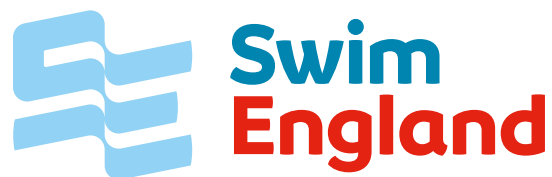


The

HAND BOOK

2024



Official Handbook 2024

incorporating the Regulations and the
Technical Rules of the Amateur Swimming Association
(Swim England) Limited

Patron:
HRH The Prince of Wales



Founded 1869

Version: 2024-v4

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Swim England,
Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough, Leicestershire LE11 3QF
Tel: 01509 640 700
www.swimming.org

The Swim England Handbook has been created for Swim England Affiliated Clubs.

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Swim England President



Janice Whittle

President

Janice has been involved in swimming for over 30 years. Along with her husband she was asked to be a timekeeper at a junior gala where her daughters were swimming and that commenced her officiating journey where, along with her husband and daughters, they became Judges, Starters and ultimately referees.

Janice was honoured to be invited to be a Technical Official at the London 2012 Paralympic Games.

Janice has mainly been involved in administration and organisation. In 2000 she undertook the role of secretary of her club, Newton Hall Blackpool. She was involved in the merger of the club with Blackpool SC in 2010. The club was renamed Blackpool Aquatics ASC and Janice remains as Secretary to this day.

Janice was first elected as President of North Lancashire Swimming and Water Polo Association in 2004/2005, followed by a second term in 2012/2013. Janice for many years has been Competition Secretary of the Association and remains an active member of the Executive.

In 2012/2013 she was also elected President of Lancashire Water Polo & Swimming Association, and undertook the role of Secretary from 2006 – 2023. She is still a member of the Executive Committee and has been Team Manager of the Lancashire County Swimming Team from 2008 to the present day.

In 2014/2015 Janice was invited to be President of the North West Region and is currently a board member.

Janice is looking forward to her year as Swim England President and promoting all the aquatic disciplines. She is keen to support all levels of the disciplines from grass roots to the elite.



A Salmon

Chief Executive Officer



R Hookway

Chairperson
Swim England Board

Auditors: UHY Hacker Young (Nottingham) 14 Park Row, Nottingham, NG1 6GR

Administration

Swim England Board

Senior Leadership Team

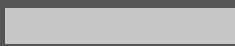
Contacts

Regions

Organisations Directly Affiliated to Swim England

Useful Addresses

Past and Present Officers

The minutes for the Amateur Swimming Association (Swim England) Limited can be found on the website. 



Swim England Board

R Hookway – Chairperson	K Walcott-Greenwood – Independent Member
N Booth – Member Nominated	J Wheeler – Member Nominated
A Breadon – Independent Member	A Salmon – Chief Executive Officer
B Saunders – Member Nominated	B Havill – Chief Financial Officer
C Green – Independent Member	B Simkins – Member Nominated
C Ryan – Independent Member	A Kidwai – Independent Member

For Swim England Board and Sport Operations Committee sub-groups, and Leadership Groups please refer to the website www.swimming.org.

Senior Leadership Team

Chief Executive Officer – A Salmon
Chief Financial Officer – B Havill
Chief Operating Officer – E Griffin
Sport Development Director – A Whike
Business Engagement Director and
Institute of Swimming Managing Director – R Cox
People Development Director – M Cooper
Director of Legal – L Jarvis

Contacts

Careers in Aquatics	Email: careersinaquatics@swimming.org	Tel: 01509 640 231
Chief Executive's Office	Email: sechiefexec@swimming.org	Tel: 01509 640 452
Safeguarding and Welfare Team	Email: safeguarding@swimming.org	Tel: 01509 640700 (option 1, then option 3)
Coaching	Email: coaching@swimming.org	
Communications Team	Email: communications@swimming.org	Tel: 01509 640 234
DBS Team	Email: dbs@swimming.org	Tel: 01509 640638
Development Team	Email: clubdevelopment@swimming.org	
Events Team	Email: nationalevents@swimming.org	
Facilities Team	Email: facilities@swimming.org	
Finance Department (Credit Control)	Email: creditcontrol@swimming.org	Tel: 01509 640 729
Finance Department (Purchase Ledger)	Email: sefinance@swimming.org	
Finance Management Accounts	Email: sefinance@swimming.org	Tel: 01509 640 115
Health and Wellbeing	Email: health@swimming.org	
Institute of Swimming: Membership	Email: iosmembership@swimming.org	Tel: 01509 640 721
Institute of Swimming: Training and Development	Email: iosadmin@swimming.org	Tel: 01509 640 640
IT Team	Email: helpdesk@swimming.org	Tel: 01509 640 705
Learn to Swim	Email: learntoswim@swimming.org	
Learn to Swim Awards and Resources	Email: salesawards@swimming.org	Freephone: 0800 220 292
Legal Office	Email: legal@swimming.org	
Medical Services	Email: medicals@swimming.org	
Membership Team	Email: renewals@swimming.org	Tel: 01509 640 727
Office of Judicial Administration	Email: judicial@swimming.org	Tel: 01509 640764

Contacts

Operations Team	Email: operations@swimming.org	
Payroll Team	Email: payroll@swimming.org	Tel: 01509 640 728
People Development	Email: peopledevelopment@swimming.org	
Purchasing Team	Email: sepurchasing@swimming.org	Tel: 01509 640 747
Rankings Team	Email: rankings@swimming.org	Tel: 01509 640 766
Swim England Advertising	Email: advertising@swimming.org	Tel: 01509 640 231
Swim England Qualifications	Email: info@swimenglandqualifications.com	Tel: 01509 640 493
Volunteering (Recruitment, Training and Development)	Email: volunteering@swimming.org	Tel: 01509 640 272
Discipline Leadership Group Administrators	Email: leadershipgroups@swimming.org	

Regions

Swim England East Region

Regional Chairperson: Vacant

Email: east@swimming.org

Web: www.eastswimming.org

Swim England East Region,
Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough, Leicestershire LE11 3QF

London Swimming

Regional Chairperson: Alex Harrison

Email: enquiries@londonswimming.org

Web: www.swimming.org/london

London Swimming, PO Box 334, Ely, CB7 9GJ

Swim England North West

Regional Chairperson: Jim Wilks

Email: swimnorthwest@swimming.org

Web: www.swimnorthwest.org

Swim England North West, 2 City Approach
(Orbit House), Albert Steet, Eccles, Manchester,
M30 0BL

Swim England North East

Regional Chairperson: David Watson

Email: swimnortheast@swimming.org

Web: www.asaner.org.uk

Swim England North East Regional Office,
PO Box 601, Darlington, DL1 9DS

Swim England South East

Regional Chairperson: Sara Todd

Email: chair@southeastswimming.org

Web: www.southeastswimming.org

Swim England South East, c/o Freedom Leisure,
The Paddock, 1-6 Carriers Way, East Hoathly,
East Sussex, BN8 6AG

Swim England South West

Regional Chairperson: Chrissie Robinson

Email: swimsouthwest@swimming.org

Web: www.swimwest.org.uk

Swim England South West Regional Office,
Castle Road, Chelston Business Park, Wellington,
Somerset TA21 9JQ

Swim England West Midlands

Regional Chairperson: Simon Kirkland

Email: westmidland@swimming.org

Web: www.westmidlandswimming.org.uk

Swim England West Midlands, SportPark,
Pavilion 3, 3 Oakwood Drive, Loughborough,
Leicestershire, LE11 3QF

Swim England East Midlands

Regional Chairperson: John Hidle

Tel: 07932 027769

Email: eastmidland@swimming.org

Web: www.eastmidlandswimming.org

Swim England East Midlands, SportPark,
Pavilion 3, 3 Oakwood Drive, Loughborough,
Leicestershire, LE11 3QF

Organisations Directly Affiliated to Swim England

Army Cadet Force Association

T Hayter

Email: sports@armycadets.com

Web: www.armycadets.com

British Naturism

T Major

Email: headoffice@bn.org.uk

Web: www.bn.org.uk

British Universities and Colleges

Sports Association

Email: jo.crawford@bucs.org.uk

Web: www.bucs.org.uk

Dwarf Sports Association (UK)

T Shephard

Email: tim.shephard@dsauk.org

Web: www.dsauk.org

English Schools' S.A.

C Turner

Email: c.turner@essa-mail.uk

Web: www.essa-schoolswimming.com

Great Britain Diving Federation

N Mewse

Email: Team@gbdf-Diving.com

Web: www.diving-gbdf.com

Clubs Directly Affiliated

CSSC

H Gray

Email: hilary.gray@cssc.co.uk

Web: www.cssc.co.uk

Leagues

The National Swimming League

I Mackenzie, Honorary Secretary

Email: secretary@nationalswimmingleague.org.uk

Web: www.nationalswimmingleague.org.uk

British Water Polo League

C Ducker, General Secretary

Email: chris.ducker@bwpl.org

Web: www.bwpl.org

Junior Inter-league Swimming Competition

S Carden

Email: secetary@juniorinterleague.co.uk

Web: www.juniorinterleague.co.uk

The National Arena Junior Swimming League

I Mackenzie

Email: ian@thenationalarenajuniorswimmingleague.org.uk

Web: www.thenationalarenajuniorswimmingleague.org.uk

National Conference Water Polo League

N Greenwood

Web: www.ncwpl.leaguerepublic.com

Corporate Members

Swiss Timing

Unit 1, Discovery Business Park, Brickfield Lane,
Chandlers Ford, Hampshire SO53 4DP

Tel: 023 8027 4520

Email: sales@swisstiming.co.uk

Web: www.swisstiming.co.uk

Useful addresses

Aquatics GB

SportPark, 3 Oakwood Drive, Loughborough,
Leicestershire LE11 3QF
Tel: 01509 618 700
Web: www.britishswimming.org

Howden Insurance

Tricorn House, 51-53 Hagley Rd, Birmingham B16 8TP
Tel: 0121 698 8000
Email: info@howdengroup.com
Web: www.howdengroup.co.uk

Sport England

SportPark, 3 Oakwood Drive, Loughborough,
Leicestershire LE11 3QF
Tel: 0345 850 8508
Email: info@sportengland.org
Web: www.sportengland.org

Sport and Recreation Alliance

Holborn Tower, 137-145 High Holborn, London
WC1V 6PL
Tel: 020 7976 3900
Email: info@sportandrecreation.org.uk
Web: www.sportandrecreation.org.uk

Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)

3 Oakwood Drive, Loughborough LE11 3QF
Tel: 03438 360200
Fax: 01509 226 475
Email: info@cimspa.co.uk
Web: www.cimspa.co.uk

British Olympic Association

101 New Cavendish Street, London, W1W 6XH
Tel: 0207 8425 700
Email: boa@boa.org.uk
Web: www.teamgb.com

Commonwealth Games England

5th Floor, Holborn Tower, 137-144 High Holborn,
London, WC1V 6PL
Tel: 020 7831 3444
Email: info@teamengland.org
Web: www.teamengland.org

British Para-Swimming Classification Enquiries

Tel: 07795 416930
Email: classification@swimming.org

Past and Present Officers

Metropolitan Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1869	J Warrington	G H Vize	W W Ramsden
1870	S Bullett	J F Moultrie	H J Bradley
1871	"	J Cole	"
1872	H Woods	J Fawcitt	"
1873	H G Smith	"	W J Everton

Swimming Association of Great Britain

Year	President	Hon. Treasurer	Hon. Secretary
1874	H G Smith	G Price	W J Everton
1875	A C Heeps	---	"
1876	---	---	A G Lupton
1877	R H Watson	A G Lupton	W W. Ramsden
1878	G Williams	"	"
1879	"	"	"
1880	H Davenport	"	H J Barron
1881	"	"	"
1882	"	"	"
1883	"	H F Strange	"
1884	H J Barron	C A Itter	H Weaver
1885	"	C J Davison	"

Amateur Swimming Association

Year	President	Hon. Treasurer	Hon. Secretary
1886	A Clark	C J Davison	W W Ramsden
1887	Lord C Beresford	R. Sandon	E J Tackley
1888	"	"	"
1889	"	C E Macrae	"

From 1890 the number of Clubs affiliated to the Amateur Swimming Association are listed

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1890	H Davenport	C Plumptre	E J Tackley	135
1891	"	"	"	182
1892	"	W J Read	"	207
1893	"	"	G Pragnell	240
1894	"	"	"	265
1895	W J Read	"	"	404
1896	H E Cashmore	J H Fisher	"	387
1897	G H Rope	"	"	428
1898	J H Fisher	"	"	432
1899	J F Herbert	"	"	447
1900	H Benjamin	"	"	469

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1901	R Williams	"	"	537
1902	H Thomsett	"	"	585
1903	G Pragnell	"	G W Hearn	624
1904	A Mosley	"	"	675
1905	W N Benjamin	"	"	741
1906	F Baxter	"	"	805
1907	J T Hincks	J H Fisher	G W Hearn	963
1908	W Hearn	"	H C Hurd	1073
1909	A Atkinson	"	"	1169
1910	E J Tackley	"	"	1276
1911	F R Edwards	"	"	1324
1912	F G Wraith	"	"	1369
1913	E W Jordan	"	T M Yeaden	1409
1914	H J Johnson	"	"	1468
1915	"	"	"	1423
1916/				
1918	"	"	"	--
1919	A St. P Cuffin	"	"	--
1920	W Hammond	"	"	875
1921	C N Milner	T M Yeaden	H. E. Fern CBE JP	1210
1922	R W Jones	"	"	1289
1923	A J Tucker	"	"	1331
1924	T M Yeaden	"	"	1313
1925	H T Bretton	"	"	1318
1926	F Isherwood JP	"	"	1363
1927	G Newton	"	"	1375
1928	W A H Buller	"	"	1380
1929	R A Colwill, OBE	"	"	1505
1930	H Crapper	"	"	1561
1931	W S Hankins OBE	"	"	1625
1932	F Harrison	"	"	1720
1933	T Jebb Lee	"	"	1729
1934	H E Fern CBE JP	"	"	1805
1935	R G Jordan	"	"	1856
1936	W H Darke	"	"	1969
1937	G T Evershed JP	R A Colwill OBE	"	1939
1938	J Hodgson	"	"	1976
1939/				
1945	H P Leverton	"	"	1981
1946	B W Cummings	"	"	305
1947	J D de Lancey	"	"	1070
1948	R J Pryde	"	"	1261

Year	President	Hon. Treasurer	Hon. Secretary	Clubs Affi'td
1949	A J Perring MBE	"	"	1419
1950	E Read TD MA	"	"	1488
1951	C W Plant	"	"	1563
1952	A M Austin	"	"	1605
1953	G De V Welchman CBE DSO	"	"	1598
1954	A Mothersdale	"	"	1592
1955	R Murray	G Matveieff	"	1607
1956	R Hodgson	"	"	1591
1957	K B Martin MBE	"	"	1622
1958	H Parker KCB KBE MC	"	"	1621
1959	C F Clark	"	"	1627
1960	H Dixon	"	"	1592
1961	A C Price	"	"	1657
1962	L H Koskie	"	"	1618
1963	H R Walker	"	"	1605
1964	G Matveieff	"	"	1587
1965	W T Tiver	"	"	1584
1966	N W Sarsfield OBE MC	C W Plant	"	1573
1967	E J Scott OBE MC	"	"	1585
1968	A Rawlinson MBE	A H Turner OBE AIB	"	1604
1969	J Jordan	"	"	1629
Secretary				
1970	E W Keighley	"	N W Sarsfield OBE MC	1627
1971	T A Thorndale	"	"	1604
1972	J Wilson	"	"	1647
1973	C P Parkin	"	"	1648
1974	E Warrington MBE	"	"	1652
1975	M Rutter	"	"	1619
1976	G R Eddowes MBE	"	"	1636
1977	T Elsom-Rhymes	"	"	1744
1978	F W Latimer	"	"	1674
1979	J H Zimmermann	"	"	1704
1980	D F Scales JP	"	"	1703
1981	F E Collins	"	H W Hassall DPE	
			DMS (Rec) FBIM	1717
1982	A H Turner OBE AIB	"	"	1705
1983	E E Warner	"	"	1703
1984	S W Margetts	"	"	1703
1985	R R Garforth	"	"	1683
1986	Y M Price	A M Clarkson FCA	D A Reeves	1690
1987	H Booth	"	"	1698
1988	T G Thomas	"	"	1684

Year	President	Hon. Treasurer	Secretary	Clubs Affi'td
1989	J J Lewis	"	"	1686
1990	E Dean	"	"	1709
1991	E Wilkinson	"	"	1680
1992	L G Howe	"	"	1669
1993	T H Cooper	"	"	1667
1994	R H George	"	"	1654
Chief Executive				
1995	T G. Handley	"	D Sparkes	1641
1996	P Jones	"	"	1651
1997	A M Clarkson FCA	"	"	1659
1998	J W E Leach	"	"	1562
1999	E Taylor	"	"	1611
2000	M Beard	"	"	1584
2001	D Toogood	Post Discontinued	"	1554
2002	B Eeles	"	"	1587
2003	J Cook	"	"	1537
2004	M Glover	"	"	1408
2005	A Clark	"	"	1503
2006	R Margetts	"	"	1242
2007	"	"	"	"
2008	A Donlan	"	"	1175
2009	K Grimshaw	"	"	1170
2010	J Russell	"	"	1150
2011	D Neate	"	"	1135
2012	R Gordon	"	"	1110
2013	J Grange	"	"	1117
Chief Executive Officer				
2014	S Rothwell	"	A Paker	1093
2015	R Hedger	"	"	1080
Interim Chief Executive Officer				
2016	J Bird	"	J M Nickerson	1073
Chief Executive Officer				
2017	A Reah	"	J M Nickerson	1066
2018	R Whitehead	"	"	1065
2019	E Skyes	"	"	1043
Swim England				
Year	President		Chief Executive Officer	Clubs Affi'td
2020	I Mackenzie	"	"	1043
2021	I Mackenzie	"	"	1025
2022	I Mackenzie	"	"	984
2023	J Wilks	"	"	960
2024	D Whitlam	"	A Salmon	947

Code of Ethics

Code of Ethics



Code of Ethics

Terms of Reference

The content of this Code of Ethics applies to all those involved within the sports of swimming, diving, water polo, open water swimming and artistic swimming.

The Code of Ethics should be read in conjunction with the Codes of Conduct contained in Swim England's Child Safeguarding Policy and Procedures (Wavepower).

Code of Ethics

All individuals within the Swim England aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim England members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower.
- Adhere to the Codes of Conduct contained in Wavepower.
- Adhere to Swim England's Equality Policy.
- Adhere to the Rules and Regulations of Swim England.
- Adhere to the Aquatics GB Anti-Doping Rules.
 - Aquatics GB Anti-Doping Rules apply to all members participating in the sport for a minimum of 12 months from the commencement of membership, in accordance with the Swim England Regulations and Code of Conduct whether or not the member is a citizen of, or resident in, the UK.

Regulations and Technical Rules

Company Regulations

General Regulations

Judicial and Safeguarding Regulations

General Regulations (continued)

Technical Rules

Certificate of Exception

Regulations for the Payment of Expenses
by Swim England



Company Regulations

1. General

1.1 The Amateur Swimming Association (Swim England) Limited

1.1.1 Status

The Amateur Swimming Association (Swim England) Limited ("the Company") is a charitable company limited by guarantee and is governed by its Articles which must be read in conjunction with these Company Regulations.

In the case of any contradiction between these Company Regulations and the Articles, the Articles shall take precedence.

Any activities taking place in the name of the Company or Swim England (the trading name of the Company) must conform to the Articles, the Company Regulations, the General Regulations, the Judicial Regulations and the Technical Rules.

1.1.2 Governance

The Company is structured as follows:

1.1.2.1 Board – the directors and charity trustees of the Company.

1.1.2.2 Members' Forum - the voting company law members of the Company appointed by the Regions as set out in the Articles.

1.1.2.3 Regions – the regional branches of the Company that are separately constituted and operate in accordance with the Articles and these Company Regulations.

1.1.2.4 Affiliates – organisations affiliated to the Company in accordance with Company Regulation 5.1.

1.1.2.5 Wider Members – individual members of the Company as referred to in Company Regulation 5.2.

For the avoidance of doubt: Regions, Affiliates and Wider Members are not voting company law members of the Company.

1.1.3 Amending these Company Regulations

The Board shall require the approval of the Members' Forum (ordinary resolution) to any amendment to the Company Regulations 1-20.

1.2 Definitions in these Company Regulations

The definitions in the Articles apply to these Company Regulations, together with the following additional definitions:

1.2.1 'Company' shall mean Amateur Swimming Association (Swim England) Limited (referred to in the Articles and these Company Regulations as "the Company").

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

1.2.3 World Aquatics, previously known as Federation Internationale de Natation (FINA).

1.2.4 'LEN' shall mean Ligue Européenne de Natation.

1.2.5 'Aquatics GB' shall mean British Swimming Limited.

1.2.6 'Region' shall mean one of the eight Regions as defined in Regulation 2.

1.2.7 'Company Regulations' shall include the Company Regulations numbered from 1 to 20.

- 1.2.8** General Regulations shall include the General Regulations numbered from 41 to 99 and 201 to 499.
- 1.2.9** Judicial Regulations shall include the Judicial Regulations numbered from 100 to 199
- 1.2.10** 'Technical Rules' shall include the Technical Rules numbered from 501 to 1200.
- 1.2.11** 'Swim England Regulations' shall include Company Regulations, General Regulations and Judicial Regulations.
- 1.2.12** 'Swimmer' shall include diver, artistic swimmer and water polo player unless the context indicates the contrary.
- 1.2.13** 'sport of swimming' shall include diving, artistic swimming and water polo unless the context indicates otherwise.
- 1.2.14** Words using the masculine gender shall include the feminine and vice versa.
- 1.2.15** Words of the singular shall include the plural and vice versa.
- 1.2.16** artistic and synchronised are used interchangeably.
- 1.2.17** 'Eligibility Category' shall mean the Open and Female entry categories into which competition is split under the Swim England Transgender and Non-Binary Competition Policy.
- 1.2.18** 'Open' shall mean the Open Eligibility Category
- 1.2.19** 'Female' shall mean the Female Eligibility Category

1.3 Application of Regulations

It shall be a condition of affiliation or membership that all Regions, members of the Members' Forum, Affiliates and Wider Members (including affiliated clubs, organisations, associations, bodies and individual members) shall be subject to and bound by any Articles, Company Regulations, General Regulations, Judicial Regulations and Technical Rules of the Company or any rules of Aquatics GB which may from time to time apply to them.

2. Regions

- 2.1** For the convenient administration of the sport, management and administration shall be divided into eight Regions.
- 2.2** The **Swim England London Region** shall comprise the City of London and the Greater London Boroughs of Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth and Westminster.
- 2.3** The other seven Regions shall exclude the Greater London Boroughs and shall be known and comprised as follows:
 - 2.3.1** **Swim England East Region** – the swimming counties of **Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, and Suffolk;**
 - 2.3.2** **Swim England East Midland Region** – the swimming counties of **Derbyshire, Leicestershire including Rutland, Lincolnshire** (excluding the Unitary Authorities of North East Lincolnshire and North Lincolnshire), **Northamptonshire and Nottinghamshire;**

- 2.3.3 Swim England North East** – the swimming counties of **Durham, Northumberland** and **Yorkshire** (including the Unitary Authorities of North East Lincolnshire and North Lincolnshire);
- 2.3.4 Swim England North West** – the swimming counties of **Cheshire, Cumbria** and **Lancashire** (including the Crown Dependency of the **Isle of Man**);
- 2.3.5 Swim England South East Region** – the swimming counties of **Berkshire and South Buckinghamshire, Hampshire, Kent, Oxfordshire and North Buckinghamshire, Surrey, and Sussex**, and the Crown Dependencies of the **Channel Islands**;
- 2.3.6 Swim England South West Region** – the swimming counties of **Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire**; and
- 2.3.7 Swim England West Midlands** – the swimming counties of **Herefordshire, Shropshire, Staffordshire, Warwickshire and Worcestershire**.

3. Powers and Responsibilities of Regions

3.1 General

3.1.1 Each Region shall:

- 3.1.1.1** be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Company;
- 3.1.1.2** observe the Articles, Company Regulations, General Regulations, Judicial Regulations and Technical Rules of the Company and ensure that they are observed within its jurisdiction;
- 3.1.1.3** follow the resolutions and rulings of the Board and/or Members' Forum and ensure that they are followed within its jurisdiction;
- 3.1.1.4** be accountable to the Company for the proper discharge of its functions.

3.2 Administration and Finance

- 3.2.1** Each Region shall be responsible for managing the sport within its boundaries subject to the strategic direction of the Company and as such shall:
 - 3.2.1.1** determine the uses to which its funds are allocated within the national strategic criteria set by the Company;
 - 3.2.1.2** set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the national strategic criteria set by the Company;
 - 3.2.1.3** set up and implement a Development Plan based on the national strategic criteria set by the Company;
 - 3.2.1.4** have the authority to set the Regional element of the affiliation and membership fees due from each of the clubs affiliated to it;
 - 3.2.1.5** administer, as required, the operation of affiliation and membership processes and the collection and transfer, where applicable, of fees for the Company, the Region and the County Associations within the Region.

3.3 Accountability

3.3.1 Each Region shall:

- 3.3.1.1** from time to time produce Business and Development Plans;
- 3.3.1.2** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet.

4. Standard constitutions and model rules

4.1 Standard constitutions for Regions and clubs shall be issued and reviewed from time to time by the Board. These shall embody the principles of:

- 4.1.1** transparent financial accounting;
- 4.1.2** a democratic system with clear roles and responsibilities and accountability;
- 4.1.3** a fair and open disciplinary system for dealing with internal disciplinary matters, conforming with Judicial Regulation 107.

4.2 Each Region and club affiliated to a Region shall issue rules and operate on the basis of a standard constitution appropriate to its status which:

- 4.2.1** may contain mandatory provisions in respect of any parts of the governance and administration of the Region or club;
- 4.2.2** may contain recommended provisions in respect of the other parts of the governance of and administration of and any other matter appertaining to the Region or club.

4.3 Each organisation, association and body affiliated to the Company shall issue rules and operate on a basis which follows those model rules appropriate to its status and constraints.

5. Affiliation and Wider Membership

5.1 The Company shall comprise the following categories of Affiliation:

- 5.1.1** local affiliates
- 5.1.2** national affiliates
- 5.1.3** educational based associations and leagues
- 5.1.4** associate associations
- 5.1.5** deliberately left blank
- 5.1.6** clubs and other bodies temporarily affiliated under the provisions of General Regulation 56

5.2 The Company shall comprise the following categories of Wider Membership:

- 5.2.1** individual members of clubs which are affiliated to a Region and for whom the Company Membership Fee has been paid;
- 5.2.2** individual members of local bodies affiliated to a Region and for whom the Company Membership Fee has been paid;
- 5.2.3** individuals granted temporary membership under the provisions of General Regulation 56.

6. Clubs

- 6.1** In order to be affiliated to a Region, a club must comprise of a group of people who join together for the common purpose of taking part in swimming related activities and must be organised and managed on a democratic basis. A school which affiliates as a club shall be exempt from the requirement to be organised and managed on a democratic basis provided its membership is confined to its pupils.
- 6.2** With the exception of national clubs, a club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principle location where the club's swimming related activities take place.
- 6.3** A club whose headquarters is overseas and whose members have British citizenship shall be eligible to affiliate direct to the Company upon payment of an annual fee to be fixed by the Board in line with its resource requirements. Such an affiliation shall not confer the normal rights and privileges of an affiliated club.
- 6.4** A club that is affiliated to a Region shall automatically also be affiliated to the County within which the principal location where the club's swimming activities take place is situated, and shall be liable for any affiliation fee set by that County.
- 6.5** A club shall not be permitted to remain affiliated to any Region if the club's total fee, including affiliation and membership fees, has not been paid to the Company or the Region if required by 28 February and each Region and County as appropriate shall include in its rules provisions to the effect that the affiliation of such a club to the Region or County shall be suspended until such time as those liabilities and the additional fee levied under General Regulation 47 are all discharged.
- 6.6** A club shall not be permitted to affiliate or remain affiliated to any Region if it is deemed by the Region and/or the Company to fail to meet the Company's published affiliation requirements in place from time to time. The Board may publish a policy detailing the process to be followed in the event that a club is at risk of disaffiliation pursuant to this Regulation 6.6.
- 6.7** No club may prevent a member from belonging to or competing for another club.

7. Funds

All funds or other property of the Company shall be applied to the furtherance of the objects of the Company in accordance with its Articles.

8. Deliberately left blank

9. Members' Forum of the Company – Appointment and Attendance at general meetings

- 9.1** No member of the Dispute Resolution Panel or the Appeals Panel shall be eligible to be a member of Members' Forum.

The Regions shall appoint the members of the Members' Forum in accordance with the Articles.

- 9.2** The following shall be entitled to attend meetings of the Members' Forum and may speak but may not vote unless they have been elected to the Members' Forum by a Region:
- President, Vice President and members of the Board of the Company.
 - The Chair of the Appeals Panel
 - The Secretary of the Rules Committee.
 - A duly appointed representative of any body affiliated directly to the Company under General Regulation 55.

10. Requisitioning a general meeting

10.1 5% of the members of the Members' Forum may at any time lodge a requisition requiring the directors to convene a general meeting. The requisition must state the general nature of the business to be dealt with at the meeting and may include the text of resolutions to be proposed.

10.2 Within 21 days of receipt of a valid requisition, the directors must give notice of at least 28 days of a meeting to be held.

11. Deliberately left blank

12. Deliberately left blank

13. Office Holders

13.1 The Members' Forum shall at its annual general meeting appoint in accordance with the protocols for elections and appointments as specified in the General Regulations:

13.1.1 the President;

13.1.2 the Vice President;

13.1.3 the eight members of the Judicial Appointments Panel;

13.1.4 the Judicial Commissioner General Meetings of the Members' Forum.

General Meetings of the Members' Forum

- 14.** Meetings of the Members' Forum shall be governed by company law.
- 15.** Deliberately left blank
- 16.** All decisions of general meetings shall be binding on Regions, affiliated clubs, and affiliated bodies.
- 17.** Deliberately left blank
- 18.** For the avoidance of doubt, the Board shall have no power to interfere with the election of Regional Officers or representatives, and shall have no jurisdiction over, nor shall there be any appeal from, the decisions of a regional council on matters which concern the said Region and which are covered by the rules of the said Region and which are not covered by, nor in conflict with, the Articles or Regulations of the Company.
- 19.** Deliberately left blank

20. Swim England Qualifications Board (“Qualifications Board”)

20.1 Role

The role of the Qualifications Board is to:

- 20.1.1** review, challenge and support the business objectives as identified within the Qualifications Board;
- 20.1.2** ensure that the qualification processes and practices are compliant with Ofqual and other applicable regulatory requirements.

20.2 Composition

- 20.2.1** The Qualifications Board shall be comprised of up to nine members inclusive of the Chair, the responsible officer, an individual nominated by the Swim England Board and up to six independent members, but not less than two independent members.
- 20.2.2** One of the independent members shall be elected as the vice Chair of the Qualifications Board.
- 20.2.3** The Qualifications Board may, at its discretion and within reason, invite appropriate individuals to attend Qualifications Board meetings for the purpose of providing updates on areas of interest and concern.
- 20.2.4** The term of office for all members of the Qualifications Board will be four years.
- 20.2.5** A Qualifications Board member may serve a maximum of two consecutive terms before a mandatory four year break.
- 20.2.6** In exceptional cases, a third term may be allowed by Members’ Forum on the recommendation of the Nominations Committee (e.g. where a member has to complete a business critical project or Qualifications Board initiative).
- 20.2.7** deliberately left blank.
- 20.2.8** Every four years the position of the Chair will be put forward for election by the Members’ Forum. In the event that the position of Chair becomes vacant, the Board may appoint an interim Chair, who shall hold office until the next meeting of the Members’ Forum.
- 20.2.9** The responsible officer is not subject to retirement by rotation.

20.3 Meetings of the Qualifications Board

- 20.3.1** The Qualifications Board shall meet as required to fulfil its obligations.
- 20.3.2** The Chair shall give at least 21 days written notice of each meeting.
- 20.3.3** 50% of those entitled to attend and vote shall form a quorum at any meeting.
- 20.3.4** The Qualifications Board may, at its discretion and within reason, invite appropriate individuals to attend Qualifications Board meetings for the purpose of providing updates on areas of interest and concern.

20.4 Duties

- 20.4.1** The Qualifications Board shall carry out any specific duty requested by Members’ Forum.
- 20.4.2** The Qualifications Board shall carry out the duties set out in the terms of reference as approved by the Members’ Forum from time to time.

General Regulations

41. Deliberately left blank

42. Deliberately left blank

43. Definitions

43.1 These General Regulations are to be read in conjunction with the Articles, the Company Regulations, the Judicial Regulations and the Technical Rules of Swim England.

43.2 The definitions in the Company Regulations (1.2) shall apply to these General Regulations.

43.3 Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial Regulations as appropriate.

