

New Club Affiliation Pack

Supporting information and documents

Link to Swim England Model Constitution for becoming an unincorporated / member's only club: <https://www.swimming.org/swimengland/becoming-a-members-club/>

Link to other Swim England Constitutional information for incorporated or charitable clubs: <https://www.swimming.org/swimengland/tag/ways-to-set-up-a-club/>

Link to Swim England Handbook: <https://www.swimming.org/swimengland/swim-england-handbook/>

Link to Swim England Wavepower 2020-23, Child safeguarding policy and procedures for clubs: <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

- Section 1: Benefits of affiliation document
- Section 2: The affiliation process step-by-step guide for regions and clubs
- Section 3: Application Form
- Section 4: Flow chart showing the affiliation process
- Section 5: Stronger Affiliation Matrix for information
- Section 6: Mandatory template for the Welfare Officer statement of Compliance
- Section 7: Mandatory template for the Chairperson statement of Compliance

1. Benefits of Affiliation

Regional differences will occur but listed below are the benefits of affiliation.

Clubs in all disciplines affiliated to Swim England East Midland Region have access to everything that the Region offer this includes the following;

- Competitions in all disciplines
- Support from Regional Club Development Officers
- Guidance and support with SwimMark Accreditation and Stronger Affiliation process
- Potential bursaries for SwimMark Clubs towards Coaching qualifications and Safeguarding & Protecting Children courses
- Access to Talent Camps for Swimming and Open Water incorporating Coach Education & Team Manager Education opportunities
- Access to overseas camp and competition opportunities (regional differences occur)
- Annual programme of Coaching Development Workshops and Conferences
- Development & Training Days in all disciplines (regional differences occur)
- Training for Officials
- Team Manager engagement and training opportunities
- Welfare Officer engagement and training opportunities
- Young Volunteer Programme
- Access to Swim England Safeguarding & Protecting Children courses
- Access to Regional Awards (regional differences occur)

In addition affiliated clubs benefit from the following;

- Affiliation to Swim England Region gives automatic affiliation to the County Association within the area the club headquarters / main pool for training purposes are situated. A further fee may be payable.
- The right to send delegates to the County and Regional Council meetings and to nominate for election to the County and Regional Board/Management Committee, Swim England Members Forum and Swim England Board.
- The right to submit proposals for alteration to Swim England Laws, Swim England Regional and County Association constitutions and to present them at the appropriate Council Meetings.
- Insurance of the Club and all its members for both civil liability and personal accident cover provided by Swim England (subject to conditions).

2. The Club Affiliation Process

1. Those wishing to affiliate a new club must complete an application form and send to the appropriate Regional Office (that in which the main base of the club is located), enclosing a copy of the club's proposed constitution.
2. The constitution being submitted must be modelled on the most recent Swim England model club constitution (including all mandatory elements) and be approved by the Region. Consultation with the relevant County association can take place at this stage but it is the overall decision of the Region to proceed with the submitted constitution.
3. The submitted constitution must contain the relevant governance requirements and reflect the information submitted on the initial application form.
4. The club name should include some reference to the club's normal area of activity and location but must not have a name similar to, or which could be confused with, another club already in existence.
5. The location of the main pool used by the club determines the County Association to which the Club will be allocated. This will be confirmed by the relevant regional committee / Regional Management Board.
6. The Region shall consult the sub-regional body / County Association for their views on the club with a minimum time limit of 30 days for responses. Should the Region receive any concerns or objections, these will be considered by the relevant regional committee and/or the Regional Management Board.
7. The Region may also seek comments from non-affiliated bodies on the affiliation application e.g. Active Partnerships.
8. If it is decided to reject a request for affiliation, the Region shall set out the reasons and advise the applicant. The Regions decision is final with no right to appeal outside of any existing appeals process already established in the region. The process for appeal (if applicable) will be shared at time of decision.
9. If approved the club shall, before it commences operation, have appointed a Club Welfare Officer. This person should not be related to the club coach, club teachers or other key officers of the club.
10. If approved the regional office will submit a copy of the approved application form to the Swim England membership department.
11. A condition of approval must be that the new club completes the required elements of Stronger Affiliation and then the remaining element connected to DBS compliancy within 3 months of approval. If this is not completed the region reserve the right to suspend affiliation due to non-compliance of the required governance standards of Swim England. The region will have the responsibility to report this matter to Swim England.
12. The new club should be inaugurated at a general meeting.

