The ASA HANDBOOK 2017

the asa
swim for life

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OFFICIAL PARTNER OF

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THE ULTIMATE ADVANTAGE.

HYDROSPHERE TECHNOLOGY

Leading-edge technology causes water to surround the fabric, rather than saturate it. The hydrospheric effect optimizes the swimmer's position in the water, thus reducing drag and maximizing speed and efficiency.

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Proprietary coating repels water and keeps the suit dry and compressive, keeping swimmers lightweight and fast.

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Advanced engineering allows fully bonded seams to conform and stretch with the swimmer's body, resulting in a precisely fitted, ultra compressive suit that won't restrict natural movement.

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OF IMPORTED MATERIALS

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ALWAYS IN FRONT

The Amateur Swimming Association

2017
Official Handbook
incorporating the Laws, Regulations
and the Technical Rules of the ASA

Patron:
HRH The Duke of Cambridge

Founded 1869

The ASA, SportPark, Pavilion 3,
3 Oakwood Drive, Loughborough,
Leicestershire LE11 3QF
Tel: 01509 618 700 Fax: 01509 640 193
www.swimming.org

ASA Club Development Team

Providing support and guidance to all aquatics clubs

We appreciate that running a club in a tough and uncertain economic climate is not easy, which is why the ASA Clubs Development Team offers practical advice, support and guidance to all clubs. This ranges from business planning, workforce and volunteers to developing networks, achieving swim21 club accreditation and ensuring the local talent pathway is the best it can be.

We are here to help your club, so don't hesitate to contact us:

Name	Position	Email
Jon Keating	Club Development Director	Jon.keating@swimming.org
Lisa Berry	Programme Manager	Lisa.berry@swimming.org
Julie Harrison	Club Development Administrator	Julie.harrison@swimming.org
Sharon Lock	National Masters Officer	Sharon.lock@swimming.org
Karen Carter	Club Development Officer – North West	Karen.carter@swimming.org
Dan Ramm	Club Development Officer – North East	Daniel.ramm@swimming.org
Sophie Godfrey	Club Development Officer – East Midlands	sophie.godfrey@swimming.org
Sue Paget	Club Development Officer – East Midlands	Sue.paget@swimming.org
Helen Slatter	Club Development Officer – West Midlands	Helen.slatter@swimming.org
Dean Walker	Club Development Officer – East	Dean.walker@swimming.org
Esther Hill	Club Development Officer – London	Esther.hill@swimming.org
Rosa Gallop	Club Development Officer – South East	Rosa.gallop@swimming.org
Emily Taylor	Club Development Officer – South West	Emily.taylor@swimming.org
Sarah Darragh	National Development Officer – Synchronised Swimming	Sarah.darragh@swimming.org
Becky Milnes	National Development Officer – Diving	Becky.milnes@swimming.org
Suzy Stevenson	National Development Officer – Water Polo	Suzy.stevenson@swimming.org

For further information please visit
swimming.org/asa/clubs-and-members

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ASA
VOLUNTEER
ENGAGEMENT

Visit the ASA Volunteer Engagement Hub

The ASA volunteering hub contains useful information which can help to support your club and its volunteers.

Visit www.swimming.org/volunteering where you will be able to access:

- **The latest ASA volunteering news**; including handy case studies, meet our volunteers and updates on what is going on both inside and outside of the sport.
- **The Volunteering Engagement Handbook:** all the information you need in one handy resource.
- **The ASA Good Club Guides:** providing support to volunteers within specific roles, or to support your club.
- **Volunteer role descriptions:** ready to print off and use, or tweak and tailor to suit your club or event role.
- **Free Guides and top tips** around recruiting and rewarding your volunteer workforce.
- **Volunteer training and development:** all the information you need regarding available training and registration forms to run your own courses.
- **Volunteering opportunities board:** free to use by affiliated clubs, and a great way to advertise your volunteer vacancies.
- **Useful contacts.**

If you have a specific query you would like support with, please contact us at volunteering@swimming.org

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ASA Officers For 2017

Anne Reah

President

Anne's family moved away from Weymouth before she was two years old. Links however remained with the town as her Aunt Annie lived in nearby Wyke Regis. Summer holidays saw the family make the long journey from Bristol to Weymouth to stay with Auntie Annie. Most days were spent on the beach and one of the highlights was waving to the trains that ran along the coast to Portland.

As Dad could swim, the children were encouraged to try to swim and summer holidays saw trips to Bristol North Swimming Pool once a week to "crack" swimming! All three children learnt to swim, with Mum attending an "evening class" and also learning to swim.

Anne attended Newcastle University and has been a resident of Newcastle ever since. After marriage to Derek and the arrival of; Carole, Martin and Helen, swimming came back on the agenda.

Anne made a decision which was to influence most her life when she accepted an invitation to a neighbour's house with her children during the summer of 1982. This led to Anne contacting a Newcastle swimming pool to enquire about learn-to-swim courses for young children and places were subsequently booked for her two eldest.

Eventually they joined Newcastle swim scheme and City of Newcastle ASC. This led to parents' meetings and it was at one of these Anne volunteered to be Club Secretary starting her career in swimming.

A variety of roles followed and it was during her role as Meet Manager that Anne realised getting officials for competitions was easier if she was able to reciprocate. Anne went down the officials' route qualifying as a referee in 2001 and officiating at County and Regional events when the children were competing.

When the children stopped swimming, Anne's involvement with the Club reduced although she still officiated and occasionally assisted the then Northumberland and Durham County Treasurer with the door takings. In 2002 she was asked if she would take on the role of Assistant Treasurer with a view to becoming Treasurer, which happened in 2003.

At that time the Northumberland and Durham Treasurer was a representative of the County on the District Executive, and with regionalisation, Anne became an elected member of the Regional Board. She has also held the position of President for both North East Region and Northumberland and Durham.

Once the children left home Anne started officiating at National events which Derek was quite happy about because it meant he was not expected to drag himself away from work just to go on holiday with his wife. Anne's work colleagues got used to the answer of "Sheffield" when enquiring about holiday destinations.

Anne was a Gamesmaker at the London Olympics undergoing all the necessary training before spending three weeks in London. For much of the time Anne was based at Eton Manor but feels the time and travelling was worthwhile to see the athletes and be involved in the greatest show on earth.

Retirement from work and going on holiday with female friends from University meant that there have been fewer sightings of Anne at Sheffield in recent years, but she expects to make up for that in the coming twelve months.

Mr C Bostock
Chairman
Sport Governing Board

Miss J M Nickerson
Interim Chief Executive Officer

Mr M Farrar
Chairman
Group Board

ASA Vice President:	Mr R Whitehead
Hon. Trustees:	Mr M W Beard FCA, Mrs J Cook, Mr S Greetham
Auditors:	haysmacintyre, 26 Red Lion Square, London WC1R 4AG

Group Board

Mr M Farrar – Chairman
Ms L J Wainwright – Deputy Chairman
Mr K Ashton – SGB Representative
Mr S Cain – Independent Member
Mr N W Humby – Independent Member
Mr S Johnson – Independent Member
Mr I Mackenzie – SGB Representative
Mr B Simkins – SGB Representative
Miss J M Nickerson – Interim Chief Executive Officer / Chief Operating Officer
Mr B Havill – Interim Chief Financial Officer

Sport Governing Board

Mr C Bostock – Chairman
Mr N Booth – North West
Mrs A Clark – East Midlands
Mr R Gordon – North East
Mrs K Grimshaw – London
Ms P Jones – Sport Specialist
Mr I Mackenzie – East
Mr R Margetts – South West
Mr R Prior – South East
Mr B Saunders – Sport Specialist
Mr B Simkins – West Midlands
Miss J M Nickerson – Interim Chief Executive Officer / Chief Operating Officer

For Group Board and Sport Governing Board sub-groups and Management Groups please refer to the website www.swimming.org

Honorary Members

Mr G F Alexander
Mr M Dolbear

Senior Leadership Team

Interim Chief Executive Officer / Chief Operating Officer – Miss J M Nickerson
Interim Chief Financial Officer – Mr B Havill
Chief Participation and Development Officer – Mr N Caplin
Chief Commercial and Marketing Officer – Mr M Thompson

Administration

Chief Executive's Office	Email: asachiefexecutive@swimming.org	Tel: 01509 640 452
Club Development Team	Email: clubdevelopment@swimming.org	Tel: 01509 640 442
DBS Team	Email: dbs@swimming.org	Tel: 01509 640 738
Events Team	Email: nationalevents@swimming.org	Tel: 01509 640 266
Facilities Department	Email: facilities@swimming.org	Tel: 01509 640 258
Finance Department (Credit Control)	Email: creditcontrol@swimming.org	Tel: 01509 640 729

Finance Department (Purchase Ledger)		
	Email: asafinance@swimming.org	
Finance Management Accounts		
	Email: asafinance@swimming.org	Tel: 01509 640 115
People Development		
	Email: peopledevelopment@swimming.org	Tel: 01509 640 282
IT Team		
	Email: helpdesk@swimming.org	Tel: 01509 640 705
Legal Affairs Department		
	Email: legal@swimming.org	Tel: 01509 640 270
Media Team		
	Email: communications@swimming.org	Tel: 01509 640 229
Medical Services		
	Email: medicalservices@swimming.org	
Membership Team		
	Email: renewals@swimming.org	Tel: 01509 640 727
Office Resources Team		
	Email: officeresources@swimming.org	Tel: 01509 640 777
Operations Team		
	Email: operations@swimming.org	Tel: 01509 640 759
Payroll Team		
	Email: dan.murphy@swimming.org	Tel: 01509 640 728
Purchasing Team		
	Email: asapurchasing@swimming.org	Tel: 01509 640 747
Rankings Team		
	Email: rankings@swimming.org	Tel: 01509 640 761
Awarding Body		
	Email: awardingbody@swimming.org	Tel: 01509 640 493
Volunteer Training and Development		
	Email: volunteering@swimming.org	
Youth Forum		
	Email: asayouthforum@swimming.org	Tel: 01509 640 457
Institute of Swimming		
	Membership	
	Email: iosmembership@swimming.org	Tel: 01509 640 746
	Training and Development	
	Email: iosadmin@swimming.org	Tel: 01509 640 640
Swimming Times		
	Subscriptions/Editorial	
	Email: swimmingtimes@swimming.org	Tel: 01509 640 230
	Advertising	
	Email: advertising@swimming.org	Tel: 01509 640 231
ASA Awards and Merchandising		
	Email: salesawards@swimming.org	Freephone: 0800 220 292

Management Group Administrators

ASA Diving:
Email: tracey.carecci@swimming.org Tel: 01509 640 737

ASA Swimming Including Open Water, Masters and Disability Swimming:
Email: helen.akers@swimming.org Tel: 07813 998 519

ASA Synchronised Swimming and ASA Water Polo:
To be appointed

Club Development:	Email: clubdevelopment@swimming.org	
Learn to Swim Katie Towner	Email: learntoswim@swimming.org	Tel: 07827 992 307
Health and Wellbeing Duane Newton	Email: duane.newton@swimming.org	Tel: 07818 025 274

Regions

Divisional Contact Details

ASA East
Regional Chairperson: Mrs Joan Wheeler
Tel: 01638 552 451
Email: east@swimming.org
Web: www.eastswimming.org.uk
ASA (London and East Division), 6A Rosemary House, Lanwades Business Park, Kentford, Suffolk CB8 7PN

ASA London
Regional Chairperson: Mr David Fletcher
Tel: 01638 552 451
Email: london@swimming.org
Web: www.londonswimming.org
ASA (London and East Division), 6A Rosemary House, Lanwades Business Park, Kentford, Suffolk CB8 7PN

ASA North West
Regional Chairperson: To be appointed
Tel: 0161 2733 907
Email: swimnorthwest@swimming.org
Web: www.swimming.org/northwest
ASA (Northern Division), Manchester Aquatic Centre, 2 Booth Street East, Ardwick, Manchester M13 9SS

ASA North East
Regional Chairperson: Mr David Watson
Tel: 01325 481 260
Email: swimnortheast@swimming.org
Web: www.asaner.org.uk
ASA (Northern Division), 13 Horsemarket, Darlington, DL1 5PW

ASA South East
Regional Chairperson: Mr Roger Penfold
Tel: 01823 666 792
Email: office@southeastswimming.org
Web: www.southeastswimming.org
ASA (South and West Division), Castle Business Centre, Castle Road, Chelston Business Park, Wellington, Somerset TA21 9JQ

ASA South West
Regional Chairperson: Mr David Flack
Tel: 01823 666 792
Email: asasouthwest@swimming.org
Web: www.swimwest.org
ASA (South and West Division), Castle Business Centre, Castle Road, Chelston Business Park, Wellington, Somerset TA21 9JQ

ASA West Midland
Regional Chairperson: Mr Simon Kirkland
Tel: 01527 888 929
Email: westmidland@swimming.org
Web: www.westmidlandswimming.org.uk
ASA (Central Division), Unit 7 Basepoint Business Centre, Bromsgrove Enterprise Park, Isidore Road, Bromsgrove, Worcestershire B60 3ET

ASA East Midland
Regional Chairperson: Mr John Hidle
Tel: 07813 994 8447
Email: eastmidland@swimming.org
Web: www.swimming.org/eastmidland
ASA (Central Division), Unit 7 Basepoint Business Centre, Bromsgrove Enterprise Park, Isidore Road, Bromsgrove, Worcestershire B60 3ET

Judiciary

Independent Disciplinary and Dispute Resolution Appeals Panel (IDDRAP)

To take effect from Council 2016 and to remain in office until Council 2019

Mr T Wilkinson (Chairman)
Mr J Baker

To take effect from Council 2015 and to remain in office until Council 2018

Mrs S Bryant (Vice-Chairman)
Mr L J Morgan

To take effect from Council 2014 and to remain in office until Council 2017

Mr D Marsh (Vice-Chairman)

Independent Disciplinary and Dispute Resolution Panel (IDDRP)

To take effect from Council 2016 and to remain in office until Council 2019

Mrs M Abrams (Vice-Chairman)
Mr B Batley (Vice-Chairman)
Mr M Jukes (Vice-Chairman)
Mrs T Ward

To take effect from Council 2015 and to remain in office until Council 2018

Mr P Crowley (Vice-Chairman)
Mr N Blake
Ms W Golding
Mr N Moloney
Mr E Saulter
Mrs T Lambert (Chairman)
Mr S Friel
Mr D Gutteridge
Mr J Lindsay
Mr A Jackson

To take effect from Council 2014 and to remain in office until Council 2017

Mr R Isherwood
Mrs R Roberts
Mr R Parnell
Mrs C Gilman-Abel

ASA Judicial Commissioner

To take effect from Council 2016 and to remain in office until Council 2019
Mr A Gray

ASA Judicial Appointments Panel 2016 – 2017

To take effect from Council 2016 and to remain in office until Council 2017

Mr C Galer (East)
TBA (East Midlands)
Mr D Boot (West Midlands)
Mr J W E Leach (London)
TBA (North East)
Mr D Burgham (North West)
Mr E Lyne (South East)
Mr M Hopes (Chair) (South West)

Council Determinations Panel

Mr M Beard
Mrs J Cook
Mrs J Grange
Mr D Yeoman

Subsidiary and Associated Companies

Institute of Swimming Ltd – Ms L J Wainwright, Ms M Boyd, Mr J Mutton, Mr D Allen and Mr I Mackenzie

Swimming Times Ltd – Miss J M Nickerson and Mr B Simkins

ASA Swimming Enterprises Ltd – Mr K Ashton and Miss J M Nickerson

ASA Business Enterprises Ltd – Mr S Cain and Miss J M Nickerson

Organisations Directly Affiliated to the ASA

Army Cadet Force Association
Major T Hayter
Email: exec-asst@armycadets.com
Web: www.armycadets.com

British Long Distance Swimming Association
Mrs J Wilkin-Oxley
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Email: jj.wilkinoxley@btinternet.com
Web: www.bldsa.org.uk

British Naturism
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Web: www.bn.org.uk

British Swimming Coaches Association
Mr B McGuinness
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Email: info@gbswimcoaches.co.uk
Web: www.gbswimcoaches.com

British Universities Sports Association
Mr N Burley
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CP Sports
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Email: info@cpsport.org
Web: www.cpsport.org

Down Syndrome Swimming Federation
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Email: dseuroswim@gmail.com
Web: www.down-syndrome-swimming.org

Dwarf Sports Association (UK)
Mr T Shephard
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Web: www.dsauk.org

English Schools' S.A.
Mr J Stiven
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Web: www.essa-schoolswimming.com

Fire Services Sport and Athletic Association
Miss S Howard
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Email: showard@fire.cornwall.gov.uk
Web: www.fssaa.com

Great Britain Diving Federation
Ms L Grist
Tel: 01535 273 633
Web: www.diving-gbdf.com

Independent Schools Association
Mr R Stedeford
Tel: 01799 610 181
Email: richard.stedeford@iisaschools.org.uk
Web: www.isaschools.org.uk

Lifesavers™
Tel: 01789 773 994
Email: lifesavers@rlss.org.uk
Web: www.lifesavers.org.uk

Clubs Directly Affiliated

CSSC ASA
Mr I G Colquhoun, Organising Secretary,
CSSC ASA
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Email: Iain@cssc.karoo.co.uk.
Web: www.cssc.karoo.net

Leagues

The National Swimming League
Mr I Mackenzie, Honorary Secretary
Tel: 01279 863 496
Email: ian.mackenzie@
nationalswimmingleague.org.uk
Web: www.nationalswimmingleague.org.uk

British Water Polo League
Mr Chris Ducker, General Secretary
Tel: 01225 446 732
Email: chris.ducker@bwpl.org
Web: www.bwpl.org

Junior Inter-league Swimming Competition
Mrs D M Reynolds
Tel: 02476 329 992
Email: interleague@deereynolds.com

Corporate Members

Swiss Timing
Unit 1, Discovery Business Park, Brickfield Lane,
Chandlers Ford, Hampshire SO53 4DP
Tel: 023 8027 4520
Email: sales@uk.swatchgroup.com
Web: swisstiming.co.uk

Useful Addresses

Sport England
21 Bloomsbury Street, London WC1B 3HF
Tel: 08458 508 508
Email: info@sportengland.org
Web: www.sportengland.org

Sport and Recreation Alliance
Burwood House, 14–16 Caxton Street, London
SW1H 0QT
Tel: 0207 9763 900
Email: info@sportandrecreation.org.uk
Web: www.sportandrecreation.org.uk

Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)
3 Oakwood Drive, Loughborough LE11 3QF
Tel: 01509 226 474
Fax: 01509 226 475
Email: info@cimspa.co.uk
Web: www.cimspa.co.uk

British Olympic Association
60 Charlotte Street, London W1T 2NU
Tel: 0207 8425 700
Email: boa@boa.org.uk
Web: www.teamgb.com

Commonwealth Games Council for England
307–308 High Holborn, London WC1V 7LL
Tel: 0207 8313 444
Email: info@weareengland.org
Web: www.weareengland.org

British Para-Swimming
Floor 9, St James' Building, 79 Oxford Street,
Manchester M1 6FQ
Tel: 0161 2445 332
Email: classification@swimming.org

Past and Present Officers of the ASA

Metropolitan Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
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

Year	President	Hon. Treasurer	Hon. Secretary
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

Year	President	Hon. Treasurer	Hon. Secretary
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

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi’td
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

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
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 CBE JP	1210
1922	R W Jones	”	”	1289
1923	A J Tucker	”	”	1331
1924	T M Yeaden	”	”	1313
1925	H T Bretton	”	”	1318
1926	F Isherwood JP	”	”	1363
1927	G Newton	”	”	1375
1928	W A H Buller	”	”	1380
1929	R A Colwill, OBE	”	”	1505
1930	H Crapper	”	”	1561
1931	W S Hankins OBE	”	”	1625
1932	F Harrison	”	”	1720
1933	T Jebb Lee	”	”	1729
1934	H E Fern CBE JP	”	”	1805
1935	R G Jordan	”	”	1856
1936	W H Darke	”	”	1969
1937	G T Evershed JP	R A Colwill OBE	”	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 MBE	”	”	1419
1950	Lt.-Col. E Read TD MA	”	”	1488
1951	C W Plant	”	”	1563
1952	Mrs A M Austin	”	”	1605
1953	Brig G De V Welchman CBE DSO		”	1598
1954	A Mothersdale	”	”	1592
1955	R Murray	G Matveieff	”	1607
1956	R Hodgson	”	”	1591
1957	K B Martin MBE	”	”	1622
1958	Sir Harold Parker KCB KBE MC		”	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

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1966	N W Sarsfield OBE MC	C W Plant	"	1573
1967	E J Scott OBE MC	"	"	1585
1968	A Rawlinson MBE	A H Turner OBE AIB	"	1604
1969	J Jordan	"	"	1629
			Secretary	
1970	E W Keighley	"	N W Sarsfield OBE MC	1627
1971	T A Thorndale	"	"	1604
1972	J Wilson	"	"	1647
1973	C P Parkin	"	"	1648
1974	E Warrington MBE	"	"	1652
1975	M Rutter	"	"	1619
1976	G R Eddowes MBE	"	"	1636
1977	T Elsom-Rhymes	"	"	1744
1978	F W Latimer	"	"	1674
1979	J H Zimmermann	"	"	1704
1980	D F Scales JP	"	"	1703
1981	F E Collins	"	H W Hassall DPE	
			DMS (Rec) FBIM	1717
1982	A H Turner OBE AIB	"	"	1705
1983	E E Warner	"	"	1703
1984	Mrs S W Margetts	"	"	1703
1985	R R Garforth	"	"	1683
1986	Mrs Y M Price	A MClarkson FCA	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
			Chief Executive	
1995	T G. Handley	"	D Sparkes	1641
1996	P Jones	"	"	1651
1997	A M Clarkson FCA	"	"	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	J Russell	"	"	1150
2011	D Neate	"	"	1135
2012	R Gordon	"	"	1110
2013	Mrs J Grange	"	"	1117
2014	S Rothwell	"	CEO A Paker	1093
2015	R Hedger	"	"	1080
2016	J Bird	"	Interim CEO	
			Miss J M Nickerson	1073

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Institute of Swimming

Code of Ethics

Terms of Reference

The content of this Code of Ethics applies to all those involved within the sports 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 (ASA Child Safeguarding Policy and Procedures).
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

The ASA Child Welfare Complaints Procedure

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, about the way in which promoting welfare has been managed.

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

This procedure needs to be read in conjunction with Wavepower, the ASA Child Safeguarding Policies and Procedures, the Child Safeguarding Protocols, Child Protection Regulations 241 et al and the ASA Judicial Regulations and Guidelines.

In the first instance, concerns about a child, which may reach the level of seriousness of Child Protection or indeed pose potential harm to a child (known as a 'Referral') should be dealt with under Wavepower processes, Section 2.1 – Abuse, Duty of Care and Reporting Process http://www.swimming.org/library/documents/files/1205/download

Such 'Referrals' must be dealt with either by direct referral to a Statutory Agency (for example, Local Children's Services / Multi Agency Safeguarding Hub / Police force) or by referral to the ASA ICPO / ASA Safeguarding Team who in turn may including but not limited to:

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

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 remains 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 through the Child Welfare Complaints procedure.

This procedure is mandatory for all ASA employees, 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 Employees, 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, the ASA Safeguarding Team or 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.

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 promote an environment whereby a child feels confident that they can let someone know their concerns, and that these will be addressed.

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 may have potentially been causing them concern for some time.

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.

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 relatively minor in its nature, not potentially a criminal act, if you are able to address the concern, you should address the concern.

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 Welfare Officer, child's parents, and perhaps the coach, may need to know of a concern and no one else. Sometimes the information sharing may need to be extended to other relevant club personnel. The important factor is to keep the information restricted to as small a circle as possible. A secure record should be kept of the action taken.

Step Two – Resolution through Club Welfare Officer Timescale: Intervention Seven Days or as soon as possible thereafter

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 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 three Days or as soon as possible thereafter.

The ASA ICPO will have a right to be involved in any child welfare matter, which the ASA ICPO may review in consultation with the Director of Legal 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.

The ICPO may conduct a brief overview and determine whether a full Step 3 intervention is appropriate. If not, then suitable advice may be given to parties, including, potentially, for resolution under the ASA Judicial Regulations.

Within three days of a child welfare complaint being brought to the attention of the ASA ICPO consideration will be given to the Protocols for Child Safeguarding Investigations.

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 regular review and a decision may be taken, including but not limited, to:

1. Implement a referral to a statutory agency under section 2 (iii) of the Protocols. For Child Safeguarding Investigations or;
2. Appoint an ASA investigator to complete a fact-finding investigation under section 2 (iv) of the Protocols for Child Safeguarding Investigations or;
3. Make a formal complaint under the ASA Judicial Regulations under section 2 (v) 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 Legal 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 (or some other such similar accreditation in place from time to time), the ASA ICPO's Report may alternatively / additionally 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 provisions.

The above timescale provides an indication that within three days of accepting a child welfare issue, the ASA ICPO will decide the level of their involvement and will inform all parties accordingly. The ASA ICPO will have children'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 parties are referred to this ASA Regulation.

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.

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 procedures where it is deemed to be appropriate by the ASA ICPO in consultation with the Director of Legal.

November 2016

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ASA SwimLine

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 SwimLine 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.
The ASA, 4th Floor, SportPark, Loughborough University,
3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF

Constitutional Laws

1. General

1.1 The ASA

1.1.1 Governing Body
The ASA 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 'Council' shall mean the Council of the ASA.

1.2.3 'Board' shall mean the Sport Governing Board and/or the Group Board of the ASA. ('the Boards').

1.2.3.1 The Boards shall have the authority and responsibility for the direction of the ASA and its subsidiaries and communications to members subject to the overall authority of Council.

1.2.3.2 The roles of both Boards beyond those specifically stated in the laws are subject to the definition and the duties specified by Council.

1.2.3.3 The Sport Governing Board shall have the high level allocation of responsibility for swimming as a sport including membership and clubs.

1.2.3.4 The Group Board shall have the high level allocation of responsibility for the overall strategy and its implementation plus swimming as an activity.

1.2.4 'Council Determinations Panel' shall mean a panel appointed by Council of up to five persons who may be Trustees of the ASA. Three of the five persons to act as the panel.

1.2.5 'England' shall be defined as including the Isle of Man and Channel Islands.

1.2.6 'FINA' shall mean Federation Internationale de Natation.

1.2.7 'LEN' shall mean Ligue Européenne de Natation.

1.2.8 'British Swimming' shall mean British Swimming Limited.

1.2.9 'Region' shall mean one of the eight Regions of the ASA as defined in Law 2.

1.2.10 'Laws' shall include the ASA Laws numbered between 0 and 40.

1.2.11 'Regulations' shall include the ASA Regulations numbered between 40 and 500.

1.2.12 'Technical Rules' shall include the ASA Rules numbered between 500 and 1200.

1.2.13 'Swimmer' shall include diver, synchronised swimmer and water polo player unless the context indicates the contrary.

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

1.2.15 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 Regio**n – 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 ASA;

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

3.1.1.3 follow the resolutions and rulings of the Sport Governing Board and/or the Group Board and/or Council and ensure that they are followed within its jurisdiction;

3.1.1.4 be accountable to the ASA 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.

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 ASA 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 ASA;

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 ASA;

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

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 ASA, 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 produce Business and Development Plans;

3.3.1.2 keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;

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 Sport Governing 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 of 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 ASA.

5.3 The personal financial liability of any individual member of the ASA 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 Sport Governing Board in line with the resource requirements set by the Group 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 31 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 Regulation 48.4.2 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 to 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.

Finance

7. Funds

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

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

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 31 March last past. The ASA 'call' shall be fixed by the Sport Governing Board annually by 31 January and shall be paid within twenty one days of demand.

Governance

9. ASA Council

9.1 Only persons who are members of the ASA shall be eligible to be a member of 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 Council:

The Chief Executive Officer and the Chief Financial Officer shall not be members of Council by virtue of being a member of the Group Board under the conditions of this Law 9.

No person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) 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 Council under this Law 9.

Subject to the foregoing, the following shall be members of 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 Sport Governing Board and the Group Board;

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 Council 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 31 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 Regulation 68, 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 Chairman of the ASA Audit, Risk and Probity Committee; the Chairmen of such of the ASA Disability and Medical Advisory Committees as have been duly appointed under Regulation 68 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 Sport Governing Board.

10.2 In all cases the meeting shall be organised by the ASA 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

11.1 A Special Meeting of the Council shall be called:

11.1.1 if a resolution to that effect is passed by Council at the Annual Council Meeting, in which case the Special Meeting shall be held on a date fixed by Council. The venue for the meeting shall be decided by the Sport Governing Board;

11.1.2 on the receipt by the Chief Executive Officer 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. The venue for the meeting shall be decided by the Sport Governing Board;

11.1.3 at the request of two-thirds of either the Sport Governing Board or the Group 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. The Board that has called the meeting shall be responsible for deciding the venue for the meeting.

11.2 The business to be considered at a Special Meeting shall be only that specified in the resolution or request for the meeting;

11.3 50% of those entitled to attend and vote shall form a quorum at the meeting;

12. Notice of Meetings

12.1 The Chief Executive Officer shall notify all those entitled to attend a Council Meeting, stating where and when it will be held. The Region shall be responsible for sending a copy of the agenda paper to the Regional representatives at least ten days before the meeting;

12.2 A summons for an adjourned meeting of 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 Council shall at its Annual Meeting appoint from time to time, in accordance with the protocols for elections and appointments as specified in the Regulations headed 'Protocols for elections and appointments made at Council':

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;

13.1.6 the Chairman of the Sport Governing Board;

13.1.7 the Sport Specialist members of the Sport Governing Board;

13.1.8 the Chairman of the Group Board;

13.1.9 the Independent members of the Group Board.

Council Meetings

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.

The Boards of the Amateur Swimming Association

16. The Sport Governing Board of the Amateur Swimming Association

16.1 Role

The role of the Sport Governing Board is to provide the focus and direction:

16.1.1 for the activities of swimming as a sport;

16.1.2 for the activities of the membership and the clubs.

16.2 Composition

The Sport Governing Board shall comprise the following:

16.2.1 the Chairman of the Board who shall:

16.2.1.1 be appointed by Council from nominations proposed by the Nominations Committee;

16.2.1.2 not be a member of the ASA Group Board;

16.2.1.3 not hold any other elective office in, nor take any active part in, the government of swimming by any National, Regional or County Association;

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

16.2.2 the Chief Executive Officer of the ASA;

16.2.3 the Chief Operating Officer of the ASA;

16.2.4 eight Regional members who shall:

16.2.4.1 be appointed by and from the Region;

16.2.4.2 be present in the ratio of one member per Region.

16.2.5 a maximum of three Sport Specialists who shall:

16.2.5.1 be appointed against a skills matrix, by Council from nominations proposed by the Nominations Committee.

16.2.6 the President and the Vice President who shall:

16.2.6.1 be ex-officio members of the Board during the term of office as President or Vice President;

16.2.6.2 be allowed to speak but not to vote at meetings of the Board.

16.3 General provisions relating to the members of the Sport Governing Board

16.3.1 With the exception of the Chief Executive Officer and the Chief Operating Officer only persons who are members of the ASA shall be eligible to be voting members of the Board.

16.3.2 With the exception of the Chief Executive Officer and the Chief Operating Officer no person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) 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.

16.3.3 The members of the Board shall not be remunerated.

16.3.4 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 Meetings

16.4.1 The Sport Governing Board shall meet as required to fulfil its obligations.

16.4.2 The Chairman shall give at least 14 days written notice of each meeting.

16.4.3 50% of the those entitled to attend and vote shall form a quorum at any meeting.

16.5 Duties

16.5.1 Approve, if at least two thirds of those voting are in favour, the principle, intention and wording of all changes to ASA Regulations that lie within its jurisdiction or ASA Technical Rules properly proposed. Any such changes shall become effective on a date to be decided by the Sport Governing Board which shall be at least six weeks after the meeting at which the changes are made.

16.5.2 Carry out any specific duty laid on it by Council.

16.5.3 Carry out the duties set out in the Terms of Reference as stated in the Regulations.

16.5.4 Decide any matter not provided for in the Laws or Regulations of the ASA that lie within its jurisdiction subject to the approval of Council at its next meeting.

16.5.5 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 Council at its next meeting.

16.5.6 Decide any matter, including changes to ASA Laws that lie within its jurisdiction, which in the opinion of two-thirds of the Sport Governing Board is considered to be of immediate importance subject to the approval of Council at its next meeting.

16.6 Decisions

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

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

16.6.3 A copy of all resolutions, including all changes to ASA Laws, Regulations or Rules, passed by the Sport Governing Board shall be sent by the Chief Executive Officer to each Region.

17. The Group Board of the Amateur Swimming Association

17.1 Role

The role of the Group Board is to:

17.1.1 provide focus and direction for swimming as an activity;

17.1.2 set the strategic direction for the ASA and subsidiary companies including its mission, vision, values and strategic objectives;

17.1.3 oversee the implementation of the strategic and corporate plans.

17.2 Composition

The Group Board shall comprise the following:

17.2.1 the Chairman of the Board who shall;

17.2.1.1 be appointed by Council from nominations proposed by the Nominations Committee;

17.2.1.2 not be a member of the ASA Sport Governing Board;

17.2.1.3 not hold any other elective office in, nor take any active part in the government of swimming by any National, Regional or County Association;

17.2.1.4 be remunerated for his membership of the Board;

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

17.2.2 the Chief Executive Officer of the ASA;

17.2.3 the Chief Financial Officer of the ASA;

17.2.4 a maximum of four Independent members who shall:

17.2.4.1 be appointed against a skills matrix, by Council from nominations proposed by the Nominations Committee;

17.2.4.2 take office from when the appointment has been approved at an Annual Meeting of Council and shall remain in office until a successor is appointed and takes office;

17.2.4.3 be remunerated for their membership of the Board;

17.2.4.4 not hold any other elective office in, nor take any active part in, the government of swimming by any National, Regional or County Association;

17.2.5 a maximum of three members nominated by the Sport Governing Board who shall:

17.2.5.1 be subject to approval by Council;

17.2.5.2 normally take office from when his nomination has been approved by Council and shall remain in office until a successor is appointed and takes office.

17.3 General provisions relating to the members of the Group Board

17.3.1. With the exception of the Chief Executive Officer and the Chief Financial Officer only persons who are members of the ASA shall be eligible to be voting members of the Board.

17.3.2 With the exception of the Chief Executive Officer and the Chief Financial Officer no other person who receives any remuneration (other than legitimate expenses or payment for services as a member of the Group Board) 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.

17.3.3 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.

17.4 Meetings

17.4.1 The Group Board shall meet as required to fulfil its obligations.

17.4.2 The Chairman shall give at least 14 days written notice of each meeting.

17.4.3 50% of those entitled to attend and vote shall form a quorum at any meeting.

17.5 Duties

17.5.1 Approve, if at least two thirds of those voting are in favour, the principle, intention and wording of all changes to ASA Regulations that lie within its jurisdiction properly proposed. Any such changes shall become effective on a date to be decided by the Group Board which shall be at least six weeks after the meeting at which the changes are made.

17.5.2 Carry out any specific duty laid on it by Council.

17.5.3 Carry out the duties set out in the Terms of Reference as stated in the Regulations.

17.5.4 Decide any matter not provided for in the Laws or Regulations of the ASA that lie within its jurisdiction subject to the approval of Council at its next meeting.

17.5.5 Decide any matter, including changes to ASA Laws that lie within its jurisdiction, which in the opinion of two-thirds of the Group Board is considered to be of immediate importance subject to the approval of Council at its next meeting.

17.6 Decisions

17.6.1 The Group Board's decision shall take immediate effect and its instructions shall be acted upon until the next Council Meeting.

17.6.2 A copy of all resolutions, including all changes to ASA Laws and Regulations, passed by the Group Board shall be sent by the Chief Executive Officer to each Region.

18. The Sport Governing Board and the Group 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.

19. Conflict Resolution Between the Boards

19.1 The two Boards will attempt in good faith to resolve any dispute or claim arising out of or relating to their respective roles, powers and responsibilities or any conflict that arises between the strategies, policies and recommendations or instructions either under consideration or proposed that occurs between them by negotiations between the Chairmen of the two Boards or their representatives selected by and from each Board who shall have authority to resolve such conflicts, disputes or claims.

19.2 Before resorting to formal dispute resolution the parties agree that if informal discussions between the Chairmen or their representatives shall be unable to resolve the matter they will appoint a mediator by mutual agreement, to assist them in such negotiations. Both parties shall agree to co-operate fully with such mediator and to provide such assistance as is necessary to enable the mediator to discharge his duties. Where the parties cannot agree on the identity of the mediator then such person may be appointed upon the application of either party by Sport Resolutions.

