

ASA South East Regional Management Board

Minutes of Meeting held on Monday 7th September 2015 at Guildford Spectrum, Guildford

Present:	Ray Hedger (RH)	Chairman
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Alan Lewis (AL)	Board Member
	Shelley Robinson (SR)	Board Member
	Geoff Stokes (RGS)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member

Also in attendance (non-voting):

Alan Green (AG)	Divisional Business Manager
Mike Lambert (ML)	Vice President
Sam Watson (SW)	Minute Taker

107 Apologies

Apologies had been received from:

Gary Shields (GS)
Darren Wilmshurst (DW)
Roger Penfold (RFP)
Jim Boucher (JB)

108 Minutes of meeting held on 9th July 2015

The Minutes of the meeting held on the 9th July were agreed as a true record.

109 Matters Arising

69.9 Opening of a second bank account: Difficulty opening a second account. Needs to be sorted out urgently, as this is needed for the Winter Championships.

Action: BG/RFP/GS

92.1 Annual Council Meeting: Location to be followed up and discussed.

Action: CL to report to next meeting

101.2 Jane Nickerson looking for financial support from the Regions in the identification of diving talent.

102 Circulation of Minutes of the Sport Governing Board meeting 3/4 July 2015

Action: RGP

110 Contracts

The review of Mailsports contract was in progress, with a view to production of a tender document for future services. This would be finalised upon the return of RFP.

111 Annual Council Meeting

The Board reviewed the questions posed and possible draft answers. The Communications' Group was asked to monitor drafted adjustments.

Action; CL and BD to organise timely response.

Comment was made particularly on the following questions

111.1 Location of meetings

Discussion on meetings to be held in rotation of 4 sub regions – Location under review.

111.2 Pathway program

Increase entry fees by 20% £5:00 - £6:00.

Looking forward expecting an impact offset of £7000 to compensate.

111.3 Budget 2015-2016

- Long term athlete development through clubs and networks swimming through Beacon program.
- Can find this through increase of membership fees.
- Sustain the level of expenditure – not sustainable long term.
- Reduce costs or increase fees to sustain a level of deficit. Board members to consider on an annual basis.

112 Meeting with Sub Region Reps

12th September after ACM: whole of board to attend

113 Regional Volunteering Award

Youth forum to broaden producing courses through Helen Mack.

Motivate club people by giving rewards (certificates).

Each sub region nominate out of their club sub region volunteer of the year –

Generate motivation if successful; include adult volunteers as well as Young people.

Action: CL

114 ASA Health & Safety Forum

The Board endorsed the attendance of Chris Lee at the recent meeting of the Forum. All disciplines of the region to meet twice a year. Committee of 3 consider comments.

115 Review Expenses Policy

The Board considered a revised expenses' policy for reimbursing volunteers.

It was suggested that the Policy statement should be amended for Travel 1.3 delete Director, add Chairman and to delete "and is currently" from the final paragraph of document.

Comment was made that there might be trouble finding officials if expenses not paid.

The Board adopted the circulated policy subject to the amendments proposed above.

Action: JD

116 Diving Program

RH concerns that money is going in to a pot and not in to the clubs.
Asking to pay for clubs to meet expenditure – Budget running at a deficit.
Reluctant to support as risking setting undesirable precedent.

117 Swimming Talent Programme

1st competition Sat 5th September - Strength condition
Sport science paying a fee as coach
Pay expenses –use invoices (Gary feedback)
How to pay people – discussed self-employed contract
Further action required as to how to pay members of staff.

118 Minuting of meetings

The Board was advised of a possible meeting minuting service available via the University of Surrey.

Discussion about advertising for a volunteer on the website to take minutes to get some consistency. Freedom Leisure to support until there is a permanent minute taker.

Action: RFP/BG to arrange advert on website

119 ASA Senior Leadership Communique August 2015

The Chairman drew members' attention to the latest information circulated with the Board papers.

120 Government Consultation

A very detailed document had been circulated to members and the response is the responsibility of the ASA. Members are requested to send any comments or contributions direct to the ASA as soon as possible.

121 Awards

The Chairman reported that 3 nominations had been received for the Harold Fern and A H Turner awards. The unanimous decision of the Committee that 2 nominations should be forwarded to ASA was endorsed by RFP.

122 Website

Photos of key members of staff to go on the website with a few words about who they are etc.
Southern counties to go on the website – should midland counties be put on as well?
Discussion about E-mail addresses – E-mail role based rather than name.
Website not public – to be public before the ACM meeting –Review pictures and writing after launch.

Action: BD

123 Affiliations + Resignations

RGS standing down as Board Member. The Chairman and Board members thanked Geoff Stokes for his hard work and contributions to the Regional Board. The Chairman was delighted to announce that RGS will continue in the Region as "Masters Manager".

124 Correspondence

The Board considered a letter from Hampshire County ASA raising questions about officials for swimming licensed meets. A draft response, compiled following discussion by the Swimming Group, was endorsed, subject to minor adjustment.

Action: send response to G Adamson

125 AOB

AL – Junior Water Polo at Guildford Spectrum funding request – They currently have 10 attendees but need 24 attendees to be able to afford costs. Request for a short term loan of £600 if necessary to help start-up costs. More detail required and to be discussed at October Board meeting.

Action: AL

126 Date of next meeting

Next board meeting 13th October 2015

Meeting Closed at 21:17

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 7th September 2015 in the Conference Room, Guildford Spectrum, GU1 1UP commencing at 1900

A G E N D A

- | | | | |
|----|---|----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i> | RH | 1900 |
| 2. | Minutes of the Meeting held on 09 July 2015
<i>To agree accuracy of minutes from the previous meeting</i> | RH
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RH
Enclosed | 1910 |

