



The ASA

HAND BOOK

2015



School Swimming Charter: Take School Swimming Seriously

- Unique support package for primary schools
- Resources and guidance for class teachers
- Reward and recognition for school swimming achievements



Find out how you can help, and
encourage your primary school to sign up

www.swimming.org/schoolcharter


the **asa**
swim for life



The Amateur Swimming Association

2015

Official Handbook

incorporating the Laws, Regulations
and the Technical Rules of the ASA

Patron:

Her Majesty the Queen



Founded 1869

The ASA, SportPark, Pavilion 3, Fourth Floor,
3 Oakwood Drive, Loughborough,
Leicestershire LE11 3QF

Tel: 01509 618 700 Fax: 01509 640 193

www.swimming.org

Online Membership System

Welcome to the ASA's and WASA's brand new Online Membership System; the easy way to manage your membership.

This flexible, customised web portal supports membership applications, renewals and allows you to do the following:

- Make your annual return
- Add new members
- Amend member details
- Record lapsed members
- Renew members
- Help to accurately calculate fees due
- Print membership reports for the club
- Assign club officer roles

For further information
please visit **swimming.org**



Contents

Officers for 2015	7
Board, Honorary Members and Administration Contacts	8
Organisations Directly Affiliated to the ASA	12
Past and Present Officers of the ASA	14
Code of Ethics	18
Protocols for Child Safeguarding Investigations	19
Child Welfare Complaints Procedure	22
Swimline	26
Constitutional Laws	27
Constitutional Regulations	39
Judicial Regulations General	68
Judicial Regulations Operational	78
Judicial Guidelines	91
Regulations General	94
Technical Rules	112
Certificate of Swimming Disability	117
Regulations for the Payment of Expenses	118
ASA Trophies	120
The Harold Fern Award	126
The Alfred H Turner Award	127
Long Service Awards	128
Minutes of the ASA Annual Council Meeting	134
Swimming Section Including:	
ASA Swimming Memorial Trophies	171
Masters Section	185
Diving Section Including:	
ASA Diving Trophies	191
Synchronised Swimming Section Including:	
ASA Synchronised Swimming Trophies	200
Water Polo Section Including:	
ASA Water Polo Championships; Trophies	208
Index	215

Sponsors and Supporters

The Association is grateful for the generous sponsorship and support, made in a variety of ways from many companies and organisations.



Department for
Education



ASA Officers For 2015



Raymond Hedger
President

Ray Hedger has been involved in the participation and administration of water sports since 1952, he started to play Water Polo whilst

doing his National Service. Upon leaving the Army he took up Rowing and his interest in this sport continues to the present day together with his commitment to swimming.

He returned to playing Water Polo when working overseas in Nigeria, 1959–1965, and his enthusiasm for swimming was rekindled, in the same way common to most of us, through his children, when his sons became members of Woking S C in 1972. The rest, it can be said, is history.

Not being one to just sit on the sidelines, Ray qualified as an ASA Teacher and Preliminary Club Coach and spent more than a decade as a teaching volunteer on the poolside. He also qualified as an ASA Swimming Official and as an ASA Preliminary Tutor, as well as finding time to become Chairman of Woking S C from 1975–1981 and again in 2001. This huge contribution was recognised when during this time he was made an Honorary Life Member of the Club.

From early 1970's to 2007 he was on the Surrey County Water Polo and Swimming Association Executive Committee and became County President in 1987 and again in 2001. He is now an Honorary Life Vice President of Surrey County ASA.

He was elected to become a member of the Southern Counties ASA Executive/Management

Committees, 1982–2005, during this period he served on the Education Committee and the Finance & General Purposes Committee and in 1998 he became District President. While on the SCASA Management Committee he gave his services to the ASA Education Committee and was a member of the inaugural ASA Audit and Probity Committee 1999–2004.

On Regionalisation, he was elected to be a member of the South East Region Management Board, and Regional Representative on the ASA Shadow Board before taking up the role of SE Region member on the ASA Board 2006–2013, when he became ASA Vice President. Throughout this time Ray has been the Vice Chairman of the Region and was President in 2012–2013.

In addition to his growing commitments to swimming he has also been involved in his other sport, rowing, holding positions at a high level—member of the inaugural committee of the National Rowing Championships of Great Britain and Treasurer over 14 years, Treasurer of the World Veteran Rowing Championships and a member of Henley Women's Regatta Management Committee for 15 years.

Over the years Ray has, without doubt clearly demonstrated his ability to take on a high workload and acknowledges the active support from his wife Janet, who was involved in all aspects, at all levels, of the ASA Education system.

He continues to show total commitment to the various roles he has undertaken in sport and Ray's appointment as ASA President is very well deserved.



Mr C Bostock
Chairman
Sport Governing Board



Mr A Paker
Chief Executive Officer



Mr C E Lord OBE JP
Chairman
Group Board

ASA Vice President Mr J Bird

Hon. Trustees: Mr M W Beard FCA, Mrs J Cook, Mr S Greatham

Auditors: haysmacintyre, 26 Red Lion Square, London WC1R 4AG

Group Board

Mr C E Lord OBE JP – Chairman
Ms L J Wainwright – Deputy Chairman
Mr K Ashton – SGB Representative
Mr S Cain – Independent Member
Mr N W Humby – Independent Member
Mr S Johnson – Independent Member
Mr I Mackenzie – SGB Representative
Mr B Simkins – SGB Representative
Mr A Paker – Chief Executive Officer
Mr A Beaveridge – Chief Financial Officer

Sport Governing Board

Mr C Bostock – Chairman
Mr N Booth – North West
Mrs A Clark – East Midlands
Mr R Gordon – North East
Mrs K Grimshaw – London
Ms P Jones – Sport Specialist
Mr I Mackenzie – East
Mr R Margetts – South West
Mr R Prior – South East
Mr B Saunders – Sport Specialist
Mr B Simkins – West Midlands

For Group Board and Sport Governing Board sub-groups and Management Groups please refer to the website www.swimming.org

Honorary Members

Mr G F Alexander

Mr M Dolbear

Senior Leadership Team

Chief Executive Officer – Mr A Paker

Chief Financial Officer – Mr A Beaveridge

Chief Operating Officer – Miss J M Nickerson

Director of Participation – To be appointed

Administration

Chief Executive's Office

Tel: 01509 640 452

Email: asachiefexecutive@swimming.org

Fax: 01509 640 193

DBS Team

Tel: 01509 640 738

Email: dbs@swimming.org

Fax: 01509 391 001

Events Team

Tel: 01509 640 266

Email: nationalevents@swimming.org

Fax: 01509 618 701

Facilities Department

Tel: 01509 640 258

Email: facilities@swimming.org

Fax: 01509 618 701

Finance Department (Credit Control)

Tel: 01509 640 729

Email: creditcontrol@swimming.org

Fax: 01509 640 193

Finance Department (Purchase Ledger)

Email: jacqui.hayward@swimming.org

Fax: 01509 640 193

Finance Management Accounts

Tel: 01509 640 115

Email: kathreen.france@swimming.org

Fax: 01509 640 193

HR Department

Tel: 01509 640 282

Email: HRDepartment@swimming.org

Fax: 01509 640 193

IT Team

Tel: 01509 618705 Email: helpdesk@swimming.org Fax: 01509 640193

Legal Affairs Department

Tel: 01509 640270 Email: legal@swimming.org Fax: 01509 640193

Media Team

Tel: 01509 640229 Email: communications@swimming.org Fax: 01509 640191

Medical Services

Email: medicalservices@swimming.org

Membership Team

Tel: 01509 640727 Email: renewals@swimming.org Fax: 01509 391001

Office Resources Team

Tel: 01509 640777 Email: officeresources@swimming.org Fax: 01509 640191

Operations TeamTel: 01509 618724 Email: operations@swimming.org Fax: 01509 640193
Tel: 01509 618737
Tel: 01509 618707**Payroll Team**

Tel: 01509 640728 Email: dan.murphy@swimming.org Fax: 01509 640193

Purchasing Team

Tel: 01509 618747 Email: asapurchasing@swimming.org Fax: 01509 640193

Rankings Team

Tel: 01509 640761 Email: rankings@swimming.org Fax: 01509 618701

Awarding Body

Tel: 01509 640493 Email: awardingbody@swimming.org Fax: 01509 640192

Volunteer Training and Development

Email: volunteering@swimming.org

Youth Forum Contact

Steph Elliott

Tel: 01509 640457 Email: steph.elliott@swimming.org

Institute of Swimming**Membership:**

Tel: 01509 640746 Email: ios@swimming.org

Training and Development:

Tel: 01509 640640 Email: iosadmin@swimming.org

Swimming Times**Subscriptions/Editorial:**

Tel: 01509 640230 Email: swimmingtimes@swimming.org

Advertising:

Tel: 01509 640231 Email: advertising@swimming.org

ASA Awards and Merchandising

Freephone: 0800 220292 Email: salesawards@swimming.org

Management Group Administrators**ASA Diving:**

Tel: 01509 618737 Email: tracey.carecci@swimming.org

ASA Swimming Including Open Water, Masters and Disability Swimming:

Tel: 07813 998519 Email: helen.akers@swimming.org

ASA Synchronised Swimming and ASA Water Polo:

Tel: 01529 241526 Email: julie.thompson@swimming.org

Club Development:

Email: clubdevelopment@swimming.org

Administration/Regions

Committee Administrators

Medical Advisory Committee:

Tel: 01509 618724 Email: cathy.lambert@swimming.org

Tel: 01509 618737 Email: tracey.carecci@swimming.org

Learn to Swim

Head of Youth and Community: Jon Glenn

Tel: 07771 943006 Email: jon.glenn@swimming.org

Health and Wellbeing

Head of Health and Wellbeing: Lara Lill

Tel: 07717 213394 Email: lara.lill@swimming.org

British Para-Swimming Armstrong House, Oxford Road, Manchester, M1 7ED

Tel: 0161 244 5332 Email: classification@swimming.org

Regions

Divisional Contact Details

ASA East

Regional Chairperson: Mrs Joan Wheeler

Email: east@swimming.org

Web: www.eastswimming.org.uk

ASA (London and East Division), 5 The Court, Lanwades Business Park, Kentford, Suffolk CB8 7PN

ASA London

Regional Chairperson: Mr David Fletcher

Tel: 01638 552 451

Email: london@swimming.org

Web: www.londonswimming.org

ASA (London and East Division), 5 The Court, Lanwades Business Park, Kentford, Suffolk CB8 7PN

ASA North West

Regional Chairperson: Mr Adrian Leather

Tel: 0161 273 3907

Email: swimnorthwest@swimming.org

Web: www.swimming.org/northwest

ASA (Northern Division), Manchester Aquatic Centre, Manchester Aquatic Centre,
2 Booth Street East, Ardwick, Manchester, M13 9SS

ASA North East

Regional Chairperson: Mr David Watson

Tel: 01325 481 260

Email: swimnortheast@swimming.org

Web: www.asaner.org.uk

ASA (Northern Division), 13 Horsemarket, Darlington, DL1 5PW

ASA South East

Regional Chairperson: Mr Roger Penfold

Email: office@southeastswimming.org

Web: www.southeastswimming.org

ASA (South and West Division), Castle Business Centre, Castle Road, Chelston Business Park,
Wellington, Somerset TA21 9JQ

ASA South West

Regional Chairperson: Mr David Flack

Tel: 01823 666 792

Email: asasouthwest@swimming.orgWeb: www.swimwest.org

ASA (South and West Division), Castle Business Centre, Castle Road, Chelston Business Park, Wellington, Somerset TA21 9JQ

ASA West Midland

Regional Chairperson: Mr Simon Kirkland

Email: westmidland@swimming.orgWeb: www.westmidlandswimming.org.uk

ASA (Central Division), Unit 7 Basepoint Business Centre, Bromsgrove Enterprise Park, Isidore Road, Bromsgrove, Worcestershire B60 3ET

ASA East Midland

Regional Chairperson: Ms Lisa Topliss

Tel: 01527 888 929

Email: eastmidlands@swimming.orgWeb: www.swimming.org/eastmidland

ASA (Central Division), Unit 7 Basepoint Business Centre, Bromsgrove Enterprise Park, Isidore Road, Bromsgrove, Worcestershire B60 3ET

Judiciary**Independent Disciplinary and Dispute Resolution Appeals Panel (IDDRAP)**

To take effect from Council 2014 and to remain in office until Council 2017

Mr W Baker

To take effect from Council 2013 and to remain in office until Council 2016

Mrs S Bryant (Vice)**Mrs S Paice (Vice)**

To take effect from Council 2012 and to remain in office until Council 2015

Mr D Marsh**Independent Disciplinary and Dispute Resolution Panel (IDDRP)**

To take effect from Council 2014 and to remain in office until Council 2017

Mr R Isherwood**Mrs B Lancaster, MBE****Mrs R Roberts****Mr R Parnell****Mrs C Gilman-Abel**

To take effect from Council 2013 and to remain in office until Council 2016

Mrs M Abrams (Vice)**Mr J Baker****Mr B Dunning (Vice)****Mr M Jukes****Mr B Batley****Mrs T Ward**

To take effect from Council 2012 and to remain in office until Council 2015

Mr T Wilkinson (Chairman)**Mr P Crowley (Vice)****Mrs T Lambert (Vice)****Mr E Saulter****Ms S Barrett****Mr N Blake****Ms M Brown****Mr A Cross****Mr S Friel****Ms W Golding****Mr D Gutteridge****Mr A Jackson****Mr J Lindsay****Mr N Moloney****Mr L J Morgan****ASA Judicial Commissioner**

To take effect from Council 2013 and to remain in office until Council 2016

Mr A Gray

ASA Judicial Appointments Panel 2014 – 2015

To take effect from Council 2014 and to remain in office until Council 2015

Mr C Galer (East)	Mrs M Hunt (East Midlands)	Mr D Boot (West Midlands)
Mr J W E Leach (London)	Mrs N Davidson (North East)	Mr D Burgham (North West)
Mr E Lyne (South East)	Mr M Hopes (Chair) (South West)	

Council Determinations Panel

Mr M Beard	Mrs J Cook	Mrs J Grange
Mr D Yeoman		

Subsidiary and Associated Companies

Institute of Swimming Ltd – Ms L J Wainwright,
Ms M Boyd, Mr C Huffen, Mr J Mutton,
Mr D Allen and Mr I Mackenzie

Swimming Times Ltd – Mr C E Lord and
Mr A Beaveridge

ASA Swimming Enterprises Ltd – Mr K Ashton
and Mr A Beaveridge

ASA Business Enterprises Ltd – Mr S Cain and
Mr A Beaveridge

Community Swimming Ltd – Mr D Lane, Mr C
Reeves, Miss J M Nickerson and Mr N W Humby

ASA Appointed Representation to other Organisations

General Meetings of British Swimming Ltd –
Mr C E Lord substitute Mr C I Bostock

General Meetings of Commonwealth Games
England – Mr C E Lord and Mr C I Bostock

General Meetings of the Sport & Recreation
Alliance – Mr C E Lord

Divisional Meetings of the Sport and
Recreation Alliance – The most appropriate
representative as agreed by the Chairman and
Chief Executive.

Organisations Directly Affiliated to the ASA

Air Training Corps

Mr A Maddison,
Deputy Physical Education Officer
Tel: 01400 267623
Email: ACO-HQAC-PED-SPORT@mod.uk
Web: www.air-cadets.org

Army Cadet Force Association

Major G Edmond
Email: exec-asst@armycadets.com
Web: www.armycadets.com

British Long Distance Swimming Association

Mr A Wright
Tel: 01925 730652
Email: singledash@tiscali.co.uk
Web: www.bldsa.org.uk

British Naturism

Mrs T Major
Tel: 01604 620361
Email: headoffice@bn.org.uk
Web: www.bn.org.uk

British Swimming Coaches Association

Mr B McGuinness
Tel: 01527 871626
Email: info@gbswimcoaches.co.uk
Web: www.gbswimcoaches.com

British Universities Sports Association

Ms J Crawford
Tel: 0207 357 8555
Web: www.busa.org.uk

CP Sports

Miss A Lavan
Tel: 0115 925 7027
Email: info@cpsport.org
Web: www.cpsport.org

Down Syndrome Swimming Federation

Mrs S Barker
Tel: 02392 790714
Email: dseuroswwim@gmail.com
Web: www.down-syndrome-swimming.org

Dwarf Sports Association (UK)

Mr T Shephard
Tel: 0788 9922736
Email: tim.shephard@dsauk.org
Web: www.dsauk.org

English Schools' S.A.

Mr J Stiven
Tel: 01932 345011
Email: j.stiven@essa-schoolswimming.com
Web: www.essa-schoolswimming.com

Fire Services Sport and Athletic Association

Miss S Howard
Tel: 01637 871195
Email: showard@fire.cornwall.gov.uk
Web: www.fssaa.com

Great Britain Diving Federation

Tel: 01535 273633
Web: www.diving-gbdf.com

Independent Schools Association

Mr G Price
Tel: 01799 523 619
Email: isa@isaschools.org.uk
Web: www.isaschools.org.uk

Lifesavers™

Tel: 01789 773994
Email: lifesavers@rlss.org.uk
Web: www.lifesavers.org.uk

Macabi GB

Mr Berliner
Tel: 020 84572333
Email: martin@maccabigb.org
Web: www.maccabigb.org/

Clubs Directly Affiliated

CSSC ASA

Mr I G Colquhoun, Organising Secretary,
CSSC ASA
Tel: 01482 601 540
Email: lain@cssc.karoo.co.uk.
Web: www.cssc.karoo.net

Leagues

The National Swimming League

Mr I Mackenzie, Honorary Secretary
Tel: 01279 863496
Email: ian.mackenzie@
nationalswimmingleague.org.uk
Web: www.nationalswimmingleague.org.uk

British Water Polo League

Mr Chris Ducker, General Secretary
Tel: 01225 446 732
Email: chris.ducker@bwpl.org
Web: www.bwpl.org

Junior Inter-league Swimming Competition

Mrs D M Reynolds
Tel: 02476 329992
Email: interleague@deereynolds.com

Corporate Members

OMEGA Electronics

Unit 1, Discovery Business Park, Brickfield
Lane, Chandlers Ford, Hampshire SO53 4DP
Tel: 023 8027 4520
Email sales@uk.swatchgroup.com
Web: swisstiming.co.uk

Useful Addresses

Sport England

21 Bloomsbury Street, London WC1B 3HF
Tel: 08458 508 508
Email: info@sportengland.org
Web: www.sportengland.org

Sport and Recreation Alliance

Burwood House, 14-16 Caxton Street, London
SW1H 0QT
Tel: 0207 976 3900
Email: info@sportandrecreation.org.uk
Web: www.sportandrecreation.org.uk

**Chartered Institute for the Management of
Sport and Physical Activity (CIMSPA)**

3 Oakwood Drive, Loughborough LE11 3QF
Tel: 01509 226 474
Fax: 01509 226 475
Email: info@cimspa.co.uk
Web: www.cimspa.co.uk

British Olympic Association

60 Charlotte Street, London W1T 2NU
Tel: 0207 842 5700
Email: boa@boa.org.uk
Web: www.teamgb.com

Commonwealth Games Council for England

307-308 High Holborn, London WC1V 7LL
Tel: 0207 831 3444
Email: info@weareengland.org
Web: www.weareengland.org

National Association for Sports Development

PO Box 105, Glossop, SK13 6WP
Tel: 01457 868 666
Email: answers@nasd.uk.com
Web: www.nasd.uk.com

Past and Present Officers of the ASA

Metropolitan Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1869	J Warrington	G H Vize	W W Ramsden
1870	S Bullett	J F Moultrie	H J Bradley
1871	"	J Cole	"
1872	Capt. H Woods	J Fawcitt	"
1873	H G Smith	"	W J Everton

Swimming Association of Great Britain

Year	President	Hon. Treasurer	Hon. Secretary
1874	H G Smith	G Price	W J Everton
1875	A C Heeps	--	"
1876	--	--	A G Lupton
1877	R H Watson	A G Lupton	W W. Ramsden
1878	G Williams	"	"
1879	"	"	"
1880	H Davenport	"	H J Barron
1881	"	"	"
1882	"	"	"
1883	"	H F Strange	"
1884	H J Barron	C A Itter	H Weaver
1885	"	C J Davison	"

Amateur Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1886	A. Clark	C J Davison	W W Ramsden
1887	Lord C Beresford	R. Sandon	E J Tackley
1888	"	"	"
1889	"	C E Macrae	"

From 1890 the Clubs affiliated to the ASA are listed

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1890	H Davenport	C Plumpton	E J Tackley	135
1891	"	"	"	182
1892	"	W J Read	"	207
1893	"	"	Sir G Pragnell	240
1894	"	"	"	265
1895	W J Read	"	"	404
1896	H E Cashmore	J H Fisher	"	387
1897	G H Rope	"	"	428
1898	J H Fisher	"	"	432
1899	J F Herbert	"	"	447
1900	H Benjamin	"	"	469
1901	R Williams	"	"	537
1902	H Thomsett	"	"	585
1903	Sir G Pragnell	"	G W Hearn	624
1904	A Mosley	"	"	675
1905	W N Benjamin	"	"	741
1906	F Baxter	"	"	805
1907	J T Hincks	J H Fisher	G W Hearn	963
1908	Geo. W Hearn	"	H C Hurd	1073
1909	A Atkinson	"	"	1169

Past and Present Officers of the ASA

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1910	E J Tackley	"	"	1276
1911	F R Edwards	"	"	1324
1912	F G Wraith	"	"	1369
1913	E W Jordan	"	T M Yeaden	1409
1914	H J Johnson	"	"	1468
1915	"	"	"	1423
1916/				
1918	"	"	"	--
1919	A St. P Cuffin	"	"	--
1920	W Hammond	"	"	875
1921	C N Milner	T M Yeaden	H. E. Fern CBE JP	1210
1922	R W Jones	"	"	1289
1923	A J Tucker	"	"	1331
1924	T M Yeaden	"	"	1313
1925	H T Bretton	"	"	1318
1926	F Isherwood JP	"	"	1363
1927	G Newton	"	"	1375
1928	W A H Buller	"	"	1380
1929	R A Colwill, OBE	"	"	1505
1930	H Crapper	"	"	1561
1931	W S Hankins OBE	"	"	1625
1932	F Harrison	"	"	1720
1933	T Jebb Lee	"	"	1729
1934	H E Fern CBE JP	"	"	1805
1935	R G Jordan	"	"	1856
1936	W H Darke	"	"	1969
1937	G T Evershed JP	R A Colwill OBE	"	1939
1938	John Hodgson	"	"	1976
1939/				
1945	H P Leverton	"	"	1981
1946	Capt. B W Cummings	"	"	305
1947	J D de Lancey	"	"	1070
1948	R J Pryde	"	"	1261
1949	A J Perring MBE	"	"	1419
1950	Lt.-Col. E Read TD MA	"	"	1488
1951	C W Plant	"	"	1563
1952	Mrs A M Austin	"	"	1605
1953	Brig G De V Welchman CBE DSO	"	"	"
1598				
1954	A Mothersdale	"	"	1592
1955	R Murray	G Matveieff	"	1607
1956	R Hodgson	"	"	1591
1957	K B Martin MBE	"	"	1622
1958	Sir Harold Parker KCB KBE MC	"	"	"
1621				
1959	C F Clark	"	"	1627
1960	H Dixon	"	"	1592
1961	A C Price	"	"	1657
1962	L H Koskie	"	"	1618
1963	H R Walker	"	"	1605
1964	G Matveieff	"	"	1587
1965	W T Tiver	"	"	1584

Past and Present Officers of the ASA

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1966	N W Sarsfield OBE MC	C W Plant	"	1573
1967	E J Scott OBE MC	"	"	1585
1968	A Rawlinson MBE	A H Turner OBE AIB	"	1604
1969	J Jordan	"	"	1629
			Secretary	
1970	E W Keighley	"	N W Sarsfield OBE MC	1627
1971	T A Thorndale	"	"	1604
1972	J Wilson	"	"	1647
1973	C P Parkin	"	"	1648
1974	E Warrington MBE	"	"	1652
1975	M Rutter	"	"	1619
1976	G R Eddowes MBE	"	"	1636
1977	T Elsom-Rhymes	"	"	1744
1978	F W Latimer	"	"	1674
1979	J H Zimmermann	"	"	1704
1980	D F Scales JP	"	"	1703
1981	F E Collins	"	H W Hassall DPE DMS (Rec) FBIM	1717
1982	A H Turner OBE AIB	"	"	1705
1983	E E Warner	"	"	1703
1984	Mrs S W Margetts	"	"	1703
1985	R R Garforth	"	"	1683
1986	Mrs Y M Price	A M Clarkson FCA	D A Reeves	1690
1987	H Booth	"	"	1698
1988	T G Thomas	"	"	1684
1989	J J Lewis	"	"	1686
1990	E Dean	"	"	1709
1991	E Wilkinson	"	"	1680
1992	L G Howe	"	"	1669
1993	T H Cooper	"	"	1667
1994	R H George	"	"	1654
			Chief Executive	
1995	T G. Handley	"	D Sparkes	1641
1996	P Jones	"	"	1651
1997	A M Clarkson FCA	"	"	1659
1998	J W E Leach	"	"	1562
1999	E Taylor	"	"	1611
2000	M Beard	"	"	1584
2001	D Toogood	Post Discontinued	"	1554
2002	B Eeles	"	"	1587
2003	J Cook	"	"	1537
2004	M Glover	"	"	1408
2005	Mrs A Clark	"	"	1503
2006/7	R Margetts	"	"	1242
2008	A Donlan	"	"	1175
2009	Mrs K Grimshaw	"	"	1170
2010	Mr J Russell	"	"	1150
2011	Mr D Neate	"	"	1135
2012	Mr R Gordon	"	"	1110
2013	Mrs J Grange	"	"	1117
2014	Mr S Rothwell	"	"	1093



BE THE SWIMMER YOU WANT TO BE WITH SWIMFIT® ACTIVATE+

Join in with **Swimfit® Activate+**
group sessions, developed by
swimming experts at the ASA.
Activate. Motivate. Dedicate.
The only way to swim.



Visit **swimfit.com** today for more information



Code of Ethics

Terms of Reference

The content of this Code of Ethics applies to all those involved within the sports of swimming, diving, water polo, open water swimming and synchronised swimming.

The Code of Ethics should be read in conjunction with the ASA Codes of Conduct contained in Wavepower (ASA Child Safeguarding Policy and Procedures).

ASA Code of Ethics

All individuals within the ASA aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all ASA members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (ASA Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower (ASA Child Safeguarding Policy and Procedures).
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

Protocols for Child Safeguarding Investigations

This document is to act as a guide for all members of the ASA with regard to the Protocols that have been put into place for the conduct of investigations. This document should be read in conjunction with the ASA Child Welfare Complaints Procedure, Wavepower (ASA Child Safeguarding Policy and Procedures) and the Judicial Regulations and Guidelines contained in this handbook. If there are any queries that you may have with regard to the content of these Protocols then please do not hesitate to contact the ASA Legal Affairs Department – Telephone 01509 640270 or via email to legal@swimming.org.

1. Any concerns of a child safeguarding nature with regard to any individual involved in the sport of swimming must be referred to the ASA Legal Affairs Department (LAD) through any of the following initial contact communication channels; Swimline, telephone call, letter or email. The concern or query will then be noted and referred to the ASA Independent Child Protection Officer (ICPO), for her initial assessment. The ICPO will report her views and any recommended course of action direct to the ASA LAD, and a decision will be taken as to how the matter will proceed. This procedure will normally be completed within three working days of receiving the initial information.

The ICPO may at her discretion decide to hold an early case conference meeting with such of the affected persons as the ICPO believes appropriate in the circumstances of the case. Regard will be given to the nature and seriousness of the allegations made.

2. Depending on the circumstances, the matter could then proceed in one or more of the following ways:
 - (i) If the matter is being handled correctly by the club, organisation or affiliated body then advice may be given to proceed, but to keep the ICPO updated as to progress.
 - (ii) The ICPO may decide to become directly involved in the matter or involve a swimliner or other ASA officer to take action as appropriate.
 - (iii) A decision may be made to refer matters to a relevant agency, either the Police or Children’s Social Care Team (formally Social Services).
 - (iv) A decision may be made to appoint an independent investigator to conduct an independent fact finding investigation.
 - (v) A decision to make a complaint under the ASA Judicial Regulations.
3. All members who refer matters of a Child Safeguarding nature must be aware that in certain circumstances the ASA’s powers to take action may be compromised and the ASA would bring the following points to members attention:
 - (i) In any circumstances giving cause for concern, there must be early communication to the ASA LAD via any of the channels mentioned above.
 - (ii) The ASA cannot, normally, play any role in any Child Safeguarding concerns involving the parent/child relationship. Such matters would be immediately referred where necessary to a relevant agency. Any action recommended to the ASA by the statutory body regarding the person’s role in swimming would be acted upon. This may require direct action by the ASA or the relevant club.
 - (iii) Failure to communicate to the ASA LAD at the earliest possible stage MAY INHIBIT THE ABILITY OF THE ASA AND RELEVANT AGENCIES TO ACT. In addition, it could render the club or individual subject to disciplinary or other action by the ASA.
4. If the decision is made to appoint an investigator, then it would be practice for the investigator to make contact with the initial referrer/complainant normally within three to five working days of initial contact with the ASA LAD. Preliminary contact will be made by telephone to confirm the appointment of an investigator and to make arrangements to meet with the referrer/complainant. The meeting and its content will be reported back to the ASA LAD and the ICPO, and a strategy would be initiated. The likely course of action is as follows:

Protocols for Child Safeguarding Investigations

- (i) Serious allegations of abuse would immediately be referred by the ASA LAD to the Police and/or the Children's Social Care Team. If the police and/or the Children's Social Care Team are unable or unwilling to act the matter will be referred back to the ICPO/ASA LAD. A decision may then be made to instigate a full ASA investigation.
 - (ii) Less serious allegations which the sport is competent to handle may be made the subject of a full investigation by the ASA independent investigator.
5. Dependent on the particular circumstances and without prejudicing the investigation the subject of the inquiry will, at the earliest appropriate opportunity, be informed of the complaint. The Subject will be given an indication of the nature of the complaint and possible outcomes from the investigation. If he so desires, the subject may provide a written response to the independent investigator, at this stage.
6. Both the complainant/referrer and subject would be offered an ASA friend to assist them in explaining procedures and lead them through the normal practice of an investigation.
7. During the investigation process there will be regular communication, and as appropriate, meetings between the ASA LAD, ICPO and the investigator to discuss the progress of the investigation. The investigator will send to the ASA LAD weekly reports detailing the action taken and a schedule for the following week. This will enable the ASA LAD to keep up to date as to the progress of the investigation.
8. The complainant/referrer and subject of the complaint will be updated periodically on the progress of the investigation. The initial update will normally be in writing, within six weeks of initial notification. Thereafter, not less than monthly intervals by either telephone contact or letter.
9. The highest possible standards of investigation will be used during the inquiry.
10. Before the subject of the complaint is interviewed by the investigator and if appropriate the ICPO, a precis of facts and any matters of concern will be supplied to the individual. This will be an outline of the matters that will be put to them. They will not include statements, nor will they detail any questions that will be asked. The meeting may be tape recorded, if appropriate. (See paragraph 11 below).
11. The ASA reserves the right to record any interview conducted under its Child Safeguarding Procedures. In any such case the interviewee will be provided with a copy of the tape recording.
12. After the investigator has met the subject of the complaint, a report will be supplied to the ASA LAD, ICPO and the Judicial Commissioner, in cases where an investigation has been called by the Commissioner, and/or the Chief Executive for their information. A meeting will be held to decide the best course of action. There are a number of possible outcomes, these include:
 - (i) Evidence of poor practice which indicates a lack of competence then the matter may be referred to our English Programmes Department with a view to guidance being given with regard to correct methods. The ICPO may also recommend action to be taken by the club or individual concerned.
 - (ii) Where issues arise regarding the ethical aspects of behaviour then this would in the first instance, be dealt with as an educational issue with guidance, and support to be given to the individual to encourage them to modify their behaviour in line with accepted practice.
 - (iii) Should this guidance be refused or whether there is clear subsequent indications that malpractice is continuing or taking place then this would result in a formal complaint being brought by the Association under the Judicial Regulations.
 - (iv) The ASA will consider the actions of any member, club or affiliate body and whether it's internal management should be looked into and further support or guidance provided. However, the Association reserves the right to give consideration as to whether the club and its officers should be made the subject of a formal complaint.
 - (v) A complaint under the ASA Judicial Regulations.
 - (vi) The imposition of a suspension under the ASA Child Protection Regulations.

- (vii) A requirement that the individual submit to a formal risk assessment with regard to their suitability to have contact with children or young persons in the sport of swimming.
13. At the conclusion of an investigation the subject of the complaint will normally be provided with a copy of any written report and be given the opportunity to comment on matters of accuracy and will be made aware that any such report (or a summary thereof) may be made available to such individuals and organisations as considered appropriate in all circumstances of the case. In any event the ASA may advise in writing an individual or appropriate organisation of the outcome of the investigation and any proposed action.
 14. Any action to be taken will be dependent upon the particular circumstance of the case but may include any of the following:
 - (i) The bringing of a complaint under the ASA Judicial Regulations.
 - (ii) The issue of a formal warning as to future conduct.
 - (iii) A requirement upon any person to undertake a period of training or re-training and to submit to monitoring and ongoing review.
 15. It is important to note that at any stage during the course of an investigation, matters may be referred to a relevant agency (i.e. police or Children's Social Care Team) which may result in the ASA investigation concluding or being temporarily placed on hold pending action by the police and/or the Children's Social Care Team.

The ASA Child Welfare Complaints Procedure

Introduction

The ASA is committed to promoting the welfare of all involved in swimming and we will seek to establish a process that will make it straightforward for people to raise any concerns they have.

This procedure sets out the method of dealing with a child welfare concern when a complaint is received from a parent, guardian, carer or child.

It needs to be read in conjunction with the Child Safeguarding Protocols, Child Protection Regulations 241 et al, the ASA Child Safeguarding Policy and Procedures (Wavepower) and the ASA Judicial Regulations and Guidelines.

The ASA Judicial Regulations provide the procedure to bring a complaint for matters other than child welfare, for example rule breaches, breaches of the Code of Ethics and ASA Codes of Conduct.

It should be remembered that children and young people are equally as entitled to complain as an adult. Everyone within the ASA must be conversant with the procedures for dealing with them in a child friendly way whilst ensuring these procedures are followed, the child's rights are protected and most importantly, the child's safety is paramount.

Equally, parents, guardians and carers of ASA members must be assured that they will also be listened to and appropriate action taken if they have cause for concern or complaint in a child welfare complaints procedure.

This procedure is mandatory for all ASA Staff, ASA Members, IoS Members, ASA Affiliated Swim Schools and other ASA affiliated bodies.

This procedure must be adopted when a complaint is received from any ASA member or ASA member of staff, involves a child (at all times a person under the age of 18 years) and which is deemed to be a child welfare issue by a Club Welfare Officer, County Welfare Officer, Regional Welfare Officer or the ASA Safeguarding Team and the ASA Independent Child Protection Officer (ICPO). All other complaints will be dealt with under appropriate procedures as identified in the ASA Signposting document which is available to view or download from the website at www.swimming.org.

If it is believed that a concern or complaint is considered being of sufficient seriousness as to involve, not just child welfare issues, but child protection issues, these will be dealt with either by direct referral to a Statutory Agency or by referral to the ASA ICPO who in turn may:

1. Refer the matter to a Statutory Agency; or
2. Recommend the matter be dealt with by the ASA under the Protocols For Child Safeguarding Investigations found in the ASA Handbook.

Why is this Procedure Necessary?

Adults often do not realise that their actions can significantly impact on children, causing them distress.

In return children often do not realise that adults can find it difficult to recognise problems, which would cause a child to be worried or unhappy. A concern, which may appear minor to an adult, can be overwhelming for a child.

Because of this it is vital to encourage communication between adults and children not least to put forward an environment whereby a child that is worried or unhappy about something feels confident that they can let someone know what is worrying them and believe their worries and concerns will be addressed.

It is for this purpose that the ASA wish to work towards a culture at club level that is conducive to encouraging all our members under the age of 18 years to feel able to speak to other members of their club regarding their worries or concerns.

The following is the recommended procedure for dealing with a complaint made by, or on behalf of, a child and which a parent, guardian, carer or friend may make. At all times action should be immediate where possible and all stages outlined within the procedure should be carried out within the timescale provided.

It is important to acknowledge that a child welfare concern from the point of view of someone under 18 years of age will be something very important to them and which has potentially been causing them concern long before they took the step of reporting it to another party.

It is important that complaints of this nature are dealt with at the earliest opportunity and as such the following procedure should be a last resort for matters that have been incapable of resolution.

Remember if the complaint is or may be a child protection matter a referral to a statutory agency (Children's Care Services, the police or the NSPCC) must be made immediately.

Guidance and support can be obtained from the ASA ICPO.

The Procedure

Step One – Informal Resolution Locally Timescale: Immediate

As an adult member of the ASA, when a child, parent or carer has made a complaint or drawn to your attention a concern, you must first assess as to whether it is appropriate for you to resolve it.

In general terms if it is minor in its nature and if you are able to address the concern, you should do so. Ideally, if at all possible, you should consult your club Welfare Officer before embarking on any course of action.

Confidentiality must be maintained on a 'need to know basis' i.e. only the coach, the Welfare Officer and child's parents may need to know of a concern and no one else. Sometimes the individuals involved may need to be extended to the Team Manager (for example a child causing distress to another during club sessions) or to the Chairman. The important factor is to keep the information restricted to as small a circle as possible.

Step Two – Resolution through Club Welfare Officer Timescale: Intervention Seven Days

The primary role of the club Welfare Officer will be to resolve to the satisfaction of the child, parent, guardian, carer or anyone else the welfare issues complained of, if at all possible.

A club Welfare Officer may have matters referred to them for example through Step One or may have matters brought directly to their attention.

The club Welfare Officer will consider the nature of the complaint and if they are able to address the concern. It is anticipated that club Welfare Officers will be able to address issues such as minor club rule infringements, poor practice and bullying through the club's own complaints process. Guidance and support can be obtained from the ASA ICPO at any time.

If the assistance of the ASA ICPO is not sought before the issues are resolved, the concerns and outcomes should be reported to the ASA ICPO afterwards.

The club Welfare Officer should at all times be mindful of the support and guidance that can be accessed from the ASA ICPO and that concerns to be dealt with by a club Welfare Officer should be child welfare concerns only. Matters of child protection should be referred, where appropriate, immediately to the appropriate statutory authority (see details in Wavepower – Welfare Officer's information sheet) and to the ASA ICPO.

The club Welfare Officer must:

1. Record the details of the complaint – what was the problem?
2. How it was resolved? The actions taken and by whom (the Welfare Officer or others).
3. Observe confidentiality and secure storage of referral documentation (see appropriate policies within Wavepower).

The ASA Child Welfare Complaints Procedure

Step Three – National Level – The ASA Independent Child Protection Officer Timescale: Intervention three Days

The ASA ICPO will have a right to be involved in any child welfare matter, which the ASA ICPO in consultation with the Head of Legal Affairs reviews and decides needs ASA intervention. For example:

1. Where one party remains unhappy that the problem has not been resolved at Step One or Step Two.
2. Where a matter is brought to the ASA ICPO's attention by an ASA Welfare Officer at Steps One or Two.
3. At any stage, by direct referral to the ASA ICPO by an ASA member (child or adult), parent, guardian or carer of an ASA member.

Within three days of a child welfare complaint being brought to the attention of the ASA ICPO consideration will be given to section 2 (i) of the Protocols For Child Safeguarding Investigations found in the ASA Handbook.

The ASA ICPO will liaise with the club Welfare Officer to ensure that the club is handling the child welfare issue correctly. The club Welfare Officer will be responsible for ensuring that the club follows the ASA ICPO's guidance. It is entirely a matter for the ASA ICPO as to the level of involvement and the guidance given.

At any point throughout the ASA ICPO's involvement, the issues will be kept under constant review and a decision may be taken to:

1. Implement a referral to a statutory agency under section 2 (ii) of the Protocols. For Child Safeguarding Investigations or
2. Appoint an independent investigator to complete a fact-finding investigation under section 2 (iii) of the Protocols For Child Safeguarding Investigations or
3. Make a formal complaint under the ASA Judicial Regulations under section 2 (iv) of the Protocols For Child Safeguarding Investigations or
4. Take such action as recommended by the ASA ICPO (e.g. a direction that an individual be required to submit to a risk assessment or that the ASA file a complaint against a club or an individual).

All clubs must note that if the guidance of the ASA ICPO is not followed the ASA ICPO may complete a report to the Head of Legal Affairs and may recommend that formal judicial complaint is filed against the club under ASA Judicial Regulations. The basis of a judicial complaint will be that the club has failed to comply with the required level expected of ASA clubs in complying with ASA Child Safeguarding.

In the case of clubs with Swim 21 accreditation, the ASA ICPO's Report may alternatively be submitted to the National Swim 21 Panel recommending removal of Swim 21 accredited status, the basis of the recommendation being that the club has not met its requirements under ASA child safeguarding.

The above timescale provides an indication that within three days of being notified of a child welfare issue, the ASA ICPO will decide the level of his/her involvement and will inform all parties accordingly. The ASA ICPO will have the child's welfare as the main concern and will try to resolve the issues with that main concern in mind. As a guide the ASA ICPO will try to achieve a successful resolution or to decide other appropriate action or to have concluded and closed the file within three months of the original referral.

Where a three month conclusion is not possible, e.g. because of the involvement of a statutory agency, the ASA ICPO will seek to keep the child (through their parent, guardian or carer) informed of progress being made.

No Appeal

The ASA ICPO's final report as to the steps taken, closing the file and/or recommendation as to alternative action is final.

In the case of a decision being taken under ASA Child Protection Regulations 241 et al there shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against a decision of the Chief Executive.

Note

Failure to comply with this procedure may result in a recommendation from the ASA ICPO that a club is not meeting its obligations under child safeguarding. This may result in a formal complaint or other action being taken under ASA Child Safeguarding Regulations 241 et al.

Any action complained of under the Child Welfare Complaint Procedure may amount to a breach of ASA Laws and Regulations or of the ASA Code of Ethics. Any ASA member may bring a complaint under the Judicial Regulations against an ASA member. It is therefore possible for a child welfare concern to amount to a breach of ASA Laws and Regulations or of the Code of Ethics and for a judicial complaint to be filed for the same set of circumstances.

It is a matter for the individual member as to whether or not they wish to file a judicial complaint whilst a matter is being dealt with under the Child Welfare Complaints Procedure. Where a judicial complaint is filed and a Child Welfare Complaint is also filed, the child welfare matter will take precedence.

This procedure is subject to continuous review and amendment as best practice evolves and accordingly the ASA reserves the right in particular cases to depart from the above and, accordingly, procedures where it is deemed to be appropriate by the ASA ICPO in consultation with the Head of Legal Affairs.

November 2011

ASA SwimLine

Who is the ASA SwimLine for?

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss this with.

Who will take the calls and what happens?

When you ring you will hear a message. This will explain that if you wish to speak to someone urgently – or it would not be convenient or safe for someone to call you back – you can press a number to transfer straight to the NSPCC Child Protection Helpline. This will be answered by trained and experienced counsellors who will advise you and will act to protect children.

If there is no problem with someone calling back and you wish to speak to someone who understands swimming, you will need to leave your telephone number and a time convenient for the ASA Safeguarding Team to ring you back. If there is an issue which causes concern the ASA will act to protect the child.

Other things you should know

SwimLine calls are free and do not appear on itemised bills unless the call is made from a mobile phone. SwimLine does not use the 1471 code or any other call return or call display facilities. If you leave a message we aim to ring back during the next working day. If you phone over the weekend we will aim to contact you on Monday.

You can call the ASA SwimLine on 0808 100 4001.

You can call the NSPCC Child Protection Helpline direct on 0808 800 5000.

This line is open for 24 hours each day and calls are free of charge.

If you have a Textphone you can call the NSPCC Textphone on 0800 056 0566.

Constitutional Laws

1. General

1.1 The ASA

1.1.1 Governing Body

The ASA is the governing body for the sport of swimming, open water swimming, diving, synchronised swimming and water polo in England and is one of the constituent members of British Swimming Ltd and, as such, is bound by its Memorandum and Articles of Association. British Swimming Ltd is a member of the Federation Internationale de Natation and Ligue Européenne de Natation.

1.1.2 Objects

The Objects of the ASA shall be to:

- 1.1.2.1 Promote the teaching and practice of swimming, open water swimming, diving, synchronised swimming and water polo;
- 1.1.2.2 Raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities;
- 1.1.2.3 Create, publish and enforce uniform laws, regulations and technical rules for the control and regulation of swimming, open water swimming, diving, synchronised swimming and water polo championships and competitions in England, and deal with any infringement thereof;
- 1.1.2.4 Promote and conduct annually English Championships in swimming, open water swimming, diving, synchronised swimming and water polo.

1.2 In these Laws, Regulations, Rules and Conditions

1.2.1 'ASA' shall mean Amateur Swimming Association.

1.2.2 'Council' shall mean the Council of the ASA.

1.2.3 'Board' shall mean the Sport Governing Board and/or the Group Board of the ASA. ('the Boards').

1.2.3.1 The Boards shall have the authority and responsibility for the direction of the ASA and its subsidiaries and communications to members subject to the overall authority of Council.

1.2.3.2 The roles of both Boards beyond those specifically stated in the laws are subject to the definition and the duties specified by Council.

1.2.3.3 The Sport Governing Board shall have the high level allocation of responsibility for swimming as a sport including membership and clubs.

1.2.3.4 The Group Board shall have the high level allocation of responsibility for the overall strategy and its implementation plus swimming as an activity.

1.2.4 'Council Determinations Panel' shall mean a panel appointed by Council of up to five persons who may be Trustees of the ASA. Three of the five persons to act as the panel.

1.2.5 'England' shall be defined as including the Isle of Man and Channel Islands.

1.2.6 'FINA' shall mean Federation Internationale de Natation.

1.2.7 'LEN' shall mean Ligue Européenne de Natation.

- 1.2.8 'British Swimming' shall mean British Swimming Limited.
- 1.2.9 'Region' shall mean one of the eight Regions of the ASA as defined in Law 2.
- 1.2.10 'Laws' shall include the ASA Laws numbered between 0 and 40.
- 1.2.11 'Regulations' shall include the ASA Regulations numbered between 40 and 500.
- 1.2.12 'Technical Rules' shall include the ASA Rules numbered between 500 and 1200.
- 1.2.13 'Swimmer' shall include diver, synchronised swimmer and water polo player unless the context indicates the contrary.
- 1.2.14 Words importing the masculine gender shall include the feminine and vice versa.
- 1.2.15 Words of the singular shall include the plural and vice versa.

1.3 Deviations from Constitutional Laws or Regulations

Any deviation from any provision of these Constitutional Laws or Regulations shall not invalidate any procedure or decision unless that deviation raises a material doubt that the procedure or decision has been so affected by it as to prejudice the good management of the ASA.

- 1.4 It shall be a condition of affiliation or membership that all affiliated clubs, organisations, associations, bodies and individual members shall be subject to and bound by any ASA Law, Regulation, Rule or Condition or any Rules of British Swimming which may from time to time apply to them.

2. Regions

- 2.1 For the convenient government of the sport the ASA shall be divided into eight Regions each of which shall be aligned with one or more Sport England Regions.
- 2.2 The eight Regions shall be known and comprised as follows.

With the exception of the South East Region, the definitions of the areas set out in the following sections, unless the context indicates differently, are based on historic and/or sporting counties and include any administrative County, Metropolitan Borough or Unitary Authority in that area in whole or in part which is not listed separately.

The definition of the area covered by the South East Region except where the context indicates differently is based on areas regarded as counties for the purposes of the Lieutenancies Act 1997 including any local government authority area which is treated as part of the county for the purposes of the Act.

- 2.2.1 **ASA East Region** – the Counties of **Bedfordshire; Cambridgeshire; Hertfordshire; Norfolk; Suffolk** and **Essex** excluding the Greater London Boroughs of *Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest*;
- 2.2.2 **ASA East Midland Region** – the Counties of **Derbyshire; Leicestershire including Rutland; Northamptonshire; Nottinghamshire and Lincolnshire** excluding those parts covered by the Unitary Authorities of *North East Lincolnshire and North Lincolnshire*;
- 2.2.3 **ASA London Region** – the City of London and the Greater London Boroughs of *Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth and Westminster*.

- 2.2.4 **ASA North East Region** – the Counties of **Northumberland** and **Durham**; **Yorkshire** and those parts of **Lincolnshire** covered by the Unitary Authorities of *North East Lincolnshire* and *North Lincolnshire*.
- 2.2.5 **ASA North West Region** – the Counties of **Cheshire**; **Cumbria** and **Lancashire** including the Crown Dependency of the **Isle of Man**.
- 2.2.6 **ASA South East Region** – the Counties of **Berkshire**; **Buckinghamshire**; **Hampshire**; **Isle of Wight**; **Kent**; **Oxfordshire**; **Surrey**; **East Sussex**; **West Sussex** and the Crown Dependencies of the **Channel Islands**;
- 2.2.7 **ASA South West Region** – the Counties of **Cornwall**; **Devon**; **Dorset**; **Gloucestershire**; **Somerset** and **Wiltshire**.
- 2.2.8 **ASA West Midland Region** – the Counties of **Shropshire**; **Staffordshire**; **Warwickshire** and **Worcestershire** including **Herefordshire**.

3. Powers and Responsibilities of Regions

3.1 General

3.1.1 Each Region shall:

- 3.1.1.1 be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the ASA;
- 3.1.1.2 observe the laws, regulations and rules of the ASA and ensure that they are observed within its jurisdiction;
- 3.1.1.3 follow the resolutions and rulings of the Sport Governing Board and/or the Group Board and/or Council and ensure that they are followed within its jurisdiction;
- 3.1.1.4 be accountable to the ASA for the proper discharge of its functions.

3.1.2 Each Region shall:

- 3.1.2.1 establish two or more Sub-Regions to form part of the governance, administration and delivery of the sport within the Region;
- 3.1.2.2 define the boundaries of each Sub-Region with the limitation that they shall be wholly within the boundaries of the Region;
- 3.1.2.3 allocate clubs within the Region to the Sub-Region within which the principal location where the club's swimming activities take place is situated.

Note: The implementation of this Law 3.1.2 shall be carried out by each Region as soon as is practicable after full consultation with its affiliated clubs.

3.2 Administration and Finance

3.2.1 Each Region shall be responsible for managing the sport within its boundaries subject to the strategic direction of the ASA and as such shall:

- 3.2.1.1 determine the uses to which its funds are allocated within the national strategic criteria set by the ASA;
- 3.2.1.2 set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the national strategic criteria set by the ASA;
- 3.2.1.3 set up and implement a Development Plan based on the national strategic criteria set by the ASA;
- 3.2.1.4 have the authority to set the Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;

- 3.2.1.5 administer, as required, the operation of affiliation and membership processes and the collection and transfer, where applicable, of fees for the ASA, the Region and the County Associations within the Region.

3.3 Accountability

3.3.1 Each Region shall:

- 3.3.1.1 from time to time produce Business and Development Plans;
- 3.3.1.2 keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;

4. Standard constitutions and model rules

- 4.1 Standard constitutions for Regions and clubs, and model rules for Sub-Regions, organisations, associations and bodies shall be issued and reviewed from time to time by the Sport Governing Board. These shall embody the principles of:

- 4.1.1 transparent financial accounting;
- 4.1.2 a democratic system with clear roles and responsibilities and accountability;
- 4.1.3 a fair and open disciplinary system for dealing with internal disciplinary matters, conforming with ASA Judicial Regulations 150 to 155 inclusive.

- 4.2 Each Region and club affiliated to the ASA shall issue rules and operate on the basis of a standard constitution appropriate to its status which:

- 4.2.1 may contain mandatory provisions in respect of any parts of the governance and administration of the Region or club;
- 4.2.2 may contain recommended provisions in respect of the other parts of the governance of and administration of and any other matter appertaining to the Region or club.

- 4.3 Each Sub-Region, organisation, association and body affiliated to the ASA shall issue rules and operate on a basis which follows those model rules appropriate to its status and constraints.

5. Affiliation and Membership

5.1 The ASA shall comprise the following categories of affiliation:

- 5.1.1 clubs affiliated to Regions;
- 5.1.2 associated organisations affiliated to Regions;
- 5.1.3 corporate organisations;
- 5.1.4 associate associations;
- 5.1.5 affiliated bodies;
- 5.1.6 clubs, bodies, associations or organisations temporarily affiliated under the provisions of Regulation 56.

5.2 The ASA shall comprise the following categories of membership:

- 5.2.1 individual members of clubs which are affiliated to a Region and for whom the ASA Membership Fee has been paid;
- 5.2.2 individual members of associated organisations affiliated to a Region and for whom the ASA Membership Fee has been paid;
- 5.2.3 individuals granted temporary membership under the provisions of Regulation 56;
- 5.2.4 individuals granted honorary membership of the ASA.

- 5.3 The personal financial liability of any individual member of the ASA shall be limited to the amount of the ASA Membership Fee paid by or on behalf of that individual.

