

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Monday 11 June 2018 at Guildford Spectrum
Leisure Centre

Present:	Roger Penfold (RFP)	Chairman
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	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
Martin Lees (ML)	Swim England Para Swimming

82 Apologies

Apologies had been received from:
George Adamson
Jim Boucher
Jenny Gray
Ivan Horsfall Turner
Carys Jones
Roger Prior

83 Martin Lees – Swim England Para Swimming Development Manager

In October/November 2017 there had been a restructure within the Para Swimming department. This meant that the Para Pathway Officer roles were reduced from 3 to 2 posts. This role was now called Para Swimming Coach and had a different remit. Martin Lees managed these two roles as the Para Swimming Development Manager and started in March 2018. The Para Swimming Coaches are Carl Cooper and Tom McManus. Carl is the Regional Link for the South East and covers the South East, South West, London and the East.

The priority is around Development of Talent in Para Swimming. They will also be looking at Coach Development and how Swimmer ID days can be delivered in a more sustainable model. It was noted that Swimmer ID days could link into the unclassified competition.

There are 52 swimmers on the Para Swimming Talent Pathway, 9 of which are from the South East. Martin Lees will send further details following the meeting.

Action: Martin Lees

A request had been received from Wendy Newton from Surrey County Sports Partnership requesting support for a Talent ID day on Wednesday 04 July, 10am-2pm at Charterhouse Club. Carl Cooper will be available to help coaches on the day but Coaches will be required

on the day. AL will pass information on to Leatherhead SC. BG to send contact details for Carl and Martin to the Board. This is for swimmers in Year 7-10 and is being run as part of the School Games framework.

Action: AL / BG

Martin explained the current issues surrounding classification and the changes that have been implemented by the IPC. This has caused a backlog for classification, as all classifiers needed to be upskilled. This is also having, in some cases, a significant impact on elite athletes. It was hoped that the process could be streamlined. It was an issue across all Para Sport, not just swimming.

A date was requested for the Regional Championships, BG to investigate.

Action: BG

84 Minutes of the Meeting held on 10 May 2018

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

Action: BG

85 Matters Arising

64 – HM received a quote from Mailsports for water bottles. BD has requested a quote for Officials Shirts, but this has not been received yet.

67 – ACM Workshops. Welfare Officer Session – Practical Advice. This title should be amended as the session will not be just for Welfare Officers. SR is working on content and will confirm with Jeni Dearman. Solution to Club Incorporation, could this session include employment issues?

Action: SR/BG

70 – Swim England Pathway Programme – on agenda.

78 – Regional Chairs Meeting. Minutes from this meeting have not yet been circulated. Jon Glenn (JG) has contacted RFP about the buddy relationship. RFP to invite JG to attend next meeting.

Action: RFP

80 – AOB. Stuart Fillingham contacted GS as he had not heard anything about this request. CL to email Stuart Fillingham.

Action: CL

Landscape Pages –

All complete actions to be removed.

1 – Governance Review. Item to be removed until more information is known about the new structure.

2 – List of Assets. Copies to be made available prior to the ACM for Regional Custodians.

3/16 – Volunteer Sub Group. To be merged.

4 – Regional Administration. Item to be removed. This will be addressed by the Staffing sub-committee.

5 – ASA 150th Anniversary. There is a working group nationally, it was agreed to follow the lead from the National Group. CL suggested using Anniversary medals for the 2019 events.

11- Mike Farrar RMB Attendance. BG to remind RFP to invite Mike Farrar.

Action: BG

12 – Welfare Officers. Item complete to removed.
15 – Data Protection. Item to be removed.

85 Accounts 2017/18

The accounts have not yet been checked by Charterhouse. The end of year deficit was £49.3k. It was agreed to approve the accounts by email once they are available.

Action: GS/BG

87 Annual Report 2017/18

BD has been working on the Annual Report. All reports received have been edited and sent back to the Discipline Managers for comment. There is not yet a report for Finance and no report has been received from Para-Swimming.

Action: GS/BD

It was agreed to only produce a small print run of Annual Reports. Hard copies will not be sent to clubs but instead they will be directed to the place on the website where they can find the report. Hard copies will be made available at the ACM. The first ACM letter will be amended to reflect this.

Action: BG

In future the papers for the ACM meeting will also be sent electronically however there may be a need to change the constitution to state that these will be sent electronically.

Action: RFP/BG

BD will circulate the report when it is available and this will be approved at the July meeting.

Action: BD

88 Swim England Aquatic Awards 2018

CL & BD are working on the Regional Awards. This year Swim England have changed the categories. There will be extra categories for the Regional Awards and these will feed into Swim England Awards where they can. The Nomination Review panel was agreed as, BD, EA & CL.

Pauline Walker has been honoured with a BEM for her work with Young People with Down's Syndrome. Electric Eels SC were also awarded the Queen's Award for Voluntary Service. RFP to send letters of congratulations to Pauline Walker and Electric Eels.

Action: RFP

89 Swim England Pathway Programme – Leatherhead

This item was deferred to the July meeting.

Action: BD

90 Club Internal Disputes

A report was circulated prior to the meeting from RFP with input from GA & SR following requests received by the Regional Office from Clubs for help with disputes.

It was agreed that there was no role for the Region when dealing with Internal Club Disputes beyond support and guidance. It was agreed that SR would put together a clear flowchart to show the process that should be followed for different issues and where clubs can obtain guidance.

Action: SR

91 Local Plans

A report was circulated prior to the meeting. Following discussion it was agreed that this needs someone to involved locally for example a Club, County or the Facilities Department

nationally. Counties should keep an eye on local plans and ask the Region for support if they need it.

92 Employment Matters

RFP is in discussion with Marie Cooper about moving the employment of HM & KJ across to Swim England.

Action: RFP

93 Data Protection

The Region has a Privacy Policy in place along with a Privacy Policy for Officials / Volunteers and one for Competitors. These policies can be found on the website.

There are a number of other actions that will need to be completed including creating a record of the data that is held in the Region. An Internal Policy will also be required on how we use data and additional guidance on how we deal with items such as individuals requesting their data being deleted.

A query was raised about how we handle consent for photographs if entries are made by clubs rather than individuals. It was agreed that the Sub-Group will discuss this.

Action: Data Protection Sub-Group

94 HF and AHT Awards

It was agreed that the Aquatic Awards Panel would also look at nominations for the HF and AHT Awards. Any nomination would be approved at the next meeting in time for the submission deadline to Swim England of Sunday 15 July.

95 Volunteering Sub Group

Claire Coleman attended the last weekend of the Championships at K2 to interview Officials and other Volunteers. This will be linked with the survey from November, once the results are known then we will be able to move forward with the Regional survey. As we do not want to repeat questions that people have been asked by Swim England already.

96 Affiliations & Resignations

Enquiries – Stowe School – RFP to check constitution

Action: RFP

97 Correspondence

All items of correspondence were noted.

98 6 Month Update Reports

Reports from HM, KJ and RG will be discussed at the July meeting. Staff will be invited to attend this meeting. Staff reports will also be included in the Annual Report.

Action: BG

99 Swim England Senior Leadership Update April & May

The Senior Leadership Update reports were noted.

100 AOB

Qualification Certification – It was raised at the SwimMark panel last week that an individual completed their Level 1 Water Polo Certificate in February this year but has not received a certificate yet. It is understood that this is not an isolated incident, it was also noted that there are been issues with Officials Certificates too. RFP to raise with Jon Glenn. JD raised this issue at the Clubs Meeting previously and it is understood, that in this case, the certificates were issued.

Action: RFP

101 Date of Next Meeting

The next meeting will be on Tuesday 10 July, 7pm at Guildford Spectrum.

The meeting was closed at 21.11

Regional Management Board

A meeting of the Regional Management Board will be held on Monday 11 June 2018 at Guildford Spectrum commencing at 1900

Agenda

- | | | |
|----|--|----------------------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
<i>Jim Boucher</i>
<i>Jenny Gray</i> | RFP 1900 |
| 2. | Martin Lees – Swim England Para Swimming | ML 1905 |
| 3. | Minutes of the Meeting held on 10 May 2018
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1935
Enclosed |
| 4. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1940
Enclosed |

Items for Decision

- | | | |
|-----|---|-----------------------|
| 5. | Accounts
To approve the Accounts for 2017/18 | GS 1945
To follow |
| 6. | Annual Report
To approve the Annual Report for 2017/18 | BD 1950
To follow |
| 7. | Swim England Aquatic Awards 2018
To appoint a panel to review and endorse nominations | 1955 |
| 8. | Swim England Pathway Programme – Leatherhead | BD 2000 |
| 9. | Club Internal Disputes | RFP 2005
To follow |
| 10. | Local Plans | RFP 2010
To follow |

Items for Discussion / Information

- | | | |
|-----|---|----------------------|
| 11. | Employment Matters | CJ 2015 |
| 12. | Data Protection | WL 2020 |
| 13. | HF and AHT Awards | 2025 |
| 14. | Volunteering Sub Group | BD 2030 |
| 15. | Affiliations & Resignations | RFP 2035 |
| | 15.1 New Affiliations
None | |
| | 15.2 Resignations
None | |
| | 15.3 Enquiries
Stowe School (application & constitution submitted)
Synchro Club based in Milton Keynes (email enquiry) | |
| | 15.4 Transfers
None | |
| | 15.5 Change of Name
None | |
| 16. | Correspondence
Swim England Commercial Committee – Member Recruitment
Swim England Qualifications website live | RFP 2040
Enclosed |

