

Meeting	Club Development Committee	
Venue	Holiday Inn, Bromsgrove	
Time and Date	9.30am Friday 16 th March 2018	
Present:	Steve Prosser (Chair) (SP)	Ian Lamb (IL)
	Jean Childs (JC)	Trixie Pulsford (TP)
In Attendance:	Helen Weeks (Club Development Officer) (HW) Amanda Swan (Club Development Officer) (AS) Hayley Colville (Office Coordinator)	
Apologies:	Pam Davies (PD)	

Minute	Agenda Item	Details	Action
1.0	Approval of previous minutes and matters arising	Minutes of the previous meeting on 15 th September were approved	
2.0		<p>Matters Arising:</p> <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>Leamington Spa – HW to recommend having officials on personnel list – Carried Forward</p> <p>Lichfield SC – HW to liaise with club regarding DBS – Closed</p> <p>RWS – HW liaise with club regarding numbers – carried forward</p> <p>Nuneaton & Bedworth SC – See evidence of courses and certificates. – carried forward.</p> <p>Kingsbury Aquarius SC – Club Development Plan needs to be completed, approved and uploaded. – lapsed – closed</p> <p>HW to advise group when Level 3 delegates are on coaching courses. – no one applied – closed</p> <p>HW and AS to check with FINA regarding assistance with course costs. HW to reword Grant Aid Form to reflect this.- Board agreed. – closed</p> <p>SP to advise RMB about club constitutions – Warwickshire has started 75% responded well. Alan is working through it. - Closed</p>	<p>HW</p> <p>HW</p> <p>HW</p> <p>HW</p> <p>HW</p> <p>HW</p>

		<p>SP to present discussion about affiliation of Kingsland SC to RMB SP to send club membership analysis to RMB – Closed – club is not affiliating due to coach relocating.</p> <p>HW and AS to send email to Health Check Clubs asking to submit Personnel Records in current form. – Closed</p>	
3.	<p>SwimMark club essential reviews 1.13.16</p>	<ol style="list-style-type: none"> 1. Wyre Forest SC – Approved – Would like to see more detail in the role description of ‘volunteer’. 2. Droitwich Dolphins SC – Approved 3. Rugby SC – Approved 4. Oswestry Otters SC – Approved 5. Halesowen SC – Approved 6. Chase SC – Approved – to update personnel record with all workforce 7. Walsall SSC – Approved 8. Worcester SC – Approved 9. City of Birmingham SC – Approved 10. Biddulph ASC – Approved pending follow up evidence of DBS with some workforce 11. Bromsgrove SC – Approved - Would like to see more details in the role description of ‘Volunteer Helper’ 12. Telford Aqua SC – Approved 13. Perry Beeches SSS – approved - HW to clarify safeguarding for club lifeguards with Swim England 14. Boldmere SC - Review - E13 needs to be completed and uploaded, extension until Wednesday 21st March 15. Ellesmere – lapsed 16. Warley Wasps –Review - Development plan to be updated. Extension until Wednesday 21st March 	<p>HW to liaise with club to update personnel records</p> <p>HW to follow up DBS checks of two workforce with club</p> <p>HW to clarify Safeguarding with Swim England</p> <p>Extension until 5pm 21/03/18</p> <p>Extension until 5pm 21/03/18</p>

		<p>17. Blythe Barracudas – Review - E16 and personnel record to be submitted, E13 some information missing.</p> <p>Networks</p> <p>Worcestershire Club Network – Approved</p>	Extension until 5pm 21/03/18
4.	Club/Network Development Grants	<p>One potential grant going forward – HW will circulate.</p> <p>Total amount on Club Development Grants is under budget - £5813.80 (budget of £12,000).</p> <p>Asked for a Club Development budget of £12000 for next year and a Network budget of £8000</p> <p>Network Funding – Club Development Committee to see proposal of plan.</p>	HW to circulate
5.	Updates on Course Grant Aid	<p>HW advised the committee that a Grant Aid can be approved if on the proviso they get through SwimMark, otherwise they do not get funding.</p> <p>Committed Course Grant Aids of £26587.29. Budget for next year is similar. Asked for £30000 for next year's budget</p> <p>Amanda to collate L3 coaching data for SwimMark</p>	AS to collate
6.	Updates from Club Development Team	<p>New request for club affiliations for a Water Polo club Rose Buds Water Polo Club - letters have gone out to water polo clubs and Warwickshire ASA for comments. SP will circulate to CDG group.</p> <p>A deadline will be agreed for SwimMark elements to be submitted. Deadline as follows: 12noon of the Monday before each committee meeting</p> <p>Projectors are broken – AS & HW raised a request for new projectors with the CDG. The CDG has approved this and SP will raise with Mike Beard.</p> <p>HW – successful Regional Conference on Saturday 10th March. More attendance from Coaches at this year's conference.</p> <p>GDPR updates have been sent to the clubs team. 25th May is deadline of changes. HW shared a summary of GDPR with the CDG. Swim England will be coming out with more information in the coming months.</p>	<p>SP to circulate to CDG for comments</p> <p>SP to raise with Mike Beard</p>
7.	AORB		
8.	Confirmation of date of next meeting	<p>Friday 15th June 2018 – 9.30am – 2pm Holiday Inn (Stone Suite), Bromsgrove</p> <p>Friday 14th September 2018 9.30am – 2pm Holiday Inn, Bromsgrove</p> <p>Friday 30th November 2018 – 9.30am – 2pm Holiday Inn Bromsgrove</p> <p>Friday 15th March 2019 -9.30am – 2pm Holiday Inn Bromsgrove</p>	

Minutes prepared by	Date
Hayley Colville	23/03/2018