

Draft minutes of SW Swimming Officials Group 6 October 2022 (via Zoom)

22.11 Welcome – Paul Robbins

Attendees – Jill Beard (SW Training and Development Officer and SW National SOG Representative), Nick Jenkins (Cornwall), Tracey Roberts (Dorset), Paul Robbins (Wilts), Esther Rookes (Devon), Chris Metcalfe (Somerset) joined the meeting at 19:03, Nicky Vause (Officials Secretary).

22.12 Apologies – Neil Harper (Gloucestershire)

22.13 Minutes of proposed by JB, seconded by ER.

22.14 Matters arising – none, covered in the agenda.

22.15 Report from Swim England Officials Group Meeting Wednesday 27th September – JB

(Some elements covered in the regional update on training October 2022 and the two reports should be read together).

- There is no longer a requirement to attend L1/L2 meets to complete J1. This is with immediate effect and will be included in a message out to all from the Centre next week. PLUS it can be backdated on a case-by-case basis for any who reached the 11 month cut off in July/August. For these special cases I must tell HELEN AKERS in advance of competency pages being uploaded so she doesn't reject them.
- Candidates for J1 approaching the 11-month deadline with difficulty of completing should discuss with HELEN AKERS who will agree/or not the request for a short extension. Please encourage candidates to discuss with me first in case there is a solution without needing to involve Helen.
- Logbook dispatch for J1 is triggered by successful certificate upload. All was up to date until Helen had a 2-week holiday which ended Monday 26th September. All will be back on track again very quickly. However, it takes about 10 days for books to arrive, and this may be affected by postal disputes as ROYAL MAIL is the delivery mechanism. Candidates should keep a simple paper record of any events they are mentored at before a logbook arrives and keep securely with their logbook to show you as tutors (or any referee) when they see them so YOU can sign off any competencies that have obviously been met.
- Please remember we assume competency unless we can explain what is still required to demonstrate competency. Candidates at J1 (and J2) are showing a level of ability. Mastery only comes later after loads of experience.
- Please remember there are no longer final assessments for J1 or J2.
- Progression to J2 will now be dependent on a potential candidate who hasn't attended L1/L2 during J1 training (not compulsory but can still happen) showing THEY HAVE ATTENDED L1/L2 during their 20 post experience hours. Logbooks should show this quite clearly.
- PLEASE accept any certificates of exceptions without challenge. They have been issued after a process to ensure they reflect need.
- The Afro Friendly swim cap IS legal and comes under the cultural exceptions to costumes already widely publicised in the past.
- Officials clothing should be very relaxed if in & quote good moral taste & quote; whatever that means at L4 meets. Gradual uniformity comes at L3 and increases at L1/L2. However, if

Promoters at the highest levels want to stipulate pieces of kit, they should provide access to that kit.

- Please check your websites are up to date re training opportunities.
- The requested Referee Trainer Training date (by ZOOM) will be coming out soon. Despite it being on ZOOM there will be a cap on numbers to ensure effective delivery and we will be asked to justify the Region's priority list. KNOWING how many candidates may be expected for 2023 & 2024 will influence this. ZOOM training should make it easier for the training to be repeated.
- We should all look out for a news item from Helen Akers next week.
- A request for timekeeper completions as part of the quarterly download was requested by the Northwest but it was explained that this wasn't included as the data sharing rationale that was agreed around needing licensed officials for County and Regional L1/L2 meets. In addition, the information about timekeepers' completion is patchy as it is known a significant number do not upload their theory and practical competency evidence.
If a periodic (infrequent) download is desired, then a clear case detailing why and how the information will be used needs to be submitted by the Region. The meeting was reminded that the Regional Licensing Officers can ask for information on any official they are unsure about when dealing with their licensed meet returns. The limitation on candidates uploading the evidence of course remains problematic.
- POST MEETING NOTE re candidates uploading the wrong sort of evidence to their personal membership records. The requirement to upload evidence of timekeeper theory & practice and J1 theory and practice IS RESTRICTED TO CANDIDATES who have STUDIED online since the launch of J1 at the end of January 2020. (Plus, our Pilot candidates have done this). They must only upload a single piece of evidence, for each category and this must be in the approved format. The Timekeeper: will upload their online theory certificate to "timekeeper theory"; their practical evidence as an email from the person confirming their competency or preferably a simple certificate widely circulated for this purpose to "Timekeeper Practical". Both elements are needed for the award of Timekeeper status. The J1 online candidate will first upload their theory certificate to J1 theory and then may upload A SINGLE PIECE OF timekeeper competency evidence to timekeeper practical (partial competency page or certificate used for timekeeper). NO TIMEKEEPER EVIDENCE is required from timekeeper qualifications attained prior to the current online study. Their timekeeper status will already be on the candidates record. Finally, the J1 candidate will upload the single scan of their fully completed competency page all signed by a British Swimming Referee to "J1 practical". Both theory and practice are needed to confer their J1 status and issue of their Licence card (provided in addition they have uploaded their passport style photo to their biography page).
- Swim England have launched an update to licencing rules for secondary strobe light requirements at L1 & L2 and the minimum water depths required for diving of 1.35m. See the full details at <https://www.swimming.org/sport/swim-england-secondary-strobe>

22.16 Regional Training Report to SWSOG – 6 October 2022 JB

SW FUNDED J1 scheme continues to go from strength to strength.