6. Clubs

- 6.1 In order to be affiliated to a Region, a club must comprise a group of people who join together for the common purpose of taking part in swimming related activities and must be organised and managed on a democratic basis. A school which affiliates as a club shall be exempt from the requirement to be organised and managed on a democratic basis provided its membership is confined to its pupils.
- 6.2 A club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principal location where the club's swimming related activities take place.
- 6.3 A club whose headquarters is overseas and whose members have British citizenship shall be eligible to affiliate direct to the ASA upon payment of an annual fee to be fixed by the Sport Governing Board in line with the resource requirements set by the Group Board at its first meeting in each year. Such an affiliation shall not confer the normal rights and privileges of an affiliated club.
- 6.4 A club that is affiliated to a Region shall automatically also be affiliated to the County within which the principal location where the club's swimming activities take place is situated, and shall be liable for any affiliation fee set by that County.
- 6.5 A club that is affiliated to a Region shall automatically also be affiliated to the Sub-Region within which the principal location where the club's swimming activities take place is situated.
- 6.6 A club shall not be permitted to remain affiliated to any Region if the club's total fee, including affiliation and membership fees, has not been paid to the ASA or the Region if required by 31 March and each Region and County as appropriate shall include in its rules provisions to the effect that the affiliation of such a club to the Region or County shall be suspended until such time as those liabilities and the additional fee levied under Regulation 48.4.2 are all discharged.
- 6.7 A club member is any individual, or each individual member of a group (e.g. family), that has applied for, and been accepted into, membership by the club and whose membership has not lapsed or been terminated.
- 6.8 No club may prevent a member from belonging to or competing for another club.
- 6.9 No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.
- 6.10 Any member who temporarily or permanently changes his residence to another country may join a club affiliated to the governing body in the new country and shall be regarded as coming within the jurisdiction of the latter.

Finance

7. Funds

- 7.1 All funds or other property of the ASA shall be applied to the furtherance of the objects of the ASA, or for any charitable purpose. No funds or other property of the ASA shall be paid to, or distributed among, the members of the ASA.
In the event of dissolution, the funds remaining shall be devoted to objects similar to those of the ASA.
- 7.2 There shall be not more than four Trustees of the ASA. The freehold and leasehold premises of the ASA shall be vested in them to be dealt with by them as the Council shall from time to time direct by resolution (of which an entry in the Minutes shall be conclusive evidence). Any such premises shall be held on trust for the ASA beneficially. The Trustees shall be indemnified against risk and expense out of the property of the ASA. The Trustees shall hold office until death or resignation, or until removed from office by a resolution of the Council who may for any reason which may

seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustee. Where by reason of any such death or resignation or removal it shall appear necessary to the Council that a new Trustee or Trustees shall be appointed or if the Council shall deem it expedient to appoint an additional Trustee or additional Trustees, the Council shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the President is hereby nominated as the person to appoint new Trustees of the ASA within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the Council as the new Trustee or Trustees of the ASA and the provisions of the Trustee Act 1925 shall apply to any such appointments. Any statement of fact in any such Deed of Appointment shall in favour of a person dealing bona fide and for value with the ASA or the Council be conclusive evidence of the facts so stated.

- 7.3 The Council may on behalf of the ASA mortgage or charge the whole or any part of the funds or other property of the ASA to secure any monies for the time being owing by the ASA or as security for any liability both present and future contingent or otherwise howsoever undertaken by any Trustee or other Officer on behalf of the ASA and so that such funds or other property of the ASA may be transferred into the names of the Trustees for the purpose of creating such mortgage or charge.

8. Expenses

The expenses of the ASA shall be borne by the eight Regions in proportion to the number of members having paid an ASA membership fee through a club or organisation affiliated to that Region up to the 31 March last past. The ASA 'call' shall be fixed by the Sport Governing Board annually by 31 January and shall be paid within twenty one days of demand.

Governance

9. ASA Council

- 9.1 Only persons who are members of the ASA shall be eligible to be a member of Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of Council provided that he has been appointed by the organisation he represents under its own rules.

No member of the Independent Disciplinary and Dispute Resolution Panel or the Independent Disciplinary and Dispute Resolution Appeals Panel shall be eligible to be a member of Council:

The Chief Executive Officer and the Chief Financial Officer shall not be members of Council by virtue of being a member of the Group Board under the conditions of this Law 9.

No person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) for any service to British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be eligible to be a member of Council under this Law 9.

Subject to the foregoing, the following shall be members of Council of the ASA:

- 9.1.1 the President of the ASA;
- 9.1.2 the Vice President;
- 9.1.3 the current members of the Sport Governing Board and the Group Board;
- 9.1.4 three Regional representatives with additional representatives elected in the ratio of one for every three thousand five hundred members having paid an ASA membership fee through a club or organisation affiliated to that Region, or fraction thereof greater than one half, with a minimum entitlement of eight representatives from each Region under this section.

Every Regional representative shall be either a Past President of a Region or a delegate entitled to represent a club at meetings of the Region, and shall be elected at the Annual Council Meeting of the Region.

The number of representatives to which a Region shall be entitled shall be determined by the number of members having paid an ASA membership fee through a club or organisation affiliated to that Region up to the 31 July prior to the Annual Council Meeting of the ASA.

In the event of a representative of any Region being unable to attend, a substitute, who shall also be a member of the Council of the Region, may be appointed;

9.1.5 a representative of each League that is affiliated directly to the ASA;

9.1.6 a representative of the following Associate Body: The Institute of Swimming.

9.2 The following shall be entitled to attend meetings of the Council of the ASA and may speak but may not vote:

The Chairmen of such of the ASA Diving; Masters; Open Water; Swimming; Synchronised Swimming and Water Polo Committees as have been duly appointed under Regulation 68, and the Chairman of the Independent Disciplinary and Dispute Resolution Appeals Panel.

9.3 The following shall be entitled to attend meetings of the Council of the ASA and may speak if invited to do so by the Chairman but may not vote:

The Chairman of the ASA Audit, Risk and Probity Committee; the Chairmen of such of the ASA Disability and Medical Advisory Committees as have been duly appointed under Regulation 68 and the Secretary of the Rules Committee.

9.4 A duly appointed representative of any body affiliated directly to the ASA under Regulation 55 shall be entitled to attend meetings of the Council of the ASA and may speak if invited to do so by the Chairman but may not vote.

10. Annual Council Meeting

10.1 The Annual Council Meeting shall normally be held in the month of October in each year at a suitable venue agreed by the Sport Governing Board.

10.2 In all cases the meeting shall be organised by the ASA with the help, if required, of the host Region.

10.3 The venue of the meeting shall be announced two years in advance.

10.4 50% of those entitled to attend and vote shall form a quorum at the meeting.

10.5 All decisions taken by the meeting shall be binding on each Region, and on the clubs, organisations, associations and bodies affiliated thereto.

10.6 The minutes of the meeting shall be published each year in the Handbook.

11. Special Meeting of the Council

11.1 A Special Meeting of the Council shall be called:

11.1.1 if a resolution to that effect is passed by Council at the Annual Council Meeting, in which case the Special Meeting shall be held on a date fixed by Council. The venue for the meeting shall be decided by the Sport Governing Board;

11.1.2 on the receipt by the Chief Executive Officer of a written request from at least five Regions stating the reason for such a meeting, in which case the Special Meeting shall be held within 28 days unless the reason for the meeting includes proposals for changes to ASA Law in which case it shall be held within 56 days. The venue for the meeting shall be decided by the Sport Governing Board;

Constitutional Laws

- 11.1.3 at the request of two-thirds of either the Sport Governing Board or the Group Board in which case the Special Meeting shall be held within 28 days unless the reason for the meeting includes proposals for changes to ASA Law in which case it shall be held within 56 days. The Board that has called the meeting shall be responsible for deciding the venue for the meeting.
 - 11.2 The business to be considered at a Special Meeting shall be only that specified in the resolution or request for the meeting;
 - 11.3 50% of those entitled to attend and vote shall form a quorum at the meeting;
- 12. Notice of Meetings**
- 12.1 The Chief Executive Officer shall notify all those entitled to attend a Council Meeting, stating where and when it will be held. The Region shall be responsible for sending a copy of the agenda paper to the Regional representatives at least ten days before the meeting;
 - 12.2 A summons for an adjourned meeting of Council shall be sent out so that those entitled to attend shall receive seven clear days notice. It shall not be necessary to circulate an agenda.
- 13. Office Holders and Officers**
- 13.1 Council shall at its Annual Meeting appoint from time to time, in accordance with the protocols for elections and appointments as specified in the Regulations headed 'Protocols for elections and appointments made at Council':
 - 13.1.1 the Vice President;
 - 13.1.2 the President;
 - 13.1.3 Auditors;
 - 13.1.4 the eight members of the Judicial Appointments Panel;
 - 13.1.5 the Judicial Commissioner;
 - 13.1.6 the Chairman of the Sport Governing Board;
 - 13.1.7 the Sport Specialist members of the Sport Governing Board;
 - 13.1.8 the Chairman of the Group Board;
 - 13.1.9 the Independent members of the Group Board.

Council Meetings

- 14. Standing Orders**
- The Council shall be governed by the Standing Orders in Regulation 63.
- 15. Changes to ASA Laws**
- 15.1 Any proposal to change an ASA Law may only be considered at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The procedures for this are set out in Regulations 60 and 63.
 - 15.2 The Council shall consider and decide only the principle and intention of the proposal.
 - 15.3 The Rules Committee shall draft the wording of the necessary changes to the Laws to implement the principles and intentions approved by Council.

The Boards of the Amateur Swimming Association

- 16. The Sport Governing Board of the Amateur Swimming Association**
- 16.1 Role**
- The role of the Sport Governing Board is to provide the focus and direction:
- 16.1.1 for the activities of swimming as a sport;
 - 16.1.2 for the activities of the membership and the clubs.

16.2 Composition

The Sport Governing Board shall comprise the following:

- 16.2.1** the Chairman of the Board who shall:
- 16.2.1.1** be appointed by Council from nominations proposed by the Nominations Committee;
 - 16.2.1.2** not be a member of the ASA Group Board;
 - 16.2.1.3** not hold any other elective office in, nor take any active part in, the government of swimming by any National, Regional or County Association;
 - 16.2.1.4** be subject to removal from office at any time provided that three quarters of the members of the Board are in favour.
- 16.2.2** eight Regional members who shall:
- 16.2.2.1** be appointed by and from the Region;
 - 16.2.2.2** be present in the ratio of one member per Region.
- 16.2.3** a maximum of three Sport Specialists who shall:
- 16.2.3.1** be appointed against a skills matrix, by Council from nominations proposed by the Nominations Committee.
- 16.2.4** the President and the Vice President who shall:
- 16.2.4.1** be ex-officio members of the Board during the term of office as President or Vice President;
 - 16.2.4.2** be allowed to speak but not to vote at meetings of the Board.

16.3 General provisions relating to the members of the Sport Governing Board

- 16.3.1** Only persons who are members of the ASA shall be eligible to be voting members of the Board.
- 16.3.2** No person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) for any service to British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be eligible to be a member of the Board.
- 16.3.3** The members of the Board shall not be remunerated.
- 16.3.4** The members of the Board shall be indemnified against risk and expense out of the property of the ASA for acts and things done by them in the normal performance of their duties as members of the Board or servants of the ASA but not further or otherwise.

16.4 Meetings

- 16.4.1** The Sport Governing Board shall meet as required to fulfil its obligations.
- 16.4.2** The Chairman shall give at least 14 days written notice of each meeting.
- 16.4.3** 50% of the those entitled to attend and vote shall form a quorum at any meeting.

16.5 Duties

- 16.5.1** Approve, if at least two thirds of those voting are in favour, the principle, intention and wording of all changes to ASA Regulations that lie within its jurisdiction or ASA Technical Rules properly proposed. Any such changes shall become effective on a date to be decided by the Sport Governing Board which shall be at least six weeks after the meeting at which the changes are made.

- 16.5.2 Carry out any specific duty laid on it by Council.
- 16.5.3 Carry out the duties set out in the Terms of Reference as stated in the Regulations.
- 16.5.4 Decide any matter not provided for in the Laws or Regulations of the ASA that lie within its jurisdiction subject to the approval of Council at its next meeting.
- 16.5.5 Make, if at least two thirds of those voting are in favour, any change to the Laws of the ASA which it may think necessary by reason of changes to the rules of FINA, subject to the approval of Council at its next meeting.
- 16.5.6 Decide any matter, including changes to ASA Laws that lie within its jurisdiction, which in the opinion of two-thirds of the Sport Governing Board is considered to be of immediate importance subject to the approval of Council at its next meeting.

16.6 Decisions

- 16.6.1 The Sport Governing Board's decisions shall take immediate effect and its instructions shall be acted upon until the next Council Meeting.
- 16.6.2 The acceptance or rejection of any claim for an ASA record shall be final.
- 16.6.3 A copy of all resolutions, including all changes to ASA Laws, Regulations or Rules, passed by the Sport Governing Board shall be sent by the Chief Executive Officer to each Region.

17. The Group Board of the Amateur Swimming Association

17.1 Role

The role of the Group Board is to:

- 17.1.1 provide focus and direction for swimming as an activity;
- 17.1.2 set the strategic direction for the ASA and subsidiary companies including its mission, vision, values and strategic objectives;
- 17.1.3 oversee the implementation of the strategic and corporate plans.

17.2 Composition

The Group Board shall comprise the following:

- 17.2.1 the Chairman of the Board who shall;
 - 17.2.1.1 be appointed by Council from nominations proposed by the Nominations Committee;
 - 17.2.1.2 not be a member of the ASA Sport Governing Board;
 - 17.2.1.3 not hold any other elective office in, nor take any active part in the government of swimming by any National, Regional or County Association;
 - 17.2.1.4 be remunerated for his membership of the Board;
 - 17.2.1.5 be subject to removal from office at any time provided that three quarters of the members of the Board are in favour;
- 17.2.2 the Chief Executive Officer of the ASA;
- 17.2.3 the Chief Financial Officer of the ASA;
- 17.2.4 a maximum of four Independent members who shall:
 - 17.2.4.1 be appointed against a skills matrix, by Council from nominations proposed by the Nominations Committee;

- 17.2.4.2 take office from when the appointment has been approved at an Annual Meeting of Council and shall remain in office until a successor is appointed and takes office;
- 17.2.4.3 be remunerated for their membership of the Board;
- 17.2.4.4 not hold any other elective office in, nor take any active part in, the government of swimming by any National, Regional or County Association;
- 17.2.5 a maximum of three members nominated by the Sport Governing Board who shall:
 - 17.2.5.1 be subject to approval by Council;
 - 17.2.5.2 normally take office from when his nomination has been approved by Council and shall remain in office until a successor is appointed and takes office.
- 17.3 **General provisions relating to the members of the Group Board**
 - 17.3.1. With the exception of the Chief Executive Officer and the Chief Financial Officer only persons who are members of the ASA shall be eligible to be voting members of the Board.
 - 17.3.2 With the exception of the Chief Executive Officer and the Chief Financial Officer no other person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) for any service to British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be eligible to be a member of the Board.
 - 17.3.3 The members of the Board shall be indemnified against risk and expense out of the property of the ASA for acts and things done by them in the normal performance of their duties as members of the Board or servants of the ASA but not further or otherwise.
- 17.4 **Meetings**
 - 17.4.1 The Group Board shall meet as required to fulfil its obligations.
 - 17.4.2 The Chairman shall give at least 14 days written notice of each meeting.
 - 17.4.3 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 17.5 **Duties**
 - 17.5.1 Approve, if at least two thirds of those voting are in favour, the principle, intention and wording of all changes to ASA Regulations that lie within its jurisdiction properly proposed. Any such changes shall become effective on a date to be decided by the Group Board which shall be at least six weeks after the meeting at which the changes are made.
 - 17.5.2 Carry out any specific duty laid on it by Council.
 - 17.5.3 Carry out the duties set out in the Terms of Reference as stated in the Regulations.
 - 17.5.4 Decide any matter not provided for in the Laws or Regulations of the ASA that lie within its jurisdiction subject to the approval of Council at its next meeting.
 - 17.5.5 Decide any matter, including changes to ASA Laws that lie within its jurisdiction, which in the opinion of two-thirds of the Group Board is considered to be of immediate importance subject to the approval of Council at its next meeting.

17.6 Decisions

17.6.1 The Group Board's decision shall take immediate effect and its instructions shall be acted upon until the next Council Meeting.

17.6.2 A copy of all resolutions, including all changes to ASA Laws and Regulations, passed by the Group Board shall be sent by the Chief Executive Officer to each Region.

18. The Sport Governing Board and the Group Board shall have no power to interfere with the election of Regional Officers or representatives, and shall have no jurisdiction over, nor shall there be any appeal from, the decisions of a Regional Council on matters which concern the said Region and which are covered by the rules of the said Region and which are not covered by, nor in conflict with, the Laws or Regulations of the ASA.

19. Conflict Resolution Between the Boards

19.1 The two Boards will attempt in good faith to resolve any dispute or claim arising out of or relating to their respective roles, powers and responsibilities or any conflict that arises between the strategies, policies and recommendations or instructions either under consideration or proposed that occurs between them by negotiations between the Chairmen of the two Boards or their representatives selected by and from each Board who shall have authority to resolve such conflicts, disputes or claims.

19.2 Before resorting to formal dispute resolution the parties agree that if informal discussions between the Chairmen or their representatives shall be unable to resolve the matter they will appoint a mediator by mutual agreement, to assist them in such negotiations. Both parties shall agree to co-operate fully with such mediator and to provide such assistance as is necessary to enable the mediator to discharge his duties. Where the parties cannot agree on the identity of the mediator then such person may be appointed upon the application of either party by Sport Resolutions.

19.3 Any claim, dispute or difference of any kind which cannot be resolved by the procedures set out above within 20 working days shall be referred for determination by the Council Determinations Panel who may in their absolute discretion engage a legal accounting or other specialist advisors to assist in their deliberations and whose decision shall be final.

20. ASA Awarding Body Board

20.1 Role

The role of the ASA Awarding Body Board is to:

20.1.1 review, challenge and support the business objectives as identified within the Board;

20.1.2 ensure the Board is compliant with Ofqual and other applicable regulatory requirements within its jurisdiction.

20.2 Composition

20.2.1 The Board shall comprise, at any one time, of up to six members inclusive of the Chairman, the Responsible Officer and up to four Independent members, but not less than two Independent members.

20.2.2 One of the Independent members shall be elected as the Vice Chairman of the Board.

20.2.3 The Board may, at its discretion and within reason, invite appropriate individuals to attend Board meetings for the purpose of providing updates on areas of interest and concern.

20.2.4 The term of office for all members of the Board will be 4 years.

20.2.5 A Board member may serve a maximum of two consecutive terms before a mandatory four year break.

- 20.2.6 In exceptional cases, a third term may be allowed by Council on the recommendation of the Nominations Committee (e.g. where a member has to complete a business critical project or Board initiative).
- 20.2.7 Every year the position of one Independent member will be put forward for election.
- 20.2.8 In the third/fourth year (dependent on Independent member membership), the position of the Chairman will be put forward for election.
- 20.2.9 The Responsible Officer is not subject to retirement by rotation.
- 20.3 **Meetings**
 - 20.3.1 The Board shall meet as required to fulfil its obligations.
 - 20.3.2 The Chairman shall give at least 21 days written notice of each meeting.
 - 20.3.3 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 20.4 **Duties**
 - 20.4.1 The Board shall carry out any specific duty laid upon it by Council.
 - 20.4.2 Carry out the duties set out in the Terms of Reference as approved by Council from time to time.

Constitutional Regulations

44. Procedures for Proposals to Change Regulations and Rules

- 44.1 A proposal to change an ASA Regulation other than a Judicial Regulation may be made by a member, club, organisation or Region and in the case of a proposal by:
 - 44.1.1 an Individual, it must be supported by four signatures of ASA members each from other different affiliated clubs;
 - 44.1.2 a club, it must be supported by two signatories from two other different clubs who have been authorised by those clubs;
 - 44.1.3 an organisation, it must be confirmed by at least two-thirds of those present and voting at a Management Committee or the Council of the organisation;
 - 44.1.4 a Region, it must be confirmed by a two thirds majority of those present and voting at a Regional Management Board or Regional Council;
 - 44.1.5 a committee set up under Regulations 68 or 69 or Regulation 63.10 and must appear in the minutes of that committee submitted to the Council or either of the Boards as appropriate for approval.

Any such proposals must reach the Chief Executive Officer at least 16 working days prior to the relevant Board meeting except that if in the opinion of two thirds of the relevant Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.
- 44.2 A proposal to change an ASA Judicial Regulation may be made by a member, club, body, Region or organisation affiliated to the ASA or by a committee or group set up under Regulations 68 or 69, Regulation 79 or Regulation 63.10. Any such proposal shall be considered by the Judicial Management Group set up under Regulation 79 unless emanating from it. It shall only be considered by the Sport Governing Board if it is supported by the Judicial Management Group and is recorded in the minutes of that Group submitted to the Sport Governing Board for approval at least 16 working days prior to the relevant meeting except that if in the opinion of two thirds of the Sport Governing Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

Constitutional Regulations

44.3 A proposal to change an ASA Technical Rule may be made by a member, club, body, Region or organisation affiliated to the ASA or by a committee set up under Regulations 68 or 69 or Regulation 63.10. Any such proposal shall be considered by the relevant Technical Committee unless emanating from it. It shall only be considered by the Sport Governing Board if it is supported by the relevant Technical Committee and is recorded in the minutes of that Committee submitted to the Sport Governing Board for approval at least 16 working days prior to the relevant meeting except that if in the opinion of two thirds of the Sport Governing Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

45. FINA Rules

45.1 As a constituent association of British Swimming Limited the ASA accepts FINA Rules for International Relations and unauthorised International Relations, but these do not apply to its relations with other members of British Swimming.

46. Interpretation of ASA Laws or Regulations

46.1 When interpretation of an ASA Law or a Regulation or a rule governing ASA championships is required, or when any matter arises which is not covered by the ASA Laws or Regulations, it shall be referred to the relevant Board whose decision shall be immediately effective.

46.2 If any question arises concerning a conflict between the ASA Laws or Regulations and/or the Rules of a Regional Association and/or County Association it shall be referred to the relevant Board who shall refer it in accordance with ASA Regulations 64.2.2 and 65.2.2 before making its decision, subject to the approval of the ASA Council at its next meeting.

46.3 Nothing in the preceding sections shall prevent a referee or a water polo delegate deciding a protest or a Jury of Appeal deciding a protest appeal or a Disciplinary Committee, Arbitrator or Arbitration Committee deciding a complaint or a protest appeal or an Appeal Committee deciding an appeal or water polo appeal based on the interpretation of the relevant Laws, Regulations or Technical Rules by that person or body.

47. Membership

47.1 It shall be the responsibility of every club to ensure that the persons holding the following offices or positions are members of the club and are included in the club's annual return of club membership:

47.1.1 its President and Vice Presidents irrespective of whether they were members of the club prior to their election;

47.1.2 its officers and committee members irrespective of whether they were members of the club prior to their election;

47.1.3 its voluntary instructors and coaches.

47.2 It shall be the responsibility of every club to ensure that all its paid instructors or coaches, who are not members of the club, whether employed by the club or any other body or organisation or self employed, are members of a body or association which accepts that its members are bound by the ASA's Code of Ethics, the Laws and Regulations relating to Child Safeguarding and those parts of the Judicial Laws, Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.

47.3 Any action taken under these ASA Laws or Regulations shall proceed on the presumption that these responsibilities have been discharged.

48. Annual Return of Club Membership and Registrations

- 48.1** Each club shall send to the ASA or to the Region if required a return of its membership not later than 31 March in each year. This shall include all members, and shall be divided into the following categories:
- 48.1.1** Category One shall include all members of any age who are learning to swim or who are swimmers at any level of ability, who do not compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3.
- 48.1.2** Category Two shall include all members of any age who compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3.
- 48.1.3** Category Three shall include all members of any age who are not in Categories One or Two including, but not being limited to, any persons who have voting rights in their club by virtue of being a parent of or a person with parental responsibility for a member in Categories One or Two; administrators; associate members; coaches; helpers; honorary members; life members; officers; presidents; qualified officials of any discipline; patrons; teachers; temporary members; vice presidents and verifiers or tutors of the ASA's educational certificates.
- 48.2** Other Regional Organisations affiliated under Regulation 52.2 including without limitation Schools Swimming Associations and Individual Schools shall not be required to make a return of membership.
- 48.3** All persons, in any Category, who are members in the current year shall be included in the return.
- 48.4** Those persons included in the Annual Return and any person initiating membership after his club's return of membership has been submitted on or before 30 September shall pay, or have paid by the club on their behalf, an annual membership fee to the ASA or to the Region, if required:
- 48.4.1** The amount of the fee shall normally be set so that the total income to the ASA from the membership fees increases annually on an index linked basis.
- 48.4.2** The amount of the fee, which may be different for each category of membership, shall be decided by the Sport Governing Board by 31 July in the preceding year and shall be paid to the ASA or to the Region, if required, together with the club's annual membership return not later than 31 March. The affiliation of a club failing to comply shall be suspended with immediate effect. (Law 6.6)
- An additional fee equal to ten per cent of the total of the membership fees the club paid in the previous membership year or the sum of £50.00 whichever is the greater must be paid before a club whose affiliation has been suspended under Law 6.6 is reinstated.
- For the avoidance of doubt and without prejudice to the generality of the powers of the Council under ASA Laws the Council may at the ASA Annual Council or at a Special Meeting of the Council reduce or increase the amount of any fee which has been decided by the Sport Governing Board under this section.
- 48.4.3** The fee shall be payable by a club only for those members included on the membership return whose unbroken membership of that club is longer than their unbroken membership of any other club.
- 48.4.4** For Category Two, the membership fee shall include registration as a competitor. These persons may be referred to as Registered Competitors.

Constitutional Regulations

- 48.4.5** For Category Three the membership fee shall include, for persons with an appropriate qualification, registration as an official. These persons may be referred to as Registered Officials.
- 48.4.6** Only one fee, which shall be the highest for which he is liable, shall be payable for any one member.
- 48.5** Those persons who are bona fide members of affiliated clubs shall be regarded as members of the ASA for the purposes of Third Party and Personal Accident Insurance effected by the ASA for the protection of affiliated clubs and members thereof. Casual helpers, who are not members of the ASA and are not included in the Annual Return will be covered by the Third Party Insurance only.
- 48.6** The membership year shall be the calendar year: The registrations of all competitors and officials shall lapse on 31 March each year unless renewed before that date.
- 48.7** Membership may be initiated or the details amended at any time during the year and shall be effective from the date on which a correct form, either the paper registration form or via the official online membership system, is received and recorded by the ASA.
- 48.7.1** Any person initiating membership after his club's return of membership has been submitted on or before 30 September shall be charged the full fee for that year for the appropriate category of membership. No fee shall be charged for the remainder of that year to any person initiating membership after 30 September.
- 48.7.2** Any member changing his category of membership on or before 30 September shall be charged any additional fee for that year due for the new category of membership. No additional fee shall be charged for the remainder of that year to any person changing his category of membership after 30 September.
- 48.7.3** Any member changing his category of membership at any time after his club's return of membership has been submitted shall not be refunded any part of a fee already paid for that year for the original category of membership.
- 49. Unauthorised Relations**
- 49.1** Except in events confined to swimmers with a disability, a member of the ASA may not compete with a swimmer who is not a member of the ASA or the equivalent under the rules of the Scottish ASA, the Welsh ASA, or a federation affiliated to FINA, other than provided for in this Regulation 49.
- 49.2** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is not affiliated to the ASA, the Scottish ASA, the Welsh ASA or a federation affiliated to FINA, other than one whose membership is confined to persons with a disability and then only relating to events confined to swimmers with a disability or in events or series of events organised under temporary affiliation and/or temporary memberships granted by the ASA.
- 49.3** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is suspended by FINA, LEN, the ASA, the Scottish ASA, the Welsh ASA, or a federation affiliated to FINA.
- 49.4** Members of the ASA taking part in the ASA Seniors and Masters T30 Challenge shall be exempted from the provision of Regulation 49.1.

49.5 Members of associations, bodies or organisations affiliated under Regulations 52.2 or 55 taking part in competitions confined to the members of the association, body or organisation, shall be exempted from the provision of Regulation 49.1.

49.6 A Region may grant dispensation from ASA Regulation 49.1 where it is satisfied that the event in question forms part of a bona-fide Swim-Fit programme, subject to the payment of a special registration fee not to exceed £50.00.

50. Eligibility

50.1 All competitors shall be registered with the ASA to be eligible to compete except as provided by Regulation 32.1.

50.2 An eligible competitor shall not compete against a person ineligible to compete, except in events confined to swimmers with a disability, events or series of events organised under temporary affiliation and/or temporary memberships granted by the ASA, life saving competitions approved by the ASA or as otherwise provided by Regulation 49. Breaches of this Law shall be dealt with under the Judicial Regulations.

51. Accreditation

51.1 All tutors and verifiers of the ASA's educational certificates shall be accredited by the ASA according to any regulations published by the ASA.

51.2 All accredited persons shall consent to be bound whilst engaged in any swimming related activities by the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.

51.3 Accreditation shall not of itself confer any other benefit of ASA membership.

52. Associated Organisations

This category of affiliation may be granted by a Region to organisations on conditions and at such fees as may be determined by that Region. Except as provided in this Regulation 52 for Masters competitors and for individual non-competitor members for whom the appropriate ASA membership fee has been paid, the affiliation of one of these organisations shall not confer on its members individual membership of the ASA nor, in any case, the right to compete in open competitions other than those confined to the members of the organisation. An Associated Organisation shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Regulations but, other than those for whom the appropriate ASA membership fee has been paid, shall not receive any other benefit of ASA membership.

52.1 County Associations, Local Associations and Leagues

These organisations may grant individual membership to a non-competitor provided the ASA membership fee is paid. This right shall be withdrawn at such time as an Institute of Swimming has been formed and has established a fair, equitable and cost effective process for those individuals who wish to be independent of club membership to be in membership of the ASA through the Institute.

52.1.1 A County Association shall be defined as an association of clubs each of which is affiliated to the ASA through any Region, all with headquarters within the same swimming County which operates in one or more Regions.

52.1.2 A Local Association shall be defined as an association of clubs each of which is affiliated to the ASA through any Region, all with headquarters within an area agreed by the Region to which the Local Association is

affiliated, which must be the one in which the majority of its clubs are situated.

A Local Association shall not have the right to a seat on the Council or the Management Board of the Region but shall have a seat on the Council of the Sub-Region to which it is allocated.

- 52.1.3** A League in any discipline of the sport, other than one promoted by a Region, County or Local Association and confined to the members thereof, shall affiliate to the Region in which its headquarters is situated or to which the majority of its clubs are affiliated, except that if the scope of its activities makes affiliation to a Region inappropriate a League may apply to affiliate direct to the ASA. All the member clubs of any League shall be affiliated to a Region or to the Scottish ASA or the Welsh ASA or to a national federation affiliated to the FINA. An affiliated club shall not take part in a League which is not in accordance with this Regulation.

52.2 Other Organisations

- 52.2.1** Organisations or clubs which are affiliated under this Regulation 52.2 shall not have the right to a seat on the Council or the Boards of the ASA, its Regions or its Sub-Regions.
- 52.2.2** A Schools Swimming Association shall be defined as an organisation which consists solely of schools. It may only affiliate to the Region in which most of its affiliated schools are located.
- 52.2.3** Schools, Colleges and similar organisations which may have a large membership of individuals, not all of whom may take part in swimming, may affiliate to a Region. If, however, they wish to take part in open competitions with affiliated clubs, they must affiliate as clubs, including in their annual return only those members who are likely to be involved in open competitions. If the organisation does not affiliate as a club, its individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate ASA membership fee as a competitor has been paid for each one competing.
- 52.2.4** Clubs, swim schools or other organisations which operate solely for the purpose of teaching swimming on a non-profit making basis may affiliate to the Region in which the majority of their operations take place.
- 52.2.5** Swim schools or other organisations which operate solely for the purpose of teaching swimming on a profit making basis may affiliate directly to the ASA.
- 52.2.6** Other organisations which operate on a profit making basis may affiliate to a Region in which the majority of their operations take place. Their individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate ASA membership fee as a competitor has been paid for each one competing.

53. Corporate Organisations

Where its activities make affiliation to a Region inappropriate an organisation may apply to affiliate direct to the ASA. A Corporate Organisation shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Protection and the Judicial Laws and Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefit of ASA membership. Corporate Organisations may not have any form of individual membership which includes membership of the ASA and shall not be entitled to a seat on the Council of the ASA.

The affiliation shall be reviewed annually by the Sport Governing Board and comprise the following categories:

- 53.1 **Non Profit Making Organisations:** A copy of the rules of the organisation must accompany the application, and any change of rules thereafter must be approved by the ASA. The affiliation fee shall become due on the 31 March each year and shall be reviewed annually by the Sport Governing Board.
 - 53.2 **Commercial Organisations:** This category of membership may be granted by the Sport Governing Board to an organisation who has expressed a desire to be part of 'the swimming family' under such terms and conditions as may be mutually agreed between the organisation and the Sport Governing Board.
54. **Associate Association**
- 54.1 The Institute of Swimming. (IoS) shall be an Associate Association.
 - 54.2 Members of the IoS, through their membership, shall be deemed to be members of the ASA subject to the limitations that they shall be bound by the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefit of ASA membership solely by virtue of membership of the IoS.
55. **Affiliated Bodies**
- 55.1 When the scope of its activities make affiliation to a Region inappropriate a body may apply to affiliate direct to the ASA. An Affiliated Body shall, as part of its affiliation, accept and incorporate in its Rules that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Regulations but other than those for whom the appropriate ASA membership fee has been paid, shall not receive any other benefit of ASA membership. An Affiliated Body may not have any form of individual membership which includes membership of the ASA except as provided under Regulation 55.4.
 - 55.2 A copy of the rules of the body must accompany the application and any change of rules thereafter must be notified to the ASA.
 - 55.3 The affiliation fee must be fixed by the Sport Governing Board at its first meeting each year, becomes due on 31 March and shall be shared equally among the eight Regions.
 - 55.4 **Competition**
 - 55.4.1 Individual members of a body affiliated under this Regulation 55 may be permitted to compete in Masters events and/or concurrent senior age group events always provided that the appropriate ASA membership fee as a competitor has been paid for each one competing.
 - 55.4.2 In addition to the provisions of Regulation 55.4.1, individual persons attending for full time education at a College, University or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to the ASA under this Regulation 55 may enter and compete in any discipline in any event promoted wholly or partly by a County, Sub-Region or Region provided that:

Constitutional Regulations

- 55.4.2.1 for closed events the individual entering the event is based at a campus of the College, University or similar institution within any area prescribed in the promoter's conditions for the event;
- 55.4.2.2 the appropriate ASA membership fee as a competitor has been paid for each one competing.
- 55.4.3 In addition to the provisions of Regulations 55.4.1 and/or 55.4.2, individual persons attending for full time education at a college, university or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to the ASA under this Regulation 55:
 - 55.4.3.1 may enter and compete in:
 - 55.4.3.1.1 any open Masters events and/or concurrent senior age group events promoted wholly or partly by the ASA, a County, Sub-Region, Region or British Swimming;
 - 55.4.3.1.2 any open Open Water event promoted wholly or partly by the ASA, a County, Sub-Region, Region or British Swimming;
 - 55.4.3.1.3 any other open or closed Masters events and/or concurrent senior age group events where the promoter has previously agreed to accept such entries;
 - 55.4.3.1.4 any other open or closed Open Water events where the promoter has previously agreed to accept such entries.
 - 55.4.3.2 provided that the person:
 - 55.4.3.2.1 is not otherwise a member of an ASA affiliated club;
 - 55.4.3.2.2 entering closed events is based at a campus of the College, University or similar institution within any area prescribed in the promoter's conditions for the event;
 - 55.4.3.2.3 has paid the appropriate ASA Student Competitor membership fee;
 - 55.4.3.2.4 may not rely on the affiliation nor on any performance in an event entered under this Regulation 55.4.3 as a criterion of selection for any representative English or British team.

For the purposes of this Regulation 55.4 only, a body affiliated directly to the ASA shall have the responsibilities and privileges of an affiliated club.

56. Temporary Membership and Affiliation

- 56.1 Temporary membership of the ASA may be granted to the participants in a specified event or series of events and, if required, temporary affiliation may be granted to the promoting body provided that:
 - 56.1.1 the event or series of events is:
 - 56.1.1.1 organised by a responsible club, association, body or organisation;
 - 56.1.1.2 pursuant to a suitable sporting or health initiative;

57. Honorary Membership

Honorary Membership of the ASA may be granted to individuals to recognise valuable service to the sport.

58. Protocols for Elections and Appointments Made at Council

58.1 The Vice President shall:

- 58.1.1 be nominated by the Regions and the Sport Governing Board in the following rotation: North East; London; West Midland; East; East Midland; North West; South East; the Sport Governing Board and South West. The nomination shall be approved by the Annual Council Meeting of the Region, if applicable, and submitted to the Chief Executive Officer at least 14 days before the ASA Annual Council Meeting. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for the immediately previous year shall be made by the Sport Governing Board and the remaining Regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination;
- 58.1.2 take office from when his election is made at the Annual Council Meeting and shall remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office.

58.2 The President shall:

- 58.2.1 be nominated by the Regions and the Sport Governing Board in the following rotation: South West; North East; London; West Midland; East; East Midland; North West; South East and the Sport Governing Board. The nomination shall be approved by the Annual Council Meeting of the Region, if applicable. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for that year shall be made by the Sport Governing Board and the remaining Regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination;
- 58.2.2 be the retiring Vice President unless his resignation, death or a decision of the Annual Council Meeting of the Region or the Sport Governing Board which nominated him as Vice President to nominate another person on a resolution passed by four fifths of those present and voting, prevents it;
- 58.2.3 take office from when his election is made at the Annual Council Meeting and shall remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office;
- 58.2.4 be the senior officer of the ASA and represent the ASA where a ceremonial presence is required.

58.3 The Auditors shall:

- 58.3.1 be appointed by Council following a recommendation by the Group Board;
- 58.3.2 hold office for such a period as Council may from time to time decide.

58.4 The Eight Members of the Judicial Appointments Panel shall:

- 58.4.1 be nominated by an affiliated club, body, organisation, County or Region;
- 58.4.2 each be from a different Region;
- 58.4.3 hold office for a period of one year;
- 58.4.4 take office from when their election is made at an Annual Council Meeting and shall remain in office until their successors are elected and take office.

58.5 The Judicial Commissioner shall:

- 58.5.1 be a member of the ASA;
- 58.5.2 be nominated by an affiliated club, organisation, body, County or Region;

- 58.5.3 hold office for a term of three years;
 - 58.5.4 not hold any other elective office in, nor take any active part in, the government of swimming by:
 - 58.5.4.1 the ASA, including but not being limited to, membership of any Committee established under Regulations 68 or 69;
 - 58.5.4.2 British Swimming, including but not being limited to, membership of any British Swimming Committee comparable to those established under Regulations 68 or 69;
 - 58.5.4.3 any other National Association;
 - 58.5.4.4 any Region;
 - 58.5.4.5 any County Association;
 - 58.5.5 not hold any other office or position, remunerated or otherwise, within the ASA executive or judicial structures;
 - 58.5.6 not be an employee of the ASA other than on a contract basis;
 - 58.5.7 be directly accountable to the Chairman of the Sport Governing Board and, through him, to the Council of the ASA;
 - 58.5.8 take office from when his election is made at the Annual Council Meeting and shall remain in office until his successor is elected and takes office except that if a vacancy arises during a term of office it may be filled by the Judicial Appointments Panel. The replacement shall hold office until the next following Annual Council meeting and may then be nominated for the remainder of the term of office or for a full term of office as appropriate;
 - 58.5.9 be subject to removal from office at any time provided that three quarters of the members of the Sport Governing Board are in favour.
- 58.6 The Chairman of the Sport Governing Board shall:**
- 58.6.1 be nominated for appointment to Council by a Nominations Committee;
 - 58.6.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Sport Governing Board.
- 58.7 The Sport Specialist Members of the Sport Governing Board shall:**
- 58.7.1 be nominated for appointment to Council by a Nominations Committee;
 - 58.7.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Sport Governing Board.
- 58.8 The Chairman of the Group Board shall:**
- 58.8.1 be nominated for appointment to Council by a Nominations Committee;
 - 58.8.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Group Board.
- 58.9 The Independent Members of the Group Board shall:**
- 58.9.1 be nominated for appointment to Council by a Nominations Committee;
 - 58.9.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Group Board.

58.10 Officers of the ASA

- 58.10.1 The President, the Chairman of the Sport Governing Board and the Chairman of the Group Board together with the Chief Executive Officer of the ASA shall be Officers of the ASA. They shall be indemnified against risk and expense out of the property of the ASA for acts and things done by them in the normal performance of their duties as Officers or servants of the ASA but not further or otherwise.
- 58.10.2 The Officers shall be ex officio members of appropriate Committees with the exception of the Audit, Risk and Probity Committee.
- 58.10.3 The Chairman of the Group Board shall act as the line manager for the Chief Executive Officer on behalf of the ASA.

58.11 Honorary Members

- 58.11.1 The Council may, from nominations received from the Boards, elect Honorary Members, in order to recognise valuable service to the sport.

59. Financial Year

- 59.1 The ASA financial year shall end on 31st March.

60. Procedures for Council

- 60.1 **A proposal for consideration by the Council at its Annual Meeting, which does not embody a proposal to change ASA Laws, may be submitted:**

- 60.1.1 by either of the Boards, in which case it must be included with the Annual Report and will be moved by the Chairman; or,
- 60.1.2 by a Region, in which case it must be received by the Chief Executive Officer not later than the 15th July immediately preceding the Annual Council Meeting, having been approved and confirmed by at least two-thirds of those present and voting at the Regional Council Meeting or Regional Management Board as each Region deems fit, in which case it must be included with the Annual Report; or,
- 60.1.3 by a member of Council, supported by another member as a seconder, in which case it shall concern an item in the Annual Report or in the minutes of the Board or any of the Committees appointed under Regulation 68 and shall reach the Chief Executive Officer not later than 14 days prior to the meeting.

Proposals in accordance with this Regulation 60.1.3 shall be sent to the members of Council not less than 7 days before the Annual Council Meeting.

- 60.2 **A proposal to change an ASA Law shall only be considered at the Annual Council Meeting if it has been distributed with the Annual Report, except as provided in Regulation 60.2.4, and has been:**

- 60.2.1 made by either of the Boards at a meeting before 15th July and appears in the minutes of that meeting; or
- 60.2.2 made by a Committee appointed under Regulations 68 and appears in the minutes of that Committee which have been approved by the relevant Board before 15 July; or
- 60.2.3 made by a Region and confirmed by at least two-thirds of those present and voting at a Regional Council Meeting or Regional Management Board, as each Region deems fit, and has reached the Chief Executive Officer by 15 June; or
- 60.2.4 made as a matter of urgency, approved by the relevant Board, sent to delegates at least seven days before the meeting and approved as a suitable

matter for consideration by Council by at least two-thirds of the delegates voting.

60.3 A proposal to change an ASA Law shall only be considered at a Special Council Meeting if it has been:

60.3.1 included in the resolution or request for the meeting;

60.3.2 referred to the relevant Board, unless emanating from it. The relevant Board shall indicate its support or opposition and may propose amendments which shall be included on the agenda of the Council Meeting.

60.4 An amendment to any proposal to change an ASA Law may be proposed by any member of Council, supported by another member as a seconder, and shall reach the Chief Executive Officer 14 days prior to an Annual Council Meeting or 21 days prior to a Special Council Meeting, as the case may be.

A schedule of all such amendments shall be sent to delegates at least seven days before the Council Meeting at which they are to be considered.

61. Council Chairman

61.1 The Chairman at all meetings of the Council shall be the Chairman of the Group Board if he is present. In his absence the Chairman of the Sport Governing Board will act as Chairman of Council. If both are absent the meeting shall elect a Chairman.

61.2 If the Chairman of Council has a conflict of interest on any agenda item an alternative will be appointed for that agenda item using the order of precedence set out in Regulation 61.1.

61.3 The Chairman shall have:

61.3.1 unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Laws and/or Regulations governing the Council;

61.3.2 the right to vote on every motion. In the event of an equality of votes, he shall have the casting vote.

62. Council Agenda, Annual Report, Accounts and Minutes

62.1 The agenda of the Annual Council Meeting and audited financial statement for the year last past, together with the Annual Report, which shall be presented at the Annual Council Meeting and which shall include a list of both Boards' rulings, recommendations and every change which has been made to Laws, Regulations or Rules in the period covered by the report, shall be forwarded to the Director, or his equivalent, of each Region and directly affiliated body not later than the 31 July.

62.2 The report shall be forwarded by each Region, together with its own annual report and financial statement, to the Secretaries of all affiliated clubs and all other members of the Regional Council at least ten days before its Annual Council Meeting.

62.3 A member of the Council who wishes to discuss an item in the published minutes of the last Annual Council Meeting or any subsequent Special Council Meeting, the Annual Report, the Financial Statements or any minute of the Boards or sub-committees including any published changes to ASA Laws, ASA Regulations or ASA Technical Rules, must indicate his intention by giving notice to the Chief Executive Officer no later than 14 days prior to the Annual Council Meeting.

62.4 Questions on the minutes of the Boards or Committees appointed under Regulation 68 shall normally refer only to those for the ASA year last past as defined in Regulation 59.1. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the ASA year provided that:

62.4.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and

- 62.4.2 the minutes have been approved by the relevant Board; and
 - 62.4.3 a specific question seeking further clarification or information is asked; or
 - 62.4.4 a proposal is made under Regulation 60.1.3.
- 62.5 Approval of the report, which includes acceptance of the minutes of the Boards, any changes to ASA Laws, ASA Regulations, or ASA Technical Rules contained in the report, other than those items where due notice has been given of a desire to amend, add or reject, shall be proposed en bloc by the Chairman and put to the vote without debate.
- 62.6 The Chief Executive Officer may send to a member of Council a written answer to a question posed in accordance with Regulation 62.3, in which case the member may, at his discretion, withdraw the question and the item in the report may be dealt with as provided in Regulation 62.4. The Chairman may, at his discretion, or on request, disclose the contents of the written answer for the information of the members of Council.
- 63. Standing Orders for Council**
- 63.1 Every motion shall be proposed and seconded. Resolutions which emanate from either Board shall be proposed by a member of the relevant Board. Those which emanate from a sub-committee shall be proposed by a member of that sub-committee. If the sub-committee member selected to propose the motion is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the sub-committee member shall be allowed to speak in support of the resolution.
- 63.2 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.
- 63.3 Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker shall be heard.
- 63.4 A proposal to change the Laws of the ASA shall be carried only if at least two-thirds of those voting are in favour and shall become effective on 1 January following the Annual Council Meeting or on such other date as may be agreed by Council. All other proposals shall require only a simple majority of those members voting. Proxy voting shall not be permitted.
- 63.5 ASA Law changes approved at a Special Meeting of the Council shall become effective on a date to be agreed at the Special Council Meeting.
- 63.6 Re-numbering of ASA Laws and any consequential alterations shall be at the discretion of the Chief Operating Officer of the ASA, in consultation with the Rules Committee.
- 63.7 A motion of which due notice has not been given may not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to ASA Law.
- 63.8 Voting on all motions or amendments shall be by a show of hands. The host Region shall appoint not less than four tellers to assist in counting the votes.
- 63.9 The Council meeting shall be open to the public but, except as provided in ASA Law 9, Regulation 63.1, or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may, at anytime, decide to exclude the public.

63.10 The Council may appoint a special committee to consider and report on any matter. It shall determine the number of members and decide the terms of reference.

64. Powers and Duties of the Sport Governing Board

64.1 The Chairman of the Board, if he is present, shall take the chair at all meetings of the Board. In his absence the meeting shall elect a chairman. The chairman shall have the right to vote on every motion, and in the event of an equal number of votes being recorded he shall have the casting vote.

64.2 In particular the Sport Governing Board shall:

- 64.2.1 approve, if at least two thirds of those voting are in favour, the wording of all changes to ASA Law that lie within its jurisdiction to implement the principles and intentions of Council;
- 64.2.2 decide the meaning of any Law or Regulation of the ASA that lie within its jurisdiction which may be referred to it. In arriving at any such decision the Sport Governing Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Law or Regulation decided by Council or the Sport Governing Board;
- 64.2.3 decide the meaning of any ASA Technical Rule which may be referred to it. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Technical Rule;
- 64.2.4 decide any relevant matter that lie within its jurisdiction not provided for in the Laws, Regulations, or Technical Rules of the ASA;
- 64.2.5 have authority to make, if at least two thirds of those voting are in favour, any change to the Laws, Regulations or Technical Rules of the ASA which it may think necessary by reason of changes in the rules of FINA. Any such changes shall become effective on a date to be decided by the Board which shall be at least six weeks after the meeting at which the changes are made;
- 64.2.6 approve, if a majority of those voting is in favour, the principle, intention and wording of all changes to ASA Championship Conditions proposed by the relevant Technical Committee, which shall become effective on 1 January following the meeting at which the changes are made;
- 64.2.7 consider all claims for ASA, British, European, Commonwealth and World records and submit its findings to the appropriate authority;
- 64.2.8 fill any relevant vacancy as specified in Regulation 58, which may occur amongst Officers and Office Holders of the ASA until the next meeting of Council;
- 64.2.9 at its first meeting after the appropriate Annual Council Meeting make the following appointments from among members of the ASA:
 - Health and Safety Forum;
 - Trophies Controller.
- 64.2.10 at its first meeting after the publication of the ASA Handbook appoint in consultation with the Group Board, the Rules Committee secretary and members of the Rules Committee;
- 64.2.11 from time to time in full consultation with the relevant Committee recruit, against an agreed job description, and appoint Administrators for such Committees as have been duly appointed;
- 64.2.12 appoint representatives or members to a Nominations Committee, for the Board of Directors of British Swimming and other appropriate bodies;

- 64.2.13 in consultation with the Group Board be responsible for the publication of the ASA Handbook and for the incorporation therein of any changes authorised by Council;
 - 64.2.14 keep a written record of all advice concerning the interpretation of general law or ASA Laws;
 - 64.2.15 upon the recommendation of the relevant Technical Committee have the authority to grant dispensation from specified Technical Rules for specified events or competitions. The details of any such dispensation and the events and/or competitions for which it was granted shall be recorded in the minutes of the meeting at which it was considered;
 - 64.2.16 have the authority to grant, or to delegate the authority to grant, temporary membership to the participants in a specified event or series of events and, if required, temporary affiliation to the promoting body;
 - 64.2.17 from time to time define low level competitions for the purpose of the exemption from the requirement for registration and inclusion in Category Two of membership;
 - 64.2.18 Fulfil the terms of reference for the Sport Governing Board.
- 65. Powers and Duties of the Group Board**
- 65.1 The Chairman of the Board, if he is present, shall take the chair at all meetings of the Board. In his absence the meeting shall elect a chairman. The chairman shall have the right to vote on every motion, and in the event of an equal number of votes being recorded he shall have the casting vote.
 - 65.2 **In particular the Group Board shall:**
 - 65.2.1 approve, if at least two thirds of those voting are in favour, the wording of all changes to ASA Law that lies within its jurisdiction to implement the principles and intentions of Council;
 - 65.2.2 decide the meaning of any Law or Regulation of the ASA that lie within its jurisdiction which may be referred to it. In arriving at any decision the Group Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Law or Regulation decided by Council or the Group Board;
 - 65.2.3 decide any relevant matter that lies within its jurisdiction not provided for in the Laws or Regulations of the ASA;
 - 65.2.4 fill any relevant vacancy as specified in Regulation 58, which may occur amongst Officers and Office Holders of the ASA until the next meeting of Council;
 - 65.2.5 from time to time in full consultation with the relevant Committee recruit, against an agreed job description, and appoint Administrators for such Committees as have been duly appointed;
 - 65.2.6 appoint representatives or members to a Nominations Committee, for the Board of Directors of British Swimming and other appropriate bodies;
 - 65.2.7 Fulfil the terms of reference for the Group Board.
- 66. General Provisions Relating to the Membership of the Boards**
- 66.1 **General Provisions relating to the membership of the Sport Governing Board.**
 - 66.1.1 The term of office to be for a period of four years.
 - 66.1.2 Members shall not serve for more than two consecutive terms of office.

- 66.1.3 Two Regional members and one Sport Specialist member shall retire each year with the exception of the fourth year where two Regional members and the Chairman shall retire.
 - 66.1.4 The members so retiring shall be those who have been longest in office.
 - 66.1.5 Should a Regional member be unable to attend a meeting, a substitute may be appointed by the Region.
 - 66.1.6 Any member of the Board, who is absent from three consecutive Board meetings between two consecutive Annual Council Meetings, without have received leave of absence or giving any explanation accepted as valid by the Board shall thereby vacate his seat.
 - 66.1.7 The Board shall fill any vacancy for a Chairman or Sport Specialist member which may occur during a term of office. Such a replacement shall take office immediately and remain in office for the rest of the term until his successor is appointed and takes office. Such a replacement shall be reported to the next meeting of Council for approval.
 - 66.1.8 The Regional Management Board shall fill any vacancy for a Regional member which may occur during a term of office. Such a replacement shall take office immediately and remain in office for the rest of the term until his successor is appointed and takes office.
 - 66.1.9 Other individuals, if required to do so by the Chairman or the Board, may attend meetings of the Board by invitation and may speak if invited to do so by the Chairman but may not vote.
 - 66.1.10 Members of the Board shall be admitted free of charge, on production of an official authorisation to all swimming galas and events held under ASA Laws.
- 66.2 General Provisions relating to the membership of the Group Board.**
- 66.2.1 With the exception of the Chief Executive Officer and the Chief Financial Officer the members of the Board shall hold office for a period of four years.
 - 66.2.2 Members shall not serve for more than two consecutive terms of office.
 - 66.2.3 One Independent member and one member appointed by the Sport Governing Board shall retire each year with the exception of the fourth year where one Independent member and the Chairman shall retire.
 - 66.2.4 The members so retiring shall be those who have been longest in office.
 - 66.2.5 Any member of the Board who is absent from three consecutive Board meetings between two consecutive Annual Council Meetings, without having received leave of absence or giving any explanation accepted as valid by the Board shall thereby vacate his seat.
 - 66.2.6 The Board shall fill any vacancy for a Chairman or Independent member which may occur during a term of office. Such a replacement shall take office immediately and remain in office for the rest of the term until his successor is appointed and takes office. Such a replacement shall be reported to the next meeting of Council for approval.
 - 66.2.7 The Board shall fill any vacancy for a member appointed by the Board which may occur during a term of office. Such a replacement shall take office immediately and remain in office for the rest of the term until his successor is appointed and takes office.
 - 66.2.8 Other individuals, if required to do so by the Chairman or the Board, may attend meetings of the Board by invitation and may speak if invited to do so by the Chairman but may not vote.

