



# ASA LICENSING SCHEME – RENEWAL APPLICATION

## Evidence Requirements

All applicants are required to read the 'ASA Aquatic Instructor Licensing Scheme' prior to completing this form.

Any teacher/coach applying to the ASA to renew their licence is required to complete this form and the attached pro-forma and submit it to the ASA as indicated.

The following relevant evidence should be attached: -

- Original (not photocopied) teaching/coaching certificate for non ASA qualifications obtained since last licence issued<sup>1</sup>
- Original CRB confirmation at enhanced disclosure
- Evidence of having attended an accredited child protection workshop if not completed through the ASA
- Signed declaration related to the ASA Code of Ethics / Child Protection Procedures

All supporting evidence will be returned along with the appropriate licence or details of why the renewal has been unsuccessful.

**NB** Please ensure that you keep a copy of all the submitted evidence.

If you have any specific queries please contact ASA Awarding Body on 01509 615464 or e-mail [licensing@swimming.org](mailto:licensing@swimming.org)

### Evidence Pro-forma

SURNAME..... FORENAME(S) .....

DATE OF BIRTH .....

ADDRESS.....

.....

..... POST CODE.....

TEL ..... E-MAIL .....

**Please tick ✓ the appropriate box to confirm that the required evidence has been submitted**

- Teaching / coaching certificate (original) for non ASA qualifications
- CRB check – enhanced disclosure (within 3 yrs if undertaken through the ASA)<sup>2</sup>
- Evidence of having attended an accredited Child Protection workshop – non ASA

### ASA CHILD PROTECTION AND CODE OF ETHICS DECLARATION

I acknowledge that I am aware of the ASA Child Protection procedures and the current version of the ASA/loS Code of Ethics and that I have read and understood these documents. I further acknowledge that I agree to abide by the ASA Child Protection procedures and the ASA/loS Code of Ethics.

In particular I understand that any contravention by me of any of the provisions of the ASA Child Protection Procedures or ASA/loS Code of Ethics may give rise to a complaint being made against me under the ASA Judicial Laws and/or may give rise to the suspension or withdrawal of any certificates that I may have been awarded by the ASA.

SIGNATURE: ..... DATE.....

**NB** Copies of the above documents can be found on the ASA website [www.britishswimming.org](http://www.britishswimming.org) or can be requested from ASA Awarding Body.

**Please return this form, along with the required evidence to:  
ASA Awarding Body (Licensing Department), 35 Granby Street, Loughborough, Leics, LE11 3DU**

### To be completed by ASA

Evidence valid  Yes  No

If no, reasons why evidence is not acceptable: -

Licence Awarded  Yes  No Date.....

Licence Number

<sup>1</sup> Holders of ASA qualifications will not be required to submit their original certificates

<sup>2</sup> Anyone having obtained a CRB in the 6 months preceding the application through another organisation may submit this document. The ASA will have to check this and may not be able to accept it.