



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region
President : Mr Bob Odell (Amersham SC)

5 February 2014

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held in the Thames Suite at the Windsor Leisure Centre, Stovold Road, Windsor on Wednesday 12 February 2014, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: Bob Odell (President), Nigel Brand, Myra Felmingham, Stuart Fillingham, Janet Hopkins, Jean Hulbert, Sarah Kelly, Eddie Lyne, David Mason, Bob Pay, Roger Prior, Paul Rogers, John Rowley, Les Sturgess

And Rosa Gallop, Rosemary Large, Helen Mack, Jonathan Mills

Also Sue Green, Joan Scarrott, Bev Skelton

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 27 November 2013 (see pages 4 to 10).

2 ASA CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the

ASA Club Development Officer covering the Association's area. Rosa Gallop has, therefore, been invited to attend and may wish to report.

3 REGIONAL CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the ASA South East Region's Regional Club Development Officer. Helen Mack has, therefore, been invited to attend and may wish to report.

4 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

Members will recall that the Board has adopted an annual programme for discipline managers and other appointees to attend meetings of the Board. All managers and appointees have been invited to this, the budget-setting meeting, and are invited to report, orally, if that is their wish.

A report by the Interim Masters' Manager is attached (see page 11).

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 FINANCE

The Hon Treasurer submits the attached draft budget for the financial year 2014/15, for adoption (see page 12).

7 APPOINTMENT OF SYNCHRONISED SWIMMING MANAGER

Jean Hulbert has stood down as Synchronised Swimming Manager, due to ill health. Bev Skelton has offered to take on the role and the Board is advised to **APPOINT** her as Synchronised Swimming Manager for the period to the first meeting of the Board after the Annual Council Meeting in 2014.

8 BURSARY SCHEME

The Board's Finance Sub-Committee approved the first application for a bursary under the Association's scheme, to Cameron Roberts of Wycombe District SC, for Level 1 Teaching, in December 2013.

9 CORRESPONDENCE

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda.

The Regional Office & Finance Administrator, ASA South East Region, asked that publicity was given to the advertisements for Chairman of the Regional Management Board and for ASA Friends. Both were placed on the Association's website.

The ASA South East Region's Board Member responsible for Finance wrote to sub-regions advising that the Regional Management Board had decided not to seek contributions from sub-regions towards the costs of the Regional Club Development Officer in the current financial year, and, subject to the Region's budget setting, in the financial year 2014/15. He thanked sub-regions for their past support of the appointment.

Membership Services at the ASA has sent the 2014 Annual Return for completion. The Hon Secretary has contacted the 2 individuals members of the Association who are not known to be active in the sport, to ascertain whether they wish to remain declared as members: he awaits their responses. In the past, the Association has paid the ASA membership fees of its category 3 members.

Any further correspondence will be reported at the meeting.

10 ASA DIVISIONAL BUSINESS MANAGER

Alyson Usher, the ASA Divisional Business Manager for the south of the country, reports to the Regional Management Board on the activities of staff under her management. Her report submitted in November 2013 is attached, for the information of the Board (see pages 13 to 22).

11 ANY OTHER BUSINESS

Members will recognise that, in light of the Board's decision that the agenda of meetings should include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.

DRAFT

To be confirmed at the meeting of the Board on 12 February 2014

BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of a meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on Wednesday 27 November 2013, commencing at 2000hrs.

Present: Bob Odell (President), Roger Penfold (Hon Secretary), Nigel Brand, Stuart Fillingham, Janet Hopkins, Jean Hulbert, Sarah Kelly, Eddie Lyne, David Mason, Roger Prior, Paul Rogers, John Rowley.

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Myra Felmingham (Hon Treasurer), Bob Pay, Les Sturgess, Rosa Gallop (ASA Club Development Officer), Helen Mack (ASASER Regional Club Development Officer).

24 MINUTES

The Minutes of the meeting held on 10 September 2013 were agreed and signed by the President as a correct record, subject to the correction of the year in Minute 21 to “2013”.

