



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 18 th July 2009
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Present:	Mr A Bartlett (President)	Mrs E Sykes
Mr R P N Hargreaves	Mrs M Fox	Mr P W Holmes
Mr B Simkins	Mr J E Russell	Mr D Corbett
Mrs E Hindson	Mrs J Childs	Mr F A Green

In Attendance:	Mrs L Hill (Regional Director)	Mr M W Beard (Finance Officer)
Mr Nik Turnbull (Senior County Swimming Coordinator)	Mrs J Campbell (Regional Office Manager)	

Apologies:	Mr P Wells	Ms H Edstrom
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Minute	Agenda Item	Details	Action
09/30.00	Welcome	In the absence of Paul Wells, Alan Bartlett acted as Chair for the meeting. Alan introduced Nik Turnbull (Senior County Swimming Coordinator) to the members and invited the members in turn to introduce themselves to Nik.	
09/31.00	Minutes of 16th May 2009	Minutes approved.	
09/32.00	Matters arising from minutes of 16th May 2009		
09/32.01	<i>Minute 09/22.02 County meeting</i>	Successful meeting held.	
09/32.02	<i>Minute 09/22.05 Disability Officials course</i>	Tony Ward is willing to deliver a course.	
09/32.03	<i>Minute 09/22.06 ASA Council working group</i>	The working group has met and progressed with details for the event. A meeting with Jane Sheard, Jane Campbell, Alan Bartlett and John Russell will take place on 12 th August at the Holiday Inn, Stratford-upon-Avon.	AB/JR/JCa
09/32.04	<i>Minute 09/22.07 Club constitutions</i>	Mavis Fox has contacted Darlaston and passed details to Alan Bartlett. No further contact with Malvern or Worlds End.	AB
09/32.05	<i>Minute 09/22.08 Medical Classifier</i>	The role description was circulated. News item to be put on website.	Regional Office
09/32.06	<i>Minute 09/22.09 Ellesmere College Titans</i>	The Regional Director has made contact with Ellesmere College Titans and the club is keen to work with the Region.	

09/32.07	Minute 09/22.12 CSP Director nomination	This will be picked up post AGM.	RD
09/32.08	Minute 09/23.00 New CRB procedures	Circulated by the Chair.	
09/32.09	Minute 09/24.01 Shropshire development proposals	Proposals received and feedback returned. The county development working party has met to discuss further plans – Zoe Cooper (County Swimming Coordinator) has offered her help.	
09/32.10	Minute 09/24.04 Level 2 licence meet requirements	David Corbett and Ian Lamb attended the ASATSC on 28 th June on behalf of the Region with a satisfactory outcome. The ASATSC agreed that Level 2 and Level 3 meets could be run concurrently, but would have to have separate licences with separate conditions and entry criteria and results submitted to ASA ranking separately. John Russell was concerned that meet software would not be able to offer this facility and also that swimmers and parents may not fully understand the concept. The Regional Office would impart this information to County secretaries for circulation. The Chair thanked David for his time and effort in pursuing this issue.	Regional office
09/32.11	Minute 09/26.04 CSW swimmer pathway proposals	The Regional Director had not received any proposals from CSW to date. Tony Green advised that the CSW SAG were keen to roll out the swimmer pathways project across the partnership area. The RD will follow this up with TG.	RD/TG
09/32.12	Minute 09/28.00 Aquaforce Volunteer Awards	A few nominations have been received by the Regional office which will be judged by the Swim 21 panel on 24 th July. Post meeting note: <i>Regional winners:</i> <i>Club award – Keith Campbell, The Court ASC</i> <i>County/region award – Trevor Clarke – Leamington Spa SC / Kenilworth Masters SC</i> <i>Long service award – Herbert Wedge, Wellington SC</i> <i>Young volunteer (under 18yrs) – Chloe Hall, Shrewsbury SC SC</i> <i>Young volunteer (18-25yrs) – Stewart Nicklin, Stourbridge SC</i> <i>Presentations will be made at the Annual General Meeting on 19th September 2009.</i>	Regional Office / TG
09/33.00 09/33.01	County updates Shropshire	Nathan Hilton has visited the County. The county ran a successful development day delivered by Nick Gillingham. The clubs gained valuable experience and are now starting to work together. Zoe Cooper (CSC) is keen to deliver some synchro and water polo taster sessions in the county. The county has moved forward on officials development with new JL1 and JL2s qualified and licensed.	
09/33.02	Warwickshire	Issues with running Level 2 licensed meets were dealt with following the recent agreement at national level. There was ongoing concern with the club and coach situation in the county. The recent synchro championships jointly held with Staffordshire were very successful.	
09/33.03	Worcester	The club and coach project in the H & W partnership area is	

