



UPDATE YOUR TECHNICAL  
OFFICIAL ACCREDITATION

REACCREDITATION KIT FOR  
NATIONAL OFFICIATING PROGRAM



Australian Government  
Australian Sports Commission



Dear «FirstName»,

#### NATIONAL OFFICIATION PROGRAM – REACCREDITATION

As part of Swimming Australia Ltd's (SAL) and the state swimming associations ongoing commitment to providing a quality National Officiating Program (NOP), technical officials are required to undergo a reaccreditation process every four years. This is to ensure that Australia's reputation for having the best technical officials in the world is upheld.

With your accreditation due to expire soon, the following guide will provide you with the information you require to renew your technical official accreditation. We hope that this free renewal process is simple enough to follow to assist you in getting back on pool deck with all of the appropriate qualifications. Please allow 4-6 weeks for your application to be processed and your new accreditation card to be posted out.

Technical officials are an integral part of the sport of swimming. Without the hard work and dedication from the thousands of technical officials nationwide the sport would not function like it does. Swimming club members enjoy quality competition on a regular basis thanks to those who have earned accreditation under the National Officiating Program (NOP).

On behalf of the swimming community we thank you for your contribution to the sport and we look forward to you renewing your accreditation.

Sincerely,

Melissa Backhouse  
General Manager, Community Sport & Stakeholder Relations

#### REACCREDITATION CRITERIA

Technical Officials updating their officiating accreditation will need to satisfy the following criteria:

1. Produce a completed SAL Technical Official Accreditation Update Log showing the required number of update points to maintain the current level of accreditation. This can be in the form of a log book, the template provided with this letter or electronically.
2. Willing to abide by the SAL Behavioural Guidelines.
3. Have signed a Child Welfare Declaration form available from [www.swimming.org.au](http://www.swimming.org.au) (Attachment A). *NSW officials are not required to complete this form*

#### POINTS SYSTEM

Number of Points per four-year period required:      Level 1\* – 50, Level 2 - 100. Level 3 - 200

Officials will need to gain points in officiating practice, general swimming education and specific swimming officiating education. The following table outlines the minimum number of points required from each section. A guide to suitable courses is outlined later in the kit.

Updating points needed in four-year period	Level 1* (50 points)	Level 2 (100 points)	Level 3 (200 points)
Minimum officiating practice points required	15	30	45
Minimum general swimming points required	5	10	15
Minimum specific swimming officiating education points required	5	10	15

\*Please note that individuals that are accrediting the following do not require specific swimming officiating education points: Check starter, clerk of the course, timekeeper, chief timekeeper, recorder, announcer, AOE. Those with accreditations that have authority to recommend disqualifications will require specific swimming officiating education points: JOS, IOT, Starter & Referee

#### LIST OF SWIMMING OFFICIATING ACTIVITIES & UPDATING POINTS

##### OFFICIATING PRACTICE

This is the act of officiating at meets over the period of four years.

*Event*

*Points*

Referee/Starter at FINA World LC Championships/Olympic Games	40
Referee/Starter at FINA World SC Championships/Commonwealth Games/Pan Pacific Championships	35
Referee/Starter at Other International Events	30
Technical Official (other than Referee/Starter) at FINA World LC Championships/Olympic Games	35
Technical Official (other than Referee/Starter) at FINA World SC Championships/Commonwealth Games/Pan Pacific Championships	30
Technical Official (other than Referee/Starter) at Other International Events	25
Referee/Starter Australian Championships	15 per day
Referee/Starter Australian Age/Australian Short Course Championships	12 per day
Technical Official (other than Referee/Starter) at Australian Championships	10 per day

Technical Official (other than Referee/Starter) at Australian Age/Australian Short Course Championships	8 per day
Technical Official at another SAL organised event	10 per day
Referee/Starter State Championships	10 per day
Technical Official (other than Referee/Starter) at State Championships	5 per day
Technical Official at other State/Territory sanctioned event	5 per day
Technical Official at non-sanctioned event	2 per day

#### GENERAL SWIMMING EDUCATION

<i>Workshops &amp; Seminars</i>	<i>Points</i>
Risk Management for Officials	7
Certificate 4 Workplace training and Assessment	15
Complete a Member Protection Information Officer Course	5
Complete First Aid/CPR Course	5
Complete SAL Presenters Course	15
Complete SAL Assessor Course	15
Complete ASC or DSR Assessor Course	15
Complete ASC or DSR Trainer Course	15
Completed ASC's Play by the Rules – <a href="#">Child Protection, Harassment and Discrimination online course</a>	10
Completed ASC's Play by the Rules – <a href="#">Complaint Handling Course</a>	5
Completed ASC's " <a href="#">Play By the Rules</a> " for Officials	5

