



SNSW Technical Committee Nominations & Appointments Guidelines

Adopted or Amended	By Whom	Date
Adopted	Executive Committee	24 th May 2024

These guidelines have two sections:

1. Nominations and Appointments
2. Pathway to Level 2 and Level 3

Section 1. NOMINATIONS & APPOINTMENTS

a) PURPOSE AND CONTEXT

Swimming NSW (SNSW), via the SNSW Technical Swimming Committee (TSC), has a responsibility to all stakeholders to ensure appropriately skilled Officials adjudicate competitions according to the applicable rules.

The Nominations and Appointments Guidelines for SNSW Meets detail:

1. Appointment Objectives
2. Appointment Standards
3. Nomination Standards and Requirements
4. Appointment Process

b) APPOINTMENT OBJECTIVES

Appointment Objectives are as follows:

1. Promote a high standard of officiating at SNSW Meets
2. Consistency in all key Officiating areas
3. Technical Official development and capability (breadth and depth)
4. Recognition of the individual's availability history, attendance reliability, and performance
5. Supporting the overall effective Meet function and in doing so having regard to the Official's:
 - a. Nominated preferences
 - b. Development opportunities
 - c. Assessment requirements.

c) APPOINTMENT STANDARDS

Technical Officials should only nominate for positions where they have attained credentials under the Swimming Australia Limited National Officiating Accreditation Program (NOAP) or for a formal Pathway assessment.

Following are the recommended standards for SNSW Meets.

Where there is no Technical Manager (TM) appointed or the TM is not a member of the SNSW TSC, the Committee will consider whether the appointment of one of its members as Referee in the first session is appropriate.

	Officials' status	Referees to be considered	Starters to be considered	Assessment
STATE OPEN & SYDNEY OPEN	Best available	FINA Level 3 Level 2	FINA Level 3 Level 2	No assessment at this meet
SENIOR STATE AGE	Experienced TOs alongside less experienced TOs in key positions	FINA Level 3 Level 2 Level 1 Pathway to Level 2	FINA Level 3 Level 2 Level 1 Pathway to Level 2	L2 Referee & Starter assessment L3 Suitability assessment L3 Referee & Starter pre assessment
STATE AGE - JUNIOR	Experienced TOs alongside less experienced TOs in key positions	FINA Level 3 Level 2 Level 1 Pathway to Level 2	FINA Level 3 Level 2 Level 1 Pathway to Level 2	L2 Referee & L2 Starter assessment
METROPOLITAN & COUNTRY	Experienced TOs alongside less experienced TOs in key positions	FINA Level 3 Level 2 Level 1 Pathway to Level 2	FINA Level 3 Level 2 Level 1 Pathway to Level 2	L2 Referee & L2 Starter assessment Appropriate L1 modules may be assessed except Referee and Starter
COUNTRY REGIONAL Support development and recognition of the Host Region TOs, and Country Officials generally.	New/less experienced TOs alongside experienced TOs	One Level 2 for first session and Level 1 Pathway to Level 2	Level 1 and Pathway to Level 2 TOs	All L1 modules may be assessed
OTHER SNSW MEETS Support the development and recognition of all TOs.	Support the development and recognition of all TOs	Level 1	Level 1	All L1 modules may be assessed
MULTICLASS MEETS Support the development and recognition of all TOs.		Referee (SWD) and those seeking assessment	Level 1	SWD and all L1 modules may be assessed
SNSW OPEN WATER MEETS Support the development and recognition of all TOs	Experienced TOs alongside less experienced TOs in key positions	FINA Level 3 Level 2 Level 1 Pathway to Level 2	FINA Level 3 Level 2 Level 1 Pathway to Level 2	OWS and any appropriate L1 modules may be assessed

d) Definitions

Experience

For the purposes of these guidelines, Experience is defined as State-Level Experience. An official may have extensive Area experience but little or no experience at State Meets.

Championship Meets

The following are considered State Championship meets for the purposes of these Guidelines:

1. NSW Open LC
2. NSW State Age LC and SC
3. NSW Metropolitan LC and SC
4. NSW Country LC and SC
5. Sydney Open

Pathway Meets

The following are considered Pathway Meets

- Senior Area Representative Meet – targeted towards development to Level 3 (National) and Level 2 (State) performance
- Junior Area Representative Meet – targeted towards development Level 2 (State) performance
- Country Regional Meets
- Other SNSW Qualifying Meets, Speedo Finals, etc

e) OTHER

Assessments

SNSW TSC recommends that all Level 1 credentials be subject to assessment at Area level. Any SNSW Technical Official appointed to the position of Referee or Starter at a SNSW Meet may be subject to a review assessment at their current status conducted by an Assessor appointed by the SNSW TSC.

