

SWIMMING WELLINGTON REGIONAL TECHNICAL OFFICIALS PANEL (SW RTOP)

Policies as at 25 October 2022

POLICIES

1. Minimum officiating requirements at Swimming Wellington Designated Meets

- Designated and Development meets, and officials' requirements are as specified by SNZ Approved Times Policy 007.
- Current minimum standards identified by the policy above are:
 - **Referee (1)** – regional Qualification.
 - **Judges of Stroke (JOS) (2)** – qualified referees, regional JOSs, trainee regional JOSs or experienced National IOTs may act as JOS at club meets. (NB: regional JOS, trainee regional JOS and National IOTs are not allowed to act as referee. Clubs should use qualified officials or trainee officials on the SW pathway in preference to National IOTs, wherever possible).
 - **Starter (1)** – regional qualification.
 - **Inspectors of Turns (IOT)** – (1 for every 3 lanes at each end) – Regional IOT Qualification:
6 lanes = 4 qualified IOTs 7 lanes = 6 qualified IOTs
8 lanes = 6 qualified IOTs 10 lanes = 8 qualified IOTs
 - **Chief Timekeeper (CTK) (1)**.
 - **Timekeepers (TK)** 3 per lane if manual – i.e., stopwatch or semi-automatic system. When using electronic timing, a minimum of 1 back-up button pusher is required per lane. Start-end IOTs (where available) may act as a button-pusher. NB: this is different to the current SNZ policy specified above).
- To be included in the minimum standard, referees, JOSs, starters and IOTs, must be current, registered technical officials in the SNZ officials' database as per SNZ policy 007.
- The above are MINIMUM standards. It is strongly recommended that all meets are officiated above the minimum standard.
- Only qualified officials or trainee officials on the SW pathway may officiate at Designated Meets (SNZ policy 007) meets and regional championships.
- Trainee officials who have applied and have been approved to be assessed may officiate at SW regional championships.

2. Swimming Wellington Designated Meets

- SW RTOP will appoint officials (i.e. referees, JOSs, starters, control room supervisor, etc) for all Designated meets.
- This is to ensure that all qualified and trainee officials are given adequate opportunities to develop, and that these meets are officiated at an appropriate standard.
- SW RTOP will request expressions of interest from senior officials to participate at these meets.
- Preference will be given to the 'host' clubs for Tier 2 meets where possible (however, this cannot be guaranteed).
- SW RTOP will request clubs provide a specified number of IOTs and TKs for these meets based on the number of swimmers entered in the meet from each club. This request will be through each clubs' officials coordinator.

3. Swimming Wellington Development Meets

- As there are no disqualifications at Development meets, qualified officials are not required to attend these meets.
- Officials may attend in a limited capacity to start races or assist with meet organisation, however any such attendance will not count towards their training and development (other than the first two

meets for new trainee IOTs – see IOT section).

4. Meet approval process

- The meet approval process as identified by SNZ must be followed for all SW Designated meets.
- All meet flyers must be submitted to the SW Operations Manager and to RTOP for approval prior to the event being publicised.
- Prior to the meet, the meet organisers must liaise with the meet referee or technical director regarding the requirement for officials.
- The organiser must enter the list of technical officials into the SNZ meet database (showing that the minimum officiating standard will be achieved) prior to the meet.
- The referee is responsible for ensuring that the minimum officiating standards and the SNZ meet approval process are followed (refer SNZ Meet Approval Policy 008).
- The referee must ensure that the meet approval form is accurately completed and signed at the completion of the meet. The referee or technical director (where applicable) will be required to sign off the officials' meet approval documents as per SNZ Policy 007. The Meet Approval form is to be emailed to SNZ (swimcentral@swimming.org.nz) accompanied by the official electronic results file AND to RTOP (RTOP@swimwn.co.nz) within 7 days of the meet.

5. Timekeepers/Back-up button operators.

- There is no regional timekeeper qualification.
- The referee for each meet, along with the appointed Chief Timekeeper, must ensure that all timekeepers, regardless of experience, are adequately briefed to perform the task of timekeeping.
- Briefing for each meet depends on the equipment being used (e.g. manual stopwatches only, semiautomatic equipment, with stopwatch back-up and automatic equipment with semi-automatic and stopwatch backups).
- SW will provide laminated briefing sheets for use at all SW meets. The referee/CTK to ensure that these sheets are provided to all officials prior to the commencement of the meet and that novice officials are given additional, verbal guidance.
- The CTK is to ensure that inexperienced officials are 'buddied' with more experienced officials (at manual meets)
- The CTK should circulate around all timekeepers over the course of the meet to check that times recorded by each timekeeper are within an acceptable tolerance of each other, and/or with the scoreboard (i.e. typically within 3/10th of a second).
- At electronically timed meets, the recommendation is for two 'Back-up' button operators for each lane. Where there is one IOT assigned to each lane at the finish end, only one TK is required. Additional TK / back-up button operators may be required for lanes where there is no IOT assigned.

6. Chief timekeeper

- The referee or technical director must appoint an experienced timekeeper act as CTK.
- For 10 lane pools using manual timing only, two (2) CTK may be appointed.

