

# ASA East Region

## Swimming Officials Group (SOG)



### Minutes of a meeting held at the Regional Office, Kentford 12 April 2015

<b>Present:</b>	<b>David Metcalf</b>	<b>Manager of SOG</b>	<b>DM</b>
	<b>Ian Knight</b>	<b>ER Board Member</b>	<b>IK</b>
	<b>Gerry Metcalf</b>	<b>Bedfordshire</b>	<b>GM</b>
	<b>Nigel Brigham</b>	<b>Cambridgeshire</b>	<b>NB</b>
	<b>Kay McGuire</b>	<b>Essex</b>	<b>KM</b>
	<b>Tony Smith</b>	<b>Norfolk</b>	<b>TS</b>
	<b>David Robinson</b>	<b>Masters Committee</b>	<b>DR</b>
	<b>Paul Kendall</b>	<b>Open Water Committee</b>	<b>PK</b>
	<b>Chris Galer</b>	<b>Specialist (Referee Training)</b>	<b>CG</b>
<b>Apologies:</b>	<b>Jonathan Pope</b>	<b>Hertfordshire</b>	<b>JP</b>
	<b>Stephen (Podge) Christian</b>	<b>Suffolk</b>	<b>SC</b>
	<b>Dave Harman</b>	<b>Disability Committee</b>	<b>DH</b>
	<b>Bob Outtram</b>	<b>Specialist (Disability and IT)</b>	<b>RO</b>

<b>Ref No</b>		<b>Action</b>
<b>15/01</b>	<b>Declarations of conflicts of interest</b> None notified.	
<b>15/02</b>	<b>Minutes of the previous meeting</b> Accepted.	
<b>15/03</b>	<b>Matters arising from previous minutes</b> 14/15 FINA Rules 2013 CPD – recently updated following rule changes at Doha congress. BS Mentoring CPD the revised version still not published by BS. Contemporary Issues CPD via IOS online not working. 14/26 ER SOG budget submitted to the Management Board, two changes, both the Open Water judge training and the Disability CPD have been transferred to the respective disciplines for management. 14/27 ER Management Board accepted the SOG recommendation in 14/31. 14/30 Issue of BS Referee PowerPoint presentations being dated, raised by DM, still pending. 14/31 Water bottles authorised and purchased.	<b>DM</b>
<b>15/04</b>	<b>Activities completed since the previous meeting</b> CG reported that the Regional referee training course went ahead in January and February 2015, six new candidates and 1 examination re-sit in attendance. Two candidates re-siting the May 2015 examination.	

