

Oxfordshire & North Buckinghamshire Counties ASA

President: Sandra Wrenn

Chairman: Mr Peter Shaw



MINUTES of EXECUTIVE COMMITTEE MEETING AT BICESTER LEISURE CENTRE

ON 14th MAY 2019 AT 7PM

Present:

P Shaw (Chair)	N Mellings (Sec)	S Wrenn (President & CMK)	O Stockland (Swim Sec/ADSC)
M Fuller (Synchro Sec & Witney Synchro SC)	K Underwood (Officials Sec/COSC)	H Weeks (SER)	K Weetman (Disability Sec & 4SSC)
S Barber (ADSC)	D Innes (BBF)	N Laverick (BBF)	S Wynne-Jones (CMK)
S Anthony (COSC)	S Wratten (4SSC)		

	Agenda Item	Discussion and Decision	Action
1.	Apologies/Opening Remarks	Apologies were received from: I Powell (Treasurer); S-A Clavaud (W&DSC); A Brewer (Coach Ed/Maxwell); B Whitelea (Witney Waterpolo); D Wheatley (Fixtures Sec/AVSC), H Mack (Club Dev Officer/SER) and H Patrick (NPSC).	
2.	Minutes of Executive Meeting held on Tuesday 20 th November, 2018	The Chairman asked if all those attending had read the minutes of the meeting held on Tuesday 12 th March 2019 and if they were a true record. There were 2 amendments to be made: 7d Synchro should read 'The <i>Synchro Sec</i> has been asked to form a County Synchro Squad'; 7i Officials should read that '3 referee <i>final assessments</i> took place last weekend'. There being no other amendments, it was agreed that the minutes were an accurate record and they were duly signed by the Chairman.	
3.	Matters Arising from Previous Mtg	None.	
4.	Correspondence	Sandra Wrenn had notified the Chair that she would be stepping down from her role as ONB Officials Co-ordinator and would not be seeking re-election at the July AGM. The Chair passed on his, and the Exec Cttee's, sincere thanks to Sandra for all her hard work and extremely conscientious effort over the past 4 years.	
5.	Chairman's Report	The Chair presented his report which is duly attached.	
6.	Treasurer's report	Ian Powell sent his apologies; the Chair presented the report on his behalf which is duly attached. The report reflected the adjusted County Champs profit.	
7.	Disciplines	<p>a. Swimming. Oliver Stockland presented his report. He thanked Clubs for their attendance at the County Champs debrief – the minutes of which had been previously circulated to clubs. Oliver outlined his proposals for the 2020 Champs – a copy of which is in the associated Reports:</p> <ol style="list-style-type: none"> 1) Dates for Jan & Feb Champs (see attached report) 2) Para Swimming – Should a swimmer with a Para-Swimming Sport Classification swim a time in integrated heats that qualifies them for the relevant age group or open final, they should not be debarred from competing in that final. 	ALL CLUBS

	Agenda Item	Discussion and Decision	Action
		<p>3) Programme Changes - Girls Age Group Relays 10-11-12 & 13-14 – moved to the 18th January. 200m Butterfly & 200m Breaststroke switched (Heats & Finals).</p> <p>4) Entries. Closing Date for entries is 9th December 2019; paperless entry only.</p> <p>5) Medals. 1st, 2nd & 3rd place age group medals to be improved.</p> <p>6) Withdrawals. Process unified, therefore the same for all finals (including 200m events).</p> <p>7) Merchandise. A proposal from a Club regarding possible merchandising options for Counties was pending and will be submitted to Oliver at a later date. Decision: The Exec Cttee agreed all the above proposed changes.</p> <p>8) Qualifying Entry Time Criteria. The Exec Cttee discussed, at great length, the proposal that qualifying entry time criteria be manipulated to balance male/female entry numbers. Decision: The Exec Cttee did not agree this proposal. The Exec Cttee did however agree that the Promoter may seek an alternative set of base times from which to determine entry high and low times. <i>Of note: Entry times are now unlikely to be released until late August.</i></p> <p>b. Fixtures. Donna Wheatley sent her apologies; there was nothing to report.</p> <p>c. Records. Peter Shaw presented the Records Claim Report. A member highlighted that the Female Open 50Fly time being claimed (based on the Rankings website) was incorrect as there had been a timing issue at the British Champs in Glasgow and the original time had been corrected. Peter has subsequently confirmed this. He also reminded Clubs that it was their responsibility to inform him of any County records claims, not assume that he will. The attached Claims reflect the corrected position.</p> <p>d. Synchro. Mandy Fuller presented her report which is duly attached.</p> <p>e. Masters. Post remains vacant - therefore no report received.</p> <p>f. Disability. Kim Weetman presented his report which is duly attached.</p> <p>g. Masters' Records. No report received.</p> <p>h. Facilities. No report received.</p> <p>i. Officials. The Chair welcomed Karen Underwood, the Acting Officials Co-ordinator. Karen presented her report which is duly attached.</p> <p>j. Coach Education. Ali Brewer sent her apologies; the Chair presented her report which is duly attached.</p>	<p>SWIM SEC ALL CLUBS</p> <p>RECORDS SEC ALL CLUBS</p>
8.	Talent Pathway Dev Camp 2019	Helen Mack sent her apologies. Helen Weeks informed the Cttee that the first Talent Pathway Dev Camp Day went well, with many positive comments received. A report will be presented at the July 2019 Exec cttee mtg.	
9.	Funding Applications	<p>3 Funding applications had been received.</p> <p>1) The Acting Officials Co-ordinator requested funding to: - Replace the County Lap cards. No costs were available as yet as it was proving difficult to source a supplier. Further</p>	ACTING OFFICIALS

