

Regional Management Board

A meeting of the Regional Management Board will be held on Sunday 26 November 2017 at Holiday Inn Guildford commencing at 1000

Agenda

- | | | | |
|---|--|-----------------------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RFP | 1000 |
| 2. | Minutes of the Meeting held on 10 October 2017
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1005 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1010 |
| 4. | Review of the Region's Strategy 2017-2021 | RFP | 1015 |
| 5. | Medals | BD | 1115 |
| 6. | Data Protection | WL | 1130 |
| 7. | Inventory / Asset List | RFP | 1215 |
| 8. | Health Agenda | CL
Enclosed | 1230 |
| 9. | RCDO & Club Officer Reports
Reporting on the activities of the past 6 months | HM, KJ & RG
Enclosed x 2 | 1245 |
| 10. | LUNCH | | 1300 |
| <h3 style="color: #00AEEF;">Items for Decision</h3> | | | |
| 11. | Appointment of Vice President 2017 | RFP | 1345 |
| 12. | Nomination of candidate to be director of ASA (SE) Ltd | RFP | 1350 |
| 13. | Team Manager Policy | JKD
Enclosed | 1355 |
| 14. | Employment Matters <ul style="list-style-type: none"> - Joint Employment Contract – Swim England - Mileage Rates – RCDOs - Employment of RCDOs Sub Group to be set up to review the current arrangements | RFP
To Follow | 1400 |
| 15. | Appointment of Chairman
To appoint a panel to for the recruitment of the Regional Chairman | AL | 1410 |
| 16. | Synchro – FINA Judges | RFP | 1415 |

Items for Discussion / Information

- | | | | |
|-----|--|-------------------------------------|------|
| 17. | Finance <ul style="list-style-type: none"> - Review the current position - Update on Expenses Policy - Update on Reserves Policy | RFP (GS not attending)
To Follow | 1420 |
| 18. | Report from SGB Strategy Weekend 17-19 November | RFP | 1430 |

19.	Affiliations & Resignations	RFP	1440
	19.1 New Affiliations		
	None		
	19.2 Resignations		
	None		
	19.3 Enquiries		
	None		
	19.4 Transfers		
	None		
	19.5 Change of Name		
	None		
20.	Correspondence	RFP	1445
	Changes to Swim England Club Membership	Enclosed	
	Insurance Broker Change of Name		
21.	ASA Sport Governing Board & Group Board Minutes	RGP	1450
	<i>To receive the minutes of the ASA Sport Governing Board and the ASA Group Board if available</i>		
22.	ASA Senior Leadership Update	RFP	1500
		Enclosed	
23.	AOB	RFP	1505
	<i>24 hours notice required</i>		
24.	Date of Next Meeting	RFP	1515
	Tuesday 16 January 2018 Guildford Spectrum		

Swim England South East
Regional Management Board

Minutes of Meeting held on Tuesday 10th October 2017 at Surrey Sports Park

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	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)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Eileen Adams (EA)	President
Ken Adams (KA)	ASA ACM Delegate
Bryony Gibbs (BG)	Regional Office Manager
Susan Harrison (SH)	ASA ACM Delegate
Ray Hedger (RH)	ASA ACM Delegate
Jane Nickerson (JN)	Swim England CEO
Geoff Stokes (RGS)	ASA ACM Delegate

286 Apologies

Apologies had been received from:

Ivan Horsfall Turner (IHT)
Gary Shields (GS)

Apologies had also been received from the following ASA ACM Delegates:

Jane Davies
Janet Hedger
Mollie Lewis

287 Jane Nickerson

Jane Nickerson, Swim England Chief Executive Officer was welcomed to the meeting and gave the Board an update on the work that is going on currently within the organisation.

Curriculum Training - Work is currently underway to try and get funding for the curriculum training programme. This makes sure that children leave school being able to swim. Prior to the election the government had indicated that they liked the project. JN met recently with the Minister for Children and Families who has a responsibility for School Sport to discuss this further. An all-party parliamentary group for swimming has also been set up. At the AGM many members attended and there were lot of questions raised on the programme.

Birmingham 2022 - The Commonwealth Games bid by Birmingham had hit stumbling block with the organisation asking for more details on the bid however it is looking positive that the Commonwealth Games will be held in Birmingham. From a swimming point of view this will be very positive as it could also provide a 50m facility in an area that really needs it. Diving is an optional sport currently so JN is pushing for this to be included.

Love Swimming Campaign - This is a joint marketing campaign trying to encourage families to lock the consoles away and go swimming. The campaign did not cost the organisation as 9 Operators and Local Authorities have been involved and are signed up for 2 years. Since the launch other Operators and Local Authorities have also expressed interest in being involved.

Facilities - Facilities are a big focus and how these can be improved. Going forward Local Authorities will not have the money to keep building facilities. Swim England are working closely with Sport England on a project that may allow good clubs/organisations to borrow money which could allow them to become asset holders. There is an opportunity in Barking/Dagenham where they are building a 50m pool which has been modelled to be self-sufficient, if this works it will be a great case study. Linked to this is contracts/tendering, there has been a switch with organisations now looking for more outcome based tenders so that Operators are able to run & operate the facility more as if they own it. Some are also leasing rather than tendering for example one operator now has some 25 year leases.

Partnerships - Building more partnerships has become more important now that there is less money available from Sport England. This is something that the Partnerships team are working to achieve. The Health & Wellbeing report shows that swimming is one of the best activities you can do for various health benefits due to this Swim England are also looking at how they can help with funding of projects with charities. Swim England's biggest partnership is with the RNLI for Swimsafe. 13,000 children completed the programme this year all over England. The aim is to grow this allowing every child to have the opportunity to take part in a Swimsafe session by 2021. The RNLI are now working much more towards prevention rather than just rescue. They are also now looking at commercial partners as well. There was a partnership with Norton this year which allowed the distribution of Water Safety information to all primary school children.

Qualifications - The coaching certificates have now been changed so they are back in house and are no longer on the framework. These have now been licensed by FINA which will bring in about £25k per year. There is also work with LEN on European LTS standards on what a child should be able to do at certain ages. They are also looking at cards for children to access pools without adults if they are competent. LTS awards are now also being sold abroad and Swim England are looking to sell these in China.

Swimathon Foundation - Previously Swimathon has been available for schools and operators but not for clubs. For 2018 they are looking at opening it up for clubs, it will run slightly differently so that they can complete it during club sessions and they will not have to fund raise however it will allow them to apply for grants.

Disciplines - The disciplines have done very well this year. It was noted there were particular successes in Synchronised Swimming despite there being no funding. It was confirmed that the Para Swimming team have decided not to go to Mexico as it is the wrong time and a lot of the swimmers are now back in education.

Data Protection (GDPR) - Swim England will be issuing guidance GDPR to the Regions and Clubs in due course however it is difficult to put this together currently as the regulations have not yet been released. There are some issues surrounding the right to be forgotten in

regards to doping and child safeguarding. The doping regulations are currently being rewritten. All sports are lobbying for the child safeguarding regulations to be rewritten as well which may come in future.

Jane Nickerson then invited any questions from the Board & ACM Delegates present.

Data Protection - CL asked if a Data Protection Officer will be required at Club and Regional Levels or if it would be just within Swim England. JN confirmed that Richard Barnes is attending a meeting with the Sport and Recreation Alliance soon and that Swim England hope to release guidance after this. The current message would be to ensure that you are compliant with the current regulations.

Open Water Swimming - JB raised the issue of wet suits within Open Water Competitions. As Swim England has taken on the FINA race regulations this means that in water of 18-20 degrees wetsuits are optional however JB suggested that in this case there should be two categories meaning that this is fairer for non-wetsuit competitors. JN will take this back to the Swimming Committee.

CL confirmed that the Health & Safety committee has been looking at the regulations as they only apply for competition, however guidance is also needed for open water training sessions.

Membership - CL raised that some clubs are removing their LTS schemes from Swim England and insuring elsewhere. JN confirmed that this is an issues across the county some clubs have done this very well but in some cases clubs have not taken on the level of cover that they need. Club Officers have a crib sheet to help them with this to ensure clubs have sufficient cover as in some cases this has been found to be insufficient. The other issue is that operators are taking LTS schemes away from clubs, work is being done on looking at building the links with operators and clubs to ensure there is a good swimmer pathway.

Insurance - SR raised the issue on the lack of insurance for volunteers aged 80+. JN confirmed that this only applies for the personal insurance and is the same across all organisations. Insurers have been approached but no companies will offer this cover to people aged over 80 years old.

288 Minutes of the Meeting held on 11 September 2017

The minutes of the meeting were approved as an accurate record.

Action: BG

289 ASA Council

Endorsement of Additional Delegates - The Board approved the appointment of BD & SR as additional delegates to the ASA Annual Council Meeting.

Incorporation Motion - The incorporation motion will be the main item on the Council agenda. Although this has not been debated by the Board the Chair confirmed that he was in favour.

JN confirmed that several actions have had to be taken in preparation. It is hoped that Swim England will be able to gain charitable status, JN confirmed that Swim England has already had to create a company and submit information to the charities commission. The outcome of this is not yet known however as Sport is a charitable objective and the organisation also works with Children on Learn to Swim it is hoped the outcome will be positive. The only element that could go against this is the money that Swim England pay to British Swimming, as this is for elite sport which is not a charitable objective. If charitable status is not granted JN confirmed a solution had been sought which would at least allow Swim England to benefit from Gift Aid. It was confirmed that Gift Aid cannot be gained from membership fees.

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Starred Items -It was noted that the South East were the only region that submitted starred items.

The response from Swim England on the item raised about the inclusion of recipients of honours from Her Majesty the Queen within the Annual Report does not actually state that they will be included in the report in future, it only mentions winners of Swim England National Awards being included. RH will raise this at the ACM.

Action: RH

Workshops - All workshops are covered between those delegates who have chosen to attend. It was requested that the attendees also supply brief reports from the workshops.

Action: ACM Delegates

Open Mic Session - There will be an open mic session again this year, something which the Region were unprepared for last year. JN would like questions raised at this session. CL will raise the issue of Membership Fees now being charged during the final quarter of the year.

Action: CL

Judicial Appointments Panel - It was confirmed that Eddie Lyne had agreed to continue as the South East representative for the judicial appointments panel.

Friday Evening - Delegates should advise BG if they will be available for dinner on Friday evening ahead of the ACM. RFP will organise a table for the group.

Action: ACM Delegates / BG / RFP

290 Matters Arising

271 – Annual Council Meeting. Regional Vice President will be discussed under AOB

Landscape Page –

1 – Governance Review. This will be revisited following the ASA ACM.

7 – Appointment of Chairman – 01 April 2018. The role will be advertised on the website, social media and on the Careers in Aquatics page. Appointment Panel to be appointed on 26 November. AL to put more information together.

