



Stronger Affiliation Requirements

In order to affiliate with Swim England, each year when you re-new your membership you must have completed, uploaded and had approved the following six pieces of evidence. The number for each piece of evidence relates to the corresponding SwimMark element number.

- Element 5: Letter of approval regarding the most recent constitution approved by the region.
 Element 6: Welfare Officers signed statement of compliance.
 Element 7: Chair's signed statement of compliance. Both forms must be signed and dated by relevant person as listed on club personnel record.
 Element 10: Three Risk Assessments (if applicable). These must be reviewed and dated by a named person within the club.
 Elements 13: Personnel record of all club workforce. Must be uploaded using the OMS Coach & Teacher register and a separate document for all other club volunteers.
 Element 14: Safeguarding and Protecting Children and Time to Listen certificates for the Club Welfare Officer.

Element	Required Evidence	Supporting evidence
5	Evidence the Swim England region has approved the club constitution (in line with Regional Management Board requirements).	<ul style="list-style-type: none"> Swim England Model Constitution 2018 Club Constitution – Guidance Notes
6	Club Welfare Officer statement of compliance to Wavepower 2020-23 policies. The template is MANDATORY and must be signed (wet signature) and dated. Please refer to Wavepower guidelines –P.51-52 for DBS and Safeguarding requirements.	<ul style="list-style-type: none"> Club Welfare Officer statement Template must be used for this element Wavepower 2020 -2023 Policies/Documents
7	Club Chair statement of compliance. The template is MANDATORY and must be signed (wet signature) and dated.	<ul style="list-style-type: none"> Club Chairs statement Template must be used for this element ASA (Swim England) Code of Ethics
10	One completed risk assessment covering each of the following, if applicable: <ul style="list-style-type: none"> 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 person undertaking the risk assessment and date conducted.	<ul style="list-style-type: none"> Risk Assessment Template – assessments must be reviewed annually regardless of changes Open Water Training Session (risk assessment example)



<p>13</p>	<p>Personnel record of club workforce (Teachers/Coaches/Officials/Team Managers etc) to include:</p> <ul style="list-style-type: none"> • Name, Role & date that role commenced • Swim England membership number • DBS number and issue date • Approved Safeguarding training and expiry date • CPDs (Continuous Professional Development) including Team Manager, Time to Listen etc • Qualifications – Teachers/Coaches/Officials/Team Managers etc <p>Please refer to Wavepower 2020-23 guidelines – p.51&52 for DBS and Safeguarding requirements.</p> <p><u>Please submit all information on two documents i.e. document showing information from the Coaching & Teaching Register plus Personnel Record for remaining club personnel</u></p>	<ul style="list-style-type: none"> • Coaching & Teaching Register Information • Swim England Template or Club Personnel Record • Roles & DBS Requirements
<p>14</p>	<p>Safeguarding certificate and Time to Listen certificate (from ASA (Swim England) approved course list) for Club Welfare Officer.</p> <p>Please refer to E14 guidance document for a list of approved Safeguarding courses</p>	<ul style="list-style-type: none"> • ASA (Swim England) Safeguarding & Protecting Children and Time To Listen Guidance