

**Swim England East Region**  
**Minutes of the Masters Leadership Group Meeting**  
**9<sup>th</sup> September 2024**

**Present**

Gerry Metcalf (GM)	Swim England East Region Director
Bernie Buck (BB)	Manager
Douglas Drake (DD)	Essex Representative
Andrew MacDonald (AM)	Hertfordshire Representative
Helen Davis (HD)	Cambridgeshire Representative
Martyn Fresher (MF)	Cambridgeshire Representative
Adam Lelean (AL)	Norfolk Representative
Sally Lelean (SL)	Norfolk Representative
Liz Woolner (LW)	Bedfordshire Representative

Also present James Salmon, Regional Manager (JS)

**24/21                      Apologies**

- 24/21.1      BB welcomed everyone to the meeting.
- 24/21.2      There were no apologies for absence.
- 24/21.3      Caroline, the Suffolk representative, was not in attendance.

**24/22                      Declarations of conflict of interest**

- 24/22.1      There were no declarations of conflict of interest.

**24/23                      Previous minutes**

- 24/23.1      Minutes from the meeting held on 2<sup>nd</sup> July 2024 were circulated prior to the meeting.

- 24/23.2      With regard to the previous minutes, the following points were discussed:  
Page 1:  
BB believes the relay records have been sorted.

- 24/23.3 BB asked if there were any thoughts on the Masters decathlon medals. LW sent BB the top female, top male/open, and the top male/open club and top female club, and will get the top female trophy engraved as she has it at the moment.  
BB said Chris Dunn won the male/open trophy. Basildon Phoenix were the top female club and Team Anglia the top male/open club.
- 24/23.4 The matter of how to procure the trophies for the top club awards was raised by BB. JS is aware of some trophies in the storeroom, and will look at what is there.  
Just two are needed and there is no rush as it is not until 10<sup>th</sup> November.
- 24/23.5 Page 2: Inter-counties is confirmed for 10<sup>th</sup> November 2024.
- 24/23.6 **Development plan and Competition plan**  
BB said that, owing to lack of time, he has not been able to work on the Development day and what it might look like. There is still time as it will not be for this year.
- 24/23.7 **Masters Inter-Counties**  
BB did send the schedule and conditions to everybody, but Jerome Peters (JP) should have sent them as well. Not everyone received the ones sent by JP. BB mentioned that JP had some incorrect addresses for some of the counties. BB has corrected these, so it might be amended going forward and should be correct centrally.
- 24/23.8 BB has set up the meet, but needs help as it has been a while since he was last involved with inter-counties. He asked whether there will be a lane draw; this was confirmed by GM. BB says there is an option for setting it up by spearheading every race, but a lane draw will be used.  
  
LW said the draw for lanes is normally done at the East Region Masters as there should be a representative of each county in attendance. BB said they will make sure that happens.
- 24/23.9 Page 3:  
**Masters Championships**  
Entries are progressing well, with approximately 109 as of the afternoon of the meeting date, 9<sup>th</sup> September 2024. There were approximately 150 last year.
- 24/23.10 The question was raised as to whether it would be useful to send out another reminder - there are still about nine days to the close date.  
BB said he could request that the system for entries be kept open a bit longer and the deadline could be extended if this would be worthwhile. It was noted that last year saw a lot of late entries.  
BB is happy with how entries are going so far.  
Bernie suggested circulating a reminder for everyone's own club and perhaps putting something up unofficially.

- 24/23.11 BB asked JS if he was aware that the website was down today. JS confirmed he was aware.
- 24/23.12 GM advised of a meeting for clubs in Swim England Cambridgeshire, to be held on Saturday, 14<sup>th</sup> September 2024. Currently the county does not have an executive, and so the county cannot run competitions. GM asked whether the fact that they do not have a governing body will prevent Masters from being able to enter this event.
- GM asked JS to look into this and she will also highlight it to the Interim Chairman of the Region.
- MF will speak with the Ely SC committee and make them aware.
- 24/23.13 BB will donate the top club, top individual open and top individual female trophies to the meet.
- 24/23.14 Page 4:  
BB is working on presenting the record breakers. Sport Systems has an option to produce the records immediately as they happen, but it isn't that easy to run. BB is currently talking to Graham Spratt to hopefully resolve the issue. Somebody else will be available on standby to check the records to make sure the East Region records can be confirmed at the meet.
- 24/23.15 Three county presidents will be attending. This has not happened for the last few years.
- 24/23.16 Page 5:  
The decathlon results have been sorted out; thanks are given to LW for doing this.
- 24/23.17 The minutes from the previous meeting are agreed.

