



Swim England East Region
Minutes of the Masters' Leadership Group Meeting
25th September 2025 at 7pm, via Zoom

Present

Douglas Drake (DD)	Manager
Gerry Metcalf (GM)	Swim England East Region Director
Bernie Buck (BB)	Specialist
John Burling (JB)	Cambridgeshire Representative
Kelly Clarke (KC)	Hertfordshire Representative
Marianne Phoenix (MP)	Norfolk Representative
Liz Woolner (LW)	Bedfordshire Representative

Also present: Emma Winter (EW), Regional Administrator and Stewart Murray (SMu), Regional Chairman

25/32 Apologies and introductions

25/32.1 No apologies were received.

25/33 Declarations of conflict of interest

25/33.1 None declared.

25/33.2 DD reported that he has stepped down as the Essex representative.

25/34 Previous minutes

25/34.1 The minutes from the meeting on 15th July 2025, circulated prior to the meeting, were agreed.

25/35 Matters arising

25/35.1 No matters arising.

25/36 Budget and Plan

25/36.1 DD asked if the final figures for the Masters' Championships were available.

BB reported that the income before the meet closed was £5,605.00, but this may not be the final figure because of refunds. There were 199 swimmers, 108 Male and 91 Female, and 17 team entries.

25/36.2 JB asked if the East Region Masters have their own budget.

GM confirmed that they do have their own budget, which needs to cover the Masters' Championships and a Development Day.

A discussion took place around the budget - how it is set and where the money comes from.

25/36.3 EW advised that James Salmon or Keith Belton will send out the templates for the 2026 budgets.

25/36.4 MP asked whether the counties contribute towards the cost of the Masters' Inter-Counties competition.

GM stated that currently each Region gets a grant from Swim England to cover the cost of the hire of the pool for the Masters' Inter-Counties competition. A check is needed as to whether there will be a grant next year.

Action: LW to ask Jerone Peters about the Swim England grant.

25/36.5 DD was unsure about what needs to be done about the budget and plan for 2026.

SM reported that there was a good discussion about budget and plans at the Regional Operations Committee meeting and that Keith Belton and the regional staff will be able to support DD with the budget submission.

25/36.6 EW advised that the budget and plan will need to be in by 24th November 2025, to go to the Board on 7th December 2025.

25/37

Development plan and competition plan

Masters' Inter-Counties

25/37.1 EW reported that Saxon Pool & Leisure Centre, Biggleswade, is booked from 12.30pm until 4.30pm.

25/37.2 The timing for warm-up was discussed, and a question was raised about the number of swimmers allowed in each lane during warm-up

Action: EW to contact the venue to check the limit of swimmers per lane.

It was agreed that the warm-up would start at 1pm and last for 40 minutes. Racing would start at 1.45pm to allow 2hours 45minutes to complete the events.

25/37.3 GM advised that SM will be lead referee for the meet. A couple of other officials have come forward, and she has also been notified by two counties of who their officials will be.

GM asked all other counties to inform her of who their officials will be, including their Swim England number and qualification, so she can see if any more officials are required.



Masters' Championships - feedback

- 25/37.4 A feedback survey sent out after the Masters' Championships had been circulated to the Group prior to the meeting.
- 25/37.5 A discussion took place on the feedback received, which included the meet being too early in the season, the length of the day, the venue used, car parking, no swim-down facility, and lateness of the heat sheets availability.
- All comments were taken on board.
A new date will be identified for the Championships.
Different venues will be looked at – Mildenhall Hub, Bury St Edmunds, was suggested.
Providing the heat sheets and results online will be considered for 2026.
- Action:** EW to enquire at Mildenhall Hub about spectator seating and cost of hire.
- 25/37.6 It was agreed that the feedback was generally positive.
- 25/37.7 BB left the meeting at 7.55pm.

25/38 County matters - updates from representatives

- 25/38.1 Norfolk – nothing to report.
- 25/38.2 Bedfordshire – nothing to report.
- 25/38.3 Cambridgeshire – looking forward to the Masters' Inter Counties.
- 25/38.4 Hertfordshire – KC reported that she has noticed on the Inter-Counties programme that events 13 to 17 and 32 to 37 are for the same age-groups and asked if this was a mistake.
- Action:** EW to contact BB regarding the events and age-groups.
- 25/38.5 Essex – DD reported that Katie Holmes will be taking over from him as the Essex Masters' representative.

Action: DD to send EW the contact details for KH.

25/39 Any other business

- 25/39.1 SM asked the Group for clarification of areas where Masters feel they are treated differently from other disciplines.
An example given was the financial contribution provided by the Counties for the Age-Group Inter-Counties, but not for the Masters'.

25/39.2 SM asked that when the Masters' Group submit their budget and plan, they are very clear and honest about what they feel they need as a budget to present an appropriate programme for 2026.

25/39.3 LW asked about the development day which had not been included as an agenda item.

EW reported that, at the last meeting, she had proposed a Masters Open Water development day. She will take the proposal to the Open Water Leadership Group meeting which is being held on 7th October 2025 and will then be able to report back.

25/40

Confidential items

25/40.1 SM explained what would be covered as confidential items.

It is something which needs to be discussed but which should not, for various reasons, be recorded in the main minutes. It is very rarely used. Confidential minutes are recorded.

25/41

Next meeting

25/41.1 Date of next meeting: Thursday 13th November 2025