

Hello to all the Southwest Region's licensed officials and J1 trainees.

**Thank you for your continued support officiating at swimming events.** Thank you to all of you who have recently completed your J1 training and joined the group of SW licensed officials; to all those who have enrolled on a new qualification.

"You are receiving this email as a Swim England Technical Official. If you no longer wish us to contact you in this regard please visit [www.swimmingmembers.org](http://www.swimmingmembers.org) and update your Data Protection Choices."

This newsletter is written by your Regional Officials Training and Development Coordinator, Jill Beard. It includes, amongst other things, information on the changes to uniform requirements; changes to transgender and Non-Binary Competition policies; update on the success of SW delivery of the World Aquatics Rules update; a reminder of how to apply to officiate at Regional Events this Autumn; Para Swim CPD and a reminder of how to apply for training.

**Officiating at Regional events Autumn 2023.** All are invited to sign up to officiate for the regional events this autumn where mentoring will be offered whenever possible. <https://www.swim-meet.com/OfficialsSignup/SwimEnglandSouthWest/>

Regional Officials Secretary Nicky Vause, [email swofficialssecretary@gmail.com](mailto:swofficialssecretary@gmail.com) can answer questions you might have about attending as a volunteer licensed official or supernumerary trainee to be mentored.

All attendances must be arranged in advance on Swim-meet so duties, mentoring and catering can be confirmed. Unless contacted to the contrary, all offers should be deemed to have been accepted and final "joining instructions" will only be issued shortly before each event takes place.

Please use the Notes field in "swim-meet" when you fill in your details on the form if there is anything you particularly need from any mentoring. Please remember, because all officials at the Level 1 Winter Championships must be qualified and licensed for the job they are doing, you may be needed to officiate in any role you are qualified for.

**Renewing Licences.** When the time comes to renew your licence, you will receive an email from Swim England. Remember all licences due in 2022 were extended to 2023. From 2023 there are no extensions as officials will have had time post pandemic to accrue sufficient poolside activity to evidence on the licence application. Renewal forms can also be downloaded from the [British Swimming website](http://BritishSwimming.com). All applicants now need to evidence at attendance at World Aquatics Rules Update 2023.

Any questions please email Jill Beard at [beardfamilyuk@icloud.com](mailto:beardfamilyuk@icloud.com)

## **Dress Code changes for officiating at swimming events**

The movement towards an inclusive approach to dress code has been further updated. The emphasis is on a movement towards a switch to black trousers.

Swim England National Events will move to a black trouser policy in September 2023. For their Regional Events, The South West Region, are transitioning during the remainder of 2023 with either black or white to only black trousers in 2024. This is appropriate for the highest level of meet where uniformity is important.

The update from Swim England on July 4<sup>th</sup> 2023 [Uniform update](#) is all about inclusion whilst allowing for transition. Promoters of open meets, county events, lower-level club events are urged to make inclusive decisions about the dress code they wish to adopt to ensure all volunteers feel welcome. In 2023 many events adopted a dual approach with either black or white trousers and this remains acceptable where a single style is not necessarily needed. Indeed, we are all reminded to welcome new recruits at level 4 or unlicensed events without requesting any uniform style. Recently qualified J1 who have kitted themselves out in white should be able to wear this uniform if they so wish until it needs replacing. They, and anyone who needs to replace white kit, as well as new J1 should then be encouraged to buy black.

Providing Promoters agree, black and white can naturally co-exist for as long as needed with officials choosing what they feel comfortable wearing until they need to purchase new kit. New kit purchases should appropriately follow the national guidelines with a movement to black trousers.

However, to officiate at L1 or L2 National from September 2023, or for SW Regional events by 2024, volunteers will need to transition to exclusively black.

**Important recent background information announced for all swimming officials on Transgender and Non-Binary Competition policies can be found here. [Swim England transgender-competition-policy-update](#)**

## Officials TRAINING

**How to check what qualifications are recorded** on your Swim England Membership record. Included with this newsletter is a crib sheet for checking your membership record. Please consider making your qualifications visible by amending your data choices.

### **Information of Officials Training in the Southwest can be found in the Swimming Discipline Section of the Southwest**

<https://www.swimwest.org.uk/swimming> Website. (Scroll down to the official's section). There is information on expenses policy, volunteering for events and applying for SW funded training for J1 and the process for applying for a place on one of the fully funded J2 training courses held each month.

