

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 15<sup>th</sup>  
December 2021 via zoom

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

**Present:** Ian Cotton (Group Manager), Kristie Jarrett (SE), Ursula Beck (EM), Leanne Brace (E), Chrissie Robinson (SW), Kiera Hall (NW), Jackie Bedford (L), David Parry (NE), Jean Childs (WM), Sarah Friday (Independent Member), Lisa West (Independent Member)

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

**Apologies:** Neil Booth, Steve Prosser

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Neil Booth and Steve Prosser sent their apologies; Jean Childs attended as West Midlands representative
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of 29 <sup>th</sup> September 2021 were agreed  The guidance document around the need for a Level 2 coach in a social rather than competitive setting will be ready in early 2022
<b>3.</b>	<b>Matters Arising</b>
	Any matters arising are included on the agenda
<b>4.</b>	<b>Name Change – Stronger Affiliation to Club Affiliation</b>
	The change of name from Stronger Affiliation to Club Affiliation has been agreed and will be announced in January. All updates to documents/portal will be made after the announcement in time for the quarter two upload starting February 1 <sup>st</sup> .
<b>5.</b>	<b>SE Development Team Update</b>
	Helen presented the update; please see attached document for further reference  Ian stated that we will look to invite the new Volunteering Manager Lisa Whyte to either the February or May meeting
<b>6.</b>	<b>Coach and Teacher Register Update</b>

Lindsey Trimmings was unable to attend the meeting so Claire gave an update

We are now currently at a stage where we are actively trying to support DBS/safeguarding compliancy from our teachers, coaches and other roles as stated within Wavepower; we have been working together with the Comms team to enable an automated reminder service that sends emails at both 60 days and 30 days before renewals are due and on the actual expiry date of DBS and Safeguarding, which should give plenty of time to renew or book onto courses. These are currently with Legal to make sure the wording is correct

Phase 2 – working on the coach qualifications to streamline; a matrix will be produced and hoping to roll out in 2022

Current figures as follows:

8008\* individual teachers and coaches.  
(After masters only clubs have been removed and any duplicates have been removed)  
7630\* total teachers and coaches after all relevant variances have been excluded.

(This is the total number for DBS & Safeguarding)

	No info	%	Expired	%	Total	%
DBS*	191	2.39	381	4.77	572	7.16
Safeguarding*	559	7.33	499	6.54	1058	13.87

\*Correct as of November 2021

Sophie Bucknall will do a data gathering exercise once a quarter and share to the regions, those of their members who are not compliant.

**7. Key Regional Officers – Qualification Checks**

In our last meeting, the point was raised concerning the information, if any, known about our Regional and County appointees and what we could do to achieve that; to make sure that the appropriate DBS, Safeguarding and TTL were in place.

It was established that we need to know the following:

1. Are the appointee's members of Swim England?
2. Do they hold a role within the scope of Wavepower?

The membership department have had a pivotal role in enabling us to achieve this and Emma Langham has agreed to offer support by making the necessary checks.

Regions/counties to provide a list of appointees who have roles within the scope of Wavepower to Emma Langham who will then check membership status plus DBS/Safeguarding/TTL

	<p>OMS will be updated in the next 4 weeks to show against roles, which of those need to have either 'barred list' or 'enhanced only' DBS to make it easier to understand.</p> <p>It is the regional representatives of this group to cascade this information down to their counties – <b>ACTION – ALL REGIONAL REPS</b></p>
<b>8.</b>	<b>SE Development Team Implementation &amp; Operational Plan</b>
	<p><b>Team Member Update:</b></p> <ul style="list-style-type: none"> <li>• We now have a full volunteering team; Lisa Whyte is our Volunteering Manager and Andrea Startin is the Volunteering and Development Coordinator</li> <li>• Becky Walker, Growth and Programme Manager, will be going on Maternity leave in May so currently recruiting for her replacement</li> <li>• Thysia Pater Dye, Programme Officer, is now leaving the organisation and her role will also be recruited for.</li> </ul> <p><b>6 key priorities across the organisation:</b></p> <ul style="list-style-type: none"> <li>• Membership</li> <li>• Sport Development</li> <li>• Sustainability</li> <li>• Facilities</li> <li>• Swim for Life</li> <li>• Workforce</li> </ul> <p>Please see attached presentation for further information on this and the operational plan.</p> <p>November 2021 – the implementation plan was proposed and agreed – these include the 'big ticket items'</p> <p>Operational Plan – business as usual items – please see example on attached presentation</p> <p>Helen Weeks currently runs a number of workshops including Welfare, Chair's, Secretary and Membership; part of this is a Chair's forum, the next one being held in January where hopefully Terry Wilkins will be joining to talk through the complaints/judicial process</p>
<b>9.</b>	<b>Regional Club Development Key Priorities for 2022</b>
	Please see spreadsheet attached
<b>10.</b>	<b>A.O.B</b>
	Ian confirmed that Everyone Active together with Swim England are working on a club link project from Learn to Swim to clubs. He will be presenting this to the Regional Chairs in January and will present his findings back to the CLG in February's meeting. Everyone Active will only work with SwimMark clubs which is currently 82% of all clubs across all their sites.
<b>11.</b>	<b>Dates of future meetings</b>

	<b>Club Management Group Meeting Date</b>	<b>Deadline – Submission of Referrals and Regional Figures</b>
	<b>Wednesday 2nd February 2022</b>	<b>Tuesday 1st February 2022</b>
	<b>Wednesday 4th May 2022</b>	<b>Tuesday 3rd May 2022</b>
	<b>Wednesday 3rd August 2022</b>	<b>Monday 1st August 2022</b>
	<b>Wednesday 2nd November 2022</b>	<b>Tuesday 1st November 2022</b>