



# Berkshire & South Buckinghamshire Amateur Swimming Association

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A sub-region of ASA South East Region

President : Mr Bob Odell (Amersham SC)

20 November 2013

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 27 November 2013, 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

## **A G E N D A**

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### **1 MINUTES**

To confirm the Minutes of the meeting of the Management Board held on 10 September 2013 (see pages 5 to 12).

### **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, at its last meeting, the Board decided an annual programme for discipline managers and other appointees to attend meeting of the Board.

In accordance with that programme, the masters and water polo managers should report to this meeting. No appointment has yet been made to the post of Masters' Manager, but a report by the Interim Water Polo Manager is attached (see page 13).

### **5 MATTERS ARISING ON THE MINUTES**

To consider matters arising not covered elsewhere in the agenda.

### **6 FINANCE**

The Hon Treasurer has submitted interim accounts, for the period to 30 September 2013 (see page 14).

### **7 THAMES VALLEY NETWORK**

Members will recall that, at previous meetings, there was 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 was decided to defer consideration of the Association's relationship with the Network, pending a discussion with Rosa Gallop.

The Network met on 23 October 2013, and the President attended the meeting. Notes of the meeting, produced by Chris Huggett of Chalfont Otters SC, are attached (see pages 15 and 16).

The Board is again requested to **DECIDE** how it wishes to manage any relationship with the Network.

## 8 COUNTY VOLUNTEER CO-ORDINATOR

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

Members will recall that the Board 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 wishes to attend the ASA Conference to discover more about the role.

In the event, Ukkash did not attend the ASA Conference. However, the Hon Secretary, who was 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, also attended the workshop, and expressed an interest, subsequently, in the co-coordinator role.

The Board is asked to **DECIDE** whether to appoint a County Volunteer Co-ordinator, and, if so, who to appoint to the role.

## 9 CORRESPONDENCE

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

Since the last meeting,

- the Secretary has passed on an invitation to the Bucks & MK Sports' Awards ceremony to the President;
- he will pass an invitation from Bedfordshire ASA to a junior inter-county event on 1 February 2014 (level 2 licence) to the appropriate manager;
- he has been in correspondence with Andy Huckle (club not mentioned) about County masters' records: these are, apparently, maintained, unofficially, by Andrew Allum (Wycombe District SC);
- an enquiry from Jacky Rogers (Tilehurst SC) to the President, about the entry date for the County [Swimming] Championships was referred to the Swimming Events' Manager;
- Chris Huggett has written in the following terms, on behalf of the Thames Valley Network,  
"At the recent meeting of County Chairmen the issue of how the county communicates to clubs was discussed. I was asked to formally request of the County Board that communication to clubs be extended to comprise an email communication, to the officers of each club, rather than only the secretary. This was felt to significantly increase the chances of County communications being

noted and actioned by the clubs, and them being up to date. At our recent meeting several commented they had not personally received news of the development camp. Even if the database of secretaries is up to date (and there is some doubt that this is the case), the communications do not always seem to get through.”

Any further correspondence will be reported at the meeting.

## **10 ASA DIVISIONAL BUSINESS MANAGER**

Alison 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 dated 1 November 2013 is attached, for the information of the Board (see pages 17 to 19)

## **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 27 November 2013**

## **BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of a meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on Monday 10 September 2013, commencing at 2000hrs.

Present: Bob Odell (President), Roger Penfold (Hon Secretary), Nigel Brand, Stuart Fillingham, Janet Hopkins, Jean Hulbert, Sarah Kelly, David Mason, John Rowley, Les Sturgess.

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Myra Felmingham (Hon Treasurer), Eddie Lyne, Bob Pay, Roger Prior, Paul Rogers, Rosa Gallop (ASA Club Development Officer), Helen Mack (ASASER Regional Club Development Officer).

### **12 MINUTES**

The Minutes of the meeting held on 22 July 2013 were agreed and signed by the President as a correct record, subject to the correct spelling of the name “Wycombe District” in Minute 11.

### **13 ASA CLUB DEVELOPMENT OFFICER**

Rosa Gallop was unable to attend the meeting.

### **14 REGIONAL CLUB DEVELOPMENT OFFICER**

Helen Mack was unable to attend the meeting, but had submitted 2 reports about Swim21, dated July and September 2013: the reports were circulated with the agenda for the meeting. The Board **NOTED** the reports.

