

Club Leadership Group

Minutes of the meeting held at 10.30am Wednesday 1st May 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), Jean Childs (WM), Amy Bryant (SOC), Sarah Friday (IM)

Staff: Helen Weeks, Julie Harrison, Claire Coleman

Apologies: Kate Caddick

Min No:	
1.	Welcome and introductions / Apologies
	Ian welcomed everyone to the meeting. Both Kate Caddick and Amanda Swan were unavailable and sent their apologies so Jean Childs stepped in for the WM
2.	Minutes of Previous Meeting
	Minutes of 1 st February were agreed; all actions were completed
3.	Matters Arising
	<p>Risk Assessment Portal – significant progress has been made and the security certificate issues have now been resolved. Helen and Claire have done some initial testing and will now recruit some external stakeholders to test. We would encourage you to engage if asked.</p> <p>It will be completely up to clubs if they wish to use the portal and will not be mandatory; this will be made clear in any Comms that goes out to clubs and will be referred to as a development tool to help check and challenge. It is hoped that it will go live in September.</p> <p>Coach & Teacher Register – As part of a wider project, we are currently in the first stages of building a compliance dashboard. A level of data has already been shared however we will be consulting with the regions to see what other information they would like to see included in terms of compliance, followed by looking to see how regions can get more access to the data produced. This will hopefully form part of the next National Development day.</p> <p>Training for Regional Staff/Volunteers – training has now been completed however DP has stated the additional information has not been received and discrepancies are still there. Claire will pick up with Helen. Make this a standard agenda item to bring any discrepancies together and discussed.</p>

	Action - Please email Ian, Claire and Helen with any discrepancies and add to next quarters agenda
4.	Affiliation and Accreditation
	<p>Quarter Summery – please refer to the attached spreadsheet for the final numbers.</p> <p>At the time of the meeting we had 5 non-compliant clubs: a list of these can be found on the accreditation spreadsheet</p> <p>As of 3rd May we have 944 active affiliated clubs</p> <p>KJ – would like clarity around schools clubs and the extra evidence required:</p> <ul style="list-style-type: none"> • Do they upload now or at the anniversary stage of their accreditation • Where do they upload to <p>Action – Kristie to talk to Helen and circulate requirement if appropriate</p> <p>Club Suspensions – Currently we are unable to suspend or remove clubs from affiliation; Legal have been working with the board to agree a new set of regulations; these have now been approved but need to be approved at the ACM at the end of May. Therefore the message to non-compliant clubs for this quarter will have to be changed slightly. The proposal will be that those clubs will be reviewed at the end of the next quarter (31st July) at which time the suspension process should be back in place if they are still non-compliant. Feedback from this group will be sent to Comms and the proposed wording will be circulated to the group for feedback before it is sent to the clubs.</p> <p>Group were concerned that these clubs will still be operating with potential DBS/safeguarding out of date or no Level 2 poolside. It will be reliant in this instance for regions to have those discussions with the affected clubs to encourage them to quickly become compliant and remind them of The Code of Ethics which states clubs should be following Wavepower.</p>
5.	SwimMark Review Update
	<ul style="list-style-type: none"> • First meeting has been held to put planning in place and a further 2 monthly meetings are scheduled. • Have liaised with Insight who have put a brief together • All current SwimMark accredited clubs are being targeted • There will also be some focus groups from SM lapsed clubs and those who have never gained SM • Survey is hoping to go out by the end of May but there will also be Comms going alongside.
6.	Sharing Good Practice
	Nothing for this quarter
7.	Governance & Welfare Update
	<ul style="list-style-type: none"> • Volunteer training will be in place soon to go through the remaining elements of SwimMark • A number of clubs are still not showing up for the Governance workshops; what checks are the regions doing for non-attendance

	<ul style="list-style-type: none"> Compliance – data available and will be requesting meetings with the regions on how it can be used Coach/Teacher compliance will be shared with the regions and qualifications is going to be added – Helen gave the group sight of the analysis and what can be extracted. Third party affiliation process – for the remaining clubs (operators/council/university etc.) a process will hopefully be available by the end of May 						
8.	Development Team Update						
	Claire delivered an update which is attached for information						
9.	A.O.B						
	<p>KJ –</p> <ul style="list-style-type: none"> Masters clubs – county welfare officers being asked to act as welfare officer for Masters Clubs; they feel uncomfortable taking it on; other regions have also found the same. Helen and Claire will raise it with the safeguarding team to see how we can support the county welfare officer. Helen will be running a workshop for County and regional welfare officers which will also address this; the date is TBC. Swim Schools – what does affiliation entail; Action - Helen will share the information <p>JC</p> <ul style="list-style-type: none"> Having issues with County compliance; EM also having problems – this will be picked up outside the meeting <p>DP</p> <ul style="list-style-type: none"> Safeguarding is still not showing on OMS – if over 6 weeks flag to Helen and Claire who will pick up <p>SR</p> <ul style="list-style-type: none"> Any update on T2L – unfortunately this is not going to be available now until 2025; Masters clubs do not need to do T2L Gave apologies for next meeting <p>JW</p> <ul style="list-style-type: none"> Role descriptor for EDI Officer; spoke to Lizzie Butcher there will be one available hopefully in September Gave his apologies for next meeting <p>CC</p> <ul style="list-style-type: none"> As an FYI, in yesterday’s SOC meeting there was an agreement for a review to take place of all leadership Groups. <p>HW</p> <ul style="list-style-type: none"> As an FYI, at a recent board meeting an amendment to regulation 5 was agreed; it is going for approval at the ACM this month; there will be some governance requirements attached to those affiliations e.g. Leagues <p>AB</p> <ul style="list-style-type: none"> Gave apologies for next meeting 						
	Dates of future meetings						
	<table border="1"> <thead> <tr> <th>Club Management Group Meeting Date</th> <th>Deadline – Submission of Referrals</th> </tr> </thead> <tbody> <tr> <td>Thursday 1st August 2024</td> <td>Wednesday 31st July 2024</td> </tr> <tr> <td>Friday 1st November 2024</td> <td>Thursday 31st October 2024</td> </tr> </tbody> </table>	Club Management Group Meeting Date	Deadline – Submission of Referrals	Thursday 1 st August 2024	Wednesday 31 st July 2024	Friday 1 st November 2024	Thursday 31 st October 2024
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