



**Swim England East Region**  
**Minutes of the East Swimming Leadership Group**  
**23 May 2021**  
**By Zoom**

**Present** Tom Baster (TB) Swimming Manager  
 Keith Belton (KB)  
 Gerry Metcalf (GM)  
 Helen Stephens (HS)

**Also Present** Joan Wheeler (JW)

<b>21/01</b>		<b>Apologies for Absence</b>
	21/01.1	Apologies for absence were received from David Metcalf, who was attending the WPS competition in Madeira.
<b>21/02</b>		<b>Declarations of conflict of interest</b>
	21/02.1	None.
<b>21/03</b>		<b>Previous minutes</b>
	21/03.1	There had been a preliminary meeting on 16 <sup>th</sup> May but no minutes had been taken.
<b>21/04</b>		<b>Matters arising</b>
	21/04.1	n/a
<b>21/05</b>		<b>Return to Competition</b>
	21/05.1	TB outlined the plans of British Swimming and Swim England to hold a regionally hosted Festival of Swimming in late July/ early August. Following the discussions at the preliminary meeting held the previous week, TB had worked on plans for two competitions, a Festival of Swimming meet and a regional development meet for younger swimmers.
<b>21/06</b>		<b>Festival of Swimming Meet</b>
	21/06.1	Pool bookings had been problematic, however the following bookings had been made: <ul style="list-style-type: none"> <li>• Sportspark UEA Norwich for 31<sup>st</sup> July and 1st August</li> <li>• London Aquatics Centre for 7<sup>th</sup> and 8<sup>th</sup> August (with the potential to extend the meet to include 6<sup>th</sup> August)</li> </ul>
	21/06.2	The pros and cons of using Level x times were discussed. It was agreed that qualifying times should be taken from rankings with the qualifying period 1/1/19 to 20/3/20, and that if events were undersubscribed, they should be opened up to entries from Level X times.
	21/06.3	TB had circulated a first draft of conditions, qualifying times and schedule. The Group discussed these and agreed that all would look at these in more detail but that: <ul style="list-style-type: none"> <li>• KB would look at the qualifying times, with an aim of</li> <li>• HS would look at the schedule</li> <li>• JW would look at the conditions.</li> </ul> All to let TB have comments as soon as possible. <b>(Action All)</b>

	21/06.4	As British Swimming planned to publish more details of the festival later in the week, there was a need to progress plans quickly. TB would meet with coaches on Sunday 30 <sup>th</sup> May at 9.30 am, with a further meeting of the ESLG at 10.30 am. TB to set up a Zoom meeting, JW to arrange for an email to be sent to coaches <b>(Action TB/JW)</b>
	21/06.5	It was anticipated that a licence application would be made immediately following this, and TB would contact the RLO to ask for this to be dealt with as soon as possible so that information could be published to clubs and members. <b>(Action TB)</b>
<b>21/07</b>		<b>Development Meet</b>
	21/07.1	A Level 2 development meet for swimmers aged 10 and 11 years would take place at Basildon SV on 17/ 18 <sup>th</sup> July.
	21/07.2	The entry times were discussed. It was noted that times for the 10 years age group were an issue, as few swimmers of this age were able to compete prior to lockdown. It was therefore agreed that qualifying times may be achieved in Levels 1,2,3,4 and X between 1/1/19 and the entry closing date, which is noon on Wednesday 30 <sup>th</sup> June.
	21/07.3	All members of the Group were asked to look in detail at the proposed schedule, qualifying times and conditions with a possible aim of 15 heats per event, and to let TB have comments as soon as possible. <b>(Action All)</b>
<b>21/08</b>		<b>Event Management</b>
	21/08.1	With regard to event management, the following issues were discussed:
	21/08.2	An entry fee of either £9 or £10 was discussed in the context of considerably increased costs, with a final decision to be made at the next meeting.
	21/08.3	Management of athletes, coaches, team managers in the context of Covid restrictions – external holding of athletes using adjoining athletics areas, one coach per relevant club to be allowed in a designated area on poolside - no post-race feedback to swimmers, team managers in external designated club spaces, clubs to bring gazebos.
	21/08.4	We should plan for no spectators – windows at Basildon to be obscured by the use of banqueting roll or similar.
	21/08.5	TB to investigate Live Stream. Three quotes to be obtained, providers will need independent wifi at Basildon. <b>(Action TB)</b>
	21/08.6	Event hoodies to be explored, on line order only. Two designs needed one for the Festival and one for the Development Meet. JW to ask SE about branding restrictions. <b>(Action JW)</b>
	21/08.7	Officials – local officials to be used where possible and numbers to be kept to a minimum. No meals or subsistence, no travel expenses for parents of competing swimmers, 30p per mile for others who need to claim to be considered. A minimal number of hotel rooms to be booked for key volunteers who cannot travel daily. TB to liaise with DM. <b>(Action TB/DM)</b>
	21/08.8	Medals – for top three at the Development Meet, with a possible future online development opportunity for all entrants to be explored.
<b>21/09</b>		<b>Any other business</b>
	21/09.1	Trophies – the Group to discuss the awarding of trophies at regional swimming meets, at a future meeting.
<b>21/10</b>		<b>Next meeting</b>
	21/10.1	The next meeting will take place on Sunday 30 <sup>th</sup> May 2021 at 10.30 am. TB to send Zoom details. <b>(Action TB)</b>