

**Swim England East Region**

**Minutes of the Swimming Officials' Leadership Group Meeting**

**Wednesday 9 April 2025 @ 19:00**

<b>Present</b>	<b>David Metcalf (DM)</b>	<b>Manager – SE ER SOLG</b>
	<b>Gerry Metcalf (GM)</b>	<b>Regional Director</b>
	<b>No Attendee</b>	<b>Bedfordshire</b>
	<b>Sarah Nooteboom (SN)</b>	<b>Cambridgeshire</b>
	<b>Jane Howell (JH)</b>	<b>Essex</b>
	<b>Jonathan Pope (JP)</b>	<b>Hertfordshire attended @ 19.09</b>
	<b>Chris Galer (CG)</b>	<b>Norfolk</b>
	<b>Stephen Christian (SC)</b>	<b>Suffolk</b>

**Also Present:**

<b>25/17</b>	<b>Apologies</b>
25/17.1	No apologies received.
<b>25/18</b>	<b>Declarations of conflict of interest</b>
25/18.1	None declared.
<b>25/19</b>	<b>Previous minutes</b>
25/19.1	The minutes of the 15 January 2025 were circulated and approved following the meeting.
<b>25/20</b>	<b>Matters arising</b>
25/20.1	None.
<b>25/21</b>	<b>Ratification of items agreed since last meeting</b>
25/21.1	None.
<b>25/22</b>	<b>Activities completed since the last meeting</b>
25/22.1	<b>Regional LC Championships</b> Weekend 1 taken place at Norwich, sufficient officials to comply with the licence. Several requests went out for officials beforehand to achieve licence compliance. The lift out of order at Sports Park for several weeks, with no alternative lift available. The region had been notified in advance. This will also affect WE 2.
25/22.2	<b>Technical Officials Evening – 12 February 2025</b> The presentation by Tom Baster was well received. The region opened up the session also to London and South East Region. At any one time there was up to 113 people online. The presentation has been requested in other regions, Tom contact them direct.

**25/23**

**Activities planned before the next meeting**

25/23.1

**Regional LC Championships 2025 WE 2 & 3**

Two Regional weekends from March to May 2025, venues Norwich and Luton. Swim-Meet files to be created and applications to be advertised. WE 2 Norwich officials applications low currently, however, swimmer entries close on 22/04/25

25/23.2

**AquaticsGB Para Swimming Officiating CPD**

DM will be delivering a further AGB Para Swimming CPD for Technical Officials on 10 April 2025 @ 7pm. The CPD will be advertised to officials in the GB.

Unfortunately, the SE applications cut off for maximum numbers, did not work. DM has been sent application details for 374 officials by Helen Akers. The regional SOG zoom account has a maximum of 300 attendees. DM contacted James Salmon regarding this. In the circumstances, Zoom capacity was increased for 1 month.

**25/24**

**AquaticsGB/Swim England Updates**

25/24.1

**New Judge Level 2 Registration February 2025**

Swim England have changed the process for officials applying for JL2 training. The new registration process is via Swim England website. DM receives the application details via a Swim England email once Registration and payment has been completed.

The process for checking the post qualification hours and attendance at an online theory session is the same as before.

- The candidate will register at <https://www.swimming.org/sport/become-swimming-judge-level-2/> where, as part of sign-up process, the system will check Open Engage (the Swim England membership database) for the Judge 1 attribute and the applicant's age to ensure they are eligible.
- The fee of £10 will be paid online as part of the sign-up process
- This will then:
  - Add the "Judge 2 in training" attribute to Open Engage
  - Send a notification email to the relevant Regional Officials Coordinator for their information; the attribute will also be included on the quarterly download of licensed officials
  - Send candidate details to the Officials Development Coordinator to facilitate weekly batch processing of logbook orders
- It is the responsibility of the course leader to check at the first workshop session that the requisite number of practical hours have been completed to commence training

25/24.2

**Swim England SOG Meeting**

There has been no further SE SOG meeting. DM gave an update on what was discussed at the last meeting regarding a possible restructure.

**25/24.3 Swim England JL2 Theory Training Presenters**

SE are progressing with the project to standardise the delivery of Judge 2 training across the country, they looking to centrally upskill those who are delivering the training on behalf of Swim England. DM has sent details of the registration document to all approved regional course presenters.

**25/24.4 Swim England Contemporary Issues Update**

The Contemporary Issues course for technical officials has been withdrawn on 31 March 2025. It has been replaced by a Swim England Basic Safeguarding course in Aquatics.

This training has been designed to give a basic understanding of safeguarding, welfare and best practice for adults within an aquatic environment. This includes parents, guardians or those who volunteer in a role that does not require a DBS and want to improve their understanding of the topic.

- Why safeguarding is important, key documents and ways to keep yourself safe.
- How to recognise and report behaviour that is not acceptable.
- Where you can find additional support.