#### SAL SPECIFIC OFFICIATING EDUCATION

<i>Seminar Activities</i>	<i>Points</i>
Attend State/Territory Officiating Seminar	10
Attend FINA Seminar	15
<i>Lecture Activities</i>	
Lecture at State Level One Course	5
<i>Officiating Related Activities</i>	<i>Points</i>
Complete additional SAL Level One Officiating Course	5
Complete SAL Level 1 Referees Course	5
Assess level 1 Candidates	5
Achieve Level 2 Referee Status	7
Achieve National Panel Status	10
Achieve Level 3 Referee or Starter status	12
Achieve FINA Status	15
Assess at a State level	5

#### Technical Official Log – Example One

*Michael* is a Technical Official from Cairns. He is currently accredited as a Timekeeper and a Check Starter and officiates at his local club night and the occasional district carnival to help his club out. Over the four-year period, Michael completes 20 one-day club meets and 5 District one day meets. He completes the SAL Member Welfare Online Course and completes the Clerk of the Course accreditation.

Michael's updating log looks like this:

Activity	Date	Points	Verified by (print name)	Signature
20 Club Carnivals (20 x 2 points)	Various	40	Club Committee Member	
5 District Meets (5 x 5 points)	Various	25	District Committee Member or Referee of meet	
SAL Online Member Welfare Course	10/2008	5	Automatically by SAL Sport Development Unit	
SAL Clerk of the Course	20/8/2009	5	State Swimming Association	
Total		80		

Technical Official Log – Example Two

Susan is a Technical Official from Macarthur. She is currently accredited as a Level Three Starter and holds Check Starter, Clerk of the Course and Timekeeper accreditations. She has officiated (not as a starter) for five days at one national championships and as a starter for three days at two national championships. Susan has officiated at two state championships (two day meets) as a starter over the four years. Susan has also officiated at 10 district carnivals and 25 club carnivals during this time. Susan has lectured at 10 level one courses over the four-year period and has attended two State Officiating Forums. She has also completed the SAL trainer and assessor courses.

Susan's updating log looks like this:

Activity	Date	Points	Verified by (print name)	Signature
1 National Championship (5 days) not as referee or starter (1 x 5 days x 10 points)	Various	50	Swimming Australia	
2 SAL Championship (Starter) (2 x 3 days x 15 points)	2010 and 2011	90	Swimming Australia	
2 State Championships (Starter) (2 x 2 days x 10 points)	Various	40	State Swimming Association	
10 District Championships (10 x 5 points)	Various	50	District Committee Member	
25 Club Meets (25 x 2 points)	Various	50	Club Committee	
2 State Officiating Forums (2 x 10 points)	Various	20	State Swimming Association	
Lectures 10 Level One Course (10 x 5 points)	Various	50	State Swimming Association	
SAL Trainer Course	20/8/2009	15	State Swimming Association	

SAL Assessor Course	21/8/2009	15	State Swimming Association	
Total		380		

Both individuals have secured enough points to update their accreditation.

Please note: Provision may be made for individuals who have not completed the necessary education components to complete a practical assessment that demonstrates their competency as part of the updating procedure. This will be at the discretion of the Community Sport Manager, and applications must be made in writing through your State Swimming Association.

#### REACCREDITATION CHECKLIST:

- Complete a log that shows the required level of technical official points to satisfy the current level of accreditation (A log book can be completed using the enclosed template, the SAL Technical Official Log Book or email an electronic log book)
- Complete the SAL Child Welfare Form (Attachment A). *NSW officials are not required to complete this form*
- Be willing to abide by the SAL Behavioural Guidelines
- Send in the log and completed Child Welfare form to your state swimming association (SA, NT, WA, VIC, TAS) or if in NSW or QLD send to designated technical official contact in your region (see Attachment B for NSW and Attachment C for QLD).

Please note: It may take approximately 4-6 weeks for your application for reaccreditation to be processed. If your application is approved a new National Officiating Program technical official card will be sent with an updated expiry date.

Thank you for your ongoing commitment to the sport of swimming as a technical official. Send\* your log book and Child Welfare form (NSW officials not required to submit this form) to:

State Association	Email	Address	Suburb	State	Postcode
Swimming NSW	See Attachment B	See Attachment B			
Swimming NT	<a href="mailto:admin@nt.swimming.org.au">admin@nt.swimming.org.au</a>	PO Box 1960	Darwin	NT	0801
Swimming QLD	See Attachment C	See Attachment C			
Swimming SA	<a href="mailto:technical.official@swimmingsa.org.au">technical.official@swimmingsa.org.au</a>	SA Aquatic & Leisure Centre, 443 Morphett Rd	Oaklands Park	SA	5046
Swimming TAS	<a href="mailto:admin@tas.swimming.org.au">admin@tas.swimming.org.au</a>	3/32 Bayfield Street	Rosny	TAS	7018
Swimming Vic	<a href="mailto:sharon.rich@vic.swimming.org.au">sharon.rich@vic.swimming.org.au</a>	PO Box 230	South Melbourne	VIC	3205
Swimming WA	<a href="mailto:carolyn.morrison@wa.swimming.org.au">carolyn.morrison@wa.swimming.org.au</a>	PO Box 205	Leederville	WA	6903

