

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 2<sup>nd</sup> August 2023 via zoom

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

**Present:** Ian Cotton (Chair), Bryony Gibbs (SE), Ursula Beck (EM), Jo Stalley (E), Chrissie Robinson (SW), Dean Sumner (NW), James Warrener (L), David Parry (NE), Amanda Swan (WM), Amy Bryant (SOC), Sarah Friday (IM)

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

**Apologies:** Kristie Jarrett, Jean Childs and Sue Robinson

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Ian Cotton welcomed Bryony, Dean and Amanda to the meeting
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of 3 <sup>rd</sup> May were agreed
<b>3.</b>	<b>Matters Arising</b>
	<b>Risk Assessment Portal</b> - we continue to work with Howdens to get this launched. They are currently moving the portal to a different platform which has caused a security issue; this is currently being worked on so unfortunately we still have no launch date; in the meantime, as this project began in 2019 we need to review the content for 2023; once launched, CLG need to discuss whether we will continue to accept other forms of risk assessment. HW gave some feedback from a club that has used the portal, who have been impressed with the content and user ability.
<b>4.</b>	<b>Affiliation and Accreditation</b>
	<p><b>SwimMark/Club Affiliation</b> – please refer to the attached spreadsheet for the final numbers.</p> <p>At the time of the meeting we had 6 suspended clubs: a list of these can be found on the accreditation spreadsheet</p> <p>As of 7<sup>th</sup> August we have 962 active affiliated clubs</p> <p><b>Club suspension process</b> – the agreed process is the same, however we have made the wording softer and clearer with two reminders going 8 weeks and 2 weeks before the national deadline. The 2 week email is an additional communication that will go out to both the officers and members of the clubs to make them aware of the</p>

	<p>consequences should their club be suspended. This extra email is necessary, as it has become apparent that some clubs are not communicating to their members what it means for them if the club is suspended, as they will no longer be able to train or take part in club activities; they will however as individuals be able to compete in open competitions. Once clubs have been suspended, the Membership department will inform the national licensing officer. If after 28 days clubs are still non-compliant, they will lapse.</p> <p><b>School Club Requirements</b> – As part of Swim England’s Heart of Aquatics, we are committed to strengthening our safeguarding and welfare provision across our clubs and organisations; one element of this is the 3<sup>rd</sup> party organisation affiliated by Swim England. The first phase of this review is schools only; 2<sup>nd</sup> phase is operators, followed by council and finally university adult only programmes.</p> <p>The additional requirement that has been agreed by the safeguarding team are around elements 5,6 and 7:</p> <ul style="list-style-type: none"> <li>• Element 5 – an additional reference in the constitution to mention school</li> <li>• Element 6 – Additional Welfare support and ISI report. School must demonstrate that an independent (non-school employed) Welfare Officer is named in addition to the School Safeguarding lead and most recent ISI report demonstrating the school has met all safeguarding and welfare requirements.</li> <li>• Element 7 - Memorandum of understanding (MOU) MOU signed and uploaded demonstrating the school safeguarding procedure in line with Swim England requirements.</li> </ul> <p>New clubs need to adopt the policy straight away and existing clubs to adopt within their accreditation cycle.</p> <p>NE – concerned that this new policy could be challenging. Regions to look at how many clubs will be affected and of those how many already have an independent welfare officer.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Regions to email Lizzie Butcher number of clubs they have in the school category and where they are within the affiliation cycle</b></li> <li>• <b>HW will mark the phases as 1a and 1b to make easier to understand.</b></li> <li>• <b>Regions to put new affiliation packs on hold for next couple of weeks until the policy is in place at the end of August.</b></li> <li>• <b>Government team to update Affiliation pack.</b></li> <li>• <b>Regions to advise clubs who have received the current pack of the changes.</b></li> </ul> <p>All the phases will be complete by the end of the year</p> <p>SW – can we promote the 3<sup>rd</sup> party process through Talent etc? it was agreed that the Talent team would be briefed.</p> <p><b>Action – HW to brief talent teams</b></p>
<b>5.</b>	<b>Sharing Good Practice</b>
	There was nothing to add this quarter
<b>6.</b>	<b>Governance &amp; Welfare Update</b>
	<b>Policy Update in relation to Welfare Officers</b> - Part of the Wavepower review has been to slim down the content but strengthen the remaining policy wording.

