

# The ASA Handbook



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The logo for "the asa swim for life" features a stylized, multi-colored wave graphic above the text. The text "the asa" is in a bold, blue, sans-serif font, and "swim for life" is in a blue, cursive script font.

the **asa**  
*swim for life*

# THE AMATEUR SWIMMING ASSOCIATION 2012

**Official Handbook**  
incorporating the Laws of the ASA  
and the Technical Rules

**Patron:**  
Her Majesty the Queen



Founded 1869

THE ASA, SPORTPARK, PAVILION 3, FOURTH FLOOR,  
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# ASA OFFICERS FOR 2012

## President RAY GORDON



Born in Belfast in 1945, Ray was brought up in Warrenpoint where his strong family ethic was always to give back to your community. Ray has tried to do this with his volunteer work in the swimming community.

Ray served in the Royal Air Force as an Electronics (Radar) Technician and began teaching in Sunderland after gaining a degree in Economics and Politics from Newcastle University.

At the age of 51 he took early retirement and has since worked continuously as a full time volunteer.

His interest in swimming came via his son's involvement in the sport. When Christopher joined the City of Newcastle, Ray became an active club member assisting in a variety of ways including organising swim meets and committee work. He is still proud to be a Life member of the City of Newcastle ASC. Whilst working as an official he became drawn to the organisation side of events and with the development of computers soon became hooked! His first computer was a "portable" Osborne with 3 inch screen. One of the meets it successfully handled was the first European Masters Championships (1987) in Blackpool. Working with his friend Graham Sykes, mastermind of SportSystems. Ray helped improve the running of swimming events at all levels.

Since 1980 he has worked at nearly all the National Championships, Trials Events, Grand Prix, Speedo League and international events held in Great Britain. Ray was Chief Recorder at the Commonwealth Games held in Manchester and European Junior Championships in Leeds and European Championships in Sheffield. He has also worked the All Africa Games in Johannesburg and the World Disability Championships in Durban South Africa.

He was one of the first to sit and pass the new National Referees Official's Paper and consequently spent many years on the Officials Committee.

Ray has worked on Committees at all levels from Club to County, Region to ASA and is always willing to use his experiences to help others. He is still active in Northumberland and Durham and on the ASA Board. In the North East Region he holds the posts of Championships Manager and Finance Director.

Ray's major interest in swimming now involves the development of Disability Swimming and he relishes the challenges of his position as Chair of the British Swimming Disability Committee. In typical style he has also joined the Workforce Development Group and hopes to see a major Culture Change in this area.

Ray has always said that his major involvement in the sport would not have been possible without the support of his wife Linda and indeed Linda is a well respected swimming official in her own right.



**Chief Executive**  
D SPARKES,  
Pavilion 3, SportPark,  
Loughborough University,  
3 Oakwood Drive,  
Loughborough LE11 3QF



**Chairman**  
JOHN CROWTHER,  
c/o ASA Pavilion 3, SportPark,  
Loughborough University,  
3 Oakwood Drive,  
Loughborough LE11 3QF



## ASA Vice President

Mrs J.Grange, c/o ASA Pavilion 3, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough LE11 3QF



**Hon. Trustees** M W BEARD, FCA MRS J COOK MR S GREETHAM

**Auditors** haysmacintyre, Fairfax House, 15 Fulwood Place, London WCN 6AY

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## ASA BOARD

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Mrs A Clark (East Midland)  
B Simkins (West Midland)  
R Margetts (South West)

R Gordon (North East)  
R Hedger (South East)  
S Rothwell (North West)

Mrs K Grimshaw (London)  
I Mackenzie (East)

### Independent Members

C Bostock

D Fletcher

A Reed

K Ashton

---

## HONORARY MEMBERS

---

G F ALEXANDER

M DOLBEAR

---

## ADMINISTRATION

---

### Amateur Swimming Association (Head Office)

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Delivery: Tel: 01509 640640	
<b>Swimming Magazine</b>	The ASA, SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, Loughborough, LE11 3QF
Subscriptions/Editorial: Tel: 01509 640230	Email: swimmingtimes@swimming.org
Advertising: Tel: 01509 640231	Email: advertising@swimming.org
<b>ASA Awards &amp; Merchandising</b>	
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ASA Synchronised Swimming Tel: 01529 241526	Email: julie.thompson@swimming.org
ASA Water Polo: Tel: 01529 241526	Email: julie.thompson@swimming.org

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#### ENGLISH PROGRAMMES

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<b>English Programmes Office</b>	PO Box 2405, Cardiff, CF23 8YS Email: helen.showdery@swimming.org
Tel: 029203 10645	

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#### REGIONS

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<b>ASA East</b>	5The Court, Lanwades Business Park, Kentford, Suffolk, CB8 7PN Email: east@swimming.org Web: www.eastswimming.org.uk	
Tel: 01638 552451		
<b>ASA East Midlands</b>	SportPark, Pavilion 3, 3 Oakwood Drive, Loughborough University, Loughborough, LE11 3QF Email: eastmidlands@swimming.org Web: www.swimming.org/eastmidland	Fax: 01509 640191
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<b>ASA London</b>	London Swimming, Southbank House, Black Prince Road, London, SE1 7SJ, Email: london@swimming.org Web: www.londonswimming.org	
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<b>ASA North West</b>	Manchester Aquatic Centre, 2 Booth Street, Ardwick, Manchester, M13 9SS Email: swimnorthwest@swimming.org Web: www.swimnorthwest.org	
Tel: 0161 273 3907		
<b>ASA North East</b>	13 Horsemarket, Darlington, DL1 5PW Email: swimnortheast@swimming.org Web: www.asaner.org.uk	
Tel: 01325 481260		
<b>ASA South East</b>	Bisham Abbey National Sports Centre, Nr Marlow, Buckinghamshire, SL7 1RT Email: office@southeastswimming.org Web: www.southeastswimming.org	
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Web: [www.swimwest.org](http://www.swimwest.org)

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Web: [www.westmidlandswimming.org.uk](http://www.westmidlandswimming.org.uk)

**Learn to Swim**

Tel: 07771 943006

Head of Learn to Swim and Young People: Jon Glenn  
SportPark, Pavilion 3, 3 Oakwood Drive,  
Loughborough University, Loughborough, LE11 3QF  
Email: [jon.glenn@swimming.org](mailto:jon.glenn@swimming.org)

**Health and Participation**

Tel: 07717 213394

Head of Health and Participation: Lara Lill  
SportPark, Pavilion 3, 3 Oakwood Drive,  
Loughborough University, Loughborough, LE11 3QF  
Email: [lara.lill@swimming.org](mailto:lara.lill@swimming.org)

**National Disability Swimming Office**

Tel: 0161 2005441

St James' Building, 79 Oxford Street, Manchester M1 6FQ

*Further information regarding the  
Amateur Swimming Association  
including*

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and Current Records**

*can be found on the ASA website*

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# ASA STRATEGIC DELIVERY GROUPS

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Following a review the structure for Technical Committees has been changed. In place are Strategic Delivery Groups (SDG's) which cover each of the Strategic Strands for the organisation. All Technical Committees, marked with an asterisk \*(with the exception of the Technical Masters) will come under the remit of the ASA Strategic Development Group for Athlete Development including the Swim 21 Panel.

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## ASA SDG – ATHLETE DEVELOPMENT

Chair	Anne Clark (ASA Board)
ASA Board	Kay Grimshaw
World Class	TBC
Independent Member	Roland Howard
Head of Talent Development	Nick Sellwood (ASA)

*Committee Administrator:* Julie Wileman (ASA)

Contact: Tel: 01509 640459 Email: Julie.wileman@swimming.org

---

### \*ASA Technical Disability Committee

Chair	Dave Harman
ASA Board Liaison	Kay Grimshaw
ASA National Development Manager	Carole Barough (ASA)
Talent ID	Michelle Weltman
Workforce	Catherine Slater
Competition	Jean Childs

*Committee Administrator:* Lindsay Biro-Moore (ASA)

Contact: Mobile: 07871 169546 Email: Lindsay.biro-moore@swimming.org

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### \*ASA Technical Diving Committee

Chair	Ann Barker
Events	Gail Harrison
Technical Advisor	Lindsay Fraser
Talent and Development	Nikki Smith
ASA Board Liaison	Anne Clark
Talent ID	Nikki Smith
Workforce	Melanie Sweetman
Communication	Collette Calvert (North)
	Frank Clewlow (South)

*Committee Administrator:* Tracey Carecci (ASA)

Contact: Mobile 07799 142080 Email: tracey.carecci@swimming.org

---

### \*ASA Technical Synchronised Swimming Committee

Chair	Jennifer Gray
ASA Board Liaison	Anne Clark
Competition Manager	Carole Henson
Workforce	Mary Hooper
Athlete Development	Janice Walters
ASA Head of Talent	Nick Sellwood (ASA)

*Committee Administrator:* Julie Thompson (ASA)

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

**\*ASA Technical Swimming Committee (Includes Open Water)**

Chair	Andrew Marvin
ASA Board Liaison	Kay Grimshaw
Competition Manager	Barry Saunders
Athlete Manager	Nick Juba
Work Force Manager	Neil Booth
Coach Liaison	Brian McGuinness/Terry Denison
Communications Manager	Ashleigh Scott

*Committee Administrator:* Gemma Ryder

Contact: Tel: 01509 618737 Email: gemma.ryder@swimming.org

---

**\*ASA Technical Water Polo Committee**

Chair	Alan Booth
ASA Board Liaison	Anne Clark
Competition Manager	Joanne Mountfield (ASA)
Integrated Calendar	Trevor Pledger
Talent	Craig Nicholson (ASA)
	Norman Leighton (ASA)

*Committee Administrator:* Julie Thompson (ASA)

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

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**Swim 21**

Chair	Ian Cotton
ASA Board Liaison	Kay Grimshaw
Independent Member	Mike Brett
Lead Officer	Craig Nicholson
Swim 21 Co-ordinator / Administrator	Kim Stevens (ASA)

Contact: kim.stevens@swimming.org

*Swim 21 Learn to Swim / School Swimming Administrator:* Tracey Carecci (ASA)

Email: tracey.carecci@swimming.org

---

**ASA SDG – CORPORATE GOVERNANCE**

Chair	Chris Bostock
ASA Board Liaison	Marc Taylor
Independent Member	Luis Campbell
Independent Member	Les Jones
Chief Operating Officer	Jane Nickerson (ASA)

*Committee Administrator:* Cathy Lambert (ASA)

Contact: 01509 618737 Email: cathy.lambert@swimming.org

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**Sub-Group**

**Audit & Probity Committee**

Chair & Independent Member	Greig Allen
ASA Board Liaison	Chris Bostock
BS Board Liaison	Craig Hunter
Independent Member	Louise Simpson
Chief Operating Officer	Jane Nickerson (ASA)
Finance Director	Maria Turnbull-Kemp (ASA)

*Committee Administrator:* Cathy Lambert

Contact: 01509 618737 Email: cathy.lambert@swimming.org

**ASA SDG – FACILITIES**

Chair & ASA Board Liaison	David Fletcher
Head of Facilities Development	Kate McKnight (ASA)
Sport England	Brian Whaley
RIBA Sport & Faulkner Brown	Mike Hall
ASA Facilities Officer	Tom Mukherjee-Neale (ASA)
ASA Facilities Officer	Dennis Freeman-Wright (ASA)
ASA Medical Committee Rep	Kevin Boyd

**Sub-Groups**

**Health & Safety Forum**

Chair: Ash Cox (ASA)

Administrator: Gemma Ryder

Tel: 01509 618737 Email: gemma.ryder@swimming.org

**Medical Committee**

Chair:	Mr K Boyd	Bernard Foex (NW)
	Robin Butterfield (NE)	Heidi Archer(EM)
	Kevin O'Connor (WM)	Frank Thomas (London)
	Graham Briars (E)	Philip Shute (SW)
	TBA (SE)	Derek Martin
Specialists:	Ian Gordon	Neil Martin
	Jon Greenwell;	Dominic Lakeland
	Alistair Park	Mark Ridgwell (Swim Wales)
	Aung Myo	
	David Booth (Scottish Swimming)	

Committee Administrator: Cathy Lambert

Tel: 01509 618724 E-mail: cathy.lambert@swimming.org

**ASA SDG – HEALTH & PARTICIPATION**

Chair & Board Liaison	Andy Reed
Head of Health and Participation	Lara Lill (ASA)
Regional Directors Representative	Roger Glithero (ASA)
Chair of the ASA Masters Committee	Verity Dobbie

Committee Administrator: Harleen Gawera

Tel: 01509 640131 E-mail: harleen.gawera@swimming.org

**Sub-Groups**

**ASA Technical Masters Committee**

Chair: Miss Verity Dobbie	Jodi Adams (WM)	James Peto (EM)
Alan Rowson (NW)	Tony Gimson (SE)	TBA (E)
Christine Goodair (London)	TBA (NE)	
Rosemary Johnson (SW)		
Independent Members:	David Chaney	Geoff Stokes

Committee Administrator: Lindsay Biro-Moore

Mobile: 07871 169546 E-mail: lindsay.biro-moore@swimming.org

**ASA SDG LEARN TO SWIM**

Chair & Board Liaison	Robert Margetts
Lead Officer, Head of LTS & Young People	Jon Glenn (ASA)
National LTS Officer	Sally Skipper (ASA)
School Swimming Curriculum Officer	Susan Barlow (ASA)

## ASA Strategic Delivery Groups

LTS Implementation Officer  
Independent Member

Sarah Tamone (ASA)  
TBA

### Sub Group Schools

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#### ASA SDG – WORKFORCE DEVELOPMENT

Chair

ASA Board Liaison  
IoS National Lead Officer  
Independent Member  
Independent Member  
Independent Member  
ASA National Lead

Spencer Moore (ASA)  
Ray Gordon  
Colin Huffen  
Steve McQuaid  
Warwick Andrews  
Belinda Beaver  
Charlie Dunmore

*Administrator:* Linda Wyles

Tel: 01509 640452 Email: linda.wyles@swimming.org

#### Sub-Groups

*Employers Forum Administrator:* Linda Wyles

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*Youth Forum Contact:* Francesca Kelly

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#### RULES COMMITTEE

A S Walker

P Gordon

T Dysterre-Clark

*Secretary:* A Boyle, 22 Highwood Road, Appleton, Warrington WA4 5BZ

Email: alanboyle01@gmail.com

---

#### Independent Disciplinary & Dispute Resolution Appeals Panel (IDDRAP)

*To take effect from 2009 and to remain in office until 2012*

Mrs S Bryant

Mrs S Paice (Vice)

Dr S Cooke

*To take effect from Council 2010 and remain in office until Council 2013*

Mr W Baker

*To take effect from Council 2011 and to remain in office until 2014*

Mr D Barnes (Chair)

Mr D Marsh

Mr A Day

---

#### Independent Disciplinary & Dispute Resolution Panel (IDDRP)

*To take effect from Council 2009 and to remain in office until Council 2012*

Mr P Crowley (Vice)

Mr A Fennell MBE

Mrs T Lambert (Vice)

Mr D Larner (Vice)

Mr E Saulter

Mr T Wilkinson (Chair).

*To take effect from Council 2010 and to remain in office until Council 2013*

Mrs M Abrams (Vice)

Mr J Baker

Mr B Dunning (Vice)

Mr W Lloyd

Mr M Jukes

Mr B Batley

*To take effect from Council 2011 and to remain in office until Council 2014*

Mr R Isherwood

Mrs B Lancaster, MBE

**ASA Judicial Appointments Panel 2011 – 2012**

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

---

## **ASA APPOINTED REPRESENTATIVES TO OTHER ORGANISATIONS**

---

<b>Sport &amp; Recreation Alliance Major Spectator Sports Division</b>	Chief Operating Officer
<b>Sport &amp; Recreation Alliance Games &amp; Sports Division</b>	Director of English Programmes
<b>Sport &amp; Recreation Alliance Water Recreation</b>	Facilities Officer
<b>Swimming Forum</b>	Chief Executive, Director of English Programmes; Facilities Officer
<b>National Water Safety Committee (RoSPA)</b>	Facilities Officer

---

# Organisations Directly Affiliated to the ASA

---

<b>Air Training Corps</b>	Mr Matt Lunn, Deputy Physical Education Officer Tel: 01400 267623 E-mail: physeddep@atc.raf.mod.uk
<b>Army Cadet Force Association</b>	Major T Hayter Tel: 020 7426 8377 E-mail: sports@armycadets.com Website: www.armycadets.com
<b>British Long Distance Swimming Association</b>	Mrs A Wright Tel: 01925 730652 Email: singledash@tiscali.co.uk Website: www.bldsa.org.uk
<b>British Swimming Coaches Association</b>	Mr B McGuinness Tel: 01527 871626 Email: info@gbswimcoaches.com Website: www.gbswimcoaches.com
<b>British Universities &amp; Colleges Sport (BUCS)</b>	Ms M Atkinson-Brien Tel: 0207 633 5080 Email: marie.atkinson-brien@bucs.org.uk Website: www.bucs.org.uk
<b>Central Council for British Naturism</b>	Tel: 01604 620361 Email: headoffice@british-naturism.org.uk Website: www.british-naturism.org.uk
<b>CP Sports</b>	Tel: 0115 9257027 Email: info@cpsports.org Website: www.cpsport.org
<b>Downs Syndrome Swimming Federation</b>	Tel: 02392 790714 Website: www.down-syndrome-swimming.org
<b>Dwarf Athletic Association (UK)</b>	Mr T Shephard Tel: 0788 9922736 Email: timdaauk@yahoo.co.uk Website: www.dsauk.org
<b>English Schools' S.A.</b>	Mr J Stiven Tel: 01932 345011 Email: j.stiven@essa-schoolswimming.com Website: www.essa-schoolswimming.com
<b>Fire Services Sport &amp; Athletic Association</b>	Miss S Morris Tel: 01637 871195 E-mail: smorris@fire.cornwall.gov.uk Website: www.fssaa.co.uk/swimming
<b>Great Britain Diving Federation</b>	Mrs Lesley Grist Tel: 01535 273633 Email: lesley.grist@lineone.net Website: www.diving-gbdf.com
<b>Independent Schools Association</b>	Tel: 01799 523 619 Email: isa@isaschools.org.uk Website: www.isaschools.org.uk
<b>Lifesavers™ The Royal Life Saving Society UK</b>	Tel: 01789 773994 Email: lifesavers@rlss.org.uk Website: www.lifesavers.org.uk
<b>National Association of Laryngectomee Clubs</b>	National Laryngectomee, Lower Ground Floor, 152 Buckingham Palace Road, London, SW1W 9PR Tel: 0207 7308585 Website: www.laryngectomy.org.uk
<b>Royal Air Force S.A.</b>	Squadron Leader Jayne Attwood Tel: 07968 344681 E-mail: jattwood.jscsc@da.mod.uk

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## Clubs Directly Affiliated

---

<b>CSSC ASA</b>	Mr I G Colquhoun, Organising Secretary, CSSC ASA, Tel: 01482 601 540 E-mail: lain@cssc.karoo.co.uk Website: www.cssc.karoo.net
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## Leagues

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<b>The National Swimming League</b>	Mr I Mackenzie, Honorary Secretary Tel: 01279 863496 E-mail: <a href="mailto:ian.mackenzie@nationalswimmingleague.org.uk">ian.mackenzie@nationalswimmingleague.org.uk</a> Website: <a href="http://www.nationalswimmingleague.org.uk">www.nationalswimmingleague.org.uk</a>
<b>British Water Polo League</b>	Mr Chris Ducker, General Secretary Tel: 01225 446 732 Email: <a href="mailto:chris.ducker@bwpl.co.uk">chris.ducker@bwpl.co.uk</a> Website: <a href="http://www.bwpl.co.uk">www.bwpl.co.uk</a>
<b>Junior Inter-league Swimming Competition</b>	Mrs D M Reynolds Tel: 02476 329992 Email: <a href="mailto:nbsc@deereynolds.com">nbsc@deereynolds.com</a>

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## Corporate Members

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<b>OMEGA Electronics:</b>	Unit 1, Discovery Business Park, Brickfield Lane, Chandlers Ford, Hampshire SO53 4DP. Tel: 023 8027 4520. Email <a href="mailto:sales@uk.swatchgroup.com">sales@uk.swatchgroup.com</a> Website: <a href="http://omega-electronics.co.uk">omega-electronics.co.uk</a>
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## Useful Addresses

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**Sport England:** 3rd Floor Victoria House, Bloomsbury Square, London WC1B 4SE  
Tel: 0207 273 1500 Email: [info@sportengland.org](mailto:info@sportengland.org) [www.sportengland.org](http://www.sportengland.org)


**Sport and Recreation Alliance:** Burwood House, 14-16 Caxton Street, London, SW1H 0QT  
Tel: 0207 976 3900 Email: [info@sportandrecreation.org.uk](mailto:info@sportandrecreation.org.uk)  
Website: [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk)

**Institute for the Management of Sport and Physical Activity (IMSPA):** 3 Oakwood Drive, Loughborough LE11 3QF Tel: 01509 226474 Fax: 01509 226475  
Email: [info@imspa.co.uk](mailto:info@imspa.co.uk) Website: [www.imspa.co.uk](http://www.imspa.co.uk)

**British Olympic Association:** 60 Charlotte Street, London W1T 2NU.  
Tel: 0207 842 5700 Email: [boa@boa.org.uk](mailto:boa@boa.org.uk) [www.olympics.org.uk](http://www.olympics.org.uk)

**Commonwealth Games Council for England:** Jubilee Stand, Crystal Palace National Sports Centre, London SE19 2YY Tel: 0208 676 3543 Email: [info@weareengland.org](mailto:info@weareengland.org)  
[www.weareengland.org](http://www.weareengland.org)

**National Association for Sports Development:** PO Box 105, Glossop, SK13 6WP  
Tel: 01457 868666 Email: [answers@nasd.uk.com](mailto:answers@nasd.uk.com) Website: [www.nasd.uk.com](http://www.nasd.uk.com)



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# PAST AND PRESENT OFFICERS OF THE ASA

## METROPOLITAN SWIMMING ASSOCIATION

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

## SWIMMING ASSOCIATION OF GREAT BRITAIN

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

## AMATEUR SWIMMING ASSOCIATION

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

## From 1890 the Clubs affiliated to the ASA are listed

<i>Year</i>	<i>President</i>	<i>Hon. Treasurer</i>	<i>Hon. Secretary</i>	<i>Clubs Aff'd</i>
1890	H. Davenport	C. Plumpton	E. J. Tackley	135
1891	"	"	"	182
1892	"	W. J. Read	"	207
1893	"	"	Sir G. Pragnell	240
1894	"	"	"	265
1895	W. J. Read	"	"	404
1896	H. E. Cashmore	J. H. Fisher	"	387
1897	G. H. Rope	"	"	428
1898	J. H. Fisher	"	"	432
1899	J. F. Herbert	"	"	447
1900	H. Benjamin	"	"	469
1901	R. Williams	"	"	537
1902	H. Thomsett	"	"	585
1903	Sir G. Pragnell	"	G. W. Hearn	624
1904	A. Mosley	"	"	675
1905	W. N. Benjamin	"	"	741
1906	F. Baxter	"	"	805
1907	J. T. Hincks	J. H. Fisher	G. W. Hearn	963
1908	Geo. W. Hearn	"	H. C. Hurd	1073
1909	A. Atkinson	"	"	1169
1910	E. J. Tackley	"	"	1276
1911	F. R. Edwards	"	"	1324
1912	F. G. Wraith	"	"	1369
1913	E. W. Jordan	"	T. M. Yeaden	1409
1914	H. J. Johnson	"	"	1468
1915	"	"	"	1423
1916/	"	"	"	"
1918	"	"	"	— 1919
A. St. P. Cuffin	"	"	"	— 1920
W. Hammond	"	"	"	875
1921	C. N. Milner	T. M. Yeaden	H. E. Fern, C.B.E., J.P.	1210
1922	R. W. Jones	"	"	1289
1923	A. J. Tucker	"	"	1331
1924	T. M. Yeaden	"	"	1313
1925	H. T. Bretton	"	"	1318
1926	F. Isherwood, J.P.	"	"	1363
1927	G. Newton	"	"	1375
<i>Year</i>	<i>President</i>	<i>Hon. Treasurer</i>	<i>Hon. Secretary</i>	<i>Clubs Aff'd</i>
1928	W. A. H. Buller	"	"	1380
1929	R. A. Colwill, O.B.E.	"	"	1505
1930	H. Crapper	"	"	1561
1931	W. S. Hankins, O.B.E.	"	"	1625

## Past and Present Officers of the ASA

1932	F. Harrison	"	"	1720
1933	T. Jebb Lee	"	"	1729
1934	H. E. Fern, C.B.E., J.P.	"	"	1805
1935	R. G. Jordan	"	"	1856
1936	W. H. Darke	"	"	1969
1937	G. T. Evershed, J.P.	R. A. Colwill, O.B.E.	"	1939
1938	John Hodgson	"	"	1976
1939/				
1945	H. P. Leverton	"	"	1981
1946	Capt. B. W. Cummings	"	"	305
1947	J. D. de Lancey	"	"	1070
1948	R. J. Pryde	"	"	1261
1949	A. J. Perring, M.B.E.	"	"	1419
1950	Lt.-Col. E. Read, T.D., M.A.	"	"	1488
1951	C. W. Plant	"	"	1563
1952	Mrs. A. M. Austin	"	"	1605
1953	Brig. G. De V. Welchman, C.B.E., D.S.O.	"	"	1598
1954	A. Mothersdale	"	"	1592
1955	R. Murray	G. Matveieff	"	1607
1956	R. Hodgson	"	"	1591
1957	K. B. Martin, M.B.E.	"	"	1622
1958	Sir Harold Parker, K.C.B., K.B.E., M.C.	"	"	1621
1959	C. F. Clark	"	"	1627
1960	H. Dixon	"	"	1592
1961	A. C. Price	"	"	1657
1962	L. H. Koskie	"	"	1618
1963	H. R. Walker	"	"	1605
1964	G. Matveieff	"	"	1587
1965	W. T. Tiver	"	"	1584
1966	N. W. Sarsfield, O.B.E., M.C.	C. W. Plant	"	1573
1967	E. J. Scott, O.B.E., M.C.	"	"	1585
1968	A. Rawlinson, M.B.E.	A. H. Turner, O.B.E., A.I.B.	"	1604
1969	J. Jordan	"	"	1629
			<b>Secretary</b>	
1970	E. W. Keighley	"	N. W. Sarsfield, O.B.E., M.C.	1627
1971	T. A. Thorndale	"	"	1604
1972	J. Wilson	"	"	1647
1973	C. P. Parkin	"	"	1648
1974	E. Warrington, M.B.E.	"	"	1652
1975	M. Rutter	"	"	1619
1976	G. R. Eddowes, M.B.E.	"	"	1636
1977	T. Elsom-Rhymes	"	"	1744
1978	F. W. Latimer	"	"	1674
1979	J. H. Zimmermann	"	"	1704
1980	D. F. Scales, J.P.	"	"	1703
1981	F. E. Collins	"	H. W. Hassall, D.P.E., D.M.S. (Rec) F.B.I.M.	1717
1982	A. H. Turner, O.B.E., A.I.B.	"	"	1705
1983	E. E. Warner	"	"	1703
1984	Mrs. S. W. Margetts	"	"	1703
1985	R. R. Garforth	"	"	1683
1986	Mrs. Y. M. Price	A. M. Clarkson F.C.A.	D. A. Reeves	1690
1987	H. Booth	"	"	1698
1988	T. G. Thomas	"	"	1684
1989	J. J. Lewis	"	"	1686
1990	E. Dean	"	"	1709
1991	E. Wilkinson	"	"	1680
1992	L. G. Howe	"	"	1669
1993	T. H. Cooper	"	"	1667
1994	R. H. George	"	"	1654
			<b>Chief Executive</b>	
1995	T. G. Handley	"	D. Sparkes	1641
1996	P. Jones	"	"	1651
1997	A. M. Clarkson F.C.A.	"	"	1659
1998	J. W. E. Leach	"	"	1562
1999	E. Taylor	"	"	1611
2000	M. Beard	"	"	1584
2001	D. Toogood	Post Discontinued	"	1554
2002	B. Eeles	"	"	1587
2003	J. Cook	"	"	1537
2004	M. Glover	"	"	1408
2005	Mrs A. Clark	"	"	1503
2006/7	R. Margetts	"	"	1242
2008	A. Donlan	"	"	1175
2009	Mrs K. Grimshaw	"	"	1170
2010	Mr J. Russell	"	"	1150
2011	Mr D. Neate	"	"	1135

# Sponsors and Supporters

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# CODE OF ETHICS

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## **Terms of Reference**

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming.

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

## **ASA Code of Ethics**

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

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

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# PROTOCOLS FOR CHILD SAFEGUARDING INVESTIGATIONS

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

- 1 Any concerns of a child safeguarding nature with regard to any individual involved in the sport of swimming must be referred to the ASA Legal Affairs Department (LAD) through any of the following initial contact communication channels; Swimline, telephone call, letter or E-mail. The concern or query will then be noted and referred to the ASA Independent Child Protection Officer (ICPO), for her initial assessment. The ICPO will report her views and any recommended course of action direct to the ASA LAD, and a decision will be taken as to how the matter will proceed. This procedure will normally be completed within 3 working days of receiving the initial information.

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

- 2 Depending on the circumstances, the matter could then proceed in one or more of the following ways:
  - (i) if the matter is being handled correctly by the club, organisation or affiliated body then advice may be given to proceed, but to keep the ICPO updated as to progress.
  - (ii) The ICPO may decide to become directly involved in the matter or involve a swimmer or other ASA officer to take action as appropriate.
  - (iii) a decision may be made to refer matters to a relevant agency, either the Police or Children's Social Care Team (formally Social Services).
  - (iv) a decision may be made to appoint an independent investigator to conduct an independent fact finding investigation.
  - (v) A decision to make a complaint under the ASA Judicial Regulations.
- 3 All members who refer matters of a Child Safeguarding nature must be aware that in certain circumstances the ASA's powers to take action may be compromised and the ASA would bring the following points to members attention:
  - (i) In any circumstances giving cause for concern, there must be early communication to the ASA LAD via any of the channels mentioned above.
  - (ii) the ASA cannot, normally, play any role in any Child Safeguarding concerns involving the parent/child relationship. Such matters would be immediately referred where necessary to a relevant agency. Any action recommended to the ASA by the statutory body regarding the person's role in swimming would be acted upon. This may require direct action by the ASA or the relevant club.
  - (iii) failure to communicate to the ASA LAD at the earliest possible stage **MAY INHIBIT THE ABILITY OF THE ASA AND RELEVANT AGENCIES TO ACT**. In addition, it could render the club or individual subject to disciplinary or other action by the ASA.
- 4 If the decision is made to appoint an investigator, then it would be practice for the investigator to make contact with the initial referrer/complainant normally within 3 - 5 working days of initial contact with the ASA LAD. Preliminary contact will be made by telephone to confirm the appointment of an investigator and to make arrangements to meet with the referrer/complainant. The meeting and its content will be reported back to

## *Protocols for Child Safeguarding Investigations*

the ASA LAD and the ICPO, and a strategy would be initiated. The likely course of action is as follows:

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



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

**Andy Gray**  
**Director of Legal and Regulatory**  
**Affairs**

**Barbara Barrett**  
**ASA Independent Child Protection**  
**Officer**

December 2009 Revision

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# THE ASA CHILD WELFARE COMPLAINTS PROCEDURE

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## **Introduction**

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

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

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

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

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

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

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

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

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

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

## **Why is this Procedure Necessary?**

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

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

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

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

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

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

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

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

Guidance and support can be obtained from the ASA ICPO.

### **The Procedure**

#### **Step One – Informal Resolution Locally Timescale: Immediate**

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

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

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

#### **Step Two – Resolution through Club Welfare Officer Timescale: Intervention 7 Days**

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

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

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

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

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

## *The ASA Child Welfare Complaints Procedure*

details in Wavepower – Welfare Officer’s information sheet) and to the ASA ICPO.

The club Welfare Officer must:

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

### **Step Three – National Level – The ASA Independent Child Protection Officer**

#### **Timescale: Intervention 3 Days**

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

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

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

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

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

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

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

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

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

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

### **No Appeal**

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

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

### **Note**

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

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

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

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

November 2011

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## **ASA SWIMLINE**

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### **Who is the ASA SwimLine for?**

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

### **Who will take the calls and what happens?**

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

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

### **Other things you should know**

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

**You can call the ASA Swim Line on 0808 100 4001.**

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

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

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

**Comments and suggestions on how we can improve this service are welcome.  
Amateur Swimming Association 4th Floor, SportPark, Loughborough University,  
3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF**



## Promoting your right to good Welfare Practice in your Swimming Club

2009 - 2011

Are you worried  
about yourself or  
someone else in  
the club?

The club welfare officer can offer you advice and seek further help for you if need be or you can call the ASA Swimline.

Do you want to  
talk to someone  
who can help?

Leave a contact number and a Swimline volunteer will call you back.

Club Welfare Officer:

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Club Name:

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**Swimline**  
**0808 100 4001**

The club and the ASA are committed to maintaining your welfare in swimming. The ASA will support anyone who in good faith report his/her concerns about child abuse.

Supported by  
**NSPCC**  
Truly a better way to live



**the asa**  
*swim for life*

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# CONSTITUTIONAL LAWS

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Changes to ASA Laws agreed by the ASA Council in 2011 are marked ♦

Changes to ASA Regulations and Technical Rules agreed by the Board during 2011 are marked ● and all these came into effect on or before 1st January 2012.

## 1 General

### 1.1 The Association

#### 1.1.1 Governing Body

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

#### 1.1.2 Objects

The Objects of the ASA shall be to:-

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

### 1.2 In these Laws, Regulations, Rules and Conditions

- 1.2.1 'ASA' shall mean Amateur Swimming Association.
- 1.2.2 'Board' shall mean the Board of the Amateur Swimming Association.
- 1.2.3 'England' shall be defined as including the Isle of Man and Channel Islands.
- 1.2.4 'FINA' shall mean Federation Internationale de Natation.
- 1.2.5 'LEN' shall mean Ligue Européenne de Natation.
- 1.2.6 'British Swimming' shall mean British Swimming Limited.
- 1.2.7 'Region' shall mean one of the eight Regions of the ASA as defined in Law 2.
- 1.2.8 'Laws' shall include the ASA Laws numbered between 0 and 50.
- 1.2.9 'Regulations' shall include the ASA Regulations numbered between 51 and 500.
- 1.2.10 'Technical Rules' shall include the ASA Rules numbered between 501 and 1199.
- 1.2.11 'Swimmer' shall include diver, synchronised swimmer and water polo player unless the context indicates the contrary.



**1.2.12** Words importing the masculine gender shall include the feminine and *vice versa*.

**1.2.13** Words of the singular shall include the plural and *vice versa*.

### **1.3 Deviations from Constitutional Laws or Regulations**

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

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

## **2 Regions**

- 2.1** For the convenient government of the sport the ASA shall be divided into eight Regions each of which shall be aligned with one or more Sport England Regions.

- 2.2** The eight Regions shall be known and comprised as follows.

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

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

**2.2.1 ASA East Region** – the Counties of **Bedfordshire; Cambridgeshire; Hertfordshire; Norfolk; Suffolk** and **Essex** excluding the Greater London Boroughs of *Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest*;

**2.2.2 ASA East Midland Region** – the Counties of **Derbyshire; Leicestershire** including **Rutland; Northamptonshire; Nottinghamshire** and **Lincolnshire** excluding those parts covered by the Unitary Authorities of *North East Lincolnshire* and *North Lincolnshire*;

**2.2.3 ASA London Region** – the *City of London and the Greater London Boroughs of Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth and Westminster*.

**2.2.4 ASA North East Region** – the Counties of **Northumberland and Durham; Yorkshire** and those parts of **Lincolnshire** covered by the Unitary Authorities of *North East Lincolnshire* and *North Lincolnshire*.

**2.2.5 ASA North West Region** – the Counties of **Cheshire; Cumbria** and **Lancashire** including the Crown Dependency of the **Isle of Man**.

**2.2.6 ASA South East Region** – the Counties of **Berkshire; Buckinghamshire; Hampshire; Isle of Wight; Kent; Oxfordshire; Surrey; East Sussex; West Sussex** and the Crown Dependencies of the **Channel Islands**;

**2.2.7 ASA South West Region** – the Counties of **Cornwall; Devon; Dorset; Gloucestershire; Somerset and Wiltshire.**

**2.2.8. ASA West Midland Region** – the Counties of **Shropshire; Staffordshire; Warwickshire and Worcestershire** including **Herefordshire.**

### **3 Powers and Responsibilities of Regions**

#### **3.1 General**

**3.1.1** Each Region shall

**3.1.1.1** be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Association;

**3.1.1.2** observe the laws, regulations and rules of the Association and ensure that they are observed within its jurisdiction;

**3.1.1.3** follow the resolutions and rulings of the Board and/or the ASA Council and ensure that they are followed within its jurisdiction

**3.1.1.4** be accountable to the Association for the proper discharge of its functions.

**3.1.2** Each Region shall:

**3.1.2.1** establish two or more Sub-Regions to form part of the governance, administration and delivery of the sport within the Region;

**3.1.2.2** define the boundaries of each Sub-Region with the limitation that they shall be wholly within the boundaries of the Region;

**3.1.2.3** allocate clubs within the Region to the Sub-Region within which the principal location where the club's swimming activities take place is situated.

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

#### **3.2 Administration and Finance**

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

**3.2.1.1** determine the uses to which its funds are allocated within the national strategic criteria set by the Association;

**3.2.1.2** set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the national strategic criteria set by the Association;

**3.2.1.3** set up and implement a Development Plan based on the national strategic criteria set by the Association;

**3.2.1.4** have the authority to set the Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;

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

### **3.3 Accountability**

#### **3.3.1 Each Region shall**

- 3.3.1.1** from time to time submit its Business and Development Plans to the Board or its nominated agent(s) for approval;
- 3.3.1.2** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
- 3.3.1.3** report annually to the Board, in such a form as it may from time to time require, on its:
  - 3.3.1.3.1** activities and any issues arising therefrom;
  - 3.3.1.3.2** financial statements;
  - 3.3.1.3.3** performance against its Development Plan.

### **4 Standard constitutions and model rules**

- 4.1** Standard constitutions for Regions and clubs, and model rules for Sub-Regions, organisations, associations and bodies shall be issued and reviewed from time to time by the Board. These shall embody the principles of:
  - 4.1.1** transparent financial accounting;
  - 4.1.2** a democratic system with clear roles and responsibilities and accountability;
  - 4.1.3** a fair and open disciplinary system for dealing with internal disciplinary matters, conforming with ASA Judicial Regulations 150 to 155 inclusive.
- 4.2** Each Region and club affiliated to the ASA shall issue rules and operate on the basis of a standard constitution appropriate to its status which:
  - 4.2.1** may contain mandatory provisions in respect of any parts of the governance and administration of the Region or club;
  - 4.2.2** may contain recommended provisions in respect of the other parts of the governance of and administration and any other matter appertaining to the Region or club.
- 4.3** Each Sub-Region, organisation, association and body affiliated to the ASA shall issue rules and operate on a basis which follows those model rules appropriate to its status and constraints.

### **5 Affiliation and Membership**

- 5.1** The ASA shall comprise the following categories of affiliation:
  - 5.1.1** clubs affiliated to Regions;
  - 5.1.2** associated organisations affiliated to Regions;
  - 5.1.3** corporate organisations;
  - 5.1.4** associate associations;
  - 5.1.5** affiliated bodies;
  - 5.1.6** clubs, bodies, associations or organisations temporarily affiliated under the provisions of Regulation 56.
- 5.2** The ASA shall comprise the following categories of membership:
  - 5.2.1** individual members of clubs which are affiliated to a Region and for whom the ASA Membership Fee has been paid;
  - 5.2.2** individual members of associated organisations affiliated to a Region and for whom the ASA Membership Fee has been paid;

**5.2.3** individuals granted temporary membership under the provisions of Regulation 56;

**5.2.4** individuals granted honorary membership of the Association.

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

## **6 Clubs**

**6.1** In order to be affiliated to a Region, a club must comprise a group of people who join together for the common purpose of taking part in swimming related activities and must be organised and managed on a democratic basis. A school which affiliates as a club shall be exempt from the requirement to be organised and managed on a democratic basis provided its membership is confined to its pupils.

**6.2** A club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principal location where the club's swimming related activities take place.

**6.3** A club whose headquarters is overseas and whose members have British citizenship shall be eligible to affiliate direct to the ASA upon payment of an annual fee to be fixed by the Board at its first meeting in each year. Such an affiliation shall not confer the normal rights and privileges of an affiliated club.

**6.4** A club that is affiliated to a Region shall automatically also be affiliated to the County within which the principal location where the club's swimming activities take place is situated, and shall be liable for any affiliation fee set by that County.

**6.5** A club that is affiliated to a Region shall automatically also be affiliated to the Sub-Region within which the principal location where the club's swimming activities take place is situated.

**6.6** A club shall not be permitted to remain affiliated to any Region if the club's total fee, including affiliation and membership fees, has not been paid to the ASA or the Region if required by 31st March and each Region and County as appropriate shall include in its rules provisions to the effect that the affiliation of such a club to the Region or County shall be suspended until such time as those liabilities and the additional fee levied under Law 35.4.2 are all discharged.

**6.7** A club member is any individual, or each individual member of a group (e.g. family), that has applied for, and been accepted into, membership by the club and whose membership has not lapsed or been terminated.

**6.8** No club may prevent a member from belonging or competing for another club.

**6.9** No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.

**6.10** Any member who temporarily or permanently changes his residence to another country may join a club affiliated to the governing body in the new country and shall be regarded as coming within the jurisdiction of the latter.

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## **FINANCE**

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### **7 Funds**

**7.1** All funds or other property of the Association shall be applied to the furtherance of the objects of the Association, or for any charitable purpose. No funds or other property of the Association shall be paid to, or distributed among, the members of the Association.

In the event of dissolution, the funds remaining shall be devoted to objects similar to those of the Association.

- 7.2** There shall be not more than four Trustees of the ASA. The freehold and leasehold premises of the ASA shall be vested in them to be dealt with by them as the Council shall from time to time direct by resolution (of which an entry in the Minutes shall be conclusive evidence). Any such premises shall be held on trust for the ASA beneficially. The Trustees shall be indemnified against risk and expense out of the property of the ASA. The Trustees shall hold office until death or resignation, or until removed from office by a resolution of the Council who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustee. Where by reason of any such death or resignation or removal it shall appear necessary to the Council that a new Trustee or Trustees shall be appointed or if the Council shall deem it expedient to appoint an additional Trustee or additional Trustees, the Council shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the President is hereby nominated as the person to appoint new Trustees of the ASA within the meaning of Section 36 of the Trustee Act 1925 and he shall by deed duly appoint the person or persons so nominated by the Council as the new Trustee or Trustees of the ASA and the provisions of the Trustee Act 1925 shall apply to any such appointments. Any statement of fact in any such Deed of Appointment shall in favour of a person dealing *bona fide* and for value with the ASA or the Council be conclusive evidence of the facts so stated.
- 7.3** The Council may on behalf of the ASA mortgage or charge the whole or any part of the funds or other property of the ASA to secure any monies for the time being owing by the ASA or as security for any liability both present and future contingent or otherwise howsoever undertaken by any Trustee or other Officer on behalf of the ASA and so that such funds or other property of the ASA may be transferred into the names of the Trustees for the purpose of creating such mortgage or charge.

## **8 Expenses**

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

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## **GOVERNMENT**

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### **9 ASA Council**

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

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

No person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions including without limitation full time or part time staff,

development officers, coaches, consultants and team managers shall be eligible to be a member of the Council under this Law 9.

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

**9.1.1** the President of the ASA;

**9.1.2** the Vice President;

**9.1.3** the current members of the Board not previously included in Laws 9.1.1 to 9.1.2;

**9.1.4** Three Regional representatives with additional representatives elected in the ratio of one for every three thousand five hundred members having paid an ASA membership fee through a club or organisation affiliated to that Region, or fraction thereof greater than one half, with a minimum entitlement of eight representatives from each Region under this section. Every Regional representative shall be either a Past President of a Region or a delegate entitled to represent a club at meetings of the Region, and shall be elected at the Annual General Meeting of the Region;

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

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

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

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

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

The Chairmen of such of the ASA Diving; Masters; Open Water; Swimming; Synchronised Swimming and Water Polo Committees as have been duly appointed under Law 21, and the Chairman of the Independent Disciplinary and Dispute Resolution Appeals Panel.

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

The Chairmen of the ASA Audit & Probity Committee; the Chairmen of such of the ASA Disability and Medical Advisory Committees as have been duly appointed under Law 21 and the Secretary of the Rules Committee.

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

## **10 Annual Council Meeting**

**10.1** The Annual Council Meeting shall normally be held in the month of October in each year at a suitable venue agreed by the Board within the boundaries of the Region to which the club of the person nominated as President for that year is affiliated.

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

- 10.3 The venue of the meeting shall be announced two years in advance.
- 10.4 50% of those entitled to attend and vote shall form a quorum at the meeting.
- 10.5 All decisions taken by the meeting shall be binding on each Region, and on the clubs, organisations, associations and bodies affiliated thereto.
- 10.6 The minutes of the meeting shall be published each year in the Handbook.

**11 Special Meeting of the Council.**

A Special Meeting of the Council shall be called:

- 11.1 if a resolution to that effect is passed by the Council at the Annual Council Meeting, in which case the Special Meeting shall be held on a date fixed by the Council;
- 11.2 on the receipt by the Chief Executive of a written request from at least five Regions stating the reason for such a meeting, in which case the Special Meeting shall be held within 28 days unless the reason for the meeting includes proposals for changes to ASA Law in which case it shall be held within 56 days;
- 11.3 at the request of two-thirds of the Board, in which case the special meeting shall be held within 28 days unless the reason for the meeting includes proposals for changes to ASA Law in which case it shall be held within 56 days;
- 11.4 the business to be considered at a Special Meeting shall be only that specified in the resolution or request for the meeting;
- 11.5 50% of those entitled to attend and vote shall form a quorum at the meeting.
- 11.6 a Special Meeting of the Council shall be held at a venue decided by the Board.

**12 Notice of Meetings**

- 12.1 The Chief Executive shall notify all those entitled to attend a Council Meeting, stating where and when it will be held. The Regional Director or his equivalent, shall send a copy of the agenda paper to his Regional representatives at least ten days before the meeting.
- 12.2 A summons for an adjourned meeting of the Council shall be sent out so that those entitled to attend shall receive seven clear days' notice. It shall not be necessary to circulate an agenda.

**13 Office Holders and Officers**

- 13.1 The Council shall at its Annual Meeting elect from time to time, subject to the relevant sections of Regulation 58:
  - 13.1.1 the Vice President:
  - 13.1.2 the President:
  - 13.1.3 Auditors:
  - 13.1.4 The eight members of the Judicial Appointments Panel:
  - 13.1.5 the Judicial Commissioner:
- 13.2 The Council shall at its Annual Meeting appoint from time to time subject to the relevant sections of Regulation 58
  - 13.2.1 Four independent members of the Board:

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## **COUNCIL MEETINGS**

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### **14 Standing Orders**

The Council shall be governed by the Standing Orders in Regulation 63.

### **15 Changes to ASA Laws**

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

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## **THE BOARD OF THE AMATEUR SWIMMING ASSOCIATION**

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### **16 Composition**

Only persons who are members of the ASA shall be eligible to be voting members of the Board under this Law 16.

No person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be eligible to be a member of the Board under this Law 16.

Subject to the foregoing, the Board shall consist of:

- 16.1** One representative from each Region (together the “elected members”) who shall:
  - 16.1.1** be elected by the Councils of their respective Regions;
  - 16.1.2** hold office for two years;
  - 16.1.3** take office from when their election has been reported to the following ASA Council Meeting and shall remain in office until their successors are elected and take office.
- 16.2** The Chairman of the Board who shall:
  - 16.2.1** be a member of the Association;
  - 16.2.2** be appointed by the elected members from nominations received from an affiliated club, organisation, body, County or Region;
  - 16.2.3** hold office for four years;
  - 16.2.4** not be re-appointed for more than two consecutive terms of office;
  - 16.2.5** not hold any other elective office in, nor take any active part in, the government of swimming by any National, Regional or County Association;
  - 16.2.6** be subject to removal from office at any time provided that three quarters of the elected members of the Board are in favour.
- 16.3** A maximum of four independent members with skills or experience in such areas as the majority of the Chairman and the elected members may from time to time require. A maximum of two independent members shall normally be appointed each year. They shall:
  - 16.3.1** be appointed by Council from nominations made by a majority decision of the Chairman and the Regional representative members of the Board;



- 16.3.2 have the power to vote;
- 16.3.3 hold office for two years;
- 16.3.4 be eligible for re-appointment.

