



Swim England East Region
Minutes of the East Swimming Leadership Group
17th October 2021
By Zoom

Present Tom Baster (TB) Swimming Manager
 Keith Belton (KB)
 David Metcalf (DM)
 Gerry Metcalf (GM)

Also Present Joan Wheeler (JW)

21/44		Apologies for Absence
	21/44.1	Helen Stephens and Simon Gee were unable to attend.
21/45		Declarations of conflict of interest
	21/45.1	None.
21/46		Minutes
	21/46.1	The minutes of the meeting held on 31 st August 2021, circulated by email had been agreed as a correct record of the meeting.
21/47		Purpose of the Meeting
	21/47.1	To discuss plans for the Short Course Championships in more detail.
21/48		Short Course Championships
	21/48.1	TB reported on the entries received so far. The pace of entries was continuing as we near the closing date. Entries for the 1500m and 800m events appeared low, although these may increase after open meets over this weekend.
	21/48.2	It was agreed that the closing date of 22 nd October would need to be enforced to give time for draft accepted entries to be published.
	21/48.3	JW had had a meeting with the Pool Manager, who had advised that, due to rising COVID rates, spectators would not be permitted. JW would draft revised information to be published on the website and social media. JW had investigated 'watch and wait' options, no local schools were willing to hire to external users, she was waiting to hear about one local option.
	21/48.4	The Pool Manager had also explained the protocols being used for the Team Luton Open Meet. These separated the SEER attendees from other users of the centre and gave a dedicated access via the front stairwell and balcony. He had asked that swimmers,



		coaches and team managers be located in the balcony, with poolside used for competition, call room and warm up/ swim down. He had requested marshals to control access to the facility, access to the toilets adjacent to the balcony and the changing village.
	21/48.5	DM reported that the response from technical officials had been good. As there was sufficient for all sessions, the application process would be closed today.
	21/48.6	Applications were likely to increase for field of play volunteer roles, particularly as spectators were not allowed. It was agreed that applications should be capped at an agreed number, and the application process closed once that number had been reached. All must be Swim England Members and marshals must have DBS. JW would arrange for a dedicated email address to be set up.
	21/48.7	The Function Room was available for our use. Tea and coffee would be set up in there for officials and SEER event volunteers.
	21/48.8	In terms of refreshments, the previous caterer was no longer available, with a new provider being sourced. Active Luton were willing to allow volunteers to bring their own food, it was not possible for us to buy in sandwiches due to recently introduced legislation. £5 subsistence per day to be paid for those working for two or more sessions. Claims to be made by email after the event.
	21/48.9	KB had investigated the printer issues experienced at the Festival of Swimming. There was no evidence of low toner warnings, so he assumed that toners had been changed earlier than necessary. KB would attend the SCC so would monitor the situation.
	21/48.10	Lateral flow tests should be requested to be carried out the day before, and masks requested unless exempt.
	21/48.11	TB suggested that it may be necessary to break the sessions into mini sessions to avoid overcrowding – a decision will be made once the entries have closed.
	21/48.12	If possible, TB would visit the venue during the Team Luton Open Meet.
21/49		Future Meetings
	21/49.1	10.30 am On 24 th October. TB would send Zoom details.