

**Minutes of the ASA East Region Synchronised
Swimming Committee
3rd December 2017
Kentford**



Present:

<i>Amy Davis (AD)</i>	<i>East Synchronised Swimming Manager</i>
<i>Amy Bryant (AB)</i>	<i>Regional Development Officer</i>
<i>Samantha Dowson (SD)</i>	<i>Specialist Committee Member</i>
<i>Sharon Crawford (SC)</i>	<i>Clacton SSC</i>
<i>Sue Copley (SC)</i>	<i>Potters Bar SSC</i>
<i>Madeline Tallowin (MT)</i>	<i>Norwich SSC</i>
<i>Vickey Lowe (VB)</i>	<i>Aqualina SSC</i>
<i>Ian Mackenzie (IM)</i>	<i>East Region Board Representative</i>

17/27		<p>1. Apologies for Absence</p> <p>Apologies for absence were received from Tom Brennan (Aqualina SSC), Jo McKeown (Bedford SSC), Laura Neary (Chelmsford SSC), Christine Elder (Colchester SSC) and Lucy Tallowin (Norwich SSC).</p>
17/28		<p>2. Declarations of Interest</p> <p>All confirmed that there were no conflicts of interest.</p>
17/29		<p>3. Previous Minutes</p> <p>AD passed around copies of the minutes of the last committee meeting on 13 May 2017. These were agreed as a true record. AD acknowledged that one of the action points from these minutes was to ensure that Bedford and Norwich are feeding back to their respective county boards. MT confirmed that Norwich are up to speed, AD said that she needed to ensure that Essex were kept up to date and would speak with Bedford to check that that was happening for them as well.</p>
17/30		<p>4. Matters Arising</p> <p>All matters that the committee had questions on were going to be covered in the agenda items that follow.</p>
17/31		<p>5. Ratification of items agreed since last meeting</p> <p>N/A</p>
17/32		<p>6. Competition Evaluation</p>
	17/32.1	<p><u>June 2017 Competition</u></p> <p>AD asked for feedback from the June competition – she was not able to attend so was keen to have some feedback on how it went/anything that could be done differently.</p> <p>Changing room allocations was brought up and AB said that was why she put signs up for clubs to use certain changing rooms in November as some clubs had had nowhere to get dressed and some swimmers were reluctant to move and allow someone to get changed.</p>
	17/32.2	<p><u>November 2017</u></p>
	17/32.2.1	<p>Prior to the competition, Masters from outside the region wanted to enter our figures section but we had to unfortunately say no due to timing and lack of officials. SD and VL said that the</p>

