



Swim England East Region
Minutes of the Swimming Officials' Leadership Group Meeting
Wednesday 15 January 2025 @ 19:00 hrs

Present David Metcalf (DM) Gerry Metcalf (GM) Louise Mackie (LM) Darren Peck (DP) Matt Hart (MH) Jonathan Pope (JP) Chris Galer (CG) No Substitute	Manager – SE ER SOLG Regional Director Bedfordshire -joined 19.12 Cambridgeshire – Substitute joined 19.05 Essex – Substitute Hertfordshire Norfolk Suffolk
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Also Present:

25/01 Apologies

25/01.1 Apologies received from Jane Howell (JH Essex) and Sarah Nooteboom (Cams), Stephen Christian (SC).

25/02 Declarations of conflict of interest

25/02.1 None declared.

25/03 Previous minutes

25/03.1 The minutes of the 9 October 2024 were circulated and approved following the meeting.

25/04 Matters arising

25/04.1 None.

25/05 Ratification of items agreed since last meeting

25/05.1 None.

25/06 Activities completed since the last meeting

25/06.1 World Aquatic Rules Updates

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

25/06.2 Regional SC Championships

Overall, sign up of officials was positive. There was sufficient officials applied to run the gala, unfortunately many only helping one or two sessions.

25/06.3 Referee CPD Evening

We had a good attendance at the evening presentation. Subjects covering training and mentoring requirements for the training of Judges and Contemporary Issues

facing Referees. Presenters were Tom Baster (TB) and David Metcalf. 53 out of total of 70 regional referees attended the evening. A really positive turnout.

25/07

Activities planned before the next meeting

25/07.1

Regional LC Championships 2025

Three Regional weekends from March to May 2025, venues Norwich and Luton. Swim-Meet files to be created and applications to be advertised.

Action:-DM

25/07.2

AquaticsGB Para Swimming Officiating CPD

DM will be delivering a further AGB Para Swimming CPD for Technical Officials on 10 April 2025 @ 7pm. The CPD will be advertised to officials in the GB.

Action:-DM

25/07.3

Regional Officials Evening – Q&A Session

On 12 February 25 a Q&A session is being held in the evening open to all regional officials, questions on Technical areas or training. Being hosted by TB and DM. A flyer with the information and registration information has been circulated to all County Coordinators with a QR code to enable attendees at the forthcoming County Championships to access.

[The regional web page with information can be found here](#)

Action:-DM

25/08

AquaticsGB/Swim England Updates

25/08.1

Referee Candidates 2025

Applications for officials to enrol on the AGB Referee course opened in December 24, applications close 31-01-25. County Coordinators are to endorse all applications approved/not approved and forward onto DM to endorse and send to HA.

DM reminded everyone the criteria required in England:

- Applicant must be qualified as a Judge 2S and have completed a minimum of 50 recorded hours across all roles of officiating and at a variety of levels of meet since the date of qualification as a J2S or within the two year period immediately prior to application for referee training, whichever is more recent. (This is in addition to the 10 hours consolidation required post-J2S qualification.)
- Applicant must obtain the approval of their County/Regional Officials Coordinator before applying and provide them with evidence of the 50+ signed hours (by officials' log book or similar). Swim England – Signed or email confirmation from County **and** Regional Coordinators
- Applicant must attend the online CPD "Para-Swimming Officiating" before undertaking their final practical assessment.
- **England and Wales only** - Applicant must have completed the online course "Refereeing Swimming – A Beginners Guide", available via the Institute of Swimming, before applying to commence training.



25/08.2

Swim England SOG Meeting

Two Swim England SOG Meetings planned for November 24 and 9 January 25 were cancelled. A new meeting is scheduled for 30 January 25. Minutes of the meeting Sept 24 previously circulated. Two Regional Coordinators have resigned, Colin Evison (NW) and Ralph Shortland (London).

25/08.3

Swim England SOG Meeting – Judge 2 Applications and Payment

The registration and payment to Swim England direct, still has not been progressed for new applications for training. DM is still receiving applications and chasing up payments. It is expected there will be an update at the SE SOG meeting at the end of the month.

LM asked if this meant that trainees were now doing the theory section online like JL1. DM clarified that only the application and payment was via SE online. Regions/Counties were still expected to deliver the theory and mentoring sections as current.

