

## 8.1.4 FINA Officials (Judges and Referees) Development Programmes Guidelines

### Overview

FINA currently provides an excellent programme for the training of Officials (Judges and Referees) in each of the five FINA Disciplines.

This training occurs through two main offerings:

- 1/ FINA Clinics for Officials, which National Federations can request to host or attend through their Continental Association
- 2/ FINA Schools for Officials, which have been established in all five FINA Disciplines.

Each programme is designed to educate and train Officials to develop their skills and further develop aquatics in your National Federation.

The specifics related to the FINA Clinics for Officials and the FINA Schools for Officials are detailed in the following guidelines.

## FINA Clinics for Officials Guidelines

### Objective

The FINA Clinics for Officials (Judges and Referees) are intended to help your National Federation provide training to Judges and Referees through courses led by an Expert.

In order to support successful performances in the pool, your Judges and Referees need the best education and training. Offering technical training and promotion of best practices can help your National Federation succeed.

### Description

The FINA Clinics for Officials are available to National Federations wishing to host a training Clinic for officials in their country or attend a Clinic in the continental region. All training clinics will be conducted by an international expert approved by FINA.

If your National Federation chooses to host a FINA Clinic for Officials it is important to remember these key details:

- There may be no more than one (1) Clinic for Officials organised per National Member Federation per year, as part of the FINA National Federations Development Programme.
- Once a year, at a Regional or Continental Competition, no more than four (4) Clinics, for either Judges or Referees may be organised.

- These Clinics must be proposed by a Continental Organisation.
- The exact dates of the FINA Clinic for Officials must be communicated to FINA a minimum 60 days prior to the beginning of the clinic.

If your National Federation chooses to participate in a FINA Clinic for Officials, remember these important details: All Clinics can be carried out at one of three levels: basic, intermediate and advanced.

#### 1/ Course format:

Each Clinic must last a minimum of five (5) days – no more than a maximum of ten (10) days. The Clinic should cover theory and practical training, final assessment method, certification, etc.

National Federations may choose to organise the entire Clinic consecutively over a long weekend or a week-long session, or to extend the course over a longer period with the distribution of hours planned to best suit the clinic participants.

#### 2/ Teaching modalities

The Clinics should guarantee an adult learning environment and include ample time for group work (case studies, role-plays, etc.) and discussions.

Use of additional materials, such as videos, computer projected presentations and other didactic material is encouraged to highlight the subject matter being discussed. There should be: Only one (1) lecturer per Clinic, if possible from the same Continent or region.

#### 3/ Clinic location

Host National Federations are encouraged to hold programmes at a central location so that as many officials can participate in the FINA Clinic for Officials.

Participating National Federations are encouraged to allow their chosen persons to attend programmes so that as many officials can participate in the FINA Clinic for Officials. Each Clinic should ensure that the course location has adequate conditions for learning.

#### 4/ Manuals and certificates

Each Clinic participant should receive recognition by means of a certificate of participation.

### Application Procedure

The National Federation has to send a request to host a FINA Clinic for Officials to its Continental Organisation.

Once the proposition has been approved by FINA, the National Federation needs to complete the Host National Federation Application Form. This document should be accompanied by the following materials:

#### Technical information, including:

- Topic of programme
- Dates and location
- Materials available

NOTE: Each Host National Federation Application Form MUST be submitted three (3) months prior to the start of the Clinic.

### Analysis and Approval

FINA will review and assess each application.

The proposals for each Clinic will be analysed and approved by FINA according to the following criteria:

- Compatibility with the objectives and guidelines of the programme
- Feasibility of the Clinic

All National Federations will be contacted directly from FINA regarding approved applications and allocated funding.

### Financial conditions and follow up

The financial responsibility for all FINA Clinics for Officials is as follows:

FINA will be responsible for:

- 1/ Lecturer (only one (1) per programme)
  - Travel: Flight ticket (economy fare)
  - Per diem: US\$ 100.00 per day (including travel days)
  - Accommodation: Full board (including three (3) meals) up to US\$ 100.00 per day
- 2/ Organisation
  - Up to US\$ 500.00 for the following:
    - Production of booklets or pamphlets
    - Room rental
    - Rental of audio & visual equipment
    - Other necessary materials for the programme
  - If a National Federation organises more than two (2) Clinics within the same year, FINA will provide up to US\$ 1,000.00 for the items mentioned above
  - Conference room
  - Rental of technical equipment
  - Other necessary materials
- 3/ Participants (officials: judges and referees) Accommodation
  - FINA will provide US\$ 30.00 per day, per person for a maximum of ten (10) days, for up to 20 foreign participants coming from outside of the country where the clinic is held.
  - These participants must provide a letter from their respective National Federation confirming their nomination to attend the Clinic and the hosting federation must provide a list of Clinic participants with their signatures as proof of attendance.
  - Accommodation assistance will only be paid for participants coming from the same continent or region.

Note: This regulation does not apply for Clinics which are held in conjunction with a Continental or Regional Competition.

National Federations will be responsible for:

Participants (officials):

- Travel: All travel expenses
- Accommodation

Note: \*\* For a detailed description, please refer to FINA's Principles for the Organisation of Clinics.

In order to receive all financial funding, FINA must receive the following documents, no later than three (3) months after the end of the programme:

- For Host National Federations: Complete clearly and in detail the Host National Federation Report Form, including an attached list of all the supporting payment receipts, duly itemised.
- For foreign participants coming from outside of the country where the Clinic is held, have your National Federation complete clearly and in detail the Participants Reimbursement Form.

