



Swim England

East Midlands

Swim England East Midlands Ltd

Account Number: 77761068

Sort Code: 30-96-26

East Midlands Regional Updates – 08.01.2026

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](#)
- [Reporting a safeguarding concern](#)
- [Swim England Safeguarding courses](#)

New Updates

Constitutions

A reminder that if any club plans to update their constitution, this should be sent to eastmidland@swimming.org prior to approval at a club AGM or SGM. Once your constitution has been adopted at your AGM please contact the office and we will send a full regional approval letter. Constitutions are only in place when they have been adopted at an AGM or SGM. Constitutions do not need to be updated or re-adopted on an annual basis.

If you are an unincorporated club please ensure you use the Swim England template (hyperlink here: <https://www.swimming.org/swimengland/new-model-club-constitution/>)

If you are a Charitable Incorporated Organisation the template can be found here <https://www.swimming.org/swimengland/charitable-incorporated-organisations/>

For affiliation purposes moving forward, clubs will need a full approval letter so if you currently have an AGM-provisional approval letter please contact eastmidland@swimming.org with the minutes of the AGM in which your constitution was adopted, so that we can send you a full approval letter.

If you would like more information on club structures please visit <https://buddle.co/learning-and-support-resources/getting-organised/legal-structures-your-group>

Safeguarding refresher course requirements

Swim England Safeguarding Refresher should **only** be completed if the member has completed the Swim England Full Safeguarding in Aquatics course within the last 3 years.

If the last course a member attended was not the full Swim England course (for instance if they did the UK coaching course) or if they haven't attended any previous safeguarding training, then they will need to do the full Swim England course.

If the refresher course is completed and the member in question has not attended the full Swim England course prior, then unfortunately the refresher course is invalid and they will need to attend the full course. For those clubs applying for international permits please note that permits will be rejected on this basis.

Club Affiliation

A reminder that the following clubs are due to complete club affiliation in January 2026, to remain as Swim England Affiliated clubs. Clubs in green have completed all elements. Clubs in bold have begun uploading to the portal.

The deadline is **Monday the 12th of January 2026.**

- Alfreton Swimming Club
- **Deepings SC - complete**
- Glossop SC
- Grantham WPC
- Ilkeston SC
- **Kettering SC**
- **Leicester Masters - complete**
- Lincoln Trident SA
- **Lincoln Vulcans SC**
- Loughborough Town SC
- **Mansfield SC**
- **Northampton WPC**
- **Nottingham Northern SC**
- **Royal Air Force Swim Team**
- **Rushcliffe SC**
- **Rykneld SC**
- Shepshed SC
- Skegness ASC
- **South Derbyshire WPC - complete**
- **Spalding SC (including water polo) - complete**
- University of Nottingham SC
- **Woodhall Sharks SC - complete**



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.

National Club Forum

If you weren't able to make the Club Forum run by Swim England during in December, 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.

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>



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.

Assistant Coach & Coach Courses

Club Offer Booking Process

The club offer booking process information can be found here:

<https://eastmidlandswimming.org/volunteers/coach-education/>

We would encourage all clubs and members to use this process and use the links below for course information.

<u>Course title</u>	<u>Start date</u>	<u>Closing date</u>	<u>Venue name</u>
<u>Swim England Swimming Coach</u>	27/01/2026	13/01/2026	Braunstone Leisure Centre
<u>Swim England Swimming Coach</u>	09/02/2026	26/01/2026	Meridian Leisure Centre
<u>Swim England Assistant Swimming Coach</u>	22/02/2026	08/02/2026	Newark Sports & Fitness Centre
<u>Swim England Land Based Coach</u>	13/03/2026	27/02/2026	Northampton High School
<u>Swim England Swimming Coach</u>	18/03/2026	04/03/2026	Lammas Leisure Centre
<u>Swim England Assistant Swimming Coach</u>	25/03/2026	11/03/2026	Lutterworth Leisure Centre
<u>Swim England Assistant Swimming Coach</u>	06/04/2026	23/03/2026	Grantham Meres Leisure Centre
<u>Swim England Water Polo Coach</u>	07/04/2026	24/03/2026	Hucknall Leisure Centre
<u>Swim England Swimming Coach</u>	25/04/2026	12/04/2026	Corby East Midlands International Pool