

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Wednesday 10 May 2018 at Guildford
Spectrum Leisure Centre

Present:	Roger Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall Turner (IHT)	Board Member
	Carys Jones (CJ)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member

Also in attendance (non-voting):

Eileen Adams (EA)	President
Bryony Gibbs (BG)	Regional Office Manager

62 Apologies

Apologies had been received from:
George Adamson
Jenny Gray
William Long

63 Minutes of the Meeting held on 21 March 2018

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

51 Water Polo Support Request – ‘was circulated’ to be removed.

60 AOB – It was agreed to pass this matter on to the Regional Swimming Group, action to be updated.

Action: BG

64 Matters Arising

47 Membership Fees – Final Quarter Fees. It was noted that AL was happy with the 50% reduction in membership for the final quarter but was unhappy that this had not been agreed by the SGB initially.

Landscape Pages –

6 – ASA Service Level Agreement – The Contract for the Regional Office Manager has now been signed.

13 – Mike Farrar RMB Attendance - RFP will contact Mike Farrar

Action: RFP

20 – Communications. Officials' shirts and water bottles had been given out at the Regional Championships. However, Mailsports had complained that they were not given the opportunity to quote for the production of these products. BD confirmed that Mailsports will be asked to quote for the next batch of officials' shirts. The stock of water bottles is now depleted, so Mailsports will be asked to provide a quote for this. AL to contact HM.

Action: AL

65 **Appointments**

The proposal to extend the present appointments of the Vice Chairman (JD) and Board Member Responsible for Finance (GS) until the Annual Council Meeting on 15 September 2018 was agreed.

66 **Swim England Board Nominations**

A report was circulated prior to the meeting outlining the Constitutional changes that may be required to reflect the incorporation of the Amateur Swimming Association (Swim England) Ltd.

It was agreed to recommend the changes outlined in the report to the Annual Council Meeting in September 2018.

It was agreed to recommend that 2 of the Region's representatives on the Swim England Member's Forum would be the Regional President and Regional Chairman, with all other spaces would be filled by open election.

Following attendance at the Chairman's meeting JD confirmed that all Regions and Counties will need to update their constitutions. Clubs will also need to update their constitutions. However, a new model club constitution is being developed.

Action: RFP

67 **Annual Council Meeting Workshops – Sept 2018**

After a full discussion about the various subjects suggested and a vote by the Board it was agreed to go ahead with the following workshops – Developing Volunteering (BD), Welfare Officer Session – Practical Advice (SR) and Solution to the Club Incorporation (CL).

Action: BD/SR/CL/BG

The Annual Report will need to be signed off at the next Board meeting, 11 June. Therefore reports from RFP, GS and EA are required by the end of May. BD already has the discipline reports. Pictures will also be required from the Disciplines.

Action: RFP/GS/EA

68 **SER Events – Cash Handling Process**

A report was circulated prior to the meeting regarding cash handling at events, principally in respect of spectator admittance. Following discussion it was agreed by the Board that arrangements should be put in place to limit the amount of cash taken at events. It was agreed that the Swimming Group should move forward with this and agree the solution they felt most practical for implementation at the Winter Championships. AL to feed this back to the Swimming Group. The Swimming Group should liaise with GS as Board Member Responsible for Finance and report back once agreed.

Action: CJ / Swimming Group

69 **Diving Talent Programme**

The SEEDs programme was discussed at the last meeting and an extension of one year was agreed. It had been felt that a decision regarding the four year proposal required the

presence of more Board Members. The proposal was put forward to agree to fund the programme until August 2021.

Following discussion it was decided not to fund the programme until August 2021 at this time. The Region's aim is to have a balanced budget in the future. However, currently planning has not been completed to establish if this commitment is affordable in the long term plan. It was, therefore, agreed to commit to fund the programme until 31 March 2019. This would be revisited during the budget setting process for 2019/20.

Action: BG / GS

70 Swim England Pathway Programme - Leatherhead

BD to report at next meeting regarding a risk management policy/process for future events.

Action: BD

71 Employment Matters

Appraisals have now been completed for all staff. JD has agreed to be the line manager for the RCDOs.

RFP & CJ met with HM & KJ to discuss the proposed changes to move to joint employment with Swim England. A couple of issues were raised in regards to the re-evaluation of roles and also clarification of hours of the roles. Contact has been made with Swim England to move forward with these changes.

Action: CJ/RFP

72 Data Protection

BG provided a brief update. Questionnaires have now been completed by all disciplines except Disability and Synchro and the information provided has been reviewed. From this an Action Plan is being put together which will prioritise the actions required. The two main items that will need addressing by 25 May are the re-consenting exercise for the Newsletter and also a notice going on the website. All policies/paperwork will be put together using the Sport & Recreation Alliance Templates.

The Sub-Group was established, consisting of WL, BD & RFP, to progress the matter. It was agreed that the Board will not need to approve any new policies and delegates this to the Sub-Group to move forward with.

Action: WL/BD/RFP

73 Volunteering

Volunteering is due to be discussed at the Swimming Group as there have been problems recruiting both Volunteers and Officials for the Regional Championships this year.

The Volunteering Sub-Group is also looking at this as it is a continued issue. BD has been in contact with Claire Coleman, Head of Volunteering and Pathways at Swim England and discussed the issue. BD and Claire Coleman are looking to run a small workshop at K2 during the Championships for non-volunteers to find out more about why people do not volunteer. It is hoped that this information could help in the recruitment of new volunteers.

Action: BD

74 Suspended Clubs

The membership of Gerrards Cross Taper Tigers and Jersey Water Polo Association have now been lapsed as both clubs have not completed their annual membership renewal. The Secretaries from the relevant Counties have been informed.

75 Communications

BD notified the Board that the website host that was being used had been bought by an American company and that since this the speed on the site had slowed down. Due to this, the host has been changed. There will be slightly higher costs for this going forward, although the performance should be better. All email users will receive new email instructions.

76 Affiliations & Resignations

There has been an affiliation enquiry from West End Therapeutic Swimmers (Surrey).

Action: BG

77 Correspondence

All items of correspondence were noted.

78 Regional Chairs Meeting – 01 May Confidential notes.

Confidential notes from JD were circulated before the meeting. Official notes from the meeting were not yet available.

It was clarified at the meeting that Jon Glenn had been allocated as the SER buddy.

Action: RFP to contact Jon Glenn

An intention to change the financial year to the calendar year, as had been agreed by Swim England, was discussed, which raised questions around the date of the ACM, currently held in October.

79 ASA Senior Leadership Update

The Senior Leadership Update report was noted.

80 AOB

Inclusion Funding Request

A request had been received from Stuart Fillingham to use some of the Inclusion Funding to purchase two strobe lights which could be used by Clubs/Counties to assist deaf swimmers to facilitate an efficient start. It was confirmed that for Regionals ML had resolved this by borrowing kit from Portsmouth and that two of the three pools used for Regional events already have their own strobes.

