

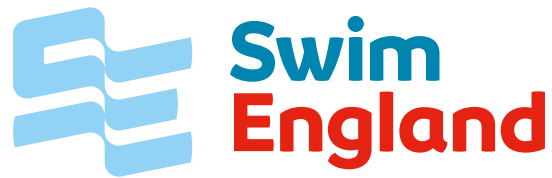
The

HAND BOOK

2024



Established 1869



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

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Pavilion 3, SportPark, 3 Oakwood Drive,
Loughborough, Leicestershire LE11 3QF
Tel: 01509 640 700 | Fax: 01509 640 193
www.swimming.org

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

Contents

Officers for 2023	4	Disciplines	117
Administration	5	Swimming including Open Water	118
Swim England Board.....	6	Memorial Swimming Trophies	119
Senior Leadership Team.....	6	Swim England Swimming Championships and Competitions.....	122
Contacts	7	Safety.....	123
Regions.....	9	Masters	130
Judiciary	10	Masters Swimming	131
Subsidiary and Associated Companies	10	Swim England Masters Swimming Championships and Competitions.....	132
Organisations Directly Affiliated to Swim England.....	11	Diving	133
Useful Addresses.....	12	Diving Trophies	134
Past and Present Officers.....	13	Safety.....	140
Code of Ethics and Child Welfare	17	Artistic Swimming	143
Code of Ethics	18	Artistic Swimming Trophies	144
Regulations and Technical Rules	20	Swim England Artistic Swimming Championships and Competitions.....	147
Company Regulations	21	Safety.....	149
General Regulations	30	Water Polo	152
Judicial Regulations for the Judicial System	49	Water Polo Trophies	153
General Regulations (continued).....	72	Swim England Water Polo Championships and Competitions.....	156
Technical Rules	95	Lists of Water Polo Officials.....	156
Certificate of Exception.....	99	Safety.....	157
Regulations for the Payment of Expenses by Swim England	100	Index	159
Trophies and Awards	102		
Trophies	103		
The Harold Fern Award	108		
The Alfred H. Turner Award	109		
Long Service Awards	110		

Swim England President



Douglas Whitlam MBE

President

Doug has been involved with swimming for nearly 45 years, taking up a coaching role in 1979 when his eldest son began swimming with their local club, Derby Phoenix, and was followed by his three other children. The youngest, now in his forties, still trains regularly and competes at Masters and club events.

In 1990, Doug took on the role of head coach through to 2011 and still coaches at least twice a week. This last year, he has had the pleasure of coaching one of his grandsons so the legacy continues.

In 2001, he was awarded an MBE for Services to Aerospace and the Derby community in the Queen's birthday honours, which included a reference to his commitment and involvement with swimming.

For many years, Doug has been the coaching representative on the Derby Phoenix committee and is currently club President.

Doug was first President of Derbyshire ASA in 2014 before being asked to be Chair of Derbyshire ASA in 2016 and became a member of the East Midlands Regional Board at the same time. Doug served as Chair of Derbyshire ASA for the two three-year terms permitted and is currently Vice Chair. As he took on the Chair's role, Derby City Council announced the closure of one of only two pools in the city which would have had a devastating effect on local swimming. The council was persuaded to keep the facility open, purely for local swimming clubs, for the following 12 months while plans were considered for a replacement. In May 2022, a new 10-lane 50m pool complex was opened, one month before the end of his six-year tenure – job done.

Doug became President of Swim England East Midlands District in 2019 through to 2021, serving for two years because of the impact of Covid, and was named Swim England President Elect at the October 2019 AGM. Once again, Covid delayed him becoming President in 2021. Three-and-a-half years on, Doug is relishing his year in office to give him the opportunity to promote Swim England in all its disciplines and, in particular, encourage and thank all the volunteers who give up so much of their time in furtherance of the sport.



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

Judiciary

Subsidiary and Associated Companies

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. [\[Redacted\]](#)



Swim England Board

R Hookway – Chairperson

N Booth – Member Nominated

A Breadon – Independent Member

B Saunders – Member Nominated

C Green – Independent Member

K Walcott-Greenwood – Independent Member

J Wheeler – Member Nominated

A Salmon – Chief Executive Officer

B Havill – Chief Financial Officer

B Simkins – Member Nominated

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: medicalservices@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	Tel: 01509 640 759
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: Ian Cotton
Tel: 07583 694233
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
Tel: 07812 745267
Email: enquiries@londonswimming.org
Web: www.swimming.org/london
London Swimming, PO Box 334, Ely, CB7 9GJ

Swim England North West

Regional Chairperson: David Burgham
Tel: 07790 282156
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
Tel: 07444 751398
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: Roger Penfold
Tel: 07765 828180
Email: office@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
Tel: 01823 666 792
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
Tel: 07766 768474
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

Judiciary

Appeals Panel

B Batley (Vice-Chair) P Crowley (Vice-Chair) A Jackson

Dispute Resolution Panel

T Booth T Lambert (Chair) M Edwards
C Mills M Abrams (Vice-Chair) M Jukes (Vice-Chair)
J Bird O Powell T Ward (Vice-Chair)
S Tinkler C Gilman-Abel P Egan
W Golding

Swim England Judicial Commissioner

To take effect from AGM 2022 and to remain in office until AGM 2025

C McAuslane

Swim England Judicial Appointments Panel

to remain in office until AGM 2023

C Galer (East) Vacant (East Midlands) Vacant (West Midlands)
Vacant (London) Vacant (North East) Vacant (North West)
Susan Harrison (South East) A Brown (South West)

Subsidiary and Associated Companies

Institute of Swimming Ltd – I Mackenzie, D Kreying, B Havill, A Kidwai and R Cox

ASA Swimming Enterprises Ltd – A Salmon and B Havill

Swim England Trading Ltd – A Salmon, B Havill and B Simkins

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: secretary@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

British Swimming

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 Aff'td
1890	H Davenport	C Plumpton	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 Aff'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 Aff'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 Aff'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 Aff'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 and Child Welfare

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 British Swimming Anti-Doping Rules.
 - British Swimming 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.

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Regulations and Technical Rules

Company Regulations

General Regulations

Judicial Regulations for the Judicial System

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 ‘British Swimming’ 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 British Swimming 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 Counties of **Bedfordshire, Cambridgeshire, Hertfordshire, Norfolk, Suffolk** and **Essex**;
 - 2.3.2** **Swim England East Midland Region** – the Counties of **Derbyshire, Leicestershire including Rutland, Northamptonshire, Nottinghamshire and Lincolnshire** excluding those parts covered by the Unitary Authorities of North East Lincolnshire and North Lincolnshire;

- 2.3.3 Swim England North East** – the Counties of **Durham, Northumberland** and **Yorkshire**; and those parts of **Lincolnshire** covered by the Unitary Authorities of North East Lincolnshire and North Lincolnshire;
- 2.3.4 Swim England North West** – the Counties of **Cheshire, Cumbria and Lancashire** including the Crown Dependency of the **Isle of Man**;
- 2.3.5 Swim England South East Region** – the Counties of **Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, Sussex**, and the Crown Dependencies of the **Channel Islands**;
- 2.3.6 Swim England South West Region** – the Counties of **Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire**;
- 2.3.7 Swim England West Midlands** – the 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 103.

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 clubs affiliated to Regions;

5.1.2 associated organisations affiliated to Regions;

5.1.3 corporate organisations;

5.1.4 associate associations;

5.1.5 affiliated bodies;

5.1.6 clubs, bodies, associations or organisations 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 associated organisations 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 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** A club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principal 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 member is any individual, or each individual member of a group (e.g. family), that has applied for, and been accepted into, membership by the club and whose membership has not lapsed or been terminated.
- 6.7** 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.

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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.

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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.
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16. All decisions of general meetings shall be binding on Regions, affiliated clubs, associate associations and affiliated bodies.
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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.
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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 seven members inclusive of the Chair, the responsible officer, an individual nominated by the Swim England Board and up to four 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** Every year the position of one independent member will be put forward for election by the Members’ Forum.
- 20.2.8** In the third/fourth year (dependent on independent member membership) the position of the Chair will be put forward for election.
- 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.

20.4 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

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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, body, Region or organisation 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 organisation or self employed, are members of a body or association 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** Organisations affiliated under Regulation 52.2 including without limitation Schools 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** The amount of the fee shall normally be set so that the total income to Swim England from the membership fees increases annually on an index linked basis.
 - 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.
 - 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 British Swimming.

49. World Aquatics Rules – Unauthorised Relations

- 49.1** No affiliated club, association, body or organisation shall have any kind of swimming relationship with a club, association, body or organisation which is suspended by World Aquatics, European Aquatics, Swim England, Scottish Swimming, Swim Wales or a federation affiliated to 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. Associated organisations

This category of affiliation may be granted by a Region to organisations 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 organisations 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 organisation. An associated organisation 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 the 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 County Associations, Local Associations and Leagues

- 52.1.1** A County Association shall be 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.
- 52.1.2** A Local Association shall be 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.

52.1.3 A league 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 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.

52.2.2 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 in 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.

52.2.3 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.

52.2.4 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 organisations 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. Corporate organisations

Where its activities make affiliation to a Region inappropriate an organisation may apply to affiliate directly to Swim England. A corporate organisation 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 Regulations but shall not receive any other benefit of Swim England membership. Corporate organisations may not have any form of individual membership which includes membership of Swim England.

The affiliation shall be reviewed annually by the Board and comprise the following categories:

53.1 non profit making organisations: A copy of the rules of the organisation must accompany the application, and any change of rules thereafter must be approved by Swim England. The affiliation

fee shall become due on 1 January, each year and shall be reviewed annually by the Board;

- 53.2** commercial organisations: This category of membership may be granted by the Board to an organisation that has expressed a desire to be part of 'the swimming family' under such terms and conditions as may be mutually agreed between the organisation and the Board.

54. Associate Association

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 benefit of Swim England membership solely by virtue of membership of the Institute of Swimming.

55. Directly Affiliated Bodies

55.1 When the scope of its activities make affiliation to a Region inappropriate a body may apply to affiliate directly to Swim England. An Affiliated Body shall, as part of its affiliation, accept and incorporate in its Rules 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 the 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. An Affiliated Body may not have any form of individual membership which includes membership of Swim England except as provided under Regulation 55.4.

55.2 A copy of the rules of the body must accompany the application and any change of rules thereafter must be notified to Swim England.

55.3 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.

55.4 Competition

55.4.1 Individual members of a body affiliated under this Regulation 55 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.

55.4.2 In addition to the provisions of Regulation 55.4.1, 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 55 may enter and compete in any discipline in any event promoted wholly or partly by a county or Region provided that:

55.4.2.1 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;

55.4.2.2 the appropriate Swim England membership fee as a competitor has been paid for each one competing.

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 British Swimming;

55.4.3.1.2 any open Open Water event promoted wholly or partly by Swim England, a county, Region or British Swimming;

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.

For the purposes of this Regulation 55.4 only, a body affiliated directly to Swim England shall have the responsibilities and privileges of an affiliated club.

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, association, body or organisation;

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.

58.4 The eight members of the Judicial Appointments Panel shall:

58.4.1 be nominated by an affiliated club, body, organisation, County Association or Region;

58.4.2 each be from a different Region;

58.4.3 take office from when their election is made at an Annual General Meeting and shall remain in office until their successors are elected at the immediately following Annual General meeting; and

58.4.4 operate under terms of reference issued by Swim England from time to time.

58.5 The Judicial Commissioner shall:

58.5.1 be a member of Swim England;

58.5.2 be nominated by an affiliated club, organisation, body, County Association or Region;

58.5.3 hold office for a term of three years or such term as made at the Annual General Meeting;

58.5.4 not hold any other elective office in, nor take any active part in, the government of swimming by:

58.5.4.1 Swim England, including but not being limited to, membership of any committee established under the Articles;

58.5.4.2 British Swimming, including but not being limited to, membership of any British Swimming committee comparable to those established under the Articles;

58.5.4.3 any other National Association;

58.5.4.4 any Region;

58.5.4.5 any County Association;

58.5.5 not hold any other office or position, remunerated or otherwise, within Swim England executive or judicial structures;

58.5.6 not be an employee of Swim England other than on a contract basis;

- 58.5.7** be directly accountable to the Chair of the Board and, through the Chair, to the Members' Forum;
- 58.5.8** take office from when their election is made at the Annual General Meeting and shall remain in office until their successor is elected and takes office except that if a vacancy arises during a term of office it may be filled by the Judicial Appointments Panel. The replacement shall hold office until the next following Annual General Meeting and may then be nominated for the remainder of the term of office or for a full term of office as appropriate;
- 58.5.9** be subject to removal from office at any time provided that three-quarters of the members of the Board are in favour.

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 British Swimming 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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71. Disciplinary Officer

71.1 Swim England may, at its discretion, appoint a disciplinary officer or officers from time to time.

71.2 Disciplinary officers shall, upon request by Swim England, represent Swim England at any hearing pursuant to a judicial complaint to which Swim England is a party, and any safeguarding concern.

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. Criteria for the Dispute Resolution Panel

73.1. The composition and method of appointment of the Dispute Resolution Panel shall be as follows:

- 73.1.1** nominations of persons who are current members of Swim England may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual member supported by a seconder to the Judicial Administrator for membership of the Dispute Resolution Panel;
- 73.1.2** an individual who is a member of Swim England, provided that they are supported by at least two other members of Swim England, may apply to the Judicial Administrator for membership of the Dispute Resolution Panel;
- 73.1.3** from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years or such term as made by the Judicial Appointments Panel. The members shall take office from their date of appointment. All appointments made under this section shall be reported to the following General Meeting;
- 73.1.4** one third of the panel members shall retire each year but shall be eligible for re-appointment;
- 73.1.5** no member of the Board nor member of any of the committees established under the Articles nor member of a Regional Management Board nor member of the Appeals Panel nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, Scottish Swimming, Swim Wales, Swim England or any of its Regions including without limitation full-time or part-time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Dispute Resolution Panel;
- 73.1.6** the Chair of the Dispute Resolution Panel or the Chair of a Judicial Committee shall have the power exercisable in their absolute discretion to co-opt from time to time additional persons with specialist skills or experience to a Judicial Committee to deal with a specific complaint or protest appeal which requires such specialist skills or experience;
- 73.1.7** the Chair of the Dispute Resolution Panel shall have the power exercisable in their absolute discretion to co-opt from time to time additional persons with specialist skills or experience as a sole arbitrator, to an Judicial Committee or as a mediator to deal with a specific complaint or protest appeal which requires such specialist skills or experience;
- 73.1.8** The Judicial Appointments Panel may, at its discretion, determine that a member of the Dispute Resolution Panel is sufficiently qualified to be added to a list of members who may chair hearings on safeguarding matters (the "Safeguarding List").

73.2 The functions of the Dispute Resolution Panel shall include, but not be limited to:

- 73.2.1** to provide the members of Judicial Committees to consider and decide complaints or protest appeals which involve alleged serious misconduct liable to bring the sport into disrepute, pursuant to the judicial procedure (See Regulation 104);
- 73.2.2** to provide mediators and/or arbitrators and/or experts for cases which do not come under the category of serious misconduct, pursuant to the judicial procedure (See Regulation 104);
- 73.2.3** to provide members of Appeal Committees to assist the Chair of the Appeals Panel.

