

## Draft minutes:

### SW Swimming Officials Group meeting 9 February 2023 via Zoom 7pm

#### 23.01 Welcome

Attendees: Paul Robbins (Chair / Wilts), Jill Beard (SESW Regional Officials Training and Development Coordinator), Neil Harper (Gloucestershire), Nick Jenkins (Cornwall), Tracey Roberts (Dorset), Martin Walters (on behalf of Esther Rookes Devon), Nicky Vause (SW Officials Secretary).

#### 23.02 Apologises: Esther Rookes (Devon)

#### 23.03 Draft minutes - 6 November 2022 approved.

#### 23.04 Matters arising:

22.20.02 - complete

22.20.03 – covered in agenda

#### 23.05 National SOG

**Unofficial Notes from SOG 26<sup>th</sup> Jan (Produced by Jill Beard SESW Regional Officials Training and Development Coordinator 01/02/23). (Post meeting note unapproved SOG minutes now received and included with these minutes for County Coordinators).**

1. Adoption date of World Aquatics Rules 2023-2025 by British Swimming: **March 10<sup>th</sup> 2023**, which is the start of the qualification window for British Champs. (Information was immediately circulated to all SW Licensed Officials, the SW WhatsApp trainers' group, newsletter & social media platforms)
2. CPD will be launched mid Feb ("*a couple of weeks*" from the SOG meeting date of 26<sup>th</sup> Jan). First delivery will be by Craig Hunter and the cascade MUST follow this presentation without amendment. Key stakeholders will be invited at short notice to join the ZOOM session (e.g. Regional Coordinators; Referee trainers; FINA refs & starters; Development group Refs and starters and possibly County coordinators). I will attend prioritising attendance over any other commitments. (This is an Agenda item for the regional SOG on 9<sup>th</sup> Feb)
  - Therefore 10 SW CPD sessions booked and advertised from 23<sup>rd</sup> Feb – 22<sup>nd</sup> March. Capacity for 750 to sign up. When writing on 1/2/23 after only 6 days, 320 have already signed up [285/734 or 39% of Licensed Officials & 25/158 or 16% of J1 trainees undergoing the practical phase of their training]
  - J1 training materials will be updated to reflect rule changes and go live on 10<sup>th</sup> March. It is therefore important that the 158 current trainees in their practical phase do sign up for an update slot as soon as possible.
  - J2 workbooks will be updated either by insert (if there is a large a stock of books) or by reprinting. All J2 candidates have been urged to sign up to the update during their initial ZOOM session.
  - Referee exams will follow new rules.
  - Some leeway for folk needing to update licences (post County Blocks dispensation) before CPD is available if they have attended 2017-21 update. It's Important to encourage attendance at rules update ASAP so the official is up to date for the licence period. An absolute cut-off date will be publicised.
  - All current licenced officials & all J1 trainees who have completed the online training will receive a new RULES handbook as soon as is practical. HOWEVER, in order to understand what has changed and how to interpret the rules attendance at the CPD Rules Update is a MUST.
  - Regional Coordinators will either be able to upload candidate attendance information themselves using the membership number of the attendee OR Helen Akers will do this on provision from the Regional Coordinator of Membership number, Name and Date of attendance.
3. **Certificates**
  - No change to the theory certificate process for timekeeper or J1 with self-upload at the end of the course
  - No change to recording timekeeper completion by self-upload of the certificate/evidence from the person accrediting the timekeeper competency.
  - No change to recording J1 completion by uploading competency page and a photo which also triggers licence dispatch.

- In the future an “e certificate” FOR PERSONAL USE and NOT for uploading anywhere will be issued to J1 folk who have successfully uploaded their competency and photo. Similarly, an e certificate will be issued to a timekeeper ONCE their theory and practical competency have been uploaded. This will be FOR PERSONAL USE and not for uploading anywhere. Therefore, Certificates for J1 and timekeeper overall completion do not need to be issued locally.

#### 4. Licence renewals

- Email reminders are sent during the month of the renewal. Possible slight hiatus due to staff change in December but all believed to be back on track.
- Posting out renewal cards has been affected by postal disputes. Officials are licensed even if they don't have their card. All new J1 officials are automatically licensed and will receive their card in time assuming they have uploaded a photo as well as their competency page.
- Renewal forms are on the BS website in the official's section if desired.

#### 5. Referee Course Leader Training

- A doodle poll is about to be sent out to the candidates for the first ZOOM session (2hrs at 7.00pm plus ongoing support). I asked for clarification about whom of the SW proposed candidates was on this list. To date I have not been told. Anyone not able to attend at short notice will get another chance in the autumn.
- For existing trainees, the exam paper November 2022 with answers is in the Referee Trainers “BOX” area.

6. **“Ripple Effect” Project** to boost numbers of people with disabilities onto the deck to help at competitions. This is an external project without input about possible candidates from us. We should still encourage all potential officials in the normal way. Individuals enlisted through the externally funded project may be introduced to us and need to be associated with a club and given support to qualify and help. These individuals will be encouraged to attend the Winter Championships.

