swim21 Foundation

COMPLIANCE

No.	Element	Evidence
1	Club is affiliated to the ASA with a constitution based on ASA model (CM16, CM22)	Letter of endorsement from person(s) responsible within the Region
2	Club displays a copy of its current ASA insurance certificate (CM23)	Copy of certificate, with statement of where certificate is display including contact details to address questions regarding insurance.
3	All teaching/coaching and competition takes place at safe and appropriate facilities, in accordance with Normal Operating Procedures / Emergency Action Plans of the facilities, with access to emergency telephone (CM8)	Letter from hirer confirming issue of NOP/EAP, confirming access to first aid and emergency phone (All facilities that are used)
4	At all teaching/coaching and competition sessions a named representative is aware of the Club's Emergency Procedures (CM8, CM13)	Name of representative Copy of club emergency procedures (EAPs may be appropriate evidence here)
5	All training and coaching is delivered with an effective coach/athlete ratio to ensure quality coaching and safety (CM4)	Statement of practice, detailing coach: athlete ratios
6	Club has adopted and communicates the following policies to all members: ▪ ASA Child Protection policy (CM9)** ▪ ASA Equity Policy	Proof of communication Copy of Club Child Protection policy** Copy of the Equity Policy
7	Club maintains a record of all club personnel containing the following: ▪ CRB** ▪ Current qualifications ▪ License details ▪ IOS/BSCTA/ASA membership ▪ CPD ▪ Safeguarding & Protecting Children Training	Copy of club's record List of those on those on asa database, with CRB disclosure number** Signed statement from Welfare Officer to verify he/she has seen all CRB Certificates**
8	Club uses a membership form that captures the following information: ▪ Medical conditions of its participants (CM15) ▪ Ability to record disability information ▪ Emergency contact information for the	Policy statement signed by Chair or Secretary stating how the club records medical conditions and disabilities. Copy of membership form, where there is an opportunity to record medical, disability and an additional contact (with consent where applicable).

No.	Element	Evidence
	parent/carers and one additional contact nominated by the parent/carer	
9	Club has a system in place to inform teachers/coaches of participant medical conditions on a need to know basis (CM15)	Outline of system in place, signed and dated by Chair
10	Club has completed a self assessment to ensure it meets the requirements of the Disability Discrimination Act (DDA)	Completed self assessment by club
11	Club uses an appropriate facility-specific induction process for teachers/coaches and trainers (CM8)	Facility Induction Checklist
12	Club produces risk assessments for additional club activities (CM8)	Copy (ies) of completed risk assessment. E.g. going to competition, training camp, other club events…
13	Club has a current Improvement (Action) Plan based on the clubs current status. Further actions are identified to show how the club will recruit and retain members from its community, to ensure an accessible, inclusive approach,(your Club's Equity Action Plan) (CM28)	Copy of current Improvement Plan, including actions for the forthcoming year, including specific elements highlighted by the Region as a condition of accreditation within an agreed timeframe. Your Improvement plan may include the Equity related actions, or these may be submitted as a separate plan for this element. This Equity Plan should include attendance at "A Club for All Course" if not already evidenced in Workforce Element 2.
14	Club communicates to members, role descriptions with areas of responsibility, for all positions within the club (CM6):	Proof of communication and understanding of roles Sample of signed and dated role descriptions. For the following roles – Chair, Secretary, Treasurer, Welfare Officer, Swim 21 Coordinator
15	Club has codes of conduct for all members (CM11, CM21)	Copies of code of conduct swimmers, parents and coaches
16	Club produces an annual financial plan which reflects the needs of swimmers, teachers/coaches and volunteers (CM24)	Copy of current budget Copy of financial plan Highlight budget for economically disadvantaged persons Highlight budget for training/education/CPD needs of club personnel
17	Club can demonstrate cooperative links within the local swim21 network	Name(s) of clubs Evidence of joint meetings/ sessions/ working together – signed letter by other accredited clubs at various levels of swim21 (can be working towards)

Notes:
All elements within this module must score 2 points each.
** These items will not apply to clubs with members all aged 18 and over.

WORKFORCE DEVELOPMENT

No.	Element	Evidence
1*	All personnel working with children and young people undertake appropriate Child Protection training (CM9)	To be shown in Compliance element 7: IOS /SCUK Safeguarding and Protecting Children. Other approved courses are: Child protection training delivered by Local Safeguarding Children's Boards (LSCB's). All approved Local Authority training is now delivered by their LSCB and should have the LSCB logo on the attendance certificate. Football Association – Child Protection and Best Practice R.F.U. – Safeguarding & Protecting Young People British Gymnastics – Safeguarding & Protecting Children Awareness Module Amateur Rowing Association – Safeguarding & Protecting Children For more information please see the ASA website.
2	One person to have undertaken an ASA approved Equity course (CM10)	To be shown in Compliance element 7: SCUK, Equity in your Coaching/ Plus: **Running Sport – A Club for All – for a committee member (But not the above person) **If this course has not been attended at the time of accreditation it will need to be included in the Equity Action Plan, (Compliance 13), to be attended with 12 months of accreditation.
3	All practicing teachers/coaches have agreed to the ASA Code of Ethics (CM11)	List of names and dates - and signed by practicing teachers/coaches

No.	Element	Evidence
4	One person to have undertaken an ASA approved Disability Awareness course	To be shown in Compliance element 7: SCUK How to Coach Disabled People
5	Club has a policy that details succession planning for key roles and responsibilities, recruitment policy for swimmers and club personal which is communicated effectively	Copy of Club Succession Planning and Recruitment Policy and method of communication
6	Key personnel develop their skills and knowledge via a one to one discussion, leading to a Personal Development Plan, which identifies relevant accredited courses/conferences/training camps	Template of appraisal and personal development plan.

Notes:
All elements within this module must score 2 points each.
* Where this is not applicable to clubs, the total points required will reduce by 2.

ATHLETE DEVELOPMENT

No.	Element	Evidence
1	A suitably qualified person is identified for having overall responsibility for the programme (see Guidance Notes)	Copy of supervisors qualifications Signed declaration from Secretary or Chair that Coach qualification is valid
2	Athletes can access appropriate water time according to their needs (see Guidance Notes)	Copy of hire agreements Copy of training programme(s)

Notes:
All elements within this module must score 2 points each.