

Swim England South East
Regional Management Board

Minutes of Meeting held on Wednesday 12 June 2019 at Surrey Sports Park

| | | |
|-----------------|-----------------------------|----------------------|
| Present: | Roger Prior (RGP) | Board Member (Chair) |
| | George Adamson (GA) (phone) | Board Member |
| | Mike Lambert (ML) | Board Member |
| | Chris Lee (CL) | Board Member |
| | Alan Lewis (AL) | Board Member |
| | William Long (WL) (phone) | Board Member |
| | Roger Penfold (RFP) (phone) | Chairman |
| | Sara Todd (ST) (phone) | Board Member |

Also in attendance (non-voting):

| | |
|-------------------|-------------------------|
| Bryony Gibbs (BG) | Regional Office Manager |
| Jenny Gray (JG) | Regional President |

77 Apologies

Apologies had been received from:

John Davies
Brian Deval
Jon Glenn
Ivan Horsfall Turner
Carys Jones
Shelley Robinson

78 Election of Chairman of Meeting

In the absence of the Chairman and Vice-Chairman it was agreed the RGP would Chair the meeting.

79 Brian Harrison

Following the death of Brian Harrison the Board expressed their deep appreciation for Brian Harrison's service to the sport at Club, County and Regional Level. Brian was the Region's Trophy Secretary and the President of Hampshire County ASA.

RFP confirmed he would be attending Brian's funeral as Chairman. Both the President and Vice President also plan to attend. It was agreed that the Region would make a £100 to the chosen charity, Swim for Cancer.

Action: BG

80 Minutes of the Meetings held on 09 May 2019

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

Action: BG

81 Matters Arising

Min 60 / 44 – ACM Funding Workshop – BD was not at the meeting to report back.

Landscape Sheet –

3. Club Insurance - BG had followed up with Membership Services who had advised that Clubs should contact the insurance company directly to discuss their circumstances.
5. Data Protection - Training had been completed for Regional Staff. The need for a similar session to be run for Discipline Managers was discussed.
6. Regional Para Swimming Group - HM had planned a meeting for 21 July.
7. Schools Constitution - RGP has received a copy of the current template and reported that a lot of work is required on this model. RGP will be looking to incorporate elements of Stronger Affiliation into this template.
8. Officials Data - This has not yet progressed. RFP to raise at the next Chairman's meeting. GA reported that he was waiting on new data for Official and is chasing Helen Akers for this.
- 10/11. Finance – There had been no progress on these items.
12. Regional Trophies – RFP to action.

82 Stronger Affiliation

A presentation was circulated ahead of the meeting on the Stronger Affiliation proposal. The Board discussed the proposal and the impact this could have on clubs and their volunteers. It was acknowledged that such a proposal would ensure that clubs are fit for purpose and that members are being safeguarded. It was understood that football had done something similar and had lost very few clubs as a result however it was felt that this was not really comparable. It was understood that there is pressure for Swim England to put measures in place following problems in other sports.

The volume of work required to implement this proposal may not be possible with the Region's current workforce and additional resource may be required. The volunteers that check constitutions for the Region would also be significantly impacted. Discussions took place at the Staffing Sub Committee Group meeting around this but it was agreed that no decisions would be made until Swim England provided more information and guidance on how this would be executed.

This proposal would need to be marketed to clubs fully to ensure that they see the benefits. Clubs needs to be supported through this process. CL to raise with the Marketing & Commercial Manager the need for a good toolbox to support clubs.

Action: CL

83 Loans from Regions

Following discussion it was agreed to defer this item to the next meeting. A proposal is required from Swim England along with the terms and conditions of the agreement. The Finance Sub Group will review and put forward a recommendation at the next meeting.

Action: RGP / Finance Sub

84 Swim England and Region Awards

CL circulated details of the Swim England National Awards. Nominations are now open and will close at the end of July. The Region will also have their own awards with similar categories as 2018. It was agreed that the panel to review nominations would consist of Jenny Gray, Chris Lee and Brian Deval. Alan Lewis agreed to act as a back-up should any of the panel be unavailable.

Action: BG

85 HF and AHT Awards

It was agreed that details on the HF and AHT Awards would be added to the website and go in the next newsletter. The deadline for nominations was agreed as midday on Friday 05 July. Any nominations received would be reviewed by the Board on 09 July in time to be submitted to Swim England by the deadline, 15 July.

It was agreed that a nomination would be put together for Eileen Adams, RFP to action.

Action: BG / RFP

86 Employment Matters

RFP reported on the recent Staffing Sub Committee meeting. The Staffing Sub Committee had reviewed the staff appraisals and also acknowledged the changes made to BG's job title and job description.

The payment of casual workers was discussed following guidance issued by Swim England People Development. The Staffing Sub Committee recommended that the RMB follow this guidance. There will be a need to review the roles that are currently paid and look at any inconsistencies. The Staffing Sub Committee requested that the RMB endorse the recommendation to ensure that where roles are paid, they are paid at least the National Minimum Wage. The Board endorsed this recommendation. It was noted that this applies to roles that are classed as 'employed' and are paid through Swim England Payroll. This does not apply to those that are self-employed.

Action: BG

87 Data Protection

A Data Protection training session had recently taken place for the Region's staff looking at how we deal with the principles of the GDPR as a Region. There will be a follow up session to review those principles in practice and go through specific queries. The need for a similar session for Discipline Managers and Board Members was discussed.

Action: Data Protection Sub Group

88 Annual Report 2018/19

BD was not present to provide an update. Work had begun on the Annual Report however a report from the Board Member Responsible for Finance was still required. The Disciplines will also be contacted regarding lists for International Representation and ensure these are up to date.

Action: BG

89 Category 1 Membership

A report was circulated ahead of the meeting on the work currently being completed to research the Regional 'losses' of Category 1 Membership. Clubs with the largest losses for the period for Q4 2017 to Q1 2018 had been identified and were being contacted to query why their membership had reduced. RFP was able to provide insight into Reading SC.

Basingstoke Bluefins SC had removed their Learn to Swim members from Swim England membership around 3 years ago, ML reported that this decision had been financial as the only perceived benefit of Category 1 Membership was insurance cover. The club had been able to find an increased level of cover for a much lower price elsewhere.

Action: RFP / BG

90 Volunteering Sub Group

No update was available.

91 Affiliations & Resignations

It was reported that work was ongoing with the affiliation application from Ascot Royals as there are currently complications with putting a constitution in place.

92 Correspondence

Email from Claire Coleman – Swimming Technical Officials.

It was noted that there are no dates mentioned for the implementation of new educational modules. GA confirmed that the Institute of Swimming are looking at the development of online learning elements for example a FINA update and Timekeepers theory. The new J1 is currently being tested in the South West however there is no update on how this is progressing.

93 Club Officer Reports – November – May

The reports submitted by HM, KJ and RG were noted. No queries were raised on the reports. It was noted from HM's report that 6 clubs had recently lost SwimMark accreditation.

94 Swim England Senior Leadership Update April

The Senior Leadership Update for April was noted. The report stated that the Sandwell facility to be used for the Commonwealth Games was on track however it was noted that a recent press release suggested otherwise citing that Commonwealth Games had concerns the facility will not be completed on time.

95 Swim England Board Meeting Minutes – 21 May

The minutes from the Swim England Board meeting were noted.

96 Swim England Sports Operation Committee Minutes – 07 May

The minutes from the Swim England Sports Operation Committee were noted.

2.1 It was noted that the SOC did not appear to be supportive of the proposal put together by George Wood in its current form.

97 Swim England Chairmen's Meeting Minutes – 08 May

The minutes from the Swim England Regional Chairs Meeting were noted. Further discussion took place around Stronger Affiliation and the potential suspension of clubs for non-compliance. The need for a route of appeal was discussed. RFP will explore if the Region currently delegates the responsibility to revoke membership to Swim England or if it is the Region's responsibility and what the route of appeal is, or will be.

Action: RFP

98 AOB

Chief Executive Report – The report was noted. Concerns were raised about the SportPark Lease and the impact that a delay could cause on the buyback agreement currently in place.

Regional Summer Championships 2020 – ML made the Board aware that the recently announced change of bank holiday was going to impact the Summer Championships greatly. Options are being assessed however currently there is no solution that everyone will like.

99 Date of Next Meeting

Tuesday 09 July at Guildford Spectrum.

The meeting was closed at 20.53

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 12 June 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> <i>John Davies</i> <i>Ivan Horsfall Turner</i> <i>Roger Penfold joining meeting by phone</i> <i>Sara Todd</i> | RGP | 1900 |
| 2. | Election of Chairman of Meeting <i>In the absence of the Chairman and Vice-Chairman, to elect a chairman for the meeting: the Chairman asked Roger Prior whether he would consent to be nominated.</i> | | 1905 |
| 3. | Minutes of the Meeting held on 09 May 2019 <i>To agree accuracy of minutes from the previous meeting</i> | RGP Enclosed | 1910 |
| 4. | Matters Arising <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i> | RGP Enclosed | 1915 |
| Items for Decision | | | |
| 5. | Stronger Affiliation | RFP Enclosed | 1920 |
| 6. | Loans from Regions | RGP | 1930 |
| 7. | Swim England and Region Awards <i>To appoint a panel to review and endorse nominations</i> | CL / RFP | 1940 |
| 8. | HF and AHT Awards <i>To appoint a panel to review nominations</i> | RGP Enclosed | 1945 |
| Items for Discussion / Information | | | |
| 9. | Employment Matters | CJ | 1950 |
| 10. | Data Protection | WL | 1955 |
| 11. | Annual Report 2018/19 | BD | 2000 |
| 12. | Annual accounts, 2018/19 | RGP | 2005 |
| 13. | Category 1 Membership | RFP Enclosed | 2010 |
| 14. | Volunteering Sub Group | BD | 2015 |
| 15. | Affiliations & Resignations | RGP | 2020 |
| | 15.1 New Affiliations None | | |
| | 15.2 Resignations None | | |
| | 15.3 Enquiries Ascot Royals | | |
| | 15.4 Transfers None | | |
| | 15.5 Change of Name None | | |

- | | | |
|-----|--|----------------------|
| 16. | Correspondence Swimming Technical Officials | RGP 2025 Enclosed |
| 17. | Club Officer Reports – November-May | RGP 2030 Enclosed |
| 18. | Swim England Senior Leadership Update April | RGP 2035 Enclosed |
| 19. | Swim England Board Meeting Minutes <i>To review the minutes of the Swim England Board Meetings on 21 May</i> | RGP 2040 Enclosed |
| 20. | Swim England Sports Operation Committee Minutes <i>To review the minutes of the Swim England SOC Meeting on 07 May</i> | RGP 2045 Enclosed |
| 21. | Swim England Chairmen's Meeting Minutes <i>To review the minutes of the Swim England Chairmen's Meeting on 08 May</i> | RFP 2050 Enclosed |
| 22. | AOB <i>24 hours notice required</i> | RGP 2055 |
| 23. | Date of Next Meeting Tuesday 09 July, Guildford Spectrum | RGP 2100 |

Swim England South East
Regional Management Board

Minutes of Meeting held on Thursday 09 May 2019 at Surrey Sports Park

| | | |
|-----------------|-----------------------|-----------------------|
| Present: | John Davies (JD) | Vice Chairman (Chair) |
| | George Adamson (GA) | Board Member |
| | Brian Deval (BD) | Board Member |
| | Carys Jones (CJ) | Board Member |
| | Mike Lambert (ML) | Board Member |
| | Chris Lee (CL) | 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 |
| Jenny Gray (JG) | Regional President |

58 Apologies

Apologies had been received from:
Roger Penfold
William Long
Ivan Horsfall Turner

59 Minutes of the Meetings held on 21 March 2019

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

Action: BG

60 Matters Arising

Min 22 – Officials Data. RFP to action.

