



**Swim England East Region**  
**Minutes of the East Swimming Leadership Group**  
**24<sup>th</sup> October 2021**  
**By Zoom**

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

**Also Present** Stewart Murray (SM)  
 Joan Wheeler (JW)

<b>21/50</b>		<b>Apologies for Absence</b>
	21/50.1	None.
<b>21/51</b>		<b>Declarations of conflict of interest</b>
	21/51.1	None.
<b>21/52</b>		<b>Minutes</b>
	21/52.1	The minutes of the meeting held on 17 <sup>th</sup> October 2021, were not available.
<b>21/53</b>		<b>Purpose of the Meeting</b>
	21/47.1	To finalise plans for the Short Course Championships.
<b>21/54</b>		<b>Short Course Championships</b>
	21/54.1	TB reported on the entries received. These were at a similar number to 2019, although the standard was slightly lower. There had been some difficulties caused by the results of a recent competition not being fully entered onto rankings, which had now been resolved. There was a possibility that some swimmers may have been disadvantaged by this.
	21/54.2	TB reported on his recent visit to the Team Luton Open Meet, which enable him to see the protocols, requested by the pool operator, in operation.
	21/54.3	TB gave a short presentation on the key issues for the ER Short Course Championships.
	21/54.4	Additional access arrangements may be needed for some para-swimmers - JW to raise with the Pool Manager

21/54.5	The non-competition pool would be used for continuous warm up/ swim down, hence reducing the length of, and overcrowding in, warm up sessions. JW to clarify this to the Pool Manager and request installation of the plastic barrier on the boom.
21/54.6	DM reported that the response from technical officials had been good. The applications had been closed, but could re-open if more were needed for isolated sessions. DM had prepared an Official's Handbook and would circulate this when confirming appointments. SM was the Technical Director and would allocate duties.
21/55.6	There had been a good response for the event volunteer roles. Circa 14 were needed per session, less for finals, all must have current SE membership and marshals DBS checks. JW would ask Jo Stalley to check the DBS status of these volunteers. Again, if more were needed for some sessions the application process could re-open.
21/55.7	As for previous meets, TB would work on the event information document.
21/55.8	Live streaming was confirmed. TB would look for a commentator.
21/55.9	Additional equipment was discussed, including: <ul style="list-style-type: none"> <li>• Matting for the bottom of the rear staircase</li> <li>• Clear plastic bags</li> <li>• Boxes for behind starting platforms – enough for 3 heats</li> <li>• Sanitiser and wipes – some stock left from previous meets</li> </ul>
21/55.10	Inspire had confirmed access to the hard Wi-Fi was possible. Graham Spratt would be asked to make contact with the pool to clarify what was needed.
21/55.11	Presentations were discussed. It was agreed that there were risks associated with presentations, and that consequently trophies and medals should be collected from a trophy table located at the diving board end of the balcony. When not needed on poolside, the President could be sited at the trophy table to congratulate athletes. Trophies should be returned, not engraved, to the Long Course Championships.
21/55.12	GM and JW would pick up van Friday am, collect stock from Kentford with KB's help, pick up Graham Spratt, and deliver stock to the pool. Stock would be returned either Sunday evening or Monday morning. TB was preparing the Stock Request Form. JW would ask JS to order water, to be delivered to Inspire.
21/55.13	There had been no confirmation over the potential 'wait and watch' facility. After discussion, it was agreed that it would be difficult to manage this facility and that no further action should be taken.
<b>21/56</b>	<b>Licensed Open Meets</b>
21/56.1	TB reported on evidence that some licensed open meets in the region were being run without appropriate measures to mitigate against COVID risks. JW would ask Jo Stalley to direct those applying for licences to the Swim England Competition Guidance document.
<b>21/57</b>	<b>Future Meetings</b>
21/57.1	No further meetings were planned before the Short Course Championships. Any issues would be resolved by email.