

SwimMark and Club Affiliation updates and reminders June 2023

General updates

Important information: Integra, the Online Membership System (OMS) and the SwimMark portal will be down for maintenance on **11th and 12th July 2023**. Please ensure this is taken into consideration when reviewing and uploading evidence.

Risk register resource: Swim England have developed a risk register, which is a simple and effective tool clubs can use to help identify, document and manage risks when the sustainability and day-to-day running of your organisation is in question. This will be located in the resources tab on the SwimMark portal and your regional officer will also have access to the risk register.

Swim England safeguarding refresher: This is just a reminder that our new Swim England safeguarding refresher course launched in March and it is open to anyone that has completed our Swim England Safeguarding CPD since 2020. Swim England will be performing spot checks on those who have taken the refresher to ensure the Swim England Safeguarding CPD has been taken first. More information about our refresher can be found here: <https://www.swimming.org/swimengland/new-safeguarding-refresher-course-launched/>.

Emails and notifications: In order to remain updated on the clubs SwimMark or Club affiliation submission and when new supporting resources are uploaded to the portal, please ensure that you turn these notifications on if you would like to receive these emails. All emails are sent from swimmarkadmin@swimming.org.

Important updates

From **1st November 2023**, Swim England will be adding an additional requirement to Club Affiliation meaning there will be 6 requirements as opposed to 5. This now includes element 3; The Diversity and Inclusion Action Plan (DIAP) and relevant CPD courses. Element 3 will also be updated for SwimMark.

The Chair and Welfare Officer Good Governance Information sessions will also be mandatory from **1st November 2023**. Any Chair or Welfare Officer who attends a workshop will have their membership record updated and this information will transfer automatically to the Club Personnel Report. Please note any previous attendance has already been recorded.

Element updates

E2 – Club reserves: The finance template for this element has been updated for clubs to include their reserves. It is important that we understand clubs are able to remain financially stable if an unexpected challenge arises. More information about Club reserves can be found in the financial toolkit <https://www.swimming.org/swimengland/club-financial-toolkit-published/>.

E3 – Equality, Diversity and Inclusion: From 1st November 2023 there will be **three** pieces of evidence required for this element:

1. Club Diversity and Inclusion Action plan (DIAP): Clubs are required to consider 3-4 realistic and practical objectives to make our sports and activities accessible, inclusive and safe for everyone. There is a **mandatory template**, which clubs are expected to use and supporting resources such as an Inclusive Club Guide as well as a completed DIAP example will be provided.
2. Foundations of Inclusivity CPD: A relevant Club officer, for example the Chair or Welfare Officer, will be required to take this **free** CPD opportunity to help educate clubs on the importance of equality, diversity and inclusion. This CPD can be found here: <https://www.swimming.org/ios/course-information/foundations-of-inclusivity/>. A screenshot of completion must be uploaded to this element, as it is a non-certifying course.
3. Introduction to Disability Swimming: This evidence is currently required as part of E15 however from 1st November, it will be moved to be included within this element (E3). Level 2 Coaches or Teachers are still required to take this free CPD and it can be found here: <https://www.swimming.org/ios/course-information/introduction-disability-swimming/>. A screenshot of completion must be uploaded to this element, as this is a non-certifying course.

Please note: This will be made available for some clubs to implement from 1st August 2023 if they wish to; however, this will not be made mandatory until 1st November 2023.

E9 – New Membership Form template: Swim England will be releasing our Transgender and Non-Binary Competition Policy on 1st September. In order to reflect this policy, we have updated the Membership Form which will be required for renewals 2024. This new template includes an ‘open’ or ‘female’ box for competition. It also includes an ‘additional information’ section, allowing new members to detail reasonable adjustments, pronouns or even a preferred nickname. It is important to note that this policy relates solely to competition and therefore transgender or non-binary members should be free to self-ID and participate within the club in non-competitive environments such as training or volunteering, free from discrimination and exclusion. Please see here for more information on the policy: <https://www.swimming.org/swimengland/swim-england-transgender-non-binary-competition-policy/>

E13 – Club Personnel Report: To ensure all members within club roles remain appropriately qualified and informed about our sport, we have included **mandatory** CPD and workshop opportunities to include:

1. **Good Governance Information session for Chairs:** From 1st November 2023, Club Chairs will be required to take part in our Good Governance information session. Each session is free of charge and delivered via ZOOM. More information and how to book on can be found here: <https://www.swimming.org/swimengland/running-your-club/>
2. **Good Governance information session for Welfare Officers:** From 1st November 2023, Club Welfare Officers will be required to take part in our Good Governance information session. Each session is free of charge and delivered via ZOOM. 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 from **1st January 2024**, the Swim England Child Safeguarding CPD and the Swim England safeguarding refresher will be the only accepted training and this is shown on the Club Personnel Report. Anyone who has other approved safeguarding certification as noted in Wavepower, will remain valid until it has expired. More information can be found here: <https://www.swimming.org/swimengland/swim-england-safeguarding-training-updated>.

E15 – Introduction to Disability Swimming CPD: From 1st November 2023, this element will be removed however; evidence of course completion will still be required under E3. Any Level 2 Coach or Teacher may take this free CPD as part of SwimMark and Club Affiliation: <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 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.

Foundations of Inclusivity and Introduction to Disability Swimming CPD

For the purposes of SwimMark and Club affiliation, a screenshot of course completion must be uploaded to the portal. These will be uploaded onto your membership record however if it doesn't appear on your record within two weeks, please email renewals@swimming.org with the member's name, Swim England membership number and the course completion screenshot.

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.

Safeguarding Refresher with Mental Health and Self-harm module

The Swim England Safeguarding Refresher with Mental Health and Self-harm module is open to anyone who has completed the Swim England Safeguarding CPD since 2020. This course is automatically added to your membership record.

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.