

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

Minutes of Meeting of Board Members held on Tuesday 10 July 2018 at Guildford Spectrum  
Leisure Centre

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

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

Eileen Adams (EA)	President
Bryony Gibbs (BG)	Regional Office Manager
Rosa Gallop (RG)	Club Development Officer
Kristie Jarrett (KJ)	Regional Club Development Officer

**102 Apologies**

Apologies had been received from:

Brian Deval  
Jenny Gray  
Ivan Horsfall Turner  
William Long  
Helen Mack

**103 Minutes of the Meeting held on 11 June 2018**

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

**Action: BG**

**104 Matters Arising**

83 – The Para Swimming Event took place on 04 July. This was a participation event with pupils from Surrey schools and there was representation from multiple sports.

90 – Club Internal Disputes. SR is working on this.

92 – RFP is waiting to speak with Marie Cooper.

94 – On Agenda.

**Landscape Sheet**

6 – RFP has invited Mike Farrar. BG is in communication with Sian Breen to finalise a date.

9 - RFP sent Jon Glenn an invite on 14 June to attend this meeting, a response was received this afternoon advising he would be unable to attend. Neither question raised was answered.

2 – 150<sup>th</sup> Anniversary. RG is on the working group for this. One meeting has taken place and various ideas were put forward. RG is waiting on the next meeting to know which ideas will move forward.

## 105 6 Month Update Reports

Reports were circulated from HM, KJ and RG prior to the meeting.

HM's report was noted as she was unable to attend.

KJ presented her report covering the work completed from November 2017- May 2018. No questions were raised by the Board relating to the report.

RG presented her report covering the work completed from January 2018-June 2018. A query was raised by JD about Regional Plans that are being put in place by the Clubs team nationally: it is understood that a document is being put together to include Regional and National plans. RG explained it is hoped to start using this from next year when the new plans are being produced to reduce administration, as we are already part way through the current plans.

Following some concerns raised by clubs it was agreed that RG would call Hiscox (Swim England's Insurance Provider) as it had been noted that their conditions state that if a clubs payroll is greater than £50k per annum they must notify the insurance company. It was agreed that RG would clarify, and, if this is the case, information would go in the next Regional newsletter to ensure clubs are aware. It was also queried if this would only apply to employees or would include those that are self-employed as well.

**Action: RG**

At the last ACM Development Morning there was a talk from Club Matters which included information on Charity Status. As a follow on from this, RG asked if speakers could be included to discuss the pros and cons of such arrangements. It was agreed this could be included in the incorporation talk. RG to put CL in touch with the relevant contacts.

**Action: RG**

## 106 Accounts 2017/18

The accounts, as examined by Charterhouse Accountants, had been circulated prior to the meeting. There was a variance of £602 from the accounts previously circulated due to some adjustments that needed to be made, meaning the deficit for the year was £48,771.

The Accounts were agreed unanimously for submission to the ACM.

**Action: BG**

## 107 Affiliation Fees 2019

The proposal is to increase the fees of Category 1 and Category 2 membership by £1 from 01 January 2019. Category 3 will remain as £0. This was included in the proposed budget for 2018/19. This was agreed by a majority, with one vote against.

The Regional Affiliation Fees from 01 January 2019 will be:

Category 1 - £5.00

Category 2 - £6.00

Category 3 - £0.00

Minimum Fee - £25.00 (this was excluded from the circulated report in error)

**Action: BG**

## 108 Annual Report

A draft report was circulated prior to the meeting. It is requested the Members email Brian Deval any amendments required by Friday 13 July. It was noted that the Swimmers from the

British Para Talent Pathway had not been included in the Roll of Honour. It was also requested at that Team Manager, Safeguarding and Time to Listen be referred to as Workshops or Seminars rather than Courses.

The content of the report was agreed subject to any required amendments.

**Action: BD/BG**

#### **109 Annual Council Meeting**

Board Members were reminded that nomination forms must be submitted by 31 July 2018. The Board Members due to retire this year will be John Davies, William Long, Shelley Robinson and Gary Shields.

There are no motions beyond those agreed at the last 2 meetings which will incorporate the required constitutional changes following Swim England's changes and the amendment explaining that ACM Papers and Reports will be sent electronically.

It was confirmed that the Regional Delegates to the Swim England ACM will also be the Members' Forum delegates. Workshops will be taking place in the morning followed by the Annual Council Meeting and Awards.

**Action: RFP**

#### **110 Cancellation of events**

BD had produced a report looking at contingency plans for events, arising from the experience with the coaches' seminar on the Swim England Pathway Programme at Leatherhead, earlier this year. The report was circulated ahead of the meeting. The report proposed that there needed to be a key decision maker for each event and clear lines of communication, should there be any changes to arrangements.

Following discussion it was agreed that any urgent communications for events should be posted on Twitter. Confirmation emails that are sent out in the lead up to events will advise attendees to check the Twitter feed to ensure that there are no changes to arrangements before they leave home. Any decisions should be made by the local organiser.

**Action: BG**

#### **111 Harold Fern and AH Turner Awards**

No external nominations were received however it was proposed to nominate RV Hedger. This was agreed, SR will work on the nomination. BG will need to be submit the nomination to Swim England by 13<sup>th</sup> July.

**Action: SR/BG**

#### **112 Reading Facilities – RG50**

RFP vacated the chair for this item due to a conflict of interest. JD took the chair.

A paper by RG50, a campaign for a 50m pool in Reading, had been circulated prior to the meeting. Reading has been an excellent centre for many areas of swimming. There have been problems over the last few years with provision of pool time and due to this the clubs in Reading have put together RG50 and are trying to gain support.

GA proposed that the Region support this, this was seconded by CL. This was agreed unanimously. A letter of support will be written by JD as Vice Chairman. Swim England Facilities have been providing support on this however it felt that a letter of support from Swim England would be beneficial. A letter will also be written from the Region to Swim England requesting their support.

**Action: JD**

**113 Swim Mark**

The Region currently has 97 Swim Mark Clubs which is 53% of our cubs and 79% of members this is more than any other region. It is recognised that maintaining them current level takes a lot of effort and increasing this number would require additional effort. Swim England Clubs team have objectives for each region. Rosa G will compare these with the South East Operational Plan to see how much is in common.

**Action: JD**

**114 Employment Matters**

Item was covered under Matters Arising.

**Action: RFP**

**115 Data Protection**

No update was available.

**Action: WL/BG**

**116 Affiliations & Resignations**

Enquiries –  
Stowe School – RFP to check constitution  
Synchro Club based in Milton Keynes  
Folkestone Sea Sauna  
Drenched Mini Water Polo – Sussex  
Lancing College (received since the meeting papers were published)

**Action: RFP**

**117 Correspondence**

The item of correspondence was noted.

**118 Swim England Senior Leadership Update June**

No report received.

**119 Swim England Sports Operations Committee Minutes**

The minutes of the meeting were noted.

**120 Swim England Board Meeting Minutes**

It was noted that the minutes mention a possible change of head office location.

**121 AOB**

One item was received in advance of the meeting but had been withdrawn.

**122 Date of Next Meeting**

The next meeting will be on Monday 10 September, 7pm at Guildford Spectrum.

The meeting was closed at 20.48

## Regional Management Board

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

### Agenda

- |   |   |                   |      |
|---|---|-------------------|------|
| 1.  | <b>Apologies</b><br><i>To receive any apologies from members unable to attend the meeting</i><br>Brian Deval<br>Jenny Gray<br>Helen Mack  | RFP               | 1900 |
| 2.  | <b>Minutes of the Meeting held on 11 June 2018</b><br><i>To agree accuracy of minutes from the previous meeting</i>   | RFP<br>Enclosed   | 1905 |
| 3.  | <b>Matters Arising</b><br><i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>   | RFP<br>Enclosed   | 1910 |
| 4.  | <b>6 Month Update Report</b><br>Receive the update reports from HM, KJ & RG   | KJ/RG<br>Enclosed | 1915 |
| <b>Items for Decision</b>                 |   |                   |      |
| 5.  | <b>Accounts</b><br>To approve the Accounts for 2017/18  | GS<br>To follow   | 1935 |
| 6.  | <b>Affiliation Fees 2019</b>  | GS<br>Enclosed    | 1940 |
| 7.  | <b>Annual Report</b><br>To approve the Annual Report for 2017/18  | BD<br>To follow   | 1945 |
| 8.  | <b>Annual Council Meeting</b>   | RFP               | 1950 |
| 9.  | <b>Swim England Pathway Programme – Leatherhead</b>   | BD<br>Enclosed    | 1955 |
| 10.                                       | <b>HF and AHT Awards</b>  | BD/EA/CL          | 2000 |
| 11.                                       | <b>Reading Facilities – RG50</b>  | JD<br>Enclosed    | 2005 |
| <b>Items for Discussion / Information</b> |   |                   |      |
| 12.                                       | <b>SwimMark</b>   | JD<br>Enclosed    | 2010 |
| 13.                                       | <b>Employment Matters</b>   | CJ                | 2015 |
| 14.                                       | <b>Data Protection</b>  | WL                | 2020 |
| 15.                                       | <b>Affiliations &amp; Resignations</b>  | RFP               | 2025 |
|   | <b>15.1 New Affiliations</b><br>None  |                   |      |
|   | <b>15.2 Resignations</b><br>None  |                   |      |
|   | <b>15.3 Enquiries</b><br>Stowe School (application & constitution submitted)<br>Synchro Club based in Milton Keynes (email enquiry)<br>Folkestone Sea Sauna (phone enquiry)<br>Drenched Mini Water Polo (email enquiry) |                   |      |
|   | <b>15.4 Transfers</b><br>None   |                   |      |
|   | <b>15.5 Change of Name</b>  |                   |      |

None

- |     |  |                  |      |
|-----|--|------------------|------|
| 16. | <b>Correspondence</b><br>Emma Griffin – Sports Operations Committee – Skills Based Member Recruitment                | RFP<br>Enclosed  | 2030 |
| 17. | <b>Swim England Senior Leadership Update June</b>  | RFP<br>To follow | 2040 |
| 18. | <b>Swim England Sports Operations Committee Minutes</b><br><i>To review minutes of the SOC Meeting 06 June 2018</i>  | RFP<br>Enclosed  | 2045 |
| 19. | <b>Swim England Board Meeting Minutes</b><br><i>To review minutes of the Swim England Board Meeting 08 June 2018</i> | RFP<br>Enclosed  | 2050 |
| 20. | <b>AOB</b><br><i>24 hours notice required</i>  | RFP              | 2055 |
| 21. | <b>Date of Next Meeting</b><br>Monday 10 September 2018 7pm at Guildford Spectrum                                    | RFP              | 2100 |