### **15 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES**

Following the decisions at its last meeting about reports to meetings by discipline managers and other appointees, the Board considered a timetable for such reports, acknowledging that discipline managers and appointees would be welcome to submit reports at other times.

#### **RESOLVED:**

- 1 That the following following programme be adopted for the attendance of and reports from discipline managers and other appointees:

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February	all discipline managers and appointees (budget meeting)
April	swimming events' manager, disability swimming manager
June	diving manager, synchro manager, webmaster
September	swimming development manager, open water manager, swimming officials' training co-ordinator
November	masters' manager, water polo manager.

- 2 That the reports of discipline managers and other appointees be included early in the agenda for meetings.

## 16 MATTERS ARISING ON THE MINUTES

### 4 Matter referred by Annual Council Meeting

The Hon Secretary apologised that he had yet to seek nominations for the office of Vice-President.

### 5 Appointment of Persons and Sub-bodies

The Hon Secretary advised that he had yet to approach Matt Heathcock about the appointment of Open Water Manager and that Joan Scarrott was considering the appointment of Swimming Development Manager. The President indicated that he was seeking a potential Masters' Manager.

### 9 ASA South East Region Council Meeting

The Hon Secretary reminded the Board of the imminent Annual Council Meeting of the ASA South East Region.

### 10 Workshop on Income Tax

The Hon Secretary indicated that he would seek information about clubs who had not attended the workshop from Helen Mack.

## 17 FINANCE

The Board **NOTED** that, in presenting apologies for absence the Hon Treasurer had reported that the bank balances totalled £92,984 and that some £,2987 of entry fees for the Development Meet had been received by PayPal.

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### **18 BURSARY SCHEME**

Members recalled that the former Executive Committee had agreed, in April 2013, that bursaries be awarded by the Association to those seeking approved qualifications in the sport, as follows:

- criteria similar to those adopted by ASA South East Region would be deployed,
- bursaries would be available to members of any club assigned to the Sub-Region;
- no bursaries would be awarded to applicants who were already in receipt of support from ASA South East Region for the course in question.

The Hon Secretary suggested that the Regional Bursary Scheme be adopted by the Association, amended to reflect the above decisions. The Board considered an amended version of the regional scheme, circulated with the agenda, and, subject to some adjustments, adopted it.

The Hon Secretary also suggested that the Board's Finance Sub-Committee should be empowered to determine applications for bursaries.

#### **RESOLVED:**

- 1 That the bursary scheme set out in the Appendix hereto be adopted with immediate effect.
- 2 That the Finance Sub-Committee be authorized to determine applications for bursaries, subject to periodic reports to the Board on its action.

### **19 DATES OF MEETING**

Remembering that the next meeting was already arranged for 27 November 2013, the Board considered its calendar of meetings for the period to September 2014.

#### **RESOLVED:**

- 1 That meetings of the Board be held on Wednesday 12 February 2014, Thursday 10 April 2014, Tuesday 10 June 2014 and Wednesday 10 September 2014.
- 2 That the Annual Council Meeting be held on Thursday 10 July 2014.

### **20 THAMES VALLEY NETWORK**

Members recalled that, at the last meeting, the Board had decided to consider the

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relationship between the Association and the Thames Valley Network (the meeting of chairmen of Berkshire & South Buckinghamshire clubs) at this meeting.

The Network had been fostered by the former Regional Director of ASA South East Region (Keith Sutton) to define a way in which clubs could start working together to develop a high quality system for producing talent, by providing a structure where the best swimmers train together. In addition, Keith had seen it as a way of developing club relationships, to improve economies of scale and develop a high quality workforce of both volunteers and coaches. It was noted that Berkshire was one of the priority areas which Rosa Gallop had in her work programme for the development of a club network.

The Board recalled a request from the Network to the Association earlier in 2013 for the Association to provide hand held IT devices for each of the clubs, at a total cost of £3,234. The former Executive Committee had deferred consideration of the request, pending a meeting between representatives of the Committee and the Network: unfortunately, that meeting had not yet been arranged.

Subsequently, following an informal discussion between Keith Sutton and the Hon Secretary, the Region, which had previously met the cost of the Network's meetings, asked the Association to take on that expenditure. The former Executive Committee had agreed to proceed in that way, subject to input on the venue.