Constitutional Regulations

- 66.2.9** Members of the Board shall be admitted free of charge, on production of an official authorisation to all swimming galas and events held under ASA Laws.

Terms of Reference – Sport Governing Board

Role

The role of the Sport Governing Board is to provide the focus and direction of the core activities of fostering and developing swimming as a sport including membership and clubs. In this and all the following areas the Sport Governing Board will work with the Group Board to integrate their strategies, plans and resource proposals for the part of the ASA they are responsible for into any overall plans or reviews.

Specific Responsibilities

1. Developing the four year strategic plan and annual plans for these aspects of the ASA subject to final review by the Group Board.
2. Developing, promoting and overseeing the implementation of these policies and programmes in line with the ASA's strategic direction.
3. Developing and agreeing the allocation of resources, including financial resources (budget), human resources and infrastructure for these aspects of the ASA, subject to final review by the Group Board.
4. Monitoring performance in these areas against corporate plans, budgets and targets, initiating improvement activity as appropriate.
5. Providing advice and direction on the strategic development of clubs, counties and regions.
6. Ensuring the effective delivery of the athlete pathway.
7. Establishing and ensuring the implementation of strategic plans for the recruitment, retention and development of volunteers.
8. Appointing the President of the ASA in the appropriate year in the 9 year rotation cycle i.e. the 9th year or the year in which the Olympic Games or Commonwealth Games is held in England.
9. Responsibility for the technical rules, membership rules and regulations.
10. Setting the annual membership fee in line with resource requirements agreed with the Group Board.
11. Setting up, monitoring and evaluating the activities of its sub-committees and working groups and holding them to account.
12. Appointing two members to a Nominations Committee set up to nominate the ASA representatives to the British Swimming Board.

Terms of Reference – Group Board

Role

The role of the Group Board is to provide the strategic direction for the ASA and subsidiary companies including its mission, vision and strategic objectives and monitor the implementation of the strategic and corporate plans and budgets. In this and all the and all the following areas the Group Board will work with the Sport Governing Board to integrate their strategies, plans and resource proposals for the part of the ASA they are responsible for into any overall plans or reviews.

Specific Responsibilities

1. Developing and agreeing the four year strategic plan and annual corporate plans for the ASA and subsidiary companies.
2. Developing, promoting and overseeing the implementation of policies and programmes in line with the ASA's strategic direction.
3. Developing and agreeing the allocation of resources, including financial resources (budget), human resources and infrastructure.

4. Monitoring performance against corporate plans, budgets and targets, initiating improvement activity as appropriate.
5. Ensuring sound systems of financial management and control throughout the organisation.
6. Establishing and overseeing partnership relations, commercial arrangements and ensuring the protection of brand position and image.
7. Establishing and overseeing the implementation of governance arrangements including strategic risk management and the development and implementation of appropriate policies.
8. Ensuring compliance with all statutory and legislative requirements including health and safety and equality.
9. Monitoring and evaluating the activities of subsidiary company boards, group sub-committees and working groups and holding them to account.
10. Appointing one member to a Nominations Committee set up to nominate the ASA representatives to the British Swimming Board.
11. Line managing the Chief Executive Officer through the Chairman.

Committees

67. General restrictions on membership

- 67.1 With the exception of the Audit, Risk and Probity Committee, only persons who are members of the ASA shall be eligible to be a voting members of any decision making Committee appointed in accordance with Regulation 68.
- 67.2 No person who receives and remuneration for any full time employment by British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of the Regions shall be eligible to be a voting members of any decision making Committee appointed in accordance with Regulation 68. For the purposes of the section, full time employment shall be defined as remunerated employment under a contract of service for not less than 35 hours a week.

68. Appointment, terms of reference, powers and responsibilities and membership of Committees

- 68.1 The Sport Governing Board may appoint, suspend or remove such Committees in connection with the technical, development and other aspects of the aquatic sports below High Performance level as it shall from time to time decide, always provided that if the ASA is represented at any higher level of authority in any discipline, then a Committee for that discipline shall be appointed under this Regulation 68.1.
The Committees appointed under this Regulation 68.1 may include but shall not be limited to the following:
 - Technical Diving Committee;
 - Technical Masters Swimming Committee;
 - Technical Open Water Swimming Committee;
 - Technical Swimming Committee;
 - Technical Synchronised Swimming Committee;
 - Technical Water Polo Committee;
 - Disability Committee;
 - Medical Advisory Committee.
- 68.2 The Sport Governing Board shall from time to time determine for each committee appointed under Regulation 68.1 its:
 - 68.2.1 terms of reference;
 - 68.2.2 powers and responsibilities;
 - 68.2.3 membership.

69. Appointment of other Committees, Forum and Controller

69.1 The Boards shall appoint the following Committees, Forum and person subject to the relevant Regulations:

Audit, Risk and Probity Committee – Regulation 70;

Rules Committee – Regulation 71;

Health & Safety Forum – Regulation 201;

Trophies Controller.

70. Audit, Risk and Probity Committee

70.1 The Committee as set out in this Regulation 70 shall cover the activities of both the ASA and British Swimming and shall report to both Boards.

70.2 Membership

70.2.1 The membership of the Committee shall comprise:

70.2.1.1 No more than three members appointed by the ASA Group Board who shall:

70.2.1.1.1 not be members of either the ASA or British Swimming Boards;

70.2.1.1.2 hold office for three years;

70.2.1.1.3 have been nominated through a process of open recruitment.

Only one member shall normally be appointed under this Regulation 70.2.1.1 each year.

70.2.1.2 One person, who is not a member of the British Swimming Board, appointed by the ASA Group Board from among its members for a term of office of two years or until he ceases to fulfil both conditions whichever period is the shorter.

70.2.1.3 One person, who is not a member of the ASA Group Board, appointed by the British Swimming Board from among its members for a term of office of two years or until he ceases to fulfil both conditions whichever period is the shorter.

70.2.1.4 The Chief Executive Officer of the ASA and British Swimming ex officio or his nominee who shall be a Senior Director with responsibility for corporate governance.

70.2.1.5 The Chief Financial Officer of the ASA ex officio.

The appointed members shall take office from when their appointment is made by the appropriate Board and shall remain in office until their successors are appointed and take office, except that if a vacancy arises during a term of office it may be filled by the Board that made the original appointment. The replacement shall hold office for the remainder of the original term of office and may then be nominated for a full term.

70.2.2 50% of those entitled to attend and vote shall form a quorum at any meeting.

70.3 Attendance of Other Persons at Meetings

The Committee may invite any or all of the following to attend any of its meetings with the power to speak but not to vote: any Staff Member; the Head of Internal Audit; the External Auditors; Members of the ASA Group Board and/or Members of the British Swimming Board.

70.4 Powers

70.4.1 The powers of the Committee shall include but not be limited to, to:

- 70.4.1.1** investigate any matters and any activity within its terms of reference under this Regulation 70;
- 70.4.1.2** obtain professional advice as required;
- 70.4.1.3** require the presence of any Relevant Person to answer questions and to obtain such other evidence as the Committee may deem appropriate;
- 70.4.1.4** call for documents and/or explanations from any person within the jurisdiction of the ASA or British Swimming including employed staff provided that their right to be dealt with under the relevant Disciplinary Procedures is not prejudiced thereby.

70.5 Responsibilities

70.5.1 The responsibilities of the Committee shall include but not be limited to, to:

- 70.5.1.1** appoint a Chairman, who shall not be a member of either of the Boards or the British Swimming Board, from within its own members;
- 70.5.1.2** oversee the external audit services of the ASA and British Swimming and their subsidiary companies;
- 70.5.1.3** oversee the planning and implementation of the internal audit system;
- 70.5.1.4** approve the appointment or dismissal of the internal auditor;
- 70.5.1.5** consider the Management Report section of the external audit and the management response and make any observations and recommendations;
- 70.5.1.6** monitor compliance with the ASA and British Swimming Policy Manuals and financial instructions;
- 70.5.1.7** assist the professional staff, members of the ASA and British Swimming Boards and other Committees responsible to the Boards (together 'Relevant Persons') to avoid impropriety, and to deal with matters relating to personal impropriety (alleged or perceived) by any Relevant Person in connection with all relevant matters;
- 70.5.1.8** establish a culture where Relevant Persons bring relevant issues to the attention of the Audit and Probity Committee for consideration and to ensure there is a mechanism in place for them to do so;
- 70.5.1.9** investigate relevant issues and determine whether any breakdown in formal procedures has occurred and report to the relevant Committee, Board or Council the outcome of its investigations and any recommended actions arising from those investigations;
- 70.5.1.10** bring to the attention of the relevant Committee or Board at the earliest opportunity any evidence of ultra vires transactions or of improper acts, or other important matters.

70.6 Reporting Procedures

- 70.6.1** The Committee shall submit the minutes of its meetings to both the ASA Group Board and the British Swimming Board for approval.

70.6.2 The Committee may

- 70.6.2.1 make such recommendations as it feels appropriate from time to time to the ASA Group Board and the British Swimming Board;
- 70.6.2.2 issue, under exceptional circumstances, an independent report to the ASA Council.

Note: Regulations 67–70 are under review

71. Rules Committee

71.1 Membership

- 71.1.1 The Committee shall consist of the Committee Secretary and at least two persons, appointed by the Sport Governing Board in consultation with the Group Board.
- 71.1.2 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 71.1.3 The Committee may co-opt other persons, without the power to vote, if matters of a technical nature are to be discussed.

71.2 The duties of the Committee shall be to:

- 71.2.1 advise the Boards on all matters regarding the Laws, Regulations, Technical Rules and Championship/Competition Conditions of the ASA to ensure uniformity of presentation, clarity, the absence of ambiguity and conformity of principle each with the other;
- 71.2.2 review on behalf of the Boards all proposals for new Laws, Regulations, Technical Rules, Conditions or changes to existing Laws, Technical Rules or Conditions to endeavour to ensure that they meet the criteria set out in Regulation 71.2.1;
- 71.2.3 draft and submit to the Boards for its approval in time for inclusion in the current year's handbook suitable wording for all changes to ASA Laws decided in principle and intention by ASA Council;
- 71.2.4 draft and submit to the Boards for approval suitable wording for all changes to ASA Regulations or Technical Rules decided in principle and intention by the Board;
- 71.2.5 consult fully with the appropriate Technical or other Committees whenever changes to Regulations, Technical Rules, or Conditions are involved before submitting any drafts or amendments to proposals under Regulations 71.2.2 or 71.2.4;
- 71.2.6 provide guidance and advice to the Technical and other Committees on the Laws, Regulations, Technical Rules and Conditions of the ASA.

72. Criteria for the Judicial Appointments Panel

72.1 Membership

- 72.1.1 The panel shall consist of eight persons, one from each Region.
- 72.1.2 No member of the panel shall also be a member of the Boards or an elected member of a Regional Management Board.
- 72.1.3 No member of the panel shall also be a member of the Independent Disciplinary and Dispute Resolution Panel or the Independent Disciplinary and Dispute Resolution Appeals Panel.
- 72.1.4 50% of those entitled to attend and vote shall form a quorum at any meeting.

72.2 Duties

- 72.2.1 The duties of the panel shall include, but not be limited to, to:

- 72.2.1.1 appoint a Chairman from within its own members;
- 72.2.1.2 from time to time set criteria, match the nominees under Regulation 58.5.2 to the criteria, and recommend one, or more, of the nominees to the Annual Council Meeting for election to the office of Judicial Commissioner;
- 72.2.1.3 fill any vacancy in the office of Judicial Commissioner which may occur during the term of office. Such a replacement shall take office immediately and remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office;
- 72.2.1.4 in consultation with the relevant Chairman for the time being of the relevant Panel and following the procedures set out in Regulations 73 and 74, appoint the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel.

72.3 Powers

- 72.3.1 The powers of the panel shall include, but not be limited to, the power to co-opt persons with suitable skills and expertise to assist in its deliberations.

73. Criteria for the Independent Disciplinary and Dispute Resolution Panel

73.1. The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), shall be as follows:

- 73.1.1 Nominations of persons who are current members of the ASA may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported by a seconder to the Judicial Administrator for membership of the Disciplinary Panel.
- 73.1.2 An individual who is a member of the ASA, provided that he is supported by at least two other members of the ASA, may apply to the Judicial Administrator for membership of the Disciplinary Panel.
- 73.1.3 From these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years. The members shall take office from when they accept their appointment. All appointments made under this section shall be reported to the following ASA Council Meeting.
- 73.1.4 One third of the panel members shall retire each year but shall be eligible for re-appointment.
- 73.1.5 No member of the Boards nor member of any of the Committees established under Regulation 68 or 69 nor member of a Regional Management Board nor member of the Appeals Panel nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA, the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Disciplinary Panel.
- 73.1.6 The Chairman of the Disciplinary Panel or the Chairman of a Disciplinary Committee shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience to a Disciplinary Committee to deal with a specific complaint or protest appeal which requires such specialist skills or experience.

- 73.1.7 The Chairman of the Disciplinary Panel shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience as a sole Arbitrator, to an Arbitration Committee or as a Mediator to deal with a specific complaint or protest appeal which requires such specialist skills or experience.
- 73.2 **The functions of the Disciplinary Panel shall include, but not be limited to, to:**
- 73.2.1 provide the members of Disciplinary Committees to consider and decide complaints or protest appeals which involve alleged serious misconduct liable to bring the sport into disrepute, pursuant to the disciplinary procedure (See Regulation 162);
- 73.2.2 provide mediators and/or arbitrators and/or experts for cases which do not come under the category of serious misconduct, pursuant to the dispute resolution procedure (See Regulation 167);
- 73.2.3 provide members to consider appeals against decisions of the Judicial Commissioner (See Regulations 108.2 and 108.3).
74. **Criteria for the Independent Disciplinary and Dispute Resolution Appeals Panel**
- 74.1 **The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel') shall be as follows:**
- 74.1.1 Nominations of persons who are current members of the ASA may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported by a seconder to the Judicial Administrator for membership of the Appeals Panel.
- 74.1.2 An individual who is a member of the ASA, provided that he is supported by at least two other members of the ASA may apply to the Judicial Administrator for membership of the Appeals Panel.
- 74.1.3 from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years. The members shall take office from when they accept their appointment All appointments made under this section shall be reported to the following ASA Council Meeting.
- 74.1.4 One third of the panel members shall retire each year but shall be eligible for re-appointment.
- 74.1.5 No member of the Boards nor member of any of the Committees established under Regulation 68 or 69 nor member of a Regional Management Board nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA, the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Appeals Panel.
- 74.1.6 The Chairman of the Appeals Panel or the Chairman of an Appeal Committee shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience to an Appeal Committee to deal with a specific appeal which requires such specialist skills or experience.
- 74.2 **The functions of the Appeals Panel shall include, but not be limited to, to:**
- 74.2.1 provide the members of Appeal Committees to consider and decide appeals from any decision of a Disciplinary Committee;
- 74.2.2 provide the members of Appeal Committees to consider and decide appeals from any arbitration decision under Regulation 108.5.

- 75. Limitations and Privileges of the Judicial Commissioner and the Members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**
- 75.1 The Commissioner and the members of the Disciplinary Panel or the Appeals Panel shall be immune from complaint only while acting in accordance with ASA Law in their respective capacities as the Commissioner or as members of the Disciplinary Panel or the Appeals Panel. In all other respects they shall be treated as members of the ASA.
- 75.2 No Disciplinary Panel member or Appeals Panel member shall act as a member of a Disciplinary Committee or Appeal Committee or act as a mediator or arbitrator or consider any appeal in a case where he has been a witness to the incidents giving rise to the complaint, protest appeal or water polo appeal.
- 75.3 Unless he is a party to the complaint, protest appeal or water polo appeal or has been called as a witness by one of the parties to the complaint, protest appeal or water polo appeal, no Disciplinary Panel member or Appeals Panel member shall participate in, or be present at, a hearing in which he has a personal involvement with either the subject matter of, or any of the parties to the complaint, protest appeal or water polo appeal.
- 75.4 If the Chairman of the Disciplinary Panel or the Chairman of the Appeals Panel is at any stage unable or unwilling to act, one of the Vice-Chairmen of the appropriate panel shall do so instead. If all the Vice-Chairmen of the appropriate panel are unable or unwilling to act, another member of the appropriate panel shall be selected to act in his stead.
- 76. Criteria for the Appointment of officers of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**
- 76.1 The members of the Disciplinary Panel shall elect from among themselves, a Chairman and seven Vice-Chairmen, each from a different Region, each for a term of office of three years. An officer who is not re-appointed as a member of the Panel by the Judicial Appointments Panel shall immediately vacate his position.
- 76.2 The members of the Appeals Panel shall elect from among themselves, a Chairman and two Vice-Chairmen for a term of office of three years. An officer who is not re-appointed as a member of the panel by the Judicial Appointments Panel shall immediately vacate his position.
- 76.3 A retiring officer shall be eligible for re-election and a Vice-Chairman may stand for election as Chairman.
- 76.4 If an officer vacates his position for any reason before the end of his term of office, a successor shall be elected by the Panel members from among themselves to serve for the remaining period of office of his predecessor.
- 77. Criteria for Water Polo Delegate(s), Referee(s) and Jury of Appeal**
- 77.1 The appointment and authority of Water Polo Delegate(s), referee(s) and a Jury of Appeal are set out in Regulations 413, 414 and 415.
- 77.2 The Water Polo delegate(s) or referee(s) shall be responsible for the receipt of, and dealing with protests.
- 77.3 When a Jury of Appeal is appointed it shall be responsible for dealing with appeals against a referee's decision on a protest.
- 77.4 If no Jury of Appeal is appointed, an appeal against a referee's decision on a protest may be made under Regulation 108.1.
- 78. Judicial Commissioner**
- 78.1 The Judicial Commissioner, (the 'Commissioner'), shall normally be elected by an Annual Meeting of the Council.

78.2 The requirements for and limitations on the holder of the office of Commissioner are set out in Regulation 58.5.

78.3 **The powers and duties of the Commissioner shall include but not be limited to, to:**

78.3.1 review every complaint or protest appeal received under the Judicial Regulations and decide the procedure to be followed in each case. The permitted procedures shall include:

78.3.1.1 for the Commissioner to decide the issue and take action which may include the imposition of summary sanctions and costs where appropriate up to the limits to be agreed by the Sport Governing Board from time to time; (See Regulation 160.2);

78.3.1.2 if the Commissioner judges his powers of sanction to be insufficient for the gravity of the case, for him to refer the matter to be dealt with by a Disciplinary Committee.

There shall be a right of appeal against any decision taken under this section. (See Regulation 160.6);

78.3.2 require any or all of the procedures to decide a complaint or protest appeal to be expedited irrespective of the time provisions in the Judicial Regulations, if he is satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a speedy outcome;

78.3.3 require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of the ASA refuses or neglects to comply with such a requirement, the Commissioner may impose such sanctions as he deems appropriate;

78.3.4 recommend the appointment of a solicitor or counsel to chair hearings of a Disciplinary Committee if he feels that the circumstances of the case may require it;

78.3.5 monitor the progress of any complaint that he, or his substitute, has reviewed and referred under Regulation 160.1.3 to a club in its capacity as an employer and direct that action be taken against the club under Regulation 162 if it fails to deal satisfactorily with its responsibilities in this area;

78.3.6 appoint a substitute to act in his place, if he is unable or unwilling to review and/or monitor the progress of any complaint.

78.4 The Commissioner may take advice from any person when reviewing any complaint or protest appeal.

78.5 An appeal against a decision of the Commissioner may be made in certain cases under Regulation 108.2 or 108.3.

79. Judicial Management Group

79.1 Membership

The management of the Judicial system shall be the responsibility of a Judicial Management Group consisting of:

79.1.1 The appointed members who shall be entitled to vote and to hold office consisting of:

79.1.1.1 the Chairman and the Vice-Chairmen of the Appeals Panel; and,

79.1.1.2 the Chairman and the Vice-Chairmen of the Disciplinary Panel.

79.1.2 The invited members who shall not be entitled to vote and to hold office consisting of:

79.1.2.1 the Judicial Commissioner; and,

79.1.2.2 a representative of the Office of Judicial Administration.

79.2 Meetings

The Chairman of the Judicial Management Group shall, in each year, convene at least one meeting of the Judicial Management Group for the purpose of managing the Judicial system. Administrative support for the Judicial system shall be provided by the Office of Judicial Administration in consultation with the Chairman of the Judicial Management Group.

79.3 Quorum

50% of those entitled to attend and vote shall form a quorum at any meeting.

79.4 Judicial Management Group Chairman

79.4.1 At the first meeting following the Annual Council Meeting or as and when required the Judicial Management Group shall elect a Chairman from among those members holding office as the Chairman and Vice-Chairman of the Appeals Panel and the Disciplinary Panel.

79.4.2 The Chairman shall serve for a period not exceeding three years.

79.4.3 On retirement the Chairman shall be eligible for re-election.

79.4.4 If the Chairman ceases to be a member of the Judicial Management Group, by retirement, resignation or for any other reason before the end of their term of office they shall immediately cease to be the Chairman. The members shall immediately move to fill the vacancy of Chairman and the person so elected shall serve for the remainder of the term of office of their predecessor until the next normal period of election of the Chairman.

79.5 Vote of No Confidence in the Chairman

79.5.1 Any member of the Judicial Management Group may request a vote of no confidence in the Chairman.

79.5.2 A vote of no confidence shall be held if not less than 5 members entitled to attend and vote at the meeting submit such a request in writing to the Judicial Administrator.

79.5.3 On receipt of such a request the Judicial Administrator shall be obliged to call a meeting of the Judicial Management Group whereupon the supporting arguments for both sides shall be presented and the vote of no confidence itself shall be taken. The vote of no confidence shall be passed by a simple majority of the members present and entitled to vote being in favour of the proposal.

79.5.4 If a vote of no confidence in the Chairman is passed the Chairman will immediately leave office and the position of Chairman shall be considered to be vacant. The Judicial Administrator shall then move to organise an election to fill the vacancy.

79.6 Expenses

79.6.1 All expenses properly incurred in transacting the business of the Judicial system including, but not being limited to, the hearing of complaints, mediation, arbitration and the hearing of appeals, unless otherwise recoverable under these Regulations, shall be paid by the ASA.

79.6.2 Claims in respect of the expenses incurred by Disciplinary Panel members and by Appeals Panel members shall be fully documented and sent to the Office of Judicial Administration.

Finance

80. Expenses

- 80.1** The ASA Regions, affiliated bodies and promoters of competitions under ASA Laws and Regulations may invite officers, officials and competitors to submit claims for expenses necessarily incurred in taking part in competitions and other activities connected with the management and control of swimming. They may set limits to the amounts that may be claimed and no one shall claim more than he has actually expended for food, lodging and travel by public or privately hired transport. Compounded subsistence allowances in lieu of separate amounts for board and lodging, and mileage allowances for the use of private cars may be set.
- 80.2** The ASA shall pay:
- 80.2.1** the business expenses of all Council meetings;
 - 80.2.2** the travelling, hotel and incidental expenses incurred by the President, Vice President, Officers (as defined in ASA Regulation 58.10) and the Regional representatives in connection with all Council meetings;
 - 80.2.3** the travelling, hotel and incidental expenses incurred by members of the Boards and other ASA Committees in connection with all meetings of the Boards and other ASA Committees.
- 80.3** With these exceptions each Region shall pay its own expenses and shall have power to decide the amount of the annual subscription payable by its clubs.
- 80.4** The Boards shall each year publish in the ASA Handbook regulations setting the limits to expenses, subsistence and mileage allowances that it will pay.

81. Conflicts of Interest

81.1 Register of Interests

- 81.1.1** Each of the eight Regions, all members of the Boards, the Management Boards of the eight Regions and any other Committee appointed by the ASA or the eight Regions ('an ASA Committee') and all employees, consultants to and agents of the ASA or the eight Regions and the Directors of any company controlled by the ASA ('Affected Persons') shall subscribe to a register ('the Regional Conflicts of Interests Register'), which shall be maintained by the office of each of the eight Regions, disclosing any interest or benefit of his of whatever nature, whether direct or indirect, which he may have or expect to have in relation to the business or affairs of the ASA to include, without limitation:
- 81.1.1.1** any contract or arrangement proposed to be entered into between the ASA and the Affected Person or any person, firm or company with whom the Affected Person is associated (as that expression is defined in s.435 of the Insolvency Act 1986). Directors should also remember that they need to declare potential conflicts arising through their connected persons, which includes spouses, children and companies controlled by the director. For example, where the director's spouse enters into a transaction with a company controlled by the ASA that may (but need not necessarily) give rise to an indirect interest on the part of the director in that transaction;
 - 81.1.1.2** any directorship of a Company or any partnership or any other profit, salary or fee earning activity not covered under 81.1.1.1 above;
 - 81.1.1.3** any arrangement made, proffered or contemplated in consequence of his holding the office of a member of an ASA

Committee by any third party (for this purpose, benefit includes financial support or allowance or advantage);

81.1.1.4 any benefit which he receives from a sponsor of or donor to the ASA, either personally or on behalf of a third party;

81.1.1.5 any benefit which he makes to another member of an ASA committee or a body they represent.

81.1.2 In the event that the Chief Executive Officer shall have an interest or benefit to disclose then, in addition to making an entry in the Conflict of Interests Register, he shall supply in writing particulars of the interest or benefit to the person appointed by the Board to receive notification of any interest or benefit of the Chief Executive Officer.

81.1.3 The ASA shall maintain a register (the ASA Conflicts of Interest Register) and any data subscribed to the Regional Conflicts of Interest Registers shall be made available to the ASA Conflicts of Interest Register.

81.2 Declaration of Interests:

81.2.1 an Affected Person, being a member of any ASA Committee shall as soon as practicable declare any interest in any matter being or likely to be discussed at any meeting. In any event the interest must be declared at the meeting immediately prior to consideration of the matter in which he has an interest. The meeting shall require the Affected Person to leave the room at that stage. In the absence of the Affected Person the meeting will then decide whether the Affected Person may, notwithstanding his declared interest, take part in the consideration or discussion or voting on any question relating to the matter affected by the interest. The meeting may impose a condition that the Affected Person may take part in the discussions but not vote on any question relating to the matter affected by the interest of such other conditions as it sees fit. In the event that the meeting decides that the Affected Person may take part in the consideration and discussion on the matter affected by the interest the Affected Person shall be invited to rejoin the meeting. The use of these procedures at any meeting shall be fully minuted;

81.2.2 where an Affected Person becomes aware in advance of a meeting that he may have an interest in matters to be discussed at the meeting he shall notify the Secretary of the committee. The Secretary shall at the start of the meeting report any such notification(s) received and further shall remind members of their obligation to make a declaration of any interest they may have in matters to be discussed.

81.3 Code of Practice:

81.3.1 the Boards may issue and from time to time revise a Code of Practice with regard to the operation of this Regulation 81;

81.3.2 all Affected Persons shall be required to complete an acknowledgement to the effect that they have read and understood this Regulation 81 and the Code of Practice then in force.

General Regulations for the Judicial System

Definitions and Limitations

100. Judicial

- 100.1** The primary objective of the judicial system shall be to secure, as expeditiously as possible, a just outcome following the submission of a complaint, protest appeal or water polo appeal, by the system and procedures set out in these Judicial Regulations.
- 100.2** There shall be five levels of judicial authority:
- 100.2.1** the Water Polo Delegate(s) or the referee(s);
 - 100.2.2** the Jury of Appeal;
 - 100.2.3** the Judicial Commissioner ('the Commissioner');
 - 100.2.4** the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), and its agents;
 - 100.2.5** the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel'), and its agents.
- 100.3** Any deviation from any provision of these Judicial Regulations shall not invalidate any finding, procedure or decision unless that deviation raises a material doubt as to the reliability of the finding, procedure or decision.
- 100.4** A member of the Scottish ASA or of the Welsh ASA shall be governed by the ASA Judicial Regulations whilst engaged in activities under the jurisdiction of the ASA in England.
- 100.5** A complaint against a member of the ASA whilst under the jurisdiction of British Swimming whether in England, Scotland, Wales or abroad shall be dealt with by and under the disciplinary code of British Swimming.
- 100.6** Any case involving a prohibited substance or other offence under the British Swimming Anti-Doping Rules and shall be dealt with by British Swimming according to those Anti-Doping Rules.

101. Protests

- 101.1** A protest is an allegation that the ASA Laws, Regulations, Technical Rules or the promoter's conditions governing a competition have not been complied with or have been misinterpreted.
- 101.2** A protest may be made by a competitor (who may nominate another person to act on his behalf) or a club, body or official taking part in the competition. A protest must be made orally to a referee, or if appropriate, to a water polo delegate, and confirmed in writing within thirty minutes following the conclusion of the event or match during which the incident giving rise to the protest took place unless the reason for the protest is known before the event or match, in which case the protest must be made as soon as reasonably practicable before the event or match starts. If a protest is made prior to the appointment of the referee(s) or the water polo delegate(s) then the protest should be made to the promoter who shall refer the protest to a referee or a water polo delegate when he appoints the referee(s) or the water polo delegate(s).
- 101.3** Where material facts are brought to the attention of a competitor, club, body or official taking part in the competition which if they had been known during that competition a protest would have been likely to have been made during that competition or within thirty minutes following the conclusion of the relevant event, a post-event protest may be made to a referee or, if appropriate, to a water polo delegate who may in his discretion deal with it as if it had been made under Regulation 101.2 provided he is satisfied that it would be in the best interests of the sport to do so and provided

further that the individual or other person making a post-event protest did so as soon as was reasonably practicable after acquiring knowledge of those material facts.

- 101.4 A protest may not be made against a decision of a referee or any other official regarding placing, fouling or any other facts of a competition. A referee's interpretation of ASA Laws, Regulations, Technical Rules or promoter's conditions must be accepted at the time but may be the subject of a protest.
- 101.5 An appeal ('a protest appeal') may be made against the decision of a water polo delegate or a referee on a protest (Regulation 108.1).
- 101.6 the promoter of an event at which a protest has been made shall take possession of and store any documents relating to the protest and its resolution or otherwise, for a period of not less than 12 months after the event.

102. Complaints

- 102.1 A complaint is a formal expression of dissatisfaction with the actions or behaviour of any person, including an individual or a club, or other body, or organisation or with alleged unfair practice in connection with the sport. Decisions of a club, body, organisation, association, County Association or Region on selection of teams may not be the subject of a complaint.
- 102.2 If a person, club or other body or organisation is dissatisfied with a decision of a Committee appointed under Regulation 68 or 69 an appeal may be made by lodging a complaint with the Judicial Administrator under this Regulation 102 (See Regulation 159). In such cases only decisions of a disciplinary nature may be the subject of an appeal. Decisions made in the normal course of the business of a Committee on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.
- 102.3 No complaint may be made under the Judicial Regulations against an employee of the ASA relating to any action taken in the course of his employment. Any complaint about such an action shall be dealt with by the ASA and should be addressed to the Chief Executive Officer.
- 102.4 **Grounds for a complaint shall include but shall not be limited to the following:**
 - 102.4.1 misconduct;
 - 102.4.2 'serious misconduct'; being any action, behaviour or practice liable to bring the sport into disrepute;
 - 102.4.3 maladministration or breach of ASA Laws, Regulations or Rules, or the rules of a club, body or organisation etc.;
 - 102.4.4 a breach of the ASA/IoS Code of Ethics.
- 102.5 **A complaint may be made by:**
 - 102.5.1 any member who is aged 18 years or over on the date of the complaint;
 - 102.5.2 the parent of or other person with parental responsibility for a member, who is aged under 18 years on the date of the complaint, on his behalf;
 - 102.5.3 any affiliated club, body, organisation, association, County Association or Region through its secretary or other officer acting on its behalf;
 - 102.5.4 the Boards or any Committee of the ASA, Region or affiliated organisation through its secretary or other officer acting on its behalf;
 - 102.5.5 a person officiating at an event;
 - 102.5.6 any member of an Associated Organisation, a Corporate Organisation, an Associate Association, or an Affiliated Body who is aged 18 years or over on the date of the complaint. Any such complaint may only be made relative to swimming related activities in which the complainant was engaged;

- 102.5.7** the parent of or other person with parental responsibility for a member of an Associated Organisation, a Corporate Organisation, an Associate Association or an Affiliated Body, who is aged under 18 years on the date of the complaint, on his behalf. Any such complaint may only be made relative to swimming related activities in which the member was engaged.
- 102.6** A complaint which the Commissioner determines (in accordance with Regulation 160) raises an allegation which is properly to be categorised as misconduct and refers the matter to be dealt with by a Disciplinary Committee shall be prosecuted by the complainant pursuant to the disciplinary procedure. (See Regulations 162 et seq.).
- A complaint which the Commissioner determines (in accordance with Regulation 160) raises an allegation which is properly to be categorised as serious misconduct liable to bring the sport into disrepute and refers the matter to be dealt with by a Disciplinary Committee shall be prosecuted by a Disciplinary Officer pursuant to the disciplinary procedure. (See Regulations 162 et seq.).
- Any other complaint which is permitted to proceed shall be decided by the Commissioner or dealt with under the dispute resolution procedure. (See Regulations 167 et seq.).
- 102.7** A complaint must normally reach the Judicial Administrator not later than thirty days after the alleged incident that gave rise to it.

Principles

103. Powers and Limitations Concerning a Disciplinary Committee

- 103.1** The Chairman of a Disciplinary Committee may, via the Judicial Administrator, require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The Chairman of the Disciplinary Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply with the Chairman's requirement(s) made under this Regulation before the Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.
- 103.2** Any improper contact, approach or attempt to influence or intimidate a Disciplinary Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Chairman of the Disciplinary Committee or, if one has not been appointed, to the Chairman of the Disciplinary Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.
- 103.3** It shall be for the prosecution to prove its case on the balance of probabilities.
- 103.4** The Disciplinary Committee shall make its decisions on cases before it by majority.
- 103.5** The Disciplinary Committee may make whatever order it considers just, including the imposition of a financial penalty and/or suspension for a period. It may alter any decision of a Committee appointed under Regulation 68 or 69.
- 103.6** An appeal may be made against the final decision of a Disciplinary Committee under Regulation 108.4 (See Regulation 165).

104. Powers and Limitations Concerning an Arbitrator or an Arbitration Committee

- 104.1** The Arbitrator or the Chairman of the Arbitration Committee, as appropriate, may, via the Judicial Administrator, require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The Arbitrator or the Chairman of the Arbitration Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply

with the Chairman's requirement(s) made under this Regulation before the Arbitrator or Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.

- 104.2 Any improper contact, approach or attempt to influence or intimidate a sole Arbitrator, an Arbitration Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to, the Judicial Administrator who shall report it to the sole Arbitrator or the Chairman of the Arbitration Committee as appropriate or, if one has not been appointed, to the Chairman of the Disciplinary Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.
- 104.3 The arbitration of a complaint or protest appeal shall be decided on the balance of probabilities.
- 104.4 The Arbitrator or the Arbitration Committee, as appropriate, may make whatever order he or it considers just, including the imposition of a financial penalty and/or suspension for a period. He or it may alter any decision of a Committee appointed under Regulation 68 or 69.
- 104.5 The decision of the Arbitrator or the Arbitration Committee shall be final and binding on the parties except that an appeal may be made in limited circumstances under the provisions of Regulation 108.5.

105. Powers and Limitations Concerning Mediation

- 105.1 Any improper contact, approach or attempt to influence or intimidate a Mediator, complainant, respondent, or any other party to the mediation either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Mediator or, if one has not been appointed, to the Chairman of the Disciplinary Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.

106. Powers and Limitations Concerning Appeal Committees

- 106.1 The Chairman of an Appeal Committee may, via the Judicial Administrator, require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. The Chairman of the Appeal Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply with the Chairman's requirement(s) made under this Regulation before the Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.
- 106.2 **An Appeal Committee shall have the power to:**
 - 106.2.1 quash any penalty and/or to substitute for it any other penalty it may think fit;
 - 106.2.2 make such other order or determination as it may think right and just.
- 106.3 The decision of an Appeal Committee shall be final.
- 106.4 Any improper contact, approach or attempt to influence or intimidate an Appeal Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Chairman of the Appeal Committee or, if one has not been appointed, to the Chairman of the Appeals Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.

107. Powers and Limitations Concerning Automatic Water Polo Sanctions

- 107.1** The ASA, acting through the Judicial Administrator or a Water Polo Delegate, may apply an automatic sanction to any member of the ASA of suspension from a specified number of water polo games in any competition or competitions promoted by the ASA or any Region, association, organisation or body under the jurisdiction of the ASA
- 107.1.1** for a breach of the FINA Water Polo Rules regarding:
- 107.1.1.1** misconduct; or
 - 107.1.1.2** brutality;
- 107.1.2** which has been:
- 107.1.2.1** committed by the member of the ASA in a game held under ASA Laws, Regulations and Rules, and
 - 107.1.2.2** reported to the Judicial Administrator or to a Water Polo Delegate by a referee of the game;
- 107.1.3** provided that the imposition of any such sanction shall be governed by regulations which shall be made and published by the ASA from time to time.
- 107.2** An appeal may be made against the imposition of an automatic sanction, other than a summary minimum sanction imposed by a Water Polo Delegate, under Regulation 108.6 (See Regulation 158).
- 107.3** Nothing in the foregoing or in any other Laws or Regulations including the imposition of any automatic sanction, shall prevent a referee, a Water Polo Delegate or any other member of the ASA making a further complaint about the incident under the Judicial Regulations.

108. Rights of appeal

- 108.1** If there has been a failure to resolve a protest under Regulation 413, 414 or 415 or if a person, club or body is dissatisfied with a decision of a Water Polo Delegate, or a referee in regard to a protest he may appeal by submitting a protest appeal always provided that the notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within fourteen days of the date on which the protest was dealt with. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee, Arbitrator, Arbitration Committee or Mediator dealing with the appeal deems it to be appropriate (see Regulation 110).
- 108.2** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner that a complaint shall be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision made under Regulation 160.3 (late submission), to the Chairman of the Disciplinary Panel provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within twenty one days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. No fee shall be levied for an appeal under this section.
- 108.3** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner made in deciding a complaint under Regulation 78.3.1.1 and Regulation 160.2, provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within twenty one days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee deems it to be appropriate (see Regulation 110). Nothing in this or any other Regulation shall

- prevent an appeal under Regulation 108.4 being made by any of the parties against the final decision of the Disciplinary Committee which heard the appeal.
- 108.4** There shall be a right of appeal by any of the parties against any final decision of a Disciplinary Committee, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within twenty one days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.5** There shall be a right of appeal to the Appeals Panel by any of the parties against any final arbitration provided that such an appeal is restricted to any or all of the grounds that:
- 108.5.1** the Arbitrator or the Arbitration Committee exceeded his or its jurisdiction or acted without jurisdiction;
 - 108.5.2** the Arbitrator or the Arbitration Committee failed to act in accordance with the rules of natural justice;
 - 108.5.3** the determination of the arbitration exhibits an error of law on the record;
 - 108.5.4** the determination of the arbitration includes a financial penalty or suspension. An appeal solely on this ground shall only be entertained regarding the amount of the financial penalty or the application of the suspension; and always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within twenty one days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld or if the Appeal Committee deems it to be appropriate (see Regulation 110). The decision on whether an appeal satisfies the requirements of this Regulation 108.5 and, accordingly, should be permitted to proceed shall be made by the Chairman of the Appeals Panel and shall be final.
- 108.6** There shall be a right of appeal ('a water polo appeal') by the suspended party against the imposition of an automatic suspension for a breach of the FINA Water Polo Rules notified by the Judicial Administrator or his nominee, always provided that a notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within fourteen days of the date on which written notice of the suspension was given. No fee is required for an appeal made under this Regulation (see Regulation 110).
- 108.7** There shall be a right of appeal to the Chairman of the Appeals Panel by any of the parties against any decision by the Chairman of a Disciplinary Committee or the Chairman of an Appeal Committee to vary any period of time permitted under the Regulations, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within seven days of the date upon which the Judicial Administrator sends the written notification of the Chairman's decision. No fee shall be levied for an appeal under this section.
- 108.8** There shall be a right of appeal by an individual who has been summarily suspended by the Chief Executive Officer for a specified term decided by the Chief Executive Officer under the Child Protection Regulations 241.4, 241.6 or 241.7, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).

- 108.9** There shall be a right of appeal by an individual who has been suspended by the Chief Executive Officer under the Child Protection Regulation 241.10, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.10** If the Chairman of the Appeals Panel, having received a notice of appeal under any of the foregoing sections of this Regulation 108 which was lodged with the Judicial Administrator later than the time period allowed in the relevant section of this Regulation, is satisfied that it is in the interest of the sport to do so he may, in his absolute discretion, permit the appeal to proceed.
- 108.11** There shall be a right of appeal against the recognition by the ASA and enforcement in England under Regulation 109.4 of a sanction imposed by the Scottish ASA or Welsh ASA. The decision on any such appeal shall not be permitted to affect a sanction imposed by the Scottish ASA or the Welsh ASA in any way which applies to any competition or matter wholly within the jurisdiction of the Association which has imposed the sanction.
- 108.12** The ASA shall have the right to enjoin any appeal made under this Regulation 108 as a party or initiate an appeal under this Regulation 108 if it is considered by the ASA to be in the best interest of the sport for it to do so.
- 108.13** An appeal submitted under the provision of this Regulation 108 and Regulation 161.2 shall be considered by the Chairman of the Panel whose members will be designated to hear the appeal. The Chairman of the Panel shall decide if the appeal shall proceed.
- 108.14** An application to withdraw an appeal initially made under the provision of this Regulation 108 and Regulation 161.2 shall only be granted if the Chairman of the Committee appointed to hear the appeal decides that the application for withdrawal of the appeal should be accepted.

109. Sanctions

- 109.1** Sanctions may include but shall not be limited to:
- 109.1.1** a written warning;
 - 109.1.2** a requirement to change current practices;
 - 109.1.3** a requirement to change the rules of a club, body or organisation;
 - 109.1.4** suspension from any or all activities under the jurisdiction of the ASA for a specified number of events or for a period with or without limit of time;
 - 109.1.5** a financial penalty.
- 109.2** A club, body, organisation or individual against whom an order has been made by the Commissioner, a Disciplinary Committee, Appeal Committee, Arbitrator, Arbitration Committee or who has been suspended under the provisions of the British Swimming Anti-Doping Rules shall comply with the terms of that order including any full or partial suspension from any part of any activity controlled by ASA Law or any other activity within the sport.
- 109.3** Any sanction including partial or full suspension by the Commissioner, a Disciplinary Committee, an Arbitrator, an Arbitration Committee or an Appeal Committee shall be binding on all clubs, Associated Organisations, Corporate Organisations, Associate Associations, County Associations, Regional Associations and other bodies affiliated directly to the ASA and if it has, or might have, any effect on international competition or competition in another country, shall be reported by the Judicial Administrator to British Swimming for onward transmission to FINA for recognition world-wide and, in the case of foreign nationals, to their country of origin.

- 109.4 Any sanction imposed on a competitor or any other person by FINA, by or recognised by a National Federation affiliated to FINA or a continental body recognised by FINA or by the Scottish ASA or by the Welsh ASA shall be recognised and enforced by the ASA except that an appeal may be made against the recognition by the ASA and enforcement in England of a sanction imposed by the Scottish ASA or the Welsh ASA. (Regulation 108.11).
- 109.5 The registration card of a registered member suspended from any activity which requires him to be registered shall be withdrawn by the Commissioner, a Disciplinary Committee, an Arbitrator, an Arbitration Committee or an Appeal Committee and forwarded to the Membership Team. He may, at the end of his suspension, apply to the Membership Team for his card to be returned, unless it has expired when he may make a fresh application for registration.
- 109.6 After six years from the date of a Judicial Commissioners Determination, a Disciplinary Committee, or an Arbitration Committee hearing or any appeal hearing, or, if a suspension was imposed, after six years from the end of that suspension all records of the relevant hearing(s) shall be destroyed and any penalty shall be expunged from the record of the person or body.

110. Fees and costs

- 110.1 The fees to be enclosed with a complaint or an appeal shall be:
 - 110.1.1 for an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations)

No fee;
 - 110.1.2 for an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 78.3.1 and Regulation 160.2 **£50.00;**
 - 110.1.3 for an appeal against the decision of a Water Polo Delegate or a referee in regard to a protest or the failure of a Water Polo Delegate or a referee to resolve a protest (protest appeal) **£50.00;**
 - 110.1.4 for a complaint (no fee is required when the complaint is made by an official arising from an incident or incidents dealt with in pursuance of his duties under ASA Laws and Regulations and ASA Technical Rules or FINA Technical Rules) **£50.00;**
 - 110.1.5 for an appeal against an automatic suspension imposed by the Judicial Administrator for a breach of FINA Water Polo Rules (water polo appeal)

No fee;
 - 110.1.6 for an appeal against the decision of a Disciplinary Committee made in deciding a water polo appeal **£120.00;**
 - 110.1.7 for any other appeal to the Appeals Panel (no fee is required when the appeal is made by an official, following a complaint or report made originally by him arising from an incident or incidents dealt with in pursuance of his duties under ASA Laws and Regulations and ASA Technical Rules or FINA Technical Rules) **£120.00.**
- 110.2 The Commissioner, a Chairman of a Disciplinary Committee, a Chairman of an Appeal Committee, an Arbitrator or a Chairman of an Arbitration Committee or a Mediator may order the return of the fee if, in all the circumstances, it seems to him to be reasonable to do so. Alternatively, the return of the fee may be taken into account in an award of costs against an unsuccessful party.
- 110.3 In addition to any financial penalty which the Commissioner, a Disciplinary Committee, an Appeal Committee or an Arbitrator or an Arbitration Committee, as

appropriate, may impose under ASA Laws and Regulations the Commissioner, the Chairman of the Disciplinary Committee, the Chairman of the Appeal Committee or the Arbitrator or the Chairman of the Arbitration Committee may, at his discretion, make an order for the costs of the hearing to be paid, in such proportion as he may decide, by any of the parties to the hearing. These costs may include expenses reasonably incurred in the preparation for the hearing and in attending any hearing and otherwise in presenting or defending the case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise.

- 110.4 When he considers that it is impracticable or unjust to award costs or that the recovery of costs would cause undue hardship, the Commissioner, the Chairman of a Disciplinary Committee, the Chairman of an Appeal Committee or an Arbitrator or the Chairman of an Arbitration Committee or the Chairman of the Appeals Panel may recommend that the ASA should make a contribution towards the costs of the successful party.

Internal Disputes

150. General

- 150.1 The primary objective of the Regulations in this section is to set out ways by which a just outcome of an internal dispute between the members of a club, organisation, association or body may be secured as expeditiously as possible.
- 150.2 An 'internal club dispute' is a dispute involving an alleged breach of the club's rules, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club (the 'parties').
- 150.3 Any dispute which involves an allegation that there has been a breach of ASA Law or Regulations by a member must be dealt with as a Complaint under Regulation 102 and the other relevant Regulations.
- 150.4 If the dispute involves an allegation against a paid employee of the club the issue must be dealt with under the terms of his contract of employment.
- 150.5 A failure by a club or any of the parties to comply with these Regulations 150 to 155 inclusive shall be grounds for a complaint under Regulation 102.
- 150.6 Organisations, associations or bodies affiliated to the ASA shall conform with such parts of Regulations 150 to 155 inclusive as may reasonably be applied to them, in all respects as if they were a club.

151. Sequence of steps to deal with a dispute

- 151.1 The parties shall use any reasonable means to settle the issues between them informally and amicably.
- 151.2 If such a resolution cannot be achieved, the dispute shall be referred to the chairman of the club committee or, if he is a party to the dispute, to another officer of the club who is not a party who within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator may be a member of the club or a member of another club affiliated to the ASA.
- 151.3 If the mediator is unable to bring about a satisfactory settlement within twenty one days, the club committee shall within a further fourteen days appoint a panel (the 'panel') to determine the dispute.
- 151.3.1 The panel shall consist of three persons who have not been involved in the dispute, either from the members of the club or, if this is not possible or desirable, from the members of any other club affiliated to the ASA.
- 151.3.2 The parties shall be given the opportunity to object to any of the members of the panel at least seven days before the scheduled date of any hearing. The

club committee shall consider any such objections, decide whether they are justified and act accordingly.

- 151.4 If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not include a breach of ASA Laws or Regulations, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

152. Procedure before a hearing

- 152.1 The panel members shall appoint one of their number to act as the Chairman and either appoint another of their number, or alternatively appoint an additional person without any other powers, to act as the clerk of the hearing.
- 152.2 The Chairman of the panel shall arrange the date of the hearing and notify the parties of the arrangements at least fourteen days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time.

153. Procedure at a Hearing

- 153.1 The procedure shall be flexible and it shall be the responsibility of the Chairman of the panel to ensure the orderly and effective conduct of the hearing.
- 153.2 The panel shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the panel and present his case. The Chairman shall have the discretion to limit the number of witnesses that would otherwise have been called.
- 153.3 Witnesses shall normally be provided with an area outside the hearing room and not take any part in the hearing other than giving evidence and responding to questions
- 153.4 The parties shall be informed of their right to make a complaint under Regulation 102 if they are dissatisfied with the conduct of the hearing or the grounds upon which the decision was made or if they consider any sanction imposed to be disproportionate.

154. Procedure After a Hearing

- 154.1 The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.
- 154.2 Notwithstanding anything in Regulation 154.1 the Chairman shall notify the parties and, if the club was not a party to the dispute, the club secretary in writing of its findings and decisions within five days of the hearing.

155. Considerations Regarding Children

- 155.1 Any person under the age of eighteen (a 'child') who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or a suitable adult. The Chairman shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by an adult.
- 155.2 The Chairman shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular:
- 155.2.1 No child aged fourteen or under shall normally be expected to attend a hearing to give evidence in person. His evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. Questions and responses may be relayed by a panel member. If the child appears distressed the panel shall rely only on the written evidence:
- 155.2.2 A child over the age of fourteen shall only attend a hearing as a party to the dispute or to give evidence in person provided he wishes to, and the

Chairman has consulted with the parent and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend:

- 155.2.3 If there is a disagreement between parent and/or child and the Chairman on any of the considerations above, the Chairman shall consider requesting advice from the Independent Child Protection Officer via the ASA Legal Department.
- 155.3 During the hearing, a child who is expected to give evidence in person and his accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for him to give his evidence and shall be provided with a separate waiting area with no contact with any of the [other] parties.
- 155.4 After the hearing the Chairman shall inform the parent of the panel's findings and decisions and shall discuss whether he or the parent shall inform the child.

Note: Further guidance is available on the clubs and members section of the ASA website.

Regulations for the Operation of the Judicial System

Protests and Complaints

156. Procedure to Deal with a Protest

- 156.1 The procedures for dealing with a protest are set out in Regulations 413, 414 and 415.

157. Procedure to Appeal Against a Referee's Decision on a Protest

- 157.1 An appeal against a decision of a referee in regard to a protest shall be made by completing a standard protest appeal form (available from the Office of Judicial Administration), together with the appropriate fee. (See Regulations 101.4 and 110). The completed form (and any other communications to the Office of Judicial Administration under the ASA Laws and Regulations) shall be sent to the Office of Judicial Administration c/o Swim North West, Manchester Aquatic Centre, 2 Booth Street East, Ardwick, Manchester M13 9SS.

158. Procedure to appeal against an automatic suspension for a breach of FINA Water Polo Rules

- 158.1 An appeal against the imposition of an automatic suspension for a breach of FINA Water Polo Rules shall be made by sending to the Office of Judicial Administration, a completed standard water polo appeal form (available from the Office of Judicial Administration). (See Regulations 108.6)

159. Procedure to Make a Complaint

- 159.1 A complaint shall be made by sending to the Office of Judicial Administration a completed standard complaint form (available from the Office of Judicial Administration) incorporating a detailed written statement of the matter(s) with which the complainant is dissatisfied and the reasons for the dissatisfaction stating, where relevant, the ASA Law or Regulation violated or the particular breach of the ASA Code of Ethics. The complaint must be accompanied by the fee (see Regulation 110). A copy of the completed complaint form shall be forwarded as soon as reasonably practicable by the Office of Judicial Administration to the Commissioner.

