

## Minutes of the Swimming Committee held on 6<sup>th</sup> March 2024 at 19.00 via Zoom

### Present:

P. Robbins	(PR)	Regional Vice Chair
B. Caslake	(BC)	Cornwall Representative
C. Robinson	(CR)	Swimming manager - temporary
N. Vause	(NV)	Officials Representative
A. Smart	(AS)	Dorset Representative
N Edwards	(NE)	Coaches Representative
D. Avery	(DA)	Devon Representative
A. Osborne	(AO)	Gloucester Representative
C. Vickery	(CV)	Admin & Events Co-Ordinator
L. Leffers	(LL)	Swimming Licencing Officer
S. Yeoman	(SY)	Wiltshire Representative

### Apologies:

G. Pearce	(GP)	Regional Finance Officer
K. Podbury	(KP)	Somerset Representative

### SC/2024

#### 1. Welcome

- 1.1 CR welcomed everyone to the meeting.

#### 2. Declaration of Interests

- 2.1 Nothing declared

#### 3. Minutes of 18<sup>th</sup> October 2023

- 3.1 Accepted as a true record. Proposed by DA and seconded by AS.  
Agreed unanimously by those who attended.

#### 4. Matters arising from above minutes

- 4.1 No matters arising that are not already included on the agenda.

#### 5. Officials Report

- 5.1 Appendix A

## 6. Masters Report

- 6.1 Minute of 21<sup>st</sup> February 2024 circulated.
- 6.2 A Masters rep to take a lead for the committee is still required especially if they wish any competitions to take place in 2024.

## 7. County Reports

### 7.1 Cornwall:

Cornwall Report 03.03.2024

We held our Rising Stars Christmas Gala on the 2<sup>nd</sup> and 3<sup>rd</sup> December at Penzance and Bodmin. This was our development gala which was open to all our Cornwall clubs and para swimmers. We had fewer swimmers than anticipated due to one club not participating.

Our County Championships was well supported by all clubs. We decided to accept all swimmers who had entered which meant we were unable to allow spectators into the viewing galleries. We continue to have ongoing issues with the timing system at Bodmin. We are working with the pool operator to secure a replacement this year. We did not charge for poolside passes but did use Swim England accreditation which some clubs did struggle to ensure their poolside teams were fully accredited. We had a good number of officials at all the sessions.

Our next competitions are the Masters Championships – 1<sup>th</sup> March at Bodmin, Teams Relays – 29<sup>th</sup> June 2024 at Penzance and Junior Interclub – 30<sup>th</sup> June 2024 at Bodmin.

The County Development Programme is going well. We had a full complement of all selected swimmers at both pool sessions that we ran in October and November. Session 1 was mixed IM, Back and Freestyle. Session 2 was mixed IM, Breaststroke and Fly. We were set to do the online sessions between Christmas and Easter but have had difficulties in accessing the "Box" files but plan to revisit it again next week. We have planned for the remaining pool sessions to be around May and June following Regionals and are considering inviting additional swimmers who now appear on rankings for the 200 IM following the County Champs to make up numbers.

This year we are celebrating our 100 Years Centenary. We believe our official date is on 17<sup>th</sup> May 2024. We are looking to do something to celebrate this later in the year.

### 7.2 Devon:

Counties went well, officials leaving it to the last moment to sign up, Developments scheduled for June as usual.

Quite a few clubs, as Lesley mentioned in her report, are closing entries after 24 hours. Also noticed several clubs on swim meet after officials even before the license has been issued.

The updated constitution is progressing well.

Okehampton swimming have resolved the problems they had before Christmas.

Swim England are again running 3 open Water zoom training, but to their clever way of thinking, they are going to run them on two Saturdays and one Sunday, which will also coincide with our regionals. A request did go in last year for a weekday option, but has not materialised yet, have asked Helen again if one can be arranged for midweek.

### **7.3 Dorset:**

The Dorset County Championships, which has taken place successfully. A good level of entries but reduced numbers still in some age groups as an after effect of the pandemic. The newly purchased backstroke ledges were used for the first time and will be used again at the Dorset Development Competition in July. Relays were re-introduced to the Championships programme and held as two unlicensed events after each of the 800m and 1500m Freestyles. Going by the level of noise, the relays were extremely popular with the swimmers. Seven of our ten competitive clubs participated.