		<p>swimmers had said that they would like to bring judges with them so it was questioned whether we could say next time that they can enter the figures section of our competition if they provided some judges. IM said that we probably couldn't make it a demand but we could ask that they do that.</p> <p>It was questioned whether we should do the Masters section as a separate competition as the feedback was that it was too long for the younger swimmers to sit through. AD said that we had now changed our annual calendar so that it will be at the Ungraded competition so there will be far less entries so that should help. We don't have time in the year to do it as a completely separate competition.</p>
	17/32.2.2	<p><u>Noise</u> – the noise from the showers during the combination section of the competition was really bad. The swimmers in the showers and changing rooms weren't making lots of noise individually, but all together the noise escalates and it is very loud on poolside for the swimmers and officials. AD said that we may have to impose the no showering rule (in breaks only) but that is not ideal. Therefore, for the next competition AD will circulate the Team Manager document again and highlight that a TM needs to be with the swimmers in the changing area at all times to ensure that noise is kept to a minimum. We want the swimmers to have fun but it is not fair on the swimmers competing or the officials trying to concentrate if they are having to deal with noise disturbance.</p>
	17/32.2.3	<p><u>Scoring</u> – it was raised that the scoring seemed to take a little bit of time but once the competition got going, the scoring was keeping up. AD said that there was a delay in getting the information from the various laptops to one central one. It was raised that there must be a way of linking the laptops together and using a specific scoring programme. Diving had a score pad system but IM did say that this was very expensive kit and that it wouldn't work for synchro as it scores differently. AD said that the spreadsheet she had created worked well and there was only one mistake from a manual input so should be easy to use going forward. AD said that in the future she would email the spreadsheets to AB to load onto the laptops that we use so they are ready to go when we arrive so that should help speed things up slightly.</p>
	17/32.2.4	<p><u>Results</u> – results being available during the competition after each section has competed was discussed. We all felt that it was nice to have one parade at the end of the competition so that all swimmers were involved but that it does mean quite a long wait especially for younger swimmers who may want to go home earlier in the afternoon. At national competitions the top 3 are presented their medals in between sections so it was agreed that going forward, results will be put on the wall after each section has competed and then have a medal ceremony for just the top 3 at points during the competition and still have a parade at the end for all swimmers – perhaps to give out routine medals. AD said that she would work this into the timetable for the next competition and give it a try. It was agreed that we can try new things and see if they work and if not, we know not to do that again.</p>
	17/32.2.5	<p><u>Officials Pre-Meeting</u> – ways to speed up the start of our competitions was brought up. An idea for our next competition is to hold the pre-meeting with officials and team managers on poolside whilst setting up for the start. This way all officials are in one place and we don't lose anyone in between the meeting and start of the competition. SD suggested that we have sections around poolside (if the pool will allow us to do this) so that she as referee could speak with clerks, scorers, callers and team managers in one place, assistant referees could have meetings with their judging panels in another whilst AD and others are setting up poolside. AD said that she thought that was a good idea and also saved us hiring a room at extra cost. AD said that she would enquire whether we can get onto poolside prior to start time. AD also said that she thought that the judges should have discussions in between sections about the next set of figures rather than do it all in the pre-meeting at the start. New judges in particular would benefit from just having to think about the figure they are about to do rather than 3 hours later have to remember what was discussed. This also gives the swimmers the best chance of being judged the same from each judge on the panel.</p>
	17/32.2.6	<p><u>Photos in the changing rooms</u> – AB mentioned that she had seen some photos being put on Facebook from the competition by competitors who were in their costumes or had other swimmers behind them in the picture (who would have no idea they were in a photo). AB reminded clubs that they need to ensure that their team managers are aware that no photographs in costumes or with any other club swimmer are published on social media to</p>

	<p>17/32.3</p> <p>17/32.3.1</p> <p>17/32.3.2</p>	<p>comply with Swim England policy for safeguarding reasons. Team photos in front of a wall with their club tshirts or tracksuits are fine.</p> <p><u>Planning for Next Competition from Feedback – March 2018</u></p> <p>AD informed the committee that Stevenage Pool has no availability on any Saturday in March for our competition next year. AD said that she would enquire about Sundays but had a feeling that in the past they have said that Sundays were not an option. IM said that he believed that squad training is in the pool late afternoon but should be able to let us have it earlier in the day on a Sunday. AD said that she would check.</p> <p>Other venues for our competition were then discussed. Stratford is too expensive, IM said that he knew of a diving competition being charged £11,000 for hire.</p> <p>Colchester pool – SD and AB said that this pool could be an option as it has the right depth, poolside space and spectator space. It is also quite central to most clubs. AD said that she would enquire if they had availability in March for a competition.</p> <p>AD asked whether everyone would be happy to send their music to her with entries so that it could be loaded onto an iPod ready for the day – saving the need for CDs to be handed in and also for a smooth running of the competition. All present said that they would like to give it a try as those who went to the Combo Cup said it was easy and straightforward. It appears to be the way to enter at national competitions so would be good if we were doing the same.</p> <p>Action</p> <p><i>AD to ask Stevenage whether a Sunday in March would be available for our competition</i></p> <p><i>AD to contact Colchester Leisure World to see if they have any availability in March on a Saturday or Sunday</i></p> <p><i>AD to ask pool if we can get onto poolside at least 30 minutes before comp start to have pre-meetings and set up</i></p> <p><i>AD to update and circulate the team manager document before the next competition</i></p>
<p>17/33</p>	<p>17/33.1</p> <p>17/33.2</p>	<p>7. Swimmer Development</p> <p>This year two 12 & Under development days have run – 2nd July in St Albans and 26th November in Chelmsford.</p> <p><u>12 July</u> – The day was attended by 15 or so swimmers, coaches were asked to put forward swimmers who had Grade 1 or weren't far off. This resulted in a range of abilities and some struggled to concentrate for a whole day of training. Their sculling was not great so a lot of time was spent on the basics.</p> <p><u>26 November</u> – All swimmers were Grade 1 and one swimmer had just gained Grade 2. The plan for the day was to work on positions and sculls as these are the component parts of all figures. Time spent working on attention to detail would then enable swimmers to go back to their clubs with this knowledge and work on the figures as a whole. Most clubs don't have more than 2 hours a week training so it is hard for coaches to spend lots of time on just sculling and positions so it was felt that these days would be beneficial for concentrating on these things. The day was supported by three coaches and three team managers, thanks to all.</p> <p>Feedback from 26 November – Norwich swimmers fed back to their coaches that the room and hall were cold.</p> <p><u>13-16 Camp</u> – Swimmers ranged from Grade 2 to Grade 4 but were given things to work on according to their ability. Again, the attendees' basics were not great in terms body position and some sculls but by the end of day two they had all improved. A lot of time was spent on positions, sculls and some transitions. Focus and concentration were mainly good but some struggled on day two. Message to clubs is attention to detail in everything they do, particularly where swimmers think something is 'basic' and don't think they need to work on it. There were only two coaches so no more swimmers would have been able to attend. Lack of team managers supplied by clubs was also an issue.</p>

