

# ASA POLICY MANUAL

## GENERAL SECTION

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### STAFF ATTENDANCE AT OVERSEAS EVENTS

The Chief Executive attending a swimming related activity outside the UK shall be subject to the prior approval of the Chairman who shall satisfy himself that the purpose of the journey is necessary and the expenditure is within the budget estimates.

The Chairman shall report his decision to the next meeting of the ASA Board.

All other members of staff attending any activity outside the UK shall be subject to the prior approval of the ASA Board.

ASA Committee Minutes: 21/22 November 1997  
Amended - 15.04.98  
Format amended 11<sup>th</sup> July 2003  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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### **JUDICIAL POLICY**

There must be a clear separation between the judicial and executive arms of the Association. Following the principle announced in Laws 103.4, 103.5 and 113.2, the Chairman and Vice Chairmen of both Regional and National Judicial Tribunals are ineligible for election to a Regional delegation to ASA Council.

ASA Committee Minutes: 21/22 November 1997

Grammatical amendment made 9.4.99

Format amended 11<sup>th</sup> July 2003

Amended 12<sup>th</sup> September 2005

**Under review with the Legal Department and Rules Committee**

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### FIDELITY

Where an individual has been found guilty of serious charges which have led to that individual becoming disqualified from holding a directorship of a company for a period of time, or acting as a trustee within a charity, the policy of the Association is that the individual shall not hold a position of trust or act as an officer of a club or association within the sport during that same period of time.

ASA Committee Minutes: 21/22 November 1997

Grammatical amendment made 9<sup>th</sup> April 1999

Format amended 11<sup>th</sup> July 2003

Reviewed 19<sup>th</sup> April 2006

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### PROFESSIONAL STAFF ATTENDANCE AT ASA BOARD MEETING

1. The following Senior members of ASA staff are expected to attend ASA Board meetings with the provision that the Board may exclude them from any business which they wish to take "in board".

Chief Executive  
Head of Legal Affairs  
Director of Finance  
Director of English Programmes  
Director of Operations  
Commercial Director

2. The ASA Board may request additional senior members of staff to attend on ad-hoc basis.

Amended at ASA Committee - 27/28 March 1998  
Amended at ASA Committee - 19 June 1998  
Amended at ASA Committee - 14 July 2000  
Format amended 11<sup>th</sup> July 2003  
Amended at ASA Committee – 5<sup>th</sup> September 2003  
Amended 12<sup>th</sup> September 2005  
Title amendment following AGM 19<sup>th</sup> February 2006  
Amended ASA Board 3<sup>rd</sup> March 2006  
Reviewed 19<sup>th</sup> April 2006

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### SMOKING

1. Smoking is not permitted within any ASA premises or around the entrance to any ASA premises or associated company premises.
2. Smoking is not permitted in any ASA meetings or in the meeting room during recess.

Original policy: 22<sup>nd</sup> November 1997  
Amended: ASA Committee: 23<sup>rd</sup> November 2001  
Format amended 11<sup>th</sup> July 2003  
Grammatical amendment 21<sup>st</sup> April 2006  
Reviewed 19<sup>th</sup> April 2006

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### ELIGIBILITY FOR ELECTION TO COMMITTEES

No person who receives remuneration for any full time employment by the Amateur Swimming Association or any of its Regions shall be eligible to be a voting member of any decision making Committee or Panel appointed in accordance with Laws 20.1.4, 35, 38.2.22, 38.2.23, 38.2.29 or 306.. For the purposes of this policy full time employment shall be defined as remunerated employment under a contract of service for 35 hours per week.

The representation on Regional Committees by ASA employees is to be considered by the Regions.

Members of ASA Board may not be elected to ASA Technical Committees.

ASA Committee - 27/28 March 1998  
Revised ASA Committee - 19<sup>th</sup> June 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003  
Amended 23<sup>rd</sup> February 2004  
Amended 12<sup>th</sup> September 2005  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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## POLICY MANUALS

1. ASA policy manual to be retained by ASA Board members and returned to the Director of Operations on retirement from the Board.
2. Additions and amendments may only be made to the manual by the Director of Operations following approval by the ASA Board. Copies of new or amended policies will be sent to all holders of the manual.
3. Requests for additions or amendments to the policy manual, other than those made at ASA Board meetings, must be given to the Director of Operations in writing. These will be distributed with the papers for the next ASA Board meeting for approval at that meeting.
4. The ASA policy manual is to be reviewed by the ASA Board annually.
5. The ASA staff policy manual is to be circulated to all departments following approval from ASA Board. ASA Board members to retain a copy.
6. Amendments and additions to the staff policy manual may only be made by the Director of Operations following approval at Senior Managers' meetings. Copies of new or amended policies will be sent to all holders of the manual.
7. Requests for additions or amendments to the staff policy manual, other than those made at ASA Board meetings, should be given to the Director of Operations in writing. These will be circulated with the papers for the next ASA Board meeting for approval at that meeting.
8. The staff policy manual is to be reviewed by ASA Board annually.

ASA Committee minutes - 28/29 March 1998.  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003  
Amended 12<sup>th</sup> September 2005  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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## CONFIDENTIAL MINUTES

The policy for dealing with confidential minutes is implemented when a decision has been made that publication might be prejudicial to the Association. The matter is therefore recorded in the archived copy of the ASA Board minutes only.

A record of all confidential minutes is to be kept together in a separate file.

