

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 21 March 2019 at Surrey Sports Park

Present:	Roger Penfold (RFP)	Chairman
	George Adamson (GA)	Board Member
	John Davies (JD)	Board Member
	Brian Deval (BD)	Board Member
	Mike Lambert (ML)	Board Member
	Chris Lee (CL) (electronic)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Sara Todd (ST)	Board Member

Also in attendance (non-voting):

Bryony Gibbs (BG)	Regional Office Manager
-------------------	-------------------------

39 Apologies

Apologies had been received from:

Jenny Gray
Ivan Horsfall Turner
Carys Jones
William Long
Terry Norris

40 Minutes of the Meetings held on 24 February 2019

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

Action: BG

41 Matters Arising

Min 22 – ML confirmed that issues at Mountbatten had been correctly reported. Ahead of the Championships, emails have gone out to a full list of officials provided by Loughborough. However the data supplied is not reliable, as it includes officials who are unlicensed and also some who were suspended. Some email addresses are also incorrect. RFP to follow up with Jon Glenn.

Action: RFP

Min 27 - BG to circulate the updated Regional Checklist

Min 29 - Volunteering Strategy – BD confirmed that the shirts had been ordered. The structure and communications process is also in place. To date 3 applications for Event Makers had been received though the website. Any other feedback to go to BD.

Min 33 – Schools Constitution – An updated version needs to be addressed.

Landscape sheet –

2. 150th Anniversary – information on a Hall of Fame has been released today. BG to circulate. Information will go in the newsletter. Item to be removed.

9. Employment Matters – RFP to write to Freedom Leisure.

11. Conflict of interest – BG to follow up with CJ.

13. Inclusion funding – CL has made changes to the criteria. BG to action.

42 Budget & Finance Decisions 2019/20

Budget/Financial Outcome 2018-19

The current financial position is more positive than the last circulated budget report, currently +£685. There will be some costs to come out including from the Disability Gala, and Staffing and Accountancy Costs. However there will also be ¼ of the 2019 Membership Fees to be added in. Payment for the card machines purchased by Swimming will also come from the 2018/19 budget, these should be coming out by direct debit.

Recommendations

1. The proposed 2019/20 budget was agreed unanimously. The projected deficit is £14,775, although if the equipment required by the Synchronised Swimming Group was not delivered by 31 March, it would also need to be added to their 2019/20 budget.
2. The request for a debit card was amended to a credit card due to the increased protection that this would offer. This would be free in the first year but there would be a £32 per year charge annually from year 2. This was agreed unanimously.
3. It was agreed unanimously to obtain a deposit card for BG, as due to changes by HSBC, it is no longer possible to pay cash into their paying-in machines without a card.
4. It was agreed unanimously to present a motion to the 2019 Annual Council Meeting to change the Region's Financial Year, with effect from 01 January 2020. Accounts for the period 01 April 2019 to 31 December 2019 would be prepared and presented at the 2020 Annual Council Meeting.

Action: BG

43 Date of Annual Council Meeting 2020

Following the recommendation to change the financial year, consideration will need to be given to the date of the 2020 Annual Council Meeting, as the accounts being examined will be 9 months old if the ACM is held in September. Swim England will be running their ACM in May.

A date in April 2020 was suggested and, if agreed, a motion would be put to Council to move the ACM. Some issues were raised with this due to this being in the middle of the qualification period for the swimming national events, which opens on 13th March. This could make getting delegates to attend the meeting difficult. It was noted that the Swim England ACM is on the only free weekend in May. Moving the meeting to March could also create challenges with getting the accounts ready in time.

As members of the Swim England company are appointed at the Regional Council Meeting it is beneficial for this to be held prior to the Swim England meeting. Further options were discussed including running the meeting as a webinar, reducing the quorum, attaching the meeting to an RMB meeting or, possibly, running it at the Regional swimming Championships. Any changes would need to be put to Council and the constitution amended accordingly.

Consideration would also need to be given to the Awards. Currently these link into the Swim England awards with the Regional event being September and the National one in October. Changes to the Regional ACM will not fit with the timetable, unless Swim England amend this.

It was agreed that this item would be revisited at a future meeting.

Action: RFP

44 Regional Annual Council Meeting Workshops

Due to the availability at Holiday Inn, Guildford, it was agreed to move the date of the Annual Council Meeting to Sunday 15 September.

Following discussion it was agreed to proceed with the following workshops on the morning of the Annual Council Meeting;

Team Manager Forum – KJ to lead

Funding Workshop in conjunction with Sport England – BD to lead

Officials Training Updates for Course Leaders / Organisers – GA to lead

Action: BG / KJ / BD / GA

45 Regional Operational Plan

The Regional Operational Plan was adopted. BG to reformat.

Members were reminded to let BD know if there was anything they would like included in the Volunteer Strategy.

Action: BG

46 Regional Trophies

A report was circulated ahead of the meeting. Concerns had been raised previously relating to trophies and how they are being managed. BG has requested further information from all disciplines with mixed results.

Swim England and British Swimming no longer present the real trophies at the speed swimming national events. Instead winners are presented with a trophy for photos. These are not taken home by the winners. It was understood that that the South West Region may operate a similar process, whereby trophies are not routinely taken home by the winners. For swimming there are only trophies at the Winter Championships, but there are in the region of 80 trophies for that discipline alone. Questions were also raised about the storage of trophies, if these were no longer handed out, and if the Region should retain these trophies in this case.

Following discussion it was agreed to approach the disciplines with the proposal that trophies will no longer be handed out to winners for them to take home, unless the disciplines provide compelling reasons why this should continue. The Swimming Group will also follow this up with the Swimming Trophy Controller.

Action: RFP / BG

47 Category 1 Membership

Category 1 Membership had been discussed at the Chairmen's meeting minutes of which have been circulated. There is a suggested that the cost of category 1 membership could be the reason clubs are taking their teaching programmes out of Swim England Membership. The Chairmen had requested additional information on this subject. BG has requested details from Membership Services. This item will be added to the agenda of the next meeting.

Action: BG

48 Employment Matters

Appraisals for all Regional Staff will be completed over the next few working days.

49 Data Protection

A Data Protection training session will be run on 03 April.

50 **Suspended Clubs List**

The following clubs remain on the suspended clubs list;

- Ashford School (since the meeting took place this club has been removed)
- Stowe School

51 **Affiliations & Resignations**

There were no affiliations or resignations to report.

52 **Correspondence**

No items of correspondence were noted.

53 **Swim England Senior Leadership Update February**

The Senior Leadership Update for February was noted. The report remains positive focusing on achievements rather than highlighting any challenges.

It was unclear what the benefits were to the programme with Disney.

Information was included on the partnership with Everyone Active. It was unclear how this will link to clubs.

54 **Swim England Sports Operation Committee Meeting Minutes – 12 March**

Minutes from the meeting were not yet available.

