

Southern Regional Committee Meeting
10th April 2009 10:00 am
Andover GC, Salto Centre

In Attendance: Biz Scales, Alan Lavelle, Helen Young, Emily Sanderson and Cristina Mitchell

Apologies: Hayley Buckman, Lynda Tee, Yasmin Stammers, Justine Abraham, Su Killeen

Agenda Item	Key Factors	Next Steps
1. Minutes from last meeting	No minutes found	HY to follow up with Katie and CM to add the minutes on the regional website
2. Matters arising	N/A	
3. Reports		
Biz Scales – Chair report	All courses are now run by the region, including the Proficiency Level Coach courses. There are still some details we need to address concerning booking procedures for courses and the region has a shortage of UKCC trained tutors and assessors.	ES to advertise clarification, send communication to tutors and post on the website
Helen Young – Development Report	Report presented	No further actions
Hayley Buckman – Hampshire Report	Report presented	No further actions
Emily Sanderson – Workforce Coordinator Report	Courses, updates from BG, 1 st 4Sport and SCUUK, Tutor and assessors training, professionalism of our workforce, future plans	Discussed as separate agenda items with actions (see below)
Cristina Mitchell – Regional Administrator Report	Regional Affiliations dropped to 84 from 122 AL suggested to look into a PayPal account as a method of payment for the regional affiliation Website – BS suggested to count the number of clicks on our regional website	CM to send a list of affiliated clubs to the technical committee chairs and look into creation of a Pay Pal account CM to discuss with Web development and action this
Alan Lavelle – Tumbling Report	Report presented	No further actions
Biz Scales – Trampoline Report	Report presented	No further actions
4. Booking regulations for regional courses	ES presented 3 forms <ul style="list-style-type: none"> - Tutor confirmation form - Assessor confirmation form - Terms and conditions for course bookings New regulation in place: candidates must attend the full course (every day), comparing with previous 75% Regarding cancellation times and refunds, it was agreed that: <ul style="list-style-type: none"> - no refund will be given within 28 days to 	ES to amend the forms, attach an invoice template and circulate to the Regional Committee Terms and conditions to be reviewed within a year - All

	<p>candidates withdrawing from the course</p> <ul style="list-style-type: none"> - 50% refund of course fees will be given to candidates if they withdraw 29-60 days - full refund for withdrawing beyond 60 days <p>For tutors:</p> <ul style="list-style-type: none"> - full payment honoured if cancellation occurs within 21 days <p>For assessors:</p> <ul style="list-style-type: none"> - full payment honoured if cancellation occurs within 21 days of the assessment day 	
5. Club Conference	<ul style="list-style-type: none"> - possible venue – Solent University - start organising by July - AL suggested to look at Farnborough College or Reading University as a possible venue, to have a more central location 	South Team to look at possible venues and bring suggestions of workshops in July. To be discussed in July.
6. National Awards Nominations	- HY and BS to submit the national awards nominations	
7. Training of new tutors and assessors	- list of nominations discussed and decision taken regarding the names to put forward for the training	<ul style="list-style-type: none"> - ES to circulate the names to the technical committees and the Regional Committee for approval and inform the candidates - ES to provide a total figure for the training
8. Festivals	<ul style="list-style-type: none"> - the region will run 3 events: The Disability Road Show, Tumbling Camp and the Regional Festival - promotion stage and collecting applications 	
9. AOB	<ul style="list-style-type: none"> - John Grady's team to be sponsored a minibus for their participation at the Disability Road Show - Women's Artistic – BS highlighted remaining £1000. HY expressed concerns of lack of communication between the Women's Artistic Committee and the South Region, as well as the lack of info on the WA website - Next AGM: Date agreed as 11th July 2010, in Portsmouth (location TBC), time agreed as 10am. Tea & Coffee to be provided. 	<ul style="list-style-type: none"> - HY to rely with HB - BS to contact Gareth and follow up - ALL – Send reports for AGM to CM or BS before 30th June