Swim England members looking to complete this course for Swimming Officials Training or Licensing/Relicensing, click on this link

[Swim England Foundation Safeguarding Course for Adults.](#)

The regional website has been updated. DM has circulated details to County Coordinators requesting they spread the message and also inform JL1 trainees that they are now required to complete this course, if they have not already completed Contemporary issues CPD. **Action: ALL**

**25/24.5 Swim England Workflow Project**

No updates on the review of all manual computer input tasks of staff across all disciplines and departments with a view to standardising tasks.

**25/25 Referee Training**

25/25.1 Stuart Lundy (Suffolk) passed his poolside assessment in March.

**25/25.2 May 25 Examination**

2 officials are planning to take the examination, 1 Herts and 1 Suffolk.

- 25/25.3      **Regional Referee Training**
- CG updated the meeting - Nine candidates written to (7 new, 2 resists) offering them to attend the course via their course leaders. Four trainees attended the first session on 9 March. Five trainees attended the race results training day on 6 April 25.
- 25/26**                      **County Matters within SE East Region**
- 25/26.1      **SOLG Zoom Account**
- Since July 2024, the leadership group has had access to an exclusive Regional Pro Zoom account (100 attendees) to use in connection with our duties concerning officials training. Positive feedback on how useful the facility is and the ease of access. All agreed it is a useful tool in helping with their roles.
- 25/26.2      **Virtual delivery of Judge Level 2/Judge Level 2S (starter) courses by Counties within the Region**
- DM thanked those who were present who had already volunteered to assist with delivering online training courses. Courses are available until September 2025. He asked those present for any further dates they can assist. **Action: ALL**
- JH asked if it was possible for LM to also present JL2S Theory Courses as she was now a WA Starter. LM would be able to cover extra dates when GM was not able to assist. This would allow more opportunities. **Action: DM to speak with LM**
- 25/27**                      **County Updates**
- 25/27.1      A discussion took place by County coordinators as to what was going on within their own Counties and future planning.
- Problems /Issues encountered generally etc:
- 25/27.2      **Bedfordshire – No information**
- 25/27.3      **Cambridgeshire**
- County Championships, last minute applications by officials.
  - A new County Executive had a positive impact on the championships. New executive members were not officials, so they were able to talk to clubs attending.
  - Heating broken at Parkside Pools, Cambridge
- 25/27.4      **Essex**
- County Championships held at the LAC in London allowing 50m pool swims Officials levels tricky, plenty am, but not pm
  - County Training of swimmers well attended
  - 35 new JL1's in training in the last twelve months, 8 new JL2's, 10 new starters.
- 25/27.5      **Hertfordshire**
- County Championships held for the first time in St. Albans, a ten lane pool. Went well, 11 referees supported the gala.

- Received again a request for referee assessments from other regions without any correct structure or offer of officials to assist. Requests by course leader or trainee.
- Running a JL2 course next on 16 April

#### 25/27.6 **Norfolk**

- County Championships – some sessions had far too many applications from officials, they had to close sessions early. Lots of mentoring completed.
- Been having a JL1 sales pitch within Norfolk at clubs
- Planning to run a Q&A session for officials similar to what Tom Baster run in the region

#### 25/27.7 **Suffolk**

- Counties went well, new starting box at Ipswich which seemed to stop previous issues.
- Steady flow of new officials
- New County shirts

### 25/28 **SEER Regional Development Plan 2025**

25/28.1 The Plan is ongoing without any issues to report.

#### 25/28.2 **Officials Engagement CPDs 2025**

Two CPDs have already taken place, Referees and a General Officials CPD's. DM is planning before the next meeting to arrange a CPD for qualified JL1's information on wishing to become a JL2. **Action: DJM**

### 25/29 **Issues/Recommendations to the Regional Board/Operations Committee**

25/29.1 None

### 25/30 **Any other business**

25/30.1 None

### 25/31 **Confidential items**

25/31.1 None

### 25/32 **Next Meeting**

25/32.1 The next meeting is scheduled take place by Zoom on Wednesday 3 September 2025 @ 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**

AGB	AquaticsGB (British Swimming Ltd)
AGBSOG	AquaticsGB - Swimming Officials Group
CPD	Continuous Professional Development
CTK	Chief Timekeeper

HA	Helen Akers – Swimming Officials Development Coordinator (BS/SE)
Judge Level 1/2/2S	Judge Level 1 – Judge Level 2- Judge level 2S (Starter)
SE SLG	Swim England Swimming Leadership Group
SE SOC	Swim England Sport Operations Committee
SE SOG	Swim England Swimming Officials Group
SEER	Swim England East Region
SEER SLG	Swim England East Region Swimming Leadership Group
SEER SOLG	Swim England East Region Swimming Officials Leadership Group
TK	Timekeeper
WPS	World Para Swimming