



**Technical Officials
Assessment Guidelines**

Adopted or Amended	By Whom	Date
First Draft	SNSW TSC	17 May 2022
Adopted	SNSW Executive Committee	14 August 2024
Adopted	SNSW Executive Committee	11 September 2024
Amended	SNSW Management	18 Oct 2024

1. Background

These guidelines aim to ensure consistency and good practice across all levels of technical official assessments in NSW.

2. Resources

The SNSW TSC may use any or all of the following appropriately qualified resources to help in the development of Officials and ensure the appointment of appropriately skilled officials:

- SNSW TSC members
- Mentors
- Experienced Officials
- Assessors

for any of the following assessment functions:

- Reviewing the performance of current Level 2 and Level 3 Referees and Starters to ensure best practice and consistency and for continuing ad hoc training
- Reviewing the performance of Technical Officials in positions other than Referee or Starter to ensure best practice and consistency
- Mentoring
- Technical Official training and development
- Suitability to nominate for assessment at a State meet for either
 - Level 2 assessment; or
 - Level 3 suitability prior to the assessment by a Swimming Australia Assessor
- Referee Extension SWD (Swimmer with a Disability)

SECTION 1: QUALITY CONTROL ASSESSMENT

3. Assessment

An assessment shall be undertaken by a suitably qualified, SNSW TSC appointed Assessor, for the purposes of:

- The Assessment of candidates for Level 2 Referee and Starter in accordance with the National Officiating Accreditation Program (NOAP).
- The Pre-assessment of candidates for Level 3 Referee and Starter in accordance with the NOAP
- The Pre-assessment of candidates for Level 2 Referee and Starter at an Area or State meet

In the case of suitability assessments, the Assessor shall make recommendations to the TSC as to the readiness of the candidate to be formally assessed.

In the case of an assessment for Level 2 Referee or Starter, the Assessor shall give written advice to the TSC of the outcome of the Assessment for the consideration of future appointments and so that the database can be adjusted accordingly.

Also, at the request of the TSC, an Assessor shall be appointed to:

- **Review** the performance of current Level 2 and Level 3 Referees and Starters appointed by the TSC at SNSW State Championship Meets. These ad hoc training “assessments” are more along the lines of personal feedback to the respective official (strengths and opportunities for improvement) rather than a formal Assessment as required under the NOAP
- **Review** the performance of current Technical Officials performing roles other than Referee or Starter, appointed by the TSC at SNSW State Championship Meets. These ad hoc training “assessments” are more along the lines of personal feedback to the respective official (strengths and opportunities for improvement) rather than a formal Assessment as required under the NOAP
- **Review** the performance of current Level 2 Referees and Starters at Pathway Meets and make recommendations to the TSC
- Mentoring, coaching and training of officials at SNSW Meets

In accordance with SNSW Pathway to Level 2 and Level 3 Guidelines and for the purposes of this policy:

1. The following are considered SNSW State Championship Meets:

- NSW Open LC
- NSW State Age LC and SC
- NSW Metropolitan LC and SC
- NSW Country LC and SC
- Sydney Open.

2. The following are considered Pathway Meets:

- Country Regional Meets
- Other SNSW Qualifying Meets
- Other targeted SNSW Development Meets

The TSC will appoint an appropriately qualified Assessor to Meets as required. The TSC will aim to review/assess individual Level 2 and Level 3 Referees and Starters appointed to SNSW Meets every two years. This practice is consistent with other major sports who undertake continuing assessments of officials.

An individual official (Level 2/3 Referee or Starter) may make a request to the TSC for an “ad hoc” review/assessment.

Quality Control Pool Deck Assessment Forms for Referee and Starter can be found at **Appendix 1** and **Appendix 2** respectively. A Quality Control Assessment for Technical Officials other than Referee or Starter can be found at **Appendix 3**. Starter and referee Level 2 Assessment forms can be found in **Appendix 4** and **Appendix 5**.

ASSESSMENT REQUESTS & COMPLETED FORMS SHOULD BE EMAILED TO:

nswofficials@nsw.swimming.org.au

APPENDIX 1

QUALITY CONTROL POOL DECK ASSESSMENT- REFEREE

Date of Assessment _____

Meet Name & Venue _____

Name of Referee _____

Assessor Brief: Quality control assessments are to be undertaken at as many Swimming NSW Championship Meets as possible.