Action: AL

10 – ASA Service Level Agreement. RFP has spoken with Jonathan Duckworth from People Development, will be able to come back with an agreement for approval on 26 November. CL has also sent details to Freedom Leisure.

Action: RFP / BG

11 – Storage. RFP to discuss with RGP the records he is currently storing.

Action: RFP / RGP

12 – Team Managers. A policy has now been created and will be circulated to the Discipline Managers shortly.

Action: BG

14 – Expenses Policy. BG has investigated guideline figures and finance group will look at this.

Action: Finance Group

15 – Swimming Group - Spend Request. RFP has not heard back from MGL about buying or renting radios.

16 – Disability Group – Send Request. The Coach in question is from a non-SwimMark accredited club so would be ineligible for a bursary from the South East Region.

17 – Medals. On agenda. Shirts should be added to the title of this item.

Action: BG

300 Appointments

It was agreed to continue the regime of appointing liaison members for each discipline.

It was noted that the role of Diving Manager is jointly held between Frank Clewlow and Emma West. It was also noted that the role of Swimming Manager is not vacant, it is split between the Swimming Competition Manager and Swimming Development. This arrangement was acknowledged by the Board.

The current liaisons were agreed. It was agreed to appoint Carys Jones as the Swimming Liaison.

Disability Swimming – Roger Prior
Diving – Alan Lewis
Masters – Jim Boucher
Open Water – Ivan Horsfall-Turner
Swimming – Carys Jones
Synchro - Roger Penfold
Water Polo – Chris Lee

The Memberships of the Communications, Development and Finance groups were agreed. The Governance Review group will require another member following the departure of Darren Wilmschurst however this will need to be revisited after the ASA ACM.

Action: BG

301 Incorporation

In the event of ASA Council adopting the proposal for the ASA to incorporate a National Members Forum will be formed. The South East will have 14 members on this panel. For the initial year it was agreed to appoint members of the forum by the following process:

- Any Board Member who wishes to serve of the Forum;
- Then any delegate elected to attend the 2017 ASA Council who is not a Board Member and wishes to serve on the Forum;
- Then selection from members of affiliated clubs responding to a public invitation to serve on the Forum.

The principle role of the forum will be to appoint the four member nominated directors of the ASA. The following Board Members wish to serve on the Forum:

George Adamson
John Davies
Brian Deval
Chris Lee
Alan Lewis
Roger Penfold
Roger Prior
Shelley Robinson

Ivan Horsfall Turner & Gary Shields were not present at the meeting so will be asked by email as soon as possible after the meeting.

The following Regional Delegates for the ASA ACM also wish to serve on the Forum:

Eileen Adams
Susan Harrison

Ray Hedger
Mollie Lewis

John Davies will check with Jane Davies as she could not be present at the meeting.

Once these numbers have been confirmed if there are less than 14 members an advert will be placed on the website for additional members.

The Region can also nominate one person to serve as one of the four elected directors. A call for nominations will be circulated to Board Members, on the website and also in the monthly newsletter, the closing date was expressions of interest was agreed as 10 November.

Action: RFP / JKD / BG

302 Data Protection

Data Protection and the new guidelines were discussed earlier in the meeting. It was agreed to form a working group to look at this within the Region. It was agreed that BD and WL would be members along with one of BG/HM or KJ. The Discipline Managers would also need to be involved.

Depending on the information available it is hoped to include some information on this in the December newsletter.

Action: WL / BD/ BG

303 SGB Strategy Weekend 17-19 November

RFP intends to attend the strategy weekend however if any members would like to attend to they should let RFP know.

304 Meeting Dates

The meeting dates for 2017/18 were agreed and will be as follows:

Sunday 26 November 2017 (RMB & Discipline Managers)
Tuesday 16 January 2018
Sunday 18 February 2018 (RMB & Discipline Managers)
Wednesday 21 March 2018
Thursday 10 May 2018
Monday 11 June 2018
Tuesday 10 July 2018
Monday 10 September 2018
Saturday 15 September 2018 (Annual Council Meeting)
Tuesday 09 October 2018
Sunday 25 November 2018 (RMB & Discipline Managers)

All meetings will be held in the Guildford area, venues will be confirmed once booked.

Action: BG

305 Finance

The Budget Report as of September was circulated prior to the meeting showing the 6 month position which currently reveals a surplus. A meeting of the Finance Group will be arranged soon.

Action: GS

306 Membership

Membership fees for the final quarter of the year were discussed earlier in the meeting following queries. This topic will be raised at the ASA ACM during the Open Mic session.

Action: CL

307 Medals

Two medals from the current supplier were shown to the Board for their views. The Region currently buys English medals however it was noted that the Chinese medals would represent a large cost saving with English medals costing £2.60 + VAT and the Chinese ones only 96p + VAT. The cost of engraving is additional.

It was agreed that this is a subject that requires the Discipline Managers input so their input would be sought at the next meeting on 26 November. BD would also get costs for larger medal sizes in time for this meeting.

Action: BD

308 Mailsports Advertising

Following agreement at the last Board meeting BD has been in further communication with Mailsports and it was been agreed that they will provide a prize each month of a £20 voucher to the Region.

Action: BD

309 Affiliations & Resignations

Two affiliation enquires have been received from Stowe School and City of Oxford Water Polo.

310 Correspondence

The Birmingham 2022 Commonwealth Bid was discussed under Jane Nickerson's updated earlier in the meeting.

Swim Summit 2017 Invitation had been circulated to Board members and JN encouraged anyone to attend that was interested.

311 Sport Governing Board Minutes

A meeting of the Sport Governing Board had taken place but the minutes were not yet available. RGP will report in more detail once the minutes are available. There were discussions around the possible structure of the sport under the Board should incorporation be agreed. Discussions also took place around what the role of the Region's would be going forward.

312 Senior Leadership Update August

The Senior Leadership Update was noted by the Board. JN was advised that the Board find this update very useful and that use of less acronyms is also appreciated.

JN confirmed that Swimming Times will be changing to once every two months and becoming more article led to make it more relevant to the readers so that it does not replicate what is on the website.

313 AOB

Update from ASA Club Management Group - JKD advised that the Club Management Group are looking at ways to encouraging more clubs do take up SwimMark. They also would like to bring in the checking of all affiliated club constitutions every four years.

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Currently it is only SwimMark clubs that have these checked. There are reps within the Region that help with this however it was noted that there is not one within ONB. RFP to approach BSB about appointing another rep within the county and also to approach ONB about finding a rep there. The need to do this may change if more clubs incorporate. A workshop is being held on this on 18 November following the workshop that was held at the Region's ACM.

Action: RFP

Communications - BD reported that a Regional Instagram account was opened at request of Synchro. This was published in the October update and since this has gone out the account has received 32 new likes.

Vice President - The Region needs to find a Vice President. This will need to be advertised on the website and in the newsletter. Board Members were also asked to seek out any suitable candidates.

Action: BG / RMB Members

314 Date of Next Meeting

Sunday 26th November 2017 at Holiday Inn Guildford.

The meeting was closed at 21.01.

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 16 November 2017

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	Governance Review Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. Awaiting further guidance from Swim England</i>
2	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
3	Volunteering Sub-Group At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG and ML and that the discipline managers would also be involved.	19.02.17 Min 173	WL, BD, HM, KJ, RG & ML	
4	Reserves Policy Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	<i>On Agenda - Nov</i>
5	Regional Administration Jim Boucher, Eileen Adams and Roger Penfold to form a small group to define a Job Description.	20.03.17 Min 204	JB, EA, RFP	
6	Commercial Agreements It was agreed that the Region may wish to examine its position on commercial agreements going forward. It was decided that BD would put together criteria for such agreements for a future meeting.	09.05.17 Min 223	BD	
7	Appointment of Chairman – 1st April 2018 Recruitment process to be agreed. The Role description and advert were approved subject to consistency being checked. An appointment panel will be appointed in due course.	13.07.17 Min 256	IHT / AL / WL	<i>On Agenda - Nov</i>
8	ASA's 150th Anniversary RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.	13.07.17 Min 257	RFP	
9	Data Protection RFP to pursue with Richard Barnes & Jane Nickerson when Swim England guidance will be available on GDPR for Clubs, Sub-Regions and Regions.	13.07.17 Min 259	RFP	
10	ASA Service Level Agreement The ASA have proposed a new method of joint employment which would avoid the need to pay VAT on staff salaries. RFP intends to propose this revised agreement to the Board soon.	13.07.17 Min 261	RFP	<i>On Agenda - Nov</i>
11	Storage RFP to discuss with RGP the records he is currently storing.	13.07.17 Min 252	RFP	

12	Team Managers It was agreed that a policy will be put in place regarding the requirements for Team Managers representing ASA South East Region. Once this has been created, this information will be circulated to discipline managers.	13.07.17 Min 267	JKD / BG	<i>On Agenda - Nov</i>
13	Data Protection Clubs need some guidance on GDPR and any advice from Swim England may be too late. WL has some from the information commissioner which can be circulated and will look for any other guidance. BD & WL will discuss further and report back at the October meeting.	11.09.17 Min 270	BD & WL	<i>On Agenda - Nov</i>
14	Expenses Policy The policy will be updated and circulated to discipline managers. The Finance Group will review the guideline figures in the current policy. The policy should be circulated to volunteers when they are requested to officiate at the Region's events.	11.09.17 Min 272	BG / Finance Group	<i>On Agenda - Nov</i>
15	Swimming Group – Spend Request CL proposed that the Board give ML approval to buy or hire 6 further radios against the 2017/18 budget, whichever he felt was the most efficient and practical solution, this proposal was agreed by the Board.	11.09.17 Min 273	RFP / MGL	
16	Disability Group – Spend Request A request had been received from the Disability Manager, Sue Barker to assist with funding the Disability Coach for a space on the Senior Coach Programme (previously known as Level 3). It was expected that the Coach would be applying for a Regional bursary at 75% through their club, it was then requested at that remaining 25% be funded from the Disability budget for 2017/18 or through the Disability Funding. It was decided to defer this, RFP will look into this further.	11.09.17 Min 274	RFP	<i>Complete</i>
17	Medals / Shirts Medals require a redesign to fit in with the new branding. BD to look into new suppliers and report to the October meeting. BD to contact BG regarding quantities for orders. Officials shirts will also need addressing however we will need to use all existing stock first. Discipline Managers will need to be contacted about their requirements.	11.09.17 Min 275	BD	<i>On Agenda - Nov</i>
18	Mailsports Advertising The concession agreement does not include advertising on programmes or other publications. It was agreed that BD should pursue this further and report back at the October meeting.	11.09.17 Min 277	BD	<i>Complete</i>

19	HR Issues – Staff Appraisals The RCDO appraisals will be dealt with by JKD and CJ, whilst the Office Manager's will be arranged with RFP and CJ. Going forward it will need to be addressed who line manages the Region's staff. It was agreed to use the Swim England appraisal process.	11.09.17 Min 278	JKD / RFP / CJ	<i>Complete</i>
20	Swimming Championships Risk Assessment The Swimming Group have provided a comprehensive response to the Board's request. This works well for the competition but does not address before the competition or handling of entries. JKD, RGP, & EA requested to take this back to the Swimming Group.	11.09.17 Min 281	JKD, RGP & EA	
21	APPG for Swimming A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
22	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP	
23	Vice President The Region needs to find a Vice President. This will need to be advertised on the website and in the newsletter. Board Members were also asked to seek out any suitable candidates.	10.10.17 Min 313	BG	<i>On Agenda - Nov</i>

Updated 16/11/2017 BG

Strategy 2017-2021



Our vision:

A nation swimming

Our mission:

*Ensuring our region is a place where clubs,
athletes and volunteers can flourish.*

The Region has around 38,000 members in 189 affiliated clubs. Of these clubs around 100 have obtained SwimMark accreditation as clubs that are well run and safe for our swimmers.

