



Committee	Regional Management Board	
Venue	Royal Wolverhampton School Swimming Centre	
Time and Date	9.00 am Saturday 16 th May 2009	
Present:	Mr P Wells (Chairman)	Mr A Bartlett (President)
Mr R P N Hargreaves	Mrs M Fox	Mr P W Holmes
Mr B Simkins	Mr J E Russell	Mr D Corbett
Ms H Edstrom	Mrs E Sykes	Mr S Highfield
Mrs E Hindson		
In Attendance:	Mrs L Hill (Regional Director)	Mr M W Beard (Finance Officer)
Mrs J Campbell (Regional Office Manager)		
Apologies:	Mrs J Childs	Mr F A Green

Minute	Agenda Item	Details	Action
09/20.00	Welcome	The Chairman welcomed Stuart Highfield to the meeting as the substitute County representative for Shropshire ASA. The President, Alan Bartlett, recorded his thanks for all the good wishes he had received following his recent operation.	
09/21.00	Minutes of 28th March 2009	Minutes approved.	
09/22.00	Matters arising from minutes of 28th March 2009		Regional Office
09/22.01	<i>Minute 09/11.00 ASA Vice President</i>	Mike Beard wrote to the ASA Chief Executive advising the name of the substitute ASA Vice President.	
09/22.02	<i>Minute 09/13.01 County meetings</i>	The Regional Director and Chair proposed a meeting on 20 th June at the Royal Wolverhampton School for up to 4 members per county, SAG chair and any Board members who were able to attend. The meeting would primarily focus on the new ASA structure.	
09/22.03	<i>Minute 09/13.02 Contemporary Issues CPD</i>	The CPD was delivered by Neil Booth on 10 th May at the Royal Wolverhampton School attended by 24 candidates. It was hoped that these attendees would deliver the CPD on a local level.	
09/22.04	<i>Minute 09/13.03 Contemporary Issues CPD</i>	Jean Childs delivered the CPD on 2 nd April at Wrekin College to 17 candidates.	
09/22.05	<i>Minute 09/13.04 Disability Officials</i>	John Russell has contacted Tony Ward, who is willing to arrange another course, possibly at the Disability	

	<i>course</i>	Championships in January 2010. The Regional Director will follow this up.	
09/22.06	<i>Minute 09/13.07 ASA Council working group</i>	Meeting arranged for 22 nd May at Redditch offices.	HE/AB/EH/ JR/JC
09/22.07	<i>Minute 09/13.08 Club constitutions</i>	Only three clubs remain on the list for approval of their revised club constitution – Darlaston, Malvern and Worlds End. Mavis Fox agreed to make contact with Darlaston and Paul Wells with Malvern.	MF / PW
09/22.08	<i>Minute 09/13.09 Medical Classifier</i>	A role description was required – the Regional Director would obtain one and forward to Liz Sykes.	RD
09/22.09	<i>Minute 09/14.01 Ellesmere College Titans</i>	The Regional Director will look at ways of working with Ellesmere College Titans, which would be beneficial to Shropshire and the Region.	RD
09/22.10	<i>Minute 09/16.02 Regional targets</i>	Agenda item.	
09/22.11	<i>Minute 09/17.00 Business proposal</i>	Agenda item.	
09/22.12	<i>Minute 09/18.00 CSP Directors</i>	The Regional Director approached the CSP Directors regarding possible co-option onto the Board. All were interested and they would put forward a nomination for a representative to attend.	RD
09/23.00	ASA Board report	<p>Paul Wells and John Russell attended the ASA Board on 17th April 2009.</p> <ul style="list-style-type: none"> • The Head of Talent Development, Nick Sellwood, presented the English Programmes strategy on the athlete development programme - this includes proposals for a Beacon programme initially in Coventry, Diving development centre in Coventry, Synchro performance centre in Birmingham and Water Polo development centre in Birmingham. NS will be liaising with the Regional Director regarding these plans. • The ASA Facilities Strategy was presented by Kelvin Juba. There is some new funding available. • Nominations for ASA President 2011/12 would be open to the sport as a whole and would be put forward to the ASA Board for a decision. • It was proposed to increase the insurance cover for Loss of Indemnity from £10m to £20m. • HM Revenue and Customs have confirmed that ASA awards are subject to VAT as from 1st April 2009. • The sponsorship deal with British Gas was formally approved – there may be some sponsorship for regional events. • There was some discussion on the new CRB procedures. The Chair will circulate some notes relating to this. 	Chair
09/24.00	County updates		
<i>09/24.01</i>	<i>Staffordshire</i>	No issues raised.	
<i>09/24.02</i>	<i>Shropshire</i>	A development group has put forward some proposals for	SH / RD

