

Dear Coach/Team Manager,

NEW PROCEDURE FOR POOLSIDE ACCREDITATION FOR COACHES AND TEAM MANAGERS AT ASA NATIONAL EVENTS, 1ST APRIL 2017 ONWARDS

From 1st 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 being 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.

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

All coaches and team managers must provide evidence of:

From 1st April 2017

- 1. DBS:** valid Disclosure and Barring Service check (DBS)
- 2. Minimum Qualification (specific to the role):**
 - a. Coaches – Teaching/Coaching Qualification Level 1
 - b. Team Managers – 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.

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

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 and Team Manager 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

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 ASA National events poolside accreditation:

Coach	Teaching/Coaching Qualification Level 1 or equivalent minimum qualification
Team Manager*	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.

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

Coach	visit ASA Coaching and Teaching Courses
Team Manager	contact volunteering@swimming.org

To submit proof of the minimum required qualification, certificate copies should be sent to:

- ASA Events team: nationalevents@swimming.org

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

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](#).

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
- British Swimming Events team: 01509 640240/ britishevents@swimming.org