

# Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 2<sup>nd</sup> November 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), Kate Caddick (WM), Amy Bryant (SOC), Sarah Friday (IM)

**Staff:** Helen Weeks, Lizzie Butcher, Julie Harrison

**Additional attendees:** Lisa Wright (Swim England Coach Engagement Officer)

**Apologies:** Claire Coleman

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Ian Cotton welcomed Kate Caddick to the meeting for West Midlands
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of 2 <sup>nd</sup> August were agreed; all actions were completed
<b>3.</b>	<b>Matters Arising</b>
	<p><b>Risk Assessment Portal</b> – Howdens have now sent this through. It has been reviewed, and minor tweaks were needed but Howdens are currently putting these in place. The overall feeling has been positive and will be a good tool for clubs. Hopefully, it will have launched by the next meeting. Currently some clubs are piloting and the feedback has been positive.</p> <p>HW also attended a mock trial with Howdens; it was around a club going through an insurance claim; this event confirmed how important it was for clubs to complete and continually review their risk assessments. The mock trial was recorded and once edited will be available for clubs to watch/listen to.</p> <p>Howdens have also committed to providing training over the completing of risk assessments but there is no time scale for this yet.</p> <p>The risk register is mandatory for any new affiliating clubs. It is a recommendation for all existing clubs to complete to ensure they have addressed risks associated with sustainability or succession.</p>
<b>4.</b>	<b>Affiliation and Accreditation</b>

**SwimMark/Club Affiliation** – please refer to the attached spreadsheet for the final numbers.

At the time of the meeting we had 4 suspended clubs: a list of these can be found on the accreditation spreadsheet

As of 3<sup>rd</sup> November we have 952 active affiliated clubs

**Club suspension process** – following the email that went out 2 weeks ago which created a mixed response with some members, we are meeting with the Comms team in the next week to review and update the reminder emails. We will be changing the 2-week prior to deadline date to 1 week in the hope that more clubs will be compliant at this point. The wording and tone will have a refresh to make it softer and more understanding to club members. Once we have the drafts we will circulate to the CLG group to give feedback and /or approval of the content.

Considerations raised:

CR – asked if more emphasis can be given on the regional deadline date; however it has helped considerably getting clubs through.

JW – Could the email go to executive officers first in order for them to prepare the members and volunteers

KC – Volunteers took the tone of email very badly

IC – confirmed that the content of the emails were approved by CLG at the time; all comments will be taken on board and once the revised drafts are circulated, regions to give feedback and/or approval. Therefore, the regional rep on the CLG needs to be able to make decisions on behalf of their region.

**Actions:**

- **Regions to give feedback/approval of emails when received**

E3 – As of 1st November, the new update comes into force; the wording will be changed on the portal and E15 will now be removed. Foundations of Inclusivity CPD is now available to view on the Personnel report on OMS. The workshops attended by the Chairs, Secretaries and Welfare Officers can also be viewed on the report.

DP – with all the changes currently taking place with E3 and the new requirements for schools clubs etc it would be useful to have some refresher training to make sure all regions are interpreting the same way. – HW confirmed that this would be put into place in early 2024 and will also be offered out to the regional club groups as well.

DP – Could the Personnel report be enabled to flag the correct DBS checks etc. – HW advised that Swim England is going to be having a full digital review of its systems in 2024. It is likely to be a very large project but the request will be taken to the digital team; however, it is still very reliant on the clubs entering the correct information onto OMS in the first place.

JS – Advised that using the Club Personnel Record (CSV file) on OMS is an easier way of checking people's information as the file can be sorted by roles etc. HW advised that this will be included in any training updates given to regional staff.

There is a checklist for E13 that LB is updating; this will be circulated to the regions. –  
**Action LB to circulate**

**5. Sharing Good Practice**

	<p>WM – run ‘listening’ sessions with clubs. They have proved to be very successful. KC – to feedback comments to the SwimMark working group.</p> <p>WM – Volunteer recruitment for events; created a young network of volunteers including a volunteer hub; has proved very successful.</p> <p>East – have employed a regional welfare officer who will also support the counties; this is a paid position to further help the clubs and counties – IC will feedback at the next meeting how the role is evolving within the region.</p> <p>London – now have a safeguarding team in place; will also feedback at the next meeting how it is working.</p>	
<b>6.</b>	<b>Governance &amp; Welfare Update</b>	
	<p>Welfare update – the Swim England safeguarding team have stated that safeguarding bookings cannot be accepted as evidence for SwimMark and Club Affiliation if the booking is made after the end of the quarter. It must be within the quarter so that attendance can be confirmed before signing off.</p> <p>Wavepower – still on course for being updated and released by the end of the year. This will include the adult safeguarding policy.</p> <p>Good Governance Guide being launched 1<sup>st</sup> November; this will be included in the clubs newsletter and will include a link to the website.</p>	
<b>7.</b>	<b>Coach and Teacher register update</b>	
	<p>Lisa Wright (Coach Engagement Officer) joined the meeting to give an update. Once a quarter LW reviews the coaching and teaching register for DBS and safeguarding compliance. These are also shared with SLG.</p> <p>Please see spreadsheet attached for this quarters figure. LW will send a breakdown of regional figures to LB who will circulate to the regional officers. – <b>Action LB to circulate</b></p>	
<b>8.</b>	<b>A.O.B</b>	
	<p>HW – Swim England have undergone some stringent reviews over the last few months by Sport England and other Independent bodies; as a result of this we have been asked to make some changes; one of the big changes is to our regulations in relation to the club complaint process which they want updating by the end of 2023. We will therefore be putting on some briefing sessions in December and January. We will be contacting some clubs to road test the new complaints procedure.</p>	
	<b>Dates of future meetings</b>	
	<b>Club Management Group Meeting Date</b>	<b>Deadline – Submission of Referrals</b>
	<p>Thursday 1st February 2024</p> <p>Wednesday 1<sup>st</sup> May 2024</p> <p>Thursday 1<sup>st</sup> August 2024</p> <p>Friday 1<sup>st</sup> November 2024 (tbc)</p>	<p>Wednesday 31<sup>st</sup> January 2024</p> <p>Tuesday 30<sup>th</sup> April 2024</p> <p>Wednesday 31<sup>st</sup> July 2024</p> <p>Friday 25<sup>th</sup> October 2024 (tbc)</p>