



## SwimMark - Accreditation & Health Check Requirements

	ELEMENT	Required Evidence	Full Accreditation requirement	Health Check requirement	Swim England templates and resources
PLANNING	1	Club Development/Business Plan detailing the clubs two year objectives with a related action plan. <b>Please refer to template.</b>	Yes	No	<ul style="list-style-type: none"> <li>Quick Guide to Producing a Club Development Plan</li> <li>Club Development Plan Template</li> <li>SwimMark Marketing Guide</li> <li>Quick Guide to Succession Planning</li> </ul> <p><b>If using clubs own template please ensure all areas of the new template are included</b></p>
	2	Club annual budget ( <b>must include latest accounts, current budget and one year forecast and Club reserves</b> ). Information supplied for budget and forecast must include a breakdown of income and expenditure and a balance of accounts.	Yes	No	<ul style="list-style-type: none"> <li>Budget Template – optional</li> <li><a href="#">Club Financial Toolkit</a></li> </ul>
	3	There are <b>three</b> pieces of evidence required for this element: <ol style="list-style-type: none"> <li>Club Diversity and Inclusion Action plan (DIAP) filled in by relevant person – <b>this template is Mandatory</b></li> <li><a href="#">Foundations of Inclusivity CPD</a> –relevant individual (someone who leads on governance or EDI) within club to complete. Will show on Club personnel record.</li> <li><a href="#">Disability Swimming online CPD</a> – L2 coach or teacher within the club to complete. Screenshot of course completion required.</li> </ol>	Yes	Yes	<ul style="list-style-type: none"> <li>Swim England DIAP – <b><u>Template must be used for this element</u></b></li> <li>DIAP example</li> <li><a href="#">Inclusive Club Guide</a></li> <li>Coaching Consultation form</li> <li><a href="#">Buddle Resource</a></li> </ul>
	4	Workforce training needs analysis (TNA).	Yes	No	<ul style="list-style-type: none"> <li>Training Needs Analysis - <b><u>Template must be used for this element</u></b></li> </ul>
	5	Two uploads required: 1. Evidence the Swim England region has approved the club constitution (in line with Regional Management Board Requirements). 2. Copy of the minutes from the clubs most recent AGM which should reflect quorum in attendance, reports approved, nominations and the financial independent examiner appointed.	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li><a href="#">Swim England Model Constitution 2022</a> (if unincorporated)</li> <li>Club Constitution – Guidance Notes</li> </ul>



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	<b>6</b>	Club Welfare Officer statement of compliance to Wavepower (please refer to “Masters Clubs” statement if you are a club with athletes aged 18 and over). <b>The template is MANDATORY and must be signed (wet signature) and dated.</b> <b>Please refer to Wavepower guidelines.</b>	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Club Welfare Officer statement - <b><u>Template must be used for this element</u></b></li> <li>• Club Welfare Officer statement for Masters Clubs – <b><u>Template must be used for this element</u></b></li> <li>• Wavepower – Swim England’s safeguarding policies and procedures</li> </ul>
	<b>7</b>	Club Chair statement of compliance. <b>The template is MANDATORY and must be signed (wet signature) and dated.</b>	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Club Chairs statement - <b><u>Template must be used for this element</u></b></li> <li>• Swim England Code of Ethics</li> </ul>
	<b>8</b>	Upload the clubs code of conduct for <b>each</b> of the following: <ul style="list-style-type: none"> <li>• Club Committee members, officials and volunteers</li> <li>• Teachers/Coaches</li> <li>• Parents</li> <li>• Members (athletes under 18)</li> <li>• Members (athletes over 18)</li> </ul> The codes of conduct must be in line with Wavepower ( <b>page 104 – 116</b> ).	Yes	No	<ul style="list-style-type: none"> <li>• Wavepower Codes of Conduct templates</li> </ul>
	<b>9</b>	Sample membership form relevant to members and volunteers, which gathers contact information including medical details, two emergency contacts, club data protection statement, photographic consent and declaration to abide by code of conduct.	Yes	No	<ul style="list-style-type: none"> <li>• Membership Form Template (optional)</li> <li>• Privacy Policy</li> </ul>
	<b>10</b>	One completed risk assessment for each of the following (if applicable): <ol style="list-style-type: none"> <li>1. Pool based activity (regular training) for each discipline delivered. This is the minimum requirement.</li> <li>2. Club trip (travel to competition/social event),</li> <li>3. Non pool based activity (land training, social event etc).</li> </ol> Optional: One Pool based competition activity (delivery or	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Risk Assessment Template - assessments must be reviewed and dated annually, regardless of changes</li> <li>• Risk assessment examples</li> <li>• Risk Register Guidance</li> </ul>



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		attendance). Optional: One overnight stay for training or competition. <ul style="list-style-type: none"> <li>All risk assessments must include the name of the person undertaking the risk assessment and date conducted.</li> <li>Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline.</li> <li>Information must be included with regards to the level of coach delivering the activity and the risks associated with that if the delivery is outside the normal programmed activity.</li> </ul>			
	11	Detail club emergency procedures for <b>each</b> facility used. <b>The template is MANDATORY and must be signed (wet signature) and dated.</b>	Yes	No	<ul style="list-style-type: none"> <li>Club Emergency Procedures sheet - <b><u>Template must be used for this element</u></b></li> </ul>
PATHWAY	12	Club programme detailing club timetable, number of swimmers within each section/squad, number of lanes (swimming only) and number of teachers/coaches within each section (with level of qualification) and names or initials of coaches/teachers for each section/squad.	Yes	No	<ul style="list-style-type: none"> <li>Club Programme Template</li> <li><a href="#">Safe Supervision Document</a></li> <li>Coaching Policy 2022</li> <li>Coaching Policy 2022 FAQ's</li> <li><a href="#">Club and Operator Toolkit</a></li> </ul>
WORKFORCE	13	Club Personnel Report of ALL club workforce (Teachers, Coaches, Technical Officials, Governance roles including Club Welfare Officer, Competition positions, Support positions) to include: <ul style="list-style-type: none"> <li>In date DBS and Approved Safeguarding for all eligible roles</li> <li>Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance</li> <li>Time to Listen, DBS, <a href="#">Good Governance Welfare Officer workshop</a>, Safeguarding qualification for Club Welfare Officer</li> <li>A minimum of one relevant club member having completed the IOS (Institute of Swimming) Introduction to Disability Swimming</li> </ul>	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li>OMS Guide to Managing the Personnel Record and Role Descriptor Guidance</li> <li>Roles Descriptor &amp; DBS Requirements</li> <li>Qualification Matrix</li> <li>Qualification Guidance Sheet</li> </ul>



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		<p>online CPD and Foundations of Inclusivity CPD.</p> <ul style="list-style-type: none"> <li>Club Chair to have completed the <a href="#">Good Governance Chair Information session</a>.</li> </ul> <p><b>Please refer to Wavepower guidelines for DBS and Safeguarding requirements.</b>  <b><u>Please submit only one PDF report from OMS named CLUB PERSONNEL REPORT</u></b></p>			
	14	Please upload PDP overview or Chairs' Statement (please use template) for the Head Coach and/or Head Teacher of <b>EACH DISCIPLINE</b> covered by the club	Yes	No	<ul style="list-style-type: none"> <li>Personal Development Plan (PDP) Template</li> <li>Chairs Statement Template</li> </ul>