

## Regional Management Board

A meeting of the Regional Management Board will be held on Sunday 18 February 2018 at Holiday Inn Guildford commencing at 1000

### Agenda

- |   |  |                                    |      |
|---|--|------------------------------------|------|
| 1.  | <b>Apologies</b><br>John Davies<br>Ivan Horsfall Turner<br>Carys Jones<br>Shelley Robinson<br>Geoff Stokes<br><i>To receive any apologies from members unable to attend the meeting</i>                            | RFP                                | 1000 |
| 2.  | <b>The Late Terry Ward</b>   | RFP                                | 1005 |
| 3.  | <b>Discipline Managers' Reports &amp; Succession Planning Updates</b><br><i>To receive reports from Discipline Managers covering activities over the past 12 months and to discuss any issues they might have.</i> |                                    |      |
|   | <b>1 - Swimming</b>  | ML                                 | 1010 |
|   | <b>2 – Development</b>   | JD                                 | 1025 |
|   | <b>3 – Disability Swimming</b>   | SB                                 | 1040 |
|   | <b>4 – Masters Swimming</b>  | TBC                                | 1055 |
|   | <b>5 – Diving</b>  | FC                                 | 1110 |
|   | <b>6 – Water Polo</b>  | DC                                 | 1125 |
|   | <b>7 – Open Water Swimming</b>   | KB                                 | 1140 |
|   | <b>8 – Synchronised Swimming</b>   | DH                                 | 1155 |
| 4.  | <b>Data Protection</b>   | RFP / WL                           | 1210 |
| 5.  | <b>Payment for Course Tutors</b>   | RFP                                | 1225 |
| 6.  | <b>Annual Council Meeting – Sept 2018</b><br>- <i>To endorse a similar event to 2017</i><br>- <i>Workshop ideas</i>  | RFP                                | 1235 |
| 7.  | <b>Review of the Region's Strategy 2017-2021</b><br><i>Update on the progress of producing operating plans to support the strategy with measurable KPIs.</i>   | HM / KJ                            | 1245 |
| 8.  | <b>LUNCH</b>   |                                    | 1300 |
| <b>Items for Decision</b>                 |  |                                    |      |
| 9.  | <b>Finance</b><br>- <i>To Agree the budget for 2018/19</i><br>- <i>Budget Monitoring 2017/18</i>   | GS<br>To Follow                    | 1345 |
| 10.                                       | <b>Disability Swimming Proposal</b>  | JB, CL, GS                         | 1355 |
| 11.                                       | <b>Employment Matters</b>  | RFP on<br>behalf of CJ<br>Enclosed | 1405 |
| 12.                                       | <b>Appointment of Chairman April 2018</b>  | AL, WL, IHT                        | 1410 |
| <b>Items for Discussion / Information</b> |  |                                    |      |
| 13.                                       | <b>Review of Communications</b>  | BD                                 | 1415 |

14.	<b>Volunteering Sub-Group</b>	BD	1425
15.	<b>Minutes of the meeting held on 16 January 2018</b> <i>To agree the accuracy of the minutes of the previous meeting</i>	RFP Enclosed	1435
16.	<b>Matters Arising</b> <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>	RFP Enclosed	1440
17.	<b>Affiliations &amp; Resignations</b>	RFP	1450
	<b>17.1 New Affiliations</b>		
	None		
	<b>17.2 Resignations</b>		
	None		
	<b>17.3 Enquiries</b>		
	Oaklands Pool, Hampshire		
	<b>17.4 Transfers</b>		
	None		
	<b>17.5 Change of Name</b>		
	None		
18.	<b>Correspondence</b>	RFP	1455
	Jim Boucher – Appointment	Enclosed	
	Jenny Gray – Paragon Award for Synchronised Swimming		
	Emma Griffin - Swim England Membership Fee - October to December 2018		
	Jane Nickerson – Swim England SLT Link to Regions		
19.	<b>ASA Sport Governing Board &amp; Group Board Minutes</b>	RGP	1505
	<i>To receive the minutes of the ASA Sport Governing Board and the ASA Group Board if available</i>		
20.	<b>ASA Senior Leadership Update</b>	RFP Enclosed	1515
21.	<b>AOB</b> <i>24 hours notice required</i>	RFP	1520
22.	<b>Date of Next Meeting</b> Wednesday 21 March, Guildford Spectrum	RFP	1530

## Report to the Regional Management Board Swimming 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.

#### Competition Programme

As late as October 2017, we received a directive from Swim England to add 1500m freestyle for females and 800m freestyle for males. That meant changes to the programme.

For 15/over, we have decided to incorporate these events in an additional session on Friday evening. This is not ideal! Getting to High Wycombe on Friday afternoon is challenging for swimmers, officials and volunteers.

For 14/under, these events have been incorporated into the existing 4-day programme, which means taking time away from other events. That means tougher qualifying times and fewer swimmers.

Financially, costs will increase and revenue from entry fees will fall. **We are awaiting guidance from the Finance group regarding the need to increase entry fees.**

#### High Wycombe Pool

We used the new pool in High Wycombe for the first time for Region Championships in 2017. As was to be expected with a new pool, there were one or two teething problems. The major impact was that the competition ran more slowly than expected and several sessions overran their planned timing. We expect the event to run more smoothly in 2018.

The investment in 2 tablet computers allowed us to continue to operate the Meet Management system from the pool deck, under the direct control of the competition referees. There were some networking problems in 2017, which have been resolved for 2018. [The nature of the personal information recorded on the meet management system mean that it cannot use a public wifi network].

The use of paid security staff in 2017 did not work. We now expect to be able to meet the requirements of the conditions of hire in 2018 with volunteers.

#### Volunteers

Recruiting and retaining volunteers remains a challenge. This is not helped by directives from Swim England to add events to the Region Championships program which reduces the number

of swimmers that we can accept and hence the availability of parents who are only prepared to help when their swimmer is competing.

We are now “contracting” with host clubs to provide some services in return for a donation to club funds. This provides some confidence that key jobs, such as spectators entrance and competitions stewards are covered.

We have a (paid) contract with a skilled operator for operation of the timing system and scoreboard for all our championships this year. He is a university student who should be available to us for the next 3 years. There is a need to identify and train alternatives as backup and for succession.

### Facilities

All the pools that we plan to use in 2018 are now equipped with blocks with backstroke ledges.

Mountbatten Centre in Portsmouth remains in poor condition and until there are improvements, its suitability for Region Championships and Level 1 meets is marginal. The scoreboard is unreliable, and the lane ropes are in poor condition. Discussions with the pool operator, BHLive, are ongoing.

Surrey Sports Park is not suitable for Regional Championships because of restricted space around poolside.

In reality, we have virtually no choice of pools for our championships.

### Meet Management

There was a problem associated with Meet Management on the first day of the Region Championships at High Wycombe. This generated questions from the Region Management Board about the risks of such a situation recurring. A risk assessment report was submitted to and accepted by the Board.

### Conditions

In the past, we have tried to offer some flexibility in the application of competition conditions, where this is clearly in the interests of swimmers (e.g. late withdrawals). However, following an incident during the 2017 Championships, we have now decided that the conditions will be applied “to the letter”.

## 2. **General Overview of Discipline Group’s Progress**

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

There have been two face-to-face meetings of the Region Swimming Group with a number of Skype video conferences.

The primary focus of these meetings is the planning and execution of region Swimming Championships.

The Swimming Group oversees the operation of the Region Licensing Panel which checks applications for meet licenses and scrutinises the reports produced by the referee and

promoter. Rather than being officious, the group acts as mentors to help clubs get meets right.

The Swimming Group continues to work closely with the Coaches Panel in the planning of championships. This has been extremely helpful in responding to the demands from Swim England to make changes.