3. Application for Affiliation to Swim England East Midland Region

Please complete all three sections of this form and return along with all accompanying documents to eastmidland@swimming.org

Section 1

Name of proposed club (must include reference to geographical situation)	
Name of main club contact	
Main club contact address inc postcode	
Main club contact telephone number & email address	

Please provide a list of the facilities that the club will use. Please highlight the facility that will be regarded as the 'main' club facility. Please include postcodes for each facility.	
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Have you consulted with the operators that run the facilities you will use? If yes please give a brief outline of conversation that has taken place	Yes / No
For the facilities that you will use do any other clubs already operate out of them? If yes please name the club/s and explain how you will work with them	Yes / No
Have you consulted with these existing clubs?	Yes / No

If yes please give a brief outline of any conversation that has taken place	
Please indicate which aquatic activities the club intends to deliver? (This should also be reflected in your club constitution) <i>Please delete all those that are not applicable</i>	Swimming Teaching Recreational Swimming Competitive Swimming Masters Swimming Open Water Swimming Para Swimming Artistic Swimming Diving Water Polo Lifesaving Other (please specify):

Section 2

In order for the club to be considered for affiliation you must have completed the following information. Please indicate in the appropriate box:

Is the proposed club constitution included with this application? <i>If No this application will not be considered</i>	
Names of proposed Key officers in the club: 1. Chairperson 2. Secretary 3. Treasurer 4. Welfare Officer (if applicable) 5. Head Coach / Teacher 6. Membership Secretary if different person from any of the above <i>Please note the key officers highlighted in red above should not be related to one another</i>	1. 2. 3. 4. 5. 6.
Have you discussed the new affiliation of the club with your regional club officer?	Yes / No

As part of affiliating to Swim England and Swim England East Midland Region, the club needs to complete the required elements of Stronger Affiliation. Please indicate below that you have completed and attached the information required:

Element 5	Approved club constitution
Element 6	Welfare Officer Statement of Compliance
Element 7	Chairperson Statement of Compliance
Element 10	Appropriate Risk Assessments for all activities to be delivered

Section 3

By signing this application form the club agree to complete the remaining element to comply fully with Stronger Affiliation within 3 months of the club being granted affiliation. Without these elements being completed the club risk having their affiliation suspended:

Element 13	The Club Personnel Report detailing relevant members within the roles of Governance, Technical Officials, Support and Competition positions and all Coaches and/or officials
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Please give a brief outline below (in no more than 500 words) why the region should consider your application for affiliation, the reasons leading to the club wanting to be affiliated and what benefits will you bring to the region and county if affiliated:

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Please sign and date this application form and send it to eastmidland@swimming.org

