



**Swim England East Region**  
**Minutes of the East Club Leadership Group Meeting**  
**20<sup>th</sup> April via Zoom**

<b>Present</b>	Stewart Murray (SM)	Chairman
	Sharyn Bord (SB)	Member
	Chris Galer (CG)	Member
	Anna Hewitt (AH)	Member
	Helen Stephens (HS)	Member

Also present; Leanne Brace (LB), Regional Manager.

**22/13**                      **Apologies**

- 22/13.1      No apologies were received.
- 22/13.2      SM welcomed everyone to the meeting.

**22/14**                      **Declarations of conflict of interest**

- 22/14.1      No conflicts of interest were declared.

**22/15**                      **Matters arising**

- 22/15.1      -    22/05.4 In order to help clubs prepare for the changeover (constitution), the region will provide some hints and tips on the website and in the newsletter. Information has been posted on the website and in the newsletter.

**22/16**                      **Ratification of decisions taken between meetings**

- 22/16.1      There were none.

**22/17**                      **SwimMark**

- 22/17.1      LB displayed a list of clubs due for SwimMark renewal. All clubs, except two, had completed the requirements. The outstanding two clubs were yet to provide evidence of booking onto a safeguarding workshop. One of the clubs, in addition to the workshop, also required booking onto the Time to Listen course coming up. All other clubs were recommended by the Group to the National Club Leadership Group.

- 22/17.2 The Group agreed that the outstanding clubs' Chairman and Secretary should be written to, confirming that if the minimum governance standards were not complete, the clubs would become suspended. If they completed the required evidence, they would be recommended for sign off.
- 22/17.3 It was noted that the wording of the emails going to Accreditation Coordinators should be checked to ensure the process is reflective of the potential sanctions. **(Action LB)**
- 22/18 Parent Resource**
- 22/18.1 LB gave an update on where this project was at, and shared some ideas on the themes that will be covered in the resource. The Group liked the initial plans, and were keen to see it progress.
- 22/18.2 Some ideas and useful edits were suggested by the Group, which will be factored into the development of the resource. LB to continue to develop the parent resource. **(Action LB)**
- 22/19 Club Structures**
- 22/19.1 CG had asked for a document, created by the North West Region, to be circulated with the meeting papers. The Group liked the idea of having a document which will help clubs understand the different club structures available to them.
- 22/19.2 The Group agreed the region should produce something similar for our clubs to be shared via our website and newsletter. **(Action LB)**
- 22/20 Officials sign up methods**
- 22/20.1 This agenda item had been added as the issue of signing up officials was raised at the previous meeting. LB provided information on a variety of methods of sign up systems, and their pro's and con's.
- 22/20.2 The issue of data sharing was discussed, and it was confirmed that data holders could not share data with other parties. There was however, a system being used by some clubs, counties and regions, that allowed officials to sign up directly, and then the organisations promote their event on the same site. There was a fee associated with this system, so clubs would need to weigh up the cost versus volunteer time.
- 22/21 Any other business**
- 22/21.1 There was none.
- 22/22 Confidential items**
- 22/22.1 There were none.
- 22/23 Next meeting**
- 22/23.1 The date of the next meeting is 20<sup>th</sup> July at 7.30pm. SB's apologies for this meeting has been noted. **\*\* July's meeting was cancelled\*\***