The Dorset County Development Programme has now completed two camps - the first face-to-face in October 2023 and the second online in February 2024. There are 24 11-year olds from eight clubs participating together with four skills coaches. Lead coach is Martin Littlefair with Barry Aldrick assisting.

In terms of facilities, Dorset has only two 25m pools for licensed competition, one of which will only accommodate Dorset County ASA and the home club. The proposed development of Dolphin LC as part of the Poole town centre regeneration programme is no further forward than it was pre-Covid - the project seems to be handed from one person to the next, and then stagnates again. However the diving pit has been repaired/reopened and hosts both public and Junior Diving sessions. However, we no longer have a club in the county that provides diving.

It's just on the drawing board at the moment, but we are hoping to hold a disability development day for members of Dorset clubs - inclusive, so not just classified swimmers and those with cert of disability/exception, but also sight/hearing impaired, DS etc. And possibly swimmers who haven't as yet chosen to undertake the classification route but are considering doing so.

Dorset asked if there is any funding for para development courses from the Region? – it was explained that the Region is running 3 development sessions for para development at rotating pools – Exeter, Taunton and Marlborough – which need more attendees to try to make them more financially viable. Could the County promote these please.

### **7.4 Gloucester:**

## GLOUCESTER COUNTY SWIM REPORT.

Admin:

A very busy period.

The Draft County Constitution has been written and sent to the clubs for review. An SGM is planned for March 11 (after the next Exec meeting) to hopefully ratify it.

Exec members are completing Foundations of Inclusivity training. There has been lengthy and healthy discussion around the completion of the county DIAP. An agenda item for the next county meeting.

County OAS fees paid on time.

A Swim Forum of club members set up in order to open discussion between clubs and the county to hopefully be able to help advise clubs on general day to day items.

Work is continuing on a County Risk Register.

Pool:

This period has obviously been dominated by County Blocks. The event was run completely Long Course at Hengrove and (scoreboard working apart) were a great success. Due to careful pre event works regarding qualifying times, and programme we were able to save a day off the total events running time. The event was therefore very profitable and ran with no hiccups.

With the current changes to National Competition, we are now discussing how to progress the blocks going forwards. Lesley's RDO report states about County Development meets and we are already discussing that for next year and may follow the Regional programme of splitting the event into an Age-Group and Youth event. There is a desire to maintain the event as a Long Course event, which we would be keen to do for Youth ages. Any Age-Group event would be run short course. (We could then also swim a 100IM for all ages at the Age-Group event). This is in the early stages of discussion but certainly in the Age Group category we would then be able to set times relevant to a greater number of development level swimmers.

This will all be discussed at the Blocks "wash-up" meeting to follow.

### **7.5 Somerset:**

7.5.1 No report received.

### **7.6 Wiltshire:**

Wiltshire Report

I'm not sure how, but we eventually were able to complete all of the 2024 sessions successfully.

Bookings facilities was a nightmare. We only have 2 pools with the space for full sessions and neither provider is really keen on having the event. Since Covid they have cut their staff and ultimately can not fully staff the 2 day events easily. The Link Centre was shut due to a flooded plant room from

November opening in January with temporary equipment. It was classed as a Construction site and numbers on poolside was restricted to 160. That was everybody!!! We could not have the officials on poolside until the first event was in the call room.

But we managed and I consider the events to be successful. The numbers and quality are not anywhere near pre-covid standard but I would guess that that is not just Wiltshire.

We still have to run our 2 development events later this year. One in September at Salisbury, but the one day event which we had booked at Hengrove in June is yet another problem. Have agreed our booking over 6 months ago the pool has since rescinded it. It seems to have generated moans from other users that we should not be using "their" pool.

## 8. Licensing Report:

8.1 See separate document.

8.2 LL proposed an amendment to the Regions Licence Meet Policy and guidance. This was agreed with one vote against it but will be discussed with the Licencing lead at SE to verify before publishing.