25 ASA CLUB DEVELOPMENT OFFICER

Rosa Gallop was unable to attend the meeting.

26 REGIONAL CLUB DEVELOPMENT OFFICER

Helen Mack was unwell, and hence unable to attend the meeting. She had, however, submitted a report, which was circulated at the meeting, about Swim21, courses available under the “Club Leaders” scheme and “Leading the Lane”, the ASA’s young volunteers programme. The Board **NOTED** the report and asked that Helen report, in more detail, to the next meeting about “Leading the Lane”.

In the latter connection, Roger Prior reported that the ASA South East Region Regional Management Board was considering the establishment of a regional youth panel.

27 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, reports were expected on masters and water polo.

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The Board **NOTED** a report by the **Interim Water Polo Manager** (Roger Penfold), which indicated that water polo was played at only one club in the sub-region, Reading SC, and that there were a total of about 20 adult male players at the Club.

In terms of **Masters**, the President advised that a somewhat small team (16 swimmers, from 4 clubs) had represented the County in the Regional Inter-County competition, in Sussex. The team had achieved 5th place, out of 7. The lack of a masters' manager had hampered team selection/assembly, the winners' trophy (the County had won the event in 2012) had not been taken to the event and many last minute arrangements had been required, to support team, eg provision of team apparel.

There was discussion about the role of masters' manager, and how it might be performed. Some potential appointees were mentioned. The President offered to undertake the role, on an interim basis.

RESOLVED: That Bob Odell be appointed Interim Masters Manager for the period to the first meeting of the Board following the Annual Council Meeting in 2014.

28 MATTERS ARISING ON THE MINUTES

16/4 Matter referred by Annual Council Meeting

The Hon Secretary advised that nominations for the office of Vice-President had been sought via the Association's website. None had been received, to date.

RESOLVED: That an appointment to the office of Vice-President be made at the next meeting, even if no nominations are received by then.

16/5 Appointment of Persons and Sub-bodies

The Hon Secretary advised that he had still yet to approach Matt Heathcock about the appointment of Open Water Manager. It was reported that Joan Scarrott was still considering the appointment of Swimming Development Manager.

Arising from this, the President reported on the junior development camp held earlier in November 2013, which had been successful: many participants, both swimmers and their parents, had commented favourably.

16/9 ASA South East Region Council Meeting

The Board was advised that Roger Prior had been elected at the Annual Council Meeting of the ASA South East Region as the South East Region representative on the ASA Sport Board. Ray Hedger (Surrey) had been elected as the President of the ASA for 2014/15.

DRAFT

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19 Dates of Meetings

It was pointed out that one of the selected dates for meetings - 10 June 2014 - clashed with a meeting of the ASA South East Region Regional Management Board.

22 Correspondence - County Team Championship

The Board noted that the County team had retained Division 1 status (just, and by dint of the points' score in the last event) at the British Gas National County Team Championships in Sheffield in October 2013: there was a report about the team, and the event, on the website.

23C Garrison Pool, Aldershot

Stuart Fillingham reported that it had been announced that the Garrison Pool at Aldershot would not re-open before the end of March 2014 at the earliest. In the circumstances, having looked at a number of possible alternative venues for the long distance events in the County [speed swimming] Championships, the Swimming Events' Committee had decided to hold that session of the Championships at the Wycombe Pool.

The cost of hiring the pool, and automatic officiating equipment, would be £1,300, compared to the expected charge at Aldershot - £400. As a matter of urgency, the Officers had already approved the additional expenditure.

23D Automatic Officiating Equipment

Stuart Fillingham suggested that the Officers discuss, with Gary Shields, insuring the Association's AOE, as he was already working in an adjacent area.

23E Handbook

John Rowley advised that the 2013 Handbook was available on the Association's website.

29 FINANCE

The Board **NOTED** interim accounts, to 30 September 2013, for the current financial year, prepared by the Hon Treasurer, and circulated with the agenda for the meeting.

