**Minutes of East Cornwall Network Meeting held at Launceston Leisure Centre, Launceston on 31st October 2019**

**Attendees:** Stephanie Gadd (Swim England), John Rhodes (Camelford), James North (Launceston), Belinda Caslake (Bude), Martin Lovegrove (Caradon), Wendy Rivers (Launceston), Samantha Rivers (Launceston).

**Apologies:** Adonica Evans and Sarah Hewitt (Camelford).

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| **Welcome and Introductions**  Steph introduced herself to the Network. Belinda introduced herself as Cornwall County President. She explained the background to developing the idea of Networks in Cornwall, and the need for clubs to work together, especially to help manage the impact of the GLL price increases. Also wants to sustain the existing network of clubs and offer each other some support. |  |
| **Terms of Reference**   * Club representative to attend each meeting from each club plus one other person (committee or coach). The club representative has responsibility to feedback to their respective committee. * Regular meetings 3x a year (November, February and June). Avoiding Half Terms. * Commitment to listen to others, regardless of personal/club agenda or point of view and in line with club of conduct. * If a club can’t make a meeting, they need to send apologies and a short club update to include in the minutes. * Host meetings on Thursdays from 6.30pm to 8pm at Launceston Leisure Centre. * Face to face meetings better to start with. * Club Development Officer to Chair meetings initially. May change as Network develops and grows. |  |
| **Format/Agenda for Future Meetings**  Each meeting agenda to include welcome and introductions, club updates, Regional Swim England update, GLL update (club and operator perspective), Cornwall ASA update, dates for the diary and sharing good practice. Plus other items as and when requested by clubs. |  |
| **Network – Direction and Priorities**  Focus on collaborative working and building better working relationships with local clubs.  Sharing good practice between clubs especially around good governance and coaching.  Mentoring between clubs and volunteers.  All clubs to look to achieve Swim Mark and to help each other achieve the accreditation.  Network to look collaboratively at stronger affiliation in 2020. |  |
| **Club Updates**  **Bude**  Competing in Kernow Diddy League for under 12’s. Last minute entry but enjoyable and some good successes. AGM on 6th November. Attended some local meets and have a few talented swimmers at the club. Belinda (Cornwall President) went to Inter-Counties Meet at Sheffield and it was a really good experience. Recently organised a joint safeguarding course with Camelford.  **Camelford**  Significant membership growth (50% over the last year). Pushing a competitive ethos at the club. Now have a full committee. Have two young swimmers helping out with Diddy League too.  **Caradon**  Club have just done Swim Mark full accreditation renewal. Back in Arena League this year. Now got a stable committee and all posts filled to share the workload.  **Launceston**  Had first Level 4 Club Championships in June. Had a swimmer and assistant coach attend Inter-Counties event. Mark Knight is going to do his Assistant Coach Course in Truro. Sent out first club newsletter.  Fastest 1500m 9 year old in the country. |  |
| **Regional Swim England Club Development update**  Steph updated on the following:   * Assistant Coach Course in Truro in November – Fully booked * To register for other coaching courses or discipline specific courses email [Stephanie.Gadd@swimming.org](mailto:Stephanie.Gadd@swimming.org) with name, club, email, contact number and who is paying for the course place. Places offered first come first served. * Teaching and Education Conference 18-19th November in Solihull. <https://www.swimming.org/swimengland/swim-england-teaching-and-education-conference> * Coaching and Teaching Register - Need to check DBS checks for coaches and teachers are in date/in place. Deadline 31st October. All clubs to act on this ASAP. Read link for more info on how to comply <https://bit.ly/2khwLNz> * Volunteer Coordinators database being set up to assist coordinators within club with volunteer recruitment and retention. Register using this link below <https://www.swimming.org/careers/become-a-volunteer-coordinator> * Mind training workshops on Mental Health – [www.mind.org.uk/sport](http://www.mind.org.uk/sport) to book and for more info. * GDPR Fee for Information Commissioners Office. Non-profits are exempt so only really applies to clubs with Swim Schools. Read link for more info and to check if your club needs to pay the fee   <https://www.swimming.org/swimengland/data-protection-guidance>   * Two regional training courses on 16th November - Safeguarding course 10-1pm and Time to Listen course 2-5pm. Email [jackiehilleard@gmail.com](mailto:jackiehilleard@gmail.com) to book. * Regional Coaches Conference 2020 – 14th March @ Holiday Inn, Taunton * Regional Strategy Day 2020 – 29th March @ Holiday Inn, Taunton * Summer Nationals 2020 – 29th July to 2nd August 2020 @ Ponds Forge, Sheffield * Laura Hill – Taken over from Stacey Millett as Regional Development Officer while Stacey on maternity leave. Her email is [Laura.Hill@swimming.org](mailto:Laura.Hill@swimming.org). * Stephanie Gadd (Regional Club Development Officer) will be going on maternity leave in Jan 2020. Will let Network know details of her replacement as and when they are appointed. * Stronger affiliation is made up of a 6 mandatory elements which all clubs will need to meet by Jan 2021 in order to affiliate. These are club constitution, risk assessments, club personnel records, safeguarding certificates plus compliance statements from the club’s chairperson and welfare officer. Aim is to provide NGB leadership, meet minimum operating standard, stronger governance and safety, enhance experience of members, sustainability and in line with Sport England direction of travel for community sports clubs. You can then submit further evidence via the Swim Mark Portal to achieve full Swim Mark accreditation if you wish. Support will be given from regional team and Club Development Officers. Link to more info and FAQ attached to minutes.   <https://www.swimming.org/swimengland/stronger-affiliation-process>   * EasyFundraising – free workshops to learn more about how you can use the scheme <https://easyfundraisingcoaches.youcanbook.me> |  |
| **Future Meeting Dates**  February 27th, June 4th and November 12th |  |
| **Any other business**  Thank you to everyone for coming – Belinda. |  |