

Checklist for New Secretaries of Existing Clubs



There are certain documents which Club Secretaries should have in their possession and there are other documents which may be held by other Club Officers, but which Secretaries should be aware of and know where to locate them. This checklist itemises the different documentation and indicates who may hold this and where it originated from. Secretaries missing any of these items should contact the relevant ASA department as indicated.

Documentation	Notes	From Whom
ASA Handbook	Sent annually to the Club Secretary	<ul style="list-style-type: none"> ASA Office – Operations Department Also available on the website Additional copies can be purchased from the asa Awards Centre Tel: 0800 220292
ASA Insurance Certificate and Information	Sent annually following payment of membership fees. May be held by the Treasurer	<ul style="list-style-type: none"> ASA Office – Membership Services Tel: 01509 618727
Accident and Incident Book	Replaced on request when full. To be held by named Officer of the Club	<ul style="list-style-type: none"> ASA Customer Services Tel: 08701 200 0928
Other Insurance Policies	Separately arranged with the Insurance Brokers – may be held by the Treasurer	<ul style="list-style-type: none"> Insurance Company
Wavepower – Child Protection Guidelines and Procedures	May be held by the Welfare Officer	<ul style="list-style-type: none"> ASA Customer Services Tel: 08701 200 0928
Video Log Book	Replace on request when full. May be held by Welfare Officer or Competition Secretary	<ul style="list-style-type: none"> ASA Customer Services Tel: 08701 200 0928
Copy of Club Membership Return	May be held by Membership/Registration officer	<ul style="list-style-type: none"> ASA Office - Membership Services Tel: 01509 618727
Club Constitution	May be referred to as Club Rules	<ul style="list-style-type: none"> Own club
Club Minute Books	Current minute book may be held by Minute Secretary. Historical minutes should be with Club Secretary or known archives	<ul style="list-style-type: none"> Own Club
Club Account Books	May be held by Treasurer	<ul style="list-style-type: none"> Own Club
Swimming Times	Copy sent to Secretary each Month	<ul style="list-style-type: none"> ASA – Swimming Times Office Tel: 01509 632230
Wavelength	Copy sent each month to Secretary with Swimming Times	<ul style="list-style-type: none"> ASA – Swimming Times Office Tel: 01509 632230
ASA Annual Report and Financial Statement	Sent annually to Club Secretary	<ul style="list-style-type: none"> ASA Office – Marketing Department Tel: 01527 514288
Handling Internal Club Disputes	Copy sent to Club Secretary on affiliation	<ul style="list-style-type: none"> ASA Customer Services Tel: 08701 200 0928 Also available on website www.britishswimming.org
Regional Handbook	Sent annually to Club Secretary	<ul style="list-style-type: none"> Regional Office

There is a significant amount of information on the ASA Internet www.britishswimming.org. Included are:

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| <ul style="list-style-type: none"> Q & A (under the Clubs tab) | <ul style="list-style-type: none"> Calendar |
| <ul style="list-style-type: none"> Vision Document | <ul style="list-style-type: none"> Ranking Lists |
| <ul style="list-style-type: none"> Business Plans | <ul style="list-style-type: none"> Latest News items |

Copies of all published literature is available to download