There being no further information about the Network, it was felt that the best course would be defer consideration of the Association's relationship with the Network, pending a discussion with Rosa Gallop. However, it was hoped that, if the Network was to meet, the Association would be represented.

### **RESOLVED:**

- 1 That the consideration of the relationship between the Association, the Board and the Thames Valley Network be deferred to the next meeting.
- 2 That, if meetings of the Network are arranged in the meantime, the Network be requested to invite the President to attend.

### **21 COUNTY VOLUNTEER CO-ORDINATOR**

Prompted by an invitation from Becky Milnes, the ASA Volunteer Development Co-Ordinator, concerning the formation of national County Volunteer Co-Coordinator Network, the Board considered whether it should seek to appoint such a person. The Board had before it a prospectus for the Network and a role description for County Volunteer Co-Coordinator, prepared by Becky Milnes.

The role description had been posted on the Association's website and M Ukkash

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Lareefundeen (Windsor SC) had expressed an interest in the role.

The Board recalled that the post of County Volunteer Co-Coordinator had existed in the past, but had not been filled for some years, through lack of a volunteer, and apparent lack of national governing body support for the role. Members were not convinced about the necessity of the role, but noted that the national network was, effectively, to be relaunched at the ASA Conference on 19 October 2014.

### **RESOLVED:**

- 1 That consideration of making an appointment of County Volunteer Co-Coordinator be deferred until after the ASA Conference.
- 2 That, in acknowledgement of his interest in the role, Ukkash be supported financially by the Association if he wishes to attend the ASA Conference to discover more about the role.

## **22 CORRESPONDENCE**

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

- the initial invitation for the County team to compete in the British Gas National County Team Championships, to be held in Sheffield in October 2013: the details had been forwarded to Matt Heathcock and Joan Scarrott;
- Becky Milnes, the ASA Volunteer Development Co-Ordinator, had written that British Swimming's Event Volunteer Programme for 2013/14 had been launched and applications were being accepted: details would be posted on the Association's website.

## **23 ANY OTHER BUSINESS**

- A Stuart Fillingham reported that the Development Meet was 60% subscribed, although there had been no entries from Slough & Eton Dolphin SC or Wycombe District SC.
- B Sarah Kelly advised that Slough had lost its water time at the Montem Centre for 3 months.
- C Stuart Fillingham reported that the Garrison Pool at Aldershot would remain closed until at least January 2014, for remedial works: the position regarding the County events scheduled for that venue would be reviewed in due course.

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- D Stuart Fillingham pointed out that the Association's AOE equipment was not insured.
- E John Rowley asked Members to review the Handbook content on the Association's website.

The meeting concluded at 2135hrs.

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## APPENDIX

### What is the Berks & South Bucks Bursary Scheme?

In order to reduce some of the financial burden experienced by individuals when undertaking their continuous professional development, the ASA South East Region has made some funding available towards the cost of ASA/UKCC & SCUUK courses. The County Bursary Scheme is supplemental to the Regional Scheme.

### Who is eligible?

Applicants must be from clubs assigned to the Berkshire & South Buckinghamshire Sub-Region

No bursary will be granted to applicants who are already receiving support from the ASA South East Region for the course concerned.

Applications must be supported by a statement or evidence that the applicant has been actively engaged in teaching or coaching with the club for at least 6 months and expects to continue working at the club following the training.

The proposed course must be recognised by the ASA and the applicant must meet the course criteria. The Berkshire & South Buckinghamshire ASA has the final decision on which persons and clubs should be subsidised and reserves the right to limit the funds available,

### How often can I apply?

There is no limit to the applications which may be made, but bursaries will be limited by the available funds.

No bursary will be granted to applicants who are already receiving support from the ASA South East Region for the course concerned.

### How much funding is available?

Awards will be made to off-set the cost of training and examinations. Maximum bursaries are:

- ASA/UKCC Level 1 courses 50%
- ASA/UKCC Level 2 courses 66%
- ASA/UKCC Level 3 courses 75%.

These bursaries will also support those candidates up-skilling from an old qualification to a new UKCC qualification.

### How are applications made?

Applications for a bursary should be made through the Assistant Secretary with both the applicant and club chairman completing the relevant parts of the application form.

