

Dear Coach/Team Manager,

## **NEW PROCEDURE FOR POOLSIDE ACCREDITATION FOR BRITISH SWIMMING EVENTS, 1<sup>st</sup> APRIL 2017 ONWARDS**

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

Coaches and team managers must fulfil the following criteria when applying for poolside accreditation:

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

- 1. DBS:** valid Disclosure and Barring Service check (DBS)
- 2. Minimum Qualification:**
  - a. Coaches – Teaching/Coaching Qualification Level 1
  - b. Team Manager – Team Manager Training Module 1 Certificate

### **2018 onwards**

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

You 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 [Membership Options](#) (England and Wales) or [click here](#) (Scotland)
- To check that the required documents are up to date, follow the instructions at the top of the page. The system will display the eligibility per event and will highlight areas where further action is required.
- If all the requirements and qualifications are met for the event, the system will automatically display the option to apply for the event accreditation.

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

**Disclosure and Barring Service (DBS)**

Coaches and Team Managers 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 640738/ [dbs@swimming.org](mailto:dbs@swimming.org)

**Minimum Qualifications & Training**

In accordance with [Wavepower](#) guidance, coaches and team managers should hold the appropriate qualifications and training as required by their role. The following will be required for the British Swimming Poolside Accreditation:

<b>Coach</b>	Teaching/Coaching Qualification Level 1 or equivalent minimal qualification
<b>Team Manager*</b>	Team Manager Training Module 1 Certificate

\*Team managers applying for the 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.

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>

**Safeguarding and Protecting Children Training**

In preparation for 2018 requirements, during 2017 all coaches and team managers 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 640747/ [memberships@swimming.org](mailto:memberships@swimming.org)

### **Photograph**

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

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

- British Swimming Events team: 01509 640240/ [britishevents@swimming.org](mailto:britishevents@swimming.org)

The British Swimming Events team  
February 2017

