

**Swim England East Region**  
**Minutes of the Swimming Officials' Leadership Group Meeting**  
**Wednesday 3 September 2025 @ 19:00**

<b>Present</b> <b>David Metcalf (DM)</b> <b>Gerry Metcalf (GM)</b> <b>No Representative</b> <b>Sarah Nooteboom (SN)</b> <b>Jane Howell (JH)</b> <b>Jonathan Pope (JP)</b> <b>Chris Galer (CG)</b> <b>Stephen Christian (SC)</b>	<b>Manager – SEER SOLG</b> <b>Regional Director</b> <b>Bedfordshire</b> <b>Cambridgeshire joined 19.39</b> <b>Essex</b> <b>Hertfordshire</b> <b>Norfolk</b> <b>Suffolk joined 19.25</b>
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**Also Present: no one**

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| <b>25/33</b> | <b>Apologies</b>   |
| 25/33.1      | Apologies received following the meeting from Louise Mackie.   |
| <b>25/34</b> | <b>Declarations of conflict of interest</b>  |
| 25/34.1      | None declared.   |
| <b>25/35</b> | <b>Previous minutes</b>  |
| 25/35.1      | The minutes of the 9 April 2025 were circulated and approved following the meeting.  |
| <b>25/36</b> | <b>Matters arising</b>   |
| 25/36.1      | None.  |
| <b>25/37</b> | <b>Ratification of items agreed since last meeting</b>   |
| 25/37.1      | None.  |
| <b>25/38</b> | <b>Activities completed since the last meeting</b>   |
| 25/38.1      | <b>Regional LC Championships - Luton</b><br>Weekend 3 at Luton went well as planned, more technical officials volunteered for this weekend.  |
| 25/38.2      | <b>Aquatics GB Para Swimming Officiating CPD</b><br>CPD's on 10 April and 6 June were well attended by officials from within the region. The courses was opened up to all technical officials from within GB and quickly became full. Another course planned on the 16 October 25. |
| <b>25/39</b> | <b>Activities planned before the next meeting</b>  |
| 25/39.1      | <b>Regional Masters Championships</b><br>Being held at Newmarket on 7 September 25, application from technical officials to help has been slow initially. Twenty officials have applied to help.   |
| 25/39.2      | <b>Regional Para-Swimming Meet</b>   |

Being held at Newmarket on 21 September 25, application from technical officials to help has been slow. To date there has been fourteen applications, the competition is one session.

25/39.3      **Regional SC Winter Championships**

The competition is being held on 31 October (evening) until Sunday evening 2 November 25. Applications are now open. Full details of the conditions etc are already advertised on the Regional website.

25/39.4      **Progression from JL1 onto JL2 Evening**

DM reported that CG and himself were running the above evening on Thursday 11 September 2025 @ 7pm. The presentation is for regional licensed JL1's who wish to know more information regarding progressing onto JL2 training, before they consider applying for training. The newsletter was sent out to 356 recipients, to date 32 have applied to attend the evening. Four recipients were unable to attend the evening and have already enrolled to commence JL2 training. DM invited all county coordinators to attend.

25/39.5      **Aquatics GB Para Swimming Officiating CPD**

DM will be delivering a further AGB Para Swimming CPD for Technical Officials on 16 October 2025 @ 7pm. The CPD has been advertised to officials in the GB, the places were full within 4 days of advertisement.

**25/40      AquaticsGB/Swim England Updates**

25/40.1      **Swim England SOG Restructure**

DM updated the meeting of the proposed changes to the national swimming officials group. Applications for posts had taken place, to date no appointments have been made or a date set for the first meeting.

Swim England Swimming Officials Group has been dissolved and a revised structure to be introduced that provides the operational capacity to address the training and development needs of the membership.

For an interim period of 18-24 months, Swim England will form two groups to manage swimming officiating. At the end of an 18-month period of activity, there will be a review period of up to six months, before a permanent structure is established, enabling Swim England to learn from the successes and areas for development found in the working party

The two groups/meetings will be:

**Swim England Swimming Officials Training and Development Working Party**  
(Swim England Officials Training Working Group)

The Group will be Chaired by the Chair of the Swim England Swimming Leadership Group only for the duration of the working party, after which a permanent Chair will be appointed.

The Officials Development Coordinator will also be a member of the group.

Membership will be by open application to the following positions. Appointments will be made for a 24-month period.