Swim England Updated Privacy Policy

- | | | |
|-----|---|----------------------|
| 17. | 6 Month Update Report
Receive the update reports from HM & KJ | RFP 2045
Enclosed |
| 18. | Swim England Senior Leadership Update April & May | RFP 2050
Enclosed |
| 19. | AOB
<i>24 hours notice required</i> | RFP 2055 |
| 20. | Date of Next Meeting
Tuesday 10 July 2018 7pm at Guildford Spectrum | RFP 2100 |

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
	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 John 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

AGENDA ITEM 4

MATTERS ARISING FROM RMB MEETINGS

Updated as at 04 June 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>Complete</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	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	16.01.18 Min 12	RFP / BG	<i>Complete</i>

	out.			
11	Mike Farrar RMB Attendance RFP to invite Mike Farrar to attend a future RMB Meeting	16.01.18 Min 13	RFP	
12	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. It was agreed that SR would contact Jenni Dearman to explain the issues and discuss the running of such workshops.	16.01.18 Min 16	SR	
13	Diving Talent Programme 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.	18.02.18 Min 21	BG / Diving Group	<i>Complete</i>
14	Open Water Championships 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.	18.02.18 Min 21	HM	<i>Complete</i>
15	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.	18.02.18 Min 22	BD / WL	
16	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.	18.02.18 Min 24	RCDOs / Development Group	<i>Complete</i>
17	Communications It was noted that Mailsports were not asked to quote for the kit worn by	18.02.18 Min 30	BD / BG	

	<p>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	<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. BD will report back at the next meeting.</p>	18.02.18 Min 31	BD / BG	<i>On Agenda</i>

Updated 04/06/2018 BG

Swim England National Awards 2018: Communications support

To help you publicise the Swim England National Awards 2018 to all your clubs and members, we have provided the following copy and information.

These can be used in newsletters, on websites and across your social media channels. Please feel free to adapt – these are just some suggestions!

We have also provided a range of marketing assets similar to the header above. If anything is missing or if you would like further support, please email communications@swimming.org

Swim England National Awards 2018 copy

The Swim England National Awards are a great opportunity to celebrate all the individual achievements and team successes of the past year.

They recognise all those involved in our sports, including volunteers, athletes and coaches. There is also a Club of the Year and Club Network of the Year awards.

This year's event will take place on 10th November at The Great Hall at the University of Birmingham. It will be the second National Awards using the Swim England and the categories have been modified and updated.

Nominations open on 1st June and close on 4th August so please make sure you take a look at the Swim England website (www.swimming.org/swimengland/swim-england-national-awards) and submit your nominations.

The nominations will open as follows:

Date	Awards to be highlighted
Friday 1 st June – Thursday 21 st June (inclusive of Volunteers Week)	Swim England Young Volunteer of the Year Swim England Volunteer of the Year Swim England Service to Aquatics Swim England Club of the Year Swim England Club Network of the Year
Friday 22 nd June – Thursday 5 th July	Swim England Learn to Swim Rising Star Swim England Primary School of the Year Swim England Swim School of the Year Swim England Teacher of the Year Swim England Facility Operator of the Year – up to 10 wet sites Swim England Facility Operator of the Year – up to 11+ wet sites

Friday 6 th July – Thursday 26 th July	Swim England Coach of the Year Swim England Youth Achievement Award Swim England Adult Achievement Award Swim England Personal Achievement Award
4 th August	All nominations close

Full list of Swim England National Award 2018 categories

- Swim England Young Volunteer of the Year
- Swim England Volunteer of the Year
- Swim England Service to Aquatics
- Swim England Club of the Year
- Swim England Club Network of the Year
- Swim England Learn to Swim Rising Star
- Swim England Primary School of the Year
- Swim England Swim School of the Year
- Swim England Teacher of the Year
- Swim England Facility Operator of the Year – up to 10 wet sites
- Swim England Facility Operator of the Year – up to 11+ wet sites
- Swim England Coach of the Year
- Swim England Youth Achievement Award
- Swim England Adult Achievement Award
- Swim England Personal Achievement Award
- The David Sparks OBE Innovation Award

Social media

We will be using #SEAwards2018 throughout the year. The following are some suggested Twitter posts:

The @Swim_England National Awards are back! Nominations open on 1st June. Find out more here: bit.ly/SEAwards2017 #SEAwards2018

The @Swim_England National Awards are a great opportunity to celebrate all the great people within aquatics. Make sure you get your nominations in by 4th August! #SEAwards2017

Do you know someone who does an amazing job in aquatics and deserves an Award? Find out more: bit.ly/SEAwards2017 #SEAwards2018

Key dates

This year we have made the decision to stagger the opening of nominations for different awards to provide the opportunity to highlight the Awards. The following dates might be

helpful in planning your support. Once a category has been announced, it will remain open until the 4th August:

The schedule of nominations is:

Date	Awards to be highlighted
Friday 1 st June – Thursday 21 st June (inclusive of Volunteers Week)	Swim England Young Volunteer of the Year Swim England Volunteer of the Year Swim England Service to Aquatics Swim England Club of the Year Swim England Club Network of the Year
Friday 22 nd June – Thursday 5 th July	Swim England Learn to Swim Rising Star Swim England Primary School of the Year Swim England Swim School of the Year Swim England Teacher of the Year Swim England Facility Operator of the Year – up to 10 wet sites Swim England Facility Operator of the Year – up to 11+ wet sites
Friday 6 th July – Thursday 26 th July	Swim England Coach of the Year Swim England Youth Achievement Award Swim England Adult Achievement Award Swim England Personal Achievement Award
Saturday 4 th August	All nominations close

Other Key Dates

Nominations open	1st June
Nominations close	4th August (23:59)
Shortlists to regions	10th August
Shortlisting	14th August
Judging panel	TBC
Elite Winners Confirmed	
Tickets on sale	TBC
Invites (inc Elite winners)	10th September (2 months in advance)
RSVPs	15th Oct
Event	10th Nov

Key links

Swim England National Awards 2018 web page:

www.swimming.org/swimengland/swim-england-national-awards/

Twitter: @Swim_England

Facebook: SwimEngland

Swim England

National Awards

2018



Communications and media support: communications@swimming.org

CLUB INTERNAL DISPUTES - ANY ROLE FOR THE REGION?

PURPOSE OF REPORT

To advise the Board of requests from clubs for assistance with the handling of internal disputes, and seek views from the Board as what support may be given, and how.

PROPOSED ACTION

The Board is requested to consider the questions in paragraphs 9 and 12 below and decide how best to proceed.

SUPPORTING INFORMATION

- 1 In the past 2 weeks, the Regional Office Manager (ROM) has been asked by clubs for support in respect of internal disputes.
- 2 In the first case, a club asked for a mediator to be appointed by the Region. The club is in touch with an ASA Friend, who had advised that, prior to going to a disciplinary panel, the club should try mediation. The club had sought help from its county association regarding this, and was told that the Region needed to appoint a mediator. Hence the approach to the ROM.
- 3 In the other case, an office holder in a club was "looking after" an internal dispute. The office holder feared that mediation would not lead to a satisfactory outcome and a panel would be required. The club's ASA Friend suggested that the office holder approach the Region for assistance in setting up a panel.
- 4 The Swim England Internal Club Dispute Procedure is set out in Judicial Regulations 150-155, reproduced, from the Handbook, as an aide-memoir in Appendix 1 hereto. Guidelines relating to the procedure are set out in the Swim England website, as an annexe to the model club constitution. They are reproduced in Appendix 2.
- 5 The model club constitution (January 2016 edition) states, at paragraph 6.3

"The Club shall comply with the relevant Judicial Regulations for handling Internal Club Disputes ("the Rules") as the same may be revised from time to time. (A copy of the current Rules may be obtained from the ASA website, ASA Handbook or from the A.S.A. Department of Legal Affairs)".

- 6 It would appear, therefore, that there is no formal role for the Region in respect of the Internal Club Dispute procedure. Certainly, there seems no requirement for the Region to supply mediators, or appoint panels, or members to serve on panels.
- 7 However, it is worth noting that regions appear to have a role in respect of “appeals” against decisions by clubs to refuse membership. Paragraph 3.4 of the model constitution says:

“The [Membership Officer] * OR * [the Membership Applications sub-committee] shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee (“Review Panel”) comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall [wherever practicable] include one independent member nominated by the ASA [insert] Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.”

It is suggested that this very narrow field of activity is unlikely ever to become burdensome!

- 8 Shelley Robinson, who is the Regional Welfare Officer, has commented as follows in respect of the cases mentioned in paragraphs 2 and 3 above as follows:

First case “This is something the club should be arranging, either from amongst their number, using someone from another club, or a professional mediator”.

Second case “It would have been sensible to attempt to set up a mediation session as it is clearly identified as part of the process in the handbook. Again, the club or a member of another club (eg Chair) should be considered if an independent panel is required, and people such as County/Regional Welfare Officer - although really only if the issue revolved around child protection”.

- 9 Notwithstanding the formal situation, the Board is asked to consider what steps the Region could take to assist clubs in handling internal disputes. Could it, for instance, maintain a list of persons willing to sit on internal dispute resolution panels as “independent” members? Could or should the Board maintain lists of mediators? If either or both are felt appropriate, how should the Board go about recruiting these people? Should the Region look to sub-regions to shoulder part, or all, of the burden, if, of course, they are willing to support their assigned clubs in this way?

