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THE

AMATEUR SWIMMING
ASSOCIATION

2000

**Official Handbook**

incorporating the Laws of the ASA
and the Technical Rules



Founded 1869

**HAROLD FERN HOUSE, DERBY SQUARE, LOUGHBOROUGH
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Officers for 2000

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Changes to ASA Laws normally come into effect on 1st April each year unless ASA
Council decides on a different date.

**For 2000**

**Changes to ASA Laws marked • come into effect from 1st June 2000.**

**Changes to the Laws marked ■ and any other Laws which affect or are affected by
those changes shall be implemented at such times and in such a manner that tire
changes take effect from the start of the Annual Council meeting in February 2001.**

Changes to Technical Rules marked • normally come into effect from 1st September
in each year, (except for changes to the Technical Rules of Open Water which come into
effect on 1st May each year), unless ASA Committee decides on a different date.

Changes to Championship Conditions marked • normally come into effect on 1st
January each year unless ASA Committee decides on a different date.

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***Officers and Committee***

ASA OFFICERS FOR 2000

President

MR MICHAEL BEARD

**62 Hermitage Road**

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Mike spent his early years as a member of Stourbridge
Swimming Club, playing water polo forthem and serving as
Treasurerand a Club Committee member.

He relinquished these positions when he married and moved to
Solihull but he is now an honorary life member of Stourbridge.
He started playing water polo again, this time for Solihull, and
started coaching junior water polo players which he still does to
this day having produced a number of junior internationals,
male and female.

He has been on the Solihull Club Committee for many years
and has been Club Chairman for the last two years.
He has been Treasurer to the Midland District since 1977 and
was District President in its centenary year -1989.

He was elected to the ASA Committee in 1991 and is now its
longest serving member.





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MORRISON STONEHAM

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| **Central Council forBritish Naturism:The Church Lads' andChurch Girls' Brigade:** | 30-32 Wycliffe Road, Northampton NN1 5JF.Tel; 01604 620361, Fax: 01604 230176.Gen. Sec: Colonel (Retd) A. J. Reedscreen, 2 Barnsley Road,Wath upon Dearne, Rotherham, South Yorks S63 6PY.Tel: 01709 876535. Fax: 01709 878089,e-mail: Gen-Sec@churchbrigade.com |
| **CSSC ASA.:** | Hon. Sec; 1. G. Colquhoun, 17 Queensbury Way, Swanland,North Ferriby, Hull HU14 3QETel: (W) 01405 721 639, (H) 01482 634 752 |
| **Dwarf AthleticAssociation (UK):** | Mrs A, Dervil, 8 Corwen Close, Warrington WAS 5RH.Tel: 01925 444 897. |
| **•English Schools' S.A.:** | Neil Bramwell, Brackenridge, Guilsborough Hill,Hollowwell, Northants NN6 8RN. Tel & Fax: 01604 740919. |
| **The Rra Service Sportsand Athletic Association:** | Chairman: Mr. K. McGilliuray, Sec; Mr S. Aitchison,Strathclyde Fire Brigade, Brigade HQ, Bothwell Road,Hamilton ML3 OGA. Tel: 01698 30099. |

