

**Swim England South East**  
**Regional Management Board**

Minutes of Meeting held on Tuesday 16 January 2018 at Guildford Spectrum

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member

**Also in attendance (non-voting):**

Eileen Adams (EA)	President
Jenny Gray (JG)	Vice-President
Bryony Gibbs (BG)	Regional Office Manager

**1 Apologies**

Apologies had been received from:

Ivan Horsfall Turner (IHT)  
Alan Lewis (AL)  
William Long (WL)

**2 Installation of Jenny Gray as Vice-President**

Jenny Gray was presented with the Vice-President's badge by the current President, Eileen Adams. The Board congratulated Jenny on her appointment.

**3 Minutes of the Meeting held on 26 November 2017**

The minutes of the meeting were approved as an accurate record subject to the following corrections:

317 – Item 22. The issue was raised by Swim England Legal.  
335 – “Thanks” to be changed to “thanked”.

**Action: BG**

**4 Matters Arising**

**319 – Medals.** It was noted that the Discipline Managers had not yet been consulted during this process contrary to the agreement made at the last meeting. BD circulated drawings of the new medals.

**320 – Data Protection.** Any guidance on this is still yet to be released by Swim England. Information will go in the next newsletter at the end of the month. RGP will raise at the next SGB meeting.

**Action: RGP**

**326 – Team Manager Policy.** The Team Manager policy had been endorsed and circulated to Discipline Managers.

**327 – Employment Matters.** RFP & CJ will be meeting BG to conduct the appraisal meeting in February.

**328 – Appointment of Chairman.** The Chairman's advert has gone on the website and "Careers in Aquatics" pages.

**329 – Synchro – FINA Judges.** It was confirmed that Di Hughes and Erica Moo had been selected.

**333 – Correspondence.** Query regarding insurance to be added to the Matters Arising sheet.

#### **Landscape page –**

**8 – ASA's 150<sup>th</sup> Anniversary.** RFP confirmed there is a working group nationally looking into this.

**10 – ASA Service Level Agreement.** A final version of the proposed Joint Employment contract had been circulated for comment.

**5 – Regional Administration.** It was confirmed that this group were looking at the Job Description for the Regional Office Manager.

**3 – Volunteering Sub-Group.** BD had been working with HM on this. A questionnaire has been produced which it is hoped will be sent out on 01 April. This will be an online questionnaire. BD was appointed to take the lead on this. The group will be meeting in due course. However, more work needs to be done prior to this to get the most out of a meeting. BD will provide an update at the February meeting

**Action: BD**

**18 – APPG for Swimming.** RFP to look into this.

**Action: RFP**

**16 – Medals / Shirts.** The officials' shirts have been ordered and will be sent to Jane Davies. Drawings of the new medals were circulated at the meeting. It was requested that the bronze medal have a shiny finish due to engraving being difficult to read on the matt medals.

**Action: BD**

**17 – HR Issues – Staff Appraisals.** Appraisals have been completed for HM & KJ. RFP and CJ are due to meet BG in early February.

## **5 Payment for Course Tutors**

This was raised at the request of the RCDOs, due to a lack of Team Manager 2 tutors in the Region which has made it very difficult to run Team Manager 2 courses. It was proposed by KJ that a fixed fee is paid for delivering this course in addition to travel expenses. This proposal was just in relation to Team Manager 2 courses, not Team Manager 1. The Development Group had endorsed the proposal.

Following discussion, it was agreed that the Board had no objection to the principle of remuneration for all course tutors. However, it was agreed to explore the needs of tutors across all disciplines with the Discipline Managers and Development Group before any decision was taken. This will be discussed with Discipline Managers at the February meeting, with any decision being taken at the March meeting, for implementation from 01 April, if agreed.

In this connection, the new requirement for swimming officials' course presenters to have DBS checks and attend Safeguarding & Protecting Children courses was also mentioned. RGP understood that Swim England will cover the cost of this for presenters.

**Action: RFP**

## **6 Employment Matters**

Most ongoing matters had already been discussed under Matters Arising. These include the Joint Employment Contract with the ASA, job descriptions and appraisals.

## **7 Review of Finance**

The latest budget report had been circulated prior to the meeting. GS is confident that there will be a deficit. However, this will not reach the budgeted deficit of £74k, being estimated to be more like £10-20k.

The Budget for 2018/19 will be discussed at the February meeting. On the suggestion of JB, the Finance Group would recommend that no disciplines increase their entry fees for competitions in 2018/19.

It was noted that there is still £37k ring-fenced for Disability Swimming. Following discussion, it was agreed that JB, CL & GS will put together a proposal for how these funds could be used to support Disability Swimming in the Region. The group will report back with a proposal at the February meeting.

**Action: JB, CL & GS**

## **8 Data Protection**

A notice will be included in the February newsletter to raise Club's awareness of the changes that will be coming.

No guidance has been issued by Swim England yet. This had been raised at the meeting of Chairmen, by RGP at the SGB meetings and was also raised with JN when she attended the October RMB meeting. It was noted that other NGBs have already issued guidance.

RGP will raise the issue again at the next SGB meeting.

**Action: BD / RGP**

## **9 Communications**

The next newsletter is due to go out on 01 February, currently there are 707 subscribers. The newsletter is gaining around 15 new subscribers per month and has only ever had one person unsubscribe.

In the March newsletter there will be a re-opt in which will cover this for GDPR. It was agreed that this should go at the top of the newsletter, rather than the bottom, to ensure it receives maximum visibility.

A competition ran in the December newsletter with a £40 prize from Mailsports. Going forward the prize will be £20. Facebook and Twitter usage are also growing. The team going to Antwerp will have access to the Twitter account.

All members present agreed that they were happy for their email addresses to be shared with other RMB members, for the purpose of RMB Business. It was agreed to ask absent members also to agree.

**Action: BD / BG**

## **10 Commonwealth Games Team Selections**

Andrew Willis (Bracknell & Wokingham SC) and Anna Maine (Woking SC) have been selected for the England Team. Any selections for Northern Ireland, Scotland & Wales from SE clubs should be sent to BD.

Letters of congratulations will be sent to the selected swimmers from the South East by the Chairman.

It was noted that Swimming, Diving and Open Water are included in the Commonwealth Games.