<p>09/24.03</p> <p>09/24.04</p>	<p>Worcester County</p> <p>Warwickshire</p>	<p>development in the County and questioned whether funding was available. The Regional Director requested that the proposals are forwarded to her and she would look at any funding possibilities.</p> <p>A meeting of the Hereford & Worcester Club & Coach Steering Group takes place on 20th May where they would push forward their proposals with a view to implementation in the near future.</p> <p>The County was concerned with the Level 2 meet requirements post September 2009 and the potential loss of income for clubs and the Region. David Corbett will liaise with Boldmere SC and Bernard Simkins on the relevant issues and possible solutions and will submit these to the ASATSC via Liz Sykes / Jane Davies for 28th June meeting.</p>	<p>DC / ES</p>
<p>09/25.00</p> <p>09/25.01</p> <p>09/25.02</p>	<p>Regional reports</p> <p>Regional records</p> <p>Swimming committee minutes (4/4/09)</p>	<p>A report was circulated to the Board with 3 records which were approved. 2 record applications were rejected, and the Records Officer provided detailed reasons for this decision. The Board approved the decision taken by the Records Officer and the regional records rules would not be amended</p> <p>Minutes not available – to be dealt with at the next RMB meeting.</p>	<p>Regional Office</p>
<p>09/26.00</p> <p>09/26.01</p> <p>09/26.02</p>	<p>ASA restructure</p> <p>Update to the Board</p> <p>Regional priorities</p>	<p>The Regional Director circulated an update from the ASA dated 8th May 2009. The current situation in the West Midland Region is as follows:</p> <ul style="list-style-type: none"> • Nik Turnbull – Senior County Swimming Coordinator based in Birmingham • Jodi Fereday – County Swimming Coordinator based in Staffordshire & Stoke-on-Trent • Zoe Cooper – County Swimming Coordinator based in Shropshire, Telford & Wrekin • Helen Preedy – County Swimming Coordinator based in Hereford & Worcester • 2 vacant positions in Black Country and Coventry, Solihull & Warwickshire – positions readvertised. <p>The staff are undergoing comprehensive induction programmes at present. The Regional Director has met with all staff and discussed 6 – 8 week priority work areas. The team has been tasked with holding sub-regional meetings with pool managers and local authorities. The Regional Director will invite the new staff to meet the RMB at the meeting on 18th July, when they will be able to update the Board on their work programmes. The staff will arrange to meet with counties and clubs following their induction.</p> <p>The Regional Director and Chair will meet Neil Fender, Director of Partnerships, at the beginning of June.</p> <p>Five Board members responded with key priorities for the Region following the last RMB meeting as follows:</p> <ul style="list-style-type: none"> • Swim 21 – supporting the club structure and training people to help with the process. • Volunteer and officials training – improving support. 	<p>RD / Regional Office</p>