55 **Swim England Chairman's Meeting Minutes – 06 March**

There were discussions at the meeting on the verification and assessment relating to SwimMark going forward. This is an expectation by Sport England and also Swim England to ensure that these procedures are in place at clubs.

56 **AOB**

Coaches Training Funding – Water Polo. An issue was raised with a claim that has been submitted for a Water Polo Coach. The Coach has received a Regional Bursary for 50% of the course cost and the Water Polo Group have agreed to pay the other 50%. As the policy states that the Region will fund 50%, it was questioned whether a discipline could or should top this up. The payment requested has not been made.

This subject was discussed but, as no notice was given of the item, no decision could be taken. It was agreed that there may be policy issues that should be addressed at the next meeting. CL to follow up with the Water Polo Group. Although disciplines manage their own budgets, there needed to be adherence to Regional Policies. It was confirmed that in the particular case, the club could apply for funding from Sussex County ASA, BD to send details to BG.

Action: BD / CL / BG

Open Water Conditions – It was noted that in 4.4 of the Championships' conditions there was a restriction to medals: this should be removed.

Action: BD

57 **Date of Next Meeting**

Thursday 09 May 7pm, Surrey Sports Park

The meeting was closed at 21.10

Regional Management Board

A meeting of the Regional Management Board will be held on Thursday 21 March 2019 at Surrey Sports Park commencing at 1900

Agenda

- | | | |
|----|---|----------------------|
| 1. | Apologies & Welcome
<i>To receive any apologies from members unable to attend the meeting</i>
Jenny Gray | RFP 1900 |
| 2. | Minutes of the Meeting held on 24 February 2019
<i>To agree accuracy of minutes from the previous meeting</i> | RFP 1905
Enclosed |
| 3. | Matters Arising
<i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RFP 1910
Enclosed |

Items for Decision

- | | | |
|----|--|----------------------|
| 4. | Budget 2019/20 | RGP 1915
Enclosed |
| 5. | Date of ACM 2020 | RFP 1925 |
| 6. | Regional Annual Council Meeting Workshops
<i>To decide on workshops/training to be held at the ACM</i> | RFP 1930
Enclosed |
| 7. | Regional Operational Plan | JD 1945
To follow |
| 8. | Regional Trophies | RFP 1950 |

Items for Discussion / Information

- | | | |
|-----|---|----------------------|
| 9. | Category 1 Membership | RFP 2000 |
| 10. | Employment Matters | CJ 2010 |
| 11. | Data Protection | WL 2015 |
| 12. | Suspended Clubs List | RFP 2020 |
| 13. | Affiliations & Resignations | RFP 2025 |
| | 13.1 New Affiliations
None | |
| | 13.2 Resignations
None | |
| | 13.3 Enquiries
None | |
| | 13.4 Transfers
None | |
| | 13.5 Change of Name
None | |
| 14. | Correspondence | RFP 2030 |
| 15. | Swim England Senior Leadership Update February | RFP 2035
Enclosed |
| 16. | Swim England Sports Operation Committee Minutes
<i>To review the minutes of the Swim England SOC Meeting on 12 March, if available.</i> | RFP 2040 |
| 17. | Swim England Chairman's Meeting Minutes
<i>To review the minutes of the Swim England Chairman's Meeting on 06</i> | RFP 2045
Enclosed |

March

- | | | |
|-----|--|----------|
| 18. | AOB
<i>24 hours notice required</i> | RFP 2050 |
| 19. | Date of Next Meeting
Thursday 09 May, Surrey Sports Park | RFP 2055 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Sunday 24 February 2019 at Holiday Inn Guildford

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

Also in attendance (non-voting):

Jenny Gray (JG)	President
Keith Barber (KB)	Open Water Manager
Rosa Gallop (RG)	Club Development Officer
Bryony Gibbs (BG)	Regional Office Manager
Di Hughes (DH)	Synchro Manager
Kristie Jarrett (KJ)	Regional Club Development Officer
Helen Mack (HM)	Regional Club Development Officer
Ben McDonald (BM)	Water Polo Manager
Geoff Stokes (GS)	Masters Manager

21 Apologies

Apologies had been received from:

Carol & David Butler
Andy Hewat
Carys Jones
Mike Lambert
Sara Todd

Sue Barker, Ivan Horsfall-Turner, Terry Norris were also unable to attend the meeting.

22 Discipline Managers Reports & Succession Planning Updates

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

Swimming – GA

It was noted that there are continued issues with the pool at Portsmouth. RG requested that MGL let her know of any issues with pools. In a previous case the client manager was unaware of the problems as they had not been reported correctly. Obtaining Officials for the Winter Championships was also a problem and resulted in the finals being run with 6 rather than 8 lanes. GA and Ian Bond are working together on the recruitment of Technical Officials to ensure all licensed Officials within the Region are contacted.

The group are currently seeking a volunteer to help with recruiting non-technical Officials for Regional Swimming Competitions. It was noted that some clarity may be required from MGL on the role this volunteer would undertake. It was understood that there may be a need to pay clubs to help fill non-technical roles if the Region is unable to recruit the required amount of support. In this case, there would be a need to increase prices to cover the costs: it was suggested that clubs that sent volunteers could receive a discount, but higher fees could mean that clubs stop coming to the event. Licensing regulations prevent there being any link to acceptance of entries and the number of officials provided by a club. It is understood that some other regions experience similar issues, although some were said to be inundated with officials. This could relate to the size of the Region.

Development - JD

The number of swimmers from the Region getting on to GB teams is really positive, especially over the past 4 years. It was also noted that 6 clubs from the Region were in the National Arena Swimming League finals.

Stronger Affiliation could impact the work of the CDO and RCDOs significantly, as it is believed this will involve club visits. Non SwimMark clubs will need support to achieve the required elements which might include constitution checks and 5 other elements. To date no information has been released on this. The RCDOs are planning workshops on this for the next year. Most SwimMark clubs have now updated their constitutions, non SwimMark clubs will be contacted shortly. This will be reliant on the volunteers who check constitutions for each of the counties. There may be a need to run a lot more Safeguarding workshops to ensure these clubs have trained personnel.

It was noted that Kent Water Polo had received Sport England funding thanks to the work put in by BM on the funding application. There are a number of funding opportunities available which are included in the Region's funding guide. However, clubs themselves need to apply. It was confirmed that the CDO/RCDOs are able to help clubs with applications.

Disability Swimming - RGP

No report had been supplied for Disability Swimming, RGP reported on Disability Swimming as the Board Liaison Member. It was noted that the last competition that was due to run in September at Wycombe had to be cancelled due to a lack of entries. It is understood that there is a Para Swimming Competition due to take place on 23 March at the Quays, Southampton, but no details are currently on the website. Currently two competitions are run per year, one in September for classified swimmers and those waiting for classification and one in March for unclassified swimmers. Details for events for all disciplines should be published and publically available. Disciplines should provide details of their events to the Regional Office at the earliest opportunity and information can then be added to the website.

