



Swim England East Region
Minutes of the Open Water Swimming Leadership Group Meeting
14th February 2022

Present	Paul Kendall (PK)	Chairman
	David Metcalf (DM)	ROC Representative
	Jacqui Kendall (JK)	Norfolk Representative
	Sarah Tait (ST)	Suffolk Representative
	Stephen Westwood (SW)	Specialist
	Marion Westwood (MW)	Specialist

Also present Emma Winter Regional Administrator (EW).

22/01 Apologies

- 22/01.1 PK welcomed the Group to the meeting.
- 22/01.2 Apologies were received from Sandra Grant (Bedfordshire Representative). No apologies received from Cambridgeshire, Essex or Hertfordshire.

22/02 Declarations of conflict of interest

- 22/02.1 PK asked the Group if anyone had any conflict of interest on anything that is on the agenda for this meeting, there were none.

22/03 Previous minutes

- 22/03.1 The minutes of the meeting 21st October 2021 were confirmed as a correct record of the meeting.

22/04 Matters arising

- 22/04.1 PK confirmed the budget was submitted to the board. PK asked if DM could confirm if there were any concerns.
- 22/04.2 DM confirmed there were no concerns, the Board would just like to know more about the chip timing. PK confirmed that he had clarified to the Board about the chip timing.

22/05**London – combined event possibility**

- 22/05.1 PK informed that group that he had been approached by London Region asking if we would be able to except entries from London as part of the London Region event.
- 22/05.2 PK informed the Group that he has had discussions with Leanne Brace and Joan Wheeler regarding this, and looking at the history we have always had an open competition so I have agreed to London Region being a part of our meet.
- 22/05.3 DM stated that if London region was going to use it as a competition, we should charge them a fee as we charge counties a fee.
- 22/05.4 PK informed the Group that it would be appropriate to charge a fee to London region. A discussion took place regarding the fee and PK informed the Group that he will ask the Board for guidance on this matter.
- 22/05.5 A discussion was taken place around entries and who takes priority. SW suggested that maybe a paragraph gets put into the conditions that East Region and London Region first.

22/06**Open Water Championships - Update**

- 22/06.1 PK informed the Group that the planning proceeding smoothly, the requests have gone out to the officials and safety personnel on our constant contact list for them to come along and support the competition.
- 22/06.2 So far there has been 47.5% of the officials that had received have clicked on the email and 60% of the safety personnel have clicked on the email. PK mentioned that he has a concern about constant contact as he has had some feedback to say that emails go into the receptors spam/junk folder. PK not confident that people are receiving the emails.
- 22/06.3 DM confirmed that he uses mail chimp. DW doesn't use constant contacts as he feels that you are limited to templates you can use.
- 22/06.4 PK confirmed that he will resend the email to the officials and the safety personnel. PK confirmed that he has had 10 officials respond but not had anything back from the safety personnel. PK asked ST if she has anyone in her area who are canoeist, kayaks or paddle boarders.
- 22/06.5 ST asked that if London Region are going to come will they bring official and volunteers. SW suggested getting in contact with Richard at London Region regarding volunteers and he will send an email to the officials they use to get in contact with Paul Kendall.



- 22/06.6 DM suggested that if you have a lot of volunteers come from London Region you will need to keep an eye on cost.
- 22/06.7 JK confirmed the radios have been ordered, toilets ordered, PA man is on site, and discussions with the commentator has taken place. The van still needs to be arranged. Everything else is on track.
- 22/06.8 SW suggested the Group discusses the traffic management side of things. A discussion took place regarding the traffic management and what to check what field we will be using.

22/07 Chip Timing Meeting feedback

- 22/07.1 PK informed the Group that he went to Letchworth with the timing team and had a meeting and a training session, feeling very positive that they will provide what we require to do from our perspective. We just need to make sure that we provide the correct information like age, club, region and county. We will need them to filter out London and East region separately.
- 22/07.2 PK asked SW that we will need to find out from an Essex Representative if they want the results as a combined county result or do they want them as individual regional event result.
- 22/07.3 SW will find out but thinks they will want to keep it separate. We may need to put something in the entry form.
- 22/07.4 PK informed the Group that a camera will be at the finish as well as the chip timing and that there will be no interference. We will have video result as well as the chip timing and manual result.

22/08 Online entries

- 22/08.1 PK informed the Group that the draft form has been amended from when it was first set up and sent out. It's a web base form, the entries are made individually by the competitor rather than a block entry by the county or club.
- 22/08.2 PK asked EW to share the screen as the Group could see the webpage and forms. PK explained about what was on the webpage that there is information about the competition and that there are links to various bits of information like the National Open Water Championships, PK explained that he has been in contact with Swim England with regard to the Championship but has not heard anything back yet with further details regarding this.

- 22/08.3 PK asked the Group whether we have restriction alerts on the front page or somewhere else. The Group confirmed it was the front page.
- 22/08.4 DM suggested about having a tick box that they have read the terms and conditions.
- 22/08.5 EW opened the entries form on the webpage for the Group to see, PK explained to the Group what was on the form and how it would work with the Region drop down boxes. PK explained that on the second page it has the races that the competitor can enter and how it would work and the payment side of things.
- 22/08.6 PK thanked the East Region staff for their support and input into setting up the forms and the organisation of setting up the event.
- 22/09** **Online Volunteer sign up**
- 22/09.1 PK informed the Group that there are different forms for the officials and volunteer sign up and we will gather information we need for the competition.
- 22/10** **Open Water Development Camp update**
- 22/10.1 EW informed the Group that the Open Water Development Camp will be held at Stanborough Lakes on the 11th June, and is booked from 8:30 – 17:00 with lake training 400m course 11:00 - 12:00 and Race simulation in the lake 400m course 14:30 – 16:00.
- 22/10.2 PK informed the Group that we have two or three keen coaches who are willing to come along and provide the training element. PK is keen to see how many swimmers will turn up to the day.
- 22/11** **Finance**
- 22/11.1 JK informed the Group that we need to buy new hats and she has got quotes from two companies to supply for 700 hats. One company was 97p + VAT and postage and packaging, the other company was 95p + VAT free postage and packaging. JK asked the Group whether they should order enough for one year or order for two years.
- 22/11.2 DM suggested getting enough for two years. JK will go back to the company to see what price they will do.
- 22/11.3 PK informed the Group that the price of travel has gone back to 45p per mile. PK will look to get people to support the event from local before going further afield. A discussion took place regarding hotel accommodation, expenditure and the regional policy.



- 22/11.3 PK informed the Group about the fees for the event £17 for the 1K, £26 for the 2, 3 and 5K entry.
- 22/11.4 SW suggested if there isn't the uptake for the event will the Region cancel? JK suggested getting the entry form open early so there is enough time for Swimmers to sign up.
- 22/11.5 Open the entries on the 1st March with the closing date to be the 10th June.
- 22/12 Any other business**
 - 22/12.1 There were none.
- 22/13 Confidential items**
 - 22/13.1 There were none.
- 22/14 Next meeting**
 - 22/14.1 The next meeting will take place on 5th April 2022 Via Zoom.