

Swim England East Region
Minutes of the Swimming Officials' Group Meeting – Conference Call
Monday 28 January 2019

Present	Mr. David Metcalf (DM)	Manager – SE ER SOG
	Mr. Ian Knight (IK)	Management Board Representative
	Mrs. Louise Mackie (LM)	Bedfordshire
	Mrs. Sarah Nootboom (SN)	Cambridgeshire
	Mrs. Kay McGuire (KM)	Essex
	Mr. Jonathan Pope (JP)	Hertfordshire
	Mr. Tony Smith (TS)	Norfolk
	Mr. Stephen Christian (SC)	Suffolk
	<i>No Representative Participated</i>	Disability
	Mr. David Robinson (DR)	Masters
	<i>No Representative Participated</i>	Open Water

Also participated – None (19:30 – 21:25 hrs)

19/01 Apologies

19/01.1 Apologies received from Chris Galer - Norfolk.

19/02 Declarations of conflict of interest

19/02.1 None.

19/03 Previous minutes

19/03.1 Previously circulated and agreed at the meeting. Agreed and accepted.

19/04 Matters arising

19/04.1 There are no matters arising from the minutes not already covered in the agenda.

19/05 Format of SE East Region SOG Membership

19/05.1 DM informed everyone that he has reviewed the membership of the SOG following Chris Galer (CG) taking over as the County Rep. for Norfolk. CG had previously held the Referee Training specialist role.

19/05.2 DM had spoken with Bob Outtram (RO) who had held the other specialist role (IT& Disability), as he had not been attending meetings.

19/05.3 DM has decided not to continue with either specialist roles on the SOG at this time.

19/06 Ratification of items agreed since the last meeting

19/06.1 Nothing ratified.

19/07 Activities completed since the last meeting

19/07.1 SEER Winter Championships held at Luton

19/08 Activities planned before the next meeting

19/08.1 SEER Long Course Championships at Luton

19/08.2 Regional BS Referee Training course in 2019

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19/09

British Swimming (BSSOG) / Swim England SOG updates (SE SOG)

19/09.1 DM reported that there had been a meeting of SE SOG at Loughborough on 13 January 2019 which he had attended. The meeting was a planned meeting to provide an update on the ongoing online judge training.

Volunteering & Pathways Update

19/09.2 DM - Claire Coleman (CC), Head of Volunteering & Pathways attended the SE SOG meeting and introduced herself and instructed us on what her role entails within the organisation. CC advised that a survey was to be sent out to all who qualified as timekeepers and J1's within 2018. Buy in to the process has been requested of the Regional and County Coordinators, and during the County Championships to encourage officials with the aim of getting a larger response to the survey.

CC to provide details of the script to all Coordinators and copy in on the survey emails so they can chase/support individuals completing the survey.
(this has not yet been received)

At the request of MD, CC to discuss training with all Regional Coordinators, reviewing the present situation and what they wish the future to look like. Feedback from this would be taken forwards to liaise with British Swimming, particularly as the new J1 training is being developed.

Swim England Officials Page

19/09.3 DM reported that the Swim England website page for officials is yet to be set up.

BS Open Water Position

19/09.4 DM reported that the BS SOG will soon be seeking applications for an Open Water Representative on that group.

Additional Strobe Lights – Hearing Impaired Swimmers

19/09.5 DM gave an update on the current situation regarding “Additional Strobe Lights” from the SE SOG meeting. An issue already highlighted at previous SEER SOG meeting, a request was made that where no equipment is present we revert to the use of hand signals as used in the USA. Mark Davies (MD) (SE SOG Chair) to email Helen Whittle (HW) (BS SOG Chair) regarding the addition of this to the training of Referees and Starters.

19/09.6 MD & HW are writing to George Wood (SE Sport Development Director) asking what the current situation is regarding additional strobe lights at licensed meets, as there has not been any recent updates.

BS – FINA, Referee training applications and examinations

19/09.7 DM reported from November 2019 the Referee exam will be marked by the BS SOG, which will lead to more consistent marking and reduce the timescales for releasing results.

19/09.8 For the November 2020 Referee exam there are to be 8 regional centres. November 2019 – regions to trial run. Costs to be met by regions. **Action DM (budget and room booking)**

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19/09.9 BS SOG has recently reviewed their policy with regards to number of terms on FINA for officials. Due to age profiling and an insufficient number of officials in some roles, BSSOG has taken the decision that spaces on FINA need to be filled and no official should be excluded based on the number of terms they have served.

On line Judge training and assessment process - update

19/09.10 DM reported that there had been considerable slippage on the original draft implementation date of Spring 2019.

MD/HW had provided an update with regards to the new Judge Level 1 (JL1) online training. The roll out of the new product is expected in January 2020 with full testing and mentoring training to be held from September 2019 onwards.

19/09.11 Regional Co-ordinators to manage new training applications between September and December 2019. All current theory training courses must be completed by the end of December 2019. It is expected that no new judge level 1 applications will be accepted after 31 October 2019 under the current system.

Action: Counties to plan courses prior to and up to autumn 19

19/09.12 There will be a soft launch for trial in June 2019, the South West Region were nominated for this test due to high uptake of JL1 courses in June.

19/09.13 SE are paying for the setup of the online Judge courses, British Swimming, Swim Wales and Scottish Swimming have agreed that the process will be standard throughout all countries. This consultation has slowed down the process.

19/09.14 SE are producing their own "FINA swimming videos" at Coventry pool, these will be used in the online training.

