ANNUAL GENERAL MEETING

Minutes of the ANNUAL GENERAL MEETING of the Council of the Amateur Swimming Association
held at The Selsdon Park Hotel, Croydon on Saturday 11th October 2008

PRESENT:
OFFICERS: Alan Donlan (President) David Sparkes (Chief Executive)
Mel Goldberg (Meeting Chairman) Kay Grimshaw (Vice-President)

ASA BOARD:
Chris Bostock Anne Clark David Fletcher
Ray Gordon Roger Hargreaves Ray Hedger
Ian Mackenzie Robert Margetts Leigh Robinson
Simon Rothwell Marc Taylor

LONDON:
Stephen Baker Jackie Bedford Den Collen
William Collins Jean Cooke Vernon Davies
Jean Scott Anne Van Beukelen Richard Whitehead

WEST MIDLAND:
Alan Bartlett Mike Beard Jean Childs
Tony Green Liz Hindson Peter Holmes
John Russell Paul Wells

EAST:
Chris Galer Sheila Mackenzie Neil McGuire
Dave Metcalf Gerry Metcalf Andy Morton
Don Neate Pat Neate Dave Robinson

EAST MIDLAND:
Peter Birchmore Josie Grange Carole Henson
John Hidle Andrew Marvin Barrie May
David Rush

NORTH WEST:
Neil Booth Alan Boyle Brian Boyle
Pat Gabbitas Roy Gabbitas Val Mellor
Alan Stafford Jim Wilks

SOUTH EAST:
John Davies Dave Harman Lis Hartley
Janet Hedger Janet Holdstock Alan Lewis
Mike Lambert Madge Lyne Trevor Marshall
Roger Penfold Roger Prior Shelley Robinson

SOUTH WEST:
Julie Airlie John Bird Marion Britton
Sue Dors Phil Goldman Harold Richards
Chris Robinson David Russell Gordon Smart
Chris Tremellen Ray Warren

NORTH EAST:
Sam Greetham Steve Janes Fred Murray
Anne Reah

AFFILIATED ORGANISATIONS:
Army Swimming Union: Col T M White, MBE
English Schools’ Swimming Association: John Stiven
National Speedo Swimming League: Brian Collis

ASSOCIATED BODY:
Institute of Swimming: Pam Baulch
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ALSO IN ATTENDANCE (NON-VOTING)

TECHNICAL COMMITTEE CHAIRMEN:
(not already attending in another capacity)
Swimming: Andrew Marvin (East Midland Delegate)  
Audit & Probity: Susan Harrison
Masters: Geoff Stokes (substituting for Verity Dobbie)  
IDDRAP: Alex Troup
Medical: Kevin Boyd

AUDITOR:
Jeremy Beard

STAFF:
Anne Adams-King (Director of English Programmes)  
Katie Brazier (Commercial Director)  
Andy Gray (Head of Legal Affairs)  
Roger Guttridge (Swimming Times magazine)
Colin Brown (Regional Director London)  
Michael Hunt (Regional Director North West)  
Lesley Hill (Regional Director West Midland)  
Alison Usher (Regional Director South West)

Susan Jenkins  
Susan McMahon  
Jane Nickerson (Director of Operations)  
Noel Winter (Facilities Officer)
Lara Lill (Regional Director North East)  
Roger Glithero (Regional Director East Midland)  
Eli Karlicka-Cooke (Regional Director South East)

The President welcomed delegates to the meeting

Before the meeting commenced members stood in silence in memory of Mary Rushby, Past Secretary of the asa Synchronised Swimming Committee, Mr Eddie Blight, West Midland Region and Mr Brian Johnson, East Midlands Region.

Apologies for absence were received from Alan Day, Chairman of asa Disability Committee, Gail Harrison, Chairman of asa Diving Committee, Alan Booth, Chairman of asa Water Polo Committee, Mavis Fox, WM Delegate (substituted by Peter Holmes), John Armour, North West region, Kevin Wray, Regional Director East Region, Chris Ducker, National Water Polo League, Sue Coles, Girl Guiding, Peter Hart, Modern Pentathlon Association of GB, David Hunter, East Midlands Representative.

Minute No

1  MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2007
The minutes were agreed as a correct record.

2  Actions Arising
2.1 In response to a starred item from the South East the Chairman advised members there had not been a change of name of the Association and apologised for any misunderstanding. The branding of the asa has changed and not the legal name of the Association.

In response it was stated that several publications had stated that there had been a change of name and this point was noted by the Chair.

2.2 Papers outlining actions arising from the Annual Council Meeting held on 20th October 2007 were noted.

3  MINUTES OF THE SPECIAL GENERAL MEETING OF COUNCIL HELD 7TH SEPTEMBER 2008.
3.1 The minutes of the Special General Meeting were agreed as a correct record with the following amendments. To delete “Annual” in the heading of the minutes and to note that voting had not been unanimous.

4  FINANCIAL REPORTS
4.1 Amateur Swimming Association
The audited accounts for the 12 month period 1 April 2007 – 31 March 2008 were adopted.
4.2 **Swimming Times Limited**
The financial report for the 12 month period 1 April 2007 to 31 March 2008 was noted.

4.3 **Institute of Swimming Limited**
The financial report for the 12 month period 1 April 2007 to 31 March 2008 was noted.

4.4 **ASA Swimming Enterprises Limited**
The financial report for the 12 month period 1 April 2007 to 31 March 2008 was noted.

4.5 **ASA Merchandising Limited**
The financial report for the 12 month period 1 April 2007 to 31 March 2008 was noted.

5 **OLYMPIC AND PARALYMPIC GAMES**
5.1 The East Midlands Region requested permission to extend congratulations to all the British athletes who participated in Beijing; the best ever combined results in over 100 years. Their congratulations were noted and endorsed by Council.