Who we are

Swim England South East is part of Swim England, the National Governing Body for swimming in England. Our Region comprises the swimming counties of Berkshire and South Buckinghamshire, Hampshire, Kent, Oxfordshire and North Buckinghamshire, Surrey and Sussex.

Swim England is one of the three home nation governing bodies that together with Swim Wales and Scottish Swimming form British Swimming.

British Swimming is a member of the International Federation (FINA) and supports international competitions as GBR.

What we do

We promote, develop and support speed swimming, open water, diving, synchronised swimming (synchro), water polo, masters, disability and para swimming in the South East of England. We provide benefit to our members and clubs through our organisation, competitions, and support for training of teachers, coaches, officials, club organisers and volunteers.

Strategic objectives

How we will meet them

Increasing the number of people able to swim

- Support clubs with Learn-to-Swim schemes through bursaries for teacher training.

Creating a world leading talent system

- Provide suitable competition in all disciplines.
- Work with Swim England Programmes to deliver training camps.

Delivering a high-quality workforce

- Support coach and teacher education and training.
- Provide club officer, team manager and officials training.

Growing diversity

- Encourage clubs to extend the range of activities they offer.

Providing strong leadership

- Ensure the Region has effective organisation and governance.

Strengthening sustainability

- Support Clubs and Networks through SwimMark accreditation and part fund Network activities.
- Understand and improve recruitment and retention of volunteers at regional and club level.
- Review the need for incorporation at regional, county and club level and provide model documentation to support the process.

Strategic areas

Disciplines

- Speed swimming.
- Open water swimming.
- Diving.
- Synchronised swimming.
- Water polo.
- Masters.
- Disability swimming.

Organisation

- Clubs.
- Members.
- Volunteers.
- Teaching and coaching.
- Leadership.



Andrew Willis,
2016 Olympic Games.
Vaughn Ridley/SWPix

Members

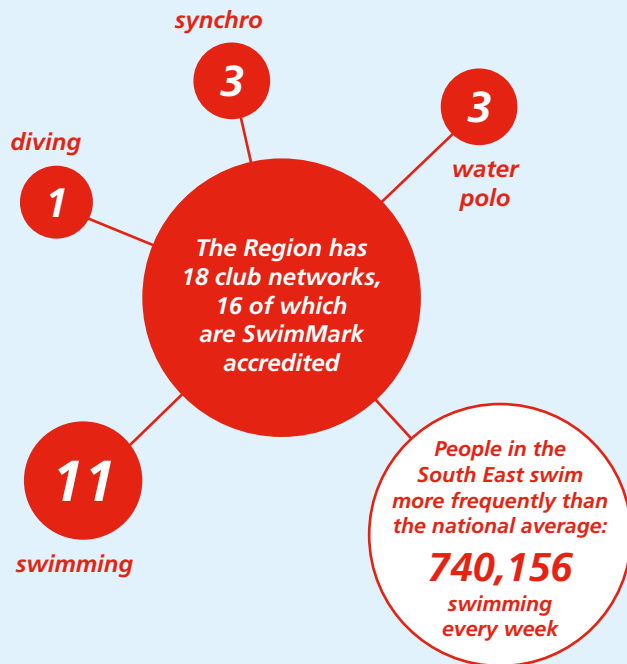
We are the largest swimming Region in England with members in all roles and disciplines. Our aim is to build the number of people involved in all aspects of swimming.

We want all our members to enjoy their swimming and be aware of the health and social benefits provided through the sport.

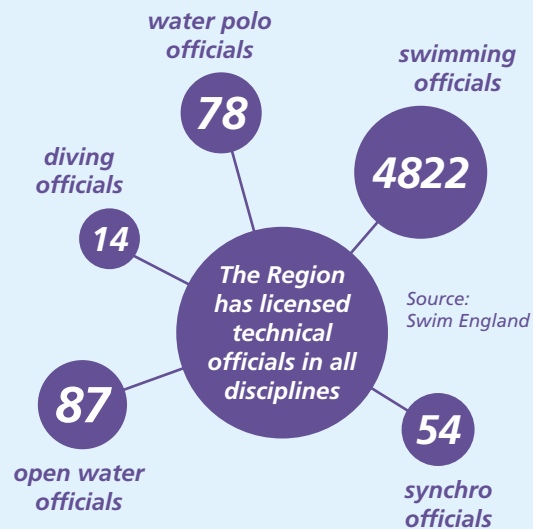
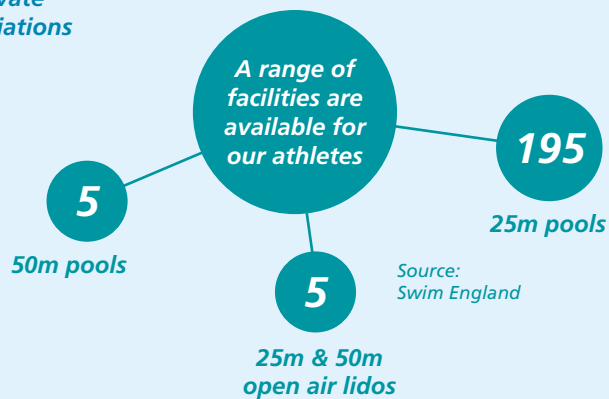
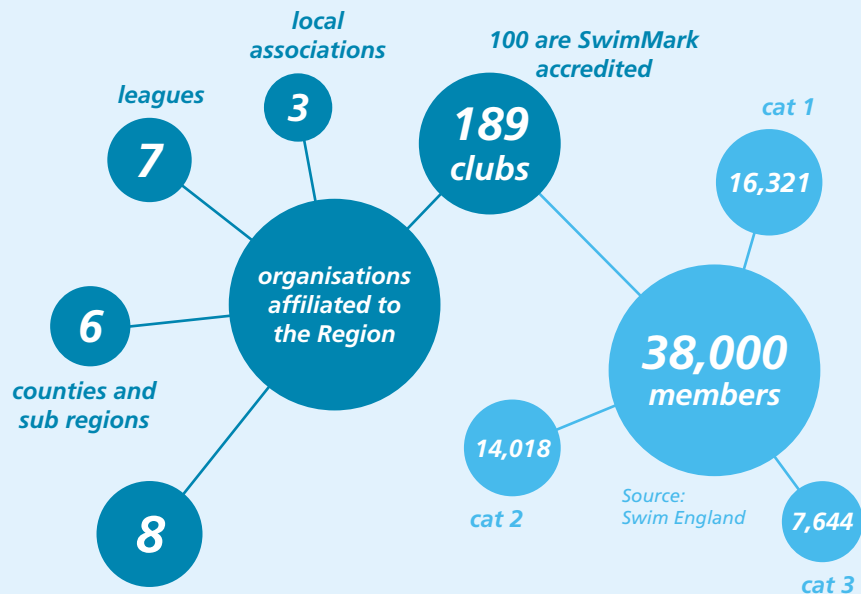
We will do this by:

- Encouraging links between clubs and Learn-to-swim schemes.
- Promoting wider diversity of people involved in swimming.
- Encouraging clubs to extend the range of sports offered to their members.
- Defining athlete pathways that go from learning to swim, through participation and competition through swimming, synchro, diving, water polo, open water and masters.

Our Region in numbers



Source: Sport England
'Active Lives' survey 2015/16



Disciplines

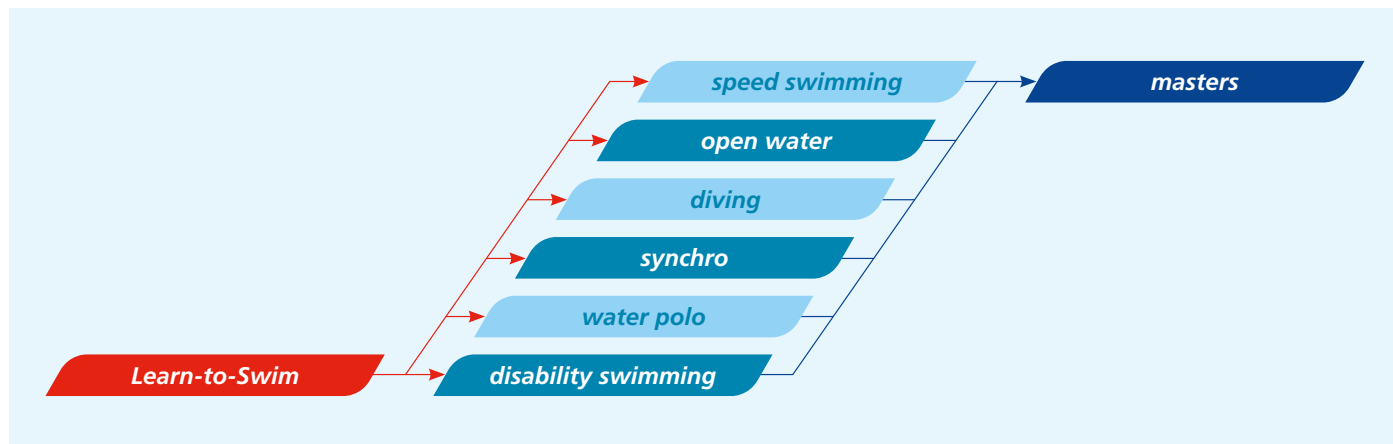
Although speed swimming is our largest discipline, the Region fully supports the disciplines of open water, diving, synchro, water polo and disability swimming. Each discipline runs championships for their top athletes as part of the progression from club, county, region and national competition.

Some clubs have active Learn-to-Swim schemes that produce swimmers who move into one of the disciplines. Other clubs work with swim schools and local operators who run Learn-to-Swim schemes to ensure a smooth transition from learning to swim to participation in one of our clubs.

We support our clubs running

Learn-to-Swim schemes by providing bursaries for swim teachers.

We encourage clubs to provide sessions for their members in several disciplines, and for swimmers to move between disciplines during their lifetime in the sport, following a pathway such as:



Speed swimming

The Region works with and supports the Swim England Development Pathway and the development of coaches from lane coaches through to international standard.

