



Swim England East Region
Minutes of the East Swimming Leadership Group
31st August 2021

By Zoom

Present Tom Baster (TB) Swimming Manager
 Keith Belton (KB)
 David Metcalf (DM)
 Gerry Metcalf (GM)

Also Present Joan Wheeler (JW)

21/37		Apologies for Absence
	21/37.1	Helen Stephens and Simon Gee were unable to attend.
21/38		Declarations of conflict of interest
	21/38.1	None.
21/39		Minutes
	21/39.1	The minutes of the meetings held on 23 rd May, 30 th May, 4 th July, 15 th July and 27 th July 2021, circulated by email had been agreed as correct records of the meetings.
21/40		Purpose of the Meeting
	21/40.1	To discuss plans for the Short Course Championships.
21/41		Short Course Championships
	21/41.1	It was noted that Inspire; Luton Sports Village had been booked for the Short Course Championships, which would take place on the evening of Friday 5 th November, Saturday 6 th November and Sunday 7 th November.
	21/41.2	Guidance from the Swim England Swimming Leadership Group was that regions should plan to run the championships, as these would be a last chance to qualify for the Swim England Short Course event.
	21/41.3	Prior to the meeting, TB had circulated to the ESLG, a draft Intention Document for comment. The document advised of the intention to run the Short Course Championships, the proposed schedule and qualifying times and information relating to the continued COVID risks.
	21/41.4	TB gave some background to the proposal to have entry times that were slower than in 2019, which was based on the reality of a loss of members.
	21/41.5	The Group discussed this document and some minor amendments were agreed. TB would finalise the document and arrange for it to be published.
	21/41.6	DM would book a small number of hotel rooms for key members of the event team.
	21/41.7	KB would progress the entry procedure.
	21/41.8	JW and GM would look at getting trophies back from the 2019 winners, ready for presentation. As there was insufficient stock of old style medals, the rebranded medals would be used.



	21/41.9	JW would speak with Jo Stalley about booking facilities at Inspire suitable for athletes and volunteers.
	21/41.10	TB would continue to monitor the COVID risks with further decisions made at a later date.
21/42		Festival of Swimming and Future Champions Meet
	21/42.1	The Group discussed issues that had arisen from the Festival and Future Champions Meet.
	21/42.2	There had been some issues with the online order of hoodies and hats that had resulted in a meeting with the supplier. The Board would discuss future contracts and systems.
	21/42.3	There had been issues with parents, clubs and coaches contacting the office via the generic email address, or by telephone. It was agreed that staff be asked to respond to emails, saying that the enquiry had been passed to the promoter (or if directly relating to entries to KB) and copy the TB or KB to that response. Those telephoning staff should be referred to the conditions and be asked to email the promoter.
	21/42.4	TB and DM reported on issues with the printers that had caused significant difficulties at the Festival. KB would look into these issues and report back.
21/43		Future Meetings
	21/43.1	TB would call a further meeting in due course.