Swimming Technical Officials
Training course structure notes

Candidates will be invited to an "Initial Group Session" with their course leader and other candidates. The course leader will supply the course specific workbook and the "Extracts of ASA Laws and Regulations and ASA Technical Rules" and DVD of the FINA J1 Rules.

Candidates will then be asked to gain practical experience by the mentoring process at a variety of galas, not just level 1. 2 and 3 licensed galas. There are inter-club galas, National swimming league, Sussex League and club championships and many more.

Planning is essential in gaining mentored poolside experience to evidence the required competencies. Always ask in advance, it may not always be possible. Always have your workbook with you to be signed by the mentor and the Referee at the end of the session.

A debrief of the session with the candidate and mentor is advised and this can be either at the end of the session, if time permits telephone or by email.

A new aide memoir is to be completed for each mentored session, with the following information at the top of each page. These must be retained as they form a part of your training record.

   • Date, location and level of gala
   • Mentors name and ASA number

Mentored poolside experience can be gained outside Sussex; however, there is an expectation that the majority of your mentored poolside experience will be within Sussex.

There is no rush to "sign off" all the competencies as soon as possible; a wide range of experience makes a better official.

As all candidates will have different levels of experience as trainee officials and being mentored the "Intermediate Group Session" and "Workbook Completion Session" will take place by mutual agreement between the Course Leader and the candidate[s], this may be as a small group, on an individual basis when they are officiating or if not seen then perhaps by telephone contact / email.

To be eligible for a practical assessment the candidate **MUST** have completed;
   • Initial Group session with their course leader
   • Intermediate Group session with their course leader
   • Workbook completion Group session with their course leader
   • All the competencies evidenced and signed off by a mentor and referee
   • The workbook questions completed and discussed with Course Tutor.

Prior to the practical assessment the candidate MUST present their workbook to the assessor for examination and if not completed then the assessment will need to be rearranged.

Only candidates that can show that they have successfully evidenced all the required competencies that have been signed off by a mentor and a referee; and all the workbook questions have been completed will be allowed to proceed with the practical assessment.

When you and your course leader believe you are ready for a practical assessment you will be able to select a gala that you would like to be assessed at, make sure you apply to the Referee or Promoter in advance.

It is desired that all Sussex candidates have their practical assessment in Sussex. But if practical assessment is arranged out of County then the candidate must be informed that they will also be required to complete again in Sussex; the candidate to be informed by their Course Tutor in advance of starting the Course.

After their practical assessment the candidate will be notified of the outcome by County Co-ordinator of the result. The County Co-ordinator will then inform the ASA of this achievement as well as the Swimming Hon. Secretary so that the candidate's details can then be placed into the Sussex County Handbook.

Successful candidates will need to license with the Institute of Swimming, as only licensed officials are able to act as officials at level 1, 2 and 3 licensed galas. The necessary forms will be given to the successful candidates by the County Co-ordinator for completion.

Once you have qualified, there is no need to rush to the next level; gain experience and enjoy officiating.

There are different qualifications and processes for Water polo and Diving officials.

July 2013