

Club Leadership Group

Minutes of the meeting held at 10.30am Friday 1st November 2024 via Microsoft Teams

Draft minutes' subject to approval at the next meeting

Present: Ian Cotton (Chair), Amy Bryant (SOC), Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Chrissie Robinson (SW), Sue Robinson (NW), James Warrener (L), Sarah Small (NE), Ffion Edgely (WM)

Staff: Claire Coleman, Julie Harrison, Lizzie Butcher

Apologies: David Parry, Helen Weeks

Min No:	
1.	Welcome and introductions / Apologies
	Ian welcomed everyone to the meeting. We had some apologies and Sarah Small attended for the NE region
2.	Minutes of Previous Meeting
	Minutes of 1 st August were agreed.
3.	Matters Arising
	<p>Risk Assessment Portal – unfortunately, there is no further update – Claire to chase with Howdens</p> <p>Swim Schools affiliation – Claire will chase for information and circulate. Jo asked if Swim Schools have a 3-month period in which to affiliate; Claire to confirm.</p> <p>Constitution Training – Lizzie has had a meeting with the legal team; they have requested questions to be raised with the regions in order to see what that training would look like. Hopefully a meeting will be arranged with the regions soon.</p> <p>DBS/Comms reminders – although it has been confirmed that these reminders are going out, some members are still not receiving them.</p> <p>Safeguarding/DBS data – Kristie concerned that the data coming out of Power BI is not accurate or pulling correct filters – Lizzie has taken concerns to Insight who have agreed there has been some anomalies. They will check to make sure information is accurate before this month's data pull.</p> <p>Action – Claire to chase for update re Risk assessment Portal, Swim School affiliation criteria and 3-month timeline.</p>

4.	Affiliation and Accreditation
	<p>Quarter Summary – please refer to the attached spreadsheet for the final numbers.</p> <p>At the time of the meeting, we had 5 possible non-compliant clubs: these were all easily rectified issues which were likely to be resolved over the next couple of days, and so it was decided not to send out a suspension email.</p> <p>As of 7th November, we have 958 active affiliated clubs</p> <p>N.B. By the time these minutes were prepared all clubs were compliant.</p>
5.	Sharing Good Practice
	<p>NE - Although we may not always consider the requirements of Club Affiliation to be a club development tool, the following is a good example of how it has supported a club. 12 months ago, we were struggling to engage with Dearne Valley SC to get them through the Club Affiliation process. The club, at the time, appeared to have challenges and have dysfunctional elements. Although at the time, the club did evidence the required standards, as a region we were concerned if the club would continue. The process appears to have been a bit of a wake up call for those responsible for the club's to focus on important key areas. 12 months later, the club have been very proactive with Club Affiliation process and have uploaded evidence which has been very comprehensive and meets the required standards with very limited feedback or support needed from the regional team. The process would seem to have been a useful tool for the club to focus on to help ensure they are better governed and managed. For a relatively small club, the process appears to have helped them turn a corner and provide a better governed, safer club.</p> <p>EM – region had their own awards ceremony which was a huge success; all nominees were invited to afternoon tea and all received certificates. They are also running an OMS training course.</p> <p>NW – region is looking to run a session for clubs on how to run their own competitions; looking at how to use the sports systems and all the background information they need to know, including information for parents. They are currently in the early stages but will share more information when the project has progressed.</p>
6.	Governance & Welfare Update
	<p>Lizzie circulated a paper on Club and County Welfare officers (also circulated with minutes) in summary:</p> <ul style="list-style-type: none"> • County Welfare officers who step in to help out clubs are not to be added to the Personnel report; clubs should email renewals to confirm for insurance purposes and a note just to be put on the portal. • County W/O should sign E6 (in agreement with the County) • County Welfare officers should only be stepping in temporarily while clubs recruit their own welfare officer; clarity is needed on how long 'temporary' can last for. • Lizzie to produce a guidance FAQ document to include all the feedback and questions brought up in the meeting. • For Masters/Adult only clubs a Welfare officer Lead is required and again they can gain permission from their County Welfare officer to be identified as a lead. If the County Welfare officer agrees to be the lead, the club would have to gain permission from them to be added onto the Club Personnel report

	<ul style="list-style-type: none"> • Can we get 'Welfare Officer Lead' added to OMS as an option; further thoughts and investigation needed before taking to memberships. • Can we do a Data analysis on how many masters clubs are relying on a County Welfare officer to be brought back to the meeting in March <p>Action: Lizzie to produce a guidance document to support regional officers Action: Data Analysis to be produced for March 2025 meeting</p>
7.	SwimMark Review/Suspension Update
	<ul style="list-style-type: none"> • SOC has approved the recommendations • The FAQs are nearly finalised which will go in the Comms pack • Comms going out to clubs on Wednesday 6th November • It was agreed that the regions will not send out any SwimMark achievement letters until post Comms. The letter will be amended and circulated • The Comms pack will be shared on Tuesday 5th to CLG • It was agreed to talk to Transition to agree the best way forward with the SwimMark portal <p>Action: Julie to speak to Transition and circulate amended SwimMark achievement letter</p>
8.	A.O.B
	<ul style="list-style-type: none"> • TTL workshop – Charlotte from the safeguarding team, who was the lead has now left the organization and so unfortunately there is no further update, but it is on the radar for 2025 • WM - Do photographers need a DBS as they are on poolside – they do not meet the requirements for DBS so not needed. • WM – have a University Welfare Officer who is also a staff member; no conflict of interest could be seen so agreed that if region is comfortable with the recruitment to the role there was no issue.
	Dates of future meetings
	Friday 31st January 2025 Thursday 1st May 2025 Friday 1st August 2025 Friday 31st October 2025