

# **ASA POLICY MANUAL**

## **GENERAL SECTION**

Section	General
Reference	G 1001
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Date	05.09.03

### **STAGING OF INTERNATIONAL EVENTS**

Policy deleted as obsolete

ASA Committee Minutes: 21/22 November 1997  
Format amended 11<sup>th</sup> July 2003  
Reviewed 5<sup>th</sup> September 2003

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### **STAFF ATTENDANCE AT OVERSEAS EVENTS**

The Chief Executive attending a swimming related activity outside the UK shall be subject to the prior approval of the Chairman who shall satisfy himself that the purpose of the journey is necessary and the expenditure is within the budget estimates.

The Chairman shall report his decision to the next meeting of the ASA Committee.

All other members of staff attending any activity outside the UK shall be subject to the prior approval of the ASA Committee.

ASA Committee Minutes: 21/22 November 1997

Amended - 15.04.98

Format amended 11<sup>th</sup> July 2003

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## **JUDICIAL POLICY**

There must be a clear separation between the judicial and executive arms of the Association. Following the principle announced in Laws 103.4, 103.5, 113.2, the Chairman and Vice Chairmen of both District and National Judicial Tribunals are ineligible for election to a District delegation to ASA Council.

ASA Committee Minutes: 21/22 November 1997  
Grammatical amendment made 9.4.99  
Format amended 11<sup>th</sup> July 2003

Under review with the Legal Department and Rules Committee

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### **FIDELITY**

Where an individual has been found guilty of serious charges which have led to them becoming disqualified from holding a directorship of a company for a period of time, or acting as a trustee within a charity, the policy of the Association is that the individual shall not hold a position of trust or act as an officer of a club or association within the sport during that same period of time.

ASA Committee Minutes: 21/22 November 1997  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003

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### **ASA EQUITY POLICY**

Replaced with policy G1023: Equal Opportunities in Swimming

Original Policy: 22<sup>nd</sup> November 1997

Amended ASA Committee: 27<sup>th</sup> March 1999

Replaced with policy 1047: 7<sup>th</sup> October 2001

Format amended 11<sup>th</sup> July 2003

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### PROFESSIONAL STAFF ATTENDANCE AT ASA COMMITTEE

1. The following Senior members of ASA staff are expected to attend ASA Committee meetings with the proviso that the Committee may exclude them from any business which they wish to take “in committee.”

Chief Executive  
Head of Legal Affairs  
Director of Finance

2. The ASA Committee may request additional senior members of staff to attend on an ad-hoc basis

Amended at ASA Committee - 27/28 March 1998

Amended at ASA Committee - 19 June 1998

Amended at ASA Committee - 14 July 2000

Format amended 11<sup>th</sup> July 2003

Amended at ASA Committee – 5<sup>th</sup> September 2003

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### SMOKING

1. Smoking is not permitted within the any ASA premises or around the entrance to any ASA premises or associated company premises.
2. Smoking is not permitted in any ASA meetings or in the meeting room during recess.

Original policy: 22<sup>nd</sup> November 1997

Amended: ASA Committee: 23<sup>rd</sup> November 2001

Format amended 11<sup>th</sup> July 2003

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Date	23.02.04

### ELIGIBILITY FOR ELECTION TO COMMITTEES

No person who receives remuneration for any full time employment by the Amateur Swimming Association or any of its Districts shall be eligible to be a voting member of any decision making Committee or Panel appointed in accordance with Laws 17.1.6, 32, 36.2.22, 36.2.23, 36.2.30 or 306. For the purposes of this policy full time employment shall be defined as remunerated employment under a contract of service for 35 hours per week.

The representation on District Committees by ASA employees is to be considered by the Districts.

Members of ASA Committee may not be elected to ASA Technical Committees.

