



# ASA LICENSING SCHEME – INITIAL APPLICATION

## Evidence Requirements

All applicants are required to read 'ASA Teaching/Coaching Licensing Scheme' prior to completing this form.

Any teacher/coach applying to the ASA to become licensed is required to complete this form and submit it to the ASA as indicated. The following relevant evidence should be attached:-

- Original (not photocopy) teaching/coaching certificate appropriate to the level of the license requested.
- Original CRB confirmation at enhanced disclosure.
- Evidence of having attended an accredited child protection workshop.
- Evidence of current involvement in teaching/coaching<sup>1</sup>
- Signed declaration related to the ASA Code of Ethics / Child Protection Procedures.

All supporting evidence will be returned along with the appropriate license or details of why the application has been unsuccessful.

**NB** Please ensure that you keep a copy of all the submitted evidence.

If you have any specific queries please contact ASA Education and Awarding Body on 01509 618699 or e-mail [educationandawardingbody@swimming.org](mailto:educationandawardingbody@swimming.org)

<sup>1</sup>Confirmation of teaching/coaching can be provided by any of the following:- Supervising Teacher/Coach; Line Manager; Club Officer; Employer

## Evidence Pro-forma

NAME ..... DATE OF BIRTH .....

ADDRESS .....

..... POST CODE .....

TEL..... EMAIL .....

Level of Licence applied for ..... Discipline.....

(if more than one level or discipline please state)

Please tick ✓ the appropriate box to confirm that the required evidence has been submitted

- Teaching / coaching certificate (original)
- CRB check – enhanced disclosure (original not more than 6 months old)
- Evidence of having attended an accredited Child Protection workshop

## TEACHING/COACHING DECLARATION

I .....confirm that.....is currently actively engaged in teaching/coaching.

SIGNED ..... STATUS .....

(See evidence requirements)

PRINT NAME ..... TEL .....

E-MAIL.....

## ASA CHILD PROTECTION AND CODE OF ETHICS DECLARATION

I acknowledge that I am aware of the ASA Child Protection procedures and the current version of the ASA/loS Code of Ethics and that I have read and understood these documents. I further acknowledge that I agree to abide by the ASA Child Protection procedures and the ASA/loS Code of Ethics.

In particular I understand that any contravention by me of any of the provisions of the ASA Child Protection Procedures or ASA/loS Code of Ethics may give rise to a complaint being made against me under the ASA Judicial Laws and/or may give rise to the suspension or withdrawal of any certificates that I may have been awarded by the ASA.

SIGNATURE ..... DATE .....

**NB** Copies of the above documents can be found in ASA candidate log books, on the ASA website [www.britishswimming.org](http://www.britishswimming.org) or can be requested from ASA Education and Awarding Body.

**Please return this form, along with the required evidence to  
ASA Education and Awarding Body (Licensing Section), 18 Derby Square, Loughborough, LE11 5AL**

## To be completed by the ASA

Evidence valid  Yes  No

If no, reasons why evidence is not acceptable:

Licence Awarded  Yes  No Date .....

Date forwarded to Systems Department.....