



How to get running a club right!

What the ASA can offer your club

The basics for good club governance:

- Constitution
- Committee
- Policies and procedures
- Organisation

Current support mechanisms:

- Good Club Guides
- Model constitution
- The ASA Friends
- Website
- swim21

The Good Club guides contain:

- A guide to roles and responsibilities
- Top tips and good practice from experienced volunteers
- Further information and learning / training opportunities

They are a good starting point for new committee members.

Good Club Guides can be found at
www.britishswimming.org> clubs> Volunteers>
Good Club Guide Resources

Model constitution:

The ASA offers all you need to produce your constitution:

- A model constitution template
- Guidance notes to the content of a constitution
- FAQ's
- Mandatory, recommended and optional content for your constitution

For all this information and guidance please visit
www.britishswimming.org> clubs> useful documents>
club information > ASA Model Club Constitution

The ASA Friends

- The Office of Judicial Administration (“OJA”) facilitates the ASA judicial complaints procedure.
- ASA Friends are volunteers appointed by their Region to the role on account of their experience in the sport.
- The role of Friend has no set definition or remit within the ASA Constitution.

The ASA Friends

- The ASA Friend will undertake to assist you as much as possible with regard to the following:
- ASA Regulations / Constitution.
- The effects of your own Club Constitution.
- The Judicial procedure, particularly those points which need to be addressed by you (or your chosen representative) when presenting your case

The ASA Friends

- We cannot guarantee their advice 100% because they are not formally trained by the ASA, however they can often provide information which can at least assist members to making their own decision.
- All correspondence and discussions that take place will remain strictly confidential.
- The ASA Friend will not disclose any matter to any other party, including the OJA without your prior knowledge and approval.

The ASA Website

- Useful documents for clubs and volunteers
- Contact information
- Templates and guidance notes
- Policies - Equity, Child Protection,
- Updates and news

swim21 accreditation

- The ASA Club development tool
- Efficient and Effective club management
- Processes and Procedures
- Good club governance structure



Changes to rules and regulations: Vetting and Barring Scheme

- The Vetting and Barring Scheme (VBS) has been established from the Safeguarding Vulnerable Groups Act 2006.
- The VBS will be operated by the CRB and a new body created by the legislation - the Independent Safeguarding Authority (ISA).
- The VBS implementation will be gradually phased in over a five year period.

Changes to rules and regulations: Vetting and Barring Scheme

- In sport the main impact will come through people running “Regulated Activity” who will need to be registered with the scheme.
- The cost will be free to volunteers.
- There will be a new application form in July 2010 which
- Will incorporate the application for ISA Registration.

Changes to rules and regulations: The impact on the ASA

The new Vetting and Barring Scheme will not have any impact on vetting processes **currently** in swimming.

Changes in swimming may come when the next phase of the proposals come into force in July 2010.

The ASA are members of the Sports Consultative Group for the scheme.

Sports Specific guidance is currently being written by Government and the ASA expect to see this towards the end of autumn.

Following the release of this guidance to the ASA, swimming specific information for clubs and our members will be published.

Updates can be found via the 'Wavepower' link on the British Swimming website.





QUESTIONS ?