44. Procedures for proposals to change General Regulations, Judicial Regulations and Technical Rules

44.1 A proposal to add, remove or change a General Regulation or Technical Rule may be made by:

44.1.1 a member of the Members' Forum;

44.1.2 a member of the Board;

44.1.3 the Sport Operations Committee and it must appear in the minutes of that committee submitted to the Board for approval.

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

Acceptance, modification or rejection of a proposal is at the Board's discretion.

44.2 A proposal to change a Judicial Regulation may be made by a club member, club, Region, or body affiliated to Swim England, a member of the Swim England executive, or by a committee or group set up under the Articles. Any such proposal shall be considered by the Board. Any such proposal shall be submitted to the Board for approval at least 16 working days prior to the relevant meeting, except that if in the opinion of two-thirds of the Board the matter is considered to be of sufficient importance or urgency it may be decided even if submitted after this date.

45. Interpretation of Swim England Regulations

45.1 When interpretation of a Swim England Regulation or a rule governing Swim England championships is required, or when any matter arises which is not covered by Swim England Regulations, it shall be referred to the Board whose decision shall be immediately effective.

45.2 If any question arises concerning a conflict between the Swim England Regulations and/or the rules of a Region and/or County Association it shall be referred to the Board, whose decision is subject to the approval at the next General Meeting.

45.3 Nothing in the preceding sections shall prevent a referee or a water polo delegate deciding a protest or a Jury of Appeal deciding a protest appeal or a Judicial Committee deciding a complaint or a protest appeal or an Appeal Committee deciding an appeal or water polo appeal based on the interpretation of the relevant Regulations or Technical Rules by that person or body.

46. Club membership

- 46.1** It shall be the responsibility of every club to ensure that the persons holding the following offices or positions are members of the club and are included in the club's Annual Return of club membership:
- 46.1.1** its President and Vice Presidents irrespective of whether they were members of the club prior to their election;
 - 46.1.2** its officers and committee members irrespective of whether they were members of the club prior to their election;
 - 46.1.3** its voluntary instructors and coaches.
- 46.2** It shall be the responsibility of every club to ensure that:
- 46.2.1** all its members are bound by the Code of Ethics;
 - 46.2.2** all its paid instructors or coaches, who are not members of the club, whether employed by the club or any other body or self employed, are members of a body which accepts that its members are bound by Swim England's Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations;
 - 46.2.3** any action taken under Swim England Regulations shall proceed on the presumption that these responsibilities have been discharged.

47. Annual Return of club membership and registrations

- 47.1** Each club shall send to Swim England or to their Region if required a return of its membership not later than 28 February in each year (the Annual Return). This shall include all members, and shall be divided into the following categories:
- 47.1.1** Club Train shall include all members of any age who are learning to swim or who are swimmers at any level of ability, who do not compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3;
 - 47.1.2** Club Compete shall include all members of any age who compete in any discipline in open competitions other than those exempted under Regulations 321.1.2 or 321.1.3;
 - 47.1.3** Club Support shall include all members of any age who are not in Categories One or Two including, but not being limited to, a parent of or a person with parental responsibility for a member in Categories One or Two; administrators; associate members; coaches; helpers; honorary members; life members; officers; presidents; qualified officials of any discipline; patrons; teachers; temporary members; vice presidents and verifiers or tutors of Swim England's educational certificates.
- 47.2** With the exception of clubs, counties and leagues, bodies affiliated under Regulations 52-55 including without limitation School Swimming Associations and individual schools shall not be required to make a return of membership.
- 47.3** All persons who are members in the current year shall be included in the Annual Return.
- 47.4** Those persons included in the Annual Return and any person initiating membership on or before 31 December and after any person's club's Annual Return of membership has been submitted shall pay, or have paid by the club on their behalf, a membership fee to Swim England, or to their Region if required.

47.4.1 Deliberately left blank

47.4.2 The amount of the fee, which may be different for each category of membership, shall be decided by the Board by 31 July in the preceding year. This shall be paid to Swim England, or to the Region if required, and the club's Annual Return submitted not later than 28 February. The affiliation of a club failing to comply shall be suspended with immediate effect. An additional fee equal to 10 per cent of the total of the membership fees the club paid in the previous membership year, or the sum of £50.00, whichever is the greater must be paid before a club whose affiliation has been suspended under Regulation 6.5 is reinstated.

47.4.3 The fee shall be payable by a club only for those members included on the membership return whose unbroken membership of that club is longer than their unbroken membership of any other club except where the member is a joint member of a local and a national club and in this case the local club becomes their fee paying club.

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

47.4.5 The membership fee shall include, for persons with an appropriate qualification, registration as an official.

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

47.5 Those persons who are bona fide members of affiliated clubs shall be regarded as members of Swim England for the purposes of third party and personal accident insurance effected by Swim England for the protection of affiliated clubs and members thereof. Casual helpers, who are not members of Swim England and are not included in the Annual Return, will be covered by the third-party insurance only.

47.6 The membership year shall be the calendar year: the registrations of all competitors and officials shall lapse on 28 February each year unless renewed before that date.

47.7 Membership may be initiated or the details amended at any time during the year and shall be effective from the date on which a correct form, either the paper registration form or via the online membership system, is received and recorded by Swim England.

47.7.1 Any person initiating membership on or before 30 September and after their club's Annual Return of membership has been submitted shall be charged the full fee for that year for the appropriate category of membership. Any person initiating membership from 1 October to 31 December inclusive shall be charged 50 per cent of the appropriate fee.

47.7.2 Any member changing their category of membership on or before 30 September shall be charged any additional fee for that year due for the new category of membership. Any person changing their category of membership from 1 October to 31 December inclusive shall be charged 50 per cent of the additional fee.

47.7.3 Any member changing their category of membership at any time after their club's Annual Return of membership has been submitted shall not be refunded any part of a fee already paid for that year for the original category of membership.

48. World Aquatics Rules

48.1 As a constituent association of British Swimming Limited Swim England accepts World Aquatics Rules for International Relations and Unauthorised Relations, but these do not apply to its relations with other members of Aquatics GB.

49. World Aquatics Rules – Unauthorised Relations

- 49.1** No affiliated body shall have any kind of swimming relationship with a club, association, body or organisation which is suspended by World Aquatics.

50. Eligibility

- 50.1** To be eligible to compete all competitors shall be registered with Swim England except as provided by Regulation 321.2.
- 50.2** A member shall not compete against a person ineligible to compete, except in events confined to swimmers with a disability, events or series of events organised under temporary affiliation and/or temporary memberships granted by Swim England and life saving competitions approved by Swim England. Breaches of this Regulation shall be dealt with under the Judicial Regulations.
- 50.3** The Board may produce and publish from time to time a list of events, or type of event, for which Regulation 50.2 does not apply.

51. Accreditation

- 51.1** All tutors and verifiers of the Swim England's educational certificates shall be accredited by Swim England according to any policies and procedures published by Swim England.
- 51.2** All such accredited persons shall consent to be bound whilst engaged in any swimming related activities by the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 51.3** Accreditation shall not of itself confer any other benefit of Swim England membership.

52. Local Affiliates

This category of affiliation may be granted by a Region on conditions and at such fees as may be determined by that Region. Except as provided in this Regulation 52 for Masters competitors and for individual non-competitor members for whom the appropriate Swim England membership fee has been paid, the affiliation of one of these bodies shall not confer on its members individual membership of Swim England nor, in any case, the right to compete in open competitions other than those confined to the members of the affiliated body. A body shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but, other than those for whom the appropriate Swim England membership fee has been paid, shall not receive any other benefit of Swim England membership.

52.1 Local affiliates shall comprise of the following categories;

- 52.1.1** Clubs affiliated to Regions under Regulation 6.
- 52.1.2** County Associations, defined as an association of clubs each of which is affiliated to Swim England through any Region, all with headquarters within the same swimming county which operates in one or more Regions.
- 52.1.3** Local Associations, defined as an association of clubs each of which is affiliated to Swim England through any Region, all with headquarters within an area agreed by the Region to which the Local Association is affiliated, which must be the one in which the majority of its clubs are situated.

- 52.1.4** Leagues in any discipline of the sport, other than one promoted by a Region, County or Local Association and confined to the members thereof, shall affiliate to the Region in which its headquarters is situated or to which the majority of its clubs are affiliated, except that if the scope of its activities makes affiliation to a Region inappropriate a league may apply to affiliate directly to Swim England. All the member clubs of any league shall be affiliated to a Region or to Scottish Swimming or Swim Wales or to a national federation affiliated to the World Aquatics. An affiliated club shall not take part in a league which is not in accordance with this Regulation.

52.2 Other organisations

- 52.2.1** Clubs, swim schools or other organisations which operate solely for the purpose of teaching swimming on a non-profit making basis may affiliate to the Region in which the majority of their operations take place.
- 52.2.2** Other bodies which operate on a profit making basis may affiliate to a Region in which the majority of their operations take place. Their individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 52.2.3** deliberately left blank
- 52.2.4** Swim schools which operate solely for the purpose of teaching swimming on a profit making basis may affiliate directly to Swim England as a Swim School Member. By virtue of such membership, the swim school and its staff shall be bound by the Code of Ethics, the Regulations relating to Safeguarding and the Judicial Regulations and shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefit of Swim England membership solely by virtue of Swim School Membership.
- 52.2.5** Other bodies which operate on a profit making basis may affiliate to a Region in which the majority of their operations take place. Their individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.

53. National affiliates

Where its activities make affiliation to a Region inappropriate a body may apply to affiliate directly to Swim England. A national affiliated body shall, as part of its affiliation, accept that its individual members whilst engaged in any swimming related activities shall be subject to the Code of Ethics, the General Regulations relating to Child Safeguarding and the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulation but shall not receive any other benefit of Swim England membership. With the exception of national clubs, national bodies may not have any form of individual membership which includes membership of Swim England except as provided under Regulation 55.4.

- 53.1** National affiliates shall comprise of the following categories;

- 53.1.1** National clubs, may apply to affiliate directly to Swim England if its activities make affiliation to a Region inappropriate through no principal location able to be defined. A national club does not hold regular training in a local area.

- 53.1.1.1** A national club shall not be permitted to remain affiliated to Swim England if the club's total fee, including affiliation and membership fees, has not been paid to the Company by 28 February and shall be suspended until such time as those liabilities and the additional fee levied under General Regulation 47 are all discharged.
- 53.1.2** National bodies, may apply to affiliate directly to Swim England if its activities make affiliation to a Region inappropriate through no principal location able to be defined.
 - 53.1.2.1** Individual members of a body affiliated under this Regulation 53.1.2 may be permitted to compete in Masters events and/or concurrent senior age group events always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 53.1.3** National leagues, may apply to affiliate directly to Swim England if its activities make affiliation to a Region inappropriate. All the member clubs of any league shall be affiliated to a Region or to Scottish Swimming or Swim Wales or to a national federation affiliated to the World Aquatics. An affiliated club shall not take part in a league which is not in accordance with this Regulation.
- 53.1.4** Swim Schools, which operate solely for the purpose of teaching swimming on a profit making basis may affiliate directly to Swim England as a Swim School Member. By virtue of such membership, the swim school and its staff shall be bound by the Code of Ethics, the Regulations relating to Safeguarding and the Judicial Regulations and shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive and other benefit of Swim England membership solely by virtue of Swim School Membership.
- 53.2** A copy of the rules of the organisation must accompany the application, and any change of rules thereafter must be approved by Swim England.
- 53.3** The affiliation fee must be fixed by the Board at its July meeting each year, becomes due on 1 January the following year and shall be payable to Swim England. The membership year shall be the calendar year.
- 53.4** National affiliation applications require approval by the Sport Operations Committee after opportunity for consultation with the relevant Leadership Group has been given. Terms and conditions will be mutually agreed between the association and the Sport Operations Committee.
- 53.5** For the purposes of this Regulation 53.1.2.1 and Regulation 55.3, a body affiliated directly to Swim England shall have the responsibilities and privileges of an affiliated club.

54. Associate Associations;

- 54.1** The Institute of Swimming shall be an Associate Association.
- 54.2** Members of the Institute of Swimming, through their membership, shall be deemed to be members of Swim England subject to the limitations that they shall be bound by the Code of Ethics, the Regulations relating to Child Safeguarding and those parts of the Judicial Regulations necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations but shall not receive any other benefits of Swim England membership solely by virtue of membership of the Institute of Swimming.

55. Educational based Associations and leagues;

- 55.1** A Schools Swimming Association shall be defined as an organisation which consists solely of schools, It may only affiliate to the Region in which most of its affiliated schools are located.
- 55.2** Schools, colleges and similar organisations which may have a large membership of individuals, not all of whom may take part in swimming, may affiliate to a Region. If, however, they wish to take part in open competitions with affiliated clubs, they must affiliate as clubs, including their Annual Return only those members who are likely to be involved in open competitions. If the organisation does not affiliate as a club, its individual members may be permitted to compete in Masters events at the discretion of the Region always provided that the appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 55.3** In addition to the provisions of Regulation 53.1.2.1, individual persons attending for full-time education at a college, university or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to Swim England under this Regulation 53.1.2 may enter and compete in any discipline in any event promoted wholly or partly by a county or Region provided that:
- 55.3.1** For closed events the individual entering the event is based at a campus of the college, university or similar institution within any area prescribed in the promoter's conditions for the event;
- 55.3.2** The appropriate Swim England membership fee as a competitor has been paid for each one competing.
- 55.4 Competition**
- 55.4.1** May enter and compete in:
- 55.4.1.1** Any open Masters events and/or concurrent senior age group events promoted wholly or partly by Swim England, a county, Region or Aquatics GB;
- 55.4.1.2** Any open Open Water event promoted wholly or partly by Swim England, a county, Region or Aquatics GB;
- 55.4.1.3** Any other open or closed Masters events and/or concurrent senior age group events where the promoter has previously agreed to accept such entries;
- 55.4.1.4** Any other open or closed Open Water events where the promoter has previously agreed to accept such entries.
- 55.4.2** Provided that the person:
- 55.4.2.1** Is not otherwise a member of a Swim England affiliated club;
- 55.4.2.2** Entering closed events is based at a campus of the college, university or similar institution within any area prescribed in the promoter's conditions for the event;
- 55.4.2.3** Has paid the appropriate Swim England Student Competitor membership fee;
- 55.4.2.4** May not rely on the affiliation nor on any performance in an event entered under this Regulation 55.4 as a criterion of selection for any representative English or British team.
- 55.4.3** In addition to the provisions of Regulations 55.4.1 and/or 55.4.2, individual persons attending for full time education at a college, university or similar institution which is a member of either British Colleges or British Universities and College Sports, whilst the relevant body remains affiliated to Swim England under this Regulation 55:

- 55.4.3.1** may enter and compete in:
 - 55.4.3.1.1** any open Masters events and/or concurrent senior age group events promoted wholly or partly by Swim England, a county, Region or Aquatics GB;
 - 55.4.3.1.2** any open Open Water event promoted wholly or partly by Swim England, a county, Region or Aquatics GB;
 - 55.4.3.1.3** any other open or closed Masters events and/or concurrent senior age group events where the promoter has previously agreed to accept such entries;
 - 55.4.3.1.4** any other open or closed Open Water events where the promoter has previously agreed to accept such entries.
- 55.4.3.2** provided that the person:
 - 55.4.3.2.1** is not otherwise a member of a Swim England affiliated club;
 - 55.4.3.2.2** entering closed events is based at a campus of the college, university or similar institution within any area prescribed in the promoter's conditions for the event;
 - 55.4.3.2.3** has paid the appropriate Swim England Student Competitor membership fee;
 - 55.4.3.2.4** may not rely on the affiliation nor on any performance in an event entered under this Regulation 55.4.3 as a criterion of selection for any representative English or British team.

56. Temporary membership and affiliation

- 56.1** Temporary membership of Swim England may be granted to the participants in a specified event or series of events and, if required, temporary affiliation may be granted to the promoting body provided that:
 - 56.1.1** the event or series of events is:
 - 56.1.1.1** Organised by a responsible club, or affiliated body;
 - 56.1.1.2** pursuant to a suitable sporting or health initiative;
 - 56.1.1.3** operated under specified conditions which shall include, but not be limited to:
 - 56.1.1.3.1** compliance with all applicable Swim England Regulations and Technical Rules subject to any specific dispensations which may be granted in relation to the event or series of events;
 - 56.1.1.3.2** compliance by all participants (whether or not fully paid up Swim England members) with the Swim England Child Safeguarding Policy and Procedures, Swim England Regulations and Technical Rules and all applicable Swim England health and safety requirements in relation to the event or series of events;
 - 56.1.1.3.3** participation with fully paid up Swim England members to be the only benefit from the grant of temporary membership that the participants shall receive.
 - 56.1.2** all the participants in such an event or series of events (whether or not fully paid up Swim England members) agree, in writing, to be bound by the conditions specified in the grant.

56.2 Temporary membership of Swim England as Club Compete for a specified event may be granted to any individual who is not a member of an affiliated club and who wishes to participate in any discipline in an open event under the jurisdiction of Swim England at any level up to and including national events,

56.2.1 provided that:

56.2.1.1 the promoter's conditions do not prevent their entry to the specified event(s);

56.2.1.2 the appropriate application form has been submitted with the required fee and approved by Swim England before the closing date for entries for the first event in any calendar year to be covered by the temporary membership;

56.2.1.3 the temporary membership may be renewed for further events within the same calendar year on payment of a further fee for each event.

56.2.2 A temporary membership granted under this Regulation 56.2 shall carry the full benefits and limitations of Club Compete membership, only for the period and matters normally associated with the event(s) covered.

56.3 Temporary membership of Swim England Club Support may be granted to any bona fide individual who is not a member of an affiliated club and who wishes to volunteer to assist Swim England in any capacity,

56.3.1 provided that:

56.3.1.1 the appropriate application form has been completed and submitted with the required fee(s) to Swim England before the temporary membership becomes effective;

56.3.1.2 the maximum period of this temporary membership shall be from the date that the initial grant is recorded to the end of the same membership year;

56.3.2 a temporary membership granted under this Regulation 56.3 shall carry the full benefits and limitations of Club Support membership only for the period of the temporary membership.

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58. Protocols for elections and appointments made at General Meetings

58.1 The Vice President shall:

58.1.1 be nominated by the Regions and the Board in the following rotation: North East; London; West Midland; East; East Midland; North West; South East; the Board and South West. The nomination shall be approved by the Annual Council Meeting of the Region, if applicable, and submitted to the Chief Executive Officer at least 14 days before the Swim England Annual General Meeting. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for the immediately previous year shall be made by the Board and the remaining regional nominations in the nine year rotation shall be displaced as necessary to permit that nomination;

58.1.2 take office from when their election is made at the Annual General Meeting and shall remain in office until their successor is elected.

58.2 The President shall:

58.2.1 be nominated by the Regions and the Board in the following rotation: South West; North East; London; West Midland; East; East Midland; North West; South East and the Board. The nomination shall be approved by the Annual Council Meeting of the Region, if

applicable. Except that if England is hosting the Olympic Games or the Commonwealth Games, the nomination for that year shall be made by the Board and the remaining regional nominations in the nine-year rotation shall be displaced as necessary to permit that nomination;

58.2.2 be the retiring Vice President unless their resignation, death or a decision of the Annual Council Meeting of the Region or the Board which nominated the President as Vice President to nominate another person on a resolution passed by four-fifths of those present and voting, prevents it;

58.2.3 take office from when their election is made at the Annual General Meeting and shall remain in office until their successor is elected;

58.2.4 represent Swim England where a ceremonial presence is required.

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58.6 Committees of Swim England

The Chair of the Board together with the Chief Executive Officer of Swim England shall be ex officio members of appropriate Committees with the exception of the Audit, Risk and Probity Committee.

59. Financial Year

The Swim England financial year shall end on 31 December.

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62. Annual General Meeting

62.1 The draft agenda of the Annual General Meeting, shall be forwarded to the Regional Administrator, or their equivalent in each Region not later than eight weeks before the Annual General Meeting.

62.2 A member of the Members' Forum who wishes to discuss an item in the published minutes of the last Annual General Meeting or any subsequent General Meeting, the Annual Report, the financial statements or any minutes of the Board or committees including any published changes to Regulations or Technical Rules, must indicate their intention by giving notice to the Chief Executive Officer no later than 14 days prior to the Annual General Meeting.

62.3 Questions on the minutes of the Board or committees appointed under the Articles, shall normally refer only to those for the Swim England past year as defined in Regulation 59.

The Chair may, at their discretion, allow discussion on matters in the minutes of meetings held after the end of the Swim England year provided that:

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

62.3.2 the minutes have been approved by the Board; and

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

62.4 The Chief Executive Officer may send to a member of the Members' Forum a written answer to a question posed in accordance with Regulation 62.2, in which case the member may, at their discretion, withdraw the question. The Chair may, at their discretion, or on request, disclose the contents of the written answer for the information of the members of the Members' Forum.

63. Modification of Regulations

- 63.1** Re-numbering of Regulations, minor alterations to ensure clear meaning and any consequential alterations shall be at the discretion of the Chief Executive Officer of Swim England.

64. Powers and Duties of the Board

64.1 In addition to the authority given by the Articles the Board shall:

- 64.1.1** approve, if at least two thirds of those voting are in favour, the wording of all changes to Company Regulations to implement the principles and intentions of a General Meeting;
- 64.1.2** decide the meaning of any Regulation of Swim England which may be referred to it. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Regulation decided by a General Meeting or the Board;
- 64.1.3** decide the meaning of any Swim England Technical Rule which may be referred to it. In arriving at any such decision the Board shall be guided primarily by any relevant minute which sets out the principle and intention of the Technical Rule;
- 64.1.4** decide any relevant matter that lies within its jurisdiction not provided for in the Regulations, or Technical Rules of Swim England;
- 64.1.5** have authority to make, if at least two-thirds of those voting are in favour, any change to the Regulations or Technical Rules of Swim England which it may think necessary by reason of changes in the rules of World Aquatics. Any such changes shall become effective on a date to be decided by the Board which shall be at least six weeks after the meeting at which the changes are made;
- 64.1.6** approve, if a majority of those voting is in favour, the principle, intention and wording of all changes to Swim England Championship conditions proposed by the relevant committee, which shall become effective on 1 January following the meeting at which the changes are made;
- 64.1.7** fill any relevant vacancy as specified in Regulation 58, which may occur amongst Office Holders of Swim England until the next General Meeting;
- 64.1.8** from time to time in full consultation with the relevant Committee recruit, against an agreed job description, and appoint administrators for such committees as have been duly appointed;
- 64.1.9** appoint individuals to a Nominations Committee to appoint representatives to the Board of Directors of Aquatics GB and other appropriate bodies;
- 64.1.10** be responsible for the publication of the Swim England Handbook and for the incorporation therein of any changes authorised by the General Meeting;
- 64.1.11** upon the recommendation of the relevant committee have the authority to grant dispensation from specified Technical Rules for specified events or competitions. The details of any such dispensation and the events and/or competitions for which it was granted shall be recorded in the minutes of the meeting at which it was considered;
- 64.1.12** have the authority to grant, or to delegate the authority to grant, temporary membership as specified in Regulation 56;
- 64.1.13** from time to time define low level competitions for the purpose of the exemption from the requirement for registration and inclusion in Club Compete of membership.

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

68.1 The Board may appoint, suspend or remove committees in accordance with the Articles as it shall from time to time decide.

68.2 The Board shall from time to time determine and publish for each committee appointed under the Articles its:

68.2.1 terms of reference;

68.2.2 powers and responsibilities;

68.2.3 membership.

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72. Judicial Appointments Panel

72.1 Swim England shall have in place a Judicial Appointments Panel, operating under Terms of Reference determined and published by the Board from time to time.

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73. Dispute Resolution Panel

- 73.1** Swim England shall have in place a Dispute Resolution Panel, operating under Terms of Reference determined and published by the Board from time to time.

74. Appeals Panel

- 74.1** Swim England shall have in place an Appeals Panel, operating under Terms of Reference determined and published by the Board from time to time.

75. Limitations and privileges of the Judicial Commissioner and the members of the Dispute Resolution Panel and the Appeals Panel

- 75.1** The Commissioner and the members of the Dispute Resolution Panel shall be immune from complaint only while acting in accordance with Swim England Regulations in their respective capacities as the Commissioner or as members of the Dispute Resolution Panel or the Appeals Panel. In all other respects they shall be treated as members of Swim England.
- 75.2** No Dispute Resolution Panel member or Appeals Panel member shall act as a member of a Judicial Committee or act as a mediator or arbitrator or consider any appeal in a case where they have been a witness to the incidents giving rise to the complaint, protest appeal or water polo appeal.
- 75.3** Unless they are a party to the complaint, protest appeal or water polo appeal or have been called as a witness by one of the parties to the complaint, protest appeal or water polo appeal, no Dispute Resolution Panel member or Appeals Panel member shall participate in, or be present at, a hearing in which they have a personal involvement with either the subject matter of, or any of the parties to the complaint, protest appeal or water polo appeal.
- 75.4** If the Chair of the Judicial Panel or the Chair of the Appeals Panel is at any stage unable or unwilling to act, one of the Vice-Chair's of the appropriate panel shall do so instead. If all the Vice-Chair's of the appropriate panel are unable or unwilling to act, another member of the appropriate panel shall be selected to act in their stead.

76. Judicial Management Group

- 76.1** Swim England shall have in place a Judicial Management Group, operating under Terms of Reference determined and published by the Board from time to time.

77. Criteria for water polo delegate(s), referee(s) and Jury of Appeal

- 77.1** The appointment and authority of water polo delegate(s), referee(s) and a Jury of Appeal are set out in Regulations 413, 414 and 415 respectively.
- 77.2** The referee(s) or water polo delegate(s) shall be responsible for the receipt of, and dealing with protests.
- 77.3** When a Jury of Appeal is appointed it shall be responsible for dealing with appeals against a referee's decision on a protest.
- 77.4** If no Jury of Appeal is appointed, an appeal against a referee's decision on a protest may be made under Regulation 110.

78. Judicial Commissioner

- 78.1** Swim England shall have in place a Judicial Commissioner, operating under Terms of Reference determined and published by the Board from time to time.

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Finance

80. Expenses

- 80.1** Swim England affiliated bodies and promoters of competitions under Swim England Regulations may invite officers, officials and competitors to submit claims for expenses necessarily incurred in taking part in competitions and other activities connected with the management and control of swimming. They may set limits to the amounts that may be claimed and no one shall claim more than they have actually expended for food, lodging and travel by public or privately hired transport. Compounded subsistence allowances in lieu of separate amounts for board and lodging, and mileage allowances for the use of private cars may be set.
- 80.2** Swim England shall pay:
- 80.2.1** the business expenses of all general meetings;
 - 80.2.2** the travelling, hotel and incidental expenses incurred by the President, Vice President, Board members and members of the Members' Forum in connection with all General Meetings;
 - 80.2.3** the travelling, hotel and incidental expenses incurred by members of the Board and other committees in connection with all meetings of the Board and other Swim England committees.
- 80.3** The Board shall each year publish, in the Swim England Handbook, regulations setting the limits to expenses, subsistence and mileage allowances that it will pay.

81. Conflicts of interest

81.1 Register of interests

- 81.1.1** All members of the Board, all members of the Management Boards of the Regions and members of any other committee appointed by Swim England or the Regions and all employees, consultants to and agents of Swim England or the Regions and the Directors of any company controlled by Swim England ('Affected Persons') shall as soon as practical subscribe to registers ('the Regional Conflicts of Interests Register' and 'Swim England Conflict of Interests Register' as appropriate). These registers shall be maintained separately by the office of each of the Regions, and the Company Secretary. The Affected Person shall disclose any interest or benefit of theirs of whatever nature, whether direct or indirect, which they may have or expect to have in relation to the business or affairs of Swim England or a Region to include, without limitation:
- 81.1.1.1** any contract or arrangement proposed to be entered into between Swim England and the Affected Person or any person, firm or company with whom the Affected Person is associated (as that expression is defined in s.435 of the Insolvency Act 1986). Directors should also remember that they need to declare potential conflicts arising through their connected persons, which includes spouses, children and companies controlled by the Director. For example, where the director's spouse enters into a transaction with a company controlled by Swim England that may (but need not necessarily) give rise to an indirect interest on the part of the Director in that transaction;
 - 81.1.1.2** any directorship of a Company or any partnership or any other profit, salary or fee earning activity not covered under 81.1.1.1 above;
 - 81.1.1.3** any arrangement made, proffered or contemplated in consequence of the Affected Person holding the office of a member of a committee by any third party (for this purpose, benefit includes financial support or allowance or advantage);

- 81.1.1.4** any benefit which the individual receives from a sponsor of or donor to Swim England or a Region, either personally or on behalf of a third party;
- 81.1.1.5** any benefit which the individual makes to another member of a Swim England or a regional committee or a body they represent.

81.1.2 In the event that the Chief Executive Officer shall have an interest or benefit to disclose then, in addition to making an entry in the Swim England Conflict of Interests Register, they shall supply in writing particulars of the interest or benefit to the person appointed by the Board to receive notification of any interest or benefit of the Chief Executive Officer.

81.1.3 Any data subscribed to the Regional Conflicts of Interest Registers shall be made available to the Swim England Conflicts of Interest Register on request.

81.2 Declaration of interests:

81.2.1 an Affected Person, 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 they have an interest. The meeting may 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 their 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 or 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 re-join the meeting. The use of these procedures at any meeting shall be fully minuted.

81.2.2 where an Affected Person becomes aware in advance of a meeting that they may have an interest in matters to be discussed at the meeting they shall notify the chair of the meeting. The chair shall at the start of the meeting report any such notification(s) received and further shall remind members of their obligation to make a declaration of any interest they may have in matters to be discussed.

81.3 Code of Practice:

81.3.1 The Board may issue and from time to time revise a Code of Practice with regard to the operation of this Regulation 81.

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

Swim England Judicial and Safeguarding Regulations

INVESTIGATION REGULATIONS

101. Investigations

101.1. General power of investigation

- 101.1.1.** Swim England may investigate any matter in respect of any person under Swim England's jurisdiction ('the Subject').
- 101.1.2.** These Investigation Regulations shall apply to any person bound, purportedly bound, or previously bound, by any part of the Swim England Regulations, Code of Ethics, or Swim England policy. Any such person may be the Subject of an investigation.
- 101.1.3.** Swim England may appoint any person, internal or external, to investigate ('the Investigator'). Where no other person is appointed, the Investigator shall be the Disciplinary Officer.
- 101.1.4.** The Investigator appointed must be impartial (see Regulation 104.3).
- 101.1.5.** The Investigator may require a person to take any lawful step in respect of an investigation.

101.2. Principles applying to investigations

- 101.2.1.** An investigation must be fair and proportionate, applying the principles of natural justice.
- 101.2.2.** An investigation must be confidential. This applies to everyone involved in the investigation, including the Subject (see Regulation 104.5).
- 101.2.3.** The Subject must be informed they are being investigated and the nature of the investigation.
- 101.2.4.** The Subject must be informed by the Investigator what process will be adopted in respect of the investigation.
- 101.2.5.** The Subject must be given the opportunity to give evidence to the investigation.
- 101.2.6.** The Subject must be informed of the outcome of the investigation, and be provided with any document containing that outcome and evidence relied upon.
- 101.2.7.** The Subject must be provided with the unused material from an investigation.

101.3. Complying with an investigation

- 101.3.1.** Any failure to comply with an investigation is a breach of the Swim England Regulations.
- 101.3.2.** A failure to comply may be addressed as part of the investigation or as a Judicial Complaint.
- 101.3.3.** A failure to comply with an investigation shall include, but is not limited to, the following:
 - a. Refusing to follow a direction of an Investigator.
 - b. Not providing evidence or disclosure to an Investigator.
 - c. Refusing to be interviewed by an Investigator.
 - d. Not complying with a time limit set by an Investigator.
 - e. Interfering with any person relevant to an investigation, including the Investigator.
 - f. Destroying, modifying, or otherwise making evidence unfit for use.
 - g. Taking, or not taking, steps so as to stop, mislead or hinder an investigation.

101.4. General

- 101.4.1.** An Investigator shall provide the outcome, any report, any evidence, any unused material, and any other relevant information to Swim England.
- 101.4.2.** An Investigator may make any recommendation or finding they consider appropriate.
- 101.4.3.** Any allegation that the conduct of an investigation breached Swim England's Judicial or Safeguarding Regulations may be referred as a complaint under the Swim England Complaints Policy.
- 101.4.4.** These Regulations, or policy, may be departed from if required by law or where necessary considering all the circumstances. This includes the interests of the Subject, the public interest, the requirements of an effective investigation, and the need to safeguard children and adults.
- 101.4.5.** The power in Regulation 101.4.4 may be used to withhold information at any time where the Investigator believes disclosure would:
 - a. Interfere with the investigation of a crime;
 - b. Interfere with another investigation;
 - c. Render witnesses who have requested anonymity identifiable; or,
 - d. Be necessary considering all the circumstances.
- 101.4.6.** Regulation 104.8 shall apply to the interpretation of the Investigation Regulations.

