

# LICENSING OF REGISTERED OFFICIALS

## 1 Introduction

On the 1<sup>st</sup> October 2006 the ASA and WASA will be introducing a licensing scheme for swimming officials. It is anticipated that each of the home countries will either utilise this scheme or introduce a scheme based upon similar principles and criteria. The scheme will be extended to all other disciplines in the near future. It is recognised that the criteria will, from time to time, be modified to ensure they remain compatible with the way in which officials are trained and assessed.

This paper aims to explain the process and criteria of the scheme and hopefully answers any specific queries that you may have. The introduction of licensing will also necessitate some minor changes to the current registration process.

Most people involved with swimming and its associated disciplines recognise the need to have a well-regulated professional workforce and this scheme can contribute towards the achievement of this aim.

## 2 Clarification of Terms

To avoid ambiguity the following descriptors may be helpful:

Type of official:	Phrase used to distinguish between timekeeper, judge etc.
Category of official:	Phrase used to distinguish between registered and licensed
Role:	Responsibilities carried out related to the type of official
Extended Scheme:	Phrase used to cover the additional elements added to the current registration process as described under category of officials
Licence:	A permit that allows the holder to operate
Licensing:	The process of granting a licence
Licensing authority:	The organisation issuing the licence ie Institute of Swimming (IoS)
Licensee:	The holder of a licence
Officials Confirmation Form	The form which newly qualified Officials submit to the IoS
Officials Licensing Form	The form used by Officials who wish to be licensed

### **3 What is the Officials Licensing Scheme?**

This scheme equates to accreditation to practise and following the achievement of an official's qualification candidates will be eligible to become licensed subject to meeting the appropriate criteria. The licence will be valid for a period of 4 years and will be renewable subject to the holder meeting the stated criteria for renewal. At the renewal stage the requirements for licensed category will include mandatory aspects plus electives. Officials will have a degree of choice in respect of the electives achieved.

The registration of officials has existed for some time. This scheme seeks to extend this process and to introduce criteria that will underpin the extended scheme. This will not include a requirement for re-assessment. Whilst this extended scheme will require all officials to meet specified criteria, meet organisers should use additional strategies, including previous experience, to ensure the quality of officials operating at meets.

Existing registered officials applying for a licence after December 2007 will be required to fulfil the mandatory requirements.

### **4 Scope of the Scheme**

Whilst the FINA Handbook identifies around twelve different officials the Swimming Officials Licensing scheme will initially focus on just three, these being;

- Judge
- Starter
- Referee

*NB. These define the functions undertaken. The nomenclature used by the Home Countries may vary slightly*

### **5 Benefits of the Scheme**

- Assist meet organisers in the selection of officials appropriate to the level of meet
- Provides a summary statement of qualifications and experience
- Helps to promote high standards
- Provides a framework for continuous improvement and CPD
- Provides a vehicle which can be used to implement change
- Commits the holder to uphold the applicable Home Country Code of Ethics in swimming
- Part of a regulated and developing career structure
- Status can be suspended or removed

### **6 Who Administers the Scheme?**

The scheme will be administered by the IoS

## **7 Category of Officials**

Officials will be divided into two categories;

- Registered
- Licensed

with specific criteria for each. Initially the difference between the requirements to be registered or licensed will be minimal with additional criteria related to the licensed category only becoming operational at the license renewal stage. Once the scheme is fully operational whilst licensed officials will be accredited to operate at any level of meet it is expected that Promoters will place some restrictions upon the officials which fall into the registered category.

## **8 Requirements for Registered Officials.**

Registered Official category will apply to those who meet the following criteria;

Holder of a British Swimming, (or equivalent) Officials Qualification
Member of a club affiliated to ASA, SASA or WASA or an individual member of the IoS
Have submitted the Officials Confirmation Form
Adherence to the appropriate Home Country Code of Ethics/conduct and acceptance of the appropriate Home Country jurisdiction on any breach of the code

## **9 Requirements for Licensed Officials**

At the initial application stage those Officials wishing to be licensed will be required to meet the criteria listed for Registered Officials (see 8 above) and in addition provide evidence of recent activity related to the type of Official to which the application applies e.g. Judge. This will require signed confirmation by an active and qualified Referee. The minimum requirement to meet the criterion related to being active is to have carried out the role for which the application applies on a minimum of 2 occasions during the 12 month period immediately prior to the application.

## **10 Length of Licence Cycle**

The Officials Licence will be valid for a period of 4 years from the date of issue.

## 11 Requirements for Licensed Officials at the Licence Renewal stage

Officials wishing to renew their License will be required to meet the mandatory aspects plus the requirements as detailed in the electives.