The following wording was agreed and came into effect on 14<sup>th</sup> March 2024 but does not effect any meets already agreed.

### **County Allocation of Licenced Meets**

*Each County can allow the following number of Licenced meets within County per month*

*Maximum of 3 meets per month per county from L1-LL4 in a 4 weekend month and 4 in a 5 weekend month.*

*Level 4 Single/ Duel (2) Club Meet = Any amount, clubs are expected to staff their meets with their own officials. E.g. two clubs holding joint club championships.*

### **All meets should be booked onto the County Calendar via the County Licencing Rep.**

*The County Rep does not apply for your Licence or have the final say in issuing your club it's Licence. They are there to help control the number of meets in the County your club is affiliated to each month.*

*You must not bypass your County Rep as a first stop.*

*Cornwall – Dan Corbett Devon – Martin Walters Dorset – Di Gibbs Gloucester – Lorna Farowski Somerset – Kelly Podbury Wiltshire – Sandra Yeoman*

### **Process for Licencing**

- 1) Check Date availability with County Rep
- 2) Check Pool Availability & Book

3) *Send Licence Application & Meet Pack/Conditions to SWR RLO - Lesley - [glleffers@btinternet.com](mailto:glleffers@btinternet.com)*

4) Await Email from Swim England with Licence number.

Please ensure this process is followed.

## **9. Coaches Report:**

- 9.1 See minutes dated 15/02/2024. This is a redacted version because a SE document previously circulated concerning competitions was later removed.
- 9.2 We will be holding 2 meetings in the near future to discuss competition pathway as feedback for SE. This will include Coaches and the county leads for County Championships.
- 9.3 NE gave a report on the recent overseas competition in Lisbon. Many congratulations to the athletes and coaches for the team winning Best visiting club trophy.- it added to someone's luggage allowance coming home!

## **10. Competition:**

- 10.1 Finals / presentations. Discussion followed. To be discussed at next Coaches Meeting
- 10.2 More discussion on the upcoming meetings.

## **11. Development:**

- 11.1 This was included in the coaches report.

## **12. Swimming Leadership Minutes:**

- 12.1 18.01.2024 Circulated.
- 12.2 Masters working group minutes also circulated.

## **13 Equality, Diversity and Inclusion and Safeguarding**

- 13.1 The Regional Diversity and inclusion Action Plan is now on the regional website. This includes such things as providing a quiet room at competitions (all disciplines), directions to competition / pathway venues and facilities.
- 13.2 It is recommended that all Board and committee members also complete the Foundation of Inclusivity CPD workshop. This is free of charge and will also be of benefit to your club. It may become a mandatory workshop in the future.
- 13.3 The Listening Report outcomes was published yesterday (5/3/2024). It does not make easy reading but I would recommend that even if you cannot read all of it ready at least the first 17 pages that provide a summary of the

findings. If you have any questions SE have provided some FAQs and will be continually adding to them.

SE had already started to act on the finding from when they commissioned the report at the launch of the Heart of Aquatics a year ago.

**14. Dates of Future meetings:**

14.1 19/06/2024 via Zoom at 19.00

**Meeting closed at 20.45**

## Appendix A

SW Officials Secretary report 6/3/24 – Nicky Vause

SWR Swimming Officials Group

### **2023 Swim England National Awards - Gold Winner of the Technical Official of the Year**

Congratulations to Jill Beard. This was recognition at the highest level for her services to officiating and officials training and development in the SWR. Jill was up against two other giants of the SE officiating community.

### **SW list of licenced officials - for renewals up to 1/1/24 and newly qualified J1s to 18/11/23**

The latest list shows there are 681 officials across all levels.

### **SWR Swimming Officials Group**

The date of our first 2024 meeting has been put on hold until after the National S.O.G takes place, (no date agreed yet).

### **SW Winter Championships at Millfield 3-5 November**

Despite an initial slow sign up by officials for this event licensing was met at all sessions.

With the removal of mandatory attendance at Level 1 and 2 meets a reduction in J1 trainees attending has been noted at SWR events.

**SW Masters Intercounties** – All county's supplied two, or in some cases more officials. This enabled mentoring to be given to a J1 trainee.