**ONLY FULLY COMPLETED FORMS WILL BE PROCESSED**, those with any information missing will be rejected.

Your fully completed application **MUST** be received and approved **BEFORE** you book on the course. As your voucher code is required for the booking process. **NO RETROSPECTIVE FUNDING WILL BE AWARDED**. Completed forms and supporting documents can be scanned and emailed to the Assistant

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Secretary, Rosemary Large

For level 3 bursaries, candidates must apply to the ASA and gain approval before applying for a County bursary. A copy of their acceptance onto Stage 1 of the course must be enclosed with the application form. Please contact [cathy.innes@swimming.org](mailto:cathy.innes@swimming.org)

## **When are bursaries awarded?**

All applications will be acknowledged by post or email, notifying the candidate and the club chairman of the Region's decision.

**For Level 1** if successful, the candidate will receive an email with a voucher code to the value of 50% of the course cost. This voucher code is then used when booking the course via [www.theiosonline.com](http://www.theiosonline.com)

**For Level 2** if successful, the candidate will receive an email with a voucher code to the value of 66% of the course cost. This voucher code is then used when booking the course via [www.theiosonline.com](http://www.theiosonline.com)

**For Level 3**, If successful, the candidate will receive an email confirming with a voucher code for stage 2. Remaining vouchers will be realised as stages are completed. The value of this will be £1500, set out as below:

Stage	Cost	Bursary
1	120	0
2	550	430
3	550	430
4	550	430
5	230	210

These voucher codes are used when booking the course via [www.theiosonline.com](http://www.theiosonline.com)

**Please note the voucher codes will be unique to the candidate and the course they state at the time of application and are not transferable to any other person or course.**

## **Can a club put several applicants through at the same time?**

Multiple applications will be accepted provided each candidate has completed a separate form.

Please write in BLOCK CAPITALS throughout and return your completed application to:

Rosemary Large  
Assistant Secretary  
Berks & South Bucks ASA  
Brookside House  
Lightwater  
GU18 5XA

Or e-mail to:

[Assistant.secretary@bsbasa.org](mailto:Assistant.secretary@bsbasa.org)

**BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

**MANAGEMENT BOARD**

**27 NOVEMBER 2013**

**REPORT OF INTERIM WATER POLO MANAGER**

As far as I can tell, although water polo may well be played in some schools, there is one club in the sub-region where water polo is practised and played - Reading SC.

According to the report about water polo to the Club's AGM, there are presently 19 active players, with 2 more not training at the time, due to injury or work commitments. No more than 26 players could be accommodated presently, unless additional water time could be secured. Members travel significant distances to attend training, and most are in the 30+ age group, so have family commitments.

Reading play in the London Leagues. Traditionally, the Club has competed in the Summer league, from April to October, where, this year, they have been in Division 1, of 5. Last year they entered the Winter league, too, in order to provide playing opportunities for less experienced players. The Club are the current Referee's Cup Champions, having won the final of the Winter League Tournament. The Club has, in the past, played in the National League.

The Club would like to attract more juniors, but recognise that they do not have the infrastructure or resources presently to run a junior session. The Club has recently approached other local clubs, about the possibility of combined sessions, for both adults, as well as juniors.

The regional centre of excellence for water polo is at Basingstoke (Hampshire).

R F Penfold  
19.11.13

**Berkshire and South Buckinghamshire ASA**  
**( Sub-Region of the ASA South East Region)**  
**Period ended 30 September 2013**  
**Draft accounts**

	Period ended 30 September 2013		Year ended 31 March 2013
<b>Income and Expenditure Account</b>			
<b>Income</b>			
2013 County Championship receipts	6		23,987
2013 Development Meet	2,000		6,128
2011 No Frills			
Synchro Receipts	272		
Inter County Gala rebate			1,000
Bank interest received	<u>22</u>		<u>42</u>
	2,300		31,157
<b>Expenditure</b>			
2013 County Championship expenditure			8,073
2013 Development meet	2,266		1,915
2011 No Frills expenditure			
Synchro Expences	141		
2013 Development camp			890
Inter county Gala expenditure			3,171
County polo shirts/Promotion			1,861
Trophies etc			3,402
Berkshire partnership			1,500
President & Hon. Secretary's expenses			460
Room hire (meetings etc)	230		256
Accountancy			540
Depreciation			1,377
Miscellaneous expenditure	<u>42</u>		<u>364</u>
	2,679		23,809
<b>Income over expenditure</b>	<u><u>(379)</u></u>		<u><u>7,348</u></u>

