



## swim21 Essential - Accreditation & Health Check Requirements

	ELEMENT	YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS EVIDENCE	FULL ACCREDITATION REQUIREMENT	HEALTH CHECK REQUIREMENT	ASA TEMPLATES AND RESOURCES
PLANNING	1	Club development plan detailing the clubs two year objectives with annual action plan	Yes	Yes	Club Development Plan - If using clubs own document please ensure all areas of the ASA template are included  swim21 Marketing Guide
	2	Club annual budget (latest published accounts plus current budget and one year forecast)	Yes	No	Budget Template
	3	Club equality plan to reflect equitable practices across the club	Yes	No	ASA Equality Policy / Equality Template / Inclusivity Guidance Sheet & Good Club Guide
	4	Club workforce development plan identifying training needs and succession planning	Yes	No	Workforce Development Plan
GOVERNANCE	5	Evidence the ASA region has approved the club constitution	Yes	No	ASA Model Constitution, Template and Guidance Sheet
	6	Signed and dated statement, by the Club Welfare Officer, of compliance to ASA Wavepower policies and confirmation all relevant personnel (see Wavepower DBS statement) hold a valid DBS certificate	Yes	No	ASA Template <u>must</u> be used for this element
	7	Signed statement of compliance, by Club Chair on behalf of club, to the ASA Code of Ethics and confirmation that club has a role description for the following:- <ul style="list-style-type: none"> <li>• Chair</li> <li>• Treasurer</li> <li>• Secretary</li> <li>• Welfare Officer</li> <li>• Head Coach/Teacher</li> </ul>	Yes	No	ASA Template <u>must</u> be used for this element



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	8	Upload the clubs code of conduct for each of the following: <ul style="list-style-type: none"> <li>• Club Administrators (Volunteers/Officials)</li> <li>• Teachers/Coaches</li> <li>• Parents</li> <li>• Members (Athletes)</li> </ul>	Yes	No	ASA Codes of Conduct
	9	Sample membership form relevant to members and volunteers, which gathers contact information including medical details, two emergency contacts, club data protection statement and declaration to abide by code of conduct	Yes	No	Membership Form Template
	10	One completed risk assessment covering each of the following, if applicable, ( <u>to include 'name' of person undertaking the risk assessment and 'date'</u> ): <ul style="list-style-type: none"> <li>• One Pool activity (regular training/competition)</li> <li>• One Club trip (travel to competition/social event)</li> <li>• One Non pool based activity (land training, social event etc)</li> </ul>	Yes	Yes	Risk Assessment Template - assessments must be reviewed and signed and dated annually, regardless of changes
	11	Detail club emergency procedures to include process for accident reporting and how the facility Normal Operating Procedures (NOP)/Emergency Action Plan (EAP) are integrated – <u>information to be provided for each facility used</u>	Yes	No	ASA Template <u>must</u> be used for this element
PATHWAY	12	Club programme detailing club timetable, number of swimmers within each section/squad and number of teachers/coaches within each section (with level of qualification)	Yes	No	Club Programme Template





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WORKFORCE	13	Personnel record of club workforce to include: <ul style="list-style-type: none"> <li>• Role</li> <li>• Qualifications – Teachers/Coaches/Officials/Team Managers etc</li> <li>• DBS number + date (where applicable)</li> <li>• CPDs (Continuous Professional Development)</li> <li>• Approved Safeguarding training (including expiry date).</li> </ul> <b>Please refer to Wavepower guidelines – Section 2, P.46</b>	Yes	Yes	Club Personnel Record
	14	Safeguarding certificates (from ASA approved course list) from a minimum of 4 people (1 of whom must be the Club Welfare Officer) who have regular contact with young people in the club plus certification for Club Welfare Officer on Time to Listen training	Yes	Yes	ASA Safeguarding & Protecting Children Guidance Document / Time To Listen Guidance Sheet  Previous information can be reused if in date, however information must be submitted annually.
	15	Proof of completion for ‘a relevant person within the club’ for the IoS (Institute of Swimming) Introduction to Disability Swimming online CPD	Yes	No	Disability Guidance Sheet
	16	Please upload the following (for the Head Coach and/or Head Teacher of <u>each discipline covered by the club</u> ):- Certificate of Qualification / Safeguarding Certificate / PDP overview or Chairs Statement (please refer to template)	Yes	Yes	Qualification Guidance Sheet / Qualification Matrix / PDP Template / Chairs Statement Template  Certificates can be reused if still valid, however an up to date PDP or signed statement is required for Health Check

