



# **Swim Wales**

## **Club Audit for Club Management**

**June 2008**



## **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***

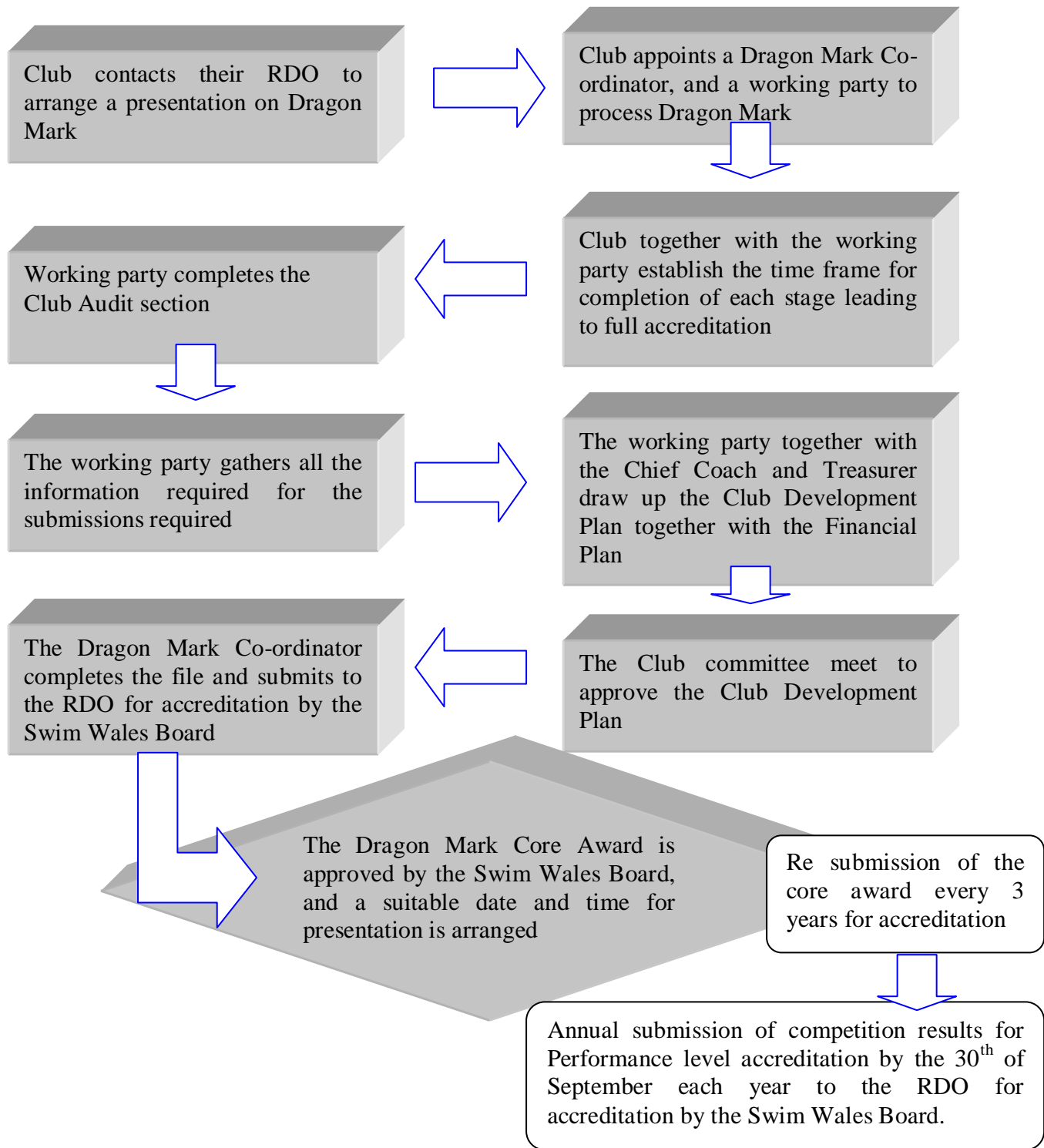
*Dragon Mark covers the following areas of club operation: -*

- 1. CLUB ADMINISTRATION & MANAGEMENT**
- 2. TEACHER COACH EDUCATION & TECHNICAL OFFICIALS**
- 3. STRUCTURE OF THE CLUB**
- 4. COMPETITION**
- 5. CLUB DEVELOPMENT AND FINANCIAL PLANS.**

