

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Sunday 25 November 2018 at Holiday Inn
Guildford

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Ivan Horsfall Turner (IHT)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL)	Board Member
	Alan Lewis (AL)	Board Member
	William Long (WL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Jenny Gray (JG)	President
Terry Norris (TN)	Vice President
Keith Barber (KB)	Open Water Manager
Sue Barker (SB)	Disability Manager
Rosa Gallop (RG)	Swim England Club Development Officer
Bryony Gibbs (BG)	Regional Office Manager
Jon Glenn (JGL)	Learn to Swim & Workforce Director, Swim England
Susan Harrison (SH)	Volunteer Sub Group
Andy Hewat (AH)	Diving Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Helen Mack (HM)	Regional Club Development Officer
Geoff Stokes (GS)	Masters Manager

156 Apologies

Apologies had been received from:

Di Hughes
Carys Jones
Ben McDonald

The Chairman welcomed all attendees to the meeting. The Discipline Managers were thanked for their attendance as was Susan Harrison as part of the Volunteer Sub-Group.

Jon Glenn had been appointed by Swim England as the Region's Buddy so was also welcomed to his first Regional Meeting.

157 Minutes of Meeting held on 09 October 2018

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

Action: BG

158 Matters Arising

139 - Swim England Annual Council Meeting

The items listed were raised by delegates at the meeting. It was noted that, on the issue of the Safeguarding Report, the Annual Report may not be an appropriate place for this to go but that a separate report will be produced: Jane Nickerson is looking into this.

151 – Correspondence – Regional Assets

RFP has received trophies which are no longer awarded from Sue Green: they would be put into the Region's storage unit.

Landscape Sheet

6 – Mike Farrar RMB Attendance – attending January meeting

All completed items to be removed.

Action: BG

159 Appointments

Diving Discipline Manager

The Diving Group recommend Andy Hewat as Diving Manager. The Board endorsed this appointment.

Regional Management Board Member

A total of four applications had been received for the vacant Board position. Following discussion, it was agreed that Sara Todd (Reading SC) would be appointed to fill the vacant position until September 2019.

Action: RFP/BG

160 Employment Matters

The Staffing Sub-Committee met by conference call on 15 November to discuss the Management Structure that had been agreed by the Board. Maria Popadopoulos, Swim England People Development Partner; joined the call in an advisory capacity. A report was circulated ahead of the meeting recommending the following, which recommendations were agreed by the Board;

- That the Region formally thank Freedom Leisure Ltd for employing the Regional Club Development Officers on behalf of the Region, since 01 June 2010.
- A closed recruitment process, limited to the 3 joint employees of Swim England and this Region, for a manager of the Regional Team. The process will be handled by Swim England. An allowance of £1,500 per annum will be paid to the person appointed, in recognition of their supervisory responsibilities.
- The appointed person will be expected to participate on a Institute of Management (ILM) course, leading to the award of a Team Leaders and Supervisor Level 3 qualification.
- The cost of the course is £5,000 per participant, Swim England will subsidise the cost by 50%. Swim England's arrangement with ICS is to pay monthly, over 12 months. Therefore, the cost to the Region would be £208 per month throughout 2019, assuming the trainee starts the course in January. Swim England recommend, and the Sub-Committee agrees, that the trainee be asked to sign a training bond which would tie them to working for Swim England or the Region for 2 years after completing the course or they have pay back some of the money.

Action: RFP

161 Water Polo - Confidential Item

Discipline Managers will be reminded that in the event of any incident volunteers should seek advice from Swim England Judicial or from their Club Welfare Officer. In the case of a complaint, this should be reported to Judicial within 30 days of the incident occurring. Often issues can be resolved without needing to go down this route. Discipline Managers will be reminded that any incident should be recorded at events. HM/KJ use incident logs at events to ensure any incidents are documented, templates can be provided to the Discipline Managers.

Clubs also need to be aware of the regulations in place and who they can go to for help and support. There is information on the Swim England website on dealing with issues - links will also be placed on the Region's website.

Action: BG / BD

A separate issue was raised by HM regarding qualifications and the requirements of SwimMark. Getting Water Polo Coaching courses to run has been a challenge. However, coaches on poolside need to have at least an Assistant Coach (previously level 1) qualification. Usually this would be a Coaching (previously level 2) qualification. However, as currently this course is unavailable for Water Polo, for the purposes of SwimMark, the Assistant Coach qualification is accepted.

JGL confirmed that currently there is no RPL for Water Polo, this is something that will be available in the future, although there are no timescales for this. It is understood there are difficulties with this qualification, as the discipline need to supply the technical elements. Nevertheless, JGL confirmed that they will put these courses on where they are required. There is an Assistant Coach course running in February however this course is full, JGL will check if another coach can be accommodated on this course. JGL will also look into if one of the Regional Coaches could be taken through the qualification on a one to one basis.

Action: JGL

It was noted that the Region want to encourage volunteers to remain within the sport and help support them in obtaining the necessary qualifications in addition to recognising the skills that they bring. It was also noted that there could be insurance implications if coaches do not hold the appropriate qualifications. All activities should be risk assessed and those who are unqualified should not be coaching without another coach on poolside who is qualified.

Action: CL

It was also noted that a polo referees' course arranged had been cancelled by the Swim England Water Polo Management Group due to FINA rule changes coming in. JGL will follow up with George Wood.

Action: JGL

162 Club Officer Update Reports

KJ, HM & RG presented their reports covering the work completed from May 2018- November 2018. No questions were raised by the Board relating to the reports.

GA reported that really positive feedback had been received on the Young Aquatic Volunteer Programme which is organised by HM.

RG advised the Board that Berkshire, Buckinghamshire and Oxfordshire are due to be covered by another [national] Club Officer from the Midlands whilst RG assists with a project in London.

163 Strategy Review 2017-2021 / Operational Plans

HM & KJ presented the Operational Plan that they have been working on. The template is in the format provided by the Swim England Clubs' Team. The aim was to ensure that the Operational Plan linked to the Regional Strategy. This will be split with different tabs for the disciplines, allowing more detail to be included.

Items highlighted in yellow were new actions that might need to take place due to changes or new initiatives from Swim England such as:

- Updating all Club Constitutions. It is hoped this will be completed for SwimMark Clubs by March 2019. After this non-accredited clubs will be contacted.
- There may be a change for SwimMark which will require clubs to have visits, to be confirmed in December.
- "Stronger Affiliation". If this is agreed it will be a priority to run workshops in each county area to explain how this works and what clubs need to do.
- Risk Assessments. These are already on the website for Regional Activities. Nationally they are piloting a Risk Assessment Portal.
- Internal Disputes. Looking at the process of dealing with these. It was noted that there is already information on the Swim England website about how these are dealt with and SR is putting together a flow chart to show the process and where clubs can obtain guidance.
- Team Manager Forum. This is being reintroduced as it is no longer part of the England Talent Programme.
- Regional Swimming Coaches Forum would like to provide a biennial conference from September 2019.
- Para Swimming. Following the meeting which took place between the RCDOs, SB & Carl Cooper a plan is being put in place to support Clubs in running Talent ID days, a one off disability event in Jersey for 10-20 athletes and to provide 3 regional Para Swimming training days.
- Open Water Opportunities. KB noted that all Regional Events are open competitions so there are already opportunities for Open Water Swimmers to take part in more Competitions.
- Support Clubs with Licenced Meets. MGL noted that clubs had worked together to successfully coordinate licence meets this year, within the limited qualification window.

It was noted that items in cream are national to be completed by RG. These do not have budget implications for the Region. RG has been working on Membership Growth and Inclusion with Club Networks and providers, and it was noted that this growth will depend on the funding available from Swim England.

It was noted that this document should also link into the discipline budgets. Any Regional actions should be helping to meet the Region's objectives. If they do not meet an objective then we need to assess we are doing them. BD highlighted that an additional objective around workforce and volunteer development may be required and that a short narrative should be included for each objective.

Inclusion was discussed as there are no specific projects highlighted in the Region for inclusion. JGL confirmed that Swim England are looking at specific projects and hope that the Regions will also embrace these. Nationally there is some working looking at Membership and in particular the decline in Category 1 Membership. JGL to attend the January meeting to present on this.

Action: JGL/BG

Governance will be looked at by the Board at the January Meeting.

Action: BG

HM/KJ will continue to work on the plan and report back at the February meeting.

Action: HM/KJ

164 Finance

RGP had circulated a report ahead of the meeting together with details of the over/under spends to date for the Disciplines. The Development and Central Establishment Budgets had not been submitted in the same format, so contained full year budget figures.

- Membership Income – this looks lower at the moment as there will be 25% of the 2019 fees to be added.
- Licence fees appear under budget, but further meets will be taking place in the next 3 months.
- Swimming Income is higher than budgeted. MGL reported that this was due to the increased revenue from spectator fees, as the Group were unable to increase entry fees.
- Disability Income – lower than budgeted as the October competition had to be cancelled.
- Swimming Competition Expenditure – currently under budget, although the pool hire has not yet been paid for the Winter Championships.
- Swimming Group Meeting Expenses – a number of meetings have been held online which has saved money.
- Water Polo Expenditure – currently under budget. The Water Polo Group reported that they have been unable to plan activities they wanted such as a conference as Swim England have been unable to produce dates for competitions.
- SwimMark Networks – currently way under budget. RG reported that she has been chasing the networks to submit their invoices, and will continue to do so. It was confirmed that in order to be paid the funding, networks need to submit an up to date training analysis, regional report and an invoice made out to the Region.
- Distance Meet Support – Two applications have been received but the funding has not yet been paid.

Decreasing the accumulated surplus was discussed with the possibility of running this down to the £150k agreed minimum over a 3 year period. If this figure was reduced to £100k then it could be done over 5 years, however this would need to go to the Finance Sub Group. It was noted that the minimum level of reserves of £150k was only agreed recently by the Board. It was also noted that the increased membership fees will also impact the 2019/20 income. Based on the current position it does not look like the £50k budget deficit will be achieved. Producing a 5 year projection has been discussed and RGP would like to look at this further once the 2019/20 budget is organised. There may also need to be a discussion in future about the possibility of changing the financial year, in line with Swim England.

AL advised that the Diving SEEDs camps have had the same funding for the past 5 years so would like an increase on this. AL will produce a report for the next meeting.

Action: AL

RGP will be requested budget submissions from the disciplines by 31 December in order for preliminary discussions to take place at the January 2019 RMB meeting and the budget to be agreed at the meeting in February 2019.

Action: RGP

165 Volunteering

The Volunteering Sub Group was formed last year. The group have been waiting on Volunteering nationally to produce their plan and to release the survey results to help with the Regional Volunteering Strategy. The National Plan is still evolving however members of

the group attended the presentation by Claire Coleman at the ACM. Ahead of the meeting a report on the initial thoughts was circulated for discussion. It was noted that the group has not yet been able to meet.

It is understood that Claire Coleman is looking at a review of the terminology of the workforce and to whom this refers. There was mixed views on this as it was felt that everyone should be treated the same.

A major issue, particularly at Regional level, is the retention of volunteers. Clubs will obtain parents as volunteers, where it can be identified that it is advantageous to their swimmers to do this. Some clubs ask parents to commit to volunteering when their children join the club.

It was noted that it is easy to put volunteers off. People are busy and have a lot of things they want or need to do so it is important that if someone volunteers that they are made to feel welcome as a bad experience could mean they do not come back. Could the Region reward or recognise volunteers and their commitment?

The strategy needs to prioritise the needs of the Region. There is a need for a pathway that gets volunteers to step outside of the club environment. The lifetime of the swimmer has a big impact of the lifetime of the volunteer if they are a parent. The Young Aquatic Volunteer programme is important: these young people are the volunteers of the future and they also promote these opportunities to others in their clubs.

If there are not enough additional volunteers, pressure is put on existing volunteers and could have an impact of the reputation of the Region with clubs, coaches and even providers, if it is perceived that the Region cannot run an event to the required level.

