



IPC SWIMMING

TECHNICAL OFFICIALS' TRAINING



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Dear IPC Swimming Technical Officials,

The IPC Swimming Technical Officials Training contains information regarding education pathway, accreditation and accreditation retention of IPC Swimming Technical Officials:

- Terms and Definitions
- Training Competition
- Training Course
- Training Review
- Technical Officials
 - Accreditation
 - Availability
 - Appointment
 - Training
- Selection and appointments
- Documentation for processes and procedures

NOTE: Forms in this manual are examples only. Current versions will be forwarded to Technical Officials or be available for download when required.

 IPC Swimming Web Links: Page 19

Terms and Definitions

IPC Governing Board (Governing Board)

- Governing body of the International Paralympic Committee. IPC Swimming is governed by IPC.

IPC Swimming Sport Manager (Sport Manager)

- IPC Swimming staff member, primary contact for IPC Swimming

IPC Swimming Technical Committee (STC)

- Committee appointed by IPC Governing Board to advise, consult and deliver for the technical aspects of the sport

Head of Officials (HoO)

- Member of the STC appointed to represent, develop and advance the Technical Officials

IPC Swimming Technical Officials (TO)

- Technical Official is used in this manual to generically describe the following roles and positions:
 - Chief Referee
 - Session Referee
 - Starter
 - Judges of Stroke (JoS)
 - Inspector of Turns (IoT)
 - Chief Inspector of Turns (CIoT)
 - Control Room Supervisor
 - Technical Delegate (TD)
 - Technical Official's Trainer (Trainer)
 - Technical Official's Evaluator (Evaluator)
 - Technical Official Co-Presenter (Co-presenter)

IPC Swimming Technical Official Training Course (Training Course)

- Classroom theory and practical exercises and
- Evaluation during competition

IPC Swimming Technical Official Training Review (Training Review)

- Formal review of IPC Swimming theory and practices and
- Evaluation during competition

National Paralympic Committee (NPC)

- National body representing the athletes with a disability in each country.

Local Organizing Committee (LOC)

- Committee responsible for hosting a competition

Technical Officials' Training Competition

Applications for approval for a Training Competition must be submitted to IPC Swimming by the NPC prior to the annual published deadline.

- Training Competition may be granted for competitions approved to include any of the following
 - Technical Officials' Training Course
 - Technical Officials' Training Review
- Training Competition status is automatic at major competitions and will include:
 - A formal Training Review of IPC Swimming rules, regulations and procedures for appointed IPC Swimming officials and national officials
 - Evaluation of appointed officials requiring renewal of accreditation.
- The following personnel will be appointed at a Training Competition where a Training Course or Training Review will be held:
 - Trainer
 - Evaluator
 - Co-presenter (if applicable)
- Technical Officials have to attend a Training Course to obtain or advance their accreditation.
- Technical Officials can renew their accreditation at a Training Course or a Training Review

Training Course

A Training Course can only be held at an approved Training Competition.

The following criteria apply to the Training Course:

- Maximum of 10 technical officials applying for evaluation for accreditation as JoS
- Maximum of 2 technical officials applying evaluation for accreditation as Starter
- If more than 10 JoS and 2 Starter applications are received, then the places will be allocated in the following manner:
 - 6 JoS and 1 Starter places will be allocated to applicants from the host country.
 - A minimum of 4 JoS and 1 Starter places will be allocated to applicants from outside the host country.
 - Selection will be made by IPC Swimming based on the following criteria:
 - Finished on-line course
 - Previous engagement at IPC Swimming competitions
 - First come first serve
 - If more than the maximum applications are received from the host country, selection will be made after consultation with the NPC/NF
 - If no applications are received from outside the host country the places will be offered to applicants from the host country.
- Officials attending the Training Competition to be evaluated for advancement or retention of their level of accreditation are included in the allotted 10 JoS and 2 Starter places.
- Trainees and Technical Officials requesting accreditation or advancement will be evaluated for a minimum of one preliminary session (heats) and one finals session. Additional sessions will be scheduled as required.
- Technical Officials are only evaluated in JoS or Starter positions. Trainees and Technical Officials may be required to work in any deck position.
- If less than the maximum number of evaluations allowed at a Training Competition are required, a Technical Official may be evaluated in more than one position. This is only possible upon approval of IPC Swimming.
- If the technical official has not received a recommendation for approval after attendance at two successive Training Courses, it is recommended they wait for a period of 24 months from the date of their last evaluation before re-applying for attendance at a Training

Course. It is also recommended they gain more experience at local level developmental and competitions where athletes with a disability are participating.

