

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Sunday 18 February 2018 at Holiday Inn
Guildford

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Gary Shields (GS)	Board Member

Also in attendance (non-voting):

Eileen Adams (EA)	President
Keith Barber (KB)	Open Water Manager
Frank Clewlow (FC)	Diving Manager
David Cross (DC)	Water Polo
Rosa Gallop (RG)	Club Development Officer
Bryony Gibbs (BG)	Regional Office Manager
Jenny Gray (JG)	Vice-President
Di Hughes (DH)	Synchronised Swimming Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Mike Lambert (ML)	Swimming Competition Manager
Helen Mack (HM)	Regional Club Development Officer

18 Apologies

Apologies had been received from:

Jim Boucher
John Davies
Ivan Horsfall Turner
William Long
Carys Jones
Shelley Robinson
Geoff Stokes (Masters' Manager)

19 The Late Terry Ward

RFP reported the passing of Terry Ward. Terry was the very first president of the South East Region. RFP represented the Region at his funeral at the end of January.

Terry was not the first past president of the Region to pass away. However, it was not possible to establish how much was donated to charity in memory of those presidents. Views of the Board how much would be appropriate were sought. A donation of £100 was felt appropriate and approved.

20 Presentations

Keith Barber & Frank Clewlow were presented with their replica President's Plates (Jeff Cook Memorial Plate) by the President, Eileen Adams, as they had not been present to receive these at the Annual Council Meeting. Keith was awarded the President's Plate in 2012 and Frank in 2013.

Bryony Gibbs was presented with flowers by Helen Mack in celebration of her recent engagement. It was noted that congratulations of the Region had been omitted from the January minutes.

21 Discipline Managers' Reports & Succession Planning Updates

Reports for all disciplines, except Disability, were circulated in advance of the meeting. Discipline Managers, where present, discussed some of the main points and took questions on their reports.

Swimming

ML reported that it had been a successful year from Swimming. There was a problem at the first day of competition at the new pool in Wycombe. Subsequently, a risk analysis has been completed and there have been 8 days of competition since which ran with no problems. The group have looked at succession planning and the dependence on ML to run the meet management. There is now a stronger team in place, and, for instance, one weekend of the Hampshire County Championships ran successfully without ML attending.

There have been challenges in the directives from Swim England which mean that 1500m freestyle needs to be included for females and 800m freestyle for males. The result of this will be changes to the programme. For the Youth swimmers there will be a session on a Friday evening in Wycombe. This is not ideal as could mean swimmers travelling long distances after school and there will also be challenges with officials and volunteers. The events have been incorporated into the existing 4 day programme for Age Group swimmers, which will take time from other events. Consequently this will impact on the revenue.

Recruiting and retaining volunteers remains a challenge. There is now a paid contract in place with a skilled operator who takes responsibility for the AOE (timing)/scoreboard. Increasingly host clubs are now working with the Region to provide some services at the Championships for a donation to club funds, covering roles such as the spectator entrance and competition stewards. This has worked well with Wycombe, Crawley and at the Winter Championships with Portsmouth.

Facilities continue to be a struggle, as the pools that can be used are limited. We are limited to hiring Wycombe one weekend, Portsmouth for one weekend and K2 for two. The group were made aware that the Freedom Leisure management of K2 is up for renewal. Despite the issues at the Mountbatten Centre, there is not currently another option for the Winter Championships due to the limited weekends for which the other venues can be hired and the limitations of other venues. It is understood there are plans to build a new 50m pool in Winchester. This would be ready in 2021, if it goes ahead, so could be a future option, depending on the spectator space.

The Swimming Group are very supportive and have a very good relationships with the Coaches' Panel.

Development

JD not present to go through the report.

It was pointed out that any swimmers from the Channel Islands who made the Commonwealth Teams should also be included. It was confirmed, if we were made aware, then they would be included. Scotland will be selecting their team next week, it looks likely that a diver from Southampton will be selected. Carys Jones will advise of any Welsh swimmers selected.

The issue of clubs removing their Learn to Swim out of Swim England Membership and claiming bursaries for teaching qualifications was raised. This is being addressed for 2018/19: in order to claim, clubs will need to register their Cat 1 members with Swim England. There is an issue around the amount of members, HM suggested that clubs submit their timetables with any application as well. Several clubs have moved their Cat 1 members away from Swim England. It was noted that insurance companies have been marketing to clubs and are offering insurance coverage at a fraction of the cost of the Swim England insurer. This will need to be monitored and a view expressed to the NGB, if appropriate. The rise in fees has caused a problem and there is a perception that there is no increased benefit for the increased fees.