ITEMS FOR DECISION

- | | | | |
|-----|---|-----------------|------|
| 4. | Annual Council Meeting
<i>4.1 Questions of which notice has been given</i>
<i>4.2 To consider any issues arising from the agenda for the ACM</i> | RH
Enclosed | 1915 |
| 5. | Meeting with Sub-Regional Reps on 12 September | RH | 1945 |
| 6. | Regional Volunteering Awards
<i>To review the proposal by the Youth Forum</i> | CL
Enclosed | 1950 |
| 7. | ASA Health & Safety Forum
<i>7.1 To confirm attendance of Chris Lee to the Forum meeting</i>
<i>7.2 To decide how the Region should be represented going forward</i> | RH | 1955 |
| 8. | Review of Expenses Policy | JD
Enclosed | 2000 |
| 9. | Diving Talent Programme | RH
Enclosed | 2005 |
| 10. | Swimming Talent Programme
<i>To endorse payment regime for staff & volunteers</i> | JD
Enclosed | 2010 |
| 11. | Minuting of Meetings | RFP
Enclosed | 2015 |

ITEMS FOR DISCUSSION / INFORMATION

- | | | | |
|-----|--|----------------|------|
| 12. | ASA Senior Leadership Communique August 2015 | RH
Enclosed | 2020 |
| 13. | Government Consultation – Sport Strategy | RH
Enclosed | 2025 |
| 14. | Awards
<i>To report nominations for Harold Fern, A H Tuner and Aquatic Awards</i> | RH
Enclosed | 2030 |
| 15. | Website | BD | 2035 |
| 16. | Affiliations & Resignations
16.1 New Affiliations
Guernsey Water Polo
16.2 Resignations
None
16.3 Enquiries
None
16.4 Transfers
None
16.5 Change of Name
None | RH | 2040 |
| 17. | Correspondence
George Adamson – Hampshire ASA – Licensing Issues | RH
Enclosed | 2045 |
| 18. | ASA Sport Governing Board & Group Board Minutes
<i>Discuss the minutes of the ASA Group Governing Board and Sport Governing Board if available.</i> | RGP | 2050 |
| 19. | AOB
<i>24 hours notice required</i> | RH | 2055 |
| 20. | Date of Next Meeting
Annual Council Meeting - Saturday 12 th September, Holiday Inn Guildford
Tuesday 13 th October, Surrey Sports Park | RH | 2100 |

ASA South East Regional Management Board

Minutes of Meeting held on Thursday 9 July 2015 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
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Geoff Stokes (RGS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Alan Green (AG)	Divisional Business Manager
Mike Lambert (ML)	Vice President
Carol Brook (CB)	Minute Taker

87 Apologies

Apologies had been received from:

Ivan Horsfall-Turner (IHT)
Alan Lewis (AL)
Gary Shields (GS)

88 Minutes of meeting held on 10 June 2015

The Minutes from 10 June were agreed as a true record subject to the following amendments:

74 Add 'Action JD'

78 Add the following at the end: 'to change rule 8.2'

81 1st bullet: Insert 'had' after 'Lord'

85 1st bullet: Remove 'Regional Management Board'

85 2nd bullet: Replace 'President' with 'Chairman'

Action: BG

89 Matters Arising

69.9 Opening of a second bank account: Proposed by RH and seconded by CL to open a second Community Account with HSBC. This was agreed by the Board unanimously.

71 Aquatic Awards: CL has looked into a local system for Junior and Young volunteer awards.

Action: CL to report to next meeting

72 ASA Service Level Agreement

Action: RFP to discuss with AG and report to next meeting

90 Circulated Accounts

The Board voted to adopt the Accounts for 2014/15 subject to the changes of signatories on page 4.

Action: BG

91 Annual Report

BD will circulate a draft, and comments, if any, are required by 17th July.

Action: BD

92 Annual Council Meeting

92.1 Hampshire Motion Amendment

Background

The amendment was designed to facilitate implementation of the Hampshire motion, if adopted.

ML: considered that the Hampshire motion had arisen due to swimmers' concerns over the increase in fees/perceived value received from the Region and poor communication.

BD: need to engage and actively seek views.

92.2 Rule 8.2.1

To amend Rule 8.2: "Only persons who are members of *clubs affiliated to the Region* shall be eligible to be voting members of the Management Board".

Both the amendment to the Hampshire motion, and the motion to change rule 8.2.1 were adopted by the Board.

The Board were reminded that the retiring Board members are: JD, SR, GS, RGS, closing date for nominations is 29th July.

Action: RFP/BG

93 Harold Fern and A.H. Turner Awards

SR, RH and CL were appointed as the panel to review the nominations received.

Action: BG

94 Review of Expenses Policy

The review was deferred until the next meeting. ML requested that the matter is covered at that meeting.

Action: JD

95 Affiliation Fees 2016

The Board considered a report to enable it to fix the affiliation fees for 2016.

CL: budgets prepared on basis of the fee increases.

JB: accounts support argument that fee increases are not required.

The Board voted on the proposal to increase Affiliation fees for 2016 and the proposal was agreed by 9 votes to 1.

The agreed fees for 2016 are:

Category 1: £4.00

Category 2: £5.00

Category 3: £0.00
Minimum Club Fee: £25.00

96 Competition Pathway Representative – 13 November

ML appointed to represent the South East.

Action: RFP to inform Cathy Lambert

97 Swim21 Multi-Discipline Proposal

Discussion

JB: in support of pushing the proposal forward.

JD: supports the aim but does not consider it to be a Swim21 issue.

RFP: supports the aim to foster diversification of disciplines but questioned whether it was appropriate for Swim21 to do this.

Decision

The Board agreed to discuss the proposal with:

- Diving (RH)
- Synchronised Swimming (RFP)
- Subject to the outcome, approach the national WP Group

Action: RFP/RH

98 ASA Senior Leadership Communique June 2015

The Board welcomed the greater transparency of the Senior Leadership Team.

Board Members asked to send their individual comments on the Communique direct to Louise.Barnes@swimming.org.

Action: All

99 ASA Annual Council Meeting Amended Procedures

The procedures were noted by the Board.

RGS: expressed concern that the format of the meeting reduced the opportunity for open discussion.

100 Affiliations & Resignations

100.1 New Affiliations

None

100.2 Resignations

None

100.3 Enquiries

None

100.4 Transfers

None

101 Correspondence

101.1 Email received from Rosa Gallop, Southampton Diving Academy has received 'Beacon Status' in recognition of its support for coaches.

101.2 Correspondence received from Jane Nickerson, looking for support from the regions in the identification of diving talent. A report will be put before the Board at the next meeting.

