

Regional Management Board

Minutes of Meeting held on Wednesday 10th June 2015, commencing at 1900
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

Also in attendance (non-voting):

Mike Lambert (ML)	Vice President
Adam Paker	CEO ASA
David Ullah (DU)	Minute Taker

65 Apologies

Apologies had been received from:

Alan Green (AG)
Ivan Horsfall-Turner (IHT)
Darren Wilmshurst (DW)

66 The Late Mike Firmin

The Board stood in memory of Mike Firmin who had been President of Southern Counties ASA in 1991 and had been involved in Synchronised Swimming well into the 21st century.

67 Minutes of meeting held on 12th May 2015

The Minutes from 12th May were agreed as a true record.

68 ASA Chief Executive

Adam Paker delivered a presentation he had given at the Staff Conference on 19th March about his direction of travel. Adam answered questions on a wide range of subjects.

69 Matters Arising

3 - Governance – Item Closed, taken over by Item 11

8 - Completed

9 – Bank mandate has now been changed with HSBC - Completed

14 - Mailsports contract –RFP confirmed that the contract is to go out to tender. ML

delighted with Mailsports.

56 – RFP had yet to write to Southampton Diving

63 – RFP had written to Peter Shaw

70 Accounts

The draft accounts returned from Charterhouse and will be put to the Board to be signed off at the July meeting.

71 Aquatics Awards

The Board did not support any local action in respect of the Aquatics Awards, but it was agreed, at the suggestion of CL, to explore a local system for Junior or Young volunteer awards.

Action: CL to look into and report to a future meeting

72 ASA Service Level Agreement

The Board considered, given the employment of the RCDOs by Freedom Leisure, the service level agreement had no local relevance, except perhaps article 10 and item II in the schedule.

Action: RFP to discuss with AG

73 Harold Fern and A H Turner Awards

The Board requested information to be put on the website about the awards, with a request for nominations by the next meeting.

Action: BG

74 Review of Expenses Policy

The board considered proposed amendments to the policy regarding expenses for volunteers. It was discussed that the expense has to cover the cheapest accommodation for the event. SR suggested reserving places with hotels to aim for a reduced rate which would ease the cost of the expense. However for expenses to be claimed it was agreed that the claimant should attend whole day / both days. Agreed to defer consideration of the matter.

Action: JD

75 Annual Report

To be submitted for Approval at next meeting.

76 Swim 21 Multi-Discipline Proposal

The Board considered a proposal designed to expand the disciplines offered by clubs. It was agreed to amend the proposal in the first line to read '... clubs of 100 or more category 2 members shall have ...'. Agreed to refer the proposal to the swim21 panel in the first instance.

Action: BG

77 Budget 2015/16

The budget approved by the Finance sub group was circulated. Changes to the representation of the information were suggested e.g. surplus/deficit instead of profit/loss.

78 Annual Council Meeting

Agreed that the Chairman, RGP, RH & JD to make suggestions to the next meeting concerning the Hampshire motion and changes to Rule 8.2.

Action: RFP, RGP, RH & JD

79 Communications Update

There was positive feedback based on the updated version of the website. The separate disciplines to provide the information they would like on each page.

80 Affiliations & Resignations

New Affiliations

None

Resignations

None

Enquires

None

Transfers

None

Change of Name

None

81 Correspondence

- Edward Lord had resigned as Chairman of Group Board. Lisa Wainwright is the interim Chairmen. The ASA will be recruiting into the role.
- Note received from the ASA about the Club Conferences

82 ASA Sport Governing Board & Group Minutes

None

83 ASA Regional Chairmen's Meeting

None

84 DBM

The Board requested that future reports be in a more user friendly format for next time.

85 AOB

- 4th July Meeting ML to ensure that the SE is represented at the meeting.
- SR mentioned a dinner organised by the London Chairman for Sub-Regions straddling their boundary.

86 Date of Next Meeting

Thursday 9th July 2015 Surrey Sports Park

Meeting closed 21:20

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 10th June 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 12 May 2015
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |

ITEMS FOR DECISION

- | | | | |
|-----|---|-----------------|------|
| 4. | Accounts
<i>To approve the accounts for 2014/15</i> | GS
To follow | 1915 |
| 5. | ASA Aquatics Awards 2015
5.1 <i>To appoint a panel to review and endorse nominations</i>
5.2 <i>To decide if the Region would still like to present awards at a Regional level</i> | RFP
Enclosed | 1920 |
| 6. | ASA SLA
<i>To discuss the Draft SLA from the ASA</i> | RFP
Enclosed | 1925 |
| 7. | Harold Fern and A H Turner Awards | RFP | 1930 |
| 8. | Review of Expenses Policy | RFP
Enclosed | 1935 |
| 9. | Annual Report | RFP | 1945 |
| 10. | Swim21 Multi-Discipline Proposal | AL | 1950 |

ITEMS FOR DISCUSSION / INFORMATION

- | | | | |
|-----|---|-----------------|------|
| 11. | Budget 2015/16 | GS
To Follow | 1955 |
| 12. | Annual Council Meeting
<i>Motion Proposed by Hampshire County ASA</i> | RFP
Enclosed | 2005 |
| 13. | Communications Update | BD | 2015 |
| 14. | Affiliations & Resignations
14.1 New Affiliations
None
14.2 Resignations
None
14.3 Enquiries
None
14.4 Transfers
None
14.5 Change of Name
None | RFP | 2020 |
| 15. | Correspondence
Club Conference 2015 | RFP
Enclosed | 2025 |
| 16. | ASA Sport Governing Board & Group Board Minutes
<i>Discuss the minutes of the ASA Group Governing Board and Sport Governing Board 15/16 May if available.</i> | RGP | 2030 |
| 17. | ASA Regional Chairman's Meeting | RFP | 2040 |
| 18. | DBM Report
6 Month Report | RFP
Enclosed | 2045 |
| 19. | AOB
<i>24 hours notice required</i> | RFP | 2055 |
| 20. | Date of Next Meeting
Thursday 9 th July, Surrey Sports Park | RFP | 2100 |

Regional Management Board

Minutes held on Tuesday 12 May 2015, commencing at 1900
Surrey Sports Park

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
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Alan Green (AG)	Divisional Business Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Helen Mack (HM)	Regional Club Development Officer
Craig Scott	Minute Taker

53 Apologies

Apologies received from:
Ivan Horsfall-Turner (IHT)
Mike Lambert (ML)
Shelley Robinson (SR)

54 Minutes of the meeting held on 16 March 2015

The minutes were agreed as a true record subject to the following corrections:
Minute 44 – second bullet point should be a deficit of £87k
Minute 44 – final paragraph, penultimate sentence to be deleted
Minute 46 – the date ‘17’ to be substituted for ‘15/16’

Action: BG

55 Matters Arising

No communication has been received from Hampshire ASA with regard to matters raised at the previous meeting.

56 Southampton Diving - Funding Support

The funding proposal from Southampton Diving was discussed and it was agreed that the Board would not fund this proposal as the Region already provides support to the Diving programme in Southampton and bursaries are available. The Board would however support an application for a grant if required.

Action: RFP

57 Swimming Talent Camps

To review the arrangements for the swimming talent camps during 2014/15, to advise the Board of the [national] proposals for 2015/16 and the local reaction thereto and to address some financial/employment issues arising from the camps. JD updated the Board orally on the proposals agreed in discussion with Grant Robbins and Lindsay Dunn.

After full discussion, the Board endorsed the proposals for the camps, as outlined by JD. The Board considered, in particular, whether it should meet the overnight accommodation costs for ASA employees engaged with the talent camps and coaches' workshops. It agreed, following

a vote (8 for, 1 against), that the Region should meet these costs exceptionally in respect of the 2015 camps, on the strict understanding that this did not constitute a precedent.

58 Finance

For 2015/16 the Finance Sub-Group are working towards a budget deficit of £87k.

