



**Swim England East Region**  
**Minutes of the Swimming Official's Leadership Group Meeting**  
**Wednesday 19 October 2022 @ 19:00 hrs**

|                |                               |   |
|----------------|-------------------------------|---|
| <b>Present</b> | <b>David Metcalf (DM)</b>     | <b>Manager – SE ER SOLG</b>   |
|                | <b>Louise Mackie (LM)</b>     | <b>Bedfordshire -joined 19.07</b>   |
|                | <b>Sarah Nootboom (SN)</b>    | <b>Cambridgeshire did not attend – no substitute</b>                                    |
|                | <b>Jane Howell (JH)</b>       | <b>Essex</b>  |
|                | <b>Jonathan Pope (JP)</b>     | <b>Hertfordshire (informed at 18.30 may leave early, left 19.29 (prior to 22/33.96)</b> |
|                | <b>Chris Galer (CG)</b>       | <b>Norfolk</b>  |
|                | <b>Stephen Christian (SC)</b> | <b>Suffolk</b>  |

**Also Present: Gerry Metcalf taking notes**

- 22/32 Apologies**  
22/32.1 None
- 22/33 Declarations of conflict of interest**  
22/33.1 None declared.
- 22/34 Previous minutes**  
22/34.1 The minutes of the 27 June 2022 were circulated and an amendments made 22/24.2 paragraph 3, now reads 'Sports Operations Committee', and 22/24.6 Hertfordshire-JP was informed.
- 22/35 Matters arising**  
22/35.1 None.
- 22/36 Ratification of items agreed since last meeting.**  
22/36.1 None.
- 22/37 Activities completed since the last meeting**  
22/37.1 Virtual judge level 2 & judge level 2S courses continuing with success allowing access online without the need to travel. No courses provided by Cambridgeshire to date.  
22/37.2 The Regional Masters Gala took place in Newmarket. The Regional Para Gala was cancelled by the Region.
- 22/38 Activities planned before the next meeting**  
22/38.1 **Regional Winter Championships – 4-6 November 22**  
Applications close on 20 October 22; a Lead Referee has not yet been selected.

Still short of officials as of 19 October. DM to speak with Tom Baster regarding extending the deadline and publicity. **Action: DM (Following the meeting Stewart Murray was appointed)**

22/38.2 **FINA Rules Update 2023**

The FINA Congress took place at the beginning of October 22, subsequent rule changes will be circulated to National Governing Bodies (BS). BS SOG will compile a FINA Rules update that can be delivered Face to face or virtually online. FINA go live with the rules on the 1/1/23.

DM agreed to create an online registration system using Fluent forms on the regional website where technical officials can register for online delivered courses. It is hope that the course can start to be delivered before the new rules come into force on 1 January 2023.All agreed to do both on-line & face to face presentations.

JP will circulate to Presenters a QR code for attendees to confirm their details at the end of the presentation. Data is entered in to an excel spreadsheet recording details for each county attending.

Dates requested from mid-November through December, and in 2023 leading up to County Championships. **Action: ALL**

**22/39 British Swimming/Swim England updates**

22/39.1 DM attended the Swim England SOG meeting on 28 September 22 and had circulated some updates prior to the meeting for County Coordinators to circulate to officials within their county.

22/39.2 **SE Guidance on Water Depths – Diving into Swimming Pools and Competitive Starts**

This is still ongoing and will be implemented sometime later this year by the SE SOC.

22/39.3 **Change in technical officials training and uniform guidance**

Following a review at a recent meeting of Swim England's Swimming Leadership Group there has been an update to the training processes and uniform requirements for technical officials.

At both unlicensed and Level 4 meets, there is no requirement for officials to conform with a dress code, unless specified by the organiser, but all clothing and footwear must be safe in a poolside environment.

For Level 3 meets, the dress code should reflect the need to present a professional image in support of the athletes however, there can still be a degree of flexibility in what is worn.

At Level 1, Level 2 and national events a uniform dress code should be in place. An event organiser can specify this dress code but for any deviation from the norm, either the items should be provided by the organiser or volunteers should be given



sufficient notice to be able to meet the requirements if it involves the purchase of additional items. [Website link](#)