15/05	<p><b>Activities planned before the next meeting</b>  Referee refresher Course planned in September 2015.  Further Referee training courses for candidates.</p>	DM CG/DR
15/06	<p><b>British Swimming (BS) Amateur Swimming Association (ASA) Updates</b>  <b>ASA Licensing Criteria</b>  DM spoke regarding the new ASA Open Meet Licensing Criteria, which had been published, and in being from 1st March 2015. All Regional clubs had been circulated the document via the Regional office and it was also circulated on the BS/ASA/ER websites. A discussion took place regarding the processes and a common understanding of the requirements.  <a href="#">ASA Open Meet Licensing Criteria</a></p>	ALL
	<p><b>ASA Criteria for the Training of officials at licensed meets</b>  DM had previously circulated this document, a discussion took place concerning it's contents and requirement for future training in the Region. The training is broadly in line with what is already happening in the Region.</p>	All County Reps and Course Leaders
	<p>The main changes are effective from 1<sup>st</sup> January 2015:-</p>	
	<p><i>It is both desirable and necessary that trainee officials across the board gain their poolside experience at the broadest possible range of events. With this in mind trainee officials who are members of ASA affiliated clubs will now be encouraged to gain poolside experiences across all levels of meets.</i></p>	
	<p><i>As such trainee officials will be required to evidence attendance at two sessions (where a "session" is a morning, afternoon or evening) at meet(s) licensed at either Level 1 or 2, two sessions at meet(s) licensed at Level 3 and experience signed off by a qualified referee at Level 4 meets.</i></p>	
	<p><b>ASA Data Protection Forms</b></p>	
	<p>DM had previously circulated the forms, which had been signed and returned. This process formalizes the holding and circulation of data in the various roles undertaken within the Region by SOG volunteers.</p>	
	<p><b>New Judge Workbooks</b></p>	
	<p>BS/ASA currently are not intending to update the printed workbooks following the recent FINA rule changes, DM has produced some templates which labels can be made and stuck in the books. DM to circulate to County Reps for use. The online pdf books will be updated soon.</p>	DM
	<p>The FINA Rules Extracts are not being considered for updating with new labels by BS/ASA, even though they run to the next FINA Rule cycle.</p>	
	<p><b>FINA Rule Updates 2013</b></p>	
	<p>An updated PowerPoint has been produced and will be circulated to all County Reps. For circulation to their course leaders.</p>	DM
	<p><b>Referee Licensing Reports (ASA)</b></p>	
	<p>An updated version of the Open Meet Referee report form has been produced, together with a caption added which the referee confirms when signing. Any other relevant comments and observations are to be added on an additional page. It has been noted in the past some referees have not completed this form accurately, regards timings, staffing of an</p>	County

event or too many swimming entries accepted by the Promoter. The form is for the Referee to complete and sign honestly, not for the Promoter to complete and a “tame” referee sign stating all is correct when it was not. The ASA are now considering downgrading Open Meets that do not conform to the criteria to level 4 for major issues/breaches. The Referee reports must be fair, balanced and honest reflection of the meet. The licensing officer may consider also breaches that a lower level of licence is issued on the next occasion or not at all. DM will ensure this subject is on the agenda for the September referee refresher training day.

Reps. And  
DM

New caption: -

***I confirm that the levels and number of Licensed Officials appropriate to this level of Licensed Meet were met and am satisfied that the times achieved are appropriate for addition to the British Swimming Rankings database at that level.***

DM attending the next ASA Swimming Officials Group meeting 10 May 15.

15/07

### County Updates

Various topics and issues were discussed. The main issues were the frustration of cancelling CPD’s due to the lack of interest of officials, then several requests, days following the original date. Officials are not prepared to travel and appear to want the CPD when it suits them personally. The [online IOS Contemporary Issues CPD](#) has eased this and can be completed easily.

Turn over of officials, clubs failing to appreciate that the drop off requires a continual process of new officials in training.

Clubs have also failed to appreciate the requirements of a Level 3 licence in which inspectors of turns are required to be a minimum of a Judge Level 1 (JL1) in training, having passed the timekeeper part of the course, or a qualified timekeeper being a JL1 in training. [ASA Open Meet Licensing Criteria](#)

15/08

### ER SOG Key Performance Indicators (KPI’s)

Details of the SOG KPI’s were circulated for the period 2014-15. These continue to reflect well nationally. The previous years figures in brackets.

Qualification	Applications received	Passes this year
Timekeeper	274 (326)	286 (229)
Judge L1	243 (250)	129 (117)
Judge L2	58 (63)	55 (64)
Judge L2S	29 (29)	17 (22)
<b>Number of CPD Events (attendees)</b>		
	<b>2014/15</b>	<b>2013/14</b>
Contemporary Issues	7 (56)	7 (106)
FINA Rules	6 (18)	18 (420)
Mentoring of Officials	0 (0)	2 (40)
Disability Awareness	1 (20)	2 (37)

15/09

### ER Technical Officials Courses Planned

DH is arranging for a Disability Awareness CPD on Sunday 14 June 2015 at Newmarket in the morning prior to Regional Disability Gala.