DRAFT

To be confirmed at the meeting of the Board on 12 February 2014

30 THAMES VALLEY NETWORK

Members recalled that, at previous meetings, there had been discussion about the Thames Valley Network, the meeting of chairmen of Berkshire & South Buckinghamshire clubs, originally fostered by the former Regional Director of ASA South East Region. At the last meeting, it had been decided to defer consideration of the Association's relationship with the Network, pending a discussion with Rosa Gallop.

Notes of a meeting of the Network, produced by Chris Huggett of Chalfont Otters SC (who had chaired the meeting) held on 23 October 2013 were circulated with the agenda for the meeting. The President and Nigel Brand had attended the meeting, the latter representing Chesham SC, and reported orally.

Following a wide-ranging discussion, Members observed, from the circulated notes of the meeting, that a majority of the members of the Network considered it to be "a simple peer group, for discussion and occasional collaboration on areas of mutual interest", therefore, largely an informal organisation. The Board noted that the Network intended to invite the President of the Association to attend its meetings.

Members recalled that a request of the ASA South East Region, for the costs of the accommodation for meetings of the Network to be met by the Association, had previously been agreed. It was noted that the Network had a predilection for meeting at the Bisham Abbey National Sports Centre, where the South East Region presently had an office. That office was to close in the coming months, and it was suggested that room hire at the Abbey was expensive.

RESOLVED: That the Thames Valley Network be encouraged to meet at premises less expensive than the Bisham Abbey National Sports Centre.

31 COUNTY VOLUNTEER CO-ORDINATOR

At its last meeting, the Board had been advised of the wish of the ASA for there to be a County Volunteer Co-ordinator from each county, and of the role description for County Volunteer Co-ordinator, produced by the ASA. The County Volunteer Co-ordinator Network had been launched at the ASA Club Conference, on 19 October 2013.

Members recalled that the Board had decided to defer consideration of making an appointment of County Volunteer Co-ordinator until after the ASA Conference, but that, in acknowledgement of his interest in the role, M Ukkash Lareefundeen (Windsor SC) be supported by the Association if he wished to attend the ASA Conference to discover more about the role.

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In the event, Ukkash had not attended the ASA Conference. However, the Hon Secretary, who had been a delegate of the ASA South East Region at the ASA Council, attended the conference, and the workshop on county volunteer co-coordinator. Eileen Adams, another South East Region delegate, had also attended the workshop, and had expressed an interest, subsequently, in the Co-Ordinator role.

The Hon Secretary commented that he remained unclear as to the benefit of having a county volunteer co-ordinator, but, in the main, the purpose would be to support the activities of volunteer co-ordinators within clubs, and to identify what training was needed locally for volunteers in clubs, excluding for technical officials, for which arrangements were already made.

Members felt that an appointment should be made, in order better to support clubs.

RESOLVED: That, in the first instance, enquiries be made of Ukkash as to whether he remained interested in the role of County Volunteer Co-Ordinator.

32 CORRESPONDENCE

The Hon Secretary reported on correspondence he had received, not otherwise reported in the agenda, viz:

- An invitation to attend the Bucks & MK Sports' Awards' ceremony, which he had passed on to the President. The President has been unable to attend, and had appointed Nigel Brand to attend in his stead: Mr Brand sought a Bucks-based volunteer to accompany him to the ceremony;
- An invitation from Bedfordshire ASA to a junior inter-county event on 1 February 2014 (level 2 licence), which he would pass to Matt Heathcock, as the County team coach;
- Correspondence with Andy Huckle about county masters' records: Andrew Allum (Wycombe District SC) apparently kept an unofficial record of masters' best times;
- An enquiry from Jacky Rogers (Tilehurst SC) to the President, about changing the entry date for the County [swimming] Championships in the light of the Reading SC Level 3 meet on 25 January 2014, had been passed to the Swimming Events' Manager: the Manager advised that, following due consideration, the entry date had not been changed.
- A request (set out in full in the agenda for the meeting) from Chris Huggett, on behalf of the Thames Valley Network, for wider circulation to officers of clubs, rather than just secretaries, of messages from the County Association.