Allan McKenzie/SWPix



We support Networks of swimming clubs and provide funding to enable them to start providing activities across the Network.

We run training camps for 12 year olds and provide support to counties running camps for 11 year olds.

We provide the following:

- Championships and competitions.
- Overseas development camps.
- Networks for swimming clubs.
- Coach development.
- Coaches Forum.
- Coaches conferences and workshops.
- Bursaries for training courses.
- Officials development and qualification.



Open water

The Region runs open water championships and plays a major role in facilitating the South East Series of open water competitions run along the South East coast.

We provide training camps for swimmers with pool-based coaching, classroom sessions and lake based training.

We support the development of coaches and the training and qualification of officials for open water events.

Diving

The Region is fortunate to have Southampton Diving as one of the major centres for the discipline.

Clubs work together through the ACE Diving Network and the Swim England South East Talent Scheme making us one of the top regions for the discipline.

The Region supports diving through:

- the ACE Diving Network.
- the Swim England South East Talent Scheme (SEEDS).
 - Coach education.
 - Development and training.
 - Sports science.
 - Strength and conditioning.
 - Coaches forum.

- Bursaries for training courses.
- Championships and competitions.
- Officials development.
- Working with Swim England for planning talent and participation.



Synchronised swimming

The South East leads synchro in GBR, historically through the clubs at Reading Royals and Rushmoor and the GBR training squad that was based at Aldershot.

The Swim England strategy for synchro is largely based on Reading Royals and Rushmoor synchro swimming clubs and talented athletes moving to programmes based in these clubs.

The Region is supporting Club Networks based on these two clubs such that all synchro clubs in the Region are networked into one of the clubs and linked into the athlete pathway.

This support will involve:

- Coach development.
- Bursaries for training courses.
- Officials development.

The Region supports Championships held across Regions to provide appropriate level of competition.

The inclusion of mixed synchro events in competition will extend the sport to male competitors. The Region's strategy will be developed to promote the inclusion of males within our clubs.



Water polo

Although water polo is a major sport in Europe, it has not been a strong area within our Region. However there is great potential in attracting more swimmers to water polo clubs and through clubs that provide speed swimming and water polo.

The Region will continue to support water polo through:

- Networks of water polo clubs providing joint training sessions and coach support.

- Coach development.
- Regional competition.
- Bursaries for coaches training courses.
- Championships and competitions.
- Officials development.



Jonathan Gray

The Region holds long-course and short-course competitions that are open to all Swim England registered master swimmers and also attract competitors from overseas.

Masters

Masters swimming provides on-going sport for those aged 18 and over. Some clubs have masters squads while others have masters swimmers training within their regular age group club sessions.

Competition for masters ranges from local events right up to European and World Masters. Awards are made per 5-year age-group from Seniors (18-24), up to 100+.

The Region organises and supports the inter-county competition. The results from each regional gala are then combined to find the overall winning County within England.

The Region holds training and development days specifically targeted at masters.

As well as speed swimming, masters also take part in open water, synchro, national championships and diving (through the Great Britain Diving Federation).

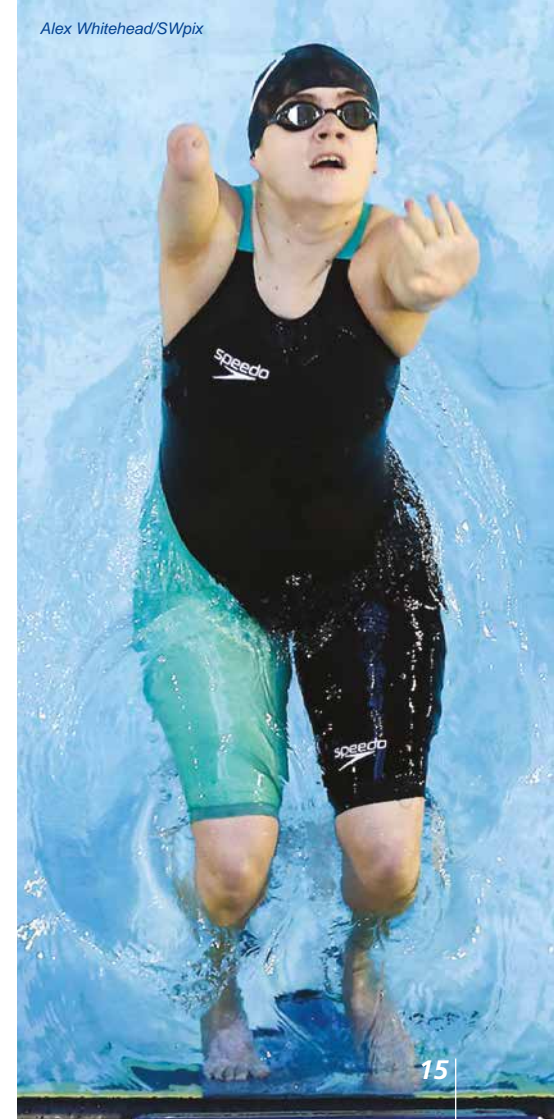
Disability and para swimming

The Region caters for athletes with disabilities at all levels. Disability swimmers train and swim within our swimming clubs. Athletes are classified according to their disability and compete in regional speed swimming championships and disability events. Identified swimmers join the Para Swimming pathway aiming to compete for GBR at World level in the Paralympic games.

- Identification of para swimmers.
- Classification.
- Further development ROCK (Responsibility, Opportunity, Commitment & Knowledge) culture.
- 4 Tier Talent Pathway.

The Region runs two competitions each year, in March and September, with the South West Region and provides classification sessions alongside the competition.

There is also a national competition in December that adult para swimmers can enter as long as they are classified. Para swimmers can also take part in competitions run by the Region.



Clubs

Clubs form the basis of our sport. Everyone in our sport is a member of Swim England and Swim England South East through their club. Clubs organise and operate training and competitions.

The improvements in our sport are largely through the work in our clubs. We ensure the standards of our clubs and their interaction with their members.

We do this by:

- Supporting clubs through our Regional Club Development Officers to improve their operation and sustainability.
- Increasing the number of clubs meeting national standards.
- Establishing and supporting Networks of clubs to share experience and lead to more effective operation.
- Ensuring each club has a trained Welfare Officer to address safeguarding issues.

- Supporting the training of club coaches, teachers, officers, team managers and volunteers.
- Advising and assisting clubs with their governance.



Swim England / Georgie Kerr



Teachers and coaches are key to the development and enjoyment of our swimmers.

Teaching and coaching

We will improve the standard of teaching and coaching in our clubs by:

- Providing bursaries for teachers and coaches to attend formal training courses.
- Providing continued professional development
- through coaches training days based on the athlete pathways.
- Holding coaches' forums to identify needs and promote understanding.

Volunteers

Swimming is largely a volunteer run sport with most larger clubs having some paid staff, normally coaches and teachers. We recognise three sets of volunteers within our sport; young volunteers, long-term volunteers and parents.

- Young Volunteers – existing swimmers who may still be training and competing but who to stay in the sport and develop their expertise in the running of clubs and competitions.
- Long term volunteers – who carry out an active role working in a club, county or region. They often run competitions and other activities at club, county and regional levels, or work as unpaid teachers and coaches and/or team managers, welfare officers, committee members, etc.

We recognise and support our volunteers and the clubs they work in by:

- Providing guidance and support for recruitment, training and development.
- Running young volunteer training schemes.
- Supporting volunteer development events.
- Supporting counties running schemes for officials in speed swimming and providing regional training schemes for other disciplines.

Parents make up over 90% of our volunteers; often running clubs, galas and other competitions, acting as team managers and lane coaches. Without them there would be no clubs, and without the clubs there would be no sport.



Leadership

We provide this by:

- Having a suitable structure of able and knowledgeable people to run the activities of the Region.
- Having a Regional Management Board, elected by the clubs to take overall responsibility for the sport.
- Appointing Discipline Managers to run groups responsible for swimming, diving, water polo, synchro, masters, disabilities, open water.
- Appointing groups to manage finance, development, communications.
- Communicating with our members, clubs, counties and other stakeholders.
- Providing governance through behaviour, integrity, review and improvement.
- Actively supporting cross-regional activities.
- Working with Swim England to support their programmes.

Contact us

Swim England South East

Bryony Gibbs, Regional Office Manager

c/o Freedom Leisure

The Paddock

1-6 Carriers Way

East Hoathly

East Sussex BN8 6AG

Email: office@southeastswimming.org

Phone: 07765 828180

Website: southeastswimming.org

 ***swimsoutheast***

 ***swimsoutheast***

 ***southeastswimming.org***

Club Development Officers

Helen Mack

Email: helen.mack@southeastswimming.org

Phone: 07780 332279

Kristie Jarrett

Email: kristie.jarrett@southeastswimming.org

Phone: 07725 201601

Rosa Gallop

Email: rosa.gallop@swimming.org

Phone: 07824 390075

Swim England's Swimming and Health Commission

Ian Cumming



Background

- Established by Swim England in May 2016 to investigate the links between swimming and health
- The first time any National Governing Body in sport has commissioned such an extensive review or committed so clearly to the health agenda
- Process:
 - Prioritisation
 - Literature Review
 - Baseline report commission

GLASBERGEN



If swimming is so good for you, how come I've never had a goldfish live longer than three weeks?

Seven Commissioned Chapters

- Independent academics from the Universities of Nottingham, Kings College London, Lancaster, Wolverhampton, Loughborough, and Brunel
 - Physical health benefits for individuals
 - Individual wellbeing benefits
 - Physiological effects of swimming
 - Benefits of swimming to communities
 - Public Health benefits of swimming
 - Benefits of swimming as a sport
 - The economic case for the health benefits of swimming