Once all invoices have been received and approved by FINA, the monetary funds will be transferred accordingly to the National Federation, lecturer and participants.

**Annexes**

- 1/ FINA Clinics for Officials Host National Federation Application Form
- 2/ FINA Clinics for Officials Host National Federation Report Form
- 3/ FINA Principles for the Organisation of Clinics

# FINA Schools for Officials Guidelines

## Objective

FINA Schools for Officials are intended to provide training and certification to judges and referees in all aquatic disciplines.

In order to be included in a FINA Officials List, Officials must attend a FINA School in the respective discipline and pass the test given at the end of the FINA School.

The purpose of FINA Schools is to:

- Increase the number of officials and enhance the quality of officiating
- Create uniform interpretation and application of rules across all aquatic disciplines, thus raising the quality of refereeing
- Develop and promote aquatics worldwide

## Description

FINA Schools for Officials are available within each continental region for each of the FINA disciplines (FINA Schools for Swimming and Open Water Swimming are currently being developed):

- FINA School for Swimming Officials
- FINA School for Open Water Swimming Officials
- FINA School for Diving Judges
  - FINA Diving Judges Certification Course\*
- FINA School for Water Polo Referees
- FINA School for Synchronised Swimming Judges

\* Participants who are new to diving and have limited experience must first attend a FINA School for Diving Judges before attending a FINA Diving Judges Certification Course. More detailed information on the above is included in the Regulations for the Certification of FINA Diving Officials.

FINA Schools are conducted by FINA Technical Committee Members for each respective discipline.

National Federations may nominate an official to attend a FINA School by completing the Participants Application Form included in this document. The exact dates and detailed information of the FINA Schools will be forwarded to the National Federations of the respective Continent and published on the FINA website. National Federations will be invited to submit their nominations within the appropriate time frame.

### 1/ Course format

All Schools last three (3) – four (4) days (depending on the discipline), and are usually organised consecutively over a long weekend session.

Each FINA School covers theory and practical training, final assessments, certification, etc. Participants will be provided with the respective discipline manual in CD format for reference during the course.

## 2/ Certificates

Each FINA School participant will receive recognition by means of a certificate of participation.

### Participants Application Procedure

National Federations wishing to nominate participants must provide a completed Participants Application Form. The application form should then be submitted to FINA before the requested deadline.

FINA will review and assess each Participants Application Form and National Federations will be contacted directly by FINA regarding approved applications.

### Bid Procedure

National Federations wishing to host a FINA School must provide a completed Bid Form.

### Analysis and Approval of Bids

FINA will review and assess each application.

The proposals for each School will be analysed and approved by FINA according to the following criteria:

- Guaranteed attendance numbers
- Feasibility of the Clinic

All National Federations will be contacted directly from FINA regarding approved applications.

### Financial conditions and follow up

School Participants: Each National Federation is responsible for the travel expenses and accommodation of their nominated participants.

Host National Federation: In order to receive all financial reimbursements for hosting the FINA School, the Reimbursement Form, including an attached list of all the supporting payment receipts, duly itemised must be submitted to the FINA Office, no later than three (3) months after the end of the School.

### Annexes

- 1/ FINA Schools for Officials Participants Application Form
- 2/ FINA Schools for Officials Bid Form
- 3/ FINA Schools for Officials Reimbursement Form
- 4/ FINA Schools for Officials Financial Regulations

# Additional Development Activities for Officials (Judges and Referees)

## FINA World Swimming Officials Seminar

The FINA World Swimming Officials Seminar is organised on a bi-annual basis. The most recent edition was hosted in 2010 by the Singapore Swimming Association. The previous seminar in 2008 was conducted in Beijing prior to the XXIX Olympic Games.

The seminar has three major goals:

- To ensure uniform application of FINA swimming rules worldwide
- To enable discussion of rules changes enacted at the most recent FINA Technical Swimming Congress
- To promote strong working relationships among swimming officials

The programme for the seminar includes video, discussions and lecture to ensure that officials have full understanding and awareness of the following areas:

- Role and authority of FINA
- Rules application, including illegal strokes, turns, and finishes
- Difficult decision-making situations
- Standards of professional decorum for officials
- Duties of the Referee, Starter, and stroke and Turn Officials
- Underwater video judging
- Electronic timing
- Relay take-off judging

At the conclusion of each seminar, participants take a test concerning relevant swimming rules. They also have an opportunity to offer their feedback on course materials and the quality of instruction.

The FINA World Swimming Officials Seminar reinforces the work being done in FINA Clinics and FINA Schools for Officials.

Other similar Seminars are organised for the remaining FINA aquatic disciplines (Open Water Swimming, Diving, Water Polo and Synchronised Swimming).

## FINA Manuals for Officials

FINA has produced educational materials in a variety of formats (i.e., printed documents, CDs, and video) to assist technical officials in acquiring information, consistent with current FINA rules, to perform their duties correctly and equitably.

For each of these programmes, FINA educational materials are developed to enhance the educational experience and to provide clarity to participants. Additionally, these materials can be used for reference by technical officials in their preparation for competitions worldwide. FINA has also produced manuals for specific topics, including materials designed to assist individuals who may serve as organisers of swimming competitions.