

# OXFORDSHIRE & NORTH BUCKINGHAMSHIRE ASA

President:- Mrs S-A Clavaud

## Minutes of Executive Meeting held at Bicester on 17<sup>th</sup> May 2011

Present: S-A Clavaud , P.Shaw , J.Wilford , A.Evans , J.Murphy , K.Phillips , E.House , M.Fuller , B.Jones & reps from Buckingham Swans , Kidlington & Gosford , Maxwell , Newport Pagnell & Thame Swimming Clubs. Also present:- Lisa Darnell ( ASA Aquatics Officer )

Apologies:- I.Powell , A.Powell , A.Willis & Abingdon , Bourne End , City of Oxford and Wantage White Horses Swimming Clubs.

56.0 Minutes of Executive Meeting held on 22<sup>nd</sup> March 2011 were approved and signed.

57.0 Matters arising from 56  
None

58.0 Correspondence  
None not covered by later items

59.0 President's Report  
Sally-Anne Clavaud presented her report which is attached

60.0 Treasurer's Report  
A report was not available in Ian's absence. A Report is attached to the Minutes

61.0 Disciplines

### 1. Swimming

The Notes on the Counties De-Brief meeting on 26<sup>th</sup> April were discussed at length. The reintroduction of Age Group Relays will only be possible with Full days at Bletchley for the 1500/800 and Aqua Vale for the 400's. IP has not yet received written confirmation from AV yet. There is also a question mark about AV as a major refurbishment of AV is planned to commence in September 2011 for 12 months. It is not yet known what affect this will have on our ability to run a full programme of events at that venue .An alternative solution at other venues is being looked at and it should be noted at this stage that may mean a reduction in entrants for 2012 Counties.

City of Oxford sent a written clarification of their proposal from the De-brief. This proposed a) Finals for 50m events to be Open Age Group ( 1 Final per event ) and b) Inclusion of 4 Double Age Group 200m Finals ( 9-10 , 11-12 , 13-14 , 15 & over ) . There was no support for this proposal ( City of Oxford did not attend ) .

City of Oxford also sent written clarification of their comments re problems for warm up marshalls. They proposed that a) Warm Ups should be conducted by Coaches and Team Managers and b) If this is not agreed Coaches and WUM's should be briefed at the same time so that there is a clear understanding regarding lane protocol during warm up. There was no support for these proposals. As was stated at the De-brief, Coaches should be supervising their swimmers at all times ; Marshalls are a simple but necessary requirement to ensure the safety of the swimmers whilst in the Pool and if the Senior WUM considers that the Warm Up protocol is being abused by either a coach or swimmer then that should be reported to the Promoter . In the 200's sessions Pace Lanes will be provided in future which hopefully will help.

City of Milton Keynes had proposed a change to how the Top Club is calculated by moving to Medal winners in 1<sup>st</sup> to 3<sup>rd</sup> places from,currently, Points winners in 1<sup>st</sup> to 8<sup>th</sup> places. This was rejected as the

intention of the Top Club Trophy is to reflect strength in depth. It was also commented that swimmers who may never reach the top three gained considerable pride by gaining points for their Clubs.

Disability events were discussed and it was agreed that the Events available would remain the same. Liz House requested that Disability QT's be made available for the 200 and 400 Free.

It was agreed that Event entry fees would be raised from £4.50 to £5 for 2012 Champs. The last increase in entry fees was for the 2008 Champs.

2. Fixtures:- PS presented Alison Powell's report in her absence and it is attached. PS also presented information , on behalf of Greg Buck , regarding National Qualifiers LC Training which is attached.
3. Records:- Peter Shaw presented County Record Claims which are attached.
4. Synchro:- Mandy Fuller presented her Report which is attached.
5. Masters:- Nothing to Report
6. Disability:- Liz House presented her Report which is attached.
7. Masters Records:- No Report received.
8. Facilities:- It was noted that the plan for the proposed new Pool at Blackbird Leys , Oxford is to be reviewed by the Council's new Planning Committee. This may not change the development's outcome but may delay it.
9. Officials:- John Wilford presented his Report which is attached.

62.0 Funding Applications  
None received

63.0 ASA South East Region  
Lisa Darnell presented her Report which is attached.

64.0 AOB  
1. PS mentioned the change in operation of Regional Bursaries. A voucher system is now in place redeemable against the IOS courses. See SER website for details.

