**CDPP Mtg -Wilts County SC**

Minutes of the CDPP Meeting held on Friday 24th June at Ridgeway School at 7pm

Present:

A Ryczanowski, Mrs S Yeoman, Mrs L Leffers, Mrs J Hart, R Hart, R Smith, N Butler, Mrs M Greenan, Mrs D Lee, Mrs L Osman.

Apologies: Received from – G Pearce, P Robbins, Ms R Smith, Mrs S Bailey

22/1 A Ryczanowski was elected as Chairman.

22.2 There were no minutes of the last meeting as these were from 2020 and now out of date. No outstanding issues.

22.3 Wash Up Meeting –

**Wiltshire County Events Team Wash-up Meeting -**21 April 2022

**Present**: Gary French, Rob Hart, Michele Trevithick, Sandra Yeoman, Lisa Osman, Diane Lee.

It was noted that the minutes from the Coaches meeting had been circulated prior to the meeting and that they felt that the Events team had done a good job on delivering the County Championship and Age Group competitions. It was disappointing that members from the Event team had not been invited to attend this meeting, as they had done in the past, and would have been able to answer some of the matters discussed. They will request to be invited in the future.

Apologies for absence

None Recorded as full team in attendance.

Medals

It was noted that there had been a continuity problem as medal distribution had been shared between all the clubs. It was recommended that Tigersharks take over this job next year.

A complaint had been made regarding the removal of the 4th-6th place championship medals. This decision had been made because of reduced numbers competing as well as keeping losses to a minimum.

Officials

It was noted that following Richard Moorhouse’s unavailability Andy Ryczanowski had been appointed a lead referee along with Paul Robbins, Gary French and Dave Jones. It was agreed that this appointment would continue.

It was reported that the new software system worked well and enabled changes to be made more easily. Officials had been slow initially to sign up and there had been significant drop outs as the dates approached. However, there were plenty of officials especially Referees to meet the licence requirements. There was lots of mentoring to try and get more officials qualified.

A complaint had been made from Salisbury regarding a disqualification. They claimed that they had irrefutable video evidence, but this was not raised appropriately, video evidence is inadmissible and there was no reference to either the swimmer, the event or the session.

Pool Bookings

Bookings at the Link Centre had changed significantly following the pandemic with only 1 weekend permitted each month and a reduction in time of 5 hours over the 2 days. Permission was sought and granted from Swim England to allow us to go into March to complete the Championships and Age Groups.

The distance event at Salisbury had to be postponed because of Covid. It was agreed to try to reschedule at Salisbury. A date was found within the allocated competition timeframe, but Salisbury club refused to give up their water time, so the event was rescheduled at the Link. Custom and practice has it that County events have precedence over club and the Swindon Clubs have given up their water time for years so this needs to be looked at if events are to be run at Salisbury in the future.

Booking Salisbury pool is very difficult as they do not answer the phone but with persistence they do tend to respond to emails. It was agreed that a meeting should be set up with Salisbury pool and Salisbury stingrays to discuss what was possible in the future.

Marlborough College was contacted about availability to facilitate the rescheduled distance event but was already fully booked. They need to be contacted early to ensure the booking.

Looking ahead we may have to look outside the box re planning next year’s competition.

Deck ManagerThe 2 test meets run by Tigersharks were invaluable in setting out how best to run the events under ever changing Covid regulations. Jobs were given to all clubs in an attempt to allow some parents to watch their children. Unexpectedly we struggled with volunteers but did manage to cover everything.

We need to work through with the centres how we reintroduce ( or not) spectators into the equation and this has been set up to take place in September as we embark on the new competition season.

A new team of announcers was produced who did a great job and should be around for some time.

There was a problem with missing windows at the deep end of the pool requiring some reallocation of seating and non use of 2 bays. These windows will be replaced by Perspex and the centre has it in hand.

There were a few grumpy parents but the majority understood that we were doing the best for the swimmers. A Salisbury parent was abusive to the Decklevel Manager and this was reported to the Salisbury team staff immediately. The following day the Day of meet manager contacted the Salisbury Coach and by return he confirmed the Course of action the Club were going to take. He then confirmed that the action had taken place and we were satisfied with the action taken.

