

Name of Club:

SWIM 21 FOUNDATION CLUB

| Element Reference No. | Elements | Score | | |
|-----------------------|---|-------|---|---|
| | | 1 | 2 | 3 |
| | Compliance | | | |
| 1. | Club communicates its mission statement to its members | | | |
| 2. | Club is affiliated to ASA with a constitution based on ASA model | | | |
| 3. | Club displays a copy of its current ASA insurance certificate (or if not possible, makes information available to it's members) | | | |
| 4. | Club has a mechanism for addressing members' queries on insurance | | | |
| 5. | All activities takes place at safe and appropriate facilities, in accordance with Normal Operating Procedures / Emergency Action Plans of the facilities used | | | |
| 6. | Personnel responsible for the supervision of sessions are registered members of the ASA and/or IoS and are thus covered by Professional Indemnity and/or Public Liability Insurance | | | |
| 7. | At all sessions Club has access to first aid and emergency telephone | | | |
| 8. | At all sessions a named representative is aware of the Club's Emergency Procedures | | | |
| 9. | All sessions are delivered with an effective supervisor: participant ratio to ensure quality sessions and safety | | | |
| 10.* | Club has adopted and communicates to all its members the ASA Child Protection policy and ASA Protection of Vulnerable Adults Policy | | | |
| 11.* | All personnel working closely with children and young people are registered with the ASA Data Base and are CRB checked | | | |
| 12. | Club maintains a record of their poolside personnel and their current qualification | | | |
| 13. | Club has adopted and communicates to all members the ASA approved Equity Policy | | | |
| 14. | Club has a record of all medical conditions of its participants | | | |
| 15. | Club has a system in place to inform appropriate personnel of participant medical conditions on a need to know basis | | | |
| 16. | Club has completed a self assessment to ensure it meets the requirements of the Disability Discrimination Act (DDA) | | | |
| 17. | For each participant, the club has emergency contact information for next of kin, plus the contact information of one additional person | | | |
| 18. | Club uses an appropriate facility-specific induction process for supervisors of sessions | | | |
| 19. | Club produces risk assessments for club activities | | | |
| 20. | Club has a current Improvement Plan based on a thorough Swim 21 Audit/Review | | | |
| 21. | Club communicates to members, role descriptions with areas of responsibility for appropriate positions (minimum positions as Chair, Secretary, Treasurer and Welfare Officer) | | | |
| 22. | Club has codes of conduct for all members | | | |
| 23. | Club produces an annual financial plan which reflects the needs of members | | | |
| 24. | Club has a pricing policy for economically disadvantaged persons | | | |

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| 25. | Club has a process for recording all disabled swimmers | | |
| 26. | Club has documented and published procedures for dealing with internal disputes (within club constitution) | | |
| 27. | Where supervisors are not employed by the club (or are partially employed by the club) there is an agreed written protocol between the club and the supervisors to deal with grievances. | | |
| 28. | Club administration is ICT oriented. | | |
| 29. | Club can demonstrate cooperative links within the local Swim 21 network | | |
| 30. | Club has a working relationship with key facility decision makers | | |
| 31. | Club has links with local and/or regional media | | |
| 32. | Key members of club undertake ASA on-line Club Management & Good Practice Resource. | | |
| | MIN/ MAX SCORE | 61 | 64 |
| Workforce Development | | | |
| 33. * | All personnel working with children and young people undertake appropriate Child Protection training | | |
| 34. | A nominated member of the Club has undertaken an ASA approved Equity course | | |
| 35. | All practicing supervisors** have agreed to the ASA Code of Ethics | | |
| 36. | A nominated member of the Club has undertaken an ASA approved Disability Awareness course | | |
| 37. | A nominated member of the club is responsible for Swim 21 | | |
| 38. | A nominated member of the club is responsible for welfare issues within the club | | |
| 39. | Club has a plan that identifies and caters for the training needs helping to ensure the continued existence of the club workforce | | |
| | MIN/ MAX SCORE | 14 | 13 |
| Athlete Development | | | |
| 40. | A suitably qualified person is identified for having overall responsibility for the programme (see Guidance Notes) | | |
| 41. | Athletes can access appropriate water time according to their needs (see Guidance Notes) | | |
| 42. | Club has a mechanism to identify and support athletes' needs, linking in with the Swim 21 Network as and when necessary. | | |
| | MIN/ MAX SCORE | 6 | 6 |

* Where this is not applicable to clubs, the total points required will reduce by 2.

** Any reference to Supervisors implies that person(s) on poolside responsible for the session/activity. This could be a Coach, Teacher, Lifeguard, Poolside Helper, Assistant/Duty Manager etc.