

Affiliation Pack for new clubs

Supporting information and documents

Link to Swim England Model Constitution for becoming an unincorporated / member's only club:

<https://www.swimming.org/swimengland/becoming-a-members-club/>

Link to other Swim England Constitutional information for incorporated or charitable clubs: <https://www.swimming.org/swimengland/tag/ways-to-set-up-a-club/>

Link to Swim England Handbook: <https://www.swimming.org/swimengland/swim-england-handbook/>

Link to Swim England Wavepower, safeguarding policy and procedures for clubs: <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

The affiliation process guide for regions and clubs

Application Form

The Affiliation Process

Stage 1

1. Those wishing to affiliate a new club must complete Part 1 of the application form and send to the appropriate regional office (that in which the main base of the club is located), enclosing a copy of the new club's proposed constitution.
2. The constitution that is being submitted must be modelled on the most recent Swim England model club constitution (including all mandatory elements) and be approved by the region. Consultation with the relevant county association can take place at this stage but it is the overall decision of the region to proceed with the submitted constitution.
3. The submitted constitution must contain the relevant governance requirements and reflect the information submitted on the application form.
4. The club name should include some reference to the club's normal area of activity and location but must not have a name similar to, or which could be confused with, another club already in existence.
5. The location of the main pool used by the club determines the County Association to which the club will be allocated. This will be confirmed by the relevant Regional Committee and/or Regional Management Board.

Stage 2

1. Once the constitution is approved the club shall complete and submit Part 2 of the application form with the details of the relevant named officers including the Welfare Officer/s.
2. The Welfare Officer must be independent of the executive officer, coach or teacher roles and must not be related by birth or relationship to these roles.
3. The region shall consult the sub-regional body / county association for their views of the club with a minimum time limit of 60 days for responses (N.B. This is a guide and may increase dependent on the complexity of the application and the region considering it). Should the receive any concerns or objections, these will be considered by the relevant Regional Committee and/or Regional Management Board before a decision is granted.
4. The region may also seek comments from non-affiliated bodies on the affiliation application e.g. Active Partnerships.
5. Once considered and approved the regional office will submit a copy of the final approval to the Swim England membership department.
6. If it is decided to reject a request for affiliation, the region shall set out the reasons and advise the applicant. The regions decision is final with no right to appeal outside of any existing appeals process already established in the region. The process for appeal (if applicable) will be shared at time of decision.

Stage 3

1. In order for the newly affiliated club to start activity all relevant coaches, teachers and team staff should have the appropriate qualifications, safeguarding and DBS checks in place. Please read the Club Personnel Role Descriptor Guidance.
2. A condition of approval is that the new club completes the required elements of Club Affiliation, the minimum standard for all Swim England affiliated clubs within 3 months of affiliation being granted. Evidence will need to be submitted via a dedicated online portal. The contact for the new club must email clubdevelopment@swimming.org with name, role and Swim England membership number for access to be granted.
3. If the evidence is not completed in the given time period Swim England and the region reserve the right to remove affiliation in line with the required governance standards of Swim England. The region will have the responsibility to report this matter to Swim England.
4. Once approved and all information submitted the new club should be inaugurated at a general meeting. This must take place within 3 months of the affiliation being granted and evidence of this must be submitted to the region.

Application for Affiliation to Swim England South East Region

Your application for affiliation will be considered in three stages.

Stage 1: Completion of part 1 of the application form with proposed constitution.

Stage 2: Information completed relating to key officers of the new club.

Stage 3: Completion of the relevant minimum requirements for Club Affiliation to be completed within 3 months of affiliation being granted.

Please complete Part 1 of this form and return with the proposed constitution to office@southeastswimming.org.

Part 1

Name of proposed club (must include reference to geographical situation and not be mistaken for an existing club name)	
Name of main club contact	
Main club contact address including postcode	
Main club contact telephone number & email address	
Please provide a list of the facilities that the club will use. Please highlight the facility that will be regarded as the 'main' club facility. Please include postcodes for each facility.	
Have you discussed the new affiliation of the club with a member of regional staff?	Yes / No If Yes, please name:

<p>Have you consulted with the operators that run the facilities you will use? If yes please give a brief outline of conversation that has taken place</p>	<p>Yes / No</p>
<p>For the facilities that you will use do any other clubs already operate out of them? If yes please name the club/s and explain how you will work with them</p>	<p>Yes / No</p>
<p>Have you consulted with these existing clubs? If yes please give a brief outline of any conversation that has taken place</p>	<p>Yes / No</p>
<p>Please indicate which aquatic activities the club intends to deliver? (This should also be reflected in your club constitution) <i>Please delete all those that are not applicable</i></p>	<p>Swimming Teaching Recreational Swimming Competitive Swimming Masters Swimming Open Water Swimming Para Swimming Artistic Swimming (indicate if masters only) Diving (indicate if masters only) Water Polo (indicate if masters only) Lifesaving Other (please specify):</p>