## CPD Opportunities

**World Aquatics Rules Update 2023.** Thank you to the 715 of you who attended one of the 21 sessions offered between March and June 2023. It is estimated this is 90% of our active Licensed officials. With fewer than 50 of the Region's licensed officials who did not attend no more group sessions are currently scheduled. However, if you have a license you wish to renew and haven't attended, please get in touch NOW so that demand can be assessed, and a possible further session arranged. Please don't leave it until the last minute.

**Para Swimming CPD.** The region is not hosting a para swim meet this year and so isn't delivering a CPD session. However, there is an online session being delivered by the EAST REGION on **August 23<sup>rd</sup>** 2023 at 7.00pm and officials who are already qualified as at least a J1 are invited to attend. There is an information sheet included with this newsletter which contains a QR code for registration. This attracts 3 points towards the renewal of the BS officials licence.

**Volunteering at National Events.** All J1 licensed officials and above can volunteer to work at national events. This summer a "Magnificent Seven" attended the British and Swim England Summer Meets. Five also attended the Welsh Summer Meet and another Magnificent Seven

were appointed to the World Para Swimming Meet. A rogue's gallery is included at the end of the newsletter. If you would like to attend events, make sure you subscribe to British Swimming Officials News <https://www.swimmingresults.org/officialsnews/>

### **Competing J1 qualifications**

As reported in the October 2022 newsletter the requirement for J1 trainees to attend a L1 or L2 meet as part of their mentored training has been removed by British Swimming.

J1 candidates have 11 months from the date on their theory certificate to complete. **If you are aware of any J1 trainees with imminent or recently past deadlines, please ask them to get in touch with their County or Regional Coordinator immediately.**

### **Recruiting new volunteers to become officials.**

All licensed officials are well placed to encourage new volunteers to join the official's family. The following is background information you can share with aspiring officials.

#### **Timekeeper qualification**

Allows volunteers to work at L4 and unlicensed events (where Promoters conditions allow)

The timekeeper qualification is an online course that costs the individual £5 and can be found at

Once completed the candidate should keep a copy of the online theory certificate they get at the end of the course and **upload it following the instructions attached to this newsletter linking the certificate to** their personal membership record. Then candidates should show it to their club so they can assist in arranging sign off as an official who is competent to time keep. This is very light touch but must be done to complete the qualification as a TIMEKEEPER. The certificate that is issued stating that practical competency has been attained should also then be uploaded to their personal record. After theory and competency evidence have been uploaded the candidate will now receive an online certificate showing their timekeeper status from British Swimming. **THIS DOES NOT NEED TO BE UPLOADED.**

**ONLY Theory CERTIFICATES OBTAINED FROM the authorised ONLINE STUDY and timekeeper competency evidence should be uploaded. This scheme is exclusively for recording this and the J1 online qualification. Certificates/evidence obtained from any other previous study SHOULD NOT be uploaded. They will be rejected. Certificates sent by British Swimming after the successful upload of online timekeeper evidence should not be uploaded.**

All the County Coordinators and all the Referees who are members of the Regional WhatsApp tutor group have a copy of the instructions and the practical competency

certificate. Anyone else that would find them useful please email Jill Beard. **This evidence will also be needed by the Regional Licensing Officer the first time the Timekeeper helps at a L4 gala.**

It is not necessary to undertake this course before embarking on J1 training but if a timekeeper from the online course does want to progress, they can do so by following a shortened version of the fully funded SW J1 online course. To be granted a SW voucher the application must follow the process outlined in the document found at the following [link](#) which can be found on the regional website. Enrolling through the SW Regional process ensures candidates will receive support throughout their training.

## **J1 Training**

This can begin without studying timekeeping beforehand and includes that timekeeper content along with the other duties of being a J1. The application process can be found at the following [link](#) on the regional website. The candidate studies on their own at a time that suits them. The Region generously funds the course fee of £20 by issuing a voucher and if the candidate has any questions, they can ask the Regional Officials Training and Development Coordinator for help through a dedicated email address of [swofficialsj1online@gmail.com](mailto:swofficialsj1online@gmail.com).

The Regional vouchers are only redeemable on the two specific versions of the online training reserved for our voucher holders. Candidates can finish within an evening or take a bite sized approach over several weeks. Once they complete online the candidate must upload their certificate following the instructions found at the end of module and this triggers the dispatch of their logbook. The Regional Coordinator also emails them with the name of the Referee who will guide them towards appropriate poolside experiences and introduces their County Coordinator.