Min 27 – Regional Checklist. BG to circulate the link.

Min 29 – Volunteering Strategy. It was noted that Mailsports had not been asked to quote for the Event Maker shirts. It had previously been agreed by the Board that Mailsports should be asked to quote for all kit requirements. Discipline Managers had already been reminded of this agreement. It was also noted that there were some issues raised with the Officials Shirts. BD to investigate.

Min 44 - ACM Funding Workshop – BD has contacted Sport England but has had no response to date. BD to report back at next meeting.

Min 45 - Regional Operational Plan – BG to send reformatted version.

Min 46 - Trophies – RFP to write to Disciplines.

Min 47 - Category 1 Membership – Data has been received from membership services and is being analysed. RFP to report back at next meeting.

Min 53 – Senior Leadership Update. It was noted that the benefit of the programme with Disney was to draw more families and children into leisure centres and into learn to swim programmes subsequently creating a pathway into clubs. However some issues were identified with pathways being created between clubs and operators.

Landscape Sheet –

- 3. Volunteering Sub Group – Ongoing.
- 4. Club Insurance - to be followed up with Membership Services.
- 7. Employment Matters – Complete, to be removed.
- 9. Data Protection – training date to be rearranged for early June.
- 11. Regional Para Swimming Group - HM has not yet had a response from SB.
- 12. Inclusion Funding – Complete, will be published on the website shortly.
- 13. Schools Constitution – RGP to look at this. BG to send to RGP.
- 15. Finance - Ongoing
- 16. Finance – Application submitted to HSBC 25.03.19 no response to date.
- 18. Date of ACM 2020 – On agenda.
- 19. Regional Trophies – RFP to action.

61 Regional Funding Policies

RGP circulated a paper ahead of the meeting identifying that the Region's policy for funding coaches training had not been followed and that additional funding had been requested. The paper requested that the Board endorsed the policy. Following discussion it was proposed to add a caveat that any exceptions to this must be agreed in advance by the Board. Members voted 7 for, 3 against. This was agreed. The paper was endorsed by the Board with the caveat with 9 members voting in favour.

It was acknowledged that there may be a need for additional support, particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting.

Action: BG

62 Diving Talent Programme

Funding for the Diving Talent Programme had previously been agreed until 31 March 2019. It was proposed, in line with the agreed 2019/20 budget, to support the programme until 31 March 2020. This was agreed.

63 Date of ACM 2020

Following discussion, it was agreed to plan to hold the Annual Council Meeting in 2020 on either 18 or 19 April. This will be ahead of the Swim England ACM which will take place on 16 May 2020 and should allow time for the Annual Report and Accounts to be prepared following year end on 31 December 2019 (if agreed at the ACM in September 2019). It was also agreed to propose a rule change to allow a virtual Annual Council Meeting in future.

Action: BG

64 Channel Island Travel Support

It was confirmed that nominated chaperones should have DBS and Safeguarding. There is no requirement for parents to hold these. Coaches, Chaperones and Team Managers need to have DBS and Safeguarding. In addition, Team Managers need to have attended the Team Manager workshop.

65 Employment Matters

The role of Regional Office Manager will be changed to Regional Manager to better reflect the work being undertaken. A paper providing the Job Description had been reviewed and SR had found several minor issues with the wording. SR to send BG amended version.

Action: SR

66 Annual Report 2018/19

BD requires all content for the Annual Report by the end of May. BG to contact Discipline Managers to check and update their reports and request photos. Reports from the President, Chairman and Board Member Responsible for Finance will also be required. A list of athletes that have achieved international selection will also be included. The report should be circulated by the end of July.

Action: BG / BD

67 Finance 2018/19

A budget report showing the current position, a deficit of £1067.02, was circulated ahead of the meeting. It was noted that the membership income was £6k under budget.

An adjustment will be required for the card machines purchased from Worldpay which have not yet been invoiced. There may be club donations to be paid for assistance at the Championships, ML to send BG details. It was noted that one of the counties had noticed a reduction in their Membership received and a number of clubs had been missing. BG to check details sent by Membership Services.

Action: ML / BG

68 Category 1 Membership

This subject was discussed under Matters Arising and will be discussed at the next meeting.

69 Affiliations & Resignations

An affiliation application had been received from Ascot Royals (BSB). The club constitution has been sent across for checking.

It was noted that Stowe School (ONB) had now lapsed as they had not completed their membership renewal.

70 Correspondence

Loans from Regions – Brian Havill

Swim England currently have a loan with Lloyds bank however the proposal was that the Regions might lend Swim England this money instead and receive the same level of interest. This proposal was discussed at the Regional Chair's meeting on 08 May and it was noted that other Regions were largely in support.

The amount to be borrowed would depend how many other Regions were interested. The rate of interest would be base rate plus 1.4%, RGP had looked into business accounts however they do not offer this level of interest.

CL declared a possible conflict of interest on this matter as a member of the Commercial Committee however confirmed this had not been discussed by that group. Following discussion it was agreed that there was interest in principle, however more information would be required. It was noted that the Region had previously agreed a reserve level of £150k which would need to be maintained.

Action: RFP

71 Swim England Senior Leadership Update March

The Senior Leadership Update for March was noted. It was noted that in future the Annual Report will be published online along with good news stories. As with previous reports the point was raised that the focus remains on achievements with no information on any challenges or failures.

The Water Polo National Age Group Final Competition had to be abandoned due to a light exploding, this event has been rescheduled.

72 Swim England Board Meeting Minutes – 26 March

Minutes from the meeting were noted.

9.1 Stated that there were some issues within one of the disciplines with no further information. It is thought this could refer to Water Polo.

9.2 ARP – this acronym is not explained. This issue has previously been raised within minutes and reports.

73 Swim England Sports Operation Committee Minutes – 12 March

Minutes from the meeting were noted.

74 Swim England Regional Chairman's Meeting Minutes – 08 May

RFP had noted that the Regional Chairmen received a presentation from Jon Keating on Stronger Affiliation and what this would mean. This will now go to the Swim England Board. RFP has requested details of the numbers of clubs in the Region that do not currently hold SwimMark, which counties these are in and how many members they have to assess the impact this could have on the Region's resources.

Action: BG/ RFP

75 AOB

Photographic Background –

BD had received a request from the Masters Group for a photographic background to be used at events. This is something that could be used for all events, not just Masters. BD proposed a 2m x 1.5m background, two can then be placed together to give an area 2m x 3m. These are easily transportable and would allow constant reinforcement of the brand. This would not be tall enough for the majority of male swimmers or when swimmers are stood on a podium. It was agreed that in principle there was interest, BD to look into alternatives.

Action: BD

76 Date of Next Meeting

Wednesday 12 June 7pm, Surrey Sports Park

The meeting was closed at 20.58

AGENDA ITEM 3

MATTERS ARISING FROM RMB MEETINGS

Updated as at 06 June 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 | 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> |
| 3 | 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 | |
| 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 | 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 – Training Completed</i> |
| 6 | 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 | 24.02.19 Min 22 | HM | <i>In progress – meeting planned 21 July</i> |

| | | | | |
|----|--|--------------------|----------|---|
| | 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. | | | |
| 7 | Schools Constitution Template used to Schools Constitutions needs to be reviewed and updated. | 24.02.19 Min 33 | RGP/BG | <i>In progress</i> |
| 8 | Officials Data Ahead of the Championships emails have gone out to full list of officials however the data supplied seems to be incorrect with some officials who are unlicensed and also suspended being included on the list. There are also email addresses that do not work. RFP to follow up with Jon Glenn. | 21.03.19 Min 41 | RFP | |
| 9 | Finance 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. | 21.03.19 Min 42 | BG | |
| 10 | Finance It was agreed unanimously to allow a deposit card to be issued to BG. Due to changes by HSBC it is no longer possible to pay cash into their paying in machines without a card. | 21.03.19 Min 42 | BG | <i>In progress – application submitted to HSBC 25.03.19</i> |
| 11 | Finance 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. | 21.03.19 Min 42 | RGP/RFP | |
| 12 | Regional Trophies 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. | 21.03.19 Min 46 | RFP / BG | |
| 13 | Category 1 Membership Category 1 Membership had been discussed at the Chairman's meeting, minutes of this meeting 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. Data from Membership Services to be reviewed and shared with the Board. | 21.03.19 Min 47 | BG | <i>In Progress</i> |
| 14 | Regional Funding Policies It was acknowledged that there may be a need for additional support, | 09.05.19 Min 61 | BG | |

| | | | | |
|----|--|--------------------|----|--|
| | particularly in the minor disciplines. It was agreed that this subject should be discussed with the Discipline Managers at the November meeting. | | | |
| 15 | <p>Date of ACM 2020</p> <p>Following discussion it was agreed to hold the Annual Council Meeting in 2020 on either 18/19 April. This will be ahead of the Swim England ACM which will take place on 16 May 2020 and should allow time for the Annual Report and Accounts to be prepared following year end on 31 December 2019 (if agreed at the ACM in September 2019).</p> <p>It was also agreed to propose a rule change to allow a virtual meeting in future.</p> | 09.05.19 Min 63 | BG | |

Updated 06/06/2019 BG

Harold Fern and A H Turner Awards

Harold Fern Award

The income for this Award arises out of a gift to the Association by Harold Fern of £1,000 8% British Petroleum Preference Stock. The Award valued at £50, is annually available to the Club, Association, or individual (amateur or professional) deemed by the Sport Operations Committee to have done the most to popularise the sport of swimming. The Award may be withheld in any year at the discretion of the Sport Operations Committee. Nominations for this Award to be submitted to the Chief Executive of Swim England by Regional Associations and Committees of the Association.