74. Criteria for the Appeals Panel

74.1 The composition and method of appointment of the Appeals Panel shall be as follows:

- 74.1.1** nominations of persons who are current club members of Swim England may be submitted by an affiliated club, organisation, association, other body, County Association, Region or individual club member supported by a seconder to the Judicial Administrator for membership of the Appeals Panel;
- 74.1.2** an individual who is a club member of Swim England, provided that they are supported by at least two other members of Swim England may apply to the Judicial Administrator for membership of the Appeals Panel;
- 74.1.3** from these nominations and/or applications the Judicial Appointments Panel shall appoint and maintain from time to time, a panel of as many members as it deems appropriate each of whom shall hold office for three years or such term as made by the Judicial Appointments Panel. The panel members shall take office from their date of appointment. All appointments made under this section shall be reported to the following General Meeting;
- 74.1.4** one third of the panel members shall retire each year but shall be eligible for re-appointment;
- 74.1.5** no member of the Board nor member of any of the committees established under the Articles nor member of a Regional Management Board nor person who receives any remuneration (other than legitimate expenses) for any service to British Swimming, Scottish Swimming, Swim Wales, Swim England or any of its Regions including without limitation full time or part time staff, development officers, coaches, consultants and team managers shall be appointed or continue to serve as a member of the Appeals Panel;
- 74.1.6** the Chair of the Appeals Panel or the Chair of an Appeal Committee shall have the power exercisable in their absolute discretion to co-opt from time to time additional persons with specialist skills or experience to an Appeal Committee to deal with a specific appeal which requires such specialist skills or experience;
- 74.1.7** The Judicial Appointments Panel may, at its discretion, determine that a member of the Appeals Panel is sufficiently qualified to be added to a list of members who may chair hearings on safeguarding matters (the "Safeguarding List").

74.2 The functions of the Appeals Panel shall include, but not be limited to:

- 74.2.1** to provide the members of Appeal Committees to consider and decide appeals from any decision of a Judicial Committee;

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. Criteria for the appointment of officers of the Dispute Resolution Panel and the Appeals Panel

- 76.1** The members of the Dispute Resolution Panel shall elect the officers from among themselves, namely a Chair and seven Vice-Chair's, each from a different Region, each for a term of office of three years.

An officer who is not re-appointed as a member of the Panel by the Judicial Appointments Panel shall immediately vacate their position.

- 76.2** The members of the Appeals Panel shall elect the officers from among themselves namely, a Chair and two Vice-Chair's for a term of office of three years. An officer who is not re-appointed as a member of the panel by the Judicial Appointments Panel shall immediately vacate their position.

- 76.3** A retiring officer shall be eligible for re-election and a Vice-Chair may stand for election as Chair.

- 76.4** If an officer vacates their position for any reason before the end of their term of office, a successor shall be elected by the Panel members from among themselves to serve for the remaining period of office of their predecessor.

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 108.1.

78. Judicial Commissioner

- 78.1** The Judicial Commissioner, (the 'Commissioner'), shall normally be elected at an Annual General Meeting.

- 78.2** The requirements for and limitations on the holder of the office of Commissioner are set out in Regulation 58.5.

- 78.3** The powers and duties of the Commissioner shall include but not be limited to:

78.3.1 to review every complaint or protest appeal received under the Judicial Regulations and decide the procedure to be followed in each case. The permitted procedures shall include:

78.3.1.1 for the Commissioner to decide the issue and take action which may include the imposition of summary sanctions and costs where appropriate up to the limits to be agreed by the Board from time to time; (See Regulation 104.9);

78.3.1.2 if the Commissioner judges their powers of sanction to be insufficient for the

gravity of the case, for the Commissioner to refer the matter to be dealt with by a Judicial Committee.

There shall be a right of appeal against any decision taken under this section. (See Regulation 104.6).

- 78.3.2** to require any or all of the procedures to decide a complaint or protest appeal to be expedited irrespective of the time provisions in the Judicial Regulations, if they are satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a speedy outcome;
- 78.3.3** to require that Swim England members and request that other individuals participate and give evidence and/or that further written documents or other evidence be supplied by any or all of them. If any member of Swim England refuses or neglects to comply with such a requirement, the Commissioner may impose such sanctions as they deem appropriate;
- 78.3.4** to enforce Regulation 100.3. If any member of Swim England refuses or neglects to comply with the requirements of Regulation 100.3 the Commissioner may impose such sanctions as they deem appropriate;
- 78.3.5** to recommend the appointment of a solicitor or counsel to chair hearings of a Disciplinary Committee if they feel that the circumstances of the case may require it;
- 78.3.6** to monitor the progress of any complaint that the Commissioner, or their substitute, has reviewed and referred under Regulation 104.5.4.vi to a club in its capacity as an employer and direct that action be taken against the club under Regulation 104 if it fails to deal satisfactorily with its responsibilities in this area;
- 78.3.7** to appoint a substitute to act in the Commissioner's place, if they are unable or unwilling to review and/or monitor the progress of any complaint; and
- 78.3.8** to consolidate and limit sequential complaints which relate to matters that the Commissioner deems to be materially related.

78.4 The Commissioner may take advice from any person when reviewing any complaint or protest appeal.

78.5 An appeal against a decision of the Commissioner may be made in certain cases under Regulation 104.6.

79. Judicial Management Group

79.1 Membership

The management of the judicial system shall be the responsibility of a Judicial Management Group consisting of:

- 79.1.1** the appointed members who shall be entitled to vote and to hold office consisting of:
 - 79.1.1.1** the Chair and the Vice-Chairs of the Appeals Panel; and
 - 79.1.1.2** the Chair and the Vice-Chairs of the Dispute Resolution Panel.
- 79.1.2** the invited members who shall not be entitled to vote and to hold office consisting of:
 - 79.1.2.1** the Judicial Commissioner; and
 - 79.1.2.2** a representative of the Office of Judicial Administration.

79.2 Meetings

The Chair of the Judicial Management Group shall, in each year, convene at least one meeting of the Judicial Management Group for the purpose of managing the Judicial system. Administrative support for the Judicial system shall be provided by the Office of Judicial Administration in consultation with the Chair of the Judicial Management Group.

79.3 Quorum

50 per cent of those entitled to attend and vote shall form a quorum at any meeting.

79.4 Judicial Management Group Chair

79.4.1 At the first meeting following the Annual General Meeting or as and when required the Judicial Management Group shall elect a Chair from among those members holding office as the Chair and Vice-Chair of the Appeals Panel and the Dispute Resolution Panel.

79.4.2 The Chair shall serve for a period not exceeding three years.

79.4.3 On retirement the Chair shall be eligible for re-election.

79.4.4 If the Chair ceases to be a member of the Judicial Management Group, by retirement, resignation or for any other reason before the end of their term of office they shall immediately cease to be the Chair. The members shall immediately move to fill the vacancy of Chair and the person so elected shall serve for the remainder of the term of office of their predecessor until the next normal period of election of the Chair.

79.5 Vote of no confidence in the Chair

79.5.1 Any member of the Judicial Management Group may request a vote of no confidence in the Chair.

79.5.2 A vote of no confidence shall be held if not less than five members entitled to attend and vote at the meeting submit such a request in writing to the Judicial Administrator.

79.5.3 On receipt of such a request the Judicial Administrator shall be obliged to call a meeting of the Judicial Management Group whereupon the supporting arguments for both sides shall be presented and the vote of no confidence itself shall be taken. The vote of no confidence shall be passed by a simple majority of the members present and entitled to vote being in favour of the proposal.

79.5.4 If a vote of no confidence in the Chair is passed the Chair will immediately leave office and the position of Chair shall be considered to be vacant. The Judicial Administrator shall then move to organise an election to fill the vacancy.

79.6 Expenses

79.6.1 All expenses properly incurred in transacting the business of the Judicial system including, but not being limited to, the hearing of complaints, mediation, arbitration and the hearing of appeals, unless otherwise recoverable under these Regulations, shall be paid by Swim England.

79.6.2 Claims in respect of the expenses incurred by Dispute Resolution Panel members and by Appeals Panel members shall be fully documented and sent to the Office of Judicial Administration.

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.

Judicial Regulations for the Judicial System

100. Scope of the Swim England Judicial System

100.1 General

- 100.1.1** The primary objective of Swim England’s Judicial System is to secure, as expeditiously as possible, a just outcome following the submission of a Complaint or Protest Appeal, in accordance with the procedures set out in these Judicial Regulations.
- 100.1.2** Any deviation from any provision of these Judicial Regulations shall not invalidate any finding, procedure or decision unless that deviation raises a material doubt as to the reliability of the finding, procedure or decision.
- 100.1.3** Where a Complaint is filed that may concern child welfare matters, the child welfare matter will take precedence over the Complaint. The Commissioner may, in their sole discretion, place any Complaint or any part of a complaint on hold and suspend all time limits under these Judicial Regulations pending the completion of a related child welfare concern.
- 100.1.4** A member of Scottish Swimming or Swim Wales shall be governed by Swim England Judicial Regulations whilst engaged in activities under the jurisdiction of Swim England in England.
- 100.1.5** A complaint against a member of Swim England whilst under the jurisdiction of British Swimming, whether in England, Scotland, Wales or abroad shall be dealt with by and under the disciplinary code of British Swimming.
- 100.1.6** Any case involving a prohibited substance or other offence under the British Swimming Anti-Doping Rules shall be dealt with by British Swimming according to those Anti-Doping Rules.
- 100.1.7** Any hearing may be conducted remotely via videoconference if the chair of the relevant process deems it to be appropriate to do so under the circumstances.
- 100.1.8** The Swim England affiliated Regions and County Associations shall assist affiliated Clubs where a Club Complaint has been made. Such assistance shall include, but not be limited to, proposing a suitably independent individual to chair a Club Panel upon a request from the Club or either party to the Club Complaint.
- 100.1.9** Any Complaint to be determined by Swim England may instead be referred at Swim England’s discretion, to Sport Resolutions or any other company specialising in dispute resolution to be resolved in accordance with Swim England Regulations. There shall be no right of appeal against such a referral.

100.2 A Complaint

- 100.2.1** A complaint is a formal expression of dissatisfaction with the actions or behaviour of any person, including an individual or a club, or other body, or organisation or with alleged unfair practice in connection with the sport, provided always that the complainant must at the outset identify an appropriate practical outcome (in accordance with these Judicial Regulations) that is desired for the purposes of remedying the same (a “**Complaint**”).
- 100.2.2** Grounds for a Complaint under these Judicial Regulations shall include but shall not be limited to the following:
- i. a breach of the rules of a club, body or organisation etc.;
 - ii. dissatisfaction with a Club Complaint Outcome (provided in accordance with Regulation 103.7 below).

- iii. misconduct;
- iv. serious misconduct, being the action, behaviour or practice of misconduct liable to bring the sport into disrepute;
- v. maladministration;
- vi. a breach of Swim England Regulations; and/or
- vii. a breach of the Swim England/Institute of Swimming Code of Ethics.

100.2.3 Decisions of a club, body, organisation, association, County Association or Region on selection of teams may not be the subject of a Complaint. If, however, it is alleged that a selection decision was based on misconduct (for example discrimination), such Complaint shall be dealt with under these Regulations pursuant to the procedure set out at Regulation 104 below.

100.2.4 A Complaint may be made by:

- i. any Swim England member who is aged 18 years or over on the date of the Complaint;
- ii. the parent of or other person with parental responsibility for a Swim England member, if that Swim England member is aged under 18 years on the date of the Complaint, on their behalf;
- iii. a person with responsibility for a Swim England member, if that Swim England member is a vulnerable adult, on their behalf;
- iv. any affiliated club, body, organisation, association, County Association or Region through its secretary or other officer acting on its behalf;
- v. the Board or any committee of Swim England, Region or affiliated organisation through its secretary or other officer acting on its behalf;
- vi. an Official officiating at an event;
- vii. any Swim England member of an associated organisation, a Corporate Organisation, an Associate Association, or an Affiliated Body who is aged 18 years or over on the date of the Complaint. Any such Complaint may only be made relative to swimming related activities in which the complainant was engaged;
- viii. the parent of or other person with parental responsibility for a Swim England member of an associated organisation, a corporate organisation, an Associate Association or an Affiliated Body, who is aged under 18 years on the date of the Complaint, on their behalf. Any such Complaint may only be made relative to swimming related activities in which the member was engaged.

100.3 Confidentiality

100.3.1 The parties to any proceedings under these Judicial Regulations shall preserve and respect the confidentiality of those proceedings, including the issues in dispute and the evidence and arguments presented by the parties, at all times. Documents shall also be kept confidential and not used for any purpose besides uses directly connected with those proceedings and shall in all cases be deleted irretrievably (and no copies shall be made or kept) immediately following the conclusion of the proceedings (save where express written consent has been granted by Swim England for any copies to be retained).

100.3.2 Any document submitted to the Office of Judicial Administration by a party to a complaint may, at the direction of the Commissioner, Judicial Committee Chair, or Appeal

Committee chair, be disclosed to the other party unless they deem that there is a compelling reason not to do so.

100.3.3 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, save to the extent that the disclosure may be required of a party to protect or pursue a right or to enforce a decision, except with the prior written agreement of the parties to the proceedings.

100.4 Duties of the parties

100.4.1 The parties to any proceedings under these Judicial Regulations shall do all things necessary for the proper and expeditious conduct of the proceedings and shall comply without delay with any directions of the Commissioner or the relevant panel or committee as to procedural and evidential matters.

100.4.2 Any improper contact, approach or attempt to influence or intimidate a mediator, panel member, committee member, complainant, respondent, a witness or a representative or any other party to the proceedings, either in person or through a nominee, must be immediately reported to the Commissioner and who may take such action as they deem appropriate, including but not limited to revoking a member's Swim England membership. Such improper conduct may itself form the subject of a Complaint.

100.5 Agreement to Arbitrate

100.5.1 The fact of membership of, or affiliation to a Region affiliated to, Swim England shall constitute an agreement under the Arbitration Act 1996 and any statutory modification thereto, to refer to arbitration all complaints where such is directed.

100.6 Swim England Friends

100.6.1 A Swim England Friend is an individual who is readily available to provide independent assistance to help Swim England members, or their parent or other representative in the case of junior members, faced with problems. The Swim England Friends are volunteers who to work across the Swim England Regions. They offer support in the Swim England Regulations, Constitution and the Judicial Procedure. For the avoidance of doubt, any assistance provided by Swim England Friends does not constitute legal advice and Swim England Friends 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.

100.6.2 Where appropriate, the OJA will put parties in touch with a Swim England Friend who will provide confidential, independent assistance in respect of a Complaint. All correspondence and discussions that take place with a Swim England Friend will remain strictly confidential and will not be disclosed to any other party, including the OJA, without the individual's prior knowledge and approval.

100.7 Considerations Regarding Children and vulnerable adults

100.7.1 Any person under the age of 18 (a 'child') or a vulnerable adult who is a party to a complaint or who has been called as a witness shall be accompanied by a parent, a person with parental responsibility or a suitable adult. The chair of the relevant committee shall have the sole discretion as to whether a child or vulnerable adult is permitted to present or defend a case or be questioned as a witness and may order that the child or vulnerable adult be assisted or represented by an adult.

100.7.2 The chair of the relevant committee shall give due consideration to any child or vulnerable adult attending a hearing as a party to a dispute or to give evidence and in particular:

- i. no child aged 14 or under shall be expected to attend a hearing to give evidence in person (including via remote means such as by videolink). Their evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. In circumstances where a child does attend a hearing, questions and responses may be relayed by a committee member. If the child appears distressed the committee shall rely only on the written evidence;
- ii. a child over the age of fourteen shall only attend a hearing as a party to the complaint or to give evidence in person if they have and their parent or guardian has consented to them doing so in writing, and the chair of the relevant committee has consulted with the parent or guardian and child and is satisfied that they both understand the nature of the hearing, what will happen and that the child is competent and willing to attend;
- iii. if there is a disagreement between parent or guardian and/or child and vulnerable adult and the chair of the relevant committee on any of the considerations above, that chair shall consider requesting advice from the Independent Child Safeguarding Officer via the Swim England Legal Department.

100.7.3 During the hearing, a child or vulnerable adult who is expected to give evidence in person and their accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for a child or vulnerable adult to give their evidence and shall be provided with a separate waiting area with no contact with any of the other parties.

100.7.4 After the hearing the chair of the relevant committee / panel shall inform the parent or guardian of the committee's findings and decisions and shall discuss whether they or the parent or guardian shall inform the child or vulnerable adult.

100.8 Fees and Costs

100.8.1 The Fees to be enclosed with a Complaint or an Appeal shall be:

- i. Judicial Complaint: **£100.00;**
- ii. Appeal to the Appeals Committee: **£200.00.**

100.8.2 There shall be no fee payable for:

- i. An appeal against a Commissioner's Determination (see Regulation 104.6 below); or
- ii. 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, including water polo disciplinary regulations.