DH

DM together with DR & CG is arranging the Regional Referee Refresher CPD on Sunday 6 September 2015 at Freckenham village hall. A “save the day” email had been sent out to all referees in the region following the last meeting and copied to the county reps.

Items being considered for the day include: -

Referee Reports – Open Meets, Mentoring process and sign off by a licensed referee of workbooks, the necessary post qualification requirements of officials before applying for the next level, Race Results refresher incorporating last May's updates from British Swimming, Para Swimming refresher, FINA rules updates, backstroke ledge, new officials criteria for training etc.

DM/DR/  
CG and  
others

**15/10 ER SOG Development Plan**

The four year plan was discussed, there were two changes to the original plan as mentioned earlier in the minute in 15/03. Regional SOG budget submitted to the Management Board, two changes, both the Open Water judge training and the Disability CPD have been transferred to the respective disciplines for management.

The BS referee training continues and is covered later. The first major training project is on 6 September 2015, the referee refresher training day. It is early in the planning stage, emails sent out, hall booked and waiting for confirmation from presenters.

**15/11 ER Referee Training**

CG reported that the Regional referee training course went ahead in January and February 2015, six new candidates and 2 examination resits in attendance. Two candidates resiting the May 2015 examination. There is a proposal from the ASA SOG to the BS SOG that all candidates for next year onwards, must have two references, one from the county rep/tutor and one from the Regional Organiser before being allowed to enroll on the BS referee course, likely to be adopted shortly.

**15/12 Licensing of Officials**

DM confirmed the process after passing JL1, he still issued all persons with a congratulations letter, pass certificate and an application form to be a licensed official suitably endorsed. There had been a drop off of officials not renewing their licences, but this is reflected in the life cycle of an official when their children give up swimming.

**15/13 ER Galas – Officials Allocation**

DM reported that the applications for the Regional Long Course at Luton had closed, there was sufficient officials for all days. Norwich had not yet closed, but there were still some vacancies.

Joan Wheeler is the TD/Lead Referee for Luton, Tom Baster for Norwich. Ian Mackenzie is appointed the Field of Play lead for Luton, Joan Wheeler for Norwich.

Keith Belton is meeting the management of the UEA regarding parking and access to the site for the Norwich meet following the BBC event on Earlham Park being announced.

**Note post meeting update – DM and Joan Wheeler attending with Keith on 30 April 15.**

DM

Purchase of bells to use for long distance races instead of whistles. At present the Region borrow Bedfordshire's Bells. DM to speak with Keith Belton.

**15/14 AOB**

The BS disqualification report, does it have to be completed in block capitals, some referees insisting, resulting in the report having to be re written several times due to officials not being used to writing only in block capitals. It was noted on the report it stated please, nothing mentioned in the FINA rules. DM to take this up at the ASA Swimming Officials Group meeting.

DM  
(ASA SOG)

Out of region officials trainees attending galas not with printed bound books like in the East Region. Candidates only presenting single printed poolside duties sheets, nothing to show prior training records or that they have enrolled and attended the theory sessions as required. Regional officials advised always to bring their Judge workbooks with them to galas, DM to take this up at the ASA Swimming Officials Group meeting.

DM gave an update on the request from Mark Davies (ASA SOG Chair) for information and procedures on payments and training methods in the region. The IOS had enquired, as they would prefer a single method of operation of receipt of payments and processes. All counties had supplied information and this was passed onto Mark. It was confirmed that the IOS were not going to take over the training like they do for swimming coaches/teachers, but they only wanted a single method of payment and supervision of training courses.

***Note post meeting update – DM has been informed that the way the East collect payments from a single point of contact and supervision is the preferred way the IOS wish in England.***

**15/15**

**Recommendations to the Board**

Purchase of 9 bells similar to the Bedfordshire type for long distance swimming events.

**15/16**

**Date of the Next Meeting**

**15 November 2015 at Kentford (or Newmarket prior to Masters event).**

**10 April 2016 at Kentford.**