



# **Coast and Valley Swimming Association**

## **Technical Swimming Appointments, Nominations and Assessment Policy**

**November 2018**

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# Nominations and Appointments Policy

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## 1) Purpose of our Policy

The objective of this policy is to provide guidelines on how the Area Technical Swimming Committee (ATSC) and the Appointments Officer determine Technical Official appointments at Coast and Valley Swimming Association (CVSA) meets to ensure our meets are officiated to a high standard, while encouraging the development of new officials.

## 2) Who our Policy Applies to

The CVSA ATSC will consider all nominations from active Technical officials via the nomination process. Nominations after the due date will be considered only in positions that are vacant. All CVSA meets will provide maximum opportunity for the identification and development of Technical Officials

All Technical officials will be encouraged to regularly work at CVSA meets as well as Club meets and on Club nights.

## 3) Nomination Process

Technical Officials who have worked at previous CVSA meets will be invited to nominate to work at our Area meets.

The Nomination Form will be available on the website to enable all interested Technical Officials to nominate

The Nomination form will include, but is not limited to the following information:

- a) Name of Meet
- b) Venue
- c) Date and Time of Meet
- d) Closing date for Nominations
- e) Preferred Positions
- f) Session Availability

An example Nomination Form is available – Appendix 1

All nominations received will be forwarded to the Technical Committee Appointments Officer, who will draw up a draft Appointments roster, which will be circulated to the Technical Committee for comment and/or approval.

Once approved the Appointments roster will be circulated to those Technical Officials who have nominated and be placed on the CVSA website.

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## 4) Appointments

The Appointment Officer will consider all nominations and take into consideration identified preferred positions and availability.

The CVSA ATSC could also take into account the Technical Officials commitment to the Area in relation to officiating at local meets when determining appointments.

An outcome may be that Technical Officials are placed in positions other than their preferred position.

The CVSA ATSC will endeavour to appoint all Technical officials who have nominated.

Technical Officials will be advised via email and on the CVSA website of appointments.

Appointments data will be held by the ATSC and used to monitor the outcomes of the appointment process.

## 5) CVSA Meets

### a. Long Course Championships:

These championships are regarded as the Area's main event and as such will be staffed with the best officials in all positions. No non-accredited Referee or Starter will be appointed to this meet.

In each session, where available, at least one Referee and one Starter should be of Level 2 status or higher.

Referee or Starter assessments will not be undertaken at Long Course (summer) championships.

### b. Short Course Championships:

These championships are the Area's main Short Course event and should be staffed with experienced officials alongside new/ less experienced officials, where possible. At least one Referee and one Starter should be of Level 2 status or higher but may include those seeking Level 2 accreditation where available.

### c. Area Meets (Qualifying, Development & Picnic Meet):

All appointments are to be made to support the development and recognition of all Technical Officials. This meet should be staffed with experienced officials alongside new/ less experienced officials, where possible.

### d. Speedo Sprint Heats:

This meet should be staffed with experienced officials alongside new/ less experienced officials, where possible.

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Technical officials may also be invited via email directly by Area clubs, or by CVSA of local Area Club meets.

All appointments for any CVSA meet should, as far as possible, support the overall functioning of the meet.

## e. After the Meet

The Lead Referee is to compile a Referee's Report (a copy of this can be found on the CVSA website under Technical). This report is to be sent in with the sign on sheet to the Area Secretary via email ([swim.coastandvalley@gmail.com](mailto:swim.coastandvalley@gmail.com)).

This procedure will allow the Technical Committee to monitor the appointment of Referees and Starters for each meet, and to ensure that they are currently accredited and are suitable for the level of the meet – i.e. Qualifying/Development/Picnic. It also allows the Committee to review all meets and those officials who are regularly attending these meets.

## 6) Assessments

The practical assessment needs to be conducted in an environment where the assessor and the candidate can verify the criteria, such as at Coast and Valley approved area meets.

Club nights don't generally provide for a situation whereby the candidate is working with other accredited technical officials. Club nights do provide an invaluable opportunity to practise the skills, especially if there is a technical official experienced and accredited in that role to be able to mentor.

