

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1001
Page	1 of 1
Date	11.07.03

PARTNERS / RELATIVES OF TEAM STAFF

Parents, relatives, partners and friends may not accompany team staff to events or training camps as it is essential that team members give full priority to the event or camp.

If parents, relatives, partners and friends choose to attend an event as a spectator they must make their own travel and accommodation arrangements. They shall not stay in the team hotel and under no circumstances should they compromise the team member's role as a member of the National team.

If a parent or guardian of a minor attends an event or camp the Team Manager may pass back locum parentis control in the event of illness or injury. However, parents or guardians may not over ride the decisions of the Team Manager with regard to any team disciplinary issues or code of conduct issues

This policy does not apply to technical officials traveling to events.

ASA Committee Minutes: 21/22 November 1997

Amended: ASA Committee: 27th March 1999

Amended ASA Committee : 6th July 2001

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1002
Page	1 of 1
Date	05.09.03

TEAM MANAGERS

The appointment of all Team Managers is subject to open recruitment and each Technical Committee must establish clear procedures.

Each Technical Committee is required to review its Team Manager list annually.

An appropriate recruitment procedure must be put in place in order that the Team Manager list can be approved for each discipline at the relevant ASA Committee meeting.

Each Technical Committee shall put in place a detailed training programme, both generic and specific, together with a monitoring programme.

A clear job specification must be approved and agreed by each Technical Committee with an appropriate person specification and recruitment procedure.

Nominations for Commonwealth Games team staff will be submitted for formal approval by the ASA Committee.

For events other than those listed above when the list has been approved by the ASA Committee, where a Performance Director is in post, the Performance Director is free to select team staff from the approved list and only from the approved list. Any staff not on the approved list will be subject to the formal approval of ASA Committee.

Deletions and additions to the list are subject to the agreement of ASA Committee.

Where no Performance Director is in post, the appointment of team staff would be decided between the Chief Coach and Committee Administrator. Where they fail to agree, the matter would be referred to the ASA Committee for formal approval.

ASA Committee Minutes: 12.7.97
Grammatical amendment made 9th April 1999
Format amended 11th July 2003
Amended following review 5th September 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1003
Page	1 of 1
Date	05.09.03

AGE OF SWIMMING

The Amateur Swimming Federation of Great Britain, with the ASA, Welsh ASA and Scottish ASA, has formulated the following clear policy of the age of swimming.

It is recognised that talented young swimmers need to be exposed to appropriate competition and training in order to achieve their potential. However, it should be stressed that young swimmers should not over compete nor over train, indeed quite the reverse. A talented young swimmer who may be 10, 11, 12 or 13 should be exposed to appropriate competition and appropriate training which will stretch the athlete and allow their talent to develop.

It is recognised however that there is a role which all the parties to this policy must play to ensure that swimmers, parents, coaches and club administrators are aware of their responsibilities in handling talented swimmers and we have given a commitment to ensuring that the appropriate education programme is in place.

It should be understood by everyone that it is not necessary for talented young swimmers to swim in every competition for which they are eligible, nor should they engage in training for training sake. A clear training programme suitable for the talented swimmer and a planned competition programme are essential ingredients in their development.

Adults should place no pressure on our talented young swimmers, whether they be coaches, parents or club administrators. Their talent should be nurtured in order to achieve their potential at the most opportune time for them personally.

ASA Committee Minutes: 12.7.97
Grammatical amendment made 9th April 1999
Format amended 11th July 2003
Grammatical amendment 5th September 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1004
Page	1 of 1
Date	11.07.03

TEAM STAFF - CHILD PROTECTION

The policy of the Amateur Swimming Association is as follows:

Where one athlete aged below eighteen years of age is traveling they must be accompanied by one member of staff and parental consent obtained with regard to the identity of the staff member.

Where there are two or more athletes traveling there must be a minimum of two members of staff accompanying the athletes. Where the group of athletes are of mixed sex, there must be staff members of each sex.

