



ASA East Region



Technical Masters Swimming Committee

**A meeting of the Technical Masters Swimming Committee held at the Bury St. Edmunds Leisure Centre Beetons Way Bury St Edmunds IP33 3TT
On Thursday May 24th 2007 at 1900 hours**

Attendees: Paul Hayes (Essex and Chair), Sally Bettinson (Norfolk), David Robinson (Suffolk), Don Neate (Suffolk) Bernie Buck (Technical)

MINUTES

1. *Apologies received from Gavin Kilpatrick (Cambs), Chris Jessup (Beds), Anne Edmonds (Herts), Liz Reid (Cambs)*
2. *Minutes of last meeting
Agreed and ratified.*
3. *Regional Competition Suffolk 2007*
 - *Bury St. Edmunds update and booking situation
PH to book studio 2. Called Clare Maller 25th May and confirmed availability 8am until 8pm at present until we can confirm times at a later date. Pool is booked 8am -8pm confirmed. West Suffolk would be asked to help as a host club and could supply card boxes and urn for teas and coffees.
Swimshop arranged via Don, with site on poolside over rail by spectator access.
Key personnel would be as follows:
Entries: Bernie Buck with help from Sheri Pettican
AOE Operators, John Edwards, Graham George and Henry Dawes.
Announcer Bernie Buck although other names were mentioned including someone highlighted by Sally Bettinson to be confirmed.
Warm up to be conducted by Paul Hayes and Bernie Buck but Paul Hayes will probably swim some of the warm-up as competing.
Door and programmes. It was hoped that someone from West Suffolk SC could assist? To be confirmed.*
 - *Operation of ASA East Region events
Discussed aspects of the regional events operational procedures and specifics related to the host county/club being recognised and being able to run raffles and or BBQ's to raise any funds applicable.*

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- *All forms for website and distribution*

All forms completed and small amendments made. We agreed that the warm-ups would be for 45mins with start time in the morning as 9-15am. There would be no separate 400 warm-up but we could accommodate exclusive lanes depending on numbers. Paul Hayes forwarded a post cost related statement to David for inclusion to the entry form regarding new post rates applicable to outsized post and normal post by number of cards. Late relay entry cut off removed from schedule.

Agreed to Entry form and signature requested for team entries. Events were not in order but these were shown. Any Masters who had regional records would receive forms automatically. David had around 32 addresses/names.

- *Catering arrangements*

Committee agreed to Jane Robinson who would arrange 1st break with Chicken and Chips plus biscuits and buns, depending on timings. 2nd Break to consist of goody bag containing sandwiches, crisps, fruit and small cake. Costs could be evaluated for both breaks around £300 based on budget. Tea and coffee would be provided for officials to help themselves and we would need to consider vegetarians.

- *Program.*

Bernie would produce this and invoice region. The cost of the program to competitors and spectators would be set at £2.00. No fees would be charged for spectators in the gallery area though. Entry letters would be completed by Paul and Bernie for circulation nearer the time. This would go out with the cards and we would add the post code of the college next door as they had a far bigger car park area than the pool offered. Paul Hayes would ask Don Neate for the address/contact so he could agree paring for the Sunday.

- *Medals*

Paul Hayes would order 475 Gold, 365 Silver and 270 Bronze with whomever Bob Outram sources medals from. PH would seek clarification as to contact details and ask supplier to invoice he region and deliver to either Don or David who live locally.

- *Officials*

David Robinson has supplied a form requesting officials and will distribute accordingly.

- *Swimming Times advert*

Paul Hayes drafted an advert and has contacted Ad Sales at the Swimming Times for a quote. The advert will be for July edition and be for one month.

- *Budget*

Areas of budget discussed to ensure that we fall within budget set by Masters Manager. All seemed in order although as this was the first championships we had no history to gauge this against.

4.

AOB.

Ashley Buck would become Suffolk Masters Rep. The committee took the opportunity to welcome Ashley to its ranks.

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5. *Next Meeting*

Saturday 21st July at Chippenham village Hall subject to committee agreement

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