

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.

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**This newsletter is written by your Regional Officials Training and Development Coordinator and includes information on how to keep up to date with the new World Aquatics (ex FINA) Rules through attendance at the compulsory CPD mandated for ALL licensed officials and for J1 trainees.**

**World Aquatics Rules UPDATE 2023 - 2025.** The new rules come into force in England on March 10<sup>th</sup> 2023. There are currently SEVEN ZOOM sessions to choose from with 3 more to be added in the coming days for our SW Licensed or in training SW Officials. Currently the first date is Feb 23<sup>rd</sup> and the last is March 22<sup>nd</sup>. <https://www.swim-meet.com/OfficialsSignup/SwimEnglandSouthWest/> Each session has capacity for up to 70.

All are urged to sign up to the first session you can attend so **all our Southwest Officials are up to date** with the new rules as quickly as possible by/after the implementation date. Go to Swim-Meet <https://www.swim-meet.com/OfficialsSignup/SwimEnglandSouthWest/> and choose FINA RULES update 2023-25 and select your preferred date. Once signed up you will be sent the appropriate ZOOM sign in link. Please try and attend a session as soon as you can.

PLEASE NOTE even if you have renewed your licence in 2022 or the first weeks of 2023 you should still attend the compulsory FINA RULES 2023-25 update as soon as possible. All licensed officials have a duty to be up to date. All trainee officials should be aware of the current swimming rules. Your attendance at the official CPD delivered by ZOOM will be registered with Swim England and your County Coordinators will have registers of all those who have attended to refer to when Licence Applications are completed.

As soon as is practical, all licensed officials and all J1 trainees progressing through their practical phase will receive an up to date set of World Aquatics rules. Remember this booklet does not highlight the changes. Attendance at the Update CPD is where the changes and standard rules interpretation "aide memoire" are explained.

**Until the March 10<sup>th</sup>, 2023, the FINA rules 2017-2021 remain the current set of rules for all competition.**

**Renewing Licences.** When the time comes to renew your licence, you will receive an email from Swim England. Remember all licences due in 2021 were extended to 2022 and those 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](#) .

The delay in the publication of the 2023-2025 World Aquatics Rules has resulted in the following dispensations for officials whose licence is due for renewal before the new Update CPD module becomes available and the new rules are implemented. Once the new rules are in force on March 10<sup>th</sup> 2023 there will be a short transitional period of time to allow everyone to attend the compulsory CPD covering the World Aquatics Rules 2023-2025 for use with licence renewal applications.

1. Any official that has attended the FINA RULES update 2017-2021 can continue to use this as the mandatory update on your licence renewal form UNTIL the day the new rules are implemented. [After March 10<sup>th</sup> 2023, the British Swimming implementation date of the World Aquatics RULES 2023-25, the new World Aquatics RULES CPD should be attended as soon as possible and will be registered with Swim England by the Regional Officials Training and Development Coordinator. There will be a short period of transition to allow for renewal before the compulsory attendance is registered].
2. Any official who has commenced a new qualification since September 2017 may use this "in Lieu of attendance at the 2017 FINA rules update" UNTIL the British Swimming implementation date of the World Aquatics 2023-25 Rules. [After this date the new Rules update should be attended and registered with Swim England as above].

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

## **Competing J1 qualifications**

As reported in the October 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.** With the removal of the need to attend a L1 OR L2 MEET there may be candidates who are now able to present a completed set of competencies and gain their J1 status.

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

This was reported in our October Newsletter and details can be found at

<https://www.swimming.org/sport/technical-officials-training-uniform-update/>

## **Officiating at Regional Events**

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.

**The Region is pleased to invite all our licensed officials and J1 trainees to attend the Summer 2023 SW Regional competitions**

You do not need to have swimmers taking part to attend. The events will be available for sign up shortly at <https://www.swim-meet.com/OfficialsSignup/SwimEnglandSouthWest/>

All attendances must be arranged in advance 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 Summer 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. However, opportunities for supernumerary mentoring at higher levels for trainees will be given whenever possible. Trainee starters may be able to observe the starting process and practice using the equipment during breaks in the competition day. Trainee referees may be able to observe the AOE operation.

