

INTRODUCTION

The purpose of this guidance note is to outline how swim schools in Scotland can have a formal relationship with Scottish Swimming and affiliate to the governing body for aquatic sports in Scotland.

DEFINITION

A swim school is defined as:

“An organisation or group of individuals providing structured and regular swimming lessons to one or more learners.” (Scottish Swimming Learn to Swim Programme – Teacher Guide, 2005)

A swim school can be voluntary (club); public (local authority) or private (company).

The difference between a club and a swim school is that the club and its members take part in competitions. A swim school is an organisation where the members do not take part in competitions.

AFFILIATION TO SCOTTISH SWIMMING

Scottish Swimming agreed that Swim Schools in Scotland, that wish to have a formal relationship with Scottish Swimming and voting rights at future Scottish Swimming AGMs, can apply to be affiliated to the governing body. This will enable teachers and coaches (**cost £10.00 per person**), who may be employed by the Swim School, to apply to become members of Scottish Swimming to get necessary insurance cover.

APPLICATION PROCESS

In order to become affiliated to Scottish Swimming, Swim Schools in Scotland will need to pursue the process outlined in Appendix I. Swim Schools can apply to be affiliated to Scottish Swimming using the form attached as Appendix II.

The cost of applying for affiliation for a swim school is £300.

The application criteria that must be met in applying for affiliation are that a swim school has:

- Adequate public liability insurance for their swimmers, teachers and coaches
- An adequate child protection policy and a method of undertaking Disclosure Scotland checks and child protection training.
- Run a learn to swim programme that is overseen by at least one teacher or coach who is certificated at level 2 or above.
- An adequate Complaints and Appeals procedure in place.

If a swim school is unable to satisfy any of the above criteria, products and services can be purchased from Scottish Swimming, which will then enable them to become affiliated.

PRODUCTS AND SERVICES

The following is a list of products and services (not exhaustive) that swim schools which are affiliated to Scottish Swimming can gain access to at discounted rates:

1.	Insurance:	Public liability insurance for teacher and coach members (meets minimum acceptable requirement) Public liability insurance for swimmers (meets minimum acceptable requirement)
2.	Advice & Guidance:	Access to judicial framework Sport rules and regulations
3.	Programmes:	Child protection training and support Volunteer training (including technical officials and team managers) SwiMark
4.	Teacher/Coach Education:	Teacher/coach certification (UKCC and ASA) Continuous professional development (CPD) Teacher/coach licensing
5.	Membership:	Website (including results)

Please contact the Scottish Swimming Office on 01786 466520, education@scottishswimming.com or info@scottishswimming.com if you require any further information with regards the above.