



**Swim England East Region**  
**Minutes of the Open Water Swimming Leadership Group Meeting**  
**21<sup>st</sup> March 2023**

<b>Present</b>	Paul Kendall (PK)	Chairman
	Stewart Murray (SM)	ROC Representative
	Andrew Cleland (AC)	Cambridgeshire Representative
	Angela Equakhide (AE)	Essex Representative
	Jacqui Kendall (JK)	Norfolk Representative
	Sara Mathews (SM)	Hertfordshire Representative
	Sarah Tait (ST)	Suffolk Representative
	Stephen Westwood (SW)	Specialist
	Marion Westwood (MW)	Specialist

Also present Emma Winter Regional Administrator (EW).

- 23/01 Apologies**
- 23/01.1 Meeting started at 19:40pm. PK welcomed the Group to the meeting and introduced himself to AE and SM.
  - 23/01.2 No apologies received from Bedfordshire.
  - 23/01.3 ST joined the meeting at 20:00pm.
- 23/02 Declarations of conflict of interest**
- 23/02.1 There were none.
- 23/03 Previous minutes**
- 23/03.1 Minutes from the meeting held on the 11<sup>th</sup> October 2022 were circulated prior to the meeting and were agreed.
- 23/04 Matters arising**
- 23/04.1 There were none.
- 23/05 Open Water Championships 2023 - update**

- 23/05.1 PK confirmed that the Whitlingham is booked again this year for the event, first aid cover is confirmed and booked, Fine designs is attending again with tee shirts and hoodies but still waiting on design confirmation.
- 23/05.2 PK has sent out a list out to Officials with all of the upcoming Open Water events and is already receiving interest from Officials who would like to be a part of the event.
- 23/05.3 Still waiting on confirmation from canoeist on them assisting at the event.
- 23/05.4 JK informed the Group that the radios are booked, toilets are booked and has confirmation from the country park that we can use the grassed area by the barn for the overflow of the car park. Has had confirmation from the people who do the BBQ.
- 23/05.5 PK informed the Group that last year there was an issue with getting medals out to the County and the Region athletes. PK asked the Group for their feedback on if we need to look at how we produce the results in age groups.
- 23/05.6 AG asked if the results will be split down into the County age groups.
- 23/05.7 PK confirmed that we can produce the results easily for the Region but it's spitting it down for the Counties that proves difficult. PK suggested that on the day if we produce the results for each County and then ask the County to then sort out their results and medals.
- 23/05.8 SW confirmed that this was suggested and minute in the last meeting minutes that the Counties should sort their own results.
- 23/05.9 AE asked are the County medals not on the day of the event.
- 23/05.10 It was confirmed that the County medals should be on the day but it should be down to the County to sort results and hand out their medals to take the pressure of the Region.
- 23/05.11 A discussion took place around how the results for the Region and County should be produced and it was suggested that the chip timing company produce the age group results for the Region on an excel spread sheet so that it can then be filtered into Counties for them to then sort out their own medals winners.
- 23/05.12 SM asked do Counties still have a table at the event to put their trophies and medals on and can the chip timing company produce an excel sheet which then you can filter out by County and age to then give to the County Representative to sort the results.
- 23/05.13 PK said last year the issue that we had was trying to sort the results into two separate Regions then into Counties which caused a problem. This year it is just the one Region event.
- 23/05.14 AC suggested that it should be made more clear to the Counties that if they are going to use the event for their County Championships then they need to send people to help with the medals and the County results.

## 23/06

### Chip Timing Feedback

- 23/06.1 PK has been in discussion with the Chip Timing company and PK has been preparing a set of ideal results based on the information that they provided us with last year. PK is confident that they can produce what we require.
- 23/06.2 JK asked if the 1K event will be chip timed this year.
- 23/06.3 PK asked the Group for their thoughts on chip timing the 1K.
- 23/07.4 A discussion took place around the cost of chip timing the 1K race and if there is the possibility of putting the cost of that onto the swimmers. It was agreed that it is worth doing so that the athletes who are entering the race as a taster they do get a time on the day.

## 23/07

### On line entries

- 23/07.1 PK asked EW that last year there was an issue around the age of the athlete on the form and some were putting their date of birth and some were putting their age. PK asked were there any other issues with the entry forms.
- 23/07.2 EW confirmed that the only issue was the age, and will look at making that more clear on the form.
- 23/07.3 EW asked if entries will be done the same way as last year. PK confirmed that he would prefer it if the Region staff are happy to help as he feels that it worked better than previous years.

## 23/08

### Online Officials and Volunteer sign up

- 23/08.1 PK informed the Group that this year they will be using swim meet for Officials and volunteer's to sign up.
- 23/08.2 SM suggested to speak with Richard who looks after swim meet if it is possible to add an Open Water modal for all job roles that need covering.
- 23/08.3 **Action:** PK to contact Richard regarding the volunteer.

## 23/09

### Feedback from Counties

- 23/09.1 PK informed the Group that last year some Counties did not use the event for their County Championships.
- 23/09.2 PK knows that Norfolk will be using the event for their County Championships. PK asked the County Representatives on the meeting if their County will be using the event for their County Championships.
- 23/09.3 AC confirmed that Cambridgeshire will be.
- 23/09.4 ST confirmed that Suffolk will be.