JD said that there were numbers in development that he did not recognize (£39k - £54k). RFP advised that any queries on these should be emailed to GS or BG as soon as possible.

59 Club Survey results 2014 presentation

HM & KJ presented the results of the 2014 Club Survey to the Board. The Board thanked them for their presentation. A copy of the presentation and results is included in the meeting papers available on the website.

60 Annual Council Meeting – Saturday 12th September

The annual report will be finalised at the next meeting.

The new website will be launched in September.

Elections for Vice President & 4 members of the Regional Management Board will be held at the Annual Council Meeting.

61 Communications Group Update

BD spoke about the new flags & showed pictures of how they will look. They will be used to brand events & will all display the URL so this is constantly promoted. The branding will be visible at the 2nd round of the upcoming champs. BD to liaise with DW to arrange this.

62 Affiliations and Resignations

New Affiliations

Newbury District Primary Schools Swimming Association – Approved subject to approval of constitution

Ashford School – Approved subject to approval of constitution

Resignations

None

Enquires

None

Transfers

None

Change of Name

None

63 Correspondence

1. Peter Shaw, Oxfordshire and North Bucks ASA. RFP will respond to Peter Shaw. HM will also be attending the next ONB Committee meeting.

Action: RFP

2. RFP has been notified regarding 4 members of Windsor swimming club who have been suspended for not paying judicial fines imposed on them by the ASA judicial.

64 ASA Sport Governing Board and Group Board Minutes

RGP reported on the Sport Governing Board meeting that took place on 20/21 March.

65 DBM Report

The report from AG had been circulated to the Board.

- The new Head of Participation has been appointed, Nick Caplin.
- Richard Bradford has been appointed as Aquatic Officer for Sussex whilst Beth Morse is on maternity leave.
- The number of sites in PPP agreements has increased from 70 up to 128
- Target has been hit for school swimming charter

The Board thanked AG for his report and his attendance at the meeting.

66 AOB

Masters Committee would like a programme of all the competitions. The Regional events are added to the website by BG when she is notified by a discipline. This does not include club events, but these can be added by the clubs. A list of all licensed meets is available on the swimming.org website.

64 Date of Next Meeting

Wednesday 10th June, Surrey Sports Park

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 28 May 2015

	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. RGP to email form to BG, for circulation 15.02.2015</i>
7	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	
8	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 payments, input would be needed from the Development group and the Finance Sub-group.	10.06.2014 Min 64	BG to discuss with Rosa Gallop	
9	Changes to Bank Mandate – GS to be added to the list of	06.10.2014	RH, RFP, GS	<i>In Progress</i>

	approvers/signatories. Bank mandate to be updated and submitted to HSBC	Min 101		
10	Swim21 Multi Discipline Proposal AL to review the proposal and make changes for the April Board meeting	15.02.2015 Min 24	AL	<i>On Agenda</i>
11	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	RH	
12	Swimming Talent Camps – Finance Issues RFP will request report from Lindsay Dunn and Report at March meeting	07.01.2015 Min 7	RFP	
13	Communication with Sub-Regions Communications' Group would explore further, perhaps enquiring of sub-regions what information they required from the Board, and the wider Region.	16.03.2015 Min 42	Communications Group	
14	Mailsports Contract The Mailsports contract is to be reviewed by RFP and RH	16.03.2015 Min 47	RFP & RH	

Updated 28/05/2015 BG

From: [AquaticsAwards](#)
Subject: ASA Aquatics Awards 2015 Nominations - Regional Involvement
Date: 21 May 2015 09:35:19

Dear Colleagues,

As the ASA Aquatics Awards continue to take shape, we would like to provide you with further information regarding regional involvement in the awards process.

For the ASA Aquatics Awards, there will be no regional winners. Within each category, national winners for gold, silver and bronze will be identified by our judging panel from a shortlisted group of nominations.

As part of the new selection process, regions will be notified of shortlisted nominees who are specific to their region and will be asked to endorse their nomination. Please see below for details of the process:

1. ASA to shortlist nominees from receive nominations
2. ASA to send all relevant shortlisted nominees to their respective regions in order to gain nomination endorsements in the following categories:
 - Young Volunteer of the Year
 - Volunteer of the Year
 - Services to Aquatics
3. Regions will be asked to endorse nominations by simply stating there is no legitimate reason for the shortlisted candidate not to progress to the final judging panel. Each region will be sent a list of each shortlisted candidates each with two check box options:
 - We have no objection to this individual moving forwards in the awards process
 - The region objects to this individual moving forwards in the awards process (supporting information will be required to provide detail)

This process will offer regions the opportunity to flag where there may be objections to, or concerns over, a particular individual receiving an award. This process will take place between **10th – 19th August**, so please can you keep these dates in your diaries.

If endorsements are not received within the allotted timeframe, the region would no longer have the opportunity to be involved in the process. It will also be up to the region as to how they administer this process. i.e. this could be completed by regional staff, the regional management board chair or all members of the management board.

We are aware that some regions would still like to present regional awards in some capacity. Regions can therefore request a full list of shortlisted nominees across **all relevant categories** from the ASA Aquatics Awards project group for the purpose of recognising nominees on a regional level, whether that be at a regional awards event or for regional notifications.

Should you have any questions at this stage, please do not hesitate to contact aquaticsawards@swimming.org. Please could we request this information is passed onto each regional Management Board and relevant individuals who previously formed judging panels.

Many thanks

The ASA Aquatics Awards Team

DATED

2015

(1) AMATEUR SWIMMING ASSOCIATION

(2) [] REGION

SERVICES AGREEMENT

wp ref: O\Legal\AGREEMTS\AGREEMTS\
Date January 2015

THIS AGREEMENT is made the _____ day of _____ 2015
BETWEEN

- (1) AMATEUR SWIMMING ASSOCIATION of SportPark, 3 Oakwood Drive,
Loughborough, Leicestershire, LE11 3QF ("ASA")
- (2) [_____] REGION of _____ (“the Region”)

WHEREAS

- (1) The Region has decided to provide funding for additional human resources to meet its business needs.
- (2) The ASA has agreed to provide services to the Region subject to the following terms and conditions.

IT IS HEREBY AGREED as follows

1. Definitions and Interpretation

- 1.1 In this Agreement the following expressions shall have the following meanings:-

“the Region Contribution” shall mean such sum as represents 100% of the direct and indirect employment and other costs relating to the engagement by the ASA of any regionally funded posts, such costs to include (without limitation) salary, employer’s pension contributions, statutory deductions and provision of motor vehicle or alternative allowance (if applicable) travel and other incidental expenses.

“the Services” shall mean the services specifically covered in this Agreement as described in Schedule 1.

2. Provision of Services

- 2.1 In consideration of the Region Contribution the ASA shall provide the Services specified in Schedule 1 in a competent and professional manner.

3. Payment of Services and Region Contribution

- 3.1 The Region Contribution shall be paid monthly in arrears immediately on receipt of an appropriate invoice from the ASA.
- 3.2 For the avoidance of doubt all sums payable under this agreement are exclusive of VAT and other duties or taxes (if any) and such duties or taxes (if any) shall be payable in addition to such sums.
- 3.3 It is understood by the Region that there may be circumstances in which specialist advice may be required outside the scope of the Services or providing the Services creates a perceived conflict of interest. In such

circumstances the Region will be required to pay for the specialist advice services provided but the ASA will assist in providing such third party services.

4. Indemnity

4.1 The Region shall indemnify the ASA against any costs, losses or claims made against the ASA by the member of staff arising directly or indirectly out of the operation of this Agreement including (without limitation) any employment claims including claims for redundancy in the event of the termination of employment of the member of staff even where such appointment was made prior to the date of this Agreement SAVE THAT the Region shall have no liability under this clause 4.1 where such costs, losses or claims are as a result of the negligent acts or omissions of the ASA.

5. Termination of this Agreement

5.1 This Agreement shall commence from the date hereof and continue until terminated in accordance with Clause 5.2 below.