### **Mandatory**

M1	Hold a British Swimming (or equivalent) officials qualification appropriate to the licence category e.g. judge, starter, etc.
M2	Member of a club affiliated to ASA, SASA or WASA or an individual member of the IoS.
M3	Have submitted the Officials Licensing Form
M4	Adherence to the appropriate Home Country Code of Ethics/conduct and acceptance of the appropriate Home Country jurisdiction on any breach of the code.
M5	Evidence of having attended the British Swimming Officials Awareness Module.
M6	Evidence of having attended a FINA Rules Update
M7	Evidence of having met the minimum stated requirements related to carrying out the role for which the licence application applies (see below)

**NB The minimum requirements related to M7 are as follows;**  
**Each applicant is required to provide evidence of having officiated in the category for which the application is made, on a minimum of 8 'occasions' over the 4year licence period. One 'occasion' equates to a session at a licensed meet i.e. normally 2 to 3 hours. Ideally this should be spaced across the 4 year period but where this is not possible a minimum of 2 'occasions' must be completed during the final year of the licence period.**

Plus achieve a minimum of 10 points from the electives listed below. A minimum of 2 different electives must be included although the maximum points in each of the electives may not be achieved.

### **Electives**

#### **Maximum points that can contribute towards the licence**

E1	Attendance at British Swimming or IoS CPD events for officials	6
E2	Achievement of additional British Swimming (or equivalent) official's qualification.	3
E3	Evidence of having been mentored by a more experienced and/or higher qualified British Swimming licensed official.	4
E4	Evidence of having mentored an unqualified, less qualified and/or inexperienced official.	5
E5	Evidence of having delivered a British Swimming or IoS officials seminar or course	6
E6	Evidence of having participated in relevant committees/ working parties at county, regional or national level.	6

All the electives are calculated on the basis of 1 point per hour.

**NB In respect of elective 3 a Starter can only generate points through being mentored by another Starter or a Referee.**

## **12 Link between the Category of Official and the level of meet**

British Swimming National Events	Licensed Officials only.
ASA National Events	Licensed Officials only.

***NB Home Countries to define criteria for all other events.***

***NB If licensing is not available within a Home Country registered officials from that Home Country will be eligible to officiate at National Events subject to approval of that Home Country.***

***NB For insurance purposes, all officials must be in membership of a club affiliated to ASA, SASA or WASA, or have individual membership of the Institute of Swimming***

## **13 Officials wishing to be Licensed for more than one Category**

It is recognised that some officials will fulfil a number of roles on different occasions. For example, a referee may operate as a starter or a judge and may not wish to be restricted in the sense of only being a licensed referee.

In these situations the highest licensed level held by the individual will automatically include the levels below. For example, an official who becomes licensed as a referee will automatically also be licensed as a judge. The only additional requirement relates to an official who may be licensed as a Referee but also wishes to be a Licensed Starter. In this situation the official will be required to provide evidence of having carried out the role of the Starter on at least one occasion (see point 11 for explanation of occasion) during the year immediately prior to the licence renewal i.e. year 4. This is in addition to the evidence requirements related to being a Licensed Referee.

## **14 Officials leaving/returning to licensed category**

Any Licensed Official who does not meet the requirements for licence renewal will cease to be licensed. Should the individual subsequently wish to become re-licensed it will be necessary to meet both the mandatory aspects plus the requirements as detailed in the electives.

## **15 Process for current Registered Officials**

The ASA, WASA and IoS will use its best endeavours to inform all current Registered Officials about the criteria and process relating to the requirements for the categories of Registered and Licensed Officials. All current Registered Officials will be invited to apply for the appropriate category.

## **16 Cost and Benefits**

The cost for licensing of officials will be £10 to cover the 4 year accreditation period. In addition to the information issued to Registered Officials all licensed officials will receive the following:

- Photographic identification
- Officials log book
- Subsidised CPD opportunities
- Pocket size copy of FINA extracts and laminated aide-memoir.

## **17 Sanctions**

Suspending or removing accreditation to participate as an official are options available to the licensing authority and are applicable to licensed officials. Suspensions will normally occur in situations where an issue has been raised of a serious nature that requires further investigation. Removing an official's accreditation may follow on from the initial suspension or will be activated when the holder fails to meet the requirements for renewal. Licensed status can only be reactivated once the evidence has been submitted and accepted.

## **18 Appeals**

Any applicant, who has his/her application for licensed category refused, and where the appropriate criteria appear to have been met, will be able to appeal to the Officials Licensing Appeals Panel.

## **19 Currency of Evidence**

Evidence provided as part of the initial application and the renewal process cannot be more than 48 months old.

1.0. BS Board Approved 16 September 2006

1.1 Amended with Home Countries replaced by British Swimming and IOS as appropriate, 30 November 2006.

1.2 Amended, January 2007