102 ASA Sport Governing Board & Group Board Minutes

RGP summarised the main points as the minutes had been received today:

- Diving – new approach to teaching and competitions, plus a request that each Region contributes up to £2,000 each towards the funding of talent identification days.
- Entry fees for competitions – referred back for more detail.
- Commonwealth Youth Games (including training camp in New Zealand en route) – funding shortfall. The Board considered it fair and equitable that the individual participants contribute £250 to the cost (apart from in cases of genuine hardship).
- ASA accounts
- Deaf swimmers – are to have own category and awards. The classification is to be placed on a swimmer's records. The Regions are urged to hold competitions which include deaf swimmers.
- Review of ASA accommodation
- Incorporation
- Equality champion

Action: RGP to send to BG for circulation

103 ASA Regional Chairman's Meeting

Any questions on the minutes of the meeting on the 4 June are to be referred to RFP.

104 DBM Report

AG provided a verbal update:

- A review of participation programmes and learn to swim frameworks is currently being conducted.
- As a result, the Partnership Programme is on hold. Current agreements with operators are being maintained and sustained but no new agreements will be entered into until October 2015.
- The focus is on low cost, 'quick wins', ways to slow down the decline in participation (cf. long term strategy) concentrating on the facilities (structure/environment) and the programmes.

105 AOB

105.1 Minutes: speed of preparation and circulation

The Board agreed to explore ways to achieve consistency of minute writing and the preparation of the draft minutes within a defined timeframe, both with Freedom Leisure and through other avenues, including creating a specific contract for the role.

Action: RFP/JB

106 Date of Next Meeting

Monday 7 September 2015: at 19.00, at the Guildford Spectrum.
RH is to chair the meeting as RFP is unable to attend.

Meeting closed at 21.13

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 28 August 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	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	
4	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	
5	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>
6	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	
7	Swim21 Multi Discipline Proposal Following the proposal, RH & RFP to speak to Diving and Synchro groups about the proposal.	15.02.2015 Min 24	RFP & RH	<i>In Progress</i>
8	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	
9	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	
10	Mailsports Contract The Mailsports contract is to be reviewed by RFP and RH	16.03.2015 Min 47	RFP & RH	

11	Southampton Diving Proposal RFP to write to Southampton Diving regarding the Funding Request submitted	12.05.2015 Min 56	RFP	
12	Bank Account Finance sub group to arrange opening of a second account with HSBC	09.07.2015 Min 69.9	Finance Sub Group	<i>In Progress</i>
13	Aquatic Awards CL to report to the Board at September meeting on a local system for Junior and Young Volunteer awards	10.06.2015 Min 71	CL	<i>On agenda</i>
14	ASA Service Level Agreement RFP to discuss with AG and report to September meeting.	09.07.2015 Min 72	RFP	<i>In Progress</i>
15	Review of Expenses Policy JD to report to the September meeting on the Expenses Policy review	09.07.2015 Min 94	JD	<i>On agenda</i>
16	Minutes: Speed of Preparation and Circulation The Board agreed to explore ways to achieve consistency of minute writing and the preparation of the draft minutes within a defined timeframe, both with Freedom Leisure and through other avenues, including creating a specific contract for the role.	09.07.2015 Min 105.1	RFP/JB	<i>On agenda</i>

Updated 28/08/2015 BG

ASA South East Region Annual Report 2014/15

Reference	Question from	Subject	Question
Whole Report	G.V. Stanley – Hampshire County ASA	Production of the Annual Report	What was the reason for the late production and distribution of the Annual Report?
Page 2 Para 4	G.V. Stanley – Hampshire County ASA	Sub Region Liaison Meetings	Please confirm that the suggestion tabled by Hampshire County ASA was for 4 Liaison Meeting per year to be hosted by each Sub Region in rotation.
Page 2 Para 4	G.V. Stanley – Hampshire County ASA	Sub Region Liaison Meetings	Why was this rejected in favour of 2 meetings per year both to be held at Guildford?
Page 2 Para 3	G.V. Stanley – Hampshire County ASA	Website	What Capital and Revenue costs have been incurred to date in developing the new Website?
Page 2 Para 3	G.V. Stanley – Hampshire County ASA	Website	What are the forecast annual Capital and Revenue costs for each of the next 5 years in maintaining the Website?
Page 4 Para 9	G.V. Stanley – Hampshire County ASA	Financial Report	What is the definition of “short term”?
Page 4 Para 9	G.V. Stanley – Hampshire County ASA	Financial Report	What is the exit strategy to prevent an increase in Fees for 2016/7 and/or a significant utilisation of reserves as has been experienced in setting the 2015/6 Budget?
Page 15 Para 1	G.V. Stanley – Hampshire County ASA	Swimming	The requirement of the Pathway programme that Finals be held for each Event has resulted in a reduced entry for the Heats to ensure that the time limits imposed on a Licensed Meet are adhered to. What is the annual financial impact on the Regional Summer and Winter Championships as a result?
	Peter Harris – Hampshire County ASA	Finance	Could the Chairman please explain why when the Region has over £330k in Reserves it is asking members for such a huge increase in Affiliation Fees as well as increasing Competition Entry Fees for swimming events.
	Peter Harris – Hampshire County ASA	Finance	The Budget for 2015/16 is set at a loss of over £80k due to large increases in funding for some disciplines. Can the Chairman confirm if this is a long or short term goal to run at this level of deficit and what are the plans to fund this level of expenditure once the Reserves have been depleted. Is it the

			Boards plan to further increases Fees to sustain this level of expenditure?
	Peter Harris – Hampshire County ASA	Finance	If Southampton Diving Academy receive Beacon status does this mean the financial burden on the Region is reduced from the current high levels so that the planned increase in Fees is rendered unnecessary.

Notice is hereby given that the Annual Council Meeting of the ASA South East Region will be held at 1100 on Saturday, 12 September 2015 at Holiday Inn Guildford, Egerton Road, Guildford, GU2 7XZ, to conduct the business shown in the Agenda below.

AGENDA

1. Apologies for Absence

2. Minutes

To confirm the accuracy of the Minutes of the Annual Council Meeting held on 13 September 2014.