The recipient of the award shall also receive a suitable memento for the occasion presented by the Sport Operations Committee.

Terms of the Award

The award is given to the individual or organization making the most outstanding contribution to aquatics at club, county, regional, national or international level. In selecting the winner of the Award each year the Sport Operations Committee will give consideration to the following:

- outstanding achievement in advancing the sport through competition / coaching / officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport

Submissions from regions should be made by **15 July 2019**.

A H Turner Award

The income for this Award arises out of a gift to the Association by Mr A H Turner of £1,000 8% British Petroleum Preference Stock. The Award valued at £50, is annually available to the Club, Association, or individual (amateur or professional) deemed by the Sport Operations Committee to have done the most to popularise the sport of swimming. The Award may be withheld in any year at the discretion of the Sport Operations Committee. Nominations for this Award to be submitted to the Chief Executive of Swim England by Regional Associations and Committees of the Association.

The recipient of the award shall also receive a suitable memento for the occasion presented by the Sport Operations Committee.

Terms of the Award

The award is given to the individual or organization making the most outstanding contribution to aquatics at club, county, regional, national or international level. In selecting the winner of the Award each year the Sport Operations Committee will give consideration to the following:

- outstanding achievement in advancing the sport through competition / coaching / officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport

Submissions from regions should be made by **15 July 2019**.

CATEGORY 1 MEMBERSHIP

PURPOSE OF REPORT

To advise the Board of progress with research into the regional “losses” of Category 1 membership.

RECOMMENDED ACTION

The Board is invited to NOTE this report.

SUPPORTING INFORMATION

- 1 Members may recall the discussion on this subject at the March meeting of the Board.
- 2 Reference was made to the Membership Review being undertaken by Swim England, with specific reference to Category 1 membership of under 9 year olds, and with a view to the Nations’ Swimming agenda. Although Category 2 membership was reported to be going up, and Category 3 was steady, Category 1 was declining. While it could be argued that pool operators were suppressing club teaching programmes, it was asserted that the cost of Category 1 membership was leading clubs to hive off their teaching programmes to arms’-length organisations, and taking them out of Swim England membership. Regional Chairs had asked for more concrete evidence than anecdotal on this. The Swim England Chief Executive undertook to provide statistics on a regional basis, to enable regions to review the situation for themselves.
- 3 Subsequently, Membership Services at Loughborough circulated statistics to each region showing changes in all categories of membership from Quarter 4 2017 to Quarter 1 2018. These have been analysed by the Regional Manager and the Chairman, with specific reference to Category 1 membership. The table below shows highest changes, in percentage terms, in Category 1 drawn from the provided statistics, and the present figure, as a validating factor.

| Club | Q4 2017 | Q1 2018 | Difference | % Difference | June 2019 |
|--------------------|---------|---------|------------|--------------|-----------|
| Rushmoor Royals SC | 420 | 27 | -393 | -93.57% | 43 |
| Staines SC | 533 | 97 | -436 | -81.8% | 51 |
| Reading SC | 637 | 446 | -191 | -29.98% | 414 |
| Epsom District SC | 950 | 748 | -202 | -21.26% | 766 |

- 4 These figures suggest 2 distinct scenarios - club teaching programmes which have closed or are no longer in organisations affiliated to Swim England, and apparently declining numbers in retained club teaching programmes.
- 5 Enquiries have been made of the Rushmoor Royals and Staines SCs as to the severe reduction in their Category 1 membership. Similarly, enquiries have been made of Epsom & District SC about the significant reduction in their Category 1 membership.
- 6 The Chairman has a good working knowledge of Reading SC. It still has a flourishing teaching programme. Although the closure of Reading Central Pool, in 2018, has had an effect on the Club, the programme uses many pools across the Greater Reading area, most of which are outside local authority control. It would appear that the reduction stems from more accurate submission of membership data to Loughborough. That said, a reduction of 191 Category 1 members equates to £955 less income per annum for the Region!
- 7 The Regional Manager and the Chairman believe more research is required to establish whether the earlier voiced assumption holds good in the South East Region.

BG/RFP
06.06.19



Kristie Jarrett - Regional Club Development Officer

Report to Regional Management Board November 2018 – May 2019

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 will take place on Sunday 16th June, 32 athletes have been selected from 16 different clubs. Four coaches and an S&C specialist will be used on the day. We have also organised a J1 Open Water Officials Course on this day.
- The region facilitated with the national talent team, two parents talks during the regional championships. The first on the 11th May on "Practical nutrition to aid performance" and the second on the 25th May for parents of 12 year olds, looking at "How to support a Regional Age Group Swimmer". There were 40 and 60 parents at the talks respectively.
- The region are jointly funding two Swimming Coach Advisors. 7 coaches have been receiving mentoring from either Amanda Booth (Oxford) or Kevin Brooks (Wycombe). The coaches receiving support will be reviewed for September.
- 36 12 year old athletes have been selected to participate in the regional camps on the 29th June, 7th September and 30th November.

Conferences and Workshops

- There have been two Sports Science coach workshop which took place on the 1st December at Ashford School and 16th February at the Arun Leisure Centre. The workshops covered nutrition, psychology, age group and youth S&C.
- The regional coaches conference took place on the 16th March at Leatherhead Golf Club, 50 coaches were in attendance. This is a joint initiative run with the England Talent team, aimed at level 1 and 2 coaches.
- The Regional Coaches Forum is running a conference on the 8th September at Reeds School, Cobham. This is for level 3 and experienced level 2 coaches. Adrian Moorhouse will be introducing the conference and talking around the evolution of performance swimming. Several case studies from the South East will be used on the day. Including a talk by Tom Dean and a pool session on the integration of strength training on poolside.

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 May 2019. This is available on the website.
- Together Helen and I organise two TM1 and one TM2 courses per county per year.
- Currently organising a TM forum for Sunday 15th September prior to the ACM.

County Support

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

Coaches Forum

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

Swimming Off-Shore Camp

- Following the regional Winter Championships a team of 25 athletes representing 9 clubs were selected to attend the Flanders Cup in Antwerp in January 2019.
- This year the region funded a development coach, this provided the opportunity for an additional coach to attend to both learn and to support the athletes. Three coaches and two Team Managers attended the meet.

General

- I have arranged a British Swimming level 2 coaching course (May and June) – which I am also attending to increase my knowledge of the sport and safety awareness to more effectively deliver development programmes in this area.
- Attendance at the Regional age group Championships on the 11th and 25th May.
- Organised the Masters Development Day taking place on the 8th June.
- Supporting smaller clubs attending the Great North Swim by allocating a coaching contact for the event.



Rosa Gallop – Club Development Officer

Report to Regional Management Board December 2019 to May 2019

Main Areas of Work

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

Networks

There has been no growth of Networks during November to May with 15 of the Networks being Swim Mark. Some of the Networks work really well and are enthusiastic, others who maybe not so enthusiastic and possibly do find volunteers to get involved sometimes lacking causing the Network can struggle. I try to give positive help and encouragement to each Network and encouraging them to hold meeting regular either virtually or face to face.

The Local Aquatic Network in Portsmouth works very well with regular quarterly meetings held with all of the agencies that have an input into Aquatics in the City of Portsmouth. This is supported by the local authority.

Helen Weeks (CDO West Midlands) is working with the Networks in Oxford, Berkshire & South Bucks and Buckinghamshire during the period that I am working with the LAC project.

Swim Mark

I collate the evidence for Swim Mark for the Networks supporting Helen Mack when required.

The South East have two Performance Networks (Guildford and ACE Diving) which I support when required with Wycombe working towards performance.

I visit clubs who need help with Swim Mark, who maybe are new to Swim Mark or need help with uploading evidence. I attend the Regional Panel for the South East.

Club and Membership Growth

The Club Development Team have been looking at Growth and Development. Funding has been made to various clubs to help the clubs set up Talent Lanes giving around £500 funding working with the provider and club to encourage a pathway from the learn to swim through to club membership.

Clubs that have bought into this projects are Ryde S.C. Dover Lifeguards S.C., Tonbridge S.C. Crawley S.C. Portsmouth Northsea S.C and Winchester S.C.

Club Visits

I have visited quite a few clubs during the months December to May 2019 and given help and advice where I can or signposted the clubs to various information that would help them.

The club visits can be for many reasons disputes, advice on governance and planning, finance and help on coaching matters.

I visit clubs and attend meetings with clubs and providers to help with planning.

I also see quite a few clubs when there are Network meetings and various concerns can be addressed.

South East Region Committees

I attend meetings with the South East Development Committee, Swimming Group, Water Polo Committee and the Coach Forum. Most of these meet every three months.

Facilities

I have been working with various clubs on both new facilities, facilities being refurbished and talking with various agencies on the possibility of new facilities in the South East area, both permanent and temporary (25 year life span).

Dover and Egham are now open and there is a new pool opened in Littlehampton.

Portsmouth University and Winchester 50m pool both have been started and due to open late 2020 or during 2021. I have been with visiting Portsmouth University to look at future planning with the new facility.

There is concern over the proposed new build of the White Oak Pool in Swanley as the proposed new pool is not deep enough for Waterpolo who train regularly at present at White Oak. The depth of the pool is of major concern to the water polo clubs in Kent.

Reading swimming pool still has not come to any conclusion yet.

County

I aim to attend and give a National and Regional report and support to the County Management boards in Kent and Sussex as well as attending County Development days when they are held.

Club Coaching Courses

There have been 8 Assistant Club coach courses and 6 Coach Courses either held or planned during the reporting period including an Assistant Water Polo Coach course.

