

The purpose of a swim school affiliating to Scottish Swimming is to get access to a series of products and services, voting rights and access to insurance brokers. As a result a Swim School should be seen as a separate entity to a club and not integral within a club.

Type of Swim Schools – Voluntary / Public / Private

SWIM SCHOOL status only

1. As a Swim School what do we need to provide to Scottish Swimming to affiliate?

As per Scottish Swimming's Constitution C3.4 (Information Guide & Governance Documentation) Swim Schools must satisfy the following criteria to affiliate to Scottish Swimming:

- Adequate public liability insurance for their swimmers, teachers & coaches
- An adequate child protection policy and method of undertaking PVG Scheme Membership checks and child protection training
- Run a learn to swim programme that is overseen by at least one teacher or coach who is certified at UKCC level 2 or above

2. Does the Swim School need a committee?

Not necessarily, a Swim School set up as a Company Ltd by Guarantee should have a Board of Directors, and an Unincorporated Association should have a committee

3. Does the Swim School need a constitution?

Swim Schools set up as a Company Ltd by Guarantee and Unincorporated Association should have a constitution

4. Do the teachers/coaches need to be members?

No, however the Swim School has to ensure that there is appropriate insurance cover

5. Do we need public liability and/or employer liability insurance in place?

Yes, you will need personal accident liability, public liability and employer liability insurances

6. Do we get the same access to PVG processing and child protection training?

Unfortunately no, as set out in the criteria above in question 1

7. Can our swimmers still enter local league competitions within the district?

No, the swimmers must be members of Scottish Swimming which is only possible through club status.

CLUB with a SWIM SCHOOL SECTION

- 1. Can the Swim School run under the same committee as the Swimming club section?**
Yes, however the Club and Swim School need to run as separate entities due to insurance purposes. Club affiliation insurance does not cover the entity for any of the Swim School activities
- 2. Does the Swim School need to have a separate Constitution?**
Yes, due to the Club and Swim School being separate entities for insurance purposes
- 3. Does the Swim School need to open a separate Bank Account?**
Yes, due to the Club and Swim School being separate entities for insurance purposes
- 4. Would affiliation fees be due to the SASA District?**
No, only clubs affiliated to Scottish Swimming pay the SASA District fees
- 5. Do the teachers/coaches only pay one SASA membership through the club?**
No, as club coaches are covered only whilst working within their club environment. If a swim school affiliates to Scottish Swimming and registers their teachers and coaches with SS this would include cover for coaching/instruction within the swim school environment, but again would not provide any cover to the coaches whilst teaching outside of the swim school
- 6. Do we need to have public liability and/or employer liability insurance in place?**
Yes, you will need to have adequate public liability insurance in place for your swimmers, teachers & coaches. Even if all teachers or coaches had their own individual insurance, the school itself would need to ensure that they have cover for claims made against it as an entity. Whilst they may have cover for the entity as a competing club via Scottish Swimming, this would not cover the entity for any of their swim school activities. All insurance is in place for Scottish Swimming affiliated clubs but this does not cover Swim Schools
- 7. Do we need insurance to cover our volunteers as well as the teachers / coaches?**
Teachers and Coaches if members of Scottish Swimming (need to be minimum of 16 years old and hold a UKCC qualification. would have insurance cover through us. As per Scottish Swimming's constitution C3.4.
- 8. Can teachers / coaches get their own insurance from the IOS to cover them whilst delivering?**
Yes, however this would insure the individual only, not the Swim School
- 9. How often do we have to pay the £300 set up fee?**
This is an annual fee payable by the 31st March each year. The fee will be agreed annually at the AGM held in February
- 10. What does the Annual Return referred to in Scottish Swimming's constitution C3.4.4 refer to?**
The annual return relates to the teachers and coaches who are members of Scottish Swimming
- 11. When completing the documentation for insurance for the Swim School can we use the Club policies that we've developed in conjunction with Scottish Swimming?**
The Club policies can be used as a template and should be adapted for the Swim School section due to them being separate entities