6 **THE ASA ANNUAL REPORT 2006-2007**
6.1 General
The East Region congratulated those involved in the production of the report. This was endorsed by the North East and South East regions.

In response to the starred item from the South West and South East expressing concern that ‘the asa’ does not have sufficient definition in text form when used in half tint. The Sponsorship and Events Director advised that the use of tinting ‘the asa’ in narrative text is to ensure that it does stand out within a block of text.

The Sponsorship and Events Director thanked members for their feedback which will be noted through a review of the implementation of the brand manual.

A request by the South East for the Annual Report to be published on the website as soon as it is available in printed form was agreed together with an undertaking from the Director of Operations to ensure the regions are made aware of the date of publication in future to enable links to be created to regional websites.

6.2 Page 3 – CEO Report
In response to the starred item by the East that not all schools have easy access to water particularly in rural areas the Director of English Programmes agreed this is a problem and advised that the asa is working with School Sports Partnerships to try to implement improved planned access to school pools. Members were also advised that the pilot Pools in School and an initiative with Total Swimming to deliver schools swimming lessons to pupils that do not have easy access to facilities. The Building Schools for the Future programme also addresses the strategy with regard to rural schools. the asa’s Guidance Document ‘Building Schools for the Future – Added Value for Swimming’ details the strategies to be adopted with regards to the provision of swimming pools on school campuses.

6.3 Page 4 – Branding
In response to the question raised by the East stating that whilst they felt the branding was snappy and modern there is inconsistency in the way in which ‘the asa’ is portrayed. Particular concern was expressed at the requirement to start a sentence with a lower case ‘t’ which is not grammatically correct. The Sponsorship and Events Director advised members the brand manual stipulates that the asa should always be shown in narrative in the same way as it appears in the official mark (logo, which is all lowercase). The East did not agree with the response given and this was duly noted.

The East Midlands expressed concern regarding the use of the new logo insofar of the use of lower case lettering in the narrative. It was felt the new logo is fresh and suits the organisation but the use of lower case letters in text does not. The meeting concurred with the East Midlands Region and the Chairman agreed that a review of the use of the wording in text should be undertaken.

6.4 Page 6 Top Up Swimming
The South West raised a question regarding Top Up Swimming stating that whilst it is encouraging that 61% of top up swimmers are attaining the 25m target they wished
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know what was being done to increase this percentage. The Director of English Programmes advised that we are now working with School Partnerships on the School Swimming Improvement Programme. The target for this is to move KS 2 attainment levels during the programme to at least 70%. This will be done by focussing on 3 key areas:

Improving the quality of Teaching
Reducing the class sizes
Increasing the frequency of lessons

One of the key areas is improving the quality of teaching and over the next 12 months we are looking to offer and deliver CPD training to around 9,000 deliverers of School swimming. The improvement in the quality of teaching will go some way to increasing that percentage.

The South West felt there was a need for Top up Co-ordinators to talk to local clubs so that if they have teachers available it would put a greater number of teachers on the poolside.

The Director of English Programmes accepted the comments and agreed to pass them on to the Schools Manager.

6.5 Page 7 Workforce Development

In response to the starred item from the North East requesting information on the five strategic areas the UKCF has set out for the blueprint on how a national governing body can best recruit, train, support and retain teachers and coaches the Director of English Programmes advised that the five strategic areas are as follows:

- The UK Coaching System
- Front-line Coaching
- Support for Coaches
- Professionally Regulated Vocation
- Research and Development

Members were also advised that the latest draft of the Swimming UK Coaching Framework plan is available and has been supplied to all Regional Directors.

6.6 Page 7 KPI’s

The East Midlands raised a query as to how the asa/IoS see an improved standard of tutors when there are only 80 trained tutors in England? They also wished to know if there are any plans in place to have full time tutors centrally or regionally controlled to ensure a constant and high quality level of courses through England (see min 5.6.2 below)

The South West requested a breakdown of the 80 UKCC tutors by region, discipline and level? In response to these starred items the Director of English Programmes advised that there are over 200 tutors in all disciplines at present. However, for a variety of reasons not all these tutors are available to the IoS.

190 tutors up-skilled to delivery Teaching Aquatics L1 &2
84 to deliver coaching Swimming L1 & 2.
Synchro 5 tutors up-skilled to delivery L1 and 2.
Diving 4 people that have been approved to deliver with a further 5 up-skilled to L1.
Further 2 in diving undergoing the up-skilling process in the near future to deliver L1 & 2
Water Polo has 8 existing tutors

In order to address these deficiencies the IoS has been training a further 134 tutors who are currently involved in tutor training (including 32 in the disciplines) with the first scheduled to finish in early 2009. (See Appendix 1).

The Director of English Programmes advisd that the regions were asked to identify appropriate people to be trained.

The cost of tutor training is not significantly greater than previously and the demand remains high. A new round of tutor training will begin in the New Year and there is no shortage of interest. There is not a consistent source of funding although funding has been sourced to help reduce costs in some regions. It is worth noting that the cost of tutor training (£1,250) is less than a qualified tutor would be paid for delivering a single level 2 course under the IoS (£1,500 plus expenses).

In response to the starred item from the East Midlands asking if the target of 48,692 qualified teachers and coaches had been revised and how we are going to achieve an
additional 8,152 qualifications by March 2009 the Director of English Programmes asked members to note that to date 08/09 the IoS is exceeding its overall candidate targets and is on track to train approximately 4,000 people on UKCC courses alone this financial year. The table below shows the total number of candidates registered with the Awarding Body for the four months 1 April to 31 July 2008 as being 2,951. Indications are that we will be close to the identified target.

