

# Open Water Committee Meeting Minutes

Saturday 12 October 2019 at 09:00

Airthrey Castle, Stirling

Les Rodger	LR	District Events Co-ordinator
Kirsty Ewen	KE	National Events Co-ordinator
Richard Collins	RC	Chair (2019) & Team Manager
Jim Gallacher	JG	Safety Officer
Nicole Simpson	NL	West District Convenor
Vicky Taylor	VT	Midland District Convenor
Ralph Payne	RP	Referee/STO Co-ordinator

Item No.	Action
1. <b>Apologies for Absence:</b> Donna Lawrie (DL), Kirsten Geary (KG), Coleen Blair (CB), Sandra Westgate (SW)	
2. <b>Declarations of Interest:</b> NS parent of swimmer. LR parent of official.	
3. <b>Minutes of Meeting of 14<sup>th</sup> April 2019:</b> Proposed KE seconded LR	
4. <b>Matters Arising &amp; Progress of Items on Action List:</b>	
1. <b>CPD modules</b> – funding to be applied for. CB delivering CPD to WD training session 27 October.	RC/CB
2. <b>Improved access to online system for organisers</b> – ND to use online system 2020	DL
3. <b>Ensure information is held in compliance with GDPR</b> – Complete	
4. <b>Enquire of Swim England re: Safety Officer Training</b> – No progress. Safety Cover standard at SE event in August was not as high as for SS events. JG has had conversations with SE, no specific safety officer training available.	RC/KE/JG JG/LR/CB JG/LR/CB
5. <b>Create OW Training Guidance</b> – roll into 2020.	
6. <b>Deliver OW Training Guidance</b> – roll into 2020.	
7. <b>Improve signage (road) for events</b> – Stirling Council will not allow signage for Loch Venachar. No further action can be taken.	
8. <b>Development plan SWOT Analysis &amp; Vision</b> – on hold until just before current plan finishes in 2021	LR
9. <b>Explore other online Event Entry Options to be discussed with Head Office District Convenors to ensure Meet Information for 2020 events is ready by January 2020.</b> Scottish swimming VAT issue being sorted by LR. North – Increase Prices and lose discounts for multiple swims.	NS/VT/KG/DL LR DL
10. <b>Investigate Soft Shells Jackets for STOs from Wright Sport</b> – Soft shells must be purchased from TYR supplier. RC to order.	
11. <b>Investigate Email Address for Non-District Committee Members</b> – Ongoing.	RC JG
12. <b>Safety Officer Training Date to Be Set</b> – Also date for J1 training for Step Rock and DCA.	LR/JG
13. <b>Purchase of District Flags for District Events</b> – Districts to buy their own flags for next season if they have not already ordered them.	NS/VT/KG
14. <b>Social Media Training</b> – LR to investigate whether there is an online option for this training.	LR
15. <b>Investigate OW Events in Europe</b> – Calendar not released yet. RC on the case.	

5. **Correspondence** RC  
None brought forward at this point in the meeting (see 12).
6. **Team Squad Camp Cyprus** RC  
Cyprus camp was cancelled due to Thomas Cook's bankruptcy. RC currently working to recover full refund and will meet with SS office. Money will be reimbursed to Districts and Swimmers. RC looking at alternative European OW events taking place in May/June/July 2020.
7. **Governance** LR  
It was agreed that the current Event guidance would be updated to provide swimmers with information on what to expect at registration at a SS event e.g. nails check (see 12).
8. **Development Plan** LR  
It was agreed that there was currently no need for a formal development plan review, and that any development ideas could be considered throughout the season, ready to add to the 2021 plan.
9. **Committee Structure 2020** KE  
RC's three roles of Chairman, TM and Head Coach were discussed. It was agreed that a Head Coach role was not really required at the present time (coaches can be co-opted if needed) and that the current committee structure should stay in place. KE informed the meeting that the ND is running an OWUK CC Level 2 course in their district. KE to keep the committee updated.
- District Convenors to recruit/refresh OW committees if possible, to help share the workload and assist with succession planning (and involve YVP if poss.). NS/KG/VT/DL
- The possibility of adding a safety module to compliment the STO qualification was discussed. RC is happy to review content. RC
10. **Nomination for Specialist Committee Positions 2020**
- The following positions were nominated:  
Chairman – Richard Collins  
District Events Coordinator – Les Rodger  
Safety Officer – Jim Gallacher  
National Events Coordinator – Kirsty Ewen  
STO Co-ordinator – Ralph Payne  
Head Coach – position removed  
TM – Richard Collins (KE happy to help)  
Co-opt – Sandra Westgate
11. **Review of District Events 2019** KG/LR
- East* - LR gave an overview of the ED post-event survey citing that 93% of respondents awarded the event 3 or 4 stars. It was agreed that it would be great if a standard questionnaire could be developed to go out after every 2020 OW event.
- Midland* – event ran well.
- North* – event ran well, entries to go online for 2020.
- West* – it was requested that some of the prizes are handed out at a lunchtime ceremony to cut time at the end of the day and allow swimmers to leave when finished. Prizes could be handed by volunteers once results received. It was agreed

that WDOWN should consider moving to a more central location to facilitate access for competitors and safety crew.

General – It was agreed that the Meet organiser should be introduced at the beginning of the briefing sessions to identify them to the swimmers/attendees.