SAFEGUARDING REGULATIONS

102. Scope of the Safeguarding Regulations

102.1. Introduction

- 102.1.1.** Swim England is committed to ensuring that its sports and activities are accessible, inclusive and safe for everyone.
- 102.1.2.** A child is a person under the age of 18.
- 102.1.3.** An adult at risk is a person aged 18 years or over at risk of abuse or neglect because of their needs for care and support.
- 102.1.4.** Swim England may address any 'safeguarding concern' within its jurisdiction concerning a child or adult. This includes:
 - a. Any safeguarding matter, welfare matter, or allegation of the same.
 - b. Any breach of the Swim England Regulations related to safeguarding.
 - c. Any breach of safeguarding policies produced by Swim England.
 - d. Any breach of the Swim England Code of Ethics related to safeguarding.
 - e. Any disclosure related to safer recruitment, as required by Wavepower.
- 102.1.5.** A 'low level concern' is a concern which does not meet the threshold to be a safeguarding concern and thus does not fall within Regulation 102.1.4.
- 102.1.6.** Further definitions for a safeguarding matter, a welfare matter or a low level concern may be set out in policy produced by Swim England.
- 102.1.7.** These Regulations and policies apply to any person bound, purportedly bound, or previously bound, by any part of the Swim England Regulations, Code of Ethics, or Swim England policy.

- 102.1.8.** All persons and bodies in Swim England's jurisdiction must adhere to the Safeguarding Regulations, any policies made under them, and any steps or directions made pursuant to them. Any failure to comply may raise a safeguarding concern or be the subject of a Complaint.

102.2. Overarching Safeguarding Objective

- 102.2.1.** No person shall engage, or attempt, or threaten to engage, in conduct that directly or indirectly harms a child or adult.
- 102.2.2.** No person shall pose a risk of harm to any child or adult.
- 102.2.3.** Each person must always act in the best interests of any child or adult, with their safety, welfare and well-being a paramount consideration.
- 102.2.4.** Safeguarding children and adults is everyone's responsibility.
- 102.2.5.** These principles shall be referred to in these Regulations as the 'overarching safeguarding objective'.

102.3. Policies

- 102.3.1.** These Safeguarding Regulations provide the outline for the Regulation of safeguarding within Swim England.
- 102.3.2.** Swim England may produce policies in respect of safeguarding. This must include, although it is not limited to, the following:
- a. Child safeguarding policies.
 - b. Adult safeguarding policies.
 - c. Safer recruitment policies (including criminal records checks).
- 102.3.3.** Any policy relating to safeguarding produced by Swim England will be reviewed annually and updated from time to time to comply with current safeguarding practice.

102.4. Roles and responsibilities

- 102.4.1.** There shall be a 'Case Management Group' which monitors and manages all safeguarding matters and has jurisdiction to impose Interim Orders under Regulation 112.3.1.
- 102.4.2.** Swim England shall have a 'Lead Safeguarding Officer'. That person must be an individual employed by Swim England with primary responsibility for managing safeguarding concerns within the organisation.
- 102.4.3.** There shall be 'Regional Welfare Officers' and 'County Welfare Officers'. All regions and counties shall appoint such officers.
- 102.4.4.** There shall be 'Club Welfare Officers'. All Clubs with child members shall be obligated to appoint such officers.
- 102.4.5.** There shall be 'Talent Welfare Officers'. These shall be appointed by Swim England in respect of talent programmes and national events.

102.5. General

- 102.5.1.** Any matter to be decided under these Safeguarding Regulations by the Case Management Group, a Judicial Committee, or an Appeal Committee shall be determined by a majority. The standard of proof shall always be the balance of probabilities.
- 102.5.2.** Any safeguarding concern or matter shall be confidential. This applies to everyone involved in the concern or matter (see Regulation 104.5).

- 102.5.3.** Any obligation of confidentiality in the Swim England Regulations may be departed from in respect of safeguarding. Any decision on such departure must consider all of the circumstances, including the interests of any person involved, and the overarching safeguarding objective.
- 102.5.4.** The power in Regulation 102.5.3 may be used to make a disclosure to a person external to Swim England.
- 102.5.5.** Swim England must make any disclosure required by the law.
- 102.5.6.** Where a member of the Case Management Group is not impartial in respect of a safeguarding concern (see Regulation 104.3), they shall not sit on the Group when considering any matter relating to that concern.
- 102.5.7.** Swim England may appoint any person to provide impartial legal advice or impartial subject advice under these Safeguarding Regulations.
- 102.5.8.** In respect of a child, a parent or person with parental responsibility may make take any step on their behalf.
- 102.5.9.** In respect of an adult at risk, a person responsible for that adult at risk may take any step on their behalf.
- 102.5.10.** In respect of any person, another person may be appointed as representative and take steps on their behalf. Such appointment may be a legal representative. Such an appointment must be notified to the Lead Safeguarding Officer.
- 102.5.11.** Regulation 104.8 shall apply to the interpretation of the Safeguarding Regulations.

103. Swim England safeguarding roles

103.1. Club Welfare Officers

- 103.1.1.** The scope of the Club Welfare Officer role may be provided for by role descriptions produced by Swim England. The roles must include the content of this Regulation.
- 103.1.2.** Club Welfare Officers shall ensure their Club complies with the Safeguarding Regulations and any safeguarding policies issued by Swim England.
- 103.1.3.** Club Welfare Officers shall address all low level concerns which do not meet the threshold for a safeguarding concern. They shall maintain a record of such concerns.
- 103.1.4.** Club Welfare Officers shall take steps to investigate and address safeguarding concerns at their Club. They shall maintain a record of such concerns.
- 103.1.5.** Club Welfare Officers shall report all safeguarding concerns, and the outcome of any low level concerns, to the Swim England Safeguarding Department.
- 103.1.6.** Club Welfare Officers shall provide assistance to the Swim England Safeguarding Department as it may require in relation to a concern at their Club.

103.2. Regional Welfare Officers and County Welfare Officers

- 103.2.1.** The scope of the Regional Welfare Officer and County Welfare Officer roles may be provided for by role descriptions produced by Swim England. The role must include the content of this Regulation.
- 103.2.2.** County and Regional Welfare Officers shall report all safeguarding concerns, and the outcome of any low level concerns, to the Swim England Safeguarding Department.
- 103.2.3.** County and Regional Welfare Officers shall provide assistance to the Swim England Safeguarding Department as it may require in relation to a concern within their County or Region.

- 103.2.4.** County and Regional Welfare Officers shall support Club Welfare Officers in relation to concerns within their County or Region, which may include investigating and addressing any low level concern.
- 103.2.5.** County Welfare Officers shall take steps to investigate and address safeguarding concerns at adult only Clubs within their County, where such Club has not appointed a Club Welfare Officer.

103.3. Talent Welfare Officers

- 103.3.1.** The scope of the Talent Welfare Officer role may be provided for by a role description produced by Swim England. The role must include the content of this Regulation.
- 103.3.2.** Talent Welfare Officers shall ensure the talent programmes or national events they oversee comply with the Safeguarding Regulations and any safeguarding policies issued by Swim England.
- 103.3.3.** Talent Welfare Officers shall investigate and address all low level concerns which do not meet the threshold for a safeguarding concern.
- 103.3.4.** Talent Welfare Officers shall take steps to address safeguarding concerns in the talent programmes or national events they oversee.
- 103.3.5.** Talent Welfare Officers shall report all safeguarding concerns, including low level concerns, to the Swim England Safeguarding Department.
- 103.3.6.** Talent Welfare Officers shall provide assistance to the Swim England Safeguarding Department as it may require in relation to a concern within the talent programmes or national events they oversee.

103.4. Lead Safeguarding Officer

- 103.4.1.** The scope of the Lead Safeguarding Officer's role may be provided for by a role description produced by Swim England. The role must include the content of this Regulation.
- 103.4.2.** They may conduct or commission safeguarding risk assessments.
- 103.4.3.** They may investigate any safeguarding matter, or refer such a matter to be investigated by some other person.
- 103.4.4.** They may produce safeguarding policies for approval.
- 103.4.5.** They may regulate the terms of engagement of any person.
- 103.4.6.** They may refer safeguarding concerns to the Case Management Group or a Judicial Committee, including for the making of an Interim Order or making a Complaint.
- 103.4.7.** They may appear for Swim England before a Judicial Committee or Appeal Committee, or direct that some other person acts in their place.
- 103.4.8.** In respect of a safeguarding concern, they may take any action which is not a Sanction under Regulation 111, including but not limited to providing advice and non-binding recommendations.
- 103.4.9.** They shall sit on the Case Management Group.
- 103.4.10.** They shall maintain a confidential record of all safeguarding concerns and the outcome of any low level concerns and periodically assess those records.
- 103.4.11.** They shall review DBS disclosures containing content and, where appropriate, refer such to the Case Management Group for a decision pursuant to Regulation 103.5.5.

103.5. Case Management Group

- 103.5.1.** The Case Management Group shall monitor, manage, and advise the Lead Safeguarding Officer on, safeguarding concerns referred to it.
- 103.5.2.** The Case Management Group shall have the power to make Interim Orders under Regulation 112.3.1. When using that power:
 - a. There must be a minimum of three members voting when determining whether to make an Interim Order.
 - b. Where the Lead Safeguarding Officer has requested that the Interim Order be made, the Lead Safeguarding Officer may not vote on that matter.
- 103.5.3.** The Case Management Group may be convened by the Lead Safeguarding Officer, or by any other member of the Group.
- 103.5.4.** From time to time the Case Management Group shall be convened to consider an individual case or cases raising safeguarding concerns.
- 103.5.5.** The Case Management Group shall consider any DBS' containing content referred to it by the Lead Safeguarding Officer and determine whether the individual to which it relates shall be permitted to engage in regulated activity within Swim England's jurisdiction.
- 103.5.6.** Swim England may produce a terms of reference for the Case Management Group. That terms of reference may add to the duties and responsibilities under this Regulation.

JUDICIAL REGULATIONS

104. Scope of the Judicial Regulations

104.1. Objectives and compliance

- 104.1.1.** The overriding objective of these Judicial Regulations is that matters must be resolved fairly, justly, expeditiously, and at proportionate cost.
- 104.1.2.** Where a matter includes a safeguarding concern, the overriding objective includes the overarching safeguarding objective.
- 104.1.3.** Any person shall comply with the Judicial Regulations, including any steps taken under the Judicial Regulations. Any failure to comply is a breach of the Swim England Regulations and may be addressed as part of the existing proceedings or as a new Judicial Complaint.

104.2. Scope

- 104.2.1.** These Judicial Regulations are to be read in conjunction with the Swim England Articles, the Company Regulations, the General Regulations, the Swim England Code of Ethics, any Swim England policy, and the Technical Rules of Swim England.
- 104.2.2.** These Judicial Regulations shall apply to any person bound, purportedly bound, or previously bound, by any part of the Swim England Regulations, Code of Ethics, or Swim England policy.
- 104.2.3.** Notwithstanding Regulations 104.2.1 and 104.2.2:
 - a. These Judicial Regulations shall apply to a member of Scottish Swimming or Swim Wales whilst engaged in activities falling within the jurisdiction of Swim England in England.
 - b. These Judicial Regulations shall not apply in respect of any matter arising when a person is engaged in activities falling within the jurisdiction of Aquatics GB.

- c. These Judicial Regulations shall not apply to any matter concerning a prohibited substance or other offence under the Aquatics GB Anti-Doping Rules.
- d. In respect of the last two Regulations, the Judicial Regulations shall apply to any consequential matter arising from a decision of Aquatics GB.

104.2.4. Any administrative step to be taken by or in respect of the Judicial Commissioner, Dispute Resolution Panel, or Appeals Panel may be taken by the Office of Judicial Administration.

104.2.5. Any Complaint to be determined by Swim England may instead be referred by Swim England, at its sole discretion, to Sport Resolutions, or any other person specialising in dispute resolution, to be resolved under Swim England's procedures. There shall be no right of appeal through these Judicial Regulations against a decision by such bodies.

104.3. Impartiality and parties

104.3.1. Impartiality in the Swim England Regulations shall include the requirement to be independent of the matter in issue, the parties to that matter, and the outcome of the matter.

104.3.2. A challenge to the appointment of any person to determine, advise, or investigate:

- a. Shall only be brought on the basis that the person is not impartial.
- b. Must be brought in writing to the appointing person within 7 days of receipt of the notification of the appointment.
- c. Shall be determined by the appointing person.
- d. If the appointing person accepts the challenge, they shall appoint another person to that role. A challenge to that appointment may be brought under this Regulation.
- e. The appointing person may make any direction they consider necessary as a result of the challenge, including modifying time limits.

104.3.3. Where the Judicial Commissioner is not impartial of a matter, any role or step to be undertaken by the Judicial Commissioner may instead be undertaken by a substitute appointed by the Judicial Commissioner.

104.3.4. In respect of a child, a parent or person with parental responsibility may take any step on their behalf.

104.3.5. In respect of an adult at risk, a person responsible for that adult at risk may take any step on their behalf.

104.3.6. In respect of any person, another person may be appointed as representative and take steps on their behalf. Such appointment may be a legal representative. Such an appointment must be notified to the Office of Judicial Administration.

104.4. Powers and Obligations

104.4.1. Any matter to be decided under these Judicial Regulations shall be determined by a majority. The standard of proof shall always be the balance of probabilities.

104.4.2. The power to regulate proceedings shall include:

- a. The power to depart from the Regulations, including from time limits.
- b. The power to order that any hearing, meeting, or other step be undertaken by video conferencing or telephone conferencing.

- c. The power to order disclosure by any person. The Judicial Commissioner may issue standard directions on disclosure in proceedings.
- d. The power to make adjustments to proceedings which involve children, adults at risk, and vulnerable parties and witnesses. The Lead Safeguarding Officer and Judicial Commissioner may produce a policy on adjustments in proceedings which involve children, adults at risk, and vulnerable parties and witnesses.
- e. The power to enforce or modify confidentiality obligations, the privacy of hearings, and the publishing of decisions or investigations.
- f. The power to direct that the matter proceed by a fast-track procedure. The Judicial Commissioner may produce fast-track directions.
- g. The power to make any other order to regulate the proceedings which is just.

104.4.3. The power to regulate proceedings must be used in a manner which complies with the overriding objective and, where applicable, the overarching safeguarding objective.

104.4.4. Any fee included in the Judicial Regulations may be waived by the Judicial Commissioner on an application by the fee-paying party. Time limits will not be stayed behind the decision of a fee waiver.

104.4.5. No fee included in the Judicial Regulations shall be payable by:

- a. Swim England.
- b. A Complaint made by an Official arising from an incident or incidents dealt with in pursuance of their duties under Swim England Regulations and Technical Rules or World Aquatics Technical Rules.

104.4.6. Any interference or improper conduct in respect of proceedings under the Investigation Regulations, Safeguarding Regulations, or Judicial Regulations will be a breach of the Swim England Regulations.

104.4.7. Any departure from the Judicial Regulations shall not invalidate any action or inaction taken or not taken pursuant to them unless determined to do so on a successful appeal under a ground of appeal.

104.4.8. Swim England may appoint any person to provide impartial legal advice or impartial subject advice under these Judicial Regulations.

104.4.9. Swim England may produce such policies as it considers required to meet the overriding objective, or to facilitate investigations under Regulation 101.

104.4.10. Swim England shall not be liable to any person for any loss, however caused, in connection with any action taken in respect of Regulations 101 to 113.

104.5. Confidentiality

104.5.1. This confidentiality Regulation applies to Regulations 101 to 113.

104.5.2. Proceedings, matters, and investigations under those Regulations shall be confidential at all times.

104.5.3. Documents and evidence disclosed pursuant to those Regulations shall not be used for any other purposes unless otherwise ordered.

104.5.4. Documents and evidence disclosed as part of proceedings shall be disclosed to all other parties unless otherwise ordered.

- 104.5.5.** No disclosure shall be made to any third party of the existence of the proceedings, the contents of any document or other evidence produced in the proceedings or any decision of a panel or committee or any part of it, unless otherwise ordered.
- 104.5.6.** It shall be a breach of the confidentiality obligations to publish any material online, including on social media.
- 104.5.7.** Any confidentiality obligation in these Regulations shall not extend to a requirement to keep matters confidential from a person's advisers.
- 104.5.8.** The requirement of confidentiality set out in this Regulation shall not stop any power of disclosure in Swim England provided for anywhere else in these Regulations.
- 104.5.9.** These confidentiality principles may be departed from where that is required by the law, or where this is necessary considering all the circumstances. Those circumstances include the interests of the parties, the public interest, the requirements of an effective investigation, and the need to safeguard children and adults.
- 104.5.10.** Swim England may produce a policy in respect of document management and data protection.

104.6. Swim England Friends and legal assistance

- 104.6.1.** A Swim England Friend is an individual who may provide impartial assistance to help Swim England members faced with problems. The Swim England Friends are volunteers who work across the Swim England Regions.
- 104.6.2.** Any assistance provided by Swim England Friends does not constitute legal advice and Swim England shall bear no liability for any acts taken or not taken by any person as a result of any action of, or assistance given by, a Swim England Friend.
- 104.6.3.** Where appropriate, the Judicial Commissioner will provide a person with details of a Swim England Friend.
- 104.6.4.** All correspondence and discussions that take place with a Swim England Friend are confidential and will not be disclosed to any other party without the person's prior approval.
- 104.6.5.** The Judicial Commissioner will maintain a list and details of pro bono legal help which it may supply to any person at any time.

104.7. Disciplinary Officer

- 104.7.1.** There shall be a Disciplinary Officer appointed by Swim England. The scope of the Disciplinary Officer's role may be provided for by a role description produced by Swim England. The role must include the content of this Regulation.
- 104.7.2.** The Disciplinary Officer shall have the power to appoint a substitute in the event that they are unable to act in respect of any matter within the scope of their role. Such a substitute may include legal counsel or a solicitor.
- 104.7.3.** The Disciplinary Officer, or their substitute, shall have the power to appear before any person, body or committee established under the Judicial Regulations or the Safeguarding Regulations to represent Swim England.
- 104.7.4.** The Disciplinary Officer shall have the power to act in substitution for the Lead Safeguarding Officer before any person, body or committee established under the Judicial Regulations or the Safeguarding Regulations to represent Swim England.
- 104.7.5.** The Disciplinary Officer shall have the power to order an investigation under Regulation 101.

- 104.7.6.** The Disciplinary Officer may issue policy on the nature and/or requirements for any matter (or Complaint) that may be referred to them, and the thresholds for investigation and making a Complaint that they shall usually apply.
- 104.7.7.** The Disciplinary Officer shall have the power to substitute Swim England for a Complainant in a Complaint.
- 104.7.8.** The Disciplinary Officer shall have the power to refer a safeguarding concern to the Lead Safeguarding Officer.
- 104.7.9.** The Disciplinary Officer shall have the power to make a Complaint on behalf of Swim England under Regulation 106, or withdraw any Complaint that they have previously made (including one in which Swim England has substituted itself as Complainant). A decision by the Disciplinary Officer to not make a Complaint on behalf of Swim England shall not prevent the individual who referred the matter to them from making a Complaint themselves.
- 104.7.10.** Any individual who refers a matter to the Disciplinary Officer must provide the Disciplinary Officer with all assistance they reasonably require, including but not limited to provision of information, provision of witness statements, and attendance at any hearing as a witness. In the event of non-cooperation, the Disciplinary Officer may cease any investigation or withdraw any Complaint.

104.8. Interpretation

- 104.8.1.** Regulations 101 to 113, and any matter arising under them, shall be governed and construed in accordance with the laws of England.
- 104.8.2.** Where any part of Regulations 101 to 113 refers to parties providing information, Swim England may produce a form for the provision of that information.
- 104.8.3.** Any step to be taken, power given to, or action required by Swim England under Regulations 101 to 113 may be taken by the Disciplinary Officer or Lead Safeguarding Officer, or a substitute appointed by either of them.
- 104.8.4.** Words using the masculine gender shall include the feminine gender and vice versa.
- 104.8.5.** Words of the singular shall include the plural and vice versa.
- 104.8.6.** The term 'days' shall mean calendar days.
- 104.8.7.** The term 'person' shall include a body.
- 104.8.8.** A body within Regulation 105.1 shall be a 'Club' for the purposes of these Judicial Regulations.
- 104.8.9.** Where the running of time on a deadline is stated to begin on the occurrence of an event, the running of time will commence on the day following the occurrence of the event.
- 104.8.10.** When a document is sent by email in accordance with these Regulations, it will be deemed to be received on the day that it was sent unless the contrary is proven.

105. Complaints

- 105.1.** A 'Complaint' is an expression of dissatisfaction with the actions, behaviour or practice, within Swim England's jurisdiction, of any person.
- 105.2.** A Complaint may be made by any person within the jurisdiction of Swim England ('the Complainant'), including Swim England itself.

105.3. A Complaint may be made against any person within the jurisdiction of Swim England ('the Respondent'), except the following:

105.3.1. Swim England.

105.3.2. Any person acting in a judicial role provided for within these Judicial Regulations.

105.3.3. Any person acting in a safeguarding role provided for within the Safeguarding Regulations.

105.3.4. An Investigator acting in an investigation role provided for within Regulation 101.

105.3.5. The Disciplinary Officer.

105.3.6. An employee of Swim England, where the Complaint relates to any action taken in the course of their employment.

105.4. An employee of a Club may not be the Respondent to a Complaint until any disciplinary process under their contract of employment has ended.

105.5. A Complaint by any Complainant under these Judicial Regulations must allege:

105.5.1. A breach of the rules of any Club, body or organisation;

105.5.2. Misconduct;

105.5.3. Serious misconduct, being an action, behaviour or practice of misconduct liable to bring the sport into disrepute;

105.5.4. Maladministration;

105.5.5. A breach of the Swim England Regulations or Swim England's policies; or,

105.5.6. A breach of the Swim England Code of Ethics.

105.6. In addition to Regulation 105.5, where Swim England is the Complainant, it may bring a safeguarding concern as a Complaint.

105.7. The Judicial Commissioner may add to the list of matters which may be the subject of a Complaint.

105.8. Decisions on selection of teams may not be the subject of a Complaint, save where it is alleged that the decision was based on misconduct (for example, discrimination).

106. Commencing a Complaint

106.1. A Complaint may either be made to a Club ('Club Complaint') or to the Judicial Commissioner ('Judicial Complaint').

106.2. The following Complaints must be made to the Judicial Commissioner:

106.2.1. Serious misconduct, being the action, behaviour or practice of misconduct liable to bring the sport into disrepute; or

106.2.2. A breach of the Swim England Regulations, including any breach of the Regulations relating to a Club Complaint.

106.2.3. A safeguarding concern brought by Swim England.

106.2.4. A Complaint not wholly within the jurisdiction of one Club.

106.3. All other Complaints must be made to the Club that the Complainant is a member of.

106.4. If a Club or the Judicial Commissioner receives a Complaint seeking to raise a safeguarding concern from someone other than Swim England, they must refer the matter to the Lead Safeguarding Officer to address it as a safeguarding concern. Only Swim England may raise a Complaint in respect of a safeguarding concern.

- 106.5.** The Judicial Commissioner may direct that a Club Complaint progress as a Judicial Complaint, or a Judicial Complaint as a Club Complaint, at any time. The Judicial Commissioner may direct any matter be addressed under the Swim England Complaints Policy.
- 106.6.** Swim England may receive an expression of concern from any person. If they receive such an expression of concern they may refer the matter to the Lead Safeguarding Officer, the Disciplinary Officer, or any other person as they consider appropriate.

107. Club Complaints

107.1. General

- 107.1.1.** The power to regulate the proceedings of a Club Complaint may be used by:
- a. The Club chairperson (or another appointed committee member if they are not impartial), until the Club Complaint Panel is appointed.
 - b. Once appointed, the chair of the Club Complaint Panel.
- 107.1.2.** Such powers to regulate the proceedings includes referring the matter to the Judicial Commissioner to use their power under Regulation 106.5.
- 107.1.3.** Such powers to regulate the proceedings includes staying proceedings and referring the matter to the Lead Safeguarding Officer where a safeguarding concern arises.
- 107.1.4.** The parties are encouraged to resolve Club Complaints by informal means or alternative dispute resolution. Where both parties consent to this approach, the power to regulate proceedings shall be used to pause or extend the time limits.
- 107.1.5.** Where a Club Complaint identifies the Club chairperson as Respondent, or where the Club chairperson is not impartial, another member of the committee of the Club shall act for the Club chairperson for the Complaint.
- 107.1.6.** Affiliated Regions and County Associations shall assist Clubs in operating Regulation 107.

107.2. Commencing a Club Complaint

- 107.2.1.** A Club Complaint must be made by the Complainant to the Club chairperson within **28 days** of the event being complained about ('the Club Complaint Form').
- 107.2.2.** The Club chairperson will give the Club Complaint Form to the Respondent within **7 days** of receipt.
- 107.2.3.** Within **28 days** of receipt of the Club Complaint Form, the Respondent must provide a reply to the Club Complaint to the Club chairperson ('the Club Complaint Reply').
- 107.2.4.** The Club chairperson will provide the Club Complaint Reply to the Complainant within **7 days** of receipt.

107.3. Forming a Club Complaint Panel

- 107.3.1.** A Club has the power to create Club Complaint Panels to determine Club Complaints.
- 107.3.2.** Within **28 days** of the Club chairperson's receipt of the Club Complaint Reply (or the expiry of the deadline to submit that Form), the Club chairperson shall appoint a Club Complaint Panel. The Club Complaint Panel must appoint one of its members as the chair.
- 107.3.3.** A Club Complaint Panel must be formed of three members drawn from membership of that Club or any other Club affiliated with Swim England, including its County and Region.
- 107.3.4.** A person appointed to the Club Complaint Panel must be impartial.

107.3.5. The Club chairperson must inform the Complainant and Respondent of the membership of the Club Complaint Panel within **7 days** of appointment.

107.4. Directions prior to the Club Complaint hearing

107.4.1. Within 21 days of the appointment of the Club Complaint Panel, the chair of the Club Complaint Panel shall take the following steps:

- a. Notify the parties when the hearing will be held. The hearing must not be fewer than 14 days after the date of notification, unless the Complainant and Respondent agree otherwise, or more than 56 days after the date of notification.
- b. Issue directions.
- c. Order that the matter be heard by written submissions only, if both parties agree.
- d. Summarily dismiss any Club Complaint that has no real prospect of success.

107.4.2. If the Club Complaint is summarily dismissed, written reasons must be given. This shall be a decision that can be appealed under Regulation 110.

107.4.3. At any time prior to a hearing the chair of the Club Complaint Panel may issue directions.

107.4.4. The Judicial Commissioner may produce standard directions for Club Complaints.

107.5. Club Complaint hearings

107.5.1. The hearing shall take place in private. This may be departed from under Regulation 104.5.9.

107.5.2. If the Complainant does not attend the hearing the Club Complaint Panel may make any order, including dismissing the Club Complaint.

107.5.3. If the Respondent does not attend the hearing the Club Complaint Panel may proceed in the absence of that party.

107.6. Club Complaint Decision

107.6.1. Within **28 days** of the hearing the Club Complaint Panel must issue a written decision ('the Club Complaint Decision').

107.6.2. The Club Complaint Decision may:

- a. Dismiss the Club Complaint.
- b. Find the Club Complaint proven.
- c. Apply a Sanction under Regulation 111 limited to matters falling within the scope of the Club's jurisdiction over the Respondent.
- d. Where appropriate, refer the matter to the Judicial Commissioner under Regulation 106.5.
- e. Combine and/or use multiple of each of the above provisions.

107.6.3. A copy of the Club Complaint Decision must be provided to the Club chairperson, parties to the Club Complaint, and Swim England to retain confidentially.

107.6.4. Within **14 days** of the Club Complaint Decision being made, the Complainant or Respondent may appeal under Regulation 110 below.

108. Judicial Complaints – Preliminary

108.1. Commencing a Judicial Complaint

- 108.1.1.** Any Judicial Complaint must be made by the Complainant to the Judicial Commissioner within 56 days of the event complained of using the 'Judicial Complaint Form'. The running of time in respect of any matter shall be paused during any investigation (including time taken commissioning such) by or on behalf of Swim England.
- 108.1.2.** The Judicial Complaint Form must include the following information:
- a. The information required by Swim England from time to time.
 - b. If the time limit in Regulation 108.1.1 has not been complied with, reasons why an extension of time should be given.
 - c. Whether the Complainant requests that Swim England act as Complainant.
 - d. Whether the Complainant consents to mediation.
- 108.1.3.** Where the Complainant is Swim England the Judicial Complaint Form:
- a. Must include a charge sheet.
 - b. May include proposed Sanctions or Measures.
 - c. May include any report produced under Regulation 101.
- 108.1.4.** The Judicial Complaint Form will not be treated as received until the fee of £100.00 is paid to the Office of Judicial Administration (or the fee is waived under Regulation 104.4.4). If no fee is payable this Regulation shall not apply.
- 108.1.5.** Within 14 days of the receipt of a Judicial Complaint Form by the Office of Judicial Administration, the Judicial Commissioner may take any of the following steps:
- a. Order that Swim England be substituted for the Complainant.
 - b. Ask the Complainant to provide further information within 7 days. If such information is provided then the time period under this Regulation shall commence again. If such information is not provided the Judicial Complaint will be dismissed.
 - c. Dismiss the Judicial Complaint for failure to comply with the time limit in Regulation 108.1.1.
 - d. Dismiss the Judicial Complaint as not within Regulation 105.5.
 - e. Dismiss the Judicial Complaint as not within the scope of Swim England's jurisdiction.
 - f. Dismiss the Judicial Complaint as having no real prospect of success.
 - g. Dismiss the Judicial Complaint as insufficiently serious, considering the overriding objective.
 - h. Dismiss the Judicial Complaint as an abuse of process.
 - i. Stay the Judicial Complaint while any investigation or step is undertaken by Swim England or other external agencies.
 - j. Grant permission for the Judicial Complaint to proceed.
- 108.1.6.** Dismissal in full or in part under Regulation 108.1.5 must be accompanied by written reasons. Dismissal may be appealed under Regulation 110.

108.2. Replying to a Judicial Complaint

- 108.2.1.** If a Judicial Complaint is allowed to proceed, the Judicial Commissioner must send the Judicial Complaint Form to the Respondent.
- 108.2.2.** Within 28 **days** of the receipt of the Judicial Complaint Form the Respondent shall provide a reply to the Judicial Commissioner using the 'Judicial Complaint Reply Form'.

108.2.3. A complete Judicial Complaint Reply Form must include:

- a. The information required by Swim England from time to time.
- b. An admission or denial of the matter or matters constituting the Judicial Complaint.
- c. Whether the Respondent consents to mediation.

108.2.4. If the Respondent admits a matter or matters constituting part or all of a Judicial Complaint to which Swim England is Complainant, they may accept any Sanctions or Measures proposed by Swim England. If the Respondent accepts any such Sanctions or Measures, those Sanctions or Measures shall apply without further order and that part of the Judicial Complaint shall be at an end.

108.2.5. If the Respondent fails to submit a Judicial Complaint Reply Form, the Judicial Complaint will proceed as if a Judicial Complaint Reply Form containing no information was submitted on the last day of the deadline.

108.2.6. If both parties consent to mediation, the Judicial Commissioner must order that the Judicial Complaint is stayed for mediation. If mediation is unsuccessful the Judicial Commissioner must order an end to the stay.

108.3. Referring to a Judicial Committee

108.3.1. Within **7 days** of receipt of the Judicial Complaint Reply Form, the Judicial Commissioner will:

- a. Refer the Judicial Complaint for a decision under Regulation 109;
- b. Substitute the Complainant or the Respondent for any other person if they consider this appropriate.
- c. Send this information to the Complainant and the Respondent.

108.3.2. The Judicial Commissioner may produce a policy on the substitution of parties to a Judicial Complaint under this Regulation or Regulation 108.1.5.a.

109. Judicial Hearing Procedure

109.1. General

109.1.1. The power to regulate the proceedings of a Judicial Complaint may be used by:

- a. The Judicial Commissioner, until the Judicial Committee is appointed.
- b. Once appointed, the chair of the Judicial Committee.

109.1.2. Such powers to regulate the proceedings includes staying proceedings and referring the matter to the Lead Safeguarding Officer where a safeguarding concern arises.

109.1.3. Where advice is given by an advisor to the Judicial Committee, the parties must be given the opportunity to make submissions on that advice.

109.1.4. The Judicial Commissioner may substitute a member of the Judicial Committee where it is required considering the overriding objective.

109.1.5. Judicial hearings shall be held remotely using teleconferencing software. The Chair of a Judicial Committee may require that a hearing be held in person only where they believe that exceptional circumstances require such, and only after receiving the views of all parties to the Complaint and the consent of Swim England.

109.2. Written Arguments

- 109.2.1.** Within **14 days** of notification that the matter will proceed to a hearing under Regulation 108.3.1.c the Complainant shall file with the Judicial Commissioner a bundle (the 'Statement of Complaint') including:
- A written statement stating the facts and arguments.
 - All evidence upon which they intend to rely, including witness statements.
 - Whether the Complainant consents to the matter being decided based on the paper submissions.
- 109.2.2.** If the Complainant fails to submit a Statement of Complaint in time, and an extension for submission was not granted prior to expiry of the deadline, the Judicial Complaint will be dismissed.
- 109.2.3.** The Judicial Commissioner shall provide the Statement of Complaint to the Respondent and the Judicial Committee hearing the matter.
- 109.2.4.** Within 14 days of the receipt of the Statement of Complaint, the Respondent shall file with the Judicial Commissioner a paginated bundle with (the 'Statement of Response'):
- A full written statement stating the facts and arguments.
 - All evidence upon which it intends to rely, including any witness statements.
 - Whether the Respondent consents to the matter being decided based on paper submissions.
- 109.2.5.** If the Respondent fails to submit a Statement of Response in time, this Regulation will continue to apply as if the Respondent filed a blank Statement of Response.
- 109.2.6.** The Judicial Commissioner shall provide a copy of the Statement of Response to the Complainant and Judicial Committee hearing the matter.
- 109.2.7.** Unless the Judicial Committee orders otherwise, the parties shall not be allowed to supplement the Statement of Complaint or Statement of Response.

