



SwimMark



Swim England
Affiliated Club

HANDBOOK

A useful guide for all clubs completing
Club Affiliation



Swim England
East Midlands

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Getting Started

- Check that your Club Affiliation coordinator is listed on OMS as 'Affiliation Coordinator' under club support - this will ensure they receive all relevant emails regarding SwimMark.

SUPPORT POSITIONS		
Membership No.	Name	Date of Birth
		- Paid - Strength & Conditioning - Paid - Tutor - Paid - Workforce Co-Ordinator - Vol - Admin - Vol - Affiliation Coordinator

- Request a SwimMark log in by emailing clubdevelopment@swimming.org.
- Go to www.SwimMark.org and familiarise yourself with the portal.

Open 15
Review 0
Submitted 0
Approved 0

Search:

Element	Title	Status
1	Club Development Plan/Business Plan	Open
2	Club Finance Information	Open
3	Club Equality Plan	Open
4	Workforce Training Needs Analysis (TNA)	Open
5	AGM minutes and Club Constitution Approval	Open
6	Club Welfare Officer Statement of Compliance	Open
7	Club Chair Statement of Compliance	Open
8	Club Codes of Conduct	Open
9	Club Example of Membership Form	Open
10	Club Risk Assessments	Open
11	Club Emergency Procedures	Open
12	Club Training / Teaching Programme	Open
13	Club Personnel Report	Open
14	Head Coach / Teacher Information (all disciplines)	Open
15	Club Compliance of Introduction to Disability	Open

Showing 1 to 15 of 15 entries

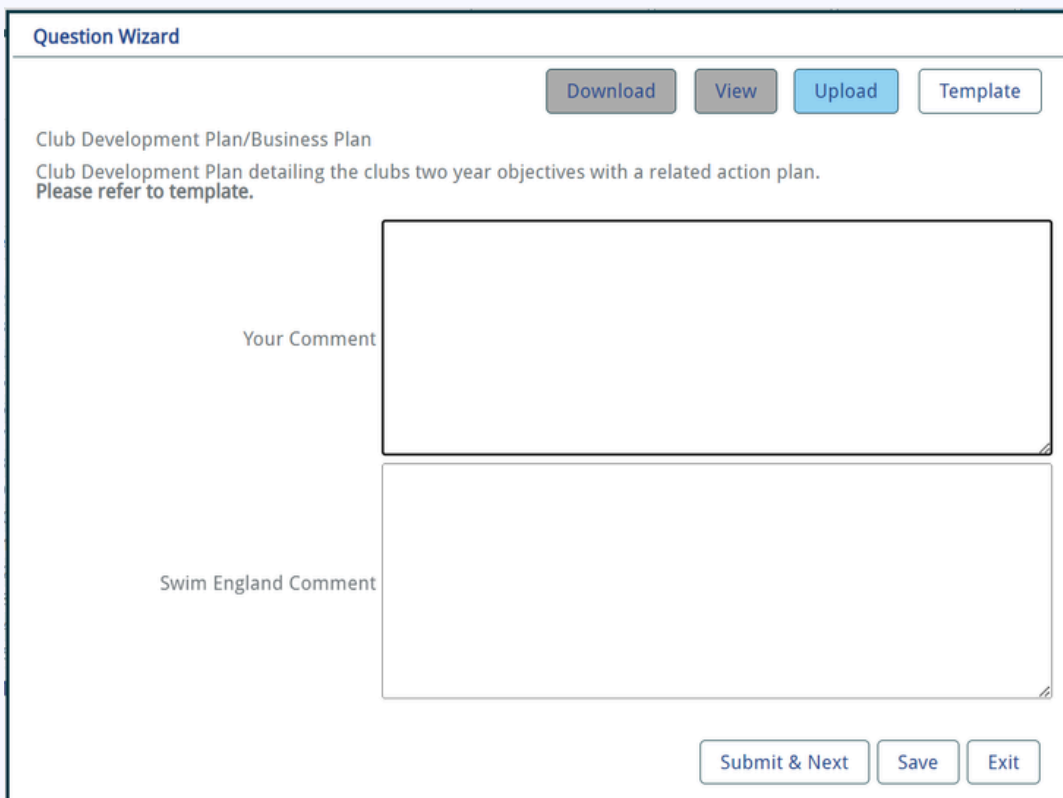
Getting Started

- If you would like any support please don't hesitate to contact your Club Development Officer, **Helen Bickerstaff** - I will be happy to answer any questions, or arrange an online or face-to-face meeting.
- Look through the elements and work out how best to share the workload. On each guidance page for the 6 elements, you will see a suggestion of who may be best to complete this element.
- Use the templates wherever possible. While some elements have mandatory templates almost all elements have an encouraged template: using these will make the process much easier! **On mandatory template elements, please ensure you download the newest template each year, rather than using a previous template.**
- Prioritise key or time consuming elements such as your Club Personnel Report. It's important that you look at your personnel report early on in order to identify any DBS or Safeguarding requirements that are outstanding, so they can be arranged before the deadline as future course bookings/DBS checks in progress are unfortunately not accepted.
- Get started early and **be aware of the deadline!**
- Upload elements as soon as they are ready, don't wait until you have all elements