\*Please note that the preference is for the material to be scanned and emailed to the respective state association contacts below:

CONTACT US for assistance or information on reaccreditation please contact your state swimming association or Swimming Australia:

Swimming NSW Ltd.	02 9763 5833	<a href="mailto:admin@nsw.swimming.org.au">admin@nsw.swimming.org.au</a>
Swimming Northern Territory Inc	08 89815483	<a href="mailto:admin@nt.swimming.org.au">admin@nt.swimming.org.au</a>
Swimming QLD	07 3390 2011	<a href="mailto:admin.qld@swimming.org.au">admin.qld@swimming.org.au</a>
Swimming SA Inc	08 7123 0848	<a href="mailto:technical.official@swimmingsa.org.au">technical.official@swimmingsa.org.au</a>
Swimming Tasmania	Please Email	<a href="mailto:admin@tas.swimming.org.au">admin@tas.swimming.org.au</a>
Swimming Victoria Inc	03 9686 5222	<a href="mailto:sharon.rich@vic.swimming.org.au">sharon.rich@vic.swimming.org.au</a>
Swimming WA	08 9328 4599	<a href="mailto:carolyn.morrison@wa.swimming.org.au">carolyn.morrison@wa.swimming.org.au</a>
Swimming Australia	02 6219 5600	<a href="mailto:admin@nt.swimming.org.au">admin@nt.swimming.org.au</a>

#### SWIMMING AUSTRALIA NATIONAL TECHNICAL OFFICIAL ACCREDITATION UPDATE LOG

Swimming Australia Technical Official Number: \_\_\_\_\_

Name: \_\_\_\_\_

*Please update personal details where they have changed from previously supplied information (if you are unsure of the details on record please complete):*

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Email: \_\_\_\_\_

Club: \_\_\_\_\_ Region/District: \_\_\_\_\_

Are you Aboriginal or Torres Strait Islander descent?  Yes  No

Working with Children Number (if applicable): (eg Blue card number): \_\_\_\_\_

If you are a Starter or Referee please indicate your current Level of Accreditation (please tick the appropriate box):

Starter: Level 1

Level 2

Level 3

Referee: Level 1

Level 2

Level 3



Swimming Australia has a duty of care to all those associated with the sport and to the individuals and organisations to whom our national Child Welfare Policy applies. As a requirement of our national Child Welfare Policy, Swimming Australia must enquire into the background of those who undertake any work, coaching or have regular unsupervised contact with people under the age of 18 years.

I ..... (name) of .....

..... (address) born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that Swimming Australia may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses above has changed.
8. I adhere to any state or territory working with children legislative requirements.

Declared in the State/Territory of .....

on ...../...../.....(date) Signature .....

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date: .....

Attachment B -

NSW Area Technical Swimming Coordinator delivery details

Area	ATSCC	Email
ACT	Fiona Johnstone	<a href="mailto:sact.training@live.com">sact.training@live.com</a>
Coast & Valley	Jacqui Currey	<a href="mailto:jacqui@eleken.com.au">jacqui@eleken.com.au</a>
Metro North East	Brett Patrick	<a href="mailto:bpatrickau@yahoo.com.au">bpatrickau@yahoo.com.au</a>
Metro North West	Jose Jalvo	<a href="mailto:atsccsmnw@gmail.com">atsccsmnw@gmail.com</a>
Metro South East	Voulla Loulli	<a href="mailto:atsc@metsea.org.au">atsc@metsea.org.au</a>
Metro South West	Dave Cooper	<a href="mailto:smswofficials@gmail.com">smswofficials@gmail.com</a>
Mountains & Plains	Peter Ticehurst	<a href="mailto:peteanjen@bigpond.com">peteanjen@bigpond.com</a>
North Coast	Jennie Riley	<a href="mailto:snc.atscc@gmail.com">snc.atscc@gmail.com</a>
New England & North West	Vacant	<a href="mailto:nenwatscc@gmail.com">nenwatscc@gmail.com</a>
South Eastern	Sue Worthington	<a href="mailto:sesatechnical@gmail.com">sesatechnical@gmail.com</a>
Southern Inland	Kayleen Murphy	<a href="mailto:kaylesmurphy3@gmail.com">kaylesmurphy3@gmail.com</a>
Western Area	Pip Smith (acting)	<a href="mailto:pip@lovemerino.com.au">pip@lovemerino.com.au</a>