



**Swim England East Region**  
**Minutes of the Swimming Official's Leadership Group Meeting**  
**Wednesday 8 May 2024 @ 19:00 hrs**

<b>Present</b>	<b>David Metcalf (DM)</b>	<b>Manager – SE ER SOLG</b>
	<b>Yvonne Stead (YS)</b>	<b>Regional Director – Not Present</b>
	<b>Louise Mackie (LM)</b>	<b>Bedfordshire – Not Present</b>
	<b>Sarah Nootboom (SN)</b>	<b>Cambridgeshire</b>
	<b>Jane Howell (JH)</b>	<b>Essex</b>
	<b>Jonathan Pope (JP)</b>	<b>Hertfordshire</b>
	<b>Chris Galer (CG)</b>	<b>Norfolk - Apologies</b>
	<b>Stephen Christian (SC)</b>	<b>Suffolk – Not Present</b>

**Also Present: Gerry Metcalf (GM) taking notes.**

**24/17 Apologies**

24/17.1 Apologies received from Chris Galer just prior to the meeting.

**24/18 Declarations of conflict of interest**

24/18.1 None declared.

**24/19 Previous minutes**

24/19.1 The minutes of the 17 January 2024 were circulated and approved following the meeting.

**24/20 Matters arising**

24/20.1 None.

**24/21 Ratification of items agreed since last meeting**

24/21.1 None.

**24/22 Activities completed since the last meeting**

**24/22.1 World Aquatic Rules Updates**

There have been further updates on smaller scales, often one 2 one deliveries to enable renewal of BS Official's Licences

**24/22.2 AquaticsGB Para Swimming Officiating CPD**

DM had planned to deliver a further CPD on 01 May 24 which participants can sign up UK wide, including officials within the region. Unfortunately, Helen Akers failed to advertise the course. There will now be one on the 10 July 2024, it will be advertised once the link is sent by HA. **Action: DM**

**24/22.3 Regional LC Championships**

To date two Regional weekends, 19 sessions have taken place. Overall, sign up of officials has been positive, but it was very low for the May Bank Holiday weekend.

Tom Baster, Meet Director, circulated a Regional Newsletter asking clubs and officials to consider applying to help.  
There was sufficient officials applied to run the gala, many though only helping one or two sessions.

## **24/23**

### **Activities planned before the next meeting**

24/23.1

#### **AquaticsGB Para Swimming Officiating CPD**

DM will be delivering a further BS Para Swimming CPD for Technical Officials on 10 July 24 and in the autumn.

## **24/24**

### **AquaticsGB/Swim England Updates**

24/24.1

British Swimming has relaunched under the name and brand identity of **Aquatics GB** to begin a new era of ambition and unity across British aquatic sport, both in and out of the water.

The new brand identity features core master colours that are a twist on the traditional red, white and blue, often in a marbling fashion that mirrors the movement of colour through water. Each discipline then also has its own individual discipline colour: diving - pink; para-swimming - green; swimming - purple; artistic swimming - blue; water polo - light blue. (27/03/24)

24/24.2

#### **Swim England SOG Meeting**

DM reported that he had attended the meeting on 27 March, which had been called at short notice. The meeting had no agenda, there were no minutes from the previous meeting held on the 13 November 23 (which Chris Galer kindly attended as DM was out of the country).

The main part of the meeting was the presentation of the People Plan by Helen Akers, which has been published by SE in response to the Independently Commissioned "Listening Report" which has been circulated to Regional SOLG members in advance of the meeting . [A copy can be found by clicking here](#)

Majority of the meeting was taken up with the Listening Report and the SE People Plan and discussions by the Regional attendees to formulate a response.

24/24.3

#### **Swim England SOG Meeting – Work Flow Project**

Helen Akers explained that Swim England are currently completing a review of all manual computer input tasks of staff across all disciplines and departments with a view to standardising tasks.

24/24.4

#### **Swim England SOG Meeting – Judge 2 & JL2S Applications**

Currently SE do not know how many officials are in training across England for JL2 and JL2S. It is intended that the "Work Flow Project" will assist by all applications and payment being made online. This will remove the burden on Regional/County Representatives having to process applications in the future.

When this happens, SE have to devise a process that Regions are informed of all applications in a timely manner, not like the present JL1 online theory trainee outcomes, 3 months in arrears.



24/24.5 **Swim England SOG Meeting – Judge Level 2/ 2S Workbooks (24/08.6)**

Printing of new A5 format workbooks has been delayed awaiting the launch of the AquaticsGB branding launch. Electronic formats of the old style books to be sent to candidates until the new books are available.

24/24.6 **Swim England SOG Meeting – Leadership Group Review**

SE are conducting a SE Leadership review for all disciplines, Regions were asked "What would Regions like from the SE SOG?". DM circulated the information following the meeting to County representatives to ask for ideas, as there was a quick reply time required back to the SE SOG. DM submitted a response as required.