BD reported that in Sussex there had been a drive on recruiting volunteers. A distinct brand had been created with flags and shirts so that volunteers were easily identifiable and feel part of a family of volunteers.

There is a need to look at how volunteers are treated at events. One suggestion was an evening event for all volunteers to get to know each other. This often happens at Nationals and at Para Swimming events. However volunteers are often staying over and helping for the whole weekend at these events. This is often not the case at Regionals, so would be difficult. It was felt that the social element was important. Established volunteers could help by speaking to new volunteers to make sure that they feel welcome. It was noted in Sussex referees are split between tables at lunch time to speak with other volunteers to ensure new volunteers feel welcome. It is also important that volunteers know what is expected of them and that they have a sense of purpose, this applies mainly to non-technical roles. Additional barriers were discussed including the need for volunteers to attend courses and be DBS checked. It was, however, noted this applied to limited roles and all requirements are set out in Wavepower.

It is important for volunteers to feel valued. Technical officials usually have a meeting before the event starts and are thanked for their assistance. It was felt that those in non-technical roles turn up to do their role but may not get thanked or acknowledged in the same way. It was noted that the communications was not as good as it could be - for example, thank you emails could go out following an event.

Ideas on how we should recruit volunteers were discussed including starting with athletes encouraging their parents to get involved. There is a need to encourage new people. This is not just a regional issue, should there be a toolkit to help with volunteer recruitment? As

regional volunteers come from clubs, the Region need to make sure they are supporting clubs with recruiting volunteers. It was understood that there is an assumption in some cases that officials are paid and that some view that they are paying for a service so they should not have to provide volunteers. One key consideration is what does a volunteer get from volunteering.

Ideas were discussed on promoting volunteering including video clips that could be shown. Such resources may already be available. GA had previously produced a report for his club, this will be shared with HM. Any promotional material or toolkits needs to be multi discipline.

Action: GA

The Swimming Group asked to have an identity for volunteers in the form of polo shirts for 'Event Makers'. These shirts would be produced in a different colour than officials to avoid confusion on poolside. Other disciplines could choose to have these the same colour as the officials, as there are far fewer people on poolside. It was noted that if shirts are being purchased, this needs to be dealt with in time for budget submissions. Swimming may need to issue new shirts for officials as shirts with the old logo are still being used.

If there are any additional thoughts please email these to BD. BD will update the document and circulate it to the Volunteering Sub Group.

Action: BD

166 Data Protection

The GDPR has now been in place for 6 months. In this time 20,000 complaints have been made to the regulator, but very few cases have been raised from these complaints.

The Region has policies in place on the website for volunteers and swimmers. Over the next 12 months, the focus will be on internal policies as a Region for employees. This will include an internal data privacy policy. We will need to risk assess internally what we are collecting and who this information is shared with, to ensure we are reducing any risk. There is a requirement that the Region has a position on for how long data is kept. A policy will also need to be put in place to determine how we deal with individual requests. Training may be required for employees covering how this relates to their roles day to day and is something that the Region may also want to consider for Discipline Managers.

Action: Data Protection Sub Group

167 Affiliations and Resignations

New Affiliations

Sussex Sharks – The application was accepted subject to the name being amended to a more geographically specific name indicating their area within Sussex.

Lancing College – Following discussion it was proposed by CL that this was deferred to the next meeting, following a vote (5 for – 4 against), this motion was carried.

Action: BG

168 Correspondence

Swim England Curriculum Swimming and Water Safety Update – noted

Swim England 150 Year Anniversary Celebrations – The communication plan was noted. Swim England are producing various bits of print for the 150 year anniversary which could be passed on to Mailsports for inclusion hats/shirts. RG provided an update from the Working Group. This will also mark the 100 year anniversary of the Southern Counties, WL has been in touch with RFP about this.

Swim England Updates – As part of the updates a new Conflict of Interest form has been produced by Swim England. BG to amend and circulate to RMB members for completion.

Action: BG

169 Swim England Senior Leadership Update October

The Senior Leadership Update was noted. It was felt that the items within the update generally report on successes and there was limited reporting on any issues.

170 Swim England Board Meeting Minutes

The minutes of the Swim England Board Meeting on 13 October were noted.

171 Swim England Chairman's Meeting

Minutes of the meeting that took place on 21 November were not yet available however JD noted the following;

- Regional Boundary Review. It was noted that a request to review the regional boundary had been received. There is no policy on reviewing this.
- Constitution Changes. Now that the new Model Constitution was available it was agreed that these should be updated on a rolling basis. The NW have a group who have looked at this and have identified a number of issues which will be shared with Swim England.
- Senior Leadership Updates. These are being well received in addition to the streaming of the monthly updates.
- Regional Buddy System. This appeared to be working well in some Regions. It was noted at the time of the meeting that JGL had not attended any meetings so far, but that this was not seen as an issue as the Region were happy to approach the correct contacts directly.
- Swim England ACM. The draft plan for 2019 looks to be a similar arrangement as this year but with additional parts for the 150 year anniversary. In 2020 this is looking to be changed to June due to the financial year end. Swim England are looking at the content and what this should look like, for example if there should be a dinner, presentations, workshops.
- Membership. A review will be taking place.
- Equality Standard. Swim England were successful in obtaining an Equality Standard. Only one other NGB has achieved this to date.
- Coaches Database. It was noted that a Coaches Database is being set up that Coaches can sign up to. There is no link to Swim England or the Institute of Swimming.

172 Swim England Sports Operation Committee Minutes

Minutes of the Sports Operation Committee were not available.

173 AOB

Judicial Appointments

Judicial are currently seeking additional panel members and Swim England Friends from the South East.

Swim England National Awards –

Congratulations were recorded to the following who received awards;

- Personal Achievement Award – Francesca Feast
- Young Volunteer of the Year – Eva Porter
- Swim England Club Network of the Year Award – Kent Water Polo Network
- Swim England Club of the Year Award – Electric Eels
- Swim England Talent Athletes of the Year – Swimming – Thomas Dean
- Swim England Talent Athletes of the Year – Open Water – Maisie Macartney

It was also noted that Freedom Leisure were runner up in the Operator of the Year. Details on the awards will be included on the next newsletter.

Action: BD

174 Date of Next Meeting

Monday 14th January 2019, 7pm at Guildford Spectrum.

Action: BG

The meeting was closed at 15.53

Regional Management Board

A meeting of the Regional Management Board will be held on Sunday 25 November 2018 at Holiday Inn Guildford commencing at 1000

Agenda

- | | | | |
|---|---|--------------------------------------|------|
| 1. | Apologies
<i>To receive any apologies from members unable to attend the meeting</i>
Di Hughes
Carys Jones
Ben McDonald | RFP | 1000 |
| 2. | Minutes of the Meeting held on 09 October 2018
<i>To agree accuracy of minutes from the previous meeting</i> | RFP
Enclosed | 1005 |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP
Enclosed | 1010 |
| Items for Decision | | | |
| 4. | Appointments
- Diving Discipline Manager
- RMB Member | RPF | 1020 |
| 5. | Employment Matters | RFP
To follow | 1025 |
| 6. | Water Polo – Confidential Item | CL
Enclosed | 1035 |
| Items for Discussion / Information | | | |
| 7. | Club Officer Update Reports
<i>To review the Club Officer Updates Covering May-November</i> | KJ, HM, RG
Enclosed | 1040 |
| 8. | Strategy Review 2017-2021 / Operational Plans | | 1110 |
| 9. | Lunch | | 1240 |
| 10. | Volunteering | BD /
Volunteering
Sub Enclosed | 1310 |
| 11. | Finance | RGP | 1440 |
| 12. | Data Protection | WL | 1450 |
| 13. | Affiliations & Resignations
13.1 New Affiliations
Lancing College SC
Sussex Sharks
13.2 Resignations
None
13.3 Enquiries
Egham Leisure Centre (email enquiry)
InSynch – Milton Keynes Synchronised Swimming Club
13.4 Transfers
None
13.5 Change of Name
None | RFP
Enclosed | 1500 |
| 14. | Correspondence
Swim England – Curriculum Swimming and Water Safety Update | RFP
Enclosed | 1510 |

Swim England – 150 Anniversary Celebrations

Swim England – Updates

- | | | | |
|-----|---|----------|------|
| 15. | Swim England Senior Leadership Update October | RFP | 1515 |
| | | Enclosed | |
| 16. | Swim England Board Meeting Minutes | RFP | 1520 |
| | <i>To review minutes of the Swim England Board Meeting on 13 October</i> | Enclosed | |
| 17. | Swim England Chairman's Meeting | JD | 1525 |
| | <i>To review notes of the Swim England Chairman's Meeting 21 November</i> | | |
| 18. | Swim England Sports Operation Committee Minutes | RFP | 1530 |
| | <i>To review the minutes of the Swim England SOC Meeting</i> | | |
| 19. | AOB | RFP | 1535 |
| | <i>24 hours notice required</i> | | |
| 20. | Date of Next Meeting | RFP | 1540 |
| | Monday 14 January, 7pm, Guildford Spectrum | | |

Swim England South East
Regional Management Board

Minutes of Meeting of Board Members held on Tuesday 09 October 2018 at Guildford
Spectrum Leisure Centre

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	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

Also in attendance (non-voting):

Terry Norris (TN)	Vice President
Eileen Adams (EA)	Regional Delegate
Susan Harrison (SH)	Regional Delegate
Mollie Lewis (ML)	Regional Delegate
Geoff Stokes (RGS)	Regional Delegate
Bryony Gibbs (BG)	Regional Office Manager

137 Apologies

Apologies had been received from:

Brian Deval (BD)
Jenny Gray (JG)
Ivan Horsfall Turner (IHT)
Mike Lambert (MGL)
William Long (WL)

The following Regional Delegates have also sent apologies:

Jane Davies
Ray Hedger
Peter Robinson

The Chairman confirmed that item 9 would be discussed confidentially and moved to the end of the agenda.

138 Installation of Vice-President 2018/19

TN was installed as Vice President and RFP presented the Vice President's badge of office to him.

139 Swim England Annual Council Meeting

The Regional Delegates were thanked for their attendance ahead of the Swim England Annual Council Meeting.

It was noted that Regional Delegates would be represented at all the workshops:

Accounts: Susan Harrison

Disputes & Discipline: Alan Lewis, Eileen Adams, Shelley Robinson, Chris Lee, Roger Penfold, Susan Harrison

Data Protection: Roger Penfold, Jane Davies

Insight: Chris Lee, Jenny Gray, Roger Prior, Alan Lewis, Eileen Adams, Shelley Robinson

The following had not selected any workshops: Ray Hedger, Geoff Stokes, John Davies, Mollie Lewis.

RFP recorded thanks to Peter Robinson for stepping down as a delegate to accommodate JG attending as Regional President. Peter Robinson had subsequently been reappointed as a delegate, as Ellie Purvis was no longer able to attend the Council.

Regions had been discouraged, at the meeting of Regional Chairmen, from submitting starred items. This year only two had been submitted. The West Midlands had raised about the ACM remaining in October despite the financial year moving to a calendar year. The response from Swim England stated that they felt it may be difficult for Regions if the meeting was moved. The Chairman had decided that South East would not submit any starred items, and the Board agreed that the following would be raised during the Open Mic session:

Safeguarding Report – SR. It was raised at the last ASA Annual Council Meeting that a Safeguarding report should be included in the Annual Report however this has not been taken on board. SR will check with Keith Oddy, Swim England Independent Child Protection Officer, that there is no reason this should not be raised.

Charity Report – SH. SH will raise in the accounts workshop that the new company, as a registered charity will need to produce a report against their charitable objectives. These objectives do not appear to have been published. If answers are not received during the accounts workshop this item will be raised at the open mic session.

Swim England ACM. The point that the Swim England Annual Council Meeting will take place 40 weeks into the next financial year will be raised.

Club Pathways – SR. There has been a shift in Clubs' focus which seemed to have resulted in clubs concentrating on the elite pathway and a large number of club members being disenfranchised. These were swimmers who would never be on the elite pathways but were good club swimmers who previously may have competed in inter club galas which have disappeared.

