

Minutes of Meeting of Region Artistic Swimming Management Committee at 7.00pm on 11 February 2021 via Zoom Platform

Present: Roger Downing, Mary Hooper, Sarah Pullan, Georgina Coombs, Mike Coles, Sarah Garrett, Chrissie Robinson, Paul Robbins, Gerry Griffin, Viv Ebbs

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|---|---------------|
| 1. <u>Welcome, Introduction and Apologies</u>
Roger welcomed the members and introduced Chrissie (Regional Chair), Paul (Regional Vice-Chair) and Gerry (Regional Finance Officer) to the meeting. | |
| 2. <u>Notice of Any Other Business not covered below</u>
<u>Ann Reynolds</u>
Mary reported that Ann is now at home receiving daily treatment. She can be contacted via Facebook. | All |
| 3. <u>Declaration of Interest</u>
Nothing to report. | |
| 4. <u>Minutes of Previous Meeting</u>
<u>16th November 2020</u>
The minutes of the meeting were approved as a true record.

<u>24th November 2020</u>
The minutes of the meeting were approved as a true record. | |
| 5. <u>Matters Arising</u> | |
| 5.1 <u>County Representatives</u>
Nothing to report on Gloucester County representative. Roger to follow up with Sarah P. | RAD/SP |
| 5.2 <u>Lou Collings</u>
Presentation of flowers and voucher delayed due to lockdown. | RAD/SG |
| 5.3 <u>Update</u>
Report sent to Swim England. Karen Thorpe responded with positive comments about SW Region attendance on webinars and the SW Artistic Swimming Facebook page. Karen will inform the Management Group when officials training online, 2021 Calendar and Land Grades information is available. | |
| 5.4 <u>Competition and Grade Days</u>
Following enquiries, there has been no success with pool availability for Regional events. To be followed up when clubs are training again. | SG/SP |
| 5.5 <u>Funding for Clubs</u>
Chrissie noted that budgets would not be reviewed until at least April 2021. Aquatic funding is normally supported by income from swimming which has not been active for most of the year due to COVID. | |
| 5.6 <u>Facebook Control and Input</u>
The meeting thanked Mike for setting up the Facebook page. The entries are controlled and monitored by Mike. | |

- ACTION**
- 5.7 Dorset Synchro
To note that all members have dual membership with other Dorset County clubs which enables the County to include Artistic Swimming in the County Championships
- 5.8 Coaches and teachers safeguarding etc.
Roger noted that coaches and staff on poolside must make sure that their DBS check and Safeguarding qualifications are up to date. The Workforce Sheet needs to be kept up-to-date especially when working towards Stronger Affiliation or Swim Mark. Roger to remind Clubs that this is the case. **RAD**
- 5.9 Email addresses change for GDPR
Roger reported that in line with GDPR, emails should be sent as a blind copy unless using an Artistic Swimming address. He also reported that the Region has asked all disciplines to review information stored on the box. We have been looking at data on personal laptops. In future we will be storing all data from competitions, grade days, regional activities etc on the Swim England SWR Artistic swimming section of the Box. This means that after a competition/grade day the results should be forwarded to RAD and MH and the document will be stored on the box. At the relevant time all personal data will be deleted (2 years approx.) to ensure we comply. **All**
- As an exercise in March can the committee please forward to RAD any results and/or spreadsheets of officials etc that they are holding on their personal computers for the years ending 31 December 2018 and 2019. We will use this as an exercise to test the protocol. **All**
- 5.10 Pool availability
Clubs reported as follows:
Team Bath: All water time is as before but there is a limit on numbers allowed in the pool. One land training session has been lost but has been replaced by extending another session.
Cheltenham: There has been a big reduction in water time and a limit on numbers in the pool. The club is losing a lot of swimmers.
City of Bristol: All water time is as before in various pools across the city.
Kernow: There has been a reduction in water time down to one hour at their normal pool, but they have a slot in a shallow pool at a holiday park near Newquay.
- 5.11 Facebook control and input
Mike reported that he is the only person who posts on the Artistic Swimming Facebook page and it also goes to Head Office.
- 6 Regional Manager Report
- 6.1 Club contact data base
To note that the only change to the Club database is the Secretary for City of Bristol.
- 6.2 Artistic swimming strength in region
There was concern that some clubs had downgraded members to CAT 1 in the absence of competitions but there will be delays in amending them back to CAT 2 once competitions start again, due to the volume of requests and staff cutbacks. Roger reported that CAT 1 swimmers can enter Level 1 or 2 competitions provided there are no swimmers entered with a qualification higher than Figure Grade 2. We have to follow the SE guidelines. For all Regional Competitions swimmers must be CAT 2.
- 6.3 Annual Report to Dec 2020
Roger thanked Mary for preparing the Annual Report. He noted that, due to restructuring, Sarah Darragh (National Development Officer for Artistic Swimming) and Paula Brand (Regional Artistic Development Officer) are no longer working for Swim England and sadly Chippenham Artistic Swimming Club has closed.
- 7 Finance Manager
Budget
Roger thanked Mary for preparing the budget. The meeting agreed that the plan should be submitted to the Region. **MH**