Following discussion by the Board this request was not agreed. It was noted that none of the funding streams put together by the group are for capital expenditure.

Action: CL

81 Date of Next Meeting

The next meeting will be on Monday 11 June, 7pm at Guildford Spectrum.

JB gave his apologies for the next meeting.

The meeting was closed at 21.26

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 10 May 2018 at Guildford Spectrum commencing at 1900

Agenda

- | | | | |
|---|---|-----------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
George Adamson
Jenny Gray | RFP | 1900 |
| 2. | Minutes of the Meeting held on 21 March 2018
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1905 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1910 |
| Items for Decision | | | |
| 4. | Appointments
- Vice Chairman
- Board Member Responsible for Finance | RFP
Enclosed | 1920 |
| 5. | Swim England Board Nominations | RFP
Enclosed | 1925 |
| 6. | Annual Council Meeting Workshops – Sept 2018 | JD
Enclosed | 1930 |
| 7. | SER Events – Cash Handling Process | JD
Enclosed | 1935 |
| 8. | Diving Talent Programme | JD | 1940 |
| 9. | Swim England Pathway Programme – Leatherhead | BD | 1945 |
| Items for Discussion / Information | | | |
| 10. | Employment Matters | CJ | 1950 |
| 11. | Data Protection | WL | 1955 |
| 12. | Volunteering | JD/BD | 2005 |
| 13. | Suspended Clubs | RFP | 2020 |
| 14. | Volunteering Sub Group | BD | 2025 |
| 15. | Affiliations & Resignations | RFP | 2035 |
| | 15.1 New Affiliations
None | | |
| | 15.2 Resignations
None | | |
| | 15.3 Enquiries
None | | |
| | 15.4 Transfers
None | | |
| | 15.5 Change of Name
None | | |
| 16. | Correspondence
Gender Pay Gap Report
Institute of Swimming | RFP
Enclosed | 2040 |

Para Swimming Talent Team Update
Swim England Awards for clubs
Swim England Performance Centre Programme
Teaching & Coaching Statement
Youth Sport Nutrition
#LoveSwimming Update

- | | | | |
|-----|--|----------|------|
| 17. | Regional Chairs Meeting – 01 May <i>Confidential Item</i> | JD | 2045 |
| | | Enclosed | |
| 18. | ASA Senior Leadership Update | RFP | 2050 |
| | | Enclosed | |
| 19. | AOB
<i>24 hours notice required</i> | RFP | 2055 |
| 20. | Date of Next Meeting
Monday 11 June 2018 7pm at Guildford Spectrum | RFP | 2100 |

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Wednesday 21 March 2018 at Guildford
Spectrum Leisure Centre

Present:	John Davies (JD)	Vice Chairman (in the Chair)
	George Adamson (GA)	Board Member
	Jim Boucher (JB)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	William Long (WL) (dialled in)	Board Member
	Gary Shields (GS)	Board Member

Also in attendance (non-voting):

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

40 Apologies

Apologies had been received from:

Ivan Horsfall Turner
Carys Jones
Alan Lewis
Roger Penfold
Roger Prior
Shelley Robinson

41 Minutes of the Meeting held on 18 February 2018

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

BD was present so should be added to the attendee list. This means that there were enough members to form a quorum and therefore the reference to this should also be removed.

Action: BG

42 Matters Arising

30 - Communications – Pictures are still required for the Annual Report. BD will send a request to the Discipline Managers via BG.

33 - Constitutions – RFP to contact ONB

33 - Welfare Officers – to go in update HM/BD

34 - Affiliations – There was no update on the progress with Oaklands Pool.

35 - Regional Buddy System – It was noted that since the last meeting, Jane Nickerson had confirmed the process and the SLT members allocated. The South East had been allocated Jon Keating as their SLT buddy. Concerns were raised about the suitability of this arrangement. JD to discuss with RFP.

36 – ASA Sport Governing Board Meeting. JD attended this meeting.

Landscape Page –

4 – Regional Administration. Job Descriptions have not been addressed, this is ongoing.

5 – ASA’s 150th Anniversary. This is ongoing.

6 – ASA Service Level Agreement. RFP is leading on this.

9 – Constitutions. This is in progress.

11 – Payment for Team Manager 2 Tutors. This item is on the agenda.

12 – Disability Swimming. This item is on the agenda.

13 – Commonwealth Games Team Selections. RFP has written to the selected swimmers. This item can be removed.

14 – Swim England Board Nominations. This item will be discussed at the May RMB meeting.

16 – Welfare Officers. SR was not present to provide an update.

17 – Diving Talent Programme. This item is on the agenda.

19 – Data Protection. This item is complete and can be removed.

21 – Annual Council Meeting. This item is on the agenda.

22 – Budget 2018/19. This item is on the agenda.

23 – Communications. GS is contacting Mailsports. BD to send information to all discipline managers via BG.

24 – Volunteering Sub Group. This item is on the agenda.

43 Data Protection

Swim England have now sent some guidance to clubs on GDPR. In addition to the guidance, a data audit template has been sent to assist clubs with auditing all data that they hold. It was felt that the guidance was not very user friendly for those who do not know much about the subject. This may be an opportunity for the Region to offer more help through a workshop on the subject at the Annual Council Meeting.

The Region have sent questionnaires to the disciplines about the data that they hold and where it is stored. Not all disciplines have responded yet. However, once we have this

information, we can look at this and work out actions that need to be taken, including if we need to re-consent for mailing. Other actions will be items such as ensuring that we have a data policy on the website and internal guidance on how we deal with information security matters. This cannot be addressed until we have the responses from the disciplines which will give a full picture of the data that we hold. We will also need to look at our relationship with third party vendors that have access to our information and any contracts that we have in place to ensure that these cover the required information.

It was felt that practical examples to help explain how some of this can be brought into practice would be helpful. This will be important going forward, not just for the next couple of months. As a sporting body we hold a lot of information which can be in some cases sensitive.

A query was raised about if the information shared with third party vendors will apply to the Championships which take place after 25 May. This is something that will need to be discussed and a view taken. Retention of data is one of the things that will need to be addressed, as it should only be kept for a reasonable period of time.

Queries were raised regarding what information clubs have had. It was confirmed that information was sent by Swim England via the Club Secretaries. This was also included in the Region's monthly newsletter.

Following further discussion the possibility of holding a meeting to specifically cover Data Protection may be beneficial which Sub Regions would be invited to send representatives to. JD to check with RFP.

Action: JD

JD confirmed that at the SGB meeting it was reported that Swim England planned for category 1 and 2 members information to continue to be publically available on the website but with details on how members could withhold this information. Category 3 members' data would be hidden but with details being provided on how they can have it published, should they so wish.

