Regulations for the ASA Child Protection List

REGULATIONS FOR THE
ASA CHILD PROTECTION LIST

The Protection database is part of the Child Protection Procedures which were developed
under the extended powers given to the ASA Committee at the Annual Council meeting
in February 1996 and is now under the ASA Constitutional Laws (1997). It has been
developed in conjunction with the NSPCC. In addition the Sports Council have applauded
the ASA on its initiative in dealing with this very difficult subject and recommend it as an
example of good practice. The Child Protection procedures set out below have been
developed in full consultation with the Data Protection Registrar. Since ASA Council in
February 1997, ASA Law makes the compliance of clubs with this procedure mandatory
as a *condition of* affiliation.

The purpose of the ASA Child Protection List is firstly to be able to advise clubs of
people who should not work with children because they have a criminal conviction which
could put children at risk. Secondly it allows the Association to fulfil its obligations in
*collating and reporting any complaints that are made against an* individual which may put
children at risk. This information is STRICTLY CONFIDENTIAL except for the legal
obligation of reporting.

**Completing the form**

As each club is different, who needs to complete the form will apply to different people,
but the general rule is that if a person, *by right of the job that the club has given them,
under that job description,* has the access to one-to-one private contact or handling, they
should complete a form. The general principle is that every adult in your club who has
personal contact in any capacity with under 18 year olds should complete a form. This will
include such as club coaches, teachers, poolside helpers, team managers and
chaperones, but could extend on a wider basis if other members of the club perform a
duty on behalf of the club which allows personal access previously described.

It is a condition of affiliation to the ASA that clubs accept the ASA Child Protection
proceduresand that all helpers complete this information required for the database. If an
individual is unwilling to do so, they must not be used by the club in any position that gives
intimate access to children. It is also desirable that all helpers at this level should be
members of the club. If the Child Protection code is to be effective all helpers should be
members. This may require some clubs to look at a more flexible approach to membership.
**The information which will be k^t**

This will include personal identifier information that is on the form, which in the majority
of cases will be the only information, until the person leaves the club when the date of
leaving will be added. For anyone with a criminal conviction for an offence which could
put children at risk, the official details of the conviction will be recorded. However,
specific allegations of behaviour, or details of other convictions which could put children
at risk, and which are made to the ASA will also be recorded. All concerns or complaints
will be reported to the police and the relevant local authority for investigation and the
outcome recorded. This information is held separately, is password protected and will
record the date, source *and originator of any text.***Disclosures**

ALL INDIVIDUALS ON THE ASA CHILD PROTECTION LIST HAVE THE RIGHTTO REQUEST
TO SEE ALL INFORMATION HELD ON THEM.

This request must be in writing and the Association must reply within 40 days. A fee
may be levied in accordance with the Data Protection Act.

All information will be available to the official agencies which have a statutory duty to
investigate allegations of child abuse. The ASA also reserves the right to disclose
information relevant to child protection to clubs and other individuals and organisations
sharing the ASA's concerns regarding child protection.

The Secretary of a club which is taking on a person who will come into contact with
young people under the age of 18 years may make the request to the ASA on the official
form provided.
**Sending in the forms**

All forms must be sent DIRECT TO THE ASA. The Club Secretary will sign part A as it
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Regulations for the ASA Child Protection List

is essential that the relevant person at the club has seen some identification
documentation which confirms that the person is who they say they are. This
identification should be such as a passport, national insurance number card, or driving
licence, but more than a letter or household bill.

Part B may be completed in confidence by the applicant and the form sent direct to
the ASA Legal Affairs Department. In order to confirm to Club Secretaries that their
members have sent in their forms, updated lists will be returned to Club Secretaries on
a regular basis (in a similar way to swimmers registration). Any form with an adverse
entry in the self-declaration section wiil be considered by the ASA Head of Legal Affairs
and if it is deemed to be such that the ASA do not consider the person to be suitable to
work with children appropriate action will be taken which may include informing the
club.

**Updating information**

In September each year clubs will be sent a computer printout (similar to the
registration printouts) with identification of those people from the club who are
currently listed as working there. If any details have changed, a new form should be
submitted.

The forms to be returned to **The Legal Affairs Dept, Amateur Swimming Association,
FREEPOST Loughborough LE11 OBR**

**Note:** The following information has been circulated to clubs. Further copies are
available from the ASA Customer Services Dept.

Protecting Children from Abuse (Leaflet)
Child Protection in Swimming

Swimline posters and leaflets

For further information please contact the ASA Customer Services Department tel 01509 618719

**ASA SWIMLINE**

**Who is the ASA SwimLlne 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 one of our Child Protection Group to ring. These people are
members of swimming clubs who work in child welfare as a profession and have
volunteered to help this ASA programme. 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 NSPCC Child Protection Helpline direct on 0800 800 500.
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 impove this service are welcome.
Amateur Swimming Association
Harold Fern House, Derby Square, Loughborough LE11 SAL
Tel 01509 618700 Fax 01509 618701**

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Constitutional Laws

CONSTITUTIONAL LAWS

**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 the changes
come into effect from the start of the Annual Council meeting in February 2001.**

Definitions

*'ASA' shall mean Amateur Swimming Association*

*'England' shall be defined as including the Isle of Man and Channel Islands.
'FINA'shall mean Federation Internationale de Natation Amateur.
'LEN' shall mean Ligue Europeenne de Natation.
'District' shall mean one of the five District Associations.
'Laws'shall include the ASA Laws numbered between 0 and 499.
'Technical Rules' shall include the ASA Rules numbered between 500 and 1099.
'Swimmer' shall include diver, synchronized swimmer and water polo player unless
the context indicates the contrary.*

*Words importing the masculine gender shall include the feminine and vice versa.
Words of the singular include the plural and vice versa.*

1. The Association

**1.1**

**1.2**

The Amateur Swimming Association is the governing body for the sport of
swimming, open water swimming, diving, synchronized swimming and water
polo in England and is one of the constituent members of the Amateur
Swimming Federation of Great Britain which is a member of the Federation
Internationale de Natation Amateur and Ligue Europeenne de Natation.
**Objects**

The Objects of the ASA shall be to:-

1. promote the teaching and practice of swimming, open water
swimming, diving, synchronized swimming and water polo;
2. raise public awareness of the sport and stimulate public opinion in
favour of providing proper accommodation and facilities;
3. create, publish and enforce uniform laws and technical rules for the
control and regulation of swimming, open water swimming, diving,
synchronized swimming and water polo championships and
competitions In England, and deal with any infringement thereof.

**Districts**

The ASA shall organise and manage the sport of swimming in England and for
convenient government of the sport, the ASA shall be divided into five Districts,
which shall be known and comprised as under:-

1. *ASA Midland District -* The Counties of Bedford, Cambridge, Derby,
Hereford, Worcester, Leicester, Lincoln, Norfolk, Northampton,
Nottingham, Shropshire. Suffolk, Warwick, Buckinghamshire and
Oxfordshire as lie north of latitude 51\* 37', such portions of Staffordshire
as lie south of latitude 53’ except the City of Stoke-on-Trent, and that
portion of the County of Humberside which is south of the Humber and
River Ouse.
2. *Northern Counties ASA* - The Counties of Cheshire, Cumbria,
Lancashire, and the Isle of Man, together with such portions of
Staffordshire as lie north of latitude 53° also the City of Stoke-on-Trent.
3. *North-Eastern Counties ASA* - The Counties of Durham,
Northumberland and York.

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1. *Southern Counties ASA -* The Counties of Berkshire, such portions of
Buckinghamshire and Oxfordshire as lie south of latitude 51\* 37', the
Channel Islands, Essex, Hampshire, Hertfordshire, Kent, Middlesex,
Surrey and Sussex.
2. *Western Counties ASA -* The Counties of Cornwall, Devon, Dorset,
Gloucestershire, Somerset and Wiltshire.

**Membership**

The ASA shall comprise the following categories of membership:

1. members of clubs which are affiliated to Districts and for whom the ASA
Membership Fee has been paid;
2. members granted honorary membership of the Association;
3. associated Organisations affiliated to Districts and any individual member
thereof for whom the ASA Membership Fee has been paid;
4. corporate Organisations;
5. associate Associations;
6. affiliated Bodies;

**• 4 Accreditation**

1. All tutors and verifiers of the Association's educational certificates shall be
accredited by the Association according to any regulations published by the
Association.
2. All accredited persons shall consent to be bound by the Code of Ethics, the
Laws relating to Child Protection and the Judicial Laws and procedures.
3. Accreditation shall not of Itself confer any other benefit of ASA membership.



Clubs

1. An affiliated club is a group of people who join together for the common
purpose of taking part in swimming related activities which is 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.
2. Except with the agreement of both Districts concerned, a club shall affiliate only
to the District in which its headquarters are situated which shall be defined as
the principal location where the club's swimming related activities take place.
In the event of disagreement the decision of ASA Committee shall be final and
binding on all parties.
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 ASA Committee at its first meeting in each year. Such
an affiliation shall not confer the normal rights and privileges of an affiliated club.
4. A club shall not be permitted to remain affiliated to any District if the club's
membership fees have not been paidtothe ASA by 31st March and each District
or County as appropriate shall include in its rules provisions to that effect.
5. 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 Associated Organisations**

This category of membership may be granted by a District to organisations on
conditions determined by that District. Except as provided 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.

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An Associated Organisation shall, as part of its affiliation, accept that its individual
members whilst engaged in swimming related activities shall be subject to the Code
of Ethics, the Laws relating to Child Protection and the Judicial Lawsand procedures
but, other than those for whom the appropriate ASA membership fee has been paid,
shall not receive any other benefit of ASA membership.

Schools of swimming, teaching clubs and similar organisations shall not be
permitted to affiliate to a District under the provisions of this law but may only
affiliate as clubs.

1. County Associations, Local Associations and Leagues

These organisations may grant individual membership to *a* non-competitor
provided the ASA membership fee is paid.

1. A County Association or a Local Association is an association of clubs
each of which is affiliated to a District, all with headquarters within an
area defined by the District.
2. A League in any discipline of the sport, other than one promoted by a
District, County or Local Association and confined to the members
thereof, shall affiliate to the District in which its headquarters is situated
or to which the majority of its clubs are affiliated, unless it has been
granted direct affiliation to the ASA. All member clubs shall be affiliated
to a District or to the Scottish or Welsh ASAs 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 Law.
3. Private Associations

Private Associations may not have any form of individual membership which
includes membership of the ASA.

1. A Private Association is any body of individuals and/or clubs which
wishes to join the ASA. Its individual members need not be members of
affiliated clubs and its member clubs need not be affiliated to a District.
2. A Schools Swimming Association is a Private Association which
consists solely of schools, it shall be eligible to affiliate to the District in
which most of its members are located.
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 District as Private Associations at fees determined by the
District. If, however, they wish to take part in open competitions with
affiliated clubs, they may affiliate as clubs, including in their annual return
only those members who are likely to be involved in open competitions.

7 Corporate Organisations

Where its activities make affiliation to a District inappropriate an organisation may
apply to affiliate direct to the ASA. A Corporate Organisation shall, as part of its
affiliation, accept that the individual members whilst engaged in swimming related
activities shall be subject to the Code of Ethics, the Laws relating to Child Protection
and the Judicial Laws and procedures 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.

The affiliation shall be reviewed annually by the ASA Committee and comprise the
following categories;

7.1 **Non Profit Making Organisations** A copy of the rules of the organisation must
accompany the application and any change of rules thereafter must be
approved by the ASA. The affiliation fee shall become due on the 31st March
each year and shall be reviewed annually by the ASA Committee.

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1. Commercial Organisations This category of membership may be granted by
the ASA Committee 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 ASA Committee.

Associate Association

1. The Institute of Swimming Teachers & Coaches Ltd. (ISTC) shall be an
Associate Association.
* 8.2 Members of the ISTC, 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 Laws relating to Child Protection and the Judicial Laws and
procedures but shall not receive any other benefit of ASA membership solely
by virtue of membership of the ISTC.

* 9. Affiliated Bodies
1. When the scope of its activities make affiliation to a District inappropriate a
body may apply to affiliate direct to the ASA. An Affiliated Body shall, as part
of its affiliation, accept that the individual members whilst engaged in
swimming related activities shall be subject to the Code of Ethics, the Laws
relating to Child Protection and the Judicial Laws and procedures but 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.
2. A copy of the rules of the body must accompany the application and any
change of rules thereafter must be approved by the ASA.
3. The affiliation fee must be fixed by the ASA Committee at its first meeting each
year, becomes due on 31st March and shall be shared equally among the five
Districts.
4. Upon affiliation the following bodies shall be entitled to one representative on
the Council:

Army Swimming Union
British Universities Sports Association
British Swimming Coaches Association
English Schools Swimming Association
Royal Air Force Swimming Association
Royal Life Saving Society UK
Royal Navy Amateur Swimming Association

1. Honorary Membership

On a proposal of the ASA Committee, the ASA Council may grant honorary
membership of the ASA to persons who have given distinguished service to the
Association.

1. Annual Return of Club Membership and Registrations
	1. Each club shall send to the ASA a return of its membership not later than
	31st March in each year. This shall include all members, and shall be divided
	into the following categories;
		1. Category One shall include all members who are learning to swim
		or who are swimmers of any age, at any level of ability, in any
		discipline, who do not compete in open competitions;
		2. Category Two shall include all members aged less than 11 years or
		more than 64 years who compete in open competitions in any
		discipline, other than those exempted under Law 12.1.3;

all members aged 65 years or more who are Officials of any
discipline and who are included on a District or National list,
including a County list where that list forms part of a District list;

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**11.2**

**11.3**

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**11.8**

**• 11.9**

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* + 1. Category Three shall include all members aged between 11 years
		and 64 years who compete in open competitions in any discipline,
		other than those exempted under Law 12.1.3;
		2. Category Four shall include all members aged 64 years or less who
		are Officials of any discipline and who are included on a District or
		National list, including a County list where that list forms part of a
		District list;
		3. Category Five shall include all members of any age who are not in
		Categories One to Four including, but not being limited to,
		administrators, associate members, coaches, helpers, honorary
		members, life members, officers, patrons, teachers, temporary
		members, vice presidents and verifiers or tutors of the
		Association's educational certificates.

Local, Private and Schools Swimming Associations and individual Schools
shall not be required to make a return of membership.

The age of each member shall be defined as his age at midnight on 31st
December in the year on which the number in the category is based.
For Categories One and Five, the number to be included In the return shall
be the maximum number of members in that category at any one time in the
previous calendar year.

For Categories Two, Three and Four the number to be included in the return
shall be the number of members in that category in the current year.
Those persons included in the Annual Return shall pay an annual
membership fee to the ASA.

1. The amount of the fee shall be set so that the total income to the
ASA from the membership fees increases, if required, annually by
an amount corresponding at least with any change in the retail price
index.
2. The amount of the fee, which may be different for each category of
membership, shall be decided by the ASA Committee by 31st July
in the preceding year and shall be paid to the ASA , together with
the club's annual membership return not later than 31st March.
3. The fee shall be payable by a club only forthose members included
on the membership return whose unbroken membership of that
club is longer than their unbroken membership of any other club.
4. For Categories Two, Three and Four the fee shall include
membership of the ASA and the appropriate registration as a
competitor and/or official. These persons may be referred to as
Registered Competitors or Registered Officials as appropriate.
5. Only one fee, which shall be the highest for which he is liable, shall
be payable for any one member.

Those persons who are bona fide members of affiliated clubs shall be
regarded as members of the ASA for the purposes of Third Party and
Personal Accident Insurance effected by the ASA for the protection of
affiliated clubs and members thereof. Casual helpers, who are not
members of the Association and are not included in the Annual Return will
be covered by the Third Party Insurance only.

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

Membership may be initiated or the details amended at any time during
the year and shall be effective from the date on which a correct form is
received and recorded by the Association. No additional fee shall be

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charged nor refund made to any member changing his category from
Category Two, Three or Four after his annual membership fee has been
received by the Association.

11.10 Any club which affiliates to a District for the first time after 30th September
shall pay a fee not exceeding £20 to be determined by the Chief Executive,
in lieu of the fees due for its members for the remainder of that year.

**12. Registration**

1. Affiliated Clubs
2. All swimmers who enter National, District, County or Local Association
Championships or Competitions, Open Meets, Water Polo Leagues or
Swimming Leagues which culminate in a National final, must register
with the ASA by means of inclusion in Category Two or Three of a
club's membership return and must comply with any relevant
regulations approved *and* published by the ASA Committee.
3. Promoters of low level competitions and Open Meets which are
restricted to a local area may apply to the ASA for exemption from the
requirement for the participants to be registered.

• 12.1.3 An open competition under ASA Laws which is promoted by an

affiliated private association and restricted to its own members shall
be exempt from the requirement for the swimmers to be registered.

1. Clubs not affiliated to a District of the ASA
2. A member of a club which is affiliatedtothe Scottish or Welsh ASA who
enters an open competition under ASA laws in the name of that club
shall be registered In Scotland or Wales.
3. A member of a club which is affiliated to any other national governing
body which is affiliated to FINA who entersan open competition under
ASA Laws in the *name of that club shall have* a valid status certificate.



1. 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 Districts he
must be registered with the ASA by means of inclusion in Category
Two or Three of a club's membership return.
2. All Technical Officials in Swimming, Open Water Swimming, Diving,
Synchronized Swimming and Water Polo on District and ASA Lists of Officials
shall register with the ASA by means of inclusion in Category Two or Four of
a club's or organisation's membership return and must comply with any
relevant regulations approved and published by the ASA Committee.
3. 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 and the number must be quoted on any document
where it is required.
4. If a person is unable to produce his registration card on demand he shall
have 7 days to provide evidence to the competition promoter that he was
registered at the time of the demand, failing which he shall be the subject
of a complaint under the Judicial Laws.

**13 ASA Certificates and Long Service Awards shall be awarded as follows:**

1. ASA Certificate

**13.1.1**

**13.1.2**

the retiring President of the ASA;

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retiring member of the ASA Committee with a minimum of 6 years

consecutive service;

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1. a retiring Hon. Secretary of an ASA Technical Committee with 6 years
service;

**13.1.4**

**13.1.6**

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retiring memberof an ASA Technical Committee with 10 years service;

an individual, group or team on the recommendation of the ASA
Committee or Council In recognition of a special performance or
service rendered to the Association.

1. No person may receive more than one certificate other than described
in ASA Law 13.1.1.
2. Nominations in writing for consideration by the ASA Committee may
be submitted to the Chief Executive of the ASA.

• 13.2 Certificate of Thanks

1. For a substantial contribution to the promotion of swimming at
national level for and within the ASA;
2. to any sponsor or supporter who has provided significant material
benefit to the Association at any time.
3. The certificate shall be awarded at the discretion of the ASA Committee
from nominations received at any time in writing from any source.
4. Certificate of Merit
5. For meritorious performance in competition or any action deserving of
recognition by a member or non-member connected with swimming
in the broadest sense.
6. The certificate shall be awarded at the discretion of the Chief Executive
of the ASA from nominations received at any time In writing from any
source.
7. Awards for Long Service
8. ASA Gold and Silver Pins shall be awarded to Officers; members of
ASA Committee; Hon. Secretaries; members of Technical Committees;
District Hon. Secretaries and Hon. Treasurers; members of ASA Staff;
Hon. Life Presidents and Hon. Members.
9. Only one Silver Pin and/or Gold Pin shall be awarded to any one
person.
10. Awards will be made in accordance with the following criteria:

Officers of the ASA

ASA Committee Members
Hon. Secretaries of ASA Technical Committees
Members of ASA Technical Committees
District Hon. Secretaries and Treasurers
ASA Hon. Life Presidents & Hon. Members
ASA Staff Members

SILVER PIN

1. years
2. years
3. years
4. years
6 years
5. years

GOLD PIN
10 years
12 years
12 years

1. years
12 years

appointment

1. years

**FINANCE**

14 Funds

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

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

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**■ 15**

1. There shall be not more than two Trustees of the ASA. The firstTrustees shall
be appointed by the Council and the freehold and leasehold premises of the
ASA shall be vested in them to be dealt with by them asthe Council shall from
time to time direct by resolution (of which an entry in the Minute Book 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 offset 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.
2. 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.

**Expenses**

The expenses of the ASA shall be borne by the five Districts in proportion to the
number of members having paid an ASA membership fee through a club or
organisation affiliated to that District up to the 30th September last past. The ASA
'call' shall be fixed by the ASA Committee annually by 31st July and shall be paid
within twenty one days of demand.

1. The ASA shall pay:
2. the business expenses of all Council meetings;
3. the travelling, hotel and incidental expenses incurred by the President,
Vice President, Life Presidents, Hon Medical Adviser, Officers (as
defined in ASA Law 20) and the District representatives in connection
with all Council meetings;
4. the travelling, hotel and incidental expenses incurred by members of
committees in attending meetings of ASA Committees.
5. With these exceptions each District shall pay its own expenses and shall
have power to decide the amount of the annual subscription payable by its
clubs.

**GOVERNMENT**

16 ASA Council

1. The following shall be members of the Council of the ASA except that no
member of a District Judicial Tribunal panel orthe National Judicial Tribunal
panel shall be eligible to be a member of the Council:

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1. the President and Life Presidents of the ASA;
2. the Hon. Medical Adviser;
3. the Vice President;
4. the current members ofthe ASA Committee not previously included in
Laws 16.1.1 to 16.1.3;
5. the President, the Hon. Secretary and the Hon. Treasurer of each
District. Should any of these be entitled to membership by virtue of Law
16.1.4, the District may appoint a substitute, additional, member in
each case;
6. District representatives elected in the ratio of one for every three
thousand members having paid an ASA membership fee through a
club or organisation affiliated to that District, orfraction thereof greater
than one half. Every representative shall be either a Past President of a
District or a delegate entitled to represent a club at meetings of the
District, and shall be elected at the Annual General Meeting of the
District, which shall be held in the month of January in each year;
7. a representative of each of such of the following organisations as may
be affiliated: The Royal Navy Amateur Swimming Association, the
Army Swimming Union, the Royal Air Force Swimming Association,
the English Schools' Swimming Association, the British Universities
Sports Association, the British Swimming Coaches Association and
the Royal Life Saving Society;
8. a representative of the following Associate body: The Institute of
Swimming Teachers and Coaches Ltd.
9. The following shall be entitled to attend meetings ofthe Council ofthe ASA
and may speak but may not vote:

the Committee Secretaries of the ASA Diving, Masters, Open Water.
Swimming, Synchronized Swimming and Water Polo Committees.

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

the Committee Secretaries of the ASA Education Development, Disability,
Medical Advisory, Facilities and Rules Committees.

**The ASA Annual Council Meeting** shall be organised by the Association and shall
be held in the month of February in each year:

1. in the following rotation of Districts: North, Midland, West, North-East and
South;
2. at a suitable venue within the District unless that District opts for a venue
chosen by the Association. In ail cases the Council shall be run by the
Association with the help, if required, by the 'home' District. The venue of
Council should be announced two years in advance;
3. twenty members shall form a quorum;
4. all decisions shall be binding on each District, and on the clubs affiliated
thereto;
5. the minutes of the Annual Council Meeting shall be published each year in
the Handbook.

**Special Meeting ofthe Council.**

A Special Meeting of the Council shall be called:

1. if a resolution to that effect is passed by the Council at the Annual Council
Meeting, in which case the Special Meeting shall be held on a date fixed by
the Council;

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1. on the receipt by the Chief Executive of a written request from at least three
Districts 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;
2. at the requestof two-thirds of the ASA Committee, 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;
3. the business to be considered at a Special Meeting shall be only that
specified in the resolution or request for the meeting;
4. a Special Meeting of the Council shall be held at a venue decided by the ASA
Committee.

19 Notice of Meetings

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

**■ 20 Office Holders and Officers.**

1. The Council shall at its Annual Meeting elect from time to time:
2. the Vice President who shall:
3. be nominated by the Districts in the following rotation: South,
North, Midlands, West and North East. The nomination shall be
approved by the annual council meeting of the District and
submitted to the Chief Executive at least 14 days before the
Annual Meeting;
4. take office from when his election is made at the Annual Meeting
and shall remain in office until his successor is elected at the
immediately following Annual Meeting and takes office;
5. the President who shall:
6. be nominated by the Districts in the following rotation: North,
Midlands, West, North East and South. The nomination shall be
approved by the annual council meeting of the District;
7. be the retiring Vice President unless his resignation, death or a
decision of the annual meeting of the District which nominated
him as Vice President to nominate another person on a resolution
passed by four fifths of those present and voting, prevents it;
8. take office from when his election is made at the Annual Meeting
and shall remain in office until his successor is elected at the
immediately following Annual Meeting and takes office;
9. be the senior officer of the Association and represent the
Association where a ceremonial presence is required.
10. the Hon Medical Adviser who shall:
11. be nominated bya member of Council;
12. take office from when his election is made at an Annual Meeting
and shall remain in office until his successor is elected and takes
office.
13. Auditors who shall:

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1. be nominated by a member of Council;
2. hold office for such a period as Council may from time to time
decide.
3. Four members of ASA Committee who shall:
4. be nominated by the elected voting members of the ASA
Committee;
5. hold office for a period of two years;
6. take office from when their election is made at an Annual Meeting
and shall remain in office until their successors are elected and
take office.
7. Officers of the Association
8. The President and Chairman of the ASA Committee together with the
Chief Executive of the Association shall be the Officers of the
Association. They shall be indemnified against risk and expense out of
the property of the ASA for acts and things done by them in the normal
performance of their duties as Officers or servants of the ASA but not
further or otherwise.
9. The Officers shall be *ex officio* members of all Committees appointed
under Law 39.2.21.
10. The Chairman of the ASA Committee shall act as the line manager for
the Chief Executive on behalf of the Association

21 Life Presidents & Honorary Members

The Council may elect from nominations received from the ASA Committee:

1. Life Presidents in order to recognise meritorious service to the Association,
provided that the total number of Life Presidents shall not exceed five;
2. Honorary Members, in order to recognise valuable service to the sport.
* 22 District Representatives

The number of representatives to which a District 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 District up to the 30th September
prior to the Annual Council Meeting of the ASA.

1. In the event of a representative or officer of any District being unable to
attend, a substitute, who shall also be a member of the Council of the
District, may be appointed.
* 22.2 If the President and/or Vice President are officers of their Districts they may

be substituted.

1. Annual Report and Agenda
	1. The ASA year shall end on 30th September.
	2. The agenda of the Annual Council Meeting and audited financial statement
	for the year last past, together with the report of the ASA Committee, which
	shall include a list of its rulings and recommendations, shall be forwarded
	to the Hon. Secretary of each District and directly affiliated body not later
	than the 4th January.
	3. The report shall be forwarded by each District, together with its own annual
	report and financial statement, to the Hon. Secretaries of all affiliated clubs
	and all other members of the District Council at least ten days before its
	Annual General Meeting.

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**COUNCIL MEETINGS**

1. Standing Orders
	1. **Notices of Motion** A proposal for consideration by the Council at its Annual
	Meeting, which does not embody a proposal to change ASA Laws, may be
	submitted:
		1. by the ASA Committee, in which case it must be Included with the
		Annual Report and will be moved by the Chairman; or,
		2. by a District, in which case it must be received by the Chief Executive
		not later than the 15th November immediately preceding the Annual
		Council Meeting, having been approved and confirmed by at least two-
		thirds of those present and voting at the District General Meeting or
		Executive Committee as each District deems fit, in which case it must
		be included with the Annual Report; or,
		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 ASA Committee or any of the committees appointed in
		accordance with Laws 35, 39.2.21, 39.2.22 or 39.2.27, and shall reach
		the Chief Executive not later than the 14 days prior to the meeting.
	2. Proposals in accordance with Law 24.1.3 shall be sent to the members of
	Council not less than 7 days before the Annual Council Meeting.
2. Changes to ASA Laws
	1. Any proposal to change an ASA Law may only be considered at the Annual
	Council Meeting or at a Special Council Meeting called forthat purpose. The
	Council shall consider and decide only the principle and intention of the
	proposal. The Rules Committee shall draft the wording of the changes to the
	Laws to implement the principles and intentions approved by Council.
	2. An amendment to any proposal to change an ASA Law may be proposed by
	any member of Council, supported by another member as a seconder, and
	shall reach the Chief Executive 14 days prior to an Annual Council Meeting
	or 21 days prior to a Special Council Meeting, as the case may be.
	3. 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.
	4. 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 Law 25.4.4, and has been;
		1. made by the ASA Committee at a meeting before 30th November and
		appears in the minutes of that meeting; or
		2. made by a committee appointed under Laws 35, 39.2.21, 39.2.22 or
		39.2.27 and appears in the minutes of that committee which have been
		approved by the ASA Committee before 30th November; or
		3. made by a District and confirmed by at least two-thirds of those present
		and voting ata District Council or Executive Committee, as each District
		deems fit, and has reached the Chief Executive by 15th November; or
		4. made as a matter of urgency, approved by the ASA Committee, 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.
	5. A proposal to change an ASA Law shall only be considered at a Special
	Council Meeting if it has been:
		1. included in the resolution or request for the meeting;

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* + 1. referred to the ASA Committee, unless emanating from it. The ASA
		Committee shall indicate Its support or opposition and may propose
		amendments which shall be included on the agenda of the Council
		Meeting.

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

1. unlimited authority upon every question of order and shall be, for the purpose
of such meeting, the sole interpreter of the laws governing the Council;
2. the right to vote on every motion. In the event of an equality of votes, he shall
have the casting vote.
3. Annual Report artd Minutes
	1. The Annual Report ofthe ASAshall be presented atthe Annual Council Meeting.
	2. A member of the Council who wishes to discuss an item in the published
	minutes ofthe last Annual Council Meeting or any subsequent Special Meeting,
	the Annual Report, the Financial Statements or any minute of the ASA
	Committeeorsub-committee,mustindicate his intention by giving notice to the
	Chief Executive no later than 14 days prior to the Annual Council Meeting.
	3. Questions on the minutes ofthe ASA Committee or Committees appointed
	under Laws 35, 39.2.21,39.2.22 or 39.2.27 shall normally refer only to those
	for the ASA year last past as defined in Law 23.1. 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:
		1. he is satisfied that the question is of sufficient importance and/or
		relevance to the meeting; and
		2. the minutes have been approved by the ASA Committee; and
		3. a specific question seeking further clarification or information is asked;
		or
		4. a proposal is made under Law 24.1.3.
	4. Approval of the report, including any changes to ASA Laws or ASA
	Technical Rules contained tn 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.
	5. The Chief Executive may send to a member of Council a written answer to
	a question posed in accordance with Law 27.3, in which case the member
	may, at his discretion, withdraw the question and the item in the report may
	be dealt with as provided in Law 27.4. The Chairman may, at his discretion,
	or on request, disclose the contents of the written answer for the
	information ofthe members of Council.
4. Every motion shall be proposed and seconded. Resolutions which emanate from
the ASA Committee shall be proposed by a member of that Committee while those
which emanate from a sub-committee shall be proposed by the secretary of the
committee. If the committee secretary is not a member of Council the proposal
shall be made formally from the Chair and immediately afterwards the committee
secretary shall be allowed to speak in support ofthe resolution.
5. 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 ofthe proposal under discussion.
6. 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

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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.

1. A proposal to change the laws of the ASA shall be carried only if at least two-thirds
of those voting are in favour and shall become effective on 1st April 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.
	1. 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.
	2. Re-numbering of ASA Laws and any consequential alterations shall be at the
	discretion of the Chief Executive of the ASA. in consultation with the Rules
	Committee.

32. 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.

1. Voting on all motions or amendments shall be by a show of hands. The 'home'
District shall appoint not less than four tellers to assist in counting the votes.
2. The Council meeting shall be open to the public but, except as provided in ASA
Law 26, 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.
3. 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.
4. Application to Districts. The ASA Laws24to35inclusive, where appropriate, shall
be adopted by each District.

**THE ASA COMMITTEE**

**■ 37 Composition**

The ASA Committee shall consist of;

1. The elected members:
2. the President who shall serve for his term of office;
3. the Vice President who shall serve for his term of office and shall have
no power to vote;
4. one representative from each District who shall hold office for two

years. .

1. The Chairman of the Committee who shall:
2. be a member of the Association;
3. be appointed by the elected voting members from nominations
received from an affiliated club, organisation, body. County or District;
4. hold office for four years;
5. not be re-appointed for more than two consecutive terms of office;
6. not hold any other elective office in, nor take any active part in, the
government of swimming by any National, District or County
Association;
7. be subject to removal from office at any time provided that three
quarters of the elected members of the Committee are in favour.
8. Four other persons, with specialist skills or experience in such areas as the
elected voting members may from time to time require, who shall:

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1. be appointed by Council;
2. have the power to vote.
3. District representatives shall be elected by the Councils of their respective
Districts. They shall take office from when their election has been reported
to the following ASA Council Meeting and shall remain in office until their
successors are elected and take office.
4. Should a District representative be unable to attend a meeting, a substitute
may be appointed by the District.
5. The District Executive shall fill any vacancy which may occur during the
year. Such a replacement shall take office immediately and remain in office
until the election of his successor is reported to the following ASA Council
Meeting.
6. Procedure

■ 38.1 The Chairman of the ASA Committee, if he is present, shall take the chair at

all meetings of the Committee. 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.

