

ASA South East Regional Management Board

Minutes of Meeting held on Wednesday 9th December 2015 at Holiday Inn, Guildford

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	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
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Jane Davies (JD)	Vice President
Rob Saunders (RGS)	Minute Taker

161 Apologies

Apologies had been received from:

John Davies (JKD)
Ivan Horsfall-Turner (IHT)
Mike Lambert (ML)
Alan Lewis (AL)
William Long (WL)

162 Minutes of the Meeting held on 7th September

Minutes from 7th September have been agreed as a true record subject to the following amendments:

109/101.2 to read "for financial support"
117 substitute "use2 for "re-use".

163 Minutes of the Meeting held on 22nd November 2015

Minutes from 22nd November have been agreed as a true record subject to the following amendments:

Remove GS from Present members.

160 Remove "Development Group will"

164 Matters Arising from Meeting on 22nd November 2015

147 – Review of communications is in-hand with BD

148 – Working group 1 are scheduled to meet and report either side of RMB meeting on February 21st 2016.

149 – JKD has items in hand

150 – One nomination was received and had been submitted by BG for Torch Trophy Trust

155 – New affiliation, the constitution of Oxford University Waterpolo Club has been approved.

165 Matters Arising from landscape sheet

12 – This meeting was cancelled, and so nothing further to report on ASA Service Level Agreement.

15 – Board approved the draft letter from JB, subject to minor adjustments to wording, and ensuring that it is made clear that there can only be one attendee per sub-region to relevant RMB meetings, due to accommodation constraints.

17 – BG has made good progress on compiling list of assets, however still waiting on information from some disciplines.

166 Concession Agreement

The Board considered the extension of the present [apparel] concession agreement and settled the arrangements for the next such agreement.

166.1 Board decided to offer an extension of the exiting contract to Mailsports Ltd, the extension to expire on 31 December 2016.

166.2 The Board adopted the circulated draft of the next concession agreement, subject to the following points and to further examination by WL.

Action: RFP

Amend wording of “ASASER’s” to “ASASER” on points 5.1, 7.1, and 8.3.

8.11 Schedule to be populated before going to market, ensuring all disciplines are included.

166.3 Board has agreed on the following timetable: invitations for expressions of interest is to go on to the website by end of January 2016, go out to tender in March, draw conclusions by end of June 2016.

166.4 BG to remind discipline managers of Mailsports contract to deter use of unauthorised third-party vendors, and to deliver ASA branding guidelines.

Action: BG

166.5 The board has appointed GS, BD, and WL to overview the progress of this exercise going forward, and to report to the Board.

Action: GS/BD/WL

167 Minutes Secretary

167.1 The board has agreed on the job description and person specification for a minute taker, and agreed the recommendation that the post be filled by a volunteer rather than an employee, in order to minimise costs.

167.2 The post was to be advertised on the website, with a closing date of 31 January 2016. JB and RH have agreed to determine local interest within Guildford and Woking clubs.

Action: BG/JB/RH

167.3 RFP and JB have been appointed by Board to make appointment of Minutes Secretary.

Action: RFP/JB

168 Discipline Managers Report

Board agreed the template for Discipline Managers' Report, subject to the addition of a section at the end of the report "Any other matter which you wish to discuss with the Board".

Action: BG

169 Finance report

While no minutes currently available, GS reports on the following:

169.1 The Board has agreed a deficit of £88k for the year.

169.2 Projected deficit of £36k by year-end.

Considering previous years, 2012/13 ended with a surplus of £52k, 2013/14 ended with a surplus of £34k, 2014/15 surplus of £5k.

169.3 GS reports that there is still income due to the account not featured on the report; 30k from memberships, 11k from Swimming, 5k from Licence meets, and 5k from Mailsports contract.

169.4 BG to ask discipline managers for reports in order to make a start on budget calculations. Email to go out by Friday 11/12/15, and budgets required by 25/01/16.

Action: BG

169.5 Finance sub-group to meet on 01/02/16 in order to report for February RMB meeting.

Action: Finance Sub-Group

169.6 Finance sub-group agreed on 4 meetings for financial reporting to RMB; December, February (budget setting), April or May (accounts), and September.

Action: BG/GS

170 Affiliations & Resignations

New Affiliations

None

Resignations

None

Enquiries

None

Transfers

None

Change of Name

None

171 Correspondence

The Board noted an e-mail from Eddie Lyne, about the number and role of the custodians. It had previously agreed on appointing a fourth custodian as it was deemed necessary. BD will ensure that the most up-to-date Constitution is available online, otherwise the Board will ensure that the wording is amended at the next ACM.

Action: RFP to write to Eddie Lyne

172 Senior Leadership Communiqué December 2015

None available

173 ASA Sport Governing Board & Group Board Minutes 13th November 2015

RGP spoke about the minutes of the meeting of the Sport Governing Board.

174 Notes from Chairmen's Meeting

The Board received Jane Nickerson's notes of the Chairmen's meeting on 11 November 2015.

175 AOB

None

176 Date of Next Meeting

Thursday 14th January 2016, Surrey Sports Park.

Meeting closed at 20:20 by wishing all a very Merry Christmas.

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 9th December 2015 at Holiday Inn Guildford, GU2 7XY commencing at 1900

A G E N D A

- | | | | |
|---|--|------------------|------|
| A G E N D A | | | |
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
<i>John Davies</i>
<i>Alan Green</i>
<i>Ivan Horsfall-Turner</i>
<i>Alan Lewis</i>
<i>William Long</i>
<i>Shelley Robinson</i> | RFP | 1900 |
| 2. | Minutes of the Meeting held on 7 September & 22 November 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 | 1915 |
| ITEMS FOR DECISION | | | |
| 4. | Concession Agreement | RFP
Enclosed | 1920 |
| 5. | Minutes Secretary
<i>To agree the role description and advert for a Minutes Secretary</i> | RFP
Enclosed | 1930 |
| 6. | Discipline Managers Report Template | RFP
Enclosed | 1940 |
| ITEMS FOR DISCUSSION / INFORMATION | | | |
| 7. | Finance
<i>To review the current Finance position. Finance Sub-Group will report orally.</i> | GS | 1945 |
| 8. | Affiliations & Resignations
8.1 New Affiliations
None
8.2 Resignations
None
8.3 Enquiries
None
8.4 Transfers
None
8.5 Change of Name
None | RFP | 1955 |
| 9. | Correspondence
- E Lyne - ASA South East Region Custodian Trustees | RFP
Enclosed | 2000 |
| 10. | Senior Leadership Communiqué December 2015 (if available) | RFP
To Follow | 2010 |
| 11. | ASA Sport Governing Board & Group Board Minutes
<i>Discuss the minutes of the ASA Group Governing Board (24 Nov) if available.</i>
<i>Receive the minutes of the ASA Sport Governing Board (13 Nov)</i> | RGP
Enclosed | 2015 |
| 12. | Notes of Chairmen's Meeting | RFP
Enclosed | 2025 |
| 13. | AOB
<i>24 hours notice required</i> | RFP | 2030 |
| 14. | Date of Next Meeting
<i>Thursday 14 January, Surrey Sports Park.</i> | RFP | 2035 |

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 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 – reuse 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 Regional Management Board

Minutes of Meeting held on Sunday 22nd November 2015 at Holiday Inn, Guildford

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Ray Hedger (RH)	Board Member
	Ivan Horsfall Turner (IHT)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Darren Wilmshurst (DW)	Board Member

Also in attendance (non-voting):

Frank Clewlow (FC)	Diving Manager
Jane Davies (JD)	Vice President
Bryony Gibbs (BG)	Divisional Office Manager
Alan Green (AG)	Divisional Business Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Mike Lambert (ML)	President / Swimming Competition Manager
Geoff Stokes (RGS)	Masters Manager

142 Apologies

Apologies had been received from:

Keith Barber
Kate Coupar
Helen Mack
Gary Shields

143 Welcome

The Chairman welcomed William Long to his first meeting of the Regional Management Board.

