Scottish Swimming

Regulations

for the

Swimming Technical Officials

National Technical Committee

Swimming Technical Officials Committee Regulations

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STO1.0 General

STO1.1 The Swimming Technical Officials (STO) Committee, a National Committee of Scottish Swimming, shall comply with the relevant sub-sections of Company Article A3.1.3.

STO1.2 The membership of the STO Committee (who must be certificated registered referees) shall consist of:-

a) A Chair, who shall be nominated by the committee to the Company Board for appointment, shall serve for a period of two years, reviewed annually, and shall be eligible for re-nomination.
b) One representative from each District.
c) One representative of the Company.
d) Two members, elected at the Annual Seminar of Swimming Technical Officials each of whom shall be entitled to serve as members of the Committee for a period of two years, and each of whom shall be eligible for re-election.
e) A non-voting secretary appointed by a majority of the members of the Committee.

STO1.3 The Swimming Technical Officials Committee shall have the following responsibilities in addition to those stated in Company Article A3.1.3.6.1.

STO1.3.1 Draft and formulate regulations for activities in Scotland relating to Swimming Technical Officials;
STO1.3.2 Decide on the interpretation of the Regulations pertaining to Swimming Technical Officials and give rulings thereon;
STO1.3.3 Regulate the training and/or retraining of Swimming Technical Officials registered with Scottish Swimming and award certificates of proficiency, in accordance with STO Regulations;
STO1.3.4 Arrange for assessments or written examination for appropriate categories of officials in accordance with STO Regulations;
STO1.3.5 Promulgate at least every two years examination syllabuses for appropriate categories of officials;
STO1.3.6 Ensure the maintenance of a register of Swimming Technical Officials by the Company and arrange for the provision of selected information to be provided to SASA affiliated clubs in February and August of each year;
STO1.3.7 Review regularly the FINA Regulations relating to swimming and the Regulations relating to Swimming Technical Officials, provide interpretation thereof and make proposals for amendments thereto as necessary;
STO1.3.8 Arrange for the exchange of suitably experienced Scottish Swimming Technical Officials with other British Swimming and FINA members and appoint on behalf of the Swimming Technical Officials for events outside Scotland for which invitations are received;
STO1.3.9 Nominate on behalf of the Company to the appropriate body for consideration suitably experienced Swimming Technical Officials for FINA list appointment;
STO1.3.10 Arrange an Annual Seminar of registered Swimming Technical Officials, to be held, usually, in September or October of each year at which changes to the Regulations and examination syllabus are endorsed;
STO1.3.11 Recommend to the Directors of the Company the fees appropriate for Swimming Technical Official examination and publications;
STO1.3.12 Arrange for the selection, appointment and supervision of Swimming Technical Officials at national championships and international events held in Scotland.

STO1.4 The STO Committee shall conduct its business in accordance with Company Article A3.1.3.2.

STO1.5 All licensed/registered STOs and Timekeepers must be a member of SASA before undertaking poolside duties. When officiating STOs and Timekeepers must display their licence/registration card or Timekeeper Certificate.

STO1.6 When issued with a certificate a BS Judge 1 will automatically be registered as an STO.

STO2.0 Area Organisers

STO2.1 Area organisers may be appointed by each District as required.

STO2.2 Such individuals shall operate within the District structure and act as an interface between the District STO Convenor and the Clubs and their role is to train Club Officials in designated aspects of technical official's duties.

STO2.3 The individuals shall develop local contact at Club levels and structure appropriate training methods at club or club group level.

STO2.4 The issue of guidance notes, training standards and measures of competence shall be approved by the National STO Committee.

STO3.0 Categories and Certification

STO3.1 SASA Categories

STO3.1.1 SASA Recorder

A Timekeeper or SASA Timekeeper can upgrade to a qualified Recorder by applying to be trained, pass a written examination held in May or November each year and completing a Probationary Service Programme.

STO3.1.2 SASA AOE Operator

A Timekeeper or SASA Timekeeper can upgrade to a qualified AOE Operator by applying to be trained and assessed in accordance with section STO7.0.

STO3.2 British Swimming (BS) Categories

STO3.2.1 BS Timekeeper

A member of a SASA affiliated club, who is 14 years or over can be trained and assessed as a Timekeeper in accordance with section STO8.0.

STO3.2.2 BS Judge Level 1

Minimum age for applicants is 15 years.