	Agenda Item	Discussion and Decision	Action
		<p>investigation was required and costs would be presented at the next cttee mtg.</p> <p>- Purchase Swim Meet for Officials Software at an annual cost of £300 per year (which all clubs could use).</p> <p>Decision: The Exec Cttee agree to pay £300 per year for the software.</p> <p>2) Maxwell Swim Club requested a new remote strobe, noting the purchase of one would assist all county clubs who attend Maxwell meets. The Chair noted he would contact Maxwell to ascertain if this strobe was required to replace the strobe which County had lent Maxwell, which had been broken during their usage.</p>	<p>CO-ORDINATOR</p> <p>TREASURER</p> <p>CHAIR</p>
10.	Swim England South East	Helen Weeks presented Helen Mack's report on her behalf; a copy of which is duly attached.	
11.	TeamUnify	The ONB Sec updated the Cttee on the progression of the new ONB TeamUnify (TU) website. Work to complete the website continues apace. All being well the website will go live by mid June 2019. Clubs were requested to forward any photographs from County Champs 2019 which could be placed on the website. Clubs were also requested to reference ONB on their twitter feed.	ALL CLUBS
12.	AOB	<p>There were 2 AOB items:</p> <p>1. County Synchro Awards. Mandy Fuller noted the intention to start up the County Synchro Award at a forthcoming competition in June 2019, requesting that medals left over from County Champs be utilised. This was agreed and it was noted that should funding be required to purchase additional medals, that the request should go to the Chair.</p> <p>2. Bicester Blue Fins (BBF) claim for funding. The Chair of BBF noted that in Nov 2017, BBF had requested and been authorised funding of £810.36 from ONB but had not yet claimed it. He requested the monies be transferred to BBF and was informed that copies of receipts needed to be sent to the Treasurer so that payment could be made.</p>	BBF CHAIR TREASURER

The Exec Cttee Meeting closed 8.40pm.

The AGM will be held at Bicester Leisure Centre starting at 7pm on 9th July 2019. The Exec Cttee Mtg will follow on from the AGM.

Nicky Mellings
ONB Sec

Date: 21st May 2019

Chair Signature:

Date:

CHAIRMAN'S REPORT

It is extremely pleasing to see a further 16 Assistant Coaches successfully pass their course in April. Thank you to Ally Brewer and Helen Mack for organising and also for the continued support of the Swim England South East Bursary scheme.

A second thank you to Helen Mack for the considerable amount of work that was required to organise and manage our first Talent Pathway Development Camp for 11 year olds on 28th April. Helen will report on its success later, in this meeting.

Synchro, in a state of flux nationally, continues to flourish in ONB, with of course our newest Club, InSynchro in Milton Keynes but also the continued success of Witney Synchro and Henley Synchro. To that we can now add the ultimate of Laura Turbeville from Witney being selected for both the GB Senior and Junior Squads.

