



## Club Affiliation Matrix

In order to retain your affiliation 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 and this will be the number used when uploading the evidence onto the online portal;

- Element 3: Diversity and Inclusion Action Plan and Two relevant CPD courses proof of completion
- Element 5: Club AGM minutes and Club Constitution approval.
- Element 6: Welfare Officers signed statement of compliance. Form must be signed and dated by relevant person as listed on club personnel report.
- Element 7: Club Chairperson’s signed statement of compliance. Form must be signed and dated by relevant person as listed on club personnel report.
- Element 10: Three Risk Assessments (if applicable). These must be reviewed and dated by a named person within the club.
- Element 13: Club Personnel Report from OMS. PDF version only.

Element	Required Evidence	Supporting evidence
3	<p>There are <b>three</b> pieces of evidence required for this element:</p> <ul style="list-style-type: none"> <li>• Club Diversity and Inclusion Action plan (DIAP) filled in by relevant person – <b>this template is Mandatory</b></li> <li>• <a href="#">Foundations of Inclusivity CPD</a> –relevant individual (someone who leads on governance or EDI) within club to complete. Will show on Club personnel record.</li> <li>• <a href="#">Introduction to Para-Swimming</a> or any other disability CPD already completed– L2 coach or teacher within the club to complete. Will show on Club personnel record.</li> </ul>	<ul style="list-style-type: none"> <li>• Swim England DIAP – <b><u>Template must be used for this element</u></b></li> <li>• DIAP example</li> <li>• <a href="#">Inclusive Club Guide</a></li> <li>• Coaching Consultation form</li> <li>• <a href="#">Buddle Resource</a></li> </ul>
5	<p>Two uploads required: 1. Evidence the Swim England region has approved the club constitution (in line with Regional Management Board Requirements). 2. Copy of the minutes from the clubs most recent AGM which should reflect quorum in attendance, reports approved, nominations and the financial independent examiner appointed.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Swim England Model Constitution 2022</a> (if unincorporated)</li> <li>• Club Constitution – Guidance Notes</li> </ul>
6	<p>Club Welfare Officer statement of compliance to Wavepower (please refer to “Masters Clubs” statement if you are a club with athletes aged 18 and over). <b>The template is MANDATORY and must be signed (wet signature) and</b></p>	<ul style="list-style-type: none"> <li>• Club Welfare Officer statement - <b><u>Template must be used for this element</u></b></li> <li>• Club Welfare Officer statement for Masters Clubs –</li> </ul>



	<p><b>dated.</b> Please refer to Wavepower guidelines.</p>	<p><b>Template must be used for this element</b></p> <ul style="list-style-type: none"> <li>Wavepower – Swim England’s safeguarding policies and procedures</li> </ul>
7	<p>Club Chair statement of compliance.</p> <p><b>The template is MANDATORY and must be signed (wet signature) and dated.</b></p>	<ul style="list-style-type: none"> <li>Club Chairs statement</li> </ul> <p><b>Template must be used for this element</b></p> <ul style="list-style-type: none"> <li>Swim England Code of Ethics</li> </ul>
10	<p>One completed risk assessment for each of the following (if applicable):</p> <ol style="list-style-type: none"> <li>Pool based activity (regular training) for each discipline delivered. This is the minimum requirement.</li> <li>Club trip (travel to competition/social event),</li> <li>Non pool based activity (land training, social event etc).</li> </ol> <p>Optional: One Pool based competition activity (delivery or attendance). Optional: One overnight stay for training or competition.</p> <ul style="list-style-type: none"> <li>All risk assessments must include the name of the person undertaking the risk assessment and date conducted.</li> <li>Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline.</li> <li>Information must be included with regards to the level of coach delivering the activity and the risks associated with that if the delivery is outside the normal programmed activity.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessment Template - assessments must be reviewed and dated annually, regardless of changes</li> <li>Risk assessment examples</li> <li>Risk Register Guidance</li> </ul>
13	<p>Club Personnel Report of ALL club workforce (Teachers, Coaches, Technical Officials, Governance roles including Club Welfare Officer, Competition positions, Support positions) to include:</p> <ul style="list-style-type: none"> <li>In date DBS and Approved Safeguarding for all eligible roles</li> <li>Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance</li> <li>Time to Listen, DBS and Safeguarding qualification for Club Welfare Officer. <a href="#">Also the Good Governance Welfare Officer workshop.</a></li> <li>A minimum of one relevant club member having completed the IOS (Institute of Swimming) Introduction to Disability Swimming online CPD and Foundations of Inclusivity CPD.</li> <li>Club Chair to have completed the <a href="#">Good Governance Chair Information session.</a></li> </ul>	<ul style="list-style-type: none"> <li>OMS Guide to Managing the Personnel Record and Role Descriptor Guidance</li> <li>Roles Descriptor &amp; DBS Requirements</li> <li>Qualification Matrix</li> <li>Qualification Guidance Sheet</li> </ul>



	<p>Please refer to Wavepower guidelines for DBS and Safeguarding requirements.</p> <p><b>Please submit only one PDF report from OMS named CLUB PERSONNEL REPORT</b></p>	
--	---	--