Action: BG / Discipline Managers

RGP met with SB to work on the budget submission. It was noted that there is a need to SB to travel a lot more due to the changes at Swim England, meaning that the Para Swimming Coaches now only deal with swimmers on the Talent Programme.

The Region would like to see SB have more support for Disability Swimming as the role currently being undertaken is too large a workload for one individual. It was suggested that a Disability Group be formed to support SB, with links in to the counties. It was noted that Kent have just appointed a Disability/Para Manager for their County. It was also agreed that one of the RCDO's should be aligned to support Disability Swimming. HM to help support SB with setting up a Regional Disability Group.

Masters Swimming - GS

GS is looking to hand over his current responsibilities but has not yet been able to find someone to take on the role. However, volunteers have been found to take over the running of parts of the Masters Competition. Jim Boucher has been managing parts of the SC meet. Glen Issacs took over the LC meet which ran in January. Bob Odell had been very successful in sourcing officials for the event. Both the SC and LC meets ran successfully and entries had to close very early due to popularity. The 1500m event will run on 13 April at K2, this time as LC. The event entries were full 4 days after opening.

Masters have run a Development day for the past 4 years. However, no one has volunteered to run the event this year. GS has discussed possible options with HM/KJ. The event is budgeted but may not run if no one agrees to help.

A query was raised about South East Swimmers are given priority for the Masters' events. It was confirmed that information is usually circulated to the County Reps prior to entries opening to encourage entries. It was also noted that entry fees are refunded as long as swimmers withdraw before the closing date.

Masters Para Swimmers were discussed as it is understood at Para Swimming events they compete against swimmers in the same classification and are not split by age which results in Masters Swimmers competing against much younger swimmers. At the National Masters there will be a separate event for Para Swimmers, which would not be split by classification.

Diving - AL

The Diving report was presented by AL as Board Liaison Member. There has been good progress across the year in Diving particularly from the SEEDs programme with the divers seeing a lot of success. The programme and network have really helped Albatross DC who currently have no pool following the closure of Central Pool in Reading.

The Board recorded their thanks to Frank Clewlow for his contribution and service as Diving Manager since the inception of the Region.

Water Polo - BM

BM reported that it has been a challenging time for Water Polo and the challenges which would possibly continue for another 6-12 months. This is in part due to new rules being cleared by FINA in December but not yet being published. Currently, only guidelines are known for the new rules and not how they will be implemented. This is with FINA and Swim England have no further information. There have also been communication issues with Swim England and delays with dates being released in a timely manner, which has resulted in activities not running in the Region such as the Coaches Workshop.

Water Polo has 3 active networks that are working well and both Ewan Partridge and Alastair Roberts are achieving great results in their roles as Regional Coaches.

Open Water Swimming - KB

It was reported that there may in future be a charge for storing equipment which has previously been free of charge. The current location is convenient due to its proximity to Chichester.

The Open Water Championships were very successful with record entries. The Region is now the second strongest for participation and is growing each year. The entry system ran successfully through the website in 2018 and will do the same this year with some small adjustments. It was confirmed that there was no problem with contacting participants from the previous year to make them aware of the 2019 event providing "blind copy" was used and all data was deleted after this. The Series has not run in recent times. This was for various reasons but partially due to bad weather. Relationships need to be rebuilt with the clubs that run these events.

There is a shortage of qualified Open Water Officials in the Region. It is hoped that regions will become self-sufficient in terms of Open Water Officials due to the high costs of Officials traveling across the county. There are currently challenges to getting Open Water Officials qualified: the courses can be run free of charge, but Officials need to obtain experience to qualify. KB has discussed the pathway at a national level, suggesting an add-on for existing Officials, much like they do for Disability Swimming. KB confirmed that the group hope to offer an Officials' course as part of the Talent Camp to capture parents who are already Officials or those that would like to get involved.

KB recently attended the National Open Water Group: minutes will be circulated. Swim England recognise that they cannot match "Great" Swims and organisations that run large scale open water events. County Open Water events would be positive, although it was acknowledged that in some counties this would not be viable. There are problems fitting events in as Open Water compete with speed swimming for space in the calendar. It was also noted that Swim England have introduced new Open Water qualifications that Coaches need to complete. However, these do not take into account prior experience. It was noted these issues have been discussed nationally, too.

KB has been involved in Open Water Swimming since the days of Southern Counties ASA. The first championships had 6 competitors, in 2018 there were 224. For many years the South East had no Open Water Swimmers representing at a National level: however, last year there were 3. KB recorded his thanks to Trevor Linkins and the late Rod for their support over the years, without whom Open Water would not be in the place it is now. KB also thanked the Board for their support. KB will continue as the Regional Representative on the National Open Water Group and is also the only Open Water Trainer in the Region.

The Board recorded their thanks to KB for his outstanding contribution to Open Water in the Region.

Synchronised Swimming - DH

Synchronised Swimming have included in their budget some funding towards 4 x training days for Electric Eels (Synchro section) who will be competing as Great Britain at the European Downs Syndrome Championships in September. It was noted that the club could apply for funding through the Inclusion Funding that has been made available, to contribute towards travel costs. Confirmation is required from CL/RGP if the funding information can now be published.

Action: CL/RGP

The budget request has been reduced for 2019/20 due to changes nationally within Synchro. This includes significant changes to the Region's Development Squad. The squad used to do an offshore training camp, but this year a domestic camp will take place over 5 days. The squad are then looking to compete in Croatia in 2020. The group are hoping to purchase some music equipment within the current financial year. There have also been significant cost savings due to the closure of Central Pool, Reading. Activities have been moved to Abbey School (Reading) which is significantly cheaper. The competition entries fees will be

increased, although they remain significantly cheaper than the national fees. Synchronised Swimming hope to have online entries for their events this year.

The National team has requested that County Development Squads are implemented. This is beginning to be encouraged and facilitated within the counties. Some counties will try and get these running for this year. These squads are for 10 years and under and will involve 4 x 1 day camps.

All discipline managers were thanked for their attendance and reports. BD requested that all Disciplines send photos for inclusion in the Annual Report.

Action: Discipline Managers

23 Data Protection Update

Since the GDPR came in May 2018 there have been 45,000 data protection breaches notified to the regulator. There is still some work to be completed at a Regional level due to the amount of information held. Training for Regional Staff is due to take place via an online training session on 27/02/19. There will also be additional internal policies required and decisions made on how long such records need to be maintained. Further guidance for Discipline Managers and Staff will be produced.

