

## **NEW PROCEDURE FOR POOLSIDE ACCREDITATION AT ASA NATIONAL EVENTS, 1<sup>ST</sup> APRIL 2017 ONWARDS**

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From 1<sup>st</sup> April 2017, the ASA is implementing changes when applying for a Poolside Accreditation for ASA National events. These are the same changes, which are also implemented at British Swimming events.

Please read the following information carefully and make the necessary preparations well in advance to ensure a successful application process. Annual passes are not available. Late surcharges will not apply.

All coaches, team managers and chaperones must fulfil the following criteria, as required by their role, when applying for a pass to attend any ASA National events:

**All coaches, team managers and chaperones must provide evidence of:**

**From 1<sup>st</sup> April 2017**

- 1. DBS:** valid Disclosure and Barring Service check (DBS)
- 2. Minimum Qualification/Requirements (specific to the role):**
  - a. Coaches – Teaching/Coaching Qualification Level 1
  - b. Team Manager – Team Manager Training Module 1 Certificate
  - c. Chaperone – Club authorisation to be acting in loco parentis on behalf of the Club

**2018 onwards**

**3. Safeguarding Certificate:** in preparation for 2018 requirements, during 2017 all coaches, team managers and chaperones are required to update and record their Safeguarding qualification (wherever awarded) with ASA Memberships Department.

Coaches, team managers and chaperones will not be able to apply for a Poolside Accreditation without the above documents in place.

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### **HOW TO APPLY**

- Log into [ASA Membership Options](#)
- To check that the required documents are up to date, follow the instructions at the top of the page.
- The system will then display the eligibility per event and will highlight areas where further action is required in order to meet all the requirements.
- If all the minimum requirements and qualifications are met for the specific event, the system will automatically display the option to apply for the event accreditation.

### **WHERE CRITERIA HAS NOT BEEN FULFILLED, THE FOLLOWING ACTION SHOULD BE TAKEN**

#### **Disclosure and Barring Service (DBS)**

Coaches, team managers and chaperones must hold a valid DBS disclosure issued by the ASA/WASA (SASA - disclosure via Protecting Vulnerable Groups Scheme (PVG Scheme)), which is valid for 3 years. Other DBS disclosures will be accepted subject to the individuals being willing to provide consent if their DBS is registered with the DBS Update Service.

The application process for a DBS with the ASA could take up to 4 weeks to complete and is valid for 3 years from the date of issue.

Individuals must submit proof of valid DBS certificates or for any DBS queries should contact:

- ASA DBS Office on 01509 640 738/ [dbs@swimming.org](mailto:dbs@swimming.org)

## Minimum Qualifications, Training, Requirements

### *Coaches and Team Managers*

In accordance with [Wavepower](#) guidance, coaches and team managers should hold the appropriate qualifications and training as required by their role.

The following minimum qualifications will be required for poolside accreditation per specified role:

<b>Coach</b>	Teaching/Coaching Qualification Level 1 or equivalent minimum qualification
<b>Team Manager*</b>	Team Manager Training Module 1 Certificate *Team managers applying for accreditation, who are under the age of 18 years old, must be acting in an assistant capacity only. Clubs will be required to provide an additional team manager who is 18+; applications will be refused if this condition is not met.

Please note, team managers acting in team manager capacity will not require coaching qualifications. Similarly, coaches will not need to have team manager training in addition to their coaching qualifications in order to obtain poolside accreditation.

To obtain either of the above, individuals are required to:

<b>Coach</b>	visit <a href="#">ASA Coaching and Teaching Courses</a>
<b>Team Manager</b>	contact <a href="mailto:volunteering@swimming.org">volunteering@swimming.org</a>

To submit proof of the minimum required qualification, please email certificate copies (ensuring email is titled 'Poolside Accreditation') to:

- ASA Awarding Body: 01509 640 493/ [info@awardingbodyasa.com](mailto:info@awardingbodyasa.com)

### *Chaperones*

Chaperones must act in loco parentis and are responsible for the care of swimmers for whom they are nominated as chaperones and must be appointed and applying to do so on behalf of their Club. Chaperones must not act in a coaching role at the same time. Any chaperones acting as team managers should be applying for team manager poolside accreditation and hold the relevant team manager qualification.

To apply for a Chaperone poolside accreditation pass, authorisation must be received directly from the Club confirming the individual has been appointed as Club chaperone for the specific event. Club authorisation must be emailed by the Club Chair or Club Secretary (ensuring email is titled 'Chaperone Poolside Accreditation') to:

- ASA Memberships team at [renewals@swimming.org](mailto:renewals@swimming.org)

## Safeguarding and Protecting Children Training

In preparation for 2018 requirements, during 2017 all coaches, team managers and chaperones are required to update and record their Safeguarding qualification (wherever awarded) with ASA Memberships Department.

A valid Safeguarding and Protecting Children Certificate is valid for 3 years. For further information on ASA approved Safeguarding and Protecting Children training, applicants should visit:

- [Wavepower 2016-2019 \(p.46-47\)](#)
- [IoS Safeguarding courses](#)
- [Sports Coach UK \(SCUK\) Safeguarding courses](#)

Those applicants, who have previously attended the SCUK Safeguarding & Protecting Children Workshop in a face-to-face format and need to renew their certificate, are eligible to access an

online renewal safeguarding course, which has been deemed acceptable by the NSPCC Child Protection in Sport Unit (CPSU):

- [Sports Coach UK Safeguarding Online Renewal courses](#)

Individuals must submit proof of valid Safeguarding certificates or for any queries relating to updating individual membership records should contact:

- ASA Memberships team on 01509 640 727/ [renewals@swimming.org](mailto:renewals@swimming.org)

### **Photograph**

All poolside accreditations will require the individual's photo for identification purposes. Coaches, team managers and chaperones can upload or update their headshot photo by logging into [ASA Membership Options](#).

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Any individual found to misuse the poolside accreditation pass, and/or if the individual does not meet the accreditation requirements as part of their role, the ASA reserve the right to not issue a refund, revoke the pass and/or prohibit future pass allocation.

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If you have any queries regarding the above information, please do not hesitate to contact either:

- ASA Events team: 01509 640 261/ [nationalevents@swimming.org](mailto:nationalevents@swimming.org)
- British Swimming Events team: 01509 640 240/ [britishevents@swimming.org](mailto:britishevents@swimming.org)

The ASA Events team

March 2017