ASA Committee Minutes: 10/11 May 1996

Amended ASA Committee: 26th/27th March 1999

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1005
Page	1 of 1
Date	11.07.03

CALENDAR PLANNING - SWIMMING

- 1 The ASA Swimming Calendar will be set by the ASA Swimming Committee following the recommendations of the National Coaching Director - Youth Programme.

ASA Committee Minutes: 4/5 March 1994

Grammatical changes made 9th April 1999

Amended: ASA Committee 23rd November 2001

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1006
Page	1 of 1
Date	11.07.03

DRESS CODE

1. All coaches, team managers and support staff directly attached to England teams are required to wear the team kit supplied by our official supplier.
2. Professional staff and dignitaries attending events - President, Chief Executive and other prominent members of the ASA Committee or Technical Committees should not wear clothing which would be considered to be a direct competitor of our sponsors.

Amended - ASA Committee minutes 28/03/98

Grammatical amendment made 9th April 1999

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1007
Page	1 of 1
Date	05.09.03

DRUG TESTING - POLICY STATEMENT

The ASA will work with British Swimming on all doping related matters including:

1. More regular testing of athletes in and out of competition without notice.
2. Easy access to be provided for independent drug testers into all nations affiliated to FINA.
3. Not only the pursuit of long bans, minimum of 4 years, for athletes that test positive for drug testing but also the pursuit, with potentially lifetimes bans, for coaches or doctors that provide or assist athletes in obtaining drugs.
4. FINA to take firm sanctions with any Federation which assists or condones systematic drug taking.
5. British Swimming to publish regularly results of all drug tests carried out on British swimmers, including negative results.

ASA Committee Minutes: 12/13 May 1995

Format amended 11th July 2003

Amended following review 5th September 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1008
Page	1 of 1
Date	05.09.03

TEAM EQUIPMENT

Team equipment is held by the individual disciplines. The use of equipment at events and camps will be authorised by the appropriate member of staff.

ASA Committee Minutes: 21/22 November 1997
Grammatical amendment made 9th April 1999
Amended: ASA Committee: 23rd November 2001
Format amended 11th July 2003
Amended following review 5th September 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1009
Page	1 of 3
Date	05.09.03

TEAM STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES

1. All team staff have a responsibility to act in accordance with the ASA Code of Conduct and within the terms of reference of the applicable job description.
2. If it is brought to the attention of the ASA Committee that there has been a breach of the Code of Conduct or Job Description the following disciplinary procedure will apply.
 - i. The relevant Technical Committee will be advised of the alleged offence in writing and will make a collective decision concerning the seriousness of the offence.
 - ii. If it is felt that the offence was not of a serious nature the Technical Committee Administrator will contact the member of staff concerned and advise him of the decision of the committee. However, the incident must be recorded by the Technical Committee Administrator and sent to the Legal Department to be kept on a confidential file.
 - iii. The member of staff concerned must be copied on the report sent to the Legal Department and must be advised that further incidents of the same nature will be dealt with as a serious breach of discipline.
 - iv. If the Committee feels that the incident was of a more serious nature the Administrator of the relevant Technical Committee will advise the member of Team staff of the alleged offence in writing and will arrange for a formal interview to take place.
 - v. Both the Administrator of the Technical Committee and the member of team staff will be entitled to have a witness present at the interview. However, the witnesses may not take part in any discussion but may record the interview in writing.
 - vi. At the conclusion of the interview the Technical Committee Administrator will issue a verbal warning to the member of team staff, if considered appropriate. If the Administrator does not feel that a warning is justified he must record his decision in writing and circulate it to the Committee and the Legal department.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1009
Page	2 of 3
Date	05.09.03