Matters arising on the Minutes of the Annual Council Meeting held on 13 September 2014 notified to the Divisional Office Manager by 08 September 2015 (if any).

3. ASA Business

3.1 ASA Annual Report and Accounts 2014-2015 and Financial Review for the period ended 31 March 2015.

3.2 Proposals for changes to ASA laws.

4. ASA South East Region Annual Report 2014-2015

To receive and adopt the Annual Report of ASA South East Region for the period 01 April 2014 to 31 March 2015.

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

5. ASA South East Region Financial Statements 2014-2015

To receive and adopt the ASA South East Region Financial Statements for the period 01 April 2014 to 31 March 2015.

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

6. Motions to Council

6.1 Proposals to change Regional Rules:

A. Proposal by Management Board

In Rule 8.2.1 replace 'Only persons who are members of the ASA shall be eligible to be voting members of the Management Board' with 'Only persons who are members of clubs affiliated to the Region shall be eligible to be voting members of the Management Board'

B. Proposal by Hampshire County ASA

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”.

The Management Board has given notice of the following amendment to the above Motion, in accordance with Rule 12.4.5

“Delete the final sentence and add in its place

“The term of office of all present Board Members, and those elected at this meeting, shall end on 31 October 2015.

The Board shall appoint a person, “The Appointed Person”, to manage the transition process for the purposes of Rule 12.1.2.1.2.

Each sub-region shall notify the Appointed Person, by 30 September 2015, of the identity of the person appointed by that sub-region as a member of the Regional Management Board with effect from 1 November 2015.

An invitation for nominations for the 6 elected persons will be issued on 1 October 2015. Nominations for these offices shall be received by the Appointed Person, by 10 October 2015.

A Special Council Meeting shall be held on 24 October 2015 solely for the purpose of electing 6 persons to serve as members of the Regional Management Board. The members elected at the Special Council Meeting shall take office with effect from 1 November 2015.

The Regional Management Board shall settle the retirement dates of the persons appointed and elected as members of the Board with effect from 1 November 2015.””

6.2 Other Motions:

None Received

7. Awards

7.1 President’s Plate (Jeff Cook Memorial Plate)

The President will announce the recipient and present the Plate.

8. Elections and Installations

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

8.1 President 2015-2016

The Regional Management Board recommendation is:

Mike Lambert (Basingstoke Bluefins SC)

8.2 Vice-President 2015-2016

The Regional Management Board recommendation is:

Jane Davies (Black Lion SC)

8.3 Members of the Regional Management Board (4)

The candidates for election are:

John Davies
Shelley Robinson

No election is necessary. Council will be asked to authorise the Regional Management Board to appoint two further Members of the Regional Management Board.

8.4 Regional Delegates to the ASA Council Meeting (14)

The candidates for election are:

Jane Davies
John Davies
Brian Deval
Susan Harrison
Alan Lewis
Roger Penfold
Eleanor Purvis
Peter Robinson
Shelley Robinson
Geoff Stokes

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

9. Appointments

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

The Regional Management Board recommends the re-appointment of Charterhouse

9.2 Custodians of the Region's property

Mr J Ramsay & Ms M Tuppen remain in post. In addition the Management Board recommends the appointment of Mrs S D Green and Mr E J Lyne.

10. Vote of thanks to the Scrutineers

REGIONAL VOLUNTEERING AWARDS

PURPOSE OF REPORT

To advise the members of the Board of the Youth Forum proposals to recognise volunteers including young volunteers within the Region.

PROPOSED ACTION

The Board members are requested to consider and comment on the proposal and to approve it if thought fit with such amendments as are agreed.

SUPPORTING INFORMATION

1. At its meeting in June 2015, the Board asked that Chris Lee report on the Youth Forum expanded suggestions for recognition in the absence of the Aquaforce Awards.
2. The Youth Forum had previously considered recognising Young Volunteers in Clubs and Sub Regions with a view to motivating young people in our sport to volunteer.
3. The suggestions included the following:
 1. That each Club should be able to nominate its 'South East Region Club Young Volunteer of the Year', and that certificates for the winners would be sent to the relevant sub-region for distribution.
 2. That from the Club nominations made each sub region should nominate its 'South East Region County Young Volunteer of the Year', and that certificates for the winners together with a small commemorative trophy would be awarded to the winners at an appropriate Regional event or if unavailable be sent to the relevant sub-region for presentation.
 3. That from the sub region nominations made the Regional Youth Forum would select 3 Regional winners in 3rd, 2nd and 1st place to be 'South East Region Young Volunteer of the Year' or runner up, and that certificates for these winners together with a small commemorative trophy would be awarded to these winners at an appropriate Regional event or if unavailable an alternative suitable presentation would be arranged.
4. A similar system could be adopted, if the RMB feel it motivationally beneficial, for adult volunteers.
5. The above proposals are therefore submitted to the members of the Board for comment and suggestion.

The Board's comments and suggestions are sought and approval if thought fit with such amendments as are agreed.

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 Chairman or the Board Member responsible for Finance](#).
2. Discipline Managers may not authorise their own expenses, they shall be authorised by the [Regional Chairman or the Board Member responsible for Finance](#). 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:
 - It is less expensive than travel from home on separate days.
 - It is necessary in order to set up for the event.
 - 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.
2. 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.
3. Where possible, budget hotels shall be used. The following rates for hotels and subsistence should be used as a guide:
 - Accommodation and breakfast: £60 (£70 if the room is shared with another person who could claim)
 - Evening Meal: £15 (not to include the cost of alcoholic drinks)
4. All claims for accommodation and subsistence must be accompanied by receipts.
5. It is expected that officials working at an event with more than one session per day will work all sessions on that day. Officials that work fewer sessions will be able to claim expenses proportional to the number of sessions they work.
6. It is expected that officials that travel more than 60 miles to an event of more than one day will stay in local accommodation rather than travelling home and back every day. Travel expenses will be limited to one return journey paid in full and for up to a 100 miles round-trip per additional day.
7. Persons who need to be at the pool the previous evening or early in the morning for setting up may travel the day before the event and claim for accommodation.
8. Officials who travel to an event for training or mentoring may not claim expenses for that session as they are not working. However they may claim for other sessions at which they are working as in paragraph 5.