Getting Started

Submitting evidence

- If you click on any element you will be able to download the templates for that element, and any other useful information by clicking on 'Template'
- You will also be able to upload any documents for that element and write comments in the comment box.
- When you are ready to submit an element for review, simply select 'Submit'. If you want to save your submissions but not submit yet, then click 'Save'.
- Your club development officer will either approve the element, or if it needs amendments they will set it to 'review' and comment in the Swim England comment box to let you know what needs to be done.



The screenshot shows a web interface titled "Question Wizard". At the top right, there are four buttons: "Download", "View", "Upload", and "Template". Below these buttons, the text reads: "Club Development Plan/Business Plan" and "Club Development Plan detailing the clubs two year objectives with a related action plan. Please refer to template." Below this text are two large text input areas. The first is labeled "Your Comment" and the second is labeled "Swim England Comment". At the bottom right, there are three buttons: "Submit & Next", "Save", and "Exit".

Compliance

Deadlines and suspension

The deadline by which all elements must be approved is

Wednesday 14th October - 12pm (midday)

Failure to complete the minimum standard of the 6 affiliation elements (these must be at the standard to be approved, not just have been submitted) will sadly mean a 28 day suspension, followed by loss of affiliation if still not compliant after these 28 days.

What does suspension mean?

Suspension means that Swim England insurance is no longer in place for club activity. This includes club entered competitions (i.e. leagues), training (pool and dry-land), social events or any other regular activity that the club would normally undertake. For the duration of the suspension, club members and volunteers can continue to compete in or volunteer at open individual competitions, and if selected may attend County, Regional or National development camps. If attending an open competition there must be suitable supervision in place for anyone under the age of 18 attending following the Team Manager, Coach and Chaperone policy. If the suspension is not lifted after 28 days, the club will become lapsed and all members of that club can no longer attend **any** Swim England activity as they are deemed no longer a member, unless a member of another club at the same time.

Element 3 - Diversity and Inclusion

MANDATORY
TEMPLATE
ELEMENT

Must include:

- Diversity & Inclusion Action Plan (D.I.A.P) - Clubs are required to consider 3-4 realistic and practical objectives to make our sports and activities accessible, inclusive and safe for everyone. There is a **mandatory template**, which clubs are expected to use and supporting resources such as an Inclusive Club Guide as well as a completed DIAP example will be provided.
- Within the DIAP, on the mandatory template you should update on your objectives from last year
- Proof that a relevant person - Club Chair, Club Welfare Officer or Club Diversity and Inclusion Officer - has attended the online CPD - 'Foundations of Inclusivity'
- Proof that a relevant person* has completed the free online 'Introduction to Para-Swimming' CPD - *Coach/Teacher

Please use the newest template, with the update column!

Supporting documents:

- D.I.A.P mandatory template - **newest template for 2025**
- Inclusive Club Guide
- D.I.A.P. example



Welfare, Chair or
Diversity & Inclusion Officer

Element 5 -

Constitution and AGM minutes

Must include:

- Regional constitution *approval* letter (not your constitution)
- Minutes of your latest AGM

For this element we ask to see your regional constitution *approval letter* - we don't need a copy of your constitution.

If you are an unincorporated club, this will need to be an approval letter for a constitution using the 2022 model or the 2023 model for CIOs (see links below). If you have not yet updated your constitution, please email it to eastmidland@swimming.org for review and approval prior to adopting a new constitution. You do not need to get your constitution "re-approved" if you have not changed it. If you have a AGM provisional approval letter but you have since adopted the constitution at your AGM, please email the AGM minutes showing the adoption to eastmidland@swimming.org

We also ask to see the minutes of your latest AGM. We would urge you to ensure your AGM is held in accordance with your club constitution especially regarding content, elections, independent financial examiner and eligibility to speak/vote. For a useful AGM template, [please click here](#).

Supporting documents:

- [Unincorporated club constitution template](#)
- [Charitable Incorporated Organisation \(CIO\) Constitution template](#)
- Club Constitution Guidance notes
- [AGM guidance template](#)



Secretary

Element 6 - Welfare Officer Statement

Mandatory template

For this element the mandatory template must be signed (wet signature) and dated within 3 months of your panel date.

