

# ASA East Region

## Swimming Officials Group



### Minutes of a meeting held on Saturday 2nd May 2009 at UEA Pool, Norwich

**Present:** Mr David Metcalf      Manager of SOG and Bedfordshire (DM)  
Mr Bob Clarke              Cambridgeshire (BC)  
Mrs Kay McGuire          Essex (KM)  
Mr Tony Smith              Norfolk (TS)  
Mr Don Neate              Suffolk & Technical Swimming Committee Manager (DN)  
Mr Bob Outtram            Specialist (Disability and IT) (BO)  
Mr Stephen Christian      Disability Swimming Committee (SC)

**Apologies:** Mrs Marilyn Hughes      Hertfordshire  
Mr David Robinson      Masters Swimming Committee      **Action**  
Mrs Liz Christian  
Mrs Bernie Buck

08/10      These minutes had previously been circulated and were accepted as a true record

08/11      There were no matters arising that were not already on the agenda

08/12      **Format of the New Committee**

DM explained the format of the new Regional Officials Committee as approved recently by the Regional Board, the Terms of Reference had been circulated prior to the meeting.

**Purpose:-**

To ensure effective development of officials for competitive, disability, masters and open water swimming within the ASA East Region, in accordance with the ASA East Region Development Plan and requirements of those disciplines.

**Membership:-**

One representative from each sub-regional body (counties), a representative from Disability, Open Water, Competitive Swimming and Masters. Appointment of Bob Outtram as Disability Specialist (a post he already holds on the national SOG).

All representatives as above were circulated and invited to attend.

The committee would meet at least twice a year, the budget is subject to approval by the Board as it was set up after the agreed financial budgets were approved for sub bodies.

08/13

### **National Swimming Officials Group Update**

DM & BO had attended the meeting in Loughborough on 19<sup>th</sup> April 2009 as representatives.

DM/BO

The National Group discussed various options with regards to officials training undertaken within the regions. Regions were experiencing difficulty in finding sufficient galas for candidates to complete Relay and Chief Inspector of Turns (CIoT) duties in the JL1 course.

Agreed procedures:

1. Regions can adopt a system being run successfully in some parts of the East Region. Officials can set up a simulated workshop on poolside during the gala to equip the candidate with the required skills and knowledge and then test these newly learnt skills. BC explained the procedures that had been adopted in Beds and Cambs with regards CIoT.
2. Course Leaders can also arrange sessions within the club environment relay takeover workshops to assist candidates in getting adequate opportunities to gain practical experience in all areas of the workbooks

It was agreed that any official who had completed the timekeeper element of Judge Level 1 but then decided not to continue should be credited with the timekeeper qualification. DM stated that any candidates within the region that this referred to would be issued with the TK certificate only after referral to him from the county rep.

Timekeeper courses, two clubs can merge the course and agree for a lead club to pay the £25.00 fee to ASA (via DM).

08/14

### **County Updates**

County representatives gave an update on the current training situations within their counties and the problems encountered.

All County  
Reps

The main situations were lack of mentoring opportunities due to galas availability and most common the candidates not putting themselves out to attend the mentoring sessions, as their child was not swimming.

Reminder that the national body had agreed that mentoring sessions could be 2 hours or one session, whichever is appropriate in the circumstances of the ability of the candidate.

08/15

### **Performance Figures – KPI's**

The region was required to submit figures to the national body.

DM

The figures are recorded at the end of the minutes.

08/16

**Referee Training**

Three dates have been arranged by the region for training of new candidates. These have had to be arranged a short notice this year as the budget was approved to hold the events recently.

DM

22<sup>nd</sup> March 2009 – Duties of the Referee etc  
19<sup>th</sup> April 2009 – Race Results  
31<sup>st</sup> October 2009 – Revision day

08/17

**Licensing of Officials**

DM gave update that three Contemporary Issues CPD's had been held in Bedfordshire Norfolk and Hertfordshire to enable officials to apply for licenses. Suffolk and Essex are in the process of arranging the same. DM will liaise with BC with regards to Cambridgeshire.

All County  
Reps

08/18

**Young Timekeepers Training**

25 young persons (aged 14 -19 years) in Bedfordshire just before Christmas had qualified as timekeepers and had received the YTK packs and free polo shirts. There had been problems in obtaining more packs, procedures had now been put into place to ensure that they are available. DM suggested and it was agreed that he would run a YTK course during the Bagcat Championships for young persons who were not swimming and were attending the pool with their parents.

DM

08/19

**East Region Galas – Officials**

DM stated that there had been approximately a third of the invites sent, where officials had not even bothered to reply. The numbers for the Bagcats were lower than wished, but experience has shown that these pick up nearer the time when parents know what their child had qualified for.

The Winter Championships were at present oversubscribed.

08/20

**AOB**

Requirement for License Renewal:

BO advised that British Swimming would be investigating specific elements of the elective criteria for licensing in order to simplify the requirements for renewal.

SC mentioned that the Regional Disability Championships are being held on the 6<sup>th</sup> December 2009 at Thetford.

08/21 Date of the next meeting – to be arranged

**Performance Figures – KPI's**

Qualification Level	Apps for Training Qtr 4	Year to date	Training complete - Qualified Qtr 4	Year to date	Qualification Upgrade		Number of Licensed Officials x Qtr 4
					Qtr 4	Year	
<b>Timekeeper</b>	48	223	82	214			
<b>Judge L 1</b>	104	353	34	54	34	54	139
<b>Judge L 2</b>	7	21	3	3	3	3	133
<b>Judge L 2 (S)</b>	5	31	3	3	3	3	81
<b>CPD Training</b>							
	<b>Opportunities</b>		<b>Attendees</b>				
<b>Contemporary Issues</b>	3		107				
<b>Technical Update</b>	3		107				
<b>Disability Awareness</b>	1		9				