

# ASA East Region

## Swimming Officials Group (SOG)



### Minutes of a meeting held at the Regional Office, Kentford, Suffolk Sunday 9<sup>th</sup> February 2014

<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 Bringham</b>	<b>Cambridgeshire</b>	<b>NB</b>
	<b>Kay McGuire</b>	<b>Essex</b>	<b>KM</b>
	<b>Marilyn Hughes</b>	<b>Hertfordshire</b>	<b>MH</b>
	<b>Keith Belton</b>	<b>Norfolk (substitute)</b>	<b>KB</b>
	<b>Dave Whelan</b>	<b>Suffolk</b>	<b>DW</b>
	<b>David Harman</b>	<b>Disability Manager</b>	<b>DH</b>
	<b>David Robinson</b>	<b>Masters Manager</b>	<b>DR</b>

<b>Apologies:</b>	<b>Tony Smith</b>	<b>Norfolk</b>
	<b>Bob Outtram</b>	<b>Specialist (Disability and IT)</b>
	<b>Chris Galer</b>	<b>Specialist (Referee Training)</b>
	<b>Paul Kendall</b>	<b>Open Water Manager</b>

<b>Ref No</b>		<b>Action</b>
	Before the commencement of the meeting the Manager David Metcalf spoke about the recent death of former ASA and Regional President Don Neate. The Group then held a minute's silence in memory of Don.	
	David Metcalf presented a regional Gold Pin to Marilyn Hughes for service to the regional officials group. A Gold Pin is presented to individuals who have volunteered on committees within the region for six years or more.	
<b>14/01</b>	<b>Declarations of Interest</b> No declarations made	
<b>14/02</b>	<b>Minutes of the previous meeting</b> Approved	
<b>14/03</b>	<b>Matters arising from previous minutes</b> 13/29 – the date should read 2014 and not 2013 as published.	
<b>14/04</b>	<b>Activities completed since the last meeting</b> DM continues to administer the regional course applications, courses, general administration and support to the counties, arrange technical officials for regional galas.	

**14/04 cont.** The following British Swimming (BS) CPD's have been delivered by counties on behalf of ER Swimming Officials Group this is an ongoing commitment. Mentoring of Officials, FINA 2013 Update, Contemporary Issues continuous professional development modules (CPD's). Performance figures are mentioned later in the minutes.

The group held two training days for BS referee trainees in January and February 2014, with two more planned later in the year.

Two practical referee assessments were carried out in January 14 at Biggleswade, Beds for two successful candidates in the national examination in November 2013.

**14/05 Activities planned before the next meeting**

CPD's planned in April 2014, Open Water (OW) Judge Level 1 (JL1) & Judge Level 2 (JL2) training at the regional office at Kentford. Paul Kendall and David Harman will be running the courses. Applicants for JL1 can complete majority of the practical and all theory training on the April course prior to the practical experience at the regional OW competition at Whitlingham, Norfolk on 20 July 2014.

PK/DH

"Introduction to officiating at events that include swimmers with a disability" CPD is being held on 25 May 14 at Newmarket. This will be held in the morning prior to the regional disability gala, candidates will be able to gain officiating experience at the gala. David Harman will be the presenter. The date of the gala has changed from 24 May to 25 May 2014.

DH/DM

Two further training days for the BS referee trainees has been planned for April and September 2014 in preparation for the national examination held in November.

DR/CG/DM

Ongoing delivery by counties of BS CPD's.

ALL

**14/06 British Swimming / ASA Updates**

Minutes of the ASA Swimming Officials Group (ASASOG) meeting on 25 August 13 had been circulated prior to the meeting, the minutes were received in late January 14.

Matters arising from the minutes of interest:-

New JL1 and JL2 candidate workbooks being revised by the home countries - *JL1 workbook received this week, reviewed later in the meeting.*

Additional courses for Referee Course Leaders to be trained, being considered – *no course held or planned to date.*

Extract of FINA rules to be produced on a four yearly basis – *no book has yet been produced and circulated.*

November 2013 referee examination – concern raised that the list of answers for markers did not include all available model answers (raised by East). The May examination model answers improved.

Chair of the British Swimming - Swimming Officials Group (BSSOG) is currently been advertised, as Chris Bostock was appointed Chair of the ASA Sport Governing Board. It was noted that the number of British Swimming Officials News emails has reduced since Jane Davies retired.

14/07

**County Updates**

General discussions took place concerning training courses and current issues and experiences encountered.

County representatives were reminded that candidates taking the Judge Level 2S (JL2S) course are required to supply to DM evidence of the 20 hours post qualification experience in the role of JL2 (stroke and finish duties).

All  
County  
Reps

Several counties had delayed running JL1 and JL2 courses waiting for the new candidate printed bound workbooks to be produced by BS, so that candidates, did not have to print 50 plus pages that risked being distributed across the pool deck at galas.

A discussion took place concerning poolside assessments and documentation. It was agreed to continue with the practice that poolside assessments would only take place outside the candidates home county providing it was in agreement with the candidate’s course leader. Assessments out of region or a request from candidates outside the East, would only be completed with the agreement of the course leader of the candidate with prior arrangement. BS poolside assessment forms shall only be circulated to course leaders and /or assessors and are not to be available on a website in the public domain.