Many of you will meet candidates as they step onto poolside for their mentored practice. They will be nervous at first but with your help will rapidly put their theoretical knowledge into practice. It only takes around 15 hours of mentored practice on deck to complete the J1 qualification. Along the way they must be signed off as timekeeper competent if they are to be included on any L3 or L4 licensed meet returns whilst still a J1 trainee. A proportion of their practical work can be done in a mentored club sessions but only a British Swimming Referee can sign off their competencies. If you are asked to mentor a candidate working alongside you during a gala or training, please write helpful comments in the candidate's logbook that will demonstrate, to the candidate and any Referee looking to sign off the competency, what their knowledge level is. COMPLETING the mentoring comments is an essential part of the training and your help in encouraging this will directly benefit the progress our new J1 trainees.

All J1 trainees should receive a logbook within a short period (no more than 10 working days) of uploading their theory certificate. Each candidate receives instruction on how to do this and can ask the SW Regional Coordinator for a reminder if needed. A copy of how to upload the evidence is included with this newsletter. If a candidate shows you their theory certificate but does not have a logbook, please check with them they have uploaded the certificate and if they have, please just use a piece of paper to record any mentoring and comments which the

candidate can stick into their logbook once received. [date/level/what mentored/how long the session was]. Instructions on how a member can check their membership record are included with this newsletter.

The J1 practical is completed by the candidate uploading their fully completed competency page which is the evidence of completing their training. Once they have uploaded a passport style photo to <https://www.swimmingresults.org/biogs/> they will automatically receive their licence card. A successful upload will be acknowledged, and no further evidence is required. However, candidates should remember to upload a passport style photo and check their postal address is correctly recorded on their Swim England Membership record. Finally, the Tutor or County Coordinator will tell the Regional Coordinator so a record of the success of the regional funded scheme can be maintained, and the Regional Licencing Officer be told about a new official.

## **J2 & J2S Training**

The application form for enrolling on J2 or J2S courses has been updated and can be found at the following [link](#) on the British Swimming Website. The eligibility requirement is 16 years of age and evidence of 20 hours post qualification as a J1 to commence training as J2. With the removal of the need to have attended a L1 or L2 meet during J1 training, attendance at a L1 or L2 meet is required to be evidenced either during training or the post qualification hours. The criteria for commencing training as J2S are 20 hours working in J2 roles post qualifying as a J2.

**THE REGION PAYS THE COURSE FEES** in recognition of your continued support as technical officials.

### **How to apply for J2**

The initial theory training is delivered by a pan regional ZOOM session once a month on a rolling basis. Sessions are scheduled normally for the last Wednesday of the month at 7.30pm (August 30<sup>th</sup>; September 20<sup>th</sup>; October 25<sup>th</sup>; November 29<sup>th</sup> and December 20<sup>th</sup>) 105 candidates have already attended one of the sessions held since October 2021 and well over 70 have already gone on to complete the qualification at a wide range of events convenient for the candidates.

If you would like to train as a J2 please fill in the application form [link](#) and send it to the Regional Coordinator, Jill Beard, along with a brief list of your “minimum” of 20 post qualification hours and indication of which ZOOM session you wish to attend.

You will then be sent the appropriate ZOOM link and some pre course work. As soon as a candidate has attended their County Coordinator is told and they arrange for the dispatch of the official J2 workbook as well as arranging for a senior official to support you through your training. The County Coordinators can provide further information about J2 training.

With the change to the compulsory requirement to attend a L1 or L2 meet during J1 training, should a candidate not have done so, J2 candidates will need to show they have attended a L1 or L2 meet post qualification before they can apply to train as a J2. All County and Regional Championship Events are either L1 or L2.



**J2S (starter) training is delivered by each County on demand.** So please apply to your respective County Coordinator using the British Swimming application form plus evidence of your 20 post qualification hours working as a J2.

**Referee training.** The next intake for training is expected to close on 31st January 2024. The annual recruitment process will be advertised in British Swimming News. The eligibility criteria are 19 years of age and 50 hours of experience since qualifying as a Starter. Plus, candidates should have completed the short online guide to refereeing course and have their application endorsed by their County Coordinator and the Regional Coordinator BEFORE final submission. Anyone wishing to know more can ask their County or Regional Coordinator. The fee will be paid by the Region.

**British Swimming Development Programme for Referees and Starters** is also advertised through British Swimming News and to be eligible candidates need to have attended several national events. Recruitment for this programme also happens through receiving “British Officials Newsletters”

The link to sign up for British Swimming Officials News is <https://www.swimmingresults.org/officialsnews/>

Please feel free to ask me any questions you might have about Swim Officials Training and Development. I wish you all continued success with your officiating.

**Magnificent Seven Rogue’s gallery** ( not everyone who attended is in the photos but you get the general idea )









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