100.8.3 The Commissioner, a Chair of the Judicial Committee, a Chair of an Appeal Committee, an arbitrator or a Mediator may order the return of a Fee if, in all the circumstances, it seems to any of them to be reasonable to do so. Alternatively, the return of a Fee may be taken into account in an award of costs against an unsuccessful party, taking into account the conduct of the parties.

100.8.4 In addition to any financial penalty which the Commissioner, a Judicial Committee or an Appeal Committee (as appropriate) may impose under Swim England Regulations, the Commissioner, the Chair of the Judicial Committee or the Chair of the Appeal Committee may, at their discretion, make an order for the costs of the hearing to be paid, in such proportion as they may decide, by any of the parties to the hearing. These costs may include expenses reasonably incurred in the preparation for the hearing and in attending

any hearing and otherwise in presenting or defending the case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise.

100.9 A flowchart illustrating these Judicial Regulations may be found at the back of these Regulations. The flowchart is for descriptive purposes only and does not form a part of these Judicial Regulations.

101. A Protest and Protest Appeal

- 101.1.** 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").
- 101.2.** 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.
- 101.3.** A Protest must be made orally to a referee 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) then the Protest should be made to the promoter who shall refer the Protest to a referee when the promoter appoints the referee(s).
- 101.4.** Where material facts are brought to the attention of a competitor, club, body or Official taking part in the competition which, if they had been 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 who may, in their discretion, deal with it as if it had been made in accordance with Regulation 101.3 above, provided 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.
- 101.5.** A referee(s) has authority to receive and decide a Protest in their sole discretion. The referee 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 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.
- 101.6.** 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 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.
- 101.7.** 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.
- 101.8.** If, following a decision regarding a Protest, the person(s) making the Protest feels 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 (a "Protest Appeal"), they may do so as a Judicial Complaint made to the Commissioner in accordance with Regulation 104.

102. Definitions

102.1. 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, Wavepower and the Technical Rules of Swim England. Regulation numbering shall refer to the Company Regulations, General Regulations or Judicial Regulations as appropriate.

102.2. The definitions in the Company Regulations (set out at Regulation 1.2 above) shall apply to these Judicial Regulations, together with the following definitions:

- **Appeals Panel:** the Appeals Panel – which is subject to change from time-to-time. Please refer to the Administration section of the Swim England Handbook for an up-to-date list of Appeals Panel members;
- **Appeal Committee:** the three members from the Appeals Panel and Dispute Resolution Panel appointed by the Chair of the Appeals Panel to hear an appeal against a Complaints Decision;
- **Club Complaint:** a complaint involving an alleged breach of the club's rules or any other dispute not relating to an alleged breach of Swim England regulations, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club;
- **Club Complaint Committee:** the three members that have been appointed by the chair of the club (or their nominee) to hear the Club Complaint under Regulation 103.5;
- **Club Complaint Procedure:** the procedure to be followed by all clubs in respect of Club Complaints to arise as set out at Regulation 103 below;
- **Commissioner:** an independent solicitor who reviews a Judicial Complaint upon its receipt under these Regulations to determine whether it may proceed (pursuant to Regulation 104.5 below) and makes directions regarding the procedure to be followed for the Judicial Complaint;
- **Complainant:** a party who submits a Club Complaint or Judicial Complaint to the relevant body;
- **Dispute Resolution Panel:** the Dispute Resolution Panel – which is subject to change from time-to-time. Please refer to the Administration section of the Swim England Handbook for an up-to-date list of Dispute Panel members;
- **Judicial Committee:** the three members of the Dispute Resolution Panel that have been appointed by the Commissioner to hear a Judicial Complaint under Regulation 104.10;
- **Judicial Complaint:** a Complaint brought under Regulation 104 relating to a Club Complaint Outcome submitted to the OJA following the exhaustion of the Club Complaint Procedure and/or a breach of the Swim England Regulations.
- **Official:** an individual appointed by the relevant body to officiate at an event;
- **OJA:** Office of Judicial Administration;
- **Protest:** 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;
- **Protest Appeal:** an appeal made against the decision of a referee on a Protest;

- **Respondent:** a party responding to a Club Complaint, a Judicial Complaint or an Appeal (as appropriate).

102.3 Words using the masculine gender shall include the feminine and vice versa.

102.4 Words of the singular shall include the plural and vice versa.

102.5 'Days' mean calendar days unless otherwise specified to mean working days.

103. STAGE 1 – Club Complaints

103.1 General

103.1.1 Any Complaint between any two or more members of a club, organisation, association or body that is a member of Swim England (together defined as the "**Club**"), involving an alleged breach of the Club's rules (i.e. a Club Complaint) or any other dispute not related to an alleged breach of Swim England Regulations, shall be referred to a Club Complaint Committee for resolution under Regulation 103.

103.1.2 Any Complaint which involves an allegation that there has been a breach of Swim England Regulations by a member of a Club should be dealt with as a Judicial Complaint made to the Commissioner under Regulation 104 (see Stage 2 Actions below).

103.1.3 If the Complaint involves an allegation against a paid employee of the Club, the issue must be dealt with by the Club under the terms of their contract of employment, although if it is alleged that the paid employee of the Club has acted in breach of the Swim England Regulations the Complaint shall be dealt with as a Judicial Complaint made to the Commissioner under Regulation 104, with any possible procedure under their contract of employment occurring separately.

103.1.4 A failure by the Club or any of the parties to comply with these Stage 1 Actions (i.e. this Regulation 103) shall be grounds for a Judicial Complaint to be made to the Commissioner in accordance with Regulation 104 below.

103.2 Commencing a Club Complaint

103.2.1 In the first instance, parties to a Club Complaint shall use all reasonable means to settle the issues between them informally and amicably (for example, by arranging a discussion between the parties).

103.2.2 If such a resolution cannot be achieved within a reasonable timeframe, and in any event cannot be achieved **within 14 days** of the date of the issue giving rise to the Club Complaint, a Complainant may refer the Complaint to the chairperson of the Club (or, if they are a party to the dispute, to another officer of the Club who is not a party to the dispute (i.e. their nominee)) by the Complainant requesting a copy of a Club Complaint Log Form and the Complainant returning a completed copy of the Club Complaint Log Form to the chairperson of the Club (or their nominee) within **7 days** of being provided a copy of the same.

103.2.3 Within **3 days** of receiving the Club Complaint Form completed by the Complainant, the Club chairperson shall forward a copy to the Respondent for completion of the relevant sections by the Respondent.

103.3 Responding to a Club Complaint

103.3.1 Within **7 days** of receipt of the Club Complaint Log Form, the Respondent to the Club Complaint shall submit their response, via the Club Complaint Log Form to the Chairperson of the Club (or their nominee) and the Complainant.

103.4 Mediation

- 103.4.1** The Club Complaint Log Form will invite the parties to confirm if they are willing to attend a mediation to discuss the Club Complaint. If both parties agree to mediation via the Club Complaint Log Form, within **7 days** of receipt of the fully completed Club Complaint Log Form from the Respondent the chairperson of the Club (or their nominee) shall appoint an independent person to act as a mediator between the parties to the Club Complaint.
- 103.4.2** The mediator will arrange a meeting between the parties to the Club Complaint within **14 days** of their appointment. The parties should endeavour for such meeting to occur in person but meetings may be conducted via video call if necessary.
- 103.4.3** If the mediator is able to bring a satisfactory settlement at the mediation meeting, the mediator shall record the outcome of the mediation in writing and provide a copy of such mediation outcome to each of the: (i) Complainant; (ii) Respondent; and (iii) chair of the Club.
- 103.4.4** If the mediator is unable to bring about a satisfactory settlement at the mediation meeting, the mediator shall notify the chairperson of the Club (or their nominee) in writing. The chairperson of the Club shall within **7 days** of receipt of the mediator's written notification appoint a panel of three members, who are not involved in the Club Complaint, (the '**Club Panel**') to determine the Club Complaint.

103.5 Club Complaint Hearing Procedure

- 103.5.1** If Mediation is not agreed to by the parties, within **7 days** of receipt of the Club Complaint Log Form, the chairperson of the Club shall appoint a panel of three members of the Club (the '**Club Panel**') to determine the Club Complaint. The Club Panel shall consist of three independent persons who have not been involved in the Club Complaint, either from the members of the Club or, if this is not possible or desirable, from the members of any other Club affiliated to Swim England. The Chair of the Panel shall usually be a Swim England member who has been proposed to chair the Club Panel by the Region to which the Club is affiliated.
- 103.5.2** The parties shall be given the opportunity to object to any of the members of the Club Panel within **3 days** of being notified of the members of the Club Panel. The chairperson of the Club (or their nominee) shall consider any such objections, decide whether they are justified and act accordingly. The burden of proof to demonstrate the basis for an objection shall rest with the party making such objection.
- 103.5.3** An objection to the appointment of any members of the Club Panel may only be raised if:
- i. a member has prior involvement in the Club Complaint;
 - ii. a member will be or realistically may be adversely affected by the Club Complaint; or
 - iii. a member will be or realistically may be conflicted in determining the Club Complaint.
- 103.5.4** If the Region to which the Club is affiliated has not proposed a chair for the Club Panel, the Club Panel shall appoint one of their number to act as the chair of the hearing.
- 103.5.5** The chair of the Club Panel shall set the date of the hearing, which shall in any event be within **28 days** of the appointment of the Club Panel and shall notify the parties of the date of the hearing at least **14 days** in advance. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time. The reason shall be carefully considered by the Club Panel and

decided by majority as to whether the hearing continues on the date originally set, with such decision being final and binding (subject to the right to submit a Judicial Complaint).

- 103.5.6** The hearing procedure shall be flexible according to the needs and circumstances of the parties involved and for the purposes of ensuring fairness, and it shall be the responsibility of the chair of the Club Panel to ensure the orderly and effective conduct of the hearing so far as possible under the circumstances.
- 103.5.7** The number of witnesses that each party is able to call shall be limited to 3 unless the Club Panel agrees that there are compelling reasons to exceed this limit in the interests of fairness. Parties shall normally only be permitted to call witnesses that can provide factual evidence directly related to the Club Complaint, and parties must in all cases obtain the consent of the Club Panel prior to the hearing in respect of each witness that such party intends to call, having set out clearly why such witness is relevant to the Club Complaint. Witnesses shall normally be provided with an area outside the hearing room to wait while they are not taking an active part in the proceedings and shall not take any part in the hearing other than giving evidence and responding to questions which may be asked of them by the Club Panel only.
- 103.5.8** The parties shall have the right to make a Judicial Complaint to the Commissioner under Regulation 104 if there has been a material failure by the Club and/or the Club Panel to comply with the Judicial Regulations or if they consider any sanction imposed to be disproportionate.
- 103.5.9** If any of the parties concerned do not attend the hearing, the matter may be dealt with by the Club Panel in the absence of that party, taking into account any written representations that may have been received from that party.
- 103.5.10** A Club Panel shall decide on any issue by a majority and on the balance of probabilities. If it fails to reach a majority decision on any issue, the decision of the chair of the Club Panel shall be final (subject to the right to submit a Judicial Complaint).

103.6 Club Panel Rights and Responsibilities

- 103.6.1** Where the Club Panel finds that there has been a breach of the Club's rules it may:
- i. apply sanctions to a member relating to activities wholly within its own power up to and including suspension from any or all of them (for example, including but not limited to training with the Club, competing for the Club in Club competitions and volunteering for the Club); and/or
 - ii. submit a Judicial Complaint to the Commissioner in accordance with Regulation 104 below.
- 103.6.2** As set out at Regulation 103.1.2 above, if the alleged offence is a breach of Swim England Regulations the Club shall not deal with it but may make a Judicial Complaint to the Commissioner under Regulation 104.
- 103.6.3** Each Club shall include in its rules these Stage 1 Actions (i.e. Regulation 103) so the procedures that are to be carried out to handle Club Complaints are clear to all parties to a Club Complaint.

103.7 Club Complaint Outcome

- 103.7.1** The Club Panel shall come to a decision as soon as reasonably practicable, and usually within **14 days** after date of the hearing. The Club Panel shall provide its decision on the outcome of the Club Complaint in writing to all parties to the Club Complaint, stating the reasons for the decision (the '**Club Complaint Outcome**').

- 103.7.2** Subject to being able to bring a Judicial Complaint in respect of the Club Complaint Outcome (as set out at Regulation 104 below), the Club Complaint Outcome is final and binding on the parties.
- 103.7.3** A copy of the Club Complaint Outcome shall also be provided to the chairperson of the Club, provided that the same must be kept strictly confidential at all times.
- 103.7.4** If a person or Club considers there has been a material failure by the Club and/or the Club Panel to comply with these Judicial Regulations or if they consider any sanction imposed to be disproportionate in respect of the Club Complaint Outcome, Judicial Complaint may be made to the Commissioner under Regulation 104 below.

104. STAGE 2 - Judicial Complaint Resolution Procedure

104.1 General

- 104.1.1** A Judicial Complaint or Protest Appeal shall be referred to and resolved under this Regulation 104.
- 104.1.2** The Judicial Complaint Procedure relating to a Club Complaint Outcome shall not be commenced under these Regulations unless and until the party, or parties, wishing to commence a Judicial Complaint to the Commissioner have exhausted the Stage 1 Actions (as set out at Regulation 103 above) where applicable.
- 104.1.3** No Judicial Complaint may be made against an employee of Swim England relating to any action taken in the course of their employment. Any complaint about such an action should be addressed to Swim England's Legal Department (legal@swimming.org) and shall be dealt with by Swim England in accordance with its internal policies and complaints procedure.

104.2 A Judicial Complaint

- 104.2.1** A Judicial Complaint shall include:
 - i. a Complaint that the Commissioner determines raises an allegation which: (a) is to be properly categorised as misconduct and/or serious misconduct; and (b) falls outside the Commissioner's powers of sanction; and/or
 - ii. a Complaint arising from a water polo match that raises an allegation which: (a) is to be properly categorised as misconduct and/or serious misconduct; and (b) the referee and/or delegate believes to warrant a sanction more severe than that which could be imposed as an automatic sanction;
 - iii. a Complaint that the Commissioner determines raises an allegation which: (a) is to be properly categorised as a breach of the Swim England Regulations; and (b) falls outside the Commissioner's powers of sanction; and/or
 - iv. a Complaint arising from a Club Complaint Outcome; and/or
 - v. a Protest Appeal.

104.3 Time limit for a Judicial Complaint

- 104.3.1** The time limit for the submission of a Judicial Complaint is **30 days** from the date of: (i) the alleged breach of the Swim England Regulations; (ii) receipt of the Club Complaint Outcome; or (iii) the Official's decision on a Protest (as applicable).
- 104.3.2** The Commissioner shall not accept a Judicial Complaint if the Judicial Complaint is, on its face, late. The Commissioner shall notify the person who filed the Judicial Complaint of its lateness and may seek an explanation for the delay in its submission. If the Commissioner is satisfied, in their sole discretion, that it would be in the interests of the

sport to do so, they may allow the Judicial Complaint to proceed despite the delay in its submission. A Complainant can appeal the Commissioner's decision not to allow a Judicial Complaint to proceed in accordance with Regulation 104.6 below.

104.4 Commencing a Judicial Complaint

104.4.1 A Judicial Complaint is commenced under these Regulations when the Complainant contacts the OJA via email to notify the OJA of and to particularise their Judicial Complaint, specifying what the Judicial Complaint relates to in accordance with Regulation 104.2.1 above, and the OJA has acknowledged receipt of the Complainant's email.

104.4.2 The OJA may either:

- i. put the Complainant in touch with a Swim England Friend to provide independent advice in respect of the appropriate course of action; and/or
- ii. provide the Complainant with a copy of the Judicial Complaint Form to be completed by the Complainant.