19.3 Any claim, dispute or difference of any kind which cannot be resolved by the procedures set out above within 20 working days shall be referred for determination by the Council Determinations Panel who may in their absolute discretion engage a legal accounting or other specialist advisors to assist in their deliberations and whose decision shall be final.

20. ASA Awarding Body Board

20.1 Role

The role of the ASA Awarding Body Board is to:

20.1.1 review, challenge and support the business objectives as identified within the Board;

20.1.2 ensure the Board is compliant with Ofqual and other applicable regulatory requirements within its jurisdiction.

20.2 Composition

20.2.1 The Board shall comprise, at any one time, of up to six members inclusive of the Chairman, the Responsible Officer and up to four Independent members, but not less than two Independent members.

20.2.2 One of the Independent members shall be elected as the Vice Chairman of the Board.

20.2.3 The Board may, at its discretion and within reason,invite appropriate individuals to attend Board meetings for the purpose of providing updates on areas of interest and concern.

20.2.4 The term of office for all members of the Board will be 4 years.

20.2.5 A Board member may serve a maximum of two consecutive terms before a mandatory four year break.

20.2.6 In exceptional cases, a third term may be allowed by Council on the recommendation of the Nominations Committee (e.g. where a member has to complete a business critical project or Board initiative).

20.2.7 Every year the position of one Independent member will be put forward for election.

20.2.8 In the third/fourth year (dependent on Independent member membership), the position of the Chairman will be put forward for election.

20.2.9 The Responsible Officer is not subject to retirement by rotation.

20.3 Meetings

20.3.1 The Board shall meet as required to fulfil its obligations.

20.3.2 The Chairman shall give at least 21 days written notice of each meeting.

20.3.3 50% of those entitled to attend and vote shall form a quorum at any meeting.

20.4 Duties

20.4.1 The Board shall carry out any specific duty laid upon it by Council.

20.4.2 Carry out the duties set out in the Terms of Reference as approved by Council from time to time.

Constitutional Regulations

44. Procedures for Proposals to Change Regulations and Rules

44.1 A proposal to change an ASA Regulation other than a Judicial Regulation may be made by a member, club, organisation or Region and in the case of a proposal by:

44.1.1 an Individual, it must be supported by four signatures of ASA members each from other different affiliated clubs;

44.1.2 a club, it must be supported by two signatories from two other different clubs who have been authorised by those clubs;

44.1.3 an organisation, it must be confirmed by at least two-thirds of those present and voting at a Management Committee or the Council of the organisation;

44.1.4 a Region, it must be confirmed by a two thirds majority of those present and voting at a Regional Management Board or Regional Council;

44.1.5 a committee set up under Regulations 68 or 69 or Regulation 63.10 and must appear in the minutes of that committee submitted to the Council or either of the Boards as appropriate for approval.

Any such proposals must reach the Chief Executive Officer at least 16 working days prior to the relevant Board meeting except that if in the opinion of two thirds of the relevant Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

44.2 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 Regulations 68 or 69, Regulation 79 or Regulation 63.10. Any such proposal shall be considered by the Judicial Management Group set up under Regulation 79 unless emanating from it. It shall only be considered by the Sport Governing Board if it is supported by the Judicial Management Group and is recorded in the minutes of that Group submitted to the Sport Governing Board for approval at least 16 working days prior to the relevant meeting except that if in the opinion of two thirds of the Sport Governing Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

44.3 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 Regulations 68 or 69 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 Sport Governing Board if it is supported by the relevant Technical Committee and is recorded in the minutes of that Committee submitted to the Sport Governing Board for approval at least 16 working days prior to the relevant meeting except that if in the opinion of two thirds of the Sport Governing Board the matter is considered to be of sufficient importance and urgency it may be decided even if submitted after this date.

45. Interpretation of ASA Laws or Regulations

45.1 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 relevant Board whose decision shall be immediately effective.

45.2 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 relevant Board who shall refer it in accordance with ASA Regulations 64.2.2 and 65.2.2 before making its decision, subject to the approval of the ASA Council at its next meeting.

45.3 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.

46. Membership

46.1 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:

46.1.1 its President and Vice Presidents irrespective of whether they were members of the club prior to their election;

46.1.2 its officers and committee members irrespective of whether they were members of the club prior to their election;

46.1.3 its voluntary instructors and coaches.

46.2 It shall be the responsibility of every club to ensure that:

46.2.1 All its members are bound by the Code of Ethics.

46.2.2 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 Safeguarding and those parts of the 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 Regulations.

46.3 Any action taken under these ASA Laws or Regulations shall proceed on the presumption that these responsibilities have been discharged.

47. Annual Return of Club Membership and Registrations

47.1 Each club shall send to the ASA or to the Region if required a return of its membership not later than 31 March in each year. This shall include all members, and shall be divided into the following categories:

47.1.1 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.

47.1.2 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.

47.1.3 Category Three shall include all members of any age who are not in Categories One or Two including, but not being limited to, 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 ASA's educational certificates.

47.2 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.

47.3 All persons, in any Category, who are members in the current year shall be included in the return.

47.4 Those persons included in the Annual Return and any person initiating membership on or before 31 December and after his club's annual return of membership has been submitted shall pay, or have paid by the club on their behalf, an annual membership fee to the ASA or to the Region, if required:

47.4.1 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.

47.4.2 The amount of the fee, which may be different for each category of membership, shall be decided by the Sport Governing Board by 31 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 31 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 Sport Governing Board under this section.

47.4.3 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.

47.4.4 For Category Two, the membership fee shall include registration as a competitor. These persons may be referred to as Registered Competitors.

47.4.5 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.

47.4.6 Only one fee, which shall be the highest for which he is liable, shall be payable for any one member.

47.5 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 ASA and are not included in the Annual Return will be covered by the Third Party Insurance only.

47.6 The membership year shall be the calendar year: The registrations of all competitors and officials shall lapse on 31 March each year unless renewed before that date.

47.7 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, either the paper registration form or via the official online membership system, is received and recorded by the ASA.

47.7.1 Any person initiating membership on or before 31 December and after his club's annual return of membership has been submitted shall be charged the full fee for that year for the appropriate category of membership.

47.7.2 Any member changing his category of membership on or before 31 December shall be charged any additional fee for that year due for the new category of membership.

47.7.3 Any member changing his category of membership at any time after his club's annual 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.

48. FINA Rules

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

49. FINA Rules – Unauthorised Relations

49.1 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.

50. Eligibility

50.1 All competitors shall be registered with the ASA to be eligible to compete except as provided by Regulation 321.

50.2 An eligible competitor shall not compete against a person ineligible to compete, except in events confined to swimmers with a disability, events or series of events organised under temporary affiliation and/or temporary memberships granted by the ASA, life saving competitions approved by the ASA. Breaches of this Regulation shall be dealt with under the Judicial Regulations.

50.3 The Sport Governing Board may produce and publish from time to time a list of events, or type of event, for which Regulation 50.2 does not apply.

51. Accreditation

51.1 All tutors and verifiers of the ASA's educational certificates shall be accredited by the ASA according to any regulations published by the ASA.

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 Safeguarding

and those parts of the Judicial 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 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 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 ASA 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 ASA 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 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 Sport Governing 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 31 March each year and shall be reviewed annually by the Sport Governing Board.

53.2 **Commercial Organisations:** This category of membership may be granted by the Sport Governing 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 Sport Governing 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 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 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 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 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 Sport Governing Board at its first meeting each year, becomes due on 31 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 Safeguarding 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 ASA 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 Sport Governing Board in the following rotation: North East; London; West Midland; East; East Midland; North West; South East; the Sport Governing 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 Officer at least 14 days before the ASA Annual Council 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 Sport Governing 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 Council Meeting and shall remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office.

58.2 The President shall:

58.2.1 be nominated by the Regions and the Sport Governing Board in the following rotation: South West; North East; London; West Midland; East; East Midland; North West; South East and the Sport Governing 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 Sport Governing 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 Council Meeting of the Region or the Sport Governing 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 Council Meeting and shall remain in office until his successor is elected at the immediately following Annual Council Meeting and takes office;

58.2.4 be the senior officer of the ASA and represent the ASA where a ceremonial presence is required.

58.3 The Auditors shall:

58.3.1 be appointed by Council following a recommendation by the Group Board;

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 Council 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 Regulations 68 or 69;

58.5.4.2 British Swimming, including but not being limited to, membership of any British Swimming Committee comparable to those established under Regulations 68 or 69;

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 Sport Governing Board and, through him, to the Council of the ASA;

58.5.8 take office from when his election is made at the Annual Council 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 Council meeting 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 Sport Governing Board are in favour.

58.6 The Chairman of the Sport Governing Board shall:

58.6.1 be nominated for appointment to Council by a Nominations Committee;

58.6.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Sport Governing Board.

58.7 The Sport Specialist Members of the Sport Governing Board shall:

58.7.1 be nominated for appointment to Council by a Nominations Committee;

58.7.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Sport Governing Board.

58.8 The Chairman of the Group Board shall:

58.8.1 be nominated for appointment to Council by a Nominations Committee;

58.8.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Group Board.

58.9 The Independent Members of the Group Board shall:

58.9.1 be nominated for appointment to Council by a Nominations Committee;

58.9.2 take office from when the appointment is made and shall remain in office until their successor is appointed and takes office except that if a vacancy arises during a term in office it may be filled by a majority decision of the members of the Group Board.

58.10 Officers of the ASA

58.10.1 The President, the Chairman of the Sport Governing Board and the Chairman of the Group Board together with the Chief Executive Officer of the ASA shall be Officers of the ASA. 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.

58.10.2 The Officers shall be ex officio members of appropriate Committees with the exception of the Audit, Risk and Probity Committee.

58.10.3 The Chairman of the Group Board shall act as the line manager for the Chief Executive Officer on behalf of the ASA.

58.11 Honorary Members

58.11.1 The Council may, from nominations received from the Boards, elect Honorary Members, in order to recognise valuable service to the sport.

59. Financial Year

59.1 The ASA financial year shall end on 31 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 either of the Boards, 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 Officer not later than the 15 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 Council Meeting or Regional 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 Regulation 68 and shall reach the Chief Executive Officer 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 either of the Boards at a meeting before 15th July and appears in the minutes of that meeting; or

60.2.2 made by a Committee appointed under Regulations 68 and appears in the minutes of that Committee which have been approved by the relevant Board before 15 July; or

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

60.2.4 made as a matter of urgency, approved by the relevant 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 relevant Board, unless emanating from it. The relevant 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 Officer 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 Group Board if he is present. In his absence the Chairman of the Sport Governing Board will act as Chairman of Council. If both are absent the meeting shall elect a Chairman.

61.2 If the Chairman of Council has a conflict of interest on any agenda item an alternative will be appointed for that agenda item using the order of precedence set out in Regulation 61.1.

61.3 The Chairman shall have:

61.3.1 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;

61.3.2 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 both Boards' 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 Regional Administrator, or his equivalent of each Region and directly affiliated body not later than the 14 August. These documents shall also be sent to each affiliated club by that date.

62.2 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 Council Meeting, the Annual Report, the Financial Statements or any minute of the Boards or sub-committees including any published changes to ASA Laws, ASA Regulations or ASA Technical Rules, must indicate his intention by giving notice to the Chief Executive Officer no later than 14 days prior to the Annual Council Meeting.

62.3 Questions on the minutes of the Boards or Committees appointed under Regulation 68 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:

62.3.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and

62.3.2 the minutes have been approved by the relevant Board; and

62.3.3 a specific question seeking further clarification or information is asked; or

62.3.4 a proposal is made under Regulation 60.1.3.

62.4 Approval of the report, which includes acceptance of the minutes of the Boards, 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.

62.5 The Chief Executive Officer may send to a member of Council a written answer to a question posed in accordance with Regulation 62.2, 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 62.3. 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 either Board shall be proposed by a member of the relevant 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 1 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 Operating Officer 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 host 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 Sport Governing 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 In particular the Sport Governing Board shall:

64.2.1 approve, if at least two thirds of those voting are in favour, the wording of all changes to ASA Law that lie within its jurisdiction to implement the principles and intentions of Council;

64.2.2 decide the meaning of any Law or Regulation of the ASA that lie within its jurisdiction which may be referred to it. In arriving at any such decision the Sport Governing Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Law or Regulation decided by Council or the Sport Governing Board;

64.2.3 decide the meaning of any ASA Technical Rule which may be referred to it. 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;

64.2.4 decide any relevant matter that lie within its jurisdiction not provided for in the Laws, Regulations, or Technical Rules of the ASA;

64.2.5 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;

64.2.6 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 1 January following the meeting at which the changes are made;

64.2.7 consider all claims for ASA, British, European, Commonwealth and World records and submit its findings to the appropriate authority;

64.2.8 fill any relevant vacancy as specified in Regulation 58, which may occur amongst Officers and Office Holders of the ASA until the next meeting of Council;

64.2.9 at its first meeting after the appropriate Annual Council Meeting make the following appointments from among members of the ASA:
Health and Safety Forum;
Trophies Controller.

64.2.10 at its first meeting after the publication of the ASA Handbook appoint in consultation with the Group Board, the Rules Committee secretary and members of the Rules Committee;

64.2.11 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;

64.2.12 appoint representatives or members to a Nominations Committee, for the Board of Directors of British Swimming and other appropriate bodies;

64.2.13 in consultation with the Group Board be responsible for the publication of the ASA Handbook and for the incorporation therein of any changes authorised by Council;

64.2.14 keep a written record of all advice concerning the interpretation of general law or ASA Laws;

64.2.15 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;

64.2.16 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;

64.2.17 from time to time define low level competitions for the purpose of the exemption from the requirement for registration and inclusion in Category Two of membership;

64.2.18 Fulfil the terms of reference for the Sport Governing Board.

65. Powers and Duties of the Group Board

65.1 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.

65.2 In particular the Group Board shall:

65.2.1 approve, if at least two thirds of those voting are in favour, the wording of all changes to ASA Law that lies within its jurisdiction to implement the principles and intentions of Council;

65.2.2 decide the meaning of any Law or Regulation of the ASA that lie within its jurisdiction which may be referred to it. In arriving at any decision the Group Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Law or Regulation decided by Council or the Group Board;

65.2.3 decide any relevant matter that lies within its jurisdiction not provided for in the Laws or Regulations of the ASA;

65.2.4 fill any relevant vacancy as specified in Regulation 58, which may occur amongst Officers and Office Holders of the ASA until the next meeting of Council;

65.2.5 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;

65.2.6 appoint representatives or members to a Nominations Committee, for the Board of Directors of British Swimming and other appropriate bodies;

65.2.7 Fulfil the terms of reference for the Group Board.

66. General Provisions Relating to the Membership of the Boards

66.1 General Provisions relating to the membership of the Sport Governing Board.

66.1.1 With the exception of the Chief Executive Officer and the Chief Operating Officer the members of the Board shall hold office for a period of four years.

66.1.2 Members shall not serve for more than two consecutive terms of office.

66.1.3 Two Regional members and one Sport Specialist member shall retire each year with the exception of the fourth year where two Regional members and the Chairman shall retire.

66.1.4 The members so retiring shall be those who have been longest in office.

66.1.5 Should a Regional member be unable to attend a meeting, a substitute may be appointed by the Region.

66.1.6 Any member of the Board, who is absent from three consecutive Board meetings between two consecutive Annual Council Meetings, without have received leave of absence or giving any explanation accepted as valid by the Board shall thereby vacate his seat.

66.1.7 The Board shall fill any vacancy for a Chairman or Sport Specialist member 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 appointed and takes office. Such a replacement shall be reported to the next meeting of Council for approval.

66.1.8 The Regional Management Board shall fill any vacancy for a Regional member 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 appointed and takes office.

66.1.9 Other individuals, if required to do so by the Chairman or the Board, may attend meetings of the Board by invitation and may speak if invited to do so by the Chairman but may not vote.

66.1.10 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.

66.2 General Provisions relating to the membership of the Group Board.

66.2.1 With the exception of the Chief Executive Officer and the Chief Financial Officer the members of the Board shall hold office for a period of four years.

66.2.2 Members shall not serve for more than two consecutive terms of office.

66.2.3 One Independent member and one member appointed by the Sport Governing Board shall retire each year with the exception of the fourth year where one Independent member and the Chairman shall retire.

66.2.4 The members so retiring shall be those who have been longest in office.

66.2.5 Any member of the Board who is absent from three consecutive Board meetings between two consecutive Annual Council Meetings, without having received leave of absence or giving any explanation accepted as valid by the Board shall thereby vacate his seat.

66.2.6 The Board shall fill any vacancy for a Chairman or Independent member 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 appointed and takes office. Such a replacement shall be reported to the next meeting of Council for approval.

66.2.7 The Board shall fill any vacancy for a member appointed by the Board 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 appointed and takes office.

66.2.8 Other individuals, if required to do so by the Chairman or the Board, may attend meetings of the Board by invitation and may speak if invited to do so by the Chairman but may not vote.

66.2.9 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.

Terms of Reference – Sport Governing Board

Role

The role of the Sport Governing Board is to provide the focus and direction of the core activities of fostering and developing swimming as a sport including membership and clubs. In this and all the following areas the Sport Governing Board will work with the Group Board to integrate their strategies, plans and resource proposals for the part of the ASA they are responsible for into any overall plans or reviews.

Specific Responsibilities

1. Developing the four year strategic plan and annual plans for these aspects of the ASA subject to final review by the Group Board.
2. Developing, promoting and overseeing the implementation of these policies and programmes in line with the ASA's strategic direction.
3. Developing and agreeing the allocation of resources, including financial resources (budget), human resources and infrastructure for these aspects of the ASA, subject to final review by the Group Board.
4. Monitoring performance in these areas against corporate plans, budgets and targets, initiating improvement activity as appropriate.
5. Providing advice and direction on the strategic development of clubs, counties and regions.
6. Ensuring the effective delivery of the athlete pathway.
7. Establishing and ensuring the implementation of strategic plans for the recruitment, retention and development of volunteers.

8. Appointing the President of the ASA in the appropriate year in the 9 year rotation cycle i.e. the 9th year or the year in which the Olympic Games or Commonwealth Games is held in England.
9. Responsibility for the technical rules, membership rules and regulations.
10. Setting the annual membership fee in line with resource requirements agreed with the Group Board.
11. Setting up, monitoring and evaluating the activities of its sub-committees and working groups and holding them to account.
12. Appointing two members to a Nominations Committee set up to nominate the ASA representatives to the British Swimming Board.