### 3. **Specific Areas**

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

#### **3.1. Athlete Development**

Please include statistics on the number of athletes that attended any camps, including splits for gender and ages

See John Davies' separate report on Swimming Development.

#### **3.2 Competitions**

Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.

The swimming championships held in the year were:

- 15/Over Championships, Wycombe Leisure Centre, 29/30 April, 1 May 2017
- 14/Under Championships, K2 Crawley 13/14, 27/28 May 2017
- Winter Championships, Mountbatten Centre, Portsmouth 4/5 November 2017

The qualifying standards resulted in the appropriate number of swimmers.

Except for the first day at High Wycombe, the events went smoothly.

Timings were tight, but, except for the first day at High Wycombe, all events were completed in accordance with the constraints applying to all licensed meets.

The most successful clubs in the region in 2017 were

- Wycombe District
- Thanet
- Guildford

Innovations in the year have included

- The use of battery powered tablet computers on the pool deck for meet management
- Publications of a medals table for the Championships

This year, Championships are planned as follows:

- 15/Over: 4<sup>th</sup>-7<sup>th</sup> May at High Wycombe
- 14/Under: 12<sup>th</sup>/13<sup>th</sup>/26<sup>th</sup>/27<sup>th</sup> May at K2 Crawley
- Open/Junior (Short Course): 3<sup>rd</sup>/4<sup>th</sup> November at Mountbatten Centre, Portsmouth

#### **3.3 Club Development/SwimMark Networks**

A full list is included in John Davies' development report.

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

##### Officials

Regional Championships provide facilities for officials in training, with extensive mentoring opportunities at all levels.

### Non-Technical Volunteers

During the year, we have inducted new non-technical volunteers in a number of areas

- Meet Management – We now have a pool of 8 people capable of running our Meet Management system
- Announcers – We introduced 2 new announcers

#### 4. **National Representation**

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

A full list is included in John Davies' development report.

#### 5. **Finance**

Performance against Budget 2017/18. Please highlight any significant over/under spends and why these have occurred.

The budget report for 2017-2018 shows a positive variance against the planned budget. The major variances were:

- Entry fees for championships lower than forecast (due to changes in the programme of events that reduced the number of swimmers that could be accommodated).
- Spending on officials' expenses for the Summer Championships lower than expected. There are other expenses that are higher than expected. Without further investigation it is not possible to determine whether some items were mis-posted or the original budget was wrong.

Costs are more or less under control. Pool hire costs are expected to grow faster than inflation in the coming year

#### 6. **Any other matter which you wish to discuss with the Board**

None

**Report Completed by: Mike Lambert**

Please forward your completed report to [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org) by 05 February 2018

## Report to the Regional Management Board Development 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.

- a. **Volunteering:** lack of volunteers/volunteering is a serious problem at Regional Level and in some clubs. Work needed by SER group, Swim England also doing some work in this area and some of it may be useful.
- b. **Need a bigger workforce to deliver Development.** The work needed for Development activities is expanding – e.g. more Young Volunteers programmes, more Training Camps. RDO's are very effective but their effort is limited. To ensure activities become sustainable, we are looking to fund experienced tutors to support delivery of development activities including Team Manager module 2 training courses and the Young Volunteer Programme.
- c. **Swim England/IOS teaching and coaches courses re-written.** Increase in numbers of bursaries No tutors for Water Polo courses in the South East,
- d. **Some clubs are removing their Learn to Swim** out of the Swim England Membership but may be still sending teachers to Swim England/IOS courses and applying for bursaries. To be eligible for teaching bursaries, Clubs must register their learn-to-swim members as Category 1 members of Swim England.

### 2. **General Overview of Discipline Group's Progress**

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

- a. We are the largest region, most clubs and members and largest development programme.
- b. We have written the Strategy for the Region for 2017-21 and are re-writing the Implementation Plans to deliver the Strategy, mapping each action to goals, responsibility, KPIs, Measures, effort and cost. We are also using this as the basis for the budget.

### 3. **Specific Areas**

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

#### 3.1. Athlete Development

1. We run the 12 years camp with Swim England Talent Officer and provide some support to Counties running the 11 years camp. **We had thirty-six 12 year olds on the regional camps**
2. We sent a squad of 24 athletes with two coaches and two team managers to Antwerp for the Flanders Meet in January. Report at <http://www.southeastswimming.org/swimming/regional-swimming-team-head-to-flanders/>

#### 3.2 Competitions

## Swimming Competition Report from Mike

### 3.3 Club Development/SwimMark Networks

- a. We have 100 SwimMark clubs – the highest in any Region. We lost one Water Polo club who did not renew as the benefit they would get was seen as not worth the effort of doing it. (see 1.c above). Clubs with SwimMark are eligible for SER bursaries for Teaching and Coaching courses. The Swim England Club Management Group are looking at making SwimMark compulsory for affiliated clubs.
- b. We have 17 SwimMark Networks (also the highest). The Networks cover the entire region with the exception of the Channel Islands who have limited benefits and support. All the active networks have Development plans and produce annual reports against their plan. The region provides limited funding to get them up and running.

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

- a. **Senior Coaches** in the Region are appointed to run the training camps, with other coaches applying to work as lane coaches. Further coaches are invited to attend as observers.
- b. **The SER Coaches Forum** meets six times a year and provides ideas, feed-back and advice into the Swimming Group and the Development Group. It includes coaches from each County. It also liaises with the Swim England talent group.
- c. **The SER SwimMark** panel comprises a representative from each County. It approves the award of SwimMark to clubs every four years and the club's Health Check every year.
- d. **The Swimming Officials Co-ordinator** works with the co-ordinators in each county in particular on the roll out of the FINA Rules Update 2017,
- e. **Team Managers:** We continue to train team managers at level 1 and 2 across the Region and have qualified more tutors capable of delivering the courses.
- f. **Welfare Officers:** We continue to train Welfare Officers in clubs and they are delivering a good service. Unfortunately, it is a difficult job and the average appointment of welfare Officers across the Country is less than a year.
- g. **DBS clearance and Safeguarding:** the list of who needs to have DBS checks has increased and they all need to go on a Safeguarding course. The number of courses attended is four times that of last year and likely to continue.
- h. **Volunteers:** The Volunteer group is getting going and we have put funds in the draft budget to support activities. We expect it to focus on Clubs, but also help the Region's internal activities.

During the current financial year, the region has delivered 17 Team Manager 1 courses, training 181 team managers and 7 TM 2 courses, training 58 team managers.

## 4. National Representation

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

### Commonwealth Games

Anna Maine (Woking SC)

Andrew Willis (Bracknell & Wokingham SC)

Amanda Booth, Coach (City of Oxford)

### Earlier in the year

#### Wycombe

James Eddy – European Junior Championships

James McFadzen – European Junior Championships (Achieved 2 Bronze Medals- 200 IM and 4x100 Mixed Medley Relay)

Millie Sansome – European Junior Open Water Championships (Achieved 1 Bronze Medal – Mixed 1250m Relay Team)

James McFadzen – Commonwealth Youth Games for England (Achieved 1 Silver in 200 Back & 1 Bronze in 200 IM)

#### Guildford City

Alicia Wilson - European Juniors (bronze 200m IM) and Youth Commonwealth Games (Gold in 200m IM, Silver in 50m fly, Silver in 4x100m Free)

Andras Szenzi who competed for Hungary at the 2017 World Para Swimming Championships in Mexico City 2nd to 7th December.

Andras competed in the S7 category where he achieved a brilliant 6th place in both the 50m Free and 50m butterfly events.