109.3. Forming the Committee

- 109.3.1.** A Judicial Complaint will be resolved by a Judicial Committee appointed by the Judicial Commissioner.
- 109.3.2.** Within **14 days** of the receipt of the Statement of Response, the Judicial Commissioner will appoint a Judicial Committee. One of the appointed members shall be appointed as chair by the Judicial Commissioner. That chair shall be legally qualified.
- 109.3.3.** A Judicial Committee shall be formed of three members that are members of the Dispute Resolution Panel.
- 109.3.4.** Where the Judicial Complaint concerns a safeguarding matter, at least one wing member of the Judicial Committee must be from the Safeguarding List.
- 109.3.5.** Where necessary, the Judicial Commissioner will appoint a legal advisor and/or subject advisor to assist the Judicial Committee.
- 109.3.6.** Any person appointed to the Judicial Committee, or appointed advisor, must be impartial.
- 109.3.7.** Within **7 days** of appointment of the Judicial Committee and advisors, the Complainant and Respondent will be informed of the membership.

109.4. Proceeding to the Hearing

- 109.4.1.** Within **14 days** of the appointment of the Judicial Committee, the chair of the Judicial Committee shall order whether the Judicial Complaint shall be considered on the papers. A paper hearing can only be ordered if the Complainant and Respondent consent to such a hearing.
- 109.4.2.** If the Judicial Complaint is to be determined on the papers, the Judicial Commissioner shall inform the Complainant and Respondent and set out the date the meeting will be held.
- 109.4.3.** If the Judicial Complaint is to be determined by oral hearing, the Judicial Commissioner shall inform the Complainant and Respondent and set out the date, time and place of that hearing.
- 109.4.4.** Within **7 days** of being informed that there will be an oral hearing, the Complainant and Respondent must inform the Judicial Commissioner who will attend the hearing, including any witnesses and representatives.
- 109.4.5.** Within **21 days** of the order of the Judicial Committee determining the form of hearing, the Judicial Committee will produce a timetable and any orders required and provide this to the Complainant and Respondent.
- 109.4.6.** The Judicial Commissioner may produce standard directions for Judicial Complaints.

109.5. The Hearing

- 109.5.1.** The hearing shall take place in private. This may be departed from under Regulation 104.5.9.
- 109.5.2.** If the Complainant does not attend the hearing the Judicial Committee may make any order, including dismissing the Judicial Complaint.
- 109.5.3.** If the Respondent does not attend the hearing the Judicial Committee may proceed in the absence of that party.

109.6. Decision

- 109.6.1.** Within **28 days** of the hearing the Judicial Committee shall issue a written decision ('the Judicial Complaint Decision').
- 109.6.2.** The Judicial Complaint Decision may:
- Dismiss the Judicial Complaint.
 - Find the Judicial Complaint proven.
 - Apply a Sanction or Measure under Regulation 111.
 - Order a change to current practices.
 - Order a change to the current rules of a Club.
 - Order a reimbursement of fees.
 - Make any other order that is just in accordance with the overriding objective.
 - Combine and/or use multiple of each of the above provisions.
- 109.6.3.** Within **14 days** of the Judicial Complaint Decision the Complainant or the Respondent may appeal under Regulation 110.

110. Appeals

110.1. Right of Appeal

- 110.1.1.** Except where expressly provided for, there shall be no right of appeal against any decision made under the Swim England Regulations.

110.2. General

- 110.2.1.** The power to regulate the proceedings of an Appeal may be used by:
- a. The Appeals Panel Chair, until the Appeal Committee is appointed.
 - b. Once appointed, the chair of the Appeal Committee.
- 110.2.2.** It is for an Appellant to establish, on the balance of probabilities, that a ground of appeal is made out.

110.3. Relevant Body

- 110.3.1.** For the purposes of this Regulation, 'determining body' refers to the body that made the decision that is being appealed.
- 110.3.2.** A Judicial Committee will hear appeals from the following determining bodies:
- a. Officials determining a protest, in the absence of a jury of appeal at the competition.
 - b. Club Complaint Panels.
 - c. The Office of Judicial Administration, when applying an Automatic Water Polo Sanction.
- 110.3.3.** An Appeal Committee will hear appeals from:
- a. a Judicial Committee;
 - b. a decision on a Water Polo Complaint;
 - c. a decision by the Judicial Commissioner to dismiss a Judicial Complaint; and
 - d. a decision by the Case Management Group not to authorise an individual to participate in regulated activity within Swim England's jurisdiction.
- 110.3.4.** Any person appointed to the Judicial Committee or the Appeal Committee, or an adviser, must be impartial.
- 110.3.5.** There is no appeal against a decision of a Judicial Committee on an Appeal.
- 110.3.6.** When applying Regulation 110 to an Appeal heard by a Judicial Committee:
- a. The term 'Judicial Committee' will be substituted for 'Appeal Committee';
 - b. The term 'Dispute Resolution Panel' will be substituted for 'Appeals Panel';
 - c. The term Judicial Commissioner will be substituted for 'Appeals Panel Chair'; and
 - d. Unless otherwise specified, the process shall be the same.

110.4. Relevant Parties

- 110.4.1.** The Complainant or Respondent to any appealable matter may bring an appeal ('the Appellant').
- 110.4.2.** The Complainant or Respondent to any appealable matter may be respondent to an appeal ('the Appeal Respondent').
- 110.4.3.** The Judicial Commissioner may substitute any person to be the Appellant or the Appeal Respondent.

110.5. Grounds of Appeal

110.5.1. Any appeal in any matter can only be made on the following grounds:

- a. The deciding body exceeded its power or acted without having the requisite power.
- b. The deciding body failed to act in accordance with the rules of natural justice.
- c. The deciding body made an error of law.
- d. New evidence is available which could not have been obtained with reasonable diligence for use before the determining body, and arguably would have changed the outcome of the decision, and is credible.
- e. The deciding body made a decision which no reasonable decision-making body could have made.
- f. The deciding body issued a Sanction or Measure which was manifestly disproportionate.

110.5.2. Any appeal is by way of review of the grounds of appeal only and is not a rehearing.

110.6. Commencing an Appeal

110.6.1. An Appeal must be made by the Appellant to the Office of Judicial Administration within **14 days** of the date on which the final decision of the determining body. The Appeal must include the documents upon which the Appellant seeks to rely in a paginated bundle ('the Appeal Brief').

110.6.2. The Appeal Brief must include the following information:

- a. The information required by Swim England from time to time.
- b. The grounds of appeal under Regulation 110.5.1 upon which the Appellant seeks to rely.
- c. A statement of arguments.
- d. If the time limit in Regulation 110.6.1 has not been complied with, reasons why an extension of time should be given.
- e. Whether the Appellant consents to the matter being decided based on paper submissions.

110.6.3. The Appeal Brief will not be treated as received until the fee of £200.00 is paid to the Office of Judicial Administration (or the fee is waived under Regulation 104.4.4). If no fee is payable this Regulation shall not apply.

110.7. Permission to Appeal

110.7.1. Within **7 days** of the Appeal Brief being provided to the Office of Judicial Administration, the Appeals Panel Chair will appoint a member of the Appeals Panel to determine permission to appeal. That person will be provided with the Appeal Brief. The Appellant will be informed of the appointment.

110.7.2. Within **14 days** of being provided the Appeal Brief the appointed person may take any of the following steps and inform the Appellant:

- a. Require the Appellant to provide further information within **7 days**. If such information is provided then the time period under this Regulation shall commence again. If such information is not provided permission to appeal shall be refused.
- b. Dismiss the Appeal as outside the time limit in Regulation 110.6.1.

- c. Dismiss the Appeal as not being on a ground under Regulation 110.5.1.
- d. Dismiss the Appeal as having no real prospect of success.
- e. Dismiss the Appeal as an abuse of process.
- f. Grant permission for the Appeal to proceed.

110.7.3. Any dismissal of all or part of an Appeal must be provided with written reasons. This may not be appealed.

110.7.4. When permission to appeal is refused in its entirety the Appeal will be at an end. This may not be appealed.

110.7.5. Where Appeals are brought by multiple parties, and both are given permission for the Appeal to proceed, the appointed person under Regulation 110.7.1 may make such directions as are appropriate to manage the Appeal.

110.8. Response to the Appeal

110.8.1. If permission to appeal has been given in part or in full, the Appeal Respondent will also be informed and provided the Appeal Brief.

110.8.2. Within **14 days** of the receipt of the information under Regulation 110.8.1, the Appeal Respondent must file their response with the Office of Judicial Administration. The response must include the documents upon which the Respondent seeks to rely in a paginated bundle ('the Response Brief').

110.8.3. The Response Brief must include the following information:

- a. The information required by Swim England from time to time.
- b. A statement of arguments.
- c. If the time limit in Regulation has not been complied with, reasons why an extension of time should be given.
- d. Whether the Respondent consents to the matter being decided based on paper submissions.

110.8.4. If the Respondent does not file a Response Brief, the Appeal will proceed as if one were filed.

110.9. Proceeding to the Appeal Hearing

110.9.1. Within **7 days** of the receipt of the Response Brief the Appeals Panel Chair will:

- a. Appoint the Appeal Committee from the Appeals Panel, and appoint any advisors. The chair of the Appeal Committee shall be legally qualified. If the matter raises a safeguarding concern, at least one wing member shall be from the Safeguarding List.
- b. Appoint one of the Appeal Committee as chair.
- c. Inform the Appellant and Appeal Respondent of the membership of the Appeal Committee and advisors.
- d. Order a hearing on the papers if both parties agree.

110.9.2. Any person appointed to the Appeal Committee, or appointed advisor, must be impartial.

110.9.3. Within **7 days** of the appointment of the Appeal Committee, the chair of the Appeal Committee will provide directions to the Appellant and Appeal Respondent. This will include if the hearing will be decided based on paper submissions or an oral hearing.

110.9.4. The Judicial Commissioner may produce standard directions for Appeals.

110.10. The Hearing

110.10.1. The hearing shall take place in private. This may be departed from under Regulation 104.5.9.

110.10.2. If the Appellant does not attend the hearing the Appeal Committee may make any order, including dismissing the Appeal.

110.10.3. If the Appeal Respondent does not attend the hearing the Appeal Committee may proceed in the absence of that party.

110.10.4. Appeal hearings shall be held remotely using teleconferencing software. The Chair of an Appeal Committee may require that a hearing be held in person only where they believe that exceptional circumstances require such, and only after receiving the views of all the parties to the Appeal and the consent of Swim England.

110.11. The Appeal Decision

110.11.1. Within **28 days** of the hearing the Appeal Committee shall issue a written decision ('the Appeal Decision').

110.11.2. The Appeal Decision may:

- a. Dismiss the appeal.
- b. Allow the appeal.
- c. Quash any part of the decision.
- d. Order a rehearing of the matter.
- e. Substitute a decision for that in the original decision.
- f. Substitute a Sanction or Measure for that included in the original decision.
- g. Make any other order that is just in accordance with the overriding objective.
- h. Order a reimbursement of fees.
- i. Combine and/or use multiple of each of the above provisions.

110.11.3. If a rehearing is ordered, the Appeal Committee may make any further orders as to procedure.

110.11.4. The Appeal Committee may only substitute a decision for that in the original decision in the exceptional case where it is satisfied that it has sufficient evidence to do so.

111. Sanctions and Measures

111.1. Principles

111.1.1. A 'Sanction' refers to one or more of the actions included in Regulation 111.2 below.

111.1.2. The purposes of applying a Sanction are to:

- a. Safeguard and protect children and adults.
- b. Protect the public and everyone involved in the sport.
- c. Maintain public confidence and trust in the sport.
- d. Maintain and promote high standards of behaviour within the sport.
- e. Deter the Respondent, as well as the wider membership of the sport, from engaging in the conduct subject to the Sanction.

- 111.1.3.** A Sanction must be proportionate and be no more than is necessary to achieve their purpose. The Sanction must comply with the overriding objective.
- 111.1.4.** A Sanction may take into account any conduct as part of an investigation, safeguarding proceedings, or judicial proceedings.
- 111.1.5.** The Judicial Commissioner and Lead Safeguarding Officer may issue policy on the application of Sanctions.

111.2. Available Sanctions

- 111.2.1.** The following are Sanctions which may be applied alone or in combination with each other:
 - a. A reprimand.
 - b. A requirement to complete training or mentoring.
 - c. Any requirement in respect of a specific Club, or Clubs in general, with the exception of any requirement to amend a Club's constitution.
 - d. Any requirement in respect of a specific location, or locations in general.
 - e. Any requirement in respect of a specific person, or classes of person in general.
 - f. Any requirement in respect of the sport, or an aspect of the sport.
 - g. A fine.
 - h. A fixed term prohibition on holding a specified position or positions within any or all Swim England affiliated organisations.
 - i. A fixed term suspension from any or all activity within the decision maker's jurisdiction.
 - j. Permanent exclusion from a Club.
 - k. Permanent exclusion from any or all activity within Swim England's jurisdiction.
 - l. An order to pay some or all of the costs of the proceedings.
- 111.2.2.** A Sanction may be stated to apply for a specific period of time.
- 111.2.3.** A Sanction may be made subject to a future review by a Judicial Committee, Judicial Commissioner, or the Case Management Group.
- 111.2.4.** A Sanction requiring a Respondent to complete a condition may provide for a further Sanction if not complied with. Whether a step has not been complied with shall be determined by a Judicial Committee if not admitted.

111.3. Availability of Sanctions

- 111.3.1.** The Judicial Committee and Appeal Committee shall have access to the full range of Sanctions in this Regulation.
- 111.3.2.** A Club Complaint Panel shall have access to the full range of Sanctions in this Regulation with the following limitations:
 - a. The sanction may only apply within the jurisdiction of the Club by which the Club Complaint Panel was formed.
 - b. A fixed term suspension may only be from the Club and not from the sport.
 - c. A fine may not be applied.

- d. Permanent exclusion from any or all activity within Swim England's jurisdiction may not be applied.
- e. An order to pay some or all of the costs of the proceedings may not be applied.

111.4. Measures

111.4.1. A Measure may be taken in respect of any matter that raises a safeguarding concern. They are applied where necessary, considering the overriding objective including the overarching safeguarding objective.

111.4.2. A Measure includes, but is not limited to, the following:

- a. Order an investigation (or a further investigation if one has already been undertaken).
- b. Order a Region to conduct a review into the governance and safeguarding policies and procedures within a club.
- c. A recommendation to take any step.
- d. Make a referral to the Police, Social Services, or the Local Authority Designated Officer.
- e. Make a referral to the Local Education Authority.
- f. Make a referral to the Disclosure and Barring Service.
- g. Make such other referral as is required considering the requirements of safeguarding and the overriding objective.
- h. Make an Initial Interim Order under Regulation 112.

111.4.3. The following bodies may order a Measure as part of a decision:

- a. Judicial Commissioner.
- b. Judicial Committee.
- c. Appeal Committee.

111.4.4. That a person is not expressly stated to have the power to order a Measure shall not stop that person ordering the same under their general powers in the Swim England Regulations or under their Club powers.

111.4.5. The Lead Safeguarding Officer may produce a policy on the application of Measures.

112. Interim Orders

112.1. Preliminary

112.1.1. An Interim Order under this Regulation can be made in respect of any person at any time in respect of a safeguarding concern.

112.1.2. Except for in respect of a safeguarding concern, an Interim Order can only be made against a person when they are the Respondent to a Judicial Complaint or an Appeal of a Judicial Complaint.

112.2. Interim Order Principles

112.2.1. An Interim Order will be made where it is deemed to be necessary in all of the circumstances.

112.2.2. When exercising this power regard must be had by the determining body to the following as part of its assessment of all the circumstances:

- a. The facts and matters alleged.

- b. Evidence insofar as it exists.
- c. Whether an order is necessary to ensure the welfare and safety of any child or adult.
- d. Whether an order is necessary to protect the individual in question from risk of further allegations.
- e. Whether there is a risk to the confidence of the public in the proper administration of swimming.
- f. Whether there is any risk to an internal or external investigation into the safeguarding matter.
- g. In respect of a Judicial Complaint only, that an interim order will only be made in respect of a matter other than serious misconduct in exceptional circumstances.

112.2.3. The terms of an Interim Order must be proportionate and no more than is necessary.

112.3. Making an order

- 112.3.1.** On an application by Swim England, the Case Management Group or the Judicial Commissioner may impose an Interim Order at any time. There is no formal procedure for making this order. This order may be for a maximum of **90 days**. Written reasons will be provided with this Interim Order. There shall be no right of appeal against this Interim Order.
- 112.3.2.** The Case Management Group or the Judicial Commissioner may not impose more than one Interim Order under the power in Regulation 112.3.1.
- 112.3.3.** On an application by Swim England, a Judicial Committee may impose an Interim Order at any time. The order may be for a maximum of **180 days**. There may be more than one application made under this Regulation.
- 112.3.4.** To make an application under Regulation 112.3.3, Swim England must submit a report setting out the evidence and reasons for the application ('the Interim Order Report') to the Judicial Commissioner and the proposed subject of the order.
- 112.3.5.** Within **7 days** of receipt of the Interim Order Report, the Judicial Commissioner will appoint a Judicial Committee and inform Swim England and the subject of the order of the membership of the Committee. The Judicial Commissioner shall appoint one member as chair who shall be legally qualified. Where the application relates to a safeguarding concern, at least one of the two wing members shall come from the safeguarding list.
- 112.3.6.** Within **14 days** of receipt of the Interim Order Report the subject of the order may file the following with the Judicial Commissioner ('the Interim Order Response').
 - a. The information required by Swim England.
 - b. Whether the Respondent objects to the Interim Order.
 - c. A written statement stating their arguments and facts relied upon.
 - d. All evidence upon which they intend to rely, including any witness statements.
 - e. Whether the Respondent wishes to present their case orally.
- 112.3.7.** The Judicial Commissioner will provide the Interim Order Response to Swim England and the Judicial Committee within **7 days** of receipt.
- 112.3.8.** If the subject of the order does not object to the Interim Order, or no Interim Order Response is received within the time limit in Regulation 112.3.6, the Interim Order shall be made without further order. The Interim Order Report shall take effect as the notice

of the order from the date the order is made under this Regulation, and be treated as received on that day.

- 112.3.9.** If the Respondent wishes to present their case orally, a date and time of a hearing will be set by the Judicial Commissioner. Such a hearing shall be held remotely using teleconferencing software. The Chair of the Judicial Committee may require that a hearing be held in person only where they believe that exceptional circumstances require such, and only after receiving the views of all the parties to the Appeal and the consent of Swim England.
- 112.3.10.** The Judicial Committee will determine whether to make the Interim Order, and provide that decision with reasons to the subject of the order, within **14 days** of:
- a. Receipt of the Interim Order Response; or,
 - b. If requested, any hearing held under Regulation 112.3.9.
- 112.3.11.** If the Judicial Committee determine to make the Interim Order, that decision with reasons shall take effect as the notice of the order.
- 112.3.12.** An imposition of an Interim Order by a Judicial Committee may be the subject of an appeal within **14 days** of receipt of the written reasons, under Regulation 110. Any Interim Order made will remain effective while any appeal is ongoing.
- 112.3.13.** An Interim Order will only take effect on the receipt of the Interim Order by the subject of the order. Providing a copy at a registered address, email to a registered email, or the subject being told at a hearing is sufficient.
- 112.3.14.** A person may be subject to multiple Interim Orders at the same time.

112.4. Terms of Interim Orders

- 112.4.1.** The following may be terms of an Interim Order:
- a. Any requirement in respect of a specific Club, or Clubs in general.
 - b. Any requirement in respect of a specific location, or locations in general.
 - c. Any requirement in respect of a specific person, or classes of person in general.
 - d. Any requirement in respect of the sport, or an aspect of the sport.
 - e. A suspension.
- 112.4.2.** The Judicial Commissioner may add to the list of terms which may be included in an Interim Order.
- 112.4.3.** A breach of any terms of an Interim Order will be serious misconduct.

112.5. Ending an Interim Order

- 112.5.1.** An Interim Order will end on the expiry of the period that it applies for.
- 112.5.2.** An Interim Order may be ordered to end by the Lead Safeguarding Officer or Judicial Commissioner at any time.
- 112.5.3.** An Interim Order may be ordered to end as part of any decision by a Judicial Committee or Appeal Committee.

113. Arbitration Agreement

- 113.1.** The Swim England Regulations shall constitute a valid agreement to arbitrate between Swim England and any person within its jurisdiction.

- 113.2.** Proceedings under the Safeguarding Regulations and Judicial Regulations shall constitute arbitration for the purposes of Part 1 of the Arbitration Act 1996. As such, they are subject to the procedural supervision of the High Court of Justice of England and Wales.
- 113.3.** The seat of the arbitration shall be England.
- 113.4.** Sections 44, 45 and 69 of the Arbitration Act 1996 are excluded from these proceedings.
- 113.5.** Section 9 of the Arbitration Act 1996 may be used to stay legal proceedings already addressed by the Safeguarding Regulations and Judicial Regulations.

WATER POLO JUDICIAL REGULATIONS

114. Water polo judicial – general

- 114.1.** Regulations 101 – 120 apply to all Swim England members participating in water polo matches and leagues promoted by Swim England or any other body under Swim England’s jurisdiction.
- 114.2.** A “water polo match” means any water polo match in any competition or competitions under the jurisdiction of Swim England. A water polo match shall be deemed to have begun 30 minutes before the start of play, and to have ended 30 minutes after play has ended.
- 114.3.** Any sanction imposed under these regulations 114 to 119 shall not take effect until any appeal period has elapsed.

115. Water polo automatic sanctions

- 115.1.** Swim England may apply an automatic sanction to any member of Swim England. Such a sanction shall be a suspension from a specified number of water polo matches in any competition or competitions under the jurisdiction of Swim England.
- 115.2.** An automatic sanction may be applied for any a breach of the World Aquatics Water Polo rules, including for misconduct or acts of violence committed at a match held under Swim England regulations.
- 115.3.** An automatic sanction may be applied by:
 - 115.3.1.** a water polo delegate; or
 - 115.3.2.** where a water polo delegate is not present at a match, by Swim England, upon the incident being reported to it.
- 115.4.** The imposition of any such sanction shall be governed by policies which shall be made and published by Swim England from time to time.

116. Water polo complaints – general

- 116.1.** The Swim England Judicial and Safeguarding Regulations and Regulations 101 – 120 shall apply to any Judicial Complaints by a referee or water polo delegate alleging misconduct, serious misconduct, or a breach of the Code of Ethics occurring during a water polo match (a “Water Polo Complaint”). In the event that Regulations 114 – 119 conflicts with the Judicial and Safeguarding Regulations 101 – 113, Regulations 114 – 119 shall apply.
- 116.2.** A Water Polo Complaint may only be made by a referee or water polo delegate, acting on behalf of the promoter of the competition in which the match took place, by submitting a match form, a sanctions form stating that a complaint is to be made, and a statement on the incident, to Swim England. A Water Polo Complaint must be received by Swim England within seven days of the match ending. There shall be no fee payable for such a complaint.

- 116.3.** In the event that any conduct subject to a Water Polo Complaint is deemed by the Judicial Commissioner to potentially be a safeguarding concern, the Judicial Commissioner may pause the Water Polo Complaint pending the outcome of any safeguarding process.
- 116.4.** Subject to Regulation 116.6, the Judicial Commissioner may extend any timeframe in Clause 117 by a maximum of seven days to obtain further information. In the event of such, they may at their discretion set deadlines by which a party to the Water Polo Complaint must comply.
- 116.5.** Swim England and its Water Polo Leadership Group may from time to time publish guidance on what categories of conduct constitute a Water Polo Complaint.
- 116.6.** Any time period or procedure in relation to a Water Polo Complaint or an appeal against such may be varied at the discretion of the Judicial Commissioner or Appeals Panel Chair, if, having considered the principles of natural justice, they consider doing so to be in the best interests of the sport or that circumstances beyond the Commissioner's or Parties' control requires it.

117. Water polo complaints – procedure

- 117.1.** Upon receipt of a Water Polo Complaint, Swim England shall notify the Respondent to the complaint and forward all complaint documentation to both the Respondent and the Judicial Commissioner, usually within 2 working days.
- 117.2.** The Respondent may submit any statement or evidence in response to the complaint within seven days of being notified of the Water Polo Complaint. In the event that the Respondent fails to submit such, the Judicial Commissioner shall proceed to consider the matter.
- 117.3.** Upon receipt of any submissions made by the Respondent, the Judicial Commissioner shall consider the Water Polo Complaint on the papers only and publish a decision on such, within seven days.
- 117.4.** The Judicial Commissioner may:
 - 117.4.1.** Dismiss the Water Polo Complaint;
 - 117.4.2.** Uphold the Water Polo Complaint and issue a sanction; or
 - 117.4.3.** Uphold the Water Polo Complaint and direct that the sanction only be determined by a Judicial Committee.

118. Water polo complaints – sanctions

- 118.1.** Any sanction issued by the Judicial Commissioner in relation to a Water Polo Complaint shall be additional to any automatic sanction imposed by Swim England or a water polo delegate imposed as a result of a red card being issued for the same conduct.
- 118.2.** The Judicial Commissioner may impose any sanction within their powers as agreed by the board from time to time. Such powers may include but not be limited to:
 - 118.2.1.** A fine;
 - 118.2.2.** A suspension from a specified number of water polo matches; or
 - 118.2.3.** A suspension for a specified period of time from water polo matches.
- 118.3.** The Judicial Commissioner may 'defer' any suspension imposed in respect of a Water Polo Complaint. Any deferred suspension imposed by the Judicial Commissioner will last for a period of 24 months. Any automatic sanction imposed on an individual under a deferred suspension shall be notified to the Judicial Commissioner, who shall determine whether the deferred suspension shall be applied.

- 118.4.** In the event that the Judicial Commissioner considers their powers to be insufficient, they may direct that the sanction only is determined by a Judicial Committee, with Swim England as the Complainant.
- 118.5.** The Judicial Commissioner shall consider, but not be bound by, any guidance published by Swim England and its Water Polo Leadership Group in respect of indicative sanctions.

119. Appeals

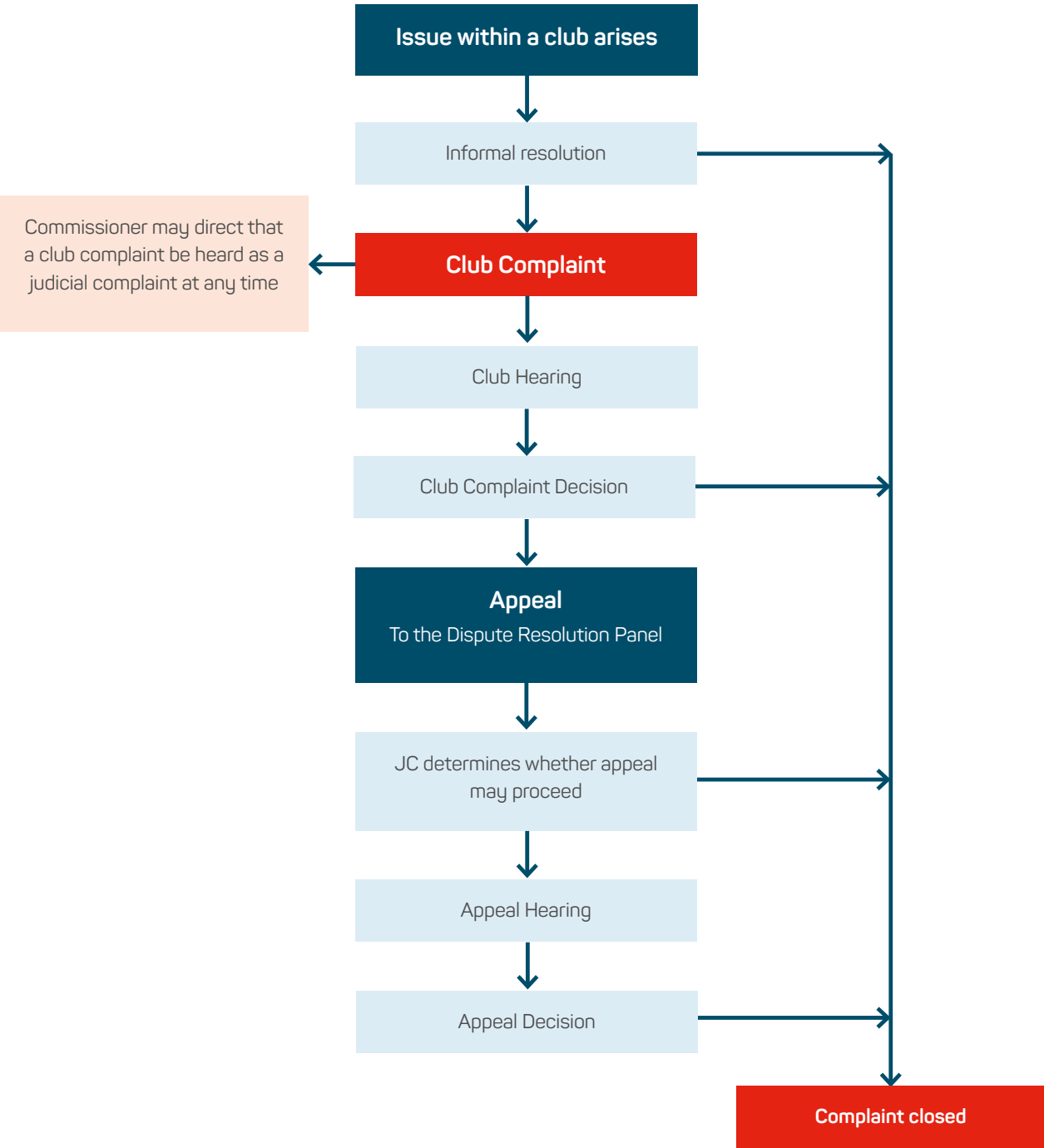
- 119.1.** An appeal to a Judicial Committee may be made under the Swim England Judicial Regulations against the imposition of an automatic sanction. No fee shall be payable in respect of such.
- 119.2.** No automatic sanction imposed by a water polo delegate may be appealed.
- 119.3.** An appeal to an Appeals Committee may be made under the Swim England Judicial Regulations against a decision on a Water Polo Complaint, by the Judicial Commissioner or a Judicial Committee, where a suspension has been imposed:
 - 119.3.1.** from three or more water polo matches; or
 - 119.3.2.** from water polo matches for a period of one month or longer.
- 119.4.** Any appeal made under this Regulation shall generally be conducted in accordance with the procedures set out in Regulation 110 in all respects as if it were an Appeal Committee, including the fee payable.
- 119.5.** The relevant Committee Chair may pause any sanction or automatic sanction subject to appeal, pending a hearing for such.