* 1. The Chief Executive of the ASA shall act as Secretary to the Committee and
	shall summon at least four meetings each year, at such venues and time as
	may, in the opinion of the Committee, be most convenient.
	2. The Chief Executive shall notify all those entitled to attend meetings of the
	Committee giving at least seven days notice, stating where and when they
	will be held and sending the relevant papers and agenda.
	3. Four shall form a quorum.
	4. A proposal to change an ASATechnical Rule may be made by a member, club,
	body. District or organisation affiliated to the ASA or by a committee set up
	under Laws 35, 39.2.21, 39.2.22 or 39.2.27. Any such proposal shall be
	considered by the relevant Technical Committee unless emanating from it. It
	shall only be considered by the ASA Committee if it is supported by the
	relevant Technical Committee and is recorded in the minutes of that
	Committee.
1. Power and Duties of the ASA Committee
2. It shall be the general right and responsibility of the ASA Committee to:
3. promote the sport in accordance with the objectives of the Association;
4. determine the policy of the Association within the overall strategy
previously agreed by the Council;
5. approve the plans and budgets produced to implement that policy;
6. monitor results against the plans;
7. be responsible for the business and commercial activities of the
Association;
8. communicate with the membership of the Association so that it may
fairly judge the activities of the Committee.

• 39.2 In particular the ASA Committee shall:

1. carry out any specific duty laid on it by the Council of the Association;
2. approve, if at least two thirds of those voting are in favour, the wording
of all changes to ASA Law to implement the principles and intentions
of Council;

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1. decide the meaning of any Law of the ASA which may be referred to it
by a District. In arriving at any such decision the Committee shall be
guided primarily by any relevant minute which sets out the principle
and intention of the Law decided by the Council;
2. decide any matter not provided for in the Laws of the ASA subject in
either case to the approval of the ASA Council at its next meeting;
3. have authority to 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 in the rules of FINA, subject to the approval of the
ASA Council at its next meeting;
4. approve, if at least two thirds of those voting are in favour, the
principle, intention and wording of all changes to ASA Technical Rules
proposed or agreed by the relevant discipline committee. Any such
changes shall become effective on a date to be decided by the
Committee which shall be at least six weeks after the meeting at which
the changes are made;
5. decide the meaning of any ASA Technical Rule which may be referred
to it by a District. In arriving at any such decision the Committee shall
be guided primarily by any relevant minute which sets out the principle
and intention of the Technical Rule;
6. decide any relevant matter not provided for in the Technical Rules of
the ASA;
7. have authority to make, if at least two thirds of those voting are in favour,
any change to the 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 Committee which
shall be at least six weeks afterthe meeting at which the changes are made;
8. approve, if a majority of those voting is in favour, the principle,
intention and wording of all changes to ASA Championship Conditions
proposed by the relevant technical committee, which shall become
effective on the 1st January following the meeting at which the
changes are made;
9. decide any matter which in the opinion of two-thirds of the Committee
is considered to be of immediate importance;
10. fix dates and venues of international matches;
11. use every means to increase and improve the teaching of swimming,
open water swimming, diving, synchronized swimming and water
polo to children and adults;
12. encourage Education Authorities to install in schools, baths specially
designed for teaching swimming and diving;
13. co-operate with Education Authorities and other organisations
interested in youth welfare, with the object of assisting swimming and
diving instruction;
14. encourage Local Authorities to increase the number of public
swimming baths and to provide adequate diving, synchronized
swimming and water polo facilities;
15. co-operate with the Service Authorities to encourage swimming, diving,
synchronized swimming and water polo instruction in the Services;
16. consider all claims for ASA, British, European, Commonwealth and
World records and submit its findings to the appropriate authority;
17. fill any vacancy which may occur amongst officers of the ASA until the
next meeting of the Council;

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1. at its last scheduled meeting prior to the appropriate Annual Council
Meeting, where a Committee on the list in Law 39.2.21 is marked by an
asterisk, appoint the Committee Secretary and the Committee
Chairman, from among members of the ASA and from nominations
received, for a term of two years. They shall take office from when their
appointment has been reported to the following Annual Council
Meeting and shall remain in office until their successors are appointed
and take office. The ASA Committee shall fill any vacancy which may
occur, for the remainder of the term of office, on the same basis as the
original appointment;
2. at its first meeting after the appropriate Annual Council Meeting, make
the remainder of the following appointments from among members of
the ASA. The members ofthe committees marked with an asterisk shall
be appointed for a term of two years:

Emergency Committee
Investment Committee
•Medical Advisory Committee
•Education Development Committee
•Disability Committee
•Technical Diving Committee
•Technical Masters Committee
•Technical Open Water Swimming Committee
•Technical Swimming Committee
•Technical Synchronized Swimming Committee
•Technical Water Polo Committee
National Judicial Tribunal
Safety Forum
Trophies Controller

1. at its first meeting after the publication of the Handbook appoint the
Committee Secretary and members ofthe Rules Committee;
2. except for the National Judicial Tribunal Panel, have a general
superintendence over the work of all committees set out In 39.2.21 and
39.2.22;
3. appoint representatives to the Amateur Swimming Federation of Great
Britain Committee and other bodies;
4. transfer, on being requested, an isolated club situated on the border of
one District to another, if it is of opinion that it is in the interest of
swimming and ofthe club;
5. be responsible for the publication of the ASA Handbook and for the
incorporation therein of any changes authorised by the Council;
6. have the power to appoint committees to consider specific matters and
to determine their membership and terms of reference;
7. keep a written record of all advice concerning the Interpretation of
general law or ASA Laws.
8. Members of the ASA Committee shall be admitted free of charge, on production of
an official authorisation, to all swimming galas and events held under ASA Laws.
9. The Committee shall have no power to interfere with the election of District
Officers or representatives, and shall have no jurisdiction over, nor shall there be
any appeal from, the decisions of a District Council on matters which concern the
said District and which are covered by the rules of the said District, and which are
not covered by, nor in conflict with, the Laws of the ASA.

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1. Decisions
2. ASA Committee decisions shall take immediate effect and its instructions
shall be acted upon until the next Council Meeting.
3. The acceptance or rejection of any claim for an ASA record shall be final.
4. A copy of all resolutions passed by the Committee shall be sent by the Chief
Executive to each District Hon. Secretary.

**COMMITTEES ~**

1. Duties of Committee Secretaries

The duties of Committee Secretaries shall include but not be limited to the
notification of all those entitled to attend meetings, giving seven days notice, stating
where and when they will be held and sending the relevant papers and agenda.

1. Emergency Committee
2. The membership of the Committee shall comprise the Officers as defined in
Law 20.2 and one person appointed by the ASA Committee from its
members at its first meeting of the year. The Chief Executive shall be the
secretary of the committee.
3. The duties of the Committee shall be to:
4. deal with any matter (unless specifically precluded from doing so by
the ASA Committee) which, in the opinion of three or more of its
members, requires a decision before the next scheduled meeting of the
ASA Committee;
5. report any and all of its decisions forthwith to the members of the ASA
Committee.
6. Any decisions taken by the Emergency Committee shall take immediate
effect and shall be acted upon until the next ASA Committee meeting.
7. **Investment Committee** may consist of three persons, elected by the ASA
Committee, two to form a quorum.
8. The Committee shall invest such of the funds of the ASA as may be
authorised by the ASA Committee or President, such investment being
registered in the name of the nominee company as nominees of the ASA.
9. Investments may be made in any amount and in any manner authorised by
law and by the laws of the ASA.
10. No member of the Committee shall incur any personal liability, financial or
otherwise, arising from his membership of the Committee.
11. MedicalAdvisoryCommitteeshallcomprisetheCommittee Chairman and Committee
Secretary and not less than ten medical practitioners, including the ASA Medical
Adviser and the Medical Advisers of each of the Districts, four to form a quorum.
12. The duties of the Committee shall include but not be limited to:
13. ensure that appropriate medical cover is provided at ali events
promoted by the ASA;
14. ensure that appropriate medical cover is provided for doping control
procedures as required at any event under the jurisdiction of the ASA;
15. issue and maintain a list of permanent disability certificates;
16. advise the ASA Committee on any medical matters that may be
referred to it.
17. **Education Development Committee (EDC)** mayconsistofthe Committee Chairman
and Committee Secretary and twelve other members, seven to form a quorum.
18. Membership of the Committee shall comprise:
19. a representative from each District appointed by the ASA Committee
from nominations made by the Districts based on criteria provided by

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the ASA Director of Education and agreed by ASA Committee;

1. a representative from each of Ireland, Scotland and Wales appointed
by their respective Swimming Associations. All the representatives
shall be selected by reference to the same criteria as are mentioned in
paragraph 47.1.1;
2. four specialists appointed by the ASA Committee from nominations
received, by reference to the same criteria as are mentioned in
paragraph 47.1.1;
3. a representative of the ISTC, nominated by reference to the criteria
mentioned in paragraph 47.1.1 and without the power to vote;
4. the Director of Education, without the power to vote.
5. The duties of the Committee shall be:
6. subject to the duties specifically ascribed to the Swimming Education
and Assessment Working Party in paragraph 47.2.8.2, to carry into
effect, monitor, control and modify as appropriate all aspects of the
tutor/teacher/coach education programme. This will include the
initiation of developments in all disciplines conforming to general
education developments, including national educational initiatives;
taking responsibility for the training of tutors and assessors in all
disciplines and the initiation and distribution of support materials;
7. to promote the education programme on a national basis by way of
conferences and exhibitions;
8. to maintain ongoing links with the other Technical Committees with
regard to relevant matters in the education programme;
9. to exercise budgetary control over the education programme;
10. to liaise with the organisers of the ASA Awards Scheme with a view to
monitoring regularly the technical content of the individual awards;
11. to maintain a regular dialogue with District Education Committees
through the District Education Secretaries;
12. to appoint ad hoc working parties as required to deal with specific
educational matters and to report back to EDC;
13. to appoint a Swimming Education and Assessment Sub-Committee.
14. The Committee shall comprise:
15. one representative from the EDC and eight specialists,
including a representative from each of Ireland, Scotland and
Wales; selected by their respective Swimming Association;

47.2.8.1.2

representative of the ISTC without the power to vote;

1. the ASA Education Administrator without the power to vote.
2. The Committee shall report to EDC as required by EDC byway of
minutes of meetings, and substantive particulars of such minutes,
and the action consequent on them taken by EDC, shall be
incorporated in the minutes of meetings of EDC.
3. The duties of the Committee shall be:
4. to liaise with the appropriate Technical Committees;
5. to monitor and develop the assessment process, including
the writing of examination papers;
6. to draft appropriate regulations.
7. The Committee shall have power to co-opt two members for
specific purposes only without power to vote, with the prior
agreement of the ASA Director of Education.

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**48 Disability Committee** may consist of the Committee Chairman and Committee
Secretary appointed by ASA Committee and seven other members, four to form a
quorum.

1. The membership of the Committee shall consist of the secretaries of the
Disability Education Committee and the Disability Development Committee,
appointed by the Committee, and, wherever practicable, one representative
from each District.
2. The duties of the Committee shall include but not be limited to:
3. to appoint annually the secretaries and members of the sub-
committees set out in 48.3 and 48.4;
4. to supervise the work of the sub-committees set out in 48.3 and 48.4;
5. to establish policy at domestic level;
6. to liaise with the Director of Development;
7. to liaise with the ASA discipline committees with regard to the
integration of people with disabilities into all disciplines of the sport;
8. to promote and develop links with other bodies involved with
swimming for people with disabilities;
9. to promote the relevant ASA Teaching and Coaching courses;
10. to advise the ASA Committee on all matters relating to swimming for
people with disabilities and to submit recommendations for the
improvement of their standards of swimming and the quality of the
provision of swimming forthem;
11. to deal with any matter relating to disability delegated by the ASA
Committee.
12. the Disability Education Committee may consist of the committee secretary
appointed by the Disability Committee, either the chairman or the secretary
of the Disability Committee at each meeting, one representative from each
of Ireland, Scotland and Wales appointed by their respective Associations
and five other members. The Director of Education may attend meetings by
invitation without the power to vote. In addition, the committee may co-opt
additional members for specific purposes, with the agreement of the
Disability Committee Secretary. Five shall form a quorum.
13. The duties of the Committee shall include, but not be limited to:
14. to elect a chairman from its own members each year;
15. to review the syllabus contents for ASA Disability qualifications in
liaison with the Education Development Committee;
16. to produce and maintain appropriate examination and
assessment procedures for ASA Disability qualifications in liaison
with the Education Development Committee;
17. to assist in the production of any publication relating to swimming
for people with disabilities in liaison with the Education
Development Committee;
18. to provide information on swimming for people with disabilities
when required;
19. to undertake any work relating to swimming for people with
disabilities delegated by the Education Development Committee.
20. the Disability Development Committee shall consist of the secretary
appointed by the Disability Committee, either the chairman or the secretary
of the Disability Committee at each meeting, an athletes' representative
nominated by the Athletes' Council, one representative nominated by the
Director of Development and three other members. In addition, the

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committee may co-opt additional members for specific purposes, with the
agreement of the Disability Committee Secretary. Four shall form a quorum.

1. The duties of the Committee shall include, but not be limited to;
2. to elect a chairman from its own members each year;
3. to liaise with the Swimming Officials Committee on matters
relating to disability swimming competitions including integrated
events;
4. to establish and maintain a list of English Swimming Records in
each category for people with disabilities.

**49 Technical Diving Committee** may consist of the Committee Chairman and
Committee Secretary and ten other members, six to form a quorum.

1. The members of the Committee shall be appointed as follows:
2. each District shall have its nominated representative. If any District
representative is unable to attend a meeting the District concerned may
appoint a substitute;
3. the ASA Committee may appoint specialist members to a maximum of
five;
4. the appointments in paragraph 49.1.2. above shall be made from
nominations received. Such nominations shall only be considered if
received from a Club, County or District Association, a body directly
affiliated to the ASA or a Conference approved by either the ASA
Committee or ASA Council;
5. the Institute of Swimming Teachers and Coaches Ltd. and the British
Diving Coaches Association may each appoint one representative to
serve in an advisory capacity, both without power to vote.
6. The duties of the Committee shall be to:
7. advise the ASA Committee on all matters relating to diving and submit
recommendations concerning facilities and equipment;
8. appoint all officials for ASA Diving Championships and submit to the
ASA Committee nominations for international appointments;
9. conduct training courses;
10. compile the ASA list of diving officials;
11. deal with all matters relating to the ASA Teachers Certificate for Diving,
including the compilation of a panel of Examiners therefore;
12. advise the ASA Committee on the selection of divers to represent
England in international events, and if authorised, make such
selections;
13. produce a manual on diving. The Committee may co-opt for this
purpose;
14. review and recommend changes to the ASA Technical Rules of Diving
and Plunging and/or the ASA Diving Championship Conditions.

**50 Technical Masters Committee** may consist of the Committee Chairman and
Committee Secretary and eight other members, four to form a quorum. Each
District shall have its nominated representative. Specialist members to a
maximum of three may be appointed by the ASA Committee. Nominations may
be submitted by the Districts. If any District representative is unable to attend a
meeting the District concerned may appoint a substitute.

In addition the Institute of Swimming Teachers and Coaches Ltd. and the British
Swimming Coaches Association may each nominate one representative to serve
in an advisory capacity, both without power to vote.

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1. The duties of the Committee shall be to:
2. advise the ASA Committee on all matters relating to Masters
swimming and submit recommendations for methods for improving
the standard of Masters swimming;
3. appoint a committee of management for the ASA National Masters
Swimming Championships;
4. give advice on all Masters Swimming Championships;
5. deal with such matters as may be decided from time to time by the ASA
Committee;
6. review and recommend changes to the ASA Technical Rules of Racing
and/or the ASA Masters Championship Conditions.

51 Technical Open Water Swimming Committee may consist of the Committee
Chairman and Committee Secretary and eight other members, five to form a
quorum. Each District shall have its nominated representative. Specialist members
to a maximum of three may be appointed bytfie ASA Committee. Nominations may
be submitted by the Districts. If any District representative is unable to attend a
meeting, the District concerned may appoint a substitute. In addition the ASA
Director of Swimming may attend without the power to vote.

1. The duties of the Committee shall be to:
2. appoint secretaries and members to the sub-committees set out in
Laws 51.1.6, 51.1.7 and 51.1.8;
3. advise the ASA Committee on all matters relating to open water
swimming and submit recommendations for improving the standards
of open water swimming;
4. to establish policies for the selection of national teams or
representatives as required;
5. recommend two members for approval by the ASA Committee as
representatives from England to the ASFGB TOWSC;
6. review and recommend changes to the ASA Technical Rules of Open
Water Swimming and/or the ASA Open Water Championship
Conditions;
7. Appoint a Development Sub Committee consisting of a Secretary, who
shall be a member of the Open Water Swimming Committee, together
with a specialist and a coach nominated by the Open Water Swimming
Committee; a representative nominated by each of the British
Swimming Coaches Association, the Institute of Swimming Teachers
and Coaches and the Athletes Council, three to form a quorum The
Committee Chairman and Committee Secretary, the ASA Director of
Development and Director of Education shall be entitled to attend
without power to vote. The Sub Committee may, with the approval of
the Committee Secretary, co-opt such additional members as may be
required for specific purposes.

The duties of the Sub Committee shall be to;

1. appoint a Chairman from its members at Its first meeting of each
year;
2. develop all aspects of open water swimming, coaching issues,
domestic calendar and relevant programmes.
3. Appoint a National Events Management, International Planning and
Selection Sub Committee consisting of a Secretary, who shall be a
member of the Open Water Swimming Committee, together with two
specialists and a coach nominated by the Open Water Swimming
Committee and a representative nominated by the Athletes Council,

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three to form a quorum. The Committee Chairman and Committee
Secretary shall be entitled to attend without power to vote. The Sub
Committee may, with the approval of the Committee Secretary, co-opt
such additional members as may be required for specific purposes.
The duties of the Sub Committee shall be to:

1. appoints Chairman from its members at its first meeting of each
year;
2. oversee the promotion and presentation of ASA National Open
Water Championships, home internationals and competitions;
3. prepare the international swimming calendar and compile the
ASA team staff panel;
4. appoint a **Selection Sub Committee** consisting of the Sub
Committee Secretary and the two appointed specialists plus the
Committee Secretary who shall act as the convenor without the
power to vote. The three voting members shall form the quorum.
They shall advise the ASA Committee, through the ASA TOWSC,
on the selection of swimmers to represent England in
international events and, if authorised, make such selections.

**51.1.8** Appoint an **Open Water Swimming Officials Committee** consisting of
a Secretary, who shall be a member of the Open Water Swimming
Committee, together with two specialists nominated by the Open
Water Swimming Committee. The Committee Chairman and
Committee Secretary shall be entitled to attend without power to vote.
The duties of the Sub Committee shall be to:

1. advise the TOWSC on ail matters relating to open water
swimming officials;
2. recommend to the ASA Swimming Officials Committee names of
officials for consideration by it and the GB Committee as
nominations to the FINA Open Water Officials Lists;
3. recommend to the TOWSC names of officials for appointment as
referees to the ASA National Open Water Championships and
competitions;
4. recommend to the TOWSC a representative to the ASA Swimming
Officials Committee, responsible for the administration of the
Open Water Technical Officials Examinations;
5. review and recommend to the Technical Open Water Committee,
changes to the ASA Technical Rules of Open Water Swimming.

52 **Technical Swimming Committee** may consist of the Committee Chairman and
Committee Secretary and nine other members, five to form a quorum. Each District
shall have its nominated representative. The Secretaries of the Development and
Performance Planning Committee, National Events Management Committee,
International Planning and Selection Committee, and the Swimming Officials
Committee, who will be appointed by the ASA Swimming Committee, shall be
members of the Committee. If any District representative is unable to attend a
meeting, the District concerned may appoint a substitute.

1. The duties of the Committee shall be to:
2. appoint secretaries and members to the Committees set out in Laws
52.1.4, 52.1.5, 52.1.6 and 52.1.7;
3. advise the ASA Committee on all matters relating to swimming and
submit recommendations for improving the standards of swimming;
4. review and recommend changes to the ASA Technical Rules of Racing
and/or the ASA Swimming Championship Conditions;

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1. appoint a **Development and Performance Planning Committee**consisting of one specialist representative from each District plus the
Hon Secretary together with representatives nominated by the
Institute of Swimming Teachers and Coaches Ltd., the British
Swimming Coaches Association, the Association of Swimming
Development Officers, the English Schools' Swimming Association,
the ASA Athletes' Council, the British Universities Sports Association,
five to form a quorum. The Director of Swimming, Director of
Education and the Youth Development Officer will be entitled to attend
without power to vote.

The duties of the Committee shall be to:

1. appoint a Chairman from its members at its first meeting of each
year;
2. develop all aspects of junior Swimming, competitive swimming
awards, coaching issues, domestic calendar and relevant
programmes;
3. appoint a **National Events Management Committee** consisting of one
specialist representative from each District plus the Honorary
Secretary together with representatives from the Institute of
Swimming Teachers and Coaches Ltd., the British Swimming Coaches
*Association and the ASA* Athletes' Council, five to form a quorum. The
Director of Swimming and the National Events Administrator will be
entitled to attend without power to vote.

The duties of the Committee shall be to:

1. appoint a *Chairman from its members at its* first meeting each
year;
2. oversee the promotion and presentation of ASA National
Championships and competitions and home internationals, and to
monitor the designation of events and advise on National criteria
for same.
3. Appoint an **international Planning and Selection Committee**consisting of one specialist representative from each District plus the
Honorary Secretary together with representatives from the Institute of
Swimming Teachers and Coaches Ltd., British Swimming Coaches
Association and the ASA Athletes' Council, five to form a quorum. The
Director of Swimming and the Head of Administration will be entitled
to attend without power to vote.

The duties of the Committee shall be to;

1. appoint a Chairman from its members at its first meeting each
year;
2. prepare the international swimming calendar and compile the
ASA team *staff panels;*
3. appoint a **Selection Committee** consisting of one representative
from each District pl us the Hon Secretary who will act as convenor
without the power to vote. Three members with power to vote to
form a quorum. The ASA Director of Swimming will be entitled to
attend in an advisory capacity; also without the power to vote.
They shall advise the ASA Committee on the selection of
swimmers to represent England in international events and, if
authorised, to make such selections.
4. Appoint *a* **Swimming Officials Committee** which shall comprise one
specialist representative from each District and the Combined Services

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plus the Honorary Secretary together with a representative of the ASA
Open Water Committee, four to form a quorum. The Director of
Swimming will be entitled to attend without power to vote.
The duties of the Committee shall be to:

1. appoints Chairman from its members at its first meeting each year;
2. advise the Technical Swimming Committee on all matters relating
to swimming officials;
3. be responsible for maintaining the ASA List of Swimming
Referees and Open Water Referees from nominations received
from the Districts;
4. draw up and regularly review the syllabuses and conditions for
the ASA written and practical examinations of swimming officials;
5. maintain the list of approved course leaders and examiners of
swimming officials;
6. provide from time to time, training and education for course
leaders and examiners of swimming officials;
7. arrange the preparation and conduct of the ASA written
examinations and control of the practical examinations of
swimming officials;
8. promote courses to prepare candidates for ASA swimming
officials examinations;
9. review and recommend to the Technical Swimming Committee,
changes to the ASA Technical Rules of Racing;
10. promote courses and seminars for the continued development of
ASA swimming officials;
11. recommend to the Technical Swimming Committee names of
officials for consideration by it and the GB Committee as
nominations to the Fl NA swimming officials categories;
12. deal with any matters concerning swimming officials which may
be referred to it by the ASA Technical Committee or Swimming
Committee.

**53 Technical Synchronized Swimming Committee** may consist of the Committee
Chairman and Committee Secretary and nine other members Each District shall
have its nominated representative. Specialist members to a maximum of four may
be appointed by the ASA Committee. In addition, the Institute of Swimming
Teachers and Coaches Ltd. and the Athletes Council may each nominate one
representative to serve in an advisory capacity and the Synchronized Swimming
Development Officer shall be entitled to attend, all without power to vote.

1. The duties of the Committee shall include, but not be limited to, the duties to:
2. advise the ASA Committee on all matters relating to synchronized
swimming and submit recommendations for improving the standards
of synchronized swimming;
3. recommend nominations to the ASFGB TSSC;
4. oversee the promotion and presentation of ASA National
Championships, competitions or other national events;
5. be responsible for maintaining the ASA List of Synchronized
Swimming Officials from nominations received from the Districts;
6. draw up and regularly review the syllabuses and conditions for the
ASA written and practical examinations of synchronized swimming
officials;
7. provide, in liaison with the Education Development Committee, education
and training for swimmers, coaches and officials as appropriate;

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1. advise the ASA Committee on the selection of swimmers to represent
England in international events and, if authorised, make such
selections;
2. develop in liaison with the Education Development Committee all
aspects of the ASA synchronized swimming award scheme;
3. produce in liaison with the Education Development Committee
appropriate publications on synchronized swimming;
4. appoint such sub committees as it considers necessary, to consider
specific matters and to determine their membership and terms of
reference;
5. review and recommend changes to the ASA Technical Rules of
Synchronized Swimming and/or the ASA Synchronized Swimming
Championship Conditions.

**54 Technical Water Polo Committee** may consist of the Committee Chairman and
Committee Secretary and ten other members, six to form a quorum.

1. The membership of the Committee shall consist of:
2. a representative from each District. If any District representative is
unable to attend a meeting, the District concerned may appoint a
substitute;
3. the Calendar Co-ordinator;
4. the secretaries of the Water Polo Coaching Development Committee,
the Water Polo Development and Performance Planning Committee,
the Water Polo Events Management Committee and the Water Polo
Officials Committee;
5. in addition, the Institute of Swimming Teachers and Coaches Ltd. may
nominate a representative to serve In an advisory capacity, without
power to vote;
6. the National Water Polo Development *Officer shall* be entitled to attend
meetings without the power to vote.
7. The duties of the Committee shall include but not be limited to:
8. to appoint annually at its first meeting, the secretaries and members of
the committees set out in 54.4, 54.5, 54.6 and 54.7 and the Water Polo
Calendar Co-ordinator;
9. to supervise the work of the Water Polo Calendar Coordinator;
10. to supervise the work of the committees set out in 54.4, 54.5, 54,6 and
54.7;
11. to establish policy at domestic and international levels;
12. to set criteria for the development of water polo ;
13. to prepare budgets and allocate funding ;
14. to select and recommend the appointment of team staff;
15. to advise the ASA Committee on all matters relating to water polo and
submit recommendations for improving the standard of water polo;
16. to review and recommend changes to the ASA Technical Rules of
Water Polo and/or the ASA Water Polo Championship Conditions.
17. The duties of the Water Polo Calendar Co-ordinator shall include, but not be
limited to:
18. to prepare an annual calendar for domestic competition including ASA,
National Leagues, British Universities Sports Association and English

Schools Swimming Association events, so arranged as to minimise

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clashes with each other and with training and event needs for the
national squads, in liaison with such other bodies or persons as may
be necessary for the task.

1. The Water Polo Coaching Development Committee may consist of the
Committee Secretary and nine other members who will normally be the
members of the Executive of the National Water Polo Coaches Association,
five to form a quorum. In addition the Director of Development, the National
Water Polo Development Officer and the Director of Education shall be
entitled to attend meetings without the power to vote.
2. The duties of the Committee shall include, but not be limited to:
3. to elect a chairman from its own members at its first meeting;
4. to develop an integrated coach education system in liaison with
the Education Development Committee;
5. to review and recommend revisions to the syllabuses and
conditionsforthe ASA written and practical examinations for water
polo coaches and tutors;
6. to initiate and maintain a player talent identification system;
7. to maintain a list of qualified water polo coaches.
8. The Water Polo Development and Performance Planning Committee may
consist of the Committee Secretary, the team manager of each national
squad, one representative nominated by each of the British Universities
Sports Association, the English Schools Swimming Association, the
National Water Polo League and the Women's National Water Polo League
and two athletes' representatives nominated by the Athletes' Council. Five
shall form a quorum. The National Water Polo Development Officer shall be
entitled to attend meetings without the power to vote.
9. The duties of the Committee shall include, but not be limited to:
10. to elect a chairman from its own members at its first meeting;
11. to rationalise and develop the national team programmes to
support player, coach and official development by producing a
long term strategy and identifying teams and areas of
competition;
12. to identify and develop potential national team managers and
coaches.
13. The Water Polo Events Management Committee may consist of the
Committee Secretary and seven other members. Four shall form a quorum.
14. the duties of the Committee shall include, but not be limited to:
15. To elect a chairman from its own members at its first meeting;
16. to oversee the promotion and presentation of all the finals of the
ASA Water Polo Championships, home International events and
any other events delegated to it by the Technical Water Polo
Committee.
17. The Water Polo Officials Committee may consist of the Committee
Secretary, the referees on the current LEN list, the Referees’ Co-ordinator for
the ASA Water Polo Championships and a representative from each District.
If any District representative is unable to attend a meeting, the District
concerned may appoint a substitute. Four shall form a quorum.
18. The duties of the Committee shall include, but not be limited to;
19. To elect a chairman from its own members at its first meeting;
20. to develop water polo officials, through the District Officials

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Committees, including training and examination as appropriate,
in liaison with the Education Development Committee;

1. to maintain a list of registered referees, monitor their evaluations
and award grades accordingly;
2. to maintain a list of registered auxiliary officials;
3. to disseminate information on any changes in the rules of water
polo;
4. to review, make recommendations on or advise *on any matters*relating to the rules of water polo as required including reviewing
and recommending to the Technical Water Polo Committee,
changes to the ASA Technical Rules of Water Polo.

**55 Rules Committee** may consist of the Committee Secretary and two persons,
appointed by the ASA Committee, two to form a quorum. The Committee may co-
opt other persons, without the power to vote, if matters of a technical nature are
to be discussed.

1. The duties of the committee shall be to:
2. advise the ASA Committee on all matters regarding the Laws,
Technical Rules and Championship/Competition Conditions of the
Association to ensure uniformity of presentation, clarity, the absence
of ambiguity and conformity of principle each with the other;
3. review on behalf of the ASA Committee all proposals for new Laws,
Technical Rules or Conditions or changes to existing Laws, Technical
Rules or *Conditions to endeavour* to ensure that they meet the criteria
set out in Law 55.1.1;
4. draft and submit to the ASA Committee for its approval in time for
inclusion in the current year's Handbook suitable wording for all
changesto ASALaw decided in principle and intention by ASA Council;
5. draft and submit to the ASA Committee for Its approval, suitable
wording for all changes to ASA Technical Rules decided in principle
and intention by the ASA Committee;
6. consult fully with the appropriate Technical Committee whenever
changes to Technical Rules or Conditions are involved before
*submitting any drafts or amendments to proposals under* Laws 55.1.2
or 55.1.4;
7. provide guidance and advice to the Technical and other Committees on
the Laws, Technical Rules and Conditions of the Association.

DISTRICT APPOINTMENTS

1. **District Judicial Tribunal.** Each District shall appoint a District Judicial Tribunal in
accordance with procedures set out in ASA Judicial Laws.
2. **Education Committee.** Each District Executive shall appoint an Education
Committee to work under the direction and control of the District Executive, and in
co-operation with the ASA Education Development *Committee, in matters coming*within the scope of ASA Law 1.2.1.

**EXPENSES ~**

1. Expenses
	1. The ASA *Districts, affiliated bodies and promoters of* competitions under
	ASA laws may invite officers, officials and competitors to submit claims for
	expenses necessarily incurred in taking part in competitions and other

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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.

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

ADVERTISING

1. **Advertising at all events held under ASA Law.** No slogans may be used in
advertising for names of products involving tobacco or alcohol. In all cases of
doubt, advertisements should be submitted to the Chief Executive of the ASA for
approval.
2. **Televised Events** may be subject to special regulations of the Broadcasting
Authority. These will be issued by the Event Promoter, as appropriate, using the
following guidelines.
	1. Technical Equipment, worn in the water.
		1. Costumes - it is not permitted to wear any visible item in the form of
		advertising other than the trademark of the manufacturer not
		exceeding 16 sq cm in area.
		2. Hats - may carry two advertisements, including that of manufacturer.
		These may be up to 16 sq cm in area each and may be two of
		manufacturer, or one of manufacturer and one of commercial sponsor.
	2. Poolside Equipment.
		1. Towelsand bags - may carry two advertisements as for hats above, up
		to 610 sq cm each in size, but letters may not exceed 10 cm in height,
		and the actual name of manufacturer or commercial sponsor may not
		exceed 50 sq cm. Towels and bags supplied before 1st January 1989
		are exempt from this ruling.
		2. Tracksuits and Officials' Uniforms - may carry two advertisements on
		the top and two on the trousers or skirt, as for hats, and may not exceed

16 sq cm, each in area. The logo of the manufacturer or commercial
sponsor may be repeated as well but the same name may be used only
once on each article of clothing.