To attend a Training Course, the Trainee or Technical Official must:

- Satisfy the pre-requisites for each Level and Position before advancement E.g. Level 1 JoS may not apply for evaluation for Level 2 Starter.
- Submit an application to IPC Swimming indicating the level and position in which they are applying to be evaluated. Applications are going to be posted on the IPC Swimming website.
- Apply to the Training Competition LOC to be included on the roster of Technical Officials.

Technical Officials

IPC Swimming is keeping lists of:

- TO Trainees,
- Level 1 Technical Officials (JoS and Starter),
- Level 2 Technical Officials (JoS and Starter) and
- Trainers

1) Trainee Technical Officials

Pre-requisites

- Technical Swimming Official accreditation from Fina / National Swimming Federation (the accreditation certificate has to be sent together with the application form for the Training Course to IPC Swimming)
- Successful completion of IPC Swimming on-line course before the application deadline
- Attendance at the Training Course

Accreditation Recommendation

- Officiate at a minimum of 4 sessions at the Training Competition.
- Achieve satisfactory results for all evaluated competencies
- Be recommended for advancement by both the Trainer and Evaluator (recommendation is valid only when a minimum of one of them is from a different country of residence than the official being evaluated)

Accreditation Retention

- Attend a Training Course a minimum of once every 48 months
- Complete accreditation evaluation requirements to a satisfactory standard
- Officiate at a minimum of one competition conducted under IPC Swimming Rules every 18 months
- Complete and submit the Technical Officials Log to IPC Swimming in September each year

Recommendations from an evaluation to gain more experience or to re-attend the Training Course does not negate Trainee status.

 Refer Technical Officials Progression: page 12

2) Level 1 Starter and JoS

Pre-requisites

- Trainee Technical Official accreditation .

Accreditation Recommendation

- Attendance at a Training Course
- Officiate at a minimum of 4 sessions at the Training Competition where Training Course is attended.
- Achieve satisfactory results for all evaluated competencies
- Be recommended for advancement by both the Trainer and Evaluator. (recommendation is valid only when a minimum of one of them is from a different country of residence than the Official being evaluated)
- A technical official can simultaneously hold accreditation for different positions at different levels (e.g. Level 1 JoS and Level 2 Starter).

Accreditation Retention

- Attend a Training Course or Training Review a minimum of once every 48 Months
- Officiate a minimum of 4 sessions at the Training Competition
- Officiate at a minimum of one competition conducted under IPC Swimming Rules every 18 months
- Complete and submit the Technical Officials Log to IPC Swimming in September each year.

📖 Refer Technical Officials Progression: page 12

3) Level 2 Starter and JoS

Pre-requisites

- Have held Level 1 accreditation in the position for which they have applied for evaluation (JoS or Starter) for a minimum of 3 competitions run under IPC Swimming Rules and Regulations

Accreditation Recommendation

- Attendance at a Training Course
- Officiate at a minimum of 4 sessions at the Training Competition where they have applied for evaluation
- Achieve satisfactory results for all evaluated competencies
- Be recommended for advancement by both the Trainer and Evaluator. (recommendation is valid only when a minimum of one of them is from a different country of residence than the Official being evaluated)
- For advancement to Level 2 Technical Official, a minimum of one Evaluator must be a Level 2 Technical Official
- Technical officials can simultaneously hold accreditation for different positions at different levels (e.g. Level 1 JoS and Level 2 Starter) .

