

Regional Management Board

Minutes held on Thursday 4th September commencing at 1900 at the Holiday Inn, Guildford.

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	Ray Hedger (RH)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Rob Saunders (RS)	Minute Taker
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82 Apologies

Apologies had been received from:

Alan Lewis (AL)

Alison Usher (AU)

83 Minutes of Meeting held on 9th July 2014

The minutes from 9th July were agreed as a true record.

84 Matters Arising

68/53/49 Conflict of interest declarations

To be followed up on advice from ASA. As yet no response. **Action by RGP**

68/53/49

Wording alteration: "award [a] full set of medals"

74 Harold Fern & AH Turner Awards

There will be no action to be taken

75 ASA National Club Raffle

RFP yet to get in touch with C.Bostock

79 ASA Group & Sport Governing Board Minutes

Current CFO will step up to act as CEO in interim period. New appointment to start soon.

85 Annual Council Meeting

No issues arising from agenda for ACM.

86 Regional Aquaforce Award

Two recipients are known not to be attending. Board to ask club presidents to make event invite only.

87 Young Volunteer Programme

SR goes through proposal, explains that paper is self-explanatory, and is looking to the board for support.

CL asks as to whether this programme will be in pairing with the Youth Forum.

CL goes on to explain that the deadline for applications is the 8th of September, with five (5) applications as of 3/9.

Hoping for a mixture of applications.

Looking to meet with the Youth Forum members, implement training and CPD, and outreach for Young Volunteer Programme.

88 Divisional Manager

Interviews for new divisional manager to be held on Wednesday 10th September.

RFP will not be present. RGP nominated to represent South East region.

CL suggests sending Alison Usher flowers and a letter of thanks as a farewell from the South East region.

89 Affiliations & Resignations

New Affiliations

None

Resignations

None

Enquiries

None

Transfers

None

Change of Name

None

90 Correspondence

90/1 Hampshire Letter

RFP asks board about approach to letter.

JD to action identifying networking issues within Hampshire.

Perception of Rosa's responsibility becoming an issue, clarification is necessary.

JB expresses his sympathy regarding letter and suggests that ASA staff speak to counties.

RFP ultimately expresses sympathy and would suggest staff and AOs to liaise and communicate better.

RFP to ensure board sees response.

RFP suggests reducing content of letter before bringing to attention of Sport Governing Board.

Board agrees.

90/2 Diving Beacons

IHT suggests system works well and is generating decent income.

RH suggests SGB must push the Diving Beacon programme.

RGP not convinced that the group in charge of running the programme are strong and independent.

90/3 Equality Survey

The board all agree that they are prepared to take part in the survey.

91 Correspondence missing from agenda

Edward Line is now on judicial panel.

92 ASA Group & Sport Governing Board Minutes

92.6 No firm proposals could be made until BS made its final decisions. The British Trials would be held in the Olympic Pool in April 2015.

92.14 RGP would replace Neil Booth.

93 This had already happened.

98 All issues of the ASA Handbook, except the first one after regionalisation had had an incorrect definition of ASA South East Region!

101 The report on the Diving Beacon programmes will be included in the papers for every meeting in future.

104 This refers to the number of officials required, particularly Inspectors of Turns. They will no longer be specified, but will be agreed by the Technical Director and the Meet Manager.

106.1.4 Interviews for this position will be undertaken by members of the SGB.

107.1 The withdrawal of Kelloggs sponsorship means that there is no budget for an evening function. There will be a luncheon on the same day as the ACM, to which the nominees will be invited and the awards made before the lunch.

108.1 The SGB did not agree to allowing Category 1 members to compete in Water Polo.

111 If FINA adopts High Diving, BS will follow suit. A Technical Rules update will be needed after the Congress.

115 An extra change to the ASASER Regional Constitution would need to be introduced at the ACM.

93 AOB

Open water clubs

RFP wants to meet about new open water clubs. Project exists, but not yet currently affiliated with ASA.

New papers

JD introduced 3 papers due to be discussed in November meeting.

All are currently in development, but will cover:

1. Generic paper
2. Swimming
3. Diving

There are plans for Polo and Synchro papers also.