10 Shelley observes

"Clubs often need to be guided and supported in following due process rather than going off piste as they so often do. I think that we could produce a clear flow chart that shows how the club should progress, and where support might come from. The sub-regions should be the first port of call, with the Region as the last resort. Do we really want to hold lists for an area the size of ours? I think we should keep guidance generic rather than specific. Clearly, if things revolve around child protection, then I am happy to get involved, but we need to identify clear boundaries between that and poor practice. "Overall, the clubs do need support, but they must learn to deal with issues in the right way themselves".

11 George Adamson, an ASA Friend, comments

"Mediators are a special breed, and if we could find people that would assist in the "Internal Dispute" process that would be great. However, I believe that Clubs should do the "leg work", then the County, before going direct to the Region.

I see nothing that requires the Region to provide a "bank" of such people, only that there are more experienced individuals.

"These individuals, acting as a "go-between" to both parties involved in a dispute, should only be trying to find an amicable outcome, prior to any decision of a "Panel", but they will have to be aware and have some basic training on procedures.

"Independent Panel Chair, although very important, could come from anywhere really, although knowledge of our sport would assist. I think the Region should seek to get the Counties to nominate willing individuals to "the list". Generally the person needs to have skills associated with controlling the meeting and ideally, some skills in reviewing written/verbal information, with the two other panel members to assist.

"Welfare matters are the most difficult to deal with but ALL Club Welfare Officers should have the training and if they are unsure or want verification there are "structures" in place to help.

"My main concern is that these individuals will need strict guidelines to work to and also basic training in everything, including the ASA process/procedures and Laws/Regulations. They must also NEVER deal with matters that need to go to official complaint process".

12 At the very least, the ROM would appreciate guidance on how she should handle requests like those mentioned above.

RFP

Rev 06.06.18

Internal Disputes

150. General

150.1 The primary objective of the Regulations in this section is to set out ways by which a just outcome of an internal dispute between the members of a club, organisation, association or body may be secured as expeditiously as possible.

150.2 An 'internal club dispute' is a dispute involving an alleged breach of the club's rules, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club (the 'parties').

150.3 Any dispute which involves an allegation that there has been a breach of ASA Law or Regulations by a member must be dealt with as a Complaint under Regulation 102 and the other relevant Regulations.

150.4 If the dispute involves an allegation against a paid employee of the club the issue must be dealt with under the terms of his contract of employment.

150.5 A failure by a club or any of the parties to comply with these Regulations 150 to 155 inclusive shall be grounds for a complaint under Regulation 102.

150.6 Organisations, associations or bodies affiliated to the ASA shall conform with such parts of Regulations 150 to 155 inclusive as may reasonably be applied to them, in all respects as if they were a club.

151. Sequence of steps to deal with a dispute

151.1 The parties shall use any reasonable means to settle the issues between them informally and amicably.

151.2 If such a resolution cannot be achieved, the dispute shall be referred to the chairman of the club committee or, if he is a party to the dispute, to another officer of the club who is not a party who within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator may be a member of the club or a member of another club affiliated to the ASA.

151.3 If the mediator is unable to bring about a satisfactory settlement within twenty one days, the club committee shall within a further fourteen days appoint a panel (the 'panel') to determine the dispute.

151.3.1 The panel shall consist of three persons who have not been involved in the dispute, either from the members of the club or, if this is not possible or desirable, from the members of any other club affiliated to the ASA.

151.3.2 The parties shall be given the opportunity to object to any of the members of the panel at least seven days before the scheduled date of any hearing. The club committee shall consider any such objections, decide whether they are justified and act accordingly.

151.4 If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not include a breach of ASA Laws or Regulations, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

152. Procedure before a hearing

152.1 The panel members shall appoint one of their number to act as the Chairman and either appoint another of their number, or alternatively appoint an additional person without any other powers, to act as the clerk of the hearing.

152.2 The Chairman of the panel shall arrange the date of the hearing and notify the parties of the arrangements at least fourteen days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time.

153. Procedure at a hearing

153.1 The procedure shall be flexible and it shall be the responsibility of the Chairman of the panel to ensure the orderly and effective conduct of the hearing.

153.2 The panel shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the panel and present his case. The Chairman shall have the discretion to limit the number of witnesses that would otherwise have been called.

153.3 Witnesses shall normally be provided with an area outside the hearing room and not take any part in the hearing other than giving evidence and responding to questions

153.4 The parties shall be informed of their right to make a complaint under Regulation 102 if they are dissatisfied with the conduct of the hearing or the grounds upon which the decision was made or if they consider any sanction imposed to be disproportionate.

154. Procedure after a hearing

154.1 The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.

154.2 Notwithstanding anything in Regulation 154.1 the Chairman shall notify the parties and, if the club was not a party to the dispute, the club secretary in writing of its findings and decisions within five days of the hearing.

155. Considerations regarding children

155.1 Any person under the age of eighteen (a 'child') who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or a suitable adult. The Chairman shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by an adult.

155.2 The Chairman shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular:

155.2.1 No child aged fourteen or under shall normally be expected to attend a hearing to give evidence in person. His evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. Questions and responses may be relayed by a panel member. If the child appears distressed the panel shall rely only on the written evidence:

155.2.2 A child over the age of fourteen shall only attend a hearing as a party to the dispute or to give evidence in person provided he wishes to, and the Chairman has consulted with the parent and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend:

155.2.3 If there is a disagreement between parent and/or child and the Chairman on any of the considerations above, the Chairman shall consider requesting advice from the Independent Child Protection Officer via the

155.3 During the hearing, a child who is expected to give evidence in person and his accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for him to give his evidence and shall be provided with a separate waiting area with no contact with any of the [other] parties.

155.4 After the hearing the Chairman shall inform the parent of the panel's findings and decisions and shall discuss whether he or the parent shall inform the child. cable, and normally within five working days of receiving a complaint or protest appeal, decide if the complaint or protest appeal should be allowed to proceed. If declined reasons shall be given in writing to the complainant or respondent where they have been previously notified of the complaint from the office of Judicial Administration.

GUIDELINES FOR HANDLING INTERNAL CLUB DISPUTES

1. Introduction

The purpose of these notes is to give Clubs guidance in the handling of internal club disputes. With the introduction of the Code of Ethics and the increased risk of litigation it is important that internal disputes are handled correctly from the outset. Whilst most Clubs do from time to time have disputes between Committee members, parents and swimmers these can usually be resolved amicably between the individuals concerned. Occasionally it is also necessary to discipline swimmers for minor incidents of misbehaviour and this can also be done fairly by the Coach/Team Manager.

Sometimes a more serious dispute arises in a Club and because such a situation does not occur frequently Clubs are unsure how to handle the matter. This can lead to the dispute becoming more serious with recourse to the Judicial procedures becoming necessary.

These guidelines do not apply to paid employees of a Club. If a Club is in dispute with a paid employee then the employment contract and employment law needs to be considered. Specialist legal advice may have to be sought.

2. General Principles

ASA Judicial Regulations define Protests and Complaints and it should first be decided whether the matter is a Protest or a Complaint. A Protest can be dealt with by a Club provided they are the Promoter of the Competition to which the Protest relates. A Complaint cannot be dealt with by a Club. However, it is often possible to resolve a dispute within a Club without the matter becoming a formal Complaint. If either party is dissatisfied with a decision reached in an internal Club dispute then they still have the option to make a formal Complaint to the ASA Judicial Administrator.

It must be noted that a Club only has the power to legislate for a breach of its own rules and can only suspend a swimmer from its own Club activities. A Club has not power to handle a dispute relating to a member of another Club nor deal with an offence against ASA Laws or Regulations.

The key principle to be followed is that ASA Laws and Regulations conform to the law of the land in so much that an individual accused of an alleged offence is innocent until proven guilty and he/she must have reasonable opportunity to present a defence and have his/her views heard.

In these notes reference is made to the term "dispute" to avoid confusion with the term "Complaint" used in formal ASA Judicial terms. The term Club could also refer to a League or County Association.

It is assumed for the purpose of these notes that the dispute is between the Club and one or more of its members. It is most important that the same people in the Club do not become both the prosecutor (or defender) and the judge. If the Committee or its officers are either the

prosecutor or defender or involved in the dispute then they must find other members not connected with the matter to hear the evidence from both parties to the dispute.

There are occasions when a problem arises in a Club, for example fighting between members in a training session, where immediate action is required such as a temporary suspension or exclusion from a training session or from wider club activities. Coaches and officers should always be given the power to invoke a temporary suspension. A report should then be made, immediately, to the Club officers who should follow the procedures in the relevant section of the rules.

3. Procedures

On receipt of the dispute every effort should be made to resolve the matter by informal discussion. In difficult cases the Chairman of the relevant Panel is empowered to appoint an independent arbitrator to assist in achieving a settlement. If this fails or it is clearly necessary to discipline a member, the Club should set up a panel to deal with the matter.

The panel should consist of three persons, one to act as Chairman. A Secretary may also be needed. The panel will need to consist of people not involved in the dispute and the Club may want to ask individuals from outside the Club to sit on the panel. The full Club Committee could of course hear the dispute but given the number of people on a Committee this could be seen as intimidating and it is usually preferable to have a smaller number of people to hear a disciplinary matter, hence the recommendation to set up a panel of three persons.

The Chairman must notify both parties of the date, time and place of the hearing and the names of the panel members. Both parties need to be given copies of all the papers and every effort should be made to hold the hearing within 14 days of the receipt of the dispute.

If either party is under 18 years of age they must be advised of their right to be accompanied by a parent (or other person with a parental responsibility for them) or coach to help them present their case.

Both parties should be allowed to bring witnesses.

