

Regional Management Board

Minutes of the meeting held on Tuesday 9th December 2014 commencing at 1900 at Surrey Sports Park, Guildford

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Ray Hedger (RH)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Josh France	Minute Taker
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120 Apologies

Apologies had been received from:
Ivan Horsfall-Turner (IHT)

121 Minutes of the meeting held on 06 October 2014

The minutes were agreed as a true record of the meeting subject to the addition of the name Stuart Fillingham in resolution 6 of Minute 100.

Action: BG

122 Matters Arising

96 Minutes of September meeting

RGP circulated a rewritten version of Minute 90, which was accepted.

Action: BG to put revised minutes on website

97 Divisional Business Manager

RFP reported that Alan Green had been appointed as Divisional Business Manager South & West by the ASA.

97 Letter received from Hampshire

It was agreed to take no further action regarding the proposed approach to the ASA.

98 Swimmeets.org

RFP advised that Mike Lambert had told him that he would re-host the Swimmeets.org website, as the present host did not satisfy the requirements of the Data Protection Acts as to the handling of personal data.

101 Dates of Meetings

It was reported that BG had circulated the calendar of meetings, most of which would be held at Surrey Sport Park.

103 Matters referred from 2014 ACM

No nominations or expressions of interest had been received for the appointment of Vice- president

105 Additional Regional Club Development Officer

JD reported that 6 candidates for the post would be interviewed on 10 December 2014.

111 The Late John Carrie

The donation in memory of John Carrie would be made to the Hospice in the Weald

Action: BG to draw cheque, RFP to send

112 Awayday

RFP expected that the proceedings of the Awayday would be circulated to the Board in time for the next meeting.

Action: BG/RFP

123 Masters Development Day

In response to request by RGS, it was agreed to vary the budget for 2014/15 by adding £1k for a masters' development day.

Action: BG to amend budget

124 Mailsports Contract

The Board was asked to consider extending the concession agreement with Mailsports, and a draft letter to that effect, together with the most recent contract document, had been circulated with the agenda.

BD commented that current agreement doesn't take into account benefits of trade achieved through website. There should be recognition of affiliate trade.

RH commented that 3.5 of agreement should be corrected, acronyms FINA and LEN should be written out to prevent any confusion. RH to read through agreement and suggest any further changes.

Agreed to extend the agreement by one year, on terms set out in draft letter, with a view to a retendering of the contract during 2015.

Action; BG/RFP to write to Mailsports, RH to review present contract

125 Liaison with Sub-Regions

The Board was advised of a suggestion about liaison with sub-regions from the

Hampshire County ASA and to consider the mechanisms for such liaison. A report was circulated which included the text of a letter on the subject from the President and Chairman of the Management Committee of the HCASA, which also covered the loss of funding for county development days.

In terms of the volunteer management day, the Board was reminded that the Region had, in the past, made provision in its budget for financial support for ventures similar to that arranged Hampshire County ASA. However, when compiling its budget submission for the current financial year, the Development Group had decided to refocus its support arrangements. Following this review, no provision was included in the budget, eventually adopted by the Board in February this year, for support for county volunteer development days.

When the Development Group had met in November 2014, it had been pointed out that the Region had paid for "Time to Listen" courses in the sub-regions, except in Hampshire and Sussex, where that course had been provided as part of the sub-regional development days. The Development Group recognised that this was inequitable, and had agreed to make a payment to the Hampshire and Sussex county associations of the course cost.

Noting that the former practice, of publication of agenda papers on the website, was to be resumed, the Board considered the suggestion about arranging liaison meetings with sub-regions. After full discussion, it was agreed to organise 2 liaison meetings between the Board and representatives of sub-regions, one in connection with the Board meeting arranged for 16 March 2015 and the other in connection with the ACM on 12 September 2015.

Action: RFP to notify sub-regions

126 Athlete Funding

The Board received a report arising from consideration, by the Development Group, about funding for athletes. This arose out of previous discussions by the Board about funding for exceptional athletes. The Development Group favoured the retention of the status quo, restating certain criteria.

The Board endorsed the criteria presently used, subject to the deletion of a criterion relating to support for events arranged by other organisations, e.g. ESSA. The endorsed criteria are:

1. The athlete should clearly be a member of a club in the Region and normally represent that club.
2. The athlete/activity should be at a performance level equivalent to that of the Region or above and on a pathway to a national team.
3. The Region will not fund athletes at a recreational level.
4. The funding should be for travel to training and not competition (if the athlete is representing the Region in competition, then the SER discipline group concerned should decide/provide any funding required.)
5. The training activity should be provided by the Region, ASA or British Swimming.

However, the Board favoured the creation of a bursary scheme for exceptional athletes, and agreed

1. In principle, to make provision in the budget for 2015/16 for such a bursary scheme
2. That draft criteria/rules for such a scheme be submitted to a future meeting.

Action: GS to note decision 1, CL and BD to devise draft criteria/rules, for February meeting

127 Website

The Board considered a report on progress with the revision of the Region's website and a request to approve an ex-gratia payment to Mike Lambert.

Agreed that an ex-gratia payment of £950 be made to Mike Lambert, in recognition of his expenditure in support of the Region's website, since the inception of the Region.

Action: BG to arrange payment

128 Coaches' Forum

The Board considered a note by JD about the Coaches' Forum, suggesting that it should be formally recognised, and have published terms of reference etc.

Agreed: that suggested terms of reference be drafted for the Coaches' Forum, to be considered initially by the Board.

Action: JD and DW to draft suggested terms of reference

129 Finance Issues

GS reported that the Region is currently well ahead of budget.

130 Communications Group

BD reported that he had been reviewing the number of pages and documents currently displayed on the website and is working on removing the redundant pages. The new website will be launched in July.

BD outlined a draft of the South East Region 'vision' which will be circulated for discussion at the January meeting.

131 Affiliations and Resignations

New Affiliations

None

Resignations

Chichester Area Youth SC

Enquiries

None

Change of name

None

132 Correspondence

The Board noted a report by Peter Shaw (Oxfordshire & North Bucks ASA) about the perceived deficiencies of the new Blackbird Leys pool in Oxford.

Agreed: to seek more information from ASA Facilities about their involvement with the facility

Action: RFP to contact ASA Facilities

133 ASA Sport Governing Board

RGP circulated the minutes of the SGB meeting held on 18/19.09.14, and advised Members to contact him if they had any queries on the minutes.

125 The new Judicial Commissioner was keen drastically to reduce the number of formal hearings and make arbitration the normal first step, progressing to hearings only if arbitration fails.