Dinner would be arranged in the hotel restaurant from 7pm, for delegates staying on the Friday evening prior to Council.

Action: RFP

140 Minutes of the Meeting held on 10 September 2018

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

Action: BG

141 Matters Arising

Landscape sheet

6 – Mike Farrar had been invited to attend the November meeting.

8 – Jon Glenn to attend the November meeting.

13 – Dennis Freeman Wright, Swim England Facilities, had sent a report to Reading, supportive of a 50m pool.

142 Appointments

Vice Chairman

RFP proposed to appoint JD as Vice Chairman. It was agreed to appoint JD until the end of his term on the Board, in 2021.

Board Member Responsible for Finance

RGP volunteered for the role of Board Member Responsible for Finance. It was agreed to appoint RGP until the end of his term on the Board in 2019.

It was also agreed that CL would be added as an additional signatory to the bank mandate.

Board Members

Council had authorised the Regional Management Board to arrange the appointment of an additional Regional Management Board Member as only three applications had been received for the four vacancies available. It was proposed to appoint William Long following his nomination, which had been received after the closing date. This was agreed.

There was one further vacancy on the Board following Jim Boucher's resignation. This was for a one year term to September 2019. It was agreed to put this out to open application. The closing date for applications was agreed as 12 November. A panel consisting of AL, IHT and CJ was appointed review applications. CL was appointed as a reserve. The panel would bring their recommendation to the next meeting on 25 November.

Discipline Managers

Following the resignation of Trevor Jones as Water Polo Manager, the Water Polo Group had proposed Ben McDonald as Water Polo Manager. The Board endorsed this appointment.

Liaison Members

It was agreed to continue the practice of liaison personnel. The appointees are:

Disability Swimming – Roger Prior

Diving – Alan Lewis

Masters – Vacant

Open Water – Ivan Horsfall Turner

Swimming – Carys Jones

Synchro – Roger Penfold

Water Polo – Chris Lee

It was agreed that the Masters Liaison position would be left vacant for the time being.

Sub-Group Membership

Communications Group

Brian Deval, Carys Jones, Chris Lee and Shelley Robinson to remain on group.

Disability and Inclusion Sub-Group

Roger Prior, as Board Member Responsible for Finance, to join Chris Lee.

Finance Sub-Group

John Davies, Roger Penfold, Roger Prior to remain on group. Gary Shields will remain as a non-Board member. Stuart Fillingham had stood down but had offered to provide technical support, if required. It was agreed that Alan Lewis would join the group.

Staffing Sub-Group

Eileen Adams (not a Board member), Ivan Horsfall Turner, Carys Jones and Roger Penfold to remain on group.

Development Group

John Davies, Alan Lewis, William Long and Roger Prior to remain on group. Ivan Horsfall Turner had stood down from the group, and it was agreed to appoint George Adamson in his place.

Action: BG

143 Judicial Appointments Panel

E Lyne was reappointed as the Region's representative on the Judicial Appointments' Panel.

Action: RFP

144 Swim England Open Water Working Party

Keith Barber was appointed as the Regional Representative on the Swim England Open Water Working Group.

Action: BG

145 Regional Constitution

The Regional Constitution had been updated in accordance with the decisions taken at the Annual Council Meeting in September. The updated constitution was endorsed by the Board.

Action: BG

146 Meeting Dates 2018/19

The meeting dates for 2018/19 were agreed.

Sunday 25th November 2018 (previously agreed)

Monday 14th January 2019

Sunday 24th February 2019

Thursday 21st March 2019

Thursday 9th May 2019

Wednesday 12th June 2019

Tuesday 9th July 2019

Monday 9th September 2019

Saturday 14th September 2019 (Annual Council Meeting)

Tuesday 8th October 2019

Sunday 24th November 2019

Action: BG

147 Regional Annual Council Meeting

All Matters Arising from the meeting had been addressed except the suggestion raised that delegates authorisations were accepted electronically. It was agreed that the Board would consider this request. This was discussed by the Board, but it was not clear how this process could work.

At the Chairman's meeting, Annual Council Meetings had been discussed and it was noted that other Regions had similar issues with getting enough delegates at the meeting. Each had tried various options, the only one of which the South East had not tried was reducing

the quorum. Discussion followed on how this could be addressed and the below points were noted:

- Open Mic Session similar to the Swim England ACM. It was difficult to get matters discussed at ACM, as everything needs to be submitted in advance of the meeting.
- Need the right workshops to encourage members to attend: what would a member gain from attending the Annual Council Meeting?
- Include controversial topics on the agenda.
- Look at how this information is communicated. We want to encourage people to be part of the decision-making. Do people feel too far removed from the Region to know what we do or think that they can make an impact?
- Of the Sub-Regions represented at the meeting it was confirmed that Berkshire & South Bucks ASA and Hampshire County ASA both have limited attendees at their council meetings. Kent County ASA usually have around 50. It was not known how many attendees there are at Oxfordshire & North Bucks, Surrey or Sussex ACMs.
- Could swimmers be invited to give talks to discuss experiences and bring in parents?
- Reduce quorum? Around 15 would be more achievable, on current experience.

It was agreed that RFP would explore further and report back to the January meeting. It was noted that any changes, for example, reducing the quorum, would need to be approved at the 2019 meet so would not take effect until 2020.

Action: RFP

148 2017 Volunteer Satisfaction Survey Results

BD was not present. It was agreed that Volunteering and the Survey results would be a focus for the next meeting on 25 November. Members of the Volunteering Sub-Group would be invited to attend.

Action: BG / BD

149 Data Protection

WL was not present but had provided a brief update on Data Protection. The Region has implemented a number of privacy policies for the website, swimmers and volunteers. In addition consents have been obtained where required such as for use in photographs. The focus will now move to continuing to review internal procedures and providing training and practical guidance for SER staff where required on GDPR requirements.

It was agreed to send a reminder to all staff to ensure that when sending email to multiple recipients that 'b'cc' was used.

Action: RFP / BG

150 Affiliations & Resignations

New Affiliations

Stowe School

Witney Water Polo Club – agreed subject to the approval of the constitution

Enquiries

Egham Leisure Centre

Lancing College SC – Constitution being checked

Sussex Sharks – Constitution being checked

InSynch – Milton Keynes Synchronised Swimming Club

Action: BG

151 Correspondence

E Lyne - Regional Assets

The Custodians had now been sent a list of the Regional Assets. This list did not include the swimming trophies. However, a list of these has since been received from Sue Green.

Following discussion, it was agreed that discipline groups should take responsibility for ensuring that trophies are returned. Each discipline would be asked for assurance that they had robust procedures in place to ensure that they knew where the trophies were and processes were in place to ensure that they were returned.

Action: BG

E Lyne - ASA Judicial

The information regarding Judicial Appointments was noted.

Swim England - Deaf Swimming

It was noted that the timescales within this communication might not be accurate, as the national Swimming Group did not appear to have approved these. It was confirmed that secondary strobes have been arranged for the Regional Swimming events.

Swim England – Water Polo Funding

Water Polo were currently receiving only £25k of funding from Swim England. The funding for Water Polo had been cut previously and the sport had grown since then. A lot of work had been put in to this, much by volunteers. Regionally, the group were trying to plan but communications were not coming through nationally and decisions were not been made on when events were being held. If this item did not come up at the Swim England ACM, then it would be raised by AL at the Open Mic Session.

Action: AL

152 Swim England Senior Leadership Update August & September

The August and September Updates were noted.

153 Swim England Board Meeting Minutes

The minutes of the meeting were noted.

154 Swim England Sports Operation Committee Minutes

The minutes of the meeting were noted. Congratulations were noted to JB for his appointment on the Sports Operation Committee and also to CL for his appointment to the Commercial Committee.

155 Swim England Chairman's Meeting Notes

The confidential notes were noted. Minutes of the meeting will be circulated.

Action: BG

156 AOB

AL had recently attended the Regional Masters SC meet. The meet had only 9 officials in attendance. It was noted that there might be a need to look at future events and the circulation that went to officials.

157 Date of Next Meeting

The next meeting of the RMB will be on Sunday 25 November, 10am at Holiday Inn Guildford.

158 Employment Matters

Visitors and staff left the meeting at this point.

The Board considered a confidential report of the Staffing Sub-Committee, circulated prior to the meeting, largely about the proposed transfer of the Regional Club Development Officers (RCDOs) to joint employment with the Region and Swim England.

During the full debate, CL pointed out there would be an implicit cost if both RCDOs were paid for 25 hours a week once transferred, given their current contractual arrangements. This cost would need to be absorbed into the budget for the current year, with provision being made for the full year effect in future years.

The Board voted on, and adopted, the following recommendations of the Sub-Committee, unanimously, or by the majority shown:

- a. To adopt the general principle that the employment terms for the RCDOs upon transfer to joint employment with Swim England (SE), should be harmonised with SE employment terms.
- b. To adopt the new SE pensions-matching terms
- c. To move to a standard 25hrs/week contract with no overtime paid but time off in-lieu for additional hours (For – 6, Against - 1).
- d. To facilitate drafting of job descriptions for the RCDOs and a subsequent competency assessment to determine appropriate level of remuneration.
- e. To implement a management structure whereby one of the Regional Office Manager (“ROM”) and RCDOs undertakes the line management of the other members of the Regional administration team.
- f. To make provisions, as required, in the Swim Region’s accounts for the financial impact of the changes to employment terms arising from the transfer.

Action: RFP

The meeting was closed at 21.15

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 16 November 2018

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	List of Assets BG to compile a list of assets for Trustees	13.10.2015 Min 140.3	BG	<i>Ongoing</i>
2	ASA's 150th Anniversary RFP to contact Dave Fletcher & the ASA to find out more information on what they are doing to celebrate. A small sub group will be formed to explore ideas and plan an event to celebrate.	13.07.17 Min 257	RFP	
3	APPG for Swimming A Parliamentary Group has been formed to promote Swimming. There are two Members of Parliament from the South East on the group. RFP will find terms of reference for the group.	11.09.17 Min 287	RFP	
4	Constitutions There are reps within the Region that check constitutions however it was noted that there is not one within ONB. RFP to approach ONB about finding a rep there.	10.10.17 Min 313	RFP / HM	<i>In Progress</i>
5	Review of the Region's Strategy 2017-2021 It was agreed that operating plans would be produced to support the strategy with some KPIs to so that performance can be measured. The RCDOs will take a lead and liaise with the Discipline Managers.	26.11.17 Min 318	HM / KJ / BD	<i>On Agenda – November</i>
6	Mike Farrar RMB Attendance RFP to invite Mike Farrar to attend a future RMB Meeting	16.01.18 Min 13	RFP	<i>In Progress – MF to attend January meeting</i>
7	Volunteering Sub Group At the February meeting it was agreed that a sub-group would be formed to look at Volunteer recruitment and succession planning. It had been agreed that this group would comprise of WL, BD, HM, KJ, RG, SH and ML and that the discipline managers would also be involved. BD has been in contact with the Insight team regarding the Volunteer Survey timing. It was confirmed their survey will conclude at the end of March so the Regional Survey will go out around 4-6 weeks after this. BD is meeting with the Insight team to discuss what they would like us to gather and what information they already have that the Region can use.	18.02.18 Min 31	WL, BD, HM, KJ, RG, SH & ML	<i>On Agenda – November</i>
8	Regional Buddy System RFP to invite Jon Glenn to the July Board Meeting	11.06.18 Min 85	RFP	<i>Complete – JG to attend November meeting</i>
9	Constitution 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	<i>Complete</i>
10	Club Internal Disputes It was agreed that SR would put together a clear flowchart to show the	11.06.18 Min 90	SR	<i>In Progress</i>

	process that should be followed for different issues and where clubs can obtain guidance.			
11	<p>Club Insurance</p> <p>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 if a clubs payroll is greater than £50k 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.</p>	10.07.18 Min 105	RG	
12	<p>Facilities - RG50</p> <p>Reading has been an excellent centre for many areas of swimming. They have had 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. It was agreed that a letter of support will be written by JD as Vice Chairman. A letter will also be written from the Region to Swim England requesting their support.</p>	10.07.18 Min 112	JD	
13	<p>Cancellation of events</p> <p>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.</p> <p>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.</p>	10.07.18 Min 110	BG	<i>In Progress</i>
14	<p>Regional Operation Plans</p> <p>An email from Jon Keating and document template were circulated ahead of the meeting along with a plan by JD on who should deal with the different elements involved. The Development Group produced a strategy document last year which covers 2017-2021. The RCDOs have then liaised with the Disciplines to produce plans which follow on from the strategy document. The RCDOs propose to link this reporting template to the strategy document and the action plans. This will allow the Region to give Swim England a clear view of the work that is being done within the</p>	10.09.18 Min 127	HM / KJ	<i>On Agenda – November</i>