* 1. Body Advertisement. This is not allowed in any way whatsoever.
	2. The promoter shall control advertising.

**CHILD PROTECTION**

1. Child Protection
	1. In this Law the expression 'Offence' shall mean any one or more of the
	offences contained in Schedule 1 to the Children and Young Persons Act 1933
	and any other offence which reasonably causes the Chief Executive to believe
	that the person accused of the offence is or may be a risk or potential risk to
	children or young persons.
	2. Upon receipt by the Chief Executive of:
		1. notification that an individual has been charged with an Offence; or

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* + 1. notification that an individual is the subject of an investigation by the
		police, social services or any other authority relating to an Offence; or
		2. other evidence which causes the Chief Executive reasonably to
		conclude that an individual may have committed an Offence then in
		any such case the Chief Executive may impose upon the individual an
		interim suspension from any event or activity promoted or authorised
		by the ASA or any body directly or indirectly affiliated to the ASA
		wherever held.
	1. In reaching his determination asto whether an interim suspension should be
	imposed the Chief Executive shall give consideration, inter alia, to the
	following factors:
		1. whether a child or children or young person(s) are or may be at risk;
		2. whether the allegations are of a serious nature;
		3. whether a suspension is necessary or desirable to allow the conduct of
		any investigation (by the ASA or any other authority or body) to
		proceed unimpeded.
	2. Where an individual shall have been convicted *or* have been the subject of
	a caution in respect of an Offence the Chief Executive shall have power to
	impose summarily either or both of the following penalties:
		1. the withdrawal with immediate effect of any ASA qualification which
		the individual may *hold;*
		2. the suspension sine die 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 NJT against the decision of the Chief Executive under this
		Law 61.4.
	3. It shall be a condition of membership or affiliation to any District of the ASA
	that:
		1. an affiliated club adopts the ASA Child *Protection Procedures; and*
		2. the members of the affiliated club comply with the Child Protection
		Procedures.
	4. Without prejudice to the generality of Law 61.5 the ASA may from time to
	time issue guidance or directions with regard to compliance with Law 61.5.

**CONFLICTS OF INTEREST**

1. **Conflicts of Interest**
	1. Register of Interests
		1. Each of the five Districts, all members of the ASA Committee, the
		Executive Committees of the five Districts and any other Committee
		appointed by the ASA or the five Districts ('an ASA Committee') and all
		employees, consultants to and agents of the ASA and the Directors of
		any company controlled by the ASA ('Affected Persons') shall
		subscribe to a register ('the Conflicts of Interests Register'), which shall
		be maintained by the Chief Executive, 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:
			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);

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* + - 1. any directorship of a Company or any partnership or any other
			profit, salary or fee earning activity not covered under 62.1.1.1
			above;
			2. 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);
			3. any benefit which he receives from a sponsor of or donor to the
			ASA, either personally or on behalf of a third party;
			4. any benefit which he makes to another member of an ASA
			committee or a body they represent.
		1. In the event that the Chief Executive shall have an interest or benefit to
		disclose then, in addition to making an entry in the Conflict of Interests
		Register, he shall supply in writing particulars of the interest or benefit
		to the person appointed by ASA Committee to receive notification of
		any interest or benefit of the Chief Executive.
	1. Declaration of Interests
		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.
		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 Honorary Secretary of the committee. The Honorary
		Secretary shall at the start of the meeting report any such
		notificationfs) received and further shall remind members of their
		obligation to make a declaration of any interest they may have in
		matters to be discussed.
	2. Code of Practice
		1. The ASA Committee may issue and from time to time revise a Code of
		Practice with regard to the operation of this Law 62.
		2. Ail Affected Persons shall be required to complete an
		acknowledgement to the effect that they have read and understood this
		Law 62 and the code of Practice then in force.

**MEDICAL AND DOPING CONTROL**

1. ASFGB Doping Control Laws and Protocols

The Doping Control Laws and Protocols of the ASFGB shall apply, those things
having been changed which it is necessary to change to maintain the sense, in all
respects as if they were ASA Laws and Protocols. Copies of the ASFGB Doping
Control Laws and Protocols may be obtained from ASA office.

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ASA JUDICIAL LAWS

1. General
	1. There shall be three levels of judicial authority:-
		1. The Referee and the Jury of Appeal.
		2. The District Judicial Tribunal (DJT).
		3. The National Judicial Tribunal (NJT).
	2. The ASA may from time to time supplement these Laws with regulations.
	The current regulations are set out in the Appendices. Such regulations are
	referred to in these Laws as 'Regulations'.
	3. Any deviation from any provision of these Laws or 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.
	4. A member of the Scottish ASA or of the Welsh ASA shall be governed by the
	ASA Judicial Laws whilst in England.
	5. A complaint against a member of the ASA whilst under the jurisdiction of
	the Amateur Swimming Federation of Great Britain, whether in England,
	Scotland, Wales or abroad shall be dealt with by and under the disciplinary
	code of the ASFGB.

REFEREE AND JURY OF APPEAL

1. The Referee shall be responsible for the enforcement of ASA Laws, Technical
Rules and the promoter's *conditions governing a* competition. He shall also be
responsible for dealing with protests. When a Jury of Appeal is appointed it shall
act in place of the Referee in regard to the resolution of protests.

Note: The judicial authority of the Referee and Jury of Appeal is set out in Laws
420 and 421 respectively.

**THE DISTRICT JUDICIAL TRIBUNAL**

1. Appointment and Composition.

The composition and method of appointment of a DJT shall be as follows:

* 1. each District shall invite its affiliated bodies to submit nominations of
	persons who are current members of the ASA for membership of the DJT
	panel;
	2. from these nominations the District Executive Committee shall elect at the
	appropriate times a panel of up to fifteen members each of whom shall hold
	office for three years;
	3. the Chairman 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 tribunal panel to deal with a specific complaint which
	requires such specialist skills or experience;
	4. no member of the ASA Committee nor member of a District Executive
	Committee shall be appointed or re-appointed as a member of a DJT;
	5. no member of the ASA Committee nor member of a District Executive
	Committee shall serve as Chairman or Vice-Chairman of a DJT Panel.
1. **Functions.**

The functions of the DJT shall be to hear and decide:

* 1. appeals against the decision of the Referee or the Jury of Appeal in regard
	to protests;

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• 104.2 appeals from decisions of committees appointed under ASA Law 39;

1. con^plaints.
2. **Protests and Appeals: Definition and Treatment**
	1. A Protest is an allegation that the ASA Laws, Technical Rules or the
	promoter's conditions governing a competition have not been complied
	with or have been misinterpreted.
	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 the Referee within thirty minutes of the
	incident giving rise to the protest unless the reason for the protest is Known
	before the event, in \which case the protest must be made as soon as
	reasonably practicable before the event starts. If aprotest is made prior to the
	appointment of the Referee then the protest should be made to the promoter
	who shall refer the protest to the Referee when he appoints the Referee.
	3. On receipt of a Protest the Referee shall report it to the Jury of Appeal if one
	has been appointed. The Jury shall endeavour to ascertain the relevant
	fact(s) and to resolve the matter. If no Jury of Appeal has been appointed its
	functions shall be discharged by the Referee.
	4. A Protest may not be made against a decision of the Referee or any other
	official regarding placing, fouling or any other facts of a competition. The
	Referee's interpretation of ASA Law, Technical Rules or promoter's
	conditions must be accepted at the time but may be the subject of a protest.
	5. Appeal to DJT.
		1. If there has been a failure to resolve the matter under Law 105.3 or if a
		person, club or body is dissatisfied with a decision of the Jury of Appeal
		or the Referee in regard to a protest he may appeal to the DJT. The
		appeal shall be made and dealt with in all respects in the same manner
		as a Complaint.

• 105.5.2 An appeal against a decision of a Committee appointed under ASA Law
39 shall be heard and dealt with in all respects as though it were a
Complaint.

1. In such cases only decisions of a disciplinary nature may be the
subject of an appeal. Decisions arising 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.
2. Any such appeal shall be dealt with by the DJT of the District
within which the appellant is resident.
3. **Complaints: Definition**
	1. A Complaint is a formal expression of dissatisfaction with the actions or
	behaviour of clubs, bodies, organisations or individuals or with alleged unfair
	practice in connection with the sport.
	2. Grounds for a Complaint shall include but shall not be limited to the
	following:
		1. If any club, body, organisation or individual engages in any action,
		behaviour or practice which may bring the sport into disrepute;
		2. if any swimmer, club, body, organisation or official takes part in a
		competition, exhibition or dernonstration held by an unaffiliated club,
		body or organisation except as provided in Law 406 or Law 412
		(permits/private associations);
		3. if any competitor takes part in a competition, exhibition or
		demonstration with one whom he knows to be under suspension by
		the ASA;

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* + 1. the violation of ASA Law;
		2. a breach of the ASA/ISTC Code of Ethics.
	1. A Complaint may be made by:
		1. any member;
		2. the parent of or other person with parental responsibility for a member
		under the age of 18 years on his behalf;
		3. an affiliated club or other affiliated body;
		4. anycommitteeoftheASA, District or affiliated organisation through its
		secretary or other Officer acting on its behalf;
		5. a person officiating at an event.
	2. No complaint may be made under the Judicial Laws against an employee of
	the Association relating to any action taken in the course of his employment.
	Any complaint about such an action shall be dealt with by the Association
	and should be addressed to the Chief Executive.

**107. Procedure for making a complaint**

1. A complaint shall be made by sending to the Judicial Administrator a
completed standard complaint form incorporating a detailed written
statement of the *matters)* with which the complainant is dissatisfied and the
reasons for the dissatisfaction stating, where relevant, the ASA law violated
or the particular breach of the ASA Code of Ethics. The complaint (and any
othercommunicationstothe Judicial Administrator under these Laws) shall
be sent marked for the attention of the Judicial Administrator at the ASA,
Harold Fern House, Derby Square, Loughborough, LE11 5AL. The complaint
must be accompanied by the fee (see ASA Law 127). A copy of the
completed complaint form shall be forwarded as soon as reasonably
practicable by the Judicial Administrator to the DJT Chairman of the District
in which the alleged incidents giving rise to the complaint took place.
2. A complaint must normally reach the Judicial Administrator not later than
thirty days after the alleged incident that gave rise to It.

**• 107.3** If a DJT Chairman, to whom a complaint has been forwarded which was

submitted later than 30 days after the alleged incident which gave rise to it,
is satisfied that it is in the interest of the sport to do so he may, in his
absolute discretion, permit the complaint to proceed before the relevant
DJTinthenormal way without the receipt of any application for permission
to do so.

1. A complainant may apply, in writing, to the Judicial Administrator for
permission to submit and proceed with a complaint later than 30 days after
the alleged incident that gave rise to it. The complainant must set out the
detailed grounds for the application including the reason for the delay in
making the complaint. The complainant's application shall be forwarded as
soon as reasonably practicable by the Judicial Administrator to the DJT
Chairman of the District in which the alleged incidents giving rise to the
complaint took place.
2. The DJT Chairman shall consider the grounds for any such application and,
provided that he is satisfied that it is in the interest of the sport to do so, may
give the complainant permission to pursue the complaint before the
relevant DJT in the normal way.
3. The DJT Chairman shall give reasons for his decision whether he agrees to
or rejects the complainant's application. He shall direct the Judicial
Administrator to notify all interested persons and/or bodies immediately of
his decision setting out the reason for the decision.
4. The parties to the complaint shall be entitled to appeal against the decision
of the DJT Chairman, to the NJT Chairman provided that the notice of

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appeal, setting out the grounds for appeal, is lodged with the Judicial
Administrator within 21 days of the date upon which the Judicial
Administrator sends the written notification of the DJT Chairman's decision.
No fee shall be levied for an appeal under this section.

1. The NJT Chairman shall consider the grounds of the complainant's
application and the grounds of appeal. He may confirm or reverse the
decision made by the DJT Chairman and may grant or refuse permission to
proceed with the complaint. The decision of the NJT Chairman shall be final.
2. If the complainant is granted permission to proceed with the complaint,
whether by the DJT Chairman or the NJT Chairman, the complaint shall
proceed in the normal way.
3. In the case of a complaint by or against an Officer or member of a District
Executive Committee ora member of a DJT panel the complaint may be referred
to the DJT of another District by the DJT Chairman of that District.
4. **Infornnal Dispute Resolution**
	1. The Chairman may direct that a complaint or an appeal against the decision
	of a Referee or a Jury of Appeal in regard to a protest be dealt with by
	reference to an informal mediator without resort to the formal judicial
	procedure.
	2. Where he directs that the matter should be referred to an informal mediator,
	the Chairman shall nominate from the DJT panel an individual to act as the
	informal mediator. If the Chairman himself acts as the informal mediator, he
	shall appoint one of his Vice Chairmen to receive his report on the mediation
	and to act in his stead in any subsequent proceedings under Law 109.6 and
	shall take no part in any subsequent hearing of the appeal or complaint.
	3. The Chairman shall notify the parties of the identity of the nominated
	informal mediator normally within 14 days of his direction that the matter
	be dealt with by a mediator. The parties shall within 7 days of receipt of this
	notification be entitled to lodge with the Chairman objections against the
	nominated mediator stating the grounds for the objection.
	4. If the Chairman accepts an objection to a nominated mediator he may
	nominate another member of the DJT panel to act as the informal mediator
	and notify the parties of the identity of the new nominated mediator.
	5. If the parties and/orthe DJT Chairman cannot, within 28 days of his direction
	that the matter be dealt with by a mediator, agree on a mediator the
	appellant or complainant shall have the right to a hearing before the DJT
	and any time expended on the mediation procedure shall be discounted
	when fixing the date of the hearing.
	6. The mediator shall normally have a period of 28 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 Chairman who shall then proceed to a hearing of the complaint or
	appeal.

**DISTRICT JUDICIAL TRIBUNAL PROCEDURES**

1. **The Procedure prior to the Hearing by the DJT**
	1. As soon as reasonably practicable upon receipt of an appeal against a
	decision of a Referee or a Jury of Appeal in regard to a protest or a
	completed standard complaint form and fee, the Judicial Administrator
	shall notify the DJT Chairman of the District in which the alleged incidents
	giving rise to the complaint took place or in which the protest was lodged
	and, when the Chairman shall direct, shall send a copy to each of the parties

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who are involved. As soon as reasonably practicable thereafter, the DJT
Chairman shall arrange the date, time and venue of the hearing-which shall
normally commence within 60 days of his receipt by the Judicial
Administrator of the appeal or standard complaint form and fee.

* 1. The DJT Chairman shall appoint a Tribunal which shall normally consist of
	himself or a Vice-Chairman and two other members of the Tribunal Panel.
	2. The DJT Chairman shall notify the Judicial Administrator of the arrangements
	for the hearing who shall give the parties at least 28 days' notice of the
	arrangements, including the date, time and place of the hearing. The Judicial
	Administrator shall notify the parties of the procedure to be followed prior to
	the hearing.
	3. 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.
	4. The DJT Chairman shall notify the Judicial Administrator who shall notify
	the parties in writing of the complete list of names of the panel from whom
	the three individuals who will constitute the DJT will be selected and the
	parties shall have 7 days from receipt of this notification in which to lodge
	with the Judicial Administrator any objection to any member(s) of the panel
	stating the grounds for the objection.
	5. The Judicial Administrator shall forward any objections to the DJT
	Chairman who shall consider any objections made and if he deems it
	appropriate select a new panel member or members. The parties shall be
	notified of the name(s) of the new member(s).The decision of the Chairman
	in respect of an objection shall be final. Where an objection relates to the
	DJT Chairman the Judicial Administrator shall forward it to the Chairman of
	the Judicial Tribunal of a different District for decision.
	6. At least 21 days in advance of the hearing date each party to the protest
	appeal or complaint must give to the Judicial Administrator details of any
	witnesses he wishes to call, any written evidence he proposes to rely on at
	the hearing and the name of any representative {professional or otherwise)
	through whom he proposes to present his case.
	7. The Judicial Administrator shall notifythe other parties to the protest appeal
	or complaint 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.
	8. Copies of written documents or other evidence relevant to the dispute
	between the parties shall be provided by the Judicial Administrator to the
	parties to the protest appeal or complaint and the members of the tribunal
	at least 7 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 Chairman's prior agreement.
	9. The tribunal may, via the Judicial Administrator, require that ASA
	members and request that other individuals participate *and give evidence*at the hearing and/or that further written documents or other evidence be
	supplied by any or all of them.
	10. The hearing shall take place in private.
	11. If any of the parties concerned do not attend the tribunal hearing the matter
	may be dealt with by the tribunal in the absence of that party taking into
	account any written representations that may have been received from
	that party.
	12. Any improper contact, approach or attempt to influence or intimidate any
	DJT panel member, witness or representative either in person or through

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an intermediary must be immediately reported to the DJT Chairman who
may take such action as he deems appropriate. Such conduct may in itself
form the subject of a complaint.

* 1. It shall be for the complainant to prove the complaint on a balance of
	probabilities.
	2. The DJT shall make its decisions on cases before it by majority.
	3. The DJT and/or the ASA shall be entitled to publish as they shall think fit
	reports of their proceedings, findings and penalties.
	4. In the case of *a* complaint, the Judicial Administrator shall send to the
	Chairman 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 ASA Law 111.4.

**Ill The Procedure at a Hearing before the DJT**

1. The procedure shall be flexible and shall be at the discretion of the
Chairman. The purpose of the proceedings is to secure a just outcome as
expeditiously as possible.
2. The Tribunal shall not be bound by judicial rules 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 tribunal and present his case.

• 111.3 The tribunal 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 ASA Law 39.

1. In any case where a complaint is upheld the record of previous offences of
the party concerned shall be opened, in his presence if he has attended the
hearing, before the tribunal considers the imposition of a penalty.
2. In any case where the complaint is not upheld the record of previous
offences, if any, of the alleged offender supplied by the Judicial
Administrator shall be returned to him unopened.
3. **The Procedure after a Hearing**
	1. The Chairman may inform the parties orally of the decision of the Tribunal,
	after the hearing. Whether or not this is done he shall through the Judicial
	Administrator communicate the decision in writing to the parties and the
	District Hon. Secretary and such other interested persons or bodies as
	advised by the Chairman normally within 7 days of the date of the hearing.
	As soon as reasonably practicable thereafter the written reasons for the
	decision, notification of their entitlement to appeal and the time by which
	any notice of appeal must be lodged, shall be given to the parties.
	2. The Judicial Administrator shall send a copy of the Tribunal's findings, with
	the notes of the evidence of the witnesses and any observations the
	Chairman may think useful, to the NJT Chairman for information. The
	Judicial Administrator shall also maintain a record of offences and
	punishments and then store the papers.

**THE NATIONAL JUDICIAL TRIBUNAL**

1. Appointment and Composition.

The composition and method of appointment of the NJT shall be as follows:

* 1. the NJT shall comprise of 15 members;
	2. each District Judicial Tribunal Panel shall each year, nominate not more than

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3 persons in accordance with Regulation 1.5 for membership of the NJT panel.
No member of the ASA Committee nor member of a Distrirt Executive
Committee may also be a member of the NJT panel. A person who is a member
of a DJT panel may be nominated for appointment to the NJT panel;

* 1. from these nominations the ASA Committee shall elect at the appropriate
	times a panel of fifteen members, each of whom shall hold office for three
	years. In the event of a panel member vacating his position before the
	termination of his period of office, the ASA Committee may elect a
	replacement for the remaining period of office. The panellists shall elect
	from amongst themselves one Chairman and two Vice-Chairmen;
	2. the Chairman 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 tribunal panel to deal with a specific complaint which
	requires such special skills or experience.
1. **Functions**

The functions of the NJT shall be:

* 1. to hear and determine appeals from decisions of DJT's;
	2. to hear and determine cases referred under the provisions of ASA Law 61 in
	relation to Child Protection.
1. **Tribunal Panel Membership**
	1. Members oftheDJTs or the NJT shall be immune from complaint only while
	acting in accordance with ASA law in their respective capacities as members
	of DJTs or the NJT. In all other respects they shall be treated as members of
	the Association.
	2. No DJT or NJT panel member shall sit as a member of a DJT or NJT in a case
	where he has himself been a witness to the incidents giving rise to the
	complaint or protest.
	3. Unless he is a party to the protest, complaint or appeal or has been called
	as a witness by one of the parties to the protest, complaint or appeal, no DJT
	or NJT 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 protest, complaint or appeal.
	4. If the Chairman of a DJT or the NJTisat any stage unable or unwilling to act,
	one of the Vice-Chairmen shall do so instead. If both the Vice-Chairmen are
	unable or unwilling to act, then another member of the appropriate panel
	shall be selected.
2. **Administration**

■ 116.1 The management of the *Judicial system shall be the responsibility of the*

Chairman of the NJT, in consultation with the Vice-Chairmen of the NJT and
the Chairmen of the District Judicial Tribunals. Administrative support for
the Judicial system *shall be provided by the serving Head of the ASA Legal*Affairs Department ('the Judicial Administrator') in consultation with the
Chairman of the NJT.

1. All expenses properly incurred in transacting the business of the Tribunals
shall be paid by the ASA.
2. Claims in respect of DJT expenses shall be made through the DJT Chairman,
and in respect of NJT expenses the NJT Chairman. These claims shall be
fully documented and sent to the Judicial Administrator.
3. *After 6 years from the date of a Tribunal or. if a* suspension was imposed,
after 6 years from the end of that suspension, all records of the relevant

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Tribunal hearing(s) shall be destroyed and any penalty shall be expunged
from the record of the person or body.

1. **Appeals**
	1. There shall be a right of appeal by any of the parties against any final
	decision of a DJT provided that a notice of appeal setting out the detailed
	grounds of appeal and supporting documents is lodged with the Judicial
	Administrator within 21 days of the date on which written reasons of the DJT
	were given. The notice of appeal must be accompanied by the fee (see ASA
	Law 127) which shall be refunded if the appeal is upheld, or if the NJT deems
	it to be appropriate.
	2. On receipt of a notice of appeal the fee and supporting documents, the
	Judicial Administrator shall send a copy of the notice and the supporting
	documents including any record made pursuant to Reg. 3.3 to the NJT
	Chairman and, when the Chairman shall direct, to each of the other parties
	involved. As soon as reasonably practicable thereafter the NJT Chairman
	shall arrange the date, time and venue of the hearing which shall normally
	commence within 60 days of the receipt by the Judicial Administrator of the
	notice of appeal. The Judicial Administrator shall give the parties at least 14
	days notice of the arrangements for the hearing.
	3. The NJT Chairman may on receipt of the notice of appeal suspend the
	decision of and/or penalty imposed by the DJT pending the outcome of the
	appeal to the NJT. The appeal to the NJT may only be withdrawn with the
	consent of the NJT Chairman on receipt of a letter from the appellant setting
	out the grounds for the withdrawal of the notice of appeal. If a notice of
	appeal is withdrawn the NJT Chairman shall uphold the decision of the DJT.
	4. The Judicial Administrator shall notify the parties of the procedure to be
	followed leading up to the tribunal hearing and confirm whether the
	decision of and/or any penalty imposed by the DJT will be suspended
	pending the decision of the NJT on the appeal.
	5. Subject to the Chairman’s discretion the hearing may be a complete re-
	hearing or a hearing on the specific issue(s) raised in the appellant's notice
	of appeal.
	6. The Tribunal shall have the power:
		1. to quash any penalty and/or to substitute for it any other penalty it may
		think fit;
		2. to make such other order or determi nation as it may think right and just.

**MEDICAL AND DOPING CONTROL JURISDICTION**

1. Any case involving a banned substance under the Medical and Doping Control
laws shall be dealt with under the Doping Control Laws and Protocols of the
ASFGB.

**NATIONAL JUDICIAL TRIBUNAL PROCEDURES**

1. The NJT Chairman shall appoint a tribunal consisting of himself or one of the
Vice-Chairmen and two other members of the NJT panel.
2. The procedures for hearings set out in Laws 110 and 111 shall apply to the NJT
in all respects as if it were a DJT.
3. Save with consent of the Chairman members of the DJT from whose decision an
appeal is made may not be present at the hearing of the appeal and may not act
as witnesses for the parties.

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1. Any questions concerning the accuracy of the record made pursuant to
Regulation 3.3 shall be referred in writing to the DJT Chairman who must reply
in writing.
2. **After a Hearing**

The Chairman may advise the parties orally of the decisions of the Tribunal after
the hearing. Whether or not he does so, he shall through the Judicial
Administrator communicate the decision to the parties and any person or body
that was informed of the original decision pursuant to Law 112.1 in writing
normally within 7 days of the date of the hearing and as soon as reasonably
practicable thereafter the written reasonsforthe decision. Acopy of the decisions
and matters recorded pursuant to Regulation 4.3 shall be sent, for information,
to the appropriate District Hon. Secretary and to the DJT Chairman or Committee
Secretary whose decision has been the subject of the appeal.

1. The decision of the NJT shall be final.
2. The entire record of the proceedings shall be sent to the Judicial Administrator
for storage and shall be dealt with as provided for in ASA Law 116.4.

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**FEES AND COSTS**

1. **Fees**
	1. The fees to be enclosed with a request for a hearing shall be:
		1. appeal against the decision of the Referee or Jury of Appeal in regard

to a protest or the failure of the Refereeorthe Jury of Appeal to resolve
a protest £30.00;

* + 1. a complaint, (no fee is required when the complaint is made by an

official in *pursuance of his* duties under ASA Law and ASA Technical
Rules or FINA Technical Rules.) £30.00;

* + 1. appeal to NJT (no fee is required when the appeal is made by an official,
		following a complaint made originally by him in pursuance of his
		duties under ASA Law and ASA Technical Rules or FINA Technical
		Rules). £100.00;
	1. The Chairman of the Tribunal 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.
1. **Costs**
	1. In addition to any financial penalty which a Tribunal may impose under ASA
	Law the Chairman 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 shall include expenses necessarily incurred in
	the preparation for the hearing by the Tribunal and may include the
	expenses actually and necessarily incurred by a successful party in
	preparing and presenting his case to the Tribunal. In calculating the amount
	of such a sum, nothing shall be included on account of professional charges
	for representation or otherwise.
	2. The costs of mediation may, at the Chairman's discretion, be recovered in
	the same way as the costs of a formal hearing.
	3. When he considers that it is impracticable or unjust to award costs or that
	the recovery of costs would cause undue hardship, the Chairman may
	recommend that the District or the ASA should make a contribution towards
	the costs of the successful party.

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**SANCTIONS**

1. A club, body, organisation or individual against whom an order has been made
by a District Judicial Tribunal or the National Judicial Tribunal 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.
2. A club, body, organisation or individual suspended under the provisions of the
ASFGB Doping Control Rules & Protocols or by the Chief Executive under the
Child Protection Law shall not participate in any swimming activity organised by
an affiliated club or controlled by ASA Laws. He shall not act as a representative
of a club or other affiliated body nor shall he be a member of any committee, sub-
committee or council concerned with the direction or government of swimming.
He shall not act as an official at any competition, exhibition, meeting or any other
activities within the sport.
3. Any sanction including partial or full suspension by a District Judicial Tribunal or
the National Judicial Tribunal shall be binding on all clubs. County Associations,
District Associations and 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 to FINA for recognition world-wide and, in the case of
foreign nationals, to their country of origin.
4. Any sanction imposed on a competitor or any other person by FINA, by a National
Federation affiliated to FINA or a continental body recognised by FINA shall be
recognised and enforced by the ASA.
5. The registration card of a registered member suspended from any activity which
requires him to be registered shall be withdrawn by the District Judicial Tribunal
or the National Judicial Tribunal and forwarded to the Registrar. He may, at the
end of his suspension, apply to the Registrar for his card to be returned, unless it
has expired when he may make a fresh application for registration.
6. **Club Discipline**

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

* 1. suspend a member from activities wholly within its own jurisdiction;
	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 the
	club or body shall not deal with it but shall make a complaint to the DJT.
1. A club or body may expel from membership and/or refuse to renew the
membership of any member who has been suspended according to Law 128 or
Law 129 provided that any such expulsion or initial refusal shall not be lawful
after the twelve months immediately following the end of the suspension.

APPENDICES

**REGULATIONS**

**The following guidelines for administration of the Judicial System do not form part of
ASA Law.
APPENDIX A**

1. **Arrangements for election of officers and panel members of the Tribunals**
	1. The members of each Tribunal panel shall elect at the appropriate time, from
	among themselves, a Chairman and two Vice-Chairmen each for a term of
	office of three years. An officer who is not re-elected as a member of the
	Tribunal panel by the District Executive or the ASA Committee as appropriate
	shall immediately vacate his position.

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* 1. A retiring officer shall be eligible for re-election and a Vice-Chairman may stand
	for election as Chairman.
	2. 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.
	3. One third of the panel members shall *retire each year* but shall be eligible for
	re-election.
	4. The Chairman of each DJT panel shall convene one meeting of the members
	of the panel each year which shall nominate not more than three persons (who
	shall be members of the ASA) for membership of the NJT Panel. These
	nominations shall be sent to the ASA Chief Executive no later than 31st
	December.
	5. The meeting called under Regulation 1.5 may discuss such matters as the
	Chairman, after consulting his Vice-Chairmen and the District Honorary Legal
	Adviser, may decide.

**Administration**

1. The NJT Chairman shall, in each year, convene at least one meeting with his
Vice-Chairmen, the DJT Chairmen and the Judicial Administrator for the
purpose of managing the judicial system.
2. In addition the NJT Chairman shall convene one consultation meeting in each
year with the Vice-Chairmen of the NJT and the Chairmen and Vice-Chairmen
of the DJT's, to which the District Honorary Legal Advisers and the Judicial
Administrator shall be invited.

**Procedure at a Hearing before the DJT**

1. The Chairman shall normally appoint a secretary (who shall not be a member
of the ASA Committee or District Executive Committee) to assist in
organisation and recording of a hearing. A person so appointed shall take no
part in the proceedings. Alternatively, the Chairman may appoint one of his
fellow tribunal members to take manuscript notes of the evidence.
2. The Chairman may, in his discretion invite the relevant District Hon. Legal
Adviser to act as adviser to the Tribunal.
3. The Chairman or the appointed secretary shall record the hearing, the decision
and the reasons for it. Any transcript or tape recording shall be retained for six
years after the date of the hearing.
4. If any question concerning the interpretation of general law arises the
Chairman of the Tribunal shall make a full record of it and may seek and fully
record the advice of the Hon. Legal Adviser.
5. If any question arises concerning the interpretation of the rules of a club or
body the Chairman may seek and record the advice of the person or body
within the relevant club or body vested with the power to interpret such rules.

**Procedure at a Hearing before the NJT**

1. The Chairman shall normally, appoint a secretary (who shall not be a member
of the ASA Committee or District Executive Committee) to assist In
organisation and recording of a hearing. A person so appointed shall take no
part in the proceedings. Alternatively, the Chairman may appoint one of his
fellow tribunal members to take manuscript notes of the evidence.
2. The Chairman or the appointed secretary shall record the hearing, the decision
and the reasons for it. Any transcript or tape recording shall be retained for six
years after the date of the hearing.
3. If any question concerning the interpretation of general law arises the
Chairman of the Tribunal shall make a full record of it.

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1. If any question arises concerning the interpretation of the rules of a District,
club or body the Chairman may seek and record the advice of the person or
body within the relevant District, club or body vested with the power to
interpret such rules.

 **APPENDIX B
Guidelines for handling Internal Club Disputes**

1. Introduction

The purpose of these notes is to give Clubs guidance in the handling of internal club
disputes. With the introduction of the Code of Ethics and the increased risk of
litigation it is important that internal disputes are handled correctly from the outset.
Whilst most Clubs do from time to time have disputes between Committee
members, parents and swimmers these can usually be resolved amicably between
the individuals concerned. Occasionally it is also necessary to discipline swimmers
for minor incidents of misbehaviour and this can also be done fairly by the
Coach/Team Manager.

Sometimes a more serious dispute arises in a Club and because such a situation
does not occur frequently Clubs are unsure how to handle the matter. This can lead
to the dispute becoming more serious with recourse to the Judicial procedures
becoming necessary.

These guidelines do not apply to paid employees of a Club. If a Club is in dispute
with a paid employee then the employment contract and employment law needs to
be considered. Specialist legal advice may have to be sought.