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. Where people travel together in the same vehicle, only one claim for the travel can be made.
3. 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.
4. 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

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 26 August 2015 22:46
To: Bryony Gibbs
Subject: Fwd: Regional Support Talent ID Diving

Bryony

Stuff from Jane Nickerson re diving.

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: Jane Nickerson <Jane.Nickerson@swimming.org>
Date: 6 July 2015 17:32:11 BST
To: Pippa Jones <froghollow@btinternet.com>, Neil Booth <neilbooth@clara.co.uk>, Roger Prior <rgprior@rgprior.com>, Ian MacKenzie <ian.macsirs@ntlworld.com>, Robert Margetts <rmargetts@wcasa.co.uk>, "Anne Clark" <annewclark4@aol.com>, Chris Bostock <chris@robstock.co.uk>, John Bird <johnb.asasw@btinternet.com>, Ray Hedger <rayhedger@O2.co.uk>, "National Entries Barry" <barry@thesaunders42.fsnet.co.uk>, Bernard Simkins <bernardsimkins1@profab.co.uk>, Kay Grimshaw <Kayfred@btinternet.com>, "Ray Gordon" <swimnec@aol.com>
Cc: Simon Kirkland <simon@sportstructures.com>, Lisa Topliss <l.topliss@sky.com>, David Watson <david@northyorkshiresport.co.uk>, "Joan Wheeler" <joan.wheeler@btinternet.com>, David Flack <davidcflack@gmail.com>, Roger Penfold <rogerpenfold@btinternet.com>, Dave Fletcher <dave.rfletcher@yahoo.co.uk>, Adrian Leather <aleather@lancashiresport.org.uk>
Subject: Fwd: Regional Support Talent ID Diving

Dear All

Please find below the support the Diving Talent Officer (Connie) is looking for to increase the Talent ID programme.

I have also included the Regional Chairs in this e-mail and would appreciate it if the relevant regions could give this some consideration when looking at your budgets for this discipline.

Connie is happy to answer questions on the programme - I know those of you who received the presentation at the Sport Governing Board meeting saw the value of this programme.

Please let me know if you think your region could provide some support.

Many thanks

Jane

Jane M Nickerson

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

Begin forwarded message:

From: Julian Bellan <Julian.Bellan@swimming.org<<mailto:Julian.Bellan@swimming.org>>>
Subject: Regional Support Talent ID Diving
Date: 6 July 2015 13:41:25 BST
To: Cathy Lambert <Cathy.Lambert@swimming.org<<mailto:Cathy.Lambert@swimming.org>>>
Cc: Jane Nickerson
<Jane.Nickerson@swimming.org<<mailto:Jane.Nickerson@swimming.org>>>, Connie
Montgomery
<Connie.Montgomery@swimming.org<<mailto:Connie.Montgomery@swimming.org>>>

Hi Cathy

As a follow up to the meeting on Friday, once again thank you Jane for the opportunity, I am attaching a list of priority clubs for support by regions for Talent ID on an annual basis The upshot to a continued programme is increased participation and membership, so although not a 100% return some return for investment by the regions that I am sure.

The annual investment required for TID is £2,000 per club. The current Talent budget is £10,000 which services 5 programmes.

Region CLUB

North East Leeds
Sheffield
Bradford
Harrogate
Sunderland*

East Southend
Luton
Dacorum
Cambridge

West Midlands Corby

South Southampton
Reading Albatros
Amersham

West Plymouth
West Wiltshire

London Dive London
Crystal Palace

North West Manchester**

* -Subject to programme improvement target 2016-17

** Subject to successful Beacon programme commencement target 2016

I appreciate for some regions - North East and East that the numbers of clubs are greater, however a joined up approach centrally and with our regions could result in a higher rate of uptake.

Best wishes
Julian

Julian Bellan
Talent & Development Manager
for British Diving

[cid:366DC72F-A6B3-4E5D-ACA5-7A0C5FB4286E@Home]

SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF
Phone: +447825758586
E-mail: julian.bellan@swimming.org<<mailto:julian.bellan@swimming.org>>
www.swimming.org<<http://www.swimming.org/>>

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 26 August 2015 22:54
To: Bryony Gibbs
Subject: Fwd: Diving Talent ID
Attachments: Southampton TIDApplicationForm 2015 completed.doc

Bryony

This is another exchange about the diving talent programme to accompany the other stuff, sent just now.

Roger

Sent from my iPad

Begin forwarded message:

From: Connie Montgomery <Connie.Montgomery@swimming.org>
Date: 16 July 2015 17:07:27 BST
To: Roger Penfold <rogerpenfold@btinternet.com>
Cc: Roger Prior <rgprior@rgprior.com>, Gary Shields <gary.shields@sjpp.co.uk>, Ray Hedger <rayhedger@o2.co.uk>
Subject: Re: Diving Talent ID

Hi Roger

For your information, we are not supporting any clubs for TID funding in the 2015/2016 financial year. Southampton did apply but as they received funding in in the 2014/2015 financial year, other clubs who did not receive any last year were a priority (highlighting our lack of funding for this).

I have attached Southampton's application for you to have a look at the kind of things we ask for. This is a very good example and one that the larger programmes are expected to run. As you can see our maximum funding support of £2,000 per club does not cover all costs to run the initiative.

Other clubs in your region who have had funding in the past and are capable of running a TID programme are Star Diving (Guildford), Amersham Diving and Albatross Diving (Reading).

Depending on the content of the application and size of the programme, we would decide on an amount to support them with, e.g. £1,000, £1,500 etc.

As you have pointed out that this may be something you could support us with in the 2016/2017 funding year, we would be happy to circulate application forms and then liaise with the regions who have applicants to see what support is there for us to fund as many clubs around the country as possible.

If you would like any further information, before or after you South East Board meeting, please let me know.