**Balance sheet**

<b>Assets</b>		<b>Liabilities</b>	
Bank accounts	92,790	Accruals	-
Fixed Assets(AOE Backup)	4,132	Funds 01 April 2013	97,301
		Income over expenditure	(379)
	<u><u>96,922</u></u>		<u><u>96,922</u></u>

Accruals:

                      
-

## Notes & Actions from meeting of Thames Valley Swimming Network Chairmen

Date: October 23<sup>rd</sup>, 2013

Venue: ASA Offices, Bisham, Marlow, Warwick Room.

Present: Chris Huggett (Chair), Jacquie Hughes (Maidenhead), Guy Couchman (Bracknell), Pat Stewart (Reading), Terry Norris (Chalfont), Jackie Rogers (Tilehurst), Chris Ross (Wycombe), Nigel Brand (Chesham, proxy for Phil Bousfield), Bob Odell (Berks & South Bucks County ASA President).

Apologies: Sarah Kelly (Slough) Chris Burton (Windsor), Guy Emerson (Amersham) Phil Bousfield (Chesham).

Agenda items and notes

### 1) TV Network Meeting Dates

The group discussed the need for fixed meeting dates for 2014. It was agreed to meet quarterly, at Bisham. The County have kindly agreed to fund room hire and refreshments. At the meeting it was agreed to meet on the 2<sup>nd</sup> Wednesday of each calendar quarter, however subsequently Chris from Wycombe requested we revisit that, as those are Wycombe Committee dates. The consensus is to meet on the 3<sup>rd</sup> Wednesday of each calendar quarter. Dates for 2014 are therefore : January 15<sup>th</sup>, April 17<sup>th</sup>, July 17<sup>th</sup>, October 16<sup>th</sup>.

### 2) TV Network and County interface

Most of the evening was dedicated to a discussion of how the network should engage with the county structure. The TVN Chair recounted for the benefit of Bob Odell, the new President, and Nigel Brand, the history of how the network came into existence and its activities and achievements so far. Nigel Brand, representing Chesham for the night but also a former County President, read from recent County minutes about the County Board's desire to engage with the network going forward. The network is seen as a very positive development by the board, both to see that the county coaches are meeting regularly and that the chairs meet to discuss the running of their clubs. Rosa Gallop, of ASA, would like specifically to work with the network to develop a Memorandum of Understanding and a Business plan. It was agreed that the TVN Chair will invite Rosa to the next Network meeting to discuss this further. Several of the TVN Chairs pointed out that the primary purpose of the network is as a simple peer group, for discussion and occasional collaboration on areas of mutual interest, and that formally joining together in a long term endeavor or business plan would be approached cautiously. Several chairs stated that they were unclear what the County's relevance was to them as a club. Wycombe's chair in particular said that the message from his club is that the county feels irrelevant.

*ACTION: TVN Chair to invite Rosa once dates are established.*

Nigel highlighted that the SE Region now has a new business manager, who may be of practical assistance to the network, named Alison Usher.

*ACTION: TVN Chair to contact Alison.*

Several chairs present also highlighted that they personally have very little knowledge of what the county organization looks like, who is involved, and what they do. They would like to know more and would like to receive more communication from the County. Nigel Brand said that all communications currently come in printed form from the County Secretary to each club secretary. The chairs felt that this is inadequate. An email could be sent to several members of each club, which would cost less, and which would increase the chances of all clubs being fully up to date with county news. Even an email linking people to the minutes section of the

website would alert clubs to that being available. In general the clubs feel the onus should be on the County to communicate to the clubs, not to expect the clubs to go looking for what the county might be doing.

*ACTION: TVN Chair to contact county secretary and propose this.*

Bob Odell described the structure of the new county board and its new sub-committee structure. Not all clubs have any representation on the county board, or are represented by a member who plays only a small part in their club day to day. This was discussed as an issue those clubs should think about addressing at the next AGM in July 2014.

It was agreed that Bob, as President, will receive a standing invite to Thames Valley Network meetings, and one other board member will also be invited each time, possibly on a rotating basis. Jacquie Rogers pointed out that the agenda of most TVN meetings is not necessarily related to county matters, but to the practical issues of collaboration between peer clubs. This is understood, but it is felt there is value in the county board at least hearing these discussions.