Disability Swimming

No report had been supplied for Disability Swimming. It was noted that some members of the Board would be meeting the Disability Manager on 19 February.

Masters Swimming

Neither Geoff Stokes nor JB were present. The Masters' report cites that Geoff will be standing down as Masters' Manager over the next 12 months. The Board recorded their thanks to Geoff for 12 years as the South East Masters' Manager. A successor is being sought.

Diving

Andy Hewat will be taking over as Diving Manager once he has retired from full time employment later in the year. Event organisation has been handed over to Fran Diaz. FC will continue to help. The closure of the Reading pool is having an impact on the number and retention of divers, due to the extra travel and reduced water time. The solution is a while away. However, the excellent relationship between the clubs and SEEDs is helping to ensure that the clubs work closely together to minimise the impact of the pool closure. Queries were raised about if it is possible to use Aldershot. However, the pool tends to be booked and is also very expensive. RG is meeting the Army so will discuss the matter further. It was confirmed there are diving boards at the Abbey School, Reading, which Albatross are using currently, although the highest is 3m.

Two successful competitions ran this year, although there was an issue with one because a board was out of service at K2.

It has also been a good year for both national and international representation. Gary Hunt from Southampton Diving is the World Cliff diving champion. Currently waiting for the Commonwealth selections. FC is also waiting to hear if he will be selected as Chief Recorder for Europeans in Scotland.

It was confirmed that the South East Region Diving Talent Programme agreement officially expired in August 2017. It was requested that a report be submitted to the Board for the next meeting on 21 March, asking to consider the future of the programme. BG to check there was no extension granted.

Action: Diving Group / BG

Water Polo

David Cross was present to represent the Water Polo report. There are challenges in the number of participants there are within the sport. The group met in November and CL & RG are supporting with increasing the numbers on the management group as TJ would like to stand down. There is a need to address how we run the sport within the Region. There are limited clubs in the Region that have Water Polo sections or that feed into Water Polo Clubs. The group would like to improve the 'player pipeline'. KJ has been in contact with the group about their strategy.

In order for Water Polo to grow, more players are needed but also more pool time. RG raised that this needs to be at earlier times as often Water Polo are given late sessions which is not good for young players. There was discussion about the financial issues as well, as running a Water Polo sessions costs more than a Swimming session. ML confirmed that Basingstoke have a Water Polo stream as part of the LTS programme. This is aimed at those that are not going to be speed swimmers who will have an introduction to Water Polo in a 6.30pm session. As this is for younger players, they do not need deep water.

The popularity of Mini Polo was discussed and also the funding that may be available. For example Swimathon foundation whose criteria has opened up for events. HM also confirmed there were funding pots available. In Kent, a Young Volunteer Programme has been set up specifically for Water Polo and has 18 people booked on this, as a volunteer approached HM about setting up such a programme. It was confirmed that the Water Polo group need to let the Board know what assistance they want, to enable the Board to mobilise the support required.

The group have a training day planned, although this won't be until February 2019, due to the organisation required and the competition calendar. London will be joining this and possibly the South West too.

It was suggested that an advert could be included in the Regional [swimming] Championships events' programmes promoting where the Water Polo clubs are located within the Region. ML confirmed these need to be submitted four weeks prior to the Championships. KJ will work with DC on this.

Action: KJ & DC

Open Water Swimming

The Open Water Championships were very successful with over 200 swimmers which was a 30% increase on the previous year. The entry fees had been increased, so the income doubled, which meant the event was almost cost neutral. The first Open Water Talent Camp ran which was very successful, there being a lot of support from the Clubs and Coaches. There were 32 athletes and 11 coaches involved.

The series' events were not so successful. The Dover event could not go ahead due to work going on at the Docks, Brighton had three attempts at holding their event but weather prevented this, while Portsmouth were also unable to run theirs due to wind. Eastbourne had held two events in the past, a 5k and a 2k, but these did not go ahead this year. This gave

little opportunity for Officials' training. KB will be attending an Officials' Trainers' meeting in Loughborough in two weeks, looking at how Pool Officials can be converted to Open Water, which would be an easier route. However, it requires the interest.