<table>
<thead>
<tr>
<th>IoS</th>
<th>Approved Centres</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 Teaching Aquatics</td>
<td>1152</td>
<td>1715</td>
</tr>
<tr>
<td>L2 Teaching Aquatics</td>
<td>298</td>
<td>541</td>
</tr>
<tr>
<td>L1 Coaching Swimming</td>
<td>31</td>
<td>65</td>
</tr>
<tr>
<td>L2 Coaching Swimming</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>L1 Coaching Water Polo</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>L2 Coaching Water Polo</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>L1 Coaching Synchro</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>L2 Coaching Synchro</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>L1 Coaching Diving</td>
<td>28</td>
<td>39</td>
</tr>
<tr>
<td>L2 Coaching Diving</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>L3 Coaching Swimming</td>
<td>247</td>
<td>247</td>
</tr>
<tr>
<td>Other (Helper, A&amp;C etc)</td>
<td>205</td>
<td>319</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2951</td>
<td></td>
</tr>
</tbody>
</table>

6.7 Page 8 Qualifications

The request by the North East for the asa to publish a single side of A4 outlining the main characteristics of the 12 qualifications for the UKCC was noted and is attached (See Appendix 2).

The North East raised concern that while the indications are that the IoS has recruited 100 tutors from all disciplines the lack of tutors appears to be the biggest single problem affecting the training of more teachers in all disciplines within the Regions. They queried if the main reason for the lack of tutors under training is the cost and asked if there any sources of funding (in addition to Awards for All) available to clubs and/or individuals that might help to alleviate this problem? (See reply in Min 5.6.3)

6.8 Page 8 IoS

The South West requested a breakdown of how the charges for UKCC course costs were established. The Director of English Programmes advised that the price of IoS courses is made up of fixed costs e.g. Awarding Body fees, resources and variable costs e.g. tutor fees and facility hire. Where possible the IoS has introduced a flexible pricing policy that allows the cost of the courses to be reduced by negotiating the lowest possible variable costs, this applies across facility providers, counties and clubs. This had led to some courses being priced at 50% of the recommended price. The IoS has also worked hard on attracting money to subsidise the price of the course, statistics from Skills Active the Skills Council for our sector show that Swimming is the most successful sport in this area. More recently we have been able to offer bursaries through Kelloggs Sponsorship.

The South West also noted that there are 250 pools working within the IoS approved centre network and requested a breakdown of how many asa club members have benefitted from course delivered through this network. The Director of English Programmes advised that at this time we do not collate data on candidates who are club members; however this will be given further thought and will consider the cost benefit analysis of a more forensics analysis of our market segments.

6.9 Page 9 Everyday Swim

In response to the starred item from the South West requesting information on how evidence will be disseminated the Director of English Programmes advised that this has been made available in ‘real time’ on the web (www.everydayswim.org) from the start of the project. Furthermore the website includes formal reports from the monitoring and evaluation team as well as copies of the newsletter which provides an archive of achievements. The final formal report is currently due in April 09 and we are working on delivery of a dissemination plan which includes a series of ‘how to’ case studies, a
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motivational DVD for practitioners and attendance at major sport/health conferences to reach a range of audiences.

6.10 Page 9 KPI’s Swimfit
The East Midlands asked why the take up for Swimfit is so low bearing in mind the cost of Swimfit as opposed to the cost of private gyms with instructors in the current financial climate. The Sponsorship and Events Director advised that the number relates to active paid up members using the Swimfit website to record their swims and does not reflect the number of individuals participating in Swimfit sessions at pools and using the programme cards available from the poolside stands. The Swimfit programme is currently under review by the Lifelong Participation Officer and the future intention would be to offer access to the Swimfit website free of charge.

6.11 Page 11 Swim 21
The South West asked if the target of 553 clubs had a realistic chance of being achieved. The Director of English Programmes advised that following a review of swim21 targets in May 2008, the regions set themselves revised targets for the period ending 31/03/09. In assessing progress against these targets following National swim21 Panel in September it was clear that a number of regions would struggle to meet their revised target (see table appendix 3). The table demonstrates that against the target of 553 the regions would deliver 508. The regions were asked to explain why they were in this position so soon after revising their own targets. The comments below are a selection of these.
- Initial inertia due to loss of regional and County level staff
- Negative perception of swim21 and its benefits in the region
- Lack of courses/CPDs.
- Time taken to deal with reaccreditations.

In response to the starred item from the East Midlands asking if the asa has any plans to use the Swim 21 program not just for a quality audit, which has started to achieve good positive results, but to drive forward the club performances in the pool, especially at the club development and performance levels the Director of English Programmes stated that as part of the Swim 21 Audit, we have now introduced performance targets for swim 21 Performance and Competitive Development level clubs. These are based on swimmers performances at National level and are monitored annually. This will make it easier to identify performing and “none” performing clubs and allow us to target our support appropriately.

6.12 Page 12 – Beacon Programme and Club Networks
The starred item for the East Midlands asked why does the same overlay have to be used for all Beacon Programmes and not slight variations to suit the Regional needs. In response the Director of English Programmes advised that the Beacon programmes are quality assured schemes, which provide for the needs of a world class 21st century delivery agency. Variations from these requirements would lead the Beacon concept being compromised and undermined. However support may be different based on the requirements of each programme.

In response to the starred item from the East Midlands asking how the Beacon program sits with the ITC’s that are to be introduced by British Swimming? The Director of English Programmes was able to confirm that the Beacon programmes are unaffected by the introduction of the ITC’s as they fulfil a regional support role for clubs, athletes, coaches, teachers & support staff, within their asa regions. They are schemes that cater for a wider range of development support compared to an ITC which is focused on elite. There is only one asa region in England that will have an ITC and Beacon programme located within it. This means that between the asa and British Swimming we are creating a comprehensive network of support structures, accessible to a greater number of members than ever achieved.