The papers will provide justification for change to member.

Need for more organisational support in way of more Regional Development Officers.

RFP suggests there may be potential for this in February 2015.

94 Date of next meeting

Monday 6th October at Holiday Inn, Guildford.

Notice is hereby given that the Annual Council Meeting of the ASA South East Region will be held at 1100 on Saturday, 13 September 2014 at Holiday Inn Guildford, Egerton Road, Guildford, GU2 7XZ, to conduct the business shown in the Agenda below. Please note that the ballot box will close at 1115

AGENDA

1. Apologies for Absence

2. Minutes

To confirm the accuracy of the Minutes of the Annual Council Meeting held on 14 September 2013.

Matters arising on the Minutes of the Annual Council Meeting held on 14 September 2013 notified to the Divisional Office Manager by 09 September 2014 (if any).

3. ASA Business

3.1 ASA Annual Report and Accounts 2013-2014 and Financial Review for the period ended 31 March 2014.

3.2 Proposals for changes to ASA laws.

4. ASA South East Region Annual Report 2013-2014

To receive and adopt the Annual Report of ASA South East Region for the period 01 April 2013 to 31 March 2014.

Questions or comments on the Annual Report (if any).

5. ASA South East Region Financial Statements 2013-2014

To receive and adopt the ASA South East Region Financial Statements for the period 01 April 2013 to 31 March 2014.

Questions or comments on the Financial Statements (if any).

6. Motions to Council

6.1 Proposals to change Regional Rules:

Rules 6.1, 6.4, 12.1.2.1.2, **12.2.3, 12.4.2.3**, 12.4.5, 12.4.8, 15.1: Replace 'Regional Office and Finance Administrator' with 'the person designated by the Regional Management Board'.

6.2 Additional proposals to change Regional Rules:

The Chairman will request that Council consider the following additional rules changes that have been highlighted, these are consequential from ASA governance changes:

Rule 5.1.1.1.3: Replace 'Board' with 'Sport Governing Board and/or ASA Group Board'

Rules 6.1 & 6.3: Replace 'Committee' with 'Sport Governing Board'

6.3 Other Motions:

None Received

7. Awards

7.1 President's Plate (Jeff Cook Memorial Plate)

The President will announce the recipient and present the Plate.

7.2 Regional Aquaforce Awards

The President will present the awards for the following category:

- 7.2.1 Outstanding Contribution by a Young Volunteer
- 7.2.2 Club Volunteer of the Year
- 7.2.3 Services to Officials Development
- 7.2.4 Outstanding County or Regional Contribution

8. Elections and Installations

Delegates are reminded that, "where there are the requisite number of candidates, or fewer, those candidates are automatically elected, unopposed"

8.1 President 2014-2015

The Regional Management Board recommendation is:

Roger Prior (Eton College SC)

8.2 Vice-President 2014-2015

There having been no nominations, the Regional Management Board will ask the meeting to delegate the appointment to the Board.

8.3 Members of the Regional Management Board (4)

The candidates for election are:

Brian DeVal
Ivan Horsfall-Turner
Mike Lambert
Chris Lee
Darren Wilmshurst

8.4 Regional Delegates to the ASA Council Meeting (13)

The candidates for election are:

George Adamson
Jane Davies
John Davies
Susan Harrison
Chris Lee
Alan Lewis
Roger Penfold
Geoff Stokes

No election is necessary. Council will be asked to authorise the Regional Management Board to appoint five further delegates.

9. Appointments

9.1 Examiner(s) (or Auditor(s) as appropriate) of the Region's Accounts

The Regional Management Board recommends the re-appointment of Charterhouse

9.2 Custodians of the Region's property

Mr JR Carrie remains in post.