Appointment of Level 2 Referees or Starters for the purposes of Level 3 assessment by a Swimming Australia Assessor will be made at a SNSW Meet as required (Refer to SNSW TO Development Guidelines and National Technical Officials Accreditation Program - [HERE](#)).

Technical Official Development

TO Development includes Technical Officials that have undertaken formal Pathway training and presentations and completed SNSW training exercises and would be operating under the supervision of experienced officials. Assessment of these credentials may be undertaken at Pathway Meets.

Examples include:

Inspector of Turns with an experienced official in an adjoining lane.

Secondary AOE Operator with an experienced and qualified Primary AOE Operator and an AOE Supervisor.

f) NOMINATION STANDARDS AND REQUIREMENTS

1. SNSW TSC will consider all nominations received via the formal nomination process.
2. Technical Officials should only nominate for positions where they have attained credentials or for a formal Pathway assessment.
3. Priority will be given to Technical Officials who are accredited for the positions nominated.
4. Technical Officials nominating via the formal nomination process and by the closing date will have their preferences be considered before any late nominations or nominations received other than via the formal process
5. Appointments will be considered based on the official's nomination. Further, past experience, competency and willingness to uphold the Company's rules, by-laws, policies, and protocols will be a determining factor in the appointment process.
6. Technical Officials are notified by email of SNSW Meets and provided with the nomination form and advised of the closing date/s. Additionally:
 - a. Information will also be available on the SNSW website
 - b. Area Committees and Area Technical Swimming Committee (ATSC) Coordinators may be notified by email and phone.
7. Nominations can be via:
 - a. The web portal as made available via the SNSW Website
 - b. In writing by email. The nomination must be received by the office on or before the closing date and time
8. Technical Officials must confirm via the nominations process that they are sufficiently fit for officiating duties.

APPOINTMENT PROCESS

1. SNSW TSC will consider all nominations and take into consideration identified preferred positions and availability.
2. An outcome of the appointments may be that Technical Officials are placed in positions other than their preferred position.
3. Appointments will be considered based on the official's nomination. Further, past experience, competency and willingness to uphold the Company's rules by-laws, policies, and protocols will be a determining factor in the appointment process.
4. The TSC will provide recommended appointments to the Chief Commercial and Marketing Officer and SNSW Event Manager who will review and approve appointments to ensure suitability, particularly within critical appointments. The TSC will make any necessary changes based on this feedback.
5. Technical Officials will be advised of appointments via email and appointments will also be available on the SNSW website.
6. Technical Officials not appointed to a SNSW Meet will be advised at the same time as appointments are advised.
7. All SNSW Meets will provide maximum opportunity for the identification, development, and reward of all active Technical Officials.
8. Assessment outcomes reported by the SNSW Assessment Panel may also be considered in the appointment of Referees and Starters to SNSW Meets.
9. Appointments, Referee's Report and Meet Assessment data held by the SNSW Technical Swimming Committee and SNSW appointed Assessors will be used to monitor the outcomes of the appointments process and will be an appointment consideration.

10. Regular Participation of Technical Officials at SNSW State Meets as well as Area and Club Meets will be an appointment consideration.
11. The SNSW TSC may review the appointments process from time to time.
12. Where there are insufficient suitably qualified and experienced nominees for key positions at a meet, the SNSW TSC may:
 - a. Ask the ATSC Coordinators to approach suitably qualified & experienced Technical Officials in their respective areas for assistance.
 - b. At the time of the announcement of Host Clubs for Country Regionals, the Host ATSC Coordinators will be requested to provide a list of 10 Area Technical Officials to be appointed at the Regional Meet. This list to be lodged with SNSW by the time for close of appointments for the meet, ND
 - c. Email all suitably qualified SNSW Technical Officials for assistance.

Section 2. PATHWAY TO LEVEL 2 AND LEVEL 3

Higher level competitions require advanced level of officiating skills, experience and competencies.

These Guidelines define the process and pathway for Swimming NSW Technical Officials to attain the skill level toward:

- Swimming Australia Referee Level 2 Accreditation, for Refereeing State Meets
- Swimming Australia Starter Level 2 Accreditation, for Starting State Meets
- Swimming Australia “suitability to appoint to National meets” for Level 2 Referees and Starters. This is a pre-requisite for attaining Level 3 Accreditation.

The Assessment requirements for these accreditations are described in the Swimming Australia National Officiating Accreditation Program (NOAP).

