



**Swim England East Region**  
**Minutes of the Open Water Swimming Leadership Group Meeting**  
**10<sup>th</sup> May 2022**

<b>Present</b>	Paul Kendall (PK)	Chairman
	Gerry Metcalf (GM)	ROC Representative substitute
	Andrew Cleland (AC)	Cambridgeshire Representative
	Sandra Grant	Bedfordshire 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) and Richard Whitehead (RW) London Region.

**22/27**

**Apologies**

- 22/27.1 PK welcomed the Group to the meeting.
- 22/27.2 Apologies were received from David Metcalf (DM) ROC Representative, replaced by Gerry Metcalf (GM) ROC Representative substitute. No apologies received from Essex or Hertfordshire.
- 22/27.3 ST joined the meeting at 20:15pm.

**22/28**

**Declarations of conflict of interest**

- 22/28.1 RW declared that he is attending as Representative of London Region and attending the meeting regarding including their Open Water Championship meet within our event.

**22/29**

**Previous minutes**

- 22/29.1 Previous minutes from the 5.4.22 were circulated prior to the meeting and they were agreed.

## **22/30**

### **Matters arising**

- 22/30.1 PK the purpose of the meeting is to update on the Open Water Championships and address any concerns.
- 22/30.2 To discuss the Development day in June.

## **22/31**

### **Open Water Championships - Update**

- 22/31.1 PK asked RW to share with the Group the message that he had received regarding the East Regions Open Water Championships.
- 22/31.2 RW informed the Group that the London Region had received an email from a parent asking if the East Regions Open Water Championships had been cancelled. RW informed them that it had not been cancelled.
- 22/31.3 PK informed the Group that the event needs more Volunteers and that there is a sign up form on the Regions website.
- 22/31.4 A discussion took place around what jobs need covering by volunteers and if the sign up form has a list of jobs that need covering.
- 22/31.5 GM informed the Group that the form is a general sign up form and once people have signed up they will then be allocated jobs on the day of the event.
- 22/31.6 SG has informed the Group that she will be at the event and is happy to help where she can.
- 22/31.7 PK informed the Group that all the races apart from the 1K will be covered by the chip timing and will capture all the information.
- 22/31.8 JK informed the Group that they have the same two ladies on the registration desk.
- 22/31.9 GM asked if they are Swim England members, and informed the Group that all volunteers need to be Swim England members
- 22/31.10 SW discussed what vehicles will be on site the day before the event and to get the vehicles cleared with the county park.
- 22/31.11 JK will inform the county park and car parking company of what vehicles will be coming and going the day before the event.
- 22/31.12 SW requested all vehicles moving around the site to use hazard lights at all time and reversing vehicles be marshalled to avoid any issues.
- 22/31.13 PK to include the movement of vehicles and safety measures that need to be in place in the Risk Assessment.

## **22/32**

### **Online entries**

- 22/32.1 PK informed the Group on how the online entries were coming along, with 112 entries so far and that the 5K race was looking the most popular so far.
- 22/32.2 PK informed the Group that he was pleased with the breakdown and where the Championships entries are at present with 4 weeks until the event.

- 22/32.3 PK asked the County Representative's to remind their Clubs that the closing date for entries will be the 10<sup>th</sup> June 2022 and to be mindful of the fact that it is individual entry using the online entry process via the website and that there will be no group entries from a club perspective.
- 22/32.4 GM asked how would the information get to the Counties that are not represented.
- 22/32.5 PK confirmed that he will get the Region to send the information to the Counties Secretaries.
- 22/32.6 RW confirmed he will pass on the information to the Essex County.
- 22/32.7 PK informed the Group that he had 31 Officials confirm that they will be attending the event so far, PK I hoping that there will be some trainee officials who will also be attending.
- 22/32.8 20:15pm ST joined the meeting and apologised for being late.
- 22/32.9 PK updated ST with the entries so far and that he would like County Representative's to inform clubs of the entry process and the closing date.
- 22/32.10 PK informed the Group that he has 12 canoeists with a few more people to come back to him.
- 22/32.11 ST confirmed she has been in contact with one canoe club and asked for clarity on what they would get by volunteering.
- 22/32.12 PK confirmed that we provide for their transportation and the hire of their equipment, PK will email ST with details.
- 22/32.13 RW asked if he could have a list of who has entered from the London Region. EW to send the list.
- 22/32.14 SG asked about the entries and if the county who have not got representatives on the Group how we are doing number rise of those counties.
- 22/32.15 PK informed the Group of the numbers of entries so far for the counties.
- 22/32.16 RW informed the Group that the Essex Representative is Danny Bunn.
- 22/32.17 Members of the Group raised a concern that there isn't a Representative for all counties on the Leadership Group and asked for it to be raised with the Board and at the next County Forum.
- 22/32.18 Chip timing company are aware that we will not have full event numbers until the closing date. They have asked for regular updates.

## **22/33**

### **Open Water Development Camp update**

- 22/33.1 PK informed the Group that there is an information document that has been created and is live on the website, the Region has also started to take expression of interest from swimmers that qualified for the Long Course Regional Championships, who are ages between 13 – 17 as at the 31<sup>st</sup> December 2022.
- 22/33.2 The criteria for the camp is that swimmers must also intend on competing at the East Region Open Water Championships or equivalent.
- 22/33.3 Once the Region have closed the expression of interest, the Region will then select and invite Swimmers to attend.
- 22/33.4 The second part of the day is a race simulation event, where swimmers can sign up to.
- 22/33.5 RW left the meeting at 20:52pm
- 22/33.6 PK informed the Group that if anyone would like to sign up to help Team Manager the Region would be grateful.
- 22/33.7 SG offered to be a Team Manager on the day. SG to liaise with Leanne Brace.
- 22/33.8 Standbrough Lakes is all booked, safety will be provided by paddle boarders and Coaches are welcome to go out in canoes as long as they pass safety checks in the morning.
- 22/33.9 PK planning on attending the event and hoping to bring some trainee officials to give them the experience of what event conditions may be like.

## **22/34**

### **Officials Training course**

- 22/34.1 PK informed the Group that the pilot course went ahead and he is wanting to hold an online course. Will need to see if he can use the Regional Zoom account.
- 22/34.2 AC informed the Group that he has two people interested in doing the course and Cambridge have a zoom account which PK is welcome to use.
- 22/34.3 JK suggested to the Group that if anyone has people interested in doing the Open Water Officials training to pass their names onto PK.
- 22/34.4 PK informed the Group that he would like to hold the course before the Development day on the 11<sup>th</sup> June so that the attendees can put the theory side into the practical.

## **22/35**

### **Any other business**

- 22/35.1 PK thanked everyone for attending the meeting and sitting down and go through everything and to highlight bits that need work before the event in July.

## **22/36**

### **Confidential items**

- 22/36.1 There were none.

**22/37**

**Next meeting**

22/37.1 The next meeting will take place on 11<sup>th</sup> October at 8pm Via Zoom.

DRAFT