

Regional Management Board

Minutes held on Wednesday 7 January 2015, commencing at 1900
Surrey Sports Park, Guildford

Present:	Roget Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Ray Hedger (RH)	Board Member
	Ivan Horsfall-Turner (IHT)	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):

Carol Brook (CB)

Minute Taker

1.	Apologies Apologies received from: Brian Deval (BD)
2.	Minutes of Meeting held on 9 December 2014 The minutes were agreed as a true record subject to the following corrections: 122/97 insert "as" for "to" 122/98 amend to read "... website, as the present host did not satisfy ..." 124 substitute "with a view" for "review" 127 "ex-gratia" in both places 134 2nd bullet point substitute " the work covered by another post" for "would not be filled", and, in 3rd bullet point, insert "that" after "reported".
3.	Matters Arising RFP reported that the actions in Minutes 122/111, 122/112, 123, 124, 125, 127, 134 and 135.3 had been carried out. Matters Arising Schedule 6 Conflict of Interest Form The form to be completed by all Board Members and returned to Bryony Gibbs. Action: Bryony Gibbs to email form to all Board

	<p style="text-align: right;">Members</p> <p>13 Custodians RFG: both John Ramsey and Margaret Tuppen have agreed to be custodians. As the Board considered it appropriate to increase the number of custodians to three, Sue Green and Eddie Lyne are to be approached.</p> <p style="text-align: right;">Action: RFP</p> <p>Items 10, 12, 13, 14, 17 and 18 were noted as completed.</p>
4.	<p>ASA South East Region Expenses Policy Agreed to defer consideration of this matter to the next meeting.</p> <p style="text-align: right;">Action: GS/RFP to draft report</p>
5.	<p>Vision for the Region The following suggestions on the draft Vision (8.12.14) are to be forwarded to the Communications Group:</p> <p>Vision statement:</p> <ul style="list-style-type: none"> • 'To make' to 'To ensure' • 'our region' to 'our South East Region' • 'where clubs' to 'where aquatic clubs' <p>We will do this by:</p> <ul style="list-style-type: none"> • First bullet <ul style="list-style-type: none"> ○ Delete 'appropriate' • Fourth bullet <ul style="list-style-type: none"> ○ Replace all wording with 'Supporting the sport through the services of professional staff'. <p>Agreed to defer consideration of the draft vision to the next meeting. Communications Group to review draft in light of above suggestions.</p> <p style="text-align: right;">Action: Communications Group</p>
6.	<p>Coaches Forum – Terms of Reference Comments on document (which incorporated RH's amendments) discussed by the Board:</p> <p>Title: 'Coaches Forum' to 'Swimming Coaches Forum'</p> <p>Idea 1: At present, apart from one coach per sub region there are 2 or 3 additional coach members.</p> <p>Idea 2: SR: all coach members should be elected, rather than appointed.</p> <p>Idea 3: DW: need to specify whether a coach is 'technical' or 'performance'.</p>

	<p>Idea 7: RGP: write in that these officers can attend the forum.</p> <p>Idea 10: Additions:</p> <ul style="list-style-type: none"> • Minute-taker to be a member of staff. • Minutes to be published on the website. <p>The Board endorsed the draft terms of reference, subject to the adjustments mentioned above.</p> <p style="text-align: right;">Action: JD to consult with coaches</p>
7.	<p>Swimming Talent Camps-Finance Issues</p> <p>GS pointed out that the net cost of the swimming talent camps thus far had been £2700, with some accounts yet to be presented or paid.</p> <p>RFP pointed out that there were a number of issues arising from the camps, e.g. whether the Region or the ASA Talent Programme were responsible for them, who should authorise expenditure, the treatment of persons who were "employed" at the camps, given that the Region is not registered with HMRC as an employer and the claimed self employed status of some of those persons.</p> <p>Agreed: To defer consideration of this matter pending a report by Lindsay Dunn on the exercise.</p> <p style="text-align: right;">Action: RFP to request report from LD Action: RFP to consult with other Regional Chairmen at meeting at end of January.</p>
8.	<p>Away Day 23 November (and 112)</p> <p>Notes of Awayday circulated to the Board in advance of this meeting. Matters arising: agreed to discuss these at Board Meeting on 15 February.</p> <p style="text-align: right;">Action: RFP</p>
9.	<p>Appointment of Regional Club Development Officer</p> <p>JD: There were five candidates. One applicant was exceptionally good and this person has verbally accepted the offer although it is still subject to contract. Provisional start date - 16 February.</p> <p>The Board thanked Freedom Leisure for hosting the post.</p>
10.	<p>Affiliations & Resignations</p> <p>10.1 New Affiliations Ryde SC: Hampshire County ASA to consider the club's application next week. The Board agreed to affiliate Ryde SC, subject to Hampshire County ASA's decision.</p> <p>10.2 Resignations None</p> <p>10.3 Enquiries None</p>