The hearing should be as informal as possible but needs to be controlled. Points to note;

- (a) The complainant will present evidence first and the accused will have the right of reply.
- (b) Both parties to the dispute are able to call witnesses, the complainant going first and each party should be allowed to question the other party's witnesses.
- (c) Witnesses must wait outside the hearing room until they are called. After questioning they may wait in the hearing room, taking no further part in the proceedings.
- (d) The Chairman or Secretary will make notes of the hearing and the panel will make every effort to announce their decision verbally to all the parties without delay followed by written confirmation to reach all parties within five days.

4. Powers of the Clubs

The powers of Clubs regarding the disciplinary action they can apply must not exceed those in ASA Judicial Regulations which can result in full suspension from Club activities for whatever period the panel shall decide or in expulsion. The panel if it wishes can impose a lesser penalty such as a written or verbal reprimand.

If either party to the dispute is dissatisfied with the outcome they are still entitled to make a Complaint to the Judicial Administrator at the Office of Judicial Administration.

5. Further Information

Additional guidance can be obtained from the A.S.A. Handbook Judicial Regulations. The Sports Council have also issued a booklet „Getting it Right“ a Guide to Sports Ethics and Disciplinary Procedures.

6. Conclusions

The key message when dealing with disputes is to ensure:

- (a) All parties are treated fairly;
- (b) The complainant has the opportunity to present the case; and
- (c) The accused has the opportunity to respond.

LOCAL PLANS - A ROUTE TO MORE AND BETTER FACILITIES?

PURPOSE OF REPORT

To advise the Board of an approach about responding to a consultation, concerning leisure and recreation facilities, by a local planning authority and to provoke a discussion about whether to take such opportunities, going forward.

PROPOSED ACTION

The Board is asked to ADDRESS the questions in paragraph 5 below

SUPPORTING INFORMATION

- 1 Each local planning authority is required to develop a local plan, which “sets out local planning policies and identifies how land is used, determining what will be built where. Adopted local plans provide the framework for development across England. Local peoples’ views are vital in shaping a local plan, helping determine how their community develops” (www.gov.uk).
- 2 While this is the principal purpose of the plan, it is also used to help shape the infrastructure of the authority’s area. To provide a sense of scale, each district council and unitary authority is a local planning authority. There are, therefore, 64 local plans covering the Region.
- 3 This report has been prompted by an approach from the Chairman of Thame SC (Oxfordshire), who drew attention to a consultation exercise by South Oxfordshire District Council. That Council advised that it was “looking at the future of sports and leisure facilities in the district and wants to hear from the people who use them, now and in the future. The Council has undertaken an extensive assessment of the leisure facilities in the district such as running tracks, sports halls and football pitches as well as playgrounds and allotments. The sports and leisure strategy is intended to inform planners and developers up until 2033 so that they include all the necessary leisure provision for the area’s growing population”.
- 4 The Chairman of Thame SC felt that this was an opportunity to lobby for more and better facilities, as he believed “the availability of swimming provision in the district is not representative of what we as clubs see and need going forward”. He sought the support of the Region and the sub-region, Oxfordshire & North Buckinghamshire ASA, with this. Unfortunately, there was insufficient time, before closure of the consultation, to formulate a response on behalf of the Region. In any event, neither the Region nor the Board has a policy on this type of exercise.

- 5 Accordingly, the Board is asked to consider if it should take the opportunity, if presented, to respond to consultations on the provision of sports and recreation facilities by local planning authorities. If the Board is minded to agree, it is also asked to consider the mechanics of the exercise. For instance, how will the Region become aware of the consultations? Should responses be drafted and submitted on behalf of the Region, or should they be joint responses with the relevant sub-region? Who will drive the exercise? Should the Facilities' Team at Loughborough be involved? Helen Mack, one of the Regional Club Development Officers, who is aware of the approach from Thame SC, favours any response being joint between Swim England, the Region and the County
- 6 The Board's views are sought.

RFP

03.06.18

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 24 May 2018 11:26
To: bryony.gibbs@southeastswimming.org
Subject: Swim England Commercial Committee - Member recruitment
Attachments: image001.png; image002.gif; image003.gif; image004.gif; Commercial Committee Person Spec_1505018.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

The newly created Swim England Commercial Committee is recruiting two new members.

The committee exists to support the Board to develop the approach for delivering income streams.

It explores current and new income streams including sales, sponsorship, partnerships, and memberships, and reports into the Swim England Board.

A person specification is attached and this also includes information on how individuals can put themselves forward. Please contact mike.thompson@swimming.org if you have any questions.

Best wishes.

Emma

Emma Griffin
Operations Director

T 01509 640131

M 07825 136538

E emma.griffin@swimming.org



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



The Amateur Swimming Association (Swim England) Ltd. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571.

Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913.

All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF.



Commercial Committee

Person Specification - Skills Based Recruitment.

Two positions to be filled

The Commercial Committee of Swim England exists to support the Board to develop the approach for delivering income streams. It explores current and new income streams including sales, sponsorship, partnerships, and memberships, and reports into the Swim England Board.

The successful candidates will:

- Have knowledge and experience of delivering positive commercial results, generating improved net income for organisations
- Be able to demonstrate excellent financial awareness, with knowledge of the Charity Sector, ideally including fund-raising in that area
- Whilst bringing commercial knowledge, be able to think objectively across all aspects of Swim England's activity and act with impartiality
- Have an open mind, willing to listen and consider the views and needs of others, whilst constructively challenging the status quo bringing innovative and well thought out contributions to a discussion
- Have excellent analytical and problem-solving skills
- Be a collaborative team player with excellent interpersonal and communication skills
- Come with a proven ability to build and maintain excellent relationships, respecting complete confidentiality, with a wide range of internal and external stakeholders
- Show a commitment to promoting equality, diversity and inclusion at all levels
- Have the ability to give and receive honest and constructive feedback

Commitment:

- This is a voluntary, unpaid role. The successful candidate must be able to attend up to four Commercial Committee meetings a year (predominantly at SportPark, Loughborough). It is intended that meetings shall be around two hours in duration. There is likely to be a requirement for some commitment to committee work/phone calls in addition to attending meetings

Application Process:

Please contact for further information or provide a written statement outlining how you meet the person specification by 31 July 2018 to mike.thompson@swimming.org

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 23 May 2018 14:50
To: bryony.gibbs@southeastswimming.org
Subject: GDPR email - updated privacy policy
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Due By: 04 June 2018 16:00
Flag Status: Flagged

Dear Regional Chairs,

For information, please see below email which has been circulated to club secretaries.

Kind regards

Siân Breen

Senior Administration Officer

T 01509 640 452

E sian.breen@swimming.org



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



The Amateur Swimming Association (Swim England) Ltd. A company limited by guarantee with charitable status registered in England and Wales. Registered charity number 1175603. Registered company number 10931571. Swim England Trading Limited registration number 3001915, Swim England Events and Sponsorship Limited registration number 11186835, Swimming Times Limited registration number 555913. All companies registered in England and Wales at registered office: Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, LE11 3QF

From: Swim England [<mailto:communications@swimming.org>]
Sent: 23 May 2018 12:20
To: Alison Clowes <alison.clowes@swimming.org>
Subject: [Draft]: club secs email updated We've updated our privacy policy



Follow us:    

Dear Club Secretary

Please be aware that today we have sent the following information to all Swim England members. We would be grateful if you could highlight this message in any communication you have with your members to ensure they are aware.

Information sent to all Swim England members:

We've updated our privacy policy

In line with new Data Protection laws that come into effect later this week, we have updated our Privacy Policy to be General Data Protection Regulation (GDPR) compliant and to give you confidence about how we look after your personal data.

As a Swim England Club or Just Swim member, we will only contact you about information related to your membership or participation in the sport. In every email we send to you, we will give you an opportunity to unsubscribe to stop receiving emails from us. You can unsubscribe at any time.

[View our updated privacy policy here.](#)

Support for Clubs

As shared last month, you can find more information about GDPR and how it affects clubs by [clicking here](#). The Sport and Recreation Alliance has also produced some helpful guidance and support documents which you can [access here](#).

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



You are receiving this email because you are currently registered as a Club Secretary or Officer at a Swim England Affiliated Club. If this is no longer the case, please email renewals@swimming.org

Privacy Policy

Swim England respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

In this privacy policy we explain how we collect and use your personal information. 'We' are The Amateur Swimming Association (Swim England) Limited (hereinafter referred to as Swim England) and we are the data controller for the purposes of the Data Protection Act 1998 and the EU General Data Protection Regulation.

Details of how to contact us if you have any questions about privacy or data protection can be found below in the Contact Details section.

We must have a lawful basis to process your personal data, and this policy explains what our lawful basis is in respect of each purpose for which we keep and use information about you. Generally, we are allowed to process your personal data where it is necessary in connection with a contract between us (such as a contract to supply our products or services), where it is necessary in order for us to comply with our legal obligations, or where we have a legitimate interest to do so (but we will always consider whether your right to privacy overrides our interest).

Please note that links from our website may take you to external websites which are not covered by this policy. We recommend that you check their privacy policies before submitting any personal information to such sites. We will not be responsible for the content, function or information collection policies of these external websites.

This website was created and continues to be managed by SKYLAB and as such they will process your data on our behalf when you visit our website. They will only use your data for the purposes outlined below.

What information do we collect about you and how do we collect it?

You are not required (by law or by any contract with us) to provide personal information to us via this website. We will only require you to provide personal information to us where it is necessary for us to provide you with a service at your request.