127.2.2 It would be sensible if all the bodies mentioned adopted suitable appeals procedures.

133.6 The new arrangements have been widely publicised.

133.8 In future consent to drug testing will only be required when an athlete first enters a competition at which drug testing might take place.

133.10 The candidate subsequently withdrew the application.

133.14 I can endorse this minute, as I officiated at the event.

133.25 The Group Board were unable to fit in with this, although I believe a few of its members have asked to attend.

136.2.1 Tim Jones did attend the November SGB meeting, together with Grant Robbins (on his second day with the ASA) and gave an excellent presentation. Unfortunately we have been forbidden to share the presentation with anyone else!

137.4.1 I attended the presentation to Portsmouth Northsea SC; I was invited to Rushmoor SSC, but was unable to attend.

134 Update by Divisional Business Manager

The Board noted the update report for November 2014, circulated with the agenda, from the Divisional Business Manager, South & West Division.

Arising from the report, Members;

- hoped that the DBM would attend some future meetings of the Board
- noted that the Disability Talent Officer was vacant, and the work covered by

another post

- reported that a project progressing in Milton Keynes was understood to have had a deleterious effect on the teaching programme of Bletchley SC.

Action: RFP to raise 3rd point with AG

135 AOB

135.1 The Chairman indicated that he would ask the Swimming Group to look into 3 issues – return of championships' trophy in poor condition, an e-mail from Sue Barker about work needed after Championships' galas and an offer to act as promoters for some championships events.

Action: DW to raise with Swimming Group

135.2 The Chairman reported that he had volunteered to serve on the group examining procedures etc for ASA Council meeting.

135.3 JD suggested that approaches be made to ASAHQ about progress with the level 3 diving coaches' courses. This was agreed.

Action: JD to approach Jane Nickerson

136 Date of Next Meeting

Wednesday 7th January 2015 at Surrey Sports Park

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 9th December 2014 in the World Cup Suite, Surrey Sports Park, GU2 7AD commencing at 1900

A G E N D A

- | | | | |
|----|---|-----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 06 October 2014
<i>To agree accuracy of minutes from the previous meeting</i> | RFP | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |

ITEMS FOR DECISION

- | | | | |
|----|---|------------------------------|------|
| 4. | Masters Development Day
<i>To approve additional budget for Masters to run a development day</i> | GS | 1915 |
| 5. | Mailsports Contract Renewal | GS | 1920 |
| 6. | Liaison with Sub-Regions
<i>To advise the Board of a suggestion about liaison with sub-regions from the Hampshire County ASA and to consider mechanisms for such liaison.</i> | to follow
RFP
Enclosed | 1930 |
| 7. | Athlete Funding
<i>To advise the board of the consideration by the Development Group about funding for athletes</i> | RFP
Enclosed | 1940 |
| 8. | Website Update | RFP
Enclosed | 1950 |
| 9. | Coaches Forums & Club Chairs Meetings | JD | 2000 |

ITEMS FOR DISCUSSION / INFORMATION

- | | | | |
|-----|--|-----------------|------|
| 10. | Finance Issues | GS | 2010 |
| 11. | Communications Issues | BD | 2020 |
| 12. | Affiliations & Resignations | RFP | 2030 |
| | 12.1 New Affiliations
None | | |
| | 12.2 Resignations
Chichester Area Youth SC | | |
| | 12.3 Enquiries
Waterside Community Trust, Ryde, Isle of Wight | | |
| | 12.4 Transfers
None | | |
| | 12.5 Change of Name
None | | |
| 13. | Correspondence | RFP | 2035 |
| 14. | ASA Sport Governing Board & Group Board Minutes
<i>Discuss the minutes of the Sport Governing Board on 15th November if available</i> | RGP | 2040 |
| 15. | ASA Update & DBM Report | RFP
Enclosed | 2045 |
| 16. | AOB
<i>24 hours notice required</i> | RFP | 2050 |
| 17. | Date of Next Meeting
Wednesday 7 th January, Surrey Sports Park | RFP | 2055 |

Regional Management Board

Minutes of the meeting held on Monday 6th October 2014 commencing at 1900 at the Holiday Inn, Guildford.

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Ray Hedger (RH)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member

Also in attendance (non-voting):

Rosa Gallop	ASA Club Development Officer
Josh France	Minute Taker

93 Apologies

Apologies had been received from:

Chris Lee (CL), who had been admitted into Hospital that morning
Darren Wilmshurst (DW)

94 The Late John Carrie

RFP informed that Board that John Carrie (latterly one of the Region's custodians) had passed away that morning. The Board stood in silence in memory of John.

95 Water Polo

Rosa Gallop gave a presentation outlining the vision for Water Polo development in the South East Region. The Board thanked Rosa for her attendance.

96 Minutes of meeting held on 04 September 2014

The minutes were agreed as a true record of the meeting subject to the corrections below:

John Davies was in attendance

Minute 85 insert the word 'be'

Minute 89 renumber the subdivisions of this item

Minute 89/1, Agreed 1 to be changed to 'the targets for locally deployed'

Minute 89/2 to be changed to 'to note the steps that the SGB taken'

Minute 90 to be rewritten by RGP

Minute 91 to be changed to ' he had been informed, albeit informally, that 4 open water clubs'

Action: RGP/BG

97 Matters Arising

87 Divisional Business Manager

Interviews for a new Divisional Business Manager were unsuccessful, and the position had been re-advertised

89/1 Letter received from Hampshire

RFP had circulated the text of a draft letter to Chris Bostock, arising from the decision at the last meeting

Following full discussion, It was decided that the Board would defer writing to Chris Bostock pending a report from JD, following further discussions with Hampshire County ASA.

Action: JD

Matters Arising schedule

The Board noted that items 10, 11, 12 and 21 on the schedule circulated prior to the meeting had been completed. RFP reported that he had carried out the action in items 36 and 41.

On item 26, BD advised that the Swimmeets website was currently hosted in the US which might present some data protection issues. Under the Data Protection Acts, personal information had to be kept in the UK or Europe. This needed to be investigated to ascertain whether there was a legal issue.

Action: RFP

98 Appointment of Vice-Chairman

Ray Hedger was appointed as Vice-Chairman for the ensuing year.

99 Appointment of Board Member Responsible for Finance

Gary Shields was appointed as Board Member Responsible for Finance for the ensuing year.

100 Appointment of Board Sub-groups and Liaison Members

The Board reviewed the pattern of sub-groups and appointments, and made adjustments and appointments.

It was agreed:

1 To maintain the current liaison members, with the exception of Masters which would remain vacant, due to Board representation from that discipline, and Swimming, where DW was appointed, subject to his agreement.