	<p>10.4 Transfers None</p> <p>10.5 Change of Name None</p>
11.	<p>Correspondence</p> <p>11.1 Portsmouth Northsea SC The Swimming Group will consider the matter at their meeting on 14.1.15 and then respond to the club. Action: Swimming Group</p> <p>11.2 RFP reported that revised advice regarding VAT on pool hire had been circulated to clubs</p> <p>11.3 RFP advised that he had been invited to attend the ASA Sport Governing Board strategy weekend.</p>
12.	<p>ASA Sport Governing Board & Group Board Minutes Minutes of December's meeting have not yet been received. Action: RGP to follow up</p>
13.	<p>DBM Report The Board noted Alan Green's report dated 19.12.14, which had been circulated prior to the meeting.</p>
14.	<p>AOB</p> <p>14.1 Water Polo – Alan Lewis</p> <ul style="list-style-type: none"> • Bexley Water Polo Club: this re-launched group train at Swanley in SE Region. • Invicta Water Polo: This is also based at Swanley and would like to come to SE Region • Coach workshops: the second work shop is at Crowborough on the 31.1-1.2.15. • <u>Ways to increase pool time for water polo:</u> <ul style="list-style-type: none"> - AL reported a suggestion that Swim 21 accredited clubs with over 200 members be required to promote one other discipline and enquired the best way to follow this up. - The Board agreed to consider if included on the agenda for the next meeting. Action: AL - Club Questionnaire, JD suggested clubs comment on this when they complete their questionnaires. <p>14.2 Regional Aquaforce Awards – Roger Prior</p> <ul style="list-style-type: none"> • RGP confirmed that the two remaining awards had been presented and that the presentations locally in front of friends, club members and spectators had been very well received. • <u>Publicity:</u> SH requested that publicity from these presentations be added to the website.

	<ul style="list-style-type: none"> • <u>Future presentations</u>: the Board supported RGP’s proposal that in future the Aquaforce awards be presented locally. <p>14.3 Voluntary Code of Good Governance</p> <ul style="list-style-type: none"> • Background: the Board has previously agreed in principle to follow the Code but the subcommittee considering the detailed application disbanded due to personnel changes. <p>14.4 Succession Planning</p> <ul style="list-style-type: none"> • Discipline Managers to be asked to include progress on Succession Planning in their reports to the Board’s February meeting. <p style="text-align: right;">Action: RFP</p> <p>14.4 Circulation of Agendas and Supporting Papers</p> <ul style="list-style-type: none"> • RH: In order to comply with the Constitution all agenda and all supporting papers/reports to be considered need to be circulated at least 7 days in advance. • Recommendation: Date of the January meeting be moved back a week as the ASA is closed over Christmas and New Year. <p style="text-align: right;">Action: RFP/Bryony Gibbs</p>
15.	<p>Date of Next Meeting Sunday 15th February 2015 at Guildford Spectrum</p> <p>Meeting closed at 8.50pm</p>