ASA Committee - 27/28 March 1998

Revised ASA Committee - 19<sup>th</sup> June 1998

Grammatical amendment made 9<sup>th</sup> April 1999

Format amended 11<sup>th</sup> July 2003

Amended 23<sup>rd</sup> February 2004

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## POLICY MANUALS

1. ASA policy manual to be retained by ASA Committee members and returned to the Director of Membership Services & Resources on retirement from the Committee.
2. Additions and amendments may only be made to the manual by the Director of Membership Services & Resources following approval by ASA Committee. Copies of new or amended policies will be sent to all holders of the manual.
3. Requests for additions or amendments to the policy manual, other than those made at ASA Committee meetings, must be given to the Director of Membership Services & Resources in writing. These will be distributed with the papers for the next ASA Committee meeting for approval at that meeting.
4. The ASA policy manual is to be reviewed by ASA Committee annually.
5. The ASA staff policy manual is to be circulated to all departments following approval from ASA Committee. ASA Committee members to retain a copy.
6. Amendments and additions to the staff policy manual may only be made by the Director of Membership Services & Resources following approval at Senior Managers' meetings. Copies of new or amended policies will be sent to all holders of the manual.
7. Requests for additions or amendments to the staff policy manual, other than those made at ASA Committee meetings, should be given to the Director of Membership Services & Resources in writing. These will be circulated with the papers for the next ASA Committee meeting for approval at that meeting.
8. The staff policy manual is to be reviewed by ASA Committee annually.

ASA Committee minutes - 28/29 March 1998.  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003

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### **CONFIDENTIAL MINUTES**

The policy for dealing with confidential minutes is implemented when a decision has been made that publication might be prejudicial to the Association. The matter is therefore recorded in the archived copy of the ASA Committee minutes only.

A record of all confidential minutes is to be kept together in a separate file.

Minutes will be treated as confidential on the grounds that they contain information relating to:

- an employee, former employee or potential employee, or
- a particular applicant or recipient of any services provided by the Association, or
- the financial or business affairs of any particular person, or
- the amount of expenditure proposed to be incurred by the Association under a contract, or
- any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or
- any other information, the publication of which might be prejudicial to the interests of the Association

ASA Committee 19<sup>th</sup> June 1998  
Amended ASA Committee 2<sup>nd</sup> October 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003

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### **INDEMNITY CLAUSES**

It is the policy of the ASA wherever possible to avoid giving an indemnity on the hire of facilities for training or events. The following procedure must be followed before signing any contract for the hire of facilities for training or events.

1. Check the contract carefully to ascertain if an indemnity clause is included (including standard small print agreements.)
2. Ascertain whether the services will be provided without giving an indemnity, and if so, whether at an acceptable increase in cost.
3. If there is no alternative but to give an indemnity the Director of Membership Services & Resources should be asked to provide the agreed ASA indemnity wording and a copy of the ASA's liability insurance cover.

ASA Committee: 13.10.1998

Grammatical amendment made 9<sup>th</sup> April 1999

Amended: ASA Committee 23.11.2001

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### **ASA TRADING COMPANY - POLICY DECISIONS**

The members and Directors of the ASA Trading companies will be determined by ASA Committee.

ASA Committee: 2/3 October 1998

Amended: 23<sup>rd</sup> November 2001

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### **HONOURS SYSTEM**

Persons wishing to nominate someone for an honour are required to do so by formally writing to the Chief Executive.

The Chief Executive, in consultation with the President, is to decide from the nominations received, the one or two nominations which the Association should support.

ASA Committee: 2/3 October 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003

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### **NOMINATIONS FOR ALF TURNER AND HAROLD FERN AWARDS**

All nominations for the Alf Turner and Harold Fern awards must be made in writing.

ASA Committee: 2/3 October 1998  
Format amended 11<sup>th</sup> July 2003

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### **VALUE OF TROPHIES**

All new trophies presented to or purchased by the ASA should be a value of circa £500.

ASA Committee: 2/3 October 1998

Format amended 11<sup>th</sup> July 2003

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### **WORKING TIME DIRECTIVE**

The Amateur Swimming Association notes the Working Time Regulations and will ensure that all workers employed by the Association are made aware of the Regulations.