5.2 This Agreement may be terminated by either party upon giving not less than one months prior written notice to the other to terminate this Agreement.

5.2 In the event of termination of this Agreement the Region will ensure that any affected staff member is transferred to the Region under the Transfer of Undertaking (Protection of employment) Regulations 2006 (as amended) if applicable and provide information to the ASA in good time to enable the ASA to comply with its obligations to inform and consult with affected employees regarding such proposed transfer if applicable (subject always to any employees rights to object to any such transfer in accordance with the Regulations).

6. Confidentiality

6.1 Each of the parties hereto undertakes to the other to keep confidential all information (written or oral) concerning the business and affairs of the other that it shall have obtained or received as a result of this Agreement save where such information is already in its possession or is already in the public domain other than as a result of a breach of this clause.

6.2 Each of the parties hereto has agreed to comply with the provisions of the Data Protection Act 1998.

7 Force Majeure

7.1 Neither party shall be in breach of this agreement if there is any total or partial failure of performance by it or its duties or obligations under this agreement occasioned by act of God, natural disaster, fire, act of intervention of government or state riot or civil commotion, insurrection or industrial dispute of whatever nature or any other reason beyond the control of either party and if either party is unable to perform its duties or obligations under this agreement as a direct result of the effect of one of the above reasons that party

shall give written notice to the other of the inability stating the reason therefor and the operation of this agreement shall be suspended during the period (and only during the period) in which such reason continues and forthwith upon such reason ceasing to exist the party relying upon it shall give written notice to the other of this fact, provided that if the reason continues for a period of more than 90 days and substantially affects the commercial basis, financial viability or practicality of this agreement the party not claiming relief under this clause shall have the right to terminate this agreement upon giving 30 days' written notice of such termination to the other party.

8. Dispute Resolution

- 8.1 The parties shall use their best efforts to negotiate in good faith and settle amicably any dispute that may arise out of or relate to this Agreement or breach thereof. If any such dispute cannot be settled amicably through ordinary negotiations by appropriate representatives of the parties the dispute shall be referred to the authorised representatives of the parties who shall meet in order to attempt to resolve the dispute. If any such meeting fails to result in a settlement, the matter at the election of either party may be submitted for resolution pursuant to Clause 8.2 hereof
- 8.2 Before resorting to formal dispute resolution pursuant to Clause 8.3 the parties agree that (provided both parties consider that such negotiations would be assisted thereby), they will appoint a mediator by mutual agreement, to assist them in such negotiations. Both parties agree to co-operate fully with such mediator, provide such assistance as is necessary to enable the mediator to discharge his duties, and to bear equally between them the fees and expenses of the mediator.
- 8.3 Any dispute arising from or related to this Agreement shall, subject to clauses 8.1 and 8.2 above, be submitted exclusively to a Sporting Resolution Panel for arbitration. The decision of such arbitrator shall be final and binding on the parties. Any reference under this clause shall be deemed to be a reference to arbitration within the meaning of the Arbitration Act 1996.

9. Relationship Management

- 9.1 For the ASA the Chief Operating Officer and for the Region the Regional Chairman or other designated officer (the "Relationship Managers") shall be the persons who shall be responsible for the day to day communications and decisions concerning any aspect of this Agreement.

10. Intellectual Property

- 10.1 For the avoidance of doubt, the Region acknowledges that all intellectual property rights in the ASA marks, logos brands and other intellectual property of whatever nature and associated marketing, promotional and advertising materials shall remain both during the continuance of this Agreement and thereafter the property of the ASA and all goodwill attaching thereto arising pursuant to this Agreement or otherwise shall accrue to the benefit of the ASA. The ASA in turn acknowledges that the intellectual property rights in the Region marks, logos, brands and other intellectual property of whatever

nature shall remain the property of the Region both during the continuance of this Agreement and thereafter.

11. Third Parties

11.1 Nothing in this agreement is intended to confer any benefit on any person who is not a party to it.

12. General

12.1 No party may assign or licence the benefit of this Agreement

12.2 This Agreement shall enure for the benefit of any successor organisation to the ASA responsible for the administration of swimming in England

12.3 Notices given hereunder or to be served by either of the parties hereto on the other may be made by sending the same through the post in a recorded delivery letter addressed to the relevant party hereto at its respective address aforesaid and shall be deemed to be served on receipt

12.4 The terms of this Agreement shall not be varied nor the Agreement terminated orally and none of the terms hereof shall be deemed to be waived or modified except by an express agreement in writing signed by an authorised representative of the party against whom such waiver or modification is sought to be enforced as identified in the Schedules. The identity of each party's authorised representative may be altered by notification in writing to the other party's authorised representative (as stated in this Agreement or as otherwise notified in accordance with this Clause 12.4)

12.5 This Agreement, including the Schedules and any other annexure hereto, is complete and constitutes the entire agreement between the parties regarding the subject matter hereof as at the date hereof all prior understandings (oral or written) if any having been superseded thereby

12.6 Nothing in this Agreement shall be construed as constituting a partnership or joint venture between the parties hereof

12.7 This Agreement shall be governed by and construed in accordance with the laws of England and each of the parties hereto irrevocably submits to the exclusive jurisdiction of the English Courts

12.8 Each party shall bear its own legal and other costs and expenses of and in connection with the preparation and negotiation of this Agreement

12.9 The invalidity or unenforceability, of any term or of any right arising pursuant to this Agreement shall not affect the validity of or enforceability of the remaining terms or rights

AS WITNESS the hands of the duly authorised representatives of the parties the day and year first before written

SIGNED by
for and on behalf of AMATEUR
SWIMMING ASSOCIATION

.....

SIGNED by
for and on behalf of
REGION

.....

DRAFT

Schedule 1

The Services shall include the areas below. The precise details of any such service shall be agreed between the Relationship Managers.

(i) Human Resources Support

These services shall include support in the area of Human Resources by the ASA Human Resources Department as follows:

- Guidance on the recruitment process including provision of job adverts.
- Guidance on the application of the ASA's staff policies including disciplinary, grievance, absence, capability and other employment obligations.
- Provision of a monthly payroll service to the Region for its funded staff, including but not limited to, the provision of monthly payslips, preparation of P45's and end of year P60's.
- If applicable facilitate provision of company cars, laptops and mobile phones for regionally funded staff.
- Training and training documentation as and when required, when reasonable to deliver.
- Access to the intranet and guidance on the TalentToolbox online appraisal tool.
- Guidance on pay scales in accordance with the ASA's procedures.

The Region is recommended to follow ASA guidance on salary reviews and appraisals but it is acknowledged that the final decision rests with the Region provided that such decision complies with relevant legislation.

(ii) Systems Support

These services shall include providing support by the ASA IT/Systems Department as follows:

- IT and systems support to communication methods and electronic working.

From: [Roger Penfold](mailto:Roger.Penfold@btinternet.com)
To: [Bryony Gibbs](mailto:Bryony.Gibbs@swimming.org)
Subject: Fwd: Harold Fern and A H Turner Awards
Date: 18 May 2015 08:39:19
Attachments: [image001.png](#)

Bryony

Please add this to the agenda for the next meeting of the Board.

Thanks

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Cathy Lambert <Cathy.Lambert@swimming.org>
Date: 18 May 2015 07:40:38 BST
To: East <east@swimming.org>, London <London@swimming.org>, swimnortheast <swimnortheast@swimming.org>, swimnorthwest <swimnorthwest@swimming.org>, "asasouthwest@swimming.org" <asasouthwest@swimming.org>, West Midland <westmidland@swimming.org>, East Midlands <East.Midlands@swimming.org>, "South East" <SouthEast@swimming.org>, Helen Akers <helen.akers@swimming.org>, "Julie Thompson" <julie.thompson@swimming.org>, Tracey Carecci <Tracey.Carecci@swimming.org>, Adrian Leather <aleather@lancashiresport.org.uk>, David Flack <davidcflack@gmail.com>, "David Fletcher" <dave.rfletcher@yahoo.co.uk>, David Watson <david@northyorkshiresport.co.uk>, Joan Wheeler <joan.wheeler@btinternet.com>, Lisa Topliss <l.topliss@sky.com>, "Roger Penfold" <rogerpenfold@btinternet.com>, Simon Kirkland <Simon.Kirkland@sportstructures.com>
Subject: Harold Fern and A H Turner Awards

Dear Colleague

Please find below the criteria for nominations for the Harold Fern and A H Turner Awards. If you wish to submit a nomination please let me have this by the **15th July**.