25/08.4

Swim England SOG Meeting – Judge Level 2 Workbooks

DM is still having to notify HA of all new JL2 applications in order that SE can send out the new JL2 handbooks (A5) to the new trainees. This process will stop when the online registration and payment system starts, with the workbooks being sent via an automated process to the trainees. DM stated that he had volunteered SEER to trial the process in East Region before it went live, but to date this has not happened, due to delays in the availability of the software launch.

Regions have concerns that the information received about the new JL2 trainee, may not be in a timely manner. We are all aware of the issues receiving information on new JL1 trainees from SE when it may be up to three months old before we receive it.

25/08.5

Swim England Workflow Project

No updates on the review of all manual computer input tasks of staff across all disciplines and departments with a view to standardising tasks.

25/09

Referee Examinations

25/09.1

Stuart Lundy (Suffolk) passed the November 24 examination and is waiting his poolside assessment in March.

Action: DM

May 25 Examination

25/09.2

2 officials are planning to take the examination, 1 Herts and 1 Suffolk.

Applications 2025

25/09.3

Applications expected Essex 2, Cambridgeshire 1?, Norfolk 2

25/10

County Matters within SE East Region

25/10.1

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 with delivering online training courses. Courses are available until May 2025. He asked those present, including DP for some dates.

DM informed the meeting that 9 trainees had signed up for the JL2S theory course on 21 January 25.

25/10.2

SOLG Zoom Account

Since July 2024, the leadership group has had access to an exclusive Regional Pro Zoom account (100 attendees) to use in connection with our duties concerning officials training. Positive feedback on how useful the facility is and the ease of access. All agreed it is a useful tool in helping with their roles.

25/11

County Updates

25/11.1

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

Problems /Issues encountered generally etc:

25/11.2

Bedfordshire - A new SE Beds website is up and running, although the officials contact email address is not published. LM is waiting for website access and update training. Officials application for counties looking good.

LM reported that AGB had issued a new Disqualification form.

Post Meeting - HA sent out an email on 16/01/25 stating:

"A new version of the AGB Disqualification form has been uploaded to their website.

This is not as a result of any change to the rules that should be applied. World Aquatics have changed their quick reference page by moving a rule (15.3), reformatting the table and changing the messaging at the top."

A copy can be found by [clicking here](#).

25/11.3

Cambridgeshire – DP received no information

25/11.4

Essex – One county championships weekend has been completed at the LAC in London. Lots of officials first session but minimum the 2nd session.

25/11.5

Hertfordshire – Nothing to report

25/11.6

Norfolk – CG has been attending clubs to meet JL1s to encourage them to start JL2 training. CG asked "should a club be issued with a licence level 3 when they only have three licensed officials?" DM stated this was not ideal but it is a matter for the licensing officer.

- 25/11.7 **Suffolk** – nothing received
- 25/12 SEER Regional Development Plan 2025**
- 25/12.1 The Regional Directors have approved the SOLG Development plan for 2025, which has been circulated to all prior to the meeting.
- 25/12.2 **Officials Engagement CPDs 2025**
- The intention is that the SOLG will be running a number of CPDs during the year with subjects and topics required to engage with officials. (Para CPD, JL2, JL2S training). DM ask for ideas from everyone on subjects/persons willing to run a course.
- Action: All**
- 25/13 Issues/Recommendations to the Regional Board/Operations Committee**
- 25/13.1 None
- 25/14 Any other business**
- 25/14.1 None
- 25/15 Confidential items**
- 25/15.1 None
- 25/16 Next Meeting**
- 25/16.1 The next meeting is scheduled take place by Zoom on Wednesday 9 April 2025 @ 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

AGB	AquaticsGB (British Swimming Ltd)
AGBSOG	AquaticsGB - Swimming Officials Group
CPD	Continuous Professional Development
CTK	Chief Timekeeper
HA	Helen Akers – Swimming Officials Development Coordinator (BS/SE)
Judge Level 1/2/2S	Judge Level 1 – Judge Level 2- Judge level 2S (Starter)
SE SLG	Swim England Swimming Leadership Group
SE SOC	Swim England Sport Operations Committee
SE SOG	Swim England Swimming Officials Group
SEER	Swim England East Region
SEER SLG	Swim England East Region Swimming Leadership Group
SEER SOLG	Swim England East Region Swimming Officials Leadership Group
TK	Timekeeper
WPS	World Para Swimming