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| **The Guides Association:** | 17-19 Buckingham Palace Road, London SW1W OPT. ■HWTel; 020 7834 6242. Fax: 020 7828 8317, |
| **Halliwick Associationof Swimming TherapyThe IndependentSchools Association:** | C/O ADKC Centre, Whitstable House, Siichester Road, LondonWIO eSB.Tel: 0208 968 7609J. Burgum, Chairman, 19 Claines Road, Northfield,Birmingham 831 2EE. Tel: 0121 475 6702, |
| **The National SpeedoLeague:** | Mr 1. Mackenzie, Hon Sec, 42 Wychford Drive,SawbridgeworthHerts, CM21 OH A. Tel; 01279 724 753 |
| **Millennium YouthGames****Modem PentathlonAssociation of GreatBritain:** | Sport England, 16 Upper Woburn Place, London WC1H OOPTel: 020 7273 1500Pentathlon House, 1 Mount Pleasant, Tadley, Hants RG26 4JHTel: 0118 981 7181. Fax: 0118 981 6618e-mail: mpagb@easynet.co.uk |
| **The National Associationof Laryngectomee Clubs:** | Gen Sec; Ms V. Reed, Ground Floor, 6 Rickett Street, Fulham,London SW6 1RU. Tel; 0207 381 9993. Fax: 0207 381 0025 |
| **National Water PoloLeague:** | Secretary: Mr L. Berger, 6A Holland Close, Stanmore,Middlesex HA7 3AN . Tel: (day) 0208 951 2988,(eve) 0280 954 0026 Fax: 0208 951 2999. |
| **Police AthleticAssociation:** | Hon, Sec A.T. Burden, QPM, BSc Hons., Chief Constable, S.Wales,Constabulary, c/o Devon & Cornwell Constabulary Middlemoor,Exeter EX2 7HQ. Tel: 01392 491174 Fax: 01392 452860 |
| **•Royal Air Force S.A.:** | Mr. J. A. Craib, 9 Stanton Square, Hampton Hargate,Peterborough PE7 8BB. Tel: 01733 564 779 |
| **Lifesavers™ •The RoyalLife Saving Society UK:** | River House, High Street, Broom, Warwickshire B50 4HNTel; 01789 773994. Fax; 01789773995 Lifesavers@rlss.org.uk. |
| **•Royal Navy A.S.A.:** | Hon. Sec: Lt. Cdr. A. Walker RN, RNSOI, HMS Temeraire,Burnaby Road, Portsmouth PO1 2HB. Tel: 02392 724131,0585 828382 (Mobile). RN Coach & Administator CPOPTG.Thomas 02392 725912 (Mobile). Fax; 02392 724923. |
| **Scout Association:** | Programme 8i Development Manager (Activities), GilwellPark, Bury Road, Chingford, London E4 7QW. Tel: 0208 4985300. Fax: 0208 498 5329. e-mail: activities@scout.org.uk |
| **Sea Cadet Corps;** | Secretary to the Sports Council, 202 Lambeth Road, LondonSEI 7JF. Tel: 020 7928 8978 Fax: 020 7928 9814 |
| **Speedo Junior Inter-league SwimmingCompetition:** | Hon. Sec: Mrs D M Reynolds 214 St Nicolas Park Drive,Nuneaton, Warwickshire CV11 6EJTel: 02476 329992 |
| **Special Olympics UK:** | Ms Wendy Duke, National Development Officer, OtisBuilding, 43-59 Clapham Road, London SW9 OJZ. Tel; 0207416 7103. Fax: 020 7735 4639. e-mail: wendysouk@aol.com |
| **Stanley S.C.;** | Mr St. John Payne, Stanley Leisure Centre, Reservoir Rd.,Stanley, Falkland Islands, South Atlantic. Tel; 00500 27291.Fax: 00500 27148 |

**•Those marked with an asterisk have the right to representation on the ASA Council
(See Law 11-41.**

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| **OMEGA Electronics:** | **Corporate Members**Unit 1, Discovery Business Park, Brickfield Lane, ChandlersFord, Hampshire SO53 4DP. Tel: 023 8027 4520 Fax: 023 80274521. E-mail omegaelectronics@compuserve.com |
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| **12** | Hants RG21 6YH. Tel: 01256 844144. Fax; 01256 844145 |

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METROPOLITAN SWIMMING ASSOCIATION

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| ***Year*** | ***President*** | **Won. *Treasurer*** | **Hon. Secretary** |
| **1869** | **J. Warrington** | **G. H. Vite** | ***Vfl. W,* Ramsden** |
| **1870** | **S. Bullett** | **J. F. Moultrie** | **H. J. Bradley** |
| **1871** |  | **J. Cole** | **\*** |
| **1872** | **Capt. H. Woods** | **J. Fawcltt** |  |
| **1873** | **H. G. Smith** |  | **W. J, Everton** |