There are courses planned and Registered for the future

Assistant Coach Course Ryde Isle of Wight, Crawley, Temeraire Portsmouth, Guildford, Ashford School

Coach Course Guildford, Worthing, Hart,

Courses still to Register Coach courses –
Ashford School and Temeraire Portsmouth

The South East Region run many more Coaching courses than any other region.

I have also arranged workshops to taken place for mini polo at Egham and Hart Leisure who are taking on mini polo as part of the Learn to swim programme with pathways to existing water polo clubs.

Regional Competitions

I attended the South East Regional Competition Youth Weekend for the weekend and one day at the Age Group South East Regional Competition.

Meetings with Colleagues

Meeting with Helen and Kristie to look at the various programmes and the joint implementation plan.

Regular CDO meetings at Loughborough as well as in house training.

Reporting

I submitted a new item for the electronic newspaper on Drenched waterpolo and the success of the scheme which is learn to swim developing into waterpolo.

LAC London

I am still working on this project to develop a programme at the London Aquatic Centre.

Thanks

My thanks to Helen and Kristie for all the help and support they have given me.

Rosa Gallop
Club Development Officer South East



Helen Mack – Regional Club Development Officer

Report to Regional Management Board November 2018 – May 2019

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 92 SwimMark Essential accredited clubs.
- In the last 6 months, Amersham SC, Basingstoke Bluefins SC, Dorking SC, Eastbourne SC, Guildford WPC and Jersey Tigers SC have lost their accreditation.
- Maintain SwimMark co-ordinators database and tracker, including recording and maintaining constitution check dates. All SwimMark accredited clubs have been made aware of the changes to the Swim England template constitution and all accredited clubs have been asked to update their club constitution in the coming 12 months (Oct 18 – Sept 19) when the club is going through the accreditation process. Currently 65% of the SwimMark accredited clubs have updated their constitutions in line with the August 2018 Swim England updates.
- The south east region has a total of 16 SwimMark accredited networks, the Oxfordshire Network lost their accreditation during this period.
- I am currently enquiring about SwimMark performance as I don't have the authority to approve these elements and clubs have submitted evidence to the portal which requires approval.
- Actively participating in the national SwimMark working group
- Attended a meeting with a new club, Buckingham Swans on SwimMark and provided support to returning clubs, Windsor SC and Ryde SC.

Young Volunteer Programme

- The 2018/19 young volunteer programme ran from September 2018 – March 2019, programmes were delivered in Kent, Surrey, Sussex, Hampshire and Buckinghamshire. 76 young people participated in the programme which provided 280 training opportunities. In addition 15 young volunteers attended a Water Polo specific Aquatic Helper course.
- Applied for Swim England funding to deliver a young volunteer programme in 2019/2020.

- Currently investigating opportunities to deliver the programme via the networks so I have the capacity to look into developing a young volunteering event programme. Awaiting details following the 2 pilots Swim England

Team Manager workshops

- During this period, the South East delivered a total of nine Team Manager module 1 workshops and two Team Manager module 2 workshops.

Time to Listen

- During this period, the region has successfully delivered two Time to Listen courses (Sussex and ONB), providing training for 10 club welfare officers.

Child Safeguarding Training

- Between November 2018 and May 2019, the region has supported 12 clubs (many of which have included other local clubs to fill the spaces) to deliver safeguarding training to club personnel, in addition to a regionally hosted course. This has provided safeguarding training for over 200 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 ONB & BSB county meetings where possible and send reports.
- Successful delivery of first ONB Talent Pathway Camp.
- Organised level 1 / assistant coaching course Aylesbury in April 2019 for ONB clubs

Strategic Plans

- Written Regional Strategy, linking to regional and Swim England objectives, covering governance and all discipline activity delivered by the region. The strategic plan links to budgets for the disciplines.

Regional Checklist

- Completed the regional checklist for the organisation of regional events, with supporting documentation.

Para-Swimming

- Supported the organisation of a Disability Swimming Training Day on 16th June.
- Regular liaison with England Talent Para Swimming regarding the delivery of the para swimming pathway in the south east.

Synchro

- Attended regional synchro group meeting
- Arranged Assistant (level 1) Synchro coaching course in Kent
- Organised regional squad kit, and provided support where required.

Meetings / Events

- Attended ONB County Champs
- Attended regional management board meeting
- Attended National Clubs Team and Sports Development Directorate meetings in Loughborough
- Attended National SwimMark working group and provided information for actions following the meeting.
- Attended regionals at Wycombe
- South East Development Group meetings
- Attended Regional Masters at K2.

General Club Development

- To follow-up day to day club enquiries, meetings with clubs to assist with club specific issues.

Swim England Senior Leadership Update April 2019

As outlined in March's edition this will be the last update in its current format. From May information will be published online as part of the new-look annual report. This will still be updated monthly and include stats and good news stories from our six strategic objectives.

If you have any questions, please email ian.whadcoat@swimming.org

Clubs

- **Coaching & Teaching Register:** More than 8,000 coaches and teachers from more than 950 aquatic clubs across the country have been signed up. Stage 2 of the process will run from 1 May-31 July to verify the information held by Swim England i.e. Qualification(s), DBS and Safeguarding information. Engagement with coaches and teachers (on the register) commences in early June, tying in with UK Coaching Week where Swim England will be one of many partner organisations.
- 31 Clubs are now implementing the **Club Awards**, a positive step towards building quality and consistency of delivery. Regional conferences are being used to present information about the club awards to generate further interest.
- The **Club Support Hub** is now live, our one stop shop for 24/7 support to our clubs. This is not a task and finish project and constant amends, additions and evolution will be required. The current focus is to add to the finance section and add in the marketing tab.
- **Achievements in 2018/19** (April - March):
 - Membership Growth: 1028 members, a circa 50/50 split of new members, and the reactive nature of our work in preventing clubs from folding.
 - 55 Coach Development workshops
 - 32 Committee Development workshops

Commercial and Marketing

- **Disney:** Work progresses with the Institute of Swimming to train 500 Activators through the new CPD – courses will run throughout April and May. National launch is scheduled for w/c 20 May ahead of programme launch on Saturday 1 June.
- **Digital engagement:** Our increase in news stories being written and uploaded to swimming.org and social channels continues; 199 stories 1 January - 30 April, seeing social followers increase three-fold versus previous year for Instagram, +68% for Facebook, and +14% for Twitter.
- **Just Swim:** The 30,000th Just Swim member signed up during April 2019, less than two years after launch. Members have shown an increasing interest for stroke technique, as written and video content over the past six months. Focus will be in this area as we continue to develop the membership.
- **Brand:** London region agreed in March to adopt the Swim England brand meaning all eight regions are now Swim England branded. Final artwork, assets, logos and logo guide have now been supplied.
- **#LoveSwimming:** Wave four successfully launched on Tuesday 2 April focussing on the positive impact of swimming on physical health. The story was told through real people who have been 'prescribed' swimming by a health professional. So far we have secured three pieces of regional TV coverage, six regional radio interviews and twenty pieces of print /

online coverage. Work continues with the Strategic Partnership team to recruit partners to continue #LoveSwimming through 2019-21.

England Talent

Water Polo:

- 22-24 March: EU Nations u17 women competed in Brno winning bronze against Denmark.
- 17-21 April: a squad of 03 born players competed in the EU Nations 02 age group, finishing a very creditable seventh.
- Croatia five day training camp: 17 02 born players undertook final preparations for their European Championship qualification tournament in Manchester, scheduled for 3-5 May.

Synchronised Swimming:

- The first five day camp in Aldershot was attended by 37 England Talent athletes to aid preparation for forthcoming competitions.
- The Senior Duet travelled to Italy to work with their choreographer before joining the Senior and Junior team for a five day camp in Bristol. This was preparation for the European Cup (first leg of the Olympic Qualification) in St. Petersburg, Russia and the Junior European Championships in June in Prague.
- During the camps the team benefitted from many guest coaches from outside of England as well as a Yoga teacher who worked with the senior and junior teams and a martial arts instructor who worked with the Duet.
- The promotion and awareness of the plastic campaign, undertaken by the Duet in early March, has gone viral. There has been two million views on many platforms and media interest has been sparked around the world, with constant requests for interviews and statements. The Duet have done some additional local news and an interview with NPR (USA), although we are conscious not to distract from the task in hand.
- At the FINA World Series in Japan, the lead Duet finished seventh in the tech event and tenth in free. The Duet increased their score by two marks in the free event and are now very close to the two countries ahead of them. This provides a target that is within reach and on track with our planned road to Tokyo.

Swimming

- The England Performance squad convened after the recent British Championship in Glasgow to reflect, rest and refocus on end of season performances. There were sessions on psychology & mental health, cooking classes and 1:1's with their coaches. Elite athlete Max Litchfield also joined the squad.
- 72% of the world championship team are from England. Wales make up 16% with Scotland the remaining 12%.

Facilities

- **Sandwell Aquatics Centre:** Planning has been approved for the build and the project is on track.
- **Pool Water Treatment Advisory Group:** PWTAG successfully moved management services over to Swim England in April, supported by our operations team.
- **Workforce Update:** Trainee Facilities Officer Ryan Davies has been recruited and will start on Monday 10 June.
- **North London Aquatics:** Current estimated costs are £8m for this diving pool which would be additional to Barnet Copthall. The Team are providing technical support and advice to cut capital build costs down, where appropriate.

Health and Wellbeing

- **Water Wellbeing:** We are beginning to collect case studies on participants at the Water Wellbeing sites and have a great success story from a participant who joined the very first sessions at Bitterne Leisure Centre, Southampton last November. The gentleman has osteoarthritis in both knees and his specialist had put him on the waiting list to have arthroscopic surgery due to a tear in his knee cartilage. He has seen a reduction in pain and been advised that the operation has been cancelled due to the progress made directly as a

result of being on the Water Wellbeing programme. We will continue to collect evidence of this nature to build the business case for investment, in context of saving money for NHS.

- **Aquatic Activity for Health training:** We undertook a review of the assessment for the AAFH qualification with tutors and colleagues from Swim England Qualifications and the Institute of Swimming.
- **London Marathon Charitable Trust project:** We met with key partners to assess applications from Community Leisure UK sites for pool pods. Further information is required before the final list can be agreed and it will be circulated in due course.
- **Chartered Society of Physiotherapists/Active Partnerships:** We have worked with Dr Fiona Moffat (who sits on our Health Commission) to prepare five key messages that physios can use to get patients into swimming. This is part of a bigger Active Partnerships (formerly County Sports Partnerships) campaign that also includes running, cycling and dance. The messages will be reproduced on postcards to be displayed/handed out in clinics.