44 Ratification of decisions taken on 18.02.18

As there were no votes taken at the meeting members present voted to ratify the decisions taken:

- £100 Donation to charity in Memory of Past President Terry Ward
- Annual Council Meeting 2018. To endorse a similar event for 2018 as took place in 2017
- Employment Matters (report enclosed)
- Appointment of Chairman. To appoint Roger Penfold as Chairman for a further four year term.

All members voted in favour and decisions were confirmed.

[Post meeting note. This action was unnecessary, as it was subsequently confirmed that the February meeting was quorate.]

45 Payment for Team Manager 2 Tutors

A fee of £50 was agreed for Team Manager 2 tutors for implementation from 01 April 2018.

Action: BG

46 Diving Talent Programme

A report was circulated prior to the meeting. GS queried how long the proposal was for. It was confirmed this would be for an additional four years. Following discussion it was agreed that the Board would agree funding for the programme for one year. The extension for the additional three years would be discussed when more members were present. This will be added to the May agenda.

Action: BG

47 Membership Fees – Final Quarter Fees

An email from Emma Langham (ASA Membership manager) had been circulated asking for confirmation of the Region's arrangements for the collection of fees in the final quarter of the year.

It was confirmed that during this period Swim England did not formerly charge fees. A charge of 100% was then bought in, which is being reduced to 50% in 2018. Although Alan Lewis (AL) was not present, he had sat on the Membership Group for Swim England and had previously expressed his dissatisfaction with Swim England's decision to only reduce the fees by 50% for this period.

It was proposed to follow suit with Swim England and charge 50% fees for the final quarter. However, Swim England are to be made aware that the Region do not agree with the decision to charge in this way.

Action: BG / GS

48 Budget 2018/19

Following guidance from the Regional Management Board at their last meeting, the Finance Sub Group had revised the budget for 2018/19. Two draft budgets were submitted to the Board ahead of the meeting, as the Finance Sub Group had been unable to agree. Budget 1 assumes no increase in Membership Fees for 2019. Budget 2 includes fee increases of £1 for Category 1 & 2 Members in 2019. Members were reminded that as affiliation fees are collected for a calendar year that this increase would only have the benefit for a ¼ in 2018/19. It was confirmed that of the budget cuts suggested, Swimming would only be able to accommodate £5k of cuts rather than the £10k that had been proposed. The full cuts to the Swimming budget could only be achieved if the event entry fees were increased. It was felt, however, that it was too late to implement this for the summer and it was also noted that the Board had previously stated that they did not want entry fees increased. This would mean that Budget 1 would be a deficit of £58,500 and Budget 2 a deficit of £50,750.

Following further discussion it was proposed to approve budget 2 which incorporates a fee increase of £1 for Category 1 & 2 members from January 2019. The budget deficit for 2018/19 would be £50,750 due to the £5k of Swimming cuts that could not be accommodated. It was confirmed that a decision to increase fees did not need to be confirmed with Swim England until after the ACM, so could be withdrawn if it was felt necessary. The Board voted on the proposal, 6 voted in favour and 1 against.

Action: GS/BG

49 Open Water Entry Fees

Since the report circulated with the papers there was a slight change to the proposal to make entries and payments on-line. This was going to use an external provider. However, due to upgrades to the website, this can now be done internally. This will reduce costs and increase security. It is proposed to use a service called Stripe which will allow the Region to accept both debit and credit cards. This would mean that funds taken by Stripe would be held for

24 hours before being transferred to the Region's bank account. The costs are much lower than other companies for example Paypal.

Following discussion, it was agreed to go ahead.

Action: BD

50 Annual Council Meeting Workshops – Sept 2018

A report was circulated in advance of the meeting identifying areas for workshops and RMB champions for each area. It was agreed that the Champions develop ideas for further discussion at the May meeting.

Developing Volunteering	Brian Deval
Welfare Officers Session	Shelley Robinson
FINA Update	George Adamson
Social Media	Brian Deval
A session to address issues that were raised through the disciplines e.g. Open Water, Water Polo	Jim Boucher
Running Licensed Meets	Carys Jones
Solution to the Club Incorporation	Chris Lee
Increase(s) to our affiliation fee	Gary Shields
GDPR Information Security	William Long

Action: Nominated Members / BG

51 Water Polo Support Request

CL circulated an updated proposal was circulated to provide one goal post to enable a second pool to be used for regional training The cost will be £1658.57 plus VAT. This was agreed. It was noted that this would come from the 2017/18 budget.

Action: CL / BG

52 Inclusion Support Proposal

CL met with Sue Barker, the Disability Manager and had a very positive meeting. The proposal is to use the £37k of money ring-fenced for disability swimming over a 9 year period. This proposal was agreed.

Action: CL / JB / GS

53 Employment Matters

CJ was not present so there was no update available. CJ & RFP are meeting with KJ & HM and there will be an update at the May meeting.

Action: BG

54 Suspended Clubs

It was noted that the following clubs are currently suspended for not completing their annual membership return:

- Gerrards Cross Taper Tigers SC
- Isle of Wight Swim Team
- Jersey Water Polo Association
- Ryde Swimming Club.

It was also noted that the following associations & leagues were due to be added to this list:

Hants & South Coast League
Milton Keynes & District Junior Swim League
Southampton Youth Organisation
Sussex Swimming League

55 Volunteering Sub Group

BD reported that Swim England are sending out a survey in March which will conclude by the end of the month. BD has been trying to contact the head of the Swim England Insight team to find out what information this survey is collecting to ensure that we are not collecting the same information.

56 Affiliations & Resignations

Solent SC have resigned.

57 Correspondence

The Board recorded their congratulations to both Di Hughes and Erica Moo for passing their International Judging exams.

58 ASA Sport Governing Board & Group Board Minutes

JD attended the final Sport Governing Board meeting which took place on 16/17 March.

It was reported that there has been a decrease in Category 1 Membership however Category 2 Membership is increasing. Insight suggests that there are 11 million people swimming each week. Participation in Swimming appears to be increasing. There is a need to understand the conversion from Learn to Swim to Competitive Swimming. There are also some issues around clubs removing their Learn to Swim Members from Swim England Membership and how this is handled within different clubs. A discussion took place about who should be members of the ASA, if it should be competitive swimmers, Learn to Swim, Casual Swimmers or everyone that swims.

There was some discussion around the changes that are being implemented ahead of the change of status at Swim England. All subsidiary companies are being moved to the new company.

CL queried if any information regarding Health & Safety was discussed at the meeting. It was requested that this be discussed by the SGB as several documents relating to Health & Safety have been moved from the website however JD confirmed that this was not discussed.

59 ASA Senior Leadership Update

The update was noted.

60 AOB

Swim England Pathway Programme – BD

The Swim England Pathway Programme that was due to run in Leatherhead was cancelled at short notice due to bad weather. Unfortunately, some coaches travelled to the venue only to find it had been cancelled. BD to discuss further with KJ and produce a

proposal for the May meeting to cover if better communications could be possible, and if out-of-pocket expenses could be paid.

