



## Welcome to the November Club Newsletter

Visit our Website



### Seeking a new Regional Manager

Swim England East Region is currently seeking an ambitious and self-motivated individual to take on the role of Regional Manager to join the team on a permanent basis. The successful applicant will be responsible for leading the development and governance within the region, providing support and guidance for East Region clubs and their members. This role is key in driving and increasing the talent pool by ensuring effective, self-sustaining clubs are at the heart of the region's development.



Further information can be found here <https://careers.swimming.org/vacancies/144/regional-manager-swim-england-east-region.html>

### SEER Short Course Championships 2022



The Short Course Championships are taking place from 4th to 6th November at Inspire:Luton.

Merchandise is available to pre-order:

<https://www.eastswimming.org/hoodies-at-the-short-course-championships/>

Good luck to all competitors!

### Club Constitution & Workshop

Many clubs will be coming up to the Swim England East Region 4 yearly review of their constitutions. The process for reviewing and updating is as follows:

1. The club's committee needs to review and update to the new model as required, there may be exceptions for Incorporated and Charitable status clubs, consult Chris Galer, East Region Membership Officer ([membership@eastswimming.org](mailto:membership@eastswimming.org))
2. The club's committee needs to agree and date the new constitution.
3. The constitution then needs to be emailed to Chris Galer, East Region Membership Officer

([membership@eastswimming.org](mailto:membership@eastswimming.org)) for approval

4. The Membership Officer will confirm it is all in order or indeed, will provide advice and guidance to amend/correct
5. Once he has approved it, it can be presented to your membership for acceptance at your AGM/SGM.
6. After the AGM/SGM, the constitution and a copy of the minutes should be emailed to the Membership Officer along with a list of eligible **voting** members that were present along with their Swim England membership numbers
7. On receipt, the Membership Officer will then issue the club with a new affiliation certificate.

MODEL CLUB CONSTITUTION  
FOR AN UNINCORPORATED CLUB  
January 2022

Please note: this document has been provided as a word version in order to permit Swim England affiliated Clubs to amend the provisions accordingly. Those parts requiring the Club to insert information and/or make a choice as to the side are indicated by red italic square boxes. Eg  
[Insert] or [delete as appropriate]  
[the wording of option one] \* OR \* [the wording of option two]  
[OPTIONAL]  
When drawing up the Club's constitution, please pay careful attention to the Guidance Notes.

In any case, your club constitution should be reviewed by the club committee annually to ensure that it is still relevant and fit for purpose. Any changes that are required during the 4 years, please follow the above procedure. No constitution should be presented to a club's membership for approval without being approved by the Regional Membership Officer in the first instance.

The new Swim England model can be found here: <https://www.eastswimming.org/clubs/>

Here is a list of common issues to pay attention to when reviewing:

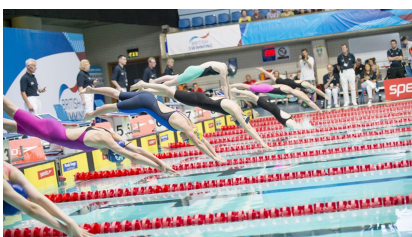
- The title page has an information box on it to provide guidance as to how to prepare the first page, this should be removed
- The date on the first page should be the date the committee have agreed its contents. Please ensure that the footer date matches this.
- Please ensure that the correct title of any associations including your own club are used throughout e.g Swim England East Region particularly in 1.1 and 2.4
- Please ensure the wording in 7.1 accurately reflects how your committee is made up

The region will be hosting a Constitution workshop on **Wednesday 11<sup>th</sup> January 7pm**, to help guide clubs through the process of updating of their constitution. We would welcome club secretaries, chairs and SwimMark/Club Affiliation officers.

Please register here: <https://www.eastswimming.org/clubs/>

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## Swimming Pathway Conference



The event takes place on 13-14 November 2022 from 10am to 4:30pm at the Hilton Hotel, Northampton (just off the M1). The conference will provide a unique opportunity to hear from a range of key speakers and network with colleagues from across the country.

Workshops will then be framed around key projects that will be undertaken as part of our first Swim England Coach Plan 2022–25 – including a focus upon building a more diverse and inclusive coaching workforce.

<https://www.swimming.org/sport/swimming-pathway-conference-2022>

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## Qualifications

IOS Qualifications January – April 2023 courses

<https://www.swimming.org/ios/course/8265> - Asst Swim Coach Luton ASC

<https://www.swimming.org/ios/course/8062> - Asst Swim Coach Oundle ASC

<https://www.swimming.org/ios/course/8021> - Swim Coach John Warner SC

<https://www.swimming.org/ios/course/8410> - Asst Water Polo Coach Riverside Chelmsford

<https://www.swimming.org/ios/course/8414> - Asst Swim Coach Alive Downham ASC

<https://www.swimming.org/ios/course/8266> - Asst Swim Coach Luton ASC

<https://www.swimming.org/ios/course/8024> - Asst Swim Coach John Warner ASC

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## Time to Listen Training

**Time to Listen – Thursday 17<sup>th</sup> November.** Your Club Welfare Officer needs to attend if they haven't yet done so.

<https://www.eastswimming.org/courses/safeguarding-and-welfare-workshops/>

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## Workshops Available

WORKSHOPS

**Team Manager Module 1- 3rd November 6pm.** To book, [visit our website](#).  
*LAST ONE FOR THIS YEAR!*

**Time to Listen-** 17th November 6pm.

Time to Listen workshops are available for club Welfare Officers and covers what to do if an incident arises, and what the role of the Welfare Officer entails. Click [HERE](#) to book.

**Fundraising, Sponsorship and Grant Funding-** Monday 14th November 6-7.30pm.

The session is aimed at Club Chairs and Treasurers however is open to anyone involved in the financial running of the club. The session will focus on some of the different ways clubs can fundraise, provide tips and advice on gaining sponsorship and how to successfully secure grant funding if your club is looking to run a be-spoke project. Click [HERE](#) to book.

**Club Secretary & Membership Officer Workshops-** This session is designed to share important information with Club Secretaries and Membership Officers on the expectations of the roles including dealing with communications, understanding the club constitution, Swim England Online Membership System (OMS) and the requirements around the different Swim England memberships. helping with common issues and ideas. Click [HERE](#) to book.

**Club Welfare Officer Workshops-** This workshop is designed to further support experienced or new Club Welfare Officers in dealing with club issues surrounding the welfare of children in given situations. The workshop will build on knowledge already gained through attendance on both the Safeguarding and Protecting Children and Time to Listen workshops. Click [HERE](#) to book.

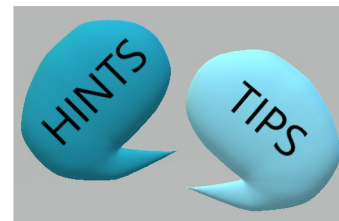
**Club Chairs Workshops-** This session is designed to share important information with Club Chairs on dealing with internal disputes, highlighting the club constitution and overall good club governance. Click [HERE](#) to book.

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## Hints and Tips For Clubs This Month

Club Affiliation (for non-SwimMark clubs) is due again by early January. Please ensure that your coordinator acknowledges their email and that OMS is reviewed and up to date and that any remedial work is started promptly.

Can Welfare Officers please check that personnel hold the correct level of DBS check for their current role and if it is insufficient, please can they instigate another check at the correct level (this usually means including Barred List)?



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## Regional Staff Contacts

TBA - East Region Manager

east@swimming.org

**Jo Stalley - East Region Operations Officer**

jo.stalley@swimming.org

**Emma Winter - Regional Administrator**

emma.winter@swimming.org

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