120. PROTESTS AND PROTEST APPEALS

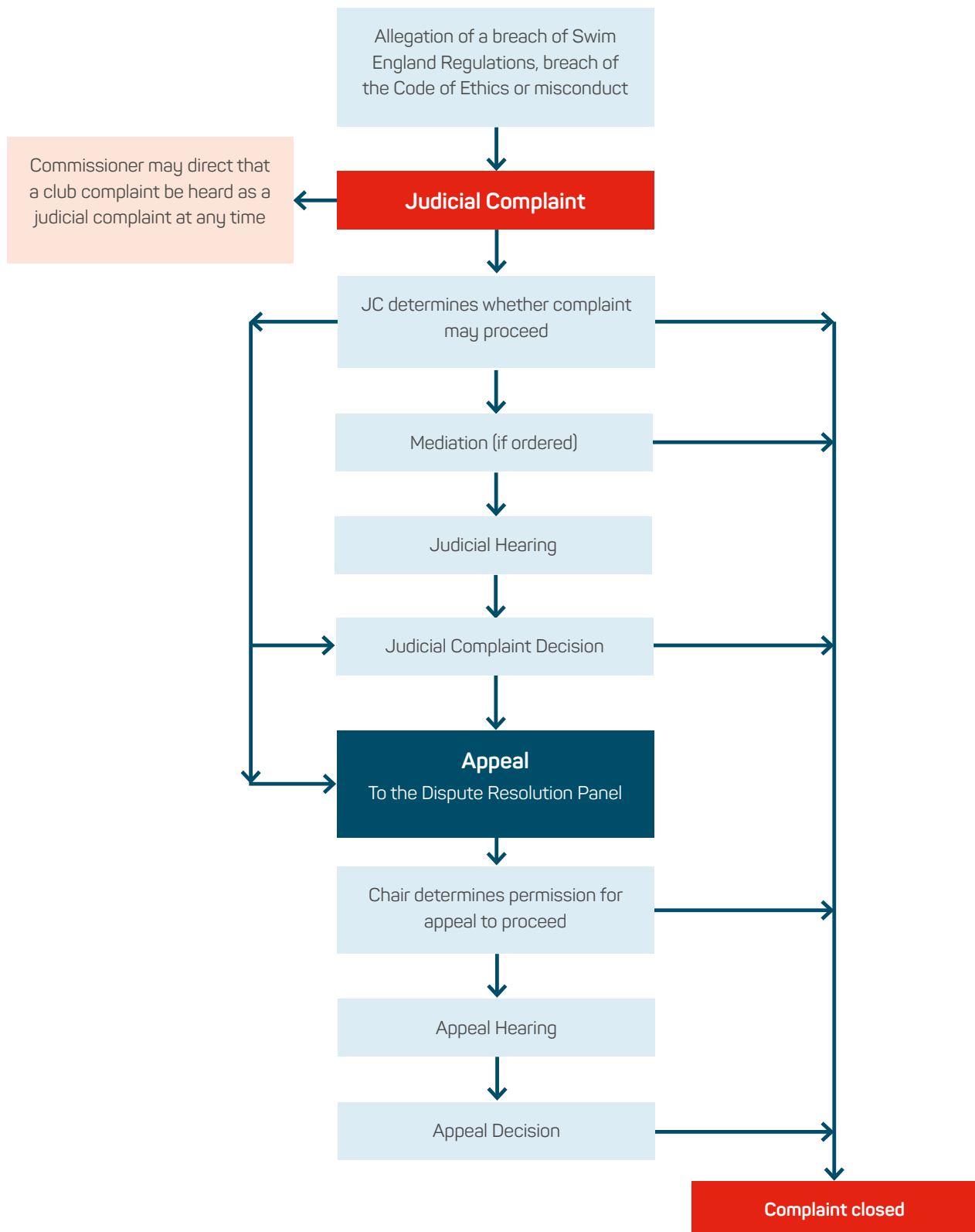
- 120.1.** A protest is an allegation that Swim England Regulations, Technical Rules or the promoter's conditions governing a competition have not been complied with or have been misinterpreted (a "Protest").
- 120.2.** A Protest may be made by an individual competitor (who may nominate an appropriate alternative person to act on their behalf if they wish) or by a club, body, or official taking part in the competition.
- 120.3.** A Protest must be made orally to a referee or, if appropriate, to a water polo delegate, and confirmed in writing as soon as reasonably practicable (and within 30 minutes) following the conclusion of the event or match during which the incident giving rise to the Protest took place, unless the reason for the Protest is known before the event or match, in which case, the Protest must be made as soon as reasonably practicable before the event or match starts. If a Protest is made prior to the appointment of the referee(s) or water polo delegate(s) then the Protest should be made to the promoter, who shall refer the Protest to a referee or water polo delegate when the promoter appoints the referee(s) or the water polo delegate(s).
- 120.4.** Where material facts are brought to the attention of a competitor, club, body or official taking part in the competition which, if they had known during that competition a Protest would have been likely to have been made during that competition or within 30 minutes following the conclusion of the relevant event, a post-event Protest may be made to a referee or water polo delegate who may, in their discretion, deal with it as if it had been made in accordance with Regulation 120.3 above, provided that they are satisfied that it would be in the best interests of the sport to do so and provided further that the individual or other person making a post-event Protest did so as soon as reasonably practicable.

- 120.5.** A referee or water polo delegate has authority to receive and decide a Protest at their sole discretion. The referee or water polo delegate shall ascertain the relevant facts and endeavour to resolve the matter as soon as practicable after the protest is received. In the event of the Protest not being resolved before the event is scheduled to take place, that fact shall be reported to the promoter and the event shall be held under protest. Unless the referee or water polo delegate 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.
- 120.6.** A Protest may not be made against a decision of a referee or any other official regarding placing, fouling or any other facts of a competition. A referee's or water polo delegate's interpretation of Swim England Regulations, Technical Rules, or promoter's conditions must be accepted at the time but may be the subject of a protest.
- 120.7.** The promoter of an event at which a Protest has been made shall take possession of and store any documents relating to the Protest and its resolution or otherwise, for a period of not less than 12 months after the event.
- 120.8.** If, following a decision regarding a Protest, the person(s) making the Protest feels that there has been a failure to resolve a Protest or that there are grounds under the relevant Swim England Regulations, Technical Rules or the promoter's conditions governing a competition to submit an appeal against a Protest decision, they may do so as an Appeal to the Jury of Appeal for the event or, if one has not been appointed, to a Judicial Committee in accordance with Regulation 110.

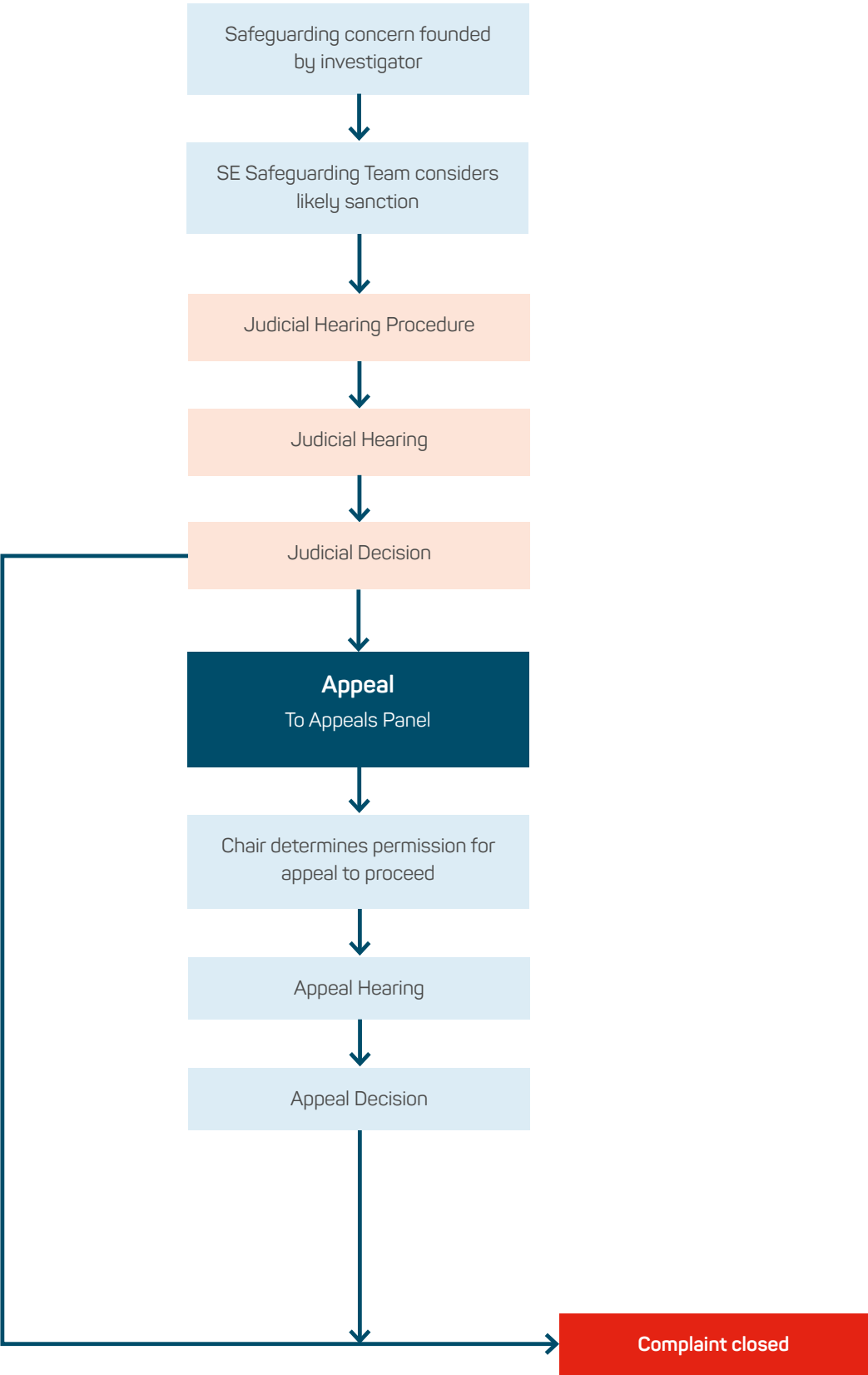
Flowchart: Club Complaints



Flowchart: Judicial Complaints



Flowchart: Safeguarding Hearings



General Regulations (continued)

These General Regulations are to be read in conjunction with the Articles, the Company Regulations, the Judicial Regulations and the Technical Rules of Swim England.

The Definitions in the Company Regulations (1.2) shall apply to these General Regulations.

Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial regulations as appropriate.

Health and Safety

201. Health and Safety Forum

- 201.1** The composition and duties of the Health and Safety Forum shall be determined by Terms of Reference in place from time to time.

202. Duties of Swim England

Swim England shall:

- 202.1** assess the hazards and risks in swimming and revise its assessment accordingly;
- 202.2** publish its guidance on safety in swimming;
- 202.3** publish prompt cards to assist competition officials in all disciplines in carrying out their duties with regard to safety;
- 202.4** incorporate appropriate guidance on safety in its award, teacher and coach education programmes.

203. Duties of all persons

Any person participating in any activity organised by an affiliated club or body including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under Swim England Regulations and Technical Rules or World Aquatics Rules shall:

- 203.1** comply with the following:
- 203.1.1** any relevant statutory health and safety requirements;
 - 203.1.2** any bye laws or other regulations relating to safety;
 - 203.1.3** the conditions of any hire agreement relating to safety;
 - 203.1.4** safety instructions or guidance issued by Swim England or any other body approved by the Board.
- 203.2** take reasonable care for the health and safety of themselves and other persons who may be affected by their 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 their duties shall include but not be limited to the following. The promoter shall:

- 204.1** agree with the owner/operator the areas for which the promoter, as hirer, is responsible;
- 204.2** obtain a copy of the written Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire;
- 204.3** make arrangements for the implementation of relevant sections of the written Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire;

- 204.4** brief the referee(s), prior to the competition on the relevant sections of the written Pool Safety Operating Procedures and the promoter's conditions;
- 204.5** appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties;
- 204.6** ensure before a competition is permitted to start that first aid and safety equipment to be provided by the owner/operator is in place and ready and available for immediate use and that pool staff who are qualified to operate it are on duty;
- 204.7** ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire;
- 204.8** prevent a competition starting if any of the required facilities and arrangements are absent or deficient;
- 204.9** be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are not present, appoint a deputy to exercise the full powers of the promoter;
- 204.10** ensure, before the start of each competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England and indicating where a copy of the written Pool Safety Operating Procedures can be seen.

205. Duties of referees or water polo delegates

The duties of a referee or water polo delegate shall include but not be limited to the following.

- 205.1** in addition to the duties set out in Regulations 414 or 415 and the relevant Technical Rules and conditions governing a competition, to be responsible for the safe conduct of all activities in those parts of the premises essential for the running of the competition;
- 205.2** to ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements;
- 205.3** to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the written Pool Safety Operating Procedures;
- 205.4** to stop a competition proceeding at any stage if any of the required facilities, equipment, personnel and procedures become deficient and report it to the promoter or their deputy.

206. Duties of officials and stewards

Any official or steward shall be under the control of the water polo delegate or referee at all times and, in addition to the duties set out in Swim England Regulations or the Technical Rules and conditions governing a competition, shall report immediately to the water polo delegate(s) or referee(s) anything that appears to them to breach, or be likely to breach, the safety regulations.

Regional Responsibilities

261. Swim England Friends

Each Region shall appoint three or more persons from nominations made by a club, or affiliated body, and open recruitment, with no restriction on the other remunerated posts they may hold within Swim England, in order to assist at the discretion of the Office of Judicial Administration, within the judicial process, by providing advice and/or support to persons making or being the subject of a complaint under the Swim England Judicial Regulations.

262. General meetings

Each Region shall include in its rules provisions debarring any Chair or Vice-Chair of the Dispute Resolution Panel or the Chair or any Vice-Chair of the Appeals Panel from acting as a club delegate at any general meeting but providing that, if they are a member of a club affiliated to that Region, they attend any general meeting ex officio with the power to speak but not vote.

Club Rights and Responsibilities

281. Club discipline and internal dispute procedures

281.1 For a breach of its own rules, but subject to Swim England Regulation 107, an affiliated club or body may:

281.1.1 apply sanctions to a member relating to activities wholly within its own jurisdiction up to and including suspension from any or all of them;

281.1.2 expel a member, provided that before doing so it informs the member of the alleged offence and gives them a reasonable opportunity to defend themselves against the charge. If the alleged offence is also a breach of Swim England Regulation the club or affiliated body shall not deal with it but may make a complaint under the Judicial Regulations.

281.2 A club or affiliated body may expel a member from membership and/ or refuse to renew the membership of any member who has been suspended according to Regulations 101 – 113 provided that any such expulsion or initial refusal shall not be lawful after the 12 months immediately following the end of the suspension.

281.3 Each club shall include in its rules provisions specifying the procedures to be carried out to handle internal club disputes which shall include compliance with Swim England Judicial Regulations.

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

Certificates

301. These shall be awarded as follows:

301.1 Swim England Certificate

301.1.1 the retiring President of Swim England;

301.1.2 an individual, group or team on the recommendation of the Board or Members' Forum in recognition of a special performance or service rendered to Swim England;

301.1.3 no person may receive more than one certificate other than described in Regulation 301.1.1;

301.1.4 nominations in writing for consideration by the Board may be submitted to the Chief Executive Officer of Swim England;

301.2 Certificate of Thanks

- 301.2.1** For a substantial contribution to the promotion of swimming at national level for and within Swim England:
- 301.2.2** To any sponsor or supporter who has provided significant material benefit to Swim England at any time:
- 301.2.3** Be awarded at the discretion of the Board from nominations received at any time in writing from any source.

301.3 Certificate of Merit

- 301.3.1** For meritorious performance in competition or any action deserving of recognition by a member or non-member connected with Swimming in the broadest sense:
- 301.3.2** The certificate shall be awarded at the discretion of the Chief Executive Officer of Swim England from nominations received at any time in writing from any source.

Registration, qualification, representation and foreign visits

321. Registration

321.1 Affiliated Clubs

- 321.1.1** All swimmers who enter National, Regional, County or Local Association Championships or competitions, open meets, water polo leagues or swimming leagues must register with Swim England as competitors, or through a Region, if required, by means of inclusion in Club Compete of a club's Annual Return and must comply with any relevant regulations approved and published by the Board.
- 321.1.2** An open competition under Swim England Regulations which is promoted by a body affiliated under Regulations 52.2, 53.1.2, or 55 and restricted to its own members shall be exempt from the requirement for the swimmers to be registered with Swim England as competitors.
- 321.1.3** A low level competition as defined by the Board from time to time shall be exempt from the requirement for the swimmers to be registered with Swim England as competitors.

321.2 Clubs not affiliated to a Region of Swim England

- 321.2.1** A member of a club which is affiliated to Scottish Swimming or Swim Wales who enters an open competition under Swim England Regulations in the name of that club must be registered as a competitor in Scotland or Wales.
- 321.2.2** A member of a club which is affiliated to any other national governing body which is affiliated to World Aquatics who enters an open competition under Swim England Regulations in the name of that club must have a valid status certificate.
- 321.2.3** If a member of a Scottish or Welsh club or a club which is affiliated to any other national governing body which is affiliated to World Aquatics wishes to compete in the name of a club affiliated to Swim England or its Regions they must be registered with Swim England as a competitor by means of inclusion in Club Compete of that club's membership return.

- 321.3** All technical officials in swimming, open water swimming, diving, artistic swimming and water polo on regional and Swim England lists of officials shall register with the Swim England by means of inclusion in a club's or organisation's membership return and must comply with any relevant Regulations approved and published by the Board.

322. English qualification

- 322.1** A team may only be designated as an English team and represent England if it has been selected by and is managed by Swim England.
- 322.2** Anyone wishing to swim for England shall be a citizen of the United Kingdom, the Channel Islands or the Isle of Man and have been born in England, or have had at least one parent who was English by birth or be a naturalised citizen of the United Kingdom and have been continuously resident in England for a period of at least 12 months.
- 322.3** If a competitor has represented England it is to be considered that they have chosen an English qualification and they will be under the control of Swim England and may not represent another country until they officially change their national qualification.
- 322.4** A competitor wishing to change their national qualification from one national governing body to Swim England shall have lived continuously in England and been under the jurisdiction of Swim England for at least 12 months, and may thereafter apply to Swim England for a change of their national qualification. Any such applicant aggrieved by the decision of Swim England may appeal to Sport Resolutions whose decision shall be final.
- 322.5** A member of an affiliated club may join a club affiliated to another World Aquatics member. When competing in the competitions of the foreign club they shall be under the jurisdiction of that club and its national association.
- 322.6** A competitor who has two nationalities according to the laws of the respective nations shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen country.
- 322.7** A club affiliated to Swim England under Company Regulation 5 shall not also be affiliated to any other member of World Aquatics.

323. Home international representation

- 323.1** A swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies shall, for the purpose of international competition, choose one national qualification and be under the control of the governing body of the chosen Home Country.
- 323.2** No swimmer shall ever represent more than one of the Home Countries except: that with the agreement of both countries, if a swimmer who has qualifications for more than one Home Country according to the regulations of the respective governing bodies has been resident in another Home Country for a minimum period of 12 months or such lesser period as both countries may agree, they may represent that country.

324. Commonwealth Games representation

- 324.1** Notwithstanding any of the provisions of the preceding two Regulations, the conditions for the establishment of, or a change of eligibility to compete for a country in the Commonwealth Games shall be governed by the relevant Articles of the Constitution of the Commonwealth Games Federation.

325. Foreign visits

- 325.1** Only those members of Swim England who are registered to compete may take part in any competition in a country outside Great Britain. The rules of World Aquatics, the recognised Continental Body, or the World Aquatics Member under which the competition is held shall apply.

- 325.2** Any competitor, coach, team official or technical official appointed to a National Squad or Team or International Squad or Team shall be a member of Swim England as defined in Company Regulation 5 or be subject to a contract with Swim England.
- 325.3** Swim England members, groups of members or affiliated clubs wishing to compete, officiate, coach or train in countries outside Great Britain shall obtain permission from the Chief Executive Officer of Aquatics GB to whom details of the proposed visit shall be furnished in advance of departure.
- 325.4** All such clubs, affiliated bodies, groups or individuals competing, officiating, coaching, training or organising shall remain within the jurisdiction of Aquatics GB 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 Aquatics GB under its Judicial Code.

Advertising

361. Advertising tobacco or alcohol

At all events held under Swim England Regulations, no slogans may be used in advertising for names of products involving tobacco or alcohol. In all cases of doubt, advertisements should be submitted to the Chief Executive Officer of Swim England for approval.

362. Advertising and other identifications at televised events

- 362.1** For the purposes of this Regulation 362, 'identification' shall mean the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item or of any other advertiser permitted in accordance with this Regulation.
- 362.2** Body advertisement is not allowed in any way whatsoever.
- 362.3** For the purposes of this Regulation, the name and/or badge of a club, the name of the competitor or official, a national flag or a country code are not regarded as advertisements.
- 362.4** The promoter shall control advertising.
- 362.5** Advertising and other identifications appearing on swimwear, pool deck equipment and officials' uniforms are permitted in accordance with the relevant Swim England Technical Rules.
- 362.6** In the event that any clothing contravenes these Regulations, the competitor must immediately remove the offending item(s) and replace it/them with clothing that complies with this Regulation. In the event that the breach is not immediately remedied the competitor may be requested to wear attire provided by the promoter.
- 362.7** If televised these events may be subject to special regulations of Ofcom. These will be issued by the Event Promoter, as appropriate, using the guidelines set out in this Regulation 362.

General Regulations for Competitions

401. Application of Regulations and Rules to competitions held in England

- 401.1** World Aquatics or European Aquatics competitions or competitions of any other international body held in England and promoted by Swim England shall be held under the relevant rules of World Aquatics, European Aquatics or the International body and the World Aquatics Rules of the discipline(s). The same Rules shall also apply to any preliminary round of such a competition in which only British competitors take part. 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 World Aquatics Rules'.
- 401.2** Competitions held in England and promoted by Swim England where the competitors are members of a national team selected by the national federation of a country affiliated to World Aquatics or selected by Scottish Swimming or selected by the Swim Wales shall be held under Swim England Regulations, the Aquatics GB Judicial Code and the World Aquatics Rules of the discipline(s) including relevant bylaws. Advertisements, entry forms, programmes, tickets and official notices shall state the name of Swim England as the promoting body and the words:

'Under Swim England Regulations, the Aquatics GB Judicial Code and World Aquatics Rules of (the discipline(s))'.
- 401.3** All other competitions held in England shall be held under Swim England Regulations and Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices shall include the name of the promoting club, affiliated body and, if it is not Swim England as the promoting body and the words:

'Under Aquatics GB Conditions and Rules, the Aquatics GB Judicial Code and World Aquatics Rules of (the discipline(s))'.
- 401.4** All other competitions held in England shall be held under Swim England Regulations and Technical Rules of the discipline(s). All advertisements, entry forms, programmes, tickets and official notices shall include the name of the promoting club, organisation, association or body and, if it is not Swim England or a region, the words:

'Affiliated to the (Name) Region' or 'By permission of the (Name) Region'.

and in all cases shall include the words:-

'Under Swim England Regulations and Technical Rules'.

402. Permits

An unaffiliated body or a person wishing to promote a gala, contest or exhibition under Swim England Regulations must obtain a permit from the Regional National Licensing Officer, or their equivalent.

- 402.1** A permit may be refused without a reason being stated.
- 402.2** The permit shall be issued by the Regional Licensing Officer, or their equivalent, and be available for inspection at the gala, contest or exhibition for which it was granted. A report of all permits issued or refused shall be made to the next meeting of the Regional Management Board.

403. Licensed meets

- 403.1** Swim England shall publish a process, application form and set of criteria to enable affiliated bodies or clubs to hold licensed events to be held under Swim England Regulations and Technical Rules.
- 403.2** This process shall be managed by the Regional Licensing Officers, or their equivalent who shall have the authority to grant or refuse licences.

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

404. Gala advertisements

- 404.1** A Regional Licensing Officer, or their equivalent, may require the withdrawal of an advertisement which, in their opinion, is misleading or incorrect. They shall report such action to the next meeting of the Regional Management Board.
- 404.2** A participant in a gala, contest or exhibition shall not be advertised under a misleading or incorrect title. The word 'champion' may only be used provided the championship title is also quoted, and the championship is one recognised by Swim England.

405. Multi-club membership and competition

No club, affiliated body, or individual may promote or take part in an open competition which has a condition preventing a swimmer from competing because they are a member of more than one club.

406. Open competitions

406.1 Definition and exception

- 406.1.1** An open competition shall be defined as a competition to which entry is not limited to members of any one club, although the promoter of the competition may impose other restrictions on entry.
- 406.1.2** An inter-club contest shall be excepted from the definition of an open competition if:
- 406.1.2.1** it involves not more than eight clubs, each of which has been individually invited by the promoter who has supplied the conditions; and
 - 406.1.2.2** the whole event takes place in one pool on one occasion; and
 - 406.1.2.3** the contest does not form part of a series of such events, the results of which are aggregated or considered together to decide the eventual winner, e.g. as in a league competition.

406.2 All promoters of open events shall issue conditions governing them which:

406.2.1 must include:

- 406.2.1.1** if the competition consists of a series of events, any restrictions on the number of or which club(s) an entrant may represent during the course of the competition and the way in which and the date by which these must be established by the club(s) and/or the entrant(s);
- 406.2.1.2** the date before which any entrant must have joined the club under whose name they are entering or, alternatively, the date from which temporary membership of Swim England has been granted to them under Regulation 56.2;
- 406.2.1.3** the method(s), which may include electronic communication, by which an entry may be submitted either by the entrant or by a person who is a member of the club in the name of which the entrant wishes to compete and is authorised by the entrant to do so on their behalf (an agent). Such an agent may submit entries on behalf of more than one person;

406.2.2 may include, but not be limited to:

- 406.2.2.1** the permitted maximum and/or minimum age of the entrants, on a given date, for specified events;

- 406.2.2.2** the permitted Eligibility Category of the entrants for specified events;
- 406.2.2.3** restrictions on the number of, or which, club(s) an entrant may represent during the course of the event;
- 406.2.2.4** any other requirements or restrictions desired by the promoter, which do not breach Swim England Regulations.

406.3 Entries

Each entrant or their agent shall submit an entry in a format specified in the promoter's conditions which must contain at least the following information (where electronic entry is used some of the following may be generated electronically):

406.3.1 for individual events;

- 406.3.1.1** the entrant's registered name and Swim England membership number as a competitor;
- 406.3.1.2** a declaration that they are an eligible competitor and accepts the promoters conditions (if electronic entry is used the act of submitting the entry confirms this);
- 406.3.1.3** the name of an affiliated club of which they are a member in the name of which they wish to compete and which has been included on their Swim England registration as a competitor or, alternatively, the date from which temporary membership of Swim England has been granted to them under Regulation 56.2; and
- 406.3.1.4** the name and contact details of the agent, if any, of the entrant.

406.3.2 for team events:

- 406.3.2.1** the name of the team;
- 406.3.2.2** the name and contact details of an official of the club, or affiliated body who is responsible for submitting the entry of the team;
- 406.3.2.3 a declaration signed by the responsible official that:**
 - 406.3.2.3.1** all the members from whom the team is to be selected are registered with Swim England as competitors, and eligible to be members of the team;
 - 406.3.2.3.2** they accepts on behalf of the team the promoter's conditions;
 - 406.3.2.3.3** all members of the team comply with any age conditions;
 - 406.3.2.3.4** all the information given is correct (if electronic entry is used the act of submitting the entry confirms the above).

406.3.3 promoter's conditions: If the promoter's entry format does not include the issue of the promoter's conditions, they shall be made available by the promoter on request.

406.4 Acceptance or refusal of entries

- 406.4.1** The promoter may, at their discretion, refuse to accept any entry. If they do so they must, if requested by the entrant or the agent who submitted the entry give the reasons for their refusal in writing;
- 406.4.2** if the information required in the entry is not given fully or is found to be materially incorrect, irrespective of any previous acceptance of the entry the promoter may, at their discretion:

406.4.2.1 return the entry for the information to be completed or corrected and, provided that this is done and the entry resubmitted before the closing date for entries, accept the entry; or

406.4.2.2 refuse the entry, before or after the closing date for entries and irrespective of whether or not it has been returned for correction or completion and resubmitted. If an entry is refused by the promoter, the entry fee shall be forfeited.

406.5 An entrant is regarded as a competitor in an event as soon as their entry has been accepted. They cease to be a competitor if their entry is refused or they withdraw before the event is started.

406.6 Unregistered Competitors in Open Team Competitions: If, between the submission of an entry for an open team competition and the start of the competition, a team manager finds that, because of withdrawals of swimmers originally selected, they have insufficient Registered Competitors to complete their team, they may include Club Train members provided that:

406.6.1 they are otherwise eligible to compete and comply fully with the promoter's conditions;

406.6.2 the promoter and the referee are informed before the contest starts and given the names of those person(s);

406.6.3 the team manager ensures that they are registered with Swim England as Club Compete members within 14 days. Such a person shall be permitted to swim in only one gala before being registered. The promoter shall notify the Swim England membership team of the names and clubs of such persons.

407. Championships

407.1 The word 'Championship' shall be used only in connection with the championships of Swim England, a Region, a County Association, or one of the bodies directly affiliated to Swim England. It may also be used in connection with the name of a locality, to which area entries to the championship shall be confined.

407.2 A club may promote a championship confined to its own members, and it may promote an open championship, in which case the title shall be qualified by the addition of a local name. The Region shall decide the title and rules governing a local championship.

408. Mixed competitions

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

408.1 a team diving contest in which each team consists of the same number of members of each Eligibility Category as each other team;

408.2 a synchronised diving contest, which may consist of any combination of two divers,;

408.3 a water polo match confined to children under the age of 16 years at midnight on 31 December in the year of competition;

408.4 a water polo match in a competition restricted to school teams and confined to school children under the age of 16 years at midnight on August 31 in the academic year of competition.

409. Underwater competitions/exhibitions

409.1 No underwater competition or exhibition shall take place at any event promoted under Swim England Regulations unless such is undertaken by an approved sub-aqua organisation which will be responsible for carrying out the necessary safeguards.

409.2 Where there are underwater movements in a swimming, diving, water polo or artistic swimming event these do not constitute an underwater competition but the competitors shall at all times be within the view of the officials.

410. Minimum ages for competition

410.1 In order to compete in any discipline at the level of competition indicated, a swimmer must be of the minimum age shown. The age specified in each case shall be the age of the swimmer at midnight on 31 December in the year of competition, except where the section states otherwise.

410.2 Diving

410.2.1	Events restricted to members of one club	No minimum age
410.2.2	All fundamental, Novice and skills competitions, upto and including the National Skills Final	8 years
410.2.3	All Age Group competitions, up to and including the National Age Group competition	9 years
410.2.4	All Junior and Senior competitions, up to and including the National Junior Elite and National Senior Championships	10 years

410.3 Masters

410.3.1	Artistic Swimming competitions.	18 years
410.3.2	Water Polo competitions.	30 years
410.3.3	Competitions in any other discipline.	25 years

410.4 Open Water Swimming

410.4.1	Events up to and including 1,000 m	11 years
410.4.2	Events up to and including 2,000 m	12 years
410.4.3	Events up to and including 10,000 m	13 years
410.4.4	Events over 10,000 m	16 years

410.5 Swimming

For each category the age specified shall be the age of the swimmer at midnight on the day of the event or the final day of a series of events forming part of one competition whichever is the later.

410.5.1	Events restricted to members of one club.	No minimum age
410.5.2	Inter-club events limited to not more than eight clubs which do not form part of a series of events as in a league.	8 years
410.5.3	Open events, other than in Regional and National competitions.	9 years
410.5.4	Relay events in Regional competitions.	9 years
410.5.5	Individual events in Regional competitions.	10 years
410.5.6	Relay events in National competitions.	10 years
410.5.7	Individual events in National competitions.	11 years

410.6 Artistic Swimming

410.6.1	Events restricted to members of one club.	No minimum age
410.6.2	Inter-club events limited to not more than eight clubs.	8 years

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| 410.6.3 | Open events including Combo Cup, Regional Age Group competitions, Regional Novice Competitions or Regional competitions restricted to specific Grades. | 9 years |
| 410.6.4 | National Age Group/Youth competitions and Regional competitions, other than those listed in 410.6.3. | 9 years |
| 410.6.5 | National Championships competitions other than Age Group/ Youth competitions. | 15 years |

410.7 Water Polo

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

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|----------------|--|------------------|
| 410.7.1 | Matches other than Regional and National competitions. | 8 years* |
| 410.7.2 | Matches in Regional competitions | 10 years* |
| 410.7.3 | Matches in for National Competitions (including the National Water Polo Leagues). | 11 years* |

*Players under 11 years of age may only take part in matches, playing in their own age group or one year above.

411. Costumes

- 411.1** The swimwear (swimsuit, cap and goggles) of competitors in all competitions shall be in accordance with the World Aquatics Rules and Bylaws on swimwear, in force on the date of the competition unless a valid Certificate of Exception is shown to the referee prior to the race (see statement on Certificate of Exception).

412. Smoking and drinking restrictions

- 412.1** Smoking shall not be permitted in any area designated for competitors, either prior to or during competitions.
- 412.2** Consumption of alcoholic drinks shall not be permitted on the poolside or at an open water swimming event.

413. Water Polo Delegate

- 413.1** A promoter of an event comprising water polo matches consisting of groups of matches played at the same venue and on the same day(s) may, if they desire, appoint a water polo delegate or delegates for that event.
- 413.2** In consultation with the promoters of such events, Swim England shall maintain a list of suitably qualified and experienced persons to act as water polo delegates.
- 413.3 The duties of a water polo delegate shall include, but not be limited to, to:**
- 413.3.1** have full control and authority over all officials, approve their assignments and instruct them regarding any special features or regulations relating to the competition. They shall enforce all Swim England Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meeting, event or competition which is not covered by them;
 - 413.3.2** have authority to intervene in the competition at any stage to ensure that Swim England Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;

413.3.3 ensure, before the commencement of each match, that all the officials necessary for its conduct are present. They may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if they consider it necessary;

413.3.4 receive protests, ascertain the relevant facts and decide the matter. The water polo delegate shall deal with the protest as soon as practicable after it is received. In the event of a protest not being resolved before a relevant match is scheduled to take place, that fact shall be reported to the promoter and the match(es) shall be held under protest. Unless they are satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising under Regulation 120.8 has been heard;

413.3.5 summarily impose the minimum sanctions set out under Regulation 115 and the Regulations made thereunder and further lodge a complaint if, in their opinion, the minimum sanction is insufficient for the offence. There shall be no appeal against a decision by the water polo delegate to impose a summary sanction under this section.