Insight

- **Youth Sport Trust Inclusion 2020** - we have been commissioned to support the project, funded by the DfE, to assess school swimming provision for pupils with Special Educational Needs and Disabilities (SEND). This project aims to work with five lead inclusion schools across the country to improve and increase opportunities for SEND pupils to participate in school swimming.

We will be developing an audit tool to facilitate discussions with the lead schools' neighbouring schools and local pool operators about the challenges and barriers facing SEND pupils' access to school swimming. We intend to develop a small portfolio of case studies using the learner journeys tracked through the project and hope that the insight developed can be rolled out across the country, to support more schools wishing to improve their swimming provision for pupils with SEND.

- **Lily Bond: volunteer leave at the British Para-Swimming International Meet** – Lily's experience as a field of play team member provided her with great insight into the world of top-level Para-Swimming and will help inform our future projects for Talent research.

Learn to Swim

- **Swim School Membership** has seen two months of continued growth (albeit behind KPI) for the first time in two years.
- We have started to work with Banga Swimming Club (<https://klubasbanga.lt/>) which is the biggest private swimming lesson provider in **Lithuania**. They are based in Kaunas city and have 960 members and would like to implement our whole learn to swim programme. So far they have purchased some initial resources including our toolkit, test conditions booklet, level 1 and level 2 text books, equating to £127.00.
- We are planning 16 open courses for **NCTP** between now and the end of the year.
- **Webinars and Podcasts** have now been uploaded: <https://www.swimming.org/swimengland/learn-to-swim-webinar-recordings/>
- The team are supporting **SENCIO** and **Ereshash** who have now moved over to Swim England from STA.
- **Alex Barrett** is our new Learn to Swim Manager for the North.

People Development

In April we have:

- Recruited for five roles (employed and volunteer), processing 163 applications. We have also engaged two casual workers and sent out 14 Swim England contracts for services and 21 Institute of Swimming contracts for services.
- Reviewed our process for issuing contracts for services and have established service levels within the department to increase the efficiency in processing requests and sending contracts.
- Communicated the final version of the competency framework and reviewed several policies, which will be tweaked and sent for sign off to SLT in June.

- Continued the planning for the Team Conference and Awards in May 2019 and organised training activities for our people, including a project for our field based teams.

Strategic Partnerships

- **GM Active Swim Summit:** Post event, the team are finalising key priorities based on the attendees' input and workgroup sessions which Swim England will present to the GM Active Board. Initial local partner meetings have taken place with Rochdale, Bury, Oldham and Tameside to convince them that Swim England and Institute of Swimming should be the partner of choice. The meetings have been well received and early indications are positive.
- **Everyone Active:** We attended a Client meeting for 11 Local Authorities who have procured Everyone Active to manage and operate their facility portfolio. We explained how we work with Everyone Active to deliver on the joint ambition of getting a nation swimming. The #10millionswims joint partnership has now moved to the second phase, working on a marketing campaign based on myth busters. This is an exciting piece of collaboration and will help encourage people to go swimming.
- **Community Leisure UK:** The partnership continues to go from strength to strength with a successful day hosted by Swim England dedicated to pool programming. 12 Leisure Trusts attended and the topics covered included 'Visibility in your community', 'Insight considerations' and 'Common challenges and potential solutions' amongst others.

Swim England Events

- **Water Polo National Age Group Championships U17 U U19 (Finals 13-14 April):** This had to be abandoned after three hours of play due to a lightbulb explosion over the pool in Liverpool Aquatics Centre. It has been rescheduled for 27 May 2019 at Ponds Forge, Sheffield.
- **Synchronised Swimming National Championships (27-28 April):** Free Team Event live streamed via BBC Sport online and BBC iPlayer. Engagement statistics will follow later in May.

Swim England Qualifications

- A soft launch of our revamped Pre-School qualification - **Teaching Babies and Toddlers** - was delivered to our Approved Training Centres in preparation for the public launch on the week commencing 6 May. We have streamlined the qualification and aligned it to the Early Years Foundation Stage, which all early years providers such as preschools, childminders, nurseries must follow.
- Our **marketing plan** has been finalised which includes SEQ having a presence at SE events.
- We have completed the first review stage of the **L3 Aquatic Activity for Health assessment** materials.

Swim Safe

- Delivery at the first of 37 sites begins this month.
- The Indoors Pilot is progressing with sites in England and Wales signed up to deliver beginning in June. We are in negotiation with Scotland.
- A fundraising test is being set up with contactless donations (with Thyngs and Goodbox) on site being trialled by two methods.

Volunteering and Pathways

- The current **Masters Working Group**, which is coming to the end of its lifecycle, has agreed a Terms of Reference (ToR) for the next Masters Group. These have been referred to the Swimming Management Group for acceptance.
- Work on the **Open Water Development plan** continues to progress, with a successful consultation held with relevant third parties from the Open Water Community. Start and Try

Open water funding applications have been released and we are currently assessing those received.

- The **Diving Development Officer – West Midlands** has been appointed following an agreed partnership between Swim England and the West Midlands. The Officer will work with the Region to develop diving activity in the West Midlands. Start Diving applications have been released and we are currently assessing those received.
- Work in the **South West Region** has started to focus on delivering against the needs of synchronised swimming clubs. A sport specific synchronised swimming training needs analysis has been sent to all clubs to form an annual calendar of delivery in the region. Planning continues to support the delivery of participation opportunities in Bristol.
- The new **'Introduction to Volunteering' web pages** have been completed and are live. The Volunteer Coordinators Working Group has formalised the content of the support package and work has commenced on the introduction workshop which will sit alongside the Club Volunteer Experience Workshop.

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

Amateur Swimming Association (Swim England) Limited Board Minutes

21 May 2019

SportPark, Loughborough

Present:

Mike Farrar – Chair (MF)
Keith Ashton (KA)
Neil Booth (NB)
David Flack (DF)
Caroline Green (CG)
Sarah Gregory (SG)

Brian Havill (BWH)
Ian Mackenzie (IM - dial in)
Jane Nickerson (JMN)
Bernard Simkins (BS)
Sue Smith (SS)

Officers in attendance:

Richard Barnes - Director of Legal and Company Secretary
Siân Breen - Senior Administration Officer
George Wood (GW) - Sport Development Director (item 13 & 15)
Emma Griffin - Operations Director (item 15)

Min
No:

1. **Welcome**
The Chairman welcomed everyone to the meeting.
2. **Apologies**
Ali Breadon
3. **Declarations of interest**
None.
4. **Minutes of the meeting of the Board of Amateur Swimming Association (Swim England) Limited held 26 March 2019**
The minutes were agreed as an accurate record of the meeting.
5. **Review of actions arising from the meeting held on 26 March 2019**
Min 5: KA confirmed that the Facilities Group had settled on three key focus areas; Insight – it is known that there is 12m² pool water per 1000 head of population but further work is required to determine how equal the distribution is across the country as well as quality of the pool stock; Strategy – Swim England has the potential to commercialise and develop a delivery model; Delivery – dependent on desired outcomes.

Min 8: JMN issued an update between Board meetings regarding Sport England guidance on changing facilities for sport. Three further documents on the matter are expected to be released in due course.

Min 10: BWH explained that the benefits of claiming research and development tax credits would be negligible and as such would not be explored further.

6. **Confirmation of decisions made by email**

None

7. **Chairman's report**

The Chairman reinforced his view that strategy work was crucial for the progress of the Board, helping to ensure clarity on the question "what are we for?" There was recognition that, as an NGB, Swim England has a set of duties for the governance of the sport that are distinct from membership organisations, and those duties are integral to our core purpose.

Thanks was given to SS who, in her capacity of Senior Independent Director, deputised for the Chairman at a number of recent events. SS commended the organisers of the Swim England Staff Awards for an excellent event, remarking on the obvious passion and energy within the room.

The need to include communities that historically have not experienced effective engagement in the strategy was noted and it was considered that regions would require support to ensure such groups could be reached.

8. **Good Governance**

8.1 **Skills Matrix**

The Chairman outlined the importance of accurately understanding the skills of all Board directors and how these could be used in the most effective way. With further development of the strategy it was agreed that ensuring adequate board coverage of all areas will become even more important.

Skill gaps were discussed and the challenge of bringing together pool operators and local authorities was noted. Obtaining greater input from BAME groups was raised and the Board agreed to consider co-options and engaging people in sub-committees. Indeed, the Chairman acknowledged the two independent members of the Commercial Committee that are real assets in the space. Development and use of technology within the organisation was considered and it was noted that although there is excellent blended learning options within the Institute of Swimming the Board may lack expertise within this area. The potential to use risk as a management tool was proposed and it was agreed that benefits of this could only be achieved by collaborating with the ARP Committee.

The Boards' approach towards completion of the skills matrix was considered and it was noted that the document was expected to evolve, adjusting with the development of the strategy. It was agreed that Board directors were likely to change their initial statements, noting the difficulties of self-assessment. Including SLT capability was suggested in order to demonstrate potentially critical skills gaps.

9. **CEO's report**

The CEO updated the Board on the SportPark lease, stating that the agreement had been received from the University and could now be signed by the trustees. The notice period in place is 18 months.

Questions were raised on the following items within the report:

- Commercial and Marketing: progress made with Altius was discussed, with agreement that, prior to contract renewal in January, an in depth review will take place to determine future steps. The need to generate commercial value was accepted and the potential to obtain brand benefit as opposed to direct sponsorship was deliberated. There was discussion around types of sponsor and it was agreed that dividing Swim England's offer into a variety of packages could enable a high total amount to be reached.
- Artistic Swimming: the CEO provided confirmation that the discipline is now globally referred to as Artistic Swimming but within England 'Synchro' will continue to be used alongside Artistic Swimming.

10. **Committee/Working Group Reports** (meetings held since last Board meeting)

10.1 **Swim England Qualifications Board – 5 March 2019**

The minutes were noted.

10.2 **Sport Operations Committee – 7 May 2019**

NB outlined that the major conversation at the meeting had centred on the membership review proposal. It was noted that the paper presented to Board on the matter had undergone a great deal of alteration following the meeting.