**Action: BD / BG / RFP**

## **11 Affiliations & Resignations**

The application for affiliation for City of Oxford Water Polo club was approved.

The resignation of Beaver Swimming Club was noted.

**Action: BG**

## **12 Correspondence**

The notice of the Member nominated Directors of the Swim England Board had been circulated. It is not known how many votes each candidates received. There may be another board or committee that sits under the Swim England Board, with representation from the Regions. This matter will be discussed at the next SGB meeting.

The Board will need to decide how the Region will deal with nominations for the Swim England Board and related bodies going forward, For example, will this be by open election? This will be discussed at the May meeting with a recommendation going to the ACM, to be included in the June mail out.

**Action: RFP**

## **13 Regional Chairmen's Meeting**

The Regional Chairmen's meeting took place on 14 December and was attended by Alan Lewis. Confidential notes of the meeting were circulated which were put together by Joan Wheeler (incoming Chair of the Chairmen's meeting) and also Jane Nickerson's notes. Mike Farrar has offered to attend RMB meetings. It was agreed that the Region would like to invite him to attend a future meeting.

Clarification was provided regarding the Coach Advisor appointments, mentioned in the notes of the meeting. The Development Group had considered this and budgeted for it in 2017/18. Two advisors had been appointed for the Region, Kevin Brooks and Amanda Booth.

**Action: RFP**

## **14 ASA Sport Governing Board & Group Board Minutes**

There is a SGB meeting next weekend. There was nothing in the minutes of the last SGB meeting that had not been covered at the last RMB Meeting.

**15 ASA Senior Leadership Update**

The update was noted.

**16 AOB**

Two items had been raised by JD. Disability Swimming had already been discussed earlier in the meeting.

Welfare Officers – It had been highlighted that the average length of service of a club Welfare Officer is approximately 6 months. It is believed that this could stem from additional workload being pushed on to them. It is understood that the same may apply to other roles within clubs e.g. Secretaries, Chairmen.

Following discussion, it was agreed that this should be raised with Jenni Dearman. SR suggested that workshops with case studies could be helpful for Welfare Officers. However, support should be provided by Swim England Safeguarding to set these up.

It was agreed that SR would contact Jenni Dearman to explain the issues and discuss the running of such workshops.

It was noted that the Good Club Guides are still available online for clubs, although they require updating to the new branding.

**Action: SR**

**17 Date of Next Meeting**

The next meeting will be on Sunday 18 February 2018, 10am at Holiday Inn Guildford.

John Davies, Carys Jones and Shelley Robinson gave their apologies for the next meeting.

The meeting was closed at 20.45

## Regional Management Board

A meeting of the Regional Management Board will be held on Tuesday 16 January 2018 at Guildford Spectrum commencing at 1900

### Agenda

- |    |   |          |      |
|----|---|----------|------|
| 1. | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i>                                   | RFP      | 1900 |
| 2. | <b>Installation of Jenny Gray as Vice-President</b>   | RFP      | 1905 |
| 3. | <b>Minutes of the Meeting held on 26 November 2017</b><br><i>To agree accuracy of minutes from the previous meeting</i>         | RFP      | 1910 |
| 4. | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP      | 1915 |
|    |   | Enclosed |      |

### Items for Decision

- |    |  |     |      |
|----|--|-----|------|
| 5. | <b>Payment for Team Manager 2 Tutors</b> | RFP | 1920 |
| 6. | <b>Employment Matters</b>                | RFP | 1925 |

### Items for Discussion / Information

- |     |   |          |      |
|-----|---|----------|------|
| 7.  | <b>Review of Finance</b>  | GS       | 1930 |
| 8.  | <b>Data Protection</b>  | RFP/WL   | 1940 |
| 9.  | <b>Communications</b>   | BD       | 1955 |
| 10. | <b>Commonwealth Games Team Selections</b>   | RFP      | 2005 |
| 11. | <b>Affiliations &amp; Resignations</b>  | RFP      | 2010 |
|     | <b>11.1 New Affiliations</b><br>City of Oxford Water Polo Club  |          |      |
|     | <b>11.2 Resignations</b><br>Beaver Swimming Club  |          |      |
|     | <b>11.3 Enquiries</b><br>None   |          |      |
|     | <b>11.4 Transfers</b><br>None   |          |      |
|     | <b>11.5 Change of Name</b><br>None  |          |      |
| 12. | <b>Correspondence</b><br>Directors of the ASA (SE) Ltd  | RFP      | 2015 |
|     |   | Enclosed |      |
| 13. | <b>Chairmen's Meetings</b>  | RFP/AL   | 2020 |
|     |   | Enclosed |      |
| 14. | <b>ASA Sport Governing Board &amp; Group Board Minutes</b><br><i>To receive the minutes of the ASA Sport Governing Board and the ASA Group Board if available</i> | RGP      | 2030 |
| 15. | <b>ASA Senior Leadership Update</b>   | RFP      | 2040 |
| 16. | <b>AOB</b><br><i>24 hours notice required</i>   | RFP      | 2045 |
| 17. | <b>Date of Next Meeting</b><br>Sunday 18 February, 10am, Holiday Inn Guildford  | RFP      | 2050 |

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**Regional Management Board**

Minutes of Meeting held on Sunday 26 November 2017 at Holiday Inn Guildford

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<b>Present:</b>	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Jim Boucher (JB)	Board Member
	John Davies (JKD)	Board Member
	Brian Deval (BD)	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	

**Also in attendance (non-voting):**

Eileen Adams (EA)	President
Sue Barker (SB)	Disability Manager
David Cross (DC)	Water Polo
Bryony Gibbs (BG)	Regional Office Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Mike Lambert (ML)	Swimming Competition Manager
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (RGS)	Masters Manager

**315 Apologies**

Apologies had been received from:

Keith Barber (KB)  
Frank Clewlow (FC)  
Rosa Gallop (RG)  
Carys Jones (CJ)  
Trevor Jones (TJ)  
Gary Shields (GS)

**316 Minutes of the Meeting held on 10 October 2017**

The minutes of the meeting were approved as an accurate record.

**Action: BG**

**317 Matters Arising**

289 – ASA Annual Council. The incorporation motion was approved. The Regional delegates made good use of the open mic session.

301 – Incorporation. Brian Harrison was appointed as the final member of the national Members' Forum from the Region. Going forward, if agreed at the next ACM, then there

may be open elections for serving on this body.