144 Minutes of meeting held on 7th September 2015 & 13th October 2015

Minutes from 7th September have been amended but require typing up so will be submitted for approval at the next meeting.

The minutes of the meeting held on 13th October were agreed as a true record subject to the following amendment:

128 Matters Arising AG to be changed to AL

Action: BG

145 Matters Arising

13 October -

126 - Minutes of the meeting held on 7th September – RH is rewriting

127 - RFP has written to the unsuccessful candidates

132 - On agenda

131 - JB has stood down from membership of the Development Group

134 - JB will pick up this week

140.2 - Disability Swimming lead confirmed Regional Disability Championships had now been licensed and times were on rankings

140.3 – BG is compiling list of assets

Matters Arising Table –

7 - There is a Water Polo meeting on 11th January, an update on this is needed by then. RFP to discuss with Synchro & RH with Diving.

10 - Mailsports – RFP & RH have finished reviewing the contract. There will be further discussion at the December meeting. Existing contract finishes 31st December.

12 - The second bank account has now been opened. Details will be sent to the Swimming Group when available.

Action: BG

146 Review of Progress since November 2014

Progress since the last meeting.

Strengths/weaknesses highlighted at the meeting in November 2014 (minute 116)

Weaknesses –

- Budgeting - Spending is more of the issue rather than budgeting. Currently running on a surplus. Swimming will have a larger variance as less entries could be accepted for this year's Winter Championships. More activities that were planned have taken place with KJ in post.
- Engagement/communication will be updated under 146
- Split counties – confusion over meet licensing and whether they apply to London or SE. Officials cross between the two. Split Counties do not appear to be an issue for the counties involved.
- Lack of diving facilities in North of the Region – this will become more of a problem as Central Pool in Reading will be closing. Unsure if any new facility will have diving facilities, this will also be a problem for Water Polo.
- Links with County Associations - tried to address this in the last year with the County Liaison meetings. SR expressed thanks to Helen Mack for the report provided for the Kent ASA Annual Report. KJ reported that this has been provided for all counties.
- Headquarters within the Region – was raised by two groups at the meeting in November 2014. This meeting took place just after Bisham Abbey closed. More of a perception problem for some of the clubs when they see that the Office is in South West.

What should be we good at –

- The responses were very communications focused. However the following need to be considered in terms of communication:
- What do people want to know from us
- Different requirements for the Clubs/Sub Regions
- Inviting Sub Region reps to meetings

- Need to address the audience. Different users e.g. smaller clubs might need more support, larger clubs will have different requirements.
- Looked at the South West strategic plan last year, have not moved any further with this however some of this was addressed in the annual report. The next ASA strategy is 2017-2021 so the next 12 months may be a good time to work on a Regional Strategy ready for Autumn 2017.
- Liaison/engagement with external swimming organisations e.g. universities. This is being addressed at central level, keeping those in the sport to world class level. There are not many universities with strong swimming in the South East. Surrey University has the best facilities in the Region and do have high performance schemes. However they are against those that are well known for sport such as Bath and Loughborough.
- Where is the voice of the swimmer/competitor in the Region. How do we capture this? To some extent this is heard through the Youth Forum, though this is at the younger level. The Youth Forum will be invited to attend the February Regional Management Board meeting to talk to the Board.
- In addition issues were highlighted with utilising Officials. There is currently a database being trailed in the North West which allows Officials to be search by postcode. This has been created by Mark Davies, Officials Lead. The hope is that this could be accessed by Clubs, Sub Regions, Regions etc. It may not just be limited to licensed officials.
- Supporting Clubs. Various issues that clubs have are passed on to the Region by the ASA. How can we support clubs with these? Possible to create some FAQs on the website to cover various topics as well as signposting to other organisations such as the ASA and Club Matters.

147 Review of Communications

Website:

New website has been launched. As of yesterday since launch there have been 11,000 session on there, 2700 page views, 71% returning visitors, 29% new visitors. The weekend of the Winter Champs was the busiest with 1097 visits on Saturday and 1065 on Sunday to the results page. Website is averaging 300 hits per day.

There was initially issues with the bounce rate but this has now been reduced by moving the Results to the front page of the site. Currently we have no knowledge of what people think of the site BD would like to add a survey of 5 questions prior to Champs to see what people think.

Currently working on a filter for the website calendar so that we can help promote licenced meets. There is a form on the website to be completed for these to be added to the calendar on the website. There is a competition calendar and a separate calendar for meetings etc.

Online booking facility will be available in January, this will also have a payment facility. Email addresses will also be moved to be new website in January.

Bryony, Helen & Kristie have had training on the site. Should be loading up content from December. Discipline Managers will receive training in the coming months. Brian is writing guidance for the website.

Social Media:

New Facebook page as 53 members currently. Missed opportunity for Winter Championships & Masters as social media was not advertised. The Twitter live results feed was in operation for the championships. Twitter have 664 followers last year and 908 followers currently. Herne Bay trying to promote open meet in May were not aware that there was a Twitter feed.

Virtual Handbook:

Positioned under 'About Us' this is currently a bit hidden and the layout needs improving. Issues around the information that is required for the handbook. History of the Region is to be added to this. RGS has a book from Southern Counties, BD to add this information to the website.

Moving Forwards:

Need to look at how the Region is presented to our audience, visibility needs improving particularly at events. Roadshows need improving as this is a good way of talking to clubs as well as parents and swimmers. KJ is attending Surrey & Hampshire Championships, HM is also in discussion with her counties. Development activities will be promoted at these events along with anything else that the Board would like included. This is a possible opportunity to ask the customer what they want, what they need to know and to communicate what the Region do.

Communications strategy will be reviewed in February 2016. From the original Communications Plan most things that we wanted to achieve within 12 months have been done except Media Relations. It is not currently clear who looks after this in Loughborough but is hoped that with the new Head of Communications being appointed this will improve.

Analysing our stakeholders, we need to look at who these are so we can understand our audience and gain an understanding of what people want from the Region. Currently communication is very one way. ML has a database of 8-9000 people who are signed up to the old website, may look to do a quarterly newsletter to those that are signed up to this.

Action: BD

148 Review of Governance

Following discussion the following were decided:

- A working group consisting of Mike Lambert, Brian Deval and Roger Penfold will review the content of the Annual Council Meeting and how this information is communicated. Reporting back to the Board on 21st March.

Action: ML/BD/RFP

- A working group consisting of Shelley Robinson, Darren Wilmshurst, William Long, Ray Hedger and Chris Lee would review the Sport & Recreation Alliance Voluntary Code of Good Governance document and report back to the Board at the meeting on 21st March.

Action: SR/DW/WL

- Performance Reviews of the two Regionally Employed Club Development Officers will be completed by the Chairman of the Regional Development Group and the Divisional Business Manager.

Action: JKD & AG

149 Development Group Funding

149.1 Hardship Funding

It was agreed that the Board will issue a Policy for Hardship Funding that provides advice to athletes to apply for funding from other bodies, but with no direct funding from the funds of ASA South East Region. This policy should be published on the website.

Action: Development Group

149.2 Start-Up Funding

The principle of Start-Up Funding was agreed by the Board. Development Group to put together a policy.

Action: Development Group

150 Torch Trophy Trust Nomination

BG to circulate the email to the Board. Nominations to be sent by end of the month to BG.