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 7th January 2015 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 09 December 2014
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
To Follow | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1915 |
| ITEMS FOR DECISION | | | |
| 4. | ASA South East Region Expenses Policy | GS | 1925 |
| 5. | Vision for the Region
<i>To adopt the proposed vision put together by the Communications Group</i> | BD
Enclosed | 1940 |
| 6. | Coaches Forum – Terms of Reference
<i>To review the draft terms of reference</i> | JD | 1950 |
| ITEMS FOR DISCUSSION / INFORMATION | | | |
| 7. | Swimming Talent Camps - Finance Issues
Administrative Impact of becoming responsible for Swimming Talent Camps | GS | 1955 |
| 8. | Away Day 23rd November | RFP
Enclosed | 2005 |
| 9. | Appointment of Regional Club Development Officer | RFP | 2015 |
| 10. | Affiliations & Resignations | RFP | 2020 |
| | 12.1 New Affiliations
Ryde SC | | |
| | 12.2 Resignations
None | | |
| | 12.3 Enquiries
None | | |
| | 12.4 Transfers
None | | |
| | 12.5 Change of Name
None | | |
| 11. | Correspondence
Portsmouth Northsea SC | RFP | 2025 |
| 12. | ASA Sport Governing Board & Group Board Minutes | RGP | 2030 |
| 13. | DBM Report | RFP
Enclosed | 2040 |
| 14. | AOB
Water Polo – Alan Lewis
Regional Aquaforce Awards – Roger Prior
<i>24 hours notice required</i> | RFP | 2050 |
| 15. | Date of Next Meeting
Sunday 15 th February, Guildford Spectrum | RFP | 2055 |

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 to 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 it 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 review 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-gratis 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

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 would not be filled
- reported 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

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 19 December 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	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	
15	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	<i>In Progress</i>
16	Employment of Additional Regional Club Development Officer – sub-committee to direct the process.	06.10.2014 Min 104	JD, RH, IHT, AL, SR	<i>Complete</i>
17	Swimming Group Liaison Officer – RFP to contact DW	06.10.2014 Min 99	RFP	
18	Communications Group – Chris Lee to be invited to become part of the Communications Group	06.10.2014 Min 99	RFP	
19	Communications Group Terms of Reference – these are to be drawn up for approval by the Board	06.10.2014 Min 99	Communications Group	

Updated 19.12.14 BG

Item 5

Vision:

To make our region a place where clubs, athletes and volunteers can flourish.

We will do this by:

- Investing in the future of clubs, athletes and our volunteer workforce by providing appropriate development opportunities
- Nurturing talented athletes
- Delivering effective and well run competitions
- Supporting sub regions and clubs with the services of professional staff
- Keeping the whole aquatics community informed about what we are doing

Draft – 8 December 14

ASA South East Region

Coaches Forum

Issues/Ideas for Terms of Reference

Role

1. ~~P~~To p~~rovides~~ opportunities for senior coaches to exchange views and information;
2. To l~~inks~~ into ASA Talent, for exchange of information and views;
3. To~~Provides~~ liaison between with the ~~Forum and the~~ SER Swimming and Development Groups;
4. ~~Has~~ push~~To work towards~~ improvement of SER Championships;
5. ~~Has~~ To set general guidance and review ~~ed~~ conditions and selections for overseas camps;
6. ~~In general the Forum has worked well together as a group and focussed on the important issues.~~
- 7-6. Moving forward it can play an important role inTo give advice and assistance to promote the development/ improvement of speed swimming within the Region.

Issues

1. ~~Who attends the Forum~~The membership is historic and has been partly ~~been~~ self-appointing;
2. ~~In general we have one coach per sub-region plus three further coaches.~~
- 3-2. The amount dissemination downwards of liaison between information and seeking of views to/from other coaches on the forum and other coaches by the sub-regional representatives appears to be variable;
- 4-3. ~~For good governance we need a~~There is no stated mechanism for appointment and no stated term of office for members; ~~-(South East Region Board Members are appointed by ballot of clubs for three years, members of sub-groups are appointed by the SER Board each year.)~~
4. The current chairman is one of the the Beacon programme coaches. This is good for leadership, but it seems to be the view of England talent that the chairman might need a more balanced approach than a coach who, inevitably, will have strong views, so an independent chairman might be desirable;
5. ~~this is good for leadership but bad if they have one view as a coach but as the chairman they need to take a more balance view.~~
- 6-5. Currently the chairman also produces the minutes. !This t is difficult to do that in addition to chairing the meeting and contributing to discussions as a coach.

