



## **Adjustments Guidance: Planning, Granting and Implementing Adjustments**

*This guidance does not constitute new policy but acts as an explanatory document for how the existing Diversity and Inclusions Policy works in practice*

### **General Notes:**

*An adjustment is defined as an accommodation, adaptation or change to how a competitor accesses a competition, event, social or similar based on a long-term health condition or disability. This follows the definition of the UK 2010 Equality Act. Unfortunately, acute injuries are not therefore covered by this policy and associated legislation. However, we will do our best to support you in these circumstances.*

*The purpose of the diversity and inclusion policy is to remove the barriers that may exist to disabled lifesavers from being able to compete and compete equitably with their peers.*

*We understand that people may have concerns about adjusting an event due to the competitive integrity of the event. This is why the adjustment needs to be judged as 'reasonable' and wherever possible this adjustment does not extend to affect any competitor other than the person requesting the adjustment. This is decided by the welfare and inclusion officer in liaison with the BULSCA Judges Panel (BJP).*

*Reasonability is defined based on the following criteria:*

- *Effectiveness in preventing the disadvantage*
- *Practicality, cost and availability of resources*
- *The extent to which the adjustment would disrupt other activities*

### **Pre-competition process:**

- Club captains or comp secs ask their competitors on the signup form or directly, such as in training, whether they need any adjustments or have any concerns about accessing competitions.
- Comp secs directly email [welfare@bulsca.co.uk](mailto:welfare@bulsca.co.uk) stating the team that the swimmer is in and explain what the barrier is and what potential adjustment may be appropriate.
- For previously granted adjustments they will be approved straight away. However, if the welfare officer needs further information they will reply to you and check with the Judges Panel where necessary.
- Please email / message the welfare officer for every comp even if it is just to say that the adjustments are the same. As teams can shuffle around I will not assume adjustments are needed unless I hear from you as I need to know which team they refer to.
- A final reminder is sent 10 days before the competition on the club captains' chat by the welfare and inclusion officer.
- The welfare and inclusion officer compiles the necessary adjustments into a document and sends these via email to both the head ref and the competition organiser at least 7 days before the competition (see appendix 1 for template)

### **On the competition day:**

- Provided adjustments have been shared in advance and the head ref and competition organiser understand how to implement them, there should not be much to do on comp day in terms of adjustments.
- Share the information on adjustments with your judges at the judges' briefing in the morning.
- Judges may choose to circle or underline teams with adjustments specifically on their sheets as a reminder.

- If you have concerns about adjustments having not been in place or not working properly please let the welfare officer know and this can be followed up.

### **Role and Responsibility of the Head Referee:**

As head ref you will receive the list of adjustments in advance on the same day as the competition organiser receives them (minimum 1 week before the comp). At this point, you are not being asked if the adjustments should go ahead, they have already been granted. Check in advance that you understand how to implement these judges and if necessary get in touch with the welfare and inclusion officer if you need clarification.

It may be helpful to print this document out for easy reference on the day. Adjustments can be shared with any of your judges and helpers (where appropriate). Check your judges know what they need to do to implement adjustments.

### **Roles and Responsibility of the Competition Organiser:**

As competition organiser, you will receive the list of adjustments 1 week in advance of the competition on the same day as the head ref receives them. Please at this point share this email with your 2 SERC setters and ask them to confirm there is nothing in the SERC which may contradict the implementation of the adjustments.

Due to the fact some of the BULSCA committee members may also be competing, please ask your SERC setters to get in touch with yourself or the head ref if there are issues not directly to the welfare officer to avoid accidentally sharing details.

### ***Any further questions?***

If you have any further questions about adjustments and the process to follow either as a competitor, competition organiser or referee please get in touch at:

[welfare@bulsca.co.uk](mailto:welfare@bulsca.co.uk)

**If you need this document in an alternative format  
please also contact [welfare@bulsca.co.uk](mailto:welfare@bulsca.co.uk)**

## Appendix 1: Example of Blank Adjustments Form



### **BULSCA Welfare: Example Form for Adjustments 2023**

*This document was shared on (insert date) with (comp organiser and head ref) by welfare. Please forward this document to your 2 SERC setters ahead of the competition. Any questions or concerns please get in touch at [welfare@BULSCA.CO.UK](mailto:welfare@BULSCA.CO.UK) - please note I am a competitor also so SERC details need to be kept undisclosed! THANK YOU in advance for your support in implementing these and ensuring competitions are an accessible environment for all our lifesavers.*

*The following information can be shared with any judges, officials and helpers as required to run the comp and implement these adjustments. For confidentiality, this document should NOT be shared with other competitors.*

University Team:	Reason:	Adjustment needed:	Checklist of actions for implementation of adjustment:
Example Uni	Example Disability	<ul style="list-style-type: none"><li>• Adjustment needed to speeds</li><li>• Adjustment needed to SERCs</li></ul>	<input type="checkbox"/> Head ref to complete x,y,z <input type="checkbox"/> Heat allocation sheet amended <input type="checkbox"/> Example of action needed