Information you provide to us

We collect personal information about our members when you create an account on our online membership system to become a member of Swim England.

We may receive personal information about you whenever you contact us. For example, by doing the following:

- Enquiring about our products, services competitions or events
- Entering our event and competitions through online entries

- Signing up for our newsletters and further information or registering
- Signing up for Just Swim membership or an online account
- Using and browsing our website
- Telephoning, texting, writing by post or emailing us
- Enquiring about, or applying for, job vacancies or volunteering opportunities

This information may include the following:

- Normal identification information, such as your full name, date of birth, age, gender
- Contact information, such as your postal address, email address and telephone number
- Additional information relevant to your use of our site and services, such as your marketing preferences, survey responses and feedback
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- records of your attendance at any events or competitions hosted by us;
- images in video and/or photographic form and voice recordings. Our competitions and events may be filmed for live streaming purposes;
- Payment information (this is securely collected and processed by our payment provider)
- In respect of job applications, your CV including details of your education and employment history (and any other information which you may choose to provide to us with your CV)

Information we collect about you on our website

We collect information using cookies and other similar technologies to help distinguish you from other users of our website. These can streamline your online experience by saving you from re-inputting some information and also allow us to make improvements to our website.

For more information about how and why we use cookies, please take a look through our [Cookie Policy](#).

When you visit our website we may collect the following information:

- Which pages you view and which links you follow
- Your IP address and general location
- Details of the hardware and software that you are using to access the site
- Any passwords that you use on our website
- If you choose to log in using a third party, we will record your login provider
- A device identifier (cookie or IP address) for fraud prevention
- Details of your visits to our website and the resources that you access, including, but not limited to, toolkits, weblogs and other communication data

We do not knowingly process Personal Data of anyone under 13 years old, if we become aware that a data subject is under 13 years old we will only process their data with the valid consent of the parent or holder of parental responsibility of the data subject to the processing of that Personal Data.

Information we collect about you from other sources

We may collect information about you from other sources. This may include the following:

- Publicly available information, from sources such as Companies House and the Electoral Roll.
- Information you have shared publicly, including on social media.

- If you apply for a job or a volunteer position, we may collect information about your criminal record by obtaining a DBS check through an approved agency.
- Information from third party databases or data suppliers, such as credit reference agencies.

This list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this policy.

Information we receive about you from other sources

Sometimes you will have given your consent for other websites, services or third parties to provide information to us.

This could include information we receive about you if you use any of the other websites that we operate or the other services that we provide, in which case we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on this site. We will also have told you for what purpose we will share and combine your data.

It could also include information from third parties that we work with to provide our products and services, such as payment processors, delivery companies, technical support companies and advertising companies. Whenever we receive information about you from these third parties, we will let you know what information we have received and how and why we intend to use it.

How do we use your personal information?

We take data protection law seriously, so below we have set out exactly how and why we use your information, and what our legal basis is to be able to use your information in each way.

Supplying our products and providing our services

It is necessary for us to use personal information about you to enter into and perform the contracts that we make with you, such as when you become a customer, supplier or member. Using your information in this context is necessary so that we can:

- Provide you with information about the products or services
- Provide members with information which is included within your membership benefits package including details about your insurance, advanced ticket information for events, partner discounts and any Swim England updates. You can choose not to receive these messages by unsubscribing from them.
- To carry out our obligations arising from any contract that we have with you
- Verify your identity
- Deal with any complaints you may have
- Contact you about any changes that we make to our services, events or organisation
- Administer our website, including troubleshooting problems, analysing statistics, conducting research and tests and keeping the site secure

If you enquire about, or apply for, a job vacancy, it is necessary for us to use your personal information as part of the recruitment process, in order to assess your suitability for a particular role.

Telling you about events or other products or services that we think may be of interest to you

We may use your information to identify and tell you about events and our products or services that we think may be of interest to you. We will only do this where you have informed us that you would like to receive marketing communications.

We may also use your information to invite you to participate in market research. If we do contact you about market research, you do not have to participate. If you tell us that you do not want to receive market research communications, we will respect this.

Whether you choose to receive marketing communications, or market research communications is entirely up to you. You can choose to receive both, none, or just one or the other. Your choice will not affect any products or services that you have purchased from us, nor will it affect any quotes for products or services you buy in future.

You can update your preferences by using the unsubscribe links in any of our emails to you, or by getting in touch using our website or contacting us as set out below.

Telling you about products or services that are similar to ones that you have already bought

If you have already contacted us about attending, participating in, or volunteering at, a Swim England event, we may contact you with some information about services and events that are similar.

We will only contact you by email or text message and you can choose not to receive these messages at any time. Simply follow the instructions in the message, or get in touch using our website.

Telling members about the sport of swimming

We will communicate to our members details of our events and competitions for the purposes of promoting the development of the sport and to enable members to participate in the sport at a local, regional and national level.

Making our organisation better

We always want to offer the best services, events and experience that we can. Sometimes this means we may use your information to find ways that we can improve what we do, or how we do it.

In this context, we will only use your information where it is necessary so that we can:

- Review and improve our existing services and develop new ones
- Review and improve the performance of our systems, processes and staff (including training)
- Improve our site to ensure that content is presented in the most effective manner for you and for your computer
- measure and understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you

Contacting you

We want to stay in touch with you. Sometimes we may need to use the information that we have about you in order to respond to your questions or let you know about important changes.

We will only use your information in this respect where it is necessary so that we can:

- Interact and respond to any communications you send us, including where you use the Contact Us section, and any social media posts that you tag us in

- Let you know about any important changes to our business or policies

Verifying your identity

We may use your information where it is necessary for us to do so in order to meet our legal obligations or to detect and prevent fraud, money-laundering and other crimes.

Protecting you and others from harm

We may use your information where it is necessary to protect your interests, or the interests of others. This may include in the event of criminality such as identity theft, piracy or fraud.

We need all the categories of information listed above to allow us:

- (i) to provide our services to you;
- (ii) to enable us to comply with legal obligations; and
- (iii) to pursue legitimate interests of our own or those of third parties (provided your interests and fundamental rights do not override those interests).

The situations in which we will process your personal data are listed set out in the table below and indicate the purpose or purposes for which we are processing or will process your personal information.

	Perform Our Contract With You	Comply With Legal Obligations	Pursue Legitimate Interests
Verifying your identity	x	x	x
Making a decision to supply our services	x		
Administering the contract we have entered into with you	x		
Administering your entries into events and competitions			x
Make the benefits of membership available to you	x		x
To contact you in order to seek your consent to receive offers and benefits from our commercial partners, sponsors and suppliers			x
Run the Swim England membership check which can be found online at https://www.swimming.org/swimengland/club-member-check/ to ensure that a member is eligible to compete or officiate at an event			x
Report competition results which can be found on our rankings system which can be found at https://www.swimmingresults.org/			x
Dealing with any complaints you may have	x		x
Logistics management and planning, including accounting and auditing		x	x
Making arrangements for the termination of our contract	x		x
Making repairs, alterations and improvements to the services supplied	x	x	x
Dealing with legal disputes involving you		x	x
To suspend membership and take disciplinary action where necessary			x
Complying with health and safety obligations	x	x	x

To detect and prevent fraud, money-laundering and other crimes		x	x
To review and improve the performance of our systems, processes and staff (including training)			x
To interact and respond to any communications you send us, including social media posts that you tag us in			x
To let you know about any important changes to our business, policies, rules and regulations			x
To ensure that the information that we hold about you is accurate and up to date			x
To protect your interests, or the interests of others (such as in the event of criminality such as identity theft, piracy or fraud)		x	x

Change of purpose

We may contact you in the future to advertise and market new membership benefits and offers from our sponsors and suppliers. However, we will always seek your consent before sending such material and we would always give you the opportunity to unsubscribe.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Who do we share your personal information with?

Sharing your information within Swim England

We share the information that you provide to us with our staff so that we can provide our services to you.

We may share the information that you provide to us with British Swimming, clubs, bodies, associations and organisations affiliated to Swim England or Swim England Regions in order to allow them and us to properly administer the sport of swimming on a local, regional and national level,

When you sign up to be a member certain details such as your name, year of birth and gender will be visible to other members. You can choose to hide this information by logging into our club members' area at www.swimmingmembers.org. If you take part in events your name will appear in the rankings tables unless you have chosen to hide your name.

Sharing your information with third parties

We may share your data with selected third parties. For example, we may share your information with:

- Internet hosting providers to host the website, related infrastructure, services and applications
- Contact management systems to send emails, instant messages, social media messages and SMS messages, currently our provider is MaxiMail
- Service providers: for example payment processors, supply chain partners and sub-contractors and IT services (including CRM)

There are certain exceptional circumstances in which we may disclose your information to third parties. This would be where we believe that the disclosure is:

- Required by the law, or in order to comply with judicial proceedings, court orders or legal or regulatory proceedings
- Necessary to protect the safety of our employees, our property or the public
- Necessary for the prevention or detection of crime, including exchanging information with other companies or organisations for the purposes of fraud protection and credit risk reduction.
- Proportionate as part of a merger, business or asset sale, in the event that this happens we will share your information with the prospective seller or buyer involved

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

How long do we keep your personal information?

We will only store your personal information for as long as we need it for the purposes for which it was collected. Where we provide you with any service, we will retain any information you provide to us at least for as long as we continue to provide that service to you. If you apply for a job vacancy (or otherwise send us your CV) we will retain your CV (and any publicly available information, for example from social media) for a period of 3 months. If we are considering you for a particular role, we may retain this information for longer than that period.