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In respect of the final item above, the Hon Secretary commented that his role in this day and age was to communicate to clubs largely on matters of formality, for instance with forward notice of the annual council meeting, requesting any motions for debate and seeking nominations for elective office.

The Board recalled that it had decided at its first meeting that the circulation of the agenda for its meetings, in hard copy, to clubs, for their information, was an anachronism. The Board had concluded that a better way of ensuring clubs became aware of what was to be discussed was to put the agenda on the Association's website.

Other communication from the Association went direct from the discipline managers and other appointees. They all had their own networks, for the circulation of information electronically. Members felt that it would be an unnecessary burden to expect the managers to send their material, in addition, to, say, club chairmen, believing that internal club communication was a matter for individual clubs.

RESOLVED: That the above comments and views be communicated to the Thames Valley Network, and that the Hon Secretary alert the Chair of the Network when agenda papers are available on the Association's website.

33 ASA DIVISIONAL BUSINESS MANAGER

The Board **NOTED** a report by Alison Usher, the ASA Divisional Business Manager, dated 1 November 2013, and submitted the Regional Management Board of the ASA South East Region, which report was circulated with the agenda of the meeting, covering ASA priorities, staffing, beacon programmes and club development.

34 ANY OTHER BUSINESS

A Stuart Fillingham advised that the County Records shown on the Association's website had been brought up to date, and that 4 new records had been ratified since the meeting in September 2013.

B Jean Hulbert reported that

- Reading Royals SSC had been designated as a beacon club;
- Reading Royals SSC and Bracknell SSC had performed well, and gained medals, at the Region's Recreational Competition;
- Reading Royals SSC had outperformed Rushmoor SSC at the Multi-Regional Competition.

C Eddie Lyne, referring to the recruitment of ASA "friends", asked if the Regional Management Board had requested sub-regions to suggest suitable candidates for appointment to that role.

DRAFT

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D The President wished all Members a Merry Christmas.

The meeting concluded at 2150hrs.

BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

MANAGEMENT BOARD

12 FEBRUARY 2014

Report of the interim MASTERS manager

Each of the 11 major Clubs in the sub-region has a MASTERS (or at least 18+ year old) section. Other sub-regions within SER have more such Clubs (e.g. Sussex 19, Hampshire 23) and hence more swimmers at their disposal. The same of course applies to Age-Group and Youth categories so as a District we always have to “punch above our weight”.

The principal event in the year is the SER Inter-County MASTERS gala which this year (Nov 2013) took place at Horsham. Our team came 5th out of 7 – on the face of it a disappointing result as we had won the corresponding gala the previous year at Maidenhead. However our team at Horsham comprised only 16 persons taken from 4 Clubs and some people had to enter up to 12 events. In reality 30 – 35 swimmers are required in order to field a proper team.

In an effort to improve the availability of MASTERS and thereby the overall team performance, it is necessary to establish a reliable and responsive contact with each Club. Duncan McCreadie (Maidenhead) remains available as Team Captain and will be assisted by Sasha Forster (Windsor) as Team Manager.

With regard to actually financing our participation in the annual SER Inter-County MASTERS gala it is clear that income in the past from our County MASTERS Open Meet would have more than covered the costs. Regrettably there has been no such County MASTERS event since November 2011 but there is an aspiration to re-surrect something similar for 2015.

