

Open Water Committee Meeting Minutes

Saturday 13th April 2019 at 10:00
Stirling Court Hotel, Stirling

Les Rodger	LR	East District
Jim Gallacher	JG	Safety Co-ordinator
Kirsty Ewen	KE	Domestic Events Co-ordinator
Richard Collins	RC	Chair (2019) & Team Manager
Nicole Simpson	NS	West District Convenor
Donna Lawrie	DL	North District Convenor
Vicky Taylor	VT	Midland District Convenor
Kirsten Geary	KG	East District Convenor
Colleen Blair	CB	Scottish Swimming
Sandra Westgate	SW	Volunteer Co-ordinator
Ralph Payne	RP	Referee
Cammy Clark	CC	Safety
Linda McCutchen	LM	OWR
Anthony Coia	AC	OWR

The meeting was therefore quorate.

Item No.	Action
1. Apologies for Absence: None	
2. Declarations of Interest: DL, KG and NS parents of swimmers. LR parent of official.	
3. Minutes of Meeting of 2nd February 2019: Proposed SW seconded NS, minutes accepted without dissent.	
4. Matters Arising & Progress of Items on Action List:	
1. CPD budget – approved.	
2. Improved access to online system for organisers – ED up & running, MidD in progress, ND to run manually, WD to put entries online too. District organisers to emphasise that entrants must use their own login to Azolve.	KG/VT/ DL/NS
3. Ensure information is held in compliance with GDPR – Old data has been deleted. JG to investigate purchasing a domain for non-District OW committee members to use (See 21).	JG
4. In depth review of Events Guidance for 2019 – LR and JG reviewed. JG requested amendment to 2.3.3: remove references to “St John’s Ambulance and Red Cross” and insert “suitably qualified First Aid organisation” instead. CB to email RLSS as a courtesy to ensure that they are happy for SS to reference SHOUT document in SS documents.	RC/LR JG CB
6. Enquire of Swim England re intent re Safety Officer training – LR has been invited by Swim England to provide SO training but Swim England is not willing to cover travel expenses.	LR

- 9. Improve signage (road) for events** – SS marketing have asked that SS signage is only displayed at National Events. KE to contact local council to ensure that they give their approval for temporary event signposting to be displayed at SNOWS. If Council approves, CB to discuss with SS marketing and order signage. RC to investigate the cost of producing new OW flag banners that incorporate all four districts to be displayed in place of SS flag banners at District events. **KE/CB**
- 10. Development plan SWOT Analysis & Vision to be circulated prior to first meeting** – action carried forward to next meeting. **ALL**
- 12. Online Entry System** - Azolve selected as online entry option for ED, MD and WD. **RC**
- 13. Electronic Timing** – Not possible to deliver at ED event due to lack of availability of Paul Kendall, but it will be piloted at SNOWS. Swimmers need to have extra time to get wristband chips on and ensure that they know how to use them properly.
- 14. Small increase in fees for SNOWS Head Office** – approved.
- 15. Investigate Portable equipment for commentary at events** – Equipment purchased by RC. Robert Taylor to commentate at all Grand Prix events. Event organisers to send list of competitors to RT prior to all events to allow him to prepare background information. **KG/VT/DL/NS**
- 16. National Co-Ord to contact Mr Nairns Ref cost and potential of using Loch Lomond for SNOWS** – Update required. **KE**
- 18. Investigate Soft Shells Jackets for STOs from Wright Sport** – SW provided costings for navy soft shell jackets from Wright Sport. It was agreed that a brighter colour (yellow) would ensure that officials and helpers are more visible/identifiable. SW to investigate whether WS can supply similar jackets in yellow and report to RC asap. CB raised that TYR are SS's partner supplier and asked if SW could enquire whether a TYR equivalent jacket is available. **SW**
- 19. Purchase Laptop & projector for Chairman/Events.** RC has purchased laptop. For 2019 projector to be borrowed from Head Office with a view to purchasing one from 2020 budget.
- 20. Order Polo shirts for officials.** LR has ordered from SS. **RC**
- 21. Investigate Email Address for Non District Committee Members** – See 3. **LR**
JG
- 5. Safety:**
JG outlined the safety cover and First Aid provision that has been booked for each District event.
- East:
Saturday 1st June. Morning events (200m Fly, 200m Breast, 200m Freestyle) will be swum in heats – 4 swimmers per heat. JG specified 2 paddlers required for these events and a turn judge at the buoys. Safety boats – 1 from OWR (OWR driver and crew), 1 from Centre (centre driver and OWR crew), and 1 from OWR for Referee's boat/turn judge boat in the morning. Paddlers: CC to organise 2 in the morning and 7 in the afternoon. Paddlers to be paid £30 per half day, £60 per full day plus fuel expenses to those that drive. JG requested that all District convenors get a cash float from their Treasurers. First aid – Burnside. **KG/CC/JG/OWR**
- Midland:
Saturday 15th June at Monika Country Park. Venue supplying boats. First Aid – First Active (n.b. JG to forward invoice to VT because a 50% deposit is required). OWR to supply 1 boat. CC to arrange 5 or 6 paddlers. **JG/VT/OWR**

North:

Saturday 20th July at Loch Morlich. DL raised that there were too many paddlers at the 2018 event. CC to supply 6 paddlers and DL to provide 6 paddlers.