Action: BG

151 Meetings of the Board – Electronic Attendance

It was agreed that, whilst it was preferable for Board members to attend meetings in person, in exceptional circumstances members could participate remotely. It was acknowledged that there may be challenges with this so may need to be reviewed. If any Board members are unable to attend the meeting in person and wishes to join remotely then they should let BG know as far in advance as possible so that remote access can be arranged.

Action: BG

152 Affiliation Fees – Collection Arrangements

From 2016 the ASA will charge membership fees throughout the year abolishing the free period that previously existed from 30th September, this was decided by the SGB in May. A decision has been requested on if the Region will be following suit, by 4th December. After discussion it was felt that further clarification of the details would be required before a decision could be reached.

Action: RFP

153 ASA Council Meeting

Nine of the Regional Delegates had fed back what they felt at the ASA Council in October. Generally it was felt that ACM had been better than previous years however some felt that it does not appear to be as open to democracy & accountability. The format of the meeting for 2016 will be addressed in the Spring. It was felt that workshops in the morning followed by the Council Meeting in the afternoon was a good set up however need to ensure that workshops are different for next time. Would be good to have more information on the workshops in advance to allow for questions.

Responses have now been received to the supplementary questions that the Region submitted on the Level 3 Diving courses and the inclusion of more detailed income figures for the Annual Report, these responses were acknowledged.

The Level 3 course still remains an issue with the latest estimate for a course being 2017. Jane Davies has also raised this issue with Ian Cotton, Club Development as this is also becoming a problem for clubs swim21 submissions. This is not just a problem for Diving but also for Synchronised Swimming and Water Polo. It was agreed that RGP will raise this issue with the SGB.

154 ASA Sport Governing Board & Group Board Minutes

Friday 13th November – Minutes not yet available.

Summary of the Strategy weekend 13/14/15 November are also not yet available.

Competition Pathway Presentation 2016 - This will remain the same as this year, the rationale of the new system was that swimmers are able to perform on the day. Work done on the stats from the summer competition and how many swimmers performed better according to these 52% did worse, 48% did better than their qualification. Generally girls did worse, a lot of the larger clubs did worse. No comparison with previous years. However, this was based on the British Summer Championships rather than the ASA championships therefore the majority of top swimmers would be peaking for British Championships in April as this was trials for World Championships. Those swimmers would have performed at their best for selection. By the time it got to the summer championships they would not be there so you may be looking at the lower level of swimmer who didn't get to world champs.

A four year plan for finance was presented with the projections for the next 4 years the ASA will need to find another means of funding. Hope to raise funds through sponsorship and membership. There was also a presentation by Jon Glen on Learn to Swim and a session on membership retention by Jon Keating.

Water Polo Strategy Presentation –

- Currently not retaining older players
- Camps in Cardiff/Manchester have been scrapped. Training for younger players pushed back to the RTCs.
- Senior Mens WP programme in abeyance until built up from the bottom.
- Completely new management group, none have been involved previously.

Synchronised Swimming –

- Age of athletes – number of swimmers in synchro in this county, rise through teams and tip at 19. Starts to tails off at 14. Average age of medallists is 24, currently we don't have enough swimmers at this age.
- It is a small sport with 907 Synchro club members in total, 665 of those are competitive members with an average size per club of 12.
- Funding internationally is currently limited to duets only.
- Many synchro swimmers retired after the London Olympics, they would now be the right age. Two successful Synchronised Swimmers have recently come back into the sport.

There was also a presentation by the three new discipline development managers for Diving, Water Polo & Masters. Their focus is to work at grassroots level trying to encourage athletes. They are not tied up with the discipline management groups.

ASA want Counties/Regions to spend money accumulated. Particularly on a new Talent Officer.

Performance of the Beacon programmes is under discussion. Minutes will be circulated when available.

Action: RGP

155 Affiliations & Resignations

New Affiliations

Oxford University Water Polo Club – approved subject to approval of the constitution

Resignations

None

Enquiries

None

Transfers

None

Change of Name

None

156 Correspondence

None received.

157 Senior Leadership Communique November 2015

Report was acknowledged. Request that the blue banner is removed from all other pages except front page to save on printing.

Action: BG

158 Meeting of Regional Chairman

AL attended on RFPs behalf. ALs notes were circulated. Official minutes to follow. Future meetings will be held in Birmingham.

159 ASA 6 Month Report – May-October

The report was circulated. It was explained that there was no report for Hampshire as the Aquatic Officer, Sarah Porter, is currently on secondment with the RNLI. This area has now been realigned to various officers so will now have full support.

AG to check with Dave White if competitions can be supported for disabled athletes who are not classified as this is currently a barrier.

Board thanked AG for his attendance and for his thorough report.

Action: AG

160 AOB

Bursary Applications for 2016/17 – Development Group will, budget permitting, the bursary scheme will continue. It was agreed that these applications can now be processed.

161 Date of Next Meeting

Wednesday 9th December, Holiday Inn Guildford

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 02 Decmeber 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	SR/DW/WL	<i>In Progress. Group to report back 21 March 2016</i>
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. This contract will be limited to apparel and equipment (ie to exclude supplements)	16.03.2015 Min 47	RFP & RH	<i>In Progress - on December agenda</i>
11	Southampton Diving Proposal RFP to write to Southampton Diving regarding the Funding Request submitted	12.05.2015 Min 56	RFP	

12	ASA Service Level Agreement RFP to discuss with AG and report to September meeting.	09.07.2015 Min 72	RFP	<i>In Progress</i>
13	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 – on December agenda</i>
14	Minutes: 07 September RH to rewrite the minutes of the meeting	13.10.2015 Min 126	RH	<i>Complete</i>
15	Review of liaison arrangements with Sub-Regions JB proposed that an approach be made to sub-regions to ascertain what items of regional business they would find of interest, JB to draft a letter to sub-regions.	13.10.2015 Min 134	JB	
16	Communications Helen Mack & Kristie Jarrett to have @southeastswimming.org email addresses set up.	13.10.2015 Min 136.2	RFP/BD	<i>In Progress – should be up & running January</i>
17	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>In Progress</i>
18	Regional Appointments to National ASA Groups Board requested information about the appointments, and who made them. RGP to investigate.	13.10.2015 Min 140.4	RGP	
19	February Meeting Youth Forum to be invited to attend the February 2016 meeting	22.11.2015 Min 146		
20	Annual Council Meeting 2016 A working group consisting of Mike Lambert, Brian Deval and Roger Penfold will review the content of the Annual Council Meeting and how this information is communicated. Reporting back to the Board on 21st March.	22.11.2015 Min 148	ML/BD/RFP	
21	Hardship Funding Development Group to put together a policy for Hardship Funding	22.11.2015 Min 149.1	Development Group	
22	Start-Up Funding Development Group to put together a policy for Start-Up Funding	22.11.2015 Min 149.2	Development Group	
23	Affiliation Fees – Collection Arrangements From 2016 the ASA will charge membership fees throughout the year abolishing the free period that previously existed from 30th September. A decision has been requested on if the Region will be following suit, by 4th December. After discussion it was felt that further clarification of the details would be required before a decision could be reached.	22.11.2015 Min 152	RFP	
24	Level 3 Discipline Courses Issue of the lack of level 3 discipline courses to be raised with SGB until a satisfactory outcome is reached.	22.11.2015 Min 153	RGP	

25	Format of Reports Request that the blue banner is removed from all other pages on ASA reports except the front page to save on printing.	22.11.2015 Min 157	BG	<i>In Progress – followed up with ASA Marketing 26/11/2015</i>
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Updated 02/12/2015 BG

APPAREL ETC CONCESSION

PURPOSE OF REPORT

To enable the Board to consider the extension of the present [apparel] concession agreement and to settle the arrangements for the next such agreement.