Please send your nomination with a supporting letter and a cv for the nominee.

The Award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the Award each year, the Sport Governing Board will give consideration to the following:

- <!--[if !supportLists]-->• <!--[endif]-->outstanding achievement in advancing the sport through competition/coaching/officiating
- <!--[if !supportLists]-->• <!--[endif]-->outstanding achievement in the administration of the sport.
- <!--[if !supportLists]-->• <!--[endif]-->outstanding achievement in advising the sport

Cathy Lambert
Operations
Administrator
Team Leader

The ASA, SportPark,
Pavilion 3,
3 Oakwood Drive,
Loughborough University,
LE11 3QF



Office: 01509 618724
cathy.lambert@swimming.org
www.swimming.org

Together **E**veryone **A**chieves **M**ore

 Please think of the environment before printing this email

REVIEW OF EXPENSES' POLICY

A PURPOSE OF REPORT

To consider proposed amendments to the Region's policy regarding expenses for volunteers supporting the Region's activities.

B PROPOSED ACTION

The Board is requested to AGREE to amend the expenses' policy, with effect from 1 July 2015, as follows:

- A to limit mileage claims to a maximum payment of £150 for attendance at a given event or meeting;
- B to encourage overnight stays where that is cheaper than mileage claims, with stays limited to one night less than the number of days of the event or meeting;
- C to increase the overnight accommodation allowance to £60 (£70 if room shared);
- D to appoint [insert position] to authorise expenses in place of the Regional Director.

C SUPPORTING INFORMATION

- 1 At its meeting in February 2015, the Board discussed the Region's expenses' policies for volunteers, with particular reference to overnight accommodation, and for staff in connection with events like talent camps. The Board then agreed that the Finance Sub-Group should review the policies and make recommendations for any appropriate changes. Members will recall that the issue of payment of staff expenses in relation to talent camps was considered at the last meeting.
- 2 For ease of reference, the existing expenses' policy is set out in the Appendix hereto. In this review, particular attention has been given to travelling expenses and the cost of overnight accommodation. The Board is reminded that the policy allows exceptional payments, specifically for travel outside the boundaries of the Region.
- 3 It would seem that the longest road journey, within the Region, is about 170 miles in each direction. Therefore, a round trip would cost £153, assuming mileage was claimed at 45p per mile. The policy already discourages, for instance, a technical official, from any discipline, driving those sorts of distances before and after a period of potentially intense activity. It would certainly be wholly inappropriate to encourage someone to do so on consecutive days. To reinforce this, it is suggested that the Region adopt a maximum reimbursement of mileage expenses for consecutive days at the same

event of £150.

- 4 It would, of course, be cheaper if those volunteers supporting events travelled together, where that is practicable. Certainly, this would be a “greener” approach to travelling to events or meetings. While this can be encouraged, perhaps by way, for instance, of a passenger supplement, a device used by some organisations, it cannot be “enforced”.
- 5 The policy already provides for volunteers working for 2 or more consecutive days at the same venue, to be paid an overnight accommodation allowance, if that is cheaper than mileage expenses. The proposed overnight and dinner allowance (£75) is the same cost as a journey of 167 miles. It would be sensible, therefore, for any volunteer travelling more than 85 miles each way to the event to stay overnight near the venue, if supporting the event for 2 or more consecutive days.
- 6 However, recent experience suggests that the expenses’ policy should be restricted in respect of overnight stays, ie one night for a weekend, 2 nights when the competition is over 3 consecutive days etc.
- 7 There is already provision for overnight accommodation for those who are setting up an event.
- 8 As to the present overnight accommodation allowance, £50 is less than generous. Recent experience suggests that rooms at the Holiday Inn Express in Crawley, which is relatively convenient to K2, cost £58.50 per night (or more), including breakfast. It can prove even more expensive in other locations: swimming officials report, for instance, that accommodation costs in and around Portsmouth are higher than those at Crawley. Of course, it is possible to shop around, and early booking can deliver lower charges. However, many of the volunteers supporting events do not necessarily commit their support until relatively close to the time of the event in question.
- 9 Against that background, it is proposed that the overnight accommodation allowance is increased to a maximum of £60 (or £70 for 2 claimants sharing).
- 10 It is difficult to gauge the impact of the proposed change on the Region’s expenditure. In a sense, it should be cost neutral, or lead to a reduction in expenditure, given that there will be greater encouragement to stay in the vicinity of multiple day events, rather than travel each day. That said, each discipline, and the governance budget, could be affected. What can be reported with certainty is that the incidence of claiming for expenses rises each year.
- 11 Finally, the policy needs to be amended for administrative reasons. The Region no longer has a Regional Director, who was empowered to authorise claims.

The Board needs to identify another person or position to take on that role.

ASA South East Region Travel and Subsistence Expenses Policy

Policy Statement

The South East Region will pay travel and subsistence expenses of all volunteers that are necessarily incurred when working at Regional Events and Meetings.

Payment of Expenses

1. The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity. For Discipline Events (Swimming, Diving, Synchro, Open Water, Water Polo), this is the Discipline Manager appointed by the Board. For other meetings or events, expenses shall be authorised by the Regional Director or Regional Chairman.
2. Discipline Managers may not authorise their own expenses, they shall be authorised by the Regional Director or Regional Chairman. The Regional Chairman's expenses shall be authorised by the Board Member Responsible for Finance.
3. All claims for expenses shall be made using the ASA South East Region Expenses Claims Form.
4. The provision of Claims Forms is the responsibility of the event/meeting organiser. They may also be downloaded from the ASA South East Region web-site.
5. The relevant person, as stated above, shall authorise Claims Forms and forward them to the Administration and Finance Officer for payment.
6. No expenses are to be paid in cash at an event.
7. No claims for expenses, other than mileage, may exceed the individual's actual expenditure, regardless of the sums mentioned below.

Travel

1. Costs of travel expenses will be paid as follows:
 - 1.1. Private Car: claims may be made for the actual mileage at a mileage rate up to that set by the ASA South East Regional Management Board. The Region does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles from their ordinary employment plus any Region and other volunteer activity, the volunteer is responsible for the tax position arising. The Region does not undertake to log the mileage of its volunteers.
 - 1.2. Rail Travel and Public Road Transport - standard fare or discounted fares that are available and suitable.
 - 1.3. Air Travel - Economy class or lowest prevailing fares available by prior agreement with the Regional Director.
 - 1.4. Ferry - lowest prevailing fares.
 - 1.5. Car Park charges and Tolls, with receipts where possible.
2. The origin and destination of all journeys shall be entered on the form so that mileage can be checked. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated.
3. Multiple journeys may be recorded on the same form provided they are for the same meeting/event and purpose.
4. Claims for Rail, Public Transport, Air and Ferry journeys are to be accompanied by receipts.

Accommodation and Subsistence

1. Accommodation and Subsistence will be paid when one or more of the following applies:
 - 1.1. It is less expensive than travel from home on separate days.
 - 1.2. It is necessary in order to set up for the event.
 - 1.3. It would mean the same driver would be driving in the morning and evening of the same day at times more than 13 hours apart.
 - 1.4. Where the above do not apply, it is allowable to claim for accommodation and subsistence up to the cost of the travel that would otherwise have been incurred.
2. Where possible, budget hotels shall be used. The following rates for hotels and subsistence should be used as a guide:
 - 2.1. Accommodation and breakfast: £50 (£60 if the room is shared)
 - 2.2. Evening Meal: £15 (not to include the cost of alcoholic drinks)
3. All claims for accommodation and subsistence must be accompanied by receipts.