**Important further recent background information announced for all swimming officials.**

**As reported in the October newsletter, there have been changes to the documentation for swimmers who have not gone through a para swim classification process but instead either held a physical Certificate of Swimming Disability or now have obtained a new style Certificate of Exceptions.**

Further information on inclusivity, including period ware can be found here <https://www.swimming.org/swimengland/updated-resources-swimming-inclusion/>

In contrast, Swimmers who have a para swim classification (including any exceptions) will have this listed on their Swim England Membership Record. Promoters should make this information, which again must be accepted, available to Referees before competition begins. Unlike swimmers with the two forms of "certificates", para classified swimmers do not have to present evidence to referees. The evidence is on their record and should already have been made available to the referees.

The October newsletter included:

**Update on support for deaf athletes.** Please read the guidance issued by Swim England on 4<sup>th</sup> October <https://www.swimming.org/sport/swim-england-secondary-strobe->

[update/?fbclid=IwAR0JPDhOcW72qAT1UqJZNf0stS2ciUaQuvoGLz76thEC2WrCD3YEQQLpCs](https://www.swimwest.org.uk/swimming)

**Update on minimum water depths** for meets licensed at levels 1 or 2. The minimum water depth at the start to allow for a racing/diving start should be 1.35m.

**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.

### **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 <https://www.swimming.org/ios/course/3847>

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 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 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. The logbook is dispatched by Royal Mail so any disruption to that service may however delay the logbook. 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 whole process 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. It has just been announced that very soon an online certificate will be sent to the candidate once all necessary uploads are completed. This certificate SHOULD NOT BE UPLOADED. 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.

**N.B. ONLY CERTIFICATES or COMPETENCY evidence OBTAINED FROM authorised ONLINE STUDY should be uploaded. This scheme is exclusively for recording this study. Certificates/evidence obtained from any other previous study SHOULD NOT be uploaded and will be rejected.**

## **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. The same criteria apply for commencing training as J2S (20 hours working as a J2 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 (February 22nd; Thursday March 30th; then back to Wednesday April 26<sup>th</sup> and so on). 84 candidates have already attended one of the sessions held since October 2021 and well over 50 have already gone on to complete the qualification at a wide range of events that suited 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.

N.B ONLY CERTIFICATES OBTAINED FROM the TIMEKEEPER and J1 ONLINE STUDY should be uploaded by candidates to their Personal Membership record. Certificates/evidence obtained from any other study SHOULD NOT & CANNOT be uploaded.

**Referee training.** The next intake for training closes on 31st January 2023. The annual recruitment process was advertised in British Swimming News. The eligibility criteria are 19 years of age and 50 hours of experience since qualifying as a Starter. Plus, having completed the short online guide to refereeing course and having your application endorsed by your County Coordinator and your Regional Coordinator BEFORE final submission. Anyone wishing to know more can ask their County or Regional Coordinator.

**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 which 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.

I hope to see you very soon at one of the World Aquatics Rules 2023-2025 Rules update ZOOM sessions.

Jill Beard  
SESW Regional Officials Training and Development Coordinator

**Contact emails:**  
**SW Regional Officials Training and Development Coordinator**  
Jill Beard. [Email beardfamilyuk@icloud.com](mailto:beardfamilyuk@icloud.com)

J1 online contact email [swofficials1online@gmail.com](mailto:swofficials1online@gmail.com)

**SW Regional Official's Secretary**  
Nicky Vause - [Email swofficialssecretary@gmail.com](mailto:swofficialssecretary@gmail.com)

**SW County Officials Training and Development Coordinators**  
Nick Jenkin - Cornwall. [Email jenkinni@sky.com](mailto:jenkinni@sky.com)  
Esther Rookes - Devon. Email. [officials-training@devonswimming.org.uk](mailto:officials-training@devonswimming.org.uk)  
Tracey Roberts – Dorset. Email [tjr1964.tr@gmail.com](mailto:tjr1964.tr@gmail.com)  
Neil Harper - Gloucestershire. [Email gcasaofficials@gmail.com](mailto:gcasaofficials@gmail.com)  
Chris Metcalfe - Somerset. [Email somersetasa.officials@gmail.com](mailto:somersetasa.officials@gmail.com)  
Paul Robbins -Wiltshire. [Email robbipa@aol.com](mailto:robbipa@aol.com)