1. General Principles

ASA Judicial Laws 105/106 defines Protests and Complaints and it should first be
decided whether the matter is a Protest or a Complaint. A Protest can be dealt with
by a Club provided they are the Promoter of the Competition to which the Protest
relates. A Complaint cannot be dealt with by a Club. However, it is often possible to
resolve a dispute within a Club without the matter becoming a formal Complaint. If
either party is dissatisfied with a decision reached in an internal Club dispute then
they still have the option to make a formal Complaint to the DJT.

It must be noted that a Club only has the power to legislate for a breach of its own
rules and can only suspend a swimmer from its own Club activities. The key ASA
Law to be followed is Law 134. A Club has not power to handle a dispute relating to
a member of another Club, nor deal with an offence against ASA Law.

The key principle to be followed is that ASA Law conforms to the law of the land
in so much that an individual accused of an alleged offence is innocent until proven
guilty and he must have reasonable opportunity to present a defence and have his
views heard.

In these notes reference is made to the term 'dispute' to avoid confusion with the
term 'Complaint' used in formal ASA Judicial terms. The term Club could also refer
to a League or County Association.

It is assumed for the purpose of these notesthat the dispute is between the Club
and one or more of its members. It is most important that the same people in the
Club do not become both the prosecutor (or defender) and the judge. If the
Committee or its officers are either the prosecutor or defender or involved in the
dispute then they must find other members not connected with the matter to hear
the evidence from both parties to the dispute.

There are occasions when a problem arises in a Club, for example fighting between
members in a training session, where immediate action is required, such as a
temporary suspension or exclusion from a training session or from wider club
activities. Coaches and officers should always be given the power to invoke a

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temporary suspension. A report should then be made, immediately,to the Club officers
who should follow the procedures in section 3.

Procedures

1. On receipt of the dispute every effort should be made to resolve the matter by
informal discussion. In difficult cases the Chairman of the relevant DJT is
empowered to appoint an independent arbitrator to assist in achieving a
settlement. If this fails *or* it is clearly necessary to discipline a member, the Club
should set up a panel to deal with the matter.

The panel should consist of three persons, one to act as Chairman. A
Secretary may also be needed. The panel will need to consist of people not
involved in the dispute and the Club may want to ask individuals from outside
the Club to sit on the panel. The full Club Committee could of course hear the
dispute but given the number of people on a Committee this could be seen
as intimidating and it is usually preferable to have a smaller number of
people to hear a disciplinary matter, hence the recommendation to set up a
panel of 3 persons.

1. The Chairman should notify both parties of the date, time and place of the hearing
and the names of the panel members. Both parties should be given copies of all
the papers and every effort should be made to hold the hearing within 14 days of
the receipt of the dispute.
2. If either party is under 18 years of age they must be advised of their right to be
accompanied by a parent (or other person with a parental responsibility for
them) or coach to help them present their case.
3. Both parties should be allowed to bring witnesses.
4. The hearing should be as informal as possible but needs to be controlled.
Points to note.
5. The Complainant should present evidence first and the accused should have
the right of reply.
6. Both parties to the dispute should be able to call witnesses, the Complainant
going first and each party should be allowed to question the other party's
witnesses.
7. Witnesses should wait outside the hearing room until they are called. After
questioning they should wait in the hearing room, taking no further part in the
proceedings.
8. The Chairman or Secretary should make notes of the hearing and the panel
should make every effort to announce their decision verbally to all the parties
without delay followed by written confirmation to reach all parties within five
days.

Powers of the Clubs

The powers of Clubs regarding the disciplinary action they can apply must not
exceed those in ASA Judicial Laws 129/130 which can result in full suspension from
Club activities for whatever period the panel shall decide or in expulsion. The panel
if it wishes can impose a lesser penalty such as a written or verbal reprimand.
If either party to the dispute is dissatisfied with the outcome they are still entitled to
make a Complaint to the Judicial Administrator at ASA Head Office, Loughborough.
**Further Information**

Additional guidance can be obtained from the ASA Handbook Judicial Laws. The
Sports Council have also issued a booklet 'Getting it Right' a Guide to Sports Ethics
and Disciplinary Procedures. This very useful document can be obtained from the
ASA Head Office.

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6 Conclusions

The key message when dealing with disputes is to ensure:

(a) all parties are treated fairly;

lb) the complainant has the opportunity to present the case;

(c) the accused has the opportunity to respond.

 **APPENDIX C**

**Guidelines for the Jury of Appeal and the Referee (of all disciplines) when dealing with
protests and complaints**

The Judicial Laws relating to the treatment of Protests and Complaints have changed.
Fortunately the need for a Jury of Appeal or a Referee to handle 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 a
Complaint as and when received.

Specific procedures apply to some disciplines eg 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 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 ASA Judicial
Laws 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 (Law 105)**

**Definition**

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

For example

1. a swimmer is competing out of age
2. the correct officials are not present
3. competition starting times are not being adhered to
4. eligibility of a swimmer to represent a club.

A protest cannot be made against the decision of a Referee or any other Official
regarding Placings, Disqualification's, 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 District
Judicial Tribunal (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 is taken away from the Referee.

ASA law now requires, wherever practicable, that a Jury of Appeal be appointed for all
designated events, including County events. The Referee(s) have sufficient work to do
in managing the competition without having to undertake the additional, and
sometimes stressful task of dealing with a protest. The Jury must consist of 3 persons

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who are on or who have served on the District list of officials for the discipline
concerned. Prior to the competition commencing one member of the Jury should be
appointed as Chairman and another as Secretary. If a Jury of Appeal is appointed for
any competition comprising swimming races, wherever practical, a Chairman of the
Jury of Appeal shall be appointed whose qualification as a swimming official is equal
or superior to that of the Referee. The members of the Jury must be in the building, but
preferably not on the poolside, throughout the competition. They 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 or, if
appointed, the Jury of Appeal. This may mean the Promoter has to appoint the Referee
well before the date of the event and pass on the protest to him. If on arriving at the
competition there has been a Jury appointed the referee must pass the protest over.
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 *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 rulesapplyequallyto a Open Water 25km swim,
a Water Polo Match, 50 metre sprint event, diving or synchronized 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**

If a Jury of Appeal has been appointed the Referee must pass the protest to the jury
immediately and he is no longer involved unless asked by the Jury to provide
information/evidence or implement the decisions of the Jury. Even if the Referee
doesn't believe that a protest is valid he must still present it to the Jury of Appeal to
make a decision.

The procedure for the handling of a Protest is essentially the samefor a Jury of Appeal or
a Referee.

1. 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 better than the Referee!
2. Hopefully in swimming events a second referee can keep the competition moving.
3. 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.
4. Decide whether a protest is, in fact, being made and if so, whether it can be accepted.

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1. Involve all the other parties who are the subject of the protest. Listen to their point
of view, issuesand 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.
2. Try an<J 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.
3. At the end of the discussion the Jury/Referee must reach and record a clear and
positive decision based on the facts subn^itted, 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.

1. No firm guidelines about types of decisions can be given as every case is different.
The Jury/Referee has to make every effort to reach afairandjust result based on facts.

j) Exceptionally sufficient information may not be available to resolve the Protest
immediately (eg such as the eligibility of a swimmer to take part in a competition
when the registration documentation may not be available). The Jury/Referee should
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 medalsand
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 Jury/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 Jury/Referee informs all the
parties accordingly so that they may decide if they wish to appeal.

k) 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. Should the Jury/Referee be
unable to resolve the protest the only means by which any party cah pursue the issue
is by way of an appeal. If there is no appeal then the protest lapses. It is advisable for
the Jury/Referee to inform the promoter that an unresolved protest exists.

1. Communication, to all concerned, is very important and the Jury/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.

m) If the protest cannot be resolved to the satisfaction of all the parties concerned then
they must be informed of their right of appeal to the DJT. The requisite appeal form
can be obtained from the Judicial Administrator at the ASA office.

**Pitfalls to watch for when handling a protest.**

1. Not made in the correct timescales.
2. Insufficient facts collected.
3. All parties not given the opportunity to have a hearing.
4. Failure to make a full record of the issue.
5. Promoter takes over.

*Be seen to be easily available, a good listener, fair, positive, decisive, thorough, just.***Complaints Laws (106 & 107)**

The procedure for dealing with Complaints is well documented in ASA law but a
Referee should be able to provide guidance on the poolside and the following
information may be helpful.

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Judicial Laws/Health and Safety

***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 an individual, (or if under eighteen by someone acting on
their behalf) Club or another Affiliated body, ASA or District Committee, or an Official.
A complaint can be made by a Referee in their capacity as an Official or Club 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 ft Made

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

The Complaint should be submitted on the Complaint form and 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 DJT hearing and provide evidence
either as a witness or defendant.

If the Referee decides to make a complaint in his official capacity he is absolved from
paying the standard fee. It is however, upto the Referee to prove the case by attending
the hearing of the DJT and to bring forward witnesses and evidence. It is not the job of
the DJT to have an investigative *role.*

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.

HEALTH AND SAFETY

**201 Safety Forum**

1. The Safety Forum shall comprise one representative from, and nominated
by, each of the Medical Advisory Committee, the Swimming Facilities
Committee, the Technical Diving Committee, the Technical Masters
Committee, the Technical Open Water Swimming Committee, the Technical
Swimming Committee, the Technical Synchronized Swimming Committee
and the Technical Water Polo Committee together with the Honorary
Medical Adviser, the Safety Consultant, the Facilities Consultant and the
Head of Legal Affairs, who shall chair the meetings.
2. The forum shall meet at least twice in each year.
3. The duties of the forum shall include, but not be limited to:
4. to submit annually a plan of work to the ASA Committee for its approval;
5. to prepare, or to approve the content of, all the ASA's published
*materials on* safety.

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Health and Safety

202 Duties of the ASA

The ASA shall:

1. assess the hazards and risks in swimming and revise its assessment
annually;

202.2 publish annually
swimming;

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document containing its guidance on safety in

1. publish prompt cards to assist competition officials in all disciplines in
carrying out their duties with regard to safety;
2. 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 and Technical Rules or PINA Rules shall:

1. comply with the following:
2. any relevant statutory Health and Safety requirements:
3. any bye laws or other regulations relating to safety;
4. the conditions of any hire agreement relating to safety;
5. safety instructions or guidance issued by the ASA or any other body
approved by the ASA Committee.
6. 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:

1. agree with the Owner/Operator the areas for which the Promoter, as hirer,
is responsible;
2. obtain a copy of the Written Operating Procedures from the Owner/Operator
and have it available for reference during the period of hire;
3. make arrangements for the implementation of relevant sections of the
Written Operating Procedures (as required by the pool hire agreement)
during the period of hire;
4. brief the referee(s) on the relevant sections of the Written Operating
Procedures and the Promoter's Conditions prior to the competition;
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;
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;
7. ensure that all stewards, lifeguards and othersafety staff are in place before
any participants are permitted on the poolside, and that adequate numbers
are maintained throughout the period of hire;
8. prevent a competition starting if any of the required facilities and
arrangements are absent or deficient;

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Health and Safety/lnterpretation of ASA Law/General Competition Laws

1. 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;
2. ensure, before 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
Operating Procedures can be seen.
3. Duties of the referee

The duties of a referee shall include but not be limited to the following. The
referee shall;

* 1. in addition to the duties set out in ASA Law 420 and the relevant technical
	rules and conditions governing a competition, be responsible for the safe
	conduct of ail activities In those parts of the premises essentia) for the
	running of the competition;
	2. ensure that the minimum safe water depths and other dimensions and
	clearances, facilities and equipment complj^' with the current ASA
	requirements;
	3. ensure that ali officials are briefed prior to the competition on the safety
	arrangements and on any general safety matters (e.g. evacuation
	procedures) required by the Owner/Operator;
	4. 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.*
1. Duties of officials and stewards

Any official or steward shall be under the control of the referee at all times and,
in addition to the duties set out in ASA Laws or theTechnical Rules and conditions
governing a competition, shall:

* 1. report immediately to the referee(s) anything that appears to him to breach,
	or be likely to breach, the safety regulations.

INTERPRETATION OF ASA LAW

301 Procedure

1. When interpretation of an ASA law or the rules governing ASA
championships is required, or when any matter arises which is not covered
by ASA Law, it shall be referred to the ASA Committee whose decision shall
be immediately effective. If any question arises concerning *a* conflict
between the ASA Laws and/or the Rules of the District Association and/or
County Association it shall be referred tothe ASA Committee who shall refer
it in accordance with ASA Law 39 before making its decision, subject to the
approval of the ASA Council at its next meeting.
2. Nothing in the preceding section shall prevent a Referee or a Jury of Appeal
deciding a protest, or a Judicial Tribunal from deciding a protest, complaint or
appeal based on the interpretation of the relevant Laws or Technical Rules by
that person or body.

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General Competition Laws

 GENERAL COMPETITION LAWS

1. As a constituent association of the Amateur Swimming Federation of Great Britain
(ASFGB), the ASA accepts FINA Rules for International Relations and unauthorised
International Relations, but these do not apply to its relations with other members
of the ASFGB.
2. **Eligibility**
	1. All competitors shall be registered with the ASA to be eligible to compete
	except as provided by Law 12.
	2. An eligible competitor shall not compete against a person ineligible to
	compete, except in life saving competitions approved by the ASA or when
	in the Services and then only in competitions confined to members of the
	Services. Breaches of this Law shall be dealt with under the Judicial Laws.
3. Club Members

The competing members of any club wishing to affiliate to a District must be
eligible to compete as defined in ASA Law 402.1, and every affiliated club shall
have a published rule to that effect.

1. Reinstatement

A person who is ineligible to compete may apply at any time to the District to
which his club is affiliated, to be reinstated as an eligible competitor. The District
may grant the application if it is satisfied that he complies with ASA Law 402.1
and has not claimed the balance of his swimming or trust fund.

1. **Application of FINA Rules and ASA Laws and ASA Technical Rules to
Competitions held in England.**
	1. FINA or LEN competitions or competitions of any other Regional or
	International body held in England and promoted by the ASFGB shall be
	held under FINA Rules. 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 Rules'. FINA
	Rules shall also apply to any preliminary round of such a competition in
	which only British competitors take part.
	2. Competitions held in England and promoted by the ASFGB or 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 FINA Rules.
	3. A competition promoted by the ASA or an affiliated body or held under
	permit may be held under ASA Laws and FINA Technical Rules of the
	discipline 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 District, the words:

'Affiliated to the (District) ASA' or 'By permit to the (District) ASA'
and 'Under ASA Laws and FINA Technical Rules of (the discipline[s])'

* 1. All other competitions held in England shall be held under ASA Laws and
	ASy^ Technical Rules. All advertisements, entry forms, programmes, tickets
	and official notices shall include the name of the promoting body and, if it is
	not the ASA or a District, the words:

'Affiliated to the (District) ASA' or 'By permit to the (District) ASA'
and 'Under ASA Laws and ASA Technical Rules'

1. Permits

An unaffiiiated body or a person wishing to promote a gala, contest or exhibition
under ASA Laws must obtain a permit from the District Hon. Secretary.

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General Competition Laws

* 1. Application for the permit must be made on the official form and must be
	received by the District Hon. Secretary at least twenty-eight days before the
	event, accompanied by a fee of £10.00 or such smaller sum as the District
	may decide.

The application must state:

* + 1. the date, time and place of the meeting or event;
		2. full details of all events on the programme;
		3. the guaranteed value of each prize;
		4. the amount of entry fee for each event. The entry fee must include
		admission;
		5. the date for the closing of entries;
		6. an undertaking to comply with ASA Laws and ASA or FINA Technical
		Rules as appropriate;
		7. if the meeting includes an open handicap event the name of the official
		handicapper.
	1. A permit may be refused without a reason being stated.
	2. The permit shall be signed by the District Hon. Secretary 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 District Executive.
	3. A permit shall not be granted:
		1. to a suspended person;
		2. to an individual, except where the meeting is in aid of a stated charity
		approved by the District, in which case a copy of the financial
		statement, duly audited, must be sent to the District Hon. Secretary
		within one month of the date of the meeting;
		3. to a club eligible for affiliation which has previously been granted
		permit;

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* + 1. for a competition, contest or exhibition to be held in a place of public
		entertainment such as a theatre, music hall, circus, variety exhibition or
		any other form of mixed *entertainment.*
1. Galas held in another District

An affiliated body wishing to hold a gala, contest or exhibition outside the District to
which it is affiliated shall inform its District and the District in which the event is to be
held.

1. Gala Advertisements
	1. A District Hon. Secretary 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 District Executive.
	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.
2. **Club Membership and First Claim**
	1. Any competitor may join as many clubs as he wishes, but may only
	represent one at a time.
	2. No club may prevent a member from belonging to another club or
	competing for another club. No club, body, organisation or individual may
	promote or take part in an open competition which has a condition

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General Competition Laws

preventing a swimmer from competing solely because he is a member of
more than one club.

* 1. Any competitor who temporarily or permanently changes his residence to
	another country may join a club affiliated to the governing body in the new
	country.
	2. Any competitor who wishes to represent a club In another country must
	make a written declaration of his intention to his former club and to the new
	club. The right to represent the new club may be allowed after a minimum
	of one month following the request.
	3. If the promoter's conditions for the competition do not prevent it, a
	competitor who is a member of more than one club may select the name of
	the club under which he enters an individual event.
	4. With the exceptions for the Armed Services and Schools set out below, if a
	swimmer is a member of more than one club and two or more of those clubs
	are entered in the same club team competition, then the club for which he
	has the longest unbroken membership shall have the first claim on his
	services in that competition. If the club which has the first claim on his
	services does not exercise that claim then the club for which he has the
	second longest unbroken membership shall have the next claim on his
	services and so on.
	5. A promoter may include in his conditions for a competition provisions that
	set out the way in which and the date by which any claim on the services of
	a swimmer is to be made.
	6. Officers and men on the active list of the Royal Navy, Army, or Royal Air
	Force become first claim for their Service organisations upon joining the
	Service, but any person who has actually competed for his civilian club in a
	current competition at the time of joining the Service shall remain first claim
	for his civilian club for the purpose of that competition until its completion,
	except that should he be called upon to represent his Service in a
	representative Service team in any other competition, such call shall take
	precedence overall other claims.
	7. For School swimmers, in general the school should have priority, but
	where an individual swimmer is following a serious routine of training
	under his club coach, and is being prepared for District and National
	championships, the school should consider seriously the claims of the club,
	and at all costs, the consequent good of the swimmer in question. This
	priority applies to the swimmer and his school and not to a Schools
	Swimming Association.
1. **Open Competitions**

**410.1** Definition

1. An open competition is a competition to which entry is not limited to
members of any one club. A promoter may, however, impose other
restrictions on entry. An inter-club contest is not regarded as an open
competition if;
2. it involves not more than eight clubs, each of which has been
individually invited by the promoter who has supplied the
conditions; and
3. the whole event takes place in one pool on one occasion; and
4. 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.

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General Competition Laws

1. Entry Forms

Entrants shall complete an entry form which must contain at least the following
information.

1. **For Individual Events**
2. the entrant's registered name and registration number;

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declaration that he is an eligible competitor;

1. a declaration that he accepts the promoter s conditions;
2. 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
registration form.
3. **For Team Events**
4. the name of the team;

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410.2.2

410.2.2







declaration signed by the team manager that:

all the members from whom his team is to be selected are
registered, and eligible to be members of the team;
he accepts on behalf of the team the promoter's conditions;

1. all members of his team comply with any age conditions;
2. all the information given is correct.
3. If the entry form does not state the promoter's conditions, they shall be
made available by the promoter on request.
4. **Acceptance or Refusal of Entries**
5. The promoter may, at his discretion, refuse to accept any entry. If he does
so he must, if requested by the entrant, give the reasons for his refusal in
writing;
6. *If the information required on the* entry form 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:
7. return the entry form 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
8. 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.
9. **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.
10. **Unregistered Swimmers 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 registered members to complete his
team, he may include unregistered members provided that:
11. they are otherwise eligible to compete;
12. the promoter and the referee are informed before the contest starts and
given the names of the unregistered swimmers;
13. the team manager ensures that they are registered within 14 days. Such
swimmers shall be permitted to swim in only one gala before being
registered, but may be allowed to swim in up to 3 rounds of one
competition without the production of his registration card. The promoter
shall notify the Registrar of the names and clubs of the swimmers.

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General Competition Laws

1. **Unauthorised Relations**
	1. A member of an affiliated club may not compete with or take part in a
	demonstration or exhibition with a swimmer who is not a memberof a club
	affiliated to a District of the ASA, Scottish ASA, Welsh ASA, or to any FINA
	member, other than provided for in ASA Law 412 or 413.
	2. No affiliated club shall have any kind of swimming relationship with a body
	which is not affiliated to the ASA or to FINA or is suspended by them.
2. **Private Associations**

Members of Private Associations, taking part in competitions confined to the
members of the Private Association, shall be exempted from the provision of
ASA Law411.1.

1. **Swim-Fit Programme**

A District Association may grant dispensation from ASA Law 411.1 where they
are satisfied that the event in question forms part of a bona-fide Swim-Fit
programme, subject to the payment of a special Membership Registration Fee
not to exceed £50.00.

1. **Championships.**
	1. The word 'Championship' shall be used only in connection with the
	championships of the ASA, a District 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.
	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 District shall decide the title
	and rules governing a local championship.
2. **Mixed Competitions**

With the following exceptions, a diving or water polo contest between the sexes
shall not take place in public:

* 1. a team diving contest in which each team consists of the same number of
	members of each sex as each other team;
	2. asynchronized diving contest, which may consist of any combination of two
	divers, whether male and/or female;
	3. a water polo match confined to children under the age of seventeen years
	at midnight on December 31 st in the year of competition;
* 415.4 a water polo match in a competition restricted to school teams and confined

to school children under the age of seventeen years at midnight on August
31st in the academic year of competition.

1. **Underwater Competitions/Exhibitions**
	1. No underwater competition or exhibition shall take place at any event promoted
	under ASA Laws unless such is undertaken by an approved Sub-Aqua
	organisation which will be responsible for carrying out the necessary
	safeguards.
	2. Where there are underwater movements in a swimming, diving, water polo or
	synchronized swimming event these do not constitute an underwater
	competition but the competitors shall at all times be within the view of the
	officials.
* **417 Minimum Ages for Competition**
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

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General Competition Laws

case shall be the age of the swimmer at midnight on 31st December in the
year of competition, except where the section states otherwise.

1. **Diving**
2. County competitions or Inter-club events 8 years
3. District competitions 9 years
4. National competitions 10 years
5. **Masters**
6. All competitions 25 years
7. Open Water
8. Events up to 2,000 m 12 years
9. Events over 2,000 m upto and including10,000 m 13 years
10. Events over 10,000 m 16 years

**417.5 Racing**

**417.5.1**

**417.5.2**

**417.5.3**

417.5.4

Events restricted to members of one club.

No minimum age

Open relay races other than in District and National
Competitions.

Inter-club events limited to not more than eight clubs which
do not form part of a series of events as in a league.
Open individual events, other than in District
and National Competitions.

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years

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1. Relay events in District Competitions
2. Individual events in District Competitions,
3. Relay events in National Competitions.
4. Individual events in National Competitions
5. **Synchronized Swimming**
6. Events restricted to members of one club
7. years
8. years
9. years
10. years

No minimum age

1. Inter-club events limited to not more than eight clubs
2. *Open events other than District or National* competitions
3. National Age Group and District Competitions \*

years

years

years

**co o o**

**417.6.5**

National Competitions other than Age Group Competitions

11 years

1. **Water Polo**
2. Matches other than District and National competitions 10 years
3. Matches in District and National competitions (including 11 years

the National Water Polo Leagues)

For each category, the age specified shall be the age ofthe water polo player
at midnight on the day of the match.

1. Costumes
	1. The costumes of all competitors shall be in good moral taste and suitable for
	the individual sports discipline.
	2. All costumes shall be non-transparent.
	3. The referee of a competition has the authority to exclude any competitor
	whose costume does not comply with this rule.
2. **Smoking and Drinking Restrictions**
	1. Smoking shall not be permitted in any area designated for competitors,
	either prior to or during competitions.
	2. Consumption of alcoholic drinks shall not be permitted on the poolside or
	in an Open Water Swimming event.

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General Competition Laws

1. **Referees** shall be appointed for all competitions. In addition to those duties
specified in the Rules and Conditions relating to the disciplines concerned a
Referee shall;
	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,
	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;
	2. have authority to intervene in the competition at any stage to ensure that
	ASA Laws, Technical Rules and the promoter's conditions governing the
	competition are complied with;
	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;

• 420.4 receive protests. Where more than one referee has been appointed for a

comf^tition 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 all protests of a
general nature. If a Jury of Appeal has been appointed, a referee shall report
any protest to the Chairman of the Jury. If no Jury of Appeal has been
appointed he shall ascertain the relevant facts and endeavour to resolve the
matter. The Referee/Jury of Appeal shall deal with the protest as soon as
practicable after it is received. In the event of the protest not being resolved
before the event is scheduled te^ke place, that fact shall be reported to the
promoter and the event shall be held under protest. Unless the Referee or
Chairman of the Jury of Appeal if appointed, 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.

1. have the authority, if an error by an official follows a fault by a competitor,
to expunge the fault by the competitor.
2. **Jury of Appeal**
	1. The promoter of an open competition may, if he so desires, appoint a Jury
	of Appeal to deal with any protests which may be made. Such a jury shall
	comprise three persons who are on or who have served on a District List of
	the discipline concerned who shall not undertake any other duties at the
	meeting.
	2. Wherever practical, a Jury of Appeal shall be appointed for all Designated
	Meets including County events.
	3. If a Jury of Appeal is appointed for any competition comprising swimming
	races, wherever practical, a Chairman of the Jury of Appeal shall be
	appointed whose qualification as a swimming official is equal or superior to
	that of the referee.
	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.
	5. Any hearing shall take place as soon as it is practicable afterthe protest has
	been received.
3. **Doping Control - Promoter's Responsibilities**

When the promoter has been informed that competitors are to be subjected to
doping control procedures, the promoter shall;

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General Competition Laws

* 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;
	2. provide a room suitable *for use as the* Doping Control Station;
	3. provide in the Doping Control Station, adequate supplies of approved drinks
	in sealed containers;
	4. inform the Secretary of the ASA Medical Advisory Committee.
1. **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 ASA Judicial Laws.

1. **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:

* 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.
	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.
	3. The holderof a challenge trophy shall be given at least 21 days' notice of the
	*, closing date for entry to the next* competition for it,
	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.*
	5. The owner of a trophy shall be responsible for its insurance against loss
	while in the keeping of the holder.
1. Television

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

1. Testimonial or Benefit Galas
	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 District
	Hon. Secretary at least fourteen days before the meeting is to be held.
	2. A copy of the financial statement, duly audited, shall be sent to the District
	Hon. Secretary within one month of the meeting. An affiliated club which
	fails to comply with this ASA Law shall become immediately suspended
	until such time as the matter has been dealt with by the District.
2. International Events

International Competitions are those organised by a national federation, regional
body or club in which other FINA recognised federations, clubs or individuals
participate.

Note: These competitions may be held under either FINA Rules, ASA Laws and
FINA Technical Rules or ASA Laws and ASA Technical Rules, pursuant to Law
405.

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General Competition Laws

1. English Qualification
	1. A team may only be designated as an English team and represent England
	if it has been selected by and managed by the ASA.
	2. Anyone wishing to swim for England shall be an individual of British nationality
	and born in England, or born of English parents, or a naturalised British citizen
	who shall have lived continuously in England for at least one year.
	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 cannot represent another country until he officially changes his national
	qualification.
	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 one year and may
	thereafter apply to the Chief Executive of the ASA for a change of his
	national qualification.
	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.
	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.
	7. A body affiliated to the ASA under ASA Law 5 shall not also be affiliated to
	any other member of FINA.
2. **Foreign Tours**
* 429.1 Only those members of the ASA who are registered to compete may take

part in any competition in a country outside Great Britain which is a member
of FINA. The laws of the FINA Member under which the competition is held
shall apply.

1. Any competitor, Team Official orTechnical Official appointed to a National
Squad or Team or International Squad or Team shall be a member of the
ASA as defined by Law 3 or be subject to a contract with the Amateur
Swimming Association.
* 429.3 English swimmers or teams of swimmers wishing to compete in other

countries outside Great Britain shall obtain permission from the Chief
Executive of the ASFGB to whom details of the proposed tour shall be
furnished in advance of departure.

1. All such clubs, bodies, organisations or individuals shall remain within the
jurisdiction oftheASFGB 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 the ASFG6 under its disciplinary code.

**430 Home International Representation**

No swimmer shall ever represent more than one of the Home Countries except:

1. In the case of the Commonwealth Games where if a swimmer has dual
qualification for the Commonwealth Games, or the qualification for his first
international country has lapsed, he may be chosen for another country in
these Games with the permission of the first international country.
2. If a swimmer has been resident in another Home Country for a
minimum period of twelve months he may represent that country provided
his first international country agrees.

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Racing Technical Rules

TECHNICAL RULES

TECHNICAL RULES OF RACING

**Changes to the Technical Rules of Racing marked • normally come into effect from
1st September in each year, unless the ASA Committee decides on a different date,**

501. Officials

1. A decision of the Referee on a question of fact shall be final, except in regard
to placings where an agreed decision on placings by the placing Judges shall
be final.
2. Where the placing Judges disagree, the decision of the Referee on the
placings where they differ shall be final.
3. Where approved automatic officiating equipment, including any secondary
system associated with it, is in use, the decision of the Referee on the
correctness of its operation shall be final.
4. The Referee's application of ASA Laws, Technical Rules and the promoter's
conditions must be accepted at the time, but may be the subject of a protest.
5. A placing judge or stroke judge shall not act as a timekeeper in the same
race.
6. Appointed officials shall report to the referee any incidents of fouling which
they personally observe.
7. For all open competitions the minimum provision shall be:

**501.7.1**

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Referee;

1. a Starter;

501.7.3

09

Check Starter for handicap races;

1. two Placing Judges;
2. two Stroke Judges;
3. two Turning Judges for each turning or take-over line other than the
finishing line;
4. a Chief Timekeeper where Timekeepers are appointed;
5. one Timekeeper for each lane, except in a competition where times are
not required to determine race results.
6. Private Associations promoting events restricted to their own members and
affiliated bodies promoting events which are not open competitions, may, if
they so wish, appoint fewer Judges than set out in ASA Technical Rule 501.7
and assign their duties.
7. For all competitions the minimum provision of officials shall include:
8. Competitors' Stewards - one of each gender;
9. a Recorder;
10. an Announcer.
11. **Duties and Powers of Officials**
	1. **THE REFEREE** shall:
		1. give a decision in accordance with ASA Technical Rule 506.3 when the
		placings of the Judges are inconsistent with the timings recorded by
		the timekeepers;
		2. give a decision where the appropriate officials fail to agree. In cases
		where the placing Judges disagree, he shall give a decision on the
		placings that differ;
		3. decide the official time for each competitor;

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Racing Technical Rules

|  |  |
| --- | --- |
| 502.1.4 | before each event, satisfy himself that all competitors and officials arein their places and aware that the event is about to start and signal tothe starter when he is so satisfied; |
| 502.1.5 | disqualify any competitor for any violation of the rules that hepersonally observes or which is reported to him by other authorisedofficials, after consultation with the officials concerned; |
| 502.1.6 | have the power to recall the competitors at the start if, in his opinion,an external occurrence has caused any competitor in the race to sufferan unfair disadvantage. In such a case it shall not be a false start. |

502.2 THE STARTER shall:

|  |  |
| --- | --- |
| 502.2.1 | in a minor competition, where authorised by the Referee, satisfy himselfthat the competitors are on their correct stations and are aware of whatthey have to do; |
| 502.2.2 | report a swimmer to the referee for delaying the start, for wilfullydisobeying an order or for any other misconduct taking place at thestart. Only the referee may disqualify the swimmer for such delay,wilful disobedience or misconduct. Such a disqualification shall not becounted as a false start; |
| 502.2.3 | have the power to decide whether the start is fair, subject only to thedecision of the Referee. If the starter believes the start is not fair, heshall recall the swimmers after the starting signal has been givenunless the unfairness consists of a false start under the one start ruleor the second false start under the two start rule. In such a case it shallnot be a false start; |
| 502.2.4 | have the power to recall the competitors at any time after the startingsignal has been given, in accordance with ASA Technical Rule 510.3; |
| 502.2.5 | have the power to recall the competitors at the start if, in his opinion,an external occurrence has caused any competitor in the race to sufferan unfair disadvantage. In such a case it shall not be a false start. |

502.3 THE CHECK STARTER shall:

|  |  |
| --- | --- |
| 502.3.1 | in a handicap event, disqualify any competitor who starts before hisnumber is called unless he returns to his starting place on the side ofthe bath or in the water under his original station and starts afresh; |
| 502.3.2 | shall report such disqualification to the Referee. |

502.4 THE CHIEF TIMEKEEPER shall:

|  |  |
| --- | --- |
| 502.4.1 | before the commencement of the competition, ensure that thefunctions of the timers to be used are operating correctly; |
| 502.4.2 | assign each timekeeper to the lane and duty for which he will beresponsible; |
| 502.4.3 | if necessary, direct a reserve timekeeper to time the lane of atimekeeper whose timer fails to start or stops prematurely, or who forany other reason is unable to record the time. Should there be noreserve timekeeper available, he should time the lane himself; |
| 502.4.4 | collect the accepted time for each competitor and report the times tothe referee; |
| 502.4.5 | inspect the timers if necessary, and after each event give a signal whenthe timers are to be reset. |

502.5 A TIMEKEEPER shall:

|  |  |
| --- | --- |
| 502.5.1 | take the time of the competitor assigned to him by starting his timerwhen the starting signal is given and stopping it when his competitorhas completed the course; |

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Racing Technical Rules

1. after each race, and before consulting with any other Timekeepers on
his lane, record the time;
2. present his timer for inspection if requested. He shall not reset his timer
until he receives the signal from the Chief Timekeeper;
3. when instructed by the Chief Timekeeper, operate the stop button of
the Semi-Automatic Officiating Equipment;
4. give a warning signal when his competitor has two lengths plus 5m to
swim to the finish in events of 400m or longer except for relays or
medley events. The warning signal shall be given by whistle or bell.
5. THE PLACING JUDGES shall;
6. take up positions in line with the finish when it is taking place;
7. act as Turning Judges at the finishing line unless other Turning Judges
have been appointed at the finishing end;
8. after each event individually record and then decide the order of
finishing and report it to the Referee.
9. THE TURNING JUDGES shall:
10. take up a position to observe clearly the lanes for which they are
responsible;
11. report to the Referee any competitor who, between the
commencement of the last armstroke before touching for the turn or
take over and the end of the first armstroke after the turn, fails to
comply with the relevant ASA Technical Rules. At the starting end of
the pool, report to the referee any swimmer who fails to comply with
the relevant Technical Rules from the start to the completion of the first
arm stroke or in the case of Breaststroke until the head has broken the
surface of the water. At the finishing end of the pool, report to the
referee any swimmer who fails to comply with the relevant ASA
Technical Rules for the finish. In Breaststroke events the Turning Judge
shall be responsible for observing the competitor until his head has
broken the surface of the water after the turn and the start.
12. THE STROKE JUDGES shall;
13. be located on each side of the pool;
14. report to the Referee any competitor who fails to comply with ASA
Technical Rules regarding the stroke conditions of the competition;
15. observe the turns to assist the turning judges.
16. THE COMPETITORS' STEWARDS shall;
17. wear a distinguishing badge;
18. be responsible for behaviour in the dressing rooms and report
misbehaviour to the Referee;
19. be responsible, where necessary, for arranging the competitors into
heats unless the promoter decides that this responsibility shall be placed
on the recorder;
20. be responsible for ensuring that the competitors are on the correct
stations prior to each event and report to the referee if a swimmer is
not present when called, (but see ASA Technical Rule 502.2.1);
21. report to the referee any observed violation of ASA Laws in regard to
advertising;
22. carry out any duties delegated by the Referee in respect of any entry
card system in operation for that competition.