Kind Regards

Connie

Connie Montgomery
07796352617

From: Jane Nickerson
<Jane.Nickerson@swimming.org<<mailto:Jane.Nickerson@swimming.org>>>
Date: Thursday, 16 July 2015 16:54
To: Roger Penfold <rogerpenfold@btinternet.com<<mailto:rogerpenfold@btinternet.com>>>
Cc: Roger Prior <rgprior@rgprior.com<<mailto:rgprior@rgprior.com>>>, MontgomeryC
<connie.montgomery@swimming.org<<mailto:connie.montgomery@swimming.org>>>, Gary
Shields <gary.shields@sjpp.co.uk<<mailto:gary.shields@sjpp.co.uk>>>, Ray Hedger
<rayhedger@o2.co.uk<<mailto:rayhedger@o2.co.uk>>>
Subject: Re: Diving Talent ID

Thanks Roger

I have passed your e-mail to Connie who will be able to answer any questions which arise

Best wishes

Jane

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

On 16 Jul 2015, at 11:11, Roger Penfold
<rogerpenfold@btinternet.com<<mailto:rogerpenfold@btinternet.com>>> wrote:

Jane

The South East Board will consider this at its next meeting, on 7 September. Roger Prior mentioned it briefly, in his oral debrief for the Board last week, from the recent SGB meeting. I am not sure what questions [my] Board members will have, but presume we are talking about support for the programme in the financial year 2016/17, as there is no provision in our budget for the current financial year, and we had to curtail some aspirations to achieve that budget.

Sent from my iPad

On 15 Jul 2015, at 12:06, Jane Nickerson

<Jane.Nickerson@swimming.org<<mailto:Jane.Nickerson@swimming.org>>> wrote:

Hi All

It appears that a number of you would like to consider supporting the talent ID programme in your region but would like further information. Can you let Connie (copied in to this e-mail) know the detail you are looking for please and I am sure she will be able to update you.

Best wishes

Jane

Jane M Nickerson

Chief Operating Officer

ASA

Mobile: +44 7771 814 302

E Mail

Jane.Nickerson@swimming.org<<mailto:Jane.Nickerson@swimming.org>><<mailto:Jane.Nickerson@swimming.org>>

Bryony Gibbs

From: Roger Penfold <rogerpenfold@btinternet.com>
Sent: 27 August 2015 09:41
To: Bryony Gibbs
Subject: Next Board meeting
Attachments: ASA SER Expense Form May 2014(1).pdf; ASA South East Region Expenses Policy draft 1 issue 2(1).pdf

Bryony

The information for the swimming talent camp "pay" arrangements is below. It might want some weeding - perhaps just John's final e-mail...

Roger (FP)

Sent from my iPad

Begin forwarded message:

From: JOHN DAVIES <davies045@btinternet.com>
Date: 29 July 2015 09:13:01 BST
To: Kristie Jarrett <kristie.jarrett@freedom-leisure.co.uk>, rosa gallop <rosa.gallop@swimming.org>, Lindsay Dunn <lindsay.dunn@swimming.org>
Cc: gary shields <gary.shields@sjpp.co.uk>, roger penfold <rogerpenfold@btinternet.com>
Subject: Fwd: RE: FW: SE Regional Camps 2015
Reply-To: davies045@btinternet.com

Hi Kristie, Lindsay and Rosa

Having consulted, and taking into account the issues with the Region not being registered with HMRC and the Divisional Office not being in a position to help, what we will do is:

1. The 'Leads' we assume are self-employed or are employed to do the sort of work involved and they will raise invoices for their fixed fees that the Region will pay.
2. The Lane coaches and team managers we will not pay a fixed fee but will treat as volunteers and the Region will pay travel expenses according to the SER Expenses Policy.

John

John Davies: davies045@btinternet.com

-----Original message-----

From : davies045@btinternet.com

Date : 24/07/2015 - 13:05 (GMTST)

To : kristie.jarrett@freedom-leisure.co.uk, rosa.gallop@swimming.org, gary.shields@sjpp.co.uk

Cc : Bryony.Gibbs@swimming.org

Subject : Re: RE: FW: SE Regional Camps 2015

Hi Kristie

Can you hang on till we get feedback from Gary hopefully on Monday. I think he should have the say on how we can pay people.

With the budget sheet from Bryony - there is a mix of what I did originally and what Lindsay has done.

On the Income, Bryony has got £25 per swimmer per camp, then 60 swimmers per camp, and then £1800 against each camp. It should be £1500 per camp or the £1800 is actually for 72 swimmers - which is the number Lindsay is working on (144 in total). I am not sure if there are other 'funnies' in there.

John

John Davies: davies045@btinternet.com

-----Original message-----

From : kristie.jarrett@freedom-leisure.co.uk

Date : 24/07/2015 - 11:17 (GMTST)

To : davies045@btinternet.com, gary.shields@sjpp.co.uk, rosa.gallop@swimming.org

Cc : Bryony.Gibbs@swimming.org

Subject : RE: FW: SE Regional Camps 2015

Hi All

Bryony has put Lindsay's information into a budget sheet as attached. This is much clearer, we are over budget as John suggests, however, the income is up and should cover the short fall this year.

- I have asked Bryony to investigate putting Team Managers onto pay roll, she is not sure if they will approve this but will ask the question. I cannot see another route unless they are self-employed.
- We will pay all TMs a day rate and expenses.
- Bryony was also going to check if you can cap expenses? If not we will have to pay the lane coaches full travel expenses.
- Lead coaches and specialists will need to be paid through an invoice either self-employed or services from their club.
- I think that we will go over budget in some areas where travel expenses have not been allowed for on the specialist coaches etc, however, we will save money on TMs as we are unlikely to have 4 on each day.
- I will go back to Lindsay if you are all happy and clarify what we have agreed before we commit anything to the named lane coaches?

Thanks

Kristie

From: JOHN DAVIES [<mailto:davies045@btinternet.com>]

Sent: 24 July 2015 10:17

To: Kristie Jarrett <kristie.jarrett@freedom-leisure.co.uk>; gary shields <gary.shields@sjpp.co.uk>; rosa gallop <rosa.gallop@swimming.org>

Subject: Fwd: FW: SE Regional Camps 2015

Kristy (and Gary and Rosa)

Thanks for sending on the finance sheet,

Kristy Gary and Rosa

I have put it into Excel to check it and found it is £100 per day out £400 overall (ie we lose £400).

I have attached the original budget sheet I produced.