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Ideas

1. Coach members should be ~~Coaches are~~ appointed for three years, but may be re-appointed for further terms (maybe with a maximum of two terms?);
2. ~~One coach from each sub-region is appointed to the Forum by the coaches within that sub-region (not by the Management Board, Executive Committee or Swimming Committee of the sub-region);~~ ~~-(They are not appointed by the committee of that sub-region.)~~
- 3-2. Coaches from Sub-regions will be appointed by ballot of the coaches from that Sub-region either at their County Championships, the Regional Summer Championships or at the Regional Winter Championships. (This poses some problems, as many clubs are not represented at the Regional competitions and it is not clear what is meant by 'coach' here. It may be desirable to specify 'Head coaches' or 'no more than one voting coach from any one club); It also needs to be determined whether Middlesex should have a representative, as at present;

- 4.3. The ~~Coaches~~ Forum appoints three coaches itself. ~~(to cover what were previously these are currently titled called_ 'technical' or 'performance' coaches'):-~~
- 5.4. One third of the ~~coaches are appointed~~ members retire each year, i.e. two 'sub-region' coaches and one ~~forum~~ 'independent' coach.
5. If a ~~coach member~~ resigns from the Forum ~~or ceases to be eligible to be a member~~, then their appointing body will appoint a replacement to the end of their term;
6. ~~If a sub-regional representative moves to a club in a different sub-region, they shall cease to be eligible to continue to represent the sub-region that appointed them; if any member moves to a club in a different region, then that person shall cease to be eligible to be a member;-~~
7. ~~The ASA Talent Officer, the ASA CDO and the RCDOs are members while they hold those posts; attends - appointed by ASA Talent Lead.~~
8. ~~ASA RDO attends - appointed by ASA Club Development.~~
- 9.8. SER Board will appoints ~~three extra~~ members to liaise on matters such as cover Swimming Events, Camps and Development issues. These appointments will be reviewed annually; ~~Reviewed annually.~~
- 10.9. The Forum will appoints ~~the a~~ Chairman, who may be a member of the forum or an independent, to serve for three years, ~~who may be a member of the forum or an independent;-~~
- 11.10. SER will appoint a minute-taker, ~~who may be one of the SER appointees (possibly one of the RCDOs?)~~:-

Mapping to current membership:

1. Coaches from sub-regions: Richard Garfield, Tony Smith, Ron Philpott, Matt Heathcock (resigned), Paul Hogg, Amanda Booth_{1,7}
2. Coaches appointed by the panel: Kevin Brooks, Nigel Willis, Lawrence Northover_{1,7}
3. ASA Talent Officer: Lindsay Dunn₁
4. ASA CRDO: Rosa Gallop₁
5. SER: Mike Lambert, Roger Prior, John Davies (these currently attend as a result of historic invitations by Rosa Gallop!)
6. Chairman: Paul Hogg₁
7. Minutes: Paul Hogg₁

SOUTH EAST REGION STRATEGY

Proposed Headings

1. COMPETITION PATHWAY
2. COMMUNICATIONS AND MARKETING
3. COUNTIES AND CLUBS
4. FINANCES (FINANCIAL STABILITY)
5. WORKFORCE AND VOLUNTEERS
6. INVESTMENT FOR THE FUTURE

Competition Pathway

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
Successful Regional Championships.	Collaborate with local partners and neighbouring clubs within Club Networks as a mechanism to maximise investment and recourses into aquatics, to define and support the athlete pathway, to retain and recruit participants and to strengthen the volunteer, coach, teacher and official workforce.	To ensure everyone has an opportunity to learn to swim through a fully inclusive quality programme regardless of their age and ability, reflecting the geographical and social diversity of the South East Region.	Every child is taught to swim by a qualified teacher following an accredited teaching programme.	Lack of pool time available
Establishing club networks (via Rosa Gallop / ASA club development)	Support and encourage members to develop and progress along their chosen pathway as far as their talent and desire will let them.	To increase participation in line with Sport England target of 1% per year.	Every child can develop his or her full potential within an accredited club-based programme with qualified coaches.	More focus on masters swimming

