



Swim England East Region
Minutes of the Swimming Leadership Group
29th October 2025
By Zoom

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

25/11 Apologies and introductions

25/11.1 No apologies were received.

25/12 Declarations of conflict of interest

25/12.1 None

25/13 Previous minutes

25/13.1 The minutes from the previous meeting had been circulated.

25/13.2 25/05.11 JSa reported that he had spoken with Fran Vesztröcy (FV) regarding a Welfare Officer at the Regional Championships and there is no requirement to have a Welfare Officer there.

A discussion took place around having a Welfare Officer at the Regional Championships and it was agreed to investigate creating a new welfare role in which the person would be DBS (Disclosure & Barring Service) checked so that somebody at the event is able to act in a welfare capacity.

Action: TB and JSa to investigate creating a welfare role for the Regional Championships

25/14 Risk assessments

25/14.1 TB asked for a review of the risk assessments for the coming year, to update before the events, particularly focusing on the risk assessment for Luton Sports Village.

25/14.2 The risk assessments were discussed, with observations regarding clearer signage in segregated changing rooms and clarification regarding para-swimmers' lane usage at Luton. Points were raised about the use of the word 'blocks' instead of 'starting platforms' and HS's responsibility for the awards podium and medals was discussed.

KB reported that UEA Sportspark, Norwich may be reviewing the maximum capacity, which could impact their operations.



Action: TB to update the Luton risk assessment to include extra signage requirements and clarifications about para-swimmers

Action: TB to make updates to the Norwich risk assessment, including Toblerone placement for underwater camera and changing the wording from 'blocks' to 'starting platforms'

Action: TB to update the risk assessments to reflect HS's responsibility for the awards podium and medals

25/14.3 TB provided an update on Basildon Sporting Village, reporting that a meeting would be held on Friday 31st October 2025 to negotiate the cost of hosting the Regional Championships there. TB, JSa, Stewart Murray and Sean Beagle will attend.

25/14.4 TB reported that he attended two galas at Basildon and the facilities are excellent, although there are some emerging issues from the refit.

25/15

Short-Course Championships 2025

25/15.1 TB gave an update on the 2025 Short-Course Championships, noting that entries were slightly up from last year, with a slight imbalance in male and female swimmers as fewer senior females had entered.

25/15.2 HS reported that there is adequate volunteer coverage with 4-5 people on different days. HS reported that there is a new person manning the spectator door on the Saturday and asked KB to provide support.

25/15.3 TB reported that he received a complaint following the Long-Course Championships, regarding charging children to spectate. It was agreed that children under the age of 16yrs will not be charged. KB will update the door signs to reflect this.

25/15.4 GM reported that there are 55 officials signed up. Mentoring requests will be covered. TB highlighted the positive trend in sign-ups of officials and the need for maintaining a positive atmosphere at events.

25/15.5 TB reported that Laura Stephens, Olympic swimmer from the Region, has now retired. He would like to create a scoreboard shot for the Friday evening to commemorate her achievements.

25/15.6 A discussion took place around the event's survey. It was suggested that it is taken to the next Board meeting.

25/16

Long-Course Championships 2026

25/16.1 The 2026 Championships schedule, circulated prior to the meeting, was screen shared.

TB went through the schedule highlighting some issues with timings because the British Championships were finishing on the Sunday before the first day of the Long-Course Championships, and because a couple of the sessions were tight on numbers.



A discussion took place regarding qualifying times being made tighter for some events and about moving some events to other sessions.

25/16.2 TB will share the dates for 2026 with the coaches at Luton.

25/16.3 The closing date for the 2026 Long-Course Championships was discussed, and it was agreed that it will be Tuesday 14th April 2026 to allow for better preparation and avoid last-minute issues.

25/17 Development activity

25/17.1 TB went through the 2025 budget and commented on the financial performance of the Regional Championships, noting a fractional loss despite licensing fees.

25/17.2 A discussion was held regarding increasing the entry fees and TB suggested increasing the fee to £9.50 in 2027.

25/17.3 There was discussion on organising a development camp or event with TB proposing to request a budget for an overseas or a European meet involving 30 swimmers.

25/17.4 The Group discussed the possibility of inviting new people to join the Swimming Leadership Group to help to deliver the events.

25/18 Officials' licences

25/18.1 DM reported that he has put a proposal into his Swimming Officials budget to pay for the licences for swimming officials.

Swimming officials' licences were discussed.

25/19 Licensing

25/19.1 A discussion took place regarding licensing applications and how the standards have slipped. Consideration was given to setting up a licensing review panel to assess and improve standards.

Action: TB to instigate setting up a licensing review panel

25/20 Any other business

25/20.1 The accommodation arrangements for the 2026 Championships were discussed.

25/20.2 TB reported that the live-streaming company have offered the same price as for 2025 if the Region covers the cost of the rooms for them.

25/20.3 GM asked if DM can now advertise for Technical Director (TD) roles for all the 2026 Championships after the dates have been shared with the coaches. TB confirmed that DM can go ahead.

Action: DM to advertise for TD roles for all 2026 Championships



25/21

Future meetings

25/21.1

To be decided

DRAFT