10.3 **Regional Chairs – 8 May 2019**

SS informed the Board that, following discussion, support was given to the Stronger Affiliation proposal.

The Board were keen to ensure they were kept abreast of Regional Chairs' discussions and it was agreed that minutes from their meetings would be circulated. Any questions regarding strategy will be picked up by MF and technical issues will be channeled through SOC by JMN.

10.4 **Commercial Committee – 21 May 2019**

BS summarised the fundraising presentation delivered by Mike Thompson (Commercial and Marketing Officer). Swim England's website will be updated to incorporate a donation section and it is envisaged that an audience beyond the club membership will contribute towards Swim Safe, Talent ID or to fund the training of swimming teachers. There will also be an unrestricted option whereby donations can be made generally to Swim England. Roll out is due to take place in July and a two year timeline predicts a gradual increase in donations. The Board agreed that fundraising should be a focus area and any questions on the matter would be directed to Josh Hardy (Head of Commercial Development).

11. **CFO's Report**

The CFO explained that Swim England had been discussing a proposal to draw on reserves within the Swim England regions, in return for reasonable interest rates, rather than pay higher interest rates on the Sport Park loan from the bank. The intention was that a trial would be undertaken initially to determine whether the process could work, with further exploration of potential benefits to all parties explored later. Regions were requested to consider that any additional income be used for the benefit of sport in their region each year, rather than adding to reserves. Confirmation was provided that there was no expected risk of loaning from the regions as opposed to a bank but the CFO did acknowledge that Swim England would become a net depositor of cash – a position to be recognised on the risk register. The Board approved the proposal to take loans from regions, though the trial process agreed with regional chairs.

No unexpected figures were detailed in the March Management Accounts.

The Board agreed to allocate power to BWH and MF to sign the accounts of the Amateur Swimming Association, following the signing of the variation to lease agreement by the University.

12. **Container Pools**

JMN stated that a meeting took place that day with the likely delivery company and as such a thorough update would be provided in due course.

13. **Stronger Affiliation**

GW joined the meeting and explained that the proposal had been reviewed by various parties including SOC, Regional Chairs and the Club Management Group prior to its presentation at the meeting.

NB noted that SOC recognised the potential risk of loss of some clubs. Where this occurred a concerted effort would be required to ensure members were retained. GW confirmed there was no feedback implying clubs may amalgamate as a result of the requirements.

The Chairman highlighted how the proposal would enable a greater degree of quality control and the six elements were generally already a condition of regional affiliation. It was noted that safeguarding had been considered, with the required elements in line with club mark. Additionally, as part of the coaching and teaching register all clubs must declare their coaching and teaching workforce and the register shows the qualification level, DBS status and safeguarding training (renewed every three years) of their coaches and teachers.

Publication of the project was considered with agreement that consistent messaging was crucial. The communication plan would include the benefits of the project to the sport and the Board hopes that this will be seen as a positive step.

The Board agreed the next steps listed in the paper should be undertaken.

14. **Review of subsidiary boards, committees and sub-groups**

JMN explained the review was necessary to utilise the time and skills of board members effectively.

The following recommendations were approved:

- SG to be replaced by a sector specialist on the Institute of Swimming Board.
- Facilities working group to become a task and finish group aligned with the strategy as appropriate.
- Strategic Partnerships working group to be removed and SS to become the champion (portfolio owner).
- SS to step down from the SOC and Board members will not be allocated to SOC sub committees. (This does not prevent board members sitting on a SOC subcommittee on a skills basis).
- A champion to be assigned to the Commonwealth Games (CMG).
Action: JMN to circulate a job specification with regards to the role of CMG Champion.
- The role of Senior Independent Director will formally include deputising for the Chairman.
- CG to step down from the ARP committee. It was considered that there would be sufficient Board and independent representation on the committee without sourcing a replacement for CG.

The proposal for Swim England Trading Ltd to take over the work of the Commercial Committee was rescinded with confirmation that the Limited company was not a charity and therefore could not deal with charitable fundraising on behalf of the charity.

15. **Membership Review**

GW highlighted the all-encompassing nature of the review and the intention to extend the reach and credibility of Swim England through greater engagement. Insight had demonstrated the importance of the work, with 40% of lapsed members unaware of the membership category they had been part of.

Key learning has been taken from other NGBs and data collection was understood to be a key part of success. The project would continuously evolve to ensure it remained fit for purpose.

Payment for membership would be a key part of the launch of the project and it was recognised that growth of revenue should come from increased reach as opposed to escalating prices for existing members.

The Board noted the complexity of regional and county fees when considering club membership and GW explained regions had consequently been an essential part of the initial process.

The key principles of the review were outlined; creation of a compelling cause and development of membership outside of the club structure, and the views and subsequent agreement was requested from the Board. The importance of the website was raised as a key area to build the swimming community, with a focus on exponentially increasing follower numbers as part of an expanding social media presence. The Board agreed that the aspiration of the project was correct and entirely necessary to ensure the development of the organisation.

The Board was also asked to approve the financing of a Head of Membership Development. Confirmation was provided that budget could be provided given the need for external expertise to ensure successful progress. The Board agreed to the investment and expected that bringing in an individual with a proven track record would result in a self-funding position in time.

Action: GW to provide a substantial update on progress of the review at the July Board meeting. Recruitment to commence.

16. **Dates for 2020**

The following dates were proposed:

- Tuesday 28th January
- Tuesday 17th March
- Friday 15th May (before AGM) or Friday 12th June (after Swim England Staff Awards)
- Wednesday 29th July – to enable attendance at Swim England Summer Meet, Sheffield
- Tuesday 15th September
- Tuesday 8th December

Action: Board members to confirm suitability of proposed dates.

17. **Any Other Business**

There being no further business the meeting was closed.

Swim England Sport Operations Committee

Minutes of the meeting held 7 May 2019

SportPark, Loughborough

Draft minutes subject to approval at the next meeting

Present:

| | |
|------------------|--|
| Neil Booth | Chairman |
| Ian Mackenzie | Board Director (via conference call) |
| Sue Smith | Board Director |
| Emma Griffin | Operations Director |
| George Wood | Sports Development Director |
| Damian Stevenson | Insight and Partnerships Director |
| Jon Glenn | Learn to Swim & Workforce Director (via conference call) |
| John Hidle | Regional Chairs Representative |
| Alex Harrison | Swim England Member |
| Pippa Jones | Swim England Member |
| Jim Boucher | Swim England Member (via conference call) |

Staff:

| | |
|-----------------|-------------------------------------|
| Kerry Watkiss | Head of Insight (Items 4.2 and 4.3) |
| Ali Sibcy-Allen | Senior Administration Officer |

Min No:

1. Standing Items

1.1 Chairman's welcome

The Chairman welcomed the group.

1.2 Apologies

No apologies were given.

1.3 Declarations of Interest

Ian Mackenzie – National Swimming League, Institute of Swimming

James Boucher – Member of the masters committee

1.4 Actions arising from previous minutes

1.4.1 Policy Review: NB to review policies to confirm those which are sport related.

1.4.2 Stronger Affiliation: NB to take feedback to Club Development Director and request further details.

1.5 Minutes of the meeting held 12 March 2019

Following a correction to item 2.1 the minutes were agreed as correct. The amended text now reads:

Training for Jury members was discussed as there is currently a lack of training available and it was requested for this to be built into the programme. It is acknowledged that the swimming discipline has undertaken a session relating to the role of a Jury member.

2.
2.1

Items for Decision
Membership Review Proposal

The Sport Development Director delivered the Membership Review presentation for discussion with SOC members.

It was highlighted that as Swim England is now a charity this should be emphasised as part of the membership offer, with the Swim England mission being changed to a cause. It was recognised that this change in focus should not come at the expense of the NGB function and that the message to the current membership may require more emphasis on the sport element.

Details of the increased contribution was provided with a confirmation that growth was anticipated from new members not predicated on price hikes. The proposed structure, including individual memberships, and the potential impact on clubs were discussed confirming that clubs and their members would receive the best value memberships. Recognition was given that more work was required to enable greater confidence in the numbers.

Discussions continued to consider the separation of coaches and teachers, referencing both the similarities and differences required within membership offers for each. Further investigation into a combined membership was requested, including whether there was an opportunity to have one membership which segmented after members had joined to ensure content was appropriate.

The cost to Swim England of the potential discounts and benefits package that could be offered to members was raised as a concern. This was deemed to be negligible due to the market size which potentially be attractive to partners wanting to offer discounted products or affiliate marketing opportunities. It was advised that Swim England clubs and their members would receive all benefits and any independent members would receive benefits based upon their level of membership.

Agreement was given that there is a need to drive membership forwards but that the current proposal would require amendments before it is presented to the Swim England Board. The viability of the initial focus area of the project was questioned and further clarity of income and costs, including direct and indirect, requested. It was suggested that there may be a benefit to having the expertise in place before taking the whole project to the Board and asking for the full investment.

Action: GW to update the proposal before the Swim England Board Meeting

3.
3.1

Items for Discussion
Athlete Voices

The Operations Director requested feedback on the circulated draft Terms of Reference. SOC members requested an amendment to the recruitment process of Athlete Panel members to enable more impartiality.

If the Talent Officers accept the amendment to the recruitment process SOC members are happy to agree the TORs via email.

Action: EG to liaise with Talent Officers and circulate TORs via email for SOC approval.

3.3 **Discipline Management Groups**

The Chair provided an update on the TORs being used by the Discipline Management Groups highlighting that currently they are all different and the circulated draft TORs would enable a level of standardisation across all disciplines.

It was advised that all Discipline Management Group Chairs had already received the draft TORs and role description documents distributed to SOC members and were currently reviewing these. SOC members were asked to provide any feedback on the documentation by Friday 17 May.

Action: SOC members to provide feedback on draft documents.

3.4 **Future Meeting Dates**

It was agreed to wait until after the Swim England Board had set their meeting dates for 2020 to set the SOC meeting dates.

4. **Items to note**

4.1 **Club-Operator Relationships**

Due to time constraints it was requested that a written update is to be circulated.

Action: DS/GW to circulate written update.

4.2 **Event and Club Members Satisfaction Programme**

The Head of Insight (HOI) joined the meeting.