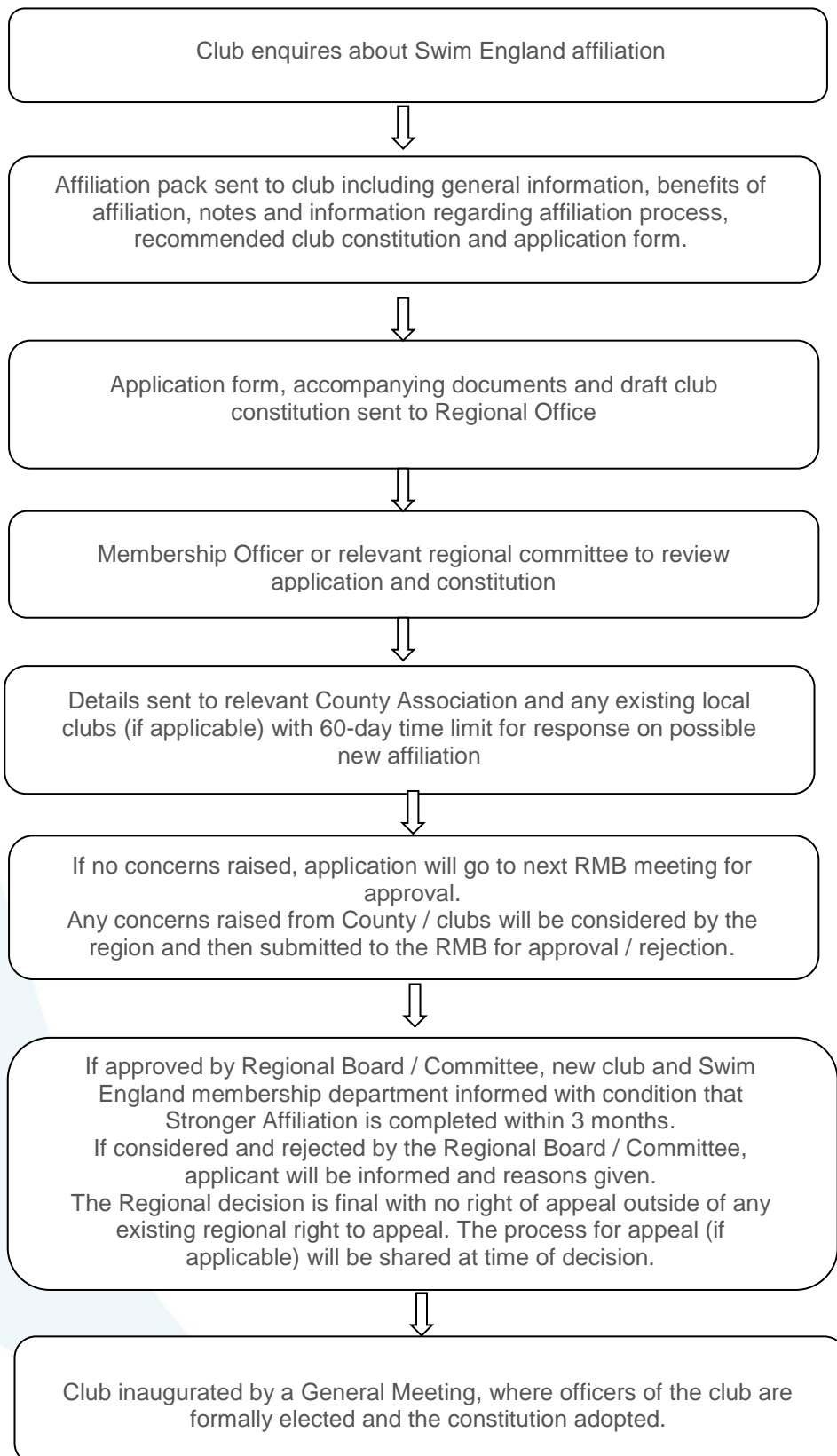
Signed	
Name	
Date	

Please be aware that by affiliating to Swim England, Swim England East Midland Region and associated county the club will liable to pay fees. The details of these fees can be obtained by emailing eastmidland@swimming.org

Office use only - yes/no:

<i>Constitution included</i>	
<i>Application form signed</i>	
<i>Key officer roles named</i>	
<i>Facilities listed</i>	
<i>Aquatic activity included</i>	
<i>Facilities / clubs consulted</i>	
<i>Regional club officer consulted</i>	
<i>Welfare statement of compliance</i>	
<i>Chairperson statement of compliance</i>	
<i>Appropriate Risk Assessment</i>	

4. New Club affiliation process flowchart



5. Stronger Affiliation Requirements

In order to affiliate to Swim England the following five pieces of evidence is required to be completed and subsequently renewed each year to ensure the club affiliation is maintained;