Minutes will be treated as confidential on the grounds that they contain information relating to:

- an employee, former employee or potential employee, or
- a particular applicant or recipient of any services provided by the Association, or
- the financial or business affairs of any particular person, or
- the amount of expenditure proposed to be incurred by the Association under a contract, or
- any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or
- any other information, the publication of which might be prejudicial to the interests of the Association

ASA Committee 19<sup>th</sup> June 1998  
Amended ASA Committee 2<sup>nd</sup> October 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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## INDEMNITY CLAUSES

It is the policy of the ASA wherever possible to avoid giving an indemnity on the hire of facilities for training or events. The following procedure must be followed before signing any contract for the hire of facilities for training or events.

1. Check the contract carefully to ascertain if an indemnity clause is included (including standard small print agreements.)
2. Ascertain whether the services will be provided without giving an indemnity, and if so, whether at an acceptable increase in cost.
3. If there is no alternative but to give an indemnity the Commercial Director should be asked to provide the agreed ASA indemnity wording and a copy of the ASA's liability insurance cover.

ASA Committee: 13.10.1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Amended: ASA Committee 23.11.2001  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003  
Amended 12<sup>th</sup> September 2005  
Title change 15<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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### **ASA TRADING COMPANY - POLICY DECISIONS**

The members and Directors of the ASA Trading companies will be determined by the ASA Board.

ASA Committee: 2/3 October 1998  
Amended: 23<sup>rd</sup> November 2001  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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### **HONOURS SYSTEM**

Persons wishing to nominate someone for an honour are required to do so by formally writing to the Chief Executive.

The Chief Executive, in consultation with the President, is to decide from the nominations received, the one or two nominations which the Association should support.

ASA Committee: 2/3 October 1998  
Grammatical amendment made 9<sup>th</sup> April 1999  
Format amended 11<sup>th</sup> July 2003  
Reviewed 19<sup>th</sup> April 2006

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### **NOMINATIONS FOR ALF TURNER AND HAROLD FERN AWARDS**

All nominations for the Alf Turner and Harold Fern awards must be made in writing.

ASA Committee: 2/3 October 1998

Format amended 11<sup>th</sup> July 2003

Reviewed 19<sup>th</sup> April 2006

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### **VALUE OF TROPHIES**

All new trophies presented to or purchased by the ASA should be a value of circa £500.

ASA Committee: 2/3 October 1998  
Format amended 11<sup>th</sup> July 2003  
Reviewed 19<sup>th</sup> April 2006

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### **ASA COMMITTEE CLOTHING**

Members of the ASA Board are to wear their ASA Blazer and tie on the following occasions:

- 1 The ASA Annual Council meeting
- 2 On all occasions when officially representing the ASA
- 3 On all occasions where they are invited to attend as a member of the ASA Board
- 4 On any occasion at the request of the ASA President

Approved: ASA Committee meeting 24th/25th March 2000  
Format amended 11<sup>th</sup> July 2003  
Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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### EQUAL OPPORTUNITIES EMPLOYMENT POLICY

It is the Association's policy to treat all job applicants and employees equally, regardless of their sex, sexual orientation, age, race, ethnic origin or disability.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment.

Employees should note that the imposition of a condition or requirement which has an adverse impact on someone, because his or her sex, sexual orientation, age, race, marital status, ethnic origin or disability .is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need.

Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the Association of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the Association to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Director of Operations or Director of Finance. The Association is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Any employee who harasses any other employee on the grounds of sex, sexual orientation, age, race, ethnic origin or disability will be subject to the Association's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

13<sup>th</sup> March 2000

Approved by ASA Committee 15<sup>th</sup> July 2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

Amended 12<sup>th</sup> September 2005

Reviewed 19<sup>th</sup> April 2006

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### E-MAIL AND INTERNET POLICY AND PROCEDURE

#### Policy

The use of the e-mail system and the Internet within the Association is encouraged, as its appropriate use facilitates communication and improves efficiency. Used correctly, it is a facility that is of assistance to many employees. Its inappropriate use, however, causes many problems, ranging from minor distractions to legal claims against the Association. This policy sets out the Association's view on the correct use of the e-mail system, and explains how this can be achieved as well as the Association's response to inappropriate use.

#### Procedure

Authorised Use:

The e-mail system and the Internet are available for communication on matters directly concerned with the business of the Association. Employees using the e-mail system should give particular attention to the following points:-

1. The standard of presentation. The style and content of an e-mail message must be consistent with the standards that the Association expects from written communications.
2. The extent of circulation. E-mail messages should only be sent to those employees for whom they are particularly relevant.
3. E-mail should not be used as a substitute for face-to-face communications. "Flame-mails" (e-mails that are abusive) can be a source of stress and damage work relationships. Hasty messages, sent without proper consideration, can cause unnecessary misunderstandings.
4. If the message is confidential, the user must ensure that the necessary steps are taken to protect confidentiality. The Association will be liable for any defamatory information circulated either within the Association or to external users of the system.
5. Offers or contracts transmitted via e-mail are as legally binding on the Association as those sent on paper.

Any failure to follow these guidelines satisfactorily can result in disciplinary action, including summary dismissal.

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### Unauthorised Use:

The Association will not tolerate the use of the system for any of the following:-

- any message that could constitute bullying, or harassment (e.g. on the grounds of their sex, sexual orientation, age, race, ethnic origin or disability)
- cartoons, screen savers, games or chain letters
- on-line gambling
- accessing pornography
- downloading or distributing copyright information and/or any software available to the user.
- posting confidential information about other employees, the Association or its members or suppliers.

Any unauthorised use of e-mail or the Internet is likely to result in disciplinary action including summary dismissal.