R.A.Odell
24.01.14

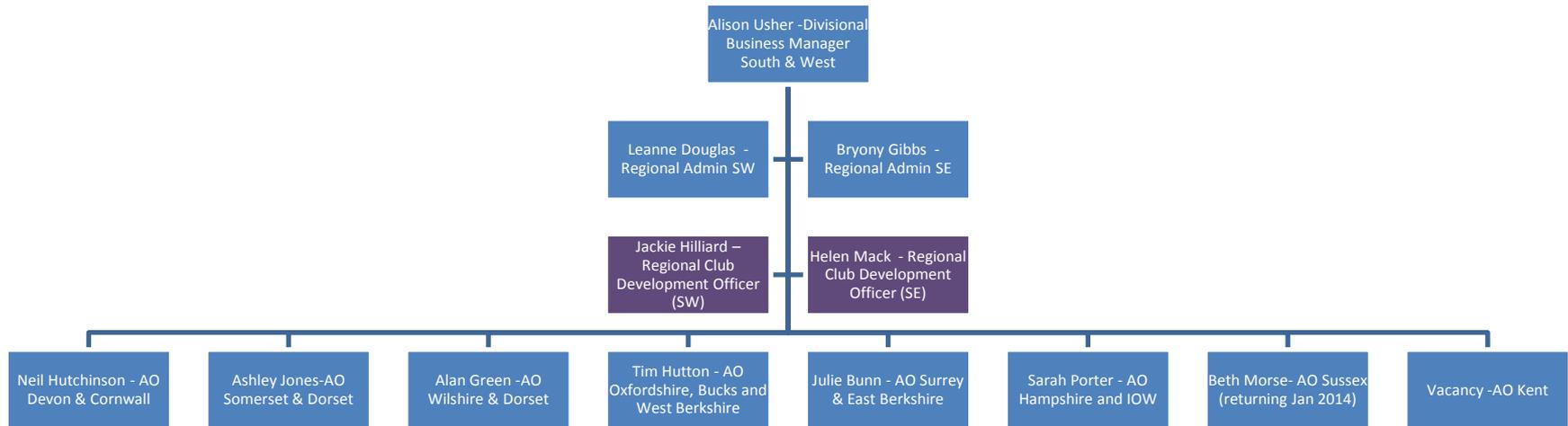
**Berkshire and South Buckinghamshire ASA
(Sub-Region of the ASA South East Region)
Budget Year ended 31 March 2015**

	Budget Year ended 31 March 2015	Actual/Budget Year ended 31 March 2014
Income and Expenditure Account		
Income		
2015 County Championship receipts	21,945	23,500
2014 Development Gala	6,775	6,729
2014 Masters receipts		
2014 Synchro		272
Bank interest received	50	50
Inter county Gala rebate	1,000	1,000
	29,770	31,551
Expenditure		
2015 County Championship expenditure	9,475	7,500
2014 County Development camp	3,500	3,500
2014 Development Gala	1,930	1,785
2014 Masters	850	
County Development Day	1,000	1,000
Inter county Gala expenditure	2,500	2,509
County poloshirts/Promotion	500	1,500
Trophies etc	4,000	3,532
Synchro	-	141
President & Hon. Secretary's expenses	500	500
Room hire (meetings etc)	310	310
Miscellaneous expenditure	200	200
Accountancy	480	480
Bursary	2,000	2,000
Depreciation	1,377	1,377
	<u>28,622</u>	<u>26,334</u>
Income over expenditure	<u>1,148</u>	<u>5,217</u>

Update for the South East Regional Management Board

November 2013

South & West Division Structure



Centrally Managed Staff Who Impact On Division:



Areas of Work

Aquatic Officer:
Increase Participation
Promote and implement the strategic objectives of the ASA
Work with stakeholders to increase Swimming participation. Promoting ASA products and services when appropriate.

Regional Club Development Officer:
Club Development
Swim21
British Gas Grants
Team Manager Training

Disability Swimming Officer:
Supporting all swimmers and coaches on the England Talent Programme (Tiers 1 to 3) within Disability Swimming
Increasing the number of swimmers within the Disability Swimming Talent Pool.

Club Business Development Officer:
Local Aquatic Networks
Beacon Programme
Swim21
Club Sustainability

IoS Employer Engagement Officer:
Co-ordinates workforce leads. Conducts Organisation Needs Analysis (ONA)

IoS Training Short Course Co-ordinator:
Set up of all UKCC & CPD courses

Sport England Measures

This is how performance is currently being measured. Please find below a brief explanation of what some of these measures are. On the next slide you will find all targets and the progress that has been made as of the beginning of November.