The report - conclusions



- Swimming is uniquely placed to support people through their entire lives
- Swimming lowers the risk of early death
- Swimming lessons help young children develop a range of skills quicker
- Swimming is cost effective and healthcare professionals should signpost patients to swimming

j.mp/HealthCommissionReport



Swimming is good for health and wellbeing, at any age

3+

Months

It helps children
develop more quickly

18+

Years

It helps adults reduce
stress and improve
overall health

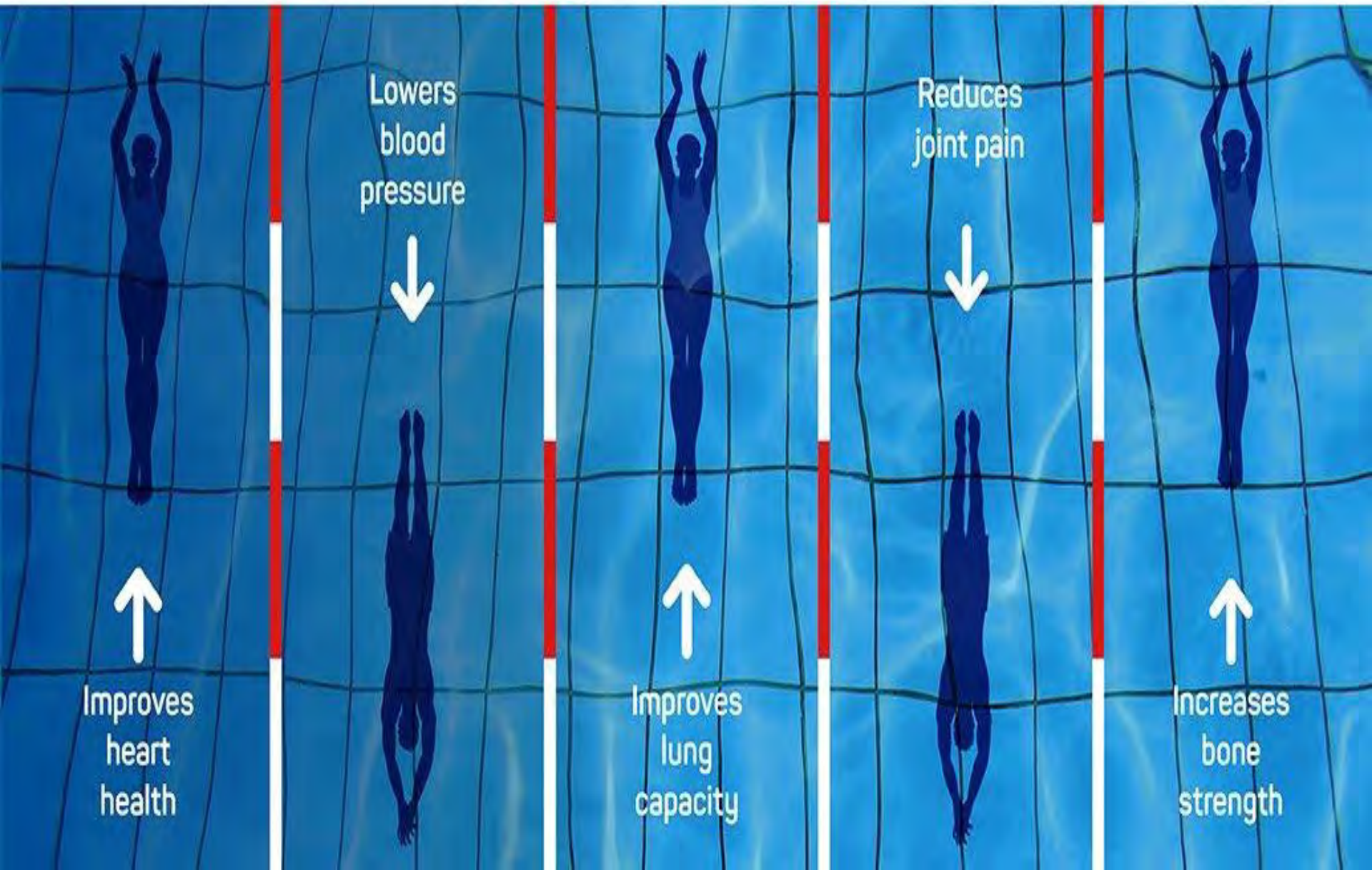
65+

Years

It helps older people
stay mentally and
physically agile



Swimming is low impact, but high reward





Swimming can boost your life expectancy

In a study of over 80,000 people, swimmers had a:

28%▼

lower risk
of early death

41%▼

lower risk of
death due to
heart disease
and stroke



Regular swimming can help to reduce long-term health conditions



of the NHS budget goes on chronic diseases like diabetes and heart disease

Regular physical activity, such as swimming, can reduce occurrence of these conditions by

20-40%

What next?

- As well as hard evidence for the benefit of swimming, loads of anecdote and plenty of poor quality research!
- We want to:
 - Stimulate more research/debate
 - Develop the role of the Commission
 - Raise the profile of our sport
 - Access funding.....

So why are we so interested in this agenda?



HM Government

Sporting Future:

A New Strategy for an Active Nation



PHYSICAL WELLBEING

MENTAL WELLBEING

INDIVIDUAL DEVELOPMENT

SOCIAL & COMMUNITY DEVELOPMENT

ECONOMIC DEVELOPMENT



Report Chapters

- Physical health benefits for individuals
- Individual's wellbeing benefits
- Physiological effects of swimming
- Benefits of swimming to communities
- Public Health benefits of swimming
- Benefits of swimming as a sport
- The economic case for the health benefits of swimming



Growing population



+7%



2012

The UK population is projected to grow 7% to

2022

68 million

between 2012 and 2022.



They account for

70%

of all **health spend**

Currently there are

1.5 million

people with

long term conditions



There will be a

+30%



increase in the number
of people with **three
or more long-term
conditions** by 2020.

Currently the average cost of healthcare for someone with



one condition
per year is

£3000



two conditions
nearly

£6000



three conditions
approximately

£8000

Challenge of an aging population



The number of people aged over 85 in the UK is projected to increase from 1.4 million to 2.4 million by 2027 and 3.6 million by 2037.

1 in 4

of UK employees reported having a

physical health condition

1 in 5

of those employees with physical health conditions,

also reported having a mental health condition

1 in 3

of current UK employees have a **long-term health condition**



1 in 8

of current employees reported having a **mental health condition**



1 in 10

employees reported having

musculoskeletal conditions



42%

of employees with a health condition felt their condition

affected their work 'a great deal' or 'to some extent'



Employees with mental and physical health comorbidity were much

more likely to see their health as affecting work

29%

were affected 'a great deal' compared to

13%

of those with a physical condition only and

15%

of those with a mental health condition only



131m

working days are lost
to sickness absence every year

4.4 days

are lost on average for
each worker
due to sickness absence



42%

of employees
experience at least one period of
sickness absence in a year

7%

of employees
take periods of sickness absence
lasting 2 weeks or more

Main causes for lost working days in 2013

Musculoskeletal conditions



31m days

Minor illnesses (coughs and colds)



27m days

Stress, anxiety or depression



15m days

Costs of presenteeism

(attending work while ill)
are estimated to be

£30bn

annually



Employers spend

£9bn

each year
on sick pay and associated costs

Percentage of hours lost to sickness in 2013

Private sector
1.8%

Public sector
2.9%

1 in 3

of employees with a long term
health condition have

not discussed it
with their employer



52%

of employees

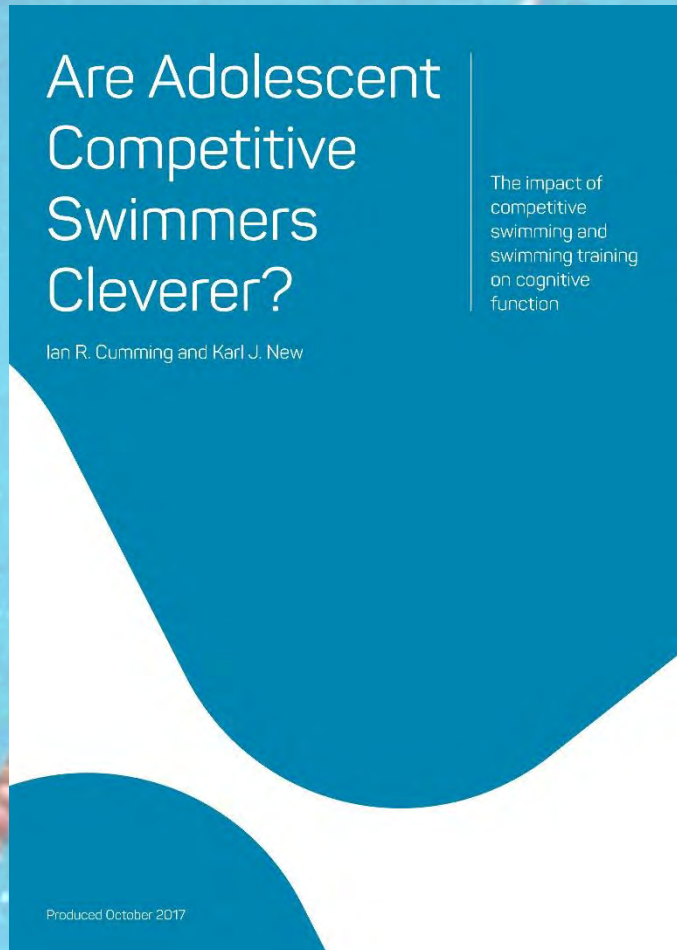
report having **access to**
occupational health
through their work.

39%

report having
access to
independent
counselling



The 2nd report from the Swimming and Health Commission – launched today



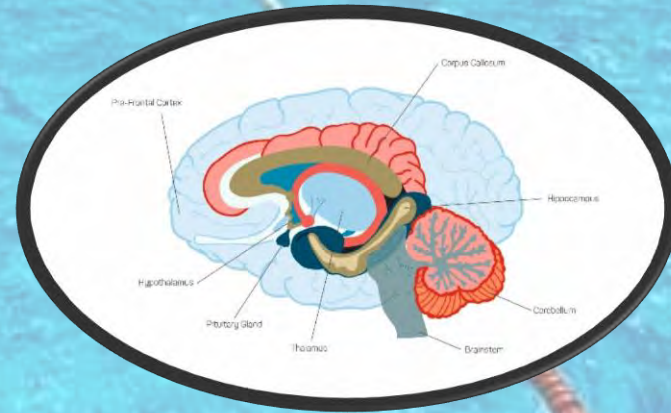
- A link between academic performance and regular aerobic exercise such as swimming has long been hypothesised
- This report is the first major academic review of the benefits of swimming on the academic achievement of young people
- There are two major, demonstrable benefits: short term (ie up to 3 hours after training) and long term.

Short-term benefits:

- Last up to 3 hours after exercise (>1 hour)
- Benefits include:
 - Improved attention
 - Accuracy of completion of tasks improved
 - Speed of completion of tasks improved
 - Academic achievement tests improved
- How:
 - Biochemical stimulation (fight or flight), blood flow to the brain, arousal mechanisms

Long term benefits

- Physical:
 - Neurogenesis
 - Neuroplasticity
- Psychological
 - Self-affirmation and success
 - Freud's and Piaget's theories
 - Sleep
- Early years swimming lessons
- ADHD and Obesity; Dementia



Conclusions

- Cognitive benefits accrue from competitive swimming training during adolescence
- These are both short and long term and accrue through multiple mechanisms – physical, psychological and psychosocial
- Although these benefits accrue from all types of regular exercise, swimming training is optimal for all the mechanisms to impact and give maximum benefit



Helen Mack – Regional Club Development Officer

Report to Regional Management Board January 2017 – November 2017

Main areas of work

- SwimMark
- Young Volunteers
- Volunteer Training – Team managers / Time to Listen / Safeguarding
- Monthly communications including South East newsletter, volunteer training calendar
- Support ONB / BSB county ASA's
- Support the regional synchro group

SwimMark

- Continue to manage SwimMark in the South East Region. Currently the region has 99 SwimMark Essential accredited clubs.
- In the last 12 months (Jan – Nov 2017), 5 new clubs (Ryde SC, City of Canterbury SC, Thame SC, Elmbridge Phoenix and Henley Synchro SC) in the south east have successfully gained SwimMark Essential accreditation, but unfortunately 6 clubs have lost their accreditation (Bishops Waltham Mitre SC, West Wight SC, Hythe Aqua SC, Redhill & Reigate Marlins SC, Seaclose SC and Southampton Water Polo club).
- 4 new clubs are actively uploading evidence in preparation for seeking accreditation in early 2018.
- Maintain SwimMark co-ordinators database and tracker, including recording and maintaining constitution check dates, ensuring clubs have their constitution approved every four years.
- The south east region gained 3 additional SwimMark networks during this period. The region now has a total of 23 accredited networks.
- In 2017, I agreed to sit on the national SwimMark working group.

