**S.A. SCHOOLS AQUATICS & SWIMMING SOUTH AFRICA**

PROVINCIAL STRUCTURES MONITORING TOOL

Province: EASTERN CAPE Schools representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Nos.**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of visit**: 16 MAY 2015 Federation representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Question / Remarks** | **Response** | | **If No, comments** |
| **A** | **STRUCTURES:** |  | |  |
| 1 | Does the schools structure have a constitution? If yes, does it include representation of federation membership, demarcation, partnership of stakeholders? | YES | NO |  |
| 1.1. | Constitution: If no, give an explanation | YES | NO |  |
| 2 | How is the schools’ code structured? Education districts, Education regions, metros? If yes to any of these structures, indicate availability of the following at the different levels: | YES | NO |  |
| 2.1. | Notice of meeting on structure letterhead with agenda | YES | NO |  |
| 2.2 | Register:  Attendance: primary & high schools? | YES | NO |  |
| 2.3 | Minutes of meeting: copy presented? | YES | NO |  |
| 2.4 | Elected committees with portfolios & contact details at different levels? | YES | NO |  |
| 2.5 | Indicate communication system utilized: schools that participate in leagues directly/through Education Dept. to all schools in the province/district? |  |  |  |
| 2.6 | Do the primary & high schools’ committees work together? If no, explain | YES | NO |  |
| 2.7 | Was the local / Provincial federation invited to the AGM/General Council? If yes, what was the input/contribution made? | YES | NO |  |
| 2.8 | Were the Provincial / District Sport & Recreation & Education Departments invited to the meeting? If yes, did they attend? | YES | NO |  |
| 2.9. | Does the province discuss league programmes at this/these meeting/s? If yes, do primary & high schools have break-away groups? If no, give an indication of the purpose of the meeting | YES | NO |  |
| 2.10 | Do the schools’ chairperson / committee member attend the local federation meeting on behalf of schools? If yes, how often? What does the schools’ representative discuss? If no, give a reason. | YES | NO |  |
| 2.11 | Do you send a league fixture booklet to all schools via the Ed. Dept.? If no, explain what communication system you use. | YES | NO |  |
| 2.12 | Do you have a portfolio on your committee that deals exclusively for inter-schools’ leagues? If no, elaborate | YES | NO |  |
| 2.13 | Does the schools’ structure charge affiliation or league entry fees? If yes, how much & stipulate the use thereof. | YES | NO |  |
| 3 | **Federation structure** |  |  |  |
| 3.1. | Do you have a Provincial / regional constitution? Are associate members included as members? Do they have voting rights?  Elaborate | YES | NO |  |
| 3.2. | Do the schools representatives attend your meetings on a regular basis? If no, elaborate | YES | NO |  |
| 3.3. | Do you plan together with all stakeholders on an annual basis for all programmes in the province e.g. mass participation/high performance/schools/capacity building? If yes, when do you usually do this planning? | YES | NO |  |
| 3.4. | Does the schools’ committee attend your technical committee meetings? If yes, which disciplines? If no, elaborate | YES | NO |  |
| 3.5. | Do you work closely with the department of sport? What is your relationship with the sport confederation? | YES | NO |  |
| 3.6. | Do you charge the schools’ structure affiliation fees? If yes, how much & what is it used for? | YES | NO |  |
| B | **Programmes** |  |  |  |
| 1 | Do you compile a joint schools & federation calendar annually? If not, give reasons | YES | NO |  |
| 2. | Which stakeholders are involved in the planning process? |  |  |  |
| 3. | Do you offer separate primary & high schools leagues in districts or regions / metros? | YES | NO |  |
| 4. | Are your high school league divided into boys, girls & co-ed. Schools? If not, what format do you use? | YES | NO |  |
| 5. | Do you have different league sections for strength versus strength? If yes, how many sections do have? | YES | NO |  |
| 6. | Do any of the township schools participate in fixtures on a weekly / monthly basis? If yes, from what areas? If no, how can you work together with LTS /club development to increase these numbers? | YES | NO |  |
| 7. | Do the teachers decide on the programmes & rules for leagues? If not, who does this? | YES | NO |  |
| 8. | Do school-based teachers administer the leagues? If no, what system do you use? | YES | NO |  |
| 9. | What day/s of the week do your leagues run & what months of the year? | YES | NO |  |
| 10 | Do you run a top schools competition per district / region / metro per league section? If yes, please supply your programme, fixtures etc. | YES | NO |  |
| 11 | Do you run a provincial top schools competition? If yes, please give details | YES | NO |  |
| 12 | Do have a database of all schools that participate in the code, with contact details of teachers in charge? If not, would this be possible to compile? | YES | NO |  |
| 13 | Do have details of all the school pools in the province, with number of lanes & length on this database? | YES | NO |  |
| 14 | Are the schools’ programmes inclusive of multi-disability? If yes, elaborate. If no, would this be possible? | YES | NO |  |
| C. | **Education & Training / Capacity building** |  |  |  |
| 1 | Do you offer learn to swim instructors courses for teachers? If yes, provide numbers training over the past year | YES | NO |  |
| 2 | Do you get support from the Education Dept. district office? If yes, how? | YES | NO |  |
| 3 | How do you identify teachers for the course?  What communication system do you use?  Does the Department of Sport or education fund these courses for teachers? |  |  |  |
| 4 | Do you offer technical officials’ courses for teachers? If yes, indicate how many teachers were trained. Do you use the SSA accredited course or do you offer a modified course for teachers? | YES | NO |  |
| 5 | Indicate which of the following courses are offered to teachers:   * Sports administration * Code specific admin. * Coaching level 1 | YES | NO |  |
| 6 | Do you have a database of qualified teachers? | YES | NO |  |
| 7 | Do you receive funding from your Departments of Sport & / or Education? If yes, elaborate what it is ring fenced for. | YES | NO |  |
| D | **Talent identification** |  |  |  |
| 1 | What process do you follow in identifying talented swimmers of school-going age? |  |  |  |
| 2. | Which stakeholders are involved in the T.I.D. process? |  |  |  |
| 3 | Is talent ID done at district or regional level? |  |  |  |
|  | **Challenges**:  What are your major challenges in delivering swimming to everyone that wants to participate at school level? |  |  |  |
|  | What are your recommendations to improve the status of the code? |  |  |  |
| ***General Comments:*** | | | | |
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***Signatures: Chairperson Schools’ committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President local/ Provincial federation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

National Schools:

National federation: