



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

<b>Present</b>	Paul Kendall (PK)	Chairman
	Stewart Murray (SM)	ROC Representative
	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).

- 22/38 Apologies**
- 22/38.1 Meeting started at 19:35pm. PK welcomed the Group to the meeting.
  - 22/38.2 No apologies received from Essex or Hertfordshire.
  - 22/38.3 PK welcomed and introduced SM to the Group and informed them that SM is the new ROC Representative for Open Water.
  - 22/38.4 SG joined the meeting at 19:48pm and apologises for attending late.
  - 22/38.5 ST joined the meeting at 20:15pm and apologises for attending late.
- 22/39 Declarations of conflict of interest**
- 22/39.1 There were none.
- 22/40 Previous minutes**
- 22/40.1 Previous minutes from the 10.5.22 were circulated prior to the meeting. PK informed the Group of some changes to 22/27.2, 22/28.1, 22/31.12, 22/31.13, 22/32.3, 22/33.5 and 22/33.7.
  - 22/40.2 EW informed PK that the changes had been made.

**22/41****Matters arising**

22/41.1 There were none.

**22/42****Open Water Championships 2022 - Debrief**

22/42.1 PK informed the Group that they received great positive feedback on the way the event was organised and run.

22/42.2 There were a good number of officials and the event was very well supported. What the event was low on was the support from non-technical volunteers to assist with a number of different roles on the day and that also included support from the Counties to help with the distributing of medals.

22/42.3 PK informed the Group that the way the entries were taken this year was new and he feels that it went well. It was a lot of work for the Regional staff to take the information in and process it but as far as the event went the only filter that needs to be addressed is the Date of Birth needs to have a more direct wording.

22/42.4 The data was captured well regarding medical issues for the swimmers. PK raised that Technical and non-technical volunteers need to inform us of any medical issues when signing up for the event.

22/42.5 JK informed the Group that they had received one complaint from a member of the public regarding the tannoy announcements being too loud. JK informed the Group that she has been in contact with the relevant people regarding the complaint.

22/42.6 PK informed the Group that there were adequate safety personnel out on the water but would be nice to have more for the 2023 event.

22/42.7 PK informed the Group that the one thing that didn't go well on the day was the producing of the results. Chip timing were able to produce a time for every swimmer and were able to put that information onto their website for each event quite swiftly.

22/42.8 Chip timing were not able to filter out the results to what PK had asked for. It was also complicated by the fact the London Region was also taking part within our event. Chip timing did try at the time to recertify their mistake.

22/42.9 A discussion took place regarding the results and how things were made more complicated on the day.

22/42.10 PK thanked the Regional staff for their input and help on the day and after with producing the final results.

22/42.11 SM asked if the chip timing company would be used for the 2023 event.

22/42.12 PK informed the Group that he has been in contact with the chip timing company and if the Group is happy to provisionally book the same company for 2023, PK will have a visit and will go through some draft data to see if they are able to filter to the requirements for the event and to do a dummy run before fully committing to them.

- 22/42.13 PK asked the Group if they would be happy for him to provisionally book the same chip timing company for the 2023 event.
- 22/42.14 AC informed the Group that he would be happy but from observation on the day, the chip timing company would need a better set up.
- 22/42.15 MW asked if there would be any way of just getting the Regional results and then passing them onto the Counties for them to sort their own County results. PK confirmed that is something to look into.
- 22/42.16 SG agreed to use the same chip timing company again.
- 22/42.17 SW suggested that the chip timing produces the main results and that the Regional staff are available as back up to help filter the results into the categories that are need.
- 22/42.18 A discussion took place about the possibility of making the area where the results are being produced to be secure of anyone else apart from the people delivering the results.
- 22/42.19 A discussion took place regarding the support from volunteers at the event, why there may be a lack of volunteers now, and ways of getting more volunteers to sign up.
- 22/42.20 SM suggested using swim meet for the officials sign up as it work very well and that there is an element to it for non-technical volunteers to sign up. SM explained to the Group how the software works.
- 22/42.21 PK and AC to catch up to talk through using swim meet for the 2023 event.
- 22/43 Review of 2022 Plan and Budget**
- 22/43.1 PK informed the Group that the 2022 budget/plan was primarily aimed at supporting the Development event in June and the Regional Championships in July.
- 22/43.2 From the income and expenditure Open Water has made a profit this year for the Region.
- 22/44 2023 Plan and Budget**
- 22/44.1 PK sent the 2023 plan and budget out to the Group prior to the meeting and asked if anyone had any feedback that they would like to make.
- 22/44.2 PK informed the Group that he has included the actual cost that he has been given, and where he hasn't been given the actuals he has included a 5% increase to cover inflation.
- 22/44.3 AC asked if London Region will be joining our Regional Championships in 2023. PK confirmed that London will not be joining and are running their own event.

- 22/44.4 SM raised that without the London entries do we feel that we will achieve the number of entries of 450.
- 22/44.5 A discussion took place around the Regional Championships entries and who may be interested in entering.
- 22/44.6 PK informed the Group that he has included items into the budget which can be removed if the Group feels that it's not going to achieve the income for the Championships.
- 22/44.7 JK raised that the budget includes County fees. This year not all Counties used the Championships for the Counties so we need to find out fairly soon if they are planning on using the Championships in 2023 for their Championships.
- 22/44.8 A discussion took place regarding the Counties using the Championships. AC suggested to really push it to the local clubs. It was also suggested by AC and MW that maybe a letter should be sent identifying the number of swimmers from the county.
- 22/44.9 The Regional staff to get in contact with County Secretaries to ask if they would like to use the 2023 event for their County Championships and stating that the Region would appreciate their support with this event, and asking for a reply by February 2023.
- 22/44.10 PK asked if anyone has any objection to him submitting the budget and plan to the Board.
- 22/44.11 Everyone was in agreement and happy for the budget and plan to be submitted.

**22/45 Any other business**

- 22/45.1 SW raised that Fine Designs didn't have a fire extinguisher and that it would be a good idea as they had a generator.
- 22/45.2 ST informed the Group that Suffolk did well at the Championships and he has had a lot of positive feedback.
- 22/45.3 The Group thanked the Regional staff for all their help with the support that they gave to the Event.

**22/46 Confidential items**

- 22/46.1 There were none.

**22/47 Next meeting**

- 22/47.1 PK to look at a date for the next meeting and inform the Group.