### **SWR Summer Championships Youths and Age Groups**

The event went live on SwimMeet in early February. To date a steady number of officials have registered their attendance across the three locations, which is encouraging.

### **Technical Directors**

SWR Summer Champions Plymouth (Youths) – Tracey Roberts, (ATD Paul Robbins).

Hengrove (Age Groups) – Chris Metcalfe (ATD Tracey Robers).

Millfield (Age Groups) – Neil Harper, (ATD Paul Robbins).

### **National Events**

Officials from the SW region continue to be appointed, this provides them with the opportunity to officiate at the highest level and share current good practises upon their return.

On the January 2024 SWR Officials Newsletter all officials were requested to notify me if they had attended a national event to recognise their support.

Swim England Masters – Paul Robbins, Dave Avery, Nicky Vause.

Swim England Winter Championships – Robert Taylor, Fiona Wilkinson, Adrian D'Chuna, Nicky Vause.

Welsh Winter Championships - Tracy Roberts, Paul Robbins, Dave Avery, Jeff Cooper, Stuart Southan

British Para Swimming International Meet / World Para Swimming Series - Dave Avery, Sue Gabriel, a Fiona Wilkinson, Dave Jones, Nicky Vause.

Welsh Schools Biathalon - Nicky Vause.

Nicky Vause

SW Officials Secretary / Officials Co Ordinator for SWR Events



## **Lisbon Summary – Lead Coach, Neil Edwards.**

A 29 strong team of swimmers from across the South West were selected off last years long course performances to represent the region at an overseas meet this February. After a 4 year hiatus since the last South West overseas trip, it was an exciting opportunity to take the team back to Lisbon for the Arena Lisbon International Meeting. Selections were made to give swimmers the opportunity to gain valuable and rewarding international racing experience. Accompanied by 4 coaches and 2 team managers, the swimmers travelled to the Portuguese City of Light and mixed in some sightseeing alongside their training and racing. An afternoon spent exploring the city was well received and sampling the local delicacies – Pastel de nata – was high on the list.

When it came to competition time, swimmers were tasked with working with unfamiliar coaches to their daily environment, challenging their communication skills and adaptability. The coaching team were suitably impressed with how engaged the swimmers were and praised their professional approach. All swimmers gained valuable mid-cycle experience in a high level racing environment which involved early morning heats and evening finals. Coming together as a team and putting in some strong performances – including relay swims – the South West team were able to bring home the Top Club trophy – an award which we previously won in 2020.

Medal winning performances from the South West team came from;

### **Gold**

Robbie Hemmings – 50m Backstroke

Eddie Price – 200m Butterfly

Men's 4 x 100 Medley relay – Robbie Hemmings, Elliot Woodburn, Jack Brown, George Snow

Women's 4 x 100 Medley relay – Laura Marshman, Cora Lanham, Eddie Price, Beth Hall

### **Silver**

Ruby Griffiths – 800m Freestyle

Elliot Woodburn – 50m & 100m Breaststroke

Beth Hall – 200m Individual Medley

Sam Lander – 1500m Freestyle

Laura Marshman – 50m Backstroke

Evie Belt – 1500m Freestyle

Women's 4 x 100 Freestyle relay – Nicole De Pree, Chloe Bown, Beth Hall, Isabel Blackhurst

Men's 4 x 100 Freestyle relay – Alex D'Onofrio, George Snow, Charlie Meek, Lauchlan Parrott

