Minutes of a Meeting of the London Trampolining Committee held at Harlington Sports Centre, Pinkwell Lane, Harlington, Middlesex, on Wednesday, 3 December 2014 at 7.30pm.

Present:
John Wotherspoon (JW), Linda Lawrie (LL), Andrew Freeman (AF), Christine Geary (CG), Bal Dowrich (BD), and Andrew Wood (AW).

1. Apologies for absence were received from Sabrina Dunn (SD), Kirsty Sweet (KS), Melissa Chaudhry (MC), and Marian Wood (MW).

2. Minutes of the Meetings were confirmed as follows:
   (a) Minutes of the Meeting held on Wednesday, 17 September 2014 were confirmed and signed as a true record.
   (b) Minutes for the London Gymnastics website of Wednesday, 17 September 2014 were confirmed and agreed.
   (c) Minutes of the Meeting held on Wednesday, 15 October 2014, are awaited.

3. Matters arising on the Minutes of Meeting held on 17 September 2014:
   3.1 KS has organised the banner, the use of which will commence in March 2015.
   3.2 JW confirmed that the London website would cease by Christmas 2014.
   3.3 JW circulated the Committee Procedures and Regulations Policy document to Committee members.
   3.4 CG circulated current job descriptions to Committee members.
   3.5 BD organised t-shirts for the Regional Finals.
   3.6 AF will provide a report covering all aspects of communications for London Trampolining.

4. Officer Reports
   (a) Chair: JW submitted a report prior to the meeting:

   **Management committee notes.**
   - Agreed that review of awards criteria, format and evening is needed (next JTC meeting)
   - Dave Balmer will be stepping down as Regional Treasurer by July 2015
   - Electronic Scoring System - £6k would be diverted to assist with using the GymData electronic scoring system for a major competition for each discipline. Recommendation that it should be regional qualifiers. Acro in agreement.
   - Additional to the scoring system would be setting up a judge’s portal and volunteer’s portal.

   **JTC Minutes.**
   1) Excellence Programme - Events
   Agreed that we are working towards a framework for events that the various TC’s can use to provide a high quality event.
   2) Budgets/Development Plans for the next 3 years starting January 2015
   3) Strengthen our Brand
   - **Adidas clothing** branded with London Gymnastics via the Elite website will be available to buy.
     Blue jackets only for the Management and TC officials that want them. They will not replace the existing regional tracksuits for gymnasts and coaches. Red and black garments are available for clubs, gymnasts
and coaches to purchase.

- **Branded Table Runners** – samples shown and agreed that a minimum of 2 would be used at all competitions. Following discussion agreed that:
  
  Agreed that the individual requirements of TC’s could mean that the format of the runners could be changed but the design integrity would be paramount.

- **Regional Uniform** – Discussion about the style and type of the current uniform and it was agreed that this would be brought to the next meeting and if anyone had samples of suggested new uniform to bring this to the meeting. A subcommittee for uniforms would be arranged.

  It was emphasised that any team representing the region at a National competition must wear the regional uniform. Gymnasts to bear the costs

**4) Standardised paperwork**, forms etc.

- **Standardised Work Plans** for Regional Competitions
- **Standardised information to parents** to be produced
- **Feedback forms/ Surveys** for after competitions to be sent to coaches/judges.

**5) Think Future**

- When purchasing technology the bulk purchasing power of London Gymnastics as a whole should be utilised
- Judges – How to make them feel welcome and valued. Working party to be set up
- Level 1 and level 2 will remain UKCC
- Level 3 will revert to BG with the following changes:
  - Generic Course will reduce to 2 day with online modules to back it up.
  - Length of course will be reduced
  - Cost of course should be reduced.
  - Structure, time and cost of ULCC level 3 courses proving to be a barrier to up-skilling
  - BG to conduct comprehensive review of UKCC level 3 course, assessment and structure - this may take 6 months
  - No new level 3 courses to be run till changes completed.
  - As part of the review BG also considering a standardised approach to assessment of the tech module
  - Those learners who have already completed the qualification will continue to hold a valid UKCC Level 3 qualification
  - Learners who undertook the pilot course will be required to complete their UKCC assessment as originally intended, due to their registration period expiring at the end of March 2015
  - Learners who have, or are in the process of completing their theory course will be provided with a choice of how they wish to continue – either to complete the existing UKCC qualification, or to await the conclusion of the review and undertake the revised assessment (the process of which is yet to be finalised)

**6) Proposal** to move the AGM to follow one of the GfA competitions in June 2015

Each TC will organise their own technical Assembly no more than 8 weeks before the AGM. Suggestion that this should be after a competition.

