

Area Technical Coordination Committee Planning Guide to Recruitment, Training, Development & Accreditation of Technical Officials

Introduction

The aim is to provide guidance for Area Technical Swimming Committees toward Recruitment, Training, and Development & Accreditation of Technical Official NOAP Credentials up to & including Level 1 Referee.

The following incorporates much of the 2016 previously agreed areas and outlines relevant SNSW governance and Area By-law requirements.

The document seeks to generally describe the governance accountabilities and responsibilities of:

- Technical Swimming Committee (TSC), and at the same time using the possible interaction of these parties with SNSW Club Support Officers (CSO) Area Technical Swimming Committee (ATSC),
- Area Technical Swimming Committee Convenor (ATSCC).

Note that this paper does not prescribe how these parties interact. The individuals in each Body should resolve between themselves how to best interact according to their Area's requirements.

Purpose

- Assist with the recruitment, training, development and accreditation of technical officials to Level 1 Referee.
- Reinforcing the communications direct link between Areas and the TSC with TSC members "buddied" or "paired" with Areas
- Improve communications & coordination between TSC and ATSC, and also where appropriate, the Development Officers,
- Attain consistency across all SNSW Areas for Recruitment, Training & Accreditation of Technical Officials and maintain a quality system for Technical Official Development.
- Resolving the "competency standards".
- Overcome misunderstandings about "competency standards". For the purposes of Club Level and Club Meets, competency objective is to a **basic level**. Skills and expertise will develop over time with experience and exposure to mentors and further development opportunities, such as the Development Squad Program

Objectives

- Recruitment of new Technical Officials
- Training and development to a **basic level of competence** for Swimming Australia Limited (SA) NOAP Modules 1 to 10. Many of these are available on-line.
- All of the credentials should be completed and assessed at Area or Club meets that run for a **minimum of 2 hours** with the exception of timekeeping.

TECHNICAL SWIMMING COMMITTEE

SNSW By-laws set out the following relevant functions of the technical swimming committee:

- Implementation of the National Officiating Framework in NSW,
- Development of NSW training aids, tools and resources as necessary to align with and implement the national programs for the education, assessment and accreditation of technical officials These would include:
 - Swimming NSW training notes
 - Swimming NSW training exercises & associated model answers,
 - Standardised Swimming NSW presentation material e.g. power point presentations

- Development and implement pathways for Swimming NSW officials,
- Assess Technical Officials' performances,
- Encourage and foster Swimming NSW Technical Official nominations to Technical Committees at all levels,
- Develop and implement new strategies to attract and retain technical officials in the sport of swimming,
- Organise and implement Chief Executive Officer authorised forums, seminars and workshops for the dissemination of information regarding rules and procedures for the conduct of Company meets,
- Coordinate suitably qualified Presenters & Assessors for conducting training, development and assessment in Areas where there is a need for this identified,

AREA TECHNICAL SWIMMING COMMITTEE CONVENER (ATSCC) shall,

- Act as the chairperson of the ATS Committee,
- Act as liaison between the ATS Committee and the Area Committee, and
- Act as liaison between the relevant SNSW Technical Committee and the ATSC on all matters related to technical official appointments, development and education.
- Single point of contact within the Area for all Assessment outcomes

AREA TECHNICAL SWIMMING COMMITTEE (ATSC)

Training

- Arrange as authorized by the Committee forums, seminars and workshops for the dissemination of information regarding rules and procedures for the conduct of Area Meets,
- Encourage eligible persons to qualify and actively participate in the sport as technical officials at all levels,
- Conduct uniform programs for the training and assessments, examination and accreditation of Area technical officials. When the situation arises, all examination papers will be forwarded to SNSW in a timely manner,
- Ensure material such as SAL Modules and SNSW training notes are available,
- Collate Training Day results, & where necessary, send data to the SNSW TSC ,
- Coordinate and **or** appoint candidate officials to local meets with training mentors or coaches, so experience can be accumulated,
- Coordinate suitably qualified Presenters & Assessors for conducting training, development and assessments. If local P&A are limited or not available, request the TSC to organise supplementary resources,
- Where there are shortages of local training mentors or coaches, request the TSC for supplementary qualified TOs to assist,
- Where local suitably qualified Presenters & Assessors are not available, engage with the TSC to supplement the area of need.

Assessment Requirements

- Conduct assessment of trainee officials prior to initial appointment as technical officials at Area Meets,
- Ensure that all officials are made aware of the re-accreditation process and assist these officials in gaining their re-accreditation.
- Validate that reaccreditations have been received and updated,
- Collate, record and verify assessment outcomes,
- Awarding of accreditations to new TOs,
- Provide follow up support for all new Technical Officials,

- Coordinate suitably qualified Assessors for conducting assessments and if local Assessors are limited or not available, request the TSC to organise alternatives,

Rostering for Meets

- Roster qualified technical officials for all Area controlled Swimming Meets (Championships etc.) and assess technical official's performance at these meets,
- At Area club's request coordinate TOs for their club meets,
- Facilitate the appointment of candidate officials to local club meets with training mentors or coaches, so experience can be accumulated,
- Where there are shortages of local training mentors and coaches, request the TSC for supplementary qualified TOs to assist.

ATSCC's RELATIONSHIP WITH NSW CLUB SUPPORT OFFICER

Where it is possible to coordinate Development activities and programs, the ATSCC and TSC should coordinate with the CSO in the following areas

- Promotion and scheduling TO Training Days & Venues where possible to coincide with Area Development Squad activities,
- Coordination of any Training Venue facility requirements, such as lap tops, data projectors etc.,
- Recruiting attendees from clubs i.e. promote and advertise for TO training days.

ASSESSMENT REFEREE L1 ACCREDITATION GUIDELINES

- Assessment is at a **BASIC LEVEL** of competence for these credentials.
- The focus of the NOAP is to have many people trained to be able to operate at **club and local meets**.
- **The standard is not that which is required at State level meets.**

For example the **Level 1 Referee's requirements** are:

- Successful completion of tasks outlined in Learner Guide
- Completion of the examination.
- Completion of the Referee exam and achieve a minimum **pass rate of 85%**.
- Practical assessment as a guide should be at a level commensurate with the exam pass rate.
- Recommended that candidates are assessed as competent by a Regional, Area or State Assessor at **two (2)** Regional, Area or Club events.

Metropolitan – preferable that one be by an Assessor from another Metro Area.

Country – preferable one be by an assessor from several hours distant.

- There is **NO** requirement for proficiency in the use of an AOE system. The candidate would be more likely to be operating in a manual timing situation,
- All of the credentials should be completed and assessed at Area or Club meets that run for a **minimum of 2 hours**.