

Swim England County Governance Code

The [Sport England Code for Sports Governance](#) sets out the levels of transparency, diversity and inclusion, accountability and integrity that are required from those organisations who seek – and are in receipt of – UK Government and National Lottery funding from Sport England and/or UK Sport. Many of the principles set out in the Code are widely accepted as being elements of good practice in corporate governance and can be found in most models of governance, both within and outwith the sporting sector e.g. the UK Corporate Governance Code, the governance frameworks of all five domestic sports councils and the Sport and Recreation Alliance's Voluntary Code of Good Governance.

In line with the Sport England Code for Sports Governance Swim England and Regions, as the Governing Bodies, has the responsibility to cascade good governance to it's affiliated bodies moving from just having good governance to an embedded culture within all organisations.

The Code for Sports Governance has two standards of compliance;

- Tier 1 which represents the minimum level of mandatory governance requirements in the Code. The requirements in this Tier seek to ensure the protection of public funding through good governance processes while not creating a disproportionate administrative burden.
- Tier 3 which represents the top level of mandatory governance requirements in the Code. The requirements in this Tier seek to ensure high governance standards because of the significant public investment being made. Sport England and UK Sport will look for a formal commitment from organisations to meet requirements within set timescales.

The information contained within this document details the principles and requirements to enable sporting organisations to achieve the minimum standard of Tier 1. The equivalent Swim England area of compliance is shown alongside these principles and is based on the current evidence that clubs are required to complete to remain affiliated on an annual basis. Tier 1 requirements are detailed in Matrix I.

There are elements within Tier 3 that are currently a requirement for clubs to remain affiliated and these are shown in Matrix II creating a hybrid code that will incorporate the minimum and higher standards in one Governance Code (Matrix III).

Working with the Counties

County Governance days will be arranged and managed by Swim England Governance team and importantly each meeting will be delivered in partnership with the Regions.

Each County Governance day will consist of an introduction and explanation session detailing the overall Governance Code and approach. This will be followed by an individual review of each counties current situation and a planning session for progress towards compliance along with discussion and future planning for the role of the county and how that can be supported.

Follow-up meetings will be planned with each county to discuss progression and what further support is required with an action plan drawn up for each county.

An online portal will be created for all counties to use to submit evidence towards compliancy. The review of this evidence will be conducted by the Swim England Governance team.

Matrix I – Tier 1 requirements shown alongside the Swim England area of compliance

Principle	Code for Sports Governance Tier 1 requirements	Swim England Area of Compliance
P1. Structure	R1. The organisation is properly constituted, has a clear purpose and, if membership-based, is inclusive and accessible. R2. The governing committee meets regularly, and decision-making is recorded.	Governance Constitution, Committee structure, minutes, AGM information
P2. People	R3. The organisation seeks to ensure diverse viewpoints are considered and that its decision-making groups have the skills and diversity needed to operate effectively. R4. Committee members are subject to regular election and ideally should serve no more than nine years.	Workforce, Planning & Governance Personnel Report for all volunteers and paid staff in County structure including qualifications Equality & Diversity action plan Constitution, AGM information
P3. Communication	R5. The organisation shares information on its governance, structure, activities and financial position to enable stakeholders to have a good understanding of them.	Governance AGM report, communication via email / social media, annual report
P4. Standards and Conduct	R6. Conflicts of interest are recognised, managed by the Chair and recorded. At least three of the people on the governing committee are neither related to, nor cohabiting with, other committee members.	Governance Constitution, Committee structure
P5. Policies and Processes	R7. The organisation ensures appropriate financial procedures and practices are in place and as a minimum can evidence: a) appropriate oversight of financial planning; b) financial decision-making and processing is not managed by one person alone; and c) accounts which are independently scrutinised. R8 The organisation shall assess and manage organisational risk and liabilities appropriately.	Governance, Workforce and Health & Safety Constitution, Committee structure, Personnel Report Risk Assessments for all activity

Matrix II – Tier 3 requirements that clubs are currently required to comply with shown alongside the Swim England area of compliance

Principle	Code for Sports Governance Tier 3 requirements	Swim England Area of Compliance
P3. Communication	<p>R3.1. Each organisation shall publicly disclose information on its governance, structure, strategy, activities, and financial position, including an annual update on governance, to enable stakeholders to have a good understanding of them.</p> <p>R3.3. Each organisation shall develop and deliver a strategy for engaging with, and listening to, its stakeholders (including elite athletes where appropriate). The Board shall annually review and monitor its delivery.</p> <p>R3.4. Each organisation shall review and discuss its People Plan on at least an annual basis and share the findings of that discussion openly with its members and people (e.g. employees, volunteers).</p>	<p>Governance, Workforce AGM report, Communication plan Personnel Report</p>
P4. Standards and Conduct	<p>R4.7. Welfare and Safety - The Board shall ensure its responsibilities towards the welfare and safety of its members and people (including but not limited to employees, participants and volunteers) are factored into the decisions it makes and shall appoint one of its directors to take a lead in this area.</p>	<p>Workforce Personnel Report</p>
P5. Policies and processes	<p>R5.5. Annual Accounts - Each organisation must prepare annual accounts which;</p> <ul style="list-style-type: none"> a) comply with legal requirements and recognised accounting standards; b) give specific disclosure of income received from public investors and clearly account for the expenditure of such funding; c) are audited (unless otherwise agreed by Sport England and/or UK Sport); and d) are published on the organisation's website. 	<p>Governance AGM report detailing financial accounts</p>

Matrix III – the County Governance Code

	Area of Compliance	Required Evidence	Supporting evidence
1	Governance	1.1. County Constitution detailing committee structure 1.2 Evidence of AGM minutes including financial, chairperson and head coach reports to members 1.3 Chairs compliance to Swim England policies and regulations	<ul style="list-style-type: none"> Swim England Model Constitution 2022 Constitution – Guidance Notes County Chair statement (Template) Swim England Code of Ethics
2	Welfare	2.1 County Welfare Officer statement of compliance to Wavepower 2020-23 policies.	<ul style="list-style-type: none"> County Welfare Officer statement (Template) Wavepower 2020-23 Policies/Documents
3	Equality and Diversity	3.1 County Equality and Diversity plan – reference County Governance, members and activities	<ul style="list-style-type: none"> Swim England Equality, Diversity and Inclusion plan Foundations of Inclusivity CPD
4	Health & Safety	4.1 One completed risk assessment from each of the areas below for all disciplines covered; <ul style="list-style-type: none"> Pool activity (county training or attendance at competition) Travel (travel to competition if applicable) Non pool based activity (land training, social event, online activity etc) 	<ul style="list-style-type: none"> Risk Assessment Template Open Water Training Session (risk assessment example)
5	Workforce	5.1 Personnel Report of ALL county workforce (County coaches, Technical Officials Coordinator, Governance roles including County executive, Welfare Officer, Competition positions including team managers, Support positions) to include: <ul style="list-style-type: none"> In date DBS and Approved Safeguarding for all eligible roles Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance 	<ul style="list-style-type: none"> OMS Guide to Managing the Personnel Record and Role Descriptor Guidance Roles & DBS Requirements Disability Guidance Sheet Swim England Safeguarding & Protecting Children and Time To Listen Guidance Qualification Matrix Qualification Guidance Sheet