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Swimming Section

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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 relevant British Swimming Board 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.

For World Championships, European Championships and Olympic Games nominations for team staff will be submitted for formal approval by the British Swimming Board.

For events other than those listed above when the list has been approved by the British Swimming Board, 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 British Swimming Board.

Deletions and additions to the list are subject to the agreement of British Swimming Board.

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

ASA Committee Minutes: 12.7.97
Grammatical amendment made 9th April 1999
Format amended: 2nd November 2002

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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 that 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 are 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: 2nd November 2002

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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 travelling to events.

ASA Committee Minutes: 21/22 November 1997

Amended: ASA Committee: 27th March 1999

Amended ASA Committee : 6th July 2001

Format Amended: 2nd November 2002

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CALENDAR PLANNING - SWIMMING

- 1 The GB Swimming Committee must liase with Home Country Directors of Swimming and the National Youth Coach to maintain a clear policy on calendar planning following the guidelines laid down in policy documents.
- 2 Where appropriate it shall promote separate trials for major games selection.
- 3 Key dates for all events are to be fixed as far in advance as possible. (A minimum of four years.)
- 4 The GB Swimming Committee must liase with Home Country policies to ensure full integration of events such as the Grand Prix, British Students, English Schools, ASA Inter-County and other appropriate events.

ASA Committee Minutes: 4/5 March 1994
Adopted by GB Committee: 16th August 1998.
Grammatical changes made 9th April 1999
Format amended: 2nd November 2002

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KIT PROTOCOL AND POLICY

1. All team kit will be provided by the British Swimming official kit supplier and will bear the official suppliers logo. The only exception to this is kit deemed as “specialist equipment.” If the official supplier is unable to provide specialist equipment the Chief Executive must give approval for alternative equipment to be purchased. The equipment may not carry a competitor’s logo and the official supplier will have the option of including their logo on the kit.
2. The National Performance Director (or Technical Committee for disciplines without a National Performance Director) will establish a hierarchical criterion for the allocation of team kit whereby the most significant team receives the greater allocation of kit.
3. Kit for junior teams will differ visibly from that of senior teams in terms of colour or design.
4. The Union Flag motif will be used only on kit designed for and allocated to senior teams travelling to FINA or IPC World Championship events.
5. Discipline specific logos – e.g. British Water Polo may be used on casual wear, T-shirts, shorts and polo shirts at the discretion of the Team Manager. Discipline specific logos will not be used on tracksuits, swimsuits or formal wear.
6. The Team Manager, or individual nominated by the Technical Committee, will be responsible for the allocation of kit in accordance with the hierarchical criterion established by the NPD/Committee and the budget.
7. The Team Manager, or individual nominated by the Technical Committee, will assume full responsibility and accountability for ordering the kit and liaising with the office to ensure that kit is delivered in good time and that the kit is of the correct fit.
8. During team trips it is expressly forbidden for any participant, team member or support staff to wear any kit that can be construed to be from a competitor of the official supplier with the exception of members of the Open Water Swimming team and Swimming team who may wear body suits, as defined within the athletes’ agreement, who may wear suits by other manufacturers providing that these suits conform to the requirements of the athletes’ agreement concerning branding.
9. Athletes and staff attending official functions are required to wear team kit as directed by the Team Manager.
10. Athletes shall report to awards ceremonies dressed in full tracksuit supplied by the official supplier or such other team clothing supplied by the official supplier, as the Team Manager shall determine.

October 2002

Format amended: 2nd November 2002

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DRUG TESTING - POLICY STATEMENT

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 that 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
Adopted by GB Committee 16th August 1998
Format amended: 2nd November 2002

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TEAM STAFF DISCIPLINARY AND GRIEVANCE PROCEDURES

1. All team staff have a responsibility to act in accordance with the Code of Conduct and within the terms of reference of the applicable job description.
2. If it is brought to the attention of the ASFGB Ltd Managing Board 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 Secretary 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 Secretary 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 Secretary 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 Secretary 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 Secretary will issue a verbal warning to the member of team staff, if considered appropriate. If the Secretary 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.
 - 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.

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- 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 Secretary and a member of ASFGB Ltd Managing Board. 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 Secretary and member of the ASFGB Ltd Managing Board 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 ASFGB Ltd and following an interview with the member of 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 Federation 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.

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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 ASFGB Ltd Managing Board. 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 ASFGB Ltd who will be a comprehensive report of the meetings to date. A meeting will be arranged between the Officers of ASFGB Ltd 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
Adopted by GB Board 16th August 1998
Format amended: 2nd November 2002

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MEDICAL COVER AT NATIONAL EVENTS

The policy of the Federation 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

Submitted to the GB Board 23rd February 2002

Format amended: 2nd November 2002

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TECHNICAL COMMITTEE QUORUM

Where a constituent nation declines to nominate a representative to a Technical Committee the rule regarding a quorum shall not apply.

ASFGB Ltd Managing Board: 15th August 1998
Format amended: 2nd November 2002

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FUNDING OF INELIGIBLE ATHLETES

ASFGB Ltd will not fund athletes who are ineligible for selection to International teams.

