



Committee	Regional Management Board
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Venue	Royal Wolverhampton School Swimming Centre
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Time and Date	9.00 am Saturday 28 th March 2009
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Present:	Mr P Wells (Chairman)	Mr R P N Hargreaves
Mrs E Sykes	Mrs M Fox	Mr P W Holmes
Mr B Simkins	Mr F A Green	Mr D Corbett
Mrs J Childs	Mr J E Russell	Ms H Edstrom

In Attendance:	Mrs L Hill (Regional Director)	Mr M W Beard (Finance Officer)
Mrs J Campbell (Regional Office Manager)		

Apologies:	Mr A Bartlett (President)	Mrs E Hindson
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Minute	Agenda Item	Details	Action
09/11.00	Welcome	Prior to the commencement of the meeting, a letter from Alan Bartlett was presented to the Board. Alan advised that due to his current medical situation he felt unable to take up the role of ASA President for 2009/10 and therefore felt it necessary to withdraw his nomination as ASA Vice President. He will continue his role as WMR President to the best of his ability. The Presidential Nomination Committee put forward John Russell as their recommendation to the Board for ASA Vice President. Roger Hargreaves formally proposed John Russell as ASA Vice President and this was unanimously approved by the Board. Mike Beard would write to ASA Chief Executive to advise the substitute ASA Vice President as per the ASA constitution.	MB
09/12.00	Minutes of 24th January 2009	Minutes approved.	
09/13.00	Matters arising from minutes of 24th January 2009		
09/13.01	<i>Minute 09/01.01 County meetings</i>	The Regional Director and Regional Chairman will arrange a date to meet with all County secretaries and County chairmen, possibly towards the end of April 2009. This would be an ongoing action.	RD / Chair
09/13.02	<i>Minute 09/01.02 Contemporary Issues CPD</i>	The CPD will be delivered by Neil Booth on 10 th May at the Royal Wolverhampton School. 16 candidates had already registered their interest in attending the CPD. Confirmation letter to be sent to candidates.	Regional Office
09/13.03	<i>Minute 09/01.02 Contemporary Issues CPD</i>	Jean Childs is delivering the CPD on 2 nd April at Wrekin College to approx 15 candidates. Names of attendees to be collated via John Russell / Regional Office.	JC / JR / Regional Office

09/13.04	<i>Minute 09/01.02 Disability Officials course</i>	John Russell and Regional Development Officer will contact Tony Ward to arrange next course.	JR / RDO
09/13.05	<i>Minute 09/01.06 IoS agreement</i>	Lesley Hill advised that an estimated surplus from IoS courses of £4,000 will be paid to the Region for the year 08/09. Due to the ASA restructure the previous IoS agreement will not apply in future.	
09/13.06	<i>Minute 09/01.07 Wrekin College affiliation</i>	Wrekin College has advised their starting date as 16 th April 2009. The ASA has been advised of the new club's affiliation.	
09/13.07	<i>Minute 09/01.10 ASA Council working group</i>	The meeting scheduled for 24 th February was postponed. A new date to be arranged. Helga Edstrom will contact Alan Bartlett.	HE
09/13.08	<i>Minute 09/03.02 Club constitutions</i>	Five clubs remain on the list for approval of their revised club constitution – Bluebird, Ledbury, Malvern, Darlaston and Worlds End.	AB
09/13.09	<i>Minute 09/06.01 Medical Classifier</i>	Mavis Fox and Liz Sykes have approached possible candidates and require further information on the role. The Regional Director asked for their contact details so she could liaise directly with them.	MF / ES / RD
09/13.10	<i>Minute 09/09.02 ASA Board representative nomination</i>	A group consisting of Alan Bartlett, Roger Hargreaves and Liz Hindson met to discuss a nomination for ASA Board representative to go forward to the AGM in September. The nomination put forward to the Board was Paul Wells – this was approved by the Board.	
09/13.11	<i>Minute 09/09.03 Life membership</i>	Alan Bartlett wrote to Gerry Thain to offer him Life Membership of the Region. This will be formally approved at the AGM in September.	
09/14.00 09/14.01	County updates <i>Shropshire</i>	The Shropshire County Executive was concerned with actions being taken by Ellesmere College Titans. The Regional Director would look into these issues. The county was pleased with the number of J1 and J2 officials gaining qualifications in Shropshire.	RD
09/14.02	<i>Worcester County</i>	The Hereford & Worcester Club & Coach Steering Group had met and put forward some proposals for the project going forward. The County Executive was concerned with the new requirements for Level 2 meets and the effect it would have on meets for local swimmers. It was clarified that these Level 2 requirements do not affect County Championships.	
09/14.03	<i>Warwickshire</i>	The Warwickshire County Executive was also concerned with the new Level 2 meet requirements. David Corbett advised that the formal affairs for the closure of Westminster Handsworth SC had all been dealt with. The Board approved the handing over of the two trophies to Warwickshire ASA. Formal thanks were recorded for the help given by Debbie Deane and David Corbett.	
09/14.04	<i>Staffordshire</i>	Mavis Fox reported that the Club & Coach programme is running well in the Staffordshire & Stoke on Trent partnership	

