



**Swim England East Region**  
**Minutes of the Swimming Officials' Leadership Group Meeting**  
**Wednesday 21 January 2026 @ 7.00pm**

<b>Present</b>	<b>David Metcalf (DM)</b>	<b>Manager – SEER SOLG</b>
	<b>Gerry Metcalf (GM)</b>	<b>Regional Director</b>
	<b>Louise Mackie (LM)</b>	<b>Bedfordshire</b>
	<b>Sarah Nooteboom (SN)</b>	<b>Cambridgeshire</b>
	<b>Jane Howell (JH)</b>	<b>Essex - joined 19.12</b>
	<b>No Attendee</b>	<b>Hertfordshire</b>
	<b>No Attendee</b>	<b>Norfolk</b>
	<b>No Attendee</b>	<b>Suffolk</b>

**Also Present: no one**

**26/01 Apologies**

26/01.1 Jane Howell in another meeting running late. No other apologies received.

**26/02 Declarations of conflict of interest**

26/02.1 None declared.

**26/03 Previous minutes**

26/03.1 The minutes of the 3 September 2025 were circulated and approved following the meeting. Minutes agreed.

**26/04 Matters arising**

26/04.1 None

**26/05 Ratification of items agreed since last meeting**

26/05.1 None.

**26/06 Activities completed since the last meeting**

**26/06.1 Regional Masters Championships**

Held on 7 September 25 at Newmarket. Sufficient officials to run the gala.

**26/06.2 Regional Para-Swimming Meet**

Held at Newmarket on 21 September 25, sufficient officials to run the gala.

**26/06.3 Regional SC Championships – Luton**

Held at Inspire Luton on 31 October (evening) until Sunday evening 2 November 25.

**26/06.4 Aquatics GB Para Swimming Officiating CPD**

CPD's on 16/10/25 and 12/11/25 were well attended by officials from within the region. The courses were opened to all technical officials from within GB and quickly became full. Not all records updated by SE to date.

- 26/06.5 **Referee Assessors and County Coordinators Update Meeting**  
Held on 12/01/2026, DM updated the attendees on the latest situation regarding the SE reorganisation and delays in advertising the 2026 Referee Course applications to late January, early February 26.
- Post meeting note-after the meeting I was informed by the SE London representative that applications have now been sent out-I'm investigating this.
- 26/07** **Activities planned before the next meeting**
- 26/07.1 **Aquatics GB Para Swimming Officiating CPD**  
DM reported that he was running two more Para presentations on 26/01/2025 and 26/02/2026. The first date is open only to regional officials has now closed. The second has been full for some time.
- 26/07.2 **Regional LC Winter Championships 2026**  
Applications for technical officials and poolside helpers were advertised on 14 January 26 via the Officials Newsletter.
- Weekend One – 24th April 2026 – 26th April 2026 – Inspire Luton
  - Weekend Two – 2nd May 2026 – 4th May 2026 – UEA Sportspark Norwich
  - Weekend Three – 8th May 2026 – 10th May 2026 – Inspire Luton
- Swim-Meet is being used to capture the information. The Technical Directors have been confirmed as:
- Weekend One – Joan Wheeler
  - Weekend Two – Stewart Murray
  - Weekend Three – Jane Howell
- 26/08** **AquaticsGB/Swim England Updates**
- 26/08.1 **Swim England SOG Restructure**  
Swim England are in the process of structural and staff reorganisation, Helen Akers, the AGB/SE National Officials Administrator has been made redundant. Her roles will be integrated into a new structure in the New Year. It is not known until late January 26, what the structure/point of contact will be.
- 26/08.2 **Swim England Swimming Officials Training and Development Working Party (Swim England Officials Training Working Group)**  
The first meeting took place on 4 December 25; the chair Tom Baster gave a presentation on the ethos and the way forward for the new group. The tasks involved regarding Technical Officials training. The next meeting is in February 26.
- Congratulations to Jane Howell, Gerry Metcalf, Paul Kendall, Vicki Law and David Metcalf from the East who on the working group.
- 26/08.3 **Swim England Regional Officers Group (Old SE SOG)**  
The first meeting of the new group took place on 8 December 25. The meeting was chaired by Tom Baster, the SE Swimming Management Chair, together with a SE Staff Member, Claire Coleman. The group will act as a consultative group for the new training proposals made from the Swim England Swimming Officials Training and Development Working Party.