Action: RFP to contact DW

2 That the Communications' Group should recommend terms of reference to the Board, for approval.

Action: BD

3 That the terms of reference of the Finance Group be amended by deletion of reference to the Regional Director, and the substitution of "divisional office staff" in items 3 and 7.

Action: RFP/BG to revise

4 That the terms of reference of the Development Group be amended by the

inclusion, under “activities”, of “To recommend a development plan to the Board”.

Action: RFP/BG to revise

5 That the membership of the Communications’ Group be: Brian Deval, Chris Lee (subject to his agreement), Roger Penfold and Shelley Robinson, for the ensuing year.

Action: RFP to contact Chris Lee

6 That the membership of the Finance Sub-Group be: John Davies, Roger Penfold. Roger Prior and Gary Shields for the ensuing year

7 That the membership of the Development Group be : Jim Boucher, John Davies, Ivan Horsfall-Turner, Alan Lewis and Roger Prior for the ensuing year.

101 Dates of Meetings 2014/15

The following dates were **agreed** for meetings of the Board

Sunday 23rd November 2014
Tuesday 9th December 2014
Wednesday 7th January 2015
Sunday 15th February 2015
Monday 16th March 2015
Tuesday 12th May 2015
Wednesday 10th June 2015
Thursday 9th July 2015
Monday 7th September 2015
Tuesday 13th October

The ACM was **arranged** for Saturday 12th September 2015

Action: BG to book accommodation

102 Approval of Payments and Change to Bank Mandate

The Board reviewed the list of persons authorised to approve payments from, or sign cheques drawn on, the Region’s bank account.

It was **agreed**

1 To authorise Gary Shields as an approver of payments/signatory on cheques, instead of the Regional Director.

2 To adopt formally the resolution required by HSBC Bank plc to give effect to the above decision.

Action: RFP/GS/BG

103 Matters Referred from 2014 ACM

The following matters had been referred to the Board by the ACM:

Appointment of Vice-President – it was **agreed** that the role of Vice President should be advertised on the website, with a closing date for suggestions of 08 December

2014

Action: RFP/BG

Appointment of Custodians – RFP reported that Margaret Tuppen (Brighton SC) had agreed to be a custodian of the Region.

104 ASA Council Meeting 2014

The Board was advised of the appointment of 5 further delegates to attend the ASA Council and the list of “starred items” for that meeting.

The Board **ENDORSED** the appointment of Eileen Adams, Ken Adams, Brian DeVal, Ellie Purvis and Shelley Robinson as delegates to the 2014 ASA Council, and Mollie Lewis and Peter Robinson as reserve delegates.

It was reported that Peter Robinson would be attending in place of George Adamson, who had withdrawn.

The Board **noted and endorsed** the list of “Starred items” on the ASA Annual Report and Accounts.

105 Development Matters and Proposed Appointment of Additional Regional Club Development Officer

The Board was informed about Development Plans for the sport within the South East and a proposal that a further Regional Club Development Officer (RCDO) be employed to support these activities.

Following a full discussion, it was **AGREED**

1 To approve the concept of the circulated Development Plans in general, with a view to further discussion at the away day,

Action: JD/RFP/BG

2 To agree to the funding of activities listed in the report, drawn from the plans that can be carried out in the remainder of the current financial year, within overall budgetary provision.

Action: JD/GS/BG

3 To request that disciplines base their future budgets on development plans for their area.

Action: RFP/BG

4 To agree to the recruitment of a further RCDO in the current financial year, to be employed by Freedom Leisure.

Action: JD/IHT

5 To agree the circulated job description for the post, subject to the post being responsible to the Board and managed day-to-day by the Divisional Business Manager.

6 To appoint a sub-committee, comprising of John Davies, Ray Hedger, Ivan Horsfall-Turner, Alan Lewis and Shelley Robinson to direct the recruitment process and make the appointment.

Action: JD, RH, IHT, AL, SR

106 Water Polo Bursary Application

It was **agreed** to make an ex gratia payment of £200 for Trevor Jones towards the cost of a Coaching Water Polo course.

Action: AL/BG

107 Service Level Agreement with ASA South and West

The service level agreement was noted.

108 Affiliations and Resignations

New Affiliations

University of Southampton SC

Cranleigh School SC

Resignations

None

Enquiries

None

Transfers

None

Change of Name

None

Action: BG

109 Correspondence

The Board were made aware that Paul Davies had resigned from his position with the ASA with immediate effect in the week prior to the meeting.

110 Chairmen's Committee

The Board noted an e-mail from Jane Nickerson effectively being the notes of the meeting of the Chairmen's Committee held on 1 October 2014. Regional chairmen had reviewed the outcome of a survey about regional boards.

111 Any Other Business

1 David Flack, Chairman of South West Region invited RFP to an ASA SW Board meeting, it was **agreed** that David Flack would be invited to a future South East board meeting, in return.

Action: RFP

2 A donation of £50 to a charity was agreed in memory of the late John Carrie.

Action: RFP/BG

112 Date of next meeting

The Board's Awayday - Sunday 23rd November 10am - at the Holiday Inn, Guildford

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 17 October 2014

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	Communications Group to prepare a strategic communications plan for the Region	16.02.14 Min 8	Communications Group	<i>In Progress</i>
2	Discuss and decide the format for the next Regional Handbook	01.10.11 Min 12	Communications Group	<i>In Progress</i>
3	Governance –Produce an outline plan for implementation.	05.12.11 Min 5	RFP	<i>In Progress</i>
4	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	
5	ASA Friend – Expression of interest received from Anthony Smith (Dover Lifeguard) to become an ASA Friend. RFP to contact A Smith to find out more about his experience of the politics and management of clubs	12.05.2014 Min 46	RFP	
6	Conflict of Interest Form – RGP Circulated Conflict of Interest Form, which board and committee’s must complete. It was decided an email stating “I have no conflict of interest” would suffice. RGP requested BG collate and forward on – replies to be received by next meeting.	12.05.2014 Min 49	BG	<i>In Progress - Guidance was requested on this from the ASA office – no response has been received by RGP – Min 68 09/07/2014, Min 84 04.09.2014</i>
7	SR requested the purchase of banners and table runners for SE regional events, in order to help raise the profile of the Region. Every discipline should have two. SR was asked to progress this suggestion, the banners etc to be discipline specific.	12.05.2014 Min 49	SR	<i>In Progress – 10.06.2014 Min 59</i>
8	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	
9	Regional Talent Camps - RFP pointed out to the Board that the Region had “inherited” [swimming] regional talent camps from the English Talent Programme. As a result there were employee costs/charges to be met, and more information was needed as to what the previous practices had been. RFP commented that any practices adopted needed to be replicated across all disciplines. In due course, in order to draft a policy for	10.06.2014 Min 64	BG to discuss with Rosa Gallop	