09/33.04	<p><i>County</i></p> <p><i>Staffordshire</i></p>	<p>moving forward slowly. The northern group has met and is progressing with proposals, the southern group meet at the end of July, but the central group has not yet arranged to meet.</p> <p>The club and coach project in the county is working well and the county has noticed improved results. The county is still struggling with officials. The proposed closure of Brierley Hill and Coseley swimming clubs, due to closure of Coseley Baths, was discussed. The Board agreed that Peter Holmes would arrange to visit the officers of Brierley Hill SC to discuss a way forward. The RD will write to the club initially to explain the nature of Peter's visit to the club.</p>	RD/PH
<p>09/34.00</p> <p>09/34.01</p> <p>09/34.02</p> <p>09/34.03</p> <p>09/34.04</p>	<p>Regional reports</p> <p><i>ASA Board report</i></p> <p><i>Regional records</i></p> <p><i>Swimming committee minutes (4/4/09)</i></p> <p><i>Masters committee minutes (20/5/09)</i></p>	<p>The report was circulated by Roger Hargreaves following the ASA Board on 26th June 2009.</p> <ul style="list-style-type: none"> • ASA accounts finalised. • KPIs examined for 2005-2009. • Regional representation removed from national committees. • Min age for Open Water events up to 1k reduced to 11 years. • Provisions for costumes in racing events altered following Dubai Charter. • Membership fees proposed and accepted for 2010. • Harold Fern Award awarded to Mike Beard – Mike Beard thanked the Board for nominating him. <p>A report was circulated to the Board with 2 records which were approved. A further record set by Rachael Kelly in the 50m Butterfly at the European Juniors was reported verbally, and approved by the Board.</p> <p>Minutes accepted. Due to the revised format of the ASATSC it may be necessary to change the format of the West Midlands swimming committee. Liz Sykes to meet with the RD to discuss.</p> <p>Minutes accepted. Peter Holmes requested information on the Swim shop funding from the Masters event – the Finance Officer would try and obtain the information. The 2009 Masters Inter-County event will be held at Stafford Leisure Centre.</p>	<p>ES/RD</p> <p>MB</p>
09/35.00	<p>Senior County Swimming Coordinator</p>	<p>Nik Turnbull gave the Board an overview of the role of the County Swimming Coordinators and how they would be working on a sub-regional level, but working closely with the Regional Director and regional team.</p> <p>The team are: Nik Turnbull – Birmingham Sarah Price – Black Country Zoe Cooper – Shropshire Jodi Fereday – Staffordshire & Stoke-on-Trent Coventry, Solihull & Warwickshire post to be appointed shortly.</p> <p>Key priorities are:</p> <ul style="list-style-type: none"> • Engaging with local authorities and clubs and build relationships. • Free swimming initiative – supporting local authorities 	

		<p>and the free swimming lessons for new users.</p> <ul style="list-style-type: none"> • Pool programming to ensure maximum usage. • Education. • Working with local authorities to produce Aquatic Strategies. • Promoting swimming as a sport through club environment. <p>Following questions from Board members, Nik advised that the CSCs are currently undergoing training for all aspects of the role and are awaiting clarification of their work programmes and KPIs. The team will be working closely with the Regional Director to deliver regional KPIs, including Swim 21, as well as promoting ASA services and products.</p>	
<p>09/36.00 <i>09/36.01</i></p>	<p>ASA Strategy <i>Regional KPIs</i></p>	<p>The Regional Director has extracted the KPIs into a regional template (Operational Plan) and is in the process of cross checking these to ensure they are realistic and achievable. The CSC work programmes with dedicated KPIs should be ready by September and they will be shared with the Board. The regional KPIs which are not on the CSC work programmes will need to be delivered through the Regional office.</p>	RD
<p><i>09/36.02</i></p>	<p><i>ASA development funding</i></p>	<p>The Regional Director circulated a paper which highlighted the KPIs to be delivered through the Regional office and request for ASA development funding. The funding has been approved with a total of £20k now available for regional development.</p>	
<p><i>09/36.03</i></p>	<p><i>Club and Coach update</i></p>	<p>A Head Age Group coach has been appointed to work with Nathan Hilton to cover the satellite sessions for Black Country/Shropshire/Staffordshire & Stoke-on-Trent. Marc Foster is a Level 3 coach and will start in September. An opportunity has arisen in conjunction with the Royal Wolverhampton School for education/swimming scholarships. The school has 21.5 hours pool time and land training facilities available for a dedicated swimming programme for boarder and/or day pupils. Some places have already been taken – flyers taken to Nationals to promote the programme.</p> <p>A Regional Coaches Forum has been established for coach and athlete development. A coach from Hereford & Worcester will be invited to join the forum along with one from Shropshire.</p> <p>The England Talent Development Programme features a 'Duel in the Pool' event on 4th October at Gloucester GL1 (West Midlands v South West) – details to be forwarded to the Board.</p>	Regional office
<p>09/37.00 <i>09/37.01</i></p>	<p>Regional Finance <i>Development costs to 30/6/09</i></p>	<p>The Finance Officer circulated the development costs to 30th June 2009 for the Board's information.</p>	
<p><i>09/37.02</i></p>	<p><i>4-year forecast</i></p>	<p>A financial projection showing a) no increase in membership fee and b) an increase of 50p per annum in membership fee was circulated to the Board. No decision is required until the September RMB meeting.</p>	
<p><i>09/37.03</i></p>	<p><i>Water polo update</i></p>	<p>2 regional teams (one each for boys and girls) have been entered for the under-19 inter-regional competition which will take place early September at a venue tbc. The cost to the</p>	

