

ASA East Region

Swimming Officials Group



Minutes of a meeting held at the Chippenham Village Hall on Saturday 6th February 2010

Present:	Mr David Metcalf	Manager of SOG and Bedfordshire	DM
	Mrs Marilyn Hughes	Hertfordshire	MH
	Mrs Kay McGuire	Essex	KM
	Mr Tony Smith	Norfolk	TS
	Mr David Robinson	Masters Swimming Committee & Suffolk ASA	DR
	Mr Bob Outtram	Specialist (Disability and IT)	RO
	Mr Chris Galer	Regional Board Member	CG

Apologies: **Mr Don Neate – Suffolk ASA**
Mrs Sheron Spibey – Open Water

Action

- 10/01 The minutes of the meeting 6th September 2009 had been previously circulated and accepted as a record of the meeting
- 10/02 There were no matters arising that were not already on the agenda
- 10/03 DM welcomed CG to the meeting and explained that the Regional Board had instructed that a board member is appointed to all committees. This member would act as someone independent of any other person representing the SOG interests. This was now normal policy with all committees
- 10/04 **Swimming Officials Group – New Terms of Reference**
DM informed the meeting that the terms of reference for all committees had been reworked by the Region for consistency, but, in essence have not changed much for the SOG. It is proposed that all committees will be more representative of its membership, with the opportunity for each county to have a representative if applicable.
- The group quorate would be 50% of those entitled to be present and entitled to vote. The quorum proposed shall consist of a manager, a board member independent of the SOG, together with a representative from each county.
- The paperwork submitted on this had previously been circulated by DM to all members, with comments back before the meeting to enable DM to reply to Sheila Mackenzie for the Region, by 31/01/2010.
- DR had submitted a paper concerning master's representation as part of the quorum, this was submitted by DM with other replies which mainly had nothing further to add, other than had been proposed by the Region.

10/05

Swimming Officials Group – Development Plan 2010-11

DM circulated the plan which had been submitted to Keith Belton the Finance Manager. CG explained that the board this year were having a more formal professional approach to finances, with tighter controls on cash flow to enable when money would be coming into and out of the accounts.

The 5 page plan was discussed at length and accepted with a few minor changes of wording.

10/06

National Swimming Officials Group Update

There had been no further ASA meetings since 19th April 2009 as the ASA had dissolved this committee as with others and had intended to replace them with focus groups. This process is now not intended to take place until the autumn, so the committee has been reformed and is due to meet on 14th February 2010. DM & RO are representatives and will be attending.

10/07

Performance Figures for the East Region

DM thanked everyone for their help in producing such good figures that were Nationally showing up the other regions. The results were then circulated and discussed. The results are appended to these minutes

10/08

County updates – Officials training

Course leaders were finding it hard to keep track of candidates as there were so many of them at various stages of training, some having completed a few sessions and lost interest, others not prepared to travel away from the home pool or help unless their child was swimming. Some have only completed the timekeeping elements of the JL1 course and were losing interest or have other commitments. Candidates completing all the poolside sessions and then not turning up for assessments.

This appeared to be the same throughout the region, all agreed to monitor the situation and attempt to try and encourage completion whenever possible.

There are not a great number of persons willing to volunteer to mentor people.

DM reminded all that a candidate applying for a JL2 course, paying the £8.00 ASA fee, that this also covered the JL2S course, if they continued on with this qualification.

10/09

Referee Training

1. There were 8 passes in 2009. East Region had 8 out of a total of 24 passes in Britain.
2. In 2010 the East Region have provided 4 training days in addition to the training on poolside and classroom work with the respective course leaders. 22 candidates are taking the examination this year, 3 of these taking the resit in May.
3. 29 Referees within the Region had already signed up to attend the referee refresher course being held on 15th May 2010.

10/10

Licensing of Officials

License Renewals – 66 officials are due to renew their BS license in March /April 2011, it is still not known the exact fee but could still be £10.00.

The SOG has asked for a budget to enable the Region to pay for the renewals of officials who regularly support at the Regional Championships. It was decided that the SOG would recommend to the Regional Board the following criteria to pay for those regular volunteers.