Since inception at the end of January 2020 until 4/10/22

1. 75 Full Vouchers purchased in 2020. 80 in 2021 and 85 so far in 2022 [240 in total]
2. 5 Shortened course vouchers purchased in 2021 and 15 so far in 2022, for those who have already studied TK theory online [20 in total].

3. 15 full vouchers are unallocated and 6 shortened course vouchers are unallocated at 4/10/22.
4. 10 vouchers have been issued but not yet redeemed (vouchers issued but not redeemed can be cancelled and issued to new candidates).
5. 24 vouchers have been redeemed and are "in progress online". Potentially 8 of these from during Covid period will never complete.
6. 93 have completed on-line and are progressing through practical work. Some of these sadly may never complete. Now the gala programme has begun to be well established once more it is anticipated the majority will complete within 3-4 months of the start of this season.
7. 28 candidates have withdrawn (left sport or pandemic created conditions)
8. Candidates had "COVID" adjustment to the time they had to complete their practical work with those completing at any point before September 2021 having until 31 July 2022. Requests for extension are still being worked through by Helen Akers. It is not known if there are any from the Southwest Voucher holders. If the reason was because of not being able to attend L1/L2 these will be granted their pass as soon as everything else is signed off in NEAR FUTURE. Those who completed online from September 2021 have 11 months and the same extension principle will be granted UPON APPLICATION with a short time to complete everything else e.g. Relays.
9. The removal of the L1/L2 mandated attendance should ease the completion and few if any should need an extension going forward. Extensions for extenuating circumstances can be requested. Late submissions outside of the 11 months MUST be accompanied by reason for late submission and those without a pre agreed extension MAY well BE REJECTED. As Regional Coordinator I can make cases to Helen Akers, or the candidate can do this themselves or the case can be one submitted by the candidate with Regional Endorsement.
10. 84 voucher candidates have fully completed their J1 course. (Plus 31 self-fund candidates have completed). All in the context of limited gala experience immediately post COVID.
11. All recording of completion is done by the candidate uploading the approved evidence to their personal membership record. The completion of the theory is a certificate upload to "J1 theory" and this triggers logbook dispatch. The completion of practical work with all competencies signed off by a British Swimming Referee, including Contemporary Issues and authenticated award of J1 status, is uploaded to "J1 practical" and this triggers the licence card dispatch (provided a passport style photo has been added to the membership record).
12. It is important that no other official's qualification information is uploaded to personal membership records except for new style timekeeper competency evidence (system generated certificate for online TK theory and statement signed by at least a J1 for observation of practical timekeeping). J1 trainees can upload a partially complete competency page or a statement of competency to TK practical. BUT THEY SHOULD NOT upload anything to timekeeper theory as their J1 online study covers that. NO OFFICIAL should attempt to upload old style timekeeper time check recording sheets (now these must not be used) or old certificates from pre online days.
13. As previously recorded, trainee officials are assumed to be competent and if development is still needed before competency is signed, clear guidance must be given about what is needed. The old-style use of 5 bar gates alongside competencies is not required and should not be needed and will be frowned upon when observed. Any British Swimming Referee can sign competencies and the

appointed tutors should try to make sure they are keeping in touch and ensuring competencies have been signed and advice given about what is still needed.

Judge 2 training

1. Since J2 training was allowed to recommence post COVID in October 2021, 64 candidates from across the Southwest have attended one of the 11 ZOOM sessions held once a month.
2. 23 have already completed and several more are known to be nearly complete
3. Dates are reserved in the Regional ZOOM calendar once a month (apart from July) through to December 2023.
4. The need for 20 hours documented post J1 qualification experience is starting to encourage more officials to keep the log of gala attendance they will need for licence renewal. With the removal of the mandated L1/L2 experience during J1 training this will have to be evidenced as part of the 20 post qualification hours.
5. Recording the completion of J2 continues to follow the pre COVID process of County Coordinators informing the Regional Coordinator with Name/Club/Membership number and date of qualification. ONLY the Regional Coordinator can report passes to Swim England and inform our RLO.