The changes to wetsuit rules had no impact on Regionals as the temperature has never been below 20 degrees. As a region the SE run more events than any other Region, other Regions only run a championships, not a series.

KB reported that Rob Millar from Eastbourne had passed away this year. Rob had been a member of the Open Water Group since the Region started and was key in the organisation of the Open Water Series.

The Championships date for 2018 had been booked and Regions had worked together to ensure there were no clashes. However, due to Goodwood Speed Festival choosing the same date this will need to be moved. The new potential date is 21 July and KB is waiting for the venue to confirm. The other option is to move the event to a different venue, but this was not favoured, as the venue is ideal. KB has also lost a helper for organising the Championships so currently this is reliant on just one person. Open Water will be looking to do online entries this year. It was suggested that perhaps a link could be created with a local club to assist with the running of the Championships as Swimming do: the Board confirmed there would be no issues with a similar arrangement. BD confirmed that Chichester Cormorants have a very keen lead on Open Water, BD will share contact details. BD also confirmed that entries should be possible through the website. KB confirmed that Officials are not usually a problem.

KB confirmed that British Swimming have changed the distances which were previously 1500m for 12, 13, 14 year old for each gender. This is changing to 2000m for 12/13 year old, 3000m for 14/15 year olds and 5000m for 16+. The 5K race currently only attracts around 20 entries so this change could dramatically affect entries. It is thought these changes may be to assist with Talent Identification.

CL asked if there would still be a 500m taster event. KB confirmed he hoped to run one, but needs to look at timing, as longer events will take more time.

KB was asked which jobs he needed assistance with, this would include providing Officials lunches, help with setting up the day before and on the day. 3-4 people are required the day before that are capable of lifting heavy weights, and the same again on the day to free KB up to run the competition. HM will include information in the next update.

Action: HM

Synchronised Swimming

The South East remains the strongest Region for Synchronised Swimming with the Athletes and Clubs continuing to perform. Rushmoor are the National Champions and Rushmoor and Reading secured all gold medals at the Age Groups. Due to the retirement of Katie Clark and Olivia Federici following the Rio Olympics, the international athletes are, however, now based in the South West. Masters' Synchro is also expanding and doing very well.

There is a good committee in place who work very hard and are very knowledgeable and approachable.

The South East ran the Multi Regional event in 2017, the feedback from the event was very positive. However, it cost more than anticipated to run as London provided fewer Officials than expected and, therefore, more had to come from the South West. London will be

running the event this year but will be holding it at K2, they have asked the SE to help with the running. This will be on 9/10 November. The next time the SE will run the event will be in 2020 and K2 is already booked for this.

There was some changes to the way the Regional Development Squad ran this year which did not bring in the results that are usually seen. The changes were as a result of a request from the National Committee. However it has been agreed to revert back to the previous model this year. It was confirmed that the squad complete warm weather training, 12 athletes and 3 coaches go to Spain for this. This year the athletes will train more at home. The Athlete contribution has also been increased by £50.

The Board passed on their congratulations to DH and Erica Moo for their selection for International Judge appointments.

22 Data Protection

WL not present. Swim England have now issued some guidance for clubs, although it was noted that Swim England is behind other NGBs on this matter. WL is assisting the Region in addressing any changes required to be compliant with the new regulations. WL will be putting together some questions to go out to Discipline Managers about the data that they hold which BG will circulate when available.

BD reported that work is being done on the back end of the website to ensure compliance. It is hoped that the website will be compliant by April.

This is something that will also need to be addressed in both Counties and Clubs. Discussion followed about what the Region could be doing to help Clubs and Counties with this. Suggestions were put forward such as a checklist for clubs to complete. It was noted that phones are also included within these regulations, as a lot of data is now held on these. It was also felt that a case study might be helpful, for example what you need to do if a laptop is stolen, to give this some real context. BD will put something together and check with WL before publishing. Any queries received on this will also be collated to see if some frequently asked questions could be produced. It was noted that England Athletics have produced some good guidance, BD will check with WL if we can use this.

It was felt there was no benefit in raising the issue with Swim England again.