For our Speed swimmers there has been considerable success at both the British Champs in Glasgow and the South East Regional Champs at Wycombe and so far at Crawley, with one weekend to go. The number and excellence of the Long Course County Records that will be ratified later this evening will testify to that. As important though is the depth of swimming in the County, reflected in the fact that 231 of our swimmers qualified to swim at least one event at either the Wycombe Over 15's or the Crawley 14 & under Regional Championship events. This is an extraordinary improvement on 10 or even 5 years ago and an enormous thanks must go out to the Club administrators, the parents, the swimmers, of course, but most importantly to the Coaches.

Peter Shaw

TREASURER'S REPORT

Please accept my apologies for missing the meeting. Below is a statement of the accounts as at 14th May 2019, there are no outstanding payments. Below is income and spending since the last exec meeting on the 12th March 2019.

Exec Income and Spending-Meeting to Meeting Between 12/03/2019 and 14/05/2019

<u>Income Categories</u>	<u>Total</u>
Athlete Development	
Swim Pathway Camps	£1,050.00
Total Athlete Development	£1,050.00
Sundry (Donation)	
Individual Donation	£200.00
Total Sundry (Donation)	£200.00
Total Income Categories	<u>£1,250.00</u>

<u>Expense Categories</u>	
Athlete Development Costs	
Kit	£485.44
Pool Hire	£160.25
Refreshments	£12.60
Room Hire	£166.67
Total Athlete Development Costs	£824.96
Championships	
Catering	£3,351.60
Total Championships	£3,351.60
Funding Training-Coaches	£840.00
Hire Charges	
Room Hire	£78.00
Total Hire Charges	£78.00
IT	
Software	£23.98
Total IT	£23.98
Sports Gear Purchases	£132.00
Total Expense Categories	<u>£5,250.54</u>

Grand Total = -£4,000.54

Below is the net worth

Exec Net Worth as of 14/05/2019

<u>Bank and Cash Accounts</u>	Total
Cash - Competition A/C	£0.00
Cash - General A/C	£0.00
Competition Account	£2,478.62
Creditors Account	-£2,491.75
Debtors Account	£0.00
General Account	£198.19
High Interest Business Account	£43,696.64

Net Worth = £43,881.70

I received an invoice from Aqua Vale for catering at the Main Championships some £3351.60. It was noted at the last meeting that I had a recorded a lower amount for the catering and on examining the previous export from the accounts as presented on the 12th March, that the information presented was misleading. The report included a transfer from the Business Account to the competition account to cover the float and the reported profit took this into account, so the reported profit was similar to that from Oliver. But taking the raw income and expense the profit was £16548.88, if I had seen that then it would have flagged up a problem. Below is a breakdown of the County Championships Income & Expense with all invoices paid and include the donation from Peter for the new trophies as this came in after the 12th March. Note the start is the 2nd April due to writeback of £3750.00 on the 1st April 2018;

AGM Comp Income and Spending

Between 02/04/2018 and 31/03/2019

<u>Income Categories</u>	Total
Championships Income	
Admission Entries	£11,968.18
Age Group Entries-Individual	£24,829.00
Age Group Entries-Relays	£2,744.00
Age Groups Coaches Passes	£1,470.00
Charity Donation_Final Program Sales	£265.15
Charity Donation_Memorabilia Sales Profit	£300.30
Memorabilia Sales	£1,085.70
<i>Total Championships Income</i>	<u>£42,662.33</u>
Sundry (Donation)	
Individual Donation	£200.00
<i>Total Sundry (Donation)</i>	<u>£200.00</u>
Income - Unassigned	£0.00
<i>Total Income Categories</i>	<u>£42,862.33</u>

Expense Categories

Championships	
Catering	£4,646.63
Entry Refunds	£435.00
Expenses - Officials	£1,118.81
Hire Charges - Dance Studio	£1,620.00
Hire Charges - Furniture	£137.10
Hire Charges - Pool	£11,451.00
Memorabilia	£1,538.34
Stationary	£963.02
Sundry	£900.00
Trophies	£6,089.70
Total Championships	£25,548.00
Charitable Donations	£565.45
<i>Total Expense Categories</i>	<u>£29,465.05</u>

Grand Total = £13,397.28

So the adjusted 2019 County Championship profit is £13397.28.

I am in the process of preparing the accounts for audit ready for the AGM.