Judge2S training

1. Since Autumn 2021 24 candidates have enrolled on starter training with the theory delivered within Counties before practical work commences.
2. The criteria for acceptance on the course is 20 hours experience working as a qualified J2.
3. A ZOOM theory programme available to the region could be established. Zoom theory delivery was used to deliver to 5 candidates in Dorset very successfully.
4. 4/24 candidates have completed their starter training.
5. Recording the completion of J2S continues to follow the pre COVID process of County Coordinators informing the Regional Coordinator with Name/Club/Membership number and date of qualification. ONLY the Regional Coordinator can report passes to Swim England and inform our RLO.

Referee Training 2020 & 2022 candidates

1. 4 candidates from 2020 are still in the system and each needs to decide if they are going to take their first sit in November 2022. If they do not try, they will lose one of their sits. Sitting in May 2023 will be deemed to be their second sit.
2. 3 candidates started in 2022 and their first sit is November 2022.
3. November's exam will be sat locally with an invigilator who will receive the paper in advance and who is not connected to the candidate. They are reimbursed for their postage for returning the paper which MUST be done promptly at the very earliest opportunity by recorded delivery.

CPDs

1. Para Swim CPD was attended on September 25 th by 17 candidates and the course leader was David Jones.

2. FINA RULES update is expected to be in place before the British Swimming implementation date yet to be agreed but assumed to be around the turn of the year. It is anticipated the CPD will be designed to be delivered by ZOOM allowing as many as possible to attend as quickly as possible.

Relicensing

1. 42 SW officials have licences which are due to renew between August and the end of December.
2. Those whose licence needs renewal this autumn before the new CPD is available who attended a 2017-21 Module M6 Fina rules update should use this on their renewal form.
3. Those who have studied a new qualification during the period of the current rules (dated 2017- 21) do not need to have attended a M6 FINA rules update 2017-21. The new qualification must be listed on their renewal form.
4. ONLY those who have not attended 2017-21 NOR acquired a new qualification will need to still attend a 2017-21 Fina Rules session if they are looking to renew their licence before the new rules come into force. From a review of the list of licensed officials received in September there are only SEVEN officials in this category. Before they can renew, they will need to attend 2017-21 rules update and this can be delivered using the original presentation 1-2-1 BUT MUST THEN be recorded by the Regional Coordinator before renewal application is submitted. Alternatively, they can pause their renewal until after the new rules are launched so they can attend one of the multiple ZOOM sessions that will be on offer.
5. Once the new rules are in place it will be a requirement for ALL licence renewals to have followed the new RULES UPDATE.

22.17 October Licensed Officials Newsletter – JB

The role out of the newsletters was discussed. All agreed they are informative and have been well received.

Items for inclusion in the next addition were-

- the importance of recording post qualification hours.
- J1 trainees to be proactive in contacting their allocated mentors.
- SwimMeet sign up links for the remainder of the 2022 SW upcoming events.

22.18 Technical Director / Assistant Technical Director appointments – PR

- 2022 Winter Championships PR and Assistant Technical Director JB appointed.
- 2023 Summer Championships vote deferred to the January meeting.

22.19 County Coordinator's Reports

Devon – Esther Rookes

- J1 training applications is slow in Devon, had quite a bit of interest but not much sign up.
- 1 x J1t will fail to complete, as nearing the end of the practical window despite being sent regular emails
- 2 x J1t are being followed up by their mentor regarding their remaining time period for practical work.
- Only have 3 referee mentors within the county
- 1 referee trainee

- Static number of people training for other officials' qualifications – some interest in J2S but awaiting their application forms.
- Had to postpone from June to October the Devon development gala – due to a shortage of officials. This is a continuing concern about the low-level numbers of parents signing up for training, but numbers are lower for the development galas.
- Exeter City L2 (next week) is oversubscribed
- Increased number of higher-level qualified officials with no Children involved in swimming.

Dorset – Tracey Roberts

- Dorset Counties will be taking place at Littledown on the weekends 14/15 and 28/29 January with the distance meets at 1610 in Dorchester on 22 January & 5 February 2023.
- With Licensed meets in Dorset kicking off for new season, 3 x level 3 meets and 1 x level 2 meet, October – December, these together with various level 4 local club events also prior to the end of the year should provide good opportunities for mentoring our currently progressing trainees.
- Whilst we have not recently had any new J1 trainees emerging from the online process, in Dorset we have 10 currently under way on their J1 practical work, 4 working towards J2, 3 of which will get the final session they need to complete & sign off in October & November. Good news, we have had 9 x J2 completions over the last 4 months, many were waiting on workbooks which were fulfilled over the summer break.
- A J2S initial theory workshop was held on 13.9.22 and attended by 5 of our established J2s from 3 Dorset Clubs, with the Dorset Novice league early in 2023 and these upcoming events hopefully these will get opportunities to get well under way with their training.
- With an increased amount of level 4 club galas there has been more interest in Timekeeper only qualification, N. Dorset and Weymouth are both currently recruiting for this within their clubs to help support their internal events.

