

**Minutes of the Swim England East Region  
Synchronised Swimming Committee  
2<sup>nd</sup> December 2018  
Kentford**



**Present:**

<p><i>Amy Davis (AD)</i> <i>Amy Bryant (AB)</i> <i>Sharon Crawford (SC)</i> <i>Madeline Tallowin (MT)</i> <i>Vickey Lowe (VL)</i> <i>Jayne Jarvis (JJ)</i></p>	<p><i>East Synchronised Swimming Manager</i> <i>Regional Development Officer</i> <i>Clacton SSC</i> <i>Norwich SSC</i> <i>Aqualina SSC</i> <i>Cheshunt SSC</i></p>
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18/13		<p><b>1. Apologies for Absence</b></p> <p>Apologies for absence were received from Lucy Tallowin (Norwich SSC), Jo McKeown (Bedford SSC), Laura Neary (Chelmsford SSC), Sue Copley (Potters Bar SSC) and Ian Mackenzie (East Region Board Representative).</p>
18/14		<p><b>2. Declarations of Interest</b></p> <p>All confirmed that there were no conflicts of interest.</p>
18/15		<p><b>3. Previous Minutes</b></p> <p>AD passed around copies of the minutes of the last committee meeting on 3 February 2018. These were agreed as a true record.</p>
18/16		<p><b>4. Matters Arising</b></p> <p>No one had any questions regarding anything not on the agenda.</p>
18/17		<p><b>5. Ratification of items agreed since last meeting</b></p> <p>N/A</p>
18/18	18/18.1	<p><b>6. Update from Regional Managers Meeting</b></p> <p>AD ran through the slides which were delivered at the RM meeting in October. In particular:</p> <ul style="list-style-type: none"> <li>- 2018 Highlights</li> <li>- Explained that the National squad are aiming and working hard to attain 80 marks at all competitions.</li> <li>- Dates and Venues confirmed for the remainder of 2018 and 2019.</li> <li>- Explained the changes to National Champs and Age Groups.</li> <li>- Combo Cup Changes.</li> <li>- AD confirmed that the National Calendar that was circulated and used this year has not been amended again.</li> <li>- Development – which was to be discussed later in the meeting.</li> <li>- AD explained that costs for grading days and certificates will most likely be increased as it was agreed that all swimmers from any region attending a grading day would get a certificate from that region if they passed so it was put that the entry cost would be £17.50 to cover certificate fee. AD said that this was to be approved and that Maria Ramos would</li> </ul>

		<p>confirm when agreed. AD would let all clubs know as soon as this information is received.</p> <ul style="list-style-type: none"> <li>- Judging marks as a country are harsh, international scores are higher than ours. AD explained that she and AB had had a word about that and would explain an idea we had later in the meeting.</li> </ul> <p><b>Action</b></p> <p><i>AD to circulate slides from RM meeting and highlight important changes that will affect our competition and Combo Cup.</i></p>
<b>18/19</b>	<p>18/19.1</p> <p>18/19.2</p>	<p><b>7. Development</b></p> <p>Development was discussed in great detail. It was raised that although in prior committee meetings all had said that they would push for swimmers and coaches to attend, this year uptake has been very low.</p> <p>For the January 2019 development day, it was agreed that this would be aimed at those swimmers wanting to take Grade 3 or above at the next grading day on 26 January, 2 hours of pool and 1 hour of land work. 12 or 13 January was the proposed date. JJ and AB said that they were happy to run this development day.</p> <p><b>Regional Squad</b></p> <p>It was discussed that clubs would like a regional squad put together so that they as a team could aim to attend a national competition and compete as an East Region Squad. This worked previously in the region and served its purpose with skill work.</p> <p>It was discussed that we would aim to get a 12&amp;U team and a 13-15 year old team and compete at nationals in 2020. For the 13-15 team, oldest swimmers we would be looking at are those that are currently 14.</p> <p>AB suggested that she go to London and speak to them about how they got their regional squad going and get some guidance on how it would work. Ideas discussed were that it would be a monthly training session and that we would hold trials with criteria to see who could potentially be in the squad. If we were to hold monthly training it would need to be consistent and we would need volunteers to help this to run. AB and JJ are happy to take the lead with it but will need more input from other clubs/coaches.</p> <p>Dates and days would obviously depend on pool availability. Different pools that may be viable were discussed, and all present agreed that Cheshunt would perhaps be a good venue and moderately central.</p> <p>It was agreed that (depending on pool availability) we would like to hold the trials in April 2019 and then hold monthly training in May to July, September through to March.</p> <p><b>Action</b></p> <p><i>AB and JJ to confirm date booking with Cheshunt pool.</i></p> <p><i>Regional Squad – Trial criteria to be put together and JJ to enquire with pool for availability.</i></p>
<b>18/20</b>	18/20.1	<p><b>8. Officials Development</b></p> <p>All present discussed what we thought the region needed by way of officials courses etc. The following were agreed:</p> <ul style="list-style-type: none"> <li>- Level 1 Judges course – April 2019</li> <li>- Level 2 Judges course – November 2019</li> <li>- Scorers course – May 2019</li> <li>- Regional judge seminar – a refresher/confidence builder in giving higher marks – AB will ask Hannah Secher if she would be willing to conduct the seminar</li> <li>- Team Managers course – AB said that the region run them throughout the year, clubs can check the nearest next available course to them on the regional website. Also discussed the need to update the TM guidance document and circulate.</li> </ul>