	payments, input would be needed from the Development group and the Finance Sub-group.			
10	Diving – the board noted the success of regional divers at the National Skills events on 3 rd /4 th May 2014, and wished to congratulate them.	10.06.2014 Min 70	RFP to contact Frank Clewlow	
11	ASA National Club Raffle -The Board considered a report by CL alerting it to a possible scheme designed to generate funding for clubs. Agreed: to propose that the ASA explore the adoption of a raffle scheme along the lines outlined in the report.	09.07.2014 Min 75	RFP to write to C. Bostock	<i>Min 75 04.09.2014 - RFP yet to get in touch with C Bostock</i> <i>02/10/2014 - Complete</i>
12	Exceptional Athlete Funding- The Board considered a paper on the question posed by CL about funding for exceptional athletes. Agreed: to ask the Development Group to report to a future meeting on present funding, by the Region, for athletes, and how the scheme could be extended.	09.07.2014 Min 76	JD to progress	
13	Custodians - To propose John Ramsay and Margaret Tuppen as custodians	04.09.2014 Min 85	RFP to contact them	
14	Divisional Business Manager – RGP to represent the Region at the interviews.	04.09.2014 Min 87	RFP to advise ASAHQ	<i>Appointment was unsuccessful, post has been readvertised</i>
15	Letter from Hampshire County ASA - To refer the generality of the issue to the Sport Governing Board.	04.09.2014 Min 89	RFP to write to C Bostock	<i>Deferred pending report from John Davies</i>
16	Swim Meets Websites - Swim meet site is currently hosted in the US which may present some data protection issues. For Data protection information must be kept in the UK. This needs investigating to confirm if there is a legal issue, will report back to the board via email as soon as possible.	06.10.2014 Min 96	RFP to investigate further	
17	Meeting Dates 2014/15 – Venues to be booked for RMB Meetings	06.10.2014 Min 100	IVH to investigate dates with Guildford Spectrum	<i>Completed – 3 dates available at Guildford Spectrum, BG to source venue for other dates</i>
18	Changes to Bank Mandate – GS to be added to the list of approvers/signatories. Bank mandate to be updated and submitted to HSBC	06.10.2014 Min 101	RH, RFP, GS, RGP	
19	Employment of Additional Regional Club Development Officer – sub-committee to direct the process.	06.10.2014 Min 104	JD, RH, IHT, AL, SR	

20	Swimming Group Liaison Officer – RFP to contact DW	06.10.2014 Min 99	RFP	
21	Communications Group – Chris Lee to be invited to become part of the Communications Group	06.10.2014 Min 99	RFP	
22	Communications Group Terms of Reference – these are to be drawn up for approval by the Board	06.10.2014 Min 99	Communications Group	

Updated 17.10.14 BG

LIAISON WITH SUB-REGIONS

PURPOSE OF REPORT

To advise the Board of a suggestion about liaison with sub-regions from the Hampshire County ASA and to consider mechanisms for such liaison.

PROPOSED ACTION

The Board is advised to DECIDE whether liaison with sub-regions should be enhanced, and, if so, how,

SUPPORTING INFORMATION

- 1 The President and Chairman of the Management Committee of the Hampshire County ASA, Graham Stanley, wrote to the Chairman of the Board in November 2014, in the following terms:

“I am writing, on the instructions of the Hampshire County Management Committee, to you regarding the subject of communication (or rather our perceived lack of it) from the SER Management Board.

“There are a couple of specific instances which have prompted us to express our concern in this matter.

“Hampshire County Volunteer Management Day in September 2014

“This important event in our Calendar was planned and delivered with the assistance of members of the SER. In previous years, the County has enjoyed a financial contribution towards this event from the SER which enables us to deliver the programme at a reasonable cost to the attendees. We were dismayed to find out after the event that for 2014, as a result in a change in Policy at the SER, no such contribution would be forthcoming resulting in Hampshire County having to stand an unplanned loss. Why were we not informed of this change in Policy earlier?

“SER Management Board Minutes

“In your Letter dated 2nd October 2014, you state that “The Divisional Business Manager reports periodically to the Regional Board on the activities of the ASA staff based in the South East. This report is put on the Region’s website, and I know at least one sub-region where the report is circulated to that County’s management board.”

"I have personally been through the SER Website and, as of 11 November 2014, could find no instances of any Reports to the SER Management Board being displayed on the Website. Furthermore, no Minutes of the SER Management Board appear on the Website after July 2014.

"At present, we have to rely on the Aquatics Officer's Report and the occasional e-mail to know what is going on in the Region.

"In order to improve communication from the SER to all its Sub Regions, we would propose:

1. All minutes of the SER Management Board together with any supporting Papers are sent to each Sub Region Secretary once these Minutes are approved.

2. The SER organises quarterly Meetings attended by each Sub Region Chairman, Secretary and Treasurer (or equivalent) together with the appropriate members of the SER Management Board. Each Sub Region would take it in turn to host these Meetings thereby sharing the burden of travelling equally.

"As a Sub Region, we would be pleased to receive any comments from the Management Board on the foregoing".

- 2 The Chairman, in acknowledging the letter, advised Mr Stanley that the matter would be considered by the Board at this meeting.
- 3 In terms of the volunteer management day, the Region has, in the past, made provision in its budget for financial support for ventures similar to that arranged by the Hampshire Association. However, when compiling its budget submission for the current financial year, the Development Group decided to refocus its support arrangements. Following this review, no provision was included in the budget, eventually adopted by the Board in February this year, for support for county volunteer development days.
- 4 When the Development Group met last month, it was pointed out that the Region had paid for "Time to Listen" courses in the sub-regions, except in Hampshire and Sussex, where that course had been provided as part of the sub-regional development days. The Development Group recognised that this was inequitable, and agreed to make a payment to the Hampshire and Sussex county associations of the course cost - £125. The expenditure will be met from the CPD budget line.
- 5 Turning to the second point in the letter, the Board decided, early in its life, that the agenda and supporting papers for its meetings should be published on the website when they were sent to Board members. This was seen as important to ensure the transparency of the Board's operations and decision

making process, although any papers of a confidential nature, eg containing personal information, would be withheld.