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1. THE RECORDER shall;
2. be responsible, where necessary, for arranging the competitors into
heats, if the promoter so decides:
3. record the places and times on a results sheet when the race results
are handed to him;
4. extract the names of the swimmers for any swim-off, semi-final or the
final and arrange them in accordance with ASA Technical Rules;
5. arrange for the early announcement of the names of swimmers for
any swim-off, semi-final or the final so that they may be warned and,
when this has been done, pass the list of names so announced to the
other officials concerned;
6. be responsible for any computer generated meet management
system and report to the referee any inconsistencies observed.
7. THE ANNOUNCER shall:
8. make announcements as necessary to comply with ASA Law 420.4
and ASA Technical Rules 502.10.4, 510.1 and 519.5.3;
9. comply with the Referee's instructions regarding giving information
about events, heats and finals;
10. before the start of each competition session make an announcement
of the safety requirements of the competition as provided in writing
by the promoter;
11. immediately following a decision of the promoter or referee
matter of safety make all necessary announcements;

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1. make other announcements only as directed by the Promoter,
Referee or other authorised person.
2. Automatic Officiating Equipment (AOE)
	1. AOE records the elapsed time of each competitor and determines his
	relative place in the order of finishing in a race.
	2. Essential facilities. The equipment shall:
		1. be activated by the starting signal;
		2. be started by the starter, either by a pistol shot via a transducer or by a
		button/switch;
		3. be stopped by the competitor when he touches the end of the course
		at the end of the race;
		4. provide a printed digital reading of each competitor's place in the order
		of finishing and time. When several competitors have the same
		recorded time, it shall place them equally;
		5. provide, if required, a printed digital reading of competitor's
		intermediate lap times;
		6. comply with those electrical safety standards recognised by the Health
		and Safety Executive.
	3. Optional facilities. The equipment may also;
		1. be able to show each competitor's time at the end of each lap and his
		place and time at the finish on a suitable display board;
		2. be associated with loud speakers at each starting block so that the
		starting signal may be heard simultaneously by all competitors;
		3. be able to provide, in conjunction with suitable starting blocks, relay
		take-over judging to 1/100 second;

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Racing Technical Pules

* + 1. be able to be started by the equipment operator without giving a
		starting signal.
1. **Semi-Automatic Officiating Equipment (Semi-AOE)**
	1. Semi-AOE may be provided, in conjunction with AOE, as a back-up system
	to provide times for competitors when the AOE fails to produce a complete
	result.
	2. The equipment must:
		1. be started by the same signal as the AOE;
		2. be stopped by officials operating buttons/switches provided for the
		purpose;
		3. provide a printed digital reading of the times recorded;
		4. be electrically safe according to recognised standards.
2. **Hand-held Timer**

Timekeepers may only use crystal-controlled digital hand-held timers, which
shall record and be read to 1/100 second.

1. **Determination of Race Results when AOE is not used**
	1. The placing of the competitors in a race shall be determined by the placing
	Judges, each of whom shall record the order of finishing of all competitors
	and report it to the referee. The agreed placings of the Judges shall be the
	order of finishing; Where the Judges disagree, the referee shall decide on
	those placings. Subject to any disqualifications which may be made, the
	placings so obtained shall be final and not subject to challenge.
	2. The number of timekeepers to be used on each lane shall be determined by
	the promoter.
		1. Where there are three timekeepers on each lane, if the times recorded
		by two of the timers are the same that shall be the accepted time. If the
		times recorded by all the timers differ, the middle time shall be
		accepted.
		2. Where there are two timekeepers on each lane, if the times differ the
		slower time shall be accepted.
		3. Where there is only one timekeeper on each lane, his time shall be
		accepted.
		4. The time(s) recorded by the timekeeper(s) assigned to a lane shall be
		the only times to be considered. Where a chief timekeeper times a
		competitor that time shall only be considered when he is timing in place
		of a nominated timekeeper who is unable to take a time and no other
		substitute is available, or if the time is required for record purposes.
	3. If the times registered by the timekeepers do not support the official placings,
	the times for the competitors concerned shall be added together and divided
	by the number of such competitors who shall be credited with that time,
	raised if necessary to the nearest hundredth of a second slower. It is not
	permissible to announce times which do not support the official placings.
2. *l>otermination of* **the Race Results when AOE is used**
	1. Provided that the referee is satisfied with the operation of the AOE, it shall
	be used to *determine the order of finishing and the times* of the competitors,
	subject only to the elimination of competitors who are disqualified.
	2. When automatic *timing to 1/1000 of a second is used, the third decimal place*shall not be recorded or used; all competitors making the same time by the
	operation of this Technical Rule shall be considered tied. When automatic
	timing to 1/100 of a second is used, the timings shall be as recorded.

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* 1. In the event of failure of the AOE, the results shall be obtained as follows:
		1. Such AOE placings and times as are available shall be used;
		2. For the remaining competitors the placings shall be determined in
		accordance with ASA Technical Rule 506.1, and the times shall bethose
		recorded by the semi-AOE. In the absence of a seml-AOE time, the time
		shall be in accordance with ASA Technical Rule 506.2;
		3. times recorded by the Semi-AOE shall be regarded as manual times but
		shall take precedence over the times recorded on hand-held times.
		They shall not be used to determine placings;
		4. the relative placings and times of competitors who have AOE recorded
		places and times may not be changed;
		5. the placings of competitors who do not have AOE recorded places shall
		be in accordance with the agreed human placings, and shall be
		interpolated among the AOE recorded placings;
		6. a competitor not having an automatically recorded place but having an
		automatically recorded time shall be given a place in the order of
		finishing by comparing that time with the automatically recorded times
		of the other competitors;
		7. the times of competitors who do not have AOE recorded times shall be,
		firstly the times recorded by the semi-AOE, secondly the times
		recorded by the timekeepers on hand-held timers. Where a competitor
		has no recorded time no time shall be shown.
	2. Where, as a result of action as in 507.3.7, the times do not support the
	placings they shall be adjusted as follows:
		1. where the manual times for competitors placed in adjacent positions
		do not support the placings they shall be adjusted in accordance with
		506.3.
		2. where a manual time is faster than that of a competitor placed earlier
		with an AOE recorded time, or slower than that of a competitor placed
		later with an AOE recorded time, the manual time shall be adjusted to
		be equal to that of the earlier or later placed competitor, but the
		placings shall not be changed. The time shall be marked ‘Referee's
		Decision' and cannot be used for record purposes.
	3. If the equipment fails to be started by the starting signal, the AOE operator
	may, if authorised, start the equipment. It may then be used to determine
	placings Isee 503.3.4). Under these circumstances the scoreboard must be
	rendered inoperative;
	4. In the event of malfunction of the AOE, no one but the referee shall have the
	authority to carry out any changes to the results of the race.

**• 508 Spilt Times**

1. The times of lead-off swimmers in relay races in 25m and 50m pools shall,
where possible, be recorded at 50m and 100m and included in the results.
2. Where possible split times shall be recorded in events of 400m and above.
**509 Disqualifications**
3. If a competitor is disqualified during or following an event, such
disqualification shall be recorded in the official results but no time or place
shall be recorded.
4. In the case of a relay disqualification, split-times recorded before the
disqualification shall, where possible, be published in the official results.
5. 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

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a particular stroke, provided that the disability has been notified to the
referee by the swimmer or his representative before the race takes place.
Notification should be by a medical certificate issued by the ASA Medical
Advisory Committee (see Guidelines to Competition - Certificates of
Disability).

1. Starting
	1. The promoter shall decide whether the competition shall be held under the
	one start rule or the two start rule. In either case, the decision shall be
	published on the entry form and in the promoter's conditions and shall be
	announced at the start of each session.
	2. Starts
		1. The starter shall, when starting an event, take up a position on the side
		of the pool within approximately 5 metres of the starting line where the
		timekeepers can see and/or hearthe starting signal and the swimmers
		can hearthe starting signal. For deaf swimmers the starter shall make
		adequate provision after consultation with the competitors or their
		representatives.
		2. The referee shall signal that the event is about to start by a series of
		short sharp blasts on his whistle whereupon the swimmers shall
		remove all clothing except swimwear. When he is satisfied that the
		swimmers and the appropriate officials are ready, he shall give a
		single, long whistle blast.
			1. In Freestyle, Breaststroke, Butterfly and individual Medley
			events, the swimmers shall then immediately stand on the
			starting blocks, or the end of the pool above their lanes and
			remain there, or, if starting in the water, enter the water in their
			lanes. The referee shall then signal to the starter, by means of
			an outstretched arm, that he may proceed to start the race. The
			outstretched arm shall remain in that position until the starting
			signal is given.
			2. In Backstroke and Medley Relay events, the swimmers shall
			immediately enter the water in their lanes. On a second long
			whistle blast from the referee, they shall take up their starting
			positions at the end of the pool. The referee shall then *signal to*the starter, by means of an outstretched arm, that he may
			proceed to start the race. The outstretched arm shall remain in
			that position until the starting signal is given.
		3. In a minor competition where the Referee deems it expedient he may
		delegate his functions in relation to the start to the Starter.
		4. On the preparatory command "Take your marks" from the Starter:
			1. swimmers starting with a dive shall immediately take up a
			starting position with at least one foot at the front of the starting
			block or line;
			2. swimmers starting in the water shall take up a starting position
			in accordance with the relevant parts of the ASA Technical
			Rules513, 514, 515or516,•
			3. when all the swimmers are stationary, the Starter shall give the
			starting signal.
		5. In handicap races the starting signal shall be given by the word "Go"
		followed by the counting of the seconds until all the competitors in the
		race have started.

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* 1. False Starts in Scratch Races;
		1. If after the command "Take your marks", a swimmer leaves his starting
		place before or is moving when, the starting signal is given it shall be
		*a* false start.
		2. The signal for a false start shall be made by the Starter by repeating the
		starting signal, where appropriate, or by repeated whistle blasts, by the
		Starter or Referee, in all cases along with the dropping of the false start
		rope.
		3. When using the two start rule, the starter shall call back the swimmers
		at the first false start and remind them of the penalties. After the first
		false start any swimmer starting before the starting signal has been
		given shall be disqualified. If the starting signal is given before the
		disqualification is declared, the race shall continue and the swimmer
		or swimmers shall be disqualified on completion of the race. If the
		disqualification is declared before the starting signal is given, the
		starting signal shall not be given and the remaining swimmers shall be
		called back, be reminded by the starter of the penalties and start again.
		The reminder to the swimmers shall be "Swimmers, you will be
		disqualified for a false start".
		4. When using the one start rule any swimmer starting before the starting
		signal has been given shall be disqualified. If the starting signal is
		given before the disqualification is declared, the race shall continue
		and the swimmer or swimmers shall be disqualified on completion of
		the race. If the disqualification is declared before the starting signal is
		given, the starting signal shall not be given and the remaining
		swimmers shall be called back, be reminded by the starter of the
		penalties and start again. The reminder to the swimmers shall be
		"Swimmers, you will be disqualified for a false start".
	2. **Wherever practical;**
		1. a rope shall be provided to stop the swimmers in the event of a false
		start;
		2. the rope shall be suspended across the pool from fixed stands 15m in
		front of the starting end, attached to the stands by a quick release
		mechanism;
		3. if the rope is notoperated automatically by the repetition of the starting
		signal it shall be released by a designated official in response to that
		signal.
1. **Heats, Semi-Finals and Finals**
	1. When the number of competitors exceeds the number of lanes available,
	heats, any necessary swim off to resolve ties, and a final, shall be swum, or
	alternatively results may be decided on heat time classification, without
	finals, if the conditions of the competition are so agreed and published. To
	be eligible for the final of an event, a competitor must have competed in the
	heats, if any.
	2. When there are two or more heats in an event where there is to be a final,
	wherever practical there shall be a minimum of three swimmers seeded into
	any one preliminary heat subject to any subsequent withdrawals.
	3. Except with the consent of all the competitors affected, a heat or final shall
	not be started before the advertised time, if any, of starting, or the stipulated
	interval, if any, between rounds has elapsed.
	4. When the majority of events at a gala are scheduled to start at the same end
	of the pool, stations shall count from the right facing the course from that

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starting end. Irrespective of any starts from the turning end of the pool, lane
numbering shall remain constant throughout the competition.
Note: See Guidelines for Competition (Secondary Card System)

* 1. Heats
		1. Scratch Races. The promoter, at his option, shall arrange the programrne
		order of the competitors by draw or by seeding on times given on the
		entry forms.
		2. When a promoter wishes to spearhead any or all of the heats the
		relevant provisions of 511.7.1 shall apply.
		3. **Handicap Races.** The promoter shall arrange the competitors in
		handicap order, or in heats in handicap order, with the limit competitor
		{being the one who has the longest start) on the right facing the course.
		4. Where heats are necessary the finalists shall be the competitors
		accomplishing the fastest times in the heats. Where the number of finalists
		exceeds the number of available lanes by reason of a dead heat or equal
		time, unless the promoters conditions allow for a lesser number of finalists
		than there are lanes in the pool, all the competitors concerned in a dead heat
		or equal time shall swim off forthe remaining lane(s). Where manual timing
		is used, the placings, as determined from ASATechnical Rules 501,1,501.2.
		502.1.1, 502.1.2, 506.3 and 507.4.2, shall be used to identify the finalist(s)
		from swimmers with equal times within the same heat unless another
		identical time or times have been recorded in other heats of the event. In
		this instance a swim off involving all the swimmers with equal times shall
		be used to determine the finalists. If a swim off fails to determine the
		finalists, because of a dead heat or equal times being registered, a further
		swim off shall take place.
		5. In handicap races the qualifying time shall be the gross time of the
		competitor concerned.
	2. **Semi-Finals**
		1. Where the promoter so decides, semi-finals may be swum. The
		swimmers qualified for them shall be sufficient of the fastest
		swimmers in the heats, selected in time order, to fill two races.
		2. Swimmers shall be allotted places in any semi-finals on the following
		basis. The fastest swimmer shall be placed in the second semi-final,
		next fastest in the first semi-final, next fastest in the second semi-final
		and so on. Assignment of lanes shall then be decided as for finals.
		3. Where the number of semi-finalists exceeds the number of available
		lanes, by reason of dead heat(s) or equal times it shall be dealt with in
		the same way as if it had occurred in heats leading directly to a final.
	3. **Finals**
		1. **Scratch Races.** Assignment of lanes shall be based on the heat times
		or, if semi-finals have been swum, on the semi-final times by placing
		the swimmer with the fastest time in the centre lane in a pool with an
		odd number of lanes, or in lane 2,3, 4 or 5 respectively in pools with 4,
		6, 8 or 10 lanes. The swimmer having the next fastest time shall be
		placed in the next higher numbered lane and then alternating the
		remaining finalists to the next available lower and higher numbered
		lanes in ascending time order.
		2. Handicap Races. The competitors shall be placed in handicap order;
		3. In the event of a dead heat in the final, the competitors may, with the
		consent of the referee, divide the prize or prizes, or compete again at
		such time and place as he may direct.

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* 1. Team Races
		1. The rules relating to heats, semi-finals and finals shall apply to team
		events, exceptthat swimmers may be freely interchanged for each round.
		2. The tearn of a competitor, taking over from another swimmer in his
		team, whose feet or, in the case of a swimmer starting in the water,
		whose hand or hands according to the starting procedure set out in the
		relevant stroke Technical Rule, have lost touch with his starting place
		before the preceding swimmer touches the end, shall be disqualified
		unless the competitor In default returns to his starting place at the wall.
		It shall not be necessary to remount the starting platform. Running
		take-overs are not permitted.
		3. A swimmer in *a* team race shall not be permitted to swim more than
		one leg.
		4. When automatic relay take-over officiating equipment has been
		provided. It shall be used to determine the correctness of all relay take-
		overs and shall have precedence over the decisions of human Judges
		provided that the referee is satisfied that the equipment operated
		correctly.
		5. Any team having recorded a take-over time more negative than minus
		0.03 seconds (for example minus 0.04 seconds) shall be judged to have
		carried out an early take-over and shall be disqualified unless the
		competitor in default returns to his starting place at the wall.
		6. Unless in accordance with the promoter's conditions the names of
		competitors and their order of swimming in a team event have been
		declared in advance, following a false start in a team event it is not
		necessary for the same competitors to take up positions for the second
		start.
1. **The Race**
2. Swimming Over. When only one competitor reports for an event he shall,
to qualify as the winner, complete the whole distance and comply with the
Technical Rules governing the event.
3. **Standing or Walking.** A competitor may not walk during a race. He may, in
a Freestyle race only, stand for the purpose of resting.
4. **Fouling.** A foul Is any action by a swimmer as a result of which another
swimmer in the same event suffers an unfair disadvantage. Should a foul
endanger the chance of success of a competitor, the Referee shall have
power to allow him to compete in the next stage of the competition. Should
a foul occur in a final, the Referee may order it to be re-swum. Should the
foul be intentional the Referee shall report the matter as a complaint under
the Judicial Laws. In all cases of fouling the offender shall be disqualified.
5. In all events a swimmer when turning shall make physical contact with the
end of the pool or course. The turn must be made from the wall and it is not
permitted to take a stride or step from the bottom of the pool.
6. Where there are lane ropes, a swimmer must finish in the lane in which he
started. A swimmer shall not be disqualified if he submerges for the sole
purpose of, and the minimum time necessary for, returning to his lane.
7. Pulling on the lane rope is not allowed.
8. No swimmer shall be permitted to use or wear any device that may aid his
speed, buoyancy or endurance during a competition (such as webbed
gloves, flippers, fins etc.}. Goggles, swim cap, nose clips may be worn.
9. After completing the race a swimmer must remain in the water In his own
lane until released by the Referee or other official authorised by him.

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1. Illegal Pool Entry:
2. A non-competitor who, in the opinion of the Referee or a judge,
deliberately enters the water while a race is in progress, except to go to
the assistance of a swimmer in distress or anyone whose deliberate
action causes someone to enter the water involuntarily during a race shall
be the subject of a complaint by the Referee under the Judicial Laws.
3. A relay team shall be disqualified from a race if a member of the team
enters the water while the race is in progress unless he does so for the
purpose of starting his leg.
4. For events of 800m and 1500m except for relays and medley events, an
official allocated by the referee shall record the number of lengths completed
by his competitor and keep him informed of the remaining lengths to be
completed by displaying for observation of the competitor at one end of the
pool, lap cards bearing numbers. The promoter shall decide at which end of
the pool the cards are to be displayed. Semi-electronic equipment may be
used, including underwater display.
5. **Freestyle.**
	1. A swimmer may start with a plunge or jump, or in the water holding the rail
	or side of the pool or other starling place with one or both hands.
	2. Freestyle means that in an event so designated, the swimmer may swim any
	style, except that in Individual Medley or Medley Relay events. Freestyle
	means any style other than Backstroke, Breaststroke or Butterfly.
	3. Some part of the swimmer must touch the wall upon completion of each
	length and at the finish.
	4. Some part of the swimmer must break the surface of the water throughout
	the race, except it shall be permissible for the swimmer to be completely
	submerged during the turn and for a distance of not more than 15 metres
	after the start and each turn. By that point, the head must have broken the
	surface.

**514. Breaststroke**

1. A swimmer may start with a plunge or jump, or in the water, facing the
course, *and holding the rail or side of the pool or* other starting place, with
one or both hands.
2. From the beginning of the *first arm stroke after the start and after each turn*the body shall be kept on the breast. It is not permitted to roll onto the back
at any time.
3. All movements ofthe arms shall be simultaneous and in the same horizontal
plane without alternating movement.
4. The hands shall be pushed forward together from the breast, on, under or
over the water. The elbows shall be under the water except for the final
stroke at the finish. The hands shall be brought back on or under the surface
ofthe water. The hands shall not be brought back beyond the hip line, except
during the first stroke after the start and each turn.
5. All movements ofthe legs shall be simultaneous and in the same horizontal
plane, without *alternating movement.*
6. The feet must be turned outwards during the propulsive part of the kick. A
scissors, flutter or downward dolphin kick is not permitted. Breaking the
surface ofthe water with the feet is allowed unless followed by a downward
dolphin kick.
7. At each turn and at the finish of the race, the touch shall be made with both
hands simultaneously at, above, or below the water level. The head may be

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submerged after the last arm pull prior to the touch, provided It breaks the
surface of the water at some point during the last complete or incomplete
cycle preceding the touch.

1. During each complete cycle of one arm stroke and one leg kick, in that order
some part of the swimmer's head shall breakthe surface of the water, except
that after the start and after each turn the swimmer may take one arm stroke
completely back to the legs and one leg kick while wholly submerged. The
head must break the surface of the water before the hands turn inward at
the widest part of the second stroke.
2. **Butterfly**
	1. A swimmer may start with a plunge or jump, or in the water, facing the
	course, and holding the rail, or side of the pool or other starting place, with
	one or both hands.
	2. From the beginning of the first arm stroke after the start and after each turn,
	the body shall be kept on the breast and both shoulders shall be in line with
	the normal water surface. Underwater kicking on the side is allowed. It is not
	permitted to roll on to the back at any time.
	3. Both arms must be brought forward together over the water and brought
	backward simultaneously.
	4. All movements of the feet must be executed in a simultaneous manner.
	Simultaneous up and down movements of the legs and feet in the vertical
	plane are permitted. The legs and feet need not be at the same level but no
	alternating movements are permitted.
	5. At each turn and at the finish of the race, the touch shall be made with both
	hands simultaneously, at, above or below the water surface.
	6. At the start and at turns, a swimmer is permitted one or more leg kicks and
	one arm pull under the water, which must bring him to the surface. It shall
	be permissible fora swimmer to be completely submerged fora distance of
	not more than 15 metres after the start and after each turn. By that point, the
	head must have broken the surface. The swimmer must remain on the
	surface until the next turn or finish.
3. **Backstroke**
	1. Prior to the starting signal the swimmers shall line up in the water facing the
	starting end holding the starting grips with both hands or, in the case of a
	Masters swimmer, with one or both hands. The feet, including the toes, shall
	be under the surface of the water. Standing in or on the gutter or bending
	the toes over the lip of the gutter is prohibited.
	2. At the signal for starting and after turning, the swimmer shall push off and
	swim upon his back throughout the race, except when executing a turn as
	set out in ASA Technical Rule 516.4. The normal position on the back can
	include a roll movement of the body upto, but not including 90 degrees from
	the horizontal. The position of the head is not relevant.
	3. Some part of the swimmer must break the surface of the water throughout the
	race, except it shall be permissible for the swimmer to be completely
	submerged during the turn and for a distance of not more than 15 metres after
	the start and each turn. By that point, the head must have broken the surface.
	4. During the turn the shoulders may be turned over the vertical to the breast,
	after which a continuous single arm pull or a continuous simultaneous
	double arm pull may be used to initiate the turn. Once the body has left the
	position on the back, there shall be no kick or arm pull that is independent
	of the continuous turning action. The swimmer must have returned to a
	position on the back upon leaving the wall. When executing a turn there
	must be a touch of the wall with some part of the swimmer's body.

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* 1. Upon the finish of the race the swimmer must touch the wall while on the
	back.
	2. Wherever possible backstroke turn indicators shall be provided by means of
	*flagged ropes* suspended across the pool at a minimum of 1.8m and at a
	maximum height of 2.5m above the water surface from fixed supports or
	stands set 5m from each end wall of the pool.
1. **Medley Swimming**
	1. In Individual events, the swimmer covers the four swimming strokes in the
	following order: Butterfly, Backstroke, Breaststroke, Freestyle.
	2. In Medley Relay events, swimmers cover the four swimming strokes in the
	following order: Backstroke, Breaststroke, Butterfly, Freestyle.
	3. Each section must be finished in accordance with the ASA Technical Rule
	which applies to the stroke concerned.
2. **Handicap Races**
	1. An official handicapper may be appointed by each District. A District may
	delegate the appointment to a County Association.
	2. An official handicapper may receive a fee in accordance with the scale
	authorised by the District.
	3. Every open handicap shall be made by an official handicapper whose name
	and address, together with all particulars of the handicap shall be published
	in the programme of the event.
	4. Only the official handicapper shall have power to alter a handicap he has
	made.
	5. In all open handicaps, the starts shall be allotted from basal times at various
	distances, to be fixed by the ASA Committee.

Note: The Basal times shall be:

50 yards
50 metres
55 yards
66 2/3 yards
73 1/3 yards
100 yards

100 metres
110 yards

Men

f’t'tofnr'

CM tN CM fO fO

Women 24

27

27

53

54

34

38

54

59

59

1. **English Records**
	1. The following distances and strokes shall be recognised for English *records:*

Freestyle:
Backstroke:
Breaststroke:
Butterfly:
Individual Medley:
Freestyle Relay Team:
*Medley Relay Team:*

1. 200, 400, 800, and 1500 metres
2. and 200 metres
3. and 200 metres
4. and 200 metres

100, 200 and 400 metres
4x100 and 4x200 metres
4x100 metres

All records shall be recognised for men and women, for long and short course, and for
open and junior age classification. The open classification shall have no age limits; in
the Junior classification, a swimmer shall be under the age of 16 years at midnight on
the day of the swim.

The conditions following shall apply:

* 1. **The Swimmers**
		1. For individual records, the swimmers must be English in accordance
		with ASA Law 428.

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Racing Technical Rules

* + 1. For team records, all team members must be English in accordance
		with ASA Law 428 and a team must represent Great Britain, the ASA,
		one of its Districts, or a club affiliated thereto.
		2. Swimmers shall be eligible competitors and registered in accordance
		with ASA Law 402.1.
	1. **The Pool**
		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.
		2. The start and finish shall be at ends of the pool.
		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.
		4. The course shall be certified correct by an appropriate qualified person.
		5. The height of the platform above the water surface shall not exceed
		75cm.
	2. **The Event**
		1. A record may only be made in:
			1. a scratch competition held in public under ASA Laws provided that
			the Referee, Starter, Judges and Timekeepers are registered with
			the ASA as officials in the capacity in which they are officiating; or
			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
			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 ASATechnical Rule are complied with.
		2. 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.
		3. 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.
	3. **Timing**
		1. The time shall be taken by automatic officiating equipment having at
		least the essential facilities set out in Technical Rule 503.2 or, if this has
		malfunctioned, by semi-automatic officiating equipment complying
		with Technical Rule 504 or, if this is not available, by three timekeepers
		using hand-held timers complying with ASA Technical Rule 505.
		2. The procedures of ASA Technical Rule 502.5 and ASA Technical Rules
1. and 503.2 shall apply except for those concerned with two or one
human timekeepers.
	* 1. When human timekeepers are used, the Chief Timekeeper or Referee
		shall inspect the timers used and record the times. The accepted time
		shall be publicly announced.

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Wafer Polo/Synchronized Swimming Technical Rules

 TECHNICAL RULES OF WATER POLO

**Changes to the Technical Rules of Water Polo marked • normally come into effect from
1$t September in each year, unless the ASA Committee decides on a different date.**

601 All water polo matches held under the jurisdiction of the ASA shall be played in
accordance with the FINA Rules ofWater Polo, the ASA Judicial Laws (101 etseq.)
and the ASA General Competition Laws (401 et seq.).

TECHNICAL RULES OF SYNCHRONIZED SWIMMING

**Changes to the Technical Rules of Synchronized Swimming marked • normally come
into effect from 1st September in each year, unless the ASA Committee decides on a
different date.**

1. All synchronized swimming competitions in England shall normally be held
under ASA Judicial Laws (101 et seq.), and ASA General Competition Laws (401
etseq.).
2. Competitions shall normally consist of two or three parts selected from:
	1. Figures.
	2. Technical routine.
	3. Free routine.
3. A promoter may hold a competition for figures only, or routine only.
4. **Figure Competitions;-**
	1. Each competitor must perform a pre-set number of figures.
	2. All figures used in synchronized swimming competitions under ASA
	Technical Rules shall bethose listed, and all movements shall be performed,
	as described in both the current FINA Handbook and ASA Synchronized
	Swimming handbook.
	3. The full information shall be published, regularly updated and made readily
	available in the ASA Synchronized Swimming handbook.
	4. For figure competitions, promoters may use the groups which are listed by
	FINA and published by the ASA, or they may make up their own groups,
	taking into account the likely standard of the competitors.
	5. The promoter shall make a draw for the order of performance.
	6. The referee shall draw one group to be performed by all competitors.
	7. Competitors shall wear plain black one-piece costumes, conforming with
	ASA Law 418, and white caps, devoid of logos.
5. Routine competition may consist of solos, duets and teams.
	1. The Technical routine must contain the required elements selected by FINA
	every four (4) years. Music may be the same as that used in the free routine.
	2. The Free routine may consist of any listed figures, strokes or parts thereof
	and are free with no restrictions as to choice of music, content or
	choreography.
6. **Pool Specifications:** Where possible, pools used for synchronized swimming
shall conform to the following standards:
	1. For figure competitions, the areas shall each be 10 metres long and three
	metres wide. Each area shall be close to a wall of the pool, with the 10 metre-
	long side parallel to and not more than 1.5 metres from the pool wall. The
	minimum depth of water shall be 3 metres.

