# The Governance Code for Counties

The next steps

# The Governance Code

- How this will be achieved:      The Governance portal

     Swim England Online Membership System (OMS)

- Support and resources
- Next steps

# The Governance portal

- Access - https://governancecode.swimming.org

- Login's – you can have more than one. These will be unique logins and only the county info will be accessible. If you already have a club login this will remain unique for your club.

- Resources – all supporting documents and templates are saved in the resources tab on the portal along with being held in the template section within each element.

- County will need to upload evidence and the Swim England team will approve or review. When complete the County will be compliant and be issued with evidence that all criteria has been 'met'.

- If the county does not meet the minimum required standard we will work with you to set an action plan to achieve this.

- You will be required to complete this on an annual basis from the date first completed.

# OMS

- We are using the same system as the club membership. This is through swimmingmembers.org

- As a Swim England member you have a unique login to be able to access your information, change your settings etc. If you are a club administrator you will have the same login but additional access to the club information. If you become the county administrator you will have a 3<sup>rd</sup> entry box which will give you access to the county area.

- Each county can have 1 administrator and 4 deputies. These deputies can be given the same access to be able to update the admin areas and pull off reports.

- Counties will need to complete the Governance positions / support and competition positions and coaches

- Add someone to position if already a member of the county. If not a member Swim England will add the person.

- We have Personnel Report and Role descriptor guidance document to help you complete the information needed.

# Support & resources

- BOX account – all resources will be duplicated and shared via a BOX account which can be accessed by more people that those that use the portal

- Technical support for the portal will be given by Julie in the Governance team: clubdevelopment@swimming.org

- Technical support for OMS will be given by the membership team: renewals@swimming.org

- Document completion and questions: helen.weeks@swimming.org and lizzie.butcher@swimming.org

# Next steps

Please let us know your contacts for:

1. The person/s who will require access to the Governance portal – Name and email

2. The person/s who will require access to OMS – Name, email and role

3. A list of those people you would like to have access to the Box folder – Name and email

4. A full list of those people you want adding into roles within OMS for the County – Name, SE membership number, role

When you are ready and have received your login details please start to complete and upload the evidence. We are here to help you do that!