The East Midlands also raised the question of AASE within the Beacon Programmes and how much time is spent on media training to assist with handling the media? The Director of English Programmes advised the Beacon programmes are not scheduled to deliver media training for our athletes, coaches & support staff. However, the AASE programme on the NVQ 2006-08 programmes included one unit dedicated to media training. On the NVQ 2007-09, whilst the Learning and Skills Council adjusted the curricular to change the
units there is still a requirement for all AASE athletes to be assessed on a television interview, radio interview, a newspaper article/report and they need to attend a PR event. If AASE students require additional assistance in this area they are referred to the British Swimming Media Department.

6.13 Page 14 General Note
The South West stated they would have liked to have seen the individuals listed for their achievements at the World Short Course as for the European Championships and the Director of Communications advised this would be considered for the future.

6.14 Page 14 Swimming
In response to a starred item from the East stating that the Manchester event was not in the year of the report as they were held in April 2008. The member was advised that although this was a correct view was taken that staging the first World Swimming Championship in England was in itself an important event and as such merited mention. It was recognised it was not strictly in the year under review but given that next year’s report will feature our Olympic success some editorial judgement was adopted on this occasion.

6.15 Page 15 – Volunteering KPI’s
The South West were pleased to note the increase in qualified officials and asked how many of these are licensed and requested a regional breakdown by levels of qualifications. The Director of Operations advised that as of 27th September 2008 there were 1,054 licensed swimming officials and 10 licensed water polo officials. A breakdown of qualified officials in each region is show on the attached Appendix 4.

6.16 Page 15 – Volunteering Officials
The West Midland Region, whilst supporting the principle of Licensed Officials, expressed concern at the possible effect licensing could have when imposed on Promoters for Licensed Level 1 and 2 events from September 2010. Concern was also expressed that from September 2011 that the minimum qualification at these licensed meets is to be JL1 preventing the use of those qualified only as Timekeeper.

The Director of Operations advised that the Technical Swimming Committee gave the matter considerable thought before introducing this requirement and has phased it in to give officials the opportunity to become licensed. The licence fee of £10 for four years goes towards financing the log book, ID card etc. which all licensed officials receive. The primary aim of licensing is to ensure we have a record of active officials who are willing to ensure they keep up to date with changes to FINA rules etc. and who officiate on a regular basis.

The West Midlands Region did not fully accept the response and it was agreed to review the effect this year and report back to Council in 2009.

6.17 Page 15
The East Midlands requested information on the support the asa provides to ensure that grass root club volunteers, who run the clubs, have the required knowledge. The Director of English Programmes advised that over the last 12 months a series of ‘Good Club Guide’ guidance booklets have been written for all the club administration roles including chairperson, secretary, treasurer, PR and marketing, fundraising and sponsorship, welfare, team manager, club captain, workforce coordinator and how to run a local aquatic event. Supporting these 12 page booklets there are also presentations available online for any County Association or club that want to run training to support these club roles.

There are 1,000 copies of these booklets in circulation available through regional offices and there will be a review after 12 – 18 months of the launch of the resources to ensure that they are being distributed and used appropriately and to identify if there are any training needs that are still not being met in this area.

6.18 Page 15 Volunteering
The West Midlands Region requested a breakdown of the 3,792 newly qualified officials ie number of Referees, JL1, JL2, JL2S and Timekeepers? The Director of Operations provided the following information and confirmed these figures are over a four year period being the term of the strategic plan.
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**Diving:**
- District Judge: 4
- National Judge: 33

**Swimming:**
- Judge Level 1: 516
- Judge Level 2: 665
- Judge Level 2S: 274
- Referee: 99
- Timekeeper: 1,923
- Disability: 76

**Synchronised Swimming:**
- Clerk of the Course: 5
- Examiner: 8
- Referee: 1
- Scorer: 5

**Open Water:**
- Referee: 9
- Specialist: 31

**Water Polo:**
- (New grading so not broken down) 143

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6.19 Page 16/17 – Facilities

**Facilities at an affordable cost.** The starred items from the West Midlands emphasised that many low income families were being priced out of swimming as a sport. The Director of English Programmes in her response agreed that swimming has traditionally attracted more people from the higher socio economic groups. This has been recognised by the Government who have recently announced the introduction of Free swimming for Over 60’s and under 16’s.

**50m Pools in England.** The East region requested a list of current and usable 50m pools in England. This was provided by the Director of English Programmes (see Appendix 5).

**50m Pool in the West Midlands Region.** The West Midlands Region highlighted the lack of suitable 50m training and competition pools within their region. The Director of English Programmes agreed with this and advised that the building of a 50m pool in Birmingham is our No 1 priority and retaining Coventry as a 50m pool is also in our strategy. Members were advised that we are also in discussions regarding other opportunities for a 50m pool in South Worcestershire. However to achieve success in this area we need to foster political will and access sufficient capital funding and the Regional team has worked well with the Facility team on this.

**25m x 8 lane pools.** The West Midlands also expressed concern that there were insufficient pools to run league and county competitions. The Director of English programmes stated that the asa Facility Strategy remains to build in each region a network of competition pools to meet International, National, Regional and County requirements. We are aware of the paucity of facilities in the West Midlands and this is also reflected in the fact that this region is also the one with the lowest participation rates. We are, as explained above, working with the Region to address this matter but the lack of political will and cash has been a factor in not achieving success.

The West Midlands Region emphasised that whilst the new facility at Solihull was most welcome there was concern that there is a lack of space for spectators. It was accepted that this is not an ideal situation and the asa encourages and advises builders of new pools to include these facilities. The majority of the time our advice is taken but on occasions, such as Solihull, it wasn’t.

**Page 17 Other Pools**

The West Midlands highlighted the issue of pool closures, lengthy refurbishments and different clubs forced to share remaining facilities. The Director of English Programmes acknowledged that whilst refurbishment of a pool inevitably leads to some local disruption, our aim in any new project is to minimise this by encouraging facility planning to allow for any new facilities to be built before old ones are decommissioned. However, refurbishment is often a challenge, but some sharing is a strategy to overcome this.