- vii. Verbal warnings will be recorded in writing on the appropriate form. A copy will be given to the member of team staff concerned and a copy sent to the Legal Department. Verbal warnings will remain in force for twenty-four months.
 - viii. If, within the twenty-four month period, further reports of misconduct are received a further interview will take place and if appropriate a written warning will be issued.
 - ix. Written warnings will be recorded in writing on the appropriate form. A copy will be given to the member of team staff concerned and a copy sent to the Legal Department. Written warnings will remain in force for five years.
 - x. If it is reported that a further misconduct has taken place the member of team staff will be invited to a disciplinary hearing with the Technical Committee Administrator and a member of ASA Committee. A witness from both parties may be present but may not participate in the proceedings other than to take written notes. The member of team staff will be given the opportunity to discuss and answer the complaints. Everything said at the hearing will be carefully considered by the Technical Committee Administrator and member of ASA Committee and a decision will be made within five days as to whether the member of team staff it is to be dismissed from acting as a member of team staff at future events. The decision will be recorded in writing and copies sent to the member of team staff and the Legal department.
3. If it is considered that gross misconduct may have taken place the incident will be reported to the Officers of the ASA and following an interview with the member of team staff concerned immediate dismissal from team duties may be implemented.
 4. Examples of gross misconduct include:
 - * Dishonest behaviour - theft, falsification of records or any act of criminal misconduct.
 - * Serious breach of security or discipline
 - * Immoral behaviour
 - * Fighting or threatening behaviour
 - * Behaving in such a way as to bring the Association into disrepute
 5. Members of team staff who have a grievance for which they are seeking redress should apply to the relevant Technical Committee in writing. If the Committee can resolve the situation they should do so and a written record kept and distributed to the member of team staff concerned and the Legal Department.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1009
Page	3 of 3
Date	05.09.03

6. If the matter cannot be resolved by the Technical Committee the member of Team Staff should write to the Chief Executive requesting further action. A meeting will be arranged between the member of team staff, the Technical Committee Secretary and a member of ASA Committee. Both parties will be entitled to invite a witness to attend the meeting. However, the witnesses may not participate in the meeting other than to record the meeting. A record of the meeting will be copied to the member of team staff and the Legal department.

7. Failing a satisfactory conclusion the matter will be referred to the Officers of the ASA who will receive a comprehensive report of the meetings to date. A meeting will be arranged between the Officers of the ASA and the member of team staff. Both parties will be entitled to invite a witness to attend the meeting. However, the witnesses may not participate in the meeting other than to record the meeting. The decision of the Officers will be final and the decision recorded and copied to the member of team staff and the Legal Department.

ASA Committee Minutes: 21/22 November 1997

Format amended 11th July 2003

Amended following review 5th September 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1010
Page	1 of 1
Date	11.07.03

MEDICAL COVER AT NATIONAL EVENTS

The policy of the Association is that wherever possible a Medical Officer should be present at all National events and where necessary an additional doctor where doping control requires it.

If a Medical Officer is not due to be present at an event the athletes should be advised prior to the event.

ASA Committee: 2/3 October 1998

Amended: ASA Committee: 23rd November 2001

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1011
Page	1 of 1
Date	11.07.03

FUNDING OF INELIGIBLE ATHLETES

The ASA will not fund athletes who are ineligible for selection to International teams.

ASA Committee Minutes: 2/3 October 1998
Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1012
Page	1 of 1
Date	11.07.03

DISCIPLINARY ACTION AGAINST ATHLETES ON INTERNATIONAL DUTY

Where disciplinary action is required to be taken against an athlete on International duty it must be undertaken through the Constitutional judicial procedures.

