



Minutes of meeting on Saturday 1 December 2018 at 11.00am in the SASP Offices, Wellington

Present: Ian Stuart, Mary Hooper, Mike Shortman, Lou Collings, Alyson Bashford, Jean Pitfield, Sarah Pullan, Georgina Coombs, Christine Merrifield, Paul McNally, Bob Holman, Roger Downing, Viv Ebbs, James Hutchings

ACTION

1. Apologies
Apologies were received from Clair Murphy, Keren Element, Paul Davis and David Flack
2. Minutes of Previous Meeting
 - 2.1 Item 1: Apologies were also received from Chris Seall and Keren Element. Following the above correction, the minutes were approved as a true record and signed by the Chair.
3. Matters Arising not covered by the Agenda
 - 3.1 Item 2.1: Courses
Roger reported that Yvonne Stead, Regional Club Development Officer, has moved to London Region but is covering the post until an appointment is made.

Sarah Darragh has visited the clubs in the Region and will attend the next meeting of this committee for an update on progress following the discussions with clubs.
 - 3.2 Item 9: Regional Report
Clubs are being advised to update their constitution over the next few years, using the templates available from Swim England. Following this, clubs should submit their Constitution to their County for verification.
 - 3.3 Item 10.1: PayPal Account
Roger reported that because there was no-one available at the National Annual Council meeting to deal with the issue of using the PayPal account this was not discussed. Our concern is that according to CB personal details would have to be shared.
 - 3.4 Regional calendar
Mary reported that the synchro calendar has been prepared and distributed by Swim England.
 - 3.5 Funding for Courses
Jean reported that Calne was successful in obtaining funding for two of their members on the teachers' course at Cobham.
 - 3.6 Team Bath Synchro Club
To note that a new Chairperson has been appointed at Team Bath Synchro.
 - 3.7 Regional Synchro Development Days
Mary reported that Development days are included in the calendar for 2019.

- ACTION**
- 4 September Competition
 Sarah noted concern at the number of swimmers doing figures and routines in one afternoon which made for a very late finish. Using one club to provide the officials resulted in a large number of inexperienced officials being appointed.
- Mary reported that St Austell Synchro complained about the way the officials were treated when they had never officiated before. Sarah suggested that there should be a different approach to appointing officials with adequate briefing meetings.
- Bob Holman reported that he and his wife had attended the competition and enjoyed it very much.
- 5 SW Synchro Manager Financial Responsibilities
- 5.1 Development Bid
 The Development bid was noted. Mary reported that she had applied for more development funding than last year. The meeting thanked Mary for preparing the bid.
- 5.2 Grade Days
 Mary reported that she is having great difficulty with the payment for grades. Clubs must send a copy of the payment information to Mary with the following details in this order:
 Name of Club, Synchro Grading, Date of Grading
- All Clubs**
- Mary proposed that there should be 3 weeks between the closing date and grading date, commencing from the grade day in May. Agreed
- LC**
- 5.3 Finances for Competitions
 Mary reported that a Summary form should be completed and sent to her detailing the number of entries and income received.
- All Clubs**
- 5.4 Costing for Courses
 Mary reported that she is accountable for the costing of synchro courses in the Region, and courses must be costed before they are agreed. Proposed courses must go through the Region and Mary must be informed.
- All Clubs**
- The cost for the Scorers Course at Bristol calculates to £407. It was agreed that no food would be provided at courses.
- 6 National Region Managers Meeting Recommendations
 Mary reported that all the Regions were represented, and they all voiced the opinion that everything was aimed at the top level and not the grass roots. Maria Ramos had replied that the role of Club Development Officers was to help clubs develop a strategy for their clubs.
- 6.1 New Competitions, Venues, Officials etc
 Mary noted that there is a need to think what competitions clubs want, bearing in mind that the minimum pool depth for competitions is 2 metres.
- Mary agreed to check which scorers need to be updated. She will let Roger know which officials etc we have.
- MH**
- Mike suggested the introduction of county development days. Training under a county banner rather a club banner. There was a discussion about counties where there is only one synchro club and Mary replied that Regional development days are on the calendar