	<p>17/33.3</p> <p>17/33.3.1</p> <p>17/33.3.2</p> <p>17/33.3.3</p> <p>17/33.3.4</p>	<p><u>Future Eligibility Standards for Camps and Development Days</u></p> <p>AD asked that clubs let her know if any swimmers gain grades outside of the region – just so that we are up to date on who has which grade and can therefore offer development day spaces to everyone who meets the selection criteria.</p> <p>For 12&U camps, the selection criteria will stay as swimmers must have a minimum of Grade 1. This will be reviewed if numbers of swimmers achieving Grade 1 increases significantly over the year and may change to something like Grade 1 silver/Grade 2.</p> <p>The 13-16 camps will have a selection criteria of Grade 3. This was agreed as a good standard and gives swimmers something to aim for if they want to attend a regional camp. As there aren't many swimmers who have Grade 3 at present and considering the TM issues and an already busy calendar, it was agreed to cancel the planned 13-16 camp in February and do a single day camp in July. This will allow two grading days (February and May) for swimmers to achieve Grade 3 and allow clubs time to send more people on TM courses.</p> <p>All clubs are asked to help with coaches and team managers to run these days, they will not be able to run otherwise.</p> <p>Action</p> <p><i>ALL: Prioritise getting people TM1 qualified to aid with the running of development days.</i></p> <p><i>ALL: Ensure all coaches (Level 1 and 2) are aware of development day dates with plenty of notice and ask them to confirm their availability to help as soon as possible.</i></p> <p><i>AD to send budget amendment form regarding cancellation of 13-16 camp in February.</i></p>
<p>17/34</p>	<p>17/34.1</p> <p>17/34.1.1</p> <p>17/34.1.2</p> <p>17/34.1.3</p>	<p>8. Yearly Plan</p> <p><u>Competitions</u></p> <p><i>March – <u>Regional Senior Champs</u></i> <i>Figures – Grade 1+</i> <i>Solos – Grade 1+ & figure results to qualify</i> <i>Duets – Grade 1+</i> <i>Combi teams – all levels</i></p> <p><i>June – <u>Regional Junior & Masters Champs</u></i> <i>Figures – Ungraded</i> <i>Solos – Masters</i> <i>Duets – Masters</i> <i>Combi teams – all levels (including Masters)</i></p> <p><i>Oct/Nov – <u>Regional Champs</u></i> <i>Figures – all ages & abilities</i> <i>Combi teams – all ages & abilities</i></p> <p>AD clarified that for the March competition is for Grades 1 for figures, plus combination teams for all levels. It was agreed that swimmers in Grades 0-2 who have attained 1st, 2nd or 3rd place at regional competitions, will have to go up to the next grade for future competitions regardless of whether they have gained the next grade by the next competition. <u>This does not apply for grades 3 and above.</u></p> <p>Later in the year we hope to have another multi-region competition. AB said that she will find out what is going on but would assume that it would probably be in October.</p> <p>It was decided that we would now change judging our routines to include Execution, Difficulty and Artistic Impression. We have enough judges in the region now should be able to do it and it is needed for their development that they experience judging all three. SD said that she will ensure judges know what they are looking for by having a second judges meeting before routines. AD said that when she sends out the information for competitions and officials documents, people should note on the form what level of qualification they hold so that we</p>