Action: BD

Tech Suits for 12 & Under - JB

JB brought to the attention of the Board an article stating that the USA Age Group Swimming Committee are looking to ban tech suits for 12 & under's. It was noted that there has been no mention of anything similar in the UK. It was queried if this is something that the Swimming Group should look at. However, something like this would need to be decided across the country.

Water Polo Trophy – CL

It was confirmed that there is currently no trophy for the Regional U19 Girls tournament. CL proposed to purchase one, the cost would be £120 + VAT. It was confirmed that the Board would have no objections to such a purchase but that this should be agreed by the Water Polo Group.

Action: CL

61 Date of Next Meeting

The next meeting will be on Thursday 10 May 2018, 7pm at Guildford Spectrum.

George Adamson gave his apologies for the next meeting.

The meeting was closed at 21.22

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 03 May 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	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	
6	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>
7	APPG for Swimming A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
8	Constitutions 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.	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
9	Review of the Region's Strategy 2017-2021 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.	26.11.17 Min 318	HM / KJ / BD	<i>In Progress</i>
10	Payment for Team Manager 2 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. This proposal was just in relation to Team	16.01.18 Min 5	RFP	<i>Complete</i>

	<p>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>			
11	<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 February meeting.</p>	16.01.18 Min 7	JB, CL & GS	<i>Complete</i>
12	<p>Swim England Board Nominations</p> <p>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	<i>On Agenda May</i>
13	<p>Mike Farrar RMB Attendance</p> <p>RFP to invite Mike Farrar to attend a future RMB Meeting</p>	16.01.18 Min 13	RFP	
14	<p>Welfare Officers</p> <p>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	
15	<p>Diving Talent Programme</p> <p>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.</p>	18.02.18 Min 21	BG / Diving Group	<i>On Agenda May</i>
16	<p>Open Water Championships</p> <p>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</p>	18.02.18 Min 21	HM	

	competition. HM will include information in the next update.			
17	<p>Data Protection 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.</p>	18.02.18 Min 22	BD / WL	
18	<p>Annual Council Meeting It was agreed that the RCDOs and Development Group should put together workshop ideas and report back to the meeting on 21 March to agree the workshops.</p>	18.02.18 Min 24	RCDOs / Development Group	<i>On Agenda</i>
19	<p>Budget 2018/19 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 entry fees. It was agreed that a £50k deficit would be more agreeable with a long term scheme to rid the surplus and obtain sustainability for future years to achieve a balanced budget, this should include a staggered approach on increasing fees over a period of years. Whilst of course not going below the £150k reserves limit.</p>	18.02.18 Min 26	Finance Group	<i>Complete</i>
20	<p>Communications 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.</p> <p>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.</p>	18.02.18 Min 30	BD / BG	
21	<p>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.</p>	18.02.18 Min 31	BD / BG	<i>On Agenda</i>

	BD will report back at the next meeting.			
22	Swim England Membership Fees A note had been received from Emma Griffin about the agreement to reduce the fees clubs will pay from October to December. It was not clear what will happen for the Regions & Counties.	18.02.18 Min 35	RFP	<i>Complete</i>

Updated 03/05/2018 BG

APPOINTMENTS

In October 2016, the Board appointed John Davies as Vice-Chairman and Gary Shields as Board Member responsible for Finance for the period ending on 31 March 2018.

Both Gary and John's current terms of office as Board Members expire at the Annual Council Meeting later this year. Therefore, I propose that the Board extends their present appointments until the rising of the Annual Council Meeting on 15 September 2018.

Roger Penfold
28 April 2018

AMENDMENT TO CONSTITUTION

PURPOSE OF REPORT

To enable the Board to decide what amendments, if any, to recommend to the Annual Council Meeting in 2018, on the Region's Constitution, to reflect the incorporation of the Amateur Swimming Association (Swim England) Ltd.

PROPOSED ACTION

The Board is requested to DECIDE what amendments to the Constitution it wishes to recommend.

SUPPORTING INFORMATION

- 1 It will be necessary to change the Region's constitution as a result of the decision of the Amateur Swimming Association, at the Annual Council Meeting in October last year, to incorporate. Members recall that the Region's Council Meeting, in September 2017, empowered the Board to take any necessary arrangements, to respond to the national body's incorporation, pending the Region's Council Meeting in 2018.
- 2 As things stand presently, the decision of the national governing body to incorporate impacts on the Region's Constitution as follows:
 - the ASA Council no longer exists;
 - the ASA Sport Governing Board will be wound up, probably in the next 12 months;
 - there is now a Members' Forum, to which regions appoint or elect representatives.

These will require an adjustment to article 11.2.2 of the constitution, which covers elections by the Regional Council. Article 13.2.7 refers to submitting proposals to ASA Council. The preamble of the constitution gives a definition of "ASA".

- 3 In so far as it forms part of the constitution, the definition in the preamble needs to be changed to refer to the "Amateur Swimming Association (Swim England) Ltd".
- 4 Dealing with article 11.2.2 is relatively easy, on one level, by deleting reference to ASA Council and ASA Sport Governing Board, and substituting the ASA Members' Forum. However, the Board may want to recommend a change to the election/appointment of the Region's representatives on the Members' Forum. Presently, the delegates to the ASA Council are elected following an open election process. There have been suggestions that some of the Region's

“allocation” of representatives on the Members’ Forum should be reserved for, say, office holders, or the President. The Board is asked to reach a view on this latter point.

- 5 Some directors of the [national] company/charity are elected by the Members’ Forum. For the first such election, this Region adopted its customary stance of an open process - any member of an affiliated club in the Region could put him or herself forward for the office. The Board is asked to consider whether it wishes to create any framework to support, or restrictions to, the process, going forward.
- 6 There is no clarity yet as to the substructure below the national Board, and, therefore, no indication whether there will be any roles for which regional elections or appointments will be required, going forward.
- 7 There has been nothing published yet as to how democratic principles may be discharged within the successor body to the ASA Council and, for instance, matters submitted there for debate. In the circumstances, it may be wise to retain Article 13.2.7, recognising that it is an anachronism, until such time as there is greater clarity on this issue.
- 8 The subject of regional constitutions was on the agenda for a meeting of Regional Chairmen on 1 May 2018. John Davies attended the meeting - the Chairman was otherwise engaged - and will report later in the meeting. It seems that Swim England do not intend to change the model constitution for regions, although they expect regions to reflect the national changes in their constitutions, and to submit them to Richard Barnes for checking. The East Region has already changed its constitution.
- 9 On allied matters, Swim England propose to issue a new model constitution for clubs later this year, reflecting the national changes, and expect regions to persuade sub-regions/county associations to change their constitutions.

RFP

03.05.18

Annual Council Meeting Workshops - Sept 2018

PURPOSE OF REPORT

To advise the Board about work of the Development Group in identifying potential workshops.

