

Minutes of General Gathering of Region Artistic Swimming Members at 8.30pm on Monday  
8 August 2022 via Zoom Platform

Present: Roger Downing (RAD), Mary Hooper (MH), Sarah Pullan (SP), Georgina Coombs (GC),  
Sarah Garrett (SG), Viv Ebbs (VE)

1. a) Welcome, Introduction and Apologies  
RAD welcomed members to the meeting. There were no apologies
- b) Any Other Business not covered below  
RAD has been in touch with Alyson about her role at the next competition in November. She is not able to attend the competition as she is working, and she has, in correspondence with RAD, thought about standing down. RAD has tried to dissuade her from standing down from the committee and Alyson has offered to do what she can.
2. a) Minutes of Previous Meeting  
Minutes of 13 June 2022 approved. It would be appreciated if when someone is tasked with an action step, that when completed they advise the Chair of the satisfactory completion. This will help in future meetings.
- b) Minutes of Leadership Group  
MH noted that the Leadership Group minutes are confidential and cannot be distributed. The meeting to discuss the changes being implemented by FINA is scheduled for 3<sup>rd</sup> and 4<sup>th</sup> December 2022. SP and GC will attend, and their expenses will be paid.  
**ACTION SP/GC**
- c) Goggles  
MH referred to the item in the Leadership Group minutes concerning the use of goggles in routines. Swimmers must have a medical letter from a medical professional stating why they must wear goggles. MH to get advice from Sarah Clarke on whether she can circulate the information to Regional AS clubs and ask if there is a deadline for the validity of the letter.  
**ACTION MH**  
Use of Goggles in routines to be referred to the Regional Conference. **ACTION RAD**
- d) Terms of Reference  
RAD circulated a new Terms of Reference to replace the one produced two years ago. The proposal was to include the following on the Regional AS Committee:
  - Chair
  - Regional Artistic Swimming Manager
  - Finance Manager
  - Minutes Secretary
  - Competition Coordinator
  - Grades Coordinator
  - Coaching and Workforce Coordinator
  - Representative from each county where Artistic Swimming takes place.
  - Representative from each club.GC noted the need to get the clubs involved in the meetings again. Members to send RAD their views on inviting representatives from each SW AS club. If agreed he will then refer it to the Region and the Regional Conference.  
**ACTION MEMBERS/RAD**

3. Matters Arising
- a) Volunteering Positions Available  
MH and RAD to produce a list of volunteering positions available. **ACTION MH/RAD**
- b) New Coaches Policy and OMS  
RAD has received a "Club Personnel Report and Role Descriptive Guide" from Swim England which he will send to members. Various roles are described and whether they need DBS and/or Safeguarding. It is important for Clubs to have OMS Administrators to keep everything up to date, and there is the ability for clubs to have 5 administrators involved with the OMS. **ACTION RAD**
4. Regional Manager Report
- a) FINA Changes Conference  
To note that SP and GC will attend the National Conference on 3 & 4 December 2022. **ACTION SP/GC**
- b) FINA Changes Regional Roll out  
After the Conference MH will organise a meeting for SP and GC to give feedback to the clubs **ACTION MH**
- c) SWOT  
This was sent to clubs but only 4 replies were received. RAD to circulate to members for completion. **ACTION RAD**
- d) Medal Requirements  
MH has given Sue Dors the medal requirements for the competition in November.
5. Finance  
MH reported the following:
- She is waiting for a report from Chrissie Robinson on expenditure and the balance remaining for this year.
  - She believes that the budget for next year has been increased.
  - No invoices have been received for the Regional Squad
- Two iPads are required for the November competition. SP to let MH know what is needed so that it can be charged to this year's budget. MH to contact Chrissie Robinson and explain that the iPads are needed because of concerns over Safeguarding. **ACTION SP/MH**
6. Regional Competitions
- a) Duet Competition Plymouth 19.11.2022  
Closing date for entries agreed – 21 October 2022
- Events Organiser Template noted.
- Agreed that a Figure competition for 11-18 years is added to the programme. **ACTION SP**
- VE reported the following:
- Mark Fitzhenry (Kernow) has agreed to assist with scoring on the computer.
  - The underwater speaker system at Plymouth is being repaired in September. When it is operational VE will visit the Life Centre to see how it works. MP3 files are compatible providing we have a connection for an aux cable.
  - Podium ordered
  - Regional Presidents invited
- VE to send SP the volunteer positions filled by Kernow for information. **ACTION VE**

7. Regional Grade Days  
 a) Regrading Policy V2  
 To note clubs have not received any information on the Regrading Policy. There is concern that communication with clubs is failing, although MH forwards everything that comes to her as Manager. Clubs to let RAD know if they are having problems receiving information..  
**ACTION CLUBS/RAD**
- SG to email Sarah Clarke about the Regrading Policy. **ACTION SG**
8. Regional Squad 2023  
 RAD thanked GC for running the Regional Squad this year with virtually no assistance.  
 Agreed a Special Meeting to be arranged to discuss how the Squad could run next year. **ACTION MH**
- Agreed that coaches helping with the Regional Squad should receive travel expenses and the Regional Coach would be paid. **ACTION MH**
- Regional Coach post to be advertised. **ACTION MH**
9. Training  
 a) Level 1 Judge in September  
 10 people are booked on the course and the course is full.
- b) Assistant Coaches Course November  
 7 people are booked on the course so far.
- c) SE High Performance Centre  
 MH reported that she has not heard whether there are any applications from the South West Region.
10. SE SW Region Update  
 RAD reported that at the SW Board meeting it was stressed that the OMS records must be kept up to date. RAD to ask Jackie Hilleard to run a course on Zoom on the OMS. **ACTION RAD**
11. Any other Business  
 a) Regional Conference 17.9.2022  
 RAD will talk about OMS at the conference. **ACTION RAD**
- b) Volunteers and competitions  
 RAD to remind all at the annual conference that we need volunteers for roles within the clubs, competitions and regional committees and development days **ACTION RAD**
- c) Grade Days  
 Agreed Portsmouth can enter swimmers in the next SW Grade Day. They have lost four of their pools. MH to contact Chris Martin of Portsmouth & District ASC. **ACTION MH**
12. Date of Next Meeting  
 RAD thanked members for attending the meeting. The next meeting will take place at Wellington on Monday 12 September 2022 at 10.30am prior to the SW Conference on 17 September. RAD to circulate a note about membership of committee meetings. **ACTION RAD**

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