ASA Committee: 2/3 October 1998

Grammatical amendment made 9th April 1999

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1013
Page	1 of 1
Date	11.07.03

POLICY FOR THE APPOINTMENT OF THE JURY OF APPEAL FOR ASA NATIONAL EVENTS

1. The Event Director to appoint a Chairman of the Jury of Appeal for each event prior to the closing date of entries based on the following criteria:
2. Chairman must hold (or have held) a qualification in the applicable discipline equal to that of the premier official for the event.
3. Chairman must not have any foreseeable conflict of interest (e.g. may not be a relative of a competitor in the event.)
4. The Event Director and Chairman of the Jury of Appeal to appoint the panel members prior to the printing of the programme for the event based on the following criteria:
5. Panel members must hold (or have held) an official qualification in the applicable discipline.
6. Panel members must not have any foreseeable conflicts of interest.
7. If any panel member or the Chairman find they have a conflict of interest they should resign with immediate effect and be replaced by a suitably qualified member.
8. The Chairman and Panel members may not participate in the organisation or running of the event in any capacity.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1014
Page	1 of 2
Date	11.07.03

POLICY FOR THE APPOINTMENT OF OFFICIALS FOR ASA NATIONAL SWIMMING EVENTS

1. All ASA National Swimming Events (excluding ASA National Masters Competitions held at Ponds Forge International Sports Centre, Sheffield.)
 - 1.1. The ASA Swimming Officials Committee to appoint the following:
 - One FINA listed Referee (ASA member)
 - One Pre-FINA Referee (ASA member)
 - One FINA Starter or Pre-FINA Starter (ASA member)
 - 1.2. The ASA National Events Administrator to invite the four districts who are not hosting the event to each send one official, at the expense of the ASA, based on the following criteria:
 - Officials shall not be FINA listed (for swimming)
 - Officials shall not be Pre-FINA trainees
 - Preference should be given to sending officials who may be considered to be candidates for a future Pre-FINA list.
 - Officials should be at least Judge/Timekeeper qualified.
 - 1.3. The Meet Director to appoint a Technical Director.
 - 1.4. The Meet Director in liaison with the Technical Director to arrange for the appointment of all other officials from the local area where the event is being held.
 - 1.5. The Technical Director shall be responsible for the allocation of duties and the final determination of the number and duties required. All appointed officials will be expected to undertake any duties for which they are qualified.
 - 1.6. When selecting officials the cost of traveling and accommodation should be taken into consideration and suitable arrangements made to minimise the cost.
 - 1.7. One timekeeper per lane to be appointed.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1014
Page	2 of 2
Date	11.07.03

2. ASA Masters Competitions held at Ponds Forge, International Sports Centre, Sheffield.

2.1 The ASA Swimming Officials Committee to appoint the following:

- One FINA listed Referee (Masters swimming) (ASA member)
- One Pre-FINA Referee (ASA member)
- One FINA Starter or Pre-FINA Starter (ASA member)

2.2 The ASA National Events Administrator to invite one ASA district (by rotation) to send up to twelve officials based on the following criteria:

- Officials shall not be FINA listed (for swimming)
- Officials shall not be Pre-FINA trainees
- Preference should be given to sending officials who may be considered to be candidates for a future Pre –FINA list

2.3 The ASA National Events Administrator to invite the four districts who are not hosting the event to each send up to one official based on the following criteria:

- Officials shall not be FINA listed (for swimming)
- Officials shall not be Pre-FINA trainees
- Preference should be given to sending officials who may be considered to be candidates for a future Pre-FINA list.
- Officials should be at least Judge/Timekeeper qualified.

2.4 The Meet Director to appoint a Technical Director.

2.5 The Meet Director in liaison with the Technical Director to arrange for the appointment of all other officials.

2.6 The Technical Director shall be responsible for the allocation of duties and the final determination of the number and duties required. All appointed officials will be expected to undertake any duties for which they are qualified.

2.7 When selecting officials the cost of traveling and accommodation should be taken into consideration and suitable arrangements made to minimise the cost.

2.8 One timekeeper per lane to be appointed.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1015
Page	1 of 2
Date	11.07.03

TEAM SELECTION APPEALS PROCEDURE

The following procedures are to be adopted by the ASA Office and all ASA Technical Committees in the consideration of any appeal made by or on behalf of any athlete wishing to appeal by virtue his or her non-selection for either an ASA Team or an Aquatic Team nominated by ASA (e.g. Commonwealth Games Team).

