



Area Technical Coordination Committee Planning Guide

1. INTRODUCTION

Becoming a technical official is rewarding and an excellent way to contribute to the sport, spend time with your children, create great friendships and gain professional development.

Swimming relies heavily on volunteers. Competitions and events are important to the development of our athletes and technical officials are critical for their delivery.

The aim of this guideline is to provide guidance for Area Technical Swimming Committees toward Recruitment, Training, and Development & Accreditation of Technical Officials.

The Swimming NSW By-laws establish the functions of the Technical Swimming Committee. These functions can be found [here](#).

2. SWIMMING AUSTRALIA

SNSW has partnered with Swimming Australia to develop the <https://totraining.swimming.org.au/> **national online training platform** for all swimming officials. Here you will find plenty of resources to support technical officials regardless of their level of officiating. We encourage all ATSCC's to regularly review this website for updates and information and utilise these resources to support development within your Area.

3. AREA TECHNICAL SWIMMING COMMITTEE CONVENER (ATSCC)

The ATSCC shall:

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

Training

- Arrange as authorised 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 to nswofficials@nsw.swimming.org.au

- Ensure material included within the national online training platform such as Swimming Australia Modules is shared across your Area.
- Collate Training Day results send data to SNSW to nswofficials@nsw.swimming.org.au
- Coordinate and appoint 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 expertise is limited or not available, seek guidance from the SNSW TSC.

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 on the spreadsheet supplied by SNSW. Email nswofficials@nsw.swimming.org.au to receive the document.
- Award 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 support.

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 support from the TSC.