

asa North East Region

# Induction Pack



# New Board Members



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# 1 Overview of North East Region and the asa

We believe taking part in regular swimming or aquatic activities can improve the health and well being of people of all ages. It is an effective tool for raising people's aspiration in improving education and skills which lead to an increase in economic activity. It can also contribute to improved levels of social integration and cohesion by encouraging children, young people and adults from all groups in our society to swim and play together. The asa North East Region covers a large geographical area including North East England, North Yorkshire and the Humber and includes the Sport England NE and Sport England Yorkshire and Humberside regions. 15% of the country's population live in the region totalling more than 7.48 million people which is 15%.

*'Improving the lives of people if the asa North East Region through swimming and other aquatic activities.'*

**Learn to Swim** - swimming is an essential life skill which enables people to enjoy water based activities throughout their lives and we will work with schools and local authorities to make sure that all children have access to high quality learn to swim programmes.

**Health and Lifelong Participation** – swimming is a major participation sport amongst young people and we will provide opportunities to ensure everyone learning to swim can continue to benefit from participation in the sport throughout their lifetime. Swimming is more able than most other sports or physical activity to make a positive improvement to people's health. The research shows that it can contribute to reducing obesity, osteoarthritis, diabetes, cardiovascular disease, hypertension, strokes and problems caused by mental health.

**Athlete Development** – fulfilling the full potential of swimmers is critical if we are to achieve national and international success so we will ensure all swimmers have access to appropriate coaching, support and environment at every stage of their career.

**Workforce Development** - achieving our vision will only be possible by supporting the development of our coaches, volunteers and officials. We will invest in training and professional development to increase the number and improve the quality of our workforce.

**Facilities** – the provision of suitable and appropriate facilities for all participants is fundamental to achieving our ambitious vision. We will continue to work with partners to ensure the needs of participants of all standards in every discipline of the sport are met.

**Governance and Commercial** – the success of our sport relies on solid corporate governance and effective use of resources and we will demonstrate sound accountability and stewardship in all our activities.

## 2 Role of Management Board

- ◆ To determine the strategic direction of the region and ensure delivery within the agreed overall policies and plans.
- ◆ To establish and recommend budgets for the delivery of the Regional Operational Plan, Administration and Infrastructure of the Region.
- ◆ To be responsible for monitoring the work of the Standing Committees and any other persons appointed to carry out specific tasks within the Region.
- ◆ To monitor the work of the Regional Development Team.
- ◆ To agree the Regional Affiliation & per capita Fees.
- ◆ To oversee the administration for the Affiliation of Clubs and Members.
- ◆ To approve the appointment of Managers or other positions not appointed by the Annual Council Meeting (ACM).

## 3 Role of asa NER Board Members

**Board Members are responsible for: -**

Decision making – ensuring that, in reaching collective decisions, the Board takes into account any guidance issued by the Main Board.

Board Members do not have any responsibilities regarding the employment or direct management of North East Region staff.

In addition to the above, members are required to actively promote and improve swimming using their networks and expertise.

Meetings are held on a regular basis but members may also serve on committees etc, which are additional. Time is also required to study papers, attend events and represent the North East Region at functions (as required).

## 4 Role of North East Region Chair

The Chairman is responsible for leadership of the Board, ensuring its effectiveness on all aspects of the role and setting its agenda. The Chairman is pivotal in creating the conditions for overall Board and individual Board Member effectiveness and ensures constructive relations between Board members and staff. These specific responsibilities are in addition to the Chairman's responsibilities as a Board Member.

## 5 Duties of North East Region Board Membership

**Duty of Care** – to act reasonably and prudently in all matters relating to the organisation and in its long-term interests. Members need to be aware of the issues affecting the region, though they are not expected to have expert knowledge. If they have expertise in a given area they will be expected to act with a higher duty of care in the context of that expertise. Members are responsible for the business of the region regardless of the organisation they are from.

**Duty to protect** the organisation's resources – to protect all the resources belonging to the organisation or within the region, for instance by ensuring that there are adequate financial controls. Also a duty to protect the reputation of the organisation and its intellectual property such as branding and databases.

**Duty to act** in the best interests of the public and avoid conflicts of interest – prior to and throughout the term of engagement all conflicts of interests must be declared and properly managed. The first duty as a Board member is to the public, which means they must act in the best interests of the public as a whole. Inevitably Board members have a wide range of interests in private, public and professional life and those interests might, on occasion, conflict. Board members have a general responsibility to manage such conflicts of interest, especially where they involve financial transactions and must read and comply with the asa North East Region's conflicts of interest policy.

**Duty to act collectively** – no Board member can make a decision on his/her own which is binding on fellow Board members, unless specifically authorised to do so. A code of conduct for Board members ensures that the highest personal standards are observed at all times. The main Board Terms of Reference are incorporated into the Regional Constitution.