**24/25**

**Referee Training and Examinations**

24/25.1 All seven candidates who passed in November 23 have successfully completed their poolside assessments.

24/25.2 **Regional BS Referee Training Course 2024**

DM reported that the first training day took place at Chippenham VH with 3 of the 6 potential trainees attending. Only one person may be able to make the next training day (Race Results), as they had a club gala to attend. Two further trainees had not replied to the training course offer. One other candidate dropped out of Referee training the day before the course.

A decision was made by DM/CG to cancel the remaining training courses (which had been advertised since December 23) due to efficiency and lack of interest shown.

24/25.3 **Referee Candidates Pre Course Requirements 2025**

Following the SE SOG Meeting DM submitted a list of questions as at the meeting no questions or AOB were allowed due to time constraints.

DM submitted the proposal below as there has been evidence that in some instances people have been out of the sport for a while and are then coming back and straight into the referee process, and/or applicants using old experience/hours for their application, not having recent experience.

**The proposal sent:- (change of wording in red)**

That English referee candidates are required to do AquaticsGB National Para Swimming CPD in addition to the existing requirement to do the Refereeing Swimming - A Beginners Guide.

The requirement for English candidates in 2025 would be

- Applicant must have completed the online course "Refereeing Swimming – A Beginners Guide", available via the Institute of Swimming.
- Applicant must have attended the online CPD "AquaticsGB National Para

## Swimming CPD for Officials”

Applicant is qualified as a Judge 2S and has completed a minimum of 50 recorded hours across all roles of officiating and at a variety of levels of meet **within the preceding 2 years of the application for referee Training**. (This is in addition to the 10 hours consolidation required post-J2S qualification since the date of qualification as a Judge Level 2S.)

### 24/25.4 **May 24 Examination Resits**

Two candidates are attending the resits. JP has hired a hall for the examination.

### 24.25.5 **November 24 Examination**

The date published for the main examination is Saturday 9 November 2024 @ 10.00am. This year it does not clash with the regional SC Championships in England.

### 24/25.6 **Regional BS Referee Training Course 2025**

DM will enquire with Referee Course Leaders in the autumn regarding potential candidates for 2025. DM/CG will publish draft dates for the 2025 course in advance.

## 24/25 **County Matters within SE East Region**

### 24/25.1 **Virtual delivery of Judge level 2/Judge Level 2S (starter) courses by Counties within the Region**

DM thanked those who were present who had already volunteered to assist in the running of online courses. We can do with some dates for later in the summer, the more County Coordinators participating spreads the load and allows more options for working trainees. Gerry Metcalf had 12 candidates on the JL2S Course, majority who have attended Level 1, Regional Championships weekends to undergo shadow starter training.

**Action: All**

## 24/26 **County Updates**

24/26.1 A discussion took place by County coordinators as to what was going on withing their own Counties and future planning.

### **Problems /Issues encountered etc:**

**Bedfordshire- did not attend**

**Cambridgeshire-**

Sarah was asked for Judges course dates. There is a County AGM shortly, but no candidates coming forward for the executive positions. No Executive, no County events.

**Essex**

Jane has made a proposal about getting a Regional Officials Zoom account for all county co-ordinators, one-to-ones, for Judges courses, CPD's, training matters,



follow ups on training etc. The cost would be £14.57 per month to the region and would save costs and time of Coordinators.

Essex Winters Short Course have been announced, will be in Southend.

### Hertfordshire

Nothing to report, will forward course dates shortly

### Norfolk- did not attend

### Suffolk- did not attend

## 24/27

### SE ER SOLG Development Plan and Annual Budget

- 24/27.1 DM had informed Keith Belton, the Regional Finance Director of the Referee Course being cancelled.  
Budget will be sorted out in the Autumn.  
See Essex proposal re Zoom

## 24/28

### Issues/Recommendations to the Regional Board/Operations Committee

- 24/28.1 None

## 24/29

### Any other business

- 24/29.1 None

## 24/30

### Confidential items

- 24/30.1 None

## 24/31

### Next Meeting

- 24/31.1 The next meeting is scheduled take place by Zoom on Wednesday 9 October 2024 @ 7pm

**County representatives were reminded to notify DM of the details of the substitute if they could not attend a meeting.**

### Abbreviations used in swimming

SEER	Swim England East Region
SEER SOLG	Swim England East Region Swimming Officials Leadership Group
SEER SLG	Swim England East Region Swimming Leadership Group
CPD	Continuous Professional Development
SE SLG	Swim England Swimming Leadership Group
SE SOG	Swim England Swimming Officials Group
SE SOC	Swim England Sport Operations Committee
AGB	AquaticsGB (British Swimming Ltd)
AGBSOG	AquaticsGB - Swimming Officials Group
TK	Timekeeper

Judge Level 1/2/2S  
CTK  
HA  
WPS

Judge Level 1 – Judge Level 2- Judge level 2S (Starter)  
Chief Timekeeper  
Helen Akers – Swimming Officials Development Coordinator (BS/SE)  
World Para Swimming

DRAFT