Support Talent Development Camps within each discipline	To build defined athlete pathways leading to an increased talent pool.	To provide a seamless talent development pathway that allows all athletes to achieve their potential by accessing quality training environments at every stage of development in all aquatic disciplines.	Talented athletes in all aquatic disciplines have the opportunity to progress through long-term athlete development pathways to achieve success on the world stage.	
Swimming offshore camp	Every Child learns to swim – to increase the number of schools providing quality swimming in line with ASA guidelines as part of a local learn to swim network.	To promote the value of swimming and to provide a sufficient number of well designed and managed swimming facilities, which meet the various general needs of the community as a whole and also in particular needs of the ASA.	More people swim as part of an active lifestyle, improving health and well being throughout life, helping create stronger and safer communities.	
Athlete bursaries (low income and talent)	More people swim regularly – to maximise the effective use of available water space in England in order to attract, retain and grow the number of people taking part in regular aquatics activities.		Swimming is an open sport providing opportunities for all – regardless of age, gender, creed, ethnic origin, ability or disability, economic or social position.	
Support Beacon programmes & Southampton Diving Programme (Regionally funded)	More Medals on the world stage – to increase the size and success of the English Talent Pool.			

Communications and Marketing

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
Host and maintain the South East website.	To enhance the ASA's leadership of the swimming industry.	Marketing and communications was a theme covered in under each of the 9 sections of the plan	ASA SER is pro-active in promoting swimming through organisations, professional staff, volunteers, Counties and clubs developing and working in partnerships to ensure the provision of facilities teachers, coaches, officials, programmes and competitions to achieve this vision.	Clubs would prefer information to be communicated via the ASA website
Recently established a communications group	To use marketing and communications to support the main programmes with the ASA Strategy.		Develop communication within the region.	More club related promotion
	To lead national campaigns and work closely with the pools to deliver local marketing		Regional image – standardisation	Easy access to indentify who can best support us in specific areas.
	To develop and implement campaigns to support key products with the main programmes.		Improved website	
	To focus resources on key audiences, to ensure campaigns are focused for			

	maximum effect.			
	To continue to develop a successful marketing database.			

Counties and Clubs

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
Actively Support clubs with swim 21 accreditation and annual health checks.	Clubs provide the heart beat for community sport and are collectively an invaluable asset.	No specific section on clubs and counties – most areas covered in athlete development	Promote club accreditation through swim2 1 / provide support for swim 21 accreditation.	Assistance with constitution review / advice on ASA law.
Provide club workshops – eg Club Leaders workshops / role specific courses eg Time to Listen	Achieve swim21 club accreditation and be recognised for delivering a quality assured provision to young people and adults across all disciplines.		Development networks of clubs across the region.	Identify the development support that our club may need.
Club networks	To build, develop and maintain a quality sustainable club network that meets the needs of the community it serves.		Support County development Days	Support with completion and maintenance of swim 21 accreditation.
Support County Development Days	The vision is to have a strong network of independent, sustainable, outstanding clubs that meets the needs of, and area valued, by their members and their communities.		Promote liaison between clubs, counties and the region.	Keep ASA registration fees low
	To retain and increase ASA			Working to represent clubs

	membership through clubs.			negotiation with local authorities.
	To build a network of quality and sustainable clubs at the core of our talent pathway.			
	Club networks are an ASA Strategic priority.			

Finances

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
Financial Stability	To enhance and increase income streams by extending the ASA commercial activities and through attracting and retaining sponsors and partners to support different activities within the sport	To ensure all levels of the sport are operating effectively within a modernised infrastructure and all business activities and processes stand the test of internal and external scrutiny.	Funding is covered under each section of the plan	An increase in pool hire costs – financial pressure is a more prominent challenge for clubs as an increase in facility hire costs – drives and increase in membership fees which may in turn reduce membership.
		To enhance and increase the income streams by attracting sponsors and partners to support different activities within the sport.		Access to funds / sponsorship
		Finance and funding was an area covered under all 9 sections of the previous Regional Strategy.		

