

**Swim England East Region  
Minutes of the Open Water Committee Meeting  
20 May 2018**

<b>Present</b>	Mr Paul Kendall PK Mrs Sarah Tait ST Mr Simon Yeates SY Mrs Jacqui Kendall JK Mr Phil Pelling PP Mr Paul Hayes Mr Marcello Tontodonati	Region OW Manager / Chairman Suffolk Representative Cambridgeshire Representative Norfolk Representative Bedfordshire Representative Essex Representative Hertfordshire Representative
<b>Also present</b>	Mr Keith Belton KB  Ms Amy Bryant AB Mr Dave Robinson DR	Co-Opted (Results), Non-Voting  SEER Regional Development Officer Outgoing Suffolk Representative

**18/12 Apologies**

- 18/12.1 Apologies were received from the following individuals:  
Marion Westwood (Specialist) and Steve Westwood (Specialist).

**18/13 Declarations of conflict of interest**

- 18/13.1 There were no declarations of interest

**18/14 Previous minutes**

- 18/14.1 The minutes of the previous meeting, held 13 February 2018, were examined, and agreed to be a true record of that meeting. A correction to a mis-spelling was made.

**18/15 Matters arising**

- 18/15.1 Construct of a formal event management plan (18/04.1) by PK is still ongoing. The plan requires the structure adopted for the 2018 event to be incorporated as the event progresses to ensure that it captures various elements correctly.
- 18/15.2 The request to provide event officials with dark coloured Regional Polo Shirts (18/08.2) was not approved by the ER board. The meeting voiced their disappointment with this decision, given that the change of regional logo was the opportune moment to make such a request possible, and provide apparel colour more in-keeping with the environment worked in and mirroring other regions' approach.
- 18/15.3 The Chairman welcomed ST to the Regional Open Water Committee following the stand-down of DR at the previous meeting (18/09.1)

**18/16 Inter-Region Open Water Manager's meeting – 13 May 2018**

- 18/16.1 PK provided a summary of the discussions at a Swim England meeting of regional Open Water Managers. This meeting emphasised the need for all regions to continue their local open water development plans and recruitment of new officials to the discipline. Ideas on how this could be achieved were presented at the meeting and it was agreed that all regions should endeavour to reach out to potential new officials at every opportunity.

18/16.2 The meeting reviewed the methods of delivering officials training and the amended recording progress, which has now been changed to mirror the process currently used for new pool officials. The revised workbooks have been approved by Swim England, Swim Scotland and Swim Wales, and would be made available to regional OW training officers and should be published on the British Swimming website.

18/16.3 Regions submitted thoughts regarding what equipment was needed in order to deliver a successful event in their local areas, and an audit of what each region actually possessed was taken. Sharing of equipment was considered only a short-term measure to the success of OW development regionally, and investment in equipment was seen as one of the best ways to improve the delivery of events. The equipment available to the East Region was cited as the prime example where investment by the region had resulted in outstanding success and increased participation in the discipline.

### **18/17 Regional Development Camps**

18/17.1 AB summarised the finalised training plan for the forthcoming Development weekend over the 9<sup>th</sup> & 10<sup>th</sup> of June. Coaching staff have been appointed and accommodation for swimmers and team managers finalised and booked. The weekend would consist of land-based training and classroom theory elements, alongside 2x pool training featuring skill techniques and development sessions. The whole event would be brought together by an open water competition event in Stanborough Park on the final day, with full numbering mark-up and officiating presence to adjudicate the competition. Extra swimmers additional to those participating in the development weekend would be attending the open water competition, to make numbers feel more realistic in the water and to enable more swimmers to benefit from the camp.

18/17.2 How to carry forward the success of these regional development camps was discussed. Coaching interest is seen to be increasing, with candidate numbers for open water coaching courses exceeding available places; this was considered to bode well for the future development of the discipline at club level. Discussion on the need to seek wider challenges for our developing athletes to experience provided suggestions that we should look at taking a small number to other events, such as the Great East swim, with a future possibility of this being to one abroad.

### **18/18 Officials Training**

18/18.1 PK confirmed he would be holding an official's OW J1 theory course on the morning of the final day of the Regional Development camp and currently had 8 candidates for this course. These trainees plus hopefully the 5 from an earlier course held in February would be expected to complete some of their practical elements during the athletes' lake competitive event in the afternoon.

### **18/19 2018 Event Progression**

18/19.1 Event preparations were discussed to identify potential issues. Communication from SW confirmed that all outside agencies had been contacted and road signage approved. Details of this process and contacts to approach have been passed to PK for inclusion in an event management document. SW indicated that volume of available carparking was expected to remain a concern as demand outstrips space without effective management on the day; this year use of a small additional grassed area was hoped to be negotiated, but its use is weather dependent. JK informed the meeting that support facilities (e.g. toilets,

van, radios, BBQ staff, etc) are all confirmed. PK indicated that the quantity of canoeists available was still being finalised, but there was not expected to be an issue with availability on the day. Officials' duties for the event were still being finalised. As there was expected to be a larger number of trainees than usual to be allocated appropriate mentors, the finalisation of who did what could not be completed until the full number of attendees was known.

- 18/19.2 Discussion covering competitor control identified that improved deck access signage was required; this will be available on the day. Positioning of event infrastructure (e.g. registration, event admin office, county VIPs / representatives, medal podium, official's refreshments, etc) confirmed that there would be little difference with the placement of these from last year's event plan.
- 18/19.3 Production of event documentation for use by officials was confirmed to be in-hand by KB. Event results paperwork would be ready for use, but KB stressed that its correct completion would greatly assist with admin and speedy production of official results.

**18/20 Any other business**

- 18/20.1 JK identified that whilst stocks of hats held were sufficient for this year's event, it is likely that these will need to be re-stocked for next year. With the availability of latex hats becoming of concern it was suggested that consideration be given to moving towards a silicon version, and possibly having these pre-printed with a logo and competitor number. No decision was made on this, but further information was requested for the next meeting.

**18/21 Confidential items**

- 18/21.1 There were no confidential items for discussion

**18/22 Next meeting**

- 18/22.1 The next meeting will take place on 21 October 2018 at 10:30