The Amateur Swimming Association will ensure that workers are advised to comply with the Regulations at all times and that changes in working practice should be considered if necessary to ensure compliance with the Regulations.

Recognising that a failure on the part of the Association to ensure compliance with the Regulations may give rise to civil and criminal liabilities, workers to be advised that any failure on the part of workers to whom the Regulations apply in complying with the statutory requirements may lead to disciplinary action.

ASA Committee: 27<sup>th</sup> March 1999  
Format amended 11<sup>th</sup> July 2003

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### **ASA COMMITTEE CLOTHING**

Members of the ASA Committee are to wear their ASA Blazer and tie on the following occasions:

- 1 The ASA Annual Council meeting
- 2 On all occasions when officially representing the ASA
- 3 On all occasions where they are invited to attend as a member of ASA Committee
- 4 On any occasion at the request of the ASA President

Approved: ASA Committee meeting 24th/25th March 2000  
Format amended 11<sup>th</sup> July 2003

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### EQUAL OPPORTUNITIES EMPLOYMENT POLICY

It is the Association's policy to treat all job applicants and employees equally, regardless of their sex, sexual orientation, age, race, ethnic origin or disability.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment.

Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, sexual orientation, age, race, marital status, ethnic origin or disability is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need.

Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the Association of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the Association to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Director of Membership Services & Resources or Director of Finance. The Association is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Any employee who harasses any other employee on the grounds of sex, sexual orientation, age, race, ethnic origin or disability will be subject to the Association's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

13<sup>th</sup> March 2000

Approved by ASA Committee 15<sup>th</sup> July 2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### E-MAIL AND INTERNET POLICY AND PROCEDURE

#### Policy

The use of the e-mail system and the Internet within the Association is encouraged, as its appropriate use facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to many employees. Its inappropriate use, however, causes many problems, ranging from minor distractions to legal claims against the Association. This policy sets out the Association's view on the correct use of the e-mail system, and explains how this can be achieved as well as the Association's response to inappropriate use.

#### Procedure

Authorised Use:

The e-mail system and the Internet are available for communication on matters directly concerned with the business of the Association. Employees using the e-mail system should give particular attention to the following points:-

1. The standard of presentation. The style and content of an e-mail message must be consistent with the standards that the Association expects from written communications.
2. The extent of circulation. E-mail messages should only be sent to those employees for whom they are particularly relevant.
3. E-mail should not be used as a substitute for face-to-face communications. "Flame-mails" (e-mails that are abusive) can be a source of stress and damage work relationships. Hasty messages, sent without proper consideration, can cause unnecessary misunderstandings.
4. If the message is confidential, the user must ensure that the necessary steps are taken to protect confidentiality. The Association will be liable for any defamatory information circulated either within the Association or to external users of the system.
5. Offers or contracts transmitted via e-mail are as legally binding on the Association as those sent on paper.

Any failure to follow these guidelines satisfactorily can result in disciplinary action, including summary dismissal.

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### Unauthorised Use:

The Association will not tolerate the use of the system for any of the following:-

- any message that could constitute bullying, or harassment (e.g. on the grounds of their sex, sexual orientation, age, race, ethnic origin or disability)
- cartoons, screen savers, games or chain letters
- on-line gambling
- accessing pornography
- downloading or distributing copyright information and/or any software available to the user.
- posting confidential information about other employees, the Association or its members or suppliers.

Any unauthorised use of e-mail or the Internet is likely to result in disciplinary action including summary dismissal.

### **Implementation of the policy**

Regular monitoring of e-mail messages will be carried out on a random basis. Hard copies of e-mail messages may be used as evidence in disciplinary proceedings.

Employees who feel that they have cause for complaint as a result of e-mail communications should raise the matter initially with their line manager. If necessary, the complaint can then be raised through the grievance procedure.

