

Club Affiliation updates and reminders January 2025

General updates

SwimMark accreditation paused: In November 2024, Swim England announced that we are [pausing the SwimMark accreditation scheme](#) for future submissions as a new framework to support the long-term development of clubs is created – easing the administrative burden on volunteers. Clubs must continue to ensure they meet the mandatory requirements of [Club Affiliation](#) every 12 months – recognising that a club is operating in a safe and compliant way and has achieved the minimum standard of safe and effective practice.

Time to Listen: Reminder to clubs that when booking a Time to Listen workshop place that they first contact their regional team for courses being organised. This will ensure that the course attended is recognised by Swim England and your attendance will be added to your membership record.

Swim England Foundation Safeguarding for adults and young people: This free online training session has been designed to give a basic understanding of safeguarding, welfare and best practice for adults and young people within an aquatic environment. The two courses are aimed at parents, guardians or those who volunteer in a role that does not require a DBS and want to improve their understanding of the topic or young people volunteering poolside and are considering a more formal role in time. Please share this with anyone in your club who may be interested.

SwimMark portal: You may notice over the next few weeks that the portal will be undergoing a few changes due to SwimMark being paused. If you are a club who holds SwimMark, you will still be able to access your previous submissions and templates but will not be able to upload anything within the SwimMark area, only against Club Affiliation.

Element updates

E3 – Diversity and Inclusion Action plan: There is an updated template available which includes an additional column for clubs to update us on your progress on identified actions from last year's Diversity and Inclusion Action Plan. When you have 'completed' an action, congratulate yourselves and think how you might be able to continue to expand how diverse or inclusive you can become.. Don't forget to shout about what you have achieved! You can also view last year's submission to check on your actions.

E13 – Club Personnel Report: We have amended the Club Personnel Role Descriptors document which includes reference to committee members. They can also be added onto the Club Personnel Report as a paid or voluntary role. This will help when listing committee members rather than having to select 'other' and type in Committee member.

To ensure all members within club roles remain appropriately qualified and informed about our sport, we have included a reminder of our **mandatory** CPD and workshop opportunities, which include (but are not limited too):

1. **Good Governance workshop for Chairs:** Club Chairs will be required to take part in our Good Governance workshop. Each session is free of charge and delivered online. More information and how to book on can be found here: <https://www.swimming.org/swimengland/running-your-club/>
2. **Good Governance workshop for Welfare Officers:** Club Welfare Officers will be required to take part in our Good Governance workshop. Each session is free of charge and delivered online. More information and how to book on can be found here: <https://www.swimming.org/swimengland/running-your-club/>
3. **Safeguarding certification:** Clubs are reminded that the Swim England Safeguarding CPD and the Swim England Safeguarding Refresher (when the face to face course has previously been completed) will be the only accepted training and this is shown on the Club Personnel Report. Anyone who has other approved safeguarding certification, will remain valid until it has expired. More information can be found here: <https://www.swimming.org/swimengland/swim-england-safeguarding-training-updated>.
4. **Foundations of Inclusivity CPD:** Free learner led CPD to be taken by an Executive officer or an individual who leads on EDI (e.g. Equality and Diversity officer). This is part of Element 3 requirements; however, those who have taken the CPD will be shown on the Club Personnel Report. <https://www.swimming.org/ios/course-information/foundations-of-inclusivity/>
5. **Introduction to Para-Swimming CPD:** Free learner led CPD to be taken by L2 Coach or Teacher within a swimming club. This is part of Element 3 requirements; however those who have taken the CPD will be shown on the Club personnel report. <https://www.swimming.org/ios/course-information/introduction-disability-swimming/>

Support for completing the Club Personnel Report

For every club completing the Club Personnel Report for 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.

Foundations of Inclusivity CPD

For the purposes of Club Affiliation, we have ensured that anyone who completes the CPD has their membership record updated **automatically** within 72 hours of doing the course. If you or any club officers are missing this off your membership record then please email renewals@swimming.org.

Introduction to Para-swimming CPD

For the purposes of Club Affiliation and upon completion, this CPD will automatically upload onto your record within 72 hours. If you have taken any other disability CPD such as the Introduction to Disability

swimming and would like this uploaded to yours or your club officers record, please email renewals@swimming.org with the relevant Swim England number and name of Teacher or Coach.

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 or check [DBS FAQ's](#).

Safeguarding certificates

Any Swim England Safeguarding in Aquatics 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.

Safeguarding Refresher (all modules)

The Swim England Safeguarding Refresher is open to anyone who has completed the Swim England Safeguarding in Aquatics since 2020. This course is automatically added to your membership record.

Other Approved Safeguarding certificates

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, 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.

Good Governance workshops

This includes the **mandatory** Chair and Welfare Officer workshops but also the recommended Secretary and Membership Officer workshop. If you have attended any of the above sessions but they do not appear on your Club Personnel Record or individual record available from OMS, then please email clubdevelopment@swimming.org with your full name, club and date you attended the workshop