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| Meeting | East Midlands and West Midlands Joint Synchronised Swimming Meeting |
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| Venue | Snow Dome, Tamworth |
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| Time and Date | 29 th January, 2018 |
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| Present: | | |
| Linda Peake - Rugby | Carole Henson – Leicester | |
| Alison Ravenhall – Rugby | Olivia Shelton – Green Arrows | |
| Lisa Watkins – Walsall | Lenka Tanner – BSC Aquastars | |
| Amy Baker - Walsall | Anne Clark - Leicester | |
| Alison Pratt – Birmingham | | |
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| In Attendance: | Amanda Swan – Club Development Officer, Swim England West Midlands Sue Paget – Club Development Officer, Swim England East Midlands |
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| Apologies: | | |
| Hannah Secher - Rugby | Sarah Craven - TASC | |

| Minute | Agenda Item | Details | Action |
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| 7.00.00 | Welcome and Introductions | Sue welcomed the group. Discussed the content of the meeting. | |
| 7.15.00 | Progress from the last meeting | <ul style="list-style-type: none"> The East Midlands Synchro Committee agreed that they are happy to form a joint committee working with the West Midlands. This was further reinforced by agreement by the East Midlands Regional Board. The West Midlands Synchro Committee also agreed that they are happy to form a joint committee working with the East Midlands, with some concerns expressed around the joint budget. Both regions expressed concern around the joint budget, with West Midlands concerned over what would happen to their remaining budget after a joint budget is formed. <p>Action: AS to speak to Mike Beard about WM's finances clarification and approach to speak about how the joint budget will work</p> <ul style="list-style-type: none"> Joint Committee proposal to go to the West Midlands Regional Management Board meeting on Saturday 3rd Feb, 2018. | <p>AS to liaise with MB on both points</p> <p>AS to feedback on WM's decision</p> |
| 7.30.00 | Draft Joint Development | <ul style="list-style-type: none"> Suggested whether there could be some training to be | |

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| | <p>Plan</p> | <p>a clerk at competitions nationally? Discussed that bringing new volunteers into sport, they don't always know what certain roles involve, therefore, it would be useful to develop role descriptions for each voluntary role to share with parents etc when they are new into the sport.</p> <p>Action: new committee to develop role descriptions for voluntary roles at competitions for new parents, e.g. a clerk</p> <ul style="list-style-type: none"> Discussed the potential of running a pilot Aquatic Helper Course – which coaches / clubs in both regions could attend, to train up, and enable them to run their own courses in their own clubs. Clubs felt this type of course would be much better run locally in clubs than regionally <p>Action: AS / SP to speak to Sarah Darragh about organising a pilot aquatic helper course that Sarah could run for all clubs</p> <p>Residential Camp</p> <ul style="list-style-type: none"> Mon 30th July – Thurs 2nd August 2018 5 hours per day, 3 x land, 2 x pool hours £300 per swimmer for residential stay £185 per swimmer for day attendance Committee need to decide numbers allowed on the trip and level of swimmer / age that it will be aimed at. Discussed the potential to open it up this year with guidelines, instead of selection, because of the time of year being summer, and maybe look at a selection policy next year Workforce support will be needed for the camp – can people let Lenka know if they are available to support Discussed the potential to put £1k / £2k into the budget to support the camp and pay for quality coaches / specialists Suggested that Lenka puts the programme for the camp together in detail, to include international coaches and then advertise out to swimmers – Lenka to share with the WM's before sending out <p>Action: Decide on camp guidelines for 2018 – age criteria / level of swimmer</p> <p>Action: Input £1000 - £2000 into the joint budget to support specialist coaches at the camps</p> <p>Action: People / clubs to let Lenka know if anyone can support workforce wise at the camps</p> <p>Action: Lenka to pull detailed programme together and share with committee members for agreement before being sent out to swimmers</p> <ul style="list-style-type: none"> AASE Programme – Advanced Apprenticeship in Sporting Excellence (International Camp). This programme is linked to Nationals, to be on it you have to have completed GCSE's and be continuing onto A Levels. It involves a camp abroad which will be in Croatia this year 30th July. Suggested that we build costs into the budget to support swimmers to go onto this programme. There is currently at least 1 swimmer | <p>Action for new committee</p> <p>AS / SP speak to SD</p> <p>New committee</p> <p>AS / SP in dev plan</p> <p>All ask within clubs</p> <p>Lenka</p> |
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| | | <p>in the WM's on the programme. Lisa W to find out costs associated with the programme.</p> <p>Action: Lisa W to find out costs associated with the AASE programme and let AS / SP know so it can be built into the budget for the joint plan</p> | <p>LW to find out costs and let AS know to build into dev plan</p> |
| 7.40.00 | Draft Role Descriptions | <ul style="list-style-type: none"> All happy with the proposed 7 roles on the new committee, 6 of which will be open for members to apply for, the roles are as follows: <ol style="list-style-type: none"> Regional Synchronised Swimming Manager / Chair Administrator (Club Development Officer/s) Finance Officer Workforce Lead Competition Lead Swimmer Pathway – Participation Lead Swimmer Pathway – Talent Lead It was made clear to the group that if they did hold one of the above positions, that doesn't mean they can't support work on other areas, it simply means they are responsible for the work they are nominated and must report back to the committee on a quarterly basis, however, other people can help with that work Agreed the chairs of both regions will view the applications and make the decision on who will hold these roles, alongside Sarah Darragh as National Synchro Officer, and the two club officers; Amanda and Sue. Agreed that the process for application should include a cover letter for the role you are applying for, plus a CV outlining skills for the role Ideally it would be a 50/50 split – with 3 roles for the WM's and 3 roles for the EM's, but this might not be possible as we want the best people for the job, which might mean a slightly different split on the committee dependent on applications received. Applications to be received through Feb / early March, and decisions / appointments to be made in March with the new committee beginning from the 1st of April. Proposed that the new committee will have their first meeting in week commencing 23rd April – at a venue that is central for those on the committee, to be decided once appointments have been made. <p>Action: AS / SP to gain approval of role descriptions from the regional chairs before sending out for application to the group</p> <p>Action: AS / SP to plan first meeting for new committee once roles have been appointed and come up with a suitable venue</p> <p>Action: AS to send mileage / expense forms to WM's committee so they can claim mileage for Tamworth meetings</p> | <p>SP / AS</p> <p>SP / AS</p> <p>AS</p> |
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| | Confirmation of date of next meeting | Week commencing 23 rd April – venue centrally suitable for those on the committee | SP to confirm booking once agreed |
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| Minutes prepared by | Date |
| Amanda Swan | 7/2/18 |