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

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

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<b>Present:</b>	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 150<sup>th</sup> 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

DRAFT

**AGENDA ITEM 3**

**MATTERS ARISING FROM RMB MEETINGS**

Updated as at 29 June 2018

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
1	<b>List of Assets</b> BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	<b>ASA's 150<sup>th</sup> Anniversary</b> RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.	13.07.17 Min 257	RFP	
3	<b>APPG for Swimming</b> A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
4	<b>Constitutions</b> There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
5	<b>Review of the Region's Strategy 2017-2021</b> 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>
6	<b>Mike Farrar RMB Attendance</b> RFP to invite Mike Farrar to attend a future RMB Meeting	16.01.18 Min 13	RFP	<i>Complete</i>
7	<b>Communications</b> It was noted that Mailsports were not asked to quote for the kit worn by the team that went to Flanders. Assurances have been given that quotes will be requested from Mailsports. All Discipline Managers need to be aware, BD will send something out via BG.  Pictures will be required for the Annual Report, these need to be a minimum of 2MB. BD will send a request to the Discipline Managers via BG.	18.02.18 Min 30	BD / BG	
8	<b>Volunteering Sub Group</b> At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG, SH and ML and that the discipline managers would also be involved.  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	18.02.18 Min 31	WL, BD, HM, KJ, RG, SH & ML	<i>On Agenda</i>

	gather and what information they already have that the Region can use.			
9	<b>Regional Buddy System</b> RFP to invite Jon Glenn to the July Board Meeting	11.06.18 Min 85	RFP	<i>Complete</i>
10	<b>Constitution</b> 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.	11.06.18 Min 87	RFP/BG	
11	<b>Club Internal Disputes</b> 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.	11.06.18 Min 90	SR	

Updated 29/06/2018 BG



**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 17<sup>th</sup> 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 30<sup>th</sup> June, 1<sup>st</sup> September and the 24<sup>th</sup> 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 5<sup>th</sup> May will be on "Practical nutrition to aid performance" and the second on the 13<sup>th</sup> 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 10<sup>th</sup> 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.

## REPORT SOUTH EAST BOARD – JANUARY 2018 TO JUNE 2018

### 1. Networks.

The South East have 17 Networks – 16 of which are Swim Mark and one which is not.

I attempt to attend most of the Network meetings which are either help face to face or virtually, some are a mixture of both. Just over 100 clubs are in Networks now.

I was looking to not increase the Networks but recently have been looking to see if we can do anything on the Isle of Wight Swimming (who have three clubs) with the hope that this may get the clubs to work together a bit more.

I attended the South East Region Diving and spoke to some of the Diving Clubs from Kent who have said that they would like to set up a Network, I have agreed to visit the clubs and have a meeting.

### 2. Visiting Clubs.

I have visited quite a few clubs in the South East Region at the clubs requests. This is often clubs that have internal problems for various reasons. Mainly I have been able to help the clubs or if not signpost them to Swim England who have the expertise to help them. Often I work with Swim England assisting the clubs to come to a sensible solution. I have also sat on Interview panels for clubs when interviewing coaches.

### 3. Regional Competitions

I have attended most of the Regional Championships both summer and winter. This is very useful as it enables me to talk to both Coaches and often other Club officials. Having a table also answers many queries from Club officials, Parents and coaches.

### 4. Regional Committees

I attend the Water polo Regional meetings and do the Admin for the Committee. I also attend the Swimming Development Committee, Swimming Group Committee and the Coach forum admin for these are done by volunteers.

### 5. Coaching courses

I have set up Assistant Coach Courses at club rate this year, since January 2018 we have run Assistant coach courses at Ashford, Guildford, Hart, Atlantis and Aylesbury. A water polo Assistant Coach course at Basingstoke, Synchro course planned both Assistant Coach and Coach at Cobham for Synchro.

There are coaching courses being planned for later in the year at Maidstone Assistant Coach and possibly a Coach Course (Level 2) Coach course at Hart and Coach Course at Atlantis. Helen Mack is arranging courses in Oxford. Assistant coach course and coach course at Maidenhead.

## 6. Facilities

I have been attending meeting with Reading Council and clubs in Reading reference the new swimming pools planned for Reading, This is ongoing at present with no firm confirmation of the final outcome.

Winchester Council and Winchester Swimming with the new 50 meter swimming pool and Sports Center which is planned for 2020 / 2021. This will be at Junction 10 of the M3 so quite accessible.

Portsmouth University who are having an 8 lane 25 meter swimming pool and new sports center. This will be across the road from Temeraire the Navy pool. The University are planning to advertise swimming as one of their preferred sports with flexible learning. They are also looking at developing water polo. The plan is that the Sports center will open September 2020.

Electronic timing, back stroke starting blocks and up to date blocks are planned to be in the swimming pool as well as all the water polo equipment.

## 7. Swim Mark.

I support Helen Mack on Swim Mark mainly visiting clubs who require help. With Swim Mark Performance clubs I work with the England Talent Coach for that Discipline and we both approve the submission.

At present we have Guildford City for Swimming and Southampton Diving who have Performance. Reading Royals Synchro are nearly finished with their submission, and Wycombe are looking to gain Performance.

8. I attended the Development Days at Sussex and Kent.

9. I am sitting on the Committee for Swim England for the 150 years birthday for the ASA and the planning of celebrations.

10. I would like to thank Helen, Kristie and Bryony for all the help and support they give me.

Rosa Gallop  
June 2018.

## Recommendation to RMB to increase membership fees

As the Board will recall, discussions have already taken place about the 2018/2019 Budget and the proposed increase in affiliation fees.

Based on the first draft budget for 2018/2019, we were faced with a deficit of £103,535. With reserves of £219,397 (excluding the segregated Disability monies), this was clearly not something that the Finance Group were willing to recommend and we therefore set about trying to achieve 2 outcomes:

1. An acceptable deficit budget for 2018/2019
2. An objective of achieving a balanced budget in the future.

After much debate, the FG recommended to the Board an increase in affiliation fees as follows:

- a. Category 1 £5.00 per annum
- b. Category 2 £6.00 per annum
- c. Category 3 £0.00 per annum

The RMB are reminded that the last fee increase was on 1<sup>st</sup> January 2016. Whilst there was some debate about Category 3 membership fee, the majority on the FG believed that maintaining a 'no fee policy' for our volunteers, coaches and teachers is desirable.

The outcome of this increase of £1.00 per annum for Category 1 and 2 members, together with some expenditure cuts, is that the budget deficit for 2018/2019 was reduced to £45,750. This is based on receiving the benefit of only one quarter of the fee increase which will not be introduced until 1<sup>st</sup> January 2019. The full benefit will be seen in 2019/2020 and the Finance Group believe that we will then see a significant move towards a balanced budget.

In terms of our membership, it remains challenging to obtain accurate data in that regard but the table below is the latest information which may be of interest:

	Cat 1	Cat 2	Cat 3	Total
2018	15,389	15,487	7,760	38,636
2017	15,401	13,060	7,175	35,636
2016	16,700	13,502	7,335	37,537
2015	16,393	12,235	6,681	35,309
2014	18,393	12,641	7,106	38,140
2013	16,844	11,602	6,529	34,975
2012	18,956	12,449	6,448	37,853
2011	17,409	11,277	6,103	34,789

**Recommendation: Increase Category 1 and 2 Membership Fees by £1.00 pa from 01/01/2019.**

Gary Shields  
Board Member Responsible for Finance  
2<sup>nd</sup> July 2019

## **Purpose of report**

To identify processes to ensure effective, timely and consistent communications with stakeholders involved with non competitive events organised by the Region.

### Overview:

From time to time the Region organises events that involve people travelling to a venue from across the Region. It is therefore important to ensure that any late changes to published plans are communicated to the attendees, venue and presenters in a structured and timely manner to allow alternative arrangements to be made if required.

### Case study:

Early in 2018 the Region hosted a training event for county and club representatives from across the region. The organiser confirmed arrangements early in the morning of the event but within an hour was forced to cancel the event because of localised heavy snow. This meant that those already travelling to the venue did not find out about the cancellation until they arrived at the venue – which was not impacted by the weather.

This change of plans at such a late stage caused confusion amongst delegates, incurred unnecessary expense for those travelling and impacted negatively on the reputation of the Region.

### Processes for consideration:

The need to change or cancel an event is unlikely to be solely weather related therefore consistent processes should be applied as a matter of course for every activity organised by the Region.

The processes identified below outline approaches that will go some way to minimising the effect of late changes to published arrangements. This will help to safeguard the Region's reputation and ensure that there is minimal inconvenience.

1. Individuals, whether employees or volunteers, should not be put in a position to make any decisions without consultation with their line manager or other members of the organising team. All decisions should be taken collectively for the organisation.
2. Third party information should be sought from organisations like the Met Office, Highways England and visiting presenters to ensure that decision-making is widely informed. This advice should be retained to ensure any future challenge could be answered.
3. Decisions to change published plans should be made at least 24hrs before the event but ideally 48hrs before.
4. Supplier contracts should be negotiated where a cancellation by them is informed within a similar time line. These contracts should also include a liability to cover any lost revenue by the Region caused by the cancellation. Similarly, the Region should seek to protect itself from paying cancellation fees wherever possible.

5. Information gathered during the run up to the event from delegates should include mobile phone number and email so that text and email groups can be built. The Region's Facebook and Twitter channels should also be used in this process to ensure as wide as possible dissemination. It is essential that contact details are stored in accordance with GDPR.

It would be helpful if this process were followed irrespective of any change to plans – a confirmation 24hrs before the event would be well received.

6. Where the decision is taken because of issues with the venue every effort should be made to find an alternative venue before cancellation.

Because of the size of the Region weather conditions people in different parts are likely to having different experiences. Decisions should therefore be taken on a holistic basis.

The language used when cancelling an event should set out clearly the reason and also the source of the information used to ensure that the recipient understands the processes used to avoid any misunderstanding - ie: after consultation with the Met Office we have.....

7. Where delegate fees have been paid refunds and/or places on an alternative event should be offered as soon as possible and the process used should be made as simple as possible.

The above is unlikely to be a definitive process but should be used to stimulate discussion and inform an agreed procedure used across the Region.