- **Swim Britain** – A 3 year programme led by British Gas to get more people swimming, centred around 10 key challenge events in September in 50m pools across the country, with coaching programmes leading up to the event. For more information please visit the website: www.swimbritain.co.uk
- **Active Workplaces** – A programme to link employers and their workforce to their local swimming pool. We facilitate the link between the two organisations and ensure the offer in the pool fits with the needs from the employees. We monitor interest and follow up on the impact upon participation.
- **Swimfit** – The gym in the pool work out programme. The team are currently rolling out the swimfit programme and units to sites across the region, with a target of 8 additional sites per AO this year.
- **Partnership Provider Programme** – A formalised long term partnership with our leisure operators to add value and grow their business using our expertise. Centred around developing a clear aquatics improvement plan which will shape our investment and effort with them over a minimum 2 year period.
- **Local Aquatic Networks** - Pulling together local partners in an area who all share a common objective (i.e. more people swimming, this will involve; leisure operator, local authority, schools, clubs, private pools to develop a growth plan to increase participation with; a. Clear swimmer pathway and b. Effective pool programming to maximise water space

Sport England Measures Delivery

Total for year to March 2014	Estimated Result	Target March 2014	% Achieved	Expected RAG Rating
PPP	967	485	199%	Green
Swimfit	635	552	115%	Green
Active Workplace	2424	1918	126%	Green
Throughput	208	112	186%	Green
SwimBritain	4268	4000	107%	Green
Pool Engagement	219	238	92%	Yellow
Local Aquatic Networks	12	8	150%	Green
Beacon Programmes	19	10	190%	Green
Swim21 Clubs	510	500	102%	Green
Adult LTS	303	150	202%	Green
DC Leisure Participation (Swim4Health)	3223	2500	129%	Green
Level Water	14	9	156%	Green

Regional Team Updates – May-October

Aimee Stokes - Aquatic Officer Kent

- PPP – 2 PPP proposal documents sent (covering 7 sites). Supported Active Life Ltd to produce an Aquatic Improvement Plan
- Swimfit – 7 pools have returned agreements
- Active Workplace:
 - Medway* - Pre-intervention survey sent to Medway Council, Public Health Directorate at Medway Council and Medway Council Pools agreed to support.
 - Tunbridge Wells* - Meetings with Sports Development Officer at Fusion to discuss Active Workplace scheme in Tunbridge Wells area.
 - Canterbury* – Active Life Ltd and Canterbury City Council have agreed to support and they are looking to target companies based in the same office as them.
- SwimBritain – 2 pools ran coaching sessions
- Attended Kent & Medway Sport Network Conference and had network meetings with various School Games Organisers to discuss schools swimming

Charlotte Francis – Aquatic Officer Sussex (Maternity Cover)

- From May through to September the focus in Sussex has been primarily on setting up Active Workplace projects. We have been working with Chichester College and Chichester University to set up bespoke projects working with Westgate Leisure Centre in Chichester and Felpham Leisure Centre in Bognor Regis. A number of other companies have been approached across Sussex to take part in this and are all at various stages of the process.
- In addition we have been working with Freedom Leisure to set up a Partnership Provider Programme. This involves both parties signing a 2 year agreement agreeing to work together on improving the Aquatic Programme that the 16 Freedom Leisure sites provide.
- Finally we have started discussions with Brighton and Hove City Council in order to set up an Aquatic Network for the City. This will bring all of the key players responsible for delivering swimming together in Brighton and Hove including swimming clubs, leisure centres and swim schools. This is due to be up and running in January 2014.

