

Minutes of Meeting of Region Artistic Swimming Administration Committee on 5 February 2020 at the Holiday Inn Taunton

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

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| 1. <u>Welcome, Introduction and Apologies</u>
Apologies were received from Alyson | |
| 2. <u>Notice of Any Other Business</u>
Nothing to report | |
| 3. <u>Declaration of Interest</u>
Nothing to report | |
| 4. <u>Minutes of Previous Meeting to include Matters Arising</u>
The minutes of the meeting held on 19 October 2019 were approved as a true record and signed by the Chairperson | |
| 4.1 <u>Item 10.4: Regional Board</u>
County reps for the Region: It was agreed that this should be discussed at the Regional Artistic Swimming Conference on 11 July 2020. | MH |
| Affiliation rules: Roger reported that affiliation rules are being changed in order to ensure that clubs are complying with swim England governance requirements. | |
| 5. <u>Urgent matters as previously notified to the Discipline Manager</u>
Mary reported that Alyson has resigned from the position of Regional Artistic Swimming Events Coordinator. The main objective of the post was to be the administrator for competitions, ensuring that everything was in place to run a successful competition on the day. Roger agreed to speak to Alyson to discuss her position and offer her a place on the Workforce Group. | RD |
| There was a discussion about individuals being responsible for the various roles in competitions. Sarah to organise. | |
| 6. <u>Report from Finance Manager</u> | SP |
| 6.1 <u>SW Region Artistic Swimming Age Group Competition</u>
The committee was surprised at the low number of paying spectators at the event and will be reviewing competitions shortly. | SP |
| 6.2 <u>Expense Claims</u>
Roger reported that all expense claims for volunteer roles must now be submitted to the Region on signed expense claim forms to comply with Employment Law and income tax regulations. | |
| There was a Discussion about expenses for judges at competitions and it was agreed that where clubs had swimmers entered in a competition, they must provide volunteers to officiate. These officials would not be eligible for expenses from the Region. | |

		ACTION
7	<p><u>Competition Committee minutes</u> The Minutes of the previous meeting were agreed.</p> <p>Sarah noted that at Regional meetings members must be aware that they are there to assist the Region and report to their club if there are any issues. Roger agreed to look at the terms of reference for the competition committee. Sarah will allocate roles to the competition committee members in order to spread the load.</p> <p>Mary reported that the old trophies held in store cannot be used for the current competitions because they are engraved with the words "Western Counties". The Region is now Swim England South West Region. Mary has purchased new trophies for the current competitions, and they have been engraved.</p> <p>Mary reported that there are difficulties with some clubs in generating payments for competitions and grading. The meeting agreed that any clubs with outstanding fees which are still unpaid by the due date will receive a call from Mary who will give them 24 hours in which to pay their fees.</p> <p>Conscious of time constraints on volunteers, it was agreed that the Competition Committee Lead would chair the Competition Group meetings.</p> <p>Georgie requested that there was a longer period of time between the Regional Figures and Combo Competition and the Combo Cup</p>	<p>SP</p> <p>MH</p> <p>MH</p> <p>SP</p> <p>SP</p>
8	<p><u>Workforce Committee minutes</u> The minutes of the previous meeting were agreed.</p> <p>Mary reported that two Club days have been organised, one in Sept at Weymouth and one in December at Truro. There is a budget for three development days, and it was agreed that clubs should contact their Counties for financial support in addition to the support from the Region.</p> <p>It was agreed that there would be two Regional squads, 12 & under with a minimum of Grade 2 Figures and 15 & under with a minimum of Grade 3 Figures, with 10 swimmers in each squad. Selection would be from the results of the South West Region Age Group Championships but would not include any swimmers that are currently or have previously been in any England Training Squads. The plan would be to run three squad training days between March and June at one of each of the following venues - Cheltenham, Bath and Bristol. Georgie to follow up. Agreed that next year 18 year olds and Masters could be invited. There was a discussion about the availability of coaches. Georgie to source other regions for coaches. Agreed that the Bath Camp should be advertised as Bath Training Camp / Regional Development Camp.</p>	<p>All clubs</p> <p>GC</p> <p>GC</p> <p>GC</p>
8.1	<p><u>Courses</u> Roger suggested dividing the Region into north and south to encourage more candidates to attend courses with less travelling. Mary to investigate.</p> <p>Courses were discussed as follows:</p> <ul style="list-style-type: none"> • Level 1 Judges course is arranged for 29 February • Recommended - Level 1 Coaches Course is held at the Bath Camp • Recommended - an Introduction to Judging workshop is held on development days. • There are plans to hold a Scorers Course on the Grade Day in November. 	<p>MH</p> <p>GC</p> <p>MH</p>
9	<p><u>Administration Report, to include Regional Board</u> Roger reported that it is a Swim England recommendation for all clubs to be working towards SwimMark accreditation. In the first year 16 modules must be completed followed by 6 modules every year. Non SwimMark accredited clubs must upload</p>	<p>All Clubs</p>

ACTION

6 modules between January and November 2020, to comply with new affiliation requirements from Swim England, otherwise they may be suspended.

Roger recommended that all club members should be advised to put their names down to receive the monthly Regional Bulletin to keep in touch with news and events in the Region.

All Clubs

10 Date of next meeting

The next Administration Committee meeting will be held on Saturday 20 June, venue to be confirmed.

There being no further business, the meeting closed at 3.30pm

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

Date: ...6.3.2020.....

Signed
Chairperson

Date.....

Circulation: Roger Downing, Mary Hooper, Sarah Pullan, Georgina Coombs, Viv Ebbs