

Minutes of Region Artistic Swimming Competition Review Meeting at 8.30pm on Monday 4 April 2022 via Zoom Platform

Present: Roger Downing, Mary Hooper, Sarah Pullan, Georgina Coombs, Alyson Bashford, Viv Ebbs

1. Welcome and Apologies

Roger welcomed everyone to the meeting. Apologies were received from Sarah Garret

2. Notes from Previous Meeting

Agreed. All actions have been carried out.

3. Matters Arising

3.1 Level 1 Judges Course

Mary reported that, of the 17 candidates who attended the Introduction to Judging course, there are 9 candidates for the face-to-face course.

3.2 SW Region AS Squad T-Shirts

Georgie to let Mary know the sizes and how many t-shirts are required. Mary to contact Chris Vickery about ordering t-shirts for 15 athletes and 3 judges. **ACTION GC/MH**

To note one athlete has still not paid their fees. Georgie to follow up. **ACTION GC**

3.3 Leadership Group

Roger reported on the SE packages for athlete development. Only 3 Regions responded possibly due to the cost involved.

4. Officials

The list of officials has been circulated. Mary noted that there are people on the list who are no longer qualified. It was agreed that they could be used as volunteers at competitions.

To note Lisa Phillips (Kernow ASC), a Level 2 Judge, let her membership lapse during Covid lockdowns. She has now re-joined the club. Viv to inform Mary when Lisa has a Swim England number. **ACTION VE**

5. Trophies

Agreed that Alyson would keep a record of Artistic Swimming Regional trophies. **ACTION AB**

Roger has a list and also made a list of all the trophies awarded at the Regional Age Groups for Solos, Duets and Teams. Roger will forward the lists to Mary. **ACTION RAD**

6. Finance

Mary reported that there is funding for Development, Competitions and Administration. Mary to produce a spreadsheet to show income and expenditure for all activities. **ACTION MH**

Grade days at Marlborough show a profit of approximately £200 after pool hire and travel expenses have been deducted.

Georgie reported that she is keeping a record of all income and expenditure for the Regional Squad. Karen will forward the sum required for payment of pool hire for the Regional Squad.

To note all invoices for Artistic Swimming Regional activities must be sent to Mary.

- Pool hire
- Landwork coaches
- Grading expenditure, eg badges, grade books, stationery, computing and other equipment

Roger was pleased to note that Artistic Swimming is well within budget at the moment.

7. Claim Forms

All Artistic Swimming claim forms should be forwarded to Mary and the following instructions apply:

- The subject on the email must show the name of the person whose claim is being sent in.
- On the bottom right of the form where it says "Title", this refers to the job that was done on the day, such as "Judge", not "Mr, Mrs, Miss, etc".
- On the form change "Synchro" to "Artistic Swimming"
- Please only send one claim form per email and ensure that the claim form is attached to the email.

Once the claim form has been sent to the Regional Finance Office, Mary will send an email to the claimant to acknowledge this.

8. Grade Day at Marlborough

Georgie reported that the Grade Day was successful and the staff were very helpful. Splits were tested on poolside because a room was not available. SG to book a room for the next grade day **ACTION SG**

Sarah P reported that the venue was much better than Burnham with the larger pool and the added depth.

9. Regional Squad

Georgie reported that the next training session takes place on Saturday 9 April and everything is organised for the day. She has sent a message to all clubs inviting coaches to the squad training.

The Regional Games is on 3 June at Hengrove and 3 judges are required from the Region.

10. Templates

Mary noted that templates are required for the various Artistic Swimming roles in the Region, in particular, Manager, Workforce and Grades, using the same format as for the Competition Organiser, and it was agreed that there should be a template for every job. Roger noted that once they are agreed they would be put into the Region Box and succession planning could be discussed

11. Competitions: May and November

Alyson is the Chief Recorder for the competition on 21 May. All the competition equipment is in the box at the Regional Office and a computer is included. Alyson to purchase 4 memory sticks and send the receipt to Mary for reimbursement. **ACTION AB**

Sarah P reported that the music equipment failed at the Regional Age Groups. To note that it needs to be kept fully charged. To be discussed further to find a solution for charging the equipment as staff are not often in the Regional office.

Alyson to apply for the licence for the May competition. Sarah P to send the competition details to Alyson so that they can be sent out to clubs as soon as possible. **ACTION AB/SP**

To note that if there aren't enough judges the competition will be cancelled.

Roger suggested that clubs are requested to inform Alyson of the numbers of swimmers being entered and regional officials available as soon as possible. **ACTION AB**

It was agreed that Clubs are informed that it is a requirement that they send the following officials per club:

- 3 Helpers (each person for one job only. No mix and match)
- 1 Team Manager
- Judges as below
 - 10 swimmers – 1 judge
 - 20 swimmers – 2 judges
 - 30 swimmers – 3 judges
 - 40 swimmers – 4 judges

The Team Manager courses are scheduled for a date after the competition. Therefore, candidates who are booked on the course can act as Team Manager at the May competition provided they can show evidence that they have booked on a course. **ACTION AB**

All payments for the competition to go through Mary. **ACTION AI**

Plymouth Life Centre is booked for the competition on 19 November. Mary to ask Max Crowe to be the Chief Scorer. Referee and Music Controller to be decided. **ACTION MH**

Kernow ASC will be responsible for the day. Alyson to inform Viv about equipment, notices etc required. Viv to check whether club rooms will be available to use as with previous competitions at Plymouth. **ACTION AB/VE**

All results from competitions and grading to be sent to Roger who will put them in the Regional Box. **ACTION AB/SG**

Roger to contact the Regional Office to see if competition results can go on the website **ACTION RD**

12. Emails

To note that all emails sent to clubs should also be copied to Mary. **ACTION AI**

Clarification of email addresses:

For Roger use the "swartistic" email

For Sarah P use the "swartistic" email for Regional competitions and the "Cheltenham" email for club matters

13. Next Meeting

Roger thanked everyone for attending the meeting. The next meeting will be held at 8.30pm on Monday 16 May via Zoom platform.

Circulation: Roger Downing, Mary Hooper, Sarah Pullan, Georgina Coombs, Alyson Bashford, Max Crowe, Sarah Garrett, Mike Coles, Viv Ebbs