Action: BD / WL / BG

23 Payment for Course Tutors

The issue of payment for course tutors was raised in respect of Team Manager 2 courses. The Board confirmed at their last meeting that they were comfortable making payments to the course tutors in line with HMRC. However, there was a need to explore this with Discipline Managers and any requirements they may have for course tutors and possible payments.

- Synchro – Speakers and Upskill Tutors are offered a contribution of £50 per day plus expenses, although not all choose to claim the fee.
- Diving – Those requiring payment are for the most part bought in for SEEDs, so will be paid by Active Nation and the costs invoiced back to the Region.
- Swimming – There was no current requirement. The only requirement could be for Quantum timing systems but currently there are no courses worth paying for. On the job training is the best that can be offered at the moment.

It was confirmed that currently there are only two tutors to Team Manager 2 training in the Region so this is a big ask. It was confirmed that if Discipline Managers think that an offer needs to be made for those running courses, they should contact BG or go through their Discipline Liaison.

Action: Discipline Managers / BG

24 Annual Council Meeting – Sept 2018

The Board were asked to endorse a similar event for 2018 as took place in 2017. This would comprise of workshops, the required business and an awards' ceremony. This was endorsed by the Board.

Those present were asked for ideas of workshops that we might run on the day, the ideas included:

- Developing Volunteering
- Welfare Officer Session – Practical Advice
- [Swimming] FINA Update. However it was felt that the number of Officials who had not yet completed this would be very limited, as most should have completed and the Counties had been very proactive offering the update.
- Social Media
- A session to address issues that were raised through the disciplines' reports e.g. Water Polo and Open Water. This may help address the things that need developing within the Region.
- Running Licensed Meets. A session on the subject could be run by a member of the licence panel.
- Solution to the Club Incorporation. A session ran at the 2017 ACM, but an additional session is required to look at the solutions rather than the problems. Clubs who have been through the process are happy to talk to others about this. Clubs need to know what the benefits and challenges are. CL is looking to create a template to assist clubs with this process.

It was agreed that the RCDOs and Development Group should work on this and report back to the meeting on 21 March to agree the workshops.

Action: RCDOs/Development Group

25 Review of the Region's Strategy 2017-2021

HM & KJ have been working with the Disciplines on their Strategies.

Synchro – There is an overview in place of what they want to achieve over the next 12 months, along with an implementation plan which is aligned with the budget submitted. HM needs to sit down with Synchro at the next meeting to confirm the KPIs.

Disability – HM requires input from SB in order to write a plan. There have been changes to the structure of Disability recently and new appointments have only just been made.

Masters – RGS has sent list of what Masters want to do and they will be meeting in April. As part of this, the KPIs Sharon Lock is working on nationally will be examined to ensure we are working together. Masters' events are at capacity so there is limited scope for growth.

Volunteering – This is being looked at by the Development Group. This is starting to link together. This is more difficult, as it has not been done before, so there are no KPIs in place. HM hopes to have plans ready to circulate to the Board in April.

Clubs & Members – KJ has been working on this and the Development Group have seen this. This will be a working document to look at where we are going. It is focused around Swimming rather than all the disciplines.

Open Water – This is a small plan with a small budget which will comprise of the Camp and Open Water events that run but will feed into the overall plans.

Water Polo – KJ is liaising with CL/DC on who will be doing what on the Water Polo Plan and what we hope to get out of each area. The overall strategy objectives are in place and the budget is aligned with this.

Diving – The budget is in the template but details just need to be added to the plan. The performance indicators will require the discipline input.

These documents will be useful to have on the agenda for each of the disciplines' meetings. It will allow them to easily see what they want to achieve and how they are getting on with this. Anything that requires a budget should be included in the plans.

The Board thanked Helen & Kristie for the progress that has been made on this since the November meeting.

Action: HM & KJ

26 Finance

Finance 2017/18

GS apologised for the delay in his sending his report. The current position reveals a deficit of £13,448k against a budgeted deficit of £74,163k. There are a number of large items still outstanding including invoices for the Diving Talent Programme, Freedom Leisure for RCDO costs and also the first quarter of Membership income due from Swim England for 2018. It is anticipated that there will be a £40k deficit at the end of the year. This means the level of reserves will decrease from £305k as at 31.03.17 to around £265k at the end of this financial year. This figure includes the £37k that is ring-fenced for Disability, so is in reality £228k. The Board were reminded that the minimum level of reserves was agreed at £150k.

Budget 2018/19

The Board were sent a draft budget proposal prior to the meeting. This shows the requests received from the various disciplines and reveals a deficit of £103k. The Finance Group have only communicated over email around the budget and have not yet been able to meet so welcomed the thoughts of the Board on such a proposal.

The report supplied had shown £119,900 of Development spend, although there is also additional Development within the individual discipline budgets, so this is not the true cost of Development within the budget.

It was pointed out that the £228k of reserves actually only leaves £78k before the reserves limit was reached. It was felt that it would be more appropriate to look for achieve a deficit of £30-40k over a few years rather than spending this all in one year.

In previous years large deficit budgets have been agreed and the figure achieved has been nowhere near this for varying reasons. However, it was questioned if there is the resource to realistically spend this kind of money in one year. It was noted that most disciplines are not too far in 2017/18 from where they had budgeted and with the anticipated deficit of £40k for year end, it looks that the money is now being spent by the disciplines, a pattern which it is hoped will continue. In previous years, disciplines had been asked to examine their budgets to ensure that the figures were realistic.

It was suggested that the Region should look at increases to the Membership Fees. It was noted that any increase could lead to challenges on the budget. That said, it was felt that the work that is being done in the Region is much more visible than it previously was. It was noted that the Region's current fees were in the middle when compared with other Regions, some of which also charge for Category 3 membership. It was suggested that a workshop could be run to go through with Members the activities that the Region runs and why there was a need to increase fees. HM had previously run a workshop on support services offered by the Region which she will update to help promote what the Region does. The idea of charging for some of the courses the Region runs was put forward to help cover costs for Team Manager or Time to Listen courses, for example. However, it was felt that, before volunteers are charged for such activities, looking at expenditure and increasing fees would be the preferred option.

The Region need to see value from the activities that are being run. The implementation of Operating Plans and KPIs which align with the Region Strategy should allow activities to be measured.

The Finance Group were asked to re-examine the budget with a proposal being submitted at the next meeting on 21 March. The disciplines will need to reassess their budget requests but should not look to increase their competition entry fees. It was agreed that a £50k deficit would be more agreeable with a long term scheme to reduce the surplus, obtain sustainability for future years and achieve a balanced budget, including a staggered approach on increasing fees over a period of years, while not going below the £150k reserves limit.

Action: Finance Group / HM

27 Disability Swimming Proposal

An email was circulated on 15 February for this item with information on where the group has got to so far. There will be a meeting with SB, Disability Manager on 19 February to discuss further.

It was confirmed the ML had secured, through Portsmouth Northsea SC, the use of a strobe which can be used by deaf swimmers at the Regional Swimming competitions. The group propose that some of the ring-fenced money be used towards repair of this equipment if it is required.

There are a few ideas currently which include an event for non-classified swimmers. The group have been in touch with Jamie Hooper at Swim England who has produced some information on running an event like this.

The group do not want to spend the funds in one year, but over a number of years.

Action: CL / GS / JB

28 Employment Matters

BG, RG, KJ & HM left the room for this item.

The Board considered recommendations of the Staffing Sub-Committee.

All the proposals were agreed, It was agreed that JD should act as line manager for the Regional Club Development Officers.

Action: BG

29 Appointment of Chairman April 2018

RFP left the room for this item.

The recommendation from the nominations committee was that RFP continues in the role of Chairman for another four year term and those present agreed. The Board thanked RFP for his work over the past four years.

Action: BG

30 Review of Communications

BD confirmed that updates are taking place on the back end of the website that will ensure compliance with GDPR. SLL updates will take place which means communication between the individual and the website are encrypted. This will also help to include the ranking functionality with Google. BD would like to spend £300 on a tool that will allow the site to integrate tools for online entries/courses and accepting payment. This will need to be decided at the next meeting.

BD noted that there was an increase of 1500 users on the website last week, half of which were new users. 50% of website users are now accessing the site by mobile devices: the mobile site will need to improve, based on this usage.

The Facebook account currently has 391 followers, Twitter has 1572 followers and there are currently 721 people signed up to the newsletter. It was noted that a lot more people than this read the newsletter.

The medals ordered this year now have the new branding and will be used for all events.

It was noted that Mailsports were not asked to quote for the kit worn by the team that went to Flanders. Assurances have been given that quotes will be requested from Mailsports. All Discipline Managers need to be aware, BD will send something out via BG.