As per the template, your welfare officer is signing to confirm that your club:

- Complies with Wavepower: Swim England's safeguarding policies and procedures.
- 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.
- All relevant Club personnel (paid and volunteers) who have a DBS, will also have attended the Swim England approved Safeguarding training course every three years.
- Has a Welfare Officer with appropriate and in-date DBS, Safeguarding and Time to Listen requirements or as a newly affiliated club, will undergo the required checks within 3 months of affiliation.
- Has a Welfare Officer who has attended the Good Governance Welfare Workshop
- **Contact details for the Club Welfare Officer are prominent on the club's website.**

Please be mindful that you are signing to say you confirm all of the above points.

Element 7 -

Club Chair Statement

Mandatory template

As with the Welfare Officer statement, this mandatory template must be signed (wet signature) and dated by the Club Chair within 3 months of your panel date.

By signing this statement your Chair confirms that the club:

- Complies with Swim England's Code of Ethics.
- Has a role description for each of the following, which is communicated to the relevant person;
 - Chair
 - Treasurer
 - Secretary
 - Welfare Officer
 - Head Coach / Teacher
- All information submitted as SwimMark / Club Affiliation evidence is a true and accurate record to the best of the club's knowledge.
- The club has up to date Codes of Conduct for all Athletes, Parents/Guardians, Volunteers, Coaches/Teachers and Committee members in line with Wavepower. These are promoted within the club and reviewed annually to ensure good practice. **A copy of these are located on the Club website / Club social media pages.**
- Chair has attended the Good Governance Chair information session which includes information on Swim England Judicial Regulations relating to Dealing with Internal Club Disputes

Element 10 - Risk Assessments

Howdens Statement:

'It is essential that you undertake risk assessments for the activities of your club to support you in your risk management strategy. Your club have a duty of care to those around you; if an allegation for negligence is made against you or your club, the risk assessments will be needed to evidence what you have reasonably been able to do to prevent an incident.'

For this element you must provide one completed risk assessment for each of the following (if applicable):

1. Pool based activity (regular training) for each discipline delivered. **This is the minimum requirement.**
2. Club trip (travel to competition/social event) - if applicable
3. Non pool based activity (land training, social event etc.) - if applicable
4. *Optional*: One Pool based competition activity (delivery or attendance).
5. *Optional*: One overnight stay for training or competition.

All risk assessments must include the name of the person undertaking the risk assessment and date conducted. Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline. Please note it is Swim England policy and expectation that you will have a level 2 coach on poolside for all activities. The coach should be relevant to the sport, for example a swimming coach could not take a diving session.

Information must be included with regards to the specific level of coach delivering the activity and the risks associated with that if the delivery is outside the normal programmed activity for example if your level 2 coach is unexpectedly absent.

Supporting documents:

- Risk Assessment examples
- Howdens Insurance FAQs
- Swim England Coaching Policy
- Swim England Supervision Ratios



Any relevant person

Element 13 - Club Personnel Report

For this element you need to download and submit the PDF report from OMS named CLUB PERSONNEL REPORT.

Important requirements

- All relevant persons must have in date DBS of the correct level for their role, and Safeguarding as per WavePower guidance.
- Club Welfare Officer(s) must have completed Time to Listen Training. The Club Welfare Officer must not be in the role of, or be related to/in a relationship with, a member of the executive, a coach, teacher, poolside helper, team manager or any other role within the club requiring a DBS.
- Your Club Welfare Officer must have attended the Swim England Welfare Officer Workshop
- Your Club Chair must have attend the Swim England Chair's Workshop
- Club Chair, Secretary and Treasurer should be listed under both organisation, and the relevant discipline(s).
- Qualifications or CPDs relevant to the role must be in place: for instance a Coach must have a level 2 coaching qualification (or above). A team manager must have attended TM1 training. Please see role descriptors guidance for more information.
- The Head Coach of the club must have a minimum of a level 2 coaching qualification - if you are a teaching club only, then your Head Teacher must have a level 2 teaching qualification.



Membership Secretary
Welfare Officer
Workforce Coordinator

Element 13 - Club Personnel Report

Safeguarding certification: Clubs are reminded that the Swim England Child Safeguarding CPD and the Swim England safeguarding refresher are only accepted safeguarding training as of 01.01.24. Anyone who has other previously approved safeguarding certification as noted in Wavepower, will remain valid until it has expired. **The SE refresher can only be completed by someone who has done the Swim England safeguarding in aquatics full course in the last 3 years, not UK coaching.**

Also from the 1st of January 2024, 16 and 17 year olds in DBS roles require safeguarding training.

