

West Midland

 Swimming

Meeting		Club Development Group
Venue		Basepoint Business Centre, Bromsgrove
Time and Date		12.30pm, Friday 17 th March, 2017
Present:	Steve Prosser (Chair) (SP)	Jean Childs (JC)
		Trixie Pulsford (TP)
In Attendance:		
Helen Weeks (Club Development Officer) (HW) Amanda Swan (Club Development Officer) (AS) Hayley Colville (Divisional Office Coordinator) (HC)		
Apologies:		
Ian Lamb		Pam Davies

Minute	Agenda Item	Details	Action
1.0	Approval of previous minutes and matters arising	SP thanked Andy Norman for all his work that he did to help the Club Development Group.	
2.0		<p>The minutes of the previous on 5th December were approved.</p> <p>Matters arising:</p> <p>Swim21 Club Essential Reviews</p> <ul style="list-style-type: none"> • City of Hereford – Certificate seen by AS - Action Closed • Lichfield – DBS information received - Action Closed • The Royal Wolverhampton School – Workforce Safeguarding qualifications completed - Action Closed • Kingsbury Aquarius – Elements uploaded - Action Closed • Nuneaton Bedworth – Safeguarding & personnel records completed - Action Closed • Boldmere –Coming through this panel – Closed • Warwick University – Carried forward - HW to liaise with the club on their membership form and whether they include a tick box for code of conduct <p>Club Development Grants</p> <ul style="list-style-type: none"> • Haden Hill – Evidence of Course completion – HW to follow up • Warwick Water Polo – Action closed 	

3.	Swim21 club essential reviews Elements 1.13.16	<ol style="list-style-type: none"> 1. Telford Aqua SC – Approved 2. Blythe Barracudas – Approved 3. Ellesmere College Titans –Approved - Welfare Officer needs to book onto Time To Listen course in the next twelve months 4. Biddulph SC – Review – Waiting for some workforce to book on safeguarding courses. They need to confirm with HW on courses booked. If they cannot provide evidence by March panel they will lapse. 5. Perry Beeches Triple SSC – Approved 6. City of Birmingham SC – Approved 7. Worcester SC – approved on provision that both welfare officers need to book on the Time to Listen course on 1st April 2017. If they do not book on they will lapse and cannot continue to be Welfare Officer. 8. Walsall Synchro – Approved 9. Wyre Forest SC – Review – Some workforce need to be booked on safeguarding course and to show evidence by March Panel. 10. Oswestry Otters SC – Approved 11. Chase SC – Approved 12. Droitwich Dolphins SC – Approved with provision that workforce (coach) to be booked on Safeguarding course as soon as possible. Not allowed on poolside until course completion. 13. Warley Wasps SC – Review - All elements need to be uploaded and approved with HW by March panel. 14. Halesowen SC – Approved 15. Bromsgrove SC – Approved 16. Rugby – Approved 17. Boldmere SC – Approved – HW to liaise with club regarding coach and DBS <p><u>Networks</u></p> <ol style="list-style-type: none"> 1. Worcestershire Club Network – Approved 	<p>HW to chase with club & see evidence</p> <p>HW to let COB know about TTL 3 year expiry</p> <p>AS to liaise with club</p> <p>AS to liaise with club and see evidence</p> <p>AS to liaise with club regarding actions</p> <p>HW to liaise with club and approve elements</p> <p>HW to liaise with club</p>
4.	Club Development Grants	<ul style="list-style-type: none"> • Shrewsbury ASC – Approved for officials training, pace clock, resistance swim belt, safeguarding courses & renewals and CPDs. Total approved £1159.68 • Nuneaton SC – Approved for 1 block £1,300. • City of Coventry – Approved for workforce Safeguarding courses £355 	

5.	Update on Course Grant Aid (for Level 1,2,3). Approvals since last meeting	<p>SP presented a spreadsheet for the budget forecast 2017 – 18</p> <p>Club Development Grant and Network Grants will continue with no change from this year.</p> <p>Teaching & Coaching Grants for the current year will hit £46,000 with 50% grant given on both Teaching & Coaching courses. Going forward it was agreed that there should be an emphasis towards coaching courses, therefore it was agreed to amend the percentage of course grant aid funding for Level 1 & Level 2 teaching courses down to 25% and coaching course grant aid to stay at 50%.</p> <p>SP will present agreed actions to Regional Management Board at April meeting.</p> <p>It was agreed that going forward as of 1st April 2017:</p> <ul style="list-style-type: none"> • Any grants unclaimed within 6 months of completion of the course will not be paid for by the region. • Funding for Grant Aid and Club Development Grants will only be awarded to Swim21 approved clubs. <p>For Club Development Grants & Network Grants it was agreed that Grants will not be given for:</p> <ul style="list-style-type: none"> • Photographic, starting equipment & Video Recording equipment • VAT, fittings and transport costs • Pool fixtures & fittings for pools ie. Lane ropes / flags • Grants will be reviewed and awarded following submission • Grants will be awarded depending on current budgetary constraints at the time. 	<p>HW to update Grant Aid Criteria</p> <p>HW to update Grant Aid Criteria</p> <p>HW to amend Criteria</p>
6.	Updates from Club Development Team	<p>HW reported to the group about the rebranding of the ASA to Swim England and presented the logo</p> <p>HW discussed the rebranding of Swim21 and presented the proposed logos for SwimMark to the group.</p> <p>HW and AS will be running a Webex session for clubs on: Tuesday 4th April 2017 7pm – 8.30pm Sunday 9th April 2017 5pm – 6.30pm</p>	
7.	AORB	<p>West Midlands County Conference has had enough responses for it to be delivered.</p> <p>HW delivered a Team Manager Module 1 course in Stafford at the start of March which had 22 people attend and was a success.</p>	
8.	Confirmation of date of next meeting	<p>Friday 16th June 2017 Friday 15th September 2017 Friday 1st December 2017</p> <p>Regional Office, Basepoint Business Centre, Bromsgrove</p>	

Minutes prepared by	Date
Hayley Colville	21/03/2017