	Region. This approach was agreed by the Board.			
15	2017 Volunteer Satisfaction Survey Results Results of the survey have been to the Volunteer Sub Group. BD will report at the next meeting.	10.09.18 Min 129	BD	<i>On Agenda - November</i>
16	Board Member Vacancy There was one further vacancy on the Board following Jim Boucher's resignation. This was for a one year term to September 2019. It was agreed to put this out to open application. The closing date for applications was agreed as 12 November. A panel consisting of AL, IHT and CJ was appointed review applications. CL was appointed as a reserve. The panel would bring their recommendation to the next meeting on 25 November.	09.10.18 Min 142	BG	<i>In Progress – Advert Posted 15/10/2018. On Agenda November</i>
17	Annual Council Meeting It was agreed that RFP would explore potential solutions for future Annual Council Meetings and report back to the January meeting. It was noted that any changes for example, reducing the quorum, would need to be approved at the 2019 meet so would not take effect until 2020.	09.10.18 Min 147	RFP	
18	Data Protection It was agreed to send a reminder to all staff to ensure that when sending email to multiple recipients that 'b'cc' was used.	09.10.18 Min 149	RFP / BG	
19	Regional Assets It was agreed that discipline groups should take responsibility for ensuring that trophies are returned. Each Discipline will be asked for assurance that they have robust procedures in place to ensure that they know where the trophies are and processes in place to ensure that they are returned.	09.10.18 Min 151	BG	

Updated 16/11/2018 BG



Helen Mack – Regional Club Development Officer

Report to Regional Management Board May 2018 – November 2018

Main areas of work

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

SwimMark

- Continue to manage SwimMark in the South East Region. Currently the region has 98 SwimMark Essential accredited clubs.
- In the last 6 months, two new clubs have gained accreditation (returning clubs), Dover Lifeguards and East Grinstead SC. Unfortunately, two clubs will be losing accreditation at the November Regional Panel meeting (Guildford Water Polo Club and Eastbourne SC).
- Maintain SwimMark co-ordinators database and tracker, including recording and maintaining constitution check dates, ensuring clubs have their constitution approved every four years. All SwimMark accredited clubs have been made aware of the changes to the Swim England template constitution and all clubs have been asked to update their club document in the coming 12 months when the club is going through the accreditation process.
- The south east region has a total of 17 SwimMark accredited networks and 1 SwimMark accredited performance club, Southampton Diving Academy.
- Actively supporting the national SwimMark working group, to plan the review day in December and the roll out of club visits.

Young Volunteer Programme

- The 2018/19 young volunteer programme is running from September 2018 – March 2019. Programmes are planned for each county, but two days have been cancelled due to low numbers. To date, there are 52 young people booked onto the programme.
- All young volunteers on the programme have been given a list of county and regional volunteering opportunities for the coming 12 months, to encourage them to get involved beyond their club environment.

Team Manager workshops

- During this period, the south east delivered a total of 7 team manager module 1 courses with 112 attendees and 4 Team manager module 2 courses with 37 attendees.

Time to Listen

- During this period, the region has successfully delivered four Time to Listen courses (BSB, Kent, Hampshire and Surrey), providing training for 25 club welfare officers.

Child Safeguarding Training

- Between May 2018 and November 2018, the region has supported 15 clubs to deliver safeguarding training to their club personnel. This has provided safeguarding training for over 220 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 reports.
- Supporting ONB with the initial set-up of the England Talent County Pathway Programme Camps.
- Supported the set-up of a Swim England Coaching Course in Aylesbury in September for ONB clubs.

Strategic Plans

- Weekly online meeting with KJ to write the regional operational plan which follows the national template but links directly to the South East Regional Strategy.

Para-Swimming

- Organised a meeting with Carl Cooper (Para Swimming) and Sue Barker, KJ/RG also invited, to discuss a delivery plan for para swimming in the south east in line with National Para Swimming objectives.
- Produced a para swimming plan for the south east, awaiting feedback from Carl and Sue, so we can look at budgets, deliverables etc.

General Club Development

- To follow-up day to day club enquiries, meetings with clubs to assist with club specific issues.
- Moved over to Swim England employment from Freedom Leisure.
- Planned and supported the assistant synchro coaching course in Cobham.



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board May 2018 – November 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 took place on the 17th June at Elmbridge Leisure Centre and Ferris Meadow Lake, Shepperton. 26 athletes from 10 different clubs attended on the day from 12-16 years. Coaches from seven clubs were involved, we also had two coach observers. Athletes took part in a pool based open water skills session, a land based workshop and a lake training session. We are looking at whether we can tie in some Open Water Officials training next year.
- The first two of the Regional 12 year old camps took place on 30th June and 1st September, with the final one due to take place on the 24th November at ACS School, Cobham, Surrey. A Head Coach and 6 skills coaches were selected from applications. During the first two camps, 13 coaches came to observe for their professional development. 36 athletes, representing 24 clubs were selected based on the rankings following the regional championships.
- The region facilitated with the national talent team, two parents talks during the regional championships. The first on the 5th May on "Practical nutrition to aid performance" and the second on the 13th May for parents of 12 year olds, looking at the Youth Physical Development Model.
- The region are jointly funding two Swimming Coach Advisors. 8 coaches have been receiving mentoring from either Amanda Booth (Oxford) or Kevin Brooks (Wycombe). This programme is currently being reviewed as are the mentees for January.
- There is a talent meeting on the 29th November in Loughborough to review these programmes and plan for 2019.

Conferences and Workshops

- The Regional Coaches Conference and multi-discipline TM Conference is took place on the 10th June at Leatherhead Leisure Centre. 23 coaches and 5 Team Managers attended this day. For 2019 the County and Regional Coaches conference will be combined, all coaches working on either level of the pathway will be expected to attend with any other interested coaches. The date will be 16th March.
- There are two coach workshops currently advertised;
- 1st December at Ashford School, Kent which will cover Youth S&C and nutrition.

- 16th February at the Arun LC in Bognor Regis which will cover age group S&C and psychology.

Team Manager Training and Update

- A six monthly Team Manager Update is produced, timescales are in line with the regional championships, covering hot topics and specific TM information. The most recent copy is November 2018. This is available on the website.
- Together Helen and I organise two TM1 and one TM2 courses per county per year. Within the last 6 months I have arranged courses for Hampshire, Surrey, Sussex and Kent. We have also sent a tutor over the Guernsey to run a TM1 and TM2 course.
- We have 8 active TM tutors across the region delivering our centralised programme.

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 May, July, September and November. I produce the agenda, notes for these meetings and other actions arising from these meetings.
- The Coaches Forum would like to run a bi annual coaches conference in the region from September 2019.

Swimming Off-Shore Camp

- Following the regional Winter Championships a team of 25 athletes have been selected to attend the Flanders Cup in Antwerp in January 2019. Coaches and Team Managers have been appointed and we are producing an athlete booklet for the camp.
- This year we have provided the opportunity for a development coach to attend the camp. Applications were invited for this post and selection was based on the commitment to the national pathway programmes over a number of years.

General Club Development

- I am currently producing a regional clubs map to display on the website. This map will include club websites, disciplines and Swim Mark status.
- I regularly use twitter and the regional website to celebrate and promote activities across the region. I do not yet have access to Facebook.
- Maintaining a database of regional head coaches to communicate effectively as and when required.
- Initial discussions have taken place with the national para team and Sue Barker to support Para – Swimming development from 2019.
- We are scoping out the feasibility of a joint regional open water trip to provide additional exposure for athlete's participating in this discipline.
- Helen and Rosa and I have been pulling together a joint implementation plan for all regional activities.



Rosa Gallop – Club Development Officer

Report to Regional Management Board June 2018 to November 2018

Main Areas of Work

- Networks
- Coaching Courses
- Club and Membership Growth
- Club Visits and Club Support
- Facilities
- Partnerships
- Coach forum, Regional Swimming Group and Regional Water Polo
- Swimming Development Group
- Swim Mark
- Support RCDO when required
- County Support – Kent and Sussex
- Facilities

Networks

There has been no growth of Club Networks. To date we have 17 with 15 of the club with Swim Mark. Hampshire Water Polo Network have lost accreditation as there is on two clubs with Swim Mark, two of the clubs have decided not to continue with Swim Mark. One Network has missed the Health check update but aim to regain Swim Mark at the next panel early in 2019. The Networks hold regular meetings with some more enthusiastic than others. I try to make as many of the Network meetings as I can either virtually or face to face. This also included Local Aquatic Networks at Milton Keynes and Portsmouth. Giving regular help and advice to Networks on gaining funding and advice on various subjects.

Swim Mark

I take responsibility for collating the evidence for Swim Mark for the Networks and support Helen Mack when required. I work with Lindsey Dunn on the Swim Mark Performance clubs which at present are Southampton Diving and Guildford City S.C. I also attend the Regional Panel for the South East.

Club and Membership Growth

There has been quite a lot of work helping clubs to look at growth and development. I have gained funding for some of the clubs to set up Talent Lanes through Club Development and worked with others to see the growth of the club in various ways such as reorganising programmes to make them more efficient. Working also with Providers to help the clubs gain better facilities. Helping clubs set up better partnerships with the Providers.

Club visits

There has been quite a few club visits to help clubs that are needing advice, sitting on interview panels for Coaching staff. Clubs that have needed help and advice dealing with internal disputes. Advice and help is given with helping clubs to ensure that they are sustainable and often signposting them to agencies that can help them.

South East Region Committees

I attend meetings with the South East Region Development Committee, Swimming Group, Water Polo Committee and coach Forum. Most of these meet every three months. All will have individual report for the meeting.

Facilities

I have been involved and worked with clubs on new facilities. Winchester and a new 50 meter x 8 lane pool due to open in 2021, Egham and a new 25 meter x 8 lane pool due to open in March 2019, Dover a new 25 meter x 8 lane due to open in March 2019, Portsmouth University 25 meter x 8 lane due to open September 2020 and Reading swimming pool which is still undergoing discussion. I have also worked with Ryde Swimming Pool and the trustees to help develop the swimming club gaining the best for the club out of the facility.

County

I aim to attend the County Management board when required in Kent and Sussex and attend the Development Days when they are held.

Club Coaching Courses

There have been 10 Assistant Coach courses for swimming set up and have either run or due to run in the next few months, 3 Coach Courses for swimming, 2 assistant synchro courses and one coach course for synchro and an assistant coach course for water polo. These courses are run at club rates, organised through the CDO to enable clubs and potential coaches to access courses at a reasonable cost.

150 Year Committee

I sit on the 150 year Committee for Swim England and have been involved in some of the various activities that are being planned for 2019.

Club Development Officer's Team

Attend regular team meetings in Loughborough to ensure that I am updated and working to the plans that the national club's team have in place.

My thanks to Helen, Kristie and Bryony for the support they have given me.

South East Region Volunteer Strategy

The following notes will help to inform discussion at the Board meeting on 25 November.

The notes have been reviewed by Claire Coleman (Swim England Head of Volunteering and Pathways) and have been amended, where applicable, to reflect her comments.

