise these principles to inform all future England Programmes coaching programmes and the wider network of stakeholders.

## MASTERS

### 1. **Swim21 networks to include Masters Clubs**

Enable additional support for Masters Clubs particularly those that see themselves as competitive/elite and build an understanding of Masters in mainstream swimming clubs.

### 2. **Create a marketing campaign & resources to increase the amount of clubs/pools interested in offering training for Masters**

In line with demand for Masters training and clubs through hub enquiries. Enabling any swimmer to access a Masters inclusive club within reasonable distance of their base.

### 3. **Create a marketing campaign & resources to promote open water competitions and training within clubs**

In order to grow the amount of ASA Masters members participating in open water – in line with increased demand and offer alternatives to retain swimmers.

### 4. **Create an open water offer for venues to enable swimmers to transfer from the pool to open water safely**

Engage with open water swimmers - diversifying the ASA offer and engaging with OW venues.

## IOS

### 1. **Launch website and booking system**

It is our intention to launch a brand new website followed by a new booking system in order to improve the customer experience, accessibility and take up of training.

### 2. **Review the IoS brand**

Explore our customer's ownership of the IoS brand, based on outcomes. We will either refresh the existing brand or, if appropriate, align the IoS brand to new ASA brand.

### 3. **Ensure an accessible and innovative coaching programme is provided** Working together with the ASA coaching technical review group, launch the suite of new ASA coaching programmes, ensuring delivery models reflect the needs of the sport.

### 4. **Establish the size of the current swimming workforce**

In order to understand the potential of the current workforce and the growth required to meet the market need.

### 5. **Facilitate delivery of a dynamic and respected CPD model**

To halt the decline in CPD and ensure continued standards, the IoS together with the ASA, will look to identify appropriate licensing or similar for teachers. This is to be complimented by a phased suite of new CPD created to meet sector needs.

## AWARDING BODY

### 1. **Review and monitor the Self-Assessment tracker in order to maintain Ofqual and Qualification Wales recognition**

Maintain and develop existing tracking systems and quality measures to ensure the ASA Awarding Body's suite of qualifications remain compliant as well relevant, reliable and robust.

### 2. **Launch the updated Adult and Child qualification**

Follow the qualification development process to ensure a compliant, relevant, reliable and robust qualification which meets the needs of the industry by providing high quality Swimming Teachers to deliver lessons involving under 5 year olds.

### 3. **Launch ASA Level 3 Aquatic Activity for Health qualification to support the pathway developed by the Health and Well Being Team** Follow the final stages of the qualification development process and work with marketing to launch the new qualification which will meet the needs of leisure providers demand for an aquatics based qualification for individuals who already hold the Level 3 GP/Exercise referral qualification which is specifically gym based.

### 4. **Ensure CPD's meet required standards**

Follow CPD accreditation process to ensure only high quality CPD content is accredited by the ASA Awarding Body which will support the upskilling of the aquatics workforce across all disciplines.

## **LEARN TO SWIM**

### **1. LTS Resources**

Develop and refresh the ASA Learn to Swim framework and deliver an industry leading online Learn to Swim Operator Resource to assist our partners and swim schools to deliver quality Learn to Swim. To support the launch of this delivery more technical updates in the form of roadshows and other activity will take place.

### **2. School Swimming**

Development and delivery of a School Swimming Resource Pack, in line with the Government School Swimming review recommendations.

### **3. Swim Safe**

Delivery of the Swim Safe 2017 Operational Plan – 20 sites aiming to reach 20,000 people.

### **4. Workforce**

Revise and refresh the Continual Professional Development (CPD) programme relating to the delivery of Learn to Swim.

### **5. Swim School Membership Offer**

Review the Swim School offer including reviewing the support materials and package provided to swim schools, as well as wider promotion of this programme. The aim will be to grow our market share and improve recognition of Swim School membership amongst consumers.

## **APPOINTMENT OF SYNCHRONISED SWIMMING MANAGER**

### **PURPOSE OF REPORT**

To advise the Board of the recommendation of the Synchro Development Group as to the successor to Kate Coupar as Synchronised Swimming Manager.

### **RECOMMENDED ACTION**

The Board is recommended to **APPOINT** Diana Hughes as Synchronised Swimming Manager, vice Kate Coupar, with effect from 13 December 2016

### **SUPPORTING INFORMATION**

- 1 Kate Coupar, who has served as Synchro Manager since September 2013, has given notice that she intends to stand down from the role.
- 2 When it met on 14 October 2016, the Synchro Development Group decided to recommend that Diana Hughes (Reading Royals SSC) be appointed as Manager, in succession to Kate. Subject to the Board making the appointment, the handover will take place at the next meeting of the Development Group on 13 December 2016.