		Region is £400 per competition, plus any accommodation required for the players. Training for both teams will take place at Walsall. The Millfield Academy players (95/96) will be given a £50 grant towards their costs with a £250 grant for the West Midlands coach who will be attending.	
09/38.00	Officials development	John Russell circulated a paper on Officials licensing highlighting certain issues: <ul style="list-style-type: none"> • 48.8% of regional officials are licensed. • From Sep 2010 all JL1 and JL2 at Level 1 and 2 meets must be licensed. • From Sept 2011 min. level for officials is licensed JL1. • Counties and clubs will struggle to run meets. John Russell proposed that the Region could pay for all officials to be licensed (first application only). This was seconded by David Corbett and approved by the Board in principle. Further discussions were needed to ascertain what the other disciplines were doing and how payment of the fee could be implemented.	JR/MB/RD/ Regional office
09/39.00	ASA 1st Council Conference	The ASA is offering each Region the opportunity for an additional 15 delegates to attend the conference. The RMB suggested that the Region offers 4 places to each county, one of which should be a young person (under the age of 30). Travelling expenses would be offered by the Region to attend the conference at a rate of 30p per mile – car sharing is recommended. Although delegates can book the dinner and accommodation at the hotel, this would be at the individual's own expense. The Regional office will contact the County secretaries.	Regional office
09/40.00	Any other business		
09/40.01	<i>President Elect</i>	Liz Sykes was asked to leave the meeting. The Presidential selection group had commented on the difficulty in deciding between two of the candidates and put forward its recommendation of Tony Ward to the Board for nomination as President Elect 2009/10. All voted in favour of the nomination. It was then agreed unanimously that Liz Sykes be nominated as President Elect for 2010/11. The President thanked Liz Hindson and Paul Wells for their time and also the Counties for sending in excellent nominations.	
09/40.02	<i>Annual Report and AGM</i>	The Annual Report has been completed and has been forwarded to the design company. Nominations have been received for regional posts.	
09/40.03	<i>Succession planning</i>	The succession planning document will be revisited following the AGM. It was recommended that post holders should try and find their own replacement.	
09/40.04	<i>Life Membership</i>	As it was Roger Hargreaves' last RMB meeting, the President thanked him for all the time he has given to 'swimming' over the last 30 years for the Midland District and West Midland Region. Liz Hindson recommended that he was offered Life Membership of the Region – this was approved by the Board members.	
09/40.05	<i>Vote of thanks</i>	The President thanked everyone on the Regional Management Board for all they had done during the last 12	

		months.	
09/41.00	Date of the next meeting	AGM Saturday 19th September 2009 at Summerhill School, Kingswinford. RMB Saturday 26th September 2009 at the Royal Wolverhampton School.	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Meeting at Holiday Inn, Stratford-upon-Avon on 12 th August re ASA Council.	09/32.03	AB/JR/JCa
➤	Alan Bartlett to follow up on last 3 club constitutions.	09/32.04	AB
➤	Medical Classifier information to be put on website.	09/34.05	Regional Office
➤	CSP Director nomination.	09/32.07	RD
➤	Level 2 meet requirements – update to be circulated to County secretaries.	09/32.10	Regional Office
➤	CSW swimmer pathways – RD to liaise with Tony Green.	09/32.11	RD / TG
➤	Peter Holmes to make contact with Brierley Hill SC to discuss proposed closure.	09/33.04	RD / PH
➤	Liz Sykes to meet with RD to discuss swimming committee structure.	09/34.03	RD / ES
➤	Finance Officer to obtain breakdown of swimshop income per event.	09/34.04	MB
➤	CSC work programmes to be shared with the Board when available.	09/36.01	RD
➤	England Talent Development Programme details to be forwarded to the Board.	09/36.03	Regional Office
➤	Discussion on officials licensing across the disciplines and implementation of fee payments.	09/38.00	JR/MB/RD/ Regional Office
➤	Regional Office to contact County secretaries re ASA conference delegates.	09/39.00	Regional Office

Minutes prepared by	Date	Reference
J E Campbell	29 th July 2009	JEC/WMRMB 29.7.09