104.4.3 The Judicial Complaint Form shall set out:

- i. The names and addresses (including email addresses) of the parties to the Judicial Complaint (if known);
- ii. The details of the Club(s) of the parties involved;
- iii. Swim England Membership Numbers (if known);
- iv. A brief statement describing the nature and circumstances of the Judicial Complaint including a copy of the Club Complaint Outcome (as appropriate) (to be no more than 300 words);
- v. An outline of the outcome which is sought by the Complainant (for example, a written apology, etc.);
- vi. A request for the Judicial Complaint to be determined on papers or at a hearing; and
- vii. Confirmation as to whether the Complainant would be willing to submit to mediation to try and resolve the Judicial Complaint.

104.4.4 The Judicial Complaint Form must be filed with the Commissioner within **14 days** of receipt of the same from the OJA.

104.4.5 Upon filing the Judicial Complaint Form, the Complainant shall pay the Complaint Fee (i.e. the sum of £100. The Complaint Fee may be reimbursed at the discretion of the Commissioner.

104.4.6 If the above-mentioned requirements are not fulfilled within the time limits specified, the Commissioner may grant a single deadline of **3 days** to the Complainant to rectify any issues in respect of the Judicial Complaint Form and/or the Complaint Fee, failing which the Judicial Complaint Proceedings shall not proceed. If the Complaint is not rectified within the time limit given (i.e. 3 days), the Complaint shall be deemed to be withdrawn and the Complaint Fee may be reimbursed.

104.5 Commissioner's Determination

104.5.1 The Commissioner (or their nominee) shall, usually within **7 days** of receiving the Judicial Complaint Form or decide whether the Judicial Complaint should be allowed to proceed. If declined, reasons shall be given in writing to the parties within the aforementioned deadline.

104.5.2 Reasons for declining to allow a Judicial Complaint to proceed may include that it:

- i. does not meet the criteria for a Judicial Complaint, for example if it was submitted late;
- ii. does not have enough evidence to warrant further action being taken;
- iii. is not serious enough to warrant further involvement by Swim England. The Commissioner may nevertheless decide that no further action is required and/or decide to deal with the complaint informally by way of advice or information;
- iv. raises an allegation which the Commissioner in their sole discretion deems to be unreasonable or vexatious or which is one which is not of concern to Swim England as the National Governing Body of the sport of swimming in England;
- v. raises an allegation which is not appropriate to be dealt with by the Swim England judicial system and/or which the Commissioner believes should be referred to an alternative body;
- vi. raises an allegation which is not appropriate to be dealt with by the Swim England Judicial System and/or which the Commissioner believes should be dealt with under other Swim England procedures, such as the Swim England Protocols for Child Safeguarding Investigations;

104.5.3 If the Commissioner decides to allow the Judicial Complaint to proceed, they shall decide whether the Judicial Complaint:

- i. involves an allegation that the Commissioner, in their sole discretion, may decide (a **'Commissioner Decision'**); or
- ii. involves an allegation that the Commissioner determines should be dealt with by the Judicial Committee in accordance with this Regulations 104.9, (the **'Commissioner's Determination'**).

104.5.4 The Commissioner may order that any procedure may be varied or expedited if they are satisfied, having considered the circumstances, that it is necessary in the interest of the sport to achieve a fair outcome. Where the Commissioner has directed an expedited hearing, all requirements in these Judicial Regulations related to periods of time may be waived by the Commissioner.

104.6 Appeal against a Commissioner's Determination

104.6.1 An appeal may be submitted to the Chair of the Appeal Panel against a Commissioner's Determination that the Judicial Complaint:

- i. is to be dealt with as a Commissioner Decision; or
- ii. has been permitted to or refused to allow a Judicial Complaint to proceed on the grounds of late submission; or
- iii. is to be dealt with by the Judicial Committee.

104.6.2 Such appeal must be made via the Commissioner Determination Appeal Form (which shall be provided to the Complainant upon them requesting a copy of the same from the OJA):

- i. clearly state on its face that it is an appeal against a 'Commissioner Determination'; and
- ii. set out in no more than 200 words the grounds of the appeal against the Commissioner Determination.

104.6.3 The Chair of the Appeals Panel who may consider the grounds of appeal themselves

or appoint another member of the Appeals Panel to do so. Usually, within 5 days of receipt of the appeal, the Chair of the Appeals Panel will provide its decision in relation to the appeal against the Commissioner’s Determination and may either: (i) confirm the Commissioner’s Determination; or (ii) reverse the Commissioner’s Determination and grant the Complainant permission to proceed with the Judicial Complaint, confirming the correct route of complaint. The decision of the Chair of the Appeals Panel in respect of the appeal against the Commissioner’s Determination shall be final.

104.7 Responding to a Judicial Complaint

104.7.1 If the Commissioner permits the Judicial Complaint to proceed, the Commissioner shall, usually within **3 working days** of the Commissioner’s Determination, provide the Respondent with a copy of the Complainant’s Judicial Complaint Form alongside a copy of the blank Judicial Response Form for the Respondent to complete.

104.7.2 Within **21 days** from receipt of the Judicial Complaint Form from the Commissioner or OJA, the Respondent shall submit to the Commissioner a Judicial Response Form which shall set out:

- i. An admission or denial of the points raised in the Judicial Complaint Form;
- ii. A brief statement of the nature and circumstances of the Respondent’s denial, if any, and of the nature and circumstances of any counter-complaint (to be no more than 300 words); and
- iii. a request for the matter to be determined on papers or at a hearing; and
- iv. Confirmation as to whether the Respondent would be willing to mediate.

104.8 Mediation

104.8.1 If both parties confirm, via the applicable Judicial Complaint or Response form, that they are willing to mediate, usually within **7 days** of receipt of the Judicial Response Form, (or at the end of the period for which it is to be submitted) the Commissioner may, in their sole discretion, appoint an independent person to act as a mediator between the parties. Such mediator may be a member of another club affiliated to Swim England or an independent member of the Dispute Resolution Panel or Appeals Panel.

104.8.2 The mediator, or the OJA on their behalf, will arrange a meeting between the parties to the Judicial Complaint to usually be held within **28 days** of their appointment. The parties should endeavour for such meeting to occur in person but meetings may be conducted via video call if necessary. The procedure during the mediation shall be flexible and the mediator may adopt such processes as they reasonably consider will bring a resolution to the matter in dispute to ensure effective and orderly conduct of the mediation.

104.8.3 If the mediator is able to bring a satisfactory settlement within 14 days, the mediator shall record the outcome of the mediation in writing and provide a copy of such mediation outcome to each of the: (i) Complainant(s); (ii) Respondent(s); and (iii) Commissioner.

104.8.4 If the mediator is unable to bring about a satisfactory settlement within **14 days**, the mediator shall notify the Commissioner in writing, following which the matter shall be remitted to the Commissioner for a further Commissioner’s Determination to be made.

104.9 Commissioner’s Decision

104.9.1 In the event the Commissioner’s Determination holds the Judicial Complaint is to be determined by way of a Commissioner’s Decision, the following procedural timetable shall apply:

- a) Within **14 days** of receipt of the Judicial Response Form, the Complainant shall file

- a Statement of Complaint with the OJA;
 - b) Usually within **2 working days** of receipt of the complete Statement of Complaint, the OJA shall forward a copy to the Respondent;
 - c) Within **14 days** of receipt of the Statement of Complaint, the Respondent shall file a Response with the OJA (see Regulation 104.12 below);
 - d) Usually within **2 working days** of receipt of the complete Response, the OJA shall forward a copy to the Complainant;
 - e) Usually within **14 days** of the Complainant receiving a copy of the Response, the Commissioner shall determine the matter on the papers and, through the OJA, shall notify the parties of the outcome of the Commissioner's Decision.
- 104.9.2** In the event of default by either party in respect of any matter under these Regulations or of any order or direction of the Commissioner, the Commissioner shall have the power to:
- i. debar that party from further participation, in whole or in part, in the Commissioner's Decision Procedure; and/or
 - ii. proceed with the Commissioner's Decision Procedure and deliver its award; and/or
 - iii. make such other order as it sees fit.
- 104.9.3** Subject to Regulation 104.9.3, the Commissioner's Decision shall be final and binding on the parties from the date on which it is notified to the parties.
- 104.9.4** There shall be a right of appeal against the Commissioner's Decision to the Judicial Appeal Panel pursuant to Regulation 105 below.

104.10 Judicial Committee & Procedural Timetable

- 104.10.1** In the event the Commissioner's Determination holds the Judicial Complaint is to be determined by way of the Judicial Committee, the following procedural timetable shall apply:
- i. Usually within **3 working days** of the receipt of the Judicial Response Form, the Commissioner or the OJA will notify the parties in writing of the list of names of the Dispute Resolution Panel from which the three individuals who will constitute the Judicial Committee will be selected and the parties shall have **2 days** from receipt of this notification to lodge with the OJA any objection to any member(s) of the Dispute Resolution Panel, stating the grounds for the objection. The Commissioner shall consider any such objections and take them into consideration in respect of their decision on the appointment of the members of the Judicial Committee and usually within **2 days** of receipt of any objections appoint the members of the Judicial Committee. The decision of the Commissioner in respect of the appointment of the Judicial Committee shall be final. One of the members of the Judicial Committee shall be appointed by the Commissioner as the Chair of the Judicial Committee.
 - ii. Usually within **3 working days** of the appointment of the Judicial Committee, the Commissioner shall give directions for the procedural conduct of the Judicial Complaint. The following Standard Directions shall apply to the conduct of the Judicial Procedure following the appointment of the Complaints Committee:
 - a) within **14 days** of appointment of the Judicial Committee, the Complainant shall file a Statement of Complaint with the OJA (see Regulation 103.11 below);

- b) Usually within **3 working days** of receipt of the complete Statement of Complaint, the OJA shall forward a copy to the Respondent;
- c) Within **14 days** of receipt of the Statement of Complaint, the Respondent shall file a Response with the OJA (see Regulation 103.12 below);
- d) Usually within **3 working days** of receipt of the complete Response, the OJA shall forward a copy to the Complainant;
- e) As soon as reasonably practical, and usually within **14 days** of the Complainant receiving a copy of the Response, the Commissioner, through the OJA, shall notify the parties of the arrangements for the hearing including the date, time and place of the hearing before the Judicial Committee.

104.10.2 In the event any or all of the parties wish to vary the Standard Directions or wish for any other direction to be given (such as the disclosure of certain information from the other side), then they may apply at any time, albeit at least **5 days** before the date of the relevant direction, for the directions to be varied or for any other directions to be given.

104.10.3 Such variation is to be determined to at the sole discretion of the Commissioner, and in varying the Standard Directions, or making other directions, the Commissioner shall exercise their powers with a view of obtaining a fair resolution of the dispute without unnecessary delay and shall make any directions as soon as reasonably practicable.

104.10.4 If either party or both parties wish to be assisted or represented by individuals of their choosing, the OJA shall be informed of the name and status of any representatives (professional or otherwise) at least **14 days** prior to the date of the hearing.

104.10.5 In the event of default by either party in respect of any matter under these Regulations or of any order or direction of the Commissioner, the Commissioner shall have the power to:

- iii. debar that party from further participation, in whole or in part, in the Judicial Procedure; and/or
- iv. proceed with the Judicial Procedure and deliver its award; and/or
- v. make such other order as it sees fit.

104.11 Statement of Complaint

104.11.1 Within **14 days** of the Commissioner’s confirmation to the parties of the members of the Judicial Committee, the Complainant shall file with the OJA, via email and in three-hard copies:

- i. a full written submission stating the facts and procedural arguments giving rise to the Judicial Complaint, together with specification of the evidence upon which it intends to rely;
- ii. all evidence upon which it intends to rely, including any witness statements (which shall be limited to 3 witnesses).
- iii. any dates within the next **75 days** in which they (and any witnesses if relevant) are unavailable to attend a hearing,

(the ‘**Statement of Complaint**’).

104.11.2 Each page of the Statement of Complaint (inclusive of the evidence filed) shall be numbered sequentially at the top right hand “corner”. The first page of the Statement of Complaint shall be numbered “C001” and shall be numbered sequentially (i.e. “C002” onwards).

104.11.3 If the above-mentioned requirements are not fulfilled when the Statement of Complaint is filed, the Chair of the Judicial Committee may grant a single deadline of **3 days** to the Complainant to complete the request, failing which the Judicial Proceedings shall not proceed. The Chair of the Judicial Committee will assess whether these requirements are met. If the Statement of Complaint is incomplete, the Chair of the Judicial Committee will inform the Complainant and request rectification. If the Statement of Complaint is not rectified within the time limit given (i.e. 3 days), the Judicial Complaint shall be deemed to be withdrawn and the Complaint Fee may be reimbursed, at the sole discretion of the Commissioner.

104.11.4 The OJA shall forward a copy of the complete Statement of Complaint to the Respondent within 3 days of receipt.

104.12 Response

104.12.1 Within **14 days** of receipt of the Statement of Complaint, the Respondent shall file with the OJA via email and in three-hard copies;

- i. a full written submission stating the facts and procedural arguments giving rise to the Response/Respondent's denial/defence, together with specification of the evidence upon which it intends to rely;
- ii. All evidence upon which it intends to rely;
- iii. Any dates within the next **60 days** on which they (and any witnesses if relevant) are unavailable to attend a hearing,

(the 'Response').

104.12.2 Each page of the Response (inclusive of the evidence filed) shall be numbered sequentially at the top right hand "corner". The first page of the Response shall be numbered "R001" and shall be numbered sequentially (i.e. "R002" onwards).

104.12.3 If the above-mentioned requirements are not fulfilled when the Response is filed, the Chair of the Judicial Committee may grant a single deadline of **3 days** to the Respondent to complete the request, failing which the Judicial Proceedings shall not proceed. The Chair of the Judicial Committee will assess whether these requirements are met. If the Response is incomplete, the Chair of the Judicial Committee will inform the Respondent and request rectification.

104.12.4 If the Respondent fails to submit its Response by the stated time limit, the Judicial Committee may nevertheless proceed with the Judicial Proceedings and deliver its decision.

104.12.5 Unless the Judicial Committee agrees otherwise, the parties shall not be authorised to supplement or amend their submissions, to produce new exhibits/evidence or specify further evidence on which they intend to rely after the submission of the Statement of Complaint and the Response.

104.13 Judicial Hearing

104.13.1 As soon as reasonably practicable and usually within **14 days** of the Complainant receiving the Response, the Commissioner shall notify the parties of the arrangements for the hearing including the date, time and place of the hearing or the date on which the Judicial Complaint would be determined by the Judicial Committee on the papers. The parties will be asked to confirm whether they intend to attend the hearing and they must reply within **5 days** of being asked.

104.13.2 The OJA shall notify the parties of the procedure to be followed at the hearing, by way of

an indicative timetable. This will include the details of the witnesses (if any) the Judicial Committee consider it necessary to hear from. During the hearing, the Chair of the Judicial Committee has the discretion to make such orders as they feel necessary to ensure the orderly and effective conduct of the hearing.

104.13.3 The hearing shall normally take place in private except that the Chair of the Judicial Committee may decide to hold a hearing in public provided that:

- i. before making the decision they have consulted the parties involved and has taken their wishes into account; and
- ii. they are satisfied that it is in the public interest to do so, having regard to the interests of the Judicial Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.

104.13.4 If any of the parties concerned do not attend the hearing the matter may be dealt with by the Judicial Committee in the absence of that party, taking into account any written representations that may have been received from that party.

104.13.5 The Chair of the Judicial Committee may, in their discretion, invite a legally qualified person or discipline expert to act as adviser to them and/or the Judicial Committee.

104.13.6 A Judicial Committee shall decide on any issue by a majority and on the balance of probabilities. If it fails to reach a majority decision on any issue, the decision of the Chair of the Judicial Committee shall be final.

104.14 Remedies / Sanctions

104.14.1 The Judicial Committee shall have the power to make whatever order it considers just, including but not limited to:

- i. A written warning;
- ii. A requirement to change current practices;
- iii. A requirement to change the rules of a Club;
- iv. quashing an automatic sanction imposed;
- v. the imposition of a suspension from any or all activities under the jurisdiction of Swim England for a specified number of events or for a period with or without limit of time; and/or
- vi. the imposition of a financial penalty.

