



ASA East Region
Minutes of the Swimming Officials Group Meeting
Sunday 20 November 2016

| | | |
|----------------|----------------------------|----------------------------------|
| Present | Mr. David Metcalf - DM | Manager- ER SOG |
| | Mrs. Gerry Metcalf - GM | Management Board Rep. Substitute |
| | Mr. Phil Winder – PW | Bedfordshire Substitute |
| | Mrs. Kay McGuire – KM | Essex |
| | Mr. Tony Smith – TS | Norfolk |
| | Mr. Stephen Christian – SC | Suffolk |
| | Mr. David Robinson – DR | Masters |
| | Mr. Paul Kendall – PK | Open Water |
| | Mr. Chris Galer – CG | Specialist – Referee Training |

Also present

16/16

Apologies

16/16.1 Sarah Paines – Cambs, Jonathan Pope – Herts. (Intending Skype into the meeting – Wi-Fi down at loc.), Bob Outtram – Specialist Para, Ian Knight – Management Board Rep., Louise Mackie - Beds

16/17

Declarations of conflict of interest

16/17.1 None notified.

16/18

Previous minutes

16/18.1 Circulated following the previous meeting, PW pointed out there were two paragraphs numbered incorrectly – 16/08.3. With this amendment they were accepted as a true record of the meeting.
DM updated the meeting that Sarah Nooteboom (nee Paines) had recently been appointed as the Cambridgeshire ASA representative.

16/19

Matters arising

16/19.1 16/08.1 - CPD for Starters who act as Referees – DM confirmed that the ASA SOG and the IOS were still developing this CPD. It is unlikely to be ready until early 2017.

16/19.2 16/08.4 - DM asked for clarification of the meaning of “actively in training” as per the ASA Licensed Meet criteria.

To act as a Judge Level 1(JL1) in training qualified to Timekeeper (TK) for licensing purposes, at Level 3 galas (acting as a judge by themselves).

“The official must have enrolled and attended a JL1 theory course, attended both the timekeeper theory session (if not already a TK when they enrolled on the course) and the first Judge theory session.

If they were not a qualified TK before undertaking the course, they must take the TK poolside assessment and pass it.

After passing the TK poolside assessment, they must then have a minimum of 1 session being mentored in the role of inspector of turns (one to one), recorded in the workbook and signed by a qualified licensed referee.

*After a successful judge mentoring session, officials then can act as a “**JL1 in training, qualified to TK**”, providing the last mentored judge session is within 6 months. If it is over 6 months, trainee JL1's must have another mentored judge session to allow the “JL1 in training,*



qualified to TK” to be renewed.

So if they have not been mentored in the last six months and act in this role, they must have another session being mentored by a qualified JL1.”

16/20

Activities completed since the last meeting

- 16/20.1 26 June 16, Bob Outtram delivered a BS Para swimming officials CPD at Kentford. 10 officials attended
- 16/20.2 11 September 2016, regional refresher training day for trainee referees took place ready for the November 16 examination.

16/21

Activities planned before the next meeting

- 16/21.1 January 17, new trainee referee course planned depending on numbers of officials who apply.

16/22

British Swimming (BS) / Amateur Swimming Association (ASA) SOG updates

16/22.1 Officials Courses online registration and payment update

The ASA announced East Midlands would be trialing online payments for TK courses as it had been discovered that some counties and / or regions were exploiting gaps in the current payment system and not paying the fees due, as there is currently no verifiable connection between payment and the qualification.

The ASA have now asked DM to inform all East Region counties that from early 2017, payments for timekeeper courses will have to be made via the new online course payment system. The new procedures will ensure all payments due, register the course with ASA Finance and provide a payment receipt for the payee. Applications for the TK course (other than payment) still have to be sent to DM to register the course and arrange for a course leader via the county rep. as per the current procedures. DM requires proof of payment before he can process the applications. No retrospective applications will be allowed.

It is likely the new procedures will progress to cover all officials course applications JL1 – JL2S later in 2017.

DM to write to county reps on behalf of the ASA to obtain payment details of county/clubs (persons) who run TK course. **Action DM**

16/22.2 New 2016 Contemporary Issues CPD

BS have updated the Contemporary Issues CPD with a new 2016 version for face to face delivery by course leaders. County reps have been sent the new files for presenters to use.

