



Swim England East Region
Minutes of the Swimming Official's Leadership Group Meeting
Monday 15 November 2021 @ 19:00 hrs

Present Mr. David Metcalf (DM) Mrs Louise Mackie (LM) Mrs Sarah Nooteboom (SN) Mr. Matt Hart (MH) No Representative attended Mr. Chris Galer (CG) Mr Stephen Christian (SC)	Manager – SE ER SOLG Bedfordshire joined at 19.08 Cambridgeshire Essex Substitute Hertfordshire Norfolk Suffolk
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Also Present: Emma Winter – Swim England East Region Regional Administrator

DM welcomed to the meeting Matt Hart, who was deputising for Jane Howell who has taken over from Kay McGuire as the new representative from SE Essex. DM reported that he had spoken to Kay McGuire and thanked her for all her contributions and experience she had given since the inception of the Region in 2005.

DM welcomed Emma Winter to the meeting and congratulated her on her appointment, members present looked forward to working with her.

21/77

Apologies

21/77.1 Jane Howell- Essex

21/72

Declarations of conflict of interest

21/78.1 None declared.

21/79

Previous minutes

21/79.1 The minutes of the 13 September 21 were circulated and agreed after the meeting. No changes made at the meeting.

21/80

Matters arising

21/80.1 None.

21/81

Ratification of items agreed since last meeting.

21/81.1 None.

21/82

Covid Virus - Covid-19 ongoing

21/82.1 **SE Swimming Competition – Running Events ver. Sept 21**

Swim England have updated advice to clubs and organisers running events following the lifting of Government restrictions. The guidelines are intended to mitigate the

transmission risk of Covid-19 and safeguarding swimmers, coaches, officials, spectators, and volunteers as we continue to return safely to competition.

21/83

Activities completed since the last meeting

21/83.1

Regional technical officials and volunteers supported

- Regional Masters Championships at Newmarket 10 October 21
- The Regional SC Championships at Luton 5-7 November 21
- FINA Rules Update CPD's by Counties. DM reported that 10 online CPDs had already been delivered since August, with a total of 11 being planned. Delivery is regional wide, with candidates enrolling via an online registration process on the regional website. To date 77 technical officials had participated in the training.

On 5 October 21, a presentation by BS Referee Craig Hunter (Hatfield SC)– His experiences at an Olympic swimming referee at Tokyo 2020. DM reported that the presentation was excellent and very well received.

21/84

Activities planned before the next meeting

21/84.1

The final FINA Rules CPD by CG on 17 November 2021- 22 officials have enrolled.

21/85

British Swimming/Swim England updates

21/85.1

GDPR – Data Sharing Agreement

Following the discussion about the Data Sharing Agreement with Swim England at the last meeting, David Metcalf had circulated correspondence from Swim England concerning the sharing of Swimming Officials' Data, and now this information has been forwarded to each of our County Swimming Officials Co-ordinators.

21/85.2

Data Sharing Agreement between the Region and County Swimming Officials Co-ordinators has been circulated on 20 October. All county coordinators have returned their signed agreements, the data can only be used for restricted purposes.

A signed agreement will allow Swim England data to be forwarded to County coordinators concerning officials within their county:

1. New lists of existing qualified licensed officials will be available on a quarterly basis **by the 20th of March, June, September and December.**
2. New lists of trainee Judge 1 officials will be available on the **7th of every month.**

Action ongoing – DM

21/85.3

SE Swimming Competition – Running Events ver. Sept 21

A discussion took place concerning the guidance contained in the document. DM had circulated the link to the document within the region via the "Swimming Officials" Newsletter, including all regional referees.

DM asked all county coordinators to circulate this guidance to clubs and open meet organisers.

Action: All County Coordinators

- 21/85.4 **Judge Level 1 Online Training Timelines**
- DM reminded all the deadlines for Judge level 1 candidates to complete their training have been reinstated:
- Anyone who commenced their Judge 1 training under the old face to face/classroom system will have until 31 March 2022 to complete their practical training
 - Anyone who completed their Judge 1 online theory training by the 31 August 2021 with have until 31 July 2022 to complete their practical training
 - Anyone who completes their Judge 1 online theory training from 1 September 2021 onwards will have 11 months to complete their practical training

We need to ensure referees question the candidates before signing off any of the competencies.

The Regional website has been updated; County coordinators have been circulated with the information.

Action - All County Coordinators

- 21/85.5 **Judge Level 1 Old Style Training**
- DM reminded all, that trainees who commenced their Judge 1 training under the old face to face/classroom system will have until **31 March 2022** to complete their practical training.

We need to ensure referees question the candidates before signing off any of the competencies.

Requests for extension of any of the published deadlines will be considered on an exceptional, case by case basis. Requests must be submitted by the candidate to swimmingofficials@swimming.org for consideration by the BSSOG

Action - All County Coordinators

- 21/85.6 **SE Review of Officials at Licensed Meets**
- Discussion took place on the email received from Mark Davies (Chair SE SOG) on the 12 November 21, regarding the way forward for officials and licensing conditions after the 1 January 2022. Due to Covid, SE SOG had reduced the number of officials required for license meets back in the summer and then extended this relaxation until the 31/12/21.