Quality control assessment includes the performance of the Referee working at Swimming NSW Championship Meets and is to focus on the strengths of the Referee as well as an opportunity to provide feedback in areas that require improvement.

POOL DECK PERFORMANCE CRITERIA

	COMMENTS
PREPARATION	
Referee Briefing	
Pre-session pool inspection	
PERFORMANCE OF TASK	
Control and Composure	
Liaison with Starter	
Liaison/communication with other Officials/coaches and Technical Manager	
Positioning/adherence to SNSW Protocols	
Monitoring of swimmers and officials during the race	
Focus including "flow of meet"	

RULES OF SWIMMING	
Infraction reports	
DECISION MAKING	
Questioning of reporting Officials	
Consistency and benefit of the doubt	
Protests/Jury of Appeal	
ASSESSMENT RECOMMENDATIONS:	
STRENGTHS	
IDENTIFIED AREAS FOR IMPROVEMENT	

ASSESSMENT RECOMMENDATIONS:

Assessor's Name:

Assessor's Signature: _____ **Date**/.... /.....

APPENDIX 2
QUALITY CONTROL POOL DECK ASSESSMENT- STARTER

Date of Assessment _____

Meet Name & Venue _____

Name of Starter _____

Assessor Brief: Quality control assessments are to be undertaken at as many Swimming NSW Championship Meets as possible.

Quality control assessment includes the performance of the Starter working at Swimming NSW Championship Meets and is to focus on the strengths of the Starter. It also provides an opportunity to provide feedback in areas that require improvement.

POOL DECK PERFORMANCE CRITERIA

	COMMENTS
PREPARATION	
Starting Equipment	
Pre-session starting check	
PERFORMANCE OF TASK	
Control and Composure	
Liaison with Referee	
Starting Instructions/voice clarity and volume	
Focus, concentration and temperament	

DECISION MAKING	
Infraction recommendations to the Referee	
Protests/Jury of Appeal	
ASSESSMENT RECOMMENDATIONS:	
STRENGTHS	
IDENTIFIED AREAS FOR IMPROVEMENT	

ASSESSMENT RECOMMENDATIONS:

Assessor's Name:

Assessor's Signature: _____ **Date**/.... /.....

APPENDIX 3

QUALITY CONTROL POOL DECK ASSESSMENT

Date of Assessment _____

Meet Name & Venue _____

Name of Technical Official _____

Assessor Brief: Quality control assessments are to be undertaken at as many Swimming NSW Championships Meets as possible.

Quality control assessment includes the performance of ALL technical officials working at Swimming NSW Championship Meets and is to focus on the effectiveness of technical official areas and the impact of performance in these areas on the overall functioning of the Meet. It is recommended that the report covers a maximum of two technical official areas at any one Meet.

Area 1: _____ **Area 2:** _____

POOL DECK PERFORMANCE CRITERIA

	AREA 1 COMMENTS	AREA 2 COMMENTS
PREPARATION		
Technical Officials prior to commencement of meet reported to the Referee		
Technical Officials ensured that all equipment required for the area is available, appropriate, tested, working and positioned correctly		
PERFORMANCE OF TASK		
Chief technical official took control, well organised, worked well with Referee		
Positioning in accordance with SNSW Procedures		
Performance in overall functioning of the Meet		
Reacted immediately and appropriately to the Referee's instructions		
All infraction reports were completed accurately and pursuant to the rules		

Focused entirely and exclusively on the task assigned		
RULES OF SWIMMING		
Technical Officials had an adequate knowledge of the Rules of Swimming relevant to the area.		
DECISION MAKING		
All recommendations regarding possible breaches of the rules were made immediately to the Referee		
All recommendations were consistent with every competitor being treated equally		
All recommendations were made clearly		
ASSESSMENT RECOMMENDATIONS:		
STRENGTHS	AREA 1	AREA 2
IDENTIFIED AREAS FOR IMPROVEMENT		

ASSESSMENT RECOMMENDATIONS:

AREA 1

AREA 2

Assessor's Signature _____ Date/.... /.....