SWIMMING ASSOCIATION OF GREAT BRITAIN

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H. G, Smith
A. C. Heeps

R. H. Watson

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2. Davenport

H. J. Barron

G. Price

A. G. Lupton

W. J. Everton

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A. G. Lupton

W. W. Ramsden

H. J. Barron

H. F. Strange
C. A. Itter
C. J. Davison

H. Weaver

AMATEUR SWIMMING ASSOCIATION

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Lord C. Beresford

C. J. Davison
R. Sandon

C. E. Macrae

W. W. Ramsden
E. J. Taddey

From 1890 the Clubs affiliated to the ASA are Hated

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| **Year** | **Presidant** |
| **1890** | **H. Davenport** |
| **1891** |  |
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| **1894** |  |
| **1895** | ***W,*J. Read** |
| **1896** | **H, E. Cashmor©** |
| **1897** | **G. H. Rope** |
| **1898** | **J.H. Fisher** |
| **1899** | **J. F. Herbert** |
| **1900** | **H. Benjamin** |
| **1901** | **R. Williams** |
| **1902** | **H. Thomsett** |
| **1903** | **Sir G. Pragneli** |
| **1904** | **A. Mosley** |
| **1905** | **W. N. Benjamin** |
| **1906** | **F. Baxter** |
| **1907** | **J. T. Hincks** |
| **1908** | **Geo. W. Hearn** |
| **1909** | **A. Atkinson** |
| **1910** | **E. J. Tackiey** |
| **1911** | **F. R. Edwards** |
| **1912** | **F. G. Wraith** |
| **1913** | **E. W. Jordan** |
| **1914** | **J, Johnson** |
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| **1918** |  |
| **1919** | ***A.* St. P, Cuffin** |
| **1920** | **W. Hammond** |
| **1921** | **C. N. Milner** |
| **1922** | **R. W. Jones** |
| **1923** | **A. *J.* Tucker** |
| **1924** | **T. M. Yeaden** |
| **1925** | **H. T. Bretton** |
| **1926** | **F. isherwood, J.P.** |

Hon. Treasurer

C. Plumpton



W. J. Read

J. H. Fisher

J. H. Fisher

T. M. Yeaden

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| **Hon. Secretary** | **Club\*** |
| **E. J. Tackiey** | **135** |
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|  | **207** |
| **SirG. Pragneli** | **240** |
| **\*** | **265** |
|  | **404** |
|  | **387** |
| *\*\** | **428** |
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| *\*\** | **537** |
| **\*** | **585** |
| **G. W. Hearn** | **624** |
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| **G. W. Hearn** | **963** |
| **H.C. Hurd** | **1073** |
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1. Newton

W. A. H. Buller
R. A. CoiwilC O.e.E.

1. Crapper

W. S. Hankins, O.B.E.

1. Harrison
T. Jebb Lee

H. E. Fern. C.B.E., J.P.
R. G. Jordan
W. H. Darke

1. T Evershed, J.P.
John Hodgson

H. P. Leverton
Capt B. W. Cummings
J. D. de Lancey
R. J. Pryde
A. J.Perring, M.B.E.
Lt.-Cor. E. Read, T.D., M,A.
C. W. Plant
Mrs. A. M. Austin

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| **R.A.Colwill,O.B.E.** | *\*\** | **1939** |
|  | *\*\** | **1976** |

Brig. G. De V. Welchman, C.B.E., D.S.O.
A. Mothersdale

R, Murray G< Matveieff

R. Hodgson

K. B, Martin, M.B.E.

Sir Harold Parker, K.C.B.. K.6.E., M.C.

C.F. Clark

**H. Dixon "**

**A. C- Price "**

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**H. R. Walker**

**G. Matveieff \*\***

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R. H. George

T. G. Handley
P. Jones
A. M. Clarkson F.C^,
J.W. E. Leach
E. Taylor

M. Beard

H. Turner,

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A.l.B. - "

*Secretary*N. *W.* Sarsfield, O.B.E., M.C.