Action: Data Protection Sub Group

24 Annual Council Meeting - Sept 2019

A report was circulated ahead of the meeting. The following decisions were taken;

1. The format of the 2019 Annual Council Meeting, particularly,
 - Inclusion of an awards' ceremony was agreed.
 - Provision for any training sessions or workshops was agreed. Possibly one workshop, the idea of guest speaks was also discussed.
 - It was agreed that there would be no open mic or informal Q&A session.It was agreed that a decision would be made at the next RMB meeting on the training or workshop/s that would be offered. KJ had been looking to run a Team Manager forum on the day other ideas included; funding workshops, information on the new regime for Judges courses could be organised for Course Leaders / Referees (more information on the changes will be known mid-March).
2. It was agreed that the Board would recommend a change to article 12.3.6 of the constitution to reduce the quorum to 15. This motion, if agreed, would be in place from 2020. It was noted that should the Region decide to incorporate in future this will become irrelevant.
3. It was agreed to recommend a change to article 12.2.3 so that prior notice of questions on the Annual Report, accounts or minutes is no longer required.
4. It was agreed to propose at the beginning of the 2019 ACM that the prior notice requirements of article 12.2.3 be suspended for that meeting.
5. It was agreed that the circulation of all material concerning the 2019 ACM would be by electronic means.
6. It was agreed that it would be permissible for signed authorisation slips for delegates to be delivered electronically to the regional office until 12 noon on the last working day before the ACM.
7. The motion to recommend changes to the Constitution no longer to require there to be a Regional Council or ACM was not agreed. RFP will discuss this with Jane Nickerson. The Board were unsure if this could be removed.

There may, in future, be a need to address where the ACM is positioned in the calendar as Swim England will be running their ACM in May. Due to this there may also be a need to consider the Region's financial year.

Action: RFP/BG

25 Review of the Region's Strategy 2017-2021 & Operational Plan

Following the meeting in November, HM/KJ have continued to work on the Region's Operational plan. This has now been divided into disciplines and objectives for both the discipline and the Region have been matched to the areas of work. The 2019/20 budget submissions have been checked to ensure that they match with the Operational Plan. In most cases these match up, but a few inconsistencies were noted, in particular for Diving and Disability.

It was agreed that the document would be sent to Discipline Managers so they can check that they are happy with the content and can confirm if there are any specific targets that the disciplines would like included. From 01 April, when the new financial year begins, it will be possible to use this as a measure. It was confirmed that this was a live document that will be constantly updated. It was noted that there were a number of items which were waiting on Swim England, for example Stronger Affiliation.

The Board endorsed the Operational Plan. The document will be sent to Discipline Managers for them to check and comment on for responses no later than 14 March. This will then be put forward to final approval at the next RMB meeting.

Action: HM/BG/Discipline Managers

26 Finance - Budget 2019/20

The submissions for the 2019/20 budget were lower than anticipated. It was highlighted that reductions for Synchro were a one-off due to changes being implemented nationally and the budget would increase in the future. There would be an increased income due to the 2019 fee increase. It was noted that if the Volunteering Strategy is agreed that there could be further budget items which were not considered at the time of the budget submission.

The Finance Sub Group will meet to discuss this and seek formal budget agreement at the March meeting. It was agreed that the budget presented will be very similar to the draft, allowing the Disciplines to start planning their activities for 2019/20. The Finance Sub Group will also discuss potential changes to the Region's financial year to coincide with Swim England. Such changes could be implemented this year, meaning a 9 month year to December and by calendar year after this. The Finance Sub Group will also discuss the need for a Regional credit card.

Action: RGP / Finance Sub Group

27 Regional Checklist

The checklist was circulated ahead of the meeting. It was hoped this would be helpful to Disciplines to help with running activities. Once finalised there will be supporting documents to go with the checklist with the relevant policies and templates. Also included are some items of good practice in terms of branding to ensure consistency. GA proposed that the checklist was approved subject to the changes discussed.

The checklist was discussed and the following suggestions were made;

- There should be a designated Safeguarding lead identified.
- Risk Assessments and checklist should be completed by Disciplines and the paperwork shared with the Regional Office. A member of staff should check all paperwork and this should be kept on file.
- Need to ensure that documents are kept up to date and all links continue to work.
- Branding should be consistent. The privacy statement needs to be included. Including the Region's Vision in paperwork would be beneficial – 'Our vision is to ensure our region is a place where clubs, athletes and volunteers can flourish'.

Action: HM

28 Review of Communications

In numbers:

Facebook	508 likes
Facebook (w/p)	45 likes
Twitter	1,808 followers
Instagram	345 followers
Newsletter	832 monthly recipients

BD is going to create a link between the Regional Facebook and Instagram accounts. All Regional staff now have access to the Region' social media accounts.

Website – last 6 months:

24k users with 50k sessions (average 1.19secs), (the same period 12 months prior had 23K / 48k – average 1.18secs)

From the data available we know the following;

- Users accessed the website using 50.8% mobile, 35.8% desktop and 13% tablet
- There was a spike day on 08 October with 269 users
- 30.3k users looking for information about swimming competitions
- 4k users looking for information about Masters competitions
- 48% of users in last 6 months were new users
- 54% male users
- Age of users - 27% 18/24yrs, 33.5% 25/34yrs, 15.5% 35/44yrs

The website was used in 2018 to accept entry fees for the Open Water Championships and it is expected to do this again in 2019. Bookings for workshops such as Team Manager and Time to Listen are being taken on the website. There is also the capacity to accept bookings and payments for chargeable courses such as Safeguarding courses, this is now being introduced. The website could also be used to recruit volunteers for events: further information is included in the Volunteering Strategy.

It was raised that branding for events needs to be consistent in include the social media information. It is understood that this was not included in the information for the Winter Championships.

29 Volunteering Strategy

The draft volunteering strategy was circulated with the agenda for the meeting. This has also been shared with Claire Coleman for comment. Swim England are currently working on their own strategy, although it is not known when this will be available. Claire Coleman had confirmed the regional strategy is in line with what Swim England are proposing.

Volunteers are a valued and central part of what the Region does. Without Volunteers the Region would risk non-delivery of activities, be exposed financially and risk their reputation.

The draft strategy was discussed and the following points were raised;

- Volunteer Portal to have tools and resources in one place. Currently there are a range of documents available from multiple sources, for example the Swim England website and Volunteering UK.
- Recognition of Volunteers, for example Regional Shirts

- The Volunteer Pathway. This had also been discussed at the November meeting. Need to look at Volunteers development opportunities and their freedom of personal development.
- Rewarding Volunteers. The Awards are set to change this year with National Awards cascading upwards from the Region. Other possibilities were discussed such as a certificate and letter from the Chairman or President, as the Scouts do for involvement after a number of years. However it was noted that unless the Volunteers are involved in Regional activities knowing how long they have been involved for could be difficult. Swim England offer pins for service. However, these are being reviewed as the new Board terms make them unachievable.
- Recruitment of Volunteers. It would be possible to recruit volunteers through the Regional website. Sussex have recruited non-technical volunteers in this way.
- 8.4.4 - to be amended as DBS is only required for certain roles.
- It was noted that the strategy covers all disciplines, not just speed swimming.

WL proposed to adopt the Volunteering Strategy subject to amendments to the points raised and any corrections. Discipline Managers and Key Volunteers should be consulted on what their priorities are and what they would like included. This was agreed.