#### 7. Regional Matters

- I raised the request to reconsider the number of officials mandated for long distance freestyle only sessions at licenced meets at all levels. The request was rejected.
- I raised the matter of information being required so that open meets; County and Regional Competition might apply for WPS status so records might be claimed. Although not the remit of the SOG the matter was supported by all and will be referred on so that a comprehensive aide memoire is produced. In the meantime, the clutch of associated documents was circulated to regional coordinators and appear on the agenda of the Regional SOG. Most discussion was around what “drug testing” was required and the high cost of this.

#### 8. Date of next meeting 13<sup>th</sup> April

### 23.06 Licensing Meets with World Para Swimming – JB

The committee were advised that under the new rules if the event was not licensed by WPS international, European or WPS records could not be claimed. However British / English records can continue to be signed by the race referee.

See Appendix A

**Action – County Coordinators to email Appendix A to county referees and County Championship organisers.**

## 23.07 Training and Development Update / CPD World Aquatics Rules – JB

See Appendix B – SESW Regional Officials Training and Development Coordinator's report to the Regional Board.

### Summary of 2022 SW Funded Voucher Activity:

#### *2022 purchases*

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**15 SW vouchers purchased March 2022 (OFF11)**

**5 SW vouchers purchased in March 22 for "J1 online without TK" @£15 (DOFF2)**

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**15 SW vouchers purchased April 2022 (OFF12)**

**15 SW vouchers purchased June 2022 (OFF13)**

**5 SW vouchers purchased June 2022 "J1 online without TK" @£15 (DOFF 3)**

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**20 SW vouchers purchased July 2022 (OFF14)**

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**20 SW vouchers purchased September 2022 (OFF15)**

**5 SW vouchers purchased September 2022 for "J1 online without timekeeper" @£15 (DOFF 4)**

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**20 SW vouchers purchased October 2022 (OFF16)**

**15 SW vouchers purchased November 2022 (OFF17)**

**15 SW vouchers purchased November for J1 online without timekeeper (DOFF 5) @ £15**

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#### **FULL SUMMARY OF 2022 ACTIVITY @ 31/12/22**

**full vouchers purchased in 2022 = 120**

**shortened vouchers purchased for timekeepers in 2022 = 30**

**in progress online phase from 2022 vouchers = 27**

**completion of the theory element in 2022 and embarked on practical but not yet qualified as J1 = 8  
[can count as officials at L3 & L4 meets during training]**

### **World Aquatics Rules Update**

JB to attend a Zoom session organised by the National SOG on 27 February, to be delivered by Craig Hunter. Unfortunately, due to delays in authorising the resources for delivery by British Swimming one of the planned regional Zoom sessions was cancelled; however, the majority of officials have rebooked on one of the 10 remaining sessions.

The take up for the session has been good, which include 59 referees and 79 starters, which are the targeted group. JB advised only 12 referees had not signed up to date.

**Action – JB to email all remaining referees and starters. County Coordinators to remind officials to sign up during their county championships.**

**POST MEETING NOTE All active referees have signed up and 516 individuals in total which included 63% of all SW licensed officials.**

## 23.08 SW Summer Championships Technical Directors – PR

Expressions of interested noted and agreed by attendees as follows:

Millfield Age Groups 22 – 23 April – Neil Harper (assistant Paul Robbins Saturday / Nicky Vause on Sunday).

Plymouth 29 April – 1 May – Tracey Roberts (assistant Paul Robbins).

Hengrove AGE Groups 13 – 14 May (assistant Tracey Roberts Saturday / Chris Metcalfe on Sunday).

**Action- NV to email the TD Role descriptor.**

## **County Coordinators reports:**

### **Cornwall**

We have successfully managed to encourage a number of volunteers which to undertake J1 training. So far this has yielded another 8 J1s to add to numbers. In addition to this we have had 3 people to progress to J2 and a further 2 progresses to J2s. Representation across clubs is very varied – some clubs have significant number of officials others have very limited numbers. We continue to focus on with clubs with fewer/no officials. Officials have supported counties well so far and this has enabled further progression for some as we have had sufficient numbers to support mentoring. Distance events have proved a bit more challenging due licence requirements, but we have managed.

Overall numbers remain below pre Covid however they are more promising than six months ago.

All officials have been reminded to sign up for the FINA updates.

### **Facilities**

Cornwall has only two licenced pools for competitive swimming. Neither of the pools have a reliable timing display for the public – at one pool it no longer works. One pool no longer provides AOE operators, so clubs have volunteered people to operate the timing equipment. This has been successful. At both pools the major concern in the short/medium term is in respect of the maintenance of equipment when pool operators are facing high utility charges. There have been the occasional problems with pads but fortunately these have been overcome satisfactorily.

