

Regional Process To Obtain a British Swimming Official's Licence (September 2015)



British Swimming Officials Licences - New

- Swimming Official licences demonstrate your competence as an official and help the ASA to ensure the sport of swimming benefits from the highest possible standards.
- Administered by the Institute of Swimming (IoS), the Swimming Official Licensing scheme helps demonstrate that officials have undertaken education or training to ensure they are up to date with their knowledge.
- **Licences help to ...**
 - promote high standards
 - provide a framework for continuous improvement and Continuous Professional Development (CPD)
 - provide a vehicle that can be used to implement change
 - commit the holder to uphold the appropriate Home Country Code of Ethics in swimming
 - be part of a regulated and developing career structure
 - enable the suspension or removal of the status
- To apply for your first licence you will need a passport size photograph. The licence costs £10 and lasts for four years.
- You will receive an endorsed application form for you to apply to become licensed from the Regional Officials' Manager with your Judge letter and pass certificate following a new qualification.



British Swimming Officials Licences- Renewal

- You will need to provide evidence as part of your application, including proof you have attended mandatory courses such as the Official's Awareness/ Contemporary Issues module or the FINA Rules Update.
- A Licensed Referee is needed to sign off each element. There are also elective options to complete on the form. You will need to use your log book to provide evidence where appropriate. Renewal costs £5.00
- **Mandatory Elements**
 - **M5** Attendance at/ online completion of the Official's Awareness/ Contemporary Issues Module (Available online)
 - **M6** Attendance at a FINA Rules Update
 - **M7** Officiating Experience- to include Meet venue and License Level – Inspection of log book to verify officiating experience (8 sessions in previous 4 years)
- **Elective Options**
 - **E 1-6**
 - A minimum total of 10 points is required from the options E 1-6. A minimum of 2 different options must be included although the maximum points in each option may not be achieved. Evidence submitted cannot be more than 4 years old.

[Please see the flow chart to see who can sign your renewal application in East Region](#)



Pages 2 & 3 of the Renewal Form

SWIMMING

Evidence submission for Renewal Application

Mandatory Elements

Please ensure that a Course Leader, Referee or other authorised official signs off each element. Use your log book to provide evidence where appropriate. In the instance of M5 and M6 and Disability training, attendance at these events is recorded on the membership database

	Description	Date	Signature of Course Leader/Referee or Authorised official where applicable
M5	Attendance at/ online completion of the Official's Awareness/ Contemporary Issues Module (Available online from July 2014)		
M6	Attendance at a FINA Rules Update (if relevant/ available for the discipline)		
M7	Officiating Experience- to include Meet venue and License Level – Inspection of log book to verify officiating experience		

Elective Options

A minimum total of 10 points is required from the following options. A minimum of 2 different options must be included although the maximum points in each option may not be achieved. Evidence submitted cannot be more than 4 years old.

	Description	Max. Points	Date	Duration/Points	Signature of verification
E1	Attendance at BS or IoS CPD event for officials 3 points per event additional to the requirements of M5 & M6 *	6			
E2	Additional Qualification 3 points per additional qualification	6			
E3	Undertaken mentoring by a more experienced official 1 point per hour	4			
E4	Have mentored an unqualified or less qualified official 1 point per hour	5			
E5	Course Leader/Deliverer of Officials Seminar/Course The maximum 6 points is available for the delivery of one course	6			
E6	Participation in a committee/working party at County, Regional or National level 1 point per hour	6			
E7	Evidence of having officiated in the role for which the licence application applies at licensed meets on occasions in addition to those required in order to satisfy the requirements of M7 above. 1 point per session (Approximately 2-3 hours)	5			
	Total Points				

British Swimming Officials Licences

There has recently been a review of the BS Officials Licence procedures as the licensing process has now in it's second 4 year renewal process.

The old form had not changed since it's inception regarding the authorising signatory, it currently states:-

To be completed by a referee, Regional/County organiser or authorised person

It was discovered in some areas, the form is still being signed by an official (not a qualified licensed referee), or the county organiser was sometimes not even an official. The IOS did not query the applications providing they had an authentic signature. The caption above in red was only intended for the start of the licensing process.