160. Procedure to Deal with a Complaint or Protest Appeal

- 160.1 The Commissioner (or his nominee) shall as soon as reasonably practicable, and normally within five working days of receiving a complaint or protest appeal, decide if the complaint or protest appeal should be allowed to proceed. Reasons for declining to allow a complaint or protest appeal to proceed shall include that it:
- 160.1.1 does not meet the criteria for a complaint or protest appeal in that, for example, it was submitted late;

- 160.1.2 raises an allegation which is trivial, unreasonable or vexatious or which is one which is not of concern to the ASA as the National Governing Body of the sport of swimming;
- 160.1.3 raises an allegation which is not appropriate to be dealt with by the ASA Judicial System and/or which the Commissioner believes should be referred to an outside body;
- 160.1.4 raises an allegation which is not appropriate to be dealt with by the ASA Judicial System and/or which the Commissioner believes should be dealt with under other ASA procedures, such as the ASA Protocols for Child Safeguarding Investigations.
- 160.1.5 raises matters against which there can be no protest.
- 160.2 If the Commissioner decides to allow a complaint or protest appeal to proceed, he shall decide: whether:
 - 160.2.1 it involves an allegation properly to be categorised as serious misconduct liable to bring the sport into disrepute, in which case he may decide the issue or may judge that his powers of sanction are insufficient for the gravity of the case and refer the complaint to be prosecuted by the ASA before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or
 - 160.2.2 it involves an allegation properly to be categorised as misconduct, in which case he may decide the issue or may judge that his powers of sanction are insufficient for the gravity of the case and refer the complaint to be prosecuted by the complainant under the disciplinary procedure before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or
 - 160.2.3 it involves less serious allegations, in which case he may decide the issue or refer the complaint to be dealt with under the dispute resolution procedure in accordance with Regulations 167 to 174 inclusive.
- 160.3 In the case of a complaint which was submitted later than thirty days after the alleged incident giving rise to it, the Commissioner may nevertheless permit it to proceed, if he is satisfied that it would be in the interests of the sport to do so. Before arriving at a decision, he may, through the Office of Judicial Administration, seek an explanation for the delay in submitting the complaint.
- 160.4 The Commissioner shall endeavour to reach his decisions under this Regulation 160 as soon as reasonably practicable and normally within twenty four hours from the time he receives his copy of the Complaint, but may delay doing so in the event that he needs further information or he requires some further preliminary investigation.
- 160.5 The Commissioner shall direct the Office of Judicial Administration to notify all interested persons and/or bodies as soon as reasonably practicable, and normally within two working days, of any decision by him under this Regulation 160, setting out his reasons for the decision.
- 160.6 In accordance with Regulation 108.2 or 108.3, the complainant or a respondent or the ASA may appeal, against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3.

161. Procedure to Deal with an Appeal Against a Decision of the Commissioner

161.1 For an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations):

161.1.1 The Chairman of the Disciplinary Panel may consider the grounds of appeal himself or appoint another member of the Disciplinary Panel to do so. The Chairman or the appointed member shall as soon as reasonably practicable, and normally within five working days of being appointed, confirm or reverse the decision made by the Commissioner and may grant or refuse permission to proceed with the complaint. The decision of the Chairman or the member of the Disciplinary Panel considering the appeal shall be final.

161.1.2 If the Chairman or the member of the Disciplinary Panel considering the appeal allows an appeal against the refusal of the Commissioner to allow a complaint to proceed on the grounds of the lateness of the complaint, the committee or individual hearing the complaint in any subsequent proceedings shall give due regard to the lateness of the complaint.

161.2 For an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3:

161.2.1 On receipt of a notice of appeal, the appropriate fee and supporting documents, the Office of Judicial Administration shall send a copy of the notice and the supporting documents to the Chairman of the Disciplinary Panel.

161.2.2 The Chairman of the Disciplinary Panel may on receipt of the notice of appeal if he decides that an appeal may proceed suspend the decision of and/or penalty imposed by the Commissioner pending the outcome of the appeal. If a notice of appeal is withdrawn the Chairman of the Disciplinary Panel shall uphold the decision of the Commissioner.

161.2.3 When the Chairman of the Disciplinary Panel shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, including a copy of the written decision and the written reasons for the decision of the Commissioner, to each of the other parties involved and to the Commissioner. The Office of Judicial Administration shall also notify the appropriate Regional Chairman, or his equivalent, and any other interested person or body that was informed of the decision of the Commissioner, that an appeal has been lodged and whether the decision of and/or any penalty imposed by the Commissioner has been suspended pending the outcome of the appeal.

161.2.4 The Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to a hearing by a Disciplinary Committee and confirm whether the decision of and/or any penalty imposed by the Commissioner will be suspended pending the decision of the Committee on the appeal.

161.2.5 Subject to the discretion of the Chairman of the Disciplinary Panel the hearing may be a complete reconsideration of the case or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

161.2.6 The Disciplinary Committee shall be conducted as far as is practicable as if it was an Appeal Committee, in accordance with Regulation 106 and the procedures set out in Regulations 175 to 177 inclusive.

Disciplinary Procedures

162. Procedure to Deal with a Complaint which Involves Misconduct or Serious Misconduct Liable to Bring the Sport into Disrepute by Reference to a Disciplinary Committee

- 162.1** On a decision of the Commissioner that a complaint involves misconduct or serious misconduct and that his powers of sanction are insufficient for the gravity of the case:
- 162.1.1** in the case of a complaint which involves 'serious misconduct liable to bring the sport into disrepute' the Commissioner shall process the Complaint through the ASA. The Disciplinary Officer appointed to discharge the prosecution before a Disciplinary Committee shall be responsible for formulating particulars of the charge(s) of serious misconduct to be laid against the defendant(s) to the complaint.
- 162.1.2** in the case of a complaint which involves misconduct the Office of Judicial Administration shall notify the complainant of the requirement that the complainant shall prosecute the complaint before a Disciplinary Committee.
- 162.1.3** in either case the Commissioner shall give directions for the future conduct of the complaint. The Commissioner may make such orders as he thinks fit relating to the procedural aspects prior to the hearing which may include, but not be limited to:
- 162.1.3.1** the procedure and timetable for submitting written statements of claim, defence and counterclaim and reply;
- 162.1.3.2** the procedure and timetable for the production and inspection of documents or property;
- 162.1.3.3** the procedure and timetable for the submission of the names and details of any witnesses the parties concerned wish to call.
- 162.2** The Office of Judicial Administration shall as soon as reasonably practicable, and normally within two working days of receiving the Commissioner's directions, send a copy of the complaint to the defendant(s) and notify the parties in writing of the directions given by the Commissioner and the names from the panel from whom the three individuals who will constitute the Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 162.3** The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.
- 162.4** The Commissioner, having taken account of any objections made under this Regulation 162, shall, after consulting the Chairman of the Disciplinary Panel, appoint a Disciplinary Committee which shall normally consist of three members of the Disciplinary Panel. One of the three members shall be appointed by the Commissioner as the Chairman of the Committee.
- 162.5** The Commissioner shall as soon as reasonably practicable, and normally within five working days, arrange the date, time and venue of a hearing of the Committee which shall normally commence within 60 days of the receipt by the Office of Judicial Administration of an accepted complaint form and fee.
- 162.6** The Commissioner and where appropriate a Disciplinary Committee shall have the authority to strike out a complaint or bar a defence in the event that the complainant or defendant(s) fail to comply with the directions given.
- 162.7** The Commissioner, through the Office of Judicial Administration shall as soon as reasonably practicable, and giving them at least 28 days notice, notify the parties of the arrangements for the hearing including the date, time and place of the hearing.

The Office of Judicial Administration shall notify the parties of the procedure to be followed prior to the hearing, following the Commissioner's direction under Regulation 162.1.3, as soon as reasonably practicable and giving them at least 28 days' notice.

- 162.8** Where, under Regulation 78.3.2, the Commissioner has directed an expedited hearing all requirements in these Regulations related to periods of limitation may be waived by the Commissioner, including those periods stipulated in Regulations 162.5, 162.7, 162.9, 162.10, and 162.12.
- 162.9** The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing and they shall reply within five days of being asked.
- 162.10** At least twenty one days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration details of any witnesses he wishes to call (including, where appropriate, any complainants or defendant(s)) together with copies of their written statements, and copies of any other documentary evidence he proposes to rely on at the hearing.
- 162.11** At least fourteen days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration, the name and status of any representative (professional or otherwise) through whom he proposes to present his case.
- 162.12** As soon as reasonably practicable and normally within five working days of receiving notification of representation in 162.10 and/or 162.11 above, the Office of Judicial Administration shall notify each party to a complaint the names of the other party's witnesses and the name and status of any representative who will be presenting a party's case.
- 162.13** Once a Complaint has been accepted by the Commissioner, unless the Commissioner or the Chairman appointed to hear the Complaint direct otherwise, the Office of Judicial Administration shall copy all subsequent correspondence relating to that complaint received from one party to the other party as soon as reasonably practicable, and normally within five working days of the receipt of the respective communications.
- 162.14** Notwithstanding Regulation 162.15, copies of all written documents or other evidence relevant to the dispute between the parties shall be provided by the Office of Judicial Administration to the parties to the complaint and the members of the Committee at least seven days in advance of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chairman of the Committee.
- 162.15** All documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties or to the Commissioner or for the purposes of a hearing by a Disciplinary Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.
- 162.16** The hearing shall normally take place in private except that the Chairman of the Committee may decide to hold a hearing in public provided that:
- 162.16.1** before making the decision he has consulted the parties involved and has taken their wishes into account;
- 162.16.2** he is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Committee, any particular need for privacy, the rights of others and the need to encourage others to cooperate with judicial proceedings in general.

- 162.17** If any of the parties concerned do not attend the Committee hearing the matter may be dealt with by the Committee in the absence of that party taking into account any written representations that may have been received from that party.
- 162.18** At least twenty eight days in advance of the hearing the Office of Judicial Administration shall send to the defendant(s) the record of previous offences, if any, of the defendant(s). The defendant(s) shall have ten working days from the date of sending the record to challenge its accuracy.
The Office of Judicial Administration shall subsequently send to the Chairman of the Committee the record of previous offences, if any, of the defendant. It shall be supplied in an inner sealed envelope which shall be opened only in accordance with Regulation 163.4.
- 162.19** If the Commissioner is satisfied that it is in the interest of the sport to do so, he may vary any period of time specified in this Regulation 162 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the complaint.
- 162.20** Where an appeal is made under the provisions of Regulation 108.7, the Office of Judicial Administration shall forward any such appeal to the Chairman of the Appeals Panel who shall consider it and respond as soon as reasonably practicable and normally within five working days. The decision of the Chairman of the Appeals Panel in respect of the appeal shall be final.

163. Procedure at a Disciplinary Committee Hearing

- 163.1** The procedure shall be flexible and shall be at the discretion of the Chairman of the Disciplinary Committee who may make such orders, as he feels necessary to ensure the orderly and effective conduct of the hearing.
- 163.2** The Chairman of the Disciplinary Committee may, in his discretion invite a Regional legal adviser or another legally qualified person or discipline expert to act as adviser to him and/or the Committee.
- 163.3** The Disciplinary Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Committee and present his case.
- 163.4** Prior to a hearing, the Office of Judicial Administration shall provide the Chairman, with a sealed envelope enclosed within an outer envelope; the sealed envelope shall contain the party's record of previous offences. Where that party has no previous offences the record shall show this. Where a complaint is upheld the record of previous offences, if any, of the party concerned shall be opened prior to the Disciplinary Committee's consideration of penalty.
- 163.5** In any case where the complaint is not upheld the record of previous offences, if any, of the alleged offender supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

164. Procedure after a Disciplinary Committee hearing

- 164.1** The Chairman of the Disciplinary Committee may inform the parties orally of the decision of the Disciplinary Committee, after the hearing. Whether or not this is done he shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Judicial Commissioner, the appropriate Regional Chairman, or his equivalent, and to such other interested persons or bodies as are advised to the Office of Judicial Administration by the Chairman of the Disciplinary Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter, the parties shall be given in

writing the reasons for the decision, notification of their entitlement to appeal and the time by which any notice of appeal must be lodged.

164.2 On the instructions of the Chairman of the Disciplinary Committee and/or the ASA, the Office of Judicial Administration shall normally publish, within the sport, a report of the proceedings, findings and penalties unless in the opinion of the Chairman of the Disciplinary Committee there is a significant reason not to do so. However, no report shall be published until the time for appeal against the Committee's decision has expired. In the event of an appeal publication shall be at the discretion of the appropriate Appeal Committee.

164.3 The Office of Judicial Administration shall send a copy of the Disciplinary Committee's findings, with the notes of the evidence of the witnesses and any observations the Chairman of the Disciplinary Committee may think useful, to the Chairman of the Disciplinary Panel, the Chairman of the Appeals Panel and the Commissioner for their information. The Office of Judicial Administration shall also maintain a record of offences and punishments and then store the papers.

165. Procedure to deal with an appeal against a final decision of a Disciplinary Committee

165.1 On receipt of a notice of appeal under Regulation 108.4, the fee and supporting documents, the Office of Judicial Administration shall, as soon as reasonably practicable and normally within five working days, send a copy of the notice and the supporting documents including any record made of the Disciplinary Committee proceedings to the Chairman of the Appeals Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chairman of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chairman of the Appeals Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

165.2 The Chairman of the Appeals Panel or his nominee may, if he decides that an appeal may proceed, suspend the decision of and/or penalty imposed by a Disciplinary Committee pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chairman of the Appeals Panel shall uphold the decision of the committee.

165.3 In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the Disciplinary Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chairman of the Disciplinary Panel and, where appropriate, the Chairman of the Disciplinary Committee that first heard the complaint and any other persons informed of the original decision under Regulation 164.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the Disciplinary Committee has been suspended pending the outcome of the appeal.

165.4 Subject to the discretion of the Chairman of the Appeals Panel the hearing may be a complete re-hearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

165.5 The Appeal Committee shall be governed by the procedures set out in Regulations 175 to 177 inclusive.

166. Procedure to deal with a water polo appeal

166.1 On receipt of a notice of appeal and supporting documents under Regulation 108.6, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting

documents to the Chairman of the Disciplinary Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chairman of the Disciplinary Panel will decide, or may nominate another member of the Disciplinary Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chairman of the Disciplinary Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

- 166.2 The Chairman of the Disciplinary Panel or his nominee may, if he decides that a water polo appeal may proceed, suspend the automatic sanction imposed by the Office of Judicial Administration pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chairman of the Disciplinary Panel shall uphold the original sanction.
- 166.3 When the Chairman of the Disciplinary Committee hearing the Appeal shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, to each of the other parties involved. The Office of Judicial Administration shall also notify any other interested person or body that was informed of the imposition of an automatic sanction for a breach of the FINA Water Polo Rules that an appeal has been lodged and whether the penalty notified by the Office of Judicial Administration has been suspended pending the outcome of the appeal.
- 166.4 The Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Disciplinary Committee hearing and confirm whether or not the automatic sanction imposed will be suspended pending the decision of the Committee on the appeal.
- 166.5 The Disciplinary Committee shall generally be conducted in accordance with the procedures set out in Regulations 175 to 177 inclusive in all respects as if it were an Appeal Committee with the exception of those provisions which are incapable of being applied to a water polo appeal.

Dispute Resolution Procedures

167. Provision of persons to deal with dispute resolution procedures

- 167.1 Following a determination of the Commissioner that a complaint or protest appeal be dealt with by the dispute resolution procedure the Commissioner shall make due provision for settling such differences and disputes and may appoint such sole Arbitrator(s), Arbitration Committee(s), mediator(s), expert(s) or other person(s) as may be appropriate to consider and determine the issues.

168. Agreement to refer a complaint to arbitration

- 168.1 The fact of membership of, or affiliation to, the ASA shall constitute an agreement under the Arbitration Act 1996 and any statutory modification thereto, to refer to arbitration all complaints determined by the Commissioner to be suitable for arbitration.

169. Procedure to deal with a complaint by arbitration

- 169.1 The Commissioner shall notify the Office of Judicial Administration who shall notify the parties in writing of the list of names from the panel from whom the Arbitrator or the Arbitration Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 169.2 The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.
- 169.3 The Commissioner, in consultation with the Chairman of the Disciplinary Panel, having taken account of any objections made under this Regulation shall appoint an

Arbitrator or an Arbitration Committee which shall normally consist of three members of the Disciplinary Panel. One of the members of the Arbitration Committee, if one is appointed, shall be appointed by the Commissioner as the Chairman of the Arbitration Committee.

- 169.4 The Commissioner shall determine all procedural and evidential matters. Those matters may include but are not limited to:**
- 169.4.1** the procedure for submitting written statements of claim, defence and counterclaim and reply;
 - 169.4.2** the procedure for the production and inspection of documents or property;
 - 169.4.3** the procedure for submitting other material to the Arbitrator or the Arbitration Committee, including whether to apply strict rules of evidence or any other rules as to the admissibility, relevance or weight of any material tendered by a party on any matter of fact or expert opinion and to determine the true manner and form in which such material should be exchanged between the parties and presented to the Arbitrator or the Arbitration Committee;
 - 169.4.4** whether after consultation with the Chairman, there should be a hearing or hearings before the Arbitrator or the Arbitration Committee or whether the dispute should be determined on the basis of written submissions and documents alone.
- 169.5** The Commissioner or the Arbitrator or the Chairman of the Arbitration Committee may arrange a preliminary meeting with the parties and/or their representatives to assist in determining the procedures for the arbitration.
- 169.6** In the event of default by either party in respect of any matter under these Regulations or of any procedural order or direction of the Commissioner, Arbitrator or the Arbitration Committee, the Commissioner, Arbitrator or the Arbitration Committee shall have the power, upon application by any party or of its own motion:
- 169.6.1** to debar that party from further participation, in whole or in part, in the arbitration; and/or
 - 169.6.2** proceed with the arbitration and deliver an award; and/or
 - 169.6.3** make such other order as seems fit.
- 169.7** The parties shall preserve and respect the confidentiality of the arbitration proceedings, including the issues in the dispute and the evidence and arguments presented by the parties.
- 169.8** Except with the prior written agreement of the parties to the arbitration, no disclosure shall be made to any third party of the contents of any documents or other evidence produced in the arbitration or any procedural decision of the Arbitrator or the Arbitration Committee or his or its Award, or any part of them save and to the extent that disclosure may be required of any party by legal duty, to protect or pursue a legal right or to enforce an award.
- 170. Procedure for an arbitration hearing**
- 170.1** The Commissioner in consultation with the Arbitrator or the Chairman of the Arbitration Committee shall fix the date, time and place of any hearings in the arbitration and the Office of Judicial Administration shall give the parties as much notice as is reasonable of the date, time and place of any hearings.
 - 170.2** The hearing shall normally take place in private except that the Arbitrator or the Chairman of the Arbitration Committee may decide to hold a hearing in public provided that:
 - 170.2.1** before making the decision he has consulted the parties involved and has taken their wishes into account;

- 170.2.2 he is satisfied that it is in the public interest to do so, having regard to the interests of the Arbitrator or the Arbitration Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.
- 170.3 The procedure at a hearing shall be flexible and shall be at the discretion of the Arbitrator or the Chairman of the Arbitration Committee who may make such orders as he feels necessary to ensure the orderly and effective conduct of the hearing.
- 170.4 An Arbitration Committee shall decide on any issue by a majority and if it fails to reach a majority decision on any issue, the decision of the Chairman of the Arbitration Committee shall be final. The decision and/or award shall be in writing and shall be dated and signed by the Arbitrator or the Chairman of the Arbitration Committee and unless otherwise agreed shall be accompanied by the reasons on which it is based.
- 171. Procedure after arbitration**
- 171.1 The Arbitrator or the Chairman of the Arbitration Committee shall arrange for the decision and/or award to be delivered to the Office of Judicial Administration together with details of the persons or parties including the Commissioner to be informed of the findings of the Arbitrator or Arbitration Committee and the Office of Judicial Administration shall notify the parties and the Commissioner accordingly.
- 171.2 There shall be a right of appeal against the decision and/or award of an Arbitrator or an Arbitration Committee in accordance with Regulation 108.5.
- 172. Procedure to deal with an appeal against a final arbitration decision**
- 172.1 On receipt of a notice of appeal under Regulation 108.5, the fee and supporting documents, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting documents including any record made of the Arbitration proceedings to the Chairman of the Appeals Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chairman of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chairman of the Appeals Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.
- 172.2 The Chairman of the Appeals Panel or his nominee may, if he decides that an appeal may proceed, suspend the decision of and/or penalty imposed by the Arbitrator or the Arbitration Committee pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chairman of the Appeals Panel shall uphold the decision.
- 172.3 In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the Arbitrator or the Arbitration Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chairman of the Disciplinary Panel and the Arbitrator or, where appropriate, the Chairman of the Arbitration Committee that first heard the complaint and any other persons informed of the original decision under Regulation 171.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the Arbitrator or the Arbitration Committee has been suspended pending the outcome of the appeal.
- 172.4 Subject to the discretion of the Chairman of the Appeals Panel the hearing may be a complete rehearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

Judicial Regulations: Operational

172.5 The Appeal Committee shall be governed by the procedures set out in Regulations 175 to 177 inclusive.

173. Procedure to deal with a complaint by referral to an expert

173.1 If in the opinion of the Commissioner a complaint relates to issues within the expertise of a technical expert then the Commissioner may direct that such dispute shall be referred to a person agreed between the parties, or, in default of agreement by both parties within twenty one days of notice from the Office of Judicial Administration calling upon them so to agree, by the Commissioner. Such person shall be appointed to act as an expert and not as an arbitrator and the decision of such person shall be final and binding. The costs of such expert shall be borne equally by the parties unless such expert shall decide one party has acted unreasonably in which case he shall have discretion as to costs.

174. Procedure to deal with a complaint by mediation

174.1 As soon as reasonably practicable upon receipt of a decision of the Commissioner that a complaint is to be dealt with by mediation the Office of Judicial Administration shall send a copy to each of the parties who are involved.

174.2 The Commissioner shall nominate an individual to act as the mediator. However, if the Chairman of the Disciplinary Panel is nominated to act as the mediator, the Commissioner shall receive the mediation report and the Chairman of the Disciplinary Panel shall take no part in any subsequent arbitration or hearing of the appeal or complaint.

174.3 The Office of Judicial Administration shall notify the parties of the identity of the nominated mediator, as soon as reasonably practicable and normally within ten working days of the receipt of the Commissioner's decision that the matter be dealt with by a mediator. The parties shall within seven days of receipt of this notification be entitled to lodge with the Office of Judicial Administration objections against the nominated mediator stating the grounds for the objection.

174.4 If the Commissioner or where appropriate the Chairman of the Disciplinary Panel accepts an objection to a nominated mediator either the Commissioner or the Chairman of the Disciplinary Panel may nominate another member of the Disciplinary Panel to act as the mediator and the Office of Judicial Administration shall notify the parties of the identity of the new nominated mediator.

174.5 If the parties and/or the Commissioner, or as the case might be the Chairman of the Disciplinary Panel, cannot, within twenty eight days of the initial notification to them of the identity of a nominated mediator, agree on a mediator the appellant or complainant shall have the right to have the matter referred to arbitration and any time expended on the mediation procedure shall be discounted when fixing the date of the hearing.

174.6 The mediator shall normally have a period of twenty eight days from the date of his appointment to assist in the settlement of differences between the parties. If the mediator is unable to assist in settling the differences he shall report to the Commissioner who shall then proceed to deal with the complaint or appeal under the Laws and Regulations regarding arbitration unless, in the opinion of the mediator, there is a possibility of serious misconduct having been involved but not disclosed in the original complaint in which instance the Commissioner will reassess the Complaint.

174.7 No formal record or transcript of the mediation process shall be made.

174.8 There shall be no appeal from a mediation agreement signed by the parties following the mediation.

175. Procedures for an Appeal Committee

175.1 The Office of Judicial Administration shall notify the parties in writing of the list of

- names from the panel from whom the three individuals who will constitute the Appeal Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 175.2** The Office of Judicial Administration shall forward any objections, to the Chairman of the Appeals Panel who shall consider them. The decision of the Chairman of the Appeals Panel in respect of any objections shall be final except that where an objection relates to the Chairman of the Appeals Panel himself the Office of Judicial Administration shall forward it to the Commissioner, or his nominee for decision.
- 175.3** The Chairman of the Appeals Panel having taken account of any objections made under Regulation 175.1 shall appoint a Committee, which may consist of the Chairman of Appeals Panel or one of the Vice-Chairmen and two other members, who may be Vice-Chairmen of the Appeals Panel. One of the three shall be designated by the Chairman of the Appeals Panel as the Chairman of the Appeal Committee.
- 175.4** As soon as reasonably practicable thereafter, and normally within five working days of the receipt of his appointment, the Chairman of the Appeal Committee shall arrange the date, time and venue of a hearing of the Appeal Committee which shall normally commence within sixty days of the receipt by the Office of Judicial Administration of the appeal form and fee.
- 175.5** The Chairman of the Appeal Committee may make such orders as he thinks fit relating to the procedural aspects prior to the hearing, which may include, but not be limited to:
- 175.5.1** the procedure and timetable for submitting any further written statements of claim, defence and counterclaim and reply;
 - 175.5.2** the procedure and timetable for the production and inspection of any further documents or property;
 - 175.5.3** the procedure and timetable for the submission of the names and details of any witnesses the parties concerned wish to call.
- 175.6** The Office of Judicial Administration following consultation with the Chairman of the Appeal Committee shall, as soon as reasonably practicable and giving them at least twenty eight days notice, notify the parties of the arrangements for the hearing including the date, time and place of the hearing and of the procedure to be followed prior to the hearing.
- 175.7** The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing.
- 175.8** At least twenty one days in advance of the hearing date each party to the original complaint must give to the Office of Judicial Administration details of any witnesses he wishes to call, together with copies of any further witness statements and any further documentary evidence he proposes to rely on at the hearing.
- 175.9** At least 14 days in advance of the hearing date each party to the original complaint must give to the Office of Judicial Administration the name of any representative (professional or otherwise) through whom he proposes to present his case at the appeal hearing.
- 175.10** The Office of Judicial Administration shall notify the parties to the appeal of the names of the other party's witnesses and the name and status of any representative who will be presenting a party's case.
- 175.11** Copies of written documents or other evidence relevant to the dispute between the parties shall be provided by the Office of Judicial Administration to the parties to the appeal and the members of the Appeal Committee at least seven days in advance

of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chairman of the Appeal Committee.

- 175.12** Any copy documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties to a hearing by an Appeal Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.
- 175.13** The hearing shall normally take place in private except that the Chairman of the Appeals Panel and/or the Chairman of the Appeal Committee may decide to hold a hearing in public provided that:
- 175.13.1** before making the decision he has consulted the parties involved and has taken their wishes into account;
- 175.13.2** he is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Appeal Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.
- 175.14** If any of the parties concerned do not attend the Appeal Committee hearing the matter may be dealt with by the Appeal Committee in the absence of that party taking into account any written representations that may have been received from that party.
- 175.15** The Office of Judicial Administration shall send to the Chairman of the Appeal Committee the record of previous offences, if any, of the alleged offender. It shall be supplied in an inner sealed envelope, which shall be opened only in accordance with Regulation 176.4.
- 175.16** If the Chairman of an Appeal Committee is satisfied that it is in the interest of the sport to do so, he may vary any period of time specified in this Regulation 175 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the appeal.
- 175.17** An appeal may be made against any such decision. (See Regulation 108.7). The Office of Judicial Administration shall forward any such appeal to the Chairman of the Appeals Panel for his decision unless the appeal lies against a decision of the Chairman of Appeals Panel in which instance the Office of Judicial Administration shall forward it to a Vice-Chairman. The decision of the Chairman or Vice-Chairman of Appeals Panel in respect of the appeal shall be final.

176. Procedure at an Appeal Committee hearing

- 176.1** The procedure shall be flexible and shall be at the discretion of the Chairman of the Appeal Committee who may make such orders as he feels necessary to ensure the orderly and effective conduct of the hearing.
- 176.2** The Chairman of the Appeal Committee may, in his discretion invite a Regional legal adviser or another legally qualified person or discipline expert to act as adviser to him and/or the Appeal Committee.
- 176.3** The Appeal Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that any hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Appeal Committee and present his case.
- 176.4** In any case where an appeal by a complainant is upheld the record of previous offences, if any, of the offender, supplied by the Office of Judicial Administration shall be opened before the Appeal Committee considers the imposition of a penalty.

176.5 In any case where an appeal by a complainant is not upheld or an appeal by a defendant is upheld the record of previous offences, if any, of the alleged offender, supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

177. Procedure after an Appeal Committee hearing

177.1 The Chairman of the Appeal Committee may inform the parties orally of the decision of the Appeal Committee, after the hearing. Whether or not this is done, he shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Commissioner and the appropriate Regional Chairman, or his equivalent, and additionally to such other interested persons or bodies as are advised to him by the Chairman of the Appeal Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter the written reasons for the decision shall be given to the parties

177.2 The Appeal Committee and/or the ASA shall normally publish a report of the proceedings, findings and penalties unless in the opinion of the Chairman of the Appeal Committee there is a significant reason not to do so.

177.3 The Office of Judicial Administration shall send a copy of the findings of the Appeal Committee with the notes of the evidence of the witnesses and any observations the Chairman of the Appeal Committee may think useful, to the Chairman of the Disciplinary Panel and the Chairman of the Appeals Panel for information. The Office of Judicial Administration shall also maintain a record of offences and punishments and then store the papers.

Guidelines for Water Polo Delegates, the Referees (of all disciplines) and Juries of Appeal when dealing with protests or appeals and providing guidance on complaints procedures.

The following guidelines do not form part of ASA Law or Regulations but they have been revised to take account of recent changes in the Laws and Regulations.

The Regulations relating to the treatment of Protests, Appeals and Complaints have changed. Fortunately the need for a Water Polo Delegate or a Referee to handle a Protest or for a Jury of Appeal to adjudicate on a referee's decision on a protest occurs infrequently and therefore reference to procedures to be followed is very advisable. Protests can arise in any discipline of our sport and the purpose of these notes is to give guidance to Referees of all the Disciplines about how to handle a Protest and/or an appeal as and when received. Dealing with Complaints is not part of a Water Polo Delegate's or a Referee's or a Jury of Appeal's duties but guidance on the procedures may sometimes be needed.

Specific procedures apply to some disciplines e.g. water polo which require the referee to adhere to FINA Rules and the ASA Water Polo Referees handbook. These guidelines should therefore be read in conjunction with the appropriate other documentation. As far as possible the ASA Law and Regulation numbers in the current Handbook have been quoted.

It should be remembered that, particularly at the higher levels of our sport, competitors are receiving funding for their achievements and decisions made by officials could have a profound effect on an individual's 'earning power'. In sport, generally, recourse is increasingly being made to litigation. It is partly for this reason that the Regulations have been strengthened and the need to take the correct action at the start of a potential dispute is very important. The Protest is the first stage of the Judicial process and the referee is at the forefront.

Protests (Regulation 101)

Definition

A protest is an allegation that the ASA Laws, Regulations, Technical Rules or the promoter's conditions governing a competition have not been complied with or have been misinterpreted.

For example

- a swimmer is competing out of age;
- the correct officials are not present;
- competition starting times are not being adhered to;
- a swimmer is ineligible to represent a club.

A protest cannot be made against the decision of a Referee or any other Official regarding placings, Disqualifications, fouling or any other facts of a competition. If an individual believes that a Referee was misinterpreting the ASA Technical Rules with regards to the Backstroke turn for example he could make a protest but would have to accept any disqualifications at the time. If the individual after making a protest is still not satisfied with the Referee's decision then he has the right of appeal to the Judiciary (see later).

Appointment of a Jury of Appeal

A promoter can appoint a Jury of Appeal. If one is appointed then the responsibility for dealing with Protests remains with the Referee but the Referee's decision on a protest made to him may be appealed directly to the Jury of Appeal.

ASA Regulations now require, wherever practicable, that a Jury of Appeal be appointed for all licensed events, including County events. The Jury must consist of three persons of whom normally at least one must be familiar with the discipline concerned. Prior to the competition commencing one member of the Jury should be appointed as Chairman and another as Secretary. The members of the Jury should be available immediately but shall not undertake any administrative or officiating duties during the competition.

How is a Protest made?

If the reason for the protest is known before the meet/match/events starts then it must be made, orally, to the Referee as soon as reasonably practicable beforehand. It may mean that the protest is sent to the Promoter before the date of the meet/match/event starts. The Referee should be told whether a Jury of Appeal is being appointed. The Promoter has no power to deal with a protest. It can only be dealt with by the Referee. This may mean the Promoter has to appoint the Referee well before the date of the event and pass on the protest to him. The Promoter should provide the Referee with a copy of the Competition Conditions before the event.

Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered, from the date upon which entries to that competition close, as the lead referee. The lead referee shall receive all protests of a general nature (e.g. a protest which covers more than one specific event). However if a protest relates to a specific event then the referee responsible for that event must also be responsible for the protest.

If the protest arises whilst the competition is taking place then it must be made to the Referee within thirty minutes of the incident which gives rise to it occurring. The previous definition of 'event' no longer applies because it is difficult to define when an event is completed. Bear in mind these Regulations apply equally to an open water 25km swim, a water polo match, 50 metre sprint event, diving or synchronised swimming.

A protest can be made by a competitor (or someone on his behalf) a club, or an official taking part in the competition. In other words virtually anybody can make a protest.

Some flexibility may need to be applied in the case of a 25km open water swim when it may be physically impossible for someone trying to make a protest to reach the Referee within 30 minutes of the incident.

How should a Protest be dealt with?

The procedure for the handling of a Protest should include the following objectives and principles:

Try to resolve the matter, as soon as possible, to the satisfaction of all parties. Emotions are often running high and a protest is not going to be resolved on the poolside surrounded by swimmers, coaches, parents and officials who all know the rules and regulations better than the Referee!

Hopefully in swimming events a second referee can keep the competition moving.

Find a quiet area away from the poolside and listen to the individual making the protest quietly and carefully making a written note of all the salient facts.

Decide whether a protest is, in fact, being made and if so, whether it can be accepted.

Involve all the other parties who are the subject of the protest. Listen to their point of view, issues and concerns. If any of the parties concerned are under eighteen then the Referee must involve the Parent, Guardian or suitable Club Official. Do not interview a minor alone.

Try and get all the parties together in a calm and constructive atmosphere and hopefully, endeavour to reach agreement rather than compromise. Do not rush the matter, let all concerned have their say and try and resolve grievances.

At the end of the discussion the Referee must reach and record a clear and positive decision based on the facts submitted, ASA Laws and the Promoters Conditions.

The information recorded should include, the original protest, the reason for it names of all the parties involved and witnesses, a brief summary of the evidence and the decision with reasons.

No firm guidelines about types of decisions can be given as every case is different. The Referee has to make every effort to reach a fair and just result based on facts.

Exceptionally sufficient information may not be available to resolve the Protest immediately (e.g. such as the eligibility of a swimmer to take part in a competition when the registration documentation may not be available). The Referee may then ask all parties to 'pend' the matter until the information can be obtained. In such circumstances, unless the outcome can have no effect on the awards, all medals and prizes will have to be withheld until any protest has been heard and resolved. A short timescale should be put on receipt of the information. In such cases it is the responsibility of the Referee to keep all the parties concerned informed of progress. It is recommended that if the matter cannot be resolved quickly and within a reasonable timescale, agreed with all the parties, the Referee informs all the parties accordingly so that they may decide if they wish to appeal.

It should be noted that the promoter no longer has any function in the judicial process other than to receive a protest made prior to the event and to collect and store the protest paperwork for a year after the event (Regulation 101.6). Should the Referee be unable to resolve the protest the only means by which any party can pursue the issue is by way of an appeal either to the Jury of Appeal if one has been appointed or, if not, to the Judiciary under the Judicial Laws. If there is no appeal then the protest lapses. It is advisable for the Referee to inform the promoter that an unresolved protest exists.

Communication, to all concerned, is very important and the Referee must decide when and what to communicate. It is essential to keep the rumour machine under control. If the announcer is asked to explain what is happening then give him a written note rather than have the announcer produce an interpretation.

If the protest cannot be resolved to the satisfaction of all the parties concerned then they must be informed of their rights of appeal. These include not only the right to appeal against the Referee's decision to the Jury of Appeal if there is one, or straight to the Judiciary if there isn't. The

requisite appeal form can be obtained from the Judicial Administrator at the ASA Office of Judicial Administration.

Pitfalls to watch for when handling a protest include but are not limited to:

Not made in the correct timescales;

Insufficient facts collected;

All parties not given the opportunity to have a hearing;

Failure to make a full record of the issue;

Promoter takes over.

Be seen to be easily available, a good listener, fair, positive, decisive, thorough, just.

Complaints – Regulation 102 and Regulation 159

The procedure for dealing with Complaints is well documented in the Regulations: the following information may, however, be helpful to a Referee asked to provide guidance on the poolside.

Definition

A complaint is a formal dissatisfaction with the actions or behaviour, or unfair practice of a club, body, or individual in connection with the sport.

It can include, for example bringing the sport into disrepute, swimming/competing against unaffiliated individuals or anyone under suspension, violation of ASA Law or the Code of Ethics.

A complaint can be made by a wide range of people including any individual who is a member of the ASA, (or if under eighteen by someone acting on their behalf), whether as a competitor, official or other interested party. There is a full list in Regulation 102.

A complaint can be made by a Referee in his capacity as an Official or ASA member and similarly a Complaint can be made against a Referee in his role as an official or as a member of the ASA.

How is it Made?

The Referee has no power to deal with a complaint. All complaints have to be made direct to the Judicial Administrator at the ASA Office of Judicial Administration on the official complaint form also available from this Office.

The Complaint should contain full details of the Complainant, the defendant and any witnesses and a narrative description of the incident. Sketches of poolside layouts can be useful in some cases. It must be submitted within 30 days of the incident taking place.

If the Referee decides that an incident is a complaint and directs an individual accordingly he would be well advised, as soon as possible to make full notes of the matter in case he, the Referee, is required to attend a hearing and provide evidence either as a witness or defendant.

Whilst the Referee has the same rights as any other member of the ASA as regards making a complaint he is also in a unique position because he has to see that ASA Law is upheld. If through a protest or other incident he realises that the Law is not being upheld it is up to him to take action. He should not shirk from the responsibility of making a complaint if he thinks it is necessary to do so.

Regulations – General

Health and Safety Forum

201. Health and Safety Forum

- 201.1** The Health and Safety Forum shall comprise the following nominated representatives:

- 201.1.1 One representative from each Region;
- 201.1.2 One representative from each aquatic discipline;
- 201.1.3 One representative from the Medical Advisory Committee;
- 201.1.4 One representative from British Swimming;
- 201.1.5 One representative from the Department of Legal Affairs who shall Chair the meetings;
- 201.1.6 One organisational Risk Manager;
- 201.1.7 One representative from the Facilities Department.
- 201.2 The forum shall meet at least once in each year. 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 201.3 The duties of the forum shall include, but not be limited to:
 - 201.3.1 to prepare, or to approve the content of, all the ASA's published materials on safety;
 - 201.3.2 to consider and advise whether an activity outside the normal scope of swimming club activities should be identified as having an enhanced risk of death and/or injury and whether it should be included or excluded from the normal insurance cover and to issue guidelines on that basis;
 - 201.3.3 to provide health and safety information on best practice;
 - 201.3.4 to provide information and advice on health and safety issues;
 - 201.3.5 to review identified risks and advise the risk owner;
 - 201.3.6 to contribute to the Annual Report, including update on its activities.

202. Duties of the ASA

The ASA shall:

- 202.1 assess the hazards and risks in swimming and revise its assessment annually;
- 202.2 publish annually a document containing its guidance on safety in swimming;
- 202.3 publish prompt cards to assist competition officials in all disciplines in carrying out their duties with regard to safety;
- 202.4 incorporate appropriate guidance on safety in its award, teacher and coach education programmes.

203. Duties of all persons

Any person participating in any activity organised by an affiliated club, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under ASA Laws, Regulations and Technical Rules or FINA Rules shall:

- 203.1 comply with the following:
 - 203.1.1 any relevant statutory Health and Safety requirements;
 - 203.1.2 any bye laws or other regulations relating to safety;
 - 203.1.3 the conditions of any hire agreement relating to safety;
 - 203.1.4 safety instructions or guidance issued by the ASA or any other body approved by the Sport Governing Board.
- 203.2 take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions within the area for which the promoter, hirer or organiser of the activity is responsible.

204. Duties of the promoter

The promoter of a competition shall have overall responsibility for the observance and

enforcement of the safety requirements and his duties shall include but not be limited to the following. The promoter shall:

- 204.1** agree with the Owner/Operator the areas for which the Promoter, as hirer, is responsible;
- 204.2** obtain a copy of the written Pool Safety Operating Procedures from the Owner/ Operator and have it available for reference during the period of hire;
- 204.3** make arrangements for the implementation of relevant sections of the written Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire;
- 204.4** brief the referee(s) on the relevant sections of the written Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition;
- 204.5** appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties;
- 204.6** ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Owner/Operator is in place and ready and available for immediate use and that pool staff who are qualified to operate it are on duty;
- 204.7** ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire;
- 204.8** prevent a competition starting if any of the required facilities and arrangements are absent or deficient;
- 204.9** be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy to exercise the full powers of the Promoter;
- 204.10** ensure, before the start of each competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA and indicating where a copy of the written Pool Safety Operating Procedures can be seen.

205. Duties of Referees or Water Polo Delegates

The duties of a water polo delegate or referee shall include but not be limited to the following.

- 205.1** in addition to the duties set out in Regulations 414 or 415 and the relevant Technical Rules and conditions governing a competition, to be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition;
- 205.2** to ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current ASA requirements;
- 205.3** to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the written Pool Safety Operating Procedures;
- 205.4** to stop a competition proceeding at any stage if any of the required facilities, equipment, personnel and procedures become deficient and report it to the Promoter or his Deputy.

206. Duties of officials and stewards

Any official or steward shall be under the control of the water polo delegate or referee at all times and, in addition to the duties set out in ASA Laws and Regulations or the Technical Rules and conditions governing a competition, shall report immediately to the water polo delegate(s) or referee(s) anything that appears to him to breach, or be likely to breach, the safety regulations.

Child Protection

241. Child Protection

For the purposes of this Regulation 241, 'child' or 'young person' shall be construed to include 'vulnerable adult' and 'children' or 'young persons' shall be construed to include 'vulnerable adults' as defined in the ASA Policy for the Protection of Vulnerable Adults.

241.1 No person shall be permitted to be involved in any way with children in the sport of swimming under the jurisdiction of the ASA unless:

241.1.1 he is a member of an affiliated club or of a club, body or organisation whose Child Safeguarding Policies and the measures to enforce them are recognised by the ASA; or

241.1.2 if this is impracticable, adequate provisions are made by the organiser of the activity or the promoter of the event to assess the risk and ensure that appropriate measures to protect any children taking part are in place.

241.2 In this Regulation the expression 'Offence' shall mean any one or more of the offences against a child within the meaning of Schedule 4 to the Criminal Justice and Court Services Act 2000 and any other offence which reasonably causes the Chief Executive Officer to believe that the person accused of the offence is or may be a risk or potential risk to children or young persons.

241.3 Upon receipt by the Chief Executive Officer of:

241.3.1 notification that an individual has been charged with an Offence; or

241.3.2 notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an Offence; or

241.3.3 other evidence which causes the Chief Executive Officer reasonably to conclude that an individual may have committed an Offence then in any such case the Chief Executive Officer may impose upon the individual an interim suspension from any event or activity promoted or authorised by the ASA or any body directly or indirectly affiliated to the ASA wherever held.

241.4 Upon receipt by the Chief Executive Officer of a recommendation from the ASA Independent Child Protection Officer including the results of a Disclosure and Barring Service search or other information received which causes the Chief Executive Officer to conclude on reasonable grounds that the individual concerned is unsuitable to work with or have unsupervised access to children within the sport of swimming the Chief Executive Officer may impose upon the individual an interim suspension or a suspension for a specified term decided by the Chief Executive Officer from any event or activity promoted or authorised by the ASA or any body directly or indirectly affiliated to the ASA wherever held. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer to impose a suspension under this Regulation 241.4 (see Regulation 108.8).

241.5 In reaching his determination as to whether an interim suspension should be imposed the Chief Executive Officer shall give consideration, inter alia, to the following factors:

241.5.1 whether a child or children or young person(s) are or may be at risk;

241.5.2 whether the allegations are of a serious nature;

241.5.3 whether a suspension is necessary or proportionate to allow the conduct of any investigation (by the ASA or any other authority or body) to proceed unimpeded.

241.6 Where an individual shall have been convicted or have been the subject of a caution in respect of an Offence the Chief Executive Officer shall have power summarily to

impose the suspension for a specified term decided by the Chief Executive Officer of the individual from any event or activity promoted or authorised by the ASA or any other body directly or indirectly affiliated to the ASA wherever held. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer under this Regulation 241.6 (see Regulation 108.8).

- 241.7** if a Local Authority forms a belief under the formal belief system derived from the Children Act 1989, as amended, regarding an individual's suitability to work with children the Chief Executive Officer shall have the power summarily to suspend that person for a specified term decided by the Chief Executive Officer from all ASA activities, provided that:
- 241.7.1** the Local Authority has informed the ASA that such a belief has been formed;
 - 241.7.2** the person concerned has been formally made aware by the Local Authority that such a belief has been formed;
- There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against a decision of the Chief Executive Officer under this Regulation 241.7 (see Regulation 108.8).
- 241.8** All affiliated clubs shall participate in and take reasonable steps to comply with the procedures of the Disclosure and Barring Service and its checking services in regard to Child Safeguarding matters and/or any subsequent procedures by the ASA including but not being limited to requests for further information.
- 241.9** All members of affiliated clubs shall participate in and comply with the procedures of the Disclosure and Barring Service and its checking services in regard to Child Safeguarding matters and/or any subsequent procedures by the ASA including but not being limited to requests for further information.
- 241.10** Any individual who fails to comply with a specific requirement of the Child Safeguarding procedures may be suspended by the Chief Executive Officer until such time as he has complied with any outstanding matters, provided that he has been warned of his liability to such a suspension. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against a decision of the Chief Executive Officer under this Regulation 241.10 (see Regulation 108.9).
- 241.11** A club, body, organisation or individual suspended by the Chief Executive Officer under this Regulation 241 shall not participate in any swimming activity organised by an affiliated club or controlled by ASA Laws and/or Regulations. He shall not act as a representative of a club or other affiliated body nor shall he be a member of any board, committee, subcommittee or council concerned with the direction or government of swimming. An individual so suspended shall not act as an official at any competition, exhibition, meeting or any other activities within the sport.
- 241.12** The suspension of any individual for a specific term decided by the Chief Executive Officer imposed under this Regulation 241 shall not be lifted unless and until the individual has submitted to a formal risk assessment with regard to his suitability to be involved with children in the sport of swimming.
- 241.13** It shall be a condition of membership or affiliation to any Region of the ASA that:
- 241.13.1** an affiliated club adopts Wavepower, the ASA Child Safeguarding Policy and Procedures; and
 - 241.13.2** the members of the affiliated club comply with Wavepower, the ASA Child Safeguarding Policy and Procedures.
- 241.14** Without prejudice to the generality of Regulation 241.13 the ASA may from time to time issue guidance or directions with regard to compliance with Regulation 241.13.

Regional Responsibilities

261. Panel of Friends

Each Region shall appoint a panel of three or more persons from nominations made by a club, body, organisation or County and open recruitment, with no restriction on the other unremunerated posts they may hold within the ASA, in order to assist at the discretion of the Judicial Administrator, within the judicial process, by providing advice and/or support to persons making or being the subject of a complaint under the ASA Judicial Laws and Regulations.

262. General Meetings

Each Region shall include in its rules provisions debarring any Chairman or Vice-Chairman of the Independent Disciplinary and Dispute Resolution Panel or the Chairman or any Vice-Chairman of the Independent Disciplinary and Dispute Resolution Appeals Panel from acting as a club delegate at any General Meeting but providing that, if he is a member of a club affiliated to that Region, he may attend any General Meeting ex officio with the power to speak but not vote.

Club Rights and Responsibilities

281. Club discipline and internal dispute procedures

281.1 For a breach of its own rules, but subject to ASA Regulations 150 and 151, an affiliated club or body may:

281.1.1 apply sanctions to a member relating to activities wholly within its own jurisdiction up to and including suspension from any or all of them;

281.1.2 expel a member, provided that before doing so it informs the member of the alleged offence and gives him a reasonable opportunity to defend himself against the charge. If the alleged offence is also a breach of ASA Law or Regulations the club or body shall not deal with it but may make a complaint under the Judicial Laws and Regulations.

281.2 A club or body may expel from membership and/or refuse to renew the membership of any member who has been suspended according to Regulation 109 or Regulation 241 provided that any such expulsion or initial refusal shall not be lawful after the twelve months immediately following the end of the suspension.

281.3 Each club shall include in its rules provisions specifying the procedures to be carried out to handle internal club disputes which shall include compliance with ASA Judicial Regulations.

281.4 Any such provisions shall comply with the ASA Recommended Club Constitution and the accompanying Guidance Notes.

Certificates and Long Service Awards

301. These shall be awarded as follows:

301.1 ASA Certificate

301.1.1 The retiring President of the ASA;

301.1.2 A retiring member of the either of the Boards with a minimum of six years consecutive service;

301.1.3 A retiring Secretary of an ASA Technical Committee with six years service;

301.1.4 A retiring member of an ASA Technical Committee with ten years service;

301.1.5 An individual, group or team on the recommendation of either of the Boards or Council in recognition of a special performance or service rendered to the ASA;

- 301.1.6 No person may receive more than one certificate other than described in Regulation 301.1.1;
- 301.1.7 Nominations in writing for consideration by the Boards may be submitted to the Chief Executive Officer of the ASA.
- 301.2 Certificate of Thanks**
 - 301.2.1 For a substantial contribution to the promotion of swimming at national level for and within the ASA;
 - 301.2.2 To any sponsor or supporter who has provided significant material benefit to the Association at any time.
 - 301.2.3 The certificate shall be awarded at the discretion of either of the Boards from nominations received at any time in writing from any source.
- 301.3 Certificate of Merit**
 - 301.3.1 For meritorious performance in competition or any action deserving of recognition by a member or non-member connected with Swimming in the broadest sense;
 - 301.3.2 The certificate shall be awarded at the discretion of the Chief Executive Officer of the ASA from nominations received at any time in writing from any source.

Registration, Qualification, Representation and Foreign Visits

321. Registration

- 321.1 Affiliated Clubs**
 - 321.1.1 All swimmers who enter National, Regional, County or Local Association Championships or Competitions, Open Meets, Water Polo Leagues or Swimming Leagues must register with the ASA as competitors, or through a Region, if required, by means of inclusion in Category Two of a club's membership return and must comply with any relevant regulations approved and published by the Sport Governing Board.
 - 321.1.2 An open competition under ASA Laws and Regulations which is promoted by an organisation or body affiliated under Regulations 52.2 or 55 and restricted to its own members shall be exempt from the requirement for the swimmers to be registered with the ASA as competitors.
 - 321.1.3 A low level competition as defined by the Sport Governing Board from time to time shall be exempt from the requirement for the swimmers to be registered with the ASA as competitors.
- 321.2 Clubs not affiliated to a Region of the ASA**
 - 321.2.1 A member of a club which is affiliated to the Scottish or Welsh ASA who enters an open competition under ASA Laws and Regulations in the name of that club shall be registered as a competitor in Scotland or Wales.
 - 321.2.2 A member of a club which is affiliated to any other national governing body which is affiliated to FINA who enters an open competition under ASA Laws and Regulations in the name of that club shall have a valid status certificate.
 - 321.2.3 If a member of a Scottish or Welsh club or a club which is affiliated to any other national governing body which is affiliated to FINA wishes to compete in the name of a club affiliated to the ASA or its Regions he must be registered with the ASA as a competitor by means of inclusion in Category Two of that club's membership return.

- 321.3 All Technical Officials in swimming, open water swimming, diving, synchronised swimming and water polo on Regional and ASA Lists of Officials shall register with the ASA or through a Region if required by means of inclusion in Category Three of a club's or organisation's membership return and must comply with any relevant regulations approved and published by the Sport Governing Board;
- 321.4 Each registered person will be given a Registration Card. The card must be produced at a competition on demand to an authorised official whenever the holder is competing or officiating and the number must be quoted on any document where it is required.
- 321.5 If a person is unable to produce his registration card on demand he shall have seven days to provide evidence to the competition promoter that he was registered at the time of the demand, failing which he may be the subject of a complaint under Regulation 102.

322. English Qualification

- 322.1 A team may only be designated as an English team and represent England if it has been selected by and is managed by the ASA.
- 322.2 Anyone wishing to swim for England shall be a citizen of the United Kingdom, the Channel Islands or the Isle of Man and have been born in England, or have had at least one parent who was English by birth or be a naturalised citizen of the United Kingdom and have been continuously resident in England for a period of at least twelve months;
- 322.3 If a competitor has represented England it is to be considered that he has chosen an English qualification and he will be under the control of the ASA and may not represent another country until he officially changes his national qualification.
- 322.4 A competitor wishing to change his national qualification from one national governing body to the ASA shall have lived continuously in England and been under the jurisdiction of the ASA for at least twelve months, and may thereafter apply to the ASA for a change of his national qualification. Any such applicant aggrieved by the decision of the ASA may appeal to the Sport Resolutions whose decision shall be final.
- 322.5 A member of an affiliated club may join a club affiliated to another FINA member. When competing in the competitions of the foreign club he shall be under the jurisdiction of that club and its national association.
- 322.6 A competitor who has two nationalities according to the laws of the respective nations shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen country.
- 322.7 A club affiliated to the ASA under ASA Law 5 shall not also be affiliated to any other member of FINA.

323. Home International Representation

- 323.1 A swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen Home Country.
- 323.2 No swimmer shall ever represent more than one of the Home Countries except: that with the agreement of both countries, if a swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies has been resident in another Home Country for a minimum period of twelve months or such lesser period as both countries may agree, he may represent that country.

324. Commonwealth Games Representation

- 324.1 Notwithstanding any of the provisions of the preceding two Regulations, the conditions for the establishment of, or a change of eligibility to compete for a country

Regulations General

in the Commonwealth Games shall be governed by the relevant Articles of the Constitution of the Commonwealth Games Federation.