25/40.1

Cont. The following posts are available:

- Swimming Officiating Specialist (4)
- Open Water Swimming Officiating Specialist (2)
- Para Swimming Officiating Specialist (2)
- Masters Swimming Officiating Specialist (2)

#### **Swim England Regional Swimming Officials Managers Meeting**

The Group will meet once every four months and will an opportunity for regional coordinators to have their questions answered, and for Swim England to disseminate key messages to regions.

The group will be chaired by the Swim England Swimming Officials Development Coordinator.

It will comprise nominated representatives from the eight Swim England Regions.

The first meeting of the group was intended to take place in May 2025, on the date previously agreed as the next meeting of the SESOG. The meeting nether took place.

#### **25/41**

##### **AGB Referee Training**

##### **25/41.1**

##### **May 25 Examination**

2 officials took the examination, 1 Herts and 1 Suffolk. Unfortunately, both candidates failed. The next referee examination is on 8/11/25.

##### **25/41.2**

##### **Regional Referee Training**

CG provided an update, 5 trainees attended the race results day held on 6 April 25. The following training day on 27 April 7 attended.

##### **25/41.3**

##### **8 November 25 Examination**

There is a revision day planned on 19 October 25 which all trainee candidates have been invited earlier in the year. DM to send out invites in October to remind them.

[Action: DM](#)

#### **25/42**

##### **County Matters within SE East Region**

##### **25/42.1**

##### **SOLG Zoom Account**

Since July 2024, the leadership group has had access to an exclusive Regional Workplace Pro Zoom account (100 attendees) to use in connection with our duties concerning officials training. Positive feedback on how useful the facility is and the ease of access. All agreed it is a useful tool in helping with their roles. The account has just been renewed.

##### **25/42.2**

##### **Virtual delivery of Judge Level 2/Judge Level 2S (starter) courses by Counties within the Region**

DM thanked those who were present who had already volunteered to assist with delivering online training courses. Courses are available until 20 January 2026. DM asked for additional dates nearer the end of the year to keep the availability going.

[Action: ALL](#)

25/42.3      **AGB Para Swimming CPD for Regional Officials**

DM reported that he considered running an additional course solely for Regional officials. It was agreed that this would be welcome.

[Action: DM](#)

**25/43                      County Updates**

25/43.1      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:

25/43.2      **Bedfordshire**  
No report received.

25/43.3      **Cambridgeshire**  
No issues.

25/43.4      **Essex**  
Referees Refresher session for Essex on 10/9/25 by JH – What they should be doing, how a DQ form should be completed, 15m mark, J1 sign off.  
  
Kay Maguire is invigilating the referee exam on her behalf as she is a course leader with a candidate.

25/43.5      **Hertfordshire**  
4 candidates for J2  
Hertfordshire Aquatics gala on the same day as regionals.

25/43.6      **Norfolk**  
Zoom session advertised for potential trainee J1's, contacted all county clubs. 4 people turned up.  
  
CG went to local club, spoke to people, 8 signed up for JL1 course, they didn't want to do it online. So Chris arranged to go to club, and they did it all together in café on several occasions. TK & theory completed.

25/43.7      **Suffolk**  
Nothing

**25/44                      SEER Regional Development Plan 2026**

25/44.1      The 2025 Plan is ongoing without any issues to report. The meeting discussed options for officiating CPD's and officials updates for 2026. These would be added to the 2026 Development plan. DM asked for consideration of other course/CPD's with everyone requested to report back with ideas and volunteer to assist.

[Action: ALL](#)

Going forward some ideas at the meeting:

Trainee Referees evening

WA Rules Update 2026

Starter Update CPD

**25/45 Issues/Recommendations to the Regional Board/Operations Committee**

25/45.1 None

**25/46 Any other business**

**25/46.1 SEER Technical Official's Newsletters**

DM reported that has migrated the Mailchimp Regional Technical Official's newsletter onto the Regional Constant Contact cloud based email and digital marketing platform. The first newsletter was sent on 19 August 25. 336 were sent with a 75% open rate, which is an improvement over Mailchimp.

**25/47 Confidential items**

25/47.1 None

**25/48 Next Meeting**

25/48.1 The next meeting is scheduled take place by Zoom on Wednesday 21 January 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)
AGB SOG	AquaticsGB - Swimming Officials Group
CPD	Continuous Professional Development
CTK	Chief Timekeeper
HA	Helen Akers – Swimming Officials Development Coordinator (BS/SE)
Judge Level 1/2/2S	Judge Level 1 – Judge Level 2- Judge level 2S (Starter)
SE SLG	Swim England Swimming Leadership Group
SE SOC	Swim England Sport Operations Committee
SE SOG	Swim England Swimming Officials Group
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