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Open Water Committee Meeting Minutes

Minutes of the Open Water Meeting held, Saturday 7th March @10.00am
National Swimming Academy

Present	Tony Davis (**TD**)	Chair
	Andrea Gellan (**AG**)	Committee Member
	Brian Bain (**BB**)	Committee Member
	Lynne Deans (**LD**)	Committee Member
	Lesley Prentice (**LP**)	Committee Member
In Attendance	Elaine Mackenzie (**EM**)	Director of Operations

Item No. **Action**

1. **Chair's Address:** TD welcomed the committee and EM to the 1st meeting of the new committee. TD went on to explain to the committee that EM was in attendance today to talk about supporting the committee to improve their governance (see agenda time 6).

2. **Declarations of Interest: None**

3. **Apologies for Absence:** received from Doug Milne (**DM**) and Joyce McIntosh (**JM**)

4. **Minutes of Previous Diving Meeting held 18th January 2009**
Previous minutes were proposed by TD and seconded by AG.

5. **Actions from Previous Diving Meeting held 18th January 2009**

5.1 BB remains squad/team manager
DM co-opted onto committee as safety officer coordinator
LP co-opted onto committee as technical officials coordinator

5.2 TD still to contact Dundee Sea Cadets re safety cover. **TD**

5.3 TD, BB and LP will form sub group to look at new open water regulations. **TD,BB,LP**

6. **Presentation by Elaine Mackenzie, Director of Operations**
EM explained that as the Discipline Development Officer post that would have focused on governance, the development plan and health & Safety had not been approved by the Board following feedback from the disciplines that she was here to offer support to the committee to help them improve their governance/efficiency which would hopefully free up time for them to work on development. EM would provide the committee with templates for Agenda, Minutes and Action Sheets to aid in consistency with other committees. **EM**

EM confirmed the Open Water Committee's staff contacts are Melanie Orr for admin support, Kirsten Phillips for provision of team kit and communications and Ally Whike for performance support. Now that Open Water has been classified as a level 1 sport BB asked for clarification on the practical significance of this. Open Water will be getting 1 day/month support from Ally Whike or Richard Gordon and also be getting 1 day/month admin support. EM to check if this is to be increased. **EM**

BB and TD expressed some concerns regarding the need for professional staff to assist in raising the profile of Open Water Swimming in Scotland. In particular, Open Water Swimming is often portrayed as being sufficiently different from pool swimming that it is not practical for clubs to encourage and support their swimmers in competing in open water events.

EM explained the need to focus on development keeping 2014 in mind, we need to look to develop across the sport and not just focus on a few athletes at the elite end.

It was agreed that each of the districts would aim to focus on three key areas within their report highlighting these to the committee.

EM went on to explain that Budget, Development and Health & Safety should feature at every meeting, and items were decisions were to be made should have priority on the agenda to ensure that they were given sufficient time.

EM concluded by stressing that communication is important to Scottish Swimming and we would hope that our staff are building good relationships with our membership and responding in a timely manner, if this is not the case EM asked the committee to contact their line manager to ensure that staff were responding to requests.

It was agreed that EM and Richard Gordon would attend one further open water swimming committee meeting this year to guide on the budget submission and activity for the year ahead to ensure the discipline receive maximum Board support. EM confirmed that RG was also available to consult on the development plan and AW re: performance. **EM,RG**

OW committee will regularly put information on SASA website and Splash news. BB updating OW download section on website. **BB**

7. Items for Decision:

7.1 Review of Scottish Championships and Scottish Grand Prix

AG to make up OW calendar and put on website; **AG**

- Midland District; 11th July Loch Earn
- Scottish Championships; 18th July, Lochore Meadows
- West District; 8th August; Strathclyde Park
- Scottish Championships; 9th August Loch Rannoch
- East ~~End~~District; 22nd August; Lochore Meadows
- North District; 5th September, Loch Oich

AG to start OW training sessions at Lochore Meadows starting May; notice will be put on website. Grand Prix; will be as before but with increased prize money for juniors. BB has put together a Grand Prix information document. **AG**

7.2 Coaching

OW squad need a performance coach for training days and trips.
Alan Reed has provisionally been arranged for the training day on 15th March. He may be involved in other training days and trips but may be unavailable for some events in August. EM to liaise with Ally Whike and clarify commitment of professional coaching staff to support OW. **EM**

7.3 Committee 2009 / Scottish Swimming Restructuring / AGM

Proposal for revised structure of Scottish Swimming was not passed at the SASA AGM. Consequently, the proposals to revise the open water committee have not been passed.
BB has prepared a job description for the role of squad/team manager.
DM has prepared a job description for the role of Safety Co-ordinator.
LP to prepare job description for Technical Officials Co-ordinator. **LP**
TD to draft job description for Domestic Events Co-ordinator **TD**
TD to co-ordinate the overall process.