Terms of Reference – Group Board

Role

The role of the Group Board is to provide the strategic direction for the ASA and subsidiary companies including its mission, vision and strategic objectives and monitor the implementation of the strategic and corporate plans and budgets. In this and all the and all the following areas the Group Board will work with the Sport Governing Board to integrate their strategies, plans and resource proposals for the part of the ASA they are responsible for into any overall plans or reviews.

Specific Responsibilities

1. Developing and agreeing the four year strategic plan and annual corporate plans for the ASA and subsidiary companies.
2. Developing, promoting and overseeing the implementation of policies and programmes in line with the ASA's strategic direction.
3. Developing and agreeing the allocation of resources, including financial resources (budget), human resources and infrastructure.
4. Monitoring performance against corporate plans, budgets and targets, initiating improvement activity as appropriate.
5. Ensuring sound systems of financial management and control throughout the organisation.
6. Establishing and overseeing partnership relations, commercial arrangements and ensuring the protection of brand position and image.
7. Establishing and overseeing the implementation of governance arrangements including strategic risk management and the development and implementation of appropriate policies.
8. Ensuring compliance with all statutory and legislative requirements including health and safety and equality.
9. Monitoring and evaluating the activities of subsidiary company boards, group sub-committees and working groups and holding them to account.
10. Appointing one member to a Nominations Committee set up to nominate the ASA representatives to the British Swimming Board.
11. Line managing the Chief Executive Officer through the Chairman.

Committees

67. General restrictions on membership

67.1 With the exception of the Audit, Risk and Probity Committee, only persons who are members of the ASA shall be eligible to be a voting members of any decision making Committee appointed in accordance with Regulation 68.

67.2 No person who receives and remuneration for any full time employment by British Swimming, the Scottish ASA, the Welsh ASA or the ASA or any of the Regions shall be eligible to be a voting members of any decision making Committee appointed in accordance with Regulation 68. For the purposes of the section, full time employment shall be defined as remunerated employment under a contract of service for not less than 35 hours a week.

68. Appointment, terms of reference, powers and responsibilities and membership of Committees

68.1 The Sport Governing 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.

The Committees appointed under this Regulation 68.1 may include but shall not be limited to the following:

Diving Management Group;
Masters Swimming Sub-Group;
Open Water Swimming Sub-Group;
Swimming Management Group;
Synchronised Swimming Management Group;
Water Polo Management Group;
Disability Swimming Sub-Group;
Club Development Group

68.2 The Sport Governing Board shall from time to time determine and publish on the website for each committee appointed under Regulation 68.1 its:

68.2.1 terms of reference;

68.2.2 powers and responsibilities;

68.2.3 membership.

69. Appointment of other Committees, Forum and Controller

69.1 The Boards shall appoint the following Committees, Forum and person subject to the relevant Regulations:

Audit, Risk and Probity Committee – Regulation 70;
Rules Committee – Regulation 71;
Health & Safety Forum – Regulation 201;
Trophies Controller.

70. Audit, Risk and Probity Committee

70.1 Purpose

To assist the Group Board in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the association's processes for monitoring compliance with both internal and applicable external laws and regulations. The Committee shall also cover relevant activities that are the responsibility of the Sport Governing Board. Examination of the relevant activities of the Boards themselves is within the remit of this Committee.

70.2 Membership

The Committee will consist of at least four and no more than five members. Appointments to the Committee shall be made by the Group Board in consultation with the Committee Chairman, if appointed.

70.2.1 The Committee shall consist of:

70.2.1.1 not more than two independent members of the Group Board;

70.2.1.2 not more than one Sport Governing Board representative on the Group Board; and

70.2.1.3 not more than two volunteer members who are independent of the Group Board and Sport Governing Board and who have been nominated through a process of open recruitment.

70.2.2 At least 50% of members must be present for a quorum including one member independent of both Boards.

70.2.3 For members independent of both Boards appointments shall be for a period of up to three years, extendable by no more than one additional three year period, so long as members continue to be independent.

70.2.3 The Chairman of the Committee shall be one of the independent members from the Group Board.

70.3 Terms of Reference

The Group Board shall prepare, publish on the website, and from time to time review the Terms of Reference of the Audit, Risk and Probity Committee. These shall cover the powers, roles and responsibilities and reporting procedures of the Committee.

71. Rules Committee

71.1 Membership

71.1.1 The Committee shall consist of the Committee Secretary and at least two persons, appointed by the Sport Governing Board in consultation with the Group Board.

71.1.2 50% of those entitled to attend and vote shall form a quorum at any meeting.

71.1.3 The Committee may co-opt other persons, without the power to vote, if matters of a technical nature are to be discussed.

71.2 The duties of the Committee shall be to:

71.2.1 advise the Boards on all matters regarding the Laws, Regulations, Technical Rules and Championship/Competition Conditions of the ASA to ensure uniformity of presentation, clarity, the absence of ambiguity and conformity of principle each with the other;

71.2.2 review on behalf of the Boards 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 71.2.1;

71.2.3 draft and submit to the Boards for their 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;

71.2.4 draft and submit to the Boards for approval suitable wording for all changes to ASA Regulations or Technical Rules decided in principle and intention by the Boards;

71.2.5 consult fully with the appropriate Technical or other Committees whenever changes to Regulations, Technical Rules, or Conditions are involved before submitting any drafts or amendments to proposals under Regulations 71.2.2 or 71.2.4;

71.2.6 provide guidance and advice to the Technical and other Committees on the Laws, Regulations, Technical Rules and Conditions of the ASA.

72. Criteria for the Judicial Appointments Panel

72.1 Membership

72.1.1 The panel shall consist of eight persons, one from each Region.

72.1.2 No member of the panel shall also be a member of the Boards or an elected member of a Regional Management Board.

72.1.3 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.

72.1.4 50% of those entitled to attend and vote shall form a quorum at any meeting.

72.2 Duties

72.2.1 The duties of the panel shall include, but not be limited to, to:

72.2.1.1 appoint a Chairman from within its own members;

72.2.1.2 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;

72.2.1.3 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;

72.2.1.4 in consultation with the relevant Chairman for the time being of the relevant Panel and following the procedures set out in Regulations 73 and 74, appoint the members of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel.

72.3 Powers

72.3.1 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.

73. Criteria for the Independent Disciplinary and Dispute Resolution Panel

73.1. The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), shall be as follows:

73.1.1 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.

73.1.2 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.

73.1.3 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.

73.1.4 One third of the panel members shall retire each year but shall be eligible for re-appointment.

73.1.5 No member of the Boards nor member of any of the Committees established under Regulation 68 or 69 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.

73.1.6 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.

73.1.7 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.

73.2 The functions of the Disciplinary Panel shall include, but not be limited to, to:

73.2.1 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);

73.2.2 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);

73.2.3 provide members to consider appeals against decisions of the Judicial Commissioner (See Regulations 108.2 and 108.3).

74. Criteria for the Independent Disciplinary and Dispute Resolution Appeals Panel

74.1 The composition and method of appointment of the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel') shall be as follows:

74.1.1 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.

74.1.2 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.

74.1.3 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.

74.1.4 One third of the panel members shall retire each year but shall be eligible for re-appointment.

74.1.5 No member of the Boards nor member of any of the Committees established under Regulation 68 or 69 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.

74.1.6 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.

74.2 The functions of the Appeals Panel shall include, but not be limited to, to:

74.2.1 provide the members of Appeal Committees to consider and decide appeals from any decision of a Disciplinary Committee;

74.2.2 provide the members of Appeal Committees to consider and decide appeals from any arbitration decision under Regulation 108.5.

75. 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

75.1 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.

75.2 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.

75.3 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.

75.4 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.

76. Criteria for the Appointment of officers of the Independent Disciplinary and Dispute Resolution Panel and the Independent Disciplinary and Dispute Resolution Appeals Panel

76.1 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.

76.2 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.

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

76.4 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.

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

77.1 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.

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

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

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

78. Judicial Commissioner

78.1 The Judicial Commissioner, (the 'Commissioner'), shall normally be elected by an Annual Meeting of the Council.

78.2 The requirements for and limitations on the holder of the office of Commissioner are set out in Regulation 58.5.

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

78.3.1 review every complaint or protest appeal received under the Judicial Regulations and decide the procedure to be followed in each case. The permitted procedures shall include:

78.3.1.1 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 Sport Governing Board from time to time; (See Regulation 160.2);

78.3.1.2 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);

78.3.2 require any or all of the procedures to decide a complaint or protest appeal to be expedited irrespective of the time provisions in the Judicial Regulations, if he is satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a speedy outcome;

78.3.3 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;

78.3.4 enforce Regulation 100.7. If any member of the ASA refuses or neglects to comply with the requirements of Regulation 100.7 the Commissioner may impose such sanctions as he deems appropriate.

78.3.5 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;

78.3.6 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;

78.3.7 appoint a substitute to act in his place, if he is unable or unwilling to review and/or monitor the progress of any complaint.

78.4 The Commissioner may take advice from any person when reviewing any complaint or protest appeal.

78.5 An appeal against a decision of the Commissioner may be made in certain cases under Regulation 108.2 or 108.3.

79. Judicial Management Group

79.1 Membership

The management of the Judicial system shall be the responsibility of a Judicial Management Group consisting of:

79.1.1 The appointed members who shall be entitled to vote and to hold office consisting of:

79.1.1.1 the Chairman and the Vice-Chairmen of the Appeals Panel; and,

79.1.1.2 the Chairman and the Vice-Chairmen of the Disciplinary Panel.

79.1.2 The invited members who shall not be entitled to vote and to hold office consisting of:

79.1.2.1 the Judicial Commissioner; and,

79.1.2.2 a representative of the Office of Judicial Administration.

79.2 Meetings

The Chairman of the Judicial Management Group shall, in each year, convene at least one meeting of the Judicial Management Group for the purpose of managing the Judicial system. Administrative support for the Judicial system shall be provided by the Office of Judicial Administration in consultation with the Chairman of the Judicial Management Group.

79.3 Quorum

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

79.4 Judicial Management Group Chairman

79.4.1 At the first meeting following the Annual Council Meeting or as and when required the Judicial Management Group shall elect a Chairman from among those members holding office as the Chairman and Vice-Chairman of the Appeals Panel and the Disciplinary Panel.

79.4.2 The Chairman shall serve for a period not exceeding three years.

79.4.3 On retirement the Chairman shall be eligible for re-election.

79.4.4 If the Chairman ceases to be a member of the Judicial Management Group, by retirement, resignation or for any other reason before the end of their term of office they shall immediately cease to be the Chairman. The members shall immediately move to fill the vacancy of Chairman and the person so elected shall serve for the remainder of the term of office of their predecessor until the next normal period of election of the Chairman.

79.5 Vote of No Confidence in the Chairman

79.5.1 Any member of the Judicial Management Group may request a vote of no confidence in the Chairman.

79.5.2 A vote of no confidence shall be held if not less than 5 members entitled to attend and vote at the meeting submit such a request in writing to the Judicial Administrator.

79.5.3 On receipt of such a request the Judicial Administrator shall be obliged to call a meeting of the Judicial Management Group whereupon the supporting arguments for both sides shall be presented and the vote of no confidence itself shall be taken. The vote of no confidence shall be passed by a simple majority of the members present and entitled to vote being in favour of the proposal.

79.5.4 If a vote of no confidence in the Chairman is passed the Chairman will immediately leave office and the position of Chairman shall be considered to be vacant. The Judicial Administrator shall then move to organise an election to fill the vacancy.

79.6 Expenses

79.6.1 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.

79.6.2 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.

Finance

80. Expenses

80.1 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.

80.2 The ASA shall pay:

80.2.1 the business expenses of all Council meetings;

80.2.2 the travelling, hotel and incidental expenses incurred by the President, Vice President, Officers (as defined in ASA Regulation 58.10) and the Regional representatives in connection with all Council meetings;

80.2.3 the travelling, hotel and incidental expenses incurred by members of the Boards and other ASA Committees in connection with all meetings of the Boards and other ASA Committees.

80.3 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.

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

81. Conflicts of Interest

81.1 Register of Interests

81.1.1 Each of the eight Regions, all members of the Boards, 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 office 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:

81.1.1.1 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;

81.1.1.2 any directorship of a Company or any partnership or any other profit, salary or fee earning activity not covered under 81.1.1.1 above;

81.1.1.3 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);

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

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

81.1.2 In the event that the Chief Executive Officer 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 Officer.

81.1.3 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.

81.2 Declaration of Interests:

81.2.1 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;

81.2.2 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.

81.3 Code of Practice:

81.3.1 the Boards may issue and from time to time revise a Code of Practice with regard to the operation of this Regulation 81;

81.3.2 all Affected Persons shall be required to complete an acknowledgement to the effect that they have read and understood this Regulation 81 and the Code of Practice then in force.

General Regulations for the Judicial System

Definitions and Limitations

100. Judicial

100.1 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 Regulations.

100.2 There shall be five levels of judicial authority:

100.2.1 the Water Polo Delegate(s) or the referee(s);

100.2.2 the Jury of Appeal;

100.2.3 the Judicial Commissioner ('the Commissioner');

100.2.4 the Independent Disciplinary and Dispute Resolution Panel, (the 'Disciplinary Panel'), and its agents;

100.2.5 the Independent Disciplinary and Dispute Resolution Appeals Panel, (the 'Appeals Panel'), and its agents.

100.3 Any deviation from any provision of these 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.

100.4 A member of the Scottish ASA or of the Welsh ASA shall be governed by the ASA Judicial Regulations whilst engaged in activities under the jurisdiction of the ASA in England.

100.5 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.

100.6 Any case involving a prohibited substance or other offence under the British Swimming Anti-Doping Rules and shall be dealt with by British Swimming according to those Anti-Doping Rules.

100.7 All documents submitted to the Office of Judicial Administration howsoever whether directly related to a complaint that has been determined by the Commissioner in accordance with his powers under the Judicial Regulations or by way of an enquiry to the Office of Judicial Administration shall be solely used in relation to that dispute or enquiry, shall be kept condidential at all times by any individual in receipt of any documents from the Office of Judicial Administration and which shall not be used for any collateral or ulterior purpose. Documents marked confidential originating from a judicial authority (as defined in Regulation 100.2) shall also be kept confidential and not used for any collateral or ulterior purpose.

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. Decisions of a club, body, organisation, association, County Association or Region on selection of teams may not be the subject of a complaint.

102.2 If a person, club or other body or organisation is dissatisfied with a decision of a Committee appointed under Regulation 68 or 69 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 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 Officer.

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/IoS 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 Boards 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.

Principles

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. The Chairman of the Disciplinary Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply with the Chairman's requirement(s) made under this Regulation before the Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.

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 Regulation 68 or 69.

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. The Arbitrator or the Chairman of the Arbitration Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply with the Chairman's requirement(s) made under this Regulation before the Arbitrator or Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.

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 Regulation 68 or 69.

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. The Chairman of the Appeal Committee must take all reasonable steps to ascertain the relevant facts and be satisfied that an ASA member has refused or wilfully neglected to comply with the Chairman's requirement(s) made under this Regulation before the Chairman invokes the right to take action by way of imposing sanctions available under Regulation 109 against that ASA member.

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 Water Polo Rules 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 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 78.3.1.1 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 Water Polo Rules 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 Officer, (or any Acting or Interim Chief Executive Officer) for a specified term decided by the Chief Executive Officer (or any Acting or Interim Chief

Executive Officer) under the Child Safeguarding Regulations 241.4, 241.6, 241.7 or 241.10, always provided that a notice of appeal setting out the detailed grounds of appeal is lodged with the Judicial Administrator within 21 days from the date of the notice informing the individual of the specified term suspension. 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 Officer (or any Acting or Interim Chief Executive Officer) 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.

108.13 An appeal submitted under the provision of this Regulation 108 and Regulation 161.2 shall be considered by the Chairman of the Panel whose members will be designated to hear the appeal. The Chairman of the Panel shall decide if the appeal shall proceed.

108.14 An application to withdraw an appeal initially made under the provision of this Regulation 108 and Regulation 161.2 shall only be granted if the Chairman of the Committee appointed to hear the appeal decides that the application for withdrawal of the appeal should be accepted.

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 against 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 Anti-Doping Rules 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 Membership Team. He may, at the end of his suspension, apply to the Membership Team for his card to be returned, unless it has expired when he may make a fresh application for registration.

109.6 After six years from the date of a Judicial Commissioners Determination, a Disciplinary Committee, or an Arbitration Committee hearing or any appeal 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.

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 78.3.1 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 a 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.

Internal Disputes

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

150.4 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.

150.5 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.

150.6 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.

151.4 If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not include a breach of ASA Laws or Regulations, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

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.

Note: Further guidance is available on the clubs and members section of the ASA website.

Regulations for the Operation of the Judicial System

Protests and Complaints

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 British Para-Swimming, St James Building, Floor 9, 79 Oxford Street, Manchester, M1 6FQ.

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. If declined reasons shall be given in writing to the complainant or respondent where they have been previously notified of the complaint from the office of Judicial Administration. 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 does not have enough evidence to warrant further action being taken;

160.1.3 is not serious enough to warrant further involvement by the ASA. The commissioner may nevertheless decide that no further action is required and/or decide to deal with the complaint informally by way of advice or information.

160.1.4 raises an allegation which is 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;

160.1.5 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;

160.1.6 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 Safeguarding 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 if he decides that an appeal may proceed 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 Regional Chairman, 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.

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 60 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 28 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 28 days' notice.

162.8 Where, under Regulation 78.3.2, 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 Chairman, 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 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 Water Polo Rules 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.

Dispute Resolution Procedures

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, 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 in the judgment of the Commissioner the parties are not co-operating in good faith at any stage in the process with any direction for mediation the Commissioner is empowered to make such order as he sees fit including making a summary judgment.

174.5 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.

174.6 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.

174.7 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.

174.8 No formal record or transcript of the mediation process shall be made.

174.9 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 14 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 Chairman, 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.

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.

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.

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 three 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 an 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 of Judicial Administration.

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 of Judicial Administration on the official complaint form also available from this 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.

Regulations – General

Health and Safety Forum

201. Health and Safety Forum

201.1 The Health and Safety Forum shall comprise the following nominated representatives:

201.1.1 One representative from each Region;

201.1.2 One representative from each aquatic discipline;

201.1.3 One representative from the Medical Advisory Committee;

201.1.4 One representative from British Swimming;

201.1.5 One representative from the Department of Legal Affairs who shall Chair the meetings;

201.1.6 One organisational Risk Manager;

201.1.7 One representative from the Facilities Department.

201.2 The forum shall meet at least once 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 prepare, or to approve the content of, all the ASA's published materials on safety;

201.3.2 to 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;

201.3.3 to provide health and safety information on best practice;

201.3.4 to provide information and advice on health and safety issues;

201.3.5 to review identified risks and advise the risk owner;

201.3.6 to contribute to the Annual Report, including update on its activities.

