

Club Leadership Group

Minutes of the meeting held at 10.30am Monday 2 February 2026
via Microsoft Teams

Draft minutes' subject to approval at the next meeting

Present: Ian Cotton (IC) Kristie Jarrett (SE), Ursula Beck (EM), Jo Stalley (E), Jackie Hilleard (SW), Sue Robinson (NW), James Warrener (L), Sarah Small (NE), Zoe Foster (WM), Amy Bryant (SOC)

Staff: Claire Coleman (CC), Maya Rattray (Minutes)

Apologies:

Min No:	
1.	Welcome and introductions / Apologies
	IC welcomed all to the meeting.
2.	Minutes of Previous Meeting
	Minutes taken as correct and accurate record. City of Doncaster Chair has not attended the good governance workshop and CC to provide an update. It is down to the region to decide if suspension is required. The options are to suspend the club, individual, or continue chasing. Action: Region to confirm next steps
3.	Matters Arising
4.	Club Affiliation Update – ALL
	Region Updates Inaccuracies were identified in the report circulated with incorrect totals and several missing clubs (schools, universities, and those who had not yet begun the process). Action: All regions to confirm the clubs per quarter is accurate Action: Cc to update the Operations Teams to ensure report is accurate for the next meeting Action: Regions to raise issues ahead of the next meeting following receipt of the report. East Midlands UB confirmed all clubs completed. North West SR confirmed all clubs completed East Berkhamsted SC – Require a further week to complete uploads. Harlow Penguin SC – Welfare Office is missing a DBS at appropriate level. Extend time to

complete.

Norwich WPC – Club will be monitored as currently awaiting Welfare Officer to update DBS
UEA – No DBS or safeguarding. However, it highlights a wider issue with university clubs, as it's unclear where SE membership ends and University membership begins.

Action: JS to engage with clubs and update on compliance.

London

Citizens Water Polo Club– Missing a Welfare Officer, JW will chase club following the meeting.

Whitgift School – Missing from the report, suspension letter is recommended due to missing all Executives.

Action: JW to engage with Citizen Club

Action: CC to arrange communication to Whitgift School

South East

East Invicta Excel- Needs suspension letter issued.

Wantage Youth – Have temporary measures to ensure they are operating safely

Action: CC to arrange communication to East Invicta Excel

South West

Bere Regis SC – Intending to disaffiliate from SE

University of Bath Water Polo Club – No intention of renewing

Millfield School – Coach did a refresher course without having done the initial course. They will have an extended period to complete.

Out to Swim Bournemouth – Formal 28 days letter to be issued.

Bude – Formal 28 days letter to be issued.

Action: JH to engage with Millfield

Action: CC to arrange communications to Out to swim bournemouth and Bude SC

North East

Out to Swim – Currently have an action plan in place.

Saltburn Marske SC – Have difficulty accessing the membership system. SS to upload on their behalf.

West Midlands

All clubs have completed.

A discussion took place regarding the limitations of the current model. It was recognised that many clubs, including universities, social swimming groups and triathlon clubs do not fit neatly within the standard Swim England affiliation structure.

At the next meeting, there will hopefully be a structured 12 month plan in place and a full review of the club models will take place once the full team is settled.

A query was also raised over the completion of Refresher courses without a full Swim England course.

Action: CC to conduct a formal review of the refresher scenario.

6. Club Development Structure Update - CC

CC provided an update on organisational restructure. Recruitment for a new Club Support Manager (Governance) is currently taking place. The country has been split into squads,

	<p>with 4 SE staff members per squad to collaborate with regional trams.</p> <p>Administrative tasks are currently being moved to another team, which will deal with queries centrally. However, the club development and volunteering email is still being monitored by the Aquatics Clubs team.</p> <p>There was also a request for improved communication encouraging clubs to use the DBS update service.</p>
7.	Club Health Tracker – CC
	<p>Due to staff changes, a new project lead is needed. CC will update the group once a decision is made.</p> <p>The aim is for the club and community leads to collaborate with regional leads to understand how work will be picked up from the tracker.</p> <p>JH asked how information that has been sent to clubs will be recorded. Previously, specific staff covered the tracker, but it is to be determined how it will be managed in the future.</p>
9.	A.O.B – ALL
	<p>SS – Sunderland SC are having issues with club governance. However, based on affiliation patterns from the past few years, support has been able to be provided positively. SS will provide case study for future use once the case has closed.</p> <p>AB requested for personal email address to be used on mailing list.</p> <p>ZF requested confirmation of portal opening date. It is currently being investigated.</p> <p>Due to the SE restructure, it was noted to still use the Swimming Officials email address, which will be picked up by the Support Services team. Any other discipline is being addressed by the aquatics clubs .</p>
	Action Summary – please review based on added actions
	Dates of future meetings 2026
	<p>Friday 1st May Monday 3rd August Monday 2nd November</p>