IT

It was noted that the sessions needed to be separate as the system cant cope with it otherwise.

Results posting was a success and enabled parents to keep up with what the competition.

Some problems with the timing operatives were sorted by the IT manager to use best practice.

The question of live streaming could cause safeguarding issues, as well as the cost.

Day of meet Manager

Generally all ran well but problem on the last afternoon in boys changing rooms when tiles fell off the walls. Agreed to remind all swimmers of the expected behaviour – should be in their club code of conduct.

Role of the event team is operational and not sure that their roles are fully understood. A revisit of the job descriptions was recommended and then to be adopted at the next CDDP meeting.

Agreed to reconvene on 3 May at Wroughton .

Meeting 2 - 3 May 2022.

All present with apologies received from Michele Trevithick.

Event team duties and responsibilities updated and agreed to be distributed at next CDDP Meeting.

Agreed to complete documentation regarding process as an aide memoir to clubs.

Agreed to look at all conditions in June as many changes had to be made to be covid compliant.

The event team are recommending the addition of the following condition to the CDDP committee

“ In the interest of the sport, in cases of extenuating circumstances the Day of Meet director, IT Director and a Past President from the Event team shall decide if the swimmer is eligible to compete. A majority decision shall be final”

It was agreed to start examining venues and dates for 2023 including existing venues within the County ( Link, Salisbury and Marlborough College) as well as Winchester and Hengrove.

It was agreed that additional swims requested on the day would need to be paid for at the time the entry was accepted.

\It was agreed that the Event team would meet up on a more regular basis commencing in June to specifically review the conditions.

There being no further business to discuss the meeting closed at 9.15 pm

Event Team Meeting 3 Minutes of meeting held on 21 June 2022

Present : Gary French, Robert Hart, Lisa Osman, Sandra Yeoman, Diane Lee and Geoff Pearce( Hon Treasurer)

Apologies: Michele Trevithick

Following on from the first 2 meetings it was agreed to look towards 2023 and put some recommendations forward in terms of dates, venues, costs, etc.

Dates: 14/15 January Salisbury Age Group Competition

21/22 January Link Age Group(Sat}/Championships (Sun)

28 January Marlborough 800

29 January Link Championships {evening, eg 4-8}

4/5 February Link Championships

11 February Link 1500 ( evening)

NB it has been rumoured that the distance events are going to revert to 1500 for male and 800 for female although no confirmation of the change for 2023.

Spectators/Swimmers

Provision for about 180 spectators at Salisbury and will enable parents of the younger swimmers opportunity to watch their children race.

Recommended to use 1 bay for spectators at the Link with parents alternating in and out .

Suggested, in consultation with the County Treasurer, that entry fees should be £6.50 per event and £8.50 for the distance. Spectator fees at Salisbury were suggested to be £7 all day or £4 per session. Likewise at the Link , entry would be £2 per session and no charge for entry to the Distance events.

Presentations/Medals

Opinion divided on reinstating presentations but until time lines produced cannot confirm that there will be enough time to do this. Recommended that 4-6 medals be discontinued and that we continue to provide medals with ribbons for the Age groups.

Live Streaming

Rob to look into this with Nick and produce costs.

Food

Will be reinstated in 2023. Salisbury café due to come back online in September. New arrangements will need to be investigated for the Link

Timing Contracts

Noted that these had now expired but County Treasurer confirmed a Finance meeting where the matter would be resolved.

Time Lines

Now venues and times have been recommended, time lines will be produced by Friday.

Meeting closed at 8.42pm

22/4 All proposals from the wash up meetings were accepted with the exception of 4th – 6th medals. The meeting agreed to re-instate these, to be handed out with plaques.

22/5Dates.

Accepted with the suggestion of reversing the 28th and the 29th January. Dependant on Marlborough being available on the 29th.

22/6 Event Time Lines.

Copies of the work sheets which contained Time Lines were issued to the delegates for reference

22/6 Qualifying Times.

The committee was reminded that Qualifying times were the remit of the CDDP Committee. R.Smith had produced a draft set of times to be considered. It was agreed that SY and RS would meet to go through the times.