Ian Powell

Treasurer, Oxon & North Bucks County ASA



OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES ASA

SWIMMING SECRETARY REPORT – May 2019

Notes post-May's County Meeting

Summary of **agreed** changes:

Date:

11th January – Leys Pool (Oxford)

1500m Freestyle & Boy Age Group Relays 10-11-12 & 13-14

18th January – Leys Pool (Oxford)

800m Freestyle & Girls Age Group Relays 10-11-12 & 13-14

26th January – Aqua Vale (Aylesbury)

400m events

8th/9th & 15th/16th February – Aqua Vale (Aylesbury)

Main Championships

Qualifying Period:

18th February 2019 to 9th December 2019 (**all events**, including long distances)

Para-Swimming:

Should a swimmer with a Para-Swimming Sport Classification swim a time in integrated heats that qualifies them for the relevant age group or open final, they should not be debarred from competing in that final.

Swimmer with a Para-Swimming Sport Classification will be eligible to receive awards should they 'place' in any relevant age group or open event that is swum as a Timed Final (TF) or Heat Declared Winner (HDW) event. The same swimmers may also be eligible to receive awards in the corresponding Para- Swimming/Multi classification event - subject to the eligibility criteria listed in the event conditions.

Programme Changes:

Girls Age Group Relays 10-11-12 & 13-14 – moved to the 18th January

200m Butterfly & 200m Breaststroke switched (Heats & Finals)

Entries:

Closing date for entries 9th December 2019

Entry system – paperless only

Medals:

1st, 2nd & 3rd place age group medals to be improved

Withdrawals:

Process unified, therefore the same for **all finals** (including; 200m events)

Merchandise:

Proposal pending

Summary of changes **not** agreed:

Qualifying entry time criteria not to be manipulated in order to balance male/female entry numbers. The Promoter, however, may seek an alternative set of base times from which to determine entry high & low times.

Note: Entry times are unlikely to be released until late August.

Oliver Stockland

Swimming Secretary

Oxford & North Buckinghamshire Counties ASA

RECORD CLAIMS

LONG COURSE

Male

Junior

200 Backstroke	Nick Skelton	City of Oxford	2.04.88	21/04/19	Glasgow
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Female

Junior & Open

50 Free	Safiyah Sillah	City of Oxford	26.48	18/04/19	Glasgow
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50 Breast	Ilizane Pinfold	City of Oxford	32.48	16/03/19	Edinburgh
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50 Fly	Lottie Wynne-Jones	City of Milton Keynes	28.27	30/03/19	Sheffield
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Junior

800 Free	Lottie Wynne-Jones	City of Milton Keynes	9.10.10	06/05/19	Wycombe
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100 Breast	Ilizane Pinfold	City of Oxford	1.12.48	15/03/19	Edinburgh
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100 Fly	Lottie Wynne-Jones	City of Milton Keynes	1.02.39	06/05/19	Wycombe
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Open

50 Back	Emily Ford	City of Oxford	29.65	20/04/19	Glasgow
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O&NB County Synchronised Swimming Report

May 2019

Since the March report:

The National Synchronised Swimming Age Group competition results from March have now been made available and I have attached the results for the County Clubs – Congratulations to Henley's 12& under swimmers for their medal winning Duet and Free Team.

Based on the 2018 & 2019 NAG's results two Witney swimmers – Eleanor Bisp & Kata Soros were selected for places on the South East Regional squad. The full list hasn't been published so I am unaware at the moment which Henley swimmers have been included. I will endeavour to complete a list of those selected and to which squads they have been selected. Louise Fuller from Witney has been selected as a coach for the squad.

Swimmers from Witney Synchro attended the National Championships in April held in Nottingham.

Top 10 positions were achieved in the Technical Solo, Technical Duet, Technical Team and Free Team Events. Overall the swims went well for this young squad (15& 16yrs) and they dealt with the differences in this senior competition with maturity. The Free Team event on the Sunday afternoon was televised by the BBC in their decision to support more minority sports by giving them airtime to reach a wider audience. The swimmers took this in their stride as did the coaches who were interviewed live with minimal notice.

Steve Fuller attended the event as a Referee Mentor.

A huge congratulations should go to Laura Turberville (16) from Witney who has now been selected to swim in the Senior GB squad (as well as the Junior Squad). She is currently competing in Russia and may be chosen for the squad for Barcelona in early June. This is as well as attending the Junior Europeans Championships in Prague in late June with the Junior squad. Laura will also be sitting her GCSE's somewhere during training camps and competitions!!!

