

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 2<sup>nd</sup> February 2022 via zoom

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

**Present:** Ian Cotton (Group Manager), 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, Julie Harrison, Claire Coleman

**Apologies:** Sarah Friday, Lisa West

<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</b>
	Minutes of 15 <sup>th</sup> December 2021 were agreed
<b>3.</b>	<b>Matters Arising</b>
	Any matters arising are included on the agenda
<b>4.</b>	<b>Affiliation and Accreditation</b>
	<p>The figures for 31<sup>st</sup> January:</p> <p><b>East Midlands:</b>            No. of SwimMark clubs: 21            No. of Club Affiliation: 9            No. of suspended clubs: 0</p> <p><b>East:</b>            No. of SwimMark clubs: 23            No. Club Affiliations: 36            No. of Suspended clubs: 0</p> <p><b>London:</b>            No. of SwimMark clubs: 11            No. of Club Affiliation: 52            No. of Suspended clubs: 1</p> <p><b>North East:</b>            No. of SwimMark clubs: 20            No. of Club Affiliation: 35</p>

No. of Suspended clubs: 2

**North West:**

No. of SwimMark clubs: 21

No. of Club Affiliation: 38

No. of Suspended: 0

**South East:**

No. of SwimMark clubs: 20

No. of Club Affiliation: 60

No. of Suspended clubs: 2

**South West:**

No. of SwimMark clubs: 17

No. of Club Affiliation: 46

No. of Suspended clubs: 0

**West Midlands:**

No. of SwimMark clubs: 12

No. of Club Affiliation: 12

No. of Suspended clubs: 1

Total number of suspended clubs this quarter is 6: Manchester Sharks have not been included as became suspended and compliant on 2<sup>nd</sup> February

As of 10/02/2022 we have 974 affiliated clubs

**Referral:** City of Salford – concerns over coaching qualifications - they have completed relevant elements for Club Affiliation so can't be suspended, however it has been noted that there is a concern over the practice of delivering sessions when only a level 1 teaching qualification is in place. The CLG has agreed that a letter to be sent to them from this group outlining the concerns which they need to address. LB suggested whether it was also possible to raise with the operators; maybe another piece of work to look at, working with operators and regions alongside the new Swim England Coaching Policy?

**Action:** IC to draft letter on behalf of the group to the club

**SwimMark/Club Affiliation update:**

- Club Affiliation name change has now been updated on the portal; all documents will be amended on the portal and 'box' and website
- SwimMark coordinator role is going to be changed to Accreditation coordinator as this fits in better as essentially they are both accreditations.
- We are looking to include 'inclusion references' into our membership form; confirmation from Mike Hawkes is required first before we can put this in place.
- A job description for all coaches is to be looked at and will eventually be included on the portal for reference; it will include both paid and self-employed - this is very much a work in progress
- We currently have a problem with the uploading of certificates to OMS from in-house courses; this can cause a problem when we need to check for compliancy. It needs to be addressed as an organisation and is currently being looked into.

	<p><b>Communication Process:</b> South East are concerned that the wording is a little heavy handed; could we soften the language and/or can regions opt out of the process. CLG agreed that all regions need to be on board with process and opting out not really an option. All other regions have found it positive and are happy with the email wording.</p> <p><b>Action:</b> regional deadlines to be sent in to JH to be used for the Comms – <b>ALL</b></p>
<b>5.</b>	<b>Sharing Good Practice</b>
	<p>Was agreed to put this agenda item on a couple of times a year for regions to share any good practice they may have: there was nothing to contribute at this time but some comments were brought up:</p> <p>LB – raised a comment on the New Model Constitution; there is now a clause included allowing the optional removal of honorary &amp; life members but most committees don't realise that they need to remove the members from those roles first before removing the role from the updated constitution – <b>Action</b> - HW to update the guidance</p> <p>UB: raised a question regarding the partnership between Everyone Active and Swim England; IC responded:</p> <p>Everyone Active are partnering with Swim England to launch a corporate framework for club link sessions; they are looking to put a minimum of 90 in place across the 125 sites by the end of September, where there will be a formal club link session which is part of Everyone Actives Learn to Swim framework. The first part of the process will commence in the next week where they will be writing to the clubs to invite them to a meeting to discuss the project. Everyone Active will work with Swim England as part of a case study and once we have got some early findings will look to present to other operators later in the year.</p>
<b>6.</b>	<b>Engagement by SE Development Team Update</b>
	<ul style="list-style-type: none"> <li>• The updated Coaching Policy went live on 2<sup>nd</sup> February and is being sent to clubs and operators; this is predominantly being directed to affiliated clubs around their coaching activity within those clubs.</li> <li>• The New Model Constitution is out and there will be a further development of other legally structured types of constitution but this is likely to take several months.</li> <li>• Governance workshops – currently we have educated a number of members through 128 Chairs sessions, 117 Welfare officer sessions and 86 Club Secretary &amp; Membership Officer sessions. The register will be updated of those attendees and uploaded to the regional resources in 'BOX'</li> <li>• Financial Toolkit – hoping to go live in March/April; just depends how long it takes to brand up the content; will go live first with the written resource following on towards the end of the year with a series of seminars with further details to come out nearer the time.</li> <li>• Off the back of the financial toolkit is a separate project linked to the employment relationship between clubs and coach's</li> <li>• Club and Operator pool guide – currently expanding on this and creating a discipline version; no timeline available at the moment</li> </ul>