Pictures will be required for the Annual Report, these need to be a minimum of 2MB. BD will send a request to the Discipline Managers via BG.

Action: BD / BG

31 Volunteering Sub-Group

BD has been in contact with the Insight team regarding the Volunteer Survey timing. It was confirmed their survey will conclude at the end of March, so the Regional Survey will go out around 4-6 weeks after this. BD is meeting with the Insight team to discuss what they would like us to gather and what information they already have that the Region can use. BD will report back at the next meeting.

Action: BD / BG

32 Minutes of the meeting held on 16 January 2018

The minutes of the meeting were approved as an accurate record, save inclusion of congratulations to BG on her engagement.

33 Matters Arising

5 – Payment for Course Tutors. It was confirmed that Swim England will only cover the S&PC costs for those swimming officials' Course Leaders who have DBS checks completed through Swim England. It was noted that DBS checks can be portable, although this service needs to be paid for and requested within 28 days of the check being completed. It was confirmed that the Region would cover the costs for S&PC courses for those Course Leaders who did not complete their DBS checks through Swim England.

7 – Finance. Item is on agenda.

13 – Regional Chairmen’s Meeting. RFP will contact Mike Farrar.

16 – AOB. Welfare Officers. Shelley Robinson was not present to provide an update.

Landscape Page –

6 – ASA’s 150th Anniversary. Rosa Gallop is on the National Working Group looking at this. One meeting has taken place so far and the next one will be in July. A lot of ideas came out of the first meeting. Any ideas for this should be sent to RG. AL suggested special medals at National & Regional events.

13 – Constitutions. HM contacted ONB ASA regarding this however there are limited personnel within the area who have experience with constitutions. JD is checking constitutions for the area currently. However, all other Sub Region have a representative that does this. RFP to contact ONB ASA.

Action: RFP

15 – Changes to Swim England Club Membership. HM contacted Membership Services. Swimmers in the system would have been insured. The only time they would not be is if their membership had lapsed. Item is complete and can be removed.

21 – Welfare Officers. HM confirmed that there have been changes in the Wavepower Guidance which means that anyone that has a professional front line role with Children can use training completed as part of their role and will no longer be required to attend an additional Safeguarding & Protecting Children course. They will need to provide evidence of the course and the club will also need to ensure that they obtain a knowledge of Wavepower. Details will be circulated in the Club Update.

Action: HM/BD

The following items can be removed 5, 7, 10.

34 Affiliations & Resignations

An affiliation enquiry had been received from Oaklands Pool, Hampshire.

Action: BG

35 Correspondence

Jim Boucher has been appointed as the representative for English Masters of the Home Countries Masters’ Swimming Management Group.

Jenny Gray will be awarded the Paragon Award for Synchronised Swimming from the International Hall of Fame on 16 May. The Board offered their congratulations.

A note had been received from Emma Griffin about the agreement to reduce the membership fees clubs will pay from October to December. It was not clear what will happen for the Regions & Counties.

Action: RFP

Jane Nickerson had contacted the Region regarding a ‘Regional Buddy System’ which would mean the Region had a named member of the SLT team to approach with any questions. Following discussion it was not felt that this would be required, the Region being happy to approach the appropriate contact with any questions they might have.

Action: RFP

36 ASA Sport Governing Board & Group Board Minutes

The Group Board are no longer meeting.

There has been no meeting on the Sport Governing Board since the last RMB meeting. The last meeting of the SGB will be on 16/17 March. Both RGP & AL will be away. The meeting will start on Friday evening and finishes after lunch on Saturday. BG to circulate information to Board Members including those not present. Any Member who would like to attend should let RGP know by the end of the month.

Action: BG

37 ASA Senior Leadership Update

The update was noted.

38 AOB

None received.

39 Date of Next Meeting

The next meeting will be on Wednesday 21 March 2018, 7pm at Guildford Spectrum.

Alan Lewis and Roger Prior gave their apologies for the next meeting.

