



**Swim England East Region**  
**Minutes of the East Club Leadership Group Meeting**  
**23<sup>rd</sup> June via Zoom**

<b>Present</b>	Stewart Murray (SM)	Chairman
	Ian Cotton (IC)	Regional Operations Committee Representative
	Sharyn Bord (SB)	Member
	Anna Hewitt (AH)	Member
	Helen Stephens (HS)	Member

Also present; Leanne Brace (LB), Regional Development Manager, and Jo Stalley (JS), Regional Administrator.

**21/01 Apologies**

- 21/01.1 Apologies were received from Chris Galer, Regional Membership Officer.
- 21/01.2 SM thanked everyone for being part of this new Group, and introductions were made.

**21/02 Declarations of conflict of interest**

- 21/02.1 SM explained to the Group that at each meeting anyone that had a conflict of interest with any of the agenda items should declare it.
- 21/02.2 Both IC and SM declared an interest for item 6 as their clubs were due for SwimMark approval at this meeting.

**21/03 Terms of Reference for the Group**

- 21/03.1 SM provided a summary on the purpose of the Group, and its key objectives. The Terms of Reference had been circulated to all members prior to the meeting.

**21/04 Brief summary of East Region club demographics**

- 21/04.1 LB provided a short presentation that showed the regional trend in the number of clubs in the Region, compared to the number of SwimMark accredited clubs. The presentation also highlighted a breakdown of the number of clubs catering for our different disciplines.

## **21/05**

### **Internal disputes**

21/05.1 A proposal made by the Board of Directors was circulated to the Group prior to the meeting. The proposal referred to regional assistance for clubs during the internal club dispute process (due to the complexities of finding an impartial panel at the appropriate stage of the process).

The Group agreed with the proposal and that there was a need for the offer of support. It was suggested the document should differentiate what was a 'swimming issue' versus a governance dispute.

The Group suggested there should be a supporting flow chart with the document as they tend to provide clarity on the process.

It was mentioned that some counties may have a Committee in place already that could be called upon to assist with a local issue. It was suggested committees such as these could be called upon to offer support in addition to the Region and Counties.

The contact method was raised by a member of the Group. The proposal suggested [east@swimming.org](mailto:east@swimming.org) be used, but there was a concern this was too generic and the Region needed a bespoke address to use to ensure the members felt their email was confidential. After a discussion, the Group felt a [disputes@](mailto:disputes@) email address was more appropriate. There was a suggestion that this might create an influx of low level grievances, but after discussion the Group agreed the Region could have some 'pre-scripted' responses depending on the level of dispute. The first would simply be a referral to the dispute process in the handbook.

## **21/06**

### **SwimMark**

21/06.1 The Region had 13 full SwimMark accreditations due at this meeting, and a further 7 Health checks. All were complete, and were approved for submission to the National Club Leadership Group. JS provided some detail to the Group on some of the key issues she had faced when reviewing evidence. The primary issue being the delay in some of the clubs collating the evidence. The Region is able to help if the clubs ask early enough.

## **21/07**

### **Any other Business**

21/07.1 AH suggested that GDPR might be a good topic for a future meeting, as she was aware of some clubs struggling with the lack of support in this area. The Group confirmed this was a great idea, and would be put on a future agenda for discussion.

## **21/10**

### **Confidential items**

21/10.1 There were none.

## **21/11**

### **Next meeting**

21/11.1 The next meeting will take place on 22<sup>nd</sup> September at 7.30pm via Zoom.