



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

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

Also present; Leanne Brace (LB), Regional Development Manager, and Andy Jack (AJ), Swim England Club and Operator Relationship Manager.

**21/12**                      **Apologies**

- 21/12.1      Apologies were received from Sharyn Bord. A recording of the meeting was created so Sharyn could feed in comments post meeting.
- 21/12.2      SM welcomed AJ the meeting.

**21/13**                      **Declarations of conflict of interest**

- 21/13.1      CG declared an interest in item 6 as he is a member of a club due for SwimMark approval at this meeting.

**21/14**                      **Matters arising**

- 21/14.1      The internal disputes process documents were now on the East Region website, and will be mentioned at the forthcoming County Forum. It will also appear in a future club newsletter. LB thanked everyone for their input into this.

**21/15**                      **Ratification of decisions taken between meetings**

- 21/15.1      There were none.

**21/16**                      **Club and Operator relationships**

- 21/16.1      AJ delivered a well-received presentation on the Swim England 'Working Together' Toolkit. The presentation highlighted the different sections of the toolkit, and how it has been widely beneficial for both clubs and operators.
- 21/16.2      The Group agreed it would be useful to promote the toolkit widely as a useful resource for clubs in the Region. AJ left the meeting at this point.

ACTION- LB to promote the Working Together Toolkit to our clubs.

## **21/17**

### **GDPR**

- 21/17.1 SM introduced the topic and asked the Group to discuss their experiences of GDPR and how we believe it is perceived within clubs. The general consensus was that clubs continue to struggle to know what they need to have in place to be GDPR compliant.
- 21/17.2 LB provided some insight into a Privacy Policy that Swim England is currently working on. This Privacy Policy will be provided to clubs to use as a template to assist with compliance with GDPR. It contains themes such as what data clubs will request, where and how it is stored, and how a member can withdraw their data.
- 21/17.3 The Group also discussed some further useful GDPR resources available to clubs, including a questionnaire to help highlight the gaps in our clubs. It was agreed these resources will be promoted to clubs in a forthcoming club newsletter.

## **21/18**

### **SwimMark**

- 21/18.1 13 clubs were due to complete the accreditation this quarter. All 13 were successful in completing their submission. The Group agreed to recommend these clubs to the National Club Leadership Group.

## **21/19**

### **SwimMark updates**

- 21/19.1 LB explained how the deadlines for each quarter have been pushed back to allow Stronger Affiliation to become more in line with renewals. The new regional deadline for the December panel is 15<sup>th</sup> January 2022.
- 21/19.1 The resources found in the Good Practice tab on the SwimMark portal is being updated and will appear on the portal soon.
- 21/19.2 Some resources for club Treasurers are been created, to support the volunteers carrying out this role.
- 21/19.3 An inclusion CPD is being produced for volunteers, to help ensure decisions are made with everyone at the heart.

## **21/20**

### **Any other business**

- 21/20.1 There was none.

## **21/21**

### **Confidential items**

- 21/21.1 There were none.

## **21/22**

### **Next meeting**

- 21/22.1 The next meeting will take place on 19<sup>th</sup> January 2022 at 7.30pm via Zoom.