Zara Mullooly: Berlin open & selected for world para championships in Mexico before British Swimming decided not to attend following the Earthquake

### **Leatherhead**

Jamie Wilks- Mare Nostrum June 2017 Swim England International

### **Thanet**

Maisie Macartney-European Junior Open Water-Bronze Medallist

### **City of Oxford**

David Murphy: Represented GB Luxemburg

Callum Smart: Represented GB at World Juniors & Swim England in Marseille

Connor Bryan: Represented GB at European Juniors & Wales at Commonwealth Youth Games

Tobermory Mackay - Champion - Represented Scotland in Geneva

### **RTW Monson**

Annabel Guys-Johnson won Bronze in the 200 Br at the World Juniors last August.

### **Woking**

Anna Main. World Junior Championships, Indianapolis

## **5. Finance**

Performance against Budget 2017/18. Please highlight any significant over/under spends and why these have occurred.

- a. Overall the spend is as expected, some items are less and some are more.
- b. Teacher and Coach Bursaries are higher as the Swim England/IOS have sorted out their courses, in particular for coaching and so more have applied for bursaries.
- c. Safeguarding courses organisation is a larger expenditure, but there has been more income from people attending.

## **6. Any other matter which you wish to discuss with the Board**

Development is going well with the RDOs doing a great job. To do more we need more effort and will need to pay for it.

Currently we use Team Managers at Training Camps and for some class-room training sessions. We see the use of Team Managers for this being expanded.

Currently we do not account or RDOs activity in the plans or budget, but it may be better to do so if we are paying more people to work for the Region.

We think the increasing use of Team Managers will be fairly slow and not cause a major jump in our costs.

**Report Completed by: John Davies**

Please forward your completed report to [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org) by 05 February 2018

## Report to the Regional Management Board Masters 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.

*Having established a programme of Masters activities over recent years I have decided to pass on the organisation of future Masters open meets to others. Currently I am looking to Jim Boucher to handle the short course competition in October 2018 and someone to run the long course competition in early 2019. In addition I will be standing down as Masters Discipline Manager sometime in the current year, having been in post for 12 years and organised 24 Masters competitions in that time as well as overseeing various other Masters activities. Whilst I am actively seeking people to take over my responsibilities I am aware that whoever succeeds me as Masters Discipline Manager should have the approval of the SSE Board.*

*K2 management have asked about a date for the Masters long course in 2019 and this will need a response, but I am reluctant to give this until we have someone to organise it.*

### 2. **General Overview of Discipline Group's Progress**

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

*The planned activities were achieved in that the two competitions, short course in October and long course in January were held and a development day was held in April. The SSE Inter-county Masters was held and all counties participated. Two working group meetings took place and two board meetings were attended.*

### 3. **Specific Areas**

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

#### **3.1. Athlete Development**

Please include statistics on the number of athletes that attended any camps, including splits for gender and ages

*A Masters Development Day was held in 1st April at Queen Anne's School, Caversham. Twenty Masters attended. The day included a gym session, a pool session and two classroom sessions in which Jim Dobinson, Masters coach at Bracknell, gave a presentation on Masters training and Alex Watson, a practicing osteopath from Frimley, spoke about swimmers' shoulder injuries and ways to prevent them. The feedback from the attendees was positive and the day considered a success.*

#### **3.2 Competitions**

Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.

*In October the Masters short course competition ran at the Spectrum, Guildford and once again there was a good attendance with entries having to be closed early to contain the meet within*

the scheduled time. There were 279 entries (157 men, 122 women and 13 relay teams) of these 240 actually swam on the day.

In January the Masters Long Course was held at K2 and again entries were closed early because of the volume. Entries were 446 in total (242 men and 204 women with 27 relay teams), 373 swimmers actually swam. Although the pool had trouble with the adjustable floor again this year it was all resolved a week before the meet and no problems were caused, unlike the previous long course where the problem was only resolved a day before the meet started. The competition ran very smoothly. It was the first meet using the new Omega Quantum AOE system recently installed at K2 and although there were a few teething problems due to incorrect connections the delay was minimal and the competitors were hardly aware of any problem. The meet was considered very successful with many positive comments received from the swimmers.

The SSE Masters Inter-county was held on 12th November 2017 at Portsmouth. Once again Hampshire proved to be the strongest team and won the Tony Warn trophy. The results were.

1st Hampshire 374 points  
2nd Sussex 349 points  
3rd Kent 295 points  
4th Berks & S Bucks 253 points  
5th Surrey 242 points  
6th Middlesex (by invitation) 213 points  
7th Ox & N Bucks 153 points

Yorkshire won the National competition. SSE counties results were:

3rd Hampshire  
6th Sussex  
7th Kent  
12th Berks & S Bucks  
14th Surrey  
16th Middlesex  
25th Ox & N Bucks

### **3.3 Club Development/SwimMark Networks**

*Not applicable.*

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

*The Development Day for Master swimmers has already been covered above. With the long course Masters falling in the middle of the county championships it was a struggle to get enough officials for the meet. Many of those who were available that weekend had officiating fatigue from adjacent weekends. Last minute offers of help and the recruiting of some competitors who were also officials eventually provided the numbers needed.*

*The Masters Working Group welcomed two new members, Karen Worley and Stewart Crowe, who replaced Karen Marchant as Hampshire representatives. Thanks must go to Karen Marchant for her many initiatives for both the Hampshire Masters and the Swim South East Masters during her six years of service on the Working Group.*

*It is disappointing that Oxford & North Bucks have been unable to provide representation on the Working Group*

*The need for a Masters Discipline Manager has been covered above.*

## **4. National Representation**

Members of South East Region Clubs in National Squads (GB, English, Scottish & Welsh) *Many Masters from the Swim South East region attended the British Masters Swimming Championships in Aberdeen, the Swim England National Masters Championships at Sheffield in October and the World Masters Swimming Championships in Budapest in August. There were too many successes to mention here. The full results are available on-line for all these championships.*

5. **Finance**

Performance against Budget 2017/18. Please highlight any significant over/under spends and why these have occurred.

*The expenditure has been generally as budgeted with no significant surprises. The final income from the long course Masters Competition has yet to be added to the budget report to hand at the time of writing.*

6. **Any other matter which you wish to discuss with the Board**

*It is planned to hold a Masters Development Day on 7th April 2018 at the ACS International Schools sports facility at Cobham, Surrey. This will focus on stroke technique, a topic requested by Masters who have attended previous Development Days. The details are still being finalised for this but it will feature two periods in the pool, a classroom presentation and a gym session. William Long has been supporting this activity.*

*The requirement for competitors at the British and National Masters Championships to have achieved qualifying times has resulted in a demand for Masters meets to include the longer distances, i.e. 800m and 1500m freestyle. The SSE Long Course Masters includes 800m, which was the first to be fully subscribed this year. It is planned to hold a short course Masters 1500m competition at the Aldershot Garrison on 21st April 2018. My thanks to Karen Marchant for her help in arranging this event.*

**Report Completed by: Geoff Stokes.**

Please forward your completed report to [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org) by 05 February 2018

## Report to the Regional Management Board Diving 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.

The good news is that Andy Hewat from Star Diving, who has had an involvement with diving covering many years is prepared to take on the role of Diving Manager. However, this will not be until later in the Year after he retires from paid employment.

Event organisation, was Frank Clewlow, has been taken over by Fran Diaz from Star Diving.

The closure of the diving pool in Reading is having an impact on the number and retention of divers due to the extra travel and reduced water time. However, the excellent close working relationship between the main diving clubs, engendered through the SEEDS camps, is helping to ensure that the clubs work closely together to minimise the effect of the pool closure.

The change in the coaching team at Star Diving and resourcing issue at Amersham are factors affecting diving within the Region.