**7) Events on the website** – all TC’s to ensure that all competitions are entered onto the website including judging courses. Information to be sent to Catherine Bates

**8) On-line payment for competitions** will be by credit or debit card. No BACCS payments allowed. The GfA competition with its large entry will be the sounding board. PayPal is being investigated.
4.1 The Regional uniform was discussed and London Gymnastics actions noted.
4.2 The bulk purchasing power of London Gymnastics was noted.
4.3 British Gymnastics' comprehensive review of UKCC level 3 courses was welcomed.
4.4 JW will abstain on any vote regarding the possible move of the AGM to follow one of the GfA competitions in June 2015.
4.5 London Trampolining will utilise the online payment for competitions, once the system has proved to be robust.

(b) Secretary: nothing to report.

(c) Competitions: BD submitted a report prior to the meeting:

London Championships plus London Closed 19th October 2014
11 London Clubs participated, entering 165 gymnasts to this event, though 147 competed on the Sunday.
Everyone in the Region appreciated the Championships and we were still able to make a special event to end our season.
We sourced our trophies from a different supplier, where we used Medals for the Championships and trophies for London Closed. The feedback has been hugely positive in this change.
London Synchro & DMT Championships 16th November 2014
8 London Clubs took part, entering 48 pairs for the Synchro Comp and 14 for the DMT while only 36 pairs for Synchro & 12 DMT gymnasts competed on Sunday.
Both competitions were enjoyed once more.
We had an injury during the DMT event but all is well now.
We sourced our Synchro trophies from Pete while the DMT were from the same supplier used in October.

2014 Season
After an uncertain start to our season, we have finished being able to offer our London gymnasts a Trampolining pathway for them to choose and grow with.
All 6 events have resulted with us making a profit to invest for the future of our discipline.
Please find attached in the email, the final cash flow for the season.

Handbook and Competitions for 2015
London 2015 Handbook as well as Code of Conduct was made available to everyone on 20th November.
Feedback since its publication has been:

Is there any reason why the committee has not acknowledged gymnasts competing at National League events as a suitable requirement for entering the London Close? I believe this simply an oversight on our part but we can add this after agreement to handbook
1. Regional elementary - maximum rotation allowed is 450 degrees which allows ballots and codies - surely those capable of these skills should be in Intermediate or Advanced? Require your guidance
2. Sunday 8th November is remembrance Sunday - not sure if you realised this Replied that we are aware of this and will respect the 2min silence at 11am.
3. Synchro - are there age groups or not? It says no age groups then goes on to list them! Replied as this has not changed from current age groups
4. Synchro elementary - same comment as (1) above with maximum allowed rotation Require your guidance
5. Disability eligibility - it's clear on national disability performers, but what if clubs have people with learning difficulties who are already competing in regional novice/elementary/etc. Can they do both or would they be excluded? Would be nice if they could but there are two sides to that conundrum this has been raised by another club, awaiting final clarity
Would be good to have an open Vets at one of the 2016 events – Valid request for us to discuss
Please could you clarify exactly which trampoline events would be classed as Regional qualifiers? This is really important because there are now so many different events and we would not want anyone to lose their disability status in gymnastics. Also, is the new disability event in May part of the NDP structure? If not, will London NDP events for 2015 include disability? We need to review & discuss disability

Transition to London Gymnastics Livery for 2015
As discussed at previous meetings we have been and are slowing introducing the LG Livery to our events.
We will add tablecloths to the Judging tables and trophies will have the LG buttons.
Our newsletters are included on the LG website as well as the LG newsletter.
Trophies/Medals will be sourced from said suppliers to achieve best prices.

Competitions moving forward:
We would like to investigate the purchase of barriers to make the Comp Floor exclusive for competitors and a clear boundary for spectators not to cross.

We would like to ask the committee to purchase 2 laptops in assistance with our jobs.
1. Kirsty to use on Comp day to access swescore files and results without disturbing the panels.
2. For me to use for London Trampolining purposes only. I can then work remotely preparing for the events and store all the data safely.

