

Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 3rd May 2023 via zoom

Draft minutes' subject to approval at the next meeting

Present: Ian Cotton (Chair), Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Chrissie Robinson (SW), Sue Robinson (NW), James Warrener (L), David Parry (NE), Jean Childs (WM), Amy Bryant (SOC)

Staff: Helen Weeks, Claire Coleman, Julie Harrison

Apologies: Sarah Friday

Min No:	
1.	Welcome and introductions / Apologies
	Ian Cotton welcomed Jean Childs and James Warrener to the meeting
2.	Minutes of Previous Meeting
	Minutes of 1 st February were agreed
3.	Matters Arising
	<p>Risk Assessment Portal Howdens have now made progress with the technical issues they were facing; a working group has been set up to do a final review with a hope to it being launched in the Summer. Once the review has been completed CC will confirm the launch date. Action – keep on agenda for July for update</p> <p>Model Constitutions – Charity Commission This has now been approved and is with the charity commission so if clubs now wish to change their constitution they can now use the template; this means it will be fast tracked as we have an approved official document.</p>
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 6 temporarily suspended clubs: a list of these can be found on the accreditation spreadsheet</p> <p>As of 5th May we have 949 active affiliated clubs</p> <p>Chase Referral:</p>

	<p>It was agreed that this was not a CLG referral matter and that the club are just non-compliant for SwimMark purposes. They will not face temporary suspension though as they have completed the required elements for Club Affiliation</p> <p>The question was raised around whether club members could still compete if the club has been temporarily suspended but entered when they were compliant. HW and CC to discuss with Leanne Brace (head of memberships) and decision will be shared - Action – CC & HW to confirm decision</p> <p>HW - Every quarter the coaching team produce a list of expired DBS/Safeguarding dates taken from the coaching/teacher register. We have performed a check of this list against those approved clubs this quarter to see if evidence has been uploaded of 'in progress' DBS's or evidence of safeguarding bookings. Some of these clubs have neither uploaded, despite having been approved for compliancy. We will be doing the same check next quarter in July so please can you make sure that this evidence is showing as any club approved with missing information at the July CLG will have their accreditation or affiliation revoked until such time as the evidence is submitted. We will however in the first instance raise concerns with the regions before the date of the CLG meeting; any queries will then be discussed in the meeting.</p> <p>A copy of the list for this quarter was requested – Action JH to circulate list</p> <p>As part of the 'Heart of Aquatics' we are going to be implementing some new standards for clubs that are operated/ ran by a third party scheme. There have been some concerns over the reporting of safeguarding practices/ reporting/independence etc ; we will be implementing some interim measures which will be added to Element 6 in the template; HW shared the changes; there are now 6 parts to the template. These need to be adopted immediately by any clubs coming through the next quarter. There were some concerns how this was going to work practically. The suggested solution was that the county or regional welfare officer could take on the independent role for the clubs affected. It was agreed more discussion is needed at the next meeting and only concentrate on new clubs for now. Suggestions were made to the template which were amended to the document at the time - Action – IC add as agenda item for July meeting for further discussions</p>
5.	Sharing Good Practice
	<p>NW – as advised last quarter they 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; feedback has been mixed from the clubs but are going to try again for the next quarter and monitor.</p> <p>L – they are moving clubs from the Jan quarter to other quarters to have an even spread throughout the year; the workload in January is very heavy currently.</p>
6.	Governance & Welfare Update
	<ul style="list-style-type: none"> • The safeguarding team are expanding to 6 members of staff • JC asked about SE Friends; HW confirmed that now sits with legal; currently a new training plan is being produced for SE friends <p>SwimMark Working Group Update:</p> <ul style="list-style-type: none"> • E15 will be removed and will be amalgamated into E3

