

The Swim England Governance Code for Counties

Area of compliance	Element number and required evidence	Supporting resources and templates
Governance	1. The current adopted County Constitution that includes detail of the current governance structure as well as adoption and implementation of Swim England Regulations and Wavepower. 2. Copy of the most recent County AGM minutes that include but are not limited to, evidence relating to any change in legal structure, committee appointments, financial position and chairperson and head coach (if applicable) reports to member clubs. 3. The County Chairperson signed statement relating to county compliance to Swim England policies and regulations including confirmation of the county risk register.	<ul style="list-style-type: none"> • Swim England Model Constitution • Constitution – Guidance Notes • County Chairperson statement (Mandatory template) • Swim England Code of Ethics • Risk Register guidance
Welfare	4. The County Welfare Officer signed statement of compliance to Wavepower, Swim England Safeguarding Policy and relevant procedures.	<ul style="list-style-type: none"> • County Welfare Officer statement (Mandatory template) • Wavepower 2020-23
Equality, Diversity and Inclusion	5. A copy of the county action plan confirming the county has addressed Equality, Diversity and Inclusion via an agreed action plan. The county must also demonstrate via a screenshot copy county personnel attendance on a Foundations of Inclusivity CPD.	<ul style="list-style-type: none"> • Swim England Diversity and Inclusion action plan example and Mandatory template • Foundations of Inclusivity CPD
Health & Safety	6. A copy of the county risk register and a risk assessment example from each of the 4 areas (as applicable) below: 1) County competition delivery (this risk assessment is a minimum requirement) 2) County training activity (regular or one-off sessions) for each discipline covered 3) Travel (travel to competition or camp as a County if applicable) 4) Non pool-based activity (e.g. (but not limited to) county land training, social event, online activity)	<ul style="list-style-type: none"> • Risk Register and Assessment templates • Open Water Training session (risk assessment example)
Workforce	7. A PDF copy of the county personnel report downloaded from OMS detailing ALL county workforce, both paid and volunteer. Personnel recorded should include but is not limited to county executive roles, welfare officer/s, technical officials coordinator, team managers, county coaches, and must include; <ul style="list-style-type: none"> • In date DBS and approved Safeguarding for all applicable roles • Minimum qualification for the role being undertaken as per the Personnel Report and Role Guidance 	<ul style="list-style-type: none"> • OMS guide • Personnel Report and Role Guidance • Swim England Safeguarding & Protecting Children and Time To Listen Guidance • Qualification Matrix