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 Sport Governing 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 Referees or Water Polo Delegates

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.

Child Safeguarding

241. Child Safeguarding

For the purposes of this Regulation 241, 'child' or 'young person' means a person under the age of eighteen years as defined by the Children Act 1989 and the Chief Executive Officer shall include any acting or interim Chief Executive Officer.

241.1 No person shall be permitted to be involved in any way with children in the sport of swimming, open water swimming, synchronised swimming, diving or water polo under jurisdiction of the ASA unless:

241.1.1 they are a member of an affiliated club or of a club, body or organisation whose Child Safeguarding Policies and the measures to enforce them are recognised by the ASA; or

241.1.2 if this is impractical, 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 or Schedule 1 to the Criminal Justice and Court Services Act 2000 as amended by the Sexual Offences Act 2003 and any other Offence which reasonably causes the Chief Executive Officer 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 Officer 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 Officer reasonably to conclude that an individual may have committed an Offence then in any such case the Chief Executive Officer 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 where held.

241.4 Upon receipt by the Chief Executive Officer of a recommendation from the ASA Independent Child Protection Officer including the results of a Disclosure and Barring Service search or other information received which causes the Chief Executive Officer 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, synchronised swimming, diving or water polo the Chief Executive Officer may impose upon the individual an interim suspension or a suspension for a specified term decided by the Chief Executive Officer 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 Officer to impose a suspension for a specified term under this Regulation 241.4 (see Regulation 108.8)

241.5 In reaching a determination as to whether an interim suspension should be imposed the Chief Executive Officer 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 of harm;

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 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 Officer shall have the power to summarily impose a suspension for a specified term decided by the Chief Executive Officer 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 Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer 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 Officer shall have the power to suspend that person for a specified tem decided by the Chief Executive Officer 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 Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer 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 Disclosure and Barring Service and its checking services in regard to Child Safeguarding 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 take reasonable steps to comply with the procedures of the Disclosure and Barring Service and its checking services in regard to Child Safeguarding 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 Safeguarding procedures may be summarily suspended by the Chief Executive Officer until such time as they have complied with any outstanding matters, provided that the individual has been warned of their liability to such a suspension. There shall be a right of appeal to the Independent Disciplinary and Dispute Resolution Appeals Panel against the decision of the Chief Executive Officer to impose a suspension under this Regulation 241.10 (see Regulation 108.8).

241.11 A club, body, organisation or individual suspended by the Chief Executive Officer under this Regulation 241 shall not participate in any swimming activity organised by an affiliated club or controlled by ASA Laws and/or Regulations. Individuals shall not act as a representative of a club or affiliated body nor shall they be a member of any board, committee, subcommittee or council concerned with the direction or government of swimming, synchronised swimming, diving or water polo. An individual so suspended shall not act as an official at any competition, exhibition, meeting or any other activities within the ASA .

241.12 The suspension of any individual for a specific term decided by the Chief Executive Officer imposed under this Regulation 241 shall not be lifted unless and until the individual has submitted to an independent formal forensic risk assessment with regard to their suitability to be involved with children in the sport of swimming, synchronised swimming, diving and water polo.

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

241.13.1 an affiliated club adopts Wavepower, the ASA Child Safeguarding Policy and Procedures; and

241.13.2 the members of the affiliated club comply with Wavepower, the ASA Child Safeguarding Policy and 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.

241.15 The ASA will promptly notify the individual of the details of any interim suspension or specified term suspension. The notification shall be copied to the applicable ASA affiliated club, or any body directly or indirectly affiliated to the ASA where held and the notification may also be made available to any relevant authorities, other sports governing bodies and/or any such other individuals and bodies on a need to know basis.

241.16 Adults at Risk

The ASA Safeguarding Adults Policy which can be found on the website sets out the definition of an “Adult at Risk” and the procedures to follow if any concerns arise relating to an Adult at Risk. If an individual is working with Adults at Risk they may be in Regulated Activity as defined in the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 in which case it may be necessary to obtain a Disclosure and Barring Service disclosure and check the individual against the Adults barred lists. The provisions of ASA Regulation 241 are applicable to Adults at Risk in the sport of swimming, open water swimming, synchronised swimming, diving and water polo and those working with them in the same way as they apply to children or young persons and those working with them.

Regional Responsibilities

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 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.

Club Rights and Responsibilities

281. Club discipline and internal dispute procedures

281.1 For a breach of its own rules, but subject to ASA Regulations 150 and 151, 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 which shall include compliance with ASA Judicial Regulations.

281.4 Any such provisions shall comply with the ASA Recommended Club Constitution and the accompanying Guidance Notes.

Certificates and Long Service Awards

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 either of the Boards with a minimum of six years consecutive service;

301.1.3 A retiring Secretary of an ASA Technical Committee with six years service;

301.1.4 A retiring member of an ASA Technical Committee with ten years service;

301.1.5 An individual, group or team on the recommendation of either of the Boards or Council in recognition of a special performance or service rendered to the ASA;

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 Boards may be submitted to the Chief Executive Officer 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 either of the Boards 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 Officer of the ASA from nominations received at any time in writing from any source.

Registration, Qualification, Representation and Foreign Visits

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 Sport Governing 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 Sport Governing 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 must 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 must 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 by means of inclusion in a club's or organisation's membership return and must comply with any relevant regulations approved and published by the Sport Governing 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 seven 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 Sport Resolutions 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 ASA.

325.3 ASA members, groups of members or affiliated clubs wishing to compete, officiate, coach or train in countries outside Great Britain shall obtain permission from the Chief Executive Officer 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 Judicial Code.

Advertising and Television

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 Officer 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 ASA.

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 six 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.

General Regulations for Competitions

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 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 Judicial Code and FINA Technical Rules of (the discipline[s])'

401.3 British Swimming competitions held in England and promoted by the ASA may be held under the relevant competition conditions of British Swimming, British Swimming Rules including the British Swimming Judicial 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 Judicial Code and FINA Technical Rules of (the discipline[s])'

401.4 Other competitions 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 Licensing Officer, or his equivalent.

402.1 A permit may be refused without a reason being stated.

402.2 The permit shall be signed by the Regional Licensing Officer, 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.

403. Licensed meets

403.1 The ASA shall publish a process, application form and set of criteria to enable affiliated bodies or clubs to hold licensed events to be held under ASA Laws, Regulations and Technical Rules.

403.2 This process shall be managed by the Regional Licensing Officers, or their equivalent who shall have the authority to grant or refuse licences.

403.3 Regional Licensing Officers, or their equivalent shall report to the next meeting of their Regional Management Board or delegated authority all licences granted or refused, with reasons for any refusals.

404. Gala Advertisements

404.1 A Regional Licensing Officer, 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 (where electronic entry is used some of the following may be generated electronically):

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 and accepts the promotors conditions (if electronic entry is used the act of submitting the entry confirms this);

406.3.1.3 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; and

406.3.1.4 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 (if electronic entry is used the act of submitting the entry confirms the above).

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 three rounds of one competition without the production of his ASA registration card. The promoter shall notify the Membership Team 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 31 December 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 31 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 31 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**
410.3.3	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) of 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 meet, 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 meet. The Sport Governing 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 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 Licensing Officer, or his equivalent, at least 14 days before the meet is to be held.

419.2 A copy of the financial statement, duly audited, shall be sent to the Regional Licensing Officer, or his equivalent, within one month of the meet. 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 Competitions

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.

Technical Rules

Technical Rules of Racing

Changes to the Technical Rules of Racing normally come into effect from 1 September in each year, unless the Sport Governing 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 the ASA Judicial Regulations;

501.3 ASA Regulation 50 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 if:

502.1 he has a recorded British Swimming Classification; or

502.2 he has a recorded IPC Para-Swimming Classification; or

502.3 he has shown a Certificate of Swimming Disability issued by the ASA Medicial Advisor to the referee prior to the race (see statement on Certificate of Swimming 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 Regulation 50 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.

Technical Rules of Water Polo

Changes to the Technical Rules of Water Polo normally come into effect from 1 September in each year, unless the Sport Governing 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 Water Polo Rules;

601.2 the ASA Judicial Regulations;

601.3 ASA Regulation 50 and the ASA General Competition Regulations;

601.4 ASA Disciplinary Procedures

Technical Rules of Synchronised Swimming

Changes to the Technical Rules of Synchronised Swimming normally come into effect from 1 September in each year, unless the Sport Governing 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 the relevant parts of the FINA Synchronised Swimming Rules;

701.2 the ASA Judicial Regulations;

701.3 ASA Regulation 50 and the ASA General Competition Regulations

Technical Rules of Diving

Changes to the Technical Rules of Diving normally come into effect from 1 September in each year, unless the Sport Governing 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 the ASA Judicial Regulations;

801.3 ASA Regulation 50 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.

Technical Rules of Plunging

Changes to the Technical Rules of Plunging normally come into effect from 1 September in each year, unless the Sport Governing 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.

Technical Rules of Disability Swimming

Changes to the Technical Rules of Disability Swimming normally come into effect from 1 September in each year, unless the Sport Governing 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 Judicial Regulations;

1101.3 ASA Regulation 50 and the ASA General Competition Regulations.

Certificate of Swimming Disability

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 Physical 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 two years and will need to be reapplied for.

To obtain a certificate a swimmer should download the application form from the ASA website: **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.

Regulations for the Payment of Expenses by the ASA

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 organisation 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 debit 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, start and end destinations to be identified on the expense form, to comply with HMRC recommendations.
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
   Start and end destinations for each journey should be noted on the expense claim

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 organisation on behalf of athletes.
3. **Private Car** – as per the current guidelines.

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 organisation to move the volunteer mileage rate in line with HMRC rates does NOT imply any employer/employee relationship between the parties. The organisation's mileage rate is intended to cover travel expenses incurred whilst undertaking voluntary activity on behalf of the organisation.
2. The organisation 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 organisational and other volunteer activity, the volunteer is responsible for the tax position arising. The organisation does not undertake to log the total mileage of its volunteers – only that mileage incurred on organisation's activity.
3. Economy class air travel by Volunteers may only be made by prior agreement and must be booked via the organisation's office.
4. Assembly costs for Team staff and athletes.
   Standard class 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 Chief Financial Officer.

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 organisation, the travel arrangements will be made and paid for by the organisation.

Other Expenses

You should seek the prior approval of your designated officer before incurring other expenses that are not listed above.

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 ASA Events Department.
2. The Amateur Swimming Association will normally self-insure trophies against loss or damage. However, this will be reviewed annually by the Chief Operating Officer as part of the review of insurances.

Swimming Trophies:

3. All trophies will be awarded to the winner of the applicable event providing they reside in the United Kingdom. Trophy winners will be presented with a replica trophy at the event and photographed.
4. Trophy winners will have their name, photograph, club and time displayed alongside the respective trophy in the virtual trophy cabinet hosted on the website. The Events Department will be responsible for ensuring winners names are engraved and up to date.
5. A permanent memento will be awarded to the winner of annual overall awards such as the Swimmer of the Year Award.

Other Discipline Trophies:

6. Trophies will be presented at the event and recipients are entitled to keep the respective trophy for the duration of one year.
7. The Events Department will be responsible for obtaining and retaining a signature from the recipient, ensuring the details include name, contact details and club.
8. Recipients of trophies are responsible for ensuring their name is engraved on the trophy, unless a request is submitted for this to be carries out by the Events Department when the trophy is returned. The ASA will refund the cost of engraving providing receipts are submitted.
9. Trophies must be returned when requested.

Awards:

10. In Masters events (all disciplines) medals will be awarded to the first three placed athletes in each age group category. 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
11. In all other events medals will be awarded (all disciplines) subject to specific conditions 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.

Allocation of Trophies

1. The allocation of trophies to competitions shall be decided by the ASA Sport Governing Board after consideration of the known wishes of, and, where possible, consultation with the donor.

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
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
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
14	Long Distance (Men)	W J Innes
15	Long Distance (Women)	Clarence C Hatry
16	100 metres Backstroke (Men)	Henry Dixon, President ASA 1960
17	100 metres Backstroke (Women)	Nottingham Sportsmen (Jeans Trophy)
18	100 metres Backstroke (Boys)	Past Hon Auditors ASA (S R Drinkwater and W H Dalby)
19	100 metres Backstroke (Girls)	Beckenham Ladies SC (Mrs A M Austin Memorial Trophy)
20	200 metres Backstroke (Men)	J T Hinks
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
26	200 metres Breaststroke (Men)	Dr. Morgan Dockerill
27	200 metres Breaststroke (Women)	F R Edwards
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
44	Club Water Polo	Ravensbourne SC
45	Club Junior Water Polo	Derbyshire ASA (Swain Memorial Trophy)
46	Boys Water Polo	W J Read
47	County Water Polo Preliminary	E Wright (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
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 Yeaden Memorial Trophy)
62	Diver of the Year	Swimming Times Ltd (George Hearn Memorial Cup)

63	4x200m Freestyle Team (Men)	Henry Benjamin National Memorial Trophy
64	4x200m Freestyle Team (Women)	Harold Fern National Trophy
65	Aggregate Diving (Men)	Various Friends (G Melville Clark National Memorial Trophy)
66	Inter Services Championship	W A H Buller
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	Best Performance from a Junior Para-Swimmer (Male)	The Swimming Writers Club to the swimmer whose performance they adjudged to be the best
79	5 Nations Synchro Trophy	No event
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	13/14 Team 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 (Not in use)
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 Performance from a Junior Para-Swimmer (Female)	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 Junior Female at the ASA National Championships	Alan Lawrence Memorial Trophy
111	Best Junior Male at the ASA National Championships	Alan Lawrence Memorial Trophy
112	200m Butterfly (Boys)	Mr & Mrs S Edwards
113	200m Backstroke (Boys)	ASA Blackpool Salver
114	50m Freestyle (Boys)	Nederland 79
115	12 and under Synchronised Swimming Team	Trophy Discontinued
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.

The Harold Fern Award

Trustees: M W Beard, Mrs J Cook and S Greetham

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) deemed by the ASA Sport Governing 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 Sport Governing 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 Sport Governing Board.

Terms of the Award

The Award is given to the individual or organisation making the most outstanding contribution to aquatics at club, county, regional, national or international level.

In selecting the winner of the Award each year, the Sport Governing Board will give consideration to the following:

- outstanding achievement in advancing the sport through competition/coaching/officiating
- outstanding achievement in the administration of the sport
- outstanding achievement in advising the sport

Submissions from regions should be made by 15 July.

Award Presentations

1961	Captain B W Cummins	1979	N H Ibbett	1998	H H V Wilkinson
1962	N W Sarsfield OBE MC	1980	A H Cregeen	1999	Ms A Lonsbrough
1963	K B Martin MBE	1981	E Vickerman	2000	Dr D A P Cooke
1964	A Rawlinson MBE	1982	T H Cooper	2001	A Clarkson
1965	C P Parkin	1983	A Donlan	2002	Dr D Hunt
1966	C W Plant	1984	M Rutter	2003	M Hill
1967	A C Price	1985	F E Lambert	2004	R Hargreaves
1968	W T Tiver	1986	T G Thomas	2005	J R Carrie
1969	M Latimer	1987	F Moorhouse	2006	A Bartlett
1970	Mrs L Heaton	1988	J H Zimmermann	2007	Mrs M Bell
1971	E W Keighley	1989	F G Thain	2008	M W Beard
1972	R G Underwood	1990	D F Scales JP	2009	J N Winter
1973	W S Rowe	1991	R H Brown	2010	R Outtram
1974	Not awarded	1992	J Noble	2011	Dr P Penny
1975	Sir Harold Parker KCB KBE MC	1993	Dr I A M Gibb	2012	I Watson
		1994	F W Latimer	2013	S Greetham
1976	E Warrington MBE	1995	Germany	2014	D Yeoman
1977	M S Drinkwater	1996	T Denison	2015	F Kirby
1978	A H Turner OBE	1997	G Fosberg		

The Alfred H. Turner Award

Trustees: M W Beard; Mrs J Cook and S Greetham.

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 Sport Governing 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 Sport Governing Board. Nominations for this Award to be submitted to the Chief Executive of the ASA by Regional Associations and Committees of the Association.