ALL

DM was requested to include in the letter that accompanies the course pass certificates details on how the candidate can apply to officiate at regional swimming galas once they become licensed.

DM

14/08

**East Region Key Performance Indicators (KPI's)**

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

Quarter 2 - July to September 2013		
Qualification	Applications received	Training Completed
Timekeeper	79	66
Judge L1	25	25
Judge L2	2	10
Judge L2S	10	2
	Number of CPD Events	Attendees
Contemporary Issues	2	44
FINA Rules	10	302
Mentoring of Officials	1	35
Disability Awareness	0	0

Quarter 3 - October to December 2013		
Qualification	Applications received	Training Completed
Timekeeper	79	61
Judge L1	25	30
Judge L2	2	17
Judge L2S	10	11
	Number of CPD Events	Attendees
Contemporary Issues	2	33
FINA Rules	4	71
Mentoring of Officials	1	5
Disability Awareness	0	0

The meeting had previously been circulated with a presentation by the ASASOG concerning trend charts regarding officials dating back to 2009/10. KPI's were also reviewed which included national numbers region by region.

**14/09 East Region Technical Officials Courses**

The meeting was advised that each county has access to match funding from the region for a county conference, which official's courses can piggyback onto, to access some match funding costs.

ALL

Courses planned are previously mentioned in these minutes.

DM will continue to collate all CPD course dates, venues and arrange for them to be advertised on the national and regional websites. Counties are requested to send details of planned courses to David Metcalf

ALL/DM

**14/10 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 2014-2018 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.

The ER Management Board has approved the 2014/15 budget plan.

**14/11 East Region Referee Training**

**British Swimming Referee Examination Success – Nov 2013**

Andrew Fitt	St. Ives SC
Derek Hughes	Hemel Hempstead SC
Graham Briars	West Suffolk SC
Mark Horrod	Hemel Hempstead SC
Nigel Utting	Great Yarmouth SC

The Regional referee training day went ahead on 12 January 2014, with 4 regional candidates, plus one candidate from London – Essex attending. Future training days are expected to attract 6 (5 regional) candidates, plus 2 who are re-sitting the exam in May 2014. Dates for the course has been circulated in December 2013.

The new referee candidate workbook for FINA rules and race results is still awaited.

The planned dates for the trainee referees are:-

Saturday 8<sup>th</sup> February 2014, Sunday 27<sup>th</sup> April 2014 and Sunday 14<sup>th</sup> September 2014.

The meeting considered a proposal from BS/ASA about a new procedure by the race referee deciding and recording race result RD's. All agreed it was an easier procedure, fairer to the swimmer affected. It is hoped that a decision will be made very soon by BSSOG .

#### 14/12 Licensing of Officials

Current Situation – Licensing							
County	Licensed Officials	Total JL1 or above	Total Officials	Contemporary Issues CPD	Mentoring CPD	Disability CPD	FINA 2013
Bedfordshire	94	118	270	65	27	36	55
Cambridgeshire	107	133	213	51	42	30	57
Essex	83	120	273	36	4	11	54
Hertfordshire	143	207	606	63	6	27	78
Norfolk	115	139	194	71	23	19	53
Suffolk	116	146	225	70	40	26	55

#### 14/13 East Region Galas – Officials Allocation / Arrangements

Applications to officiate at the Youths and both Bagcat have been circulated in January 14 and advertised on the regional technical officials website pages.

DM was requested by the discipline managers to circulate Masters and Disability officiating application requests.

DR/DH/DM

#### 14/14 Any Other Business

##### BS Officials Licence fees

Neil Booth (NB) had requested information on payment of BS Officials Licence fees (new and renewals) by counties and regions. The Institute of Swimming (IoS) has experienced issues with different payment processes across the country.

The region pays the renewal fee for licensed officials who meet the below agreed criteria as recorded in the ER SOG minutes February 2010.

*“Regional Criteria (agreed at ERSOG meeting February 2010) – official volunteers to qualify, would have to officiate at the Licensed Regional Championships for a minimum of two full days or six separate sessions in the preceding 12 months when the license was due for renewal”.*

DM

No counties pay for the renewal or new licence fee, (details to be forwarded to NB).

##### New Draft JL1 Candidate Workbook

Draft versions (v4) of JL1 candidate and course leader workbooks were discussed. The meeting reviewed (via projector) the entire candidate workbook in detail, making numerous suggested amendments or comments concerning layout, ease of reading, and expressed concern regarding post qualification recording processes proposed to BSSOG.

DM

DW raised the issue on behalf of Suffolk County ASA of the recent BS Officials News items concerning the FINA interpretation of Separated Hands in Breaststroke and Butterfly. They had received correspondence concerning the matter from a member, DW was advised to forward the issue to BS direct.

DW

DM has revised the document concerning the various officials training courses and procedures for applying/payment for the information of clubs. A copy of this document is placed on the regional website in the officials section. DM was requested to circulate to all regional clubs via the regional office details with the hyperlink to the source document. This document then can be kept up to date on the web.

DM

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

**14/15**

**Issues / Recommendations to the Regional Management Board**

None

**14/16**

**Date of the Next Meetings – Regional Office, Kentford – Sunday 7/9/14 and Sunday 25/1/15**