## 6 asa North East Region Management Board Meetings

The Management Board consists of: **Chairman** • **Regional Director** • **Finance Manager** • **County Appointments** (Northumberland & Durham 2, Yorkshire 3) • **Regional Council Appointments** (4) • **Independent Members** (2) • **President** (non voting) • **Vice President** (non voting)

Board Members are appointed for a period of three years and may be elected for a second three-year period. They will be required to complete a register of interests, which the Regional Director will hold. Only the Regional Director and Chairman will have access to the Register. Board Members may be required to act as the Board Liaison Member to one of the Disciplines of swimming. Board Members may be required to attend Training Courses.

Members may resign from office at any time by notice in writing to the Chairman of the North East Region.

## 7 Role of asa North East Region Regional Director

The Regional Director's role is to implement North East Region strategies and policies within their region and nationally as requested and to develop, nurture and deliver effective working relationships with key agencies and partners throughout the region. The Regional Director has responsibility for the overall organisation, management and staffing within the region and for its procedures on financial and other matters, including conduct and discipline of staff. The Regional Director is the designated Budget Manager for the region and is responsible for the resources under his or her control.

The Regional Director works closely with the Chairman of the North East Region, in particular on:

- Setting the agenda for the Board – the agenda should take full account of the issues and the concerns of all Board members. They should be forward looking and concentrate on strategy rather than on management issues.
- Ensuring Board members receive accurate, timely and clear information to enable them to make sound decisions, monitor effectively and provide advice to promote the success of the region.
- Inducting and developing individual Board members with a view to enhancing the Board's overall effectiveness as a team.

## 8 Role of asa North East Region Discipline Managers

- 1** The appointment of Discipline Manager carries with it the duties and responsibilities that are outlined below. These are not intended to be exclusive and not all of them may apply to all Managers.

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- 2** Discipline Managers are responsible to the NER Board for the smooth and efficient running of the competitions and other activities that may from time to time come under the jurisdiction of the discipline.

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- 3** In seeking to meet these duties and responsibilities, Managers may call upon the services of one or more persons to form a Project Group of suitably qualified individuals who can carry out the responsibilities to ensure the smooth and efficient running of the relevant activities. This includes making the necessary arrangements such as setting dates and times of events, booking venues, and the appointment of all officials. It is not intended that Discipline Managers should carry out all tasks themselves; most should be allocated to members of the Project Group

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- 4** Managers are responsible for liaising with the Finance Manager on any issues associated with the costs of staging an event or activity before the activity takes place.

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- 5** Managers are required to report progress to the Board.

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- 6** Managers are responsible for ordering and ensuring that the relevant number of medals etc is available at each event. The total order should be placed with the Finance Manager at the start of each year.

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- 7** All matters concerning the development of any discipline should be discussed with the Regional Development Officer before any commitments are made.

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- 8** Each Discipline Manager is responsible for submitting to the Regional Director a report on the activities of the year for inclusion in the NER Annual Report. The report should include a note of any outstanding performances by athletes of the discipline, particularly at national and international levels.

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- 9** Managers are responsible for ensuring that signed receipts are obtained when NER trophies are presented to winners.

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- 10** Managers of appropriate disciplines are responsible for ensuring that arrangements are in hand for keeping up-to-date records of NER athletes' achievements.

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- 11** Managers are responsible for ensuring their section of the NER website is up-to-date by appointing an appropriate person who will liaise with the webmaster

## 9 Conflicts of Interest

Register of Interests (see Appendix 3)

## 10 Personal Liability

Although any legal proceedings initiated by a third party are likely to be brought against the asa North East Region, in exceptional cases civil or in certain cases criminal proceedings, may be brought against a Chairman or other individual Board members. For example, a Board member may be personally liable if he or she makes a fraudulent or negligent statement which results in loss to a third party. Board members who misuse information gained by virtue of their position may be liable for breach of confidence under common law or may commit a criminal offence under inside dealing legislation.

However, the asa (Amateur Swimming Association) has indicated that individual Board members who have acted honestly, reasonably, in good faith and without negligence will not have to meet out of their own personal resources any personal civil liability, which is incurred in execution of their Board functions. Board members are therefore indemnified by the asa against legal proceedings brought against them personally in execution of their Board duties, provided they have acted in accordance with this paragraph.

## 11 Travel and Subsistence

Board members are entitled to claim a refund of their travel costs as well as subsistence allowances in connection with their attendance at meetings of the Board or when representing the asa North East Region on official business.

Claims must be made in accordance with the current asa North East Region travel and subsistence policy. Claim forms for Board meetings and related duties should be returned to the Finance Manager. In the event of any doubt about whether it is appropriate to claim expenses for attendance at a meeting or event, please check with the Regional Director prior to travel.

Please contact the Finance Manager before organising any travel or accommodation arrangements and ensure all receipts are kept in order to support your claim for reimbursement.

# 12 Assessing the Effectiveness of the asa North East Region

As an organisation partly publicly funded, it is critical that the asa North East Region is able to assure its governing body that in exercising its function it has acted and operates within the law. Reflecting on the performance of the Board gives a clearer understanding of the role and purpose and can help Board members to engage in their role more fully and see more clearly what difference they are making.