### Implementation of the policy

Regular monitoring of e-mail messages will be carried out on a random basis. Hard copies of e-mail messages may be used as evidence in disciplinary proceedings.

Employees who feel that they have cause for complaint as a result of e-mail communications should raise the matter initially with their line manager. If necessary, the complaint can then be raised through the grievance procedure.

Approved by ASA Committee 15<sup>th</sup> July 2000  
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Amended following review 5<sup>th</sup> September 2003  
Reviewed 19<sup>th</sup> April 2006

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### DOCUMENT CONTROL

1. Principles
  - 1.1 To maintain a record of the circulation of documents of a sensitive or confidential nature.
  - 1.2 To maintain a record of the circulation of documents which are subject to revision and review.
  - 1.3 To maintain a record of documents which need to be cross referenced and maintained in more than one source.
  - 1.4 To ensure that all sections of the current Data Protection Act are adhered to.
  - 1.5 To ensure that a central numbering system of all controlled documentation is formulated and maintained.
  - 1.6 It should be noted that documents may fall into one or more of the following categories.
2. Control of sensitive or confidential documentation
  - 2.1 List of sensitive or confidential documentation to be held by CEO Secretariat.
  - 2.2 List of staff and volunteers authorised to hold documentation listed as sensitive or confidential to be held by CEO Secretariat.
  - 2.3 Record of circulation of above documentation to be held by CEO Secretariat and be open to inspection by the Audit and Probity Committee and external auditors as required.
  - 2.4 All documentation to be clearly dated and to include the name of the originator or author.
  - 2.5 All such documentation to carry the wording:

“Confidential documentation subject to the ASA Document Control Policy - this document may not be copied or distributed without the written permission of the Chief Executive on behalf of the ASA Board.”
3. Control of documentation subject to revision or review
  - 3.1 List of documentation subject to revision or review to be held by the Director of Operations Secretariat.
  - 3.2 List of holders of such information to be held by the Director of Operations Secretariat.

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- 3.3 All revisions to be circulated to all listed holders of the documentation and confirmation of the circulation to be sent to the Director of Operations Secretariat.
- 3.4 All documentation to be clearly identified with the date of issue and the name of the originator or author.
- 3.5 If the documentation does not fall under the category of sensitive or confidential documentation holders may be permitted to copy the documentation to other parties provided they comply with the policy and hold their own circulation lists.
- 3.6 Records to be open to inspection by the Audit and Probity Committee and external auditors as required.
- 3.7 All such documentation to carry the wording:  
  
"Documentation subject to the provisions of the ASA Document Control Policy. This information may be circulated to third parties providing that circulation lists are maintained and all revisions circulated".
- 3.8 When revisions are made to the documentation the following wording should be used:  
  
"Revision to document titled xxxxxx. Please destroy copy or pages dated xxxxxx and replace with this version"
- 3.9 The originator of the document should maintain a copy of all revisions as an archive copy.
4. Control of documentation held in more than one source
- 4.1 List of such documentation to be held by the Director of Operations Secretariat.
- 4.2 List of the documents in which the information is contained to be held by the Director of Operations Secretariat
- 4.3 All revisions to such documents to be sent to the Director of Operations Secretariat.
- 4.4 Director of Operations Secretariat to ensure that revisions are made to all documents containing the information and a record maintained.
- 4.5 All documents to be clearly dated and to include the name of the originator or author.
- 4.6 The originator of the documentation should maintain a copy of all revisions as an archive copy.

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5. Data Protection
- 5.1 All volunteers and professional staff must ensure that they comply with the provisions of the Data Protection Act. Details available from the Legal Department.
  
6. Examples of documentation covered by this policy
- 6.1 Sensitive or confidential documentation:
  - Contracts
  - Confidential minutes
  - DJT Cases
  
- 6.2 Documents subject to review
  - Team Management manuals
  - Policy manuals
  - Standard of Performance manuals
  - Procedure manuals
  - Teaching and Coaching Certificate Regulations
  - Prompt cards
  - Corporate Guide & Templates
  
- 6.3 Documentation held in more than one source:
  - Constitution
  - Conditions for events
  - Calendar of events
  - Qualifying standards
  
7. How to determine which documents should be included.
- 7.1 By asking yourself the following questions you should be able to determine which documentation you are responsible for should be included in the document control procedures.
- 7.2 Are you the author or the originator of the document?
- 7.3 Do you originate documentation which is confidential and not circulated to others (except in exceptional circumstances?)
- 7.4 Do you originate documentation which is held in various locations and which requires regular updates?
- 7.5 Do you originate documentation which is circulated widely and which requires regular updates?

Approved by ASA Committee 15<sup>th</sup> July 2000  
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Amended following review 5<sup>th</sup> September 2003  
Amended 12<sup>th</sup> September 2005  
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Title amendment following AGM 19<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006

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#### **ELECTRONIC COMMUNICATION DISCLAIMER POLICY**

All ASA electronic communication documents are to carry the following disclaimer:

“This message is intended only for the use of the individual or entity to which it is addressed and may contain information which is privileged, confidential and exempt from disclosure under applicable law.

If you are not the intended recipient or employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication and its attachments is strictly prohibited. If you have received this communication in error, please notify the sender by telephone and return the original message and attachments to us at the above address via the postal service and delete the original from your system”.

Electronic communication refers to facsimiles and e-mails.

