



Officials Committee meeting 2 October 2019  
6.30pm at the Regional Offices Wellington

Attendees: Jill Beard (SW Officials Training & Development Coordinator), Graham Cockill, (Observer), Neil Harper (Glos), Mel Jeynes (Devon), Nick Jenkins (Cornwall), Paul Robbins (Wilts), Tracey Roberts (Dorset), Esther Rookes (Observer), Nicky Vause (SW Officials Secretary)

19.1 Welcome – PR (Chair)

19.2 Apologises - Mike Coles (SW President), post meeting Chris Metcalfe (Somerset)

19.3 Minutes of previous meeting 6 February 2019 - agreed

19.4 Matters arising:

18.5.1 - J1 online training names of the Devon county mentors (MJ) - complete

SOG

19.5.1 - Circulation of SOG minutes / SW Integra report – complete

AOB

Masters Inter Counties (Officials expenses)

19.10.1 - (CR) to check individual counties mileage rates - complete

Officials polo shirts / clip boards / drinks bottles

19.10.2 – (NV) to provide requirements for events - complete

19.5 SOG

JB attended the SOG meeting on 29 September in Loughborough.

- 3 November Referees Course Leaders training in Loughborough commencing at 10am. Topics to include learning styles and adult learners. Three places had been secured for the SW, no criteria for experience in the role, newly qualified candidates would be considered. As a matter of urgency JB requested at least two of the three places should be filled by Devon. Expressions of interest to JB by 1 November.
- JI training (old style courses), no new courses can be registered after 1 November. All requests with payment to be received by 25 October JB. PMN – all old style workbooks MUST be destroyed (recycled) on November 1<sup>st</sup>. (All to action and confirm to JB)
- ALL Pre Autumn online J1 trainees are required to complete by the end of July 2020, which includes their final assessment. Dispensation maybe given by request of the individual to Helen Akers in exceptional circumstances to extend the deadline. Any Timekeeper qualification achieved AND REGISTERED by JB before July 31<sup>st</sup> 2020 will BE RETAINED as a standalone qualification for any candidates whom decide not to complete the J1. Any candidate subsequently starting again to train will have to pay the prevailing fee and undertake all of the course from the beginning.
- Autumn J1 Online candidates have 11 month period to complete which will be counted from first log on. The Timeline is given in the updated Practical Log Book that will be given to each candidate on the successful completion of the online module.
- The updated Log Book sets out the required ownership, commitment and mentored poolside practice requirements to succeed including 15 hours minimum across all levels of meets. Training requirements were approved and agreed by all the home nations. If competencies are not met, a reason must be given by the Referee who has decided not to sign off the competency at the end of the mentored session.

- Open Water qualification to be reviewed. The referee's exam will take place in May / resits November. To take advantage of the summer season a candidate may take the practical assessment pending resit.
- Costumes / training suits - do not disqualify on the grounds of not in good moral taste. Promoters can specify in the conditions the types of acceptable racing suits. Transgender swimwear and participation– please refer to Swim England for advice, do not make a judgement on the day beyond allowing competitors to compete.
- Changes to Integra discussed, one more download in the present format is hoped for, reminder official's information should not be shared with meet organisers or others unless they have signed Swim England Data Protection forms.
- JI Online Nationwide Briefing in preparation for the national roll out moved to the afternoon of 11 January 2020. WebEx (or similar) link from Manchester to SW Regional Office, 12 additional trainers, 27 Pilot trainer/mentors including county coordinators will be invited to attend. CG agreed to host the training session in the SW for those who cannot attend in Manchester. A recording will be available for future use.

**Action:** JB to circulate the SOG minutes.

#### 19.6 Online J1 Pilot update JB @ 2/10/19 – updated for the minutes 11/10/19

- 8 candidates had not logged in, mentors to encourage.
- 30 completed
- 17 actively working towards completion
- 8 not progressed beyond the introduction
- J1 workbooks now a log book for recording practical experience with guidance on what that experience entails, available in PDF / a hard copy for the PILOT and both are likely to be offered in January with the take up of Pre Printed hard copy monitored.
- Online assessment: tips are being given if candidates are identified as struggling. JB is closely monitoring and supporting the candidates at present.
- Early candidate feedback suggests that going forward the Fina Rules section maybe split into more manageable chunks.
- The system will be rolled out nationally in January. Wrap around enrolment to include the upload of a photo for licensing / payment, and should alert Regional / County Coordinators.