Date of Next Meeting:- Annual General Meeting at Bicester Community College  
**Tuesday 5<sup>th</sup> July 2011 at 7pm**

Followed immediately by Executive Meeting.

## Presidents Report May 2011

Firstly I must congratulate Alex Murphy for not only breaking the long course junior British 50m record once, but twice at the regional's, also for breaking the 100m breastroke British junior short course. Well done to Alex

On Sunday 8th May I attended the Kingierlee County gala at Aqua Vale, in which we hosted – many thanks to all those who helped out in the running of the gala.

It was a very exciting gala with many 1<sup>st</sup> places in both relays and individual events. Well done to all swimmers especially to the 12 year boys; David Witham, David Murphy, Oliver Lines and James Alley who had a clean sweep in all their races. Overall there were 26 first time county swims and 6 county colour's presented. We came second behind Warwickshire by 3 points. Well done to all.

Finally well done to the following swimmers; Joss Ulyett, Matt Masters, Ben Flaherly, Alex Murphy, Craig Gibbons and Joe Canlan-Shaw who won Regional youth titles at Crawley and Guilford over the last couple of weekends.

Sally Anne Clavaud  
County President 2011

## Treasurers Report

Exec Income and Spending  
Between 22/03/2011 and 17/05/2011

Category	Total
<b>Income Categories</b>	
Championships Income	£656.50
County Gala's Income	£382.00
Swimwear	£169.00
Total Income Categories	£1,207.50
<b>Expense Categories</b>	
Championships	£13,142.41
County Gala's	£8.90
Funding County Development Officer	£3,000.00
Funding Training-Coaches	£470.00
Hire Charges	£75.00
Sundry	£101.67
Expense - Unassigned	£0.00
<i>Total Expense Categories</i>	<i>£16,797.98</i>
<b>Grand Total</b>	<b>-£15,590.48</b>

Exec Net Worth as of 17/05/2011

Account	Total
Bank and Cash Accounts	
High Interest Business Account	£28,345.87
General Account	£1,533.49
Debtors Account	£500.00
Creditors Account	-£10,378.00
Competition Account	£6,521.58
Cash - General A/C	£165.28
Cash - Competition A/C	£23.07
<i>Total Assets</i>	<i>£26,711.29</i>
<b>Net Worth</b>	<b>£26,711.29</b>

Apologies for not being able to attend the meeting this evening due to teaching.

Report from Fixtures Secretary

Kingerlee Gala took place on 8/5/11, with Warwickshire winning and us coming 2nd, Good swims were seen from our swimmers and it was good to see around 24 new swimmers. Will need to look at dates for next year and decide on which pool to hold this event, would be nice to try and apply for a licence early to get more Counties involved, Hampshire did show an interest in attending another year.

Lombardian gala is not proceeding this year so will look at the prospects of holding a training camp in September for the Intercounties Team. Was successful last year so hopefully will work well again.

Long course training for National swimmers is being organised at Coventry by Greg.

Nothing else to report, short and sweet.

Thanks  
Ali

Date: Monday, 21 March, 2011, 15:19

Hi All,

Just to let you all know I have booked Coventry LC for 3 training sessions prior to Nationals as follows:

19th June 1-3pm

3rd July 1-3pm

17th July 1-3pm

This is in line with the organisation last year. These sessions are for swimmers competing at Bagcat and Youth Nationals Champs at the end of July. The sessions are funded by ONBASA. Coaches of participants are expected to attend and coaches of other clubs in the county invited.

Objectives of camp:

1. Increase cross-club coach communication
2. Increase cross-club swimmer communication
3. Provide Long Course training

Please inform me of all swimmers within your clubs or networks that have NQTs by the end of May so I may send invites out to you to pass on. Of course if anyone qualifies later (Bagcat Regionals) we will invite. Relay teams swimming faster than the slowest teams to be invited to Nationals last year will be allowed on the camp providing there is space available.