RECOMMENDED ACTION

The Board is recommended to

- 1 DECIDE to offer an extension of the present concession agreement to Mailsports Ltd, the extension to expire on [insert date].
- 2 ADOPT the attached draft for the next concession agreement.
- 3 AGREE the timetable to obtaining tenders for that agreement,
- 4 APPOINT [insert name(s)] to progress the tendering exercise and to report the results to the Board, for decision.

SUPPORTING INFORMATION

- 1 Members will be aware that the Region entered into a concession agreement with Mailsports Ltd for the provision of apparel and equipment for aquatic sports, primarily at events promoted by the Region, but also “uniform” for the Region’s teams and officials, eg polo shirts and costumes. The present agreement commenced in 2011, and has been extended, by mutual agreement, from year to year, the current licence being due to end on 31 December 2015.
- 2 Towards the end of 2014, the Board decided to test the market place, with a view to a new agreement with effect from 1 January 2016. For a variety of reasons, the market testing has yet to occur. However, the Chairman and Vice-Chairman of the Board have finally reviewed the current agreement, and have recommended some changes, going forward.
- 3 Members will appreciate that it is now too late to put the contract out to tender before the current agreement expires. It is, therefore, recommended that the Board seek an extension of the contract with Mailsports. If Members adopt that recommendation, they are asked to suggest the length of the extension.
- 4 The revised draft agreement is attached for consideration, as the Appendix hereto.

- 5 If Members are happy with the revised draft agreement, the Board could invite tenders from the industry. In this connection, Members might wish to suggest how this achieved - by invitations to certain known suppliers, or by open advertisement. If the latter course is followed, should this be by way of the Region's website or some other method, eg a trade publication?
- 6 The Board is also requested to decide the timetable for the submission of tenders or quotations, given that the Board meetings, going forward, are scheduled to be held on February and March 2016.
- 7 Finally, the Board is requested to appoint a Member or Members to be responsible for this matter, in liaison with the ASA's Divisional Director or the Divisional Office Manager - South & West.

RFP

02.12.15



[insert date] to [insert date]

(1) ASA South East Region

(2) [insert]

CONCESSION AGREEMENT

THIS AGREEMENT is made the [insert] day of [insert month/year].

BETWEEN

(1) ASA South East Region (hereinafter “ASASER”), c/o ASA South Division Office, 1st Floor Offices, Castle Business Centre, Castle Road, Chelston Business Park, Wellington, TA21 9JQ

(2)[insert name] (hereinafter “Licensee”) of [insert address]

1 DEFINITIONS

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

>Licensed Area’ means such area at each of the venues as the ASASER shall designate to the Licensee by notice of not less than 14 days prior to the Event.

- >The Events= shall mean the swimming events specified in the Schedule.
- >The Venues= shall mean the venues for the Events identified in the Schedule.
- >Venue Contracts= means each and every contract or arrangement affecting the exercise by the Licensee of the Rights and whether the same shall be entered into by ASASER, any pool owner or pool operator or any third party and shall include (without limitation) the grant by any pool owner or pool operator of licenses or concessions to any third party at any venue.
- >Licence Fee= means the sum of [insert sum] OR [insert percentage] of the total turnover achieved in the year whichever is the greater sum payable on the dates specified in Clause 4 below.
- >ASA Marks= means all trade marks, designs, copyrights or other intellectual property rights owned by or available to ASASER whether or not registered or capable of registration.
- >Licenced Product= means any Event specific product produced pursuant to Clause 6 hereof.
- >the Rights= means the rights granted by the ASASER to the Licensee in this Agreement.

2 TERM

- 2.1 This Agreement shall commence on [insert date] and shall expire, subject to Clause 7 below on [insert date].

3 LICENCE

- 3.1 Subject to clauses 4 and 6 and in consideration of the Licence Fee, ASASER hereby grants to the Licensee the right (common with ASASER and all others authorised by ASASER so far as is not inconsistent with the rights granted hereunder to the Licensee) to use for the duration of this Agreement during the Designated Hours:

- 3.1.1 to occupy the Licensed Area for the purpose of the sale to all invites to the Venue of the Licensee's swimwear and related equipment and accessories, such accessories to exclude food or drink items, declared to improve fitness or performance.

- 3.1.2 reasonable access in common with others to such of the amenity and toilet areas provided at the Venue as the Venue owner or operator may from time to time reasonably designate.
- 3.3 All cost incurred by the Licensee directly or indirectly in the exercise or enjoyment of the rights, licences or opportunities granted or made available to the Licensee hereunder shall, expect where otherwise advised be borne solely by the Licensee.
- 3.4 The Licensee shall exercise the rights and licences granted herein at its sole risk and shall indemnify and hold harmless ASASER with respect to all claims of, and liability to, third parties for injury, death, loss or damage of any type arising directly or indirectly out of, or in connection with, the exercise of such rights and licences except where such injury, death, loss, or damage has resulted from the negligent acts or omissions of ASASER or any third party provided that ASASER will wherever possible consult fully with the Licensee with regard to the conduct of any claim in respect of which it is entitled to be indemnified pursuant to this Agreement.
- 3.5 The rights and licences granted herein are strictly subject in all respects to, and must be exercised so as not to cause the Licensee or ASASER to be in contravention of any Venue Contracts, any rules or regulations of any Venue, the swimming rules of FINA and LEN and applicable domestic laws.
- 3.6 The Licensee undertakes that it shall not use any of the rights and licences granted herein in a manner which in the opinion of ASASER based upon reasonable grounds, is or might be prejudicial or defamatory to the image of the ASASER. To this intent and without prejudice to the substance of this obligation or the obligations set forth in the remainder of this Agreement the Licensee shall as and when required from time to time submit to ASASER representative samples of intended advertising, promotional and (if appropriate) packaging materials which it intends to use in relation to the rights granted for prior approval by ASASER such approval not to be unreasonably withheld or delayed and in the event that ASASER advise the Licensee that such approval is withheld or (following what may reasonably be construed to be adverse public reaction to the advertising of such a nature as would constitute a material damage to ASASER's image and reputation) withdrawn, then the Licensee shall forthwith modify, abandon or withdraw such advertising promotional or packaging materials as may be appropriate.
- 3.7 The Licensee shall carry insurance in an amount which is not less than, £1m in respect of its liabilities hereunder and shall upon request supply ASASER with a copy of the relevant policy and evidence that all premiums due have been paid. The Licensee shall do nothing, which may in any way vitiate such policy.

3.8 Nothing in this Agreement shall prevent the offering for sale from any part of the Venue by ASASER of any handbooks, reports, newsletters, swimming related stationery or similar and any other memorabilia.

4 LICENSEE'S UNDERTAKINGS

The Licensee agrees and undertakes:

4.1 to pay to ASASER the Licence Fee (together with any VAT) in December each year on signing of this Agreement.

4.2 Permission to operate a shop, restricted to items related to swimming and ASASER at any or all of the events to be promoted by ASASER.

4.3 Permission to make use of ASASER logo on agreed swimming and other merchandise (e.g. pens, key-rings, mugs, etc) to be offered for sale whilst the agreement is in force.

4.4 Exclusive opportunities to provide basic official kit for up to 25 individuals involved in the administration of the Region.

4.5 Non-exclusive sponsorship of any or all of the events to be promoted by ASASER in the period of the licence. This may include advertising in the competition programme and signage on the poolside.

4.6 Development of a supplier - managed on line shop.

4.7 Acknowledgement of official supplier status in Regional publications and publicity, such as the Annual Report, newsletters and press releases.

and in respect of each Event:

4.8 to construct, erect (and immediately following the close of the Event to dismantle) a merchandising stand upon the Licensed Area. It shall be the responsibility of the Licensee to procure from the relative venue owner or operator supplies of electricity and any other services to be used. The merchandising stand must be set up and in operation before the end of the warm-up period prior to the start of the first session of the Event and all other sessions and must remain open during the and in respect of each Event until not less than 30 minutes after the start of the final session on the last day of the Event.