Bob circulated an announcement about the upcoming county camp, for which only 6 clubs have signed up. Some chairs were unaware of the camp (highlighting the earlier remarks), but were able to view the announcement in the meeting. There was also criticism from clubs that the next County Development meet is the day after an Arena league event.

Bob spoke about his initial objectives in his new role, saying that he did not initially intend to change too many things, but he would focus on the issue of volunteering, and we will hear more about this over coming months. A new county volunteer coordinator is in the process of being appointed. Clubs would be keen to hear more about what Bob wishes to achieve in his time as President, and thus inviting Bob ongoing to network meetings will help.

### **3) Topics for next/future meetings**

Some topics suggested for the next meeting include 1) discussion with Rosa Gallop about formalizing the network and building a business plan, 2) Discussion and best practice sharing on the benefits of standing orders v direct debit fee models (Treasurers to be invited too, possibly), 3) Swim 21 update from Helen Mack, 4) Further discussions on the funding proposals currently with the county swimming committee for development camps and overseas team trips.

*ACTION: all chairs to submit their ideas of topics for discussion.*

### **4) AOB**

Reading SC are to hold a L3 open meet on January 25<sup>th</sup>, subsequent to discussions in TVN meetings last year which agreed this was a good time of year for Reading to hold a gala. Draft details were circulated in the meeting.

Date of Next Meeting: January 15<sup>th</sup> 2014. Venue will be Bisham.

# Report to ASA South East Regional Management Board 01 November 2013



**From: Alison Usher, Divisional Business Manager**

## ASA Priorities

The Regional Aquatic Officers continue to work on delivering against the ASA Key Measures of;

- Swim Britain**
- Active Workplaces**
- Swimfit**
- Partnership Provider Programme**
- Local Aquatic Networks**

Progress against targets, is on track and we are confident that we will deliver against the one year measurements set by Sport England.

PPP is our key work around engaging with leisure operators and we have several operators in negotiations or signed into a Partnership agreement. This enables us to work closely with these operators to develop aquatics plans and help them develop in partnership their business.

Signed already are: Freedom Leisure, Woughton Leisure Centre, Sir Leon School, Stantonbury Campus. We have several at a negotiation stage including; Surrey Sports Park, Sencio, Wave Leisure.

## Staffing

The administration function in the division is being reviewed currently with the view to appointing a full time Office Manager based out of the South West Regional office. In agreement with the South East Board, the intention is to withdraw from the office agreement for Bisham Abbey by the end of the financial year. The details of administration function in the South East will be discussed fully with Roger Prior as Chair of the Board when we next meet.

Michelle Collier, Administrative Assistant (Swim 21) has accepted redundancy and will leave her post on 18<sup>th</sup> November. Michelle had worked for the ASA for 12 years, and we thank her for her service and wish her well in her future with Active Sussex. All Swim 21 queries should be directed to Bryony in the regional office or Helen Mack as Regional Club Officer.



Aimee Stokes, AO Kent left the organisation in October, and we are currently looking to replace this post, however I am taking this opportunity to review the areas Aquatic officers are covering and this will be done in full consultation with the staff involved. Beth Morse AO Sussex, returns to full time work on 2 January. She is doing a few days between now and December.

### Beacon Programmes

Beacon programmes discussions and planning are all undertaken by the ASA clubs team. Queries on the programmes or plans should be directed to Mel Handford, Head of Clubs or Rosa Gallop, Club Development Officer. Clubs have now received offer letters and are currently negotiating terms and conditions relating to their awards. There is no appeals process linked to Beacon applications, and this has been checked with Sport England as our funding partner.

### Club Development

Due to the extensive work going on around club development, we are having a planning session with the club development officers and regionally funded club officers across the division, in light of existing development plans in the regions, the objective of which is to ensure we are clear on what is happening and whom is managing and delivering on areas of work. This will then be communicated and discussed fully with the board and development group. If there is any area of work that the regions feels should be being addressed by the clubs team or that the board would like more involvement in by the staff, please let me know ahead of the meeting on November 21<sup>st</sup>.

Should you require any further information on any of the items identified above, please do not hesitate to request this.



## 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