



Swim England

East Midlands

Swim England East Midlands Ltd

Account Number: 77761068

Sort Code: 30-96-26

East Midlands Regional Updates – 04.12.2025

All regional updates and other regional information can be found on our website
www.eastmidlandswimming.org

Interest Registers/Course Requirements

Do you need a course or workshop? Let us know below!

Assistant Coach/Coach Courses: Register currently being updated.

Land Training: Interest Register

Workshops (including Time to Listen and Team Manager): Interest Register

Key contacts and links

Contacts

- Regional Welfare Officer - Ursula Beck
- Regional Manager - Fiona Conway
- Club Development Officer - Helen Bickerstaff
- Sport Development & Events Officer - Matthew McNicholas
- Regional Administrator - Melissa Lock
- Swim England Safeguarding team
- Swim England DBS team

Links

- Coaching courses and club offer booking process (all disciplines)
- Reporting a safeguarding concern
- Swim England Safeguarding courses

New Updates

National Club Forum

If you weren't able to make the Club Forum run by Swim England during last week the recording and relevant documents can be found here:

<https://swimming.app.box.com/s/qkzb11dc00xs6wt7swd8fwabaos93w0v>

There are no future dates set for the next forum at present, but we will let you know if anything has been arranged for 2026.

Swim England Safeguarding in Aquatics Refresher

A reminder to all clubs and members: the Swim England Safeguarding Refresher course is only for those who have completed the full Swim England Safeguarding course within the last 3 years.

As per the attached (hyperlink here <https://eastmidlandswimming.org/wp-content/uploads/2025/12/Swim-England-Safeguarding-Training-Guida...>) guidance and flow chart, you will need to complete the full Swim England safeguarding course rather than the refresher if you:

- Do not currently hold a safeguarding certificate
- Held a safeguarding certificate that is more than 3 years old so now expired
- Hold a safeguarding certificate from a previously approved provider (i.e. UK Coaching)

NEW CPD opportunity - An Introduction to Neurodiversity in Swimming

This CPD explores the concept of neurodiversity in coaching aquatics, combining theory with practical case studies and inclusive strategies. Participants will learn to apply neuro-affirming approaches, remove barriers to participation, and adapt coaching practices to support all swimmers effectively.

<https://instituteofswimming.org/course-information/an-introduction-to-neurodiversity-in-swimming>



Club Health Tracker

Hopefully all clubs have received an email from Swim England containing log in details, this will have been back in June, if you haven't received these details please contact clubdevelopment@swimming.org who will be able to send these through. There will be a log in per sport the club delivers.

The Health Tracker responses allow the regional team, and various national teams to reach out and support clubs with any challenges or areas for potential development and growth. It also allows us to gain regional and national insight into the experiences of clubs, flagging up patterns and trends and helping us to determine common themes amongst clubs - this in turn helps shape our strategic priorities.

The Health Tracker is such a valuable and important tool for clubs and the region alike, that we are offering a bursary payment of £81 (equivalent to 3 safeguarding courses but it can be used as the club sees fit) for all clubs who complete the tracker. If you have completed the Health Tracker and would like to claim the £81, please follow this link:

https://eastmidlandswimming.org/?ff_landing=75

Please note the bursary form will close on Sunday 14th December 2025.

Shape the future of competitions - Have your say

The shape the future of competition survey was circulated to all members last week, we would encourage all to complete this. The survey will close on 3rd December, please note this is a national Swim England survey.

<https://www.swimming.org/swimengland/shape-future-competitions-say/>



DBS and Safeguarding

A reminder to all clubs: please ensure you are checking your personnel reports on a monthly basis for any expired, missing or soon to expire DBS checks or safeguarding requirements.

For any role requiring DBS or Safeguarding, these must be in place prior to the role being undertaken.

DBS

DBS checks can be re-applied for prior to expiry so the Swim England DBS team recommend you begin the application process a month before expiry. Please note that the DBS check required for a poolside helper role is at a lower level (without barred list check) than that required for all other roles so if a member has gone from a poolside helper role, into the role of team manager, coach, teacher etc. they will require a new DBS check.

Safeguarding

As of January 2024 the only accepted safeguarding courses are the **Swim England safeguarding in aquatics course**, and **Swim England safeguarding refresher**. The Swim England safeguarding course must be completed first, and 3 years later the refresher can be completed. This is a 6 year cycle so once the refresher expires the full course must be undertaken again. The refresher cannot be taken to if the last course you took was not the Swim England full course.

We have had a number of incidences lately where clubs have been denied an international permit as their coach or team manager has only completed the refresher course, not the full course.



AGMs

A reminder to all clubs that AGMs should be run in line with your club constitution. Please ensure you check your constitution for all deadlines; i.e. what information should be sent out by which date. Please also ensure you are appointing the correct number of committee members, as stated in your constitution.

For an AGM template please [click here](#).

Points to note:

- You must elect an independent financial examiner each year at your AGM
- Your AGM must include a report from the Chairperson
- Your AGM must include "the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club"
- Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote.



Team Manager workshops

Time to Listen

Foundations of Inclusivity

Competitive Starts



Good Governance Workshops - Mandatory for Chairs and Welfare Officers

Club Chairs Workshop

Club Welfare Officer Workshop

Club Secretary/Membership Officer Workshop

Safeguarding

Swim England Safeguarding Course

Swim England Safeguarding Refresher

Only for those who have completed the full Swim England course in the last 3 years



Forums

Welfare Officers Forum

Chairs Forum

Course booking reminder - 4 ways to save money!:

1. Ensure you use the [club offer booking process](#) - this heavily discounts the price:

Level 1 Coaching course reduced from £375 to £221.25 (41% discount)

Level 2 Coaching course reduced from £660 to £455.40 (31% discount)

2. If you are a SwimMark club then each year (in line with your reaccreditation date) you will have a £100 IoS voucher which can be used for courses or CPDs.

3. After the member has completed the course and received their certificate, the club can claim a [regional bursary](#) (criteria dependent) of £50 towards assistant coach courses, or £100 towards coach.

4. After the course is completed and certificated, look into the [county bursary funding](#) available.