Updates from the Regional team continued:

Julie Bunn – Aquatic Officer Surrey & East Berkshire

- 3 more pools engaged with/ re engaged
- 2 Swimfit CPD's set up and delivered
- The further 5 identified Swimfit sites are in the embryonic stage of delivery
- 3 PPP Proposals sent out. One has confirmed to go ahead and raise the formal agreement. Two more operators that I am confident will agree to partner the ASA in time. Also picking up an operator in Kent and Sussex while officer roles are filled. One has been sent a proposal and the other is contemplating partnership working
- 1 Aquatic Improvement Plan written
- Active Workplaces – Leads with British Gas and Surrey County Council
- Assisting IOS with converting sites across to the new rate card for education courses
- Swim teacher observations
- 1 learn to swim review in the process
- 2 funding applications (Sportivate and Sport England)
- Support to a LA that is need of a temporary pool solution – engagement with Total Swimming
- Swim Britain Promotions in and around the tier 2 pools

Sarah Porter- Aquatic Officer Hampshire IOW and Channel Isles

- Regular contact with 25 pools across 10 of the 14 Local Authorities
- Contributed to Hampshire Facilities Strategy
- Hosted a Tier 1 Swim Britain event in Portsmouth and 7 other sites delivered coached sessions
- Presenter for 5 Swimfit Activator workshops to 45 learners and 5 workshops to 55 Spirit staff
- 4 new sites delivering Swimfit, Gosport, Southampton and New Forest
- Part of team delivering Swim Safe in Bude to over 2400 7-15 year olds, in partnership with RNLI
- 3 CPDs for swimming teachers delivering to children with disabilities, part funded by HCC
- Active workplace project with Southern Water across 3 Counties
- Regular and positive contact with Sport Hampshire and IOW (County Sports Partnership)
- Successful Development Day for Aquatic Swim Clubs in Hampshire & IOW (September)
- Established a Local Aquatic Network in Portsmouth, co-operatively with Club Development Officer

Updates from the Regional team continued:

Tim Hutton – Aquatic Officer Oxfordshire, Buckinghamshire and West Berkshire

- Implementation of Swimfit in Oxford University Swimming Pool
- Final allocation of Swimming Trust fund for 20 Level One and Two Swimming Instructors.
- Organising and implementing partnership provider programmes with Stantonbury, Bletchley Leisure Centre, Wolverton Health and Fitness Centre and Leon School.
- Working with 12 companies across my area in order to maximise participation through Active Workplace Schemes.
- Swim School Engagement Mornings in Wiltshire and Surrey to deliver free workshops for Swim Schools based in the region.
- Working with various organisations across the Vale of White Horse to assist them during a tendering process of fifteen pools.
- Steps taken to implement a satellite Water Polo Club in Milton Keynes.

Helen Mack - South East Regional Club Development Officer

Swim21

- Swim 21 club Essential launched May 2013.
- September 2013 – hosted a series of swim 21 workshops throughout the South East Region. The workshop talked clubs through the new swim21 accreditation, swim 21 club Essential and the transition process.
- 10 Workshops delivered in the following venues;
 - Medway Park Leisure Centre – Kent
 - Winchester Holiday Inn – Hampshire
 - K2, Crawley – Sussex
 - Surrey Sports Park – Surrey
 - Bicester Hotel & Spa – Oxon & North Bucks
 - Bisham Abbey National Sports Centre – Berks & South Bucks
- In total, 61 Clubs attended the workshops.

National Panel – September 2013;

- Reading SC & Crawley SC gained accreditation at swim 21 club Essential.
- Most South East clubs chose to take advantage of the 3 months extension period, granted to clubs following the delayed launch of the new system.

Updates from the Regional team continued:

Regional Panel – November 2013

- The South East Region has 34 Clubs seeking accreditation at the new swim 21 club Essential at the November Regional and December National Panel meetings.
- Littlehampton SC is seeking accreditation for the first time.
- 15 clubs due to accredit in November, will not be ready, and are looking to submit in January 2014 for the February Regional Panel meeting.
- I have actively supported all clubs through the transition period, to ensure smooth transition to the new swim 21 club Essential.
- Over the past 12 months, I have collated all workforce development requirements from accrediting club actions plans, to assist in the IOS / Regional planning of courses.
- This information will be discussed by the Regional swim 21 panel in November.
- Recently produced details on the benefits of swim 21 for the South East Region clubs. This information will be circulated at the Regional Development Group meeting in November, and then circulated to all Regional clubs.