**16.4 General provisions relating to the members of the Board**

- 16.4.1 The President and Vice President of the ASA may attend meetings of the Board during their terms of office and may speak but may not vote
- 16.4.2 Should a Regional representative be unable to attend a meeting, a substitute may be appointed by the Region.
- 16.4.3 The Regional Management Board shall fill any vacancy for a Regional Representative which may occur during a term of office. Such a replacement shall take office immediately and remain in office for the rest of the term until his successor is elected and takes office.
- 16.4.4 The members of the Board shall be indemnified against risk and expense out of the property of the ASA for acts and things done by them in the normal performance of their duties as members of the Board or servants of the ASA but not further or otherwise.
- 16.4.5 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 16.4.6 Members of the Board shall be admitted free of charge, on production of an official authorisation, to all swimming galas and events held under ASA Laws.

**17 Procedures for proposals to change Regulations and Rules**

- 17.1 A proposal to change an ASA Regulation may be made by a member, club, organisation or Region and in the case of a proposal by:
  - 17.1.1 an Individual, it must be supported by four signatures of ASA members each from other different affiliated clubs;
  - 17.1.2 a club, it must be supported by two signatories from two other different clubs who have been authorised by those clubs;
  - 17.1.3 an organization, it must be confirmed by at least two-thirds of those present and voting at a Management Committee or the Council of the organisation;
  - 17.1.4 a Region, it must be confirmed by a two thirds majority of those present and voting at a Regional Management Board or Regional Council;
  - 17.1.5 a committee set up under Laws 21 or 22 or Regulation 63.10 and must appear in the minutes of that committee submitted to the Council or the Board as appropriate for approval.

Any such proposals must reach the Chief Executive at least sixteen working days prior to the relevant Board meeting except that if in the opinion of two thirds of the Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.
- 17.2 A proposal to change an ASA Judicial Regulation may be made by a member, club, body, Region or organisation affiliated to the ASA or by a committee or group set up under Laws 21 or 22, Regulation 111 or Regulation 63.10. Any such proposal shall be considered by the Judicial Management

Group set up under Regulation 111 unless emanating from it. It shall only be considered by the Board if it is supported by the Judicial Management Group and is recorded in the minutes of that Group submitted to the Board for approval at least sixteen working days prior to the relevant meeting except that if in the opinion of two thirds of the Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

- 17.3** A proposal to change an ASA Technical Rule may be made by a member, club, body, Region or organisation affiliated to the ASA or by a committee set up under Laws 21 or 22 or Regulation 63.10. Any such proposal shall be considered by the relevant Technical Committee unless emanating from it. It shall only be considered by the Board if it is supported by the relevant Technical Committee and is recorded in the minutes of that Committee submitted to the Board for approval at least sixteen working days prior to the relevant meeting except that if in the opinion of two thirds of the Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

## **18 Power and Duties of the Board**

**18.1** It shall be the general right and responsibility of the Board to:

- 18.1.1** promote the sport in accordance with the objectives of the Association;
- 18.1.2** determine the policy of the Association within the overall strategy previously agreed by the Council;
- 18.1.3** approve the plans and budgets produced to implement that policy;
- 18.1.4** monitor results against the plans;
- 18.1.5** be responsible for the business and commercial activities of the Association;
- 18.1.6** communicate with the membership of the Association so that it may fairly judge the activities of the Board.

**18.2** In particular the Board shall:

- 18.2.1** approve, if at least two thirds of those voting are in favour, the principle, intention and wording of all changes to ASA Regulations or ASA Technical Rules properly proposed according to Law 17. Any such changes shall become effective on a date to be decided by the Board which shall be at least six weeks after the meeting at which the changes are made;
- 18.2.2** carry out any specific duty laid on it by the Council of the Association;
- 18.2.3** decide any matter not provided for in the Laws or Regulations of the ASA subject to the approval of the ASA Council at its next meeting;
- 18.2.4** make, if at least two thirds of those voting are in favour, any change to the Laws of the ASA which it may think necessary by reason of changes to the rules of FINA, subject to the approval of the ASA Council at its next meeting;
- 18.2.5** decide any matter, including changes to ASA Laws, which in the opinion of two-thirds of the Board is considered to be of immediate importance subject to the approval of the ASA Council at its next meeting.

**18.2.6** fix dates and venues of international matches.

**18.2.7** have a general superintendence over the work of all committees appointed under Law 21 or Law 22.

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

**20 Decisions**

**20.1** The Board's decisions shall take immediate effect and its instructions shall be acted upon until the next Council Meeting.

**20.2** The acceptance or rejection of any claim for an ASA record shall be final.

**20.3** A copy of all resolutions, including all changes to ASA Laws, Regulations or Rules, passed by the Board shall be sent by the Chief Executive to each Regional Director, or his equivalent.

**21 Appointment, terms of reference, powers and responsibilities and membership of Committees**

**21.1** The Board may appoint, suspend or remove such committees in connection with the technical, development and other aspects of the aquatic sports below High Performance level as it shall from time to time decide, always provided that if the ASA is represented at any higher level of authority in any discipline, then a committee for that discipline shall be appointed under this Law 21.1.

The Committees appointed under this Law 21.1 may include but shall not be limited to the following:

- Technical Diving Committee;
- Technical Masters Swimming Committee;
- Technical Open Water Swimming Committee;
- Technical Swimming Committee;
- Technical Synchronised Swimming Committee;
- Technical Water Polo Committee;
- Disability Committee;
- Medical Advisory Committee.

**21.2** The Board shall from time to time determine for each committee appointed under Law 21.1 its:

- 21.2.1** terms of reference;
- 21.2.2** powers and responsibilities;
- 21.2.3** membership.

**22 Appointment of other Committees, Forum and Controller**

**22.1** The Board shall appoint the following Committees, Forum and person subject to the relevant Regulations:

- Audit and Probity Committee – Regulation 66;
- Rules Committee – Regulation 67;
- Safety Forum – Regulation 201;
- Trophies Controller.

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## GOVERNANCE LAWS

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### 31. Judicial

- 31.1** The primary objective of the judicial system shall be to secure, as expeditiously as possible, a just outcome following the submission of a complaint, protest appeal or water polo appeal, by the system and procedures set out in these Judicial Laws and the Judicial Regulations.
- 31.2** There shall be five levels of judicial authority:
- 31.2.1** the Water Polo Delegate(s) or the referee(s)
  - 31.2.2** the Jury of Appeal
  - 31.2.3** the Judicial Commissioner
  - 31.2.4** the Independent Disciplinary and Dispute Resolution Panel, (the "Disciplinary Panel"), and its agents;
  - 31.2.5** the Independent Disciplinary and Dispute Resolution Appeals Panel, (the "Appeals Panel), and its agents.
- 31.3** Any deviation from any provision of these Judicial Laws or Judicial Regulations shall not invalidate any finding, procedure or decision unless that deviation raises a material doubt as to the reliability of the finding, procedure or decision.
- 31.4** A member of the Scottish ASA or of the Welsh ASA shall be governed by the ASA Judicial Laws and Regulations whilst engaged in activities under the jurisdiction of the ASA in England.
- 31.5** A complaint against a member of the ASA whilst under the jurisdiction of British Swimming whether in England, Scotland, Wales or abroad shall be dealt with by and under the disciplinary code of British Swimming.
- 31.6** Any case involving a prohibited substance under the Doping Control Rules and Protocols of British Swimming shall be dealt with by British Swimming according to those Doping Control Rules and Protocols.

### 32 FINA Rules

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

### 33 Interpretation of ASA Laws or Regulations

- 33.1** When interpretation of an ASA Law or a Regulation or a rule governing ASA championships is required, or when any matter arises which is not covered by the ASA Laws or Regulations, it shall be referred to the Board whose decision shall be immediately effective.
- 33.2** If any question arises concerning a conflict between the ASA Laws or Regulations and/or the Rules of a Regional Association and/or County Association it shall be referred to the Board who shall refer it in accordance with ASA Regulation 64.4.2 before making its decision, subject to the approval of the ASA Council at its next meeting.
- 33.3** Nothing in the preceding sections shall prevent a referee or a water polo delegate deciding a protest or a Jury of Appeal deciding a protest appeal or a Disciplinary Committee, Arbitrator or Arbitration Committee deciding a complaint or a protest appeal or an Appeal Committee deciding an appeal or water polo appeal based on the interpretation of the relevant Laws, Regulations or Technical Rules by that person or body.

## **34 Membership**

- 34.1** It shall be the responsibility of every club to ensure that the persons holding the following offices or positions are members of the club and are included in the club's annual return of club membership:-
- 34.1.1** its President and Vice Presidents irrespective of whether they were members of the club prior to their election;
  - 34.1.2** its officers and committee members irrespective of whether they were members of the club prior to their election;
  - 34.1.3** its voluntary instructors and coaches.
- 34.2** It shall be the responsibility of every club to ensure that all its paid instructors or coaches, who are not members of the club, whether employed by the club or any other body or organisation or self employed, are members of a body or association which accepts that its members are bound by the ASA's Code of Ethics, the Laws and Regulations relating to Child Protection and those parts of the Judicial Laws, Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.
- 34.3** Any action taken under these ASA Laws or Regulations shall proceed on the presumption that these responsibilities have been discharged.

## **35 Annual Return of Club Membership and Registrations**

- 35.1** Each club shall send to the ASA or to the Region if required a return of its membership not later than 31st March in each year. This shall include all members, and shall be divided into the following categories:
- 35.1.1** Category One shall include all members of any age who are learning to swim or who are swimmers at any level of ability, who do not compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3.
  - 35.1.2** Category Two shall include all members of any age who compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3.
  - 35.1.3** Category Three shall include all members of any age who are not in Categories One or Two including, but not being limited to, any persons who have voting rights in their club by virtue of being a parent of or a person with parental responsibility for a member in Categories One or Two; administrators; associate members; coaches; helpers; honorary members; life members; officers; presidents; qualified officials of any discipline; patrons; teachers; temporary members; vice presidents and verifiers or tutors of the Association's educational certificates.
- 35.2** Other Regional Organisations affiliated under Regulation 52.2 including without limitation Schools Swimming Associations and Individual Schools shall not be required to make a return of membership.
- 35.3** All persons, in any Category, who are members in the current year shall be included in the return.
- 35.4** Those persons included in the Annual Return and any person initiating membership after his club's return of membership has been submitted and on or before 30th September shall pay, or have paid by the club on their behalf, an annual membership fee to the ASA or to the Region, if required:

- 35.4.1** The amount of the fee shall normally be set so that the total income to the ASA from the membership fees increases annually on an index linked basis;
- 35.4.2** The amount of the fee, which may be different for each category of membership, shall be decided by the Board by 31st July in the preceding year and shall be paid to the ASA or to the Region, if required, together with the club's annual membership return not later than 31st March. The affiliation of a club failing to comply shall be suspended with immediate effect. (Law 6.6);  
An additional fee equal to ten per cent of the total of the membership fees the club paid in the previous membership year or the sum of £50.00 whichever is the greater must be paid before a club whose affiliation has been suspended under Law 6.6 is reinstated.  
For the avoidance of doubt and without prejudice to the generality of the powers of the Council under ASA Laws the Council may at the ASA Annual Council or at a Special Meeting of the Council reduce or increase the amount of any fee which has been decided by the Board under this section.
- 35.4.3** The fee shall be payable by a club only for those members included on the membership return whose unbroken membership of that club is longer than their unbroken membership of any other club;
- 35.4.4** For Category Two, the membership fee shall include registration as a competitor. These persons may be referred to as Registered Competitors.
- 35.4.5** For Category Three the membership fee shall include, for persons with an appropriate qualification, registration as an official. These persons may be referred to as Registered Officials.
- 35.4.6** Only one fee, which shall be the highest for which he is liable, shall be payable for any one member.
- 35.5** Those persons who are *bona fide* members of affiliated clubs shall be regarded as members of the ASA for the purposes of Third Party and Personal Accident Insurance effected by the ASA for the protection of affiliated clubs and members thereof. Casual helpers, who are not members of the Association and are not included in the Annual Return will be covered by the Third Party Insurance only.
- 35.6** The membership year shall be the calendar year: The registrations of all competitors and officials shall lapse on 31st March each year unless renewed before that date.
- 35.7** Membership may be initiated or the details amended at any time during the year and shall be effective from the date on which a correct form is received and recorded by the Association.
- 35.7.1** Any person initiating membership after his club's return of membership has been submitted and on or before 30th September shall be charged the full fee for that year for the appropriate category of membership. No fee shall be charged for the remainder of that year to any person initiating membership after 30th September.
- 35.7.2** Any member changing his category of membership on or before 30th September shall be charged any additional fee for that year due for the new category of membership. No additional fee shall be charged for the remainder of that year to any person changing his category of membership after 30th September.

- 35.7.3** Any member changing his category of membership at any time after his club's return of membership has been submitted shall not be refunded any part of a fee already paid for that year for the original category of membership.

### **36 Unauthorised Relations**

- 36.1** Except in events confined to disabled swimmers, a member of the ASA may not compete with a swimmer who is not a member of the ASA or the equivalent under the rules of the Scottish ASA, the Welsh ASA, or a federation affiliated to FINA, other than provided for in this Law 36.
- 36.2** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is not affiliated to the ASA, the Scottish ASA, the Welsh ASA or a federation affiliated to FINA, other than one whose membership is confined to disabled persons and then only relating to events confined to disabled swimmers or in events or series of events organised under temporary affiliation and/or temporary memberships granted by the ASA.
- 36.3** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is suspended by FINA, LEN, the ASA, the Scottish ASA, the Welsh ASA, or a federation affiliated to FINA.
- 36.4** Members of the ASA taking part in the ASA Seniors and Masters T30 Challenge shall be exempted from the provision of Law 36.1.
- 36.5** Members of associations, bodies or organisations affiliated under Regulations 52.2 or 55 taking part in competitions confined to the members of the association, body or organisation, shall be exempted from the provision of Law 36.1.
- 36.6** A Region may grant dispensation from ASA Law 36.1 where it is satisfied that the event in question forms part of a *bona-fide* Swim-Fit programme, subject to the payment of a special Membership Registration Fee not to exceed £50.00.

### **37 Eligibility**

- 37.1** All competitors shall be registered with the ASA to be eligible to compete except as provided by Regulation 321.
- 37.2** An eligible competitor shall not compete against a person ineligible to compete, except in events confined to disabled swimmers, events or series of events organised under temporary affiliation and/or temporary memberships granted by the ASA, life saving competitions approved by the ASA or as otherwise provided by Law 36. Breaches of this Law shall be dealt with under the Judicial Laws and Regulations.

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## **CONSTITUTIONAL REGULATIONS**

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### **51 Accreditation**

- 51.1** All tutors and verifiers of the Association's educational certificates shall be accredited by the Association according to any regulations published by the Association.
- 51.2** All accredited persons shall consent to be bound whilst engaged in any swimming related activities by the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Laws and Regulations necessary for their implementation and whilst engaged in activities under the

jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.

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

## **52 Associated Organisations**

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

### **52.1 County Associations, Local Associations and Leagues**

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

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

**52.1.2** A Local Association shall be defined as an association of clubs each of which is affiliated to the Association through any Region, all with headquarters within an area agreed by the Region to which the Local Association is affiliated, which must be the one in which the majority of its clubs are situated.

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

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



## **52.2 Other Organisations**

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

## **53 Corporate Organisations**

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

- 53.1 Non Profit Making Organisations** A copy of the rules of the organisation must accompany the application, and any change of rules thereafter must be approved by the ASA. The affiliation fee shall become due on the 31st March each year and shall be reviewed annually by the Board.
- 53.2 Commercial Organisations** This category of membership may be granted by the Board to an organisation who has expressed a desire to be part of 'the swimming family' under such terms and conditions as may be mutually agreed between the organisation and the Board.

**54 Associate Association**

**54.1** The Institute of Swimming. (IoS) shall be an Associate Association.

**54.2** Members of the IoS, through their membership, shall be deemed to be members of the ASA subject to the limitations that they shall be bound by the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Laws and Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations but shall not receive any other benefit of ASA membership solely by virtue of membership of the IoS.

**55 Affiliated Bodies**

**55.1** When the scope of its activities make affiliation to a Region inappropriate a body may apply to affiliate direct to the ASA. An Affiliated Body shall, as part of its affiliation, accept and incorporate in its Rules that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Protection and those parts of the Judicial Laws and Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Regulations but other than those for whom the appropriate ASA membership fee has been paid, shall not receive any other benefit of ASA membership. An Affiliated Body may not have any form of individual membership which includes membership of the ASA except as provided under Regulation 55.4.

**55.2** A copy of the rules of the body must accompany the application and any change of rules thereafter must be notified to the ASA.

**55.3** The affiliation fee must be fixed by the Board at its first meeting each year, becomes due on 31st March and shall be shared equally among the eight Regions.

**55.4 Competition**

**55.4.1** Individual members of a body affiliated under this Regulation 55 may be permitted to compete in Masters events and/or concurrent senior age group events always provided that the appropriate ASA membership fee as a competitor has been paid for each one competing.

**55.4.2** In addition to the provisions of Regulation 55.4.1, individual persons attending for full time education at a College, University or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to the ASA under this Regulation 55 may enter and compete in any discipline in any event promoted wholly or partly by a County, Sub-Region or Region provided that:

**55.4.2.1** for closed events the individual entering the event is based at a campus of the College, University or similar institution within any area prescribed in the promoter's conditions for the event;

**55.4.2.2** the appropriate ASA membership fee as a competitor has been paid for each one competing.

**55.4.3** In addition to the provisions of Regulations 55.4.1 and/or 55 4.2, individual persons attending for full time education at a College, University or similar institution which is a member of either British

Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to the ASA under this Regulation 55:

- 55.4.3.1** may enter and compete in:
  - 55.4.3.1.1** any open Masters events and/or concurrent senior age group events promoted wholly or partly by the ASA, a County, Sub-Region, Region or British Swimming;
  - 55.4.3.1.2** any open Open Water event promoted wholly or partly by the ASA, a County, Sub-Region, Region or British Swimming;
  - 55.4.3.1.3** any other open or closed Masters events and/or concurrent senior age group events where the promoter has previously agreed to accept such entries;
  - 55.4.3.1.4** any other open or closed Open Water events where the promoter has previously agreed to accept such entries.
- 55.4.3.2** provided that the person:
  - 55.4.3.2.1** is not otherwise a member of an ASA affiliated club;
  - 55.4.3.2.2** entering closed events is based at a campus of the College, University or similar institution within any area prescribed in the promoter's conditions for the event;
  - 55.4.3.2.3** has paid the appropriate ASA Student Competitor membership fee;
  - 55.4.3.2.4** may not rely on the affiliation nor on any performance in an event entered under this Regulation 55.4.3 as a criterion of selection for any representative English or British team.

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

## **56 Temporary Membership and Affiliation**

**56.1** Temporary membership of the ASA may be granted to the participants in a specified event or series of events and, if required, temporary affiliation may be granted to the promoting body provided that:

- 56.1.1** the event or series of events is:
  - 56.1.1.1** organised by a responsible club, association, body or organisation;
  - 56.1.1.2** pursuant to a suitable sporting or health initiative;
  - 56.1.1.3** operated under specified conditions which shall include, but not be limited to, the:
    - 56.1.1.3.1** compliance with all applicable ASA Laws, Regulations and Technical Rules subject to any specific dispensations which may be granted in relation to the event or series of events;
    - 56.1.1.3.2** compliance by all participants (whether or not fully paid up ASA members) with the ASA Child Protection Procedures, ASA Laws, Regulations

and Rules and all applicable ASA Health and Safety requirements in relation to the event or series of events;

**56.1.1.3.3** participation with fully paid up ASA members to be the only benefit from the grant of temporary membership that the participants shall receive.

**56.1.2** all the participants in such an event or series of events (whether or not fully paid up ASA members) agree, in writing, to be bound by the conditions specified in the grant.

**56.2** Temporary membership of the ASA in Category Two for a specified event may be granted to any individual who is not a member of an affiliated club and who wishes to participate in any discipline in an open event under the jurisdiction of the ASA at any level up to and including national events,

**56.2.1** provided that :

**56.2.1.1** the promoter's conditions do not prevent his entry to the specified event(s);

**56.2.1.2** the appropriate application form has been submitted with the required fee and approved by the ASA before the closing date for entries for the first event in any calendar year to be covered by the temporary membership.

**56.2.1.3** the temporary membership may be renewed for further events within the same calendar year on payment of a further fee for each event.

**56.2.2** A temporary membership granted under this Regulation 56.2 shall carry the full benefits and limitations of Category Two membership, only for the period and matters normally associated with the event(s) covered.

**56.3** Temporary membership of the ASA in Category Three may be granted to any *bona fide* individual who is not a member of an affiliated club and who wishes to volunteer to assist the ASA in any capacity,

**56.3.1** provided that:

**56.3.1.1** the appropriate application form has been completed and submitted with the required fee(s) to the ASA before the temporary membership becomes effective;

**56.3.1.2** the maximum period of this temporary membership shall be from the date that the initial grant is recorded to the end of the same membership year;

**56.3.2** A temporary membership granted under this section 56.3 shall carry the full benefits and limitations of Category Three membership only for the period of the temporary membership.

## **57 Honorary Membership.**

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

## **58 Protocols for elections and appointments made at Council**

### **58.1 The Vice President shall:**

**58.1.1** be nominated by the Regions and the Board in the following rotation: North East; London; West Midland; East; East Midland; North West; South East; the Board and South West. The nomination shall be approved by the annual council meeting of the Region, if applicable,

and submitted to the Chief Executive at least 14 days before the Annual Meeting. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for the immediately previous year shall be made by the Board and the remaining Regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination;

- 58.1.2** take office from when his election is made at the Annual Meeting and shall remain in office until his successor is elected at the immediately following Annual Meeting and takes office;

**58.2 The President shall:**

- 58.2.1** be nominated by the Regions and the Board in the following rotation: South West; North East; London; West Midland; East; East Midland; North West; South East and the Board. The nomination shall be approved by the annual council meeting of the Region, if applicable. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for that year shall be made by the Board and the remaining Regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination.

- 58.2.2** be the retiring Vice President unless his resignation, death or a decision of the annual meeting of the Region or the Board which nominated him as Vice President to nominate another person on a resolution passed by four fifths of those present and voting, prevents it;

- 58.2.3** take office from when his election is made at the Annual Meeting and shall remain in office until his successor is elected at the immediately following Annual Meeting and takes office;

- 58.2.4** be the senior officer of the Association and represent the Association where a ceremonial presence is required.

**58.3 The Auditors shall:**

- 58.3.1** be nominated by a member of Council;

- 58.3.2** hold office for such a period as Council may from time to time decide

**58.4 The eight members of the Judicial Appointments Panel shall:**

- 58.4.1** be nominated by an affiliated club, body, organisation, County or Region;

- 58.4.2** each be from a different Region.

- 58.4.3** hold office for a period of one year;

- 58.4.4** take office from when their election is made at an Annual Meeting and shall remain in office until their successors are elected and take office.

**58.5 The Judicial Commissioner shall:**

- 58.5.1** be a member of the ASA;

- 58.5.2** be nominated by an affiliated club, organisation, body, County or Region;

- 58.5.3** hold office for a term of three years;

- 58.5.4** not hold any other elective office in, nor take any active part in, the government of swimming by:

- 58.5.4.1** the ASA, including but not being limited to, membership of any Committee established under Law 21 or Law 22;

**58.5.4.2** British Swimming, including but not being limited to, membership of any British Swimming Committee comparable to those established under ASA Laws 21 or 22;

**58.5.4.3** any other National Association;

**58.5.4.4** any Region;

**58.5.4.5** any County Association;

**58.5.5** not hold any other office or position, remunerated or otherwise, within the ASA executive or judicial structures;

**58.5.6** not be an employee of the ASA other than on a contract basis;

**58.5.7** be directly accountable to the Chairman of the Board and, through him, to the Council of the ASA;

**58.5.8** take office from when his election is made at the Annual Meeting and shall remain in office until his successor is elected and takes office except that if a vacancy arises during a term of office it may be filled by the Judicial Appointments Panel. The replacement shall hold office until the next following Annual Meeting of the Council and may then be nominated for the remainder of the term of office or for a full term of office as appropriate.

**58.5.9** be subject to removal from office at any time provided that three quarters of the members of the Board are in favour.

**58.6 The four Independent members of the Board shall:**

**58.6.1** be nominated by a majority decision of the Chairman and the elected members of the Board;

**58.6.2** hold office for a period of two years. No more than two members shall be appointed each year under this Regulation 58.6;

**58.6.3** take office from when their appointment is made at an Annual Meeting and shall remain in office until their successors are appointed and take office except that if a vacancy arises during a term of office it may be filled by a majority decision of the Chairman and the elected members of the Board. The replacement shall hold office until the next following Annual Meeting and may then be nominated for the remainder of the term of office or for a full term of office as appropriate.

**58.7 Officers of the Association**

**58.7.1** The President and the Chairman of the Board together with the Chief Executive of the Association shall be the Officers of the Association. They shall be indemnified against risk and expense out of the property of the ASA for acts and things done by them in the normal performance of their duties as Officers or servants of the ASA but not further or otherwise.

**58.7.2** The Officers shall be *ex officio* members of the Committees appointed under Law 21 or Law 22 with the exception of the Audit & Probity Committee.

**58.7.3** The Chairman of the Board shall act as the line manager for the Chief Executive on behalf of the Association.

**58.8 Honorary Members**

**58.8.1** The Council may, from nominations received from the Board, elect Honorary Members, in order to recognise valuable service to the sport.

**59 Financial Year**

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

## **60 Procedures for Council**

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

**60.1.1** by the Board, in which case it must be included with the Annual Report and will be moved by the Chairman; or,

**60.1.2** by a Region, in which case it must be received by the Chief Executive not later than the 15th July immediately preceding the Annual Council Meeting, having been approved and confirmed by at least two-thirds of those present and voting at the Regional General Meeting or Management Board as each Region deems fit, in which case it must be included with the Annual Report; or,

**60.1.3** by a member of Council, supported by another member as a seconder, in which case it shall concern an item in the Annual Report or in the minutes of the Board or any of the committees appointed under Law 21 and shall reach the Chief Executive not later than 14 days prior to the meeting.

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

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

**60.2.1** made by the Board at a meeting before 30th June and appears in the minutes of that meeting; or

**60.2.2** made by a committee appointed under Law 21 and appears in the minutes of that committee which have been approved by the Board before 30th June; or

**60.2.3** made by a Region and confirmed by at least two-thirds of those present and voting at a Regional Council or Regional Management Board, as each Region deems fit, and has reached the Chief Executive by 15th June; or

**60.2.4** made as a matter of urgency, approved by the Board, sent to delegates at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two-thirds of the delegates voting.

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

**60.3.1** included in the resolution or request for the meeting;

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

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

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

## **61 Council Chairman**

**61.1** The Chairman at all meetings of the Council shall be the Chairman of the Board if he is present. In his absence the meeting shall elect a chairman. The chairman shall have:

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- 61.1.1 unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Laws and/or Regulations governing the Council;
- 61.1.2 the right to vote on every motion. In the event of an equality of votes, he shall have the casting vote.

### **62 Council Agenda, Annual Report, Accounts and Minutes**

- 62.1 The agenda of the Annual Council Meeting and audited financial statement for the year last past, together with the Annual Report, which shall be presented at the Annual Council Meeting and which shall include a list of the Board's rulings, recommendations and every change which has been made to Laws, Regulations or Rules in the period covered by the report, shall be forwarded to the Director, or his equivalent, of each Region and directly affiliated body not later than the 31st July.
- 62.2 The report shall be forwarded by each Region, together with its own annual report and financial statement, to the Secretaries of all affiliated clubs and all other members of the Regional Council at least ten days before its Annual General Meeting.
- 62.3 A member of the Council who wishes to discuss an item in the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report, the Financial Statements or any minute of the Board or sub-committee including any published changes to ASA Laws, ASA Regulations or ASA Technical Rules, must indicate his intention by giving notice to the Chief Executive no later than 14 days prior to the Annual Council Meeting.
- 62.4 Questions on the minutes of the Board or Committees appointed under Law 21 shall normally refer only to those for the ASA year last past as defined in Regulation 59.1. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the ASA year provided that:
  - 62.4.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and
  - 62.4.2 the minutes have been approved by the Board; and
  - 62.4.3 a specific question seeking further clarification or information is asked; or
  - 62.4.4 a proposal is made under Regulation 60.1.3.
- 62.5 Approval of the report, which includes acceptance of the minutes of the Board, any changes to ASA Laws, ASA Regulations, or ASA Technical Rules contained in the report, other than those items where due notice has been given of a desire to amend, add or reject, shall be proposed en bloc by the Chairman and put to the vote without debate.
- 62.6 The Chief Executive may send to a member of Council a written answer to a question posed in accordance with Regulation 62.3, in which case the member may, at his discretion, withdraw the question and the item in the report may be dealt with as provided in Regulation 62.4. The Chairman may, at his discretion, or on request, disclose the contents of the written answer for the information of the members of Council.

### **63 Standing Orders for Council**

- 63.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Board shall be proposed by a member of the Board. Those which



emanate from a sub-committee shall be proposed by a member of that sub-committee. If the sub-committee member selected to propose the motion is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the sub-committee member shall be allowed to speak in support of the resolution.

- 63.2** Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.
- 63.3** Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker shall be heard.
- 63.4** A proposal to change the Laws of the ASA shall be carried only if at least two-thirds of those voting are in favour and shall become effective on 1st January following the Annual Council Meeting or on such other date as may be agreed by Council. All other proposals shall require only a simple majority of those members voting. Proxy voting shall not be permitted.
- 63.5** ASA Law changes approved at a Special Meeting of the Council shall become effective on a date to be agreed at the Special Council Meeting.
- 63.6** Re-numbering of ASA Laws and any consequential alterations shall be at the discretion of the Chief Executive of the ASA, in consultation with the Rules Committee.
- 63.7** A motion of which due notice has not been given may not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to ASA Law.
- 63.8** Voting on all motions or amendments shall be by a show of hands. The 'home' Region shall appoint not less than four tellers to assist in counting the votes.
- 63.9** The Council meeting shall be open to the public but, except as provided in ASA Law 9, Regulation 63.1, or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may, at anytime, decide to exclude the public.
- 63.10** The Council may appoint a special committee to consider and report on any matter. It shall determine the number of members and decide the terms of reference

#### **64 Powers and Duties of the ASA Board**

- 64.1** The Chairman of the Board, if he is present, shall take the chair at all meetings of the Board. In his absence the meeting shall elect a chairman. The chairman shall have the right to vote on every motion, and in the event of an equal number of votes being recorded he shall have the casting vote.
- 64.2** The Chief Executive of the ASA shall act as Secretary to the Board and shall summon at least four meetings each year, at such venues and time as may, in the opinion of the Board, be most convenient.
- 64.3** The Chief Executive shall notify all those entitled to attend meetings of the Board giving at least seven days notice, stating where and when they will be held and sending the relevant papers and agenda.
- 64.4** In particular the Board shall:

- 64.4.1** approve, if at least two thirds of those voting are in favour, the wording of all changes to ASA Law to implement the principles and intentions of Council;
- 64.4.2** decide the meaning of any Law or Regulation of the ASA which may be referred to it under Law 33. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Law or Regulation decided by the Council or the Board;
- 64.4.3** decide the meaning of any ASA Technical Rule which may be referred to it under Law 33. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Technical Rule;
- 64.4.4** decide any relevant matter not provided for in the Laws, Regulations, or Technical Rules of the ASA.
- 64.4.5** have authority to make, if at least two thirds of those voting are in favour, any change to the Laws, Regulations or Technical Rules of the ASA which it may think necessary by reason of changes in the rules of FINA. Any such changes shall become effective on a date to be decided by the Board which shall be at least six weeks after the meeting at which the changes are made.
- 64.4.6** approve, if a majority of those voting is in favour, the principle, intention and wording of all changes to ASA Championship Conditions proposed by the relevant technical committee, which shall become effective on the 1st January following the meeting at which the changes are made;
- 64.4.7** consider all claims for ASA, British, European, Commonwealth and World records and submit its findings to the appropriate authority;
- 64.4.8** fill any vacancy which may occur amongst officers of the ASA until the next meeting of the Council;
- 64.4.9** at its first meeting after the appropriate Annual Council Meeting, make the following appointments from among members of the ASA:
  - Audit and Probity Committee;
  - Safety Forum;
  - Trophies Controller.
- 64.4.10** at its first meeting after the publication of the handbook appoint the committee secretary and members of the Rules Committee.
- 64.4.11** from time to time in full consultation with the relevant Committee recruit, against an agreed job description, and appoint Administrators for such Committees as have been duly appointed under Law 21.1 and the Audit and Probity Committee.
- 64.4.12** appoint representatives to the Managing Board of British Swimming Limited and other bodies.
- 64.4.13** be responsible for the publication of the ASA Handbook and for the incorporation therein of any changes authorised by the Council.
- 64.4.14** keep a written record of all advice concerning the interpretation of general law or ASA Laws.
- 64.4.15** upon the recommendation of the relevant Technical Committee have the authority to grant dispensation from specified Technical Rules for specified events or competitions. The details of any such

dispensation and the events and/or competitions for which it was granted shall be recorded in the minutes of the meeting at which it was considered.

**64.4.16** have the authority to grant, or to delegate the authority to grant, temporary membership to the participants in a specified event or series of events and, if required, temporary affiliation to the promoting body under Regulation 56.

**64.4.17** from time to time define low level competitions for the purposes of the exemption from the requirement for registration and inclusion in Category Two of membership as set out in Law 35 and Regulation 321.

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## COMMITTEES

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### 65 General restrictions on membership

**65.1** With the exception of the Audit and Probity Committee, only persons who are members of the ASA shall be eligible to be a voting member of any decision making Committee appointed in accordance with Law 21.

**65.2** No person who receives any remuneration for any full time employment by British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of its Regions shall be eligible to be a voting member of any decision making Committee appointed in accordance with Law 21. For the purposes of this section, full time employment shall be defined as remunerated employment under a contract of service for not less than 35 hours per week.

### 66 Audit and Probity Committee

**66.1** The Committee as set out in this Regulation 66 shall cover the activities of both the ASA and British Swimming and shall report to both Boards.

#### 66.2 Membership

**66.2.1** The membership of the Committee shall comprise:

**66.2.1.1** No more than three members appointed by the ASA Board who shall:

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

**66.2.1.1.2** hold office for three years;

**66.2.1.1.3** have been nominated through a process of open recruitment.

Only one member shall normally be appointed under this Regulation 66.2.1.1 each year.

*Note A transitional arrangement for the appointments up to 2011 will be determined to introduce the required sequence of appointments set out in Regulation 66.2.1.1.*

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

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

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

**66.2.1.5** The Director of Finance of the ASA *ex officio*.

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

**66.2.2** 50% of those entitled to attend and vote shall form a quorum at any meeting.

### **66.3 Attendance of other persons at meetings**

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

### **66.4 Powers**

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

**66.4.1.1** investigate any matters and any activity within its terms of reference under this Regulation 66;

**66.4.1.2** obtain professional advice as required;

**66.4.1.3** require the presence of any Relevant Person to answer questions and to obtain such other evidence as the Committee may deem appropriate;

**66.4.1.4** call for documents and/or explanations from any person within the jurisdiction of the ASA or British Swimming including employed staff provided that their right to be dealt with under the relevant Disciplinary Procedures is not prejudiced thereby.;

### **66.5 Responsibilities**

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

**66.5.1.1** appoint a Chairman, who shall not be a member of either the ASA Board or the British Swimming Board, from within its own members;

**66.5.1.2** oversee the external audit services of the ASA and British Swimming and their subsidiary companies;

**66.5.1.3** oversee the planning and implementation of the internal audit system;

**66.5.1.4** approve the appointment or dismissal of the internal auditor;

**66.5.1.5** consider the Management Report section of the external audit and the management response and make any observations and recommendations;

**66.5.1.6** monitor compliance with the ASA and British Swimming Policy Manuals and financial instructions;

- 66.5.1.7** assist the professional staff, members of the ASA and British Swimming Boards and other Committees responsible to the Boards (together “Relevant Persons”) to avoid impropriety, and to deal with matters relating to personal impropriety (alleged or perceived) by any Relevant Person in connection with all relevant matters;
- 66.5.1.8** establish a culture where Relevant Persons bring relevant issues to the attention of the Audit and Probity Committee for consideration and to ensure there is a mechanism in place for them to do so;
- 66.5.1.9** investigate relevant issues and determine whether any breakdown in formal procedures has occurred and report to the relevant Committee, Board or Council the outcome of its investigations and any recommended actions arising from those investigations;
- 66.5.1.10** bring to the attention of the relevant Committee or Board at the earliest opportunity any evidence of *ultra vires* transactions or of improper acts, or other important matters.

## **66.6 Reporting procedures**

- 66.6.1** The Committee shall submit the minutes of its meetings to both the ASA and British Swimming Boards for approval.
- 66.6.2** The Committee may
  - 66.6.2.1** make such recommendations as it feels appropriate from time to time to the ASA Board and the British Swimming Board;
  - 66.6.2.2** issue, under exceptional circumstances, an independent report to the ASA Council.

## **67 Rules Committee**

### **67.1 Membership**

- 67.1.1** The committee may consist of the Committee Secretary and two persons, appointed by the Board.
- 67.1.2** 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 67.1.3** The committee may co-opt other persons, without the power to vote, if matters of a technical nature are to be discussed.

### **67.2 The duties of the committee shall be to:**

- 67.2.1** advise the Board on all matters regarding the Laws, Regulations, Technical Rules and Championship/Competition Conditions of the Association to ensure uniformity of presentation, clarity, the absence of ambiguity and conformity of principle each with the other;
- 67.2.2** review on behalf of the Board all proposals for new Laws, Regulations, Technical Rules, Conditions or changes to existing Laws, Technical Rules or Conditions to endeavour to ensure that they meet the criteria set out in Regulation 67.2.1;
- 67.2.3** draft and submit to the Board for its approval in time for inclusion in the current year’s Handbook suitable wording for all changes to ASA Laws decided in principle and intention by ASA Council;

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- 67.2.4** draft and submit to the Board for its approval, suitable wording for all changes to ASA Regulations or Technical Rules decided in principle and intention by the Board;
- 67.2.5** consult fully with the appropriate Technical or other Committee whenever changes to Regulations, Technical Rules, or Conditions are involved before submitting any drafts or amendments to proposals under Regulations 67.2.2 or 67.2.4;
- 67.2.6** provide guidance and advice to the Technical and other Committees on the Laws, Regulations, Technical Rules and Conditions of the Association.

### **68 Criteria for the Judicial Appointments Panel**

#### **68.1 Membership**

- 68.1.1** The panel shall consist of eight persons, one from each Region.
- 68.1.2** No member of the panel shall also be a member of the Board or an elected member of a Regional Management Board.
- 68.1.3** No member of the panel shall also be a member of the Independent Disciplinary and Dispute Resolution Panel or the Independent Disciplinary and Dispute Resolution Appeals Panel.
- 68.1.4** 50% of those entitled to attend and vote shall form a quorum at any meeting.

#### **68.2 Duties**

- 68.2.1** The duties of the panel shall include, but not be limited to, to
  - 68.2.1.1** appoint a Chairman from within its own members
  - 68.2.1.2** from time to time set criteria, match the nominees under Regulation 58.5.2 to the criteria, and recommend one, or more, of the nominees to the Annual Council meeting for election to the office of Judicial Commissioner;
  - 68.2.1.3** fill any vacancy in the office of Judicial Commissioner which may occur during the term of office. Such a replacement shall take office immediately and remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office;
  - 68.2.1.4** in consultation with the relevant Chairman for the time being of the relevant Panel and following the procedures set out in Regulations 69 and 70, appoint the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel.

#### **68.3 Powers**

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

### **69. Criteria for the Independent Disciplinary and Dispute Resolution Panel**

- 69.1.** The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Panel, (the "Disciplinary Panel"), shall be as follows:
  - 69.1.1** Nominations of persons who are current members of the ASA may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported

by a seconder to the Judicial Administrator for membership of the Disciplinary Panel.

- 69.1.2** An individual who is a member of the ASA, provided that he is supported by at least two other members of the ASA, may apply to the Judicial Administrator for membership of the Disciplinary Panel.
- 69.1.3** From these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years. The members shall take office from when they accept their appointment. All appointments made under this section shall be reported to the next following ASA Council Meeting.
- 69.1.4** One third of the panel members shall retire each year but shall be eligible for re-appointment.
- 69.1.5** No member of the Board nor member of any of the committees established under Law 21 or Law 22 nor member of a Regional Management Board nor member of the Appeals Panel nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA, the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Disciplinary Panel.
- 69.1.6** The Chairman of the Disciplinary Panel or the Chairman of a Disciplinary Committee shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience to a Disciplinary Committee to deal with a specific complaint or protest appeal which requires such specialist skills or experience.
- 69.1.7** The Chairman of the Disciplinary Panel shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience as a sole Arbitrator, to an Arbitration Committee or as a Mediator to deal with a specific complaint or protest appeal which requires such specialist skills or experience.
- 69.2** The functions of the Disciplinary Panel shall include, but not be limited to, to:
  - 69.2.1** provide the members of Disciplinary Committees to consider and decide complaints or protest appeals which involve alleged serious misconduct liable to bring the sport into disrepute, pursuant to the disciplinary procedure (See Regulation 162);
  - 69.2.2** provide mediators and/or arbitrators and/or experts for cases which do not come under the category of serious misconduct, pursuant to the dispute resolution procedure(See Regulation 167);
  - 69.2.3** provide members to consider appeals against decisions of the Judicial Commissioner (See Regulations 108.2 and 108.3).

## **70. Criteria for the Independent Disciplinary and Dispute Resolution Appeals Panel**

- 70.1** The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Appeals Panel, (the "Appeals Panel") shall be as follows:

- 70.1.1** Nominations of persons who are current members of the ASA may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported by a seconder to the Judicial Administrator for membership of the Appeals Panel.
- 70.1.2** An individual who is a member of the ASA, provided that he is supported by at least two other members of the ASA may apply to the Judicial Administrator for membership of the Appeals Panel.
- 70.1.3** from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years. The members shall take office from when they accept their appointment All appointments made under this section shall be reported to the following ASA Council Meeting.
- 70.1.4** One third of the panel members shall retire each year but shall be eligible for re-appointment.
- 70.1.5** No member of the Board nor member of any of the committees established under Law 21 or Law 22 nor member of a Regional Management Board nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, the Scottish ASA, the Welsh ASA, the ASA or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Appeals Panel.
- 70.1.6** The Chairman of the Appeals Panel or the Chairman of an Appeal Committee shall have the power exercisable in his absolute discretion to co-opt from time to time additional persons with specialist skills or experience to an Appeal Committee to deal with a specific appeal which requires such specialist skills or experience.
- 70.2** The functions of the Appeals Panel shall include, but not be limited to, to:
  - 70.2.1** provide the members of Appeal Committees to consider and decide appeals from any decision of a Disciplinary Committee;
  - 70.2.2** provide the members of Appeal Committees to consider and decide appeals from any arbitration decision under Regulation 108.5.
- 71. Limitations and privileges of the Judicial Commissioner and the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**
  - 71.1** The Commissioner and the members of the Disciplinary Panel or the Appeals Panel shall be immune from complaint only while acting in accordance with ASA Law in their respective capacities as the Commissioner or as members of the Disciplinary Panel or the Appeals Panel. In all other respects they shall be treated as members of the ASA.
  - 71.2** No Disciplinary Panel member or Appeals Panel member shall act as a member of a Disciplinary Committee or Appeal Committee or act as a mediator or arbitrator or consider any appeal in a case where he has been a witness to the incidents giving rise to the complaint, protest appeal or water polo appeal.
  - 71.3** Unless he is a party to the complaint, protest appeal or water polo appeal or has been called as a witness by one of the parties to the complaint, protest appeal or water polo appeal, no Disciplinary Panel member or Appeals Panel member shall participate in, or be present at, a hearing in which he



has a personal involvement with either the subject matter of, or any of the parties to the complaint, protest appeal or water polo appeal.

- 71.4** If the Chairman of the Disciplinary Panel or the Chairman of the Appeals Panel is at any stage unable or unwilling to act, one of the Vice-Chairmen of the appropriate panel shall do so instead. If all the Vice-Chairmen of the appropriate panel are unable or unwilling to act, another member of the appropriate panel shall be selected to act in his stead.

**72. Criteria for the appointment of officers of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel**

- 72.1** The members of the Disciplinary Panel shall elect from among themselves, a Chairman and seven Vice-Chairmen, each from a different Region, each for a term of office of three years. An officer who is not re-appointed as a member of the Panel by the Judicial Appointments Panel shall immediately vacate his position.

- 72.2** The members of the Appeals Panel shall elect from among themselves, a Chairman and two Vice-Chairmen for a term of office of three years. An officer who is not re-appointed as a member of the panel by the Judicial Appointments Panel shall immediately vacate his position.

- 72.3** A retiring officer shall be eligible for re-election and a Vice-Chairman may stand for election as Chairman.

- 72.4** If an officer vacates his position for any reason before the end of his term of office, a successor shall be elected by the Panel members from among themselves to serve for the remaining period of office of his predecessor.

**73. Criteria for Water Polo Delegate(s), Referee(s) and Jury of Appeal**

- 73.1** The appointment and authority of Water Polo Delegate(s), referee(s) and a Jury of Appeal are set out in Regulations 413, 414 and 415

- 73.2** The Water Polo delegate(s) or referee(s) shall be responsible for the receipt of, and dealing with protests.

- 73.3** When a Jury of Appeal is appointed it shall be responsible for dealing with appeals against a referee's decision on a protest.

- 73.4** If no Jury of Appeal is appointed, an appeal against a referee's decision on a protest may be made under Regulation 108.1

**74 Judicial Commissioner**

- 74.1** The Judicial Commissioner, (the "Commissioner"), shall normally be elected by an Annual Meeting of the Council.

- 74.2** The requirements for and limitations on the holder of the office of Commissioner are set out in Regulation 58.5

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

- 74.3.1** review every complaint or protest appeal received under these Judicial Laws and decide the procedure to be followed in each case. The permitted procedures shall include:

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

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

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

- 74.3.2** require any or all of the procedures to decide a complaint or protest appeal to be expedited irrespective of the time provisions in these Laws and Regulations, if he is satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a speedy outcome;
- 74.3.3** require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of the ASA refuses or neglects to comply with such a requirement, the Commissioner may impose such sanctions as he deems appropriate;
- 74.3.4** recommend the appointment of a solicitor or counsel to chair hearings of a Disciplinary Committee if he feels that the circumstances of the case may require it;
- 74.3.5** monitor the progress of any complaint that he, or his substitute, has reviewed and referred under Regulation 160.1.3 to a club in its capacity as an employer and direct that action be taken against the club under Regulation 162 if it fails to deal satisfactorily with its responsibilities in this area;
- 74.3.6** appoint a substitute to act in his place, if he is unable or unwilling to review and/or monitor the progress of any complaint.
- 74.4** The Commissioner may take advice from any person when reviewing any complaint or protest appeal.
- 74.5** An appeal against a decision of the Commissioner may be made in certain cases under Regulation 108.2 or 108.3.

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## **GENERAL REGULATIONS FOR THE JUDICIAL SYSTEM**

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### **DEFINITIONS AND LIMITATIONS**

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#### **101. Protests**

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

- 101.3** Where material facts are brought to the attention of a competitor, club, body or official taking part in the competition which if they had been known during that competition a protest would have been likely to have been made during that competition or within thirty minutes following the conclusion of the relevant event, a post-event protest may be made to a referee or, if appropriate, to a water polo delegate who may in his discretion deal with it as if it had been made under Regulation 101.2 provided he is satisfied that it would be in the best interests of the sport to do so and provided further that the individual or other person making a post-event protest did so as soon as was reasonably practicable after acquiring knowledge of those material facts.
- 101.4** A protest may not be made against a decision of a referee or any other official regarding placing, fouling or any other facts of a competition. A referee's interpretation of ASA Laws, Regulations, Technical Rules or promoter's conditions must be accepted at the time but may be the subject of a protest.
- 101.5** An appeal ("a protest appeal") may be made against the decision of a water polo delegate or a referee on a protest (Regulation 108.1).
- 101.6** the promoter of an event at which a protest has been made shall take possession of and store any documents relating to the protest and its resolution or otherwise, for a period of not less than 12 months after the event.

## **102. Complaints**

- 102.1** A complaint is a formal expression of dissatisfaction with the actions or behaviour of any person, including an individual or a club, or other body, or organisation or with alleged unfair practice in connection with the sport.
- 102.2** If a person, club or other body or organisation is dissatisfied with a decision of a Committee appointed under Law 21 or Law 22 an appeal may be made by lodging a complaint with the Judicial Administrator under this Regulation 102 (See Regulation 159). In such cases only decisions of a disciplinary nature may be the subject of an appeal. Decisions made in the normal course of the business of a Committee on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.
- 102.3** No complaint may be made under the Judicial Laws or Regulations against an employee of the ASA relating to any action taken in the course of his employment. Any complaint about such an action shall be dealt with by the ASA and should be addressed to the Chief Executive.
- 102.4** Grounds for a complaint shall include but shall not be limited to the following:
- 102.4.1** misconduct;
  - 102.4.2** "serious misconduct"; being any action, behaviour or practice liable to bring the sport into disrepute;
  - 102.4.3** maladministration or breach of ASA Laws, Regulations or Rules, or the rules of a club, body or organisation etc.;
  - 102.4.4** a breach of the ASA/loS Code of Ethics.
- 102.5** A complaint may be made by:
- 102.5.1** any member who is aged 18 years or over on the date of the complaint;

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

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## **PRINCIPLES**

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### **103. Powers and limitations concerning a Disciplinary Committee**

- 103.1** The Chairman of a Disciplinary Committee may, via the Judicial Administrator, require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of the ASA refuses or neglects to comply with such a requirement, the Chairman of the Disciplinary Committee may take such action against him as he deems appropriate.
- 103.2** Any improper contact, approach or attempt to influence or intimidate a Disciplinary Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or

through an intermediary must be immediately reported to the Judicial Administrator who shall report it to the Chairman of the Disciplinary Committee or, if one has not been appointed, to the Chairman of the Disciplinary Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.