Workforce and Volunteers

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
Provide bursaries to swim 21 clubs for teacher education.	To improve the skills and technical capabilities of the aquatics workforce and its ability to innovate.	To provide an infrastructure that can attract and support a vibrant and effective workforce.	Officials training	Support from the ASA would be most useful in training and up skilling club volunteers
Provide bursaries to swim 21 clubs for coach education. coaches workshops			Support Young Volunteers Programme & South East Youth Forum.	Maintaining / recruiting / retaining volunteers.
Provide bursaries to swim 21 clubs for CPD's			Support Aquaforce Awards	Recruiting and retaining coaching / teaching staff
Aquaforce Awards (Regional winners)				Beneficial Workshop topics – fundraising opportunities, maintaining and expanding volunteers, child protection, dealing with growth and acquiring pool space, equity in sport, good governance, performance evaluation, managing club finances, how to deal with parents.
Coach Education workshops				
Young Volunteer Programme				
Officials Training				

Investment for the future

Things the Region currently deliver	ASA Strategy / ASA Clubs Strategy	Previous Regional Strategy 2009-2013	Regional Development Plans - Recently produced	Clubs Survey Responses / Issues – South East Clubs
		To substantially minimise an adverse impact on the environment by identifying potential hazards and risks to the environment and ensuring preventive and control measures are implemented.		Clubs would like to offer triathlon, lifesaving and open water in the future.
				Support clubs to maximise use of local facilities

Definitions

A 'Club Network' is a group of clubs working together on an agreed plan.

Points from the Adult Satisfaction Survey

Members would be interested in attending a conference aimed at ASA members aged over 18 years to discuss relevant topics – the majority of those interested in attending a regional conference were from London and the South East.

Improved communication

Previous Regional Vision (2009-2013)

The Regional Vision – Delivering Success – is to be achieved by working closely with other partners who are involved in the development of swimming for their local community to ensure that

- Everyone has an opportunity to learn to swim
- Everyone can achieve their full potentials through an effective pathway in all aquatic disciplines
- Everyone has the opportunity to enjoy swimming as part of a healthy lifestyle.

Regional Management Board

Notes of the meeting held on Sunday 23rd November 2014 commencing at 10.30am 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
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Keith Barber (KB)	Regional Open Water Manager
Frank Clewlow (FC)	Regional Diving Manager
Kate Coupar (KC)	Regional Synchro Manager
Rosa Gallop	ASA Club Development Officer
Bryony Gibbs	Divisional Officer Manager
Helen Mack	Regional Club Development Officer

113 Apologies

Apologies had been received from:

Ivan Horsfall-Turner
Alan Lewis
Trevor Jones

114 The Vision of the Region

The original vision was put together in 2006, is it still relevant today. The original vision focuses on swimming, so for future swimmer might be replaced with athlete or participant.

Felt that the vision currently may be too detailed, it should be shorter and set out the aims of the Region. Vision needs to be achievable can be modified year on year but needs to be deliverable. Need to refocus on what the region wants to achieve.

Communications to shape up a vision of this in preparation for the January meeting.

Action: Communications Group

115 The ASA's Strategy for 2013-2017

What do the ASA want the regions to support with?

Support clubs & members, includes competition. The only way that the region effects participation is through increasing members in clubs.

What do clubs need? Water time, coaches, lowers costs. AOs working with providers to programme pools more efficiently & generate more income. Creating networks will also help with this. Gaining water time is even more difficult for disciplines.

Club survey – look at the results of this, what clubs have highlighted as issues.

- Increase pool hire cost
- Pool time
- Volunteers

The February survey results did not come out until September, for 2015 they will come in a lot earlier. Does the low response rate show how far removed the ASA are from our clubs?

Clubs Strategy –

Important that the ASA are able to influence the industry.

Top 5 challenges for clubs:

Recruiting volunteers

Costs

Pool time

Access to funds/sponsorship

Recruiting and keeping teachers/coaches

There is no mention in the strategy about the role of the Regions and what support they should be providing. This also needs filter down to clubs and counties and what their role is.

Need clubs and members to know what the regions are doing for them. Need to be visible so they know what we can help them with.

- Do we know what the ASA want the region to do?
- Why does the region exist, what do we want to achieve?
- Need something that will last despite the ASA, as things will change
- The region should have development plans in place

Action: Helen Mack to send Club Strategy & Survey Results to RMB

116 The Region's Strengths and Weaknesses

What are we good at?

- Running competitions

- Workforce development
- Diving – supporting & developing
- Networks
- Medals on the National stage in Synchro, Masters and Diving
- Supporting Development
- Financially secure
- Knowledgeable/experienced workforce
- Motivated
- Competition structure & delivery (swimming)
- Open Water
- Bursary Scheme
- Swim21 support

What do we struggle with?