Action: BD / Volunteering Sub Group

30 Minutes of the meeting held on 14 January 2019

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

Action: BG

31 Matters Arising

9- Concession agreement – actioned and sent to Mailsports.

Landscape Sheet

2 – ASA 150th Anniversary. Information circulated by Swim England.

3 – APPG for Swimming. To be removed

4 – Constitutions. RFP to action.

8 – Club Internal Disputes. Information is on website, to be removed.

11 – Cancellation of events. Complete - to be removed.

12 – Regional Operations Plans. To be signed off at March meeting.

13 – Annual Council Meeting. Discussed, complete - to be removed.

14 – Data Protection. Complete - to be removed.

15 – Regional Assets. Ongoing.

16 – Employment Matters. In progress with Swim England People Development.

17 – Employment Matters. RFP to action.

20 – Data Protection. Staff training to be held shortly.

32 Affiliations & Resignations

New Affiliations

Benenden School – The application was approved subject to no objections being raised by Kent County ASA.

InSync – Milton Keynes Synchronised SC – Application approved.

Oaklands SC Southampton – The application was withdrawn.

South Downs Trojan SC – Application approved.

Resignations

Chalfont Metropolitan Diving School

Enquiries

Medway Tri Club
UKAF (UK Armed Forces)

Action: BG

33 Correspondence

No items of correspondence were noted.

34 Swim England Senior Leadership Update January

The Senior Leadership Update for January were noted.

35 Swim England Board Meeting Minutes – 30 January

The minutes of the Swim England Board meeting on 30 January were noted.

36 Swim England Sports Operation Committee Meeting Minutes – 15 January

The minutes of the Swim England Sports Operation Committee meeting on 15 January were noted.

37 AOB

SR has been contacted by Tracey Crouch about arranging a meeting to discuss the possibility of a 50m pool in Kent. No further details are known at this time. RG advised that Swim England Facilities should be advised.

38 Date of Next Meeting

Thursday 21 March, 7pm at Surrey Sports Park.

The meeting was closed at 15.26

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 14 March 2019

	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	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>
4	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>In Progress</i>
5	Club Insurance 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.	10.07.18 Min 105	RG	
6	Regional Operation Plans 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 Region. This approach was agreed by the Board.	10.09.18 Min 127	HM / KJ	<i>On Agenda</i>

7	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	<i>In Progress</i>
8	Employment Matters To facilitate drafting of job descriptions for the RCDOs and a subsequent competency assessment to determine appropriate level of remuneration.	15.10.18 Min 158	RFP	<i>In Progress</i>
9	Employment Matters Formally thank Freedom Leisure Ltd for employing the Regional Club Development Officers on behalf of the Region, since 01 June 2010.	25.11.18 Min 160	RFP	
10	Data Protection 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 how long data is kept for. 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.	25.11.18 Min 166	Data Protection Sub Group	<i>In Progress – Staff Training Postponed</i>
11	Conflict of Interest Forms 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.	25.11.18 Min 168	BG	<i>In progress – 2 outstanding from RMB Members</i>
12	Regional Para Swimming Group The Region would like to see SB have more support for Disability Swimming as the role currently being undertaken is too large a workload for one individual. It was discussed if a Disability Group could be formed to support SB which link in to the counties. It was also agreed that one of the RCDO's should be aligned to support Disability Swimming. HM to help support SB with setting up a Regional Disability Group.	24.02.19 Min 22	HM	
13	Inclusion Funding Confirmation is required from CL/RGP if the inclusion funding information can now be published.	24.02.19 Min 22	CL/RGP	