	<ul style="list-style-type: none"> <li>• Safe supervision document – is currently being updated by the facilities team in collaboration with the operators</li> <li>• We have recruited a person who looks after Growth and Competition hoping to work with targeted regions to maximize transition from LTS to the club arena</li> <li>• Volunteering now have a new manager; will attend the next meeting to discuss project focus areas.</li> </ul>
<b>7.</b>	<b>Risk Assessments</b>
	<p>LB – the region has some concerns over the quality of risk assessments being submitted by clubs; LB has contacted Emma Griffin who has confirmed that the Portal, developed between Swim England and Howdens to produce risk assessments, which was successfully piloted 3 years ago and put on hold is looking to be re-launched. Hopefully some principal training seminars to be developed to help those volunteers who need to write them. HW confirmed that at the Chairs Forum sessions 82% of clubs said they would value some Risk Assessment training.</p>
<b>8.</b>	<b>New Model Constitution</b>
	<p>When will the regions adopt the new Model Constitution:</p> <p>East – End of 2023 all 4 year renewals should be up to date  EM – 2024 looking to have clubs adopt  L – End 2023  NE – On agenda for next week's board meeting  NW – Currently on a 4-year renewal; meeting next month to discuss  SE – most should be done within the next 21/2 years  SW – End 2024 should all be completed  WM – Hope to complete in 2 ½ years</p>
<b>9.</b>	<b>Coach and Teacher Register Update</b>
	<ul style="list-style-type: none"> <li>• Sophie Bucknall who leads on the project is leaving the organisation</li> <li>• We are now addressing the gaps between DBS and safeguarding; an automated process started in January where reminders are issued 2 months before, 4 weeks before and finally when the date has expired; these go out daily. IoS are currently running approx. 15 safeguarding courses a month</li> <li>• Next element is focused on coaching qualifications; there are 350 different qualifications listed on Integra; we have embarked on an equalizing project and managed to cut this down to 80 over the 4 disciplines. The membership team are currently tidying up Integra and will share the updated list with regional officers.</li> <li>• The next step is to cross reference OMS with Integra e.g. checking that qualifications are listed for members who state they are a coach but this will be put on hold for now until a replacement for Sophie has been recruited.</li> <li>• The Poolside accreditation list will be integrated into the master list</li> <li>• The Club Personnel report will be updated following feedback and will be circulated to the CLG</li> </ul>
<b>10.</b>	<b>A.O.B</b>

	<p><b>Club Affiliation Pack:</b> Any clubs that have affiliated using the new pack please send any feedback to HW if you haven't already done so; points raised:</p> <ul style="list-style-type: none"> <li>• NW – will send feedback once process completed</li> <li>• EM – No issues with pack only slight problem around constitution</li> <li>• SE – found it a good process</li> <li>• L – one county has concerns over a Masters club not needing safeguarding in place for vulnerable adults – HW pointed out that in the new Model Constitution there is a clause in place for clubs to nominate a point of contact to raise any issues made</li> <li>• E – would be useful if Portal could be open before affiliation – unfortunately this is not possible as the data for the portal comes directly from the membership database so until a club/member has been added it won't transfer over. There is also a lot of confusion for new members over the various websites and where to go for what. This is probably a discussion needed outside of this meeting; maybe for the SwimMark working group?</li> </ul> <p>NB: there is going to be a review of the Judicial operations; if you have any thoughts on this please send via Helen or Claire</p> <p>LB: the region is looking to produce a parent report; if any regions have a template as a starting point or any other information please can you send to Leanne.</p>
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<b>14.</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 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>