MINUTES OF BOARD MEETINGS

PURPOSE OF REPORT

To advise the Board of a possible provider of a minute taking service for its meetings.

RECOMMENDED ACTION

The Board is requested to DECIDE whether it wishes to enter into a contract with Unitemps for a minute taking service.

SUPPORTING INFORMATION

- 1 Members will, no doubt, recall the discussion at the last meeting of the Board concerning the preparation and distribution of minutes of Board meetings.
- 2 When the Region, and the Board, was established, minutes of meetings of the Board were taken by ASA employees deployed in the Region, viz the Regional Director and/or the Regional Admin & Finance Officer. This arrangement subsisted until the establishment, by the ASA, of the divisional business areas, and the closure of the regional office at Bisham Abbey. With the concentration of resources at the Divisional Office in Wellington, Somerset, it was no longer practical for the Divisional Office Manager to attend evening Board meetings, to take notes and write minutes.
- 3 At that time, Ivan Horsfall-Turner offered a minuting service, provided by staff from the Spectrum Leisure Centre, Guildford, where many of the Board's meetings were held. The Board gratefully accepted that offer. Staff from Freedom Leisure have provided the minuting service for the Board's evening meetings since then: the Divisional Office Manager continues to service any weekend meetings (there are usually 2 a year) and the Annual Council Meeting.
- 4 There is no formal contract for the service provided by Freedom. Indeed, invoices for the service have been intermittent - £262.88 was paid in 2014/15, (for May, June, July & September 2014) but nothing since.
- 5 Members discussed the limitations of the present service at the last meeting, and it is not proposed to elaborate on them here.
- 6 Jim Boucher suggested that an organisation associated with the University of Surrey - Unitemps - might be able to provide the required level of service. He contacted this organisation, who have advised

“We are part of the Business Support and Traded Services directorate [of the University] and operate as an employment agency mainly for our current students and recent graduates. We have over 7,000 registered

job seekers so have access to a large and varied portfolio of skills. Please have a look at our web pages - www.surrey.ac.uk/unitemps

"We have had two previous Minute Taker jobs, one paid £9.91/hr and the other one paid £8.62/hr. These rates are higher than I had estimated, so here are a few example charge rates for you to consider:

- Hourly pay rate of £7.62/hr. With holiday pay, employers' national insurance and our admin fee added, the charge rate will be £12.35/hr + vat.
- Hourly pay rate of £9.91/hr. With holiday pay, employers' national insurance and our admin fee added, the charge rate will be £16.06/hr + vat.

"I am happy to you to choose a pay rate anywhere within this range, whatever fits with your budget.

"The temp will submit online timesheets and I will give you access to a website so you can authorise them. I will then bill you for the hours at the end of each month."

- 7 The Board is asked to decide whether it wishes to take up this offer. The likely time commitment should be about 5-6 hours per meeting - an hour before, 2 hours at the meeting and 2-3 hours post meeting. The draft minutes would then be sent to the Divisional Office Manager, for approval by the Chairman and circulation thereafter, as presently.
- 8 It is fair to say that Ivan is relaxed about Freedom withdrawing from the service.

RFP
27.08.15

ASA Senior Leadership Communiqué

August 2015 – Edition 3

(ADP - Adam Paker, AP - Andrew Poxon, JMN - Jane Nickerson, NC - Nick Caplin, DJS – Damian Stevenson)

GROUP STRATEGY (ADP)

Revised Strategy

- Outline structure of SLT vision work reviewed by Group Board on 7th July. Next step is for the Group and Sport Governing Board to review and input at the joint meeting on 8th September.
- DCMS sport consultation paper released on 4th August, with responses due by 2nd October. JMN to lead on wide consultation with key stakeholders and to coordinate response to DCMS. Further communication to follow in the next couple of weeks on process for input. ADP undertook media response on television and radio on date of launch.

MORE PEOPLE LEARNING TO SWIM

Learn to Swim (JMN)

- Swim Safe went live around the country with excellent feedback from participants.
- The recruitment process for RNLI funded post to develop Swim Safe commenced.
- Awards sales ahead of budget by £29k by end of June.

Workforce Development (JMN)

- Service Level Agreement in place with GLL for the delivery of courses.
- Service Level Agreement agreed with Parkwood for the delivery of courses.

CSL (JMN)

- Pure Gym takeover of LAF currently with the Competitions and Markets Authority. Decision expected 25th/26th August. Business is continuing as usual in the meantime.

MORE PEOPLE SWIMMING REGULARLY

Participation (NC) and Insight (DJS)

- Sport England have signed off our insights (segmentation and behaviour change research) and confirmed that they are happy with these forming the building blocks for the forthcoming participation strategy. This is a really important milestone on the path to receiving the 10% of funding in 2016/17 that is conditional on our work ahead of September 2015.
- After a successful presentation of these insights at the Leadership Group meeting at Bisham Abbey, the ASA have been asked to present our insights to several of the attending operators and the feedback received has been very positive.
- 1st draft of the participation strategy, based on the segmentation and behaviour change research to be discussed informally with Sport England on 7th August.
- At the Swim Leadership Group meeting on the 13th/14th July, the basic premise of the strategy was shared and all were in agreement of the direction taken.
- Three short term pilot schemes were given the green light by Sport England, focusing on adult learn to swim, restorative swimming and distance challenges. ASA are involved in all pilots to ensure learning's are optimised but without distracting from the long term objectives.



- Meeting held with Arun Kang from Sporting Equals with initial thoughts shared on the participation strategy. He was positive about the direction and offered on-going support.
- ADP, NC and Lisa Wainwright visited three pools in the Manchester area (Beswick, Hough End and The Pelican Centre) to gain further insight for the participation strategy following Sport England's recommendation.
 - Key take outs were the importance of location, the reliance on quality staff and the value of engaging with the local community. The Pelican Centre was a very inspirational example of swimming done well despite their facility and financial support.

MORE MEDALS ON THE WORLD STAGE

Talent (JMN)

- UK Sport Pathway Health Checks concluded for each discipline including England Talent. Action plans created for each discipline. No red areas of concern for any discipline.
- AASE recruitment re-commenced for the next cycle.