### 2. General Overview of Discipline Group's Progress

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

Continuing progress due to the South East Region Diving Talent Camps laying the foundation for further developments in 2018/19

### 3. Specific Areas

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

#### 3.1. Athlete Development

Please include statistics on the number of athletes that attended any camps, including splits for gender and ages

2 <sup>nd</sup> April	15 divers	Preparing for National & International Competition
7 <sup>th</sup> May	14 divers	Increasing the tools of their trade.
	8 divers	Preparing for Regional Age Groups.
25 <sup>th</sup> June	23 divers	Preparing for Nationals
		Review of current season and looking to the future
18 <sup>th</sup> September	23 divers	Preparing new skills and consolidating the basics.
16 <sup>th</sup> October	23 divers	Preparing for forthcoming events
5 <sup>th</sup> November	8 divers	Preparing to deliver as a competitor.
21 <sup>st</sup> January	24 divers	Using psychology to improve your results.

There have been coaches meetings held at each camp to review and develop the delivery of the camps. All coaches from all programmes have had the opportunity to input in to this. A physiotherapist has

been in attendance at all of the above dates working with us to ensure that prehab and rehab is carried out effectively, as well as giving her an opportunity to critique our work. A qualified S&C coach has also been present.

Statistics:

		April	May	June	Sept	Oct	Nov	Jan
Boys	Senior							
	A	2		4	4	4		4
	B	2	4	3	8	7	2	7
	C	6	10	4	4	6	3	4
	D			1				
	E							
<b>Total</b>		<b>10</b>	<b>14</b>	<b>12</b>	<b>16</b>	<b>17</b>	<b>5</b>	<b>15</b>
Girls	Senior	1	1					
	A	3		2	3	3		4
	B	1		4	2	3	3	3
	C		7	5	2	3		2
	D							
	E							
<b>Total</b>		<b>5</b>	<b>8</b>	<b>11</b>	<b>7</b>	<b>9</b>	<b>3</b>	<b>9</b>
<b>Grand total</b>		<b>15</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>26</b>	<b>8</b>	<b>24</b>

**NB: There are more camps yet to be run this year!**

### 3.2 Competitions

Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year, please break this information down by competition.

Two qualifying events for National Finals were run by the group. These were a level 2 (Skills) and a Level 3 Age Group Competition. The statistics are:

Event	Gender	a/g	Total	Regional				
Skills	F	8/9	8	5				
L2	F	10/11	40	24				
	F	12/13	31	18				
	F	14-16	14	10				
	M	8/9	3	2				
	M	10/11	27	16				
	M	12/13	19	15				
	M	14-16	15	13				
Age Group			1m		3m		Platform	
L3			Total	Regional	Total	Regional	Total	Regional
	F	10/11	10	5	8	3	7	3
	F	12/13	13	8	11	6	7	4
	F	14/15	10	9	9	8	8	7
	F	16-18	5	3	5	3	2	2
	M	10/11	8	7	3	2	3	2
	M	12/13	10	8	10	8	7	6
	M	14/15	7	6	7	6	5	4
	M	16-18	5	5	4	4	3	3

### 3.3 Club Development/SwimMark Networks

Southampton Diving Academy is a Performance Centre  
Albatross Diving and Star Diving Clubs are swimmark accredited  
Amersham (diving) are swimmark accredited as part of Amersham Swimming Club.

Southampton Diving Programme offers a swimmark network to all Regional Diving Clubs. Currently only Albatross and Star Diving take up this offer. There is also involvement of Highworth Phoenix Diving Club from out of the Region

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

Through Regional Talent Camps we have offered: - Supporting your Diver: The Parent's Role in Athlete Development, Manager training, module 1, Introduction to Psychology

Coaches: Training is delivered through the Talent Camps. A lower level of camp is offered to those divers who are aspiring to become part of the camps detailed in 3.1. The coaches of these divers are mentored by the lead coaches of the Talent camps. Also there is a regular meeting at lunchtime during the camps where National information/changes are cascaded down from the lead coaches. There is also an opportunity for all coaches to input to the planning of future camps.

## 4. National Representation

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

Divers:

Podium Potential – Emily Martin (SDA)

In diving because of the low numbers the Zonal Teams are run Nationally.

Team Y: Milo French (SDA), Leon Baker (SDA), Tilly Brown (SDA), Cameron Gammage (SDA)

Team Z: Robbie Lee (SDA), Freya Kelly (SDA), Lauren Saunders (Albatross)

Divers from across the region have made a significant impact on the international and national stage. We are really proud of each of them. They are:

Gary Hunt (SDA) – World Cliff diving

Emily Martin (SDA) – English squad. World Junior Championships (5<sup>th</sup>), Dresden (2<sup>nd</sup>), Junior Europeans (4<sup>th</sup>), Fina Diving Grand Prix in Malaysia (qualified for the Semis) and Singapore

Cameron Gammage (SDA) – Scottish Squad. Dresden 3<sup>rd</sup> on 3m,

English Talent Programme – Milo French (SDA) Leon Baker (SDA) Milly Batten (SDA) Robbie Lee (SDA) .

All were selected for the Bolzano Mediterranean Cup Milo 3<sup>rd</sup> Platform, 3<sup>rd</sup> Synchro, Robbie 4<sup>th</sup>

Platform, 3<sup>rd</sup> Synchro, Leon 4<sup>th</sup> 1m, 4<sup>th</sup> 3m.

Leon Baker and Milo French were select to represent GB in November at the CAMO Invitational in Montreal, Canada. Leon won silver in the Boys C 1m Springboard event.

Gemma McArthur – Fina Grand Prix (Italy & Australia),

Coaches:

Lindsey Fraser (SDA) – GB, England and Scotland

Jack Clewlow (SDA) – GB, England

Officials:

Lindsey Fraser (SDA) – FINA Diving Judge

Susie Bamber (SDA) – FINA Diving Judge

## 5. Finance

Performance against Budget 2017/18. Please highlight any significant over/under spends and why these have occurred.

The 2 outstanding underspent budget lines for the Talent Scheme and Coaches Forum not at camps are fully accounted for and invoices will be presented soon.

6. **Any other matter which you wish to discuss with the Board**

**Nothing for discussion**

**Report Completed by: Frank Clewlow**

Please forward your completed report to [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org) by 05 February 2018

## Report to the Regional Management Board

### SE Water Polo Management 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.

There are very few swimming clubs with water polo sections across the Region and the junior water polo player pipeline from swimming clubs in the South East Region is therefore generally poor. There seems to be little consideration from many swimming clubs given to alternative pathways for their swimmers. For the sport of water polo to continue within the South East, more junior swimmers in swimming clubs need to experience water polo and have easy access to a water polo club.

**Question:** How many swimmers leave the sport each year, that might enjoy playing water polo but have never experienced it?

The SE Water Polo Management Group needs the help and support from the RMB with this and what we call our water polo "player pipeline". We would like the RMB to help promote water polo within swimming clubs as an alternative pathway for their swimmers.

This would not only help increase the number of players into junior water polo but also retain them at their clubs, as swim training is fundamental to a players fitness - for example National Squad players need 20x hours of swimming and water polo each week.

Wycombe District Swimming Club (WDSC) has recently started a water polo section and with the support of the RMB, we believe that more swimming clubs like WDSC will start a water polo section.

Onwards and upwards! 😊

#### 2. **General Overview of Discipline Group's Progress**

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

The SE water polo discipline faces three main challenges:

- I. *Junior water polo player pipeline from swimming clubs in the South East Region is poor. There appears to be little consideration in swimming clubs of alternative pathways for swimmers.*

We are trying to address these three issues above but need the help and support from the RMB with our first challenge "Junior water polo player pipeline" as discussed in Question 1 above.

- II. *Lack of competent coaches & match officials.*

To help retain and encourage new volunteers into water polo we plan to run a

Regional Conference called Water Polo Volunteer Workshop with the idea of, sharing best practice, networking and doing CPD. We will run this at Churchers School in Petersfield, Hampshire. Date will be Saturday 16th February 2019.