302 – Data Protection. Will be discussed later on in the agenda.

307 – Medals. Will be discussed later on in the agenda. ML felt that more advanced notice of the required input from the discipline managers would have been advantageous.

### **Landscape page –**

2 - List of Assets. The Swimming Group has taken action following very few trophies being returned at the Winter Champs. RGS confirmed that there are some items on the list for Masters which no longer worked and should be removed: RGS is to send details to BG. Finance Group will review the process for removing items and limits for any items added.

**Action: RGS / BG / Finance Group**

3 – Volunteering Sub-Group. Susan Harrison had volunteered to be part of this group.

6 – Commercial Agreements. A report on this will be submitted to a future meeting.

11 – Storage. RFP & RGP have discussed and records will be taken to the storage unit. Item is now complete.

19 – HR Issues – Staff Appraisals. RCDO meetings complete. Arrangements being made for Office Manager.

20 – Swimming Championships Risk Assessment. Complete, to be removed.

22 – Club constitutions. HM will contact ONB. BSB is now covered by Susan Harrison. An issue has been raised by Child Protection in Loughborough regarding a club in Hampshire and their constitution. This is being referred to Graham Stanley.

**Action: BG**

### **318 Review of the Region's Strategy 2017-2021**

The Region's Strategy was discussed at the November meeting in 2016 and was agreed by the Board earlier this year.

The RCDOs are working on plans looking at what we currently do, the budgets in place and what the spend is to date, as well as putting together objectives for the next couple of years to go through with the group. This is set to try and mirror the operational plan nationally. The RCDOs have looked at volunteering, clubs and members but not at specific disciplines. However, the structure that has been used could be replicated across all disciplines. HM to put together a pro forma.

The results of the volunteer satisfaction survey were taken into account on the plans. It is hoped that this work will help to improve and drive things forward, particularly in trying to help with recruiting and retaining volunteers. The needs of the current workforce should be addressed, as no plan can be successful without the workforce. There are three types of volunteers, Young Volunteers, Parents and Long Term Volunteers. One thing to look at is the conversion from parent to long term volunteer. Case studies would be helpful from clubs that do this well and BD can share data from Sussex.

It was noted that there has been a change in the way clubs run certain elements and the Region should consider which tasks they might look to pay people for in future and not be reliant on volunteers for certain roles. Some clubs now pay people to run open meets and club administration for example. In order to future proof the Region, it should recognise what it is realistic to expect volunteers to do.

It was asked if the Region could start recruiting volunteers are a younger age however HM confirmed that the Young Aquatic Volunteer Programmes starts at 14, as this is the minimum age for certain courses on the programme. Nationally, it has been suggested to look at schools to help recruit. However, the programme within the region is provided for the club members and certain courses require volunteers to be ASA members.

It was agreed that operating plans would be produced to support the strategy with some KPIs to so that performance can be measured. The RCDOs will take a lead and liaise with the Discipline Managers.

**Action: HM / KJ / BD**

### **319 Medals**

BD shared with those present a couple of options for the new medal proposal with the Swim England South East design. Discipline Managers expressed an interest in a rectangular design being researched. IHT proposed that BD is appointed to make a decision in consultation with the Discipline Managers, this proposal was seconded by SR. This was agreed.

BD also showed those present a new shirt design. It was agreed to go ahead with this.

HM has a stock of branded water bottles that were ordered in bulk: if any discipline would like some they should get in touch with HM.

**Action: BD**

### **320 Data Protection**

The issue of Data Protection was raised to make Discipline Managers aware of the upcoming changes. The new regulations will be in place from 25 May 2018 and will apply to all organisations, without exception.

One of the requirements is to know where your data is, this is being addressed currently for the office and RCDOs. Following this, Discipline Managers will be contacted to look at their data further. Once an audit has been done of the data the Region holds and where it is, an action plan can be put together.

SR raised a query as Welfare Officer on how long data should be kept in regard to historic cases and if this data should be passed on, should SR no longer be Welfare Officer, and to whom.

At the last meeting the Board were assured by JN that guidance would be on the way from Swim England to assist clubs, counties and regions. There has been no further information since this, RFP to chase. Previously at the SGB meeting it was confirmed that Swim England wished to get guidance out by the end of the year.

RFP proposed that an article go in the next newsletter to make clubs aware of these changes. WL to put some words together, this will be linked to the information from the Information Commissioner's Officer.

RGP will chase with Swim England and try and get a date committed for when guidance will be issued. AL is attending the next Regional Chairs meeting and will also raise this here.

**Action: WL / RGP / AL**

### **321 Inventory / Asset List**

Discipline Managers should keep BG updated of any items that the Region owns / has paid for that need to be included on the asset list / inventory.

MGL has purchased 6 radios for Swimming which he is storing. Need a process in place if others would like to use this equipment.

**Action: Discipline Managers / BG**

### 322 Health Agenda

CL presented information on the Health Agenda that had been shown at the ASA ACM. In May 2016 research was completed to investigate links between swimming and health. Following this, Swim England have produced a report on Health and Wellbeing Benefits of Swimming and a report has also been produced seeking to demonstrate that adolescent competitive swimmers are cleverer than peers who do not swim.

The findings of this research are very positive and Swim England are trying to take this forward to gain funding towards improving health. While this theory was not new, there has not previously been a study of this type providing real evidence.

BD reported that this information was published on the South East Social Media and had over 15,000 shares. People were also engaged with this at the recent Winter Championships.

A full version of the Health and Wellbeing Benefits of Swimming Report is [here](#).

The Executive Summary can be found [here](#).

The Report titled Are Adolescent Competitive Swimmers Cleverer? can be found [here](#).

**Action: BG**

### 323 RCDO & Club Officer Reports

Reports were circulated prior to the meeting.

