

Diving Leadership Group (the “Group”)

Minutes of the meeting held at 7.00-9.00pm on 15.02.22 via Zoom

Draft minutes subject to approval by all members of Diving Leadership Group.

Present: Lottie Thompson Chair
 Sarah Barrow Technical Officials Lead
 Matt Bartle Volunteering Lead
 Gail Harrison Competition Planning Lead

Staff: Suzie Collins Talent Development Officer
 Liam Smith Programme Officer (Growth & Competition Support) – *Item 1 only*
 Andy Jack Club & Operations Relationship Manager
 Julie Wileman Group Administrator

Apologies: Josh Devine Communications Lead
 Nikki Smith Coaching Lead
 Ian Mackenzie Interim SOC Liaison

(Members are identified by initials)

Min No:	
1.	Welcome and Apologies
	Liam Smith attended meeting to introduce himself, he has joined the development team as Growth & Competitions Programme Officer and will be lead on the National Skills Finals. MB welcomed to the Group as new Volunteering Lead.
2.	Review of Action Log
	Action log reviewed and updated – completed actions removed, ongoing highlighted and any new actions from meeting to be added.
3	Development Team Update
	<p>AJ updated the Group on ongoing projects.</p> <p>Club financial toolkit (25 page document – aim to help clubs be/become more financial sustainable) content has been populated and will be out to internal review, feedback deadline 28th February 2022, agreed format will then be passed to design with hopeful launch early April. Plan bitesize workshops in October including budgeting, employment status (coaches), club fundraising/sponsorship/grant funding, tax overview, managing club finances. Group agreed this would be a great asset for club treasurers.</p> <p>Pool time guidance matrix working with NS and SB who are supporting on project, second meeting scheduled for 2nd March 2022. AJ will provide an update on progress.</p> <p>Governance: A new model constitution has been released, but there is no mandate for clubs to adopt currently. Helen Weeks (Club Governance and Standards Manager) delivering webinars covering key club roles.</p> <p>Growth: London Legacy project launched. £20K from Mayors fund. There are 3 strands to the project:</p>

	<ul style="list-style-type: none"> • Delivery of swimming lessons to those missed during pandemic • Tester sessions for Diving, Artistic Swimming and Water Polo • A project modelled around school testing targeting deprived areas London – will be working with South West London and Merton diving clubs.
4.	Talent Development Officer Update
	<p>SC delivered a Talent Update presentation to the Group which provided updates on Team Y, Team Z, DiSE, Little Rippers (which would be rebranded to Diving Talent Search) and other ongoing initiatives and projects.</p> <p>SC will distribute the 2022 competition calendar once available.</p>
5.	Technical Officials Lead update
5.1	<p><u>Judging Courses</u> J1 course - taking place 8th March 2022 which is full. Potential future J1 presenters will attend to observe the format.</p> <p>J2 course – theory taking place 10th March 2022 and practical will be held on 13th March 2022. SC will deliver the theory and LT will deliver the practical session.</p> <p>Two J2 judges attended the British Cup as part of the upskilling opportunity to become Senior judges.</p>
5.2	<p><u>Diving Presenters Proposal (briefing paper pre circulated)</u> The Group noted the Diving Presenters Proposal. SB will reach out to other disciplines with regards to payment of tutors and how they approach this.</p>
5.3	<p><u>Recorders Pathway</u> SB has a list of feedback to go to Andrea Startin (Volunteering and Development Co-ordinator) on the recorder resources. A pilot course will be delivered in the East Region. Lot of interest in a recorders course but need to make sure the pilot is fit for purpose. Courses will be coordinated and delivered nationally - AS will assist with this. LT informed the Group that Ann Barker had advised that she would be happy to present courses.</p>
5.4	<p><u>Tutors</u> A meeting with Sarah Green (Head of Educator Training), SB, JD Sam Hydes and Adam Sotheran had taken place to discuss tutoring and the tutor specification requirements. The Group discussed the importance of evaluating a potential candidate's technical knowledge of the sport and how to go about incorporating this into the interview process. SB will circulate the findings from the discussion to LT/SC.</p>
6.	Chair Update
6.1	<p><u>Diving Strategy</u> Work ongoing on this - LT to catch up with CC and AJ to discuss this and the development plan and strategy. LT to meet with MB to discuss Strategy. It was suggested that it could be worth getting clubs thoughts on this. AJ advised that Swim England Insight team could be an avenue for this to get a survey monkey out. Group agreed this would be valuable but need to ensure the right questions are put forward to ensure informed feedback. It was noted that there is a need to understand baseline participation numbers before looking to put any targets in place. MB advised group of software system (conduit) that British Athletics have used to capture such data and MB happy to share details on this. SC & AJ requested further details.</p>

6.2	<p><u>National Events</u> LT, SB and Ekaterina Boyd (Head of Events) have been working a National Skills Finals Manual. This has been shared with the North East region. Additional documents have also been developed to assist with the delivery of the National Skills Finals. LT will add to box.</p> <p>National Age Groups - scheduled for 30th June - 3rd July in Plymouth. LT has discussed with Katya ensuring this event is reinstated at Sheffield for 2023 onwards and get booking confirmed. Queries around confirmed booking for Plymouth have been asked of separate people - LT to speak to EB.</p>
6.3	<p><u>DLG Recruitment/Succession Planning</u> GH and NS are coming to end of their terms but whilst LT has now got updated role descriptors this will need to be discussed with Claire Coleman (Head of Development) and recruitment process initiated. LT to discuss next steps with Ian Mackenzie.</p>
6.4	<p><u>SOC Liaison</u> Confirmed that Ian Mackenzie interim SOC liaison.</p>
6.5	<p><u>1-2-1's</u> LT would like to have 1-2-1 with members in between DLG meetings. LT will contact members to set up.</p>
7.	Communications
	<p>Improving communication is a priority for the Group. Want to ensure that the correct format and branding is utilized, and information is passed to the right people. Requested meeting be set up as soon as possible with the Communications team to get templates and the google doc with the communication team up and running. SC will scope out possibility of adding a DLG section to the newly formed Off the Boards British Swimming portal. AJ to contact CC/ Communications Team.</p>
8.	Volunteers
	<p>MB has started process of engagement with volunteers and would like to link the Swim England values into the communications that the Group send to the Diving community to strengthen the link to the Swim England values.</p>
9.	Coach Development
	<p>LT advised that NS has been feeding into the 8-10 Awards project.</p>
10.	Any Other Business
	<p>LT advised that due to change in job she has/will have limited availability during the week but will respond as quickly as possible.</p>

Date of next meeting: Tuesday 17th May – 7.00-9.00pm – Zoom (DLG + Regional Managers).