



# Swim Wales

## Club Portfolio for Club Management

July 2009





**APPLICATION FORM FOR THE CORE AWARD**

**NAME OF CLUB** .....

**CLUB SECRETARY** .....

**ADDRESS** .....

.....

.....**POST CODE**.....

**Telephone Number** .....

**E-mail address** .....

**Club Web Site address** .....

**Signature of Club Secretary** .....



## INTRODUCTION TO DRAGON MARK

*Dragon Mark is designed specifically for clubs affiliated to Swim Wales, in all disciplines as -*

- ***A self assessment and development resource***
- ***A means of identifying the level/s at which the Club is currently operating.***
- ***A means of identifying the level/s at which the Club has the potential to operate.***
- ***A means of promoting good practice***

*Dragon Mark covers the following areas of club operation: -*

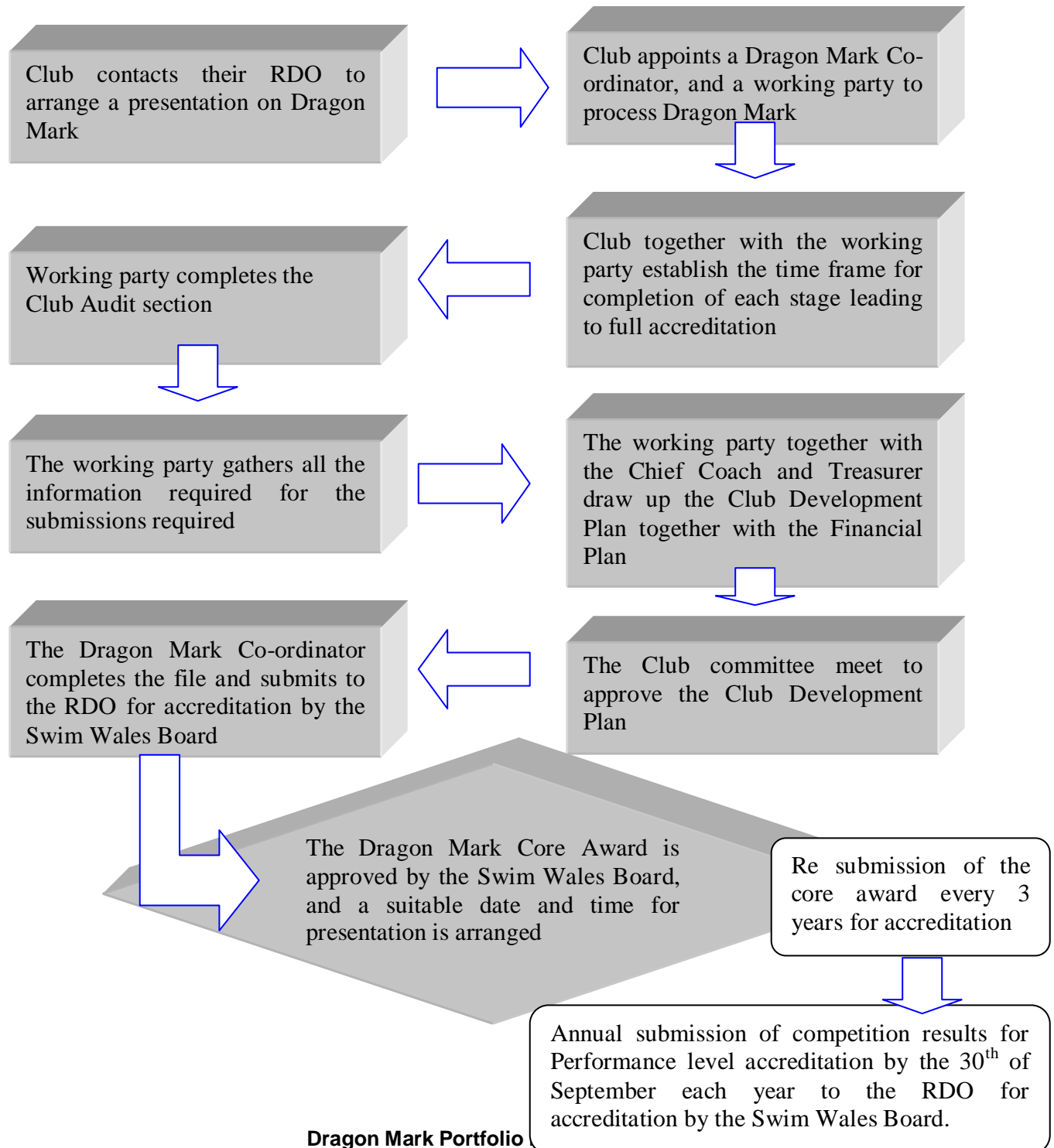
1. **ADMINISTRATION AND STRATEGIC MANAGEMENT**
2. **WORKFORCE DEVELOPMENT AND MANAGEMENT**
3. **STRATEGIC ALLIANCES AND PARTNERSHIPS**

*Dragon Mark is designed to promote good practice in all areas*

*Additional information to support applications can be found in the club resource pack already circulated to club secretaries.*



