

Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 1st
February 2023 via zoom

Draft minutes' subject to approval at the next meeting

Present: Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Chrissie Robinson (SW), Sue Robinson (NW), Jackie Bedford (L), David Parry (NE), Steve Prosser (WM), Amy Bryant (SOC)

Staff: Helen Weeks, Claire Coleman, Julie Harrison

Apologies: Ian Cotton, Sarah Friday

Min No:	
1.	Welcome and introductions / Apologies
	Ian Cotton sent his apologies; Claire Coleman stepped in as Chair. Amy Bryant was welcomed as the new SOC representative
2.	Minutes of Previous Meeting
	Minutes of 3 rd November were agreed
3.	Matters Arising
	<p>Risk Assessment There is still no update; it has been brought up at SOC meetings and is currently with Emma Griffin who is pursuing Howdens</p> <p>Model Constitutions – Charity Commission The final draft is still with the charity commission for approval so unfortunately out of our hands but will continue to push forward and provide an update as soon as possible. In the meantime, you can direct clubs to the Charity commission website but the purpose of this model constitution is that it will already have been approved by the Charity's commission removing the need to be in constant contact with them. HW will circulate the current final draft for regions to use on the understanding that it hasn't yet been approved. Action HW to circulate copy of the current draft which can be used but mindful that it has not been signed off yet.</p> <p>New Affiliation Process Associations and Leagues EM – there appears to be a conflict in the wording at point 6 with the beginning of the paper; “The location of the League Secretary, will initially determine the region and county association to which the league will be affiliated. The Regional Membership Officer will confirm this” This will be amended as it should be where the majority of clubs are located</p>

	Action: HW to amend and final copy to be circulated.
4.	Affiliation and Accreditation
	<p>SwimMark/Club Affiliation – please refer to the attached spreadsheet for the final numbers.</p> <p>At the time of the meeting we had 32 temporarily suspended clubs: a list of these can be found on the accreditation spreadsheet</p> <p>As of 1st February we have 969 active affiliated clubs</p> <p>Due to the high number of clubs facing suspension, each region was asked to give an update on reasons; a variety of safeguarding, workforce issues and no response from clubs were given. Those clubs will receive a notification from Swim England of their temporary suspension. This means that swimmers will no longer be covered by Swim England insurance for any aquatic activity including competitions.</p> <p>University of Bristol Referral: A referral was sent by the SW region. The club have no committee members in place; the point of contact for all roles is down to one coach. All other roles are covered by the university The region would like the club to be allowed to continue in its present guise, but will be provided with an action plan which will help to strengthen the governance of the club. Action: region to report action plan back to the CLG at next meeting.</p> <p>Some regions felt that there was a large volume of clubs to manage through the affiliation/accreditation in this quarter. If you wish to change some of your clubs to a different accreditation quarter you can do but you will need to bring them forward; they cannot be given an extra 3 months. Action: Please let the club development team know if you plan to change the quarters of any of your clubs and manage the process direct with clubs.</p> <p>Equality Plan update: Swim England want to promote inclusivity and diversity and part of that will be improving the minimum standards for our clubs and part of that will include a diversity and inclusion action plan (DIAP). This will mean an added element to both the SwimMark Health Check and Club Affiliation. Mike Hawkes will be producing some information that we can use for clubs. This does not affect SwimMark Full as it is already included. This is being produced now to give time for clubs to consider the information with a view to adopting it this quarter (Jan 31) 2024.</p>
5.	Sharing Good Practice
	<p>NE – would like to share that the email sent following the suspension of clubs is working for their region</p> <p>EM – have started to produce their own SwimMark newsletter and also working with clubs on the diversity and inclusivity</p> <p>WM – nothing currently</p> <p>SW – nothing currently</p>

	<p>SE – Water Polo has been very successful this quarter. Communicating early with clubs and being consistent together with working with the IoS to get coaches onto courses has been key.</p> <p>NW – have sent emails out to clubs asking for evidence for elements 1& 13 by a certain date and then again for further elements by another date thereby staggering the submissions and highlighting any issues with the personnel report early. Have also produced a document outlining the common issues and detailing what information is needed. Also promoting the governance workshops.</p> <p>E – Their experience reflects the other regions particularly around the difficulties of engaging clubs.</p> <p>L – nothing currently</p> <p>NW – asked for an update on the safeguarding and welfare requirements for Masters Clubs:</p> <p>The Adult safeguarding policy will become part of Wavepower and is currently being written. When it has been agreed further information will be given; it will be a phased approach to all clubs with very clear messaging.</p> <p>SE – asked about changes to Wavepower</p> <p>Swim England have decided not to highlight the changes as it currently stands. There will be a full review of Wavepower this year for launch in 2024. It will then become a fully digital ongoing improvement tool</p>
6.	Governance & Welfare Update
	<p>Swim England Regulations update sessions:</p> <p>The registration is now live so please continue to push and share the link. A session for staff will be held on 2nd February.</p> <p>Governance Workshops:</p> <p>Total of 1459 attendees, covering 649 clubs over the 3 workshops.</p> <p>220 – Chairs; 219 – Welfare; 276 – secretary & membership</p> <p>These workshops are recorded on Integra and will show on the personnel report</p> <p>NE – asked if a breakdown per region could be produced.</p> <p>Action: LB to put list in Box</p>
7.	Coach & Teacher register
	<p>Unfortunately, the coaching team did not receive an invite to the meeting. JH to ensure that they are included in the invite for all future meetings</p> <p>Action: JH to send a running invite to all relevant meetings</p>
8.	Terms of Reference review
	<p>CC shared the proposed changes to the ToR document; this will be circulated together with the current version.</p> <p>Action: Please let CC have your comments or queries by Thursday 8th February</p> <p>Following a review of the data sharing process agreements by the Legal team, there will be an email going out to the Regional chairs with a letter outlining the amendments to that agreement. Included will also be a note asking the regions</p>

	<p>to stop downloading and sharing all the data from all the elements from SwimMark and Club Affiliation to volunteers who are able to save the information to their hard drives. This can lead to issues around data protection. We are going to propose a set of ToR for the regional panels who are involved with SwimMark and Club Affiliation. These will then be shared with the regions for agreement to be then adopted moving forward. It will specify that all evidence from all elements cannot be downloaded. The regional panels should only be reviewing elements that the officers have queries on and then a spot check of clubs be reviewed. All agreed to these principals.</p> <p>Action: CC and HW to draft a ToR for regional panels for future discussion</p>	
9.	Club Health Tracker update	
	<p>For this to give any real insight we need as many clubs as possible to complete the health checker. Please could we ask you to promote as much as possible. We also need all disciplines within the club to complete, not just the swimming section.</p> <p>Action: CC to ask Alice Fairhall to provide a list of clubs that have already completed and circulate</p>	
10.	A.O.B	
	<p>All members of CLG will receive a copy of the SOC minutes; Amy Bryant gave an update and minutes are attached. If you know of any clubs that have concerns over the energy crisis or have any good practice to share that you would like to be fed back to SOC let AB know</p> <p>NE – David Parry would like more information around the Clubs Link Programme and how the region could get involved – CC to ask Andy Jack to contact David when back from Paternity leave.</p> <p>Action CC to ask Andy Jack to contact DP</p>	
11.	Dates of future meetings	
	Club Management Group Meeting Date	Deadline – Submission of Referrals and Regional Figures
	Wednesday 3rd May 2023	Monday 1st May 2023
	Wednesday 2nd August 2023	Tuesday 1st August 2023
	Wednesday 1st November 2023	Tuesday 31st October 2023