- 6 Unfortunately, it transpires that that decision of the Board has not been implemented of late. This oversight has now been rectified.
- 7 The Board has also hitherto published draft minutes of its meetings on the website. Members will know that there has been delay recently in the circulation of draft minutes, which results in part from the change in meeting servicing arrangements. That said, Mr Stanley has a valid point, because the minutes of the September meeting are awaiting adjustment, in the light of a decision taken at the October meeting.
- 8 If the electronic publication of agenda and minutes resumes in accordance with previous decisions of the Board, there seems little point in sending these, albeit electronically, to the secretaries of the sub-regions.
- 9 The suggested meetings of Board members and representatives of each sub-region may well improve communications between the Board and the sub-regions, although 4 a year might prove to be more than enough, given that the Board is scheduled to meet 9 times in the coming year: twice a year might be more practical.
- 10 An alternative would be to allow each sub-region to appoint an observer to attend meetings of the Board, and allocate some time at each meeting for those observers to make statements or ask questions. In that way, the sub-regions could be aware of not only decisions taken, but also the discussion which led to those decisions. The Board would need to reserve the right to exclude the observers when discussing confidential matters. Such a procedure should ensure increased transparency of the Board's business.
- 11 The Board is asked to consider how it wishes to respond to the points made by the Hampshire County ASA.

ATHLETE FUNDING

PURPOSE OF REPORT

To advise the Board of the consideration by the Development Group about funding for athletes.

PROPOSED ACTION

The Board is requested to **DECIDE** how to proceed.

SUPPORTING INFORMATION

- 1 Members will recall that, at its meeting in July, the Board decided, in response to a question by Chris Lee about funding for exceptional athletes, to ask the Development Group to report to a future meeting on present funding, by the Region, for athletes, and how the scheme could be extended.
- 2 The Development Group considered the subject at its meeting on 20 November 2014. The Group came to a majority decision that the current set of bursaries for development were sufficient, as defined in the policies on the web-site, and with the bursary application forms, and in particular:
 1. The athlete should clearly be a member of a club in the Region and normally represent that club.
 2. The athlete/activity should be at a performance level equivalent to that of the Region or above and on a pathway to a national team.
 3. The Region will not fund athletes at a recreational level.
 4. The funding should be for travel to training and not competition. (if the athlete is representing the Region in competition, then the SER discipline group concerned should decide/provide any funding required.)
 5. The training activity should be provided by the Region, ASA or British Swimming.
 6. The Region will not fund travel to or participation in activities or events that are organised by other bodies such as ESSA, Triathlon, Deaf, Blind, Transplant.
- 3 As there was not unanimity within the Development Group, it is proposed that the Board should resolve the matter. In this connection, there seem to be 3 options open to the Board:

ASA South & West Division

Update November 2014

Alan Green

Team Leader Role

Since Alison Usher left the organisation back in September i have been filling the role of Interim Team Leader for the division to support the workforce, both paid and volunteer, in continuing the work being undertaken to achieve our strategic aims and objectives Regionally, Divisionally and Nationally.

The remit of this Team Leader role included the following;

Team Leader – Roles & Responsibilities

- Manage and support the Aquatic Officers – carried out in a variety of different ways, skype, team meetings and one to ones
- Manage and support the Office Manager and the Administrative Support Staff
- Support the Regionally Funded Club Officers
- Be the point of contact for all work related matters

Roles & Responsibilities cont...

- Ensure all work areas are carried out to meet business objectives and agreed KPIs
- Ensure the relationship with both Regional Management Boards are maintained and are supported in line with the agreed Service Level agreements
- Attend GPS Management meetings

South & West DBM

Moving forward now that i have been appointed the South & West Division Divisional Business Manager i aim to work tirelessly to continue the great work already being carried out in the Division to work towards our joint strategic aims and objectives.

To do this is see the relationship with the Regional Management Board and the Regions

themselves to be very much a supportive partnership and will work to ensure the relationship is built upon, maintained and moved forward wherever possible and to facilitate any joint working to ensure all our workforce and stakeholders are supported in their drive to;

- Ensure every child has the opportunity to learn to swim.
- Get more people swim more regularly
- Build, develop and maintain a quality sustainable club infrastructure and network that meets the needs of the community it serves.

- Increase the size and success of the talent pool
- Improve the skills and technical capabilities of the aquatics workforce and its ability to innovate.
- Enhance the ASA's leadership of the swimming industry.

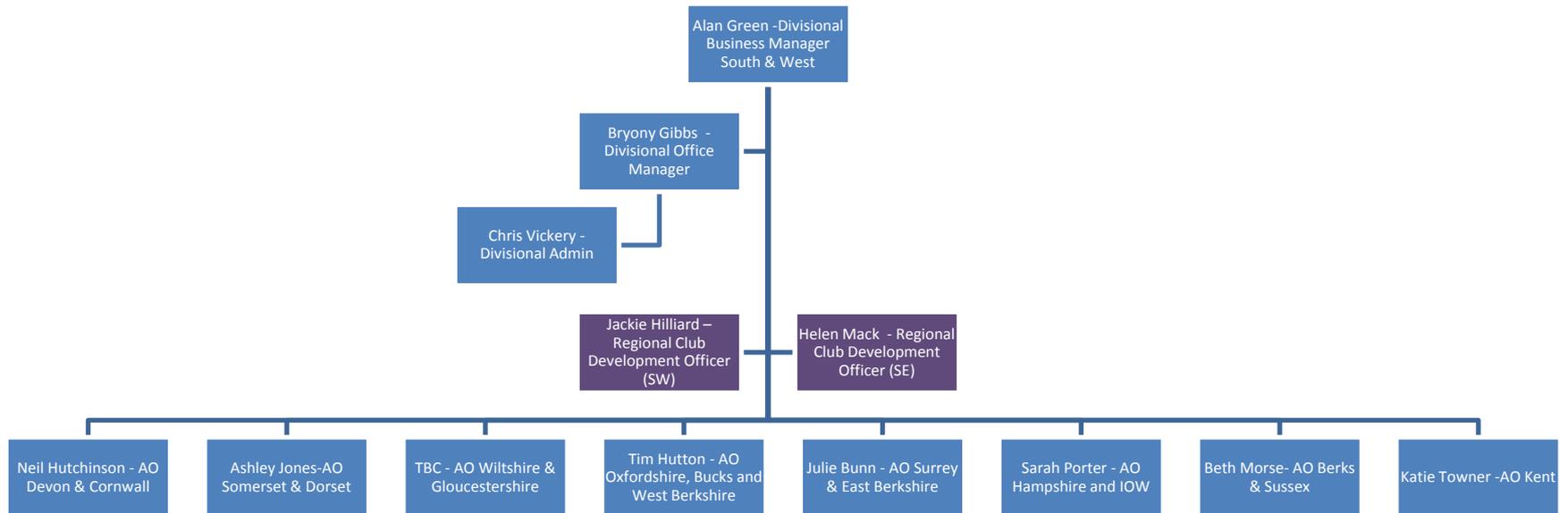
I very much look forward to working with you all across the Division over the coming weeks, months and years.