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Award Presentations

1982	Miss D Rice	1994	Mrs J Nichols	2006	Mrs J Gray
1983	Miss N Yarwood	1995	Miss J Brayshaw	2007	M Firmin
1984	Miss C Powell	1996	Mrs J Williams	2008	Mrs A Van Beukelen
1985	Miss J Clarke	1997	Mrs B Lancaster	2009	Not Awarded
1986	Mrs V Morris	1998	Mrs J Harrison	2010	Mrs E Sykes
1987	Mrs A Clark	1999	M Glover	2011	Mrs J Holdstock
1988	Mrs S W Margetts	2000	Mrs J Hedger	2012	Mrs W Coles
1989	Mrs I B Williams	2001	Mrs N Muir-Cochrane	2013	Mrs M Fox
1990	Mrs E M Payne	2002	Mrs D Geer	2014	Mrs J Davies
1991	Mrs D Clarke	2003	Mrs M Coyne	2015	Mrs J Cook
1992	Mrs V Way	2004	Mrs F Dalrymple-Smith		
1993	Mrs V Naylor	2005	Not Awarded		

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)
B Eeles (2002)
L G Howe (1992)
E Wilkinson (1991)
E Dean (1990)
J J Lewis (1989)
T G Thomas (1988)
H Booth (1987)
Mrs Y M Price (1986)
Mrs S W Margetts (1984)
A H Turner, OBE (1982)
D F Scales, JP (1980)
F W Latimer (1978)
M Rutter (1975)
A Rawlinson, MBE (1968)
N W Sarsfield, OBE, MC (1966)
H R Walker (1963)

Officers of the ASA (10 years)

J W E Leach, Hon Legal Advisor
A M Clarkson OBE, FCA (1986-1996)
Prof J M Cameron, Hon Medical Advisor

ASA Committee (12 years)

T H Cooper
F W Latimer
E Dean
D Yeoman

ASA Sport Governing Board and ASA Board (12 years)

R Gordon (2002-2014)
R Margetts (2002-2014)
C Bostock (2000-2016)

Hon Secretaries of ASA Technical Committees (12 years)

J M Cook, Diving (1977–1993)
A Donlan, Education (1973)
C W Pullan, Coaches Certificate (1966)
D Bathurst, Water Polo Referees & Rules (1975–1993)
J M Rider, Water Polo (1977–1990)
Mrs I B Williams, Synchronised Swimming (1976–1990)
Dr D J Hunt, Scientific Advisory (1978–1994)

Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)
I Martin, Public Relations (1976)
A R Lawrence, Swimming (1974)
Mrs A W Clark, Synchro Swimming (1976)
Capt J Cousins, Swim Facilities (1977)
Dr P T Penny, Swim Facilities (1976)
P Jones, Water Polo (1967)
C Wilson, Coaches Certificate (1971)
Mrs Y M Price, Synchro Swimming (1974–1980, 1983–1985, 1987, 1989–1996)
F Jessop, Diving (1974–1988)
G Thain (1971–89)
M Lewis, Facilities Committee (1984–1998)
Dr D Fodden, Medical Advisory (1986–2000)
Dr R R Muir-Cochrane, Medical Advisory (1986–2000)
M Firmin, Synchro Swimming (1972, 1981–1982, 1989–1993, 1996–2000)
R G McAlister, Masters (1987–2001)
Miss J Williams, Synchro Swimming (1998–2002)

A C Bartlett, NJT (1988–2002)
S Rothwell, Swimming Officials Committee (1990–1999), ASA Committee (2000–2004)
T W S Rushton, Swimming Officials Committee (1979–1994)
Mrs M Hooper, Synchronised Swimming Committee (1998–2012)
R H George, Swimming Officials Committee (1980)
R P N Hargreaves, Water Polo (1980)
Dr I A M Gibb, Swimming Committee (1981)
Ms J Harrison, Education Committee (1979)
H R Thompson, Swimming Facilities Committee (1982)
W G Clark, Diving Committee (1981)
Dr D A P Cooke (1975)
S. Boothroyd, Diving Committee (1984–1998)
D Sparkes, ASA Education Committee (1985–1991), ASA Education Committee (1990–1991), ASA Committee (1990–1993), ASA Officer (1994–1998)
R Wood, ASA Diving Committee (1984–1998)
J A Holmyard, Masters (1987–2001)
Group Capt M Short, MBE, AFC, Swimming Officials Committee (1987–2001)
R Cross, Education (1986–1991, 1995–2003)
Mrs J Latham, ASA Diving Committee (1990–2004)
Ms V Dobbie, Masters (1992–2006)
Mr K Boyd, Medical Committee (1994–2008)
Dr I Gordon, Medical Committee (1995–2009)
Mrs J Stidever, Disability Committee (1995–2009)
Mrs J Gray, Synchronised Swimming Committee (1996–2010)
D Harman, Disability Committee (2004–2012)
D Chaney, Masters Committee (1998–2012)
Dr S Cooke, IDDRAP (2003–2011)
T J Wilkinson, NJT and IDDRP (1997–2015)
Mrs S Bryant, NJT, IDDRAP and IDDRP (1997–2015)
A Gimson, Masters (1999–2014)
B Dunning, NJT (1999–2015)
B Saunders, Swimming (2001–2015)
B Foex, Medical (1994–2002, 2009–2015)
G Stokes, Masters (2001–2015)
Ms L Fraser, Diving (during period 1994–2015)

District Hon Secretaries and Hon Treasurers (12 years)

M W Beard, Hon Treasurer (M)
T H Cooper, Hon Secretary (N) – See above
H Booth, Hon Treasurer (N) – See above
F W Latimer, Hon Secretary (NE) – See above
E Vickerman, Hon Treasurer (NE)
H H V Wilkinson, Hon Treasurer (S)
E Dean, Hon Secretary (W) – See above
D V Toogood, Hon Treasurer (W)

Hon Life Presidents and Hon Life Members (On appointment)

A H Turner OBE, Hon Life President
R G G Pursey, Hon Member
A Rawlinson MBE, Hon Member
M Dolbear, Hon Member
A Weeks, Hon Member
D A Reeves, Hon Member
Prof J M Cameron, Hon Member
G Alexander, Hon Member

Staff Members (16 years)*

Mrs A Williams (4.12.72)
Miss J Sheard (18.7.77)
Mrs D Hammond (22.5.00)
Mrs J Munning (1.10.86)
L D Stubbs, for many years service to the ASA
Miss J Mott (6.11.78)
Mrs S Mason (1.4.01)
Miss S Howlett (21.7.87)

Silver Pins

Officers of the ASA (5 years)

M W Beard, Hon Trustee (1984)
A M Clarkson, Hon Treasurer (1985)

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
R Hedger
I Mackenzie
D Fletcher
C Bostock

Hon Secretaries ASA Technical Committees (6 years)

Mrs M R Coombs, Public Relations (4.10.86)
A D Warn, Masters
Mrs P Larke, Open Water (2001–2006)
J N Winter, Swimming Facilities (1987)
E Bowditch, Swimming Officials (1988)
Mrs J Davies, Swimming (2001–2006)

Members of ASA Technical Committees (7 years)

S Boothroyd, Diving (1984)
W G Clark, Diving (1982)
F Wood, Diving (1984)
D W Firth, Education (1986)
Mrs V Way, Education (1983)
Miss J Brayshaw, Education (1971–1979)
Dr D A P Cooke, Medical Advisory (1986)
Dr A Jones, Medical Advisory (1986)
Dr A W Mills, Medical Advisory (1986)
Dr R D Winch, Medical Advisory (1986)
K Savory, Education (1988)
M D Thomas, Education (1988)
Miss D Rose, Public Relations (1988)
Prof C Williams, Scientific Advisory (1987)
Group Capt M Short, MBE, AFC Swimming Officials (1987)

*The awarding of pins to staff members was discontinued during 2004 and replaced with an alternative form of recognition.

Mrs A Reynolds, Synchronised Swimming (1988)
B Runham, Masters (1988)
J Beswick, Public Relations (1986)
Prof J M Cameron, Scientific Advisory (1985)
Dr A Jones, Scientific Advisory (1985)
Prof W Keatinge, Scientific Advisory (1986)
Prof I MacDonald, Scientific Advisory (1986)
Dr B May, Scientific Advisory (1985)
C I Oliver, Swimming (1986)
R H George, Swimming Officials (1980)
M Lewis, Swimming Facilities (1984)
H R Thompson, Swimming Facilities (1982–1997)
J M Glover, Water Polo (1986)
R P N Hargreaves, Water Polo (1980)
A Harland, Water Polo (1980–1990)
Mrs M Rushby, Synchronised Swimming (1988)
M Hill (ASA Committee) (1995–2001)
Mrs J Stidever, 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 and Development Synchronised 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 and 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)
Dr G Briers, Medical Advisory (2006–2012)
Dr A Boyle, Rules (2006–2012)
S G Craig, Swimming Officials (2006–2012)
J Russell, Swimming Officials (2006–2012)
Ms D Zajac, Synchronised Swimming (1964, 1964, 1970–1976)
J Stewart, Masters (1988)
R Germany, Swimming (1965–70) and Public Relations (1974–75)
Dr Lee, Medical Committee (1989)
B Durkin, Water Polo (1989)
R G Tate, Water Polo (1989)
Mrs V Naylor, Diving Committee (1989)
D J Hoskins Swimming Officials Committee (1989)
B Broadhurst, Swimming Facilities (1989)

H E Bland, Swimming Facilities (1989)
S Rothwell, Swimming Officials Committee (1990)
P Rawlinson (Various) 1990
S T Detko Water Polo (1990)
Ms J Latham, Diving (1990)
B Eeles, Swimming Officials Committee (1987–91–96)
Dr M M Clarke, Water Polo Committee (1991–1997)
Mrs M Coyne, Synchronised Swimming Committee (1991–2004)
Dr C. Smith, Medical Advisory Committee (1991–
Mrs V Dobbie, Masters Committee (1992–1998)
M Edge, Diving Committee (1993–1999)
Mrs P Haworth, Synchronised Swimming Committee (1993–1999)
Dr B Foex, Medical Advisory (1994–2000)
Dr I Gordon, Medical Advisory (1994–2000)
K Boyd, Medical Advisory (1994–2000)
Mrs E Hartley Swimming (1994–2000)
Lt Cdr D Harman, Swimming Officials (1994–2000)
A C Bartlett, NJT (1988–95)
Mrs A Hunt, NJT (1991–1997)
T Little, Diving (1995–2001)
Mrs S Yeoman, Swimming (1995–2001)
S Greetham, Open Water (1996–2002)
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 and Development (1998–2004)
Mrs A Cradock, Disability (1997 and 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) and 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)
S Walker, Rules Committee (2005–2011)
F Clewlow, Diving, (2006–2012)
F Thomas, Medical Advisory (2006–2012)
A Marvin, Swimming (2006–2012)
R Prior, Swimming Officials (2006–2012)
Mrs A Van Beukelen, Swimming Officials (2006–2012)
Mrs S Paice, IDDRAP (2003–2015)
Mrs T Lambert, IDDRP (2003–2015)
Mrs M Abrams IDDRP (2003–2015)
P Crowley, IDDRP (2005–2015)
Miss M Sweetman, Diving (2008–2014)

Mrs G Harrison, Diving (2008–2014)
Mrs C Goodair, Masters (2008–2014)
Mrs K Brennan, Medical (2009–2015)
D Marsh, IDDRAP (2006–2015)

District Hon Secretaries & Treasurers (6 years)

J J Lewis, Hon Secretary (S)
J Armour, Hon Treasurer (N) (1998–2003)
R Gordon, Hon Treasurer (NE) (1999–2004)

Staff Members (8 years)*

P Hassall (1.4.81)
Mrs C S Priestley (23.11.87)
Mrs R Wallis (20.10.86)
Mrs W Coles (24.01.89)
Ms A Hastings (1.11.91)
P Hastings (1.1.00)
Mrs L Hill (4.12.95)
Mrs D Bakewell (1.4.87)
Mrs J Grange (1.12.86)
Miss E Chalmers (1.9.88)
Miss L Dean (8.10.88)
J Lawton (1.11.91)
Mrs E Brace (2.1.00)
Mrs A Jones (20.11.95)
I Collinson (30.1.86)
Mrs M Reeves (1.10.86)
Mrs C Lambert (26.04.88)
Ms M Church (27.09.91)
Ms S Sheldon (1.10.91)
Mrs S Pinfield (1.5.94)
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.

Minutes of the Annual General Meeting of the Council of the Amateur Swimming Association

Held at the Hilton Coventry Hotel, Paradise Way, Coventry, CV2 2ST, 15 October 2016

Present:

Officers:	John Bird (President)	
	Chris Bostock (Chairman, Sport Governing Board)	
	Mike Farrar (Chairman, Group Board)	
	Anne Reah (Vice President and North East Region)	
	Jane M Nickerson (Interim Chief Executive Officer)	
ASA Sport Governing Board: (SGB)	Neil Booth	Anne Clark
	Ray Gordon	Kay Grimshaw
	Robert Margetts	Pippa Jones
	Roger Prior	Ian Mackenzie (and Group Board)
	Barry Saunders	Bernard Simkins (and Group Board)
ASA Group Board:	Keith Ashton	Nick Humby
	Lisa Wainwright	
East:	Paul Hayes	Ian Knight
	Sheila Mackenzie	Kay McGuire
	Neil McGuire	David Metcalf
	Geraldine Metcalf	Andy Morton
	Stewart Murray	Joan Wheeler
East Midlands:	Ursula Beck	Deborah Dean
	David Rush	Carole Henson
	Angela Hidle	Elsie Rush
	Brian Collis	John Hidle
London:	Jackie Bedford	Peggy Etibet
	Kathy Hook	Richard Whitehead
	Jean Cook	David Fletcher
	Colin Robson	Norman Edgell
	Alex Harrison	Ralph Shortland
North East:	Alan Donlan	Howard Leighton
	Kathryn Smith	Christine Golightly
	Sue Prasad	Ray Gordon (and SGB)
	Anne Reah	
North West:	John Armour	Martin Tickner
	Brian Boyle	Shelley Whitehead
	Mark Davies	Jim Wilks
South East:	Eileen Adams	John Davies
	Alan Lewis	Roger Penfold
	Shelley Robinson	James Boucher
	Susan Harrison	Mollie Lewis
	Ellie Purvis	Geoff Stokes
	Jane Davies	Chris Lee
	Edward Lyne	Peter Robinson
South West:	Fiona Bowen	Roger Downing
	Paul Robbins	Keith Smith
	Graham Cockill	Dave Flack
	Christine Robinson	Sue Dors
	Philip Jones	Gordon Smart

West Midlands:	Mike Beard	Viv Hewitt
	Liz Sykes	David Corbett
	Peter Holmes	Tony Green
	Jeff Morrey	

Associated Body:
IoS: Lisa Wainwright (Chair) (and Group Board)

Affiliated Leagues:
National Swimming League: Brian Harrison

Affiliated Organisations (Non Voting):
English Schools' Swimming Association:
John Stiven

ASA Awarding Body:
Allan Shaw, Chairman

CP Sports:
Sarah Livesey

Management Group Chairs:
Ann Barker (Diving)
Jane Davies (Swimming) (and South East delegate)
Maria Ramos (Synchronised Swimming)
Nick Humby (Chair Audit Risk & Probity) (and Group Board)
Terry Wilkinson (IDDRAP)

West Midlands Region:
Simon Kirkland (non-voting)

Rules Committee:
Colin Robson (and London delegate)

Staff:
Nick Caplin (Chief Participation and Development Officer)
Mike Thompson (Chief Commercial and Marketing Officer)
Richard Barnes (Head of Legal Affairs)
Emma Griffin (Operations Director)
Damian Stevenson (Insight Director)
Jon Glenn (LTS & Workforce Development Director)
Jon Keating (Club Development Director)
Rebecca Cox (IoS Managing Director)
Lesley Hill (National Partnerships Lead)
Mark Burgess (Head of Delivery)
Steph Matthews (Volunteer Engagement Manager)
Emma Langham (Membership Services Manager)
Louise Barnes (Operations Team)
Tracey Carecci (Operations Team)
Cathy Lambert (Operations Team)
Dan Ramm (Club Development Officer)

Auditors:
Jeremy Beard, haysmacintyre

1. President's address.

1.1. The President, John Bird welcomed everyone to the 2016 ASA Annual Meeting of Council. Prior to the commencement of the proceedings 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 Mavis Fox (West Midlands Region) and Tom Cooper (North West Region).

The Chairman of the Group Board took over the chairing of the meeting at this point.

2. Apologies.

2.1. Apologies were received and accepted from:
Simon Johnson – ASA Group Board Independent Member
Stuart Cain – ASA Group Board Independent Member
David Watson – North East Regional Chairman
Eric Wilkinson – Past President
Ray Hedger – Past President

3. Introduction by the Chairman of the Group Board.

3.1. The Chairman of the Group Board outlined the format of the meeting and confirmed starred questions had been received in the usual manner and responded to but any supplementary questions arising from these would be dealt with outside of Council. Council were encouraged to submit questions throughout the year to the office of the Chief Executive Officer (CEO) or raise them during the open mic session at the end of the meeting.

3.2. The Chairman of the Group Board gave a resume of his first year in office and thanked the Regions for their hospitality throughout the year and to all who had shared their knowledge to help him better understand the sport and add value to his role.

4. Presentation by the Interim Chief Executive Officer.

4.1. The Interim CEO gave a presentation to delegates providing them with details on key areas of the business and outlining the opportunities going forward particularly in relation to the government's strategy for sport.

4.2. The Interim CEO was thanked for her presentation. There were no questions arising from the presentation.

5. Declarations of Interest.

5.1. None declared.

6. Minutes of the Annual General Meeting of the Council of the Amateur Swimming Association, 17 October 2015.

6.1. The minutes were agreed as a correct record.

Vote: Approved unanimously.

7. Actions from the Annual General Meeting of the Council of the Amateur Swimming Association, 17 October 2015.

7.1. None.

8. Matters Arising from the Annual General Meeting of the Council of the Amateur Swimming Association, 17 October 2015.

8.1. None.

9. Annual Report 2015-2016.

9.1. To approve the Annual Report for 2015 - 2016.

Vote: Approved unanimously.

10. ASA Consolidated Group Accounts 1 April 2015 – 31 March 2016.

10.1. To adopt the ASA Consolidated Accounts for 2015 - 2016.

Vote: Approved unanimously.

11. Report of the ASA Representatives of British Swimming Limited.

11.1. To note the report of the ASA Representatives of British Swimming Limited.

The report was noted.

The Chairman of the Sport Governing Board took over as Chairman of the meeting at this point.

11.2. The Chairman thanked Simon Rothwell on behalf of Council for his tenure as the ASA representative to the British Swimming Board and a small presentation was made.

12. Proposals to change ASA Laws, in principle and intention.

12.1. The Sport Governing Board proposed that ASA Law 16.2 should be changed in order to:

12.1.1. Provide for the Sport Governing Board to also consist of the Chief Executive Officer and the Chief Operating Officer of the ASA.

Proposed by Ray Gordon and seconded by Ian Mackenzie.

Vote: Approved unanimously.

12.2. The Group Board proposes that ASA Law 17.2.4 should be changed in order to:

12.2.1. Provide for the Group Board to consist of a maximum of six Independent members.

Proposed by Lisa Wainwright and seconded by Nick Humby.

Vote: 34 for 55 against. Motion failed as 2/3 majority required.

13. Re-appointment of the Judicial Commissioner October 2016 – October 2019.

13.1. Re-appointment of Andy Gray as Judicial Commissioner.

Vote: Approved unanimously.

14. Election of Members of the ASA Judicial Appointments Panel 2016 - 2017.

14.1.

North West Region	David Burgham
West Midland Region	David Boot
East Region	Christopher Galer
East Midland Region	Position currently vacant
London Region	John Leach
South East Region	Eddie Lyne
South West Region	Malcolm Hopes (Chair)
North East Region	Position currently vacant

Vote: Approved unanimously.

15. Appointments to the Independent Disciplinary and Dispute Resolution Panel (IDDRP).

15.1. To take effect from October 2016 and to remain in office until Council 2019.
Maria Abrams (Vice Chairman)
Mike Jukes (Vice Chairman)
Ben Batley (Vice Chairman)
Tracie Ward

Appointments noted.

16. Appointments to the Independent Disciplinary & Dispute Resolution Appeals Panel (IDDRAP).

16.1. To take effect from Council 2016 and to remain in office until Council 2019.
James Baker
Terry Wilkinson

Appointments noted.