Approved by ASA Committee 15<sup>th</sup> July 2000.  
Format amended 11<sup>th</sup> July 2003  
Reviewed 19<sup>th</sup> April 2006

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### WHISTLE BLOWING

It is the policy of the Amateur Swimming Association to ensure the maintenance of the highest ethical standards in all areas of English Swimming activities and to encourage a free and open culture in dealings between the officers, employees and members. In particular the Amateur Swimming Association recognises that effective and honest communication is essential to its success.

The purpose of this policy is to give guidance to members of staff as to the actions open to them should they suspect that these standards are not being observed by any colleague(s) and who may from time to time feel that they need to raise certain issues relating to the Association with someone in confidence..

#### **What should you do if you have suspicions?**

If your concerns relate to the activities of one of your immediate colleagues, the matter should be referred to your Line Manager.

If your concerns relate to your own Line Manager, or someone more senior within the Organisation and you have concerns that were you to raise this matter with your Line Manager it would not be acted upon, then you may make a direct approach to a member of the Senior Manager Team, the Chief Executive or the Chairman or any member of the Audit and Probity Committee (a full list of Audit & Probity members can be found on Integra or from HQ).

Correspondence to the Chairman of the Audit and Probity Committee should be addressed as follows:

Susan Harrison  
Chairman  
Audit and Probity Committee  
10 Sunbury Road  
Eton  
Windsor  
Berkshire  
SL4 6BA

The envelope must be marked "Private and Confidential" "Addressee only."

#### **What action will your Line Manager/Chairman or member of the Audit and Probity Committee take in response to your concerns?**

You may be asked to confirm in writing your concerns and to provide details of any evidence in your possession in support of your allegations. You may be asked to attend a meeting with the Audit and Probity Committee to address your concerns and to be questioned concerning this. At such meeting you would be entitled to bring with you as a friend to support you, a fellow employee of the Amateur Swimming Association.

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In any event you will be advised of any action that it is proposed to take.

Appropriate steps will be taken to ensure that your working environment and/or working relationships are not prejudiced by the fact of your disclosure.

**You are entitled to protection against any form of discrimination as a result of any legitimate concerns which you bring to the attention of your Line Manager and/or the Chairman of the Audit and Probity Committee BUT you are reminded that the making of false or malicious allegations concerning another member of staff is a serious disciplinary offence and may give rise to disciplinary proceedings or other disciplinary action.**

Nothing contained in this policy shall have any effect on your statutory rights for protection in connection with “protected disclosures” as that expression is defined in the Public Interest Disclosure Act 1998. The following circumstances constitute a “qualifying disclosure” whereby the Public Interest Disclosure Act 1998 provides protection for the employee reporting such a circumstance:-

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject
- a miscarriage of justice has occurred, is occurring or is likely to occur.
- the health and safety of any individual has been, is being or is likely to be endangered.
- the environment has been, is being or is likely to be damaged.
- information tending to show any matter falling within any one of the preceding points has been, is being or is likely to be concealed.

Further details of the Act may be obtained from the Chairman or any member of the Audit and Probity Committee at the contact details above.

Approved by ASA Committee 15<sup>th</sup> July 2000  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003  
Reviewed 15<sup>th</sup> February 2006  
Reviewed 19<sup>th</sup> April 2006  
Amended following A&P meeting 19<sup>th</sup> October 2006

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### EQUAL OPPORTUNITY IN SWIMMING

**‘Equal opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner’.**

The ASA is totally committed to the principles and practice of equal opportunities across all of its aquatic disciplines, both as an employer, provider and as a facilitator of such practices by all its members. In our work with key partners, such as swimmers, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at its core.

Swimming is a ‘sport for all’. It can and should be enjoyed and made accessible to everyone and to achieve this:

- The ASA is committed to work towards ensuring that swimming is accessible to the many, rather than the few.
- The ASA recognises the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
- The ASA recognises the need to celebrate difference and diversity of provision as a means of creating entitlement and accessibility to our structures.
- The ASA recognises that equal opportunity is about recognising that people are different and therefore require different provision.
- The ASA recognises the need to consult widely in order to respond to diversity.

#### **Addressing equal opportunities**

In addressing equal opportunities, the ASA will respond to issues of equity by:

- Recognising that swimming as an organisation - our staff, swimmers, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Taking positive action to increase the involvement from under represented groups in all aspects of our organisation.

In doing so the ASA supports four key principles as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:

**Entitlement:** People have a right to participate in and access quality and appropriate experiences within swimming.

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**Accessibility:** It is the responsibility of the ASA - our teachers, coaches, officials and administrators - to adapt provision to fit the needs of the many.

**Inclusion:** Wherever and whenever possible, all to access the same provision.

**Integrity:** Whatever we do as an Association to change or adapt provision, it must be of equal worth, challenging, relevant and in no way patronising.

### Lines of responsibility

The ASA will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

### The ASA as an employer

The ASA aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job/role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
- Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

### The ASA as a Membership organisation

The ASA is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.

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### **The ASA as an Awarding Body**

In our centre approval process the ASA will ensure that;

- Approved centres and sites where assessment may take place operate equal opportunities policies that are consistent with best education practice.
- There is a mechanism in place, which will enable anyone who believes they have been discriminated against to raise the matter through the appropriate channels and to have access to the Awarding Body if they feel the matter is not appropriately resolved.
- Records relating to equal opportunity disputes are retained by approved centres for a minimum period of 2 years.

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### **Teachers and Coaches**

In our training and development of teachers and coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principles and practices of equal opportunities.
- Promote positive images of people with special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach.
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.

### **Officials and administrators**

In our involvement of officials and administrators we will expect them to:

- Adopt, promote and practice the values of the Association.
- Ensure that all can enjoy participation.
- Provide meaningful and appropriate experiences which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.