10. Vote of thanks to the Scrutineers

PROPOSAL FOR DELIVERY OF A YOUNG VOLUNTEERS PROGRAMME IN THE SOUTH EAST 2014-2015

The National Young Volunteers Programme 'Leading the Lane', will enable the Region to access £1000 funding to support the delivery of training opportunities for young people, on the condition the Region meets the deadlines and programme criteria:

- the programme to run from September 2014 until the end of March 2015
- aimed at 15-25 year old volunteers from clubs affiliated to the South East Region

The aims and objectives of the programme are to:

- support and embed sustainable regional development opportunities/programmes for young people in aquatics
- increase the number of trained young people
- improve the accessibility of both formal and informal training opportunities

At the end of the proposed programme, young people will be:

- a trained Timekeeper
- a mentor for other young people within the sport
- a trained Team Manager
- able to support the club through a number of areas, including assisting on poolside
- recognised by the sport for their contribution
- have an understanding of club workforce and the role of club captain

Following a meeting with Shelley Robinson, Rosa Gallop and George Harrison in July 2014, the proposal is to hold Regional Development Days to deliver the programme.

Regional Development Days plan

October/November 2014

- overview and briefing on the annual programme and the content, to include volunteer logbooks
- workshops to include:
 - Young Aquatic Helper theory (young people will return to their home clubs to complete the practical element)
 - Timekeeper
- mentor training for club mentors of the young volunteers
- young people will be provided with further online e-learning education opportunities

Regional Development Days to take place in two venues in the Region, Hart (Hampshire) and Tonbridge (Kent). Any young volunteers from the across the Region will be eligible to attend. If the programme is successful, the plan is to roll it out in further venues in 2015-2016.

Throughout the programme, young people to be offered volunteering opportunities by clubs, counties and the Region at galas and open meets.

The programme will culminate in second development day in March 2015 at the same venues and which will to include:

- check and challenge session on online e-learning modules
- 16-18 scUK Child Safeguarding Course (dependent on the age group attending)
- Team Manager Module 1 training
- links to the South East Youth Forum

This second development day will link in with the newly-established South East Youth Forum to ensure activities delivered blend in with young people's requirements. Hopefully representatives from the Youth Forum will be in attendance on the day.

The target is 25 young people to attend each development day.

Costings per Development Day

Room hire	£200
Pool hire (timekeepers)	£100
Tutor costs	£200
Refreshments	£250
Total costs per workshop	£750

The cost of four development days (two without pool time) would be £2800. The Region can access £1000 for the National Volunteer Programme, leaving a deficit of £1800.

I would like to present a Regional Young Volunteer t-shirt to young people that complete the programme, which they could wear at events to show they have attended training etc and/or stopwatch – just an idea - and funding-dependent.

Additional paperwork needed for the programme:

- application process/form
- clubs' terms of reference
- logbooks

In the long term, it would be good for clubs to monitor the young people's involvement within clubs. If a young person volunteers for twelve months following the programme, the Region could offer the young person a coach education bursary.

Helen Mack
Regional Club Development Officer
August 2014

Report to ASA South East Regional Management Board 4th September 2014



From: Alison Usher, Divisional Business Manager

Divisional Business Manager Role

As you will all be aware, after over 12 years with the ASA I have decided to move on to a new challenge as Director of Sport at Exeter University. I want to thank you all for your support and openness in working with me, since I became the Divisional Business Manager covering your region in April 2013.

Interviews for the replacement DBM are taking place on 28th August, which is expected to involve a two phase approach. I am hopeful that prior to my departure on 12 September I will be able to confirm who will be taking over the role.

I have provided Paul Davies, Director of GPS with a full state of play report for the division, and I am confident with the excellent team of staff we have across the division that work will continue and you as a region will continue to get the support you need moving forward.

The SLA for the provision of support services and office function is in place and this will act as the document by which the new appointee will work so there will be no change in the support you receive.

Clarifying Staff Responsibilities in the Division

Divisional Business Manager

The Divisional Business Manager is responsible for the implementation of ASA strategy across the division, therefore must have oversight of all activity within the division and is the key liaison point for the Regional Management Board.

The Divisional Business Manager manages the resources and staff assigned to the division, to ensure strategic objectives are achieved and manages / maintain relationships with all customers and consumers (inc. the Region and members) who have a vested interest in aquatics across the division.

The Divisional Business Manager will work with the Regional Management Board to identify what support is needed and what staff can be deployed to support these objectives.