The criteria – Official volunteers to qualify, would have to officiate at the Licensed Regional Championships a minimum of two full days or six separate sessions in the preceding 12 months when the license was due for renewal.

RO suggested that the criteria for the licensing of County Championships was not the same as Licensed open meets, as it did not have upper and lower cut off times. The counties may not have to conform to the requirements of officials and licensing in respect of level 2/3 meets. DM to make further enquiries.

DM

10/11

East Region Galas - Officials

DM stated that applications for this year's officials had been sent out in January with a return date of 1st March. This year again Bob Outtram would be the promoter on behalf of the Region to satisfy the requirements of the rules.

RO offered to place the documentation on the regional website for anyone to apply as in previous years.

RO

10/12

New BS Judge Workbooks 2010

The format had changed slightly of the new workbooks from previous years, now they offered useful practical tips for candidates.

DM clarified the new procedures and changes to the Record of Poolside Duties, which now are only signed off by the referee once he/she is satisfied that the candidate has achieved an acceptable level of competence.

A lengthy and useful discussion took place on the procedures and contents of the books. It was found that there were numerous mistakes, typing errors in all sections of both candidate's workbooks and the course leader workbooks. DM collated the information to forward to Jane Davies of British Swimming.

DM

Concerns had also been raised by TS and DR that some candidates had gone outside the county they work in and the region to do the poolside practical assessments. There had been occasions where candidates had taken an assessment and had been not up to the required standard. They had been given a plan of action to gain more experience, but before they had completed this had presented themselves elsewhere for assessment. DM stated that he had contacted other referee assessors on occasions and had arranged the assessments direct with the referee. Sometimes this was outside the region but he knew the standard of the assessor, which is very important.

This is useful sometimes to prevent any undue delay or due to the lack of suitable galas/assessors locally.

It was agreed by all that the following policy would be adopted within the region to ensure a common standard.

1. The Record of Progress page in the workbook will be marked by the assessor as passing or failing the timekeeper assessment in the JL1 workbook.
2. Course leader to sign the general comments section when the candidate is suitable for assessment for JL1, JL2 & JL2S or requires more poolside sessions, before an assessment is arranged.
3. Assessments are only completed if the candidate presents the completed workbook to the assessor, appropriately signed and the assessment is pre- arranged with/by the course leader.

All course
leaders
assessors

During the discussion interpretations of the new breaststroke rule (SW7.1) were discussed, in relation to when the butterfly kick could be performed. It was agreed clarification was needed to identify when the arm stroke finished and the breast stroke leg action started.

DM

10/13

AOB

None declared

10/14

Recommendation to the Regional Board

Criteria for Licensed Officials to have the license renewal fee paid by the Region

Official volunteers to qualify for this payment, would have to officiate at the Licensed Regional Championships a minimum of two full days or six separate sessions in the preceding 12 months when the license was due for renewal.

Regional
Board

10/15

Date of the next meeting

Saturday 25th September 2010 – Chippenham VH – 09:30am

KPI Figures July – September 2009

Qualification Level	Apps for Training Qtr 1	Year to date	Training complete - Qualified Qtr 2	Year to date	Qualification Upgrade		Number of Licensed Officials x Qtr 2
					Qtr 2	Year	
Timekeeper	55	166	39	112			
Judge L 1	22	75	14	59	0	2	
Judge L 2	12	25	2	10	2	10	
Judge L 2 (S)	10	10	0	10	0	10	
CPD Training							
	Opportunities		Attendees				
Contemporary Issues	1		12				
Technical Update	7		106				
Disability Awareness	0		0				

KPI Figures October – December 2009

Qualification Level	Apps for Training Qtr 3	Year to date	Training complete - Qualified Qtr 3	Year to date	Qualification Upgrade		Number of Licensed Officials x Qtr 3
					Qtr 3	Year	
Timekeeper	86	252	75	181			
Judge L 1	44	119	27	86	1	3	
Judge L 2	22	47	4	14	4	14	
Judge L 2 (S)	0	10	6	16	6	16	
CPD Training							
	Opportunities		Attendees				
Contemporary Issues	2		16				
Technical Update	17		236				
Disability Awareness	1		18				