Regards

Greg Buck

CMKSC Head Coach

ONB County Coach

**FEMALE****Short Course**

## Junior

200 Breast	Jocelyn Ulyett	CMK	2.32.52	Hatfield	14/5/11
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## Junior &amp; Open

400 IM	Jocelyn Ulyett	CMK	4.46.95	Hatfield	15/5/11
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**Long Course**

## Junior

100 Fly	Jocelyn Ulyett	CMK	1.04.06	Crawley	1/5/11
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## Junior &amp; Open

100 Breast	Jocelyn Ulyett	CMK	1.13.58	Dublin	26/3/11
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200 IM	Jocelyn Ulyett	CMK	2.19.84	Dublin	26/3/11
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400 IM	Jocelyn Ulyett	CMK	4.59.06	Crawley	2/5/11
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The 100 Breast time is the first recorded since LC records commenced in January 2004.

## Open

4 x 100 Free	City of Milton Keynes ( Rebecca Marshall , Joss Ulyett , Lauren Ottaway , Hannah Wilson )		4.03.68	Crawley	1/5/11
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4 x 200 Free	City of Milton Keynes ( Joss Ulyett , Rebecca Marshall , Lauren Ottaway , Emma Joyce )		8.49.46	Crawley	2/5/11
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# MALE

## Short Course

### Junior & Open

100 Breast	Alex Murphy	Didcot Barramundi	1.02.82	Hatfield	15/5/11
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\*\*This swim is also a British Junior SC Record

## Long Course

### Junior & Open

50 Breast	Alex Murphy	Didcot Barramundi	29.71	Crawley	1/5/11
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\*\*This swim is also a British Age Group ( 15 yr ) and British Junior LC Record

100 Breast	Alex Murphy	Didcot Barramundi	1.04 78	Crawley	30/4/11
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200 Breast	Alex Murphy	Didcot Barramundi	2.24.50	Crawley	30/4/11
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### Open

1500 Free	Ben Flaherty	CMK	16.24.01	Guildford	2/5/11
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200 Back	Joe Canlan-Shaw	City of Oxford	2.04.24	Crawley	1/5/11
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**COUNTY REPORT**  
**SYNCHRONISED SWIMMING**  
**MAY 2011**

Since the last report swimmers have been working mainly on Competition work for a busy June and July -on June 4<sup>th</sup> some swimmers will attend a skill day in Rugby. June 11<sup>th</sup> sees the annual Reading Novices Competition, June 25<sup>th</sup> is British Masters Championships in Telford and July 2<sup>nd</sup> is the Open Warwickshire & Staffordshire Championships.

On May 1<sup>st</sup> there was a skill assessment day in Portsmouth Emma Critchley (11 years) did well and passed Skill 3 qualifying her to swim Solo at National Age Groups this year. Emma has also been awarded a bursary supported place on a development camp for South East swimmers in August this year.

The British Championships went well and Hannah Green from Oxford was placed third in the Solo event.

This weekend sees the European Cup being held at Sheffield – anybody interested in seeing not only the GB squad in action but also Russia and Spain amongst others has the opportunity on the BBC's red button service.

Steve Fuller is officiating as Time Keeper.

We have had a few problems with our deep water pool undergoing planned changes including being “shallowed” from 3metres to 2 metres but we think we have partially solved the problem by planning sessions at another pool once a month –not entirely satisfactory but better than nothing.

Mandy Fuller

County Championships 2011

I would like to start my report by congratulating Lucy Chenery of Maxwell on improving her 800m Freestyle British record at this year's championships.

Once again we only had a few swimmers take part in the multi disability (MD) events – one boy and two girls. The DSE National Junior Championships took place a little earlier this year so didn't clash with the Counties but there was a clash with the British Gas Swimming Champs in Manchester. However, this only seemed to affect one disability swimmer.

I have contacted Kirstie Jackson, Disability Development coach for the South East Region to see how they treat MD events and how many swimmers take part. She said that about 8 or 9 took part this year and she was hoping for 15 next year. They offer all of the events listed on the Consideration Standards for Disability Swimmers on the British Swimming website and swimmers swim in the heats with the mainstream swimmers. I went to the Zonal meet at Crystal Palace in January and they had MD events there but the MD swimmers weren't given any disability points they were just ranked along with everyone else.

I had heard previously from Kirstie that some of the parents of ONB swimmers are disappointed that we don't offer more strokes or distances at the County Championships. Is this something that we could perhaps consider?

Other Business

Kirstie is holding an Oxfordshire County Assessment Day for swimmers with a disability at the University pool on Thursday 7<sup>th</sup> July. This is part of a Playground to Podium event and involves other sports as well. Last year swimming wasn't very well attended but Kirstie is hoping for more swimmers this year. Anyone who is of a reasonable standard will be put in touch with their local club. Kirstie is also looking for teachers or coaches to help on the day. If anyone is interested please let me know and I will put her in touch with you.

