



Voluntary Licensing Scheme for Agents

Frequently Asked Questions by Agents

(February 2010)

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- **“How much does a Licence cost?”**

For 2010/2011, the fee is £250. Please do not send cash in respect of application fees. Instead, cheques should be made payable to “British Swimming Limited”.

In addition, an enhanced CRB Disclosure is required for each individual applicant. In order for this to be processed, an additional administrative fee is payable to the ASA. At present this is £50 per application.

When competing the CRB stage, a separate cheque should be enclosed in respect of the CRB application which should be made payable to the “Amateur Swimming Association”.

- **“How long will it be valid for?”**

All Licences are valid for one year from the date of issue, unless it is subsequently suspended and/or revoked by British Swimming in the interim, following an alleged/proved breach of the Code of Practice and/or Terms and Conditions.

Should the Licence not be re-newed either by the Agent or by British Swimming, there is not any residual entitlement to the benefits of the Scheme.

When re-applying for a Licence it will not always be necessary to re-apply for an Enhanced CRB Disclosure; these are valid for 3 years, and will only be required if the existing ASA CRB is not in date at the time of the Licence’s expiry or if otherwise required by the ASA.

- **“Who should apply to be a Licensed Agent?”**

It is not mandatory to be a British Swimming Licensed Agent in order to represent a Coach/Athlete or otherwise work in the aquatic disciplines. However, British Swimming is very keen to encourage as many Agents as possible to join the Scheme, in order to ensure the highest standards of representation and Best Practice are adopted within the sport. The Scheme is available to Agents that are currently representing Coaches/Athletes but also those who are seeking to represent prospective clients from aquatic disciplines.

- **“Is it compulsory to be Licensed with British Swimming in order to be an Agent to an Athlete of an aquatic discipline?”**

No, registration is entirely voluntary. However, there are many benefits that an Agent can receive if they apply and are accepted as a British Swimming Licensed Agent.

These include;

- (i) The right to an official designation as ‘Officially Licensed Athlete Agent’ which Agents would be able to use on headed notepaper, business cards and other promotional materials.
- (ii) The opportunity to include contact details on the British Swimming website, as a British Swimming Licensed Agent.
- (iii) The opportunity for limited and appropriate dissemination of promotional materials to Athletes (subject to compliance with the Data Protection Act)
- (iv) The opportunity to participate in workshops or other training as may be made available by British Swimming (fees may be apply).

- **“Why do I need a CRB check?”**

British Swimming is committed to Safeguarding Children and Vulnerable Adults, and the CRB check is an integral part of fulfilling that commitment.

CRB checks are a way of checking people’s history in order to ensure it does not include any connections that might mean they are not eligible to work as a Licensed Agent. The checks will show whether an individual has a criminal record, whether there are any ongoing police investigations and whether there are any other concerning situations in which the individual is involved.

Please note that British Swimming require an Enhanced CRB Disclosure.

These are renewable after 3 years.

Once the Disclosure has been received, British Swimming will either:-

Approve: British Swimming will issue the Licensed Agent certificate.

Reject: British Swimming will write to the Applicant advising that his/her application has not been successful and the Application Fee shall be returned.

Further Detail: British Swimming may write to the Applicant advising that further detail is required in relation to the information provided by the CRB and invite the Applicant for an explanation.

British Swimming will either then approve or reject the application.

- **“I already have an Enhanced CRB Disclosure from another organisation. Why can't I submit this with my application instead of applying for new CRB?”**

The process of using a CRB obtained through one organisation to supplement an application to another organisation is known as 'portability'. This is no longer recommended by the Criminal Records Bureau and therefore experience has shown that a large number of organisations will not participate in the portability process. There are two reasons underpinning this: some bodies may not have required identity checks in line with CRB recommendations. Also, a Disclosure is a snapshot in time and it is therefore important to have information as up to date as possible. In line with Criminal Records Bureau guidance, British Swimming will not accept other organisation's CRBs in support of a Licensed Agent application. British Swimming is fully committed to ensuring that all Licensed Agents are suitable for the Scheme, and therefore maintaining the highest professional standards. Accordingly this position is not moveable.

- **“Is information on my CRB Disclosure made public?”**

No, this is strictly private and confidential.

- **“If my application is rejected, can I appeal against that decision?”**

There is a right of appeal to an Appeals Panel in the event that your application is rejected upon application. The decision of the Appeals Panel is final.

Full details of this Appeals process will be provided to you at the time that your application is unsuccessful, together with reasons for the first instance decision.

- **“I do not want to have my details published on the British Swimming website. Is this compulsory?”**

Publication of the Licensed Agent’s name and professional contact details on the British Swimming website is a valuable benefit available only to Licensed Agents. We very much hope that all Licensed Agents will fully maximise this key benefit of Scheme. However, if you would like us to refrain from publishing your details please clearly state this on your application. Or if you later change your mind and would like your details removing, please place this request in writing and send to licensed.agents@swimming.org

Should any Licensed Agent wish to decline this aspect of the Scheme’s benefit package, we regret that it is not possible to reduce the Licensed Agent’s fee payable or provide a reimbursement.

- **“I have questions not covered by these FAQs or the Information document. Who do I contact?”**

If you have any further queries please contact the Department of Legal Affairs on licensed.agents@swimming.org or 01509 640270. Please mark any correspondence as relating to the Voluntary Licensing Scheme for Agents.

