

ASA East Region

Swimming Officials Group



Minutes of a meeting held at the Regional Office, Kentford on 8 May 2016

Present:	Mr. David Metcalf	Manager of SOG	DM
	Mr. Ian Knight	East Region Board Member	IK
	Mrs. Louise Mackie	Bedfordshire	LM
	Mr. Nigel Brigham	Cambridgeshire	NB
	Mr. Jonathan Pope	Hertfordshire	JP
	Mrs. Kay McGuire	Essex	KM
	Mr. Tony Smith	Norfolk	TS
	Mr. Stephen Christian	Suffolk	SC
	Mr. David Robinson	Masters Swimming Committee	DR
	Mr. Paul Kendall	Open Water	PK
16/01	Apologies		
	Mr. Bob Outtram	Specialist (Disability and IT)	RO
	Mr. Chris Galer	Specialist (Referee Training)	CG
	Mrs. Jackie Harvey	Disability Committee	JH
16/02	Declarations of conflicts of interest		Action
	None notified.		
16/03	Minutes of the previous meeting		
	Circulated following the previous meeting, these were accepted as a true record of the meeting.		
16/04	Matters arising from previous minutes not on the agenda		
	None.		
16/05	Ratification of items agreed since the last meeting		
	No items.		
16/06	Activities Completed since the last meeting		
16/06.1	The Para Swimming CPD's arranged by Dave Harman on the 29 November 2015 (lack of attendees) and 5 March 2016 (not organized) did not go ahead.		
16/07	Activities planned before the next meeting		
16/07.1	Para Swimming CPD's arranged by Bob Outtram and David Metcalf at Freckenham VH		BO/DM
	09:30am Sunday 26 June 2016.		
16/07.2	11 September 2016, refresher training day for trainee referees taking the November 16 examination.		DM/DR/CG
16/08	British Swimming (BS) / ASA SOG Updates		
16/08.1	CPD for Starters who act as Referees – Now completed waiting for the files to be uploaded onto the IOS system and the online course to go live. DM had requested it be prerequisite to enrol on a BS Referee course.		

16/08 cont.

16/08.2 **Backstroke Ledges** – The poolside protocols have been fine-tuned and now in use at the recent British Swimming international meet in Glasgow. The Region adopted and used these at the recent long course meet at Norwich.

16/08.3 The Region had recently purchased 10 Omega backstroke ledges and they were used at Norwich for the first time.

Extract from the Region Officials operating booklet for Luton

Backstroke (Ledges)

At these Championships, backstroke start ledges will be in use. When the event prior to backstroke has been completed and whilst the swimmers in that event are leaving the pool Inspectors of Turn should install the ledge at the '0' setting before returning to their seats. Should the swimmers need any assistance in setting the ledge please help them but ensure that they are responsible for the final setting of the ledge. Training on the installation and use will be given at the gala.

Please stand on the referee's first long whistle. Upon hearing the second long whistle from the referee, move forward (if the swimmer in your lane is using the backstroke ledge) onto the bulkhead and observe that the toes of the swimmer's foot/feet in contact with the ledge plate are in contact with the timing pad. If they are, please step off the bulkhead. If they are not, instruct the swimmer to ensure their toes of the foot/feet in contact with the ledge plate touches the timing pad. Once this has been done, step backwards off the bulkhead. This will indicate to the referee that the swimmer in your lane has complied with the rule requirements.

16/08.4 **Judge level 1** – DM asked for clarification of the meaning of “actively in training” as per the ASA Licensed Meet criteria was discussed, Mark Davies is pursuing this with Regional Licensing officers.

16/08.5 **Contemporary Issues – Online** - DM had advised the ASA SOG that there is some practical issues with completion of the online CPD via I-pads/tablets and concerns that the time lag in recording on Integra may delay final assessments.

16/08.6 **Referee Training** – DM had raised some issues that occurred last year in the East with referee candidates not having first spoken to a referee course leader before applying to the County Co-coordinator. He requested that it is essential for 2017 candidates, to have had a conversation with their proposed Course Leader prior to applying.

16/09 **Updates from County representatives**

16/09.1 Various topics, issues were discussed and debated; some had been covered earlier at the meetings.

16/09.2 It was acknowledged that there is a need for more timekeeper courses, as the licensing criteria demands a minimum of qualified timekeepers at licensed Level 4 meets.