*RFP*  
*20.11.16*

***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 – October / November 2016

1. 1-2-1's completed with all ASM's
2. Completed all Frontier Checklists (FCL) for all Priority Pools by 14<sup>th</sup> October
3. ASA ACM – 17<sup>th</sup> October
4. Start to complete FCL action plans for each priority pool
5. Start to look at individual KPI's
6. Support the work of the National Team to collect data and complete FCL
7. Support the delivery of 6 workshops to launch the Adult Learn to Swim Framework
8. Progression of the Reading frontline workforce project
9. Agreed year 2 budget with Active Surrey regarding the Sport England CSAF project
10. Contact with every Borough Council and deliverer in Surrey for the delivery of the Sport England CSAF Get Active 50+ project in 2017 (9 Boroughs in Year 2)
11. 2<sup>nd</sup> Strategy Day at SportPark

Key work areas – November / December 2016

1. Support the team in agreeing and actioning plans to develop FCL scores across all Priority Pools.
2. Meetings with all CSP leads to update where we are.
3. Support the team in the roll out of the Adult Learn to Swim Framework with operators across the South East.
4. Support the development of the Dementia Friendly Swimming projects in Basingstoke and Waverley.
5. Continued support and delivery of the Sport England CSAF programme in Surrey.



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

Key work areas – October / November 2016

1. Front of House Learn to Swim Training – 1Life sites
2. Influence of free swimming steering group - Brighton
3. Progression of the Reading frontline workforce project

Key work areas – November / December 2016

1. Agree frontier action plans with all priority sites
2. Complete Frontier Checklists at Pyramids / Splashpoint / Magnet LC
3. Dementia Friendly project in Basingstoke
4. Reading Workforce project

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

Key work areas – October / November 2016

1. Met with every BC and deliverer in Surrey for the delivery of the Get Active 50+ project in 2017 (Year 2)
2. Frontier Checklist completed for TMActive
3. Contacted all EOI's with the DFS in the South to establish their interest in the project and where they are at.
4. Coordinating and supporting round 2 of Swimfit Training for NH with Natalie Davies

Key work areas – November / December 2016

1. Develop participation Action Plan for TM Active
2. Continue to trying to arrange a meeting with Ashford Leisure Trust
3. Draft the Frontier Checklist objectives that relate to the Get Active 50+ Project
4. Have returned Tandridge Leisure Trust FCL's
5. Continue with Dementia Friendly Project interest in Kent and Surrey
6. Continue to chase for data for the Get Active 50+ project
7. Continue planning for 2017 year 2 of the Get Active 50+ project

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

Key work areas – October / November 2016

1. Completing all frontier checklists
2. Making a start on action plans with various key sites
3. Planning and delivery of the adult LTS workshop in Oxford
4. Working with GCCL in Kent who have previously had limited contact with the ASA and developing a good action plan



Key work areas – September / October 2016

1. Complete all action plans
2. Work closely with Active Life and a swimming club on a pathway from club and LTS provisions
3. Set up the next round of guest speakers for LAN to further improvement engagement
4. Get a minimum of two sites up to the six point improvement by the end of December (those that had frontier checklists done first)

### **Rosa Gallop – CDO**

Key work areas – October / November 2016

1. Second meeting set up with Surrey Network and this is looking positive now
2. New Network to go through this month for the Swimming Development Committee
  - Kent Synchro
  - Chiltern Network
  - Thames Valley Network
  - Solent Network
  - Rushmoor Beacon Network - All will accredit with Swim 21
3. Networks that are getting ready
  - Vale Network
  - Sussex Water Polo Network
  - Kent Synchro Network
4. Attended Regional and County Conference run by England Programmes
5. First meeting of Sussex Water polo Network will be accredited – this went well and network will accredit. Just waiting for one more signature

Key work areas – November / December 2016

1. To visit various clubs Kent /Sussex that are working toward swim 21
2. Meet with Hastings Network
3. Meet with Hastings water polo.
4. Meet with East Invicta Network
5. Meeting with Clubs at Sheerness and Sport Development from Local authority
6. Meeting with the Army – Sheerness arranging for the Army to use Beech hut for Channel relay training
7. Arrange meeting with Beth to visit Ringwood Seals in the New Forest
8. Attend Regional Winter Championships

### **Helen Mack – RCDO**

Key work areas – October / November 2016

1. Successful delivery of the two young volunteer development days in Sussex and Buckinghamshire
2. Attendance at the England Programmes Regional Conference and County Conference
3. Working with swim 21 clubs to achieve end of October submission deadline with the new swim 21 criteria
4. Produced the November South East Region Club Update (including the monthly volunteer training calendar)





5. Confirmed swim 21 submission & panel dates for 2017
6. Produced SER development report for the Kent Annual report
7. Supported clubs to deliver safeguarding workshops in line with swim 21 requirements

Key work areas – November / December 2016

1. Finalise details for second Young Volunteer Development Days (2017)
2. Continue to communicate the changes to swim 21 club Essential to all the regions clubs and support the implementation of the changes
3. Deliver swim 21 WebEx sessions on the new elements (28<sup>th</sup> November)
4. Planning 2017 Time to Listen Dates across the Region
5. Continue to plan and co-ordinate the Team Manager Course delivery across the region for 2017

### **Kristie Jarrett – RCDO**

Key work areas – October / November 2016

1. Attendance at England programmes county and regional conferences
2. Production of paperwork and selection of 22 athletes for the regional off-shore camp 2017
3. Attendance at Winter regional championships
4. Organisation of the 2017 coach workshops
5. Co-ordination of the November coaches forum

Key work areas – November / December 2016

1. Good attendance and a successful regional coach's conference 27<sup>th</sup> November
2. Promotion of January – March workshops
3. Book facilities for a regional open water camp June 18<sup>th</sup> 2017
4. Regional development group meeting
5. Identify regional outcomes of the England Programmes conferences and plan for 2017