



Minutes of Region Artistic Swimming Meeting at 8.00pm on Monday 15 April 2024 via Zoom Platform

Present: Roger Downing (Chair)  
Mary Hooper (AS Manager)  
Georgie Coombs (Workforce)  
Sarah Garrett (Grades)  
Chrissie Robinson (Regional Chair)  
Christine Merrifield (Cornwall)  
Chris Seall (Dorset).  
Stacey Jones (Gloucestershire)  
Clair Murphy (Wiltshire)  
Jessica Budynkiewicz (Field of Play)  
Mike Coles Board Liaison  
Jackie Hilleard Swim England South West Development Coordinator  
Harry Manship Club Development Support Officer – South West Region

1. Welcome Introduction and Apologies
  - a) Apologies  
Apologies received from Viv Ebbs  
Alyson Bashford
  - b) Welcome  
Welcome to the Jessie Budynkiewicz who has agreed to take on the role as Field of Play, and Jackie and Harry from the regional team, together with Mike and Chrissie
  - c) Notice of Any Other Business not covered below  
None advised
  - d) Declarations of Interest  
No Declarations of interest
2. Minutes of Previous Meetings
  - a) Minutes 15.1.2024  
The minutes were reviewed and a note that the Kate Shortman presentation was now on the SW Web Site
  - b) AS Leadership Group Minutes  
The LS minutes were accepted
3. Matters Arising
  - a) The Regional AS Committee minutes were attached to the Agenda

- d) Harry Manship introduced himself and is taking over from Stacey while she is on Maternity leave and looking forward to working with us.

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#### Regional Office

Jackie Hilleard presented an Information Workshop, this document is attached to these minutes along with a Team Manager, Coach and Chaperone Policy

During the presentation Jackie covered the following topics

- Supervision Roles
- Club Affiliation
- Diversity and Inclusion
- Club Constitution Approval
- Welfare Officer Statement
- Club Chair Statement
- Code of conduct
- Risk Assessments
- Online Management system (OMS)
- Personnel Report
- DBS Requirements
- Safeguarding
- Reminders

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#### Regional Managers Report

- a) Congratulations  
Congratulations to Clair Murphy on her award as Wiltshire coach of the year and to Cheltenham Artistic Club's TV presentation on BBC Gloucester which can be viewed on Facebook. Excellent insight into the new club and promotion of AS.
- b) SE Regional Budget 2023  
No questions were raised
- c) Swipe Survey Monkey payments  
There had been some issues with the payments but now rectified.
- d) Regional welfare Officer  
The Regional Welfare Officer information needs to be included in all paperwork that goes out  
Sarah P and Sarah G are adding the contact to their documents
- e) Regional Managers meeting  
No minutes yet

- f) National Regional Plans comments?
  - g) Survey  
There will be a Survey coming out to all Disciplines asking for details on all the pools used for training and competitions. It is important to reply, especially in regards to Health and Safety re pool depth etc.
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- Regional Competitions
    - a) RAGS Safeguarding  
RAGS Safe Guarding – concerns had been raised by Officials regarding the number of swimmers who felt faint at an event and raised the concern related to new rules with swimmers trying to stay underwater for longer periods. Marion Britton has been contacted and the club contacted and the advice given. Marion Britton has agreed to be the disciplines Welfare Officer for our competitions and details should be shown on all paperwork.
    - b) Chief Recorder Job Description  
The role of Chief Recorders' job description is currently under review by SE.
    - c) June Competition  
Conditions will be coming out in due course
- 8
- Regional Grade Days
    - a) Upcoming Grade Days  
Marlborough:  
May 11<sup>th</sup>  
October 5<sup>th</sup>  
Bristol may have a Grade Day in July this is still in discussion
    - b) Club Risk Assessments etc for Grade days  
The Club Risk assessments, updated paperwork for Club Officials have been completed. There needs to be a Risk Assessment done for the small room at Marlborough
    - c) Emergency Plans  
These need to be added to the Risk Assessment
    - d) There was a discussion around Judge Swimmers Ratios these have been sent out to Senior Judges to discuss.
    - e) There was a discussion over the regulations for attire for Grades and Figures in relation to the gender of the swimmers. This needs to be clarified by SE.
- 9
- Regional Squad
    - a) Comp Entry Form Received  
Stacey reported that it is going well, the selection for assessment for the Relay, figures and Land has been completed. The swimmers have said they have liked having different Coaches, while attendance hasn't been as good hoped. MH requested a Photograph of squad
- 10
- Officials Training
    - a) Figure Scorers Course

May 18<sup>th</sup> there is a L2 Judges course at Bristol Mary asked if it could be added to Facebook all Regions have been notified  
Mike Coles has also added it to Social Media

b) Technical Officials

The list of L1 Judges has been altered but the L2 still needs to be updated  
There is a Synchronisation section of the Technical Controller section and this will be looked into rather than the full Technical Controller Official course  
There are 4 L3 Judges and 1 Referee in the Region

11 Equality Diversity and Inclusion

This is beginning to take affect with the Venue address to be added on all Regional information for events. RD reported that it is OK to use a link to Google Maps and can be added as well as the event address on documentation.  
There also needs to be a quiet room arranged for Swimmers at competitions and Grade days  
This Agenda item will now be on all Agendas from now on

12 Swim England Latest Updates

The Listening Report is being completely reviewed and with more information to come out from SE

13 Any Other Business

- a) Mike Coles is requesting additional Administrators on Social media accounts as there has been great difficulty in getting control of the accounts after the passing of the sole administrator. He also requested support for more people to spread the load.
- b) Mary is looking to set up a blended learning for L2 Coach there needs to be as least 8 candidates.  
Clubs please let Mary Know if you have any candidates

The meeting closed at 930pm.