Helen Mack –

- SwimMark – the Region currently has 100 SwimMark Clubs. Some clubs have lost accreditation as they are not up to date with DBS and Safeguarding, so some should come back once these are up to date. Southampton Water Polo and Bishops Waltham Mitre have confirmed they won't be continuing with SwimMark.
- Young Volunteer Programme – virtually all the programmes have been full with a lot of Young Volunteers then going on to sign up for their J1. There were fifteen Young Volunteers signed up to the programme in Surrey. This is the first time a successful programme has run in the county, it has been really well supported by the network.
- Team Manager Training – the South East runs a lot more TM training than any other Region. More tutors have also recently been trained.
- Club Welfare Officers – Time to Listen courses used to be renewed every three years. CPSU now stated that this no longer needs to be renewed, so the need for the Time to Listen courses will need to be reviewed.
- Safeguarding – through the partnership agreement in place with UK Coaching (formerly Sports Coach UK) the Region have trained over 500 volunteers in Safeguarding across the year. The courses are run at cost and also represent a cost saving for the clubs with the average cost being between £22-24 per person. They can then apply for the bursary on top of this.

Kristie Jarrett –

Kristie talked through the report and the areas what she has been working on which include:

- New pathway programme working with England Talent for 12 year old camps including coaching/Team Manager Conference.
- Work with Keith Barber on Open Water camp.
- Team Manager Presenter course, 4 new presenters are booked in to run courses in the next couple of months.
- Coaches' forum.
- Currently preparing for overseas camp.

Rosa Gallop –

A query was raised on the Senior Coach Programme and how many coaches from the South East had been selected. It was confirmed that 70 coaches had been selected for the programme in total and 8 coaches had applied for bursaries from the Region.

The Board thanked the RCDOs for their thorough reports and requested thanks be passed on to RG for her report.

**Action: BG**

#### **324 Appointment of Vice President 2017**

Two names had been put forward:

Jenny Gray – Synchro  
Terry Norris – Present BSB President

Jenny Gray was appointed as the Regional Vice President for 2017/18. Terry Norris will be encouraged to apply for 2018/19.

**Action: RFP**

#### **325 Nomination of candidate to be director of ASA (SE) Ltd**

Three candidates were put forward and following the voting process Chris Lee received the majority.

Across the country 6 candidates had been put forward from the 8 regions, the details of the candidates have been passed on to the Electoral Commission. It is hoped that the directors will be known by mid-December.

The Region will need a process in place for nominating directors in future.

**Action: RFP**

#### **326 Team Manager Policy**

The Team Manager Policy was circulated prior to the meeting. Issues were raised with this by Water Polo due to a lack of volunteers. The RCDOs confirmed they would be able to support Water Polo in gaining the appropriate training for their Team Managers and discussed how other disciplines deal with this. The policy was endorsed by the Board.

**Action: BG**

#### **327 Employment Matters**

1. The Joint Employment arrangement for the Regional Office Manager with Swim England was approved.
2. It was agreed to establish a staffing sub-committee. This will consist of CJ, RFP, EA and IHT.

3. It was agreed to ask Freedom Leisure to reimburse the Regional Club Development Officers at the rate of 45p per mile when they are traveling on the Region's business. IHT will look into this with Freedom Leisure.

**Action: IHT**

**328 Appointment of Chairman**

The following members were appointed on to the panel for the recruitment of a Regional Chairman, AL, IHT & WL. RFP will ask if GS would also like to be involved.

**Action: RFP**

**329 Synchro – FINA Judges**

A report had been circulated about changes made by FINA for the training and qualification of international judges for Synchronised Swimming. SB confirmed that these kind of costs are incurred in Para Swimming costs had been covered by Swim England. However, it has confirmed that this will not be the case from Synchronised Swimming going forward.

The Board agreed that the Board would support any candidates from the Region seeking an international judging qualification for Synchronised Swimming who were selected by Swim England.

**Action: RFP**

**330 Finance**

The Finance Report was circulated prior to the meeting. It is anticipated that there will be a deficit at the end of the year.

- Budget timetable 2018/19 - Discipline Managers will be asked for their budget submissions by 12 January.
- Charterhouse – the Finance Group agreed to seek a reduction in cost from Charterhouse.
- Reserves Policy – agreed that the Region would never want to be going below £150k.
- Expenses Policy – Agreed to increase the limit for overnight accommodation to £80 (£100 if shared) and £20 for an evening meal.

**Action: BG**

**331 Report from SGB Strategy Weekend 17-19 November**

RGP reported on the SGB meeting and strategy weekend.

**SGB Meeting -**

- Data Protection – Issues with the new legislation in terms of doping and Safeguarding were highlighted. Draft legislation did have clauses about drug use, a rewrite has been presented. Safeguarding is still outstanding.
- Commonwealth 2022 – It was reported by the Chief Executive that the Government has agreed to support the Commonwealth Games in 2022, Birmingham being the front runner. There is also a move to get diving put back in: Birmingham will build a diving pool if successful.
- Rule Changes – There has been a rewrite for low level competitions in disciplines which is also now extended to swimming but not for Masters but this already has some in place for certain competitions. There was also a request from the Swimming Management Group for rule 504 allowing Masters to start backstroke with one hand to be removed. This is being removed, it is against FINA rules.
- Club Management Group – There was some discussion over some problems with the terms of reference for the Club Management Group and who is allowed to

represent the Region's at that group. Most Regions want to send staff but Swim England said this should be volunteers. The Head of Clubs has monthly meetings with his staff, and bi monthly meetings with the regional staff, so the concern was that the Group would be an extension of these meetings.

### **Strategic Plan Review –**

- There were presentations from all discipline managers, except diving who had a competition, and also there was no representative from Water Polo, again due to a competition. These reviewed successes, challenges and plans for the following year. RGP to send presentations to BG for circulation.
- Restructure of Para Swimming arrangements. Carole Barough retiring at the end of November. There will be a new structure put in place with a Development Manager for Para-Swimming and 2 Para Coaches (there are currently 3 Para Coaches plus Carole). George Wood heads up this department, so will also be involved to provide support. The new structure will be in place by the end of the year.
- Coaches passes at the National Events are processed online and printed, this process is being offered for Regions/Counties at no cost by Chris Bostock. This may not work for the Regionals, as currently passes are provided for a club rather than individual coaches.

### **332 Affiliations & Resignations**

An affiliation enquiry had been received from Sunbeam Swimming Club, a disability club based in Horsham.

British Army club constitution has now been approved.

### **333 Correspondence**

The notification of the Insurance Broker change of name had been circulated and was noted.

The notification of changes to Swim England Club Membership had been circulated. A query was raised as ensuring members were correctly insured was noted as the reason why the renewal deadline was being bought forward. Does this mean that members were not correctly insured previously? HM will check.

