



Minutes of meeting on Saturday 14 April 2018 at 1.00pm in the Henlade room at The Holiday Inn Hotel, Taunton

Present: Ian Stuart, Mary Hooper, Christine Merrifield, Alyson Bashford, Sarah Pullan, Paul Davis, Roger Downing, Viv Ebbs, Chris Seall, Keren Element, Mike Shortman, Georgina Coombs

ACTION

1. Apologies
Apologies were received from Lou Collings, Jean Pitfield and Clair Murphy.
2. Minutes of Meeting held on 20 January 2018
The minutes were approved as a true record and signed by the Chair.
3. Matters Arising not covered by the Agenda
 - 3.1 Item 3.4: Multi Regional Competition. To be discussed later.
 - 3.2 Item 7: Judges Update Training. This has taken place. There are some judges who were unable to attend the rearranged date. To be discussed later.
 - 3.3 Item 8: Development Days. Nothing to report.
 - 3.4 Item 9.3 Budgets. Mary reported that the budget has been received.
 - 3.5 Item 9.6 Music Licensing: Mary reported that all clubs have been contacted.
 - 3.6 Item 9.8 Old Music Equipment: Mary reported that she hasn't heard from Lou. She will contact her. MH
 - 3.7 South West Region Club Development Officer
Mary reported that a new Club Development Officer, Yvonne Stead, has been appointed. She has contacted the IOS and the following courses are proposed:
 - Level 1 Synchro Assistant Teacher is confirmed for 20-23 February 2019 at Filton Sports & Leisure Centre. Paula is the Tutor and this course is advertised on the IOS website.
 - Level 2 Synchro Coach is proposed at Bath, possibly to coincide with the Summer Camp in August, depending on Paula's availability. This is not yet on the IOS website.
 - Synchro CPD Stages 8-10 at Filton Leisure Centre on 30 October 2018. This course has been registered and the cost will be £55 per person.Mary will forward the information to clubs MH
- 3.8 Competitions
Mary reported the following:
 - **Combo Cup 2018**
The Combo Cup will take place on Saturday 7 July at the London Aquatics Centre.

ACTION

- **National Age Groups**
NAGS will take place on 24 & 25 November 2018 at GL1 Gloucester.
- This information will be formally announced at the National Championships on 21 April.
- 3.9 South West Region Newsletter
- For Team Managers Courses contact Stacey Millet whose details can be found in the SW Newsletter on the SW website.
 - Nomination forms for Volunteer of the Month can be found on the SW website. **All**
- 3.10 Expenses payments
Mary asked members to check their bank accounts for payments two weeks after the meeting. **All**
- 4 Walsall Trophy
- 4.1 Meet Secretary's Report
Alyson reported the following:
- Entry forms have gone out to clubs but no entries have been received as yet, although St Austell have paid their entry fee.
 - Officials have all been organised by Sarah.
 - Alyson will remind Officials to bring their own water and clipboard. **AB**
 - Alyson will send out the final instructions to officials. 15 judges are required, but so far there are only 12. **AB**
 - Alyson will check whether tea and coffee are pay on the day or invoiced. **AB**
 - Alyson will take all equipment and the trophy to Cheltenham. **AB**
- 4.2 Chief Scorer's Report
Paul reported the following:
- No entries have been received.
 - It is not possible to use the online Swim England entry method due to the financial implications.
 - Paul will use his own scoring system.
- 4.3 Officials' report
Sarah reported the following:
- She has organised all helpers and is waiting for the list of judges.
 - There are issues with the temperature being very high on poolside.
- 5 Music equipment
Ian reported that he has purchased a portable music system for the South West Region, costing £648. The various sections came from different suppliers
- He circulated details of the music equipment and described the different components. He has also purchased a storage box to store the system at the South West Region office. The meeting thanked Ian
- 6 Judges update
Mary reported that there was an issue with a Level 1 candidate who arrived for a course without any credentials and was not registered on the course.
- Mary reported on the pass rate from the course.
- Sarah to run an update on 23 June for those who could not make the last update on the rearranged date. Mary to inform those concerned. **MH**