Club Leaders

- Delivered 2 seminars on PAYE & Employment Status in July, following requested from clubs, at Windsor Leisure Centre and Mountbatten Centre, Portsmouth.
- All counties were circulated details of the seminar and asked if they would like to host.
- Organised a Club Leaders seminar covering Effective Organisational Structures in October. The seminar was held at Mountbatten Centre, Portsmouth, following requests from clubs for further information on Charity Status and Community Amateur Sports Clubs.

General Club Development

- To follow up day-to-day club enquiries.

British Gas Grants

- Wantage White Horses SC has successfully achieved a British Gas Grant following their participation in Swim Britain, £970.

Young Volunteers Programme – Leading the Lane

- Accessed funding on behalf of the Region to deliver the young volunteers programme. The programme will be piloted in Portsmouth over the coming 6 months. If successful, hoping to roll out throughout the South East Region.

Team Manager Training

- Module 1 course delivered in Oxford

Updates from the Regional team continued:

Rosa Gallop – Club Development Officer

- Networks – Portsmouth LAN. Working with the Solent Network, the next meeting will be for Coaches and Chairs, I am looking to get the Development/Business plan in place and there is a Club Leaders sessions being arranged for Charity status.
- Satellite Club - Portsmouth – Have applied for funding for Satellite club at Springfield school. School have requested that we do water polo and have included in funding bid for mini polo equipment which is nets x 2, balls x 6 and hats. CPD update for Level 2 teacher on Mini polo and cost of lifeguard and coach for 30m weeks. Looking to start the programme in January 2013. This will be advertised around all the schools in the community area with pupils of 13 to 16 age band.
- Young Leaders – have notified ASA that we will be going ahead with a Young Leaders course in Portsmouth with the Solent network. Have put into place the requirements of Young Volunteers to enable funding to be accessed. First workshop to be in late November, early December 2013. Looking to recruit from all the Solent Network clubs.
- Milton Keynes – Tim Hutton and I attended meeting. I gave a presentation on Club Development and Networks. Tim is collecting information for the LAN from all of the parties involved. I am arranging a meeting of the Coaches so that we can look at doing a development plan for the Club network and training needs analyses.
- Have contacted and met with six of the CSP in the SE Region, have had a few problems contacting the CSP in Sussex. I am working on this and hope to contact them this week. Have mainly discussed with them what they are offering as courses and Satellite clubs.
- Three of the Beacon bids for SE clubs were successful. Portsmouth Northsea, Rushmoor Synchro and Reading Royals. I have already met with Portsmouth Northsea to help re-do the development plan.
- Southampton Diving was unsuccessful with the Beacon bid and I have met with them and with the Diving rep. from SE Region. One or two suggestions to access funding was discussed to try and be able to still run some Regional training.
- Portsmouth Synchro was also unsuccessful.
- Region – Swimming Development Committee – looked at budget for next year. Increase in Bursaries clubs especially the disciplines.
- County – attended Hampshire Executive meeting, the main subject was the County Championships and loss of 50M pool time with Aldershot closed. Was invited to Berks & South Bucks meeting but I had accepted another meeting. Will attend the next meeting.
- Berkshire Chairs have arranged another meeting and invited me but the dates they gave me I was on holiday.
- Met with four water polo clubs to discuss setting up a network. Basingstoke, Reading, Andover and Portsmouth. From quite a shaky start to a very enthusiastic finish this was very successful and arranging at present the next meeting to take this further. Southampton water polo to be invited to the next meeting, this is for both men and ladies.
- After the meeting with the above clubs, Sussex have now contact me to discuss how they can do the same in their area looking at Sussex and Kent.