		<p><b>Action</b></p> <p>AD to look into dates and officials to run courses and circulate. AD to update TM Guidance document and circulate.</p>
18/21	18/21.1	<p><b>9. Coach Development</b></p> <p>AD confirmed that we are planning to hold a Level 1 Coaches course, potentially at Potters Bar in April. AB said that she would confirm dates with the pool and circulate to clubs asap to ensure maximum attendance and everyone has enough notice.</p> <p><b>Action</b></p> <p>AB to book Level 1 Coaches course and circulate information.</p>
18/22	18/22.1	<p><b>10. Competitions</b></p> <p><b>Feedback</b></p> <p>Feedback regarding previous competitions was predominantly good but that the last competition in October did run very long. AD explained that this competition is always a long one and now that our region is so big this is going to happen unfortunately. We do split the competition into two other competitions in the early part of the year so hopefully those being a bit shorter will help. AD said that we will just need to plan the next year of competition and then regroup after those and see if we need to change things.</p> <p>The Ungraded figure sections were discussed. It was thought that the Ungraded Less than 1 Years' Experience figures were too basic and not real figures so AD agreed that perhaps for the next novice competition, we can either do the same figures as U&gt;1YE or a mixture. Also that it would be nice to do a presentation for the younger swimmers earlier in the competition. AD did explain that that was the intention at the last comp but there just wasn't enough time. She assured clubs that for the February and March competitions she will keep this in mind when working out the running order.</p>
	18/22.2	<p><b>2019/2020 Competition</b></p> <p>AD confirmed that 9 February and 30 March were booked at Stevenage 2-8pm. June dates currently available are 15, 22 and 29<sup>th</sup>. We looked at the calendars and agreed that 15<sup>th</sup> June would probably work best. AD said that she would confirm this with the pool and let everyone know when booked.</p> <p>It was discussed that on the current plan Combo routines were to be swum at the February competition. All those in attendance said that their teams would not be ready and so it was agreed that we would swap things around and they would be added to the March competition.</p> <p>Also, AD confirmed that for <b>both</b> the February and March competitions, <b>the entry grade for swimmers will be whatever grade they had as at 25 January</b>. If swimmers are attending the regional grading day on 26 January, that grade would not count so that swimmers can be eligible for either one of these competitions and would not stop swimmers pushing forward with their grades to enter the lower competitions. For the June competition, they will enter at the grade they hold from 26 January.</p> <p>It was also discussed that if swimmers have to swim up a level due to gaining 1-3<sup>rd</sup> at past competitions, it can be quite unfair for swimmers who are going from being in the Novice Grade 1 competition to then having to enter the Age Group competition where they would potentially be swimming Grade 3 or above figures. It was therefore agreed, that from next year, the rule of swimming up will only apply to the Ungraded section.</p> <p>It was agreed that the following events will be swum at the competitions this year:</p>
	18/22.2.1	<p><b>9 February 2019</b></p> <ul style="list-style-type: none"> <li>- Age Group Figures</li> <li>- Masters Figures</li> <li>- Solos (from results of figures)</li> <li>- Duets (to include mixed duets*)</li> </ul>

	<p>18/22.2.2</p> <p>18/22.2.3</p> <p>18/22.2.4</p>	<ul style="list-style-type: none"> <li>- Masters Technical Solos</li> <li>- Masters Technical Duets</li> </ul> <p><u>30 March 2019</u></p> <ul style="list-style-type: none"> <li>- Novice Figures</li> <li>- Masters Free Solos</li> <li>- Masters Free Duets</li> <li>- Combination Teams **</li> </ul> <p><u>15 June 2019</u></p> <ul style="list-style-type: none"> <li>- All Figures</li> <li>- Combination Teams</li> <li>- Masters Combination Teams</li> </ul> <p>* Mixed Duets – it was discussed that as a region we currently have 2 mixed duets but they are in different age groups. Rather than having a mixed duet separate competition, it was agreed that mixed duets should be able to compete in the main duet competition as this creates more competition for them as well.</p> <p>** Combo teams – It was agreed that for regional competitions, the minimum amount of swimmers in a combination team will be 4 – this is now different from the new Combo Cup rules so clubs should be aware that if they want to swim their combos at the Combo Cup, they will need to ensure that they have a minimum of 6 swimmers.</p> <p><u>2020 Competitions</u></p> <p>It was agreed that AD would enquire for dates in February and March for holding competitions as above for 2020.</p> <p><b>Action</b></p> <p><i>AD to confirm with Stevenage 15<sup>th</sup> June.</i></p> <p><i>AD to enquire for dates in February and March 2020.</i></p>
<p><b>18/23</b></p>	<p>18/23.1</p>	<p><b>11. Grading Days</b></p> <p>AD confirmed that the next grading day in the region will be Saturday 26 January at Hartham Leisure Centre. AD confirmed that she will be limiting entries and also probably only accepting a couple of clubs from outside the region who regularly attend unless we are low on numbers. They often attend and provide Level 3 judges that we will ultimately need for any Grade 6 swimmers.</p> <p>AD said that she will give it a bit more thought and confirm numbers nearer the time but encouraged clubs to send their entries in asap to ensure they got a space.</p> <p>Also clubs should only send swimmers who they think are really ready and able to pass, we should not be clogging up the places with people who are nowhere near ready to pass.</p> <p>Parents being on poolside was discussed. At Hartham the spectators area is right on poolside which is not ideal. It was therefore agreed that parents would no longer be able to be on poolside during gradings. They should drop their swimmers with the team managers and come back for them once their assessment is over. It was agreed that other examinations in other sports do not allow parents watch, e.g. a ballet exam is always in a closed room with no parents in sight.</p> <p>It was suggested that we perhaps hold more days over more dates throughout the year. It was agreed that although this works in other regions, for our very large region, this would not really work and the fact that we have to hold grading days in certain months of the year would not allow us to do it anytime we wanted. It was agreed that we would look into this more after the January grading day and see how many people were not able to attend.</p>

