



Swim England East Region
Minutes of the Masters Leadership Group Meeting
15th July 2025 at 7pm, via Zoom

Present

Douglas Drake (DD)	Manager, and Essex Representative
Gerry Metcalf (GM)	Swim England East Region Director
Bernie Buck (BB)	Specialist
Liz Woolner (LW)	Bedfordshire Representative

Also present Emma Winter (EW), Regional Administrator

- 25/22 Apologies and introductions**
- 25/22.1 No apologies were received prior to the meeting.
 - 25/22.2 The meeting was inquorate.
 - 25/22.3 Marianne Phoenix (MP), Norfolk Representative, sent her apologies after the meeting.
- 25/23 Declarations of conflict of interest**
- 25/23.1 DD declared a conflict of interest, owing to now being the Regional Masters Manager and still the Essex Representative.
- 25/24 Previous minutes**
- 25/24.1 The minutes from the meeting on 24th April 2025, circulated prior to the meeting, were agreed.
- 25/25 Matters arising**
- 25/25.1 25/17.9 DD to contact BB regarding being the promoter for the event.

BB reported that he had not received an email from DD, and that DD was shown in the conditions as the promoter.

GM confirmed that if DD is the promoter for both events, he cannot continue as the Essex representative as there would be a conflict of interest.

Action: DD to contact Essex about the Essex representative role.



- 25/25.2 25/17.10 EW to get quotes for trophies.
BB stated that he is happy to purchase the trophies and donate them.
A discussion took place regarding the trophies. GM stated that BB should claim back the cost of the trophies and not be out of pocket.
- 25/26** **Budget and Plan**
25/26.1 EW screen-shared the 2025 budget.
A discussion took place around the budget and the income of the Masters Championships in 2024.
- 25/27** **Development Plan and competition plan**
Masters Championships
25/27.1 BB reported that entries have opened. Currently there are around 30 entries. The closing date is 27th August 2025.
LW suggested advertising the meet on the unofficial Masters Facebook page.
25/27.2 GM stated that David Metcalf will also re-advertise for officials.
25/27.3 GM asked if there are electronic timing operators for the meet.
EW will check with Keith Belton (KB) to see if he is available to attend to help with the results and will contact Newmarket Swimming Club regarding Automatic Officiating Equipment (AOE) operators.
Action: EW to contact KB regarding the results and contact Newmarket Swimming Club regarding the AOE.
25/27.4 It was agreed to use the café at Newmarket Leisure Centre for the food, tea and coffee for the officials, and to have bacon rolls at the first break and then a cold buffet at the lunch break.
Action: EW to contact Newmarket Leisure Centre regarding food, tea and coffee.
25/27.5 GM asked if the local council has been contacted regarding the car park.
EW will double-check with Newmarket Leisure Centre that the car park restrictions are lifted for the day.
Action: EW to check that the car park restrictions are lifted for the meet.
25/27.6 EW advised that on the day of the Masters Championships at 3pm, a government alarm will be sent to all mobile phones.
25/27.7 BB reported that there have been some issues with the online entry system, but he has been in contact with Chris Bostock regarding the issues.
- Masters Inter-Counties**



- 25/27.8 GM reported that she has negotiated with Biggleswade Swimming Club regarding the AOE and agreed a price of £250 for the hire. It is booked.
- 25/27.9 GM suggested that Stewart Murray is the lead referee for the meet.
- 25/27.10 BB reported that the meet is set up on Sportsystems. When the lane draw has been made, he will send out the team sheets.
- Confirmation is need from the Counties as to whether they will be entering a team.
- Action: EW to contact all Counties regarding teams for the Inter-Counties and to invite the County Presidents.**
- 25/27.11 BB left the meeting.
- Masters Development**
- 25/27.12 EW reported that she and James Salmon (JSa) have talked to Chris Greenhalgh (CG) who is the lead coach for the Open Water development day. He has put together a draft timetable for 2026 to include Masters swimmers in the development day.
- 2/27.13 This draft timetable and the proposal will need to be taken to the Open Water Leadership Group to see if they would be happy to include Masters in the timetable.
- The two Leadership Groups would also need to agree on the costings for the day.
- 25/27.14 A discussion took place about the proposal of the Masters Open Water development day, and it was suggested that interest in having a development day was gauged from swimmers who had competed in the Open Water Championships, as well as from Masters swimmers in the Counties.
- 25/27.15 EW screen-shared the draft timetable for the Open Water development day.
- Action: EW to take the proposal for the Master Open Water development day to the Open Water Leadership Group.**
- 25/28 County matters - updates from representatives**
- 25/28.1 LW reported that Paul Clark, who was Bedfordshire's Masters Secretary before LW, has sadly passed away.
- 25/28.2 DD reported that at the British Masters Championships there were a couple of British records broken by East Region Swimmers. Lizzie Bellinger in the 45/49 age-group for the 100m butterfly and Dave Ebanks for the 50m breaststroke.
- 25/29 Any other business**
- 25/29.1 None
- 25/30 Confidential items**
- 25/30.1 None



25/31

Next meeting

- 25/31.1 EW will send out a doodle poll to the Masters Leadership Group to identify a date for the next meeting. It was agreed to look at a date in the week commencing 22nd September 2025.