- 4.9 to bring any furniture equipment goods or chattels into the Venue without the consent of ASASER save as may be strictly necessary for the proper exercise of the rights given in clause 3 or in order to carry out the Licensee's obligations hereunder.
- 4.10 to keep the Licensed Area clean and tidy and clear of rubbish at all times and to leave the same in a clean and tidy condition and in good serviceable and decorative repair and free of the Licensee's furniture equipment goods and chattels at the end of the Event or (if earlier) upon termination of this Agreement for any reason.
- 4.11 to maintain at the Licensed Area an attractive display of goods in keeping with the standards maintained elsewhere in the Venue. A full range of goods shall be available from the merchandising stand throughout the Event and such goods shall comply with all statutory provisions relating to the quality and safety of goods sold to consumers (including without limitation the Sale of Goods Act 1979 (as amended), the Consumer Protection Act 1987 and all relevant United Kingdom and European Union Safety Standards).
- 4.12 not to obstruct any access ways to the Licensed Area or cause the same to become dirty or untidy nor to leave any rubbish on them.
- 4.13 not to display any signs notices or promotional materials at the Licensed Area save those specifically authorised in this Agreement without the prior consent of ASASER Administration.
- 4.14 not to use the Licensed Area, or access ways in such a way as to cause a nuisance damage disturbance annoyance inconvenience or interference of any nature to ASASER or Venue or any other licensee or occupant or user of the Venue or adjoining or neighbouring property or to the owners occupiers or users of such adjoining or neighbouring property.
- 4.15 not to commit any act omission matter or thing which would or might constitute a breach of any statutory requirement affecting the Licensed Area and/or the Venue or which would or might vitiate in whole or in part any insurance effected in respect of the Venue from time to time.
- 4.16 to observe any and all rules and regulations as ASASER or any Venue owner or operator may make and of which ASASER shall notify the Licensee from time to time in writing governing the Licensee's use of the Licensed Area.
- 4.17 not to impede in any way the Venue owner or operator or its officers servants or agents in the exercise of such person's rights of possession and control of the Venue and every part of the Venue.

- 4.18 to keep the Licensed Area fully and properly staffed during all sessions at the Event.
- 4.19 to indemnify ASASER and keep ASASER fully and effectively indemnified against any and all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this Licence any breach of the Licensee's undertakings contained in this clause or the exercise or purported exercise of any of the rights given in clause 3 by the Licensee and or invitee or customer of the Licensee.
- 4.20 to keep full and adequate records of all business conducted within the Licenced Area and to supply ASASER within 14 days of the end of the final Event to which this License relates full details of the Licensee's turnover relative to this License.

5 ASA SOUTH EAST REGION'S UNDERTAKINGS

ASASER agrees and undertakes:

- 5.1 to provide reasonable space for the Licensed Area at ASASER's discretion.
- 5.2 not to grant any rights of a similar nature to those granted to the Licensee hereunder to any person firm or company which in the reasonable opinion of the Licensee operates any business directly competing with the business of the Licensee to be operated from the Licensed Area.

6 EVENTS SPECIFIC MERCHANDISE

- 6.1 The Licensee may at its sole cost in all respects produce >T= shirts or other merchandise bearing an ASASER logo provided that
- 6.1.1 ASASER shall have given the Licensee its prior written approval such approval to be granted or withheld by ASASER in its absolute discretion; and
- 6.1.2 where the merchandise includes any ASASER Marks or the logo or other intellectual property of any Event sponsor then the prior written clearance of the design must be obtained from ASASER.
- 6.2.1 No ASASER Marks used in connection with this Licence shall be or become the property of the Licensee. The Licensee shall not be entitled to claim any rights or ownership in any

ASASER Marks during or at any time after the expiry of this Licence and will not register or seek to have registered anywhere in the World or otherwise protect by formal or informal means any trade mark, design, copyright or other intellectual property rights relating to any merchandise produced pursuant to this License.

- 6.3 The Licensee shall cause to be imprinted irremovably and legibly on each Licensed Produce manufactured distributed or sold under this Agreement (including but not limited to advertising promotional packaging and wrapping material and any other such material wherein ASASER Marks shall appear) the following copyright notice: A (R) and (C) ASA South East Region. ASASER may stipulate from time to time any other notices or credits which are to be so affixed incorporated or represented and the Licensee shall comply with all such stipulations reasonably made.
- 6.4 The Licensee agrees to co-operate fully and in good faith with ASASER for the purpose of securing or preserving the rights of ASASER to the Licensed Product.
- 6.5 The Licensee agrees that on termination or expiry of this License the Licensee shall be deemed to have assigned transferred and conveyed to ASASER any and all rights of copyright trade mark trade rights equity goodwill title or other right in and to the Licensed Product which may have been obtained by the Licensee or vested in the Licensee and the Licensee undertakes to execute any instruments requested by ASASER to accomplish or confirm the foregoing.
- 6.6 The Licensee transfers to ASASER by way of future assignment all such copyright and other rights referred to in Clause 6.3 together with any rights of ASASER of whatever nature which may for whatever reason become vested in the Licensee so that ASASER has the right to license such rights for gain or otherwise and the Licensee agrees to do all things which may become necessary to perfect such assignment.
- 6.7 At the termination or expiry of this Agreement the ownership of all rights licensed pursuant to this License shall automatically revert to ASASER and the Licensee shall execute any instruments required by ASASER to confirm the foregoing.

7 EARLY TERMINATION

- 7.1 The rights granted in clause 3 shall determine (without prejudice to ASASER's other rights in respect of any breach of the undertakings contained in clause 4) immediately on written notice given by ASASER at any time:

7.1.1 following any breach by the Licensee of its undertakings contained in clause 4 provided that if the breach is capable of remedy such notice shall only be given if the Licensee shall not have remedied the said breach within two hours of receipt of notice in writing specifying the breach and requiring it to be remedied;

7.1.2 if the Licensee enters into liquidation, has a receiver or administrator appointed, enters into any arrangement with its creditors or takes or suffers any similar action in consequence of a debt or other liability or ceases to carry on business.

8 GENERAL

8.1 The benefit of this License is personal to the Licensee and not assignable and the rights given in clause 3 may only be exercised by the Licensee and its employees duly authorised independent contractors and customers.

8.2 ASASER gives no warranty that the Venue is legally or physically fit for the purposes specified in clause 3.

8.3 ASASER shall not be liable for the death of or injury to any employees independent contractors or customers of the Licensee save only such as may be caused solely by ASASER's negligence or for damage to any property of the Licensee or for any losses claims demands actions proceedings damages costs or expenses or other liability howsoever incurred by the Licensee or any person referred to in clause 8.1 in the exercise or purported exercise of the rights granted by clause 3.

8.4 Any notice given by either party pursuant to the provisions of this Agreement shall be in writing and shall be sufficiently served if delivered by hand or sent by recorded delivery to the other at its registered office.

8.5 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 License 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.

8.6 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.

- 8.7 This License including the Schedule 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).
- 8.8 Nothing in this Agreement shall be construed as constituting a partnership or joint venture between the parties hereof.
- 8.9 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 non-exclusive jurisdiction of the English Courts.
- 8.10 Each party shall bear its own legal and other costs and expenses of and in connection with the preparation and negotiation of this Agreement.
- 8.11 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

THE SCHEDULE

Group	Event / Venue	Date
Swimming*	[to be completed]	
Masters*		

* ASASER reserves the right to reschedule the date and venue of any Event

SIGNED for and on behalf of the ASA South East Region)

ASA South East Region)

SIGNED for and on behalf of [insert])

Licensee)

MINUTE TAKER

PURPOSE OF REPORT

To enable the Board to agree a job description and person specification for a minute taker for its meetings and to make arrangements for the appointment.

