

# Club Leadership Group

Minutes of the meeting held at 10.30am Thursday 1st February 2024 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), James Warrener (L), David Parry (NE), Kate Caddick (WM), Amy Bryant (SOC), Sarah Friday (IM)

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

**Additional attendees:** Lisa Wright (Swim England Coach Engagement Officer), Andy Jack (Club & Operator Relationships Manager) Alice Fairhall (Club Development Project Officer)

**Apologies:** Ian Cotton

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Ian Cotton sent his apologies; Amy Bryant Stepped in as Chair
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of 1 <sup>st</sup> November were agreed; all actions were completed
<b>3.</b>	<b>Matters Arising</b>
	<p><b>Risk Assessment Portal</b> – there has been a slight delay getting this up and running but there is good progress being made. As soon as the testing is complete and has gone live the link will be circulated. Howdens are also looking at putting some training in place.</p> <p><b>Coach &amp; Teacher Register</b> – the data received from Lisa Wright has already been circulated. There has been some issues when the course has been added to the wrong account; this happens when members have joint records. Membership can join the accounts so please let them know if this happens.</p>
<b>4.</b>	<b>Affiliation and Accreditation</b>
	<p><b>Quarter Summery</b> – please refer to the attached spreadsheet for the final numbers.</p> <p>At the time of the meeting we had 12 suspended clubs: a list of these can be found on the accreditation spreadsheet</p> <p>As of 8<sup>th</sup> February we have 958 active affiliated clubs</p>

	<p><b>Training for Regional Staff/Volunteers</b> – it has been requested that we provide some training for regional staff and volunteers to help standardise the process of club affiliation and SwimMark across the regions. HW confirmed that sessions are being planned and will be made available in March ready for the next quarter. A link will be circulated in the next couple of weeks; please ensure that all regional staff circulate to anyone involved with the process. <b>Action: HW to circulate invite</b></p> <p><b>Safeguarding Certificates</b> – the regions have shown concern over how long safeguarding courses are taking to appear on a member’s record. We have been advised by the Institute of Swimming that the process is taking a minimum of 2 weeks but should be no longer than 3 but unfortunately this cannot be made shorter. This affects both the face 2 face and refresher courses. Currently they also have to be recorded onto OMS separately by the Membership department on a weekly basis which is done on a Friday. HW stated that if you find any anomalies on the personnel report please flag with Emma Langham in Memberships as there is a time lapse but she will investigate. AS stated that the timeline for courses being recorded was unacceptable; unfortunately, this currently can’t be changed; the timeline for certification is the same across all Approved Training Centres who deliver the safeguarding CPD due to the transfer of data from Parnasus to the membership records. In the meantime if close to the deadline date, a screenshot can be taken to confirm booking but this would then need to be confirmed once taken. There is an organisational wide digital review taking place in 2024 and this has been flagged as a high priority to be looked at. DP has suggested that we accept bookings in the future; HW stated that if we do this a list needs to be made of those people to be checked at the next meeting. Concerns were made by the other regions that this is a backward step to ensuring full safeguarding compliance. KJ stated would be fairer to suspend coaches rather than clubs; HW said if the coach licensing comes into place this would be possible.</p> <p><b>SwimMark Review</b> – all regions have agreed that there is a need for a review of SwimMark; a review paper is being presented at the next SOC meeting on 6<sup>th</sup> February and once approved will be circulated; we will then look to have a CLG meeting towards the end of February to discuss in full; this will be shared with the regional chairs on 4<sup>th</sup> March. Will send an outline message to the clubs in the newsletter but this will be dependent on whether major changes are required by SOC. Proposed timeline will be up to June 2024 to collate feedback and suggestions ready to progress to the next stage. The regions were happy with the process and timelines outlined by HW.</p>
5.	<b>Sharing Good Practice</b>
	EM wanted to acknowledge the counties pulling together to help the region
6.	<b>Governance &amp; Welfare Update</b>
	<p>The Development team update has already been shared</p> <p><b>Masters Clubs update:</b> Welfare Officer/Lead Each club must have an identified lead officer. This person can be a named member within the club or with prior agreement can be the County Welfare Officer.</p> <p>The identified lead officer must have the following:</p> <ul style="list-style-type: none"> <li>• Be 18 years or over</li> </ul>

	<ul style="list-style-type: none"> <li>Swim England Safeguarding (or current approved and in date certificate expiring after Jan 1st 2024)</li> <li>A Welfare Officer (Time to Listen) training certificate (should be renewed every 3 years)</li> <li>An Enhanced DBS with barred list check</li> <li>Recorded attendance at the Good Governance Welfare Officer workshop</li> <li>Not be the club or organisation Chairperson or a member of the coaching or teaching staff</li> <li>Not be related to or in a relationship with either the Chairperson or a member of the coaching or teaching staff</li> </ul> <p>All coaches and teachers must have the following:</p> <ul style="list-style-type: none"> <li>Swim England Safeguarding (or current approved and in date certificate expiring after Jan 1st 2024)</li> <li>An Enhanced DBS with barred list check</li> </ul> <p>Implementation</p> <ul style="list-style-type: none"> <li>The requirements as listed above are mandatory from <b>1st August 2024</b>. All club information will be checked via Club Affiliation and SwimMark renewals as they take place.</li> <li>Any club personnel requiring Safeguarding should attend the updated Swim England Safeguarding course available from <b>1st April 2024</b>.</li> <li>Any club Welfare Officer requiring or needing to update the Welfare Officer (Time to Listen) training, should complete the updated Swim England course available from <b>1st June 2024</b>.</li> </ul> <p>This update has been sent to all clubs</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. A regional breakdown has already been shared with the regions who confirmed they found the information useful. As seen by the data attached the overall trends are positive in improving compliance.</p>
<b>8.</b>	<b>Working Together: A Guide for Coaches and Committees (Andy Jack &amp; Alice Fairhall)</b>
	<p>Phase 1 of the project is to develop a toolkit which will be available on the website to download; this initial stage will be launched in Summer 2024. Phase 2 will include E-learning and content.</p> <p><b>Please can you email Andy or Alice with any feedback and suggestions for content</b></p> <p>The slides from this presentation delivered by Andy Jack and Alice Fairhall are attached with the minutes</p> <p>Andy and Alice to be invited back to next CLG with an update</p>
<b>9.</b>	<b>A.O.B</b>

HW – an AOB from Leanne Brace (Memberships); there is going to be a piece of work undertaken to review the affiliation of ‘other’ associations and organisations; in summary the reason behind the review are:

- Current categories are complex
- The bodies using our logo to promote their affiliation to Swim England, we have no knowledge of them
- Safeguarding risks – there are no checks in place
- Lack of category for national clubs
- Clarify benefits of why they are affiliated to Swim England

There will be a renaming of the categories as part of the recommendations; this will also lead to Governance checks being put in place for those affiliations, which will be done in consultation with the regions.

All these recommendations will be going to SOC and then onto the board and members forum so this is in the early stages.

**County & Regional Governance:**

- 17 counties are currently uploading with 4 approved (Dorset, Lincolnshire, Staffordshire & Surrey)
- 2 regions have started to upload information

Please contact HW if you want any further information

There is a Chairs information folder in ‘Box’ for anybody who is interested in accessing the information

AS – many thanks to Helen Weeks for helping out the region over the last couple of months

**Dates of future meetings**

Club Management Group Meeting Date	Deadline – Submission of Referrals
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
Friday 1 <sup>st</sup> November 2024 (tbc)	Friday 25 <sup>th</sup> October 2024 (tbc)