### **Policy into Practice**

The ASA recognises that to successfully implement our policies will require the commitment of everyone involved in the Association. People's attitudes, views and working practices may have to change to ensure that an inclusive agenda is accepted by all and throughout the sport.

This will require the Association to respond to issues of equality by implementing a comprehensive action plan that will state in detail how the Association and all that embrace its structures move towards a swimming structure that is more inclusive and will work towards achieving the appropriate levels of the Equality Standards..

7<sup>th</sup> October 2000

updated 31.08.02

Format amended 11<sup>th</sup> July 2003

Amended and approved by ASA Committee 09.09.2005

Reviewed 19<sup>th</sup> April 2006

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### ELECTRONIC TRANSFER OF INFORMATION

To ensure the protection of the ASA's commercial position in the field of e-commerce for the future staff and volunteers are not permitted to transfer any current or historical data electronically without prior and express permission in writing from the Chief Executive.

Furthermore, permission will not be granted to anyone wishing to transfer data to a third party especially for inclusion on other web-sites.

Original: 07.10.2000  
Format amended 11<sup>th</sup> July 2003  
Reviewed 19<sup>th</sup> April 2006

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### VOLUNTEER POSITIONS NOMINATION POLICY

#### **Policy**

It is the Association's policy to ensure that all members have an opportunity to seek nomination for each vacant volunteer role regardless of sex, sexual orientation, age, race, ethnic origin or disability.

The Association wishes to encourage volunteers with specific skills to seek nomination against specified role descriptions and person specifications if appropriate.

#### **Procedure**

Copies of all advertisements (where appropriate) will be included in the Swimming Times and other appropriate Association Newsletters and publications.

Copies of advertisements may be sent to targeted individuals who match the role and person specification if appropriate.

Members will be asked to submit a nomination form and a brief description of their skills and abilities which are relevant to the role for which they are seeking nomination.

The Association's equal opportunities policy will be adhered to throughout.

In accordance with the Association's equal opportunities policy, attempts will be made to accommodate the particular needs of any person with a disability within the meaning of the Disability Discrimination Act, at all stages of the process.

Original: 07.10.2000

Format amended 11<sup>th</sup> July 2003

Amended following review 5<sup>th</sup> September 2003

Reviewed 19<sup>th</sup> April 2006

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### RECRUITMENT OF PEOPLE WITH A CRIMINAL RECORD

The Association is determined to make all efforts to prevent discrimination or other unfair treatment against any of its staff, potential staff, volunteers or users of its services, regardless of sex, sexual orientation, age, race, ethnic origin, disability, responsibilities for dependants, or offending background that does not create risk to children and vulnerable adults.

People with criminal records applying for jobs or volunteer positions should be treated according to their merits and to any special criteria of the post or role (e.g. contact with children and/or vulnerable adults, which debars some in this category.)

Questions will be asked at shortlisting or nomination stage about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the Association.

Having a criminal record, in itself, should not necessarily prevent a person from being appointed to any post, unless the offence debars the person. Where it is felt, however, that a recent or serious offence might mean that a person presents a risk to children and vulnerable adults then that person should not be appointed. Discrimination either in favour of or against those persons currently in employment who have disclosed their criminal record is not permissible (unless the offence debars them) and such information is strictly confidential.

Shortlisted applicants are required to complete a declaration of criminal record using the standard organisational form. If an applicant reveals a serious criminal record, particularly if it is recent, the Director of Membership Services & Resources should be advised. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

In circumstances in which the appointment of a person with a serious record might give rise to criticism of the organisation the Director of Operations should be consulted before the appointment is confirmed.

Details of a person's criminal record must always be treated as confidential.

ASA Committee: 23<sup>rd</sup> November 2001  
Format amended 11<sup>th</sup> July 2003  
Amended following review 5<sup>th</sup> September 2003  
Amended 12<sup>th</sup> September 2005  
Reviewed 19<sup>th</sup> April 2006

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### Health, Safety and Environmental Policy Statement

The Amateur Swimming Association (ASA) is an unincorporated association and as such recognises its responsibilities to both its employees and volunteers.

It is the policy of the Amateur Swimming Association to reduce its business risk to the lowest possible level. The Chairman of the ASA Board and the Chief Executive take a personal responsibility for achieving and maintaining the highest standards of health, safety and environmental performance.

The Amateur Swimming Association complies with the Health and Safety of Work Act 1974 in respect of the health, safety and welfare of its employees. The Association also recognises its duty of care under common law in respect of the health, safety and welfare of its affiliated members and volunteers.

This policy extends to a number of key activities, summarised below:-

For employees:

- Identifying and assessing health and safety risks arising from our work activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy working environment.
- Support for high standards of communication, training and continuing professional development of all staff and contractors.
- Recording and investigating of incidents, accidents and cases of work ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Maintenance of business continuity planning to minimise disruption in the event of a disaster at an Association employee location.
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Board.

The Amateur Swimming Association manages these processes through the Senior Management Team and the Administration Health and Safety Working Party.

For affiliated members, athletes and volunteers:

- To provide and communicate guidance to the ASA Regions, Counties and Clubs in relation to their employee obligations and health and safety.
- Identifying and assessing health and safety risks arising from club activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy club environment.
- To provide and communicate Health and Safety Laws, Rules and Guidelines for the good governance of the sport, primarily through the ASA Handbook, revised annually.

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- To provide support for training and continuing professional development of all volunteers.
- To encourage recording and investigating of incidents, accidents and cases of club activity ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Board and ASA Council.