In all other circumstances, we will keep all physical and electronic records of your information for a period of 6 years after your last contact with us. Exceptions to this rule are:

- Information that may be relevant to personal injury claims, or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after you have worked for us.

How do we protect your personal information?

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

We try to ensure that all information you provide to us is transferred securely via the website. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have

received your information, we will use strict procedures and security features to try to prevent unauthorised access.

All information you provide to us is stored on our/third party secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

What rights do you have in respect of your personal information?

You have the right to be informed

We have a legal obligation to provide you with concise, transparent, intelligible and easily accessible information about your personal information and our use of it. We have written this policy to do just that, but if you have any questions or require more specific information, you can get in touch using Contact Us section of the website.

You have the right to access your personal data

You have the right to ask us to confirm whether or not we hold any of your personal information. If we do, you have the right to have a copy of your information and to be informed of the following:

- Why we have been using your information
- What categories of information we were using
- Who we have shared the information with
- How long we envisage holding your information

In order to maintain the security of your information, we will have to verify your identity before we provide you with a copy of the information we hold.

The first copy of your information that you request from us will be provided free of charge, if you require further copies we may charge an administrative fee to cover our costs.

You have the right to correct any inaccurate or incomplete personal data

Where you have requested a copy of the information we hold about you, you may notice that there are inaccuracies in the records, or that certain parts are incomplete. If this is the case you can contact us so that we can correct our records.

You have the right to be forgotten

There may be times where it is no longer necessary for us to hold personal information about you. This could be if:

- The information is no longer needed for the original purpose that we collected it for
- You withdraw your consent for us to use the information (and we have no other legal reason to keep using it)
- You object to us using your information and we have no overriding reason to keep using it
- We have used your information unlawfully
- We are subject to a legal requirement to delete your information

In those situations you have the right to have your personal data deleted. If you believe one of these situations applies to you, please get in touch using our website.

You have the right to have a copy of your data transferred to you or a third party in a compatible format

Also known as data portability, you have the right to obtain a copy of your personal data for your own purposes. This right allows you to move, copy or transfer your personal data more easily from one IT system to another, in a safe and secure way.

If you would like us to transfer a copy of your data to you or another organisation in a structured, commonly used and machine-readable format, please contact us. There is no charge for you exercising this right.

You have the right to object to direct marketing

You can tell us at any time that you would prefer that we do not use your information for direct marketing purposes. If you would not like to receive any direct marketing from us, please contact us or use the links provided in any of our marketing communications, and we will stop sending direct marketing immediately.

You have the right to object to us using your information for our own legitimate interests

Sometimes, we use your personal information to achieve goals that will help us as well as you. This includes:

- When we tell you about services, products or events that are similar to ones that you have already engaged with, bought or attended
- When we use your information to help us make our business better
- When we contact you to interact, communicate or let you know about changes we are making

We aim to always ensure that your rights and information are properly protected. If you believe that the way we are using your data is not justified due to its impact on you or your rights, you have the right to object. Unless we have a compelling reason to continue, we must stop using your personal data for these purposes.

In order to exercise your right to object to our use of your data for the purposes above, please contact us.

You have the right to restrict how we use your personal data

You have the right to ask us to stop using your personal data in any way other than simply keeping a copy of it. This right is available where:

- You have informed us that the information we hold about you is inaccurate, and we have not yet been able to verify this
- You have objected to us using your information for our own legitimate interests and we are in the process of considering your objection
- We have used your information in an unlawful way, but you do not want us to delete your data
- We no longer need to use the information, but you need it for a legal claim

If you believe any of these situations apply, please contact us.

You have rights related to automated-decision making and profiling

Any automated decision-making or profiling we undertake is solely for the purpose of tailoring the information which we provide to you. We will not use automated decision-

making or profiling to make any decisions which will have a legal effect upon you or otherwise significantly affect you, and you have the right not to be subject to such decisions. If you have any concerns or questions about this right, please contact us.

Changes to our Privacy Policy

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

This version was last updated on 22 May 2018 and historic versions can be obtained by contacting us.

Complaints

If you wish to make a complaint about our collection or use of your personal data, please contact us in the first instance so that we may seek to resolve your complaint.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO), the statutory body which oversees data protection law in the UK. Please visit the [ICO website](#) if you wish to lodge a complaint with the ICO.

Contact Details

Our contact for data protection is Richard Barnes, who can be contacted using the details below:

In the event of any query or complaint in connection with the information we hold about you, please email legal@swimming.org or write to us at Swim England, Legal Department, Pavilion 3, SportPark 3 Oakwood Drive, Loughborough University, Loughborough, Leicestershire, United Kingdom, LE11 3QF.

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 31 May 2018 17:16
To: bryony.gibbs@southeastswimming.org
Subject: Swim England Qualifications website live
Attachments: image001.png; image002.gif; image003.gif; image004.gif

Follow Up Flag: Follow up
Due By: 04 June 2018 16:00
Flag Status: Flagged

Hi all

I wanted to check you have received the information about the new Swim England Qualifications website that went live earlier today. This replaces the ASA Awarding Body site.

- The new website link is: swimenglandqualifications.com
- We've also got a news story on our website that highlights the successes of the team: www.swimming.org/swimengland/swim-england-puts-training-heart-organisation
- We have been putting some posts out on our social media channels using #SEqualifications and #SwimEnglandQualified if you would like to support.
- The team's email addresses have changed from @awardingbodyasa.com to **@SwimEnglandQualifications.com** (although re-directs are in place).

If you would like any images to support your own web stories, or for social media, please let me know.

Best wishes

Ali

Alison Clowes
Head of Media and Public Affairs

T 01509 640 229

M 07919 548039

E alison.clowes@swimming.org



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



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Helen Mack – Regional Club Development Officer

Report to Regional Management Board November 2017 – May 2018

Main areas of work

- SwimMark
- Young Volunteers
- Volunteer Training – Team managers / Time to Listen / Safeguarding
- Monthly communications including South East newsletter, volunteer training calendar
- Support ONB / BSB county ASA's
- Support the regional synchro group

SwimMark

- Continue to manage SwimMark in the South East Region. Currently the region has 96 SwimMark Essential accredited clubs.
- In the last 6 months, no new clubs have gained accreditation in the south east, but unfortunately 4 clubs have lost their accreditation (Ashford Town SC, East Grinstead SC, Windsor SC and Ryde SC). The main reason clubs are losing accreditation is due to incomplete personnel records, which are not maintained throughout the year.
- 1 new club, Dover Lifeguards is looking to seek accreditation at the June panel meetings.
- Maintain SwimMark co-ordinators database and tracker, including recording and maintaining constitution check dates, ensuring clubs have their constitution approved every four years.
- The south east region has a total of 17 SwimMark accredited networks.
- Actively supporting the national SwimMark working group.

Young Volunteer Programme

- The 2017/2018 young volunteer programme ran from September 2017 – March 2018 (Two development days are taking place in May & July – due to cancellations caused by adverse weather conditions)
- This year's programme covered all county ASA's plus a water polo specific Aquatic Helper workshop.
- In total 132 young people attended bespoke development days which delivered 480 training opportunities. 33 clubs across the region had young people participating in the programme.
- A young volunteer from the Kent programme is undertaking further volunteering with the county and regional masters, to develop their skills and experience. Hoping to further develop such opportunities in the 2018/2019 programme.
- Produced the first Young Volunteer Update, circulated to all young volunteers on the programme to further promote volunteering opportunities at regional level and additional training such as J1 and Team Managing.

Team Manager workshops

- During this period, the south east delivered a total of 6 team manager module 1 courses with 83 attendees and 4 Team manager module 2 courses with 26 attendees.

Time to Listen

- During this period, the region has successfully delivered two Time to Listen courses (Sussex & Oxfordshire), providing training for 12 club welfare officers.

Child Safeguarding Training

- Between November 2017 and May 2018, the region has supported 14 clubs to deliver safeguarding training to their club personnel. This has provided safeguarding training for 250 club personnel/volunteers.

Volunteer Training Calendar

- Continue to produce the volunteer training calendar on a monthly basis, which identifies courses for the coming 3 months. The calendar includes all volunteer courses, such as child safeguarding, team managers, time to listen, UK Coaching courses, club forums delivered within the south east. Information is collated from all partners, including County Sport Partnerships, UK Coaching and the Institute of Swimming to ensure clubs have all the information required.

South East Newsletter

- Support Brian Deval to produce the monthly south east newsletter which is distributed at the beginning of each month.

County Support

- Continue to attend county ASA meetings where possible and send a report bi-monthly.

Implementation Plans

- Written an implementation plan for volunteering (draft), masters and synchro. These plans are constantly monitored.

General Club Development

- To follow-up day to day club enquiries, meetings with clubs to assist with club specific issues.
- Updated South East Funding Guide



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board November 2017 – May 2018

Main areas of work

- Regional Swimming talent pathway programmes, including Open Water
- Coach and Team Manager Conferences and coach workshops
- Team Manager Training / updates
- Support Hampshire/ Surrey county ASA's
- Coaches Forum
- Swimming Off Shore Camp

Talent Pathway programmes

- The Regional Open Water Camp has been organised for the 17th June at Elmbridge Leisure Centre and Ferris Meadow Lake, Shepperton. 30 athletes have been selected. Josh Atkins (Wycombe) has been asked to be Head Coach and 6 skills coaches have been appointed through applications.
- The Regional 12 year old camps are booked for the 30th June, 1st September and the 24th November at ACS School, Cobham, Surrey. Stuart McCrea (Leatherhead) has been asked to be Head Coach. Six skills coaches have been appointed through applications. 12 coaches applied to be part of the programme. 36 athletes will be selected from the rankings following the regional age group championships.
- The region have arranged with the national talent team, two parents talks during the regional championships. The first on the 5th May will be on "Practical nutrition to aid performance" and the second on the 13th May will be for parents of 12 year olds, looking at the Youth Physical Development Model.
- The region are funding one of the two coach advisors. We have been working with England Talent to identify coaches to be mentored.