APPENDIX 4

STARTER LEVEL 2 ASSESSMENT

Competition Name:

Date:

Element / Performance Criteria			Comments Must be completed if marked <u>Rarely / Never</u>
	Competent	Not Yet Competent	
STARTER L2 NATIONAL Pool deck Assessment			
1 Preparation			
1.1 Arrived at venue at least 60 minutes prior to the start of event and reported to the Referee.			
1.2 Ensured that all equipment required for starting was available, appropriate, tested, working and positioned correctly.			
1.3 Ensured that the starting device could be seen and heard by all lanes, swimmers, officials and spectators.			
1.4 Positioned Starting Stand where Starter could clearly see all lanes.			
1.5 Obtained a copy of the timeline from the Technical Manager.			
2 Performance of Task			
2.1 Worked with the Referee to maintain a position where the Referee could be seen during each start.			
2.2 Watched the Referee at all times prior to the handover so they could react to all instructions and signals.			
2.3 In a timely manner moved swimmers down the lane rope in backstroke events when over the top starts are in place.			
2.4 Reacted immediately and appropriately to the Referee's signals and instructions.			
2.5 Issued the start instructions as soon as they were satisfied that all swimmers were stationary.			
2.6 Swimmers were not held unduly after they were ready to start.			
2.7 All instructions were issued clearly and in accordance with the rules.			
2.8 Starting instructions were issued with the appropriate volume and tone of voice.			
2.9 Check that the Timing Clock on the Scoreboard had been initiated after each start.			
2.10 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			

2.11	Displayed a composed temperament at all times.			
3 Decision Making				
3.1	All recommendations regarding possible breaches of the rules were made immediately to the Referee.			
3.2	All decisions made were consistent with every competitor being treated equally.			
3.3	All recommendations were made quickly, clearly, concisely and in accordance with the rules.			
3.4	At the Start where the Starter observes movement that the Referee does not observe, records same in their program.			
4 Infraction Reports				
4.1	All infraction reports were completed accurately and pursuant to the rules.			
4.2	All written reports were completed expediently after the verbal report.			
5 Post Meet				
5.1	Was courteous to all swimmers, coaches, parents and other officials at all times.			
5.2	Maintains a level of concentration and capability to perform the task.			

Name of Candidate: _____

Date of Assessment: _____

Name of Assessor: _____

Assessment Decision:

Competent

Not Yet Competent

Assessor Signature: _____

Candidate Signature: _____

SUMMARY COMMENTS ON CANDIDATES OVERALL PERFORMANCE

CANDIDATES COMMENTS

REFEREE ASSESSMENT LEVEL 2

Competition Name:

Date:

Element / Performance Criteria REFEREE L2 NATIONAL Pool deck Assessment					Comments Must be completed if marked <u>Rarely / Never</u>
		COMPETENT	NOT YET COMPETENT		
1 Preparation					
1.5 Arrived at venue at least 60 minutes prior to commencement of event.					
2.5 Undertook a full inspection and risk analysis of the pool area.					
3.5 Conducted briefing and explained all requirements to officials.					
4.5 Ensured the safety of self and others throughout the event.					
5.5 Prepared with the Starter.					
2 Performance of Task					
1.26 Used effective communication strategies to officiate the meet.					
2.26 Used signals and whistles appropriate to the meet and in accordance with the rules of swimming.					
3.26 At the start of each event was positioned in a place where they could observe the start correctly and be easily seen and heard by the Starter.					
4.26 Monitored the race through the entirety of each event to ensure they were aware of what was happening in the water.					
5.26 Moved up and down the pool deck during each race.					
6.26 Was seated when not involved in any race.					
7.26 Checked the pool throughout and at the end of every race to be aware of any possible infractions being reported.					
8.26 Checked and signed every change to the electronic times reported by the Control Room Supervisor.					
9.26 Checked with the Control Room Supervisor after each relay change-over to ensure all clear.					

10.26	Gave the "all clear" to the Control Room Supervisor in a timely manner at the conclusion of each race.					
11.26	Worked closely with the Control Room Supervisor to ensure the smooth and efficient running of the meet.					
12.26	Worked closely with the Technical Manager to ensure the smooth and efficient conduct of the meet.					
13.26	Worked with the Announcer to ensure the smooth and efficient running of the meet.					
14.26	Used appropriate and positive communication strategies when dealing with competitors, officials, parents and coaches.					
15.26	Focused entirely and exclusively on the task assigned without engaging in any distracting activities.					
16.26	Appeared to be in total control at all times.					
17.26	Displayed a composed temperament at all times.					
18.26	Set a good example for other officials.					
19.26	The arm was outstretched in a confident manner at the start when handing over to the Starter.					
20.26	Was willing to hand over to the co-Referee when necessary.					
21.26	Was not easily distracted.					
22.26	Maintained the speed of the meet, including requirements to start "over the top".					
23.26	In the instance of a protest being lodged: Demonstrated a thorough knowledge of the process/procedure. Communicated clearly and succinctly with all relevant parties: Coach, Technical Manager and Jury of Appeal (where applicable). Maintained composure throughout the process.					
24.26	Handover of start to the Starter was consistent throughout the event to ensure swimmers were composed and ready for the start.					
25.26	Ensured all Officials are correctly positioned and follow the agreed protocols.					
26.26	Where Multi-Class events are included, the Referee displayed relevant knowledge of the rules, protocols and processes to manage.					
3 Decision Making						
1.4	All officials who made recommendations regarding possible rule infractions were questioned thoroughly and courteously to ensure that the recommendation was being made in accordance with the rules.					