Accreditation Retention

- Attend a Training Course or Training Review a minimum of once every 48 months
- Technical Officials will be notified of the outcome of their evaluation for accreditation retention
- Officiate a minimum of 4 sessions at the Training Competition where the Training Course or Training Review is attended
- Officiate at a minimum of one Competition conducted under IPC Swimming Rules every 18 months
- Complete and submit the Technical Officials Log to IPC Swimming in September each year
- An appointment as Trainer is not sufficient to satisfy the requirement of Technical Official accreditation retention

📖 Refer Technical Officials Accreditation Progression: page 12

4) Trainer

The technical officials' Trainer is an accredited senior technical official appointed to present the Training Course and provide evaluation and feedback to Trainees and Accredited Technical Officials.

Pre-requisites

- Level 2 technical official

Accreditation recommendation

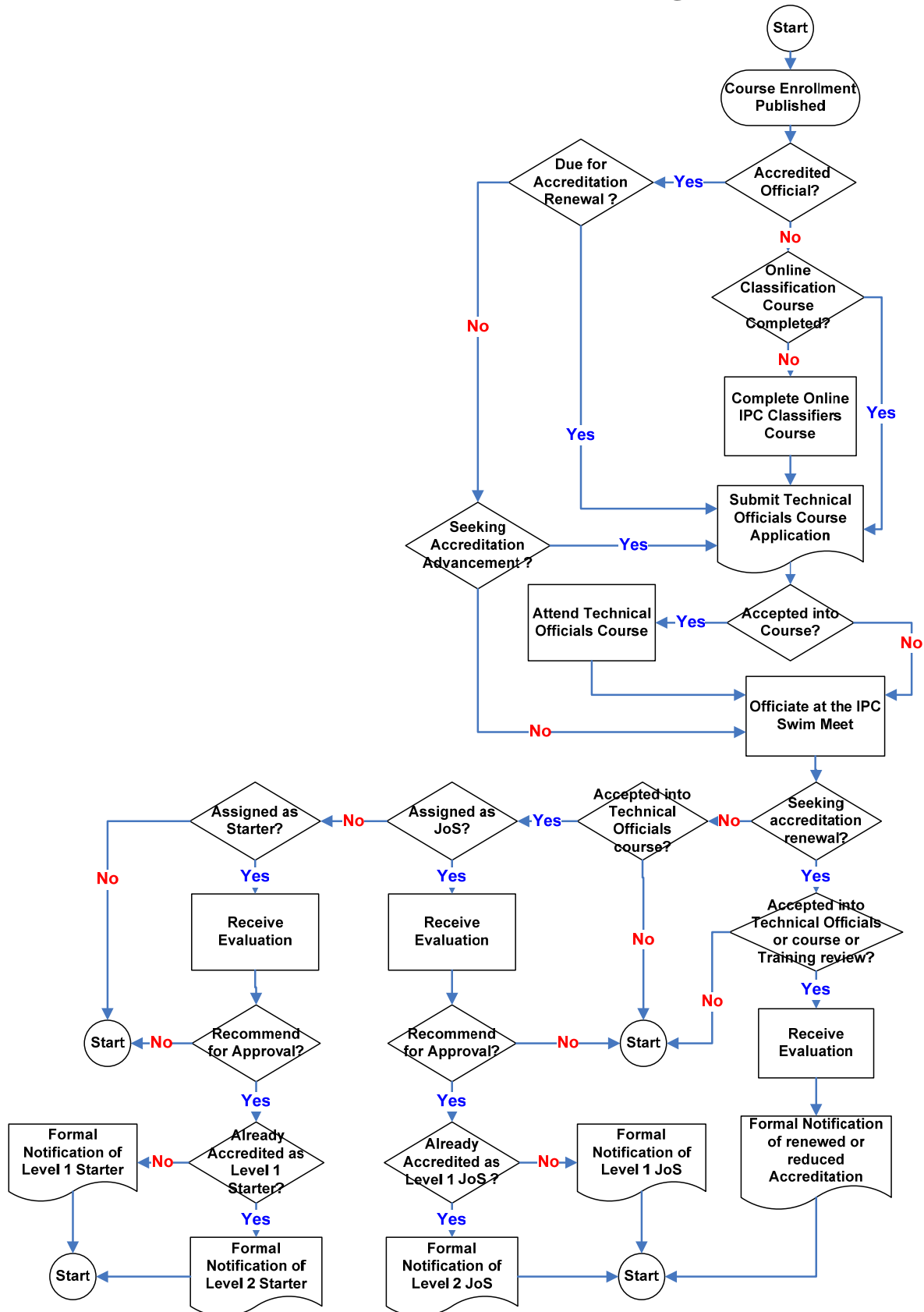
- Co-presented at a Training Course
- Has been appointed as an Evaluator at a Training Competition
- Achieve satisfactory results for all evaluated competencies at two separate Training Competitions
- Recommendation can only be made at the Training Competition where the technical official has been appointed as a Co-presenter or an Evaluator.
- The two recommendations for accreditation cannot be given by the same Trainer.
- Recommendation is valid only when a minimum of one of the Trainers is from a different country of residence than the technical official being evaluated

