

Minutes of Meeting of Region Artistic Swimming Administration Committee at 7.00pm on 20 August 2020 via Zoom Platform

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

ACTION

1. Welcome, Introduction and Apologies
Roger welcomed everyone to the meeting. No apologies
2. Notice of Any Other Business
 - Swim England Competition Calendar
3. Declaration of Interest
Nothing to report
4. Minutes of Previous Meeting
The minutes of the meetings held on 15.2.2020, 25.4.2020 and 16.5.2020 were approved as a true record. Viv to forward minutes for inclusion on South West Region website and send to all clubs when email addresses are confirmed.

VE

Roger confirmed the following:

- The line of communication from Roger is via Mary who distributes information to the SW Region Artistic Swimming Clubs
- All Swim England events remain cancelled for 2020
- Regional staff are still furloughed or on flexible furlough
- 40 percent of Swim England staff have been made redundant. Club Development Officers have been removed. Swim England is proposing that the Regions take on many of the roles. This would have financial implications for the Region
- Roger to send the new positions in Swim England to members of this Committee

RD

5 Matters Arising

5.1 County Representatives For the Region

To note the following Artistic Swimming County Reps in the Region.

- Cornwall - Christine Merrifield
- Dorset – Chris Seall
- Somerset – Alyson Bashford
- Wiltshire – Jean Pitfield

Agreed that a Job Description for County Reps should be prepared. To be discussed further, and to consider whether they should be on this committee and report back to their County.

5.2 Administrator's Role

Agreed that the role should be split into the following categories:

- Competitions
- Grading
- Meetings

	ACTION
5.3 <u>Competition Volunteer Roles</u> Roger reported that volunteers are not coming forward with the result that three clubs have folded, with 12 more in danger of not being able to continue their affiliation.	
5.4 <u>Bristol Synchro Owe £200.00</u> Roger reported that this in the hands of Sue Dors, and he will also contact Chrissie Robinson.	RD
5.5 <u>Email Addresses Change for GDPR</u> Mary to confirm that club contacts are agreeable to their email addresses being visible when sending group emails.	MH
5.6 <u>Pool Availability</u> There was a discussion about pools in the Region that could be used for competitions and grading. Clubs to be invited to put forward suggestions for possible venues.	MH/RD
6 <u>Regional Manager Report</u>	
6.1 <u>Club Contact Data Base</u> Mary has contacted clubs for information	
6.2 <u>Coaches Register</u> Roger noted that there are great problems with the Coaches Register because it is not being updated. Mary has emailed clubs for information. Roger will try and obtain the National Register next week.	RD
7 <u>Finance Manager</u> Roger reported that the Region will sustain a substantial loss this year because of lack of competitions. Licence fees provide a good income which enables the region to fund development in the smaller disciplines. Despite the lack of funds, staff at Regional office are still employed, having been furloughed for part of the time.	
8 <u>Competition</u>	
8.1 <u>Competition Roles</u> Agreed that competition roles need to be identified and Job Descriptions created.	
8.2 <u>Competitions 2021</u> Swim England has indicated that only National Age Groups should take place.	
8.3 <u>Calendar 2021</u> Agreed that South West Region Artistic Swimming should replicate last year's calendar going forward and check with Swim England.	MH
8.4 <u>Grade Days</u> To be included in the draft calendar, as per last year's dates	
8.5 <u>Music equipment</u> To note that Mike Thomas is looking after the equipment. It is to be included in the Asset Register.	
9 <u>Workforce</u>	
9.1 <u>Squad Training Days</u> Georgie had prepared everything for training days so she will put everything together again and report to the next meeting. Georgie to investigate South West Squad land training	GC
9.2 <u>County training days</u> Nothing to report	

- 9.3 Officials training
Nothing to report.
- 9.4 Coaches database
See 6.2 above
- 9.5 Officials database
Sarah has a list of all Artistic Swimming officials in the Region
- 10 SE SW Region update
- 10.1 Coaches and Teachers register
See 6.2 above
- 10.2 Staff Update
Roger reported the following:
 - Chris Vickery and Stacey Millett at Regional office are currently on alternate furlough
 - Chrissie Robinson has taken the Chair for the Region and is also Treasurer
 - Paula Brand has been made redundant. Mary to email Paula to see how she is.
- 10.3 Regional Annual Council Meeting
This will be a virtual meeting in September and then possibly a further one to take place in March or April 2021. Changes to the Constitution to be agreed at this meeting. The ACM will be held on 5 September and Roger will take on the role of Regional President for 2020-21
- 10.4 Club Representatives Meeting
Roger reported that Swim England will shortly be sending out information, to include all disciplines. As soon as he knows when it is being published he will give three weeks' notice for a new committee meeting and a meeting of all club reps a couple of weeks later.
- He also suggested that a fact-finding meeting should be arranged with club reps to report during the meeting in order to give everybody a chance to put forward their views and concerns.
- 10.5 Coaches Forum Meeting
This meeting took place during lockdown. West Dorset and Seagulls Artistic Swimming Clubs were unable to attend.
- 11 Any Other Business
- 11.1 Swim England Competition Calendar
To note that Swim England is producing a competition calendar in September. Roger suggested that, in three or four weeks' time, when the Swim England calendar is produced, club contacts should be invited to a meeting a week later (see 10.4 above). Mary to confirm the list of email addresses for club contacts.
- 12 Date of next meeting
The next meeting will take place two weeks after the Swim England report is received, followed by a meeting of all clubs three weeks later.

MH

RD

MH

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

Date: ...9.September 2020.....

Signed
Chairperson

Date.....

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