Aquatic Officers (Julie Bunn, Tim Hutton, Beth Morse, Sarah Porter, Katie Towner)

The Regions 5 Aquatic Officers continue to work on delivering against the ASA Key objective of increasing participation in swimming. Their work is largely with leisure operators and with external stakeholders but critically where there is linkage back to our membership and clubs is around; learn to swim – club links, pool time discussions/leisure centre management liaison and adult participation opportunities.

Participation work is largely funded by Sport England and we work to one year target measures. We are on track to achieve these measures by the end of the financial year.

PPP is our key work around engaging with leisure operators and we have several operators in negotiations or signed into a Partnership agreement. This enables us to work closely with these operators to develop aquatics plans and help them develop in partnership their business.

ASA Club Development Officer (Rosa Gallop)

Rosa's work programme is driven by the ASA club strategy. Priorities are to increase category 2 membership and this is through the work streams of;

Beacon Programmes - Rushmoor, Reading (synchro), Portsmouth (Swimming)

Club networks

Satellite clubs

Swim 21 network accreditation

Rosa and the Aquatic Officers will work together where we are aiming to establish club networks and there are issues around centre engagement or learn to swim pathways.

South East Regional Club Development Officer (Helen Mack)

Helen's work priorities are set by the Regional Management Board and she is line managed through the Divisional Business Manager. These priorities currently are club support through swim21 process, general club enquiries, essential club courses (Team Manager, time to listen etc.), regional coaches workshops. Helen works to these agendas but these can be altered / amended as the board deem appropriate over the next 6 months.

Helen works very closely with the divisional team and the Office Manager to ensure the South East clubs have support.



Additional ASA Central Staff Impacting upon the Region

Lyndsey Hollands – Disability Swimming Talent Officer

Lyndsey's role is to support disability swimmers within the talent pathway and programmes. She works closely with the disability hub clubs across the region, and provides guidance around development priorities and opportunities for increasing the number of disability swimmers across the south east.

Lindsay Dunn – England Programme Officer & AASE Programme Technical Lead

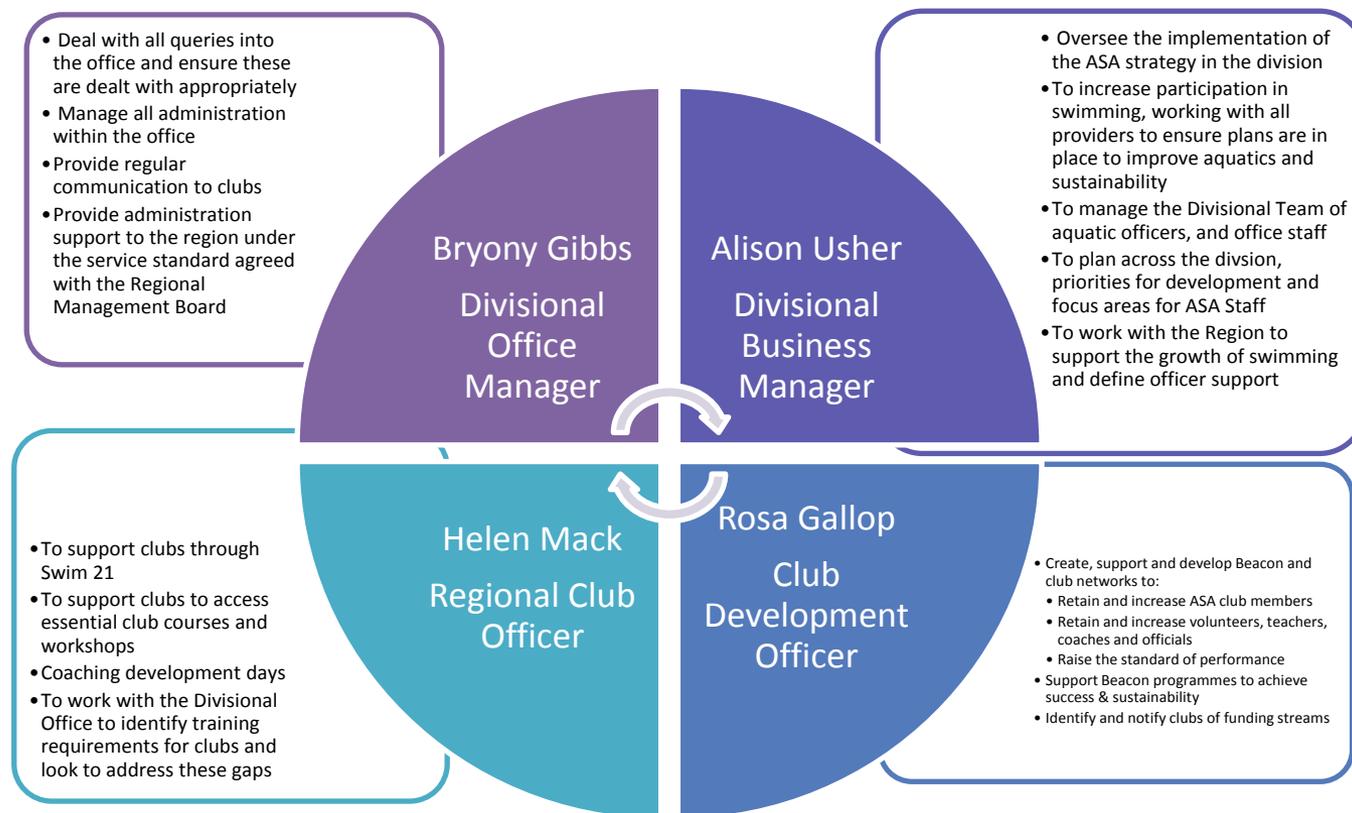
Lindsay's role is to support clubs and swimmers within the talent pathway including Beacon swimmers and network hub clubs. This includes the delivery of the England Talent Programme across the south east. Lindsay supports the south east coaches forum.