7.4 Scottish National Training Squad and National Team

Christopher Williams declined his place on squad.
Fiona Donald, as reserve, has accepted place.
Scottish OW swimming team Selection Criteria continues as before.
First training day is Sunday 15th March.
Possible events in 2009 for Scottish teams and the development squad include; 1st/2nd Aug - Hoorn, 29th/30th Aug - Tilsburg/Hazewinkel.
Area Institute Selection criteria to be confirmed when nature of the ASA Championships is available.
GB team selections for World Championships and European Junior Championships initially require achievement of times at 800 (women) and 1500 (men) in British Championships.

7.5 GB OW Camp in France

Scottish swimmers will be selected by 27th March.
BB to be the assistant team manager (Scotland) for camp.
BB to liaise with Ally Whike on coach selection. **BB**
BB to contact Elspeth Black to determine if she is interested in a coach's position on the camp. **BB**
TD, BB, Ally Whike will discuss team selection. **TD/BB/AW**

8. Items for Information:

8.1 GB Report – No report

8.2 Regulations - LP, BB, TD will be having a subcommittee meeting later today to discuss revised regulations. Ed Adam has agreed to act as the Editorial Board contact and TD will be the open water contact re: regulations. EM to advise Editorial Board. **LP/BB/TD** **EM**

9. Reports from the Committee:

9.1 West District – LD reported on the date of the West District Championships which will take place on the 8th August; Strathclyde Park.

9.2 East District - ~~was there~~ no report

9.3 Midland District – no report

9.4 North District - BB confirmed that the North District are planning to have a team competing in an overseas event similar to their trip in 2008.

9.5 Technical Officials

LP informed committee of new arrangement for qualification for OW officials and tabled draft copies of workbooks for Judge 1, Judge 2 and Referee.
Referees will still sit a written examination.
LP and Ralph Payne will act as mentors.
TD has passed his referee exam
LD, Margaret Donnelly and others will start OW official training this summer.
LP to join SASA STO committee.

9.5.1 TD and LP to liaise re Scottish OW dates for events and make up calendar for referee cover and safety cover. **TD/LP**

9.5.2 AG may be able to provide Gore-Tex officials jackets to British Swimming. AG to speak with Kirsten Phillips regarding potential conflict with Speedo sponsorship. **AG**

9.5.3 LP will send out updated list of OW officials. **LP**

10. Finance Report:

10.1 Draft budget prepared by BB and was finalised through discussion (see separate sheet).

10.2 Refund from Red Cross should by now be included in Open Water accounts, EM to liaise with SS finance department to ensure this amount is credited to the correct account. **EM**

10.3 TD or AG to arrange payment from East District for costs of Safety cover at **TD/AG**

2008 East District Championships.

10.4 LP to make up list of essential referee items. **LP**

10.5 BB to purchase new Scottish Championship Trophies. **BB**

11. Development Plan: TD agreed the need to revisit the plan and to include it on all future agendas. **TD**

12. Health & Safety:

12.1 DM will be co-opted onto OW committee with responsibility for safety co-ordination.

12.2 TD to contact Dundee Sea Cadets.

12.3 BB to send Health and safety presentation to LP for her to add detail for the referee's briefing. **BB**

12.4 BB to arrange for SASA open water event organisation and health and safety guidelines to be posted on web site. All committee members to review and send comments and suggestions for revisions to DM. **BB**

12.5 AG to provide a copy of Lochore Meadows Risk assessments as examples if requested by event organisers. **AG**

13. A.O.C.B

13.1 TD to contact all District Convenors regarding event licenses and inform them that no district OW event can be held on the same date as the Scottish National OW Championships. **TD**

13.2 Great North Swim will be held on Sept 2009. Nova International may hold a similar event, i.e. Great Scottish swim in 2009/2010.

13.3 Commonwealth Games- discussions are being held at BS/SASA level re inclusion of OW swimming in Commonwealth Games.

14. Date of Next Meeting:

Date: Sunday 10th May
Time: 10.00am
Venue: NSA

cc

Open Water Committee	Ally Whike
President	Richard Gordon
Vice President	Melanie Orr
Board	