17. Notification of Regional Representative's to the Sport Governing Board.

15.1.

East	Ian Mackenzie	2013 - 2017
East Midlands	Anne Clark	2015 - 2019
London	Kay Grimshaw	2016 - 2020
North East	Ray Gordon	2015 - 2019
North West	Neil Booth	2014 - 2018
South East	Roger Prior	2014 - 2018
South West	Robert Margetts	2016 - 2020
West Midlands	Bernard Simkins	2013 - 2017

Appointments noted.

18. Reconfirmation of ASA Representatives as Directors of British Swimming Limited.

18.1. The Chairman re-confirmed the following as Directors of British Swimming.
Ray Gordon November 2017
Alex Kelham November 2018

Vote: Approved unanimously.

19. Appointment of ASA representative as Director of British Swimming Limited.

19.1. Keith Ashton 2016 – 2020

Vote: Approved unanimously.

20. Re-appointment of Sport Specialist member of the Sport Governing Board.

20.1. Barry Saunders 2016 - 2020

Vote: Approved unanimously.

21. Re-appointment of Sport Governing Board member to the Group Board.

21.1. Bernard Simkins 2016 - 2020

Vote: Approved unanimously.

22. Re-confirmation of Sport Governing Board members to Group Board.

22.1. Ian Mackenzie 2013 – 2017
Keith Ashton 2015 – 2019

Appointments Noted.

23. Re-appointment of Group Board Independent Member.

23.1. Stuart Cain 2016 - 2020

Vote: Approved unanimously.

24. Appointment of the Auditors.

24.1. To confirm the appointment of haysmacintyre as Auditors of the Association for 2016 - 2017.

Voting: Approved unanimously.

24.2. Thanks were extended to the Auditor and his team for their assistance and support throughout the year.

25. Date and Venue for Annual General Meetings of Council.

25.1. 2017 – 14th October, central venue to be confirmed.

25.2. 2018 – 13th October, central venue to be confirmed

26. Election of Officers.

26.1. President – Anne Reah - North East Region.

26.2. Vice President – Richard Whitehead – London Region.

27. Close of Meeting.

27.1. There being no further business the Chairman declared the meeting closed.

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ASA Memorial Swimming Trophies

The T. M. Yeaden Memorial Trophy

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)
1971 B Brinkley (Modernians)
1972 B Brinkley (Modernians)
1973 B Brinkley (Modernians)
1974 B Brinkley (Modernians)
1975 B Brinkley (Modernians)
1976 B Brinkley (Modernians)
1977 Miss S Davies (Port of Plymouth)
1978 Miss S Davies (Port of Plymouth)
1979 Miss M Kelly (Beckenham)
1980 D Goodhew (Beckenham)
1981 Miss C Wilson (Rushmoor)
1982 A Moorhouse (Leeds Central)
1983 Miss C Wilson (Rushmoor)
1984 Miss S Hardcastle (Southend Synchronettes)
1985 A Moorhouse (City of Leeds)
1986 A Moorhouse (City of Leeds)
1987 A Moorhouse (City of Leeds)
1988 A Moorhouse (City of Leeds)
1989 A Moorhouse (City of Leeds) and N Gillingham (City of Birmingham)
1990 A Moorhouse (City of Leeds)
1991 N Gillingham (City of Birmingham)
1992 N Gillingham (City of Birmingham)
1993 N Gillingham (City of Birmingham)
1994 Miss K Pickering (Ipswich)
1995 P Palmer (City of Lincoln Pentaqua)
1996 P Palmer (City of Lincoln Pentaqua)
1997 P Palmer (Bath University)
1998 S. Rolph (City of Newcastle) and J. Hickman (City of Leeds)
1999 S Rolph (City of Newcastle)
2000 M Easter (Bath Univ/Camphill Ed)
2001 GB Women's Freestyle Team
2002 Miss Sarah Price (Barnet Copthall)
2003 Miss Katie Sexton (Portsmouth SC)
2004 S Parry (Stockport Metro)
2005 S Burnett (Wycombe District)
2006 C Cook (City of Newcastle)
2007 Miss C Patten (Stockport Metro)
2008 Miss R Adlington (Nova Centurion)
2009 K-A Payne (Stockport Metro) and G Spofforth (Portsmouth Northsea)
2010 Miss F Halsall (Loughborough University)

The Henry Benjamin National Memorial Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Men)

The Harold Fern National Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Women)

The Alan Lawrence Trophy

1. To be awarded annually to the Junior Female swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the use of FINA points to be the best at the ASA Championships.

2. To be awarded annually to the Junior Male swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the use of FINA points to be the best at the ASA Championships.

The winners are:

	Female	**Male**
1999	Nicola Jackson (Derwentside)	David O'Brien (Prescot)
2000	Nicola Jackson (Derwentside)	Owen Morgan (Haselmere)
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)
2010	No information	No information
2011	Aimee Wilmott (Middlesbrough)	Euan Lloyd (Co. Cardiff)
2012	Karley Mann (Hillingdon)	Matthew Johnson (Co.Sheffield)
2013	Jessica Fullalove (Co. Manchester)	Adam Peaty (Co. Derby)
2014	Ruta Meilutyte (Plymouth Leander)	Daniel Jervis (Swansea)

The Alan Hime Memorial Trophies

1. To be awarded annually to the Female swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the use of FINA points to be the best at the ASA Championships.

2. To be awarded annually to the Male swimmer who is a member of a club affiliated to the ASA and whose performance is adjudged by the use of FINA points to be the best at the ASA Championships.

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)
2000	Miss R Brett (Loughborough University) Miss S Rolph (City of Newcastle)	M Foster (Bath University)
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)
2011	Miss E Simmonds (Loughborough)	K Gilchrist (Edinburgh)
2012	Ms S M O'Connor (University of Bath)	D Carry (Stockport)
2013	Miss E Simmonds (University of Bath)	C Benson (Warrender)
2014	Ruta Meilutyte (Plymouth Leander)	Benjamin Proud (Plymouth Leander)

ASA Swimming 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 Management Group.
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

Regional Organisers for the Education and Training and Development of Swimming Officials

ASA East Midland Region	Mr T Bream, 47 Spinney Hill Road, Northampton NN3 6DH Tel: 01604 499 469 Email: t.bream@btinternet.com
ASA East Region	Mr D Metcalf, 3 Farsands, Oakley, Bedford, Bedfordshire MK43 7SJ Tel: 07711 955603 Email: swimofficials@eastswimming.org
ASA London Region	Mr R Shortland, 55 New Road, Hanworth, Feltham, Middlesex TW13 6TG Tel: 0208 384 1681/07595 172900 Email: ralphshortland@hotmail.com
ASA North East Region	Ms C Golightly, 47 Beckett Close, Etherley Dene, Bishop Auckland, County Durham DL14 0SU Tel: 01388 602890 Email: christine.golightly@hotmail.co.uk
ASA North West Region	Miss H Whittle, 163 Westmorland Avenue, Blackpool FY1 5QR Tel: 07949 869352 Email: hew1809@gmail.com
ASA South East Region	Mr R Prior, 10 Sunbury Road, Eton, Windsor SL4 6BA Tel: 01753 852 553 Email: rgprior@rgprior.com
ASA South West Region	Mrs J Beard, 10 Library Road, Winton, Bournemouth BH9 2QH Tel: 01202 533 212 Email: beardfamilyuk@yahoo.co.uk
ASA West Midland Region	Mr Ian Lamb, 44 Park Road East, Wolverhampton WV1 4QA Tel: 07711 211 049 Email: ian.lamb@blueyonder.co.uk
Open Water:	Mr P Kendall, 10 Greenwood Way, Shipdham, Thetford, Norfolk IP25 7NR Tel: 07799 831168 Email: openwater@eastswimming.org

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.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for Areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	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.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the promoter's Conditions prior to the competition.
Appoint Stewards	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.
Depths and Dimensions	Check water depths and height of starting blocks and inform announcer. Ensure dimensions and clearances, facilities and equipment comply with current ASA requirements.
First Aid and Safety Equipment	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.
Staff In Position	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.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	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.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.

Updated January 2017

ASA Safety Laws

Swimming Officials' Prompt Card – Referee

Responsibility	The Referee shall: Be responsible for the safe conduct of all activities in those parts of the premises
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	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.
Brief Officials	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.
Stopping Competition	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.

Reviewed and unchanged March 2016

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 and 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. i.e.

(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.

Reviewed and unchanged March 2016

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."

Updated January 2017

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

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
The promoter shall:	
Health and Safety Standards	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.
Responsibility for Areas	Agree with the venue owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Safety Operating Procedures	Obtain a copy of the safety operating procedures from the venue owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	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.
Appointment of Safety Officer and Course Officer	Ensure suitably experienced and competent persons are appointed as safety officer and course officer
Brief Officials	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.
First Aid and Safety Equipment	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.
Staff in Position	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.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements is absent or deficient.
Be Present/Appoint Deputy	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.
Announcements	Ensure, before the start of each competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.

Updated January 2017

ASA Safety Laws

Open Water Swimming Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities essential for the 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.
Course Conditions	Ensure that course conditions are checked by the Safety Officer prior to the commencement of an event.
Brief Officials	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.
Briefing Competitors	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.
Stopping Competition	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.

Reviewed and unchanged March 2016

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 masters competitions the water temperature must be an average of 18°C or over
7. 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;
8. 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.

Reviewed and unchanged March 2016

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.

Reviewed and unchanged March 2016

MASTERS

Masters Swimming

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.

Masters Swimming in England is promoted through the ASA Masters Working Group, which reports to the Swimming Management Group. 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.

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 the standard five-year groups starting from 25–29 years. Many competitions, including the ASA and British Swimming Championships, also incorporate a senior age group which is 18–24 years.
- Records are maintained for all standard events in both 25 and 50 metre formats
- Annual top-ten ranking lists are compiled on a British, European and World basis.

The Masters working group promotes:

- The annual ASA Masters Championships
- The postal 'T-30 Challenge'
- The Inter-Counties Competition. The overall result is obtained from the performances achieved in four separate regional heats: North. Midlands, South East & South West
- The annual ASA National Masters Open Water Championships will have events of 1.5k and 3k for all age groups

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 strands of Masters Swimming.

The concept of adult competition has also spread to other aquatic disciplines, with well-established events in diving, water polo, and synchronised swimming:

- Masters Diving is from 25yrs and many of our ASA Diving Clubs currently offer a Masters section. We are working towards growing the sport of Masters diving within the county.
- Water polo Masters starts at the age of 30 yrs and is currently integrated within the main stream water polo clubs but this could develop more in the future.
- Masters Synchronised Swimming starts form the age of 25yrs and has a vibrant community which is growing steadily growing within this country

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 Records (including nominating British performances for European and World records), a central Masters ranking list and the Masters Swimming Decathlon competition.

ASA Masters Swimming 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 Management Group.
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

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DIVING

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 and 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 and 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
1971 Not awarded
1972 Hillingdon DS/Coventry DC
1973 Coventry DC
1974 Highgate DC
1975 Highgate DC
1976 Highgate DC
1977 Highgate DC
1978 Highgate DC
1979 Beaumont DA
1980 Highgate DC
1981 Highgate DC
1982 Highgate DC
1983 Highgate DC
1984 Highgate DC
1985 Highgate DC
1986 Highgate DC
1987 Southend on Sea DC
1988 Highgate DC
1989 The Ladies DC
1990 Highgate DC
1991 Highgate DC
1992 City of Sheffield DC
1993 City of Sheffield DC
1994 City of Sheffield DC
1995 Knowsley DC
1996 Huddersfield Borough
1997 Centre DC NE
1998 Centre DC NE
1999 City of Sheffield DC
2000 City of Sheffield DC
2001 Southampton DA
2002 City of Sheffield DC
2003 City of Sheffield DC
2004 City of Leeds DC
2005 Southampton DA
2006 Southampton DA
2007 Southampton DA
2008 Southampton DA
2009 Southampton DA
2010 City of Sheffield DC
2011 City of Leeds DC

2012 City of Leeds DC
2013 City of Leeds DC
2014 City of Leeds DC
2015 City of Leeds DC

Belle White The following are the winners from 1974 onwards:

1974 Coventry DC
1975 Coventry DC
1976 Coventry DC
1977 Metropolitan DS
1978 Urmston SC
1979 The Ladies DC
1980 Urmston SC
1981 The Ladies DC
1982 The Ladies DC
1983 The Ladies DC
1984 The Ladies DC
1985 The Ladies DC
1986 The Ladies DC
1987 The Ladies DC
1988 The Ladies DC
1989 Southend on Sea SC
1990 Highgate DC
1991 Highgate DC
1992 City of Sheffield DC
1993 Crystal Palace DC
1994 City of Sheffield DC
1995 Knowsley DC
1996 Wessex
1997 Centre DC NE
1998 Centre DC NE
1999 City of Sheffield DC
2000 City of Sheffield DC
2001 Southampton DA
2002 City of Sheffield DC
2003 City of Leeds DC
2004 City of Leeds DC
2005 City of Leeds DC
2006 City of Leeds DC
2007 City of Leeds DC
2008 City of Leeds DC
2009 City of Leeds DC
2010 City of Leeds DC
2011 City of Leeds DC
2012 City of Leeds DC
2013 City of Leeds DC
2014 City of Leeds DC
2015 Plymouth Diving

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)
1971 Helen Koppell (Coventry)
1972 Alison Drake (Basildon)
1973 Alison Drake (Basildon)
1974 Beverley Williams (Hillingdon)
1975 Chris Snode (Highgate)
1976 Helen Koppell (City of Coventry)
1977 Christine Bond (Metropolitan)
1978 Chris Snode (Highgate)
1979 Chris Snode (Highgate)
1980 Chris Snode (Highgate)
1981 Chris Snode (Highgate)
1982 Chris Snode (Highgate)
1983 Chris Snode (Highgate)
1984 Chris Snode (Highgate)
1985 Carolyn Roscoe (The Ladies)
1986 Rachel Spinks (The Ladies)
1987 Robert Morgan (Highgate)
1988 Robert Morgan (Highgate)
1989 Robert Morgan (Highgate)
1990 Robert Morgan (Highgate)
1991 Robert Morgan (Barnet Copthall)
1992 Robert Morgan (Barnet Copthall)
1995 Victoria Stenning (Southend on Sea)
1996 Hayley Allen
1997 Tony Ally (Centre DC NE)
1998 Tony Ally and Leon Taylor
1999 Tony Ally
2000 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
2001 Tony Ally (City of Sheffield)
2002 Peter Waterfield (Southampton DC)
2003 Tandi Gerrard (City of Leeds) and Jane Smith (City of Sheffield)
2004 Leon Taylor (City of Sheffield DC) and Peter Waterfield (Southampton DC)
2006 Leon Taylor (City of Sheffield DC)
2007 Peter Waterfield (Southampton DC)
2008 James Milford
2009 Thomas Daley
2010 Thomas Daley
2011 Thomas Daley
2012 Tonia Couch/Sarah Barrow
2013 Thomas Daley
2014 Jack Laugher
2015 Rebecca Gallantree

1993 Robert Morgan (Highgate DC)
1994 Robert Morgan (C of Sheffield DC) and Lesley Ward (C of Sheffield DC)
2016 Jack Laugher/Chris Mears

The Dawdon Trophy

The competition for the above trophy shall take place annually under the following conditions:

1. The competition for the Dawdon Trophy shall be open to all English competitors in the following age groups:

   Group A: 16–18 years
   Group B: 14–15 years
   Group C: 12–13 years
   Group D: 10–11 years

2. The competition shall be confined to the ASA National Age Group Competitions (Not including ASA Intermediate Age Group Competitions.)

3. 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:

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
1974 Metropolitan DS/Morden Park DC
1975 Metropolitan DS
1976 Cheltenham DC
1977 Cheltenham DC
1978 Cheltenham S & WPC
1979 Metropolitan DC
1980 Metropolitan DC
1981 Metropolitan DC
1982 The Ladies DC
1983 Southend SC
1984 Highgate DC
1985 The Ladies DC
1986 Northern DC
1987 Southend on Sea SC
1988 Southend on Sea SC
1989 Southend on Sea SC
1990 Southend on Sea SC
1991 Highgate DC
1992 Crystal Palace DC
1993 Crystal Palace DC
1994 Highgate (Coventry) DC
1995 Huddersfield Borough DC
1996 Essex Cormorant
1997 Centre DC NE
1998 City of Leeds DC
1999 City of Leeds DC
2000 City of Leeds DC
2001 City of Leeds DC
2002 City of Leeds DC
2003 City of Southampton DC
2004 Plymouth Diving
2005 City of Sheffield DC
2006 City of Leeds DC
2007 Southampton DA
2008 Southampton DA
2009 Southampton/Crystal Palace
2010 Southampton/Crystal Palace
2011 Crystal Palace DC
2012 Crystal Palace DC
2013 Crystal Palace DC
2014 Crystal Palace DC
2015 Crystal Palace DC

The Norma Thomas National Memorial Trophy

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)
1986 Tony Ali (Whiteoaks)
1987 Tara Dart (Merton)
1988 Hayley Allen (RTW Monson)
1989 Hayley Allen (RTW Monson)
1990 Hayley Allen (RTW Monson) and Andy Byford (Highgate DC)
1991 Alison Roffey (City of Leeds DC)
1992 Hayley Allen (RTW Monson)
1993 James Mountford and Haley Allen (Crystal Palace DC)
1994 James Mountford (Highgate (Coventry) DC) and Leon Taylor (Cheltenham SWP)
1995 Peter Waterfield (The Centre DC)
1996 Emily Manktelow (RTW Monson) and Craig Litherland (Huddersfield Borough)
1997 Sara Soo (Beckenham)
1998 Sara Soo (Beckenham)
1999 Blake Aldridge (Highgate)
2000 Stacie Powell (Crystal Palace)
2001 Stacie Powell (BAGIU Diving Institute)
2002 Stacie Powell (BAGIU Diving Institute)
2003 Nicholas Robinson-Baker (BAGIU Diving Institute)
2004 Callum Johnstone (City of Leeds)
2005 Brooke Graddon (Plymouth DC)
2006 Callum Johnstone (City of Leeds)
2007 Thomas Daley (Plymouth DC)
2008 Thomas Daley (Plymouth DC)
2009 James Milton
2010 Thomas Daley
2011 Jack Laugher
2012 Jack Laugher
2013 Thomas Daley
2014 Not presented
2015 Not presented

The Margaret Davies Trophy

To be awarded annually to a member of the ASA, under the following conditions:

1. 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.

