

# International Permit and Clearance Form



Issued in accordance with FINA Rules GR 2 GR3 & GR4 - General rules

**Please apply 28 days before travel date**

Please complete items 1 – 5 and then email it to [internationalpermit@swimming.org](mailto:internationalpermit@swimming.org) or post to ASA Membership Services, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

1 – Type of event							
Please tick (✓):							
<b>Swimming (Pool and Open Water)</b>		<b>Water Polo</b>		<b>Diving</b>		<b>Synchronised Swimming</b>	
Competition		Competition		Competition		Competition	
Training		Training		Training		Training	
Masters		Master		Master		Master	

2 – Dates & Venue		
Name of event		
Date of event:	From:	To:
Place of event:		
Dates of travel:	From:	To:

**British Swimming Note:** Please could you inform Rachel Burrows, British Swimming Anti-Doping Manager by email at [rachel.burrows@swimming.org](mailto:rachel.burrows@swimming.org) immediately (on the day of the test) if a competitor is subject to an in-competition doping test. This is because if the competitor is taking medication it may show up as a banned substance. In this case a Retroactive Therapeutic Use Exemption (TUE) form would need completing. The procedures are as follows:

**RETROACTIVE PROCEDURE FOR A STANDARD TUE**

**Athletes have 10 working days to make a Retroactive TUE application to UK Anti-Doping following Doping Control (deadline can be extended but notification is required within 10 working days).**

**RETROACTIVE PROCEDURE FOR AN ASTHMA TUE**

**Athletes have 10 working days to notify UK Anti-Doping of the use of terbutaline following Doping Control. Once UK Anti-Doping are notified, a Retroactive Asthma TUE application will only be required in the event of an Adverse Analytical Finding being returned.**

<b>3 – Approval and Insurance please complete overleaf</b>			
<b>4 – Names of competitor/s please complete overleaf</b>			
<b>5 – Names of team staff please complete overleaf</b>			
<b>6 – Advice relating to Passports, Visas and European Health Insurance Card (EHIC) is attached</b>			
<b>7 – Extracts from FINA rules</b>			
<b>8 – Office use only - Individual or team clearance authorisation to compete abroad</b>			
The individual or swimmers and staff team listed on the attached sheet are registered members of either the Amateur Swimming Association (ASA), Scottish Amateur Swimming Association (SASA) or the Welsh Amateur Swimming Association (WASA) and are authorised to take part in the event as stated above, In the country and cities as stated above and for period as stated above			
The team or individual; has undertake to observe the rules of the Organisation, which governs swimming / water polo / diving / synchronised swimming / open water in the country where the competition is held. <b>(Please note any person who has not been given approval are listed below)</b>			
<b>Authorised by:</b> Jane Nickerson - British Swimming			
<b>Signature:</b>			
<b>Date:</b>			
Date form received	Date permission granted	Date World class staff notified (if competing, excluding masters)	Date copy sent to applicant

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3 – Approval and Insurance	
<b>Approval</b> - Name of club and club officials who has given approval to compete in the event or training camp	
Club Name	
Name of Club Official	
Position	
Telephone No	
<p><b>Insurance – The Civil Liability</b> This covers legal liability for bodily injury to third parties and/or damage to third party property in connection with the approved activities of the ASA.</p> <p><b>Personal Accident cover</b> Provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by the ASA as described below and on the website.</p> <p><b>Travel insurance is NOT</b> included so the club will have to arrange separate cover, which Perkins Slade can provide. Via their website <a href="http://www.adrenalinetravelinsurance.co.uk">www.adrenalinetravelinsurance.co.uk</a>:</p>	

## Insurance actives and excluded activities

The ASA civil liability protection provides cover for club members for the following activities:

• Training for competitive Swimming	• Social activities
• Competitive Swimming	• Fund-raising activities
• Learn to Swim	• Administrative, teaching and coaching activities
• Swimming Development Activities	• Recreational swimming

There is a requirement on the ASA to provide information on approved activities which fall into the above categories.

**The personal accident cover provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by the ASA.**

The ASA receive numerous queries regarding which activities are covered by the insurance policy and the members of the Health and Safety Forum have drawn up the following suggested list of **excluded** activities for consultation.

