

Minutes of Meeting of Region Synchronised Swimming Committee (RSSC) on 19 October 2019 at 1.00pm in the SASP Offices, Wellington

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

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|-----|--|------------------|
|     |  | <b>ACTION</b>    |
| 1.  | <p><u>Welcome, Introduction and Apologies</u><br/>           Roger welcomed members to the final meeting under the current structure. He explained that, in line with Swim England policy, the committee will be split into sections as outlined in the circulated paper. This will enable volunteers to concentrate more on the sport, and less on other matters.</p> <p>Swim England is putting huge resources into gaining more volunteers. Succession planning is the key.</p> <p>The Competition and Coaching Committees should arrange to meet prior to the meeting on 9 November at Burnham on Sea at 11.00am</p> |                  |
| 2.  | <p><u>Notice of Any Other Business</u><br/>           Regional squad<br/>           New Club</p>   |                  |
| 3.  | <p><u>Declaration of Interest</u><br/>           Christine Merrifield volunteered to join the new Coaching Committee. Mary to add her name to the committee members</p>  | <b>MH</b>        |
| 4.  | <p><u>Minutes of Previous Meeting to include Matters Arising</u><br/>           The minutes of the meeting held on 8 June 2019 were approved as a true record and signed by the Chairperson</p>  |                  |
| 4.1 | <p><u>Item 3.2 para 3: Grade Days</u><br/>           Lou reported that Sarah Clark is currently working on the issue with splits.</p>  |                  |
| 4.2 | <p><u>Item 3.4: Courses and Funding</u><br/>           Mary reported that British Swimming has put the Level 3 course on hold. To be re-vamped.</p>  |                  |
| 4.3 | <p><u>Item 3.5 para 3: Competition Sub-Committee</u><br/>           Paul reported that he has prepared the spreadsheet for calculating the League points for the Walsall Trophy. The Trophy is to be presented at the Duet Competition on 23 November.</p>   | <b>AB/SP</b>     |
| 4.4 | <p><u>Item 4 para 6: June Competition, Officials, Timings etc:</u><br/>           Mary had received a document for competitions which she had sent to clubs. This document will be sent to clubs for every grade day and every competition and must also be forwarded to parents.</p> <p><u>Item 4.1: Officials for 22 June Competition</u><br/>           Viv contacted the failed Scorer from St Austell. She has not renewed her membership this year.</p>  | <b>All clubs</b> |

## ACTION

### 4.5 Item 7: Website

Viv has included all the relevant information on the South West Region website. Photos to be updated.

VE

### 5 Urgent Matters as previously Notified to the Chairman

Nothing to report.

### 6 Overview of new Committee Structure

Roger noted that the Synchro Committee had worked well previously but Swim England has changed the format. The Regional synchro committee is now reduced from the overarching format and is split into a Competition Committee and Coaching Committee reporting to the Administration Group which will meet twice a year and receive reports from the two Committees. Information will be sent to all members via the Administration group and, if there is an urgent recommendation, it can be agreed by email. If an email meeting is required, the Chair will produce documentation and circulate through the Administration group. Any issues can be dealt with by email.

The Administration Group will be responsible for running a club day once a year, open to anybody involved in any way with synchro. There is a Club day organised in Truro next year and one has already taken place in Dorset.

The Region has County reps in synchro, but the Administration Group should discuss whether we need club reps or County reps. If someone is on a committee as a club rep, they must have a job on that committee.

The calendar must be kept up to date. It is very important that people with responsibilities know what is applicable to them. It is important that people discuss any issues they have. Any issues should be put in writing to Roger. They can then be referred to Swim England if necessary. Internal club disputes need to be recorded. Management of the coaches is the responsibility of the club. We all have to work under the Swim England Regulations, Handbook and recommendations.

Roger reported that there is funding available from the Region for development within the Region. Proposals, including a budget, should be sent to the Regional Synchro Manager first and then will be passed to the Region for consideration.

Everyone involved in synchro should be encouraged to keep up to date. Courses should be held in different areas of the Region so that they are accessible to all people in the Region at different times.

Roger suggested that clubs could introduce a role of Volunteer Co-ordinator to encourage volunteers. Bring volunteers on poolside, talk to them about the role, and athlete development, then gradually expand the role.

### 7 Manager's Report

#### 7.1 Annual Budgets and Development Plan

Mary outlined the budget for the following year, together with the Development Plan. The financial year is changing next year and will run from 1 January to 31 December. She reported the following:

- Multi Regional Age Groups 2020 are not going ahead.
- Cheltenham pool is booked for the 8/9 February for the Regional Age Groups.
- A new Regional tablet has been purchased with the approval of Chris Robinson
- Chris Robinson, the Regional Finance Officer is moving to become the Regional Chair at the end of next year.
- Squad training days will take place next year. If clubs want to run one, they must inform Mary of the format and produce a budget for the day.
- The Regional Development Day in Cornwall was a great success and will be repeated next year. Six coaches and 24 swimmers attended the Day.
- A Level 3 Judges Course is planned and budgeted for.

