

Final Submission Checklist

Below you will find a final submission checklist. This is a checklist of documentation which is mandatory and must be submitted to your Swim Ireland Club Support Officer/ Development Officer during your final submission. This documentation will support your club's progress through the ClubMark SI Programme, and will form part of the Assessment, by the ClubMark SI Assessment Panel.

Document	Checklist
Final Clubmark survey	<input type="checkbox"/>
Membership	
Club Handbook	<input type="checkbox"/>
Club Governance and Administration	
Appendix A – Fully Compliant Staff Structure	<input type="checkbox"/>
Club Constitution	<input type="checkbox"/>
Annual Report (AGM) for members	<input type="checkbox"/>
Club Development and Planning	
Development Plan	<input type="checkbox"/>
Appendix C – Fully Compliant Coaching/Teaching structure	<input type="checkbox"/>

Name of Club Secretary:

Signature of Club Secretary:

Date:

Name of Club Chairperson:

Signature of Club Chairperson:

Date:

*Please submit this checklist with your final submission