- 23/09.5 SM was not sure as it is all new to her, SM asked what do the County need to do to buy into the event.
- 23/09.6 PK confirmed that last year the Counties pay £250 to the Region for them to hold their County Championships and the Region provide the event.
- 23/09.7 EW informed PK and SM that she had received an email from BT confirming that it was Hertfordshire's intensions to use the event for their County Championships.
- 23/09.8 AE informed the Group that HS the Essex Swimming Manager would like to use the event, AE is trying to understand and asked how it would work as Essex is part of two Regions East and London, so if the County Championships is held at the East Region event London Athletes who would like to compete in the County Championships they will need to compete at the East Region event.
- 23/09.9 SW confirmed that the understanding is that if the Athlete is from a London club in Essex then they need to compete at the London event and if the athlete is from an East Region, then they will need to compete at the East Region event if they want to compete in their County Championships.
- 23/09.10 PK confirmed that if an Athlete from a London club wanted to compete in the County Championships at the East Region event and they got placed they would get a visitors medal but they would not qualify for the National event, they would need to compete at the London event to qualify.

## 23/10

### **Martyn's Law**

- 23/10.1 PK informed the Group that SW raised the Martyn's law Norfolk's County Council's safety advisory group flagged up that there is a legislation was going through parliament that would introduce a requirement for events where you have gatherings of the type that we experience at our event, would have to provided how they would moderate the security requirements for keeping the people at the event safe.
- 23/10.2 This hasn't become law yet and isn't due to be until later in the year, that's if things don't change from now until then. PK sent the information to the Region and asked for guidance from Swim England's legal team.
- 23/10.3 EW confirmed that JD has forwarded the information onto Swim England's Development and legal team and that it was on their radar.
- 23/10.4 SM informed PK that having read the document that what is in place at Whitlingham the cars are segregated from the public, who have medical support there and there is security at the entrance letting people in.
- 23/10.5 SW informed SM that at the venue vehicles can now drive into the area where spectators are as the gates have now been removed. SM also suggested to PK that he should respond to Norfolk County Council that we have taken an action and we are waiting a response.

## 23/11

### **Open Water Development Camp**

- 23/11.1 EW informed the Group that she has been in contact with Stanborough Lake to see if they have availability on the 10<sup>th</sup>/11<sup>th</sup> June, unfortunately they haven't but have offered the 3<sup>rd</sup> June.
- 23/11.2 SM informed EW that the date does clash with the British Masters in Sheffield so may be difficult to get coaches.
- 23/11.3 PW is happy with the date but asked EW to put out a survey for support from coaches and to inquire with Stanborough for alternative dates.
- 23/11.4 PW informed the Group that he will be running additional Open Water Technical Official theory course in the next few months running up to the event.
- 23/11.5 PK asked the Group that if there is anyone within the County who is interested in doing the Open Water Official's course to please pass their details onto himself.

## 23/12

### World Aquatics update

- 23/12.1 PK informed the Group that the biggest change that competitors will notice is the change with wetsuits, if the temperature is 18°C or warmer wetsuits will not be permitted to be worn under the World Aquatics update this year.
- 23/12.2 Swimmers are now referred to competitors throughout the rules and the safety official is to monitor the water temperature throughout the races, competitors must start the event wearing an approved swim cap and there is requirement for a disqualified swimmer to be removed from the water.
- 23/12.3 SW asked if we are going to be adapting these new rules into our conditions and have we been told by Swim England we can.
- 23/12.4 PK confirmed that we will be putting these into our conditions and Swim England have for their National event.

## 23/14

### Finance

- 23/14.1 The Board has approved the budget and plan for 2023, PK informed the Group that if we do incorporate chip timing for the 1K then we will need to inform the Board.
- 23/14.2 JK asked that all Counties to let the Region know if they are planning on using the event as the budget incorporates that all Counties will be.

## 23/15

### Next Steps

- 23/15.1 To complete the volunteers portal.

- 23/15.2 To set a date for Counties to confirm their participation in the event, and to get the conditions and entry form sorted.
- 23/15.3 JK asked if we were going to keep the cost of the other races the same or put them up. PK confirmed he would like to keep them the same as last year but needs to confirm with chip timing their costs.
- 23/15.4 PK asked the Counties to encourage their athletes to get involved with Open Water and enter the event.

## **23/16**

### **Any other business**

- 23/16.1 AC asked is there a benefit for the Counties to pay their fee sooner rather than later. PK confirmed that it can be paid when they like but the Region likes to have it in around July/August. EW informed AC that JS last year sent an invoice to the Counties for payment.
- 23/16.2 ST asked where can she get a copy of the Open Water conditions to send to Suffolk County.
- 23/16.3 PK to circulate the National Conditions and to mirror as close as we can with theirs.
- 23/16.4 AC asked when will the Open Water Officials booklets will be available. PK will try and find out.
- 23/16.5 SW asked PK if he would like him to submit the traffic application and if he doesn't get a response not to chase.
- 23/16.6 SM asked if there was any mention in the rules regarding data collection devices. PK confirmed that we will need to double check.
- 23/16.7 SW asked if there was anything about the use of drones in the rules. PK confirmed there isn't. SW to investigate.
- 23/16.8 JK mentioned the loss of David Robinson who was a big supporter along with his wife and they will be a great loss and if his wife would like to attend as a guest she is very welcome.

## **23/17**

### **Confidential items**

- 23/17.1 There were none.

## **23/18**

### **Next meeting**

- 23/18.1 The next meeting to be held on Tuesday 16<sup>th</sup> May @ 19:45pm via Zoom.