Liz House  
(lizhouse@btconnect.com)

Officials Sec: Report 17<sup>th</sup> May 2011

A Contemporary Issues Seminar (Module M5) was held on 17<sup>th</sup> April attended by 16 people mainly officials (swimming and syncro).

Little disappointed that there was not a bigger response from the coaching community or club volunteer coordinators as a lot of the issues covered are in their remit.

At the moment we have 30 people at various stages of being mentored, both JL1 & JL2.

I have requests from clubs for timekeeper and Judge Level 1 courses. Also for the assessment of officials from courses run out of County.

We are just entering the first sequence of license renewals; so far we have had a positive response. Although some of the photo ID leaves a lot to be desired.

### **Mentoring / Training Issues - clarification**

The situation regarding mentoring and assessments of new officials is getting out of hand and the current practice (as per British Swimming guidelines) needs a better understanding.

The prime function of a swimming competition is to provide a venue, correctly managed and supported for swimmers to compete at.

It is not an event (as many people seem to think) put on solely for people to be mentored or assessed at; it is a venue where mentoring / assessment may be available. This has led to issues / confrontations, which in turn have led to a number of experienced officials not wishing / willing to be involved in mentoring.

I apologise if this upsets people but this is the reality of the matter.

Only if a competition is of suitable level, the correct numbers of qualified experienced officials are in place and the Referee is qualified - and is agreeable, can mentoring take place. If the person acting as Referee is not a qualified Referee, mentoring cannot take place. The situation may not be ideal but this is what the requirement is. Availability of mentoring is therefore in the hands of the Meet / Competition Organisers.

The officials at a competition are all volunteers and it is not compulsory for them to be mentors; similarly the Referee cannot be compelled to allow mentoring or assessments to take place (it is the Referee's decision not the Promoter / Meet Manager) especially if they do not have the correct officials in place to run the competition.

The Promoter / Meet Manager of a competition is responsible for obtaining the officials and checking their qualification and license status, not the Referee (although the Referee approves / allocates the officials duties).

The Promoter / Meet Manager have a duty to ensure the required numbers of officials are in place, and that the Referee(s) is qualified before any competition is permitted to take place, let alone allow mentoring. The Referee controls the running of the competition on behalf of the promoter / club. Be aware the Referee can refuse to allow the competition to run if insufficient officials are available on the day; and they cannot be over ruled.

The above is paramount in the case of a Licensed Meet, 'near enough' is not good enough, or 'there will be enough officials on the day' attitude is not acceptable. If you are taking payment from swimmers to enter a competition, whose reason for attending is to gain a valid time for entry into higher levels of competition, you have to provide the correct number of officials; otherwise the meet license may be forfeit and you may then be liable for paying back a lot of money. The practice of using visiting officials is not 'best practice' unless you have a commitment that they will attend even if their child does not come, otherwise you will be short of officials on the day, you are then back to square one.

The organising club should be able to provide the minimum number of officials to enable the competition to run.

A polite reminder for an open meet - see below as per Fina Rule SW 1

6 lane pool the minimum is  
1 x Referee

Preferred would be  
2 x Referee

1 x Starter  
1 x Chief Timekeeper  
6 x Timekeepers  
4 x Judges at JL2  
2 x Judges at JL1

1 x Starter  
2 x Chief Timekeepers  
12 x Timekeepers  
4 x Judges at JL2  
6 x Judges at JL1

8 lane pool the minimum is  
1 x Referee  
1 x Starter  
1 x Chief Timekeeper  
8 x Timekeepers  
4 x Judges at JL2  
2 x Judges at JL1

Preferred would be  
2 x Referee  
1 x Starter  
2 x Chief Timekeepers  
16 x Timekeepers  
4 x Judges at JL2  
8 x Judges at JL1

As many of you will be aware problems do occur, out of the blue and totally unexpected which will probably be out of your control but

**‘failing to prepare is the same as preparing to fail’.**

With officials you can prepare and have them in place before the day, I know its hard work but it can be done. Without the minimum number of officials ‘technically’ you cannot run a competition.

It is unacceptable to expect the Referee to sort it out on the day.

The availability of mentoring should not even be considered before the competition setup is complete / finalised. It should not be assumed it will be possible.

