The Governance Code for Counties

The next steps

The Governance Code

- What the Governance Code is

- How this will be achieved using: The Governance portal

          Swim England Online Membership System (OMS)

- Support and resources available to you as a county

- Next steps and what we need from you

The Governance Code

Governance	1. The current adopted County Constitution that includes detail of the current governance structure as well as adoption and implementation of Swim England Regulations and Wavepower. 2. Copy of the most recent County AGM minutes that include but are not limited to, evidence relating to any change in legal structure, committee appointments, financial position and chairperson and head coach (if applicable) reports to member clubs. 3. The County Chairperson signed statement relating to county compliance to Swim England policies and regulations including confirmation of the county risk register.
Welfare	4. The County Welfare Officer signed statement of compliance to Wavepower, Swim England Safeguarding Policy and relevant procedures.
Equality, Diversity and Inclusion	5. A copy of the county action plan confirming the county has addressed Equality, Diversity and Inclusion via an agreed action plan. The county must also demonstrate via a screenshot copy county personnel attendance on a Foundations of Inclusivity CPD.

Health & Safety	6. A copy of the county risk register and a risk assessment example from each of the 4 areas (as applicable) below:
	    1) County competition delivery (this risk assessment is a minimum requirement)
	    2) County training activity (regular or one-off sessions) for each discipline covered
	    3) Travel (travel to competition or camp as a County if applicable)
	    4) Non pool-based activity (e.g. (but not limited to) county land training, social event, online activity)

Workforce	7. A PDF copy of the county personnel report downloaded from OMS detailing ALL county workforce, both paid and volunteer. Personnel recorded should include but is not limited to county executive roles, welfare officer/s, technical officials coordinator, team managers, county coaches, and must include;
	   • In date DBS and approved Safeguarding for all applicable roles
	   • Minimum qualification for the role being undertaken as per the Personnel Report and Role Guidance

The Governance portal

- Access - https://governancecode.swimming.org

- Essentially the same portal used for SwimMark and Club Affiliation but will have a different look and be entirely dedicated to the county.

- Login's – you can have more than one. These will be unique logins and only the county info will be accessible. If you already have a club login this will remain unique for your club.

- Resources – all supporting documents and templates are saved in the resources tab on the portal along with being held in the template section within each element.

- The county will need to upload evidence and the Swim England team will approve or review each piece. If reviewed, suggested changes will be given.

The Governance portal cont'

- When complete the County will be compliant with the Governance and be issued with evidence that all criteria has been 'met'. The county can then display the Governance Code logo as an identified standard.

- If the county does not meet the minimum required standard we will work with you to set an action plan to achieve it.

- Once complete you will be required to complete this on an annual basis from the date first completed and be notified of this 3 months prior to the expected completion date.

OMS

- The county will be using the same system as the club membership. This is through swimmingmembers.org

- As a Swim England member you have a unique login to be able to access your own information, change your settings etc.

- If you are a club administrator you will have the same login but additional access to the club information.

- If you become the county administrator you will have a 3rd entry box which will give you access to the county area. You will only be able to access one area at a time.

- Each county can have 1 main online administrator and 4 deputies. These deputies can be given the same access to be able to update the admin areas and pull off reports. Might be better to leave submitting batches and financial information to the main administrator only.

OMS cont'

- Counties will need to complete the Governance positions including voted on committee positions and welfare officer / all relevant support and competition positions and coaches.

- A person who is already known to Swim England in a county role (i.e. the county have completed the annual return with relevant information) can be added easily to a role / position on the OMS system with their name or SE membership number.

- If the person is not a member of the county Swim England will add the person.

- We have produced a Personnel Report and Role descriptor guidance document to help you complete the information needed.

Support & resources

- BOX account – all resources will be duplicated and shared via a BOX account which can be accessed by more people that those that use the portal

- Technical support for the portal will be given by Julie in the Governance team: clubdevelopment@swimming.org

- Technical support for OMS will be given by the membership team: renewals@swimming.org

- Document completion and questions: helen.weeks@swimming.org and lizzie.butcher@swimming.org

Next steps

Please let us know your contacts for:

1. The person/s who will require access to the Governance portal – Name, SE membership number and email

2. The person/s who will require access to OMS – Name, SE membership number, email and current role (must be in a Governance role)

3. A list of those people you would like to have access to the Box folder – Name, SE membership number and email

4. A full list of those people you want adding into roles within OMS for the County – Name, SE membership number, role

When you are ready and have received your login details please start to complete and upload the evidence. We are here to help you do that!