Minutes of the Meeting held on Saturday 20th May 2017 at Penrith Leisure Centre

Present – Martin Tickner, Keith Chisholm, Graham Pearson, Lesley Capstick, Mark Ralph

Apologies for Absence – Paul Messenger

This meeting was arranged to discuss the 2018 Cumbria Age Groups and County Championships. Decisions were taken based on feedback from the 2017 championships and the results of the subsequent survey.

1. It was agreed to select two venues, one in the south of the County and one in the north/west of the county. Venue 1 for 2018 will be Carlisle and Venue 2 for 2018 will be Kendal.
2. The dates will be 27th/28th January at Carlisle and 3rd/4th February at Kendal (due to the availability of Ian Proud). These dates avoid a clash with half term and are within the relevant time period.
3. Session 1 will be the 800m and 1500m freestyle events and Session 2 will be relays i.e. boys and girls 10-12, 13-14, 15/over (age groups) and junior and open (CC events). All relays will be HDW. Sessions 3-8 will include the same individual events and finals as 2017. **The order of events will be subject of further discussion by** **a sub-committee**
4. There will be Junior winners for all 34 events (not just the current 10). This will involve an additional 72 medals per year
5. There will be no programme on the day. A final programme for each session will be advertised on the Cumbria ASA website 48 hours prior to the event. Start sheets will be made available to purchase on the day.
6. Wristbands will be used for spectators.
7. Entry fees will be £3 per session or £5 for a whole day, concessions at £1.50 per session. **A cost analysis will be necessary**
8. Wristbands will be used for coaches passes who must also possess a CRB certificate
9. Each club will have ownership of their lane for warm up purposes **Delete this item**
10. Lunches will be provided for officials
11. Host clubs will be permitted to have cake/food stalls
12. Swimshop to be organised **to provide hoodies and t shirts**
13. Competitor Stewards to have logoed tabards and this may extend to results service staff and gala MC
14. Number of coaches**/poolside assistants** on poolside – up to 16 swimmers, 1 of each sex, up to 32 swimmers x 4, up to 40 swimmers x 5 and up to 48 swimmers x 6
15. Age group badges to be collected and County medals (including junior medals) to be presented
16. **Keith to have a look at the boys 50m freestyle qualifying times**

List of relevant jobs. Roles to be delegated by presumed owner as below: (Applicable for County Championships and Winter Meet)

Cumbria ASA shown as CUM (these duties to be delegated to participating clubs), Championship Secretary - CS, Host Club – HC, Keith Chisholm - KC

Management of entry files – (KC)

Sportsystems on day of competition – Kendal to ask Gary Jones and Mark Ralph. Carlisle to ask Mike Scales and Keith Chisholm

Gala MC – CUM to organise including job description. **Gala MC** **needs to be from host club**

Heat Start Sheets – CUM

Coaches **Wristbands** – CUM

Door/Raffle/Float – (**CUM**)

**Water** – HC

Announcer/Safety Announcement – CUM

Competitor Stewards – **CUM**

Points and Junior Champions – CUM

Warm up arrangements – CUM

Running Order of events/results announcements for CC finals - CUM

Promoters Conditions – KC

Meet Licence - KC

Referees Report CS

Trophies – CS

Presentations – CUM

Return of meet file to KC – Kendal and Carlisle (if needed)

Results to Rankings – KC

Organising Officials – CS

Setting up pool – HC

Lunches – HC

Posting programme on website – KC

Purchase of wristbands – KC

Enforcing **poolside helpers** **wristbands** – Gala MC

Control of tabards – Gala MC

Purchase of appropriate tabards - CUM

Swimshop – CUM

Arrange pool hire – CUM

Results runners – **CUM**

Changing room supervision – gala MC/all clubs

Liaison with pool management – Gala MC

Operation of timing systems – Carlisle and Ian Proud

All technical officials must wear white polo shirts as a minimum and white trousers/skirt as appropriate. **Leniency will be given for J1 trainees but there must be no baseball caps or flip flops.**