325. Foreign Visits

- 325.1** Only those members of the ASA who are registered to compete may take part in any competition in a country outside Great Britain. The rules of FINA, the recognised Continental Body, or the FINA Member under which the competition is held shall apply.
- 325.2** Any competitor, coach, team official or technical official appointed to a National Squad or Team or International Squad or Team shall be a member of the ASA as defined in Law 5 or be subject to a contract with the ASA.
- 325.3** ASA members, groups of members or affiliated clubs wishing to compete, officiate, coach or train in other countries outside Great Britain shall obtain permission from the Chief Executive Officer of British Swimming to whom details of the proposed visit shall be furnished in advance of departure.
- 325.4** All such clubs, bodies, organisations, groups or individuals competing, officiating, coaching, training or organising shall remain within the jurisdiction of British Swimming during the period of time from their departure until their return to England. Any complaint relative to actions or behaviour during this period shall be dealt with by British Swimming under its disciplinary code.

Advertising and Television

361. Advertising Tobacco or Alcohol

At all events held under ASA Laws and Regulations, no slogans may be used in advertising for names of products involving tobacco or alcohol. In all cases of doubt, advertisements should be submitted to the Chief Executive Officer of the ASA for approval.

362. Television

No swimming event involving payment of a fee is to be televised without the prior sanction of the ASA.

363. Advertising and other Identifications at Televised Events

- 363.1** These may be subject to special regulations of the Broadcasting Authority. These will be issued by the Event Promoter, as appropriate, using the guidelines set out in this Regulation 363.
- 363.2** For the purposes of this Regulation 363, 'identification' shall mean the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item or of any other advertiser permitted in accordance with this Regulation.
- 363.3** A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements.
- 363.4** Body advertisement is not allowed in any way whatsoever.
- 363.5** For the purposes of this Regulation, the name and/or badge of a club, the name of the competitor or official, a national flag or a country code are not regarded as advertisements.
- 363.6** The promoter shall control advertising.
- 363.7 Advertising and other identifications appearing on swimwear, pool deck equipment and officials' uniforms are permitted as follows:**
- 363.7.1 Swimsuits:**
- 363.7.1.1** One manufacturer's logo of a maximum size of 20 square centimetres when worn. Where one piece body suits are used,

two manufacturer's logos shall be permitted, one above the waist and one below the waist, of a maximum size of 20 square centimetres each when worn. These manufacturer's logos shall not be placed immediately adjacent to each other.

363.7.1.2 One sponsor's logo of a maximum of 20 square centimetres when worn.

363.7.2 Caps:

363.7.2.1 One manufacturer's logo of a maximum of 12 square centimetres on the back.

363.7.2.2 One club name or logo of the size of 32 square centimetres on the left side.

363.7.2.3 Athlete's name of the size of 20 square centimetres on the right side.

363.7.3 Goggles:

363.7.3.1 Two manufacturer logos of maximum 6 square centimetres are allowed on goggles but only on the spectacle frame or band.

363.7.4 Athletes Bibs:

363.7.4.1 The maximum size of bibs shall be 24 centimetres (width) x 20 centimetres (height).

363.7.4.2 The height of the digits on the bibs shall be no less than 6 centimetres and no more than 10 centimetres.

363.7.4.3 The maximum height of the identification above the digits shall be 6 centimetres. The identification may display the name/logo of a sponsor.

363.7.4.4 The maximum height of the identification below the digits shall be 4 centimetres. The identification may display the name/logo of the host city.

363.7.4.5 Identification on clothing must be placed on the top breast side so that bibs may be worn well visible below

363.7.5 Pool deck equipment:

363.7.5.1 A maximum of two advertising identifications of which one shall be of the manufacturer's logo is permitted, with a maximum size of 20 square centimetres each when worn, on any of the clothing items listed; shirt; polo shirt; casual shirt; sweat shirt; bath robe; tracksuit top; trousers; shorts; skirt; windbreaker.

363.7.5.2 A maximum of two advertising identifications, of which one shall be of the manufacturer's logo, is permitted with a maximum size of six square centimetres each for any of the following accessories and equipment items listed; towels; baseball caps; hats; socks; footwear and bags.

363.8 Any advertising or other identifications which are not indicated in this Regulation 363 are not permitted. In the event that any clothing contravenes these Regulations, the competitor must immediately remove the offending item(s) and replace it/them with clothing that complies with this Regulation. In the event that the breach is not immediately remedied the competitor may be requested to wear attire provided by the promoter.

General Regulations for Competitions

401. Application of Laws, Regulations and Rules to Competitions Held in England

- 401.1** FINA or LEN competitions or competitions of any other international body held in England and promoted by the ASA or British Swimming shall be held under the relevant rules of FINA, LEN or the International body and the FINA Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices for such competitions shall state the name of the promoting body and shall include the words 'Under FINA Technical Rules of (the discipline[s])'. The FINA Technical Rules of the discipline shall also apply to any preliminary round of such a competition in which only British competitors take part.
- 401.2** Competitions held in England and promoted by the ASA where the competitors are members of a national team selected by the national federation of a country affiliated to FINA or selected by the Scottish ASA or selected by the Welsh ASA shall be held under ASA Laws and Regulations, the British Swimming Disciplinary Code and the FINA Technical Rules of the discipline(s). Advertisements, entry forms, programmes, tickets and official notices shall state the name of the ASA as the promoting body and the words:
'Under ASA Laws and Regulations, the British Swimming Disciplinary Code and FINA Technical Rules of (the discipline[s])'
- 401.3** British Swimming competitions held in England may be held under the relevant competition conditions of British Swimming, British Swimming Rules including the British Swimming Disciplinary Code and the FINA Technical Rules of the discipline(s). Advertisements, entry forms, programmes, tickets and official notices shall state the name of British Swimming as the promoting body and the words:
'Under British Swimming Conditions and Rules, British Swimming Disciplinary Code and FINA Technical Rules of (the discipline[s])'
- 401.4** A competition promoted by the ASA, one of its Regions or an affiliated club, organisation, association or body or held under permit may be held under ASA Laws and Regulations and the FINA Technical Rules of the discipline(s) if the promoter so wishes. Advertisements, entry forms, programmes, tickets and official notices shall state the name of the promoting body and, if it is not the ASA or a Region, the words:
'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'
and in all cases shall include the words:
'Under ASA Laws and Regulations and FINA Technical Rules of (the discipline[s])'
- 401.5** All other competitions held in England shall be held under ASA Laws and Regulations and ASA Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices shall include the name of the promoting club, organisation, association or body and, if it is not the ASA or a Region, the words:
'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'
and in all cases shall include the words:-
'Under ASA Laws and Regulations and ASA Technical Rules of (the discipline[s])'

402. Permits

An unaffiliated body or a person wishing to promote a gala, contest or exhibition under ASA Laws and Regulations must obtain a permit from the Regional Licensing Officer, or his equivalent.

- 402.1** Application for the permit must be made on the official form and must be received by the Regional Licensing Officer, or his equivalent, at least twenty-eight days before the event, accompanied by a fee of £10.00 or such smaller sum as the Region may decide.

The application must state:

- 402.1.1 the date, time and place of the meeting or event;
 - 402.1.2 full details of all events on the programme;
 - 402.1.3 the guaranteed value of each prize;
 - 402.1.4 the amount of entry fee for each event. The entry fee must include admission;
 - 402.1.5 the date for the closing of entries;
 - 402.1.6 an undertaking to comply with ASA Laws and Regulations and ASA or FINA Technical Rules as appropriate.
- 402.2 A permit may be refused without a reason being stated.
- 402.3 The permit shall be signed by the Regional Licensing Officer, or his equivalent, and be available for inspection at the gala, contest or exhibition for which it was granted. A report of all permits issued or refused shall be made to the next meeting of the Regional Management Board.
- 402.4 **A permit shall not be granted:**
- 402.4.1 to a suspended person;
 - 402.4.2 to an individual, except where the meeting is in aid of a stated charity approved by the Region, in which case a copy of the financial statement, duly audited, must be sent to the Regional Licensing Officer, or his equivalent, within one month of the date of the meeting;
 - 402.4.3 to a club eligible for affiliation which has previously been granted a permit;
 - 402.4.4 for a competition, contest or exhibition to be held in a place of public entertainment such as a theatre, music hall, circus, variety exhibition or any other form of mixed entertainment.

403. Galas Held in Another Region

An affiliated body wishing to hold a gala, contest or exhibition outside the Region to which it is affiliated shall inform its Region and the Region in which the event is to be held.

404. Gala Advertisements

- 404.1 A Regional Licensing Officer, or his equivalent, may require the withdrawal of an advertisement which, in his opinion, is misleading or incorrect. He shall report such action to the next meeting of the Regional Management Board.
- 404.2 A participant in a gala, contest or exhibition shall not be advertised under a misleading or incorrect title. The word 'champion' may only be used provided the championship title is also quoted, and the championship is one recognised by the ASA.

405. Multi-Club Membership and Competition

No club, body, organisation or individual may promote or take part in an open competition which has a condition preventing a swimmer from competing because he is a member of more than one club.

406. Open Competitions**406.1 Definition and Exception**

- 406.1.1 An open competition shall be defined as a competition to which entry is not limited to members of any one club, although the promoter of the competition may impose other restrictions on entry.
- 406.1.2 An inter-club contest shall be excepted from the definition of an open competition if:

- 406.1.2.1 it involves not more than eight clubs, each of which has been individually invited by the promoter who has supplied the conditions; and
 - 406.1.2.2 the whole event takes place in one pool on one occasion; and
 - 406.1.2.3 the contest does not form part of a series of such events, the results of which are aggregated or considered together to decide the eventual winner, e.g. as in a league competition.
- 406.2 All promoters of open events shall issue conditions governing them which:
- 406.2.1 must include:
 - 406.2.1.1 if the competition consists of a series of events, any restrictions on the number of or which club(s) an entrant may represent during the course of the competition and the way in which and the date by which these must be established by the club(s) and/or the entrant(s);
 - 406.2.1.2 the date before which any entrant must have joined the club under whose name he is entering or, alternatively, the date from which temporary membership of the ASA has been granted to him under Regulation 56.2;
 - 406.2.1.3 the method(s), which may include electronic communication, by which an entry may be submitted either by the entrant or by a person who is a member of the club in the name of which the entrant wishes to compete and is authorised by the entrant to do so on his behalf (an agent). Such an agent may submit entries on behalf of more than one person;
 - 406.2.2 may include, but not be limited to:
 - 406.2.2.1 the permitted maximum and/or minimum age of the entrants, on a given date, for specified events;
 - 406.2.2.2 the permitted sex of the entrants for specified events;
 - 406.2.2.3 restrictions on the number of, or which, club(s) an entrant may represent during the course of the event;
 - 406.2.2.4 any other requirements or restrictions desired by the promoter, which do not breach ASA Laws or Regulations.
- 406.3 Entries
- Each entrant or his agent shall submit an entry in a format specified in the promoter's conditions which must contain at least the following information:
- 406.3.1 For Individual Events;
 - 406.3.1.1 the entrant's registered name and ASA registration number as a competitor;
 - 406.3.1.2 a declaration that he is an eligible competitor;
 - 406.3.1.3 a declaration that he accepts the promoter's conditions.
 - 406.3.1.4 the name of an affiliated club of which he is a member in the name of which he wishes to compete and which has been included on his ASA registration form as a competitor or, alternatively, the date from which temporary membership of the ASA has been granted to him under Regulation 56.2.
 - 406.3.1.5 the name and contact details of the agent, if any, of the entrant.
 - 406.3.2 For Team Events:
 - 406.3.2.1 the name of the team;

- 406.3.2.2 the name and contact details of an official of the club, body or organisation who is responsible for submitting the entry of the team;
- 406.3.2.3 **a declaration signed by the responsible official that:**
- 406.3.2.3.1 all the members from whom the team is to be selected are registered with the ASA as competitors, and eligible to be members of the team;
- 406.3.2.3.2 he accepts on behalf of the team the promoter's conditions;
- 406.3.2.3.3 all members of the team comply with any age conditions;
- 406.3.2.3.4 all the information given is correct.
- 406.3.3 **Promoter's Conditions:** If the promoter's entry format does not include the issue of the promoter's conditions, they shall be made available by the promoter on request.
- 406.4 Acceptance or Refusal of Entries**
- 406.4.1 The promoter may, at his discretion, refuse to accept any entry. If he does so he must, if requested by the entrant or the agent/responsible official who submitted the entry give the reasons for his refusal in writing;
- 406.4.2 **If the information required in the entry is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of the entry the promoter may, at his discretion:**
- 406.4.2.1 return the entry for the information to be completed or corrected and, provided that this is done and the entry resubmitted before the closing date for entries, accept the entry; or
- 406.4.2.2 refuse the entry, before or after the closing date for entries and irrespective of whether or not it has been returned for correction or completion and resubmitted. If an entry is refused by the promoter, the entry fee shall be forfeited.
- 406.5 **Competitors:** An entrant is regarded as a competitor in an event as soon as his entry has been accepted. He ceases to be a competitor if his entry is refused or he withdraws before the event is started.
- 406.6 **Unregistered Competitors in Open Team Competitions:** If, between the submission of an entry for an open team competition and the start of the competition, a team manager finds that, because of withdrawals of swimmers originally selected, he has insufficient club members registered with the ASA as competitors to complete his team, he may include club members not registered with the ASA as competitors provided that:
- 406.6.1 they are otherwise eligible to compete and comply fully with the promoter's conditions;
- 406.6.2 the promoter and the referee are informed before the contest starts and given the names of the person(s) not registered with the ASA as competitors;
- 406.6.3 the team manager ensures that they are registered with the ASA as competitors within 14 days. Such a person shall be permitted to swim in only one gala before being registered, but may be allowed to swim in up to three rounds of one competition without the production of his ASA registration card. The promoter shall notify the Membership Team of the names and clubs of such persons.

Regulations General

407. Championships

- 407.1** The word 'Championship' shall be used only in connection with the championships of the ASA, a Regional Association, a County Association, or one of the bodies directly affiliated to the ASA. It may also be used in connection with the name of a locality, to which area entries to the championship shall be confined.
- 407.2** A club may promote a championship confined to its own members, and it may promote an open championship, in which case the title shall be qualified by the addition of a local name. The Region shall decide the title and rules governing a local championship.

408. Mixed Competitions

With the following exceptions, a diving or water polo contest between the sexes shall not take place in public:

- 408.1** a team diving contest in which each team consists of the same number of members of each sex as each other team;
- 408.2** a synchronised diving contest, which may consist of any combination of two divers, whether male and/or female;
- 408.3** a water polo match confined to children under the age of seventeen years at midnight on December 31st in the year of competition;
- 408.4** a water polo match in a competition restricted to school teams and confined to school children under the age of seventeen years at midnight on August 31 in the academic year of competition.

409. Underwater Competitions/Exhibitions

- 409.1** No underwater competition or exhibition shall take place at any event promoted under ASA Laws and Regulations unless such is undertaken by an approved Sub-Aqua organisation which will be responsible for carrying out the necessary safeguards.
- 409.2** Where there are underwater movements in a swimming, diving, water polo or synchronised swimming event these do not constitute an underwater competition but the competitors shall at all times be within the view of the officials.

410. Minimum Ages for Competition

- 410.1** In order to compete in any discipline at the level of competition indicated, a swimmer must be of the minimum age shown. The age specified in each case shall be the age of the swimmer at midnight on 31st December in the year of competition, except where the section states otherwise.
- 410.2 Diving**
- | | |
|---|-----------------|
| 410.2.1 County competitions, inter-club events, Regional Novice competitions or National Novice competitions | 8 years |
| 410.2.2 National Age Group competitions, National Intermediate competitions or Regional competitions other than Regional Novice competitions | 9 years |
| 410.2.3 National competitions other than National Novice, National Intermediate or National Age Group competitions. | 10 years |
- 410.3 Masters**
- | | |
|---|-----------------|
| 410.3.1 Synchronised swimming competitions | 20 years |
| 410.3.2 Water Polo Competitions | 30 years |
| 410.3.3 Competitions in any other discipline | 25 years |
- 410.4 Open Water**
- | | |
|---|-----------------|
| 410.4.1 Events up to and including 1,000 m | 11 years |
|---|-----------------|

- | | | |
|---------|-------------------------------------|----------|
| 410.4.2 | Events up to and including 2,000 m | 12 years |
| 410.4.3 | Events up to and including 10,000 m | 13 years |
| 410.4.4 | Events over 10,000 m | 16 years |

410.5 Racing

For each category the age specified shall be the age of the swimmer at midnight on the day of the event or the final day of a series of events forming part of one competition whichever is the later.

- | | | |
|---------|--|----------------|
| 410.5.1 | Events restricted to members of one club | No minimum age |
| 410.5.2 | Inter-club events limited to not more than eight clubs which do not form part of a series of events as in a league | 8 years |
| 410.5.3 | Open events, other than in Regional and National Competitions | 9 years |
| 410.5.4 | Relay events in Regional Competitions | 9 years |
| 410.5.5 | Individual events in Regional Competitions | 10 years |
| 410.5.6 | Relay events in National Competitions | 10 years |
| 410.5.7 | Individual events in National Competitions | 11 years |

410.6 Synchronised Swimming

- | | | |
|---------|--|----------------|
| 410.6.1 | Events restricted to members of one club | No minimum age |
| 410.6.2 | Inter-club events limited to not more than eight clubs | 8 years |
| 410.6.3 | Open events including Regional Age Group Competitions, Regional Novice Competitions or Regional Competitions restricted to specific Grades | 9 years |
| 410.6.4 | National Age Group Competitions and Regional Competitions other than those listed in 410.6.3 | 10 years |
| 410.6.5 | National Competitions other than Age Group Competitions | 11 years |

410.7 Water Polo

- | | | |
|---------|---|----------|
| 410.7.1 | Matches other than Regional and National competitions | 10 years |
| 410.7.2 | Matches in Regional and National competitions (including the National Water Polo Leagues) | 11 years |

For each category, the age specified shall be the age of the water polo player at midnight on the day of the match.

411. Costumes

- 411.1 The swimwear (swimsuit, cap and goggles) of competitors in all competitions shall be in accordance with the FINA General Rules and Bylaws on swimwear, in force on the date of the competition.

412. Smoking and Drinking Restrictions

- 412.1 Smoking shall not be permitted in any area designated for competitors, either prior to or during competitions.
- 412.2 Consumption of alcoholic drinks shall not be permitted on the poolside or in an open water swimming event.

413. Water Polo Delegate

- 413.1 A promoter of an event comprising water polo matches consisting of groups of matches played at the same venue and on the same day(s) may, if he so desires, appoint a Water Polo Delegate or Delegates for that event.
- 413.2 In consultation with the promoters of such events, the ASA shall maintain a list of suitably qualified and experienced persons to act as Water Polo Delegates.

413.3 The duties of a Water Polo Delegate shall include, but not be limited to, to:

- 413.3.1 have full control and authority over all officials, approve their assignments and instruct them regarding any special features or regulations relating to the competition. He shall enforce all ASA Laws and Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meeting, event or competition which is not covered by them;
 - 413.3.2 have authority to intervene in the competition at any stage to ensure that ASA Laws and Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;
 - 413.3.3 ensure, before the commencement of each match, that all the officials necessary for its conduct are present. He may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if he considers it necessary;
 - 413.3.4 receive protests, ascertain the relevant facts and decide the matter. The Water Polo Delegate shall deal with the protest as soon as practicable after it is received. In the event of a protest not being resolved before a relevant match is scheduled to take place, that fact shall be reported to the promoter and the match(es) shall be held under protest. Unless he is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising under Regulation 108.1 has been heard.
 - 413.3.5 summarily impose the minimum sanctions set out under Regulation 107 and the regulations made thereunder and further lodge a complaint if, in his opinion, the minimum sanction is insufficient for the offence. There shall be no appeal against a decision by the Water Polo Delegate to impose a summary sanction under this section.
- 413.4 There is a right of appeal against a Water Polo Delegate's decision on a protest. (Regulation 108.1).

414. Referees

Referees shall be appointed for all competitions. In addition to those duties specified in the Laws, Regulations, Technical Rules and Conditions relating to the disciplines concerned a Referee shall:

- 414.1 have full control and authority over all officials: he shall approve their assignments and shall instruct them regarding any special features or regulations relating to the competition. He shall enforce all ASA Laws, Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meet, event or competition which is not covered by them;
- 414.2 have authority to intervene in the competition at any stage to ensure that ASA Laws, Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;
- 414.3 ensure, before the commencement of the competition, that all the officials necessary for its conduct are present. He may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if he considers it necessary;
- 414.4 have the authority, if an error by an official follows a fault by a competitor, to expunge the fault by the competitor;
- 414.5 receive and decide protests.

- 414.5.1 Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered from the date upon which entries to that competition close as the lead referee, who shall receive and decide all protests of a general nature.
- 414.5.2 The Referee shall ascertain the relevant facts and endeavour to resolve the matter as soon as practicable after the protest is received.
- 414.5.3 In the event of the protest not being resolved before the event is scheduled to take place, that fact shall be reported to the promoter and the event shall be held under protest.
- 414.5.4 Unless the Referee is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising has been heard.
- 414.6 There shall be a right of appeal against a referee's decision on a protest to a Jury of Appeal if one has been appointed. If no Jury of Appeal has been appointed there is a right of appeal against the referee's decision on a protest (Regulation 108.1).
- 414.7 If a Water Polo Delegate has been appointed for a competition, the duties and authorities of any water polo referee for that competition under Regulations 414.1, 414.2, 414.3 and 414.5 shall be vested in the Water Polo Delegate.

415. Jury of Appeal

- 415.1 Unless a water polo delegate has been appointed, the promoter of an open competition may, if he so desires, appoint a Jury of Appeal to deal with appeals against a referee's decision on any protests which may be made.
- 415.2 Such a jury shall comprise three persons of whom normally at least one must be familiar with the discipline concerned, who shall not undertake any other duties at the meet. The Sport Governing Board may from time to time issue policy guidelines on the required qualifications and experience for such appointments
- 415.3 Wherever practicable, a Jury of Appeal shall be appointed for all licensed meets including County events.
- 415.4 If a Jury of Appeal is appointed for any competition comprising swimming races, a Chairman shall be appointed and empowered from the date upon which entries to that competition close.
- 415.5 Any hearing shall take place as soon as it is practicable after the appeal against the referee's decision on a protest has been received.
- 415.6 The decision of a Jury of Appeal properly constituted and duly appointed under this Regulation 415 shall be final.

416. Doping Control – Promoter's Responsibilities

When the promoter has been informed that competitors are to be subjected to doping control procedures, the promoter shall:

- 416.1 appoint doping control stewards, not less than two of each gender. They shall assist the Independent Sampling Officer at a competition and carry out duties assigned by him;
- 416.2 provide rooms suitable for use as the Doping Control Station;
- 416.3 provide in the Doping Control Station, adequate supplies of approved drinks in sealed containers;
- 416.4 inform the Administrator of the Medical Advisory Committee.

417. Prizes

All prizes for an open competition shall be purchased before the competition is held, and

Regulations General / Technical Rules of Racing

shall be of full advertised value. A competitor, being of opinion that his prize is not of the full advertised value, may protest to the referee of the competition, as provided in Regulation 101.

418. Trophies

Trophies can be either perpetual or challenge trophies. The conditions governing a competition for which a trophy is awarded shall state whether it is a challenge or a perpetual trophy:

- 418.1 A perpetual trophy may be held by the winner for a specified period only. It remains in the ownership of the body awarding it and it cannot be won outright.
- 418.2 A challenge trophy is one presented for periodical competition until it has been won a stipulated number of times by the same competitor whose property it then becomes. Until won outright it may be held for a specified period only and it remains in the ownership of the body awarding it.
- 418.3 The holder of a challenge trophy shall be given at least 21 days' notice of the closing date for entry to the next competition for it.
- 418.4 The rules of the competition for a challenge trophy shall not be changed without the consent of the holder if at that time he remains eligible to compete for it. If he is no longer eligible or if he cannot reasonably be traced, such consent must be obtained from a majority of past holders who remain eligible to compete and who can reasonably be traced.
- 418.5 The owner of a trophy shall be responsible for its insurance against loss while in the keeping of the holder.

419. Testimonial or Benefit Galas

- 419.1 An affiliated club wishing to hold a gala, contest or exhibition in aid of a person or a charity cause other than its own funds, shall inform the Regional Licensing Officer, or his equivalent, at least 14 days before the meet is to be held.
- 419.2 A copy of the financial statement, duly audited, shall be sent to the Regional Licensing Officer, or his equivalent, within one month of the meet. An affiliated club which fails to comply with this Regulation shall become immediately suspended until such time as the matter has been dealt with by the Region.

420. International Competitions

International Competitions are those organised by a national federation, Regional body or club in which other FINA recognised federations, clubs or individuals participate.

Note: These competitions may be held under either FINA Rules, ASA Laws and Regulations and FINA Technical Rules or ASA Laws and Regulations and ASA Technical Rules, pursuant to Regulation 401.

Technical Rules

Technical Rules of Racing

Changes to the Technical Rules of Racing normally come into effect from 1 September in each year, unless the Sport Governing Board decides on a different date.

501. Racing competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 501.1 the relevant parts of FINA Swimming Rules;
- 501.2 the ASA Judicial Regulations;
- 501.3 ASA Regulation 50 and the ASA General Competition Regulations;
- 501.4 the following additional Rules.

502. A permanently disabled swimmer shall not be disqualified in a competition in a case where his disability prevents him from complying with the rules of a particular stroke, provided that the disability has been notified to the referee by the swimmer or his representative before the race takes place. Notification must be by a Certificate of Swimming Disability issued by the ASA Medical Advisory Committee (see Guidelines to Competition – Certificates of Disability).

503. The starter shall, after consultation with the competitors or their representatives, make adequate provision for any disabled swimmers to be able to perceive a starting signal.

504. In events confined to Masters swimmers:

504.1 when using the forward start the referee's whistle shall indicate that the swimmers may take their positions with at least one foot at the front of the starting platform or pool deck or in the water holding the rail or side of the pool or other starting place with one or both hands;

504.2 in a backstroke race, prior to the starting signal, swimmers shall line up in the water facing the starting end, holding the rail or side of the pool or other starting place with one or both hands;

504.3 a breaststroke kicking movement is permitted for butterfly.

505. English Records

505.1 The following distances and strokes shall be recognised for English open and junior records:

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 50, 100 and 200 metres;

Breaststroke: 50, 100 and 200 metres;

Butterfly: 50, 100 and 200 metres;

Individual Medley: 100, 200 and 400 metres;

Freestyle Relay Team: 4x100 and 4x200 metres;

Medley Relay Team: 4x100 metres.

All open records shall be recognised for men and women, for long and short course events. The open classification shall have no age limits.

All junior records shall be recognised for males and females, in short course events only. In the junior classification, a swimmer shall be under the age of 16 years at midnight on the day of the swim.

505.2 The following distances and strokes shall be recognised for English Age Group records:

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 100 and 200 metres;

Breaststroke: 100 and 200 metres;

Butterfly: 100 and 200 metres;

Individual Medley: 200 and 400 metres.

Age Group records shall be recognised for males and females, in long course events only, in the following age groups:

13 years and under;

14 years;

15 years;

16 years;

17 years;

18 years.

For each group the age specified shall be the age of the swimmer at midnight on the day of the record.

The following conditions shall apply to all records except where the text indicates otherwise:

505.3 The Swimmers

- 505.3.1 For individual records, the swimmers must be English in accordance with ASA Regulation 322.
- 505.3.2 For team records, all team members must be English in accordance with ASA Regulation 322 and a team must represent Great Britain, the ASA, one of its Regions or a club affiliated thereto.
- 505.3.3 Swimmers shall be eligible competitors and registered in accordance with ASA Law 37 and Regulation 321.

505.4 The Pool

- 505.4.1 Short Course Records may be made only in pools of 25 metres or 27.5 yards in length. Long Course records may be made only in pools 50 metres or 55 yards in length.
- 505.4.2 The start and finish shall be at ends of the pool.
- 505.4.3 All records shall be made in still water. Any movement of water due to the normal operation of the filtration system may be disregarded.
- 505.4.4 The course shall be certified correct by an appropriate qualified person.
- 505.4.5 The height of the platform above the water surface shall not exceed 0.75 metres.

505.5 The Event

- 505.5.1 **An open or junior record may only be made in:**
 - 505.5.1.1 a scratch competition held in public under ASA Laws and Regulations provided that the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
 - 505.5.1.2 an unpaced individual race against time held in public provided that the date and venue have been fixed and advertised as such before the day of the event and the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
 - 505.5.1.3 a scratch competition held under the auspices and in accordance with record conditions of the Scottish or Welsh ASA's, or of any country affiliated to FINA, provided that the relevant conditions of this ASA Technical Rule are complied with.
- 505.5.2 An Age Group record may only be made in an event in which the accepted time is eligible to be included in the British Rankings.
- 505.5.3 A swimmer in an individual event may apply for a record at an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance which must be from the start of the event. The swimmer must complete the scheduled distance of the event without disqualification.
- 505.5.4 The first swimmer in a relay event may apply for a record over the distance of his leg or an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance. Such performance shall not be nullified by any disqualification of his team or team members occurring after his leg is completed.

505.6 Timing

- 505.6.1 The time shall be taken by automatic officiating equipment or, if this has malfunctioned, by semi-automatic officiating equipment or by three timekeepers using hand-held watches.
- 505.6.2 When human timekeepers are used, the Chief Timekeeper or Referee shall inspect the timers used and record the times. The accepted time shall be publicly announced.

Technical Rules of Water Polo

Changes to the Technical Rules of Water Polo normally come into effect from 1 September in each year, unless the Board decides on a different date.

601. Water Polo matches held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 601.1 the FINA Water Polo Rules;
- 601.2 the ASA Judicial Regulations;
- 601.3 ASA Regulation 50 and the ASA General Competition Regulations.

Technical Rules of Synchronised Swimming

Changes to the Technical Rules of Synchronised Swimming normally come into effect from 1 September in each year, unless the Sport Governing Board decides on a different date.

701. Synchronised swimming competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them shall normally be held under:

- 701.1 the relevant parts of the FINA Synchronised Swimming Rules;
- 701.2 the ASA Judicial Regulations;
- 701.3 ASA Regulation 50 and the ASA General Competition Regulations

Technical Rules of Diving

Changes to the Technical Rules of Diving normally come into effect from 1 September in each year, unless the Sport Governing Board decides on a different date.

801. Diving competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 801.1 the appropriate parts of the FINA Rules of Diving (D4 et seq.);
- 801.2 the ASA Judicial Regulations;
- 801.3 ASA Regulation 50 and the ASA General Competition Regulations.

802. If a diver before or during a competition is expected to perform a dive in such a way as to endanger his personal safety, or the safety of others, the referee may exclude him from the competition.

Technical Rules of Plunging

Changes to the Technical Rules of Plunging normally come into effect from 1 September in each year, unless the Sport Governing Board decides on a different date.

901. A plunge shall be a standing dive, made head first from an indicated firm take-off (i.e. diving base), free from spring. The body shall be kept motionless, face downwards, and no progressive action shall be imparted to it other than the impetus of the dive.

- 901.1 The plunge shall terminate (if the competitor's face has not already been raised above the surface of water) at the expiration of 60 seconds, or such less time as may have

Technical Rules of Plunging / Technical Rules of Disability Swimming

been previously announced by the promoting body. The duration of such plunge shall be reckoned from the time the competitor dives from the take-off.

- 901.2 At the finish of any plunge the competitor shall leave the water quietly. Anyone disturbing the water so as to interfere with the progress of the next competitor shall be disqualified.
- 901.3 The distance traversed in a plunge shall be measured along a straight line, at right angles to the diving base, to a line parallel to the diving base, at the farthest point reached by any part of the competitor.
- 901.4 In the championship or level contests, each competitor shall be allowed three plunges, and the farthest shall win.

Technical Rules of Disability Swimming

Changes to the Technical Rules of Disability Swimming normally come into effect from 1 September in each year, unless the Sport Governing Board decides on a different date.

1101. Disability swimming competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 1101.1 the relevant parts of the International Paralympic Committee Swimming Rules;
- 1101.2 ASA Judicial Regulations;
- 1101.3 ASA Regulation 50 and the ASA General Competition Regulations.

Certificate of Swimming Disability

A number of swimmers have impairments that prevent them from competing against able bodied competitors. The purpose of the certificate is to ensure that disabled competitors do not get disqualified for performing a stroke incorrectly due to their disability and who:

- Have not yet been classified
- Do not wish to undergo classification
- Do not fit the Functional Classification System

Certification will only be given to swimmers who are the ASA/SASA/WASA members with a permanent disability and not to swimmers suffering from a short term incapacity.

The certificate is valid for two years and will need to be reapplied for.

To obtain a certificate a swimmer should download the application form from the British Swimming website: www.swimming.org and return to the address stated along with a record and proof of the disability from a physiotherapist, GP or hospital consultant.

A laminated certificate will then be issued for presentation to the referee before the start of a race.

No disability swimming record can be claimed when using this certificate for exemption from complying with the laws of the stroke being performed.

Regulations for the Payment of Expenses by The ASA

The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity, hereafter referred to as the designated officer.

The organisation requires that all claims submitted are accompanied by receipts showing the payment, and where appropriate, any VAT with a VAT registration number. (For this purpose debit and credit card slips are not acceptable.) Claims submitted without receipts may result in a delay in payment.

For the guidance of members, the following expenses shall normally be considered for payment:

Essential travel for business purposes

1. **Rail Travel and Public Road Transport:** standard fare or discounted fares that are available and suitable.
2. **Taxis:** actual fare, provided that reasonable public transport is not available, start and end destinations to be identified on the expense form, to comply with HMRC recommendations.
3. **Air Travel:** Economy class or lowest prevailing fares available.
4. **Private Car:**
 - Up to 10,000 miles – this will be subject to HMRC Guidelines
 - Over 10,000 miles – this will be subject to HMRC Guidelines
 - Start and end destinations for each journey should be noted on the expense claim

Assembly Costs for Athletes

1. **Rail Travel and Public Road Transport** – standard or discounted rail fare for one return journey from an athlete's place of residence to an agreed assembly point.
2. **Air Travel** – Internal flights may be arranged at the discretion of the organisation on behalf of athletes.
3. **Private Car** – as per the current guidelines.

The following conditions apply to these rates:

1. The rates are in line with HMRC approved mileage rates for use of a private vehicle on company business. The decision of the organisation to move the volunteer mileage rate in line with HMRC rates does NOT imply any employer/employee relationship between the parties. The organisation's mileage rate is intended to cover travel expenses incurred whilst undertaking voluntary activity on behalf of the organisation.
2. The organisation does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles at the recommended HMRC guidelines from both their ordinary employment plus any organisational and other volunteer activity, the volunteer is responsible for the tax position arising. The organisation does not undertake to log the total mileage of its volunteers – only that mileage incurred on organisation's activity.
3. Economy class air travel by Volunteers may only be made by prior agreement and must be booked via the organisation's office.
4. Assembly costs for Team staff and athletes.
Standard class or discounted rail fare from normal training venue to assembly point and return. Internal flights may be arranged at the discretion of the office for swimmers and athletes.

Mileage claims will be checked against a current route planner. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

Where overnight accommodation is necessary, it should, where possible, be arranged through the Association office or a designated officer. Payment of expenses shall be against actual costs incurred. Normal reimbursement for the value of an evening meal is as per the current guidelines held by the Chief Financial Officer.

Expenses claimed in excess of these guidelines must contain a note explaining the reason for the difference together with a bona fide receipt.

When anyone travels outside Great Britain, at the behest of, or under the control of the organisation, the travel arrangements will be made and paid for by the organisation.

Other Expenses

You should seek the prior approval of your designated officer before incurring other expenses that are not listed above.

ASA Trophies

Regulations for Control of ASA Trophies

Trophies and Awards – National Events

1. A photographic record of all trophies is to be maintained by the Trophy Controller with copies held in the Finance Office.
2. The Amateur Swimming Association will normally self-insure trophies against loss or damage. However, this will be reviewed annually by the Director of Finance as part of the review of insurances.
3. All trophies will be awarded to the winner of the applicable event providing they reside in the United Kingdom. The Event Organiser will be responsible for obtaining a signature of the recipient, ensuring the details (name, address and club) are passed to the Trophy Controller and National Events Office.
4. Recipients of trophies are responsible for ensuring their name is engraved on the trophy, unless they request this is carried out by the Trophy Controller when the trophy is returned. The Amateur Swimming Association will refund the cost of engraving providing receipts are forwarded to the National Events Office.
5. Trophies must be returned to the Trophy Controller or National Events Office when requested by the Trophy Controller.
6. If a recipient of a trophy does not wish to retain the trophy it will be retained by the National Events Office and the records amended accordingly.
7. A permanent memento will be awarded to the winner of annual overall awards such as the Swimmer of the Year Award.
8. In Masters events (all disciplines) medals will be awarded to the first three placed athletes.
9. In all other events medals will be awarded (all disciplines) subject to specific conditions e.g. BAGCATS and subject to the number of competitors competing in the event as follows:
 - (a) Medals will be awarded to the top three competitors in events where there are five or more competitors competing.
 - (b) Medals will be awarded to the top two competitors in events where there are four competitors competing.
 - (c) A Medal will be awarded to the top competitor in events where there are three or fewer competitors competing.
10. Medals awarded at ASA Masters Championships may be returned for future use. The value of the medals will be donated to the Swimming Trust. Medals not collected will be deemed to be returned as a donation.

Allocation of Trophies

1. The allocation of trophies to competitions shall be decided by the ASA Board after consideration of the known wishes of, and, where possible, consultation with the donor.
Hon Trophies Controller – Fred Murray, 57 Glenfield Road Benton, Newcastle upon Tyne NE12 8DY. Tel: 0191 270 2661.

No.	Championship or Competition	Donor
1	100 metres Freestyle (Men)	Otter SC
2	100 metres Freestyle (Women)	Ravensbourne SC
3	100 metres Freestyle (Boys)	The Sporting Record
4	100 metres Freestyle (Girls)	Jantzen Knitting Mills Ltd
5	200 metres Freestyle (Men)	G H Rope (The Late)
6	200 metres Freestyle (Women)	Amateur Swimming Association (Pragnell Memorial Trophy)
7	200 metres Freestyle (Boys)	J A Tyres (Otter Trophy)
8	200 metres Freestyle (Girls)	W J Grant (Etobicoke Memorial AC Trophy)
9	400 metres Freestyle (Men)	Horace Davenport (The Late)
10	400 metres Freestyle (Women)	Fedn. Francaise de Natation (Paris Trophy)
11	1,500 metres Freestyle (Boys)	Surbiton SC
12	800 metres Freestyle (Women)	Western Counties ASA (BrigG de V Welchman Memorial Trophy)
13	1,500 metres Freestyle (Men)	Horace Davenport (The Late)
14	Long Distance (Men)	W J Innes (The Late)
15	Long Distance (Women)	Clarence C Hatry (The Late)
16	100 metres Backstroke (Men)	Henry Dixon, President ASA 1960 (The Late)
17	100 metres Backstroke (Women)	Nottingham Sportsmen (Jeans Trophy)
18	100 metres Backstroke (Boys)	Past Hon Auditors ASA (S R Drinkwater (The Late) and W H Dalby (The Late))
19	100 metres Backstroke (Girls)	Beckenham Ladies SC (Mrs A M Austin Memorial Trophy)
20	200 metres Backstroke (Men)	J T Hinks (The Late)
21	200 metres Backstroke (Women)	Horlicks Ltd
22	100 metres Breaststroke (Men)	Northern Counties ASA (Fred Collier Memorial Trophy)
23	100 metres Breaststroke (Women)	Heston SC (George Fryer Memorial Trophy)
24	100 metres Breaststroke (Boys)	Wandsworth SC (Evershed Memorial Trophy)
25	100 metres Breaststroke (Girls)	Horace Davenport (The Late)
26	200 metres Breaststroke (Men)	Dr. Morgan Dockerill
27	200 metres Breaststroke (Women)	F R Edwards (The Late)

ASA Trophies

28	100 metres Butterfly (Men)	Northumberland & Durham Counties ASA (John G Hatfield Memorial Trophy)
29	100 metres Butterfly (Women)	Dolphex Knitting Mills
30	100 metres Butterfly (Boys)	British Broadcasting Corporation (Six Nations Trophy)
31	100 metres Butterfly (Girls)	Kingston Ladies SC
32	200 metres Butterfly (Men)	Otter SC
33	200 metres Butterfly (Women)	ASA Midland District (S R Drinkwater Memorial Trophy)
34	200 metres Individual Medley (Men)	ASA (Gregory Matveieff Memorial Trophy)
35	200 metres Individual Medley (Women)	ASA Midland District (Florence Wightman Memorial Trophy)
36	200 metres Individual Medley (Boys)	Nottinghamshire ASA (K B Martin Trophy)
37	200 metres Individual Medley (Girls)	Mrs.H.Spencer
38	400 metres Individual Medley (Men)	Sans Egal SC
39	400 metres Individual Medley (Women)	S T Hurst
40	Club Freestyle Team (Men)	Webb Memorial Committee (Capt. Webb Memorial Trophy)
41	Club Freestyle Team (Women)	Croydon Ladies SC
42	Club Medley Team (Men)	Mrs A Derbyshire (R Derbyshire Memorial Trophy)
43	Club Medley Team (Women)	Sir G Pragnell (The Late)
44	Club Water Polo	Ravensbourne SC
45	Club Junior Water Polo	Derbyshire ASA (Swain Memorial Trophy)
46	Boys Water Polo	W J Read (The Late)
47	County Water Polo Preliminary	E Wright (The Late) (Lovely Competition Memorial Trophy)
48	County Junior Water Polo	Southport SC (Charlie Smith Memorial Trophy)
49	Inter District Water Polo	Surrey County WP & SA (E Harding Payne Trophy)
50	High Diving (Men)	A St P Cufflin (The Late)
51	High Diving (Women)	Amateur Diving Association
52	Springboard Diving (Men)	Amateur Diving Association
53	Springboard Diving (Women)	Amateur Diving Association (Darnell Memorial Cup)
54	One metre Springboard Diving (Men)	P Desjardins

55	One metre Springboard Diving (Women)	Miss C Welch
56	Boys Springboard Diving	Various Friends (Tony Turner Trophy)
57	Girls Springboard Diving	Metropolitan School of Diving (R G Robinson Trophy)
58	Boys High Diving	Amateur Diving Association
59	Girls High Diving	Amateur Swimming Association (Gregory Matveieff Memorial Trophy)
60	National Age Group Competition (Diving)	Dawdon SC (Dawdon Trophy)
61	Swimmer of the Year	ASA District Associations (T M Yeaden Memorial Trophy)
62	Diver of the Year	Swimming Times Ltd (George Hearn Memorial Cup)
63	Top Club ASA National Championships	Henry Benjamin National Memorial Trophy
64	Top Club ASA Youth Championships	Harold Fern National Trophy Ald H E Fern, CBE, JP (The Late)
65	Aggregate Diving (Men)	Various Friends (G Melville Clark National Memorial Trophy)
66	Inter Services Championship	W A H Buller (The Late)
67	National Synchronised Swimming Solo Championship	Miss H Elkington (Helen Elkington Trophy)
68	200 metres Backstroke (Girls)	Geo. D Jones Memorial Trophy
69	200 metres Breaststroke (Girls)	Kent County ASA (E W Keighley Trophy)
70	400 metres Individual Medley (Girls)	Mrs V S Stanhope-Palmer (The Francis Hill-Cole Trophy)
71	Aggregate Diving – Women	Various Friends (The Belle White National Memorial Trophy)
72	The Redwood Trophy Synchronised Team	AAU of the USA (The Mackeson Trophy)
73	The Swimming Times Water Polo Award	The Swimming Times Ltd
74	400 metres Individual Medley (Boys)	St. James' SC (The St James' SC Trophy)
75	Esso Inter-County Trophy	Esso Petroleum Co. Ltd.
76	GB Overall Diving Champion	Jeff Cook Memorial Trophy
77	Women's 50m Freestyle	Jock Young Trophy
78	Awarded at the National Championships by	The Swimming Writers Club to the swimmer whose
79	5 Nations Synchro Trophy	The Swimming Times Ltd.
80	Senior Routine Scores at National Championships (Synchro)	The Holland Family (The Holland Trophy)

ASA Trophies

81	800 metres Freestyle (Girls)	Borough of Brent SC (CP Parkin Trophy)
82	200 metres Breaststroke (Boys)	Amateur Swimming Association (Edgar E. Warner Trophy)
83	The Synchronised Swimmer of the Year	Swimming Enterprises Ltd.
84	The Junior Diver of the Year	Various Friends (The Norma Thomas National Memorial Trophy)
85	Outstanding Female Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
86	Junior Solo at the National Synchro Age Group Championships	Mrs Y M Price
87	Outstanding Male Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
88	Duet Synchronised Champions	Mr R A Spencer (The Spencer Trophy)
89	50m Freestyle Short Course (Girls)	Western Counties (Ray Clash Trophy)
90	Inter District Synchronised Competition	Amateur Swimming Association
91	15/16/17 Team at the National Synchro Age Group Championships	Mrs S Vickerman (Mollie Gledhill Memorial Trophy)
92	Solo Technical Routine At National Championships (Synchro)	Mrs M Lushington (Colin Lushington Trophy)
93	Best swimmer at the National Winter Championships	British Swimming Writers Club (Pat Besford Memorial Trophy)
94	Boys 400m Freestyle	Mrs Alys Benny (The David Benny Trophy)
95	Mens 50m Freestyle (SC)	Mr V Constantine (The Mark Foster Trophy)
96	Mens 50m Freestyle (LC)	Otter SC (The Russell Cup)
97	Women's 50m Breaststroke	Leicester Knighton Fields (The Edna May Trophy)
98	Junior Routine Scores at National Synchro Age Group Championships	Shacklock Family (The Shacklock Trophy)
99	200m Butterfly (Girls)	Pedder Family (Pedder Trophy)
100	Inter-county Comp. Trophy	
101	Junior Girls 400m Freestyle	Midland District (Marl Rutter Trophy)
102	Womens 100m Freestyle Short Course	Bush Family (Bush Trophy)
103	Top Junior Diving Coach	Margaret Davies Memorial Trophy
104	Top Girls Club	National Age Groups ASA
105	Top Boys Club	National Age Groups ASA
106	National Inter County Competition	Swimming Times Trophy
107	National Inter County Competition	ISTC Trophy (IOS)

108	For Services to Synchronised Swimming	Mary Black (The Mary Black Trophy)
109	For Endeavour (Synchro)	The Yates Family (The Gemma Yates Trophy)
110	Best Female at the ASA National Youth Championships	Alan Lawrence Memorial Trophy
111	Best Male at the ASA National Youth Championships	Alan Lawrence Memorial Trophy
112	Boys 200m Butterfly, ASA National Youth Championships	Mr & Mrs S Edwards
113	Boys 200m Backstroke, ASA National Youth Championships	ASA Blackpool Salver
114	Boys 50m Freestyle, ASA National Youth Championships	Nederland 79
115	12 and under Synchronised Swimming Team	Margaret Coyne Trophy (Friends of Margaret Coyne)
116	Girls Inter-District Water Polo	A Marton (W P Plate)

The Presidential Badge and Chain are in the possession of the President of the Association.

The Harold Fern Award

Trustees: M W Beard, Mrs J Cook and S Greetham

The income for this Award arises out of a gift to the Association by Harold Fern of £1,000 8% British Petroleum Preference Stock. The Award valued at £50, is annually available to the Club, Association, or individual (amateur or professional – male or female) deemed by the ASA Sport Governing Board to have done the most to popularise the sport of swimming. The Award may be withheld in any year at the discretion of the ASA Sport Governing Board. Nominations for this Award to be submitted to the Chief Executive of the ASA by Regional Associations and Committees of the Association.

The recipient of the award shall also receive a suitable memento for the occasion presented by the ASA Sport Governing Board.

Terms of the Award

The Award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the Award each year, the Sport Governing Board will give consideration to the following:

- outstanding achievement in advancing the sport through competition/coaching/officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport

Submissions from regions should be made by 15 July.

Award Presentations

1961	Captain B W Cummins	1978	A H Turner OBE	1995	Germany
1962	N W Sarsfield OBE MC	1979	N H Ibbett	1996	T Denison
1963	K B Martin MBE	1980	A H Cregeen	1997	G Fosberg
1964	A Rawlinson MBE	1981	E Vickerman	1998	H H V Wilkinson
1965	C P Parkin	1982	T H Cooper	1999	Ms A Lonsbrough
1966	C W Plant	1983	A Donlan	2000	Dr D A P Cooke
1967	A C Price	1984	M Rutter	2001	A Clarkson
1968	W T Tiver	1985	F E Lambert	2002	Dr D Hunt
1969	M Latimer	1986	T G Thomas	2003	M Hill
1970	Mrs L Heaton	1987	F Moorhouse	2004	R Hargreaves
1971	E W Keighley	1988	J H Zimmermann	2005	J R Carrie
1972	R G Underwood	1989	F G Thain	2006	A Bartlett
1973	W S Rowe	1990	D F Scales JP	2007	Mrs M Bell
1974	Not awarded	1991	R H Brown	2008	M W Beard
1975	Sir Harold Parker	1992	J Noble	2009	J N Winter
	KCB KBE MC	1993	Dr I A M Gibb	2010	R Outtram
1976	E Warrington MBE	1994	F W Latimer	2011	Dr P Penny
1977	M S Drinkwater			2012	I Watson
				2013	S Greetham

The Alfred H. Turner Award

Trustees: T H Cooper; M W Beard; P S Turner.

The income for this Award arises out of a gift to the Association by Mr A H Turner of £1000 8% British Petroleum Preference Stock. The Award, valued at £50, is annually available to the Club, Association, or individual (amateur or professional) deemed by the ASA Sport Governing Board to have done the most to popularise the sport of swimming. The Award may be withheld in any year at the discretion of the ASA Sport Governing Board. Nominations for this Award to be submitted to the Chief Executive of the ASA by Regional Associations and Committees of the Association. If the Harold Fern Award is made to a male, this award is to be made to a female and vice versa.

The recipient of the award shall also receive a suitable memento for the occasion presented by the ASA Sport Governing Board.

Terms of the Award

The Award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the Award each year, the Sport Governing Board will give consideration to the following:

- outstanding achievement in advancing the sport through competition/coaching/officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport

Submissions from regions should be made by 15 July.

Award Presentations

1982	Miss D Rice	1992	Mrs V Way	2002	Mrs D Geer
1983	Miss N Yarwood	1993	Mrs V Naylor	2003	Mrs M Coyne
1984	Miss C Powell	1994	Mrs J Nichols	2004	Mrs F Dalrymple-Smith
1985	Miss J Clarke	1995	Miss J Brayshaw	2005	Not Awarded
1986	Mrs V Morris	1996	Mrs J Williams	2006	Mrs J Gray
1987	Mrs A Clark	1997	Mrs B Lancaster	2007	M Firmin
1988	Mrs S W Margetts	1998	Mrs J Harrison	2008	Mrs A Van Beukelen
1989	Mrs I B Williams	1999	M Glover	2009	Not Awarded
1990	Mrs E M Payne	2000	Mrs J Hedger	2010	Mrs E Sykes
1991	Mrs D Clarke	2001	Mrs N Muir-Cochrane	2011	Mrs J Holdstock
				2012	Mrs W Coles
				2013	Mrs M Fox

Long Service Awards

The Association agreed in 1993 to honour long service by its members with the presentation of Gold and Silver Pins. Only one Gold or one Silver Pin issued. The year in brackets is the year of commencement.