Alan Green South & West Divisional Business Manager

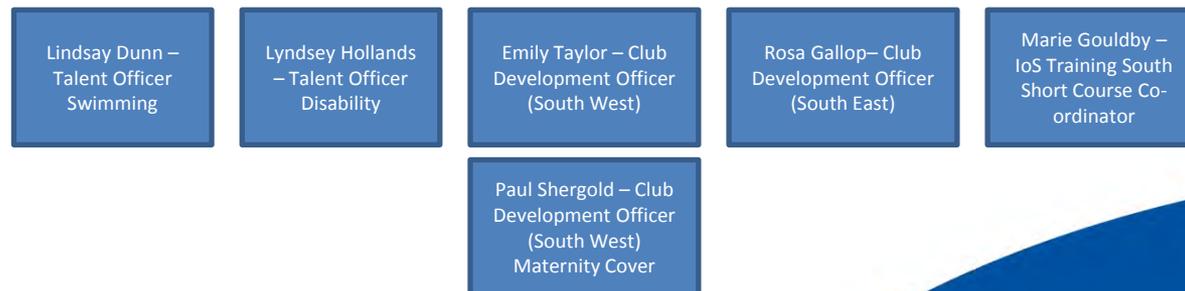
Update for the South East Regional Management Board

November 2014

South & West Division Structure



Centrally Managed Staff Who Impact On Division:



Areas of Work

Aquatic Officer:

Increase Participation
Promote and Implement the strategic objectives of the ASA
Work with stakeholders to increase Swimming Participation. Promoting ASA products and services when appropriate.

Regional Club Development Officer:

Club Development and Support
Swim21

Disability Swimming Officer:

Supporting all swimmers and coaches on the England Talent Programme (Tiers 1 to 3) within Disability Swimming
Increasing the number of swimmers within the Disability Swimming Talent Pool.

IoS Training Short Course Co-ordinator:

Set up of all UKCC & CPD courses

ASA Club Development Officer:

Club Networks
Beacon Programme
Swim21
Club Sustainability

Sport England Measures 2014-15

- Target from Sport England for 2014-15 is a 1.5% increase in participation.

This will remain our key focus and all interventions or work
With operators, local authorities and customers will focus
Upon delivering on this measure

We will measure this increase through;

- Active People Survey
- Throughput data gathered from operators we are working with
- Specific measures identified within Aquatics Plans of sites in PPP agreements

Regional Team Updates – May-November

Beth Morse – Aquatic Officer Sussex & Berkshire

Sussex

- Continued work on the PPP agreements with Wave Leisure, Freedom Leisure and Impulse Leisure, Wadurs. Targeting Splashpoint, Worthing & Arena Leisure Centre Bognor for term 3.
- Group wide Learn to Swim review undertaken for Freedom Leisure as part of the PPP process. All sites included and resulting site specific action plans have had a major focus on raising the quality of LTS and improving consistency of LTS across the group, as well as addressing plans to improve the relationships with swimming clubs and improve adult participation figures.
- School swimming review undertaken for Wave Leisure with recommendations presented to group on how School Swimming standards can be improved
- Full LTS review conducted for Wadurs and successful Swimathon grant obtained to deliver adult swimming lessons to more than 50 adults either those over 60 or those on low incomes. Analysis of Wadurs head count data to recommend pool programme changes for January 2015
- Successfully recruited 78 Sussex participants for SwimBritain (despite there not being a SwimBritain event in the county) and supported sites with the delivery of SwimBritain training sessions
- Organising Swim School morning for all private swim schools (to include Club Swim schools)
- Developing the Active Workplace project with Southern Water - looking at an annual plan of aquatic activity which will centre around the Southern Water pier to pier swim in June 2015. Attending wellbeing conferences for staff and presenting at wellbeing champion meeting to spread the benefits of swimming and inspire the workforce to take part in the Swim Britain events
- Working on a 19-25 year old female participation project with Prince Regent & University of Sussex
- Established new Swimfit sessions at Wadurs, Bluecoats Sports Centre in Horsham and at both Prince Regent & King Alfred
- Working with England Triathlon to develop Swimfit Tri sessions at Billingshurst & possibly Steyning Leisure Centres to help link to the new Go -Tri programme

Berkshire

- Continued work on the Bulmershe PPP action plan. Including a full LTS review for the site and initial discussions with Wokingham Borough Council around expanding the GP referral programme to also include swimming referral.
- Developing a Swimming referral element to the GP referral project that is operating in Wokingham BC. Working with 1life sites at Carnival & Loddon Valley pools to try and get more adults swimming.
- PPP signed with 1life - local relationship with Carnival & Loddon Valley has started with meeting re: Swimming referral, but hopefully through PPP the relationships will be greatly enhanced
- Attended Berkshire Colleges network meeting and presented on opportunities for volunteering within clubs/region/events team. Off the back of the meeting also further developing a relationship with Reading College and exploring an opportunity to apply for a small grant for a female only learn to swim project specifically for students
- Continuing to try and develop the PPP with Reading BC although slow process at present
- Ongoing dialogue with Windsor & Magnet LC regarding the Swimfit element of the CSAF project - likely to be a swimming session but possibly not Swimfit

Updates from the Regional team continued:

Julie Bunn – Aquatic Officer Surrey/Berkshire

- Pool Programming Project at Bracknell LC went live from September 2014. Initial consultation with BWSC ahead of any future opportunities. Changes introduced for the first time in 23 years!
- Project Managing Nuffield Health's PPP. Currently implementing ready for delivery from January 2015 Swimfit to 85 sites (including corporate) along with a phased delivery of ASA Learn to Swim Pathway across their portfolio.
- Continue to support PPP's with Tandridge, Surrey Sport Park, PfP sites, Freedom Leisure sites
- Supporting PPP's in Sussex with Freedom Leisure and Wave Leisure
- Swimfit implemented at Tonbridge Boys School
- New Swimfit site identified at Dorking
- Initial work started with Wentworth
- Attended Surrey School Sports Conference
- Delivering the Triathlon and Swimfit model at other sites
- Over spent ring fenced Sportivate funding from Active Surrey. Funding ring fenced again for Swimming next year
- Liaised with neighbouring counties to plan a CPD and course plan for 2015