## DRAGON MARK PROCESS





ADM 1	Criteria	Evidence Required	Reference
1	Dragon Mark Accreditation	Certificate from Swim Wales Dragon Mark Portfolio Mapping Document Assessment/Improvement Report Stage 1 Audit Swimmer Development Forms and Resource List	ADMD1/100 ADMD1/101 ADMD1/102 ADMF/103 ADMD1/103
2	Approved Constitution in line with the Swim Wales model	Register of adopted documents and policies	ADMD2/100
3	Design and establish a management structure with accountability and responsibility for leading and monitoring the implementation of each area of the plan Club Administration Athlete Development Workforce Development Strategic Alliances and Partnerships	Club Development Plan (CDP)  Club Management Structure (CMS)  Reference in CDP to CMS	ADMD2/300  ADMF3/302
4	Understand and implement the Swim Wales legal status document.	Register of adopted documents and policies	
5	Club meets its legal obligations by keeping up to date with requirements and implementing recommended Swim Wales policies	Register of adopted documents and policies	
Comments			
Action Points			
<b>ADM 2</b>			
1	Club will have a mission statement	CDP	ADMD2/200
2	Club will have a strategic plan	CDP	ADMD2/200
3	Club will carry out an annual self assessment and write a simple improvement plan with the involvement of the Swim Wales RDO	Copies of up to last 3 years Performance Assessments	
4	Maintain appropriate financial management procedures responsibilities and accountabilities	Document of who is treasurer and auditor, last 3 years accounts	ADMF3/302
5	Increase self-generated income from membership, commercial activities and sponsorship.	CDP	ADMD2/500
Comments			
Action			

Points			
<b>ADM 3</b>			
1	Consolidate and develop Club website	Web address	
2	Produce regular newsletter	Copies of newsletter	
3	Club desk	When the desk operates what it does?	
4	Club notice board updated regularly	Where is notice board and what information is on it?	
5	Establish emailing address list with club members	Copy of list	
Comments			
Action Points			
<b>ADM 4</b>			
1	As finances allow, to maximize use of information technology <b>e.g Membership Management and Administration Processes</b>	What <b>IT</b> is used by the club, and who manages it? <b>e.g HY TEK New Business Manager for windows or similar software package</b>	
2	Database/information systems linked to the development plan to gather information to support monitoring, evaluation and review.	Who is responsible for Data management?	
3	Develop/consolidate a members database to use as a planning /marketing tool	Club Membership Data Base	
4	Comply with Data Protection Act Remove lapsed membership	Removal from Club Data base on cessation of membership and sign off the data Protection statement.	
Comments			
Action Points			
<b>ADM 5</b>			
1	Swim Wales Child protection Policy adopted	Copy of Swim Wales Policy Document, and signed copy of club constitution for evidence of adoption on an annual basis	ADMD5/100 ADMD2/100
D2	Protection of children and vulnerable adults	Club Child Protection and Vulnerable Adults policy. Video/Photograph policy document for club	ADMD5/100 ADMD5/200
3	Club Welfare Officer appointed and registered with Swim Wales Office	Name of Child Welfare Officer with Swim Wales Membership Number Where are contact details for the welfare officer available	ADMF3/302

		from/	
4	Swim Wales Misconduct & Child protection guidelines adopted	Club Child Protection and Vulnerable Adults Policy	ADMD5/100
5	CRB checks for all volunteers working with children list of CRB numbers	List of all volunteers with their CRB reference number	ADMF3/302 ADMF5/600
6	Coaches Code of conduct and or British Swimming Officials Code of Conduct signed	Individual Teacher/Coach/Official/Team Manager forms fully completed	ADMF5/600 ADMD5/601
Comments			
Action Points			
<b>ADM 6</b>			
1	Adopt the Swim Wales Health and Safety Policy	Copy of Swim Wales Health & Safety Policy document plus policy documents.	ADMD6/100 ADMD6/101
2	Awareness of NOP and EAP	Copy of Swimming Pool NOP & EAP documents	
3	Ensure facilities used are appropriate and safe for the aquatic development that is being undertaken	Name of Club Health & Safety Officer, and copies of all necessary documents.	ADMF6/301 ADMD6/302
4	Produce Risk Assessments to support point 3 above	Copies of Club Risk Assessments	ADMD6/303 ADMD6/304 ADMD6/305
Comments			
Action Points			
<b>ADM 7</b>			
1	Adoption of Swim Wales Equity Policy	Copy of Swim Wales Equity Policy document, registered and signed by Club Chair	ADMD7/102
2	Adoption of Inclusive Swimming Policy	Copy of Club Inclusive Swimming Policy, registered and signed by Club Chair	ADMD7/200
3	Adoption of Anti-Bullying Policy	Copy of Club Anti Bullying Swimming Policy, registered and signed by Club Chair	ADMD7/300 ADMD7/301
Comments			
Action Points			
<b>WDM1</b>			
1	Ensure that all CLUB staff, both paid and voluntary, are effectively deployed,	Copy of Club management structure (paid and	ADMF5/600 WDMD1/501

