

swim21 club - Essential

swim21 club is the ASA's aquatic quality mark for the development of effective, ethical and sustainable ASA affiliated clubs. swim21 club Essential will support your club to grow membership, develop volunteers and ensure the sustainability of activity in line with the objective of your club.

	Element	Your club should submit the following as evidence	Templates and Resources	Person(s) Responsible
PLANNING	1	Club development plan detailing the clubs objective and four year objectives and annual action plan Section 1 - Governance Section 2 - Athlete Pathway Section 3 - Workforce Section 4 - Marketing and Communications	Club development plan	
	2	Club Annual budget and four year forecast	Template annual club budget Template Four Year Forecast	
	3	Club equity plan to reflect equitable practices across the club	Club equity plan	
	4	Club marketing and communication plan demonstrating how the club is marketed to new members and how policies are communicated to all club members	Template Marketing and Communications plan Social networking- Guidance for Clubs	
	5	Club workforce development plan identifies training needs and succession planning for active volunteers and paid workforce	Workforce plan Recruitment and retention Policy Succession planning document ASA Good Club Guides	
GOVERNANCE	6	Evidence the ASA region has approved the club constitution	ASA Model Constitution	
	7	Signed statement, by club welfare officer, of compliance to ASA Wavepower policies	ASA Wavepower	
	8	Signed statement of compliance, by Club Chair, to the ASA Code of Ethics	ASA Code of Ethics	
	9	List of all personnel on the committee and within coaching/teaching teams. Role title and a sample role descriptions for the following roles: Chair, Treasurer, Secretary, Welfare Officer Head Teacher / Coach.	Template committee personnel record Template role descriptions	
	10	Signed code of conduct from each of the following Club administrators (volunteers/officials) Teachers/Coaches Parents Members (athletes)	Template codes of conduct	
	11	Club membership form for members and volunteers to include Medical information Emergency contact details Club data protection statement	Template membership form	
	12	Completed risk assessment form Minimum of 1 pool activity Minimum of 1 club trip activity Minimum of 1 non pool based activity (where provided)	Template risk assessments Guidance Notes for Competition	
	13	Club emergency procedures to include accident reporting and integration of facility EAP/NOP	Template Club Emergency Procedures	

	Element	Your club should submit the following as evidence	Templates and Resources	Person(s) Responsible
PATHWAY	14	Club Programme to demonstrate appropriate pool time and teacher/coach ratios in line with club objective Club timetable Number of teachers/coaches within each squad/section Swimmers within each section/squad	Template Club Timetable	
	15	Demonstrate how your club works with other aquatic providers to attract new members and support swimmer exit routes	Template Partnership Working Record	
WORKFORCE	16	List of all active volunteers and paid workforce in the club, updated in the last 6 months to include: Role title Qualifications, DBS (where applicable) date ASA license number, CPDs (Continuous Professional Development) Disability awareness CPD Officiating qualifications and date	Template Club Personnel Record	
	17	Signed statement from Welfare Officer to confirm all relevant (see Wavepower DBS statement 2013) personnel hold a valid DBS certificate	Wavepower guidance on the Disclosure and Barring Service	
	18	Minimum of 4 current (within the last 3 years) safeguarding certificates from ASA approved course list	Wavepower guidance on Safeguarding courses accepted	
	19	Certificate of attendance for club welfare officer on NSPCC Time to Listen training	Time to Listen course syllabus	
	20	Head coach to have completed the Introduction to Disability Swimming online CPD	Link to IOS online and CPDs/SCUK course information. Guidance for aquatic disciplines	
	21	Head coach to hold a minimum of UKCC level 2 qualification and have an up to date licence	Licensing guidance	

All policies to be dated and signed by the current club Chair, unless otherwise stated.