H.W. Hassall. D.P.E.,
D.M.S. IRecI F.B.I.M.

A. M.Cfarkson F.C.A.

D. A. Reeves

*Chief SxBCU^v^*D. Sparkes

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THE AMATEUR SWIMMING FEDERATION OF
GREAT BRITAIN

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HON. TREASURER

A,M. CLARKSON, F.C.A.
The Old House

109 York Road

Haxby
York
¥03 SEN

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| Loughborough LE11 SAL |  | Derby Square |
| Home Tel/Fax: 0129S 780669**GREAT BRITAIN COACH:** |  | Loughborough LE11 BALTel: 0118 9787980 |
| CLIVE RUSHTON |  | **NATIONAL CO-ORDINATOR FOR** |
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01509 228537

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\*Hon. Sec;T. Reddish 24 Nuthal! Gardens, Nottingham NG8 5LQ (0115 9130738) GBLO: R. George

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T. Little (E) W. Law(S) Miss L. Fraser (E) D Lewis (W)

Miss A.Day (Athlete's Rep)

Hon Sec: TBA GBLO: J. Cook

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T.B.A. (W) Athlete's Rep: Miss P. Woods

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Hon, Sec: TBA

Miss V. Dobbie (E)
GBLO: G. Cutting

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(01773 872865 Fax 01773 590979) GBLO: A, Donlan

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D. Bance (E) J. Bird (E)

Athletes Rep: Miss H. Slatter

\*Hon. Sec: J. C. Hunter, 39 Alma Road, St. Albans, Herts AL1 3AT.
(01727 855512 Fax 01727 855501)

**■**

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J. Wilson (E)

GBLO: R. James

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Athlete's Rep: Miss F. Howarth GBLO: D. Brown

Hon. Sec: Mrs A. W. Clark (E), 4 Grange Drive, Grange Park, Burbage, Hinckley, Leics
(01455 618041 Fax 01455 610790) e-mail: anneclark.gbsvnchr0@vir9in.net

WATER POLO COMMITTEE

B Littlejohn (S) A. Jordan (E) J. M. Glover (E) A. Roberts (W) GBLO: B. Cadwell
Athletes’ Rep (Women) TBA; (Men) TBA

Hon. Sec: J. N. Winter, 4 Waltham Road, Stonesby, Nr. Melton Mowbray LE14 4QX
(01664 464342)

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| **(E) - England, (S) - Scotland, (Wl - WalesThe GB Constitution of the Federation can be found at the end of the ASA LawsThe above Committee members are appointed from April 1999 - April 2000The Chairmen, Secretary and Hon. Treasurer of QB are ex-officio members of these committees.** |
|  | **Addresses of Other Organisations** |
| **Scottish ASA:** | **Holmhills Farm, Greenlees Road, Cambuslang, Glasgow G72 8DT.Tel: 0141 641 8813 Fax: 0141 641 4443** |
| **Welsh ASA;** | **Roath Park House, Ninian Road, Cardiff CF2 5ERTel/Fax: 01222 488820** |
| **Irish ASA:** | **Ms H. Hughes, House of Sport, Longmile Road, Dublin 12,Ireland. Tel: 00 353 14568 698 or 501633 Fax: 00-353-1-502805** |

\* Without power to vote

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GBLO - GB Committee Liaison Officer

*Code of Ethics*

CODE OF ETHICS - April 2000 Revision

**This Code of Ethics was written with specific reference to Teachers and Coaches.
However, most aspects of this Code are also applicable to other people involved in the
sport. Therefore all Members of the ASA, should be aware that this Code also applies
to them. Please see the accompanying Note for Guidance which does not form part of
this Code but which are intended to assist Members in its interpretation.**

*The ASA and ISTC acknowledges that a large part of this Code of Ethics has been
derived from the code produced by the Industry Lead Body for Sport and Recreation.
The Code published below wilt remain operational unless and until notice of any
changes and amendments is given by the ASA.*

The British Swimming Coaches & Teachers Association (BSCTA) endorses this Code
of Ethics.