Approved by ASA Committee 15<sup>th</sup> July 2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### DOCUMENT CONTROL

1. Principles
  - 1.1 To maintain a record of the circulation of documents of a sensitive or confidential nature.
  - 1.2 To maintain a record of the circulation of documents which are subject to revision and review.
  - 1.3 To maintain a record of documents which need to be cross referenced and maintained in more than one source.
  - 1.4 To ensure that all sections of the current Data Protection Act are adhered to.
  - 1.5 To ensure that a central numbering system of all controlled documentation is formulated and maintained.
  - 1.6 It should be noted that documents may fall into one or more of the following categories.
2. Control of sensitive or confidential documentation
  - 2.1 List of sensitive or confidential documentation to be held by CEO Secretariat.
  - 2.2 List of staff and volunteers authorised to hold documentation listed as sensitive or confidential to be held by CEO Secretariat.
  - 2.3 Record of circulation of above documentation to be held by CEO Secretariat and be open to inspection by the Audit and Probity Committee and external auditors as required.
  - 2.4 All documentation to be clearly dated and to include the name of the originator or author.
  - 2.5 All such documentation to carry the wording:

“Confidential documentation subject to the ASA Document Control Policy - this document may not be copied or distributed without the written permission of the Chief Executive on behalf of the ASA Committee.”
3. Control of documentation subject to revision or review
  - 3.1 List of documentation subject to revision or review to be held by the Director of Membership Services & Resources Secretariat.
  - 3.2 List of holders of such information to be held by the Director of Membership Services & Resources Secretariat.

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- 3.3 All revisions to be circulated to all listed holders of the documentation and confirmation of the circulation to be sent to the Director of Membership Services & Resources Secretariat.
- 3.4 All documentation to be clearly identified with the date of issue and the name of the originator or author.
- 3.5 If the documentation does not fall under the category of sensitive or confidential documentation holders may be permitted to copy the documentation to other parties provided they comply with the policy and hold their own circulation lists.
- 3.6 Records to be open to inspection by the Audit and Probity Committee and external auditors as required.
- 3.7 All such documentation to carry the wording:  
“Documentation subject to the provisions of the ASA Document Control Policy. This information may be circulated to third parties providing that circulation lists are maintained and all revisions circulated”.
- 3.8 When revisions are made to the documentation the following wording should be used:  
“Revision to document titled xxxxxx. Please destroy copy or pages dated xxxxxx and replace with this version”
- 3.9 The originator of the document should maintain a copy of all revisions as an archive copy.
4. Control of documentation held in more than one source
- 4.1 List of such documentation to be held by the Director of Membership Services & Resources Secretariat.
- 4.2 List of the documents in which the information is contained to be held by the Director of Membership Services & Resources Secretariat
- 4.3 All revisions to such documents to be sent to the Director of Membership Services & Resources Secretariat.
- 4.4 Director of Membership Services & Resources Secretariat to ensure that revisions are made to all documents containing the information and a record maintained.
- 4.5 All documents to be clearly dated and to include the name of the originator or author.
- 4.6 The originator of the documentation should maintain a copy of all revisions as an archive copy.

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5. Data Protection
- 5.1 All volunteers and professional staff must ensure that they comply with the provisions of the Data Protection Act. Details available from the Legal Department.
  
6. Examples of documentation covered by this policy
- 6.1 Sensitive or confidential documentation:
  - Contracts
  - Confidential minutes
  - DJT Cases
  
- 6.2 Documents subject to review
  - Team Management manuals
  - Policy manuals
  - Standard of Performance manuals
  - Procedure manuals
  - Teaching and Coaching Certificate Regulations
  - Prompt cards
  
- 6.3 Documentation held in more than one source:
  - Constitution
  - Conditions for events
  - Calendar of events
  - Qualifying standards
  
7. How to determine which documents should be included.
- 7.1 By asking yourself the following questions you should be able to determine which documentation you are responsible for should be included in the document control procedures.
- 7.2 Are you the author or the originator of the document?
- 7.3 Do you originate documentation which is confidential and not circulated to others (except in exceptional circumstances?)
- 7.4 Do you originate documentation which is held in various locations and which requires regular updates?
- 7.5 Do you originate documentation which is circulated widely and which requires regular updates?