I have attached a diagram which explains the work remits.

Should you require any further information on any of the items identified above, please do not hesitate to request this.

28th August 2014

SUPPORTING THE REGION AND ITS STRATEGY



From: [Roger Penfold](#)
To: [Bryony Gibbs](#)
Subject: Fwd: Equality Survey
Date: 20 August 2014 21:21:15

Bryony

Would you add this to the correspondence for the next RMB meeting, please.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: "Jane Nickerson" <Jane.Nickerson@swimming.org>
Date: 20 August 2014 15:15:04 BST
To: "Lisa Topliss" <L.topliss@sky.com>, "Joan Wheeler" <joan.wheeler@btinternet.com>, "Simon Kirkland" <simon@sportstructures.com>, "John Melotte" <john.melotte@blueyonder.co.uk>, "Adrian Leather" <aleather@lancashiresport.org.uk>, "David Flack" <Davidflack880@aol.com>, "David Watson" <david@northyorkshiresport.co.uk>, "Roger Penfold" <rogerpenfold@btinternet.com>
Cc: "Ashley Beaveridge" <Ashley.Beaveridge@swimming.org>
Subject: Equality Survey

Dear All

As part of our funding requirement the ASA has to undertake equality surveys seeking information from members on the following 9 protected characteristics:

Age
Disability
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion and belief
Gender
Sexual orientation

We need to report this information in various sections i.e. National Boards, Regional Boards, Staff, general membership (over 18 years only.)

I would therefore like your agreement to include your regional board members in this survey which takes less than 5 minutes to complete and is anonymous.

The survey will be sent to all members over the age of 18 and

therefore your board members will receive it twice. As it is anonymous it is impossible for us to take the results of the general membership survey and apply the data against the regional boards section.

Can you let me know if you are happy with this and let Cathy Lambert have the current list of members of your board.

Many thanks

Jane

Jane M Nickerson
Chief Operating Officer
ASA
Mobile: +44 7771 814 302
E Mail
Jane.Nickerson@swimming.org <<mailto:Jane.Nickerson@swimming.org>>
>

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<http://www.swimming.org/asa/about-us/privacy-policy/>