Gold Pins

Past Presidents

J M Glover (2004)	T G Thomas (1988)	D F Scales, JP (1980)
B Eeles (2002)	H Booth (1987)	F W Latimer (1978)
L G Howe (1992)	Mrs Y M Price (1986)	M Rutter (1975)
E Wilkinson (1991)	Mrs S W Margetts (1984)	A Rawlinson, MBE (1968)
E Dean (1990)	A H Turner, OBE (1982)	N W Sarsfield, OBE, MC (1966)
J J Lewis (1989)		H R Walker (1963)

Officers of the ASA (10 years)

J W E Leach, Hon Legal Advisor	Prof J M Cameron, Hon Medical Advisor
A M Clarkson OBE, FCA (1986-1996)	

ASA Committee (12 years)

T H Cooper	F W Latimer	E Dean	D Yeoman
------------	-------------	--------	----------

ASA Sport Governing Board and ASA Board (12 years)

R Gordon (2002-2014)
R Margetts (2002-2014)

Hon Secretaries of ASA Technical Committees (12 years)

J M Cook, Diving (1977-1993)
A Donlan, Education (1973)
C W Pullan, Coaches Certificate (1966)
D Bathurst, Water Polo Referees & Rules (1975-1993)
J M Rider, Water Polo (1977-1990)
Mrs I B Williams, Synchronized Swimming (1976-1990)
Dr D J Hunt, Scientific Advisory (1978-1994)

Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)
I Martin, Public Relations (1976)
A R Lawrence, Swimming (1974)
Mrs A W Clark, Synchro Swimming (1976)
Capt J Cousins, Swim Facilities (1977)
Dr P T Penny, Swim Facilities (1976)
P Jones, Water Polo (1967)
C Wilson, Coaches Certificate (1971)
Mrs Y M Price, Synchro Swimming (1974-1980, 1983-1985, 1987, 1989-1996)
F Jessop, Diving (1974-1988)
G Thain (1971-89)
M Lewis, Facilities Committee (1984-1998)
Dr D Fodden, Medical Advisory (1986-2000)
Dr R R Muir-Cochrane, Medical Advisory (1986-2000)
M Firmin, Synchro Swimming (1972, 1981-1982, 1989-1993, 1996-2000)
R G McAlister, Masters (1987-2001)
Miss J Williams, Synchro Swimming (1998-2002)
A C Bartlett, NJT (1988-2002)

S Rothwell, Swimming Officials Committee (1990–1999), ASA Committee (2000–2004)
 T W S Rushton, Swimming Officials Committee (1979–1994)
 Mrs M Hooper, Synchronised Swimming Committee (1998–2012)
 R H George, Swimming Officials Committee (1980)
 R P N Hargreaves, Water Polo (1980)
 Dr I A M Gibb, Swimming Committee (1981)
 Ms J Harrison, Education Committee (1979)
 H R Thompson, Swimming Facilities Committee (1982)
 W G Clark, Diving Committee (1981)
 Dr D A P Cooke (1975)
 S. Boothroyd, Diving Committee (1984–1998)
 D Sparkes, ASA Education Committee (1985–1991), ASA Education Committee (1990–1991),
 ASA Committee (1990–1993), ASA Officer (1994–1998)
 R Wood, ASA Diving Committee (1984–1998)
 J A Holmyard, Masters (1987–2001)
 Group Capt M Short, MBE, AFC, Swimming Officials Committee (1987–2001)
 R Cross, Education (1986–1991, 1995–2003)
 Mrs J Latham, ASA Diving Committee (1990–2004)
 Ms V Dobbie, Masters (1992–2006)
 Mr K Boyd, Medical Committee (1994–2008)
 Dr I Gordon, Medical Committee (1995–2009)
 Mrs J Stidever, Disability Committee (1995–2009)
 Mrs J Gray, Synchronised Swimming Committee (1996–2010)
 D Harman, Disability Committee (2004–2012)
 D Chaney, Masters Committee (1998–2012)
 Dr S Cooke, IDDRAP (2003–2011)
 T J Wilkinson (1997–2015)
 Mrs S Bryant (1997–2015)
 A Gimson (1999–2014)
 B Dunning (1999–2015)

District Hon Secretaries and Hon Treasurers (12 years)

M W Beard, Hon Treasurer (M)
 T H Cooper, Hon Secretary (N) – See above
 H Booth, Hon Treasurer (N) – See above
 F W Latimer, Hon Secretary (NE) – See above
 E Vickerman, Hon Treasurer (NE)
 H H V Wilkinson, Hon Treasurer (S)
 E Dean, Hon Secretary (W) – See above
 D V Toogood, Hon Treasurer (W)

Hon Life Presidents and Hon Life Members (On appointment)

A H Turner OBE, Hon Life President
 R G G Pursey, Hon Member
 A Rawlinson MBE, Hon Member
 M Dolbear, Hon Member
 A Weeks, Hon Member
 D A Reeves, Hon Member
 Prof J M Cameron, Hon Member
 G Alexander, Hon Member

Staff Members (16 years)*

Mrs A Williams (4.12.72)
 Miss J Sheard (18.7.77)

*The awarding of pins to staff members was discontinued during 2004 and replaced with an alternative form of recognition.

Long Service Awards

Mrs D Hammond (22.5.00)
Mrs J Munning (1.10.86)
L D Stubbs, for many years service to the ASA
Miss J Mott (6.11.78)
Mrs S Mason (1.4.01)
Miss S Howlett (21.7.87)

Silver Pins

Officers of the ASA (5 years)

M W Beard, Hon Trustee (1984)
A M Clarkson, Hon Treasurer (1985)

ASA Committee Members (6 years)

G F Alexander
H H V Wilkinson
J J Lewis
D Yeoman
B Cadwell
B Boyle
J R Carrie
Dr L Robinson 2004 – 2009
Mrs K Grimshaw
R Hedger
I Mackenzie
D Fletcher
C Bostock

Hon Secretaries ASA Technical Committees (6 years)

Mrs M R Coombs, Public Relations (4.10.86)
A D Warn, Masters
Mrs P Larke, Open Water (2001–2006)
J N Winter, Swimming Facilities (1987)
E Bowditch, Swimming Officials (1988)
Mrs J Davies, Swimming (2001–2006)

Members of ASA Technical Committees (7 years)

S Boothroyd, Diving (1984)
W G Clark, Diving (1982)
F Wood, Diving (1984)
D W Firth, Education (1986)
Mrs V Way, Education (1983)
Miss J Brayshaw, Education (1971–1979)
Dr D A P Cooke, Medical Advisory (1986)
Dr A Jones, Medical Advisory (1986)
Dr A W Mills, Medical Advisory (1986)
Dr R D Winch, Medical Advisory (1986)
K Savory, Education (1988)
M D Thomas, Education (1988)
Miss D Rose, Public Relations (1988)
Prof C Williams, Scientific Advisory (1987)
Group Capt M Short, MBE, AFC Swimming Officials (1987)
Mrs A Reynolds, Synchronized Swimming (1988)
B Runham, Masters (1988)
J Beswick, Public Relations (1986)

Prof J M Cameron, Scientific Advisory (1985)
Dr A Jones, Scientific Advisory (1985)
Prof W Keatinge, Scientific Advisory (1986)
Prof I MacDonald, Scientific Advisory (1986)
Dr B May, Scientific Advisory (1985)
C I Oliver, Swimming (1986)
R H George, Swimming Officials (1980)
M Lewis, Swimming Facilities (1984)
H R Thompson, Swimming Facilities (1982–1997)
J M Glover, Water Polo (1986)
R P N Hargreaves, Water Polo (1980)
A Harland, Water Polo (1980–1990)
Mrs M Rushby, Synchronised Swimming (1988)
M Hill (ASA Committee) (1995–2001)
Mrs J Stidever, Disability (1995–2001)
P Dudley, Diving (1995–2001)
Mrs S Milne, Education Department (1995–2001)
J Bird, Swimming (1995–2001)
B Bewley, Open Water (1996–2002)
Mrs J Gray, Education and Development Synchronised Swimming (1996–2002)
A Wilson, Masters (1996–2002)
Ms L Fraser, Diving (1994, 1996, 1998–2002)
P Puckrin, Disability (1995–1997, 2000–2003)
Mrs S Bryant, NJT
J Jameson, NJT
T J Wilkinson, NJT
Dr J Cooper, Swimming Officials
Ms J Allsopp, Water Polo (1998–2004)
D Chaney, Masters (1998–2004)
Mrs F Dalrymple-Smith, Open Water (1997–2000, 2002–04)
J Ferriday, Audit and Probity (1999–2005)
T Ward, Masters (1999–2005)
Dr M Gillett, Medical (2000–2006)
M Hemmings, Open Water (2000–2006)
Mrs J Waters, Synchronised Swimming (2000–2006)
A Jordan, Water Polo (1996–2002)
Mrs B Cummins, Disability (1995–1997, 2000–2003)
Mrs Carole Henson, Synchronised Swimming (2004–2010)
Dr G Briers, Medical Advisory (2006–2012)
Dr A Boyle, Rules (2006–2012)
S G Craig, Swimming Officials (2006–2012)
J Russell, Swimming Officials (2006–2012)
Ms D Zajac, Synchronised Swimming (1964, 1964, 1970–1976)
J Stewart, Masters (1988)
R Germany, Swimming (1965–70) and Public Relations (1974–75)
Dr Lee, Medical Committee (1989)
B Durkin, Water Polo (1989)
R G Tate, Water Polo (1989)
Mrs V Naylor, Diving Committee (1989)
D J Hoskins Swimming Officials Committee (1989)
B Broadhurst, Swimming Facilities (1989)
H E Bland, Swimming Facilities (1989)
S Rothwell, Swimming Officials Committee (1990)
P Rawlinson (Various) 1990

Long Service Awards

S T Detko Water Polo (1990)
Ms J Latham, Diving (1990)
B Eeles, Swimming Officials Committee (1987–91–96)
Dr M M Clarke, Water Polo Committee (1991–1997)
Mrs M Coyne, Synchronized Swimming Committee (1991–2004)
Dr C. Smith, Medical Advisory Committee (1991–
Mrs V Dobbie, Masters Committee (1992–1998)
M Edge, Diving Committee (1993–1999)
Mrs P Haworth, Synchronized Swimming Committee (1993–1999)
Dr B Foex, Medical Advisory (1994–2000)
Dr I Gordon, Medical Advisory (1994–2000)
K Boyd, Medical Advisory (1994–2000)
Mrs E Hartley Swimming (1994–2000)
Lt Cdr D Harman, Swimming Officials (1994–2000)
A C Bartlett, NJT (1988–95)
Mrs A Hunt, NJT (1991–1997)
T Little, Diving (1995–2001)
Mrs S Yeoman, Swimming (1995–2001)
S Greetham, Open Water (1996–2002)
P Robbins, Education & Development (1994–1996, 1999–2002)
D Boot, NJT
Dr S Cooke, NJT
A Troup, NJT
I Wilson, Swimming (1993–1995, 1999–2003)
Mrs P Jones, Water Polo (1996–1997, 1999–2003)
D Burgham, Education and Development (1998–2004)
Mrs A Cradock, Disability (1997 and 1998, 2000–04)
Mrs M Hooper, Synchronised Swimming (1998–2004)
Dr N Turner, Medical (1998–2004)
P Goldman, Swimming (1999–2005)
A Gimson, Masters (2000–2006)
K Barber, Open Water (2000–2006)
N Booth, Swimming Officials (2000–2006)
G Stokes, Masters (2001–2007)
A Day, NJT (2001–2005) and Disability (2004–2007)
B Saunders, Swimming (2001–2007)
D Beaumont, Diving (2003–2009)
R W (Herbie) Adams, Masters (2003–2009)
Dr P Shute, Medical Committee (2003–2009)
Mrs E Hartley, Swimming Committee (2003–2009)
S Walker, Rules Committee (2005–2011)
F Clewlow, Diving, (2006–2012)
F Thomas, Medical Advisory (2006–2012)
A Marvin, Swimming (2006–2012)
R Prior, Swimming Officials (2006–2012)
Mrs A Van Beukelen, Swimming Officials (2006–2012)
Mrs S Paice (2003–2015)
Mrs T Lambert (2003–2015)
Mrs M Abrams (2003–2015)
P Crowley (2005–2015)
Miss M Sweetman (2008–2014)
Mrs G Harrison (2008–2014)
Mrs C Goodair (2008–2014)

District Hon Secretaries & Treasurers (6 years)

J J Lewis, Hon Secretary (S)
 J Armour, Hon Treasurer (N) (1998–2003)
 R Gordon, Hon Treasurer (NE) (1999–2004)

Staff Members (8 years)*

P Hassall (1.4.81)	Mrs D Bakewell (1.4.87)	I Collinson (30.1.86)
Mrs C S Priestley (23.11.87)	Mrs J Grange (1.12.86)	Mrs M Reeves (1.10.86)
Mrs R Wallis (20.10.86)	Miss E Chalmers (1.9.88)	Mrs C Lambert (26.04.88)
Mrs W Coles (24.01.89)	Miss L Dean (8.10.88)	Ms M Church (27.09.91)
Ms A Hastings (1.11.91)	J Lawton (1.11.91)	Ms S Sheldon (1.10.91)
P Hastings (1.1.00)	Mrs E Brace (2.1.00)	Mrs S Pinfield (1.5.94)
Mrs L Hill (4.12.95)	Mrs A Jones (20.11.95)	Mrs L Jones (1.9.1995)

Minutes of the Annual General Meeting of the Council of the Amateur Swimming Association

Held at the Hilton Metropole, 18 October 2014

Present

Officers:	Simon Rothwell (President) Chris Bostock (Chairman) Edward Lord (Chairman) Ashley Beaveridge (Acting Chief Executive) Ray Hedger (Vice-President)	
ASA Sport Governing Board:	Neil Booth Pippa Jones Kay Grimshaw Robert Margetts Barry Saunders	Anne Clark Ray Gordon Ian Mackenzie Roger Prior Bernard Simkins
ASA Group Board:	Keith Ashton Stuart Cain Nick Humby	Simon Johnson Lisa Wainwright (also IoS Board)
East:	Tom Baster Andy Morton Paul Hayes Stewart Murray Gerry Metcalf	Sheila Mackenzie Joan Wheeler David Metcalf Ian Knight David Robinson
East Midlands:	Ursula Beck Ralph Shepherd John Hidle Josie Grange	Carole Henson Deborah Dean Lisa Topliss David Rush
London:	Stephen Baker John Melotte Alexander Harrison Normal Edgell Richard Whitehead	David Fletcher Jean Cook Colin Robson Kathy Hook
North East:	David Alexander David Watson Anne Reah	Roger Perrell Alan Donlan Ray Gordon (ASA SG Board)
North West:	John Armour Jane Whittle Andrew White Brian Boyle	Keith Chisholm Dr Alan Boyle Janice Whittle Garry Whittle
South East:	Eileen Adams Chris Lee Geoff Stokes Brian DeVal Peter Robinson	John Davies Eleanor Purvis Ken Adams Alan Lewis Jane Davies

	Susan Harrison	Roger Penfold
	Shelley Robinson	
South West:	Julie Airlie	Christopher Elliott
	Gerald Griffin	Ray Warren
	John Bird	David Flack
	Philip Jones	Roger Downing
	Philip Gordon	Chris Robinson
West Midlands:	Mike Beard	Viv Hewitt
	John Russell	Pamela Davies
	Peter Holmes	Liz Sykes
	Tony Green	Simon Kirkland

Affiliated Leagues:

National Swimming League: Brian Collis

Affiliated Organisations (Non-voting):

English Schools' Swimming Association: John Stiven

Associated Body:

Institute of Swimming: Lisa Wainwright, Chair (also ASA Group Board)

ASA Awarding Body: Allan Shaw, Chair

Staff:

Richard Barnes, Head of Legal Affairs

Jane Nickerson, Chief Operating Officer

Cathy Lambert, Team Leader, Operations

Auditors:

Jeremy Beard, haysmacintyre

Invited Guest:

Adam Paker, ASA CEO Designate

1. Presidents Address

- 1.1. The President, Mr Simon Rothwell welcomed everyone to the 2014 ASA Annual Meeting of Council. Prior to the proceedings commencing delegates were asked to stand in silence in memory of those delegates to Council who had sadly passed away during the year. These were noted as Don Neate (East Region), John Malcolm Cooper (South West Region), Dr David Hunt (East Midlands Region), Paul Dudley (South West Region) and John Carrie (South East Region).
- 1.2. Members were advised that following the proposal by the East Region on the Chairmanship of Council the Chair of the Group Board and the Chair of the Sport Governing Board discussed the matter and agreed to jointly share the Chairmanship of Council. It was recommended that agenda items 2-8 and 13-17 would be chaired by the Chairman of the Group Board, Edward Lord and agenda items 9-12 would be Chaired by the Chairman of the Sport Governing Board, Chris Bostock. In addition to this members were advised that a full review of Council would take place prior to next year's meeting.
- 1.3. The East Region accepted the recommendations and withdrew their proposal. The Chairman of the Group Board took over the Chair for this part of the meeting

2. Apologies**2.1. Apologies were received and accepted from:**

Simon Johnson – ASA Group Board Member

Ann Barker – Manager, ASA Diving Management Group

Kevin Boyd – Chairman, ASA/BS Medical Advisory Committee
Jenny Gray – Manager, ASA Synchronised Swimming Management Group
Sheila Bryant – IDDRAP
Sue Prasad – Delegate, North East Region
Jim Wilks – Delegate, North West Region

3. **ASA Chief Executive Officer**

- 3.1. The Chairman welcomed Adam Paker to the meeting and introduced him to delegates as the ASA CEO designate, whose employment commences with the Amateur Swimming Association on the 17 November 2014.

4. **Declarations of Conflict of Interest**

- 4.1. None declared.

5. **Meeting Rules of Debate**

- 5.1. Members were reminded of the Rules of Debate, which would be adhered to.

6. **Starred Questions**

- 6.1. The Chairman advised delegates that as a number of starred questions cover the same issues it was recommended that starred questions B9, C1, C2 and C6 are taken together under section B9. The debate to be channelled into two sections; one to cover the location of Group Board meetings and the second covering the Group Board Chairman's Office.

7. **Minutes of the Council Meeting held 19 October 2013**

- 7.1. The minutes of the Meeting of Council held on the 19 October 2013 were considered for approval. Clarification was sought regarding Brian Collis, who was listed as representing the East Midlands Region and the National Swimming League intimating that he may have had two votes. It was clarified to the members that whilst an individual could represent two bodies they only hold one vote.
- 7.2. To amend a typographical error on the delegates for the West Midlands – Mike Beard.
- 7.3. With this amendment the minutes were agreed as a correct record.

Voting unanimous.

8. **Actions Arising from the Minutes of the Council Meeting held 19 October 2013**

- 8.1. None.

9. **Matters Arising from the Minutes of the Council Meeting held 19 October 2013**

- 9.1. None.

10. **Starred Questions – Annual Report 2013-2014**

- 10.1. **A1 – London Region – Page 3 Foreword from the Chairmen**

Impact of new governance structure

A year after a fundamental restructuring of the ASA's governance and the introduction of an unusual dual Board structure, how do the two Chairmen assess the success or otherwise of the changes in improving governance? Specifically, we would wish to understand what each of the Chairmen considers the most important achievements of the last twelve months for their Board, and whether the new structure assisted in these achievements. Do they think that further governance changes are needed?

Response:

In the first year of operation, the dual board structure has appeared to work well. The Sport Governing Board in particular has been pleased with the ability to focus on the requirements of membership, Clubs, and talent without the distraction of other business. We hope this is evidenced by improved reporting back to the Regions. The Group Board has set about its tasks of implementing staff and structural change

with a view to making the ASA more effective and efficient whilst at the same time providing clear leadership in the areas of participation and revenue generation.

Some changes are being made by both boards to the ASA committee structures to reflect the new circumstances. The Boards are considering the concept of incorporation to ascertain if it is a suitable way forward for the organisation. In that regard, a working group has been established including representatives of both Boards and two nominated Regional Chairmen.

Edward Lord, Chairman of the Group Board, ASA.

Chris Bostock, Chairman of the Sport Governing Board, ASA.

Supplemental Question – London Region

London asked the Chair of the Group Board to be as specific as possible as to the areas he believes the Group Board is, and will be, adding value, and in particular the areas being targeted for efficiency and how this will be measured and the results communicated.

Response:

The Chair drew Council's attention to a number of activities which had occurred during the year the first relating specifically to engagement with the Regions. There is now a more formal arrangement in place with scheduled meetings between the Regional Chairmen and the Chairs of both Boards promoting an effective, consultative and communication pathway. Opportunities are available for the Regions to indicate the issues that cause them concern and it was highlighted to members that one of these concerns is Council and how it operates.

The Group Board have been active in various areas within the business including the Get People Swimming Programme and ensuring the ASA Executive does all that it can to build relationships with operators to deliver increased participation. The second is bringing professional expertise to the work on sponsorship. A specialist sub group of the Group Board has been established which is responsible for monitoring the work of the ASA's sponsorship agency SMAM to ensure any effective leads are followed up quickly so opportunities are not lost.

At a political level there have been opportunities to expand relationships with Ministers, Shadow Ministers and Politicians of all parties and work is ongoing on the development of an Aquatics Manifesto. Delegates were also advised that a thorough review of management and resourcing of the ASA is being undertaken to ensure it operates on an efficient basis. The aim of this is to drive funding to front line activities which includes increased participation and help and support for clubs, counties and regions. The Chair confirmed this is the aim for the ASA Group Board.

Edward Lord, Chairman of the Group Board, ASA.

Response accepted.

10.2. A2 – London Region – Page 3, Foreword from the Chairmen

Impact of a clearer separation of British Swimming resources within the ASA

We understand that following the transfer of David Sparkes to be solely chief executive of British Swimming, a clearer separation of roles within the ASA is underway of those involved in British Swimming work. How will this affect ASA members, both financially and also in the type and level of resources available to them?

Response:

It is not anticipated that there will any negative impact on the ASA resources and finances with the exception that ASA will now bear the full cost of a Chief Executive Officer.

Both Boards and staff are focused on making the ASA more efficient and also in pressing for greater value for money and accountability for the ASA's investment in British Swimming.

Whilst British Swimming (BS) has now taken some services that used to be provided by the ASA in-house, other services will still be provided by the ASA but these are now more clearly defined and priced in a comprehensive service level agreement. If additional services are required by BS, these will need to be agreed and paid for. Thus only ASA costs will be borne by the ASA, with all BS related costs being borne by BS. A number of ASA staff transferred to BS and three people were made redundant in August as a consequence of these changes.

The type and level of resources available to members of the ASA will be discussed and agreed as part of the annual budget process and strategy review.

Ashley Beaveridge, Chief Financial Officer.

Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question – London Region

The London Region asked what were the redundancy costs, were they shared with British Swimming and if so what were the proportions.

Response:

Redundancy costs were low and had been borne by the ASA as the redundancy was within the ASA.

Ashley Beaveridge, Chief Financial Officer.

Response accepted.

10.3. A3 – East Midland Region – Pages 3, 4, 54 and 68

Over the past few years, the ASA carried out a thorough review of its Governance and a two Board structure was agreed at the Annual Council Meeting in 2012.

A Special Meeting of Council in July 2013 considered the detailed changes to ASA Laws that were necessary for the implementation of this two Board structure, which was implemented following Annual Council in October 2013.

The Group Board Chairman was appointed on 19 October, 2013, after these changes were implemented.

The Daily Telegraph of 4 September this year, based on an “exclusive interview” with the Group Board Chairman, states “Lord, who like Dyke inherited an organisation in the ASA which was in dire need of improved governance”.

This seems at odds with the apparent timescale of the changes made, and also with pages 3 (“The Board complies with best practice in governance terms”) and 4 of the Annual report, published before that date.

What steps, if any, has the ASA taken to refute the statement in the Daily Telegraph regarding the dire need of improved governance even after the changes made?

Response:

It is important to note the words used were not a direct quotation from the Chairman but were in fact the opinion of the Reporter. It is therefore hard to ask for the words to be retracted. The full sentence said that the ASA was in “need of improved governance and diversity.” And it was the latter element that was the focus of the article. It is probably fair to say that the ASA could benefit from having greater gender, age, and ethnic diversity on its boards and committees.

Edward Lord, Chairman of the Group Board, ASA.

Statement – Edward Lord, Chairman of the Group Board ASA

The Chairman of the Group Board made a statement to delegates. Delegates were advised that at the joint meeting of the ASA Group Board and ASA Sport Governing Board the previous evening the Chair had reported he had been in close contact with the two reporters from the Daily Telegraph and the Daily Mail and made very clear to

them both the difficulties some of their comments have raised within the Association. They understand now that they should not draw attention to the role undertaken by the Group Board Chair with the Association when they are commenting on concerns that have been raised about football which are entirely unrelated.

Based on this statement the East Midlands confirmed they were content and withdrew their request to pose a supplemental question.

10.4. A4 – South East Region – Page 4, Foreword from the Chief Executive

What was the cost of (1) the change, by the ASA, to two boards and (2) the separation of the management of the ASA and British Swimming?

Response:

The combined costs of the new Group Board and the Sport Governing Board for the period November 2013 to March 2014 were £48,913. This is an increase of £28,400 over the costs of the old ASA Board for the equivalent period in the previous financial year. The increase is mainly due to fees paid to members of the Group Board (£17,700), cost of chairman's office (£4,125) and one-off professional fees for Group Board (£1,900) and Sport Governing Board (£4,100).

Ashley Beaveridge, Chief Financial Officer.

Note: Region content with response received.

10.5. A5 – South West Region – Pages 7/8 Learn to Swim

Stages 8-10 used to be for Clubs. It appears the ASA are encouraging leisure centres to take on Stages 8-10. Furthermore, stages 8-10 used to be under the tuition of coaches. Do the Leisure centres generally have the necessary qualified coaching staff? Could you provide clarification of ASA's policy?

Response:

In relation to the Sports Specific Stages 8-10 the ASA has no 'policy'. Our guidance and advice to lesson providers and clubs has been that the Sport Specific Stages should be where there is a transition from learn to swim a sport specific programme. Clubs are encouraged to develop links with local providers to ensure this is a smooth transition. It is worth bearing in mind that not all young people want to join a competitive swimming club, but want to keep participating in aquatics but in a less formal environment. Stages 8-10 can be delivered by Level 2 Teachers for Mini Polo, Syncro and Diving additional CPDs are provided Teachers and Coaches can access this support.

Jon Glenn, Head of Learn to Swim.

Note: Region content with response received.

Supplemental Question from the London Region

The London Region was supportive of the statement made by Jon Glenn that not all people want to join a competitive swimming club. However, ASA data shows category 1 membership has reduced by 17.5% since 2010 and the total membership by 9.5%. It would appear that clubs are not benefitting from the increase in participation and they asked what steps the Group Board is taking to ensure that its staff, facility operators and facility owners understand that some clubs are in fact non competitive and that some of clubs have non competitive sections. The Region asked what actions are being taken to encourage and facilitate the development of effective working partnerships with facility operators, owners and with the clubs.

Response:

It is known that a significant number of operators are moving Learn to Swim into their areas of business away from the Clubs. It is also known that a number of Clubs operate their Learn to Swim sections separately to the main body of the Club and this is why Category 1 numbers are declining a little. The remaining categories and the

total membership will depend on when the figures are taken as the highest number is always as at 31st December. In January, February and March numbers decline when clubs declare their membership and those not renewing are removed from the system. Membership then builds up again throughout the remainder of the year.

It is acknowledged that Learn to Swim is a good income generator for Clubs, Local Authorities and Pool Partners. Where a Local Authority provides water time for a competitive club and insists on operating Learn to Swim themselves, we work closely in partnership with them to try and get benefits for the Club e.g. reduced pool hire fees. We also work with operators to help them to maximise the use of their pools to ensure clubs are able to access the time they need whilst ensuring operators can earn sufficient income from other programmes.

The issues involved are well understood and it is appreciated that on occasion there may be areas of concern between the pool operators and clubs. Learn to Swim, the Aquatic Officers and Club Officers are working in harmony, in one direction, as part of the pool partnership agreement to get the best results they can for the Club.

Jane Nickerson, Chief Operating Officer.

Response accepted.

10.6. A6 South West – Page 8 National Curriculum Swimming.

What difference has the 'Six point manifesto' made to what appears the very low achievement rates of school swimming?

Response:

The outcomes from the 2014 School swimming Census will not be announced until November 5 2014. The six areas were selected as have the most impact on improving the quality and outcomes of school swimming We are hopeful of seeing a slight increase in attainment levels.

Jon Glenn, Head of Learn to Swim.

Note: Region content with response received.

10.7. A 7 – South East Pages 9 and 13

Despite acknowledgement in the past that it is not good practice, it is disappointing to note that these pages include white type on a dark background. Why is this?

Response:

We have tried to take on board all comments regarding colour, size of font, design etc. which have been made in the past whilst trying to produce an interesting looking document. We are aware of a comment by the South East Region in 2011 relating to coloured print on a coloured background, which we agree was difficult to read. If members find it difficult to read white text on the ASA corporate blue background we will take this on board for future years.

Jane M Nickerson, Chief Operating Officer.

Note: Region content with response received.

10.8. A8 – East Midlands Page 23

“Following a period of review, the England Programme was remodelled in 2013 with the aim of creating a more aligned pathway for English swimmers, which is in tune with the approach and aspirations of the World Class Programme.”

At the time of questioning, we are about to be told of proposed changes to the World Class Programme approach.

What are the likely effects of these changes on the English Programme?

Response:

The question is asked within the talent development section, which covers athletes progressing from England Talent to World Class programmes.

The ASA Talent Development programme supported by Sport England strives to create a seamless path from the English club programme into the British World Class programme. England uses the skills of British Swimming personnel such as Tim Jones and Ciaran O'Brien to structure and advise the talent programme. From November 2014 Grant Robins will be joining as the England Programme Team Leader with Ciaran moving fully into a British role.

This is designed to strengthen the delivery of swimmer and coach development opportunities.

Part of this seamless approach is the introduction of the British Summer Championships in July 2015. At the time of writing this reply the regional swimming managers, the licensing officers and Sport Governing Board members have been invited to a full briefing meeting on Sunday 5 October.

Following that meeting the detailed notes will be placed on the web. A further meeting is planned this year for clubs and counties. There will not be any draconian measures imposed on clubs. A short briefing to the Regional Chairmen recently was well received.

The change in competition is designed to fundamentally grow the talent pool across all of the home nations by increasing the number of end-of-season competitive opportunities (and therefore increasing the length of the season for many swimmers) whilst at the same time introducing a short course season back into the English programme, something that has been requested for many years.

Jane Nickerson, Chief Operating Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Statement – East Midland Region

The East Midland Region advised that following the discussion session on the competition programme that had taken place earlier in the day and additional information received and subsequent meetings on the subject the East Midland Region had no further comments to make.

10.9. A9 – South East Pages 41, 56, 57 & 58

There are fleeting, and in passing, references to masters' swimming on these pages. Otherwise, masters' swimming is not mentioned, notwithstanding that there are some 15,000 category 2 members aged over 25 years old. It is particularly disappointing that there is no reference to those who continue to win medals and podium places at World and European Championship level. Why is this discipline covered so minimally?

Response:

The point is well made and we will take this on board for future reports. The ASA has recently appointed a Masters' Officer, Sharon Lock, who will provide a full report for inclusion in the 2015 report. In the interim period Sharon will provide updates on the website.

Jane M Nickerson, Chief Operating Officer.

Note: Region content with response received.

10.10. A10 – London Region Page 41, Clubs**Quantitative measures for assessing stated objectives**

We welcome the aim to retain and increase the number of volunteers, teachers,

coaches and officials. What are the current statistics and how do they compare to each of the last five years?

Response:

We are constantly striving to improve both the quantity and accuracy of our data. Some of the data collected relates to the total number of people trained and not just those who are members of our clubs. Membership data often depends on the willingness of the member to reveal it. Listed below is data we have extracted from our database covering areas we believe Council has a particular interest. Ensuring there are sufficient volunteers, teachers, coaches and officials to meet the needs of the sport is vitally important to everyone.

Total Number as at 31 March 2014

ASA Club Members

Cat 3 Members	32,189
Officials Swimming	15,080
Licensed Swimming	3,618
Officials Diving	73
Licensed Diving	23
Officials Synchro	214
Licensed Synchro	39
Officials Water Polo	563
Licensed Water Polo	144
Officials Open Water	217
Licensed Open Water	97
Officials Disability	595
Team Manager L 1	1578
Team Manager L 2	386
Team Manager Tutor	31
IOS Membership	2,597

Teacher Coaches gaining Quals in the 12 months prior to 31 March 2014

Qualified Level 1 Teacher	1,386
Qualified Level 2 Teacher	695
Qualified Level 3 Teacher	5
Qualified Level 1 Coach	603
Qualified Level 2 Coach	274
Qualified Level 3 Coach	1
CPDs attended	2,414
Team Manager 1	813
Team Manager 2	194
Team Manager Tutor	29

We run a number of national programmes to support this area including developing formalised training pathways (face and face courses, online training modules and support resources), improving the accessibility of volunteering opportunities through our partnerships with external organisations, and having a presence at events to engage our volunteers, officials and coaches. On an annual basis we also try to recognise the work our volunteers do through the delivery of the Aquaforce Awards.

Historically we have not been able to accurately record the number of active volunteers and therefore the retention rates of our workforce. To rectify this, over the last 12 months we have introduced a number of processes in order to collect this data. This is being achieved by a combination of methods including the introduction of an annual Club survey, which helps to identify the training needs of club volunteers, and record the number of volunteers actively volunteering within that clubs environment.

In addition we are currently developing an annual Volunteer Satisfaction survey to gain greater understanding of the overall volunteer experience. The findings of both the Club Survey and Satisfaction Survey will help shape our Strategies going forward.

Emma Griffin, Head of Operations.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question London Region

A query was raised on the figures given for Cat 3 memberships but acknowledged that this is influenced by the date at which the data is taken. Clarification was sought on which figures were correct as the London Region had been given a different figure only one month ago. In addition they were concerned that the trend for membership appears to be going down.

In respect of the Club Survey they were unsure as to this being the most appropriate way to monitor membership and the activities undertaken particularly as the last Club Strategy stated that there had only been a 35% response to the survey.

Recruitment and retention of volunteers and particularly officials is an area of concern for London clubs and at the Regional Club Chairs Forum the delegates were asked to raise this with the two Boards and the Executive. If accurate statistics are not available can a target be given so that there is an understanding of where they should be heading.

The statistics that have already been provided in the answer compared with those that have been in previous annual reports intimate that the number of officials has increased from 10,000 in 2013 to 16,000 in 2014 which is significant increase if the figures are correct.

In summary the Chief Operating Officer was asked to ensure that Council and the Regions have accurate statistics, what are targets for increasing volunteers for the quadrennial and what lessons has the SGB Chair learned from the current strategies and interventions and how will these be taken forward.

Response:

The Chief Operating Officer confirmed that a copy of the figures as at 31 December will be sent to every delegate following the meeting. It was confirmed that this is the most appropriate date to use for consistency and comparison. Delegates were advised that an answer could not be given on the reduction of figures as those quoted to the London Region were different from those that had been used to provide the comparison and would therefore not be like for like.

In respect of the Club Survey this is a tool used to find out what clubs have in place. It is not the purpose of the survey to be used to count club members or their activities. It was the first time that the Club Survey had taken place and future surveys will provide a comparison on which we can build. The format has been amended to collect and provide data for the Regions. If the survey does not provide us with the information that is needed or the clubs are not completing it then other ways will be looked at to extract the information on volunteers working in clubs.

It was felt that providing targets for the quadrennial would not be meaningful and that it is important to work with the Volunteer team, Club Officers and Regional Delegates to identify what each different club needs.

In summary the delegates were advised the plan going forward is to work on the Volunteer Strategy and our new Club Officer Strategy. Figures will be provided to delegates and a comparison will be given for next year with figures taken as at 31 December.

The Chairman of the Sport Governing Board congratulated the sport on the way that it has run itself over the years and the fact that there have always been enough officials

at the right level for competitions. He advised that a review of the number of officials will be taken and delegates advised accordingly.

It was agreed some 12 months ago that talent for Synchronised Swimming and Water Polo would be managed technically by British Swimming. However, with the withdrawal of UK Sport funding this has reverted back to the home nations. Whilst there is some funding available from Sport England it is important to identify a pathway going forward and to set programmes for Synchro and Water Polo. The challenge will be to get Synchro and Water Polo the funding and resources the sport requires.

When the new Board structure was implemented the Beacon programme was inherited by the Sport Governing Board. This programme now comes under the remit of the Chief Operating Officer and a thorough review has been undertaken.

The Chair reported that progress had been made compared to a year ago when information was inaccurate. A significant change has been Club Development Officers being far more focussed on working with clubs including swim21. The Chair thanked the Regions and Counties that are employing a Club Officer and said that he would like to see a minimum of one Club Development Officer in each County in time.

The Competition Pathway is a major challenge and initially there has been some scepticism and resistance to this although following on from the feedback from the Competition Pathway presentations this morning feedback is now more positive.

In summary the Chair felt the sport has worked well and thanked delegates for their expertise and commitment.

Jane Nickerson, Chief Operating Officer.

Chris Bostock, Chairman, Sport Governing Board, ASA.

Additional question London Region

The London Region disputed the statistics presented by the ASA dated 31 March together with the statement made regarding officials at grass root levels. They felt grass roots level clubs are encountering more and more difficulty in getting officials out to galas and it is an increasing problem having to rely on the same group of people time and time again.

Response:

The Chairman of the Sport Governing Board responded by stating that if one area has a greater problem than others then there may be the need to look at the reason why.

The ASA is not doing anything to stop people becoming officials, fees are reasonable and training is on the job. Everything has been done to make qualifications as an official attainable but if there are any recommendations for improvement delegates were asked to contact the Swimming Officials Group.

The Chair confirmed that he attended a many swim meets with a lot of officials and agreed there are some officials that have been around for some time but they are there because they like doing the job. There are also an increasing number of young officials and they are staying within the sport longer compared to a few years ago.

Delegates were asked to feed back to the Swimming Officials Group any localised problems so we can work together to solve them.

Chris Bostock, Chairman of the Sport Governing Board, ASA.

Supplemental Question South West

The delegate stated that the only way in which accurate figures for membership could be produced was if they are looked at statistically every month for a year or two which would give a clear indication of what is happening.

On the question of officials surprise was expressed at how few were licensed. In respect of a Club Development Officer it was felt this was a job that could be carried

out by a volunteer as is currently done in his own County. He particularly would not want to see an expansion of paid Club Development Officers in every County.

Response:

In response it was confirmed that there is the ability to produce a monthly analysis should the sport wish to go down this route.

The figures are taken as at the 31 December because everyone is a fully paid up member for 12 months. Members are entitled to come and go in that year as often as they want to, therefore it is not necessary for an individual to tell us they are leaving in March and coming back in October. If figures were taken from a date in March it would not give consistent data for comparison purposes as the figures fluctuate from year to year.

The Chief Operating Officer was happy to provide monthly figures if the sport so required but reiterated that the 31 December would be the date to use as the comparator.

In regard to the question on licensed officials members were reminded that a timekeeper is not required to be licensed it is only when judges are required for meets that they need to be licensed.

In respect of paid Club Development Officers it was emphasised that the Regions were best placed to decide whether they needed paid people or volunteers and the ASA has no wish to impose paid staff on the Regions.

East Midlands – licensed officials

The East Midlands Region suggested that the reason for the increase in licensing of officials is due to the success of the rankings and the fact approximately three to four times as many meets as were done a few years ago.

The SGB Chair acknowledged the point made.

10.11. A11 – East Midlands - Page 55 Child Safeguarding

Positive Behaviour Workshops.

Please can we have more details?

Where have they been held?

Who can deliver them?

Response:

The 'Attitudes in Sport-Makes your Count' campaign was initiated in safeguarding through our work with the Child Protection in Sport Unit (CPSU) in this area. The ASA Volunteering department and Youth Forum have developed programmes for the ASA that include the Positive Behaviour Workshops. The resources launched in May 2014.

The resources are on the website under the following link:

<http://www.swimming.org/asa/clubs-and-members/positive-behaviour-workshops/>

The workshops are run in clubs, usually by the Club/County or Regional Welfare Officer alongside a young person from that club. Anybody interested in running a workshop can access the resource material from the designated area on the website.

The resource materials include the presentation, delivery notes and DVD's. The Volunteering team can provide further information on request and will also assist with sending out information and/or flyers for those running the workshop. It is not possible to determine how many courses have been organised but there have been 1,257 'hits' on the website since the launch.

Jane Nickerson, Chief Operating Officer.

Note: Region content with response received.

10.12. A12 – South West – Page 58. The Commonwealth Games representative is not mentioned here – do we no longer have one?

Response:

Page 58 provides details of English members holding elected positions within LEN and FINA. The Commonwealth Games governance structure was changed some time ago and whilst the ASA and other Governing Bodies of Sport send representatives to the AGM, there is not an automatic place on the Board for NGB representation.

For reference, the ASA will be represented at the 2014 AGM of Commonwealth Games England by the Chairmen of the Sport Governing Board and the Group Board, to ensure that sport and governance and commercial issues can be adequately covered.

Jane Nickerson, Chief Operating Officer.

Note: Region content with response received.

10.13. A13 – West Midlands – Page 60 Facilities

Is the ASA Sports Governing Board satisfied with the liaison between the ASA, Sport England and the local authority politicians that are making reductions or planning new facilities to enhance competitive swimming?

Response:

The Sport Governing Board has concerns regarding the availability of competition venues for all disciplines but recognises the work being done by the ASA Facilities team in liaison with Sport England.

On 31 January 2014 the ASA and Sport England signed its first Memorandum of Understanding regarding facilities. This agreement is a framework for both organisations to work together to influence Local Authorities in their decision making process when developing new facilities. The aim is to use the influence of both organisations to ensure the Local Authorities build the right pool in the right place to meet the needs of the Community and the Sport.

For the first time, this means both parties agree to ensure all options for the type and design of pools is considered from the outset, when a council is undertaking the strategic review for the type of facility it requires for their local authority. It is imperative that the realistic needs of the sport are taken into consideration at all times.

Currently the ASA facilities team and DBM's are actively engaging 63 projects that are at strategic review phase and 47 that are at design and build phase.

The facilities team and DBM's have had a number of successes ensuring that we get the right pool in the right place.

The facilities team are currently reviewing the needs of the sport and will be sharing the findings with the Regions through the Divisional Business Managers in due course. This piece of work is being supported by Sport England.

Keith Sutton, Head of PPP.

Note: Region content with response received.

10.14. A14 – West Midlands – Page 60 Facilities

Given the impending closure of the region's only long course competitive pool and the existing shortage of satisfactory 25 metre pools in the region, how can the ASA support the West Midlands region in the development of new competitive facilities at both 25 and 50 metre distance?

Response:

It is pleasing to note that the ASA has recently been able to influence the final design of the replacement pool in Worcester, which will now be an eight-lane competition pool. We have also been successful in getting changes agreed to the pool in Hinckley (East Midlands), which will now be a 25m eight-lane pool with raised ends and moveable floor.

Coventry City Council (CCC) has announced the planned closure of their 50m competition pool, with plans to build a new 25m leisure water facility on a different site. This is obviously of serious concern to the ASA as well as local and regional competition swimmers.

The ASA has until recently not had the opportunity to work closely at a senior level with CCC on pool provision for the City. The Acting CEO has sought to address this matter through discussions and correspondence with the local MP and senior Council Officers. Since the main announcement, CCC has indicated a willingness to still talk to a range of interested stakeholders. A meeting has now been arranged with the senior CCC team responsible for aquatics provision in Coventry. The meeting will be attended by the ASA Acting CEO, ASA Facilities Manager, ASA Divisional Business Manager and a senior member of the Sport England Facilities team.

Ashley Beaveridge, Acting CEO.

It is also worth noting that the ASA facilities team work with the Regions, through the Divisional Business Managers, to understand the Region's needs.

Sport England has agreed to work with the ASA to help define areas with the greatest deficit of competition facilities across all levels and agreed to identify possible opportunities to meet those needs. Local Authorities have made it clear that any facilities have to be financially sustainable over the life of the building, requiring little or no subsidy. Work is on going to ensure the provision of flexible pools catering for both the community and competitions.

Keith Sutton, Head of PPP

Note: Region content with response received.

10.15. A15 – South East - Page 65 (final KPI)

We are not aware of any level 3 diving coaches' courses held during the last year. This is bad for the future of the sport. Does the Sport Board monitor the activities of the IoS, or does the Group Board just see the IoS as a source of income?

Response:

Both the Group Board and Sport Governing Board monitor the relevant Key Performance Indicators of the IoS and the ASA Awarding Body. The lack of coaching courses has been highlighted and discussed by the Sport Governing Board. The issue relates more to the ASA Awarding Body rather than the IoS as changes to the qualification framework meant that the ASA were no longer able to award discipline specific courses under the general umbrella of swimming. Work is now on going to ensure the discipline specific qualifications are available on the framework and the IoS is developing the course material to deliver these qualifications. Both the Awarding Body and the IoS are working together to try to resolve issues arising out of the world of education and are finding solutions to ensure the sport are not caught in the wider issues of educational change in the future.

Jane M Nickerson, Chief Operating Officer

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question South East

The Region were pleased to note that the activities of the IoS and Awarding body are being monitored by both Boards and the lack of courses at level 3 had been highlighted. It was appreciated that level 3 courses involve a lot of work by the students and take around 12 months to complete but sought clarification as to when these courses were going to start or if they had already started.

Response:

It was confirmed that courses continue to run for Swimming but problems had arisen

with the smaller disciplines which only came to light during the year. This was due to the changeover in the Qualification Framework which requires each discipline to be registered as a separate qualification. In the past the smaller disciplines were a sub-set of swimming. Qualifications and resources are now nearing completion for all disciplines based on the revised units that will be released to us in January.

Jane Nickerson, Chief Operating Officer.

Response accepted.

10.16. Approval of the Annual Report

There being no further questions the Chairman sought approval from Council of the Annual report (minus the accounts).

Voting unanimous.

11. Starred Questions Statement of Accounts

11.1. B1 – London Region – Page 67 Reports and Financial Statements

Raising questions on related and other linked bodies

The ASA group consists of a number of related bodies, over which there is either direct or indirect control. Any significant issue in these bodies represents a financial or reputational risk to the broader ASA. This would certainly include the Institute of Swimming, Swimming Times Limited, ASA Business Enterprises Limited, ASA Swimming Enterprises Limited, and Community Swimming Limited. The same can be said of related entities such as British Swimming, which although it is not part of the group, is heavily influenced by ASA representatives on its board and by ASA staff seconded to carry out its work. It would appear to London Region that there is little explicit visibility of the work of these linked bodies within the ASA Annual Report. In future years could a report from the ASA representatives of each these linked bodies be submitted prior to the ASA

ACM, in time for starred questions to be raised for the ASA ACM. Alternatively, how else can the members of the ASA have questions answered about these bodies?

Response:

It may be helpful to members to set out the relationship between the ASA and the companies listed in the question alongside addressing the issues raised:

The Institute of Swimming is a wholly owned subsidiary of the ASA. There is a Board of Directors, which include Directors appointed from the ASA Group Board. The current Chair of the IoS is Lisa Wainwright, the Deputy Chair of the ASA Group Board and Ian Mackenzie, member of the ASA Group Board and ASA Sport Governing Board is a Director of the IoS. The activities of the IoS are included in the Annual report in the Workforce Development section – pages 47, 48, 49 and 50.

Swimming Times Ltd is a wholly owned subsidiary of the ASA and is responsible for the publication of Swimming Times and the online publication of Aquazone in addition to the publication of internal documents such as the Annual Report etc. Staff employed by Swimming Times Ltd is part of the Marketing and Communications department.

ASA Business Enterprises Ltd is a wholly owned subsidiary of the ASA and is purely a trading company for merchandise such as Swimfit boards etc. There are no significant activities to report on in the annual report.

ASA Swimming Enterprises Ltd is a wholly owned subsidiary of the ASA and is the property holding company for the warehouse units at Redditch and Loughborough. There are no significant activities to report on in the annual report.

Community Swimming Ltd is not a subsidiary of the ASA – it is a charity limited by guarantee, which has a separate, autonomous Board. One member of the ASA Group Board, Nick Humby, is a Director of CSL. The ASA receive a management charge

from CSL and as the ASA has provided a loan (now fully re-paid) to CSL reports on its activities and financial position are provided to the ASA Group Board.

British Swimming Ltd is a separate company limited by guarantee of which there are three members – ASA, Scottish Swimming and Swim Wales. The ASA appoints three Directors of British Swimming, Scotland one and Wales one. One of the ASA Directors submits a report to Council, which is included in the pack. Consideration could be given to circulating this with the ASA Annual report in future to give delegates the opportunity to discuss it at their annual meetings.

Ashley Beaveridge, Chief Financial Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplementary Comment – London Region

In the interests of transparency it was requested that a list of the directors of the wholly owned subsidiaries, and of other representative members and delegates on all associated bodies be published in the ASA Handbook?

In addition it was requested if future ASA Annual Reports could include a report from British Swimming with a link to the British Swimming Annual Report and Accounts so they can be considered at Regional AGMs.

Response:

The Chief Financial Officer confirmed that a list of Directors will be included as requested.

In respect of the British Swimming Annual Report and Accounts delegates were advised that the timetable for publishing the British Swimming Annual Report and accounts differ to that of the ASA. British Swimming audited accounts were not approved by British Swimming Board until their meeting on the 5th September and have yet to be approved at their AGM which is scheduled for the 8th November.

The British Swimming Annual Report was delayed to include information relevant to the current year e.g. the results of the Commonwealth Games.

The offer was made to circulate the British Swimming Annual Report in future to all members of Council which also includes a summary of the accounts once they have been approved by British Swimming. A full set of accounts can be found on the British Swimming Website but could be circulated to delegates if they so wished.

Ashley Beaveridge, Chief Financial Officer/Acting Chief Executive Officer

London Region Comment

The London Region thanked the Executive for the offer and felt it would provide good information and enhance communication.

11.2. Page 68

Please can we be told the attendance figures for members of the Group and Sports Boards at their respective meetings, in numeric and percentage terms?

Response:

The following figures are for the period November 13 to date.

Sport Governing Board

Chris Bostock	6	100%
Anne Clark	6	100%
Kay Grimshaw	6	100%
Robert Margetts	6	100%
Roger Prior	6	100%
Ian Mackenzie	6	100%
Bernard Simkins	6	100%

Neil Booth	6	100%
Ray Gordon	6	100%
Pippa Jones	6	100%
Barry Saunders	6	100%
Group Board		
Edward Lord	7	100%
Lisa Wainwright	6	85.71%
Nick Humby	7	100%
Stuart Cain	5	71.42%
Keith Ashton	7	100%
Ian Mackenzie	7	100%
Bernard Simkins	7	100%
David Sparkes – resigned July 14	5	100%
Ashley Beaveridge	6	85.71%
Simon Johnson – appointed Nov 13	6	85.71%

Jane M Nickerson, Chief Operating Officer

Note: Region content with response received.

11.3. B3 – London Region – Page 70 – Reports and Financial Statements

Update on Sport England Grant and Sponsorship

The Group Strategic Report highlights the risk over the current uncertainty about future funding commitment from Sport England and the renewal of sponsorship. Please summarise the latest position.

Response:

Sport England funding for the Talent programme is agreed for the quadrennial through to March 2017. Funding for the participation programme is currently being agreed on an annual basis, and is thus only agreed up until March 2015. We continue to work closely with Sport England and they are supportive of our current participation strategies and we anticipate that we will receive a further participation funding award for 2015/16. The Sport England formal decision will be notified in late January, following a review and presentation in December, which will include the results of the latest Active People Survey.

Ashley Beaveridge, Chief Financial Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplementary Question London Region

What is the summary position on sponsorship at this time? What contingencies have been made and is this a significant risk for the ASA?

Response:

The Association’s sponsorship agency has had numerous meetings with a wide range of organisations and currently there are 10 target companies engaged in ongoing discussions. In addition there are a further 10 prospects being actively pursued and the ASA Group Board get two weekly updates on the current situation but as yet no significant deal has been reached.

In respect of contingencies the Chief Financial Officer reported that a number of savings had been made throughout the year. Working with colleagues areas have been identified where savings could be made. Some of these relate directly to British Swimming others are savings that have been made across 11 different areas including Events, Commercial, IT and others.

Ashley Beaveridge, Chief Financial Officer / Acting Chief Executive Officer.

Supplementary Question – North East

Could the Group Board Chair give the Board's view about the level of Sport England Grant after March 2015 for the Grow Agenda?

Response:

Positive indications have been received from the Chief Executive of Sport England who is content that the special conditions set for our grant funding for Participation have been fulfilled for this financial year. On a note of caution nothing is guaranteed but certainly the indication is that we should receive funding for 2015/2016 and hopefully 2016/17 as well.

Edward Lord, Chairman, Group Board ASA.

Supplementary Question – North East

Following attendance at the 2014 Political Party Conferences was there any indication if anything would be in the party manifestos about their attitude to Sport and Participation. Should the ASA be considering issuing a briefing document to the Membership which could be used to lobby PPCs in the lead up to the May election?

Response:

Attendance at the various party conferences was highly productive with an opportunity to meet people at Ministerial level, Shadow Ministers together with MPs and Local Authority Executives. Topics of conversation ranged from overall sport policy to detailed sport issues around pool closures and a good conversation had taken place with the leader of Coventry City Council and MPs for Coventry.

In respect of the political parties having a manifesto for sport it would be fair to say that they have not considered it a great deal with the exception of the Labour Party who did put out a paper on grass roots sport to which the ASA has made a full response.

In preparation for the general election next year a Manifesto for Aquatics is being produced which will be considered by the Group Board at their next meeting and if signed off will be circulated to Regions, Counties and Clubs in the hope that as many members as possible can actively lobby members of parliament and prospective members of parliament ahead of the general election. It is clear that as an organisation there is a lot for us to say across the board whether it is on Learn to Swim, Participation, Facilities or Funding there is a lot to lobby on and delegates help would be appreciated.

Edward Lord, Chairman, Group Board ASA.

Supplemental Question South West

An update on the Royal Navy sponsorship was requested.

Response:

Discussions are continuing through our agents SMAM with the Royal Navy who have indicated they wish to have an ongoing relationship with swimming but it's a matter of how that relationship looks and what the financial arrangement would be.

Edward Lord, Chairman of the Group Board, ASA.

Responses accepted.**11.4. B4 – South West Region Page 71 Reports and Financial Statements.**

Would the Directors of the Institute of Swimming consider that in view of the profit margins contained in the annual accounts, the cost of training courses to clubs are still running above the industry standards?

Response:

The Directors and Officers of the IoS do understand the concerns of the clubs regarding the cost of training courses and this specific question raises several pertinent issues.

Firstly, it should be borne in mind that the ASA is a not for profit organisation and all surpluses are used for the benefit of swimming. Whilst there was a surplus in 2013/14 it is likely the Boards will be asked to support the use of some of this for additional activity in the forthcoming year to support programmes such as Water Polo and Synchronised Swimming which are no longer funded by UK Sport.

The activities of the IoS are split into different areas – teacher education / coach education / apprenticeships.

As members will know, the majority of teacher education programmes are taken up by commercial operators who run learn to swim sessions for revenue generation. Therefore paying to train their teachers is a cost of doing business. We appreciate this is a different matter for clubs who run learn to swim sessions with volunteers and the IoS has worked with the ASA regions to offer bursaries and other means of support for such clubs. The surplus income generated by the IoS from courses attended by commercial operators supports the activities of the ASA.

During the year we took on board feedback regarding the cost of coaching courses, as these are only required by the sport. The decision was taken to offer these at cost and the team have also worked on innovative ideas to reduce the actual cost of staging courses. The IoS does not make any surplus from coaching courses for our own sport.

The author of the question references the cost “running above the industry standard.” It is worth noting that the IoS is the only organisation offering the new approved qualification and therefore comparators to other training providers is impossible. However, the IoS has listened to the clubs and the industry and is working on new methods of ensuring the qualification offered is both fit for purpose and cost effective. A solution will be launched in the new year but as this is commercially sensitive we are not able to provide details at present.