**Action: HM**

### **335 ASA Senior Leadership Update**

The September and October Updates were noted by the Board.

### **334 AOB**

None received.

### **335 Date of Next Meeting**

The next meeting will be on Tuesday 16 January 2018, 7pm at Guildford Spectrum.

The Chairman thanks everyone for their attendance and wished everyone a Merry Christmas & a Happy New Year.

The meeting was closed at 14.32

**AGENDA ITEM 4**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 10 January 2018

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>Governance Review</b> 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/RH	<i>Ongoing. Awaiting further guidance from Swim England</i>
2	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
3	<b>Volunteering Sub-Group</b> At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG, SH and ML and that the discipline managers would also be involved.	19.02.17 Min 173	WL, BD, HM, KJ, RG, SH & ML	
4	<b>Reserves Policy</b> Finance group to report back on “reserves” policy	21.03.16 Min 53.4	Finance Group	<i>Complete</i>
5	<b>Regional Administration</b> Jim Boucher, Eileen Adams and Roger Penfold to form a small group to define a Job Description.	20.03.17 Min 204	JB, EA, RFP	
6	<b>Commercial Agreements</b> It was agreed that the Region may wish to examine its position on commercial agreements going forward. It was decided that BD would put together criteria for such agreements for a future meeting.	09.05.17 Min 223	BD	
7	<b>Appointment of Chairman – 1<sup>st</sup> April 2018</b> Recruitment process to be agreed. The Role description and advert were approved subject to consistency being checked. An appointment panel will be appointed in due course.	13.07.17 Min 256	IHT / AL / WL	<i>Complete</i>
8	<b>ASA’s 150<sup>th</sup> Anniversary</b> RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.	13.07.17 Min 257	RFP	
9	<b>Data Protection</b> RFP to pursue with Richard Barnes & Jane Nickerson when Swim England guidance will be available on GDPR for Clubs, Sub-Regions and Regions.	13.07.17 Min 259	RFP	<i>On Agenda</i>
10	<b>ASA Service Level Agreement</b> The ASA have proposed a new method of joint employment which would avoid the need to pay VAT on staff salaries. RFP intends to propose this revised agreement to the Board soon.	13.07.17 Min 261	RFP	<i>In Progress</i>
11	<b>Storage</b> RFP to discuss with RGP the records he is currently storing.	13.07.17 Min 252	RFP	<i>Complete</i>

12	<b>Team Managers</b> It was agreed that a policy will be put in place regarding the requirements for Team Managers representing ASA South East Region. Once this has been created, this information will be circulated to discipline managers.	13.07.17 Min 267	JKD / BG	<i>Complete</i>
13	<b>Data Protection</b> Clubs need some guidance on GDPR and any advice from Swim England may be too late. WL has some from the information commissioner which can be circulated and will look for any other guidance.	11.09.17 Min 270	BD & WL	<i>On Agenda</i>
14	<b>Expenses Policy</b> The policy will be updated and circulated to discipline managers. The Finance Group will review the guideline figures in the current policy. The policy should be circulated to volunteers when they are requested to officiate at the Region's events.	11.09.17 Min 272	BG / Finance Group	<i>Complete</i>
15	<b>Swimming Group – Spend Request</b> CL proposed that the Board give ML approval to buy or hire 6 further radios against the 2017/18 budget, whichever he felt was the most efficient and practical solution, this proposal was agreed by the Board.	11.09.17 Min 273	RFP / MGL	<i>Complete</i>
16	<b>Medals / Shirts</b> Medals require a redesign to fit in with the new branding. BD to look into new suppliers and report to the October meeting. BD to contact BG regarding quantities for orders. Officials shirts will also need addressing however we will need to use all existing stock first. Discipline Managers will need to be contacted about their requirements.	11.09.17 Min 275	BD	<i>In Progress</i>
17	<b>HR Issues – Staff Appraisals</b> The RCDO appraisals will be dealt with by JKD and CJ, whilst the Office Manager's will be arranged with RFP and CJ. Going forward it will need to be addressed who line manages the Region's staff. It was agreed to use the Swim England appraisal process.	11.09.17 Min 278	JKD / RFP / CJ	<i>In Progress</i>
18	<b>APPG for Swimming</b> A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
19	<b>Constitutions</b> There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about	10.10.17 Min 313	RFP / HM	<i>In Progress</i>

	finding a rep there.			
20	<b>Vice President</b> The Region needs to find a Vice President. This will need to be advertised on the website and in the newsletter. Board Members were also asked to seek out any suitable candidates.	10.10.17 Min 313	BG	<i>Complete</i>

Updated 10/01/2018 BG

## Finance

### Report for RMB 16<sup>th</sup> January 2018

From the attached Budget Report dated 15<sup>th</sup> January, the Board will note that we are currently revealing a surplus of £13,735 against a year end budget forecast of £74,163 deficit. It is fair to assume that we will once again fall short of our financial target.

In terms of predicting the likely year end position, the 2 largest items outstanding probably net each other off so to speak. In terms of costs, we have only been invoiced for 6 months of RCDO costs so there is a likely further spend of about £25k. On the other hand, we still have the first quarter of 2018 membership income due which last year amounted to about £27k. Other areas where they may be 'significant' numbers are:

- Masters still have an event before year end but the net outcome is not expected to be significant.
- There is still one synchro event but again the net result is not expected to be significant either way.
- It is possible that there could be a significant payment to Diving and we are seeking clarity in that regard.
- Swim 21 Networks might yet produce some further expenditure of up to £7k.
- Offshore camp spend of perhaps £8k.

History suggests that we do not always get our predictions entirely right but it seems unlikely that we will exceed a deficit of £20k. I do however confidently predict a deficit of some description.

In terms of budgets for 2018/2019, the deadline for the submission of requests was last Friday. At the time of writing, we are awaiting 2 outstanding budget requests. We are due to seek Board approval at our meeting on 18<sup>th</sup> February.

There is nothing more to report at this time.