104.15 Judicial Committee Decision

104.15.1 Usually within **14 days** of the hearing, the Judicial Committee shall make its decision (the "**Judicial Decision**") and shall provide the Judicial Decision in writing, stating the reasons for its decision, to the OJA, which shall distribute the Judicial Decision to all parties to the Judicial Complaint and to any other individual which the Judicial Committee directs.

104.15.2 Subject to either party being entitled to appeal the Judicial Decision under Stage 3 Actions below (i.e. under Regulation 105), the Judicial Decision shall be final and binding on the parties, Swim England affiliated clubs, Swim England Regions and all Swim England members from the date on which it is notified to the parties.

104.15.3 There shall be a right of appeal against the Judicial Decision pursuant to Regulation 105 below.

105. STAGE 3 - Judicial Appeal Procedure

105.1 Rights and Grounds of Appeal

105.1.1 There shall be a right of Appeal to the Appeals Panel by any parties against:

- i. a Judicial Decision; and / or
- ii. a Commissioner's Decision.
- iii. an imposition of an automatic suspension for a breach of the World Aquatics Water Polo Rules (a 'Water Polo Appeal'). No fee shall be payable for such an Appeal. A Water Polo Appeal shall generally be conducted in accordance with the procedures set out in Regulation 105 in all respects as if it were an Appeal Committee with the exception of those provisions which the Appeal Committee Chair considers are inappropriate for a Water Polo Appeal.

105.1.2 An Appeal made against a Judicial Decision or a Commissioner's Decision is restricted to the following grounds:

- i. the deciding body (i.e. the Judicial Committee or the Commissioner) exceeded its power or acted without having the requisite power;
- ii. the deciding body (i.e. the Judicial Committee or the Commissioner) failed to act in accordance with the rules of natural justice;
- iii. the Judicial Decision or the Commissioner's Decision exhibits an error of law on the record; and/or
- iv. the Judicial Decision or the Commissioner's Decision includes a disproportionate financial penalty or suspension.

105.1.3 Subject to the discretion of the Chair of the Appeals Panel the hearing may be a complete rehearing or a hearing on the specific issue(s) raised in the appellant's notice of appeal.

105.2 Time limit for an Appeal

105.2.1 The time limit for the submission of an Appeal is **14 days** from the date of notification of the Judicial Decision or the Commissioner's Decision (as appropriate).

105.2.2 The Chair of the Appeal Panel shall not initiate the Appeal Procedure if the Appeal is, on its face, late. The Chair of the Appeal Panel shall notify the person who filed the Appeal of its lateness and may seek an explanation for the delay in its submission. If the Chair of Appeal Panel (or their nominee) is satisfied, in their sole discretion, that it would be in the interests of the sport to do so, the Chair of the Appeals Panel (or their nominee) may allow the Appeal to proceed notwithstanding the delay in its submission.

105.3 Commencing an Appeal

105.3.1 An Appeal is commenced under these Regulations when the OJA receives a completed Appeal Form from an Appellant. A copy of the Appeal Form may be obtained by contacting the OJA.

105.3.2 The Appeal Form shall set out:

- i. The names and addresses (including email addresses of the parties to the Appeal);
- ii. Confirmation of the Judicial Decision or the Commissioner's Decision being appealed;
- iii. Confirmation of the ground(s) of the appeal and a brief statement why the ground(s) is applicable (with reference to Regulation 105.1.2 above);

- iv. The request for relief / outcome desired;
- v. a request that the matter be determined on papers or at a hearing; and
- vi. any supporting documents for the Appeal, including a copy of the Judicial Decision or the Commissioner's Decision.

105.3.3 The Appeal Form must be accompanied by the Appeal Fee (i.e. in the sum of £200). The Appeal Fee shall be refunded if the Appeal is upheld or if the Appeal Panel deems it appropriate.

105.3.4 If the above-mentioned requirements are not fulfilled when the Appeal Form is filed, the Chair of the Appeals Panel may grant a single deadline of **3 days** to the Appellant to complete the request, failing which the Appeal Procedure shall not proceed. The OJA will assess whether these requirements are met. If the Appeal Form is incomplete, the OJA will inform the Appellant and request rectification. If the Appeal is not rectified within the time limit given (i.e. 3 days), the Appeal shall be deemed to be withdrawn.

105.3.5 The Chair of the Appeals Panel (or their nominee) may, if they decide that an Appeal may proceed, suspend the automatic sanction, Judicial Decision or the Commissioner's Decision and/or a penalty imposed thereunder pending the outcome of the Appeal. If an Appeal is withdrawn, the Chair of the Appeals Panel shall uphold the automatic sanction, Judicial Decision or the Commissioner's Decision.

105.3.6 Usually within **3 days** of receipt of the complete Appeal Form, the OJA shall provide a copy of the Appeal Form and supporting documents to the Chair of the Appeals Panel.

105.3.7 Usually within **5 days** of receipt of the Appeal Form, the Chair of the Appeals Panel will decide, or may nominate another member of the Appeals Panel to decide, whether the Appeal may proceed and direct the OJA accordingly who, if the Appeal proceeds, will inform each of the parties involved. If the Chair of the Appeals Panel rejects the Appeal the OJA will inform the Appellant only.

105.4 Appeal Committee

105.4.1 The OJA shall notify the parties in writing of the list of names of the Appeals Panel from whom the three individuals who will constitute the Appeal Committee will be selected and the parties shall have **5 days** from receipt of this notification to lodge with the OJA any objection to any member(s) of the Appeals Panel, stating the grounds for the objection. The Commissioner shall consider any such objections and take them into consideration in respect of their decision on the appointment of the members of the Appeals Committee. The decision of the Commissioner in respect of the appointment of the Appeals Committee shall be final. One of the members of the Appeals Committee shall be appointed by the Commissioner as the Chair of the Appeals Committee.

105.5 Procedural Timetable – Appeal Procedure

105.5.1 Usually within **5 days** of the appointment of the Appeal Committee, the Commissioner shall give directions for the Complaint, the following Standard Directions shall apply to the conduct of the Appeals Procedure following the appointment of the Appeal Committee:

- i. Within **14 days** of appointment of the Appeal Committee, the Appellant shall file an Appeal Brief with the Chair of the Appeals Committee (see Regulation 105.6 below);
- ii. Usually within 3 days of receipt of the complete Appeal Brief, the Chair of the Appeals Committee shall forward a copy to the Respondent;

- iii. Within **14 days** of receipt of the Appeal Brief, the Respondent shall file a Response Brief with the Chair of the Appeals Committee (see Regulation 105.7 below);
- iv. Usually within **3 days** of receipt of the complete Response Brief, the Chair of the Appeals Committee shall forward a copy to the Appellant;
- v. Usually within **28 days** of the Appellant receiving a copy of the Response Brief, the Appeals Committee shall hear the Appeal, either at a hearing or on the papers (see Regulation 105.8 below);
- vi. Usually within **14 days** of the hearing, the Appeal Committee will notify the parties in writing of the Appeal Decision (see Regulation 105.10 below).

105.5.2 In the event any or all of the parties wish to vary the Standard Directions or wish for any other direction to be given (such as the disclosure of certain information from the other side), then they may apply at any time, albeit at least **5 days** before the date of the relevant direction, for the directions to be varied or for any other directions to be given.

105.5.3 Such variation is to be determined to at the sole discretion of the Commissioner, and in varying the Standard Directions, or making other directions, the Commissioner shall exercise their powers with a view of obtaining a fair resolution of the dispute without unnecessary delay and shall make any directions as soon as reasonably practicable.

105.6 Appeal Brief

105.6.1 Within **14 days** of receipt of confirmation of the Appeal Committee, the Appellant shall file with the Chair of the Appeals Committee:

- i. a full written submission stating the facts and procedural arguments giving rise to the Appeal, together with specification of ground(s) of appeal on which it relies;
- ii. all evidence upon which it intends to rely, including any witness statements (which shall be limited to 3 witnesses).
- iii. any dates within the next **75 days** in which they are unavailable for a hearing, (the '**Appeal Brief**').

105.6.2 Each page of the Appeal Brief (inclusive of the evidence filed) shall be numbered sequentially at the top right hand "corner". The first page of the Appeal Brief shall be numbered "A001" and shall be numbered sequentially (i.e. "A002" onwards).

105.6.3 If the above-mentioned requirements are not fulfilled when the Appeal Brief is filed, the Chair of the Appeal Committee may grant a single deadline of **3 days** to the Appellant to complete the request, failing which the Appeal Proceedings shall not proceed. The Chair of the Appeal Committee will assess whether these requirements are met. If the Appeal Brief is incomplete, the Chair of the Appeal Committee will inform the Appellant and request rectification. If the Appellant Brief is not rectified within the time limit given (i.e. 3 days), the Appeal shall be deemed to be withdrawn and the Appeal Fee may be reimbursed at the discretion of the Chair of the Appeal Panel.

105.6.4 Subject to the Appeal Brief fulfilling the aforementioned requirements, the Chair of the Appeal Committee shall forward a copy of the complete Appeal Brief to the Respondent usually within 3 days of receipt.

105.7 Response Brief

105.7.1 Within **14 days** of receipt of the Appeal Brief, the Respondent shall file with the with the Chair of the Appeal Committee:

- i. a full written submission stating the facts and procedural arguments giving rise to

the denial/defence of the Appeal, together with specification of the evidence upon which it intends to rely;

- ii. All evidence upon which it intends to rely;
- iii. Any dates within the next **60 days** on which they are unavailable for a hearing.

105.7.2 Each page of the Response Brief (inclusive of the evidence filed) shall be numbered sequentially at the top right hand "corner". The first page of the Response Brief shall be numbered "Re001" and shall be numbered sequentially (i.e. "Re002" onwards).

105.7.3 If the above-mentioned requirements are not fulfilled when the Response Brief is filed, the Chair of the Appeal Committee may grant a single deadline of **3 days** to the Respondent to complete the request, failing which the Appeal Proceedings shall not proceed. The Chair of the Appeal Committee will assess whether these requirements are met. If the Response Brief is incomplete, the Chair of the Appeal Committee will inform the Respondent and request rectification.

105.7.4 If the Respondent fails to submit its Response Brief by the stated time limit, the Appeal Committee may nevertheless proceed with the Appeal Proceedings and deliver its decision.

105.7.5 Unless the Panel agrees otherwise, the parties shall not be authorised to supplement or amend their submissions, to produce new exhibits/evidence or specify further evidence on which they intend to rely after the submission of the Appeal Brief and the Response Brief. Where the Panel allows such a supplement or amendment, it shall issue directions regarding the procedure for such.

105.8 Appeal Hearing

105.8.1 The Chair of the Appeal Committee shall set a hearing date usually within **28 days** of the receiving the Response Brief (subject to it fulfilling the requirements set out at Regulation 105.7), notifying the parties of the arrangements for the hearing including the date, time and place of the hearing at least **21 days** in advance.

105.8.2 The parties concerned may rely on written representations made prior to the hearing and/or appear in person. The parties shall be asked to confirm whether they intend to attend the hearing and they shall reply within **5 days** of being asked.

105.8.3 The Chair of the Appeal Committee shall notify the parties of the procedure to be followed at the hearing, by way of an indicative timetable. This will include the details of the witnesses (if any) the Appeal Committee consider it necessary to hear from. During the hearing, the Chair of the Appeal Committee has the discretion to make such orders as they feel necessary to ensure the orderly and effective conduct of the hearing.

105.8.4 The hearing shall normally take place in private except that the chair of the Appeals Committee may decide to hold a hearing in public provided that:

- i. before making the decision they have consulted the parties involved; and
- ii. they are satisfied that it is in the public interest to do so, having regard to the interests of the Appeals Committee, any particular need for privacy, the rights of others and the need to encourage others to co-operate with judicial proceedings in general.

105.8.5 If any of the parties concerned do not attend the Appeal hearing the matter may be dealt with by the Appeal Committee in the absence of that party taking into account any written representations that may have been received from that party.

105.8.6 The Chair of the Appeal Committee may, in their discretion, invite a legally qualified person or discipline expert to act as adviser to them and/or the Appeal Committee.

105.8.7 The Appeal Committee shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that any hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the Appeal Committee and present their case.

105.9 Remedies / Sanctions

105.9.1 The Appeals Committee shall have the power to:

- i. quash any decision of the Judicial Committee and substitute it for its own decision;
- ii. quash any penalty and/or to substitute for it any other penalty it may think fit;
- iii. make such other order or determination as it may think right and just.

105.10 Appeals Decision

105.10.1 Usually within **14 days** of the hearing, the Appeals Committee shall make its decision (the “**Appeal Decision**”) and shall provide the Appeal Decision in writing, stating the reasons for its decision, to the OJA, which shall distribute the Judicial Decision to all parties to the Judicial Complaint and to any other individual which the Appeal Committee directs.

105.10.2 The Appeal shall be final and binding on the parties, Swim England affiliated clubs, Swim England Regions and all Swim England members from the date on which it is notified to the parties and there shall be no further right of appeal under the Swim England Regulations.

106. Powers and Limitations Concerning Automatic Water Polo Sanctions

106.1 Swim England, acting through the Judicial Administrator or a water polo delegate, may apply an automatic sanction to any member of Swim England of suspension from a specified number of water polo games in any competition or competitions promoted by Swim England or any region, association, organisation or body under the jurisdiction of Swim England

106.1.1 For a breach of the World Aquatics Water Polo Rules regarding:

106.1.1.1 misconduct; or

106.1.1.2 brutality;

106.1.2 which has been:

106.1.2.1 committed by the member of Swim England in a game held under Swim England Regulations; and

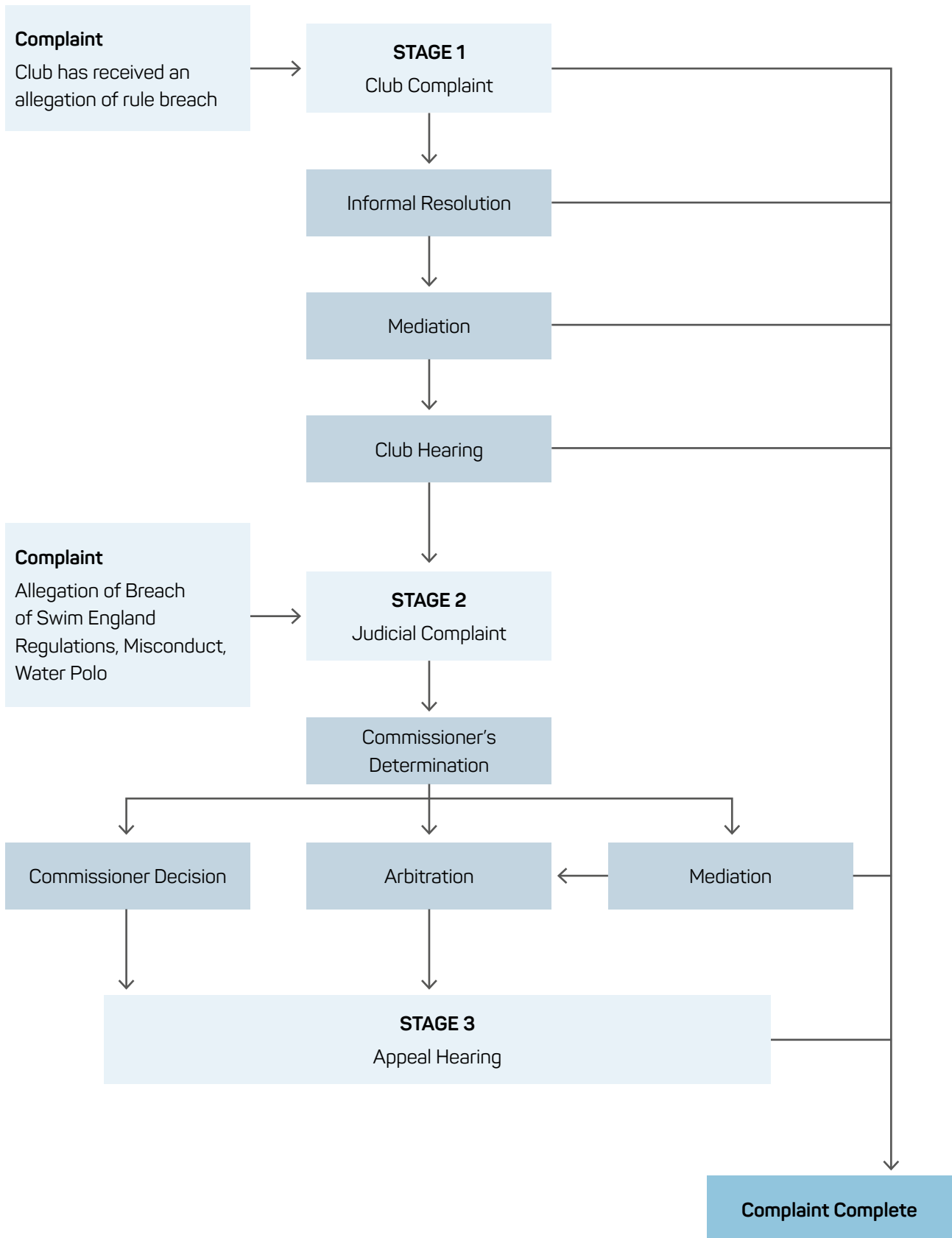
106.1.2.2 reported to the Judicial Administrator or to a water polo delegate by a referee of the game;

106.1.3 provided that the imposition of any such sanction shall be governed by regulations which shall be made and published by Swim England from time to time.