A Timekeeper or SASA Timekeeper can upgrade to a qualified BS Judge 1 by applying to be trained and assessed in the duties of Timekeeper, Chief Timekeeper, Inspector of Turns and Chief Inspector of Turns.

STO3.2.3 BS Judge Level 2

Minimum age for applicants is 16 years.

A BS Judge Level 1 can upgrade to a qualified BS Judge Level 2 by applying to be trained and assessed in the duties of Stroke and Finish Judge.

STO3.2.4 BS Judge Level 2S

A BS Judge Level 2 can upgrade to a qualified BS Judge level 2S by applying to undertake Starter theory and practical modules and assessment.

Candidates must have completed a minimum of 20 hours post qualification experience as Judge Level 2.

STO3.2.5 BS Referee

A BS Judge Level 2S can upgrade to a qualified BS Referee by applying to undertake 12 months of training and assessment prior to taking a written examination held annually in November.

Minimum age for starting training is 19 years, however, applicants must be aged 20, or over, at 30 November in the year of the course.

Applicants must have been qualified as a BS Judge Level 2S for one year and must have completed a minimum of 10 hours post qualification experience in that role. They must also have sat and passed the SASA Recorder exam (STO3.1.1) before submitting their application for Referee training direct to British Swimming by 31 December in the year prior to training. A copy of the application form should also be sent to the appropriate District STO Convenor.

STO3.3 Certification

STO3.3.1 SASA Categories

Applications for certification by examination or assessment will be accepted as follows:

a) SASA Recorder — for May examination 1 March
for November examination 1 September.

b) SASA AOE Operator — in accordance with STO7.6

STO3.3.2 British Swimming Categories
Applications for certification by examination or assessment will be accepted as follows:
a) BS Judge 1, BS Judge 2 and BS Judge 2S for assessment, at any time during the year.
b) BS Referee for November examination direct to BS in accordance with the application form on the BS website.

STO3.3.3 Application Forms
STO3.3.3.1 Application forms will be published in STO News on the website www.scottishswimming.com.
STO3.3.3.2 Completed application forms (except BS Referee) shall be submitted along with the appropriate fee to the STO Committee District Representative no later than the appropriate closing date.
STO3.3.3.3 An application from a qualified official of another Association affiliated to FINA shall be considered by the National Committee.

STO4.0 Training
STO4.0.1 Attendance at the relevant workshop(s) is mandatory.

STO4.1 SASA Categories
STO4.1.1 AOE Operator
Training and assessment will be in accordance with STO7.3 and STO7.4
STO4.1.2 Recorder
Workshops will be arranged within each District after which a written examination will be undertaken in May or November.

STO4.2 British Swimming Categories
STO4.2.1 BS Timekeeper
Training and assessment will be in accordance with STO8.2
STO4.2.2 BS Judge Level 1, BS Judge Level 2 and BS Judge Level 2S
Workshops will be arranged within each District when sufficient candidates have applied. The maximum time between application and attendance at a Workshop will be six months i.e. a minimum of two workshops will be held each calendar year.
STO4.2.3 BS Referee
Courses will be arranged within each District.
Each course will be made up of a number of presentations totalling 16 hours.
Having demonstrated knowledge of the course syllabus candidates undergo a practical assessment of 10 poolside “official duties” after which a written examination will be conducted in November. A Final assessment will be undertaken within six months of successfully passing the examination.
Resits will be permitted in May for candidates who failed the examination the previous November.

STO5.0 Examinations (Written) and Assessments
STO5.1 Briefing Notes for the Recorder examination and Workbooks for assessments, which cover the syllabus, may be downloaded from the Scottish Swimming website or on request will be issued upon application to the District STO Convenor.

STO5.2 The pass mark and duration for each examination is as follows:
Recorder 75% in each part - 2 hours
Refereeas determined by British Swimming.

STO5.3 A candidate has the right to appeal their examination/assessment result to the National STO Committee Chair in accordance with Section STO14.0.

STO6.0 Probationary Service

STO6.1 Except for Referee candidates, applicants successful by examination or assessment shall receive a Record of Poolside Duties form which specifies the probationary service to be undertaken.

STO6.2 A record of Poolside Duties form submitted by a probationary official will only be accepted where the duties have been overseen and the form signed, as being satisfactory, by a licensed/registered BS Referee.

