

ASA East Region

Swimming Officials Group (ER SOG)



Minutes of a meeting held at the Regional Office, Kentford, Suffolk Sunday 2 November 2014

Present:	David Metcalf	ER SOG Manager	DM
	Ian Knight	ER Board Member	IK
	Gerry Metcalf	Bedfordshire	GM
	Nigel Brigham	Cambridgeshire	NB
	Kay McGuire	Essex	KM
	Marilyn Hughes	Hertfordshire	MH
	Stephen Christian	Suffolk	SC
	David Harman	ER Disability Manager	DH
	David Robinson	ER Masters' Manager	DR
	Chris Galer	Specialist (Referee Training)	CG

Apologies:	Tony Smith	Norfolk
	Bob Outtram	Specialist (Disability and IT)
	Paul Kendall	ER Open Water Manager

Ref No		Action
	Stephen Christian was welcomed to the meeting as the Suffolk County ASA representative replacing Dave Whelan.	
	DM explained that the meeting was moved to this date to enable the information from the new BS/ASA Swimming Pathway Implementation Group to be published and understood. DM had attended the Pathway Implementation Group (PIG) presentation on behalf of the East Region.	
14/17	Declarations of Interest No declarations made	
14/18	Minutes of the previous meeting Approved	
14/19	Matters arising from previous minutes None	
14/20	Activities completed since the last meeting DM continues to administer the regional course applications, courses, general administration and support to the counties, arrange technical officials for regional galas.	

The following British Swimming (BS) CPD's have been delivered by counties on behalf of ER Swimming Officials Group this is an ongoing commitment. FINA 2013 Updates, Contemporary Issues continuous professional development modules (CPD's).

The group held two training days for BS referee trainees in April and September 2014.

PK

Open Water (OW) judge training in April 2014 at Kentford, OW Judge Level 1 (JL1) & OW Judge Level 2 (JL2). DM has requested information from PK regarding attendees etc., to date has had no reply.

DR stated he had undertaken OWJL2 training at the Regional Open Water competition in July 2014, his workbook had been signed off correctly. He has sent copies as required on three occasions to PK and so far has not received his OW JL2 pass certificate and notification. Advised to contact Les Debenham, the national representative to resolve the issue.

Twenty candidates attended the ER Disability CPD ran by DH at Newmarket prior to the ER Disability Championships. DH stated that in future the number of attendees would have to be less to accommodate the mentoring training on poolside.

14/21 Activities planned before the next meeting

Ongoing delivery by counties of BS CPD's.

County
Reps.

14/22 British Swimming / ASA Updates

Minutes of the ASA Swimming Officials Group (ASASOG) meeting on 12 October 2014 had not yet been published. Mark Davies has been appointed as the New Chair of the ASA Swimming Officials Group He replaces Neil Booth who has been appointed as Chair of the BS Swimming Officials Group.

The new BS judge workbooks have now been published, in JL1 & JL2/2S formats. They are in a new format with an extra section for the recording of post qualification experience. The region will continue the policy of only using the printed bound workbooks supplied with no additions. Printed copies are to be avoided except in the case of an emergency.

Details of the evidence of post qualification experience poolside duties (extracts from the workbooks) were circulated. The ASA SOG has confirmed that it is the responsibility of the appointed course leader to review the applicant's workbook (JL1, JL2, JL2S) to check they have completed the required hours before commencement of training.

County
Reps/
course
leaders

DM will now only process the applications received and forward them to the county representatives as in the past.

BS/ASA Swimming Pathway Implementation Group process for swimming had now been published and had been circulated widely. The document is a work in progress, the version at the date of the meeting was version 3 revised 21 October 2014.

The website link to view the current version is as below:-

<http://www.swimming.org/asa/library/document/asa-swimming-competition-pathway>

Mentoring on poolside was discussed at the ASA SOG, there had been some previous issues regarding this. It was agreed (subject to approval) by the SOG that there would be no more than two trainees, Judges/starter being mentored by a qualified mentor at any one time. They had to be a "one to one basis", not viewing from the other side of the pool. An IoT can supervise two trainees in one lane, or if the IoT was judging two lanes, in two lanes, one either lane. Stroke/Finish judges & starters no more than two trainees accompanying them.

It had been also agreed at the ASA SOG that there would be no poolside assessments for Judges (JL1, JL2, JL2S) at Level 1 or 2 licensed meets unless they were a County Championships.

Use of Tape in Swimming Competitions – ASA/BS Position statement. The statement was discussed and it confirms that the decision of the Referee remains final and binding.

The payment of swimming technical officials (STO) BS Licence fees being paid in full by regions was discussed at the ASA Swimming Officials Group. The East region position still remains the same as previously agreed and recorded in the SOG Minutes - Saturday 6th February 2010. The IOS wanted only to invoice the region for all fees, then the region would pay for all, then claim the fees back from counties/clubs/individuals. Other regions agreed to this process, it was not clear they had the authority to do so.