- 103.3** It shall be for the prosecution to prove its case on the balance of probabilities.
- 103.4** The Disciplinary Committee shall make its decisions on cases before it by majority.
- 103.5** The Disciplinary Committee may make whatever order it considers just, including the imposition of a financial penalty and/or suspension for a period. It may alter any decision of a Committee appointed under Law 21 or Law 22.
- 103.6** An appeal may be made against the final decision of a Disciplinary Committee under Regulation 108.4 (See Regulation 165).

**104. Powers and limitations concerning an Arbitrator or an Arbitration Committee**

- 104.1** The Arbitrator or the Chairman of the Arbitration Committee, as appropriate, may, via the Judicial Administrator, require that ASA members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of the ASA refuses or neglects to comply with such a requirement, the Arbitrator or the Chairman of the Arbitration Committee may take such action against him as he deems appropriate.
- 104.2** Any improper contact, approach or attempt to influence or intimidate a sole Arbitrator, an Arbitration Committee member, complainant, respondent, any other party to the proceedings, a witness or a representative either in person or through an intermediary must be immediately reported to, the Judicial Administrator who shall report it to the sole Arbitrator or the Chairman of the Arbitration Committee as appropriate or, if one has not been appointed, to the Chairman of the Disciplinary Panel who may take such action as he deems appropriate. Such improper conduct may in itself form the subject of a complaint.
- 104.3** The arbitration of a complaint or protest appeal shall be decided on the balance of probabilities.
- 104.4** The Arbitrator or the Arbitration Committee, as appropriate, may make whatever order he or it considers just, including the imposition of a financial penalty and/or suspension for a period. He or it may alter any decision of a Committee appointed under Law 21 or Law 22.
- 104.5** The decision of the Arbitrator or the Arbitration Committee shall be final and binding on the parties except that an appeal may be made in limited circumstances under the provisions of Regulation 108.5.

**105. Powers and limitations concerning mediation**

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

**106. Powers and limitations concerning Appeal Committees**

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

**107. Powers and limitations concerning automatic water polo sanctions**

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

**108. Rights of appeal**

- 108.1** If there has been a failure to resolve a protest under Regulation 413, 414 or 415 or if a person, club or body is dissatisfied with a decision of a Water Polo Delegate, or a referee in regard to a protest he may appeal by submitting a protest appeal always provided that the notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within fourteen days of the date on which the protest was dealt with. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee, Arbitrator, Arbitration Committee or Mediator dealing with the appeal deems it to be appropriate. (see Regulation 110).
- 108.2** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner that a complaint shall be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision made under Regulation 160.3 (late submission), to the Chairman of the Disciplinary Panel provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within twenty one days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. No fee shall be levied for an appeal under this section.
- 108.3** There shall be a right of appeal by the complainant(s) or a respondent against any decision of the Commissioner made in deciding a complaint under Regulation 74.3.1.1 and Regulation 160.2, provided that the notice of appeal, setting out the detailed grounds for appeal, is lodged with the Judicial Administrator within twenty one days of the date upon which the Judicial Administrator sends the written notification of the Commissioner's decision. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Disciplinary Committee deems it to be appropriate (see Regulation 110). Nothing in this or any other Regulation shall prevent an appeal under Regulation 108.4 being made by any of the parties against the final decision of the Disciplinary Committee which heard the appeal.
- 108.4** There shall be a right of appeal by any of the parties against any final decision of a Disciplinary Committee, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within twenty one days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.5** There shall be a right of appeal to the Appeals Panel by any of the parties against any final arbitration provided that such an appeal is restricted to any or all of the grounds that:
- 108.5.1** the Arbitrator or the Arbitration Committee exceeded his or its jurisdiction or acted without jurisdiction;
  - 108.5.2** the Arbitrator or the Arbitration Committee failed to act in accordance with the rules of natural justice;
  - 108.5.3** the determination of the arbitration exhibits an error of law on the record;

**108.5.4** the determination of the arbitration includes a financial penalty or suspension. An appeal solely on this ground shall only be entertained regarding the amount of the financial penalty or the application of the suspension;

and always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within twenty one days of the date on which written reasons were given. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld or if the Appeal Committee deems it to be appropriate (see Regulation 110). The decision on whether an appeal satisfies the requirements of this Regulation 108.5 and, accordingly, should be permitted to proceed shall be made by the Chairman of the Appeals Panel and shall be final.

- 108.6** There shall be a right of appeal (“a water polo appeal”) by the suspended party against the imposition of an automatic suspension for a breach of the FINA Rules of Water Polo notified by the Judicial Administrator or his nominee, always provided that a notice of appeal setting out the detailed grounds of appeal and any supporting documents is lodged with the Judicial Administrator within fourteen days of the date on which written notice of the suspension was given. No fee is required for an appeal made under this Regulation (see Regulation 110).
- 108.7** There shall be a right of appeal to the Chairman of the Appeals Panel by any of the parties against any decision by the Chairman of a Disciplinary Committee or the Chairman of an Appeal Committee to vary any period of time permitted under the Regulations, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator within seven days of the date upon which the Judicial Administrator sends the written notification of the Chairman’s decision. No fee shall be levied for an appeal under this section.
- 108.8** There shall be a right of appeal by an individual who has been summarily suspended by the Chief Executive for a specified term decided by the Chief Executive under the Child Protection Regulations 241.4, 241.6 or 241.7, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.9** There shall be a right of appeal by an individual who has been suspended by the Chief Executive under the Child Protection Regulation 241.10, always provided that a notice of appeal setting out the detailed grounds of appeal and supporting documents is lodged with the Judicial Administrator. The notice of appeal must be accompanied by the fee which shall be refunded if the appeal is upheld, or if the Appeal Committee deems it to be appropriate (see Regulation 110).
- 108.10** If the Chairman of the Appeals Panel, having received a notice of appeal under any of the foregoing sections of this Regulation 108 which was lodged with the Judicial Administrator later than the time period allowed in the relevant section of this Regulation, is satisfied that it is in the interest of the sport to do so he may, in his absolute discretion, permit the appeal to proceed.



**108.11** There shall be a right of appeal against the recognition by the ASA and enforcement in England under Regulation 109.4 of a sanction imposed by the Scottish ASA or Welsh ASA, The decision on any such appeal shall not be permitted to affect a sanction imposed by the Scottish ASA or the Welsh ASA in any way which applies to any competition or matter wholly within the jurisdiction of the Association which has imposed the sanction.

**108.12** The ASA shall have the right to enjoin any appeal made under this Regulation 108 as a party or initiate an appeal under this Regulation 108 if it is considered by the ASA to be in the best interest of the sport for it to do so.

## **109. Sanctions**

**109.1** Sanctions may include but shall not be limited to:

**109.1.1** a written warning;

**109.1.2** a requirement to change current practices;

**109.1.3** a requirement to change the rules of a club, body or organisation;

**109.1.4** suspension from any or all activities under the jurisdiction of the ASA for a specified number of events or for a period with or without limit of time;

**109.1.5** a financial penalty.

**109.2** A club, body, organisation or individual whom an order has been made by the Commissioner, a Disciplinary Committee, Appeal Committee, Arbitrator, Arbitration Committee or who has been suspended under the provisions of the British Swimming Doping Control Rules & Protocols shall comply with the terms of that order including any full or partial suspension from any part of any activity controlled by ASA Law or any other activity within the sport.

**109.3** Any sanction including partial or full suspension by the Commissioner, a Disciplinary Committee, an Arbitrator, an Arbitration Committee or an Appeal Committee shall be binding on all clubs, Associated Organisations, Corporate Organisations, Associate Associations County Associations, Regional Associations and other bodies affiliated directly to the ASA and if it has, or might have, any effect on international competition or competition in another country, shall be reported by the Judicial Administrator to British Swimming for onward transmission to FINA for recognition world-wide and, in the case of foreign nationals, to their country of origin.

**109.4** Any sanction imposed on a competitor or any other person by FINA, by or recognised by a National Federation affiliated to FINA or a continental body recognised by FINA or by the Scottish ASA or by the Welsh ASA shall be recognised and enforced by the ASA except that an appeal may be made against the recognition by the ASA and enforcement in England of a sanction imposed by the Scottish ASA or the Welsh ASA. (Regulation 108.11).

**109.5** The registration card of a registered member suspended from any activity which requires him to be registered shall be withdrawn by the Commissioner, a Disciplinary Committee, an Arbitrator, an Arbitration Committee or an Appeal Committee and forwarded to the Registrar. He may, at the end of his suspension, apply to the Registrar for his card to be returned, unless it has expired when he may make a fresh application for registration.

**110. Fees and costs**

- 110.1** The fees to be enclosed with a complaint or an appeal shall be:
- 110.1.1** for an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations)  
No fee;
  - 110.1.2** for an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 74.3.1 and Regulation 160.2  
£50.00;
  - 110.1.3** for an appeal against the decision of a Water Polo Delegate or a referee in regard to a protest or the failure of a Water Polo Delegate or a referee to resolve a protest (protest appeal)      £50.00;
  - 110.1.4** for a complaint (no fee is required when the complaint is made by an official arising from an incident or incidents dealt with in pursuance of his duties under ASA Laws and Regulations and ASA Technical Rules or FINA Technical Rules)      £50.00;
  - 110.1.5** for an appeal against an automatic suspension imposed by the Judicial Administrator for a breach of FINA Water Polo Rules (water polo appeal)      No fee;
  - 110.1.6** for an appeal against the decision of a Disciplinary Committee made in deciding a water polo appeal      £120.00.
  - 110.1.7** for any other appeal to the Appeals Panel (no fee is required when the appeal is made by an official, following a complaint or report made originally by him arising from an incident or incidents dealt with in pursuance of his duties under ASA Laws and Regulations and ASA Technical Rules or FINA Technical Rules)      £120.00.
- 110.2** The Commissioner, a Chairman of a Disciplinary Committee, a Chairman of an Appeal Committee, an Arbitrator or a Chairman of an Arbitration Committee or a Mediator may order the return of the fee if, in all the circumstances, it seems to him to be reasonable to do so. Alternatively, the return of the fee may be taken into account in an award of costs against an unsuccessful party.
- 110.3** In addition to any financial penalty which the Commissioner, a Disciplinary Committee, an Appeal Committee or an Arbitrator or an Arbitration Committee, as appropriate, may impose under ASA Laws and Regulations the Commissioner, the Chairman of the Disciplinary Committee, the Chairman of the Appeal Committee or the Arbitrator or the Chairman of the Arbitration Committee may, at his discretion, make an order for the costs of the hearing to be paid, in such proportion as he may decide, by any of the parties to the hearing. These costs may include expenses reasonably incurred in the preparation for the hearing and in attending any hearing and otherwise in presenting or defending the case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise.
- 110.4** When he considers that it is impracticable or unjust to award costs or that the recovery of costs would cause undue hardship, the Commissioner, the Chairman of a Disciplinary Committee, the Chairman of an Appeal

Committee or an Arbitrator or the Chairman of an Arbitration Committee or the Chairman of the Appeals Panel may recommend that the ASA should make a contribution towards the costs of the successful party

**111. Management and expenses**

**111.1** The management of the Judicial system shall be the responsibility of a Judicial Management Group consisting of the Chairman and the Vice-Chairmen of the Appeals Panel and the Chairman and the Vice Chairmen of the Disciplinary Panel. 50% of those entitled to attend and vote shall form a quorum at any meeting of the Group. Administrative support for the Judicial system shall be provided by the Office of Judicial Administration in consultation with the Chairman of the Appeals Panel.

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

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## **REGULATIONS FOR THE OPERATION OF THE JUDICIAL SYSTEM**

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### **INTERNAL DISPUTES**

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**150 General**

**150.1** The primary objective of the Regulations in this section is to set out ways by which a just outcome of an internal dispute between the members of a club, organisation, association or body may be secured as expeditiously as possible.

**150.2** An 'internal club dispute' is a dispute involving an alleged breach of the club's rules, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club (the "parties").

**150.3** If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not involve a breach of ASA Law, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

**150.4** Any dispute which involves an allegation that there has been a breach of ASA Law by a member must be dealt with as a Complaint under Regulation 102 and the other relevant Regulations.

**150.5** If the dispute involves an allegation against a paid employee of the club the issue must be dealt with under the terms of his contract of employment.

**150.6** A failure by a club or any of the parties to comply with these Regulations 150 to 155 inclusive shall be grounds for a complaint under Regulation 102.

**150.7** Organisations, associations or bodies affiliated to the ASA shall conform with such parts of Regulations 150 to 155 inclusive as may reasonably be applied to them, in all respects as if they were a club.

**151 Sequence of steps to deal with a dispute**

**151.1** The parties shall use any reasonable means to settle the issues between them informally and amicably.

**151.2** If such a resolution cannot be achieved, the dispute shall be referred to the chairman of the club committee or, if he is a party to the dispute, to another officer of the club who is not a party who within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator may be a member of the club or a member of another club affiliated to the ASA.

**151.3** If the mediator is unable to bring about a satisfactory settlement within twenty one days, the club committee shall within a further fourteen days appoint a panel (the "panel") to determine the dispute.

**151.3.1** The panel shall consist of three persons who have not been involved in the dispute, either from the members of the club or, if this is not possible or desirable, from the members of any other club affiliated to the ASA.

**151.3.2** The parties shall be given the opportunity to object to any of the members of the panel at least seven days before the scheduled date of any hearing. The club committee shall consider any such objections, decide whether they are justified and act accordingly.

**152 Procedure before a hearing**

**152.1** The panel members shall appoint one of their number to act as the Chairman and either appoint another of their number, or alternatively appoint an additional person without any other powers, to act as the clerk of the hearing.

**152.2** The Chairman of the panel shall arrange the date of the hearing and notify the parties of the arrangements at least fourteen days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time.

**153 Procedure at a hearing**

**153.1** The procedure shall be flexible and it shall be the responsibility of the Chairman of the panel to ensure the orderly and effective conduct of the hearing.

**153.2** The panel shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the panel and present his case. The Chairman shall have the discretion to limit the number of witnesses that would otherwise have been called.

**153.3** Witnesses shall normally be provided with an area outside the hearing room and not take any part in the hearing other than giving evidence and responding to questions

**153.4** The parties shall be informed of their right to make a complaint under Regulation 102 if they are dissatisfied with the conduct of the hearing or the grounds upon which the decision was made or if they consider any sanction imposed to be disproportionate.

**154 Procedure after a hearing**

**154.1** The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.

**154.2** Notwithstanding anything in Regulation 154.1 the Chairman shall notify the parties and, if the club was not a party to the dispute, the club secretary in writing of its findings and decisions within five days of the hearing.

**155 Considerations regarding children**

**155.1** Any person under the age of eighteen (a “child”) who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or a suitable adult. The Chairman shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by an adult.

**155.2** The Chairman shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular:

**155.2.1** No child aged fourteen or under shall normally be expected to attend a hearing to give evidence in person. His evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. Questions and responses may be relayed by a panel member. If the child appears distressed the panel shall rely only on the written evidence:

**155.2.2** A child over the age of fourteen shall only attend a hearing as a party to the dispute or to give evidence in person provided he wishes to, and the Chairman has consulted with the parent and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend:

**155.2.3** If there is a disagreement between parent and/or child and the Chairman on any of the considerations above, the Chairman shall consider requesting advice from the Independent Child Protection Officer via the ASA Legal Department.

**155.3** During the hearing, a child who is expected to give evidence in person and his accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for him to give his evidence and shall be provided with a separate waiting area with no contact with any of the [other] parties.

**155.4** After the hearing the Chairman shall inform the parent of the panel’s findings and decisions and shall discuss whether he or the parent shall inform the child.

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**PROTESTS AND COMPLAINTS**

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**156 Procedure to deal with a protest**

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

**157 Procedure to appeal against a referee’s decision on a protest**

**157.1** An appeal against a decision of a referee in regard to a protest shall be made by completing a standard protest appeal form (available from the Office of Judicial Administration), together with the appropriate fee. (See Regulations 101.4 and 110 ). The completed form (and any other communications to the Office of Judicial Administration under the ASA Laws and Regulations) shall be sent to the Office of Judicial

Administration c/o Swim North West, Manchester Aquatic Centre, 2 Booth Street East, Ardwick, Manchester M13 9SS.

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

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

**159 Procedure to make a complaint**

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

**160 Procedure to deal with a complaint or protest appeal**

**160.1** The Commissioner (or his nominee) shall as soon as reasonably practicable, and normally within five working days of receiving a complaint or protest appeal, decide if the complaint or protest appeal should be allowed to proceed. Reasons for declining to allow a complaint or protest appeal to proceed shall include that it:

**160.1.1** does not meet the criteria for a complaint or protest appeal in that, for example, it was submitted late;

**160.1.2** raises an allegation which is trivial, unreasonable or vexatious or which is one which is not of concern to the ASA as the National Governing Body of the sport of swimming;

**160.1.3** raises an allegation which is not appropriate to be dealt with by the ASA Judicial System and/or which the Commissioner believes should be referred to an outside body;

**160.1.4** raises an allegation which is not appropriate to be dealt with by the ASA Judicial System and/or which the Commissioner believes should be dealt with under other ASA procedures, such as the ASA Protocols for Child Protection Investigations.

**160.1.5** raises matters against which there can be no protest.

**160.2** If the Commissioner decides to allow a complaint or protest appeal to proceed, he shall decide: whether:

**160.2.1** it involves an allegation properly to be categorised as serious misconduct liable to bring the sport into disrepute, in which case he may decide the issue or may judge that his powers of sanction are insufficient for the gravity of the case and refer the complaint to be prosecuted by the ASA before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or

**160.2.2** it involves an allegation properly to be categorised as misconduct, in which case he may decide the issue or may judge that his powers of sanction are insufficient for the gravity of the

case and refer the complaint to be prosecuted by the complainant under the disciplinary procedure before a Disciplinary Committee in accordance with Regulations 162 to 164 inclusive; or

- 160.2.3** it involves less serious allegations, in which case he may decide the issue or refer the complaint to be dealt with under the dispute resolution procedure in accordance with Regulations 167 to 174 inclusive.
- 160.3** In the case of a complaint which was submitted later than thirty days after the alleged incident giving rise to it, the Commissioner may nevertheless permit it to proceed, if he is satisfied that it would be in the interests of the sport to do so. Before arriving at a decision, he may, through the Office of Judicial Administration, seek an explanation for the delay in submitting the complaint.
- 160.4** The Commissioner shall endeavour to reach his decisions under this Regulation 160 as soon as reasonably practicable and normally within twenty four hours from the time he receives his copy of the Complaint, but may delay doing so in the event that he needs further information or he requires some further preliminary investigation.
- 160.5** The Commissioner shall direct the Office of Judicial Administration to notify all interested persons and/or bodies as soon as reasonably practicable, and normally within two working days, of any decision by him under this Regulation 160, setting out his reasons for the decision.
- 160.6** In accordance with Regulation 108.2 or 108.3, the complainant or a respondent or the ASA may appeal, against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations) or against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3.
- 161 Procedure to deal with an appeal against a decision of the Commissioner**
- 161.1** For an appeal against a decision by the Commissioner to permit or to refuse to allow a complaint to proceed on the grounds of late submission or that a complaint is to be dealt with under either Regulation 160.2.1 (serious misconduct) or Regulation 160.2.2 (misconduct) or Regulation 160.2.3 (less serious allegations).
- 161.1.1** The Chairman of the Disciplinary Panel may consider the grounds of appeal himself or appoint another member of the Disciplinary Panel to do so. The Chairman or the appointed member shall as soon as reasonably practicable, and normally within five working days of being appointed, confirm or reverse the decision made by the Commissioner and may grant or refuse permission to proceed with the complaint. The decision of the Chairman or the member of the Disciplinary Panel considering the appeal shall be final.
- 161.1.2** If the Chairman or the member of the Disciplinary Panel considering the appeal allows an appeal against the refusal of the Commissioner to allow a complaint to proceed on the grounds of the lateness of the complaint, the committee or individual hearing the complaint in any subsequent proceedings shall give due regard to the lateness of the complaint.

- 161.2** For an appeal against a decision of the Commissioner made in deciding the issue of a complaint under Regulation 160.2.3:
- 161.2.1** On receipt of a notice of appeal, the appropriate fee and supporting documents, the Office of Judicial Administration shall send a copy of the notice and the supporting documents to the Chairman of the Disciplinary Panel.
  - 161.2.2** The Chairman of the Disciplinary Panel may on receipt of the notice of appeal suspend the decision of and/or penalty imposed by the Commissioner pending the outcome of the appeal. If a notice of appeal is withdrawn the Chairman of the Disciplinary Panel shall uphold the decision of the Commissioner.
  - 161.2.3** When the Chairman of the Disciplinary Panel shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, including a copy of the written decision and the written reasons for the decision of the Commissioner, to each of the other parties involved and to the Commissioner. The Office of Judicial Administration shall also notify the appropriate Director, or his equivalent, and any other interested person or body that was informed of the decision of the Commissioner, that an appeal has been lodged and whether the decision of and/or any penalty imposed by the Commissioner has been suspended pending the outcome of the appeal.
  - 161.2.4** The Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to a hearing by a Disciplinary Committee and confirm whether the decision of and/or any penalty imposed by the Commissioner will be suspended pending the decision of the Committee on the appeal.
  - 161.2.5** Subject to the discretion of the Chairman of the Disciplinary Panel the hearing may be a complete reconsideration of the case or a hearing on the specific issue(s) raised in the appellant's notice of appeal.
  - 161.2.6** The Disciplinary Committee shall be conducted as far as is practicable as if it was an Appeal Committee, in accordance with Regulation 106 and the procedures set out in Regulations 175 to 177 inclusive.

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## **DISCIPLINARY PROCEDURES**

### **162 Procedure to deal with a complaint which involves misconduct or serious misconduct liable to bring the sport into disrepute by reference to a Disciplinary Committee**

- 162.1** On a decision of the Commissioner that a complaint involves misconduct or serious misconduct and that his powers of sanction are insufficient for the gravity of the case:
- 162.1.1** in the case of a complaint which involves "serious misconduct liable to bring the sport into disrepute" the Commissioner shall process the Complaint through the ASA. The Disciplinary Officer appointed to discharge the prosecution before a Disciplinary Committee shall be responsible for formulating particulars of the charge(s) of serious misconduct to be laid against the defendant(s) to the complaint.



- 162.1.2** in the case of a complaint which involves misconduct the Office of Judicial Administration shall notify the complainant of the requirement that the complainant shall prosecute the complaint before a Disciplinary Committee.
- 162.1.3** in either case the Commissioner shall give directions for the future conduct of the complaint. The Commissioner may make such orders as he thinks fit relating to the procedural aspects prior to the hearing which may include, but not be limited to:

  - 162.1.3.1** the procedure and timetable for submitting written statements of claim, defence and counterclaim and reply;
  - 162.1.3.2** the procedure and timetable for the production and inspection of documents or property;
  - 162.1.3.3** the procedure and timetable for the submission of the names and details of any witnesses the parties concerned wish to call.
- 162.2** The Office of Judicial Administration shall as soon as reasonably practicable, and normally within two working days of receiving the Commissioner's directions, send a copy of the complaint to the defendant(s) and notify the parties in writing of the directions given by the Commissioner and the names from the panel from whom the three individuals who will constitute the Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.
- 162.3** The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.
- 162.4** The Commissioner, having taken account of any objections made under this Regulation 162, shall, after consulting the Chairman of the Disciplinary Panel, appoint a Disciplinary Committee which shall normally consist of three members of the Disciplinary Panel. One of the three members shall be appointed by the Commissioner as the Chairman of the Committee.
- 162.5** The Commissioner shall as soon as reasonably practicable, and normally within five working days, arrange the date, time and venue of a hearing of the Committee which shall normally commence within sixty days of the receipt by the Office of Judicial Administration of an accepted complaint form and fee.
- 162.6** The Commissioner and where appropriate a Disciplinary Committee shall have the authority to strike out a complaint or bar a defence in the event that the complainant or defendant(s) fail to comply with the directions given.
- 162.7** The Commissioner, through the Office of Judicial Administration shall as soon as reasonably practicable, and giving them at least twenty eight days notice, notify the parties of the arrangements for the hearing including the date, time and place of the hearing. The Office of Judicial Administration shall notify the parties of the procedure to be followed prior to the hearing, following the Commissioner's direction under Regulation 162.1.3, as soon as reasonably practicable and giving them at least twenty eight days notice.

- 162.8** Where, under Regulation 74.3.2, the Commissioner has directed an expedited hearing all requirements in these Regulations related to periods of limitation may be waived by the Commissioner, including those periods stipulated in Regulations 162.5, 162.7, 162.9, 162.10, and 162.12.
- 162.9** The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing and they shall reply within five days of being asked.
- 162.10** At least twenty one days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration details of any witnesses he wishes to call (including, where appropriate, any complainants or defendant(s)) together with copies of their written statements, and copies of any other documentary evidence he proposes to rely on at the hearing.
- 162.11** At least fourteen days in advance of the hearing date each party to the complaint must provide to the Office of Judicial Administration, the name and status of any representative (professional or otherwise) through whom he proposes to present his case.
- 162.12** As soon as reasonably practicable and normally within five working days of receiving notification of representation in 162.10 and/or 162.11 above, the Office of Judicial Administration shall notify each party to a complaint the names of the other party's witnesses and the name and status of any representative who will be presenting a party's case.
- 162.13** Once a Complaint has been accepted by the Commissioner, unless the Commissioner or the Chairman appointed to hear the Complaint direct otherwise, the Office of Judicial Administration shall copy all subsequent correspondence relating to that complaint received from one party to the other party as soon as reasonably practicable, and normally within five working days of the receipt of the respective communications.
- 162.14** Notwithstanding Regulation 162.15, copies of all written documents or other evidence relevant to the dispute between the parties shall be provided by the Office of Judicial Administration to the parties to the complaint and the members of the Committee at least seven days in advance of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chairman of the Committee.
- 162.15** All documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties or to the Commissioner or for the purposes of a hearing by a Disciplinary Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.
- 162.16** The hearing shall normally take place in private except that the Chairman of the Committee may decide to hold a hearing in public provided that:
- 162.16.1** before making the decision he has consulted the parties involved and has taken their wishes into account;
  - 162.16.2** he is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Committee, any particular need for privacy, the rights of others and the need to encourage others to cooperate with judicial proceedings in general.

**162.17** If any of the parties concerned do not attend the Committee hearing the matter may be dealt with by the Committee in the absence of that party taking into account any written representations that may have been received from that party.

**162.18** At least twenty eight days in advance of the hearing the Office of Judicial Administration shall send to the defendant(s) the record of previous offences, if any, of the defendant(s). The defendant(s) shall have ten working days from the date of sending the record to challenge its accuracy.

The Office of Judicial Administration shall subsequently send to the Chairman of the Committee the record of previous offences, if any, of the defendant. It shall be supplied in an inner sealed envelope which shall be opened only in accordance with Regulation 163.4.

**162.19** If the Commissioner is satisfied that it is in the interest of the sport to do so, he may vary any period of time specified in this Regulation 162 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the complaint.

**162.20** Where an appeal is made under the provisions of Regulation 108.7, the Office of Judicial Administration shall forward any such appeal to the Chairman of the Appeals Panel who shall consider it and respond as soon as reasonably practicable and normally within five working days. The decision of the Chairman of the Appeals Panel in respect of the appeal shall be final.

### **163 Procedure at a Disciplinary Committee hearing**

**163.1** The procedure shall be flexible and shall be at the discretion of the Chairman of the Disciplinary Committee who may make such orders, as he feels necessary to ensure the orderly and effective conduct of the hearing.

**163.2** The Chairman of the Disciplinary Committee may, in his discretion invite a Regional Legal Adviser or another legally qualified person or discipline expert to act as adviser to him and/or the Committee.

**163.3** The Disciplinary Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Committee and present his case.

**163.4** Prior to a hearing, the Office of Judicial Administration shall provide the Chairman, with a sealed envelope enclosed within an outer envelope; the sealed envelope shall contain the party's record of previous offences. Where that party has no previous offences the record shall show this. Where a complaint is upheld the record of previous offences, if any, of the party concerned shall be opened prior to the Disciplinary Committee's consideration of penalty.

**163.5** In any case where the complaint is not upheld the record of previous offences, if any, of the alleged offender supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

### **164 Procedure after a Disciplinary Committee hearing**

**164.1** The Chairman of the Disciplinary Committee may inform the parties orally of the decision of the Disciplinary Committee, after the hearing. Whether

or not this is done he shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Judicial Commissioner, the appropriate Regional Director, or his equivalent, and to such other interested persons or bodies as are advised to the Office of Judicial Administration by the Chairman of the Disciplinary Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter, the parties shall be given in writing the reasons for the decision, notification of their entitlement to appeal and the time by which any notice of appeal must be lodged.

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

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

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

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

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

**165.3** In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the Disciplinary Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chairman of the Disciplinary Panel and, where appropriate, the

Chairman of the Disciplinary Committee that first heard the complaint and any other persons informed of the original decision under Regulation 164.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the Disciplinary Committee has been suspended pending the outcome of the appeal.

- 165.4** Subject to the discretion of the Chairman of the Appeals Panel the hearing may be a complete re-hearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.
- 165.5** The Appeal Committee shall be governed by the procedures set out in Regulations 175 to 177 inclusive.

**166 Procedure to deal with a water polo appeal**

- 166.1** On receipt of a notice of appeal and supporting documents under Regulation 108.6, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting documents to the Chairman of the Disciplinary Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chairman of the Disciplinary Panel will decide, or may nominate another member of the Disciplinary Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chairman of the Disciplinary Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.
- 166.2** The Chairman of the Disciplinary Panel or his nominee may, if he decides that a water polo appeal may proceed, suspend the automatic sanction imposed by the Office of Judicial Administration pending the outcome of the appeal. If a notice of appeal is withdrawn, the Chairman of the Disciplinary Panel shall uphold the original sanction.
- 166.3** When the Chairman of the Disciplinary Committee hearing the Appeal shall direct, the Office of Judicial Administration shall send a copy of the notice of appeal and the supporting documents, to each of the other parties involved. The Office of Judicial Administration shall also notify any other interested person or body that was informed of the imposition of an automatic sanction for a breach of the FINA Rules of Water Polo that an appeal has been lodged and whether the penalty notified by the Office of Judicial Administration has been suspended pending the outcome of the appeal.
- 166.4** The Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Disciplinary Committee hearing and confirm whether or not the automatic sanction imposed will be suspended pending the decision of the Committee on the appeal.
- 166.5** The Disciplinary Committee shall generally be conducted in accordance with the procedures set out in Regulations 175 to 177 inclusive in all respects as if it were an Appeal Committee with the exception of those provisions which are incapable of being applied to a water polo appeal.

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**DISPUTE RESOLUTION PROCEDURES**

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**167 Provision of persons to deal with dispute resolution procedures**

- 167.1** Following a determination of the Commissioner that a complaint or protest appeal be dealt with by the dispute resolution procedure the Commissioner shall make due provision for settling such differences and

disputes and may appoint such sole arbitrator(s), arbitration committee(s), mediator(s), expert(s) or other person(s) as may be appropriate to consider and determine the issues.

**168 Agreement to refer a complaint to arbitration**

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

**169 Procedure to deal with a complaint by arbitration**

**169.1** The Commissioner shall notify the Office of Judicial Administration who shall notify the parties in writing of the list of names from the panel from whom the Arbitrator or the Arbitration Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.

**169.2** The Office of Judicial Administration shall forward any objections to the Commissioner who shall consider them. The decision of the Commissioner in respect of an objection shall be final.

**169.3** The Commissioner, in consultation with the Chairman of the Disciplinary Panel, having taken account of any objections made under this Regulation shall appoint an Arbitrator or an Arbitration Committee which shall normally consist of three members of the Disciplinary Panel. One of the members of the Arbitration Committee, if one is appointed, shall be appointed by the Commissioner as the Chairman of the Arbitration Committee.

**169.4** The Commissioner shall determine all procedural and evidential matters. Those matters may include but are not limited to:

**169.4.1** the procedure for submitting written statements of claim, defence and counterclaim and reply;

**169.4.2** the procedure for the production and inspection of documents or property;

**169.4.3** the procedure for submitting other material to the Arbitrator or the Arbitration Committee, including whether to apply strict rules of evidence or any other rules as to the admissibility, relevance or weight of any material tendered by a party on any matter of fact or expert opinion and to determine the true manner and form in which such material should be exchanged between the parties and presented to the Arbitrator or the Arbitration Committee;

**169.4.4** whether after consultation with the Chairman, there should be a hearing or hearings before the Arbitrator or the Arbitration Committee or whether the dispute should be determined on the basis of written submissions and documents alone.

**169.5** The Commissioner or the Arbitrator or the Chairman of the Arbitration Committee may arrange a preliminary meeting with the parties and/or their representatives to assist in determining the procedures for the arbitration.

**169.6** In the event of default by either party in respect of any matter under these Regulations or of any procedural order or direction of the Commissioner, Arbitrator or the Arbitration Committee, the Commissioner, Arbitrator or

the Arbitration Committee shall have the power, upon application by any party or of its own motion:

- 169.6.1** to debar that party from further participation, in whole or in part, in the arbitration; and/or
  - 169.6.2** proceed with the arbitration and deliver an award; and/or
  - 169.6.3** make such other order as seems fit.
- 169.7** The parties shall preserve and respect the confidentiality of the arbitration proceedings, including the issues in the dispute and the evidence and arguments presented by the parties.
- 169.8** Except with the prior written agreement of the parties to the arbitration, no disclosure shall be made to any third party of the contents of any documents or other evidence produced in the arbitration or any procedural decision of the Arbitrator or the Arbitration Committee or his or its Award, or any part of them save and to the extent that disclosure may be required of any party by legal duty, to protect or pursue a legal right or to enforce an award.

**170 Procedure for an arbitration hearing**

- 170.1** The Commissioner in consultation with the Arbitrator or the Chairman of the Arbitration Committee shall fix the date; and time and place of any hearings in the arbitration and the Office of Judicial Administration shall give the parties as much notice as is reasonable of the date, time and place of any hearings.
- 170.2** The hearing shall normally take place in private except that the Arbitrator or the Chairman of the Arbitration Committee may decide to hold a hearing in public provided that:
- 170.2.1** before making the decision he has consulted the parties involved and has taken their wishes into account;
  - 170.2.2** he is satisfied that it is in the public interest to do so, having regard to the interests of the Arbitrator or the Arbitration Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.
- 170.3** The procedure at a hearing shall be flexible and shall be at the discretion of the Arbitrator or the Chairman of the Arbitration Committee who may make such orders as he feels necessary to ensure the orderly and effective conduct of the hearing.
- 170.4** An Arbitration Committee shall decide on any issue by a majority and if it fails to reach a majority decision on any issue, the decision of the Chairman of the Arbitration Committee shall be final. The decision and/or award shall be in writing and shall be dated and signed by the Arbitrator or the Chairman of the Arbitration Committee and unless otherwise agreed shall be accompanied by the reasons on which it is based.

**171 Procedure after arbitration**

- 171.1** The Arbitrator or the Chairman of the Arbitration Committee shall arrange for the decision and/or award to be delivered to the Office of Judicial Administration together with details of the persons or parties including the Commissioner to be informed of the findings of the arbitrator or arbitration committee and the Office of Judicial Administration shall notify the parties and the Commissioner accordingly.



**171.2** There shall be a right of appeal against the decision and/or award of an Arbitrator or an Arbitration Committee in accordance with Regulation 108.5.

**172 Procedure to deal with an appeal against a final arbitration decision**

**172.1** On receipt of a notice of appeal under Regulation 108.5, the fee and supporting documents, the Office of Judicial Administration shall as soon as reasonably practicable, and normally within five working days, send a copy of the notice and the supporting documents including any record made of the Arbitration proceedings to the Chairman of the Appeals Panel. As soon as reasonably practicable after the receipt of the appeal documentation and normally within five working days, the Chairman of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the appeal may proceed and direct the Office of Judicial Administration accordingly who, if the appeal proceeds, will inform each of the parties involved. If the Chairman of the Appeals Panel rejects the appeal the Office of Judicial Administration will inform the appellant only.

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

**172.3** In the event of an appeal being permitted to proceed, the Office of Judicial Administration shall notify the parties of the procedure to be followed leading up to the Appeal Committee hearing and confirm whether the decision of and/or any penalty imposed by the Arbitrator or the Arbitration Committee will be suspended pending the decision of the Committee on the appeal. The Office of Judicial Administration shall also notify the Commissioner, the Chairman of the Disciplinary Panel and the Arbitrator or, where appropriate, the Chairman of the Arbitration Committee that first heard the complaint and any other persons informed of the original decision under Regulation 171.1 that an appeal has been lodged, accepted and whether the decision of and/or any penalty imposed by the Arbitrator or the Arbitration Committee has been suspended pending the outcome of the appeal.

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

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

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

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



**174 Procedure to deal with a complaint by mediation**

- 174.1** As soon as reasonably practicable upon receipt of a decision of the Commissioner that a complaint is to be dealt with by mediation the Office of Judicial Administration shall send a copy to each of the parties who are involved.
- 174.2** The Commissioner shall nominate an individual to act as the mediator. However, if the Chairman of the Disciplinary Panel is nominated to act as the mediator, the Commissioner shall receive the mediation report and the Chairman of the Disciplinary Panel shall take no part in any subsequent arbitration or hearing of the appeal or complaint.
- 174.3** The Office of Judicial Administration shall notify the parties of the identity of the nominated mediator, as soon as reasonably practicable and normally within ten working days of the receipt of the Commissioner's decision that the matter be dealt with by a mediator. The parties shall within seven days of receipt of this notification be entitled to lodge with the Office of Judicial Administration objections against the nominated mediator stating the grounds for the objection.
- 174.4** If the Commissioner or where appropriate the Chairman of the Disciplinary Panel accepts an objection to a nominated mediator either the Commissioner or the Chairman of the Disciplinary Panel may nominate another member of the Disciplinary Panel to act as the mediator and the Office of Judicial Administration shall notify the parties of the identity of the new nominated mediator.
- 174.5** If the parties and/or the Commissioner, or as the case might be the Chairman of the Disciplinary Panel, cannot, within twenty eight days of the initial notification to them of the identity of a nominated mediator, agree on a mediator the appellant or complainant shall have the right to have the matter referred to arbitration and any time expended on the mediation procedure shall be discounted when fixing the date of the hearing.
- 174.6** The mediator shall normally have a period of twenty eight days from the date of his appointment to assist in the settlement of differences between the parties. If the mediator is unable to assist in settling the differences he shall report to the Commissioner who shall then proceed to deal with the complaint or appeal under the Laws and Regulations regarding arbitration unless, in the opinion of the mediator, there is a possibility of serious misconduct having been involved but not disclosed in the original complaint in which instance the Commissioner will reassess the Complaint.
- 174.7** No formal record or transcript of the mediation process shall be made.
- 174.8** There shall be no appeal from a mediation agreement signed by the parties following the mediation.

**175 Procedures for an Appeal Committee**

- 175.1** The Office of Judicial Administration shall notify the parties in writing of the list of names from the panel from whom the three individuals who will constitute the Appeal Committee will be selected and the parties shall have seven days from receipt of this notification in which to lodge with the Office of Judicial Administration any objection to any member(s) of the panel stating the grounds for the objection.

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

Administration to the parties to the appeal and the members of the Appeal Committee at least seven days in advance of the hearing. The evidence shall be provided without modification. No further written evidence shall be accepted after this date without the prior agreement of the Chairman of the Appeal Committee.

**175.12** Any copy documents provided in accordance with the Regulations by the Office of Judicial Administration to the parties to a hearing by an Appeal Committee shall be solely for the use of those parties in connection with the issues to be determined by the Committee. They must be kept confidential and shall not be used for any collateral or ulterior purpose.

**175.13** The hearing shall normally take place in private except that the Chairman of the Appeals Panel and/or the Chairman of the Appeal Committee may decide to hold a hearing in public provided that:

**175.13.1** before making the decision he has consulted the parties involved and has taken their wishes into account;

**175.13.2** he is satisfied that it is in the interest of the sport to do so, having regard to the interests of the Appeal Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.

**175.14** If any of the parties concerned do not attend the Appeal Committee hearing the matter may be dealt with by the Appeal Committee in the absence of that party taking into account any written representations that may have been received from that party.

**175.15** The Office of Judicial Administration shall send to the Chairman of the Appeal Committee the record of previous offences, if any, of the alleged offender. It shall be supplied in an inner sealed envelope, which shall be opened only in accordance with Regulation 176.4.

**175.16** If the Chairman of an Appeal Committee is satisfied that it is in the interest of the sport to do so, he may vary any period of time specified in this Regulation 175 relative to that Committee and its procedures. The decision shall be notified by the Office of Judicial Administration to all the parties to the appeal.

**175.17** An appeal may be made against any such decision. (See Regulation 108.7). The Office of Judicial Administration shall forward any such appeal to the Chairman of the Appeals Panel for his decision unless the appeal lies against a decision of the Chairman of Appeals Panel in which instance the Office of Judicial Administration shall for forward it to a Vice Chairman. The decision of the Chairman or Vice Chairman of Appeals Panel in respect of the appeal shall be final.

## **176 Procedure at an Appeal Committee hearing**

**176.1** The procedure shall be flexible and shall be at the discretion of the Chairman of the Appeal Committee who may make such orders as he feels necessary to ensure the orderly and effective conduct of the hearing.

**176.2** The Chairman of the Appeal Committee may, in his discretion invite a Regional Legal Adviser or another legally qualified person or discipline expert to act as adviser to him and/or the Appeal Committee.

- 176.3** The Appeal Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that any hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Appeal Committee and present his case.
- 176.4** In any case where an appeal by a complainant is upheld the record of previous offences, if any, of the offender, supplied by the Office of Judicial Administration shall be opened before the Appeal Committee considers the imposition of a penalty.
- 176.5** In any case where an appeal by a complainant is not upheld or an appeal by a defendant is upheld the record of previous offences, if any, of the alleged offender, supplied by the Office of Judicial Administration shall be returned to the Office of Judicial Administration unopened.

**177 Procedure after an Appeal Committee hearing**

- 177.1** The Chairman of the Appeal Committee may inform the parties orally of the decision of the Appeal Committee, after the hearing. Whether or not this is done, he shall through the Office of Judicial Administration communicate the decision in writing to the parties, the Commissioner and the appropriate Regional Director, or his equivalent, and additionally to such other interested persons or bodies as are advised to him by the Chairman of the Appeal Committee as soon as reasonably practicable, and normally within five working days of the date of the hearing. As soon as reasonably practicable thereafter the written reasons for the decision shall be given to the parties
- 177.2** The Appeal Committee and/or the ASA shall normally publish a report of the proceedings, findings and penalties unless in the opinion of the Chairman of the Appeal Committee there is a significant reason not to do so.
- 177.3** The Office of Judicial Administration shall send a copy of the findings of the Appeal Committee with the notes of the evidence of the witnesses and any observations the Chairman of the Appeal Committee may think useful, to the Chairman of the Disciplinary Panel and the Chairman of the Appeals Panel for information. The Office of Judicial Administration shall also maintain a record of offences and punishments and then store the papers.

**178 Administration procedure**

- 178.1** The Chairman of the Appeals Panel shall, in each year, convene at least one meeting of the Judicial Management Group for the purpose of managing the judicial system to which the Commissioner, the Regional Legal Advisers and a representative of the Office of Judicial Administration shall be invited.
- 178.2** Claims in respect of the expenses incurred by Disciplinary Panel members and by Appeals Panel members shall be fully documented and sent to the Office of Judicial Administration.
- 178.3** After six years from the date of a Disciplinary Committee or arbitration hearing or, if a suspension was imposed, after six years from the end of that suspension all records of the relevant hearing(s) shall be destroyed and any penalty shall be expunged from the record of the person or body.

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

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

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

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

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

### **Protests (Regulation 101)**

#### **Definition**

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

For example

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

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

#### **Appointment of a Jury of Appeal**

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

## *Judicial Guidelines*

ASA Regulations now require, wherever practicable, that a Jury of Appeal be appointed for all licensed events, including County events. The Jury must consist of 3 persons of whom normally at least one must be familiar with the discipline concerned. Prior to the competition commencing one member of the Jury should be appointed as Chairman and another as Secretary. The members of the Jury should be available immediately but shall not undertake any administrative or officiating duties during the competition.

### **How is a Protest made?**

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

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

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

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

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

### **How should a Protest be dealt with?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Not made in the correct timescales;

Insufficient facts collected;

All parties not given the opportunity to have a hearing;

Failure to make a full record of the issue;

Promoter takes over.

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

**Complaints – Regulation 102 and Regulation 159**

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

### **Definition**

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

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

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

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

### **How is it Made?**

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

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

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

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

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## **REGULATIONS – GENERAL**

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### **HEALTH AND SAFETY**

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#### **201 Safety Forum**

**201.1** The Safety Forum shall comprise one representative from, and nominated by, each of the Medical Advisory Committee, the Technical Diving Committee, the Technical Masters Committee, the Technical Open Water Swimming Committee, the Technical Swimming Committee, the Technical Synchronised Swimming Committee and the Technical Water Polo Committee together with, the Facilities Officer and the Head of Legal Affairs, who shall chair the meetings.

**201.2** The forum shall meet at least twice in each year. 50% of those entitled to attend and vote shall form a quorum at any meeting.

**201.3** The duties of the forum shall include, but not be limited to:

**201.3.1** to submit annually a plan of work to the Board for its approval;

**201.3.2** to prepare, or to approve the content of, all the ASA's published materials on safety.



- 201.3.3** consider and advise whether an activity outside the normal scope of swimming club activities should be identified as having an enhanced risk of death and/or injury and whether it should be included or excluded from the normal insurance cover and to issue guidelines on that basis.

## **202 Duties of the ASA**

The ASA shall:

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

## **203 Duties of all persons**

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

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

## **204 Duties of the promoter**

The promoter of a competition shall have overall responsibility for the observance and enforcement of the safety requirements and his duties shall include but not be limited to the following. The promoter shall:

- 204.1** agree with the Owner/Operator the areas for which the Promoter, as hirer, is responsible;
- 204.2** obtain a copy of the written Pool Safety Operating Procedures from the Owner/Operator and have it available for reference during the period of hire;
- 204.3** make arrangements for the implementation of relevant sections of the written Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire;
- 204.4** brief the referee(s) on the relevant sections of the written Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition;
- 204.5** appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties;

- 204.6** ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Owner/Operator is in place and ready and available for immediate use and that pool staff who are qualified to operate it are on duty;
- 204.7** ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire;
- 204.8** prevent a competition starting if any of the required facilities and arrangements are absent or deficient;
- 204.9** be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy to exercise the full powers of the Promoter;
- 204.10** ensure, before the start of each competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA and indicating where a copy of the written Pool Safety Operating Procedures can be seen.

**205 Duties of the Water Polo Delegate or the Referee**

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

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

**206 Duties of officials and stewards**

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

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**FINANCE**

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**221 Expenses**

- 221.1** The ASA Regions, affiliated bodies and promoters of competitions under ASA Laws and Regulations may invite officers, officials and competitors to submit claims for expenses necessarily incurred in taking part in competitions and other activities connected with the management and control of swimming. They may set limits to the amounts that may be claimed and no one shall claim more than he has actually expended for food, lodging and travel by public or privately hired transport. Compounded subsistence allowances in lieu of separate amounts for board and lodging, and mileage allowances for the use of private cars may be set.

**221.2** The ASA shall pay:

**221.2.1** the business expenses of all Council meetings;

**221.2.2** the travelling, hotel and incidental expenses incurred by the President, Vice President, Officers (as defined in ASA Regulation 58.7) and the Regional representatives in connection with all Council meetings;

**221.2.3** the travelling, hotel and incidental expenses incurred by members of the Board and other ASA committees in connection with all meetings of the Board and other ASA committees.

**221.3** With these exceptions each Region shall pay its own expenses and shall have power to decide the amount of the annual subscription payable by its clubs.

**221.4** The Board shall each year publish in the ASA Handbook regulations setting the limits to expenses, subsistence and mileage allowances that it will pay.