### **Bronze**

Cora Lanham – 50m, 100m & 200m Breaststroke

Laura Marshman – 100m Backstroke

**Full team:** Alex D'Onofrio (Mount Kelly), Roger Davis (Soundwell), Thomas Belt (Plymouth Leander), Charlie Meek (Poole), Jack Brown (Plymouth Leander), Jamie Steadan (Clevedon), Sam Ryan (Mount Kelly), Sam Lander (Mount Kelly), Elliot Woodburn (Millfield), George Snow (Millfield), Oliver Jones (Poole), Robbie Hemmings (Bath Uni), Ivan Hart (Millfield), Lauchlan Parrott (Millfield), Oscar Bellinger (Plymouth Leander), Nicole De Pree (Millfield), Ruby Griffiths (Mount Kelly), Evangeline Belt (Plymouth Leander), Laura-Ann Marshman (Taunton Deane), Martha Sell (City of Bristol), Eleanor Hall (Millfield), Naomi Parker (Millfield), Edie Price (Mount Kelly), Lacey Roberts (Plymouth Leander), Emily Johnson (Millfield), Beth Hall (Mount Kelly), Chloe Bown (Mount Kelly), Isabel Blackhurst (Taunton Deane), Cora Lanham (Street & District).

**Coaches:** Neil Edwards (Mount Kelly), Jon Wills (Soundwell), Glenn Currie (Exeter City), David Cousins (Bristol Penguins)

**Team managers:** Lynn Rayment and Sara Palmer (both Plymouth Leander)

### **Summary from Regional Development Officer – Stacey Millett**

The trip to Lisbon was a great success, we need to be aware of the need for a longer lead in time for selections to take place, however the event information was released only a few weeks before the competition so the processing of entries, etc. couldn't be done until then. The Flights and hotel can be booked relatively far in advance and it gives time to make sure all of the information on those travelling is received in good time.

We used a company called Corporate Travel Plus who arranged all of the flights for us and collated all of the information. This was a very smooth process.

The hotel booking was done direct with the hotel, there was some confusion with the food which may have been due to the language barrier but this was overcome by the team in Lisbon when they arrived and alternative arrangements were made in the end.

The coaching and Team Management Team were brilliant, we had consistent communication back with us here via What's App so I was able to update social media and news and they were able to communicate any problems quickly. I produced a Team Manager file which was used throughout the trip and this was returned back to the office afterwards.

The Lead Coach completed all communication with the Competition organisers and sent in all the entries. There was consistent dialogue between the Regional

Coaching Team and the Home Coaches of the athletes attending to ensure that they were entered in the appropriate events to fit with their own personal development.

**Reviews needed:**

**Athlete Selection Policy** (*Appendix 1*) – this was pulled together last minute and needs to be reviewed before the next meet.

**Coach/Team Manager Selection Policy & application** (*Appendix 2*) – The Coach committee selected the Lead Coach and on advice from Jo John (Previous Lead Coach) coaches were invited to attend as some had been told they would be considered for the next Overseas meet.

We don't have a criteria for coach selection at the moment but one of my suggestions would be that the Lead Coach for the Regional Development Programme should be offered to attend the meet as it would be an ideal development opportunity for them alongside the coaching on the Development Programme. Other coach vacancies should be advertised out for coaches to apply to.

Appendix 1

**Swim England South West Overseas Meet  
January / February 2024**

**1. Performance objective**

1.1 The objective for this event is to provide a positive team experience and exposure to an overseas camp and competition for the development of English athletes aspiring to achieve international representation and success in the future.

**2. Coach and Team Manager selection**

2.1 The Head Coach and Lead Team Manager for the camp and competitions have been selected by the SE South West Swimming Committee.

2.2 Three further group coaches and an assistant team manager will be selected from applications received by the selection committee and selections confirmed by the end of .....

**3. Athletes selection Qualifying period**

3.1 Selections will be made from the fastest performances achieved in a long course licensed meet between January 1st and August 7th 2023 inclusive.

**4. Team announcement**

4.1 A list of swimmers will be published at the Regional Coaches Meeting on .....

4.2 Athletes will be notified of their selection by the .....

4.3 The team will be announced via the regional website by the end of .....

**5. Athlete Selection criteria**

5.1 Selection will be made for the male and female athletes achieving the highest ranked time in each event. Only times achieved in Olympic events will be considered. Further selections for the next highest ranked athletes will be at the discretion of the selection committee, in line with Swim England selection

guidelines and with a view to achieving a balance across both events and genders. Only times achieved in the qualifying period January 1st to August 6th 2023 will be considered. In consultation with their home programme coach athletes will have the opportunity to compete in up to 5 individual events.