Updated 14/03/2019 BG

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	6,000.00	2.00	6,000.00	0.00	6,000.00	2.00	6,000.00	0.00
Membership Income	116,352.50	38.75	150,650.00	(34,297.50)	116,352.50	38.75	150,650.00	(34,297.50)
Sponsorship Income	5,750.00	1.92	5,750.00	0.00	5,750.00	1.92	5,750.00	0.00
Miscellaneous Income	126.51	0.04	0.00	126.51	126.51	0.04	0.00	126.51
Bank Interest	248.82	0.08	60.00	188.82	248.82	0.08	60.00	188.82
Income Licence Meet Fees	37,001.28	12.32	31,000.00	6,001.28	37,001.28	12.32	31,000.00	6,001.28
Income Swimming	74,719.70	24.89	64,500.00	10,219.70	74,719.70	24.89	64,500.00	10,219.70
Income Synchro	11,802.50	3.93	10,490.00	1,312.50	11,802.50	3.93	10,490.00	1,312.50
Income Diving	4,804.96	1.60	4,510.00	294.96	4,804.96	1.60	4,510.00	294.96
Income Water Polo	5,229.00	1.74	3,100.00	2,129.00	5,229.00	1.74	3,100.00	2,129.00
Income Masters	16,775.55	5.59	16,480.00	295.55	16,775.55	5.59	16,480.00	295.55
Income Open Water	3,966.93	1.32	3,800.00	166.93	3,966.93	1.32	3,800.00	166.93
Income Disability Events/P2P/Grants	345.50	0.12	600.00	(254.50)	345.50	0.12	600.00	(254.50)
Income Swim Development	7,434.00	2.48	6,800.00	634.00	7,434.00	2.48	6,800.00	634.00
Income Development	9,672.63	3.22	10,500.00	(827.37)	9,672.63	3.22	10,500.00	(827.37)
	300,229.88	100.00	314,240.00	(14,010.12)	300,229.88	100.00	314,240.00	(14,010.12)
DISCIPLINE EXPENDITURE								
Swimming Comp Expenditure	55,124.66	18.36	58,810.00	3,685.34	55,124.66	18.36	58,810.00	3,685.34
Swimming Group Meeting Expenses	759.65	0.25	1,800.00	1,040.35	759.65	0.25	1,800.00	1,040.35
Synchro Expenditure	23,905.74	7.96	28,530.00	4,624.26	23,905.74	7.96	28,530.00	4,624.26
Diving Expenditure	10,604.91	3.53	15,125.00	4,520.09	10,604.91	3.53	15,125.00	4,520.09
Water Polo Expenditure	16,249.91	5.41	20,710.00	4,460.09	16,249.91	5.41	20,710.00	4,460.09
Masters Comp Expenses	14,909.59	4.97	16,615.00	1,705.41	14,909.59	4.97	16,615.00	1,705.41
Masters Group Meetings & Training	1,301.48	0.43	2,005.00	703.52	1,301.48	0.43	2,005.00	703.52
Open Water Expenditure	5,576.90	1.86	5,300.00	(276.90)	5,576.90	1.86	5,300.00	(276.90)
Disability Expenditure	3,005.29	1.00	4,980.00	1,974.71	3,005.29	1.00	4,980.00	1,974.71
	131,438.13	43.78	153,875.00	22,436.87	131,438.13	43.78	153,875.00	22,436.87
CENTRAL DEVELOPMENT								
Teacher and Coaches Bursaries	31,743.09	10.57	48,500.00	16,756.91	31,743.09	10.57	48,500.00	16,756.91
CPD Regional Courses	13,199.40	4.40	8,000.00	(5,199.40)	13,199.40	4.40	8,000.00	(5,199.40)
Officials Licensing	1,575.00	0.52	1,000.00	(575.00)	1,575.00	0.52	1,000.00	(575.00)
Swim21 Networks	1,950.00	0.65	18,000.00	16,050.00	1,950.00	0.65	18,000.00	16,050.00
Support Long Distance Meets	400.00	0.13	1,000.00	600.00	400.00	0.13	1,000.00	600.00
Swim21 Panel Expenses	974.31	0.32	1,000.00	25.69	974.31	0.32	1,000.00	25.69
Athlete Bursaries: Exceptional Expen	265.41	0.09	1,000.00	734.59	265.41	0.09	1,000.00	734.59
Young Volunteers	5,251.11	1.75	6,000.00	748.89	5,251.11	1.75	6,000.00	748.89
Support ASA Talent Camps	5,563.28	1.85	5,700.00	136.72	5,563.28	1.85	5,700.00	136.72
Offshore Camp	15,717.34	5.24	16,000.00	282.66	15,717.34	5.24	16,000.00	282.66
Other Swim Development	3,507.06	1.17	11,000.00	7,492.94	3,507.06	1.17	11,000.00	7,492.94
	80,146.00	26.69	117,200.00	37,054.00	80,146.00	26.69	117,200.00	37,054.00
Gross Profit/(Loss):	88,645.75	29.53	43,165.00	45,480.75	88,645.75	29.53	43,165.00	45,480.75
CENTRAL ESTABLISHMENT/GOVERNA								
RMB	3,887.90	1.29	4,800.00	912.10	3,887.90	1.29	4,800.00	912.10
Chairman/Presidents Expenses	2,013.86	0.67	1,500.00	(513.86)	2,013.86	0.67	1,500.00	(513.86)
Development Group	353.80	0.12	500.00	146.20	353.80	0.12	500.00	146.20
Finance Group	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00
Regional Welfare Officer Expenses	187.90	0.06	250.00	62.10	187.90	0.06	250.00	62.10
ACM	3,766.09	1.25	3,500.00	(266.09)	3,766.09	1.25	3,500.00	(266.09)
Accountancy Fees	90.00	0.03	1,500.00	1,410.00	90.00	0.03	1,500.00	1,410.00
ASA Council Expenses	830.80	0.28	1,200.00	369.20	830.80	0.28	1,200.00	369.20
Communication Expenses	1,075.39	0.36	1,000.00	(75.39)	1,075.39	0.36	1,000.00	(75.39)
Miscellaneous	3,138.47	1.05	500.00	(2,638.47)	3,138.47	1.05	500.00	(2,638.47)
Awards & Engravings	1,125.74	0.37	1,000.00	(125.74)	1,125.74	0.37	1,000.00	(125.74)
Payments to ASA for Central Establis	23,990.59	7.99	29,000.00	5,009.41	23,990.59	7.99	29,000.00	5,009.41
RCDO Costs	47,077.17	15.68	47,000.00	(77.17)	47,077.17	15.68	47,000.00	(77.17)
Bank Charges	1,039.14	0.35	950.00	(89.14)	1,039.14	0.35	950.00	(89.14)
Youth Forum	0.00	0.00	465.00	465.00	0.00	0.00	465.00	465.00
	88,576.85	29.50	93,365.00	4,788.15	88,576.85	29.50	93,365.00	4,788.15
Net Profit/(Loss):	68.90	0.02	(50,200.00)	50,268.90	68.90	0.02	(50,200.00)	50,268.90

Over All Budget Surplus and Deficit 2019/20				
Discipline	Income	Expenditure	Surplus/Deficit	2017/18 Budget
Water Polo	£ 4,365.00	£ 22,670.00	-£ 18,305.00	-£15,130.00
Masters	£ 16,150.00	£ 17,380.00	-£ 1,230.00	-£2,830.00
Open Water	£ 3,725.00	£ 7,450.00	-£ 3,725.00	-£3,350.00
Diving	£ 4,550.00	£ 21,741.00	-£ 17,191.00	-£12,325.00
Synchro	£ 7,420.00	£ 19,130.00	-£ 11,710.00	-£23,948.89
Disability	£ 850.00	£ 5,854.00	-£ 5,004.00	-£5,880.00
Swimming	£ 81,325.00	£ 95,240.00	-£ 13,915.00	-£15,700.00
Development	£ 11,500.00	£ 72,600.00	-£ 61,100.00	-£70,250.00
Central Establishment	£ -	£ 7,040.00	-£ 7,040.00	-£3,250.00
Governance	£ -	£ 14,660.00	-£ 14,660.00	-£13,250.00
Other	£ -	£ 86,000.00	-£ 86,000.00	-£88,000.00
Youth Forum	£ -	£ -	£ -	-£2,000.00
Income	£ 225,105.00	£ -	£ 225,105.00	£179,750.00
Totals	£ 354,990.00	£ 369,765.00		
Over all Budget Surplus and deficit			-£ 14,775.00	-£76,163.89

Finance Report for RMB meeting 21 Mar 2019

FINANCE SUB-GROUP

The Finance Sub-Group met electronically on Wednesday, 13 March. The minutes are being distributed with this report, together with the current summary of the 2019-20 budget submissions and the budget report to 14 March.

BUDGET 2019-20

1. BG has amended the Central Establishment/Governance to reflect recently announced salary increases and increased pension contributions.
2. The projected deficit is now £14,775.
3. The Synchro Group is in the process of purchasing new sound equipment to comply with the current requirements. Should that not be delivered before 31 March, the cost of that equipment will need to be added to the Synchro budget.
4. The Finance Sub-Group accepted the budget as submitted and acknowledged that we would have considerable flexibility to consider applications for extra funds during the year.

BUDGET/FINANCIAL OUTCOME 2018-19

The budget report still shows a large underspend.

FINANCIAL YEAR

The Finance Sub-Group discussed the dates of the Region's Financial Year and concluded that it would be sensible to move the Financial Year to coincide with the Swim England Financial Year, the Membership Year and the Calendar Year.

RECOMMENDATIONS

1. The RMB is asked ***to adopt the budget as presented.***
2. The RMB is asked ***to authorise BG to progress the issuance of a debit card allied to the Region's current account.***
3. The RMB is asked ***to authorise BG to progress the issuance of a card to allow paying in cash at HSBC machines.***
4. The RMB is asked ***to agree that a motion be presented to the 2019 Annual Council Meeting to change the Region's Financial Year with effect from 01 January 2020 and that accounts for the period 01 April 2019 to 31 December 2019 be prepared and presented to the 2020 Annual Council Meeting.***

Roger Prior
Board Member Responsible for Finance
14 March 2019

Swim England South East Finance Sub-Group
1430, 13 March 2019
Skype Meeting Minutes

Present:

John Davies
Bryony Gibbs
Roger Penfold
Roger Prior

1. Apologies

Alan Lewis, Gary Shields.