The following list of excluded activities is not exhaustive and if you wish members to participate in any activity under the auspices of your club which are outside the core activities relating to the disciplines of swimming which your club traditionally offers please contact Ash Cox on [insurance.query@swimming.org](mailto:insurance.query@swimming.org). Please note that legal may need to refer the query to the panel of experts appointed by the ASA Health & Safety Committee and therefore you should allow sufficient time for your query to be resolved before organising any such activity.

## Sports

Abseiling	Judo	Rock Climbing	Sub-Aqua
Archery	Martial Arts	Roller Hockey	Water Skiing
Boxing	Motor Racing	Rugby Football	Weight Lifting
Fencing	Mountaineering	Shooting	Wrestling
Flying and Gliding – and other form of aerial activity	Parachuting	Skating	
Horse Riding	Potholing	Skiing and other winter sports	

## Recreational Activities

Balloonning	Cliff Diving	Para-Gliding
Bungee Jumping	Paint Ball Games	Survival and Assault Course Activities

The ASA is aware that many clubs which do not traditionally offer open water swimming activities may, from time to time, wish to do so and therefore specific guidelines will be drawn up providing advice and guidance on this topic.

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<p><b>4 - Names of competitors:</b> Complete below the name of the person or club or squad applying for permission to compete in an event or training camp all of whom must be registered with either the Amateur Swimming Association (ASA), Scottish Amateur Swimming Association (SASA) or the Welsh Amateur Swimming Association (WASA).</p> <p><b>(The above to be held under FINA Rules or the Rules of the country under whose jurisdiction the competition is held)</b></p>	<p><b>ASA / SASA / WASA Membership number</b></p>	<p><b>Office use only (Tick if a registered competitive member)</b></p>

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<b>5 - Names of team staff – (please indicate who the main contact is and include their mobile phone number)</b>  <b>Please note that key members of the staff that will be accompanying your members will:</b> <ul style="list-style-type: none"> <li>• Have been DBS checked in accordance with the requirements of the ASA/British Swimming</li> <li>• Have undertaken Child Safeguarding training in accordance with Sports Coach UK standards</li> <li>• Have attended appropriate Team Manager Training</li> <li>• Are aware of the requirements to comply with the NSPCC's Safe Sport Away document</li> </ul>	Role	ASA/ SASA /WASA Membership no	Office use only (confirm DBS checked )	Office use only (confirm registered member)

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## 6 – Advice relating to Passports, Visas and European Health Insurance Card (EHIC)

### Passports

If you wish to travel abroad you must hold a valid passport, even for a day trip. Apply in good time. In the UK, you can get advice from the **Identity and Passport Service** website or call them on 0870 521 0410 (lines are open 24 hours a day and calls are charged at the national rate).

Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their **Consulate or Embassy**.

Outside the UK, you should get advice from the nearest **British Embassy, High Commission or Consulate**. Our staff can issue standard replacement passports in most places. However all missions are able to issue **emergency passports** if more appropriate.

### Visas

If you plan to travel outside British territories you may require a visa to enter the country you are going to.

Check visa requirements with your travel agent or contact the **Consulate or Embassy** of the country you plan to visit.

If you are a British Dependent Territories Citizen, British Overseas Citizen, British Subject, British National Overseas, or a British Protected Person, you may need a visa that is not required by British Citizens.

### General Tips:

- Make a note of the passport number, date and place of issue (or take a photocopy), and keep separately in a safe place.
- Check the passport expiry date.
- Write the full details of your next of kin in your passport.
- Leave a photocopy with a friend or relative at home.
- Take a second means of photo-identification with you.
- Keep your passport in the hotel safe and carry a photocopy with you.
- If your passport is lost or stolen overseas, contact the nearest **British Embassy, High Commission or Consulate** immediately for advice.
- Keep your passport safe

### For further advice visit the Foreign & Commonwealth Office website

### European Health Insurance Card (EHIC)

In 2005, the E111 form was replaced with the European Health Insurance Card (EHIC). The EHIC entitles you to free, or reduced-cost, health care if you become ill, or have an accident, while on holiday in Europe.

If you are travelling to mainland Europe, and you haven't got an EHIC card, you will need to apply for one by:

- completing the online form <https://www.ehic.org.uk> (your card will be delivered in seven days), or
- calling 0845 606 2030 (your card will be delivered in 10 days), or
- completing a form available at your local post office (your card will be delivered in 21 days).

Every family member needs to have their own EHIC card. You can apply for an EHIC for your spouse, or partner, and any children up to the age of 16 (or 19 if they are in full-time education) at the same time as applying for your own. When applying, you need to have the name, date of birth and NHS, or national insurance (NI) number, of everyone you are applying for.