**222 Conflicts of Interest**

**222.1 Register of Interests**

**222.1.1** Each of the eight Regions, all members of the Board, the Management Boards of the eight Regions and any other Committee appointed by the ASA or the eight Regions ('an ASA committee') and all employees, consultants to and agents of the ASA or the eight Regions and the Directors of any company controlled by the ASA ('Affected Persons') shall subscribe to a register ('the Regional Conflicts of Interests Register'), which shall be maintained by the Director of each of the eight Regions, disclosing any interest or benefit of his of whatever nature, whether direct or indirect, which he may have or expect to have in relation to the business or affairs of the ASA to include, without limitation:

**222.1.1.1** any contract or arrangement proposed to be entered into between the ASA and the Affected Person or any person, firm or company with whom the Affected Person is associated (as that expression is defined in s.435 of the Insolvency Act 1986). Directors should also remember that they need to declare potential conflicts arising through their connected persons, which includes spouses, children and companies controlled by the director. For example, where the director's spouse enters into a transaction with a company controlled by the ASA that may (but need not necessarily) give rise to an indirect interest on the part of the director in that transaction;

**222.1.1.2** any directorship of a Company or any partnership or any other profit, salary or fee earning activity not covered under 222.1.1.1 above;

**222.1.1.3** any arrangement made, proffered or contemplated in consequence of his holding the office of a

member of an ASA committee by any third party (for this purpose, benefit includes financial support or allowance or advantage);

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

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

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

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

**222.2** Declaration of Interests:

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

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

**222.3** Code of Practice:

**222.3.1** the Board may issue and from time to time revise a Code of Practice with regard to the operation of this Regulation 222;

**222.3.2** all Affected Persons shall be required to complete an acknowledgement to the effect that they have read and understood this Regulation 222 and the code of Practice then in force.

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**CHILD PROTECTION**


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**241 Child Protection**

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

- 241.1** No person shall be permitted to be involved in any way with children in the sport of swimming under the jurisdiction of the ASA unless:
- 241.1.1** he is a member of an affiliated club or of a club, body or organisation whose Child Protection Policies and the measures to enforce them are recognised by the ASA; or
  - 241.1.2** if this is impracticable, adequate provisions are made by the organiser of the activity or the promoter of the event to assess the risk and ensure that appropriate measures to protect any children taking part are in place.
- 241.2** In this Regulation the expression ‘Offence’ shall mean any one or more of the offences against a child within the meaning of Schedule 4 to the Criminal Justice and Court Services Act 2000 and any other offence which reasonably causes the Chief Executive to believe that the person accused of the offence is or may be a risk or potential risk to children or young persons.
- 241.3** Upon receipt by the Chief Executive of:
- 241.3.1** notification that an individual has been charged with an Offence; or
  - 241.3.2** notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an Offence; or
  - 241.3.3** other evidence which causes the Chief Executive reasonably to conclude that an individual may have committed an Offence then in any such case the Chief Executive may impose upon the individual an interim suspension from any event or activity promoted or authorised by the ASA or any body directly or indirectly affiliated to the ASA wherever held.
- 241.4** Upon receipt by the Chief Executive of a recommendation from the ASA Independent Child Protection Officer including the results of a Criminal Records Bureau search or other information received which causes the Chief Executive to conclude on reasonable grounds that the individual concerned is unsuitable to work with or have unsupervised access to children within the sport of swimming the Chief Executive may impose upon the individual an interim suspension or a suspension for a specified term decided by the Chief Executive from any event or activity promoted or authorised by the ASA or any body directly or indirectly affiliated to the ASA wherever held. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive to impose a suspension under this Regulation 241.4 (see Regulation 108.8).
- 241.5** In reaching his determination as to whether an interim suspension should be imposed the Chief Executive shall give consideration, *inter alia*, to the following factors:

- 241.5.1** whether a child or children or young person(s) are or may be at risk;
  - 241.5.2** whether the allegations are of a serious nature;
  - 241.5.3** whether a suspension is necessary or proportionate to allow the conduct of any investigation (by the ASA or any other authority or body) to proceed unimpeded.
- 241.6** Where an individual shall have been convicted or have been the subject of a caution in respect of an Offence the Chief Executive shall have power summarily to impose the suspension for a specified term decided by the Chief Executive of the individual from any event or activity promoted or authorised by the ASA or any other body directly or indirectly affiliated to the ASA wherever held. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive under this Regulation 241.6 (see Regulation 108.8).
- 241.7** if a Local Authority forms a belief under the formal belief system derived from the Children Act 1989, as amended, regarding an individual's suitability to work with children the Chief Executive shall have the power summarily to suspend that person for a specified term decided by the Chief Executive from all ASA activities, provided that:
- 241.7.1** the Local Authority has informed the ASA that such a belief has been formed;
  - 241.7.2** the person concerned has been formally made aware by the Local Authority that such a belief has been formed;
- There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against a decision of the Chief Executive under this Regulation 241.7 (see Regulation 108.8).
- 241.8** All affiliated clubs shall participate in and take reasonable steps to comply with the procedures of the Criminal Records Bureau and its checking services in regard to Child Protection matters and/or any subsequent procedures by the ASA including but not being limited to requests for further information.
- 241.9** All members of affiliated clubs shall participate in and comply with the procedures of the Criminal Records Bureau and its checking services in regard to Child Protection matters and/or any subsequent procedures by the ASA including but not being limited to requests for further information.
- 241.10** Any individual who fails to comply with a specific requirement of the Child Protection procedures may be suspended by the Chief Executive until such time as he has complied with any outstanding matters, provided that he has been warned of his liability to such a suspension. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against a decision of the Chief Executive under this Regulation 241.10 (see Regulation 108.9).
- 241.11** A club, body, organisation or individual suspended by the Chief Executive under this Regulation 241 shall not participate in any swimming activity organised by an affiliated club or controlled by ASA Laws and/or Regulations. He shall not act as a representative of a club or other affiliated body nor shall he be a member of any board, committee, subcommittee

or council concerned with the direction or government of swimming. An individual so suspended shall not act as an official at any competition, exhibition, meeting or any other activities within the sport.

**241.12** The suspension of any individual for a specific term decided by the Chief Executive imposed under this Regulation 241 shall not be lifted unless and until the individual has submitted to a formal risk assessment with regard to his suitability to be involved with children in the sport of swimming.

**241.13** It shall be a condition of membership or affiliation to any Region of the ASA that:

**241.13.1** an affiliated club adopts the ASA Child Protection Procedures; and

**241.13.2** the members of the affiliated club comply with the Child Protection Procedures.

**241.14** Without prejudice to the generality of Regulation 241.13 the ASA may from time to time issue guidance or directions with regard to compliance with Regulation 241.13.

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## REGIONAL RESPONSIBILITIES

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### 261 Panel of Friends

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

### 262 General Meetings

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

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## CLUB RIGHTS AND RESPONSIBILITIES

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### 281 Club discipline and internal dispute procedures

**281.1** For a breach of its own rules, an affiliated club or body may:

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

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

**281.2** A club or body may expel from membership and/or refuse to renew the membership of any member who has been suspended according to Regulation 109 or Regulation 241 provided that any such expulsion or initial

refusal shall not be lawful after the twelve months immediately following the end of the suspension.

- 281.3** Each club shall include in its rules provisions specifying the procedures to be carried out to handle internal club disputes.
- 281.4** Any such provisions shall comply with the ASA Recommended Club Constitution and the accompanying Guidance Notes.

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## **CERTIFICATES AND LONG SERVICE AWARDS**

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### **301 These shall be awarded as follows:**

#### **301.1 ASA Certificate**

- 301.1.1** The retiring President of the ASA;
- 301.1.2** A retiring member of the Board with a minimum of 6 years consecutive service;
- 301.1.3** A retiring Secretary of an ASA Technical Committee with 6 years service;
- 301.1.4** A retiring member of an ASA Technical Committee with 10 years service;
- 301.1.5** An individual, group or team on the recommendation of the Board or Council in recognition of a special performance or service rendered to the Association;
- 301.1.6** No person may receive more than one certificate other than described in Regulation 301.1.1;
- 301.1.7** Nominations in writing for consideration by the Board may be submitted to the Chief Executive of the ASA.

#### **301.2 Certificate of Thanks**

- 301.2.1** For a substantial contribution to the promotion of swimming at national level for and within the ASA;
- 301.2.2** To any sponsor or supporter who has provided significant material benefit to the Association at any time.
- 301.2.3** The certificate shall be awarded at the discretion of the Board from nominations received at any time in writing from any source.

#### **301.3 Certificate of Merit**

- 301.3.1** For meritorious performance in competition or any action deserving of recognition by a member or non-member connected with Swimming in the broadest sense;
- 301.3.2** The certificate shall be awarded at the discretion of the Chief Executive of the ASA from nominations received at any time in writing from any source.

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## **REGISTRATION, QUALIFICATION, REPRESENTATION AND FOREIGN VISITS**

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### **321 Registration**

#### **321.1 Affiliated Clubs**

- 321.1.1** All swimmers who enter National, Regional, County or Local Association Championships or Competitions, Open Meets, Water Polo Leagues or Swimming Leagues must register with the ASA as competitors, or through a Region, if required, by



means of inclusion in Category Two of a club's membership return and must comply with any relevant regulations approved and published by the Board.

**321.1.2** An open competition under ASA Laws and Regulations which is promoted by an organisation or body affiliated under Regulations 52.2 or 55 and restricted to its own members shall be exempt from the requirement for the swimmers to be registered with the ASA as competitors.

**321.1.3** A low level competition as defined by the Board from time to time shall be exempt from the requirement for the swimmers to be registered with the ASA as competitors.

**321.2 Clubs not affiliated to a Region of the ASA**

**321.2.1** A member of a club which is affiliated to the Scottish or Welsh ASA who enters an open competition under ASA Laws and Regulations in the name of that club shall be registered as a competitor in Scotland or Wales.

**321.2.2** A member of a club which is affiliated to any other national governing body which is affiliated to FINA who enters an open competition under ASA Laws and Regulations in the name of that club shall have a valid status certificate.

**321.2.3** If a member of a Scottish or Welsh club or a club which is affiliated to any other national governing body which is affiliated to FINA wishes to compete in the name of a club affiliated to the ASA or its Regions he must be registered with the ASA as a competitor by means of inclusion in Category Two of that club's membership return.

**321.3** All Technical Officials in Swimming, Open Water Swimming, Diving, Synchronised Swimming and Water Polo on Regional and ASA Lists of Officials shall register with the ASA or through a Region if required by means of inclusion in Category Three of a club's or organisation's membership return and must comply with any relevant regulations approved and published by the Board;

**321.4** Each registered person will be given a Registration Card. The card must be produced at a competition on demand to an authorised official whenever the holder is competing or officiating and the number must be quoted on any document where it is required.

**321.5** If a person is unable to produce his registration card on demand he shall have 7 days to provide evidence to the competition promoter that he was registered at the time of the demand, failing which he may be the subject of a complaint under Regulation 102.

**322 English Qualification**

**322.1** A team may only be designated as an English team and represent England if it has been selected by and is managed by the ASA.

**322.2** Anyone wishing to swim for England shall be a citizen of the United Kingdom, the Channel Islands or the Isle of Man and have been born in England, or have had at least one parent who was English by birth or be a naturalised citizen of the United Kingdom and have been continuously resident in England for a period of at least twelve months;

**322.3** If a competitor has represented England it is to be considered that he has chosen an English qualification and he will be under the control of the ASA

and may not represent another country until he officially changes his national qualification.

- 322.4** A competitor wishing to change his national qualification from one national governing body to the ASA shall have lived continuously in England and been under the jurisdiction of the ASA for at least twelve months, , and may thereafter apply to the ASA for a change of his national qualification. Any such applicant aggrieved by the decision of the ASA may appeal to the Sports Dispute Resolution Panel whose decision shall be final.
- 322.5** A member of an affiliated club may join a club affiliated to another FINA member. When competing in the competitions of the foreign club he shall be under the jurisdiction of that club and its national association.
- 322.6** A competitor who has two nationalities according to the laws of the respective nations shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen country.
- 322.7** A club affiliated to the ASA under ASA Law 5 shall not also be affiliated to any other member of FINA.

### **323 Home International Representation**

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

### **324 Commonwealth Games Representation**

- 324.1** Notwithstanding any of the provisions of the preceding two Regulations, the conditions for the establishment of, or a change of eligibility to compete for a country in the Commonwealth Games shall be governed by the relevant Articles of the Constitution of the Commonwealth Games Federation.

### **325 Foreign Visits**

- 325.1** Only those members of the ASA who are registered to compete may take part in any competition in a country outside Great Britain. The rules of FINA, the recognised Continental Body or the FINA Member under which the competition is held shall apply.
- 325.2** Any competitor, coach, team official or technical official appointed to a National Squad or Team or International Squad or Team shall be a member of the ASA as defined in Law 5 or be subject to a contract with the Amateur Swimming Association.
- 325.3** ASA members, groups of members or affiliated clubs wishing to compete, officiate, coach or train in other countries outside Great Britain shall obtain permission from the Chief Executive of British Swimming to whom details of the proposed visit shall be furnished in advance of departure.

- 325.4** All such clubs, bodies, organisations, groups or individuals competing, officiating, coaching, training or organising shall remain within the jurisdiction of British Swimming during the period of time from their departure until their return to England. Any complaint relative to actions or behaviour during this period shall be dealt with by British Swimming under its disciplinary code.

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## **ADVERTISING AND TELEVISION**

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### **361 Advertising Tobacco or Alcohol**

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

### **362 Television**

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

### **363 Advertising and other identifications at Televised Events**

**363.1** These may be subject to special regulations of the Broadcasting Authority. These will be issued by the Event Promoter, as appropriate, using the guidelines set out in this Regulation 363.

**363.2** For the purposes of this Regulation 363, 'identification' shall mean the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item or of any other advertiser permitted in accordance with this Regulation .

**363.3** A two-piece swimsuit shall, in relation to advertising, be regarded as one. The name and the flag of the country of the competitor or the country code shall not be regarded as advertisements.

**363.4** Body advertisement is not allowed in any way whatsoever.

**363.5** For the purposes of this Regulation, the name and/or badge of a club, the name of the competitor or official, a national flag or a country code are not regarded as advertisements.

**363.6** The promoter shall control advertising.

**363.7** Advertising and other identifications appearing on swimwear, pool deck equipment and officials' uniforms are permitted as follows:

#### **363.7.1 Swimsuits:**

**363.7.1.1** One manufacturer's logo of a maximum size of 20 square centimetres when worn. Where one piece body suits are used, two manufacturer's logos shall be permitted, one above the waist and one below the waist, of a maximum size of 20 square centimetres each when worn. These manufacturer's logos shall not be placed immediately adjacent to each other.

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

#### **363.7.2 Caps:**

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

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

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

**363.7.3 Goggles**

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

**363.7.4 Athletes Bibs**

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

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

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

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

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

**363.7.5 Pool deck equipment**

**363.7.5.1** A maximum of two advertising identifications of which one shall be of the manufacturer's logo is permitted, with a maximum size of 20 square centimetres each when worn, on any of the clothing items listed,- Shirt; Polo Shirt; Casual Shirt; Sweat Shirt; Bath Robe; Tracksuit Top; Trousers; Shorts; Skirt; Windbreaker.

**363.7.5.2** A maximum of two advertising identifications, of which one shall be of the manufacturer's logo, is permitted with a maximum size of 6 square centimetres each for any of the following accessories and equipment items listed:- Towels; Baseball Caps; Hats; Socks; Footwear and Bags.

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

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**GENERAL REGULATIONS FOR COMPETITIONS**

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**401 Application of Laws, Regulations and Rules to Competitions held in England**

**401.1** FINA or LEN competitions or competitions of any other International body held in England and promoted by the ASA or British Swimming shall be held under the relevant rules of FINA, LEN or the International body and the FINA Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices for such competitions shall state the name of the promoting body and shall include the words

'Under FINA Technical Rules of (the discipline[s])'. The FINA Technical Rules of the discipline shall also apply to any preliminary round of such a competition in which only British competitors take part.

- 401.2** Competitions held in England and promoted by the ASA where the competitors are members of a national team selected by the national federation of a country affiliated to FINA or selected by the Scottish ASA or selected by the Welsh ASA shall be held under ASA Laws and Regulations, the British Swimming Disciplinary Code and the FINA Technical Rules of the discipline(s). Advertisements, entry forms, programmes, tickets and official notices shall state the name of the ASA as the promoting body and the words:

'Under ASA Laws and Regulations, the British Swimming Disciplinary Code and FINA Technical Rules of (the discipline[s])'

- 401.3** British Swimming competitions held in England may be held under the relevant competition conditions of British Swimming, British Swimming Rules including the British Swimming Disciplinary Code and the FINA Technical Rules of the discipline(s). Advertisements, entry forms, programmes, tickets and official notices shall state the name of British Swimming as the promoting body and the words:

'Under British Swimming Conditions and Rules, British Swimming Disciplinary Code and FINA Technical Rules of (the discipline[s])'

- 401.4** A competition promoted by the ASA, one of its Regions or an affiliated club, organisation, association or body or held under permit may be held under ASA Laws and Regulations and the FINA Technical Rules of the discipline(s) if the promoter so wishes. Advertisements, entry forms, programmes, tickets and official notices shall state the name of the promoting body and, if it is not the ASA or a Region, the words:

'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'

and in all cases shall include the words:-

'Under ASA Laws and Regulations and FINA Technical Rules of (the discipline[s])'

- 401.5** All other competitions held in England shall be held under ASA Laws and Regulations and ASA Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices shall include the name of the promoting club, organisation, association or body and, if it is not the ASA or a Region, the words:

'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'

and in all cases shall include the words:-

'Under ASA Laws and Regulations and ASA Technical Rules of (the discipline[s])'

## **402 Permits**

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

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

The application must state:

**402.1.1** the date, time and place of the meeting or event;

**402.1.2** full details of all events on the programme;

**402.1.3** the guaranteed value of each prize;

**402.1.4** the amount of entry fee for each event. The entry fee must include admission;

**402.1.5** the date for the closing of entries;

**402.1.6** an undertaking to comply with ASA Laws and Regulations and ASA or FINA Technical Rules as appropriate.

**402.2** A permit may be refused without a reason being stated.

**402.3** The permit shall be signed by the Regional Director, or his equivalent, and be available for inspection at the gala, contest or exhibition for which it was granted. A report of all permits issued or refused shall be made to the next meeting of the Regional Management Board.

**402.4** A permit shall not be granted:

**402.4.1** to a suspended person;

**402.4.2** to an individual, except where the meeting is in aid of a stated charity approved by the Region, in which case a copy of the financial statement, duly audited, must be sent to the Regional Director, or his equivalent, within one month of the date of the meeting;

**402.4.3** to a club eligible for affiliation which has previously been granted a permit;

**402.4.4** for a competition, contest or exhibition to be held in a place of public entertainment such as a theatre, music hall, circus, variety exhibition or any other form of mixed entertainment.

### **403 Galas held in another Region**

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

### **404 Gala Advertisements**

**404.1** A Regional Director, or his equivalent, may require the withdrawal of an advertisement which, in his opinion, is misleading or incorrect. He shall report such action to the next meeting of the Regional Management Board.

**404.2** A participant in a gala, contest or exhibition shall not be advertised under a misleading or incorrect title. The word 'champion' may only be used provided the championship title is also quoted, and the championship is one recognised by the ASA.

### **405 Multi-Club Membership and competition**

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

### **406 Open Competitions**

#### **406.1 Definition and Exception**

**406.1.1** An open competition shall be defined as a competition to which entry is not limited to members of any one club, although the promoter of the competition may impose other restrictions on entry.

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

**406.3.1.3** A declaration that he accepts the promoter's conditions.

**406.3.1.4** the name of an affiliated club of which he is a member in the name of which he wishes to compete and which has been included on his ASA registration form as a competitor or, alternatively, the date from which temporary membership of the ASA has been granted to him under Regulation 56.2.

**406.3.1.5** The name and contact details of the agent, if any, of the entrant.

**406.3.2 For Team Events**

**406.3.2.1** the name of the team;

**406.3.2.2** the name and contact details of an official of the club, body or organisation who is responsible for submitting the entry of the team;

**406.3.2.3** a declaration signed by the responsible official that:

**406.3.2.3.1** all the members from whom the team is to be selected are registered with the ASA as competitors, and eligible to be members of the team;

**406.3.2.3.2** he accepts on behalf of the team the promoter's conditions;

**406.3.2.3.3** all members of the team comply with any age conditions;

**406.3.2.3.4** all the information given is correct.

**406.3.3** Promoter's Conditions. If the promoter's entry format does not include the issue of the promoter's conditions, they shall be made available by the promoter on request.

**406.4 Acceptance or Refusal of Entries**

**406.4.1** The promoter may, at his discretion, refuse to accept any entry. If he does so he must, if requested by the entrant or the agent/responsible official who submitted the entry give the reasons for his refusal in writing;

**406.4.2** If the information required in the entry is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of the entry the promoter may, at his discretion:

**406.4.2.1** return the entry for the information to be completed or corrected and, provided that this is done and the entry resubmitted before the closing date for entries, accept the entry; or

**406.4.2.2** refuse the entry, before or after the closing date for entries and irrespective of whether or not it has been returned for correction or completion and resubmitted. If an entry is refused by the promoter, the entry fee shall be forfeited.

**406.5** Competitors. An entrant is regarded as a competitor in an event as soon as his entry has been accepted. He ceases to be a competitor if his entry is refused or he withdraws before the event is started.



**406.6** Unregistered Competitors in Open Team Competitions. If, between the submission of an entry for an open team competition and the start of the competition, a team manager finds that, because of withdrawals of swimmers originally selected, he has insufficient club members registered with the ASA as competitors to complete his team, he may include club members not registered with the ASA as competitors provided that:

**406.6.1** they are otherwise eligible to compete and comply fully with the promoter's conditions;

**406.6.2** the promoter and the referee are informed before the contest starts and given the names of the person(s) not registered with the ASA as competitors;

**406.6.3** the team manager ensures that they are registered with the ASA as competitors within 14 days. Such a person shall be permitted to swim in only one gala before being registered, but may be allowed to swim in up to 3 rounds of one competition without the production of his ASA registration card. The promoter shall notify the Registrar of the names and clubs of such persons.

#### **407 Championships**

**407.1** The word 'Championship' shall be used only in connection with the championships of the ASA, a Regional Association, a County Association, or one of the bodies directly affiliated to the ASA. It may also be used in connection with the name of a locality, to which area entries to the championship shall be confined.

**407.2** A club may promote a championship confined to its own members, and it may promote an open championship, in which case the title shall be qualified by the addition of a local name. The Region shall decide the title and rules governing a local championship.

#### **408 Mixed Competitions**

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

**408.1** a team diving contest in which each team consists of the same number of members of each sex as each other team;

**408.2** a synchronised diving contest, which may consist of any combination of two divers, whether male and/or female;

**408.3** a water polo match confined to children under the age of seventeen years at midnight on December 31st in the year of competition;

**408.4** a water polo match in a competition restricted to school teams and confined to school children under the age of seventeen years at midnight on August 31st in the academic year of competition.

#### **409 Underwater Competitions/Exhibitions**

**409.1** No underwater competition or exhibition shall take place at any event promoted under ASA Laws and Regulations unless such is undertaken by an approved Sub-Aqua organisation which will be responsible for carrying out the necessary safeguards.

**409.2** Where there are underwater movements in a swimming, diving, water polo or synchronised swimming event these do not constitute an underwater competition but the competitors shall at all times be within the view of the officials.

#### 410 Minimum Ages for Competition

**410.1** In order to compete in any discipline at the level of competition indicated, a swimmer must be of the minimum age shown. The age specified in each case shall be the age of the swimmer at midnight on 31st December in the year of competition, except where the section states otherwise.

##### 410.2 Diving

**410.2.1** County competitions, inter-club events, Regional Novice competitions or National Novice competitions. 8 years

**410.2.2** National Age Group competitions, National Intermediate competitions or Regional competitions other than Regional Novice competitions. 9 years

**410.2.3** National competitions other than National Novice, National Intermediate or National Age Group competitions. 10 years

##### 410.3 Masters

**410.3.1** Synchronised swimming competitions 20 years

**410.3.2** Water Polo Competitions 30 years

**410.3.2** Competitions in any other discipline 25 years

##### 410.4 Open Water

**410.4.1** Events up to and including 1,000 m 11 years

**410.4.2** Events up to and including 2,000 m 12 years

**410.4.3** Events up to and including 10,000 m 13 years

**410.4.4** Events over 10,000 m 16 years

##### 410.5 Racing

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

**410.5.1** Events restricted to members of one club. No minimum age

**410.5.2** Inter-club events limited to not more than eight clubs which do not form part of a series of events as in a league. 8 years

**410.5.3** Open events, other than in Regional and National Competitions. 9 years

**410.5.4** Relay events in Regional Competitions 9 years

**410.5.5** Individual events in Regional Competitions. 10 years

**410.5.6** Relay events in National Competitions. 10 years

**410.5.7** Individual events in National Competitions 11 years

##### 410.6 Synchronised Swimming

**410.6.1** Events restricted to members of one club No minimum age

**410.6.2** Inter-club events limited to not more than eight clubs 8 years

**410.6.3** Open events including Regional Age Group Competitions, Regional Novice Competitions or Regional Competitions restricted to specific Grades 9 years

**410.6.4** National Age Group Competitions and Regional Competitions other than those listed in 410.6.3 10 years

**410.6.5** National Competitions other than Age Group Competitions 11 years

**410.7 Water Polo**

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

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

**411 Costumes**

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

**412 Smoking and Drinking Restrictions**

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

**413 Water Polo Delegate**

- 413.1** A promoter of an event comprising water polo matches consisting of groups of matches played at the same venue and on the same day(s) may, if he so desires, appoint a Water Polo Delegate or Delegates for that event.
- 413.2** In consultation with the promoters of such events, the ASA shall maintain a list of suitably qualified and experienced persons to act as Water Polo Delegates.
- 413.3** The duties of a Water Polo Delegate shall include, but not be limited to, to:
- 413.3.1** have full control and authority over all officials, approve their assignments and instruct them regarding any special features or regulations relating to the competition. He shall enforce all ASA Laws and Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meeting, event or competition which is not covered by them;
  - 413.3.2** have authority to intervene in the competition at any stage to ensure that ASA Laws and Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;
  - 413.3.3** ensure, before the commencement of each match, that all the officials necessary for its conduct are present. He may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if he considers it necessary;
  - 413.3.4** receive protests, ascertain the relevant facts and decide the matter. The Water Polo Delegate shall deal with the protest as soon as practicable after it is received. In the event of a protest not being resolved before a relevant match is scheduled to take place, that fact shall be reported to the promoter and the match(es) shall be held under protest. Unless he is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising under Regulation 108.1 has been heard.

**413.3.5** summarily impose the minimum sanctions set out under Regulation 107 and the regulations made thereunder and further lodge a complaint if, in his opinion, the minimum sanction is insufficient for the offence. There shall be no appeal against a decision by the Water Polo Delegate to impose a summary sanction under this section.

**413.4** There is a right of appeal against a Water Polo Delegate's decision on a protest. (Regulation 108.1).

#### **414 Referees**

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

**414.1** have full control and authority over all officials: he shall approve their assignments and shall instruct them regarding any special features or regulations relating to the competition. He shall enforce all ASA Laws, Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meeting, event or competition which is not covered by them;

**414.2** have authority to intervene in the competition at any stage to ensure that ASA Laws, Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;

**414.3** ensure, before the commencement of the competition, that all the officials necessary for its conduct are present. He may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if he considers it necessary;

**414.4** have the authority, if an error by an official follows a fault by a competitor, to expunge the fault by the competitor.

**414.5** receive and decide protests.

**414.5.1** Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered from the date upon which entries to that competition close as the lead referee, who shall receive and decide all protests of a general nature.

**414.5.2** The Referee shall ascertain the relevant facts and endeavour to resolve the matter as soon as practicable after the protest is received.

**414.5.3** In the event of the protest not being resolved before the event is scheduled to take place, that fact shall be reported to the promoter and the event shall be held under protest.

**414.5.4** Unless the Referee is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising has been heard.

**414.6** There shall be a right of appeal against a referee's decision on a protest to a Jury of Appeal if one has been appointed. If no Jury of Appeal has been appointed there is a right of appeal against the referee's decision on a protest (Regulation 108.1).

**414.7** If a Water Polo Delegate has been appointed for a competition, the duties and authorities of any water polo referee for that competition under Regulations 414.1, 414.2, 414.3 and 414.5 shall be vested in the Water Polo Delegate.

● **415 Jury of Appeal**

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

**416 Doping Control – Promoter's Responsibilities**

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

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

**417 Prizes**

All prizes for an open competition shall be purchased before the competition is held, and shall be of full advertised value. A competitor, being of opinion that his prize is not of the full advertised value, may protest to the referee of the competition, as provided in Regulation 101.

**418 Trophies**

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

- 418.1** A perpetual trophy may be held by the winner for a specified period only. It remains in the ownership of the body awarding it and it cannot be won outright.
- 418.2** A challenge trophy is one presented for periodical competition until it has been won a stipulated number of times by the same competitor whose property it then becomes. Until won outright it may be held for a specified period only and it remains in the ownership of the body awarding it.
- 418.3** The holder of a challenge trophy shall be given at least 21 days' notice of the closing date for entry to the next competition for it.

**418.4** The rules of the competition for a challenge trophy shall not be changed without the consent of the holder if at that time he remains eligible to compete for it. If he is no longer eligible or if he cannot reasonably be traced, such consent must be obtained from a majority of past holders who remain eligible to compete and who can reasonably be traced.

**418.5** The owner of a trophy shall be responsible for its insurance against loss while in the keeping of the holder.

**419 Testimonial or Benefit Galas**


**419.1** An affiliated club wishing to hold a gala, contest or exhibition in aid of a person or a charity cause other than its own funds, shall inform the Regional Director, or his equivalent, at least fourteen days before the meeting is to be held.

**419.2** A copy of the financial statement, duly audited, shall be sent to the Regional Director, or his equivalent, within one month of the meeting. An affiliated club which fails to comply with this Regulation shall become immediately suspended until such time as the matter has been dealt with by the Region.

**420 International Events**

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


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



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# TECHNICAL RULES

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## TECHNICAL RULES OF RACING

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

- 501** Racing competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:
- 501.1** the relevant parts of FINA Swimming Rules;
  - 501.2** ASA Law 31 and the ASA Judicial Regulations;
  - 501.3** ASA Law 37 and the ASA General Competition Regulations;
  - 501.4** the following additional Rules.
- 502** A permanently disabled swimmer shall not be disqualified in a competition in a case where his disability prevents him from complying with the rules of a particular stroke, provided that the disability has been notified to the referee by the swimmer or his representative before the race takes place. Notification must be by a Certificate of Swimming Disability issued by the ASA Medical Advisory Committee or a Functional Ability Card (see Guidelines to Competition – Certificates of Disability).
- 503** The starter shall, after consultation with the competitors or their representatives, make adequate provision for any disabled swimmers to be able to perceive a starting signal.
- 504** In events confined to Masters swimmers:
- 504.1** when using the forward start the referee's whistle shall indicate that the swimmers may take their positions with at least one foot at the front of the starting platform or pool deck or in the water holding the rail or side of the pool or other starting place with one or both hands;
  - 504.2** in a backstroke race, prior to the starting signal, swimmers shall line up in the water facing the starting end, holding the rail or side of the pool or other starting place with one or both hands;
  - 504.3** a breaststroke kicking movement is permitted for butterfly.
- 505 English Records**
- 505.1** The following distances and strokes shall be recognised for English open and junior records:
- Freestyle: 50, 100, 200, 400, 800 and 1500 metres;
  - Backstroke: 50, 100 and 200 metres;
  - Breaststroke: 50, 100 and 200 metres;
  - Butterfly: 50, 100 and 200 metres;
  - Individual Medley: 100, 200 and 400 metres;
  - Freestyle Relay Team: 4x100 and 4x200 metres;
  - Medley Relay Team: 4x100 metres.
- All open records shall be recognised for men and women, for long and short course events. The open classification shall have no age limits.
- All junior records shall be recognised for males and females, in short course events only. In the junior classification, a swimmer shall be under the age of 16 years at midnight on the day of the swim.
- 505.2** The following distances and strokes shall be recognised for English Age Group records:
- Freestyle: 50, 100, 200, 400, 800 and 1500 metres;
  - Backstroke: 100 and 200 metres;



Breaststroke: 100 and 200 metres;  
Butterfly: 100 and 200 metres;  
Individual Medley: 200 and 400 metres.

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

13 years and under;  
14 years;  
15 years;  
16 years;  
17 years;  
18 years.

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

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

### **505.3 The Swimmers**

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

### **505.4 The Pool**

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

### **505.5 The Event**

- 505.5.1** An open or junior record may only be made in:
  - 505.5.1.1** a scratch competition held in public under ASA Laws and Regulations provided that the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
  - 505.5.1.2** an unpaced individual race against time held in public provided that the date and venue have been fixed and advertised as such before the day of the event and the Referee, Starter, Judges and Timekeepers are registered with the ASA as officials in the capacity in which they are officiating; or
  - 505.5.1.3** a scratch competition held under the auspices and in accordance with record conditions of the Scottish or Welsh ASA's, or of any country affiliated to FINA, provided that the relevant conditions of this ASA Technical Rule are complied with.
- 505.5.2** An Age Group record may only be made in an event in which the accepted time is eligible to be included in the British Rankings.

**505.5.3** A swimmer in an individual event may apply for a record at an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance which must be from the start of the event. The swimmer must complete the scheduled distance of the event without disqualification.

**505.5.4** The first swimmer in a relay event may apply for a record over the distance of his leg or an intermediate distance if he, his coach or his manager requests the Referee that his performance be timed at that distance. Such performance shall not be nullified by any disqualification of his team or team members occurring after his leg is completed.

#### **505.6 Timing**

**505.6.1** The time shall be taken by automatic officiating equipment or, if this has malfunctioned, by semi-automatic officiating equipment or by three timekeepers using hand-held watches.

**505.6.2** When human timekeepers are used, the Chief Timekeeper or Referee shall inspect the timers used and record the times. The accepted time shall be publicly announced.

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## **EXTRACTS OF FINA RULES**

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The following extracts of Swimming, Masters and Facility Rules has been compiled following the 2009 FINA Technical Congress. A full set of FINA Rules may be found at [www.fina.org](http://www.fina.org)

Immediately following these extracts are the 'ASA Guidance to Swimming Competition Management' and British Swimming guidance for the determination of Race results which should be read in conjunction with the FINA Rules to assist in their application.

### **SW 1 MANAGEMENT OF COMPETITIONS**

**SW 1.1** The Management Committee appointed by the governing body shall have jurisdiction over all matters not assigned by the rules to the referee, judges or other officials and shall have power to postpone events and give directions consistent with rules adopted for conducting any event.

**SW 1.2** At the Olympic Games and World Championships, the FINA Bureau shall appoint the following minimum numbers of officials for the control of the competitions:

- referee (1)
- control-room supervisor (1)
- judges of stroke (4)
- starters (2)
- chief inspectors of turns (2, 1 at each end of the pool)
- inspectors of turns (1 at each end of each lane)
- chief recorder (1)
- clerks of course (2)
- false start rope personnel (1)
- announcer (1)

**SW 1.2.2** For all other international competitions, the governing body shall appoint the same or fewer number of officials, subject to the approval of the respective regional or international authority where appropriate.

**SW 1.2.3** Where Automatic Officiating Equipment is not available, such equipment must be replaced by chief timekeeper, three (3) timekeepers per lane and two (2) additional timekeepers.

**SW 1.2.4** A chief finish judge and finish judges are required when Automatic Equipment and/or three (3) digital watches per lane are not used.

**SW 1.3** The swimming pool and the technical equipment for Olympic Games and World Championships shall be inspected and approved in due course prior to the Swimming competitions by the FINA Delegate together with a member of the Technical Swimming Committee.

**SW 1.4** Where underwater video equipment is used by television, the equipment must be operated by remote control and shall not obstruct the vision or path of swimmers and must not change the configuration of the pool or obscure the required FINA markings.

## **SW 2 OFFICIALS**

### **SW 2.1 Referee**

**SW 2.1.1** The referee shall have full control and authority over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competitions. He shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules.

**SW 2.1.2** The referee may intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress.

**SW 2.1.3** When using finish judges without three (3) digital watches, the referee shall determine placing where necessary. Automatic Officiating Equipment, if available and operating shall be consulted as stated in SW 13.

**SW 2.1.4** The referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.

**SW 2.1.5** At the commencement of each event, the referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or for backstroke swimming and medley relays to immediately enter the water). A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.

**SW 2.1.6** The referee shall disqualify any swimmer for any violation of the rules that he personally observes. The referee may also disqualify any swimmer for any violation reported to him by other authorised officials. All disqualifications are subject to the decision of the referee.

### **SW 2.2 Control-room Supervisor**

**SW 2.2.1** The supervisor shall supervise the automatic timing operation including the review of backup timing cameras.

**SW 2.2.2** The supervisor is responsible for checking the results from computer printouts.

**SW 2.2.3** The supervisor is responsible for checking the relay exchange printout and reporting any early takeoffs to the referee.

**SW 2.2.4** The supervisor may review the video used for backup timing to confirm early takeoff.

**SW 2.2.5** The supervisor shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

### **SW 2.3 Starter**

**SW 2.3.1** The starter shall have full control of the swimmers from the time the referee turns the swimmers over to him (SW 2.1.5) until the race has commenced. The start shall be given in accordance with SW 4.

**SW 2.3.2** The starter shall report a swimmer to the referee for delaying the start, for wilfully disobeying an order or for any other misconduct taking place at the start, but only the referee may disqualify a swimmer for such delay, wilful disobedience or misconduct.

**SW 2.3.3** The starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.

**SW 2.3.4** When starting an event, the starter shall stand on the side of the pool within approximately five metres of the starting edge of the pool where the timekeepers can see and or hear the starting signal and the swimmers can hear the signal.

### **SW 2.4 Clerk of Course**

**SW 2.4.1** The clerk of course shall assemble swimmers prior to each event.

**SW 2.4.2** The clerk of course shall report to the referee any violation noted in regard to advertising (GR 6) and if a swimmer is not present when called.

### **SW 2.5 Chief Inspector of Turns**

**SW 2.5.1** The chief inspector of turns shall ensure that inspectors of turns fulfil their duties during the competition.

**SW 2.5.2** The chief inspector of turns shall receive the reports from the inspectors of turns if any infringement occurs and shall present them to the referee immediately.

### **SW 2.6 Inspectors of Turns**

**SW 2.6.1** One inspector of turns shall be assigned to each lane at each end of the pool.

**SW 2.6.2** Each inspector of turns shall ensure that swimmers comply with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. The Inspector of Turns at the starting end of the pool, shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke. The inspectors of turns at the finish end shall also ensure that the swimmers finish their race according to the current rules.

**SW 2.6.3** In individual events of 800 and 1500 metres, each inspector of turns at the turning end of the pool shall record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying "lap cards". Semi-electronic equipment may be used, including under water display.

**SW 2.6.4** Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metres mark on the lane rope. The warning signal may be by whistle or bell.

**SW 2.6.5** Each inspector at the starting end shall determine, in relay events, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. When Automatic Equipment which judges relay take-offs is available, it shall be used in accordance with SW 13.1.

**SW 2.6.6** Inspectors of turns shall report any violation on signed cards detailing the event, lane number, and the infringement delivered to the chief inspector of turns who shall immediately convey the report to the referee.

## **SW 2.7 Judges of Stroke**

**SW 2.7.1** Judges of stroke shall be located on each side of the pool.

**SW 2.7.2** Each judge of stroke shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns and the finishes to assist the inspectors of turns.

**SW 2.7.3** Judges of stroke shall report any violation to the referee on signed cards detailing the event, lane number, and the infringement.

## **SW 2.8 Chief Timekeeper**

**SW 2.8.1** The chief timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. There shall be three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used there shall be two (2) additional timekeepers designated, either of whom shall be directed to replace a timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using three (3) digital watches per lane, final time and place is determined by time.

**SW 2.8.2** The chief timekeeper shall collect from the timekeepers in each lane a card showing the times recorded and, if necessary, inspect their watches.

**SW 2.8.3** The chief timekeeper shall record or examine the official time on the card for each lane.

## **SW 2.9 Timekeeper**

**SW 2.9.1** Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.

**SW 2.9.2** Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.

**SW 2.9.3** Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give them to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.

**SW 2.9.4** Unless a video backup system is used, it may be necessary to use the full complement of timekeepers even when Automatic Officiating Equipment is used.

### **SW 2.10 Chief Finish Judge**

**SW 2.10.1** The chief finish judge shall assign each finish judge his position and the placing to be determined.

**SW 2.10.2** After the race, the chief finish judge shall collect signed result sheets from each finish judge and establish the result and placing which will be sent directly to the referee.

**SW 2.10.3** Where Automatic Officiating Equipment is used to judge the finish of a race, the chief finish judge must report the order of finish recorded by the Equipment after each race.

### **SW 2.11 Finish Judges**

**SW 2.11.1** Finish judges shall be positioned in elevated stands in line with the finish where they have at all times a clear view of the course and the finish line, unless they operate an Automatic Officiating device in their respective assigned lanes by depressing the "push-button" at the completion of the race.

**SW 2.11.2** After each event the finish judges shall decide and report the placing of the swimmers according to the assignments given to them. Finish judges other than push-button operators shall not act as timekeepers in the same event.

### **SW 2.12 Desk Control (other than for Olympic Games and World Championships)**

**SW 2.12.1** The chief recorder is responsible for checking results from computer printouts or from results of times and placing in each event received from the referee. The chief recorder shall witness the referee's signing the results.

**SW 2.12.2** The recorders shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

### **SW 2.13 Officials' Decision Making**

**SW 2.13.1** Officials shall make their decision autonomously and independently of each other unless otherwise provided in the Swimming Rules.

## **SW 3 SEEDING OF HEATS, SEMI-FINALS AND FINALS**

The starting stations for all events in Olympic Games, World Championships, Regional Games and other FINA competitions shall be by seeding as follows:

### **SW 3.1 Heats**

**SW 3.1.1** The best competitive times of all entrants for the preceding twelve (12) months prior to the entry deadline of the competition, shall be submitted on entry forms and listed in order of time by the Management Committee. Swimmers who do not submit official recorded times shall be considered the slowest and shall be placed at the end of the list with a no time. Placement of swimmers with identical times or of more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth in SW 3.1.2. below. Swimmers shall be placed in trial heats according to submitted times in the following manner:

**SW 3.1.1.1** If one heat, it shall be seeded as a final and swum only during the final session.

**SW 3.1.1.2** If two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.

**SW 3.1.1.3** If three heats, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

**SW 3.1.1.4** If four or more heats, the last three heats of the event shall be seeded in accordance with SW 3.1.1.3 above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below.

**SW 3.1.1.5** Exception: When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

**SW 3.1.1.6** Where a 10 lane pool is available and equal times are established for the 8th place in the heats of 800m and 1500m Freestyle events, lane 9 will be used with a draw for lane 8 and lane 9. In case of three (3) equal times for 8th place, lane 9 and 0 will be used with a draw for lane 8, 9 and 0.

**SW 3.1.1.7** Where a 10 lane pool is not available SW 3.2.3 will apply.

**SW 3.1.2** Except for 50 metre events in 50 metre pools, assignment of lanes shall be (number 1 lane being on the right side of the pool (0 when using pools with 10 lanes) when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in the pool with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. In pools using 10 lanes, the fastest swimmer shall be placed in lane 4. The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

**SW 3.1.3** When 50 metre events are contested in 50 metre pools, the races may be swum, at the discretion of the Management Committee, either from the regular starting end to the turning end or from the turning end to the starting end, depending upon such factors as existence of adequate Automatic Equipment, starter's position, etc. The Management Committee should advise swimmers of their determination well before the start of the competition. Regardless of which way the race is swum, the swimmers shall be seeded in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.

### **SW 3.2 Semi-Finals and Finals**

**SW 3.2.1** In the semi-finals heats shall be assigned as in SW 3.1.1.2.

**SW 3.2.2** Where no preliminary heats are necessary, lanes shall be assigned in accordance with SW 3.1.2 above. Where preliminary heats or

semi-finals have been held, lanes shall be assigned as in SW 3.1.2 based, however, on times established in such heats.

**SW 3.2.3** In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth/tenth place or sixteenth/twentieth place depending on the use of 8 or 10 lanes, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place not less than one hour after all involved swimmers have completed their heats. Another swim-off shall take place if equal times are registered again. If required, a swim off will take place to determine 1st and 2nd reserve if equal times are recorded.

**SW 3.2.4** Where one or more swimmers scratch from a semi-final or final reserves will be called in order of classifications in heats or semi-finals. The event or events must be re-seeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.

**SW 3.2.5** For heats, semi-finals and finals, swimmers must report to the First Call Room no later than 20 minutes prior to the start of their event. After inspection, swimmers proceed to the final call-room.

**SW 3.3** In other competitions, the draw system may be used for assigning lane positions.

#### **SW 4 THE START**

**SW 4.1** The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

**SW 4.2** The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

**SW 4.3** In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.

**SW 4.4** Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke) as per SW 2.1.5.

#### **SW 5 FREESTYLE**

**SW 5.1** Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.



**SW 5.2** Some part of the swimmer must touch the wall upon completion of each length and at the finish.

**SW 5.3** Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

## **SW 6 BACKSTROKE**

**SW 6.1** Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

**SW 6.2** At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

**SW 6.3** Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

**SW 6.4** When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

**SW 6.5** Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

## **SW 7 BREASTSTROKE**

**SW 7.1** After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.

**SW 7.2** From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

**SW 7.3** The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

**SW 7.4** During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.

**SW 7.5** The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.

**SW 7.6** At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

## **SW 8 BUTTERFLY**

**SW 8.1** From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

**SW 8.2** Both arms shall be brought forward together over the water and brought backward simultaneously through-out the race, subject to SW 8.5.

**SW 8.3** All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

**SW 8.4** At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.

**SW 8.5** At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

## **SW 9 MEDLEY SWIMMING**

**SW 9.1** In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.

**SW 9.2** In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

**SW 9.3** Each section must be finished in accordance with the rule which applies to the stroke concerned.

## **SW 10 THE RACE**

**SW 10.1** All individual races must be held as separate gender events.

**SW 10.2** A swimmer swimming over the course alone shall cover the whole distance to qualify.

**SW 10.3** The swimmer must remain and finish the race in the same lane in which he/she started.

**SW 10.4** In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

**SW 10.5** Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

**SW 10.6** Pulling on the lane rope is not allowed.

**SW 10.7** Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

**SW 10.8** No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by FINA Sport Medicine Committee.

**SW 10.9** Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

**SW 10.10** There shall be four swimmers on each relay team.

**SW 10.11** In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

**SW 10.12** Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

**SW 10.13** The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

**SW 10.14** Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

**SW 10.15** Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

**SW 10.16** No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

## **SW 11 TIMING**

**SW 11.1** The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).

**SW 11.2** When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100

of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.

**SW 11.3** Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

**SW 11.3.1** If two of the three watches record the same time and the third disagrees, the two identical times shall be the official time.

**SW 11.3.2** If all three watches disagree, the watch recording the intermediate time shall be the official time.

**SW 11.3.3** With only two (2) out of three (3) watches working the average time shall be the official time.

**SW 11.4** Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

**SW 11.5** In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

**SW 11.6** All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

## **SW 12 WORLD RECORDS**

**SW 12.1** For World Records in 50 metre courses, the following distances and styles for both sexes shall be recognised:

Freestyle	50, 100, 200, 400, 800 and 1500 metres
Backstroke	50, 100 and 200 metres
Breaststroke	50, 100 and 200 metres
Butterfly	50, 100 and 200 metres
Individual Medley	200 and 400 metres
Freestyle Relays	4x100 and 4x200 metres
Medley Relay	4x100 metres

**SW 12.2** For World Records in 25 metre courses, the following distances and styles for both sexes shall be recognised:

Freestyle	50, 100, 200, 400, 800 and 1500 metres
Backstroke	50, 100 and 200 metres
Breaststroke	50, 100 and 200 metres
Butterfly	50, 100 and 200 metres
Individual Medley	100, 200 and 400 metres
Freestyle Relays	4x100 and 4x200 metres
Medley Relay	4x100 metres

**SW 12.3** Members of relay teams must be of the same nationality.

**SW 12.4** All records must be made in scratch competition or an individual race against time, held in public and announced publicly by advertisement at least three days before the attempt is to be made. In the event of an individual race against time being sanctioned by a Member, as a time trial during a competition, then an advertisement at least three (3) days before the attempt is to be made shall not be necessary.

**SW 12.5.1** The length of each lane of the course must be certified by a surveyor or other qualified official appointed or approved by the Member in the country in which it is situated.

**SW 12.5.2** Where a moveable bulkhead is used, course measurement of the lane must be confirmed at the conclusion of the session during which the time was achieved.

**SW 12.6** World Records will be accepted only when times are reported by Automatic Officiating Equipment, or Semi-Automatic Officiating Equipment in the case of Automatic Officiating Equipment system malfunction.

**SW 12.7** World Records can be established only by swimmers wearing FINA approved swimsuits.

**SW 12.8** Times which are equal to 1/100 of a second will be recognised as equal records and swimmers achieving these equal times will be called "Joint Holders". Only the time of the winner of a race may be submitted for a World Record. In the event of a tie in a record-setting race, each swimmer who tied shall be considered a winner.