**Page 17 – Community Club Development Programme (CCDP)**

In the starred item from the East Region they asked if any decision had been made as to whether the CCDP scheme will continue. In response the Director of English Programmes confirmed that Sport England is not continuing the CCDP programme. However, we will be making a case as part of the asa funding submission for them to have some capital funding that provided similar assistance to facilities that in turn will benefit clubs.
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Page 17 – Facilities
General: The South West requested to know what percentage of the existing pool stock, and proposed builds, offer deep water? In addition they asked for clarification on what the asa regards as acceptable regional provision of deep water facilities?

The Director of English Programmes advised the following percentages are based on an approximate figure of 2,000 swimming pools designated in Sport England’s Active Places database as a main/general swimming pool with lanes and available for use by swimming clubs, schools and general community swimming.

1143 (57%) existing and proposed main swimming pools with a deep end of 2.0-metres or more in England.

448 (22%) existing and proposed main swimming pools with a deep end of 2.5-metres or more in England.

337 (17%) existing and proposed main swimming pools with a deep end of 3.0-metres or more in England.

37 (2%) existing pools with a shallow end of 2-metres or more, incorporating a moveable floor, in England and providing deep water over the length of the pool.

the asa strategy with regards to deep water swimming pools is encapsulated in its facility strategy document “Armbands to Gold Medals”. the ASA Facilities Section in meetings with pool providers always stress the importance of the provision of flexible use deep water for fast swimming, synchronised swimming, water polo and diving. This strategy document also details the regional provision advocated by the asa in terms of 50-metre and 25-metre eight lane swimming pools in each region

The facility strategy document is currently being revised to encapsulate the asa’s increased aspirations for the provision of 50-metre and 25-metre, eight lane pools.

6.20 International Influence.
Mr Beard of the West Midlands offered congratulation to the asa and individuals concerned on the number of appointments gained at the LEN Congress. The meeting noted the CEO is now a member of the LEN Bureau. Thanks were also given to Alan Clarkson, who works tirelessly in the international sphere.

6.21 Page 20/21 – Governance, Structures and Partnerships
In response to the starred item raised by the East asking which Region did not have an Internal Audit in 2008 the Director of Operations advised that the North West had not been audited during the 2007/8 financial year as there was not a Regional Director in post for some time and there had also been a change of Chairman. It had felt more appropriate to enable the team to establish themselves before an audit was undertaken. However, it was confirmed to delegates that the audit was carried out in August 2008 and we are now entering the second phase of regional audits.

The London Region asked for clarification that if resolution four is accepted, will the board build into its monitoring and evaluation section a system to report on how effective its communication to the membership is, in view of the fears of reduced regional representation The Director of English Programmes responded that in respect of resolution 4, she would not want to pre-empt that there would be any change to regional representation if this is approved. However if it was felt that some committees were better suited not to have regional representation then it would be vital to have a transparent and robust method of communication with the membership and some form of monitoring and evaluation would be very sensible to ensure this happens. The importance of communication across the asa in the wider sense is recognised and it is an area that is currently being reviewed.

General Note:
The London Region in making a general comment regarding the increase of asa fees stated this could affect many clubs, and asked the asa to provide additional explanations detailing:

1. The impact of the increase due to the new building strategy - both on current and future year’s fees.
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2. The benefits the asa provides as a whole to its membership.
   The Director of Operations confirmed that details of the uplift to membership fees to cover
   the asa percentage of the new office premises has been circulated to all regions and if
   Council wish can be sent out in the membership pack sent to all clubs along with details
   of the benefits of asa membership.

6.22 Page 28/29 – Notes to the Financial Statements
   A request was received from the South West asking what is included in the heading
   “education and delivery body”. The Director of Operations confirmed the following:
   Income:
   Course registration fees, CPD registration fees, National Curriculum Training
   registration fees and Tutor Accreditation.
   Expenditure:
   Administration costs and salaries for Awarding Body staff and CPD resource creation.

7 THE ASA DRAFT STRATEGY 2009-2013
   The draft strategy was circulated for review and comment. Members were asked to and they
   were requested to let the English Programmes Manager have any comments by Monday, 13th
   October. Voting unanimous.

8 THE ASA REPRESENTATIVES REPORT ON THE BOARD OF BRITISH SWIMMING
   The Chairman invited Anne Clark to present the report to Council which was duly noted.
   Members were informed that Alan Clarkson had been the recipient of the first ever long term
   service award awarded by the BOA and in addition had been awarded the British Swimming
   Fellowship Award.
   It had been proposed that the CEO be made a director of the British Swimming Board which the
   ASA board had been asked to approve and this was ratified by Council.

9 ASA LAWS (SEE APPENDIX 6)
   9.1 Proposal for changes to Law 11.4 – motion carried
   9.2 Proposal for changes to Law 12 - This was accepted with the following amendment. “The
   provision that the promoters conditions may provide for acceptance or non acceptance
   of temporary members”. Motion carried 86 for – 1 against
   9.3 Proposal for changes to Laws 111.1 and 416.6 – motion carried
   9.4 Proposal for changes to Law 46 – motion carried
   9.5 Proposal for changes to Law 12 – The Board have withdrawn the proposal set out on the
   proposal for changes to asa laws paper and substituted the following proposal:
   The Board proposed that Law 12 be changed in order to:
   5.1 Introduce an additional provision for temporary limited asa membership that will;
   5.1.1 Be applicable only to non-member volunteers;
   5.1.2 Be available only for the period from the date on which the membership is first
   recorded until the end of the same membership year
   5.1.3 Bestow the full benefits and limitations of asa membership enjoyed by Category Three
   members on the temporary member for the period of the temporary membership.
   9.6 Proposal that the existing Constitutional Laws be re-ordered into Laws and Regulations
   9.6.1 Following the presentation of the proposal on behalf of the Board, the Head of Legal
   Affairs reported upon an agreement reached with the South East Region concerning the
   matters raised in the Notice of Motion contained in the Green Paper before Council
Annual General Meeting

The Head of Legal Affairs stated that The Review Group were grateful to the South-East for their observations concerning the role and responsibilities of the Regions, which is was accepted should be reinstated in the laws and the version before Council reflects this.