Brian DeVal  
28 June 2018

# **RG50**

**Reading Aquatics Groups requirements for swimming pool provision**

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**Consolidated Pool Specification**

**May 2018**

## 1. INTRODUCTION

- 1.1 This document has been prepared by the Reading Aquatics Group (RAG) and the RG50 campaign to set out their position following the closure of Central Swimming Pool and Arthur Hill Pool by Reading Borough Council (RBC). With its release of the Design, Build and Operate Invitation to Tender Reading has an opportunity to build a visionary aquatic facility in the town and become a regional beacon for community wide sporting participation and excellence. RAG comprises those clubs listed in italics in paragraph 1.3 below.
- 1.2 The residents and aquatic groups of Reading have now been left with an under provision of water. These closures have in fact resulted in the loss of 5 swimming pools:
- i. 25m competition pool at Central
  - ii. Central Diving Pool
  - iii. Central learning/teaching pool
  - iv. Central small teaching pool (boom sectioned area of original pool)
  - v. Arthur Hill 27m pool
- 1.2 The people and clubs that used these pools prior to closure included:
- i. General recreational swimmers
  - ii. Mothers and toddlers learning programmes
  - iii. OAP swim groups
  - iv. Women only swimming
  - v. *Reading Swimming Club (including Reading Water Polo team)*
  - vi. *Reading Cygnets*
  - vii. *Tilehurst Swimming Club*
  - viii. *Reading's Albatross Diving Club*
  - ix. *Reading Royals Synchronised Swimming Club*
  - x. *Reading UWH (Octopush) Club*
- 1.3 Reading is almost unique in the fact that the town has national and international level competitors across all the aquatic disciplines; swimming, diving, synchronised swimming, water polo, disability swimming, triathlon and open water swimming and under water hockey. Athletes act as ambassadors for sport in the town's programmes with publicity and high profiles encouraging greater participation from the whole community.
- 1.4 Reading Swimming Club, Reading Cygnets, Albatross Diving, Reading Royals Synchronised Swimming Club, Reading Water Polo and Reading UWH Club have all been left with no adequate facilities in Reading and need to travel outside of the Borough to meet their continued training needs and requirements. Home meets and competitions are now held outside of the town.
- 1.5 Reading's heritage in aquatics must be hard to surpass and we have a duty to our past and our future to embrace the opportunity presented in building new facilities. We have a position where a club that originally formed in 1885, Reading Swimming Club, no longer has a home in the town it has proudly represented for over 133 years. Albatross Diving Club celebrates its 40<sup>th</sup> year as a stand-alone diving club this year. Reading's geographical location and excellent existing infrastructure means that the town is an ideal site for development. Building on this existing heritage allows the Council and Operator the chance for Reading to become a Regional hub for aquatics raising the profile and sporting status of the town and bringing associated far reaching benefits. Reading's passion for aquatics means that there is a high level of commitment and expertise locally available for sharing for the wider benefit of all the local community. The management and programming of a full range of high quality facilities will be crucial to this. If facilities fall short then the town will lose this enviable energy, which is invaluable and hard to replace.

- 1.6 These clubs are have been open to all in Reading and have given people, both you and old, the opportunity to try the sport. Without clubs like this based in Reading it will be difficult to achieve the goals set by the Government and Sport England to get more people actively involved in exercising and sport.
- 1.7 The temporary pop-up pool that the Council has built at Rivermead has a full teaching program, does not have sufficient time for general public lunch time swimming sessions and neither is it fit for purpose for the aquatic clubs of Reading who in the past have generated World, Olympic, Commonwealth and European Champions, such as Chris Mears, Rebecca Cook and Katie Clark and Katie Skelton. Without having local swimming facilities and been taught their chosen sport initially and novices and youths they would not have had the opportunity to try their sport out, which has lead through hard work and dedication to the Olympic stage. A dream most children have but few attain. It is through having this local world class sports people the residents of Reading will become aware of aquatic sports and be persuaded to give them a try.
- 1.8 RG50 has pulled together members of the general public who are concerned about the provision of swimming pools in Reading, the aforementioned Reading Aquatic Groups of Reading together with Thames Valley Triathletes and Tri20 to set out a consolidated pool specification.
- 1.9 Reading should proud of its swimming heritage; it is the only town in the region that offers all four main aquatic sports: Swimming, water polo, diving and synchronised swimming. In a time when the benefits of swimming are recognised to help improve health and wellbeing and the government has set targets to get more of the population involved in sport and activities, pools have closed in Reading. However, the collective of sporting interests are working together and collaboratively with RBC to ensure a firm date is set when replacement facilities are opened to the aquatic community of all abilities and ages.
- 1.10 Sports England's Active People Survey 10 (Oct 2015 to Sept 2016) reveals that more than 2.5m people (over the age of 16) swim at least once a week. This is more than any other sport in England, considerably more than Football (at 1.8m) and five times more than Exercise, Movement and Dance. This demonstrates the importance of swimming to a community and the need for it to be seriously considered and provided for especially when the health and well being benefits are taken into account.
- 1.11 Swimming is a sporting activity for all ages and abilities; it benefits the young and much as it benefits the old. The benefits of swimming are many fold and include:
- i. a means to stay healthy, agile and fit;
  - ii. ability to save oneself and prevent other people from drowning;
  - iii. social benefits of meeting up with like minded people providing interactions and support for the elderly and mother-with-toddler groups;
  - iv. help to react cohesive communities at a local level;
  - v. plus the intangible benefits created from competitions and events being held at the facility to help boost the local economy.
- 1.12 We are looking to create an aquatic centre with a 50m pool that will continue to activate people and encourage them to take up swimming and enjoy aquatic sports of all types, be it just swimming up and down for leisure or trying out something different like water polo, underwater hockey or synchronised swimming
- 1.13 Sports England in association with the ASA (now Swim England) published, Affordable Sports Centres with Community 50m Pool Options, October 2014, which was aimed at "*creating a sporting habit for life.*" This document sets out how to affordably deliver a 50m pool, with a secondary training pool (which in our instance could act as the diving pit, with a sports hall, 150-station gym facility and three studios for less than £13m. Swim England has separately written to RBC advising of the need and benefits for a 50m pool in the town.

- 1.14 This document has been prepared to enable the successful development of the specification for the proposed Indoor Sports facility as it pertains to Aquatics Sports. It serves to clearly communicate the requirements of those clubs dedicated to the development of aquatic sport for the local community.
- 1.15 The specification has been structured to set out:
- i. Our understanding the RBC proposed pool strategy
  - ii. Specific club requirements
  - iii. Proposals for a new facility
  - iv. How best to maximise utilisation of such a facility.

## 2. READING BOROUGH COUNCIL REPLACEMENT POOL STRATEGY

- 2.1 It is evident when talking with people with a long standing involvement with Aquatic sports in Reading that there has been lengthy debate with the Council dating back to the days when Central Pool was originally built that Reading should have a 50m pool. Indeed, back in 2001 Reading Swimming Club contacted RBC regarding a 50m long course pool and the need to have a plan and vision in place to build a new pool before demolishing Central Pool, advising at the time that it would *“be an unmitigated disaster for our club [RSC] if Central Pool were demolished before a replacement of either length was up and running.”*
- 2.2 Since then Wycombe District Council, Guildford Borough Council and Portsmouth City Council have all built new 50m pool sports complexes. Indeed the councils of Maidenhead, Wokingham, Basingstoke, Slough and Winchester have all announced plans to rebuild their swimming pools.
- 2.3 The issue of providing replacement pools in Reading was escalated in 2006 when Mr Rob Wilson (Reading East MP) raised the matter in Parliament on 20 January 2006 when he advised The Secretary of State for Culture, Media and Sports (Tessa Jowell) that “two swimming pools in my constituency are due to be closed with no certainty of like-for-like replacement”. The Secretary of State for Culture, Media and Sports then replied by confirming *“I understand that the Arthur Hill pool is scheduled for closure, but the local authority has given a clear commitment that a new facility will be built with the capital receipt, and that the Arthur Hill pool will remain open until the new facility is ready”*.
- 2.4 Since then both Arthur Hill and Central Pools have closed with no proper alternative facility for the Reading Aquatic Clubs. The temporary five lane 25m “pop-up” pool constructed at Rivermead is only 1.2m deep and cannot be used by Reading Water polo team, Albatross Diving Club, Reading Synchronised Swimmers (except for stamina training) and Reading UWH. Although used by Reading Swimming Club swimming aids such as, fins and paddles can’t be used and the swimmers are not allowed to dive into the pool due to its shallow depth.
- 2.5 To make matters worse elderly swimmers complained about the difficulty they have experienced in using this pool, particularly entering and exiting the “pop-up” pool via the hard to use ladders. The council installed steps, which will impede one lane effectively reducing the capacity of the facility down to a 4 lane 25m pool for training.
- 2.6 The aquatic community welcome this opportunity to engage with Reading Borough Council and potential Operators, to share their experience and knowledge and to add further input from the national aquatic professionals in Swim England, British Swimming and British Diving. In November 2015 The Sports Consultancy prepared a report for RBC on assessing indoor sports facilities in Reading. Although welcomed, there is now a significant opportunity to comment on specific areas where there may be inconsistencies with current thinking and amend areas existing through limited consultation at its preparation.
- 2.7 The Sports Consultancy report “Indoor Sports Facilities Needs Assessment” has been used to inform RBC’s “Review of Leisure Facilities and Future Provision” discussed at the October 2016 the Policy Committee. Little engagement has taken place to date with the Aquatic Clubs of Reading, Swim England or indeed general swimmers.
- 2.7 It was encouraging to read that TSC has consulted with the ASA and acknowledged, in para 4.4.11 of their report that:  
*“The ASA believes that there is sufficient water space in the Borough in 2015, but the main issue in Reading is the quality of swimming pools. Existing provision is of poor quality and needs to be addressed. The ASA is unsure whether there will be*

*sufficient water space in the Borough in the future, due to the uncertainty of growth of Reading and the surrounding areas due, to the Crossrail line into Central London. The ASA commented that Reading has an ideal opportunity to rationalise stock into a larger site and 2-3 smaller sites.”*

Since this report was prepared it has been confirmed that Reading will be the end of the Crossrail line and additional housing stock is proposed for Reading and the surrounding areas. Furthermore, both Central and Arthur Hill Swimming Pools have closed so there is now a significant under provision of swimming pools in Reading. The swimming facilities as set out in paragraph 1.2 above have now been lost to the residents of Reading, who are now either not swimming or travelling Academy, Rivermead or even longer distances outside of the Borough to swim and participate in aquatic sports.