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Synchronized Swimming Technical Rules

* 1. For routine competitions, the minimum area shall be 12 metres by 25
	metres, within which an area at least 12 metres square shall have a
	minimum depth of 2.5 metres. The minimum depth of the remaining area
	shall be 1.8 metres.
	2. The areas for the figure competition may use the same area as that used for
	the routine competition.
	3. The water must be clear enough for the bottom of the pool to be visible.
	4. The water temperature shall be 26 degrees Celsius with a variation of not
	more than one degree up or down.
1. Automatic Officiating Equipment: Where provided, the minimum installation
shall include:
	1. one score-recorder-unit for each judge;
	2. one control unit, with monitorforeach panel of Judges, underthe control of the
	referee;
	3. result-recording unit with back up system;
	4. print-out system for all recorded information, start lists and results;
	5. scoreboard with control units, able to display all recorded information and
	the running time.
2. Sound Equipment
	1. The promoter shall provide suitable sound equipment for reproducing an
	accompaniment which shall meet all required electrical and mechanical
	safety standards. It shall include:
		1. a cassette deck and back-up units;
		2. microphones, as required, for announcements and ceremonies;
		3. speakers as required to provide sound to both audience and competition
		areas;
		4. under-water speaker;
		5. such other facilities, if available, as are included in FINA rule FR13.
3. The promoter of an open competition shall be responsible for:
	1. providing entry forms and judging slips;
	2. preparing a list of entries;
	3. providing programmesforofficials and team managers, with starting times;
	4. providing an information sheet for competitors, team managers and clubs
	containing the following information:
		1. details of the pool, with a diagram showing pool dimensions, depths
		of water, height of deck above water level, positions of fixtures such as
		diving boards and ladders, markings on the bottom and sides of the
		pool, the type of lighting, the position of the audience and the location
		of entrances and exits;
		2. any special safety requirements and emergency procedures.
4. Judging Figures
	1. One to four panels of Judges may be used.
	2. Where only one panel is used, all competitors shall perform the figures, one
	by one, in listed order.
	3. Where two panels are used, each panel will judge two figures.
	4. Where four panels are used, each panel shall judge one figure.
	5. All figures shall begin at a signal from the referee (or assistant referee).

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Synchronized Swimming Technicaf Rules

1. Routine Competitions
	1. The order of performance of routines shall be decided by draw.
	2. The names of swimmers competing in duet and team routines must be
	submitted to the Chief Referee.
	3. All competitors shall provide cassettes of their accompaniments, each
	labelled with the name, club or association, tape speed, registered number
	and Phonographic Performance Limited label. Only one accompaniment is
	permitted on each tape, at the beginning of side A.
	4. Each competing team shall provide a completed cue sheet to the Meet
	Secretary.
	5. Time limits for Technical routines and Free routines, including ten (10)
	seconds for deck movements shall be:

|  |  |
| --- | --- |
| **711.5.1** | Solos |
| **711.5.2** | Duets |
| **711.5.3** | Teams |

Technical Routine
Free Routine
Technical Routine
Free Routine
Technical Routine
Free Routine

1. min 00 secs
2. min 30 secs

2 min 20 secs

1. min 00 secs

2 min 50 secs

1. min 00 secs
2. There shall be an allowance of fifteen (15) seconds less or plus the
allotted time limits for Free routines and ten (10) seconds for Technical
routines.
	1. Promoters may set time limits for routines up to FINA limits.
	2. The timing of a routine shall start and finish with the accompaniment. The
	timing of deck movements shall end as the last competitor leaves the deck.
	Routines may start on the deck or in the water, but shall finish in the water.
	3. The accompaniment and judging shall begin upon a signal from the referee.
	After the signal, the performance shall continue without interruption.
	4. Competitors costumes shall conform to ASA Law 418 and FINA Rules
3. and SS11.5.1 together with FINA Guidelines on this matter.

*Note: For FINA Rules and Guidelines see ASA Synchronized Swimming
Championships Conditions.*

* 1. Promoters may restrict the numbers of competitors in routine competitions
	by taking previously determined and declared numbers of competitors with
	the highest figure scores into the Solo and the highest average figure scores
	*into the Duet* and Team competitions.

If any qualified solo, duet or team competitor declines to compete in the
routine competitions, they may be replaced by those with the next highest
figure scores, averaged where necessary.

1. **Officials**

For

**712.1**

**712.2**

**712.3**

an open competition, the minimum provision of officials shall be:

Referee, plus Assistant Referee for each additional panel of Judges;

sufficient panels of Judges, each consisting of 5 Judges for figures
competitions and 5 or 7 Judges for routine competitions. In routines 2
panels of Judges may be used. If two panels are used, panel one shall judge
Technical Merit and panel two shall judge Artistic Impression;
for each panel for a figure competition, a Clerk of the Course, 2 Scorers and
a Caller;

1. for the panel for a routine competition, a Timekeeper, a Clerk of the Course
and 2 Scorers.

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Synchronized Swimming Technical Rules

1. Chief Recorder;
2. Sound Centre Manager.
3. Officials, where possible, should be drawn from the ASA and District lists.
4. **Duties of Officials**
	1. In addition to the duties set out in ASA Laws 205 and 420, the referee shall
	have full control over the competition. He shall assign the other officials to
	their duties and instruct them about any special features of the competition.
	He shall determine that the competitors are ready and signal the start of the
	accompaniment. He shall instruct the scorers to penalise competitors for any
	infringement of the rules. He shall approve results before announcements.
	2. Assistant referees, where appointed, shall carry out duties assigned to them
	by the referee.
	3. The Judges should;
		1. be placed in elevated positions with a clear view of the pool. During
		figure competitions, they should have a profile view of the competitors.
		During routine competitions, they should be located on more than one
		side of the pool, where possible;
		2. be provided with numbered cards for signalling their awards. When
		automatic officiating equipment is in use, the cards shall be used in
		case of failure of the equipment.
	4. In routine competitions, the Judges shall write their award on a judging
	paper provided by the promoter. The papers shall be collected before the
	awards are signalled and shall be used to give the accepted awards in the
	event of error or dispute.
	5. On a signal from the referee, or assistant referee, all Judges shall
	simultaneously signal their awards.
	6. If a judge, by reason of illness or other unforeseen circumstances, has made
	no award for a particular figure or routine, the average awards of the other
	4 or 6 Judges shall be considered as his award, and this shall be calculated
	to the nearest 1/10th point.
	7. The scorers shall record the awards and make the necessary calculations to
	obtain the scores.
	8. The announcer shall make only such announcements as are authorised by the
	referee.
	9. The timekeeper shall check the overall times of the routines and of the deck
	movements. The times shall be recorded. If the time limit for the deck work
	is exceeded or there is a deviation from the permitted routine time
	allowance, the time keeper shall advise the referee.
	10. The clerkofthe course shall perform duties assigned by the referee. He shall
	obtain the order of the draw for each event and ascertain that the
	competitors are ready at the required time.
	11. The Sound Centre Manager shall be responsible for obtaining and properly
	presenting the accompaniment for each routine. He shall carry out such
	accompaniment tests as are properly requested.
5. **Marking**
	1. All judgements are made from the standpoint of perfection.
	2. For figures, the performance shall be high and controlled, with each section of
	the figure clearly defined and in uniformed motion, unless otherwise specified
	in the description.
	3. For routines, there shall be freedom of choice of music, movement and
	choreography. Two awards shall be made for 0 to 10 marks each:

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Synchronized Swimming Technical Rules

**714.3.1** First award-for technical merit;

|  |  |  |  |
| --- | --- | --- | --- |
| Consider | Solo | Duet | Team |
| Execution of strokes, figures and partsthereof, propulsion techniques,precision of patterns | 50% | 40% | 40% |
| Synchronization, one withanother and with the music | 10% | 20% | 30% |
| Difficulty of strokes, figures, partsthereof, patterns and synchronization | 40% | 40% | 30% |
| Second award - for artistic impression;ConsiderChoreography-Variety, creativity, poolcoverage, patterns, transitions | 50% | 60% | 60% |
| Music interpretation - use of music | 20% | 20% | 20% |
| Manner of presentation - totalcommand | 30% | 20% | 20% |

**714.4** In figure and routine competitions, the competitors may obtain awards from
0 to 10 marks, using 1/10th marks on the basis below:

|  |  |
| --- | --- |
| Perfect | 10 |
| Near perfect | 9.5-9.9 |
| Excellent | 9.0-9.4 |
| Very good | 8.0-8.9 |
| Good | 7.0-7.9 |
| Competent | 6.0-6.9 |
| Satisfactory | 5.0-5.9 |
| Deficient | 4.0 - 4.9 |
| Weak | 3.0-3.9 |
| Very weak | 2.0-2.9 |
| Hardly recognisable | 0.1-1.9 |
| Completely failed | 0 |

1. Calculation of Figure Result
	1. The highest and lowest awards are cancelled (one each). The remaining
	awards are added, the sum divided by 3 and multiplied by the degree of
	difficulty, to obtain the score of each of the figures.
	2. The sum ofthe figures shallbe divided by that total ofthe degree of difficulty
	of the group and multiplied by 10, then the Penalties shall be deducted *and*this Result will be multiplied by;

0.35 (35%) if two competitions are held (Figure or Technical routine and Free
routine)

or

0.25 (25%) if three competitions are held (Figure, Technical routine and Free
routine).

* 1. The figure score shall be calculated as follows;
		1. For Solo, the result shall be obtained according to 715.2.
		2. For Duets, for each competitor the result shall be obtained according
		to 715.2. These results shall be added and divided by two (2) to find the
		average score.
		3. For teams, for each competitor who swim in a team routine the result
		shall be obtained according to 715.2. These results shall be added and
		the total divided by the number of competitors on the team to find the
		average score.

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Synchronized Swimming Technical Rules

1. Calculation of Routine Results
	1. The Routine score shall be the total of the Technical Merit and Artistic
	Impression awards, after cancelling highest and lowest award {one each).
	These results shall be divided by the number of Judges less two (2) and
	multiplied by six (6) for Technical Merit and by four (4) for Artistic Impression.
	Any penalty points being deducted thereafter.
	2. **Technical Routine** The result of the Technical routine is multiplied by:

0.35 (35%) if two competitions are held (Technical routine and Free routine)
or

0.25 (25%) if three competitions are held (Figures, Technical routine and Free
routine)

* 1. **Free Routine** The result of the Free routine is multiplied by:

0.65 (65%) if two competitions are held (Figure or Technical routine and Free
routine)

or

0.50 (50%) if three competitions are held (Figure, Technical routine and Free
routine).

717.1. The final result is determined by adding the results of the different
performed competitions;

Results shall be calculated as follows:

1. In events which includethree competitions-Figures, Technical routine
and Free routine - results shall be calculated according to the
percentages allocated to each event. Figures 25%, Technical routine
25%, Free routine 50%.
2. In events which include only Figures and Free routine, results shall be
calculated on the basis of:

Figures 35%, Free routine 65%.

1. In events which include only Technical routine and Free routine events,
results shall be calculated on the basis of:

Technical routine 35%, Free Routine 65%.

1. If they are equal as well, the figure score shall decide.
2. If they are equal as well, the highest award for a figure shall decide etc.
3. If in this way no decision is obtained, the figure competition, for those
involved in the tie score, shall be swum again. The Judges shall be the
same as for the original figure competition.

718 Penalties

1. **Figure Competition.** A two point penalty shall be deducted if:
2. a swimmer does not perform the announced figure, or if the figure does
not have the required elements. The assistant referee shall advise the
Judges and the competitor. The competitor shall have another
opportunity to perform the announced figure. If the swimmer makes
the same, or another mistake, there shall be a score of zero awarded
for the figure.
3. a swimmer stops voluntarily and asks to do the figure again;
4. Free or Technical Routine Competitions.
5. A one point penalty shall be deducted if;
6. the time limit often seconds for deck movements is exceeded;
7. the time limit for a routine is exceeded or not attained.
8. A two point penalty shall be deducted if:

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Synchronized Swimming/Diving/Plunging Technical Rules

1. a swimmer has made deliberate use of the bottom of the pool
during a routine;
2. a routine is interrupted by a competitor during deck movements
and a new start is allowed;
3. a swimmer has made deliberate use of the bottom of the pool
during a routine to assist one or more other swimmers.
4. **Disqualifications**
5. If one or more competitors stops swimming before completing a
routine, the routine will be disqualified unless the cessation Is
caused by circumstances beyond the control of the competitors.
The Referee shall allow the routine to be re-swum during the
competition.
6. Should the relevant time limit for a routine, set out in Technical
Rules 711.5.1, 711.5.2 or 711.5.3, be exceeded or not attained by
more than 30 seconds the routine will be disqualified. Any
allowance under Technical Rule 711.5.4 shall not be added to the
time limit for the purposes of this section.
7. **Technical Routine**
8. A two *(2}* point penalty shall be deducted from the Technical Merit
score for each required element omitted from a Technical Routine.
9. A one-half (0.51 point penalty shall be deducted from the Technical
Merit score for each part of a required element omitted from a
Technical Routine.
10. in case of disputes a video recording may be used for final decision by
the Referee.
11. In Team Competitions One half point shall be deducted from the total score
for each member less than eight (8).
12. In the event that the referee considers a costume does not conform to 711.9.
the competitor will not be permitted to compete until changing into an
appropriate costume.

TECHNICAL RULES OF DIVING

**Changes to the Technical Rules of Diving marked • normally come into effect from
1st September in each year, unless the ASA Committee decides on a different date.**

1. All Diving competitions held under the jurisdiction of the ASA and its Districts
shall be held under (a) appropriate parts of the FINA Rules of Diving (D4 et seq.},
(b) the ASA Judicial Laws (101 et seq.) and (c) the General Competition Laws of
the ASA (401 et seq,).
2. 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 marked • normally come into effect from
1st September in each year, unless the ASA Committee 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.

105

Plunging/Open Water Swimming Technical Rules

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.
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.
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.
4. In the championship or level contests, each competitor shall be allowed
three plunges, and the farthest shall win. In handicaps, the number of
plunges shall be fixed by the promoting club.

TECHNICAL RULES OF OPEN WATER SWIMMING

**Changes to the Technical Rules of Open Water marked • normally come into effect
from 1st May in each year, unless the ASA Committee decides on a different date.**

1001. All Open Water Swimming Events under the jurisdiction of the ASA shall be
held under the Technical Rules of Open Water Swimming, the ASA Judicial
Laws (101 et seq.), and ASA General Competition Laws.

1. **Definitions**
	1. Open water swimming shall be defined as any competition that takes place
	in a body of water such as rivers, lakes (natural or man made), canals or
	seas.
	2. Long distance swimming shall be defined as any competition in open
	water up to 25 kilometres.
	3. Marathon swimming shall be defined as any competition in open water
	events over 25 kilometres.
2. **Venue**
	1. The promoter shall be responsible for ensuring that:
		1. the proposed course is suitable for the event it is proposed to hold;
		2. 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;
		3. suitable accommodation for dope testing, when doping control is to
		be carried out, is provided, together with the provision of sufficient
		chaperones of each gender.
3. **Officials**

For all Open Water Swimming Competitions the minimum provision shall be:
a Referee;

an Assistant Referee;

Chief Timekeeper;

Timekeepers;

Finish Judges;
a Course and Safety Officer-

Race Judges;

Turn Judges;

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Open Water Swimming Technical Rules

1. record any infringement of the turn procedures and report as soon as
possible to the Referee.
2. THE COURSE AND SAFETY OFFICER shall:
3. be responsible to the referee for all aspects of safety related to the
conduct of the competition;
4. check that the course, with special regard to the start and finish areas,
is safe, suitable, and as free of obstructions as practicable and report
to the Referee;
5. 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;
6. be responsible for ensuring that sufficient escort/safety craft and
personnel are available during the competition so as to provide
adequate safety cover;
7. advise the referee if, in his opinion, conditions are unsuitable for
staging the competition and make recommendations for the
modification of the course or the manner in which the competition
is conducted;
8. be responsible to the referee for all medical aspects related to the
competition and competitors;
9. inform the local medical facilities of the nature of the competition
and ensure that any casualties can be evacuated to medical facilities
at the earliest opportunity;.
10. be responsible for the correct survey of the course and use Global
Positioning Systems when available;
11. ensure all course alteration points and turns are clearly and correctly
marked, as and when required, prior to the commencement of the
event;
12. where applicable inspect the course, checking the water
temperature and safety of the course prior to the competition and
report to the Assistant Referee at least fifteen minutes before the
commencement of the event.
13. THE RECORDER shall:
14. note withdrawals prior to and during the competition, and record
results of the competition.
15. Health and Safety

It shall be a general responsibility on all officials to report to the referee as soon as
possible if they see a swimmer leaving the water during the race or if they observe
any circumstance or occurrence which may place in jeopardy the health and safety
of any competitor or official.

*Note: this is in addition to any requirement under Laws 203 or206 which apply
to Open Water as appropriate.*

1. The Start
	1. All open water competitions shall take place under the one start rule, except
	that a swimmer who advances wholly or partially beyond the start line after
	the signal that the start is imminent has been given shall be disqualified upon
	completion of the race. Even if such a disqualification is declared before the
	start signal is given, the swimmers shall not be stood down but the start signal
	shall be given and the race shall proceed.

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Open Water Swimming Technical Rules

* 1. All Open Water competitions shall start with all competitors standing or
	treading water in a depth sufficient for them to commence swimming on
	the start signal.
	2. When the number of entries dictate the start shall be segregated in the
	Men's and Ladies' competitions. The Men's events shall always start
	before the Ladies' event.
	3. The start line shall be clearly defined.
	4. Competitors shall enter the water immediately, in numerical order, when
	their race number is called and shall remain at or behind the start line until
	the starting signal has been given.
	5. The referee shall indicate by a flag held upright and short blasts on a
	whistle when the start is imminent and indicate that the competition is
	under starter's orders by pointing the flag at the starter.
	6. The starter shall be positioned so as to be clearly visible to all competitors.
	7. The start signal shall be given visually by the lowering of a flag
	accompanied simultaneously by an audible signal.
	8. All escort/safety craft when used shall be stationed prior to the start so as
	not to interfere with any competitor and, if picking up swimmers, shall
	navigate in such a way as not to impede the field of swimmers.
	9. Although they may start together, in all other respects the Men's and
	Ladies' competitions shall be treated as separate events.
1. The Race
	1. All Open Water competitions shall be Freestyle events as defined by ASA
	Technical Rule 513.2.
	2. Swimmers shall swim in such a manner as to maintain a clearance from
	other swimmers. Race Judges shall instruct any swimmer who is, in their
	opinion, taking unfair advantage by pace or slipstreaming to move clear of
	another swimmer or escort/safety craft.
	3. Obstructing, interfering with or making intentional contact with another
	swimmer shall lead to disqualification whether made by a swimmer or his
	escort/safety craft. Fouling shall be dealt with in accordance with ASA
	Technical Rule 512.3.
	4. Escort/safety craft, if used, shall manoeuvre so as not to Impede or obstruct
	the view of any swimmer or any other escort/safety craft.
	5. Swimmers shall not receive support from any fixed or floating object and
	shall not intentionally touch or be touched by an escort/safety craft or crew
	within except that standing on the bottom during a race for the purpose of
	resting or for taking sustenance shall notdisqualify a swimmer but he shall
	not walk.
	6. No swimmer shall be permitted to use or wear any device which may be
	an aid to his speed, endurance or buoyancy. Goggles, one cap, nose clip
	and earplugs may be used. The wearing of wet suits is not permitted.
	7. Swimmers shall be allowed to use grease or other such substances
	providing these are not, in the opinion of the referee, excessive.
	8. The pacing of a swimmer by another person entering the water or by
	another escort/safety craft is not permitted.
	9. Coaching and the giving of instructions by the swimmer's representative is
	permitted.
	10. A cut-off time limit may be applied. After expiry of the designated time limit
	the referee may order any or all swimmers still on the course from the

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*Open Water Swimming Technical Ruies/Constitution Laws forASFGB*water. The referee may delegate this responsibility to the race Judges in
which case a specific time must be appointed after the first swimmer has
finished.

* 1. All swimmers shall have their competition numbers clearly displayed in
	waterproof ink on their upper back or arms.
	2. If used, each escort craft shall display the swimmer's race number so as to
	be easily seen from either side of the craft and shall also display the flag
	Alpha when the swimmer is in the water.

Note: Flag Alpha is a burgee of equal vertical blue and white halves.

1. **Disqualifications**

ASA Technical Rules 509.1 and 509.2 shall apply to open water competitions.

1. **lilegai Water Entry**

ASA Technical Rules 511.91 and 511.9.2 shall apply to open water competitions.

1. **Results**
	1. ASA Technical Rule 506 Determination of Race Results when Automatic
	Officiating Equipment is not used shall apply to open water competitions, as
	appropriate.
	2. ASA Technical Rule 507 Determination of Race Results when Automatic
	Officiating Equipment is used shall apply to open water competitions
	where Semi-Automatic Officiating Equipment is used, as appropriate.

CONSTITUTION FOR
THE AMATEUR SWIMMING
FEDERATION OF GREAT BRITAIN

1.0 Preamble

The Amateur Swimming Federation of Great Britain shall consist of the Amateur
Swimming Association (ASA), the Scottish Amateur Swimming Association
(SASA) and the Welsh Amateur Swimming Association (WASA).

2.0 The Committee:

1. The Amateur Swimming Federation of Great Britain shall be administered by
Committee {hereinafter called the Great Britain Committee).

to

1. The Committee shall consist of five representatives and the Hon. Treasurer of
the ASA, three representatives of the SASA and two representatives of the
WASA. The Committee shall elect its own Chairman annually from within its
own number and from the representatives of SASA, WASA and the ASA.
2. In each eight year period the Chairman shall rotate to provide England with one
Olympic year and one World Championship year. Scotland and Wales will share
one Olympic year and one World Championship year.
3. OG E
4. W
5. WC E
6. E
7. OG S
8. E
9. WC W
10. S
11. OG E

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*Constitution Laws forASFGB*

1. The Chairman shall have a deliberative and a casting vote.
2. The Hon. Treasurer shall be the Hon. Treasurer of the ASA and the Secretary of
the Committee, without power to vote, shall be the Chief Executive of the ASA.
Five members, who must include at least one representative of each country
shall form a quorum.
3. If any representative is unable to attend a meeting the constituent country may
appoint a substitute.
4. The Officers shall be ex-officio members of all committees and sub-committees
which may be appointed.
5. For all GB home fixtures the Chairman of the GB Committee shall preside
supported by the President of the host country Association. Where GB is
participating in any overseas event the GB Chairman, if present, shall be the
official representative of the Federation. In any emergency the Officers of the
Committee shall have power to act and their decisions shall take immediate
effect until the next Committee meeting.

3.0 Duties

1. The Committee shall meet annually on the second Friday and/or Saturday in
November and the Secretary shall circulate the agenda fourteen days before.
They shall also meet at such other times and venues as may be deemed
necessary by a majority of the Committee members.

The Committee shall:

1. affiliate to Federation Internationale de Natation Amateur (FINA) and Ligue
Europeenne de Natation (LEN);
2. determine policies for the future development of the four major aspects of the
sport as far as Great Britain is concerned for participation in the events named
in 3.4.
3. arrange for the participation of Great Britain in the following events in
Swimming, Water Polo, Diving and Synchronized Swimming:
4. World Championships and events promoted by FINA;
5. Olympic Games;
6. European Championships and other events promoted by LEN;
7. such other events as may from time to time be mutually agreed, provided
that where GB fixtures are arranged on a home and away basis, the
participation of all three countries is agreed for the return fixture or fixtures.
8. A constituent country may withdraw from participation in any event above
provided notice is given by 1st November of the year prior to the competition.
The reason for withdrawal shall be confidential to that country, but entry as
Great Britain shall remain.
9. Arrange such Great Britain competitionsand events as may be mutually agreed
by the three constituent countries.
10. Appoint a Technical Committee for each of the four disciplines of the sport.
Masters and Open Water Swimming. The composition, powers and duties of
the Technical Committees are shown as an appendix to this Constitution.
11. Receive the ASA nomination to the Congresses of the FINA and the LEN and
similarly the joint nomination of the SASA and WASA. In the latter case, failing
agreement, the Committee shall make the appointment. The expenses of these
appointees shall be borne by the ASA for its nominee and shared equally by the
WASA and SASA for their joint nominee.

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Constitution Laws forASFGB

1. Discuss agendas of meetings of the Congresses of the FINAand of the LEN and
to give guidance to the British representatives as to the attitude to be adopted
on any proposals.
2. Suggest appointments for FINA and LEN Committees from nominations made
by the constituent Associations, and approve any appointments made.
3. Appoint from recommendations submitted by the Technical Committees all
officials as may be requested by FINA and LEN for their official lists and for
nominations as may be required.
4. Approve the promotion of FINA, LEN and GB events. Each country may present
by 1st July its suggestions for GB promotions and estimates of costs for such
promotions within their country. The GB Committee will be responsible for
financing the events. Any profit or loss on the promotions shall be shared by
each country according to the committee representation;
5. Appoint at least two persons to attend the LEN Calendar Conference for Great
Britain affairs and such other members as each constituent Association deem
necessary. All the foregoing shall be included in the GB delegation.
6. Deal with any matter which may be considered by the constituent Associations
to be of *mutual interest and concern and which has been referred to* the
Committee, provided always that unless and until specifically adopted by all
three Associations (other than in cases where authority to give a binding
decision has been given beforehand in writing to the Committee by all three
Associations) no decision on matters other than outlined in the duties of the
Committee shall be binding on any Association.

4.0 Records

The Secretary shall deal with all applications for British Native Amateur Records.
Applications are to be forwarded to the Secretary within 21 days of their approval
by the appropriate constituent Association.

5.0 Finance;

1. Each country shall pay the entire expenses of their own delegates to meetings.
2. The annual expenses of the Chairman in a pre-arranged budget shall be met by
the constituent countries according to Committee representation.
* 5.3 The costs of GB shall be shared by the constituent members on a formula

mutually agreed between the parties.

1. Accounts shall be kept by the Hon. Treasurer who shall produce an Income and
Expenditure Account and Balance Sheet duly audited within one month of the
year end, 30th September each year.
2. The Hon. Treasurer shall report the current financial position of the Federation
to each meeting of the Committee.
3. "The Funds" shall be applied to the furtherance of the purposes of the
Federation, or for any charitable purpose. In the event of dissolution the funds
*remaining shall be divided between the member* Associations pro-rata their
Committee membership.

6.0 Swimming and Trust Funds

Any financial advantage accruing to a swimmer from his athletic fame or
competitive results shall be paid into a swimming fund, or legally established trust
fund, administered by the Hon. Treasurer of the constituent Association who will
also pay all legitimate claims from the fund.

* 7.0 Notice of Amendment

Notice of amendment to the Constitution may be made by any of the constituent
members as defined in paragraph 1.0

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Constitution Laws forASFGB/Technical Committees

Notice of amendment shall be made in writing and submitted to the Secretary
(Chief Executive) giving not less than 60 days notice before consideration by the
constituent members.

8.0 Correspondence

The Secretary shall keep the secretaries of the constituent countries fully informed
as to all matters concerning their members.

9.0 Disciplinary Procedure

The disciplinary procedures are published in a separate booklet available on
request from the Secretary.

10.0 Doping Control Laws

GB considers that the use or administration of substances and methods
contained in the List of Prohibited Classes of Substances and Prohibited
Methods published from time to time by the International Olympic Committee
(together with any FINA modifications thereto) generally known as doping may
be contrary to the ethics of sport.

1. GB shall within its jurisdiction be the body responsible for regulating,
maintaining and enforcing doping control in the sport of swimming, open
water swimming, diving, masters swimming, synchronized swimming and
water polo.
2. GB Committee may adopt (and from time to time amend) and publish Doping
Control Laws.

TECHNICAL COMMITTEES

TERMS OF REFERENCE

1.0 Constitution

1. There shall be Technical Committees for Swimming, Open Water Swimming,
Diving, Water Polo, Synchronized Swimming, and Masters.1.1 There shall be
Technical Committees for Swimming, Open Water Swimming, Diving, Water
Polo, Synchronized Swimming, and Masters.
2. The Technical Committees shall each consist of 5 representatives appointed by
the three Constituent Associations with England having 3 representatives,
Scotland 1 and Wales 1.

The Technical Committees shall be appointed annually and their term of office
shall run from 1 st March - 28th February.

1. Four representatives shall form a quorum. At least two countries must be
represented.
2. If any representative is unable to attend a meeting, the constituent country may
appoint a substitute.
3. The Officers of the Federation, i.e. Chairman, Secretary and Hon. Treasurer
shall be ex-officio members of each Committee.
4. The appointment of Committee members shall be from 1st March to 28th
February each year.
5. The Committees shall meet at such times as approved by the GB Committee.
**2.0 Powers**

The Committees shall have power to:

1. appoint from among themselves at the first meeting of each year a Chairman.
The order of rotation to be ASA, SASA, ASA, WASA.

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Technical Committees/Guidelines

1. appoint from among themselves at the first meeting an Hon. Secretary. If this
is impossible the Committee may nominate an Hon. Secretary from outside the
Committee who shall be a 'non *voting' member. The Hon. Secretary* shall:
2. arrange meetings subject to the agreement of the GB Committee, prepare
minutes of all meetings and submit same to the GB Committee;
3. on behalf of the Technical Committee, deal with all administrative matters
connected with their discipline;
	1. recommend any Technical Officials to 'home internationals';
	2. select such Great Britain training squads as may be required by the GB
	Committee.

3.0 Duties

The Committee shall carry out the following duties:

1. Liaise with the appropriate Technical Committees of the three constituent
Associations with particular reference to the ongoing calendar of fixtures and
training dates.
2. Advise the GB Committee on any matters relating to their own discipline,
including recommendations for possible competitions.
3. Prepare and submit a 5 year programme and budget for competition and
training within their own discipline.
4. Recommend team officials for all Great Britain teams.
5. Recommend to the GB Committee nominations of LEN and FINA Technical
Officials from recommendations received from the constituent Associations.
6. Consider all GB Technical and Team Managers' reports and submit
recommendations arising therefrom to the GB Committee.
7. Advise the GB Committee on the selection of teams to represent Great Britain
and, if authorised, make such selections.
8. Liaise with any Management Committee appointed to organise any GB event
staged at home and where appropriate, nominate a representative to that
Management Committee.
9. Deal with such other matters as may be decided from time to time by the GB
Committee

GUIDELINES FOR COMPETITIONS

 APPENDIX D

WARM-UPS AND SWIM-DOWNS

This information is published by the ASA to remind officials and swimmers of ASA Law
concerning warm-ups and swim-downs and pre-com petition training. It should be read
in conjunction with the ASA Safety Law - Prompt Cards for the different discipline. It
also provides guidance for them on the implementation of these laws.

1. The Promoter

The Promoter should comply with the requirements of the ASA Safety Laws Prompt
Card for the Promoter of the relevant discipline.

1. The Referee

The Referee should comply with the requirements of the ASA Safety Laws Prompt
Card for the Referee of the relevant discipline.

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Guidelines

**(d**

The Announcer

The Announcer should comply with the requirements of the ASA Safety Laws
Prompt Card for the Announcer of the relevant discipline.

**Persons Responsible for Warm-ups and Swim Downs or Pre-Competition Training**The persons Responsible for Warm-ups and Swim Downs or Pre-Competition
Training should, depending on the discipline concerned, comply with the
requirements of the ASA Safety Laws Prompt Card for either the Steward, Clerk of
the Course or Team Manager/Coach / Captain of the relevant discipline.

Guidance for Warm-Ups and Swim Downs

The following guidance is given by the ASA to all officials concerned with warm-up
and swim-down sessions. It is recommended that:

(a} a minimum of three warm-up and swim-down stewards be appointed per pool
- one of which should be designated the Chief Steward. However the number
of Stewards may be dictated by the size, shape and style of the pool and the
Pool Operator may have guidelines; at major events, there should be one
steward per lane.

1. in determining the number of swimmers to be permitted in each lane, due
consideration be given to the swimmers (total number, age range, ability range)
and to the facilities (number and length of lanes); where there is any doubt
about numbers officials should err on the side of caution.
2. to avoid overcrowding, the warm-up be split on a male/female basis or (in Age-
Group or Masters Meets) on a "lanes for ages" basis.
3. adequate time should be planned for *a safe* warm-up.
4. diving into the pool be strictly prohibited, other than in strictly-controlled
"sprint" or "take-over" lanes; ref ASA Safety Laws - Prompt Card.
5. entry into lanes be permitted only at one end, other than in strictly-controlled
"sprint” or “take-over” lanes; a physical barrier should be placed at the lane end
where entry is not permitted;
6. for general warm-up purposes, odd-numbered lanes be designated for
clockwise swimming and even-numbered lanes for anti-clockwise swimming;
signs to indicate this should be placed at each lane entry point;
7. designated and strictly-controlled one-way "sprint", for backstroke "push-off"
and for "take-over" be made available for at least 15 minutes of a warm-up
session; these should be located at the end (or ends) of the pool where these
skills be used in the competition;

(i| whenever practical and desirable "pace" and "stroke" lanes be made available
for at least the last fifteen minutes of the warm-up session, with place clock(s)
available for at least the last fifteen minutes of the warm-up session, with place
clock(s) available throughout the entire session;

(j) warm-up and/or swim-down Stewards be reminded that they have the authority
to remove any swimmer who ignores signs or instructions, or who places
himself/herself or others in danger;

(k) each Steward be equipped with a whistle;

1. the public address system be available to the Chief Steward to control the
warm-up and/or swim-down session;

(m) Stewards check that warm-up and swim-down facilities are used exclusively for
these, respective purposes.