Currently, the on line version will remain in the previous format, due to costs of upgrading it to the 2016 version. Terry Bream from Northants has produced a document to assist officials trying to access the IOS on line version. It is an easy to follow format that will ensure officials complete the online CPD in a timely manner.

[This document is on the Regional website, click here to access](#)

16/22.3

Circulation of Swimming Officials Data

Advice from Mark Davies, ASA SOG Chair on the circulation of officials lists data locally was restated. DM circulated details by email on 6 June 16, also reminding county reps. that before any member or club entitled to receive such data, they must have completed and signed a ASA Data Protection Form. Please ensure all signed copies are forwarded to DM for registration with the Amateur Swimming Association.



16/22.4

Competitive Swimwear update- Religious reasons

ASA Regulation 411 concerning competitive swimsuits is now out dated and has been subject to review by the ASA SOG & SMG.

The proposal being submitted to the ASA Sport Board is as follows: -

Proposal

“It is suggested that such swimwear may consist of one or more pieces, to cover arms, legs and head as required. The material should be of a textile fabric as currently approved for competition and there should be no fixings or zips.

It is anticipated that the Referee of a competition will be required to determine the suitability of any such competition garments.”

16/22.5

Rankings – Swimmers DOB Removed – ASA Statement

“Following a single complaint through the ICO regarding the publication of dates of births within the ranking system they have recommended that we adopt a process to restrict access. In discussions with them it has been agreed to publish year of birth only.

The ASA Sport Governing Board recommends to Regions, Counties and Clubs or anyone organising a competition that they do not publish dates of birth either electronically or within a programme of events. It is appreciated clubs will still need to supply dates of birth to meet organisers to ensure the correct data is used for swim meets and rankings purposes.

Data currently available to club officers using www.swimmingmembers.org are not affected.

We recognise this is inconvenient to many members who need the full date of birth of members not in their club. An example being County or Regional Records. To be able to offer this service we are planning on introducing a personal key system to enable such access. In the meantime the ASA Membership Department can confirm dates of birth needed for such situations.”

16/22.6.1

Athletes with hearing impairment

The ASA Swimming Officials Group and the ASA Swimming Management Group have recently received questions with regard to swimmers with a hearing impairment. In order to provide practical guidance individuals from Para-Swimming, coaching and officiating strands of our sport have been consulted.

The questions received can be summarised into two specific areas. Firstly “How does an athlete provide evidence of their hearing impairment?” and secondly “Who can act as the assistant to an individual who has a hearing impairment?”

[This document is on the Regional website, click here to access](#)

16/22.6.2

Strobes

The Region has purchased two starting lights (strobes) that flash when the electronic starting system is activated. Two versions have been purchased, one for Omega and the other for Daktronics systems, these are to be used at regional swimming galas.

16/22.7

Judge Workbooks Reprinting

BS have reprinted a further set of Judge workbooks for use at Regional/County training courses. Unfortunately, they have again reprinted them in the old format. The FINA 2013 rules changes having not been updated, resulting in course leaders or trainees having to amend the rules in the workbook.



16/22.8 **Course Leaders – DBS Checks**

The ASA are in the process of requiring in 2017 all course leaders who deliver officials courses, to have the new DBS check or hold a current/valid DBS check.

DM will circulate the request to county reps. for them to enquire with county course leaders if they have a current ASA Enhanced DBS check. Replies to David Metcalf. **Action DM**

16/22.9 **Register of Image Capturing Devices at Galas**

The ASA changed their policy regarding the recording of devices that are capable of recording images whilst at galas.

[This document is on the Regional website, click here to access](#)

16/23 **Updates from County representatives**

16/23.1 DM circulated a document showing the numbers of officials and which county they came from who have supported regional galas during 2015 and 2016. There were some surprising differences from which counties the officials came from, to where, the location of the gala being held. [This document is on the Regional website, click here to access](#)

The region had experienced issues in populating the required positions at long distance sessions during this period. The week leading up to the winter meet 2016, there was not sufficient numbers to support more than six lanes.

16/23.2 Norfolk are delivering the 2016 version of Contemporary Issues on 19 November 16.