- Budgeting/Spending
- Visibility, no focal point in the Region
- Medals in swimming on the national stage
- Split counties
- Engagement
- Competition facilities
- Size of the Region
- Training facilities
- Communication
- Lack of flexibility (e.g. bursaries)
- Lack of staff support (numbers)
- Headquarters within the Region
- Lack of diving facilities (north of the region)
- Lack of National League Water polo team
- Clubs losing LTS (financial impact)
- People don't see the Region as relevant
- Links with County Association
- Cost of coach education – volunteers

What should we be good at?

- Being relevant
- Being a pathway
- Inter-regional cooperation
- Communicating
- Influencing
- Communication
- Influence on pool operators
- Promoting & communicating
- Excellence/Regional Promotion
- Engaging with all clubs
- Engaging with County Association
- Liaison/engagement with external swimming organisations e.g. universities

These strengths/weaknesses should help to shape the strategy moving forwards.

117 **A Regional Strategy**

The South West strategy was viewed as an example. Headings covered were: Communications, competitions, financial sustainability, management organisation, volunteer workforce. Was felt that the strategy document had a good format, it was to the point and not too wordy. It was felt that the inclusion of pictures was also positive although we would need to produce a print friendly version.

The strategy should be what the Region is going to do, not how we are going to do it.

Communications group – to capture the points for the Feb meeting. Possible bullet points by Feb but will need narrative to support.

Draw down from plans. Helen to send SW doc to Brian.

Headings:

Marketing & Communications

Competitions

Finance

Development

Clubs & Sub-regions - Need to relate

Workforce & volunteers

Action: Communications Group

118 **Communications**

Draft strategy – more details on this will be available January/February

Main communications tool at the moment is the website. We do also have the ability to email out to all clubs/counties.

The website domain is going to be switched to the UK to comply with data protection, there is then the potential to store more data on there.

Analysis of stakeholders

- Who we want to communicate with and how.
- Different groups we will want to communicate to in different ways.
- Need to establish priorities of what we want to communicate and how.
- Currently there is low visibility with sub regions and members.

Tools for communications

- Website
- Social media – currently posts link into twitter – but this may be the wrong audience. @ASASER currently has 646 followers.

- Facebook – possibly launch facebook at the same time as a new website
- Road shows/personal engagement?

Website set up

- Home page with news
- Each discipline with their own page
- Achieve
- Downloads
- Calendar – events, regional events. Do we include other events?
- Future – bookings for courses, possibly hidden contact lists for Officials so that you can for example email out to all J2s, however possible issues geographically as often organisers invited those closest first.

Press relations –

- There is not currently any one that handles this, previously may have been the Regional Director.
- Does there need to be a protocol in place for this? For example that disciplines report in to communications group.
- Do we need to check what the ASA press protocol is?

Branding / Visibility

- Tables at competitions
- Banners for events
- Branded clothing for staff representing the Region, e.g. RCDO?

Handbook –

- Felt that a paper handbook may be outdated.
- Possibility that an electronic version can be produced.
- Consolidation of information that is available on parts of the website.
- Link out to club websites so that contacts are more up to date.

Workforce –

- Communications how is the workforce valued?
- For example, Synchro write to all volunteers to thank them.
- A protocol for all disciplines should be put in place so we are valuing volunteers.

Sponsorship –

- Is there a value in this? What would a sponsor get for their money?
- Need to be able to deliver against this.
- Do the Region have a specific need at this time? The Region needs currently to be sustainable but sponsorship is not. Everything is planned to be financially sustainable.
- Sussex county champs sponsored, each swimmer gets a water bottle, branded with both county logo and sponsor.

119 Development Plans and the Budget

Currently Disciplines put in budgets for the year. Going forward it has been decided that each discipline should also submit a Development Plan. Clearly stating what we are doing how we will achieve and what it will cost.

A leaflet has also been put together that explains what the Region are doing across all disciplines.

Would like to have plans for each of the disciplines. There will be a template to complete and submit alongside the budget. These will need to be submitted 31st January 2015. Para Swimming will possibly be put together by John Davies and Rosa Gallop will discuss this further with Trevor Jones for Water Polo.