The EHIC lasts for five years and allows UK nationals, who are resident in the UK, to receive free, or reduced-cost, emergency healthcare when visiting European Economic Area (EEA) countries. These countries include all those belonging to the European Union (EU) as well as Iceland, Liechtenstein, Norway and Switzerland. See the [Department of Health](#) website for where the EHIC is valid. The treatment will be free or at a reduced cost, but private treatment is not usually covered.

**Remember that even with an EHIC, it's still advisable to take out full travel insurance, so make sure that you are covered for all eventualities.**

You can find more information about the EHIC on the Department of Health's website - [EHIC and health advice for travellers](#) - or by calling the EHIC Enquiries Line on 0845 605 0707.

If you lose your card you should call the Enquiries Line on 0845 605 0707 - or if calling from outside the UK - +44 191 203 5555.

Alternatively you can write to : EHIC Enquiries, PO Box 1114, Newcastle upon Tyne, NE99 2TL. You will need to enclose your full name, date of birth, UK address and if known, your EHIC Personal Identification Number (PIN).

### For further advice visit the Department of Health website

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## 7 – Extracts from FINA rules

### General Rules

These General Rules are basic regulations for FINA competitions in all kinds of Swimming, Open Water Swimming, Diving, Water Polo, Synchronised Swimming, Masters Competitions as well as for uniform regulations for the development of competition facilities.

In these rules, competitors shall include swimmers, open water swimmers, divers, water polo players, synchronised swimmers or masters swimmers, either male or female.

FINA recognises that these rules may be adjusted for competitions with a given Federation but recommends that all Members adhere to these Rules as closely as possible.

### GR 1 ELIGIBILITY

GR 1.1 All competitions shall be registered with their National Federations to be eligible to compete.

### GR 2 INTERNATIONAL RELATIONS

GR 2.1 A competition organised by a National Federation, Regional Body or Club in which other FINA recognised Federations, Clubs or Individuals participate, shall be regarded as an International Competition.

GR 2.2 A member shall not admit to its membership any club affiliated to another Member.

GR 2.3 Any competitor who temporarily or permanently changes his residence to another country may join a club affiliated to the Member in the new country and shall be regarded as coming within the jurisdiction of the latter.

GR 2.4 No team shall be designated by the title of a country or Sport Country unless the competitors have been selected by the Member of the Country or Sport Country.

GR 2.5 When a competitor represents his/her country in a competition; he/she shall be a citizen, whether by birth or naturalisation, of the nation he/she represents, providing that a naturalised citizen shall have lived in that country for at least one year prior to that competition. Competitors, who have more than one nationality according to the laws of the respective nations must choose one "Sports Nationality" and be affiliated to one member only.

GR 2.6 Any competitor changing his affiliation from one national governing body to another must have resided in the territory of and been under the jurisdiction of the latter for at least twelve months prior to his first representation for the country.

GR 2.7 Any application for change of affiliation must be approved by FINA.

### GR 3 TOURS IN FOREIGN COUNTRIES

GR 3.1 A competitor competing at a competition in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This sanction shall apply equally to judges, officials, trainers and coaches.

GR 3.2 All competitors must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective member.

GR 3.3 In every case of a dispute, the rules of the Member or recognised Continent body under whose jurisdiction the competition is held shall be enforced. During the Olympic Games, world Championships, and other FINA competitions, FINA Rules are applicable.

### GR4 UNAUTHORISED RELATIONS

GR 4.1 No affiliated Member shall have any kind of relationship with a non affiliated or suspended body.

GR 4.2 The exchange of competitors, administrators, directors, judges, officials, trainers, coaches etc. with non affiliated or suspended bodies is not permissible.

GR 4.3 The holding of demonstrations and/or exhibitions, clinics, training competitions, etc. with non-affiliated or suspended bodies is not permissible.

GR 4.4 The Bureau may authorise relations with non-affiliated or suspended bodies in Rules GR 4.1 through GR 4.3 above.

GR 4.5 Any individual or group violating this Rule shall be suspended by the affiliated Member for a minimum of one year, up to a maximum of two years. FINA retains the right to review the suspension made by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made on review. In the event that such individual or group has resigned its membership with the affiliated Member or is not a Member, it shall not be allowed to affiliate with that Member for a minimum period of three months up to a maximum period of two years. FINA retain the right to review any such sanction imposed by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made on review.