



# Swimming ACT

## Area Technical and Education Committee

### Plan

July 2017- September 2019

Final: 27 July 2017

## **Introduction**

1. This plan complements the [\*Swimming ACT Strategic Plan 2015 – 2019\*](#) and the Swimming NSW [\*TSC, ATSC and DO Operating Model\*](#) (4 March, 2016).

## **Objectives**

2. The objectives of this plan are to:
  - support the recruitment, retention and development of technical officials
  - increase the participation of ACT Area accredited officials at Swimming NSW meets
  - achieve performance measures identified in the *Swimming ACT Strategic Plan 2010 - 2014*, namely
    - to increase the number of active volunteers in senior official roles.

## **Current number of ACT accredited officials**

3. At 30 June 2017 there were 138 accredited officials who were active in ACT clubs and registered members of Swimming NSW. This is an increase of 26 since June 2013.
4. There are 33 starters and 12 referees. 7 clubs have at least one referee and one starter (Burley Griffin, Tuggeranong, Canberra, Queanbeyan, Goulburn, Ginninderra and Woden), an increase of 2 clubs since June 2013.

## **Composition of the Area Technical and Education Committee (ATEC)**

5. The ATEC is a standing committee appointed under clause 30.7 of the Swimming ACT Constitution.
6. The ATEC is chaired by the Area Technical Swimming Coordinator (ATSC).
7. The Board of Swimming ACT (‘Board’) will call for applications for membership of the ATEC as required.
8. The Board will appoint at least 2 accredited technical officials to the ATEC.

## **Meetings of the ATEC**

9. The ATEC shall meet at least 4 times per year.
10. The agenda for each meeting will include:
  - acknowledgement of new accreditations gained since the previous meeting
  - review of training needs
  - consideration of meet reports since the previous meeting
11. After each meeting of the ATEC, the chair will provide a report to the next meeting of the Swimming ACT Board.

### **Responsibilities**

12. The ATSC's responsibilities are set out in by-law 8.4 of the Swimming ACT By-Laws which provides that the ATSC shall:
  - (a) convene and chair the Technical and Education Committee;
  - (b) represent the Technical and Education Committee at meetings of the Association;
  - (c) review and co-ordinate every aspect of the Associations' instructional and educational activities as they relate to the Technical and Education Committee;
  - (d) arrange the preparation, training and assessment of candidates for positions as swimming Technical Officials;
  - (e) maintain a record of active qualified officials and skilled volunteers within the Association;
  - (f) appoint or arrange to be appointed Officials necessary for the conduct of Association meets and other approved meets; and
  - (g) liaise with the relevant NSW technical committees and implement the requirements of those committees.
13. This plan provides more detail about how the ATSC will carry out these duties.

### **Appointments**

14. Clubs are responsible for recruiting technical officials and volunteers for their own Area approved Club Meets, in consultation with the ATSC.
15. The Meet Director appointed by Swimming ACT for meets hosted by Swimming ACT is responsible for recruiting technical officials and volunteers for those meets, in consultation with the ATSC.

16. **Attachment A** provides more details on the responsibilities of clubs, meet directors and the ATSC.

### **Register of Area Technical Officials**

17. The ATSC will maintain a register of active Area technical officials, including the official's name, an email address and details of the official's qualifications.

### **Training**

18. Swimming NSW provides online training for timekeepers, check starters, clerks of the course, starters, judges of stroke and inspectors of turns. Further modules will be added in the future. The ATSC will promote these courses from time to time.
19. The ATSC will organise face to face training for other accredited positions:
  - recorder - at least once per year
  - referee - at least once before the end of this plan
  - presenter and assessor - at least once before the end of this plan
  - Meet Manager and AOE training - at least once per year
  - other positions - as required

### **Assessment and accreditation**

20. Candidates for assessment must be a registered member of Swimming NSW of at least high school age.
21. The ATSC appoints assessors and arranges for assessments as required. Assessment may be at a meet or club night.
22. Assessors will use the Swimming Australia competency checklist for the position but must keep in mind that the competency standard required is at a basic level, appropriate for club level meets.
23. If the candidate is assessed as competent, the assessor will complete the module cover sheet and give it to the ATSC. The candidate retains the SAL assessment tool. The ATSC will:
  - check that the candidate is a financial member of Swimming NSW and, if not, advise the candidate to contact the registrar of their club and arrange to join

- advise the candidates of the requirements of the Swimming ACT [Working with Vulnerable People \(Background Checking\) Act 2011 Compliance Policy](#) and the Swimming Australia [Safe Sport Framework](#)
  - forward the module cover sheet to Swimming NSW
  - update the ACT Area register of technical officials
24. If a candidate is assessed as not yet competent, the assessor will discuss this with the candidate (in private). The assessor will notify the ATSC and the areas of concern so that the ATSC can arrange further training.

### **Post Assessment Training**

25. Newly accredited officials will be mentored by experienced officials on pool deck after gaining their accreditation.
26. The ATSC will circulate all Swimming NSW updates and newsletters to all ACT technical officials and trainees (people who have completed online or face to face training sessions).
27. The ATSC will hold a forum annually to keep technical officials up to date with any rule changes and to discuss any other issues related to the performance of their duties as technical officials. Coaches will be invited to these forums.
28. Technical officials will also be encouraged to attend forums conducted by SNSW, where possible.

### **Officials at NSW State Age and Country meets**

29. The ATSC will encourage ACT Area accredited technical officials to nominate for all Swimming NSW meets. The ATSC will remind officials prior to the closing date and encourage nominations.
30. The ATSC will organise a roster of timekeepers for Swimming NSW meets, as required by Swimming NSW.