	<p>Regions are currently facing challenges regarding the independence of Welfare Officers. The meeting discussed the importance of the Welfare role being independent of all other executive officer roles or those in a position of trust. Regions were asked to think about any clubs over the next couple of quarterly cycles that could potentially be at risk based on the independence of welfare officer in place. The Good Governance guides, which are currently being produced, will also help in understanding the conflict of interest between different roles and relationships</p> <p>Group members did not raise any issues with the move towards greater clarity of the independence of the welfare officer.</p> <p><b>Coach and Teacher Register Update</b> – the regional compliance spreadsheet received from the coaching team has already been shared with the regions. The compliance report has shown very good results with non-compliance dropped considerably; this will be shared with the minutes</p> <p>From the 1<sup>st</sup> January 2024 it will become mandatory for 16/17 year olds to do safeguarding if teaching or coaching; they will have 1 month from their 16<sup>th</sup> birthday or the date they qualify to achieve this. There is no requirement for a chaperone to attend with them. Updates and Comms have already been sent to all clubs</p> <p><b>Training Matrix</b> – this forms part of our commitment to strengthen the education of volunteers and our paid staff across the counties and regions as well. The roles have been grouped and we have put together what mandatory training the roles should have together with any recommended training.</p> <p>Feedback from the group; TTL training for County/Regional Team Manager to be adapted to recommended on Matrix and as a subsequent action, look to incorporating some level of education into TM2, or long term, a learner led bolt on that the TM can do in their own time. This will be supplemented with some guidance for the organising body to ensure that coaches and TM's are aware of who the welfare officer is, email address, telephone number, expectations etc..</p> <p>The proposed Matrix was agreed.</p> <p>The personnel report guidance will be updated with the information, and will become mandatory from November 1<sup>st</sup> 2023.</p>													
<b>7.</b>	<b>Club Health Tracker update</b>													
	Please see PowerPoint presentation attached													
<b>8.</b>	<b>A.O.B</b>													
	Please take a look at the dates for 2024 as some of them have moved to a Thursday because of where the last day of the month falls													
	<b>Dates of future meetings</b>													
	<table border="1"> <thead> <tr> <th data-bbox="272 1653 887 1720">Club Management Group Meeting Date</th> <th data-bbox="887 1653 1442 1720">Deadline – Submission of Referrals and Regional Figures</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1720 887 1758">Wednesday 1<sup>st</sup> November 2023</td> <td data-bbox="887 1720 1442 1758">Tuesday 31<sup>st</sup> October 2023</td> </tr> <tr> <td data-bbox="272 1758 887 1796">Thursday 1<sup>st</sup> February 2024</td> <td data-bbox="887 1758 1442 1796">Wednesday 31<sup>st</sup> January 2024</td> </tr> <tr> <td data-bbox="272 1796 887 1834">Wednesday 1<sup>st</sup> May 2024</td> <td data-bbox="887 1796 1442 1834">Tuesday 30<sup>th</sup> April 2024</td> </tr> <tr> <td data-bbox="272 1834 887 1872">Thursday 1<sup>st</sup> August 2024</td> <td data-bbox="887 1834 1442 1872">Wednesday 31<sup>st</sup> July 2024</td> </tr> <tr> <td data-bbox="272 1872 887 1897">Wednesday 6<sup>th</sup> November 2024 (tbc)</td> <td data-bbox="887 1872 1442 1897">Thursday 31<sup>st</sup> October 2024</td> </tr> </tbody> </table>	Club Management Group Meeting Date	Deadline – Submission of Referrals and Regional Figures	Wednesday 1 <sup>st</sup> November 2023	Tuesday 31 <sup>st</sup> October 2023	Thursday 1 <sup>st</sup> February 2024	Wednesday 31 <sup>st</sup> January 2024	Wednesday 1 <sup>st</sup> May 2024	Tuesday 30 <sup>th</sup> April 2024	Thursday 1 <sup>st</sup> August 2024	Wednesday 31 <sup>st</sup> July 2024	Wednesday 6 <sup>th</sup> November 2024 (tbc)	Thursday 31 <sup>st</sup> October 2024	
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