PROPOSED ACTION

The Board is asked to

- 1 Agree Champions for each potential workshop
- 2 Discuss and evaluate interest, value and attendance for each potential workshop
- 3 Agree the workshops to run
- 4 Assign RDOs to support Champions in planning workshops
- 5 Set timescales for reporting back

SUPPORTING INFORMATION

At the RMB on 18 February 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, 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.

We have listed the ideas below.

We have identified Board Members to champion each workshop and provided comments and a scoring system. The RMB can make decisions based on Interest, Relevance and Attendance (or any other criteria they feel is important).

John Davies

12 March 2018

Mark Interest, Relevance and Expected attendance as Hi/Med/Low

Topic	Champion/ Responsible Board Member	Interest	Value	Attendance	Comments
Developing Volunteering	Brian Deval				
Welfare Officer Session – Practical Advice	Shelley Robinson				
[Swimming] FINA Update.	George Adamson				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	Brian Deval				A session was held at a Team Managers Forum in 2016 and went well. A session was scheduled for the 2017 ACM but had few applicants and was cancelled
A session to address issues that were raised through the disciplines' reports e.g. Water Polo and Open Water.	Jim Boucher				This may help address the things that need developing within the Region
Running Licensed Meets.	Carys Jones				A session on the subject could be run by a member of the licence panel.
Solution to the Club Incorporation.	Chris Lee				A session ran at the 2017 ACM, but an additional session is required to look at the solutions rather than the problems.
Increase(s) to our affiliation fee,	Gary Shields				Workshop to justify proposal
GDPR Information Security	William Long				Implementing GDPR in a club

CARRY LESS CASH AT SWIMMING CHAMPIONSHIPS

PURPOSE OF REPORT

To enable the Board to decide whether to use cashless means of payment for admission at Swimming Championships in order to greatly reduce the amounts of cash that are taken at the events and the likelihood of robbery.

PROPOSED ACTION

The Board is requested to DECIDE whether cashless means of payment should be available for admission at Swimming Championships or what other means should be used to remove the vulnerability.

SUPPORTING INFORMATION

- 1 Currently we take £24000 in cash over three week-ends for admission, programmes and float at the Swimming Championships. On average this is £8000 per weekend.
- 2 The cash is handled by volunteers. It is taken, stored during the day at the pool, transferred to cars, taken to hotels, taken home, taken to the bank to pay in on the Monday.
- 3 So far, no robberies have taken place, but such large amounts of cash are of interest to criminals. In particular as the cash is not traceable. Also small amounts of cash, say £20 notes, could be taken using distraction techniques without us knowing.
- 4 I am not aware of any Risk Assessments being carried out. In principle they may not be required as this is not a Health and Safety issue. However, if there is a robbery it is likely that this would also cause injury
- 5 Neither the cash nor the volunteers are insured if a robbery takes place. In particular there is no record of how much cash has been taken. However, I think the effect on volunteers would be a much larger effect than the loss of the cash and we would then need to change our system to become cashless in the future.
- 6 I have seen Bank Card Readers in use locally at an auction in aid of the village church, (which made around £4000). This took chip and pin cards, used radio communications and deposited the money into the bank account. It was done for convenience rather than security. The system used was Worldpay. The cost was £250 plus 2.5% of transactions.
- 7 Other systems are also available at similar cost. The total cost for our championships would be about £750. (for handling £24000)

8 Alternative improvements to our current system have been considered:

a. Split the cash between more trusted volunteers.

This depends on having volunteers who want to do this, are happy to store the cash and are able and don't mind getting to a bank to deposit it. If we had 8 volunteers they would handle £1000 each. However, it does not reduce the risk. Although the amount that would be lost decreases, more lots of cash are involved so the opportunities increase.

b. Sell tickets on-line before the event.

This can be done using a similar system to that used for the Open Water championships, people book and pay on-line. It costs 1.4% and 20p per transaction, similar to that for electronic payment at the door. The people booking get an acknowledgement that they show for admission. The system produces a list of who has booked for each session which is available for the desk. We would probably still have some people who expect to pay on the door, but it would reduce the amount of cash being handled.

c. Do not charge for spectators' admission

I think Swimming is the only discipline that charges spectators in the Region. However, it is an important income stream and the entry fees would need to go up to restore the income. I think this would need an increase from £6-00 to £10-00 per individual entry to cover the spectators' income and the increase needed for the Championships to be cost-neutral in 2019.

JKD

02.05.18

Diving Talent Programme

PURPOSE OF REPORT

To advise the Board about the Diving Talent Programme and the need for an agreement with Active Nation.

PROPOSED ACTION

The Board is asked to

- 1 Understand the SER Diving Talent Programme
- 2 Consider the proposed budgets for Development Camps for Diving and other Disciplines
- 3 Agree the need for an agreement with Active Nation to run the programme.

SUPPORTING INFORMATION

Why was the Diving Talent Scheme set up?

ASA Beacon funding was reviewed in 2013. Existing and new programmes were invited to submit proposals for Beacon Schemes to last four years. Four schemes were selected for diving: Leeds, Sheffield, Luton and Southend. Southampton submitted a good programme and had divers of suitable ability but were rejected for no good reason. Further divers from Star Diving Guildford and Albatross Diving Club(Reading) would also train within the Southampton Scheme. The proposed scheme at Plymouth was also rejected. Luton and Southend had no divers of this standard but offered training to divers from selected clubs including Star Diving but excluding Southampton.

As there was no Beacon programme for diving programme in the South East Region, SER worked with Southampton to develop a programme for divers from the South East Region that matched or bettered those developed for the Beacon programmes. The scheme was/is led by Lindsey Fraser, who has coached at Olympic Games, World Champion and all levels below.

The Beacon programmes have now completed. Swim England Diving has acknowledged that the Southampton scheme was the best and other centres have been advised to develop similar schemes.

What are the results?

The results can be seen in the Diving Report to the RMB and previous reports.

What form does the scheme take?

Ten one-day camps involving pool and dry land work, coaching, sports science (Southampton Solent University), sports medicine, motivation, coach education and mentoring, parents/volunteer education.

The divers designed a tee-shirt worn by divers and coaches, and renamed the programme locally as the South East England Diving Scheme (SEEDS)

RMB members are invited to attend a SEEDS camp to see how good they are and how well they run.

How does it link to other Camps?

To make effective use of the facilities and available coaches, further camps are held on the same day for a Development Squad (at a level below SEEDS) Divers attend these five times a year. Also, camps are held for divers in clubs in the Diving Network. These are selected by their home clubs.

Funding

SER contributes funds to SEEDS, the rest is paid by the divers (or their parents)

The Development camps are funded by the divers/parents.

Network camps are part funded by SER Network Funding as for other Networks.

The SER cost is similar to our other disciplines

All discipline will hold development camps in 2017/18 listed in their budget submissions.