Young Volunteer Programme

- The 2016/2017 young volunteer programme ran from September 2016 – March 2017.
- The programme aims to increase the number of trained young people and to improve accessibility to formal and informal training opportunities, which include Swim England Aquatic Helper Certificate, ASA timekeeping, UK Coaching safeguarding for young volunteers (keeping safe in sport), emergency first aid for sports coaches, in addition to voluntary hours and volunteering at an aquatic event.
- Programmes are open to all young people ages 14 – 18 across the region and were delivered in Kent, Hampshire, Buckinghamshire and Oxfordshire.
- In total 127 young people attended bespoke development days which delivered 259 training opportunities. This is slightly lower than the previous year, but a higher percentage of young

people completed the whole programme. 24 clubs across the region had young people participating in the programme.

- To date, the 2017/2018 (September 2017 – March 2018) programme has over 150 young people booked to attend bespoke development days from over 25 clubs. This year programmes are running in each of the County ASA areas, with 2 networks supporting the programme (in Surrey & Hampshire) to work towards sustainability of the programme. The 2017/2018 programme has already seen between 5-10% of the young people wishing to progress from Timekeeping to J1 and a young volunteer wishing to support the regional masters competitions.

Team Manager workshops

- In 2017, the south east delivered a total of 18 team manager module 1 courses with 235 attendees and 10 Team manager module 2 courses with 107 attendees.

Time to Listen

- In 2017, the region has successfully delivered six Time to Listen courses (one per ASA county), providing training for 55 club welfare officers.

Child Safeguarding Training

- In the last 12 months, I have registered the region as a licensed partner to deliver UK Coaching safeguarding and protecting children workshops at cost to the regions clubs.
- Since establishing the agreement, 27 clubs have been supported to deliver safeguarding training to their club personnel. This has provided safeguarding training for over 500 club personnel/volunteers.

Volunteer Training Calendar

- Continue to produce the volunteer training calendar on a monthly basis, which identifies courses for the coming 3 months. The calendar includes all volunteer courses, such as child safeguarding, team managers, time to listen, UK Coaching courses, club forums delivered within the south east. Information is collated from all partners, including County Sport Partnerships, UK Coaching and the IOS to ensure clubs have all the information required.

South East Newsletter

- Support Brian Deval to produce the monthly south east newsletter which is distributed at the beginning of each month.

County Support

- Continue to attend county ASA meetings where possible and send a report bi-monthly.
- In 2017, supported the Sussex and Kent county development days.

Volunteer Strategy

- Started to develop the regional volunteer strategy by analysing feedback from the volunteer satisfaction survey and the national strategy documents.

General Club Development

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

2017 Key Achievements

Kristie Jarrett

May/June

- Attendance at the Regional Age Group Championships and facilitation of a parents talk for the parents of 12 year olds.
- Selection of the 36 x 12 year olds to be involved in the regional pathway camps.
- Recruitment of a Regional Head Coach, six skills coaches and Team Managers for the regional camps 2017.
- Organisation of the regional Open Water Camp alongside Keith Barber. Selection of 32 athletes, coaches and Team Managers – 18th June.
- Organisation of the Regional Swimming Coaches and Team Manager Conference – 11th June.
- Administration for the Regional Swimming Coaches' Forum meeting – May.

July/ August

- Organisation and overseeing for day 1 of the Regional 12 year old camps – 8th July
- Administration for the Regional Swimming Coaches Forum – July
- Supporting Helen Mack with the Swim Mark portal during her leave period.
- Analysis of the Volunteer Satisfaction survey for the Regional Management Board.

September/ October

- Organisation and overseeing for day 2 of the Regional 12 year old camps – 2nd September.
- Report for Hampshire Management Committee.
- Updating of regional coaches database.
- Attendance at Surrey Management Committee.
- Organisation of a Team Manager 1 presenter training course in Guildford on the 21st October. 10 presenters trained, at least 1 for every county.
- Development of the clubs/ coaches delivery plan section of the regional strategy.
- Organisation of Team Manager Training in Surrey and Sussex utilising our new presenters.
- Production of our six monthly Team Manager update.
- Administration for the Regional Swimming Coaches Forum meeting - September

Team Manager Policy

Swim England South East organises and runs training camps and sends teams to competitions in all disciplines. It has a duty of care to the athletes involved to appoint competent Team Managers to manage and support those athletes. The Team Manager, is a vital team member, working closely with the Head Coach, they are key to ensuring athletes benefit from the activity.

Scope

This policy covers all camps and competitions where swimmers are selected and supported by Swim England South East including Training Camps jointly run with Swim England, National Competitions where Swim England South East sends a team, and Off-Shore camps.

Appointment

Appointment of Team Managers will be made by the Discipline Group responsible: Synchro, Diving, Water Polo, Masters, Para Swimming, or the Development Group for Speed Swimming and Open Water.

Appointment of the Team Leader, the senior team manager, should be made during the planning stage to enable active contribution to the discussion of arrangements. The appointment of other team managers (to work under the Team Leader) should be made sufficiently ahead of the event to allow circulation of their names to the athletes prior to the event.

The number of team managers to be appointed shall be determined using ASA Guidance in accordance to the age of the athletes and nature of the activity.

It is expected that the Team Leader will have previous experience of managing a team in a similar activity, and that other team managers are selected on their known competence and partly to gain experience.

Who to appoint

Team Leaders and Team Managers shall:

- Be a member of an ASA Club
- For camps involving athletes under 18 years of age, have a current DBS check and attended a valid Safeguarding CPD course.
- Have attended Team Manager CPD Modules
- Level 1 (or level 2) for one-day non-residential competitions/camps
- Level 2 for residential and/or off-shore camps

Responsibility

The Team Leader has overall authority during the camp. The Team Managers are responsible for the athletes during the activity both on and off pool-side. For Off-shore camps, Team Leaders are also responsible for athletes during travel from the assembly point in the UK and back to the collection point in the UK, and for travel itineraries, accommodation and nutrition of the team.

For camps involving competitions, one of the appointed team managers shall have knowledge and experience of FINA rules with regard to that discipline and with making Protests.

Bryony Gibbs

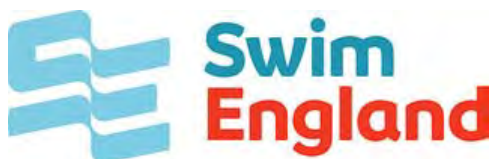
From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 02 November 2017 12:15
To: bryony.gibbs@southeastswimming.org
Subject: Changes to Swim England Club Membership
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Due By: 16 November 2017 16:00
Flag Status: Flagged

Dear Regional Chairman

The communications below has been sent to all affiliated clubs.

If you could forward this to any relevant staff within the region, any queries with regard to this can be directed to Swim England Memberships on 01509 640727 or emailed to renewals@swimming.org.



Follow us:    



Changes to Swim England club membership

Dear John,

We have been reviewing our club membership and have decided to implement some changes which will come into effect in 2018.

Renewals submission

The introduction of the Online Membership System (OMS) in 2012 streamlined the administration of renewals data. This means that clubs are now submitting their renewals earlier every year. To make sure that clubs and members are properly insured for the activities they are taking part in, we have made the decision to bring the submission of the renewals deadline forward to the **28 February** for 2018.

To help with this, and to alleviate some of the challenges clubs experience when adding new member details, a new version of OMS will allow prospective members to enter their data using an online form. This will automatically be uploaded onto the your OMS for approval before it is submitted to us.

Membership cards

From January 2018 membership cards will no longer be issued to clubs for your members. We feel that removing the need to send out cards to members will alleviate some of the workload for clubs.

New members will now receive an email from Swim England once we have processed their details. This will tell them all about their Swim England membership benefits and how they can access the Online Membership System (OMS) to view and update their details. Members will also get an email when their membership is renewed.

2018 membership fees

We have agreed the new Swim England membership fees for 2018, they are as follows:

- Category 1 £9.10
- Category 2 £26.40
- Category 3 £5.20

If you have any questions about the above information, please email the Membership Services department via renewals@swimming.org or call **01509 640727**.

Kind regards,

Swim England Membership Services

Swim England
Pavilion 3, SportPark, 3 Oakwood Drive
Loughborough University, Leicestershire, LE11 3QF



You are receiving this email because you are currently registered as a Club Secretary or Registration Officer at a Swim England Affiliated Club. If this is no longer the case, please email renewals@swimming.org

Regards

Emma Langham
Membership Services Manager

T 01509 640719

E emma.langham@swimming.org



Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 16 October 2017 17:52
To: Bryony Gibbs
Subject: Fwd: Our insurance broker Perkins Slade has changed its name

Follow Up Flag: Follow up
Due By: 16 November 2017 16:00
Flag Status: Flagged

Bryony

Please circulate this to the Board, for their info.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Roger Penfold <rogerpenfold@btinternet.com>
Date: 16 October 2017 at 17:30:54 BST
To: Swim England <communications@swimming.org>
Subject: Re: Our insurance broker Perkins Slade has changed its name

Bryony

Please circulate to the Board, for info.

Roger (FP)

Sent from my iPad

On 16 Oct 2017, at 17:00, Swim England <communications@swimming.org> wrote:



Follow us:    

Our insurance broker Perkins Slade has changed its name

After more than 40 years our insurance broker of choice, Perkins Slade, has recently changed its name.

Perkins Slade was acquired by the Howden UK Group in September 2015, but the trading name was retained for continuity purposes. Swim England was kept fully informed; the transition was seamless and it has been “business as usual” ever since.

Now that the company has been successfully integrated, as of 1 October 2017 Perkins Slade has adopted the Howden brand as its specialist Sport, Recreation and Equine division.

We have been assured that there will be no change in their commitment to sport, recreation and equine activity and the provision of a wide range of insurance products and services.

In future, should you require any insurance assistance at all, please look out for Howden - Sport, Recreation and Equine.