Teaching/Coaching and Instructing

**Even though the NVQ standards focus on and describe work functions, they are based**on a number of accepted assumptions and values which underpin good practice in
teaching/coaching and instructing. The British Institute of Sports Coaches has
articulated these into a **Code of Ethics** much of which has been incorporated into the
following Code of Ethics for Swimming Teachers/Coaches. Throughout the following
Code the expression 'Teacher/Coach' whether used in the singular or plural shall
include all teacher/coaches, assistants and other helpers whose activities are
connected with the disciplines regulated by the Amateur Swimming Association (the
ASA) and all members of the Institute of Swimming Teachers and Coaches (ISTC).
Where the context of the code admits the expressionsTeacher/Coach and Sports coach
this may also include Officials and others involved in the sport of swimming in any
capacity.

The purpose of the Code of Ethics (referred to throughout the remainder of the
document as the Code) is to establish and maintain standards for Teachers/Coaches
and to inform and protect members of ths public using their services. Ethical standards
comprise such values as integrity, responsibility, competence and confidentiality.
Individuals who are members of the ASA/ISTC are deemed to have assented to the
Code and as such recognise and adhere to the principles and responsibilities embodied
in it.

The Code creates a framework within which Teachers/Coaches when engaged in
sports coaching - in the fullest sense of the expression - should always work. The code
has been written as a series of guidelines rather than a set of instructions. However
violations of the Code may result in complaints being made to a District Judicial
Tribunal (DJT) and, in which case the relevant Tribunal in determining whether a
conduct complained of has brought the sport into disrepute or amounts to a violation
of the ASA Laws will consider the Code's provisions (and the accompanying Note for
Guidance) when assessing the guilt of individuals against whom complaints have been
made and/or the appropriate sanctions to apply.

**The Code**

**Issues of responsibility**

Teaching/Coaching is a deliberately undertaken responsibility, and sports Teacher/
Coaches are responsible for the observation of the principles embodied in the Code of
Ethics.

Humanity

Teacher/Coaches must respect the rights, dignity and worth of every human being and
their ultimate right to self-determination. Specifically, Teacher/Coaches must treat

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*Code of Ethics*

everyone equally within the context of their activity, regardless of sex, ethnic origiS^^^BSS
religion, disability or political persuasion.

Relationships

The good Teacher/Coach will be concerned primarily with the well being, health and
future of the individual performer and only secondary with the optimisation of
performance,

A key element in a teacher/coach relationship is the development of independence.
Performers must be encouraged to accept responsibility for their own behaviour and
performance in training, in competition, and in their social life. Teachers/Coaches are
responsible for setting and monitoring the boundaries between a working relationship
and friendship with their performers. This is particularly important when the coach and
performer are of opposite sex and/or when the performer is a young person. The
Teacher/Coach must realise that certain situations or friendly actions could be
misinterpreted, not only by the performer, but by outsiders motivated by jealousy,
dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

The relationship between coach and performer relies heavily on mutual trust and
respect. In detail this means that the performer should be aware of the
Teachers'/Coaches' qualifications and experience and must be given the opportunity
to consent to or decline proposals for training and performance.

Commitment

Teachers/Coaches should clarify in advance with performers and/or employer the
number of sessions, fees {if any) and method of payment. They should also a explore
with performers and/or employers the expectation of the outcome of
teaching/coaching.

Teachers/Coaches have a responsibility to declare to their performers and/or
employer any other current teaching/coaching commitments. Teachers/Coaches
should also find out if any prospective client is currently receiving guidance from
another Teacher/Coach. If so, that Teacher/Coach should be contacted to discuss the
situation.

Teachers/Coaches who become aware of a conflict between their obligation to their
performers and their obligation to their Governing Body or other organisation
employing them must make explicit the nature of conflict, and the loyalties and
responsibilities involved, to all parties concerned.

Co-operation

Teachers/Coaches should communicate and co-operate with other sports and allied
professions in the best interest of their performers. An Example of such contact would
be the seeking of educational and career advice/counselling for young performers
whose training impinges upon the performance of their studies.