	<p>18/23.2</p> <p>18/23.3</p> <p>18/23.4</p>	<p><b><u>May Grading Day</u></b></p> <p>AD confirmed that all Saturdays in May are currently free at Hartham. 18<sup>th</sup> May will be confirmed with the pool and senior judge.</p> <p><b><u>Late 2019 and early 2020 Grading Days</u></b></p> <p>AD would enquire with the pool for dates in end October/early November and January 2020 days and circulate to the committee to agree.</p> <p><b><u>Routine Grades</u></b></p> <p>It was discussed that we would probably need to factor in a routine grading day. AD will enquire</p> <p><b>Action</b></p> <p><i>AD to confirm 18<sup>th</sup> May works for Hartham Leisure and Senior Judge.</i></p> <p><i>AD to enquire with Hartham for dates in late 2019 and early 2020.</i></p> <p><i>AD to find time for a routine grading day.</i></p>																																	
<p><b>18/24</b></p>	<p>18/24.1</p>	<p><b>12. Plan for 2019/2020</b></p> <p>Further to the all of the above being discussed, AD set out the plan for the year April 2019 to March 2020 as follows:</p> <table border="1" data-bbox="381 891 1390 1825"> <thead> <tr> <th><u>Date</u></th> <th><u>Event</u></th> <th><u>Venue</u></th> </tr> </thead> <tbody> <tr> <td>April 2019</td> <td>Level 1 Coaching Course Level 1 Judges Course National Champs</td> <td>Potters Bar (TBC) Kentford Nottingham</td> </tr> <tr> <td>May 2019</td> <td>Grading Day Scorers Course</td> <td>Hertford Kentford</td> </tr> <tr> <td>June 2019 15<sup>th</sup></td> <td>Committee Meeting East Region Competition</td> <td>Kentford Stevenage</td> </tr> <tr> <td>6 July 2019</td> <td>Combo Cup</td> <td>Stratford</td> </tr> <tr> <td>November 2019</td> <td>Grading Day Level 2 Judges Course</td> <td>Hertford Kentford</td> </tr> <tr> <td>Late 2019</td> <td>Regional Judge Seminar</td> <td>TBA</td> </tr> <tr> <td>December 2019</td> <td>Committee Meeting</td> <td>Kentford</td> </tr> <tr> <td>January 2020</td> <td>Grading Day</td> <td>Hertford</td> </tr> <tr> <td>February 2020</td> <td>East Region Age Group Competition</td> <td>Stevenage</td> </tr> <tr> <td>March 2020</td> <td>National Age Groups</td> <td>TBA</td> </tr> </tbody> </table>	<u>Date</u>	<u>Event</u>	<u>Venue</u>	April 2019	Level 1 Coaching Course Level 1 Judges Course National Champs	Potters Bar (TBC) Kentford Nottingham	May 2019	Grading Day Scorers Course	Hertford Kentford	June 2019 15 <sup>th</sup>	Committee Meeting East Region Competition	Kentford Stevenage	6 July 2019	Combo Cup	Stratford	November 2019	Grading Day Level 2 Judges Course	Hertford Kentford	Late 2019	Regional Judge Seminar	TBA	December 2019	Committee Meeting	Kentford	January 2020	Grading Day	Hertford	February 2020	East Region Age Group Competition	Stevenage	March 2020	National Age Groups	TBA
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<p><b>18/25</b></p>		<p><b>13. Any other urgent business</b></p> <p>N/A</p>																																	

18/26		<p><b>14. Confidential items</b></p> <p>Nothing was raised.</p>
18/27		<p><b>15. Next Meeting</b></p> <p>It was agreed that our next committee meeting would be on 9 June and early December to plan and budget for 2020/2021.</p> <p>AD thanked everyone for coming and for their continued support. She said that if anything comes up in the meantime, she would send out emails.</p>