

## Diving Leadership Group (the “Group”)

### Minutes of the meeting held at 7-9pm on 25.2.21 via Zoom

**Draft minutes subject to approval by all members of Diving Leadership Group.**

**Present:** Lottie Thompson  
 Pippa Jones (to item 5.2)  
 Sarah Barrow  
 Josh Devine  
 Suzie Collins

**In attendance:** Claire Coleman (Head of Development)  
 Julie Wileman (Swim England Talent Programme Manager)

**Apologies:** Nikki Smith  
 Collette Calvert (CCA)

*(Members are identified by initials)*

Min No:	
<b>1.</b>	<b>Welcome and Apologies</b>
	LT welcomed all and advised of apologies.
<b>2.</b>	<b>Group Terms of Reference (“TORs”)</b>
2.1	LT had pre-circulated the revised and updated TORs issued by the Sport Operations Committee (“SOC”) and the Leadership Chairs across all disciplines. It was noted that the TORs would be reviewed annually in February.
2.2	Attention was highlighted to the terms of office section, noting that currently there are members which have exceeded the stated terms of office. This would be reviewed later in meeting under item 4.
2.3	Group were asked for review and should they have any comments/recommendations to return these to LT asap to enable discussion with SOC.
<b>3.</b>	<b>Confirmation of Commitment</b>
3.1	LT advised at first meeting of each year confirmation of commitment to the Group from each member will be requested, with chance to raise any queries.
3.2	Attending Group all agreed their confirmation of commitment for 2021.
<b>4.</b>	<b>Succession Planning</b>
4.1	LT updated Group with news that Gail Harrison had exceeded the term of office and had resigned from the Group.
4.2	NS and CCA have also exceeded their term of office. As the Group currently stand to lose three members, the Group discussed succession planning and the possibility of extending tenure of some individuals to maintain and continue to move forward with diving development. NS had confirmed to LT she would continue to support the Group during a succession period. No response had been received from CCA yet. SC will touch base with GH/CCA with view to discussing continued involvement– timeline for decision – mid March. It was

4.3	<p>agreed that if GH/CCA did not wish to support the Group during a succession period that the Group would request the SOC to extend NS's tenure for an additional two years. PJ supported this approach and agreed to escalate this matter to SOC, if requested to do so.</p> <p>Group discussed the vacant Competition role and if/how this needed to be updated/amended to encompass licensing. LT agreed to review. CC advised that role descriptions are generic across all the disciplines, but the Leadership Group can in the advert be more specific in terms of discipline specific responsibilities and split the roles if required.</p>
4.4	<p>LT asked the Group to review their current role description and return any comments on any possible amends.</p>
<b>5.</b>	<b>Review of ongoing Projects</b>
5.1	<p><u>Level X (dryland)</u>  SC advised the Group that technical resources have now been updated and an email with details for the Level X Dryland Games technical briefing will be sent by SB to the selected judges after this meeting.</p>
5.2	<p><u>Return to Competition</u>  LT advised that she has been working with Ekaterina Boyd (Head Events) and George Wood (Sport Development Director) on a Roadmap for return to competition with current provisional pool opening date of 12th April. EB has asked for the Group to review roadmap, including timeframes, and would welcome the Groups input as soon as possible.</p> <p>The Group discussed stages of the return roadmap. The Group agreed it is essential to get training underway in light of extended absence of pool time and to continue to promote Level X, currently dryland but in the pool following a consistent training block. It was felt that due to different pool opening times there could not be a prescriptive 'return all' structure and that it would be for the clubs to assess when it is appropriate to move through the stages of the roadmap. LT will update the document and return to EB.</p> <p>SC has started work on a similar document for Talent return to training roadmap, which would work in line with this document. Agreed to set dedicated meeting to cover further, LT, SC, SB and JD – LT to set up meeting with EB to progress. Group felt that where and if possible reach out to community for extra input.</p>
5.3	<p><u>Competition Pathway</u>  Work started pre-Covid. LT/SB updated general conditions which had forwarded to Events – LT will follow up with EB. SB to forward pathway documents to LT. LT to liaise with Neil Booth/GW re licensing.</p>
5.4	<p><u>Officials Pathway</u>  SB gave an update regarding the progress of the online J1 course. Pre-covid there had been regional presenters delivering in a couple of regions. The plan now is to roll out J1 nationally online with delivery to be supported from the bank of regional presenters. SB happy to deliver the initial course with presenters in attendance to familiarise themselves with the course and online delivery. In terms of the process going forward, the J1 course would be put online by Comms, and registration and zoom details would all to be covered by Volunteering – therefore, taking the organisation aspect away from the presenters to allow them to focus on the delivery. The exam has been withdrawn and replaced with a 'survey monkey' multiple choice structure. The proposed new process is based on feedback from perspective volunteers and those that had undertaken the previous format. The first J1 online course would be</p>