9.6.2 It is acknowledged that the time frames for consultation were very tight. This was dictated by the existing laws and the guillotine date of 30th June for proposed law changes to be considered at this Council.

9.6.3 The regulations which will accompany the laws will:-

9.6.3.1 Contain no material changes from those current laws which are to be re-designated as regulations
9.6.3.2 All changes will be highlighted by annotation in the Handbook.
9.6.3.3 The entire Regulations which will become operative once approved by the Board will, in any event, be brought back to this Council next year for formal ratification
9.6.3.4 The Board will establish formal mechanisms to ensure that any future refinements of the Regulations that affect the role and responsibilities of the Regions are made the subject of appropriate consultation with the Regions

9.6.4 With these assurances in place the South East withdrew their motion.

The proposal that the existing Constitutional Laws be re-ordered into Laws and Regulations was then put to the meeting – motion carried

10 STRUCTURE OF COUNCIL IN THE FUTURE

10.1 The question was raised by the West Midlands regarding the structure of Council in the future following the changes to the constitution.

10.2 In response the CEO stated this is an opportunity for Council to take on a new style and to look more at policy and strategy going forward. It was suggested a small working group be set up to plan a new style Council meeting for next year. A proposal was received from the floor and seconded and motion carried.

11 ELECTION OF OFFICERS

11.1 ASA President Kay Grimshaw
ASA Vice President Alan Bartlett
Judicial Appointments

12 NOTIFICATION OF APPOINTMENTS TO THE JUDICIAL APPOINTMENTS PANEL

Malcolm Hopes (South West)
Norma Davidson (North East)
Dave Boot (West Midlands)
Mandy Hunt (East Midlands)
John Leach (London)

Council agreed that the power of appointing to the JAP additional nominations for the North West, South East and East Regions should be delegated to the Board.

13 NOTIFICATION OF APPOINTMENTS BY THE JUDICIAL APPOINTMENTS PANEL

The Head of Legal Affairs confirmed that Alan Birt had been reappointed and Dave Barnes, Pat Crowley and Dave March had been appointed (in each case for a three year term) by JAP to the IDDRAP.

14 JUDICIAL COMMISSIONER

It was confirmed that Roger Williams had been appointed to a term of office of 3 years (October 2007 –2010) and therefore this item did not need to be addressed on this occasion.

15 APPOINTMENT OF ASA DIRECTORS OF BRITISH SWIMMING LIMITED.

15.1 The nominations of Sam Greetham, Simon Rothwell and Anne Clark were approved.
Annual General Meeting

16  APPOINTMENT OF INDEPENDENT MEMBERS
16.1 Leigh Robinson and Chris Bostock were confirmed as independent members of the asa Board for the period 2009-2010.

17  APPOINTMENT OF AUDITORS
17.1 Haysmacintyre of Fairfax House, 15 Fulwood Place, London WC1V 6AY were re-appointed as auditors for the asa.

18  VENUE FOR ANNUAL MEETING 2009
18.1 It was confirmed the Council meeting for 2009 will be hosed in the West Midlands and held at the Holiday Inn, Stratford upon Avon on the 10th October.
## Appendix 1

### Tutor who are up skilled and licenced to delivery

<table>
<thead>
<tr>
<th>Region</th>
<th>Total number of individual tutors</th>
<th>No. of tutors who can deliver teaching courses</th>
<th>Activity (tutors who have run teaching courses in the last year)</th>
<th>% usage of available tutors</th>
<th>No. of tutors who can deliver coaching courses</th>
<th>Activity (tutors who have run coaching courses in the last year)</th>
<th>% usage of available tutors</th>
<th>SS</th>
<th>DV</th>
<th>WP</th>
</tr>
</thead>
<tbody>
<tr>
<td>North East</td>
<td>28</td>
<td>6</td>
<td>21%</td>
<td>9</td>
<td>2</td>
<td>22%</td>
<td>4</td>
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<tr>
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<td>33</td>
<td>12</td>
<td>36%</td>
<td>10</td>
<td>1</td>
<td>10%</td>
<td>1</td>
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<tr>
<td>East Mids</td>
<td>19</td>
<td>9</td>
<td>47%</td>
<td>10</td>
<td>4</td>
<td>40%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>West Mids</td>
<td>17</td>
<td>9</td>
<td>53%</td>
<td>13</td>
<td>2</td>
<td>15%</td>
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<tr>
<td>South West</td>
<td>32</td>
<td>10</td>
<td>31%</td>
<td>16</td>
<td>7</td>
<td>44%</td>
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<tr>
<td>East</td>
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<td>31%</td>
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<td>25%</td>
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<td>South East</td>
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<td>54%</td>
<td>18</td>
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<td>28%</td>
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<tr>
<td>London</td>
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<td>57%</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>77</strong></td>
<td><strong>39%</strong></td>
<td><strong>84</strong></td>
<td><strong>22</strong></td>
<td><strong>26%</strong></td>
<td><strong>5</strong></td>
<td><strong>9</strong></td>
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<td><strong>8</strong></td>
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### IOS Tutor Training Programme (New Tutors)

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<tr>
<th>Region</th>
<th>Total number of individual tutors</th>
<th>TA</th>
<th>CS</th>
<th>SS</th>
<th>DV</th>
<th>WP</th>
<th>Accepted but not done anything</th>
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<td>3</td>
<td>3</td>
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<td>5</td>
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<td>13</td>
<td>1</td>
<td>3</td>
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<td>2</td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>South West</td>
<td>22</td>
<td>11</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5</td>
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<td>East</td>
<td>14</td>
<td>8</td>
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<tr>
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<td>2</td>
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<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>134</strong></td>
<td><strong>53</strong></td>
<td><strong>15</strong></td>
<td><strong>14</strong></td>
<td><strong>11</strong></td>
<td><strong>7</strong></td>
<td><strong>34</strong></td>
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# Appendix 2