**SW 12.9** World Records can be established only in fresh water. No World Records will be recognised in any kind of sea or ocean water.

**SW 12.10** The first swimmer in a relay may apply for a World Record. Should the first swimmer in a relay team complete his distance in record time in accordance with the provisions of this subsection, his performance shall not be nullified by any subsequent disqualification of his relay team for violations occurring after his distance has been completed.

**SW 12.11** A swimmer in an individual event may apply for a World Record at an intermediate distance if he or his coach or manager specifically requests the referee that his performance be especially timed or if the time at the intermediate distance is recorded by Automatic Officiating Equipment. Such swimmer must complete the scheduled distance of the event to apply for a record at the intermediate distance.

**SW 12.12** Applications for World Records must be made on the FINA official forms (see next page) by the responsible authority of the organising or management committee of the competition and signed by an authorised representative of the Member in the country of the swimmer, certifying that all regulations have been observed including a negative doping test certification (DC 5.3.2). The application form shall be forwarded to the Honorary Secretary of FINA within fourteen (14) days of the performance.

**SW 12.13** A claim of a World Record performance shall be provisionally reported by telegram, telex or facsimile to the Honorary Secretary of FINA within seven (7) days of the performance.

**SW 12.14** The Member in the country of the swimmer should report this performance by letter to the Honorary Secretary of FINA for information and action, if necessary, to assure that the official application has been properly submitted by the appropriate authority.

**SW 12.15** On receipt of the official application, and upon satisfaction that the information contained in the application, including a negative doping control test certificate, is accurate, the Honorary Secretary of FINA shall declare the new World Record, see that such information is published, and see that certificates are provided to those persons whose applications have been accepted.

**SW 12.16** All records made during the Olympic Games, World Championships and World Cups shall be automatically approved.

**SW 12.17** If the procedure of SW 12.10 has not been followed, the Member in the country of a swimmer can apply for a World Record in default thereof. After due investigation, the Honorary Secretary of FINA is authorised to accept such record if the claim is found to be correct.

**SW 12.18** If the application for a World Record is accepted by FINA, a diploma, signed by the President and the Honorary Secretary of FINA shall be forwarded by the Honorary Secretary to the Member in the country of the swimmer for presentation to the swimmer in recognition of the performance. A fifth World Record diploma will be issued to all Members whose relay teams establish a World Record. This diploma is to be retained by the Member.

### **SW 13 AUTOMATIC OFFICIATING PROCEDURE**

**SW 13.1** When Automatic Officiating Equipment (See FR 4) is used in any competition, the placing and times so determined and relay take-offs judged by such Equipment shall have precedence over the timekeepers.

**SW 13.2** When the Automatic Equipment fails to record the place and/or time of one or more swimmers in a given race:

**SW 13.2.1** Record all available Automatic Equipment times and places,

**SW 13.2.2** Record all human times and places.

**SW 13.2.3** The official place will be determined as follows

**SW 13.2.3.1** A swimmer with an Automatic Equipment time and place must retain his relative order when compared with the other swimmers having an Automatic Equipment time and place within that race.

**SW 13.2.3.2** A swimmer not having an Automatic Equipment place but having an Automatic Equipment time will establish his relative order by comparing his Automatic Equipment time with the Automatic Equipment times of the other swimmers.

**SW 13.2.3.3** A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi-Automatic Equipment or by three digital watches.

**SW 13.3** The official time will be determined as follows:

**SW 13.3.1** The official time for all swimmers having an Automatic Equipment time will be that time.

**SW 13.3.2** The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

**SW 13.4** To determine the relative order of finish for the combined heats of an event, proceed as follows:

**SW 13.4.1** The relative order of all swimmers will be established by comparing their official times.

**SW 13.4.2** If a swimmer has an official time which is tied with the official time(s) of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.

### **AGE GROUP RULES – SWIMMING**

**SWAG 1** Federations may adopt their own Age Group rules, using FINA technical rules.

### **MASTERS GENERAL RULES**

The Masters program shall promote fitness, friendship, understanding and competition through Swimming, Diving, Synchronised Swimming, Water Polo and

Open Water Swimming among those competitors with a minimum age limit of 25 years (Note: exception in MSS 5).

**MGR 1** The Members shall register Masters competitors in a special category for each of the five recognised disciplines. A competitor who registers for Masters in any discipline will still retain his/her unrestricted right to compete in other competitions.

**MGR 2** Except for specific exceptions in the FINA Rules and regulations all other FINA Rules and Regulations shall apply to Masters Competitions.

**MGR 3** Individual entries shall only be accepted from persons representing clubs. No swimmer or team may be designated as representing a country or Federation.

**MGR 4** Age shall be determined as of December 31 of the year of competition.

**MGR 5** The organising federation of FINA World Masters Championships shall pay the travelling and accommodation expense of one member from the FINA Bureau.

**MGR 6** Entry fees shall be decided upon by the country that is hosting the meet, but they shall be subject to approval by FINA.

**MGR 7** For Masters World Championships, the Management Committee shall consist of the Bureau Liaison, the Chairman and Honorary Secretary of the Masters Committee and other members of the Bureau and Masters Committee present.

**MGR 8** Masters Competitors must be aware of the need of being well prepared and medically fit before entering into Masters competitions. They shall assume full responsibility for the risks included in competing in such competitions. In consideration of their entry, they must agree to waive and release FINA, the Organising National Federation and the Organising Committee from any kind of liability for accidents, which may cause death, injury or property loss. Entry Forms containing a warning of the risks, an Accident Waiver and Release of Liability must be signed by each Masters competitor.

## **MASTERS SWIMMING RULES**

### **MSW 1** Age Groups

**MSW 1.1** Individual Events: 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90-94 ... (five year age groups as high as is necessary).

**MSW 1.2** Relays: To be conducted on the total age of team members in whole years. Age groups of relay events are as follows: 100 - 119, 120 - 159, 160 - 199, 200 - 239, 240 - 279, 280 - 319, 320 - 359, and ... (forty year increments as high as is necessary).

### **MSW 2** Age Determining Date

For all purposes pertaining to Masters World Records and Masters World Championships meet competition, the actual attained age of the competitor shall be determined as of December 31st of the year of competition.

### **MSW 3** Technical Swimming Rules

The Swimming Rules in Part III of this Handbook shall apply to Masters with the following exceptions:

**MSW 3.1** Age groups and sexes may be combined so that no swimmer has to swim alone and lanes may be filled.

**MSW 3.2** When using the forward start, the referee's whistle shall indicate that the swimmers may take their positions with at least one foot at the front of the starting platform or pool deck, or in the water with one hand having contact with the starting wall.

**MSW 3.3** Any swimmer starting before the starting signal has been given by the Starter, shall be disqualified. (Supersedes SW 4.1).



**MSW 3.4** All Masters events shall be conducted on a timed final basis.

**MSW 3.5** Swimmers may be allowed to remain in their lane while other swimmers are competing until directed by the referee to exit the pool.

**MSW 3.6** The order of swimmers by gender is optional in mixed relays.

**MSW 3.7** Events shall be pre-seeded with oldest age groups first, slowest heats swum first within each age group. Events 400 metres and over may be deck seeded from slowest to fastest, regardless of age.

**MSW 3.8** The Organising Committee may arrange 400 metre, 800 metre and 1500 metre Freestyle to be swum two (2) swimmers of the same sex in a lane. Separate timing will be required for each swimmer.

**MSW 3.9** The Warm Up must be supervised.

**MSW 3.10** A breaststroke kicking movement is permitted for butterfly. Only one breaststroke kick is permitted per arm pull except that a single breaststroke kick is permitted prior to the turn and the finish without an arm pull. After the start and after each turn, a single breaststroke kick is permitted prior to the first arm pull.

#### **MSW 4 Events**

The following events may be conducted for each age group.

**MSW 4.1** Short course (25 m)  
50, 100, 200, 400, 800, 1500 m Freestyle  
50, 100, 200 m Backstroke  
50, 100, 200 m Breaststroke  
50, 100, 200 m Butterfly  
100, 200, 400 m Individual Medley  
4 x 50 m Freestyle Relay  
4 x 50 m Medley Relay  
4 x 50 m Mixed Freestyle Relay (2 women and 2 men)  
4 x 50 m Mixed Medley Relay (2 women and 2 men)  
4 x 100 m Freestyle Relay  
4 x 100 m Medley Relay  
4 x 100 m Mixed Freestyle Relay (2 women and 2 men)  
4 x 100 m Mixed Medley Relay (2 women and 2 men)  
4 x 200 m Mixed Freestyle Relay (2 women and 2 men)  
4 x 200 m Mixed Medley Relay (2 women and 2 men)

**MSW 4.2** Long course (50 m)  
50, 100, 200, 400, 800, 1500 m Freestyle  
50, 100, 200 m Backstroke  
50, 100, 200 m Breaststroke  
50, 100, 200 m Butterfly  
200, 400 m Individual Medley  
4 x 50 m Freestyle Relay  
4 x 50 m Medley Relay  
4 x 50 m Mixed Freestyle Relay (2 women and 2 men)  
4 x 50 m Mixed Medley Relay (2 women and 2 men)  
4 x 100 m Freestyle Relay  
4 x 100 m Medley Relay  
4 x 100 m Mixed Freestyle Relay (2 women and 2 men)  
4 x 100 m Mixed Medley Relay (2 women and 2 men)  
4 x 200 m Freestyle Relay  
4 x 200 m Mixed Freestyle Relay (2 women and 2 men)

**MSW 4.3** It is not necessary to conduct all of the above events in a meet. However, each age division should include shorter Freestyle, Backstroke, Breaststroke and Butterfly events plus an Individual Medley and Relays.



### **MSW 5 Relays**

Relays shall consist of four swimmers each registered with the same club. No swimmer is allowed to represent more than one club.

### **MSW 6 Records**

Masters World Records for all events listed in MSW 4 for both sexes in each age group shall be recognised and maintained in 1/100 second time (2 decimal places) and according to the provisions listed on the application form. World Records may also be recorded with manual timing in 1/100 second time (2 decimal places in accordance with SW 11.3).

**MSW 6.1** Applications for Masters World Records must be made on the FINA official forms (See next page) by the individual in question within 60 days from the end of the event.

**MSW 6.2** World Records can only be established in a Masters meet sanctioned by a Member.

**MSW 7** Swimmers who had to be disqualified must be listed with coded reason for disqualification in the results list.

**MSW 8** A swimmer can compete only once per relay event.

**MSW 9** Qualifying standards for World Championships will be considered by FINA and the Organising Committee if deemed necessary.

## **FINA FACILITIES RULES**

(These rules are considered desirable and are subject to ASA Health & Safety Requirements)

### **FR 2 SWIMMING POOLS**

#### **FR 2.1 Length**

**FR 2.1.1** 50.0 metres. When touch panels of Automatic Officiating Equipment are used on the starting end, or additionally on the turning end, the pool must be of such length that ensures the required distance of 50.0 metres between the two panels.

**FR 2.1.2** 25.0 metres. When touch panels of Automatic Officiating Equipment are used on the starting end, or additionally on the turning end, the pool must be of such length that ensures the required distance of 25.0 metres between the two panels.

#### **FR 2.2 Dimensional Tolerances**

**FR 2.2.1** Against the nominal length of 50.0 metres, a tolerance of plus 0.03 metre in each lane minus 0.00 metre on both end walls at all points from 0.3 metre above to 0.8 metre below the surface of the water is allowed. These measurements should be certified by a surveyor or other qualified official, appointed or approved by the Member in the country in which the pool is situated. Tolerances cannot be exceeded when touch panels are installed.

**FR 2.2.2** Against the nominal length of 25.0 metres, a tolerance of plus 0.03 metre in each lane minus 0.00 metre on both end walls at all points from 0.3 metre above to 0.8 metre below the surface of the water is allowed. These measurements should be certified by a surveyor or other qualified official, appointed or approved by the Member in the country, in which the pool is situated. Tolerances cannot be exceeded when touch panels are installed.

**FR 2.3 Depth** A minimum depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the end wall is required for pools with starting blocks. A minimum depth of 1.0 metre is required elsewhere.

## **FR 2.4 Walls**

**FR 2.4.1** End walls shall be parallel and form right angles to the swimming course and to the surface of the water, and shall be constructed of solid material, with a non slip surface extending 0.8 metre below the water surface, so as to enable the competitor to touch and push off in turning without hazard.

**FR 2.4.2** Rest ledges along the pool walls are permitted; they must be not less than 1.2 metres below the water surface, and may be 0.1 metre to 0.15 metre wide.

**FR 2.4.3** Gutters may be placed on all four walls of the pool. If end wall gutters are installed, they must allow for attachment of touch panels to the required 0.3 metre above the water surface. They must be covered with a suitable grill or screen.

**FR 2.5 Lanes** shall be at least 2.5 metres wide, with two spaces of at least 0.2 metre outside of the first and last lanes.

## **FR 2.6 Lane Ropes**

**FR 2.6.1** Lane ropes shall extend the full length of the course, secured at each end wall to anchor brackets recessed into the end walls. The anchor shall be positioned so that the floats at each end wall of the pool shall be on the surface of the water. Each lane rope will consist of floats placed end-to-end having a minimum diameter of 0.05 metre to a maximum of 0.15 metre.

In a swimming pool the colour of the lane ropes should be as follows:

Two (2) GREEN ropes for lanes 1 and 8

Four (4) BLUE ropes for lanes 2, 3, 6 and 7

Three (3) YELLOW ropes for lanes 4 and 5

The floats extending for a distance of 5.0 metres from each end of the pool shall be of RED colour.

There shall not be more than one lane rope between each lane. The lane ropes shall be firmly stretched.

**FR 2.6.2** At the 15-metre mark from each end wall of the pool the floats shall be distinct in colour from the surrounding floats.

**FR 2.6.3** In 50 metre pools the floats shall be distinct to mark 25 metres.

**FR 2.6.4** Lane numbers of soft material may be placed on the lane ropes at the start and turning end of the pool.

**FR 2.7 Starting Platforms** - Starting platforms shall be firm and give no springing effect. The height of the platform above the water surface shall be from 0.5 metre to 0.75 metre. The surface area shall be at least 0.5 metre x 0.5 metre and covered with non-slip material. Maximum slope shall not be more than 10°. The starting platform may have an adjustable setting back plate. The platform shall be constructed so as to permit the gripping of the platform by the swimmer in the forward start at the front and the sides; it is recommended that, if the thickness of the starting platform exceeds 0.04 metre, grips of at least 0.1 metre width on each side and 0.4 metre width in the front be cut out to 0.03 metre from the surface of the platform. Handgrips for the forward start may be installed on the sides of the starting platforms. Handgrips for backstroke starts shall be placed within 0.3 metre to 0.6 metre above the water surface both horizontally and vertically. They shall be parallel to the surface of the end wall, and must not protrude beyond the end wall. The water depth from a distance of 1.0 metre to 6.0 metres from the end wall must be at least

1.35 metres where starting platforms are installed. Electronic read-out boards may be installed under the blocks. Flashing is not allowed. Figures must not move during a backstroke start.

**FR 2.8 Numbering** - Each starting block must be distinctly numbered on all four sides, clearly visible. Lane number 0 shall be on the right-hand side when facing the course from the starting end with exception of 50m events, which may start from the opposite end. Touch panels may be numbered on the top part.

**FR 2.9 Backstroke Turn Indicators** - Flagged ropes shall be suspended across the pool, 1.8 metres above the water surface, from fixed standards placed 5.0 metres from each end wall. Distinctive marks must be placed on both sides of the pool, and where possible on each lane rope, 15.0 metres from each end wall.

**FR 2.10 False Start Rope** shall be suspended across the pool not less than 1.2 metres above the water level from fixed standards placed 15.0 metres in front of the starting end. It shall be attached to the standards by a quick release mechanism. The rope must effectively cover all lanes when activated.

**FR 2.11 Water Temperature** shall be 25° - 28°. During competition the water in the pool must be kept at a constant level, with no appreciable movement. In order to observe health regulations in force in most countries, inflow and outflow is permissible as long as no appreciable current or turbulence is created.

**FR 2.12 Lighting** - Light intensity over starting platforms and turning ends shall not be less than 600 lux.

**FR 2.13 Lane Markings** - shall be of a dark contrasting colour, placed on the floor of the pool in the centre of each lane.

Width: minimum 0.2 metre, maximum 0.3 metre.

Length: 46.0 metres for 50 metre long pools;

21.0 metres for 25 metre long pools.

Each lane line shall end 2.0 metres from the end wall of the pool with a distinctive cross line 1.0 metre long and of the same width as the lane line. Target lines shall be placed on the end walls or on the touch panels, in the centre of each lane, of the same width as the lane lines. They shall extend without interruption from the deck edge (curb), to the floor of the pool. A cross line 0.5 metre long shall be placed 0.3 metre below the water surface, measured to the centre point of the cross line.

For pools constructed after 1 January 2006, cross lines 0.5 metre long shall be placed at the 15 metre mark from each end of the pool.

**FR 2.14 Bulkheads** – when a bulkhead serves as an end wall, it must extend the full width of the course and present a solid smooth, non-slippery stable vertical surface on which touch pads may be mounted extending not less than 0.8m below and 0.3m above the surface of the water, and must be free of hazardous openings above or below the waterline which may be penetrated by a swimmer's hands, feet, toes or fingers. A bulkhead must be of a design that provides for the free movement of officials along its length without such movement creating any appreciable current or water turbulence.

## **FR 4 AUTOMATIC OFFICIATING EQUIPMENT**

**FR 4.1** Automatic and Semi-Automatic Officiating Equipment records the elapsed time of each swimmer and determines the relative place in a race. Judging and timing shall be to 2 decimal places (1/100 of a second). Equipment that is installed shall not interfere with the swimmers' starts, turns, or the function of the overflow system.

**FR 4.2** The Equipment must:

**FR 4.2.1** Be activated by the starter.

**FR 4.2.2** Have no exposed wires on the pool deck, if possible.

**FR 4.2.3** Be able to display all recorded information for each lane by place and by lane.

**FR 4.2.4** Provide easy digital reading of a swimmer's time.

**FR 4.3 Starting devices**

**FR 4.3.1** The starter shall have a microphone for oral commands.

**FR 4.3.2** If a pistol is used, it shall be used with a transducer.

**FR 4.3.3** Both the microphone and the transducer shall be connected to loudspeakers at each starting block where both the starter's commands and the starting signal can be heard equally and simultaneously by each swimmer.

**FR 4.4 Touch panels for Automatic Equipment**

**FR 4.4.1** The minimum measurement of the touch panels shall be 2.4 metres wide and 0.9 metre high, and their thickness shall be 0.01 metre  $\pm$  0.002 metre. They shall extend 0.3 metre above and 0.6 metre below the surface of the water. The equipment in each lane shall be connected independently, so it may be controlled individually. The surface of the panels shall be of a bright colour and shall bear the line markings approved for the end walls.

**FR 4.4.2** Installation - The touch panels shall be installed in a fixed position in the centre of the lanes. The panels may be portable, allowing the pool operator to remove them when there are no competitors.

**FR 4.4.3** Sensitivity - The sensitivity of the panels shall be such that they cannot be activated by water turbulence, but will be activated by a light hand touch. The panels shall be sensitive on the top edge.

**FR 4.4.4** Markings - The markings on the panels shall conform with and superimpose on the existing markings of the pool. The perimeter and edges of the panels shall be defined by a 0.025 metre black border.

**FR 4.4.5** Safety - The panels shall be safe from the possibility of electrical shock and shall not have sharp edges.

**FR 4.5** With Semi-Automatic Equipment, the finish shall be recorded by buttons pushed by timekeepers at the finish touch of the swimmer.

**FR 4.6** The following accessories are essential for a minimum installation of Automatic Equipment:

**FR 4.6.1** Printout of all information, which can be regenerated during a succeeding race.

**FR 4.6.2** Spectator readout board

**FR 4.6.3** Relay take-off judging to 1/100 of a second. Where overhead video cameras are installed they may be reviewed as a supplement to the

automatic system's judgement of relay take-off. For the differential in the relays take-off the manufacturer of the device shall be consulted.

**FR 4.6.4** Automatic lap counter.

**FR 4.6.5** Readout of splits.

**FR 4.6.6** Computer summaries.

**FR 4.6.7** Correction of erroneous touch.

**FR 4.6.8** Automatic rechargeable battery operation possibility.

**FR 4.7** For Olympic Games and World Championships the following accessories are also essential:

**FR 4.7.1** The spectator electronic read-out board shall contain at least twelve (12) lines of thirty-two (32) characters, each capable of displaying both letters and numbers. Each character shall have a minimum height of 360 mm. Each line –matrix scoreboard shall be able to scroll up or down, with blink function, and each full matrix scoreboard shall be programmable, and capable of showing animation. The board must have a minimum size of 7.5 m width by 4.5m height.

**FR 4.7.2** There shall be an air-conditioned control centre, with dimensions of a least 6.0 metres x 3.0 metres, located between 3.0 metres and 5.0 metres from the finish wall, with an unobstructed view of the finish wall at all times during the race. The referee must have easy access to the control centre during the competition. At all other times the control centre shall be able to be secured.

**FR 4.7.3** Video-tape timing system.

**FR 4.8** Semi-Automatic Equipment may be used as a backup to the Automatic Officiating Equipment at FINA or other major events if there are three buttons per lane, each operated by a separate official (in which case other finish judges shall not be required). An inspector of turns may operate one of the buttons.

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## **ASA GUIDANCE TO SWIMMING COMPETITION MANAGEMENT**

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The following guidelines are provided to assist all participants in the sport in applying the rules in a manner that is safe, consistent and fair to all athletes at all levels of ability.

None of the following guidance notes are intended to overrule FINA Rules; they are intended to provide practical guidance in the running of competition.

The assimilation of athletes with disabilities into open competition is being progressed at all levels. Whilst there should be no alteration of the interpretation of swimming rules, where necessary adaptations to procedures should be made to accommodate athlete's needs, e.g. the starting procedure will be adapted to include a visual signal for deaf athletes.

The contents of this guidance does not affect the terms of competition for athletes in possession of a Functional Ability Card or a Certificate of Swimming Disability.

### **SW 1 Management of Competitions.**

- a) The numbers of officials to be appointed for major competitions is set out in FINA rules. Whilst it is accepted that such numbers are unlikely to be achieved in other competitions organisers should strive to have the maximum number of officials possible.

Open Meet Licensing is designed to provide consistency in competition management within requirements of the four levels. Meet Licensing is managed by Regional Licensing Officers. The requirements must be comprehensively understood by Meet organisers. Full details are available in 'Open Meet Licensing Guidelines' document available on the website. <http://www.swimming.org/asa/clubs-and-members/licensed-meets/>

The following extract refers only to the requirements relating to the MINIMUM number of Technical Officials at a competition and is effective from 1st September 2011

#### LEVEL 1

All Officials to be licensed and qualified for the role undertaken.

Referee	[1]
Starter	[1]
Judge of Stroke	[2]
Finish Judge	[2]
Inspector of Turn/Timekeeper – Start End	[1 per lane]
Inspector of Turn-Turn End	[1 per two lanes] i.e. 8 Lane pool = 4 Insp of Turn etc.

#### LEVEL 2

All Officials to be licensed and qualified for the role undertaken.

Referee	[1]
Starter	[1]
Judge of Stroke [2]	
Finish Judge [2]	
Inspector of Turn/Timekeeper – Start End	[1 per lane]
Inspector of Turn – Turn End	[1 per two lanes] i.e. 8 Lane pool = 4 Insp of Turn etc.

#### LEVEL 3

At least one Referee must be qualified as a Referee

Referee	[1]
Starter	[1]
Judge of Stroke	[2]
Finish Judge	[2]
Timekeeper	[1 per lane]
Inspectors of Turn	[1 per two lanes at each end of the pool]

#### LEVEL 4 and Unlicensed Competitions

The Referee should be minimum qualification of Judge 2S

Referee	[1]
Starter	[1]
Judge of Stroke	[2]
Finish Judge	[2]
Chief Timekeeper	[1 where AOE is not in use]
Timekeeper	[1 per lane]
Inspector of Turn	[1 per two lanes at each end of the pool]

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## **BRITISH SWIMMING GUIDANCE FOR THE DETERMINATION OF RACE RESULTS**

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### **SW 11 Timing**

- a) FINA timing and placing is primarily based around the premise of Automatic Officiating Equipment (AOE) or three (3) manual Timekeepers.
- b) When AOE is available the Referee must determine whether or not the equipment operated correctly. As the equipment places by time, if the determination is that it worked then those AOE times and places must remain in the same relative order to themselves taking precedence over manual placings. (SW 11.1)
- c) Any time achieved other than via a correctly operating fully automatic process i.e. timing started by the starting signal and stopped by the swimmer will be deemed a manual time, this includes semi AOE where the timing has been stopped by the Timekeeper and hand held watches. (SW 11.3)
- d) When there are less than three (3) manual times including Semi AOE, per lane, placing by the Finish Judges shall take precedence over times in determining places.
- e) Where the AOE has not functioned correctly, the backup time recorded by the timing system and the official manual hand held time shall be considered when determining the official time for the swimmer. Should a suitable time not be available without causing conflict with the placings, the swimmer shall be awarded the same time as the swimmer with whom his time and placing conflicts. It is not permissible to alter a valid AOE time. This time shall be indicated as a Referee's Decision (RD) and cannot be used for British/English/Scottish/Welsh Record purposes; it may not be usable for other Record purposes, depending on the Record conditions.
- f) In situations where AOE is not in use, if times registered by the Timekeepers do not support the finish order, the swimmers involved shall be given the average of their times, raised to the next whole 1/100 second where necessary. It is not permissible to announce times which do not support the finish order decided by the Finish Judges / Referee. All times arrived at by such an averaging process (even if, coincidentally, any are actually the same as the swimmer's un-adjusted time) shall be indicated as a Referee's Decision (RD) and cannot be used for British/English/Scottish/Welsh Record purposes; it may not be usable for other Record purposes, depending on the Record conditions.
- g) Where no time is available, the swimmer shall be given the time of the next slowest swimmer. If the swimmer is last in the race, the Referee shall determine an acceptable time. This time shall be indicated as a Referee's Decision (RD) and cannot be used for British/English/Scottish/Welsh Record purposes; it may not be usable for other Record purposes, depending on the Record conditions. Alternatively, the swimmer may be offered the opportunity for an individual re-swim.

### **SW 13 Automatic Officiating Equipment**

- a) Where AOE did not operate properly or was not in use, the Referee must decide on the finish order of a race by using all the information available. The relative order of any two swimmers shall be determined by a majority decision.

**Example 1.**

Judge A        5 6 8 4 3 1 2 7  
Judge B        5 6 8 4 1 3 2 7  
Referee (R)    5 6 8 4 1 3 2 7

The Judges only disagree on lanes 1 and 3. The Referee and Judge B have Lane 1 before Lane 3, so that is their relative order.

Result is 5 6 8 4 1 3 2 7

**Example 2**

Judge A        5 6 8 4 3 1 2 7  
Judge B        5 6 4 8 1 3 2 7  
Referee (R)    5 6 4 3 8 1 2 7

The places in doubt are Lanes 1, 3, 4 and 8. Judge B and the Referee have Lane 4 before Lane 8. All three have Lane 4 before Lane 3, and Lane 4 before Lane 1, so Lane 4 is the first in the group. Judge A and Judge B have Lane 8 before both Lane 3 and Lane 1, so Lane 8 is second in the group. Judge A and the Referee have Lane 3 before Lane 1, so that is their relative order.

The result is 5 6 4 8 3 1 2 7

**Example 3**

Judge A        8 5 7 4 3 1 2 6  
Judge B        5 8 7 1 3 2 6 4  
Referee (R)    7 8 5 1 4 3 2 6

The majority decisions show that 8 was placed ahead of 5, 5 was placed ahead of 7, 7 was placed ahead of 1, 1 was placed ahead of 4, 4 was placed ahead of 3, 3 was placed ahead of 2 which was placed ahead of 6.

The result is 8 5 7 1 4 3 2 6

- b) When automatic relay takeoff officiating equipment has been provided, it shall be used to determine the correctness of all relay takeoffs and shall have precedence over the decisions of Inspectors or Turn/Judges of Stroke provided that the Referee is satisfied that the equipment operated correctly.
- c) Any team having a takeoff time outside the manufacturers recommendations shall be judged to have carried out an early takeoff and shall be disqualified.

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## OPEN MEET LICENSING GUIDELINES

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This document provides common ground rules for the conduct of swimming events to ensure that, wherever possible, every swimmer will have the opportunity to swim in appropriate, quality competition to enable them to achieve their full potential.

The document 'Success is Long Term' gives excellent background information about the rationale behind Meet Licensing.

**Application:**

1. Applications for a meet licence must be made on the standard form.
2. Applications must be submitted to the Regional Licensing Officer at least 3 months before the date of the meet together with all the information requested on the application form. Apply at least 3 months ahead of any proposed advert in Swimming Times.



3. Applications will not be forwarded to the National Licensing Officer until complete information is available.
4. The proposed date of the competition must comply with the National Licensed Meet Calendar plan.
5. The meet information must indicate clearly the level of swimmer that the meet is intended for by reference to the licensing level.
6. Counties and Regions must complete the application process and supply the relevant information. They do not have to pay any levy for their Annual Championships providing they are held within the allocated period.
7. The National Swimming League Final, BUCS Long & Short Course Championships, Inter County Competitions and the ESSA National Individual Championships must make application to be licensed to the National Licensing Panel. They do not have to pay any levy.
8. The Regional Licensing Panel may request applicants to vary their application to give a better provision of swimming in a particular area.
9. All licence applications require approval by the National Licensing Panel following recommendation of the Regional Panel.
10. Applicants should note that a Licence Number is required by "Swimming Times" magazine before any advertisement, containing reference to the meet being licensed, can be published.

**Criteria:**

1. Health & Safety is paramount. The guidelines in the ASA Handbook must be complied with.
2. A risk assessment must be carried out.
3. Pools used for licensed meets should be a minimum of 25 metres long. The depth of water at the starting end of the pool shall be in accordance with the guidelines issued by the ASA with reference to the document 'Diving into shallow water'
4. Electronic timing must be used for Meets at level 1,2 and 3.
5. Anti-turbulence lane lines, starting blocks and turning flags must be provided.
6. Adequate provision must be made for swimmers to warm up. Warm up procedure and schedule must be specified in the meet programme and be circulated with meet information as well as available on the day.
7. Sufficient Poolside Accreditation must be available for clubs to maintain adequate supervision of their athletes. (As a guide, a ratio of 1:10 should be considered as the minimum requirement where athletes are 11years and over.)
8. Ages shall be at the last day of the meet/series of meets.
9. Licence number to be included on all information.
10. A maximum of 7½ hours swimming can be programmed to take place in any competition day. A session starts when the first heat/final starts and finishes when the last swimmer leaves the pool. Presentations made between events are part of the 'swimming' session
11. A Referee must be appointed in advance of the closing date for entries to ensure their availability to receive and decide upon all protests of a general nature
12. No official shall be expected to work more than 3 hours without a break.
13. Results must be processed using meet management software capable of producing a results file suitable for automated input into British swimming rankings.

## *Open Meet Licensing Guidelines/Warm-ups and Swim-Downs*

14. Results sheets should include recorded split times where appropriate.
15. Following the meet, the information required by the GB Rankings Department must be sent within 5 working days of the completion of the meet
16. All returns to the Regional Licensing Officer including payment to be made within 14 days of the meet.
17. Events: 100m events for 9yr old swimmers are not permitted, except 4x25m Individual Medley.

### **Qualifying Times and Upper Limit Times:**

This Licensing system requires meets to have both Qualifying Times and Upper Limit times where stipulated.

- Level 1 Meets: A minimum set of qualifying standards is published. No upper limit time is required.
- Level 2 Meets: A minimum standard is published. No upper limit time is required.
- Level 3 Meets: Upper limit times and qualifying times are required.
- Level 4 Meets: Upper limit times required (except for Club Championships.) No lower qualifying time is required.

### **National Licensed Meet Calendar:**

1. A competition calendar will be issued by the end of November each year. This calendar will provide dates allocated to particular championships and competitions, which must be avoided by Open Meet organisers. (e.g National League Galas. County Championships currently scheduled to take place during February and March.)
2. A competition may be licensed within the County period providing no entries are accepted from clubs in the same or any adjacent County holding a corresponding event on the same day.
3. A competition may be licensed providing there is no National Swimming League competition within that Region on that day. In such a competition entries must only be accepted from Clubs who do not take part in ANY National League gala on that date.
4. Wherever possible, dates will be published a number of years ahead.
5. The competition year will commence on 1st September each year.

### **Monitoring:**

1. Meet Organisers are required to complete and return a Report Form to their Regional Licensing Officer.
2. The Referee is required to complete a Report Form.
3. All forms are available from <http://www.swimming.org/asa/clubs-and-members/licensed-meets/> or your Regional Licensing Officer.
4. The National Licensing Panel may lay down sanctions to be taken in the event of non-compliance with the criteria.

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## **WARM-UPS AND SWIM-DOWNS**

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This information is published by the ASA to remind officials and swimmers of ASA Law concerning warm-ups and swim-downs and pre-competition training. It should be read in conjunction with the ASA Safety Law - Prompt Cards for the different disciplines. It also provides guidance for them on the implementation of these laws.

## *Warm-ups and Swim-Downs*

### **1 The Promoter**

The Promoter should comply with the requirements of the ASA Safety Laws Prompt Card for the Promoter of the relevant discipline.

### **2 The Referee**

The Referee should comply with the requirements of the ASA Safety Laws Prompt Card for the Referee of the relevant discipline.

### **3 The Announcer**

The Announcer should comply with the requirements of the ASA Safety Laws Prompt Card for the Announcer of the relevant discipline.

### **4 Persons Responsible for Warm-ups and Swim Downs or Pre-Competition Training**

The persons responsible for warm-ups and swim-downs or pre-competition training should, depending on the discipline concerned, comply with the requirements of the ASA Safety Laws Prompt Card for either the Steward, Clerk of the Course or Team Manager / Coach / Captain of the relevant discipline.

### **5 Guidance for Warm-Ups and Swim Downs**

The following guidance is given by the ASA to all officials concerned with warm-up and swim-down sessions. It is recommended that:

- (a) Sufficient warm-up and swim-down stewards be appointed per pool – one of whom should be designated the Chief Steward. However the number of Stewards may be dictated by the size, shape and style of the pool and the Pool Operator may have guidelines.
- (b) in determining the number of swimmers to be permitted in each lane, due consideration be given to the swimmers (total number, age range, ability range) and to the facilities (number and length of lanes); where there is any doubt about numbers officials should err on the side of caution.
- (c) to avoid overcrowding, the warm-up be split as appropriate.
- (d) adequate time should be planned for a safe warm-up.
- (e) diving into the pool be strictly prohibited, other than in strictly-controlled “sprint” or “take-over” lanes; ref ASA Safety Laws – Prompt Card.
- (f) entry into lanes be permitted only at one end, other than in strictly-controlled “sprint” or “take-over” lanes;
- (g) for general warm-up purposes, odd-numbered lanes be designated for clockwise swimming and even-numbered lanes for anti-clockwise swimming; signs to indicate this should be placed at each lane entry point;
- (h) designated and strictly-controlled one-way “sprint” lanes, for backstroke “push-off” and for “take-over” be made available as appropriate; these should be located at the end (or ends) of the pool where these skills will be used in the competition;
- (i) whenever practical and desirable “pace” and “stroke” lanes be made available with pace clock(s) available throughout the entire session;
- (j) warm-up and/or swim-down Stewards be reminded that they have the authority to remove any swimmer who ignores signs or instructions, or who places himself/herself or others in danger;
- (k) the public address system be available to the Chief Steward to control the warm-up and/or swim-down session.

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## LICENSED OPEN MEETS

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**Application Forms and Licensed Meet Guidelines are available from the British Swimming website and the Regional Licensing Officers as listed below.**

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**From 1st January 2010**

### **Regional Licensed Meet Co-Ordinators**

- NORTH EAST:** Mr B Saunders, 42 Greenfields Road, Harrogate, Yorkshire HG2 7BH Tel: 01423 885326. E-mail: barry@thesaunders42.fsnet.co.uk
- NORTH WEST:** Mr K Neary 27 Glenville Close, Gateacre, Woolton. Liverpool, L25 5NJ Tel 0151 4286 142. E-mail: keith.neary@uk.gm.com
- EAST MIDLAND:** Mr J Hidle, 70 Sandringham Road, Sandiacre, Nottingham, NG10 5LD Tel: 0115 919 2514 E-mail: john.hidle@ntlworld.com
- WEST MIDLAND:** Mr J Russell, 3 Birchfield Road, Stratford-upon-Avon, CV37 6TH Tel: 01789 268082. E-mail: pat.russell@btopenworld.com
- EAST:** Mr R Howkins, Corner House, Godmans Lane, Marks Tey, Colchester, CO6 1XA Tel: 01206 211086  
E-mail: rogerhowkins@hotmail.com
- LONDON:** Mr L H Badcock, 10 The Mead, Nazeing New Road, Broxbourne, Herts EN10 6SS Tel: 01992 447308. E-mail: len.badcock@swimming.org
- SOUTH EAST:** Mrs E A Hartley, 29 Lyndhurst Close, Southgate, Crawley, West Sussex RH11 8AP. Tel: 01293 515519 E-mail: lishartley@talktalk.net
- SOUTH WEST:** Mrs E Gilbert, Garston Farm Cottage, Garston, Frome, BA11 1RU Tel: 01373 466027 E-mail: elainegilbert@live.co.uk

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## TECHNICAL RULES OF WATER POLO

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

- 601** Water Polo matches held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:
- 601.1** the FINA Rules of Water Polo;
  - 601.2** ASA Law 31 and the ASA Judicial Regulations;
  - 601.3** ASA Law 37 and the ASA General Competition Regulations.

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## TECHNICAL RULES OF SYNCHRONISED SWIMMING

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

- 701** Synchronised swimming competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them shall normally be held under:
- 701.1** ASA Law 31 and the ASA Judicial Regulations;
  - 701.2** ASA Law 37 and the ASA General Competition Regulations

**702** Competitions shall normally consist of two or three parts selected from:

- 702.1** Figures;
- 702.2** Technical routine;
- 702.3** Free routine;
- 702.4** Free combination.

**703** A promoter may hold a competition for figures only or routine only.

**704 Figure Competitions:-**

- 704.1** Each competitor must perform a pre-set number of figures.
- 704.2** All figures used in synchronised swimming competitions under ASA Technical Rules shall be those listed, and all movements shall be performed, as described in both the current FINA Handbook and ASA Synchronised Swimming handbook.
- 704.3** The full information shall be published, regularly updated and made readily available in the ASA Synchronised Swimming handbook.
- 704.4** For figure competitions, promoters may use the groups which are listed by FINA and published by the ASA, or they may make up their own groups, taking into account the likely standard of the competitors.
- 704.5** The promoter shall make a draw for the order of performance.
- 704.6** The referee shall draw one group to be performed by all competitors.
- 704.7** Competitors shall wear plain black one-piece swimsuits, conforming with ASA Regulation 411, and white caps, devoid of logos. In the event that the referee considers that a competitor's swimwear does not comply, the competitor will not be permitted to compete until changing into appropriate swimwear.

**705 Routine competitions**

may consist of solos, duets, teams and free combinations.

- 705.1** The Technical routine must contain the required elements selected by FINA every four (4) years. Music may be the same as that used in the free routine.
- 705.2** The Free routine may consist of any listed figures, strokes or parts thereof and are free with no restrictions as to choice of music, content or choreography.
- 705.3** The Free Combination has a maximum of ten (10) competitors who make a combination of routines (Solos, Duets, Trios, Teams). At least two (2) parts must have fewer than three (3) competitors and at least two (2) parts must have four (4) to ten (10) competitors. The start of the first part of the routine may be on the deck or in the water.

All of the following parts must start in the water.

A new part begins where the previous part ends.

**706 Pool Specifications:**

Where possible, pools used for synchronised swimming shall conform to the following standards:

- 706.1** For figure competitions, the areas shall each be 10 metres long and three metres wide. Each area shall be close to a wall of the pool, with the 10 metre long side parallel to and not more than 1.5 metres from the pool wall. The minimum depth of water shall be 3 metres;
- 706.2** For routine competitions, the minimum area shall be 12 metres by 25 metres, within which an area at least 12 metres square shall have a minimum depth of 2.5 metres. The minimum depth of the remaining area shall be 1.8 metres;

## *Technical Rules*

- 706.3** The areas for the figure competition may use the same area as that used for the routine competition;
- 706.4** The water must be clear enough for the bottom of the pool to be visible;
- 706.5** The water temperature shall be 26 degrees Celsius with a variation of not more than one degree up or down.

### **707 Automatic Officiating Equipment**

Where provided, the minimum installation shall include:

- 707.1** one score-recorder-unit for each judge;
- 707.2** one control unit, with monitor for each panel of Judges, under the control of the referee;
- 707.3** result-recording unit with back up system;
- 707.4** print-out system for all recorded information, start lists and results;
- 707.5** scoreboard with control units, able to display all recorded information and the running time.

### **708 Sound Equipment**

**708.1** The promoter shall provide suitable sound equipment for reproducing an accompaniment, which shall meet all required electrical and mechanical safety standards. It shall include:

- 708.1.1** a Compact Disc player and back-up units;
- 708.1.2** microphones, as required, for announcements and ceremonies;
- 708.1.3** speakers as required to provide sound to both audience and competition areas;
- 708.1.4** under-water speaker;
- 708.1.5** such other facilities, if available, as are included in FINA Rule FR 13.

**709** The promoter of an open competition shall be responsible for:

- 709.1** providing entry forms and judging slips;
- 709.2** preparing a list of entries;
- 709.3** providing programmes for officials and team managers, with starting times;
- 709.4** providing an information sheet for competitors, team managers and clubs containing the following information:
  - 709.4.1** details of the pool, with a diagram showing pool dimensions, depths of water, height of deck above water level, positions of fixtures such as diving boards and ladders, markings on the bottom and sides of the pool, the type of lighting, the position of the audience and the location of entrances and exits;
  - 709.4.2** any special safety requirements and emergency procedures.

### **710 Judging Figures**

- 710.1** One to four panels of Judges may be used.
- 710.2** Where only one panel is used, all competitors shall perform the figures, one by one, in listed order.
- 710.3** Where two panels are used, each panel will judge two figures.
- 710.4** Where four panels are used, each panel shall judge one figure.
- 710.5** All figures shall begin at a signal from the referee (or assistant referee).

### **711 Routine Competitions**

- 711.1** The order of performance of routines shall be decided by draw.

- 711.2** The names of swimmers competing in duet and team routines must be submitted to the Referee.
- 711.3** All competitors shall provide Compact Discs of their accompaniments, each labelled with the name, club or association, registered number and Phonographic Performance Limited label. Only one accompaniment is permitted on each CD, at the beginning of side A with a 4 second leeway.
- 711.4** Each competing club shall provide a completed cue sheet to the Meet Secretary.
- 711.5** Time limits for Technical routines and Free routines, including ten (10) seconds for deck movements shall be:
- 711.5.1** Technical Routine solo                      2 minutes 00 seconds;  
Free Routine Solos:                                      3 minutes 00 seconds;
  - 711.5.2** Technical Routine Duets:                      2 minutes 20 seconds;  
Free Routine Duets:                                      3 minutes 30 seconds;
  - 711.5.3** Technical Routine Teams:                      2 minutes 50 seconds;  
Free Routine Teams                                      4 minutes 00 seconds;
  - 711.5.4** Free Combination:                              5 minutes 00 seconds.
  - 711.5.5** There shall be an allowance of fifteen (15) seconds less or plus the allotted time limits for Free Routines, Technical Routines and Free Combination.
  - 711.5.6** In routine events, the walk-on of the athletes from the designated starting point to achievement of a stationary position(s) may not exceed 30 seconds. Timing shall commence when the first competitor passes the starting point and end when the last competitor becomes stationary.
- 711.6** Promoters may set time limits for routines up to FINA limits.
- 711.7** The timing of a routine shall start and finish with the accompaniment. The timing of deck movements shall end as the last competitor leaves the deck. Routines may start on the deck or in the water, but shall finish in the water.
- 711.8** The accompaniment and judging shall begin upon a signal from the referee. After the signal, the performance shall continue without interruption.
- 711.9** The timers shall check the overall time of the routine as well as that of the walk-on and deck movements. The times shall be recorded on the score sheet. If the time limit is exceeded for the deck work or there is a deviation from the routine time limit allowance in this Rule 711 the timer shall advise the referee or the appointed official designated by the referee.
- 711.10** Competitors' swimwear shall conform to ASA Regulation 411 and the FINA Rules and Guidelines on the matter. In the event that the referee considers that a competitor's swimwear does not comply, the competitor will not be permitted to compete until changing into appropriate swimwear.  
Note: For the relevant FINA Rules and Guidelines see the ASA Synchronised Swimming Championships Conditions.
- 711.11** Promoters may restrict the numbers of competitors in routine competitions by taking previously determined and declared numbers of competitors with the highest figure scores into the Solo and the highest average figure scores into the Duet and Team competitions.
- 711.12** If any qualified solo competitor, duet, team or free combination declines to compete in the routine competitions, they may be replaced by those with the next highest figure scores, averaged where necessary.
- 712 Officials**
- 712.1** For an open competition, the minimum provision of officials shall be:
- 712.1.1** a Referee, plus Assistant Referee for each additional panel of Judges;

## Technical Rules

- 712.1.2** sufficient panels of Judges, each consisting of 5 Judges for figures competitions and 5 or 7 Judges for routine competitions. In routines two panels of Judges shall be used. Panel one shall judge Technical Merit/Execution and panel two shall judge Artistic Impression/Overall Impression;
- 712.1.3** for each panel for a figure competition, a Clerk of the Course, 2 Scorers and a Caller;
- 712.1.4** for the panel for a routine competition, a Timekeeper, a Clerk of the Course and 2 Scorers;
- 712.1.5** Chief Recorder;
- 712.1.6** Sound Centre Manager.

**712.2** Officials, where possible, should be drawn from the ASA and Regional lists.

### 713 Duties of Officials

**713.1** In addition to the duties set out in ASA Regulations 205 and 414, the referee shall have full control over the competition. He shall assign the other officials to their duties and instruct them about any special features of the competition. He shall determine that the competitors are ready and signal the start of the accompaniment. He shall instruct the scorers to penalise competitors for any infringement of these rules. He shall approve results before announcements.

**713.2** Assistant referees, where appointed, shall carry out duties assigned to them by the referee.

**713.3** The Judges should:

**713.3.1** be placed in elevated positions where possible with a clear view of the pool. During figure competitions, they should have a profile view of the competitors. During routine competitions, they should be located on more than one side of the pool, where possible;

**713.3.2** be provided with numbered cards for signalling their awards. When automatic officiating equipment is in use, the cards shall be used in case of failure of the equipment.

**713.3.3** In routine competitions, the Judges shall write their award on a judging paper provided by the promoter. The papers shall be collected before the awards are signalled and shall be used to give the accepted awards in the event of error or dispute.

**713.3.4** On a signal from the referee, or assistant referee, all Judges shall simultaneously signal their awards.

**713.3.5** If a judge, by reason of illness or other unforeseen circumstances, has made no award for any one figure or routine, the average of the awards of the remaining Judges shall be considered as his award, and this shall be calculated to the nearest 1/10th point.

**713.4** The scorers shall record the awards and make the necessary calculations to obtain the scores.

**713.5** The announcer shall make only such announcements as are authorised by the referee.

**713.6** The timekeeper shall check the overall times of the routines and of the deck movements. The times shall be recorded. If the time limit for the deck work is exceeded or there is a deviation from the permitted routine time allowance, the timekeeper shall advise the referee.

**713.7** The clerk of the course shall perform duties assigned by the referee. He shall obtain the order of the draw for each event and ascertain that the competitors are ready at the required time.



**713.8** The Sound Centre Manager shall be responsible for obtaining and properly presenting the accompaniment for each routine. He shall carry out such accompaniment tests as are properly requested.

**714 Marking**

**714.1** All judgments are made from the standpoint of perfection.

**714.2** For figures, the performance shall be high and controlled, with each section of the figure clearly defined and in uniformed motion, unless otherwise specified in the description.

**714.3** For free routines and free combination there shall be freedom of choice of music, movement and choreography.

**714.4 Judgment of Routines**

In Routines the competitor can obtain points from 0 – 10 using 1/10th points.