Brian DeVal
15 November 2018

15.11.18

South East Region Volunteer Strategy

Guiding principles

- We need volunteers more than volunteers need us – an individual stepping forward to volunteer is a privilege for us, being a volunteer with us is not a privilege.
- No volunteers no event – can we operate without volunteers? If the answer is no then we must ensure we have a volunteer workforce in place.
- Every offer from a volunteer is valuable and should be carefully and properly considered – rejecting an offer might mean you have lost them for good. Just because they're not suitable right now doesn't mean that training and mentoring cannot change this.
- Not everyone wants to be an official and it takes more than officials to run an event.

Identifying the issues:

If we think of the last 5 events we held how many volunteers have we been short and in what areas?

Of these volunteer gaps, where are we particularly struggling and how might this affect our competitions.

The internal effect;

- Increased pressure on existing volunteers
- Increased risk on delivering events due to gaps in our delivery team

The external effect;

- Damage to parental perception – is this organisation capable of running an event?
- Damage to swimmer perception – is it worth me swimming in this event?
- Damage to operator perception – does this organisation pose a risk to us?

The way forward

Leadership:

Identify Board Member with responsibility for volunteering who will

- Work with Swim England Volunteering Team to support the delivery in our region for our regional needs
- Liaison with discipline groups
- Liaison with volunteer led steering group
- Liaison with official's lead
- Liaison with SER comms
- Liaison with competition organiser to support session volunteering / micro volunteering
- Work with an Event Volunteer coordinator to make sure the experience is positive.
- Regular contact with volunteers (email thanks after event) – ensure volunteers feel valued, ways to recognise and reward volunteers
- Budget management
- Add value (eg priority parking at venues)

South East Region Volunteer Strategy

Targeting audiences:

Understand what we are looking for – officials and/or non technical / young volunteers. They will each require different approaches

- Align with SE strategy
- Qualified officials – via Officials Lead
- Parents in the stands
- Club volunteers
- Older swimmers – link to young volunteer programme
- Utilise appropriate platforms and develop dedicated comms channels

Brand:

Develop a volunteer brand that sets out;

- Identity name for non technical volunteers - eg Event Makers (align to swim England)
- Identify region's offer
- Benefits of volunteering to individual
 - match skills / roles / time available
- Roles and responsibilities
- Expectation of and from volunteers
- Career pathway and skills development
- Kit for non technical volunteers – being part of the “team”
- CPD offer – volunteer workshops including event specific roles and event training
- Dedicated comms channels

Recruitment:

Ongoing and continuous process linked to clear objectives through defined leadership;

- Adjust website to make volunteering more visible – present the variety of volunteering images – age gender faith disability etc – it's open to everyone
- Utilise all platforms – identify / access material showing the fun aspect of volunteering
- Create database of event volunteers (both technical and non technical)
- Recruit alongside event entry process – ratio of club to volunteer?
- Introduce E-forms to allow easy response (AR Forms tool on website)
- Toolkit to help increase volunteer recruitment – its not just a regional issue
- Connect to local organisations (colleges, universities) to establish common goals.

Manage expectation:

- Environment – identify and review obstacles including;
 - quality of refreshments
 - shift patterns
 - appropriate use of skills
 - Culture (let's have an honest conversation here)
- Subsistence – identify and review obstacles if any
- Expenses – identify and review obstacles if any
- Research / SE insight team including SE volunteer lead

Swim England South East Region Finance Report for RMB Meeting on 25 October 2018

1. Having only been in post since 09 October and having been out of the country for nearly three weeks since then, I am now coming to grips with the finances.
2. The disciplines are asked to submit their budgets by month, so that we have a clearer idea during the year where they stand. I have attached a spreadsheet similar to the one circulated by Bryony, but with the discipline budget figures amended to show their budget forecasts only up to the end of November. In the variance column a figure in brackets is one unfavourable to budget, other figures are favourable to budget. Unfortunately, the Central Governance/Governance and Development budgets were not submitted in this format, so they still show the budgets for the whole year, which makes those figures less useful.
3. The figures at this time of year usually show more surplus than arises at the end of the year, but the underspend of £30,000 on disciplines compared with their budgeted expenditure to the end of November is significant (some 25%). The underspend of £58,000 (50% of the budget) on development is calculated against the full year's budget, but it seems unlikely that the full budget will be spent. These two items could lead to a substantial decrease in the budgeted deficit.
4. I will be asking for budgets requests to be submitted by 31 December 2018. I would hope we would be able to have a preliminary discussion at the January 2019 RMB meeting and approve the budget at the February 2019 RMB meeting, so that the budgets are known to all concerned before the start of the new financial year.
5. This year's budget was set at a deficit of £50,000. If that is achieved, our accumulated surplus, disregarding the ring-fenced Disability Fund, would decrease to £220,000. We obviously need to move towards a balanced budget over the next few years but can afford to decrease our assets. To avoid drastic cuts in the short term, I would suggest doing this over a three year period. If we wished to retain assets of approx. £150,000, we would then be able to set deficit budgets of approx. £35,000 in 2019-20, £24,000 in 2021-22 and £11,000 in 2022-23; if we were willing to drop to £100,000 we could possibly run over a 5 year period with deficits of £40,000 in 2020-21, £32,000 in 2021-22, £24,000 in 2022-23, £16,000 in 2023-24 and £8,000 in 2024-25. In reality, the only ways of reducing deficits are by increasing affiliation fees, making larger surpluses on competitions or reducing expenditure.

Roger Prior

Board Member Responsible for Finance

22 November 2018

Date: 16/11/2018

ASA South East Region

Page: 1

Time: 16:20:26

Budget Report with Budgets to November

From: Month 1, April 2018

To: Month 12, March 2019

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

Period**Year to Date**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Notes</u>
INCOME				
ASA Grants - Administration/Other	3,000.00	6,000.00	(3,000.00)	Balance will be paid later in the year
Membership Income	107,166.00	150,650.00	(43,484.00)	25% of 2019 membership fees to be added
Sponsorship Income	0.00	5,750.00	(5,750.00)	Usually paid towards end of year
Miscellaneous Income	653.20	0.00	653.20	??
Bank Interest	99.16	60.00	39.16	
Income Licence Meet Fees	22,987.75	31,000.00	(8,012.25)	well under budget but should increase
Income Swimming	74,025.70	64,500.00	9,525.70	well above budget
Income Synchro	7,939.00	8,250.00	(311.00)	on target
Income Diving	4,614.96	4,510.00	104.96	on target
Income Water Polo	3,644.00	2,100.00	1,544.00	well over budget
Income Masters	5,719.54	6,480.00	(760.46)	slightly under budget
Income Open Water	3,966.93	3,800.00	166.93	on target
Income Disability Events/P2P/Grants	54.00	600.00	(546.00)	October competition cancelled
Income Swim Development	5,016.00	6,800.00	(1,784.00)	
Income Development	7,405.29	10,500.00	(3,094.71)	
	246,291.53	301,000.00	(54,708.47)	
DISCIPLINE EXPENDITURE				
Swimming Comp Expenditure	44,995.73	60,260.00	15,264.27	well under budget
Swimming Group Meeting Expenses	624.10	1,800.00	1,175.90	well under budget
Synchro Expenditure	19,231.02	18,980.00	(251.02)	on target
Diving Expenditure	5,283.89	11,015.00	5,731.11	well under budget
Water Polo Expenditure	9,170.29	14,840.00	5,669.71	well under budget
Masters Comp Expenses	4,426.73	5,665.00	1,238.27	well under budget
Masters Group Meetings & Training	1,282.28	2,005.00	722.72	under budget
Open Water Expenditure	5,576.90	5,300.00	(276.90)	on target
Disability Expenditure	1,846.04	2,870.00	1,023.96	October competition cancelled
	92,436.98	122,735.00	30,298.02	
CENTRAL DEVELOPMENT				
Teacher and Coaches Bursaries	25,615.19	48,500.00	22,884.81	well under budget
CPD Regional Courses	9,443.96	8,000.00	(1,443.96)	over budget
Officials Licensing	1,245.00	1,000.00	(245.00)	over budget
Swim21 Networks	950.00	18,000.00	17,050.00	way under budget
Support Long Distance Meets	0.00	1,000.00	1,000.00	nil expenditure
Swim21 Panel Expenses	555.62	1,000.00	444.38	probably on target
Athlete Bursaries: Exceptional Expen	0.00	1,000.00	1,000.00	nil expenditure
Young Volunteers	3,064.37	6,000.00	2,935.63	on target?
Support ASA Talent Camps	3,553.28	5,700.00	2,146.72	on target?
Offshore Camp	12,348.38	16,000.00	3,651.62	under budget
Other Swim Development	2,372.93	11,000.00	8,627.07	way under budget
	59,148.73	117,200.00	58,051.27	
Gross Profit/(Loss):	94,705.82	61,065.00	33,640.82	
CENTRAL ESTABLISHMENT/GOVERNA				
RMB	1,424.05	4,800.00	3,375.95	under budget
Chairman/Presidents Expenses	1,331.66	1,500.00	168.34	on target?
Development Group	77.90	500.00	422.10	under budget because of online meetings
Finance Group	0.00	200.00	200.00	under budget
Regional Welfare Officer Expenses	134.10	250.00	115.90	on target
ACM	3,766.09	3,500.00	(266.09)	on target
Accountancy Fees	90.00	1,500.00	1,410.00	??
ASA Council Expenses	815.50	1,200.00	384.50	under budget
Communication Expenses	825.39	1,000.00	174.61	on target
Miscellaneous	1,648.12	500.00	(1,148.12)	??
Awards & Engravings	1,125.74	1,000.00	(125.74)	on target
Payments to ASA for Central Establis	14,077.03	29,000.00	14,922.97	six months still to pay
RCDO Costs	33,469.86	47,000.00	13,530.14	more to play
Bank Charges	666.52	950.00	283.48	
Youth Forum	0.00	465.00	465.00	nil expenditure
	59,451.96	93,365.00	33,913.04	
Net Profit/(Loss):	32,985.02	(32,300.00)	64,211.06	