*III. Increase members on the SE Water Polo Management Group to help focus on key priorities and spread the work load.*

As with many sports, water polo in the South East is run by volunteers. Trevor Jones who has led the SE Water Polo section for many years is unable to commit so much of his own time to water polo due to family commitments. We would like to thank Trevor for all his efforts over the years... it has been very much appreciated.

This change had led the SE Water Polo Management Group to reach out to water polo clubs in an attempt to attract new members to the group towards the end of 2017 and we will continue to do so.

If we can increase the number of players and volunteers into the water polo discipline, then this will naturally lead to increase in volunteers for the SE Water Polo Management Group. The SE Water Polo Management Group predominantly focusses on the development of juniors and is therefore specifically targeting members or parents of players in clubs that currently cater for or are looking to start junior Waterpolo.

### 3. **Specific Areas**

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

#### **3.1. Athlete Development**

Please include statistics on the number of athletes that attended any camps, including splits for gender and ages

#### **National Academies (one below National squads)**

2001's – 2x players

2004's – 5x players to attend inaugural camp.

#### **3.2 Competitions**

Please include statistics on the number of competitors, including splits for gender and ages. If your discipline runs more than one competition per year please break this information down by competition.

#### **SE Junior Team- National Inter-Regionals**

U18 - Bronze medal (January 2018)

U16 - 9th (July 2017)

U14 - Bronze medal (December 2017)

#### **3.3 Club Development/SwimMark Networks**

##### **Wycombe District Swimming Club**

Working with Wycombe District Swimming Club head coach, Kevin Brooks we have recently started a water polo section at High Wycombe. This is still at an early stage, but progress is being made. The club now runs a water polo session for swimmers from their junior development squads (fitness squads at WDSC) every Friday evening. David Gee oversees the water polo section of the club and Petar Momcilovic is the water polo coach. As numbers increase, they hope to start competing in water polo matches.

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

We have one parent coach working with our Regional Coach (Ewan Partridge) who has a water

polo knowledge and background. He can take sessions and teams. Other than Ewan, we are developing several Mid Sussex Marlins ladies as coaches of teams at competitions, to start with at county level.

Ewan feels that the water polo player pipeline should be owned by someone with a larger swimming remit, and that contributing clubs should be rewarded in some way.

#### 4. **National Representation**

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

We have 6x junior water polo players that are members of national squads

##### **GB Juniors**

Lily Turner (U17) - LEN champs 2017

##### **England Women**

Kathy Rogers

##### **Scotland Women**

Fran Collings

##### **Wales Women**

Gemma Deacon

##### **England U19s**

Lily Turner

##### **England U17s**

Lily Turner

Anashe Chisadza (selected to play this Easter, member of recently formed GB 2002 squad)

##### **Wales U17s**

Sarah Rogers

## 5. Finance

Performance against Budget 2017/18. Please highlight any significant over/under spends and why these have occurred.

We are underspent against our £17,380 budget

Estimated Net Spend = £7,440 (Bryony - it would be good to talk through the Finance process with you)

Water Polo Budget 01 April 2017 - 31 March 2018

Code	Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
4701	WP001 Water Polo Senior Mens League Entry Fees								£2,500					£2,500
4700	WP002 Water Polo U19 Inter-County Entry Fees												£350	£350
4703	WP004 Development Training Income	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400
<b>INCOME</b>		<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£2,700</b>	<b>£200</b>	<b>£200</b>	<b>£200</b>	<b>£550</b>	<b>£5,250</b>
<b>Senior Mens League</b>														
5834	WP101A Water Polo Senior Mens Club League Awards (self funded WP001)		£20	£20										£40
5835	WP101B Water Polo Senior Mens League Officials Exps (self funded WP001)	£80	£80	£80										£240
5832	WP101C Water Polo Senior Mens League Pool Hire (self funded WP001)	£550	£550	£1,100										£2,200
<b>Inter-County Tournament Hosting</b>														
5822	WP102A Water Polo U19 Inter-County Pool Hire (self funded WP002)												£250	£250
5825	WP102B Water Polo U19 Inter-County Officials Exps (self funded WP002)												£80	£80
5824	WP102C Water Polo U19 Inter-County Awards (self funded WP002)												£20	£20
<b>Inter-Regional Tournaments</b>														
5843	WP103A U14 Inter-Regional Boys										£1,300			£1,300
5842	WP103B U14 Inter-Regional Girls				£1,300									£1,300
5841	WP103C U16 Inter-Regional Boys						£1,300							£1,300
5840	WP103D U16 Inter-Regional Girls			£1,300										£1,300
5841	WP103C U19 Inter-Regional Boys											£1,300		£1,300
5840	WP103D U19 Inter-Regional Girls		£1,300											£1,300
<b>Talent ID and Monitoring Training</b>														
5862	WP104A Regional Academy (Offset by WP004)	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400
5875	WP104C Water Polo Talent ID Equipment				£500									£500
<b>Management Group</b>														
5850	WP105A Water Polo Group Meeting Room Hire				£200						£200			£400
5851	WP105B Water Polo Group Meeting Travel Expenses				£250						£250			£500
<b>Development</b>														
5861	WP106A Water Polo Development Coaches		£100			£100	£1,000		£100			£1,000	£100	£2,400
5870	WP106B Water Polo Referees Course			£600										£600
5858	WP106C Water Polo Level 1 Closed Course						£3,500							£3,500
5859	WP106D Water Polo Discretionary Bursary for Level 2	£300			£300			£300			£300			£1,200
5860	WP106E Supercoach Online		£500											£500
<b>EXPENDITURE</b>		<b>£1,130</b>	<b>£2,250</b>	<b>£3,300</b>	<b>£2,750</b>	<b>£300</b>	<b>£6,000</b>	<b>£500</b>	<b>£300</b>	<b>£200</b>	<b>£2,250</b>	<b>£2,500</b>	<b>£650</b>	<b>£22,630</b>
<b>Budget Required</b>														<b>-£17,380</b>

## 6. Any other matter which you wish to discuss with the Board

Report Completed by: David Cross

Please forward your completed report to [bryony.gibbs@southeastswimming.org](mailto:bryony.gibbs@southeastswimming.org) by 05 February 2018



## Report to the Regional Management Board Open Water Group

The Open Water season this year has been one of extremes. The Regional Championships showed a rise in entries of over 30% with entries exceeding 200 for the first time. With an increase in entry fees for this year there was a significant rise in income from the event whilst costs remained relatively stable.

Unfortunately due to the weather no other events in the Series were able to be held therefore no Series awards could be made for 2017. We also had less events this year due to the unavailability of Dover due to construction work at the docks and the Eastbourne events were not held this year. Hopefully these events will be back on line in 2018. This gave little opportunity for officials training.

This year saw the introduction of wetsuits into ASA law and this had an effect within the Region. I wrote to all event organisers explaining the new rules and suggesting that they could, if they wished, include non wetsuit classes within their awards. Brighton agreed to this but unfortunately the Eastbourne organisers chose to cancel their event as they did not agree with the new laws seeing them as unfair. At this time I am not sure what will happen with regard to wetsuits in 2018. The wetsuit rule did not affect our Championships as the water temperature was well in excess of 20C (as it has always been at Chichester)

The Region was well represented at the National Open Water Championships at Rother Valley with several medal winning performances. Distances are changing for the 2018 Championships with 12/13 year olds swimming 2000m, 14/15 year olds 3000m and 16 and over 5000m. I believe that this may have a detrimental effect on entries for our Championships as the 5000m event has not been well supported in the past.

This year saw the introduction of the Open Water talent camp and a very successful day was held at ACS School and the in hot sunshine at Shepperton. A number of interested coaches attended .which was pleasing.

There is a need for more people to be involved in the organisation of Open Water within the Region we are a small group and it is quite likely that one or more of the prime movers within the group will be less available this year, including myself. I will have all the basic organisation for the Championships and the Series in place but I need to devote more time to my family this year meaning that although I shall be available for the Championships themselves I will not be able to devote so much time to the day to day organisation of the event.