- 22/39.4 **Afro Friendly Caps**  
Swim England have confirmed these are legal to be worn at SE events, sometimes they are referred to as "Soul Caps". [Website link](#)
- 22/39.5 **Swim England Certificate of Exception**  
There have been incidents of Referees in England not accepting the document and disqualifying swimmers. Please make sure that all your referees are aware they are legal and have replaced the old "Certificate of Swimming Disability". Both are current during the period. Once the old documents have expired, the swimmer will apply for the new "SE Certificate of Exception". [Website link](#)
- 22/39.6 **Judge Level 1 Workbooks – Sign Off Competences**  
The chair of the SE SLG recently was presented with a Judge Level 1 workbook to sign, it revealed numerous freestyle sessions but had not been signed off. Mark Davies SE SOG Chair asked that all county coordinators remind their referees that there is an "**Implied Competence**". The referee must make comments in the referee comment section if they are not signing off a candidate for a particular stroke/role.
- 22/39.7 **Poolside Assessments**  
DM stated he was asked to remind County Coordinators that there are no formal poolside assessments for TK-Judge Level 1 or Judge Level 2. It is still required for Starter and Referee. DM had been notified in the Southeast there had been reports of assessments still being carried out for Judge Level 2 when 3 qualified referees were present.
- 22/39.8 **Level 1 and 2 Requirements for Judge Level 1 Candidates**  
The requirement for Judge Level 1 candidates to have experience at Level 1 or 2 licensed meets has been removed. If current Judge Level 1 candidates have not attended level 1 or 2 licensed meets during their training, if they wish to move onto Judge Level 2, they must attend 3 hours at a level 1 or 2 meets as part of their post qualification hours before they can enrol on the Judge Level 2 theory course. Therefore you may need to ask to see previous experience/training record.
- 22/39.9 **Judge Level 1 - 11 Month training period**  
The region now has some common-sense flexibility on extensions to the 11-month period. The candidate must submit a written request to the County Coordinator explaining why they were unable to meet the 11-month time limit and what steps they intend to take to complete the qualification. This is expected to be asap with dates and galas etc (a plan). The county coordinator endorses the request with comments and will forward it to DM as the regional coordinator. A copy of the decision will be forwarded to the candidate, County coordinator and Helen Akers (HA). Helen requires a copy as she signs off the qualification online and will notice

it is out of time. The final decision will be with Helen Akers if she does not agree with our comments.

It is good practice for the candidate to keep a copy of the decision with their workbook as it will stop anyone saying they cannot officiate as they are out of time.

22/39.10 **Judge Level 2/2S Workbooks**  
County coordinators can obtain more printed workbooks by emailing Helen Akers.

## **22/40 Referee Training and Examinations**

22/40.1 **BS Referee Examination – 19 Nov 22 @ 10am**  
Regional examination centres are not compulsory this year, they can be conducted on a local basis. HA has written to all course leaders and candidates.

22/40.2 **BS Referee Course Leaders Course**  
A confirmation from Helen Whittle (Chair of BS SOG) is still waited for. It is expected there will be one virtual course sometime before Christmas. All Regional reps have previously submitted potential candidate's names earlier in the year, this may be reduced as it will be online, as candidates will have to make presentations.

Reminder that candidates must have completed the required poolside duties before they can take the examination.

## **22/41 County Matters within SE East Region**

22/41.1 **Virtual delivery of Judge level 2/Judge Level 2S (starter) courses by Counties within the Region**  
DM thanked those County Coordinators who had already volunteered to assist in the running of online courses. DM asked that more dates be provided and those who have not already assisted consider helping.

**Action: ALL County Coordinators I require more dates**

22/41.2 **Official's New Qualifications and Administration**  
DM confirmed that all pass letters and certificates for judge level 2/2S are being sent direct to officials electronically.

DM reminded all coordinators that the information supplied to him must include the most up to date email address for documents to be sent since they originally applied for the course.

- Name of the official (if they have changed their name since the original application (marriage or divorce etc)
- SE membership number
- Current SE Club
- Current email address that the documentation is to be sent to.

**Action: ALL County Coordinators**



- 22/41.3      **County Updates**  
A discussion took place by County coordinators as to what was going on withing their own Counties and future planning.  
**Problems /Issues encountered:**
- Bedfordshire**
- No updates, 3 x J2 completion
- Cambridgeshire**
- Did not attend, no officials course dates supplied
- Essex**
- Referee candidate for next year
- Hertfordshire**
- Left meeting at 7.29
- Norfolk**
- Adele Gilbertson passed her referee practical assessment.
- Tony Smith who had been the previous Norfolk ASA Officials Coordinator sadly passed away at the weekend.
- 2 x referee candidates for next year
- Suffolk**
- No updates
- 22/42**                      **SE ER SOLG Development Plan and Annual Budget**
- 22/42.1                    **SE ER SOLG Plans for 2022**
- No real change
- 22/42.2                    **SE ER SOLG Plans for 2023**
- To be completed. **Action: DM**
- 22/43**                      **Issues/Recommendations to the Regional Board/Operations Committee**
- 22/43.1                    None.

**22/44****Any other business**

22/44.1

Competency sign off page at bottom of book judge workbooks, can be by a licensed referee. It was agreed that best practice for the final 'sign off' to be completed by the county coordinator whenever possible. This would act as a safeguard to ensure Contemporary Issues have been completed and that the candidate has no anxiety or issues before becoming qualified. **Action: County Coordinators to notify all referees**

Essex is now using 'Swim Meet' software & wondered if the Region would consider buying/using, this has been referred to the Swimming Manager for a decision. It is being used by many clubs and some counties within the region. **Action: DM**

**22/45****Confidential items**

22/45.1

None

Meeting finished 19.56

**22/46****Next Meeting**

22/46.1

The next meeting is scheduled take place by Zoom  
Wednesday 25 January 2023 @ 7pm

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

**Abbreviations used in swimming**

|                    |  |
|--------------------|--|
| SEER               | Swim England East Region   |
| SEER SOLG          | Swim England East Region Swimming Officials Leadership Group     |
| SEER SLG           | Swim England East Region Swimming Leadership Group               |
| CPD                | Continuous Professional Development                              |
| SE SLG             | Swim England Swimming Leadership Group                           |
| SE SOG             | Swim England Swimming Officials Group                            |
| SE SOC             | Swim England Sport Operations Committee                          |
| 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 Development Coordinator (BS/SE) |