

ASA South East Regional Management Board

Minutes of Meeting held on Tuesday 13th October 2015 at Surrey Sports Park, Guildford

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	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 (from Minute 128)
	Darren Wilmshurst (DW)	Board Member (arrived late at 20:30)

Also in attendance (non-voting):

Rob Saunders (RS)	Minute Taker
-------------------	--------------

125 Apologies

Apologies had been received from:

Jane Davies (JD)
Brian Deval (BD)
Alan Green (AG)
Ivan Horsfall-Turner (IHT)
Mike Lambert (ML)

126 Minutes of meeting held on 7th September 2015

A number of inaccuracies and inconsistencies were noted in the Minutes from 7th September and it was agreed that the Chairman of that meeting should revise them, for submission to the next meeting.

Action: RH

127 Appointment of Board Members

The Board considered the 2 vacancies for Board Members, referred from the ACM, and 5 nominations/expressions of interest received for these positions.

127.1 The Board reappointed Gary Shields (GS) by unanimous decision.

127.2 Following a secret ballot, the Board appointed William Long (Beacon SC) to serve as a member of the Region Management Board until the ACM in 2018, by majority vote 6:2.

Action: RFP to write to unsuccessful candidates

128 Matters Arising

Ref. Agenda Item 3 - Matters Arising

10. Discussion over the MailSports contract. Proposal to not include supplements (gels/caffeine etc.) in items sold. Must remain a contract for the selling of sports kit.

Action: RH/RFP

12. Second bank account has been delayed by HSBC; however, it was hoped that this would be resolved imminently.

Action: GS

Ref. Minutes 7th September

123. Water polo numbers are encouraging. Will go for development proof on 12th November. Nothing further to discuss at this point.

Action: AL

129 Appointment of Vice-Chairman

Board re-appointed Ray Hedger (RH) to serve as Vice-Chairman until the first meeting of the Board after the ACM in 2016

130 Appointment of Board Member Responsible for Finance

Gary Shields (GS) was re-appointed as Board Member Responsible for Finance until the first meeting of the Board after the ACM in 2016

131 Appointment of Board Sub-Groups and Liaison Members

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

It was agreed that the regime of liaison members be retained, that existing liaison members be reappointed and that JB be appointed as liaison member for Masters.

It was also agreed to retain the present membership of the Communications, Development and Finance Groups, and to appoint JB to the Finance Group.

Action: BG to note, and to alert Masters' Manager to appointment of JB

132 ASA Council Meeting 2015

The Board endorsed the appointment of 4 additional delegates to the 2015 ASA ACM (a matter referred to the Board by the ASASERACM) – Eileen and Ken Adams, Jim Boucher and Mollie Lewis.

The Board noted the list of "starred questions", arising from the Minutes of the last ASA ACM, the ASA Annual Report and the Annual Accounts, submitted on behalf of the Region. Members expressed dissatisfaction with some of the responses provided to these questions by ASA HQ staff, and discussed how these might be further pursued, given that the questions and answers would not be included as a formal agenda item, as had been past practice. RFP was requested to pursue the matter.

Action: RFP

133 Dates of Meeting 2015/16

The Board agreed the dates for future RMB meetings as follows:

Sunday 22nd November 2015 (Discipline Managers)

Wednesday 9th December 2015

Thursday 14th January 2016

Sunday 21st February 2016 (Discipline Managers & Sub-Region Representatives)

Monday 21st March 2016

Tuesday 10th May 2016

Wednesday 15th June 2016
Thursday 14th July 2016
Thursday 1st September 2016
Saturday 10th September 2016 (Annual Council Meeting)
Monday 10th October 2016
Sunday 27th November 2016 (Discipline Managers)

Meeting venues to be arranged.

Action: BG

134 Review of liaison arrangements with Sub-Regions

There was a full discussion on a review of the liaison arrangements with the sub-regions particularly the meetings initiated in 2015, following disappointing attendances. The Board felt that it could not presently justify holding more than 2 per year. It was suggested that the first of the meetings in 2016 should be at the February, all-day, session. JB proposed that an approach be made to sub-regions to ascertain what items of regional business they would find of interest.

Action: JB and Communications group.

135 Review of Governance

The Board noted that this would be on the agenda to be a major discussion point for next RMB meeting in November.

