



Swim England

East Midlands

Swim England East Midlands Ltd

Account Number: 77761068

Sort Code: 30-96-26

East Midlands Regional Updates – 22.01.2026

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

Activities with over night stays

If your club organises any trips which include an overnight stay whether in the UK or abroad we would encourage the club to consider increasing their Team Manager 2 base so they have a greater base to fall back on should the need occur, our next workshop is on 25th February and can be booked here:

<https://eastmidlandswimming.org/volunteers/team-managers/>

A copy of the Team Manager, Coach and Chaperone Policy can be found here if needed:

<https://www.swimming.org/swimengland/swim-england-releases-supervision-ratios-policy/>

International Permits

Clubs taking teams abroad AND individuals competing abroad AND officials working abroad must apply for an International Permit - any event taking place outside of England, Scotland, and Wales is considered to fall in to the category of "abroad"

<https://www.swimming.org/swimengland/international-permits-faqs/>

Treasurer/Finance Contact

The Region uses the software Xero to send out invoices to clubs and associations as well as receipts of payment, we would be grateful if the club contact details can be confirm via: https://eastmidlandswimming.org/?ff_landing=99

Ideally these details will be generic contact details which is why they are not being populated from club and association personnel reports.

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>

The 2026 course and CPD bursaries are now available here:

<https://eastmidlandswimming.org/clubs/bursariesandfunding/>

For 2026 the submission time has been extended to 3 months from the date on the certificate. Clubs are reminded it is essential as part of the clubs safer recruitment process and safe supervision approach to support a clubs risk assessment that they have had sight of a members completed qualification certification prior to them undertaking the role to ensure the member has appropriately completed the qualification for them to deliver within the scope of this.

Should a member have received their certificate but this isn't showing on their membership record/the club personnel report this can be sent to: coachingcertificates@swimming.org with the members Swim England number for this to be updated.



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 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.



Team Manager workshops

Time to Listen

Foundations of Inclusivity

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 your club was a SwimMark club when it was put on pause then you will have a £100 IoS voucher which can be used for courses or CPDs up until your 2026 re-affiliation.

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:

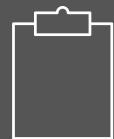
<https://eastmidlandswimming.org/volunteers/coach-education/>

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>	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



Officials and Event Volunteer Opportunities



To add opportunities to this page please submit the details [here](#)

Date

Location

Event

Official Sign Up

Volunteer Sign Up