For qualifications such as Referee, Starter, Judge of Strokes, Inspector of Turns and Marshall, it is necessary to gain experience in these roles at a number of Area meets before undertaking formal assessment.

### a) General

All assessments of Candidates will be undertaken by an Assessor accredited with Swimming New South Wales.

A Candidate wishing to be assessed at a local meet should inform the Area ATSC Co-ordinator prior to any assessment being undertaken at CVSA Championship (*Referee or Starter assessment will not be undertaken at Long Course (summer) championships*), Development, Speedo Sprint Heats or a local Area meet. This will ensure that an accredited Assessor is appointed to the applicable meet. Failure by a Candidate to fulfil this requirement may defer their assessment to a later date.

Should this not be practicable, the Area should be informed at the Meet, or as soon as possible after the conclusion of the meet.

As a matter of courtesy, the Referee for the session and the Meet Director will be informed of any assessments being undertaken.

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Assessment for Timekeeper may be accepted from a club night, provided that the club has an accredited Referee and Starter in attendance at the time of assessment.

All completed Assessment paperwork is to be submitted to the Area Technical Swimming Co-ordinator by the Assessor as soon as possible after the conclusion of the swim meet.

## b) Inspector of Turns, Judge of Strokes, Level 1 Referee

From 1 July, 2016, the assessment criteria for Inspector of Turns, Judge of Strokes and level 1 Referee has changed.

- i) **Inspector of Turns**  
Online exam and 1 practical assessment in a full session at an-Area level.
- ii) **Judge of Stokes**  
Online exam and 1 practical assessment in a full session at an Area level.
- iii) **Referee Level 1**  
Examination paper (written) and 2 practical assessments in a full session at Area level.  
Examination paper (written) is conducted and supervised by a member of the Swimming NSW Technical Committee.

## 7) Assessment & Accreditation Procedures

Clubs are now required to have **four (4) officials** (either accredited, or working towards accreditation) working at their club meet, otherwise their meet for the following year will not be approved. The number of officials is in addition to Timekeepers.

To assist clubs in moving forward to meet this requirement the following procedures will be implemented to streamline the process for technical assessment and accreditation.

We ask all clubs to advise their members of the following protocols.

### 1. Online training

- There is no requirement for a candidate to notify the ATSC Co-ordinator of a successful completion of the online training module. This is done automatically once the training has been completed.
- A candidate will be required to bring the notification of completion of training to his/her assessment. ***For Referee and Starter Assessments, the Check List from the first assessment is to be included.***

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## 2. Face-to-face training

The Area Technical Swimming Committee (ATSC) Co-ordinator must be notified of

- the Presenter
- Candidate names/s and contact details
- Date of training

## 3. Application for assessment

- In addition to traditional paper methods, candidates have the option to request a practical assessment through SNSW online technical official online training site.

After a candidate has completed the theory portion of an accreditation at <https://nswtraining.swimming.org.au> an online form can be filled out at <https://nswtraining.swimming.org.au/assessment>.

Your request for assessment will be sent directly to your Area Technical Convenor for arrangement.

- The ATSC Co-ordinator can also be directly notified of a candidate wishing to undergo assessment.

CVSA Area Technical Co-ordinator contact details are below.

**Jacqui Currey**

Email: [jacqui@eleken.com.au](mailto:jacqui@eleken.com.au)

Mob: 0438 581 087

## 4. Assessment paperwork.

The Assessor is to send a copy of the accreditation paperwork to the ATSC Co-ordinator. This is to be done regardless of the candidate being deemed competent, or not yet competent.

## 8) Review and Approval

The ATSC and/or the Management Committee will review appointments process and policy from time to time.