## **Swim England South East Synchronised Swimming Annual Report 2017**

### **Overview**

2017 continued to be a year of change and challenges for our discipline. The Country was still trying to adapt and implement the changes made by the Swim England National Synchro Leadership Team as well as embrace the changes that are announced every four years from Fina.

Central Swimming Pool in Reading closed its doors on the 31<sup>st</sup> January 2018. The swimming pool was host to many successful aquatic clubs in Reading but also home for the regional synchro grade assessments and regional squad training. 2018 will see us try new venues in the region including The Abbey School in Reading and Kingsmead Leisure Centre in Canterbury.

### **Our Committee**

Our committee meets four times a year. Each member of the committee has an active role and an area that they are responsible for. Every club in our region knows who the contacts are for each aspect of our discipline and contacts them directly with queries or for updates. Each member of the committee passes information by e-mail between meetings if required but formally updates the committee on their area at each meeting. Not every synchro club in the South East is represented on the committee but each County is represented.

Our committee is led by Roger Penfold (South East President & Board Member) and supported by Helen Mack (South East Development Officer) who bring all the extra Swim England information, knowledge and connections to the table that make us a successful well balanced team.

This year we welcomed Linda Philp to the committee who is in now charge of regional synchro communications. We hope her role will raise our profile as she leads us into the world of twitter and Instagram. We also welcomed Helen Barrand to our committee. Helen will take on the role of course administrator for all the regional synchro development and/or up skill courses for volunteers, judges and coaches.

Louise Woolley took some time out from the committee this year and in September welcomed baby Henry safely into the world. Louise is back "dabbling" in synchro and will be helping to organize our first Regional Masters event in 2018 and will continue to tutor some of our coaching courses.

Mitch Gallacher has recently stood down from the committee. We would like to thank her for all her input and support and wish her all the best for the future.

### **Regional Development Squad**

Each year we support and train a squad of athletes who are selected based on their results from National Age Groups. This year the swimmers were aged 13 – 16 and must have not previously been selected for/or represented England or GB.

Our remit for this squad is to develop young talent and train them in hope they will make the England Age Group or Junior trials and squad the following year.

The athletes had four one off training days during the year and a week-long camp in Spain during May Half Term.

We aim to train and educate the swimmers in all aspects of what it takes to be a competitive athlete not just doing Synchro! We used specialists to come in and speak with them about motivation, nutrition, time management/stress (how to balance school work, exams and training).

This year our staff for the squad were:

Kate Coupar – Team Manager

Katie Clark – Lead Coach

Natalie Saudan – Assistant Coach

## **Education**

This year we have run the following training courses for the coaches, helpers and volunteers in our region:

Team Manager

National Scorers

Basic Judge

National Judge

Level 1 Coach

## **Beacon**

The South East is still the only region in the country to have two Beacon Clubs (Reading Royals & Rushmoor Synchro) located in one region. Both of these clubs saw change in 2017 following the end of the Beacon programme funding. Both clubs have been able to continue with paid coaches despite the loss of funding and have continued with the Beacon training programme for athletes in the region.

## **National Squads (GB & England)**

Kate Clark (Reading Royals) & Olivia Federicci (Rushmoor) who represented GB at the Rio 2016 Olympics, both announced retirement in 2017. They have both stayed actively coaching at both Club and National level. For both 2017 was a big year in their personal lives, Olivia welcomed a baby boy into the world and Katie got engaged to Matt Fox. We would like to wish them all the best for the future.

Swim England & GB Synchro stayed committed and focused in 2017 despite the loss of funding from Sport England. With no full time training centre the squads continued train hard at weekends and during the school holidays in Guildford, Bristol and Leeds.

Senior/Junior GB Squad – 7 of the 13 athletes were from South East Clubs.

England Age Group Squad – 6 of the 11 athletes were from the South East Clubs.

Erica Moo (Hythe Aqua) and Di Hughes (Reading Royals) have both successfully been selected by the National Leadership Team and nominated to Fina to be GB Judges for 2018. Both will attend Fina Judge School in Italy in February 2018 and assuming they pass their exams will be given International judging assignments later in the year. The South East Regional Board are funding this training due to the cut in funding in GB Synchro. We would like to thank the Board for their support on this occasion.

## **Domestic Competition Summary 2017**

### British Championships

Rushmoor won the Gold medal in the Tech, Free and Combo Team events. Making them the National Champions.

### The Inaugural Combo Cup

The Swim England Synchro Combo Cup was introduced this year as a unique event in the synchronised swimming calendar as it only features free combination performances. Due to the late confirmation of date and venue many South East Clubs were unable to attend on this occasion. However both Portsmouth & District and Rushmoor won medals at this event.

### National Masters

Brighton Dolphins, Rushmoor, Portsmouth & District and Reading Royals all won medals at this event. Masters Synchro is becoming increasingly popular in our Region.

### National Age Groups

In the 12 & Under Age Group Reading Royals won all the routine gold medals on offer. This included the solo, duet and team events.

In the 13-15 Age Group Reading Royals won all the gold medals on offer. This included the figure, solo, duet and team events.

In the 15-18 Age Group Rushmoor won two gold medals in the figure and team events.

The South East Region won the most medals and trophies overall at this event.

A full set of results for all National competitions can be found on the Swim England website:

<http://www.swimming.org/synchro/major-events/>

The South East Region remains the strongest Synchro Region in the Country, with a dedicated team of volunteers and coaches who support our talented and hardworking athletes.

Di Hughes

South East Synchro Manager

## EMPLOYMENT MATTERS

### PURPOSE OF REPORT

To advise the Board about a meeting of its Staffing Sub-Committee, and to put the Sub-Committee's recommendations before the Board.

### PROPOSED ACTION

- 1 The Board is asked to NOTE the report.
- 2 The Board is requested to ADOPT the following recommendations of the Sub-Committee:
  - A to adopt the terms of reference set out in the Appendix hereto;
  - B to appoint a Board Member to act as line manager for the Regional Club Development Officers, pending any changes to the present staffing structure;
  - C to increase the salaries of the Region's employees by 2% with effect from 1 April 2018;
  - D to revise its pension arrangements in line with those adopted by Swim England (see paragraph 12 below);
  - E to adopt the Swim England policies about family issues and homeworking, for persons jointly employed by the Region and Swim England;
  - F in principle, and subject to discussions with them, to transfer the Regional Club Development Officers to joint employment with Swim England.

### SUPPORTING INFORMATION

- 1 The Board's Staffing Sub-Committee met for the first time on 29 January 2018, when Carys Jones was elected as Chairman.
- 2 In noting its membership, the Sub-Committee observed that it could call upon the skills of other Board members (or non-Board members), as appropriate.
- 3 The Sub-Committee considered draft terms of reference, and decided to recommend that the Board adopt the terms of reference set out in the Appendix hereto.

- 4 The Sub-Committee noted that the Region enjoyed the services of 3 members of staff, viz

Bryony Gibbs, Regional Office Manager (ROM)  
Kristie Jarrett, Regional Club Development Officer (RCDO)  
Helen Mack, RCDO.

and the arrangements for their employment.