RECOMMENDED ACTION

The Board is recommended to AGREE

- 1 the job description and person specification for a minute taker set out in paragraph 2 below and that the appointment is to be filled by a volunteer.
- 2 that a sub-group comprising [insert names] be appointed to make the appointment.

BACKGROUND INFORMATION

- 1 During the course of 2015, there have been discussions concerning the production of minutes of meetings of the Board. These discussions culminated in September 2015 with a decision to seek the services of a dedicated minute taker, hopefully from the aquatic sports' world.
- 2 In the light of that decision, the Chairman of the Board has devised, in collaboration with the ASA's Divisional Office Manager - South and West, a draft job description and person specification, for the Board's consideration, below.

JOB DESCRIPTION

Duties

- 1 Attend the meetings of the Regional Management Board, to take notes of the discussions and decisions reached.
- 2 Produce draft minutes of the meetings from those notes, within 7 days of the meeting.

PERSON SPECIFICATION

Essential

- 1 Understanding of decision making by meeting.
- 2 Ability to write in coherent English.
- 3 Experience in Microsoft Office software

- 4 Access to suitable IT equipment and network

Desirable

- 5 Experience of servicing committee meetings
 - 6 Knowledge of at least one of the aquatic disciplines governed by the Amateur Swimming Association.
 - 7 Membership of the ASA via an affiliated club.
- 3 Incidentally, it has been assumed that the post is for a volunteer, rather than a paid employee: the Board is asked to confirm this. The usual travelling expenses would be payable to a volunteer.
 - 4 Subject to any adjustments by the Board, the post of minute taker will be advertised on the website and in the next Regional Club Update.
 - 5 The Board is asked to assemble a small sub-group to make the appointment of minute taker.

RFP

02.12.15

DISCIPLINE MANAGERS' REPORT - TEMPLATE

PURPOSE OF REPORT

To enable the Board to specify the content of the discipline managers' reports for 2015/16.

RECOMMENDED ACTION

The Board is recommended to **ADOPT** the circulated draft, subject to any amendments.

SUPPORTING INFORMATION

- 1 It is customary for the discipline managers to report to the Board annually, at the meeting in February. In recent years, the managers have been requested to report in a common format.
- 2 The reports are used not only to stimulate discussion with the managers at the Board meeting in February, but also to provide the basis for discipline related content for the annual report: Members will appreciate that the February Board meeting is towards the end of the financial year.
- 3 A report template for February 2016 is attached. The Board is requested to adopt it, or make amendments to it. The template will then be sent to discipline managers for completion, along with their budget submissions, by the end of January 2016.

RFP

02.12.15



REPORT TO THE REGIONAL MANAGEMENT BOARD

..... Group

The purpose of the report is to update the Regional Management Board on the progress made by your Discipline Group. Please use as much space in each box as you require.

1. ITEMS FOR DISCUSSION WITH THE RMB.

Please summarise the main items that you would like to discuss with / bring to the attention of the Regional Management Board.

2. GENERAL OVERVIEW OF DISCIPLINE GROUP'S PROGRESS.

Please briefly outline any significant developments in the delivery of your action / operational plan.

3. SPECIFIC AREAS.

Please provide a summary of significant developments achieved by the Group in the following area:

3.1 Athlete Development

3.2 Competitions

3.3 Club Development/Swim21 Networks

3.4 Workforce Development - including coaches, officials, group's members

4. NATIONAL REPRESENTATION

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh)

5. FINANCE

Performance against Budget 2015/16. Please highlight any significant over/under spends and why these have occurred.

Report completed by:

Please forward your completed report to bryony.gibbs@swimming.org by **25 January 2016**

Budget Report

From: Month 1, April 2015
To: Month 12, March 2016

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
Membership Income	86,038.30	51.98	124,000.00	(37,961.70)	86,038.30	51.98	124,000.00	(37,961.70)
Sponsorship Income	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00	5,000.00	(5,000.00)
Miscellaneous Income	30.00	0.02	0.00	30.00	30.00	0.02	0.00	30.00
Bank Interest	66.33	0.04	100.00	(33.67)	66.33	0.04	100.00	(33.67)
Income Licence Meet Fees	20,798.72	12.57	28,000.00	(7,201.28)	20,798.72	12.57	28,000.00	(7,201.28)
Income Swimming	41,106.91	24.84	49,200.00	(8,093.09)	41,106.91	24.84	49,200.00	(8,093.09)
Income Synchro	7,192.00	4.35	8,440.00	(1,248.00)	7,192.00	4.35	8,440.00	(1,248.00)
Income Diving	2,922.50	1.77	2,680.00	242.50	2,922.50	1.77	2,680.00	242.50
Income Water Polo	985.00	0.60	5,250.00	(4,265.00)	985.00	0.60	5,250.00	(4,265.00)
Income Masters	4,833.04	2.92	13,000.00	(8,166.96)	4,833.04	2.92	13,000.00	(8,166.96)
Income Open Water Championship	1,534.50	0.93	1,300.00	234.50	1,534.50	0.93	1,300.00	234.50
	165,507.30	100.00	236,970.00	(71,462.70)	165,507.30	100.00	236,970.00	(71,462.70)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	41,022.17	24.79	42,475.00	1,452.83	41,022.17	24.79	42,475.00	1,452.83
Swimming Group Meeting Expenses	742.40	0.45	680.00	(62.40)	742.40	0.45	680.00	(62.40)
Synchro Expenditure	15,620.12	9.44	25,812.00	10,191.88	15,620.12	9.44	25,812.00	10,191.88
Diving Expenditure	7,463.08	4.51	26,030.00	18,566.92	7,463.08	4.51	26,030.00	18,566.92
Water Polo Expenditure	9,333.18	5.64	19,180.00	9,846.82	9,333.18	5.64	19,180.00	9,846.82
Masters Comp Expenses	5,231.47	3.16	13,250.00	8,018.53	5,231.47	3.16	13,250.00	8,018.53
Masters Group Meetings & Training	1,259.71	0.76	1,590.00	330.29	1,259.71	0.76	1,590.00	330.29
Open Water Expenditure	1,484.48	0.90	2,720.00	1,235.52	1,484.48	0.90	2,720.00	1,235.52
Disability Expenditure	2,648.29	1.60	7,600.00	4,951.71	2,648.29	1.60	7,600.00	4,951.71
	84,804.90	51.24	139,337.00	54,532.10	84,804.90	51.24	139,337.00	54,532.10
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	25,854.14	15.62	40,000.00	14,145.86	25,854.14	15.62	40,000.00	14,145.86
CPD Regional Courses	1,604.49	0.97	4,000.00	2,395.51	1,604.49	0.97	4,000.00	2,395.51
Counties Working Meetings	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Officials Licensing	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Swim21 Networks	1,000.00	0.60	6,400.00	5,400.00	1,000.00	0.60	6,400.00	5,400.00
Swim21 Panel Expenses	1,025.42	0.62	800.00	(225.42)	1,025.42	0.62	800.00	(225.42)
Athlete Bursaries: Exceptional Expen	3,752.57	2.27	4,000.00	247.43	3,752.57	2.27	4,000.00	247.43
Young Volunteers	634.35	0.38	1,800.00	1,165.65	634.35	0.38	1,800.00	1,165.65
Team Managers Forum	557.15	0.34	300.00	(257.15)	557.15	0.34	300.00	(257.15)
Support ASA Talent Camps	2,598.26	1.57	4,000.00	1,401.74	2,598.26	1.57	4,000.00	1,401.74
Offshore Camp	9,711.86	5.87	10,000.00	288.14	9,711.86	5.87	10,000.00	288.14
Other Swim Development	5,181.58	3.13	8,000.00	2,818.42	5,181.58	3.13	8,000.00	2,818.42
	51,919.82	31.37	80,700.00	28,780.18	51,919.82	31.37	80,700.00	28,780.18
Gross Profit/(Loss):	28,782.58	17.39	16,933.00	11,849.58	28,782.58	17.39	16,933.00	11,849.58
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	2,225.25	1.34	4,000.00	1,774.75	2,225.25	1.34	4,000.00	1,774.75
Chairman/Presidents Expenses	181.88	0.11	3,000.00	2,818.12	181.88	0.11	3,000.00	2,818.12
Communication Group	0.00	0.00	400.00	400.00	0.00	0.00	400.00	400.00
Development Group	402.20	0.24	700.00	297.80	402.20	0.24	700.00	297.80
Finance Group	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Other Groups	60.00	0.04	0.00	(60.00)	60.00	0.04	0.00	(60.00)
Regional Welfare Officer Expenses	14.85	0.01	500.00	485.15	14.85	0.01	500.00	485.15
ACM	2,527.78	1.53	1,600.00	(927.78)	2,527.78	1.53	1,600.00	(927.78)
Regional Trophies and Awards	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Accountancy Fees	60.00	0.04	1,500.00	1,440.00	60.00	0.04	1,500.00	1,440.00
ASA Council Expenses	1,160.96	0.70	1,400.00	239.04	1,160.96	0.70	1,400.00	239.04
Newsletter/Mailings/Communication	266.40	0.16	0.00	(266.40)	266.40	0.16	0.00	(266.40)
Communication Expenses	3,161.85	1.91	5,000.00	1,838.15	3,161.85	1.91	5,000.00	1,838.15
Miscellaneous	325.93	0.20	1,000.00	674.07	325.93	0.20	1,000.00	674.07
Donations	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
Support Aquaforce Awards	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
Awards & Engravings	812.39	0.49	2,000.00	1,187.61	812.39	0.49	2,000.00	1,187.61
AO's/RCDO's Contributions	30,112.59	18.19	77,000.00	46,887.41	30,112.59	18.19	77,000.00	46,887.41
Bank Charges	408.56	0.25	500.00	91.44	408.56	0.25	500.00	91.44
Youth Forum	39.33	0.02	5,000.00	4,960.67	39.33	0.02	5,000.00	4,960.67
	41,759.97	25.23	105,050.00	63,290.03	41,759.97	25.23	105,050.00	63,290.03