Perfect	10
Near perfect	9.9 to 9.5
Excellent	9.4 – 9.0
Very Good	8.9 – 8.0
Good	7.9 – 7.0
Competent	6.9 – 6.0
Satisfactory	5.9 – 5.0
Deficient	4.9 – 4.0
Weak	3.9 – 3.0
Very weak	2.9 – 2.0
Hardly recognisable	1.9 – 0.1
Completely failed	0.0

**714.4.1** For Free Routines and Free Combinations two scores shall be awarded 0 – 10 points each.

**714.4.1.1 First Score – Technical Merit**

Consider	Solo	Duet	Team	Combination
EXECUTION, of strokes, and parts thereof; propulsion techniques, precision of patterns	50%	40%	40%	40%
SYNCHRONISATION; one with another and with music	10%	30%	30%	30%
DIFFICULTY of strokes, figures and parts thereof, patterns, synchronisation	40%	30%	30%	30%

**714.4.1.2 Second Score – Artistic Impression**

Consider	Solo	Duet	Team	Combination
CHOREOGRAPHY, variety, creativity, pool coverage, patterns, transitions	50%	50%	50%	60%
MUSIC INTERPRETATION use of music	20%	30%	30%	30%
MANNER OF PRESENTATION, total command	30%	20%	20%	10%

**714.4.2** For Technical Routines two scores shall be awarded, 0 to 10 points each.

**714.4.2.1** First score – Execution

Consider:

Execution of required elements, strokes other figures and parts thereof, propulsion techniques and precision of patterns.

70%

Execution of rest of the routine

30%

**714.4.2.2** Second score – Overall impression

Consider

Solo

Duet

Free

Choreography, use of music

40%

40%

40%

Synchronisation

10%

20%

30%

Difficulty

30%

30%

20%

Manner of presentation

20%

10%

10%

## 715 Judgment of Figures

**715.1** All judgments are made from the standpoint of perfection.

Design: Consider: the accuracy of positions and transitions as specified in the figure description.

Control: Consider: extension, height, stability, clarity, uniform motion, unless otherwise specified in the figure description.

Figures are executed in a stationary position, unless otherwise specified in the figure description.

**715.1.1** The competitor can obtain points from 0 – 10 using 1/10th points.

Perfect	10
Near perfect	9.9 to 9.5
Excellent	9.4 – 9.0
Very Good	8.9 – 8.0
Good	7.9 – 7.0
Competent	6.9 – 6.0
Satisfactory	5.9 – 5.0
Deficient	4.9 – 4.0
Weak	3.9 – 3.0
Very weak	2.9 – 2.0
Hardly recognisable	1.9 – 0.1
Completely failed	0.0

**715.2** If a judge by reason of illness or other unforeseen circumstances has made no award for any one figure, the average of the awards of the other four (4) or six (6) judges shall be computed and shall be considered as that of the missing award. This shall be calculated to the nearest 0.1 point.

## 716 Calculation of Figure Result

**716.1** The highest and lowest awards are cancelled (one each). The remaining awards are added, the sum divided by 3 and multiplied by the degree of difficulty, to obtain the score of each of the figures.

**716.2** The sum of the figures shall be divided by that total of the degree of difficulty of the group and multiplied by 10, then the Penalties shall be deducted and this Result will be multiplied by:

0.5 (50%) if two competitions are held

(Figure or Technical routine and Free routine); or

0.25 (25%) if three competitions are held  
(Figure, Technical routine and Free routine).

The figure score shall be calculated as follows:

- 716.2.1** For Solos, the result shall be obtained according to 716.2.
- 716.2.2** For Duets, for each competitor the result shall be obtained according to 716.2. These results shall be added and divided by two (2) to find the average score.
- 716.2.3** For teams, for each competitor who swim in a team routine the result shall be obtained according to 716.2. These results shall be added and the total divided by the number of competitors on the team to find the average score.
- 716.2.4** If a competitor after the preliminaries in Duet or Team is not able to swim figures (due to illness or injury), in Duet the figure score of the reserve is used to determine the total score for the duet, in Team, the higher figure score of the two reserves is used to determine the total score for the team.

### **717 Calculation of Routine Results**

- 717.1** The score for Free Routines shall be the total of the Technical Merit and Artistic Impression awards and for Technical Routines the Execution and Overall Impression awards, after cancelling highest and lowest award (one each). These results shall be divided by the number of Judges less two (2) and multiplied by five (5) for a maximum of 100 points. Any penalty points shall be deducted thereafter.
- 717.2** Technical Routine The result of the Technical routine shall be multiplied by:  
0.50 (50%) if two competitions are held  
(Technical routine and Free routine); or  
0.25 (25%) if three competitions are held  
(Figures, Technical routine and Free routine);
- 717.3** Free Routine The result of the Free routine shall be multiplied by:  
0.50 (50%) if two competitions are held  
(Figure or Technical routine and Free routine); or  
0.50 (50%) if three competitions are held  
(Figure, Technical routine and Free routine).  
Free Combination The result of the Free Combination shall be multiplied by 1.00 (100%).

### **718 Calculation of Final Results**

- 718.1** The final result is determined by adding the results of the different performed competitions.
- 718.2** Results shall be calculated as follows:
  - 718.2.1** In events which include three competitions – Figures, Technical routine and Free routine – results shall be calculated according to the percentages allocated to each event.  
Figures 25%, Technical routine 25%, Free routine 50%;
  - 718.2.2** In events which include only Figures and Free routine, results shall be calculated on the basis of:  
Figures 50%, Free routine 50%;
  - 718.2.3** In events which include only Technical routine and Free routine events, results shall be calculated on the basis of:  
Technical routine 50%, Free Routine 50%.

- 718.3** In the case of equality in the final result in solo, duet, or team, a tie for the affected place(s) shall be declared unless a definite result is required, in which case the following shall be considered in the order listed below until the positions are determined:

The Free Routine final result scores;  
The Technical Merit scores of the Free Routine ;  
The Technical Routine final result scores;  
The Execution scores of the Technical Routine;  
The Technical Merit score of the Free Combination.

## **719 Penalty deductions in Figures**

- 719.1** A two (2) point penalty shall be deducted if:

- 719.1.1** A competitor stops voluntarily and requests to do the figure again;  
**719.1.2** A competitor does not perform the announced figure, or if the figure does not have all the required elements, the assistant referee shall advise the judges and the competitor. The competitor shall have another opportunity to perform the announced figure.

- 719.2** If the competitor makes the same or another mistake, the result of this figure will be zero.

## **720 Penalty deductions and disqualifications in routines**

- 720.1** In team competitions, whether in Free Routine Preliminary, Free Routine Final or Technical Routine, a half-point (0.5) penalty shall be deducted from the total score for each member less than eight (8).

- 720.2** Penalties deductions in Free Routines, Technical Routines and Free Combinations.

- 720.2.1** A one (1) point penalty shall be deducted if:

- 720.2.1.1** The time limit of ten (10) seconds for deck movements is exceeded;  
**720.2.1.2** There is a deviation from the specified routine time limit allowed (less or more than) for the routine and in accordance with 711.5;  
**720.2.1.3** If the time limit of 30 seconds for the deck walk-on is exceeded;  
**720.2.1.4** There is any violation of 705.3.

- 720.2.2** A two (2) point penalty shall be deducted, if:

- 720.2.2.1** A competitor has made a deliberate use of the bottom of the pool during the routine;  
**720.2.2.2** A competitor has made a deliberate use of bottom of the pool during a routine to assist another competitor;  
**720.2.2.3** A routine is interrupted by a competitor during the deck movements and a new start is allowed;  
**720.2.2.4** During the deck movements in team routines competitors are executing stacks, towers or human pyramids.

- 720.3** Penalty deductions in Technical Routines

- 720.3.1** A two (2) point penalty shall be deducted from the Execution score for each required element omitted.

- 720.3.2** A one (1) point penalty shall be deducted from the Execution score for each part of a required element or action omitted by all competitors or if there is an incorrect /additional sequence in an element or action performed by all competitors.

- 720.3.3** A half-point (0.5) penalty shall be deducted from the Execution score for each competitor omitting a part of the required element or action, or if there is an incorrect /additional sequence in an element or action for each competitor, up to a maximum deduction of two (2) points.
- 720.3.4** In case of dispute about required elements, video recording may be used for final decision by the Referee.
- 720.4** Disqualifications in Technical Routines
- 720.4.1** If one (or more) competitor(s) stops swimming before the routine is completed the routine will be disqualified. If the cessation is caused by circumstances beyond the control of the competitor(s), the Referee shall allow the routine to be re-swum during the session.
- 720.4.2** Should the relevant time limit for a routine, set out in 711.5 be exceeded or not attained by more than 30 seconds the routine will be disqualified. Any allowance under 711.5 shall not be added to the time limit for the purposes of this section.

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## TECHNICAL RULES OF DIVING

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

- 801** Diving competitions held under the jurisdiction of the ASA, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:
- 801.1** the appropriate parts of the FINA Rules of Diving (D4 et seq.);
  - 801.2** ASA Law 31 and the ASA Judicial Regulations;
  - 801.3** ASA Law 37 and the ASA General Competition Regulations.
- 802** If a diver before or during a competition is expected to perform a dive in such a way as to endanger his personal safety, or the safety of others, the referee may exclude him from the competition.

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## TECHNICAL RULES OF PLUNGING

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

- 901** A plunge shall be a standing dive, made head first from an indicated firm take-off (i.e. diving base), free from spring. The body shall be kept motionless, face downwards, and no progressive action shall be imparted to it other than the impetus of the dive.
- 901.1** The plunge shall terminate (if the competitor's face has not already been raised above the surface of water) at the expiration of 60 seconds, or such less time as may have been previously announced by the promoting body. The duration of such plunge shall be reckoned from the time the competitor dives from the take-off.
  - 901.2** At the finish of any plunge the competitor shall leave the water quietly. Anyone disturbing the water so as to interfere with the progress of the next competitor shall be disqualified.
  - 901.3** The distance traversed in a plunge shall be measured along a straight line, at right angles to the diving base, to a line parallel to the diving base, at the farthest point reached by any part of the competitor.
  - 901.4** In the championship or level contests, each competitor shall be allowed three plunges, and the farthest shall win.

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## EXTRACTS OF FINA OPEN WATER SWIMMING RULES

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### OWS 1 DEFINITIONS

**OWS 1.1** OPEN WATER SWIMMING shall be defined as any competition that takes place in rivers, lakes, oceans or water channels except for 10km events.

**OWS 1.1.1** MARATHON SWIMMING shall be defined as any 10km event in open water competitions.

**OWS 1.2** The age limit for all FINA Open Water Swimming events must be at least 14 years of age.

### OWS 2 OFFICIALS

The following officials shall be appointed at Open Water Swimming competitions:

A Chief Referee (one per race)

Referees

Chief Judge

Chief Timekeeper plus 2 Timekeepers

Chief Finish Judge plus 2 Finish Judges

Safety Officer

Medical Officer

Course Officer

Clerk of the Course

Race Judges (one per competitor) except for events of 10 km or less

Turn Judges (one per alteration of Course)

Starter

Announcer

Recorder

Officials to be renamed as above thereafter

### OWS 3 DUTIES OF OFFICIALS

**THE CHIEF REFEREE shall:**

**OWS 3.1** have full control and authority over all officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. The Referee shall enforce all the Rules and decisions of FINA and shall decide all questions relating to the actual conduct of the competition, the final settlement of which is not otherwise covered by these Rules.

**OWS 3.2** have authority to intervene in the competition at any stage to ensure that FINA Rules are observed.

**OWS 3.2.1** In case of hazardous conditions that jeopardize the safety of the swimmers and the officials, in conjunction with the Safety Officer he can stop the race.

**OWS 3.3** adjudicate on all protests related to the competition in progress.

**OWS 3.4** give a decision in cases where the judges' decision and times recorded do not agree.

**OWS 3.5** signal to swimmers, by raised flag and short blasts on a whistle, that the start is imminent and when satisfied indicate by pointing the flag at the starter that the competition may commence.

**OWS 3.6** disqualify any swimmer for any violation of the Rules that he personally observes or which is reported to him by other authorised officials.

**OWS 3.7** ensure that all necessary officials for the conduct of the competition are at their respective posts. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.

**OWS 3.8** receive all reports prior to the start of the race from the Clerk of the Course, Course Officer and Safety Officer.

**THE REFEREES shall:**

**OWS 3.9** have authority to intervene in competition at any stage to ensure that FINA Rules are observed.

**OWS 3.10** disqualify any swimmer for any violation of the Rules that he personally observes.

**THE STARTER shall:**

**OWS 3.11** start the race in accordance to OWS 4 following the signal by the Chief Referee.

**THE CHIEF TIMEKEEPER shall:**

**OWS 3.12** assign at least three Timekeepers to their positions for the start and finish.

**OWS 3.13** ensure that a time check is made to allow all persons to synchronise their watches with the official running clocks 15 minutes before start time.

**OWS 3.14** collect from each Timekeeper a card showing the time recorded for each swimmer, and, if necessary, inspect their watches.

**OWS 3.15** record or examine the official time on the card for each swimmer.

**TIMEKEEPERS shall:**

**OWS 3.16** take the time of each swimmer assigned. The watches must have memory and print out capability and shall be certified correct to the satisfaction of the Management Committee.

**OWS 3.17** start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.

**OWS 3.18** promptly after each finish record the time and swimmers' number on the timecard and turn it over to the Chief Timekeeper.

**Note:** When Automatic Officiating Equipment is used, the same complement of hand timers is to be used.

**THE CHIEF JUDGE shall:**

**OWS 3.19** assign each Judge to a position.

**OWS 3.20** record and communicate any decision received from the Referees during the competition.

**OWS 3.21** collect after the race, signed results sheets from each Judge and establish the result and placing which shall be sent directly to the Chief Referee.

**FINISH JUDGES (three) shall:**

**OWS 3.22** be positioned in line with the finish where they shall have at all times a clear view of the finish.

**OWS 3.23** record after each finish the placing of the swimmers according to the assignment given.

**Note:** Finish Judges shall not act as Timekeepers in the same event.

**EACH RACE JUDGE shall:**

**OWS 3.24** be positioned in an escort safety craft (where applicable), assigned by random draw prior to the start, so as to be able to observe, at all times, his appointed swimmer.

**OWS 3.25** ensure at all times that the Rules of competition are complied with, violations being recorded in writing and reported to a Referee at the earliest opportunity.

**OWS 3.26** have the power to order a swimmer from the water upon expiry of any time limit so ordered by the Referee.

**OWS 3.27** ensure that his appointed swimmer does not take unfair advantage or commit unsporting impediment on another swimmer and if the situation requires instruct a swimmer to maintain clearance from any other swimmer.

**TURN JUDGES shall:**

**OWS 3.28** be positioned so as to ensure all swimmers execute the alterations in course as indicated in the competition information documents and as given at the pre-race briefing.

**OWS 3.29** record any infringement of the turn procedures on the recordsheets provided and indicate the infringement to the Race Judge at the time of infringement by blasts on a whistle.

**OWS 3.30** promptly upon completion of the event deliver the signed record sheet to the Chief Judge.

**THE SAFETY OFFICER shall:**

**OWS 3.31** be responsible to the Referee for all aspects of safety related to the conduct of the competition.

**OWS 3.32** check that the entire course, with special regard to the start and finish areas, is safe, suitable, and free of any obstruction.

**OWS 3.33** be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft.

**OWS 3.34** provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course.

**OWS 3.35** in conjunction with the Medical Officer advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.

**THE MEDICAL OFFICER shall:**

**OWS 3.36** be responsible to the Referee for all medical aspects related to the competition and competitors.

**OWS 3.37** inform the local medical facilities of the nature of the competition and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.

**OWS 3.38** in conjunction with the Safety Officer, advise the Referee if, in their opinion, conditions are unsuitable for staging the competition and make recommendations for the modification of the course or the manner in which the competition is conducted.



**THE COURSE OFFICER shall:**

**OWS 3.39** be responsible to the Management Committee for the correct survey of the course.

**OWS 3.40** ensure the start and finish areas are correctly marked and all equipment has been correctly installed and, where applicable, is in working order.

**OWS 3.41** ensure all course alteration points are correctly marked, and manned prior to the commencement of the competition.

**OWS 3.42** with the Referee and Safety Officer inspect the course and markings prior to the commencement of competition.

**OWS 3.43** ensure that Turn Judges are in position prior to the start of the competition and report this to the Referees.

**THE CLERK OF THE COURSE shall:**

**OWS 3.44** assemble and prepare competitors prior to each event and ensure proper reception facilities at the finish are available for all competitors.

**OWS 3.45** ensure each competitor is identified correctly with their race number and that all swimmers have trimmed fingernails and toenails and are not wearing any jewellery, including watches.

**OWS 3.46** be certain all swimmers are present, in the assembly area, at the required time prior to the start.

**OWS 3.47** keep swimmers and officials informed of the time remaining before the start at suitable intervals until the last five minutes, during which one-minute warnings shall be given.

**OWS 3.48** be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safekeeping.

**OWS 3.49** ensure that all competitors leaving the water at the finish have the basic equipment required for their well being should their own attendants not be present at that time.

**THE RECORDER shall:**

**OWS 3.50** record withdrawals from the competition, enter results on official forms, and maintain record for team awards as appropriate.

**OWS 3.51** report any violation to the Chief Referee on a signed card detailing the event, and the rule infringement.

**OWS 4 THE START**

**OWS 4.1** All Open Water competitions shall start with all competitors standing on a fixed platform or in water depth sufficient for them to commence swimming on the start signal.

**OWS 4.1.1** When starting from a fixed platform competitors shall be assigned a position on the platform, as determined by random draw.

**OWS 4.2** The Clerk of the Course shall keep competitors and officials informed of the time before start at suitable intervals and at one-minute intervals for the last five minutes.

**OWS 4.3** When the number of entries dictate the start shall be segregated in the Men's and Women's competitions. The Men's events shall always start before the Women's events.

**OWS 4.4** The start line shall be clearly defined by either overhead apparatus or by removable equipment at water level.

**OWS 4.5** The Referee shall indicate by a flag held upright and short blasts on a whistle when the start is imminent and indicate that the competition is under Starter's orders by pointing the flag at the starter.

**OWS 4.6** The Starter shall be positioned so as to be clearly visible to all competitors.

**OWS 4.6.1** On the starter command "take your marks" they shall take up a starting position with at least one foot at the front of the platform.

**OWS 4.6.2** The starter will give the starting signal when he considers all swimmers are ready.

**OWS 4.7** The start signal shall be both audible and visual.

**OWS 4.8** If in the opinion of the Referee an unfair advantage has been gained at the start the offending competitor will be given a yellow or red flag in accordance with OWS 6.3.

**OWS 4.9** All escort safety craft shall be stationed prior to the start so as not to interfere with any competitor, and if picking up their swimmer from behind shall navigate in such a way as not to manoeuvre through the field of swimmers.

**OWS 4.10** Although they may start together, in all other respects the men's and women's competitions shall be treated as separate events.

## **OWS 5 THE VENUE**

**OWS 5.1** World Championships and FINA competitions shall be for Open Water distances, 25 kilometres, 10 kilometres and 5 kilometres, conducted at a venue and course approved by FINA.

**OWS 5.2** The course shall be in water that is subject to only minor currents or tide and may be salt or fresh water.

**OWS 5.3** A certificate of suitability for use of the venue shall be issued by the appropriate local health and safety authorities. In general terms the certification must relate to water purity and to physical safety from other considerations.

**OWS 5.4** The minimum depth of water at any point on the course shall be 1.40 meter.

**OWS 5.5** The water temperature should be a minimum of 16°C. It should be checked the day of the race, 2 hours before the start, in the middle of the course at a depth of 40 cm. This control should be done in the presence of a Commission made up of the following persons present: a Referee, a member of the Organising Committee and one coach from the teams present designated during the Technical Meeting.

**OWS 5.6** All turns/alterations of course shall be clearly indicated.

**OWS 5.7** A clearly marked craft or platform, containing a Turn Judge, shall be positioned at all alterations of course in such a manner as not to obstruct a swimmer's visibility of the turn.

**OWS 5.8** All Feeding Platforms, turning apparatus and Turn Judges craft/platforms shall be securely fixed in position and not be subject to tidal, wind or other movements.

**OWS 5.9** The final approach to the finish shall be clearly defined with markers of a distinctive colour.

**OWS 5.10** The finish shall be clearly defined and marked by a vertical face.

## **OWS 6 THE RACE**

**OWS 6.1** All Open Water competitions shall be Freestyle events.

**OWS 6.2** Race Judges shall instruct any swimmer who is, in their opinion, taking unfair advantage by pacing or slip streaming with the escort craft to move clear.

**OWS 6.3 Disqualification Procedure**

**OWS 6.3.1** If in the Opinion of the Chief Referee or Referees, any swimmer, or swimmer's approved representative, or escort safety craft, takes advantage by committing any violation of the rules or by making intentional contact with any swimmer, the following proceeding shall apply:

1st Infringement:

A yellow flag and a card bearing the swimmer's number shall be raised to indicate and to inform the swimmer that he is in violation of the Rules.

2nd Infringement:

A red flag and a card bearing the swimmer's number shall be raised by the Referee (OWS 3.6) to indicate and to inform the swimmer that he is for the second time in violation of the Rules. The swimmer shall be disqualified. He must leave the water immediately and be placed in an escort craft, and take no further part in the race.

**OWS 6.3.2** If in the opinion of a Referee, an action of a swimmer or an escort safety craft, or a swimmer's approved representative is deemed to be 'unsporting' the referee shall disqualify the swimmer concerned immediately.

**OWS 6.4** Escort safety craft shall manoeuvre so as not to obstruct or place themselves directly ahead of any swimmer and not take unfair advantage by pacing or slip streaming.

**OWS 6.5** Escort safety craft shall attempt to maintain a constant position so as to station the swimmer at, or forward of, the mid point of the escort safety craft.

**OWS 6.6** Standing on the bottom during a race shall not disqualify a swimmer but they may not walk or jump.

**OWS 6.7** With the exception of 6.6 above swimmers shall not receive support from any fixed or floating object and shall not intentionally touch or be touched by their escort safety craft or crew therein.

**OWS 6.7.1** Rendering assistance by an official medical officer to a swimmer in apparent distress should always supersede official rules of disqualification through "intentional contact" with a swimmer (OWS3.1).

**OWS 6.8** Each escort safety craft shall contain: a Race Judge, a person of the swimmer's choice, and the minimum crew required to operate the escort safety craft.

**OWS 6.9** No swimmer shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Goggles, a maximum of two (2) caps, nose clip and earplugs may be used.

**OWS 6.10** Swimmers shall be allowed to use grease or other such substances providing these are not, in the opinion of the Referee, excessive.

**OWS 6.11** The pacing of a swimmer by another person entering the water is not permitted.

**OWS 6.12** Coaching and the giving of instructions by the approved swimmer's representative on the feeding platform or in the escort safety craft is permitted. No whistle shall be allowed. Feeding poles are not to exceed 5m in length when extended. No objects, rope or wire may hang off the end of feeding poles except national flags. National flags are allowed to be attached to the feeding pole but may not exceed the size of 30cm x 20cm.

**OWS 6.13** When taking sustenance swimmers may use Rule OWS 6.6 provided Rule OWS 6.7 is not infringed.

**OWS 6.14** All swimmers shall have their competition number clearly displayed in waterproof ink on their upper back, arms and hands.

**OWS 6.15** Each escort safety craft shall display the swimmer's competition number so as to be easily seen from either side of the escort safety craft, and the national flag of the swimmer's Federation.

**OWS 6.16.1** In all events, time limits shall apply as follows from the finish time of the first swimmers:

Events under 25 km.....30 minutes

Events of 25 km.....60 minutes

Events over 25 km.....120 minutes

**OWS 6.16.2** Competitors who do not finish the course within the time limits shall be removed from the water except that the referee may allow a competitor outside the time limit to complete the course but not participate in any points or prizes awarded.

**OWS 6.17** Emergency Abandonment

**OWS 6.17.1** In cases of emergency abandonment of races of 10 km or less, the race will be restarted from the beginning at the earliest possible moment.

**OWS 6.17.2** In cases of emergency abandonment for any race of longer than 10km, where the lead swimmer has accomplished at least  $\frac{3}{4}$  of the race, the final ranking will be as reported by the Chief Referee. If the lead swimmer has not completed  $\frac{3}{4}$  of the race, it will be restarted from the beginning at the earliest moment possible.

## **OWS 7 THE FINISH OF THE RACE**

**OWS 7.1** The area leading to the finish apparatus should be clearly marked by rows of buoys which narrow as they get closer to the finish wall. Escort safety craft should be stationed at the approach to and entrance of the finish lane to ensure that only the escort safety craft authorized to do so enter or cross this entrance.

**OWS 7.2** The finish apparatus should, where possible, be a vertical wall at least 5 metres wide fixed if necessary to floatation devices, securely fastened in place so as not to be moved by wind, tide or the force of a swimmer striking the wall. The finish should be filmed and recorded by video system with slow motion and recall facilities including timing equipment.

**OWS 7.2.1** When automatic Officiating Equipment is used for timing of competitions in accordance with rule SW 11, microchip transponder technology capable of providing split times is mandatory and should be added to the Equipment. Use of microchip transponder technology is mandatory for competitions at the World Championships and Olympic Games. Microchip transponder timing technology will be recorded officially in tenths of seconds. The final places will be determined by the referee based upon the finish judges' report and the finish video tape.

**OWS 7.2.2** It is mandatory for all swimmers to wear a microchip transponder on each wrist throughout the race. If a swimmer loses a transponder the Race Judge or other authorised Official, will immediately inform the Referee who will instruct the responsible Official on the water to issue a replacement transponder. Any swimmer who finishes the race without a transponder will be disqualified.

**OWS 7.3** The Finish Judges and Timekeepers shall be placed so as to be able to observe the finish at all times. The area in which they are stationed should

be for their exclusive use.

**OWS 7.4** Every effort should be made to ensure that the swimmers' representative can get from the escort safety craft to meet the swimmer as they leave the water.

**OWS 7.5** Upon leaving the water some swimmers may require assistance. Swimmers should only be touched or handled if they clearly display a need, or ask for assistance.

**OWS 7.6** A member of the medical team should inspect the swimmers as they leave the water. A chair, in which the swimmer can sit while an assessment is made, should be provided.

**OWS 7.7** Once cleared by the medical member, swimmers should be given access to refreshment.

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## **ASA GUIDANCE TO FINA OPEN WATER SWIMMING RULES**

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All racing competitions held under the jurisdiction of the ASA or its Regions, subject to the overriding condition that the published ASA Health and Safety guidelines take precedence over the provisions of any or all of them, shall be held under the:

- relevant parts of the FINA Open Water Swimming rules;
- ASA Judicial laws and rules (101 et seq.);
- ASA General Competition laws (401 et seq).

The following guidelines are provided to assist all participants in the sport in applying the rules in a manner that is safe, consistent and fair to all athletes at all levels of ability.

These notes are not intended to overrule FINA rules; they are intended to provide practical guidance in the running of a competition.

**OWS 1.2 – Age limits.** The minimum age limits for events shall be as defined by ASA Law 411.

**OWS 3.17 – Timekeepers.** Where possible watches with memory and print out capability should be used.

**OWS 3.35 – Safety Officer.** The safety officer shall have the authority to cancel or stop an event on safety grounds if, in his opinion, conditions are unsuitable. In arriving at his decision he shall, if practicable, take into account any views expressed by the referee.

**OWS 7.2 – The finish apparatus.** Where it is not practicable to provide a finish apparatus that is a vertical wall 5 metres wide, a finish apparatus shall be provided that is as wide as possible but not less than 2.5 metres wide. If possible the finish apparatus should be designed to allow the swimmers to “swim through”. In designing the finish the promoter, course officer and safety officer must consider the level of competition and likely number of competitors so as to ensure a safe and fair finish.

**OWS 7.2 – Video recording.** If it is not practicable to provide video coverage of the finish this must be stated in the promoter's conditions.

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## TECHNICAL RULES OF DISABILITY SWIMMING

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

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

**1101.1** the relevant parts of the International Paralympic Committee Swimming Rules;

**1101.2** ASA Law 31 and the ASA Judicial Regulations;

**1101.3** ASA Law 37 and the ASA General Competition Regulations.



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## FUNCTIONAL ABILITY CARD

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### What is a Functional Ability Card (FAC)?

The Functional Ability Card (FAC) is designed to assist competitive swimmers with a disability to access British Swimming/the ASA/WASA/SASA and Licensed Competitions.

By using the card, competitors can be safe in the knowledge that they will not be disqualified if their disability precludes them from performing a stroke to the relevant parts of FINA Swimming Rules.

FACs act as identification and proof of classification and rule exceptions.

The FAC will identify that the swimmer:

1. Maintains an authorised classification
2. Has the necessary exceptions to the rules when competing

### How do I obtain a FAC?

To obtain a FAC you need to be a registered member of the ASA/WASA/SASA, and have an IPC (International Paralympic Committee) / British Swimming Classification.

British Swimming will check your classification and membership to ensure that correct details including a list of code exceptions and requirements appear on your card.

FACs are renewable annually at 31st January each year.

To obtain a FAC a swimmer should download the application form from the British Swimming website: [www.swimming.org](http://www.swimming.org) and return to the address stated on the form along with a current passport sized photograph.



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## **CERTIFICATE OF SWIMMING DISABILITY**

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

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

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

The certificate is valid for 2 years and will need to be reapplied for.

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

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

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

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# REGULATIONS FOR THE PAYMENT OF EXPENSES BY THE ASA

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

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

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

## Essential travel for business purposes

1. **Rail Travel and Public Road Transport** – standard fare or discounted fares that are available and suitable.
2. **Taxis** – actual fare, provided that reasonable public transport is not available.
3. **Air Travel** – Economy class or lowest prevailing fares available.
4. **Private Car:**  
Up to 10,000 miles – this will be subject to HMRC Guidelines  
Over 10,000 miles – this will be subject to HMRC Guidelines

## Assembly Costs for Athletes

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

The following conditions apply to these rates:

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

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

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

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

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

**Other Expenses**

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



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# ASA TROPHIES

## REGULATIONS FOR CONTROL OF ASA TROPHIES

### Trophies and Awards – National Events

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

### ALLOCATION OF TROPHIES

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

### SCHEDULE OF TROPHIES

No.	Championship or Competition	Donor
1	100 metres Freestyle (Men)	Otter SC
2	100 metres Freestyle (Women)	Ravensbourne SC
3	100 metres Freestyle (Boys)	The Sporting Record
4	100 metres Freestyle (Girls)	Jantzen Knitting Mills Ltd
5	200 metres Freestyle (Men)	G H Rope (The Late)
6	200 metres Freestyle (Women)	Amateur Swimming Association (Pragnell Memorial Trophy)
7	200 metres Freestyle (Boys)	J A Tyres (Otter Trophy)
8	200 metres Freestyle (Girls)	W J Grant (Etobicoke Memorial AC Trophy)
9	400 metres Freestyle (Men)	Horace Davenport (The Late)
10	400 metres Freestyle (Women)	Fedn. Francaise de Natation (Paris Trophy)
11	1,500 metres Freestyle (Boys)	Surbiton SC
12	800 metres Freestyle (Women)	Western Counties ASA (BrigG de V Welchman Memorial Trophy)
13	1,500 metres Freestyle (Men)	Horace Davenport (The Late)
14	Long Distance (Men)	W J Innes (The Late)
15	Long Distance (Women)	Clarence C Hatry (The Late)
16	100 metres Backstroke (Men)	Henry Dixon, President ASA 1960 (The Late)

## ASA Trophies

17	100 metres Backstroke (Women)	Nottingham Sportsmen (Jeans Trophy)
18	100 metres Backstroke (Boys)	Past Hon Auditors ASA (S R Drinkwater (The Late) and W H Dalby (The Late))
19	100 metres Backstroke (Girls)	Beckenham Ladies SC (Mrs A M Austin Memorial Trophy)
20	200 metres Backstroke (Men)	J T Hinks (The Late)
21	200 metres Backstroke (Women)	Horlicks Ltd
22	100 metres Breaststroke (Men)	Northern Counties ASA (Fred Collier Memorial Trophy)
23	100 metres Breaststroke (Women)	Heston SC (George Fryer Memorial Trophy)
24	100 metres Breaststroke (Boys)	Wandsworth SC (Evershed Memorial Trophy)
25	100 metres Breaststroke (Girls)	Horace Davenport (The Late)
26	200 metres Breaststroke (Men)	Dr. Morgan Dockerill
27	200 metres Breaststroke (Women)	F.R. Edwards (The Late)
28	100 metres Butterfly (Men)	Northumberland & Durham Counties ASA (John G Hatfield Memorial Trophy)
29	100 metres Butterfly (Women)	Dolphex Knitting Mills
30	100 metres Butterfly (Boys)	British Broadcasting Corporation (Six Nations Trophy)
31	100 metres Butterfly (Girls)	Kingston Ladies SC
32	200 metres Butterfly (Men)	Otter SC
33	200 metres Butterfly (Women)	ASA Midland District (S R Drinkwater Memorial Trophy)
34	200 metres Individual Medley (Men)	ASA (Gregory Matveieff Memorial Trophy)
35	200 metres Individual Medley (Women)	ASA Midland District (Florence Wightman Memorial Trophy)
36	200 metres Individual Medley (Boys)	Nottinghamshire ASA (K B Martin Trophy)
37	200 metres Individual Medley (Girls)	Mrs.H.Spencer
38	400 metres Individual Medley (Men)	Sans Egal SC
39	400 metres Individual Medley (Women)	S T Hurst
40	Club Freestyle Team (Men)	Webb Memorial Committee (Capt. Webb Memorial Trophy)
41	Club Freestyle Team (Women)	Croydon Ladies SC
42	Club Medley Team (Men)	Mrs A Derbyshire (R Derbyshire Memorial Trophy)
43	Club Medley Team (Women)	Sir G Pragnell (The Late)
44	Club Water Polo	Ravensbourne SC
45	Club Junior Water Polo	Derbyshire ASA (Swain Memorial Trophy)
46	Boys Water Polo	W J Read (The Late)
47	County Water Polo Preliminary	E Wright (The Late) (Lovely Competition Memorial Trophy)
48	County Junior Water Polo	Southport SC (Charlie Smith Memorial Trophy)
49	Inter District Water Polo	Surrey County WP & SA (E Harding Payne Trophy)
50	High Diving (Men)	A St P Cufflin (The Late)
51	High Diving (Women)	Amateur Diving Association
52	Springboard Diving (Men)	Amateur Diving Association
53	Springboard Diving (Women)	Amateur Diving Association (Darnell Memorial Cup)
54	One metre Springboard Diving (Men)	P Desjardins
55	One metre Springboard Diving (Women)	Miss C Welch
56	Boys Springboard Diving	Various Friends (Tony Turner Trophy)
57	Girls Springboard Diving	Metropolitan School of Diving (R G Robinson Trophy)
58	Boys High Diving	Amateur Diving Association
59	Girls High Diving	Amateur Swimming Association (Gregory Matveieff Memorial Trophy)
60	National Age Group Competition (Diving)	Dawdon SC (Dawdon Trophy)
61	Swimmer of the Year	ASA District Associations (T M Yeadon Memorial Trophy)
62	Diver of the Year	Swimming Times Ltd (George Hearn Memorial Cup)
63	Top Club ASA National Championships	Henry Benjamin National Memorial Trophy
64	Top Club ASA Youth Championships	Harold Fern National Trophy Ald H E Fern, CBE, JP (The Late)
65	Aggregate Diving (Men)	Various Friends (G Melville Clark National Memorial Trophy)
66	Inter Services Championship	W A H Buller (The Late)
67	National Synchronised Swimming Solo Championship	Miss H Elkington (Helen Elkington Trophy)
68	200 metres Backstroke (Girls)	Geo. D Jones Memorial Trophy
69	200 metres Breaststroke (Girls)	Kent County ASA (E W Keighley Trophy)
70	400 metres Individual Medley (Girls)	Mrs V S Stanhope-Palmer (The Francis Hill-Cole Trophy)
71	Aggregate Diving – Women	Various Friends (The Belle White National Memorial Trophy)

72	The Redwood Trophy Synchronised Team	AAU of the USA (The Mackeson Trophy)
73	The Swimming Times Water Polo Award	The Swimming Times Ltd
74	400 metres Individual Medley (Boys)	St. James' SC (The St James' SC Trophy)
75	Esso Inter-County Trophy	Esso Petroleum Co. Ltd.
76	GB Overall Diving Champion	Jeff Cook Memorial Trophy
77	Women's 50m Freestyle	Jock Young Trophy
78	Awarded at the National Championships by The Swimming Writers Club to the swimmer whose performance they adjudge to be the best	Bill Juba (The Late) (Bill Juba Trophy)
79	5 Nations Synchro Trophy	The Swimming Times Ltd.
80	Senior Routine Scores at National Championships (Synchro)	The Holland Family (The Holland Trophy)
81	800 metres Freestyle (Girls)	Borough of Brent SC (CP Parkin Trophy)
82	200 metres Breaststroke (Boys)	Amateur Swimming Association (Edgar E. Warner Trophy)
83	The Synchronised Swimmer of the Year	Swimming Enterprises Ltd.
84	The Junior Diver of the Year	Various Friends (The Norma Thomas National Memorial Trophy)
85	Outstanding Female Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
86	Junior Solo at the National Synchro Age Group Championships	Mrs Y M Price
87	Outstanding Male Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
88	Duet Synchronised Champions	Mr R A Spencer (The Spencer Trophy)
89	50m Freestyle Short Course (Girls)	Western Counties (Ray Clash Trophy)
90	Inter District Synchronised Competition	Amateur Swimming Association
91	15/16/17 Team at the National Synchro Age Group Championships	Mrs S Vickerman (Mollie Gledhill Memorial Trophy)
92	Solo Technical Routine At National Championships (Synchro)	Mrs M Lushington (Colin Lushington Trophy)
93	Best swimmer at the National Winter Championships	British Swimming Writers Club (Pat Besford Memorial Trophy)
94	Boys 400m Freestyle	Mrs Alys Benny (The David Benny Trophy)
95	Mens 50m Freestyle (SC)	Mr V Constantine (The Mark Foster Trophy)
96	Mens 50m Freestyle (LC)	Otter SC (The Russell Cup)
97	Women's 50m Breaststroke	Leicester Knighton Fields (The Edna May Trophy)
98	Junior Routine Scores at National Synchro Age Group Championships	Shacklock Family (The Shacklock Trophy)
99	200m Butterfly (Girls)	Pedder Family (Pedder Trophy)
100	Inter-county Comp. Trophy	
101	Junior Girls 400m Freestyle	Midland District (Marl Rutter Trophy)
102	Womens 100m Freestyle Short Course	Bush Family (Bush Trophy)
103	Top Junior Diving Coach	Margaret Davies Memorial Trophy
104	Top Girls Club	National Age Groups ASA
105	Top Boys Club	National Age Groups ASA
106	National Inter County Competition	Swimming Times Trophy
107	National Inter County Competition	ISTC Trophy (IOS)
108	For Services to Synchronised Swimming	Mary Black (The Mary Black Trophy)
109	For Endeavour (Synchro)	The Yates Family (The Gemma Yates Trophy)
110	Best Female at the ASA National Youth Championships	Alan Lawrence Memorial Trophy
111	Best Male at the ASA National Youth Championships	Alan Lawrence Memorial Trophy
112	Boys 200m Butterfly, ASA National Youth Championships	Mr & Mrs S Edwards

## ASA Trophies/The Harold Fern Award

113	Boys 200m Backstroke, ASA National Youth Championships	ASA Blackpool Salver
114	Boys 50m Freestyle, ASA National Youth Championships	Nederland 79
115	12 and under Synchronised Swimming Team	Margaret Coyne Trophy (Friends of Margaret Coyne)
116	Girls Inter-District Water Polo	A Marton (W P Plate)

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

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## THE HAROLD FERN AWARD

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

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Nominations and CVs should be submitted by 1st May each year.

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

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

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### Terms of the Award

The Award is given to the individual or organisation who, through educational or instructional achievement, architectural design, writing or the development of original material, competitive performance, or by a continuing effort to establish swimming facilities, has made the most outstanding contribution to swimming at national or international level.

In selecting the winner of the Award each year, consideration shall be given to the following principles: emphasis on the importance of swimming for improving the health of the nation, recreation, competition, and the saving of life;

efforts which stimulate increased interest on the part of National or Local Government, communities, institutions, schools and Service organisations, to provide suitable facilities to further the purpose of swimming as an essential activity;

stimulation of interest in providing qualified swimming instruction in schools, colleges, communities and industry;

writing and developing original material in the various fields of swimming. Such materials may include textbooks, motion picture studies, charts, and other audio-visual aids which tend to improve instruction;

advancement in architectural design or innovations in materials or machinery which tend to improve swimming facilities;

outstanding achievement in competition which creates an incentive to advance swimming throughout the nation.

### Award Presentations

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



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## THE ALFRED H. TURNER AWARD

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

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Nominations and CVs should be submitted by 1st May each year.

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

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

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### *Terms of the Award*

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The Award is given to the individual or organisation who, through educational or instructional achievements, architectural design, writing or the development of original material, competitive performance, or by a continuing effort to establish swimming facilities, has made the most outstanding contribution to swimming at national or international level.

In selecting the winner of the Award each year, consideration shall be given to the following principles: emphasis on the importance of swimming for improving the health of the nation, recreation, competition, and the saving of life;

efforts which stimulate increased interest on the part of National or Local Government, communities, institutions, schools and Service organisations, to provide suitable facilities to further the purpose of swimming as an essential activity;

stimulation of interest in providing qualified swimming instruction in schools, colleges, communities and industry;

writing and developing original material in the various fields of swimming. Such materials may include textbooks, motion picture studies, charts, and other audio-visual aids which tend to improve instruction;

advancement in architectural design or innovations in materials or machinery which tend to improve swimming facilities;

outstanding achievement in competition which creates an incentive to advance swimming throughout the nation.

### *Award Presentations*

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

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- o Integrate workout management
- o Record team / pool / league records and time standards
- o View and print rosters with personal details and attendance lists
- o Chart performance graphs
- o Generate mailing lists and labels
- o Pick "Best Relays"
- o Transport split sheets to meets
- o Export best times, meet results and entries, records, and more to **Team Stats Online**

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# LONG SERVICE AWARDS

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

## GOLD PINS

### Past Presidents

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

### Officers of the ASA (10 years)

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

### ASA Committee (12 years)

T H Cooper      F W Latimer      E Dean D Yeoman

### Hon Secretaries of ASA Technical Committees (12 years)

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

### Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)	R H George, Swimming Officials Committee (1980)
I Martin, Public Relations (1976)	R P N Hargreaves, Water Polo (1980)
A R Lawrence, Swimming (1974)	Dr I A M Gibb, Swimming Committee (1981)
Mrs A W Clark, Synchro Swimming (1976)	Ms J Harrison, Education Committee (1979)
Capt J Cousins, Swim Facilities (1977)	H R Thompson, Swimming Facilities Committee (1982)
Dr P T Penny, Swim Facilities (1976)	W G Clark, Diving Committee (1981)
P Jones, Water Polo (1967)	Dr D A P Cooke (1975)
C Wilson, Coaches Certificate (1971)	S. Boothroyd, Diving Committee (1984-1998)
Mrs Y M Price, Synchro Swimming (1974-1980, 1983-1985, 1987, 1989-1996)	D Sparkes, ASA Education Committee (1985-1991)
F Jessop, Diving (1974-1988)	ASA Education Committee (1990-1991)
G Thain (1971-89)	ASA Committee (1990-1993)
M Lewis, Facilities Committee (1984-1998)	ASA Officer (1994-1998)
Dr D Fodden, Medical Advisory (1986-2000)	R Wood, ASA Diving Committee (1984-1998)
Dr R R Muir-Cochrane, Medical Advisory (1986-2000)	J A Holmyard, Masters (1987-2001)
M Firmin, Synchro Swimming (1972, 1981-1982, 1989-1993, 1996-2000)	Group Capt M Short, MBE, AFC, Swimming Officials Committee (1987-2001)
R G McAlister, Masters (1987-2001)	R Cross, Education (1986-1991, 1995-2003)
Miss J Williams, Synchro Swimming (1998-2002)	Mrs J Latham, ASA Diving Committee (1990-2004)
A C Bartlett, NJT (1988-2002)	Ms V Dobbie, Masters (1992-2006)
S Rothwell, Swimming Officials Committee (1990-1999), ASA Committee (2000-2004)	Mr K Boyd, Medical Committee 1994 – 2008
T W S Rushton, Swimming Officials Committee (1979-1994)	Dr I Gordon, Medical Committee 1995 – 2009
	Mrs J Stidever, Disability Committee 1995 – 2009
	Mrs J Gray, Synchronised Swimming Committee 1996-2010

### District Hon Secretaries & Hon Treasurers (12 years)

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

## Long Service Awards

### Hon Life Presidents & Hon Life Members (On appointment)

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

### Staff Members (16 years)\*

Mrs A Williams (4.12.72)	L D Stubbs, for many years service to the ASA
Miss J Sheard (18.7.77)	Miss J Mott (6.11.78)
Mrs D Hammond (22.5.00)	Mrs S Mason (1.4.01)
Mrs J Munning (1.10.86)	Miss S Howlett (21.7.87)

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## SILVER PINS

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### Officers of the ASA (5 years)

M W Beard, Hon Trustee (1984)	A M Clarkson, Hon Treasurer (1985)
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### ASA Committee Members (6 years)

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

### Hon Secretaries ASA Technical Committees (6 years)

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

### Members of ASA Technical Committees (7 years)

S Boothroyd, Diving (1984)	Ms D Zajac, Synchronized Swimming (1964, 1964, 1970-1976)
W G Clark, Diving (1982)	J Stewart, Masters (1988)
F Wood, Diving (1984)	R Germany, Swimming (1965-70) and Public Relations (1974-75)
D W Firth, Education (1986)	Dr Lee, Medical Committee (1989)
Mrs V Way, Education (1983)	B Durkin, Water Polo (1989)
Miss J Brayshaw, Education (1971-1979)	R G Tate, Water Polo (1989)
Dr D A P Cooke, Medical Advisory (1986)	Mrs V Naylor, Diving Committee (1989)
Dr A Jones, Medical Advisory (1986)	D J Hoskins Swimming Officials Committee (1989)
Dr A W Mills, Medical Advisory (1986)	B Broadhurst, Swimming Facilities (1989)
Dr R D Winch, Medical Advisory (1986)	H E Bland, Swimming Facilities (1989)
K Savory, Education (1988)	S Rothwell, Swimming Officials Committee (1990)
M D Thomas, Education (1988)	Peter Rawlinson (Various) 1990
Miss D Rose, Public Relations (1988)	S T Detko Water Polo (1990)
Prof C Williams, Scientific Advisory (1987)	Ms J Latham, Diving (1990)
Group Capt M Short, MBE, AFC Swimming Officials (1987)	B Eeles, Swimming Officials Committee (1987-91-96)
Mrs A Reynolds, Synchronized Swimming (1988)	Dr M M Clarke, Water Polo Committee (1991-1997)
B Runham, Masters (1988)	Mrs M Coyne, Synchronized Swimming Committee (1991-2004)
J Beswick, Public Relations (1986)	Dr C. Smith, Medical Advisory Committee (1991-1992)
Prof J M Cameron, Scientific Advisory (1985)	Mrs V Dobbie, Masters Committee (1992-1998)
Dr A Jones, Scientific Advisory (1985)	M Edge, Diving Committee (1993-1999)
Prof W Keatinge, Scientific Advisory (1986)	Mrs P Haworth, Synchronized Swimming Committee (1993-1999)
Prof I MacDonald, Scientific Advisory (1986)	Dr B Foex, Medical Advisory (1994-2000)
Dr B May, Scientific Advisory (1985)	Dr I Gordon, Medical Advisory (1994-2000)
C I Oliver, Swimming (1986)	K Boyd, Medical Advisory (1994-2000)
R H George, Swimming Officials (1980)	Mrs E Hartley Swimming (1994-2000)
M Lewis, Swimming Facilities (1984)	Lt Cdr D Harman, Swimming Officials (1994-2000)
H R Thompson, Swimming Facilities (1982-1997)	A C Bartlett, NJT (1988-95)
J M Glover, Water Polo (1986)	Mrs A Hunt, NJT (1991-1997)
R P N Hargreaves, Water Polo (1980)	T Little, Diving (1995-2001)
A Harland, Water Polo (1980-1990)	Mrs S Yeoman, Swimming (1995-2001)
Mrs M Rushby, Synchronized Swimming (1988)	S Greetham, Open Water (1996-2002)
M Hill (ASA Committee) (1995-2001)	
Mrs J Stidiver, Disability (1995-2001)	
P Dudley, Diving (1995-2001)	
Mrs S Milne, Education Department (1995-2001)	

J Bird, Swimming (1995-2001)  
 B Bewley, Open Water (1996-2002)  
 Mrs J Gray, Education & Development  
 Synchronized Swimming (1996-2002)  
 A Wilson, Masters (1996-2002)  
 Ms L Fraser, Diving (1994, 1996, 1998-2002)  
 P Puckrin, Disability (1995-1997, 2000-2003)  
 Mrs S Bryant, NJT  
 J Jameson, NJT  
 T J Wilkinson, NJT  
 Dr J Cooper, Swimming Officials  
 Ms J Allsopp, Water Polo (1998-2004)  
 D Chaney, Masters (1998-2004)  
 Mrs F Dalrymple-Smith, Open Water (1997-2000,  
 2002-04)  
 J Ferriday, Audit & Probity (1999-2005)  
 T Ward, Masters (1999-2005)  
 Dr M Gillett, Medical (2000-2006)  
 M Hemmings, Open Water (2000-2006)  
 Mrs J Waters, Synchronised Swimming (2000-2006)  
 A Jordan, Water Polo (1996-2002)  
 Mrs B Cummins, Disability (1995-1997, 2000-2003)  
 Mrs Carole Henson, Synchronised Swimming  
 (2004-2010)

P Robbins, Education & Development  
 (1994-1996, 1999-2002)  
 D Boot, NJT  
 Dr S Cooke, NJT  
 A Troup, NJT  
 I Wilson, Swimming (1993-1995, 1999-2003)  
 Mrs P Jones, Water Polo (1996-1997, 1999-2003)  
 D Burgham, Education & Development (1998-2004)  
 Mrs A Cradock, Disability (1997 & 1998, 2000-04)  
 Mrs M Hooper, Synchronised Swimming (1998-2004)  
 Dr N Turner, Medical (1998-2004)  
 P Goldman, Swimming (1999-2005)  
 A Gimson, Masters (2000-2006)  
 K Barber, Open Water (2000-2006)  
 N Booth, Swimming Officials (2000-2006)  
 G Stokes, Masters (2001-2007)  
 A Day, NJT (2001-2005) & Disability (2004-2007)  
 B Saunders, Swimming (2001-2007)  
 D Beaumont, Diving (2003-2009)  
 R W (Herbie) Adams, Masters (2003-2009)  
 Dr P Shute, Medical Committee (2003-2009)  
 Mrs E Hartley, Swimming Committee (2003-2009)  
 Mrs Stuart Walker, Rules Committee (2005-2011)

**District Hon Secretaries & Treasurers (6 years)**

J J Lewis, Hon Secretary (S)  
 R Gordon, Hon Treasurer (NE) (1999-2004)

J Armour, Hon Treasurer (N) 1998-2003

**Staff Members (8 years)\***

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

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

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# ANNUAL GENERAL MEETING

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Minutes of the ANNUAL GENERAL MEETING of the Council of the Amateur Swimming Association  
Held at the Crowne Plaza, Nottingham 22nd October 2011

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**PRESENT:**

**OFFICERS:**

Don Neate (President)  
John Crowther (Chairman)

David Sparkes (Chief Executive)  
Ray Gordon (ASA Board &  
Vice-President)

**ASA BOARD**

Chris Bostock  
Kay Grimshaw  
Robert Margetts

Anne Clark  
Ray Hedger  
Simon Rothwell

David Fletcher  
Ian Mackenzie  
Bernard Simkins (sub)

**EAST:**

Tom Baster  
Andrew Morton  
John Toll

Paul Hayes  
Pat Neate  
Dave Whelan

Sheila MacKenzie  
Dave Robinson

**EAST MIDLANDS:**

Ursula Beck  
Dave Hendel  
Paul Mills

Karl Davidson  
Carole Henson  
David Rush

Josie Grange  
John Hidle

**NORTH EAST:**

David Alexander  
Sam Greetham  
Ann Reah

Alan Donlan  
Nuala Muir-Cochrane  
Kathryn Smith

David Dickenson  
Fred Murray  
David Watson

**NORTH WEST:**

John Armour  
Alan Boyle  
Andrew White

Neil Booth  
Brian Boyle  
Garry Whittle

Roger Boyer  
Janice Whittle  
Jim Wilks

**SOUTH EAST:**

John Davies  
Janet Hedger  
Mollie Lewis  
Roger Penfold  
Geoff Stokes

Susan Harrison  
Janet Holdstock  
Edward Lyne  
Roger Prior

Lis Hartley  
Alan Lewis  
Madge Lyne  
Shelley Robinson

**SOUTH WEST:**

Julia Airlie  
Phil Jones  
Chris Robinson  
Ray Warren

John Bird  
John Likeman  
Gordon Smart

Sue Dors  
David Russell  
Simon Veale

**LONDON:**

Flo Barnes  
Henry Braund  
Colin Robson

Chris Bedford  
Jean Cook

Jackie Bedford  
Norman Edgell

**WEST MIDLANDS:**

Helga Edstrom  
Peter Holmes  
Liz Sykes

Mavis Fox  
Simon Kirkland  
Tony Ward

Tony Green  
John Russell

**AFFILIATED LEAGUES:**

**National Arena Swimming League:** Not represented.

## Annual General Meeting

### AFFILIATED ORGANISATIONS (NON VOTING)

English Schools' Swimming Association: John Stiven

### ASSOCIATED BODY

Institute of Swimming: Jane Nickerson / Chris Bostock

### ALSO IN ATTENDANCE (NON-VOTING)

**TECHNICAL COMMITTEE CHAIRMEN:** (not already attending in another capacity)

**Swimming:** Andrew Marvin

**IDDRAP:** David Barnes

**Rules Committee:**

### STAFF:

Anne Adams-King (Director of English Programmes)

Andy Gray (Director of Regulatory & Legal Affairs)

Jane Nickerson (Chief Operating Officer)

Chris Denny (Director of Marketing & Communications)

Rachel Washington (Head of Administration & Compliance)

Maria Walker (Finance Director)

Kate McKnight (Head of Facilities)

Cathy Lambert (PA to COO)

Peter Hassall (Swimming Times magazine)

Gemma Ryder (Operations)

Lesley Hill (Regional Director West Midland)

Alison Usher (Regional Director South West)

Kevin Wray (Regional Director East)

Roger Glithero (Regional Director East Midland)

Keith Sutton (Regional Director South East)

Ian Gardiner (Regional Director North East)

Matt McFahn (Regional Director North West)

### PRESIDENTS ADDRESS

The President, Mr Don Neate welcomed everyone to the 2011 ASA Annual Council Meeting. Prior to the proceedings commencing delegates were asked to stand in silence in memory of those delegates to Council who had sadly passed away during the year. These were noted as Brian Eeles, Past President and member of the ASA Committee, Derek Stubbs, Past President North East, Roger Hargreaves past member of the ASA Board and Secretary of the ASA Rules Committee.