		area. At the recent County Championships, disability events were included in the programme, however no swimmers entered.	
09/15.00	Regional reports		
09/15.01	<i>Regional records</i>	A report was circulated to the Board. The website will be updated at the end of March 2009. The Records Officer also highlighted the fact that James Burden from City of Coventry achieved a British Age Group record in the 50m Freestyle at the recent British Championships in Sheffield.	
09/15.02	<i>Swimming committee minutes (17/1/09)</i>	<ul style="list-style-type: none"> • Level 3 Grand Prix to be progressed. • Time Trials went well and were well supported. • Database of Young Officials to be discussed by Swimming Committee. 	
09/15.03	<i>Masters committee minutes (18/2/09)</i>	No issues raised.	
09/15.04	<i>Water Polo report</i>	<ul style="list-style-type: none"> • Referees course at Walsall 18th/19th April. • RTC will continue to be organised nationally. The 93/94 age group could be catered for in Birmingham with pool time / coach paid for by Birmingham Sport. • Three potential coaches have been identified to take Level 2 course at Millfield Academy. Regional funding to be made available. • The committee is keen to support the 91/92 inter-regional competition. Further information to follow. • Helga Edstrom advised that the Birmingham SAG were holding a meeting to discuss Water Polo in Birmingham / Region on 29th March. 	
09/15.05	<i>Declaration of interest</i>	Mike Beard advised the meeting that the Region's Disability Squad Coach, Sarah Brown, had recently been appointed as Head Coach of Solihull Swimming Club, of which he is Chairman and he was, therefore, her line manager. Whilst, as Finance Officer, he is not a voting member of the Board, MB nevertheless wished the appointment to be placed on record in line with best corporate governance practice.	
09/16.00	ASA restructure		
09/16.01	<i>Regional implications</i>	The Regional Director ran through the two ASA presentations 'Free Swimming' and 'Challenge for us all' and confirmed the situation to date: <ul style="list-style-type: none"> • Director of Partnerships has been appointed to commence May 2009. • Training plan for County Swimming Coordinators identified. • Hosting arrangements to be negotiated. • Mandy Mason – Black Country & Helen Preedy – Hereford & Worcester. • Debbie Deane – no role identified at present, in consultation phase with ASA. • Carole McArdle will be a full time IoS tutor for East Midland and West Midland regions. 	
09/16.02	<i>Regional outcomes 2009-13</i>	The targets for Learn to Swim, Athlete Development, Health and Lifelong Participation, Workforce, Facilities and Governance were presented to the Board with the relevant	