The group decided that we would revert to pre covid normality.

Action – DM

21/86 **Referee Training and Examinations**

- 21/86.1 DM reported that there had been no updates since the last meeting concerning Referee training recommencing in 2022.

21/86.2 DM & CG reported that they had met to discuss the anticipated resumption of BS Referee training in 2022.

Regional policy for 2022 is all meetings will be virtually. No cost involved. They were planning a series of virtual online Zoom training sessions replacing the previous face to face training that had previously taken place at the old regional office in Kentford. They would like to involve more people to assist us in the training, they planned online sessions in bitesize parts of 2 hours.

It is unsure of the candidates, but all the previous Norfolk candidates will start afresh. One candidate from Suffolk was not intending to carry on. The BS Exam is in November 22 as normal.

Prospective candidates being sign posted to the online course 'a Guide to Refereeing', which is a prerequisite of the course.

We are awaiting direction from BS, there is a BS SOG planned for next month.

Action CG & DM

21/87

County Matters

21/87.1 A discussion took place by County coordinators as to what was going on withing their own Counties and future planning.

Problems encountered:

- Club Contacts for official's coordinators (workforce), many positions vacant or receiving no replies to emails.
- County Website issues, lack of updates.
- Trying to find out who is still officiating.
- Lack of County meetings.
- Social distancing issues at galas.
- Lack of participation of parents (as they're not allowed into pools/buildings).
- Swimmers given up/therefore parents have given up.
- No spectators
- Other extreme-overcrowding on poolside - SE Guidance on Competitions previously circulated not being adhered to.
- Parents being actively encouraged by clubs to become trainee judges as they wouldn't see their child swim!!
- Club closures (Sudbury & First Strokes (Godmanchester))

21/87.2 **Current JL2 Applications**

DM reported he had circulated to County coordinators all judge level 2/2S applications he had received since September 2019 to enable Counties to contact candidates, regarding resuming courses.

21/87.3 **Virtual delivery of Judge level 2/2S courses by Counties within the Region**
Within the Region, counties have been running judge level 2/2S theory courses virtually and allowed trainees from outside their own county to attend if the date was more convenient.

- 21/87.3 DM proposed that going forward, a structured plan of virtual online training for all
Cont. judge level 2/2S trainees, with planned dates throughout the year within the region.

Counties will suggest suitable dates and times, with different days of the week as previously done for the successful online FINA Rules updates.

A discussion took place regarding the formal processes:

- Registration and payment of the SE judge level 2/2S course fee to DM as the regional officials' Manager.
- Notification by DM to applicant and relevant County coordinator of receipt of the application.
- County coordinator to contact the applicant/trainee direct and check applicant has completed the correct proven post qualification poolside experience required by SE prior to attending the theory course.
- If the post qualification experience has been completed and evidenced as required.
- County coordinator to supply trainee with a list of suitable courses with dates times and a copy of the course workbook (printed or electronic copy) etc.
- County coordinator to supply name and contact email details of trainee(s) to the course presenter of the online course the trainee(s) wishes to attend.
- Relevant course presenter to send the online access/joining details (Zoom, MS Teams) direct to trainees concerned.
- Following the theory training, the course presenter informs the relevant County coordinators & the Regional Swimming Officials' Manager of who did/did not attend for updating their records.

It was agreed that this was the way forward, spreading the workload, at the same time offering trainee judges various dates and times convenient to them. DM agreed to collate all the proposed dates and times and circulate.

Action - All County Coordinators to send DM a list of suitable dates/times they can present a course up to Sept 2022.

21/88

SE ER SOLG Development Plan and Annual Budget

21/88.1

SE ER SOLG Plans for 2022

DM reported he had received correspondence from the Regional Chairman concerning Plans and Budgets for 2022.

- All meetings in 2022 required to be by zoom (set by the Board)
- Resume payment of BS Licence renewal fee for officials who help at regional galas. DM to liaise with SE licensing & Finance.
- Virtual Referee training – support BS Referee Course Leaders as 21/86.

- Virtual online training of judge level 2/2S within the region supported by counties.

Action - DM

21/89 Issues/Recommendations to the Regional Board/Operations Committee

21/89.1 None.

21/90 Any other business

21/90.1 None.

21/91 Confidential items

21/91.1 None

21/92 Next meeting

21/92.1 The next meeting was scheduled take place by Zoom on Monday 7th February 22.

County representatives were reminded to notify DM of the details of the substitute if they could not attend a meeting.

Following the meeting DM received apologies from Jonathan Pope.

Abbreviations used in swimming

SEER	Swim England East Region
SEER SOLG	Swim England East Region Swimming Officials Leadership Group
SE SLG	Swim England Swimming Leadership Group
SE SOG	Swim England Swimming Officials Group
CPD	Continuous Professional Development
BS	British Swimming
BSSOG	British Swimming Swimming Officials Group
TK	Timekeeper
Judge Level 1/2/2S	Judge Level 1 – Judge Level 2- Judge level 2S (Starter)
CTK	Chief Timekeeper
HA	Helen Akers – Swimming Officials coordinator (BS/SE)