7. Inspector of Turns

- An official who has completed one or more meets as timekeeper, may be considered to commence training as inspector of turns (IOT).
- The following process must be followed for training IOTs:
 - *At the commencement of training, the trainee is to be assigned mentor (i.e. a member of the RTOP, or an approved delegate who is a qualified referee as a minimum). This person will brief the trainee on the rules as they relate to IOTs and then oversee the trainee for the remainder of the training process.*
- The trainee and their trainer will complete an Inspector of Turns Training Application form (found on the SW website). This form must be forwarded to the RTOP (RTOP@swimwn.co.nz). This is to ensure that the RTOP can oversee training of IOTs and ensure trainees progress smoothly through the training process. The training process for IOTs is as follows:

- Session 1: trainee to observe only, alongside a qualified IOT.
 - This first 1-2 sessions for trainee IOTs may take place at a Development meet. However this can occur only after the trainee has received a briefing from their mentor, and they are accompanied by an experienced (preferably nationally-qualified) IOT throughout the session.
- Sessions 2-3: trainee is "buddied" with a qualified official (i.e. make recommendations but infringements must also be observed by their buddy or another qualified official, who must counter-sign the infringement).
- Session 3-7: trainee may act independently but closely monitored and any recommendations closely scrutinised.
- All Trainee IOTs must attend a SW IOT trainee seminar during their training period.
- After a minimum of 5 sessions as a trainee at Designated swim meets, and prior to assessment, IOT trainees should complete a specified online IOT training course.
- Trainees should be assigned single/outside lanes throughout their training. They are required to work away from their home pool, including 'Tier 1' and regional level meets.
- Trainees should aim to complete one session at a Designated meet per month. The training cycle will typically take 6-8 months. Protracted inactivity may prolong the process.
- Until a trainee is assessed as being qualified, all recommendations for disqualification must specify 'Trainee IOT' in the position field.
- Training for IOTs can only occur at Designated Meets (except for the first two sessions, see above).

8. Judge of Stroke

- The JOS position is intended to give experienced national IOTs an opportunity to experience officiating from the side of the pool.
- National IOTs (who have held that qualification for a minimum of 12 months) may be invited by SW RTOP to commence training at JOS. Officials starting to train as JOS must complete the JOS Training Application form (found on the SW website) and forward the completed form to SW RTOP (RTOP@swimwn.co.nz). Trainees should aim to complete one session per month. They are encouraged to work away from their home pool, including 'Tier 1' and regional level meets. Protracted inactivity may prolong the process. Invitation to be assessed as JOS is at the discretion of SW RTOP.
- JOSs may work in positions 2, 3 or 4, but not in position 1 or as referee (i.e. JOSs, are not permitted to whistle the start of races or to sign-off DQs under any circumstances).
- Only regionally qualified JOSs and referees, or trainee JOSs approved by the RTOP may act as JOS at Designated meets.

9. Starters

- Officials must have achieved a regional JOS qualification before being considered to train as starter.
- Officials wishing to train as starter must complete the Starter Training Application form (found on the SW website) and forward the completed form to SW RTOP (RTOP@swimwn.co.nz). This application must be approved by SW RTOP before training commences.
- Trainee Starters must train under the direct supervision of a qualified starter or referee.
- SW RTOP will oversee training of Starters and will advise candidates when they are eligible for assessment.

10. Referees

- Referees have ultimate responsibility that the rules of swimming (FINA, SNZ and SW) are applied accurately, fairly and consistently.
- The referee is responsible for ensuring that the above minimum officiating requirements are met and that the meet conforms with SNZ and SW regulations.
- Referees are expected to be available to act at meets at which they have no swimmers attending and to take a role in mentoring and training officials in their clubs and in the region.
- Following qualification, referees are required to attend a SW referee seminar **at least once every two years**.

- Referee training:
 - *No referee can commence training without the prior approval of the SW RTOP*
 - *Training as a referee is at the invitation of SW RTOP. As a minimum, trainee referees must have completed the regional JOS and starter qualifications.*

11. 'Youth' IOT training programme

- Competitive swimmers (i.e. who have competed at national age group or Div 2 level as a minimum) aged over 17 years may apply to enter SW's 'Youth' official training programme
- Training should commence within 2 years of the swimmer having completed competitive swimming (or longer at the discretion of SW RTOP).
- The 'Youth' trainee IOT programme consist of the following stages:
 - *Session 1: trainee to observe only, alongside a qualified IOT. (This session only may occur at a Development Meet, subject to the same conditions in Section 7, above)*
 - *Prior to Session 2, IOTs should complete the online IOT training course at nswtraining.swimming.org.au. On completion the confirmation email should be forwarded to rtop@swimwn.co.nz.*
 - *Session 2-4: trainee may act independently but closely monitored and any recommendations closely scrutinised.*
 - *All trainee IOTs must attend a SW IOT trainee seminar during their training period.*

After a minimum of 4 sessions as a trainee, and prior to assessment, Youth IOT trainees should complete a specified online IOT training course.

12. Regional assessment

- Assessments for IOTs, JOSs, Starters are conducted by a nationally qualified member of the RTOP.
- Assessments of Referees will be conducted by the TAC Regional Representative or a Nationally qualified member of RTOP. These assessments typically occur at SW Tier 1 and regional championship meets* however assessments at other times are possible.
- *Only qualified officials or trainees who are eligible to be assessed, may officiate in that role at SW championship meets.
- Trainees who wish to be considered for assessment must complete the application form (from the SW website) and submit their application to the RTOP, which must approve all applications.

13. Activity and ongoing training

- Officials in all positions are required to remain active and to keep themselves up-to-date with changes in swimming rules.
- All officials at IOT level and above are required to be registered members of SNZ (as per SNZ policy 007).
- Officials (in any position) who have been inactive for a period of longer than 12 months may be required to undergo retraining and reassessment before continuing to officiate in that role.
- SW RTOP will periodically conduct seminars at various levels throughout the year. Active officials are encouraged to attend to update their knowledge.
- Officials are expected to act at Designated meets.

14. SNZ Police Vetting Policy and Process

- All SW technical officials at IOT level and above are required to have undergone a SNZ Police Vet as per SNZ' Police Vetting Policy and Process (dated 15 February 2021).
- Officials who have not completed this process will not be permitted to officiate at SW Designated Meets.
- Trainee IOTs will be required to have completed the process prior to being assessed.