**26/09 Aquatics GB Referee Training**

**26/09.1 November 25 Theory Examination**

5 officials took the examination, all passed and are now waiting for their poolside practical assessments, which have been arranged

The successful candidates are:

- Andy Butterworth - Tring SC
- David Bradford - West Norfolk SC
- Caroline Cofield - Felixstowe SC
- Kin Lee - Harlow Penguins SC
- Mary Grimmer - West Norfolk SC

**26/09.2 Regional Referee Training**

Attendees were provided an update, on the planned theory training sessions taking place at Chippenham VH during the year, details have previously been circulated to all Regional Referee Course Leaders. 14 trainees wishing to attend, including 3 from London Essex.

**26/10 County Matters within SE East Region**

**26/10.1 SEER Technical Official's Newsletters**

DM reported at the previous meeting that the newsletters had been moved to the Regional Constant Contact platform. The number of subscribers has increased from 336 (Mailchimp) to currently 661 regional officials for the latest newsletter.

**26/10.2 SOLG Zoom Account**

Positive feedback continues how useful the facility is and the ease of access, flexibility in having meetings or direct contact with officials, without the need to travel. All agreed it is a useful tool in continuing to help with their roles.

**26/11 County Updates**

26/11.1 A discussion took place by County coordinators as to what was going on within their own Counties and future planning.

Problems /Issues encountered generally etc:

**26/11.2 Bedfordshire**

Counties coming up, filling up nicely with officials, several sessions closed early for official's applications. The County has recently purchased Swiss Timing Backstroke ledges for use at the Championships.

**26/11.3 Cambridgeshire**

Counties starting this weekend, some sessions closed, the Regional President is attending.

26/11.4	<b>Essex</b> Counties being held at the LAC, well off for officials on the Saturday (6 referees), not on Sunday (3 referees only attended-first weekend.)  7 new referee candidates this year. Jane has 4 candidates, 3 from East, 1 London. Angela from London Essex has 3 candidates, 2 from London, 1 East.
26/11.5	<b>Hertfordshire</b> No Information
26/11.6	<b>Norfolk</b> No Information
26/11.7	<b>Suffolk</b> No Information
26/11.8	<b>Judge and Starter Theory Course Opportunities</b> A reminder was made for course presenters to provide some further dates to present theory courses. DM to send the up-to-date course list to all, so that decisions can be made on availability. <b>Action: ALL</b>
<b>26/12</b>	<b>SEER Regional Development Plan 2026</b>
26/12.1	The Region have approved the current development plan. The Region have agreed to pay for the renewal of all Swimming Technical Official's licences from January 2026.
	<b>Starters Acting as Referees Training Day</b>
26/12.2	DM thanked those who came forward with offers to assist on the day. A initial planning meeting took place on zoom and agreed the following statement which was published in a previous newsletter.  <i>"The SE Swimming Officials Leadership Group are planning to run a training day for regional qualified starters who act as referees at galas within the region, next year. The day will cover various topics that will assist them carrying out the role and make them fully aware of their responsibilities as a referee.</i>  <i>Further information will be available Spring 2026. The date of the training is on Sunday 13 September 2026."</i>  Freckenham VH has been booked, further planning meetings to follow later this year.
<b>26/13</b>	<b>Issues/Recommendations to the Regional Board</b>
26/13.1	None
<b>26/14</b>	<b>Any other business</b>
26/14.1	None
<b>26/15</b>	<b>Confidential items</b>
26/15.1	None



**26/16**

**Next Meeting**

26/16.1

The next meeting is scheduled take place by Zoom on Wednesday 29 April 2026 @ 7pm

**County representatives were reminded to notify DM of the details of the substitute if they could not attend a meeting.**

**Abbreviations used in swimming**

AGB	AquaticsGB (British Swimming Ltd)
CPD	Continuous Professional Development
CTK	Chief Timekeeper
Judge Level 1/2/2S	Judge Level 1 – Judge Level 2- Judge level 2S (Starter)
SE STOWG	Swim England Swimming Technical Officials' Working Party
SE SOC	Swim England Sport Operations Committee
SE ROG	Swim England Regional Official's Group (Old SE SOG)
SEER	Swim England East Region
SEER SLG	Swim England East Region Swimming Leadership Group
SEER SOLG	Swim England East Region Swimming Officials Leadership Group
TK	Timekeeper
WPS	World Para Swimming