2. 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)
2000 Adrian Hinchliffe (City of Leeds DC)
2001 Adam Sotheran (City of Sheffield)
2002 Adam Sotheran (City of Sheffield)
2003 Adam Sotheran (City of Sheffield)
2004 Andy Banks (Plymouth DC)
2005 Adrian Hinchliffe (City of Leeds DC)
2006 Dan Harrison (Plymouth DC)
2007 Marc Holdsworth (City of Leeds DC)
2008 Charly Tomkys
2009 Charly Tomkys
2010 Chris Gravestock
2011 Chris Gravestock
2012 Claire Wonnacot (Plymouth DC)
2013 Chris Farrow (Southampton DC)
2014 Nigel Mills (City of Sheffield DC)
2015 Adam Smallwood (City of Leeds DC)

ASA Safety Laws

Diving Officials' Prompt Card – Promoter

IT IS NECESSARY FOR THE PROMOTER TO ARRIVE AT THE VENUE WELL BEFORE OFFICIALS, COMPETITORS OR SPECTATORS.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	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.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Appoint Stewards	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise pre competition training sessions during the period of hire and brief them on the safety aspects of their duties.
Depths and Dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current ASA requirements (published separately – ASA Requirements for Competition Diving Information Sheet 17) and FINA Regulations.
First Aid and Safety Equipment	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.
Staff in Position	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.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	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.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.

Updated January 2017

ASA Safety Laws

Diving Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	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 (published separately – ASA Requirements for Competition Diving Information Sheet No.17) and to FINA Regulations.
Brief Officials	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 (e.g. evacuation procedures) required by the pool owner/operator.
Stopping Competition	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.
Stopping Competition	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.

Reviewed and unchanged March 2016

ASA Safety Laws

DIVING OFFICIALS' PROMPT CARD – SAFETY STEWARDS

STEWARDS ARE NECESSARY TO ENSURE SAFE BEHAVIOUR IN THE CHANGING ROOMS AND TO ORGANISE AND CONTROL PRE-COMPETITION TRAINING SESSIONS.

Stewards

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 pre-competition training to start only when advised by the promoter.

   Organise orderly queues for using the diving boards as necessary.

   Ensure no climbing on or misuse of safety rails.

   Prevent excessive bouncing on boards.

   Prevent swimming under or across diving boards.
4. All stewards will 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, safety regulations.

Reviewed and unchanged March 2016

ASA Safety Laws

DIVING 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 "Coaches and divers must inform the Referee if they consider that the diving facilities are unsafe in any way."

2.2 "Spectators are requested not to use flash photography during the performance of a dive as this can be distracting to the diver and could lead to an accident."

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."

Updated January 2017

Online Membership System (OMS)

Manage your club's and individual membership through a single click of a button

Club

- Access to members details at anytime
- Add new members
- Amend member details
- Renew and lapse members
- Access to suite of membership reports to help you administer your club
- Manage your club officer roles
- Accurately calculate fees due
- Access to your clubs account at any time

Individuals

- Access to your membership details anytime
- Instantly update and amend your details
- Select or change your ranked club
- Select if you wish your achievements to be listed on the ASA website
- View your Officials qualifications

To take control of your membership go to **www.swimmingmembers.org**

For further information contact ASA Membership Services on **01509 640727** or email **renewals@swimming.org**

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SYNCHRO

National Age Groups

Mrs Y M Price Trophy – will be awarded to the club with the highest combined figure and routine score in the 13-15 Age Group Free Team Event.

The winners are:
2015 Bristol
2016 Reading Royals

Molly Gledhill Memorial Trophy – will be awarded to the club with the highest combined figure and routine score from the 15-18 Age Group Free Team Event.

The winners are:
2015 Rushmoor
2016 Rushmoor

The Shacklock Trophy – will be awarded annually to the swimmer, who is registered with an ASA England Club, with the highest total of routine scores without figures added, in the Solo, Duet and Free Team Championship events. The winner can be from any age group at the Championships.

The winners are:
1995 Katie Hooper
1996 Kathryn Hall
1997 Debbie Davies
1998 Katie Ford
1999 Joanne Hooper
2000 Charlotte Smith
2001 Tia Randall
2002 Tia Randall
2003 Melanie Parris
2004 Jenna Randall
2005 Clare Evans
2006 Emily Kuhl
2007 April Poulter/ Louise Anderson
2008 Anya Tarasiuk/ Hannah Massey
2009 Robyn Bignall
2010 Robyn Bignell
2011 Robyn Bignell/ Victoria Lucass
2012 Amy Campbell
2013 Isabelle Thorpe
2014 Isabelle Thorpe
2015 Hannah Randall
2016 Kate Shortman

The Mary Black Award – The trophy will be awarded at the discretion of the ASA Synchronised Swimming Management Group 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
1978 Helen Elkington
1979 Dawn Zajak
1980 Miriam Fisher
1981 Brenda Holland
1982 Mary Black
1983 Jane Holland
1984 EA 'Curly' Grey
1985 Anne Clark
1986 Carolyn Wilson
1987 Irene Williams
1988 Dennis Page
1989 Molly Gledhill
1990 Anne Dudding
1991 Yvonne Price
1992 Jenny Gray
1993 Joan Williams
1994 Pat Holmyard
1995 Margaret Coyne
1996 Michael Firmin
1997 Jackie Brayshaw
1998 Mary Rushby
1999 Ann Reynolds
2000 Edna Russell
2001 Norman Cook
2002 Pam Haworth
2003 Mary Hooper
2004 Janice Waters
2005 Barbara & Doug Coker
2006 Rosemary Surch
2007 Janet Holdstock
2008 Janet & John Selley
2009 Viv Ebbs
2010 Tina Hinks
2011 Dennis Yeoman
2012 Richard Crisp
2013 Ray Geier
2014 Stephen Fuller
2015 Barbara Brailey
2016 Allison Pratt

ASA National Synchronised Swimming Championships

From the results of the British Championships, the highest placed British Swimmers will be awarded the following trophies:

Colin Lushington Trophy – Technical Solo Routine Championships
The winners are:
2016 Olivia Federici

Helen Elkington Trophy – Solo Routine Championships
The winners are:
2016 Olivia Federici

The Spencer Trophy – Duet Routine Championships

The winners are:
2016 Olivia Federici/Katie Clark

The Redwood Trophy – Team Routine Championships
The winners are:
2016 City of Bristol

The Holland Trophy – To be awarded annually, to the swimmer (who is registered with an ASA England Club) with the highest total of routine scores in the Free Solo, Free Duet, Technical Team, Free Team and Combination Events (from Open and Championship Events).

The winners are:
1983 Carolyn Wilson
1984 Caroline Holmyard
1985 Amanda Dodd
1986 Nicola Shearn
1987 Nicola Shearn
1988 Nicola Shearn
1989 Kerry Shacklock
1990 Louise Skidmore
1991 Kerry Shacklock
1992 Kerry Shacklock
1993 Kerry Shacklock
1994 Kerry Shacklock
1995 Collette Geier
1996 Adele Carlsen
1997 Kelly-Anne Wise
1998 Adele Carlsen
1999 Katie Hooper
2000 Katie Hooper
2001 Katie Hooper
2002 Gayle Adamson
2003 Tia Randall
2004 Lauren Smith
2005 Lauren Smith
2006 Jenna Randall
2007 Lauren Smith
2008 Marianne Hardie
2009 Alex O'Mahoney
2010 Not Awarded
2011 Alex O'Mahoney
2012 Rhiannon Williams
2013 Jorja Brown
2014 Corrie Leech
2015 Ilaria Brandimarte
2016 Victoria Usher

The Swimming Enterprises Trophy for Synchronised Swimmer of the Year – 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 Management Group to be the best for the year, subject to confirmation by the ASA Sport Governing Board.

The winners are:
1984 Carolyn Wilson
1985 Carolyn Wilson
1986 Alison Dodd
1987 Sarah Northey
1988 Nicola Shearn
1989 Kerry Shacklock
1990 Kerry Shacklock
1991 Laila Vakil
1992 Kerry Shacklock
1993 Kerry Shacklock
1994 Kerry Shacklock
1995 Karen Thompson
1996 Adele Carlsen
1997 Gayle Adamson
1998 Gayle Adamson
1999 Katie Hooper
2000 Not Awarded
2001 Not Awarded
2002 Gayle Adamson
2003 Not Awarded
2004 Not Awarded
2005 Jenna Randall
2006 Jenna Randall
2007 Jenna Randall
2008 Jenna Randall/
Olivia Allison
2009 Jenna Randall
2010 Lauren Smith
2011 Jenna Randall
2012 Jenna Randall
2013 GB Team
2014 GB Team
2015 Genevieve Randall
2016 Jodie Cowie

The Gemma Yates Trophy – To be 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
2000 Kelly-Anne Wise
2001 Gayle Adamson
2002 Laura Barrett
2003 Sarah Randall
2004 Adele Holland
2005 Laura Weir
2006 Phoebe Rumpol
2007 Holly Gurr
2008 Not Awarded
2009 Charlotte Langley
2010 Anya Tarasuik
2011 Not Awarded
2012 Caitlin Ahern
2013 Not Awarded
2014 Not Awarded
2015 Lily Bradley-Smith
2016 Olivia Scowcroft

ASA Synchronised Swimming 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 Management Group.
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

ASA Synchronised Swimming Officials Examinations

The ASA has a list of Synchronised Swimming Officials who are competent to officiate at Regional, National and International events, consisting of Referees, Judges and Recorders. All appointments to the ASA list of Synchronised Swimming Officials will be made or discontinued at the discretion of the ASA Sport Governing Board on the recommendation of the Synchronised Swimming Management Group.

All officials on the list must be members of the ASA.

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.

Judges

There will be three levels of Judges

(i) Level 1 – Introduction to Judging Basics

(ii) Level 2 – Judge training (figures and routines)

(iii) Level 3 – Advanced Judge Training

Judge Training Courses

Each Training Course will comprise 6-7 hour classroom training, with a written Open Book exam plus video analysis of figures and routines.

All Judges will be expected to maintain their qualifications through regular attendance at competitions/grade days and to attend the National update held once every 4 years.

Level 1 – Judge Course

Eligibility: Candidates must be a minimum of 16 years.

A one-day course introducing Use of Marking Scale, basic movements and positions, Ethics, Figures (12& Under) and Free Routines. Knowledge of Grade 1 & Grade 2 assessment criteria.

Outcome:

- Qualified to judge at Level 1/Level 2 Competitions (eg Novice, County, Open level Age Group Competitions)
- Qualified to assess Grades 1 and 2 Figures and Routines
- Ability to identify figures in Age Groups (12&Under)

Level 2 Judge Course:

Eligibility: Level 1 Judges who have been qualified for a minimum of 1 year with evidence of attendance at competition/Grade days.

A one-day course providing in-depth knowledge of Age Group and Junior Figures (15-18 years) and Free Routines. Introduction of Difficulty values, deductions and how to apply to Figures. Exposure to varieties of levels to figures and routines. Knowledge and awareness of Grades 3,4 and 5 assessment criteria.

Outcome:

- Qualified to judge at Regional Level of Competitions and National Age Groups
- Qualified to assess Grades 1-5 Figures and Routines
- Ability to identify Figures in Age Groups 13-15 years and 15-18 years

Level 3 Judge Course

Eligibility: Level 2 Judges who have been qualified for a minimum of 1 year with evidence of attendance at competition/Grade days and maintenance of qualification.

A one-day course providing in depth knowledge of rules, penalties and organisation. Further knowledge of judging figures and component parts, Free routines, In depth knowledge of Technical Elements in Solos, Duets and Team and judging Technical Routines.

Outcome:

- Qualified to Judge at National Championships and Senior Events
- Qualified to assess Grades 1-6* Figures and Routines (* Grade 6 to be developed in 2017)
- Ability to judge technical routines

REFEREE:

Eligibility: Candidates should be a Level 3 Judge before they can qualify as a Referee with experience of judging/assisting a referee at a minimum of three club/County events, a combination of events, figures, technical and free routines.

A one-day (five-hour) course, covering: Laws, Situations, Conducting Judges Meetings

Examination

1. One-hour (open book) theory paper on application of Laws i.e. situations. To pass, all situations must be dealt with within the Laws of the Sport (FINA/ASA).
2. A five-minute presentation of a figure. A five-minute presentation on either judging routines or general points for the judges to consider. Specific presentations to be drawn at the beginning of the training day. Both presentations to be made as if in a Referee's meeting, ideally to the group of candidates.
3. Assessment will be by two qualified referees who may, or may not have been involved in tutoring of the training course.

Following successful completion of the training day and examination, candidates will be allocated a Mentor (experienced referee) who will observe them refereeing one event covering at least two of the following events: figures, technical routines, free routines. A report will be submitted to the Administrator for the ASA Synchronised Swimming Management Group with a recommendation either to pass as a Referee, or be mentored for another event, or shadow another event before refereeing a further event.

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.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for Areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	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.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Depths and Dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with current ASA requirements (published separately – ASA 'Requirements for Competition Synchronised Swimming' Information Sheet 19) 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 e.g. steps.
Appoint Clerks of The Course	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.
First Aid and Safety Equipment	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.
Staff in Position	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.
Electrical Equipment	Ensure that sound equipment meets all applicable electrical safety requirements.
Preventing Start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be Present/Appoint Deputy	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.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.

Updated January 2017

ASA Safety Laws

SYNCHRONISED SWIMMING OFFICIALS' PROMPT CARD – REFEREE

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	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 (published separately – ASA 'Requirements for Competition Synchronised Swimming' Information Sheet 19).
Brief Officials	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.
Stopping Competition	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.
Stopping Competition	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.

Reviewed and unchanged March 2016

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.

Reviewed and unchanged March 2016

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."

Updated January 2017

WATER POLO

Water Polo Championships

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 u19

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
Lancaster City	Winners 2012
City of Manchester	Winners 2013
Solihull	Winners 2014
City of Manchester	Winners 2015
Exeter	Winners 2016

Men's Club u17

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
Lancaster City	Winners 2012
City of Manchester	Winners 2013
Croydon	Winners 2014
Sedgefield	Winners 2015
Sedgefield	Winners 2016

Men's Club u15

Lancaster City	Winners 2009
Lancaster City	Winners 2010
City of Manchester	Winners 2011
Croydon	Winners 2012
City of Manchester	Winners 2013
Sedgefield	Winners 2014
Bridgefield	Winners 2015
City of Manchester	Winners 2016

Men's Inter Regional u18

For the E Harding Payne Trophy

North West	Winners 2009
North West	Winners 2010
North East	Winners 2011
North West	Winners 2012

North West	Winners 2013
North West	Winners 2014
South	Winners 2015
North East	Winners 2016

Men's Inter Regional u16

For the Lovely Memorial Trophy presented by E Wright

North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North West	Winners 2014
North East	Winners 2015
North West	Winners 2016

Men's Inter Regional u14

North West	Winners 2014
North East	Winners 2015
North West	Winners 2016

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 u19

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
City of Liverpool	Winners 2012
City of Manchester	Winners 2013
City of Liverpool	Winners 2014
City of Manchester	Winners 2015
London Otter	Winners 2016

Women's Club u17

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
City of Manchester	Winners 2012
City of Manchester	Winners 2013
London Otter	Winners 2014

London Otter	Winners 2015
City of Manchester	Winners 2016

Women's Club u15

City of Liverpool	Winners 2009
Tyldesley	Winners 2010
City of Manchester	Winners 2011
Invicta	Winners 2012
City of Manchester	Winners 2013
City of Manchester	Winners 2014
London Otter	Winners 2015
London Otter	Winners 2016

Women's Inter Regional u18

North West	Winners 2009
North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North West	Winners 2014
North West	Winners 2015
South West	Winners 2016

Women's Inter Regional u16

For the Perpetual Challenge Trophy presented by Andy Morton 2001

Competition not held in 2007–09	
North West	Winners 2010
North West	Winners 2011
North West	Winners 2012
North West	Winners 2013
North East	Winners 2014
North West	Winners 2015
Ireland	Winners 2016

Women's Inter Regional u14

East	Winners 2014
London	Winners 2015
South West	Winners 2016

ASA Water Polo 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 Management Group.
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

Useful Contacts

ASA Talent Development Officer, Water Polo – Norman Leighton:
Email: norman.leighton@swimming.org

ASA Water Polo Manager National Development Officer, Water Polo – Suzy Stevenson:
Email: suzy.stevenson@swimming.org

ASA Manager, Water Polo Management Group – Ian Elliott:
c/o Water Polo Manager (see above)

ASA Water Polo Management Group Administrator – TBA
c/o Water Polo Manager (see above)

List of Water Polo Officials

Details available via the ASA Regional Water Polo Representatives Officials' Co-ordinators – contacts on the website:
http://www.swimming.org/waterpolo/asa-water-polo-contacts/
Contact Mike Jukes
Email: mike.jukes@icloud.com

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.

Overall Responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
	The promoter shall:
Responsibility for Areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	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.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
First Aid and Safety Equipment	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.
Staff in Position	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.
Equipment	Ensure that goalposts are safe and that electrical equipment meets all applicable safety requirements.
Preventing Start	Prevent a competition starting if any of the required facilities or the playing equipment are defective in any way.
Be Present/Appoint Deputy	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.

Announcements	Ensure, before the start of each warm up and competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of the ASA.

Updated January 2017

ASA Safety Laws

Water Polo Officials' Prompt Card – Referee

Responsibility	**The Referee shall:**
Safe Conduct of Competition	Be in absolute control of a game and liaise with the promoter to ensure the safe conduct of the event
Brief Teams	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.
Stopping Competition	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.

Reviewed and unchanged March 2016

ASA Safety Laws

Water Polo Officials' Prompt Card – Team Captain/Team Manager/Coach

Responsibility	**The Team Captain/Team Manager/Coach shall:**
Safe Conduct of Competition	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.
Pre-Competition	Ensure that players do not enter the water until advised to do so by the promoter or poolside staff.
Warm Up and Training	Ensure that pre-competition warm up training is carried out in a responsible manner. Ensure that players obey the instructions of poolside staff.

Reviewed and unchanged March 2016

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."

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The ASA Child Safeguarding Policies and Procedures

2016-19 Edition

Ensuring that the children in your club are safeguarded from harm is **everyone's** responsibility.

If you have concerns about a child, please inform your Club Welfare Officer or call the ASA Child Safeguarding Team now on 01509 640270.

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