KE

SNOWS – Two masters swimmers have requested that an extra age category be incorporated at the higher end, KE will introduce next year. SNOWS has now outgrown Loch Venachar as a venue. The challenge event didn't attract many entries.

*Challenge Events* – SNOWS will still run a challenge event. Other districts can run their shorter distance non-grand prix events as full district events.

*Safety* – It was noted that at a couple of events there were more kayakers than required. Cammy Clark was SO at West District. Kayakers are setting up their own club because they will be attending other OW events as well as SS Grand Prix events. It was noted that a swimmer in the 10km in 18 degree water became hypothermic whilst wearing a wetsuit and was unable to put up their hand. JG suggested that dates are given to first aid suppliers early in 2020 to ensure that bookings are secured.

JG

LR/RP

Officials – More volunteers to train as OW officials are needed. Step Rock ASC want to run a course. Dates need to be agreed for courses in all districts.

12.

## Plans for 2020

*Entry system* - All districts to use SS's Azolve entry system.

SNOWS - SNOWS has outgrown Loch Venachar and will be re-located to Lochore Meadows in 2020. Briefings in Lochore Meadows cafe will require a microphone and the 10km will include a feeding station (add details to meet information). SNOWS will now become the last event in the SS OW Grand Prix calendar, and trophies and cheques will be presented at the event. It was agreed that this event should be re-branded as the: Scottish Open Water Cup. Removing the Challenge event and moving relays to Sunday were considered. Fees to stay the same

RC discussed the appetite for a British Championships. Swim Wales are interested in hosting this event but want to run it as a mass participation event. It was agreed that with the relocation of SNOWS for 2020, it would be possible for it to become a profile event ready to potentially host the British OW Championships in 2021 (funded by British Swimming). This event could potentially attract more overseas competitors. RC to contact Ewan at British Swimming to discuss further.

RC

*District Events including Swim England Qualifier* – East District to remain at Lochore Meadows and will include the 200m events. Midland District to remain at Monikie Country Park and will continue to be the Swim England qualifier. North District is considering Loch Insh as a new venue because the event has outgrown Loch Morlich. West District will re-locate to Loch Venachar so that the event is more central. NS to liaise with KE to get contacts for the sailing club and accommodation.

DL/CB/JG

*Challenge events* – there will be no District challenge events in 2020, all shorter events will be full district events.

NS/KE

*Kit* – RC informed the meeting that Fiona Rodger had written to resign from her position of managing the competitors' numbered hats for every District event from 2021. Fiona stated that she would be happy to continue with this role for SNOWS, but would like each District Convenor to take responsibility for assigning the hats and

managing their distribution and collection at their event.

NS/DL/KG/VT

RC proposed that rather than each District purchasing its own set of hats, that each District convenor should collect the hats in, dry them and pass them on to the next District event. There would still be a separate hats for SNOWs. He suggested that the bin bags still be purchased centrally, but that there would need to be an increase in the annual District fee to cover costs of bin bags, markers and replacement caps. LR to ask Fiona whether she would still be willing to produce the laminated entrants' lists. LR to check with Fiona how many pens, caps and bags would need to be purchased for each season and request that she attends a committee meeting prior to the start of the season to brief the convenors.

LR

RC to arrange purchase of a thank you gift from the committee and ensure that it is presented to Fiona.

RC

*Dates for 2020 Events (provisional):*

East District – 23 May 2020, Lochore Meadows

Midland District – 13<sup>th</sup> June 2020, Monikie

North District – 4 July 2020, Loch Insh?

West District – 15 August 2020, Loch Venachar

SNOWs – 29/30<sup>th</sup> August 2020, Lochore Meadows

*Team/Squad* – Cyprus camp was cancelled. RC suggested holding a pool-based training day in Jan/Feb 2020 at Rosyth for 25-30 swimmers. The day would include land training and educational sessions. RC is currently in discussions with the facility to arrange a potential date.

RC

RC would like to increase the numbers of Scottish swimmers participating in Majorca BEST Fest 2020 and take more support staff. RC to discuss possibilities with Ally White.

RC

*Kit* – JG had a small list of items to be purchased for 2020 season. NS to retrieve the box of carabiners from Loch Ken. RC to confirm costs and secure budget for purchasing electronic timing gantry.

RC/NS/JG

*Safety* – Kayakers are forming their own club. It was raised that a substantial cash payment was being handed out to the paddlers at each event, and that once the club is up and running that it would be preferable for the kayaking club to officially invoice the organiser of each event. JG to speak to kayakers re: ensuring that those assisting at SS events are of a Scottish Canoeing Association 2 star rating standard minimum.

JG

The PVG status of Safety Officer, RLSS operatives and other event helpers was raised. KE to speak to Lindsay Booth at SS to discover whether which event volunteers require to be checked, and potentially invite her to brief the committee at the next meeting.

KE

*Officials* – LR raised the suggestion of splitting OWTK from OWJ1 qualification. This was discussed and it was agreed that this could attract more volunteers but OWJ1 and OWJ2 should remain as separate qualifications.

### 13. **Dates for Committee Meetings 2020**

1 February, 2020 – Stirling

25 April, 2020 – Stirling

3 July, 2020 – Loch Insh?

12 September – Stirling

**14. A.O.C.B.**

Fees for Grand Prix (£150) and Azolve (£70) will be deducted direct from event entry fees in 2020.