Discipline	Net cost of Development Camps	Comment
Swimming	£15400	Swim England Pathway 13 years camp and Seniors Off-shore Camp
Synchro	£13100	Off-shore Camp
Diving	£10000	Diving Talent Programme (SEEDS)
Disability	£2000	Two one-day camps
Masters	£1225	Development Day
Water Polo	£1000	Regional Academy
Open Water	£900	One-day camp

Involvement of Active Nation

When Southampton pool was rebuilt it was run by the City Council. In addition, ASA Diving ensured that the diving programme was also run by the Council. Southampton Diving Academy was created as the competitive club within the whole set-up for diving at Southampton. Later the Council went to out-source all their recreation facilities and the operation of the facility and the diving programme moved to Active Nation.

When SEEDS was set up there was a formal agreement with Active Nation including facilities, lead coaches and organisation. This agreement has now expired.

Recommendation

The RMB is requested to that this agreement should be renewed to provide a means of working with a commercial enterprise and to ensure we have the best programme available for all talented divers within the South East.

John Davies & Frank Clewlow:

18 March 2018

Our Gender Pay Gap Report 2017

At Swim England, our vision of a nation swimming is wholly-inclusive. We believe all of our people deserve to be treated fairly and consistently whatever their background or protected characteristic. As such, we are committed to ensuring equal pay for all our team members and we will always strive to continuously ensure there are no differentials.

In preparing this report, we've assessed the reward received by everyone who works with and provides services for us (employees, casual workers and contractors) in the April 2017 pay period. In this period we had an average (mean) gender pay gap of 11 per cent, compared with the national average of 18 per cent. We had a mid-point (median) gender pay gap of -9 per cent, compared with the national average of 10 per cent.

Gender pay gap

Difference between male and female	Average (Mean)	Mid-point (Median)
Gender Pay Gap	11%	-9%

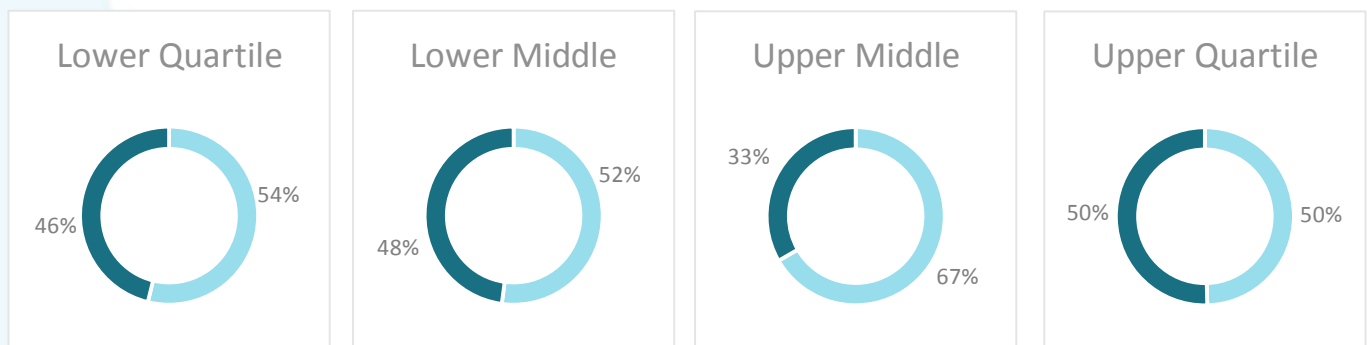
At the mid-point our report shows that in April 2017 female Swim England workers were paid almost nine per cent more than male workers. We have taken proactive steps to ensure that everyone who works with us in comparable roles at Swim England earns the same, irrespective of their gender.

As no bonus payments were made during the reporting period, there are no bonus earnings on which to report.

Pay quartiles

In the 2017 reporting period, Swim England had 468 workers, with an overall gender split of 56 per cent female and 44 per cent male. These quartile graphs demonstrate the proportion of females and males in each pay quartile, with each quartile containing 117 workers.

- % of Females in Quartile
- % of Males in Quartile



In 2017 we continued to introduce steps to ensure equal pay rates applied across comparable roles for our casual and contracted workers. We have seen an increase in the number of workers who choose to work flexibly and we continue to support such flexibility wherever possible. We are proud to have promoted a female CEO, which is a shining example of our equal opportunities commitment in action.

How we will make a difference

As holders of the Equality Standard for Sport, we will always strive to attract and retain the very best people for our sport, from all sectors of the community. Our organisation's activities are driven by our diversity action plan which promotes inclusion in everything we do, and we will proactively develop our work to ensure our recruitment opportunities reach the widest audiences. We are committed to our responsibility of ensuring equal and fair pay for our people.

 Jane Nickerson
Chief Executive Officer

 Jonathan Duckworth
People Development Director



Introducing the Swim England Awards for clubs

From mid-May, clubs will have a set of Swim England Awards for each sport.

Designed to reward and motivate your members, as well as helping to provide an income for your club, the Awards consist of a certificate and pin badge for each level of achievement.

The Awards can be used to:

- Help new club members transition from the familiar Learn to Swim Awards.
- Recognise, reward and motivate their progress and achievement.
- Provide a clear, progressive pathway.
- Develop and consolidate correct technique.

The Awards will support your coaches and your club to:

- Provide a clear and consistent structure for club training sessions.
- Generate an extra income stream for your club.

"There was an immediate noticeable improvement in the skill level of the participants."
- a Coach who took part in the Awards pilot programme.

Find out more

Visit the clubs section of swimming.org for details on the new Awards and how to buy them.

Or you can pre-order today* via:

1. The [Swim England Online Shop](#)
(please note that new customers need to [register here](#) first).
2. The Swim England Customer Services team by calling 0800 220 292 or [email a member of the team](#).

* Please note that your order will be dispatched after 14 May 2018

Performance Centre Programme 2018-2021

Press details

Swim England would like organisations to apply to become a performance centre and help ensure the extended pathway for swimmers which allows them to combine their studying and swimming aspirations.

Programme purpose

Swim England will facilitate the establishment of a number of performance centres within England. These centres will work in partnership with local swimming clubs and universities to help swimmers achieve both their academic and sporting aspirations. The Performance Centre project is part of the Swimming Talent Sport England application 2017 – 2021. It is an important programme focussed on developing a network of sites where highly talented swimmers can continue to train and develop whilst also completing their education. Swim England would like to establish up to 4 performance centres.

Current position

Swim England will provide an application pack for organisations to request and complete based on their desire to be a performance centre. The application approach will be fair, transparent and available to all that can meet the required criteria set out in the application form.

Principles

Given the above, we have identified a proposed way forward based on the following principles:

- Ensuring that this is a credible programme that delivers true performance outcomes.
- Driving best value from our investment.
- Developing a network that can deliver in the medium and long-term.
- Operating in an open and transparent way with our partners and funders.
- Moving as quickly as possible and ensuring that we meet our Sport England KPIs.
- Signposting and promoting these centres to enable swimmers to have an informed choice on the next phase of their careers.