Approved by ASA Committee 15<sup>th</sup> July 2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### ELECTRONIC COMMUNICATION DISCLAIMER POLICY

All ASA electronic communication documents are to carry the following disclaimer:

“This message is intended only for the use of the individual or entity to which it is addressed and may contain information which is privileged, confidential and exempt from disclosure under applicable law.

If you are not the intended recipient or employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication and its attachments is strictly prohibited. If you have received this communication in error, please notify the sender by telephone and return the original message and attachments to us at the above address via the postal service and delete the original from your system”.

Electronic communication refers to facsimiles and e-mails.

Approved by ASA Committee 15<sup>th</sup> July 2000.  
Format amended 11<sup>th</sup> July 2003

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## WHISTLE BLOWING

It is the policy of the Amateur Swimming Association to ensure the maintenance of the highest ethical standards in all areas of the Association's activities and to encourage a free and open culture in dealings between the officers, employees and members. In particular the Association recognises that effective and honest communication is essential to its success.

The purpose of this policy is to give guidance to members of staff as to the actions open to them should they suspect that these standards are not being observed by any colleague(s) and who may from time to time feel that they need to raise certain issues relating to the Association with someone in confidence.

### **What should you do if you have suspicions?**

If your concerns relate to the activities of one of your immediate colleagues, the matter should be referred to your Line Manager.

If your concerns relate to your own Line Manager, or someone more senior within the Association and you have concerns that were you to raise this matter with your Line Manager it would not be acted upon, then you may make a direct approach to a member of the Senior Management Team, the Chief Executive or the Chairman of the Audit and Probity Committee.

The terms of reference of the Audit and Probity Committee are attached to this policy. Staff will see that the Committee has a wide ranging responsibility for ensuring the due observance with this policy by all members of staff.

Correspondence to the Chairman of the Audit and Probity Committee should be addressed as follows:

Chairman of Audit and Probity Committee  
Harold Fern House  
Derby Square  
Loughborough  
LE11 5AL

The envelope must be marked "Private and Confidential" "Addressee only"  
It will be forwarded to the current Chairman of the Audit and Probity Committee unopened.

### **What action will your Line Manager/Chairman of the Audit and Probity Committee take in response to your concerns?**

1. You may be asked to confirm in writing your concerns and to provide details of any evidence in your possession in support of your allegations.

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You may be asked to attend a meeting with the Audit and Probity Committee to address your concerns and to be questioned concerning this. At such meeting you would be entitled to bring with you as a friend to support you, a fellow employee of the Association.

In any event you will be advised of any action that it is proposed to be taken in the light of the concerns you have expressed.

Appropriate steps will be taken to ensure that your working environment and/or working relationships are not prejudiced by the fact of your disclosure.

**You are entitled to protection against any form of discrimination as a result of any legitimate concerns which you bring to the attention of your Line Manager and/or the Chairman of the Audit and Probity Committee BUT you are reminded that the making of false or malicious allegations concerning another member of staff is a serious disciplinary offence and may give rise to disciplinary proceedings or other disciplinary action.**

Nothing contained in this policy shall have any effect on your statutory rights for protection in connection with “protected disclosures” as that expression is defined in the Public Interest Disclosure Act 1998. The following circumstances constitute a “qualifying disclosure” whereby the Public Interest Disclosure Act 1998 provides protection for the employee reporting such a circumstance:-

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
- a miscarriage of justice has occurred, is occurring or is likely to occur.
- the health and safety of any individual has been, is being or is likely to be endangered.
- the environment has been, is being or is likely to be damaged.
- information tending to show any matter falling within any one of the preceding points has been, is being or is likely to be concealed.

Further details of the Act may be obtained from the Chairman of the Audit and Probity Committee at the contact address above.