		know who to allocate roles to. AD also said that once officials lists are in, she would send a list of judges to SD so that she can distribute duties.
17/34.1.4		SD said that she will not always be available for competitions on a Saturday as she has her swim school and other commitments. Therefore we will need someone else to be a referee at competitions if SD is unavailable. AD said that she would speak with Laura Neary and Lucy Bird (as level 3 judges) to see if they would be willing to upskill/attend a course.
17/34.1.5		As per feedback from the Midlands competition (see 17/38) we would put a marker at the centre judge on the figures panel so that swimmers can line up with it.
17/34.1.6		For Combos it was noted that team managers need to ensure by the end of the Grade 4 figure section that they have notified AD of withdrawals.
17/34.2		<u>Officials Courses</u>
17/34.2.1		AD said that she would ask Steve about FINA updates and whether we can hold a level 1 course on the same day. AD also said that she would clarify about updates for level 2 and 3 judges. The proposed date for an update was 27/28 January, but Steve was yet to confirm if he was free.
17/34.2.2		<u>Judges Courses</u> – AD said that the plan was to get another Level 1 judges course in the region in 2018 and then either at the end of 2018 or early 2019 we would hold a level 2 course as Level 1 judges need to wait a year before doing the next level.
17/34.2.3		<u>Basic judge</u> – AD explained that she had thought that people with the Basic Judge qualification would only be valid until the end of this year and then from 2018 we would have to take the level 1 judges course. AD had queried this with Hannah Secher and she had come back to say that in fact all current qualifications stand going forward – to then carry on into 2018 the Basic Judges would need to give evidence of activity throughout the year, i.e. they would need to have judged in 2017 and submitted evidence to her. They would then have to attend an update as there are changes coming into force to be able to continue judging. If they do all of that, then they do not need to attend a level 1 judges course.
17/34.2.4		<u>Team Manager 1 course</u> – IM said that there is a TM1 course planned for 24 February in Hertfordshire. He said we should send anyone doing that role at competitions along to the course. The ratio for TM1 is 1-10 swimmers. AD queried whether we could hold the same course in Essex. AB said we should ask if we would like to run courses. We would need to email bookings@eastswimming.org who can then find a tutor. The course is 3 ¼ hours long and AB and SD said that Colchester have good facilities for a course. All upcoming team manager courses in the region are listed on the regional website.
17/34.2.5		<u>Poolside helper – Synchro specific</u> – IM and SC said that there is also a synchro specific poolside helper course on Saturday 24 February at Potters Bar – age 14+. These courses are open to anyone outside the county. Same can be run in other areas of the region, the East Region pays £50 towards it and the course would be 5 hours class room and 1 ½ hours poolside.
17/34.3		<u>Development</u> 12 & Under Development Day – It was asked that we hold our next development day on a Sunday so that SD and Potters Bar could provide coaches. Most clubs train on a Saturday so having coaches available to send is difficult. This mainly depends on the availability of facilities. Selection criteria would be as discussed in 17/33.3 for 12&U and 13-16 development days 24 th or 25 th March would be the next 12&U development day with another on 7 th or 8 th July. Sunday 22 nd July proposed date for next 13-16 development day.