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## 9) Approval Summary

Amended by	Details	Date
Andrew Jones	Initiation of Policy	20 September, 2011
Management	Amendment	19 July, 2016
Management	Amendment	20 November 2018

# Nominations and Appointments Policy

## APPENDIX 1 Example-Nomination Form

**TECHNICAL OFFICIAL NOMINATION  
FOR COAST AND VALLEY SWIMMING MEETS**

EVENT NAME:  
 VENUE :  
 EVENT DATE :  
 NOMINATION FORM CLOSING DATE:

TECHNICAL OFFICIAL DETAILS	
FAMILY NAME:	Title (Mr/Mrs/Ms/Miss)
FIRST NAME:	Male / Female
REGISTRATION NUMBER:	
CLUB :	
E-MAIL ADDRESS:	
SHIRT SIZE : <i>Mens Shirt Size (M, L, XL, 2XL, 3XL, 4XL, 5XL):</i>	<i>Ladies Shirt Size (10, 12,14, 16, 18)</i>
Working With Children #:	

	Session 1 9:00 am	Session 2 30 mins after Session 1	Session 1 9:00 am	Session 2 30 mins after Session
<b>DATE</b>				
<b>AVAILABILITY (Y/N)</b>				

POSITION PREFERENCE	
<b>Please rank in order of preference at least THREE (3) positions you wish to be considered for</b>	
Referee	
Judge of Stroke	
Inspector of Turns	
AOE Operator	
Computer Operator	
Chief Recorder	
Recorder	
Starter	
Marshall	
Check Starter	
Chief Timekeeper	
Time Keeper	
Medals Officer	
Announcer	

**NEW Technical Officials**  
 Please indicate with a cross (X) beside your position preference if this is the first time you have nominated for that position.

**DRESS REQUIREMENTS**  
*Female* : Blue shirt, black slacks or skirt or shorts, black socks (if worn) and black shoes.  
*Males* : Blue shirt, black slacks or shorts, black socks (if worn) and black shoes.

*ALL Boxer / football style shorts / tracksuit pants are NOT acceptable.*

**Email: [swim.coastandvalley@gmail.com](mailto:swim.coastandvalley@gmail.com)**

**Or post to:  
 Coast & Valley  
 P.O Box 406  
 Kotara Fair New South Wales 2289**

**Please place a cross (X) next to the position which you hold a Swimming Australia accreditation for:**

Referee L1	Referee L2	Referee L3	Starter L1	Starter L2	Starter L3	JOS	Rec	IOT	Mar	CS	CTK	TK	ANN

**Fitness to Officiate:** By submitting this form you are declaring that you are fit to officiate at this meet.  
**Work Place Health and Safety:** I am aware that I have the right to inform the Referee or Meet Director immediately if I become aware of an unsafe situation which may cause harm to myself or others at this event.

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## Appendix 2 - Assessors and Presenters

Name		Email	Club	Assessor	Presenter
Michele	Burley-Jones	michelebj44@bigpond.com	Woy Woy	YES	YES
Jacqui	Currey	jacqui@eleken.com.au	Beresfield	YES	YES
Gordon	Ferguson	gfaf7@bigpond.com	Woy Woy	YES	YES
Blinda	Francis-Smith	blindas1@bigpond.com	Titans		
John	Hart	johnbhart@optusnet.com.au	Kincumber Pacific Dolphins	YES	YES
Narelle	Murphy <sup>1</sup>	narelle.mur@iinet.net.au	Raymond Terrace	YES	YES
David	Richards	daverich@optusnet.com.au	Raymond Terrace	YES	YES
Norman	Roberts	nar1950@bigpond.net.au	Central Newcastle	YES	YES
Patricia	Roberts	nar1950@bigpond.net.au	Central Newcastle	YES	YES
Jennifer	Schwetz	jenny@schwetz.id.au	Charlestown	YES	YES
Cathy	Sheedy	csh18828@bigpond.net.au	Kurri Kurri	YES	YES
James (Jim)	Sheedy <sup>2</sup>	csh18828@bigpond.net.au	Kurri Kurri	YES	YES
Greg	Skinner	gskinner@energy.com.au	Beresfield	YES	YES

<sup>1</sup> Cannot Present/Assess: Referee/ Judge of Strokes/ Inspector of Turns

<sup>2</sup> Cannot Present/Assess: Referee/ Judge of Strokes/ Inspector of Turns/Recorder