Approved by ASA Committee 15<sup>th</sup> July 2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

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### EQUAL OPPORTUNITY IN SWIMMING

**‘Equal opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner’.**

The ASA is totally committed to the principles and practice of equal opportunities across all of its aquatic disciplines, both as an employer, provider and as a facilitator of such practices by all its members. In our work with key partners, such as swimmers, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at its core.

Swimming is a ‘sport for all’. It can and should be enjoyed and made accessible to everyone and to achieve this:

- The ASA is committed to work towards ensuring that swimming is accessible to the many, rather than the few.
- The ASA recognises the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
- The ASA recognises the need to celebrate difference and diversity of provision as a means of creating entitlement and accessibility to our structures.
- The ASA recognises that equal opportunity is about recognising that people are different and therefore require different provision.
- The ASA recognises the need to consult widely in order to respond to diversity.

#### **Addressing equal opportunities**

In addressing equal opportunities, the ASA will respond to issues of equity by:

- Recognising that swimming as an organisation - our staff, swimmers, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Take positive action to increase the involvement from under represented groups in all aspects of our organisation.

In doing so the ASA supports four key principles as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:

**Entitlement:** People have a right to participate in and access quality and appropriate experiences within swimming.

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**Accessibility:** It is the responsibility of the ASA - our teachers, coaches, officials and administrators - to adapt provision to fit the needs of the many.

**Inclusion:** Wherever and whenever possible, all to access the same provision.

**Integrity:** Whatever we do as an Association to change or adapt provision, it must be of equal worth, challenging, relevant and in no way patronising.

### Lines of responsibility

The ASA will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

### The ASA as an employer

The ASA aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job/role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
- Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

### The ASA as a Membership organisation

The ASA is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.

# ASA POLICY MANUAL

## GENERAL SECTION

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### Teachers and Coaches

In our training and development of teachers and coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principles and practices of equal opportunities.
- Promote positive images of people with special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach.
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.

### Officials and administrators

In our involvement of officials and administrators we will expect them to:

- Adopt, promote and practice the values of the Association.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.

### Policy into Practice

The ASA recognises that to successfully implement our policies will require the commitment of everyone involved in the Association. People's attitudes, views and working practices may have to change to ensure that an inclusive agenda is accepted by all and throughout the sport.

This will require the Association to respond to issues of equality by creating a series of comprehensive action plans that will state in detail how the association and all that embrace its structures move towards a swimming structure that is more inclusive.

The ASA has therefore committed itself to the following action plan:

See ASA Equity Strategy covering actions/targets under the headings of

1. Policy Development
2. Training and Development
3. Publicity and information
4. Positive Action Initiatives/Pilot projects
5. Monitoring and Evaluation
6. Resources

7<sup>th</sup> October 2000

updated 31.08.02

Format amended 11<sup>th</sup> July 2003

## **ASA POLICY MANUAL**

### **GENERAL SECTION**

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### **ELECTRONIC TRANSFER OF INFORMATION**

To ensure the protection of the ASA's commercial position in the field of e-commerce for the future staff and volunteers are not permitted to transfer any current or historical data electronically without prior and express permission in writing from the Chief Executive.

Furthermore, permission will not be granted to anyone wishing to transfer data to a third party especially for inclusion on other web-sites.

Original: 07.10.2000

Format amended 11<sup>th</sup> July 2003

# ASA POLICY MANUAL

## GENERAL SECTION

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### VOLUNTEER POSITIONS NOMINATION POLICY

#### **Policy**

It is the Association's policy to ensure that all members have an opportunity to seek nomination for each vacant volunteer role regardless of sex, sexual orientation, age, race, ethnic origin or disability.

The Association wishes to encourage volunteers with specific skills to seek nomination against specified role descriptions and person specifications if appropriate.

#### **Procedure**

Copies of all advertisements (where appropriate) will be included in Swimming and other appropriate Association Newsletters and publications.

Copies of advertisements may be sent to targeted individuals who match the role and person specification if appropriate.