09/16.03	<i>Interim Options</i>	<p>Regional KPIs. These KPIs have been extracted from the National KPIs, although some KPIs need to be renegotiated. The Board members were asked to identify what they felt were the top 10 priorities for the Region and feedback to the Regional Director along with any other questions / comments by Friday 10th April.</p> <p>The Regional Director advised the Board that there would be some grey areas until the new ASA structure was fully imbedded and the risk areas were identified as:</p> <ul style="list-style-type: none"> • Swim 21 (major KPI for Region) • Discipline development • ASA counties – officials / volunteers • Workforce development & club workforce requirements • Club membership support • Standing committee support. <p>These areas of delivery are likely to be a problem in the short term. Wherever possible the KPIs would be allocated to the new County Swimming Co-ordinator posts.</p>	Board members / RD
09/16.04	<i>Club & Coach</i>	<p>The Regional Director updated the Board on the current situation. Four out of the five posts had been filled, although the H & W coach subsequently resigned, the Black Country coach is on sick leave and the post will remain open for 6 months, and there were no suitably qualified coaches for the Shropshire position.</p> <p>Sport England has agreed on flexibility for the funding and it will not be lost.</p> <ul style="list-style-type: none"> • The H & W Steering Group has produced a paper identifying a way to deliver the plan without bringing in another coach. • A position will be advertised for a development coach in Shropshire / Black Country who will be overseen by Nathan Hilton. • As part of the Whole Sport Plan, funding is available for a Beacon programme in Coventry. Nick Sellwood and Lesley Hill will meet on 31st March to start the negotiations and look at ways to develop other clubs in the CSW partnership area. • The club and coach funding can also be used to part fund a diving coach at Coventry in conjunction with the England Talent department. • Regional group to manage Club & Coach. • A coaches forum is up and running comprising Adam Ruckwood, Jo Deakins, Carl Grosvenor, Nathan Hilton and Sarah Brown, which will report into Swimming Committee. 	
09/17.00	Regional Finance	<p>The Finance Officer circulated three documents to the Board:</p> <ol style="list-style-type: none"> 1. A list of membership numbers by County and Club for 2008 which showed that the total membership for the Region at just over 17,000 was slightly up on 2007. 2. A detailed financial forecast for the year ending 31 March 2009 which reported an anticipated smaller deficit than budget. MB explained to the Board that the Region's accounts were becoming more complex due to the growing number of funded and partly funded projects and that he and Lesley were regularly reviewing the best way for them to be presented. Final accounts for the year will be presented to the 	

		<p>Board at its May meeting.</p> <p>3. A preliminary budget for the year ending 31 March 2010. MB asked the Board to merely note the budget at this stage because there were still so many uncertainties to be resolved. A budget will be formally put to the Board at its May meeting.</p> <p>The Finance Officer asked the Board for authority, together with the Chair and Regional Director, to put together and implement a business proposal to carry out the roles not covered by the County Swimming Coordinators and vacant positions for a period of up to 6 months. This was approved unanimously.</p>	FO / Chair / RD
09/18.00	Any other business	<p>Tony Green asked whether there was funding available for tutor development, in particular for coaching courses. Tutor development will be the responsibility of IoS.</p> <p>Tony Green also suggested that as the County Swimming Coordinators were moving into the County Sports Partnerships, it may be useful to have a CSP representative on the Board. The Regional Director agreed to approach the CSP Directors.</p> <p>Roger Hargreaves asked if there were any planned changes to the Swim 21 panel as it could have implications for the Constitution.</p>	RD
09/19.00	Date of the next meeting	Confirmed as Saturday 16th May 2009 at 09.00hrs at the Royal Wolverhampton School.	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Mike Beard to write to ASA Chief Executive to advise the substitute ASA Vice President, as per the ASA constitution.	09/11.00	MB
➤	The Regional Director and Regional Chairman to arrange a date to meet with all County secretaries and County chairmen, possibly towards the end of April 2009.	09/13.01	RD / Chair
➤	Confirmation letter to be sent to candidates on 'Contemporary Issues' CPD.	09/13.02	Regional Office
➤	Names of attendees at Shropshire 'Contemporary Issues' CPD to be collated via John Russell / Regional Office.	09/13.03	JC / JR / Regional Office
➤	John Russell and Regional Development Officer to contact Tony Ward to arrange next Disability Officials course.	09/13.04	JR / RDO
➤	Helga Edstrom to contact Alan Bartlett to arrange meeting for ASA council working group.	09/13.07	HE
➤	Remaining 5 club constitutions to be chased.	09/13.08	AB
➤	Contact details for possible medical classifiers to be passed to Regional Director.	09/13.09	MF / ES / RD
➤	Regional Director to look at issues concerning Shropshire and Ellesmere College Titans.	09/14.01	RD
➤	Board members to review regional targets, outcomes and KPIs and report back to RD with top 10 priorities and any further comments by 10 th April.	09/16.02	Board members / RD
➤	Business proposal for interim 6 month period.	09/17.00	FO / RD / Chair
➤	RD to approach CSP Directors re possible Board representation.	09/18.00	RD

Minutes prepared by	Date	Reference
J E Campbell	16 th April 2009	JEC/WMMB 16.4.09