413.4 There is a right of appeal against a water polo delegate's decision on a protest. (Regulation 120.8).

414. Referees

Referees shall be appointed for all competitions. In addition to those duties specified in the Regulations, Technical Rules and promoters conditions relating to the disciplines concerned a referee shall:

414.1 have full control and authority over all officials. They shall approve their assignments and shall instruct them regarding any special features or regulations relating to the competition. They shall enforce all Swim England Regulations, Technical Rules and the promoter's conditions governing the competition and shall decide any question relating to the actual conduct of the meet, event or competition which is not covered by them;

414.2 have authority to intervene in the competition at any stage to ensure that Swim England Regulations, Technical Rules and the promoter's conditions governing the competition are complied with;

414.3 ensure, before the commencement of the competition, that all the officials necessary for its conduct are present. They may appoint substitutes for officials who are absent, incapable of acting or found to be inefficient, and may appoint additional officials if they consider it necessary;

414.4 have the authority, if an error by an official follows a fault by a competitor, to expunge the fault by the competitor;

414.5 receive and decide protests.

414.5.1 Where more than one referee has been appointed for a competition comprising swimming races, one of their number shall be appointed and empowered from the date upon which entries to that competition close as the lead referee, who shall receive and decide all protests of a general nature.

414.5.2 The referee shall ascertain the relevant facts and endeavour to resolve the matter as soon as practicable after the protest is received.

414.5.3 In the event of the protest not being resolved before the event is scheduled to take place, that fact shall be reported to the promoter and the event shall be held under protest.

414.5.4 Unless the referee is satisfied that the protest, however resolved, can have no effect on the awards, all medals or prizes shall be withheld until the protest and any appeal arising has been heard.

414.6 There shall be a right of appeal against a referee's decision on a protest to a Jury of Appeal if one has been appointed. If no Jury of Appeal has been appointed there is a right of appeal against the referee's decision on a protest (Regulation 120.8).

414.7 If a water polo delegate has been appointed for a competition, the duties and authorities of any water polo referee for that competition under Regulations 414.1, 414.2, 414.3 and 414.5 shall be vested in the water polo delegate.

415. Jury of Appeal

415.1 Unless a water polo delegate has been appointed, the promoter of an open competition may, if they so desire, appoint a Jury of Appeal to deal with appeals against a referee's decision on any protests which may be made.

415.2 Such a jury shall comprise three persons of whom normally at least one must be familiar with the discipline concerned. Subject to the direction of the competition promoter Jury of Appeal members may undertake other duties at the meet. The Board may from time to time issue policy guidelines on the required qualifications and experience for such appointments

415.3 Wherever practicable, a Jury of Appeal shall be appointed for all licensed meets including county events.

415.4 If a Jury of Appeal is appointed for any competition comprising swimming races, a Chair shall be appointed and empowered from the date upon which entries to that competition close.

415.5 Any hearing shall take place as soon as it is practicable after the appeal against the referee's decision on a protest has been received.

415.6 The decision of a Jury of Appeal properly constituted and duly appointed under this Regulation 415 shall be final.

416. Doping control – promoter's responsibilities

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

416.1 appoint doping control stewards, not less than two of each gender. They shall assist the Independent Sampling Officer at a competition and carry out duties assigned by them;

416.2 provide rooms suitable for use as the doping control station;

416.3 provide in the doping control station, adequate supplies of approved drinks in sealed containers;

416.4 inform the administrator of the Medical Advisory Committee.

417. Prizes

All prizes for an open competition shall be purchased before the competition is held, and shall be of full advertised value. A competitor, being of opinion that their prize is not of the full advertised value, may protest to the referee of the competition, as provided in Regulation 120.

418. Trophies

Trophies can be either perpetual or challenge trophies. The conditions governing a competition for which a trophy is awarded shall state whether it is a challenge or a perpetual trophy:

418.1 a perpetual trophy may be held by the winner for a specified period only. It remains in the ownership of the body awarding it and it cannot be won outright;

- 418.2** a challenge trophy is one presented for periodical competition until it has been won a stipulated number of times by the same competitor whose property it then becomes. Until won outright it may be held for a specified period only and it remains in the ownership of the body awarding it;
- 418.3** the holder of a challenge trophy shall be given at least 21 days' notice of the closing date for entry to the next competition for it;
- 418.4** the rules of the competition for a challenge trophy shall not be changed without the consent of the holder if at that time they remain eligible to compete for it. If they are no longer eligible or if they cannot reasonably be traced, such consent must be obtained from a majority of past holders who remain eligible to compete and who can reasonably be traced;
- 418.5** the owner of a trophy shall be responsible for its insurance against loss while in the keeping of the holder.

419. Testimonial or Benefit Galas

- 419.1** An affiliated club wishing to hold a gala, contest or exhibition in aid of a person or a charity cause other than its own funds, shall inform the Regional Licensing Officer, or their equivalent, at least 14 days before the meet is to be held.
- 419.2** A copy of the financial statement, duly audited, shall be sent to the Regional Licensing Officer, or their equivalent, within one month of the meet. An affiliated club which fails to comply with this Regulation shall become immediately suspended until such time as the matter has been dealt with by the Region.

420. International Competitions

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

Note: These competitions may be held under either World Aquatics Rules, Swim England Regulations and World Aquatics Rules of the discipline(s) or Swim England Regulations and Technical Rules, pursuant to Regulation 401.

Technical Rules

Technical Rules of Swimming

Changes to the Technical Rules of Swimming normally come into effect from 1 September in each year, unless the Board decides on a different date.

501. Competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 501.1** for swimming competitions the relevant parts of the World Aquatics Rules (including by laws) and World Aquatics Swimming Rules; or
- 501.2** for para-swimming competitions the relevant parts of the World Para Swimming Rules;
- 501.3** the Judicial Regulations;
- 501.4** Regulation 50 and the Swim England General Regulations (the Regulations numbered from 401 to 420); and
- 501.5** the following additional Rules, set out below.

502. A permanently disabled swimmer shall not be disqualified in a competition in a case where their disability prevents them from complying with the rules of a particular stroke if:

- 502.1** They have recorded Aquatics GB Classification; or
- 502.2** They have recorded World Para-Swimming Classification; or
- 502.3** They have shown a valid Certificate of Exception or Certificate of Swimming Disability to the referee prior to the race (see statement on Certificate of Exception).

The starter shall, after consultation with the competitors or their representatives, make adequate provision for any disabled swimmers to be able to perceive a starting signal.

503. English records

503.1 The following distances and strokes shall be recognised for English open and junior records:

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 50, 100 and 200 metres;

Breaststroke: 50, 100 and 200 metres;

Butterfly: 50, 100 and 200 metres;

Individual Medley: 100, 200 and 400 metres;

Freestyle Relay Team: 4x100 and 4x200 metres;

Medley Relay Team: 4x100 metres.

All open records shall be recognised for the Female and Open Eligibility Categories, for long and short course events.

The open classification shall have no age limits.

All junior records shall be recognised for the Female and Open Eligibility Categories, in short course events only. In the junior classification, a swimmer shall be under the age of 16 years at midnight on the day of the swim.

503.2 The following distances and strokes shall be recognised for English Age Group records:

Freestyle: 50, 100, 200, 400, 800 and 1500 metres;

Backstroke: 100 and 200 metres;

Breaststroke: 100 and 200 metres;

Butterfly: 100 and 200 metres;

Individual Medley: 200 and 400 metres.

Age Group records shall be recognised for the Female and Open Eligibility Categories, in long course events only, in the following age groups:

13 years and under;

14 years;

15 years;

16 years;

17 years;

18 years.

For each group the age specified shall be the age of the swimmer at midnight on the day of the record.

The following conditions shall apply to all records except where the text indicates otherwise:

503.3 The swimmers

503.3.1 For individual records, the swimmers must be English in accordance with Swim England Regulation 322.

503.3.2 For team records, all team members must be English in accordance with Swim England Regulation 322 and a team must represent Great Britain, Swim England, one of its regions or a club affiliated thereto.

503.3.3 Swimmers shall be eligible competitors and registered in accordance with Swim England Regulation 50 and Regulation 321.

503.4 The pool

503.4.1 Short Course Records may be made only in pools of 25 metres or 27.5 yards in length. Long Course records may be made only in pools 50 metres or 55 yards in length.

503.4.2 The start and finish shall be at ends of the pool.

503.4.3 All records shall be made in still water. Any movement of water due to the normal operation of the filtration system may be disregarded.

503.4.4 The course shall be certified as correct by an appropriate qualified person.

503.4.5 The height of the platform above the water surface shall not exceed 0.75 metres.

503.5 The event

503.5.1 An open or junior record may only be made in:

503.5.1.1 a scratch competition held in public under Swim England Regulations provided that the referee, starter, judges and timekeepers are registered with Swim England as officials in the capacity in which they are officiating; or

- 503.5.1.2** an unpaced individual race against time held in public provided that the date and venue have been fixed and advertised as such before the day of the event and the referee, starter, judges and timekeepers are registered with Swim England as officials in the capacity in which they are officiating; or
- 503.5.1.3** a scratch competition held under the auspices and in accordance with record conditions of Scottish Swimming or Swim Wales, or of any country affiliated to World Aquatics, provided that the relevant conditions of Swim England Technical Rule are complied with.

503.5.2 An Age Group record may only be made in an event in which the accepted time is eligible to be included in the British Rankings.

503.5.3 A swimmer in an individual event may apply for a record at an intermediate distance if the swimmer, their coach or their manager requests the referee that their 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.

503.5.4 The first swimmer in a relay event may apply for a record over the distance of their leg or an intermediate distance if the swimmer, their coach or their manager requests the Referee that their performance be timed at that distance. Such performance shall not be nullified by any disqualification of their team or team members occurring after their leg is completed.

503.6 Timing

503.6.1 The time shall be taken by automatic officiating equipment or, if this has malfunctioned, by semi-automatic officiating equipment or by three timekeepers using hand-held watches.

503.6.2 When human timekeepers are used, the chief timekeeper or referee shall inspect the timers used and record the times. The accepted time shall be publicly announced.

Technical Rules of Water Polo

Changes to the Technical Rules of Water Polo normally come into effect from 1 September in each year, unless the Board decides on a different date.

601. Water Polo matches held under the jurisdiction of the Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 601.1** the relevant parts of the World Aquatics Rules (including by laws) and World Aquatics Water Polo Rules;
- 601.2** the Judicial Regulations;
- 601.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420); and
- 601.4** the Swim England Disciplinary Procedures.

Technical Rules of Artistic Swimming

Changes to the Technical Rules of Artistic Swimming normally come into effect from 1 September in each year, unless the Board decides on a different date.

701. Artistic swimming competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them shall normally be held under:

- 701.1** the relevant parts of the World Aquatics Rules (including by laws) and World Aquatics Artistic Swimming Rules;
- 701.2** the Judicial Regulations; and
- 701.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420).

Technical Rules of Diving

Changes to the Technical Rules of Diving normally come into effect from 1 September in each year, unless the Board decides on a different date.

801. Diving competitions held under the jurisdiction of Swim England, subject to the overriding condition that the published Swim England Health and Safety guidelines take precedence over the provisions of any or all of them, shall normally be held under:

- 801.1** the relevant parts of the World Aquatics Rules (including by laws) and World Aquatics Diving Rules;
- 801.2** the Judicial Regulations; and
- 801.3** Regulation 50 and Swim England General Competition Regulations (the Regulations numbered from 401 to 420).

If a diver before or during a competition is expected to perform a dive in such a way as to endanger their personal safety, or the safety of others, the referee may exclude them from the competition.

Certificate of Exception

The purpose of the certificate is twofold:

A number of swimmers have impairments that prevent them from competing against non-disabled competitors under the agreed technical rules. A 'Technical Exception' can be applied for to ensure that disabled competitors do not get disqualified for performing a stroke incorrectly due to their disability and who:

- Have not yet been classified;
- Do not wish to undergo classification;
- Do not fit the Physical Classification System.

Technical exceptions will only be granted to swimmers who are Swim England members with a permanent disability and not to swimmers with a short term incapacity.

OR

A number of swimmers may experience circumstances that preclude them from complying with swimwear regulations. Examples of this include: faith considerations, gender reassignment or the taping of medical devices.

In such instances a 'Swimwear Exception' can be applied for to ensure that competitors do not get disqualified or prevented from competing.

In each instance, the certificate is valid for two years and will need to be reapplied for.

To obtain a certificate a swimmer should download the application form from the Swim England website: www.swimming.org and return to the address stated.

A laminated certificate will then be issued for presentation to the referee before the start of a race.

No disability swimming record can be claimed when using this certificate for a technical exception.

Regulations for the Payment of Expenses by Swim England

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

The organisation requires that all claims submitted are accompanied by receipts showing the payment, and where appropriate, any VAT with a VAT registration number. (For this purpose debit and credit card slips are not acceptable.) Claims submitted without receipts may result in a delay in payment.

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

Essential travel for business purposes

1. Rail travel and public road transport: standard fare or discounted fares that are available and suitable.
2. Taxis: actual fare, provided that reasonable public transport is not available, start and end destinations to be identified on the expense form, to comply with HMRC recommendations.
3. Air travel: Economy class or lowest prevailing fares available.
4. Private car:
Up to 10,000 miles – this will be subject to HMRC Guidelines.
Over 10,000 miles – this will be subject to HMRC Guidelines.
Start and end destinations for each journey should be noted on the expense claim.

Assembly costs for athletes

1. Rail travel and public road transport – standard or discounted rail fare for one return journey from an athlete's place of residence to an agreed assembly point.
2. Air travel – Internal flights may be arranged at the discretion of the organisation on behalf of athletes.
3. Private car – as per the current guidelines.

The following conditions apply to these rates:

1. The rates are in line with HMRC approved mileage rates for use of a private vehicle on company business. The decision of the organisation to move the volunteer mileage rate in line with HMRC rates does NOT imply any employer/employee relationship between the parties. The organisation's mileage rate is intended to cover travel expenses incurred whilst undertaking voluntary activity on behalf of the organisation.
2. The organisation does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles at the recommended HMRC guidelines from both their ordinary employment plus any organisational and other volunteer activity, the volunteer is responsible for the tax position arising. The organisation does not undertake to log the total mileage of its volunteers – only that mileage incurred on organisation's activity.
3. Economy class air travel by volunteers may only be made by prior agreement and must be booked via the organisation's office.
4. Assembly costs for Team staff and athletes.
Standard class or discounted rail fare from normal training venue to assembly point and return. Internal flights may be arranged at the discretion of the office for swimmers and athletes.

Mileage claims will be checked against a current route planner. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

Accommodation – excluding National Events

Where overnight accommodation is necessary, it should, where possible, be arranged through the Swim England office or a designated officer. Payment of expenses shall be against actual costs incurred. Normal reimbursement for the value of an evening meal is as per the current guidelines held by the Chief Financial Officer.

Accommodation – National Events

Volunteers may be required to share accommodation or pay the single supplement themselves or make a contribution to the cost of accommodation. Reimbursement for the value of an evening meal is capped at £15.

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

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

Other Expenses

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

Trophies and Awards

Trophies

The Harold Fern Award

The Alfred H. Turner Award

Long Service Awards



Trophies

Regulations for Control of Trophies

Trophies and Awards – National Events

1. A photographic record of all trophies is to be maintained by the Swim England Events Department.
2. Swim England will normally self-insure trophies against loss or damage. However, this will be reviewed annually by the Chief Executive Officer as part of the review of insurances.

Swimming Trophies:

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

Other Discipline Trophies:

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

Awards:

10. In Masters events (all disciplines) medals will be awarded to the first three placed athletes in each age group category. Medals awarded at Swim England Masters Championships may be returned for future use. The value of the medals will be donated to the Swimming Trust. Medals not collected will be deemed to be returned as a donation.
11. In all other events medals will be awarded (all disciplines) subject to specific conditions and subject to the number of competitors competing in the event as follows:
 - (a) Medals will be awarded to the top three competitors in events where there are five or more competitors competing.
 - (b) Medals will be awarded to the top two competitors in events where there are four competitors competing.
 - (c) A Medal will be awarded to the top competitor in events where there are three or fewer competitors competing.

Allocation of Trophies

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

No.	Championship or Competition	Donor
1	100 metres Freestyle (Open)	Otter SC
2	100 metres Freestyle (Female)	Ravensbourne SC
3	100 metres Freestyle (Open U16)	The Sporting Record
4	100 metres Freestyle (Female U16)	Jantzen Knitting Mills Ltd
5	200 metres Freestyle (Open)	G H Rope
6	200 metres Freestyle (Female)	Amateur Swimming Association (Pragnell Memorial Trophy)
7	200 metres Freestyle (Open U16)	J A Tyres (Otter Trophy)
8	200 metres Freestyle (Female U16)	W J Grant (Etobicoke Memorial AC Trophy)
9	400 metres Freestyle (Open)	H Davenport
10	400 metres Freestyle (Female)	Fedn. Francaise de Natation (Paris Trophy)
11	1,500 metres Freestyle (Open U16)	Surbiton SC
12	800 metres Freestyle (Female)	Western Counties ASA (BrigG de V Welchman Memorial Trophy)
13	1,500 metres Freestyle (Open)	H Davenport
14	Long Distance (Open)	W J Innes
15	Long Distance (Female)	C C Hatry
16	100 metres Backstroke (Open)	H Dixon, President ASA 1960
17	100 metres Backstroke (Female)	Nottingham Sportsmen (Jeans Trophy)
18	100 metres Backstroke (Open U16)	Past Hon Auditors ASA (S R Drinkwater and W H Dalby)
19	100 metres Backstroke (Female U16)	Beckenham Ladies SC (Mrs A M Austin Memorial Trophy)
20	200 metres Backstroke (Open)	J T Hinks
21	200 metres Backstroke (Female)	Horlicks Ltd
22	100 metres Breaststroke (Open)	Northern Counties ASA (Fred Collier Memorial Trophy)
23	100 metres Breaststroke (Female)	Heston SC (George Fryer Memorial Trophy)
24	100 metres Breaststroke (Open U16)	Wandsworth SC (Evershed Memorial Trophy)
25	100 metres Breaststroke (Female U16)	H Davenport
26	200 metres Breaststroke (Open)	M Dockerill
27	200 metres Breaststroke (Female)	F R Edwards
28	100 metres Butterfly (Open)	Northumberland & Durham Counties ASA (John G Hatfield Memorial Trophy)
29	100 metres Butterfly (Female)	Dolphex Knitting Mills
30	100 metres Butterfly (Open U16)	British Broadcasting Corporation (Six Nations Trophy)
31	100 metres Butterfly (Female U16)	Kingston Ladies SC
32	200 metres Butterfly (Open)	Otter SC
33	200 metres Butterfly (Female)	ASA Midland District (S R Drinkwater Memorial Trophy)
34	200 metres Individual Medley (Open)	ASA (Gregory Matveieff Memorial Trophy)
35	200 metres Individual Medley (Female)	ASA Midland District (Florence Wightman Memorial Trophy)

No.	Championship or Competition	Donor
36	200 metres Individual Medley (Open U16)	Nottinghamshire ASA (K B Martin Trophy)
37	200 metres Individual Medley (Female U16)	H.Spencer
38	400 metres Individual Medley (Open)	Sans Egal SC
39	400 metres Individual Medley (Female)	S T Hurst
40	Club Freestyle Team (Open)	Webb Memorial Committee (Capt. Webb Memorial Trophy)
41	Club Freestyle Team (Female)	Croydon Ladies SC
42	Club Medley Team (Open)	A Derbyshire (R Derbyshire Memorial Trophy)
43	Club Medley Team (Female)	G Pragnell
44	Club Water Polo	Ravensbourne SC
45	Club Junior Water Polo	Derbyshire ASA (Swain Memorial Trophy)
46	Open U16 Water Polo	W J Read
47	County Water Polo Preliminary	E Wright (Lovely Competition Memorial Trophy)
48	County Junior Water Polo	Southport SC (Charlie Smith Memorial Trophy)
49	Inter District Water Polo	Surrey County WP & SA (E Harding Payne Trophy)
50	High Diving (Open)	A St P Cufflin
51	High Diving (Female)	Amateur Diving Association
52	Springboard Diving (Open)	Amateur Diving Association
53	Springboard Diving (Female)	Amateur Diving Association (Darnell Memorial Cup)
54	One metre Springboard Diving (Open)	P Desjardins
55	One metre Springboard Diving (Female)	C Welch
56	Open U16 Springboard Diving	Various Friends (Tony Turner Trophy)
57	Female U16 Springboard Diving	Metropolitan School of Diving (R G Robinson Trophy)
58	Open U16 High Diving	Amateur Diving Association
59	Female U16 High Diving	Amateur Swimming Association (Gregory Matveieff Memorial Trophy)
60	National Age Group Competition (Diving)	Dawdon SC (Dawdon Trophy)
61	Swimmer of the Year	ASA District Associations (T M Yeaden Memorial Trophy)
62	Diver of the Year	Swimming Times Ltd (George Hearn Memorial Cup)
63	4x200m Freestyle Team (Open)	Henry Benjamin National Memorial Trophy
64	4x200m Freestyle Team (Female U16)	Harold Fern National Trophy
65	Aggregate Diving (Open)	Various Friends (G Melville Clark National Memorial Trophy)
66	Inter Services Championship	W A H Buller
67	National Artistic Swimming Solo Championship	H Elkington (Helen Elkington Trophy)
68	200 metres Backstroke (Female U16)	D Jones Memorial Trophy
69	200 metres Breaststroke (Female U16)	Kent County ASA (E W Keighley Trophy)
70	400 metres Individual Medley (Female U16)	Mrs V S Stanhope-Palmer (The Francis Hill-Cole Trophy)

No.	Championship or Competition	Donor
71	Aggregate Diving – Female	Various Friends (The Belle White National Memorial Trophy)
72	The Redwood Trophy Artistic Team	AAU of the USA (The Mackeson Trophy)
73	The Swimming Times Water Polo Award	The Swimming Times Ltd
74	400 metres Individual Medley (Open U16)	St. James' SC (The St James' SC Trophy)
75	Esso Inter-County Trophy	Esso Petroleum Co. Ltd.
76	GB Overall Diving Champion	Jeff Cook Memorial Trophy
77	50m Freestyle (Female)	Jock Young Trophy
78	Best Performance from a Junior Para-Swimmer (Open)	The Swimming Writers Club to the swimmer whose performance they adjudged to be the best
79	5 Nations Artistic Trophy	No event
80	Senior Routine Scores at National Championships (Artistic)	The Holland Family (The Holland Trophy)
81	800 metres Freestyle (Female U16)	Borough of Brent SC (CP Parkin Trophy)
82	200 metres Breaststroke (Open U16)	Amateur Swimming Association (Edgar E. Warner Trophy)
83	The Artistic Swimmer of the Year	Swimming Enterprises Ltd.
84	The Junior Diver of the Year	Various Friends (The Norma Thomas National Memorial Trophy)
85	Outstanding Female Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
86	13/14 Team at the National Artistic Age Group Championships	Y M Price
87	Outstanding Open Swimmer at the National Championships	Various Friends (Alan Hime Memorial Trophy)
88	Duet Artistic Champions	R A Spencer (The Spencer Trophy)
89	50m Freestyle Short Course (Female U16)	Western Counties (Ray Clash Trophy)
90	Inter District Artistic Competition	Amateur Swimming Association (Not in use)
91	15/16/17 Team at the National Artistic Age Group Championships	S Vickerman (Mollie Gledhill Memorial Trophy)
92	Solo Technical Routine At National Championships (Artistic)	M Lushington (Colin Lushington Trophy)
93	Best Performance from a Junior Para-Swimmer (Female)	British Swimming Writers Club (Pat Besford Memorial Trophy)
94	400m Freestyle (Open U16)	Alys Benny (The David Benny Trophy)
95	50m Freestyle (SC) (Open)	V Constantine (The Mark Foster Trophy)
96	50m Freestyle (LC) (Open)	Otter SC (The Russell Cup)
97	50m Breaststroke (Female)	Leicester Knighton Fields (The Edna May Trophy)
98	Junior Routine Scores at National Artistic Swimming Age Group Championships	Shacklock Family (The Shacklock Trophy)
99	200m Butterfly (Female U16)	Pedder Family (Pedder Trophy)

No.	Championship or Competition	Donor
100	Inter-county Comp. Trophy	
101	400m Freestyle (Female U16)	Midland District (Marl Rutter Trophy)
102	100m Freestyle Short Course (Female)	Bush Family (Bush Trophy)
103	Top Junior Diving Coach	Margaret Davies Memorial Trophy
104	Top Club (Female U16)	National Age Groups ASA
105	Top Club (Open U16)	National Age Groups ASA
106	National Inter County Competition	Swimming Times Trophy
107	National Inter County Competition	ISTC Trophy (IoS)
108	For Services to Artistic Swimming	Mary Black (The Mary Black Trophy)
109	For Endeavour (Artistic)	The Yates Family (The Gemma Yates Trophy)
110	Best Female U16 at the ASA National Championships	Alan Lawrence Memorial Trophy
111	Best Open U16 at the ASA National Championships	Alan Lawrence Memorial Trophy
112	200m Butterfly (Open U16)	S Edwards
113	200m Backstroke (Open U16)	ASA Blackpool Salver
114	50m Freestyle (Open U16)	Nederland 79
115	12 and under Artistic Swimming Team	Trophy Discontinued
116	Female U16 Inter-District Water Polo	A Marton (W P Plate)

The Presidential Badge and Chain are in the possession of the President of Swim England.

The Harold Fern and Alfred H Turner Awards

These awards are available annually to the clubs, associations, or individuals (amateur or professional) deemed by the Board, from recommendations made by the Sport Operations Committee, to have done the most to popularise the sport of swimming (including artistic swimming, diving and water polo). The recipients of the awards shall receive suitable mementos, presented by the Board.

Nominations for the awards should be submitted to the Chief Executive Officer by the Regions, or by the Chairs of Swim England Leadership Groups, with submissions made by 7 August.

Terms of the awards

The awards are given to the individuals or organisation making outstanding contributions to aquatics at club, county, regional, national or international level. In selecting the winners of the awards, consideration will be given to outstanding achievements in the following areas:

- advancing the sport through competition, coaching or officiating
- the administration of the sport
- advising the sport.

Either, or both, of the awards may be withheld in any year at the discretion of the Board.

Harold Fern Award Presentations

1961	B W Cummins	1981	E Vickerman	2002	D Hunt
1962	N W Sarsfield OBE MC	1982	T H Cooper	2003	M Hill
1963	K B Martin MBE	1983	A Donlan	2004	R Hargreaves
1964	A Rawlinson MBE	1984	M Rutter	2005	J R Carrie
1965	C P Parkin	1985	F E Lambert	2006	A Bartlett
1966	C W Plant	1986	T G Thomas	2007	M Bell
1967	A C Price	1987	F Moorhouse	2008	M W Beard
1968	W T Tiver	1988	J H Zimmermann	2009	J N Winter
1969	M Latimer	1989	F G Thain	2010	R Outtram
1970	L Heaton	1990	D F Scales JP	2011	P Penny
1971	E W Keighley	1991	R H Brown	2012	I Watson
1972	R G Underwood	1992	J Noble	2013	S Greetham
1973	W S Rowe	1993	I A M Gibb	2014	D Yeoman
1974	Not awarded	1994	F W Latimer	2015	F Kirby
1975	H Parker	1995	R Germany	2016	I Mackenzie
	KCB KBE MC	1996	T Denison	2017	T Ward
1976	E Warrington MBE	1997	G Fosberg	2018	E Adams
1977	M S Drinkwater	1998	H H V Wilkinson	2019	R Gordon
1978	A H Turner OBE	1999	A Lonsbrough	2020	S Bord
1979	N H Ibbett	2000	D A P Cooke	2021	A Boyle
1980	A H Cregeen	2001	A Clarkson	2022	J Bedford

Alfred H Turner Award Presentations

1982	D Rice	1996	J Williams	2010	E Sykes
1983	N Yarwood	1997	B Lancaster	2011	J Holdstock
1984	C Powell	1998	J Harrison	2012	W Coles
1985	J Clarke	1999	M Glover	2013	M Fox
1986	V Morris	2000	J Hedger	2014	J Davies
1987	A Clark	2001	N Muir-Cochrane	2015	J Cook
1988	S W Margetts	2002	D Geer	2016	J Bird
1989	I B Williams	2003	M Coyne	2017	J Childs
1990	E M Payne	2004	F Dalrymple-Smith	2018	D Collins
1991	D Clarke	2005	Not Awarded	2019	D Robinson
1992	V Way	2006	J Gray	2020	J Grange
1993	V Naylor	2007	M Firmin	2021	R Gallop
1994	J Nichols	2008	A Van Beukelen	2022	J Davies
1995	J Brayshaw	2009	Not Awarded		

Long Service Awards

The ASA agreed in 1993 to honour long service by its members with the presentation of Gold and Silver Pins. Only one Gold or one Silver Pin issued. The year in brackets is the year of commencement.