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Entry Requirement</th>
<th>Units</th>
<th>Hours</th>
<th>Coaching/Teaching role once qualified</th>
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<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Teaching Aquatics</td>
<td>Aged 16 at the start of the course</td>
<td>2 Units:</td>
<td>Recommended delivery hours</td>
<td>To act as an assistant swimming teacher or lane coach able to assist more qualified coaches, delivering aspects of the session, normally under direct supervision</td>
</tr>
<tr>
<td>Coaching Swimming</td>
<td></td>
<td>Core Unit common to all disciplines on: “how to teach/coach in an aquatic environment”</td>
<td>32</td>
<td></td>
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<tr>
<td>Coaching Water Polo</td>
<td></td>
<td>Technical Units specific to each discipline</td>
<td>21 hours for the core unit</td>
<td></td>
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<tr>
<td>Coaching Synchronised Swimming</td>
<td></td>
<td></td>
<td>11 hours for the technical unit</td>
<td></td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Aquatics</td>
<td>Aged 18 at the start of the course (under review)</td>
<td>6 units</td>
<td>Recommended delivery hours</td>
<td>To act as a Swimming teacher or an assistant coach able to independently plan, deliver and evaluate coaching/teaching sessions</td>
</tr>
<tr>
<td>Coaching Swimming</td>
<td>Hold a recognised level 1 teaching certificate</td>
<td>3 Core Units common to all disciplines on: Health and safety Principles of teaching/coaching</td>
<td>55 + workplace assessment</td>
<td></td>
</tr>
<tr>
<td>Coaching Water Polo</td>
<td>Or Gain exemption from the ASA Awarding Body</td>
<td>Sport Science</td>
<td>38 hours theory</td>
<td></td>
</tr>
<tr>
<td>Coaching Synchronised Swimming</td>
<td></td>
<td>2 technical units</td>
<td>17 hours practical</td>
<td></td>
</tr>
<tr>
<td>Coaching Synchronised Swimming</td>
<td></td>
<td>1 workplace assessment unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaching Swimming</td>
<td>Aged 18 years old at the start of the course</td>
<td>11 Units</td>
<td>Recommended delivery hours</td>
<td>To act as a Head Coach of a competitive Swimming/Diving Club able to plan, implement, analyse, and review an annual coaching programme</td>
</tr>
<tr>
<td>Coaching Diving</td>
<td>Valid level 2 coaching qualification</td>
<td>6 core units common all disciplines on: Duties of a level 3 coach LTAD Exercise Physiology Nutrition and Hydration for performance Psychology Land Based Training</td>
<td>100 hours of theory and practical</td>
<td></td>
</tr>
<tr>
<td>Or Gain exemption from the ASA Awarding Body</td>
<td></td>
<td>4 technical units</td>
<td>12 weeks of coaching in a Swim 21 Club</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 work based assessment unit</td>
<td></td>
<td></td>
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</tbody>
</table>
### Appendix 3

#### swim21 Targets/Achievements

<table>
<thead>
<tr>
<th>Region</th>
<th>Original swim21 target to March 09</th>
<th>Revised swim21 target March 09</th>
<th>Current accreditations (August 2008)</th>
<th>Target to Sept 08</th>
<th>National Estimated target for March 09</th>
<th>Regional estimated target</th>
<th>Accreditations lapsed May &amp; Aug 08</th>
</tr>
</thead>
<tbody>
<tr>
<td>North East</td>
<td>116</td>
<td>84</td>
<td>56</td>
<td>68</td>
<td>(14R) + 5N = 61</td>
<td>84</td>
<td>3</td>
</tr>
<tr>
<td>North West</td>
<td>141</td>
<td>70</td>
<td>46</td>
<td>58</td>
<td>(3R) + 7N = 53</td>
<td>60</td>
<td>1</td>
</tr>
<tr>
<td>West Midland</td>
<td>77</td>
<td>65</td>
<td>43</td>
<td>46</td>
<td>(5R) + 4N = 47</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>East Midland</td>
<td>90</td>
<td>65</td>
<td>47</td>
<td>51</td>
<td>(4R) + 8N = 55</td>
<td>57</td>
<td>3</td>
</tr>
<tr>
<td>South West</td>
<td>145</td>
<td>91</td>
<td>47</td>
<td>55</td>
<td>(6R) + 2N = 49</td>
<td>84</td>
<td>6</td>
</tr>
<tr>
<td>East</td>
<td>100</td>
<td>49</td>
<td>42</td>
<td>43</td>
<td>(4R) + 4N = 46</td>
<td>48</td>
<td>2</td>
</tr>
<tr>
<td>South East</td>
<td>103</td>
<td>76</td>
<td>66</td>
<td>59</td>
<td>(7R) + 14N = 80</td>
<td>80</td>
<td>0</td>
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<tr>
<td>London</td>
<td>60</td>
<td>53</td>
<td>26</td>
<td>25</td>
<td>(1R) + 3N = 29</td>
<td>35</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>832</td>
<td>553</td>
<td>373</td>
<td>399</td>
<td>(44R) + 46N = 419</td>
<td>508</td>
<td>20</td>
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</tbody>
</table>

**Notes:**

Estimated projection figure for March 2009 is based on known reaccreditations being maintained within current accreditations figure and number of new accreditations put forward at the last 2 panels, by region.

(R = Reaccreditations due by March 2009)

20 Accreditations have lapsed and been lost at the panels in May and August 2008.

Note to Council:

Following a review of swim21 targets in May 2008, the regions set themselves revised targets for the period ending 31/03/09. In assessing progress against these targets following National swim21 Panel in September it was clear that a number of regions would struggle to meet their revised target (see table 1). The table demonstrates that against the target of 553 the regions would deliver 508. The regions were asked to explain why they were in this position so soon after revising their own targets. The comments below are a selection of these.