*G M Shields*  
*Board Member Responsible for Finance*  
*16/01/2018*

Budget Report

From: Month 1, April 2017  
To: Month 12, March 2018

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>
<b>INCOME</b>								
ASA Grants - Administration/Other	4,500.00	1.64	0.00	4,500.00	4,500.00	1.64	0.00	4,500.00
Membership Income	122,014.60	44.42	142,900.00	(20,885.40)	122,014.60	44.42	142,900.00	(20,885.40)
Sponsorship Income	5,750.00	2.09	5,750.00	0.00	5,750.00	2.09	5,750.00	0.00
Miscellaneous Income	341.56	0.12	0.00	341.56	341.56	0.12	0.00	341.56
Bank Interest	45.27	0.02	100.00	(54.73)	45.27	0.02	100.00	(54.73)
Income Licence Meet Fees	30,121.90	10.96	31,000.00	(878.10)	30,121.90	10.96	31,000.00	(878.10)
Income Swimming	66,414.70	24.18	70,000.00	(3,585.30)	66,414.70	24.18	70,000.00	(3,585.30)
Income Synchro	10,727.50	3.90	12,735.00	(2,007.50)	10,727.50	3.90	12,735.00	(2,007.50)
Income Diving	4,660.00	1.70	3,980.00	680.00	4,660.00	1.70	3,980.00	680.00
Income Water Polo	4,974.00	1.81	5,250.00	(276.00)	4,974.00	1.81	5,250.00	(276.00)
Income Masters	5,986.82	2.18	14,650.00	(8,663.18)	5,986.82	2.18	14,650.00	(8,663.18)
Income Open Water	4,100.00	1.49	1,300.00	2,800.00	4,100.00	1.49	1,300.00	2,800.00
Income Disability Events/P2P/Grants	490.50	0.18	1,000.00	(509.50)	490.50	0.18	1,000.00	(509.50)
Income Swim Development	6,590.00	2.40	7,050.00	(460.00)	6,590.00	2.40	7,050.00	(460.00)
Income Development	7,995.81	2.91	2,200.00	5,795.81	7,995.81	2.91	2,200.00	5,795.81
	274,712.66	100.00	297,915.00	(23,202.34)	274,712.66	100.00	297,915.00	(23,202.34)
<b>DISCIPLINE EXPENDITURE</b>								
Swimming Comp Expenditure	51,781.47	18.85	59,950.00	8,168.53	51,781.47	18.85	59,950.00	8,168.53
Swimming Group Meeting Expenses	1,572.80	0.57	400.00	(1,172.80)	1,572.80	0.57	400.00	(1,172.80)
Synchro Expenditure	31,107.82	11.32	36,683.89	5,576.07	31,107.82	11.32	36,683.89	5,576.07
Diving Expenditure	4,711.55	1.72	16,305.00	11,593.45	4,711.55	1.72	16,305.00	11,593.45
Water Polo Expenditure	12,430.31	4.52	20,380.00	7,949.69	12,430.31	4.52	20,380.00	7,949.69
Masters Comp Expenses	5,157.48	1.88	15,600.00	10,442.52	5,157.48	1.88	15,600.00	10,442.52
Masters Group Meetings & Training	1,719.55	0.63	1,880.00	160.45	1,719.55	0.63	1,880.00	160.45
Open Water Expenditure	5,555.60	2.02	4,650.00	(905.60)	5,555.60	2.02	4,650.00	(905.60)
Disability Expenditure	3,945.19	1.44	6,880.00	2,934.81	3,945.19	1.44	6,880.00	2,934.81
	117,981.77	42.95	162,728.89	44,747.12	117,981.77	42.95	162,728.89	44,747.12
<b>CENTRAL DEVELOPMENT</b>								
Teacher and Coaches Bursaries	45,718.41	16.64	43,000.00	(2,718.41)	45,718.41	16.64	43,000.00	(2,718.41)
CPD Regional Courses	11,280.39	4.11	4,000.00	(7,280.39)	11,280.39	4.11	4,000.00	(7,280.39)
Officials Licensing	855.10	0.31	1,700.00	844.90	855.10	0.31	1,700.00	844.90
Swim21 Networks	6,000.00	2.18	17,750.00	11,750.00	6,000.00	2.18	17,750.00	11,750.00
Support Long Distance Meets	366.67	0.13	1,500.00	1,133.33	366.67	0.13	1,500.00	1,133.33
Swim21 Panel Expenses	587.56	0.21	1,000.00	412.44	587.56	0.21	1,000.00	412.44
Athlete Bursaries: Exceptional Expen	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Young Volunteers	4,139.15	1.51	3,000.00	(1,139.15)	4,139.15	1.51	3,000.00	(1,139.15)
Team Managers Forum	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Support ASA Talent Camps	4,199.45	1.53	4,000.00	(199.45)	4,199.45	1.53	4,000.00	(199.45)
Offshore Camp	5,109.89	1.86	16,000.00	10,890.11	5,109.89	1.86	16,000.00	10,890.11
Other Swim Development	4,040.20	1.47	10,900.00	6,859.80	4,040.20	1.47	10,900.00	6,859.80
	82,296.82	29.96	104,850.00	22,553.18	82,296.82	29.96	104,850.00	22,553.18
Gross Profit/(Loss):	74,434.07	27.10	30,336.11	44,097.96	74,434.07	27.10	30,336.11	44,097.96
<b>CENTRAL ESTABLISHMENT/GOVERNA</b>								
RMB	3,043.50	1.11	4,800.00	1,756.50	3,043.50	1.11	4,800.00	1,756.50
Chairman/Presidents Expenses	1,372.75	0.50	1,500.00	127.25	1,372.75	0.50	1,500.00	127.25
Development Group	436.85	0.16	500.00	63.15	436.85	0.16	500.00	63.15
Finance Group	23.85	0.01	200.00	176.15	23.85	0.01	200.00	176.15
Regional Welfare Officer Expenses	79.20	0.03	250.00	170.80	79.20	0.03	250.00	170.80
ACM	3,265.74	1.19	3,500.00	234.26	3,265.74	1.19	3,500.00	234.26
Accountancy Fees	60.00	0.02	1,500.00	1,440.00	60.00	0.02	1,500.00	1,440.00
ASA Council Expenses	1,299.70	0.47	1,000.00	(299.70)	1,299.70	0.47	1,000.00	(299.70)
Communication Expenses	2,613.77	0.95	1,000.00	(1,613.77)	2,613.77	0.95	1,000.00	(1,613.77)
Miscellaneous	1,997.13	0.73	500.00	(1,497.13)	1,997.13	0.73	500.00	(1,497.13)
Awards & Engravings	1,586.93	0.58	1,000.00	(586.93)	1,586.93	0.58	1,000.00	(586.93)
Payments to ASA for Central Establis	18,382.15	6.69	21,000.00	2,617.85	18,382.15	6.69	21,000.00	2,617.85
RCDO Costs	25,664.58	9.34	65,000.00	39,335.42	25,664.58	9.34	65,000.00	39,335.42
Bank Charges	872.84	0.32	750.00	(122.84)	872.84	0.32	750.00	(122.84)
Youth Forum	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00
	60,698.99	22.10	104,500.00	43,801.01	60,698.99	22.10	104,500.00	43,801.01