Gold Pins

Past Presidents

J M Glover (2004)	T G Thomas (1988)	D F Scales, JP (1980)
B Eeles (2002)	H Booth (1987)	F W Latimer (1978)
L G Howe (1992)	Y M Price (1986)	M Rutter (1975)
E Wilkinson (1991)	S W Margetts (1984)	A Rawlinson, MBE (1968)
E Dean (1990)	A H Turner, OBE (1982)	N W Sarsfield, OBE, MC (1966)
J J Lewis (1989)		H R Walker (1963)

Officers of the ASA (10 years)

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

ASA Committee (12 years)

T H Cooper F W Latimer E Dean D Yeoman

ASA Sport Governing Board and ASA Board (12 years)

R Gordon (2002-2014) K Grimshaw (2005-2017)
 R Margetts (2002-2014) I Mackenzie (2005-2017)
 C Bostock (2000-2016)

Hon Secretaries of ASA Technical Committees (12 years)

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

Members of ASA Technical Committees (15 years)

H Booth, Public Relations (1968)
 I Martin, Public Relations (1976)
 A R Lawrence, Swimming (1974)
 A W Clark, Synchro Swimming (1976)
 J Cousins, Swim Facilities (1977)
 P T Penny, Swim Facilities (1976)
 P Jones, Water Polo (1967)
 C Wilson, Coaches Certificate (1971)
 Y M Price, Synchro Swimming (1974-1980, 1983-1985, 1987, 1989-1996)
 F Jessop, Diving (1974-1988)
 G Thain (1971-89)

M Lewis, Facilities Committee (1984–1998)
D Fodden, Medical Advisory (1986–2000)
R R Muir-Cochrane, Medical Advisory (1986–2000)
M Firmin, Synchro Swimming (1972, 1981–1982, 1989–1993, 1996–2000)
R G McAlister, Masters (1987–2001)
J Williams, Synchro Swimming (1998–2002)
A C Bartlett, NJT (1988–2002)
S Rothwell, Swimming Officials Committee (1990–1999), ASA Committee (2000–2004)
T W S Rushton, Swimming Officials Committee (1979–1994)
M Hooper, Synchronised Swimming Committee (1998–2012)
R H George, Swimming Officials Committee (1980)
R P N Hargreaves, Water Polo (1980)
I A M Gibb, Swimming Committee (1981)
J Harrison, Education Committee (1979)
H R Thompson, Swimming Facilities Committee (1982)
W G Clark, Diving Committee (1981)
D A P Cooke (1975)
S. Boothroyd, Diving Committee (1984–1998)
D Sparkes, ASA Education Committee (1985–1991), ASA Education Committee (1990–1991),
ASA Committee (1990–1993), ASA Officer (1994–1998)
R Wood, ASA Diving Committee (1984–1998)
J A Holmyard, Masters (1987–2001)
M Short, MBE, AFC, Swimming Officials Committee (1987–2001)
R Cross, Education (1986–1991, 1995–2003)
J Latham, ASA Diving Committee (1990–2004)
V Dobbie, Masters (1992–2006)
K Boyd, Medical Committee (1994–2008)
I Gordon, Medical Committee (1995–2009)
J Stidever, Disability Committee (1995–2009)
J Gray, Synchronised Swimming Committee (1996–2010)
D Harman, Disability Committee (2004–2012)
D Chaney, Masters Committee (1998–2012)
S Cooke, IDDRAP (2003–2011)
T J Wilkinson, NJT and IDDRP (1997–2015)
S Bryant, NJT, IDDRAP and IDDRP (1997–2015)
A Gimson, Masters (1999–2014)
B Dunning, NJT (1999–2015)
B Saunders, Swimming (2001–2015)
B Foex, Medical (1994–2002, 2009–2015)
G Stokes, Masters (2001–2015)
L Fraser, Diving (during period 1994–2015)
B Outtram, Swimming Officials (2001–2016)
P Crowley IDDRP (2003–2018)
M Abrams IDDRP (2003–2018)
T Lambert IDDRP (2003–2018)

District Hon Secretaries and Hon Treasurers (12 years)

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

Hon Life Presidents and Hon Life Members (On appointment)

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

Staff Members (16 years)*

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

Silver Pins

Officers of the ASA (five years)

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

ASA Committee Members (six years)

G F Alexander
H H V Wilkinson
J J Lewis
D Yeoman
B Cadwell
B Boyle
J R Carrie
L Robinson 2004 – 2009
K Grimshaw

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

R Hedger
I Mackenzie
D Fletcher
C Bostock

Hon Secretaries ASA Technical Committees (six years)

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

Members of ASA Technical Committees (seven years)

S Boothroyd, Diving (1984)
W G Clark, Diving (1982)
F Wood, Diving (1984)
D W Firth, Education (1986)
V Way, Education (1983)
J Brayshaw, Education (1971–1979)
D A P Cooke, Medical Advisory (1986)
A Jones, Medical Advisory (1986)
A W Mills, Medical Advisory (1986)
R D Winch, Medical Advisory (1986)
K Savory, Education (1988)
M D Thomas, Education (1988)
D Rose, Public Relations (1988)
C Williams, Scientific Advisory (1987)
M Short, MBE, AFC Swimming Officials (1987)
A Reynolds, Synchronised Swimming (1988)
B Runham, Masters (1988)
J Beswick, Public Relations (1986)
J M Cameron, Scientific Advisory (1985)
A Jones, Scientific Advisory (1985)
W Keatinge, Scientific Advisory (1986)
I MacDonald, Scientific Advisory (1986)
B May, Scientific Advisory (1985)
C I Oliver, Swimming (1986)
R H George, Swimming Officials (1980)
M Lewis, Swimming Facilities (1984)
H R Thompson, Swimming Facilities (1982–1997)
J M Glover, Water Polo (1986)
R P N Hargreaves, Water Polo (1980)
A Harland, Water Polo (1980–1990)
M Rushby, Synchronised Swimming (1988)
M Hill (ASA Committee) (1995–2001)
J Stidever, Disability (1995–2001)

P Dudley, Diving (1995–2001)
S Milne, Education Department (1995–2001)
J Bird, Swimming (1995–2001)
B Bewley, Open Water (1996–2002)
J Gray, Education and Development Synchronised Swimming (1996–2002)
A Wilson, Masters (1996–2002)
L Fraser, Diving (1994, 1996, 1998–2002)
P Puckrin, Disability (1995–1997, 2000–2003)
S Bryant, NJT
J Jameson, NJT
T J Wilkinson, NJT
J Cooper, Swimming Officials
J Allsopp, Water Polo (1998–2004)
D Chaney, Masters (1998–2004)
F Dalrymple-Smith, Open Water (1997–2000, 2002–04)
J Ferriday, Audit and Probity (1999–2005)
T Ward, Masters (1999–2005)
M Gillett, Medical (2000–2006)
M Hemmings, Open Water (2000–2006)
J Waters, Synchronised Swimming (2000–2006)
A Jordan, Water Polo (1996–2002)
B Cummins, Disability (1995–1997, 2000–2003)
C Henson, Synchronised Swimming (2004–2010)
G Briers, Medical Advisory (2006–2012)
A Boyle, Rules (2006–2012)
S G Craig, Swimming Officials (2006–2012)
J Russell, Swimming Officials (2006–2012)
D Zajac, Synchronised Swimming (1964, 1964, 1970–1976)
J Stewart, Masters (1988)
R Germany, Swimming (1965–70) and Public Relations (1974–75)
R N Lee, Medical Committee (1989)
B Durkin, Water Polo (1989)
R G Tate, Water Polo (1989)
V Naylor, Diving Committee (1989)
D J Hoskins Swimming Officials Committee (1989)
B Broadhurst, Swimming Facilities (1989)
H E Bland, Swimming Facilities (1989)
S Rothwell, Swimming Officials Committee (1990)
P Rawlinson (Various) 1990
S T Detko Water Polo (1990)
J Latham, Diving (1990)
B Eeles, Swimming Officials Committee (1987–91–96)
M M Clarke, Water Polo Committee (1991–1997)
M Coyne, Synchronised Swimming Committee (1991–2004)
C Smith, Medical Advisory Committee (1991–
V Dobbie, Masters Committee (1992–1998)

M Edge, Diving Committee (1993–1999)
P Haworth, Synchronised Swimming Committee (1993–1999)
B Foex, Medical Advisory (1994–2000)
I Gordon, Medical Advisory (1994–2000)
K Boyd, Medical Advisory (1994–2000)
E Hartley Swimming (1994–2000)
D Harman, Swimming Officials (1994–2000)
A C Bartlett, NJT (1988–95)
A Hunt, NJT (1991–1997)
T Little, Diving (1995–2001)
S Yeoman, Swimming (1995–2001)
S Greetham, Open Water (1996–2002)
P Robbins, Education & Development (1994–1996, 1999–2002)
D Boot, NJT
S Cooke, NJT
A Troup, NJT
I Wilson, Swimming (1993–1995, 1999–2003)
P Jones, Water Polo (1996–1997, 1999–2003)
D Burgham, Education and Development (1998–2004)
A Cradock, Disability (1997 and 1998, 2000–04)
M Hooper, Synchronised Swimming (1998–2004)
N Turner, Medical (1998–2004)
P Goldman, Swimming (1999–2005)
A Gimson, Masters (2000–2006)
K Barber, Open Water (2000–2006)
N Booth, Swimming Officials (2000–2006)
G Stokes, Masters (2001–2007)
A Day, NJT (2001–2005) and Disability (2004–2007)
B Saunders, Swimming (2001–2007)
D Beaumont, Diving (2003–2009)
R W (Herbie) Adams, Masters (2003–2009)
P Shute, Medical Committee (2003–2009)
E Hartley, Swimming Committee (2003–2009)
S Walker, Rules Committee (2005–2011)
F Clewlow, Diving, (2006–2012)
F Thomas, Medical Advisory (2006–2012)
A Marvin, Swimming (2006–2012)
R Prior, Swimming Officials (2006–2012)
A Van Beukelen, Swimming Officials (2006–2012)
S Paice, IDDRAP (2003–2015)
T Lambert, IDDRP (2003–2015)
M Abrams IDDRP (2003–2015)
P Crowley, IDDRP (2005–2015)
M Sweetman, Diving (2008–2014)
G Harrison, Diving (2008–2014)
C Goodair, Masters (2008–2014)
K Brennan, Medical (2009–2015)

D Marsh, IDDRAP (2006–2015)
M Davies, Swimming Officials (2009–2015)
T Bream, Swimming Officials (2009–2015)
J Beard, Swimming Officials (2009–2015)
D Metcalf, Swimming Officials (2009–2015)
A Barker, Diving (2010–2016)
C Calvert, Diving (2011–2017)
N Smith, Diving (2011–2017)
B McGuinness (2011–2017)

District Hon Secretaries and Treasurers (six years)

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

Staff Members (eight years)*

P Hassall (1.4.81)
D Bakewell (1.4.87)
I Collinson (30.1.86)
C S Priestley (23.11.87)
J Grange (1.12.86)
M Reeves (1.10.86)
R Wallis (20.10.86)
E Chalmers (1.9.88)
C Lambert (26.04.88)
W Coles (24.01.89)
L Dean (8.10.88)
M Church (27.09.91)
A Hastings (1.11.91)
J Lawton (1.11.91)
S Sheldon (1.10.91)
P Hastings (1.1.00)
E Brace (2.1.00)
S Pinfield (1.5.94)
L Hill (4.12.95)
A Jones (20.11.95)
L Jones (1.9.1995)

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

Disciplines

Swimming including Open Water

Masters

Diving

Artistic Swimming

Water Polo



Swimming

Including Open Water

Memorial Swimming Trophies

Swim England Swimming
Championships and Competitions

Safety



Memorial Swimming Trophies

The T. M. Yeaden Memorial Trophy

To be awarded each year to the swimmer whose performance is adjudged by the Board to be the best for that year.

The following are the winners from 1970 onwards:

1970 D Harrison (Hartlepool)	1991 N Gillingham (City of Birmingham)
1971 B Brinkley (Modernians)	1992 N Gillingham (City of Birmingham)
1972 B Brinkley (Modernians)	1993 N Gillingham (City of Birmingham)
1973 B Brinkley (Modernians)	1994 K Pickering (Ipswich)
1974 B Brinkley (Modernians)	1995 P Palmer (City of Lincoln Pentaqua)
1975 B Brinkley (Modernians)	1996 P Palmer (City of Lincoln Pentaqua)
1976 B Brinkley (Modernians)	1997 P Palmer (Bath University) 1998
1977 S Davies (Port of Plymouth)	1998 } S. Rolph (City of Newcastle) and
1978 S Davies (Port of Plymouth)	} J. Hickman (City of Leeds)
1979 M Kelly (Beckenham)	1999 S Rolph (City of Newcastle)
1980 D Goodhew (Beckenham)	2000 M Easter (Bath Univ/Camphill Ed)
1981 C Wilson (Rushmoor)	2001 GB Women's Freestyle Team
1982 A Moorhouse (Leeds Central)	2002 Sarah Price (Barnet Copthall)
1983 C Wilson (Rushmoor)	2003 Katie Sexton (Portsmouth SC)
1984 S Hardcastle (Southend Synchronettes)	2004 S Parry (Stockport Metro)
1985 A Moorhouse (City of Leeds)	2005 S Burnett (Wycombe District)
1986 A Moorhouse (City of Leeds)	2006 C Cook (City of Newcastle)
1987 A Moorhouse (City of Leeds)	2007 C Patten (Stockport Metro)
1988 A Moorhouse (City of Leeds)	2008 R Adlington (Nova Centurion)
1989 } A Moorhouse (City of Leeds) and	2009 } K-A Payne (Stockport Metro) and
} N Gillingham (City of Birmingham)	} G Spofforth (Portsmouth Northsea)
1990 A Moorhouse (City of Leeds)	2010 F Halsall (Loughborough University)

The Henry Benjamin National Memorial Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Open) – 2016 Loughborough University

2017 Hatfield

2018 Not Awarded

2019 Loughborough University

The Harold Fern National Trophy

From 2016 was reallocated to 4x200m Freestyle Team (Female) – 2016 City of Sheffield

2017 Nova Centurion

2018 Not Awarded

2019 Loughborough University

The Alan Lawrence Trophy

1. To be awarded annually to the Female U16 swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of World Aquatics points to be the best at the Swim England Championships.
2. To be awarded annually to the Open U16 swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of World Aquatics points to be the best at the Swim England Championships.

The winners are:

	Female U16	Open U16
1999	N Jackson (Derwentside)	D O'Brien (Prescot)
2000	N Jackson (Derwentside)	O Morgan (Haselmere)
2001	K Haywood (Lincoln Vulcans)	A Thirwell (City of Newcastle)
2002	S Proud (Durham Aquatics)	C Alderton (Durham Aquatics)
2003	C McClatchey (Northampton)	B Ward (Exeter City)
2004	K Haywood (Loughborough University)	E Dale (Millfield)
2005	K Payne (Stockport Metro)	C Alderton (Durham University Aquatics)
2006	Hannah Wilson (Ealing)	S Houston (Stirling)
2007	F Halsall (City of Liverpool)	M Loughran (Guildford City)
2008	M Gilchrist (City of Edinburgh)	M Crouch-Anderson (Northampton)
2009	A Ajulu-Bushell (Plymouth Leander)	A Willis (Bracknell & Wokingham)
2010	No information	No information
2011	A Wilmott (Middlesbrough)	E Lloyd (Co. Cardiff)
2012	K Mann (Hillingdon)	M Johnson (Co. Sheffield)
2013	J Fullalove (Co. Manchester)	A Peaty (Co. Derby)
2014	R Meilutyte (Plymouth Leander)	D Jervis (Swansea)
2015	Not awarded	Not awarded
2016	A Davison (Newcastle)	S Osbourne (City of Birmingham)
2017	C Rigg (City of Birmingham)	W Bell (City of Leicester)
2018	E Mildred (Northampton)	F Colbert (Nova Centurion)
2019	L Whittaker (Mount Kelly)	J Whittle (Derwentia)

The Alan Hime Memorial Trophies

1. To be awarded annually to the Female swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of World Aquatics points to be the best at the Swim England Championships.
2. To be awarded annually to the Open swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the use of World Aquatics points to be the best at the Swim England Championships.

The winners are:

	Female	Open
1986	G Stanley (Stockport Metro)	A Moorhouse (City of Leeds)
1987	J Croft (Wigan Wasps)	P Brew (Kelly College)
1988	C Woodcock (Haywards Heath)	G Robins (Portsmouth Northsea)
1989	Z Long (Beckenham)	A Moorhouse (City of Leeds)

1990	Z Long (Beckenham)	R Maden (Aquabears)
1991	K Pickering (Ipswich)	M Fibbens (Barnet Copthall)
1992	H Slatter (Warrington Warriors)	M Foster (Barnet Copthall)
1993	S Hardcastle (Bracknell)	J Hickman (Stockport Metro)
1994	E Tattam (Portsmouth Northsea)	M Harris (Bor. Waltham Forest)
1995	L Findlay (Wycombe District)	M Foster (Romford Town)
1996	J King (Borough of Waltham Forest)	I Wilson (City of Leeds)
1997	H Donduncan (Aslan Central)	J Hickman (City of Leeds)
1998	A Sheppard (Milngavie & Bearsden)	G Smith (Stockport Metro)
1999	Z Baker (City of Sheffield)	E Sinclair (Millfield)
2000	R Brett (Loughborough University) S Rolph (City of Newcastle)	M Foster (Bath University)
2001	S Price (Barnet Copthall)	J Hickman (City of Leeds)
2002	S Price (Barnet Copthall)	J Hickman (City of Leeds)
2003	R Genner (City of Coventry)	C Cook (City of Newcastle)
2004	R Cooke (City of Glasgow)	D Mew (Bath University)
2005	J Jackson (Durham University Aquatics)	L Tancock (Loughborough University)
2006	K Richardson (Kingston-upon-Hull)	D Milwain (Loughborough University)
2007	R Adlington (Nova Centurion)	L Tancock (Loughborough University)
2008	R Adlington (Nova Centurion)	D Davies (City of Cardiff)
2009	A Ajulu-Bushell (Plymouth Leander)	D Sliwinski (Gallica)
2010	S Proud (Chester-le-Street)	D Sliwinski (Gallica)
2011	E Simmonds (Loughborough)	K Gilchrist (Edinburgh)
2012	S M O'Connor (University of Bath)	D Carry (Stockport)
2013	E Simmonds (University of Bath)	C Benson (Warrender)
2014	R Meilutyte (Plymouth Leander)	B Proud (Plymouth Leander)
2015	Not awarded	Not awarded
2016	M Renshaw (Loughborough)	T Shuttleworth (Loughborough)
2017	E Faulkner (City of Sheffield)	J Wilby (Loughborough University)
2018	H Hibbott (Stockport Metro)	M Litchfield (Dearne Valley)
2019	J Ulyett (Loughborough University)	D Jervis (Swim Swansea)

Swim England Swimming Championships and Competitions

General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at www.swimming.org.

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

Swim England East Midlands Region	Terry Bream Tel: 01604 499 469 Email: t.bream@btinternet.com
Swim England East Region	David Metcalf Tel: 07711 955603 Email: swimofficials@eastswimming.org
London Swimming	Ralph Shortland Tel: 0208 384 1681/07595 172900 Email: ralph.shortland@londonswimming.org
Swim England North East Region	David Broome Tel: 07711 892833 Email: dc.broome@btinternet.com
Swim England North West Region	Colin Evison Tel: 07925 111790 Email: colin.evison@ntlworld.com
Swim England South East Region	George Adamson Tel: 07740 289256 Email: george.adamson@southeastswimming.org
Swim England South West Region	Jill Beard Tel: 01202 533 212 Email: beardfamilyuk@yahoo.co.uk
Swim England West Midland Region	Ian Lamb Tel: 07711 211 049 Email: ian.lamb@westmidlandswimming.org
Open Water:	Paul Kendall Tel: 07799 831168 Email: openwater@eastswimming.org

Safety

Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

Overall responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief Referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the promoter's Conditions prior to the competition.
Appoint stewards	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
Depths and dimensions	Check water depths and height of starting blocks and inform announcer. Ensure dimensions and clearances, facilities and equipment comply with current Swim England requirements.
First aid and safety equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
Preventing start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be present/appoint deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the Swim England.

Swimming Officials' Prompt Card – Referee

Responsibility	The referee shall: Be responsible for the safe conduct of all activities in those parts of the premises
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and dimensions	Liaise with the promoter regarding water depths and starting block heights and to ensure dimensions and clearances, facilities and equipment comply with the current requirements.
Brief officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on safety matters including water depths and starting block heights and on any general safety arrangements (evacuation procedures) required by the pool owner/operator.
Stopping competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or their deputy.

Swimming Officials' Prompt Card – Safety Stewards

Stewards are necessary to ensure safe behaviour in the changing rooms and to organise and control warm-up and swim-down sessions.

1. Stewards

- 1.1 Receive briefing from the promoter

2. Warm-up and swim-down stewards

- 2.1 Maintain discipline during warm-up and swim-down and report misbehaviour to the Promoter.

- 2.2 In accordance with the briefing:

- permit warm-up to start only when advised by the promoter

- be aware of the profile and depths of the pool and advise competitors as required

- avoid congestion by allocation of swimmers to lanes

- do not let stationary swimmers block lanes or ends

- allocate specific lanes for warm-up and swim-down and 'sprint' lanes

- control the direction of swim in each lane

- decide upon and enforce a maximum number of swimmers per lane

- when the depth of the water is less than 1.35 metres, as far as is practical, prevent diving taking place

- permit diving into the pool based on the following;

- when the depth of the water is greater than 0.9 metre but less than 1.35 metres please refer to the table shown on page 129. **Please note that conditions concerning pools of a depth of less than 1.35 metres are only in place until 31st August 2023.**

- when the depth of the water is 1.35 metres but less than 1.5 metres, as far as is practical, ensure only swimmers who are competent to do so, dive from the poolside and the starting blocks. i.e.

- (i) If the height of the pool edge is not more than 0.40 metres above the level of the water, swimmers who have achieved the standard of the Preliminary Competitive Start Award may dive from the poolside.

- (ii) If the dive is to be made from a starting block the standard of the Competitive Start Award is required.

3. All Stewards

- 3.1 Be under the control of the referee at all times.

- 3.2 Report immediately to the referee(s) anything that appears to breach, or to be likely to breach, the safety regulations.

Swimming Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

Announcer

1. Receive briefing from the promoter and/or referee.
2. Make the following announcements:
 - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth). Starting blocks are (announce height) above water level at the shallow end and (announce height) above water level at the deep end"
 - 2.2 when the water depth is 1.35 metres and the height of the pool edge is not more than 0.40 metres above the level of the water you must make the following announcement:

"coaches and Team Managers are reminded that only those swimmers who have reached the standard of the Swim England Preliminary Competitive Start Award are permitted to start with a shallow racing dive from the side of the pool. Swimmers who have not reached this standard must start in the water"
 - 2.3 when the water depth is 1.35m or more and starting blocks are provided you must make the following announcement:

"coaches and Team Managers are reminded that only those swimmers who have reached the standard of the Swim England Competitive Start Award are permitted to start with a shallow racing dive from the starting blocks"
 - 2.4 "if there is a false start, you must continue with a shallow racing dive, you must not topple into the water head downwards as this is dangerous"
 - 2.5 "if you are starting in the water, you must lower yourself over the side; do not jump or dive"
 - 2.6 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
 - 2.7 "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."

Open Water Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators

Overall responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
The promoter shall: Health and Safety Standards	Ensure that all the requirements of the Swim England regarding Health and Safety standards and facilities are fully met, including specific issues such as water quality and probable temperature which should not be lower than the World Aquatics permitted minimum (currently 16°C and average of 18°C for Masters). Reference should be made to the Swim England/Aquatics GB guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment. Ensure that the depth of the water is sufficient for diving into the water if a starting pontoon is provided. When the depth of the water is 1.35 metres, as far as is practical, ensure only swimmers who are competent to do so, dive from the pontoon. i.e. (i) If the height of the pontoon edge is not more than 0.40 metres above the level of the water, swimmers who have achieved the minimum standard of the Preliminary Competitive Start Award may dive from the poolside.
Responsibility for areas	Agree with the venue owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Safety Operating Procedures	Obtain a copy of the safety operating procedures from the venue owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the safety operating procedures (as required by the venue hire agreement) during the period of hire.
Appointment of Safety Officer and Course Officer	Ensure suitably experienced and competent persons are appointed as safety officer and course officer
Brief Officials	Brief the referee, safety officer and course officer on the relevant sections of the safety operating procedures and the promoter's conditions prior to the competition.
First aid and safety equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the venue owner/operator or by the safety officer is in place and ready and available for immediate use and that sufficient competent persons who are qualified to use it are on duty.
Staff in position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted to enter the water, and that adequate numbers are maintained throughout the period of an event.
Preventing start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be present/appoint deputy	Be present throughout the period of hire of the venue for the competition or, for any period(s) in which they are not present, appoint a deputy to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

Open Water Swimming Officials' Prompt Card – Referee

Responsibility	The referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities essential for the the running of the competition. Reference should be made to the Swim England/Aquatics GB guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.
Course conditions	Ensure that course conditions are checked by the Safety Officer prior to the commencement of an event.
Brief officials	Ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters required by the venue owner/ operator.
Briefing competitors	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart. Please refer to requirements for diving as shown in Swimming Officials Announcers prompt card 2.3 and 2.4 above.
Stopping competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or their deputy.

Open Water Swimming Officials Prompt Card – Safety officer

It is necessary for the safety officer to arrive at the venue before the officials, competitors or spectators

The safety officer shall:

1. be responsible to the referee for all aspects of safety related to the conduct of the competition;
2. check that the entire course, with special regard to the start and finish areas is safe, suitable, and free of any obstructions. Reference should be made to the Swim England/Aquatics GB guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
3. ensure all safety craft are suitable for their respective purpose;
4. be responsible for ensuring that sufficient powered safety craft are available during the competition so as to provide full safety backup to the escort safety craft, if used;
5. where applicable provide prior to the competitions to all swimmers a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides or current on a swimmer's progress along the course;
6. prior to the start of the competition, inspect the course ensuring it meets all of the safety requirements and check the water temperature is not lower than the World Aquatics permitted minimum (currently 16°C); and report to the assistant referee at least 15 minutes before the commencement of the event.
Note: for masters competitions the water temperature must be an average of 18°C or over
7. advise the referee if, in their opinion, conditions are unsuitable for staging of the competition and make recommendations for the modification of the course or the manner in which the competition is conducted;
8. cancel or stop an event if, in their opinion, conditions are unsuitable. In arriving at their decision they shall, if practicable, take into account any views expressed by the referee.

9. be responsible for diving at the start based on the following;
when the depth of the water is 1.35 metres or more, as far as is practical, ensure only swimmers who are competent to do so, dive from the pontoon. i.e.
 - (i) If the height of the pontoon edge is not more than 0.40 metres above the level of the water, swimmers who have achieved the minimum standard of the Preliminary Competitive Start Award may dive from the pontoon.

Open Water Swimming Officials Prompt Card – Course officer

It is necessary for the course officer to arrive at the venue before the officials, competitors or spectators

The course officer Shall:

1. be responsible to the promoter for the correct survey of the course;
2. ensure the start and finish areas are clearly and correctly marked and all equipment has been correctly installed and, where applicable, is in working order. Reference should be made to the Swim England/ Aquatics GB guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment;
3. ensure all course alteration points are correctly marked, prior to the commencement of the competition;
4. with the referee and safety officer inspect the course and markings, prior to the commencement of competition;
5. ensure the turn judges are in position prior to the start of the competition and report this to the assistant referee.

Masters

Masters Swimming

Swim England Masters Swimming
Championships and Competitions



Masters Swimming

Masters swimming is competitive swimming for adults. From small beginnings in the 1970s and 1980s this branch of aquatic sport has grown from a pastime for a few into a worldwide movement. The history of masters swimming is brief, the first recorded meet was held in Amarillo, Texas, in May 1970, which attracted 65 swimmers. Gradually the idea that you could swim after the age of 20 spread world wide and World Aquatics introduced a World Masters Swimming Championships meet in 1986, and Masters Swimming formed a major part of the first World Masters Games, held in 1985.

The first masters meet in Great Britain was promoted by Otter SC at the City University pool London, in 1972. The first English championships were held at York in 1981, and the first GB Masters Championships were held at Port Talbot in 1987, the same year as the first LEN European Masters Championship, held at Blackpool.

Masters Swimming in England is promoted through the Masters Working Group, which reports to the Swimming Leadership Group. Each region has a Masters Committee and a Masters secretary who, between them, promote masters swimming in the eight regions. Many, though not all, counties also promote competition within their county areas.

The general format of Masters Meets is similar the world over:

- events are swum either as graded heats (with swimmers arranged from slowest to fastest with no age consideration) or, in some major competitions, in heats arranged by speed within age groups.
- age groups are the standard five-year groups starting from 25–29 years. Many competitions, including the Swim England and Aquatics GB Championships, also incorporate a senior age group which is 18–24 years.
- records are maintained for all standard events in both 25 and 50 metre formats.
- annual top 10 ranking lists are compiled on a British, European and World basis.

The Masters working group promotes:

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

The standard of swimmers at the leading edge of masters is extremely high, with some former internationals swimming faster than they did in their elite days. Masters competitions are not confined to the former elite; participation, enjoyment, and health are the three major strands of Masters Swimming.

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

- Masters diving is from 25 years, with many of our diving clubs currently offer a masters section. We are working towards growing the sport of masters diving within the country.
- Masters water polo starts at the age of 30 years and is currently integrated within the main stream water polo clubs but this could develop more in the future.
- Masters artistic swimming starts from the age of 25 years and has a vibrant community which is growing steadily within this country.

There is also a Masters Committee within Aquatics GB. At British level there is a long course championship normally held in June, and the Committee also oversees aspects of masters swimming which have a British dimension, such as maintenance of Masters Records (including nominating British performances for European and World records), a central Masters ranking list and the Masters Swimming Decathlon competition.

Swim England Masters Swimming Championships and Competitions

General Championships Conditions (all disciplines)

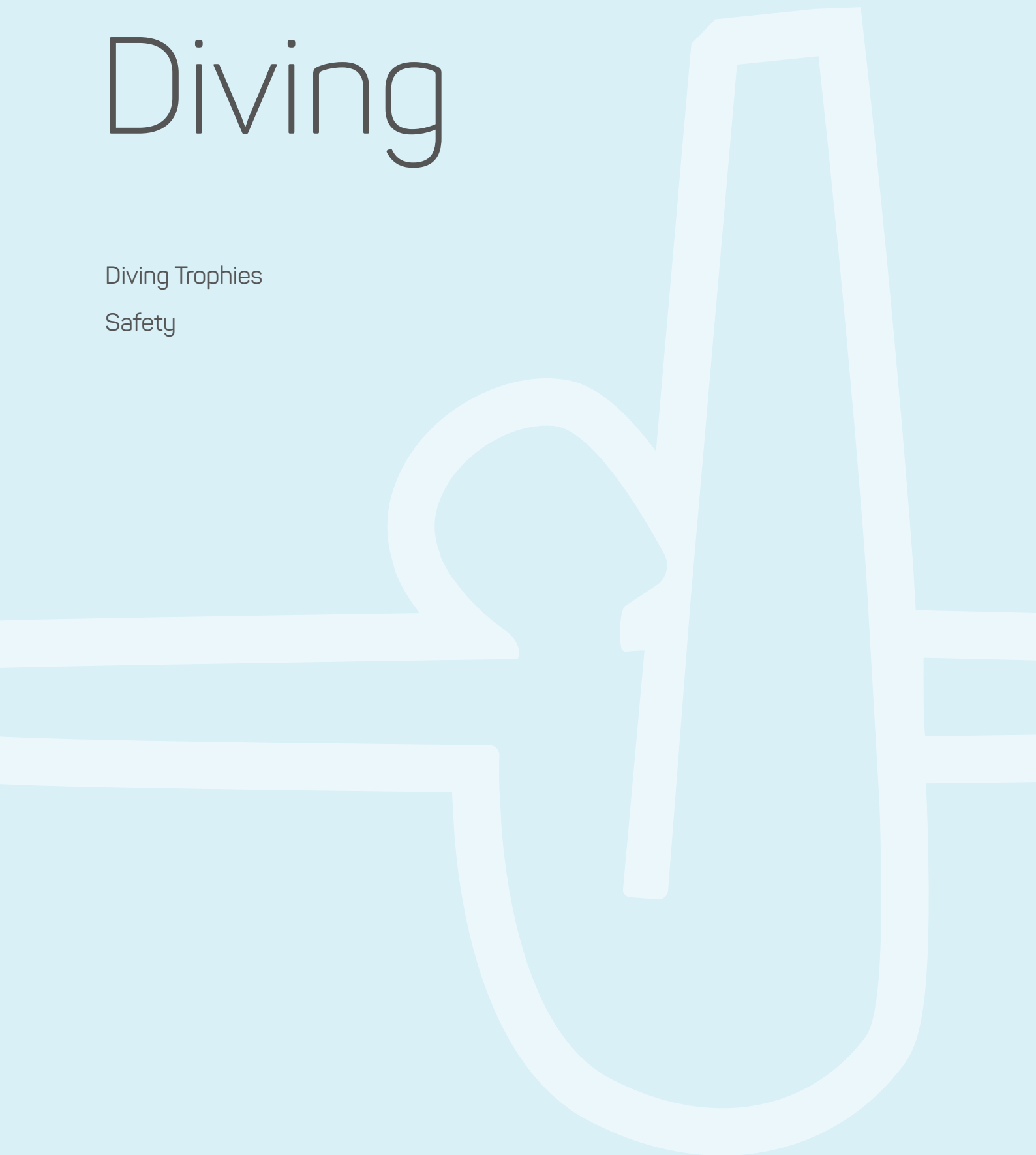
1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at www.swimming.org.

Diving

Diving Trophies

Safety



Diving Trophies

The G. Melville Clark National Memorial Trophy and The Belle White National Memorial Trophy

The competitions for the above trophies will take place annually under the following conditions:

1. the competitions for the G. Melville Clark National Memorial Trophy will be open to all Open competitors at the Swim England National Diving Championships and the English Rankings from the British Championships. Competitors must be registered to a Swim England Club.
2. the competitions for the Belle White National Memorial Trophy will be open to all Female competitors at the Swim England National Championships and the English Rankings from the Aquatics GB Championships. Competitors must be registered to a Swim England Club.
3. points shall be awarded from the results of the Individual Events in the following manner:

1 st – 15 points	5 th – 4 points
2 nd – 10 points	6 th – 3 points
3 rd – 7 points	7 th – 2 points
4 th – 5 points	8 th – 1 point
4. Points shall be awarded from the results of the Synchronised Diving Events in the following manner:

1 st – 20 points	4 th – 6 points
2 nd – 14 points	5 th – 4 points
3 rd – 10 points	6 th – 2 points

*points to be shared by each competitor to their relevant club (and subject to the English/non-English conditions in 2.7)
5. the winning club shall, on giving satisfactory sureties as provided for in Swim England Championships regulations, be entitled to hold the trophy.
6. the management of the competition shall be in the hands of the Diving Committee.

G. Melville Clark: The following are the winners from 1970 onwards:

1970 Hillingdon DS	1987 Southend on Sea DC
1971 Not awarded	1988 Highgate DC
1972 Hillingdon DS/Coventry DC	1989 The Ladies DC
1973 Coventry DC	1990 Highgate DC
1974 Highgate DC	1991 Highgate DC
1975 Highgate DC	1992 City of Sheffield DC
1976 Highgate DC	1993 City of Sheffield DC
1977 Highgate DC	1994 City of Sheffield DC
1978 Highgate DC	1995 Knowsley DC
1979 Beaumont DA	1996 Huddersfield Borough
1980 Highgate DC	1997 Centre DC NE
1981 Highgate DC	1998 Centre DC NE
1982 Highgate DC	1999 City of Sheffield DC
1983 Highgate DC	2000 City of Sheffield DC
1984 Highgate DC	2001 Southampton DA
1985 Highgate DC	2002 City of Sheffield DC
1986 Highgate DC	2003 City of Sheffield DC

2004 City of Leeds DC
 2005 Southampton DA
 2006 Southampton DA
 2007 Southampton DA
 2008 Southampton DA
 2009 Southampton DA
 2010 City of Sheffield DC
 2011 City of Leeds DC

2012 City of Leeds DC
 2013 City of Leeds DC
 2014 City of Leeds DC
 2015 City of Leeds DC
 2016 City of Leeds DC
 2017 City of Leeds DC
 2018 City of Sheffield
 No longer presented

Belle White: The following are the winners from 1974 onwards:

1974 Coventry DC
 1975 Coventry DC
 1976 Coventry DC
 1977 Metropolitan DS
 1978 Urmston SC
 1979 The Ladies DC
 1980 Urmston SC
 1981 The Ladies DC
 1982 The Ladies DC
 1983 The Ladies DC
 1984 The Ladies DC
 1985 The Ladies DC
 1986 The Ladies DC
 1987 The Ladies DC
 1988 The Ladies DC
 1989 Southend on Sea SC
 1990 Highgate DC
 1991 Highgate DC
 1992 City of Sheffield DC
 1993 Crystal Palace DC
 1994 City of Sheffield DC
 1995 Knowsley DC
 1996 Wessex

1997 Centre DC NE
 1998 Centre DC NE
 1999 City of Sheffield DC
 2000 City of Sheffield DC
 2001 Southampton DA
 2002 City of Sheffield DC
 2003 City of Leeds DC
 2004 City of Leeds DC
 2005 City of Leeds DC
 2006 City of Leeds DC
 2007 City of Leeds DC
 2008 City of Leeds DC
 2009 City of Leeds DC
 2010 City of Leeds DC
 2011 City of Leeds DC
 2012 City of Leeds DC
 2013 City of Leeds DC
 2014 City of Leeds DC
 2015 Plymouth Diving
 2016 City of Leeds DC
 2017 City of Leeds DC
 2018 City of Leeds DC
 No longer presented

The George Hearn Cup

To be awarded annually to the English diver who is a member of a club affiliated to Swim England and whose performance is adjudged by the Diving Committee to be the best senior level performance for the year.

