

Meeting of the Club Swimming Leadership Group

Wednesday 6th May 2026 10:30am – 12:30pm

Venue: In person/TEAMS

Members	Initials	Mtg 1 02.02.26	Mtg 2 06.05.26	Mtg 3	Mtg 4
Ian Cotton (Chair)	IC		✓		
Kristie Jarrett, South East Region	KJ		✓		
Ursula Beck, East Midlands Region	UB		✓		
Jo Stalley, East Region	JS		✓		
Jackie Hilliard, South West Region	JH		✓		
Sue Robinson, North West Region	SR		✓		
James Warrener, London Region	JW		✓		
David Parry, North East Region	DP		✓		
Zoe Foster, West Midlands Region	ZF		✓		
Amy Bryant, SOC Rep	AB		✓		
Alan Lane, Club Development & Support (Governance) Manager	AL		A		

Non-members in attendance on 06.05.2026:

Claire Coleman, Head of Aquatics Clubs	CC	✓
Item 2 only: Craig McCulloch, Head of Coaching	CMc	P
Catherine Searcy (Minutes post meeting)	CS	✓

Key: ✓ = Present, A = Apologies given, P = Partial attendance, X = Non-attendance

STANDING ITEMS: ADMINISTRATION	
1.	Chairs Welcome
	IC welcomed all to the meeting.
1.2	Apologies
	Apologies were received from AL.
1.3	Declarations of interest
	No changes or conflicts of interest were reported by any member present.
1.5	Minutes of the Club Leadership Group meeting held 02.02.2026
1.6	Actions from previous meeting
	Action 1: The agreed action to suspend the City of Doncaster Chair from their role has not been carried out by Swim England. CC to action this week.
SECTION 2: STRATEGIC MATTERS	
2.	Coach Curriculum Update
	<p>The group received a presentation outlining the strategic redesign of coach education across aquatics.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Coach education will be reimagined to reflect modern coaching demands. • Focus will shift from performance-only outcomes to holistic, person-centred development. • A blended model of formal and informal learning opportunities will be introduced. • The rollout will apply simultaneously across all aquatic disciplines. <p>Members noted strong support for the direction of travel though some concerns regarding affordability for clubs and volunteer coaches.</p> <p>Decision: The group endorsed the strategic direction.</p> <p>Action 2: CMc to provide further detail, including costings, in July.</p>
3.	Club Affiliation Report
	<p>The group reviewed regional updates on club affiliation compliance.</p> <p>Key themes:</p> <ul style="list-style-type: none"> • Majority of clubs progressing well, with high completion rates. • Issues identified with: <ul style="list-style-type: none"> ○ Clubs not appearing in reports where submissions have not been started.

	<ul style="list-style-type: none"> ○ Data discrepancies between reporting extracts and live system data. <p>Decision: Agreement to maintain a standardised reporting approach, with reports generated 7 days prior to meetings to ensure consistency.</p>
4.	Safeguarding Training Update
	<p>CC updated all that following the identification of inconsistencies in safeguarding training, as discussed in the January meeting, there has been significant admin work completed to return to a neutral working position and move forward confidently.</p> <p>Key outcomes:</p> <ul style="list-style-type: none"> ● Identification of individuals with either no safeguarding training (high risk group) or non-Swim England core training ● Implementation of funded training interventions where required, operational instruction for non-compliant individuals to step back from relevant roles and the introduction of system-based controls within course booking processes. ● Those that have completed the SE refresher course with alternative core training (e.g. UK coaching) will be required to do the full SE safeguarding course upon reaching 3 years since their refresher date. <p>SR noted an anomaly where someone's safeguarding certificate had expired and refresher training had been completed in time, but the certificate was dated several days later when received. SR to send the information to CC to follow up in more detail.</p> <p>Decision: The group approved the approach and mitigation measures. Remaining anomalies will be resolved through targeted follow-up.</p> <p>KJ asked if there is the option add an API for the coaching courses so that members can book straight onto via the website and benefit from the club offer price. CC has raised but will confirm to the group – potential that it will be held over until the new MMS is in place.</p> <p>Action 3: CC to consider communication to external training providers (ATCs)</p> <p>Action 4: CC to review policy on date tolerances (API limitations) including for coaching courses.</p> <p>Action 5: CC to confirm with Craig McCulloch if there will be a discounted Member price for the coaching courses.</p>
5.	Club Affiliation Review proposal
	<p>A formal review of the club affiliation process will be undertaken.</p> <p>Purpose:</p> <ul style="list-style-type: none"> ● Simplify requirements ● Improve clarity for clubs

	<ul style="list-style-type: none"> Align with wider Club Support & Development Framework <p>Decision: Review approved with immediate effect and Steering group structure agreed.</p> <p>Steering Group Composition:</p> <ul style="list-style-type: none"> Project Lead: Alan Lane Regional Representatives: <ul style="list-style-type: none"> James Warrener (subject to approval) Zoe Foster Kristie Jarrett (reserve) Supporting representatives: Safe Aquatics, Business Engagement <p>Consultation groups will include clubs, schools, and operators.</p> <p>Action 6: Update at next meeting – CC & AL.</p>
6.	<p>Sharing of good practice</p> <p>Nothing reported.</p>
7.	<p>Club Support & Development Framework</p> <p>An update was provided on the implementation of the new framework.</p> <p>Key principles:</p> <ul style="list-style-type: none"> Transition from compliance-led enforcement to support-led engagement Emphasis on: <ul style="list-style-type: none"> Proactive engagement (forums, drop-ins, events) Reactive support monitoring Improved data-led insight <p>Decision: Framework endorsed. Publication scheduled following the National Club Forum on 20 May 2026.</p> <p>Club Health Tracker</p> <p>Feedback highlighted limited engagement with the Club Health Tracker.</p> <p>Issues identified:</p> <ul style="list-style-type: none"> Lack of prompts/reminders Operating outside core system environment Competing priorities within clubs Want to shift from “catching clubs out” → “catching clubs in” <p>Decision: Further work to improve accessibility and integration; consider alignment with Sport:80 platform; enhance communication and visibility.</p>

	Action 7: Framework to be published after National Club Forum (20 May) – CC.
8.	Club Roles
	<p>The group reviewed the current structure of club roles within the membership system.</p> <p>Issues identified:</p> <ul style="list-style-type: none"> • Excessive number of roles • Duplication (paid vs volunteer) • Complexity for clubs and verifiers • Reduced data clarity and usability <p>Decision: Agreement to undertake a full simplification of roles; focus on core functional roles (e.g. Head Coach, Coach); remove duplication where possible; support transition to automated compliance validation.</p>
SECTION 3: CLOSE	
9.	Any other business
	None.
10.	Next meeting date:
	<p>Monday 3rd August 2026 10:30am – 12:30pm Via Microsoft TEAMS</p>

Meeting closed.