- 2.8 Paragraph 4.4.11 of the TSC report continues by stating that:  
*“It advised [the ASA] that a 50m pool option should be considered at a large site, together with re-providing any lost diving provision at Central Pool. The existing diving facilities at Central Pool (three boards) are important to the swimming and to the ASA because if provision here is lost, there will be no facilities in the counties of Oxfordshire and Berkshire.”*
- 2.9 It is encouraging that the ASA (now rebranded Swim England) support the position set out by RG50 for a single 50m facility and separate diving pool allowing maximum flexibility as demonstrated in other successful operations across the country. This alongside acting as a visionary facility for the town and region for future aquatics community participation growth together with the potential for hosting regional, national and international events bringing associated revenues to the town’s businesses.
- 2.10 In summary the RBC “Review of Leisure Facilities and Future Provision” proposes to provide:
- i. a new 25m 6 lane “community pool” would be located at Palmer Park to replace Arthur Hill; and
  - ii. a new competition pool would be provided, probably at Rivermead, to replace the closure of the facilities at Central Pool.
- A program of delivery was set where by the Palmer Park Pool will be opened to public by January 2020. It appears that this deadline will be missed. However, RG50 has proposed an opening date of 2021, which although challenging this target date is achievable by all parties working collaboratively.
- 2.11 This Review does take into consideration the fact that Arthur Hill Pool operated at an annual loss of £150,000pa. Furthermore, no consideration has been given to the impact that the proposed redevelopment of the Bulmershe Pool, located within Wokingham Borough Council will have on their proposed Palmer Park Pool. Both pools would be within less than 1,500m or 20 minutes walking distance from each other. There is a concern that having two pools within close proximity of each other would have an adverse impact on their financial viability, especially as Bulmershe is programmed for completion well before Palmer Park opens.
- 2.12 It is understood that RBC have issued an EOI and will be seeking for an Operator to build and manage their leisure facilities including swimming pools. This EOI will require the Operator to design, maintain and operate the existing and new facilities over an agreed timeframe of around 15 years. RBC has advised that this will contract will be awarded in April 2019, with an anticipated start date of Summer 2019, although it is not currently possible to advise when new swimming pools will be open.
- 2.13 RAG and RG50 have approached RBC to open up a dialogue regarding swimming pool provision that would meet the needs for Reading now and in the future and to have the opportunity to engage with the proposed tenders prior to Award. We have asked that RBC takes into consideration the advice and guidance provided to them by Swim England, in their

November 2017 paper, advising that Reading now has the opportunity to build a single 50m pool and leisure facility complex. Swim England has advised RBC that such a facility would be no more expensive to build and be economical to maintain and operate than two 25m facilities.

- 2.14 Reading has recently announced the MRT scheme which will link east Reading to central Reading, this will enable people in east Reading to easily reach central Reading and open up great opportunities for improved sustainable modes of travel and make central Reading and areas such as Rivermead far more accessible.
- 2.15 Other towns and cities, such as Luton, have experienced considerable success since opening their 50m pools as part of a sporting strategy that looks to grow participation by attracting both existing and new audiences to ensure that they embrace new and innovative ways of delivering sport to all. These facilities have reactivated people's interest and participation in aquatics; they have engaged whole communities and their modern profiles with pool and 10m diving tower acts as a powerful centrepiece for the future.

### 3. AQUATIC CLUB SPECIFICATIONS

3.1 The Reading Aquatics Group will all have different requirements to suit their clubs particular requirements. Each of the Aquatic Clubs have provided their requirements and these are set out within this Chapter.

#### **Reading Swimming Club**

3.2 Reading Swimming Club (RSC) established in 1885, comprises the competitive swimming with a learn-to-swim programme, Masters swimming (18 years +) and water polo. The needs for RSC will also be the same for Reading Cygnets Swimming Club as well as the local triathlon clubs (TVT and Tri2O). The Cygnets provides an environment for people with learning disabilities to learn to swim and compete.

3.3 The clubs requirements are:

<b>RSC Pool Requirements</b>		
<b>Requirement</b>	<b>Need</b>	<b>Comment</b>
<b>Length:</b>	<b>50m</b>	<ul style="list-style-type: none"> <li>to support Competitive training and Level 1 Competition facilities.</li> <li>pool to have a submersible boom to subdivide the pool into two 25m pools</li> <li>Please note that the Pool shall be laser measured and certified following construction allowing for distance shortages when timing pads are added.</li> </ul>
<b>Number of lanes</b>	8 to10	
<b>Width</b>	25m Max	
<b>Depth</b>	Range 1.2 to 3m	Ideally constant depth of 2m
<b>Starting Blocks</b>	At both end	With back plates and backstroke ledges attached.
<b>Water Temp</b>	26-29° C	

Table 3.1 RSC Requirements

3.4 Ideally the swimming pool should be integrated within a sports complex and the following specifics required:

- i. Deck level pool;
- ii. Electronic timing facility with large scoreboard;
- iii. Adjoining Gym area to support land training;
- iv. Space on poolside to support pre-activation, warm-up & land training;
- v. Underwater lap counters;
- vi. Doors wide enough to allow wheelchair access;
- vii. Hoists available at both ends in case of pool being split into 2x25m pools;
- viii. Lift if the pool is not at ground level;
- ix. Swimming office/meeting room and place to safely display club trophies and awards;

- x. Room for Club storage, such as water polo goals;
- xi. Adequate seating (400 +) and car parking to adequately accommodate competition requirements;
- xii. Sufficient poolside space to seat visiting competing teams;
- xiii. Adequate welfare and catering facilities;
- xiv. Second clocks visible at each end of pool;
- xv. Holes to place poles for 5m backstroke flags and 15m from start;
- xvi. Anti-wave lane roped for 25m and 50m pool lengths.

### **Reading Water Polo**

3.5 Reading Water Polo Club is part of RSC and requires the following:

<b>Reading Water Polo Pool Requirements</b>		
<b>Requirement</b>	<b>Need</b>	<b>Comment</b>
<b>Length:</b>	<b>25 -30m</b>	distance between the goal lines
<b>Width</b>	10-20m max	Preferably 12m minimum  In addition the boundary of the field of play must be 0.3m behind the goal line (to allow for the goals to be mounted on the pool side/bottom).
<b>Depth</b>	Range 1.8 to 2m	Ideally constant depth, Preferably 2m

Table3.2 Reading Water Polo Requirements

- 3.6 Water Polo pools should ideally be provided with the following **Distinctive Marks** shall be provided on both sides of the field of play to denote the following:
- i. White marks goal line and half distance line
  - ii. Red marks 2 metres from goal lines
  - iii. Yellow marks 5 metres from goal lines
- 3.7 The sides of the field of play from the goal line to the 2 metre line shall be marked in red; from the 2 metre line to the 5 metre line shall be marked in yellow and from the 5 metre line to the half distance line shall be marked in green. Removable mats can be purchased if pool not permanently marked.
- 3.8 Two goal posts and a crossbar, rigidly constructed, rectangular with a dimension of 0.075 metres facing the field of play and painted white shall be located on the goal lines at each end, equal distances from the sides and not less than 0.30 metres in front of the ends of the field of play. These can be floating on the pool surface (if sufficient length is available) or fixed to the side of the pool (as was the case at Central Pool). The inner sides of the goal posts shall be 3 metres apart. When the water is 1.50 metres or more in depth, the underside of the crossbar shall be 0.90 metres from the water surface. When the water is less than 1.50 metres in depth, the underside of the crossbar shall be 2.40 metres from the floor of the pool. Limp nets shall be securely fastened to the goal posts and crossbar to enclose the entire goal area and shall be attached to the goal fixtures in such a manner as to allow not less than 0.30 metres clear space behind the goal line everywhere within the goal area. Protective netting to be installed, to Swim England standards, to protect others if half the pool is being used.

### **Diving and Synchro**

- 3.9 Diving and Dry Dive are included within the Tender Invitation based on the recommendations by The Sports Consultancy and supported by Swim England and British Diving. Ideally the diving pit should be separate from the main swimming pool facility to run a full programme and maximise flexibility in usage as it was in Central Pool and in many of the large facilities throughout the country. This separate diving pit of 20m width (reflecting 8 lane main pool) by 25m should be fitted with a moveable floor so that when not being used for its primary use can double up as additional swim training pool.
- 3.10 The dive pit should have sufficient boards to maximise versatility of the available space by having an arrangement that utilises one side of the diving pool.

<b>Reading Albatross Diving Club</b>	
<b>Board Requirements</b>	<b>Number</b>
1m Adjacent Springboards suitable for synchronised diving	2
3m Adjacent Springboards suitable for synchronised diving	2
<p><i>Tower with:</i></p> <ul style="list-style-type: none"> <li>• 1m Training Platform</li> <li>• 3m Training Platform</li> <li>• 5m Competition Platform</li> <li>• 7.5m Competition Platform</li> <li>• 10m Competition Platform</li> </ul>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>

Table3.3: Reading Albatross Diving Club Requirements

- 3.11 There should be:
- i. A fixed raised poolside to one side of the diving pit for take-off to level poolside water;
  - ii. Video recording/Playback should be available for effective platform & springboard training;
  - iii. Screening should be available for competition;

- iv. Bubble machine should be installed within the dive pit for effective training;
- v. To maximise versatility a movable floor should be installed to a depth of 5m;
- vi. Roof struts should be considered to install rig equipment over the 3m springboards;
- vii. Poolside widths need to consider judging positions and numbers;
- viii. Poolside showers benefit athlete training and welfare during competition; and
- ix. Electronic score board
- x. Dive Office.