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Guidelines

APPENDIX E

SECONDARY CARD SYSTEM

The major problem it presents is to those spectators who do not know the swimmers
on sight. Good clear announcing, start lists and printing and potentially improved
presentation devices {moving message displays etc) can help with presentation.
The rules for secondary entry, however, are often not clearly defined, understood and
most importantly implemented sympathetically in the best interests of the swimmer.

**Secondary Entry Rules**

Meet Organisers must determine an appropriate lead time for secondary entry. It could
be overnight,but this should never be less than 30 minutes and then a universal and
*mandatory statement* is required-30 minutes, 45 minutes, 60 minutes before the first
race so that there is something unambiguous, reasonable and achievable by everyone
- swimmers, coaches, parents and back-room staff.

1. Secondary entry is by posting the competitor card, appropriate to the race and
session, into the box provided no later than the stipulated time.
2. Failure to make this secondary entry within the stipulated time will cancel the
swimmer's right to compete in the event. Any deviation from this condition may
*only be at* the discretion of the referee for the session in question.

**Guidelines for back-room staff**

It is fine to make rules - it is not always in the best interests of the sport or the swimmers
to apply them to the exclusion of common sense. It is suggested that:

1. Late arrivals be accepted if the heats starts list for an event has not been processed
to the point where it is unreasonable to rework the event.
2. Late arrivals be added to empty lanes in first heats, while they are available.
3. Sympathy for late arrivals be high and be influenced by time available to back-room
staff to make the necessary changes, impact on the meet presentation (real), and
impact on other swimmers.

The Meet Organiser must ensure that everything is in place to handle the secondary
entry. This includes:

1. Card posting boxes

**o**

Computer systems up and ready to go

f) Photocopiers warmed up, with toner and paper



The referee or his appointed delegate available to resolve any issues.

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AMATEUR SWIMMING ASSOCIATION

**CERTIFICATE**

OF PERMANENT

This is to certify that

prms/legs

rms/legs

suffers from a permanent disability that pr<v

swimming the following strokes:

Valid for

Signed

Date

from complying with ASA Law whilst

(\*delete as appropriate}

On behalf of the ASA Medical Advisory Committee

This certificate is issued with reference to ASA Law 508.3. "A permanently disabled swimmer shall not be disqual-
ified in a competition in a case where his disability prevents him from complying with the rules of a particular
stroke, provided that the disability has been notified to the Referee by the swimmer or his representative before the
race takes place. Notification should be by a Medical Certificate issued by the ASA Medical Advisory Committee."

PLEASE ENSURE THAT THIS CERTIFICATE IS AVAILABLE FOR PRESENTATION TO THE
REFEREE AT ALL COMPETITIONS.

NOT TO BE USED FOR DISABLED GALAS

ASA

CERTIFICATE OF PERMANENT DISABILITY

A number of swimmers have physical or mental handicaps which may prevent them from competing against
able bodied competitors. It is intended that by instigating medical certification scheme, this will ensure that dis-
abled competitors do not get penalised for performing the stroke incorrectly due to their disability.

In no way is the medical certificate planned to affect the disability gradings of disabled swimmers in disabled
sports.

The introduction of the certificate will take the responsibility of recognising a disability away from the Referee,
who is not expected to have any medical qualification, thus ensuring that the disabled swimmer is not
penalised; or on other occasions to prevent a swimmer who has a faulty stroke and is not disabled, claiming a
disability.

Certification will only be given to swimmers with a permanent disability, not to swimmers suffering from a
short term incapacity.

To obtain a certificate, a swimmer should apply to the Secretary of the Medical Advisory Committee {address
below}, with a record of the problem and accompanied by proof of the disability. Only certificates issued by the
ASA Medical Advisory Committee are valid.

Secretary ASA Medical Advisory Comminee
Dr D J Hunt, The White House, Main Road, Morton, Alfreton, Derbyshire DESS 6HH
Tel:01773 872865 Fax: 01773 590979

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REGULATIONS FOR NATIONAL
REGISTRATION

1. *National Registration of competitors* will run from 1st Jan to 31st Dec each year.
	1. Aform must be submitted for every club member who wishes to take part in the following areas of com-
	petition:

ASA National Championships and Competitions:
ASA District Championships and Competitions:
County Association Championships and Competitions:\*

Open meets:\*\*

Swimming Leagues which culminate in a National final:

All Water Polo Leagues:

\*lnciuded in this category are some local associations as agreed by the relevant District <i.e. local associ-
ations in the Northern Counties)

\*\* Low level open meets which are restricted to a local area may apply to the ASA Registrar for exemp-
tion for their swimmers from registration. Exemption will be on an annual basis. Details of the applica-
tion for exemption can be obtained from the Registrar.

1. Completing the Forms
	1. All correspondence will normally be sent to the Club Secretary. A club may, however, delegate the
	responsibility for registering members to another club official, thereafter known as the Registration
	Officer. The name and address of this person should be sent to the Registrar and all correspondence
	regarding registration and membership will then be sent to that person.
	2. Section A of the form should be signed by the club member to indicate that the details are correct.
	3. The Club Secretary/Registration Officer should sign Section B
	4. If the competitor is under 16 years of age, Section C must be signed by the parent or guardian.
	5. Competitors belonging to only one club should complete the Single Club Registration Form.
	Competitors belonging to more than one club should complete a Multi Club Registration Form.
	6. The Multi Club Registration Form. All clubs of which a swimmer is a member must be listed in
	Section B, *clubs* must be *listed* in *chronological Idate of ioinina) order,* with the club of which the swim-
	mer hasthe longest unbroken membership as Club 1 following in order through other memberships. Each
	club membership listed in Section B must be signed by the relevant Club Secretary/Registration Officer.
	A swimmer who belongs to more than one club may select the club which he wishes to be recorded in
	the Ranking Lists by ticking the relevant box under the heading Ranked Club on the multi-club form. If no
	selection is made this will default to the club listed as Club 1.

The multi club form also contains the opportunity for swimmers to elect to be Dual Recognised (see 6)

* 1. The relevant ASA membership fee must be paid as required. Competitors with Category One mem-
	bership who wish to register after the club has made its annual membership fee return, may upgrade to
	Category Two, Three or Four (depending on age) at no further cost.
	2. Competitors who are already registered and wish to add another club to their registration should
	complete a Multi Club Registration Form.
	3. The white bottom copy of the form should be kept by the club for reference.
	4. When the forms have been processed a printout will be sent to the Club Secretary/Registration
	Officer containing the details of those members that have been registered and a membership card for
	each member. The card will list the competitor's name, and registration number, together with a list of
	*all clubs of which* he *is a member.*
	5. If any of the details returned are incorrect, the Club Secretary/Registration Officer should contact
	the Registration Office WITHIN 14 DAYS, or else the information is considered correct. A duplicate print-
	out is enclosed for this purpose.
	6. Any forms that are submitted and which are deemed incorrector incomplete will be returned. Multi
	Club Registration Forms will be returned to the Club Secretary/Registration Officer of Club 1. A COM-
	PETITOR IS NOT CONSIDERED AS REGISTERED UNTIL A CORRECT FORM HAS BEEN SUBMITTED AND
	RECEIVED.
	7. If a swimmer wishes to add a club to his original registration. AS LONG AS IT DOES NOT ALTER
	THE ORDER OF CLUBS FOR FIRST CLAIM PURPOSES, it is not necessary for the Secretary of the origi-
	nal club to sign the multi-club form.
1. Resignation Forms
	1. A competitor wishing to resign from one club in order to join another club must complete a resig-
	nation form.
	2. The resignation form is a three part form. The green top copy must be sent to the ASA office
	(together with the new registration form if ioinina a new club), the pink copy must be sent to the club from

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*Regulations for National Registration*

which the competitor is resigning and the white copy should be retained by the club which the swimmer
is joining.

* 1. The responsibility for making sure that these forms have been completed and despatched is with
	the Club Secretary/Registration Officer of the club that the competitor is joining,
	2. Acompetitorwishing to alter the order of his club memberships must do this by a process of resign-
	ing and re-joining. Re-joining a club is obviously subject to the agreement of the club concerned.
1. Annual Renewals
	1. At the beginning of each year Club Secretaries/Registration Officers will receive;
	(al a printout, in duplicate, of those competitors registered as Club 1,

(bl a printout, in duplicate, of those competitors registered as other than Club 1,

(c) registration cards for the new year forthose competitors registered as Club 1.

* 1. The cards for those competitors who do not wish to renew their registration should be returned to
	the Registration Office.
	2. The namesof any competitors who do not wish to renew their registration should be deleted from the
	printouts.
	3. One copy of the corrected printouts and the unwanted cards, together with the relevant member-
	ship fees for each competitor remaining on the printout of those competitors registered as Club 1, should
	be returned to the Registration Office by 31st March. The second copy of the printout should be retained
	for reference.
	4. Up to date lists of registered competitors will be sent to each club as soon as the renewals have been
	processed.
1. Registrations for January 1st
	1. Club members who:

(al are not currently registered, but need to be registered for events held during the period January - March
or

(bl are registered but wish to change to change the order of their clubs before 1st January
should submittheir registration forms to the ASA Registration office before 1st December in the preced-
ing year. This Is in order that their details are included on the annual membership lists sent to clubs in
January and that the relevant membership fee can be paid.

* 1. Only in exceptional circumstances will any forms be accepted during December.
1. Dual Recognition
Principles
	1. The Dual Recognition status will be formally notified by the swimmer to the ASA, by the use of the
	relevant form.
	2. A swimmer may nominate two clubs for dual recognition, but he must be a registered member of
	both.
	3. The dual recognition database will hold details of swimmers from Scotland and Wales
	4. Dual recognition is only the cosmetic appearance in programmes, result sheets or ranking lists of
	two clubs

against the name of one swimmer, it does not have any impact, for example, on points scoring in the
event.

* 1. Dual recognition presentation will apply to the National Ranking System and to all National
	Championships,

including GB Club Team Championships.

* 1. The ASA encourage, but will not Impose presentation of Dual Recognition status onto the organis-
	ers of

County, District, Designated and like meets.

* 1. In order to limit the risk of inconsistencies or omissions. Dual Recognition status will be maintained
	on the

registration computer database by the ASA office.

* 1. For Meet Organisation the swimmer will enter in the name of the club for which they will be scoring
	points

(if any). This means that a swimmer does not have to fill in dual recognition on an entry form.

* 1. Theorder in which the clubs are shown on a programme or results sheet is determined by the swimmers
	entry to the meet. The club under which the swimmer has entered the meet isthe club listed first. For purposes
	of the National Ranking lists the club listed first is the club which has been designated by the swimmer as their
	ranked club, if there is no designation the club with the longest unbroken membership isthe ranked club.
	2. The recording of the dual clubs in the database will NOT identify relative status of the organisa-
	tions involved i.e. longest unbroken membership/lst claim.

METHOD

* 1. The Dual recognition information will be part of the database of the Registration system. The dual
	recognition identification in the database will be by recording a Y(es) status against only 2 of the swim-
	mers registered clubs. This Y status cannot be applied to 1,3,4 or 5 clubs.
1. Recording of Dual recognition will be via a modified version of the ASA registration form for

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Perkins Slade

THE A. S. A. OFFICIAL
INSURANCE BROKER

THINKING INSURANCE?

THINK A.S.A. INSURANCE!

The *AMATEUR SWIMMJNG ASSOCIATION* now provide all your
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and sports equipment — are these worth insuring ?

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cost you?

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For proposals and information documents, contact: —

Perkins Slade Ltd

Elizabeth House

22 Suffolk Street Queensway

Birmingham Bl ILS

Telephone: 0121 698 8050

Fax: 01216431360

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*Regulations for the Payment of Expenses by the ASA*

REGULATIONS FOR THE PAYMENT OF
EXPENSES BY THE ASA

The payment of expenses shall be subject to the authorisation of the person responsi-
ble for the finances of the activity, hereafter referred to as the designated officer.

The ASA require that all claims submitted are accompanied by receipts showing the
payment, and where appropriate, any VAT with a VAT registration number. **(For this
purpose Switch and credit card slips are not acceptable.)** Claims submitted without
receipts may result in a delay in payment. However, for amounts under £5whilst desir-
able to submit receipts, it is recognised that this is not always practicable.

For the guidance of members, the following expenses shall normally be considered for
payment:

**Rail Travel and** Public **Road Transport -** standard fare or concessionary fares that are
available and suitable.

Taxis-actual fare, provided that reasonable public transport is not available.
**Air Travel -** Economy class or lowest prevailing fares available.

**Private Car -** 18p per mile, calculated over the shortest practicable route. (The ASA
may, at time to time, review this rate.)

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 ASA office or a designated officer. Payment of expenses shall be against
actual costs incurred. Normal reimbursement of payment up to £20 is payable for an
evening meal.

**Expenses claimed in excess of these guidelines must contain a note explaining the rea-
son for the difference together with a bona fide receipt.**

The ASA may, at its discretion, authorise the payment of expenses in excess of the
scales above. No duplication of expenses is permitted.

When anyone travels outside Great Britain, at the behest of, or under the control of the
ASA, the travel arrangements will be made and paid for by the ASA.

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*ASA Trophies*

ASA TROPHIES

*REGULATIONS FOR CONTROL OF ASA TROPHIES*

1. All trophies belonging to the ASA are perpetual trophies.
2. They shall be kept at the Headquarters of the Association under the control of the Chief Executive of the
ASA, except when their removal has been authorised by the Chief Executive under these regulations.
3. They shall be insured by the ASA against loss and damage when at the Headquarters of the ASA, under
the control of the Trophies Controller or in the possession of the authorised holder.
4. Chief Executive of the ASAshall deliver a trophy out of hiscontrol to theTrophies Controller upon request
from him and then shall be absolved from further responsibility for it until it is returned to the
Headquarters.
5. The Trophies Controller shall ask for a trophy to be released to him at such time before its presentation
to the new holder as shall enable him to deliver it to ths place of presentation by the appointed time. He
shall be responsible for its secure transportation to, and storage at, the place of presentation until it has
been presented to the new holder and the necessary receipt and undertaking received.
6. The holder shall be entitled to hold a trophy from the time of its presentation until 1st April of the follow-
ing year or such other date as shall be fixed by the Trophies Controller. He shall give a receipt for the tro-
phy and an undertaking that reasonable care will be taken of it and that it will be returned carriage paid
to either the Trophies Controller or the Chief Executive of the ASA, as he may be directed, when called
upon by the Trophies Controller. The receipt and undertaking shall be signed:
7. by the holder, if he is an individual of 18 years or over;
8. by an approved official of a club or association if the holder is the club or association;
9. by the parent or guardian of the holder, or by an approved official of his club, if the holder is an
individual under 18 years of age.
10. The holder shall retain the trophy in his possession at a place or places agreed with the Trophies Controller
from the date of its formal delivery to him until he returns it to the ASA It may not betaken out of England
unless and until a guarantee and indemnity is provided by a permanent resident of England, approved by
the Trophies Controller.
11. The Trophies Controller shall arrange for the names of the winners to be engraved upon the trophies at
the expense of the ASA

*ALLOCATION OF TROPHIES*

1. The allocation of trophies to competitions shall be decided by the ASA Committee after consideration of

the known wishes of, and, where possible, consultation with the donor.

Hon Trophies Controller - H. Young, 2 Knox Close, Harrogate HG1 3EG.

***SCHEDULE OF TROPHIES***

|  |  |  |
| --- | --- | --- |
| ***No.*** | ***Championship or Competition*** | ***Donor*** |
| **1** | **100 metres Freestyle (Men)** | **Otter S.C.** |
| **2** | **100 metres Freestyle (Women)** | **Ravensbourne S.C.** |
| **3** | **100 metres Freestyle (Boys)** | **The Sporting Record** |
| **4** | **100 metres Freestyle (Girls)** | **Jantzen Knitting Mills Ltd.** |
| **5** | **200 metres Freestyle (Men)** | **G.H. Rope (The Late)** |
| **6** | **200 metres Freestyle (Women)** | **Amateur Swimming Association (Pragnell Memorial Trophy)** |
| **7** | **200 metres Freestyle (Boys)** | **J.A. Tyres (Otter Trophy)** |
| **8** | **200 metres Freestyle (Girls)** | **W.J.Grant (Etobicoke Memorial A.C. Trophy)** |
| **9** | **400 metres Freestyle (Men)** | **Horace Davenport (The Late)** |
| **10** | **400 metres Freestyle (Women)** | **Fedn. Francaisede Natation (Paris Trophy)** |
| **11** | **1,500 metres Freestyle (Boys)** | **Surbiton S.C.** |
| **12** | **800 metres Freestyle (Women)** | **Western Counties ASA (Brig.G. de V. Welchman MemorialTrophy)** |
| **13** | **1,500 metres Freestyle (Men)** | **Horace Davenport (The Late)** |
| **14** | **Long Distance (Men)** | **W.J.Innes (The Late)** |
| **15** | **Long Distance (Women)** | **Clarence C. Hatry (The Late)** |
| **16** | **100 metres Backstroke (Men)** | **Henry Dixon, President ASA 1960 (The Late)** |
| **17** | **100 metres Backstroke (Women)** | **Nottingham Sportsmen (Jeans Trophy)** |
| **18** | **100 metres Backstroke (Boys)** | **Past Hon. Auditors ASA (S.R.Drinkwater (The Late) andW.H.Dalby (The Late))** |
| **19** | **100 metres Backstroke (Girls)** | **Beckenham Ladies S.C. (Mrs. A.M. Austin Memorial Trophy)** |
| **20** | **200 metres Backstroke (Men)** | **J.T.Hinks (The Late)** |
| **21** | **200 metres Backstroke (Women)** | **Horlicks Ltd.** |

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*ASA
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*Trophies*

100 metres Breaststroke (Men)
100 metres Breaststroke (Women)
100 metres Breaststroke (Boys)
100 metres Breaststroke (Girls)
200 metres Breaststroke (Men)
200 metres Breaststroke (Women)
100 metres Butterfly

100 metres Butterfly (Women)
100 metres Butterfly (Boys)
100 metres Butterfly (Girls)
200 metres Butterfly (Men)
200 metres Butterfly (Women)

200 metres Individual Medley (Men)
200 metres Individual Medley
(Women)

200 metres Individual Medley (Boys)
200 metres Individual Medley (Girls)
400 metres Individual Medley (Men)
400 metres Individual Medley
(Women)
Club Freestyle Team (Men)
Club Freestyle Team (Women)
Club Medley Team (Men)
Club Medley Team (Women)
Club Water Polo

Club Junior Water Polo
Boys Water Polo
County Water Polo Preliminary
County Junior Water Polo
Inter District Water Polo
High Diving (Men)
High Diving (Women)
Springboard Diving (Men)
Springboard Diving (Women)

Northern Counties ASA (Fred Collier Memorial Trophy)
Heston S.C. (George Fryer Memorial Trophy)
Wandsworth S.C. (Evershed Memorial Trophy)
Horace Davenport (The Late)

Dr. Morgan Dockerill
F.R. Edwards (The Late)

Northumberland & Durham Counties ASA (John G. Hatfield
Memorial Trophy)

Dolphex Knitting Mills
British Broadcasting Corporation (Six Nations Trophy)
Kingston Ladies S.C.
Otter S.C.

ASA Midland District (S.R. Drinkwater Memorial Trophy)
ASA (Gregory Matveieff Memorial Trophy)

ASA Midland District (Florence Wightman Memorial Trophy)
Nottinghamshire ASA (K.B. Martin Trophy)
Mrs.H.Spencer

Sans Egal S.C.

S.T. Hurst

Webb Memorial Committee (Capt. Webb Memorial Trophy)
Croydon Ladies S.C.

Mrs. A. Derbyshire (R. Derbyshire Memorial Trophy)
Sir. G. Pragnell (The Late)

Ravensbourne S.C.

One Metre Springboard Diving (Men) P. Desjardins

Derbyshire ASA (Swain Memorial Trophy)
W.J. Read (The Late)

E. Wright (The Late) (Lovely Competition Memorial Trophy)
Southport S.C. (Charlie Smith Memorial Trophy)

Surrey County W.P. & S.A. (E. Harding Payne Trophy)
A. St. P. Cufflin (The Late)
Amateur Diving Association
Amateur Diving Association

Amateur Diving Association (Darnell Memorial Cup)

One Metre Springboard Diving
(Women)

Boys Springboard Diving
Girls Springboard Diving
Boys High Diving
Girls High Diving
National Age Group Competition
(Diving)
Swimmer of the Year
Diver of the Year
Henry Benjamin National Memorial
Trophy
Harold Fern National Trophy
Aggregate Diving (Men)
Inter Services Championship
National Synchronized Swimming
Solo Championship
200 metres Backstroke (Girls)
200 metres Breaststroke (Girls)
400 metres Individual Medley (Girls)
Aggregate Diving —Women
The Redwood Trophy
Synchronized Team

Miss C. Welch

Various Friends (TonyTurnerTrophy)
Metropolitan School of Diving (R.G. Robinson Trophy)
Amateur Diving Association

Amateur Swimming Association (Gregory Matveieff Memorial
Trophy)

Dawdon S.C. (Dawdon Trophy)

ASA District Associations (T.M. Yeaden Memorial Trophy)
Swimming Times Ltd. (George Hearn Memorial Cup)
ASA District Associations (Top Club National Championships)
Aid. H.E.Fern, C.B.E.J.P. (The Late) (Top Club British
Championships)

Various Friends (G. Melville Clark National Memorial Trophy)
W.A.H. Buller (The Late)

Miss H. Elkington (Helen Elkington Trophy)

Geo. D. Jones Memorial Trophy

Kent County ASA (E.W. Keighley Trophy)
Mrs. V.S.Stanhope-Palmer (The Francis Hill-Cole Trophy)
Various Friends (The Belle White National Memorial Trophy)
A.A.U.of the L).S.A.

The Mackeson Trophy

ASA Trophies

|  |  |  |
| --- | --- | --- |
| **73** | **The Swimming Times WaterPolo Award** | **The Swimming Times Ltd.** |
| **74** | **400 metres Individual Medley (Boys)** | **St. James' S.C. (The St. James' S.C. Trophy)** |
| **75** | **Esso Inter-County Trophy** | **Esso Petroleum Co. Ltd.** |
| **78** | **Awarded at the National** | **Bill Juba (The Late)** |
|  | **Championships by TheSwimming Writers Club to theswimmer whose performancethey adjudge to be the best** | **(Bill Juba Trophy)** |
| **79** | **5 Nations Synchro Trophy** | **The Swimming Times Ltd.** |
| **80** | **Senior Routine Scores at NationalChampionships (Synchro)** | **The Holland Family (The Holland Trophy)** |
| **81** | **800 metres Freestyle (Girls)** | **Borough of Brent S.C. (C.P. Parkin Trophy)** |
| **82** | **200 metres Breaststroke (Boys)** | **Amateur Swimming Association (Edgar E. Warner Trophy)** |
| **83** | **The Synchronized 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** | **Various Friends (Alan Hime Memorial Trophy)** |

**the National Winter Championships**

|  |  |  |
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| **86** | **Junior Solo at the NationalSynchronized Championships** | **Mrs. Y.M. Price** |
| **87** | **Outstanding Male Swimmer at** | **Various Friends (Alan Hime Memorial Trophy)** |
|  | **the National Winter Championships** |
| **88** | **Duet Synchronized Champions** | **Mr. R.A.Spencer (The SpencerTrophy)** |
| **89** | **50m Freestyle Short Course (Girls)** | **Western Counties (Ray Clash Trophy)** |
| **90** | **Inter District Synchronized** |  |
|  | **Competition** | **Amateur Swimming Association** |
| **91** | **15/16 Solo event at the NationalSynchro Age Group Competitions** | **Mrs. S. Vickerman (Mollie Gledhill Memorial Trophy)** |
| **92** | **Solo Technical Routine At NationalChampionships (Synchro)** | **Mrs. M. Lushington (Colin Lushington Trophy)** |
| **93** | **Best swimmer at the National WinterChampionships** | **British Swimming Writers Club (Pat Besford Memorial Trophy)** |
| **94** | **Boys 400m Freestyle** | **Mrs Alys Benny (The David Benny Trophy)** |
| **95** | **Mens 50m Freestyle (SC)** | **MrV. 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 NationalChampionships (Synchro)** | **Shacklock Family (The Shacklock Trophy)** |
| **99** | **200m Butterfly (Girls)** | **Redder Family (PedderTrophy)** |
| **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** | **I.S.T.C. Trophy** |
| **108** | **For Services to SynchronizedSwimming** | **Mary Black (The Mary BlackTrophy)** |
| **109** | **For Endeavour (Synchro)** | **The Yates Family (The Gemma Yates Trophy)** |

**The Presidential Badge and Chain are in the possession of the President of the Association.**

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ASA Trophies

 ***"THE HAROLD FERN AWARD"***

 *Trustees:* M. W, Beard; A. H. Turner O.B.E., A.I.B.

The income for this Award arises out of a gift to the Association by Harold Fern of £1,000 8% British
Petroleum Preference Stock. The Award valued at £50, is annually available to the Club, Association, or
individual {amateur or professional- male or female) deemed by the ASA Committee 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 Committee. Nominations for this Award to be submitted to the Chief Executive of the ASA by
September 1st annually, by District Associations and Committees of the Association.

The recipient of the award shall also receive a suitable memento for the occasion presented by the ASA
Committee.

 *Terms of the Award*

The Award is given to the individual or organisation who, through educational or instructional achievement,
architectural design, writing or the development of original material, competitive performance, or by a con-
tinuing effort to establish swimming facilities, has made the most outstanding contribution to swimming at
national or international level.

In selecting the winner of the Award each year, consideration shall be given to the following principles:
emphasis on the importance of swimming for improving the health of the nation, recreation, competi-
tion, and the saving of life;

efforts which stimulate increased interest on the part of National or Local Government, communities,
institutions, schools and Service organisations, to provide suitable facilities to further the purpose of
swimming as an essential activity;

stimulation of interest in providing qualified swimming instruction in schools, colleges, communities
and industry;

writing and developing original material in the various fields of swimming. Such materials may include
textbooks, motion picture studies, charts, and other audio-visual aids which tend to improve instruc-
tion;

advancement In architectural design or innovations in materials or machinery which tend to improve
swimming facilities;

outstanding achievement in competition which creates an incentive to advance swimming
throughout the nation.

|  |
| --- |
| ***Award Presentations*** |
| **1961** | **Captain B. W. Cummins** | **1974** | **Not awarded** | **1986** | **T. G. Thomas** |
| **1962** | **N.W. Sarsfield, O.B.E, M.C.** | **1975** | **Sir Harold Parker,** | **1987** | **F. Moorhouse** |
| **1963** | **K. B. Martin, M.B.E.** |  | **K.C.B., K.B.E., M.C.** | **1988** | **J.H. Zimmermann** |
| **1964** | **A. Rawlinson, M.B.E.** | **1976** | **E. Warrington, M.B.E.** | **1989** | **F. G. Thain** |
| **1965** | **C. P. Parkin** | **1977** | **M. S. Drinkwater** | **1990** | **D. F Scales, J.P.** |
| **1966** | **C. W. Plant** | **1978** | **A. H. Turner, O.B.E.** | **1991** | **R. H. Brown** |
| **1967** | **A. C. Price** | **1979** | **N. H.lbbett** | **1992** | **J. Noble** |
| **1968** | **W. T. Tiver** | **1980** | **A. H. Cregeen** | **1993** | **Dr. 1. A. M. Gibb** |
| **1969** | **M. Latimer** | **1981** | **E. Vickerman** | **1994** | **F. W. Latimer** |
| **1970** | **Mrs. L. Heaton** | **1982** | **T. H. Cooper** | **1995** | **R. Germany** |
| **1971** | **E. W. Keighley** | **1983** | **A. Donlan** | **1996** | **T. Denison** |
| **1972** | **R. G. Underwood** | **1984** | **M. Rutter** | **1997** | **G. Fosberg** |
| **1973** | **W. S. Rowe** | **1985** | **F. E. Lambert** | **1998** | **H.H.V. Wilkinson** |
|  |  |  |  | **1999** | **A.Lonsbrough** |

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ASA Trophies

***"THE ALFRED H. TURNER AWARD***

 *Trustees:!'.* H. Cooper; M. W. Beard; P. S. Turner.
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 Committee 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 Committee.
Nominations for this Award to be submitted to the Chief Executive of the ASA, by September 1st annu-
ally, by District Associations and Committees of the Association.

If the Harold Fern Award is made to a male, this award is to be made to a female and vice versa.
The recipient of the award shall also receive a suitable memento for the occasion presented by the
ASA Committee.

*Terms of the Award*

The Award is given to the indsividual or organisation who, through educational or instructional
achievements, architectural design, writing or the development of original material, competitive perfor-
mance, or by a continuing effort to establish swimming facilities, has made the most outstanding con-
tribution to swimming at national or international level.

In selecting the winner of the Award each year, consideration shall be given to the following principles:
emphasis on the importance of swimming for improving the health of the nation, recreation, compe-
tition, and the saving of life;

efforts which stimulate increased interest on the part of National or Local Government, communities,
institutions, schools and Service organisations, to provide suitable facilities to further the purpose
of swimming as an essential activity;

stimulation of interest in providing qualified swimming instruction in schools, colleges, communities
and industry;

writing and developing original material in the various fields of swimming. Such materials may
Include textbooks, motion picture studies, charts, and other audio-visual aids which tend to
improve instruction;

advancement In architectural design or innovations in materials or machinery which tend to improve
swimming facilities;

outstanding achievement in competition which creates an incentiveto advance swimming throughout
the nation.