ASA South East Region
Budget Report

From: Month 1, April 2015
To: Month 12, March 2016

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Net Profit/(Loss):	(12,977.39)	(7.84)	(88,117.00)	75,139.61	(12,977.39)	(7.84)	(88,117.00)	75,139.61

Bryony Gibbs

From: EDWARD LYNE <edward.lyne@btinternet.com>
Sent: 30 November 2015 21:39
To: Bryony Gibbs
Subject: ASA South East Region Custodian Trustees

Follow Up Flag: Follow up
Flag Status: Flagged

For the attention of the Chairman of ASA SER Board

As a recent newly appointed ASA SER Custodian Trustee I would be grateful for your attention to arrange clarification of the following matters.

I have extracted the following directly from what I understand to be the current effective Constitution of the ASA SER and anticipate that this may be the only existing "terms of reference" for the Custodian Trustees. Please confirm that there are no other relevant agreements on the subject.

Quote: <10.4.1.1 Any property of the Region, other than cash at the bank, must be vested in not more than 3 Custodians. They must deal with the property as directed by resolution of the Regional Management Board and entry in the minutes shall be conclusive evidence of such a resolution;

10.4.1.2 The Custodians shall be elected at a Council Meeting and shall hold office until death or resignation unless removed by a resolution passed at a Council Meeting; Page 6 of 12

10.4.1.3 The Custodians shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the discharge of their duties.>

Considering 10.4.1.1:

1. I thought that you have set up 4 custodians. Margaret Bell, John Ramsay, Sue Green and myself. If I am correct then I am also confused. What should be changed, the constitution or the appointments? I expect that all four Custodians would appreciate clarification. I would expect that you would wish the Custodians to act "together".
2. I cannot as at this time speak directly as to whether the the other Custodians are content but can you please supply a list of the property which the Board considers to have been "vested with the Trustees"?
3. I would appreciate a copy of any relevant "entry in the minutes" of the Board of "such resolutions" on this subject.
4. Given 1, 2 and 3 above what I am also separately thinking is "how do you expect the Custodians to fulfill their duties"? If there are three [or four] what do you expect if an issue is referred to them - unanimous decisions or a majority decision? Do you expect that the Trustees themselves should decide among themselves an "acting spokesman" in order to fulfill any task?

Considering 10.4.1.3:

Clearly "the Custodians are entitled to an indemnity" so a prime question is "does this clause in the constitution in itself provide full indemnity for the Custodians?". From experience I would expect this indemnity may be conditional that "provided they do not act negligently"? But what is negligent? - for example could taking no regular action to be assured of the protection/security of appropriate property be considered "negligent"?

Regards


Eddie Lyne
ASA SER Custodian Trustee

P.S. I have no idea whether the ASA has guidance on such matters, or indeed how its own Custodian Trustees are expected to work, because the ASA Web Site is as usual totally unhelpful using a find query "Custodian Trustees". Do the board have a view on this? Particularly because the ASA SER "persude" clubs to adopt the self same wording in their constitutions!

ASA SPORT GOVERNING BOARD

Minutes of the meeting held 13 November 2015
Holiday Inn, Leamington Spa

Subject to approval at the next meeting



Present:	Mr C Bostock	Chairman
	Mrs A Clark	East Midland Region
	Mrs K Grimshaw	London Region
	Mr R Margetts	South West Region
	Mr R Prior	South East Region
	Mr I Mackenzie	East Region
	Mr B Simkins	West Midland Region
	Mr N Booth	North West Region
	Mr R Gordon	North East Region
	Ms P Jones	Sport Specialist
	Mr B Saunders	Sport Specialist
	Mr J Bird	President
Staff:	Miss J M Nickerson	Chief Operating Officer
	Mr R Barnes	ASA Head of Legal Affairs (Friday only)
	Mrs C Lambert	Administrator
By invitation:	Mr M Farrar	Chairman, ASA Group Board
	Mr A Paker	Chief Executive
	Mrs J Porritt	Chief Financial Officer
	Mr A Poxon	Interim Chief Financial Officer
Apologies:	Mrs A Reah	Vice-President

Min No:

116. **Welcome and Introductions**
The Chairman welcomed members, Group Board Chairman and members of the Senior Leadership Team to the meeting.
117. **Declarations of Interest**
Barry Saunders re British Swimming Judicial Appointments.
118. **Report of the Head of Legal Report (HOLA)**
- 118.1. **British Swimming Judicial Appointments 2016**
The Head of Legal Affairs recommended to the SGB the following appointments/re-appointments be put forward to the British Swimming Judicial Appointments Panel.
- 118.1.1. Mrs Barbara Lancaster Re-appointment to the Judicial Panel
Mrs Terry Lambert Re-appointment to the Judicial Panel
Mr Terry Wilkinson Appointment to the Judicial Panel
Mr Chris Murray Appointment to the Appeals Panel
Mrs Maria Abrams Appointment to the Appeals Panel
- 118.1.2. The recommendation was approved.