Limitations

1. All claims shall be made within 28 days of the expenditure/event. The Region reserves the right to refuse to pay claims submitted after this period.
2. ASA Events at a Zonal level will be covered by this policy if expenses are not paid directly by the organisers.
3. Persons who travel to an event for training or mentoring may not claim expenses as they are not working at the event and are therefore not within the policy, unless they work at a lower level than that at which they are being mentored for at least one additional session.
4. Where people travel together in the same vehicle, only one claim for the travel can be made.
5. Persons who live outside the Region may only claim for that part of the journey made inside the Region, unless an exception has been agreed before the event/meeting.
6. When carrying out their normal duties, ASA Regional Staff are covered by the ASA Finance Policies. When working as volunteers they are covered by this policy.

The ASA South East Regional Management Board has approved this policy which now applies to all South East Travel and Subsistence Expenses incurred by volunteers attending meetings and events. It clarifies who can claim, which items can be claimed for and what amounts. It refers to the current maximum mileage rate which is reviewed periodically by the Board and is currently 45p. The policy is available from the web-site at <http://www.southeastswimming.org/volunteers/>

Swim 21 Multi-Discipline Proposal

PROPOSAL

Swim 21 accredited clubs of over 200 members which swim to Arena League level shall have a pathway for their athletes to at least one other aquatic discipline. Either by having a second discipline within their club, or through links with another club providing an alternative discipline.

REASONING

Many of our Water Polo, Diving or Synchronised Swimming Clubs are struggling to attract new members, even though there has been an increase in Swimming Clubs and overall membership over recent years. The standard of competitive swimming has improved considerably owing to the regular availability of much higher standard open meets as well as national, regional and county competitions. However, possibly due to the high intensity of the training, there is a high dropout rate, particularly swimmers around 11-15 years old, many of whom may well welcome the opportunity to at least try one of the other disciplines.

BENEFITS

Retain revenue through decreasing wastage
Clubs will have more swimmers to field stronger teams in competitions
Increase standards in all disciplines
Increase in participation numbers
Will unearth latent talent
Another discipline within a club will add a greater social dimension

CONCLUSION

This proposal offers a massive opportunity to aquatic clubs, mainly swimming clubs, to increase membership retention, thus keeping athletes within the sport that may otherwise be lost.

There are many instances where clubs offering more than one discipline have produced national and international level athletes in what would be considered the lesser of the disciplines provided.

PROPOSED AMENDMENT TO THE SOUTH EAST REGION CONSTITUTION

MEMBERSHIP OF THE MANAGEMENT BOARD

Existing Rule

8.2.2 Voting membership shall be 12 persons elected by the Regional Council.

Proposed Rule

8.2.2 Voting membership shall be 6 persons elected by the Regional Council plus 1 person nominated by each Sub Region.

Existing Rule

8.2.4 The Management Board members shall have a term of office of three years with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election as appropriate.

Proposed Rule

8.2.4 The Management Board members elected by the Regional Council shall have a term of office of three years with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election as appropriate. The term of office of the members nominated by the Sub Regions shall be three years with retiring members being eligible for re-appointment by the Sub Region Management Committee

Purpose of the Proposed Rule Changes

The introduction of these rule changes will allow the Sub Regions to have an input into the workings of the Management Board and will improve communication between the Region and the Sub Regions.

Timing of implementation of Rule Change

The revised rule is to be incorporated into the South East Region Constitution immediately upon approval.

Amendment proposed by:

Graham Stanley
Hampshire County ASA

Amendment seconded by:

George Adamson
Hampshire County ASA

May 2015



Hampshire County Amateur Swimming Association

(Affiliated to A.S.A. S.E. Region)

President

Mr. G. V. Stanley (Romsey & Totton SC)
19 Sylvan Drive, North Baddesley, Hampshire SO52 9NA
Tel: 02380 410753

Hon. Life Members

Mr. J M Ramsay, 71 Tavistock Road, Fleet, GU13 8EL
Mr. M Firmin, 32 Woodside Road, Weybourne, Farnham, , GU9 9DT

Roger Penfold
Chairman of the South East Region Management Board

May 2015

Dear Roger

On behalf the Hampshire County ASA, I am formally submitting a proposal to change the SER Constitution Clause 8 for inclusion in the forthcoming Annual Council Meeting.

For avoidance of any resultant confusion, we request that this motion is included in the Agenda prior to the Election of Members to the Regional Management Board.

Yours sincerely

Graham Stanley
Chairman of Hampshire County Management Committee

Graham Stanley
President and Chairman Hampshire County ASA
Past President of Romsey and Totton SC

From: [Becky Milnes](#)
To: [Lesley Hill](#); [Chris Rinder](#); [Alan Green](#); [Mark Burgess](#)
Cc: [Diane Stafford](#); [Bryony Gibbs](#); [Kelly Stannard](#); [Jane Campbell](#); [Lisa Berry](#)
Subject: Club Conferences 2015
Date: 28 May 2015 15:46:54
Attachments: [image001.png](#)
[Proposal for DBMs.xlsx](#)

Hi All,

Hope you're well.

I am just contacting you as we are currently working on organising the club conferences for this year and wanted to get your advice/feedback on a couple of things we are looking at.

I have attached a spreadsheet which outlines the dates, possible venues and potential CPD's/workshop ideas that we are considering – (this was based on the feedback we received from last year's conferences and also the national club survey findings).

In relation to the attached information, I would appreciate it if you could take a look at the following:

1. Please clarify that the suggested dates for your region don't clash with any major regional events (we are aware that Jon previously contacted the regions but if you could just double check these)
2. Any suggestions on alternative venues would be welcomed – each venue would need to have one main room which caters for 100 people, with an additional 3-4 break out rooms which could hold 25 people within the same vicinity
3. Could you please take a look at the suggested CPD's/workshops and let us know if there are any specific training requirements within your division (not being met by ACMs) that we might be able to cater for

Please note the attached is a first draft and none of the information is confirmed, however if you feel it is appropriate to share this with your regional boards at this stage please feel free to do so.

We would welcome comments on the above from yourselves and your respective boards, however please can I request that any comments are sent across to me by Monday 15th June in order that we can move forwards with the planning.

Best wishes,

Becky Milnes
East Midlands Club
Development Officer
(Maternity Cover)



The ASA, SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, LE11 3QF

Mobile: 07775955391
becky.milnes@swimming.org
www.swimming.org



For more information on all of our swim21 modules visit swimming.org/asa

Proposed Dates

19th September
20th September
3rd October
4th October

Region

North West
London
South West
East Midlands

Proposed Area

Manchester/Leigh
London Central
Bristol
Loughborough

Possible Venues

Leigh Indoor Centre/Hotels or Uni in Manchester
Ibis/University of East London- Stratford/Premier Inn - Olympic Park
Universities - University of the West of England/Hotels?
University/Holywell?