- 5 It was noted that the Chairman of the Regional Management Board had been identified as manager of the ROM. The Chairman had approved the leave arrangements, applications for additional hours worked and claims for travelling etc expenses of the ROM, since her transfer to the Region on 1 April 2017. While the ASA's Regional Director (or later titles) had acted as line manager for the RCDOs, it seemed that no-one had performed that role since the ASA's reorganisation on 31 March 2017, when its divisional structure was dismantled. The Sub-Committee believed that arrangements should be made urgently to authorise claims etc by the RCDOs on behalf of the Region.
- 6 It was noted that all 3 employees worked from their homes.
- 7 The Sub-Committee also noted that the Region hired, from time to time, casual employees to act, for instance, as course tutors. Such casual workers were "employed" by Swim England, who paid them, and accounted for them to HMRC. Swim England recharged the Region for the services of these casual workers. If, however, tutors were self-employed, and recognised as such by HMRC, the Region paid them, as contractors, on invoice.
- 8 It was noted that the ROM was paid in accordance with a Swim England pay scale, as she had transferred to the Region, effectively on a TUPE basis, on 1 April 2017. Her conditions of service had remained unchanged. Her post was full time (35 hours per week).
- 9 The RCDOs were paid in accordance with a scale agreed with Freedom Leisure. Their other conditions of service were as agreed with Freedom. Their posts were part-time - 15 hours per week, with any additional hours paid on a plain time rate. One of the RCDOs habitually worked many additional hours per week.
- 10 The Sub-Committee reviewed the present job descriptions for the posts and decided to propose revisions to them, not the least to reflect the changed structure of the sport since 1 April 2017.
- 11 It was reported that the Swim England Remuneration Committee had agreed that it would increase the salaries of its employees by 2% with effect from 1

April 2018. The Sub-Committee felt that the Region should follow suit, and agreed, pending the adoption of its terms of reference, to recommend that the Board increase employee salaries by 2%, with effect from 1 April 2018.

- 12 The Sub-Committee observed that the ROM is entitled to enrol into the Swim England staff pension scheme. Likewise, the RCDOs were enrolled into a stakeholder scheme operated by or on behalf of Freedom Leisure. It was reported that Swim England had made some adjustments to its scheme with effect from 1 April 2018, from the schedule below:

<i>Employee contributions</i>	<i>Previous Employer contributions</i>	<i>New Employer contributions</i>
1%	1%	4%
2%	2%	4%
3%	3%	4%
4%	4%	4%
5%	5%	5%
6% or more	6%	6%

The Sub-Committee agreed, pending the adoption of its terms of reference, to recommend that the Board revise its pension arrangements in line with those adopted by Swim England.

- 13 The Sub-Committee was advised that Swim England had adopted new 2 policies relating to employees - one about family issues and one about homeworking. The Sub-Committee agreed, pending the adoption of its terms of reference, to recommend that the Board adopt these policies for persons jointly employed by the Region and Swim England.
- 14 Points arising from the meetings with RCDOs in November 2017 were discussed. In general terms, the RCDOs were happy with their lot, although it was observed that there could be a better division of their labour. The gap in the arrangements for their management was acknowledged.
- 15 The Sub-Committee took the view that both the Region and the RCDOs would benefit if they were transferred to the joint employment contract with Swim England. It was agreed to recommend to the Board, in principle, to transfer the RCDOs to that arrangement.
- 16 The meeting with the ROM was held on 7 February 2018.
- 17 The Sub-Committee has decided that its 2 major tasks imminently are
- starting discussions with the RCDOs about their possible transfer to joint employment contracts with Swim England;
  - a review of the Region’s staff management structure.

In addition, the Sub-Committee will review the existing job descriptions of staff.

18 The Sub-Committee will meet again on 5 March 2018.

RFP  
02.18

SWIM ENGLAND SOUTH EAST  
STAFFING SUB-COMMITTEE OF REGIONAL MANAGEMENT BOARD  
SUGGESTED TERMS OF REFERENCE

To provide advice and support to the Board regarding the employment of staff

More specifically

- 1 To make recommendations to the Board on the staff structure and number and duties of posts;
- 2 To settle the job descriptions and person specifications for posts;
- 3 To make arrangements for the recruitment of staff to vacant posts;
- 4 To settle the terms and conditions of new employees, and their starting salaries;
- 5 To ensure arrangements for the annual appraisal of employees, and to recommend action for addressing any issues arising therefrom;
- 6 In respect of staff employed jointly with Swim England, to implement changes to salary scales or terms and conditions proposed by Swim England, subject to subsequent report to the Board, or to make recommendations to the Board for the variation of such changes;
- 7 To liaise with the employers of staff not employed jointly with Swim England regarding changes to salary scales or terms and conditions, subject to subsequent report to the Board.

**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

**AGENDA ITEM 16**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 01 February 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	<i>On Agenda</i>
4	<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	
5	<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	
6	<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	
7	<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>
8	<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>
9	<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>
10	<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	11.09.17 Min 275	BD	<i>Complete</i>

	will need to be contacted about their requirements.			
11	<p><b>HR Issues – Staff Appraisals</b></p> <p>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.</p>	11.09.17 Min 278	JKD / RFP / CJ	<i>Complete</i>
12	<p><b>APPG for Swimming</b></p> <p>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.</p>	11.09.17 Min 287	RFP	
13	<p><b>Constitutions</b></p> <p>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 finding a rep there.</p>	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
14	<p><b>Review of the Region's Strategy 2017-2021</b></p> <p>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.</p>	26.11.17 Min 318	HM / KJ / BD	<i>On Agenda</i>
15	<p><b>Changes to Swim England Club Membership</b></p> <p>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.</p>	26.11.17 Min 333	HM	
16	<p><b>Payment for Team Manager 2 Tutors</b></p> <p>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. This proposal was just in relation to Team Manager 2 courses, not Team Manager 1.</p> <p>Following discussion it was agreed that the Board had no objection in principle however it was agreed to explore the needs of tutors across all disciplines with the Discipline Managers and Development Group. 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.</p>	16.01.18 Min 5	RFP	<i>On Agenda</i>
17	<p><b>Disability Swimming</b></p> <p>It was noted that there is still £37k ring-fenced for Disability Swimming. Following discussion it was agreed that JB, CL &amp; 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</p>	16.01.18 Min 7	JB, CL & GS	<i>On Agenda</i>

	February meeting.			
18	<p><b>Commonwealth Games Team Selections</b>          Andrew Willis (Bracknell &amp; Wokingham SC) and Anna Maine (Woking SC) have been selected for the England Team. Any selections for Ireland, Scotland &amp; Wales to be sent to BD.</p> <p>Letters of congratulations will be sent to the selected swimmers from the Chairman.</p>	16.01.18 Min 10	RFP / BG	
19	<p><b>Swim England Board Nominations</b>          The Board will need to decide how the South East deal with nominations for the Swim England Board going forward, will this be an open election for example. This will be discussed at the May meeting with a recommendation going to the ACM which will be included in the June mail out.</p>	16.01.18 Min 12	RFP / BG	
20	<p><b>Mike Farrar RMB Attendance</b>          RFP to invite Mike Farrar to attend a future RMB Meeting</p>	16.01.18 Min 13	RFP	
21	<p><b>Welfare Officers</b>          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.</p> <p>It was agreed that SR would contact Jenni Dearman to explain the issues and discuss the running of such workshops.</p>	16.01.18 Min 16	SR	

Updated 01/02/2018 BG

## Bryony Gibbs

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**From:** Regional Email Service <regional-email@swimmingresults.org>  
**Sent:** 29 January 2018 19:10  
**To:** bryony.gibbs@southeastswimming.org  
**Subject:** Final Quarter Fees  
**Attachments:** image001.png; image002.gif; image003.gif; image004.gif

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

Dear Chair,

Please find below a communication regarding the final quarter fees that has been sent to all clubs this afternoon.

If you have any queries please contact Emma Langham.

Best wishes.

Emma

### **Swim England Membership Fee - October to December 2018**

During 2017 a Membership Review Group was established to examine the current membership fees and structures. The Group included an empowered representative from each of the eight Regions.

Following the review, a number of recommendations were put forward to the Sport Governing Board. These included the discontinuation of membership cards and bringing forward the renewal date, details of which were circulated to clubs last October.

The Review Group also recommended that membership fees should be reduced to 50% in the final quarter of the year. At their January meeting, the Board approved the recommendation and have agreed for it to come into effect in 2018.