Budget Report

From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

ASA SE Region Management Accounts [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
INCOME								
ASA Grants - Administration/Other	3,000.00	1.22	6,000.00	(3,000.00)	3,000.00	1.22	6,000.00	(3,000.00)
Membership Income	107,166.00	43.51	150,650.00	(43,484.00)	107,166.00	43.51	150,650.00	(43,484.00)
Sponsorship Income	0.00	0.00	5,750.00	(5,750.00)	0.00	0.00	5,750.00	(5,750.00)
Miscellaneous Income	653.20	0.27	0.00	653.20	653.20	0.27	0.00	653.20
Bank Interest	99.16	0.04	60.00	39.16	99.16	0.04	60.00	39.16
Income Licence Meet Fees	22,987.75	9.33	31,000.00	(8,012.25)	22,987.75	9.33	31,000.00	(8,012.25)
Income Swimming	74,025.70	30.06	64,500.00	9,525.70	74,025.70	30.06	64,500.00	9,525.70
Income Synchro	7,939.00	3.22	10,490.00	(2,551.00)	7,939.00	3.22	10,490.00	(2,551.00)
Income Diving	4,614.96	1.87	4,510.00	104.96	4,614.96	1.87	4,510.00	104.96
Income Water Polo	3,644.00	1.48	3,100.00	544.00	3,644.00	1.48	3,100.00	544.00
Income Masters	5,719.54	2.32	16,480.00	(10,760.46)	5,719.54	2.32	16,480.00	(10,760.46)
Income Open Water	3,966.93	1.61	3,800.00	166.93	3,966.93	1.61	3,800.00	166.93
Income Disability Events/P2P/Grants	54.00	0.02	600.00	(546.00)	54.00	0.02	600.00	(546.00)
Income Swim Development	5,016.00	2.04	6,800.00	(1,784.00)	5,016.00	2.04	6,800.00	(1,784.00)
Income Development	7,405.29	3.01	10,500.00	(3,094.71)	7,405.29	3.01	10,500.00	(3,094.71)
	246,291.53	100.00	314,240.00	(67,948.47)	246,291.53	100.00	314,240.00	(67,948.47)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	44,995.73	18.27	58,810.00	13,814.27	44,995.73	18.27	58,810.00	13,814.27
Swimming Group Meeting Expenses	624.10	0.25	1,800.00	1,175.90	624.10	0.25	1,800.00	1,175.90
Synchro Expenditure	19,231.02	7.81	28,530.00	9,298.98	19,231.02	7.81	28,530.00	9,298.98
Diving Expenditure	5,283.89	2.15	15,125.00	9,841.11	5,283.89	2.15	15,125.00	9,841.11
Water Polo Expenditure	9,170.29	3.72	20,710.00	11,539.71	9,170.29	3.72	20,710.00	11,539.71
Masters Comp Expenses	4,426.73	1.80	16,615.00	12,188.27	4,426.73	1.80	16,615.00	12,188.27
Masters Group Meetings & Training	1,282.28	0.52	2,005.00	722.72	1,282.28	0.52	2,005.00	722.72
Open Water Expenditure	5,576.90	2.26	5,300.00	(276.90)	5,576.90	2.26	5,300.00	(276.90)
Disability Expenditure	1,846.04	0.75	4,980.00	3,133.96	1,846.04	0.75	4,980.00	3,133.96
	92,436.98	37.53	153,875.00	61,438.02	92,436.98	37.53	153,875.00	61,438.02
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	25,615.19	10.40	48,500.00	22,884.81	25,615.19	10.40	48,500.00	22,884.81
CPD Regional Courses	9,443.96	3.83	8,000.00	(1,443.96)	9,443.96	3.83	8,000.00	(1,443.96)
Officials Licensing	1,245.00	0.51	1,000.00	(245.00)	1,245.00	0.51	1,000.00	(245.00)
Swim21 Networks	950.00	0.39	18,000.00	17,050.00	950.00	0.39	18,000.00	17,050.00
Support Long Distance Meets	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Swim21 Panel Expenses	555.62	0.23	1,000.00	444.38	555.62	0.23	1,000.00	444.38
Athlete Bursaries: Exceptional Expen	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
Young Volunteers	3,064.37	1.24	6,000.00	2,935.63	3,064.37	1.24	6,000.00	2,935.63
Support ASA Talent Camps	3,553.28	1.44	5,700.00	2,146.72	3,553.28	1.44	5,700.00	2,146.72
Offshore Camp	12,348.38	5.01	16,000.00	3,651.62	12,348.38	5.01	16,000.00	3,651.62
Other Swim Development	2,372.93	0.96	11,000.00	8,627.07	2,372.93	0.96	11,000.00	8,627.07
	59,148.73	24.02	117,200.00	58,051.27	59,148.73	24.02	117,200.00	58,051.27
Gross Profit/(Loss):	94,705.82	38.45	43,165.00	51,540.82	94,705.82	38.45	43,165.00	51,540.82
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	1,424.05	0.58	4,800.00	3,375.95	1,424.05	0.58	4,800.00	3,375.95
Chairman/Presidents Expenses	1,331.66	0.54	1,500.00	168.34	1,331.66	0.54	1,500.00	168.34
Development Group	77.90	0.03	500.00	422.10	77.90	0.03	500.00	422.10
Finance Group	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Regional Welfare Officer Expenses	134.10	0.05	250.00	115.90	134.10	0.05	250.00	115.90
ACM	3,766.09	1.53	3,500.00	(266.09)	3,766.09	1.53	3,500.00	(266.09)
Accountancy Fees	90.00	0.04	1,500.00	1,410.00	90.00	0.04	1,500.00	1,410.00
ASA Council Expenses	815.50	0.33	1,200.00	384.50	815.50	0.33	1,200.00	384.50
Communication Expenses	825.39	0.34	1,000.00	174.61	825.39	0.34	1,000.00	174.61
Miscellaneous	1,648.12	0.67	500.00	(1,148.12)	1,648.12	0.67	500.00	(1,148.12)
Awards & Engravings	1,125.74	0.46	1,000.00	(125.74)	1,125.74	0.46	1,000.00	(125.74)
Payments to ASA for Central Establis	14,077.03	5.72	29,000.00	14,922.97	14,077.03	5.72	29,000.00	14,922.97
RCDO Costs	33,469.86	13.59	47,000.00	13,530.14	33,469.86	13.59	47,000.00	13,530.14
Bank Charges	666.52	0.27	950.00	283.48	666.52	0.27	950.00	283.48
Youth Forum	0.00	0.00	465.00	465.00	0.00	0.00	465.00	465.00
	59,451.96	24.14	93,365.00	33,913.04	59,451.96	24.14	93,365.00	33,913.04
Net Profit/(Loss):	35,253.86	14.31	(50,200.00)	85,453.86	35,253.86	14.31	(50,200.00)	85,453.86

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 25 October 2018 15:13
To: bryony.gibbs@southeastswimming.org
Subject: Curriculum swimming and water safety update
Attachments: image001.png; image002.gif; image003.gif; image004.gif; Swimming Safety Pledge - campaign overview.pdf

Follow Up Flag: Follow up
Due By: 25 November 2018 16:00
Flag Status: Flagged

Hi all

I wanted to provide you with an update on the work we have been doing with the Department of Education (DfE) on Curriculum Swimming and Water Safety.

As you know, Swim England and the Swim Group have been working with DfE and DCMS to improve primary school swimming provision and attainment. Today, the government has [announced their commitment to supporting schools](#) by highlighting how they can use the PE and Sport Premium to up-skill teachers and provide 'Top-up' swimming.

This is on the back of earlier announcements that [require primary schools to publish the attainment levels of Year 6 pupils](#) and inclusion of swimming and water safety in the Sport England Active Lives Children survey (first results due 6 December). It also follows the story DfE put out on Sunday [encouraging independent schools to open their swimming facilities and coaches up to local state primary schools](#) to help with accessibility.

To support this announcement, we have been raising awareness of the Swimming Safety Pledge which was launched last month at the Swim Summit. Education Minister Nadhim Zahawi and Sports Minister Tracey Crouch are both backing the campaign and it has already been well supported on social media.

Below are links to the relevant website stories and campaign pages. If you would like to support the Swimming Safety Pledge campaign, I have attached an overview of and the range of infographics can be downloaded here.

Useful web links:

- Swim England web story: [Back the Swimming Safety Pledge to help all children to swim](#)
- Swim England web story: [Drive to ensure all primary school children learn how to swim welcomed](#)
- School Safety Pledge campaign page with infographics: www.swimming.org/schools/swimming-safety-pledge
- New School swimming areas on swimming.org: www.swimming.org/schools

A new Curriculum Swimming and Water Safety Resource pack, which the sector has been working on together, will be circulated to all primary schools and deliverers of school swimming lessons next month.

If you have any questions, please do not hesitate to contact me.

Best wishes

Alison

Alison Clowes
Head of Media and Public Affairs

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E alison.clowes@swimming.org



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



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Campaign overview

Swimming Safety Pledge campaign

October 2018

Swimming Safety Pledge

I pledge to do all I can to ensure children are taught swimming and water safety at primary school.

Background

At the end of Year 6, all children in England should leave primary school having met the three national curriculum requirements relating to swimming and water safety:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively
- perform safe self-rescue in different water-based situations

[Swim England research](#) has consistently shown that too many pupils are not reaching these levels. Even more worryingly, some primary schools are not offering their pupils the opportunity to learn. In 2017 the [Swim Group submitted a set of recommendations](#) to government on how to improve swimming and water safety provision and attainment levels in primary schools.

Everyone has a part to play to make sure young people learn these important skills: teachers, parents, school governors, swimming teachers, lesson providers.

To support a new focus on this issue by government, Swim England and the Swim Group is asking people to help raise awareness of the importance of this issue by making their Swimming Safety Pledge.

Aims of the campaign

- To raise awareness of the importance of delivering effective swimming and water safety lessons in primary schools across a wide audience.
- To highlight that everyone has a role to play in supporting schools to deliver swimming and water safety lessons to every child.
- To use the momentum to call for further support and resources to be made available to help ensure all young people are taught to be safe in the water.

Key messaging

- Ensuring children are able to take part in swimming and water safety lessons at primary school is everyone's responsibility.
- We are asking people to "pledge to do all they can to ensure children are taught swimming and water safety at primary school".
- This means:

Parents: check and challenge your school. Ask them about their swimming and water safety provision and attainment figures.

Governors: ensure your school has swimming on the timetable.

Teachers and head teachers: make sure you are utilising your PE and Sport Premium to give staff the skills they need to deliver swimming and water safety lessons, and provide Top-up sessions for those young people who might be struggling.

Local authorities: help your schools to coordinate transport and lessons.

Lesson providers: make sure you know what pupils require to meet the national curriculum requirements.

- Show your commitment to supporting curriculum swimming and water safety by sharing your pledge on social media using #IPledge and #SwimmingSafety

Timeline

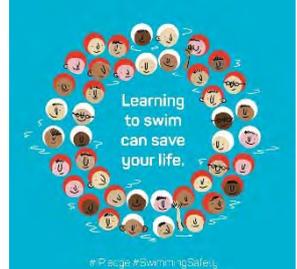
27/09/18	Launch of pledge campaign at 2018 Swim Summit. Over 40 pledges made by delegates, representing pool operators, learn to swim providers, charities, primary schools, swimming teachers.
25/10/18	- Government announcement on support for swimming and water safety in primary schools (TIMING TBC) - Campaign to be widely shared across digital channels.
Nov 18	Updated messaging and infographics shared.
Dec 18	Updated messaging and infographics shared; to include an end of year call to action.
Jan 19	Updated messaging and infographics shared; to include a 2019 call to action: what we want to achieve in the next 12 months.

Website links and further information

- The campaign page can be found here: www.swimming.org/schools/swimming-safety-pledge (bitly link: bit.ly/SwimmingSafetyPledge).
- This will be live from Thursday 25 October.
- The page will include information about how people can support primary schools and how they can share their pledge.

Digital assets and example text

The following infographics have been created to support the Swimming Safety Pledge campaign. The suggested messaging is just that – these can be used to support wider messages and calls to action around swimming and water safety.

Infographic	Examples of social media messaging
	<p>Together we can make sure all our children are safe in the water. Let us know how you will support primary schools to deliver great swimming and water safety lessons. #IPledge, #SwimmingSafety Read more: bit.ly/SwimmingSafetyPledge</p>
	<p>Does your primary school teach swimming and water safety? If not, find out what you can do to help then make the #SwimmingSafety pledge: bit.ly/SwimmingSafetyPledge #IPledge</p>
	<p>Would your child know what to do if the unthinkable happens? Talk to your primary school about their swimming and water safety provision and make the #SwimmingSafety Pledge: Read more: www.swimming.org/schools/swimming-safety-pledge</p>
	<p>[include a personal message about what you/your organisation is doing to support primary schools to deliver swimming and water safety lessons]</p> <p>#IPledge #SwimmingSafety</p>
	<p>[include a personal message about what you/your organisation is doing to support primary schools to deliver swimming and water safety lessons]</p> <p>#IPledge #SwimmingSafety</p>

For more information please contact Alison via 07919 548039 or alison.clowes@swimming.org

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 02 November 2018 11:08
To: bryony.gibbs@southeastswimming.org
Subject: Swim England 150 Anniversary celebrations - draft communications plan for Regional Chairs
Attachments: image001.png; image002.gif; image003.gif; image004.gif; Communications plan - 150 years celebration v2.pdf

Follow Up Flag: Follow up
Due By: 25 November 2018 16:00
Flag Status: Flagged

Hi all

Please find attached the current communications plan for our 2019 150th Anniversary celebration activities. There are still a few key elements that are subject to change/development, and we will be adding to it as we go along, but we were keen to share it with you for information.

A resource pack for Regions and Clubs about how to make the most of the opportunities the anniversary provides will be circulated at the end of the month. This will include copy for your websites and for use in newsletter etc.

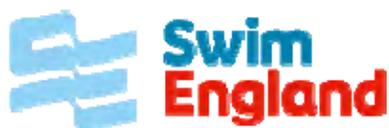
If you would like further information on any of the attached, please let me know.