Please give a brief outline below (in no more than 500 words) why the region should consider your application for affiliation, the reasons leading to the club wanting to be affiliated and what benefits will you bring to the region and county if affiliated:

Please be aware that by affiliating to Swim England, South East Region and associated county the club will liable to pay fees to each body for all members registered. The details of these fees can be obtained by emailing office@southeastswimming.org.

I confirm that by signing Part 1 of this application for affiliation the information submitted on this form is correct and a true record and all relevant named bodies / people have been consulted.

Please sign and date and send it to office@southeastswimming.org

Signed	
Name	
Date	

Part 2

Once you have been notified the club constitution has been approved, to be considered for affiliation you must complete part 2 of the application process. Please complete the following information:

<p>Please name the proposed key officers in the club:</p> <ol style="list-style-type: none">1. Chairperson2. Secretary3. Treasurer4. Welfare Officer (or safeguarding lead if an adult only club)5. DBS verifier (if applicable) – must provide email <p>If more than one person is doing a role then list all names indicating which is the lead person.</p> <p><i>Please note the key officers highlighted in red above should not be related to or in a relationship with one another.</i></p>	<ol style="list-style-type: none">1.2.3.4.5.
<p>Please name your Head Coach / Teacher. If you are undertaking multiple disciplines please list all applicable names and their discipline:</p> <p><i>Please note the Head Coach/s should not be related to or in a relationship with the named Club Chair.</i></p>	
<p>Please provide the name of your membership secretary if different from above secretary role. This</p>	

person will be the main contact for using the Swim England Online Membership System (OMS) to input member data:	
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I confirm that by signing Part 2 of this application for affiliation, the information submitted is correct and a true record and all relevant named people have agreed to have their information shared with Swim England.

Please sign and date and send it to office@southeastswimming.org

Signed	
Name	
Date	

Part 3

In order to remain affiliated to Swim England and Swim England South East region you must complete the following information within 3 months of the date your affiliation was granted. The information will need to be submitted into the online portal for which the club will be issued with access details. To gain these details please email clubdevelopment@swimming.org. All supporting resources and templates will be available on the portal and your regional officer will support you to complete the process.

Element	Required Evidence
3 (Mandatory from 1 st November 2023)	<p>Three pieces of evidence required:</p> <ol style="list-style-type: none"> 1. Club Diversity and Inclusion Action plan (DIAP) filled in by relevant person – Template is mandatory 2. Foundations of Inclusivity CPD – relevant officer in the club to complete. Screenshot of course completion required. 3. Introduction to Disability Swimming – relevant L2 Coach or Teacher to complete. Screenshot of course completion required.
5	<p>Two pieces of evidence required:</p> <ol style="list-style-type: none"> 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.
6	<p>Club Welfare Officer statement of compliance to Wavepower policies and procedures. Template is mandatory.</p>
7	<p>Club Chair statement of compliance. Template is mandatory.</p>
10	<p>Two parts to this element:</p> <p>A) Completed risk register</p> <p>B) One completed risk assessment for each of the following (as applicable):</p> <ol style="list-style-type: none"> 1. Pool based activity (regular training) for each discipline delivered. This is the minimum requirement. 2. Club trip (travel to competition/social event), 3. Non pool based activity (land training, social event etc). <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"> • All risk assessments must include the name of the person undertaking the risk assessment and date conducted. • Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline.

	<ul style="list-style-type: none"> 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 e.g. a coach is ill and someone with lesser qualifications is going to cover the session.
13	<p>Club Personnel Report of ALL club workforce must be downloaded from the Swim England Club Online Membership System (OMS). (Teachers, Coaches, Technical Officials, Governance roles including all Committee positions, Club Welfare Officer/s, Competition positions, Support positions) and must include:</p> <ul style="list-style-type: none"> In date DBS and Approved Safeguarding for all applicable roles Minimum qualification and CPD requirements for the role being undertaken as per the Personnel Report Role Descriptor Guidance

I confirm that by signing Part 3 of this application for affiliation the information required for maintaining affiliation will be submitted for approval within 3 months of the date it was granted. Without this information being completed I understand the club is at risk of having their affiliation removed;

Please sign and date form and send it to office@southeastswimming.org

Signed	
Name	
Date	

New affiliation process flowchart

