During a previous ASA Club Development Management Group meeting (formerly the swim21 National Panel), a decision was made to compile an update following each quarterly meeting (March, June, September and December) and circulate this to all swim21 accredited clubs. The following is the fourth update:-

swim21 Updates:-

- The swim21 FAQ sheet was recently updated and information can therefore be found on the ASA website - http://www.swimming.org/asa/clubs-and-members/swim21-faqs/
- Templates and guidance documents for elements 7, 10 and 17 have been updated in line with Wavepower 2016-2019
- If the portal login page shows information relating to the 2015 Club Conferences please press Ctrl and F5 to refresh this page
- Please note that we do not supply ASA templates for swim21 Performance accreditation, however there is a document outlining the required criteria for each discipline – please contact your Club Development Officer/Regional Officer if you wish to view this
- Element 20 – it is no longer a requirement for the Head Coach/Teacher to complete the IoS online disability CDP and it can now be completed by anyone appropriate within the club
- Please note that if there's no 'green tick' on the swim21 portal 7 days prior to the national Club Development Management Group meeting then a clubs accreditation will lapse unless there are genuine referral cases. This gives time for figures to be put together and referrals to be looked at prior to each meeting. Dates for the next two national meeting are: 28th September and 14th December
- If you have club members/previous members who no longer require access to the swim21 portal please email clubdevelopment@swimming.org and we will deactivate their accounts
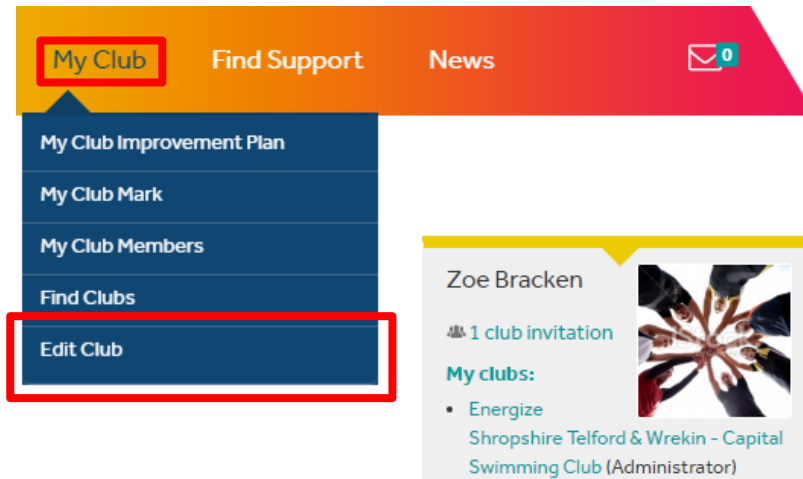
General Updates:-

- Please note that the nomination period for the ASA Aquatics Awards closes on 10th August (http://www.swimming.org/asa/news/general-announcements/how-to-write-a-compelling-asa-aquatics-awards-nomination/26987). The ASA website contains tips for compiling a nomination, in an addition to a nomination example
- Club Matters offer <u>free</u> face-to-face workshops covering a range of topics such as Club Structures, Finances, Marketing, Business Planning and Tax Requirements - http://www.sportenglandclubmatters.com/club-matters-workshops/
- Within the Club People section of Clubmatters there's some useful information about 'Finding Volunteers, Keeping Volunteers and Developing Volunteers' - (http://www.sportenglandclubmatters.com/club-people/volunteers/)
- If your club is interested in recruiting additional volunteers (perhaps with a specialist skill set)/advertising volunteering opportunities the following websites may prove beneficial:-
  - Reach Volunteering - https://reachskills.org.uk/
  - Join in - https://www.joininuk.org/we-need-volunteers/
  - Do-it - https://do-it.org/opportunities/landing
- If you are having difficulty finding your Clubmark unique ID number (for clubs that have set up a Clubmark account) please refer to the attached sheet
- The ASA Club Officer's toolkit (http://www.swimming.org/asa/clubs-and-members/club-officers-toolkit/) contains a wealth of information covering the following topics:-

- o Club Officer roles – link goes through to the Good Club Guides (thirteen guides covering roles such as Chair, Treasurer, Secretary, Welfare Officer and Team Manager) plus additional supporting documents - http://www.swimming.org/volunteering/volunteer-resources/
  - o Insurance, Health and Safety
  - o Organising An Event
  - o Employment Information
  - o Social Media Guidance
  - o Safeguarding
  - o Membership
- Clubs Team contact details can be found on the ASA website - http://www.swimming.org/asa/clubs-and-members/contact-us/. If you wish to discuss the above further please contact your Club Development Officer/Regional Officer in the first instance

Finding your Club Matters Clubmark ID

1. Log into Club Matters at the login page
2. Click on the 'Edit Club' drop down that appears if you hover over 'My Club' at the top of your homepage;

3. Your club's Clubmark ID number will appear at the bottom of the page;