All Clubs

	<b>ACTION</b>
8. <u>Competition Report October</u> The closing date for the Duet Training competition is 26 October and any issues can be discussed at the meeting prior to Grading on 9 November	
There was a discussion about judge evaluators at competitions. It was suggested that there could be shadow judging at grade days in the first instance. To be further discussed by the competition committee	<b>Comp Cttee</b>
Alyson is Field of Play at the Duet Training Competition. It was agreed that Alyson should have a bespoke email address for her role. Mary to organise. It should be clear with email addresses whether club or SW Region	<b>MH</b>
9. <u>Coaching Report</u> Georgie to be given a SW email address	<b>MH</b>
10 <u>Administration Report</u>	
10.1 <u>Management</u> Mary reported that there had been a couple of issues with Integra when people had been on courses. Clubs must make sure they have received an email from Mary to say which candidates are enrolled on a course.	<b>All clubs</b>
Only 1 application has been received for the Scorers Course on 9 November at Burnham-on-Sea. If there are no further applications, the course will have to be cancelled. The closing date is 26 October.	<b>All clubs</b>
The Workforce Lead should make decisions on courses required and inform Mary and Alyson.	<b>GC</b>
10.2 <u>GDPR use of Box</u> Mary reported that synchro had been excellent in using the Box and reminded the meeting that anything confidential should be sent to the Box.	<b>All clubs</b>
10.3 <u>Secretarial</u> Roger reported on the staffing in the Regional office. Chris Vickery is the main point of contact in the office, Stacey is currently on maternity leave, but maternity cover (Laura Hill) has been arranged. It is probable that, with the new demands being put on the office, a further member of staff is required to cover the office effectively.	
10.4 <u>Regional Board</u> Roger reported that several multidisciplinary clubs have now split from their main club including St Austell Synchro Squad and some water polo clubs.	
Swim England has a new Online Membership System (OMS), gathering information on members. The data base is checked to ensure that members have the necessary Safeguarding, DBS etc.	
Roger reported that Swim England has introduced "Stronger Affiliation", a process to ensure clubs are well run. SwimMark Accreditation is recommended for Clubs. In the first year 16 modules must be completed followed by 6 modules every year. Non SwimMark accredited clubs, in following stronger affiliation, from January 2020 will need to upload 6 modules in the next 6 months, otherwise they will be suspended as these clubs would no longer be compliant and when suspended they would not be insured. Clubs must provide, among other things, an updated Constitution, evidence of safeguarding procedures and risk assessments. If membership fees are not paid on time a club will be suspended. Clubs that are SwimMark accredited will have their £85 affiliation fee reduced by half	
A letter went to every Secretary in every Club regarding Stronger Affiliation and SwimMark for clubs to discuss and take action.	<b>All clubs</b>

All County reps who are on Regional Committees will be advised on what is expected of them following the next Board meeting. They will need someone to stand in for them if they cannot attend a meeting so that information can be fed back to clubs and the Region. County reps are expected to reflect the views of the county, not individual clubs.

#### 10.5 Management Board

Roger reported on the following:

Expenses: The Region is changing its procedures with regard to expense claims and in particular for the volunteers on the discipline committees. HMRC attitudes are changing as is Employment Law and so the Region will be expecting all claims to be submitted on the expense forms.

Cornwall: There was a long debate at the Management Board about Cornwall. GLL had tried to increase charges by 90%, but it was reduced to help clubs, there being a demand now for approx 25 to 30 % and then a further increase in 6 months and a further increase after that. This followed intervention by Swim England.

Regional membership fees: There will be a slight increase in fees next year.

Competition fees: These have increased.

Swim England Annual Report: There is a monthly update. Any information to be sent to Chris Vickery in the SW Office.

**All Clubs**

Volunteer Co-ordinator Role: Swim England is publishing The Volunteer Co-ordinator Role with information and support for clubs. It is aimed at increasing the number of volunteers for succession planning in clubs.

Monthly Regional Volunteer Award: Clubs are encouraged to send in nominations to the Region.

**All Clubs**

Newsletters: Parents should be encouraged to sign up for Regional newsletters

**All Clubs**

Photography: Clubs should liaise with pool operators about photography. Notices to be displayed to say that any information that is taken on mobile phones must not be put on Social Media.

**All Clubs**

Calendar: Dates for 2019/2020:

7-8 March NAGS - Manchester

18-19 April Synchro National Championships - Nottingham

Combo cup to be confirmed (end June or beginning of July)

National Masters to be confirmed

National Conference 30 November 2019. Information available on 20 October.

#### 10.6 Grades

Mary reported the following:

Some fees have not been received for the grade day on 9 November. Mary to contact the clubs concerned.

**MH**

Lou is retiring next year and her last Grade Day will be on 11 January 2020. A volunteer is required to take on grades next year. Clubs to be informed with a request for volunteers.

**MH**

Routine grades in conjunction with Figure grades will be introduced as entry requirements for competitions next year.

Additional information regarding the Land Training Grades will be available soon.

Level 2 judges will receive a personal invitation to take Level 3.

11 Any Other Business

11.1 Regional squad

Georgie reported that 15 girls were invited to join the squad. Only 6 accepted. The criteria were that they should have Grade 4 and be in the 13/14/15 age range. Good feedback from swimmers after the first day. Georgie to publicise the 3 remaining training days for the same level of swimmers. Georgie to report back.

**GC**

11.2 New Club

Christine reported on the new club, St Austell Synchro Squad. She queried the invoice for £85 as the club was unaware that this charge would be made. Roger reported that it was a yearly charge for insurance. He will take it back to the Region. Roger to organise protocol for setting up a new club.

**RD**

12 Date of Next Meeting

9 November 2019 at 11.00am at Burnham on Sea

There being no further business the meeting closed at 3.45pm

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

**Date: ...3.11.2019.....**

Signed .....

Date.....

Chairperson

Circulation: Roger Downing, Mary Hooper, Ian Stuart, Mike Shortman, Lou Collings, Alyson Bashford, Jean Pitfield, Sarah Pullan, Georgina Coombs, Christine Merrifield, Clair Murphy, Paul Davis, Chris Seall, Keren Element, Paula Brand, Paul McNally, Viv Ebbs