The meeting was closed at 15.30

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

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

14.	Volunteering Sub-Group	BD	1425
15.	Minutes of the meeting held on 16 January 2018 <i>To agree the accuracy of the minutes of the previous meeting</i>	RFP	1435
16.	Matters Arising <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>	Enclosed	
		RFP	1440
17.	Affiliations & Resignations	Enclosed	
	17.1 New Affiliations	RFP	1450
	None		
	17.2 Resignations		
	None		
	17.3 Enquiries		
	Oaklands Pool, Hampshire		
	17.4 Transfers		
	None		
	17.5 Change of Name		
	None		
18.	Correspondence	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.	ASA Sport Governing Board & Group Board Minutes	RGP	1505
	<i>To receive the minutes of the ASA Sport Governing Board and the ASA Group Board if available</i>		
20.	ASA Senior Leadership Update	RFP	1515
		Enclosed	
21.	AOB	RFP	1520
	<i>24 hours notice required</i>		
22.	Date of Next Meeting	RFP	1530
	Wednesday 21 March, Guildford Spectrum		

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 addition 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: 4th-7th May at High Wycombe
- 14/Under: 12th/13th/26th/27th May at K2 Crawley
- Open/Junior (Short Course): 3rd/4th 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 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 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 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 nd April	15 divers	Preparing for National & International Competition
7 th May	14 divers	Increasing the tools of their trade.
	8 divers	Preparing for Regional Age Groups.
25 th June	23 divers	Preparing for Nationals
		Review of current season and looking to the future
18 th September	23 divers	Preparing new skills and consolidating the basics.
16 th October	23 divers	Preparing for forthcoming events
5 th November	8 divers	Preparing to deliver as a competitor.
21 st 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							
Total		10	14	12	16	17	5	15
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							
Total		5	8	11	7	9	3	9
Grand total		15	22	23	23	26	8	24

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 (5th), Dresden (2nd), Junior Europeans (4th), Fina Diving Grand Prix in Malaysia (qualified for the Semis) and Singapore

Cameron Gammage (SDA) – Scottish Squad. Dresden 3rd 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 3rd Platform, 3rd Synchro, Robbie 4th Platform, 3rd Synchro, Leon 4th 1m, 4th 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 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	£2,400
INCOME		£200	£200	£200	£200	£200	£200	£200	£2,700	£200	£200	£200	£550	£5,250
Senior Mens League														£0
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
Inter-County Tournament Hosting														£0
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
Inter-Regional Tournaments														£0
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
Talent ID and Monitoring Training														£0
5862	WP104A	Regional Academy (Offset by WP004)	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£2,400
5875	WP104C	Water Polo Talent ID Equipment				£500								£500
Management Group														£0
5850	WP105A	Water Polo Group Meeting Room Hire				£200					£200			£400
5851	WP105B	Water Polo Group Meeting Travel Expenses				£250					£250			£500
Development														£0
5861	WP106A	Water Polo Development Coaches		£100			£100	£1,000		£100			£1,000	£100
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
EXPENDITURE		£1,130	£2,250	£3,300	£2,750	£300	£6,000	£500	£300	£200	£2,250	£2,500	£650	£22,630
Budget Required														-£17,380

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 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 31st 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

Present:	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 150th 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

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	Governance Review Defer – matters arising. More information from Jane Nickerson. Reform the Governance Group to look at this and which areas the board should look at.	15.02.2015 Min 28	SR/DW/WL/RH	<i>Ongoing. Awaiting further guidance from Swim England</i>
2	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
3	Volunteering Sub-Group 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	Regional Administration 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	Commercial Agreements 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	ASA's 150th Anniversary 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	Data Protection 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	ASA Service Level Agreement 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	Data Protection 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	Medals / Shirts 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>HR Issues – Staff Appraisals</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>APPG for Swimming</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>Constitutions</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>Review of the Region's Strategy 2017-2021</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>Changes to Swim England Club Membership</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>Payment for Team Manager 2 Tutors</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>Disability Swimming</p> <p>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</p>	16.01.18 Min 7	JB, CL & GS	<i>On Agenda</i>

	February meeting.			
18	<p>Commonwealth Games Team Selections Andrew Willis (Bracknell & Wokingham SC) and Anna Maine (Woking SC) have been selected for the England Team. Any selections for Ireland, Scotland & 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>Swim England Board Nominations 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>Mike Farrar RMB Attendance RFP to invite Mike Farrar to attend a future RMB Meeting</p>	16.01.18 Min 13	RFP	
21	<p>Welfare Officers 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

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.

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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 with any enquiries and for further details.