



# Aqua Mark



The new club accreditation scheme by



# Scottish Swimming





**Scottish Swimming aims to have clubs which are strong, sustainable, and inclusive to help grow our sport. AquaMark is designed to be achievable for any club size or level.**

**The accreditation structure allows clubs to tailor AquaMark to fit with their clubs aims and objectives while still ensuring they are always developing the best environment for their members.**

**The aims of the AquaMark accreditation are to provide a nationally recognised standard that will enable clubs to:**

- **Be inclusive, adhere to equality standards and engage with the local community**
- **Develop safe, effective, well governed, welcoming, and friendly environments, based on good practice**
- **Improve the club experience for all members by having an agreed vision and culture**
- **Strive to be a long-term sustainable club focused on developing pathways for all.**

**The accreditation process is straightforward with guidance and support resources being made available throughout from your Regional Swimming Development Manager and Scottish Swimming.**

**There are many benefits open to accredited clubs – for more information contact your Regional Swimming Development Manager.**



# Benefits of Club Accreditation for your club:

- ✓ Creates safer, quality environments for all
- ✓ Can help raise profile & public confidence
- ✓ Highlights & develops good practice
- ✓ Certificate awarded to the club
- ✓ Education Voucher Awarded to club
  - Level 1 – £100 • Level 2 – £200 • Level 3 – £300
  - Additional Modules – £50\*
- ✓ Discounts on Scottish Swimming Club Affiliation
- ✓ Access to Club of the Year Award
- ✓ Helps Club to engage with its own development
- ✓ A process to identify key education and training needs
- ✓ Confidence in what a club offers and how it operates for both the committee and club members
- ✓ Can help promote Learn-2-Club Links
- ✓ Can help with membership growth and retention
- ✓ National recognition that a club is a quality programme which is athlete-centred and is constantly striving to provide the ideal environment for athletes to reach their full potential
- ✓ Assist clubs in attracting external funding
- ✓ Assists with succession planning in club management
- ✓ A process for continued improvement

\* Rewards for completion of Additional Modules are only available after the completion of Level 2. Clubs will be awarded up to a maximum of 4 additional modules prior to the completion of Level 3. Following the completion of level 3 clubs will be awarded for each additional module they complete thereafter

**AquaMark Level 1 will ensure clubs have all the current policies and procedures in place to ensure they are a safe and well governed club.**

**The following requirements must be met:**

✓ **Governance**

- Adopt the model constitution to the latest version
- Committee to attend a club governance session

✓ **Complaints & Discipline**

- Club to Operate Complaints Procedure
- Clubs to operate discipline procedure

✓ **Education**

- Club has a minimum of 1 Level 2 Coach or Teacher
- Club has a minimum of 1 trained team manager

✓ **Wellbeing & Protection**

- All members in a regulated role to hold a current CWPS including CWPO for WPO
- All members in a regulated role to hold a PVG for the club
- WPO Induction Completed
- Anti Bullying Policy

✓ **Acceptable use of Mobile Phone policy**

- Club Policy (Wellbeing & protection)
- Digital Communication & Social Media Policy
- PVG Referral policy
- Equality Statement

✓ **Codes of Conduct**

- Athletes Code of Conduct
- Parents Code of Conduct
- Coaches Code of Conduct
- Volunteers & Technical Officials Code of Conduct
- Team Managers Code of Conduct
- Teachers Code of Conduct
- Spectators Code of Conduct

✓ **Role Descriptors**

- President
- Vice President
- Treasurer
- Secretary
- WPO
- Head Coach
- Any other roles the the club have

✓ **GDPR**

- Club Privacy notice
- Data Processing Statement

✓ **Health & Safety**

- Health & Safety Policy Statement
- Club training Risk Assessment
- Gala (Hosting) Risk Assessment
- Gala (Attending) Risk Assessment
- Team Travel Risk Assessment
- Any other Activity the club runs or attends Risk Assessment

✓ **Financial Planning**

- Budget
- Audited Accounts
- Facility Link
- Club holds a copy of PSOP
- Club to attend Aquatics Forum Meetings

✓ **Clean Sport & mental Health**

- Clubs to communicate Anti-Doping to all members including Swimmers and Parents
- Sign post mental health resources to club members



**AquaMark Level 2 will support clubs to explore how they can develop and create a strong culture and welcoming environment throughout the club.**

**The following requirements must be met:**

✓ **Complete Level 1**

✓ **Club Planning**

- Club to attend a club planning session
- Club Action plan created
- Club Vision & mission statement

✓ **Mental Health & Wellbeing**

- Minimum of 1 club representative to complete online **sportscotland** Mental health Workshop
- Wellbeing & protection online club assessment tool completed
- WPO attends Wellbeing development opportunities (WPO CPD Programme)

✓ **Volunteers & paid Staff**

- Club Inductions in place
- Club Chair to complete Online Induction Module
- Clear Management structure in place for paid and voluntary staff

✓ **New Members**

- Club welcome pack in place for new members
- Managed process for new members joining the club Learn to Swim to Club Links
- Club promoting the pathway from Learn to Swim to the club
- Memorandum of understanding in place between Club & L2S provider

✓ **Young Volunteer Programme**

- Club engage with a minimum of 1 YVP programme
- Your rep position on club committee

✓ **Education**

- Head Coach to attend Inclusive coaching CPD
- All lead coaches to engage with Scottish Swimming Education Framework

✓ **Additional Modules**

- Completion of 2 additional modules



**AquaMark Level 3 supports clubs to create long term plans and processes to enable clubs to realise their full vision.**

**The following requirements must be met:**

- ✓ **Complete Level 1 & Level 2**
  - ✓ **Culture & Development**
    - Club to attend Culture Session
    - Club has a set of values and behaviours
  - ✓ **Wellbeing & Protection**
    - Club to achieve greater than 75% completion of Wellbeing Action Plan
  - ✓ **Workforce Development**
    - Volunteer & Coach Credentials Monitoring
    - Workforce learning & Development included on club calendar
    - Club Budget for Workforce Development
  - ✓ **Strong sustainable club**
    - Risk Register in place
    - Full Club development plan in place
  - ✓ **Additional Modules**
    - Completion of 2 Additional Modules
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## Additional Modules

Clubs will have the option as part of Level 2 & 3 of AquaMark to choose additional modules which suit their club's vision and aims.

The current additional modules available are available on the **Scottish Swimming website** with more added each year.

# Accreditation Process

Note interest via your Regional Swimming Development Manager (RSDM)

Visit arranged with RSDM and resources available on SS website

Evidence compiled by club

RSDM supports club in gathering evidence

**Accreditation achieved:  
Congratulations**

## Interested in accreditation?

Accreditation aims to help support clubs develop, but also gives recognition for their continued commitment to the development of aquatics in Scotland. If your club is interested, please contact your Regional Swimming Development Manager (RSDM).

You can find contact details for each RSDM on  
[www.scottishswimming.com](http://www.scottishswimming.com)