ASA South East Region  
Budget Report

From: Month 1, April 2017  
To: Month 12, March 2018

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

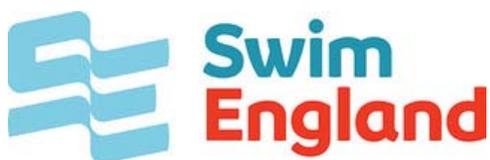
	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Net Profit/(Loss):	13,735.08	5.00	(74,163.89)	87,898.97	13,735.08	5.00	(74,163.89)	87,898.97

## Bryony Gibbs

---

**From:** Regional Email Service <regional-email@swimmingresults.org>  
**Sent:** 20 December 2017 11:37  
**To:** bryony.gibbs@southeastswimming.org  
**Subject:** First appointments to new Swim England Board announced  
**Attachments:** cb1633f55f5fec8f416274fcd5e8858d.dat

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



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## First appointments to new Swim England Board announced

Following the decision to become an **incorporated organisation with charitable status**, we are pleased to announce the first steps towards creating our new Company Limited by Guarantee: The Amateur Swimming Association (Swim England) Limited.

As part of the governance changes that will support this new organisation, a Swim England Board will be set up. This will replace the current **Group Board** and **Sport Governing Boards**, which will be dissolved during the course of 2018.

We are pleased to announce that following an open recruitment process, Mike Farrar has been appointed Chairman of the Swim England Board.

Speaking about his appointment, Mike said: "I'm very pleased to be leading the organisation forward at this exciting time. Since joining in 2015 I have seen the organisation transition and become more focused on its key objectives. Our four-year plan is ambitious but we have an incredibly capable and dedicated team leading it, of which I am proud to be a part."

Mike will be joined on the Board by Jane Nickerson and Brian Havill as Executive Officers, four member-nominated directors, three independent directors and two specialist directors.

The newly established Members' Forum is made up of 78 members from across the country and elects the four member-nominated directors. Earlier this week, it was confirmed that Neil Booth, David Flack, Ian Mackenzie, Bernard Simkins have been voted as the member-nominated directors.

The final five Board members will be announced in the first quarter of the new year.

CEO Jane Nickerson said: "I am very pleased with these appointments. The member-nominated directors represent a wide mix of knowledge and understanding about all areas of

our sport and our Chairman brings considerable expertise on our wider focus of health and wellbeing, as well as experience and knowledge of our strategic direction. This will be invaluable as we work towards our four-year strategy and a nation swimming.â€

**Directors on the Swim England Board:**

- Mike Farrar, Chairman
- Neil Booth, Member Nominated Director
- David Flack, Member Nominated Director
- Brian Havill, Chief Financial Officer
- Jane Nickerson, Chief Executive Officer
- Ian Mackenzie, Member Nominated Director
- Bernard Simkins, Member Nominated Director
- Independent Non-Executive Director\*
- Independent Non-Executive Director\*
- Independent Non-Executive Director\*
- Specialist Director\*
- Specialist Director\*

For more information about the move towards a Company Limited by Guarantee, with charitable status, please [click here](#).

*\*To be appointed in the new year*

Swim England  
Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Leicestershire, LE11 3QF



This email was sent by: Swim England, Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Leics LE11 3QF. To stop receiving these emails, [please unsubscribe here](#).

# Swim England Senior Leadership Update December 2017

## Strategic Partnerships

- **Love Swimming campaign.** In partnership with Commercial and Marketing, the Strategic Partnerships Team (SPT) helped to obtain feedback from partners to review the campaign and share inputs for the creative concept for wave 2. The SPT is now working to identify additional funding partners, with interest generated following the successes of Wave 1.
- **Sporta Learn to Swim Conference.** The Sporta 'Swimming and Aquatics Network' has been created with support from the SPT. A needs analysis has identified that Sporta members require support with particular elements of their LTS programmes and opportunity to share best practice. Swim England and Sporta have consequently organised a 'Learn to Swim Conference' for member Trusts on Monday 26 February. This highlights our growing influence with a key partner, aligning their needs with our strategic objectives.
- **Swim Local Pilots.** This project receives Sport England investment to improve the quality of the customer experience based on our Three Frontier model. At the latest meeting we heard about the successes and challenges involved in implementing the changes – overall the investment and customer experiences are being seen positively by existing customers and those within the communities affected. More contact is being established with the local authorities involved, with some contacting us directly for additional Three Frontiers support, specifically on marketing, staff training (including front of house and Aquatic Activity for Health) and pool programming needs.

## Health and Wellbeing

- **Health Model.** Work has progressed on the development of the health model and we are now looking to identify 15 sites for the pilot. As part of this work Elaine McNish attended the London Leisure Forum to present to the London Boroughs about the project. This has led to interest being expressed from three areas.
- **Dementia Friendly Swimming.** A huge amount of effort has gone into developing the DFS final evaluation report. We are now making final tweaks, co-ordinating inputs from multiple stakeholders. The final report, and other necessary documentation, will be sent to the Department of Health by mid-January. There is an encouraging story emerging about the positive impact on people living with dementia through the significant culture change that has occurred across the sites involved. We will share some of the key headlines with Swim England colleagues, and the health and activity sectors, once the report is signed off by DoH.

## Insight

- **Coventry City Council.** We have created a 'Swimming Insight Pack' for Coventry City Council, to help them develop their forthcoming Aquatics Strategy. The pack

focused on improvements they could make across the three frontiers, and was a collaboration between Insight, Strategic Partnerships and Facilities. Hopefully this is the first step in a wider piece of work to ensure Coventry develops a truly Insight led aquatics strategy which not only dovetails with the aims of their organisation, but ours too.

