

Club Leadership Group

Minutes of the meeting held at 10.30am Friday 1st August 2025
via Microsoft Teams

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), Dean Sumner (NW), Jackie Bedford (L), David Parry (NE), Amanda Swan/Zoe Foster (WM), Amy Bryant (SOC)

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

Apologies: Sue Robinson (NW), James Warrener (L)

Min No:	
1.	Welcome and introductions / Apologies
	Ian welcomed Zoe Foster to the group who will be attending on behalf of the West Midlands moving forward
2.	Minutes of Previous Meeting
	Minutes of previous meeting have been agreed; outstanding points will be addressed later in the meeting.
3.	Matters Arising
	Club Affiliation Quarterly Dates Discussion – wasn't addressed in this meeting
4.	Club Affiliation Update – JH/ALL
	Quarter Summary – please refer to the attached spreadsheet for the final numbers and possible non-compliance clubs As of 1 st August, we have 946 active affiliated clubs
5.	Sharing Good Practice – ALL
	EM – wished to share that they had a good quarter with clubs complying earlier than usual; they did the usual reminders but also included in a newsletter using a rag rating system which seemed to work. HW – shared a good practice from a club; they talked about the way costumes are worn by some of the young athletes, and they have now implemented a new policy within the club adding it into their code of conduct; it stipulates that a costume should be worn how it was made to be worn and not modified in any way and athletes can be brought up on it in training sessions and competitions. It has been received well, and we are now looking to

	incorporate it nationally into the model codes of conduct so clubs have a standard wording; will also include in Comms to clubs.
6.	Governance & Welfare Update – HW
	<p>Time to Listen: All on track - presentation has been completed and has been through external consultation. Currently being finalised and QA checked. It will be ready for January 1st 2026 and will last for 3 years; it is hoped that a refresher module will be available by then. All tutors must also be Swim England licensed to have access. There will be a phasing in plan and further details will become available.</p> <p>Wording of New Regulation: The paper went to SOC which was returned with some comments and the amendments have now been made. Now waiting for the Legal team to word the regulation which needs agreement from this group which we will now do via email so that the momentum isn't delayed. We would like the 'regulation amendment addition' to go forward to the board in September so that it can be agreed and included in the next round of regulation changes. There will then be an update and process resulting in a clear distinction between an individual not complying and failure of process for a club suspension using the current regulations. Once the draft wording has been received it will be circulated around the CLG members.</p> <p>Operator/Council Affiliation We are currently in the process of finalising the consultation with the operators and council programmes; we will have the same enhanced criteria which will be brought forward to this group for agreement; it will be very similar to schools and be around the welfare and reporting provision, so essentially the MOU and additional named person. There will be a staged approach, but more details will be made available in due course. University clubs will follow quickly afterwards.</p>
7.	Approach to Operators - AJ
	<p>Andy joined us to give an update on a project that has been running since April aimed at strengthening relationships between clubs and operators; it sits within the 'stronger clubs' of the overall strategic objectives.</p> <p>EM – asked about diversity and inclusivity missing within the report – IC advised if this could be picked up and linked in within the 'club links programme'.</p> <p>SE – asked if membership data is being tracked, for example clubs outgrowing certain areas or struggling with numbers; AJ said that Power Bi would probably hold certain information but hadn't been something considered so will take on board.</p> <p>NW – asked if there was a way that clubs and operators could work together; AJ agreed that it's all part of how stronger relationships are implemented at the start</p> <p>CC confirmed that the G9 representatives will be part of the project group and support the process.</p> <p>IC mentioned that the Sport England specification for leisure contracts is currently being reviewed so may be an opportunity for Swim England to influence how aquatics clubs are included within this document. In addition, it will always be helpful for clubs to have strong relationship with local authority so aquatic club sessions can potentially be included in tender documents as protected bookings.</p>

	Please see presentation for further information shared.
8.	SwimMark Review Update - CC
	<p>Currently the core working group (Claire Coleman, Dean Sumner, Amanda Swan (replaced by Steve when on leave) have met twice so in the very early stages; initially have looked at some core principles to work by collaboratively and have started to scope out working around communication, development and thinking about clubs for the future and not just the current clubs we work with. Have also looked into how we can get insight from different stakeholders.</p> <p>The development date mentioned in the paper is currently for G9 and managers of the development team.</p> <p>NE – concerned that there is no progress on the new framework since the withdrawal of SwimMark in October 2024. AB suggested that we currently have a lot of resources available to us that can be used by clubs to help them develop and we should continue to work with clubs utilising those resources; e.g 2 of those resources are the club links programme and Club Health Tracker.</p> <p>HW – as shown by the survey we conducted at the start of the review, not all clubs disliked SwimMark the issue was very much in the time it took, and work involved. The Club Health Tracker (CHT) is a great system for clubs to use to check and challenge themselves and it can also generate the support they need; it can provide a benchmark for clubs. This is currently out now available to clubs and doesn't close.</p> <p>IC – 2 action points to take away</p> <ul style="list-style-type: none"> • Find ways we can improve take up of the CHT and push more prominently both regionally and centrally • Pull together the resources and development tools already available and communicate to clubs
9.	A.O.B - ALL
	There was no further AOB
	Action Summary
	<p>Action: HW to circulate draft wording of new regulation Find ways we can improve take up of the CHT and push more prominently both regionally and centrally Pull together the resources and development tools already available and communicate to clubs</p>
	Dates of future meetings
	Monday 3 rd November 2025