Members will be asked to submit a nomination form and a brief description of their skills and abilities which are relevant to the role for which they are seeking nomination.

The Association's equal opportunities policy will be adhered to throughout.

In accordance with the Association's equal opportunities policy, attempts will be made to accommodate the particular needs of any person with a disability within the meaning of the Disability Discrimination Act, at all stages of the process.

Original: 07.10.2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

# ASA POLICY MANUAL

## GENERAL SECTION

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### RECRUITMENT OF PEOPLE WITH A CRIMINAL RECORD

The Association is determined to make all efforts to prevent discrimination or other unfair treatment against any of its staff, potential staff, volunteers or users of its services, regardless of sex, sexual orientation, age, race, ethnic origin, disability, responsibilities for dependants, or offending background that does not create risk to children and vulnerable adults.

People with criminal records applying for jobs or volunteer positions should be treated according to their merits and to any special criteria of the post or role (e.g. contact with children and/or vulnerable adults, which debars some in this category.)

Questions will be asked at shortlisting or nomination stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the Association.

Having a criminal record, in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debars the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children and vulnerable adults then that person should not be appointed. Discrimination either in favour of or against those persons currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them) and such information is strictly confidential.

Shortlisted applicants are required to complete a declaration of criminal record using the standard organisational form. If an applicant reveals a serious criminal record, particularly if it is recent, the Director of Membership Services & Resources should be advised. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

In circumstances in which the appointment of a person with a serious record might give rise to criticism of the organisation the Director of Membership Services & Resources should be consulted before the appointment is confirmed.

Details of a person's criminal record must always be treated as confidential.

ASA Committee: 23<sup>rd</sup> November 2001

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

# ASA POLICY MANUAL

## GENERAL SECTION

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Date	02.03.04

### Health and Safety Policy Statement

The Association recognises that complying with the Health and Safety at Work, etc Act 1974 (and Regulations made under it) is a legal requirement, not a matter of choice.

Our policy is to exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems will be means to allow communication and consultation on health and safety matters between all levels of the Association

In return, the Association expects volunteers, athletes and employees at all levels to exceed their minimum legal duties, which are given later in our organisational responsibilities. This includes co-operating with us on safety matters and taking care of their own safety and that of others, whether from within the Association or from outside, who may be affected by their actions.

Any information, guidance, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their role safely.

The policy and the way it has operated will be reviewed at least annually and more often if the business changes in nature or size. Any revision necessary to improve safety performance will be made and then reported to volunteers, athletes and staff.

Format amended 2<sup>nd</sup> March 2004

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### President – Terms of Reference

To be the titular head of the Amateur Swimming Association and to represent the interests of the Association at all ceremonial and representative occasions as the ASA Committee shall require.

1. To act as the host dignitary at ASA events and at British events staged by the ASA in England and to be responsible for determining the protocol at such events.
2. To give priority to acting as host at ASA National events and British events staged by the ASA over all other invitations to attend events and functions.
3. To preside over the Annual ASA Council Meeting in liaison with the ASA Chairman.
4. To ensure that a suitable representative is appointed as host dignitary at ASA events and at British events or other similar representational events staged by the ASA if the President is unable to attend. The suitable alternative representative should be the Vice President, the District President of the District where the event occurs or some other person of similar standing.
5. With the exception of National Events and British events held in England to give priority over all other invitations to those where the ASA is invited to be represented. (Examples of such events are: ESSA Championships, British Wheelchair Championships etc.)
6. Attendance at any International competitions or other business meeting will be by the specific request of the ASA Committee. The ASA Committee will be expected to provide evidence of a clear business case for such attendance outlining the budget for the event and a definition of the role the ASA President will be expected to play.
7. To liaise with the Director of Finance to agree the budget for the year of office and to ensure continued compliance with the budget throughout the year.
8. To personally maintain a diary of appointments and make copies available to the office on request.

To personally manage the administration of invitations, acceptances, regrets and thank you letters.

Implementation Date: President Term of Office 2006