Jane M Nickerson, Chief Operating Officer.

Note: Region content with response received.

11.5. B5 – South West – Page 72

Is there a breakdown available of the operating expenses totalling £19.950m shown in the Consolidated Income and Expenditure Account?

Response:

Breakdown of consolidated operating expenses £19.95m:

	£000
Direct Cost of Sales	2906
Cost of course delivery	2940
Refunds for cancelled courses	401
Distribution	227
Staff Costs	8233
Legal and Professional	1333
Insurance	504
Depreciation	306
Irrecoverable VAT	145
Staff Training	204
Audit and Accountancy	31
Projects	25
Other Admin/Office Costs	583
CSL Provision	125
Revenue Equipment	112
Website Costs	114
Consultancy/Professional	189
Postage	108

Contribution to British Swimming (net)	95
Temporary Staff	56
Publications	45
Grants to Other Bodies	0
Recruitment Costs	51
Stationery	78
Communications	110
Office Equipment and IT	67
Travel and subsistence	962
Total	19950

Ashley Beaveridge, Chief Financial Officer.

Note: Region content with response received.

11.6. B6 – South East – Pages 72, 76 and 77

Why are there apparent inconsistencies between the figures in the Consolidated Balance Sheet and Notes 6 and 7 on fixed assets, and, if there is an error, what are the correct figures?

Response:

The notes agree to the Balance Sheet as follows:

The Consolidated Balance sheet states intangibles at Enil net book value (2014 and 2013) and tangibles at £6,420k (2014) and £6,493k (2013).

Note 6 shows ENil value for intangibles as now fully amortised.

Note 7 shows net book values for fixed assets for the Group at £6,420k (31 March 2014) and £6,493k (right hand column, middle of page).

Ashley Beaveridge, Chief Financial Officer.

Note: Region content with response received.

11.7. B7 – South East Page 80 (and Minute 40.04, Group Board, 27.10.14)

Administration expenses of £2.998m, shown in the Detailed Income & Expenditure Account, presumably include the cost of the Group Chairman's office in London. What was the cost of this specific item?

Response:

The cost of the Group Board Chairman's office in London during 2013/14 was £4,496.

The on-going cost of this small office including use of secretarial services and meeting room is £16,500 p.a.

Ashley Beaveridge, Chief Financial Officer.

Note: Region content with response received.

11.8. B8 – South West Page 81 Salary Bandings.

We acknowledge the annual report includes the addition of salary banding. Can you explain/define the difference between Group and Association?

Response:

Group numbers include employees of the ASA and its subsidiary companies.

Association numbers are for the ASA only, excluding subsidiary companies. There are some employees in the Institute of Swimming Ltd. and also Swimming Times Ltd., but the majority of staff are in the ASA.

Ashley Beaveridge, Chief Financial Officer.

Note: Region content with response received.

11.9. B9 – East Midlands – Page 81 (This questions taken in conjunction with C1, C2 and C6)

In 2008, a Special Meeting of Council agreed to the move to SportPark, and the centralisation of office accommodation and meeting rooms was a central part of the case made for that move.

A key point in favour of the move was:

- Savings in meeting room costs anticipated to be at least £70,000 per year based on room hire costs only.

However, more and more meetings seem to be being held in London.

Please can we be told the cost of meeting rooms being incurred because of meetings being held away from SportPark, particularly in London? Is it necessary for the Association to pay for office accommodation and administrative services in London, and please can we be told the cost of this.

Response:

It is acknowledged that during discussions regarding the move to SportPark Council were advised that meetings would be held there to substantially reduce expenditure on external meeting room hire. It is fair to say that the majority of such meetings are now held at SportPark and we have created additional meeting room space to try to manage the demand.

Meetings do take place in London. The majority are meetings that involve external stakeholders who are based there. Although it was originally thought all Group Board and Sport Governing Board meetings would take place in Loughborough, with the Group Board meetings taking place during weekday business hours, it was subsequently agreed alternate Group Board meetings would take place in London due to the makeup of the Board – London based Chairman and other London/South based members. During the past year one of the Loughborough scheduled meetings was moved to London because of extenuating circumstances.

When meetings are held outside Loughborough, Officers tend to organise other stakeholder meetings prior to and following the Group Board to make the most effective use of their time.

There were three Group Board meetings in the year to 31 March 2014. Two were at SportPark and one was held at UK Sport, the latter free of charge. Since year-end three meetings have been held in London with costs ranging from £431 to £539, including refreshments. Hotel costs are not normally an issue as the meetings are held during the day. Travel costs are broadly neutral for the numbers who have to travel to London v. those who have to travel to Loughborough.

The decision to have an office for the Group Board Chairman in London was taken by the Group Board based on the information included in the e-mail dated 17 December from the previous CEO.

The current Chairman lives in London and finds it is not practical to conduct business meetings and ASA work from home.

The cost of the Group Board Chairman's office in London during 2013/14 was £4,496. The on-going cost of this small office including use of secretarial services and meeting room is £16,500 p.a.

Ashley Beaveridge, Acting Chief Executive.

Note: Region not content with response received and wish to make further comments at Council Meeting.

The Chairman reminded members that this question would be taken in conjunction with C1, C2 and C6 as agreed by Council at the beginning of the meeting. Two issues

emerged from these questions firstly where meetings of the Group Board are held and the secondly relating to an office that the Chairman has the use of in London.

Response:

Meetings of the Group Board will generally be held at SportPark, Loughborough but it may, on occasions, meet in London or elsewhere as appropriate.

Ashley Beaveridge, Acting Chief Executive.

Supplemental Question East Region

The East Region queried the response particularly where it stated alternate meetings would take place in London due to the makeup of the Board, a London based Chairman and other South London based members.

They felt the makeup of the Board was irrelevant as the Association's HQ, offices and central administration are in Loughborough and meetings should not be arranged for the convenience of the Group Board members.

The response also intimated that the cost of accommodation in London may not be perceived as an issue, but the cost of restaurants is in comparison to catering and indeed accommodation in Loughborough. In addition the travelling costs of members of staff from the ASA and their absence from Loughborough when they have to attend these meetings in London has also not been addressed.

The East Region felt there were unnecessary costs associated with the Group Board meetings in London whereas facilities are already in place at ASA HQ in Loughborough. These unnecessary costs include overheads and are a misuse of membership money and needs to be addressed from a membership point of view.

Response:

The Chairman of the Group Board responded and made clear the decision to hold meetings in London were not his and that the decision to do so was made before his appointment. In the first meeting with the former CEO of the Association he was told the meetings would be split between London and Loughborough and other candidates for Group Board positions were told the same.

Mr Melotte chaired the recruitment panel for the appointment of independent members of the Group Board and was clear at the interviews, as he had been instructed, as to what the division would be. It's unfortunate we have had this situation as we know it has caused concern to members of Council and the Chair confirmed the response of the Acting CEO that going forward the position will be that generally the Group Board will meet at SportPark in Loughborough but there will be times when it may be appropriate to meet elsewhere. In response to the question on restaurants, there have only been two board dinners following meetings in London and it is hoped that these were not in any way extravagant.

Edward Lord, Chairman of the Group Board, ASA

Response:

In respect of the concern around accommodation costs, generally members do not stay overnight either in London or Loughborough as the meetings are held during the day. On occasions a dinner is held with a guest and these are timed to allow the majority of people to return home afterwards. Board lunches are sandwiches or similar and whilst a restaurant is used for dinners it is not an extravagant one.

Ashley Beaveridge, Acting Chief Executive.

Statement by delegate from the South West

The delegate from the South West felt the Association was lucky to have people coming into the ASA from outside, bringing a new perspective. He hoped they would look at the expenditure of the ASA and in particular the 240 staff employed and what they are doing. Staffing levels have grown threefold but membership hasn't. A request

was put to the Board to look at the whole expenditure of the ASA including staff reductions.

Response:

The delegate was thanked for his positive endorsement of the role of independent members. The Chair reiterated the answer to the first question where one of the things the Group Board is looking at is the whole issue of expenditure and resources within the ASA. Whilst some of the staff employed are directly related to funding from Sport England this is not necessarily the case in all matters. Over the course of the next year, in consultation with the new Chief Executive Officer, a thorough review of all resource issues will be carried out.

Edward Lord, Chairman of the Group Board, ASA.

Response:

Offices outside of Loughborough. This matter has been discussed with Group Board colleagues and it has been agreed the new Chief Executive Officer will carry out a detailed review of this and it will be reported to a meeting of the Regional Chairs, held every quarter, and subsequently in the annual report for next year. It should be noted that the lease for the London office is for 12 months only so if we choose to change this should not be a problem.

Ashley Beaveridge, Chief Financial Officer.

Supplemental statement East Region

This refers to the response from the ASA to our question on the Chairman's office. The response states "the current chairman lives in London and finds it is not practical to conduct business meetings and ASA work from home". This is given as justification for providing an office for the Group Board Chairman in London. When taking up the appointment it is clear in the published role description that the office of the ASA is in Loughborough and meetings are held there and the administration and secretarial staff are there. There is also an issue of providing a paid secretary at the office in London, this is totally unnecessary as full secretarial support is in place in Loughborough. Again the response states "it's not practical to conduct business meetings and ASA work from home". ASA business meetings and ASA work should be conducted at the ASA offices in Loughborough with all the support staff there and not in the home of the Chairman and not in an office set up for the convenience of the Chairman. It is felt that membership money has been misspent in providing unnecessary office accommodation and unnecessary secretarial paid support and the ASA East Region wish to bring this concern to the attention of the Boards' and request that the matter is addressed. The East Region requested that consideration is also given as to what benefits there are to the membership when using membership money for these activities.

This was noted.

Supplemental Statement – East Midlands

The East Midlands confirmed they were content with the responses that have been given and that the situation will be reviewed.

11.10. To adopt the Annual Accounts

There being no further questions on the financial statements members were asked to adopt the consolidated audited accounts for the year ended 31 March 2014.

Voting unanimous.

12. Starred Questions ASA Group Board

12.1. C1 – North East Region - It is noted that Group Board Meetings are held in London.

Is this considered to be a suitable venue for these meetings given the people who attend? In particular is it a good use of ASA officer resources to travel to London for these meetings when they are all based at the ASA Head Office in Loughborough?

Could we have a comparative costing for a Group Board Meeting London v Loughborough?

Response:

Although it was originally thought all Group Board meetings would take place in Loughborough it was subsequently agreed alternate meetings would take place in London due to the makeup of the Board – London based Chairman and other London/South based members.

When meetings are held outside Loughborough, Officers tend to organise other stakeholder meetings prior to and following the Group Board to make the most effective use of their time.

There were three Group Board meetings in the year to 31 March 2014. Two were at SportPark and one was held at UK Sport, the latter free of charge. Since year-end three meetings have been held in London with costs ranging from £431 to £539, including refreshments.

Hotel costs are not normally an issue as the meetings are held during the day. Travel costs are broadly neutral for the numbers who have to travel to London v. those who have to travel to Loughborough.

Ashley Beaveridge, Chief Financial Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Dealt with under B9

12.2. C2 – North East Region – Minutes of the ASA Group Board 27 January 2014

Minute 40.4 -Establishment of the Chairman's Office

The Board endorsed the decision made by circulation for the establishment of a small office with limited administrative support for the Chairman as per the terms set out in the Chief Executive's e-mail dated 17 December 2013.

Could an explanation be provided for the benefits gained by the ASA from the establishment of an office in London with administrative support for the Group Board Chairman?

Is this office rented on a full time basis?

Could a costing be provided for the provision of this office?

Could a costing be provided for the administrative support?

Response:

The decision to have an office for the Group Board Chairman in London was taken by the Group Board based on the information included in the e-mail dated 17 December from the previous CEO.

The current Chairman lives in London and finds it is not practical to conduct business meetings and ASA work from home.

The cost of the Group Board Chairman's office in London during 2013/14 was £4,496. The on-going cost of this small office including use of secretarial services and meeting room is £16,500 p.a.

Ashley Beaveridge, Chief Financial Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Dealt with under B9

12.3. ASA Group Board Minutes 24 May 2014

Incorporation 85.1.

C3 – North West Region – Following a conference call of the working group looking at incorporation it has been agreed that this should be considered further. The Chairman of the Sport Governing Board has advised that that Board were supportive of further deliberations and has agreed members of the SGB will join the working group.

What is the rationale behind a move to change the governance of the ASA from a Membership Organisation to an Incorporated Body?

Can a paper be issued to the wider Membership outlining the benefits to the Membership and the position of ASA Council if such a change was to take place?

8 July 2014

Min GB/85.3 Incorporation – Simon Macqueen confirmed there is a Sport England governance fund available through which applications for this type of project can be submitted. It was agreed the COO would liaise with Simon Macqueen.

Have the ASA accessed this fund?

If this is the case can we have an update on the current situation with a move toward Incorporation?

Response:

The ASA, as an unincorporated association manages the risk to the members through ASA 5.3, which limits the personal liability of any individual member of the ASA to the amount of the ASA membership fee, paid by or on behalf of that individual. The risk to the Directors and Officers is managed through insurance and we currently carry £10m plus £10m re-insurance. However, it is prudent to review the structure to establish whether there would be benefit to members in gaining the additional security of incorporation. Whatever comes out of those discussions, the ASA would remain a membership organisation with voting entitlement being potentially held by clubs, counties, and regions and possibly by individual members.

In view of the re-structure of the organisation following the changes between the ASA and British Swimming, there has been little action on this at present.

We are therefore at a very early stage in discussing this idea and both Boards and the ASA Regions will be fully engaged throughout the process. We also envisage that there will also be a wide and thorough consultation throughout the sport before any recommendations for change are put to Council.

There are active discussions with Sport England regarding financial support for the review.

Edward Lord, Chairman of the Group Board, ASA

Note: Region not content with response received and wish to make further comments at Council Meeting – North East request an update.

Supplementary Question North East

The North East Region welcomed the fact that both Boards and Regional representatives are discussing the matter of Incorporation and that there will be substantial consultation throughout the sport before any recommendations for change are put forward. However, they were interested to hear any update on the position.

Response:

The first meeting of the Incorporation Working Group will take place on the 18 November and will comprise of representatives of the Group Board, Sport Governing Board and two Regional Chairmen as nominated by the Regional Chairs Group.

This meeting will be for initial discussions only, no decisions have been made, and all options will remain open in relation to what any future ASA corporate structure

looks like. We are acutely aware in all of these discussions of retaining Council as representatives of Regions within any future structure.

Edward Lord, Chairman of the Group Board, ASA.

Supplemental Question London Region

The London Region welcomed the statement that the ASA remains a membership organisation. In discussions with Sport England or with anybody else internally have the Boards looked at what the membership should be; is it going to stay as at the moment or are we, as was said at one point, going to involve facility operators and facility owners into membership.

Response:

The Chair confirmed that no discussions have taken place at present as to what the membership of the Association should look like. Inevitably there are a number of options available but clearly Clubs and their members are at the heart of the Association and it is envisaged this is where they will remain.

Edward Lord, Chairman of the Group Board, ASA.

Response accepted.

12.4. C4 – East Region ASA Group Board Minutes of 8 July 2014 – Minute 101.2

The ASA is a membership organisation, and the Annual Council Meeting is a membership meeting. The two boards of the ASA are of equal status, but have different areas of responsibility. The Group Board deals with swimming as an activity including the financial aspects of the sport, while the Sport Governing Board's remit is swimming as a sport with particular focus on clubs and therefore the membership. If the meeting was with Sport England and funding partners of the ASA then it would be appropriate for the chairman of the meeting to be the Chairman of the Group Board. It is, however, a membership meeting, and therefore the appropriate chairman for the meeting is the Chairman of the Sport Governing Board.

In these circumstances why is Edward Lord, the Chairman of the Group Board, the chairman of the Annual Council Meeting and what was the process for this decision?

Response:

The Annual Council Meeting principally deals with matters concerning the governance of the Association such as approval of the annual report and accounts, elections and appointments to certain offices, changes to the ASA Laws etc. Under the changes agreed in 2013, the ASA Group Board takes the lead on governance matters. It was therefore considered by the Chairman of the Group Board that he would be best placed to chair Council, with the Chairman of the Sport Governing Board as his deputy.

To resolve the matter the Chairman of the Sport Governing Board proposed the content of Regulation 61, which was agreed by both Boards. Both Chairmen also accept the absolute right of Council to select any Chairman it wishes.

Jane M Nickerson, Chief Operating Officer.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question East Region

In relation to the earlier question from the East Region regarding the Chairing of the ASA Annual Council, the President stated at the commencement of the Council Meeting that a full review of Council will take place before next year's meeting.

This question has arisen in part from the East's view that the Chairman of Council, which is the annual meeting of the membership, at which the views of the membership are expressed, should be the Chairman of the Sport Governing Board as this is the Board which has responsibility for the sport and matters are more directly related to the membership. The decision of the Chairman of the Group Board to Chair

this meeting was not made public until September when it was too late to make a formal proposal challenging this. It is requested that when a decision is made by the Boards in respect of the review of Regulation 61 it is advised to the membership by May 2015 well before 15 July 2015 so there is an opportunity for the membership to put forward a formal proposal to Council if it is felt necessary to challenge the Board's decision.

Response:

The Chairman assured members that the review of Council will be reported to members as soon as practicable.

Edward Lord, Chairman of the Group Board, ASA.

12.5. C5 – East Region – ASA Group Board Minutes of 8 July 2014 – Minute 101.2

This is a question regarding governance - specifically in the formulation of Regulations that require amendment, following the split of the ASA Board into two boards, and the moving of some Rules to Regulations.

Board minutes show that authority has been given to a small group to decide the assignment of responsibilities and positions shown in the Regulations. It should be the responsibility of the full Board/s to agree the Principle and Intent of the Regulations, just as it is the complete Council that agrees Principle and Intent for Rules. Only after agreement by the full body does the Rule/Regulation go to the Rules Committee for drafting.

Vesting power in a small group to decide on Principle and Intent on behalf of the Boards does not appear to be good governance, especially when members of such a group have conflicts of interest in the assignment of responsibilities. The ASA promotes the principles of 'Good Governance' to regions, counties and clubs – what justification can be given for this example of 'bad governance'?

Response:

The Review Group was given delegated authority to approve any consequential changes to the Regulations and Technical Rules as a result of the 2013 governance review, provided they did not involve a change in principle and intention.

There is no change to the Boards' responsibilities regarding the approval of principle and intent of any new proposed changes. The appropriate Board will approve the principle and intent; the Rules Committee will then draft the rule/regulation in accordance with the principle and intent. The review group is responsible for agreeing this final wording rather than involving two full Boards.

Richard Barnes, Head of Legal Affairs.

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question – East Region

The review group was given delegated responsibility to decide which Board was assigned responsibilities. It could be argued that this is actually a matter of principle and intent, which should be a decision for the whole Board. It is accepted that having a small group making recommendations to the full Boards, for their approval, simplifies the whole operation.

However, it is the conflict of interest of members of the Review Group which is of concern in the case of Regulation 61, both Chairmen were part of the Review Group, and so had a conflict of interest in the decision regarding this Regulation. Where an individual, rather than the full Board, has been assigned the responsibility, it is felt that the Review Group should not make the decision, when the potential appointees are members of that group.

Can an assurance be given that the process will be transparent and that good governance will prevail in future decisions being made in the Regulations Review?

Response:

The Head of Legal Affairs assured members that this would be the case.

Richard Barnes, Head of Legal Affairs.

Response:

The Chairman had taken the opportunity to review the correspondence under which this decision was undertaken and the majority of the membership of the Review Group had agreed this excluding both Chairmen.

Simon Rothwell, President, was Chair of the Review Group, Ray Gordon and Simon Johnson who formed the majority of the group had agreed this with neither Chair participating in their deliberations until they were content with the proposal which had been made by Mr Bostock.

Edward Lord, Chairman of the Group Board, ASA.

Response Accepted.**12.6. C6 – East Region – ASA Group Board Minutes of 27 January 2014 – Minute 40.4**

At a Special Council Meeting the membership was asked to agree to the purchase of SportPark, Loughborough as the offices of The Amateur Swimming Association. Loans for the purchase were agreed. The offices were to be used as headquarters for the ASA, with offices for the administration of the ASA and meeting rooms for committees etc. Until the split of the ASA Board in 2013, the building in SportPark fulfilled these roles. We understand that, since 2013 an office has been provided in London for the chairman of the Group Board and he also has a personal secretary. Why has this further expense been agreed when there is the facility at SportPark, which was agreed by Council? The Chief Executive Officer has an office in SportPark and secretarial work is done by the staff at Loughborough. Why is it necessary for the Chairman of the Group Board to even have an office, let alone one in London? Meetings of the Group Board are not held at Loughborough, but in London. Whilst there is often no charge for the rooms used for those meetings, the staff attending the meetings have extra travel expenses, and are away from the headquarters. Overnight accommodation in London is more expensive than in Loughborough for the attendees who have to stay, and restaurant expenses for the attendees are also more expensive in London.

Can either Board please explain what benefits there are to the membership from the additional expense of having an office and a paid secretary, when there is a perfectly adequate facility and staff in Loughborough? Also, what justification can be given for the added cost incurred for travel, room hire, accommodation and food that result from holding meetings in London?

Response:

It is acknowledged that during discussions regarding the move to SportPark Council were advised that meetings would be held there to substantially reduce expenditure on external meeting room hire.

It is fair to say that the majority of such meetings are now held at SportPark and we have created additional meeting room space to try to manage the demand.

Meetings do take place in London. The majority are meetings that involve external stakeholders who are based there. Although it was originally thought all Group Board and Sport Governing Board meetings would take place in Loughborough, with the Group Board meetings taking place during weekday business hours, it was subsequently agreed alternate Group Board meetings would take place in London due to the makeup of the Board – London based Chairman and other London/South based members. During the past year one of the Loughborough scheduled meetings was moved to London because of extenuating circumstances.

When meetings are held outside Loughborough, Officers tend to organise other stakeholder meetings prior to and following the Group Board to make the most

effective use of their time. There were three Group Board meetings in the year to 31 March 2014. Two were at SportPark and one was held at UK Sport, the latter free of charge. Since year-end three meetings have been held in London with costs ranging from £431 to £539, including refreshments.

Hotel costs are not normally an issue as the meetings are held during the day. Travel costs are broadly neutral for the numbers who have to travel to London v. those who have to travel to Loughborough.

The decision to have an office for the Group Board Chairman in London was taken by the Group Board based on the information included in the e-mail dated 17 December from the previous CEO.

The current Chairman lives in London and finds it is not practical to conduct business meetings and ASA work from home.

The cost of the Group Board Chairman's office in London during 2013/14 was £4,496. The on-going cost of this small office including use of secretarial services and meeting room is £16,500 p.a.

Ashley Beaveridge, Chief Financial Officer.

Taken under B9

13. Starred Questions – Sport Governing Board Minutes

13.1. D1 – London Region – Item 113 Working Group recommendations for operational subgroups. Regional representation on SGB sub-groups

We understand that a new committee structure is being organised by the SGB. Can the Regions have absolute reassurance from the SGB of the intention that their views will be adequately represented within the structure being adopted by each new sub-group? Is the SGB able to summarise the plans for how Regional input will be sought, and how communication to the Regions will be made, for each of the sub-groups.

Response:

The revised sub-group structure set up by the Sport Governing Board is as follows:

A Management Group for each discipline and a Club Development Group

The terms of reference of the groups are as follows:

To provide leadership and direction to the ASA Sport Governing Board [name of discipline] Group

Specific Responsibilities

Ensuring the implementation of the four-year strategic plan and annual operational plans for the areas of the ASA strategy relating to the work of the Sport Governing Board in relation to [name of discipline] in the following areas:

- Talent development
- Competition pathway
- Officials' development
- Membership growth and development
- Volunteers
- Technical Rules and Regulations
- Policies
- Any other areas decided by the Sport Governing Board

Ensuring the implementation of the development and promotion of policies and programmes in line with the ASA's strategic direction relating to the work of the Sport Governing Board in relation to [name of discipline.]

Ensuring operational targets are set and monitored for all aspects of the ASA's Strategic plan relating to the work of the Sport Governing Board in relation to [name of discipline.]

Working in partnership with staff and external partners to achieve agreed objectives.

The groups will consist of a Manager, two members of the SGB and such other membership as the Manager decides in order to deliver the terms of reference. In all cases the group will have links to the relevant ASA officers. In some cases groups will be formed for specific time bound purposes. There is no requirement for regional representation, as the groups will be formed on the basis of skills.

However, consultation and communication with the appropriate people in the regions is paramount to the success of the work of the group as the regions are responsible for the delivery of the programmes. Relevant forms of communication, including meetings will be set up with the appropriate people in the regions as required.

Chris Bostock, Chairman ASA Sport Governing Board

Note: Region not content with response received and wish to make further comments at Council Meeting.

Supplemental Question London

The Chair of the Sport Governing Board will recall when 18 months ago he stated that Council needed to hold the new Boards to account. In light of this can you comment on the 12 months it has taken to define the new sub groups which are critical to the sport and when these will be up and running, how members will be found and who can apply.

Response:

The structure of the old committees for various reasons had slowly ceased working and despite this the sport has continued working. The decision was taken to not rush this important area but to ask those in post to carry on for a year whilst a review was carried out.

The exception was the Swimming Committee where the Chair had resigned and in the interim three members of the Sport Governing Board Kay Grimshaw, Neil Booth and Barry Saunders took on the additional responsibility of looking after the Swimming Committee for those 12 months.

Ian Mackenzie led a group to find out what was needed. As a result of the work of the group a revised system of Management Groups has been set up, each led by a volunteer manager who will set up relevant sub-groups. Each group will work with appropriate members of staff.

The Management Groups and Managers are as follows:

Diving: Manager – Ann Barker

Synchronised Swimming: Manager – Jenny Gray

Water Polo: Manager – TBC

Swimming: Jane Davies

Clubs: Manager – Ian Cotton

Regional representation on the groups was considered but it was felt that it would be more effective to manage communication with the Regions by other means.

Chris Bostock, Chairman ASA Sport Governing Board.

Supplemental Question London

The additional places on subgroups are they through open recruitment?

Response:

Open recruitment and through identification of members with the requisite skills.

Chris Bostock, Chairman ASA Sport Governing Board.

Supplemental Question West Midlands

Related to A14 and A13 on facilities can you clarify that priority within the Sport Governing Board related to the development and usage of facilities is critical to the development of swimming, water polo etc.

Response:

Facilities are a critical issue and are a matter that goes across both Boards and is of great concern to the sport and the Sport Governing Board. Officially the Group Board is responsible for facilities and Ashley Beaveridge is taking a lead on this as the Acting Chief Executive. The proposal is to set up an Operations sub group which will be led by Officers and include volunteers.

Jane Nickerson, Chief Operating Officer.

Supplemental Question London Region

At the recently re-established Club Chairs Forum we were asked to make sure they are consulted more as policies and interventions are developed and to be kept informed of progress, I am making the offer use our Club Chairs Forum to consult with our clubs.

London was thanked for the offer which was noted.

14. Starred Items Special Meeting of Council

- 14.1. F1 – London Region – Minutes of the Special Council Meeting July 2013 - The Chairman highlighted to members that this was accepted in error as the minutes of the Special Council Meeting were in fact approved by Council last year and therefore should not be before Council this year. It was noted however that the region has indicated the response as acceptable.

15. Representatives to British Swimming

- 15.1. The report was noted.

16. Presentation of Certificates

- 16.1. The President, Simon Rothwell presented a President's Certificate to the each Region, David Sparkes and Sam Greetham.

The Chairman of the Sport Governing Board took over the Chair for this part of the Meeting

17. Election of Officers For 2013

- 17.1. President – Mr Raymond Hedger – South East Region
17.2. Vice President – Mr John Bird – South West Region

18. ASA Judicial Appointments Panel 2014 – 2015

North West Region	Mr David Burgham
North East Region	Mrs Norma Davidson
West Midlands Region	Mr David Boot
East Region	Mr Christopher Galer
East Midlands Region	Mrs Mandy Hunt
London Region	Mr John Leach
South East Region	Mr Eddie Lyne
South West Region	Mr Malcolm Hopes (Chair)

The appointments were approved unanimously.

19. Appointments to the Independent Disciplinary & Dispute Resolution Panel (IDDRP)

To take effect from Council 2014 and to remain in office until Council 2017.

Mr Robert Isherwood – reappointed
Mrs Barbara Lancaster, MBE – reappointed
Mrs Rachel Roberts – appointed
Mr Richard Parnell – appointed
Mrs Clare Gilman-Abel – appointed

The appointments were noted.

20. Independent Disciplinary & Dispute Resolution Panel (IDDRAP) – Appointments

- 20.1. To take effect from Council 2014 and to remain in office until Council 2017.

20.2. Mr D March – reappointed.

The appointments were noted.

21. Neil Booth Reported on the Discussion Group held on the new Competition Structure

21.1. A verbal report was given to the delegates highlighting the information from the discussion group relating to the Competition Framework The main points were as follows:

- **British Championships/Trials:**
2015 to 2020 : 2nd or 3rd week of April.
London in 2015
- **British Summer Championships 2015**
28 July – 2 August
Age range 13 years to 18 plus.
Top 24 in each age group in the British rankings will be invited.
- **ASA Summer meet 2015**
4 – 9 August 2015
Age range 12 to 17 years plus.
Top 20 in each age group who have not been invited to the British Championships
- **Regional Championships**
April or May each year. (It is accepted some Regions have plans already in place for 2015.)
- **County champs**
January / February
Ages 10 – 16 years plus

The discussion during the workshop included the following:

Meet licence guidelines – its accepted that the current guidelines for meet licensing require reviewing will be available by the end of the year

Agreement there should be a qualification process for County Championship

- Noted there will be a short course ASA winter meet 2nd/3rd week in December
Questions raised over qualification window which will be between April and May for British Summer and ASA nationals as it is in conflict with the exam period.
- British Summer Championships is a closed meet.

Neil Booth was thanked for his briefing.

22. Dennis Yeoman Reported on the Discussion Group held on General Matters of Interest

22.1. Dennis Yeoman presented to delegates a summary of the discussion that had taken place.

- Barriers to Volunteering
- What do we want the ASA want to do?
- Website
- Other Communication
- swim21

22.1.1. Volunteering – Points to note:

- Succession planning – this is key we need to bring on the next generation if we are to survive the next 10/15 years.
- It was acknowledged there are many pressures for parents and better use needs to be made of parent's skills and how we can harness them to start of the process in a small way.

- look at management structures and the way we run our clubs, do we need big committees perhaps look at breaking these up into specific areas and matching skills which may be more appealing and less daunting than sitting on a committee.
- Cost and time involved in training the volunteers and the boxes they need to tick cost in terms of time and money.
- Dedicated team in Loughborough who can offer support.
- They are pulling together examples of good practice which can be shared.

22.1.2. Website – Points to note:

- Large website and people cannot find anything on it. Suggested a method of signposting may help.
- Communication – it was felt there should be a communication strategy which takes into account the different aspects of our sport.
- Generic email addresses would be useful as people do not always know who to ask for.

22.1.3. swim21 – Points to note:

- All felt the idea of kitemark system was a good thing.
- General feeling is that the current process is a bit of a tick box exercise
- The value is in the journey.

Summary – All the group were positive in their outlook and were keen to know how they might work with staff to achieve where we all want to be.

- 22.2. Assurance was given to delegates that the data will be used to move forward and that Ashley Beveridge would take up the issues with the web team as this is currently under his remit.

23. Council Determination Panel

- 23.1. Members were reminded that at the last Council meeting they gave the Council Determination Panel the power to appoint to the two remaining places subject to approval by Council at this meeting. The panel currently consists of:

Mike Beard
Jean Cook
Josie Grange

Council is requested to approve the appointment of the nominee below:

Dennis Yeoman FCIB

Voting unanimous.

Council was also requested to give the above panel the power to appoint the one remaining place subject to approval in 2015 with that member having full power to act in the interim.

Voting unanimous.

24. Appointment of ASA Representatives as Directors of British Swimming Limited

- 24.1. The Chair re-confirmed Simon Rothwell and Ray Gordon as Directors of British Swimming Ltd:

- Simon Rothwell through to November 2016
- Ray Gordon through to November 2017

The appointments were approved unanimously.

- 24.2. New appointment of ASA Representative as a Director of British Swimming Limited.

- 24.2.1. Approval was sought from Council for the appointment of Mrs Alex Kelham as the ASA Representative to the Board of British Swimming Limited until 2018 replacing Sam Greetham whose term of office is nearing completion.

The appointment was approved unanimously.

- 24.3. The Chairman thanked Sam Greetham for his work and commitment to the role of ASA Representative to the British Swimming Board.

The Chairman of the Group Board took over the Chair for this part of the Meeting

25. Appointment of the Auditors

- 25.1. haysmacintyre were appointed as auditors of the Association for 2014/2015.
25.2. Thanks were extended to the Auditor and his team for their assistance and support throughout the year.

26. Appointments to ASA Sport Governing Board

26.1. Notification of Regional Representatives to the Sport Governing Board

East – Ian Mackenzie
East Midlands – Anne Clark
London – Kay Grimshaw
North East – Ray Gordon
North West – Neil Booth (2014–2018)
South East – Roger Prior (2014–2018)
South West – Robert Margetts
West Midlands – Bernard Simkins

The appointments were noted.

26.2. Approval of Sport Specialists

The Chairman sought approval for the two Sport Specialists members of the Sport Governing Board.

Pippa Jones (2014–2018)
Barry Saunders (2013–2016)

Voting unanimous.

27. Appointments to the Group Board

27.1. The Chairman sought approval of Council for the appointment made by the Nominations Committee as follows:

Simon Johnson – Independent Member 2013–2015

Voting: Unanimously approved.

27.2. Re-appointment of Independent Member

The Chairman sought approval for re-appointment of Independent Member Nick Humby for 2014–2018

Voting unanimous.

27.3. Appointment of Sport Governing Board Members to the Group Board

Keith Ashton
Ian Mackenzie
Bernard Simkins

28. Date and Venue of AGM's for 2014 and 2015

- 28.1. 2015 – Confirmed as 17 October at the Hilton Metropole, Birmingham NEC
28.2. 2016 – Confirmed as 15 October at a central venue.

29. Close of Meeting

- 29.1. There being no further business the Chairman declared the meeting closed.



Special offers for British Swimming

InterContinental Hotels Group® (IHG®) and British Swimming have teamed up to offer you midweek and weekend discounts to more than 500 hotels in the UK and Europe. Choose from our different brands including InterContinental® Hotels & Resorts, Crowne Plaza® Hotels & Resorts, Hotel Indigo®, Holiday Inn®, Holiday Inn Express® and Staybridge Suites®.

Book your next trip now www.ihg.com/swimbritain

*Terms and conditions available at www.ihg.com/swimbritain

SWIMMING

Incl. Open Water



Advertising a job vacancy?

- Top Google ranking on huge range of keywords
- Simple online vacancy submissions
- Your vacancy could be targeting an aquatics audience of over 500,000!

From
£75
per month
+VAT

Three packages to choose from



Silver Package
£150pm +VAT



Gold Package
£199pm +VAT



Bronze Package
£75pm +VAT

Free
to affiliated clubs

Find your perfect job in aquatics

- Log on to view a range of aquatic vacancies
- Bookmark Careers in Aquatics so you don't miss out on the latest vacancies
- Visit the CareerZone to learn about your career path and essential training to reach your goal

swimming.org/careers

To discuss this and other advertising opportunities
call Maxine on 01509 640231

ASA Memorial Swimming Trophies

The T. M. Yeaden Memorial Trophy

To be awarded each year to the swimmer whose performance is adjudged by the ASA Board to be the best for that year.

The following are the winners from 1970 onwards:

1970 Miss D Harrison (Hartlepool)	1991 N Gillingham (City of Birmingham)
1971 B Brinkley (Modernians)	1992 N Gillingham (City of Birmingham)
1972 B Brinkley (Modernians)	1993 N Gillingham (City of Birmingham)
1973 B Brinkley (Modernians)	1994 Miss K Pickering (Ipswich)
1974 B Brinkley (Modernians)	1995 P Palmer (City of Lincoln Pentaqua)
1975 B Brinkley (Modernians)	1996 P Palmer (City of Lincoln Pentaqua)
1976 B Brinkley (Modernians)	1997 P Palmer (Bath University)
1977 Miss S Davies (Port of Plymouth)	1998 } S. Rolph (City of Newcastle) and
1978 Miss S Davies (Port of Plymouth)	} J. Hickman (City of Leeds)
1979 Miss M Kelly (Beckenham)	1999 S Rolph (City of Newcastle)
1980 D Goodhew (Beckenham)	2000 M Easter (Bath Univ/Camphill Ed)
1981 Miss C Wilson (Rushmoor)	2001 GB Women's Freestyle Team
1982 A Moorhouse (Leeds Central)	2002 Miss Sarah Price (Barnet Copthall)
1983 Miss C Wilson (Rushmoor)	2003 Miss Katie Sexton (Portsmouth SC)
1984 Miss S Hardcastle (Southend Synchronettes)	2004 S Parry (Stockport Metro)
1985 A Moorhouse (City of Leeds)	2005 S Burnett (Wycombe District)
1986 A Moorhouse (City of Leeds)	2006 C Cook (City of Newcastle)
1987 A Moorhouse (City of Leeds)	2007 Miss C Patten (Stockport Metro)
1988 A Moorhouse (City of Leeds)	2008 Miss R Adlington (Nova Centurion)
1989 } A Moorhouse (City of Leeds)	2009 } K-A Payne (Stockport Metro) and
} N Gillingham (City of Birmingham)	} G Spofforth (Portsmouth Northsea)
1990 A Moorhouse (City of Leeds)	2010 Miss F Halsall (Loughborough University)

The Henry Benjamin National Memorial Trophy

1. The Henry Benjamin National Memorial Trophy shall be awarded annually to the British Swimming affiliated club gaining the most Points in the ASA National Long Course Championships based on the British Swimming Top Club Points Scoring system in men's and women's, individual and team races.
2. If two or more clubs gain the same number of points, they shall hold the trophy jointly.
3. The winning club shall, on giving satisfactory sureties as provided for in ASA Championship regulations, be entitled to hold the Henry Benjamin National Memorial Trophy.
4. The management of the award shall be in the hands of the ASA.

The following are the winners from 1970 onwards:

1970 City of Southampton SC	1984 Salford Triple "S" SC	1998 Bath University
1971 St. James's SC	1985 City of Leeds SC	1999 Bath University
1972 City of Southampton SC	1986 City of Leeds SC	2000 Bath University
1973 City of Southampton SC	1987 Beckenham SC	2001 Bath University
1974 Modernians SC	1988 City of Birmingham SC	2002 Bath University
1975 Modernians SC	1989 City of Leeds SC	2003 City of Leeds SC
1976 City of Coventry SC	1990 City of Leeds SC	2004 Loughborough University
1977 City of Coventry SC	1991 City of Leeds SC	2005 Loughborough University
1978 Beckenham SC	1992 City of Leeds SC	2006 Swansea Performance
1979 Beckenham SC	1993 City of Leeds SC	2007 No Award
1980 Beckenham SC	1994 City of Leeds SC	2008 No Award
1981 Leeds Central SC	1995 City of Leeds SC	2009 No Award
1982 William Wasps SC	1996 City of Leeds SC	2010 No Award
1983 City of Coventry SC	1997 City of Leeds SC	

The Harold Fern National Trophy

1. The Harold Fern National Trophy shall be awarded annually to the British Swimming affiliated club gaining the most points in the ASA National Youth Championships based on the British Swimming Points Scoring system in men's and women's, individual and team races.
2. If two or more clubs gain the same number of points, they shall hold the trophy jointly.
3. The winning club shall, on giving satisfactory sureties as provided for in ASA Championship regulations, be entitled to hold the Harold Fern National Trophy.
4. The management of the award shall be in the hands of the ASA.
The following are the winners from 1970 onwards:

1970 Beckenham Ladies SC	1985 Wigan Wasps SC	1999 Bath University
1971 Havering SC	1986 Wigan Wasps SC	2000 Loughborough University
1972 Hull Olympic STC	1987 Stockport Metro. SC	2001 University of Bath
1973 Beckenham Ladies SC	1988 Norwich Penguins SC	2002 City of Manchester
1974 Beckenham Ladies SC	1989 Wigan Wasps SC	2003 Nova Centurion SC
1975 Beckenham Ladies SC	1990} Wigan Wasps SC	2004 Millfield
1976 City of Coventry SC	Portsmouth Northsea	2005 Portsmouth Northsea
1977 City of Coventry SC	1991 Nova Centurion SC	2006 Hatfield
1978 Port of Plymouth SC	1992 Nova Centurion SC	2007 No Award
1979 Wigan Wasps SC	1993 Nova Centurion SC	2008 No Award
1980 Wigan Wasps SC	1994 Portsmouth Northsea	2009 No Award
1981 Wigan Wasps SC	1995 Portsmouth Northsea	2010 No Award
1982 William Wasps SC	1996 City of Leeds	2011 No Award
1983 Millfield School SC	1997 City of Leeds	2012 No Award
1984 Wigan Wasps SC	1998 Portsmouth Northsea	

The Alan Lawrence Trophy

1. To be awarded annually to the Junior Female Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Youth Championships. A memento will be given to the winner each year.
2. To be awarded annually to the Junior Male Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Youth Championships. A memento will be given to the winner each year.

The winners are:

Female

1999 Nicola Jackson (Derwentside)
2000 Nicola Jackson (Derwentside)
2001 Kate Haywood (Lincoln Vulcans)
2002 Stephanie Proud (Durham Aquatics)
2003 Caitlin McClatchey (Northampton)
2004 Kate Haywood (Loughborough University)
2005 Kerrie-Anne Payne (Stockport Metro)
2006 Hannah Wilson (Ealing)
2007 Francesca Halsall (City of Liverpool)
2008 Megan Gilchrist (City of Edinburgh)
2009 Achieng Ajulu-Bushell (Plymouth Leander)
2010 No information
2011 Aimee Wilmott (Middlesbrough)
2012 Karley Mann (Hillingdon)

Male

David O'Brien (Prescot)
Owen Morgan (Haselmere)
Andrew Thirwell (City of Newcastle)
Chris Alderton (Durham Aquatics)
Ben Ward (Exeter City)
Euan Dale (Millfield)
Chris Alderton (Durham University Aquatics)
Scott Houston (Stirling)
Marco Loughran (Guildford City)
Miles Crouch-Anderson (Northampton)
Andrew Willis (Bracknell & Wokingham)
No information
Euan Lloyd (Co. Cardiff)
Matthew Johnson (Co. Sheffield)

2013 Jessica Fullalove (Co. Manchester)
 2014 Ruta Meilutyte (Plymouth Leander)

Adam Peaty (Co. Derby)
 Daniel Jervis (Swansea)

The Alan Hime Memorial Trophies

- To be awarded annually to the Female Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Championships. A memento will be given to the winner each year.
- To be awarded annually to the Male Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Championships. A memento will be given to the winner each year.

The winners are:

Female	Male
1986 Miss G Stanley (Stockport Metro)	A Moorhouse (City of Leeds)
1987 Miss J Croft (Wigan Wasps)	P Brew (Kelly College)
1988 Miss C Woodcock (Haywards Heath)	G Robins (Portsmouth Northsea)
1989 Miss Z Long (Beckenham)	A Moorhouse (City of Leeds)
1990 Miss Z Long (Beckenham)	R Maden (Aquabears)
1991 Miss K Pickering (Ipswich)	M Fibbens (Barnet Copthall)
1992 Miss H Slatter (Warrington Warriors)	M Foster (Barnet Copthall)
1993 Miss S Hardcastle (Bracknell)	J Hickman (Stockport Metro)
1994 Miss E Tattam (Portsmouth Northsea)	M Harris (Bor. Waltham Forest)
1995 Miss L Findlay (Wycombe District)	M Foster (Romford Town)
1996 Miss J King (Borough of Waltham Forest)	I Wilson (City of Leeds)
1997 Miss H Donduncan (Aslan Central)	J Hickman (City of Leeds)
1998 Miss A Sheppard (Milngavie & Bearsden)	G Smith (Stockport Metro)
1999 Miss Z Baker (City of Sheffield)	E Sinclair (Millfield)
2000 Miss R Brett (Loughborough University)	M Foster (Bath University)
Miss S Rolph (City of Newcastle)	
2001 Miss S Price (Barnet Copthall)	J Hickman (City of Leeds)
2002 Miss S Price (Barnet Copthall)	J Hickman (City of Leeds)
2003 Miss R Genner (City of Coventry)	C Cook (City of Newcastle)
2004 Miss R Cooke (City of Glasgow)	D Mew (Bath University)
2005 Miss J Jackson (Durham University Aquatics)	L Tancock (Loughborough University)
2006 Miss K Richardson (Kingston-upon-Hull)	D Milwain (Loughborough University)
2007 Miss R Adlington (Nova Centurion)	L Tancock (Loughborough University)
2008 Miss R Adlington (Nova Centurion)	D Davies (City of Cardiff)
2009 Miss A Ajulu-Bushell (Plymouth Leander)	D Sliwinski (Gallica)
2010 Miss S Proud (Chester-le-Street)	D Sliwinski (Gallica)
2011 Miss E Simmonds (Loughborough)	K Gilchrist (Edinburgh)
2012 Ms S M O'Connor (University of Bath)	D Carry (Stockport)
2013 Miss E Simmonds (University of Bath)	C Benson (Warrender)
2014 Ruta Meilutyte (Plymouth Leander)	Benjamin Proud (Plymouth Leander)

ASA Swimming Championships and Competitions

General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at www.swimming.org

Regional Organisers for the Education and Training and Development of Swimming Officials

ASA East Midland Region	Mr T Bream, 47 Spinney Hill Road, Northampton NN3 6DH Tel: 01604 499 469 Email: t.bream@btinternet.com
ASA East Region	Mr D Metcalf, 3 Farsands, Oakley, Bedford, Bedfordshire MK43 7SJ Tel: 01234 825 289 Email: swimofficials@eastswimming.org
ASA London Region	Mrs A van Beukelen, Flat 3 Garnet House, Percy Gardens, Worcester Park, Surrey KT4 7SA Tel: 0208 942 2634 Email: wvanb@btopenworld.com
ASA North East Region	Mr F Murray, 57 Glenfield Road, Newcastle upon Tyne NE12 8DY Tel: 0191 270 2661 Email: fredjmurray@sky.com
ASA North West Region	Miss H Whittle, 51 Heron Way, Blackpool, Lancashire FY3 8FA Tel: 07949 869 352 Email: helen1809@hotmail.com
ASA South East Region	Mr R Prior, 10 Sunbury Road, Eton, Windsor SL4 6BA Tel: 01753 852 553 Email: rgprior@rgprior.com
ASA South West Region	Mrs J Beard, 10 Library Road, Winton, Bournemouth BH9 2QH Tel: 01202 533 212 Email: beardfamilyuk@yahoo.co.uk
ASA West Midland Region	Mr Ian Lamb, 44 Park Road East, Wolverhampton WV1 4QA Tel: 07711 211 049 Email: ian.lamb@blueyonder.co.uk
Open Water:	Mr Les Debenham, 6 Sawyers Close, Chilcompton, Radstock BA3 4FB Tel: 01761 233 948 Email: openwater@armles.co.uk

ASA Safety Laws

Swimming Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for Areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the promoter's Conditions prior to the competition.
Appoint Stewards	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
Depths and Dimensions	Check water depths and height of starting blocks and inform announcer. Ensure dimensions and clearances, facilities and equipment comply with current ASA requirements.
First Aid and Safety Equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff In Position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in any video, zoom or close range photography.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm-up and competitive session: <ul style="list-style-type: none"> • that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA. and where the competition involves children under the age of 18 years <ul style="list-style-type: none"> • that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.

May 2000

ASA Safety Laws

Swimming Officials' Prompt Card – Referee

Responsibility	The Referee shall: Be responsible for the safe conduct of all activities in those parts of the premises
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	Liaise with the promoter regarding water depths and starting block heights and to ensure dimensions and clearances, facilities and equipment comply with the current ASA requirements.
Brief Officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on safety matters including water depths and starting block heights and on any general safety arrangements (evacuation procedures) required by the pool owner/operator.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

May 2000

ASA Safety Laws

Swimming Officials' Prompt Card – Safety Stewards

STEWARDS ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL WARM-UP AND SWIM-DOWN SESSIONS.

1. Stewards

- 1.1 Receive briefing from the Promoter

2. Warm-up and Swim-down Stewards

- 2.1 Maintain discipline during warm-up and swim-down and report misbehaviour to the Promoter.

- 2.2 In accordance with the briefing

Permit warm-up to start only when advised by the Promoter.

Be aware of the profile and depths of the pool and advise competitors as required.

Avoid congestion by allocation of swimmers to lanes.

Do not let stationary swimmers block lanes or ends.

Allocate specific lanes for warm-up and swim-down and 'sprint' lanes.

Control the direction of swim in each lane.

Decide upon and enforce a maximum number of swimmers per lane.

When the depth of the water is less than 0.9m, as far as is practical, prevent diving and turns taking place.

When the depth of the water is 0.9m but less than 1.5m, as far as is practical, ensure only swimmers who are competent to do so, dive from the poolside and the starting blocks. i.e.

- (i) If the height of the pool edge is not more than 0.38m above the level of the water, swimmers who have achieved the standard of the Preliminary Competitive Start Award may dive from the poolside.

- (ii) If the dive is to be made from a starting block the standard of the Competitive Start Award is required.

3. All Stewards

- 3.1 Be under the control of the Referee at all times.

- 3.2 Report immediately to the Referee(s) anything that appears to breach, or to be likely to breach, the safety regulations.

May 2000

ASA Safety Laws

Swimming Officials’ Prompt Card – Announcer

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

Announcer

1. Receive briefing from the promoter and/or Referee.
2. Make the following announcements:
 - 2.1 “You are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth). Starting blocks are (announce height) above water level at the shallow end and (announce height) above water level at the deep end.”
 - 2.2 When the water depth is less than 0.9m at the end of the pool where starting or turning takes place you must make the following announcement:
“As the water depth is below 0.9m at (name the end(s)) of the pool, all starts at that end must be in the water and you are reminded that this depth is considered insufficient for tumble turns.”
 - 2.3 When the water depth is 0.9m but less than 1.5m and the height of the pool edge is not more than 0.38m above the level of the water you must make the following announcement:
“Coaches and Team Managers are reminded that only those swimmers who have reached the standard of the ASA Preliminary Competitive Start Award are permitted to start with a shallow racing dive from the side of the pool. Swimmers who have not reached this standard must start in the water.”
 - 2.4 When the water depth is 0.9m but less than 1.5m and starting blocks are provided you must make the following announcement:
“Coaches and Team Managers are reminded that only those swimmers who have reached the standard of the ASA Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks.”
 - 2.5 “If there is a false start, you must continue with a shallow racing dive, you must not topple into the water head downwards as this is dangerous.”
 - 2.6 “If you are starting in the water, you must lower yourself over the side; do not jump or dive”.
 - 2.7 “The signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible).”
 - 2.8 “To evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings.”
 - 2.9 When the competition involves children under the age of 18 years you must make the following announcement
“In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with an image capturing facility.”
Swimmers are advised to remove all jewellery in order to prevent accidental injury to themselves.

ASA Safety Laws

Open Water Swimming Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
The promoter shall:	
Health and Safety Standards	Ensure that all the requirements of the ASA regarding Health and Safety standards and facilities are fully met, including specific issues such as water quality and probable temperature which should not be lower than the FINA permitted minimum (currently 16°C and average of 18°C for Masters). Reference should be made to the ASA/BS guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.
Responsibility for Areas	Agree with the venue owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Safety Operating Procedures	Obtain a copy of the safety operating procedures from the venue owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the safety operating procedures (as required by the venue hire agreement) during the period of hire.
Appointment of Safety Officer and Course Officer	Ensure suitably experienced and competent persons are appointed as safety officer and course officer
Brief Officials	Brief the referee, safety officer and course officer on the relevant sections of the safety operating procedures and the promoter's conditions prior to the competition.
First Aid and Safety Equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the venue owner/operator or by the safety officer is in place and ready and available for immediate use and that sufficient competent persons who are qualified to use it are on duty.
Staff in Position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted to enter the water, and that adequate numbers are maintained throughout the period of an event. When the competition involves children under the age of 18 years, where practicable staff must be appointed at the entrance control to register details of any person wishing to engage in video, zoom or close range photography.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements is absent or deficient.
Be Present/Appoint Deputy	Be present throughout the period of hire of the venue for the competition or, for any period(s) in which he is not present, appoint a deputy to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each competitive session that: announcements concerning safety arrangements are made in accordance with the recommendations of the ASA and where the competition involves children under the age of 18 years that a sign is displayed in a suitable prominent location and an announcement is made concerning the use of photographic/filming equipment at competitions.

ASA Safety Laws

Open Water Swimming Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities essential for the running of the competition. Reference should be made to the ASA /BS guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.
Course Conditions	Ensure that course conditions are checked by the Safety Officer prior to the commencement of an event.
Brief Officials	Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters required by the venue owner/operator.
Briefing Competitors	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

March 2011

ASA Safety Laws

Open Water Swimming Officials Prompt Card – Safety Officer

IT IS NECESSARY FOR THE SAFETY OFFICER TO ARRIVE AT THE VENUE BEFORE THE OFFICIALS, COMPETITORS OR SPECTATORS

The Safety Officer shall:

1. be responsible to the referee for all aspects of safety related to the conduct of the competition;
2. check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstructions. Reference should be made to the ASA/BS guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
3. ensure all safety craft are suitable for their respective purpose;
4. be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft, if used;
5. where applicable provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;
6. prior to the start of the competition, inspect the course ensuring it meets all of the safety requirements and check the water temperature is not lower than the FINA permitted minimum (currently 16°C); and report to the assistant referee at least fifteen minutes before the commencement of the event.
Note: for masters competitions the water temperature must be an average of 18°C or over
7. advise the referee if, in his opinion, conditions are unsuitable for staging of the competition and make recommendations for the modification of the course or the manner in which the competition is conducted;
8. cancel or stop an event if, in his opinion, conditions are unsuitable. In arriving at his decision he shall, if practicable, take into account any views expressed by the referee.

