

## Synchronised Swimming - Officials Training

### Action Plan/ Checklist for the Organisation of ASA REGIONAL Courses in 2016

Action Required		Note/ Form ref.	Responsibility	Completed
<b>Before the course</b>				
1	Requirement for a training course in the region identified and communicated by completing the <b>course booking form</b> on the website here: <a href="http://www.swimming.org/synchro/synchro-officials-qualification-course-application">www.swimming.org/synchro/synchro-officials-qualification-course-application</a> .	2	Synchro regional manager	
2	Tutor/ Presenter identified and appointed.  Course organiser (if not regional manager) identified.  Liaison between course organiser and tutor/presenter to confirm tutor/date/venue.		Synchro regional manager/ course organiser	
3	Venue booked.		Synchro regional manager/ course organiser	
4	All course details confirmed (if not previously) including dates/timings, venue, tutor/presenter, candidate fee, and any local arrangements.		Course organiser	
5	<b>Application form for candidates</b> – produced using generic template documents available (from the synchro administrator) and then emailed to the Synchro administrator.	3	Course organiser	
6	Details checked/approved, and Regional Training Course (RTC) reference code added (for administrative purposes).		Synchro administrator	
7	Course details and application form added to the website and circulated through other regions and clubs.		Synchro administrator/ course organiser	
<b>After the closing date</b>				
8	A candidate list – known as the <b>Integra Form</b> – is completed using data from the candidate application forms.  ASA membership information checked.  Candidate list sent to tutor/ presenter.	4	Course organiser	
9	Exam paper/ video sent to tutor/ presenter.		Synchro administrator	
10	<b>Evaluation form</b> sent to tutor/ presenter.	5	Synchro administrator	

After the course				
11	The examination papers are marked by the Tutor/ Presenter, and results added to the Integra Form	Q	Tutor/ presenter	
12	The completed Integra Form, plus examination papers (including any feedback for candidates) are sent (only) to the Synchro administrator		Tutor/presenter	
13	Results are sent to external verifier for ratification		Synchro administrator	
14	Attendance register, course fees and Tutor/ Presenter's expense claim sent to the ASA Divisional Office for processing		Course organiser	
15	Course <b>evaluation forms</b> (completed by candidates on the day of the course) posted back to the Synchro administrator within 7 days	5	Tutor/presenter or course organiser	
16	Payments/ fees processed		ASA Divisional Office	
17	Candidates informed of results by letter (post or email).  Candidates also advised of: a) <b>Data Protection opt out process/ form</b> b) <b>Initial Licence Application process</b> (where applicable)	6 7	Synchro administrator	
18	Integra Form further updated (to add expiry dates of qualifications, resolve membership queries, and add any amendments from the main database) and returned to tutor/presenter/course organiser as the final record of the course.		Synchro administrator	
19	Integra Form sent to membership department to update ASA database with new qualifications and expiry dates.		Synchro administrator/ ASA Membership	
20	Course results (successful candidates only) circulated at intervals to regional managers, for information		Synchro administrator	
21	Records of the training added to annual summary records (compiled for reporting purposes/ statistical analysis/ review against relevant targets)		Synchro administrator	

## Further Information

Officials' qualifications/ training must follow the agreed process (as set out above) to ensure the consistency and quality of courses being delivered to all discipline officials across British Swimming and the four UKSA Home Country Associations.

Regional courses in England must be organised through the relevant ASA region in conjunction with the ASA Synchronised Swimming Management Group (SSMG). Clubs or individuals who are interested in organising a course should contact either their regional office or their synchro regional manager in the first instance.

All expenses must be paid for, and processed, by the relevant ASA Divisional Office/ Regional Team – this includes the tutor/ presenter fee, travel expenses and any room hire.

Course fees for candidates: £15 per person is a suggested fee, or an amount that is proportionate to the cost of running the course. If the region wishes to pay the fees for attendees, this is at their own cost.

Tutors/ presenters: a list of qualified tutors/presenters is available from the ASA Synchro administrator.

**National Courses** (organised centrally by the SSMG) for the following qualifications are as follows:

- Referee
- General Judge (Figures, Routines, Technical Routines - leading to National Judge)
- Senior Assessor
- Chief Recorder
- FINA Rules updates (unless/until delegated to regions)
- Presenter

**Regional Courses** (organised and delivered by ASA regions but coordinated centrally by the SSMG) are:

- Basic Assessor
- Assessor
- Advanced Assessor
- Basic Judge
- National Scorer

**Registered Officials** – all officials who qualify via an approved officials' training course become British Swimming/ ASA 'registered' officials, and must maintain their annual membership of British Swimming/ ASA/ SASA/ WASA via their club secretary.

**British Swimming Officials Licensing Scheme** – registered officials who will have the opportunity to officiate at national level events, including: Referee, National Judge, Senior Assessor, National Scorer – are also eligible, and required, to become a Licensed Official (as at September 2015, these categories are under review.) See the License Application Form for more details.

### Contacts referred to in this document:

SSMG: the ASA Synchronised Swimming Management Group

ASA Synchro administrator: Julie Thompson - [julie.thompson@swimming.org](mailto:julie.thompson@swimming.org)

Regional Manager: the designated synchro volunteer/ contact within each ASA region

Course organiser: the person delegated to organise the training course by the region/regional manager

Divisional Office: the ASA Regional team/ ASA Divisional Office

### Relevant forms/paperwork available for course organisers:

1. Course Organiser Action Plan/ Checklist for the organisation of ASA regional courses (*this document*).
2. Regional Course Booking Form: for 2016 courses, this is to be completed online via: [www.swimming.org/synchro/synchro-officials-qualification-course-application](http://www.swimming.org/synchro/synchro-officials-qualification-course-application).
3. Candidate Application Form: generic forms for each course are available from the Synchro administrator.
4. Integra Form (results summary spreadsheet template): available from the synchro administrator.
5. Evaluation Form: provided to tutor/ presenter by Synchro Administrator.
6. Data Protection Form: for completion by all newly qualified registered officials – available on the website.
7. Licence Application Form: forms for initial licence/renewal of licence are available on the website.