Katie Towner – Aquatic Officer Kent/Sussex

- Active Life are signed into a PPP and have an AIP in place, initially started work on the LTS. They have up skilled their workforce to UKCC Level 2 instructors and contracted them all, introduced a 44 week continuous assessment programme using course pro and have seen a 10% increase in occupancy since September. From January we will be working on pool programming.
- 2 x Swimfit Activator courses have been delivered in Kent one at Tonbridge boys school with staff from Sennocke Centre, Larkfield Leisure Centre, Tonbridge Swimming Pool and Tonbridge Boys school staff. The other was delivered at The Kings School Recreation Centre with 12 of their staff. 1 more Activator course is in the pipeline to be delivered in January with Active life staff from their 3 sites.
- Tonbridge and Malling Leisure Trust have recently agreed to sign a PPP we are just waiting for the contract to be signed and returned. AIP will be delayed though due to staff changes, main focus on pool programming and workforce.
- Medway Council now have an AIP and main focus for this year is on LTS and workforce. January 17th and 18th Medway council are opening up their doors free of charge to the public for a Big Splash weekend celebrating everything aquatic.
- Kent cluster of SERCO sites currently are not signed into a PPP however are working on an AIP to introduce continuous assessment to their LTS programme and increase Adult participation in lesson and general swimming.
- Working with Beth and Julie on the Freedom Leisure PPP contract, writing and supporting the delivery of the AIP's for Bexhill, Rye and Summerfields.

Updates from the Regional team continued:

- Organised a NCTP course for Half way houses primary school on the Isle of Sheppey. They are now taking 60 pupils swimming each week from 30 and I have supported the teachers with how to deliver swimming lessons and monitor the pupils success by showing them how to produce a scheme of work, registers that report on attendance and progression.
- Active workplaces: I initiated conversations with Canterbury Christ Church University and Active life who are currently working on a offer for Swimfit. Also 6 sites local to CCCU are now offering students to swim for £1.
- Supporting Sarah and Beth on the Southern Water Active workplace and their LTS scheme projects.
- Supported Ed Nichols with the development of Swimfit exercises and programmes
- Working more closely with the CSP on Satellite club projects, Schools magazine to promote the school swimming Charter and Kent Special Olympics aimed at 200 participants with Learning Disabilities.

Sarah Porter – Aquatic Officer Hampshire

- Close working with HCC Education and Unitary Authorities to promote importance of school swimming through Swimming Charter- building on 4 NCTP training courses and workshop delivery at Sport and PE Conference July 2014
- Swimfit workshops x 8 across South and West with additional 5 to Nuffield Health and well being
- Collaborative planning with Sport Hampshire & IOW to plan which Local Authorities to work with
- Local contact and Intelligence in support of Hampshire Facility Study
- Portsmouth Swim Forum link and inclusion of University of Portsmouth with their Sport England Grant to increase participation. Also nominated them to be part of Focus group targeting women aged 18-25yrs.
- Work with New Forest looking at pool programming project to ensure Club time is part of review.
- IOW CC are now a PPP partner.
- Project co-ordinator of Swim Safe Boscombe August 2014. On review panel to guide 2015 project
- Southern water partnership- planning & delivering a teachers workshop February 2015
- Divisional Rep on swimfit working group and Swim Britain working group.
- Volunteer on FOP at Scottish National, British Championships and as Clydesider Commonwealth Games- amazing experiences.

Updates from the Regional team continued:

Tim Hutton – Aquatic Officer Buckinghamshire, Oxfordshire

- Energy Performance Partnership Development with Oxford City Council ongoing
- Successfully allocated ten level one swimming teacher funded places through the Swimming Trust. Now starting applications for level two.
- Implementation of Swimfit across Stantonbury, Bletchley and Woughton
- Maintaining PPP relationships with multiple sites. Along with establishing new business relationships with Milton Park and Stoke Mandeville.
- Helping South and Vale Council in the implementation of an Active Women programme. Also assisting Aylesbury and District with disability project
- Assistance with establishing an LAN in Aylesbury with Maxwell and Aylesbury and District.
- Assisting in the promotion of Swim Britain at Blenheim Palace.
- Working with CSP in order to distribute funding and share best practice.
- Working with the CSP to promote club leaders programmes and This Girl Can pilots
- Working with Bucks Learning Trust to promote and allocate school swimming funding.
- Assisting in the planning for Swim School mornings in the division.
- Establishing a working relationship with the Civil Service Sports Council for a national active workplace lead with 120K members

Helen Mack – Regional Club Development Officer

Swim 21

- swim 21 club essential has now been in place for over 12 months. The South East Region currently has 87 accredited clubs, hopefully this will increase to 88 following the December National Panel meeting.
- During the transition process, the South East lost 9 clubs, who were previously accredited on the old swim 21 system, but gained 8 new clubs over the last 12 months. Of the 9 clubs lost, 3 are actively working towards the January 2015 submission date.
- I continue to collate all workforce development requirements from accrediting club actions plans/workforce development plan, to assist in the IOS / Regional planning of education courses.
- Rosa and I are hoping the Region will achieve their first swim 21 network at the December National Panel meeting for the Milton Keynes Network.

General Club Development

- To follow up day-to-day club enquiries, meetings with clubs to assist with club specific issues.

Young Volunteers Programme – Leading the Lane

- The South East is currently delivering the National Young Volunteers Programme 'Leading the Lane', which will enable the Region to access £1000 funding to support the delivery of training opportunities for young people. The scheme is running in Hart (Hampshire) and Tunbridge Wells (Kent). Currently there are 28 young people booked onto the programme. Each young person will access a wide variety of training opportunities through 2 Development Days (November 2014 & March 2015). The first Hampshire Development Day on 9th November, was very successful and well received.

Team Manager Training

- Team Manager courses are organised and delivered in response to requests from clubs. I have organised 4 x Team Manager 1 and 1 x Team Manager 2 courses in the last 6 months.

Coach Development Workshops

- Currently setting up 3 coach development workshops delivered by the England Talent Team.

Updates from the Regional team continued:

Rosa Gallop – Club Development Officer

Networks

Over the last eighteen months since the ASA Club Development Officers role was put into place May 2013 the following Networks have been developed. Two Networks are now ready to claim funding from the South East Region having completed a Development plan all clubs have signed an Memorandum of Understanding and have a training needs analyses This is Milton Keynes network and Hampshire water polo network.

Solent – This is made up of 9 clubs, Portsmouth Northsea, Fareham, Winchester Penguins, City of Southampton, Hamble Aquatics, Eastleigh, Havant & Waterlooville and West Wight. All have signed the MOU, supplied a training needs analyses and had an input into the Network Development Plan. Gosport Dolphins have shown an interest in being part of the Network but have not signed the MOU. The Network is now up and running with projects that have been put into place such as training for the National Swimmers long course, Club Leaders have given talks, future projects are in place such as training weekend for Development County swimmers, stroke clinics and training for officials. Portsmouth is a Local Aquatic Network.

