

Swimming Officials Group

Minutes of meeting held on Wednesday 8th September 2021
Via Zoom

Minutes subject to approval by the Swimming Officials Group

Present:	Mark Davies	Chairman
	Colin Evison	North West Region
	Christine Golightly	North East Region
	Ian Lamb	West Midland Region
	Terry Bream	East Midland Region
	David Metcalf	East Region
	Ralph Shortland	London Region
	Jill Beard	South West Region
	George Adamson	South East Region
Staff:	Helen Akers	Officials Development Coordinator – Swimming
	Claire Coleman	Head of Development
	Mike Hawkes	Inclusion & Health and Safety Partner

21/9 **Welcome**

MD welcomed CC and MH to the meeting.

21/10 **Apologies**

Apologies were received from Bob Outtram.

21/11 **Data Sharing**

21/11.a CC gave an outline of the progress to this point. Each Region is being asked to sign a data sharing agreement, which will lay out the way in which they may use data provided to them by Swim England. Once a Region has given their undertaking to sign this agreement, and has listed their Regional Officials Coordinator as one of their named individuals, then the coordinator will be able to receive technical officials' data as previously outlined – licensed officials' information on a quarterly basis, trainee Judge 1 information on a monthly basis.

This can only be used for the purposes of training and retention, plus recruitment for their own events. Regional Officials Coordinators have the discretion to share the information with their County Coordinators for the same purposes, but it should not be shared any further. Sharing the information for club level event recruitment is outside the scope of the agreement and members were reminded that the ultimate sanction will be removal of access to the data.

21/11.b Coordinators expressed some concern over their own liability for misuse of information by those they may share it with, CC advised that the organisations involved are making a decision on who needs to access the information and coordinators are able to use their discretion if they are not happy with a request to share. Any issues should be referred through HA.

- 21/11.c Regional Licencing Officers will receive separate listings with the level of information that they require for their role.
- 21/11.d The Swim England Membership team will not be producing technical officials' listings outside of the agreed schedule, any additional requests should be referred to HA in the first instance.
- 21/11.e HA will send all Regional Coordinators an updated version of the guidance for using officials' information, which they must share with those they are sharing the information with. It includes wording which must be included in any contact email sent using the information.

21/12 North East Region

CG advised the group that she had tendered her resignation as Officials Coordinator for the North East Region and would therefore not be attending future meetings. Her successor has not yet been appointed.

MD expressed his thanks for the work that CG has done whilst part of the group.

21/13 Certificate of Exception

- 21/13.a A paper had been circulated prior to the meeting and MH gave some background to the project to review the existing Certificate of Disability, with a view to broadening the scope of its use and increasing its effectiveness.
- 21/13.b It is hoped that it will be introduced across all disciplines, but as yet there is no timescale. There are currently around 200 certificates in issue, all valid for 2 years.
- 21/13.c The group agreed to support the proposed changes, which will now be submitted to the SLG for approval.
- 21/13.d Any specific queries around inclusion, outside the scope of the certificate, should be sent to MH for consideration (mike.hawkes@swimming.org) with a copy to CC (claire.coleman@swimming.org).

21/14 Secondary Strobes

- 21/14.a MD gave an update on the requirement for the provision of secondary strobes at licensed meets. There are a number of solutions still under discussion at SLG level but the current position is that organisers of level 1, 2 or 3 licensed meets must state in their conditions whether or not a secondary strobe will be available at their meet.
- 21/14.b In response to a query, it was confirmed that there is currently no plan to sanction any organiser who says that a strobe will be available if it is then unavailable on the day of the event.

21/15 Officials Training

- 21/15.a Now that Level X has been completed and a greater number of events are starting to take place, the Return to Competition – Training document has been updated too allow poolside training to restart. HA to circulate to the group for views before confirmation by the SLG.

- 21/15.b The purpose of the document is to ensure that training only takes place if it is safe and lawful to do so. Any local regulations must be complied with and the onus is on the event organiser to ensure that this is the case.

21/16 Referee Exam

- 21/16.a HA updated the group on the responses of the May 2020 cohort to the choices offered to them. It has been decided to offer them the chance to sit the exam in November 2021, with no penalty if they choose to wait until 2022. Course Leaders have been advised of the choices on offer.
- 21/16.b The November 2020 cohort are currently being offered two options for continuing their training, with the proviso that they will need to complete their practical training in full before being able to sit the exam. Again Course Leaders have been advised of the offering.
- 21/16.c At the current time, a January 2022 intake is planned. The pre-requisites are being reviewed to ensure that no one is disadvantaged by the pandemic, with the plan to open registration in October.

21/17 Any Other Business

21/17.a Communication

There have been a number of instances recently where messages have been misinterpreted and circulated, or not circulated at all. The group were reminded that post-pandemic it might be necessary for them and their County counterparts to increase their profile in their local areas. It is also important that we keep to the published processes and don't introduce any barriers or local practices, whilst managing expectations.

21/17.b Return to Officiating

Following a query from an individual who wishes to return to officiating, HA to circulate the flowchart for relicensing "lapsed" officials.

21/17.c Judge 1 Logbooks

A new system was introduced to clear the back log but it seems to have failed again. Whilst HA works with the warehouse to resolve, members were asked to ensure that common sense is used when trainees are mentored – as most mentoring will be done locally, the most obvious solution being to record the mentoring elsewhere, then transfer it to the workbook when received and get it signed off when you next encounter the relevant official.

21/18 Date of Next Meeting

No specific date was set for the next meeting, it was proposed that it be held in the window between the Regional Winter Championships and the end of the year.