ASA Committee Minutes: 2/3 October 1998
Submitted to GB Board 23rd February 2002
Format amended: 2nd November 2002

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**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 1999
Grammatical amendment made 9th April 1999
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TEAM SELECTION APPEALS PROCEDURE

The following procedures are to be adopted by the ASFGB Ltd Office and all 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 AsFGB Ltd Team or an Aquatic Team nominated by ASFGB Ltd (e.g. Olympic 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 ASFGB Ltd Managing Board. 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 ASFGB Ltd 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.
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 ASFGB Ltd Board with power to delegate to a smaller group to include external expertise as considered appropriate.

7th October 2000

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ROOM SHARING (COMPETITIONS AND CAMPS) POLICY

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

- 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 select the member of team staff with which they agree to share. If the athlete is aged less than 18 years of age the consent of the parent or guardian must be obtained.
- 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 that 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

Submitted to GB Board 23rd February 2002

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**POLICY FOR THE APPOINTMENT OF A JURY OF APPEAL FOR AMATEUR
SWIMMING FEDERATION OF GREAT BRITAIN LTD EVENTS**

1. ASFGB Managing Board (in liaison with Head of Legal Affairs) to approve a panel of volunteers to be called upon to act as Chairman of the Jury of Appeal at ASFGB Ltd events (all disciplines.)

2. The Meet Director to appoint a Chairman of the Jury of Appeal from the panel for each event prior to the closing date or entries based on the following criteria:

Chairman must not have any foreseeable conflict of interest (e.g. may not be a relative of a competitor in the event.

3. The Meet Director and the Chairman of the Jury of Appeal to appoint two additional panel members prior to the printing of the programme for the event based on the following criteria:

At least one Panel member must hold (or have held) an official qualification in the applicable discipline or have proven knowledge and experience of the discipline.

Panel members must not have any foreseeable conflict of interest.

The Chairman to have the power to co-opt additional members with relevant skills and experience if required and to replace any panel member who is unavailable on the day.

4. Neither the Chairman nor any Panel Members may participate in the organisation or running of the event in any capacity or undertake any other duties at the event.
5. The decision of the Jury of Appeal is final. The panel will seek to expedite a just outcome in accordance with the ASFGB/FINA Technical rules governing the event.

Submitted to GB Board 23rd February 2002
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Amended: 1st February 2003.

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**APPOINTMENT OF OFFICIALS FOR
ASFGB LIMITED NATIONAL SWIMMING EVENTS**

1. All ASFGB national swimming events held in England
 - 1.1_ The ASFGB Swimming Officials Group to appoint the following:
 - One FINA listed Referee (From ASA, SASA or WASA)
 - One Pre-FINA Referee (From ASA, SASA or WASA)
 - One FINA Starter or Pre-FINA Starter (From ASA, SASA or WASA)
 - 1.2 The ASFGB National Events Administrator to invite SASA, WASA and the four ASA districts who are not hosting the event to each send one official at the full expense of the Home Nation 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.
 - 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 travelling and accommodation should be taken into consideration and suitable arrangements made to minimise the cost.
 - 1.7 One timekeeper per lane to be appointed.

All ASFGB national swimming events held in Scotland.

- 2.1 The ASFGB Swimming Officials Group to appoint the following:
 - One FINA listed Referee (From ASA, SASA or WASA)
 - One Pre-FINA Referee (From ASA, SASA or WASA)
 - One FINA Starter or Pre-FINA Starter (From ASA, SASA or WASA)

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- 2.2 The ASFGB National Events Administrator to invite WASA and the five English districts to each send one official at the full expense of the Home Nation 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.
- 2.3 The Meet Director to appoint a Technical Director.
- 2.4 The Meet Director in liaison with the Technical Director to arrange for the appointment of all other officials.
- 2.5 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.
- 2.6 When selecting officials the cost of travelling and accommodation should be taken into consideration and suitable arrangements made to minimise the cost.
- 2.7 One timekeeper per lane to be appointed.
7. All ASFGB national swimming events held in Wales.
- 3.1 The ASFGB Swimming Officials Group to appoint the following:
- One FINA listed Referee (From ASA, SASA or WASA)
 - One Pre-FINA Referee (From ASA, SASA or WASA)
 - One FINA Starter or Pre-FINA Starter (From ASA, SASA or WASA)
- 3.2 The ASFGB National Events Administrator to invite SASA and the five English districts to each send one official at the full expense of the Home Nation 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.
- 3.3 The Meet Director to appoint a Technical Director.
- 3.4 The Meet Director in liaison with the Technical Director to arrange for the appointment of all other officials.

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- 3.5 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.
- 3.6 When selecting officials the cost of travelling and accommodation should be taken into consideration and suitable arrangements made to minimise the cost.
- 3.7 One timekeeper per lane to be appointed.

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TEAM STAFF - CHILD PROTECTION

The policy of the Amateur Swimming Association and Amateur Swimming Federation of Great Britain Limited is as follows:

Where one athlete aged below eighteen years of age is travelling 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 travelling 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
Approved by GB Board 17th April 1999
Format amended: 2nd November 2002