



**swim21 club Essential
Annual Health Check Requirements**

	ELEMENT	YOUR CLUB SHOULD SUBMIT THE FOLLOWING AS EVIDENCE	ANNUAL HEALTH CHECK		SUPPORTING GUIDANCE
			Reuse previous	New upload required	
PLANNING	1	Club development plan detailing the Clubs objective and four year objectives with annual action plan	×	✓	Existing Template/Document can be reused, however up to date information must be added
	2	Club annual budget and four year forecast	×	✓	Existing Template/Document can be reused, however up to date information must be added
	3	Club equity plan to reflect equitable practices across the club	✓	×	Existing plan can be used if no amendments have been made
	4	Club marketing and communication plan demonstrating how the club is marketed to new members and how policies are communicated to all club members	✓	×	Existing plan can be used subject to no changes being made
	5	Club workforce development plan identifies training needs and succession planning for active volunteers and paid workforce	×	✓	Existing Template/Document can be reused, however up to date information must be added
GOVERNANCE	6	Evidence the ASA region has approved the club constitution	✓	×	If there have been no changes by the ASA or the ASA region then previous evidence can be reused
	7	Signed statement, by the Club Welfare Officer, of compliance to ASA Wavepower policies – check with Welfare Officer	✓	×	If the Welfare Officer remains the same the signed statement can be reused
	8	Signed statement of compliance, by Club Chair on behalf of club, to the ASA Code of Ethics	✓	×	Existing statement can be used if no change to personnel
	9	Club to provide a sample role description for: • Chair • Treasurer • Secretary	✓	×	Role descriptions can be reused if still appropriate





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		- Welfare Officer - Head Teacher/coach			
	10	Signed code of conduct from a representative for each of the following: - Club Administrators (volunteers/officials) - Teachers/Coaches - Parents - Members (Athletes)	√	×	Existing information can be used if no changes have been made to personnel
	11	Sample membership form relevant to members and volunteers which gathers contact information including medical details, two emergency contacts and club data protection statement	√	×	If there have been no changes to the form then reuse is accepted
	12	One completed risk assessment from each of the following: - One Pool activity (regular training/competition) - One Club trip (travel to competition/social event) - One Non pool based activity (land training, social event etc)	√	×	If there have been no changes then a reuse is accepted (useful for club to note down date risk assessment was reviewed)
	13	Detail club emergency procedures to include process for accident reporting and how the facility Normal Operating Procedures (NOP)/Emergency Action Plan (EAP) are integrated	√	×	Information can be reused if no procedure changes have been made – check with Facility Operator
PATHWAY	14	Club programme detailing club timetable, number of swimmers within each section/squad and number of teachers/coaches within each section to include qualifications	√	×	Information can be reused if no changes have been made
	15	List the aquatic partners (those involved in delivery of aquatics) you work with and detail how you work with them to attract new members and support swimmer pathways	√	×	Information can be reused if no changes have been made



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WORKFORCE	16	Personnel record of all volunteers and paid workforce to include: • Role title • Qualifications • DBS date (where applicable) • ASA licence number • CPD's (Continuous Professional Development) • Disability awareness CPD • Officiating qualifications and date	√	×	Existing information can be used if no change to personnel
	17	Signed and dated statement from Club Welfare Officer to confirm all relevant (see Wavepower DBS statement 2013) personnel hold a valid DBS certificate	√	×	Previous statement can be used if no change to Club Welfare Officer
	18	Safeguarding certificates (from ASA approved course list) from a minimum of 4 people (1 of whom must be the Head Coach) who have regular contact with young people in the club	√	×	Previous information can be reused if in date and if Head Coach remains the same
	19	Certificate of attendance for Club Welfare Officer on Time to Listen training	√	×	Course is relevant for 3 years – reuse if still valid
	20	Certificate for Head Teacher/Coach for Introduction to Disability Swimming online CPD	√	×	Information can be reused - new upload is only required if Head Teacher/Coach has changed from previous year
	21	Please upload the following; Certificate of Qualification / Current Safeguarding Certificate / DBS no + Expiry Date / Appraisal; (for the Head Teacher and/or Head Coach). Please view the guidance notes for further information.	×	√	Up to date appraisal information is required