Moving Forward

- Swim England will open up an application process to organisations wishing to become a Performance Centre.
- Centres will be able to apply for a fixed amount of financial investment.
- Any organisation can apply to be the lead organisation for a Performance Centre but a University must be a key partner giving a clear, written commitment to the programme.
- The process will run from April to July 2018 – giving applicants the time to produce credible plans and supporting information.
- The plans will be assessed against a set of criteria.
- We expect to create a network of two to four centres.
- Investment for Swim England will be two-tiered. It is expected that there will be one higher tiered investment with up to three smaller investments.
- We will have regular contact with the organisations delivering the centres in order to ensure effective delivery of outcomes.
- We expect to be able to make investments in July 2018.

Comment from Swim England

This initiative will help support our talented swimmers transition from the junior to senior ranks whilst also giving them the opportunity to continue their studies. We look forward to working with key partners to help with the long term goal of winning medals on the international stage. These centres will be positioned geographically to ensure a good spread of opportunities throughout the country.

Swim England are delighted to launch this initiative, Grant Robins, Head of Swimming Talent says “This partnership approach will enable English swimmers to choose the next phase of their swimming careers with confidence knowing that they have the right coaching environment and facilities to ensure their progression in the sport. We believe that this will support English athletes to achieve even greater international success in the future.”

Performance Centres Programme 2018 – 2021

Applicant Briefing Document

Thank you for applying to become a performance centre, please read the below to help you complete the application process.

Introduction

Swim England wishes to create opportunities for talented swimmers to study in England by developing performance centres that provide support for them to transition to a senior world class performer whilst continuing their academic education.

For Swim England this will enable an increased number of talented swimmers to fulfil their potential and achieve at Commonwealth, World and Olympic level whilst at the same time ensuring that there is a network of education establishments that allow a flexible approach to sport and academic studies and thus allow students and academia to work seamlessly together for mutual benefit.

The programme is designed to meet the following objectives:

- Improve the number and quality of world standard athletes and coaches in England.
- Create “one-stop-shop” venues for the provision of elite facilities and services for athletes and coaches.
- Provide clearly defined pathway opportunities for athletes and coach progression.
- Develop environments that are a key component of a world-leading talent pathway.

Rationale and Context

There are currently two national performance centres operated by British Swimming that cater for world class podium or podium potential swimmers, these are located in Bath and Loughborough. The athletes accepted onto the programmes in these centres are extremely high performing international swimmers, meaning that other talented swimmers are not able to access these centres.

By way of comparison, Scotland provide four options for talented swimmers to combine their swimming and education and Wales have two centres. Given the number of swimmers in the England talent programme, there is a lack of capacity to cater for talented young swimmers wanting to progress to senior level. Swim England wants to create additional capacity to cater for these highly talented swimmers by developing a network of centres that can support and fulfil their aspirations. This key programme will create a long-term, sustainable mechanism to identify and develop athletes for English and British Performance Pathways leading to increased and improved senior podium performances.

Applicants

Swim England is seeking organisations to host and deliver Swimming Performance Centres. Organisations can apply to be the lead for a Performance Centre but a University must be either the lead or a key partner giving a clear, written commitment and purpose to the programme.

Swim England sees this as a partnership programme and is offering funding, coaching, technical advice and support to enable the Performance Centre to achieve its full potential and best meet the needs of the athletes.

Swim England will engage with the successful applicants to audit the support services and coaching offer. An initial 'audit' will establish areas of strengths and areas needing development or alignment to British Swimming's protocols.

It is envisaged that twice-yearly formal progress meetings will take place with the successful stakeholders to build the partnership and measure progress against Swim England KPIs. There will be monthly visits by the Swim England Talent team to support and guide the programme.

Benefits

The successful Performance Centre applicants will receive the following benefits:

- Swim England funding of between £5k – £30K per annum. (There is a two tiered framework, see 'funding' section of this document)
- Accreditation as a Swim England Performance Centre.
- Space to promote the University and its Swim programme at identified Swim England events.
- Space to promote the University and its Swim programme on the Swim England 'Competitive Swimming' pages of their website.
- Support from the Swim England Talent Team in developing the programme.

Criteria Outline

This is an abridged version of the Swim England Performance Centre criteria. The full criteria is contained within the Performance Partnership Plan.

- Cater for swimmers with the potential to transition to senior world class level
- Allow flexible study programmes, which include scholarships, bursaries and extended study for developing performance swimmers.
- Ensure appropriate and sustainable training provision for both pool and non-pool based training.
- Leadership of the programme by a credible performance coach, supported by a dynamic coaching and SSSM team to ensure an excellent daily performance environment.
- Link, expand and support current university swim programmes and ensure alignment with both club and school based local swimming programmes to ensure a seamless pathway of progression achieved for the long term development of the athlete.
- Create a team of associated SSSM support services, linked with EIS and local provision to include strength and conditioning, sports science, psychology, lifestyle and physiotherapy.
- Appropriate accommodation and pastoral care in close proximity to facilities and education sites.

- Adhere to Swim England policy requirements including relevant Swim Mark accreditation (for any clubs involved)

Funding

Swim England views this as a long-term programme, creating a pathway for future generations of athletes. However, this programme is funded by Swim England via its investment from Sport England until 31 March 2021. There are no guarantees of funding after that date.

The Performance Centres will be allocated an agreed annual funding budget from Swim England to cover a proportion of the costs associated with delivering a Performance Centres. There will be two levels of funding.

Tier 1 Performance centre, up to £30,000 per annum

Tier 2 Performance centre, up to £10,000 per annum

It is expected that there will be one Tier 1 Performance Centre and three Tier 2 Performance Centres (nb. Swim England reserves the right to alter this profile based at its own discretion). Funding will be allocated at the absolute discretion of Swim England based on the Performance Partnership Plan and the key requirements listed in the plan. Successful applications will show a clear ability to help Swim England achieve pre-agreed KPIs with Sport England

A combination of Swim England funding, Performance Centre squad fees, annual membership and a contribution from the successful candidate and or its partners will constitute the principal sources of revenue. Value in kind contributions will also be considered and taken into consideration when evaluating applications.

Swim England will be responsible for the agreed funding budget allocations. Ensuring timely funding payments, as set out and agreed in the annual Performance Plans.

Coaching

The Head Coach will provide the programme technical leadership and will be responsible for the performance outcomes of their Centre.

In addition to Performance Centre responsibilities the Head Coach will be assigned Swim England national responsibilities for selected coach education days, formalised coach mentoring and Swim England Talent Camps. To be agreed annually but not exceeding seven (Tier 1 Centre) / four (Tier 2 Centre) days per season.