Conferences and Workshops

- An age group specific land training coach workshop took place in February at Stoke Mandeville. 26 coaches attended this session.
- The regionally organised County coach and Team Manager Conference was cancelled due to the bad weather. The TM conference will now take place in June. The coach workshops were delivered online.
- The Regional Coaches Conference and multi-discipline TM Conference is taking place on the 10th June at Leatherhead Leisure Centre.
- We are taking coach observer bookings again this year for the 3 camp days. We will be offering 12 spaces per day for coaches to attend the pool, land training sessions and sport science workshops.

Team Manager Training and Update

- A six monthly Team Manager Update is produced, timescales are in line with the regional championships, covering top topics and specific TM information. The most recent copy is May 2018. This is available on the website and at the Regional Championships.
- Together Helen and I organise two TM1 and two TM2 courses per county per year.

County Support

- I attend the Surrey and Hampshire management boards' bi annually and provide a regional club development update.

Coaches Forum

- The swimming coaches forum have met in November, March and May. I produce the agenda and notes for these meetings.

Swimming Off-Shore Camp

- The region sent a team of 24 athletes to the Flanders Cup in January. The Team were supported by coaches Kevin Brooks and Dan Cross. Team Managers were Terry Norris and Jo Murphy. The coaches support and recognise the benefits of this camp and would like to send a development coach in addition next year. Several travelling swimmers in 2017 went on to have very successful seasons including full international representation.
- Three of the Flanders team have been selected to participate in the European Juniors 2018.

Swim England Senior Leadership Update April 2018

Commercial and Marketing

- Second wave of the #LoveSwimming campaign launched on 19 April. After nine days of activity, we saw over 650,000 impressions and over 110,000 engage through social media. Regional PR began with the six target families and Crawley News and BBC Radio Leicester have been secured. A full evaluation will be presented to the 11 funding partners on 28 June.
- Comprehensive coverage of the 2018 Gold Coast Commonwealth Games produced 94 web stories, including 10 live blogs and profile stories on each athlete; over 26,000 likes on social media; 76,195 unique page views on the website; and daily media and internal comms reports.
- May-June issue of Swimming Times is available. If any regionally based team members would like to be added to the distribution list, please inform the team.
- Club Awards are ready and e-shot to clubs provided advance notice of new Awards range with how to pre-order. New Awards pages on the clubs section of website plus web shop stock.
- Synchronised Swimming National Championships 2018 were delivered with tech routines streamed via Facebook Live. The culmination of the competition ['Race to the Redwood'](#) had 3,847 unique views and 10,525 total reach to date.

Clubs

- SwimMark Figures: 558 Essential (52% of all affiliated clubs), 49 Accredited Networks and 10 Performance Accreditations.
- Sports Structures rather than PwC now run the Clubmark (Sport England) programme which we link to for SwimMark.
- The Coaching Register Project is underway with a project group established, initial meeting taken place and second meeting scheduled for mid-May.
- Yvonne Stead has been in post for a number of weeks as our new CDO for the South West.

England Talent

- **Water Polo**
 - The National Age Group (NAGs) Competition survey had a good response on competition structure for NAGs and Inter Regions: 479 responses from players, parents and coaches.
 - Both 2002 born squads played at EU Nations, with the boys finishing fourth and the girls coming home with a bronze medal.
 - NAGs finals took place in Manchester 14/15 April: Newton Abbott attained the u17s women's title and City of Manchester won the Junior Men's. In the u19 category London Otter Women were crowned champions and Caledonia from Scotland took the gold for u19 men.
- **Synchronised Swimming**
 - 11 athletes were selected for the Junior Europeans and Worlds following the Easter camp.
 - The full England Squad camp took place during April, 36 athletes from four different squads were involved, along with 10 staff.
 - The second in-house 'International Judges Training' is to take place this month with an agenda covering who's who on the international scene, meeting top athletes and goals and aspirations for 2018 and beyond.

- Duet athletes back on track and working hard for the first junior international in June.

- **Para-Swimming**

- Over 80 swimmers competed in the National Junior Para Championships in Southampton. Swimmers on our talent programme entered focusing on delivering against their process goals and reinforcing learning from our recent talent camp. Swimmers across our three strands performed well with 64% of swimmers on our foundation programme recording PBs, 54% on Junior Development and 53% on our development programme.

- With the international changes in classification, British Para-swimming is planning to deliver refresher training to their classifiers. As a result, we will not be able to confirm classification at any SE licensed events. We are awaiting official communication from BPS that we can disseminate to regions.

- **Swimming**

- Enquiries for Performance centre applications are being received from across England.

- Phase 3 Competition in Marseille very successful with 10 Medals (six Bronze and four Silver), 28 Top 8 Finishes, 61 Top 16 Finishes, 75.64% Faster Time in Final to Heat.

- 2024 selections are currently being undertaken to attend the French Open in July.

Health and Wellbeing

- **Health Model:** Initial site visits have been held with Ashford, Hailsham and Arun pools with visits planned for two pools in Southampton. These represent the first phase sites.
- **Dementia Friendly Swimming Evaluation Launch:** planned for 11 May in London. Guests will hear presentations from the evaluation team and co-ordinators and a summary version of the report will be available.

Insight

- **IoS lapsed member survey:** IoS Membership brings in revenue to the organisation so it is important to understand why members choose not to renew their membership. This survey will be launching soon and will be sent to all individuals who have lapsed in the last month. Results will be key to supporting the IoS's membership and marketing opportunities.
- **Swim School Membership Research:** Insight are working with the LTS Team to devise a piece of research to explore our current Swim School Membership offer and understand ways it could be improved. This research will capture the current satisfaction of Swim School Members, as well as their demographics to build a profile of our current Membership. Launching in May, this work will debrief to the LTS team in June, shaping the work programme of the new LTS Accreditation Manager.

Institute of Swimming

- The Institute of Swimming launched our new brand on 17 April. To date we have received positive feedback from clients and customers. Our launch competition on social media has seen fantastic engagement and has currently reached in excess of 20,000 people.
- We have completed the first phase of work for FINA who will be launching our Assistant Coach certificate from 5 May.

Membership

- Launch of New Member and Renewing member welcome email. These are now being sent automatically via OMS to members who join throughout the year and during renewals when clubs renew their members.
- Renewals: Clubs were slow in submitting their renewal information with the majority submitting their data in the last two weeks of the renewal period. After the 28 February deadline 82 clubs were suspended. There are currently 10 suspended clubs which have been contacted by ourselves and the regions.
- All renewals have now been processed and the region and county fees have now been paid.

People Development

- Staff conference content and arrangements finalised. The annual team member survey, due to be launched after the conference, has been prepared.
- Supported the facilitation of the Sport Development Directorate day on 25 April.
- 11 roles have been recruited for and on-boarding has been completed for eight new starters. All new employment contracts distributed and administration around the transfer to Swim England was completed.
- MyView was upgraded and we are still working on the remaining issues with our external support team.

Strategic Partnerships

- End of Year Reviews have been completed for Partners in the Strategic partnership portfolio, the reviews have included highlights, challenges, commercial analysis and the 2018/19 focus.
- Future partners/engagement strategy: Strategic Partnership portfolio has been increased by 12 and we are planning to hold eight Regional Clinics after the Swim Summit this year.
- Local Authority Mapping: We are currently mapping the 353 Local Authorities across England. This will highlight where and how we are influencing as well as identifying gaps in our coverage to address with future networking opportunities (e.g. Regional Clinics, forthcoming Local Government Association conference).

Swim Safe

- Swim Safe public delivery starts on 29 May at Cardiff International White Water Centre.
- There will be 30 sites around the UK with 21 in England.
- Up to 25,000 spaces will be provided between May and September.

Volunteering

- Four Regional visits (South East, West Midlands, East Midlands and North East) completed to discuss volunteering priorities and outline the proposed Swim England Volunteer Strategy. Approaches being adopted include volunteer sub groups, reviews of existing strategy and support with developing a strategy. Results of the volunteer survey have provided several discussion points for the Regions.
- A consensus has been established around a review of the Team Manager training currently being offered and a meeting is planned with British Swimming regarding education delivery. Agreement is in place with Safeguarding to support the review of Safeguarding literature by the Youth Panel and assess the support given to Safeguarding officers.
- Save the dates are being issued this month for the Swim England National Awards. There will be an agreed list of awards for 2018 and a minor review of the award design.
- An initial meeting with West Midlands took place alongside Becky Walker to discuss the delivery of a diving participation pathway and the creation of a volunteering structure in Birmingham as part of the Commonwealth Games legacy.

Workforce

- Applications for 2018's first teaching swimming tutor training opportunity have now closed. We had over 60 applicants, with 35 brought forward for interview in May.
- The save the date has been launched for this years teaching and education conference and so far 178 people have registered their interest.
- 26 tutors have now been up skilled to deliver the new pre-school qualification, of which eight are new tutors. Feedback regarding this new qualification has been very positive and tutors are excited to deliver moving forwards.

Please contact sian.breen@swimming.org with any enquiries and for further details.