## **6. Age Eligibility**

6.1 Age eligibility is for up to 24 athletes born between 2006 and 2009. A further 6 athletes born 2005 or earlier may be selected from the highest ranked FINA points at the sole discretion of the selection committee in line with Swim England Selection guidelines with a view to achieving balance across both events and genders.

## **7.0 Eligibility**

7.1 Athletes who have been selected to represent international senior, junior or youth teams for British swimming or England programmes in 2022/23 will be ineligible for this competition.

7.2 Athletes must be in full time training, have a British Swimming ranked time recorded representing a club from the SE South West Region, within the selection qualifying period.

7.3 Athletes must have competed at either the 2022 SW Winter Championships or the 2023 SW Summer Championships.

7.4 Athletes must be an English citizen and eligible to represent England as per FINA General Rule 2.

## **8.0 Team Size**

8.1 Up to a maximum of 30 athletes may be selected subject to funding. The total number of athletes selected will be decided by the selection committee.

## **9.0 Team Commitment and Withdrawals**

All team members will be required to:

9.1 Confirm their acceptance by ..... Failure to do so will be interpreted as non-availability by the selection committee.

9.2 Comply with the SE SW Region's Code of Conduct. A breach of this may result in de-selection from the team.

9.3 Provide a race plan, pre-race preparation (dry land and pool warm up) and post-race protocol for each event by completing the appropriate pages in their log book prior to attending the competition.

9.4 Comply with British swimming and FINA swimwear regulations.

9.5 If for any reason the athlete is unable or unwilling to fully comply with the Team commitments outlined in Section 9 they may be withdrawn from the team.

9.6 Athletes becoming unfit due to illness or injury at any time following their selection must notify the Head Coach and the Lead Team Manager immediately.

9.7 A review of the ability of the athlete to compete will take place which may result in the athlete being de-selected from the team.

9.8 Replacement of an athlete (s) withdrawn from the team will be considered at the discretion of the selection committee.

9.9 Contribute the set financial contribution towards the camp as detailed in the selection letter.

Selection Committee

Head Coach: Neil Edwards [edwardsn@mountkelly.com](mailto:edwardsn@mountkelly.com)

Lead team Manager:

SW Swimming Secretary:

Dear Athlete

Following your Long Course performances from 1st January 2023, I am delighted to inform you that you have been selected to represent England South West at the above event on ..... and includes time for training opportunities. Please find enclosed a selection form and the code of conduct which needs to be signed and emailed to myself by Friday ..... If you are declining the offer please return the selection form indicating that.

\* Please note that if you are selected for a Swim England racing opportunity (selections are due out very shortly) you will have to relinquish your place on this camp. Following your acceptance, full details regarding the meet will be sent out. You need to be aware of the following: To travel you will need a valid British passport, travel insurance and a EHIC card. The departure date is the ..... from ..... returning on the ..... There will be a financial contribution towards this event of £..... to be paid by the ..... (If the contribution is not made by this date your place will be forfeited and given to another swimmer) Please use the following bank details for all payments:

Kind regards

Team Manager

If you have any queries regarding your selection please contact me:

**Appendix 2**

**South West Overseas meet  
Group Coach Application**

Applications are invited for the post of group coach (3) to accompany the team to this event. The Head Coach is Neil Edwards.

The applicant must have a current DBS certificate and up to date safeguarding qualification.

This opportunity is geared towards coaches who have shown a proactive approach to their own development and have actively been involved in either Swim England South West or British Swimming Camps and competitions. If you wish to be considered, please return this completed for to ..... by .....

The successful coaches must have the backing of their club.

**South West Overseas meet 2024  
Group Coach Application Form**

Head Coach – Neil Edwards

To apply for a group coach position, please complete the form and return it to .....by.....

**Personal details**

Name

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Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email- \_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_  
\_\_\_\_\_

Club \_\_\_\_\_  
\_\_\_\_\_

Current role \_\_\_\_\_  
\_\_\_\_\_

How many years coaching experience \_\_\_\_\_

**Coaching experience and expertise:**

Coaching qualifications incl. dates and CPD including any Swim England South West and British Swimming camps/competitions

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Please provide a concise summary of your key coaching experience:

