

CASA County Executive Meeting Minutes

Venue: George Hotel, Chatteris
 Date: 07.01.2020
 Time: 19.30-21.30

Attendees:	Paula Durrant (Chairman); Anne Davey (COCSC); Andrew Pillow (Ely); James Hammond (COCSC); Sian Hammond (COCSC); Matt Hunter (Wisbech); Martyn Fresher (March/Masters); Ian Knight (ER Rep/Wisbech); Simon Yeates (Open Water/Ely); Max Paines (President/Ely); Sarah Nootboom (Officials Secretary/Ely); Kate Coleman (St Ives) & Nathan Griffiths (Cops)
Apologies:	Andy Fitt (Records Secretary/St Ives); Liz Taylor (St Ives); Stuart Tawn (Treasurer/Ely) and Carol Barrios (Welfare/Bottisham)
Item No	
1	<p>Welcome <i>Introduction & apologies</i></p> <p><i>Discussed attendance NG raised not on Exec membership circulation list and requested that his details be added. ACTION. PD to update Exec Membership Contact Spreadsheet with NG details. – Completed 08.01.20.</i></p> <p><i>PD requested that clubs update on any changes either to PD and or Anna Rothwell County Secretary. This will ensure spreadsheet remains current. MF advised that he is undertaking role of County Masters Rep jointly with Helen Davies (Team Anglia/Cambridge Tri). MF will send her contact details to PD. ACTION PD to update spreadsheet with HD details as soon as received.</i></p> <p><i>Review and ratification of previous minutes 15.10.19.</i></p> <p><i>Matters arising;</i></p> <ul style="list-style-type: none"> • <i>Clarification that last Exec meeting held on 4th December 2019 not quorate, this meeting was reschedule from original date of 26th November 2019. No minutes taken.</i> • <i>Amendments to minutes of 15th October 2019</i> <i>- IK (ER Rep) not recorded as being in attendance. Matt Hunter recorded as Matt Newton ACTION to amend details prior to minutes being released and updated on website.- Completed 08.01.2020</i>
2	<p>Vacant Exec Roles- URGENT requirement to fill positions</p> <p>County President 2020-2021- <i>1 application received Janet Hardiment (Ely)- vote required- Discussed application and vote taken on acceptance of nomination. Majority vote by all members in favour. ACTION- PD to confirm with Club Secretary JH acceptance to role. – Completed 08.01.20.</i></p> <p><i>JH President Elect 2019-2020 and County President in 2020/2021- nominations required going forwards for President Elect 2020/2021 PD raised that LT was discussing application for this role with Sue Gow (St Ives). Ian Knight also shared that he would be interested (ER Rep/Wisbech) All future nominations will need to be made formally through the AGM process.</i></p>

Masters- Martyn Fresher has stepped up into role with Helen Davies (Team Anglia/Cambridge Tri) with immediate effect.

County Minutes Secretary – nominations required. PD shared that due to work commitments Baz Nooteboom can no longer commit to this role. PD shared that whilst she would minute the meeting of the 07.01.2020 that this would not be considered for future meetings. Requested that all club reps shared vacancy with their members. IK offered to minute on 10th March 2020 should the vacancy not be filled.

Discussed importance of working with a full membership as this does minimise the workload for all. Recognition that this is not just an issue at county level but also widespread throughout clubs. Talked about engaging volunteers and how can retain.

NG shared frustration alongside AD about current position with Officials Training Nationally. NG stated that have lost some officials who had started their training due to the lack in clarity on how to undertake and complete this role. SN shared that she is attending a meeting on 12th January 2020 at Loughborough and hopefully should have more detail on this shortly. Recognition by membership of the importance to voice concerns and impact this is having at grass roots. Request that SN takes this forward at meeting and that this is also raised regionally. ACTION SN and IK to raise at retrospective committee meetings that they attend in capacity as County Officials Secretary and East Region Rep.

NG also shared concern of the online training. Request of some support for Club Officials Secretary on how to guide people through this. ACTION- date to be arranged for all club officials' rep to go through this training with SN once released and prior to starting volunteers on the programme. Suggestion that may be able to be delivered via Skype.

3

County Champs 2020

Discussed proposed timings. Exec have not been in a position to release confirmed entries due to current timeline of schedule being uneven across pools. Presently the current position of the schedule means that day one (18th January 2020) will commence at 13:00 and finish at 21:45 whilst other days finish much earlier and on some dates have limited swim time. Agreement that 21:45 is an unacceptable finish time and that the Exec did not want to reject entries when there is sufficient pool time across the event in other sessions. Talked about how to adjust and gain a balance that supports the swimmer and takes account of sleep and travel needs especially for clubs who travel a significant distance. MH raised concern that any changes to the proposed entry schedule may impact on swimmers availability to swim if date and location changed. PD confirmed that any such adjustment would mean the swimmer who this would impact on would receive a full refund if they were not in a position to swim to the amended change in schedule.

PD also raised that pool hire had been adjusted at Parkside to accommodate programme and reduce costs for the county, however GLL were not supportive of the changes due to loss of income and the inability with our requirements to open to public to reduce the impact in loss.

Talked about limitation of changes. Full agreement by all members present to remove the 400 Free event from Whittlesey and place at Parkside.

Boys 400 Free to be swum on 8th February and Girls 400 Free to be swum on 9th February 2020. With this change draft times are as follows;

18th January start 13:00- finish 16:00
19th January start 09:30 finish 17:23
25th January start 13:00 finish 19:35
8th February start – 13:00 finish 20:21
9th February start -12:00 finish 19:45

Please be aware these are actual swim meet times for the session. These times are still being finalised and are primarily a guidance for members. A warm up schedule and confirmation of entries will follow shortly.

Discussed need for volunteer's dryside and Officials- PD advised that a volunteer coordinator Charlie Barrett from COCSC is coordinating assistance for Parkside dryside helpers but we presently do not have any offers of assistance for Whittlesey. ACTION- PD to send AF request to get communication request on twitter and also to send all club reps a request for assistance email clarifying roles required- complete 08.01.20

SN stated that she has already issued the swim meet link to all clubs but has limited sign up. PD advised that if we do not have enough officials we will not meet license requirements. And may not be in a position to hold the event.

NG questioned whether there is a sign up system on website. PD advised that the current website does not have this facility but the new website could look to develop for future.

Confirmation of AOE at both pools including access and staff to operate.

Announcer- Jsynchproductions- booked

Medals- PD advised that we have new medals for this championships which reflect our transition to Swim England Cambridgeshire. Request from AR Medals Secretary for all clubs to remind their swimmers to return trophies asap as these will need to be engraved before last weekend.

Swim shop- There will be a swim shop at the Championships.

Hoodies have also be scheduled for attendance with a new updated logo- Parkside only.

Programme- (Burwell Printing). Discussed printing a programme. Talked about many parents preference to have online access, which will reduce costs and be more eco-friendly. Agreement that with current transition from old to new website that would be better not to remove a hard copy programme for this event but that this matter should be discussed as part of the wash up meeting/next scheduled Exec meeting on 10th March 2020. PD advised that programme cost is £2.00. We do not make a profit on these. Talked about charges for entry and also for programmes which door entry remains at £4.00 and programmes at £2.00. The wash up meeting needs to consider financial analysis as well as schedule for event going forwards.

	<p><i>Catering- Rachel- buffet/Parkside café- hot meals, although PD has advised that has reduced cake and removed water as there always is surplus. This will be monitored.</i></p> <p><i>Equipment- request to use COCSC backstroke ledges and lap cards, COCSC representatives in agreement to assist.</i></p> <p><i>Update on Regional President attendance at Championships, David Metcalf accompanied by Gerry Metcalf will attend on Sunday 9th February 2020. PD advised that Exec are holding a second Coaches Breakfast Meeting on 9th February 2020 from 10:00 until 10:45 – Agenda to be circulated prior to meeting. This meeting is primarily an opportunity for coach feedback on event to contribute to future championships.</i></p> <p>County Championships 2021 <i>Proposed dates- 30th & 31st January 2021 & 27th & 28th February 2021- Parkside Cambridge</i> <i>AP advised that 30th & 31st January conflicts with ER Cross Country in 2020. PD noted this but advised that we are governed by pool availability for event. Talked about sufficiency of two weekends, may need to consider Friday evening on each weekend to take account of long distance and reverse long distance. Also need to consider aligning pool time to a set number of heats for each event. This will build on the expectation for swimmers as they progress to region and beyond and will also allow the Championships to be representative of our top swimmers in the county. QT's will need to be further reviewed as part of this process as it is evident from current entries that the times remain to slow. These matters will be discussed as part of the Coaches breakfast meeting and with club representatives on 10th March where the meeting will solely review the championships.</i></p>
<p>4</p>	<p>Website <i>PD updated that we have now purchased the domain name of swimcamb.org.uk. The website is presently being developed and content uploaded. PD thanked all clubs for their support in offering ideas and content in shaping the website. PD wants to ensure that website has sufficient detail before it goes live. PD has asked all officers to take lead in developing their areas and in forwarding any content to Brian De Val brian@briandeval.co.uk . ACTION - PD to verify with Brian an intended release date.</i></p>
<p>5</p>	<p>Development County Meet 2020 <i>Dates and venue- 7th & 8th November 2020- Whittlesey (booked) -21st & 22nd November 2020- Whittlesey (tbc/proposed)</i></p> <p><i>Discussed extension of County Development to two weekends for 2020. Location will be Whittlesey. 7th & 8th November booked awaiting confirmation of proposed date of 21st & 22nd November 2020. This will be dependent on availability of Paul Wright AOE operator as Paul also supports a number of other counties and clubs. Entry pack and schedule have been drafted.</i></p>