Swim England Senior Leadership Update May 2018

Clubs

- Regional Operational Plans currently being finalised, promoting collaborative working.
- A small project group has been established focusing on the Club Support Package. This will result in a free, online, one stop shop for clubs offering a wide range of support and guidance across a number of key areas.
- The Club Awards officially launched in May and are now available for purchasing.
- Work is underway on the Coaching Register with the Project Group scheduled to meet early July to discuss key areas of work.

Commercial and Marketing

- Launch of the new Swim England Qualifications website and resources.
- There were more than 250,000 unique users to our swimming.org website again in May, with Poolfinder, Learn to Swim, and the Just Swim area the three most popular elements in terms of unique page views. The Institute of Swimming Level 1 Swimming Assistant Qualification page was also popular with 6,500 unique page views (up a third on April).
- Wave two of the #LoveSwimming campaign has been very well received with positive feedback from the campaign partners. A full year one evaluation will take place in June.
- Swim England Learn to Swim Programme promotional video completed. Operators have a tailored version to play in receptions or link to websites, and we will be rolling out snippets on our digitally channels during June.
- A paid-for digital advertising package has been agreed with Great Swims to promote an exclusive 10 per cent discount to Swim England members across the member newsletter, social media and advertising on the website.
- GDPR emails have been sent to all Swim England members (Clubs, Swim Schools and Just Swim) and our partners to advise them of our updated Swim England Privacy Policy. Additionally, a new sign up system for our partner newsletter (Pooling Resources) has been created and the privacy policy is now visible on shop.swimming.org.

England Talent

- **Water Polo**
 - GBR u19 men qualified for the European Championships after finishing second to Greece in Manchester on 13 May. The team travels to Minsk, Belarus 11-12 September. This is a fantastic achievement – the first time in 20 years!
 - The National Academy weekend camp took place for 67 boys and girls. As well as water polo matches, workshops in strength and conditioning and nutrition were delivered.
 - The Senior Men beat South Africa in the final of the EU Nations tournament in Prague to win gold.
- **Synchronised Swimming**

The third and final full camp is being held the last week of May. All 36 England athletes will attend and prepare for the competition season:

 - Age Group Squad: first competition in mid-June in Croatia at the Cup event, followed by the prestigious Mediterranean Cup in July.

- Development Squad: Beacon Games, London in July.
- Juniors: Junior Europeans, Finland in June and then onto the Junior Worlds in Budapest in July.
- Seniors: season to close at the European Championships, Glasgow in August.

The Duet athletes are progressing well, some time has been taken out of the programme for GCSE exams and injury recovery but they are on track for the first competition of the season in June.

- **Swimming**

- Swim England Performance Centre applications closed on Friday 25 May.
- 10 swimmers from the Swim England 2024 squad head to Mare Nostrum in July.
- New swimming administrator, Chris Jones, started on Thursday 30 May.

- **Diving**

- In April we had the Junior Elites in Plymouth followed by our Y Camp. There were some superb performances and we have 33 divers who hit the standard to be invited to our Y Assessment camp in October.
- Y camp for the current cohort of divers was a great opportunity for us to review performances from Elites. The camp had a heavy emphasis on Psychology with workshops run by EIS Sports Psychologist Laura Cosgrove focusing the athletes on routine and competition preparation and review.
- A number of England Talent Divers attend the Dresden Youth International Meet in Germany as part of a British team. This gave the athletes a fantastic run out in the lead up to Junior Europeans and Junior Worlds this summer.

- **Para-Swimming**

- East regional training at Flitwick saw 16 coaches from local clubs attend with regional para-swimmers. Workshops on 'introduction to para-swimming' were presented.
- 46 (86 per cent of programme) England Programme Para-swimmers qualified for the British Para-swimming International Meet in Sheffield, competing in over 220 swims.
- We have met with Activity Alliance, developing the framework for the pilot unclassified competition. This will be delivered in the South East in September/October and dates for the North East will be identified shortly.
- 60 per cent of home programme visits have been completed. The remaining are planned in over the summer period.

Events

- British Masters Championships entries closed with 715 entries received, a higher entry total than that in Aberdeen 2017, which was hosted by Scottish Swimming (531).

Facilities

- A proposed housing, retail and leisure development for Manton Airfield, Thanet in Kent has a 50m swimming pool included. Swim England has indicated its support to Sport England as part of the planning process.
- North West Leicestershire DC have outlined proposals for a new 25m x 8-lane swimming pool complex in Coalville replacing the old Hermitage Leisure Centre.
- Fareham Swimming Club are working with a local school to build their own pool.

Health and Wellbeing

- **Dementia Friendly Swimming:** The evaluation report was launched at an event in London where the achievements of the project were celebrated. The report and supporting materials to aid project delivery are now available on the Dementia Friendly Swimming pages: click [here](#) to find out more.
- **Health Model:** Visits to all Phase 1 sites have taken place to explain the project elements and the team are creating action plans with each site, aiming to be ready to

start in July. We have also been in contact with the second wave of sites and will be meeting them throughout June.

- **Richmond Group:** Elaine McNish presented our health model to the group of charities, explaining the project and how they could get involved, as exemplified by Mind and Arthritis UK. Initial interest was expressed by another two charities, with further discussions to take place.

Insight

- **Enhancing Swim Knowledge Workshop:** Working with the Strategic Partnership Team, we have developed a workshop aimed at enhancing the aquatic knowledge of leisure centre staff within a variety of roles: apprentices, front of house, sales, gym. We received positive feedback from our May pilot workshop and will now work with teams to determine how best to share this workshop, considering the commercial opportunities to launch this across the sector.
- **New staff:** Ken Pollard will join us from Sport Notts on 4 June as Insight Project Manager, to cover Kerry's maternity leave. Jake Dampier joined the team in May, as Insight Assistant. Both are based in SportPark on floor 2, so please drop by to say hello!

Institute of Swimming

- Teacher training took place with 14 swimming teachers who work across the Tui Holiday Villages. They took part in CPD sessions on 'A fun approach to learn to swim', 'pre-school lessons' and 'Teaching Aquatics to children with educational difficulties'.
- Work is ongoing with FINA to launch their online platform to host the rebranded, blended coaching content. Phase 2 was completed on time last week and FINA now have both the Assistant Coach and Swimming Coach content. Positive feedback has been received from FINA about the relationship and the quality of our coaching content.
- Our 'win a year's free training and membership' competition which was run to raise awareness of the new branding, saw 1,427 entries and we achieved a reach of 43,200 people. The winner is already a Level 2 Swimming Teacher so is now benefiting from our membership and excited to start his coaching journey!

Learn to Swim

- The Level 2 Textbook is now with design.
- Our Learn to Swim Managers delivered a Learn to Swim morning on 7 May for Active Newham.
- Sue Barlow worked with Workforce Support Services to train up an additional 10 tutors to deliver the National Curriculum Training Programme.
- Michelle Brailsford produced all the required resources to support the pool based Swim Safe project.

Membership

- **New OMS development:** We are currently working with our developers to ensure the data we collect is GDPR compliant. Testing will commence this week with a launch date planned for the week commencing 11 June.
- **Member and Club Newsletter:** We are working with Comms to deliver a monthly newsletter for members (clubs and Just Swim). A quarterly club-officer specific newsletter will also be created, focusing on more specific information.

Public Affairs

- Planning has taken place with a range of colleagues to create joined-up communications activity during June to highlight our focus and leadership training the workforce.
- Progress is being made on plans to celebrate our 150th Anniversary, with internal and external meetings taking place in June.
- Requests for support from our Patron for key events this autumn has been made, along with approaches for support for 2019.
- Progress continues to be made with the Curriculum Swimming and Water Safety project, with communications beginning in June and through to the summer holidays.
- Swim Group and APPG meetings will take place in June.

People Development

- In conjunction with the Events team we delivered the Team Conference and Awards. The feedback survey closes soon which will help to shape next year's event. The launch of Team Survey followed, which closes on 4 June, and the results will be shared in July.
- We facilitated a meeting with Badminton England around a proposal to support them with their people related activities.
- GDPR preparations took place, for both People Development and to support the wider business, along with further work on our Advanced Equality Standards submission.
- We supported the recruitment of seven roles and on-boarding of four new starters. We also promoted our support to team members during mental health week and facilitated training in Effective Time Management, Excel and Integra.

Strategic Partnerships

- Sporta Network: Colleagues from the Institute of Swimming, Workforce Support Services and Strategic Partnerships presented at the Sporta conference to the 30 attending trusts. The partnership goes from strength to strength and work has begun on the third conference, focusing on pool programming.
- Swim Local: We attended the Swim Local debrief at Sport England where all 12 Local Authorities provided updates. It is evident that by following our Three Frontiers model, authorities can improve customer experiences, leading to swimming growth. We have agreed with Sport England to collaborate on the final presentations from partners in December, creating learning that can be added to our Frontiers toolkit.
- Frontier Toolkit: We are now working with key partners to embed the Frontier Toolkit as a best practice approach to delivering good quality customer experiences across their organisations. We have also officially launched the Frontier Toolkit through Pooling Resources to hundreds more sites and will continue to evolve the Toolkit with Phase 2 work beginning now.

Swim Safe

- Delivery has started at a number of sites around the UK including Newquay, Falmouth and Stanborough.
- The website is now live for bookings of public sessions.
- 109 teachers from Everyone Active have signed up to a pilot water safety CPD and Swim Safe indoors workshop.
- Up to 20,000 places are being delivered in drowning prevention week.

Please contact sian.breen@swimming.org with any enquiries and for further details.