Teachers/Coaches must communicate and co-operate with medical and ancillary
practitioners in the diagnosis, treatment and management of their performers' medical
and psychological problems.

Advertising

Advertising by sportsTeacher/Coaches in respect of qualifications and/or servicesshall
be accurate and professionally restrained.

Teachers/Coaches shall not display any affiliation with an organisation in a manner
that falsely implies sponsorship or accreditation by that organisation.

Integrity

Teachers/Coaches should refrain from public criticism of fellow Teachers/Coaches.
Differences of opinion should be dealt with on a personal basis and more-serious
disputes should be referred to the Governing Body {ASA) ortothelSTC.

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*Code of Ethics*

Teachers/Coaches must not encourage performers to violate the rules of their
and should actively seek to discourage such action. Furthermore, Teachers/Coaches
should encourage performers to obey the spirit of such rules.

Teachers/Coaches must not compromise their performers by advocating measures
which could be deemed to constitute seeking to gain an unfair advantage. Above all,
Teachers/Coaches must never advocate the use of proscribed drugs or other banned
performance enhancing substances.

Teachers/Coaches must treat opponents and officials with due respect both in
victory and defeat and should encourage their performer to act in a similar manner.

Teachers/Coaches must accept responsibility for the conduct of their performers
insofar as they will undertake to discourage inappropriate behaviour.

Confidentiality

Teachers/Coaches inevitably gather a great deal of personal information about
performers in the course of a working relationship. Teacher/Coach and performers
must reach agreement as to what is regarded as confidential information, i.e. not
divulging to a third party without the express approval of the performer.

Confidentiality does not preclude the disclosure of information, to persons who can
be judged to have a 'right to know', relating to performers when relevant to the
following:

* evaluation of the performer within the sport for competitive selection purposes and
recommendations concerning performers for professional purposes;
* pursuit of disciplinary action involving performers within the sport;
* pursuit of disciplinary action by the ASA and/or ISTC involving fellow coaches in
alleged breaches of this Code of Ethics and Conduct.

Abuse of Privilege

The Teacher/Coach is privileged, on occasion to have contact with performers and to
travel and reside with performer in the course of teaching/coaching and competitive
practice. Consequently, a Teacher/Coach must not attempt to exert undue influence
over the performer in order to obtain personal benefit or reward.

Personal Standards

The Teacher/Coach must consistently display high personal standards and project a
favourable image of their sport and of teaching/coaching - to performers, other
Teachers/Coaches, officials, spectators, the media and the general public.

Personal appearance is a matter of individual taste but the sports Teacher/Coach has
an obligation to project an image of health, cleanliness and functional efficiency.

*The Teacher/Coach should never smoke when teaching/coaching.*

Teachers/Coaches should not drink alcohol so soon before teaching/coaching that
their judgement may be impaired and the smell will still be on their breath when
working with performers.

Safety

Teachers/Coaches have a responsibility to ensure the safety of the performers with
whom they work as far as possible within the limits of their control.

All reasonable steps should be taken to establish a safe working environment.

The work done and the manner in which it is done should be in keeping with regular
and approved practice within that sport.

The activity being undertaken should be suitable for the age, experience and ability
of the performers.

Performers should have been systematically prepared for the activity being
undertaken and made aware of their personal responsibilities in terms of safety.

Issues of Competence

Teachers/Coaches shall confine themselves to practice in those fields of sport in which

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*Code of Ethics*

they have been trained/educated, and which are recognised by the ASA and ISTflg
being valid. Valid areas of expertise are those directly concerned with sports coaching.
Training includes the accumulation of knowledge and skills through both formal
Teacher/Coach education courses and by experience at a level of competence
acceptable for independent teaching/coaching practice.

Teachers/Coaches must be able to recognise and accept when to refer performers to
other agencies. It is the responsibility of the Teacher/Coach as far as possible, to verify
the competence and integrity of the person to whom they refer as performer.