Milton Keynes – This Network is made up of three clubs Bletchley & District, Newport Pagnell and City of Milton Keynes, these are working together both with training and attending competitions. The three clubs work well together and have various projects that they are looking to do. This Network is looking at having Swim 21 Network accredited in December. Milton Keynes are also a LAN.

Crawley Network – The MOU has just been signed by Crawley SC, Redhill & Reigate, Dorking SC, Leatherhead SC, Littlehampton SC, Atlantis SC, East Grinstead SC, Littlehampton SC, R.T.W.Monson, Shiverers SC, and Hailsham .Arrangements are being made to meet with Mid Sussex Marlins who were unable to be at the last meeting. The Development plan for the Network has been started and this will be confirmed by 13th December 2014.

East Invisa – A meeting is being held next week to discuss the development plan and other activities that the network will be looking to do. I am also going to run a Coaches workshop for the Network and have a Coach meeting with the club coaches. The Network has had training days in Dunkirk and were pleased with the performance results. A Level 2 Coaching course and conversions for Level 1 and Level 2 Teachers are being put into place.

Further swimming networks – I have spoken to other areas or individual clubs that are or maybe interested in looking at a possible Network this includes, Rushmoor Royals, The Berkshire Chairman and High Wycombe Coach and Guildford City S.C. I am also working with the New Forest and the clubs in the New Forest to look at how these clubs can work together more effectively.

Waterpolo – Have worked with Alan Lewis and the Waterpolo clubs and Waterpolo talent to look at how a strategy could be put into place to help develop water polo in the SE Region, to enable the top players to train within the Region, and develop courses so coaching courses can be delivered within the Region. The strategy was delivered to the SE Board at the last meeting. The ideal would be four Networks = Oxford/ Milton Keynes, Hampshire (which will include City of Guildford Waterpolo) Sussex County and Kent County. There are a few problems with the County split as Kent already has a plan in place that includes both London and SE Region.

Updates from the Regional team continued:

I have a meeting with Kent County shortly to see how the plan Kent have can be adapted for the SE clubs. Alan Lewis and I are also visiting Sussex Waterpolo.

There will be two RTCs with two Networks each feeding into them, Basingstoke RTC for Hampshire and Oxford/Milton Keynes, East Grinstead RTC for Sussex and Kent. The strategy will not happen overnight but there has been a good start.

Waterpolo do have problems getting Coaches qualified. I have spent quite a lot of time helping Coaches that are doing Required Prior Learning to learn the generic qualifications. Water polo coaches are all voluntary and really need help with gaining qualifications. We also need more courses in the Region. I have asked Basingstoke if they could put a Level 1 Coaching course on at Basingstoke, meeting the clubs courses requirement (no cost other than Tutor) this will reduce the cost of the courses a great deal.

Hampshire Waterpolo – The Network is working well, Chairman, Secretary and Treasurer in place for this Network, projects that have been put in place is a training development day for the younger players and some extra training for the National League players. MOU all signed and training needs analyses in place

Kent and Sussex Waterpolo – this is early days for these Networks and I have meetings with them during the next week to talk about the Strategy that Alan and I have put into place.

Oxford/Milton Keynes – Again this is early days

Diving

Southampton Diving are in the process of putting a Network into place and will confirm the clubs shortly. There was a meeting this weekend but I was unable to attend due to helping with the Young Volunteers at Hart. Southampton will be sending me the details shortly.

Synchronised Swimming

Both Reading Royals & Rushmoor Synchro are working at putting Networks in place as this is part of the Beacon SLA.

Reading are looking to work with Reading Synchro, Bracknell Synchro, Henley synchro, Wintney Synchro and Electric Eels Windsor. I am waiting for confirmation of the clubs that are interested.

Rushmoor Synchro -The clubs are Portsmouth Victoria, Basingstoke and District, Hythe Synchro and Rushmoor Synchro. Other clubs that access the Beacon at Rushmoor are out of Region clubs.

Beacon Clubs

Portsmouth - the Beacon is doing well with an increase in performance from Portsmouth Northsea and the Regional swimmers which access the Regional programme. Miles Monroe from Guernsey who regularly attended the Regional programme swam both at European and World Youth Championships.

Rushmoor Synchro - The club is doing well and the swimmers from the HP Centre at Aldershot some have gone back to Rushmoor which is their home club.

Updates from the Regional team continued:

Reading Synchro - The club has had very good results this year and like Rushmoor the swimmers from the HP have returned to their home club. HP training is taking place with both the Rushmoor and Reading Coaches helping with the training sessions. All Beacon clubs have three monthly reviews on how the Beacon is running, performing and finance performance. John Davies and I do the same review at Southampton Diving.

Counties – I have visited Hampshire and Berkshire. John Davies and I are planning to visit each County over the next few months and talk about the plans for the Region and to see if we can offer any help.

CSP - I regularly meet with all the County Sports Partnerships in each County. Work with them to look at setting up Satellite clubs, putting on CPD and courses such as Safeguarding. One Satellite club up and running with three in the process of being established.

Projects for ASA – I have done some work on Apprenticeships that could be delivered by swimming clubs, CPD for Coaching looking specifically for land training and the insurance implications with land training. This is not yet finished as we are waiting for clarification from the next Health & Safety Group meeting.

Looked at the development of UKCC Courses and how there can be an improvement sending in reports to Jane Nickerson.
Attended various meetings with reference to the new Competition programme.

Other Activities

- Attending Regional Championships to promote and discuss development in the Region with Coaches, Officials to help with any aspect such as bursaries, business plans and sustainability.
- Meeting with various clubs to help them with Swim 21
- Help with various problems that have arisen with either the Governance/poolside activities within some clubs including meetings with Pool Operators and Clubs.
- SE Region Development, SE Region Group, South Team meetings (when available) as well as the meetings required to attend at Loughborough as part of the Club Development Officers team.
- Attending SE Coach forum, Team Manager meeting and helping with the Offshore camp organisation.
- Attending Young Volunteers and delivering the Helpers Course.
- Development Camps
- Arrange and organise Development Days for Coaches.
- Waterpolo – two days and arranging for Software training for the selected Network/RTC Coaches.
- Synchro - I am still working with the Regional representative to arrange two Development days for Synchro Coaches in the Region.
- Swimming Development days are organised by Helen Mack.
- Disability - Looking at various options on the development of plans for disability and how disability swimmers can be helped that will not come under World class, but are keen to swim regularly, some who wish to train but do not come under the accreditation process. Meet on regularly with Lyndsey Hollands, South Division Disability Coach.