

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 4th May 2022 via zoom

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

**Present:** Sarah Friday, Kristie Jarrett (SE), Amanda Swan (WM), Ursula Beck (EM), Leanne Brace (E), Chrissie Robinson (SW), Kiera Hall (NW), Jackie Bedford (L), David Parry (NE), Joan Wheeler (SOC).

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

**Apologies:** Ian Cotton, Steve Prosser, Lisa West, Neil Booth, Lisa West

Min No:	
1.	<b>Welcome and introductions / Apologies</b>
	We had some apologies; Claire stepped in as Chair, Amanda for the WM and Joan as SOC representative
2.	<b>Minutes of Previous Meeting</b>
	Minutes of 2 <sup>nd</sup> February were agreed
3.	<b>Matters Arising</b>
	<p><b>Risk Assessment Portal</b> – unfortunately, there is no update yet; CC is chasing SLT for information but will supply a full update at the next meeting on 3<sup>rd</sup> August. Howdens are currently reviewing the Swim England insurance page held within their site; this will include updated FAQ's</p> <p><b>Action:</b> CC to provide update and a release date at the next meeting</p> <p><b>New Model Constitution</b> – the unincorporated club model has now been circulated together with a guidance document; all regions gave their timelines for when this will be adopted in the last meeting. Hopefully the other legal structures of constitution are currently in the process of being updated and will be available by the end of June.</p>
4.	<b>Affiliation and Accreditation</b>
	<p><b>SwimMark/Club Affiliation</b> – please refer to the attached spreadsheet for the final numbers.</p> <p>Total number of suspended clubs this quarter is 3: Dearne Valley (NE), Hymers College (NE), Southampton Dolphins (SE)</p> <p>As of 6<sup>th</sup> May 2022 we have 965 active affiliated clubs</p>

	<p><b>City of Salford –follow up</b> – at the previous CLG concerns were raised over coaching qualifications - they had completed relevant elements for Club Affiliation so can't be suspended, however it had been noted that there was a concern over the practice of delivering sessions when only a level 1 teaching qualification is in place. The CLG had agreed that a letter to be sent to the club from this group outlining the concerns which they need to address. IC drafted a letter which was sent to the secretary and chair.</p> <p>An action plan was received from the club which was shared with the group and there were concerns of non-compliance and the overall governance of the club.</p> <p>The group recommendations:</p> <ul style="list-style-type: none"> <li>• The club are non-compliant and therefore should have the same restrictions applied to them as other non-compliant clubs</li> <li>• Swim England as the NGB has a duty of care to contact the community leisure trust and raise our concerns</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Club is suspended pending compliance</li> <li>• Contact to be made with Salford trust – <b>HW &amp; KH to draft letter</b></li> </ul> <p><b>Affiliated 'Adult' club</b> – LB asked whether there was a standard response to adult only clubs that take on juniors. Could we have a process in place; HW agreed to draft a document and the other regions will pick up when they come across any club doing this.</p> <p><b>Action:</b> HW to draft document for Adult only clubs taking on juniors</p>
<b>5.</b>	<b>Sharing Good Practice</b>
	<p>NE –have recruited 4 new members to their SwimMark panel and have found having fresh pairs of eyes has brought some good discussions and feedback and would recommend it to other regions. DP offered to share the job description via JH</p> <p>SW - have a club that has conducted a SWOT analysis and have included the results of the analysis at the beginning of their development plan; it has helped me to understand their plan as well as understanding the qualification gaps in their personnel report and the actions that they are trying to take to address the gaps /issues</p>
<b>6.</b>	<b>Governance &amp; Standards Update</b>
	<p><b>Operator led schemes – safeguarding update</b> – no paper has been submitted as yet for discussion as this piece of work is still in the early stages. It is primarily being led by the safeguarding team in the first instance. This is to look at our operator led schemes to review schools, local authority types of club etc. that link back into those said schools and operators.</p> <p><b>Coaching Policy/Coaching Matrix</b> - The Coaching Policy applies to all disciplines and has had a minor update to clarify a few issues raised regarding compliance for clubs. There is also a comprehensive FAQ document to support the Policy. Alongside this, a short survey has been pulled together that will go with the updated policy on Monday 9<sup>th</sup> May; this asks clubs if they will have any problems putting it into place. We will share any information we receive with the regions. Also produced to help support clubs is a Qualification Equivalency</p>

	<p>Matrix in understanding the level of qualification a teacher or coach holds. This specifically helps determine older qualifications. This has been attached with the minutes. Needs to be shared with other discipline leadership groups.</p> <p><b>Action:</b> CC to take to discipline leadership group.</p> <p><b>Minimum Depths</b> – this has been led by the facilities team and is being updated to reflect the new FINA 1.35m depth for all diving entering into water. This is now with Comms and should be released soon.</p> <p><b>Safe Supervision</b> – this is also being led by Facilities; it is an industry wide document and has recently been updated with a few more references specifically around coaching and sessions. It is currently with the design team and will be released soon.</p> <p>KH raised a question around the ratios and level1 coaches; CC advised to email the query and it would be raised with Jon Glenn</p>
<b>7.</b>	<b>Club Health Tracker</b>
	<p>Previously we have always conducted a club's survey, but working with Insight we are currently developing a benchmarking tool that will enable individual clubs to identify areas of strengths or possible improvements across 6 areas of Club Development - Coaching/Teaching, Financial Management, Pool Operator Relationships, Governance, Growth, Volunteering. This project is in its initial stages but are hoping to go live in December in cohorts rather than all clubs at once. Will provide an update of the final details in the next CLG meeting in August.</p>
<b>8.</b>	<b>Discipline Update to Club Toolkit</b>
	<p>Worked with focus groups to develop Pool Time Usage Guidance specific to each discipline. These resources were launched in April and sit alongside the existing swimming version on this webpage - <a href="https://www.swimming.org/swimengland/club-and-operator-toolkit/">https://www.swimming.org/swimengland/club-and-operator-toolkit/</a></p>
<b>9.</b>	<b>Volunteering Update</b>
	<p>The Ripple Effect has now been launched:</p> <p><a href="https://www.swimming.org/swimengland/ripple-effect-project-launched/">https://www.swimming.org/swimengland/ripple-effect-project-launched/</a></p> <p>A project officer has now been recruited. It will be delivered over the next 24 months and the aim is to break down barriers for disabled individuals who want to become volunteers. Will deliver in 2 phases:</p> <ul style="list-style-type: none"> <li>• Phase 1 – to work with national disability sporting organisations to get their input</li> <li>• Phase 2 – will see a small cohort of disabled volunteers join Swim England and progress through the volunteering pathway.</li> </ul> <p>The project will take on a test and learn approach and a full report will be produced at the end of the project.</p>
<b>10.</b>	<b>A.O.B</b>

	<p><b>League Affiliation</b> – there has been some issues raised around leagues and how we integrate them; the proposal is to look at the paperwork we have for club Affiliation and review/update to use for that purpose.</p> <p><b>Action:</b> HW to look at CA paperwork for league affiliation</p> <p><b>New club registration</b> – it has been agreed with memberships that no new clubs will be registered between 14<sup>th</sup> February and 14<sup>th</sup> March; this so that membership renewals can take priority</p> <p><b>Action:</b> HW to add to the weekly update</p> <p><b>SwimMark vouchers</b> – JH to chase IoS for process if changed from original letter</p> <p><b>SwimMark Process</b> – JB asked other regions how they manage SM; went around the group for feedback</p>	
<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>
	Wednesday 3rd August 2022	Monday 1st August 2022
	Wednesday 2nd November 2022	Tuesday 1st November 2022