1. The athlete (which for this purpose includes the athletes parents and/or coach) to be required to lodge an appeal in writing setting out in full detail the basis upon which they wish to appeal against the decision of the relevant Selection Panel. The appeal should be accompanied by any relevant supporting documents (“Notice of Appeal”).

The Notice of Appeal should be forwarded to the office of the Head of Legal Affairs at Harold Fern House, Derby Square, Loughborough, Leicestershire, LE11 5AL.

2. The Head of Legal Affairs to supply copies of the Notice of Appeal to all members of the original Selection Panel in order that they have the opportunity to comment upon the points made in the Notice of Appeal. The Selection Panel to be invited to forward to the Head of Legal Affairs responses in writing within three working days. The purpose of maintaining a strict and tight time line is to ensure that matters can be dealt with an efficient fashion consistent with ensuring that the eventual consequences of any reversal of a selection decision can be accommodated. In exceptional circumstances any time limit may be extended with the agreement of the parties or, in default of agreement, upon the determination of a member of the ASA Committee. In this eventuality such individual Committee member would not subsequently be involved in any tribunal proceedings relating to the selection matter.
3. The written responses of the Selection Panel (if any) to be immediately forwarded by the Head of Legal Affairs to those members of the relevant ASA Technical Committee who were not involved in the original selection process. These individuals will be asked to consider the appeal.
4. The athlete to be provided with a copy of any written responses from the original Selection Panel and to be afforded a further opportunity to comment in writing upon such responses and/or to make all the representations at an appeal hearing. The entitlement of the athlete to be notified to him by the Head of Legal Affairs and the athlete in addition to be offered a “friend”, being a person familiar with selection procedures/disputes who may be able to assist the athlete in preparing his or her case.

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1015
Page	2 of 2
Date	11.07.03

5. As soon as possible (and certainly within seven working days) of the receipt by the Appeals Panel of the written responses of the original Selection Panel the Appeal Panel to convene and consider the matter. It may be possible for the matter to be dealt with on the basis of the paperwork provided, at the discretion of the panel, subject to the right of the athlete to require a hearing.
6. A final right of appeal to be available to the ASA Committee with power to delegate to a smaller group to include external expertise as considered appropriate.

7th October 2000

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1016
Page	1 of 1
Date	11.07.03

ROOM SHARING (COMPETITIONS AND CAMPS) POLICY

Team staff may not share rooms with athletes unless there are exceptional circumstances as follows:-

1. Emergency situations where there is insufficient accommodation available to prevent sharing and all other options have been examined. In this situation it is essential that the athlete selects the member of team staff with which they agree to share. If the athlete is aged under 18 years of age the consent of the parent or guardian must be obtained.
2. An emergency situation where an athlete is ill or stressed to such an extent that it would be unsafe or unwise to leave them alone or with another athlete. In this situation the member of team staff should ensure that there are two athletes in the room.

All room sharing must be between members of the same sex unless there is an essential medical matter which requires the doctor to share. In this situation the doctor must ensure that he/she is never left alone with one athlete.

Disability athletes may share with their personal carer if they wish.

All room sharing must be with the prior knowledge and consent of the team manager.

Original: 02.08.2001

Revised: 06.07.2001

Format amended 11th July 2003

ASA POLICY MANUAL

SWIMMING SECTION

Section	Swimming
Reference	S 1017
Page	1 of 1
Date	13.02.04

CIRCULATION OF RULE INTERPRETATIONS

To ensure that there is maximum circulation of interpretation of technical rules or revision of technical rules then the following schedule should be adhered to.

1. Article written and published in Swimming Magazine
2. Article written and published in Wavelength
3. Article written and sent to BSCTA with a request that it is published in their newsletter.
4. Article written and placed in a prominent place on the website.
5. Information clearly minuted in Technical minutes.
6. Information circulated to District and County Secretaries.

Approved by ASA Committee 13th February 2004