22/7 Calendar now able to go on website.

22/8 League programme needs to be discussed post-Covid. D.Lee to call a management meeting.

22/9 It was agreed that the Event Team , less M.Tevithick would meet in July to produce the Conditions for 2023.

22/10 Development Gala at Salisbury. This would not run in 2020 but a provisional date for 2023 has been pencilled in on the 16th /17th September.

22/11 **Wilts County Swimming Association Competition Event Team**

I have been asked to prepare a paper on the Event Team, which is a working group which sits under the CDDP Committee. The job specs and post holders are listed below.

It is an OPERATIONAL group. All the detaiL is approved by the CDDP IN June/early July to coincide with the SW Region Swimming Committee (this year on the 29th June) There is liaison prior to the CDDP meeting as the the bones start to be coming together we need to ensure that the proposals will actually work.

This year by Fridays CDDP Meeting we will have had a Wash up meeting for 2021 and two planning meetings for next year.

Once approved and also passed by the Executive or Management Committee then all the role-holder can go off and work to deliver their part of the brief. All are equal participants with no elected “chief”. Once we are on site for the event, the Lead Referee also comes on board to deal with any issues on the day which means we have to deviate from the brief. This should be done by consensus of the whole team.

We have been working this system since 2021 and it works. At the time we followed the way National Events were expedited. We have also been lucky that most of the job holders have been doing the job since that time , so continuity has been seamless.

We did have lots of issues last year where people were grumbling and accusing the Events Team for not doing , all sorts of things, none of which came within our remit for operational issues. Hence the request that I tried to explain our role and how it is achieved. Hopefully the notes and detail below will improve clarity.

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| **Meet Director**  **Gary French** | -Explore availability of pool/dates  -Book pool and associated facilities eg rooms  -Apply for licences  -Meet Conditions and Entry Pack to Licensing Officier  -Book Timing and PA Equipment  -Hire of photocopying equipment if required. |
| **Day of Meet Director**  **Diane Lee** | -Between entry date and event receive any matter that needs resolution and resolve with Meet Director, IT Director and any other member of the Competition Event Team as appropriate  - Liaise with all job holders on day  -Liase with pool staff and providers of Timing and PA equipment  -Resolve any issues on day with relevant job holders, coaches swimmers etc  -Responsible for the flow of information between office and pool  -Meet and greet with guests |
| **IT Director**  **Rob Hart** | -All meet manager work on computer (Not Sportsystems specific)  -Generate paper and e format files  -Receive and process competition entries with the Summer League Sec  -Produce draft programme, distribute to club contacts and media  Equipment for events including slips  On day heat sheets and recording  Appoint Secretariat  With Secretariat produce results via paper and media |
| **Deck Manager**  **Lisa Osman** | -Responsible for pool hall  -Clubs job allocation  -Coach allocation and pool passes  - Designated for seating areas for guests, heat seating  -Spectators( if being admitted) seating plans and ticketing if deemed necessary  -Seating plan for Coaches and swimmers  -Provide water for officials/staff  -Arrange notices as necessary  -Produce Safety Reps sheets  -Appointment of of announcers  -Arrange VIP escort |
| **Lead Referee - 0n day** | -Allocation of officials  -Pool check for safety of equipment  -Health and Safety requirements  -Liaiise with Safety Rep |
| **Officials Secretary**  **Michelle Trevithick** | -Recruit and appoint officials  -Liaise with Technical Director |
| **Presentation and Awards Manager**  **Sandra Yeoman** | -Order stock annually and produce on day  -Arranger presenters  -Liaise with lead for music on content  -Provide presentation scripts for announcers |
| **Presentation Director** | -Post not currently being actioned. |

22/12 Condition Change

Addition to Conditions- 1

“ e) In the interest of the Sport, in cases of extenuating circumstances Day of Meet Director, IT Director and a Past President from the Event Team shall decide if the swimmer is eligible to compete. Their decision shall be final.” Agreed

22/13

There was some debate on whether we should remain with Sportsystems or move to Hightek. To be revisited at the next meeting.

22/14

Wiltshire rep at SW Region Swimming Committee. S.Yeoman nominated, no other nominations. Agreed.