March 2011

ASA Safety Laws

Open Water Swimming Officials Prompt Card – Course Officer

IT IS NECESSARY FOR THE COURSE OFFICER TO ARRIVE AT THE VENUE BEFORE THE OFFICIALS, COMPETITORS OR SPECTATORS

The Course Officer Shall:

1. be responsible to the promoter for the correct survey of the course;
2. ensure the start and finish areas are clearly and correctly marked and all equipment has been correctly installed and, where applicable, is in working order. Reference should be made to the ASA BS guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
3. ensure all course alteration points are correctly marked, prior to the commencement of the competition;
4. with the referee and safety officer inspect the course and markings, prior to the commencement of competition;
5. ensure the Turn Judges are in position prior to the start of the competition and report this to the assistant referee.

March 2011

For £66 you could buy a family of garden gnomes...



Or, you could protect yourself as a swimming teacher

Join the Institute of Swimming and receive a package of valuable benefits worth over £500*, including £20 million worth of insurance cover

Visit www.theiosonline.com to join today
Tel: 01509 640 746 Email: ios@swimming.org

*Subject to change

IOS
Institute of Swimming



MASTERS

Keep up to date with the latest news from the ASA

The ASA produce a range of newsletters to cover all sides of aquatics. Whether you're interested in teaching and coaching, attending events, finding a new job, or tips for improving your own swimming, there is a newsletter for you.



Visit swimming.org/newsletters to find out more and subscribe



Masters Swimming

Masters Swimming is competitive swimming for adults. From small beginnings in the 1970s and 1980s this branch of aquatic sport has grown from a pastime for a few into a worldwide movement. The history of Masters Swimming is brief. The first recorded meet was held in Amarillo, Texas, in May 1970, which attracted 65 swimmers. Gradually the idea that you could swim after the age of 20 spread world wide. FINA introduced a World Masters Swimming Championships meet in 1986, and Masters Swimming formed a major part of the first World Masters Games, held in 1985.

The first masters meet in Great Britain was promoted by the Otter SC at the City University pool London, in 1972. The first English (ASA) championships were held at York in 1981, and the first GB Masters Championships were held at Port Talbot in 1987, the same year as the first LEN European Masters Championship, held at Blackpool.

The general format of masters meets is similar the world over. Events are swum either as graded heats (with swimmers arranged from slowest to fastest with no age consideration) or, in some major competitions, in heats arranged by speed within age groups. Age groups are almost universally the standard five-year groups starting from 25–29 years. Many competitions, including the ASA and British Swimming Championships, incorporate younger age groups such as an 18–24 years 'Senior' group as well.

The concept of adult competition has also spread to other aquatic disciplines, with well-established events in diving, open water swimming, water polo, and synchronised swimming.

Records are maintained for all standard events in both 25 and 50 metre formats, and annual top-ten ranking lists are compiled on a British, European and World basis. The standard of swimmers at the leading edge of masters is extremely high, with some former internationals swimming faster than they did in their elite days. But Masters is not confined to the former elite: participation, enjoyment, and health are the three major planks of Masters Swimming.

Masters Swimming in England is promoted through the ASA Technical Masters Committee, which reports to the Strategic Delivery Group for Health and Participation. Each ASA Region also has a Masters Committee and a Masters secretary who between them promote Masters Swimming in the eight Regions. Many, though not all, counties also promote competition within their county areas.

As well as staging the annual ASA Masters Championships the ASA Masters Committee also promotes the postal 'T-30 Challenge' (formerly the Half Hour Swim competition) and the Inter-Counties Competition. This last event is an interesting development as the overall result is obtained from the performances achieved in four separate regional heats (the North East and North West Regions generally swimming their heat together).

There were some 6,900 ASA swimmers registered as Masters swimmers according to a 2006 survey conducted as part of a national review of masters swimming.

There is also a Masters Committee within British Swimming. At British level there is a long course championship normally held in June, and the Committee also oversees aspects of Masters swimming which have a British dimension, including the maintenance of Masters record lists (including nominating British performances for European and World records), a central Masters ranking list, the Masters Swimming Decathlon competition, and the organisation of a social event at World and European Masters Championships.

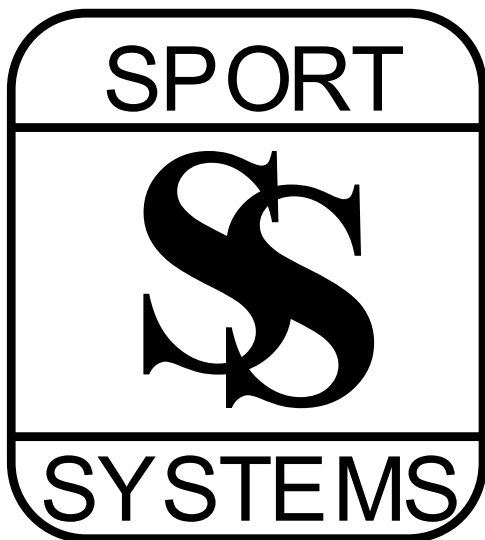
ASA Masters Swimming Championships and Competitions

General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at www.swimming.org

SPORTSYSTEMS
SUPPLIERS OF COMPUTER
SYSTEMS TO SWIMMING SINCE 1981



- **Meet Organisation**

One integrated system provides for every type of event from club, open and inter team, to County, Region, National and International meets.

- **Club Ranking**

SPORTSYSTEMS in cooperation with British Swimming and the ASA offer a free club version of the popular British Swimming Rankings software for club administrators.

- **Membership Management**

Maintains all membership details with invoicing support for subscriptions & training fees.

- **Free Downloads from SPORTSYSTEMS web site**

Users are able to download a range of free add-ons that includes alpha scoreboards for projectors and large screens, live web scoreboards and a choice of uploading methods.

SPORTSYSTEMS a British Swimming / ASA Endorsed Product

Visit www.sportsys.co.uk for full details

Did you know around two million ASA certificates and badges are awarded each year?

The ASA performance awards help young swimmers to focus on their strokes, turns and finishes, as well as speed. The awards can be used by clubs and squads as improvement indicators for group progression.



Learn about our different swimming badges and certificates and how to start collecting them today at swimming.org


the **asa**
swim for life

A black and white photograph of a young man in a crouching position, surrounded by water droplets, suggesting a diving or swimming theme. The man is shirtless and wearing dark briefs. He is looking to the left. The background is dark with many small white specks, likely water droplets or dust. There are some bright, out-of-focus light spots in the lower right corner.

DIVING

THE OFFICIAL MAGAZINE OF THE ASA AND BRITISH SWIMMING

times *Swimming*

SWIMMING > DIVING > WATER POLO > SYNCHRO

READ IT > LOVE IT > LIVE IT



**CLUB
SUBSCRIPTION
SPECIAL PRICE
£22
PER PERSON PER ANNUM***

SUBSCRIBE TODAY VIA THE WEBSITE



WWW.SWIMMING.ORG/SWIMMINGTIMES

OR CONTACT SWIMMING TIMES



SWIMMINGTIMES@SWIMMING.ORG



01509 640230

*Minimum three copies all delivered to one address. One free copy for every 12 club copies ordered.

ASA Diving Trophies

The G. Melville Clark National Memorial Trophy and The Belle White National Memorial Trophy

The competitions for the above trophies will take place annually under the following conditions:

1. The competitions for the G. Melville Clark National Memorial Trophy will be open to all men's competitors at the ASA National Diving Championships and the English Rankings from the British Championships. Competitors must be registered to an ASA Club.
2. The competitions for the Belle White National Memorial Trophy will be open to all women's competitors at the ASA National Championships and the English Rankings from the British Championships. Competitors must be registered to an ASA Club.
3. Points shall be awarded from the results of the Individual Events in the following manner:

1 st – 15 points	5 th – 4 points
2 nd – 10 points	6 th – 3 points
3 rd – 7 points	7 th – 2 points
4 th – 5 points	8 th – 1 point
4. Points shall be awarded from the results of the Synchronised Events in the following manner:

1 st – 20 points	4 th – 6 points
2 nd – 14 points	5 th – 4 points
3 rd – 10 points	6 th – 2 points

*points to be shared by each competitor to their relevant club (and subject to the English/non-English conditions in 2.7)
5. The winning club shall, on giving satisfactory sureties as provided for in ASA Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the ASA Diving Committee

G. Melville Clark The following are the winners from 1970 onwards:

1970 Hillingdon DS	1992 City of Sheffield DC
1971 Not awarded	1993 City of Sheffield DC
1972 Hillingdon DS/Coventry DC	1994 City of Sheffield DC
1973 Coventry DC	1995 Knowsley DC
1974 Highgate DC	1996 Huddersfield Borough
1975 Highgate DC	1997 Centre DC NE
1976 Highgate DC	1998 Centre DC NE
1977 Highgate DC	1999 City of Sheffield DC
1978 Highgate DC	2000 City of Sheffield DC
1979 Beaumont DA	2001 Southampton DA
1980 Highgate DC	2002 City of Sheffield DC
1981 Highgate DC	2003 City of Sheffield DC
1982 Highgate DC	2004 City of Leeds DC
1983 Highgate DC	2005 Southampton DA
1984 Highgate DC	2006 Southampton DA
1985 Highgate DC	2007 Southampton DA
1986 Highgate DC	2008 Southampton DA
1987 Southend on Sea DC	2009 Southampton DA
1988 Highgate DC	2010 City of Sheffield DC
1989 The Ladies DC	2011 City of Leeds DC
1990 Highgate DC	2012 City of Leeds DC
1991 Highgate DC	

Belle White The following are the winners from 1974 onwards:

1974 Coventry DC	1994 City of Sheffield DC
1975 Coventry DC	1995 Knowsley DC
1976 Coventry DC	1996 Wessex
1977 Metropolitan DS	1997 Centre DC NE
1978 Urmston SC	1998 Centre DC NE
1979 The Ladies DC	1999 City of Sheffield DC
1980 Urmston SC	2000 City of Sheffield DC
1981 The Ladies DC	2001 Southampton DA
1982 The Ladies DC	2002 City of Sheffield DC
1983 The Ladies DC	2003 City of Leeds DC
1984 The Ladies DC	2004 City of Leeds DC
1985 The Ladies DC	2005 City of Leeds DC
1986 The Ladies DC	2006 City of Leeds DC
1987 The Ladies DC	2007 City of Leeds DC
1988 The Ladies DC	2008 City of Leeds DC
1989 Southend on Sea SC	2009 City of Leeds DC
1990 Highgate DC	2010 City of Leeds DC
1991 Highgate DC	2011 City of Leeds DC
1992 City of Sheffield DC	2012 City of Leeds DC
1993 Crystal Palace DC	2013 City of Leeds DC

The George Hearn Cup

To be awarded annually to the English diver who is a member of a club affiliated to the ASA and whose performance is adjudged by the ASA Diving Committee to be the best senior level performance for the year.

The following are the winners from 1970 onwards:

1970 Joe Thewlis (Luton Kingfishers)	1994 Robert Morgan (C of Sheffield DC) and Lesley Ward (C of Sheffield DC)
1971 Helen Koppell (Coventry)	1995 Victoria Stenning (Southend on Sea)
1972 Alison Drake (Basildon)	1996 Hayley Allen
1973 Alison Drake (Basildon)	1997 Tony Ally (Centre DC NE)
1974 Beverley Williams (Hillingdon)	1998 Tony Ally and Leon Taylor
1975 Chris Snode (Highgate)	1999 Tony Ally
1976 Helen Koppell (City of Coventry)	2000 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1977 Christine Bond (Metropolitan)	2001 Tony Ally (City of Sheffield)
1978 Chris Snode (Highgate)	2002 Peter Waterfield (Southampton DC)
1979 Chris Snode (Highgate)	2003 Tandi Gerrard (City of Leeds) and Jane Smith (City of Sheffield)
1980 Chris Snode (Highgate)	2004 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1981 Chris Snode (Highgate)	2005 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1982 Chris Snode (Highgate)	2006 Leon Taylor (City of Sheffield DC)
1983 Chris Snode (Highgate)	2007 Peter Waterfield (Southampton DC)
1984 Chris Snode (Highgate)	2008 James Milford
1985 Carolyn Roscoe (The Ladies)	2009 Thomas Daley
1986 Rachel Spinks (The Ladies)	2010 Thomas Daley
1987 Robert Morgan (Highgate)	2011 Thomas Daley
1988 Robert Morgan (Highgate)	2012 Tonia Couch/Sarah Barrow
1989 Robert Morgan (Highgate)	2013 Thomas Daley
1990 Robert Morgan (Highgate)	
1991 Robert Morgan (Barnet Copthall)	
1992 Robert Morgan (Barnet Copthall)	
1993 Robert Morgan (Highgate DC)	

The Dawdon Trophy

The competition for the above trophy shall take place annually under the following conditions:

1. The competition for the Dawdon Trophy shall be open to all English competitors in the following age groups:

Group A: 16–18 years	Group C: 12–13 years
Group B: 14–15 years	Group D: 10–11 years
2. The competition shall be confined to the ASA National Age Group Competitions (Not including ASA Intermediate Age Group Competitions.)
3. Points shall be awarded from the individual events in the following manner, according to the places achieved by English divers in relation to other English divers:

1 st – 15 points	3 rd – 7 points	5 th – 4 points	7 th – 2 points
2 nd – 10 points	4 th – 5 points	6 th – 3 points	8 th – 1 point
4. Point shall be awarded from the synchronised events in the following manner:

1 st – 20 points	3 rd – 10 points	5 th – 4 points
2 nd – 14 points	4 th – 6 points	6 th – 2 points

*points to be evenly shared by each English competitor to their relevant club
5. The winning club shall, on giving satisfactory sureties as provided for in ASA Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the ASA Diving Committee

The winners are:

1973 Hillingdon DC	1986 Northern DC	2000 City of Leeds DC
1974 Metropolitan DS and Morden Park DC	1987 Southend on Sea SC	2001 City of Leeds DC
1975 Metropolitan DS	1988 Southend on Sea SC	2002 City of Leeds DC
1976 Cheltenham DC	1989 Southend on Sea SC	2003 City of Southampton DC
1977 Cheltenham DC	1990 Southend on Sea SC	2004 Plymouth Diving
1978 Cheltenham S & WPC	1991 Highgate DC	2005 City of Sheffield DC
1979 Metropolitan DC	1992 Crystal Palace DC	2006 City of Leeds DC
1980 Metropolitan DC	1993 Crystal Palace DC	2007 Southampton DA
1981 Metropolitan DC	1994 Highgate (Coventry) DC	2008 Southampton DA
	1995 Huddersfield Borough DC	2009 Southampton/ Crystal Palace
1982 The Ladies DC	1996 Essex Cormorant	2010 Southampton/ Crystal Palace
1983 Southend SC	1997 Centre DC NE	2011 Crystal Palace DC
1984 Highgate DC	1998 City of Leeds DC	2012 Crystal Palace DC
1985 The Ladies DC	1999 City of Leeds DC	2013 Crystal Palace DC

The Norma Thomas National Memorial Trophy

To be awarded annually to a junior diver who is a member of a club affiliated to the ASA/WASA/SASA and whose performance is adjudged by the British Swimming Diving Committee to be the best for the year.

The winners are:

1985 Susie Ryan (The Ladies)	1999 Blake Aldridge (Highgate)
1986 Tony Ali (Whiteoaks)	2000 Stacie Powell (Crystal Palace)
1987 Tara Dart (Merton)	2001 Stacie Powell (BAGIU Diving Institute)

Diving Section – ASA Diving Trophies

1988 Hayley Allen (RTW Monson)	2002 Stacie Powell (BAGIU Diving Institute)
1989 Hayley Allen (RTW Monson)	2003 Nicholas Robinson-Baker (BAGIU Diving Institute)
1990 Hayley Allen (RTW Monson) and Andy Byford (Highgate DC)	2004 Callum Johnstone (City of Leeds)
1991 Alison Roffey (City of Leeds DC)	2005 Brooke Graddon (Plymouth DC)
1992 Hayley Allen (RTW Monson)	2006 Callum Johnstone (City of Leeds)
1993 James Mountford and Haley Allen (Crystal Palace DC)	2007 Thomas Daley (Plymouth DC)
1994 James Mountford (Highgate (Coventry) DC) and Leon Taylor (Cheltenham SWP)	2008 Thomas Daley (Plymouth DC)
1995 Peter Waterfield (The Centre DC)	2009 James Milton
1996 Emily Manktelow (RTW Monson) and Craig Litherland (Huddersfield Borough)	2010 Thomas Daley
1997 Sara Soo (Beckenham)	2011 Jack Laughner
1998 Sara Soo (Beckenham)	2012 Jack Laughner
	2013 Thomas Daley

The Margaret Davies Trophy

To be awarded annually to a member of the ASA, under the following conditions:

1. The Trophy shall be awarded to the winning ASA coach/teacher under the following criteria:
Divers at the Elite Junior Nationals and National Age Group Finals will have their total event score on each board, averaged (total score divided by total number of dives performed). The winner of the Margaret Davies Trophy shall be the coach who accrues the most points when all the averaged scores are added together for their divers at both events. The score from the diver's last performance will be counted, therefore if the diver makes the final, that score will be counted, if the diver does not progress to the final, the preliminary score will be counted (in all circumstances, it is the 'full list' score which is used for calculations).
If a diver performs one or more dives in the final and withdraws, their score from the final will still be averaged over the number of dives they should have performed, if a diver progresses to a final, but does not compete, their preliminary score will be counted.
2. In the event of a tie recipients shall hold the trophy jointly.
3. In the event of a diver being coached by two or more coaches, it must be decided and indicated on entering the event, which coach will receive the diver's points for this award.
4. The Management of the Trophy shall be in the hands of the ASA Diving Committee.

The winners are:

1999 Adrian Hinchliffe (City of Leeds DC)	2006 Dan Harrison (Plymouth DC)
2000 Adrian Hinchliffe (City of Leeds DC)	2007 Marc Holdsworth (City of Leeds DC)
2001 Adam Sotheran (City of Sheffield)	2008 Charly Tomkys
2002 Adam Sotheran (City of Sheffield)	2009 Charly Tomkys
2003 Adam Sotheran (City of Sheffield)	2010 Chris Gravestock
2004 Andy Banks (Plymouth DC)	2011 Chris Gravestock
2005 Adrian Hinchliffe (City of Leeds DC)	2012 Claire Wonnacot (Plymouth DC)
	2013 Chris Farrow (Southampton DC)

ASA Safety Laws

Diving Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Appoint Stewards	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise pre competition training sessions during the period of hire and brief them on the safety aspects of their duties.
Depths and Dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current ASA requirements (published separately – ASA Requirements for Competition Diving Information Sheet 17) and FINA Regulations.
First Aid and Safety Equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in Position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in video, zoom or close range photography.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm-up and competitive session <ul style="list-style-type: none"> • that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA. and where the competition involves children under the age of 18 years <ul style="list-style-type: none"> • that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.

ASA Safety Laws

Diving Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	Liaise with the Promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current ASA requirements (published separately – ASA Requirements for Competition Diving Information Sheet No.17) and to FINA Regulations.
Brief Officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the pool owner/operator.
Stopping Competition	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

May 2000

ASA Safety Laws

DIVING OFFICIALS' PROMPT CARD – SAFETY STEWARDS

STEWARDS ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL PRE-COMPETITION TRAINING SESSIONS.

Stewards

1. Receive briefing from the promoter and/or the Referee
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the Referee.
3. In accordance with the briefing
 - Permit pre-competition training to start only when advised by the promoter.
 - Organise orderly queues for using the diving boards as necessary.
 - Ensure no climbing on or misuse of safety rails.
 - Prevent excessive bouncing on boards.
 - Prevent swimming under or across diving boards.
4. All stewards will be under the control of the Referee at all times.
5. Report immediately to the Referee anything that appears to breach, or to be likely to breach, safety regulations.

May 2000

ASA Safety Laws

DIVING OFFICIALS' PROMPT CARD – ANNOUNCER

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

Announcer

1. Receive briefing from the promoter/and or Referee.
2. Make the following announcements:
 - 2.1 “Coaches and divers must inform the Referee if they consider that the diving facilities are unsafe in any way.”
 - 2.2 “Spectators are requested not to use flash photography during the performance of a dive as this can be distracting to the diver and could lead to an accident.”
 - 2.3 “The signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible).”
 - 2.4 “ To evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings.”
 - 2.5 When the competition involves children under the age of 18 years you must make the following announcement
“In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography”.

This includes the use of a mobile telephone with an image capturing facility.

May 2000

HY·TEK

Sports Software

part of **activeNETWORK**

MEET MANAGER 5 is the most widely used meet management software in the world, truly a "state-of-the-art" product with powerful and easy to use display and editing features such as drag and drop for entries and relays, scrolling browsers with in-cell editing, and on-line Help. Reports are designed so you have the flexibility to re-word every report title and every column header any way you want, in any language. All reports can be exported in almost any format such as MS Word, Excel, HTML, and comma delimited, to name a few.

Meet Mobile for Apple and Androids, Supports FINA and LEN points

Meet Manager Options:

Pro Network / Real Time Results – ability to network multi computers and interface real time results onto the web.

Button Finish Interface for Open Water – Results from Open Water can be imported to MM Open Water Module, supports 7 brands of button timers and one brand of stop watch.

Timing Console Interface software connects directly to Colorado Time System 4, 5 and 6; BestBet Timer, Daktronics 1000, 6000, & 2000; Dolphin Wireless Watch System, Incomar Splash 1, IST; Omega Quantum OSM 6, Ares 21, PowerTime, Kyrotech Tec-Timer, Take your Mark Timer and the ALGE SWIM 2000. Import times including splits as well as download events right to the Timing Console - its easy and fast and no KEYING ERRORS!

TEAM MANAGER 7 is the next generation of swim team management software designed for managing and tracking administrative and performance information for your club or swim team. Standard Windows pull-down menus, screen views and browsers, editing, and drag and drop features makes entering a meet easy! Just specify a meet entry qualification time (if any) and **TM** will list all eligible swimmers and events right on the screen indicated with their best times. Just click on the events to be swum by each swimmer! It's easy, fast, and accurate. Meet results can be entered quickly without ever having to enter the swimmer's name. Just select the event and **TM** will display all eligible swimmers for that event. Pick one using your mouse or keyboard and enter his/her swim time (optionally enter splits, stroke rate, place and points). Or select a swimmer's name from an alphabetical list and **TM** will display all of his/her eligible events from which to choose.

TM offers literally hundreds of reports including Best Times, Meet Eligibility, Meet Results, Mailing Labels, Entry Cards/Labels, Award/Improvement Labels, 3D Graphs, Rosters, Registration, High Point, Predict Results, Records and Time Standards, Meet Entries, and Meet Entry Fees Report

WEB based Team Connect Online and Team Stats Online with all TM7 options.

Sports Business Manager supports the needs of small and large Clubs, both from the invoice and expenses side. Allows sports Team administrators, secretaries, and book keepers to effectively manage the financial affairs of a sports team. Although the software employs sophisticated database concepts, **Sports BUSINESS MANAGER** is designed for the computer novice that doesn't necessarily know a great deal about accounting.

SportsTek. The UK & European Distributor for Hy-Tek Sports Software
23, Thanstead Copse, Loudwater, Bucks HP10 9YH
Tel: 07710 420254 or 07802 155949 email: info@sportstek.co.uk
www.sportstek.co.uk



SYNCHRO

Synchronised Swimming Section

National Age Groups

From the result of the National Age Groups the following trophies will be awarded:

12 and under Synchronised Swimming Team	The Margaret Coyne Trophy (Friends of Margaret Coyne)
13/14 Team (combined figure and routine score)	Mrs Y M Price Trophy
Junior Team (highest routine score)	Molly Gledhill Memorial Trophy
The Shacklock Trophy	This trophy is awarded annually to the swimmer with the highest total of routine scores without figures added, in the solo, duet and team events.
The Mary Black Award	To be awarded annually by the ASA Synchronised Swimming Committee to any person who is a member of an ASA affiliated club and who has given outstanding service to English Synchronised Swimming.

British Championships

From the results of the British Championships, the highest placed British swimmers will be awarded the following trophies.

Technical Solo Routine Championships	Colin Lushington Trophy
Solo Routine Championships	Helen Elkington Trophy
Duet Routine Championships	The Spencer Trophy
Team Routine Championships	The Redwood Trophy
The Holland Trophy	Awarded to the swimmer with the highest total of routine scores in the solo, duet and team championships.
The Swimming Times Enterprises Trophy	Swimmer of the Year
The Gemma Yates Trophy	For Endeavour

The Swimming Enterprises Trophy for Synchronised Swimmer of the Year

To be awarded annually to any synchronised swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the ASA Synchronised Swimming Committee to be the best for the year, subject to confirmation by the ASA Board.

The winners are:

1984 C Wilson (Rushmoor)	1996 A Carlsen (Rushmoor)	2006 Jenna Randall
1985 C Wilson (Rushmoor)	1997 G Adamson	2007 Jenna Randall/ Olivia Allison
1986 A. Dodd (Bristol Central)	(Gateshead & Wick)	
1987 S. Northey (Reading Royals)	1998 G Adamson	2008 Jenna Randall/ Olivia Allison
1988 N Shearn (Bristol Central)	(Gateshead & Wick)	
1989 K Shacklock (Rushmoor)	1999 K Hooper (Reading Royals)	2009 Jenna Randall
1990 K Shacklock (Rushmoor)	2000 Not Awarded	2010 Lauren Smith
1991 L Vakil (Rushmoor)	2001 Not Awarded	2011 Jenna Randall
1992 K Shacklock (Rushmoor)	2002 G Adamson (Gateshead)	2012 Jenna Randall
1993 K Shacklock (Rushmoor)	2003 Not Awarded	2013 GB Team
1994 K Shacklock (Rushmoor)	2004 Not Awarded	2014 GB Team
1995 K Thompson (Bristol Centra)	2005 Jenna Randall	

The Mary Black Award

To be awarded annually by the ASA Synchronised Swimming Committee to any person who is a member of an ASA affiliated club and who has given outstanding service to English Synchronised Swimming.

The winners are:

1977 Kay Spencer	1987 Irene Williams	1997 Jackie Brayshaw	2006 Rosemary Surch
1978 Helen Elkington	1988 Dennis Page	1998 Mary Rushby	2007 Janet Holdstock
1979 Dawn Zajak	1989 Molly Gledhill	1999 Ann Reynolds	2008 Janet and John Selley
1980 Miriam Fisher	1990 Anne Dudding	2000 Edna Russell	2009 Viv Ebbs
1981 Brenda Holland	1991 Yvonne Price	2001 Norman Cook	2010 Tina Hinks
1982 Mary Black	1992 Jenny Gray	2002 Pam Haworth	2011 Dennis Yeoman
1983 Jane Holland	1993 Joan Williams	2003 Mary Hooper	2012 Richard Crisp
1984 E A 'Curly' Grey	1994 Pat Holmyard	2004 Janice Waters	2013 Ray Geier
1985 Anne Clark	1995 Margaret Coyne	2005 Barbara & Doug Coker	2014 Stephen Fuller
1986 Carolyn Wilson	1996 Michael Firmin		

The Shacklock Trophy

This trophy is awarded annually to the swimmer with the highest total of routine scores without figures added, in the solo, duet and team events at the National Age Group Championships.

The winners are:

1995 Katie Hooper	2002 Tia Randall	2007 April Poulter/Louise Anderson
1996 Kathryn Hall	2003 Melanie Parris	2008 Anya Tarasiuk
1997 Debbie Davies	2004 Jenna Randall	2009 Robyn Bignell
1998 Katie Ford	Hannah Massey	2010 Robyn Bignell
1999 Joanne Hooper	2005 Clare Evans	2011 Robyn Bignell
2000 Charlotte Smith	2006 Emily Kuhl	2012 Amy Campbell
2001 Tia Randall	Victoria Lucass (jointly)	2013 Isabelle Thorpe
		2014 Isabelle Thorpe

The Holland Trophy

This trophy is awarded annually to the swimmer with the highest total of routine scores in the solo, duet and team events at the British Championships.

The winners are:

1983 Carolyn Wilson	1991 Kerry Shacklock	1999 Katie Hooper	2007 Lauren Smith
1984 Caroline Holmyard	1992 Kerry Shacklock	2000 Katie Hooper	2008 Marianne Hardie
1985 Amanda Dodd	1993 Kerry Shacklock	2001 Katie Hooper	2009 Alex O'Mahoney
1986 Nicola Shearn	1994 Kerry Shacklock	2002 Gayle Adamson	2010 Not Awarded
1987 Nicola Shearn	1995 Collette Geier	2003 Tia Randall	2011 Alex O'Mahoney
1988 Nicola Shearn	1996 Adele Carlsen	2004 Lauren Smith	2012 Rhiannon Williams
1989 Kerry Shacklock	1997 Kelly-Anne Wise	2005 Lauren Smith	2013 Jorja Brown
1990 Louise Skidmore	1998 Adele Carlsen	2006 Jenna Randall	2014 Corrie Leech

The Gemma Yates Trophy

This trophy is awarded annually to an athlete who is a member of an ASA affiliated club, for endeavour – one who has overcome anything which has made it difficult for them, yet still gives 100% to the sport of Synchronised Swimming.

The winners are:

1999 Allison Riley (Portsmouth Victoria)	2007 Holly Gurr (Reading Royals)
2000 Kelly-Anne Wise (Reading Royals)	2008 Not awarded
2001 Gayle Adamson (Gateshead)	2009 Charlotte Langley (Rushmoor)
2002 Laura Barrett (Portsmouth Victoria)	2010 Anya Tarasiuk
2003 Sarah Randall (Exeter)	2011 Not awarded
2004 Adele Holland (Potters Bar)	2012 Caitlin Ahern
2005 Laura Weir (Walsall)	2013 Not awarded
2006 Phoebe Rumpol (Bracknell)	2014 Not awarded

ASA Synchronised Swimming Championships and Competitions

General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at www.swimming.org

ASA Synchronised Swimming Officials Examinations

The ASA has a list of Synchronised Swimming Officials who are competent to officiate at Regional, National and International events, consisting of Referees, Judges, Recorders and Assessors. All appointments to the ASA list of Synchronised Swimming Officials will be made or discontinued at the discretion of the ASA Board on the recommendation of the Synchronised Swimming Technical Committee. All officials on the list must be members of the ASA.

Promoters are advised that, in their interests and those of their competitors, the principal officials should be drawn from the list of officials maintained by the ASA, the Regions and other competent bodies.

Skill Assessor Training

All assessor training courses are held on one day and will last for four hours.

In order for skill levels to be assessed:

There will be 3 levels of Skills Assessor: 1) Basic Assessor 2) Assessor 3) Advanced Assessor

Basic Assessor (BSA)

Can assess skill levels 1 and 2

Eligibility

- Candidates must attend a one day training course, and pass an examination.
- Candidates must be over 16 years of age.

Assessor (SA)

Can assess skill levels 1, 2 and 3

Eligibility

- Candidates must be a Basic Assessor, and have assessed at least two assessment days.
- Candidates must attend a one day training course, and pass an examination.
- Candidates must be over 16 years of age.

Advanced Assessor (AdSA)

Can assess all five skills levels

Eligibility

- Basic Assessors or Assessors who have assessed at least two assessment days.
- Candidates must attend a one day training course (which will consist of theoretical and practical lectures) and pass an examination.
- Candidates must be over 17 years of age.

All Skills Assessors will undergo a mentoring/monitoring process by a tutor appointed by the Technical Synchronised Swimming Committee (TSSC).

Any Assessors who are not assessing at the required level will be mentored and may be asked to attend further training.

Senior Skill Assessor (SSA)

Ensures Skill Assessments are carried out fairly.

Eligibility

- Candidates must be both Advanced Assessors and a National Judge
- Candidates must be 18 years of age.
- Candidates must attend a one day training course (which will consist of theoretical and practical lectures) and pass an examination.

Judges

There will be three levels of Judges

- (i) National Judge (N) – Judges who have passed the FINA/ASA Examination
- (ii) General Judge (G)
- (iii) Basic Judge (BJ)

Training Course for National Judges

Trainee judges must attend a four-day training course.

Syllabus to include:

- Day 1: Technical aspects to include age-group figures and technical elements for technical routines.
- Day 2: Judging free routines, technical routines and free routine combinations.

The course is examined through a written examination which includes questions related to judging figures and routines and marking of routines from video.

Eligibility to Attend Course

Candidates must be over 18 years of age. It is recommended that they have attended a non-assessed basic judges course and gained experience at novice competitions.

Basic Judges Course

Eligibility

Candidates must be over 16 years of age

A one day course introducing potential Judges to judging figures and routines for Under 12 National Age Group figures. There is no assessment/examination.

REFEREE Candidates should register with the Administrator for the ASA Technical Synchronised Swimming Committee to train to become a Referee.

Candidates should be a National Judge before they can qualify as a Referee but during this time should complete the following:

1. Referee or be Assistant Referee at three inter club or county events covering a combination of events, figures, technical and free routines. Complete a form detailing involvement in the Event and action taken (forms supplied on registration).
2. Attend a one-day (five-hour) course. Content: Laws, Situations, Conducting Judges Meetings

Examination

3. One-hour (open book) theory paper on application of Laws i.e. situations. To pass, all situations must be dealt with within the Laws of the Sport (FINA/ASA).
4. A five-minute presentation of a figure. A five-minute presentation on either judging routines or general points for the judges to consider. Specific presentations to be drawn at the beginning of the training day. Both presentations to be made as if in a Referee's meeting, ideally to the group of candidates.

Assessment will be by two qualified referees who may, or may not have been involved in tutoring of the training course.

Synchronised Swimming Section: ASA Safety Laws

The examination may be held on the same day as the training course, or at a future date, but must be taken within one year of the training course.

5. Following successful completion of the training day and examination, candidates will be allocated a Mentor (experienced referee) who will observe them refereeing one event covering at least two of the following events: figures, technical routines, free routines. A report will be submitted to the Administrator for the ASA Technical Synchronised Swimming Committee with a recommendation either to pass as a Referee, or be mentored for another event, or shadow another event before refereeing a further event.

ASA Safety Laws

Synchronised Swimming Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for Areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Depths and Dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with current ASA requirements (published separately – ASA 'Requirements for Competition Synchronised Swimming' Information Sheet 19) Provide to competitors, team managers and coaches a diagram of the pool showing, dimensions, depth of water, height of pool surround above the water and obstructions e.g. steps.
Appoint Clerks of The Course	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
First Aid and Safety Equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in Position	Ensure that all clerks of the course, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in video, zoom or close range photography.
Electrical Equipment	Ensure that sound equipment meets all applicable electrical safety requirements.

Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	<p>Ensure, before the start of each warm-up and competitive session</p> <ul style="list-style-type: none"> ▪ that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA. ▪ and when the competition involves children under the age of 18 years ▪ that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.

May 2008

ASA Safety Laws

SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD – REFEREE

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	Liaise with the Promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current ASA requirements (published separately – ASA 'Requirements for Competition Synchronised Swimming' Information Sheet 19).
Brief Officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (eg evacuation procedures) required by the pool owner/operator.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

May 2008

ASA Safety Laws

Synchronised Swimming Officials' Prompt Card – Clerks of the Course

CLERKS OF THE COURSE ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL WARM-UP AND SWIM-DOWN SESSIONS.

Clerks of the Course

1. Receive briefing from the promoter and/or the Referee
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the Referee.
3. In accordance with the briefing
 - Permit warm-up to start only when advised by the promoter.
 - Be aware of the profile and depths of the pool and advise competitors as required.
 - Decide upon and enforce a maximum number of swimmers in the pool and on the pool surround.
 - Control activities in the water and on the pool surrounds.
 - Prohibit diving where water is less than 1.5m in depth and only then allow shallow dives.
4. Be under the control of the Referee at all times.
5. Report immediately to the Referee anything that appears to breach, or to be likely to breach, the safety regulations.

May 2008

ASA Safety Laws

Synchronised Swimming Officials' Prompt Card – Announcer

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

Announcer

1. Receive briefing from the Promoter and/or Referee.
2. Make the following announcements:
 - 2.1 “You are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth).”
 - 2.2 When areas of the pool have water where the depth is less than 1.5m you must make the following announcement:
“You are reminded that diving must not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry.”
 - 2.3 “The signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible).”
 - 2.4 “To evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings.”
 - 2.5 When the competition involves children under the age of 18 years you must make the following announcement
“In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with image capturing facility”.

May 2008



WATER POLO

Water Polo Championships

Men's Club Senior

For the Perpetual Challenge Shield presented by the Ravenbourne S.C. London 1896

Lancaster City	Winners 2006
Cheltenham	Winners 2007
Competition not held since 2007	

Men's Club u19

For the Perpetual Challenge Cup presented by the Derbyshire ASA in memory of K S Swain

Invicta	Winners 2006
Invicta	Winners 2007
City of Manchester	Winners 2008
Invicta	Winners 2009
Lancaster City	Winners 2010
Lancaster City	Winners 2011
Lancaster City	Winners 2012
City of Manchester	Winners 2013
Solihull	Winners 2014

Men's Club u17

For the W J Read Trophy

Sedgefield	Winners 2006
Lancaster City	Winners 2007
Dunfermline	Winners 2008
Lancaster City	Winners 2009
Dunfermline	Winners 2010
Lancaster City	Winners 2011
Lancaster City	Winners 2012
City of Manchester	Winners 2013
Croydon	Winners 2014

Men's Club u15

Lancaster City	Winners 2009
Lancaster City	Winners 2010
City of Manchester	Winners 2011
Croydon	Winners 2012
City of Manchester	Winners 2013
Sedgefield	Winners 2014

Men's Inter Regional u18

For the E Harding Payne Trophy

North West	Winners 2009
North West	Winners 2010
North East	Winners 2011
North West	Winners 2012
North West	Winners 2013
North West	Winners 2014

Men's Inter Regional u16

For the Lovely Memorial Trophy presented by E Wright

North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North West	Winners 2014

Men's Inter Regional u14

To be held December 2014

Women's National League

Competition became part of British Water Polo League in 2010/11 (<http://www.bwpl.org/Results>)

Women's Club Senior

City of Sheffield	Winners 2006
City of Manchester	Winners 2007
Competition not held since 2007	

Women's Club u19

The Doug Scales Memorial Trophy presented by Southport SC

City of Manchester	Winners 2006
City of Manchester	Winners 2007
City of Manchester	Winners 2008
City of Liverpool	Winners 2009
City of Manchester	Winners 2010
City of Manchester	Winners 2011
City of Liverpool	Winners 2012
City of Manchester	Winners 2013
City of Liverpool	Winners 2014

Women's Club u17

For the Edith and Tom Lythe Memorial Trophy presented by Lancaster City AS&WPC 2004

City of Manchester	Winners 2006
City of Liverpool	Winners 2007
City of Manchester	Winners 2008
City of Manchester	Winners 2009
City of Liverpool	Winners 2010
City of Liverpool	Winners 2011
City of Manchester	Winners 2012
City of Manchester	Winners 2013
Otter	Winners 2014

Women's Club u15

City of Liverpool	Winners 2009
Tyldesley	Winners 2010
City of Manchester	Winners 2011
Invicta	Winners 2012
City of Manchester	Winners 2013
City of Manchester	Winners 2014

Water Polo Section: Championships

Women's Inter Regional u18

North West	Winners 2009
North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North West	Winners 2014

Women's Inter Regional u16

For the Perpetual Challenge Trophy presented by Andy Morton 2001

Competition not held in 2007–09

North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North East	Winners 2014

Women's Inter Regional u14

East	Winners 2014
------	--------------

ASA Water Polo Championships and Competitions

General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at www.swimming.org

Useful Contacts

Talent Development Officer, Water Polo – Norman Leighton

Email: norman.leighton@swimming.org

ASA Manager, Water Polo Management Group – Ian Elliott:

c/o administrator (see below)

ASA Water Polo Management Group Administrator – Julie Thompson:

Tel: 01529 241 526

Email: julie.thompson@swimming.org

List of National Grade Water Polo Officials

Details available via the Regional Water Polo Officials' Co-ordinators – contacts on the website: <http://www.swimming.org/britishswimming/water-polo/officials-grading/>

ASA Safety Laws

Water Polo Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements. The promoter shall:
Responsibility for Areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	Make arrangements for the implementation of relevant sections of sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
First Aid and Safety Equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in Position	Ensure that lifeguards are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in video, zoom or close range photography.
Equipment	Ensure that goalposts are safe and that electrical equipment meets all applicable safety requirements.
Preventing Start	Prevent a competition starting if any of the required facilities or the playing equipment are defective in any way.
Be Present/Appoint Deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm up and competitive session, <ul style="list-style-type: none"> • that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA. • and where the competition involves children under the age of 18 years that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.

May 2000

ASA Safety Laws

Water Polo Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be in absolute control of a game and liaise with the promoter to ensure the safe conduct of the event
Brief Teams	Liaise with the promoter to bring to the attention of the teams through the Team Captains (or officials) any matters relating to the safety of the playing area such as steps which project into the field of play and the depth of water in relation to safe head or feet first entry.
Stopping Competition	Stop a match proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his representative.

May 2000

ASA Safety Laws

Water Polo Officials' Prompt Card – Team Captain/Team Manager/Coach

Responsibility	The Team Captain/Team Manager/Coach shall:
Safe Conduct of Competition	Be responsible for bringing to the attention of team members instructions from the referee concerning the depth of water in the pool and the safety of the playing area. Be responsible for the behaviour of team members before, during and after the game
Pre-Competition	Ensure that players do not enter the water until advised to do so by the promoter or poolside staff.
Warm Up and Training	Ensure that pre-competition warm up training is carried out in a responsible manner. Ensure that players obey the instructions of poolside staff.

May 2000

ASA Safety Laws

Water Polo Officials' Prompt Card – Announcer

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

Announcer

1. Receive briefing from the promoter/and or Referee.
2. Make the following announcements:
 - 2.1 “You are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth).”
 - 2.2 When areas of the pool have water where the depth is less than 1.5m you must make the following announcement:
“You are reminded that diving must not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry.”
 - 2.3 “The signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible).”

- 2.4 “To evacuate the building, all those present must use the marked emergency exits. Players and officials must not return to the changing rooms to collect their clothes or belongings.”
- 2.6 When the competition involves children under the age of 18 years you must make the following announcement
“In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with an image capturing facility”.

May 2000



speedo

Fastskin LZR Racer Elite 2

Feel faster with Fastskin

Discover the Fastskin Racing System at speedo.co.uk and learn why the world's best swimmers choose to compete in the Fastskin LZR Racer Elite 2 suit.

www.speedo.co.uk

Index

Accreditation – Constitutional Regulations	43
Administration Contacts.....	8
Advertising and other identifications at Televised Events – Regulations General.....	102
Advertising Tobacco and Alcohol – Regulations General	102
Affiliated Bodies – Constitutional Regulations.....	45
Affiliated Organisations.....	12
Affiliation and Membership – Constitutional Laws	30
Alfred H. Turner Award – ASA Trophies.....	127
Annual Council Meeting – Constitutional Laws.....	33
Annual Council Meeting Minutes	134
Annual Return, Club Membership and Registrations – Constitutional Regulations.....	41
Appeal against a decision of the Commissioner, procedure to deal with – Regulations Judicial	80
Appeal against a Final Decision of a Disciplinary Committee, procedure to deal with – Judicial Regulations Operational.....	84
Appeal against a Referee’s Decision on a Protest – Judicial Regulations Operational.....	78
Appeal against an automatic suspension for breach of Fina Water Polo Rules – Judicial Regulations Operational.....	78
Appeal Committee Hearing, procedures after.....	91
Appeal Committee Hearing, procedures for – Judicial Regulations Operational	90
Appeal Committee, procedures – Judicial Regulations Operational	88
Appeal Committees, powers and limitations – Judicial Regulations.....	71
Arbitration, Agreement to refer a Complaint – Regulations Judicial.....	85
Arbitration Decision, procedure to deal with an appeal – Judicial Regulations Operational	87
Arbitration Hearing, procedures after – Judicial Regulations Operational.....	87
Arbitration Hearing, procedures for – Judicial Regulations Operational	86
Arbitration, Dealing with a Complaint – Judicial Regulations Operational	85
Arbitrator or Arbitration Committee, powers and limitations – Judicial Regulations	70
ASA Group Board.....	8
ASA Sport Governing Board.....	8
ASA Trophies	120
Associate Associations – Constitutional Regulations	45
Associated Organisations – Constitutional Regulations	43
Audit, Risk and Probity Committee – Constitutional Regulations	58
Automatic Water Polo Sanctions, powers and limitations – Judicial Regulations.....	72
Awarding Body Board – Constitutional Laws	38
Certificate of Swimming Disability	117
Certificates and Long Service Awards – Regulations General.....	99
Championships – Regulations General.....	108
Changes to ASA Laws – Constitutional Laws.....	34
Child Protection – Regulations General	97

Index

Child Safeguarding Investigations.....	19
Child Welfare Complaints Procedure	22
Club Discipline and Internal Dispute Procedures – Regulations General	99
Clubs – Constitutional Laws.....	31
Code of Ethics.....	18
Committees other – Constitutional Regulations.....	57
Committees, Appointment, Terms of Reference, Powers and Responsibilities and Membership – Constitutional Regulations.....	57
Committees, General Restrictions on Membership – Constitutional Regulations	57
Commonwealth Games Representation - Regulations General	101
Competitions – Application of Laws, Regulations and Rules to Competitions held in England - Regulations General	104
Competitions – Regulations General.....	104
Complaint by Referral to an Expert, procedure to deal with – Judicial Regulations Operational.....	88
Complaint or Protest Appeal, procedure to deal with – Judicial Regulations Operational	78
Complaint Procedure to deal with Misconduct liable to bring the Sport into disrepute – Judicial Regulations Operational.....	81
Complaint procedures – Judicial Regulations Operational.....	78
Complaints – Judicial Regulations	69
Complaints and Appeals Fees and Costs – Judicial Regulations.....	75
Conflict Resolution between Boards – Constitutional Laws	38
Conflicts of Interest – Constitutional Regulations.....	66
Consideration regarding Children – Regulations Judicial.....	77
Constitutional Laws.....	27
Constitutional Regulations	39
Constitutions and Model Rules – Constitutional Laws.....	30
Corporate Organisations – Constitutional Regulations.....	44
Costumes – Regulations General.....	109
Council – Constitutional Laws	32
Council Agenda, Annual Report, Accounts and Minutes – Constitutional Regulations.....	51
Council Chairman – Constitutional Regulations	51
Council Elections and Appointments. Protocols – Constitutional Regulations	48
Council Notice of Meetings – Constitutional Laws.....	34
Council Procedures – Constitutional Regulations	50
Council Standing Orders – Constitutional Regulations.....	52
Disciplinary Committee Hearing, procedures after – Judicial Regulations Operational.....	83
Disciplinary Committee Hearing, procedures at – Judicial Regulations Operational	83
Disciplinary Committee, powers and limitations – Judicial Regulations	70
Dispute Resolution Procedures – Provision of persons to deal with a Dispute Resolution Procedure – Judicial Regulations Operational.....	85
Disputes, Sequence of Steps to deal with – Judicial Regulations Operational.....	76
Diving Section – Trophies	191
Doping Control, Promoters Responsibilities – Regulations General.....	111

Duties of all Persons – Regulations General	95
Duties of the ASA – Regulations General	95
Duties of the Group Board – Constitutional Regulations	54
Duties of the Officials and Stewards – Regulations General	96
Duties of the Promoter – Regulations General.....	95
Duties of the Sport Governing Board – Constitutional Regulations	53
Duties of the Water Polo Delegate or the Referee – Regulations General.....	96
Eligibility – Constitutional Regulations.....	43
English Qualification – Regulations General	101
Expenses – Constitutional Laws	32
Expenses – Constitutional Regulations.....	66
Expenses – Judicial Regulations.....	65
Expenses paid by the ASA.....	118
Fina Rules – Constitutional Regulations	40
Finance – Constitutional Laws.....	31
Financial Year – Constitutional Regulations	50
Foreign Visits – Regulations General.....	102
Gala Advertisements – Regulations General.....	105
Galas held in another Region – Regulations General	105
Group Board of the ASA – Constitutional Laws.....	36
Harold Fern Award – ASA Trophies	126
Health and Safety Forum – Regulations General.....	94
Hearing, procedures after – Judicial Regulations Operational.....	77
Hearing, procedures at – Judicial Regulations Operational.....	77
Hearing, procedures before – Judicial Regulations Operational	77
Home International Representation – Regulations General	101
Honorary Membership – Constitutional Regulations	48
Independent Disciplinary and Dispute Resolution Appeals Panel , criteria – Constitutional Regulations.....	62
Independent Disciplinary and Dispute Resolution Appeals Panel, appointment of officers – Constitutional Regulations.....	63
Independent Disciplinary and Dispute Resolution Panel, appointment of officers – Constitutional Regulations.....	63
Independent Disciplinary and Dispute Resolution Panel, criteria – Constitutional Regulations	61
Internal Disputes – Regulations Judicial.....	76
International Events – Regulations General	112
Interpretation of ASA Laws or Regulations – Constitutional Regulations	40
Judicial – Judicial Regulations.....	68
Judicial Appointments Panel – Constitutional Regulations.....	60
Judicial Commissioner – Constitutional Regulations.....	63
Judicial Commissioner of the IDDRP and IDDRAP, limitations and privileges – Constitutional Regulations.....	63
Judicial Management Group – Constitutional Regulations	64

Index

Judicial Regulations, definitions and limitations	68
Jury of Appeal – Regulations General	111
Long Service Awards.....	128
Masters Swimming Section	185
Mediation, powers and limitations – Judicial Regulations.....	71
Mediation, procedure to deal with a Complaint – Judicial Regulations Operational	88
Membership – Constitutional Regulations.....	40
Membership of the Boards – Constitutional Regulations.....	54
Minimum ages for Competition – Regulations General.....	108
Mixed Competitions – Regulations General	108
Multi Club Membership and Competition – Regulations General	105
Office Holders and Officers – Constitutional Laws.....	34
Officers of the ASA.....	7
Open Competitions	105
Past and Present Officers of the ASA	14
Permits – Regulations General.....	104
Powers and Responsibilities of Regions – Constitutional Laws	29
Prizes – Regulations General	111
Prompt cards – Open Water	180
Prompt cards – Water Polo	211
Prompt cards – Diving Section	195
Prompt cards – Swimming Section	175
Prompt cards – Synchronised Swimming	204
Protest, procedures to deal with – Judicial Regulations Operational.....	78
Protests – Judicial Regulations	68
Protests and Appeals, guidelines for Water Polo Delegates, Referees (all disciplines) and Juries of Appeal on complaint procedures	91
Referees – Regulations General	110
Regional Contacts.....	10
Regional Responsibilities, General Meeting – Regulations General	99
Regional Responsibilities, Panel of Friends – Regulations General	99
Regions – Constitutional Laws.....	28
Registration – Regulations General	100
Regulations and Rules, procedures for proposals to change – Constitutional Regulations	39
Regulations for the Operation of the Judicial System	78
Regulations General	94
Rights of Appeal – Judicial Regulations.....	72
Rules Committee – Constitutional Regulations.....	60
Sanctions – Judicial Regulations.....	74
Senior Leadership Team.....	8
Smoking and Drinking Restrictions – Regulations General	109
Special Meeting of Council – Constitutional Laws	33

Sport Governing Board of the ASA – Constitutional Laws.....	34
Swimline	26
Swimming Section – Trophies	171
Synchronised Swimming Officials Examinations.....	203
Synchronised Swimming Section – Trophies.....	200
Technical Rules of Diving.....	115
Technical Rules of Para Swimming	116
Technical Rules of Plunging	115
Technical Rules of Racing.....	112
Technical Rules of Synchronised Swimming	115
Technical Rules of Water Polo	115
Television – Regulations General.....	102
Temporary Membership and Affiliation – Constitutional Regulations	46
Terms of Reference, Group Board – Constitutional Regulations.....	56
Terms of Reference, Sport Governing Board – Constitutional Regulations.....	56
Testimonial and Benefit Galas – Regulations General	112
Trophies – Regulations General	112
Unauthorised Relations – Constitutional Regulations.....	42
Underwater Competitions/Exhibitions – Regulations General.....	108
Water Polo Appeal, procedure to deal with – Judicial Regulations Operational.....	84
Water Polo Delegate(s), Referee(s) and Jury of Appeal, criteria – Constitutional Regulations	63
Water Polo Delegates – Regulations General.....	109
Water Polo Section – Trophies.....	208



Promoting your right to good welfare practice in your swimming club

Are you worried about yourself or someone else in the club?

Do you want to talk to someone who can help?

Swimline
0808 100 4001

The Club Welfare Officer can offer you advice and seek further help for you if required or you can call the ASA Swimline number.

Leave a contact number and a Swimline volunteer will call you back.

Club Welfare Officer:

Club Name:

The club and the ASA are committed to maintaining your welfare in swimming. The ASA supports anyone who in good faith reports concerns about child abuse.



Child Protection in Sport Unit
play sport stay safe
enjoy and achieve

NSPCC 
Cruelty to children must stop. FULL STOP.


the asa
swim for life

the asa
**learn
to swim**
pathway



Make your swimmers feel like champions!

Celebrate with ASA badges,
certificates and medals

Find out more at swimming.org/learntoswim

Official Partner

speedo


the **asa**
swim for life