		ACTION
	There was a discussion about using Quantock again and about splitting the Region into north and south for development days.	
	To note Counties have to put in match funding for development days when the Region provides funding.	
6.2	<u>Committee Structure 2019 - County Reps, Club Reps, Responsibilities etc</u> Mary reported that the Committee is to be reorganised to include County reps to report back to County and Club reps to report to the club. Everyone must have a role on the committee and job descriptions have been submitted.	
	Jean agreed to ask for a volunteer from Calne to attend the Wiltshire County meetings.	JP
6.3	<u>Grades, Certificates etc</u> Mary reported that Grade day fees have increased to £17.50 to include a certificate and badge. Mary has contacted Swim England and when certificates and badges are ordered the Region will be invoiced. Mary proposed that the order should cover the whole year. Agreed	MH/LC
	Mary noted that If clubs are organising a Club Routine Grade Assessment the cost will be £12.50 to include the certificates which can be ordered from Lou. The maximum number for Club Routine Grade Assessments is 30 because of time and space at Bath, Calne and Cheltenham.	
	Mary proposed having a Routine grade assessment at Honiton on a Saturday afternoon. Agreed that Mary should investigate. This would require a Senior judge and officials from 2 different clubs.	MH
6.4	<u>Multi Regional Competition 2019</u> Mary reported that she met with Di and Souad (South East and London Regional Managers). Following their discussions, a decision was made to cancel the 2019 Multi Regional event to allow for a new date in January 2020, to fall in line with the new Swim England calendar.	
	Di contacted Mary further for a decision on whether the South East and South West Regions would be prepared to part share the hosting of the 2020 Multi Regional competition. South East Region would be prepared to take on all the organisation and appoint the officials. The South West Region would make the necessary bookings at GL1 and organise the entries.	
	The format would be the same as National Age Groups. The dates agreed were 25/26 January 2020. Alyson to book GL1 for those dates.	AB
	Sarah agreed to be the Referee for the Multi Regional Competition. Mary to inform Di and Souad.	MH
6.5	<u>Development Days</u> Mary reported that she hasn't had any written feedback from clubs on development days. This is required for the next meeting on 9 February 2019. Sarah Darragh is organising four development days per year. The proposal is for one day in Bath and one or even two in the South of the Region. Jenny Gray will also run a development day at Honiton after Easter. It was agreed that it is important to include dry land training at development days. Lou to ask Issy if she would be available.	All Clubs
	There was a discussion on Stages 8, 9, 10 of the Swim England Learn to Swim Programme and whether this could be run by clubs.	LC

ACTION6.6 Regional /National Calendar

The circulated calendar was discussed with the following options being suggested:

- Qualifying level for Regional Age Groups being one grade lower than for National Age Groups with the top age group being 15 & under. The suggested date was the end of February.
- The suggested date for Regional Championships was the beginning of April
- Suggested having Multi Regional Championships and making it an invitational event

There was a discussion about the different levels of competition in order to cater for every athlete. Lou suggested that a chart is prepared to show the levels of swimmers and where the highest number of swimmers are situated.

Roger recommended that the competition season starts with the lower level swimmers in February building up to Regional competitions and National Age Groups.

Alyson reported that the Walsall Trophy Competition is booked for 18 May 2019 at Cheltenham. This would be combos only competition with a separate optional figure competition. Duets would not be allowed. Agreed that Alyson should try and change the date to 22 June.

AB

Georgie to prepare a spreadsheet to show the agreed competition and grade testing calendar for the region for 2019 and proposals for 2020

GC

To note Grading dates for 2019 are as follows:

- 26 Jan
- 11 May
- 9 or 16 November

Mary proposed a competition meeting on the morning of grade day 26 January. Agreed. All committee members are welcome. Lou to book the room.

LC

It was agreed that at future grading days the judges meeting with the Senior Judge would be a 30-minute meeting in the meeting room used for courses.

