



## SwimMark Essential - Accreditation & Health Check Requirements

	ELEMENT	YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS 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</b> ) Information supplied for budget and forecast must include a breakdown of income and expenditure.	Yes	No	<ul style="list-style-type: none"> <li>• Budget Template - optional</li> </ul>
	3	Club equality plan to reflect equitable practices across the club	Yes	No	<ul style="list-style-type: none"> <li>• Swim England Equality Policy</li> <li>• Equality Template</li> <li>• Inclusivity Guidance Sheet</li> <li>• Inclusivity Good Club Guide</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	Evidence the Swim England region has approved the club constitution (in line with Regional Management Board requirements)	Yes	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Swim England Model Constitution 2018</li> <li>• Club Constitution – Guidance Notes</li> </ul>
	6	Club Welfare Officer statement of compliance to Wavepower 2020-23 policies. <b>The template is MANDATORY and must be signed (wet signature) and dated.</b> <b>Please refer to Wavepower guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.</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>• Wavepower 2020-23 Policies/Documents</li> </ul>



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	7	Club Chair statement of compliance. <b>The template is MANDATORY and must be signed (wet signature) and dated.</b>	Yes	Yes	<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>
	8	Upload the clubs code of conduct for <b>each</b> of the following: <ul style="list-style-type: none"> <li>• Club Administrators (Volunteers/Officials)</li> <li>• Teachers/Coaches</li> <li>• Parents</li> <li>• Members (Athletes)</li> </ul> The codes of conduct must be in line with Wavepower 2020-23 templates.	Yes	No	<ul style="list-style-type: none"> <li>• Wavepower 2020-23 Codes of Conduct</li> </ul> If using own templates please ensure all areas of the Wavepower 2020-23 templates are included
	9	Sample membership form relevant to members and volunteers, which gathers contact information including medical details, two emergency contacts, club data protection statement and declaration to abide by code of conduct	Yes	No	<ul style="list-style-type: none"> <li>• Membership Form Template</li> </ul>
	10	One completed risk assessment covering the following, (if applicable): <ul style="list-style-type: none"> <li>• One Pool activity (regular training/competition)</li> <li>• One Club trip (travel to competition/social event)</li> <li>• One Non pool based activity (land training, social event, online activity etc)</li> </ul> Please ensure the current risk assessments refer to Covid and how you are minimising the risk to club members. <b>These must include the name of person undertaking the risk assessment and date conducted.</b>	Yes	Yes	<ul style="list-style-type: none"> <li>• Risk Assessment Template - assessments must be reviewed and dated annually, regardless of changes</li> <li>• Open Water Training Session (risk assessment example)</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>



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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)	Yes	No	<ul style="list-style-type: none"> <li>• Club Programme Template</li> <li>• Safe Supervision Document</li> <li>• Coaching &amp; Teaching Statement (January 2018)</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 and Safeguarding certificates for Club Welfare Officer</li> <li>• A minimum of one relevant club member having completed the IOS (Institute of Swimming) Introduction to Disability Swimming online CPD</li> </ul> <p><b>Please refer to Wavepower 2020-23 guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.</b></p> <p><u>Please submit only one PDF report from OMS named CLUB PERSONNEL REPORT</u></p>	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 &amp; DBS Requirements</li> <li>• Disability Guidance Sheet</li> <li>• Swim England Safeguarding &amp; Protecting Children and Time To Listen Guidance</li> </ul>
	14	Please upload the Certificate of Qualification and 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>• Qualification Guidance Sheet</li> <li>• Personal Development Plan (PDP) Template</li> <li>• Chairs Statement Template</li> <li>• Qualification Matrix</li> </ul>
	15	Proof of completion for 'a relevant person within the club' for the IoS (Institute of Swimming) Introduction to Disability Swimming online CPD	Yes	No	<ul style="list-style-type: none"> <li>• Exemption Template if evidence is shown in E13</li> <li>• Disability Guidance Sheet</li> </ul>