Action: RFP/BG

136 Communications

136.1 The Board noted a report by BD, in which, inter alia, he asked that all Board members provide profile photographs for the website.

Action: All

136.2 Discussion into Helen and Kristie having ASASER e-mail addresses when dealing with relevant work and correspondences, as opposed to the "freedom leisure" addresses being used currently. IHT had agreed.

Action: RFP/BD

137 Senior Leadership Communiqué October 2015

Noted.

138 Affiliations and Resignations

There were none

139 ASA Sport Governing Board & Group Board Meeting Minutes

RGP reported on:

Presentation by Judicial Commissioner, Andy Gray.

139.1 Proposal that all complaints to be handled by mediation.

- 139.2** Child safeguarding report has gone through satisfactorily.
- 139.3** Events team to provide support in operation of Para-Swimming events within Regions.
- 139.4** Next Water Polo Group meeting to include complete report on new plans going forward.
- 139.5** High Diving still being looked at.
- 139.6** UK School Games sanctioned for 3 years.

140 AOB

140.1 JD had received an enquiry about paying coaches travelling expenses for attending meetings of the Coaches' Panel, a practice followed in some other regions. It was agreed to pay expenses, in accordance with the Region's policy for volunteers, notwithstanding the budgetary impact in 2015/16.

Action: JD

140.2 RFP reported an enquiry from the ASA performance database about the licence for the Regional Para-Swimming championships.

Action: RGP

140.3 BG to compile list of assets for trustees.

Action: BG

140.4 There are a number of regional appointments to national ASA groups. Board requested information about the appointments, and who made them.

Action: RGP

140.5 The Board congratulated Jane Davies on winning the Alfred H Turner Award for 2015.

141 Date of Next Meeting

Sunday 22nd November, location TBC.

Action: BG

Meeting closed at 21:05

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 13th October 2015 in the Varsity 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 07 September 2015
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
To Follow | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |

ITEMS FOR DECISION

- | | | | |
|-----|---|------------------|------|
| 4. | Appointment of Vice-Chairman | RFP | 1915 |
| 5. | Appointment of Board Member Responsible for Finance | RFP
Enclosed | 1920 |
| 6. | Appointment of Board Sub-Groups and Liaison Members | RFP
Enclosed | 1925 |
| 7. | ASA Council Meeting 2015
<i>To report the appointment of 4 further delegates to attend ASA Council and the list of "starred items" for that meeting.</i> | RFP
Enclosed | 1930 |
| 8. | Appointment of Board Members
<i>To enable the Board to address an item referred to it by the Annual Council Meeting, namely the 2 vacancies for Board Members</i> | RFP
Enclosed | 1940 |
| 9. | Dates of Meetings 2015/16
<i>To agree the meeting dates for 2015/16</i> | RFP
Enclosed | 1945 |
| 10. | Review of liaison arrangements with Sub-Regions | RFP | 1950 |
| 11. | Review of Governance | RFP
To Follow | 2000 |

ITEMS FOR DISCUSSION / INFORMATION

- | | | | |
|-----|---|-----------------|------|
| 12. | Communications
<i>To receive an update on Communications</i> | BD | 2010 |
| 13. | Affiliations & Resignations
13.1 New Affiliations
None
13.2 Resignations
None
13.3 Enquiries
None
13.4 Transfers
None
13.5 Change of Name
None | RFP | 2015 |
| 14. | Correspondence | RFP | 2020 |
| 15. | ASA Sport Governing Board & Group Board Minutes
<i>Discuss the minutes of the ASA Group Governing Board and Sport Governing Board (18/19 Sept) if available.</i> | RGP | 2025 |
| 16. | DBM Report
<i>To receive update report from the Divisional Business Manager</i> | AG
To Follow | 2035 |
| 17. | AOB
<i>24 hours notice required</i> | RFP | 2040 |
| 18. | Date of Next Meeting
<i>Sunday 22nd November, location TBC</i> | RFP | 2045 |

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 24 September 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>Complete</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>Complete</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>In Progress</i>

Updated 24/09/2015 BG

APPOINTMENT OF BOARD MEMBER RESPONSIBLE FOR FINANCE

The Constitution provides for a "Member of the Regional Management Board responsible for finance". The postholder is one of the Officers of the Region.