- 7 Grade Report.
Mary reported on behalf of Lou.
- There was some concern because Lou received an email from Bath saying that they were putting on a Routine Grade day the week before the South West Region Grade day. Georgie explained that this was as a result of discussions at the Conference. Clubs were told they could run them additionally. This was to take the pressure off regions running Figure and Routine Grades on the same day.
- Sarah pointed out that the Region will need to put on another Grade day at the end of the year because NAGS is moving to February. Mary to contact Lou. **MH**
- Because the Region is running Figure and Routine Grades on 23 June, Mary to remind Lou that she needs to think about the organisation for the Grade day. **MH**
- Mary suggested that at the September meeting dates for next year's Grade days are decided and they are made either Figures or Routines specific **MH**
- Mary to clarify with Sarah Clarke at which level swimmers start their Routine Grade in comparison to the Figure Grade they hold. **MH**
- NB: Following the meeting Mary received the following information:
- "As of Jan 2018**
•Athletes start at the equivalent routine grade to the Figure grade that they hold on Jan 1st 2018.
•eg. If they hold Figure grade 3 working towards Figure grade 4 they need to take routine grade 3
•For those who have taken Routine grade 1 but hold now hold Figure grade 3 or higher they can attempt routine grade 3 (or higher).
•FROM 2019
•If athletes have not taken any routine grades the starting point remains as per their figure status as of the 1st Jan 2018"
8. Team Bath
Mary reported that she had had an email about the clinic open to SWR swimmers only, to take place on 6 May. Georgie agreed to change the date because clubs haven't been informed yet. She reported that Team Bath is also hoping to run a Team Managers course. **GC**
- Regarding the Training Camp in August, Georgie will find out what it will cost for coaches and let clubs know. **GC**
- 9 SW Region Strategy Report
Roger reported on the following Regional matters:
- The 2018 Swim England Handbook (incorporating the Amateur Swimming Association) is now available. Council made a decision to incorporate the Amateur Swimming Association, and form a new company limited by guarantee with charitable status under the name of the Amateur Swimming Association (Swim England) Ltd. During 2018 responsibility will be transferred to the new Board. David Flack is on the Board.
 - Once the above has taken place all constitutions etc will have to be updated. It is recommended that club constitutions should be reviewed annually but at least every 4 years.
 - The Regional Strategy was incorporated in February at the Regional Management Board and one of the key points is volunteers. Regional Strategy Day will take place in September and issues can be brought from clubs. The Regional Board intend to invite different disciplines to a board meeting once a year to give their representative an opportunity to speak to the whole board.

- The Region is considering employing extra security for changing rooms, especially at venues with village changing. Next year anyone found to be changing on poolside will be spoken to and if persisting asked to leave the gala. **ACTION**
- The Region is trying to set up some specific funding for disability and para swimmers.
- Many clubs are going towards SwimMark accreditation. It is recommended that you use the templates on the website. Roger will send information to Viv regarding Level 2 coaches on poolside. (Received and attached) **RD**
- Protests in galas should follow protocols and be made by coaches, not parents
- England Athletics is a good source to sample new documents. Swim England are to produce templates soon
- Data Protection:
 - Major Data Protection rules will be in place on 25 May 2018. This is being driven by Europe and will be taken forward. It is intended to make businesses aware.
 - Members will need to check what data they hold, what they have, what they collect and how it moves through the club or business.
 - From 25 May if someone wants to hold a person's data, that person has to give their permission for them to hold it which is one of the major changes
 - We must review our application forms from individuals and obtain permission to use the information
 - We have to make people aware of how we will use their data, ie why we are holding it, where it is going and who it is going to.
 - In terms of data, any information you hold on people no longer involved should be deleted.
 - Any data breach has to be reported to the relevant authority within 72 hours
 - It will take a huge amount of time to implement GDPR and we should be looking to check the details you hold now
 - The briefing note from Swim England states that GDPR is here to stay.
 - Keith Smith from Gloucester is the Regional Data Protection officer.
 - The advice on emails is to email yourself and BCC others
 - If your laptop is stolen and has other people's personal data on it this must be reported.
 - A Swim England GDPR paper is available. Mike will forward it to Mary for distribution. **MS**
 - It is recommended that data should be deleted approx 2 years after an event. Further information is required, in particular regarding historical records etc

Ian thanked Roger for his report

10 Regional Routine Competition in September

The following was agreed:

- Meet Secretary: Alyson
- Referee: Sarah
- St Austell: to organise the officials

VE

Mary to forward the emails to Alyson to confirm the booking at Plymouth Life Centre.

MH

11 Any Other Business

11.1 Judges Courses

Following a request from Alyson about further judges courses in 2018, Mary will email clubs to see if there is a demand. If so, Georgie will organise a course.

**MH
GC**

11.2 Housekeeper

Alyson agreed to continue as Housekeeper for the meetings. Mary to organise sandwiches etc from Greggs

MH

11.3 Multi Regional Age Groups

There was a discussion about the feasibility of Bristol taking on the organisation of Multi Regionals next year as the competition doesn't involve most of the other South West Region clubs. Mary to contact Di and Souad. Georgie and Sarah to discuss it with them next week at British Championships.

**MH
GC/SP**

ACTION

- 11.4 Women's Championship Trophy: R A MacFarlane Trophy for Women's Duet
To be discussed at the next meeting for possible presentation in September. Mary to email all.

- 12 Next Meeting
8 September 2018 at 1.00pm at the South West Regional Office

There being no further business the meeting closed at 4.10pm

MH

Agreed by Chairperson and agreed to be a true and accurate record
Date: ...6 May 2018.....

Signed
Chairperson

Date.....

Circulation: Ian Stuart, Mary Hooper, Christine Merrifield, Alyson Bashford, Sarah Pullan, Paul Davis, Roger Downing, Viv Ebbs, Chris Seall, Keren Element, Mike Shortman, Georgie Coombs