**24/24****Matters arising**

- 24/24.1 The matters arising were covered as above.
- 24/24.2 **Masters Inter-Counties:**  
The pool is booked. The meet has been set up in Sport Systems, but to be confirmed is which version - 5 or 6 – is to be used, as one is more user-friendly. BB will be meeting with Graham Spratt to discuss which will be the easier one to work with. Both work with the results that are sent to Alan Rousen.

- 24/24.3 BB asked if there were any questions on inter-counties.
- According to the conditions, the teams have to tell the regional meet organizer by no later than 30<sup>th</sup> September whether the team will be there. SL asked various questions. Does this need to be confirmed in an email? Who do they tell? Can it be verbally confirmed at this meeting? BB confirmed that verbal confirmation now was ok.  
SL confirmed the attendance of Norfolk.
- 24/24.4 The question of timings was raised. The pool is booked from 1:00pm. BB asked how long for warm-up. LW said she would check what happened last year. BB said with designated lanes, the warm-ups can be done in the way in which the teams want to. BB just needs the timings. LW said that last year the warm-up was 1:30 pm and racing started at 2:15pm.  
LW suggested that it is good to leave 45 minutes for the warm-up, as then it could be split into three groups. BB said that is fine.
- 24/24.5 LW asked about the deadline for submitting team sheets. The conditions say a week before. BB confirmed that a draft the week before would be good as changes can be taken up to the day before. Adjustments can also be made on the day if need be. BB says the team sheets can be submitted even by the middle of the week. BB can circulate that to everyone, as the conditions were put together by a working group, and can be adapted to be more suitable. GM mentioned that a problem with the dates of birth could have led to it being requested earlier.
- 24/24.6 DD asked whether JP was putting together a proper team sheet, as there isn't one, giving rise last year to confusion about whether Swim England numbers or dates of birth are needed. BB has something that he could send out which will pull up the registration number and correct date of birth when the swimmer's name is entered. It is important to get the correct dates. DD mentioned that there is no template to download and fill in for the Masters like there is for other competitions such as the Arena League.  
BB will look into this. He believes that using a Sport Systems programme information can be filled in and sent back to him, like an online entry system. The issues with finding dates of birth was discussed. BB will try to put something together and if it works, will circulate it in the upcoming days. GM mentioned that another problem was that some people weren't members.  
Swim-to-train entries are possible.
- 24/24.7 **Masters Championships:**  
BB said he is ok with it at the moment. He needs to sort out the numbers for catering with JS, and also to let JS know what medals are needed. BB has a stock list of what they had last year.
- 24/24.8 GM reported that there are currently 16 officials covering all positions, but she would like more to be able to cover roles such as chief timekeeper.

24/24.9      There have not been many relay entries so far, but more are expected.

**24/25                      Budget and Plan 2024**

24/25.1      BB has had a look at the budget. The money made from this meet should cover everything else.

24/25.2      BB asked who sees the budget. JS confirmed it only goes to BB.

**24/26                      County matters - updates from representatives**

24/26.1      Norfolk – Adam won a bronze at the European Long Course Championships in Serbia. Nothing else to report.

24/26.2      Bedfordshire – Nothing to report.

24/26.3      Hertfordshire -Masters in June were a success - nothing else to report.

24/26.4      Cambridgeshire – Reported on Matthew Chadwick (Ely) swimming the channel in 9 hours 55 minutes. Also raised was the question as to whether the issue with Cambridge will affect things across the board at Inter-Counties. A general discussion was held about this.  
During the meeting GM wrote to Ian Mackenzie, the Interim Chairman of East Region.

24/26.5      Suffolk – No representative.

24/26.6      Essex – The Masters is likely to be held on the first Saturday of March 2025 and probably at Basildon. The Basildon pool will be closed for three-four months from April 2025 for repairs.

**24/27                      Any other business**

24/27.1      Nationals Phase 1 opens on Friday.

**24/28                      Confidential items**

24/28.1      There were no confidential items to be discussed.

**24/29                      Next meeting**

24/29.1      The next meeting will be held on Monday 9<sup>th</sup> December 2024.

24/29.2      LW confirmed that she will be on holiday at the time of the next meeting.