### APOLOGIES

Richard Graham – Regional Chairman, London

Colin Brown – Regional Director, London

Katie Brazier – Sponsorship Director

Mr K Boyd – Chair, Medical Advisory Committee

Paul Wells – Regional Chairman, West Midlands

Ann Barker – Chair, ASA Technical Diving Committee

Jenny Gray – Chair, ASA Synchronised Swimming Committee

### CONGRATULATIONS

Congratulations were extended by the Chairman on behalf of Council to the Chief Executive on recently being awarded the OBE.

### Minute No

#### 1 RULES OF DEBATE

1.1 Members were reminded of the Rules of Debate, which should be adhered to.

#### 2 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 23rd OCTOBER 2010

The minutes were approved as a correct record of the Annual Council Meeting.

2.1 **Minute 11.3.1** - The minute as written is correct but currently ASA Law 35.4.1 reads - 'The amount of the fee shall normally be set so that the total income to the ASA from the membership fees increases annually on a index linked basis'. This was not what was agreed.

2.1.1. In response to this being raised by the South West Region the Director of Regulatory and Legal Affairs advised that the following revised wording had been approved by the ASA Board at its meeting on Friday 21 October. Law 35.4.1. *'The amount of the fee shall normally be set so that the aggregated overall ASA membership fee increases annually on an index linked basis'.*

**This wording addressed the concerns expressed by the South West Region.**

#### 3 ACTIONS ARISING FROM THE COUNCIL MEETING HELD ON 23rd OCTOBER 2010

3.1 These had been circulated and were noted.



4 **STRATEGIC REVIEW**

4.1 Following the presentation by the CEO at the Council meeting in 2010 on the Strategic Review the CEO updated members of Council as follows based on consultation and feedback:

- What the ASA does well
- What challenges are facing us
- The need to get more People Swimming
- More Medals
- Income
- Club Challenges
- Fast Moving World
- As one Team we will succeed

4.2 In conclusion the CEO assured Council that the Executive Team and the ASA Board will drive this forward and will not be complacent in this matter and will be flexible and open to change in its approach to delivering the strategy.

5 **ANNUAL REPORT 2010 - 2011**

5.1 **General – London Region.** The messages being sent out by the Sports Minister and Sport England, and the number of organisations that have seen a reduction in their funding, how does the Chief Executive expect to see the next 12 to 18 months working out for the organisation? Which areas would be most likely to be affected, and what is the subsequent impact on the membership? The Chief Executive advised as follows:

5.2 The Government position is clear – they want the following from sport:

- More medals
- More people more active

It is clear that swimming has not yet succeeded in achieving the increasing numbers we expected through the Active People Survey. It could be argued that initially the Whole Sport Plan investment was targeted (through Free Swimming) at those aged over 60 and under16. However, those aged under 16 are not counted in the Active People results.

Following the election and the sudden unplanned withdrawal of Free Swimming funding we were faced with a re-organisation, which was completed in early 2011. Since that time we have been much more focused on the Grow agenda. Clearly it is too early to see meaningful results but we are determined to succeed and we are leaving no stone unturned in our efforts. The ASA Board has agreed to recruit further expertise to assist in this task.

If the results continue to show no sign of improvement after London 2012 we are certain to see a change of strategy in this area. With the Government determined to succeed they will look to other agencies to assist them in this work, which could mean a drastic cut to ASA funding. This would inevitably lead to further re-organisation, both within the central ASA and in the regions with a significant loss of personnel.

**The response was noted.**

5.3 **General – South East Region.** The South East Region congratulated the ASA on the general high standard of presentation. However, some members have found parts of the Annual Report difficult to read as a result of coloured print on coloured backgrounds; a particularly bad example is pages 48 and 49. Has any advice been sought about presentation suitable for those with relatively poor eyesight?

The Director of Marketing & Communications thanked the South East for their comments regarding the high standard of presentation and had noted the comments regarding the use of coloured print on coloured backgrounds. The colours used throughout were intended to reinforce the ASA brand (as in the ASA logo) and to give an attractive layout. However, we will take these comments on board for next year's report. The report is also available to view on the website which does allow for enlargement of text if required.

**The response was noted.**

5.4 **Page 4, para 1**

5.4.1 **South East** – The Region asked what plans were in place for making programmes self sustaining. The Chief Operating Officer advised that the ASA is currently working on a number of sustainable funding initiatives including the following:

- Increased awards sales based on selling the “core journey” which aims at selling additional distance/stroke badges and additional levels.
- Fulfilment and storage deals for other organisations following the purchase of the new warehouse in Loughborough.
- Pool programming through Community Swimming Limited and LA Fitness
- Increased income from IoS through the expansion of Employer Apprenticeships

**The response was noted.**

5.4.2 **South East** – The Region raised a further question regarding the England Talent and Beacon Programmes referred to in the overview. In particular what plans are being made to make these programmes self sustaining and what is the future for these programmes?

In response the Chief Executive advised that when the Beacon programmes had first been implemented it had been explicitly stated that funding would eventually be withdrawn. The reason for this was to encourage the programmes to become self-sustaining and to allow funds to be used on new programmes. A number of models are currently being looked at and we envisage a series of options as we don't believe there is a single self-sustaining model. The CEO assured members that funding would not be pulled overnight but over a period of time on a reducing basis. The aim is to have a number of self-sustaining programmes and to bring others on line in the future.

**The response was noted.**

5.5 **Page 7, Outcomes**

**London** – The Region asked what progress has been made in the ASA Schools Swimming Survey proposed in the report, and how robust will the survey be (% of schools covered)?

The Director of English Programmes advised that since the loss of the National School Sport Survey we have been looking into the feasibility of carrying out our own survey. We have now established e-mail communications with all primary schools and will be undertaking a benchmarking survey during October 2011. This will then be followed up by a second survey in June 2012. The information will be shared with the regions.

**The response was noted**

A subsequent question by the Regions for further information on the number of schools was requested. The Director of English Programmes agreed to provide this information.

5.6 **Page 13 - Participation:**

**London** – The Region stated that all the “What’s On” items on the BBC Big Splash website have already taken place (except the April Weekend). Have we lost momentum after a good start?

In response the Director of Marketing & Communication advised that momentum for Big Splash continues to build. In the next few months we are providing pools with “30 minutes – once a week” collateral. Big Splash Swimming Offers will be rolled out nationally, we will launch the Big Splash Reward Card driving regular swimming and Kellogg’s will run a swimming offer on 50 million cereal packs backed by national advertising. The campaign will culminate in the Big Splash Mile for Sport Relief next April as part of the Swimathon weekend, which is planned to be the World’s biggest swimming event.

**The response was noted**

5.7 **Page 49 - Governance, Structures and Participation Membership**

**London** – The Region asked if the ASA had done any research to understand the apparently declining membership numbers, and establish the causal factors, e.g. pool hire costs, reduced pool opening hours, etc?

In response the Chief Operating Officer advised that the true comparison of membership numbers is complicated as members join throughout the year and those not rejoining are taken off the database during a six month period whilst renewals are processed. We record the actual numbers on the database on a monthly basis and perhaps a fair way of reviewing membership trends is to look at the lowest and highest figures per year for the past few years.

2009:

Lowest – June 173,282

Highest – January 200,805

2010:

Lowest – June 170,545

Highest – January 199,641

2011

Lowest – June 169,001

Highest – January 194,966

These figures suggest a decline is occurring although the figures as at the end of September show a reduction in the decline based on September-to-September comparisons. (Total reduction 638.) The reduction is in category 1 with category 2 showing an increase. Whilst we have not undertaken specific research we are aware a number of clubs are no longer operating teaching schemes having

given up the lesson programme to the local authority in return for deals on pool time/costs for skill development and elite programmes. Swim School membership has increased during this period  
**The response was noted.**

5.8

**Page 56 - Staff Costs**

**London Region** - There is a significant increase in staff costs from 2010 to 2011. Could this cost be broken down between "inflation increases" for existing staff, and expenditure on new staff? Further, could the new staff cost be broken down between central and regional employees?

**Response:**

The increase of £1.1m in staff costs is due to the following:

£101,000 annual increase (1.5%)

£854,000 Future Jobs Fund (all grant funded) (Trainee Aquatic Assistants)

£145,000 Staff movement – increase in higher skilled roles / decrease in basic administration posts.

(The movement was under the budgeted figure, some relates to grant funded posts and others to posts supporting our commercial/sponsorship partners and funded from commercial /sponsorship income.)

We acknowledge we should have included a note in the accounts explaining this and will note this for the future.

The cost of staff directly involved in the regions was around £1.8m, which is an increase of £482k over the previous year.

The cost of staff employed elsewhere was around £2.7m. This includes grant-funded staff and also staff with links to regional work. It also includes the cost of staff who are partially re-charged to other companies and British Swimming through management charges.

Also, previously salary band information was made available, and last year we did request that this be a regular part of the report, but it has again been omitted. Please provide this. Please note - this would be even more useful if we understood this breakdown by company.

**Response:**

Over the years the auditor has worked with us to change the accounting style to that of company accounts and it is felt it is not pertinent to include the salary banding. If this is something members wish to continue to see it can be tabled at the meeting of the Finance Managers each year. However, it should be noted that the table is based on average figures which can be misleading during periods of change. Free Swimming and Future Jobs fund significantly changed the averages and makes year on year comparison difficult.

It is not possible to provide an accurate table split by company as many staff are employed by the ASA but work across several companies. The salaries are recovered from each company through management charges.

The figures are as follows:

Band	Current Year	Previous Year
0 – 5,000	6	7
5,001 – 10,000	120	16
10,001 – 15,000	20	19
15,001 – 20,000	47	45
20,001 – 25,000	26	21
25,001 – 30,000	69	59
30,001 – 35,000	16	12
35,001 – 40,000	16	23
40,001 – 45,000	12	6
45,001 – 50,000	5	2
50,001 – 55,000	4	4
55,001 – 60,000	0	2
60,001 – 65,000	2	0
65,001 – 70,000	0	0
70,001 – 75,000	1	0
75,001 – 80,000	2	3
80,001 – 85,000	1	0
125,000 – 130,000	0	1
130,001 – 135,000	1	0

5.9

**Chief Operating Officer**

**The response was noted**

5.9.1 **Page 61 – Staff Costs**

**South East Region** - Staff costs for the ASA have increased by £1.1 million, whereas, according to the table on page 66, ASA staff numbers have increased by only 3. Do the staff costs on page 61 include the 106 Trainee Aquatic Assistants? If so, are the costs relating to them retrieved from grants? If so, please specify the amount and confirm whether all that repayment is shown in the 'Grant funded projects' income of £6,433 million shown on page 61. If not, can we have an explanation for this huge rise?

**Response:**

The increase of £1.1m in staff costs is due to the following:

£101,000 annual increase (1.5%)

£854,000 Future Jobs Fund (all grant funded) (Trainee Aquatic Assistants)

£145,000 Staff movement – increase in higher skilled roles / decrease in basic administration posts.

(The movement was under the budgeted figure, some relates to grant funded posts and others to posts supporting our commercial/sponsorship partners and funded from commercial /sponsorship income.)The full costs of the Trainee Aquatic Assistants are included in the grant funded projects income.

We acknowledge we should have included a note in the accounts explaining this and will note this for the future.

**Chief Operating Officer**

**The response was noted.**

5.10 **Officials**

**London** - Will the ASA run a survey this quarter to understand the effects of the changes to the meet requirements for licensed officials, introduced in September this year, on events around the country?

**Response:**

The Swimming Committee is keeping a constant watch on this and the Swimming Officials' group (made up of representatives from each region) has not reported any problems. The number of licensed officials is growing and there is a training programme in place to develop new officials across the country.

**Chair of Swimming Committee**

**The response was noted.**

A subsequent question to this issue was raised by the Region. It was agreed the Chief Operating Officer would liaise with the Region outside of the meeting.

5.11 **Publications:**

**East** – The Region stated that there are two significant and fundamental publications which expire in 2011, Wavepower and the LTAD document. Can Council be brought up to date on when we can expect to receive the awaited replacement publications.

**Response:**

Although the cover of Wavepower states 2009/2011 it officially expires at the end of August 2012 and this is referenced inside the document in places. Work is ongoing on the updated policy, which will be ready for publication in August 2012. Until this time the current document is valid and members should continue to use it. (We do appreciate this is confusing.)

**Director of Regulatory & Legal Affairs**

We are currently working with British Swimming on a timetable for the review of the LTAD. It is important that we undertake a full review, which includes ascertaining if the underlying principles of the existing model are right today, and we do not want this work to deflect the performance staff from their role in preparing the teams for London. We hope to have a clear timetable for completion of the review and subsequent publication by the end of 2011.

**Chief Executive Officer**

**The response was noted.**

5.12 **General Items or Questions**

5.12.1 Members were given the opportunity to raise any other items or questions for discussion.

5.12.2 **East** – The Region sought clarification on the acronyms CSL and LAF.

The CEO responded by advising that CSL stands for Community Swimming Limited. A charity set up by the ASA but managed by a Board of Trustees the majority of which are independents and who currently deliver swimming in L.A. Fitness venues.

**The response was noted.**

- 5.13 There being no further questions Council was asked to approve the Annual Report excluding the accounts.  
**The Annual Report was unanimously approved.**
- 6 **FINANCIAL REPORT**
- 6.1 The Finance Director presented to Council the Finance report and took the opportunity to explain to Council fully the reasons for consolidating the accounts. The presentation highlighted the following areas:
- Economy past
  - Economy today
  - ASA Restructuring, Commissioning and Savings
  - Consolidated Accounts
  - What does consolidation mean?
  - Group Accounts for year ended 31 March 2011
  - Investment in Members, Clubs and Regions
  - Finance Summary
- Following the presentation questions were opened to the floor.
- 6.1 **London region** – The Region requested information on the allocation of Grant Funded Projects and queried this not being included in the accounts.  
The Finance Director emphasised that items taken out of the accounts had been necessary in order to produce the accounts in a statutory format. The Finance Director was happy to give consideration to provide further information and will do so to the Regional Finance Officers next year. Meanwhile the ASA Board will continue to receive full access to all ASA Financial information required to manage the business.  
**The accounts were unanimously approved.**
- 7 **REPORT OF THE ASA NOMINATED REPRESENTATIVES OF BRITISH SWIMMING LIMITED**
- 7.1 The Chairman invited Anne Clark to present the report to Council which was duly noted
- 8 **ELECTION OF OFFICERS FOR 2012**
- 8.1 President – Appointment made by the ASA Board for 2012 - Mr Raymond Gordon was nominated by Mr S Rothwell
- 8.2 Vice President – Mrs J Grange (East Midlands)
- 9 **NOTIFICATION OF APPOINTMENTS TO THE JUDICIAL APPOINTMENTS PANEL 2011-2012**
- |                                 |                               |
|---------------------------------|-------------------------------|
| Mrs Norma Davidson – North East | Mr David Boot – West Midlands |
| Mrs Amanda Hunt – East Midlands | Mr Edward Lyne – South East   |
| Mr Malcolm Hopes – South West   | Mr David Burgham – North West |
| Mr C Galer – East               | Mr John Leach - London        |
- The appointments were approved unanimously.**
- 10 **NOTIFICATION OF APPOINTMENTS BY THE JUDICIAL APPOINTMENTS PANEL**
- 10.1 Independent Disciplinary & Dispute Resolute Panel (IDDRP)  
Mr Robert Isherwood  
Mrs Barbara Lancaster MBE
- 10.2 Independent Disciplinary & Dispute Appeals Panel (IDDRAP)  
Mr Dave Barnes  
Mr Dave Marsh  
Mr Alan Day  
**The appointments were noted.**
- 11 **RE-AFFIRMATION OF ASA REPRESENTATIVES AS DIRECTORS OF BRITISH SWIMMING**  
The nominations of Sam Greetham, Simon Rothwell and Anne Clark as ASA Directors of British swimming limited were agreed.  
Delegates were advised that a programme of succession planning is being implemented within an agreed policy framework by the ASA Board and the nominations panel are looking at an early implementation of this plan.  
**The appointments were approved unanimously.**
- 12 **DECLARATION BY THE REGIONS OF REPRESENTATIVES TO ASA BOARD**
- |               |                 |
|---------------|-----------------|
| East Midlands | Anne Clark      |
| North West    | Simon Rothwell  |
| South East    | Ray Hedger      |
| South West    | Robert Margetts |
| North East    | Ray Gordon      |

## Annual General Meeting

London Kay Grimshaw  
West Midlands Bernard Simkins

### 13 **ASA BOARD – APPOINTMENT OF INDEPENDENT MEMBERS**

13.1 The re-appointment of David Fletcher as Independent Member to the ASA for 2012 and 2013 was agreed.

13.2 The appointment of Dennis Heywood as Independent Member to the ASA Board for 2012 and 2013 was agreed.

13.3 Marc Taylor retiring independent Board member was noted and thanks extended for all his work and contribution to the Board.

### 14 **APPOINTMENT OF AUDITORS**

14.1 haysmacintyre, Fairfax House, 15 Fulwood Place, London WC1V 6AY were duly appointed as auditors.

### 15 **DATE AND VENUE OF ANNUAL COUNCIL MEETING IN 2012**

15.1 13th October – East Midlands

### 16 **PRESENTATION ON THE VOLUNTARY CODE OF GOOD GOVERNANCE**

16.1 Russ Owens presented to delegates the ASA Governance Review under the following headings and outlined the principles behind the Voluntary Code of Good Governance.

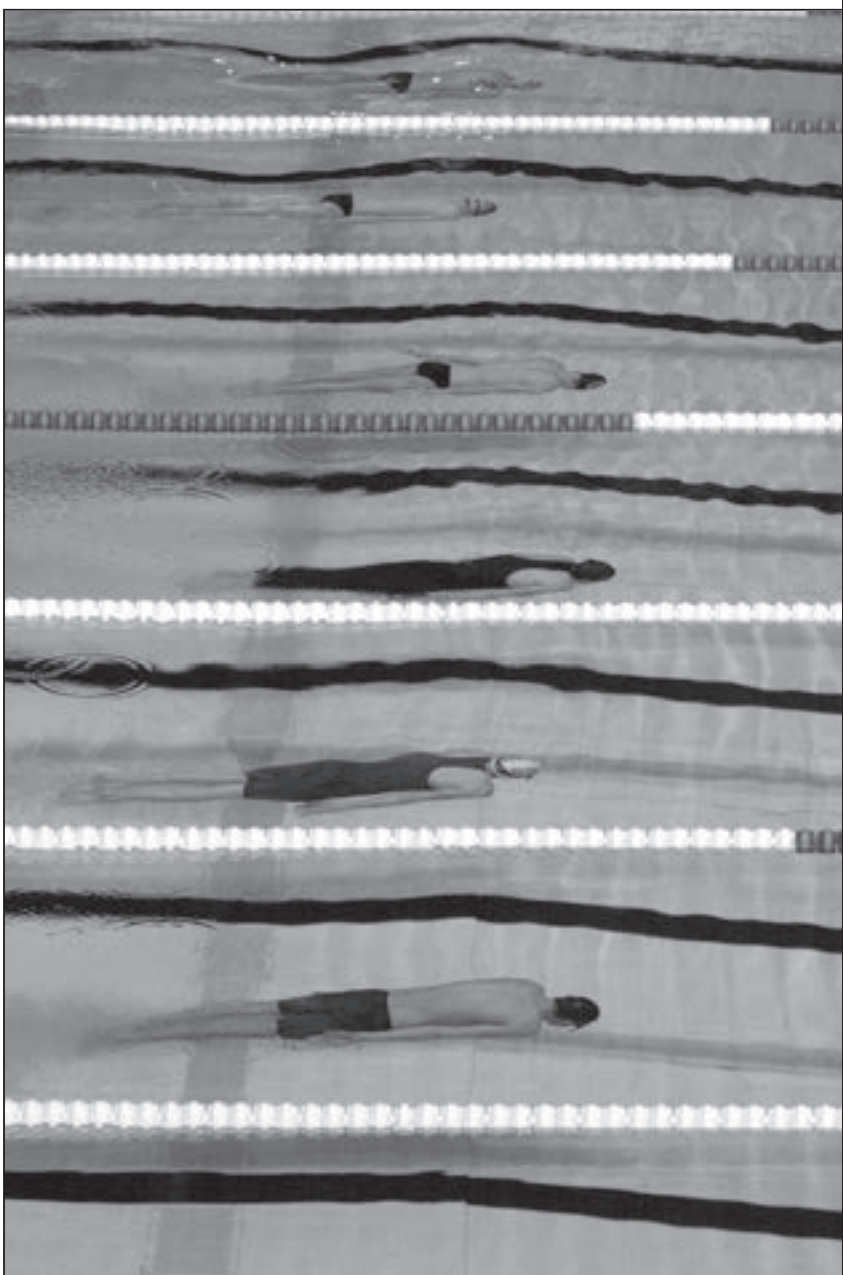
- Why Governance? Why now?
- Voluntary Code of Good Governance – who is behind it
- Will the Code help us
- Seven Principles
  - Integrity: Acting as Guardians of the Sport
  - Define and evaluate the role of the board
  - Delivery of vision, mission and purpose
  - Objectivity, inclusive and skilled board
  - Standards, systems and controls
  - Accountability and transparency
  - Understand and engage with the sporting landscape
- Where are we now?
- What next?
- Probable areas for consideration

16.2 Russ Owens was thanked for his presentation and in summary the Chairman advised delegates that the ASA Board had signed up to the code. Work is ongoing and the SDG Group for Corporate Governance have been tasked to work on this and develop an action plan to ensure implementation at board level.

### 17 **CLOSE OF MEETING**

17.1 There being no further business the Chairman declared the meeting closed

# SWIMMING SECTION



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# ASA SWIMMING CHAMPIONSHIPS AND COMPETITIONS

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## General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)

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## ASA MEMORIAL SWIMMING TROPHIES

### THE T. M. YEADEN MEMORIAL TROPHY

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To be awarded each year to the swimmer whose performance is adjudged by the ASA Board to be the best for that year.

The following are the winners from 1970 onwards:-

1970 Miss D Harrison (Hartlepool)	1991 N Gillingham (City of Birmingham)
1971 B Brinkley (Modernians)	1992 N Gillingham (City of Birmingham)
1972 B Brinkley (Modernians)	1993 N Gillingham (City of Birmingham)
1973 B Brinkley (Modernians)	1994 Miss K Pickering (Ipswich)
1974 B Brinkley (Modernians)	1995 P Palmer (City of Lincoln Pentaqua)
1975 B Brinkley (Modernians)	1996 P Palmer (City of Lincoln Pentaqua)
1976 B Brinkley (Modernians)	1997 P Palmer (Bath University)
1977 Miss S Davies (Port of Plymouth)	1998 } S. Rolph (City of Newcastle) and
1978 Miss S Davies (Port of Plymouth)	} J. Hickman (City of Leeds)
1979 Miss M Kelly (Beckenham)	1999 S Rolph (City of Newcastle)
1980 D Goodhew (Beckenham)	2000 M Easter (Bath Univ/Camphill Ed)
1981 Miss C Wilson (Rushmoor)	2001 GB Women's Freestyle Team
1982 A Moorhouse (Leeds Central)	2002 Miss Sarah Price (Barnet Copthall)
1983 Miss C Wilson (Rushmoor)	2003 Miss Katie Sexton (Portsmouth SC)
1984 Miss S Hardcastle (Southend Synchronettes)	2004 S Parry (Stockport Metro)
1985 A Moorhouse (City of Leeds)	2005 S Burnett (Wycombe District)
1986 A Moorhouse (City of Leeds)	2006 C Cook (City of Newcastle)
1987 A Moorhouse (City of Leeds)	2007 Miss C Patten (Stockport Metro)
1988 A Moorhouse (City of Leeds)	2008 Miss R Adlington (Nova Centurion)
1989 } A Moorhouse (City of Leeds)	2009 } K-A Payne (Stockport Metro) and
} N Gillingham (City of Birmingham)	} G Spofforth (Portsmouth Northsea)
1990 A Moorhouse (City of Leeds)	

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## THE HENRY BENJAMIN NATIONAL MEMORIAL TROPHY

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1. The Henry Benjamin National Memorial Trophy shall be awarded annually to the British Swimming affiliated club gaining the most Points in the ASA National Long Course Championships based on the British Swimming Top Club Points Scoring system in men's and women's, individual and team races.
2. If two or more clubs gain the same number of points, they shall hold the trophy jointly.
3. The winning club shall, on giving satisfactory sureties as provided for in ASA Championship regulations, be entitled to hold the Henry Benjamin National Memorial Trophy.
4. The management of the award shall be in the hands of the ASA.

The following are the winners from 1970 onwards:-

1970 City of Southampton SC	1984 Salford Triple "S" SC	1998 Bath University
1971 St. James's SC	1985 City of Leeds SC	1999 Bath University
1972 City of Southampton SC	1986 City of Leeds SC	2000 Bath University
1973 City of Southampton SC	1987 Beckenham SC	2001 Bath University



1974 Modernians SC	1988 City of Birmingham SC	2002 Bath University
1975 Modernians SC	1989 City of Leeds SC	2003 City of Leeds SC
1976 City of Coventry SC	1990 City of Leeds SC	2004 Loughborough University
1977 City of Coventry SC	1991 City of Leeds SC	2005 Loughborough University
1978 Beckenham SC	1992 City of Leeds SC	2006 Swansea Performance
1979 Beckenham SC	1993 City of Leeds SC	2007 No Award
1980 Beckenham SC	1994 City of Leeds SC	2008 No Award
1981 Leeds Central SC	1995 City of Leeds SC	2009 No Award
1982 William Wasps SC	1996 City of Leeds SC	2010 No Award
1983 City of Coventry SC	1997 City of Leeds SC	

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## THE HAROLD FERN NATIONAL TROPHY

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1. The Harold Fern National Trophy shall be awarded annually to the British Swimming affiliated club gaining the most points in the ASA National Youth Championships based on the British Swimming Points Scoring system in men's and women's, individual and team races.
2. If two or more clubs gain the same number of points, they shall hold the trophy jointly.
3. The winning club shall, on giving satisfactory sureties as provided for in ASA Championship regulations, be entitled to hold the Harold Fern National Trophy.
4. The management of the award shall be in the hands of the ASA.

The following are the winners from 1970 onwards:-

1970 Beckenham Ladies SC	1986 Wigan Wasps SC	1997 City of Leeds
1971 Havering SC	1987 Stockport Metro. SC	1998 Portsmouth Northsea
1972 Hull Olympic STC	1988 Norwich Penguins SC	1999 Bath University
1973 Beckenham Ladies SC	1989 Wigan Wasps SC	2000 Loughborough University
1974 Beckenham Ladies SC	1990 } Wigan Wasps SC	2001 University of Bath
1975 Beckenham Ladies SC	} Portsmouth Northsea	2002 City of Manchester
1976 City of Coventry SC	1991 Nova Centurion SC	2003 Nova Centurion SC
1977 City of Coventry SC	1992 Nova Centurion SC	2004 Millfield
1978 Port of Plymouth SC	1992 Nova Centurion SC	2004 Millfield
1979 Wigan Wasps SC	1993 Nova Centurion SC	2005 Portsmouth Northsea
1980 Wigan Wasps SC	1993 Nova Centurion SC	2006 Hatfield
1981 Wigan Wasps SC	1993 Nova Centurion SC	2007 No Award
1982 William Wasps SC	1994 Portsmouth Northsea	2008 No Award
1983 Millfield School SC	1995 Portsmouth Northsea	2009 No Award
1984 Wigan Wasps SC	1995 Portsmouth Northsea	2009 No Award
1985 Wigan Wasps SC	1996 City of Leeds	2010 No Award

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## THE ALAN HIME MEMORIAL TROPHIES

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1. To be awarded annually to the Female Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Championships. A memento will be given to the winner each year.
2. To be awarded annually to the Male Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Championships. A memento will be given to the winner each year.

The winners are:

Female	Male
1986 Miss G Stanley (Stockport Metro)	A Moorhouse (City of Leeds)
1987 Miss J Croft (Wigan Wasps)	P Brew (Kelly College)
1988 Miss C Woodcock (Haywards Heath)	G Robins (Portsmouth Northsea)
1989 Miss Z Long (Beckenham)	A Moorhouse (City of Leeds)
1990 Miss Z Long (Beckenham)	R Maden (Aquabears)
1991 Miss K Pickering (Ipswich)	M Fibbens (Barnet Copthall)
1992 Miss H Slatter (Warrington Warriors)	M Foster (Barnet Copthall)
1993 Miss S Hardcastle (Bracknell)	J Hickman (Stockport Metro)
1994 Miss E Tattam (Portsmouth Northsea)	M Harris (Bor. Waltham Forest)
1995 Miss L Findlay (Wycombe District)	M Foster (Romford Town)
1996 Miss J King (Borough of Waltham Forest)	I Wilson (City of Leeds)
1997 Miss H Donduncan (Aslan Central)	J Hickman (City of Leeds)
1998 Miss A Sheppard (Milngavie & Bearsden)	G Smith (Stockport Metro)
1999 Miss Z Baker (City of Sheffield)	E Sinclair (Millfield)

*Swimming Section – Memorial Trophies*

2000	Miss R Brett (Loughborough University)	M Foster (Bath University)
	Miss S Rolph (City of Newcastle)	
2001	Miss S Price (Barnet Copthall)	J Hickman (City of Leeds)
2002	Miss S Price (Barnet Copthall)	J Hickman (City of Leeds)
2003	Miss R Genner (City of Coventry)	C Cook (City of Newcastle)
2004	Miss R Cooke (City of Glasgow)	D Mew (Bath University)
2005	Miss J Jackson (Durham University Aquatics)	L Tancock (Loughborough University)
2006	Miss K Richardson (Kingston-upon-Hull)	D Milwain (Loughborough University)
2007	Miss R Adlington (Nova Centurion)	L Tancock (Loughborough University)
2008	Miss R Adlington (Nova Centurion)	D Davies (City of Cardiff)
2009	Miss A Ajulu-Bushell (Plymouth Leander)	D Sliwinski (Gallica)
2010	Miss S Proud (Chester-le-Street)	D Sliwinski (Gallica)

**THE ALAN LAWRENCE TROPHY**

1. To be awarded annually to the Female Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Youth Championships. A memento will be given to the winner each year.
2. To be awarded annually to the Junior Male Swimmer who is a member of a club affiliated to the British Swimming and whose performance is adjudged by the use of British Comparative Performance Tables to be the best at the ASA National Youth Championships. A memento will be given to the winner each year.

The winners are:

	Female	Male
1999	Nicola Jackson (Derwentside)	David O'Brien (Prescot)
2000	Nicola Jackson (Derwentside)	Owen Morgan (Haselmer)
2001	Kate Haywood (Lincoln Vulcans)	Andrew Thirwell (City of Newcastle)
2002	Stephanie Proud (Durham Aquatics)	Chris Alderton (Durham Aquatics)
2003	Caitlin McClatchey (Northampton)	Ben Ward (Exeter City)
2004	Kate Haywood (Loughborough University)	Euan Dale (Millfield)
2005	Kerrie-Anne Payne (Stockport Metro)	Chris Alderton (Durham University Aquatics)
2006	Hannah Wilson (Ealing)	Scott Houston (Stirling)
2007	Francesca Halsall (City of Liverpool)	Marco Loughran (Guildford City)
2008	Megan Gilchrist (City of Edinburgh)	Miles Crouch-Anderson (Northampton)
2009	Achieng Ajulu-Bushell (Plymouth Leander)	Andrew Willis (Bracknell & Wokingham)

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## ASA TECHNICAL SWIMMING OFFICIALS

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The ASA maintains lists of officials necessary for the proper assessment of the performances of competitors in competitions held under its jurisdiction in the discipline of Swimming. Promoters are advised that, in their interests and those of the competitors, all Officials, where possible should be drawn from the list of Officials, maintained by the ASA. All Officials on this list must be members of affiliated clubs and registered with the ASA.

**Volunteers wishing to become registered officials should contact their Regional Organiser as listed below. Information and application forms are also available for download from the Swimming Officials section of website. <http://www.swimming.org/britishswimming/swimming/officials>.**

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### REGIONAL ORGANISERS FOR THE EDUCATION & TRAINING OF SWIMMING OFFICIALS

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- EAST:** Mr D Metcalf, 3 Farsands, Oakley, BEDFORD, MK43 7SJ (01234 825289)  
Email: swimofficials@eastswimming.org
- EAST MIDLAND:** Mr T Bream, 47 Spinney Hill Road, NORTHAMPTON, NN3 6DH (01604 499469)  
Email: t.bream@btinternet.com
- LONDON:** Mrs A Van Beukelen, 26 Glebe Gardens, NEW MALDEN, KT3 5RY (020 8942 2634)  
Email: wvanb@btopenworld.com
- NORTH WEST:** Mr M Davies, 22 Elanor Road, Elworth Sandbach, CW11 3FZ (01270750512).  
Email: marko@worldonline.co.uk
- NORTH EAST:** Mr F Murray, 57 Glenfield Road, NEWCASTLE UPON TYNE, NE12 8DY  
(0191 2702661) Email: fmurray@virginmedia.com
- SOUTH EAST:** Mr R Prior, 10 Sunbury Road, Eton, WINDSOR, SL4 6BA (01753 852553)  
Email: roger.prior@southeastswimming.org
- SOUTH WEST:** Mrs J Beard, 10 Library Road, Winton, BOURNEMOUTH BH9 2QH (01202 533 212)  
Email: beardfamilyuk@yahoo.co.uk
- WEST MIDLAND:** Mr I Lamb, 44 Park Road East, WOLVERHAMPTON, WV1 4QA  
Email: ian.lamb@blueyonder.co.uk

**ASA SAFETY LAWS  
SWIMMING OFFICIALS' PROMPT CARD – PROMOTER**

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

<b>OVERALL RESPONSIBILITY</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.  The promoter shall:
<b>RESPONSIBILITY FOR AREAS</b>	Agree with the Owner/Operator the areas for which the Promoter, as hirer, is responsible.
<b>OBTAIN POOL SAFETY OPERATING PROCEDURES</b>	Obtain a copy of the Pool Safety Operating Procedures from the Owner/Operator and have it available for reference during the period of hire.
<b>IMPLEMENT POOL SAFETY OPERATING PROCEDURES</b>	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>BRIEF REFEREE</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>APPOINT STEWARDS</b>	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
<b>DEPTHS AND DIMENSIONS</b>	Check water depths and height of starting blocks and inform announcer. Ensure dimensions and clearances, facilities and equipment comply with current ASA requirements.
<b>FIRST AID AND SAFETY EQUIPMENT</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Pool Owner/Operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>STAFF IN POSITION</b>	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in any video, zoom or close range photography.
<b>PREVENTING START</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>BE PRESENT/ APPOINT DEPUTY</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the Promoter.
<b>ANNOUNCEMENTS</b>	Ensure, before the start of each warm-up and competitive session <ul style="list-style-type: none"><li>• that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.</li></ul> and where the competition involves children under the age of 18 years <ul style="list-style-type: none"><li>• that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.</li></ul>

May 2000

**ASA SAFETY LAWS**

**SWIMMING OFFICIALS' PROMPT CARD - REFEREE**

<b>RESPONSIBILITY</b>	<b>The Referee shall:</b>
<b>SAFE CONDUCT OF COMPETITION</b>	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
<b>DEPTHS &amp; DIMENSIONS</b>	Liaise with the Promoter regarding water depths and starting block heights and to ensure dimensions and clearances, facilities and equipment comply with the current ASA requirements.
<b>BRIEF OFFICIALS</b>	Liaise with the Promoter to ensure that all officials are briefed prior to the competition on safety matters including water depths and starting block heights and on any general safety arrangements (evacuation procedures) required by the Pool Owner/Operator.
<b>STOPPING COMPETITION</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the Promoter or his Deputy.

May 2000

**ASA SAFETY LAWS -**

**SWIMMING OFFICIALS' PROMPT CARD - SAFETY STEWARDS**

STEWARDS ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL WARM-UP AND SWIM-DOWN SESSIONS.

**1 STEWARDS**

- 1.1 Receive briefing from the Promoter

**2 WARM-UP & SWIM-DOWN STEWARDS**

- 2.1 Maintain discipline during warm-up and swim-down and report misbehaviour to the Promoter.
- 2.2 In accordance with the briefing  
Permit warm-up to start only when advised by the Promoter.  
Be aware of the profile and depths of the pool and advise competitors as required.  
Avoid congestion by allocation of swimmers to lanes.  
Do not let stationary swimmers block lanes or ends.  
Allocate specific lanes for warm-up and swim-down and 'sprint' lanes.  
Control the direction of swim in each lane.  
Decide upon and enforce a maximum number of swimmers per lane.  
When the depth of the water is less than 0.9m, as far as is practical, prevent diving and turns taking place.  
When the depth of the water is 0.9m but less than 1.5m, as far as is practical, ensure only swimmers who are competent to do so, dive from the poolside and the starting blocks. ie
  - (i) If the height of the pool edge is not more than 0.38m above the level of the water, swimmers who have achieved the standard of the Preliminary Competitive Start Award may dive from the poolside.
  - (ii) If the dive is to be made from a starting block the standard of the Competitive Start Award is required.

**3 ALL STEWARDS**

- 3.1 Be under the control of the Referee at all times.
- 3.2 Report immediately to the Referee(s) anything that appears to breach, or to be likely to breach, the safety regulations.

May 2000

**ASA SAFETY LAWS  
SWIMMING OFFICIALS' PROMPT CARD - ANNOUNCER**

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

**ANNOUNCER**

- 1 Receive briefing from the Promoter/and or Referee.
- 2 Make the following announcements:
  - 2.1 "You are reminded that the depth of water at the shallow end is (*announce depth*) and the deep end is (*announce depth*). Starting blocks are (*announce height*) above water level at the shallow end and (*announce height*) above water level at the deep end."
  - 2.2 *When the water depth is less than 0.9m at the end of the pool where starting or turning takes place you must make the following announcement:*  
"As the water depth is below 0.9m at (*name the end(s)*) of the pool, all starts at that end must be in the water and you are reminded that this depth is considered insufficient for tumble turns."
  - 2.3 *When the water depth is 0.9m but less than 1.5m and the height of the pool edge is not more than 0.38m above the level of the water you must make the following announcement:*  
"Coaches and Team Managers are reminded that **only** those swimmers who have reached the standard of the ASA Preliminary Competitive Start Award are permitted to start with a shallow racing dive from the side of the pool. Swimmers who have not reached this standard must start in the water."
  - 2.4 *When the water depth is 0.9m but less than 1.5m and starting blocks are provided you must make the following announcement:*  
"Coaches and Team Managers are reminded that **only** those swimmers who have reached the standard of the ASA Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks."
  - 2.5 "If there is a false start, you must continue with a shallow racing dive, you must not topple into the water head downwards as this is dangerous."
  - 2.6 "If you are starting in the water, you must lower yourself over the side; do not jump or dive."
  - 2.7 "The signal that you will hear if it becomes necessary to evacuate the building will be (*announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible*)."
  - 2.8 "To evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."
  - 2.9 *When the competition involves children under the age of 18 years you must make the following announcement*  
"In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with an image capturing facility."  
Swimmers are advised to remove all jewelry in order to prevent accidental injury to themselves.

May 2000



# OPEN WATER SECTION

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# ASA OPEN WATER CHAMPIONSHIPS AND COMPETITIONS

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## General Championships Conditions (all disciplines)

1. ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
2. The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)**

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## QUALIFICATION PROCEDURES FOR OPEN WATER SWIMMING OFFICIALS AND REFEREES

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### Open Water Officials organiser

Les Debenham, 6 Sawyers Close, Chilcompton, Radstock BA3 4FB.  
Tel: 01761 233948 e-mail: [openwater@armles.co.uk](mailto:openwater@armles.co.uk)

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### General

1.1 The object of the Open Water swimming officials' qualification procedures is to provide a list of British Swimming Open Water officials and referees from which appointments are made for Open Water events. Once qualified, officials will be included in the register of Open Water officials or Open Water referees subject to compliance with Home Country registration requirements.

1.2 Qualified officials can also register with the Institute of Swimming to become licensed Open Water officials..

**Volunteers wishing to become Open Water officials should first visit the BS website where more information and application forms can be found currently In the swimming section under "officials" there is a separate section for Open Water.**

### Licensed Official

The Institute of Swimming runs a licensing scheme for Open Water officials and referees. Officials who wish to register should contact the Swimming administrator, Jane Davies.



**ASA SAFETY LAWS – OPEN WATER SWIMMING OFFICIALS’ PROMPT CARD – PROMOTER**

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS

<b>OVERALL RESPONSIBILITY</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
The promoter shall:	
<b>HEALTH AND SAFETY STANDARDS</b>	Ensure that all the requirements of the ASA regarding Health and Safety standards and facilities are fully met, including specific issues such as water quality and probable temperature which should not be lower than the FINA permitted minimum (currently 16°C and average of 18°C for Masters). Reference should be made to the ASA BS guidance document – The Management of Open Water Swimming Events - Guidance Safe Operating Procedure and Risk Assessment.
<b>RESPONSIBILITY FOR AREAS</b>	Agree with the venue owner/operator the areas for which the promoter, as hirer, is responsible.
<b>OBTAIN SAFETY OPERATING PROCEDURES</b>	Obtain a copy of the safety operating procedures from the venue owner/operator and have it available for reference during the period of hire.
<b>IMPLEMENT SAFETY OPERATING PROCEDURES</b>	Make arrangements for the implementation of relevant sections of the safety operating procedures (as required by the venue hire agreement) during the period of hire.
<b>APPOINTMENT OF SAFETY OFFICER and COURSE OFFICER</b>	Ensure suitably experienced and competent persons are appointed as safety officer and course officer
<b>BRIEF OFFICIALS</b>	Brief the referee, safety officer and course officer on the relevant sections of the safety operating procedures and the promoter’s conditions prior to the competition.
<b>FIRST AID AND SAFETY EQUIPMENT</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the venue owner/operator or by the safety officer is in place and ready and available for immediate use and that sufficient competent persons who are qualified to use it are on duty.
<b>STAFF IN POSITION</b>	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted to enter the water, and that adequate numbers are maintained throughout the period of an event. When the competition involves children under the age of 18 years, where practicable staff must be appointed at the entrance control to register details of any person wishing to engage in video, zoom or close range photography.
<b>PREVENTING START</b>	Prevent a competition starting if any of the required facilities and arrangements is absent or deficient.
<b>BE PRESENT/ APPOINT DEPUTY</b>	Be present throughout the period of hire of the venue for the competition or, for any period(s) in which he is not present, appoint a deputy to exercise the full powers of the promoter.
<b>ANNOUNCEMENTS</b>	Ensure, before the start of each competitive session that: announcements concerning safety arrangements are made in accordance with the recommendations of the ASA and where the competition involves children under the age of 18 years that a sign is displayed in a suitable prominent location and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of photographic/filming equipment at competitions.

## Prompt Cards

### ASA SAFETY LAWS – OPEN WATER SWIMMING OFFICIALS' PROMPT CARD – REFEREE

<b>RESPONSIBILITY</b>	The Referee shall:
<b>SAFE CONDUCT OF COMPETITION</b>	Be responsible for the safe conduct of all activities essential for the running of the competition. Reference should be made to the ASA BS guidance document — The Management of Open Water Swimming Events - Guidance Safe Operating Procedure and Risk Assessment.
<b>COURSE CONDITIONS</b>	Ensure that course conditions are checked by the Safety Officer prior to the commencement of an event.
<b>BRIEF OFFICIALS</b>	Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters required by the venue owner/operator.
<b>BRIEFING COMPETITORS</b>	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
<b>STOPPING COMPETITION</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or his deputy.