	<p>17/34.4</p> <p>17/34.5</p> <p>17/34.6</p>	<p>AB highlighted that we need coaches on poolside at our development days, all club coaches are invited to help, not just clubs that send swimmers. Important for these days to be used as coach development opportunities too.</p> <p><u>Grading Days</u></p> <p>AD and AB confirmed that there are still no grading certificates available. IM said that that was not acceptable and he would chase this up with Swim England.</p> <p>AB said that in the meantime she would produce a certificate that we can send out for people who have attended courses this year and for future days until one is available.</p> <p>Updates to grades due to the FINA figures being updated are being finalised – AD handed round a copy of the document that she had been provided with noting the changes that have been made. These should be updated on the swimming.org website soon. AD said that she would send this note around to all so that clubs were aware. <u>We noted that there is a change to the split grading.</u></p> <p><u>Land grades</u> – AB said that hopefully we will be updated at the National Synchro Conference in January and could then run a CPD day to know what to do, extra coaching.</p> <p><u>Committee Meetings</u></p> <p>AD said that we plan to hold our next meeting in February so that we can update everyone on information we find out at the National Conference.</p> <p>Annual Calendar (including National dates)</p> <p>March – Regional Senior Champs April – Nationals June – Regional Junior Champs and Masters July – Combi Cup Oct/Nov – Regional Champs and Multi-regional November – NAGs, Masters</p> <p>Action</p> <p><i>AB to get in touch with the West Midlands regarding multi-regional comp.</i></p> <p><i>AD to speak with Laura Neary and Lucy Bird to see if they would be willing to upskill/attend a course to be referee at competitions.</i></p>
<p>17/35</p>	<p>17/35.1</p>	<p>9. Paperless at competitions</p> <p>AD mentioned that she was thinking about going paperless as much as we can at competitions and said that we were thinking of putting a link to the competition programme on the website for spectators to download. All at the meeting said that they thought it was a good idea as most people have smart phones and iPads that they bring along so it would be good to try it at the next competition.</p> <p>Action</p> <p><i>AD to look into getting programmes on website for competitions and putting a sign up for spectators to be able to download.</i></p>
<p>17/36</p>	<p>17/36.1</p>	<p>10. Music Licences</p> <p>AD mentioned that Richard from Norwich had kindly sent her a link to the music licences for CDs at competitions and would provide the link to all so that they had it to hand. The link is: https://musicshop.prsformusic.com/LMS/Login.aspx</p> <p>Action</p> <p><i>AD to forward link (as above)</i></p>
<p>17/37</p>	<p>17/37.1</p>	<p>11. Coach Development</p> <p>Within region we would like a level 1 coaching course. The course is completed over 2 weekends (four days) so it was agreed that it would be better for people to have a weekend off</p>

		<p>in between. This would be requested and would depend on tutor availability. For level 2, coaches would need to do that course outside of the region, e.g. at Cobham over Easter, as we do not have enough swimmers of the correct level within the region to help with running courses.</p> <p>For people who would like to become coaches, AB said that they should be encouraged to come along and help at our development days as well as shadowing at their own clubs.</p>
17/38	17/38.1	<p>12. Multiregional Comp – Feedback and 2018 Event</p> <p>AB had the following feedback from the Midlands competition with regard to differences with our competitions:</p> <p><i>Officials</i></p> <ul style="list-style-type: none"> - 5x panels of three judges for routines – each panel has one judge each for difficulty, execution and artistic impression - Judge allocations posted on wall for people to check throughout competition <p><i>Results</i></p> <ul style="list-style-type: none"> - Posted on the wall after each section of the competition (swimmer placings & marks) - Only medal winners invited on to poolside to collect medals and trophies - Medals awarded at multiple points throughout competition, usually at the end of each section, e.g. figures, solos, duets, combo teams, free teams - Results sent out to clubs also have judges allocations and break down of marks as all scoring electronic – same system as used at nationals? The end result looks the same. <p><i>Organisation</i></p> <ul style="list-style-type: none"> - Figures first for those who had qualified, combo teams arrived towards the end to swim after figures - Combo teams then free to leave after they'd swum and the competition continued with solos, duets, free teams and one more lot of combo teams (think it was div 2 so they were all involved in solos, duets, free teams too) <p><i>Other</i></p> <ul style="list-style-type: none"> - Figures had a marker at the centre of each panel for swimmers to line up with <p>It was therefore decided that some of these points would be good to learn from and consider adopting to help with the smooth running of our regional competitions. As mentioned above, we will get results out as soon as possible after each section has finished giving time for appeal. For example, once Grade 1 have swum, as Grade 2 start the results for Grade 1 are put on the wall as soon as able. A medal ceremony for Grade 1 would then be done after Grade 2 have swum.</p>
17/39	17/39.1	<p>13. Any other urgent business</p> <p>N/A</p>
17/40	17/40.1	<p>14. Confidential items</p> <p>Nothing was raised.</p>
17/41	17/41.1	<p>15. Next Meeting</p> <p>It was agreed that the next committee meeting would be held after the National Conference so that the committee could be updated on all changes. Therefore the next Grading day in February 2018 would be an ideal time if possible. AD would circulate an agenda and timings etc nearer the time.</p> <p>AD thanked everyone for coming and for their support. She said that if anything comes up in the meantime, she would send out emails.</p>