#### 19.7 Regional funding for Officials training

##### J1 Online Pilot:

- 35 of the 65 places funded x £20 = £700
- Breakdown of costs £10 online course (previously £8), £10 licensing fee The £2 increase, the first since the J1 training scheme was introduced, would contribute towards the development of the online resources. PMN it has since been established that the £10 licence fee does not cover the licensing costs and alternatives to the black folder will be considered by British Swimming to help reduce costs.

JB updated the committee that three years ago the region committed £3000 towards officials training. The J2 / J2S fees and all costs associated with Referees training have been covered. To date there has been an annual under spend.

To recognise, value and invest in the future development of the region's officials JB proposed increase of regional funding to £7500 over the next 2-3 years so that J1 training can also be funded. The Officials Committee agreed that the SESW Swimming Committee should arrange for the Region to fund the course fees of future online J1 candidates in the South West'.

**Action:** Swimming Committee

#### 19.8 Technical Director update

Three check list documents were circulated to define the role duties at regional events:

1. Technical Director's when appointed shall encompass the duties of a Lead Referee.
2. Session Lead Referee appointed to each session when a Technical Director is appointed.
3. Lead Referee, (only appointed when no Technical Director has been appointed to regional events), single day events where radios are not in use.

**Action:** All to review content.

The documents to be displayed on the regional website under Official's documents.

#### 19.9 Regional Events

25/4/20 - 26/4/20 – Age Groups at Millfield

2/5/20 - 3/5/20 – Age Groups at Hengrove

8/5/20 - 10/5/20 – Youths at Plymouth

5/7/20 - Fast 5

27/9/20 – Masters Sprints Hutton Moor

TBA – Masters Inter Counties

6/11/20 – 8/11/20 Winter Championships at Millfield

#### 19.10 Reports from the counties:

Somerset - Development Meet 5 / 6 October GC advised he had received enquiries from Online J1 candidates to attend. Chris Metcalfe has taken over from Carolyn Cox as Somerset Officials Coordinator. NV reported Somerset are trialling SwimMeet officials sign up for their Development Meet.

Wilts – PR County dates booked.

Devon – ER reported new J1 Online Trainees contact should reflect the county contact as MJ.

Gloucestershire – NH reported issues with the pool provider GL 1, currently awaiting parts for the pool floor, refused to buy a second strobe, Gloucestershire City Council have agreed to support.

Dorset – TR 1610 have purchased new blocks, strobe purchased for Littledown. Dorchester are looking to fund a strobe. Counties booked Jan / Feb.

Cornwall – NJ reported a loss of members throughout the county due to rising costs and reductions of pool hours available. Their development / intermediate gala Rising Stars will now be merged with the county blocks.

#### 19.11 Seminars & CPD courses

- Para CPD - CG reported at the Para Committee meeting on 1/10 it was proposed to arrange the Para meet in March, with the possible venue being Oxley School in Sherbourne.

**Action:** JB and CG to liaise, three hours and a suitable room will be required for the CPD.

- Wilts - officials' seminars arranged to fit the demand.
- Dorset – Fina Rules update delivered on a one to one basis, Contemporary Issues requests directed online.
- Region - Mentoring CPD to be delivered across region (paired county model) once new materials released.

#### 19.12 AOB

19.12.1 Referee examination – NJ had not received information, JB confirmed:

- 2 November at the Regional Office Wellington, commencing at 11am.
- 6 candidates.
- A request for an Invigilator was unsuccessful, GC agreed to help.
- Light refreshments to be provided, travel expenses to be reimbursed.
- Papers to be marked in Loughborough, which will reduce the waiting time issuing results.

**Action** – JB to advise all candidates.

19.12.2

SW officials appointed for national events – NV reported:

British Championships – Carolyn Cox appointed as Development Referee, Cornwall x 2, Dorset x 1, Devon x 1.

British Summer Masters - Carolyn Cox appointed as Development Referee.

British Swimming Para International – Cornwall x 2, Somerset x 1, Devon x 1, Wilts x 1.

British Swimming Summer Championships – Jill Beard appointed as Development Referee, Cornwall x 1, Devon x 1, Somerset x 2.

Swim England Summer Championships – Devon x 1, Dorset x 1, Somerset x 1.

World Para Swimming Championships – Cornwall x 2, Somerset x 1, Wilts x 1. Prior to the event the officials attended a WPS Level 2 course delivered by Australian tutor Marg Chamberlain.

Intercounty Team Championships – Jill Beard appointed as Development Referee.

19.13.3

Officials polo shirts / water bottles / clip boards:

NV inquired if regional funding will be continued. The general opinion was this was ongoing in recognition of volunteers' commitment to support regional events.

The meeting closed 8.45 pm.

Date of next meeting 5 February 2020.