March 2011

### ASA SAFETY LAWS – OPEN WATER SWIMMING OFFICIALS PROMPT CARD – SAFETY OFFICER

IT IS NECESSARY FOR THE SAFETY OFFICER TO ARRIVE AT THE VENUE BEFORE THE OFFICIALS, COMPETITORS OR SPECTATORS

**The SAFETY OFFICER shall:**

- 1 be responsible to the referee for all aspects of safety related to the conduct of the competition;
- 2 check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstructions. Reference should be made to the ASA BS guidance document — The Management of Open Water Swimming Events - Guidance Safe Operating Procedure and Risk Assessment;
- 3 ensure all safety craft are suitable for their respective purpose;
- 4 be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft, if used;
- 5 where applicable provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;
- 6 prior to the start of the competition, inspect the course ensuring it meets all of the safety requirements and check the water temperature is not lower than the FINA permitted minimum (currently 16°C); and report to the assistant referee at least fifteen minutes before the commencement of the event.  
Note: for master's competitions the water temperature must be an average of 18°C or over advise the referee if, in his opinion, conditions are unsuitable for staging of the competition and make recommendations for the modification of the course or the manner in which the competition is conducted;
- 7 cancel or stop an event if, in his opinion, conditions are unsuitable. In arriving at his decision he shall, if practicable, take into account any views expressed by the referee.

March 2011

### ASA SAFETY LAWS – OPEN WATER SWIMMING OFFICIALS PROMPT CARD – COURSE OFFICER

IT IS NECESSARY FOR THE COURSE OFFICER TO ARRIVE AT THE VENUE BEFORE THE OFFICIALS, COMPETITORS OR SPECTATORS

**The COURSE OFFICER shall:**

- 1 be responsible to the promoter for the correct survey of the course;
- 2 ensure the start and finish areas are clearly and correctly marked and all equipment has been correctly installed and, where applicable, is in working order. Reference should be made to the ASA BS guidance document - The Management of Open Water Swimming Events — Guidance Safe Operating Procedure and Risk Assessment;
- 3 ensure all course alteration points are correctly marked, prior to the commencement of the competition;
- 4 with the referee and safety officer inspect the course and markings, prior to the commencement of competition;
- 5 ensure the Turn Judges are in position prior to the start of the competition and report this to the assistant referee.

March 2011

# DIVING SECTION



# ASA DIVING CHAMPIONSHIPS AND COMPETITIONS

## General Championships Conditions (all disciplines)

- 1 ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
- 2 The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
- 3 The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)

## ASA DIVING TROPHIES

### THE G. MELVILLE CLARK NATIONAL MEMORIAL TROPHY and THE BELLE WHITE NATIONAL MEMORIAL TROPHY

The competitions for the above trophies will take place annually under the following conditions:

- 1 The competitions for the G. Melville Clark National Memorial Trophy will be open to all men's competitors at the ASA National Diving Championships & the English Rankings from the British Championships. Competitors must be registered to an ASA Club.
- 2 The competitions for the Belle White National Memorial Trophy will be open to all women's competitors at the ASA National Championships & the English Rankings from the British Championships. Competitors must be registered to an ASA Club.
- 3 Points shall be awarded from the results of the Individual Events in the following manner:
 

1st – 15 points	5th – 4 points
2nd – 10 points	6th – 3 points
3rd – 7 points	7th – 2 points
4th – 5 points	8th – 1 point
- 4 Points shall be awarded from the results of the Synchronised Events in the following manner:
 

1st – 20 points	4th – 6 points
2nd – 14 points	5th – 4 points
3rd – 10 points	6th – 2 points

\*points to be shared by each competitor to their relevant club (and subject to the English/non-English conditions in 2.7)
5. The winning club shall, on giving satisfactory sureties as provided for in ASA Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the ASA Diving Committee

**G. Melville Clark** The following are the winners from 1970 onwards:-

1970 Hillingdon DS	1991 Highgate DC
1971 Not awarded	1992 City of Sheffield DC
1972 Hillingdon DS/Coventry DC	1993 City of Sheffield DC
1973 Coventry DC	1994 City of Sheffield DC
1974 Highgate DC	1995 Knowsley DC
1975 Highgate DC	1996 Huddersfield Borough
1976 Highgate DC	1997 Centre DC NE
1977 Highgate DC	1998 Centre DC NE
1978 Highgate DC	1999 City of Sheffield DC
1979 Beaumont DA	2000 City of Sheffield DC
1980 Highgate DC	2001 Southampton DA
1981 Highgate DC	2002 City of Sheffield DC
1982 Highgate DC	2003 City of Sheffield DC
1983 Highgate DC	2004 City of Leeds DC
1984 Highgate DC	2005 Southampton DA
1985 Highgate DC	2006 Southampton DA
1986 Highgate DC	2007 Southampton DA
1987 Southend on Sea DC	2008 Southampton DA
1988 Highgate DC	2009 Southampton DA
1989 The Ladies CC	2010 City of Sheffield DC
1990 Highgate DC	2011 City of Leeds DC

**Belle White** The following are the winners from 1974 onwards:-

1974 Coventry DC	1993 Crystal Palace DC
1975 Coventry DC	1994 City of Sheffield DC
1976 Coventry DC	1995 Knowsley DC
1977 Metropolitan DS	1996 Wessex
1978 Urmston SC	1997 Centre DC NE
1979 The Ladies DC	1998 Centre DC NE
1980 Urmston SC	1999 City of Sheffield DC
1981 The Ladies DC	2000 City of Sheffield DC
1982 The Ladies DC	2001 Southampton DA
1983 The Ladies DC	2002 City of Sheffield DC
1984 The Ladies DC	2003 City of Leeds DC
1985 The Ladies DC	2004 City of Leeds DC
1986 The Ladies DC	2005 City of Leeds DC
1987 The Ladies DC	2006 City of Leeds DC
1988 The Ladies DC	2007 City of Leeds DC
1989 Southend on Sea SC	2008 City of Leeds DC
1990 Highgate DC	2009 City of Leeds DC
1991 Highgate DC	2010 City of Leeds DC
1992 City of Sheffield DC	2011 City of Leeds DC

## THE GEORGE HEARN CUP

To be awarded annually to the English diver who is a member of a club affiliated to the ASA and whose performance is adjudged by the ASA Diving Committee to be the best senior level performance for the year.

The following are the winners from 1970 onwards:

1970 Joe Thewlis (Luton Kingfishers)	1994 Robert Morgan (C of Sheffield DC) and Lesley Ward (C of Sheffield DC)
1971 Helen Koppell (Coventry)	1995 Victoria Stening (Southend on Sea)
1972 Alison Drake (Basildon)	1996 Hayley Allen
1973 Alison Drake (Basildon)	1997 Tony Ally (Centre DC NE)
1974 Beverley Williams (Hillingdon)	1998 Tony Ally and Leon Taylor
1975 Chris Snode (Highgate)	1999 Tony Ally
1976 Helen Koppell (City of Coventry)	2000 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1977 Christine Bond (Metropolitan)	2001 Tony Ally (City of Sheffield)
1978 Chris Snode (Highgate)	2002 Peter Waterfield (Southampton DC)
1979 Chris Snode (Highgate)	2003 Tandi Gerrard (City of Leeds) and Jane Smith (City of Sheffield)
1980 Chris Snode (Highgate)	2004 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1981 Chris Snode (Highgate)	2005 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
1982 Chris Snode (Highgate)	2006 Leon Taylor (City of Sheffield DC)
1983 Chris Snode (Highgate)	2007 Peter Waterfield (Southampton DC)
1984 Chris Snode (Highgate)	2008 James Milford
1985 Carolyn Roscoe (The Ladies)	2009 Thomas Daley
1986 Rachel Spinks (The Ladies)	2010 Thomas Daley
1987 Robert Morgan (Highgate)	2011 Thomas Daley
1988 Robert Morgan (Highgate)	
1989 Robert Morgan (Highgate)	
1990 Robert Morgan (Highgate)	
1991 Robert Morgan (Barnet Copthall)	
1992 Robert Morgan (Barnet Copthall)	
1993 Robert Morgan (Highgate DC)	

## THE DAWDON TROPHY

The competition for the above trophy shall take place annually under the following conditions:

- The competition for the Dawdon Trophy shall be open to all English competitors in the following age groups:
 

Group A –	16/18 years	Group C –	12/13 years
Group B –	14/15 years	Group D –	10/11 years
- The competition shall be confined to the ASA National Age Group Competitions (Not including ASA Intermediate Age Group Competitions.)
- Points shall be awarded from the individual events in the following manner, according to the places achieved by English divers in relation to other English divers:

## Diving Section

1st – 15 points	3rd – 7 points	5th – 4 points	7th – 2 points
2nd – 10 points	4th – 5 points	6th – 3 points	8th – 1 point

4. Point shall be awarded from the synchronised events in the following manner:

1st – 20 points	3rd – 10 points	5th – 4 points
2nd – 14 points	4th – 6 points	6th – 2 points

\*points to be evenly shared by each English competitor to their relevant club

5. The winning club shall, on giving satisfactory sureties as provided for in ASA Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the ASA Diving Committee

The winners are:

1973 Hillingdon DC	1986 Northern DC	2000 City of Leeds DC
1974 Metropolitan DS and Morden Park DC	1987 Southend on Sea SC	2001 City of Leeds DC
1975 Metropolitan DS	1988 Southend on Sea SC	2002 City of Leeds DC
1976 Cheltenham DC	1989 Southend on Sea SC	2003 City of Southampton DC
1977 Cheltenham DC	1990 Southend on Sea SC	2004 Plymouth Diving
1978 Cheltenham S & WPC	1991 Highgate DC	2005 City of Sheffield DC
1979 Metropolitan DC	1992 Crystal Palace DC	2006 City of Leeds DC
1980 Metropolitan DC	1993 Crystal Palace DC	2007 Southampton DA
1981 Metropolitan DC	1994 Highgate (Coventry) DC	2008 Southampton DA
1982 The Ladies DC	1995 Huddersfield Borough DC	2009 Southampton/Crystal Palace
1983 Southend SC	1996 Essex Cormorant	2010 Southampton/Crystal Palace
1984 Highgate DC	1997 Centre DC NE	2011 Crystal Palace DC
1985 The Ladies DC	1998 City of Leeds DC	
	1999 City of Leeds DC	

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## THE NORMA THOMAS NATIONAL MEMORIAL TROPHY

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To be awarded annually to a junior diver who is a member of a club affiliated to the ASA/WASA/SASA and whose performance is adjudged by the British Swimming Diving Committee to be the best for the year.

The winners are:

1985 Susie Ryan (The Ladies)	1998 Sara Soo (Beckenham)
1986 Tony Ali (Whiteoaks)	1999 Blake Aldridge (Highgate)
1987 Tara Dart (Merton)	2000 Stacie Powell (Crystal Palace)
1988 Hayley Allen (RTW Monson)	2001 Stacie Powell (BAGIU Diving Institute)
1989 Hayley Allen (RTW Monson)	2002 Stacie Powell (BAGIU Diving Institute)
1990 Hayley Allen (RTW Monson) and Andy Byford (Highgate DC)	2003 Nicholas Robinson-Baker (BAGIU Diving Institute)
1991 Alison Roffey (City of Leeds DC)	2004 Callum Johnstone (City of Leeds)
1992 Hayley Allen (RTW Monson)	2005 Brooke Graddon (Plymouth DC)
1993 James Mountford and Haley Allen (Crystal Palace DC)	2006 Callum Johnstone (City of Leeds)
1994 James Mountford (Highgate (Coventry) DC) and Leon Taylor (Cheltenham SWP)	2007 Thomas Daley (Plymouth DC)
1995 Peter Waterfield (The Centre DC)	2008 Thomas Daley (Plymouth DC)
1996 Emily Manktelow (RTW Monson) and Craig Litherland (Huddersfield Borough)	2009 James Milton
1997 Sara Soo (Beckenham)	2010 Thomas Daley
	2010 Thomas Daley
	2011 Jack Laugher

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## THE MARGARET DAVIES TROPHY

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To be awarded annually to a member of the ASA, under the following conditions:

- The Trophy shall be awarded to the winning ASA coach/teacher under the following criteria:  
Divers at the Elite Junior Nationals and National Age Group Finals will have their total event score on each board, averaged (total score divided by total number of dives performed). The winner of the Margaret Davies Trophy shall be the coach who accrues the most points when all the averaged scores are added together for their divers at both events. The score from the diver's last performance will be counted, therefore if the diver makes the final, that score will be counted, if the diver does not progress to the final, the preliminary score will be counted (in all circumstances, it is the "full list" score which is used for calculations).  
If a diver performs one or more dives in the final and withdraws, their score from the final will still be averaged over the number of dives they should have performed, if a diver progresses to a final, but does not compete, their preliminary score will be counted.
- In the event of a tie recipients shall hold the trophy jointly.

3. In the event of a diver being coached by two or more coaches, it must be decided and indicated on entering the event, which coach will receive the diver's points for this award.
4. The Management of the Trophy shall be in the hands of the ASA Diving Committee.

The winners are:

1999 Adrian Hinchliffe (City of Leeds DC)	2006 Dan Harrison (Plymouth DC)
2000 Adrian Hinchliffe (City of Leeds DC)	2007 Marc Holdsworth (City of Leeds DC)
2001 Adam Sotheran (City of Sheffield)	2008 Charly Tomkys
2002 Adam Sotheran (City of Sheffield)	2009 Charly Tomkys
2003 Adam Sotheran (City of Sheffield)	2010 Chris Gravestock
2004 Andy Banks (Plymouth DC)	2011 Chris Gravestock
2005 Adrian Hinchliffe (City of Leeds DC)	

## ASA TECHNICAL DIVING OFFICIALS

The ASA maintains a list of Diving Officials who are competent to officiate at National and International competitions, and who are appointed by the ASA Board on the recommendation of the ASA Diving Committee from nominations made by the Regions before 1 November each year. Before being nominated as a Judge, an official shall have acquired 15 points based on a scale as published, and served as a Regional Judge on at least two Regional Diving Championships in the year preceding nomination. Nominees shall be included for trial purposes in List C of the List of Diving Officials and shall pass the Examination for ASA Diving Judges before being included in the List B. Continuance on the List as an official without officiating at a national event is subject to a limit of three years, after which continued membership will be subject to re-examination under the regulations for A.S.A. Diving Judges.

Copies of the full Regulations are obtainable from ASA Headquarters.

All officials on these lists must be registered members of affiliated clubs.

Promoters are advised that, in their interests and those of their competitors, the principal officials should be drawn from the list of officials maintained by the ASA, the Regions and other competent bodies.

To qualify as an ASA National Diving Judge the applicant shall be a registered Regional official and shall have acquired a minimum of 15 points according to the following scale:

An ex-international diver will be given	5 points
An ex-national senior diver will be given	3 points
A judges clinic/seminar	2 points
A judges synchro clinic	1 point
A National championship (for A and B judges)	2 points (and Elite Junior)
A National Age Group and Skills final	1 point
A Regional Event	1 point
A club 'Grand Prix' event	1 point
A County event	1 point
Wirritten exam – FINA passmark (85%)	1 point
Level 1 Diving Teachers	2 points
Level 2 Diving Teachers	2 points

### LIST OF DIVING OFFICIALS

**A list of Diving Officials can be obtained from your regional office, regional contact details can be found on page 7**





# MASTERS SWIMMING SECTION



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# ASA MASTERS SWIMMING CHAMPIONSHIPS AND COMPETITIONS

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## General Championships Conditions (all disciplines)

- 1 ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
- 2 The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
- 3 The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)**

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## MASTERS SWIMMING

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Masters Swimming is competitive swimming for adults. From small beginnings in the 1970s and 1980s this branch of aquatic sport has grown from a pastime for a few into a worldwide movement. The history of Masters Swimming is brief. The first recorded meet was held in Amarillo, Texas, in May 1970, which attracted 65 swimmers. Gradually the idea that you could swim after the age of 20 spread world wide. FINA introduced a World Masters Swimming Championships meet in 1986, and Masters Swimming formed a major part of the first World Masters Games, held in 1985.

The first masters meet in Great Britain was promoted by the Otter SC at the City University pool London, in 1972. The first English (ASA) championships were held at York in 1981, and the first GB Masters Championships were held at Port Talbot in 1987, the same year as the first LEN European Masters Championship, held at Blackpool.

The general format of masters meets is similar the world over. Events are swum either as graded heats (with swimmers arranged from slowest to fastest with no age consideration) or, in some major competitions, in heats arranged by speed within age groups. Age groups are almost universally the standard five-year groups starting from 25-29 years. Many competitions, including the ASA and British Swimming Championships, incorporate younger age groups such as an 18-24 years 'Senior' group as well.

The concept of adult competition has also spread to other aquatic disciplines, with well-established events in diving, open water swimming, water polo, and synchronised swimming.

Records are maintained for all standard events in both 25 and 50 metre formats, and annual top-ten ranking lists are compiled on a British, European, and World basis. The standard of swimmers at the leading edge of masters is extremely high, with some former internationals swimming faster than they did in their elite days. But Masters is not confined to the former elite: participation, enjoyment, and health are the three major planks of Masters Swimming.

Masters Swimming in England is promoted through the ASA Technical Masters Committee, which reports to the Strategic Delivery Group for Health and Participation. Each ASA Region also has a Masters Committee and a Masters secretary who between them promote Masters Swimming in the eight Regions. Many, though not all, counties also promote competition within their county areas.

As well as staging the annual ASA Masters Championships the ASA Masters Committee also promotes the postal 'T-30 Challenge' (formerly the Half Hour Swim competition) and the Inter-Counties Competition. This last event is an interesting development as the overall result is obtained from the performances achieved in four separate regional heats (the North East and North West Regions generally swimming their heat together).

There were some 6900 ASA swimmers registered as Masters swimmers according to a 2006 survey conducted as part of a national review of masters swimming.

There is also a Masters Committee within British Swimming. At British level there is a long course championship normally held in June, and the Committee also oversees aspects of Masters swimming which have a British dimension, including the maintenance of Masters record lists (including nominating British performances for European and World records), a central Masters ranking list, the Masters Swimming Decathlon competition, and the organization of a social event at World and European Masters Championships.



# SYNCHRONISED SWIMMING SECTION

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# ASA SYNCHRONISED SWIMMING CHAMPIONSHIPS AND COMPETITIONS

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## General Championships Conditions (all disciplines)

- 1 ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
- 2 The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
- 3 The individual event conditions may not include any conditions which affect the event conditions of another discipline.

**Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)**

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## NATIONAL AGE GROUPS

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From the result of the National Age Groups the following trophies will be awarded:

12& under Synchronised Swimming Team

The Margaret Coyne Trophy  
(Friends of Margaret Coyne)

13/14 Team (combined figure and routine score)

Mrs YM Price Trophy  
Molly Gledhill Memorial Trophy

Junior Team (highest routine score)

The Shacklock Trophy

Awarded to the swimmer with  
the highest total of routine scores  
in the solo, duet and team events

The Mary Black Award

To be awarded annually by the ASA  
Synchronised Swimming Committee to any  
person who is a member of an ASA affiliated  
club and who has given outstanding service  
to English Synchronised Swimming.

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## BRITISH CHAMPIONSHIPS

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From the results of the British Championships, the highest placed British swimmers will be awarded the following trophies.

Technical Solo Routine Championships

Colin Lushington Trophy

Solo Routine Championships

Helen Elkington Trophy

Duet Routine Championships

The Spencer Trophy

Team Routine Championships

The Redwood Trophy

The Holland Trophy

Awarded to the swimmer with the highest  
total of routine scores in the solo, duet and  
team championships.

The Swimming Times

Swimmer of the Year

Enterprises Trophy

The Gemma Yates Trophy

For Endeavour

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## THE SWIMMING ENTERPRISES TROPHY FOR SYNCHRONISED SWIMMER OF THE YEAR

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To be awarded annually to any synchronised swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the ASA Synchronised Swimming Committee to be the best for the year, subject to confirmation by the ASA Board.

*The winners are:*

1984 C Wilson (Rushmoor)

1996 A Carlsen (Rushmoor)

2004 Not awarded

1985 C Wilson (Rushmoor)

1997 G Adamson

2005 Jenna Randall

1985 C Wilson (Rushmoor)

(Gateshead & Wick)

2006 Jenna Randall

1986 A. Dodd (Bristol Central)

1998 G Adamson

2007 Jenna Randall/

1987 S. Northey (Reading Royals)

(Gateshead & Wick)

Olivia Allison

1988 N Shearn (Bristol Central)

1999 K Hooper (Reading Royals)

2007 Jenna Randall/

1989 K Shacklock (Rushmoor)

2000 Not awarded

Olivia Allison

1990 K Shacklock (Rushmoor)

1999 K Hooper (Reading Royals)

2007 Jenna Randall/

1991 L Vakil (Rushmoor)

2000 Not awarded

Olivia Allison

1992 K Shacklock (Rushmoor)

2001 Not awarded

2008 Jenna Randall/

1993 K Shacklock (Rushmoor)

2002 G Adamson (Gateshead)

Olivia Allison

1994 K Shacklock (Rushmoor)

2002 G Adamson (Gateshead)

2009 Jenna Randall

1995 K Thompson (Bristol Central)

2003 Not awarded

2010 Lauren Smith

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## THE MARY BLACK AWARD

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To be awarded annually by the ASA Synchronised Swimming Committee to any person who is a member of an ASA affiliated club and who has given outstanding service to English Synchronised Swimming.

*The winners are:*

1977 Kay Spencer	1987 Irene Williams	1995 Margaret Coyne	2003 Mary Hooper
1978 Helen Elkington	1988 Dennis Page	1996 Michael Firmin	2004 Janice Waters
1979 Dawn Zajak	1989 Molly Gledhill	1997 Jackie Brayshaw	2005 Barbara & Doug Coker
1980 Miriam Fisher	1990 Anne Dudding	1998 Mary Rushby	2006 Rosemary Surch
1981 Brenda Holland	1991 Yvonne Price	1999 Ann Reynolds	2007 Janet Holdstock
1982 Mary Black	1992 Jenny Gray	2000 Edna Russell	2008 Janet & John Selley
1983 Jane Holland	1992 Jenny Gray	2000 Edna Russell	2009 TBA
1984 E A "Curly" Grey	1993 Joan Williams	2001 Norman Cook	2010 Tina Hinks
1985 Anne Clark	1993 Joan Williams	2001 Norman Cook	
1986 Carolyn Wilson	1994 Pat Holmyard	2002 Pam Haworth	

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## THE SHACKLOCK TROPHY

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This trophy is awarded annually to the Junior swimmer with the highest total of routine scores in the solo, duet and team events at the National Age Group Championships.

*The winners are:*

1995 Katie Hooper	2001 Tia Randall	2006 Emily Kuhl/Victoria Lucass (jointly)
1996 Kathryn Hall	2002 Tia Randall	2007 April Poulter/Louise Anderson
1997 Debbie Davies	2003 Melanie Parris	2008 Anya Tarasiuk
1998 Katie Ford	2004 Jenna Randall	2009 Robyn Bricknall
1999 Joanne Hooper	Hannah Massey	2010 Robyn Bricknall
2000 Charlotte Smith	2005 Clare Evans	2011 Robyn Bricknall

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## THE HOLLAND TROPHY

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This trophy is awarded annually to the swimmer with the highest total of routine scores in the solo, duet and team events at the British Championships.

*The winners are:*

1983 Carolyn Wilson	1991 Kerry Shacklock	1999 Katie Hooper	2007 Lauren Smith
1984 Caroline Holmyard	1992 Kerry Shacklock	2000 Katie Hooper	2008 Marianne Hardie
1985 Amanda Dodd	1993 Kerry Shacklock	2001 Katie Hooper	2009 Alex O'Mahoney
1986 Nicola Shearn	1994 Kerry Shacklock	2002 Gayle Adamson	2010 Not Awarded
1987 Nicola Shearn	1995 Collette Geier	2003 Tia Randall	2011 Alex O'Mahoney
1988 Nicola Shearn	1996 Adele Carlsen	2004 Lauren Smith	
1989 Kerry Shacklock	1997 Kelly-Anne Wise	2005 Lauren Smith	
1990 Louise Skidmore	1998 Adele Carlsen	2006 Jenna Randall	

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## THE GEMMA YATES TROPHY

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This trophy is awarded annually to an athlete who is a member of an ASA affiliated club, for endeavour – one who has overcome anything which has made it difficult for them, yet still gives 100% to the sport of Synchronised Swimming.

*The winners are:*

1999 Allison Riley (Portsmouth Victoria)	2007 Holly Gurr (Reading Royals)
2000 Kelly-Anne Wise (Reading Royals)	2008 Not awarded
2001 Gayle Adamson (Gateshead)	2009 Charlotte Langley (Rushmoor)
2002 Laura Barrett (Portsmouth Victoria)	2010 Anya Tarasiuk
2003 Sarah Randall (Exeter)	
2004 Adele Holland (Potters Bar)	
2005 Laura Weir (Walsall)	
2006 Phoebe Rumpol (Bracknell)	

# ASA SYNCHRONISED SWIMMING OFFICIALS

G - General Judge. CR - Chief Recorder. R - Referee. NS - National Scorer.

## EAST MIDLANDS REGION

G NS	Mrs A W Clark	2 Berrywell Drive, Barwell, LE9 8JW Email: annewclark4@aol.com	01455 844250
G	Miss E Walters	14 Meadow Brown Road, Bobbers Mill, Nottingham NG7 5PH Email: elaine.walters1@ntlworld.com	0115 8471183

## WEST MIDLANDS REGION

G	Miss H Dudley	72 William Tarver Close, Warwick, Warwickshire, CV34 4UF Email: dudz23@hotmail.com	07958617059
NS	Mrs J Griffith	32 Link Road, Edgbaston, Birmingham B16 0EP Mob: 07973377997 Email: jacky.griffith@sense.org.uk	0121 242 7377
G	Mrs L Peake	40 Kingsley Avenue, Rugby, Warwickshire CV21 4JY Email: lindampeake@googlemail.com	01788 844009
G	Miss H Peake	40 Kingsley Avenue, Rugby, Warwickshire CV21 4JY	01788 844009
G	Mrs A Pratt	77 Blackberry Lane, Four Oaks, Sutton Coldfield, B74 4JF Email: ali.swim@hotmail.co.uk	0121 352 0008
G	Ms J Williams	10 Stanley Road, Kings Heath, Birmingham B14 7NB Mob: 07709098601 Email: jkwilliams001@doctors.org.uk	0121444 1183
NS	Ms B Whiting	42 Church Road, Ryton On Dunsmore CV8 3ET Email: whitingasinfish@btopenworld.com	02476302798
NS	Ms M Randle	16 Long Hassocks, Coton Meadows, Rugby CV23 0JS Email: randlem11@aol.com	07866251123

## EAST REGION

CR	Mr R M Crisp	22, Newfield Way, St. Albans, Herts. AL4 0GD Email: richardcrisp@btinternet.com	01727 842716
G	Mrs A S Graham	Anne's Cottage, Church Lane, Great Holland, Frinton on Sea, CO13 0JS	01255 678926
G	Miss S Graham	Briarfield, Hollyview Close, Tendring CO16 0BY	01255 830865
G	Mr S Griss	49 Farmleigh Avenue, Gt Clacton, Essex CO15 4UL	01255 433937
G	Mr St. John Moore	Wyedale, 49 Greenway, Campton, Shefford, Beds SG17 5BN	01462 819300/1

## LONDON REGION

G	Ms S Abdellaoui	33 Dibdin House, Maida Vale, London W9 1QE Email: souadone@live.com	07956970867
G	Ms T Anderson	106 The Woodlands, Southgate, London, N14 5RX Mob: 07903720790 Email: gllanderson@aol.co.uk	02035249604
RG	Mr R Geier	19 Downs Way, Great Bookham, Surrey KT23 4BL	01372 802500
RG	Miss C Hedge	78 Halton Mansions, Halton Road, London. N1 2BX Email: charlotte.hedge@blueyonder.co.uk	020 7354 9686
G	Miss S Innes	65d Stamford Street, London. SE1 9NB	020 7928 4760
G	Miss A Mazover	104 Warren House, Beckford Close, London W14 8TW Mob: 07515861560	
G	Ms S Nikolic	10 Bradmore Park Road, London W6 0DS Email: sanela.nikolic@gmail.com	07714331553
G	Ms A Volanaki	62B Chaseside, Southgate, London N14 5PA Mob: 07500155478 Email: amvolanaki@gmail.com	
G	Ms S Whiting	7 Abbey View, Radlett, Herts WD7 8LT Email: sue_b_whiting@yahoo.co.uk	01923 853765

## Synchronised Swimming Section

RG	Mrs D Zajac	18, Garden City, Edgware, Middlesex. HA8 7NG	020 8952 3093
<b>NORTH EAST REGION</b>			
G	Miss F Blackstone	7 Edelshain Grove, Sandal, Wakefield, West Yorkshire. WF2 6HG Email: fionablackstone@aol.com	01924 259796
RG	Mrs L Clarke	33 Earlswood Crescent, Kippax, Leeds LS25 7JQ Email: leanneparker1981@hotmail.com	
<b>NORTH WEST REGION</b>			
G	Miss S R Clarke	126, Anson Street, Eccles, Manchester. M30 8HD	07736 043571
G	Mrs C Hesketh	3 Brockenhurst Drive, Harwood, Bolton BL2 4HP	01204 521839
G	Mrs A Jardine	59 Longsight, Harwood, Bolton, BL2 3HY	01204 524672
G NS	Ms F Kenley	30, Brynmore Drive, Macclesfield, Cheshire. SK11 7WA Email: fiona.kenley09@aol.com	01625 426384
RG	Mrs T Lambert	Eversley Lodge Leasgill, Milnthorpe, Cumbria, LA7 7EY	01539 562521
G	Mr P Todd	9 The Pennines, Fulwood, Preston, PR2 9GB	01772 715480
<b>SOUTH EAST REGION</b>			
NS	Mrs J Clayton	11, Alvaston Way, Tilehurst, Reading, Berks. RG30 4LX Email: claytonjanet@sky.com	0118 941 8531
RG	Mrs J Gray	48, New Road, Marlow Bottom, Bucks. SL7 3NW Email: jennysynchro@gmail.com	01628 473241
NS	Mr P Hebblethwaite	95 Langstone Road, Copnor, Portsmouth. PO3 6BS Email: philip.hebblethwaite@ntlworld.com	02392 619512
RG NS	Mrs C Hinks	210, Chichester Road, North End, Portsmouth, Hants. PO2 0AX Email: hinks@btinternet.com	023 9269 3736
G	Mr J Hooper	7, Devon Drive, Caversham, Park, Reading, Berks. RG4 0NT	0118 946 3962
RG	Mrs D Hughes	11 Station Road, Theale, Reading, Berks. RG7 4AA Email: di.hughes@communityswimming.org	07867 754061
G	Ms V Leavold	10 Browning Road, Church Crookham, Hants, GU52 0YJ Email: victoria.leavold@hp.com	01252 625460
G	Mrs C Martin	148 Dover Road, Copnor, Portsmouth PO3 6JY	02392 662087
G	Mr S Machin	12 Cromwell Way, Farnborough, Hants. GU14 8LN	01252 512757
G	Ms E Moo	Greenview Pound Lane, Smeeth, Ashford, Kent, TN25 6RJ Email: erica.moo@btinternet.com	07821 413193 or 01303 812470
RG	Mrs. M Ramos	102 Havelock Road, London SW19 8HB	0203 583 0826
G	Mrs M Robertson	2, Kirkstall Court, The Chase, Calcot, Reading, Berks RG3 7DL	0118 941 1066
G	Mr J Selley	4 Lilac Close, Bordon, Hants. GU35 0UY	01420 478568
RG	Mrs J White	29, South View Avenue, Caversham, Reading, Berks. RG4 0AD	0118 946 1510
G	Mrs M Woolley	44, Bushey Way, Beckenham, Kent. BR3 6TB	020 8325 9916
G	Mrs S Zimmer	17 Falconer Road, Elvetham Heath, Fleet, Hants. GU51 1LE	07802 486 876
<b>SOUTH WEST REGION</b>			
G NS	Mrs A Bashford	31 Bovet Street, Wellington, Somerset TA21 8JJ Email: ajbashford.1@btinternet.com	01823 662243
G	Mrs J Baker	Sherwood, The Quarry, Calne, SN11 0BX Email: janice.c.baker@googlemail.com	01249 817560
G	Mrs V Banfield	26 St Catherine's, Wimborne, Dorset BH21 1BE Email: vickibanfield252@btinternet.com	01202 881296
G	Ms G Coombs	16 Hurn Lane, Keynsham, Bristol, BS31 1RP Email: georginacoombs@blueyonder.co.uk	0117 3737981
NS	Mrs M Davis	1 The Larches, Abbeymead, Gloucester, GL4 5WR Mob: 07764584782 Email: msd750@yahoo.co.uk	01452 371115
NS	Mrs M Dunbar	21 Crown Close, Chippenham, SN15 3UQ Email: pewsham1@sky.com	01249 660456



## *Synchronised Swimming Section*

RG	Mrs S M Hooper	Bantree, Rockbeare, Near Exeter, Devon EX5 2EG Email: mary.hooper@btinternet.com	01404 822029
G	Miss S Hooper	69 Birchy Barton Road, Exeter, EX1 3EX Email: sarahhooper76@hotmail.com	01392 466569
G	Mrs S Pullan	21 Paddock Lane, Cheltenham, GL50 4OU Email: sarah_j_woods@hotmail.com	01242 241438
NS	Mr C Roach	The Flat, Burton Grange, 123 Salisbury Road, Christchurch, BH23 7JN Email: chrispjroach@btinternet.com	
G	Mrs E Seward	41 Creedy Road, Crediton, EX17 1EW Email: nigelseward@hotmail.com	01363 773307
RG	Mrs L Squire	41 Juno Way, Rushey Platt, Swindon, Wilts, SN5 8ZD Email: lynnesquire@hotmail.co.uk	01793 614871
G	Mrs C Thompson	5 Haven Heights, 22 Birchwood Road, Lower Parkstone BH14 9NP	07929 847555



**ASA SAFETY LAWS**

**SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD - PROMOTER**

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

<b>OVERALL RESPONSIBILITY</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements. The promoter shall:
<b>RESPONSIBILITY FOR AREAS</b>	Agree with the Pool Owner/Operator the areas for which the Promoter, as hirer, is responsible.
<b>OBTAIN POOL SAFETY OPERATING PROCEDURES</b>	Obtain a copy of the Pool Safety Operating Procedures from the Owner/Operator and have it available for reference during the period of hire.
<b>IMPLEMENT POOL SAFETY OPERATING PROCEDURES</b>	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>BRIEF REFEREE</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>DEPTHS AND DIMENSIONS</b>	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with current ASA requirements ( <i>published separately - ASA "Requirements for Competition Synchronised Swimming" Information Sheet No 19</i> ) Provide to competitors, team managers and coaches a diagram of the pool showing, dimensions, depth of water, height of pool surround above the water and obstructions eg steps.
<b>APPOINT CLERKS OF THE COURSE</b>	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
<b>FIRST AID AND SAFETY EQUIPMENT</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Pool Owner/Operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>STAFF IN POSITION</b>	Ensure that all Clerks of the Course, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in video, zoom or close range photography.
<b>ELECTRICAL EQUIPMENT</b>	Ensure that sound equipment meets all applicable electrical safety requirements.
<b>PREVENTING START</b>	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
<b>BE PRESENT/ APPOINT DEPUTY</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the Promoter.
<b>ANNOUNCEMENTS</b>	Ensure, before the start of each warm-up and competitive session <ul style="list-style-type: none"> <li>• that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.</li> </ul> and when the competition involves children under the age of 18 years <ul style="list-style-type: none"> <li>• that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.</li> </ul>

### ASA SAFETY LAWS

#### SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD - REFEREE

<b>RESPONSIBILITY SAFE CONDUCT OF COMPETITION DEPTHS &amp; DIMENSIONS</b>	<b>The Referee shall:</b> be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition. Liaise with the Promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current ASA requirements ( <i>published separately - ASA "Requirements for Competition Synchronised Swimming" Information Sheet No. 19</i> ).
<b>BRIEF OFFICIALS</b>	Liaise with the Promoter to Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (eg evacuation procedures) required by the Pool Owner/Operator.
<b>STOPPING COMPETITION</b>	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the Promoter or his Deputy.

May 2008

### ASA SAFETY LAWS

#### SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD CLERKS OF THE COURSE

CLERKS OF THE COURSE ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL WARM-UP AND SWIM-DOWN SESSIONS.

##### CLERKS OF THE COURSE

- 1 Receive briefing from the Promoter and/or the Referee
- 2 Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the Referee.
- 3 In accordance with the briefing
  - Permit warm-up to start only when advised by the Promoter.
  - Be aware of the profile and depths of the pool and advise competitors as required.
  - Decide upon and enforce a maximum number of swimmers in the pool and on the pool surround.
  - Control activities in the water and on the pool surrounds.
  - Prohibit diving where water is less than 1.5m in depth and only then allow shallow dives.
- 4 Be under the control of the Referee at all times.
- 5 Report immediately to the Referee anything that appears to breach, or to be likely to breach, the safety regulations.

May 2008

### ASA SAFETY LAWS

#### SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD - ANNOUNCER

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

##### ANNOUNCER

- 1 Receive briefing from the Promoter/and or Referee.
- 2 Make the following announcements:
  - 2.1 "You are reminded that the depth of water at the shallow end is (*announce depth*) and the deep end is (*announce depth*)."
  - 2.2 *When areas of the pool have water where the depth is less than 1.5m you must make the following announcement:*  
"You are reminded that diving *must* not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry."
  - 2.3 "The signal that you will hear if it becomes necessary to evacuate the building will be (*announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible*)."
  - 2.4 "To evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."
  - 2.5 *When the competition involves children under the age of 18 years you must make the following announcement*  
"In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with image capturing facility"

May 2008



# WATER POLO SECTION

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# ASA WATER POLO CHAMPIONSHIPS AND COMPETITIONS

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## General Championships Conditions (all disciplines)

- 1 ASA Championships and competitions shall be competed for under the Laws, Rules, Regulations and Championship Conditions of the Association.
- 2 The promoter of each ASA Championship or competition shall be the appropriate ASA Technical Committee
- 3 The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the ASA website together with the relevant Championship information at [www.swimming.org](http://www.swimming.org)

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## WATER POLO CHAMPIONSHIPS

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### Men's Club Senior

For the Perpetual Challenge Shield presented by the Ravenbourne S.C. London 1896

Lancaster City	Winners 2006
Cheltenham	Winners 2007
Competition not held since 2007	

### Men's Club Junior

For the Perpetual Challenge Cup presented by the Derbyshire ASA in memory of K.S.Swain.

Invicta	Winners 2006
Invicta	Winners 2007
City of Manchester	Winners 2008
Invicta	Winners 2009
Lancaster City	Winners 2010
Lancaster City	Winners 2011

### Men's Club Youth

For the W. J. Read Trophy

Sedgefield	Winners 2006
Lancaster City	Winners 2007
Dunfermline	Winners 2008
Lancaster City	Winners 2009
Dunfermline	Winners 2010
Lancaster City	Winners 2011

### Men's Inter Regional Junior

For the E. Harding Payne Trophy

Competition not held in 2005-09	
North West	Winners 2010
Competition not held 2011	

### Men's Inter Regional Youth

For the Lovely Memorial Trophy presented by E Wright

Competition not held in 2005-09	
North West	Winners 2010
North West	Winners 2011

### Men's Inter Regional Academy

Competition not held in 2006-09	
North East	Winners 2010
North East	Winners 2011

**Women's National League**

Competition became part of British Water Polo League in 2010/11 (<http://www.bwpl.org/Results>)

**Women's Club Senior**

City of Sheffield	Winners 2006
City of Manchester	Winners 2007
Competition not held since 2007	

**Women's Club Junior**

The Doug Scales Memorial Trophy presented by Southport SC

City of Manchester	Winners 2006
City of Manchester	Winners 2007
City of Manchester	Winners 2008
City of Liverpool	Winners 2009
City of Manchester	Winners 2010
City of Manchester	Winners 2011

**Women's Club Youth**

For the Edith and Tom Lythe Memorial Trophy presented by Lancaster City AS&WPC 2004

City of Manchester	Winners 2006
City of Liverpool	Winners 2007
City of Manchester	Winners 2008
City of Manchester	Winners 2009
City of Liverpool	Winners 2010
City of Liverpool	Winners 2011

**Women's Inter Regional Youth**

For the Perpetual Challenge Trophy presented by Andy Morton 2001

Competition not held in 2007-09	
North West	Winners 2010
North West	Winners 2011

**Women's Inter Regional Academy**

Competition not held in 2006-09	
North West	Winners 2010
North West	Winners 2011

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## USEFUL CONTACTS

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**Talent Identification & Development Officer Water Polo – Norman Leighton:**

E-mail: [norman.leighton@swimming.org](mailto:norman.leighton@swimming.org)

**World Class Programme Manager Water Polo – Joanna Wray:**

E-mail: [joanna.wray@swimming.org](mailto:joanna.wray@swimming.org)

**ASA Technical Committee Chairman – Alan Booth:** c/o administrator: see below

**ASA Technical Committee Administrator – Julie Thompson:** Tel: 01529 241526

Email: [julie.thompson@swimming.org](mailto:julie.thompson@swimming.org)

**British Swimming Water Polo Officials Group – Brian Littlejohn:** Tel 0114 2666445

Mobile: 07803 694381 E-mail: [blpolo@talk21.com](mailto:blpolo@talk21.com)

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## LIST OF NATIONAL GRADE WATER POLO REFEREES

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A list of water polo officials and grades are available on our website: [www.swimming.org](http://www.swimming.org)

**ASA SAFETY LAWS  
WATER POLO OFFICIALS' PROMPT CARD - PROMOTER**

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

<b>OVERALL RESPONSIBILITY</b>	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements. The promoter shall:
<b>RESPONSIBILITY FOR AREAS</b>	Agree with the Pool Owner/Operator the areas for which the Promoter, as hirer, is responsible.
<b>OBTAIN POOL SAFETY OPERATING PROCEDURES</b>	Obtain a copy of the Pool Safety Operating Procedures from the Owner/Operator and have it available for reference during the period of hire.
<b>IMPLEMENT POOL SAFETY OPERATING PROCEDURES</b>	Make arrangements for the implementation of relevant sections of sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
<b>BRIEF REFEREE</b>	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
<b>FIRST AID AND SAFETY EQUIPMENT</b>	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the Pool Owner/Operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
<b>STAFF IN POSITION</b>	Ensure that lifeguards are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire. When the competition involves children under the age of 18 years staff must be appointed at the entrance control to register details of any persons wishing to engage in video, zoom or close range photography.
<b>EQUIPMENT</b>	Ensure that goalposts are safe and that electrical equipment meets all applicable safety requirements.
<b>PREVENTING START</b>	Prevent a competition starting if any of the required facilities or the playing equipment are defective in any way.
<b>BE PRESENT/ APPOINT DEPUTY</b>	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which he is not present, appoint a deputy who is competent to exercise the full powers of the Promoter.
<b>ANNOUNCEMENTS</b>	Ensure, before the start of each warm up and competitive session, <ul style="list-style-type: none"><li>• that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.</li></ul> and where the competition involves children under the age of 18 years <ul style="list-style-type: none"><li>• that a sign is displayed at the entrance control and an announcement is made concerning the use of photographic/filming equipment in accordance with the ASA Guidelines for Use of Photographic/Filming Equipment at Competitions.</li></ul>

May 2000

**ASA SAFETY LAWS  
WATER POLO OFFICIALS' PROMPT CARD – REFEREE**

<b>RESPONSIBILITY</b>	<b>The Referee</b> shall:
<b>SAFE CONDUCT OF COMPETITION</b>	Be in absolute control of a game and liaise with the promoter to ensure the safe conduct of the event
<b>BRIEF TEAMS</b>	Liaise with the Promoter to bring to the attention of the teams through the Team Captains (or officials) any matters relating to the safety of the playing area such as steps which project into the field of play and the depth of water in relation to safe head or feet first entry.
<b>STOPPING COMPETITION</b>	Stop a match proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the Promoter or his representative.

May 2000

**ASA SAFETY LAWS  
WATER POLO OFFICIALS' PROMPT CARD – TEAM CAPTAIN/TEAM MANAGER/COACH**

<b>RESPONSIBILITY</b>	<b>The Team Captain/Team Manager/Coach</b> shall:
<b>SAFE CONDUCT OF COMPETITION</b>	Be responsible for bringing to the attention of team members instructions from the referee concerning the depth of water in the pool and the safety of the playing area. Be responsible for the behaviour of team members before, during and after the game
<b>PRE-COMPETITION WARM UP AND TRAINING</b>	Ensure that players do not enter the water until advised to do so by the promoter or poolside staff. Ensure that pre-competition warm up training is carried out in a responsible manner. Ensure that players obey the instructions of poolside staff.

May 2000

**ASA SAFETY LAWS  
WATER POLO OFFICIALS' PROMPT CARD – ANNOUNCER**

THE FOLLOWING ANNOUNCEMENTS TO COMPETITORS AND OTHERS MUST BE MADE AT THE START OF EACH SESSION OF THE COMPETITION AND BEFORE EACH PRE-COMPETITION TRAINING PERIOD.

**ANNOUNCER**

- 1 Receive briefing from the Promoter/and or Referee.
- 2 Make the following announcements:
  - 2.1 "You are reminded that the depth of water at the shallow end is (*announce depth*) and the deep end is (*announce depth*).
  - 2.2 *When areas of the pool have water where the depth is less than 1.5m you must make the following announcement:*  
" You are reminded that diving must not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry.
  - 2.3 "The signal that you will hear if it becomes necessary to evacuate the building will be (*announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible*)."
  - 2.4 "To evacuate the building, all those present must use the marked emergency exits. Players and officials must not return to the changing rooms to collect their clothes or belongings."
  - 2.6 *When the competition involves children under the age of 18 years you must make the following announcement*  
"In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography must register their details with staff at the entrance control before carrying out any such photography. This includes the use of a mobile telephone with an image capturing facility".

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## Children are our future

Even as you read this page, children in all sectors of society are experiencing acts of cruelty. Each week at least one child dies following abuse and neglect. Currently around 37,000 children in the UK are officially considered to be at risk.

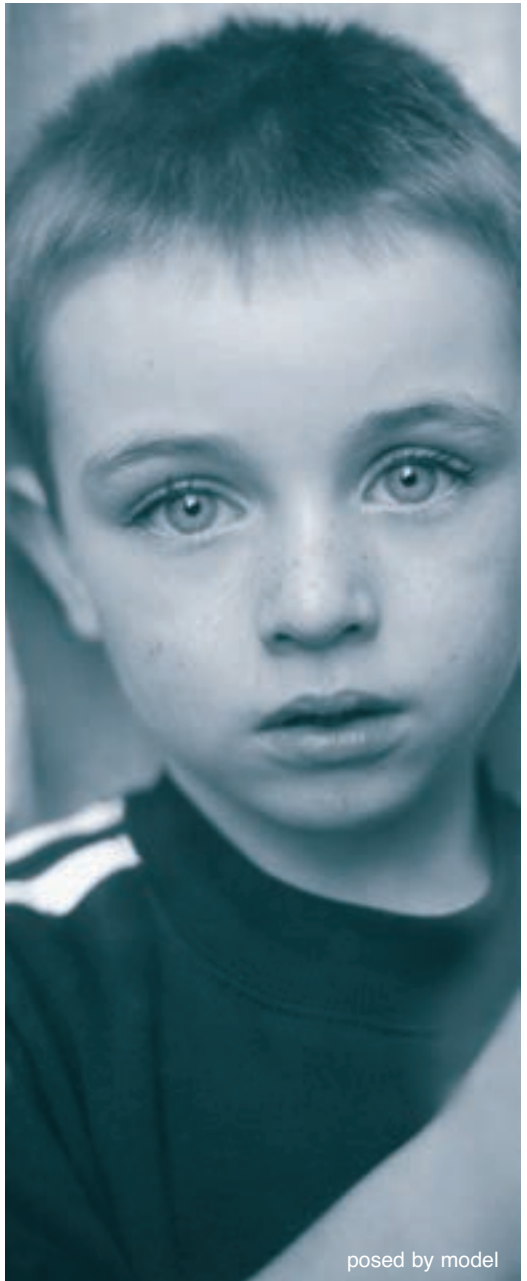
The National Society for the Prevention of Cruelty to Children (NSPCC) is working with the Amateur Swimming Association to raise money to stop cruelty to children. More than half a million people, of all ages and from all walks of life, have pledged their support to the NSPCC FULL STOP Campaign.

The free, 24 hour NSPCC Child Protection Helpline answers over 92,000 calls a year and community-based child protection teams and projects work to protect children and prevent cruelty. To fund these and other services; to provide information for parents and children; and to act as a campaigning voice in order to make a difference on their behalf, the NSPCC relies on the generous support of people like you.

Please support the ASA in helping the NSPCC do more. Give a child the chance of a better future. FULL STOP.

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**NSPCC**   
**Cruelty to children must stop. FULL STOP.**



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