



Swim England East Region
Minutes of the Masters' Leadership Group Meeting
30th June 2026 at 7pm, via Zoom

Present:

Douglas Drake (DD)	Manager
Gerry Metcalf (GM)	Swim England East Region Board Representative
Ryan Kelly (RK)	Representative
Marianne Phoenix (MP)	Representative
Lucy Ryan (LR)	Representative
Liz Woolner (LW)	Representative

Also present: Emma Winter (EW), Regional Administrator

26/31 Apologies and introductions

26/31.1 No apologies were received.

26/32 Declarations of conflict of interest

26/32.1 No declarations of conflict of interest were received.

26/33 Previous minutes

26/33.1 The minutes of the meeting held on 5th May 2026 were reviewed.

26/33.2 The minutes were approved.

26/34 Matters arising

26/34.1 EW referred to the actions arising document circulated with the meeting papers and shared the document during the meeting for review.

26/34.2 The Group reviewed progress against previously agreed actions:

- Confirmation of venue availability for the Swim England East Region Masters Inter-Counties – completed.
- Revised Championship conditions had been circulated for review.
- The Open Water Masters Development Day had been promoted through the British Masters website.
- Contact had been made with other Regions regarding the promotion of the Development Day.



- Work was continuing regarding additional parking arrangements for the Masters Championships.

26/34.3 No additional matters arising were identified beyond those covered elsewhere on the agenda.

26/35 Budget 2026

26/35.1 The Group noted that budget matters discussed at the previous meeting remained unchanged and that there were no additional budget items requiring consideration at this meeting.

26/36 Development Plan and Competition Plan

**26/36.1 Swim England East Region Masters Inter-Counties
Sunday 15th November 2026**

EW confirmed that the venue has now been secured, and conditions, together with the programme, have been circulated to county representatives.

26/36.1.1 LW asked whether a standard format would be provided for county team submissions, noting that counties had previously been required to submit team sheets shortly before the competition and that clarity at an early stage would be helpful.

It was confirmed that details would be issued during July or August, well in advance of the event deadline.

26/36.1.2 GM suggested that officials should register through SwimMeet using their Swim England membership numbers and qualifications, as this would simplify the verification processes for the lead referee and improve administration.

26/36.1.3 The lead referee is yet to be confirmed.

Action: GM to confirm a lead referee for the Masters Inter-Counties event

**26/36.2 Swim England East Region Masters Championships
Sunday 20th September 2026, Newmarket**

26/36.2.1 **Conditions and schedule** - LW confirmed that the revised version represented a significant improvement and advised that only two outstanding areas required clarification:

- Medal provision for senior swimmers
- Medal provision for relay events

DD confirmed that medals would be awarded to the top three places across relevant categories and that relay medal arrangements would also be included within the published conditions.

26/36.2.2 **Entries** - EW advised that the online entry system was configured and ready to open. Once amendments were received from DD, the conditions would be updated and entries opened immediately.



Action: DD to provide the final wording regarding medal awards and relays to EW

26/36.2.3 **Parking arrangements**

EW provided an update regarding parking arrangements at Newmarket. Parking payment machinery had recently been installed at the leisure centre car park, although the system had not yet become operational. Discussions were ongoing with the venue and local authority to understand the implications for swimmers attending the Championships.

EW confirmed that enquiries had been made with the area manager and further discussions would take place with alternative parking providers including local schools and the rugby club if required.

LW expressed concern that parking difficulties experienced previously could cause significant issues for competitors if not resolved early.

EW confirmed that the facility was council-owned and that discussions remained ongoing. She reassured members that information would be confirmed and communicated widely before the event.

There was discussion on the need for prominent communication regarding:

- Parking charges
- Duration limits
- Restrictions on parking outside marked bays
- Alternative parking options

GM proposed that a note be added to the Championship conditions advising that parking arrangements were under review and that further guidance would follow.

Action: EW to continue discussions regarding Newmarket parking arrangements and provide an update

Action: EW to include a parking advisory note within the published conditions and event information

26/36.3 **Swim England East Region Open Water Masters Development Day
Saturday 6th June 2026**

EW reported on the Masters Open Water Development Day held at Stanborough Lakes.



26/36.3.1 A total of 13 swimmers registered for the event, with 10 attending on the day. Weather conditions leading up to the event had been poor although conditions on the day itself proved favourable

26/36.3.2 Feedback forms had been distributed. Responses received to date had been largely positive, with participants reporting enjoyment of the event and expressing appreciation for the coaching and activities provided. The principal criticism related to adverse weather conditions, which was acknowledged as being outside the organisers' control.

26/37 County matters and updates from representatives

26/37.1 Bedfordshire

LW reported no matters requiring attention from Bedfordshire.

26/37.2 Norfolk

MP reported that the Norfolk Masters Gala had recently taken place and had been very successful, enjoying strong attendance and positive feedback from participants.

26/37.3 Essex

RK advised that no concerns or issues had been raised by Essex members.

RK noted that work would soon commence on planning future Essex Masters County activity.

26/37.4 Cambridgeshire

LR reported that Masters swimmers had recently been invited to participate alongside a county development programme.

Masters swimmers had received dedicated pool time and subsequently participated in informal activities alongside younger swimmers before attending a feedback session hosted by the county.

LR advised that preparations for the Inter-Counties had already started within Cambridgeshire and recruitment of potential team members was underway.

26/38 Any other business

26/38.1 DD raised a query received from an East Region Masters swimmer concerning the claiming of East Region records achieved at the Essex Masters Championships.

DD explained that the Masters swimmer had attempted to submit record claims but had encountered difficulties because the claim form requested referee verification. He was uncertain how this should be completed.

LW advised that, in her experience, record claims had generally been supported through links to published electronic results and that this had previously been accepted by the Records Officer.

Discussion established that Masters competitions are generally unlicensed and therefore may require additional verification in some circumstances.



GM suggested obtaining the Lead Referee's details from Essex if formal sign-off proved necessary.

It was agreed that the Masters swimmer should be encouraged to submit supporting competition results and seek clarification from the Records Officer regarding any additional requirements.

26/39

Confidential items

26/39.1 No confidential items were discussed.

26/40

Next meeting

26/40.1 The Group agreed that the next meeting will take place Tuesday 8th September 2026 at 19:00, via Zoom.