Teachers/Coaches should regularly seek ways of increasing their professional
development and self awareness.

Teachers/Coaches should welcome evaluation of their work by colleagues and be
able to account to performers, employers. Governing Bodies and colleagues for their
actions.

Teachers/Coaches have a responsibility to themselves and their performers to
maintain their own effectiveness, resilience and abilities, and to know when their
personal resources are so depleted as to make it necessary for them to seek help and/or
withdraw from teaching/coaching whether temporarily or permanently.

\*

**Violations of this Code**

An alleged breach of this Code shall be grounds for making a complaint under ASA
Law. This is a formal expression of dissatisfaction with the actions of behaviour of
clubs, bodies, organisations or individuals or with alleged unfair practice in connection
with the sport and will be dealt with by a Judicial Tribunal.

The procedures for making a complaint are set out in the ASA Judicial Laws which
are reproduced in the current edition of Laws of the Sport and the ASA Handbook. Any
complaint relating to matter contained in this Code may be referred by the Chairman
of the District Judicial Tribunal to an independent investigator to be appointed by the
ASA. The terms of reference shall be set by the ASA. Dependent upon the outcome of
the investigation the Chairman of the DJT may direct that the matter may not proceed
as a complaint under the ASA judicial system. In such a situation the Chief Executive
may authorise such other action for instance the offering of guidance of education
support or the issue of a warning as to future conduct, as may be appropriate in the
circumstances. Thereafter dependant upon the outcome of such other action the Chief
Executive may refer the matter back to the Chairman of the DJT for reconsideration as
to whether the matter may proceed as a complaint.

The ASA Child Protection Officer shall have the power in exceptional circumstances
to commence or take over conduct of any complaint made in respect of any breach of
any of the provisions of this Code.

Team Staff Appointments Policy

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

Where one athlete aged below eighteen years of age is travelling they must be
accompanied by one member of staff and parental consent obtained with regard to the
identity of the staff member.

Where there are two or more athletes travelling they must be a minimum of two
membersof staff accompanying the athletes. Where the groupof athletes are of mixed
sex, there must be staff members of each sex.

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*Code of Ethics*

**NOTE FOR GUIDANCE**

**Remove Watermark Now**

Under the ASA/ISTC Code of Ethics Honorary officials are entitled to expect the same
respect and dignity of treatment as that to which employees are entitled. It follows from
this that if an official is not performing satisfactorily in their rote the official is entitled
to be told, to be given an opportunity to respond to the criticism and the opportunity
to improve.

Further, the Club may wish to consider establishing a mentoring system with senior
figures(s) in the Club (possibly a Past President) offering guidance and support to
officials and also encouraging the development of new talent to ensure successions
within the Club's administration.

Conduct of Meetings

In particular any member wishing to make any direct overt-criticism of an official or
other member of the club in a general meeting must advise the Chairman in good time
to enable the Chairman to advise such person in advance of the meeting in order that
he is able to prepare himself for such criticism.

Furthermore, as a separate obligation on the chairman of the meeting when an official
or member is the subject of criticism the chairman must specifically afford such person
the opportunity to respond to include if requested consideration of an adjournment to
enable the person to collect their thoughts.

Any failure to follow these principles may give rise to a complaint to a DJT under the
ASA/ISTC Code of Ethics, It is not intended that the Code should be used to stifle
democratic debate but ethical considerations and indeed common sense decency
dictates that advance warning should be given to anyone who is to be the subject of
criticism in a general meeting.

ASA PUBLICATIONS

A full range of publications are available from the ASA Distribution Centre at Redditch,
details of which can be obtained by contacting them at ths address or telephone
number below.

Included in the list of publications are:

**ASA Handbook Editor Mrs Josie Grange**

Assistant Editor: Ms Emma Langham

**ASA Swimmers Diary** Editor: Alan Donlan

For a full list of books and other items write to the ASA Distribution Centre, Unit 1.
Kingfisher Enterprise Park, 50 Arthur Street, Redditch, Worcestershire B98 8LG.
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