

Club Personnel Report and member's records

For every club completing the Club Personnel Report for SwimMark and Club Affiliation or for individuals needing poolside passes there may be certificates or information missing from a member's record.

The following information gives the contact details of the department that will support clubs and members in ensuring the missing information can be added.

Swim England (including ASA/UKCC) Coaching qualifications

Qualification awarded prior to 1st October 2016: send a copy of the certificate and the member's full name and Swim England membership number to info@swimenglandqualifications.com.

Qualifications awarded post October 2016: send a copy of the certificate and the member's full name and Swim England membership number to coachingcertificates@swimming.org.

Swim England (including ASA) Teaching qualifications

Send a copy of the certificate and the member's full name and Swim England membership number to info@swimenglandqualifications.com.

STA Teaching qualifications

Send a copy of the certificate and the member's full name and Swim England membership number to renewals@swimming.org.

DBS information

DBS checks should be done via the club and these will be automatically added to the member's record when the check is returned. A DBS check done by another body will not show on a member's record unless that member has signed up to the DBS Update Service and completed the relevant forms with Swim England. All DBS queries should be sent to DBS@swimming.org.

Safeguarding certificates

Any Swim England Safeguarding course information will automatically be uploaded to a member's record within two weeks of attendance. If a certificate is missing but a member has record of attendance please email a copy of the certificate and the member's full name and Swim England membership number to renewals@swimming.org. If the member does not have a copy of the certificate please add the details of course attended to the email.

Other Approved Safeguarding certificates

Please check the full list of currently approved certificates / training on the SwimMark portal to ensure the training is accepted. Any missing certificates will need to be added to their own record by the individual member via: https://www.swimmingresults.org/member_options/. If the member has any issues with this please ask them to send a copy of their certificate with their full name and Swim England membership number to renewals@swimming.org.

Time to Listen certificates

If the certificate is missing from the Club Personnel Report but a member has record of attendance please email a copy of the certificate and the member's full name and Swim England membership number to your relevant Regional office. If the member does not have a copy of the certificate please add the details of course attended to the email.

Team Manager 1 and Team Manager 2 certificates

If either certificate information is missing from the Club Personnel Report but a member has record of attendance please email a copy of the certificate and the member's full name and Swim England membership number to volunteering@swimming.org. If the member does not have a copy of the certificate please add the details of course attended to the email.