Once the competition setup has been finalised and a Referee has been appointed, and advised of attending officials, they can then be asked if they would permit ‘mentoring’, and to what extent. If agreeable the Promoter / Meet Manager can then offer the availability of mentoring, but should not do so before.

Club gala’s create a bigger problem because a lot of people used as officials are not suitably qualified, in the role they perform, to act as mentors, quite possible the person acting as the Referee may not be a qualified Referee, this requires that the candidate, requiring to be mentored, to check the suitability of the competition.

**Please note the British Swimming requirement for mentoring is.....**

“Candidate poolside training is conducted with the active involvement of the event Referee and an assigned Mentor for each training session. The Mentor in all cases will be an experienced qualified official. The candidate is expected to achieve an acceptable level of competence in the required areas. When an event Referee is satisfied that an acceptable level of competency has been achieved he/she should sign off the competency to indicate this achievement, it is not an automatic process”.

We have had several cases of people being referred for additional training before being signed off, including one candidate (timekeeper) who at the end of two sessions (nearly 100 races) had still not reached the required standard, and one candidate (inspector of turns) who failed to understand that you are expected to watch the turns of the swimmer in their lane, not watch their offspring swimming in another lane. In both cases the Referee’s were not impressed, and refused to sign them off as being competent.

A competition needs to be well organised and manned to enable mentoring / assessments to take place, so Promoter’s / Meet Managers the ball is in your court.....

Be advised that from the weekend of Jun 18/19 till the weekend of July 16/17 inc. there are competitions (all level 3) being held on 4 of the 5 weekends, so officials may be a bit thin on the ground.

**Final Assessments - clarification**

These are controlled / organised by the Officials Sec: (authorised person for Oxon & North Bucks) at a time and place deemed suitable – not an easy task, perhaps 6 times a year, just because a competition is being held does not mean assessments can be carried out. Assessments are not just a matter of being signed off; the candidate has to show that they are competent in the role being assessed both practically and in a question and answer session. This is becoming the problem area, the question and answer session takes about 20 mins, so if you have 3 candidates that’s an hour after the end of the session, not so bad if you have a lunch break and/or a tea break,

but not really on after an evening session. The assessors (2 required) appointed by the Officials Sec: one of whom should not be involved in officiating at the competition, may not be available at a certain competition or on a certain date. Again another voluntary role.

To this end assessments are not done solely when it is convenient for the candidate but when it can be arranged at suitable competitions. Apologises again, but candidates do not decide when or where they will be assessed. Assessors are not available on a 7 day / 365 days a year basis. Unbelievable as it may seem, some people do have a life outside of swimming. It is hard enough trying to organise assessments for our own course candidates let alone trying to fit in candidates from other courses.

John Wilford - Hon: Officials Sec: - Oxon & North Bucks Counties ASA

**OXFORDSHIRE & NORTH BUCKINGHAMSHIRE**  
**May 2011**

**Regional update**

The date has been set for the Regional Coaches Conference which will be the 22<sup>nd</sup> October 2011, we hope to bring in quite a big name in the world of coaching to support and deliver at the conference. So please keep your eyes peeled for more information released on the South East Website.

This conference will be a combined conference between the teacher conference and coaches conference, with the coaches conference having a theme around developing the teenage swimmer.

Regional Youth Championships – I would just like to say well done to the ONB swimmers at the recent Championships, with a special congratulations to Alex Murphy from Didcot Barramundi in the 50 Meter Breastroke.

The Team have been working hard in our priority areas, working with pool operators to develop the relationships which we hope will help support clubs in the long run. Whilst I know that the focus in these areas has been increasing participation rather than an emphasis on elite swimming, I personally feel that this is a key area. For the fact is quite simple, if we do not support pools to become more profitable, over the next few years, we will see our pool stock reduce. This is already happening across the Region. If we lose the pool stock then we lose precious pool time.

However, within these areas, we are looking to support the clubs to build stronger relationships with the pool operators and their 'learn to swim' programmes and schools. Therefore making sure that clubs are receiving the flow of talent that they need.

Finally, I'd like to bring your attention to 'Big Splash'. This is a massive marketing campaign for swimming across the BBC. We are keen to see clubs get involved to encourage more young people to swim. For more information please go to [www.bigsplash.co.uk](http://www.bigsplash.co.uk).