2. Budget 2019-20

BG had made a slight change to the Central Establishment budget to accommodate changes required for pension contributions totalling £190 per month.

The budget deficit would be £14,775. No members presented any issues with this figure being presented to the RMB.

It was noted that items should only be accrued if they have been delivered before the end of the financial year. Due to this it was noted that the figures for Synchronised Swimming may need to be amended slightly to accommodate the music equipment they would like to purchase.

Action: RGP

3. Regional Credit/Debit Card

It was agreed that the Region should obtain a card. RGP suggested that a debit card may be best and easier to obtain than a credit card. BG to investigate further.

Action: BG

4. World Pay

The machines have been purchased and were tested at the recent Swimming Group meeting. Payments were received into the bank account however this was not by midnight on the day of the transaction as might have been expected. MGL will need to look into this further.

Action: MGL

5. Bank Mandates

The bank mandate was sent to HSBC following the last RMB meeting however no further correspondence has been received to date.

BG will bring forms to the next RMB meeting to apply for a paying-in card.

Action: BG

6. Membership Income 2019

No information has been sent by membership services yet on the income/membership figures for 2019. BG had obtained the current figures from Integra ahead of the meeting:

	Cat 1	Cat 2	Cat 3	Total
2019	14,174	14,899	7,305	36,378
2018	15,401	13,060	7,175	35,766
2017	15,401	13,060	7,175	35,636

2016	16,700	13,502	7,335	37,537
2015	16,393	12,235	6,681	35,309

At the recent Regional Chairmen's meeting George Wood discussed a membership review due to the concern around the fall in category 1 membership figures. It is felt that this comes from Operators taking LTS programmes away from Clubs and also from Clubs removing their Learn to Swim schemes from Swim England Membership. JN had offered for more details to be supplied on the figures around this so that Regions could do their own research into this as changes could have a financial impact on the Region. Currently the Region charges a fee of £5 for category 1 membership.

7. Forward planning

The idea of a 3/5 year plan was discussed. Although there are some challenges with this due to changes being implemented which are out of the Regions control it was felt it would be beneficial to try and put together a 3 year plan. The Operational Plan could be used to help assist with this as well as the RCDOs links with the disciplines.

Action: BG/RCDOs

8. Financial Year

It was agreed that it would be beneficial to change the financial year to a calendar year, in line with Swim England and the Membership Year. The monthly budgets would make this fairly straightforward to produce a 9 month budget to change this. RGP to produce a paper on this for the next RMB meeting. This has to be a motion for the Annual Council Meeting but, if adopted at the 2019 ACM, we could adopt that from January 2020.

Action: RGP

9. Category 1 membership

Discussed under item 6.

10. AOB

JD highlighted some changes required in the budget spreadsheet and budget reports. BG to update these.

Action: BG

11. Next meeting

The next meeting will be held in early May. Meeting date to be agreed at the RMB meeting.

ANNUAL COUNCIL MEETING 2019 - WORKSHOPS

PURPOSE OF REPORT

To enable the Board to select workshops to be held on the morning of the Annual Council Meeting, on September 2019.

PROPOSED ACTION

The Board is requested to decide which workshops to promote on the morning of the Annual Council Meeting, and who stood lead them.

SUPPORTING ACTION

- 1 At its last meeting, the Board reviewed a number of facets relating to annual council meetings, and decided, in principle, that, despite the experience of 2018, in terms of their popularity, workshops be promoted again at the 2019 Annual Council Meeting. There were discussions about what workshops could or should be provided.
- 2 The Board needs to reach a final decision regarding workshops at this meeting, given that the rooms concerned at the venue need to be booked/cancelled.
- 3 Members will recall that following workshops/events were suggested at the last meeting:
 - team manager forum
 - funding workshops for clubs
 - the new regime for [speed] swimming officials' training, especially for referees/course leaders.

There are undoubtedly other possibilities

- 4 The Board is asked to select, say, 2 subjects, bearing mind that the topics need to provide benefits to affiliated clubs and/or their members, and thus ensure a good attendance at the ACM

RFP

11.03.19

Swim England Senior Leadership Update February 2019

Clubs

- **Organised or planned for 2018/19:**
 - 32 Coach Development Workshops
 - 53 Assistant Coach Courses
 - 26 Coach Courses
- Our **SwimMark** external verification visit has been planned for the end of March and additional SwimMark Assessor Training is being scheduled to take place in early summer.
- A discussion is scheduled to take place with **easyfundraising** to discuss the next few campaigns for clubs. The last competition winner was Camden Swiss Cottage who recently secured £100 worth of swimming goodies.
- **New Club Awards** are being used by 16 clubs, with many more in the pipeline looking to take on the scheme. The Club Awards and how they work (link between LTS programmes and British Swimming's Off the Blocks) will feature in all the Regional Conferences taking place in the coming weeks and months.

Commercial and Marketing

- **National Age Group Championships:**
 - Synchronised Swimming, 2-3 March 2019, Manchester: 175 individual entries received.
 - Water Polo, U17 & U19, 13-14 April 2019, Liverpool: 47 teams entered; preliminary rounds commenced.
- Swim England collaboration with **Disney** to inspire family swimming was announced to industry, launching with Toy Story 4 in June 2019. CPD Presenter training is scheduled in March and Activator training will be delivered throughout April and May.
- **Content plan** is being delivered online– e.g. Swim England 10m swims announcement with Everyone Active which includes the release of three digital films.
- 2019 Swim England **Handbook** has been completed and is available online.

England Talent

Water Polo

- 58 2003 born boys and girls from the Regional Academy camps took part in strength and conditioning pool skills and game replica drills. Each camp worked with eight regional coaches and team staff.
- The preliminary rounds of NAG's took place and the final is scheduled 14/15 April in Liverpool.
- FINA have introduced new rules for the sport which came into effect on 8 February. These are being filtered into the domestic programme.

Synchronised Swimming

- First competition - FINA World Series – preparations are underway.
- We received confirmation of the Olympic Solidarity project, amounting to £20,000.
- Spanish Coach (International expert) has come to help at two camps in England and the duet have been to Madrid for a week of intense training.
- First camp held for the Age Group and Development squad with eight coaches and a team manager.