Group workshop sessions for JL1, JL2, JL2S. The ASA SOG group confirmed that all group workshop sessions shall be carried out as per the workbook. The combining of sessions in one day is not acceptable, (ie TK and judge role being combined in one longer session on one day). There must be a period between the workshops sessions to enable the trainee to gain experience, absorb the information given and reflect on the training.

Post qualification of poolside sessions shall be recorded in the new workbooks for those that have them. The course leader is responsible for examining the trainees workbook/evidence to ensure they have completed the necessary post qualification experience before commencing the next training level. DM will not in future be carrying out this role as it had become time intensive regionally and was not working, due to trainees not replying to enquiries.

Competencies and Certification processes sign-off. It had been brought to the attention of the ASA SOG members attending ASA Club conferences by officials (local conference in Cambridge), that referees were not signing off the competences for strokes/duties etc. in the workbooks until they had attended many sessions for each stroke, one having attended 15 plus sessions and the referees were not signing off even freestyle. Some workbooks have local inserts in the workbooks, requiring extra duties to that required by BS. No local inserts or sign off policies should be used.

14/23

County Updates

General discussions took place concerning training courses and current issues and experiences encountered. Bedfordshire had cancelled two CPD's due to a very poor uptake of attendees.

14/24

East Region Key Performance Indicators (KPI's)

Details of the SOG KPI's were circulated, these continue to reflect well nationally.

14/25

East Region Technical Officials Courses

DM continues to collate all CPD course dates, venues and arrange for them to be advertised on the national and regional websites. Counties had been requested to send details of planned courses to David Metcalf, to date no courses are advertised. The BS website has a hyperlink to the Regional website page containing courses in the East.

ALL/DM

<http://www.eastswimming.org.uk/swim/index.php/swimming/swimming-officials/cpds1>

The BS mentoring CPD is currently under review as it is not fit for purpose in the current training environment. In the East we have used the package and tailored it to regional needs.

Contemporary Issues 2011 CPD is due for renewal in 2015. The ios have produced a new online version with a few extra videos. It was accepted that this online version was tailored for the smaller disciplines and those officials who had left it to the last minute and required to relicence. ASA SOG preferred that the group delivery is still preferred to enable group discussions to take place. The online cost is £5.00.

FINA 2013 CPD, the second part regarding DQ forms should be delivered as part of the CPD.

14/26

East Region Swimming Officials Group Development Plan and Annual Budget

The ER Management Board has changed the Four-year development plan, to a four-year rolling plan. Details of the SOG plan for 2015-2019 were circulated, the plan will be revisited each meeting and revised each year.

The plan will change slightly each year to reflect courses that are not being held annually.

DM

The delivery of a refresher module for Disability, in view of the recent IPC rules changes will be included in the 2015 Referee refresher course, scheduled for early September 2015, date to be confirmed by David Metcalf.

14/27

East Region Referee Training

Two further Regional referee training days were completed in April and September.

DR/CG/IK suggested that the previous requirements of four candidates attending on the first training day in January of each year to enable SOG finance be changed. This was in light of the SOG now not paying for buffet lunches and room hire as in previous years. The costs for this year will be considerably lower. All agreed to this proposal. DM/IK to present this to the ER Management Board.

IK/DM

The £50 charge for non East Region members attending the trainee referee training days will remain (Fee paying club to ASA membership must be in the East).

Dates for the 2015 course to be arranged shortly and circulated to BS referee course leaders. Three candidates from the East have already enrolled nationally (that we know of).

14/28

Licensing of Officials

Currently in the East we have 879 officials qualified JL1 or above, 630 are licensed (70.53%).

14/29

East Region Galas – Officials Allocation / Arrangements

Applications to officiate at the Winter Championships have been circulated and advertised on the regional technical officials website pages. The closing date is 7 November 2014.

The championships are over three days, Friday evening long distance, Saturday and Sunday 3 sessions each day, the last session being finals. This seems less popular to date with officials applications, normally at this stage applications are over subscribed. Some are just volunteering for the first two sessions each day.

The issue of personal water bottles again was raised for all volunteers on poolside. The ER TSC had agreed to the request, to date no bottles had been purchased.

14/30

Any Other Business

A proposed ios online system of payments and booking of STO courses has been stopped by BS/ASA Swimming Officials Group

The STO course application form has been requested to be in an editable pdf format to enable candidates to type in their details and print it off to send. This will enable DM to process the applications more quickly, as they will be legible.

DR reminded county representatives that the National Master's round of county competitions was at Newmarket on 16 November 2014. So far only three counties had informed him of the STO's they are required to supply.

County
Reps.

DR raised the issue of out of date BS power point presentations for the BS referee course leaders. DM to contact Helen Akers.

DM

14/31

Issues / Recommendations to the Regional Management Board

1. Purchase of water bottles for the volunteers assisting at galas
2. Liaison from Open water
3. Requirements for 3 BS Referee trainee candidates to enable the referee course provided via ER to be funded

14/32

Date of the Next Meetings – Regional Office, Kentford – Sunday 12 April 2015