***Award Presentations***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1982** | **Miss D. Rice** | **1988** | **Mrs. S. W. Margetts** | **1994** | **Mrs. J. Nichols** |
| **1983** | **Miss N. Yarwood** | **1989** | **Mrs. 1. B. Williams** | **1995** | **Miss J. Brayshaw** |
| **1984** | **Miss C. Powell** | **1990** | **Mrs. E. M. Payne** | **1996** | **Mrs J. Williams** |
| **1985** | **Miss J. Clarke** | **1991** | **Mrs. D. Clarke** | **1997** | **Mrs. B. Lancaster** |
| **1986** | **Mrs. V. Morris** | **1992** | **Mrs. V. Way** | **1998** | **Mrs. J. Harrison** |
| **1987** | **Mrs. A. Clark** | **1993** | **Mrs. V. Naylor** | **1999** | **Mr. M. Glover** |

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ASA Trophies

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

LG Howe(1992)
E Wilkinson (1991)
E Dean (1990)
J J Lewis (1989)
T G Thomas (1988)

Officers of the ASA (10 years)
J W E Leach, Hon Legal Advisor
A. M. Clarkson F.C.A. 1986-1996

H Booth (1987)
Mrs Y M Price (1986)
Mrs SWMargetts (1984)
AH Turner, OBE (1982)
DF Scales, JP (1980)

FW Latimer (1978)
M Rutter (1975)
A Rawlinson, MBE (1968)
N W Sarsfield, OBE, MC (1966)

H R Walker (1963)

Prof J M Cameron, Hon Medical Advisor

ASA Committee (12 years)

TH Cooper FW Latimer EDean D Yeoman

Hon Secretaries of ASA Technical Committees (12 years)

J M Cook, Diving (1977-1993) J M Rider, Water Polo (1977-1990)

A Donlan, Education (1973) Mrs I B Williams, Synchronized Swimming (1976-1990)

C WPullan, Coaches Certificate (1966) Dr D J Hunt, Scientific Advisory (1978-1994)

D Bathurst, Water Polo Referees & Rules (1975-1993)

Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)
I Martin, Public Relations (1976)
A R Lawrence, Swimming (1974)
Mrs AW Clark, Synchro Swimming (1976)
Capt J Cousins, Swim Facilities (1977)
Dr PT Penny, Swim Facilities (1976)
P Jones, Water Polo (1967)
C Wilson, Coaches Certificate (1971)
Mrs Y M Price, Synchro Swimming (1974-1980,
(1982) 1983-1985,1987,1989-1996)
F Jessop, Diving (1974-1988)
G. Thain (1971-89)
Mr M Lewis, Facilities Commitee (1984-1998)

T W S Rushton, Swimming Officials Committee
(1979-1994)

R H George, Swimming Officials Committee
(1980)

R P N Hargreaves, Water Polo (1980)
Dr IA M Gibb, Swimming Committee (1981)
Ms J Harrison, Education Committee (1979)
Mr. J N Winter, Swimming Facilities Committee (1980)
Mr H R Thompson, Swimming Facilities Committee
Mr WG Clark, Diving Committee (1981)
DrD A P Cooke (1975)

Mr S. Boothroyd, Diving Committee (1984-1998)
Mr D Sparkes, ASA Education Committee (1985-1998)
ASA Education Committee (1990-1991)
ASA Committee (1990-1993)

E Vickerman, Hon Treasurer (NE)
H H V Wilkinson, Hon Treasurer (S)
E Dean, Hon Secretary (W) - See above

ASA Officer (1994-1998)
Mr R.Wood, ASA Diving Committee (1984-1998)
District Hon Secretaries & 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

D V Toogood, Hon Treasurer (W)
Hon Life Presidents & 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)

L D Stubbs, for many years service to the ASA
MissJMott (6.11.78)

SILVER PINS

Officers of the ASA (5 years)

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

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ASA Trophies

ASA Committee Members (6 years)

G F Alexander

D Yeoman

H K V Wilkinson

B Cadwell

J J Lewis

Hon Secretaries ASA Technical Committees (6 years)

**X**

Mrs M R Coombs, Public Relations (4.10.86)
A D Warn, Masters

Members of ASA Technical Committees (7 years)
S Boothroyd, Diving (1984)

WG Clark, Diving (1982)
FWood, Diving (1984)
DW Firth, Education (1986)
Mrs V Way, Education (1983)
Miss J Brayshaw, Education (1971-1979)
Dr D A P Cooke, Medical Advisory (1986) v
Mr D Fodden, Medical Advisory (1986)
Dr A Jones, Medical Advisory (1986)
Dr AW Mills, Medical Advisory (1986)
Dr R R Muir-Cochrane, Medical Advisory (1986)
Dr R D Winch, Medical Advisory (1986)
Mr K Savory, Education (1988)
M D Thomas, Education (1988)
Miss D Rose, Public Relations (1988)
(1989)

Prof C Williams, Scientific Advisory (1987)
Mrs A Reynolds, Synchronized Swimming (1988)x
Mr B Runham, Masters (1988)
(1990)

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)
1997)

M R Thompson, Swimming Facilities (1982)
J M Glover, Water Polo (1986)
R P N Hargreaves, Water Polo (1980)
A Harland, Water Polo (1980-1990)
Mrs M Rushby, Synchronized Swimming (1988)
Miss J Williams, Synchronized Swimming
(1987-1990, 92-94)

J N Winter, Swimming Facilities (1987)
E Bowditch, Swimming Officials (1988)

Ms D Zajac, Synchronized Swimming
(1964,1964,1970-1976)
Mr J A Holmyard, Masters (1987)
Mr R G McAlister, Masters (1987)
Mr J Stewart, Masters (1988)
R Germany, Swimming (1965-70) and
Public Relations (1974-75)
Group Capt M Short, Swimming Officials
Committee (1987)
Mr R Cross, Education (1986)
Dr Lee, Medical Committee (1989)
Mr B Durkin, Water Polo (1989)
Mr R G Tate, Water Polo (1989)
Mrs V Naylor, Diving Committee (1989)
Mr D J Hoskins Swimming Officials Committee
Mr B Broadhurst, Swimming Facilities (1989)
Mr H E Bland, Swimming Facilities (1989)
Mr S Rothwell, Swimming Officials Committee
Peter Rawlinson (Various) 1990
Mr S T Detko Water Polo (1990)
Ms J. Latham, Diving (1990)
Mr. B. Eeles, Swimming Officials Committee
(1987-91-96)

Dr. M. M. Clarke, Water Polo Committee (1991-1997)
Mrs. M. Coyne, Synchronized Swimming Committee
(1991-present)

Dr C. Smith, Medical Advisory Committee (1991-
Mrs V. Dobbie, Masters Committee (1992 -1998)
Mr M. Edge, Diving Committee (1993-1999)
Mrs P. Haworth, Synchronized Swimming
Committee
(1993-1999)

District Hon Secretaries & Treasurers (6 years)
J J Lewis, Hon Secretary (S)

Staff Members (8 years)
Mrs D Hammond (22.5.84)
P Hassall (1.4.81)
Mrs J Grange (1.12.86)
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 Mason (1.4.85)
I Collinson (30.1.86)
Mrs J Munning (1.10.86)
Mrs R Wallis (20.10.86)
Mrs. W. Coles (24.01.89)
Ms. A Hastings (1.11.91)

Mrs D Bakewell (1.4.87)
Mrs C S Priestley (23.11.87)
Miss S Howlett (18.7.87)
Miss E. Chalmers (1.9.88)
Miss L. Dean (8.10.88)
J Lawton (1.11.91)

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*Annual General Meeting*

ANNUAL GENERAL MEETING

Minutes of the ANNUAL GENERAL MEETING of the Council of the Amateur Swimming Association
held at The St John's Swallow Hotel, Solihull 25/26 February 2000

J W E Leach (Hon Legal Adviser);
D Sparkes (Chief Executive);
T H Cooper;
P Jones;

T G Thomas;
M W Beard (President-Elect);

PRESENT:
E Taylor (President);
A M Clarkson ( Honorary Treasurer);
H Booth;
R H George;

J J Lewis;

D F Scales, JP;
E Wilkinson; (Past Presidents);

Professor J M Cameron (Honorary Medical Adviser); C Campbell (Auditor)

MIDLANDS:

The Revd L S Pullan (President); J E Beswick (Honorary Secretary);

R F Germany:

D J Hunt;

E B Hatfield;
WEST:
E V Clemett (President);
J Clement (ASA Cttee);
R Margetts;
NORTH EAST;
D Hatton (President);
MG Hill (ASA Cttee);
B Eeles;
SOUTH:

J Street (Acting Honorary
Secretary);

DA Russell;

A Donlan (Honorary Secretary);

□ Alexander;

S Greetham;

J R Carrie (ASA Cttee);
S Freeman;
J C Hunter;
NORTH:
Dr A Boyle (President);
B Cadwell (ASA Cttee);
DA Collins;

J M Cook (Honorary Secretary);

A Bell;

W G Clark;
D J Harman;
T C Little;

S Rothwell (Honorary Secretary);

B Boyle;

C Bostock;
R P N Hargreaves;

RWood

D VToogood (Honorary Treasurer);

Dr J Cooper;

W R Gordon (Honorary Treasurer);

H H V Wilkinson (Honorary Treasurer);

N Edgell;

E J Lyne

J Armour (Honorary Treasurer);
B J Broadhurst;

AFRLIATED ORGANISATIONS:

Army Swimming Union: Lt Col A Morton; British Universities Sports Association: D R Fletcher
English Schools' Swimming Association: Mrs C Turner (Saturday only)

Royal Air Force Swimming Association: Sqd Ldr J Craib

ASSOCIATED BODY:

Institute of Swimming Teachers & Coaches Ltd: D L Freeman-Wright

*ALSO IN ATTENDANCE (NON VOTING)*

HONORARY SECRETARIES OF TECHNICAL COMMITTEES:

Disabilities: K Hanslip (Friday only); Synchronized Swimming: Mrs M Coyne
Open Water: Mrs F Dalrymple-Smith

NATIONAL JUDICIAL TRIBUNAL

J Jameson (Chairman)
Audity & Probity Committee (not already delegates)
L Davison; T Ward; J Ferriday

STAFF

J Lawton (Director of Education); Mrs D Bishop ( Director of Development)

R Derwent ( Director of Finance); A Gray (Head of Legal Affairs)

Miss J Nickerson (Head of Administration); J N Winter (Facilities Officer)

Mrs J Grange (Customer Services Manager); Mrs M Church (Business Development Manager)
Miss J Sheard (Assistant to Chief Executive); P Hassall (Editor Swimming Times)
Before the meeting commenced members stood in silence in memory of Mr Graham Cutting, QPM, ASA
Committee member, and Mr Paul Matthissen, founder of the Speedo Swimming League.

Apologies for absence were received from Mr H R Walker (Past President), Mr A Rawlinson, M8E (Past
President); Mr N W Sarsfield, OBE (Past President), Mr L G Howe (Past President), Mr D R Wright (South)
and Mr Ray Hedger (South) for whom Mrs P Carrie and Mr A Bell respectively substituted.

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Minutes

MINUTE

NO

1. MINUTES OF MEETING HELD 19/20 FEBRUARY 1999

Approved as a correct record with the following amendments:

* 1. J Cooper (West) to be added to the list of those present.
	2. *Min 14.7 (ASA Midland District proposes to delete Law 407) -* Agreed the following
	sentence be added to the minute: "However the following amendment was put to the
	meeting and carried: "A promoter wishing to promote an event in another District should
	inform both its own District and the District in which it plans to hold the event of its
	intention."
	3. *Min 14.4 (ASA Committee proposes to change Laws 24,38,51, 52,53, 54, 55, 56 and 57-*Agreed that Laws only refer to matters which are generic to the sport as a whole . All
	matters which are discipline specific, including Championship Conditions, are decided by
	the ASA Committee following consideration by the relevant Technical Committee.
1. MATTERS ARISING

•2.1 *1998Amendments to FINA Technical Rules of Swimming-At* the Annual Council Meeting

in 1998thefollowlng decision wastaken, as set out below, in respect of FINA Rule changes
and their impact on ASA Laws.

*10 Consideration of Amendments to ASA Laws*

1. *Noted that at the recent FINA Congress held in Perth a number of changes to FINA
rules were agreed which wodld be implemented on 6 March 1998. The rules
changes had been advised to the relevanttechnical committees'and the ASA Rules
Committee.*
2. *Agreed the Rules Committee, in consultation with the technical committees', make
recommendations to the ASA Committee who shall, in accordance with their
powers set out in ASA Law 38.3, have authority to make such amendments to ASA
Law which it may think necessary by reason of changes to the rules of FINA subject
to the approval of ASA Council at its next meeting where these changes shall be*

*\* formally reported.*

1. *Agreed the changes to ASA Law come into effect on 1 May 1998.*

Whilst the minutes were approved atthe 1999 Annual General Meeting of Council, Council
did not formally approve and minute Its approval of the changes agreed by the ASA
Committee. Council therefore formally agreed this in retrospect.

1. *General - Agreed* as a general principle that the minutes of the Annual Council Meeting
and ASA Committee meetings should be "free standing".
2. *Min 2.8 - University of Bath -* In response to a request for clarification on the position
regarding the booking of the pool at the University of Bath, the Chief Executive reported
that the University has a contract with the ASFGB which provides the ASFGB with the
opportunity to have upto 3 competition days free in each year. These have been delegated
to the West and have been used by Open Water for competition and training.
3. *Min 7.4 - Director of Development -* tn response to a request to quantify the additional
resources available to the Districts, the Director of Development advised that additional
resources would be available to the District as a result of work the Development team are
undertaking on National initiatives.

The Active Sport programme is currently being prepared with five different partnerships
around the country and via this programme various resources will be available for the
Districts, up to £20,000 over 5 years, to cover such items as facilities hire, coach education,
CPD, training of volunteers and officials, equipment costs and rewards for ths
participants. However, it will be dependent on a successful application.

The Sports Council are looking at the needs of Swimming and are realising that a County
Swimming Development Officer is someone who would drive this project forward so the
partnerships putting the bids together could get funding for Swimming Development
Officers which would be a huge resource to the benefit of the Association.

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1. In response to a question what resources would be available from the Governing Body to
the Districts in the interim period as it was unlikely funding would be on line until 2001,
the Chief Executive advised that some preliminary work had undertaken with the Director
of Finance as part of the strengthening of the Districts, arising out of the GB Review, and
a paper was to be presented to the 24/25 March 2000 ASA Committee meeting. The Chief
Executive advised that he had been in contact with one or two Districts to assist him in
formulating a strategy and, subject to ASA Committee agreement, a meeting of the
Districts would be convened to agree how to move the project forward.
2. FINANCIAL REPORTS

*Amateur Swimming Association*

1. *Pages, Fixed Assets-In* response to a question as to who authorised the purchase of the
Chief Executive's car, Mr Malcolm Hill reported that the ASA Committee authorised the
purchase on the recommendation of the Honorary Treasurer as being a financially
attractive package (ASA Committee min 244 of 28 November 1998 refers).
2. *Pages, Income and Expenditure* Account-In responseto a question whether fuller details
of the Income and Expenditure Account were to be available the Director of Finance
advised that Council receives full accounts in order to provide strategic guidance to the
ASA Committee. ASA Committee have available to them such detail as they require in
order to manage the finances of the Association. Detailed accounts are also provided
individually to the Technical Committees. Council confirmed that the level of Financial
information provided to delegates was appropriate and sufficient.
3. *Page 5, Item 7 Operating Expenditure -* In response to a request for a breakdown of
Committee costs to make them more transparent to members the Director of Finance
advised that the ASA Committee members receive the budget proposals for Committee
costs for all Committees and each Committee receives regular reports on its costs.
Delegates confirmed that they did not require this information.
4. *Pages, ltem8Salaries-\n* response to a requestfor an explanation of the large difference
in staff numbers between 1998 and 1999, the Director of Finance advised that he had been
unable to trace the basis of the 1998 numbers so for 1999 he had presented the numbers
of people employed in the year and what they were paid. To illustrate this the headcount
as at the January 2000 payroll was presented to Council in salary bands giving staff
numbers and the full time equivalent.

In response to a request that the equivalent information be produced as at September
1999, the Honorary Treasurer agreed to produce on a comparable basis.

1. *Page 5, Item 8 Salaries -* In response to a question as to which salaries are paid for by
Sport England the Director of Development advised four RDO's plus administrative staff.
Diving NDO, Water Polo NDO, Synchronized Swimming NDO, Facilities Officer and, for
the future. Disability NDO through Exchequer funding. No Sport England Lottery funding
is provided to support any staff however proposals to apportion costs are under
consideration.
2. *Page 5, Item 9 Distribution of Grants and other funding to the Districts* - In responseto a
request for clarification on Challenge 2000 from the Western Counties ASA, the Director
of Finance presented information on the distribution of grants and other funding to the
Districts.

Summary of Results for 1998/99 Compared to Budget 1998/99 and Budget 1999/00

1. The Director of Finance reported that full documentation was available to the ASA
Committee to approve, as they are managing the budget it is appropriate that this
documentation is available to the ASA Committee.
2. Congratulations were expressed to all involved with the preparation of the financial
information and the Financial Statement was formally adopted.

Amateur Swimming Federation of Great Britain

1. The Financial report was noted.

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Swimming Times limited

1. The Financial report was noted.

ASA Swimming Enterprises Limited

1. The Financial Report was noted.

ASA Merchandising Umited

1. The Financial Report was noted.

Institute of Swimming Teachers & Coaches Limited

1. The Financial Report was noted.
2. ASA ANNUAL REPORT 1999

The Annual Report was accepted subject to the following comments:

1. Genera/-The Head of Administration acknowledged that the non-production of a critique
to be supplied to clubs that reviewed the year was an oversight and would be produced
next year.
2. *General -* In response to a comment with regard to the poor quality of some of the
photographs in the Report the Head of Administration apologised for the photographs
and this would be improved for the future.
3. *Page 5, Swimming - International Planning & Selection Committee, 4th line -* Agreed
deletion of the word "new”. Council questioned the validity of this issue for ASA Council,
and requested ASA Committee to consider further a process for dealing with questions
which were not strategic.
4. *Page 5, Swimming - National Events Management Committee -* Noted that the
Swimming Times/ISTC Inter-County Competition in 1998 had been won by Yorkshire and
not Northumberland 8r Durham.
5. *Page 18, Swimming Facilities - Management of Health & Safety in Swimming Pools -*Agreed there was a need for the sport to be informed of the implications of this document.
6. *Page 19, Medical Advisory Committee-Certificates of Permanent Disability-Noted* that
this matter was currently under discussion with the Medical Advisory Committee and the
Disability Committee, the Swimming Officials Committee and Masters Committee to also
be consulted, and it was hopeful that proposals would be submitted to next year’s Council
Meeting.
7. *Page 21, Director of Development-Millennium Youth Games-\n* responseto a comment
on the apparent lack of liaison with local clubs and CountyAssociationsonthis important
event, the Director of Development reported that the Millennium Youth Games were
being delivered in partnership with Sport England and the British Airports Authority
(BAA), as these two organisations are funding the Games the Association has not been
able to have any real input into the organisation although the ASA has tried to get it
scheduled to the benefit of Swimming.

The Director of Development advised that the County Associations had received full
details on the Games and their role, selection guidelines etc.

Sport England have insisted that they communicate with the clubs through Area Games
Organisers and Local Authorities as they see it very much as a Local Authority partnership
initiative. Local Development Officers work with the clubs and schools to select the
swimmers to participate in what it is hoped will be a stimulating event.

1. *Page 22, Director of Development - Development Plans -* Mr Russell (West) paid tribute
to the Development Team and the work they are doing.

He then went on to ask whether the proposed training / workshop sessions on Plan
production had taken place. The Director of Development advised that it was hoped
eventually to co-ordinate training / workshop sessions. The sessions to date had been
varied due in the main to there not being a full Development Team at the present time.
The sessions have been undertaken in a number of ways to reflect the wishes of Counties.
The Development team have given assistance to Counties who have submitted their Plans
to them and have provided guidelines to work from to other Counties. One of two

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Counties have, for one reason or another, not yet recognised the importance of the Plans
and despite approaching them and being very pro-active they have still not joined the
preparation process.

1. ASA COMMITTEE REPORT ON PROGRESS AGAINST ASA BUSINESS PLAN 1998/99
2. The ASA staff and in particularthe Development team, were thanked forthe work involved
in the Plan.
3. In response to a question as to why there has been no progress at various stages
throughout the Report, eg page Ssection 6.1; page 40 sections 1.3,2.1,2.2; page 41 section
2.4; page 42 section 6, the Chief Executive reported that a business plan is an indication
of what you wish to achieve however in reality you can at times be issue led. Progress on
all issues is not possible on occasions and adjustments to the Plan are made to take
account of this.
4. With regard to section 6 of the Corporate Plan, 6.1 -to establish a strong public relations
policy within the Association, the Chief Executive reported that with regard to press
coverage there is now a dedicated reporter assigned to each national newspaper. With
regard to television there has been some coverage on Sky and the Chief Executive was
currently in communication with the BBC with regard to improving future coverage of
Swimming. Contact has been made with Radio 5 who have covered most of the
Association's National events and it was hoped to involve them on International events.
With regard to the Internet itwas hoped to have something upand running within the next
few weeks.
5. With regard to section 2 of the Disability Plan, the Director of Education reported that with
regard to coach education the Disability module had now been introduced so progress
had been made since the Progress Report was produced.
6. *Page 49, Synchronized Swimming Plan, section 7.1-\n* response to a question as to where
the success has been in increasing the number of clubsand in particular to ascertain what
action there has been in the North Eastern Counties, the Honorary Secretary of the
Synchronized Swimming Committee reported that problems which had been
encountered in the North East had now been resolved and some increase was now
anticipated.
7. The Report was formally accepted.
8. ASA BUSINESS PLAN 1999 - 2003
9. *Page 19, Corporate Plan, section 7-Facilities-*In response to a question as to the level of
distribution of the policy document "From Arm Bands to Gold Medals” the Facilities
Officer explained that this is a dynamic document which is subject to adjustment. The
Association is in constant dialogue with Sport England and the Technical Committees to
maintain its relevance to today. Agreed that clubs should be advised that the document
was available on request.
10. *Page 43, Swimming Plan, section 6.6 - Develop the training of AOE and meet
management systems -* In response to a comment on the need for a standardised meet
management system and one which is windows based, the Head of Administration
reported that the current system is run on a dos application under windows working with
one supplier who can adapt quickly to our needs and for standardisation.
11. The Business Plan was formally accepted.
12. PAST PRESIDENTS'COMMISSION

To receive report on action taken and proposed amendments to Law

1. In response to a request for the results of the consultations with the clubs, the Chief
Executive confirmed that no formal responses had been received from the clubs all of
whom received a copy of the Past Presidents' Report togetherwith the paper prepared by
the Chief Executive on the Role, Rights & Responsibilities of the ASA Committee.

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1. In response to a request for an assurance that the items not yet taken on board will be
monitored, the Chief Executive advised that the report was a progress report indicating
where the Association was at the present time and confirmed that the ASA Committee
would keep this item under review as the ASA will need to adapt to changing
circumstances.
2. In response to a question as to when the Audit & Probity Committee terms of reference
would become Law, the Chief Executive advised that terms of reference for the
Committee, agreed by the ASA Committee, had been drafted and would be evaluated
*during the* year. The Chief Executive agreed that the terms of reference would be
submitted to Council in 2001. Agreed that the current terms of reference and Committee
membership be printed in the ASA Handbook.
3. A vote of thanks was recorded to the Past Presidents'for their work.

PROPOSALS FOR AMENDMENT TO ASA LAWS

1. The proposals were agreed with the following comments/amendments:
2. ASA *Committee minutes 26/27 March 1999, minute 11.1 -* The minute concerns the
*drafting of Law/Rule changes* following Council. Agreed the minute should show the
actual wording of the amendments to the Handbook and that such amendments be
attached as an appendix to the minutes.
3. *General-A.* proposal to ensure the legislation is carried at the meeting so that the final
wording of any rules approved in principle is brought back to a meeting of the ASA
Council for approval of the final wording was not agreed on the grounds that having
agreed the principle it is not necessary for the final wording to be brought back before
Council and it would cause unnecessary delay in implementation.
4. *General -* On the basis that members have already paid their Membership Fees for the
year 2000, agreed that such changes to the membership conditions that are proposed
below, if approved, do not become effective until 1 January 2001.
5. ASA *Committee proposition that Laws 3, 6, 8, 9 and 10 be changed*
6. Para 1.3 to remove the provision for individual non-competitor members of Local
Association and Leagues to become members of the ASA on payment of the appropriate
fee through club membership was lost.
7. Para 1.5 to rename the present list of "Associated Organisations" as "Other Swimming
Organisations" in order to distinguish between "Affiliated Organisations" such as Local
Associations and Leagues and "Associated Organisations” such as Private Associations,
Schools Swimming Associations and Schools, Colleges and similar Organisations was
lost.
8. *Para* 1.6 to place a duty on Districts to list, in their Handbooks, the Affiliated Organisations
and Associated Organisations separately from the affiliated clubs was lost.
9. Para 1.7 agreed as amended "Add a provision that clubs affiliating to a District or County
*for the first time after 30 September* shall pay to the ASA a nominal fee of not exceeding
£20 in lieu of membership fee for that year." Agreed the discretion for fixing the fee be
with the Chief Executive.
10. Para 1.12 agreed as amended "Add a provision that Districtsand Counties which affiliate
clubs must include in their rulesone which enables them to suspend a club which has not
paid its ASA Membership Fee on or before *31 March* or such other date as the ASA
Committee decides."
11. ASA *Committee proposition that a new Law be added*
12. Para 3.1 only the principle for dealing with a member leaving a club and joining another
whilst owing money to the first was agreed, the remainder (3.2,3.2.1,3.2.2,3.2.3 & 3.2.4)
was referred back to the ASA Committee with delegated authority to consider an
appropriate procedure, implement a procedure and bring back formal Law changes to
Council in 2001.
13. ASA *Committee proposition that Law 16.1.6 be changed*

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1. Para 6.1 agreed as amended "Alterthe District representation to Council from "one for every
sixty affiliated clubs" to one representative for every 3,000 members having paid an ASA
membership fee through aclubaffiliated to that District (rounded to the nearest 3,000).
2. *ASA Committee prompted by the NJT/DJT Chairmen proposition that Laws 16.3 and 58
be changed*
3. Paras 7.1 & 7.2 were referred backto the Chief Executive, District Secretaries and NJT/DJT
Chairmen to consider and report backto Council in 2001. Council stated that it wished to
see the continuance of the separation of the judiciary from the administration
commensurate with good management of the Judicial system.
4. *ASA Committee proposition that Law 20 be changed*
5. Para 8.1 agreed that the Chairman and all four specialist members of the ASA Committee
be appointed after open nomination against criteria and portfolios determined by the ASA
Committee.
6. *ASA Committee proposition that Laws 16.37 and 38 be changed*
7. Para 9.2.0.3 amended to read "Five District Representatives (with the power to vote) *ASA
Council to have control over the appointment of the four specialists."*
8. Para 9.3 agreed that all members who are not *ex officio,* whether elected or appointed
(with the exception of the Chairman), should have the same term of office.
9. Para 9.3.2 agreed that the term of office of all representatives, excluding *ex officio,* should
be 2 years.
10. Para 9.2.0.1 agreed as amended "The President *(with a vote);"*
11. Para 9.2 agreed as amended:

"To clarify that no change in the present system of appointing District representative to
ASA Committee is proposed although it is proposed to reduce the number to one per
District

To clarify that no change in the present system of electing the President is proposed and
that the system of electing a Vice President is proposed to be similar

To give the Chairman *a deliberative and casting vote*

To remove the proposed duty to appoint specific Legal and Financial Advisersand replace
it with the duty of appointing four specialist members with portfolios to be determined,
rather than two

To correct the number of the proposal to a more logical sequence
Which results in an amended section to read thus:

1. Redefine the membership of ASA Committee as follows:
2. To be elected by Council after nomination by the Districts in rotation
3. The President *(with a vote)*
4. The Vice President (with no power to vote)
5. To be elected by the Districts
6. One representative from each District (with the power to vote)
7. To be appointed by the elected members of the ASA Committee
8. The Chairman *(with the deliberative and casting vote)*
9. Four other specialists *with specific portfolios* to be determined by the ASA
Committee from time to time (with the power to vote)"
10. Para 9.2.1 in response to a request for clarification it was clarified that this referred to the
elected members of the incoming ASA Committee.
11. *ASA Committee proposition that Law 39 be changed*
12. Para 10.1.1 agreed as amended "the appointment to be made only from nominations
received from an affiliated club. County or District Association or body affiliated directly
to the ASA."

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1. Para 10.1.2 withdrawn as covered under 10.1.4.
2. Para 10.2.1 agreed as amended "10.2.1 to determine policy on behalf of the Association
within the overall strategy previously agreed by Council.
3. Para 10.2.3 agreed deletion.
4. *ASA Committee proposition that a new Law be added in order to set out limitations and
privileges of the President*
5. Para 11.1 notagreed and as a consequential amendmentthe Chairman ofthe ASA Council
meetings would be the Chairman ofthe ASA Committee with provision for the Council to
elect a chairman in his absence.
6. Para 11.2 agreed as amended "11.2 To be the senior Officer of the ASA and represent the
Association where a ceremonial presence is required."
7. *ASA Committee proposition that a new Law be added in order to set out limitations and
privileges ofthe Chairman*
8. Para 12.1 agreed as amended "To act as Chairman at all ASA Committee meetings and
all ASA Council meetings.
9. Para 12.3 agreed as amended "12.3 Not to hold any other office, nor take any active part
in the government ofthe sport, within the Association at National, District or County level
during his term of office."

The Chief Executive was charged with putting into place the required mechanism and the
Districts requested to make the necessary arrangements to enable the changes to be
effective from ASA Council meeting in 2001.

1. *ASA Committee proposition that Law 39.20 be changed and Law 44 be deleted*
2. Para 13.1 agreed and also agreed that Law 39.20 be changed and Law 48 be deleted in
order to remove the Swimming Facilities Committee from the list of Committees to be
appointed.
3. *The ASA (Midland District) proposition that Law 409 be changed*
4. Para 21.1 agreed that no promoter should promote a competition that prevents someone
taking part by virtue of their membership of another club. Therefore agreed to amend Law
409 as follows: 409.6, Sth ! 6th line delete "and if the promoter's conditions for the
competition do not prevent it,"
5. ASA *Committee proposition that Law 415 be changed*
6. Para 22.1 agreed and also agreed to reword Law 415.3 as follows (this was omitted from
the Handbook in error following a decision taken at Council in 1999 (min 14.1 and proposal
64 refer)). "415.3 a water polo match confined to children under the age of seventeen
years of age at midnight on 31 December in the year of competition."
7. The implementation date was agreed as 1 June 2000. Implementation date for ASA
Committee and ASA Council changes to be ASA Council 2001. The Council in 2001 to be
on the basis of the new laws as approved.
8. ALTERATIONS TO ASA CHAMPIONSHIP CONDITIONS
	1. A list of alterations to Championship Conditions agreed by the ASA Committee to come

into force on 1 January 2000 was before Council for information.

1. ASFGB ANNUAL REPORT 1999

The Annual Report was accepted subject to the following comments:

* 1. *Page 14, Swimming -* Synchronized Swimming and Diving were congratulated for
	recording the numbers in events in order that a meaningful comparison and assessment
	can be made of performance. A request that the number of swimmers in each event be
	recorded in the Annual Report in order that similar comparisons can be made was not
	agreed as the relevance or reporting the number of swimmers in Swimming is not clear
	as this is an objective sport not subjective, and it would make life extremely difficult for
	team managers and the value ofthe exercise is questionable.

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Minutes

* 1. A comment was made with regard to the size of teams travelling abroad and whether they
	are too large. Agreed the Technical Swimming Committee be requested to prepare a
	report for consideration by the GB Committee.
	2. *Page 26, Disability -* In response to a comment on the need to create a structure for
	recording domestic records, the Head of Administration advised that this is currently
	being looked at by the Technical Committees and a thorough review of disability rules is
	being undertaken to standardise the classification structure. Itwas hoped by January 2001
	to be in a position to start recording domestic records.
1. GB COMMITTEE REPORT ON PROGRESS AGAINST THE ASFGB BUSINESS PLAN 1999 - 2003
	1. The report was noted.
2. ASFGB BUSINESS PLAN 1999 - 2003
	1. The Business Plan was noted.
3. ASFGB PROPOSED RESTRUCTURING
	1. Report on GB Review
	2. *Item 15, Objectives, para 15.2-* in response to a question itwas clarified that some ASA
	Championships will become GB Championships when they do they will be controlled by
	the GB Committee, those ASA Championships remaining will be the responsibility of the
	ASA.
	3. *Item 16, Managing Board, para 9-*in response to a question as to who represents ASFGB
	on ceremonial occasions, it was clarified that at Interrtationai events held in England the
	ceremonial host will be the ASA President, the Chairman of GB will be no more than an
	executive Chairman and will hold no ceremonial position.
	4. *Item 16, Managing Board, para 14 -* with regard to who will hold proxy votes it was
	clarified that this was open to negotiation and would be agreed when the Constitution is
	drafted.
	5. *Item 16, Managing Board -* Agreed that a coach be considered for inclusion on the
	Managing Board.
	6. The report was noted and the recommendations contained therein adopted.
	7. Proposed amendmentto GB Constitution
	8. The proposed amendments to paragraphs 5.3,5.4 and 7.0 were agreed.

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ASA COMMITTEE MINUTES

1. 14/15 May 1999, minute 58.1.3

"Clubs or associations who are not satisfied with the performance of an officer or
individual who undertakes a specific role within the organisation may wish to consider
putting in place a strategy to deal with such issues."

In response to a question the Head of Legal Affairs advised that clubs had not been
advised of this advice but that it would be made clear in the Handbook that the Code of
Ethics has a very wide application and further guidance would be issued to clubs.

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PROPOSAL

1. Council recorded a vote of thanks to Mr AM Clarkson and Mr J WE Leach fortheir service
to the Association and Swimming over many years and in particular as Officers of
Association since 1986 and 1984 respectively.

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ELECTION OF OFFICERS FOR 2000

President
Honorary T reasurer
Honorary Legal Adviser
Honorary Medical Adviser

Mr M W Beard
Mr A M Clarkson
MrJ WE Leach
Mr D Fodden

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Minutes

1. RETIREMENT
	1. A presentation was made to Professor J M Cameron in recognition of his service to the
	Association as Honorary Medical Adviser since 1985.
2. DECLARATION OF ASA COMMITTEE BY DISTRICT

Midlands R H George and C Bostock

West J Clement and DA Russell

North-East M G Hill and A Donlan

South J M Cook and J R Carrie

North S Rothwell

1. APPOINTMENT OF AUDITORS

Messrs Morison Stoneham Chartered Accountants, Prudential Buildings, Epsom Road,
Guildford, Surrey GUI 3JW were appointed.

1. PAST PRESIDENTS'
	1. A vote of thanks was recorded to the Past Presidents' for their service to the Association.
2. VENUE OP ANNUAL COUNCIL MEETINGS IN 2001& 2002

Noted that the Annual General Meeting of Council in 2001 would be held in Bristol on 23/24
February.

Noted that the Annual General Meeting of Council in 2002 would be held in the North Eastern
Counties at a venue and on a date tba.

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To celebrate the Olympic Games taking place
later this year, the ASA has worked closely
\with the to

creote a special available

for this year only. Now available, the







has been carefully designed to



provide a standard which is sufficiently challenging
for those swimmers who have developed basic skills.

However, in order to promote all round ability in the pool across all
disciplines, the oiso combines aspects from Swimming,

Water Polo, Diving and Synchronised Swimming.
There are ten skills in total to be attempted,
but in order to achieve the new it is

only necessary to pass in 8, four of which are compulsory.

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