3.12 The leisure facility complex associated with the pool should have a facility to support dry training. This Dry Dive room would include a spring floor area of at least 8m by 8m for warm up, strength and conditioning area housing weight and medicine ball equipment and the following:

- i. Two springboards onto landing mats
- ii. Rig above 1 springboard
- iii. a springboard into foam pit
- iv. Fixed platform into pit
- v. Blocks onto mats
- vi. Two trampolines with rig above
- vii. Tumble track
- viii. Mirrored wall
- ix. Wall bars
- x. Ballet Bar
- xi. Climbing rope

3.13 The requirements for Reading Royals Synchronised Swimming Club are set out below in table 3.4.

Reading Royals Pool Requirements		
Requirement	Need	Comment
<b>Length:</b>	<b>50m</b>	<ul style="list-style-type: none"> <li>• to support training and competition facilities.</li> <li>• Could also use diving pit for some swimmers.</li> <li>• Have a range of ages, ability and varying training schedules due to differences in timing of competitions for competitive and recreational teams so moveable boom ideal to separate training sessions</li> <li>• Also key that we have at least one session a week training as a club so that less experienced swimmers observe more experienced swimmers.</li> </ul>
<b>Number of lanes</b>	8 to10	
<b>Width</b>	25m Max	
<b>Depth</b>	Range at deep end minimum 2-3m	3m depth available for at least 25m. Ideally moveable floor at least at one end to cater for younger swimmers who need shallower water
<b>Starting Blocks</b>	Not needed	Need to be removable for diving in.
<b>Water Temp</b>	26-29° C	

Table 3.4 Reading Royals Requirements

- 3.14 Land training is also a key part of synchronised swimming; therefore available studio space for strength/flexibility training and team routine training would also be required. Also spring boards onto crash mats/foam pits for practicing lifts

### **Underwater Hockey**

- 3.15 Reading Under Water Hockey Club, commonly referred to as Octopush, has the following requirements:

<b>Reading Under Water Hockey Club Pool Requirements</b>		
<b>Requirement</b>	<b>Need</b>	<b>Comment</b>
<b>Length:</b>	<b>25 m</b>	National games are played in Sheffield in a 50m pool playing across the width
<b>Width</b>	15m	
<b>Depth</b>	2m	With a flat bottom  The pool should ideally be fitted with rectangular smooth tiles on the bottom with no grates on the bottom, thus offering sufficient space to play within the whole pool.  Removable steps or ladders into pool

Table3.5 Reading Under Water Hockey Club Requirements

- 3.16 This criteria is supported by the governing body who advises within the extant International Rules for Underwater Hockey: Tenth Edition that:

***“2.1 Playing Area***

*2.1.1 The playing area shall be a swimming pool or part thereof.*

*2.1.2 The playing area shall be 12m-15m wide and 21m-25m long, provided that the minimum playing area is 300 square meters.*

*2.1.3 The pool bottom must be flat or gently sloping with a maximum gradient of 1 to 20.*

*2.1.4 The depth of the water shall be between 2m and 3.65m inclusive, with a ±10% allowance with the approval of the World Tournament Director. Pools shallower than 2m must be considered “fast and safe” by the World Tournament Director.*

*2.1.5 The end lines must be of a solid nature, i.e. pool walls.*

- 3.15 An end line may be either a pool wall, sturdy barrier, or a demarcation line on the pool bottom.”

#### 4. THE PREFERRED SWIMMING POOL PROVISION

- 4.1 This chapter condenses the information set out in Chapter 3 and summarises the pool provision required for the Reading Aquatic Groups and users. Having spoken with all the local aquatic groups and Swim England it is our considered opinion, when taking into account the proposal for Bulmershe and poor financial performance of Arthur Hill, that the main swimming pool provision should be consolidated on a single site. This should be combined with a sports complex offering multi-sport facilities with coffee bar/canteen and meeting facilities.
- 4.2 It should be reminded that Central Pool had a separate diving pit and that the new facility should contain a separate diving pit. In order to provide sufficient space to accommodate the platform tower and springboards the pool should ideally be 25m long
- 4.3 It is considered that, whilst being no more expensive to build than two 25m pools a single 50m pool will be cheaper to maintain and operate.
- 4.4 The Reading Aquatic Groups Requirements are for:

<b>RAG Pool Requirements</b>		
<b>Requirement</b>	<b>Need</b>	<b>Comment</b>
<b>Length:</b>	50m	With submersible and moveable boom to provide two 25m pools
<b>Number of lanes</b>	10	
<b>Width</b>	25m Max	
<b>Depth</b>	Range 1.2 to 3m	Ideally constant depth of 2m and flat floor with moveable floor at one end for younger swimmers and can be deeper for acrobatic performance.
<b>Starting Blocks</b>	At both end	With back plates and backstroke ledges attached and removable
<b>Water Temp</b>	26-29° C	
<b>Seating</b>	400 plus	
<b>Separate Diving Pit</b>		
<b>length</b>	20m	
<b>width</b>	25m	
<b>depth</b>	5m	With a moveable floor raising to 0m depth
<b>Springboards</b>	Two x 1m and two x3m	Adjacent for synchronised diving
	10m tower	With 1m, 3m, 5m, 7.5m and 10m platforms

Table 4.1 RAG Requirements

- 4.5 A 50m pool can easily be designed to incorporate a submersible boom allowing at periods of high demand for the pool to be easily be divided into two 25m pools so that it can cater for the needs of the whole community. Thus providing greater flexibility offering greater choice for the entire local community in terms of programmed activities whether it be:
- i. teaching swimming;
  - ii. lane and casual swimming;
  - iii. single gender only;
  - iv. disability swimming;
  - v. lifesaving sessions;
  - vi. squad training and competition;
  - vii. diving training or competitions;
  - viii. synchronized swim training or competitions;

- ix. aqua fit classes;
- x. inflatable and family sessions; or
- xi. More specialised sessions such as water polo, canoeing, octopush and sub aqua.

- 4.6 The benefit of a two adjacent pools is that club swimming and training can co-exist with general swimming programmes, maximizing utilization and introducing general swimmers to various other aquatic sports that they may not have previously been aware of such as masters swimming, cygnets, water polo etc. The health and mental benefits of swimming and being active are well reported and are seen as a benefit to not only people but also their communities.
- 4.7 Having such an arrangement will create a centre of excellence for aquatic sports. If the facilities are well designed, accessible and maintained to a high standard this will attract people from across the Borough to use the facility. The centre will act as a symbol that Reading has a modern sustainable vision for the future to offer residents and visitors alike.
- 4.8 RG50 and RAG are willing to help work with RBC to create training programmes and initiatives to make Reading's aquatics sports far more accessible to all the residents of Reading. Having all these aquatic opportunities under one roof would have a massive impact on the area wide residents by opening up far more other aquatic opportunities and contribute to breaking down the barriers to sport participation.
- 4.9 Visionary facilities will attract the young, the working and retired population, mothers, fathers and carers, the able and less able bodied and the disengaged. Links will be built with local schools, colleges and university offering an exciting and, with diving and potentially high diving from the 10m tower, alternative dimensions to traditional physical education, extra-curricular and after school activities. Year round programmes and holiday clubs will ensure economic viability alongside community wide positive impacts on self-esteem, self-discipline, and mental and physical wellbeing.

## 5. POOL PROGRAMME

- 5.1 The Reading Aquatic Clubs will require a specific amount of pool time at this new facility, the following chapter sets out the pool programme for each of the affected Reading clubs.

### ***Reading Swimming Club***

- 5.2 Reading Swimming Club comprises the swimming club, masters and also Waterpolo, typically the pool time required for training excluding hosting Galas is around 47.5 hours per week. The proposed programme for Reading Swimming Club including Waterpolo is set out in table 5.1 below:

<b>READING SWIMMING CLUBPROGRAMME</b>				
<b>Day</b>	<b>Time</b>	<b>Pool Size</b>	<b>Lanes</b>	<b>Squad</b>
Monday	5am to 7am	50m	7	T1/T2/Dev1
	5pm to 7pm	25m	10	T1/T2
	8pm to 9.30pm	25m	10	Masters
Tuesday	5am to 7am	50m	7	T1/T2/Dev1
	5pm to 7pm	25m	10	T1/T2
	7pm to 8pm	25m	10	Dev2/Dev3/Club
	8pm to 9.30pm	25m	10	Masters
Wednesday	5am to 7am	50m	7	T1/T2
	5 pm to 7pm	25m	10	T1/T2/Age
	7pm to 8pm	25m	10	Dev1/Dev2/Club
	8pm to 9.30pm	25m	10	Masters
Thursday	5am to 7am	50m	2	Age
	4.30pm to 5.30pm	25m	10	T1/T2/Age
	5.30pm to 6.30pm	25m	10	Dev1/Dev2
	6.30pm to 7.30pm	25m	10	Dev3/Dev4
	7.30 pm to 8.30pm	25m	10	Age/Club
	8.30pm to 10pm	25m	10	Masters
	8.30pm to 10pm	25m	10	Waterpplo
Friday	5am to 7am	50m	7	T1/T2
	5 pm to 7pm	25m	10	T1/Club

READING SWIMMING CLUBPROGRAMME				
Day	Time	Pool Size	Lanes	Squad
	7pm to 8pm	25m	10	Dev1/Dev3
	8pm to 9.30pm	25m	10	Masters
Saturday	5am to 7.30am	25m	6	T1/T2
	5.30am to 7.30am	25m	4	Age/Club
	7.30am to 8.30am	25m	5	Dev1/Dev2
	7.30am to 9am	25m	10	Junior Waterpolo
Sunday	8am to 9am	25m	5	Dev4/Dev5
	4pm to 6pm	25m	10	Age/Club/Dev1
	6pm to 7.30pm	25m	10	Masters
	6.30 to 8.30pm	25m	10	Waterpolo

Table 5.1 RSC Programme

5.3 Typically through the year Reading Swimming Club will host 2 open meets (lasting Saturday and Sunday, Club Sprints held over a single day and Club Championship generally held over two weekends (Saturday and Sunday). RSC championships generally attract between 100 to 200 swimmers with their supporting families. Open meets vary in size to around 200 to 450 participants, plus their supporting families, coaches and officials.

5.4 With the provision of a new 50m pool the venue would be able to host County swimming championships that are held over the four weekends (requiring pool time on Saturday and Sunday) in January and would also attract the Regional Championships (currently held over three weekends in May) as well as being considered for British Championships due to the accessibility of Reading and its connectivity to transport infrastructure links (railway, motorway and airport).

### **Reading Cygnets**

5.4 Reading Cygnets swimming Programme is set out in table 5.2 below, this allows for their current programme and the development squad which is aimed more at teaching disabled people to swim. Typically the Cygnets require 4.5hours pool time per week.