106.2 An appeal may be made against the imposition of an automatic sanction, other than a summary minimum sanction imposed by a water polo delegate, under Regulation 105.

106.3 Nothing in the foregoing or in any other Regulations including the imposition of any automatic sanction, shall prevent a referee, a water polo delegate or any other member of Swim England making a further complaint about the incident under the Judicial Regulations.

Flowchart for the Judicial Regulations



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, body or organisation including, but not being limited to, any promoter, competitor, official or spectator at any competition in any swimming discipline held in England under 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.

Swim England Safeguarding and Welfare Regulations

241. Introduction

- 241.1** Swim England is committed to ensuring that its Sports and activities are accessible, inclusive and safe for everyone.
- 241.2** Swim England has jurisdiction to deal with any safeguarding or welfare concern or allegation of abuse of a Child and/or Adult. Swim England has jurisdiction to deal with any breach of its safeguarding policies and procedures as set out within Wavepower and/or any breach of these Regulations

- 241.3** Concerns in relation to safeguarding and welfare are not capable of exhaustive definition, but they may include, but not be limited to, to any form of physical, sexual or emotional mistreatment, or lack of care or behaviour which leads to injury or harm, bullying or poor practice.
- 241.4** It is a requirement that all Affiliated clubs who have Children as members, appoint a Club Welfare Officer and adopts and adheres to Swim England's safeguarding policies and procedures as set out within Wavepower.
- 241.5** No individual shall be permitted to be involved in any way with Children in any of the Sports, unless:
- 241.5.1** they are a member of an Affiliated club or of a club body or organisation whose child safeguarding policies and the measures to enforce such are recognised by Swim England; or
 - 241.5.2** where this is impractical, adequate provisions are made by the organiser of the activity or the promoter of the event to assess the risk and ensure that appropriate measures to protect any Children who are participating are in place.
- 241.6** These Regulations shall apply to all Participants within Swim England's Sports.
- 241.7** These Regulations shall set out the procedures to be followed by Swim England and to provide a clear, fair and equitable process in relation to: -
- 241.7.1** the responding of any enquiry by Swim England into welfare or safeguarding concerns or complaints; and/or
 - 241.7.2** assessing an individual's suitability to work with Children or Adults in Swim England's Sports.
- 241.8** Swim England shall have in place a Case Management Group who shall have jurisdiction to consider DBS disclosures and make recommendations as to an individual's suitability to work with or volunteer with Children and/or Adults within Swim England's Sports.
- 241.9** The Case Management Group shall have jurisdiction to consider progress on, advise in relation to, and/or make interim sanctions in relation to concerns or complaints regarding safeguarding and welfare in Swim England's Sports.
- 241.10** Swim England shall have jurisdiction in relation to appeals against the Case Management Group, permanent sanctions and its disciplinary processes.
- 241.11** So far as practicable, confidentiality will be maintained at all times in respect of all those involved in any enquiry or investigation unless there is an over-riding obligation in the interests of the safety or protection of Children or Adults for such information to be shared with other interested parties. Any such information shared shall be distributed on a need-to-know-basis only.
- 241.12** All matters relating to poor practice, emotional, physical, sexual abuse or neglect should be reported to the appropriate Club Welfare Officer and, if it has not already happened, as soon as practicable thereafter to the Lead Safeguarding Officer.
- 241.13** In the exercise of its duty to safeguard Children and Adults, Swim England will record the details of any individual who is suspended, temporarily or otherwise, or temporarily or permanently subjected to restrictions on their participation. This record shall include by way of example but not limitation the reasons for suspension, disqualification or restriction, any decision and any supporting evidence. This will be made available to appropriate third parties for the purposes of enforcement and crime prevention at Swim England's sole discretion.
- 241.14** Swim England will not be liable to any individual, club, team or organisation for any loss, however

caused, whether direct, indirect, financial or consequential arising out of or in connection with any action taken under these Regulations.

242. Definitions

242.1. These Safeguarding Regulations are to be read in conjunction with the Swim England Articles, the Company Regulations, the General Regulations, the Judicial Regulations, the Swim England Code of Ethics, Wavepower and the Technical Rules of Swim England. Regulation numbering shall refer to the Company Regulations, General Regulations, Judicial Regulations or Safeguarding Regulations as appropriate.

242.2. The definitions in the Company Regulations (set out at Regulation 1.2 above) shall apply to these Safeguarding Regulations, together with the following definitions:

- **Adult:** a person aged 18 or over;
- **Adult at Risk:** a person aged 18 or over and at risk of abuse or neglect;
- **Appeal Committee:** the three members from the Appeals Panel and Dispute Resolution Panel appointed by the Chair of the Appeals Panel to hear an appeal;
- **Appeals Panel:** the appeals panel of Swim England's Office of Judicial Administration, which is subject to change from time to time. Please refer to the Administration section of the Swim England Handbook for an up to date list of Appeals Panel members;
- **Barred List Check:** an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which shall establish whether a person is barred from working in Regulated Activity with children or adults;
- **Child or Children:** a person under the age of 18;
- **Club Welfare Officer:** the individual designated with safeguarding responsibility within a Swim England Affiliated club;
- **Case Management Group:** a group operating under terms of reference which shall consist of not less than 6 individuals, one of whom being independent;
- **DBS:** the Disclosure and Barring Service;
- **Dispute Resolution Panel:** the Dispute Resolution Panel of Swim England's Office of Judicial Administration, which is subject to change from time to time. Please refer to the Administration section of the Swim England Handbook for an up-to-date list of Dispute Panel members;
- **Enhanced Disclosure:** an enhanced check provided by the Disclosure and Barring Service;
- **Event:** a single race, match or competition (or a series of races, matches or competitions) organised, licensed, convened, authorised or recognised by Swim England or any of its Members, Affiliate body, organisations or licensees, wherever held;
- **Independent Officer:** means any independent individual with the requisite skills, knowledge and experience to undertake the role, determined at Swim England's sole discretion, who is directly engaged on either a regular or ad-hoc basis, or engaged through referrals made to a third party through a case management programme;
- **LADO:** the Local Authority Designated Officer, or Designated Officer;
- **Lead Safeguarding Officer:** the individual employed by Swim England with primary responsibility for managing safeguarding concerns within the organisation;
- **Member:** an individual granted membership, currently or formally, of Swim England;
- **Notice of Appeal:** written notification of any individual wishing to present an appeal in accordance with these Regulations;

- **Participant:** any person participating in a Swim England activity, including but not limited to any Member, Affiliate body, official, spectator, licensee, volunteer or contractor from time to time;
- **Position of Trust:** means any role with a degree of responsibility over property, finances or Participants;
- **Regulated Activity:** work that a barred person must not do as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012;
- **Social Care:** the local authority responsible for the provision of social work, personal care, protection or social support services to children or adults in need or at risk, or adults with needs arising from illness, disability, old age or poverty;
- **Sports:** the sports of swimming, open water swimming, artistic swimming, diving or water polo under the jurisdiction of Swim England;
- **Swim England:** means The Amateur Swimming Association (Swim England) Limited.

242.3. Words using the masculine gender shall include the feminine and vice versa.

242.4. Words of the singular shall include the plural and vice versa.

242.5. 'Days' mean calendar days unless otherwise specified to mean working days.

243. Criminal Record Checks

243.1 It is a requirement that any individual in England and Wales applying to be appointed or appointed to a role involving any Regulated Activity complete a Barred List Check. All Members shall participate in and comply with the procedures of the DBS and its checking services in relation to child safeguarding matters and any subsequent procedures by Swim England.

243.2 Where a check carried out in accordance with Regulation 243, or any self-disclosure as part of safer recruitment procedures, reveals an adverse disclosure the matter shall be considered by the Lead Safeguarding Officer, who shall take one or more of the following actions:

243.2.1 conclude that the adverse disclosure does not present safeguarding concerns and confirm that the individual can be deployed without restriction;

243.2.2 request further information, including but not limited to obtaining an explanation for the adverse disclosure and/or references from the individual;

243.2.3 require the individual to commission, at their own expense, a risk assessment prepared by a suitably qualified person (the terms of which, and the suitably qualified person to be agreed with Swim England); and/or

243.2.4 refer the matter for consideration by the Case Management Group (including in the event that the Lead Safeguarding Officer cannot vote on the appropriate action).

243.3 Upon receipt of any further information sought in accordance with Regulation 243, it shall be considered by the Lead Safeguarding Officer who shall:

243.3.1 conclude that the adverse disclosure does not present safeguarding concerns and confirm that the individual can be deployed without restriction; or

243.3.2 refer the matter for consideration by the Case Management Group (including in the event that the Lead Safeguarding Officer cannot vote on the appropriate action).

243.4 The Case Management Group shall review any decision made under Regulations 243.3 or 243.4 at the next appropriate Case Management Group meeting.

244. Concerns or Complaints Received by Swim England

- 244.1** Any safeguarding or welfare concerns, to include but not necessarily be limited to, allegations or suspicions of abuse, poor practice or bullying, must be reported to the Lead Safeguarding Officer, or in their absence, any member of the Swim England Safeguarding and Welfare Department. Swim England, at its reasonable discretion, may investigate any such concern and complaint in accordance with these Regulations.
- 244.2** Should such be deemed necessary, Swim England will decide who will carry out or coordinate any investigation. Any investigation will be conducted as promptly as possible and will provide periodic updates to the individual being investigated and any relevant Affiliate body or Member during the course of the investigation where appropriate. Swim England reserves the right to appoint an Independent Officer to conduct or assist in the conduct of any investigation.
- 244.3** Where Social Care, the LADO (or equivalent role) or the Police are not already involved, and the concerns or matters raised are deemed to warrant their involvement, the Lead Safeguarding Officer will notify them of the matters which have been brought to their attention. The Club Welfare Officer should, where appropriate, be immediately informed of any concerns raised.
- 244.4** Where a Swim England investigation reveals a possible or actual breach of the law then the Swim England investigation may be suspended and an appropriate referral will be made to the Police and/or Social Care.
- 244.5** In respect of any safeguarding or welfare concern, to include but not necessarily be limited to, an allegation or suspicion of abuse, poor practice or bullying, which is shared with Swim England, the Case Management Group may impose a temporary suspension upon an individual in respect of whom the concerns have been raised, pending the outcome of further enquiries and/or investigation.
- 244.6** A temporary suspension will be enacted where such a suspension is deemed by the Case Management Group to be appropriate and warranted which shall include without limitation the following reasons:
- 244.6.1** it is necessary to ensure the welfare and safety of the child or Adult involved and/or other children and adults who may have contact with the individual in question;
 - 244.6.2** to protect the individual in question from the risk of further allegations;
 - 244.6.3** where there is a risk to the reputation of Swim England;
 - 244.6.4** any individual who fails to comply with or breaches Swim England's safeguarding policies and procedures as set out within Wavepower, its Safeguarding Adults at Risk policy and/or any breach of these Regulations; and/or
 - 244.6.5** where there is a risk to any internal investigation or investigation by external organisations.
- 244.7** A decision to suspend will be authorised by either the Case Management Group at a regular meeting, save in the event of an emergency where any 3 members of the Case Management Group can authorise a suspension without calling a meeting. In the event that Swim England has received instructions from any statutory agency to suspend the individual, no such authorisation by the Case Management Group shall be required.
- 244.8** A temporary suspension is to be considered a neutral act and should not be viewed as a sanction or penalty. A temporary suspension is not open to appeal. The Case Management Group will review the relevant suspension at least every 8 weeks.

- 244.9** Where a temporary suspension is imposed this will be a suspension from or a restriction on any and all Swim England activity, unless otherwise agreed by Swim England in writing.
- 244.10** If any individual is temporarily suspended or restricted and during the course of the suspension or restriction Swim England is informed of any breach or abuse of the suspension or restriction the individual will be issued with a written warning requiring immediate compliance with the terms of their suspension or restriction. Failure to adhere to the terms of the written warning will be considered a potential breach of Swim England's policies and regulations and may be dealt with as such under Swim England's Judicial Regulations.
- 244.11** The investigative process may include, but not be limited to, any of the following:
- 244.11.1** a requirement on the individual to submit documentation;
 - 244.11.2** a new criminal record check;
 - 244.11.3** a referral to any statutory body;
 - 244.11.4** an interview of the person under investigation, any witness, any person making a complaint or allegation, any Child or Adult at risk of harm, and/or anyone else who Swim England or the Independent Officer reasonably believes may be able to assist in the investigation; and/or
 - 244.11.5** the production of and consideration of any other evidence from anyone else who Swim England or the Independent Officer reasonably believes may be able to assist the investigation.
- 244.12** Save where it may be considered to prejudice the investigation, Swim England or the Independent Officer may notify the individual in writing of the intention to investigate, the nature of the investigation and the reasons for this. The decision whether or not to inform the individual will be made balancing the need to properly investigate the matter and the rights of the individual under natural justice. If a temporary suspension or restriction has been imposed by Swim England in the interests of safeguarding, the individual and any relevant Affiliate body and/or official will be informed of this. Notification will not be necessary if it is considered that this may prejudice any Police and/or Social Services and/or Swim England internal investigation or may place any particular Child or Adult at risk.
- 244.13** The individual being investigated shall be obligated to co-operate with Swim England with any process under these Regulations. Further, the individual being investigated shall not approach (whether directly or indirectly), intimidate or influence any witness involved in the investigation. A failure to adhere to this requirement shall be considered a potential breach of Swim England's policies and regulations and may be dealt with as such under Swim England's Judicial Regulations.
- 244.14** The individual being investigated may be interviewed during the course of the investigation. This may take place more than once where an additional interview is necessary to put further information, to the individual concerned, that has come to light during the course of the investigation. The individual shall, at their own expense, be entitled to have a legal or other representative present during any interviews.
- 244.15** Upon conclusion of the investigation Swim England will present relevant information gathered to the Case Management Group which will proceed in accordance with the above Regulations.

245. Swim England's Case Management Group

- 245.1** The Case Management Group shall operate under terms of reference, which may be amended from time to time.