Keith Sutton

**ONB area update**

**Time 2 Listen Courses for welfare officers**

Shelley Robinson has confirmed that she is happy to run a course, and I have had a few requests from clubs across the County. We just need to decide on a venue and date and time. Please feed in possible suggestions.

**Club and Coach conference**

As above in regional update.

**Swim 21**

Thank you to the ONB clubs (Abingdon Vale SC, Banbury SC and Bicester Bluefins SC) who submitted revalidation paperwork on time. City of Oxford SC has not yet submitted revalidation paperwork. The Regional Panel meeting is taking place on Thursday 19<sup>th</sup> May.

The following ONB clubs are due to submit revalidation paperwork for the August panel, Maxwell SC & Wantage White Horses SC, submission deadline is Friday 29<sup>th</sup> July.

<b>Deadline for File Submission</b>	<b>Regional Panel</b>	<b>National Panel</b>
Friday 4 February	Thursday 24 February	Wednesday 23 March
Friday 29 April	Thursday 19 May	Wednesday 22 June
Friday 29 July	Thursday 18 August	Wednesday 21 September
Friday 28 October	Thursday 17 November	Wednesday 14 December

More clubs are changing to submitting on line. Please note, clubs can submit for revalidation online. If clubs would like a password to go down this route they need to contact **Kim Stevens** on [kim.stevens@swimming.org](mailto:kim.stevens@swimming.org) to request a password.

### **British Gas Funding**

<b>Club submits to Region</b>	<b>Region forwards to National Panel</b>	<b>National Panel</b>	<b>Notification</b>
14 February	11 March	23 March	1 April
9 May	10 June	22 June	1 July
15 August	9 September	21 September	3 October
4 November	2 December	14 December	21 December

Completed applications should be sent through to Joan by the submission deadline. Application form available on request.

### **Volunteer Programme**

All young volunteers have now completed all the courses. The young people are now working to complete their J1 practical hours. The young people on the programme have been fantastic and a credit to their clubs. I am meeting again with all the young people on Sunday 10<sup>th</sup> July.

Currently looking into rolling the programme out to young people in Oxfordshire.

### **Team Managers**

Details of the Team Manager Courses in Oxon & N.Bucks are:

**Thursday 12th May** 7.00pm - 9.30pm - White Horse Tennis & Leisure Centre

**Unfortunately had to be cancelled due to lack of numbers**

Ali Powell has kindly agreed to reschedule to Thursday 16 June, we are looking at a venue around Oxford – To be confirmed.

Apologies to Witney, Bicester Blue Fins and Newport Pagnell who all signed team managers up to that course.

**Team Manager Module 2 Presenter course - Overnight Stays and Travel Abroad – Wednesday 8 June – Windsor Leisure Centre**

This course follows on from the module 1 course that ran in November. To attend this course, we are looking for people with team managing experience with presenting experience. Anyone attending this course will then be able to deliver for their club, and will hopefully agree to deliver a small number of courses to benefit other clubs as well.

Following the presenter course, Module 2 training courses will be rolled out across the Region.

### **School-Club links**

Paperwork nearly complete for the Maxwell SC and John Colet School Club Links Project - £2000. The programme will commence January 2010.

### **UKCC courses**

The next Level 1 coaching course will be at Abingdon School over weekends from the 9-23 July. There are currently plenty of spaces, but please sign anyone up as soon as possible so we can ensure numbers for the course to go ahead.

The plan will be to run a level 2 coaching at Abingdon School early 2012 - mirroring the course this year

Information on the new IOS online website:

The Institute of Swimming have introduced a brand new online home at [www.theiosonline.com](http://www.theiosonline.com), the place to go for all your aquatic education and training needs.

Visit the site today and explore! You will soon start to see the benefits for yourselves:

- Live information on course and seminar dates, availability and locations
- Quick, simple and secure credit card payment
- Instant booking confirmation
- Download your course resources in advance
- Create your own individual learning pathway at 'My IoS'
- Visit the library of resources to improve your aquatic knowledge
- Access 15% discount on online learning options

Don't worry, the registration process is simplicity itself but to help you with any queries, attached is a copy of the IoS online user guide. (PDF Attached)

If you require any help with booking onto courses please do not hesitate to contact Katie Fensome at the IOS ([Katie.fensome@swimming.org](mailto:Katie.fensome@swimming.org) or 01509 640470)



