



**Swim England East Region**  
**Minutes of the Masters Leadership Group Meeting**  
**24<sup>th</sup> April 2025 at 7pm, via Zoom**

**Present**

|                       |                                   |
|-----------------------|-----------------------------------|
| Douglas Drake (DD)    | Manager, and Essex Representative |
| Gerry Metcalf (GM)    | Swim England East Region Director |
| Andrew MacDonald (AM) | Hertfordshire Representative      |
| Marianne Phoenix (MP) | Norfolk Representative            |
| Liz Woolner (LW)      | Bedfordshire Representative       |

Also present Emma Winter (EW), Regional Administrator

**25/13 Apologies and introductions**

- 25/13.1 Apologies were received from Bernie Buck (BB), specialist.
- 25/13.2 The meeting was inquorate.
- 25/13.3 AM left the meeting at 8pm.

**25/14 Declarations of conflict of interest**

- 25/14.1 DD declared a conflict of interest, owing to now being the Regional Masters Manager and still the Essex Representative.
- 25/14.2 GM asked if they were looking for a new Essex Representative. DD stated that currently they are not.

**25/15 Previous minutes**

- 25/15.1 The minutes from the meeting on 16<sup>th</sup> January 2025 were circulated prior to the meeting and were agreed.

**25/16 Matters arising**

- 25/16.1 25/03.3 JSa to book Newmarket Leisure Centre for 7<sup>th</sup> September 2025 – booked.
- 25/16.2 25/05.2 LW to check with Louise Mackie (LM) about trophies – LW confirmed that she had spoken to LM regarding the Decathlon medals for the teams, and it was confirmed that medals were given to the four members of the top female team and the top male team.

It was agreed to continue to give medals to the four members of the top teams.

25/16.3 LW confirmed that there has not been a national announcement regarding the Decathlon results, but assumes the results are final.

EW asked for confirmation of the male winner so that the trophy can be engraved.

**Action:** LW to confirm that it is Chris Dunn who has won the male Decathlon trophy and advise EW.

**25/17 Development Plan and competition plan**

**Masters Inter-Counties**

25/17.1 DD confirmed that the Inter-Counties conditions and programme have been sent out to the Regions and Counties.

25/17.2 DD confirmed that the Inter-Counties will be on 9<sup>th</sup> November 2025.

EW is working on getting a pool booked.

25/17.3 LW confirmed that Biggleswade pool is available on 9<sup>th</sup> November from 12.30pm till 4.30pm at a cost of £250 per hour, plus £500 for the hire of the Automatic Officiating Equipment (AOE). It could be negotiable.

25/17.4 There was a discussion around other pools within the Region to hold the Masters Inter-Counties. It was agreed that if Biggleswade was no longer available to check availability at Newmarket Leisure Centre.

25/17.5 LW asked if there was financial support nationally towards running the Inter-Counties.

**Action:** EW enquire about national support towards the hire of the pool.

**Action:** LW to contact Biggleswade to see if the pool is still available and to include EW in the emails so she can arrange the booking.

**Masters Championships**

25/17.6 DD confirmed that the Masters Championships will be held on 7<sup>th</sup> September 2025 and BB will receive the entries.

25/17.7 GM informed the Group that the conditions need to be reviewed and comments sent back to BB.

A discussion took place around the conditions.

**Action:** EW to email BB with the comments/suggestions to the conditions. BB to issue a new set of conditions.

25/17.8 MP had forwarded an email from Adam Lelan regarding points on the conditions. These points were discussed.

25/17.9 The role of promoter was discussed, GM advising that if DD is the promoter he will not be able to be the Essex manager at the same time.

**Action:** DD to contact BB regarding being the promoter for the event. EW to send BB's email address to DD.

25/17.10 A point was raised about BB sponsoring the trophies for the top team and top individual awards.

GM advised that a variation of budget will be necessary to cover the cost of purchasing trophies.

It was agreed to get a costing for the trophies and submit a budget variation.

**Action:** EW to get some quotes for trophies and inform the Group.

#### **Development Day**

25/17.11 LW raised again the idea of a Masters Open Water Development Day.

EW confirmed that it was discussed at the last Open Water Leadership Group meeting. It was decided then to review it for 2026. Ian Murray (IM) was going to speak to Chris Greenhalgh (CG) regarding its feasibility.

**Action:** LW to contact IM regarding the Open Water Development Day.

25/17.12 There was a discussion around development days and other Regions not holding many. It was agreed to look at it again later in the year for 2026.

**25/18 County matters - updates from representatives**

25/18.1 There were no county updates.

**25/19 Any other business**

25/19.1 DD reported that he is considering holding a Masters' long-course meet when Basildon Sporting Village re-opens in 2026.

25/19.2 LW reported that BB was also looking into holding a long-course meet and suggested that DD make contact with BB regarding it.

**25/20 Confidential items**

25/20.1 There were no confidential items to be discussed.

**25/21 Next meeting**

25/21.1 The next meeting will be held on 1<sup>st</sup> July 2025 at 7pm.