

SWIMMING WELLINGTON REGIONAL TECHNICAL OFFICIALS PANEL (RTOP)

1. The Regional Technical Officials Panel (RTOP)

The SW RTOP is convened by the SW Technical Officials officer (who is appointed by the SW Board). SW RTOP members will be drawn from diverse geographic areas to enable members to act as mentors for officials from around the region.

Terms of reference of the panel are outlined by the SNZ Technical Advisory Committee as follows:

- Structure:
 - There shall be a technical panel of 3-5 members appointed by the board on recommendation from the technical delegate.
 - A member of the Swimming New Zealand Technical Advisory Committee may attend meetings when appropriate.
- Term:
 - Members of the committee shall be appointed as above annually.
- Profile:
 - The following factors will be taken into consideration when appointing the committee:
 - The panel should comprise of at least one (1) nationally qualified referee and the remaining positions comprised of active, qualified technical officials.
- Operating Principles:
 - The technical delegate shall call regular meetings as necessary, but at least 1 per quarter.
 - Members must be active and regularly attend the meetings of the committee.
 - The panel may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- Duties and responsibilities:
 - Appointing examiners to conduct regional officials' assessments.
 - Encouraging and promote officials to apply for national qualifications and national competitions.
 - Discussing and arrange officials seminars/workshops where and when required.
 - Appointing all technical officials for regionally controlled competitions.
 - Determining fixtures at which regional qualifications and training will be conducted.
 - Assisting clubs to resource officials for all club meets conducted within the region's boundaries.
 - Maintaining, in conjunction with the regional administrator, a database of all regional officials, their qualifications and meets attended.
 - Evaluating all regional meets.
 - Conveying to all regional clubs, in a timely manner, technical information and directives from SNZ and the SNZ Technical Advisory Committee.
 - Reporting to the regional board through the regional technical delegate.

2. Minimum officiating requirements – Wellington club/regional meets

- Minimum official requirements to follow those laid down from time to time by SNZ TAC.
- Current minimum standards as identified by SNZ regulations dated 30 June 2014 are:
 - referee (1) – regional Qualification.
 - judge of stroke (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) – club or regional qualification.
 - inspector of turns – (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 (1).
- timekeeper (3 per lane if manual – i.e. stop watch or semi-automatic system – 1 per lane if electronic).

- To be included in the minimum standard, referees, JOSs, starters and IOTs, must be current, financial technical officials in the SNZ officials database as per SNZ policy.
- The above are MINIMUM standards. It is strongly recommended that meets are officiated at a level above the minimum standard.
- Only qualified officials or trainee officials on the SW pathway may officiate at SW Signature meets and regional championships. Only trainee officials who have applied to be assessed may officiate at SW regional championships.

3. Meet approval process

- The meet approval process as identified by SNZ must be followed for all SW meets.
- All meet flyers must be submitted to the SW Operations Manager for approval prior the event being publicised.
- Prior to the meet, the meet organisers must liaise with the meet referee or meet director regarding the requirement for officials.
- The organiser must submit a preliminary roster (showing that the minimum officiating standard will be achieved) to the SW Ops Manager and to the RTOP prior to the meet.
- The referee is responsible for ensuring that the minimum officiating standards and the SNZ meet approval process are followed.
- The referee must ensure that the meet approval form is accurately completed and signed at the completion of the meet.
- The form is to be scanned and emailed to the SW Operations Manager within 7 days of the meet.
- The Ops Manager will forward ALL completed forms received to the RTOP.

4. Timekeeper

- 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, semi-automatic equipment, with stopwatch back-up and automatic equipments 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.
- The briefing sheet will include:
 - Key content from the SNZ Technical Officials Guide, SNZ Code of Conduct and will also covers poolside etiquette (e.g. cell phone policy, support for swimmers, etc)
- 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 (i.e. typically within 3/10th of a second).

5. Chief timekeeper

- The referee or meet director must appoint an experienced timekeeper (i.e. at a minimum of 5 meets as timekeeper) to act as CTK.
- For 10 lane pools using manual timing only, two (2) CTK must be appointed.