Accreditation Retention

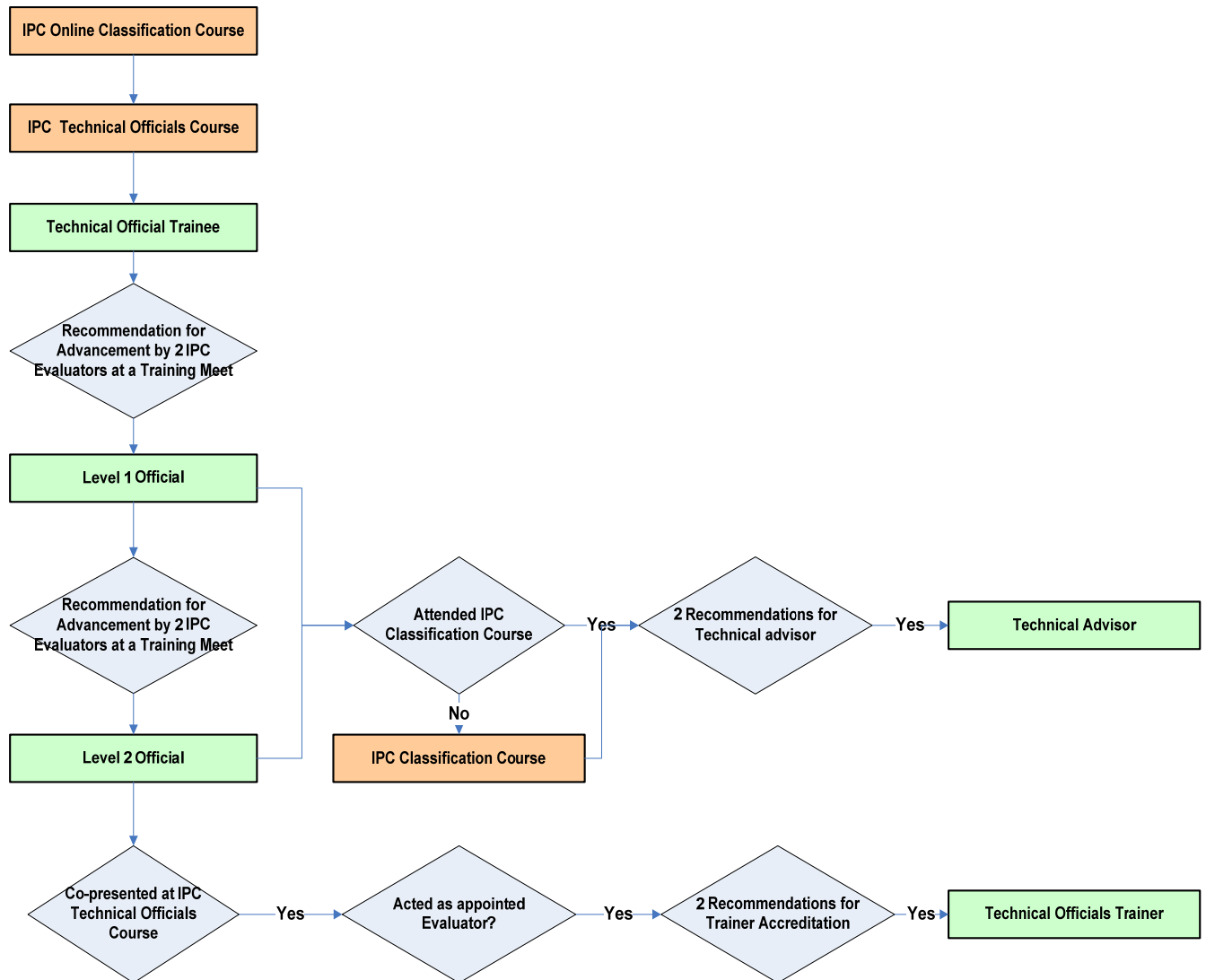
- Present a minimum of one Training Course or Training Review every 24 months
- Attend a Training Course or Training Review as a participant every 48 months.