Proposed CPD's (3hrs)

Time to Listen
Safeguarding
Club Matters (Finances and Marketing?)
Young Aquatic Helper

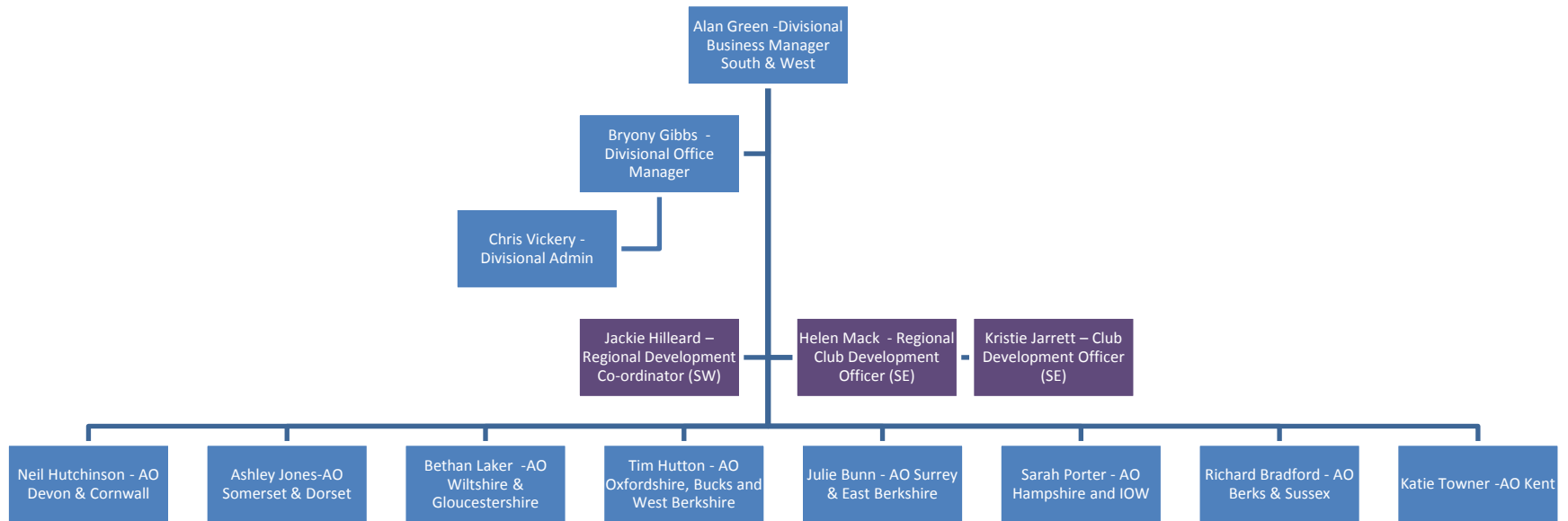
Short Workshops (45mins)

swim21
Funding
Volunteer recruitment, retention and development
Swimmer Pathways - linking L2S, Clubs and Talent
Young Volunteer Option - TBC

Update for the South East Regional Management Board

May 2015

South & West Division Structure



Centrally Managed Staff Who Impact On Division:



Areas of Work

Aquatic Officer:

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

Regional Club Development Officer:

Club Development and Support
Swim21

Para-Swimming Pathway Officer:

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

IoS Training Short Course Co-ordinator:

Set up of all UKCC & CPD courses

ASA Club Development Officer:

Club Networks
Beacon Programme
Swim21
Club Sustainability

Alan Green – Divisional Business Manager

Sport England Measures

This is how performance was measured up to March 2015. Please find below a brief explanation of what some of these measures are.

- **Active Workplaces** – A programme to link employers and their workforce to their local swimming pool. We facilitate the link between the two organisations and ensure the offer in the pool fits with the needs from the employees. We monitor interest and follow up on the impact upon participation.
- **Swimfit** – The gym in the pool workout programme. The team are currently rolling out the swimfit programme and units to sites across the region, with a target of 95 units across the Division in 2014-15
- **Partnership Provider Programme** – A formalised long term partnership with our leisure operators to add value and grow their business using our expertise. Centred around developing a clear aquatics improvement plan which will shape our investment and effort with them over a minimum 2 year period.
- **Local Aquatic Networks** - Pulling together local partners in an area who all share a common objective (i.e. more people swimming, this will involve; leisure operator, local authority, schools, clubs, private pools to develop a growth plan to increase participation with; a. Clear swimmer pathway and b. Effective pool programming to maximise water space

Sport England Measures 2014-15

January 2015 saw the release of the latest Active People Survey results which saw a significant fall in the number of people swimming once a week for 30 mins.

The South East Region saw an overall fall of 10% (50,400)

This will remain our key focus and all interventions or work with operators, local authorities and customers will focus upon delivering on this measure, we will measure this increase through;

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

Alan Green – Divisional Business Manager

School Swimming Charter

In response to the results of the School Swimming Census, the Charter is a brand new approach to School Swimming in England and asks schools, parents and politicians to take school swimming seriously. The aim is to instigate a direct relationship with primary schools, working with them to ensure they have the necessary support and training to deliver quality school swimming programmes.

The key message from the ASA is that every school should be delivering swimming lessons as part of the curriculum and if money is the barrier, each primary school receives funding from the government which is ring-fenced for sports provision.

Further information can be found at <http://www.swimming.org/schoolswimming/>

Number of School currently signed up in the South Division is;

Division	Number of Charter Schools in each division	Total number of schools in each division	Percentage of total schools signed up to the Charter in each division
South & West	108	5349	2.02

Divisional Measures 2014-15

Work Area	Target	Actual
Swimfit	95	97
Awards	172,147	246,162
UKCC L1 (Courses)	49	62
UKCC L2 (Courses)	34	40

Julie Bunn – Aquatic Officer Surrey & East Berkshire

Continue to support PPP's with Tandridge, SSP PfP and Freedom Leisure Sites still mostly focused on LTS development.

Reconfigured Woking Pool in the Park LTS lessons to increase numbers in LTS and reduce their waiting list.

Continue to support PPP's in Sussex. Supporting Wave Leisure with their PPP and LTS Development. Wave have made the commitment to move back to the ASA LTS Framework with Go Live from January 2016. School Swimming Review carried out across the whole of Wave Leisure with recommendations for High Quality Delivery. LTS Observations imminently to be carried out.

CSAF bid gone in from Active Surrey to Sport England to deliver the ASA Adult Be a Swimmer programme across the county. The outcome of bid is hoped to be in July 2015.
NCTP course currently being arranged for Surrey Schools

Continue to manage Nuffield Health Account. Supported Nuffield Health with the launch of ASA LTS Frameworks and Swimfit from January 2015 across 79 clubs.

Delivered Swimfit Training in Oxford and Sussex

Sites identified for Swimfit Gym. Presented Swimfit and Swimfit Gym to Freedom Leisure Managers Interest in Swimfit from Leatherhead Leisure Centre and also GLL sites in Epsom and Ewell Presented Swimfit to Nizels Health and Fitness who have agreed to take it.

Analyse Head Count data for Freedom Leisure Sites.

Katie Towner – Aquatic Officer Kent

- Continued to support the development of Swimfit Gym cards the next set of 30 are currently being designed
- Working with Cecil Road Primary School in Gravesend on a community based project to open up their school pool to the local community in particular females from different religious backgrounds. We will be training 20 members of staff to deliver school swimming to their pupils and other pupils from surrounding schools and 2 female members of staff to UKCC Level 2 in Teaching aquatics to deliver female only and family swimming lesson. Currently seeking funding for pool and changing room improvements from Sport England
- Delivered a Celebrate Swimfit Session at The Kings School Recreation Centre to promote Swimfit Gymfit and refresh the current product. Centres from all over Kent attended.
- SERCO are now signed into a PPP, Kent cluster have now introduced Continuous Assessment and completed a Pool Configuration review on their LTS programme, which will see a significant increase in the number of classes they are able to deliver.
- Nizels a The Club Company site have purchased and delivering Swimfit, this is to be used as a pilot site with the view to roll it out to the rest of the sites.
- Supported Medway Council Big Splash weekend 24th – 25th January. Medway council opened up their Aquatic facilities free of charge, giving the free taster sessions and included a Trunx Tour. They Recorded 2529 participants actively getting involved showing an increase from last years total of 1639.
- Secured a slot on the Agenda for the KALCO meeting for Damiaian Stevenson to present on Data Leagues.
- Medway Parks hosted a School's Gala with 41 schools in total attending, which we supported and promoted the School Swimming Charter.
- Continue to work with the Freedom Leisure PPP covering Summerfields, Rye and Bexhill. LTS is progressing well now we are moving on to pool programming.
- Supported the delivery of the Aqua kids session at the Southern Water Teachers Conference. Which had around 150 instructors attend from each of the Swim Schools signed up to the Southern Water LTS Scheme.