- **Learn to Swim and Workforce Census.** To understand the size of both the LTS and WF markets (and Swim England's influence on these), we have been conducting a nationwide census. This project draws to a close in January and results will be processed in the coming months.
- **Workforce survey.** The census is the first part of a two-stage piece of research to better understand the aquatic workforce in England. It will be followed by a workforce survey, to be distributed in the Spring. Work to agree the objectives of this survey took place in December.

## Learn to Swim

- At the Tutor Conference we achieved a score of 1.7 on the ofqual rating scale (1 - outstanding to 4 – unsatisfactory). The workshop was considered to be very informative with enthusiastic delivery and a good balance of content. £800 worth of stock was also sold.
- BH Live learn to swim conference took place on Sunday 10 December. Fun based approach CPD and Swim England Learn to Swim Programme were delivered, ready to roll out the full LTS programme including progress cards from January. 46 teachers from across the contract were in attendance.

## Institute of Swimming

- In the last quarter an online adult swimming CPD has been developed in partnership with the LTS team.  
Phase 1 of the new Senior Swimming Coach certificate has also been successfully delivered with two face-to-face workshop days in November and access to the phase 1 online learning. The remainder of the online learning is due to be released for the next face to face day in February 2018.  
A further five CPD updates are due for roll out between January and March 2018.
- The new Institute of Swimming Brand is nearly confirmed with final concepts being circulated for approval at the beginning of January. The offer on Institute of Swimming Membership - First Year Half Price - is now live until the end of March 2018.
- The second IOS teacher course in South Africa ran in December.
- Final pilot of aquatic activity for health (GP referral) qualification has been completed. The roll out is planned for Spring 2018.

## Workforce

- 30 new tutors have completed their training and gained their licence in 2017. This is a record number compared to previous years.
- 17 new coaching tutors (across all disciplines) have been accepted onto the 2017/2018 programme. Coaching swimming training will commence in January, with all other disciplines beginning in February.
- To date, 28 teaching swimming tutors have attended compulsory update training for the new CIMSPA endorse qualification. We have a further five training dates in January and February.

## Awarding Body

- We ran our annual Educator and Approved Centre Conference along with the workforce support services team this month. A record number of individuals attended and gave really positive feedback, especially on the session with Mel Marshall.
- Our Approved Centres will be running the new Level 2 Teaching Swimming qualification in the next couple of weeks as more and more educators attend the mandatory update training provided by the workforce support services team.
- With over 2,200 CPD certificates issued in the last three months we are now ahead of our year to date target, after previously being RAG rated red due to low numbers in the past.
- We are recruiting for a Business Development Officer, whose role is to support our Approved Centres and to develop the social currency of the Awarding Body with learners and prospective learners.

## Clubs

- Unfortunately Emily Taylor CDO in the South West has left the organisation for a new opportunity, this will be a great loss to the team, but we wish Emily well in her new venture. Advertising for this recruitment is already live; with a closing date of the 22 January and interviews scheduled for the 29 January 2018.
- Ratified SwimMark figures from the December Club Management Group –  
Essential – 544  
Networks – 48  
Performance – 10
- During November a total of £1,087 was raised by clubs through Easyfundraising, a 435% increase compared to total donations raised in November 2016. There has been a 123% increase in the number of clubs actively raising donations through Easyfundraising compared to November 2016.
- Reviews of Performance accreditation criteria has now been completed for all disciplines, and any amends to the criteria is now live. Swimming Performance is to phase into three recognised levels – Performance Development, Performance Pathway and Performance International.

## England Talent

- **Synchronised Swimming**
  - 20 new athletes have been selected to age group and development squads. Choreography Camps have been held for the top duet (in Italy) and for senior and junior athletes, who got the chance to explore the new choreography.
- **Diving**
  - The team dived exceptionally well at the CAMO International in Montreal, achieving four Gold, five Silver, and one Bronze medal. It was a great experience for our junior team to compete against the teams who are likely to be at Junior Worlds in Kiev in 2018.
  - A number of our Swim England junior diving team were invited to join the British Diving 1m Assessment Competition, a senior event run by the Performance Director Alex Evangulov. Our young athletes got the chance to rub shoulders with the British Diving Podium squad.
- **Para-Swimming**
  - A successful National Para-Swimming Championships took place in Manchester with more than 260 swimmers. There were some excellent swims with 14 World and 22 European records broken during the event.

- Carole Barough retired in December following 14 years of service to the ASA / Swim England.
- The Swim England Para-Swimming Talent Team is being restructured due to the level of funding available and to ensure that we focus on the areas that will enable further progression of the programme. The new structure consists of a Para-Swimming Development Manager and two Para-Swimming Talent Coaches. We are currently recruiting for the Manager role and one of the Talent Coach roles with a view to completing the process early in the New Year. Carl Cooper, from the previous team, will be one of the Talent Coaches whilst Carole, Chris Armstrong and Dave White have now ceased working for Swim England and we wish them well for the future.

## Commercial and Marketing

- A new commercial partnership was announced on 14 December with The School Photography Company. Parents have the opportunity to capture the magic of their children learning to swim by purchasing photos. The School Photography Company take over a million images a year of children at 1,400 schools across the whole of the UK. All photographers are fully DBS checked.
- Love Swimming – full evaluation of wave one complete. Combined reach of 1.25m through social media, 145k video views and encouraged behaviour change with 25% swimming more. Second push of social and PR activity scheduled over the Christmas period. Planning for wave two has started, scheduled to launch April 2018.
- DW Fitness swim week successfully launched Monday 11 December targeting all 120 sites, 260k members and 350k followers through social media. Full review will be completed in 2018 as well as scoping wider opportunities for future campaigns.
- Successful increase in traditional and social media coverage of Swim England Winter Championships (reach of 400,000 using #SESwimming). BBC streamed all Finals sessions of the event and engagement statistics will follow in January. 815 individual entries were received (2016: 862 individual entries).
- Water Polo National Age Group Championships 2018 (U17/U19): opened for entries on 13 December, with the first prelims matches of next year's competition due to take place on 17 February 2018.
- Events Officer, Kate Furness, has left the organisation to pursue other opportunities. Recruitment will begin in the new year.

*Please contact [sian.breen@swimming.org](mailto:sian.breen@swimming.org) with any enquiries and for further details.*