The present post holder is Gary Shields.

The Board is requested to appoint one of its number to this role for the ensuing year (or a longer period, if that is thought appropriate).

APPOINTMENT OF BOARD SUB-GROUPS AND LIAISON MEMBERS

PURPOSE OF REPORT

To enable the Board to review the pattern of sub-groups and appointments, and make any necessary adjustments and appointments.

PROPOSED ACTION

The Board is requested to

- 1 DECIDE whether to continue the regime of appointing liaison members for each discipline, and, if so, MAKE those appointments for the ensuing year (or longer if felt appropriate).
- 2 APPOINT the membership of the Communications and Finance Groups for the ensuing year.
- 3 APPOINT the Board representatives on the Development Group for the ensuing year.

SUPPORTING INFORMATION

- 1 The Constitution provides that the "Regional Management Board shall appoint such persons and sub-bodies as are in its opinion necessary to deliver the sport, and shall determine their terms of reference and methods of operation".
- 2 The Board has previously decided to appoint managers for the disciplines, on the recommendation of the disciplines concerned, and to leave the managers to arrange such support mechanisms, eg committees, as are deemed appropriate for the disciplines concerned. The managers customarily join the Board for 2 meetings each year.
- 3 Purely for the record, the present managers are:

Disability Swimming - Sue Barker
Diving - Frank Clelow
Masters - Geoff Stokes
Open Water - Keith Barber
Swimming - *vacant*
Synchro - Kate Coupar
Water Polo - Trevor Jones
- 4 It has been the Board's previous practice to appoint members to act as liaison

between the Board and the disciplines. In many instances, the Board has consciously selected non-matching Members, ie a person who is not necessarily identified with the discipline concerned.

5 The present appointees are:

Disability Swimming - Roger Prior
Diving - Ray Hedger
Masters - *vacant*
Open Water - Ivan Horsfall-Turner
Swimming - Darren Wilmshurst
Synchro - Roger Penfold
Water Polo - Alan Lewis

6 The Board is asked whether it wishes to continue the practice of liaison personnel, and, if so, to make appointments for the ensuing year (or longer period, if that is deemed appropriate).

7 Members will recall that the Board has previously appointed 2 functional sub-groups - for communications and finance - and has also established a Development Group.

8 The Board reviewed, and amended, the terms of reference for the Finance Group last year. The terms of reference for the Communications' Group have thus far eluded discovery: Members may recall that Board asked the Communications' Group to recommend terms of reference. The present members of those groups are:

Communications - Brian deVal, Chris Lee, Roger Penfold, Shelley Robinson

Finance - John Davies, Stuart Fillingham (not a Board member), Roger Penfold, Roger Prior, Gary Shields.

9 The Board is asked to make appointments to the groups for the ensuing year.

10 The Board reviewed, and amended, the terms of reference of the Development Group last year. The present members of the Group are Jim Boucher, John Davies, Ivan Horsfall-Turner, Alan Lewis and Roger Prior.

11 Again, the Board is invited to make appointments to the Group for the ensuing year.

RFP
22.09.15

ASA COUNCIL MEETING, 2015

PURPOSE OF REPORT

To report the appointment of 4 further delegates to attend the ASA Council and the list of "starred items" for that meeting.

PROPOSED ACTION

The Board is requested to ENDORSE

- 1 the appointment of Eileen Adams, Ken Adams, Jim Boucher and Mollie Lewis as delegates to the 2015 ASA Council, and
- 2 the list of "starred items" on the ASA Annual Report and Accounts.

SUPPORTING INFORMATION

Appointment of Delegates

- 1 The ACM authorised the Board to fill the vacancies for 4 delegates to the 2015 ASA Council
- 2 4 volunteers/names were put forward for the vacancies - Eileen Adams, Ken Adams, Jim Boucher and Mollie Lewis - by the closing date published on the website. As details of delegates needed to be notified to the ASA by 2 October 2015, a majority of Board members indicated their agreement to the appointment of Eileen, Ken, Jim and Mollie as delegates to the ASA Council, electronically.