DL/CC/
OWR

SNOWS:

Saturday 10th and Sunday 11th August at Loch Venachar. CC confirmed 11 paddlers for the 10th and 9 paddlers for the 11th. Boats will be used from Loch Venachar. 4 boats in total. OWR will supply and man 2 boats. Centre will provide driver for referee's boat and 1 other driver for second officials' boat. RP raised that turn judges should be at situated at the 3 turns for the 10K.

West:

Saturday 31st August at Loch Ken. 3 boats on the water. OWR to supply 1 boat and crew. 1 safety boat from the centre (with centre driver), 1 referee boat from the centre (with centre driver). CC volunteered to be safety officer for the event. CC to supply 6/7 paddlers, centre to supply 6 paddlers. First Aid: Burnside.

NS/
OWR

Open Water Rescue Presentation:

AC from OWR gave a presentation outlining the background, role and key personnel of the Open Water Rescue organisation to the committee. RP and JG thanked OWR for their presentation, and said that the OWR's involvement in SS OW events has helped to ensure that all our events are delivered safely.

6. Technical Officials:

LR noted that British Swimming is seeking an Open Water representative for the UK.

LR

JG to run safety officer training course (including CC). Date TBC.

JG

STOC committee met last week and asked for training dates for OW so that they can promote and publicise the courses.

RC to check with Stirling University whether the water quality is suitable for OW training.

RC

It was agreed that a J1 STO training module will be run at the ED Event on June 1st in the morning (delivered by RP and LR). CB to put on HIVE and also on SS Facebook page.

RP/LR
CB

7. Event Branding:

KE met with Lindsay Lewis from SS to discuss branding for OW events. Lindsay specified that SS event branding can only be displayed at SS National Events and asked that all Districts brand their own events.

LR stated that District budgets have already been set without taking these additional branding costs into account. SS/RC suggested that the OW Committee looked to provide some combined District OW Branded flags and banners for the SS Grand Prix events when the new budgets are set either with a contribution from each District or centrally funded. CB to inform SS.

RC/LR

CB

8. Other Event of Interest (Outside Scottish Swimming):

- | | |
|-----------------------------------|-------------|
| a. Great North Swim | (9 Jun 19) |
| b. Swim England Champs | (5 Aug 19) |
| c. Great Scottish Swim | Cancelled |
| d. Loch Lomond Triathlons & Swims | (24 Aug 19) |
| e. Loch Lomond – Go Swim | (7 Sept 19) |

RC will attend a. & b. CB to speak to Richard Pearson (Go Swim) to discover what infrastructure is brought in to run the Loch Lomond events, with a view to investigating whether it might be viable to run a SNOWS there in the future. **CB**

LR informed the meeting that Forth Ports had specified that the Queensferry Crossing event should be run in accordance with SS Event Safety Guidelines. LR to ask Forbes Dunlop whether SS should consider taking on a regulatory role in OW swimming. **LR**

9. Domestic Events 2019:

Safety covered under 5.. All convenors to ensure that they email helpers to request their assistance at the domestic events. **KG/VT/DL/NS**

Convenors asked committee members to confirm which District events they would be attending in 2019.

SNOWS:

KE informed the meeting that Lindsay Lewis from SS had suggested that she procured a large marquis for the event safety briefing and prize giving because the sailing club could become too overcrowded. RC to check whether there are a couple of available field tents from the Royal Marines that could be used at SNOWS 2019 with a view to purchasing a suitable marquis out of next year's budget. **KE/RC**

10. National Squad/Team:

Mallorca Update:

RC informed the group that 4 swimmers have been selected by SS for Mallorca by Ally White. RC is waiting to hear whether all 4 swimmers have accepted their selection. **RC**

Cyprus Update:

It was agreed that RC will select up to 8 swimmers to attend Cyprus this year. RC to book accommodation. Districts are to contribute £150 per swimmer. RC emphasised that he would like the swimmers to wear Scotland team kit to ensure that they look professional (bags, t-shirts, hoodies, shorts etc.) which has a cost implication. Therefore, RC proposed to select the team early to ensure that there is time to procure kit prior to the event. **RC**

11. A.O.C.B.

JG to meet with LR to carry out pre season kit check. **JG/LR**

JG to provide a date for Safety Officer Training to LR. **JG/LR**

RC requested that OW Committee expense forms are submitted directly to him prior to attending a committee meeting. **All**

12. Date of Next Meeting.

Friday 19th July at North District Event Venue.

Meeting closed at 14:45.

Next Committee Meeting: Friday 19th July, Loch Morlich