Many thanks,

Swim England Memberships team

Swim England
Pavilion 3, SportPark, 3 Oakwood Drive
Loughborough University, Leicestershire, LE11 3QF



You are receiving this email because you are currently registered as a Club Secretary or Officer at a Swim England Affiliated Club. If this is no longer the case, please email renewals@swimming.org

Swim England Senior Leadership Update September 2017

Strategic Partnerships

The team is focusing on leveraging existing partnerships and building new ones to increase our influence and commercial opportunities. This includes:

- **Sporta:** The network has produced a needs analysis in relation to swimming and aquatics. There are many areas that Swim England can support, and we are working through how we utilise this partnership to provide maximum influence and good commercial opportunities to our business. A webinar is being planned for 9 November to update members of the Swimming & Aquatics Network, providing the opportunity to introduce our new Frontier Toolkit resources and collaborative ideas.
- **East Lancs School Swimming Project:** SP, Workforce and School Swimming teams have been working with five operators to hold workshops and engage schools to adopt the school swimming charter. We are looking to roll this out across East Lancashire.
- **Birmingham Aquatic Steering Group:** the group has completed a Training Needs Analysis for all of the operators across Birmingham, helping to shape the 2018 WFD plan in the City. We are working in partnership with the IoS to develop the plan with the aim of generating additional income.
- **Swim Local:** we attended a Swim Local project meeting with three of the pilots – Coventry, Luton and Leicester. It provided valuable insight into the development of each of the projects, and identified potential case studies, area that Swim England could offer support, and income generation opportunities around workforce development.

Health and Wellbeing

- **Dementia Friendly Swimming:** We are now into the final phase of the project and work is progressing on the evaluation. The concept of widening the DFS model to incorporate other conditions has been well received.
- **Health and Wellbeing model:** The team is currently developing the components of the model and will be sharing their ideas at a meeting in early October, with the aim of developing a costed model for the end of October. Discussions with key partners about engaging them at an early stage of developing has this month seen additional dialogue with Arthritis Research UK; ukactive; GLL; Everyone Active and PfP.
- **Aquatic Activity for Health Qualification:** A further pilot has been run in Nottingham and excellent feedback was received from this course. 35 exercise referral instructors have now been trained across four course dates. Two further courses are expected in 2017 with national rollout planned for next year.

Insight

- **Swimming Insight Pack:** Coventry City Council has asked our team to develop this to help in the development of their new Aquatics Strategy. It will use existing research and data to develop a series of recommendations for the City Council to consider and will inform an Insight Workshop with City Council staff members. This is the first income-generating piece of work conducted by the Insight team.
- **LTS and Workforce Census:** We are conducting a census of both the Learn to Swim and Workforce market, on behalf of the IoS and the Learn to Swim team. The data will enable us to compare our LTS market share to other frameworks in England. In addition, the IoS will have the total number of the Learn to Swim and Aquafit workforce, as well as be able to calculate the demand for teachers.
- **Awarding Body New Qualification research/ Educator research:** we have recently worked with ASA Awarding Body and Workforce Support Services to conduct a joint survey to understand their audience needs.

Workforce

- **Coaching tutor training programme - recruitment and selection:** The 2018 coaching tutor training programme opens for applications on 9 October. Applicants are invited to apply from Coaching Swimming, Synchronised Swimming, Water Polo, Diving and Open Water. A detailed audit of current tutors has been conducted with clear areas of need identified for all disciplines.
- We are working closely with the Swim England talent team to **review the assistant coach and coach resources**. The main change is a rewrite of the stroke analysis presentations with input from Lindsay Dunn and Fred Furniss.
- There is continued development of an online **Adult Swimming CPD** in collaboration with the Learn to Swim team. This is currently sitting with the Awarding Body for accreditation. Once this is complete we are going to send out to some operators identified by Katie Towner for initial feedback.
- **Filming has begun on land** training videos for age group coaches with Swim England talent team.
- Modifications for the **blended Level 1 Teaching Assistant** have commenced following a product review based upon learner and tutor feedback.

Learn to Swim

- Total Swimming and Becky Adlington's Swim Stars have booked a Swim England Learn to Swim update for 1 November.
- Following the success of the initial pilot with the Birmingham contract, Discovery Duckling and Friends Family Fun Sessions will roll out to the entire David Lloyd estate. Five webinars will be delivered to up-skill David Lloyd staff in the delivery of the activator led sessions.
- Text book review for Level 1, 2 and Make a splash is taking place with AB, IoS, WFSS and LTS.
- Morning and evening Swim School member webinars have been booked on 15 November to update members on the Swim England Learn to Swim Programme.

- From April 2017, 453 customer enquiries have been responded to from the Learn to Swim inbox.
- The first of the Inclusion CPD workshops has been delivered successfully to tutors.
- Key Learn to Swim Managers' Successes:
 - 1) Salford Community Leisure:**
 - £25,150 worth of Awards purchased in July 2017
 - Progress Cards rolled out across all six sites in June
 - Learn to Swim scheme increased from 3950 to 5000+ in first stage
 - Two Level 1 courses run with 50% SCL staff
 - Parents evenings and communications at all sites on Learn to Swim
 - Teacher Workshops for all teachers
 - Training for Front of House Staff and Duty Managers
 - 2) Hyndburn Leisure:**
 - £5921 worth of Awards purchased in August 2017
 - Swim England Progress Cards rolled out across all sites in July
 - 3) Doncaster CLT:**
 - £4309 awards order purchased in August 2017 including progress cards
 - Stickers packs and stroke distance awards
 - Moving from Swim a Song to Pre-School Framework Teacher workshop to take place in October
 - 120 teachers working with IoS Workforce Managers on Training Plan Stages 8-10 for Synchro, Water Polo and Diving

Talent - Swimming

- **Para-swimming:** World Para-swimming Championships due to be held in Mexico have been postponed due to the earthquake and damage to facilities.
- **Swim England Phase 1 Talent Camps:** Phase 1 selection from performances at the summer meets and first camps have started. 300 letters were sent informing swimmers of their selection and their invitation to attend three one-day camps between now and Christmas.
- To help increase capacity within the team, part-time sport science practitioners have been appointed. These professionals will attend and work at our phased camps and also offer support to selected clubs around the country.

Talent - Synchronised Swimming

- We are thrilled to announce that both senior duet athletes have been awarded the BOA Olympic Solidarity Grant to assist them with training towards Tokyo 2020. With this in mind the Senior duet is pulling out of the domestic programme to upskill themselves with the new FINA changes and be ready to start 2018 at the right level.

Talent - Water Polo

- Great Britain sent a men's and women's Senior National Team to the World University Games in Chinese Taipei, under the BUCS banner. The men finished in eighth place, beating a strong Canadian team to get there. The women finished in

tenth place after surviving a tough draw and only just losing out to Greece on penalties in their final game. The strength of the English system's ability to nurture talent was reflected in the fact that the entirety of the women's team were English players whilst 10 of the 13 men's team were English players.

- Great Britain also had success with the U17 Girls National Team, comprised of 12 English players and 1 Scottish player, who finished sixth in the LEN Junior Water Polo Championships 2017 in Novi Sad.

Club Development

- **Swim England Showcase @Swim Serpentine:** A team of staff representing all of the disciplines and Swim Safe attended Swim Serpentine on 16 September in Hyde Park. We were able to use the Lido to showcase demonstrations as well as taster sessions which allowed us to engage with members of the public, participants of the swim and their families as well as local children and tourists. This was a great opportunity to show our new branding, promote Just Swim membership and clubs.
 - **SwimMark:** We now have the following numbers of quality-assured clubs/networks:
 - SwimMark Essential – 537
 - SwimMark Network – 47
 - SwimMark Performance – 14
 - Eight Diving Development Centres in place with all agreements signed.
 - Synchronised Swimming Clubs:
 - New University clubs at Bath and Nottingham (now Swim England affiliated)
 - Two clubs in the North West have now expanded their offer to deliver a synchro section in addition to swimming
 - 16 Universities are confirmed for the University Water Polo Programme 2017-18 with more applications expected to be received in September. The training weekend for this workforce will be hosted at SportPark at the end of November.
- Stages 8-10 Water Polo have now been re-written as part of the Learn to Swim Aquatics Framework, with [new video resources](#) produced to support delivery by non-water polo coaches.
- Open water awards have been piloted over summer and so far have received very encouraging feedback.

Commercial and Marketing

- Swim Group Marketing Campaign scheduled to launch on 5 October: **'Because their console doesn't work underwater'**. Launch activity to include:
 - Campaign reveal at the National Operator meeting (5 October)
 - Regional PR and social
 - Working with families who are limiting their screen time and swimming more
 - Full video across Swim England social media channels and shared amongst Campaign Partners and Swim Group
 - Regional targeted social media posts to go out during the week of 9th October to an audience of approximately 50,000 across eight regions
 - New campaign page online: swimming.org/loveswimming

- First meeting of the **All-Party Parliamentary Group on Swimming**: co-chaired by Catherine West MP and Nicky Morgan MP with 30 Parliamentarians representing all parties. Swim England will be providing the secretariat for the group, liaising with the Home Nations and other key stakeholders.
- Our Patron, **HRH The Duke of Cambridge**, visited Guinea Gap Leisure Centre in the Wirral on 14 September to find out more about our work and that of BSAC and ESSA. Jon Glenn spoke to the Duke and took him around the pool, while six young members of Wallasey Swimming Club and their coaches showcased a swimming and snorkelling lesson.
- The third **Swim Summit** is being held on 24 October 2017. [Click here for more info.](#)
- **Swimming Times refresh**: work is ongoing to launch the new-look Swimming Times in January. The magazine will be published every two months and will have more articles tailored to our workforce and club members.
- The inaugural Swim England Synchro Combo Cup was delivered in September. 600 synchronised swimmers from 27 clubs competed, supported by over 600 spectators - near capacity for Manchester Aquatics Centre. High engagement was achieved through social with over 7,000 views on live content.

People Development

The following internal development programmes have been delivered, with excellent feedback including from other NGBs who bought places on our courses:

- Project Management
- Time Management
- PowerPoint
- Excel
- Equality and Diversity Awareness Training
- In conjunction with MIND we have provided mental health awareness training for managers to help them recognise and deal with any signs of anxiety in their teams.
- We facilitated the second of our quarterly Managers Forum meetings on 12 September to help continuously improve feedback, communication and shared understanding between different Swim England Departments.
- Key Figures:
 - 16 contractor contracts for services produced in the past month
 - 179 job applications processed in the past month
 - We have successfully recruited for six new Insight roles for a three-month fixed-term census project assessing potential Learn to Swim market share
 - Steve Parry has been appointed this month as the new Swim Safe Chairperson, starting on 11 October
 - Three other vacancies filled in the past month

Please contact sian.breen@swimming.org with any enquiries and for further details.