Many thanks

Alison

Alison Clowes
Head of Media and Public Affairs

T 01509 640 229
M 07919 548039
E alison.clowes@swimming.org



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



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Communications Plan for 150th Anniversary Celebrations

Summary

In 2019 the Amateur Swimming Association will mark its 150th Anniversary. This provides Swim England with the opportunity to celebrate past and current successes, raise awareness of our work, and engage new audiences.

A programme of activity is being developed to ensure every opportunity is utilised during the year to raise awareness of our legacy. In addition, a legacy project involving the creation of a digital library with historical competitive results and key documents/information will be created. This will be an ongoing project and act as support to the Library and Historical archive situated at SportPark.

A range of marketing collateral and 150th Anniversary-branded materials will be produced. This includes Swimming Certificates (Stages 1-7), letter templates, and other event-related items that are being developed.

All our work will be linked to at least one of the agreed three themes: Celebration, Education and Legacy. The following information will show how we aim to achieve these outcomes during 2019.

Stakeholders

Our members are central to the 2019 celebrations. In addition, our broad range of stakeholders and partners means we have a wide network of supporters to help us deliver messages to the public. Below are the key stakeholders we will be aiming to engage with during the year:

- Swim England members and clubs including past, present and future athletes and coaches.
- Swim England team members.
- The swimming workforce, including pool operators, swimming teachers, tutors.
- International swimming federations and sport governing bodies.
- The general public and media.

Key objectives

- **To celebrate our history; raise awareness of Swim England; create a swimming legacy.**

- To raise awareness of Swim England and its wide remit within the aquatics sector.
- To raise awareness of Swim England and with the general public.
- To make clubs and members feel more connected with the Swim England.
- To acknowledge and thank members, particularly volunteers.
- To create a digital archive for members and the public to access.

Key timings

Date	Activity
End November	Regions and clubs to receive support materials and marketing information to use during 2019.
1 Jan	Website changed to incorporate 150th anniversary logo and beginning of roll-out of key activity (details in calendar below).
7 Jan	Anniversary of the first meeting of the Association: First comms and information to go live on the website.
30 May	150 th day of 2019: in pool celebratory event with partners (tbc subject to partner support).
Xx July	London Otter celebration event at the London Aquatics Centre: Club gala with London Otter vs 'the rest of the nation' showcase.
Various	All events to use 150th branding and include a celebratory 'moment' to engage members, clubs and the media.
December	Round-up of the year; looking ahead to 2020.

Key Messages

- During 2019 Swim England celebrates its 150th Anniversary.
- Swim England has been leading the aquatics sector for 150 years, setting the rules of the sport, providing expert teaching and coaching for the workforce and creating a pathway for our talented athletes.
- Swimming is as important and relevant today as it was 150 years ago.

Additional messages to be agreed and added.

Key statistics/information (through the years)

These will include stats relating to:

- Membership past and present
- Learn to swim numbers
- Competitive achievements

Calendar: Tactics and activity

Key: white = not started yet; orange = in progress; red = urgent to complete; green = completed.

Date	Opportunity	Messaging/info	Channel	Target audience	Lead	Status
2018						
01/11/18	Swimming Times	Raising awareness of anniversary year	Magazine	Swim England and IoS members	Comms Ed	
07/11/18	Pooling Resources newsletter	Updating readers with 150th celebrations plans	Newsletter	Pool ops / workforce	Int Comms	
21/11/18	Members newsletter	Updating readers with 150th celebrations plans and informing when they will receive marketing materials.	Newsletter	Swim England members	Int Comms	
30/11/18	Support materials and resource pack circulated to clubs and regions.	Overview of activity. Suggestions how to get involved; support materials to make the most of the 150th events and celebrations	E-comms	Clubs and regions	Comms	
2019						
01/01/19	Start of celebration year	New branding live on the website; new materials to be used; celebration email sent to all members welcoming them to the new year.	Digital E-comms	Members	Comms	
01/01/19	Rollout of #DailySwimmingFact	Each day a new fact about our history/swimming in general will be pushed out on social media	Social media	Digital users	Comms	
07/01/19	Anniversary of first documented meeting (at the German Gymnasium)	Embargoed news story about celebration live on website	Media Website Internal	All	Comms	
07/01/19	Rollout of monthly 'spotlight on' web articles	Programme of articles highlighting all aspects of our work. Focus: creation of the national governing body	Website	Swimming sector	Comms	
14/01/19	SLT Briefing	Launch of internal challenge for team members: "swimming around the nation"	Internal	Team members	Int comms	
25/01/19	Swim England Digital Club Tour	Digital relay across England, highlighting different clubs and events. Anticipation for different Club focus each weekend (Clubs currently being recruited)	Local press Website	Club members	Comms / Web / Clubs	
End Jan	Launch of Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	

Feb tbc	Launch of digital archive	New online archive for people to find a range of historical information including competition results from xx to xx.	Website Media	Members, general public, ex-swimmers	Comms / Operations	
01/02/19	Swim England Digital Club Tour	Club focus: TBC	Local press Website	Club members	Comms/web / Clubs	
07/02/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
02/03/19	National Arena League 50th Year Cup final	TBC: opp to share messaging and celebrate #NASL2019	Media Website	Members	TBC	
07/03/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
March	Launch of Swim England Hall of Fame	Include someone from each discipline for launch (or roll out during the year). Then revert to annual December Hall of Fame (to link with National Awards	Website Media	Swimming sector	Comms / operations	
End of Mar	Youth Forum: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	
01/04/19 TBC	Launch of Club relay challenge (ongoing for six months)	An online 'Alternative Relay Race' for members to get involved in that celebrates all our disciplines (similar format to the T-30 competition)	E-comms Website	Members	Youth Forum / Web	
April	Synchro National Champs	Synchro 150 years celebration stunt: 150 syncho display/pic	Website	General public	Events / Clubs	
April	Water polo U19s	Water polo 150 years celebration activity: tbc	Website	General public	Events / Clubs	
07/04/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
07/05/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
16 or 23 May	Team conference	150th anniversary theme	Internal	Internal team members	People Dev	
End of May	Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	
30/05/19	150 days of 2019	Potential in-pool participation event. Details tbc but looking at joint event with Everyone Active	All	General public	TBC	
07/06/19	Monthly 'spotlight on' web article	Focus: Swim England involvement in developing water safety and drowning prevention schemes	Website	Swimming sector	Comms	
June tbc	National Age Group Diving Champs	Diving 150 years celebration activity: TBC	Website	General public	Events / Clubs	
July tbc	Otter 150th Celebration event at London Aquatics Centre	Link up with event: London Otter vs The Rest of the Nation: Swim England to provide athletes and volunteer support (potential for APPG)	Media E-comms Website	Swimming sector General public	Comms / Volunteering	

07/07/19	Monthly 'spotlight on' web article	Focus: link with FINA and LEN, and other international bodies.	Website	Swimming sector	Comms	
19/07/19	FINA anniversary (1908)	Joint messaging about relationship	Social media	Intl swimming sector	Comms	
July tbc	Open Water Festival	Outdoor swimming 150 years celebration activity: TBC	Website	General public	Events / Clubs	
End of July	Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	
Aug tbc	Swim England Summer Meet	Swimming 150 years celebration activity: TBC – 150 yrs competition	Website	General public	Events / Clubs	
06/08/19	London Otter 150th Anniversary	Joint messaging	Social media	Media Swimming sector	Comms	
07/08/19	'Spotlight on' web article	Focus: Club structure and development	Website	Members	Clubs / Comms	
07/09/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
End of Sept	Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	
07/10/19	'Spotlight on' web article	Focus: TBC	Website	Swimming sector	Comms	
Oct tbc	National County Team Champs	County 150 years celebration activity: TBC	Website	General public	Events / Counties	
Oct tbc	Water polo National Age Groups (U15)	Water polo 150 years celebration activity: tbc	Website	General public	Events / Clubs	
07/11/19	'Spotlight on' web article	Focus: Development of swimming in schools	Website	Swimming sector	Comms	
Nov tbc	National Synchro Masters	Synchro 150 years celebration activity: tbc	Website	General public	Events / Clubs	
Nov tbc	Big School Swim	150 years theme; bespoke education materials				
Nov tbc	Swim England National Awards	Include a new category to mark 150 years	Media Website	All	Volunteer	
Nov tbc	Presidents Dinner	150 years theme; potential to invite CWG medallists and/or wider range of swimming dignitaries	Website Media	Swimming sector	Operations	
End of Nov	Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.	Website Media	Swimming sector	Youth Forum / Comms	

01/12/19	2020 Swim England Hall of Fame nominee announcement	2020 nominee announced (nomination period earlier in the year)	Media Website	Swimming sector	Comms / operations	
07/12/19	'Spotlight on' web article	Focus: the Next 150 years.	Website	Swimming sector	Comms	
Dec tbc	Winter Meet	Swimming 150 years celebration activity: tbc	Website	General public	Events / Clubs	
Re-occurring features:						
Daily	#DailySwimmingFact	Social media fact				
Weekly (Friday's)	Swim England Digital Club Tour	Digital web-based tour of England to highlight clubs				
Monthly	'Focus on'	Indepth article/video content				
Bi-monthly	Swimming Times	Articles/images/memories etc				
Bi-monthly	Youth Forum's: "Showcasing the present to inspire the future"	Bi-monthly look at current inspirational people involved with aquatics.				

Bryony Gibbs

From: Regional Email Service <regional-email@swimmingresults.org>
Sent: 06 November 2018 14:00
To: bryony.gibbs@southeastswimming.org
Subject: Updates
Attachments: image001.png; image002.gif; image003.gif; image004.gif; Conflict of Interest Policy Declaration Form2018.doc

Follow Up Flag: Follow up
Due By: 25 November 2018 16:00
Flag Status: Flagged

Dear all,

Further to our recent AGM the Company Regulations are now on the website on the following link;
<https://www.swimming.org/swimengland/swim-england-handbook/>.

You will note that we have removed reference to an October AGM. These will be incorporated into a 2019 Handbook along with the other Swim England Regulations.

Also, we have recently updated our Conflict of Interest Declaration Form to reflect our incorporated status and Jane has asked that we share this with you for information.

Please feel free to take any updates from it that are relevant or helpful to your Region.

Kind regards

Jason Dankenbring
Senior Administration Officer

T 01509 640 141

E jason.dankenbring@swimming.org



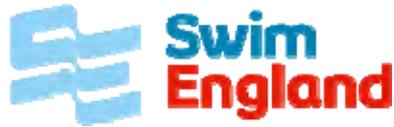
Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough University, Leics LE11 3QF



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

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

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



Conflict of Interest Declaration Form

In accordance with the Articles of Association of the Amateur Swimming Association (Swim England) Limited, Swim England Regulations and legal requirements we require the following individuals to register any direct or indirect conflicts of interest they may have or expect to have in relation to the business or affairs of Swim England:

- Members of the Swim England Board.
- Members of committees appointed by the Board.
- Directors of any company controlled by Swim England.
- Senior employees, consultants to and agents of Swim England.

Completing this form will also assist Trustees/Directors in complying with the Companies Act 2006ⁱ and charity law requirements.

Requests to complete this form will be made on commencement to one of the above roles/posts and on annual basis thereafter. Forms will normally be sent out at the beginning of December for completion on or before 31st January.

Examples of where conflicts of interest may arise include, without limitation:

- Any contract or arrangement proposed to be entered into between Swim England and yourself. Trustees/Directors should also remember that they need to declare potential conflicts arising through their connected persons (as defined below). For example, where the directors spouse enters into a transaction with Swim England or a subsidiary company.
- You are a director or significant shareholder of a company which is a supplier to or customer of Swim England or a subsidiary company.
- Any arrangement made or offered by a third party in consequence of holding one of the above positions.
- Any benefit received from a sponsor or donor of Swim England, either personally or on behalf of a third party.

Please list any existing interests in the declaration below.