<p>09/26.03</p>	<p><i>Regional Structure update</i></p>	<ul style="list-style-type: none"> • Swimmer pathways – rolling out across the Region. • Grant Aid – maintaining support to clubs. • Regional structure – supporting County ASAs. • Standing committee structure – working with Chairs and Secretaries to assess and review. • Disability. • Club and Coach. • Communication. • Broker worker relationships with local authorities - working to improve communication between local authorities and clubs. • Workforce development. <p>The role of the Regional Director is to articulate the regional priorities and determine how to address them. Some of the priority areas can be included in the CSCs work programmes. It was suggested that SAG Chairs could be involved in club development work together with the CSCs. This will require further discussion with the new team.</p> <p>In light of the ASA restructure, the Regional Director felt that it was important to look at the regional operating structure and to ensure that the existing resources were utilised effectively to ensure that the regional priorities and KPIs are delivered. Nicki Mathers (14 hours) – Club & Coach support. Nicole Johnson (20 hours) – ASA/RWS Swimming Centre and Synchro development. Sarah Brown (20 hours) – Disability. Jane Campbell (28 hours) – Office management and monitoring and evaluating outcomes. The Region should look at putting in place a ‘Club & Volunteer support team’ – Swim 21, volunteer and official’s development, swimmer pathways, discipline development. Additional hours required for Water Polo support and development.</p>	
<p>09/26.04</p>	<p><i>Club & Coach</i></p>	<p>The Regional Director updated the Board on Club and Coach and proposed re-launching the project in September 2009 due to:</p> <ul style="list-style-type: none"> • Launch of ASA strategy • The restructure • The flexibility of the Sport England grant • Staffing issues that the Region has experienced. <p>The swimmer pathway proposals in Coventry, Solihull and Warwickshire could be included in the Club & Coach project and the group were requested to submit a paper to the Regional Director.</p>	<p>DC / RD</p>
<p>09/27.00</p>	<p>Regional Finance</p>	<p>The Finance Officer circulated three documents to the Board:</p> <ol style="list-style-type: none"> 1. The draft accounts for the year ending 31 March 2009, showing a net deficit for the year of £12k (after provisions) and net reserves at the end of the year of £100k. The President thanked the Finance Officer for all his work in preparing the accounts and they were formally approved by the Board. 2. Detailed expenditure on the Operational Plan, ring-fenced income, club and coach and PESSYP. 3. A budget for the year ending 31 March 2010. The budget includes an additional £10k in staff costs to cover the gaps in provision to deliver regional priority areas and KPIs. The budget was formally accepted by 	

		the Board. The Finance Officer advised the Board that he would submit an updated 4 year forecast to the next RMB meeting to enable the Board to have preliminary discussions on 2010 membership fees.	MB
09/28.00	Any other business	Board members were reminded that nominations for Aquaforce Volunteer Awards were open until 1 st July 2009. County reps were asked to remind their County Management Boards and clubs.	County reps
09/19.00	Date of the next meeting	Confirmed as Saturday 18th July 2009 at 09.00hrs at the Royal Wolverhampton School.	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	County meeting – 20 th June at the Royal Wolverhampton School	09/22.02	Regional office
➤	Disability Officials course to be followed up.	09/22.05	JR / RD
➤	ASA Council working group meeting on 22 nd May.	09/22.06	HE/AB/EH/JR/JC
➤	Club constitutions to be chased from Darlaston (MF), Malvern (PW) and Worlds End.	09/22.07	MF / PW
➤	Role description for Medical Classifier	09/22.08	RD
➤	Regional Director to look at ways of working with Ellesmere College Titans.	09/22.09	RD
➤	Nomination of a CSP Director for co-option onto RMB.	09/22.12	RD
➤	Notes on new CRB procedures to be circulated by the Chair.	09/23.00	Chair
➤	Shropshire development proposals to be forwarded to the Regional Director.	09/24.01	SH / RD
➤	David Corbett to liaise with Boldmere SC and Bernard Simkins on relevant issues and possible solutions regarding Level 2 meet requirements and submit to Liz Sykes.	09/24.04	DC / ES
➤	Swimming committee minutes to be in next RMB agenda.	09/25.02	Regional Office
➤	New County Swimming Coordinators to be invited to attend next RMB meeting.	09/26.01	RD / Regional Office
➤	CSW swimmer pathway proposals to be submitted to Regional Director.	09/26.04	DC / RD
➤	Finance Officer to submit an updated 4 year forecast to the next RMB meeting.	09/27.00	MB
➤	County reps to remind their County Management Boards and clubs of closing date for Aquaforce Volunteer Awards.	09/28.00	County reps

Minutes prepared by	Date	Reference
J E Campbell	18 th May 2009	JEC/WMRMB 18.5.09