Somerset - Chris Metcalfe

- As elsewhere, a chunk of our officials didn't return after the pandemic. Quite a few have swapped to coaching (about half a dozen at one Somerset club) as that is the critical need for clubs now. A good number of trainees now coming through - although somewhat concentrated in certain clubs.
- The J1 training continues to go well. I've been able to go along to a few team galas and club champs which are very good for signing off competencies.
- The TK course has caused a few issues - I think because individuals now sign up themselves (including one lady who managed to do this without being a SE member), and don't necessarily understand the distinction between the TK and J1 courses. Ensuring only legit TKs help at a licensed Level 4 multi-club gala can be challenging!
- A good number of officials have attended the online J2 workshop with Jill, and they are progressing well poolside. Post-pandemic we have run two online J2S workshops (myself and more recently Paul Chillingworth).
- One referee trainee, being mentored by Neil Harper (thank you Neil).
- Last week Somerset significantly changed their County Champs QTs for 2023. Times for the younger ones are much easier, and for the older ones quite a bit harder. Still figuring out the implications for getting enough officials, but my sense is that it isn't going to be easier! Wish me luck.

Gloucestershire – Neil Harper

- Referee training: At the start of the year there were 5 candidates. 3 pre covid, 2 signed up this year. Since then, the 3 pre covid candidates have withdrawn, 1 because of work commitments, the other 2, their children have stopped swimming and they've stepped down from officiating.

- There are several people going through J2S, J2 and J1 training.
- The County is holding a distance meet (short course) at Hengrove in November as a pre qualifier for the distance events in the County Championships in the new year.

Wiltshire – Paul Robbins

- Following an initial uncertain start to our County Championships all went off without any major issues, session times, low poolside temperatures and no spectators were not conducive to fast swimming but generally swimmers and coaches were pleased with their efforts under the conditions they were presented with. Opportunities for training were limited due to poolside restrictions on numbers but all that requested training were given as much opportunity as possible, a number of informal face to face sessions were held during session breaks. Feedback from almost all trainees was that they welcomed some sort of face-to-face interaction as opposed to doing all theory over zoom etc.
- Ongoing training has been going well with lots of completions at all levels.
- We are finding our problems comes following qualification, in trying to get a full team of officials on poolside to fulfil licensing conditions, all Clubs seem to be struggling to staff Club Championships and open meets most only succeeding by relying on as small group of committed officials who seem to turn up at nearly every meet. This is something the County is trying to address, not only for officials but all volunteers. It is not going well we have held 2 forums so far with 4 and 10 clubs attending out of a total of 22.
- With Swim England actively pushing for distance events at meets the County would request that representation is made from the Region to the next national SOG to request a reduction in the number of officials required for licensing especially at L2 meets.

Cornwall – Nick Jenkins

- Recruiting volunteers for all aspects of club positions remains extremely challenging, not only officials – this is also replicated at County level where there are vacancies (some people reluctantly carrying on). Some volunteers have multiple roles.
- We have had some success recently however state of officials remains a real cause for concern. We had a level 2 gala at the weekend and to meet licence requirements it had to be run as a four-lane event. It must be said however that the number of swim entries was also well down on previous years so in terms of length of gala it had no real impact. Even had to phone around and get officials who wanted to end but were still licenced to help. Dire position amplified when we must get an 80yr old relicensed. It's going to make Counties quite a challenge given the compressed timescales and the fact that most officials no longer have swimmers.
- We have some officials progressing to J2 and J2S but no J2s progressing to referee.
- There has been one club that has ceased to function – primarily because no parents willing to step up and take on some of the roles.

22.20 AOB

22.20.01 Masters Inter-counties 13 Nov 22- NV

- Counties are required to provide two officials for this event and are responsible for reimbursing their travel expenses.
- Please can county co coordinators promote sign up via SwimMeet as soon as possible.

22.20.02 Training and Development - JB

- The J2 and J2S presentations are too large to share with county coordinators.
Action: JB to liaise with the region.
- County coordinators are requested to share the names of any potential referee candidates by the end of the year.
Action: County Coordinators to email JB a.s.a.p.

22.20.03 Officials licensing requirements for long distance events – PR

- The current requirements were discussed and the difficulties in meeting these at events.
Action: JB to escalate at the January 2023 SOG.

Date of next meeting – TBC

Meeting Closed – 20:16 hrs

DRAFT