Existing transaction or arrangement that may give rise to a conflict of interest	Nature of Interest (position e.g. yours or connected persons' directorship/shareholding etc.)
<i>Example only: ABC Services Ltd is a supplier to the ASA.</i>	<i>Shareholding: Spouse owns 60% of shares in ABC Services Ltd.</i>
<i>Example only: ABC Services Ltd is a supplier to the ASA.</i>	<i>I am a director of ABC Services Ltd.</i>

A person connected with a director is defined in the Companies Act 2006 and includes close members of the director's family. This includes the director's spouse or civil partner, the director's children or step-children and a director's parents.

I acknowledge that as at the date entered below, the above interests exist and that I will inform the Director of Legal in the event that there is any change in my circumstances.

If I am also a director of a company controlled by Swim England I also acknowledge that it is my duty to avoid a situation that could conflict with the interests of the company/companies of which I am a director. Should I become aware of any additional interest(s) that may potentially conflict with the company/companies of which I am a director, I will seek prior authorisation from my fellow directors.

Please note even after completing this form you should declare as soon as reasonably practicable or at the start of any meeting any interests in any matter being or likely to be discussed at any Board or committee meeting you attend.

Signed

Name

Date

ⁱ See sections 175, 177 & 182 of the Companies Act 2006 for further details. Copies available from the Director of Legal on request.

Swim England Senior Leadership Update October 2018

Clubs

- **SwimMark essential** is now at a 56 per cent level of accredited clubs, continuing an upward curve and demonstrating real progress.
- The **Club Survey** closed on 18 October with approx 25 per cent of our clubs completing the survey. The winner of the survey prize draw (iPad) was Reading Swimming Club.
- **CDO work programmes**: excellent progress is being made in terms of Teacher / Coach development workshops, committee development workshops and engagement with our new Club Awards.

Commercial and Marketing

- **Marketing** has produced three athlete and two coaching schemes of work for the Para-swimming Talent team. Training folders with six sections of content will enable athletes to annotate, add their own information and develop a portfolio of training for the year. Athletes will receive them at their first training camp in November.
- **#LoveSwimming wave three** was launched on 8 October and successfully promoted swimming as a great way to escape the stresses of busy life and improve mental wellbeing. We have seen over 1.7 million impressions and 112,000 views through social media activity. Coverage has been achieved across BBC Get Inspired, BBC Regional TV and Radio, ITV, Independent online, Huff Post and i News amongst a host of other regional print titles. A full evaluation will be completed in January.
- The **2019 Disney Inspired Family Fun Swimming Programme** was launched to tier 1 and tier 2 pools earlier this month. Pool recruitment officially started 31 October, led by the Strategic Partnership Managers, with a target of 500 pools by 21 December. The programme is scheduled to launch 1 June 2019 and run for 12 months. There will be three updates to the session content themed around Toy Story 4, Frozen 2 and Mickey & Friends.
- **Events**: The **County Team Championships** ran on 7 October in Sheffield. 37 counties competed with over 10,000 live stream views – an increase on 2017. **Water Polo National Age Group Championships U15** took place 13 – 14 October in Manchester. A total of 27 teams entered, five more than 2016. **National Masters Championships** ran 26-28 October in Sheffield. There were 1,313 individual and 242 team entries, up from 2016: 1,339 individual and 229 team entries.

England Talent

- **Water Polo:**
 - The u17 Boys squad have just undertaken a training camp in Croatia. A number of the squad are likely to feature against the Australian Schools representative team as they tour the UK in December.
 - The Senior Women have entered (entry to be confirmed) an Open tournament in Portugal in December.
 - The Academy programme has been finalised for early 2019 with activity to be based at Northampton School for Boys.
 - Discussions about capturing more and better data from BUCS will result in a comprehensive understanding of participation at universities to inform membership review and better investment.

- **Synchronised Swimming:**
 - The new England Training Squad has been selected: 22 athletes will make up GB teams during the next season.
 - Four English Coaches currently engaged and working on programme.
 - The National Coach is working day to day with Duet and training continues to go well within their school, accessing approx. 30 hours each week.

Health and Wellbeing

- **Sport England funding application:** Following the invitation to apply, our application has been submitted. If successful, this will extend the Health and Wellbeing funding we receive to the end of March 2021. We expect to hear back in December on the result of the application.
- **Swimming and Health Commission:** The group met on 26 October. Items discussed included development of factsheets on health conditions for swimmers, carers and operators; risk screening, and encouraging research in aquatics.
- **Webinar programme:** A mental health webinar delivered by Mind was held on 5 October. There were 59 participants; a mix of fitness instructors, swim teachers and sport development officers. Initial feedback has been positive and we are now looking to create more opportunities with other Health and Wellbeing charities/partners to run webinars in 2019.

Insight

- Analysis completed on the impact of **Swim Safe**. Results show excellent levels of knowledge retention from participants and an outstanding overall experience in the programme.
- **Swim Local:** Analysis of the impact of the 12 projects across 38 local authority sites has now been completed. The project was designed to improve the customer experience within the sites and make the aquatic offer relevant to their local communities. The feedback highlights a number of key ways pool operators can enhance and grow their business. Case studies will be developed showing best practice areas that will form part of our Frontier Toolkit in the future. A full report on the project will be developed for Sport England and will enable us to showcase our value to current/future partners.
- **Talent Athletes/Coaches research:** Reports have been produced showing the satisfaction levels of athletes, their parents and coaches with the different talent programmes. Presentations are now being shared with the appropriate colleagues to ensure they are updated on the latest insights.

Institute of Swimming

- We are extremely pleased to have been shortlisted for a **UK coaching award** in the technology category, with the winner announced in late November. We are up against Scottish Rugby and Project 500.
- We attended the FINA head office in Switzerland to deliver **coach education training for international coaches**, in readiness for delivery of our coaching programmes.
- We have worked with Parkwood and Barnsley to deliver Conferences for their **teacher workforce**. Both have been received extremely well and feedback has been positive.
- **Partnerships:** Places for People have signed an agreement to work with us for a further three years whilst Everyone active has confirmed they will be signing an agreement for a further three years.
- **Our team:** new business development manager, Natalie Mcguire has started, as has Debbie Hickey as Quality manager. Janet Slack commenced her new role as delivery manager.

Learn to Swim

- **Roadshows:** eight delivered receiving positive social media posts and interaction. A further 14 have been booked.
- **Pre-School Activity pack** is back on sale and ready to purchase from the shop.
- The final **Toolkit** proof is with Design and print samples are being produced. Release is due in November.

- **Expected Standards videos** have been finalised and uploaded to Vimeo. The sale price and purchasing process/structure through vimeo has also been agreed.
- We have updated the diagrams for the swimmer journey through the Stages and Awards of each of the **Learn to Swim Frameworks**. New versions will include Adult Swimming Framework Awards, up to date groupings for our complementary Awards and clearer signposting to exit routes. These are also due for release in November.
- **Swim School Membership:** We'll be populating the website and finalising the portal resources over the next couple of weeks.
- **School Swimming Charter:** The website has been launched and we are now waiting for payment portal for school. Charter resources are now in stock and operators have had advanced access of the outcomes.

People Development

- Recruited for 11 roles (employed and volunteer), processing 304 applications. Engaged 15 casual workers and sent out 11 contracts for services.
- Facilitated the advanced equality standard panel meeting and continued pulling together plans and resources for inclusion moving forwards.
- Continued support for Badminton England. Organised the following training that took place during the month: Mind Training, Mediation skills training, Advanced social media skills training and Line Manager briefings about the changes to appraisals.
- Reviewed the organisation's Inclusion action plan and organised the site visit for the Advanced Equality Standard.
- Finalised the implementation plan and budget for 2019.

Strategic Partnerships

- **Influencing partners:** Our first Tier 2 partner meeting took place at SportPark on 11 October with 23 people attending, representing 17 partner organisations. The day was aimed at bringing all partners up to speed on key projects, with time for discussion and input into future areas of collaboration. Feedback has been positive and attendees agreed to three meetings a year going forwards. A number of Swim England departments, and the Institute of Swimming, contributed to the success of the day.
- **2019 Disney campaign:** We are working closely with Marketing and Commercial, ahead of the important partner recruitment phase during November and December.
- **Greater Manchester:** Work has begun on a presentation to Greater Manchester, taking place in November, which will highlight the added value to local partners/authorities through working in partnership with Swim England and the Institute of Swimming. This is an important piece of work in a complex area with a diverse range of partners. It is a great opportunity to illustrate how our breadth of expertise aligns to their strategic objectives.

Swim England Educator Training

- **Tutor training:** Our second cohort of trainee swimming teaching tutors embarked on their training journey 27-28 October. They were a very keen group with a wealth of teaching and swimming expertise between them.
- Fiona Flynn has spent a week in **Dubai** supporting three trainee tutors for Hamilton aquatics/the Institute of swimming. This collaboration project has the potential for much wider reach in 2019/2020.
- **Launch of a new Disciplines CPD:** Feedback from tutors last year requested greater knowledge of how the disciplines (Diving, Open Water, Synchro and Water Polo) can be delivered in the seven stages of the Learn to Swim Framework. Adam Goymer has co-ordinated the creation of a CPD with the National Development Officers and Learn to Swim Teams. We all hope this will lead to more people talking up these sports.

Swim England Qualifications

- We attended the annual **Federation of Awarding Bodies** (FAB) this month, joining workshops by Ofqual and the Institute for Apprenticeships about the future of qualifications and apprenticeships.
- We also attended the Gordon's Associates **Parnassus update forum**. We were informed of changes that will be implemented in the next version of Parnassus (the software we use to register courses and learners and produce certificates) which we are looking to upgrade to.
- **Qualification development days** took place with an *introductory to Open Water* workshop and the Coaching Open Water swimming qualifications. Significant progress was made, with launch pencilled in for January 2019.
- **CPD development days** have also been held around *the 21st Century Swimming Teacher* and *Appropriate Handling techniques for Swimming Teachers*. Again we hope to launch around January time.

Swim Safe

- Swim Safe 2018 had approximately 20,000 attendees - up from 13,000 in 2017.
- We achieved an "unheard of" +93 Net Promoter Score.
- Four week plus knowledge retention scores were more than 90 per cent.
- We tested Swim Safe indoors with Everyone Active and were able to deliver to 27,000.

Volunteering and Pathways

- The Strategic Pillars of the Volunteering Strategy has been presented to the Sports Operations Committee who have agreed with the planned direction.
- A Volunteer and Pathways Coordinator has been recruited to join the team and will start at Swim England on 7 November.
- A Volunteer Administrator for the Home Countries Masters Working Group has been interviewed and agreed.

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

Amateur Swimming Association (Swim England) Limited Board Minutes

13 October 2018

Venue: DoubleTree by Hilton Hotel Coventry, Paradise Way, Coventry, CV2 2ST

Present:

Mike Farrar (Chair)
Keith Ashton
Neil Booth
Ali Breadon
David Flack
Caroline Green

Brian Havill
Ian Mackenzie
Jane Nickerson
Bernard Simkins
Sue Smith

Officers in attendance:

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

Apologies

Sarah Gregory

Min
No:

1. **Welcome**

2. **Reflections and thoughts on the ACM / AGM / Workshops**

Due to the delayed start of the meeting, it was agreed that feedback would be provided electronically and a discussion would take place at the December Board meeting.

3. **SportPark Lease**

The CEO presented her report. Following a detailed conversation, it was decided to provide the CEO with a mandate for extension but with the requirement for work to be undertaken on the longer term position.

4. **Teacher training commercial challenges and approach**

The Chair outlined the concern within some Regions that Swim England's share of the teacher training market was decreasing. The CEO summarised the relationship with current partners. There was discussion on various matters including the importance of both good communication and PR; and good Marketing. It was noted that a new member of staff would be recruited in this area.

The Board agreed relevant Swim England staff should treat this matter as a priority and noted that while STA had qualified 2100 teachers in the year to 31 August 2018 whilst Swim England had qualified 9040. The Board requested they be regularly kept informed of updates on these figures.

5. **Any other business**

There being no further business the meeting was closed.

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

Tuesday 11 December
Wednesday 30 January
Tuesday 26 March
Tuesday 21 May