An update on the delivery of phase one of the pilot programme in the East Region was given following the first event being held. Analysis will be completed following the second event at the end of May with the report expected by the end of June, by which point the implementation of phase two is anticipated to be confirmed.

A challenge in collecting email addresses has been identified and managed during the pilot by the Development Officer alongside the Region, but on a larger scale this is likely to cause greater issues.

The HOI to provide an update at next meeting.

4.3 **Stakeholder Research Project**

The HOI provided some background on the project, advising that it will enable the current positioning to be identified and where attention needs to be focussed moving forwards to ensure partners' needs are being met. The research will consist of two elements, an initial survey which will be followed up with interviews to discuss key challenges or other pertinent information.

The project will be completed over the summer and it is currently out to tender to ensure objectivity and better engagement from partners. It was confirmed that the partners to be involved include anyone that Swim England have a relationship with who help to deliver the strategy.

5. **Any Other Business**

N/A

6.

Future Meeting Dates

Tuesday 9 July 2019

Tuesday 27 August 2019

Tuesday 26 November 2019

Swim England Minutes of Regional Chairs Meeting

8th May 2019

Ambassadors Hotel, London

| | | |
|-----------------|------------------|------------------------------------|
| Present: | Sue Smith | SE Senior Independent Board Member |
| | David Burgham | North West Chair |
| | David Fletcher | London Region Chair |
| | Brian Havill | Chief Financial Officer |
| | John Hidle | East Midland Region Chair |
| | Jon Keating | Head of Club Development |
| | Simon Kirkland | West Midland Region Chair |
| | Jane M Nickerson | Chief Executive Officer |
| | Roger Penfold | South East Region Chair |
| | Grant Robins | Head of Talent – Swimming |
| | David Watson | North East Chair |
| | Joan Wheeler | East Region Chair |
| | George Wood | Sport Development Director |

| | | |
|------------------|-------------|--|
| Apologies | Mike Farrar | Swim England Chairman (work commitments) |
| | David Flack | North West Chair (illness) |

Min

1. Welcome

- 1.1 Sue Smith, Senior Independent Board Member welcomed everyone to the meeting and explained she was deputising for the Swim England Chairman who was unable to attend due to work commitments. The meeting also noted the apologies of David Flack who had been taken unwell that day. Best wishes for a speedy recovery were given to David.

2. Declarations of interest

- 2.1 Simon Kirkland – re Swim21.

3. Minutes of the meeting held on 6th March 2019

- 3.1 The minutes of the meeting held on 6th March 2019 were approved as a true record of the meeting.

4. Actions arising from the meeting held on 6th March 2019

- 4.1 Re: 6.1 – Information on committees and their members published. Action complete.

- 4.2 Re: 7.1 – Noted the consultation on the membership review was ongoing and a substantive paper was taken to the Sport Operations Committee. Paper to go to the Board in May.
- 4.3 Re: 7.2 – Information on membership has been provided to regions requesting it. Agreed regions may request information on the current year now renewals have been finalised.
- 4.4 Re: 9.2 – Noted that it has been confirmed that regional forums will be in place for all disciplines.

5. Stronger Affiliation

- 5.1 Jon Keating presented the attached report regarding a proposal to strengthen the affiliation process by ensuring that all affiliated clubs complied with 6 SwimMark measures.

The meeting agreed with the proposals but had some concerns regarding resources to support clubs through the process.

The meeting felt strongly that an education programme was important and that clubs should be “sold” the benefits of achieving these 6 measures. Swim England to provide key messages and communications which can be used by all regions.

The meeting endorsed the principles which will be taken to the Swim England board for review/approval.

Action: George Wood to present the paper to Board. Subject to agreement, full communication and education plan to be made available to the regions.

6. CEO Report

- 6.1 The CEO provided an update on key points of interest. Due to a shortage of time, not all points were covered and the full report to the Sport England Board is attached for information as it contains further details.

The West Midland Chair requested that the region be kept involved in all legacy aspects of the Commonwealth Games.

Action: Jane Nickerson

7. Swim England Strategy

- 7.1 The meeting was advised that the Swim England Board are starting the process of setting the new strategy at their next meeting. Their early thoughts will be tabled for discussion at the next meeting of Regional Chairs to ensure the regional views are included in the thinking.

Action: Jane Nickerson

8. Loans from Regions to Swim England

- 8.1 The meeting noted the proposal from the Chief Financial Officer to run a pilot scheme whereby the regions used reserves to offset the loan for the warehouse receiving a higher rate of interest than enjoyed by their banks. Swim England to pay the rate of interest currently being paid to the bank but future projects could see the interest rate changing to ensure both Swim England the regions benefit. Regions have a choice as to whether they take up the proposal and not all regions

will have to take it up in order for the pilot to go ahead. Full details and proposal to be drafted by the Chief Financial Officer and circulated to the regions.

Action: Brian Havill

9. Items referred from the Chairs' Group

9.1 The meeting requested a more formal process whereby their voice and recommendations can be heard. There was general agreement that they were now receiving information and proposals which directly affect the region, at these meetings but other things such as the licensing levy had been determined without regard to the thoughts of the regions. It was agreed small matters should be directed from the Chair of Chairs to the relevant senior manager and larger matters to the CEO. (Small, unresolved matters to be escalated to the CEO). CEO to liaise with the SE Chairman regarding matters to go to the Board.

9.2 The meeting requested that one of the seminars at the AGM should be concerning regional incorporation with the North East providing their learning on the matter.

Action: Jane Nickerson / David Watson

Some concern was expressed at the lack of regional discipline forums and George Wood was asked to follow this up. It was felt that a lack of these meetings has led to decisions being imposed on regions with little or no consultation.

Action: George Wood

9.3 The meeting requested that the promised judicial review be undertaken and that the Judicial Commissioner should be asked to attend the next but one meeting to provide her views on the current process. The meeting to table their concerns at the next meeting to inform the Judicial Commissioner prior to her attendance.

Action: Brian Havill/Chairs

9.4 Timing of future meetings to be set to ensure matters raised/discussed at the Chairs' meeting can go to the Swim England Board meeting.

Action: Jane Nickerson / Joan Wheeler

10. Optimal Athlete Development Programme

10.1 Various items regarding the Optimal Athlete Development Programme were discussed over dinner.

Chief Executive Officer – Report

This report was prepared on 7th May 2019. The SLT monthly briefing contains more detail on our day to day work. Our work is centred around the following six objectives:

Provide strong leadership and be the recognised authority for swimming (L)
Substantially increase the number of people able to swim (I)
Significantly grow the number and diversity of people enjoying and benefitting from regular swimming (G)
Create a world leading talent system for all our disciplines (T)
Deliver a high quality, diverse and motivated workforce within swimming (W)
Strengthening our organisational sustainability for future generations (S)

The main objectives relating to each item is shown in brackets in the title using the codes shown above.

1. Sport England (L,I,G,T,W,S)

We are due to meet our Partnership Manager in June to undertake our year 2 review. The full report was submitted on 30th April and covers all the Sport England funded areas and governance. Overall, our performance has been strong with the vast majority of our targets met or exceeded. We believe our talent, membership and wider influence results showcase our ability to lead, orchestrate and deliver across multiple areas of our sector. We have also demonstrated how we are tackling issues to address areas of under-performance. For example, our BAME membership numbers need to increase to be more reflective of the English population and we are working with Sporting Equals to help to address this. The number of sites that have launched our Water Wellbeing programme is lower than expected, although the number of inactive people attending the sessions is higher. We are working with sites to help them launch the programme more quickly and we are expecting to add it our year 3 targets. Feedback from the sites offering the programme is extremely encouraging and we have included a number of positive case studies with our report. The full report is available on request.

The Active People survey published in April showed a slight increase for swimming. Whilst this is definitely something we should celebrate in our external marketing and with our teams, it does tend to highlight the volatility of these figures and how hot summers and cold winters do appear to have an effect on our sport. It was interesting to see the considered approach taken by Sport England to those sports who showed a decline. The overall figures for activity showed an increase which was helpful.

The Open Data project funded by Sport England is a prime focus of their work at present and we are actively seeking ways in which we can support this. The Operators support the concept in general but are displeased with the approach. Whilst most are willing to supply opportunity data, they are not happy with a booking system which would take a commission, thereby reducing their margin which is already tight.

2. Government Issues and Leadership (L,I,G)

The All Party Parliamentary Group for Swimming held a “drop in session” in April. The aim of the meeting was to ask Members to pledge their commitment to Curriculum Swimming. It wasn’t well attended due to the timing; the meeting took place around the host of indicative and meaningful Brexit votes! The timing of the meeting was not the choice of Swim England. However, it did provide an opportunity for some detailed discussions with those present and our new Head of Public Affairs, Philip Brownlie, attended prior to his start date, using the time to catch up with the details of the Curriculum Swimming Campaign with Jon Glenn and Steve Parry, as well as meeting the few Members who turned up.

I attended a second ministerial meeting regarding School Sport which lacked the Minister for Health as he had resigned the evening prior to the meeting! During the meeting I was able to land some key messages around ensuring the continuation of school swimming after Key Stage 2 and the need for software to enable schools to accurately and easily report their swimming attainment figures. Publication of the School Sport Action Plan is anticipated but it is expected to be rather light with fairly generic objectives.

I have been asked to attend a round table meeting with the Ministry of Justice around the actions the sport sector is taking to protect young people from those who abuse their power to coerce and manipulate young people into sexual activity. Our current review of WavePower and work to date on Child Safeguarding will be helpful evidence.

3. Partnerships (L,I,G,T,W,S)

The partnership between the Royal Life Saving Society (RLSS) and Swim England has stalled a little due to leadership changes at the RLSS. The team are pushing hard to ensure the joint pool lifeguarding and swim teacher qualifications are rolled out as soon as possible.

The RNLI are also in the throes of a change of CEO and are revisiting all budgets very carefully. The Swim Safe programme is currently highlighted as something they wish to continue to support and have included it as part of their fundraising programme. They were due to launch a hard-hitting campaign this year which was to feature a child who excelled academically but failed to learn to swim and subsequently drowned. The campaign has now been mothballed due to budgetary constraints. Whilst it was an emotionally charged campaign, we felt it would have helped our curriculum swimming work as it pressed home the importance of school swimming. We have been advised that it has been postponed rather than cancelled but at present there isn’t a time line for launch.