Element	Required Evidence	Supporting documents available
5	Evidence the Swim England region has approved the club constitution (in line with Regional Management Board requirements).	<ul style="list-style-type: none"> Swim England Model Constitution 2018 and Guidance Notes
6	Club Welfare Officer statement of compliance to Wavepower 2020-23 policies. Please refer to Wavepower guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.	<ul style="list-style-type: none"> Club Welfare Officer statement Template must be used for this element <ul style="list-style-type: none"> Wavepower 2020-23 Policies/Documents Exemption Template for Masters / adult only clubs
7	Club Chair statement of compliance to Swim England Code of Ethics.	<ul style="list-style-type: none"> Club Chairs statement Template must be used for this element <ul style="list-style-type: none"> Swim England Code of Ethics
10	One completed risk assessment covering each of the following, if applicable: <ul style="list-style-type: none"> One Pool activity (regular training/competition) One Club trip (travel to competition/social event) One Non pool based activity (land training, social event etc) 	<ul style="list-style-type: none"> Risk Assessment Template – assessments must be reviewed annually regardless of changes Open Water Training Session (risk assessment example)
13	Club Personnel Report of ALL club workforce including Teachers / Coaches, Technical Officials, Governance roles, Competition positions, Support positions. This should include: <ul style="list-style-type: none"> Key Officer roles complete including Club Chair, Secretary, Treasurer, Welfare Officer. In date DBS and approved Safeguarding for all eligible roles Minimum qualification for the role being undertaken as per the Role Descriptor Guidance A minimum of one relevant club member displaying the IOS (Institute of Swimming) Introduction to Disability Swimming online CPD 	<ul style="list-style-type: none"> OMS Guide to Managing the Personnel Record OMS Role Descriptor Guidance Disability Guidance Sheet Wavepower 2020-23 guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.

6. Club Welfare Officer Statement of Compliance

I confirm that *(insert club name)*:

- A) Complies with Wavepower policies 2020 - 2023

Statement from Wavepower (Section 2, P.53-55)

All individuals who are required to have a DBS check for their role in a Swim England organisation must complete approved child safeguarding training within 3 months of taking up the position. Individuals who require a DBS check are those involved with our sport who have regular responsibility for children and young people.

- B) All relevant Club personnel (paid and volunteers) hold a valid DBS disclosure or as a newly affiliating club will undergo the required checks within 3 months of affiliation

Statement from Wavepower (Section 2, P.47-52)

Any individual who wishes to work with children or adults at risk is required to undertake a DBS check, which is to be renewed every three years. The minimum age for a DBS check is 16 years old.

- C) Contact details should be made prominent on the clubs website

Name of Club Welfare Officer:

Signed:

Date:

N.B. This element is exempt for Masters only clubs (aged 18 and over)

*Please note that **typed** signatures are not permitted, however we will accept signatures that were previously hand written and then uploaded to key document(s). DocuSign and other similar e-signature formats are permitted*

Please ensure that this template is signed within three months of clubs reaccreditation / Health Check date, the Stronger Affiliation submission date or the application for affiliation.

7. Club Chairperson Statement of Compliance

I confirm that *(insert club name)*:

- A) Complies with the Swim England Code of Ethics.
- B) The club has a role description for each of the following, which is communicated to the relevant person;
 - Chair
 - Treasurer
 - Secretary
 - Welfare Officer (exempt for Masters/Adult Only clubs)
 - Head Coach / Teacher
- C) All information submitted as SwimMark or Stronger Affiliation evidence is a true and accurate record to the best of the clubs knowledge

Name of Club Chair:

Signed:

Date:

*Please note that **typed** signatures are not permitted, however we will accept signatures that were previously hand written and then uploaded to key document(s). DocuSign and other similar e-signature formats are permitted*

Please ensure that template is signed within three months of the club reaccreditation / Health Check date, the Stronger Affiliation submission date or the application for affiliation