From 1st September 2015 the process will change

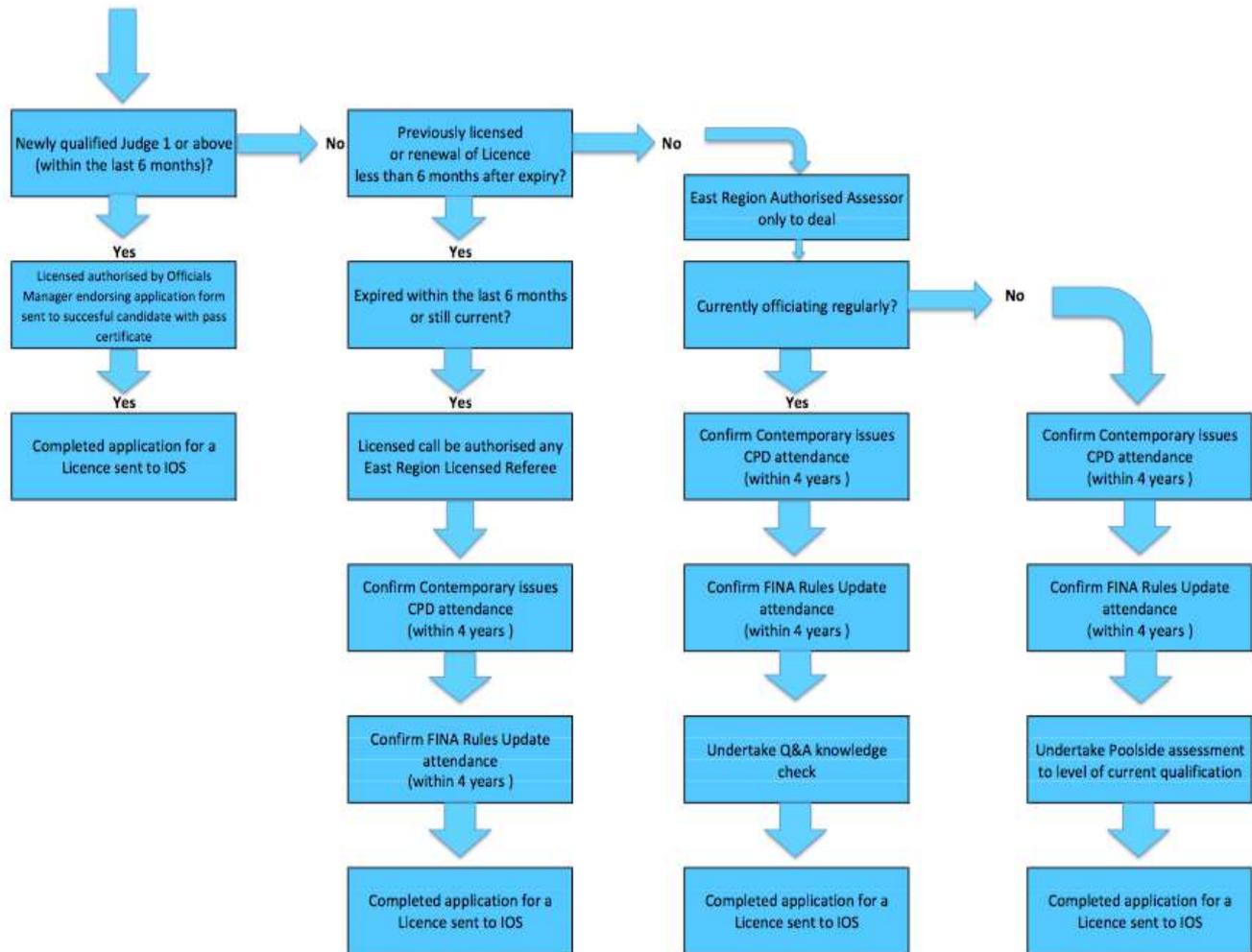
- In East Region, any licensed referee can sign a licence renewal in certain circumstances, a flow chart has been produced to show the process and who can sign.
- Only East Regional **authorised assessors** can sign applications with the licence expiry over 6 months old or a new application over 6 months since passing a new judge qualification.
- County Officials' coordinators can provide local details of current authorised county assessors who can carry out processes in column 3 and 4.



Regional Technical Swimming Officials' Contacts

County	Contact	Email address
Officials' Manager	David Metcalf	swimofficials@eastswimming.org
Regional Board Rep.	Ian Knight	camsrep@eastswimming.org
Specialist (Referee Training)	Chris Galer	membership@eastswimming.org
Specialist (IT and Disability)	Bob Outtram	bob.outtram@eastswimming.org
Bedfordshire	Gerry Metcalf	bedsofficials@eastswimming.org
Cambridgeshire	Nigel Brigham	cambsofficials@eastswimming.org
Essex	Kay McGuire	essexofficials@eastswimming.org
Hertfordshire	Jonathan Pope	hertsofficials@eastswimming.org
Norfolk	Tony Smith	norfolkofficials@eastswimming.org
Suffolk	Stephen (Podge) Christian	suffolkofficials@eastswimming.org
Open Water	Paul Kendall	openwaterofficials@eastswimming.org
Disability	Dave Harman	disability@eastswimming.org
Masters	David Robinson	masters@eastswimming.org

Regional Process To Obtain Or Renew A British Swimming Official's Licence



British Swimming Website Officials Licensing Page Link

<http://www.swimming.org/britishswimming/swimming/licencing-officials/>