Boards are free to adopt whichever process of review is most appropriate for the time available and produces the required outcomes. Options could include inviting Board members to provide comments on the performance of the Board, which can be collated and discussed collectively or setting aside part of one meeting a year to reflect how well the Board has met its responsibilities, how well meetings have progressed, if the discussion had become sidetracked too often, if the decisions reached have been the right ones and how the management and meetings of the Board can improve.

The method of the review to be undertaken should be decided by the Chairman, in consultation with the Regional Director.

# asa North East Region

## STRUCTURE



### ADMINISTRATION

- Day to Day Office Duties
- Swim 21 Administration
- Bookings
- IT

### BUSINESS

- Approved Institute of Swimming Centres
- Service Level Agreements
- 5 Year Partnership Agreements
- National Plan for Teaching Swimming
- Aquamark
- ASA Awards

### DEVELOPMENT

- Swim 21 Strategy
- Operational Plan
- School Participation
- Volunteering
- Facilities
- Partnerships

### EDUCATION

- UKCC/ASA Courses
- Institute of Swimming (IOS)
- Tutor Training
- Continuing Professional Development (CPD)
- Tutor Delivery
- Quality Assurance

### HEALTH

- Lifelong Participation
- Active Lifestyle
- Monitoring & Evaluation

### TALENT

- UKCC/ASA (Athletic Apprenticeship Sporting Excellence)
- Regional Camps
- Talent Identification
- Brecon Programme
- Competition

- County Sports Partnerships
- School Sports Partnerships
- Local Authorities
- Youth Sports Trust
- Sport England
- Skills Active
- Learning Skills Council
- DFES
- Sports Coach UK

# Conduct of Board Members: The Nolan Principles

## Selflessness

Board members should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

## Integrity

Board members should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

## Objectivity

In carrying out public business, including making appointments, awarding contracts or recommending individuals for rewards and benefits, Board members should make choices on merit.

## Accountability

Board members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate.

## Openness

Board members should be as open as possible about all their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

## Honesty

Board members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## Leadership

Board members should promote and support these principles by leadership and example.



## Declaration of Interests

Title:

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First Name:

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Surname:

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Position Held:

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I acknowledge receipt of a copy of asa Law 304 together with the Code of Practice and in accordance with asa Law 304.3.2 confirm that I have read and understand Law 304 and the Code of Practice.

This requires that members of the asa North East Region Management Board are not exposed to allegations of conflicts of interest in discharging their responsibilities. Relevant information should be recorded on this form and this will ensure that any potential conflicts of interest are considered.

Please return to the asa North East Region Regional Director in an envelope marked strictly private and confidential, The asa North East Region Regional Director shall forward a copy for record purposes to the asa Chief Executive.

## MEMBERSHIP OF OR INVOLVEMENT WITH SPORTS CLUBS AND GOVERNING BODIES OF SPORT

Please provide full details of any memberships or involvements which are current or have expired in the last five years.

Self or Immediate Family Member	Name of Organisation	Nature of Involvement	Current or Expired?

## MEMBERSHIP OF OR INVOLVEMENT WITH OTHER RELATED ORGANISATIONS

This category includes any organisation which might be eligible to apply to the English Sports Council for Lottery or Exchequer funding such as schools, schools organisations, community associations, local authorities and youth organisations.

Please provide full details of any current membership, employment or other involvement or any that have expired in the last five years.

Self or Immediate Family Member	Name of Organisation	Nature of Involvement	Current or Expired?

## COMMERCIAL INTERESTS

These would included commercial interests in companies owning, operating or providing sports facilities or services. Please provide details of any involvements that are current or have occurred in the last five years.

Self or Immediate Family Member	Name of Organisation	Nature of Involvement	Current or Expired?

## Reference Documents

The following documents are available on the North East Region website [www.swimnortheast.org.uk](http://www.swimnortheast.org.uk) or on request from the Regional Office.

- North East Region Constitution
- North East Region Handbook
- North East Region Strategy
- North East Region Equity Plan
- North East Region Facility Review

### Regional Office Contact Details:

asa North East Regional Office, The Arts Centre, Vane Terrace,  
Darlington, Co. Durham, DL3 7AX.

Tel: 01324 481260.

Web: [www.swimnortheast.org.uk](http://www.swimnortheast.org.uk)

E-mail: [swimnortheast@swimming.org](mailto:swimnortheast@swimming.org)

## Useful Websites

asa North East Region

[www.swimnortheast.org.uk](http://www.swimnortheast.org.uk)

Northumberland & Durham Counties asa

[www.ndcasa.org.uk](http://www.ndcasa.org.uk)

Yorkshire Swimming Association

[www.yorkshireswimming.org](http://www.yorkshireswimming.org)

the asa

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org](http://www.sportengland.org)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)

Youth Sport Trust

[www.youthsporttrust.org](http://www.youthsporttrust.org)