

Club Leadership Group

Minutes of the meeting held at 10.30am Thursday 4th August 2022 via zoom

Draft minutes subject to approval at the next meeting

Present: Ian Cotton, Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Chrissie Robinson (SW), Di Stafford(NW), Jackie Bedford (L), David Parry (NE), Joan Wheeler (SOC).

Staff: Helen Weeks, Julie Harrison, Claire Coleman

Apologies: Steve Prosser, Lisa West, Sarah Friday, Leanne Brace

Min No:	
1.	Welcome and introductions / Apologies
	We had some apologies with members volunteering at the Commonwealth Games
2.	Minutes of Previous Meeting
	Minutes of 4 th May were agreed
3.	Matters Arising
	<p>Risk Assessment Portal – unfortunately, there is still no update yet; CC is continuing to chase but the holdup seems to be with Howdens.</p> <p>City of Salford – have now submitted the required evidence</p> <p>Affiliated ‘Adult’ club – this was discussed at the SM working group; it was decided that if the region become aware that the club are taking on under 18’s they should flag with the club and advise that they would need to change their constitution, take on a welfare officer etc and become a regular club</p> <p>Leagues & Affiliations - a working group has been set up headed up by Leanne Brace; the affiliation is likely to be similar to how Club Affiliation works; the first meeting has already been organised</p> <p>Club Constitution – the other models should be available by the end of the month</p>
4.	Affiliation and Accreditation
	SwimMark/Club Affiliation – please refer to the attached spreadsheet for the final numbers.

	<p>There has been an update since this meeting and we have now gone down to 4 suspended clubs this quarter: Hartlepool (NE) Blaydon & District (NE), Ashton-under-Lyne (NW), Penzance SA & WPC (SW)</p> <p>As of 10th August 2022 we have 958 active affiliated clubs</p> <p>SwimMark working Group update</p> <ul style="list-style-type: none"> • We will be updating the TNA to make more appropriate • E15 to be combined into E7; more work is needed on this so the change is not imminent • The club newsletter is going to be re-introduced and sent out after every quarter following the CLG meeting • Club Suspension – Helen has pulled together a document to help with the process and Comms and make clearer what is expected from both the regions and national team – Helen has circulated for your comments to be returned by Friday 12th August
5.	Sharing Good Practice
	There was nothing to be shared by the regions at this time
6.	Governance & Standards Update
	Safe Supervision – there is no update – to be included in matters arising
7.	Minimum Diving Depths
	<p>Jon Glenn attended an SLG meeting and some discussion was had; still needs to be signed off by SOC so currently the new guidance is still temporarily suspended and our insurance is still valid. Claire will chase Jon Glen for an update and will send any further information around via email once a decision has been made by SOC</p> <p>Ian Cotton raised his concerns that all survey results may not have been received; Claire asked for details to be sent to her to investigate; Action CC</p>
8.	Update Club Link Sessions
	<p>Please see presentation attached with minutes</p> <p>Marketing materials are still being produced Everyone Active will do a quarterly update with the first one to be circulated soon</p>
9.	Swim England Strategy
	<p>After engaging a consultant 3 key themes have been identified:</p> <ul style="list-style-type: none"> • Water • People • Capability <p>A survey has gone out to all members with the results going to board mid September; once it has been signed off sub headings and strategic ambitions will be under discussion</p>
10.	A.O.B

11.	Dates of future meetings	
	Club Management Group Meeting Date	Deadline – Submission of Referrals and Regional Figures
	Thursday 3rd November 2022	Tuesday 1st November 2022
	Wednesday 1st February 2023	Tuesday 31st January 2023
	Wednesday 3rd May 2023	Monday 1st May 2023
	Wednesday 2nd August 2023	Tuesday 1st August 2023
	Wednesday 1st November 2023	Tuesday 31st October 2023