*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



**Club Dragonmark Stage 1: Audit**

	Question/ Reference	Yes/No	Comments
<b>ADM 1</b>			
1	Are you Dragon Mark Accredited?		
2	Do you have an approved constitution in line with the Swim Wales model?		
3	Have you got a clear management structure?		
4	Do you accept the Swim Wales legal status document?		
5	Are you up to date on all policies?		
<b>ADM 2</b>			
1	Do you have a mission statement?		
2	Do you have a development plan?		
3	Do you conduct an annual review?		
4	Do you have clear financial procedures?		
5	Do you utilise available grants and access sponsorship?		
<b>ADM 3</b>			
1	Do you have an up to date website?		
2	Do you produce a regular newsletter?		
3	Do you operate a club desk?		
4	Do you regularly update the club notice board?		
5	Have you got a club email distribution list?		
<b>ADM 4</b>			
1	Do you have a club laptop?		
2	Do you have a member database?		
3	Do you contact members through the database?		
4	Do you remove old members regularly?		
<b>ADM 5</b>			
1	Have you adopted the Swim Wales Child protection policy?		
3	Have you appointed the Club Welfare Officer? and registered them with Swim Wales?		
4	Have you adopted the Swim Wales Misconduct & Child protection guidelines?		
5	Do you have a list of all volunteer CRB numbers?		
6	Have all coaches signed the Coaches Code of conduct?		
<b>ADM 6</b>			
1	Have you adopted the Swim Wales Health and Safety Policy?		
2	Do you have awareness of NOP and EAP?		
3	Have you checked the pool use against national standards for the activity undertaken?		
4	Can you produce Risk Assessments to support point 3 above?		
<b>ADM 7</b>			

1	Adoption of Swim Wales Equity Policy?		
2	Adoption of Inclusive Swimming Policy?		
3	Adoption of Anti-Bullying Policy?		
<b>WDM 1</b>			
1	Do you ensure that all Club staff, both paid and voluntary, are effectively deployed, supported and developed?		
2	Do you recruit additional staff to support the implementation of the plans as required?		
3	Have you got human resource plans and management systems for unpaid staff and volunteers?		
4	Do you understand employment legislation?		
5	Have you got an education and training programme to develop the skills of volunteers?		
6	Do you have a list of all coaches / helper/ team manager including relevant qualification?		
<b>WDM 2</b>			
1	Is the Volunteer manager appointed?		
2	Is there a Volunteer policy implemented?		
3	Do you follow a Code of practice for Volunteers?		
4	Do you have role descriptions for Volunteer posts?		
5	Do you develop technical officials relevant to your discipline?		
<b>SAP 1</b>			
1	Have you got a close working relationship with pool management?		
2	Do you have regular user meetings with pool management?		
3	Do you participate in the Water Dragons for LTS?		
<b>SAP 2</b>			
1	Do you have a close working relationship with local schools?		
2	Do you work on the Aquatics plan with them?		
3	Do you attend the Junior Challenge events promoted by Pool and UA?		
4	Do you participate in the Water Dragons for school swimming?		
<b>SAP 3</b>			
1	Do you support the UA involvement in the Assembly's FSI?		
2	Work with appropriate UA partners to identify and promote good practice through UA Strategy Forum?		
3	Support the SCW Climbing Higher targets?		
4	Do you consolidate and develop close awareness and dual input into the UA Aquatics Development plan?		
<b>SAP 4</b>			
1	Do you support the Regional Panel by involvement in regional activities?		
2	Do you work with appropriate Regional partners to identify and promote good practice through road shows and workshops?		
3	Do you consolidate and develop close awareness and dual input into the Regional plan?		

<b>SAP 5</b>			
1	Do you increase Club Membership to the governing body?		
2	Do all club members hold membership of Swim Wales?		
3	Do you know what the the Swim Wales Strategic Plan is?		
4	Do you work with Swim Wales RDO to keep abreast of National developments?		
5	Do you work with Swim Wales RDO to keep abreast of Dragon Mark developments?		
<b>SAP 6</b>			
1	Do you work with local clubs to form a cluster group to maximise resources?		
2	Do you work with neighbouring clubs to form a cluster to maximise the pool time usage?		
3	Do you work with neighbouring clubs to develop performance swimming?		