4.6 The London Closed is open to anyone who meets the requirements and this will be reflected in the handbook for 2015.
4.7 For Regional Elementary, the maximum rotation allowed should read 360 degrees and this will be reflected in the handbook for 2015.
4.8 The Committee is aware that Sunday, 8th November 2015 will be Remembrance Sunday, and 2 minutes’ silence will be observed at the competition.
4.9 There are no age groups for the Synchro competition and the handbook will be amended to reflect this.
4.10 Synchro Elementary should read 360 degrees maximum rotation, and this will be amended in the handbook for 2015.
4.11 Disability trampolining was discussed within the report and will be covered under Disability Trampolining later in these minutes.
4.12 The need to keep the competition area exclusive to competitors and officials was discussed and it was agreed that barriers should be erected, together with notice boards to police the competitions area. It was agreed that barriers should extend to both ends of the trampoline area, as well as the audience seating. It was agreed that the wording on the notice boards should state 'Officials and competitors only beyond this point’. It would be necessary for this to be policed and it should also be added to the Code of Conduct for London Trampolining.
4.13 The Committee agreed that AW should obtain quotes for 2 laptops as requested by BD, and an additional computer to be used for Time of Flight software. It was also agreed that AW should obtain quotes for flight cases for all the computers owned by London Trampolining.

(d) Judging: LL submitted a report prior to the meeting.
GENERAL:
I have decided to continue with the committee for another year after all.
JUDGING:
15th & 22nd November – Club Judge – 15 applicants. All passed barring one who was ill and therefore didn’t attend the second day.
For next year I have organised:
7 & 14th March 2015 – Club Judge
6th & 7th June 2015 – Club Judge
Mel Alesi is the tutor for the above courses.
Courses have made a loss overall for the last year therefore I propose that we increase the course fee for those not attached to a London registered club to £45. I would be happy to leave London applicants paying £35 to encourage them on courses.

I have emailed clubs to ask if they require any higher level courses but no one has responded as yet.

4.14 It was decided that LL should investigate the costs of courses charged by other Regions for those attending their courses from outside their individual Regions, and advise the Committee before increasing London Region costs.

(e) Communications: AF provided a short report with website links:
- Emailed 2015 British Gymnastics documents to clubs
- Sent out JW feedback form to all London clubs
- Wrote report for London Championships
- Wrote report for Synchro and DMT.

(f) Disability Trampolining: JW advised
4.15 Up to NDP5 disability trampolinists can compete at both mainstream and disability.
4.16 Disability gymnasts competing at NDP6 lose their status as a disability athlete.
4.17 We will offer disability gymnasts routines following the criteria as set out by the Governing Body.

(g) National Trampolining
4.17 AW advised that it was expected that there would be three National meetings in 2015: end June, beginning of September, and October. This has not been confirmed.

(h) Annual Budget and Finance: SD sent a report in her absence.
1) I prepare accounts every month and send out to the committee. If anyone has any queries, they should email me as soon as possible and I can address them.
2) The only budgets I have received are from Bal (competitions). Do I take it then that other areas of the committee do not require any financial commitment this year? (Communications, judging, squad, disability trampolining, DMT, computers). (Since sending this email, I have now received a budget from LL.

We now own 2 trampolines; London needs to ensure these get serviced annually. Who will take responsibility for ensuring this is done? I assume someone is already responsible for ensuring the DMT gets serviced annually?

4.18 It was agreed that the trampolines should be serviced through Harlington and hopefully over the Christmas period.
4.19 DMT will be an agenda item for discussion at our next committee meeting.
5. Committee Issues
   (a) Job Descriptions
   It was agreed that committee members should review their own job descriptions, amend as necessary, and return to CG for collating for the next meeting. Revised job descriptions should be returned to CG by 17 December 2014.

   (b) Development Plan
   JW circulated a proforma for a proposed development plan for 2015 and requested any ideas to be returned to him by 17 December 2014.

6. Any other business
   (a) AF advised the Committee regarding the launch of a new portal on 29 January 2015, which could be utilised by Technical Committees.
   (b) Awards
   JW advised that London Gymnastics were reviewing its Awards system, to see if a better structure could be set up. Suggestions included splitting the awards presentations into young people and older people being held separately.

7. Date and venue of next meeting was confirmed as Wednesday, 25 February 2015, at 7.30pm at Harlington Sports Centre.