Candidates must apply on the prescribed form which can be found [HERE](#)

Before Level 2 Referees or Starters can be appointed at National Meets, Swimming Australia requires independent assessment of candidates at a State Meet. Swimming Australia meets the expenses for these Assessors to attend SNSW Meets for the purposes of these assessments. SNSW has an obligation to Swimming Australia, and to the candidates, to ensure the quality of these candidates.

The Guidelines define the process and development pathway for SNSW Level 2 Referees and Starters to demonstrate appropriate skill development and commitment to justify SNSW application to Swimming Australia for Assessment for suitability to appoint to National Meets.

In implementing a pathway to Level 2 and Level 3 the SNSW TSC may use any or all of the following:

- appropriately qualified mentors
- experienced officials
- an appropriately appointed sub-committee consisting of Mentors and experienced Officials; and
- the SNSW TSC itself

for any and all of the following:

- Mentoring
- Technical Official training and development
- Assessments for Level 2 Referee or Starter
- Assessment for suitability to appoint for assessment at a State meet, for either
 - Level 2 assessment or
 - Assessment by a Swimming Australia Assessor for National Appointment
- Assessment for Referee Extension SWD
- Assessment for Referee Extension OWS.

Other support functions may include:

- Mentoring, coaching and training of Technical Officials at SNSW Meets and designated Pathway Meets
- Training and workshops
- Candidate performance and development review
- Assessments.

a) Prerequisites for Level 2

The pathway to attain the skills required of Level 2 Referees and Starters is as follows:

1. Prior completion of Swimming Australia Module LG 16 “Self-Management for Advanced Officials”, under the guidance of a Mentor
2. Participation by acting as a technical official at three designated Pathway Meets over a two-year rolling period where candidates can receive mentoring, coaching and training
3. A “Competent” assessment at a Pathway Meet is required before a candidate can be appointed to any of the following:
 - Country or Metropolitan Championships and Country Regionals, where Multiclass Events are conducted
 - Sydney Open
 - Senior State Age Long Course, where heats and finals are conducted.
4. Two (2) “Competent” assessments at these meets, shall earn a Candidate Level 2 Accreditation. The second assessment must be at a meet including heats and finals.
5. Assessment shall be undertaken by a suitably credentialed Referee or Starter, as applicable.

Appointments for assessments

When appointing Level 2 Referee and Starter candidates for assessment, the TSC shall consider:

- Performance at State and Pathway Meets
- Participation and performance at designated training and development activities
- Ability to work in a team environment
- Ability to receive and apply feedback
- Demonstrated commitment to SNSW meets by:
 - Attendance at twenty (20) sessions at SNSW State meets within a current, rolling three-year period and a minimum of five (5) sessions per annum, is considered a reasonable demonstration of commitment.

- Attendance at SNSW Open and SNSW Senior State Age Long Course Championships shall be highly regarded.

b) PREREQUISITES FOR LEVEL 3

SA requires the Level 3 assessment by the National Assessor to be undertaken at a meet where heats and finals are conducted over two days.

The pathway to prepare the Candidate with the skills required for Level 3 Starter and Referee assessment is as follows:

1. A “suitability to appoint at a National Meet” assessment can be conducted at any State Championship Meet as specified in Section 1 or Pathway meet
2. This assessment shall be undertaken by a suitably credentialed Referee or Starter
3. A “Competent” assessment at a meet with heats and finals or two consecutive timed final sessions at any of these meets shall be sufficient for SNSW to request a Swimming Australia assessment of the candidate.

Appointments for assessments

When appointing Level 3 Referee and Starter candidates for assessment, the TSC shall consider:

a. Demonstrated commitment to SNSW meets

As a guideline, appointment, and subsequent attendance to the position the candidate is seeking Level 3 assessment at a minimum of six (6) sessions at SNSW State Championship Meets, including at least one (1) session at a SNSW Multi-Class Championship Meet, within a current three-year rolling period, is considered a reasonable demonstration of commitment.

When considering appointments to SNSW Pathway meets, the SNSW TSC may give priority to Candidates for Level 3 Suitability Assessment where there are resource or appointment constraints that limit the number of candidates that can be assessed.

b. Demonstrated commitment to National Meets.

Candidates need to be aware that Swimming Australia will apply this consideration when making Referee and Starter appointments at National meets. Therefore SNSW TSC, when considering appointments to SNSW meets for Level 3 Suitability Assessment, require candidates to have demonstrated commitment to nominate for National Meets (whether or not the nomination results in an appointment).