The Amateur Swimming Association manages this process through the ASA Board, the ASA Management Team and the Health and Safety Forum.

The Amateur Swimming Association is committed to achieving excellence in all of its business functions and accordingly, it expects all its staff and affiliated members, athletes and volunteers to support and co-operate with the Association in meeting its health, safety and environmental policy and legal obligations.

This policy replaces the previous H&S Policy Statement  
Updated 30<sup>th</sup> June 2005  
Title amendment following AGM 19/02/06  
Reviewed 19<sup>th</sup> April 2006

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### President – Terms of Reference

To be the titular head of the Amateur Swimming Association and to represent the interests of the Association at all ceremonial and representative occasions as the ASA Board shall require.

1. To act as the host dignitary at ASA events and at British events staged by the ASA in England and to be responsible for determining the protocol at such events.
2. To give priority to acting as host at ASA National events and British events staged by the ASA over all other invitations to attend events and functions.
3. To preside over the Annual ASA Council Meeting in liaison with the ASA Chairman.
4. To ensure that a suitable representative is appointed as host dignitary at ASA events and at British events or other similar representational events staged by the ASA. If the President is unable to attend the suitable alternative representative should be the Vice President, the President of the Region where the event occurs or some other person of similar standing.
5. With the exception of National Events and British events held in England to give priority over all other invitations to those where the ASA is invited to be represented. (Examples of such events are: ESSA Championships, British Wheelchair Championships etc.)
6. Attendance at any International competitions or other business meeting will be by the specific request of the ASA Board. The ASA Board will be expected to provide evidence of a clear business case for such attendance outlining the budget for the event and a definition of the role the ASA President will be expected to play.
7. To liaise with the Director of Finance to agree the budget for the year of office and to ensure continued compliance with the budget throughout the year.
8. To personally maintain a diary of appointments and make copies available to the office on request.

To personally manage the administration of invitations, acceptances, regrets and thank you letters.

Implementation Date: President Term of Office 2006

Title amendment following AGM 19/02/06

Reviewed 19<sup>th</sup> April 2006

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### Addressing concerns regarding Members on the ASA Board

#### Introduction

The Amateur Swimming Association acknowledges that Technical Committee members and members of other ASA Committees participate in ASA activities on a voluntary basis, and they are committed to maintaining and improving the standing of the ASA and the sport of swimming. ASA law denies the ASA Board the power to interfere with the election of Regional Officers or representatives. However, this policy provides the mechanism for managing any concerns regarding members of committees whether they are regional representatives or specialist members appointed by the ASA Board.

#### Expectations of Board members

Members of the ASA Board must:

1. conform to the specific responsibilities and requirements of office (if any) contained or referred to in the role description and/or letter of appointment.
2. not be involved in, nor persist with, any conduct or activity that may have the tendency to bring the member or the sport of swimming into disrepute.
3. not be involved in any conduct or activity that may harm the name or reputation of the ASA or any sponsor of the ASA of which the member has been given notice, nor the ASA's relationship or contractual obligation with any such ASA sponsor.
4. not be involved in a situation which brings the member into disrepute, contempt, scandal or ridicule.
5. observe principles of confidentiality and corporate responsibility with regard to the decision making and other workings of any committee or group upon which they may serve.

#### Management of concerns about Board members

Whilst this policy has no application to the normal processes of election, selection, nomination or appointment of members it does provide the mechanism for handling concerns about Board members.

Where a member, Committee or the ASA Board shall have concerns regarding the performance of a Board member the following protocols should be observed:

1. The member, Committee or the ASA Board noting the concern shall set out the concern in writing to the Chairman of the ASA Board or his nominated representative.
2. The ASA Chairman or nominated representative shall write to the individual member concerned setting out in detail the concerns within seven days.

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3. A meeting shall be arranged between a representative of the ASA Board, together with the Chairman or his nominated representative and Chief Executive, or his representative, with the individual member and the Regional Chairman if the individual member is a regional representative, to discuss in open and constructive fashion the issues of concern.
4. An action plan shall be produced by the Chairman or his nominated representative (such plan if reasonably possible to have the consensus support of all persons attending the meeting) with a view to resolving the issues of concern. The Action plan shall set out a clear timetable, objectives and performance indicators (as appropriate) in order that all involved shall be under no misunderstanding as to the steps required to be taken.
5. Should there be any material failure to achieve any performance indicators within the timetable specified then the ASA Board may consider addressing the matter by charging a person to act under the authority of the ASA Board to terminate (or in the case of a Regional Representative ask the Regional Chairman to initiate the process to terminate) the member's appointment by giving written notice to the member. Alternatively, the matter may be referred to the ASA Judicial panel.
6. If a member receives notice of the termination of appointment the member shall have the right to appeal. Application to appeal must be made in writing to the Chief Executive. The appeal will be referred to the ASA Board who will appoint a panel of up to three persons, who may but need not be members of the ASA Board, to hear the appeal. The three members must not have had any part in the process to this point. Any appeal must be made in writing within ten working days from receipt of written notice of termination of the member's appointment.

### **Procedures for an Appeal Hearing**

Procedures at the hearing will be at the discretion of the ASA. A member will be advised, normally not less than three working days in advance, of the applicable procedures.

If on appeal the case is considered to warrant a lesser penalty or to be unproven, the notice of termination may either be reduced to a lesser penalty or rescinded.