 Refer Trainer Accreditation Progression: page 14

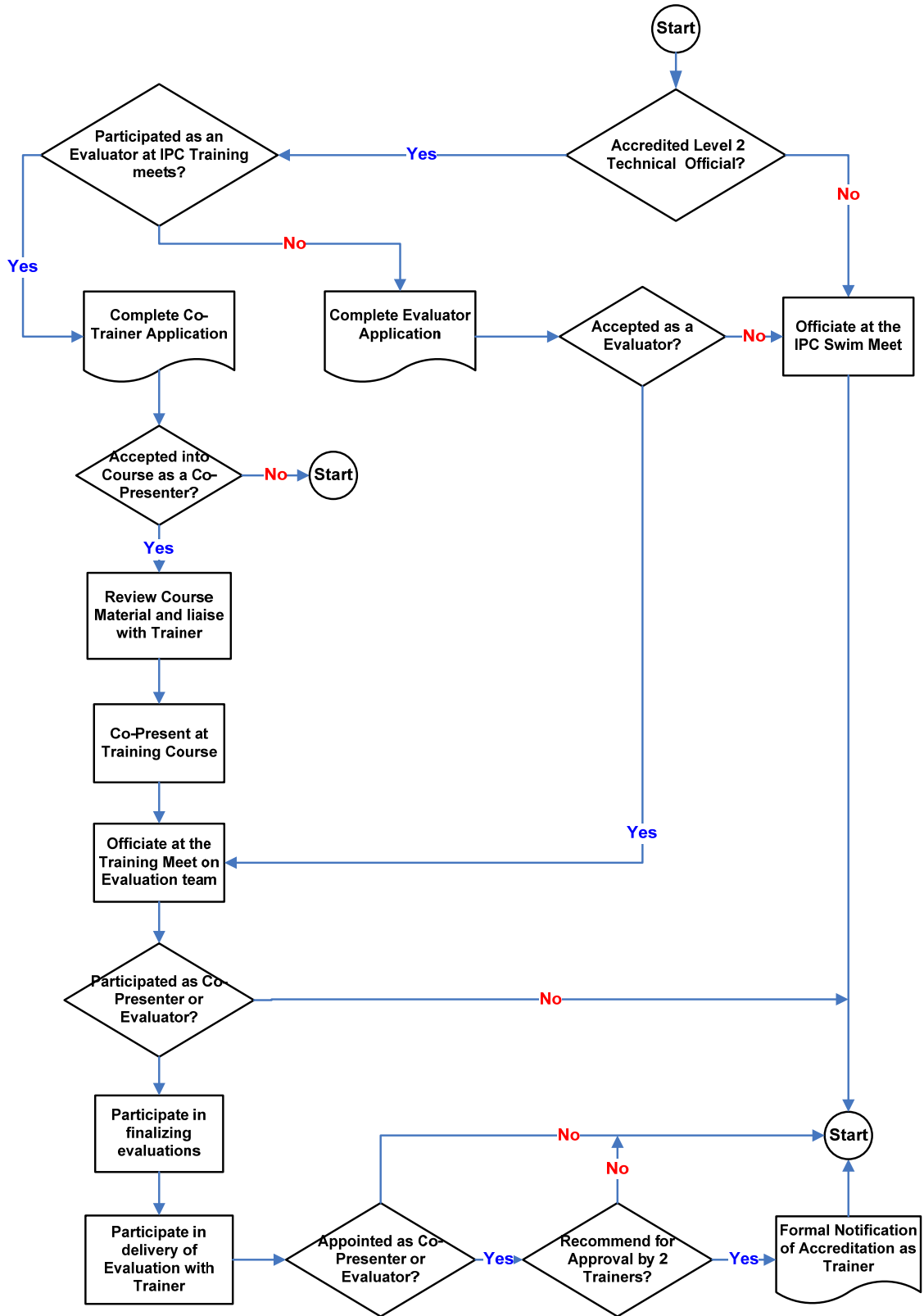
Technical Officials Accreditation Progression