Richard Bradford – Aquatic Officer Berkshire & Sussex

Introduction:

I have returned to the ASA after an absence of 18 months where I experienced a successful period in Dubai working for Speedo Swim Squads, a large privately run swimming provider operating over 11 sites, as their Business Manager. I was in charge of the day to day running of the business, staff management and business development answering to the Owner / Director. I previously worked for the ASA as a CSC and then AO in the London team from July 2009 through to September 2013 covering West London and then also Central and South London.

Although I have only been in post a short time, I am keen to carry on and progress the work that the out-going Aquatic Officer began and am striving to ensure that the transition of support from one officer to another should be as seamless as possible for the client if we are able to continue to achieve our objectives.

Current and future work planning:

I am currently working through a set of comprehensive handover notes and am in the process of introducing myself to each of the key contacts and identifying where I can be most effective during this temporary contract. Initially I have identified the following areas to focus on but will build on these as I meet further key contacts:

Reading Borough Council:

I intend to work to agree a PPP with this organisation that covers their three pools and develop a comprehensive AIP. They are keen to develop their aquatic business as a whole and are aware of their strengths and weaknesses. From our initial talks are seemingly open to intervention from the ASA in a number of key areas i.e. LTS and Adult LTS and the proper distribution of awards and resources, pool programming, market segmentation, 0-5 years programmes, Swimfit and Swimfit Gym, school swimming, apprenticeships and workforce development. They already provide us with regular throughput data but are open to improving this data collection as part of a PPP agreement.

Richard Bradford – Aquatic Officer Berkshire & Sussex

1Life in Wokingham:

Following introductory meetings with each of the pools in Wokingham I am planning to work closely with the Embedded AO for 1Life to develop and progress a borough-wide AIP for these three pools.

Freedom Leisure:

As part of this role, I will be taking over management of the PPP for Freedom Leisure from my predecessor and will be continuing to work towards the aims and objectives identified in their AIP working closely with Alyson Zell from Freedom Leisure and the respective AO's involved.

Arena Sports Centre Bognor Regis:

I intend to provide support to a newly installed and relatively inexperienced aquatic programme management team after the retirement of their key aquatic lead. I aim to ensure that they maintain the areas of their aquatic business that are healthy while highlighting areas that they can improve. This is potentially another site that may be open to a PPP agreement and the development of an AIP and the subsequent wide spread support we can offer as a result. I have also recommended to the IoS that they become and IoS approved Centre for course delivery.

I still have a handful of key contacts to introduce myself to and hope to complete these meetings by over the coming weeks. From the notes I have been given, I expect a number of these to be added to the focus areas mentioned above.

I have been instructed to “hold fire” with any intervention at Parkwood sites in Windsor and Maidenhead and also PFP sites in Mid Sussex as they have both recently been acquired by new operators. They both have internal aims and objectives that are seen as their priority.

Sarah Porter – Aquatic Officer Hampshire, Isle of Wight and Channel Islands

- Promotion Of NCTP with courses delivered in Portsmouth, one planned I Isle of Wight and one with PE department of Southampton University
- Collaborative planning with Sport Hampshire & IOW to plan which Local Authorities to work with- newly engaged with Eastleigh and Test Valley
- Local contact and Intelligence in support of Hampshire Facility Study
- Work with New Forest looking to mentor them to deliver School Games for Hampshire
- Southern water partnership- successful delivery of teachers seminar working in collaboration with Health and Wellbeing team and getting a 4 page write up in Swimming Times
- Volunteer on FOH at British Championships in London
- RNLI secondment since mid February working 3- 5 days per week on Swim Safe and stakeholder management

Tim Hutton – Aquatic Officer Buckinghamshire, Oxfordshire & West Berkshire

- Successfully allocated ten level two swimming teacher funded places through the Swimming Trust. Now reviewing project for a repeat in 2015.
- Implementation of Swimfit GymCards at Stantonbury, Woughton and Wolverton
- Maintaining PPP relationships with multiple sites.
- Working with NOWCA on a Swim The World Project
- Assistance with establishing an LAN in Aylesbury with Maxwell and Aylesbury and District.
- Working with the development of a swimming forum across Oxfordshire to share best practice
- Working with CSP in order to distribute funding and share best practice.
- Working with the CSP to help allocate Sportivate funding
- Working with Bucks Learning Trust to promote and allocate school swimming funding.
- Assisting in the planning for Swim School mornings in the division.
- Establishing a working relationship with the Civil Service Sports Council for a national active workplace lead with 120K members.
- Working on Sport Tech and wearable devices.

Rosa Gallop – Club Development Officer

Networks

Four Networks are now claiming funding from the Region: Milton Keynes, Hampshire Water Polo, SSK Network (Crawley) and Southampton Diving. Milton Keynes and SSK Network have been accredited as Swim 21 Networks, and hopefully Southampton Diving and Hampshire Waterpolo will follow shortly.

There are seven other Networks in the process of being developed:

Rushmoor Synchro, Reading Royals Synchro, Kent water polo, Sussex water polo, Solent Network, East Invicta Excel who have been a Network for the last five years, and there are early discussions with Black Lion/Medway.

Oxford and Wycombe have shown some interest and meetings are being arranged with Guildford City.

Waterpolo

Meetings have been held with Kent and arranged with Sussex, regarding setting up Waterpolo Networks and for clubs to accredit as Swim 21. Kent was very positive with another meeting arranged for early July and I am meeting Sussex in June and this will follow on with a visit to the Sussex RTC.

A workshop weekend was put on by the SE Region, held at Crowborough Leisure Centre. This was a great success; the first day was for coaches who would run the 'Super coach on line' system for the Network and the second day was a full workshop run by Paul Metz. There was an excellent attendance with good feedback.

Next season I am looking to try and arrange a Network in the north of the Region.

I am looking to put on a Level 1 water polo coaching course as a Club course (see below for club course explanation in swimming). This will be a Regional course to help get Coaches qualified at a reasonable cost and some will be done on-line to allow for less time commitment. The two Regional Training Centres are doing well and have good support. My thanks to Alan Lewis for the support he has given me with the water polo.

Rosa Gallop – Club Development Officer

Synchro – Reading Royals and Rushmoor S.C. Beacons

Both of the Beacon clubs have performed well this year achieving excellent results. The Networks being developed by both of the clubs are looking to have meetings shortly and hopefully will soon be in place.

The Reading coach has recently moved to England Performance and the club is in the process of recruiting a replacement. Rushmoor have achieved Swim21 Performance Club status which is an excellent achievement.

Clubs that are attending the Beacon programmes with both of the clubs are from a wide area including London, Rugby and the East Region.

Diving

Diving have excelled this year with excellent results, Emma Martin has been selected for International teams and the Junior Europeans, with Jack Clewlow, the Southampton Diving Academy Coach, being appointed to the Coaching staff on the team. The South East Region Talent Development Programme (SEEDS) is running extremely well. The athletes are split into two groups totalling 48 divers who take part in the monthly training days. Apart from the board training there is dry land training, sports science and talks from elite divers.

The Southampton Diving Network (ACE) have monthly training days funded by the SER Network Funding, the swimmers and the clubs. These training days have both board training and dry land training. The numbers attending at present are around 30 and growing. This group is practising to put on a display on 7th June at the Hampshire Games.

Rosa Gallop – Club Development Officer

Swimming

The Solent Network is near to accrediting but due to some major changes at the Portsmouth club the progress has been slow. The Beacon Regional programme has taken place each week with an attendance of around 24 swimmers, depending on what competitions are taking place. Several of the local coaches attend and work with the Beacon coach.

The Coaches Forum takes place every two months and is chaired by Paul Hogg, the Beacon Coach. The forum has had in input into the Offshore camp, Regional Competitions and discussions on various aspects of swimming development. Terms of Reference for the Forum have been adopted and four more coaches will be appointed. This will broaden the representation.

