

Recruitment, Training, Development & Accreditation Technical Official Credentials up to & including Level 1 Referee

Scope

This document describes the accountabilities and responsibilities of:

- NSW Development Officers
- Area Technical Swimming Committees (ATSCs)
- Technical Swimming Committee (TSC)

Purpose

Assist with the recruitment, training, development and accreditation of technical officials to Level 1 Referee.

Objectives

- Recruitment of new Technical Officials
- Training and development to a basic level of competence for Swimming Australia Limited (SAL) Modules 1 to 10:
 - General Principles
 - Timekeeper
 - Chief Timekeeper
 - Check Starter
 - Marshal
 - Starter
 - Inspector of Turns
 - Judges of Strokes
 - Recorder
 - Referee
- Assessment to a basic level of competence for these credentials
- Collation, recording and verification of assessment outcomes in ClubLANE
- Awarding of accreditations to new TOs

There may be scope, subject to agreement, for this engagement model to be used for other credentials and training. However, these are not part of this paper.

Note that this paper does not prescribe how these three functions interact. The individuals for each Area shall resolve between themselves how to best interact according to their Area's requirements.

Background

- It has been identified there is a benefit & need to improve communications & coordination between ATSC, Development Officers & TSC, by defining accountabilities
- TSC Members will be "buddied" / paired with Areas, as a communications conduit / touch point between Areas and the TSC
- Process consistency across all Areas for Recruitment, Training & Accreditation of Technical Officials is a key requirement of a quality system for Technical Official Development. As described in the "Objectives", how individuals in each area interact with each other is best resolved between the individuals, but the internal process needs to be consistent.
- Resolve human resource availability challenges for those Areas lacking qualified officials and or Assessors and Presenters. It is recognised some Areas are "human resource rich" but there are many areas that are "human resource poor"
- Standardised Reference Material and training exercises already exist and are regularly reviewed and updated by the TSC. The TSC needs to develop standardised Presentation

Material for conducting Technical Official Training. To be useful for all Areas for their 2016 Development programs, these need to be available by end-April 2016.

- Online Training modules are also being developed by Swimming New South Wales (SNSW). Timekeepers and Chief Timekeepers modules have already been developed, the next area of need is Inspector of Turns.
- Misunderstandings about “competency standards” need to be resolved. 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

Development Officer’s Accountability

- Single Point of Contact (SPoC) within an Area for coordination of all TO Training, Development & Assessing. This ensures process consistency across all areas
- Schedule TO Training Days & Venues
 - It is proposed to run training days in all areas to coincide with Area Development Squad activities
 - However, ad hoc training days can be, and should continue to be, organised by the ATSC, Area Technical Officials and Clubs. Organisers should engage with the Development Officer to coordinate any other opportunities within an area, such as other candidates. There may also be opportunities to coordinate between Areas, via the TSC
- Coordinate any Training Venue facility requirements, such as lap tops, data projectors, butchers paper, soft copies of standardised Presentation material etc
- Ensure material such as SAL Modules and SNSW training notes are available
- Collate Training Day results, & where necessary, send data to the TSC / Office
- Where the ATSC is unable to coordinate suitably qualified Presenters & Assessors locally and in a timely manner, engage with the TSC to supplement any areas of need. For example
 - A Qualified Assessor with at least Marshal accreditation from another Area to conduct training for Marshalling (e.g. because local people are unavailable for that day)
 - A Qualified Referee from another area to mentor trainee Referee(s) at a Club or Area meet (e.g. because there may not be extra Referees in the area)
 - A Qualified Starter from another Area to assess Starters at a Club or Area Meet (e.g. all the local Starters may have been appointed to a National Meet & are unavailable for suitable dates)
- Work with the ATSC to recruit attendees i.e. promote and advertise for TO training days
- Work with ATSC and Clubs to schedule venues for Assessment days.
- Ensure that all officials are made aware of the re-accreditation process and assist these officials in gaining their re-accreditation.
- Work with the ATSC to ensure that assessment outcomes are collated
 - Sending assessment outcomes to SNSW office in a timely manner for update.
 - Validate that these have been received & updated
 - Single point of contact within the Area for all Assessment outcomes