The Swim England Membership fees for members joining from 1st October to 31st December will therefore be as follows:

**Category 1:** £4.55  
**Category 2:** £13.20  
**Category 3:** £2.60

We hope that this reduced membership fee during the last quarter will help ensure that members are registered promptly, to enable them, and the club, to be fully covered under the Swim England insurance policy.

Further information regarding Swim England Region and County fees will follow.

**Emma Griffin**  
**Operations Director**

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E [emma.griffin@swimming.org](mailto:emma.griffin@swimming.org)



Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Leics LE11 3QF



# Swim England Senior Leadership Update January 2018

## Clubs

- **Club Awards:** Our ambition for these awards is to improve quality and consistency by providing a syllabus for clubs to work towards, and generating income for Swim England and the clubs themselves. We received positive feedback from the clubs that piloted the new awards and are on track to launch in April.
- **London Aquatic Centre:** A full stakeholder meeting took place and all partners emphasised their commitment to the project. We are starting to see some direct growth from the LTS programme into the club programme.
- **Recruitment:** interviews for the South West CDO position took place this month (thanks to David Flack for supporting the interview process!). More details to follow.
- **Sporta Conference:** We have been invited to present at the Sporta Conference on 26 February. This is a great opportunity to talk to leisure operators about the importance of Clubs, Club structures and Athlete Pathways, with an opportunity to receive some feedback and insight from the operators too.

## Commercial and Marketing

- Wave two of the **Love Swimming campaign** is scheduled to launch on 19 April. Production has started and filming is scheduled w/c 26 February. Two new campaign partners have confirmed (Gateshead Council and Freedom Leisure), generating additional investment into this new way of working in the swimming industry
- The first issue of the new-look **Swimming Times** was delivered. Positive feedback has been received on the style and collaborative nature of the articles.
- Supported the launch of **two new qualifications** from the Awarding Body – L2 Teaching Pre-school Swimming and L3 Teaching Pre-School Swimming (Water Babies Programme only).
- Entries closed for the first event of 2018 - the **Water Polo National Age Group Championships U17/U19**. 43 teams entered, five more than 2017. The preliminary round will commence on 17 February with the finals to be held at Manchester Aquatics Centre 14-15 April.

## England Talent

### Diving:

- First Team Z Camp of 2018 took place with a new cohort of divers selected from the Talent Games along with the current cohort who continue into their second year.
- A parents' induction took place along with a parents' nutrition workshop which received some great feedback.
- A number of divers on the talent programme had the fantastic experience of competing alongside top senior divers at the British Championships.

### Swimming:

- Phase 1 camps were completed in December along with Phase 2 Camp 1. Camp 2 is scheduled for February/March.

- Phase 3 selections have been completed and the squad are attending a meet in Marseille in April.
- The Commonwealth Games is fast approaching, with orientation days from 8-10 February in Preston and departure for the Gold Coast on 23 March.
- There will be a SSSM conference on 11 March, the advert has just been released and there will be a Female Athlete focus.

#### Synchronised Swimming:

- A total of 36 athletes have been selected on to the 2018 England Programme.
- The first England team building weekend took place with a focus on developing a strong culture within the programme.
- Staff are now in place for all four squads, including some new volunteer roles with each squad.

## Health and Wellbeing

- **Dementia Friendly Swimming:** Final evaluation report has been positively received by the Dept of Health. Jane Nickerson and Mike Farrar gave a presentation at the Sport and Recreation Alliance conference about the project and its main outcomes, which was very well received. The report will be launched in the spring.
- **Aquatic Activity for Health:** The qualification will be formally launched on 21 February at the CIMSPA conference. We continue to develop support materials for GP referral instructors and swim teachers, including advice on specific health conditions. Our link with the ATACP has reviewed Swimfit cards to create a deck that can be used by exercise referral instructors.
- **The TAGs project** has been shortlisted for the London Sport Workforce Award. TAGs is a community interest company, set up in 2014 to provide safe swimming spaces for the trans and non-binary community and we have provided workforce support over the past two years.

## Insight

- **Volunteer satisfaction survey:** This annual research took place at the end of 2017 and is now ready to be shared across the organisation, including the regions and our partners. The outputs include a report showcasing satisfaction scores and insight on how to improve volunteer satisfaction. We have also developed regional insight packs which we will be sharing with the regions (via the clubs team) in coming months.
- **Learner satisfaction surveys:** Work has begun with the IoS and Awarding Body to develop learner satisfaction surveys to be distributed to all who have attended a course/CPD (these will replace the current survey used by the IoS). The surveys will capture course satisfaction, perceived improvements in their skills, knowledge and confidence. Both are due to launch by April 2018.

## Learn to Swim

- We will be working with SPM to support Sporta at their **LTS Conference**. This is being delivered at the request of their members and so far attendees from over 50 trusts have confirmed. There will be updates on School Swimming, club links, mentoring and observation and retention (Awards).
- In November we will be delivering a **joint conference with Workforce** to an anticipated 350 attendees focused on education and training. The venue and further details will be confirmed at a later date.
- **Doncaster Leisure and Culture Trust:** Work is ongoing to improve local LTS provision. They have purchased 10,000 awards and 350 starter packs. Next steps include a meeting to plan the launch of the Pre-School Framework, workshops with teachers and discussions on Adult Social Swimming Project.
- **Resource development** includes creating expected standards film footage, a toolkit, School Swimming Resources and a Level 2 Text Book.

## Learning Solutions

- Following a comprehensive resource review, an update of Assistant and Swimming Coach resources (both face-to-face and online) has taken place with the Swim England Talent Team. This will be distributed to tutors for courses commencing in February.
- Scoping and high level design has taken place (with the Learn to Swim Team) for the new pre-school swimming qualification and a blended version of the Level 2 Teaching Swimming qualification. Key dates:
  - April 2018 – blended Pre-School Swimming pilot
  - July 2018 – blended Level 2 Teaching Swimming pilot
- Initial release of resources to Swim Ireland for the partnership licensing agreement, phased delivery taking place through February and March 2018.

## People Development

- We are piloting an audit of all employee data held on our records to ensure compliance with the May 2018 **General Data Protection Regulations**.
- We have **recruited** to the following roles this month: Customer Services Advisors; Head of Volunteering and Pathways; Para-swimming Development Manager, Para-swimming Talent Officer (for British Swimming).
- Our new **therapy sessions** to help provide support and guidance with musculoskeletal wellbeing needs in the workplace were fully subscribed this month and we will be looking to deliver further sessions throughout this year wherever needed.

## Public Affairs

- Second meeting of the **Curriculum Swimming and Water Safety Implementation Group** took place. Joint communications plan being created for sector.
- **APPG on Swimming** met and discussed plans for the Thames Lido and whether there was a desire for people to support the restoration of lidos.

## Strategic Partnerships

- **Active Northumberland commission:** We recently won the tender to create enhancements to their sites' pool programmes, based on our behavioural insights. This commission is great news and highlights the potential value of our expertise.
- **Local Delivery Pilots:** The team is making initial contact across the 12 locations. Whilst most confirm they are not in a position to engage with us at this time, we will establish the nature of their successful bids and keep close to the leads on these projects, to position ourselves as part of the solution to tackling inactivity.
- **Core Cities:** Following a meeting with Sport England and the Core Cities last November, we are working with Bristol, Birmingham and Nottingham to influence their aquatic strategies. We will expand this network to encompass the remaining five Core Cities.

## Workforce

- The 2017/18 cohort of **coaching swimming tutors** have completed their face-to-face training days and now embark on the next phase (planning for their placements).
- On 3 January the first day of the **discipline tutor training programme** commenced with representation from all aquatic disciplines.
- To date, **103 teaching swimming tutors** have attended update training for the new level 2 teacher qualification.

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