READING SWIMMING CLUBPROGRAMME				
Day	Time	Pool Size	Lanes	Squad
Saturday	1pm to 3pm	25m	5	Cygnets
Sunday	6.3pm to 8pm	25m	8	Cygnets
	6.30pm to 7.30pm	25m	6	Cygnets development

Table 5.2 Cygnet Programme

### ***Albatross Diving Club***

- 5.5 Reading Albatross Diving Club (ADC) is a volunteer run club with coaching time limited to outside of the hours of work. The club has assumed that the new operator will run a full time programme, has an extensive training and competition programme encompassing term time holiday and daytime diving. ADC has suggested a potential daytime diving Programme and would be keen to explore this further with the Operator. Primarily the ADC's diving requirements will be focused outside of school hours. School holidays will allow for additional hours to be dedicated to holiday club programme alongside continued competitive diving competition. The offer has the potential to offer a programme consisting of:
- i. Jump & Dive/ Flip & Fun involving large numbers of children taking their first steps in diving
  - ii. Dive Skills Learn to Dive Lesson Programmes
  - iii. Talent Identification involvement in Regional and National Programmes
  - iv. Enhanced Curriculum Schools Swimming & Diving
  - v. Junior Competitive Diving
  - vi. Divability
  - vii. Teenage Recreational and Adult Diving
  - viii. Masters Diving
  - ix. Diving Parties
- 5.6 The provision of performance standard diving will allow for the Operator to engage with SE Regional and British Diving Programmes and allow for the running of Regional, National and, potentially, International Competitions. Central Pool acted as annual hosts for almost 40 Interclub events over its history with 200 competitors from across the south but enhanced space and provision could expand this to Regional Qualification and National events. Reading is equidistant between the closest 10m diving facilities of Luton in the North and Southampton in the South. The closest West is Plymouth and in the East the London Aquatic Centre. These facilities act as inspiration to the areas they serve, but the growth of diving in the Southeast and the age of The Quays in Southampton allows for a new hub to be built. A Regional Competition would attract 150 competitors for a single day event, a National Event 200 divers competing each day for 3-4 days of which there could be 2/3 per year with entry fees piling when compared to the associated financial benefits of catering and hotels and the impact on the attraction of sport through publicity and exposure. Events, displays and competitions are an integral part of modern aquatics and are extremely popular amongst people of all ages and backgrounds who are brought together united in their love of aquatic sport. It is increasingly the case that these events can only be hosted at venues with world-class facilities.
- 5.7 Full facilities would allow event promoters to bring innovative aquatic shows to Reading with the associated benefits. "Splash" where celebrities took to the diving boards was an ITV production with the charisma of Tom Daley and filmed at the Active Luton complex in Luton.

The stunt diving displays were a huge success with audiences and with the high profile of the sport and Olympic and Commonwealth successes Reading could attract similar ventures.

- 5.6 The diving requirements are set out in Table 5.3 below. The suggested Operator Programme assumes that the flexibility afforded all the aquatics groups by having a separate diving pit will remain. Sessions will be supported by a minimum of 30 minutes to 1 hour dry training prior to the session time:

<b>READING ALBATROSS DIVING CLUB PROGRAMME</b>			
<b>Day</b>	<b>Time</b>	<b>Pool Size</b>	<b>Squad</b>
Monday	11am to 11.30am	Dive Pool	Dive Skills 1 (LTD)
	11.30 to 12.15am	Dive Pool	Dive Skills 2 (LTD)
	4pm to 4.30pm	Dive Pool	Dive Skills 1 (LTD)
	4pm to 4.45pm	Dive Pool	Dive Skills 2 (LTD)
	5 pm to 7pm	Dive Pool	Competitive Novice
	6pm to 8pm	Dive Pool	Advanced Competitive
	8pm to 9pm	Dive Pool	Advanced Competitive
Tuesday	4pm to 5pm	Dive Pool	Dive Skills 3 (LTD)
	5pm to 6pm	Dive Pool	Dive Skills 4 (LTD)
	4pm to 6pm	Dive Pool	TID
	5pm to 7pm	Dive Pool	Competitive Novice
	6pm to 8pm	Dive Pool	Advanced Competitive
	8pm to 9pm	Dive Pool	Masters Diving
Wednesday	11.30 to 12.15am	Dive Pool	Jump & Dive
	4pm to 4.45pm	Dive Pool	Jump & Dive
	5pm to 7pm	Dive Pool	Competitive Novice
	6pm to 8pm	Dive Pool	Advanced Competitive
	8pm to 9pm	Dive Pool	Teen Diving
	8pm to 9pm	Dive Pool	Masters
	8pm to 9pm	Dive Pool	Masters
Thursday	1pm to 1.45pm	Dive Pool	Jump & Dive
	1.45 to 2.45pm	Dive Pool	Diveability
	4pm to 5pm	Dive Pool	Dive Skills 3 (LTD)

<b>READING ALBATROSS DIVING CLUB PROGRAMME</b>			
<b>Day</b>	<b>Time</b>	<b>Pool Size</b>	<b>Squad</b>
	5pm to 6pm	Dive Pool	Dive Skills 4 (LTD)
	4pm to 6pm	Dive Pool	TID
	5pm to 7pm	Dive Pool	Competitive Novice
	6pm to 8pm	Dive Pool	Advanced Competitive
	8pm to 9pm	Dive Pool	Advanced Competitive
Friday	11am to 11.30am	Dive Pool	Dive Skills 1 (LTD)
	11.30 to 12.15am	Dive Pool	Dive Skills 2 (LTD)
	4pm to 5pm	Dive Pool	Dive Skills 3 (LTD)
	5pm to 6pm	Dive Pool	Dive Skills 4 (LTD)
	5pm to 7pm	Dive Pool	Competitive Novice
	6pm to 8pm	Dive Pool	Advanced Competitive
	8pm to 9pm	Dive Pool	Adult Diving
	8pm to 9pm	Dive Pool	Masters Diving
Saturday	8.30am to 9.30am	Dive Pool	Dive Skills 3 (LTD)
	8.30am to 9.30am	Dive Pool	Dive Skills 4 (LTD)
	9.30am to 10am	Dive Pool	Dive Skills 1 (LTD)
	10.30 to 10.45 am	Dive Pool	Dive Skills 2 (LTD)
	11am to 5pm	Dive Pool	Competitive Diving
	5pm to 6pm	Dive Pool	Diveability
	8pm to 7pm	Dive Pool	Diving Party
Sunday	10 am to 6pm	Dive Pool	Competitive Diving

Table 5.3 Reading Albatross Diving Club Programme

- 5.7 The utilisation of a diving pit with a movable floor can be enhanced during the daytime by raising the floor to accommodate mother and toddler sessions, aqua aerobics and cardio aqua sessions.

### **Reading Royals Synchronised Swimming Club**

5.8 The synchronised swimming programme is set out below in table 5.4:

<b>READING ROYALS CLUB PROGRAMME</b>			
<b>Day</b>	<b>Time</b>	<b>Pool Size</b>	<b>Squad</b>
Monday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
	8:30pm to 9:45 pm	Dive Pool	2 competitive squads
Tuesday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
	6:00 pm to 10 pm	25m	Novices to upper competitive teams
Wednesday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
Thursday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
	6:00 pm to 10 pm	25m	Beginners to upper competitive teams
Friday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
	6:15 pm to 8:15	25m	Solo and duet training
Saturday	5:30 am to 7:45 am	Dive Pool	1-2-1 coaching for up to 10 swimmers
Sunday	4:00pm to 6:30pm	Dive Pool 25m, training pool and beginner pool	All squads from Fun Groups upwards

Table 5.4 Reading Royals Synchronised Swimming Club Program

### **Reading Underwater Hockey**

5.9 Reading UWH generally swim on a Monday evening currently between 9pm and 10pm. Ideally they would like to bring there pool time slightly earlier of possible to 8pm to 9pm, which would be achievable with a 50m pool.

## 6. POOL RENTAL COSTS

- 6.1 The pool costs vary from club to club and have increased since the closure of Central and Arthur Hill Pools. Historically, the early morning sessions for Reading Swimming Club cost nothing although the evening and weekend session costs around £12.08 per lane of pool hire for afternoon and evening sessions.
- 6.2 Although currently Reading Swimming Club is currently swimming out of 8 different pools with a weighted average cost per lane of £8.51.
- 6.3 Reading Albatross previously paid £40 per hour for the 5m diving pit and recognise that for a larger pool with a 10m platform tower they could be expected to pay more. Having benchmarked costs this might be in the region of £90 per hour.
- 6.4 Reading Royals Synchronised swimming pays between £35 to £55 per hour for pool time.
- 6.5 Reading UWH pay around £65 per hour, which is a similar cost to water polo.

## **7. SUMMARY AND CONCLUSION**

- 7.1 Reading swimmers of all abilities and ages, together with the other aquatic sports have now been left devoid of local facilities and need to mostly travel out of the Borough to swim, train and participate in their chosen sport
- 7.2 The need for new pool provision is acknowledged. RG50, RAG and Swim England have all expressed the desire to rationalise stock and create a new 50m swimming facility with a separate diving pit at Rivermead.
- 7.3 The aquatic clubs of Reading want to work with the council and their prospective operators to help increase swimming and aquatic sports within the Borough. We have a perfect opportunity to all work together for the benefit of our community to deliver something that Reading can be proud of and set an example to other towns and cities
- 7.4 Together we can ensure:
  - i. Increased Grassroots Participation in Sport
  - ii. Support and encouragement of a local culture of excellence for all
  - iii. Strengthened Regional links with national aquatic bodies
  - iv. Raising Readings public profile
  - v. Attracting media and external investment interest
  - vi. Delivery of social, educational and health benefits
  - vii. Reading is at the forefront of sporting challenge and innovation.

# Sport Operations Committee Skills Based Member Recruitment (Four positions - voluntary)

Are you passionate about our sport and want to contribute to its future direction?

Do you have knowledge and experience of the pathway from learn to swim to elite?

Do you have broad experience of the club environment?

Yes? Then we are currently in search of someone just like you to join the newly formed Sport Operations Committee.

In the new Swim England governance structure the Sport Operations Committee reports directly into the Swim England board. It has wide brief including overseeing the effective delivery of the pathway (all disciplines) from learn to swim through to the elite programmes, ensuring a seamless transition for all participations. It will also provide direction on the development of the sport from clubs through to Regions, as well as guidance and input into the annual implementation plans in place to deliver the Swim England strategy.

With Neil Booth as Chair, he is joined by two other Swim England Board members, four members of the Senior Leadership Team and a nominated Regional Chair. To complete our team we are looking for four committed individuals to join us as we embark on this exciting time for our organisation.

## About you:

You will be someone who brings knowledge of at least one of the disciplines, but are able to think objectively across all aspects of Swim England's activity, being able to act independently with impartiality.

You'll also:

- Be a member of Swim England and currently active within a club, County or Region.
- Have an open mind, willing to listen and consider the views and needs of others, whilst constructively challenging the status quo.
- Show a commitment to promoting equality and diversity.
- Be able to commit to attending meetings and being an active member of the committee, as well as being the representative on a Discipline Management Group.

Please see the full person specification and the draft Terms of Reference below for further details. Please note that the Terms of Reference is still subject to Swim England Board approval.

