

# POLICY

## Mandated Officials

POLICY No: 5005

EFFECTIVE: July 2012 (Updated April 2017, September 2018)



The purpose of this document is to ensure SwimmingSA can conduct competitions which provide:

- Child and member safe environments
- Pro-Rata volunteer participation from each competing Club
- Fairness to each swimmer through competent and confident officials
- Increased numbers of qualified officials for sport sustainability

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### THE POLICY

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Each competing Club is required to provide an allocated number of officials based upon the number of athletes entered from their Club as a portion of the number of officials required (See tables below) on pool deck as per the following formula:

*Total Club Athletes divided by the Total Athletes entered, multiplied by the number of officials required then rounded to the nearest whole person. (0.4 or < = 0 and 0.5 or > = 1)*

*e.g. If a Club enters 26 swimmers and the total number of athletes entered by all Clubs is 250, and we require 34 officials, the maths would be.  $((26/250) \times 34) = 4$  officials*

Members who are nominated by their Club as officials must:

- Be registered as a member of the club which they are representing;
- Hold a current police clearance or DCSI Screening (a copy of which must be uploaded to the members clublane profile);
- Where possible be an accredited official;
- Register by the nominated closing date;
- Sign in on the day;
- Attend the Officials briefing; and
- Remain in their allocated position for the entirety of the meet unless a replacement has been arranged and the Technical Manager or Meet Referee have been advised.

SwimmingSA's preference is for each member nominating for these positions on behalf of their club to be accredited as an official. With 100% accredited officials on pool deck, this ensures fairness to each swimmer through competent and confident officials. We do realise that clubs may not be able to fill their quota with qualified officials 100% of the time and therefore we provide options for new and in training officials to be nominated by their club. Officials will be rostered based on the needs of the competition with the following positions only available to qualified (or in training) officials:

- Referees
- Marshalls
- Check Starters
- Starter
- Judge of Stroke

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### THE STRATEGY & PROCEDURES

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#### Accreditation

As per the policy above, SwimmingSA provides for three levels of officiating on Pool Deck:

- Non-Qualified
- In Training
- Accredited

#### **A Non-Qualified official:**

- Is a member of the sport; and
- Holds a current police clearance or DCSI Screening

#### **An Official in Training:**

- Is a member of the sport;
- Holds a current police clearance or DCSI Screening; and
- Has undertaken a portion of the training for a particular position eg. Online training, practical training.

#### **An Accredited official:**

- Is a member of the sport;
- Holds a current police clearance or DCSI Screening; and
- Holds a current accreditation with the sport and will have undertaken the theory and practical assessments and been deemed competent;

#### Training

Clubs are asked to encourage their members to undertake officials training which are conducted in person and online. Online course links:

- General Principles, Marshall (Clerk of the Course), Check Starter:  
<https://learning.swimming.org.au/auth/login/>
- Inspector of Turns, Judge of Stroke, Marshall, Check Starter, Starter, Recorder  
<https://nswtraining.swimming.org.au/>

Clubs are invited to host a course by contacting [officials@sa.swimming.org.au](mailto:officials@sa.swimming.org.au)

#### Club Allocations for Official duties

Clubs are required to determine their own policy regarding how they allocate official duties to their members. Individuals who are representing their Club as an official must nominate online by the advertised closing time and meet the criteria noted in the policy above.

#### Venue Entry

All **accredited technical officials** who have nominated online and are listed on the roster of officials will receive free venue entry using their membership card.

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### Uniform and Pool Deck Accreditation

All accredited technical officials (with a 2 or more accreditations – not including time keeper) will be given a white officials t-shirt and name badge. SwimmingSA requests each official wears this uniform or a plain white t-shirt where possible. For certain events photo identification may be required – clubs will be notified of accreditation procedures in place for each event.

### Timekeepers

If needed – timekeepers will be called for and do not need to hold a technical official accreditation. Timekeepers are not required to nominate prior to the day and do not receive free venue entry. Club timekeepers will be allocated to a specific lane and provided with a wrist band for pool deck access

### Official Requirement Tables

Long Course	Championships	Performance	Development
Technical Manager/Assessor	1	1	1
Referee	2	2	2
Starter	2	1	1
Announcer	1	1	1
AOE	2	1	1
Control Room Supervisor	1	1	1
Recorder	2	1	1
Judge of Strokes	4	4	4
Inspector of Turns (IOT) – Turn End	5	5	5
Inspector of Turns (IOT) – Start End	10	10	10
Timekeepers (if required)	16*	0	10
Drinks & Results Steward	1	1	1
Check Starter	2	2	2
Marshal	3	2	2
<b>Total</b>	<b>36 + 16</b>	<b>32</b>	<b>42</b>

\*Denotes Country Championships

Short Course	Championships	Performance	Development
Technical Manager/Assessor	1	1	1
Referee	2	2	2
Starter	2	1	1
Announcer	1	1	1
AOE	2	1	1
Control Room Supervisor	1	1	1
Recorder	2	1	1
Judge of Stroke	4	2	2
Inspector of Turns (IOT) Turn End	5	5	5
Inspector of Turns (IOT) Finish End	10	10	10
Timekeepers (if required)	0	0	10
Drinks & Results Steward	1	1	1

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Check Starter	2	2	2
Marshal	3	2	2
<b>Total</b>	<b>36</b>	<b>30</b>	<b>40</b>

For meets with <100 swimmers the following allocation will be used

	Dev Meet (LC)	Dev Meet (SC)
Technical Manager/Assessor	1	1
Referee	1	1
Starter	1 (Ref)	1 (Ref)
Announcer	1	1
AOE	1	1
Control Room Supervisor	1	1
Recorder	1	1
Judge of Stroke	4	2
Inspector of Turns (IOT) Turn End	5	5
Inspector of Turns (IOT) Finish End	10	10
Drinks & Results Steward	1	1
Check Starter	1	1
Marshal	2	2
<b>Total</b>	<b>30</b>	<b>28</b>

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### PENALTIES FOR NON-COMPLIANCE

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SwimmingSA believes that all Clubs will intend to comply with this policy, however, it is evident through past experiences that some Clubs may not comply. As such, the Board may implement a penalty system to entice Clubs to actively fulfil their responsibilities.

<b>First offence</b>	Warning Letter Issued
<b>Second offence</b>	Clubs will be counselled regarding the breach and no points to be attributed to the Club for that meet concerned
<b>Third offence</b>	A \$100 fine and no points to be attributed to the Club for that meet concerned.
<b>Fourth</b>	A \$200 fine and no points to be attributed to the Club for that meet concerned.
<b>Fifth + Offence</b>	A \$300 fine and no points to be attributed to the Club for that meet concerned and exclusion from the next State Championship meet.