Diving

- It has been a very busy month for diving. We started with the National Cup in Plymouth where a number of divers from Team Y competed, many of whom made finals. During the event feedback was provided from Alexei on general improvements he would like to see from junior divers and this formed part of the Team Y training camp.
- The Team Y Camp also ran, with the main theme to review performances at the beginning of the season and prepare for upcoming summer events, especially the Junior Europeans in Russia. It took place in Plymouth alongside a British Diving Junior Camp, enabling us to pool resources and deliver more on the camp as costs were split. Alongside the training aspect divers and coaches also undertook workshops on the following topics:-
 - Anti-Doping – UKAD
 - Sports Psychology – Performance under pressure – Laura Cosgrove EIS -British Diving Psychologist
 - Twisting technique Workshop – Julian Bellan British Diving
 - Goal setting & Mid-Season review and Prep – Suzie Collins
 - Coach's workshop – Decision making under pressure & Team Work – Alan Olive.The camp was also supported by Becky Walker who took a mixture of Annual Leave and Volunteer leave to come and Team Manage the camp which was very much appreciated.

Facilities

- **Sandwell Aquatic Centre:** Into RIBA stage 3 and the finer details in the design are now being confirmed, including movable floors, changing room layout and games mode alterations. The options appraisal process is ongoing in relation to diving and dry dive sizes, with two options available. All work is subject to funding and currently we are value engineering to reduce the budget deficit.
- **Crystal Palace:** An aquatics workshop has been proposed to finalise recommendations for refurbishment, including ROI on innovative water treatment systems. The decision for fund approval is due in April.
- **Shropshire:** Swim England is advising on a variety of matter including the facility mix and innovations in design for the new build/replacement for the existing Quarry pool. This work is in its' early stages, but has political support, and the next stage is to procure a consultant, supported by Swim England Facilities.
- **Dover LC:** Certified by Facilities and on track for opening in March.

Health and Wellbeing

- **Water Wellbeing:** We have now started delivery on seven sites. We already have a good news story with a participant from Southampton who started the Water Wellbeing sessions unable to do dry side activities, finding walking or climbing stairs slow and painful. With aquatic exercise he is now able to walk and go about his daily activities without too much trouble, strengthening his muscles to the extent that he no longer needs surgery.
- **Aquatic Activity for Health training:** three tutors have been recruited to support the delivery of this qualification and will receive training over the next month. This is a welcome boost to increase capacity for delivery of this course in 2019.
- **London Marathon Charitable Trust project:** Work on the project is progressing and GLL are about to confirm their list of sites. The application for other sites is now out through our partnership with Community Leisure UK (formerly Sporta) and we have met with partners in Scotland and Wales to identify potential locations.

Insight

- **Water Wellbeing insight programme:** continued development of the support offered to the programme, ensuring robust procedures are in place to track behaviour change in our participants and site operators are clear on their responsibilities. We have also appointed external consultants to provide independent oversight of a part of this programme linked to the London Marathon Charitable Trust investment.

- **Water Deprivation:** Work has been undertaken to map data on water deprivation created by our Facilities team. This is the starting point of two larger insight projects in 2019:
 - (1) with other regional and local information to help build a picture of membership, barriers to participation and diversity across England
 - (2) with Active Lives and Active Lives children data, along with our tracker data to understand supply and demand in more detail with a view to building business cases for investment into new water space or refurbishing existing facilities

Institute of Swimming

- We **launched two free online resources:** 'School Swimming and Water Safety' and 'Mobile Devices in Swimming Lessons'. The mobile devices resource has been completed by over 150 customers and is being integrated into two providers' swimming teacher induction programme.
- We attended the **Quest NBS and CIMSPA Conference**, increasing our visibility in the sector. Tanya Kesterton was on a guest speaker panel as part of the CIMSPA conference, promoting our values around high quality education.

Learn to Swim

- **Products:** The Swim England Toolkit to accompany the Learn to Swim Programme launches on 12 March. Work continues on the development of our SEND offer with Swim Pix, the NCTP Learner Guide and Level 2 Textbook. Initial sales of the Expected Standards videos have been promising with almost 300 purchases in month one – marketing planning underway.
- **Schools:** Initial Charter sales are levelling out following initial launch activity – but current numbers show this has been taken up by 83 schools (7500 pupils) and 105 Swim Schools and Operators (123 schools). Continuing marketing activity is being planned. Additionally, the outstanding Swim Group free resources are due to go live shortly.
- **Events:** Webinars are continuing, the next set focus on Swimming after a Stroke and Adult Swimming. The first 2019 Swim school roadshows kick-off on 12 March in SportPark. T&E/Summit conference venue hunt is proceeding.
- **B2B:** Communication for Swim School customers is stepping up and the process for issuing new membership packs is now running smoothly. SENCIO have been won back from the STA.

People Development

- **Recruited** for eight roles (employed and volunteer), processing 304 applications. Engaged 13 casual workers and sent out 15 contracts for services.
- Continued the planning for the **Team Conference and Awards in May 2019** and shared our competency framework with our focus groups for feedback.
- Firmed up our working arrangements with **ICS Learn**, our main provider of fully digital line management qualifications, using our Apprenticeship levy.
- Completed our **MyView upgrade**, which went very smoothly, and we had the system back up and running ahead of schedule.

Strategic Partnerships

- **Everyone Active 3 Year partnership:** A new aquatics partnership has unveiled plans to get more people across the country taking the plunge. Swim England and Everyone Active recently announced their mission to create a nation of swimmers through a new three-year collaboration. Now, the two organisations have unveiled their year-one ambition to help this goal – achieving 10 million swims at Everyone Active pools by the end of 2019. This will be achieved by focusing on the occasional swimmer and the benefits that swimming regularly can bring to them. Understanding the reasons why individuals currently swim and what is stopping them from doing so more often will help the two organisations to secure the continued participation of swimmers, as well as attracting new audiences into the pool.

Swim England and Everyone Active will work together to carry out the research, utilising insight from Everyone Active's 180 pools and the local communities in which it operates. They will also work together to identify and challenge the common misconceptions around swimming, which they believe can act as a barrier to participation.

- **Partners meetings:** The Strategic Partnerships Team held two partner meetings during February. Those attending manage over 1000 pools nationwide. The agenda focussed on the launch of the School Swimming and Water Safety charter, Teacher recruitment, and the Love Swimming Campaign.

Swim England Educator Training

- This weekend we are delivering a tutor training programme for three new **Aquatic Activity for Health** (AAFH) trainee tutors.
- **Disney shortlisting** for CPD presenters is well underway. We had lots of interest from both existing tutors and teachers so the decisions are difficult as ever.
- The **2019 licensing renewal period** is now open. A full review took place with new processes and procedures introduced, including the introduction of a Swim England Educator Code of Conduct.

Volunteering and Pathways

- The **Volunteering Hub** has been redesigned and incorporated into the Careers In Aquatics website, providing basic information and an entry point to volunteering in England.
- Invitations for the **Artistic Swimming South West Project Launch** have been sent to a range of partners.
- Initial discussions took place with AoC (Association of Colleges) Sport to explore a potential **collegiate pilot**. Expressions of interest from a group of colleges in the North West will now be secured.
- The **first National Judge School for Diving officials** was held as part of the launch of the new judge pathway. It ran alongside the Team Z camp which was utilised for the practical assessment. As a consequence there are now six additional J2 judges in Diving.

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