To apply please provide a written statement outlining how you meet the personal specification to Emma Griffin, Operations Director - [emma.griffin@swimming.org](mailto:emma.griffin@swimming.org).

**Closing date: Midnight 10<sup>th</sup> July**

**Interview date: Telephone/Skype interviews will take place during the second half of July.  
Applications after this time will not be considered.**



# Terms of Reference

## Sport Operations Committee – Draft subject to board approval.

### Membership

The Sport Operations Committee is made up of:

- Chair – Swim England member nominated board member
- Two further Swim England nominated board members.
- One Swim England Regional Chair who is not on the Swim England board
- Four Swim England members – skills based recruitment
- Sport Development Director
- Operations Director
- Insight and Partnerships Director
- Learn to Swim and Workforce Director

### Responsibilities

The Sport Operations Committee:

1. Oversees and provides input into annual implementation plans within remit, making recommendations for approval to the Senior Leadership Team and Swim England Board.
2. Within the parameters identified by the board, develops and recommends the allocation of resources, including financial resources, human resources and infrastructure.
3. In conjunction with the Senior Leadership Team, monitors performance in relevant areas against agreed plans, budgets and targets, making recommendations for improvement activity as appropriate.
4. Provides advice and direction on the operational development of clubs, Counties and Regions.
5. Oversees the effective delivery of the swimmer pathway (all disciplines) from learn to swim through to the elite programmes, with a seamless transition of participants.
6. Ensures the implementation and ongoing review of the plans for the recruitment, retention and development of volunteers.
7. Approval of the technical rules, membership rules and regulations.
8. Sets up, monitors and evaluates the activities of its sub-committees and working groups (including the approval of all Terms of Reference).
9. Identifies changes that are likely to impact Swim England clubs, membership and the sport, and helps to determine any steps needed to respond to these.
10. Seeks to promote diversity and inclusion in order to drive up participation across all groups.
11. Provides tactical advice and guidance as requested.

### Meetings

Meetings will be held as required. In addition to committee members, meetings will be attended by the following:

- Chief Executive Officer.
- Senior Administration Officer (minute taker)
- Head of Events (where required).

Other individuals may attend at the invitation of the Chair.

In order for a meeting to be quorate six or more voting members must be present.

## **Reporting**

The committee reports into the Swim England board.

## **Conflicts of Interest**

The committee should follow Swim England's Conflict of Interest policy at all times. They should also declare any direct or indirect interest that they or their spouse, partner or close family member has at the commencement of the meeting.

## **Resolutions and Voting**

Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each voting member shall have one vote.

Ordinarily the Chair will not have a vote, unless there is an even number of voting members in attendance and a majority vote does not occur. In these instances, the Chair shall have a casting vote.

## **Confidentiality**

The committee members should not disclose the detailed substance of board papers or discussions without the prior consent of the Chair (and author, in the case of papers). Members should not make any press or media statements or comments.

## **Papers**

Packs will be circulated by email no later than five working days ahead of each meeting. They will be sent to:

- Committee members
- The Swim England Senior Leadership Team.

Hard copies shall be available on request.

A draft copy of the minutes will be signed off by the Chair and then circulated to:

- Sport Operations Committee
- Regional Chairs
- Swim England Board
- Senior Leadership Team
- Discipline Committees

A copy of the draft minutes will be placed on swimming.org (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

## **Effectiveness and Review of Terms of Reference**

The Committee terms of reference and effectiveness will be reviewed at least annually, including a review of membership and relevant skills. Any changes considered necessary must be approved by the Board.

## Membership

Role	Maximum Term
Chair – Swim England member nominated Board member.	Whilst on the Swim England Board
Two further Swim England nominated Board members.	Whilst on Swim England Board
One Swim England Regional Chair – not on Swim England Board.	Whilst a Regional Chair with a maximum of two periods of three years
Four Swim England members – skill based recruitment.	Two periods of four years. Initially, when all posts are recruited at the same time, all individuals will be randomly selected to determine initial term
Sport Development Director	Whilst in SLT role
Operations Director	Whilst in SLT role
Insight and Partnerships Director	Whilst in SLT role
Learn to Swim and Workforce Director	Whilst in SLT role

## Sport Operations Committees

### Delivery Committees

- Swimming and Open Water
- Masters (Sub-Committee of Swimming and Open Water)
- Para/Disability Swimming (Sub-Committee of Swimming and Open Water)
- Water Polo
- Diving
- Artistic Swimming (Synchro)
- Club Development

### Corporate

- Sport Health and Safety Forum
- Rules/Regulations Working Group

# Sport Operations Committee

## Skills Based Recruitment – Person Specification

The successful candidate will:

- Have broad knowledge and experience of the pathway (one or more of the disciplines) from learn to swim to elite. To include the competition structure and whole sport environment.
- Have recent knowledge of the club environment.
- Whilst bringing knowledge of a specific discipline, be able to think objectively across all aspects of Swim England's activity and act independently with impartiality.
- Have an open mind, willing to listen and consider the views and needs of others, but also be able to constructively challenge 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.
- Have excellent interpersonal, influencing and communication skills, with the proven ability to present views in a clear, constructive and concise manner to a wide range of audiences.
- Come with a proven ability to build and maintain excellent relationships at all levels.
- Show a demonstrable commitment to promoting equality, diversity and inclusion at all levels
- Have the ability to give and receive honest and constructive feedback.
- Be a member of Swim England and currently active within a club, County or Region.
- Be able to commit to being an active member.

Time commitment:

- The successful candidate must be able to attend up to six Sport Operations Committee meetings a year (predominantly at SportPark, Loughborough). It is intended that meetings shall be no longer than ½ day and may take place on both weekdays and weekends dependent on the availability of the committee. There is likely to be a requirement for some commitment to committee work in addition to attending meetings.
- As the successful candidate will also be the Sport Operations Committee representative on a Discipline Management Groups, they must also have the ability to attend these meetings (approximately four a year).

# Swim England Sport Operations Committee

Minutes of the meeting held 6 June 2018

SportPark, Loughborough

**Draft minutes subject to approval at the next meeting**

<b>Present:</b>	Neil Booth Ian Mackenzie John Hidle Emma Griffin George Wood Jon Glenn Damien Stevenson	Chairman Member Nominated Board Director (dial in) Regional Chairs Representative Operations Director Sports Development Director Learn to Swim & Workforce Director Insight and Partnerships Director
<b>Non-Voting:</b>	Richard Whitehead	President
<b>Staff:</b>	Siân Breen	Senior Administration Officer

**Min No:**

1.1

**Chairman's welcome**

The Chairman welcomed all members to the meeting and outlined his vision for the Sport Operations Committee (SPOC); to anticipate, plan for and counter matters which will affect our organisation, whilst producing intelligence and ensuring progress within the sport. An introduction to the style of agenda was given and comments invited on the format and content.

A style of document control with confidential markings on the papers was noted and feedback on format was requested. The reasoning behind the control was explained; to give confidence to authors of papers that they may give detail knowing that circulation is restricted and disclosure to third parties will only be via the Chair and with the original author's permission.

Attendance of the President was discussed and it was noted that, although the role is ceremonial, there are many occasions whereby individuals expect the President to have a high working knowledge of Swim England. Attendance at SPOC meetings will be reviewed with a wider written brief for Presidents being produced.

1.3

**Apologies**

Sue Smith

1.4

**Declarations of Interest**

None

### **Items for Decision**

#### 2.1 **Actions Arising from 2018 SGB Meetings with Supporting Minutes**

An Action Register was agreed, with items listed until such time as they are completed or the committee approves their removal. It was decided that outstanding actions from the Sport Governing Board would be adopted. Contact to be made with Roger Prior regarding the policy for the appointment of the Jury of Appeal for ASA National Events and, if necessary, action to be reissued to a member of SPOC.

It was noted that a revised model constitution for Clubs is expected in July 2018.

#### 2.2 **Sport Operations Committee Terms of Reference and Communication**

The Swim England Board are satisfied to approve the ToR by email.

The ToR was reviewed and it was noted that Membership was set, with the Chair abstaining from voting unless a casting vote was required.

The relationship between SPOC and the Senior Leadership Team (SLT) was discussed, with agreement that this would develop over time to ensure limited duplication of work. Connection with the Swim England Board was also considered, with SPOC required to identify the actions necessary to achieve the Board's strategy.

There was discussion on responsibility regarding resource allocation, with recognition that in instances where additional funds were requested within Swim England, SPOC should provide appropriate support to achieve approval.

It was noted that the number of meetings annually may not be set at six, but the figure provided a realistic guide for required level of commitment. Future dates to be agreed following the recruitment of new members to ensure their availability is accounted for.

Full minutes to be disseminated within seven working days of the meeting.

The delivery committees feeding into SPOC were noted, with understanding that these would continue to operate until such time as change was required. These committees are currently reviewing their own ToRs.

#### 2.3 **Additional Member Recruitment**

The skill and knowledge requirement from the additional members was considered. It was noted that a representative from SPOC will sit on each discipline management group and as such technical expertise would be encouraged. Experience of club management would also be beneficial. The person specification was reviewed and amendments were approved.

Appointments to take place with aim to hold first full SPOC meeting late August-early September 2018.

### **Items for Discussion**

#### 3.1 **Coaching Register**

A brief review of the Register, which had been approved by the SGB, was provided, along with a progress update.

Challenges were outlined, including data collection, range of qualifications and communication of the project. There is an awareness that other organisations may be looking to create a sport wide coaching register and as such Swim England needs to act quickly to ensure it has ownership of its own data. Two

options were offered in response to this; run the project as a test in one region to gain full understanding of potential pitfalls before rolling it out more widely, or take a simpler approach where basic information is initially requested. There was agreement that, although it had obvious benefits, option one would be a slow process, thus option two was preferable in the current climate. John Hidle (JH) proposed a third possibility whereby in conjunction with option two, option one could be tested on one county to help calibrate results and exemplify likely challenges. It was agreed that this would be built into a more robust proposal. JH offered to nominate a county within his region

### 3.2 **Membership Review**

The Sport Development Director (SDD) explained that the review was a collaborative project across Swim England. A paper is to be composed for the July 2018 SLT meeting and input from SPOC was required prior to this.

Over the last three years member numbers demonstrate a decline in Category 1 and an increase in Category 2. The financial impact has been investigated, with focus on the age group where there has been greatest loss - those aged eight years and under. It was noted that, if current trends continued, there would also be a notable financial loss to the Regions and Counties. Short, medium and long term options were presented and it was agreed that the proposals should be investigated further and brought back to a future meeting.