- 245.2** A meeting of the Case Management Group will be convened to consider all reported safeguarding and welfare (where appropriate) concerns, allegations or suspicions of abuse, poor practice or bullying, and provide guidance to the Lead Safeguarding Officer on what action to take, if necessary. The Case Management Group will be presented with the information gathered during the investigative process.
- 245.3** An individual under investigation may be provided with a copy of the information gathered during the course of the investigation; be given the opportunity to comment in writing on matters of fact and accuracy; and may be offered an opportunity to make written representations to the Case Management Group within such timescales, as the Case Management Group may deem appropriate in the circumstances and detailed in writing, unless to do so, in the reasonable opinion of Swim England would prejudice the investigation or the welfare and safety of the Child or Adult involved or other Children or Adults who come or may come into contact with the individual under investigation.
- 245.4** The Case Management Group's function is to consider whether an individual poses an actual or potential risk of harm to Children or Adults within the Sports of Swim England. The Case Management Group shall make any assessment on the balance of probabilities. The Case Management Group shall recommend appropriate actions in order to manage any such risk where possible.
- 245.5** In its decision-making the Case Management Group may consider (but will not be limited to considering) the following factors:
- 245.5.1** whether any matters revealed during the course of an investigation are relevant to the position or role of the individual in question;
 - 245.5.2** the seriousness of the matter raised;
 - 245.5.3** the length of time since any matter/incident occurred;
 - 245.5.4** whether there is a pattern of behaviour (or pattern of other relevant matters);
 - 245.5.5** whether the circumstances have changed following the alleged behaviour and/or other alleged relevant matters;
 - 245.5.6** the circumstances surrounding the matter/incident and the explanations offered; and/or
 - 245.5.7** any mitigating or aggravating factors.
- 245.6** After consideration of the information available the Case Management Group may respond by recommending one or more or a combination of the following outcomes, or any alternative outcome which it may consider necessary from time to time:
- 245.6.1** take no further action;
 - 245.6.2** commission a more detailed investigation;
 - 245.6.3** make a referral to the Police and/or Social Services or the LADO;
 - 245.6.4** make a referral to the Local Education Authority;
 - 245.6.5** impose or extend a temporary suspension pending completion of any further investigation referral or risk assessment;
 - 245.6.6** provide a written conditional warning outlining the areas of concern or improvements required;
 - 245.6.7** require the individual to undergo training;
 - 245.6.8** require the individual to be supervised and/or work with a mentor permanently or temporarily, for a specified period;
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- 245.6.9** extend the period of any temporary suspension until such time as the individual concerned has complied with any required training, supervision or mentoring;
- 245.6.10** extend the period of any temporary suspension until such time as the individual concerned enters into a managed agreement with Swim England, an appropriate Affiliate body and any appropriate statutory agencies. The managed agreement will include such matters as the Case Management Group shall consider necessary to manage risks identified under Regulation 245.4. For the avoidance of doubt, any suspension under this Regulation 245.6.10 will not be considered a permanent suspension;
- 245.6.11** impose a fixed term suspension;
- 245.6.12** refer the individual to the Swim England Office of Judicial Administration to follow the Swim England Judicial Regulations;
- 245.6.13** refer to the individual to the DBS; and/or
- 245.6.14** reach any other decision which the Case Management Group feels is appropriate having regard to the circumstances of the case.

245.7 The final decision on what action will be taken where safeguarding concerns, allegations or suspicions of abuse, poor practice or bullying have been reported to Swim England will rest with the Lead Safeguarding Officer.

245.8 Where the Case Management Group believe that the Lead Safeguarding Officer has made an unreasonable decision a nominated Case Management Group member may inform the Swim England Board of Directors.

245.9 Within 7 Days of the conclusion of the Case Management Group meeting, the Lead Safeguarding Officer's decision with supporting reasons will be communicated in writing to the individual and any relevant Affiliate body, official and/or Members. The individual will also be advised of their right to appeal against any decision made and the time limits for doing so.

245.10 An individual's or body's failure to comply with the decision made by the Lead Safeguarding Officer shall be considered misconduct under the Swim England Judicial Regulations.

245.11 Following consideration by the Case Management Group of the reported safeguarding concern, allegation or suspicion of abuse, poor practice or bullying, the outcome and any decision on further action made by the Lead Safeguarding Officer will be communicated to the appropriate Affiliate body, officials and/or Members for the purposes of enforcement and the safeguarding of Participants.

245.12 All Affiliate bodies, officials and other Members shall comply with the terms of any decision reached. If any Affiliate body or Member fails to implement or comply with any of the requirements imposed, then Swim England reserves the right to take appropriate action.

245.13 Swim England reserves the right to notify those with responsibility for safeguarding in other sporting organisations of any decision made at their sole discretion.

246. Appeals and the Office of Judicial Administration

246.1 Any individual wishing to present an appeal in accordance with these Regulations must submit to the Swim England Office of Judicial Administration a completed Appeal Form containing the following information:

246.1.1 the name and address of the appellant (and of any representative);

246.1.2 confirmation of the grounds for the appeal being one or more of the following:

- (i) that the outcome reached following the Case Management Group meeting was based on error of fact or could not have been reasonably reached when faced with the evidence before them;
- (ii) significant and relevant evidence has become available which was not available prior to the decision being made, had it been available, may have caused a materially different decision to be made;
- (iii) provisions of these Regulations were not adhered to in a material fashion; and/or
- (iv) the findings of the Case Management Group and Lead Safeguarding Officer were irrational or otherwise exhibited an error of general law.

246.2 The Appeal Form must be submitted within 14 Days of receipt by the individual of notification of any decision made by the Lead Safeguarding Officer.

246.3 Subject to Regulation 246.1.2, the Appeal process shall be conducted in accordance with the procedures set out in Judicial Regulation 105 with the exception of those provisions which are incapable of being applied to a safeguarding appeal.

246.4 The Appeal Committee hearing an appeal may uphold the original decision made by the Lead Safeguarding Officer, quash the original decision, refer the matter back to the Case Management Group for further deliberation and decision or substitute its own decision, provided such decision does not go beyond the possible outcomes set out in Regulation 245.6 above, save that the Appeal Committee may disqualify the individual from Participation in part or in whole either indefinitely or for a specific period of time.

246.5 There shall be no appeal against a decision of the Appeal Committee where such decision is itself an appeal from a decision made by the Lead Safeguarding Officer.

246.6 Following recommendation by the Case Management Group, any decision to refer an individual to Swim England's Office of Judicial Administration to follow the Judicial Regulations, the ordinary procedures of such shall apply, provided they are not in conflict with these Regulations.

246.7 Where a Judicial Complaint has been filed with the Office of Judicial Administration and a safeguarding concern exists, the safeguarding concern shall take precedence.

Regional Responsibilities

261. Swim England Friends

Each Region shall appoint three or more persons from nominations made by a club, body, organisation or county and open recruitment, with no restriction on the other unremunerated posts they may hold within Swim England, in order to assist at the discretion of the Judicial Administrator, 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 Regulations 103, 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 Regulations the club or body shall not deal with it but may make a complaint under the Judicial Regulations.
- 281.2** A club or body may expel from membership and/or refuse to renew the membership of any member who has been suspended according to Regulation 103 or Regulations 241-246 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 an organisation or body affiliated under Regulations 52.2 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 British Swimming to whom details of the proposed visit shall be furnished in advance of departure.
- 325.4** All such clubs, bodies, organisations, groups or individuals competing, officiating, coaching, training or organising shall remain within the jurisdiction of British Swimming 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 British Swimming 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 British Swimming 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 British Swimming Judicial Code and World Aquatics Rules of (the discipline(s))'.

401.3 British Swimming competitions held in England and promoted by Swim England may be held under the relevant competition conditions of British Swimming, British Swimming Rules including the British Swimming 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 British Swimming Conditions and Rules, the British Swimming 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, body, organisation 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, body or organisation 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**
- 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.

- 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 101.8 has been heard;

413.3.5 summarily impose the minimum sanctions set out under Regulation 106 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 101.8).

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 101.8).

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 101.

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 British Swimming 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

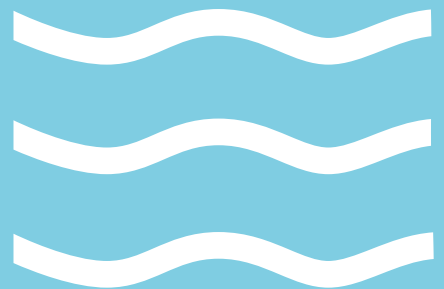
Swimming including Open Water

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 (Derwentio)

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	<p>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/British Swimming guidance document – The Management of Open Water Swimming Events – Guidance Safe Operating Procedure and Risk Assessment.</p> <p>Ensure that the depth of the water is sufficient for diving into the water if a starting pontoon is provided.</p> <p>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.</p> <p>(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.</p>
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/British Swimming 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/British Swimming 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/British Swimming 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 British Swimming 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 British Swimming. 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)

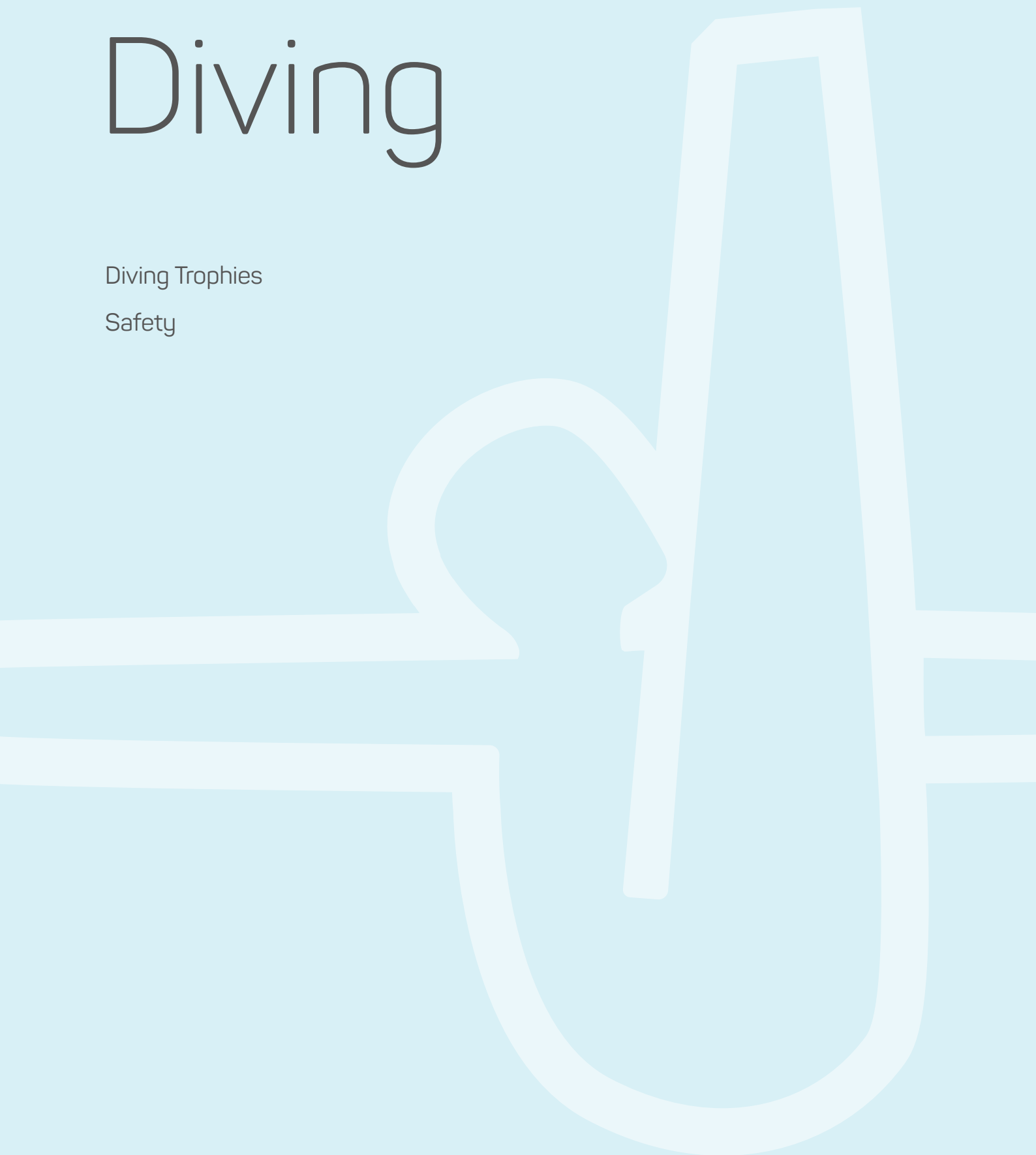
1. Swim England Championships and competitions shall be competed for under the Rules, Regulations and Championship Conditions of Swim England.
2. The promoter of each Swim England Championship or competition shall be the appropriate Discipline Management Group.
3. The individual event conditions may 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 British 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 British Swimming 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) | 2012 C Wonnacot (Plymouth DC) |
| 2000 A Hinchliffe (City of Leeds DC) | 2013 C Farrow (Southampton DC) |
| 2001 A Sotheran (City of Sheffield) | 2014 N Mills (City of Sheffield DC) |
| 2002 A Sotheran (City of Sheffield) | 2015 A Smallwood (City of Leeds DC) |
| 2003 A Sotheran (City of Sheffield) | 2016 C Cryan (City of Sheffield) |
| 2004 A Banks (Plymouth DC) | 2017 N Mills (City of Sheffield) |
| 2005 A Hinchliffe (City of Leeds DC) | 2018 J Clewlow (Southampton DC) |
| 2006 D Harrison (Plymouth DC) | 2019 L Fraser (Southampton DC) |
| 2007 M Holdsworth (City of Leeds DC) | 2020 Not presented |
| 2008 C Tomkys | 2021 Not presented |
| 2009 C Tomkys | 2022 M Roberts |
| 2010 C Gravestock | 2023 F Gutierrez |
| 2011 C Gravestock | |

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

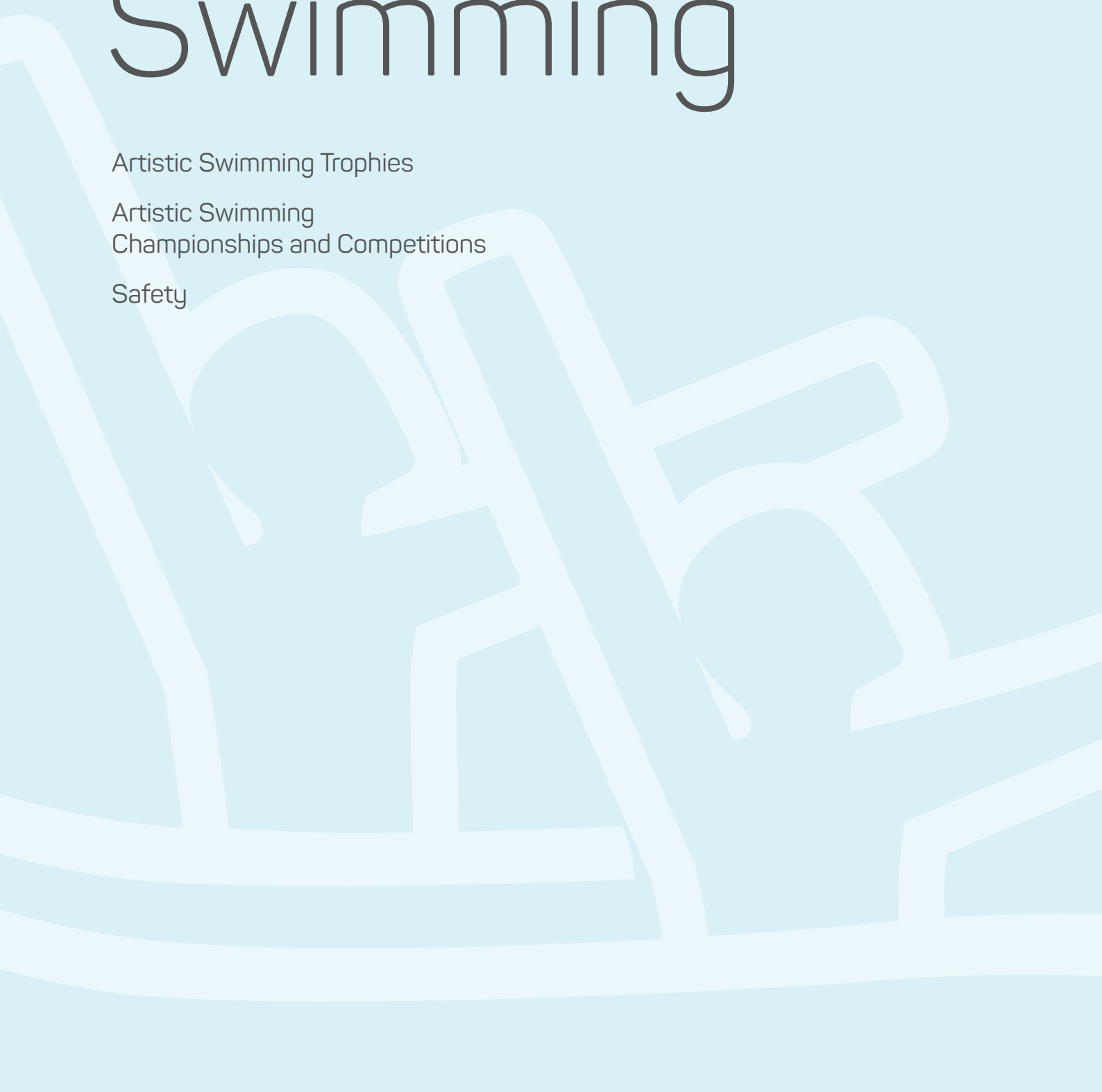
1. Receive briefing from the promoter/and or referee.
2. Make the following announcements:
 - 2.1 "coaches and divers must inform the referee if they consider that the diving facilities are unsafe in any way"
 - 2.2 "spectators are requested not to use flash photography during the performance of a dive 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



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 British 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 No longer presented
1992 K Shacklock	2002 G Adamson	2012 J Randall	
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."