	supported and developed	voluntary), with personal development plans	
2	Recruit additional staff to support the implementation of the plans as required	Copy of recruitment strategy	WDMD1/200
3	Establish effective human resource plans and management systems for unpaid staff and volunteers	How does the development plan facilitate this	WDMD2/300
4	Employment legislation	Copy of club policy with reference to appropriate employment legislation, if the club has paid personnel	
5	Education and training programme to develop the skills of volunteers.	Copy of Education training programme together with the Individual Teacher/Coach/Education & Team Manager forms fully completed.	WDMD1/500 ADMF5/600
6	List of all coaches / helper/ team manager including relevant qualification	Individual Teacher/Coach/Education & Team Manager forms fully completed.	ADMF5/600
Comments			
Action Points			
<b>WDM 2</b>			
1	Volunteer manager appointed	Name of Volunteer Manager	WDMD2/400
2	Volunteer policy on recruitment and retention and training	Copy of Volunteer Policy	WDMD2/201 WDMD2/202
3	Code of practice for Volunteers	Copy of the Code of Practice for Volunteers	WDMD2/300
4	Role descriptions for Volunteer Posts	Copy of Role Descriptions	WDMD2/400
5	Develop technical officials relevant to your discipline	Copy of training requirements for officials – individual forms fully completed	WDMD2/500
Comments			
Action Points			
<b>SAP 1</b>			
1	Consolidate and develop a close working relationship with Pool management. Awareness and dual input into the UA Aquatics Development plan	Forum Group minutes/terms of reference	SAPD3/400
2	Develop and implement a regular pool user meeting to act proactively in developing a local aquatics pathway	Minutes of Meeting between Club and Centre Management	

3	Participate in the Water Dragons for LTS partnership working	Copy of signed Water Dragons agreement	SADPD1/400
Comments			
Action Points			
<b>SAP 2</b>			
1	Consolidate and develop a close working relationship with local schools	Evidence of relationship and agreements with schools	
2	Consolidate and develop a close working relationship with schools to create awareness and dual input into the UA Aquatics Development plan	Evidence of relationship and agreements with schools, and of input into the UA Aquatics Development Plan.	SAPD3/400
3	Attendance at Aqua Splash Festivals promoted by Pool and UA,	Copies of results from Junior Schools Challenge	SAPD2/300
4	Participate in the Water Dragons for school swimming partnership working	Copy of signed Water Dragons agreement for schools	SAPD2/400
Comments			
Action Points			
<b>SAP 3</b>			
1	Support the UA involvement in the Assembly's Free Swim Initiative	Evidence of involvement	
2	Work with appropriate UA partners to identify and promote good practice through UA Strategy Forum	Evidence of involvement	
3	Support the SCW Climbing Higher targets	Copy of documentation linking club development plan with the Climbing Higher Targets	ADMD2/200
4	Consolidate and develop close awareness and dual input into the UA Aquatics Development plan	Copy of UA Aquatic Development plan with reference to the club development as appropriate	SAPD3/400
Comments			
Action Points			
<b>SAP 4</b>			
1	Support the Regional Panel by involvement in regional activities	Names of people either on the Regional Panel or their working groups	

Document No ADMD1/100 Version 4

2	Work with appropriate Regional partners to identify and promote good practice through road shows and workshops	Evidence of attendance at Road Shows & Workshops	
3	Consolidate and develop close awareness and dual input into the Regional plan	Copy of Regional Development Plan/contribution to the plan	
Comments			
Action Points			
<b>SAP 5</b>			
1	Increase Club Membership to the governing body	Club Audit of membership with comparison to previous years	
2	All club members hold membership of Swim Wales	Copy of membership register with Swim Wales membership numbers	
3	Consolidate and develop close awareness and dual input into the Swim Wales Strategic Plan	Evidence required to show understanding of the swim Wales Plan, and how it has been incorporated into the club development plan as appropriate	ADMD2/200
4.	Work with Swim Wales RDO to keep abreast of National developments	Record of meetings with RDO And schedule of future planned meetings	
5.	Work with Swim Wales RDO to keep abreast of Dragon Mark developments	Record of meetings with RDO and schedule of future planned meetings	
Comments			
Action Points			
<b>SAP 6</b>			
1	Work with local clubs to form a cluster group to maximise resources	Forum Group Minutes and agreements	
2	Work with neighbouring clubs to form a cluster to maximise the pool time usage	Copy of Training Plan to show how pool time is maximised together with agreements	
3	Work with neighbouring clubs to develop aquatic pathways	Copy of Training Plan to show how performance aquatics is structured together with agreements.	ADPD3/200



## **KEY AREA 1 (ADM)**

# **ADMINISTRATION AND STRATEGIC MANAGEMENT**



## **KEY AREA 2 (WDM)**

# **WORKFORCE DEVELOPMENT AND MANAGEMENT**



## **KEY AREA 3 (SAP)**

# **STRATEGIC ALLIANCES AND PARTNERSHIPS**