



# Running a Club

To ensure the success of a Club and its members, the Club needs to be effectively governed. There are many different areas which need to be taken into consideration:-

- **Governance** - making sure the Club has rules and policies in place
- **Welfare** - ensuring the wellbeing of members
- **Workforce** - making sure there is the appropriate staff and volunteers
- **Marketing & Communications** - portraying the correct image of the Club
- **Athlete Pathways** - ensuring athletes have access to the best possible opportunities.

On the Swim England website there are Club Officer Toolkits ([click here to view](#)) which can help you better understand the roles within a club more clearly.

## SwimMark

*NB. Rebranded from Swim21 in mid-2017. Some documentation from prior to the change will still have references to Swim21.*

SwimMark accreditation is the ASA's 'quality mark'. It is about creating the best possible swimming experience for all and raising the quality of swimming provision across all areas. However SwimMark is not just a badge of honour, it is also a development tool that allows swimmers, teachers, coaches and those responsible for developing programmes to continually improve.

The opportunity to gain SwimMark accreditation is available to all clubs, across any aquatic discipline (including Masters), regardless of size and activity delivered. It gives national recognition that clubs are providing a quality service for all members, which is recognised by Sport England. All clubs gaining SwimMark accreditation will automatically receive [Clubmark](#) status. Clubmark is widely recognised by potential funders, schools and other partners and can assist with club growth and development. Please [click here](#) for more information on how to find your Clubmark ID number.

To view the quarterly SwimMark updates produced by the Swim England Club Development Management Group please [click here](#).

## **Useful SwimMark Information**

For important SwimMark documentation [click here](#).

To discuss SwimMark or for support, please contact [Jackie Hilleard](#) or [Yvonne Stead](#).

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## **Useful SwimMark Links**

[SwimMark Benefits](#)

[SwimMark Online Portal](#)

[SwimMark FAQs](#)

[Wavepower](#)

You can find further information about SwimMark, including a list of the accredited Clubs & Networks, on the [Swim England website](#).

## **Risk Assessments**

A risk assessment is an examination of the possible risks and hazards that could occur and cause harm. Once potential dangers have been identified it is essential to put measures in place to minimise the risk of them happening, and plan what to do if any of them should occur.

Sports organisations have a duty of care to their paid staff, volunteers and athletes. The Management of Health and Safety at Work Regulations 1999 also places a duty on employers to assess risk to those who may be affected by their activities which includes staff and volunteers.

We have put together this handy guide which can help you when it comes to writing your Risk Assessments, included in this document there is a working example of a risk assessment along with a template and frequently asked questions. Use the link below to access the document.

[Conducting a Risk Assessment](#)