Swim England Senior Leadership Update October 2017

Health and Wellbeing

- **Health and Wellbeing Model:** Two meetings have been held with Sport England to explain the process and future direction with indications that they are happy with the work to date. An initial draft of the work programme will be presented mid-November.
- **Partnership working:** We have had great backing from the Aquatic Therapy Association of Chartered Physiotherapists, who provided input into the Aquatic Activity for Health Qualification. We hope to have further meetings in November with Arthritis UK to finalise a work programme to support people living with arthritis getting into swimming. We have also been working with Fluid Motion, who have developed an interactive exercise programme for people with muscular skeletal conditions (MSK) using iPads. They are keen to work with us to assist the delivery of a whole pool approach to support people with MSK back into the water.
- **Dementia Friendly Swimming:** We held our final coordinators meeting this month and it was great to hear all the learning and positive action that the project has generated. It was generally agreed that there has been a cultural change in pools, leading to benefits, such as land based programmes being developed, better customer experiences and pools now having better community links to drive recruitment. Next month we will be pulling together all the elements of the evaluation to produce the final report.

Insight

- In September we surveyed current and previous Welfare Officers to ask about their experiences and inform part of the Child Safeguarding Action Plan.
- Awards and Customer Service's second annual Customer Satisfaction Survey has now closed. This was distributed to all customers on the Exchequer database in September. The research aims to gauge satisfaction with our customer service offer and with our Awards and LTS products and the results will be shared with the Awards and Learn to Swim teams.

Strategic Partnerships

- **Partnership Reporting:** We have reviewed and made changes to our reporting to improve the quality of information held on the partners we are working with. Reporting consists of Company/organisation profile; commercial analysis; partner update; annual review. Partner updates are shared with key departments and are saved on the shared drive. Our partnership portfolio has also been reviewed with additional partners added; Core Cities and the Local Delivery Pilots.
- **October key meetings:**
 - 1) **CLOA:** A positive meeting with agreement that we should engage for:
 - a) Messaging and keeping partners up to date on our new product developments
 - b) Acting as a critical friend and partner, providing feedback on key projects and initiatives we wish to engage the sector with.

Swim England can also play a key role in supporting Local Authorities (LA's):

- Messaging to support LA's in ensuring that we have publically funded swimming pools for the future and that we provide key messages to highlight the importance of a swimming pool and the wider agendas that swimming can contribute to.
- Support LA's who are seeking to procure leisure services and those working with consultants who advise LA's on contract content.

2) Core City meeting: There was agreement to re-engage with the Core City Group (Bristol, Birmingham, Leeds, Nottingham, Newcastle, Manchester, Sheffield and Liverpool). A meeting has been set for 1 November, with the aim of establishing key priorities and how Core City want to work with Swim England.

3) Greater Sport Meeting: It was agreed that swimming can play a key role in delivering the city's outcomes and Andy Burnham's (Manchester's mayor) manifesto. The next stage will be to conduct additional research in some of the city's boroughs. Once this has been analysed, an aquatics action plan will be agreed by partners. This is a very exciting strategic partnership with lots of opportunity to deliver against Swim England's key objectives.

4) SPORTA meeting: This partnership moves from strength to strength and we are now working to an agreed action plan that covers many different areas of Sporta's businesses.

5) 1Life. A successful meeting took place following 1Life's restructure and we have agreed a plan of action that includes aligning their new **Aquatics Development Plan** with our six strategic objectives, our behaviour change research and our 3 Frontiers Model.

Learn to Swim

- Collaboration between LTS, Health and IOS has resulted in accredited Adult Learn to Swim Online CPD that is now online ready for sale.
- Activator Training has been delivered via webinar for Discovery Duckling and Friends Family Fun Sessions to 34 David Lloyd sites. The second phase of the pilot has now started with Salford Community Leisure to gain further insight on how this works with a local operator.
- Two Swim School member webinars are booked on 15 November to provide an update on the Swim England Learn to Swim Programme. To date we have 20 bookings from different LTS providers.
- **Learn to Swim Managers Successes:**
 - 1) Wiltshire Council:
 - Currently has a large LTS/Workforce underway so we are in regular contact.
 - PfP sites due to come back in house April 2018.
 - Growth of 2,000 children on LTS programme since August 2015.
 - Monthly Award sales has doubled across all sites since introducing the Progress Cards January 2017.
 - 2) CRM: Ambassador LTS – written all campaign briefs for the L2S team and continuing point of contact for the team. Delivering more in depth training to some of the team who are not confident using it.
 - 3) Sentinel Leisure:
 - Pre-school classes updated to new framework in July 2017.
 - Adult framework implemented in August 2017.
 - Synchro and diving stage 8 implemented in September 2017.
 - Aquatic conference ran on Sunday 1st October.
 - Two CPD's running and workshop on standards and expectations.
 - 4) Active Newham:
 - Relaunch of LTS schemes in January 2018 focusing on pre-school and stages 1 to 7. Currently they use the old foundation framework and haven't taken on the changes to the stages in April.
 - Development plan in place, training planned for December.

- Full toolkits requested for each site once completed.
- Potential test condition booklets for each teacher (40 = £160).
- Awards data to be collected once baseline agreed.

Workforce

- **Coaching tutor training programme 2018:** Application date has now closed and we have received 36 applications covering all coaching disciplines. Shortlisting is currently underway and interviews are due to take place throughout November.
- **New teaching swimming qualification:** WSS have planned seven training dates across the country, between December 2017 and March 2018, to deliver compulsory update training to all tutors wishing to deliver the new CIMSPA endorsed qualification. E-shot including booking details will be sent to all educators and approved centres on 2 November following the official release.

Talent – Diving

Diving had a very busy month with a number of training camps, Squad selections and a conference.

- **Swim England Diving Pathway Conference** took place with 60 delegates from diving clubs all over Great Britain. Representatives from Scotland and Wales, UK Sport and British Diving were also in attendance. The conference was a real success with various presentations on topics from the psychology of coaching to practical demonstrations of S&C and Ballet.
- **Team Y**
An Assessment Camp took place with a record 27 English Athletes who qualified from the Junior Elite Championships earlier in the year. Scotland (three athletes) and Wales (two athletes) sent guests to the assessment. 15 English Athletes hit the Benchmark standard as outlined in our Sport England KPI's and 10 of those were selected for the Team Y Squad 2017/18. The new squad is taking part in a week long intensive training camp in Plymouth during the last week of October.
- **Team Z** camp took place in Sheffield with 15 U13 athletes taking part in various technical workshops on twisting and hurdle steps along with coach education around these themes.

Talent - Swimming

- **Pathway coach programme:** 18 Coaches from all regions across Swim England have been selected, ready to start in January. A mixture of soft and technical coaching skills and behaviours will be covered in the 12 month development programme
- **Phase 2 stroke development camps:** 126 15/16 year old swimmers will soon receive their letter of selection for the camps which will take place just before Christmas and again in March. They are designed to ensure specific stroke and event skills are being improved leading up to the end of season performance.
- Regional Coach Advisors and SSSM 'zonal' practitioners have been appointed to help increase capacity across the swimming talent team, these positions are part time and will help coaches and clubs with technical assistance whilst also supporting our nationally positioned camps.

Talent - Synchronised Swimming

- A Squad selection day was held on 23 September for Senior and Junior Squads with 20 athletes selected. The selected athletes were then invited to the Induction Day

which took place on 7 October. A Team choreography camp was held 23-27 October in Bristol.

- **Duet**
 - Will be training with international coaches to broaden mind, motivation and learn new techniques. Our technical coach Paola Basso will work with them, when she is here and Stefania Speroni will work with them in Italy/England for choreography of both duets every other month.
 - They will not be taking part in domestic competitions up to the end of 2017 allowing them to focus on learning new routines and technical elements so they are ready for competitions in early 2018.
 - Both athletes have been awarded Olympic Solidarity Grant by the IOC, from nomination via BOA, which will help towards their continued activity.
- Full competition strategy for 2018 has been approved for all levels of the England Programme by Synchro Management Group.

Talent - Water Polo

- The National U15 Water Polo Championships were hosted at the Manchester Aquatic Centre. A number of the GB players were involved in the event coaching, commentating and officiating, inspiring the next generation.
- Two newly formed water polo teams were able to take part in the recent Water Polo Grand Prix at u13 and u15 level.
- Barnet Water Polo Club has now grown its' membership to the extent that it is able to enter a team into a water polo development competition.

Masters

- A very successful National Masters Championships was held 27-29 October at Ponds Forge with participants producing some exceptional swims. This resulted in: 75 British records; 24 European records; 8 World records. Four of these were broken by English teams: Birmingham, Teddington and Barnet Copthall. Particular mention and congratulations to Sophie Casson and Lawrence Palmer who broke individual world records.

Clubs - General

- The ACM gave an opportunity to run workshops with delegates on the Club Network programme. The feedback received was really helpful in understanding the impact of the Networks on the ground, along with discussing some of the successes and challenges faced.
- A Sponsorship Guidance Pack has been produced and is being distributed to clubs.
- 53 clubs nationwide are piloting our new 'Club Awards' from September through to December.

Commercial and Marketing

- **Love Swimming:**
 - Our first ever marketing campaign funded by nine industry partners. The first wave of the campaign, 'Because their console doesn't work underwater', launched on 5 October.
 - Reached nearly three quarters of a million through social media (747,027) with 10% viewing the film (69,178), in the first three weeks. Was also featured on BBC Get Inspired as a lead story.

- Secured media interviews with real families taking part in a four week trial to limit their screen time and swim more as a family – including regional BBC Radio, BBC Midlands Today, Solent TV and numerous print/online titles.
- Wave two planning underway with launch scheduled for April 2018.
- **Swim England National County Team Championships** took place on 8 October at Ponds Forge with 37 Counties competing. Spectator numbers at the venue reached almost 700 and the event was also watched online via the two live streams: Division 1: 5,092 total live views; Division 2: 2,948 total live views, with over 50% watching the stream via mobile phones.
- **Swim England Water Polo National Age Group Championships (U15) Finals** were held on 14-15 October at Manchester Aquatics Centre.
 - 23 teams: Boys 14 teams; Girls 9 Teams (up from 8 teams in 2016)
 - 350 spectators over the course of the weekend, up from 330 in 2016.
- **Swim England National Masters Championships** returned to Ponds Forge, Sheffield on 27-29 October. Qualifying times to enter the event were introduced for the first time. Entries received: individual 1,339; team: 152 (2016: individual 1,260; team: 194).

Public Affairs

- **Swim Summit, 24 October:** Successful event that saw over 120 delegates from across the swimming, health, commercial and charity sectors attend. It was the third annual conference and was hosted by the Swim Group and led by Swim England. Key areas of discussion included curriculum swimming and water safety, health and wellbeing, facilities and lobbying. Presentations were led by Swim Group and Swim England members.

People Development

- The following training courses in the Swim England Academy have been delivered:
 - Introduction to Management and Leadership
 - Data Protection
 - Excel
- We have prepared our Diversity Action Plan submission for Sport England.
- Key Figures:
 - 85 job applications processed in the past month
 - Three new starters
 - Seven leavers

Please contact sian.breen@swimming.org with any enquiries and for further details.