PD shared with members that County were in receipt of a formal complaint from parents prior to the County Development Meet 2019 where it was shared that a club had entered swimmers who were faster than the cut off. This raised the question of provision of valid and accurate times and the need for honesty and transparency during the process. Concern is that Sports sys is not locked down for a level 3 meet and therefore the system will accept anytime provided. As a voluntary body there is limited capacity to verify every swimmers entry. Members shared unrest at this and pointed out that this matter brings the sport and event into disrepute. It does not benefit the swimmer and does not promote a fair and level playing field as these swimmers would have medalled. Members felt very strongly that this matters needs address and that there should be future processes put in place to ensure that this is not repeated. Discussion that there should be a consequence for the action and that this should not be aimed at the swimmer but the person and or club making the entry. ACTION- PD to write formally to the club in question and raise the concern and request that an investigation is undertaken on the matter and that this is reported back to the Exec. ACTION- Promoters condition to include a condition about accuracy of entries and the action that will be taken by promoter and Exec should this occur in future. This may mean referral to the judiciary under the formal swimming complaints process.

Further discussion on how we can develop the meet. Members shared suggestion of branding such as back strokes flags, podiums, toblerones and flags. MF advised that his company provides such merchandise. ACTION PD to request some costings for branded items to bring to 10th March 2020 meeting.

Talked about inclusion of relays and skins also for County Development Meet to replicate a County programme. ACTION- PD to advise promoter of suggestion so that included in 2020 schedule/draft pack. – completed 07.01.2020.

Dates for Development County Meet 2021- tbc. Will look to hold event at Whittlesey.

6

Officials Training

Discussed frustrations of current restriction on training. SN advised that she is attending a conference as an update on 12th January 2020. NG stated would find a local presentation to coordinators helpful once programme is released.

Talked about current JL1 trainees and need to progress these candidates as a priority for mentoring and ultimately to plan in assessments. SN shared that she has reviewed and contacted candidates so that she can look to provide opportunities are County Championships, however this will be reliant on sufficient number of officials to meet license requirements.

AD shared that requires a Theory 2 session for some of her candidates. PD has offered 23rd January 2020 to provide training at Parkside. AD to confirm. AD to also offer to Bottisham.

7.	<p>Officers Reports</p> <p>Chairman PD shared Mental Health Pathway link which has already been circulated to clubs. Discussed importance of having this visible on club notice board/website. https://files.constantcontact.com/888c4ae5001/2e1f5183-cef8-4812-ae7-bc31912dc122.pdf</p> <p>PD advised that there is a Team Managers Course being held on Saturday 29th February 2020 at the Regional Pool, Peterborough. Please follow link to sign up,. Places are limited and it is on a first come first served basis. https://www.eventbrite.co.uk/e/aquatic-team-manager-1-workshop-peterborough-tickets-86109013377?aff=ebdssbeac</p> <p>President <i>MP advised that he attended regional weekend November 2019. MP shared that Region have introduced a new procedure re VIPS at regional events which means that only Regional President is introduced. MP also attended Ely club champs and Cambridge Club champs.</i></p> <p><i>Cops advised that they have appointed a new performance coach Paul Stanley from Chase Swimming Club.</i></p> <p><i>ER Rep</i> <i>IK advised that AGM staying September.</i> <i>Paul Kendall is the President Elect and Louise Mackie will be Regional Masters Rep.</i> <i>IK shared that ER have increased the County entrance to Open Water which is now £250. Discussion between members that this was very high. IK stated he voted against but was advised reason for increase is due to cost of Officials not having sufficient locally. Further discussion to SY to ensure provision of training for County Open Water Officials. Clarification that Cambridgeshire has a number of officials trained.</i> <i>IK stated that ER will be providing new Swim England Medals for upcoming championships.</i></p>
8	<p>AOB- items to be taken forward to meeting on 10th March 2020</p> <p>Meeting closed: 21:45</p>

Next Meeting: Tuesday 10th March 2020 George Hotel, Chatteris