These plans should be displayed on the website and the leaflets will be used when visiting counties or at events. For more detail on what the region is doing the club or county can then look on the website. Further to this, we will need to look at the capacity to monitor on deliverables.

New RCDO – the post was advertised with 23 applications. Interviews are currently being arranged. It is expected that there will be some cost in this financial year.

Action: BG to request plans with budget submissions by 31st January 2015

Item 11

From: Roger Penfold <rogerpenfold@btinternet.com>
Date: 31 December 2014 13:32:28 GMT
To: "chairman@pnsc.org.uk" <chairman@pnsc.org.uk>
Subject: Re: PNSC Christmas Cracker Meet

Rosy

Thanks for this. I have referred your request to the Region's Swimming Group in the first instance, and will get back to you as soon as I can.

In the meantime, may I wish you a happy, healthy and prosperous New Year.

Roger Penfold
Chairman
Regional Management Board
ASA South East Region

On 30 Dec 2014, at 19:18, "chairman@pnsc.org.uk" <chairman@pnsc.org.uk> wrote:

Dear Roger

I am emailing you on behalf of Portsmouth Northsea Swimming Club to ask for your consideration with regards a decision that has been made about our last meet.

It was a meet that was unfortunately beset with problems. We first had to change the conditions from a level 1 to a level 2 at a days notice due to a mechanical failure of the boom. Things went from bad to worse when the timing system and score board also failed and we started the first session without AOE until we managed to hire a new Ares box later that day.

Jane and John Davies were our named referees and the meet was run extremely well considering the difficulties we faced. I was notified the following Monday by Peter Harris that the licensing board had changed the meets ranking level from a 2 to a 4. I explained that only one session was run with no AOE and sent in the report from Jane Davies. I was then informed that only that session would be downgraded to a 4. I was also informed that as a club we were unable to argue our case once a decision had been made.

We have already had to refund nearly £1500 because of the change from a 50 to 25 m competition and now we are being asked for refunds for session 1 as those times have only been listed as level 4. The only recompense we have had from Parkwood has been to pay for the the hire of the spare Ares system and to refund £250 of pool hire costs.

I am asking that the decision to downgrade session 1 from a level 2 to a 4 be reconsidered and possibly reversed as this will not also limit the money we have lost so far but also lesson the damage to our reputation which unfortunately I believe has been dented recently due to a run of equipment failures at our last few meets.

Kind Regards
Rosy Barnes
PNSC Chairman

Report to ASA South East Regional Management Board 19th December 2014



From Alan Green, Divisional Business Manager

It has been an exciting, and at times challenging, first 19 days as the DBM for the South & West Division. The majority of my time has been spent getting up to speed with the policies and processes involved with being a DBM which has meant spending a large amount of time at SportPark in Loughborough.

Work undertaken so far in the Division includes;

- Attended Management Development Training as part of an ongoing programme of personal development.
- Conducted first Divisional Team Meeting as DBM which included all Divisional staff and those supported by the Region.
- Planned meetings with Divisional staff and those supported by the Region to understand their work programmes and outline areas of support moving forward into 2015.
- Planned meetings with Sport England Regional Representative on 5th March to discuss areas of engagement moving forward into 2015.
- Planned meetings with stakeholders to discuss Aquatics within the Division.
- Swim School Engagement morning planned to take place at the K2 in Crawley on 5th February 2015 to engage with the Swim School throughout the region. There will also be a session led by the Sport England Club Leaders Team delivering a workshop on PAYE and Employment Status.
- Celebrate Swimfit event planned to take place at the K2 in Crawley on 5th February 2015 to bring together Swimfit Activators and operators who run Swimfit sessions to update on new Gym Fit sessions and programme cards to include both theory and practical based workshops.

Staffing

Lyndsey Hollands has now left her role within the Talent team and her work will be covered by Dave White;

dave.white@swimming.org (07584 025154)

The role of Director of GPS is now being advertised, details can be found on the www.swimming.org website:

<http://www.swimming.org/careers/browse/city/Loughborough>

I am looking forward to attending Board meetings throughout 2015 and look forward to working with you all over the coming months.