

# Club Leadership Group

Minutes of the meeting held at 10.30am Monday 3<sup>rd</sup> November 2025 via Microsoft Teams

**Draft minutes' subject to approval at the next meeting**

**Present:** Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Jackie Hilleard (SW), Dean Sumner (NW), James Warrener (L), David Parry (NE), Zoe Foster (WM), Amy Bryant (SOC)

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

**Apologies:** Sue Robinson (NW), Ian Cotton

<b>Min No:</b>	
<b>1.</b>	<b>Welcome and introductions / Apologies</b>
	Amy Bryant stepped in as Chair in Ian's absence
<b>2.</b>	<b>Minutes of Previous Meeting</b>
	Minutes of previous meeting have been agreed, however HW thought there might have been an error in the number of affiliated clubs recorded as 946 when in fact it is 936.
<b>3.</b>	<b>Matters Arising</b>
	<p>Club Affiliation Quarterly Dates Discussion; HW suggested we set them in line with previous quarters. The following dates were agreed but in the absence of 2 CLG members these might need to be changed if they are not convenient:</p> <ul style="list-style-type: none"> <li>• Qtr 1 – Monday 2<sup>nd</sup> February 2026</li> <li>• Qtr 2 – Friday 1<sup>st</sup> May 2026</li> <li>• Qtr 3 – Monday 3<sup>rd</sup> August 2026</li> <li>• Qtr 4 – Monday 2<sup>nd</sup> November 2026</li> </ul> <p><b>Time to Listen:</b> This has been postponed until March/April 2026; although it is ready to be launched there may be some changes that need to be included around low-level concerns; in the meantime, it's business as usual. CC also confirmed that the training needs to reflect any new ways of working going forward. When we have a clearer idea of when the training will be available there will be a discussion around how it gets brought in and managed. CC will provide an update at the next meeting. Masters/adult only clubs will still carry on as usual with no requirement for them to complete Time to Listen.</p>
<b>4.</b>	<b>Club Affiliation Update – JH/ALL</b>
	<b>Quarter Summary</b> – at the start of the meeting there were 10 non-compliant clubs but please refer to the attached spreadsheet for the final numbers and decisions

	<p>There is one club from the last quarter, City of Doncaster Masters, North East. It appears that there has been a mis communication and the official letter from CLG advising of suspension if the Chairs Good Governance workshop was not attended has not been sent. A further re-worded letter will be issued and sent by the region. HW has offered to attend a follow up meeting with the club if it is needed but it was decided that the region should pick this up in the first instance with a deadline by the end of November.</p> <p>As of 5<sup>th</sup> November, we have 930 active affiliated clubs</p>
<b>5.</b>	<b>Sharing Good Practice – ALL</b>
	<p>EM – the region held their cream tea ceremony in September; there were 54 individual nominations and 12 clubs and everyone attended; it was a very positive event and enjoyed by all.</p> <p>SW – has noticed that quite a few clubs are now thinking more proactively when completing the DIAP; they are including more practical actions and information; one club have quite a few neuro-diverse swimmers who run monthly drop-in sessions for parents of neurodiverse. The club is now going to attend a meeting to help inspire other clubs.</p> <p>HW – has found that some counties have also been quite thoughtful when completing their DIAP; Surry’s action plan has been quite considered and has ensured that their awards criteria is clear and that it includes Paralympic swimmers. They have been in dialogue with pool operators to ensure that there's a quiet area that they can access for athletes that might require it, and they've also changed the wording of their grants criteria, so there is some positive work being done. UB also commented that Leicestershire have provided a quiet room and faith room for the last 3 years and they are also currently advertising for a diversity and inclusivity volunteer. DS also stated one of their counties had arranged a training session for coaches and volunteers; it offered strategies in working with neurodiverse swimmers and athletes.</p>
<b>6.</b>	<b>Governance &amp; Welfare Update – HW</b>
	<p>HW apologised for circulating the compliance data late last month but will be on track for this month. There will also be some brief points included that have been noticed around the clubs that remain on the list, as there continues to be some anomalies with the data produced.</p>
<b>7.</b>	<b>Club Health Tracker – CC</b>
	<p>CC advised that they are currently trying to drive up engagement so are currently doing a county roadshow by reaching out to all the counties. They have visited a range of counties and for those that meet up with their clubs, they've been able to drop in to explain what the club health tracker is. It has gone down really well and they're hoping to see a rise in response rates from that. Additionally, they have delivered the same presentation to the Artistic swimming and Water Polo regional managers; unfortunately, diving doesn't have a regional manager. Please can we continue to promote awareness of the health tracker; this can also be used as a means of engaging with clubs. Ultimately this data is going to help us plan in the future and will be quite a big part of what comes out around the Club Development and Club Support framework that we're looking to put into place, starting with the National Development Day. All regions should have access to their own regional dashboard, so you can see who has and who hasn't completed it. If you haven't got that access, please let CC know. From the data we then compile, we will start to understand how we address the red flags. Hopefully, in May's meeting I will be able to give more of a</p>

	global picture of the information received.
<b>8.</b>	<b>SwimMark Review Update – CC</b>
	<p>The recommendations paper will be circulated with the minutes. This update will focus on the National Development Day, which is taking place on November the 19<sup>th</sup>. There will need to be some strategic discussions across the regional officers who are working with clubs daily about how we're going to move forward. The top one being in relation to the withdrawal of the SwimMark accreditation scheme.</p> <p>The concern has always been that in formally and finally withdrawing the framework, as it's called, then the existing frame or the new framework needs to be put back into place. We need to have some time as a group collectively, to agree what we mean by the word framework. There is a difference between a framework that supports the development of a club versus a framework which is a compliance element, so that's a piece of work that will happen within the National Development Day and then the ongoing conversations thereafter.</p> <p>The review of the digital systems. This has been ongoing for approx. a year, and the scoping has now been completed. The decision is imminent from the Swim England senior leadership team, which is why we must be sure all our due diligence has been done. We are anticipating potentially by the end of the year that some sort of progress will have been made and there will be an announcement about how the digital systems will be developed in the future.</p> <p>Language is also part of the wider redesign. We need to be consistent with the language we are using across clubs, members, coaches, talent etc; this is a big piece of work but again with the redesign that work was put on hold.</p> <p>The role of the club leadership group in relation to affiliation and club development is now sitting with part of the Leadership Group Review, which is due to reconvene this month.</p>
<b>9.</b>	<b>A.O.B – ALL</b>
	L- wanted to know who the members were of the working group for the exploration of the regional structure in the SOC minutes. CC confirmed that it was Helen Marney, John Hidle and Alex Harrison
	<b>Action Summary</b>
	<p><b>Action:</b>  <b>DP, HW &amp; JD to clarify if letter was sent to City of Doncaster and send re-worded with a deadline</b></p> <p><b>ALL – check dates for 2026 meeting are convenient</b></p>
	<b>Dates of future meetings 2026</b>
	Monday 2 <sup>nd</sup> February Friday 1 <sup>st</sup> May Monday 3 <sup>rd</sup> August Monday 2 <sup>nd</sup> November