- Initial inertia due to loss of regional and County level staff
- Negative perception of swim21 and its benefits in the region
- Lack of courses/CPDs.
- Time taken to deal with reaccreditations.
### Annual General Meeting

#### Appendix 4

<table>
<thead>
<tr>
<th></th>
<th>South East</th>
<th>South West</th>
<th>North East</th>
<th>North West</th>
<th>East Midland</th>
<th>West Midland</th>
<th>London</th>
<th>East</th>
<th>Total</th>
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<tr>
<td><strong>Licensed Officials</strong></td>
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<td>Timekeeper</td>
<td>1211</td>
<td>749</td>
<td>607</td>
<td>631</td>
<td>804</td>
<td>560</td>
<td>446</td>
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<td>5969</td>
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<tr>
<td>Judge Level 1</td>
<td>546</td>
<td>320</td>
<td>289</td>
<td>246</td>
<td>334</td>
<td>255</td>
<td>185</td>
<td>468</td>
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<tr>
<td>Judge Level 2</td>
<td>543</td>
<td>296</td>
<td>283</td>
<td>245</td>
<td>310</td>
<td>253</td>
<td>190</td>
<td>476</td>
<td>2596</td>
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<tr>
<td>Judge Level 2S</td>
<td>183</td>
<td>125</td>
<td>119</td>
<td>137</td>
<td>160</td>
<td>96</td>
<td>70</td>
<td>168</td>
<td>1058</td>
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<td>Referee</td>
<td>62</td>
<td>49</td>
<td>56</td>
<td>48</td>
<td>61</td>
<td>42</td>
<td>24</td>
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<td>48</td>
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<td>15</td>
<td>22</td>
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<td>10</td>
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<td><strong>Water Polo</strong></td>
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<td>Referee A</td>
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Appendix 5

Current and Proposed 50m Swimming Pools

North West:
Manchester Aquatics Centre x 2
Wigan International 50m pool – to be closed and replaced with 25m 8 lane pool
Stockport Grand Central Pools
Liverpool Aquatics Centre

North East:
Sunderland Aquatics Centre
Leeds, John Charles Centre for Sport
Sheffield, Ponds Forge International Centre

West Midlands
Coventry Sports Centre

East Midlands:
Loughborough University

East:
University of East Anglia

South West:
Millfield School
University of Bath

London:
Crystal Palace
Ealing, Gurnell Pool

South East:
Crawley, K2
Aldershot, Garrison Pool
Wycombe Sports Centre

Under Construction

London
Hillingdon, Uxbridge Pool – opening late 2009
London Aquatics Centre (two pools) – completed for Olympic mode early 2012

East Midlands
Corby International Pool – opening early 2009

South East
Portsmouth, Mountbatten Swimming Pool – expected Autumn 2009
Surrey University – expected Spring 2010

South West
Bristol – expected Spring 2010

Confirmed Projects

East
Basildon – expected 2010/11

South West
Plymouth – expected 2010/11
Annual General Meeting

Appendix 6

Proposals for changes to asa Laws

The Board proposes that Law 11.4 be changed in order to:
- add the permission restricted to individual members of colleges or universities affiliated to either “British Colleges” or “British Universities and College Sports”, whilst the relevant body is directly affiliated to the asa, to enter and compete in any discipline in any event(s) promoted by Counties, Sub-Regions and/or Regions;
- add the provision that the new restricted permission will be additional to the general permission to compete in Masters events and/or concurrent senior age group events at any level, and subject to the same conditions;
- add the provision that the new restricted permission will only apply to events promoted wholly or partially by the County or Sub[region] and/or Region within which the headquarters of the college or university at which the individual is a student is situated.

The Board proposes that Law 12 be changed in order to:
- introduce an additional provision for limited temporary Category Two asa membership that will:
  - enable non-members to enter and compete in open event(s) or series of events at any level of competition up to asa national events;
  - be available only for the event(s) named at the time of application;
  - bestow the full benefits of Category Two asa membership on the temporary member for the period of the temporary membership.

The Board proposes that Law 111.1 and 416.6 be changed in order to:
- remove the right of appeal from a decision of a properly constituted and duly appointed Jury of Appeal.

The Board proposes that Law 46 be deleted and replaced by a new Law in order to authorise the Board from time to time to appoint (and suspend or remove) Committees with such responsibilities, constitutions and terms of reference in connection with the technical (and other) aspects of the Aquatic Sports at a development or below High Performance level as the Board shall determine;
- always provided that where the asa shall be represented at any other level then (subject to the powers of the asa Board stated above) a Committee shall be appointed for such discipline.

The Board proposes that Law 311.1 be changed in order to:
- Introduce an additional provision for a new Category of temporary limited asa membership that will:
  - be applicable only to non-member volunteers;
  - be available for a period not exceeding 12 calendar months from the initial date on which membership is recorded.
  - bestow the full benefits and limitations of asa membership enjoyed by Category Three members on the temporary member for the period of the temporary membership.

The Board proposes that the existing Constitutional Laws be re-ordered into Laws and Regulations and sufficient changes be made to the existing Laws with such new Laws and Regulations being added as are required to facilitate the process, in order to:
- include in the Constitutional Laws those Laws or parts thereof which govern the relationship between the asa and its membership in their capacity of members of the association;
- provide that any changes to the Constitutional Laws are normally to be made by Council under the same conditions and safeguards as heretofore;
- include in new Regulations those current Laws or parts thereof which regulate the terms on which the members participate in the sport;
- provide that any changes to the Regulations are to be made by the Board under similar, but not necessarily identical, provisions as those which currently apply to changes to Technical and other Rules.