

# Club Leadership Group

Minutes of the meeting held at 10.30am Friday 31<sup>st</sup> January 2025 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), Dean Sumner (NW), James Warrener (L), David Parry (NE), Ffion Edgely (WM)

**Staff:** Claire Coleman (CC), Julie Harrison (JH), Helen Weeks (HW)

**Apologies:** Sue Robinson

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Ian welcomed everyone to the meeting. Sue Robinson sent her apologies with Dean Sumner attending for the NW region.
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of 31 <sup>st</sup> October were confirmed and agreed.
<b>3.</b>	<b>Matters Arising</b>
	<p><b>Risk Assessment Portal</b> – Howdens attended a Health &amp; Safety forum towards the end of 2024 and were hopeful of a live launch at the end of January 2025. This has now been put back to the end of March. In the meantime, an internal meeting will be held in February to facilitate progress, however, there are also some linked projects that are also having an effect. It is hopeful that by the next CLG meeting the portal will either be 'live' or we will have a better understanding of progress.</p> <p>NE – asked if the portal will be tested first; it was confirmed that a group of clubs will be involved in testing before the launch.</p> <p>EM – asked if the portal was still needed after the number of years in the planning; it was agreed that it will still be a useful tool as an additional support for clubs.</p> <p><b>Swim Schools Affiliation</b> – this has not been circulated due to the future of the accreditation which is still under discussion.</p> <p><b>Welfare Officer Roles</b> – Feedback has been taken on board following the last CLG meeting and HW is currently in the process of re-writing it; it is important to note that this is to be used as a process document to help clubs consider what they need to look at. The paper will be shared for further feedback. SE raised concerns over those university clubs who have their own robust welfare system. HW agreed that this does need to be addressed as part of the whole affiliation process.</p>

	<p><b>SwimMark Portal Update</b> – we have started the process of removing the name ‘SwimMark’ from all templates and public facing areas. The ‘SwimMark’ logo will be replaced with the ‘Swim England Affiliated Club’ logo on templates and the portal. It was agreed that the portal will be changed to the Governance &amp; Compliance Portal and the narrative underneath will be made clear to clubs that this is where they continue to upload evidence to complete club affiliation.</p> <p><b>Action:</b>  <b>HW - to circulate WO roles process document for feedback</b>  <b>JH – to speak to Transition to make changes to the landing page of the portal with new logo and title. Templates also to have new logo and uploaded; changes to be made by w/e 14/2</b></p>
4.	<p><b>Club Affiliation Update - JH</b></p>
	<p><b>Quarter Summary</b> – please refer to the attached spreadsheet for the final numbers.</p> <p>We have 11 clubs who have been suspended and have until the end of the month to comply; members of the suspended clubs will receive a notification on Tuesday 4<sup>th</sup> February; it is up to the regions to advise the counties.</p> <p>An updated letter for clubs that would have completed the health check and therefore entitled to the SwimMark benefits for the next year will be circulated.</p> <p>As of 6<sup>th</sup> February, we have 957 active affiliated clubs</p> <p>Both NE and L said that the recording of the Time to Listen course dates on the Clubs personnel report had been problematic as some dates had not been recorded. CC confirmed that when TTL changed to UK Coaching last year it was discussed and agreed with the regions that a new process would be put in place. That process involves the region booking the course and tutor and then subsequently uploading the attendance list via swimming results; this is how the course is recorded to the member’s record.</p> <p><b>Action:</b>  <b>JH to circulate updated letter for health check clubs – complete by 3<sup>rd</sup> February</b></p>
5.	<p><b>Sharing Good Practice - ALL</b></p>
	<p>The regions had nothing to share for this quarter.</p>
6.	<p><b>Governance &amp; Welfare Update - HW</b></p>
	<p><b>Project Tower &amp; Compliance Dashboard</b> – as a reminder, this project involves a process by which we are agreeing a framework to work to, which will be for and towards encouraging compliance for our affiliated clubs. All regions will have received the information and currently we are receiving feedback, the deadline is w/e 7<sup>th</sup> February. A meeting will then be organised to go through the agreement. Project Tower is also looking at supporting regions with a set of template letters or communications that can be used; these have been circulated as a starting point.</p> <p><b>Club Compliance</b> – with the membership renewal period changing for clubs again and the struggle clubs have had both with that and the renewal of club affiliation, do we need to consider moving the compliance quarters; it was agreed to add to the agenda as a discussion for the next quarter</p>

	<p><b>Action:</b>  <b>IC to add 'Club Affiliation' quarters to the agenda for May CLG</b></p>
<b>7.</b>	<p><b>SwimMark Review Update - CC</b></p> <p>CC set out the recommendations from the SwimMark review group and where they sit within the Swim England action plan. The slide will be circulated with the minutes but for clarity the area titled G9 this will be represented by a senior officer of each region and Ally White Swim England Sport Development Director. It will be the role of the G9 to disseminate information to their respective regions. It was requested that this be included as a standing agenda item to keep everyone updated.</p> <p><b>Action:</b>  <b>IC to include 'SwimMark Review Update' as a standing agenda item for all future meetings.</b></p>
<b>8.</b>	<p><b>A.O.B - ALL</b></p> <p>NE – enquired about the additional columns added to the clubs personnel report for TTL expiry date and 'e' for DBS. HW confirmed that this had been put in place quicker than anticipated but was needed to reflect the update in Wavepower that now includes a 3 year expiry for TTL courses in readiness for when the new Swim England TTL is launched. Please note however that the 3 year expiry will not be enforced on current TTL courses. For the DBS column the 'e' denotes 'essential' the 'b' basic for masters only clubs. There will be a slight amendment coming so that we can distinguish between 'essential' and 'essential barred'.</p> <p>HW – it has now been agreed that we will be combining the Time to Listen (TTL) and Good Governance Welfare Officer workshop; from 2026 Welfare Officers will only be required to do the one Swim England workshop; it is very much in its infancy and currently is business as usual.</p> <p>SW – enquired if the planned score card mentioned in the Sports Update had been published; CC confirmed that it had.</p> <p>SOC minutes 5.7 – Youth Panel – wanted an update to why this hadn't progressed; CC confirmed that the main issues had to do with the recruitment of the main panel, however if regions wished to set up their own regional panel to reach out.</p> <p>SE – if the last day of the quarter lands on a Friday could any future CLG meetings also planned for the Friday be moved to the following Monday as clubs still have that day to comply.</p> <p>Can any key messages from the weekly meetings be sent in the Friday updates so all officers who didn't attend are aware.</p> <p><b>Action:</b>  <b>IC to look to move the planned Friday meetings to the following Monday</b>  <b>HW to include updates from the weekly meetings in the Friday updates</b></p>
	<p><b>Action Summary</b></p>
	<p><b>HW - to circulate WO roles process document for feedback</b></p> <p><b>JH – to speak to Transition to make changes to the landing page of the portal with new logo and title. Templates also to have new logo and uploaded; changes to be made by w/e 14/2</b></p>

	<p><b>JH to circulate updated letter for health check clubs – complete by 3<sup>rd</sup> February</b></p> <p><b>IC to add ‘Club Affiliation’ quarters to the agenda for May CLG</b></p> <p><b>IC to include ‘SwimMark Review Update’ as a standing agenda item for all future meetings.</b></p> <p><b>IC to look to move the planned Friday meetings to the following Monday</b>  <b>HW to include updates from the weekly meetings in the Friday updates</b></p>
	<p><b>Dates of future meetings</b></p>
	<p>Thursday 1st May 2025  Friday 1st August 2025  Friday 31st October 2025</p>