

Regional Process

British Swimming
Official's Licence

Ver. January 2023

British Swimming Official's Licences

Swimming Official licences demonstrate your competence as an official and help British Swimming and Swim England to ensure the sport of swimming benefits from the highest possible standards.

To learn how to apply for, or renew, your licence, read on.

British Swimming Officials Licences - Initial Application

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 aid meet organisers in selecting officials and work to offer them a summary statement of qualifications and experience. But these are not the only benefits.

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

Your first licence

- All judge level 1 trainees who have successfully completed their training will automatically be sent a Licence card and book to record future poolside volunteering.
- The fee is included in the initial judge level 1 course fee.

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 Qualified Referee is required to sign off each element. There are also elective options to complete on the form. You will need to use your licensing logbook (or other form of evidence) to provide evidence where appropriate. Renewal costs £5.00
- **Mandatory Elements**
 - **M5** Attendance at/ online completion of the Official's Awareness/ Contemporary Issues Module ([online link](#))
 - **M6** Attendance at a FINA Rules Update ([contact your County Official's Coordinator](#))
 - **M7** Officiating Experience- to include Meet venue and License Level – Inspection of logbook 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.**

Any licensed BS Referee can sign your renewal application in East Region

Pages 2 & 3 of the Renewal Form

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 Licence Signature

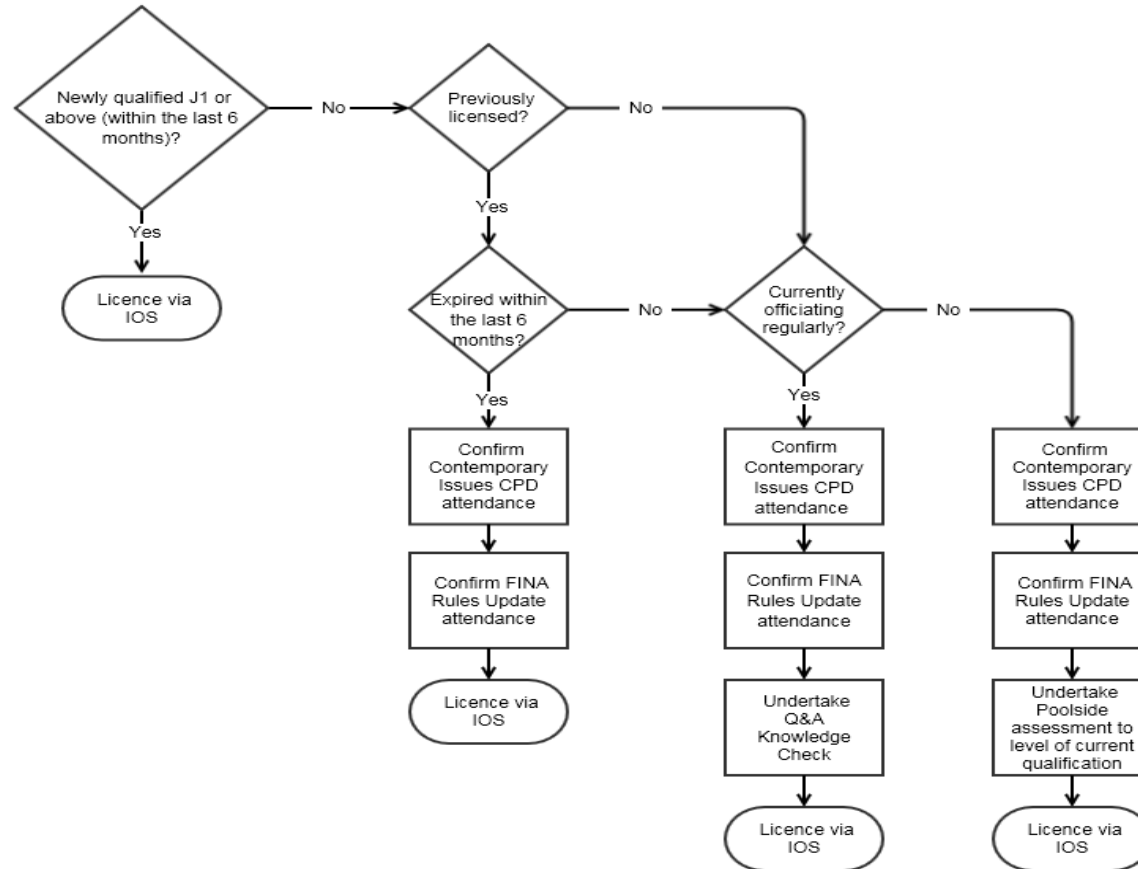
To be completed by a referee, Regional/County Organiser or authorised person (page 2 application form)

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.

Authorised Signatories

- In SE East Region, any licensed referee can sign a licence renewal in certain circumstances, see the Swim England flow chart produced to show the process and who can sign.
- **Only SE East Regional authorised assessors via the County Coordinator** can sign applications for a renewal (the licence expiry over 6 months) or an initial application over 6 months since passing a new judge qualification and not been licensed before.
- County Officials' coordinators can provide local details of current authorised county assessors who can carry out processes in column 3 and 4 on the flow chart on slide 9.

Lapsed Licence Flowchart updated Dec 21



**Please contact your County official's Coordinator for any clarification of the above
(see next slide)**

County Official's Coordinators

Swimming officials' group

Role	Who does it	Email them
Manager of Swimming Officials' Leadership Group	David Metcalf	swimofficials@eastswimming.org
Cambridgeshire Rep	Sarah Nootboom	cambsofficials@eastswimming.org
Essex Rep	Jane Howell	essexofficials@eastswimming.org
Hertfordshire Rep	Jonathan Pope	hertsofficials@eastswimming.org
Norfolk Rep	Chris Galer	norfolkofficials@eastswimming.org
Bedfordshire Rep	Louise Mackie	bedsofficials@eastswimming.org
Suffolk Rep	Stephen Christian	suffolkofficials@eastswimming.org

BS Code of Conduct and Revoking a Licence

- British Swimming has produced an Officials code of conduct which describes what is expected of officials.
- If a licence holder fails to meet the demands of holding a licence then the licence can be suspended or even revoked.
- To learn more about the procedures for suspending and revoking a licence

[Click on this link to take you to the BS Official's Licensing page](#)



Swim England

East Region