Swim England expects that each Performance Centre will develop a strong working relationship with Swim England National Talent Staff, Swim England Clubs Team, Regional Staff and Network Clubs.

Swimming Community

An important consideration for Swim England investment in a Performance Centre is the relationship of the Performance Centre with swimming activities in the geographical area. Such interaction is preferred to help provide a co-ordinated pathway for athlete progression but also to ensure that athletes and coaches attending the Performance Centre contribute to the promotion and development of the sport in that region.

Pathway to Success

The establishment of a network of Performance Centres within England, along with the continued support of network clubs and individuals achieving world class performance results is expected to achieve a higher transference of athletes into the British Swimming World Class Programme for the 2024 Olympics and provide an ongoing legacy for the sport.

It is imperative that each centre strives to achieve swimmers on Phase 2, Phase 3, 2024 and World Class Podium Potential national squads. Successful applicants will show this as an overriding priority and annual goal.

Application Process

The application process will be managed by the Swim England Talent Team who will be able to answer questions or requests for further information. Applications will be assessed by a group including Swim England and British Swimming representatives.

Applications will be assessed against the Performance Centre criteria. In addition, Swim England reserves the right to consider factors such as the geographical spread of centres, long-term sustainability and the best combination of programmes across the country when making its decision. Swim England will have complete discretion when appointing centres.

In order to clearly define key operational and performance objectives, applicants will be required to complete the Performance Partnership Plan. Underpinning the plan will be the following key supporting documents:-

- Financial Plan 2018-2021, including budget and reporting schedules.
- Indicative seasonal plans to include athlete individual performance plans & SSSM provision.
- Indicative Coach Development Plans.
- Operations and technical targets to include national representations as stated above.

In order to ensure that the Performance Centres operate on a philosophy of continuous improvement, there will be an annual evaluation/review process. The Performance Centre partners will be expected to adapt and develop its plan based on this evaluation and to provide improved services based on prior learning.

Timeline

The 2018 application timelines are as follows:

- 23 March Information distributed to Swim Management Group, regional channels for Information and clarity purposes.
- W/c 2 April Information advertised via SE website and social media channels.
- W/c 2 April Application pack will be available from: swimmingtalent@swimming.org
- 25 May Completed application form returned to swimmingtalent@swimming.org
- 15 June Evaluation and approval of applications – Rejection of applications.
- 22 June Successful & Non Successful applicants notified.
- 20 July Agreement signed – First instalment of funding investment.
- July-Sept Swim England Performance Centre starts.

Swim England Contact and Support Details

- Grant Robins – Head of Talent, Swimming – grant.robins@swimming.org
- Mike Parker – England Talent Officer, Performance Centre Lead – mike.parker@swimming.org

Coaching and Teaching in Clubs

It is vital for the future of our sport that participants are confident in the quality of activities offered by Swim England affiliated organisations. It is also very important that clubs, administrators, coaches and teachers have the peace of mind that they are covered by appropriate insurance.

The following statement and guidance covers Swim England's expectations of clubs in relation to the level of coaching and teaching in all disciplines in the club environment. This is also the standard that is required by our insurers in relation to a club's liability insurance.

Coaching

For club coaching and training sessions, Swim England strongly recommends that there be at least one active Level 2 coach on poolside who is responsible for the activities taking place. The club must ensure that a risk assessment is undertaken to determine the level of competency / qualifications required for those supervising the sessions.

Guidance

The nature of coaching and training across the aquatic sports covers a wide range of activities and it is impossible to issue a statement that covers all eventualities. The following is offered as guidance as to the standards expected by Swim England and agreed with our insurers. If this guidance is not followed then club insurance cover may be invalidated.

Swim England's expectation is that a club should have a minimum of one Level 2 coach on poolside who is responsible for the session. If they do not, it will be the responsibility of the club to demonstrate why they do not need a Level 2 coach for that session by undertaking a risk assessment and ensuring all relevant controls to mitigate any risks identified are in place.

Coaches are qualified and insured to coach within the scope of their qualification and any other relevant training that they have undertaken and successfully completed. Coaches must not deliver activities beyond the scope of their expertise and competence. This relates to poolside and dry-side training.

A Level 2 swimming teacher may be appropriate to run a swimming club training session provided that they deliver content within the scope of their qualification.

Having one Level 2 coach on poolside is viewed as a minimum expectation. There may be activities that require higher level coaches or more than one coach on poolside. In this instance, the club must ensure that the appropriate number and quality of coaches are present for the activity to be undertaken.

Further information and example

Coaching qualifications introduce principles and methods of coaching. It is expected that coaches will maintain and develop their knowledge through formal and informal learning and apply this in a suitable way with their athletes. This should always be done with athlete welfare and safety at the forefront of thinking and the coach should be confident that she / he can apply knowledge safely and effectively. This should not exceed the competence level of the coach.

As an example, a Level 2 swimming coach may read about basic stretching techniques for post training cool-downs in a reputable resource and apply these with his / her athletes having assessed the risk and the competence of the athletes to perform the stretches safely and effectively.

The same coach should not however be developing a weight-training programme for athletes unless he / she has a relevant, recognised and valid qualification in this field and is competent to deliver this sort of activity.

It is impossible to describe all examples of this type, it is for the coach and the club to exercise their judgement having risk assessed activities to determine their suitability, ensuring that the safety and welfare of athletes is their primary concern.

Teaching

For clubs delivering Learn to Swim a minimum of a Level 2 teacher must be used and a Level 1 teacher(s) may teach under the supervision of the Level 2 teacher.

Guidance

The supervisory aspect relates to two main areas, i.e. safe practise and best practise and provides the opportunity for the Level 1 teacher to be mentored by the supervisory teacher.

The degree of supervision and support required will vary and should reflect a risk assessment carried out by the supervisory teacher/coach. The risk assessment will take into account a range of factors including:-

- Competence and experience of the Level 1 teacher
- Lifeguard provision – whether the supervising teacher is carrying out a dual role of teacher and lifeguard; whether the teacher being supervised holds an appropriate lifeguard qualification
- Design of the pool and where the teaching is taking place
- Ability of pupils being taught by the assistant and the supervising teacher

Ultimately, the responsibility for the group being taught by the Level 1 teacher rests with the supervising teacher. It is essential, therefore, that the supervising teacher is positioned close enough to the Level 1 teacher to be able to observe the teaching that is taking place and to intervene if this is considered necessary. It is essential, however, that any intervention required does not jeopardise the safety of the group being taught by the supervising teacher.

The role being carried out by the supervising teacher will impact upon the number of teachers/coaches being supervised at any one time. If the supervising teacher is not directly responsible for a group of swimmers she/he may supervise a maximum of four assistant teachers (subject to the risk assessment referred to above). However, if the supervising

teacher is directly responsible for teaching a group then it is recommended that their supervision of other assistants be limited to a maximum of one and that the function of the lifeguard be carried out by a person not included in the teaching process.