

Club Checklist

Swim 21 is the ASA Club Development Programme, designed to help your club reach its full potential in effective club and athlete management.

This club checklist will enable you to quickly identify areas within your club that are being done well, and those that are not. Either way, by then registering with Swim 21 you will be able to build on your strengths and address your weaknesses.

By completing this checklist you have taken the first step to becoming an Accredited Swim 21 club.

		YES	NO	IN PROGRESS
Communications				
1.	Does your club communicate with members, athletes and parents outside of the club committee, through:			
	Parents forums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Newsletters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Notice boards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does your club keep records of:			
	Disabled athletes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Teachers and coaches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency contact information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are all your members and parents/guardians aware of current club and ASA information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finance				
1.	Does your club;			
	Keep an accurate set of accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Produce financial reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does your club have a membership pricing policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	IN PROGRESS
Legislation				
1.	Does your club have public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is your club aware of the Normal Operating Procedures (NOP) and Emergency Action Policy (EAP) of your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does your club adopt the correct athlete: teacher/coach ratios?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you considered guidelines, or a policy for;			
	Child protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Code of conduct(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ethics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Handling internal club disputes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is your club aware of the Criminal Records Bureau check and which members should be checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is your club aware of the Institute of Swimming (IoS) and the British Swimming Coaches and Teachers Association (BSCTA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety				
1.	Does your club have first aid resources available at all facilities and events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do teachers/coaches and team managers know about the medical conditions of your athletes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you have an induction process for new club personnel and does it include health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	IN PROGRESS
Workforce				
1.	Does your club have a role description for;			
	Chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Treasurer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secretary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Welfare officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workforce/volunteer coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is your club aware of the training opportunities available to you;			
	Child protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Equity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disability awareness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Team manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Officiating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you have a plan to recruit new volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is your club aware of Continual Professional Development (CPD)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	IN PROGRESS
Networking and Developing			
1. Does your club or members of your club communicate with others outside of your club:			
Local Authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other swimming clubs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Sports Partnership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Sports Partnership/Partnership Development Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County/Regional ASA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your club aware of;			
County Workforce Coordinators (CWCs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Welfare Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Disability Liaison Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASA Regional Development Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASA National Development Officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your club target special interest groups i.e. people with disabilities, women, seniors etc ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your club have a plan for the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What Next?

If you answered YES to most of the questions in this checklist, well done! You are well on your way to becoming an Accredited Swim 21 club.

If you have answered NO or IN PROGRESS to any of the questions you can register with Swim 21 to plan how your club will address these areas that may need improving.

To register your interest with Swim 21 and to find out more information please [click here](#) .