

Phase 1 Develop understanding and commitment

Club registers its interest in Swim 21 by completing S21 application form; develops an understanding of the aims and objectives of the Swim 21 process; receives Swim 21 Audit Pack and Process Notes; establishes working relationship with the RDO. RDO provides dates of Club Audit workshops.

Phase 2 Assessment of current situation

Club carries out an assessment of their current provision using the Swim 21 Audit Pack. Clubs are strongly advised to take an honest look at themselves and to spread the workload; establish a 'whole club' working group to complete Sections A, Compliance and B, Workforce Development; if necessary establish additional groups to address Section C, Athlete Development. (As a guideline, clubs will be looking to complete this phase within approximately 2 months). Club completes Audit and sends to RDO.

Phase 3 Identification of Swim 21 Level

The Club submits completed Audit to RDO for initial evaluation. The Club and RDO agree the Swim 21 level to which they will be working (where relevant, in each discipline) and the club is provided with the Swim 21 Improvement Planning Pack and Accreditation Pack.

Phase 4 Action Planning and Implementation

In partnership with the RDO and relevant local agencies, the club produces an improvement plan (Action Plan) to address its development needs, with reference to their Audit and in relation to the Accreditation criteria; the club submits the plan to the RDO and agrees its implementation programme. The Club commences implementation and when ready, submits to the RDO, the accreditation documentation and file with supporting evidence of achievement.

Regional Swim 21 Assessment Panel assesses the submission against the scoring criteria

The Club is awarded the ASA Certificate of Swim 21 Accreditation, renewable after 4 years

Where there is an unresolved discrepancy, the submission is referred to the National Swim 21 Assessment Panel.

Phase 5 Annual validation: Maintain standards and make improvements

The Club records its progress and on an annual basis, submits to the RDO

- a progress report on the existing annual improvement plan
- an improvement plan for the following year
- an update on contact details
- signed declaration by the Chairman and Secretary that the Compliance Module is still valid
- club awarded a sticker to signify annual validation

By the end of year 4, Club completes another Audit, provides a NEW evidence file and submits this to the Regional Swim 21 Assessment Panel, via the RDO

Club re-accredited for a further 4 years