- 118.2. **Proposed Amendment to the ASA Judicial Regulations.**
- 118.2.1. The Board were advised that the Judicial Management Group had approved the principle that any documents, whenever submitted, should have the benefit of some protection from misuse and proposed that a “catch all” provision is included at the outset of the Judicial Regulations. Furthermore, in the event of a breach it was proposed that there should be an explicit provision under the Commissioner’s powers to deal with any members found to be acting in breach.
- 118.2.2. The proposed amendments to the Judicial Regulations were approved by the Board in principle and intention. The Board invited the Rules Committee to draft the final wording and agreed the new regulations shall be effective from 1st January 2016.
119. **4 Year Financial Plan 2016-2020**
- 119.1. The Interim Chief Financial Officer (ICFO) presented the draft 4 Year Financial Plan for 2016-2020 detailing the following areas:
- Contribution from revenue generating activity – new income streams and improving delivery
 - Business support – finding efficiencies
 - Investment in the sport – reallocation of resources
 - Staff costs and headcount
 - Reserves
- 119.2. There was general discussion and questions raised on several areas including the AASE programme, marketing, membership and fees, shared resources/services, reserves, flexibility of funds for additional projects, coalition with the regions, Incorporation and risk.
- 119.3. An explanation of the criteria used for setting the reserves policy was given and it was agreed following discussion a review of the policy should be carried out to ensure it is fit for purpose.
- 119.4. In summary the ICFO confirmed there were challenges to be faced and that the plan was very much work in progress. The SLT will continue to work on this with a view to finalising the outcomes over the next 9 months.
- 119.5. The ICFO was thanked for his presentation.
120. **Chief Executive Officer Update (CEO)**
- 120.1. The CEO recapped on the process undertaken to date in relation to the vision and mission document and reiterated the critical timeline of being in a position to review this by early 2016
- 120.2. Members who had not yet completed the questionnaire recently circulated were requested to do so by the end of November. Feedback from the questionnaire will provide a basis ultimately to shape the strategy and ensure it is fit for purpose. Once this process has been completed there will be an opportunity to consult more widely with a cross section of the regions and ASA staff.
121. **Any Other Business notified in advance - None**
122. **Date of Next Meeting – 29/30 January 2016, SportPark.**

Chairmen's Committee – Terms of Reference



Members

ASA Group Board Chairman
ASA Sport Governing Board Chairman
ASA Regional Chairman (North West, North East, West Midland, East Midland, London, East, South West and South East)
ASA Chief Executive Officer
ASA Chief Operating Officer

Officers in attendance

Senior Managers to attend at the request of the ASA Group Board Chairman, ASA Sport Governing Board Chairman and/or ASA Chief Executive Officer depending on agenda items.

Substitutions:

The Regional Chairman may appoint a substitute from their Region to attend in their place if they are unable to attend.

Frequency of Meetings:

Two to three meetings per year.

Scope:

The committee is a consultative group set up to aid communication and stimulate debate for further consideration within the Regions. It is not a decision-making committee.

Objectives

To provide a forum for timely exchange of information on issues related to the ASA strategy and key performance indicators.

To provide a forum for communication and the collection of regional feedback to the ASA on issues affecting clubs, members and general participants.

To promote a culture of innovation for the benefit of the sport and the membership.

To provide a forum for agreement on the delivery of ASA programmes within the regions.

To provide support and assistance to the Regional Chairmen, as required, on the management of their Regional Board.

To discuss matters that may require approval by Council delegates, that may be raised by Council delegates, or that are related to Annual Council meetings.

Format of meetings

The format of meetings may be informal and held over a dinner if deemed appropriate.

Notes of the meetings will be taken and shared with the ASA Group Board and Sport Governing Board members.

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

Date: 29 November 2015 11:47:35 GMT

To: 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>, Adam Paker <Adam.Paker@swimming.org>, Chris Bostock <chris@robstock.co.uk>

Cc: Adam Paker <Adam.Paker@swimming.org>

Subject: Notes of Regional Chairs' Dinner/Meeting

Dear All

Please find below my notes of our recent dinner meeting. Please feel free to let me have any additions or amendments.

Best wishes

Jane

Notes of meeting with Regional Chairs: 11:11:15

1.

ASA Council Review

General feeling it was more engaging this year.

Workshops were good

Insight workshop - request that it is adapted to be more club focussed for use in the regions

Facilities - informative and practical and would be a good workshop to take round the regions

Board governance - relevant and well delivered - some regions would like sessions with their Board

Counties - Counties need to find their role in the organisation / issue of split counties in the London region / Model constitution required

General feeling that the ceremonial section of Council needs to remain but changed to make it more "modern." Perhaps omit the section around the regions.

Interviews worked well but some felt they were too "staged.": Agreed this is a concept which could work in the future but in a less stage managed way to encourage more questions and debate from the floor.

Suggestion to include a celebration of successful work in the regions at future Councils.

Some members felt that future workshops should focus on governance issues.

Some regions feel the previous way of linking County/Regional/National volunteer awards should be re-instated. The reason for changing this was due to the fact that not all regions wished to engage in this process.

It was agreed to form a working party to consider the following:

ASA Council

Workshops for ACM and future of Club Conferences

Volunteer recognition Awards

COO to discuss with relevant colleagues and ascertain a project lead to convene a working party

2.

Governance

The issue of the role of Counties was discussed and it was agreed this varies considerably around the country with London and the South East regions experiencing the additional issue of split counties.

Some members felt that it may be worth reviewing the whole ASA structure at some point - possibly linked to the incorporation project.

No decision was reached on this.

Agreed the Women on Boards paper needs to be extended to include all areas of equity and representation on boards and training.

It was agreed David Fletcher, Adrian Leather would work with the COO on a project around volunteer development and recruitment for all areas including clubs, counties, regions and nationals.

Particular focus on boards and administration but could be expanded to all roles.

Some concern was expressed by some members regarding the reporting of Sport Governing Board matters to the regions by the regional representatives on the SGB. The lack of succession planning for this role by some regions was also highlighted.

It was agreed that Regional Chairman should contact the SGB Chairman to enable him to provide the Regional Chair with an appraisal of the performance of their Regional representative.

It was agreed to review the competencies required of regional representatives to the SGB to assist regions when electing their member.

Some members queried the role of the Chairmans' Group and requested clarification on the original terms of reference (attached)

3.

Club Development Management Group

Some members expressed concern regarding the work of the above group.

Following discussion it became clear that there were mixed messages coming out from representatives on this group and it was agreed to ensure copies of the minutes are circulated to the Regional Chairs.

4.

Facilities

London region expressed concern regarding access to 50m pools in their area for regional events.

The region were asked to provide information to the COO regarding the number of pools in the region, the name of the operator of each pool and the constraints imposed by the operators.

**5.
Incorporation**

The members stated they will welcome consultation on this.

**6.
Future meetings**

The intention is to hold meetings quarterly and invited key staff on issues of interest .e.g Workforce Development

Noted the Chair of Chairs will change in January in line with the plan to rotate this role.

Next meeting to be held in the Birmingham NEC area in the new year.

**7.
Health Agenda**

Discussed the importance of this moving forward and how Mike Farrar, ASA Group Board Chairman will be able to bring expertise in this area.

**8.
Branding**

Noted the new Chief Marketing Officer, Mike Thompson, will pick this up. Discussion around Swim England as a potential brand etc.

**9.
Anti-doping**

Noted that British Swimming is keeping abreast of the world-wide doping issues occurring in a number of sports.

**10.
SGB Weekend**

The Chairs requested clarification of this weekend and were advised it would include a series of presentations to enable regions to ascertain how they can deliver on these within their region.

Many of the the ideas considered at the previous weekend had been implemented:

Appointment of sport development officers for water polo, diving and synchronised swimming

Ten year strategic plan for synchronised swimming

Draft water polo plan

These will be presented at the weekend.

11.

ASA Senior Leadership Team

Noted the full Senior Leadership Team is now in place and the CEO encouraged the regions to use the skills of the team to assist as appropriate.

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