STO6.3 When the required probationary service has been completed the Record of Poolside Duties form shall be sent to the Company marked for the attention of the STO National Committee Chair.

STO7.0 Automatic Officiating Equipment Operator

STO7.1 The discipline of AOE Operator will be in three grades:

Grade III An individual who is capable of operating AOE equipment which is already in place to obtain the time and/or place of the competing swimmers.

Grade II An individual capable of establishing a fully operational AOE system from the integration of its various component parts and is further capable of operating such equipment to obtain the time and/or place of the competing swimmers.

Grade I An individual who is capable of establishing and operating AOE equipment in its full range of attributes and who is further able to carry out repairs to the equipment to maintain its operating integrity.

STO7.2 The role of AOE Operator will be independent of the other categories (Recorder, Judge, Starter and Referee) however requires to be a registered Timekeeper.

STO7.3 Method of training for Grades III and II will be by hands on experience on a ‘one on one’ basis using registered AOE Operators at a higher grade. The duration of such training shall be agreed between the trainee and the trainer. Grades III candidate must reach the agreed level of competence to the satisfaction of their trainer. Grades II candidates must reach the agreed level of competence to the satisfaction of two trainers, one of whom has not been involved in the training programme.

STO7.4 Grade I Officials shall be appointed by the STO National Committee when they are satisfied that individuals meet the competence requirements.

STO7.5 The STO National Committee shall determine the competence levels required for each Grade and will be the custodian of all training materials and methods.

STO7.6 Candidates will make application to the District STO Convenor at any time of the year, but may only commence their training at a time determined by the National STO Committee. The examination fee will be the same as other STO disciplines. Candidates who do not complete their training within the duration as agreed in STO7.3 may be removed from the training programme but may re-apply at a later date.

STO8.0 Timekeeper

STO8.1 The administration and control of Timekeepers will be carried out on behalf of Scottish Swimming by the respective District STO Convenor.

STO8.2 Clubs who wish to have this category of official will apply to the District STO Convenor who will arrange for the training. A maximum group of ten club members (who need not be from one club) shall be permitted. A group fee, plus expenses will be charged (see Company Rule R3.4.2).

STO8.3 Where re-assessment is required, expenses only will be charged.

STO8.4 The responsibility for training and testing of candidates will be solely with the respective District STO Convenor or their direct representatives. Those successful will be certificated as a Timekeeper.

STO8.5 After training, candidates will be assessed by their practical timekeeping ability during a series of TEN races.

STO8.6 Districts shall maintain lists of current Timekeepers.

STO9.0 Registration

STO9.1 A register of certificated officials shall be kept by the Scottish Swimming Office.

STO9.2 The register will record the official's Name, Address, Postcode, Telephone Number(s), email address registration Number, Month/Year when examinations were passed, Month/Year when certificates were issued, record of annual registration and STO Award date.

STO9.3 Registered officials will receive information through STO News, which will be posted on the Scottish Swimming website. The Company Office will send Registered Officials, who have not agreed to receive information by Internet, a hard copy of STO News.

STO9.4 Registered officials, who are members of a club and not SASA Life Members, will receive notice in March each year, from their club secretary, to advise them their membership and registration should be renewed. Officials registering through a club can register at any time throughout the year (this must be done within 28 days of them joining the Club). One payment, as a club member category, will automatically cover both membership and STO registration. Those wishing to renew their STO registration must complete the appropriate section of the membership form.

STO9.5 SASA Life Members will be asked annually whether or not they wish to register/re-register as a Technical Official.

STO10.0 Uniform

STO10.1 Poolside uniform for all competitive swimming events:

Men	White open-necked short sleeved shirt
	White trousers, NOT SHORTS, white accessories
	White poolside shoes and white socks, if worn
Women	White dress or white blouse and skirt or trousers
	White poolside shoes

STO10.2 Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor or Organising Committee or by an Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with advertising conventions specified by FINA.

STO11.0 Awards

STO11.1 When recommended by the National STO Committee a plaque will be presented at the Annual Seminar to those officials, one from each District, who have made an outstanding contribution to Scottish Swimming as a Swimming Technical Official.
An official being nominated for award should satisfy the following criteria.

a) Be a current Registered Technical Official
b) Have been a Registered Technical Official of the SASA for at least 8 years
c) Have officiated at Club and District levels of competition regularly throughout

STO12.0 Officials for Licensed and Accredited Meets

STO12.1 Reference should be made to the Swimming Regulations for information regarding licence and accredited meets categorisation.