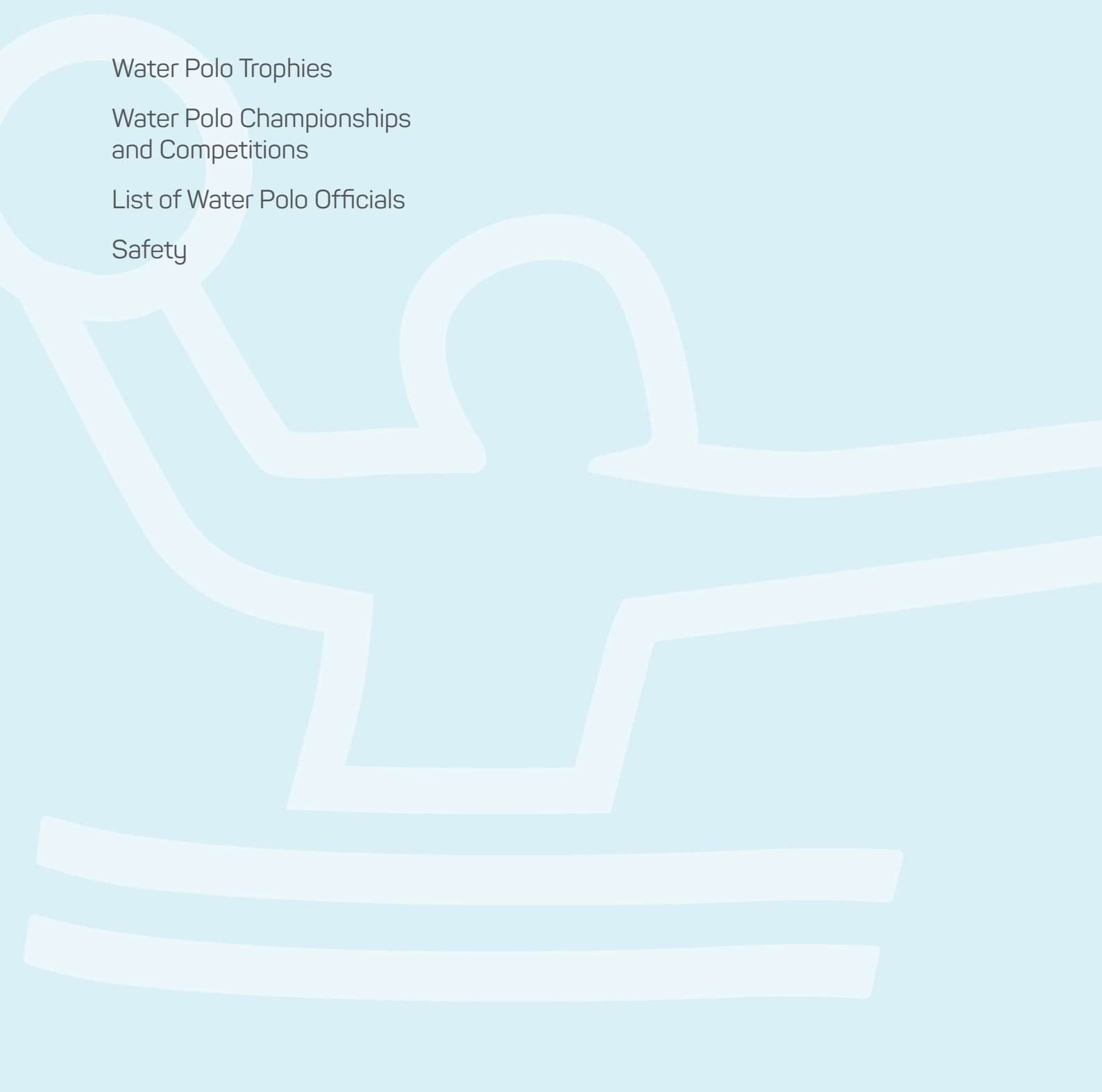
Water Polo

[Water Polo Trophies](#)

[Water Polo Championships
and Competitions](#)

[List of Water Polo Officials](#)

[Safety](#)



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

North West	Winners 2010	Ireland	Winners 2016
North West	Winners 2011	North West Thunder	Winners 2017
North West	Winners 2012	South East Anderida	Winners 2018
North West	Winners 2013	North West	Winners 2019
North West	Winners 2014	North West Thunder	Winners 2021
North East	Winners 2015	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."

Index



Index

A Protest and Protest Appeal – Swim England Judicial System.....	53
Accreditation – General Regulations.....	33
Advertising and other identifications at televised events – General Regulations.....	85
Advertising – General Regulations.....	84
Advertising tobacco and alcohol – General Regulations.....	84
Affiliated Organisations.....	11
Affiliation and Wider Membership – Company Regulations.....	24
Alfred H. Turner Award.....	108
Annual General Meeting Agenda, annual report, financial statements and minutes.....	39
Annual General Meeting, Annual Report, Accounts and Minutes – General Regulations.....	39
Annual Return of Club Membership and Registrations – General Regulations.....	31
Appointment, terms of reference, powers and responsibilities and membership of Committees.....	40
Artistic Swimming Officials Examinations.....	147
Artistic Swimming – Trophies.....	144
Associate Association – General Regulations.....	35
Associated organisations – General Regulations.....	33
Certificate of Exception.....	99
Certificates – General Regulations.....	82
Championships – General Regulations.....	89
Championships and Competitions – Artistic Swimming.....	147
Championships and Competitions – Water Polo.....	156
Club discipline and internal dispute procedures – General Regulations.....	82
Club Complaints.....	55
Club Complaints – Club Complaint Hearing Procedure.....	56
Club Complaints – Club Complaint Outcome.....	57
Club Complaints – Club Panel Rights and Responsibilities.....	57
Club Complaints – Commencing a Club Complaint.....	55
Club Complaints – General.....	55
Club Complaints – Mediation.....	56
Club Complaints – Responding to a Club Complaint.....	55
Club Membership – General Regulations.....	31
Club rights and responsibilities – General Regulations.....	82
Clubs – Company Regulations.....	25
Code of Ethics.....	18
Committees, appointment, terms of reference, powers and responsibilities and membership – General Regulations.....	41
Commonwealth Games representation – General Regulations.....	84
Company Regulations.....	21
Competitions – Application of Regulations and Rules to competitions held in England – General Regulations...	86
Competitions – General Regulations.....	86

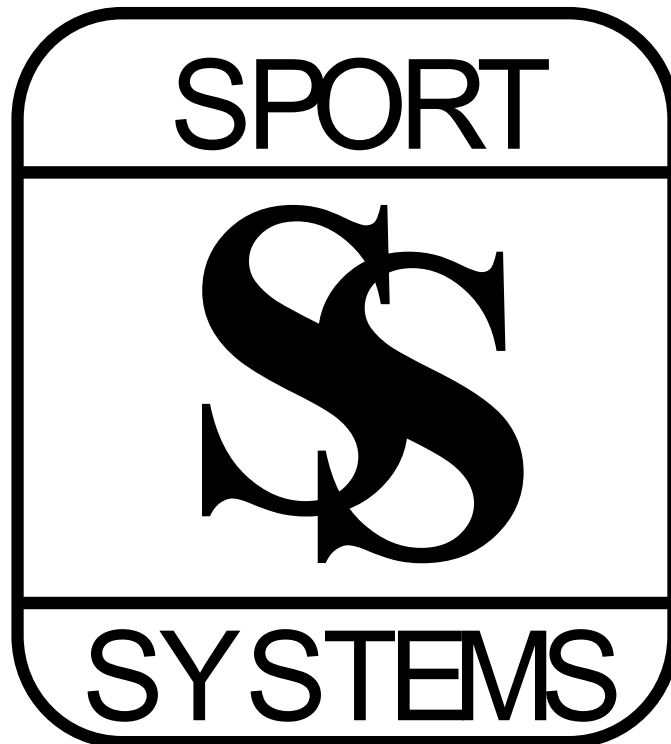
Conflicts of interest – General Regulations.....	47
Contacts	7
Corporate organisations – General Regulations.....	34
Costumes – General Regulations.....	91
Definitions – General Regulations	30
Definitions - Swim England Judicial System.....	54
Directly Affiliated Bodies – General Regulations	34
Disciplines.....	117
Diving Trophies.....	134
Doping Control, promoters responsibilities – General Regulations	93
Duties of all persons – General Regulations.....	72
Duties of Swim England – General Regulations.....	72
Duties of officials and stewards – General Regulations.....	73
Duties of the promoter – General Regulations	72
Duties of the referees of water polo delegates – General Regulations.....	73
Eligibility – General Regulations	33
English qualification – General Regulations	83
Expenses – General Regulations.....	47
Fees and costs – Swim England Judicial System.....	52
Financial Year – General Regulations.....	39
Foreign visits – General Regulations.....	84
Funds – Company Regulations.....	25
Gala advertisements – General Regulations.....	87
General Meetings Elections and Appointments, Protocols – General Regulations	37
General Meetings of the Members Forum – Company Regulations	28
General Regulations	30
General Regulations continued.....	72
General Regulations for Competitions – General Regulations.....	86
Harold Fern Award	108
Health and Safety Forum – General Regulations	72
Health and Safety – General Regulations	72
Home international representation – General Regulations.....	84
International Competitions – General Regulations	94
Interpretation of Swim England Regulations – Constitutional Regulations	30
Judicial Appeal Procedure.....	66
Judicial Appeal Procedure – Appeal Brief.....	68
Judicial Appeal Procedure – Appeal Committee	67
Judicial Appeal Procedure – Appeal Hearing.....	69
Judicial Appeal Procedure – Appeals Decision.....	70
Judicial Appeal Procedure – Commencing an Appeal	66
Judicial Appeal Procedure – Procedural Timetable; Appeal Timetable.....	67
Judicial Appeal Procedure – Remedies / Sanctions.....	70

Judicial Appeal Procedure – Response Brief.....	68
Judicial Appeal Procedure – Rights and Grounds of Appeal.....	66
Judicial Appeal Procedure – Time limit for an Appeal.....	66
Judicial Appointments Panel – Members.....	10
Judicial Complaint Resolution Procedure – A Judicial Complaint.....	58
Judicial Complaint Resolution Procedure – Appeal against a Commissioner’s Determination.....	60
Judicial Complaint Resolution Procedure – Commencing a Judicial Complaint.....	59
Judicial Complaint Resolution Procedure – Commissioner’s Decision.....	61
Judicial Complaint Resolution Procedure – Commissioner’s Determination.....	59
Judicial Complaint Resolution Procedure – General.....	58
Judicial Complaint Resolution Procedure – Judicial Committee & Procedural Timetable.....	62
Judicial Complaint Resolution Procedure – Judicial Committee Decision.....	65
Judicial Complaint Resolution Procedure – Judicial Hearing.....	64
Judicial Complaint Resolution Procedure – Mediation.....	61
Judicial Complaint Resolution Procedure – Remedies / Sanctions.....	65
Judicial Complaint Resolution Procedure – Responding to a Judicial Complaint.....	61
Judicial Complaint Resolution Procedure – Response.....	64
Judicial Complaint Resolution Procedure – Statement of Complaint.....	63
Judicial Complaint Resolution Procedure – Time Limit for a Judicial Complaint.....	58
Jury of Appeal – General Regulations.....	93
Long Service Awards.....	110
Masters Swimming.....	131
Members’ Forum of the Company.....	25
Membership – General Regulations.....	31
Minimum ages for Competition – General Regulations.....	90
Mixed Competitions – General Regulations.....	89
Modification of Regulations.....	39
Multi-Club membership and competition – General Regulations.....	87
Office Holders and Officers – Company Regulations.....	27
Officers of Swim England.....	4
Open competitions.....	87
Past and Present Officers.....	13
Permits – Regulations General.....	86
Powers and duties of the Board – General Regulations.....	40
Powers and Limitations Concerning Automatic Water Polo Sanctions.....	70
Powers and Responsibilities of Regions – Company Regulations.....	23
Prizes – General Regulations.....	93
Procedures for proposals to change General Regulations, Judicial Regulations and Technical Rules.....	30
Prompt cards – Artistic Swimming – Safety.....	149
Prompt cards – Diving – Safety.....	140
Prompt cards – Open Water – Safety.....	127
Prompt cards – Swimming – Safety.....	123

Prompt cards – Water Polo – Safety	157
Protocols for elections and appointments made at General Meetings	37
Referees – General Regulations	92
Regions Contacts	9
Regional Responsibilities, General Meetings – General Regulations	81
Regional Responsibilities, Swim England Friends – General Regulations	81
Regions – Company Regulations	22
Registration – General Regulations	83
Registration, qualification, representations and foreign visits – General Regulations	83
Regulations and Rules, procedures for proposals to change – General Regulations	30
Regulations for the payment of expenses by Swim England	100
Requisitioning a general meeting – Company Regulations	26
Scope of the Swim England Judicial System	49
Scope of the Swim England Judicial System – A Complaint	49
Scope of the Swim England Judicial System – Agreement to Arbitrate	51
Scope of the Swim England Judicial System – Confidentiality	50
Scope of the Swim England Judicial System – Considerations Regarding Children and Vulnerable Adults	51
Scope of the Swim England Judicial System – Duties of the Parties	51
Scope of the Swim England Judicial System – Fees and Costs	52
Scope of the Swim England Judicial System – Flowchart	71
Scope of The Swim England Judicial System – General	49
Scope of the Swim England Judicial System – Swim England Friends	51
Senior Leadership Team	6
Smoking and drinking restrictions – General Regulations	91
Standard constitutions and model rules – Company Regulations	24
Subsidiary and Associated Companies	10
Swim England Board	6
Swim England Qualifications Board – Company Regulations	29
Swimming Officials, Regional Contacts	122
Swimming Memorial trophies	119
Technical Rules	95
Technical Rules of Artistic Swimming	98
Technical Rules of Diving	98
Technical Rules of Swimming	95
Technical Rules of Water Polo	97
Television – General Regulations	85
Temporary membership and affiliation – General Regulations	36
Testimonial or Benefit Galas – General Regulations	94
Trophies	103
Trophies – General Regulations	93
Trophies, Regulations for the control of Trophies	103
Unauthorised Relations – General Regulations	33

Underwater competitions/exhibitions – General Regulations.....	90
Useful addresses	12
Water polo delegate – General Regulations	91
Water Polo Officials	156
Water Polo – Trophies	153
World Aquatics Rules – General Regulations	32

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