LEGAL, GOVERNANCE, FINANCE, OPERATIONAL

Sponsorship and Marketing (ADP)

- Sales process on-going with regular review meetings being held. Sales agency SMAM will be in Kazan to use successful World Championships to engage with potential sponsors.
- Presentation by creative agencies to provide support due week commencing 17th August. Preferred agency to be selected by ASA, British Swimming, Scottish Swimming and Swim Wales.

Finance (AP)

- Group consolidated and subsidiary company accounts approved by the Boards on 7th July.
- ASA Annual report finalised and due to be received by stakeholders on 11th August.
- Draft 4 year financial plan is being produced for discussion and input by the Group Board on the 24th August.

Governance (ADP)

- Group Board effectiveness review commissioned by Deloitte complete with feedback to be reviewed individually and by Group Board on 8th September.

Membership (JMN)

- ASA membership at end of July was 2,151 behind 2014. (Cat 1 down 4,013, Cat 2 up 1,500, Cat 3 up 362)

HR (AP)

- Final panel interview for Chief Financial Officer role held on 7th July. Unfortunately the preferred candidate decided to go with another opportunity and so we have recommenced the process. 1st interviews to take place 24th September with final interview on 1st October.
- Final interviews for Chief Marketing Officer held 6th August.
- Recruitment for Chair of the ASA Group Board continues with closing date for applications of 12th August.
- ADP briefing to all colleagues on 27th July was well received and has been scheduled to take place on a monthly basis until the end of the year.

Please contact Louise Barnes on Louise.Barnes@swimming.org with any enquiries and for further details.

14. Awards

Harold Fern, AH Turner Nominations

- Jane Davies
- Margaret Tuppen

ASA Aquatic Awards 2015

Volunteer of the Year

- Robert Cox

Young Volunteer

- Helen St.John-Mosse
- Ellie Russell



Hampshire County Amateur Swimming Association

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

President

Mr. T Linkins (Portsmouth Northsea SC)
53 Cavendish Drive, Waterlooville, Hampshire PO7 7PL

Hon. Life Presidents

Mr. J M Ramsay, 71 Tavistock Road, Fleet, GU13 8EL

24th July 2015

Dear Roger

Licensing Regulations (Rules) and FINA Rules

As I have indicated at the meeting of the Regional Board, with some of the County Associations; as well as other occasions; I, as well as many of my colleagues, are concerned about the requirements laid down for Swimming Technical Officials in the March 2015 ASA Open Meet Licensing Criteria.

If the criteria, as we have been told, are Rules or Regulations with same requirements to be followed as with ASA Laws and FINA Technical Rules, I feel the criteria need to be further reviewed in light with the issues listed below.

- Breach of FINA rules (CTK / Finish Judges).
In all the License Level sections for Technical Officials requirements, both Chief Timekeeper & Finishing Judges are necessary. Whilst I agree it would be desirable I challenge these requirements which appear to breach FINA Rules.
 - SW1.2.1 gives governing bodies the right to “appoint same or fewer number of officials” Neither Chief Timekeeper or Finishing Judges are mentioned in SW1.2 list of officials required (please note this).
 - SW1.2.2 allows for “Timekeeping Team” (Chief Timekeeper and Timekeepers) to be used when Automatic Officiating Equipment is not available.
The licencing requirement for Levels 1, 2 & 3 makes Electronic Timing Equipment a requirement, therefore “Timekeeping Team” is not necessary.
 - SW1.2.3 allows that a “Finish Team” may be used when Automatic Officiating Equipment and/or (3) digital watches are not available.

I would suggest that the positions of Chief Timekeeper and Finishing Judges are a “**recommendation**” and not a “requirement” in each section of the Technical Officials required; except Licence Level 4 meets that do not necessarily have/use Electronic Timing Equipment.

- Level 1 & 2 - 800/1500m events inflexibility.
We are all aware that many meets have their “longer distance” events (800m & 1500m) in a separate session.
Why can we not relax the need for 2 Referee’s, in such sessions, and place a note in the criteria that for such sessions only 1 licensed Referee is necessary, but for all other events 2 is a requirement?
- I have received some remarks about Licensing Panels application of possible “sanctions”, none of which appear to be published.
There is also no procedure /process to challenge any sanction.
- Whilst most panels may well apply “common sense” (SER in particular) in making judgments and often send a warning message to the Promoter, these are mostly based on the Referees report, which I understand varies in quality.

However, I have been made aware by other colleagues of Licensing Panel (not SER) that demanded a few missing official’s registration numbers and told the Promoter that if they didn’t supply them, then they would not register the times. This penalizes swimmers for an administrative error or poor reporting.

Further report that, even though the Referee & Promoter were unable to fulfil the “requirements” for correct level of qualification”, and had used a qualified official, whom they trusted and instructed, this is considered a “black mark” and again would be considered at next meeting of panel and any other applications for a license.

- Maybe all Referees (qualified and trainees); together with Judge Level 2S; need to be issued with instructions on full and correct completion, of the Referee report, to allow better decisions to be made by panels.

I believe that sanctions regarding “lack of conformance for numbers of officials” should be based more on quality, which is more important than quantity, especially at lower levels and maybe Referees need to be told to highlight this fact on their reports.

Concerns about failure of such quantity requirements, or administration errors, which may end in sanctions that could affect swimmers submitted times to “rankings”, need to be made very clear to Promoter when issuing a license to them.

- Whilst it is recognised that we need to; recruit and train quality officials (at all levels) and get all competitions run in a “professionally minded manner”, any sanctions which affect swimmers and their times could cause parents/clubs/swimmers to get very angry and start sending in complaints to Judicial Administrator, about lack of fairness.

Can I suggest that it is recommended to our own Regional Panel; as well as being forwarded on to the National Panel; that some guidelines (including possible sanctions) and procedures are laid down for Promoters/Clubs, and these are issued on receipt of a license application?

I would like the Regional Board to discuss these matters and support the clubs/officials with the matters above, bringing them to the attention of the National Licensing Panel and Officials Technical Committee, with a request that they also review.

Regards

A handwritten signature in black ink that reads "George Adamson". The signature is written in a cursive style with a large, looped initial 'G'.

George Adamson

Cc Roger Prior
Jane Davies
Graham Stanley
Mark Davies