LC6.7 Courses - Officials/ Teachers

Mary reported that there is a Poolside Helpers course arranged for 9 March 2019 at Honiton and one at Cheltenham on 10 March. The courses are free and travel expenses will be paid if sharing cars. The courses are open to anyone 14 years and above and there are 35 places available on each course. The courses will run from 10.00-4.00, with 2 hours pool time at the end. Candidates will need to take swimwear.

There was a discussion about Recognition of Prior Learning (RPL) for Level 1 and Level 2 Teachers Courses. Mary to investigate the criteria for RPL for Level 1.

MH

Mary reported that there is funding available for people to go to Cobham on the level 2 Synchro Teachers Course.

Georgie reported that the South West Region training camp at Bath would run alongside the national training camp. Georgie to provide Mary with costings for the South West camp

GC

Mary reported the following:

- 10 February Level 1 judges course
- Shadow judging will be available at Walsall Trophy ready for a judges course on either 9 or 16 November

7 Region Updates

7.1 Team Managers Workshops

Roger reported that there is a new Team Managers Workshop coming out soon along with presenter training changes. The recruitment of any new Team Manager presenters has been halted for the time being. The South West Region will be adding presenter training to the club development and volunteer development plans once the changes have taken place.

7.2 Deadline for the Annual Club Membership Renewals

Roger reported that the deadline for the annual club membership renewals is 28 February 2019. All clubs will need to submit their renewals batches and payments by this date. To note that if parents wish to have any input, e.g. complaints etc, they must be members of the club.

The annual category fees for 2019 are as follows:

- Category 1: £9.20* Learn to Swim and training
- Category 2: £26.75* Competitive swimming
- Category 3: £5.20* Non-swimming
(*excluding the county and region fees)

Region fees are as follows:

- Category 1: £2.90 same as previous year
- Category 2: £3.65 same as previous year
- Category 3: £2.00 same as previous year
- Club: £85.00 which is an increase of £5.00 (50% can still be reclaimed following Swim Mark accreditation as before).

There are also the individual county affiliation fees to add on for each membership type

7.3 Swim Mark

Roger reported that Swim Mark is **essential and** is now at a 56 per cent level of accredited clubs, continuing an upward curve and demonstrating real progress.

7.4 Welfare

Roger reported that the Regional Welfare Officer has been advised to call a meeting of all the Club and County Welfare Officers to voice their issues and share feedback.

7.5 Disability

Roger reported that a new Disability/Para network has been set up. They will have their own budget and need to arrange a constituted discipline committee

7.6 Vacancies

Roger reported that he and David are coming to the end of their term of office next year. The Closing date for applications for Regional Chairman is 14.01.2019 and for Regional Vice Chairman 18.02.2019 but there have been no applications so far.

- ACTION**
- 7.7 Volunteers
 Roger reported that plans are in place to help volunteers in terms of funding. This would be split between British Swimming and Swim England, but funding is not guaranteed.
- There is a Swim England meeting on 23 March and clubs must let Swim England know their requirements because no information is being passed on from Counties. **All Clubs**
- 8 Any Other Business
- 8.1 Calne Synchro
 Jean reported the following:
- Kathryn Arthur has retired from synchro.
 - Clair Murphy has been nominated as the Unsung Hero for sport for the South West Region and will be attending the final of the Sports Personality of the Year Awards in London which will be televised.
- 8.2 Scorers Course
 Paul Davis to arrange a Scorers Course. **PD**
- 9 Date of Next Meeting
 The next meeting will take place on Saturday 9 February 2019 at 1.00pm
- There being no further business the meeting closed at 3.50pm

Agreed by Chairperson and agreed to be a true and accurate record

Date: ...4.1.2019.....

Signed

Date.....

Chairperson

Circulation: Ian Stuart, Mary Hooper, Mike Shortman, Lou Collings, Alyson Bashford, Jean Pitfield, Sarah Pullan, Georgina Coombs, Christine Merrifield, Paul McNally, Bob Holman, Roger Downing, James Hutchings, Viv Ebbs