Guildford City is in the process of applying for a Swim 21 Performance Club and is in early talks about setting up a local Network.

There have been several Club Coaching Courses run in the Region: 3 x Level 1 at Guildford, Maidstone and Ashford; a Level 2 to start in June at Black Lion; and Reading and Leatherhead are looking to put on Level 1 coaching swimming courses in September 2015.

The Clubs are now able to put on UKCC coaching courses at a reduced rate by supplying the facilities, such as using pool training time and room hire. The only cost to the ASA is the cost of the Tutor. The cost of a Level 1 per candidate is £250 as against nearly £400. This makes a big difference for clubs to get Coaches qualified and is far more affordable.

Counties

I have visited Berks and South Bucks and Sussex meetings with the other Counties being visited by the Regional Club Development Officers.

Rosa Gallop – Club Development Officer

County Sports Partnerships

I regularly meet with the CSP (County Sport Partnerships) and have worked with them in setting up of Satellite clubs where possible. Funding for the following projects have been applied for:

- Staines S.C. and Farnham S.C. working with All Hallows School. Programmes will take place in September 2015.
- Berkshire: Bulmershe College, Reading with Reading Royals Synchro. This is to start in September 2015.
- Oxfordshire CSP for Brookes University in Oxford for water polo and some swimming lessons (funding agreed).
- A project is being looked at with Hampshire CSP with water polo, waiting for the CSP to come back to me with this.
- I am talking to Sussex Sport reference Sportivate/Satellite funding to set up a weekly water polo session in Crowborough pool, working with Beacon swimming club.

The ASA is not directly working with Satellite Club funding now but if the opportunity arises we will support any that want to be put into place.

Other Activities:

- Working with Level 1, 'Required Prior Learning' and other education areas to help tutors and Coaches gain qualifications. Assessing in various areas such as Tutors and RPL.
- Meeting with various clubs and Networks to help with Swim 21
- Meeting with clubs to give help and advice on various issues.
- Attend SE Coach forum, SE Swimming Group and SE Region Development Group plus various other meetings as they arise.
- Working with Helen Mack and Kristie Jarrett RCDOs
- Attending Team Manager meeting
- Organising workshops for water polo and hopefully Synchro in the future.
- Review the SER Diving Talent Programme at Southampton Diving every three months.
- Attend Local Area Network meetings for Portsmouth
- Contribute nationally to the Club Development Team which I lead on Coach Development.

I would like to thank John Davies, Alan Lewis and Shelley Robinson for all the help and advice they have given me. Gary Shields for letting me use his Board room for meetings and Helen Mack and Kristie Jarrett for the support they give.

Helen Mack & Kristie Jarrett – Regional Club Development Officers

Swim21

- Continue to manage swim21 in the South East Region. Currently the Region has 90 accredited clubs, hopefully this will increase to 92 clubs following the May Regional/June National Panel meetings.
- To date in 2015, 5 new clubs in the South East Region have successfully gained swim 21 accreditation, and 1 club has lost their accreditation. 6 new clubs are actively working towards accreditation.
- Target number of accredited clubs for March 2016 is 104. RCDO's have identified target clubs for the coming 12 months.
- HM attends the new National Club Development Management Group which incorporates the National swim21 panel.
- SER has 2 accredited swim 21 networks, Milton Keynes and SSK (Sussex, Surrey, Kent). SER target is an additional 2 accredited networks by March 2016.
- Rushmoor Synchro SC is looking to seek swim21 club Performance accreditation at the June 2015 National Panel meeting.

Young Volunteers Programme – Leading the Lane

- The SER successfully delivered the 2014/2015 Young Volunteer Programme, delivered in Hampshire & Kent. 28 young people completed the programme which consisted of attending 2 development days incorporating the ASA Young Aquatic Helper Certificate, ASA Timekeeper, scUK Safeguarding for Young Volunteers, Team Manager Module 1, in addition to undertaking 10 hours voluntary work within their club and completing 2 online training courses.
- Sussex County ASA delivered Young Volunteer courses as part of their County Development Day in March 2015, an additional development day is planned in the County for October 2015.
- Currently planning 2015/2016 programme, looking to deliver a programme in each County within the SER. Hampshire delivering the first day of their programme at their County Development Day on 20th September 2015.

Helen Mack & Kristie Jarrett – Regional Club Development Officers

Team Manager Training

Team Manager courses are organised and delivered in response to requests from clubs. To date in 2015, the SER has delivered 6 x Team Manager 1 courses with 69 attendees in total and 2 x Team Manager 2 courses with 4 attendees.

Team Manager Forum

Currently arranging the annual team manager forum for September 2015. The forum will provide an opportunity for qualified team managers to share good practice. This will also be an opportunity to recruit team managers to support the Regions development work.

Coach Development Workshops

Successfully delivered 3 England Programme Officer led coach education workshops in January / February 2015 in Portsmouth, Aylesbury and Gatwick. In total 47 coaches attended the workshops. Two weekends of coach education workshops for SER coaches planned for June 2015.

13th June – Stoke Mandeville Stadium, Aylesbury / 14th June – Cranleigh School, Cranleigh - These workshops will cover effective communication, a practical pool session on stroke analysis and dry land training including corrective exercises.

20th June – Tonbridge School, Tonbridge / 21st June – Charterhouse School, Godalming – These workshops will cover a pool session on the fundamentals of effective starts and turns, strategies for an inclusive training environment and details of developing a performance swimming environment.

Helen Mack & Kristie Jarrett – Regional Club Development Officers

Coaches Forum

Administration for the Regional Coaches Forum, including attendance at meetings.

Support for Regional Talent Camps

Working closely with the England Programme Team to select swimmers and administer the 2015 Regional Talent camps. Attendance at Regional Championships to support administration for the 2015 camps.

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 etc, delivered within the South East Region. Information is collated from all partners, including County Sports Partnerships, scUK, IOS to ensure clubs have all the information required.

Monthly Club Update

RCDO's currently produce a monthly club update which is distributed to clubs at the end of each month and available on the SER website. The update includes information from both the SER and ASA in addition to details of all ASA courses delivered by ASA approved centres.

SER Funding Guide

In response to feedback from the 2014 Club survey, recently produced a Funding Guide which provides details of funding opportunities for clubs. The document will be publicised in the June 2015 club update and placed on the Regional website, in addition to a Club Sponsorship Toolkit.

Helen Mack & Kristie Jarrett – Regional Club Development Officers

County ASA Support

Attended Surrey, Kent, Oxon & N.Bucks, Berks & S. Bucks and Hampshire County ASA meetings in April / May 2015. RCDO's planning to attend County ASA meetings every 6 months.

Attendance at Sussex County Development Day in March 2015.

Attending Kent Development Day on 7th June 2015 and Hampshire Volunteer Development Day on 20th September 2015.

General Club Development

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

Dave White – Para-Swimming Pathway Officer

South East Region Para Swimming

Because of the geographical area I have to cover, I have three priority work counties in each area, for the South East they are:

Berkshire- develop and strengthen a HUB club network to support swimmers, build links and pathways with Sports Able swimming scheme

Surrey- Establish Staines SC as a HUB club, this is being put in place to ensure that pathways are ready as Sunbury pool has been selected as one of the Everyone Active operator led Disability link sessions based on a pilot scheme running at Plymouth Life Centre. Work done already includes a disability competition as part of the Waverly Paralympic games in March which hopefully will take place again next year.

Bucks- Work yet to start in this area but will be focusing on pathways for disability now there is no Bucks disability club, Wycombe & District are currently continuing disability swimming in the area. There will be a Regional training camp at Wycombe on the 20th June and alongside this there will also be a talent id session during the pool session.

The Regional Para-Swimming Championships will be held at Southampton Quays Leisure Centre on September 4th, again a talent id session will also take place at this time.