

<b>Meeting</b>	Club Development Group	
<b>Venue</b>	Basepoint Business Centre, Bromsgrove	
<b>Time and Date</b>	10am, Friday 1 <sup>st</sup> December 2017	
<b>Present:</b>	Steve Prosser (Chair) (SP)	Ian Lamb (IL)
	Jean Childs (JC)	Trixie Pulsford (TP)
	Pam Davies (PD)	
<b>In Attendance:</b>	Helen Weeks (Club Development Officer) (HW) Amanda Swan (Club Development Officer) (AS) Hayley Colville (Office Coordinator)	
<b>Apologies:</b>		

Minute	Agenda Item	Details	Action
1.0	<b>Approval of previous minutes and matters arising</b>	Minutes of the previous meeting on 15 <sup>th</sup> September were approved	
2.0		<p>Matters Arising:</p> <p>Club Development Grants</p> <ul style="list-style-type: none"> <li>Haden Hill –Development Grant has been paid - Action closed</li> </ul> <p>Stratford Sharks SC – Carried forward – Helen to see new emergency procedures with Kim named as head coach and find out how helpers have got DBS checks.</p> <p>HW to send out club constitution to panel – carried forward</p> <p>Cannock Phoenix SC – HW to clarify with Ann Smith regarding referee role – Carried forward</p> <p>Evesham SC – Interviews on Monday evening (4<sup>th</sup> Dec) for Head Coach</p> <p>Dove Valley – Email sent to notify club of missing details – Action Closed</p> <p>Newcastle Staffs – Missing elements completed - Action closed</p> <p>Stafford Apex – Missing elements completed - Action Closed</p> <p>Haden Hill – Lapsed</p> <p>Orion –Missing elements completed - Action Closed</p>	<p><b>HW to liaise with club</b></p> <p><b>HW to send club constitution to panel</b></p>

		HC/IL to create analysis of quarterly expenditure of club development grants. – Carried forward quarterly review	
3.	<b>SwimMark club essential reviews 1.13.16</b>	<ol style="list-style-type: none"> <li>1. Burton ASC – (New SwimMark Club) – Approved</li> <li>2. Solihull SC – Approved</li> <li>3. Cheadle (Staffs) District – Approved</li> <li>4. Leamington Spa ASC – HW to recommend having officials on personnel list – Approved</li> <li>5. Birmingham Masters – Approved</li> <li>6. Leeks ASC – Approved</li> <li>7. City of Coventry SC – Approved</li> <li>8. Pershore SC – Approved</li> <li>9. Lichfield SC - Club to show evidence that two members are DBS or their DBS is in progress. If shown can progress and be approved</li> <li>10. City of Hereford SC – Approved</li> <li>11. The Royal Wolverhampton School – Approved – HW to liaise with club regarding key officers and their Swim England number to be recorded on personnel record. Wet signature required from Coach. HW to see and approve.</li> <li>12. Nuneaton and Bedworth SC – Review – Failed to provide evidence in certain elements. Inconsistencies to be reviewed on Personnel Plan for individuals. Have until Tuesday evening to submit. HW to see evidence that the course took place and to chase certificates. Provide Coaches safeguarding certificates by Tuesday midnight.</li> <li>13. Kingsbury Aquarius SC – Club development plan not approved/ completed. Need to be uploaded by midnight Tuesday. Personnel Records – Number of issues HW not happy with. Elements to be uploaded by Wednesday. Highly likely to be lapsed.</li> </ol> <p><b><u>Networks</u></b></p> <p>Shropshire Network – Approved  South Staffordshire – Lapse  North Staffordshire – Approved</p>	<p><b>HW to liaise with club</b></p> <p><b>HW to liaise with club regarding DBS</b></p> <p><b>HW to liaise with club regarding SE Numbers and see wet signature</b></p> <p><b>HW to see evidence of courses and certificates.</b></p> <p><b>HW to liaise with club and check elements are uploaded</b></p>
4.	<b>Club/Network Development Grants</b>	<p>Telford Aqua – Approved  Solihull – Approved</p> <p>All Club Development Grants were agreed by the group by email</p>	
5.	<b>Updates on Course Grant Aid</b>	<p>There are new senior coaching courses for Synchro and Water Polo which may have an impact on finances. Need to look at accommodating it in the budget for next year.</p>	

		<p>LV3 coaching grants – HW asked the group if they are happy to approve as and when they receive confirmation that they are on the course. There are 5 potential West Midlands delegates.</p> <p>As it stands the Region does not currently offer grants for Synchro officials. There was discussion that the region should support the officials where possible. After discussion, the committee agreed to provide support but subject to clarification of any FINA/NGB support available. SP to send a brief note of progress to RMB. HW to reword Grant Aid Form once approved.</p>	<p><b>HW to advise group when LV3 delegates are on course</b></p> <p><b>HW and AS to check with FINA regarding assistance with course costs. HW to reword Grant Aid Form</b></p>
6.	<b>Updates from Club Development Team</b>	<p>Club constitutions – SP proposed a review of all West Midlands club constitutions. Alan Bartlett will be providing help and support with this.</p> <p>Request for Affiliation - Kingsland Swimming Club – SP circulated a summary of information about new swimming club, Kingsland who have requested for affiliation. The committee discussed at length about as to whether this club should become affiliated or not and were unable to make a clear decision. SP will present summary of information to RMB and leave it with the board to discuss further.</p> <p>SP presented the 2017 Club Membership Analysis and will send PowerPoint copies to all Committee members.</p> <p>Club Personnel Records – HW and AS explained to help eliminate last minute submissions, HW and AS will send an email in advance asking clubs to send their Personnel records to them via email, in its current form. This will help clubs with the process and guidance if they need it, allowing them to submit on time and correctly.</p>	<p><b>SP to advise RMB about the reviews.</b></p> <p><b>SP to present discussion to RMB</b></p> <p><b>SP to send Club Membership Analysis to Committee</b></p> <p><b>HW and AS to send email to Health Check Clubs asking to submit Personnel Records in current form.</b></p>
7.	<b>AORB</b>	<p>New Regional events/competition coordinator Louise Barnes and Assistant Coordinator, Andy Stead will be announced and approved at Regional Management Board.</p> <p>Clarification that Licence fees for officials is driven from events and competitions.</p>	
8.	<b>Confirmation of date of next meeting</b>	<p>Friday 16<sup>th</sup> March 2018 9.30am TBC</p> <p>Regional Office, Basepoint Business Centre, Bromsgrove</p>	

Minutes prepared by	Date
Hayley Colville	15/12/2017