STO12.2 The Officials on duty must satisfy the following criteria:-

a) National Events.
All officials must be SASA registered or have equivalent registration within BS, or be FINA appointed, or be appointed by LEN.
From 1 January 2011, all officials, except for timekeepers, registered with a country within BS jurisdiction must be licensed with British Swimming.

b) L1 and L2 events (accredited).
All officials must be SASA registered or have equivalent registration within BS, or be FINA appointed, or be appointed by LEN.
The Referee, if registered with a country within BS jurisdiction, must be licensed with British Swimming.

c) L3 (not accredited).
The Referee will normally be SASA registered. The supporting officials, except for Timekeepers, should also be registered, however in the interest of the meet and the training of new officials, the Organising Body with the agreement (which must be in writing) of the appropriate District STO Convenor, may appoint non-registered officials.

STO12.3 The responsibility for the appointment of Officials is as follows:-

a) Level 1 – The National STO Committee or a District Committee as appropriate.
b) Level 2 & 3 - The Organising Body in consultation, as necessary, with the District STO Convenor.

STO12.4 Every effort must be made to have a full complement of officials on duty at all times. When this is not achieved the minimum numbers required for (a) Licensed/Accredited meets and the recommended minimum numbers for (b) Licensed only meets is:-

a) Licensed/Accredited Meets (L1 & L2) – Minimum numbers.

Official / Lanes	**4**	**5**	**6**	**8**	**10**
Referee	1	1	1	1	1
Judge 2S	1	1	1	1	1
Judge 2	2	2	2	2	2
Judge 1	4	6	6	8	10
Chief Timekeeper	1	1	1	1	1
Timekeeper (when AOE is used)	4	5	6	8	10
Timekeeper (when AOE is not used)	12	15	18	24	30
Recorder	1	1	1	1	1

b) Licensed only Meets (L3) - Recommended minimum numbers.

Official / Lanes	**4**	**5**	**6**	**8**	**10**
Referee	1	1	1	1	1
Judge 2S	1	1	1	1	1
Judge 2	2	2	2	2	2
Judge 1	2	4	4	6	8
Chief Timekeeper	1	1	1	1	1
Timekeeper (when AOE is used)	4	5	6	8	10
Timekeeper (when AOE is not used)	8	10	12	16	20
Recorder	1	1	1	1	1

STO13.0 Licensing of Officials

STO13.1 A licence equates to accreditation to practice, and to promote a professional workforce, high standards and good practice, continuous professional development, adherence to a Code of Ethics and for developing the STO structure.

STO13.2 Licences will be issued by British Swimming. Refer to British Swimming website (www.britishswimming.org/) for information on the terms and conditions.

STO14.0 Appeals

STO14.0.1 An appeal can be made to the National STO Committee Chair in respect of an examination or training assessment in accordance with the requirements of the following paragraphs.

STO14.0.2 The appeal must detail the grounds on which the appeal is based and when appropriate, all relevant previous assessments achieved during training, must accompany the appeal.

STO14.0.3 Notification of the outcome of the appeal will be sent out by the National STO Committee Chair, no later than 28 days after the next available STO meeting, following receipt of the appeal.

STO14.0.4 The decision of the STO National Committee will be final.

STO14.1 Examination

An appeal regarding an examination must be lodged within 28 days of the result being declared at the STO National Committee meeting in June or December.

STO14.2 Training Assessment

An appeal regarding a training assessment must be lodged within 28 days of the assessment date.

STO15.0 Annual Seminar

STO15.1 National STO Committee shall make arrangements for a National Seminar each year. Six months notification will be given to Licensed/Registered Officials of the date of the Annual Seminar.

STO15.2 All officials who are licensed or registered for the current year on the 1 July will be eligible to attend and vote.

STO15.3 Proposals for changes in the STO Regulations and nominations for Committee Membership shall be submitted in writing to the Committee Secretary at least 28 days prior to the date of the Annual Seminar.

STO15.4 All voting will be decided by a simple majority. The Chair shall have a deliberative vote. In the event of there being an equality of votes, which requires a decision (choice) to be made for the continued good governance, the Chair shall have a second or casting vote.

STO15.5 Voting on matters raised and election of Committee Members will be by paper ballot, unless otherwise agreed by the meeting.