From: [Penfold, Roger](mailto:Penfold.Roger)
To: frank.clewlou@btinternet.com; [Bryony Gibbs](mailto:Bryony.Gibbs)
Cc: [Jim Boucher](mailto:Jim.Boucher); davies045@btinternet.com; [Ray Hedger](mailto:Ray.Hedger); Ivan.Horsfallturner@freedom-leisure.co.uk; [Chris Lee](mailto:Chris.Lee); [Alan Lewis](mailto:Alan.Lewis); RGPrior@rgprior.com; shelley.robinson@globalword.co.uk; [Gary Shields](mailto:Gary.Shields); [Geoff Stokes](mailto:Geoff.Stokes); [Darren Wilmshurst](mailto:Darren.Wilmshurst)
Subject: Letter to ASA Sport Governing Board about the diving beacon scheme and Southampton
Date: 29 July 2014 15:44:49

Frank

I am forwarding below the response I have received from Chris Bostock, Chairman, ASA Sport Governing Board, to my letter of earlier this year about the diving beacos scheme etc. I am proposing that the response is considered by the Regional Board at its next meeting, early in September. I would, therefore, appreciate your comments, if any, on the e-mail, by the end of August.

Bryony

Please add to the agenda for the next meeting. Thanks.

Roger Penfold.

From: "Chris Bostock" <chris@robstock.co.uk>
Date: 26 July 2014 15:45:53 BST
To: <rogerpenfold@btinternet.com>
Cc: "Annewclark4" <annewclark4@aol.com>, "Barry Saunders" <barry@thesaunders42.fsnet.co.uk>, "Bernard Simkins" <bernardSimkins@stourswim.co.uk>, "Ian Mackenzie" <ian.macsirs@ntlworld.com>, "Kay Grimshaw" <Kayfred@btinternet.com>, <neilbooth@clara.co.uk>, "Pippa Jones" <froghollow@btinternet.com>, "Ray Gordon" <swimnec@aol.com>, "Ray Hedger" <rayhedger@O2.co.uk>, <RGPrior@rgprior.com>, "Robert Margetts" <rmargetts@wcasa.co.uk>, "Simon Rothwell" <rothwell635@btinternet.com>, "Jane Nickerson" <Jane.Nickerson@swimming.org>, "Ashley Beaveridge" <Ashley.Beaveridge@swimming.org>
Subject: Letter from Southampton to SGB

Dear Roger,

With reference to your letter dated 5th June in which you asked me to discuss the Diving Beacon Programmes and specifically the application from Southampton at the Sport Governing Board meeting.

Prior to the Sport Governing Board meeting I asked Jane Nickerson, who is now responsible for the Club and Talent teams to investigate the matter and to report to the Board. Jane carried out an investigation into the process which was led by Mel Handford, Head of Club Development who, at that time, was a member of the GPS (Get People Swimming Team) led by Paul Davies. Mel is currently on maternity leave and therefore the investigation was carried out with members of staff who were involved in the process.

Jane was informed that Southampton did not meet the original criteria for entering a submission (existing Beacon or in receipt of Club/Coach funding) but was allowed to apply following a request from the club. As far as Jane can ascertain there were a number of reasons why Southampton was not selected as a Beacon. I am sure you will understand that she is unable to provide details of a comparison to those who were selected.

You raise a query regarding divers on the programme being invited to Beacon programmes, in line with the ethos of the programme. Jane has asked the Club Officer who is responsible for looking after the Beacon programmes in your area to look into this further.

The investigation Jane carried out highlighted a few areas which require addressing; mainly around the monitoring and evaluation of the Centres as she is unable to address any historical issues around the appointment of the Beacons. The Sport Governing Board has formed a sub-group to work with Jane and the club team on this to ensure the current Beacons meet their targets and also work towards self sustainability for the future.

The allocation of funds for Beacon Programmes is now complete (with the exception of some funds set aside for the London Aquatic Centre, which was agreed in principle but delayed pending the setting up of the programmes in London.) Contracts are now in place until 2017 and unless any Beacon fails to achieve the agreed outcomes and is taken off funding it is not possible to allocate funds to any further Beacon programmes. However, strict criteria will be developed and applied in the event any funding becomes available for additional centres in due course.

Although financial support is not available the Club Officer in the region will also ensure practical support is offered to Southampton should they so wish.

Thank you for taking the time to write on this matter and I assure you the SGB Board gave the whole matter of the Beacon Programme considerable thought and will ensure regular reports are made through the subgroup.

Best wishes

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