Technical Officials' progression



Trainer Progression



Evaluator

Evaluator is a Technical Official:

- Who is appointed to assist in evaluating trainees and technical Officials during the Training Competition
- Deliver feedback and evaluation of technical officials on a 1:1 basis
- May simultaneously hold a technical official position (other than Evaluator) at the Training Competition.

Pre-requisites

- Level 1 or 2 technical official

📖 Refer Trainer Accreditation Progression: page 14

Co-Presenters

Co-presenter is a technical official involved in the presentation of the Training Course:

- Assist in the presentation of the Training Course
- Is selected from the technical officials who indicate their interest and availability.

A maximum of 2 Co-presenters per Training Course can be appointed.

Pre-requisites

- Level 2 technical official

📖 Refer Trainer Accreditation Progression: page 14

Technical Officials' Appointment

IPC Swimming will make the appointments based on the rules and regulations of IPC Swimming.

The following appointments may be made:

- Trainer and Evaluator (for a Training Competition)
- Level 1 and 2 Technical Officials (JoS and Starter)

Availability and Eligibility for Appointment

- Sport Manager will request availability from the Technical Officials after the closing date for Training Competition approval.
- Technical Officials will have a specified deadline from the date of the receipt to respond if they wish to be considered for an appointment.
- Technical Officials must ensure they fulfill the pre-requisites or hold the required level and type of accreditation before applying for appointment.
- Level 1 Technical Officials are eligible for appointment at international, regional and highest level competitions (Regional Championships, World Championships, Paralympic Games).
- Level 2 Technical Officials are eligible for appointment at international, regional and highest level competitions (Regional Championships, World Championships, Paralympic Games).
- Trainers – must hold a Trainer Accreditation
- Evaluators – Must hold Level 1 or 2 Technical Official Accreditation

Selection and Appointment

- The IPC Swimming sports manager will collate all documentation and share it with the HoO
- HoO will make recommendations based on the following criteria:
 - IPC Swimming criteria for different level competitions
 - Availability of technical officials required
 - Equitable distribution and appointment of technical officials
 - Consideration of technical officials requiring renewal of their accreditation
 - Consideration of the appointment requirements and evaluation requirements (E.g. Level 2 accreditation)
 - Suitability of the technical official e.g. language, geographical region
- HoO will submit recommendations to Sport Manager for approval
- Technical officials will be notified of appointments by IPC Swimming

Funding

- The LOC is responsible for securing funding for the appointed Trainer and for the appointed Evaluator at a Training Competition
- The technical officials are responsible for securing funding to attend a Training Competition for obtaining or renewing accreditation.

A special thanks to Margaret Chamberlain and Mark Rieniets for their contribution to this manual, as well as for those technical officials who helped reviewing.



Technical Officials' Availability Form

Name: _____

Current IPC Swimming Accreditation: Trainee
 Level 1: JoS Starter T A T D
 Level 2: JoS Starter T A T D

I wish to be considered for the following Competitions/Training Courses (Please list in order of your preference):

<i>Location</i>	<i>Date</i>	<i>Training Courses</i>		<i>Positions</i>			<i>Renewal of Accreditation required</i>	
		<i>Technical Officials</i>	<i>Classification</i>	<i>Jo S</i>	<i>Start er</i>	<i>TA</i>	<i>Level</i>	

Return form prior to deadline to IPC Swimming by:
 E-mail: ipcswimming@paralympic.org or
 Fax +49-228-2097-209

IPC Swimming Web Links

IPC Swimming – Officials:

http://www.paralympic.org/release/Summer_Sports/Swimming/Official_Info/

IPC Swimming – News:

http://www.paralympic.org/release/Summer_Sports/Swimming/News/

IPC Swimming – Forms and Downloads:

http://www.paralympic.org/release/Summer_Sports/Swimming/Downloads_and_Forms/