Starred items

- 3 A number of points were raised, at the ACM, on the Annual Report and Accounts of the ASA. These have been taken forward as "Starred Items" for the ASA Council, as attached.
- 4 Written responses will be issued by ASA HQ, sent to delegates and posted on the ASA website. However, unlike what has happened in the past, there will be no opportunity to discuss the questions and answers at the Council Meeting.

RFP
22.09.15

ASA SOUTH EAST REGION

“STARRED” ITEMS - ASA COUNCIL, 2015

MINUTES OF 2014 ACM

Minute 10.15 Last year South East Region pointed out the no Level 3 Diving coaching courses had been held during the year reported. We were assured that the matter was in hand and that a Diving Course would commence in January 2015 and those for the other smaller disciplines would follow on.

This did not happen and, as far as we are aware, no level 3 coaching courses for the smaller disciplines have been held or are planned. What attention has been given to this situation and when are things actually going to happen? We recognise that, as these are courses for the more senior coaches in the smaller disciplines, not a lot of coaches will go on these courses, and hence they are not going to make money for the IOS. So, they are not of interest to the Group Board, but they are important for the future of the sport and we expect the Sport Board to take strong action to ensure they happen.

ANNUAL REPORT 2014/15

As a whole It is regretted that there is no recognition of the achievements of non-English nationals, especially in disciplines like masters and water polo, who are members of clubs affiliated to the ASA.

P6/7 Whilst blended learning can have advantages over face-to-face learning and has been the foundation of the recent relaunch of the National Curriculum Training Programme, the statistic indicating a 6% increase of 7-10 year olds able to swim 25 metres unaided is perhaps not as objective as it first appears.

Considering the upskilling of school staff “which is open to anyone working in a school swimming environment: school teachers, classroom assistants, learning support staff, nursery nurses, qualified swimming teachers, parents, PGCE students or other helpers to deliver quality lessons” (as identified in the online ASA School Swimming and Water Safety hub), what quality assurance processes are in place to ensure that the delivery of swimming by such school staff is, and will continue to be, a quality experience for schoolchildren, producing results which can be subject to objective analysis?

P33 It is good news that 44 new swimming pools were built in 2014/15. However, how many pools were closed in the same period in total, and in public, education and commercial ownership?

P34 In order to establish the direction of travel, please provide comparative statistics for previous years about facilities and the operator survey.

REPORT AND CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

P28 May we have a more detailed analysis of the income, similar to that provided for expenditure?

APPOINTMENT OF BOARD MEMBERS

PURPOSE OF REPORT

To enable the Board to address an item referred to it by the Annual Council Meeting, namely the 2 vacancies for Board members.

PROPOSED ACTION

The Board is requested, if it is thought appropriate, to APPOINT persons to serve as Members of the Board until the ACM in 2018.

SUPPORTING INFORMATION

- 1 4 members of the Board retired, by rotation, at the Annual Council Meeting (ACM) on 12 September 2015. At the meeting, there were 2 valid nominations for the office of Board Member - from John Davies and Shelley Robinson - and they were duly elected, without contest.
- 2 The ACM referred the 2 resultant vacancies for Board Members, to the Board.
- 3 A nomination had been received for Gary Shields after the closing date for the submission of nominations, but before the ACM.
- 4 Notice of the vacancies was posted on the Region's website following the ACM, with a request that nominations or expressions of interest were to be submitted to the Divisional Office by 12 October. The Board will be advised of any received, at the meeting.
- 5 The Board is asked to decide whether to fill the vacancies, and, if so, who to appoint.

RFP
20.09.15

ASA South East Region – Proposed Regional Management Board Dates 2015/16

Date	Meeting
Sunday 22 nd November 2015	Regional Management Board & Discipline Managers
Wednesday 9 th December 2015	Regional Management Board
Thursday 14 th January 2016	Regional Management Board
Sunday 21 st February 2016	Regional Management Board & Discipline Managers
Monday 21 st March 2016	Regional Management Board
Tuesday 10 th May 2016	Regional Management Board
Wednesday 15 th June 2016	Regional Management Board
Thursday 14 th July 2016	Regional Management Board
Thursday 1 st September 2016	Regional Management Board
Saturday 10 th September 2016	ASA SER Annual Council Meeting
Monday 10 th October 2016	Regional Management Board
Sunday 20 th November 2016	Regional Management Board & Discipline Managers