



## CIASA OFFICIALS LICENSING SCHEME

### What is the Officials Licensing Scheme?

CIASA has introduced a licensing scheme for swimming officials. It is intended that all current Officials on Island will be licensed at the start of the next swim cycle on September 1<sup>st</sup> 2013. Officials are therefore invited to submit their application on or before 31<sup>st</sup> July 2013.

This scheme equates to accreditation to practice and will demonstrate that the Technical Official is suitably qualified, regularly practices on deck and has undertaken training to ensure they are up to date with their knowledge of the rules of the sport of pool and/or open water swimming.

### Scope of the Scheme

The scheme will initially focus on the following Officials:

- Timekeeper
- Chief Timekeeper
- Judge
- Starter
- Referee

### Why do we need a Licensing Scheme?

- To assist Meet Organizers in selecting Officials
- To provide a summary of qualifications and experience of Officials
- To help promote high standards in the sport of swimming on Island
- To provide a framework for continuous professional development of Officials

### Who will administer the Scheme?

The Scheme will be administered by the CIASA Technical Officials Committee.

### What does it cost?

The cost is CI\$25.00 upon application and renewal but no license fee is payable by a licensed Official upon application to move to a new level during the period of an existing licence.

### What benefits are there?

- CIASA Officials ID card
- One (1) CIASA Officials uniform shirt (additional shirts may be purchased by Officials if needed)
- Subsidized continued professional development opportunities



## **How do I apply for/renew a Licence**

If you are a new and/or active, trained and experienced Technical Official the Application Form for Officials must be completed by you, endorsed by TWO (2) CIASA registered Referees (one of whom must also be a certified FINA Referee) and forwarded to the Chairman of CIASA's Technical Officials Committee together with a passport sized photograph and the requisite Fee.

Officials wishing to renew their Licence must complete the Renewal Application Form and forward to the Chairman of CIASA's Technical Officials Committee together with a passport sized photograph and the requisite Fee.

## **How often do I have to apply?**

The licence will run from 1<sup>st</sup> September 2013. It is renewable on a biennial basis and renewal applications must be submitted on or before July 31<sup>st</sup> in the year in which the current biennial period expires. Note: this is not necessarily a two (2) year licence as person who is licensed during the currency of a biennial period will have to renew at the beginning of the next biennial period, for e.g. someone licensed in April 2014 would nonetheless have to be renewed by 1st September 2015.

## **Officials wishing to be Licensed for more than one Category**

It is recognized that some officials will fulfill a number of roles on different occasions. For example, a referee may operate as a starter or a judge and may not wish to be restricted in the sense of only being a licensed referee. In these situations the highest licensed level held by the individual will automatically include the levels below.

## **Officials leaving/returning to licensed category**

Any licensed Official who does not meet the requirements for licence renewal will cease to be licensed. Should the individual subsequently wish to become re-licensed it will be necessary to re-apply by completing the necessary application form and submitting the requisite fee.

## **Suspension/Removal of Licensed Official**

Suspending or removing accreditation to participate as an Official are options available to the licensing body. Suspension will normally occur where an issue has been raised of a serious nature that requires further investigation. Removal of an Official's accreditation may follow on from the initial suspension or be activated when the holder fails to meet the requirements for renewal.