6. Inspector of Turns

- An official who had first have 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 mentor the trainee for the remainder of the training process.
 - The trainee and their mentor will complete a Inspector of Turns Training Application form (found on the SW website). This form must be forward 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.
 - Session 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 form).
 - Session 4-7: trainee may act independently but closely monitored and any recommendations closely scrutinised.
- Trainees should be assigned single/outside lanes throughout their training. They are encouraged to work away from their home pool, including 'Signature' and regional level meets.
- Trainees should aim to complete one session 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.

7. Starters

- There are two classes of starter qualification:
 - *Club* - may start at club and inter-club meets, but not at 'Signature' level meets or above. Officials must have achieved the regional IOT qualification before being considered to train as club starter. The Club starter qualification does not provide a pathway to national starter unless the official has first qualified as a regional JOS
 - *Regional* - may start club, inter-club, 'Signature' and regional level meets. Officials must have achieved a regional JOS qualification before being considered to train as regional starter.
- Candidates for club and regional starter may be eligible for assessment after they have completed two (2) meets under supervision (as specified by the SNZ TAC):
 - Starters under training should be either starting with a qualified regional starter or referee, as a minimum (if two are available) i.e. If there are two qualified referees at a meet they can alternate standing with and training the starter as their events dictate.

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 before moving on to train as a referee.
- National IOTs may be invited by the SW RTOP to commence training at JOS.
- JOSs may work at positions 2, 3 or 4, but not at 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 'Signature' or regional level meets.

9. 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.
- Referee training:
 - no referee can commence training without the prior approval of the SW RTOP
 - at a minimum, trainee referees must have completed the regional JOS and regional starter qualifications.

10. SW Officials pathways – Wellington

- An updated 'Typical officials' pathway' was produced following the SW RTOP meeting on 31 May 2015.
- The pathway is an indication only and progress through the pathway will vary depending on the individual.

11. Regional assessment

- Assessments for IOTs, JOSs, Starters and referees are conducted by members of the RTOP. These assessments typically occur at SW long course and short course 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 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.

12. SW starter/referee/JOS/IOT training programme – SW Metro League:

- The SW Metro League is a major vehicle for identifying and commencing training new regional IOTs, starters, JOSs and referees.
- The following positions will be available at each years' Metro League series:
 - A maximum of 2 x trainees starters (who must be qualified regional JOSs)
 - A maximum of 2 x trainee referees (who must be regionally qualified starters)
 - A maximum of 2 x trainee JOSs (who must be nationally qualified IOTs, with at least one years' experience after achieving that qualification)
 - A maximum of 12 x trainee IOT positions are also available (there are allocated on a 1 x trainee position per team entered in the Metro League). Trainee IOTs are required to have acted as timekeeper. If more than 12 nominations for trainee IOTs are received, the RTOP will conduct a selection process.
- Qualified officials will be appointed to oversee/mentor trainee officials in the above roles during the Metro League.

13. Activity

- 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 financial members of SNZ (as per the SNZ constitution).
- 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.

- Officials are expected to act at meets at a variety of levels (e.g. club, inter-club, signature meets and regional competitions). As a guideline, officials who officiate only at club or inter-club meets will not be assigned that position at regional meets.

14. Conditions for a Swimming Wellington/New Zealand records;

- All record applications must adhere to the FINA, SNZ and SW rules.
- Swimming New Zealand regulation 9.2 states; “**New Zealand** records will only be accepted when times are recorded by automatic timing or semiautomatic timing in the event of an automatic timing system malfunction...” .
- Swimming New Zealand regulation 9.10 states; “An application must be received by SNZ within 21 days of the date of the performance, or within 21 days of a competitor/team returning from overseas.
- **SW records** can be attained by a correctly registered, financial, competitive member of SW competing at ANY meet – using automatic, semi-automatic or manual timing systems – as long as the meet conforms with the **Minimum Officiating Requirements**, and follows the **Meet Approval Process** as outlined in these policies.
- A competitor (or their club team manager or race secretary) may apply for a SW record as long as the application is received by SW within 21 days of the performance.
- Information to be certified by the meet referee as above (if possible). If not possible, by the club or regional team manager who attended the event. By signing this application the referee/team manager certifies that they held their respective position at the competition and that all rules of FINA/SNZ/SW pertaining to SW records were fully observed.