The following are the winners from 1970 onwards:

1970 J Thewlis (Luton Kingfishers)	1995 V Stenning (Southend on Sea)
1971 H Koppell (Coventry)	1996 H Allen
1972 A Drake (Basildon)	1997 T Ally (Centre DC NE)
1973 A Drake (Basildon)	1998 T Ally and Leon Taylor
1974 B Williams (Hillingdon)	1999 T Ally
1975 C Snode (Highgate)	2000 L Taylor (City of Sheffield DC) and P Waterfield (Southampton DC)
1976 H Koppell (City of Coventry)	2001 T Ally (City of Sheffield)
1977 C Bond (Metropolitan)	2002 P Waterfield (Southampton DC)
1978 C Snode (Highgate)	2003 T Gerrard (City of Leeds) and J Smith (City of Sheffield)
1979 C Snode (Highgate)	2004 L Taylor (City of Sheffield DC) and P Waterfield (Southampton DC)
1980 C Snode (Highgate)	2006 L Taylor (City of Sheffield DC)
1981 C Snode (Highgate)	2007 P Waterfield (Southampton DC)
1982 C Snode (Highgate)	2008 J Milford
1983 C Snode (Highgate)	2009 T Daley
1984 C Snode (Highgate)	2010 T Daley
1985 C Roscoe (The Ladies)	2011 T Daley
1986 R Spinks (The Ladies)	2012 T Couch and S Barrow
1987 R Morgan (Highgate)	2013 T Daley
1988 R Morgan (Highgate)	2014 J Laughher
1989 R Morgan (Highgate)	2015 R Gallantree
1990 R Morgan (Highgate)	2016 J Laughher and C Mears
1991 R Morgan (Barnet Copthall)	2017 T Daley
1992 R Morgan (Barnet Copthall)	2018 J Laughher
1993 R Morgan (Highgate DC)	No longer presented
1994 R Morgan (C of Sheffield DC) and L Ward (C of Sheffield DC)	

The Dawdon Trophy

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

- the competition for the Dawdon Trophy shall be open to all English competitors in the following age groups:
 Group A: 16–18 years Group C: 12–13 years
 Group B: 14–15 years Group D: 10–11 years
- the competition shall be confined to Swim England National Age Group Competitions (Not including Swim England Intermediate Age Group Competitions.)
- points shall be awarded from the individual events in the following manner, according to the places achieved by English divers in relation to other English divers:
 1st – 15 points 3rd – 7 points 5th – 4 points 7th – 2 points
 2nd – 10 points 4th – 5 points 6th – 3 points 8th – 1 point

4. Points shall be awarded from the Synchronised Diving events in the following manner:
 1st – 20 points 3rd – 10 points 5th – 4 points
 2nd – 14 points 4th – 6 points 6th – 2 points
 *points to be evenly shared by each English competitor to their relevant club
5. The winning club shall, on giving satisfactory sureties as provided for in Swim England Championships regulations, be entitled to hold the trophy.
6. The management of the competition shall be in the hands of the Diving Committee

The winners are:

1973 Hillingdon DC	1999 City of Leeds DC
1974 Metropolitan DS/Morden Park DC	2000 City of Leeds DC
1975 Metropolitan DS	2001 City of Leeds DC
1976 Cheltenham DC	2002 City of Leeds DC
1977 Cheltenham DC	2003 City of Southampton DC
1978 Cheltenham S & WPC	2004 Plymouth Diving
1979 Metropolitan DC	2005 City of Sheffield DC
1980 Metropolitan DC	2006 City of Leeds DC
1981 Metropolitan DC	2007 Southampton DA
1982 The Ladies DC	2008 Southampton DA
1983 Southend SC	2009 Southampton/Crystal Palace
1984 Highgate DC	2010 Southampton/Crystal Palace
1985 The Ladies DC	2011 Crystal Palace DC
1986 Northern DC	2012 Crystal Palace DC
1987 Southend on Sea SC	2013 Crystal Palace DC
1988 Southend on Sea SC	2014 Crystal Palace DC
1989 Southend on Sea SC	2015 Crystal Palace DC
1990 Southend on Sea SC	2016 Crystal Palace DC
1991 Highgate DC	2017 City of Sheffield DC
1992 Crystal Palace DC	2018 City of Sheffield DC
1993 Crystal Palace DC	2019 Southampton DC
1994 Highgate (Coventry) DC	2020 Not presented
1995 Huddersfield Borough DC	2021 Not presented
1996 Essex Cormorant	2022 Southampton Diving Academy
1997 Centre DC NE	2023 Plymouth Diving Club
1998 City of Leeds DC	

The Norma Thomas National Memorial Trophy

To be awarded annually to a junior diver who is a member of a club affiliated to the Swim England/Swim Wales/Scottish Swimming and whose performance is adjudged by the Aquatics GB Diving Committee to be the best for the year.

The winners are:

1985 S Ryan (The Ladies)	2001 S Powell (BAGIU Diving Institute)
1986 T Ali (Whiteoaks)	2002 S Powell (BAGIU Diving Institute)
1987 T Dart (Merton)	2003 N Robinson-Baker (BAGIU Diving Institute)
1988 H Allen (RTW Monson)	2004 C Johnstone (City of Leeds)
1989 H Allen (RTW Monson)	2005 B Graddon (Plymouth DC)
1990 H Allen (RTW Monson) and A Byford (Highgate DC)	2006 C Johnstone (City of Leeds)
1991 A Roffey (City of Leeds DC)	2007 T Daley (Plymouth DC)
1992 H Allen (RTW Monson)	2008 T Daley (Plymouth DC)
1993 J Mountford and H Allen (Crystal Palace DC)	2009 J Milton
1994 J Mountford (Highgate (Coventry) DC) and L Taylor (Cheltenham SWP)	2010 T Daley
1995 P Waterfield (The Centre DC)	2011 J Laughher
1996 E Manktelow (RTW Monson) and C Litherland (Huddersfield Borough)	2012 J Laughher
1997 S Soo (Beckenham)	2013 T Daley
1998 S Soo (Beckenham)	2014 Not presented
1999 B Aldridge (Highgate)	2015 Not presented
2000 S Powell (Crystal Palace)	2016 J Heatley
	2017 K Torrance
	2018 L Toulson
	No longer presented

The Margaret Davies Trophy

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

- The Trophy shall be awarded to the winning coach/teacher under the following criteria:
 - divers at the Elite Junior Nationals and National Age Group Finals will have their total event score on each board, averaged (total score divided by total number of dives performed). The winner of the Margaret Davies Trophy shall be the coach who accrues the most points when all the averaged scores are added together for their divers at both events. The score from the diver's last performance will be counted, therefore if the diver makes the final, that score will be counted, if the diver does not progress to the final, the preliminary score will be counted (in all circumstances, it is the 'full list' score which is used for calculations).
 - if a diver performs one or more dives in the final and withdraws, their score from the final will still be averaged over the number of dives they should have performed, if a diver progresses to a final, but does not compete, their preliminary score will be counted.
- in the event of a tie recipients shall hold the trophy jointly.
- in the event of a diver being coached by two or more coaches, it must be decided and indicated on entering the event, which coach will receive the diver's points for this award.
- the Management of the Trophy shall be in the hands of the Diving Committee.

The winners are:

1999 A Hinchliffe (City of Leeds DC)
2000 A Hinchliffe (City of Leeds DC)
2001 A Sotheran (City of Sheffield)
2002 A Sotheran (City of Sheffield)
2003 A Sotheran (City of Sheffield)
2004 A Banks (Plymouth DC)
2005 A Hinchliffe (City of Leeds DC)
2006 D Harrison (Plymouth DC)
2007 M Holdsworth (City of Leeds DC)
2008 C Tomkys
2009 C Tomkys
2010 C Gravestock
2011 C Gravestock

2012 C Wonnacot (Plymouth DC)
2013 C Farrow (Southampton DC)
2014 N Mills (City of Sheffield DC)
2015 A Smallwood (City of Leeds DC)
2016 C Cryan (City of Sheffield)
2017 N Mills (City of Sheffield)
2018 J Clewlow (Southampton DC)
2019 L Fraser (Southampton DC)
2020 Not presented
2021 Not presented
2022 M Roberts
2023 F Gutierrez

Safety

Diving Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

Overall responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for areas	Agree with the owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Safety Operating Procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Appoint stewards	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise pre competition training sessions during the period of hire and brief them on the safety aspects of their duties.
Depths and dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England Requirements for Competition Diving Information Sheet 17) and World Aquatics Regulations.
First aid and safety equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in position	Ensure that all stewards, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
Preventing start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be present/appoint deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

Diving Officials' Prompt Card – Referee

Responsibility	The Referee shall:
Safe Conduct of Competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and Dimensions	Liaise with the Promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England Requirements for Competition Diving Information Sheet No.17) and to World Aquatics Regulations.
Brief Officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the pool owner/operator.
Stopping Competition	Ensure that competitors are briefed on safety procedures, method of starting, the course and possible hazards including currents, tides and obstructions and provide where applicable a course chart.
Stopping Competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or their deputy.

Diving officials' prompt card – Safety Stewards

Stewards are necessary to ensure safe behaviour in the changing rooms and to organise and control pre-competition training sessions.

Stewards

1. Receive briefing from the promoter and/or the referee.
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the referee.
3. In accordance with the briefing:
 - permit pre-competition training to start only when advised by the promoter
 - organise orderly queues for using the diving boards as necessary
 - ensure no climbing on or misuse of safety rails
 - prevent excessive bouncing on boards
 - prevent swimming under or across diving boards
4. All stewards will be under the control of the referee at all times.
5. Report immediately to the referee anything that appears to breach, or to be likely to breach, safety regulations.

Diving officials' prompt card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

Announcer

1. Receive briefing from the promoter/and or referee.
2. Make the following announcements:
 - 2.1 "coaches and divers must inform the referee if they consider that the diving facilities are unsafe in any way"
 - 2.2 "spectators are requested not to use flash photography during the performance of a dive as this can be distracting to the diver and could lead to an accident"
 - 2.3 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
 - 2.4 "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings"

Artistic Swimming

Artistic Swimming Trophies

Artistic Swimming
Championships and Competitions

Safety

National Age Groups Trophies

Richard Whitehead Trophy

To be awarded to the club with the highest combined figure and routine score in the 12 and under Age Group Free Team Event.

The winners are:

2020 Rugby SC

2022 City of Bristol SC

2023 London Regional SSC

Mrs Y M Price Trophy

To be awarded to the club with the highest combined figure and routine score in the 13-15 Age Group Free Team Event.

The winners are:

2015 Bristol

2017 Reading Royals

2019 City of Bristol

2022 Reading Royals

2016 Reading Royals

2018 Reading Royals

2020 Reading Royals

2023 City of Salford

Molly Gledhill Memorial Trophy

To be awarded to the club with the highest combined figure and routine score from the 15-18 Age Group Free Team Event.

The winners are:

2015 Rushmoor

2018 Rushmoor

2021 Not awarded

2016 Rushmoor

2019 Not Awarded

2022 Not awarded

2017 Rushmoor

2020 Not Awarded

2023 No longer presented

The Shacklock Trophy

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

The winners are:

1995 K Hooper

2003 M Parris

2010 R Bignell

2018 G Hampson

1996 K Hall

2004 J Randall

2011 R Bignell/ V Lucass

2019 R Swatman

1997 D Davies

2005 C Evans

2012 A Campbell

2020 M Brown

1998 K Ford

2006 E Kuhl

2013 I Thorpe

2022 L Halasi

1999 J Hooper

2007 A Poulter/
L Anderson

2014 I Thorpe

2023 F Pringle

2000 C Smith

2015 H Randall

2001 T Randall

2008 A Tarasiuk/
H Massey

2016 K Shortman

2002 T Randall

2017 D Cooper

2009 R Bignall

The Mary Black Award

The trophy will be awarded at the discretion of the Artistic Swimming Management Group to any person who is a member of a Swim England affiliated club and who has given outstanding service to English Artistic Swimming.

The winners are:

1977 K Spencer

1981 B Holland

1985 A Clark

1989 M Gledhill

1978 H Elkington

1982 M Black

1986 C Wilson

1990 A Dudding

1979 D Zajak

1983 J Holland

1987 I Williams

1991 Y Price

1980 M Fisher

1984 EA 'Curly' Grey

1988 D Page

1992 J Gray

1993 J Williams	2001 N Cook	2009 V Ebbs	2017 A Pratt
1994 P Holmyard	2002 P Haworth	2010 T Hinks	2018 E Bowman
1995 M Coyne	2003 M Hooper	2011 D Yeoman	2019 Not Awarded
1996 M Firmin	2004 J Waters	2012 R Crisp	2020 A Williams
1997 J Brayshaw	2005 B and D Coker	2013 R Geier	2022 P McLean
1998 M Rushby	2006 R Surch	2014 S Fuller	2023 S Barrington
1999 A Reynolds	2007 J Holdstock	2015 B Brailey	
2000 E Russell	2008 J and J Selley	2016 A Pratt	

Swim England National Artistic Swimming Championships

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

Colin Lushington Trophy

Technical Solo Routine Champion

The winners are:

2016 O Federici	2018 G Hampson	2022 R Swatman
2017 P Bradley-Smith	2019 G Hampson	2023 R Swatman

Helen Elkington Trophy

Solo Routine Championships

The winners are:

2016 O Federici	2018 G Hampson	2022 R Swatman
2017 K Shortman	2019 G Hampson	2023 E Blinkhorn

The Spencer Trophy

Duet Routine Champion

The winners are:

2016 O Federici and K Clark	2018 D Lloyd and G Hampson	2022 E Blinkhorn and B Crass
2017 K Shortman and I Thorpe	2019 I Blinkhorn and C Larsen	2023 F Blinkhorn and L Halasi

The Redwood Trophy

Team Routine Champion

The winners are:

2016 City of Bristol	2018 Rushmoor	2022 Reading Royals
2017 Rushmoor	2019 Reading Royals	2023 Reading Royals

The Holland Trophy

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

The winners are:

1983 C Wilson	1986 N Shearn	1989 K Shacklock	1992 K Shacklock
1984 C Holmyard	1987 N Shearn	1990 L Skidmore	1993 K Shacklock
1985 A Dodd	1988 N Shearn	1991 K Shacklock	1994 K Shacklock

1995 C Geier	2002 G Adamson	2009 A O'Mahoney	2016 V Usher
1996 A Carlsen	2003 T Randall	2010 Not Awarded	2017 K Shortman
1997 K Wise	2004 L Smith	2011 A O'Mahoney	2018 M Costello
1998 A Carlsen	2005 L Smith	2012 R Williams	2019 M Costello
1999 K Hooper	2006 J Randall	2013 J Brown	2022 E Blinkhorn
2000 K Hooper	2007 L Smith	2014 C Leech	2023 F Blinkhorn
2001 K Hooper	2008 M Hardie	2015 I Brandimarte	

The Swimming Enterprises Trophy for Artistic Swimmer of the Year

To be awarded annually to any artistic swimmer who is a member of a club affiliated to Swim England and whose performance is adjudged by the Artistic Swimming Management Group to be the best for the year, subject to confirmation by the Board.

The winners are:

1984 C Wilson	1994 K Shacklock	2004 Not Awarded	2013 GB Team
1985 C Wilson	1995 K Thompson	2005 J Randall	2014 GB Team
1986 A Dodd	1996 A Carlsen	2006 J Randall	2015 G Randall
1987 S Northey	1997 G Adamson	2007 J Randall	2016 J Cowie
1988 N Shearn	1998 G Adamson	2008 J Randall and O Allison	2017 K Shortman
1989 K Shacklock	1999 K Hooper	2009 J Randall	2018 K Shortman
1990 K Shacklock	2000 Not Awarded	2010 L Smith	2019 K Shortman
1991 L Vakil	2001 Not Awarded	2011 J Randall	2020 – 2023
1992 K Shacklock	2002 G Adamson	2012 J Randall	No longer presented
1993 K Shacklock	2003 Not Awarded		

The Gemma Yates Trophy

To be awarded annually to an athlete who is a member of a Swim England affiliated club, for endeavour – one who has overcome anything which has made it difficult for them, yet still gives 100 per cent to the sport of Artistic Swimming.

The winners are:

1999 A Riley	2005 L Weir	2011 Not Awarded	2017 C Appuhanulage
2000 K Wise	2006 P Rumpol	2012 C Ahern	2018 Not Awarded
2001 G Adamson	2007 H Gurr	2013 Not Awarded	2019 A Ellerington
2002 L Barrett	2008 Not Awarded	2014 Not Awarded	2022 E Viney
2003 S Randall	2009 C Langley	2015 L Bradley-Smith	2023 K Burton
2004 A Holland	2010 A Tarasuik	2016 O Scowcroft	

Combo Cup Trophy

The winners are:

2017 City of Salford	2019 Reading Royals	2023 City of Leeds
2018 City of Salford	2022 City of Salford	

Swim England Artistic Swimming Championships and Competitions

General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at www.swimming.org.

Artistic Swimming Officials Examinations

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

All officials on the list must be members of Swim England.

Promoters are advised that, in their interests and those of their competitors, the principal officials should be drawn from the list of officials maintained by Swim England, the regions and other competent bodies.

Judges

There will be three levels of Judges:

- (i) Level 1 – Introduction to Judging Basics
- (ii) Level 2 – Judge training (figures and routines)
- (iii) Level 3 – Advanced Judge Training

Judge Training Courses

Each Training Course will comprise six–seven hour classroom training, with a written Open Book exam plus video analysis of figures and routines.

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

Level 1 – Judge Course

Eligibility: Candidates must be a minimum of 16 years of age, by 31st December in the year they commence the course.

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

Outcome:

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

Level 2 Judge Course:

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

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

Outcome:

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

Level 3 Judge Course

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

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

Outcome:

- qualified to Judge at National Championships and Senior Events.
- qualified to assess Grades 1-6 Figures and Routines.
- ability to judge technical routines.

Referee:

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

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

Examination

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

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

Safety

Artistic Swimming Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue well before officials, competitors or spectators.

Overall responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements.
Responsibility for areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain pool safety operating procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement pool safety operating procedures	Make arrangements for the implementation of relevant sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
Depths and dimensions	Ensure that the minimum safe water depths and other dimensions and clearances, facilities and equipment comply with current Swim England requirements (published separately – Swim England 'Requirements for Competition Artistic Swimming' Information Sheet 19). Provide to competitors, team managers and coaches a diagram of the pool showing, dimensions, depth of water, height of pool surround above the water and obstructions e.g. steps.
Appoint clerks of the course	Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
First aid and safety equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in position	Ensure that all clerks of the course, lifeguards and other safety staff are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
Electrical equipment	Ensure that sound equipment meets all applicable electrical safety requirements.
Preventing start	Prevent a competition starting if any of the required facilities and arrangements are absent or deficient.
Be present/appoint deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm-up and competitive session that announcements concerning safety arrangements are made in accordance with the recommendations of the Swim England.

Artistic Swimming Officials' Prompt Card – Referee

Responsibility	The referee shall:
Safe conduct of competition	Be responsible for the safe conduct of all activities in those parts of the premises designated for the running of the competition.
Depths and dimensions	Liaise with the promoter to ensure that the minimum safe water depth and other dimensions and clearances, facilities and equipment comply with the current Swim England requirements (published separately – Swim England 'Requirements for Competition Artistic Swimming' Information Sheet 19).
Brief officials	Liaise with the promoter to ensure that all officials are briefed prior to the competition on the safety arrangements and on any general safety matters (e.g. evacuation procedures) required by the pool owner/operator.
Stopping competition	Stop a competition proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or the promoters deputy.

Artistic Swimming Officials' Prompt Card – Athlete Services Team

An Athlete Services Team is necessary to ensure safe behaviour in the changing rooms and to organise and control warm-up and swim-down sessions.

The Athlete Services Team Members

1. Receive briefing from the promoter and/or the referee.
2. Generally maintain good order and discipline in the dressing room(s) and in the pool hall area. Report misbehaviour to the referee.
3. In accordance with the briefing
 - permit warm-up to start only when advised by the promoter
 - be aware of the profile and depths of the pool and advise competitors as required
 - decide upon and enforce a maximum number of swimmers in the pool and on the pool surround
 - control activities in the water and on the pool surrounds prohibit diving where water is less than 1.5 metres in depth and only then allow shallow dives.
4. Be under the control of the referee at all times.
5. Report immediately to the referee anything that appears to breach, or to be likely to breach, the safety regulations.

Artistic Swimming Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

Announcer

1. Receive briefing from the promoter and/or referee.
2. Make the following announcements:
 - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth)"
 - 2.2 when areas of the pool have water where the depth is less than 1.5m you must make the following announcement:
"You are reminded that diving must not take place where the depth of the water is less than 1.5m and that dives must have a shallow entry"
 - 2.3 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
 - 2.4 "to evacuate the building, all those present must use the marked emergency exits. Swimmers and officials must not return to the changing rooms to collect their clothes or belongings."

Water Polo

Water Polo Trophies

Water Polo Championships
and Competitions

List of Water Polo Officials

Safety

Water Polo Trophies

Open Club Senior

For the Perpetual Challenge Shield presented by the Ravenbourne S.C. London 1896

Lancaster City Winners 2006

Cheltenham Winners 2007

Competition not held since 2007

Open Club u19

For the Swain Memorial Trophy presented by the Derbyshire ASA in memory of K S Swain

Invicta	Winners 2006	Solihull	Winners 2014
Invicta	Winners 2007	City of Manchester	Winners 2015
City of Manchester	Winners 2008	Exeter	Winners 2016
Invicta	Winners 2009	Sedgefield	Winners 2017
Lancaster City	Winners 2010	Caledonia	Winners 2018
Lancaster City	Winners 2011	Newton Abbot	Winners 2019
Lancaster City	Winners 2012	Cheltenham	Winners 2022
City of Manchester	Winners 2013	Worthing	Winners 2023

Open Club u17

For the W J Read Trophy

Sedgefield	Winners 2006	Croydon	Winners 2014
Lancaster City	Winners 2007	Sedgefield	Winners 2015
Dunfermline	Winners 2008	Sedgefield	Winners 2016
Lancaster City	Winners 2009	City of Sheffield	Winners 2017
Dunfermline	Winners 2010	City of Manchester	Winners 2018
Lancaster City	Winners 2011	West London Penguin	Winners 2019
Lancaster City	Winners 2012	Worthing	Winners 2022
City of Manchester	Winners 2013	West London Penguin	Winners 2023

Open Club u15

For the The Bagnell Cup

Lancaster City	Winners 2009	City of Manchester	Winners 2016
Lancaster City	Winners 2010	City of Manchester	Winners 2017
City of Manchester	Winners 2011	Worthing	Winners 2018
Croydon	Winners 2012	Sedgefield	Winners 2019
City of Manchester	Winners 2013	City of Manchester	Winners 2021
Sedgefield	Winners 2014	West London Penguins	Winners 2022
Bridgefield	Winners 2015	City of Manchester	Winners 2023

Open Inter Regional u18

For the E Harding Payne Trophy

North West	Winners 2009	North East	Winners 2016
North West	Winners 2010	North East Steelers	Winners 2017
North East	Winners 2011	South West	Winners 2018
North West	Winners 2012	North West Tigers	Winners 2019
North West	Winners 2013	South West Sharks	Winners 2022
North West	Winners 2014	North West Tigers	Winners 2023
South	Winners 2015		

Open Inter Regional u16

For the Lovely Memorial Trophy presented by E Wright

North West	Winners 2010	East	Winners 2017
North West	Winners 2011	North West Tigers	Winners 2018
North West	Winners 2012	London	Winners 2019
North West	Winners 2013	North West Tigers	Winners 2021
North West	Winners 2014	Ireland	Winners 2022
North East	Winners 2015	North East Steelers	Winner 2023
North West	Winners 2016		

Open Inter Regional u14

For the U14 Open Inter Regional Plate

North West	Winners 2014	West Midlands	Winners 2017
North East	Winners 2015	West Midlands	Winners 2022
North West	Winners 2016	North West Tigers	Winners 2023

Female National League

Competition became part of British Water Polo League in 2010/11 (www.bwpl.org)

Female Club Senior

City of Sheffield Winners 2006

City of Manchester Winners 2007

Competition not held since 2007

Female Club u19

The Dougie Scales Memorial Trophy presented by Southport SC

City of Manchester	Winners 2006	City of Liverpool	Winners 2014
City of Manchester	Winners 2007	City of Manchester	Winners 2015
City of Manchester	Winners 2008	London Otter	Winners 2016
City of Liverpool	Winners 2009	City of Manchester	Winners 2017
City of Manchester	Winners 2010	Newton Abbot	Winners 2018
City of Manchester	Winners 2011	London Otter	Winners 2019
City of Liverpool	Winners 2012	City of Manchester	Winners 2022
City of Manchester	Winners 2013	City of Manchester	Winners 2023

Female Club u17

For the Edith and Tom Lythe Memorial Trophy presented by Lancaster City AS&WPC 2004

City of Manchester	Winners 2006	London Otter	Winners 2014
City of Liverpool	Winners 2007	London Otter	Winners 2015
City of Manchester	Winners 2008	City of Manchester	Winners 2016
City of Manchester	Winners 2009	London Otter	Winners 2017
City of Liverpool	Winners 2010	London Otter	Winners 2018
City of Liverpool	Winners 2011	City of Sheffield	Winners 2019
City of Manchester	Winners 2012	City of Manchester	Winners 2022
City of Manchester	Winners 2013	Cheltenham	Winners 2023

U15 Female NAGs

City of Liverpool	Winners 2009	London Otter	Winners 2016
Tyldesley	Winners 2010	Newton Abbot	Winners 2017
City of Manchester	Winners 2011	City of Sheffield	Winners 2018
Invicta	Winners 2012	London Otter	Winners 2019
City of Manchester	Winners 2013	Cheltenham	Winners 2021
City of Manchester	Winners 2014	City of Manchester	Winners 2022
London Otter	Winners 2015	City of Liverpool	Winners 2023

Female Inter Regional u18

For the Andy Morton Plate

North West	Winners 2009	South West	Winners 2017
North West	Winners 2010	North West Thunder	Winners 2018
North West	Winners 2011	South West	Winners 2019
North West	Winners 2012	Ireland	Winners 2020
North West	Winners 2013		Winners 2021
North West	Winners 2014	North West Thunder	Winners 2022
North West	Winners 2015	North East Steelers	Winners 2023
South West	Winners 2016		

Female Inter Regional u16

For the Inter Regional Plate

Competition not held in 2007–09		Ireland	Winners 2016
North West	Winners 2010	North West Thunder	Winners 2017
North West	Winners 2011	South East Anderida	Winners 2018
North West	Winners 2012	North West	Winners 2019
North West	Winners 2013	North West Thunder	Winners 2021
North East	Winners 2014	North West Thunder	Winners 2022
North West	Winners 2015	South East	Winners 2023

Female Inter Regional u14

For the u14 Female Inter Regional Plate

East	Winners 2014	North West Thunder	Winners 2018
London	Winners 2015	South East	Winners 2022
South West	Winners 2016	North West Thunder	Winners 2023
North West Thunder	Winners 2017		

Swim England Water Polo Championships and Competitions

General Championships Conditions (all disciplines)

1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may not include any conditions which affect the event conditions of another discipline.

Championship Conditions specific to each discipline can be found on the Swim England website together with the relevant Championship information at www.swimming.org.

List of Water Polo Officials

Details available via the Swim England Regional Water Polo Representatives Officials' Co-ordinators
– contacts on the website: www.swimming.org/waterpolo/asa-water-polo-contacts/

Safety

Water Polo Officials' Prompt Card – Promoter

It is necessary for the promoter to arrive at the venue before officials, competitors or spectators.

Overall responsibility	The promoter of a competition has the overall responsibility for the observance and enforcement of the safety requirements. The promoter shall:
Responsibility for areas	Agree with the pool owner/operator the areas for which the promoter, as hirer, is responsible.
Obtain Pool Safety Operating Procedures	Obtain a copy of the Pool Safety Operating Procedures from the owner/operator and have it available for reference during the period of hire.
Implement Pool Safety Operating Procedures	Make arrangements for the implementation of relevant sections of sections of the Pool Safety Operating Procedures (as required by the pool hire agreement) during the period of hire.
Brief referee	Brief the referee(s) on the relevant sections of the Pool Safety Operating Procedures and the Promoter's Conditions prior to the competition.
First aid and safety equipment	Ensure before a competition is permitted to start that first aid and safety equipment to be provided by the pool owner/operator is in place and ready and available for immediate use and that staff who are qualified to operate it are on duty.
Staff in position	Ensure that lifeguards are in place before any participants are permitted on the poolside, and that adequate numbers are maintained throughout the period of hire.
Equipment	Ensure that goalposts are safe and that electrical equipment meets all applicable safety requirements.
Preventing start	Prevent a competition starting if any of the required facilities or the playing equipment are defective in any way.
Be present/appoint deputy	Be present throughout the period of hire of the pool for the competition or, for any period(s) in which they are not present, appoint a deputy who is competent to exercise the full powers of the promoter.
Announcements	Ensure, before the start of each warm up and competitive session, that announcements concerning safety arrangements are made in accordance with the recommendations of Swim England.

Water Polo Officials' Prompt Card – Referee

Responsibility	The referee shall:
Safe conduct of competition	Be in absolute control of a game and liaise with the promoter to ensure the safe conduct of the event
Brief teams	Liaise with the promoter to bring to the attention of the teams through the team captains (or officials) any matters relating to the safety of the playing area such as steps which project into the field of play and the depth of water in relation to safe head or feet first entry
Stopping competition	Stop a match proceeding at any stage if any of the required facilities, equipment, personnel or procedures become deficient and report it to the promoter or their representative.

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

Responsibility	The team captain/team manager/coach shall:
Safe conduct of competition	Be responsible for bringing to the attention of team members instructions from the referee concerning the depth of water in the pool and the safety of the playing area. Be responsible for the behaviour of team members before, during and after the game.
Pre-competition	Ensure that players do not enter the water until advised to do so by the promoter or poolside staff.
Warm up and training	Ensure that pre-competition warm up training is carried out in a responsible manner. Ensure that players obey the instructions of poolside staff.

Water Polo Officials' Prompt Card – Announcer

The following announcements to competitors and others must be made at the start of each session of the competition and before each pre-competition training period.

Announcer

1. Receive briefing from the promoter/and or referee.
2. Make the following announcements:
 - 2.1 "you are reminded that the depth of water at the shallow end is (announce depth) and the deep end is (announce depth)
 - 2.2 when areas of the pool have water where the depth is less than 1.5 metres you must make the following announcement:
"You are reminded that diving must not take place where the depth of the water is less than 1.5 metres and that dives must have a shallow entry"
 - 2.3 "the signal that you will hear if it becomes necessary to evacuate the building will be (announce here the nature of the alarm, as given in the Pool Safety Operating Procedures and give a sample sounding if possible)"
 - 2.4 "to evacuate the building, all those present must use the marked emergency exits. Players and officials must not return to the changing rooms to collect their clothes or belongings."

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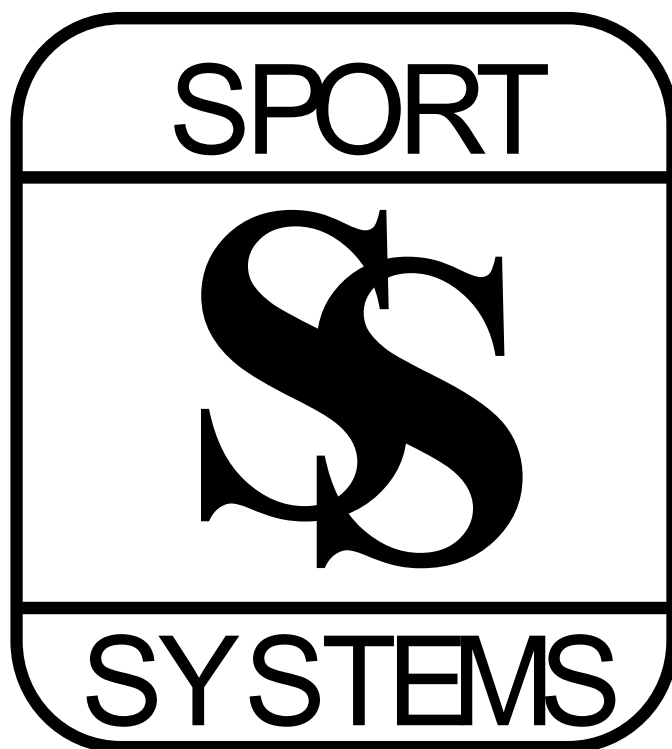
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