As of August 2024, Masters Welfare Officers, Coaches and Teachers (including assistants) require safeguarding training and a basic DBS check.

Please be mindful that we are no longer accepting course bookings for safeguarding, or DBS submission screenshots - all safeguarding and DBS checks must be in place in time for the SwimMark panel.

Supporting documents and links:

- [Element 13 checklist - a really helpful document!](#)
- [Club Personnel Report - Role Descriptor Guidance](#)
- [OMS guide](#)
- [Swim England Coaching Policy](#)
- [WavePower](#)
- [Swim England Safeguarding Courses](#)
- [Swim England Club Chair Workshop](#)
- [Swim England Welfare Officer Workshop](#)
- [Time to Listen courses](#)

Club Personnel Report - attaching missing information

Swim England (including ASA/UKCC) Coaching qualifications

- *Qualification awarded prior to 1st October 2016:* send a copy of the certificate and the member's full name and Swim England membership number to support@swimming.org
- *Qualifications awarded post October 2016:* send a copy of the certificate and the member's full name and Swim England membership number to support@swimming.org

Swim England (including ASA) Teaching qualifications

Send a copy of the certificate and the member's full name and Swim England membership number to support@swimming.org

STA Teaching qualifications

Send a copy of the certificate and the member's full name and Swim England membership number to support@swimming.org

Foundations of Inclusivity and Introduction to Disability Swimming CPD

For the purposes of SwimMark and Club affiliation, a screenshot of course completion must be uploaded to the portal. These will be uploaded onto your membership record however if it doesn't appear on your record within two weeks, please email support@swimming.org with the member's name, Swim England membership number and the course completion screenshot.

DBS information

DBS checks should be done via the club and these will be automatically added to the member's record when the check is returned. A DBS check done by another body will not show on a member's record unless that member has signed up to the DBS Update Service and completed the relevant forms with Swim England. All DBS queries should be sent to DBS@swimming.org.

Club Personnel Report - attaching missing information

Safeguarding certificates

Any **Swim England Safeguarding course** information will automatically be uploaded to a member's record within 2-3 weeks of attendance. If a certificate is missing but a member has record of attendance please email a copy of the certificate and the member's full name and Swim England membership number to support@swimming.org. If the member does not have a copy of the certificate please add the details of course attended to the email.

Safeguarding Refresher with Mental Health and Self-harm module

The Swim England Safeguarding Refresher with Mental Health and Self-harm module is open to anyone who has completed the **FULL Swim England** Safeguarding in aquatics course in the last 3 years. This course is automatically added to your membership record.

Time to Listen certificates

If the certificate is missing from the Club Personnel Report but a member has record of attendance please email a copy of the certificate and the member's full name and Swim England membership number to your relevant Regional office. If the member does not have a copy of the certificate please add the details of course attended to the email.

Recap of useful documents and links

- [Element 13 Checklist](#)
- [Club Personnel Report - Role Descriptor Guidance](#)
- [OMS guide](#)
- [Swim England Coaching Policy](#)
- [WavePower](#)
- [Swim England Handbook](#)
- [OMS FAQ's](#)
- [Howdens Insurance](#)

Courses/CPDs/Workshops

- [Swim England Safeguarding Courses](#)
- [Swim England Safeguarding Refresher](#)
- [Swim England Club Chair Workshop](#)
- [Swim England Welfare Officer Workshop](#)
- [Time to Listen courses](#)
- [East Midlands Team Manager courses](#)
- [Introduction to Para Swimming](#)
- [Foundations of Inclusivity](#)

Useful Contacts

- dbs@swimming.org - DBS queries
- renewals@swimming.org - Membership and OMS queries
- helen.bickerstaff@swimming.org - SwimMark queries

TOP TIPS

Download your OMS report, check for all SG/DBS due in the next 3 months and get them booked/submitted!

Use the Element 13 checklist and the role descriptors to make sure everyone has everything they need in place

DEADLINE
Make sure you and all those working on elements know the deadline

Share the load!
Send element templates and documents to relevant people and give them plenty of time

Help
Ask for help! Contact Helen with any/all questions or if you want a meeting.



Please don't hesitate to contact me via
Helen.bickerstaff@swimming.org

Please feel free to get in touch if you would benefit from an
online or face to face meeting.

Please ensure you have an accreditation coordinator listed on
OMS so as to receive important Club Affiliation emails and
reminders.

I would strongly encourage your club to look at element 13 as
soon as possible in order to make any safeguarding bookings or
submit any DBS checks that may be required.

Please be mindful of your deadline - this is the date by which all
your elements must be **submitted and approved** by but please
consider this as the absolute latest date, and try your best to get
all your submissions in well in advance.