Kathryn Fuller, Witney Head Coach, applied for and was selected to take up one of only six places on the Synchronised Swimming Coach Development Programme 2019 – a new pilot scheme.

Witney Synchro successfully went through their full check for Swim Mark.

Annette Probert from Insync Milton Keynes attended a Level 1 Judges Course tutored by Stephen Fuller.

Mandy Fuller

Results from NAG's 2019

Henley Synchro

11-12 yrs. Figures: 4th Eva Narewska, 5th Zara Warren ,20th Annie Skaanild, 22nd Emma Buckley

12&under Duets: 3rd Eva Narewska & Emma Buckley

12& under Solo: 5th Eva Narewska, 8th Emma Buckley

12& under Free team: 3rd Emma Buckley, Eva Narewska, Annie Skaanild, Zara Warren

Witney Synchro

13-15yrs Figures: 24th Katherine Stevenson, 32nd Kata Soros,44th Emma Johns,72nd WeiYen Tan,

81st Eleanor Bisp, 116th Issabella Booth

13/15 Free team:

9th Eleanor Bisp, Issabella Booth, Emma Johns, Kata Soros, Katherine Stevenson, WeiYen Tan

British Championships

Witney & District

Technical Solo: 10th Laura Turberville

Technical Duet: 10th Phoebe Muir and Laura Turberville

Technical Team: 10th

Rowan Bisp, Emma Johns, Flora Kershaw, Phoebe Muir, Katherine Stevenson, WeiYen Tan, Laura Turberville.

Free Team: 9th

Rowan Bisp, Emma Johns, Phoebe Muir, Katherine Stevenson, WeiYen Tan, Laura Turberville.

Oxon & N Bucks Counties ASA

Disability Report - 14th May 2019

Nothing to report.

But for your diaries:-

World Para Championships Saturday 7th September – Sunday 15th September London Olympic Park
For information please contact Helen Akers helen.akers@swimming.org

Saturday 21st September & Sunday 22nd September
For information please contact Sue Barker gospportsue@hotmail.com

Cheers

Kim

Officials Report – May 2019

I am still settling into the role as I am only acting up until the AGM so still sorting out what I should be doing.

Congratulations to Mark, Felicity and Simon who are all now fully qualified Referees.

We have also welcomed a Referee from the USA, Lisa Filsell (Bicester Swim Club), who has been through a Swim England induction process and is now able to referee for any British Swimming meet.

We have run a number of courses:

A J2 Part 1 in Bletchley in March (Andre and Mark) max attendees set at 15

J1 Part 1 in Oxford in March with TK assessments (Karen and Gill) max attendees 32

J1 Part 2 in Oxford in April (Karen and Gill)

J2 Part 2 and J2S Part 2 in Bicester set for 1 June (Oliver and Karen)

We have received clarification that all J1, J2 and J2S trainees must attend 2 mentoring sessions in their new role (at a Level 1 or 2 meet) before they can be considered for assessment. We need to encourage trainees at County Champs.

Clarification has also been given over the minimum age to start J1 training – this cannot be before the candidate is 15 years old - timekeepers can train at 14 years old.

Training for J1 will change from January 2020 to online modules and no J1 can be carried out under the existing format from November 2019. All current J1 trainees MUST have completed their training and have been assessed by July 2020.

We are waiting for details for session to explain the new system.

A new DQ form has been issued by British Swimming but there are no major changes – a matter of wording.

Karen Underwood

Coaches Education Report – May 2019:

The level 1 blended coaches course held at Aqua Vale in April went well. All 16 candidates passed.

Next course will be a level 2 coaching September/ October this year.

Oxfordshire & North Bucks County ASA Meeting – May 2019

Team Manager Training

Team Manager Module 1 course

Thursday 23rd May 2019 Stoke Mandeville Stadium, Aylesbury 6.30pm – 9.30pm

Wednesday 25th September Spiceball Leisure Centre, Banbury 6.30pm - 9.30pm

Team Manager Module 2 course

Wednesday 19th June 2019 Leys Pool and Leisure Centre, Oxford 6.30pm – 9.30pm

To book, please visit <https://www.southeastswimming.org/workforce/team-managers/>

SwimMark (previously swim 21)

Thame SC, Henley Synchronised SC, Abingdon Vale SC, City of Oxford SC, 4 Shires SC and Maxwell SC are due to complete their SwimMark full submission at the June panel meeting, submission deadline **Friday 17th May 2019**.