The Learn to Swim and Workforce teams have forged a partnership with South Africa to provide resources for coaching courses. The agreed income is as follows:

Year 1 = £22,000

Year 2 = £12,000

Year 3 = £10,000

Discussions are underway with the British and International Schools in Dubai to offer the Learn to Swim pathway and awards. The Institute of Swimming has already secured a contract to deliver teacher training. If we are successful with the Learn to Swim offer in Dubai it is likely to roll out to British and International schools throughout the Middle East.

4. Commonwealth Games 2022 (L,I,G,T,W,S)

The design of the facility in Sandwell has been signed off and approval of planning permission is expected shortly. We have now been advised that the changes we requested to the diving boards (wider platforms) has not been included in the final specification.

We believe the stands will be capable of taking wider boards in the future and the fittings for spring boards on the other side of the pool will also be included ensuring the changes can be made in the future.

The Sandwell Project Working Group has now been disbanded and two new groups put in place; Legacy group which will include Swim England and a Capital Expenditure Group which will include Richard Lamburn from Facilities from time to time. Richard will continue to be part of the Design sub group.

I have had a meeting with the Director of Sport from Birmingham 2022 and have agreed our involvement with the selection of key volunteers and our requirements for test events etc.

We have put our plans for recruiting the Team Leader for Aquatics on hold at present as we may be able to submit a funding bid to Sport England to support this role. Decisions regarding funding are expected to be made by the end of 2019 with funding in place (if successful) from April 2020. It is likely the role will require full-time commitment from January 2022 with a part-time commitment from July 2021. In addition, Sport England are considering holding a leadership programme which would include 20 days training. In the interim, Grant Robbins will be responsible for all Team Leader activities until the funding is known.

It is unlikely we will host a Commonwealth Games Water Polo tournament as there doesn't seem to be an appetite for this event amongst the Commonwealth Countries. The event did not take place in Australia in 2018 due to a lack of interest.

5. Swim Group (L)

The Swim Group met in April with new members invited to attend to broaden the reach of the group. The following areas of focus were agreed:

Curriculum Swimming and Water Safety – Ensuring the delivery of the recommendations in the current report and expanding the work to include the continuous provision of swimming at secondary school. Steve Parry will continue to lead this work. (Swim England member – Jon Glenn.)

Single Voice – Marketing. Continuation of the Love Swimming campaign and expanding the work to build on the Three Frontier model around visibility and engagement, particularly for audiences from a more diverse background and the utilisation of the quieter times in the pool. Mark Hammersley and Mel Berry will represent the Swim Group on the working group. (Swim England member – Mike Thompson)

Pool Provision – A working group will be set up to look at the information produced by Swim England regarding water deprivation and to link it to the UK Active research. The findings will enable a work programme to be drafted for this group. Sandra Dodd to lead the group. (Swim England member – Damian Stevenson.)

The Group agreed to keep a watching brief on legacy projects including those from the Commonwealth Games and have welcomed the offer from the Health Commission to address the Swim Group at a future meeting. The Group also welcomed the research commissioned by Swim England into the monetary and social value of swimming.

6. Sport and Talent Development (T)

Swimming – Swimmers coming through the England Talent Pathway feature prominently in the selections for forthcoming British teams with 76% of the European Junior Championships squad having been part of the pathway and 80% of the World Junior Championships squad.

Artistic Swimming – Our lead duet finished 7th in the technical event and 10th in the free event in the FINA World Series in Tokyo. They increased their score in the free event by two marks and are now very close to two countries ahead of us. This puts us on track for Olympic Games qualification.

Diving – A team of 13 divers travelled to the Youth International event in Dresden and returned home with three gold, two silver and two bronze medals. This put them at the top of the medal table at an event which was attended by the majority of European countries as well as the USA, Canada and Australia. This was an excellent preparation meet for the Junior European Championships which will take place in Russia.

7. Commercial and Marketing update (L,I,G,S)

We have developed a new sponsorship proposition for Altius to take to market based on the benefits learn to swim has on societal issues. This has led to some early discussions with new brands including a regional utility company. The company is seeking alignment with the brand purpose of better futures for their customers and increasing their visibility. Discussions are also ongoing with a supermarket in liaison with British Swimming and potential smaller deals with a headphone company which is launching a new product range in the UK and a financial services company which is reviewing its Corporate Social Responsibility (CSR) strategy. Altius are focusing on other brands which have a strong focus on developing CSR programmes.

The Commercial Committee has identified fundraising as a potential new income strategy that should be tested to take advantage of our charitable status. Three headline funds have been identified:

- Fund the training of a swimming teacher
- Swim Safe sessions
- Talent opportunities

The work will include the following:

- Communications regarding our charity status
- Digital landing page for fundraising opportunities
- “Donate here” buttons
- Presence on “cash back” sites
- Communications of the use of the money
- Fundraising toolkit

The programme will be launched through our own channels in July but care is needed to ensure we promote this widely outside our core membership to ensure we are not appearing to take more money from our members rather than the wider public.

252 pools will run the Disney Inspired Family Fun Sessions with the first session on 1 June. A national launch will take place week commencing 20 May across Disney owned channels, PR, social and digital advertising. Over 500 poolside activators will

be trained by the Institute of Swimming by the end of May.

Wave 4 #LoveSwimming was launched in April and focused on the positive impact of swimming on physical health. The story was told by people who have been prescribed swimming by a health professional.

The campaign has been shortlisted for two awards: Sports Business Awards (Best Governing Body Initiative) - due to be announced 31 May and UK Active Awards (Activation of the Year) - due to be announced 6 June.

We are currently signing up partners for a further four waves of activity.

Whilst our social presence has grown over the last 12 months there is a need to grow these numbers more rapidly bearing in mind this is our premier marketing outlet at present.

Current numbers are as follows:

| | | | |
|-----------|--------|----------------|--------|
| Facebook | 14,920 | Increased from | 8,905 |
| Twitter | 22,715 | Increased from | 19,911 |
| Instagram | 7,605 | Increased from | 2,500 |

In order to grow these numbers we are increasing web content by a minimum of one story per day which is pushed to social media, posting a daily swimming fact and increasing video content. Disney has agreed to promote our channels in relevant posts and we are seeking to link our posts to some of their ambassadors who have a high number of followers.

We are endeavouring to engage directly with parents through our new Learn to Swim app which is currently undergoing market testing and will undergo a soft launch in July and a full launch in September. The app uses augmented reality technology enabling children to take photos and videos with their favourite Learn to Swim character (unlocked after purchase of the Learn to Swim award). The parent will register through the app in order for their child to access it.

8. Key Performance Indicators Update (L,I,G,T,W,S)

The position at the end of March 2019 is as follows:

29 Green
9 Amber
5 Red

New swim school members is 25 below target with overall swim school members 35 below target (485 v 520). Marketing activity and roadshows were increased in April to try to boost these figures.

Number of schools signed up to the Charter is 249 below target (115 v 364). However, 150 lesson providers have signed up but are not included in these figures as we are encouraging the schools themselves to sign up. These lesson providers are delivering to 2,913 schools.

Award sales are behind target by £8k (0.782m v 0.790m). Volume is on target.

Category One membership figures are down on target by 1,626 (66,255 v 67,881). The reasons for this are well documented. Category 2 and 3 are above target.

The number of 11-15 year olds swimming weekly has dropped to 33% (1.01m) against a target of 35% (1.08m). The drop occurred in January and February and started to recover in March.

The number of inactive people involved in our health programmes is behind target due to late take up of the programmes by sites. The number of people active after three months is ahead of target. Target was 13 sites with 10 people remaining active after three months. The actual figure is nine sites and 11 people remaining active after three months.

The number of level 1 teachers trained is behind target by 28 (141 v 169). The number of courses is over target by 66 as we are now running courses with less people instead of cancelling courses providing we continue to make a surplus. Level 2 teaching is following the same pattern with 34 less people trained than target (121 v 155) with 19 courses above target.

New Institute of Swimming members are 92 behind target (3172 v 3264) due to a drop in new members in March.

In summary, the key areas to watch are the number of Health and Wellbeing sites and swim school membership.

9. SportPark Lease

Despite agreeing the terms for the extended buy back in October and sending across a draft variation to the lease in January 2019, this has still not been actioned by the University. I have chased constantly and have now been advised that the variation has been sent to their lawyers. Whilst we have an e-mail agreement we should consider the risk of not having the signed variation in place. The deadline for issuing notice on the existing signed agreement is 17 June and members may feel we are at risk if this date passes without the variance signed. We are constantly chasing the University and the Lawyers and I will update the Board at the meeting.

10. British Swimming (Information)

British Swimming are in talks regarding staging a leg of the International Swimming League and have now agreed to stage the World Para Swimming Championships in September 2019.

British Swimming remains concerned about finance and are looking at potential opportunities to raise income. One idea floated at the recent Home Country Partnership meeting was that British Swimming may be able to provide additional resources and services to Home Country members for a fee. As all Home Countries are currently undertaking a membership review it was felt this wasn't something which would be immediately feasible. The Home Country CEOs agreed to keep this offer in mind.

Some issues have arisen regarding compliance with LEN's Water Polo Transfer Rules and a policy and procedure is now in place to address this matter.

11. Hall of Fame / Other Awards (L,W)

We have received a number of nominations for the Hall of Fame and the panel is due to meet on 7 May to approve the first inductees.

As part of the 150th celebrations the Youth Panel has created the Youth Champion Award which can be presented up to four times a year based on nominations. This

focuses on individuals who have championed youth participation ensuring young people feel recognised, valued and that their rights and welfare are looked after. The first winner of this award is Alex Harrison of Dive London, London Region and Swim England Sport Operations Committee. Alex is a former chair of the Youth Panel and is well known for his volunteering and advocacy of youth issues.

12. Drowning Prevention (L)

Jon Glenn attended the National Water Safety Forum meeting and I am assisting the Chairman of the Forum to host a round table meeting of all CEOs involved in this work. The 2018 drowning statistics have been published and show that 263 people lost their lives by accidental drowning. Whilst deaths from drownings increased slightly from 2017, deaths in accidental drownings have fallen during the three years of the current strategy. The figures show a rise in the number of suicides in water. Men are disproportionately represented with 230 males dying in fatal drowning incidents in 2018. Rivers and beaches continue to be the most common locations for drowning incidents with 74 people drowned in rivers and 73 on or near beaches.

Jane M Nickerson
7th May 2019