



Minutes of meeting on Saturday 2 December 2017 at Swim England South West Region Office

PRESENT:	Ian Stuart	Chairperson
	Mary Hooper	Synchro Manager
	Christine Merrifield	Cornwall
	Christine Seall	Dorset
	Marina Davis	Gloucester
	Alyson Bashford	Somerset
	Jean Pitfield	Wiltshire
	Lou Collings	Skill Assessment Co-ordinator
	David Flack	SW Region Chairperson
	Sarah Pullan	Cheltenham Swimming and Water Polo Club
	Clair Murphy	Calne Alpha Synchro Club
	Keren Evement	West Dorset Synchro Club
	Georgie Coombs	Team Bath
	Viv Ebbs	Minutes Secretary

1. Apologies for Absence

Apologies were received from Paula Brand.

2. Minutes of Meeting held on 2 September 2017

- a) Item 1: Apologies to include Chris Seall
- b) Item 9 para 1: Delete "Committee members that go can get their expenses reimbursed when they feed back to this committee".
- c) Item 11 para 2: "2nd July" to read "24th June"
- d) Item 14 para 1: Delete "4 clubs taking part" and insert "5 clubs taking part West Dorset"

Following the above amendments, the minutes were Approved as a true and accurate record. The minutes were signed by the Chair.

3. Matters arising not covered by the Agenda

There were no matters arising.

4. Sport Strategy Weekend

Paper and PowerPoint presentation from Roger Downing noted. The meeting thanked Roger for his report.

5. Competition Update Swim England

Mary noted the Competition Update from the Synchro Leadership Team. She reported that on the page entitled "Event by Age", the reference "(see 3.1b)" regarding 8-year olds refers to the Competition Licensing Guidelines which are not included in the document.

Mary reported that the Regional competition can be organised and run by the region itself.

6. Grade Days and Report

Report noted. Lou reported that more time is required for stretching so she has booked an extra hour of land time at the beginning of the day. Lou to inform clubs of the earliest time they can go into the building. **Action LC**

National feedback has recommended that Routine Grade testing is included at least once a year. It was agreed that it would be added at the end of the June 2018 Grade day. To note, swimmers can take both a Figure and a Routine Grade on the same day if they wish. Lou to inform clubs of the plans for Routine Grade testing. **Action LC**

Lou to send a list of all swimmers who have passed a Grade to Sarah. This should include the swimmer name, the Grade passed, the date passed and the name of their club. **Action LC**

Mary suggested running an update for Level 1 judges at the March Grade day in the morning. Lou to investigate. **Action LC**

Mary to look into what was going to happen about Basic Judges attending the regional update in March **Action MH**

The meeting thanked Lou for her report.

7. International Judges

Mary reported that Georgie has been admitted to FINA as an international judge and will attend Judges schools and Judges workshops, which could be held in Barcelona or Budapest. Georgie to supply a photo and profile for the South West Region Newsletter and website, to be sent to the Club Development Officer Stacey Millet. **Action GC**

The meeting congratulated Georgie on her appointment.

Georgie and Lynn Squire to inform Mary of the location of the Judges School they choose to go to. Jean to pass the message to Lynn. **Action GC & JP**

8. Swim England meeting January 2018

Mary reported that Level 2 and Level 3 judges must attend the synchro conference in January. Mary to email Level 2 and Level 3 judges and remind them that they must email their invoices for accommodation and also send her their mileage for travel.

Marina reported that Scorers have had no updates and none of the promised meetings of Chief Scorers have taken place. Marina to email Hannah Secher. **Action MD**

Mary reported that she has a list of officials which is out of date but they are paid up members and even include those living out of the country. David warned the meeting to be careful about what is held on personal computers because of data protection, and he requested that members delete anything that is not required anymore. He noted that this is a serious issue. If no permission has been given by individuals then the information cannot be held. He reported that the Region will be issuing guidelines shortly.

Mary reported that all Level 1 Judges will need to attend a refresher course run by a Level 2 judge in the Region. Georgie agreed to run course at the March Grade day. Mary to email all current Level 1 judges. **Action MH**

Mary to contact Hannah Secher to ask her when updates are taking place in all Regions. Mary to also ask Hannah whether old Level 1 and basic judges have to do a course or an update.

**Action MH**

9. Multi Regional Competition

Report noted. The meeting thanked Alyson for the report. To note, the South West Region will be hosting Multi Regionals in 2019

10. South West Region Trophies

Mary reported that the Josephine Mitchell cup presented to Kate Shortman has been lost. There is a photo of Kate with the trophy, so they have been fined and City of Bristol Synchro have agreed to pay £250 to purchase a new one. At multi regionals the winner this year, Danielle Lloyd, was presented with another trophy for the purpose of a photo.

11. Swimmer of the Year

It was agreed that Kate Shortman should be put forward for South West Region Swimmer of the Year. Nominated by Mary, seconded by Georgie and carried. Mary to send the nomination forward.