Self-sufficient competitions

Roger noted that although the budget has allowed some funding for competitions and grade days, the region has asked that all disciplines should be working towards self-sufficiency in every activity. It's going to be a challenge with many aspects to be considered, eg. numbers of officials and swimmers on poolside as well as travel to competitions especially for Artistic Swimming where clubs have long distances to travel.

There was a discussion about payments to officials at competitions and grade days. Mike referred to information from Rachel Bailey, Head of Performance at Swim England, who advised that the minimum payment should be £120 but that was not a requirement. To note that only the Referee and Chief Scorer are paid a fee at Artistic Swimming competitions due to lack of these skilled officials. Judges and admin volunteers are not paid for competitions or grade days and only receive travel expenses if they have no swimmers attending.

8 Competition updates and views8.1 Competition roles

Roger to produce a template for competition roles, to also include job descriptions. To be approved by the Management Group prior to going forward to the Competition Committee.

RAD

8.2 Competitions 2021

Competitions for 2021 have not yet been agreed. Competition calendar to be reviewed when COVID restrictions are lifted.

RAD

8.3 Level X

Roger reported that there was a good response to the presentation for the competition with about 63 people in attendance. The general opinion was that it was an excellent idea to have a national competition, although rather short notice for entries. Some clubs have not had any land training during the pandemic and would not be entering. Mike suggested that there may be some way of linking the live stream into the South West Region website. Mike and Roger to discuss.

MC/RAD

Viv to ask Christine Merrifield to volunteer to judge at Level X. Georgie to keep Mary informed about which judges have come forward from the South West Region.

VE
GC/MH8.4 Calendar 2021.

Calendar to be reviewed at the next meeting once clubs are back in training.

8.5 Grade days

To be discussed once clubs are back in training.

8.6 Music equipment

Sarah P Reported that the music equipment is with Cheltenham's equipment. Mary to check the Asset Register and invoices to clarify which pieces of equipment belong to the Region and pass the information to Sarah P.

MH

9 Coaching and Workforce9.1 Squad training days

Nothing to report.

9.2 County training days

Nothing to report.

9.3 Officials training

Concern that there was no online training for officials. .Mary to check whether Swim England, British Swimming or the IOS now run Artistic Swimming officials training courses and investigate the possibility of running an online course.

MH

Following a suggestion from Chrissie, Roger agreed to organise an online get-together with all South West Artistic Swimming officials to keep in touch and to update the officials database at the same time.

RAD

ACTION

- Sarah G suggested that older swimmers who were thinking of leaving may be persuaded to train as officials.
- 9.4 Coaches and officials database
Sarah P to send the latest database to Mary and Roger who will put it in the South West Region Box. **SP
RAD**
- 9.5 Swim England Webinars
It was reported that the webinars were really useful, and it was appreciated that there was a discount for those who attended all the webinars.
- Roger reminded the meeting that Karen Thorpe had sent an email about the new Youth Athletes webinar sessions with very limited places. The sessions are designed for swimmers who are working towards selection to the Youth national squad. Mary thanked Mike for putting the information on the Facebook page.
- 10 SE SW Region update
- 10.1 Codes of conduct
Members were reminded that these need to be signed and returned to Roger. **All**
- 10.2 Terms of reference SW Region
All members agreed with the circulated Terms of Reference. Roger explained that all disciplines have been asked to update their terms of reference because the Region will be holding a SGM for the clubs to decide whether the region should become a limited company in six weeks time.
- 10.3 Report from RMB
Already covered in the meeting.
- 11 Date of next meetings
Chrissie suggested using Doodle to set up meetings. Roger to investigate. **RAD**
- 11.1 Officials Meeting
See 9.3 above.
- 11.2 Competition committee
Plan to have a meeting at the beginning of March, after Level X. **SP**
- 11.3 Workforce committee
Plan to have a meeting at the beginning of March, after Level X. **GC**
- 11.4 Meeting with Clubs
To be set up using Doodle. **RAD/MH**
- 11.5 Management Group
Next meeting to be decided following the above meetings and further information from Swim England. **RAD**

There being no further business the meeting closed at 8.35pm

Circulation: Roger Downing, Mary Hooper, Sarah Pullan, Georgina Coombs, Mike Coles, Sarah Garrett, Chrissie Robinson, Paul Robbins, Gerry Griffin, Viv Ebbs