19/09.15 SE SOG are planning an update and training day at Loughborough in September 2019. There will be one place for each county for "**course leader/mentor training**", they will be expected to cascade the training within their own county. DM asked if counties could bring an extra person in the car if there was no extra cost involved. This would be considered nearer the date. **Action: DM to liaise with Counties**

19/09.16 It was confirmed that once the online judge level 1 training started, there will be no provision for the current practice of face to face learning. A back-office admin to be considered to assist Regional and County Coordinators.

19/09.17 It is still to be decided if poolside mentoring would be recorded online or in a mentoring booklet or both.

19/09.18 All current style judge level 1 courses will be time limited with the introduction of the new online judge level 1 course. The end completion date for all mentoring and poolside assessments under the old system will be published soon. The end date is expected to be sometime in 2020.

Integra

19/09.19 It had been advised that due to the lock down of membership details until the 28th February 19, the normal December download of data would not be available. Helen

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Akers will send out downloads once data has been unlocked. If there are any queries in the meantime, call/email memberships who should be able to help.

Contemporary Issues

- 19/09.20 A new contemporary issues course will be written for both online and classroom delivery, to go along with the new J1 course.
- 19/09.21 SE have incorporated the Institute of Swimming website within the SE site. The location of the course has moved to: - <https://www.swimming.org/ios/course/494>

FINA Rules 2017 Update

- 19/09.22 DM had requested that the course be made available online as per Contemporary Issues. CPD no longer being delivered regularly face to face, now on an ad-hoc basis. HW approved such request.

Judge workbooks Competency Sign Off

- 19/09.23 DM had sought clarification on signing off of competencies – who can do it and when. HW/MD to write short memo for circulation via regional coordinators and SON. DM had circulated feedback from the meeting to County coordinators to ensure compliance within their county (**Licensed BS Referee, who is the gala referee on the day, can only sign off competencies**).

SE requirement of training across all levels of licensed meets

- 19/09.24 DM brought to the attention of the SE SOG that a small number of officials and referees are not adhering to the guidelines set out by Swim England in relation to number of sessions and combining this with hours. The SE requirement of a session is a morning, afternoon or evening session at a gala, counting as 1 session for experience. Some referees/assessors within the region have interpreted this as a session for gala experience being 1 hour instead of a morning session etc.
- 19/09.25 MD confirmed a session for training experience is not in hours, a session is “The morning session”, “The afternoon session” or “The evening session” and in the case of being mentored at a League Gala for example a round of Arena League the whole gala.

As such the practice of people coming to an event and doing a couple of hours then going home does not fulfil the requirement of “having done a session” at that event.

Any trainee officials who can't/won't/don't stay for the whole session **should not** have their attendance at that level of meet signed off. In short, they need to be there for the first heat/event until the last swimmer leaves the pool.

Data Protection Choices

- 19/09.26 A memo from Helen Akers concerning Data Protection choices made by officials withholding their information online had been circulated. She had increasingly received emails from coordinators and event organisers stating there is a problem

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with the SE Membership database. In **ALL** cases, the checks that were highlighted showed no problem with the database, it is simply that the individuals concerned had chosen not to have their details visible on the website.

A request was made to highlight the options to officials and trainees, the impact of the choices that they make, not realising they have hidden their online profile.

19/10 County Matters, Updates from Representatives

Mailchimp circulation emails

19/10.1 DM had circulated details of the updated “*Mailchimp Regional Officials Circulation Lists*” to County coordinators requesting they display a “flyer at their County Championships, to allow officials who do not already subscribe to the list, to enrol by typing a URL into their browser or click on a QR link. This will take them to a signing on page within their county.

The regional website has also been updated with sign up options on the official’s useful documents page.

MailChimp is fully compliant with GDPR, it allows recipients of the mail to unsubscribe from the list.

Current Subscribers: -

Bedfordshire 92, Cambridgeshire 36, Essex 21, Hertfordshire 49, Norfolk 37, Suffolk 42

19/10.2 BS Judge Workbooks

As the online judge level 1 training had been set back until Jan. 2020, coordinators were requested to check the levels of Judge workbooks they hold and order new supplies direct form Helen Akers. **Action: ALL County Coordinators**

19/10.3 Jackie Harvey (Hoddesdon) (CL - Sheila Mackenzie) and Jonathan Chan (Harlow) (CL - Lisa Richards) have passed the BS Referee examination held in November 2018.

19/11 SE ER four -year Development Plan and Annual Budget

19/11.1 DM gave an update on the current situation. Plans for 2019-20 were discussed. DM to run a Para Swimming CPD for officials at the Regional Para Gala at Newmarket on 16 June 19. SEER SOG to run a training day for starters who act as referees in the autumn. **Action: DM**

19/12 Regional Referee Training

19/12.1 DM updated the meeting that there are 6 SEER candidates taking the Nov 2019 examination. Planning for the 2019 Regional Referee course is taking place. **Action: DM**

19/12.2 DM reported that 4 candidates from London/London Essex would like to attend the regional training. Approval was given, the non-regional course fee remained the same £50.00 per candidate. **Action: DM**

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19/13 Issues/Recommendations to the Regional Management Board

19/13.1 No issues.

19/14 Any other business

19/14.1 DM reported that a 7-minute Manual Handling CPD was available online, he would circulate the details and encouraged all to complete it, as it would act as a refresher and be good practice information for volunteers. **Action: DM**

19/15 Confidential items

19/15.1 None.

19/16 Next meetings

19/16.1 The dates of the next meetings:

Please note the dates-

Saturday 11 May 2019 at Kentford – 09:30am

Sunday 17 November 2019 at Kentford – 09:30am

County representatives are requested to send a substitute when cannot attend.