	<p>launched shortly, with 25 spaces available. It was noted that previously presenters have been paid; however, this is not currently in line with other disciplines. CC advised that across all volunteer level entry qualifications should be about getting more people involved in all our disciplines – qualifications above entry level where exams are required would perhaps necessitate a paid tutor. Following discussion, the Group agreed that going forwards presenters for J1 should not receive payment and J2 tutors would be paid. SB was requested to reach out to senior judges for any interest to be presenters. The Group agreed that going forwards there would be online access for this course nationally and a national calendar, with agreement of regions/presenters, would be formulated.</p>
5.5	<p>SB highlighted that some support was required in respect of branding for online resources which have been forwarded to Thysia Pater-Dye (Volunteering Manager). CC asked SB to forward to her for progressing. CC confirmed the need to ensure there is active volunteer base ready for when we return to competitions. The Group felt that this is a good time to highlight J1 opportunity within Diving. CC/SB put together a journey works. SC proposed that a dry run could be held with DiSE staff – aim for mid-April for launch.</p>
5.6	<p><u>DLG Strategy</u> LT/JD/SC had met previously to discuss and put together initial ideas. LT to update document and take this back to GW and arrange meeting with JD to progress and ensure it reflects Swim England’s strategy. LT to update Group in due course.</p>
<b>6.</b>	<b>Updates from Members</b>
6.1	<p>JD thanked SC and SB for their help so far with the Group comms. JD did feel that further clarity on his role encompassing how/what/where he issues on social media. It was felt that communication with Swim England comms team on branding and understanding on required language/protocols/images authorised for use etc. was required. CC will take lead on this with Kate Rudkin (Head of Comms &amp; Partnership Activation) and Ian Whadcoat (SE Comms Editor). CC requested JD to send list of queries to CC for her meeting of Tuesday 9th March.</p>
6.2	<p>SB advised the Group that there are regional newsletters which are useful with updates for regions. SB will request JD (and all group members) be added to the mailing list. CC will also add the Group to Club information email update sent out weekly which is sent out to clubs. CC to investigate access to regional mailer or each group admin to instigate any comms from Leadership groups.</p>
6.3	<p>It was noted that the contact email address for the Group is incorrect on the website and in the Swim England handbook. JW agreed to update this to leadershipgroups@swimming.org contact and also get DLG member information updated on website.</p>
<b>7.</b>	<b>AOB</b>
7.1	<p>SC updated. Level X (dryland) up and running. Live initiatives have gone very well. Had some really nice emails from parents and will collate and forward to the Group. Positive interaction with Sport England regarding funding. Would be keen to use DiSE staff for any ‘testing’ of initiatives. Reviewing Talent ID, Little Rippers and how to evolve into a start dive programme. Working with EIS on an online testing talent transfer, EIS will run and manage. Working on increasing participation and talent pool. SC thought it would be nice to thank and recognise those people that have helped with the work over the last year – the Group discussed and thought perhaps social media could be used to do this. CC advised that TP-D has been working on an online ‘thank-you’ and also a paper</p>

	has been put into SOC on virtual awards – should have decision on this in the next two weeks.
7.2	LT thanked the group for all their hard work.
	Date of next meeting – Sunday 2nd May 5-7pm