Nick Jenkins

### **Devon**

We have just finished our Devon Championships which took place at the Plymouth Life Centre. We have had a number of J1T attend, and we have managed to sign some off as qualified. We started the championships with our Devon Relay gala & had a very good attendance by J1t (following extensive targeting of the date & the importance of needing relays for their training. We have a number who are nearing the end of the practical work but sadly a few that won't complete despite their mentors trying to make contact.

We have a few doing their J2 & J2S training, with a 1 or 2 being signed off. The trainee referee has passed their theory exam and will be doing their practical poolside exam in April.

Just a quick word of thanks to my fellow officials for the help and support especially Martin Walters from Exeter who helps with the J1 trainees.

Esther Rookes

### **Dorset**

After a good Dorset County Championships series, we have seen a good amount of mentored sessions for trainees both working on their J1 and also J2 qualifications. One J1 and one J2 completing with a handful gaining all last elements of experience just leaving relay experiences to complete for the J1's and workbook sessions required for 2 of the remaining 3 J2 candidates currently in our County, these should get signed off this month.

Outstanding from 2022, we have 12 Trainee J1 in total currently working through the practical phase of their training, at least half of these are very near to finish with mostly the relays required. In order to facilitate this, Weymouth Swimming Club are to set up a Club night featuring relays which will provide the platform to gain the experience required for those trainee J1's. For others it is hoped they will either be attending the Dorset Novice league, one round only in March this year or some will attend the Jurassic league again to see the Relays completed. There are two or

three J1 candidates who have not emerged on to the pool deck, October and November theory completers who will be chased up and encouraged shortly.

In the past four months, we have had 7 x J1, 4 x J2 and 1 x J2S completions, we have 4 more

outstanding J2s trainees all from the September course, all of which are bordering on completion, workbooks scheduled with plans for assessments and signing off at the March Novice league. We currently have potentially 5 more candidates for J2S, a course will be scheduled later this season allowing for the previous batch to be finalised first.

Several local Dorset clubs have level three meets over the next few months so trainees will be encouraged to get signed up.

The online Timekeeper only course has been popular still, Seagulls saw 6 new timekeepers, West Dorset 3, Weymouth 2 and North Dorset 4 over the last couple of months, all hopefully potential candidates going forward for the shorter J1 online course.

Finally, I am pleased to see that we have 2 Referee Candidates signing up for the Referee Course 2023 and 1 candidate sitting the Referee exam this May.

Tracey Roberts

## **Wiltshire**

All Wilts Championships, apart from 1500m long distance will be completed by 5th February. All have been completed with only a few minor issues these being mainly to do with pool timings and inadequate facilities. Low poolside and water have not been conducive to fast swimming; however, most swimmers and coaches were pleased with their efforts under the conditions they were presented with.

Opportunities for training have been increased this year due to poolside restrictions on numbers being lifted and those requesting training have been given as much opportunity as possible, a number of informal face to face sessions have been 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., but all understand the rationale behind the online training.

Ongoing training has been going well with lots of completions at all levels. Our only frustration as tutors / mentors has been the lack of J1 trainees volunteering although this has been offset with increased numbers at other levels.

Feedback from licensed meets held before Championships is that it appears officials are being more selective in choosing the meets, they attend post lockdown and a lot now only volunteer for one session not the whole day, very frustrating when struggling for numbers to see qualified officials sat in the gallery. Clubs are only succeeding to achieve minimum numbers 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. Response so far has been disappointing.

Finally on a positive note the County has 2 candidates who have applied for 2023 Referee training, these being the first candidates for some years.

Paul Robbins

**Action - Gloucestershire and Somerset to email their reports to NV post meeting for circulation.**

## **23.09 AOB**

### **23.09.01 Official's uniform (NV)**

At the SW Winter Championships three officials took up the option to wear black, (which included one individual who forgot to bring his whites).

All agreed to maintain a professional dress code on deck the wording in communications for the Age Groups / Youths should read:

– Dress code as outlined in the J1 training, white trousers, ¾ trousers, knee length skirts or knee length shorts, (ripped jeans or leggings are not appropriate at this level of event), please wear your SWR white polo or white alternative, white footwear and white belt if required.

To ensure your own safety, the safety of others and your comfort on deck it is not advisable to wear flip flops or have bare feet.

The SW SOG acknowledges should you not feel comfortable wearing white trousers etc it will be possible to wear black alternatives at the event.

### **23.09.02 SW Terms of reference for all committees (PR)**

PR advised the committee that the SW Board are currently updating all committees' terms of reference.

**Action – PR to circulate our document for approval.**

### **23.09.03 SW Expenses Policy (PR)**

To be reviewed by the Swimming Committee, last updated 2014.

Action - PR to email a copy to NV when approved to include on SwimMeet Sign up for Officials for the SW Summer Championships.

**Date of next meeting 21 September at 7pm, (TBC).**

The meeting closed at 8:05pm