

Affiliation of a new club / organisation to Swim England East Region

This document outlines the procedure to be followed when:

- a new club, or organisation, wishes to affiliate to Swim England East Region
- a club, whose affiliation has lapsed, wishes to affiliate to Swim England East Region
- existing clubs wish to change their name
- existing clubs plan to merge.

Although the document refers to 'new clubs', the process set out in this document applies equally to all of the above applications.

First Steps

Anyone wishing to set up a new club, or change the name of, or merge an existing club should first read, and carefully consider, the information published on the Swim England website at <http://www.swimming.org/swimengland/affiliate-your-club/>. The Swim England website explains the different models for clubs, and includes information about club constitutions. You may also wish to refer to the Swim England Handbook which includes information on Affiliation and Membership and Clubs.

If, having carefully considered this information and discussed it with your potential committee, you wish to progress to a formal request to affiliate, you should contact the Regional Office at east@swimming.org

Support from the Regional Membership Officer

Your email to the Regional Office will be referred to the Regional Membership Officer (RMO), who will make sure that you have all the information you need to make a formal application, including the criteria for the affiliation of clubs that is issued by Swim England. The RMO will explain the process to be followed, and the likely timescales for the application to be considered. The RMO will also be able to answer any questions you have about constitutions and guide you through the options you need to consider. The RMO can be contacted by email at membership@eastswimming.org

Considering Your Application

When an application is received, the RMO will check that all the documents meet current requirements. The RMO will carefully check the proposed constitution, against the current Swim England Model Club Constitution, and contact the applicant if changes are required.

As part of the consideration of your application, the RMO will also consult with a range of relevant stakeholders. These will include:

- The County Secretary for the appropriate County Association. The County Secretary will be asked to consult with any clubs or associations who may be affected by the proposed new club and ensure that they are aware of the process and deadlines for making any representations
- The appropriate Swim England East Region Discipline Manager (Swimming, Diving, Water Polo, Artistic Swimming etc)
- The Regional Manager

Stakeholders will be given 30 days to respond to the consultation. At the end of the consultation, the RMO will consider all responses that have been received. The RMO may take reasonable action to investigate any concerns or responses.

Making a Decision

If there are no objections to the application, and all documents meet the requirements, the RMO will contact the club and Swim England to advise that the club can be affiliated. Swim England will provide the club with key information, including details of the Online Membership process. After the initial club Annual General Meeting, and receipt of the minutes from this meeting, the RMO will issue a Constitution Certificate. The RMO will also advise the County Secretary, Regional Finance Manager, Regional Manager and the relevant Discipline Manager, that affiliation has been approved.

If objections are received from any consultees, or from other stakeholders, the RMO will consider these representations, and make a decision in discussion with the Regional Chairman.

A provisional decision will be made within 50 days of the application and the applicant, plus any relevant stakeholders, will be advised of this. Those dissatisfied with the decision will be given the right of review and advised of the process and deadlines involved.

Review Process

Should the RMO not be able to reach a decision, further communication may be required with the stakeholders or a further meeting with all stakeholders may be required to consider any relevant issues raised. The meeting will also include the RMO and two members appointed by the region, one of whom will chair the meeting. These members will be independent, in that they do not come from the relevant county, neither will they have been involved in any earlier decision about the application.

At the conclusion of the meeting, the parties will leave, and a decision will be made by the RMO and the two appointed members alone, based on the information they have heard and any written evidence supplied. The panel's decision will be communicated to the stakeholders and the Regional Manager as soon as possible after the meeting. The RMO will then advise Swim England and the County Secretary of the outcome.

Reporting to Swim England East Region Board

The RMO will report to the Swim England East Region Board the outcome of any applications for affiliation.