### 3.3 **Future Meetings and Agenda Items**

**ACTION:** SB to propose meeting date in late August-early September 2018, with caveat that the meeting will be postponed if the additional four members are not in place.

The Chair asked the committee for standing agenda items and it was agreed that these may be provided in part by the Swim England Board, including discussion of specific Key Performance Indicators.

The following items were agreed for the next meeting:

- What is required from the Discipline Management Committees?
- Alignment and greater understanding of the role of the Club Management Group

#### **Items to note**

### 4.1 **ACM Day Schedule**

The ACM Day schedule was noted with the following actions:

**ACTION:** EG to email workshop proposals for feedback.

**ACTION:** SB to liaise with Brian Havill (CFO) regarding requirement for separate meetings for ASA and Swim England.

### 4.2 **Minutes of the Swim England Board Meeting held 27 March 2018**

The Minutes were noted.

### 5.1 **Any Other Business**

The Committee were asked to send any arising agenda items to EG/SB.

The Chair noted that he would be in Scotland for the European Championships until the middle of August.

There being no further business the meeting was closed.

# Swim England Board Minutes

The Amateur Swimming Association (Swim England) Limited

8 June 2018

Emirates, Old Trafford, Manchester

## Present:

Mike Farrar (Chair)	Brian Havill
Keith Ashton	Ian Mackenzie (Dial in)
Neil Booth	Jane Nickerson
Sarah Gregory	Bernard Simkins
Caroline Green (from 4pm)	Sue Smith

## Officers in attendance:

Richard Barnes - Director of Legal and Company Secretary  
Siân Breen - (Senior Administration Officer)

## Min No:

1. **Welcome**  
The Chairman welcomed everyone to the meeting.
2. **Apologies**  
David Flack  
Ali Breadon
3. **Declarations of interest**  
None declared.
4. **Minutes of Previous Meeting; held on 27 March 2018**  
The Board accepted the minutes as a correct record of the meeting.
5. **Actions arising from the meeting held on 27 March 2018**
  - 5.1 The Chair asked that all Board members attend at least one event prior to Council in October. The CEO noted that free tickets are likely to be available for the European Championships 4-5 August which are being held in Glasgow (Swimming), Edinburgh (Diving) and Loch Lomond (Open Water).

Action: SB to circulate an events list for the period, including Board members already confirmed as attending.

A guide outlining expectations / key messages for Board members visiting events was requested.

Action: Guide to be circulated along with name badges to be worn at events.
  - 5.2 It was agreed that training on the role of charitable trustee would be beneficial for Board members to help ensure the opportunities of Swim England's charitable status were taken advantage of.

6. **Matters agreed via email**

None

7. **Chairman's update**

7.1 **Events & Meetings**

The Chairman outlined the events he had attended, thanking those that joined him at the Staff Awards and the Women's Sport Trust Awards. He emphasised the motivation of staff at the Conference (held prior to the Awards) and the enthusiasm to continue the good work of the organisation.

Attendance at the Commonwealth Games was a fantastic experience, although there was disappointment in the level of visibility of the Commonwealth Games England team at the Swimming events, compared to other sports.

The first meeting of the Regional Chairs took place in the new format which proved to be more corporate, with a collaboratively built agenda than previous meetings.

Pool Operator meetings have a clear focus on health and the Chairman drew attention to Parkrun which is now recognised as an enterprise for social prescribing, demonstrating opportunities for sport.

7.2 **Strategy**

On a strategic level, the Chair proposed a focus on quality assurance regarding clubs operating at expected levels. The issue mainly relates to the content of SwimMark and if clubs truly abide by the principles or just provide sufficient evidence to get the accreditation. The Board agreed that this is an issue and that verification is needed. It was noted that the Sport Development Director was undertaking work in this area.

The medium-long term finance plan was raised as the next area of focus, to include the Swim England estate; reserves policy; strategy for owning our own water; subsidiary investment; expenditure projections; and income projections. It was noted that these matters were on the agenda for the June Audit, Risk and Probity meeting.

Action: Feedback from June ARP to be provided to Board at July meeting.

The importance of relationships with the Regions was highlighted, ensuring there is an understanding of the work of the Board in guaranteeing progress for the sport.

7.3 **Governance**

From a governance perspective there was agreement that Equality and Diversity standards need to be owned by the Board and the entire organisation to ensure they are entirely embedded.

Action: Letters of appointment of key roles to be issued.  
It was noted that objectives could be formed from these.

8. **Chief Executive's report**

8.1 The Board agreed that the report was highly beneficial and should continue in its current form.

Further detail was provided on the following items:

- KPI Dashboard / Implementation Plans: format to be reviewed to ensure the information is displayed in a manner suitable for the Board, prior to the July meeting. Agreed all red KPIs will be brought to the attention of the Board.
- SportPark: the Board expressed disappointment at the lack of engagement by senior personnel at the University and the CEO was tasked with advising the University that unless a meeting to resolve the issue was forthcoming she would be instructed to seek alternative accommodation with the possibility of invoking the buy-back clause at the appropriate time.
- Sponsorship: Learn to Swim remains the focus and the Board agreed that the £2 million deal being sought by Altius could be lowered to £1m - £1.5 million if necessary to secure a sponsor.
- Swimming Trust: following the meeting on 1 June it has been agreed that the Trust will continue to enjoy the support of Swim England regarding the cost of the Fundraiser for 2018 with the proviso that it takes a review of its operation to ascertain if it does have a role and purpose moving forward. It was agreed that it would need to be self-sufficient by the end of 2018. There was discussion on the need for the Trust given that Swim England is now a charity, a view endorsed by the Scottish Swimming representative.
- Open Active: platform for NGBs to share data on their activity offer. Swim Safe information to be added, once database issues have been resolved by the third party.

#### 9. **Commonwealth Games Review**

It was noted the Swimming team obtained second place in the medal table, with 85% of swims achieving at least season best times. Results were especially pleasing considering the athletes are primed to perform at the European Championships in August whereas the Australian swimmers were focusing solely on the Games.

The Diving Team was even more successful, topping the medal table.

It was noted that as these disciplines are essentially individual the nature of celebration from outside the sport is often less than the acclaim imparted on a winning team sport. Celebrations will need to be harnessed at Birmingham 2022 to ensure the athletes achieve the recognition they deserve. Consideration will also be given to ensuring there is significant presence from both athlete's parents and the NGB. Between now and 2022 a plan will be required to ensure the athletes maintain touch with England, considering the majority of international competition is on behalf of British Swimming.

#### 10. **Membership of Subsidiary Boards**

It was agreed that Bernard Simkins would become the third board member of Swim England Events & Sponsorship.

#### 11. **Update from Sport Operations Committee meeting**

Neil Booth asserted that the first meeting had been successful, with good engagement from all those present. Document control on committee (SOC) paperwork and the layout of the agenda was explained. Minutes are to be distributed to Regional Chairs within seven working days.

Confirmation was provided by the Board that the Terms of Reference could be approved by email, ensuring SOC could make progress as soon as possible.

NB outlined the main areas of discussion; the relationship with SLT, recruitment of four additional members – open advertisement with appointment targeted at those

individuals with club management experience and knowledge of LTS through to talent discipline – and SOC sub committees. It was noted the latter are to continue operating as usual and that they are currently undertaking a review of their own TORs to ensure they represent the work being undertaken. SOC will then approve as appropriate. It was confirmed that Para/disability and Masters will continue to sit under the Swimming sub-committee.

The next meeting is currently scheduled to take place on Thursday 30 August.

12. **Report from Regional Chairs meeting**

12.1 The Chair agreed that Board minutes would be distributed on the same timeline as SOC – within seven working days.

12.2 It was noted that SOC had taken on any outstanding actions from SGB. There was discussion regarding the existence of any outstanding work for SGB and it was noted that recommendations on membership fees would now be the responsibility of SOC.

Action: Membership Working Group to provide recommendations on membership fees by 2 July.

Action: It was agreed that letters of thanks would be issued to members of SGB.

12.3 There was discussion around Council structure regarding the unincorporated and incorporated elements.

Action: CEO and CFO to review process and required attendees.

12.4 It was noted that the Board would receive an annual safeguarding report and there was a request for an additional six month update.

The Judicial report was also discussed, with the Board noting that SOC was responsible for examining this.

13. **Report from Commercial Committee meeting, including Terms of Reference**

Bernard Simkins stated that steps are being taken to recruit other members to sit on the committee following the first meeting, where a progress plan was formulated. The Chair asked the Board to communicate the positions to any individuals they considered would be appropriate.

Action: TOR to be amended to clarify the committee's membership responsibility.

14. **Membership of Committees**

It was agreed that, post October, Mike Farrar would become a member of the Awarding Body Board. Changes to Company Regulations are required to facilitate membership by a Sport England Board member.

15. **Terms of Office**

Due to time constraints it was agreed that this item would be deferred until the July Board meeting.

16. **Company Regulations**

It was noted that these Company Regulations would be the only ones requiring approval at the AGM.

Amendments to the Company Regulations were suggested and agreed, following which they were accepted by the Board.

In liaison with Richard Barnes, Neil Booth and Ian Mackenzie to review other Regulations.

17. **GDPR**

The Legal Director (LD) explained that an external lawyer was assisting with drawing up agreements. It is expected that an action plan will be produced in the next six weeks. A data sharing agreement will be set up for all eventualities as there is awareness that member information is shared between clubs, counties and Regions, all of whom are also data processors in their own right. The LD also confirmed that information has been disseminated as appropriate as soon as it has been received, GDPR is an iterative process.

Action: Communication to clubs, counties and Regions regarding expected next steps concerning GDPR, re-referring to information already on the website.

18. **Our Relationship with British Swimming**

There was discussion on the appointment of Swim England members to the British Swimming Board and it was agreed that Alex Kelham would be proposed for a second term and Jane Nickerson would replace Ray Gordon who has completed his allowable term of office.

19. **Any other business**

19.1 Action: All Board members were asked to confirm whether they were trustees of other charities to ensure information on the Charity Commission website was accurate.

19.2 NB noted that he will be Swimming Manager for the European Swimming Champs in Glasgow in August.

19.3 BS noted his apologies in advance of the next Board meeting in July.

20. **Dates and times of next meetings**

**Board - Monday 2 July - Loughborough**

**Board - Tuesday 11 September – Loughborough**

**AGM – Saturday 13 October - Coventry**

**Board - Tuesday 11 December - Loughborough**