

Steps for Swimming WA Club Affiliation

Swimming WA is committed to grow participation in a sustainable environment producing champions and lifelong participants, enhancing the Western Australian community. Starting a swimming club is the way to assist this. Swimming clubs are an integral part of the community and provide a safe environment for members to participate in swimming. Below are the steps to follow to become an affiliated club with Swimming WA.

I. Prior to a swimming Club being accepted as a new affiliated member of Swimming WA (SWA), the following requirements are mandated.

The Club shall:

- a) Be an Incorporated entity in accordance with the requirements of the State jurisdiction;
 - b) Provide a certified Club Constitution, which within its content, states the objective/s of the Club in relation to the sport of swimming (see SWA template);
 - c) Provide details of Club colours and logo
 - d) Be able to register such number of new members based on:
 - i) Metropolitan– 40 of annual membership and 12 non-competitive and/or recreational members;
 - ii) Regional – 15 of annual membership and 8 non-competitive and/or recreational members.
 - iii) who are not current members of existing affiliated swimming club(s)
- *membership categories are available on the SWA website wa.swimming.org.au
- e) supply the names and proof of membership of proposed members forming the requirement of new affiliation;
 - f) identify the Clubs management committee by position and incumbent name;
 - g) a valid 'Working with Children Clearance' for all Club persons within a Club environment who have influence over junior members (exception given where adult has a child registered in the Club). Adults with a child register at the Club are strongly recommend to gain a Volunteer National Police Clearance. These clearances shall be

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provided 'confidentially' to SWA for secure retention;

h) identify the water space venue (pool/s) for training and Club competition (There can be no other Club occupying this space at this the time of affiliation).

i) supply details of the agreement with the Shire/Council/Company which makes the water space available and the terms of the venues use;

j) provide details of any cooperative co-use of water space and the documented negotiations with other swimming Club's and Shire/Council/Company which supports the co-use;

k) provide a written declaration by a competent and independent person presenting an independent opinion on the Club's financial position to be able to bear the set-up costs of a new club operation and affiliation;

l) complete the required affiliation documentation required by SWA for affiliation; and

m) Provide payment for affiliation and membership of individuals, along with the 'Working with Children Clearance' certificates.

2. In order to demonstrate a new Club is able to sustain their Club and grow, membership growth shall be demonstrated within the first two years of affiliation. The membership growth indicators required are 10% increase in competitive membership over and above the initial competitive membership required for affiliation. The required growth figures will be monitored and recorded by SWA.

3. Presentation of all the required affiliation documentation is to be provided to SWA, and after processing by the CEO will be submitted to the SWA Board for consideration.

4. Any application for affiliation to SWA is discretionary and is subject to SWA Board for approval. The SWA Board has the sole discretion to accept or reject an application for new affiliation, if the application is not assessed as not meeting the vision and objectives of SWA.

Swimming WA is able to assist prospective Clubs with the following;

- Constitution Templates
- Coaching Agreement Templates
- Strategic Plan Samples
- Vision and Mission Templates
- Committee Organisational Structures and Roles
- Committee Induction Packs

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- Committee Meeting Guidelines & AGM Procedures
- Sponsorship Proposal Guide

Should your club have any further questions or queries please contact:

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