Swim England South East 2019 Open Water Championship, Age Group and Multi-disability competition.

Westhampnett Lake Chichester

Saturday 13th July 2019

Entries close 29th June

Further details - <https://www.southeastswimming.org/open-water-competitions/>

Regional Open Water Swimming Skill Coach Applications now open

The Region are inviting applications from swimming coaches, level 2 or above, wishing to develop their knowledge of Open Water Coaching through attendance at the Open Water Development camp on the 16th June at the Excel Leisure Centre in Walton on Thames and Shepperton Lake. Please see the link for an application form <https://www.southeastswimming.org/open-water-development/> Additional coaches are welcome to attend in an observational capacity.

Selection letters for the open water camp have now been sent out.

Judge Level 1 Open Water Officials Training

Sunday 16th June

This course will be run in conjunction with the regional development camp.

10.30am – 12.30 Theory (Elmbridge Excel Leisure Centre)

1.30 – 3.30pm Practical Observations (Shepperton Lake)

Open Water Coaching Course

Level 2 Award in Open Water Coaching

Day 1 29th May 2019 - ACS Cobham International School, KT11 1BL

Day 2 12th June 2019 - Ferris Meadow Lake & Desborough Sailing Club, TW17 9LQ

Cost £375

Please visit - <https://www.swimming.org/ios/course/1756>

Regional Parents Talks

During the regional age group championships at K2 Crawley there will be two parents' talks taking place.

Saturday 11th May - Performance Nutrition, 12.30 – 1.30pm – all parents/ athletes welcome

Saturday 25th May - England Talent Pathway presentation, 12.30 – 1.30pm – For parents of 12 year olds and parents of athletes competing at the Regionals for the first time.

Masters Development Day

Saturday 8th June – ACS International School

The regional masters group would again like to welcome masters swimmers from across the South East Region to come along and participate in a development day tailored for the masters' community. This year the focus will be specifically on the benefits of mobility and strength training on land.

In the pool we will be looking to provide additional help/ information or even just a refresh for athletes preparing for race day.

Reserve your place - <https://www.southeastswimming.org/masters-development-day-08-june-2019/>

Regional Pathway Programme 2019

Following the Regional Championships, 12 year old athletes will be selected to participate in the regional pathway programme.

Further information and the selection criteria - <https://www.southeastswimming.org/regional-pathway-programme/>

Again this year we will be welcoming coach observers at our 12 year old regional pathway camps. This is an ideal opportunity for developing coaches to watch practical sessions on starts and turns, land training sessions and classroom based workshops.

Coaches can attend morning/ afternoon or full day sessions. Numbers are restricted therefore booking is required. All days are based at ACS International School Cobham, Surrey.

For the booking form and timetables see the link <https://www.southeastswimming.org/regional-pathway-programme/>

Save the dates

Regional Swimming Coaches Forum – Conference – Sunday 8th September

ACS International School, Cobham, Surrey.

The welcome speech will be delivered by Adrian Moorhouse, Olympic gold medallist 1988.

Team Manager Forum - Sunday 15th September

Holiday Inn, Guildford 10am – 12 noon

Coaching & Teaching Register update

The launch of the [Coaching and Teaching Register](#), in January, led to exceptionally high response levels, with more than **950 clubs** providing information about their active coaches and teachers.

Swim England now holds information (i.e. name, role and discipline), for more than **8,000 coaches and teachers** delivering within our aquatic disciplines.

It is the first time that we have held this level of information and we are therefore extremely grateful for the input from our affiliated clubs.

In order to ensure that we have the most up-to-date information for our coaches and teachers, we are now asking individuals to **verify the details** that we hold (i.e. qualification information, DBS and safeguarding).

To check this information, we are asking coaches and teachers to log into their [Online Membership System](#) account between **1 May** and the end of **July 2019**.

The system is user-friendly and the verification process is quick and simple – for more information about the system and how to set up an individual account please refer to the [User Guide](#).

When checking information on the OMS system, if individuals notice that anything is missing please refer to the [Q&A sheet](#) for guidance on who to contact.
