



Minutes of meeting on Saturday 8 September 2018 at 1.00pm in the SASP Offices, Wellington

Present: Ian Stewart, Mary Hooper, Lou Collings, Clair Murphy, Roger Downing, Paul Davis, Alyson Bashford, Jean Pitfield, Sarah Pullan, Georgina Coombs, Mike Shortman, Christine Merrifield, Yvonne Stead

ACTION

1. Apologies
Apologies were received from Viv Ebbs and Illa Brandimart from Bath
2. Introducing Yvonne Stead Club Development Officer
Yvonne Stead introduced herself and she went over her role in the Region, which included setting up courses that the clubs in the region required.
- 2.1 Courses
There was a discussion about the various courses required by those club members present, discussing Poolside helper to L2 Synchro Coach as there currently is not a L3 Synchro qualification.

Yvonne emphasised that all IOS training courses need to be organised through her. Yvonne will reserve a place on a course for those who are interested. There was a discussion over the courses required. As a Region we need to ask Yvonne for the courses we require. All course applicants need to be at least a Level 3 ASA member.

All Clubs

There was a discussion on how the Region could financially support the volunteers and where the course could be held in the region due to the large geographical area of the Region. A suggestion was made that there is no minimum number on each course.

There is a plan to hold a training course for a presenter to be trained in the Region for a Poolside helper and the information can then be passed down to the L2 in each club.

There was a discussion on encouraging another person who would be willing to become a tutor for the Region.

There was a discussion on funding for Courses and the guidance initially is to go to the relevant County (except Gloucester) and contact the County Secretary in the first instance, then go to Mary to request support. The Regional website has application forms available for download.

Yvonne Stead and Sarah Darragh are planning to visit all the clubs in the region and will communicate with each club individually.

YS/SD

ACTION

- Volunteer recruitment advice from Yvonne is to inform the volunteers what they are committing to in terms of hours and tasks.
- .All members to copy in Mary when emailing Yvonne:
Yvonne.stead@swimming.org. **All**
- 3 Minutes of meeting 14 April 2018
The minutes were approved as a true record and signed by the Chair.
- 4 Matters Arising not covered by the Agenda
The University of Bath synchro has emailed Mary and have been invited to attend the regional meeting.
- 5 Members Forum Meeting Minutes
Roger informed the committee that this forum has been dissolved.
- 6 Handbook 2018
Noted
- 7 Consent for use of email Addresses
Due to GDPR each representative on the Committee needs to give consent to allow their email address to be added to the Handbook. Those at the meeting who had not signed the relevant forms did so and returned them to Mary
- 8 Committee Mobile Contact Numbers
Due to GDPR as above for mobile contact numbers.
- 9 Regional Report
Roger reported the following:
- Mike Coles is now the South West Region President elect.
 - Swimming subs will be increasing up a small amount.
 - There will be some rule changes taking place in October as the ASA becomes Swim England.
 - Clubs are strongly advised to change their constitution before the next AGM and submit it to their County for verification. It is advised that many differences and issues that are being dealt with by the Region could have been resolved if an up to date constitution had been in place. The recommended constitution appendices from Swim England in conjunction with Wavepower provide club committees the right to manage the code of ethics and should result in fewer disputes. There is guidance and templates available from British Swimming (<http://www.swimming.org/swimengland/becoming-a-members-club/>) with advice on mandatory and optional sections. **All Cubs**
- 10 Competitions
- 10 1 PayPal Account
Paul and Mary had tried to set up a PayPal account to manage the payments for the online competition entry system. After several attempts and realising that passwords would need to be shared meant that this current process is on hold. Roger to try and find out more. **RD**

ACTION11 Regional September Competition 201811.1 Judges, Team Managers, Officials etc

Mary reported that this competition is short of Officials. 15 Judges for the figures are required and 10 for the teams. Bristol has been asked to provide more Judges and Alison will email out for Scorers.

The result sheets will be for each age group and no certificates will be awarded just medals.

The warm up schedule was discussed and agreed that prior to the figures there will be a Figure warm up and prior to the Routine competition there will be a Routines warm up.

The following was agreed:

- Team managers meeting at 12.30pm.
- Judges meeting at 12.45pm
- Scorers and Callers meeting with Paul at 1pm.
- Clerks meeting with Mary on poolside at 1pm
- Swimmers must be Category 2 to swim and this is being checked to ensure that all entrants are compliant.

To note that the pool has been booked from 1pm to 7pm.

A request was made that the underwater speaker should be in the centre of the pool and if possible there should be 2 underwater speakers.

12 National Competition Information 2018-19 (emailed)

Noted

13 Field of Play (emailed)

Noted

14 Closing Dates (emailed)

Noted

15 Regional Calendar

A calendar needs to be agreed for the next 4 years. Mary and Yvonne will plan the Budget. The plan must allow a pathway for the swimmers to incorporate Grade days and competitions and a plan on how to accommodate the middle level swimmers.

MH/YS

The plan must enable Judges Courses to fit in with the competition year. Roger suggested adding Judges travelling expenses to the Budget for next year. Agreed

MH

Sarah, Georgie and Clair to devise the competition plan dates and to inform Mary.

SP/GC/CM

Mary to organise the meeting room at Burnham on Sea to run a course that will be decided upon need.

MH16 Multi-Region Age Groups 2019

To note all pools investigated for this competition were not suitable or extremely expensive.

Suggest speaking to Rosa Gallop and go to their region. The date is to be organised and fitted into the calendar to be a pathway for the National Age Groups, possibly Jan 2020

MH

		ACTION
	Alison to check if GL1 Is free if it is appropriate and not too expensive.	AB
	There was a discussion and it was agreed that as Swansea are swimming and they are not part of our Region they could provide and present their own medals.	Holly Curson
17	<u>National Meetings</u>	
17.1	<u>Regional Managers Meeting 20 October 2018</u> Mary reported that she will attend the Regional Managers Meeting	MH
18	<u>National Conference 8 December 2018</u> To note the Conference is suitable for Judges and Coaches. The region will pay expenses to those who attend and contribute to the region.	
19	<u>Any Other Business</u>	
19.1	<u>Beacon Squad</u> Sarah requested information regarding the Beacon Squad, as she cannot find any information or any criteria, nor who is on it. Yvonne to find out more.	YS
20	<u>Next Meeting</u> The next meeting will be held on 1 December at 11.00am	
	There being no further business the meeting closed at 3.40pm	

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

Date:

Signed
Chairperson

Date.....

Circulation: Ian Stewart, Mary Hooper, Lou Collings, Clair Murphy, Roger Downing, Paul Davis, Alyson Bashford, Jean Pitfield, Sarah Pullan, Georgina Coombs, Mike Shortman, Christine Merrifield, Yvonne Stead