Approved by ASA Committee 18<sup>th</sup> November 2005  
Title amendment following AGM 19/02/06  
Reviewed 19<sup>th</sup> April 2006

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## EPILEPSY POLICY

The Amateur Swimming Association recognises that exercise is of benefit to all, including people with epilepsy. Therefore, having this condition should not prevent participation in swimming. However, there is a need to take certain sensible precautions.

1. Any individual presenting with possible epilepsy should be investigated and have a diagnosis made before taking part in organised swimming or water sports.
2. Extra precautions need to be taken when there is a significant risk of further fits (seizures). In line with the recommendations of DVLA for Group 1 this period of significant risk is defined as follows:
  - For 1 year following a fit
  - Whilst reducing medication and for 6 months after stopping it
3. For swimmers, during training and competition, the swimmer should swim in an outside lane, and must be accompanied by a competent observer\* appointed to act for him/her.
4. For divers, no diving above 1m will be allowed. They should also have a competent observer.
5. Water polo again requires a competent observer, with no particular restrictions.
6. Open water swimming is not to be recommended for the above period. The particular hazard of sudden immersion in cold water should be borne in mind.
7. Synchronised swimmers will require a competent observer. The practice of deliberate hyperventilation should be discouraged, as it is a known trigger factor for fits.
8. Flashing lights are another recognized trigger factor.

\*A competent observer is someone who can recognize the particular seizure/fit in that individual and is able to take appropriate action.

This policy does not apply to classified disability swimmers as their activities are regulated through risk assessment.

Approved by Health and Safety Forum 2<sup>nd</sup> November 2005  
Approved by ASA Committee 19<sup>th</sup> November 2005  
Reviewed 19<sup>th</sup> April 2006

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## PROTECTION OF VULNERABLE ADULTS

### FOREWORD

#### 1. CONTEXT.

In 2002, the Amateur Swimming Association (ASA) and the National Society for Prevention of Cruelty to Children (NSPCC) jointly published the report 'In at the Deep End' providing an analysis of child welfare cases referred to the ASA over a five year period ('97-'01).

'In at the Deep End', coupled with the development by the ASA, SASA and WASA of Child Protection policy and procedures has resulted in better awareness, identification and reporting of potential child protection concerns. This has resulted in an increase in the number of referrals made by Home Nation affiliated clubs relating to children who may be in need of protection. Consequently, child protection standards in swimming improved and a dedicated specialist child protection position created. This post has enabled many children and families who may not previously have had opportunity, to receive support in order to promote their participation in swimming. Working in close partnership with statutory agencies, the ASA,SASA and WASA have significantly contributed to safeguarding the welfare of its young swimmers from harm.

The success of these developments, the growing awareness brought about as a result of legislation, the inclusion in British Swimming and Home Nation programmes of athletes with vulnerabilities and the increasing number of complex cases has led British Swimming to develop the following policy and procedure for the protection of vulnerable adults. Although there are overlaps and shared issues between child and adult abuse, there are also significant differences that warrant the two areas having separate policy and procedure.

Many of the findings from 'In at the Deep End' are relevant to the subject of abuse and vulnerable adults and will be referred to in this policy along with other associated documents such as 'Protecting Disabled Children and Adults in Sport and Recreation'- Annie Kerr 1999.

In March 2000, the Government published '**NO SECRETS**', guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. 'No Secrets' places heavy emphasis on joint working between agencies, including where appropriate the voluntary sector.

For the purposes of this policy, and in order to develop a consistent definition and shared understanding across agencies, definitions will be used as stated in 'No Secrets'. Other national initiatives relevant to the recognition of the need for protection of vulnerable adults against abuse are :-

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Achieving Best Evidence: part ii of the Youth Justice and Criminal Evidence Act 1999. Introduced a range of 'special measures' to facilitate the gathering and giving of evidence by vulnerable witnesses.

National Care Standards Act 2000 requires all care providers to protect vulnerable people from abuse and to 'whistle blow' on bad practice.

## 2. WHAT DOES 'ABUSE OF VULNERABLE ADULTS MEAN'?

A '**Vulnerable Adult**' is described in 'No Secrets' as: -

' A person aged 18 years or over, who is in receipt of or may be in need of community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

For the purposes of this policy, 'community care services 'will be interpreted as all care services provided in any setting or context.

In relation to swimming, the majority of vulnerable adults will have learning or physical disabilities or both.

'**Abuse**' is defined in 'No Secrets' as the 'violation of an individual's human or civil rights by any other person or persons'.

Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. Abuse may consist of a single act or repeated acts, directly, or indirectly and can occur in any location. Abuse may be physical, verbal or psychological, an act of neglect or an act of omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. It may also occur through deliberate targeting or grooming of vulnerable people and may be carried out by individuals or groups of individuals.

Abuse may not just be an acute incident, but is often a growing concern about the welfare of a vulnerable adult.

### **Categories of Abuse.**

This policy and procedure identifies seven categories of abuse: physical, sexual, financial, neglect, psychological (including bullying), institutional, and discriminatory.

An eighth category also needs to be taken into account, that of poor professional practice. Further details of the categories of abuse and signs and symptoms are discussed further below.

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### 3 Vulnerable Adults and Swimming.

For many vulnerable adults and their carers from all social classes, swimming provides an opportunity to keep fit, increase confidence and achieve positive outcomes. For some it provides the opportunity to compete at a national and international level.

Vulnerable people are at heightened risk of abuse and discrimination because of their vulnerability and may experience this in all walks of life. It can happen at home, in the work place, day centre, at the shops, on the bus, at a friend or relative's house, at the swimming club. **Anywhere**

Practice has shown that vulnerable people who are victims of abuse can be reluctant to report their experiences for fear of losing a highly positive and important part of their lives. Thus it is essential that Home Nation affiliated clubs and their staff are aware of the indicators of abuse, can recognise these and act appropriately to protect the victim.

