



SwimMark is a club development tool managed by Swim England, clubs are awarded accreditation when they achieve the quality standard required by Swim England. SwimMark recognises high standards of governance, sustainability and effectiveness and is a recognised quality mark throughout sport as it ensures the minimum standard is achieved within clubs enabling them to be effective, ethical and sustainable.

SwimMark Essential Club

This is the primary module for clubs, helping them to achieve good governance, grow membership, develop volunteers and ensure activity is sustainable and in line with the clubs objectives. It is accredited every two years.



VOLUNTEER JOB DESCRIPTION SWIMMARK CO-ORDINATOR(S)

- To gain SwimMark accreditation there are 16 Elements to complete.

Element ▲	Name	◇
1	Club Development Plan detailing the clubs two year objectives with a related action plan. Please refer to template.	
2	Club annual budget (must include latest accounts, current budget and one year forecast) Information supplied for budget and forecast must include a breakdown of income and expenditure.	
3	Club equality plan to reflect equitable practices across the club	
4	Workforce training needs analysis (TNA) The Swim England template will be mandatory from June 2019 submissions and onwards.	
5	Evidence the Swim England region has approved the club constitution	
6	Club Welfare Officer statement of compliance to Wavepower 2016-19 Policies. The template is MANDATORY and must be signed (wet signature) and dated. Please refer to Wavepower guidelines – Section 2, P.40-47 for DBS and Safeguarding requirements.	
7	Club Chair statement of compliance to ASA (Swim England) Code of Ethics and confirmation that the club has role descriptions as appropriate. The template is MANDATORY and must be signed (wet signature) and dated.	
8	Upload separate club's code of conduct for each of the following: Club Administrators (Volunteers/Officials), Teachers/Coaches, Parents, Members (Athletes). These must be in line with Wavepower 2016-19 templates. Combined codes of conduct will not be accepted.	
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	
10	One completed risk assessment for each of the following (if applicable): One Pool activity (regular training/competition), One Club trip (travel to competition/social event), One Non pool based activity (land training, social event etc). These must include the name of the person undertaking the risk assessment and date conducted.	
11	Detail club emergency procedures for each facility used. The template is MANDATORY and must be signed (wet signature) and dated.	
12	Club programme detailing club timetable, number of swimmers within each section/squad, number of lanes being used and number of teachers/coaches within each section (with level of qualification)	
13	Personnel record of club workforce (Teachers/Coaches/Officials/Team Managers etc). This must include: Name, Role and date commenced, Swim England Membership Number, Qualifications, DBS number + valid from date (where applicable), CPDs (Continuous Professional Development), Approved Safeguarding training (including expiry date). Please refer to Wavepower 2016-19 guidelines – Section 2, P.40-47 for DBS and Safeguarding requirements. All Information for E13 to be provided on 1 document; please do not submit multiple documents	
14	Safeguarding certificates (from ASA /Swim England) approved course list) for Club Welfare Officer and a minimum of 3 other people (not Head Coach) who have regular contact with young people in the club. Time to Listen certificate for Club Welfare Officer. Please note that Safeguarding information for all Head Coaches should only be included within element 16 and therefore doesn't count towards the 4 certificates stated above. Please refer to the guidance document for a list of approved Safeguarding courses	
15	Proof of completion for 'a relevant person within the club' for the Institute of Swimming Introduction to Disability Swimming online CPD	
16	Please upload the Certificate of Qualification, Safeguarding Certificate, PDP overview or Chairs' Statement (please use template) for the Head Coach and/or Head Teacher of EACH DISCIPLINE covered by the club.	

- The 16 Elements cover a variety of aspects including:
 - The club development plan, workforce records, safeguarding and the Head Coach qualifications.
- You are responsible for collating information, to do this you will need to liaise with Soundwell's Chair, Head Coach, Workforce Co-Ordinator and the committee to obtain the relevant documentation.
- You can view previous Soundwell SwimMark submissions and use these documents as a starting point for any new submissions and make amendments and additions accordingly.
- Once completed, the Elements are uploaded to the SwimMark portal/website for approval.

How much time will this role take up?

- January/February - July. The submission usually has to be in by July. Once submitted and approved, you can rest until it's due for renewal again!
- Quite often, plans/documents need to be reviewed by the committee/other volunteers so this can take some time. You could ask for a document to be reviewed in January but you might not get the revised document back for a few months. So, the earlier you start the better.
- You could deal with 1 Element per week if time is tight or action all 16 in one week. It's up to you!
- Once an Element has been finalised you can upload it to the SwimMark portal as and when until all 16 Elements have been completed.