16/23.3 TS was concerned that in Norfolk, the situation of TK only courses being run caused him problems when he was arranging central JL1 courses. Some candidates being already qualified as TK, other candidates not qualified TK's, attending all sessions, the TK qualified only attending a "completion course" (missing out the TK/CTK session). These "completion courses" were in various locations within Norfolk. DM - a situation for Norfolk to resolve, other counties experienced no issues.

16/23.4 Various topics, issues were discussed and debated; some had been covered earlier at the meetings.

16/23.5 It was acknowledged good practice that officials in training, are required to have experience of being mentored at Level 4 meets. It was suggested that the trainee make prior arrangements to take with them a qualified mentor.

16/23.6 DM asked that county reps inform him when JL1 trainees who have not previously qualified as a TK, pass their TK poolside assessment. The assessment must also be recorded in the judge workbook. DM will update the regional training records accordingly. Regional licensing team can then check with him if they have passed the TK assessment if required.

The ASA are considering recording this information on the individual's personal online records.

Action – County Reps.

16/23.7 DR asked that now he is not the Masters manager, his email contact details for the single point of contacts be amended to records@eastswimming.org

[Updated SPOCS data](#)



16/24 ER SOG Key Performance Indicators (KPI's)

16/24.1

| Q1 April to June 2016 | | | | |
|----------------------------|--|--------------|--|--------------|
| Qualification Level | Applications for Training this Quarter | Year to date | Training Complete - Qualified this Quarter | Year to date |
| Timekeeper | 117 | 117 | 101 | 101 |
| Judge L1 | 110 | 110 | 32 | 32 |
| Judge L2 | 33 | 33 | 12 | 12 |
| Judge L2 (S) | 4 | 4 | 6 | 6 |
| CPD Training Opportunities | | Attendees | | |
| Contemporary Issues | 0 | 0 | | |
| Technical Updates | 1 | 1 | | |
| Disability Awareness | 1 | 10 | | |
| Mentoring | 0 | 0 | | |

| Q2 July - Sept 2016 | | | | |
|----------------------------|--|--------------|--|--------------|
| Qualification Level | Applications for Training this Quarter | Year to date | Training Complete - Qualified this Quarter | Year to date |
| Timekeeper | 12 | 129 | 27 | 128 |
| Judge L1 | 51 | 161 | 14 | 46 |
| Judge L2 | 6 | 39 | 6 | 18 |
| Judge L2 (S) | 13 | 17 | 2 | 8 |
| CPD Training Opportunities | | Attendees | | |
| Contemporary Issues | 0 | 0 | | |
| Technical Updates | 0 | 0 | | |
| Disability Awareness | 0 | 0 | | |
| Mentoring | 0 | 0 | | |

16/25 ER SOG Four Year Development Plan and Annual Budget

- 16/25.1 The meeting was updated with the latest achievements progressing against the on going plan.
- 16/25.2 The meeting discussed the 2017-18 annual plan and budget, which reflected the on going four-year plan. DM to produce the final annual plan and submit on behalf of the SOG for approval.

16/26 Regional Referee Training

- 16/26.1 11 September 2016, regional refresher training day for trainee referees took place ready for the November 16 examination.
- 16/26.2 CG – gave details to the meeting of the planned 2017 trainee referee course at Kentford, depending on how many applications are made.

16/27 Issues/Recommendations to the Regional Management Board

- 16/27.1 None.



16/28 Any other business

16/28.1 PW asked for clarification regarding level 3 & 4 galas regarding the qualification of the Chief Timekeeper (CTK).

Clarification of 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's/Tk's at the start end, that is the reason they have to be a qualified JL1. If not the situation would arise of an unqualified official supervising a qualified JL1.

Level 4 meets, the CTK – a minimum of one J1 in training and qualified to timekeeper is required.

16/28.2 PK informed the meeting that a open water JL1 course is being run on 4 March 2017, between 12-4pm at Basildon pool, Essex

16/28.3 PK noted that there appeared to be a lack of younger officials wishing to take up open water officials training. He was looking to promote it to the younger official.

16/29 Confidential items

16/29.1 None.

16/30 Next meeting

16/30.1 The next meeting will take place on Sunday 7 May 2017 at Kentford.