Area Technical Committee Coordinator’s Accountability

- SPoC for Area Subject Matter Expertise (SME) and coordination of qualified people for Club and Area meets. This provides the crucial and necessary link between:
 - Area SME and Development Officers for Training and Assessments
 - Area SME and Technical officials for coordination of mentors and mentees
 - Area Technical officials and Clubs for resourcing of / appointments to Club and Area meets

- Work with the Development Officer to coordinate suitably qualified Presenters & Assessors (P&A) for conducting training, development and assessments. If local P&A are not available or are limited, let the Development Officer know in a timely manner so the TSC can be engaged to organise supplementary resources
- Provide the Development Officer with input for potential candidates for training, development and assessment
- Work with local Technical Officials and Technical Official candidates to coordinate mentors and mentees, either on a meet-by-meet basis or periodic
- Coordinate and or appoint (as required / necessary) candidate officials to local meets with training “buddies” / mentors / coaches, so experience can be accumulated.
- Where there are shortages of local training “buddies” / mentors / coaches, engage with the Development Officer and the TSC for supplementary qualified TOs to assist.
- Provide follow up support for all new Technical Officials

Technical Swimming Committee’s Accountability

- Accountable for the implementation of the National Officiating Framework in NSW.
 - SPoC for the development of NSW training reference, aids and tools as necessary to align with and implement the national programs for the education, assessment and accreditation of Technical Officials
- Provide “buddies” as a communications channel / conduit between Areas (Development Officers and ATSC) and the TSC
- Develop & make available training references, aids & tools. These would include:
 - Swimming NSW training notes
 - Swimming NSW training exercises & associated model answers
 - Standardised Swimming NSW presentation material e.g. power point presentations for SAL Modules 1 to 10
 - Online Training Modules (where these have yet to be developed by SAL)
- Coordinate suitably qualified Presenters & Assessors for conducting training, development and assessment in Areas where there is a need for this identified.

Future Opportunities

- The Development Squad Program (National As, Target Squad (B&C), Achievement Squad (D)) caters for development of officials beyond Area (i.e. State, National & FINA), so development beyond a basic level of competence is not in scope
- Out-of-scope at the time of this proposal is training above and beyond L1 Referee (SAL Modules 1 to 10). However, it could be appropriate that this model be applied for such training and development. Examples include:
 - Meet Manager and Team Manager
 - These are specific software tools and aids that can support Technical Official functions, however competency in the use of these tools are not a requirement for any Technical Official Accreditation.
 - These are not currently covered by SAL Module
 - General training for the use of these tools are organised on a ad hoc basis between SNSW Office and the Areas
 - The TSC does not perceive it would add value to the current process
 - Presenter & Assessor
 - These qualifications required by the Australian Sports Commission (ASC) for conducting training and assessments for Sports Officials and Coaches
 - These are not currently covered by SAL Modules

- Individuals can gain accreditation by Recognition of Current Competency (e.g. School Teachers, Tertiary System educators, Certificate IV accreditation from TAFE), ASC Training and assessment, or Training and Assessment conducted by NSW Accredited Presenters and Assessors, per ASC- provided training curriculum
- Currently ATSCs make requests to the TSC on an ad hoc basis, sometimes proactively, sometimes in response to office and or prompts
- The TSC perceives value in alignment to this proposed process, but not a priority at the moment
- Referee Ext OWS, Referee Ext SWD, Operator of AOE, Announcer, Finish Judge
 - These are all current SAL Modules
 - Currently ATSCs can make requests to the TSC on an ad hoc basis or organise training and assessment themselves based on existing expertise within an Area or via contact with Subject Matter Experts (SMEs)
 - The TSC perceives value in alignment to this proposed process, but not a priority at the moment