2.4 All decisions made were consistent with every competitor being treated equally.					
3.4 All decisions were made quickly, clearly, concisely and in accordance with the rules.					
4.4 At the Start where the Referee observes movement that the Starter does not report, records same in their program.					
4 Infraction Reports					
1.2 All infraction reports were completed accurately and pursuant to the rules.					
2.2 All written reports by other officials were checked for accuracy and, if inaccurate, were corrected or discarded.					
5 Post Meet					
1.2 Where required, provided appropriate feedback to officials regarding the performance of their duties.					
2.2 Remained at the venue at the conclusion of each session until -all results were posted in the event of any possible protest.					

Name of Candidate: _____

Date of Assessment: _____

Name of Assessor: _____

Assessment Decision:

Competent

Not Yet Competent

Assessor Signature: _____

Candidate Signature: _____

SUMMARY COMMENTS ON CANDIDATES OVERALL PERFORMANCE

CANDIDATES COMMENTS

SECTION 2: PROCEDURES FOR PRE-ASSESSMENT & ASSESSMENT OF TECHNICAL OFFICIALS

It is essential that Technical Officials in NSW have a clear view of the requirements for their appropriate movement along the Technical Official (TO) pathway that they have chosen. It is the responsibility of the Technical Swimming Committee (TSC) to provide assistance and guidance that is transparent and appropriate for the level being attained by each Technical Official on their journey.

1. Procedures

The procedures for Pre-Assessment and Assessment will be as follows:

TSC will maintain a list of officials awaiting assessment including:

- Date the Official was added to the list
- Confirmation/copies of:
 - i. Advanced Self-Management Assessment
 - ii. Application request
- Date of review by TSC members

Assessment priority will be given to Referees and Starters aiming to attain Level Three.

2. TSC Review

One, or more, TSC members will enter discussion with the Technical Official on the list for assessment, covering the following:

- Aspirations and goals for their pathway as Referee or Starter
- Their self-assessment documentation and application for assessment
- Their relationship with their Mentor or ask if they would like to have a mentor
- Offer any assistance that they may require from the TSC, moving forward.

TSC members then give written reports back to the next TSC Committee meeting on any reviews that they have held recently.

3. Arranging Assessments

The TSC agrees as to the Technical Officials who will be assessed at upcoming Championship and Pathway meets in advance to allow the appointments for that meet to include the details in the draft appointments for the meet.

SNSW will:

- Contact the assessor/s to confirm availability
- Advise the Technical Official/s of their upcoming assessment and that the Assessor will contact them prior to the meet with details and relevant information regarding the assessment.
- Pass on the Technical Officials' contact details to the Assessor to enable them to make contact prior to the meet.

SECTION 3: PROCEDURES FOR OPEN WATER REFEREE ASSESSMENTS

The below provides procedures for the assessment of candidates for Referee Open Water Swimming certification.

Assessment of Open Water Referees in NSW will be the responsibility of the SNSW Technical Swimming Committee (TSC).

The TSC will arrange for the assessment of Technical Officials who are qualified Referees seeking to gain certification as Open Water Referee through the following process:

1. Technical Officials seeking assessment as OW Referee will have acted in the position of OW Referee at two appointments at approved OW Meets in NSW (Club, Area or State Meets) under a mentor (being a qualified OW Referee).
2. Once Technical Officials have completed point 1 above, then they shall request, through the TSC, to be assessed at the next NSW State Open Water Championships.
3. The TSC shall:
 - a. record suitable requests for assessment
 - b. arrange for suitable appointments at the SNSW OW State Championships
 - c. appoint assessors, who are suitably qualified Open Water Swimming Referees with Assessor's certification to carry out the assessments of the candidates seeking certification as OW Referee.