	<ul style="list-style-type: none"> • E3 will consist of 3 parts: <ul style="list-style-type: none"> ○ Club Diversity & Inclusion Action Plan (DIAP) ○ Foundation Inclusivity CPD (online) ○ Introduction to disability awareness course <p>There will be a soft launch for the July – Nov (quarter 4) where clubs can upload one of the required pieces of evidence, however all 3 will be a mandatory requirement from quarter 1 (Jan 2024)</p> <p>For the health Check and Club Affiliation the elements will now be increased to 6 with the addition of E3 however no upload will be required from the club for quarter 4 (unless they want to) so officers will have to upload a blank document in its place in order to approve the element or send to Club Development and we will do it for you. All changes will be made to the portal by July and guidance documents will also be available to support with the compliance of E3. In summary:</p> <ul style="list-style-type: none"> ○ May – July – newsletter to clubs ○ July – all changes made on portal ○ Aug – Oct – Quarter 4 optional upload ○ Nov – Jan – Quarter 1 mandatory upload <ul style="list-style-type: none"> • The Governance workshops for the Chair and Welfare officer will become mandatory from November 1st. All participants have their attendance recorded on Integra which then shows up on the club’s personnel report. The Secretary & Membership officer workshop will remain as recommended/good practice to attend. • All Chair workshop deliveries are Part 2; essentially club disputes and complaints. Part 1 is currently being produced as an online workshop and covers the general role responsibilities; this part is not mandatory and we will advise when it becomes live. SR suggested that a welfare officer online workshop would also be useful. • E2 – clubs don’t show their reserves; wording to be changed to state ‘must show club reserves’ – changes to be made to documents and portal - Action – add a ‘reserves’ box into the template JH
7.	Coach & Teacher register
	<p>As part of the coaching plan launched earlier this year, Lindsay Trimmings has done a lot of work around safeguarding and DBS compliance; the change which will come into effect from 31st December 2023 will mean that no teacher or coach will be able to go poolside without a valid in date DBS or safeguarding; this also includes ‘in progress’ DBS which will not be allowed. Teachers and coaches already get automated emails 60 and 30 days before expiry but there will now be a third one after the expiry date to say that they are no longer allowed poolside. The reminders only go to the teachers/coaches but the expiry email also goes to the Club Welfare officer. This has been agreed by SOC</p> <p>The requirement to have safeguarding for anyone poolside will be changing from a grace period of 3 months to 1 month.</p>
8.	Terms of Reference
	<p>Every year the ToR for all leadership groups should be reviewed; Prior to this meeting the CLG ToR were circulated to the group for feedback</p> <p>AB asked about point 1.6 and why it referenced only coaching and events team to be invited. It was noted that these attend on a regular basis but the ‘Chair’ is able to invite anyone relevant to an agenda item. These were approved</p>

9.	Club Health Tracker update	
	<p>Club health tracker closed at beginning of April; 248 responses were received and everyone has been responded to. Of the 248 responses 78 were red flagged which will all be picked up; majority were operator/club relationships which will be led by Alice Fairhall and Andy Jack in partnership with the regions. Will then be looking to produce base lines for each discipline and then share openly with clubs to show the benefit of the health tracker. Will reopen the tracker towards the end of 2024</p> <p>Action – invite Alice Fairhall/Andy Jack to next meeting to give a full review</p>	
10.	Transgender Policy	
	<p>Updated Policy was released at beginning of April; since then we have held a series of seminars; the attendance has been positive and most questions have been focused around the technology used for swim meets which is an ongoing piece of work. The policy will come into effect now on 1st September. The head of memberships is communicating directly via the RLO's as we don't have direct access. We will be updating the website and FAQ's. We are working on a better way of communicating with the meet promoters in the future. Memberships are currently working on changing the terminology on the membership form</p>	
11.	A.O.B	
	<p>KJ asked for an update on the County Roadshows – next steps; all the roadshow dates and 2 online sessions have now concluded; dates have now been requested for all the individual county meetings for either in person or online; the building of the portal is now completed and waiting for the final review. The information requested is part of what Sport England require us to evidence. We will be asking the counties to review the evidence they submit to us on a yearly basis but we will not be removing their affiliation. We will be awarding a standard of fully met/partially met etc. It has been agreed with the regional chairs that the SE Governance team will be responsible for signing off the constitutions, therefore the whole document will need to be uploaded to the portal.</p>	
11.	Dates of future meetings	
	Club Management Group Meeting Date	Deadline – Submission of Referrals and Regional Figures
	Wednesday 2nd August 2023	Tuesday 1st August 2023
	Wednesday 1st November 2023	Tuesday 31st October 2023