

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 31<sup>st</sup> March 2021 via zoom

**Draft minutes subject to approval at the next meeting**

**Present:** Ian Cotton (Group Manager), Lisa West (Independent), Kristie Jarrett (SE), Steve Prosser (WM), Ursula Beck (EM), Leanne Brace (E), Chrissie Robinson (SW), Kiera Hall (NW), Jackie Bedford (L), David Parry (NE), Neil Booth (SOC).

**Staff:** Helen Weeks, Claire Coleman, Julie Harrison, Andy Jack

**Apologies:** Sarah Friday (Independent)

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Sarah Friday sent her apologies
<b>2.</b>	<b>Minutes of Previous Meeting of 16th December 2020</b>
	Minutes of 16 <sup>th</sup> December 2020 were agreed
<b>3.</b>	<b>Matters Arising</b>
	<p><b>Modal Constitution:</b> This is still ongoing but progressing well</p> <p><b>Club Affiliation:</b> The document has now been signed off and in circulation</p> <p><b>Club Merger Toolkit:</b> This is now in circulation and some clubs have already started looking into it</p>
<b>4.</b>	<b>SwimMark</b>
	<p>The final figures are as follows:</p> <p><b>East Midlands:</b> No. of reaccredited clubs: 23 No. of new/returning accreditations: 0 No. of lapsed clubs: 1 Total – 75</p> <p><b>East:</b> No. of reaccredited clubs: 25 No. of new/returning accreditations: 2 No. of lapsed clubs: 1 Total – 81</p>

**London:**

No. of reaccredited clubs: 19

No. of new accreditations: 0

No. of lapsed clubs: 1

Total - 51

**North East:**

No. of reaccredited clubs: 33

No. of new accreditations: 2

No. of lapsed clubs: 1

Total – 84

**North West:**

No. of reaccredited clubs: 29

No. of new accreditations: 1

No. of lapsed clubs: 1

Total – 90

**South East:**

No. of reaccredited clubs: 25

No. of new accreditations: 3

No. of lapsed clubs: 0

Total – 101

**South West:**

No. of reaccredited clubs: 27

No. of new accreditations: 0

No. of lapsed clubs: 2

Total – 71

**West Midlands:**

No. of reaccredited clubs: 19

No. of new accreditations: 0

No. of lapsed clubs: 0

Total – 59

There was one referral from Crystal Palace and the group agreed to a 3-month extension – they have been included in the figures

We are still moving in the right direction for accredited clubs; there is still an issue with clubs uploading too late so it was agreed that the date on the portal will show one week before the expiry date – **JH to change portal dates**

Total number of Essential clubs: 612

As of 26/03/2021 we have 930 affiliated clubs

**Revised Referral Process:**

The document was shared for feedback; this will now be updated with the changes and re-circulated with these minutes for final agreement and signing off. Please respond by Friday 23<sup>rd</sup> April. Please note this document is for internal CLG and regional SwimMark groups only and should not be shared any wider. –

**ALL – to respond by 23/4**

**SwimMark Update:**

	<p>E14 is now going to be incorporated into E13 which will then be replaced with E16 leaving the Full and health check accreditation with 15 and 5 elements respectively. All changes will be made to the portal and documents updated – <b>JH to make all changes.</b></p>
<b>5.</b>	<b>Stronger Affiliation Update</b>
	<p>The hibernation paper is now being scrapped</p> <p>At the time of the meeting 26 clubs were yet to affiliate and 23 clubs indicated they would be folding</p> <p>Moving forward there needs to be consistency across the regions with regards to the suspension process. All regions had agreed the process and had sent out suspension letters out to clubs apart from the North East region who were still working on the content of the letter.</p> <p>It was agreed that we needed to find out what the terms of membership suspension were so that we are working inline – <b>CC to find out</b></p> <p>The name ‘Stronger Affiliation’ was discussed and it was agreed to keep for at least the next 12 months to allow to ‘bed in’ and we will revisit at a future meeting</p>
<b>6.</b>	<b>Club/Operator Document Update</b>
	<p>Andy confirmed that The Club/Operator document is close to completion and is currently delayed with the design team. He shared the draft document and resources that will be available.</p>
<b>7.</b>	<b>Engagement by SE Development Team Update</b>
	<ul style="list-style-type: none"> <li>• The Club Matters workshops have been well attended</li> <li>• HW has been delivering Club Guidance workshops also well attended</li> <li>• The Governance workshop has been launched and the pilot went well</li> <li>• The Chairs information sessions has now been split into 2 workshops</li> <li>• Jackie asked about Volunteer workshops; we direct these to Club Matters; Lisa confirmed that there was a ReActive portal which is a new, free, online training platform, designed to equip anyone working or volunteering in the sport, fitness, leisure and physical activity sector in England with the knowledge and skills they need to confidently return to work or restart their coaching activity, as we emerge from the coronavirus lockdown. This can be accessed at the following link:  <a href="https://cimspa-reactivate.uk/">https://cimspa-reactivate.uk/</a> Lisa is happy to answer any questions you may have.</li> </ul>
<b>8.</b>	<b>Return to Water Survey</b>
	<p>Andy shared some of his findings; there was a 75% response rate. The survey is going out again on 15<sup>th</sup> April with a few amends from feedback received. The regions were consulted in this and all disciplines will be included this time around. Clubs will also be able to complete multiple times on behalf of each discipline they have.</p>

	The information received will determine what support our clubs need and Andy will share this at our next meeting in June.
<b>9.</b>	<b>Update from Regional Representatives</b>
	Regions gave an update on what is happening in their regions with regards workshops and forums; some regions are going through incorporation and others have formulated a strategy group and Club leadership group
<b>10.</b>	<b>AOB</b>
	CC confirmed that finally they are getting into the last stage of the regional agreements and has asked if any of you are involved and need to set up a meeting to please send a date to Claire by the end of April  Neil wanted to thank everyone for their continuing support
<b>11.</b>	<b>Dates of future meetings</b>
	Wednesday 30 <sup>th</sup> June 2021 Wednesday 29 <sup>th</sup> September 2021 Wednesday 15 <sup>th</sup> December 2021