16/09.3 The lack of a qualified referee at these meets also caused issues regarding signing off competences for officials being mentored

- 16/09.4 Clarification of chief timekeeper (CTK) being a qualified JL1 for level 3 meets - DM was present at the relevant meeting deciding the requirements for the chief timekeeper at level 3 meets to be qualified JL1 clarified the requirement. The CTK supervises the IOT'/TKs at the start end, that is the reason they have to be a qualified JL1. If not the situation would arise of a unqualified official supervising a qualified JL1.
- 16/09.5 Policies around various counties regarding the purchase/issue of officiating polo shirts was discussed, each county had different polices and it was acknowledged it was for each county to decide.
- 16/09.6 The issue of officials wearing only regional polo shirts was raised recently with DM, as at present, the policy is on your first appointment you receive a free shirt from the region with the option of purchasing extra shirts to wear. It was agreed that it should not be a requirement for officials to wear only a regional shirt at regional competitions, it is preferable they did, but acknowledge they only receive one free shirt.

16/10 ER SOG Key Performance Figures (KPI's)

- 16/10.1 Details of the SOG KPI's were circulated for the period October 2015 to March 2016, quarters 3 & 4 of the reporting period.

Q3 October - December 2015				
Qualification Level	Applications for Training this Quarter	Year to date	Training Complete - Qualified this Quarter	Year to date
Timekeeper	101	206	97	200
Judge L1	108	202	33	61
Judge L2	4	28	6	15
Judge L2 (S)	2	20	8	24
CPD Training Opportunities		Attendees		
Contemporary Issues	2	0		
Technical Updates	4	41		
Disability Awareness	2	0		
Mentoring	0	0		
Q4 January to March 2016				
Qualification Level	Applications for Training this Quarter	Year to date	Training Complete - Qualified this Quarter	Year to date
Timekeeper	120	326	88	288
Judge L1	58	260	30	91
Judge L2	23	51	20	35
Judge L2 (S)	0	20	3	27
CPD Training Opportunities		Attendees		
Contemporary Issues	0	0		
Technical Updates	0	0		
Disability Awareness	1	0		
Mentoring	0	0		

- 16/10.2 The ASA SOG will cease to collect data from regions from the last meeting (10/04/16)
- 16/10 ER SOG Development Plan and Annual Budget**
- 16/10.1 DM circulated the current progress against the yearly development plan. JP suggested that as we were still waiting for the ASA to upload the CPD for Starters who act as Referees onto the IOS, could we not deliver this locally, as a lead time to arrange a central CPD is slipping and takes some time to organise. It is more likely that attendees would travel locally than centrally within the region.
- 16/10.2 It was agreed that DM would arrange for the PowerPoint version he has to be delivered in house at Kentford to SOG members who can deliver it locally, complementing the online version in more detail. DM would check with Mark Davies if this agreeable to the ASA Swimming Officials Group. DM
- 16/11 ER BS Referee Training**
- 16/11.1 Four candidates passed the November examination and have all passed their poolside assessment. They are: - Matt Hart (Dunmow Atlantis), Wayne Hughes (Hatfield), Jane O'Brien (Hertford), Bernie Whitbourn (Dereham & District).
- 16/11.2 The 2016 regional course had 8 trainee referees enrol, two of the candidates choosing a course leader from outside the region. Three theory days had taken place, the final refresher day planned for 11 September 2016.
- 16/11.3 Early in the year Gerry Metcalf and Tom Baster had successfully attended a BS/ASA Referee Course Leader training day and had been appointed course leaders.
- 16/12 Recommendations to the Board**
- 16/12.1 None.
- 16/13 Any Other Business**
- 16/13.1 DM gave an update on the latest situation regarding licensing of galas within the East Region. Simon Gee had recently been appointed the Regional Licensing Officer (licensing@eastswimming.org).
- 16/13.2 PK gave an update on Open Water Judge courses he was willing to run locally in the region, the theory training leading up to the practical side at a regional Open Water event. He sought the assistance of members to help promote the courses. ALL
- 16/14 Confidential Items**
- 16/14.1 An issue was discussed and how to deal with it locally.
- 16/15 Date of the Next Meetings at Regional Office, Kentford**
- 16/15.1 20 November 2016
7 May 2017 – to be confirmed