The primary difference in addressing adult and child abuse relates to the adults right of self determination in that they may choose not to act at all to protect themselves and only in the most extreme circumstances will the law intervene. For children this is not the case, because they are minors the Children Act 1980 can be quickly and effectively used to ensure protection from abuse once this is recognised.

The Government has recognised sport's potential in combating social exclusion and is promoting sporting initiatives including swimming in order to reach vulnerable people who may not otherwise have the opportunity to participate.

For the majority of vulnerable adults swimming will be a positive experience, however there is growing recognition that sport generally, including swimming provides easy access to vulnerable people for those who wish to perpetrate abusive behaviour for their own gratification.

**THE FOLLOWING ABUSE OF VULNERABLE ADULTS POLICY IS MANDATORY AND ALL AFFILIATED CLUBS MUST APPOINT A DESIGNATED CLUB WELFARE OFFICER TO ENSURE THE PROCEDURE IS CORRECTLY IMPLEMENTED IN ALL RELEVANT CASES.**

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### POLICY STATEMENT.

- As the National Governing body of swimming ASA must work within the law and must not support or condone abusive behaviour to vulnerable adults. ASA is morally and legally bound to **identify and appropriately address** concerns about the well being of vulnerable adults who are affiliated through swimming.
- ASA believe that the welfare and protection of vulnerable adults is the responsibility of all individuals within the swimming community including coaches, administrators, carers, volunteers, club management, friends, supporters, advocates. **Everyone.**
- Individuals within the swimming community who have concerns about abuse, discrimination, or inappropriate practice are duty bound and have a responsibility to report these concerns in line with ASA policy and procedure.
- ASA will support anyone associated with an affiliated club who, in good faith reports concerns that a vulnerable adult is at risk of, or is being abused.

### PRINCIPLES.

The principles of this policy are to :

- equitably promote the rights of vulnerable adults regardless of age, gender, disability, racial origin, religion, and sexual identity to enjoy sport free from all forms of abuse, discrimination or sexual exploitation.
- actively promote the empowerment and well-being of vulnerable adults through the services provided by British Swimming and affiliated clubs;
- act in a way which supports the rights of the individual to lead an individual life based on self determination and personal choice;
- recognise people who are unable to take their own decisions and /or to protect themselves, their assets and bodily integrity;
- recognise that the right of self-determination can involve risk and ensure that such risk is recognised and understood by all concerned, and minimised when ever possible;
- ensure that when the right to an independent lifestyle and choice is at risk the individual concerned is referred and receives help including advice, protection and support from relevant agencies.
- ensure that appropriate expert advice is sought relating to the law and statutory requirements and that agencies apply this to protect vulnerable individuals..
- respect client confidentiality wherever possible, but not to the point where this overrides all other considerations. There will be occasions when it will be necessary to share information with the police and other agencies in order to protect the victim.
- take action in line with ASA policy and procedure to report inadequate , damaging or dangerous practice in relation to vulnerable adults and swimming.

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In order to ensure abuse of vulnerable people is identified and reported it is essential that the ASA policy and procedures are internalised and acted upon within clubs affiliated to the ASA Club secretaries and welfare officers are requested to disseminate them widely and **all people connected with the clubs** are encouraged to read and discuss them informally and formally within the club meeting structure.

### Definitions of abuse.

A consensus has emerged identifying the following as the main forms of abuse:

- **Physical abuse**, including hitting, slapping, pushing, kicking, medication, restraint, inappropriate sanctions, rough handling, pinching, punching, shaking, burning, forced feeding, use of force which results in pain, injury or change in the person's natural physical state.
- **Sexual abuse**, including rape and sexual assault, or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting. Inappropriate touching and fondling, indecent exposure, penetration (or attempted penetration) of vagina, anus, or mouth by penis, fingers, or other objects.
- **Psychological abuse**, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks, withholding affection, shouting, depriving the person of the right to choice, information and privacy. Behaviour that has a harmful effect on the vulnerable person's emotional health and development.
- **Financial or material abuse**, including theft, fraud, exploitation, and pressure in connection with wills, property, possessions, or benefits.
- **Neglect and acts of omission**, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating, and undermining personal beliefs.
- **Discriminatory abuse**, including racism, sexism, and ageism based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic violence** is 'any criminal offence arising out of physical, sexual, psychological, emotional or financial abuse by one person against a current or former partner in a close relationship or against a current or former family member'. There is no statutory offence of Domestic violence it is a generic term to describe a range of behaviours often used by one person to control or dominate another with whom they have had a close relationship.
- **Poor professional practice**, may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other.

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- **Institutional abuse** involves the collective failure of an organisation to provide an appropriate and professional service to vulnerable people. It can be seen or detected in processes, attitudes and behaviour that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other care agencies ( this will include voluntary organisations).
- **Stranger abuse** will warrant a different kind of response from that appropriate to abuse in an ongoing relationship .In some instances it may be appropriate for Social services to be encouraged to use their adult protection procedures to ensure that the vulnerable person receives the services and support that they need.
- **Harm** should be taken to include not only ill treatment (including sexual abuse and forms of ill treatment which are not physical), but also the impairment of , or avoidable deterioration in, physical or mental health; and the impairment of physical, intellectual, emotional, social or behavioral development.

Adopted by ASA Committee 19<sup>th</sup> November 2005