**Action MH**

12. Official updates

See items 7 & 8 above.

13. Synchro Development Days

It was agreed that development days should take place in Bath and Honiton. Georgie reported that the summer camp in Bath was very successful and was an international camp. Pool time on a Sunday restricted and there is no time available on Saturday. She suggested a themed day focussed on what people need, eg. choreography, lifts and land work so she suggested running a themed day. Mary proposed there should be a development day in Honiton for Cornwall, Dorset and Taunton and another development day in Bath for the other clubs in the Region, although clubs could choose to do both development days. Agreed.

Mary to email Georgie about a development day in Bath and to contact Jenny about a development day in Honiton.

**Action MH**

Georgie suggested that a Team Managers course could be run at a development day. Georgie to contact Marion Britton about a Team Managers course.

**Action GC**

14. Walsall Trophy

Referee Report noted. The meeting thanked Sarah for her report.

15. Recreational Competition

Referee Report from Jenny Gray MBE noted. There was concern that there was a delay because of officials being stuck on the motorway and the fact that GL1 had not prepared the pool for the competition.

16. Annual Budget

Mary reported that she has increased the budget this year and is hopeful that it will be agreed. She noted that expenses at Regional level will be paid by the Region. International competitions and courses should be paid by Swim England.

Mary requested that people inform her as soon as figures are known and she will ask the Regional Finance Officer, Chris Robinson.

17. Succession Planning

a) New Proposal

David noted that, as Chairman, he has a duty of care and we need to look objectively at how our business is run, particularly as our volunteering workforce is diminishing. Experience is not particularly shared. We don't have cross party discussions and this is an opportunity to have a reality check. Regional management sees that succession planning is really important and it is essential that we encourage younger people to volunteer. Regional management has to make sure that they give the best possible support.

It is important that people with responsibility and knowledge prepare a paper showing exactly what they do. If we don't get this right our sport will suffer. We need to pass on knowledge and use the mentoring and buddy scheme to show that experience and knowledge has been imparted

David asked the committee to look at new ways of operating which might mean new committees which would not be the responsibility of one person. Sub committees are important to build up a really good data base to pass on. The way we manage volunteers is important. If we run out of volunteers the sport dies. We need to talk to people and break down the barriers and not be distant.

David proposed that a Competition sub-committee is formed. Agreed.

Mary proposed that the Competition sub committee meets before the main meeting. Agreed.

Marina suggested running instruction mini courses in various competition roles during development days to show that it's not daunting.

David proposed that we look at the whole discipline to share the workload amongst ourselves with sub committees to report back to the main committee. Older swimmers in the sport have a wealth of knowledge and we need to bring them up through. We must not let the knowledge that we have disappear.

b) Regional Club Development Group

David reported that the Regional Club Development Group has lost two members and synchro has been under represented in that group. There is a need for someone to take on that role. Meetings take place on Wednesday evenings in Bristol every 3 months. He noted the Regional development staff:

- Chris Vickery: South West Region Office Co-ordinator
- Stacey Millett: Club Development Support Officer
- Jackie Hillard: Regional Development Co-ordinator

He proposed that we look at our structure and make sure that we have a much wider base. Agreed. David to send Mary the club development structure to forward to clubs.

**Action DF/MH**

18. Committee Dates 2018

The following committee dates were agreed by the committee:

- 20 January 2018 with the Competition Sub-committee at 11.00am, lunch at 1.00pm followed by the main Committee at 2.00pm.
- 14 April 2018 at 2.00pm
- 8 September 2018 with the Competition Sub-committee at 11.00am, lunch at 1.00pm followed by the main Committee at 2.00pm.
- 1 December 2018 at 11.00am

19. Any other Business

a) Competition Secretary

Viv thanked Alyson for stepping in and running the Novice competition at very short notice as well as the South West's administration for Multi Regionals which was held in the South-East Region this year.

b) Swim England

David reported that Swim England was recently informed that their bid to become an Incorporated Body with Charitable status has been accepted.

c) Swim England Group Board

David reported that the new Chairman, Mike Farr who will be leading the new 12person Board will be visiting the Region. If there are any questions members wish to be raised please let David know.

**Action All**

d) Thanks

David thanked the committee for their work for the Region. You do a tremendous amount to make your discipline work. He wished the committee a Merry Christmas and a very happy and healthy New Year.

19. Date of Next Meeting

The next meeting will take place on Saturday 20 January 2018 at 2.00pm, preceded by the Competition sub-committee at 11.00am.

There being no further business the meeting closed at 1.40pm

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

**24.12.2017**

Signed .....

Chairperson

Date .....

Circulation: Alyson Bashford, Christine Merrifield, Christine Seall, Clair Murphy, David Flack, Georgie Coombs, Ian Stuart, Jean Pitfield, Keren Evement, Lou Collings, Marina Davis, Mary Hooper, Sarah Pullan, Viv Ebbs