



**Swim England East Region**  
**Minutes of the Swimming Leadership Group**  
**28<sup>th</sup> May 2025**  
**By Zoom**

<b>Present</b>	Tom Baster (TB)	Swimming Manager
	Keith Belton (KB)	Finance Manager
	David Metcalf (DM)	Officials Representative
	Gerry Metcalf (GM)	Director
	Helen Stephens (HS)	Director
	James Salmon (JSa)	Regional Manager
<b>Also present</b>		

**25/01                      Apologies and introductions**

25/01.1      No apologies were received.

**25/02                      Declarations of conflict of interest**

25/02.1      None.

**25/03                      Minutes**

25/03.1      No minutes of previous meetings.

**25/04                      Purpose of the meeting**

25/04.1      TB explained the purpose of the meeting and went through the agenda.

**25/05                      Long-Course Championships 2025 - Review**

25/05.1      TB asked for feedback on the Championships.

25/05.2      GM reported that it was difficult to get officials again this year.

DM reported that, unlike in previous years, with the short sessions, there was a turn-round of officials, and it was difficult to brief the new officials in the short space of time.

TB stated that when there are only 20/21 races in a session it is likely that there will not be a large number of officials.

TB explained that at Norwich there is no other way to run the event in a safe way than by having the shorter sessions.

25/05.3      TB reported that entries for this year were up for the lower age-groups, but this was manageable as the majority of the junior age-groups took place at Luton.



TB advised that if the youths were to be given the opportunity next year to swim at Luton, then it would be necessary to make times harder so that the junior event could be held at Norwich.

Pool bookings were not yet finalised. The event will need to be organised according to pool availability. The dates of the Aquatics GB Championships will also need to be taken into consideration.

TB asked for agreement for him to look at making the times harder for 2026, as entries are now increasing significantly post-pandemic, with more swimmers achieving the times.

There remains quite some distance between age-group regional qualifying times set in 2019 and those set for 2025. The intention should be to gently tighten times until they have returned to 2019 standards, which were faster.

TB felt that the sessions lengths were alright and that there were no major issues in that respect.

25/05.4 TB felt that the schedule worked well, but will look at the possibility of having three 20-minute warm-ups, followed by the session.

TB said that having a 10-minute break in the finals was good. It felt less rushed.

25/05.5 TB reported that there were a couple of welfare and conduct issues. TB commented on how the tone and manner changed within the age-groups. In the 15yrs and over events, the swimmers interacted very well, and there were very few issues.

25/05.6 KB felt it went well generally, apart from numbers of officials, it being bank holiday weekend.

25/05.7 HS reported that it was very difficult to find volunteers this year.

25/05.8 A discussion was held on educating clubs about the number of coaches and team managers they require.

25/05.9 TB suggested that the athletes print their own accreditation pass for the Championships.

25/05.10 TB stated that he usually writes the times for the Long-Course Championships in the summer.

25/05.11 TB suggested making a recommendation to the Board of Directors that the Regional Welfare Officer should attend the Regional Championships.

**Action:** JSa to consult Fran Vesztrocy about a Welfare Officer at the Championships.



- 25/05.12 TB will investigate doing the Safeguarding course himself and will also investigate having a Disclosure and Barring Service (DBS) check with Swim England.

**Action:** TB to investigate doing the Swim England Safeguarding course and Swim England DBS check.

## **25/06 Short-Course Championships 2025**

- 25/06.1 TB felt that the 2024 Championships were successful and had a good schedule, so proposed no changes for 2025.
- 25/06.2 TB shared a screen of compared individual entries from 2023 and 2024 and went through the data.
- 25/06.3 TB reported that everything is ready for applying for the licence and confirmed that there have been some small changes to the times.
- There was agreement for TB to submit the licence application for the Short Course Championships 2025.

## **25/07 Event Branding**

- 25/07.1 TB shared his screen with the PowerPoint of the event branding which is available.
- A discussion took place around the branding and what would look better colour-wise and contrast.
- 25/07.2 JSa stated that the designs are suggestions, but other options could be looked into it.
- 25/07.3 TB screen-shared his suggestions for the branding - Six feather flags with the bendy top so that they don't quiver but just display - all blue and all white feathers.
- Two would be used in the entrance foyer, two on the pool deck and two at the gallery entrance.
- TB has also asked for 16 small Toblerone frames - eight blue and eight white - to go on the end of the lanes, and 12 smaller Toblerone frames - six blue and six white.
- JSa confirmed that the size of the smaller Toblerone frames is 900mm wide by 400mm high, but they are custom-made so can be ordered to the size wanted.
- 25/07.4 TB confirmed that there will be two pop-up walls ordered. One will be used behind the medal podium and the other in the foyer area. Four pull-up banners will also be ordered.



25/07.5 KB suggested that there should be a branding layout plan to assist with setting up.

25/07.6 The proposed branding was agreed.

**25/08 Swimming Development**

25/08.1 TB reported on discussions with the East Region Coaches Forum about taking a team to a competition abroad, and that they are keen to go to Luxembourg in January.

It would be a big undertaking and would need a lot of support from the regional staff.

A discussion took place around taking a team to Luxembourg and who would organise it. TB stated that if this is to happen, planning needs to start right away.

**25/09 Any other business**

25/09.1 DM reported that he will update the volunteer policy to bring it in line with the June update on the evening meal allowance, raising it from £15 to £25.

The revised version June 25 will be put on the website.

25/09.2 TB asked if the hotels are booked for November. DM will double-check.

25/09.3 TN was not comfortable about asking for trophies to be returned from the winners within 4-6 months of winning the trophy.

GM reported that what used to happen was that each county representative on the regional committee collected the trophies from their county athletes and returned the trophies at the face-to-face meetings which were held.

TB asked for suggestions of different ways of collecting the trophies.

25/09.4 TB questioned the merit of having the top club award. At this point TB declared his conflict of interest.

TB reported that the medal table is showing a very significant lack of spread of medal-winning clubs, with a significant dominance.

A discussion took place around the top club award.

**25/10 Future meetings**

25/10.1 To be decided.