



Scottish Swimming
Regulations
for the
Swimming Technical Officials
National Technical Committee

Issue 11 – September 2021

Changes approved by the Company Board (Fast Track Process) – September 2021
(Also all Paragraphs Temporarily suspended in January 2021, Issue 10Temp, reinstated.)

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The “Scottish Swimming Governance Documents” are on www.scottishswimming.com
under - <Club> – <Manage Your Club> – <Governance Documents>
<https://www.scottishswimming.com/clubs/manage-your-club/governance-documents.aspx>

STO1.0 General

- STO1.1 The Swimming Technical Officials (STO) Committee (STOC), a National Committee of Scottish Swimming (SS), shall comply with the relevant sub-sections of Company Article A3.1.3.
- STO1.2 The membership of the STOC shall be in accordance with Company Article A3.1.3.8.1 with, as required, the addition of a non-voting secretary appointed by a majority of the members of the Committee.

STO1.3 Secretary

- STO1.3.1 If the Secretary fulfils the requirement of A3.1.3.8.1(f), then the Secretary shall be co-opted under A3.1.3.8.1(e) and shall have full voting rights on the Committee.
- STO1.3.2 If the Secretary does not fulfil the requirement of A3.1.3.8.1(f), then the Secretary shall be an Affiliate of the Committee, be entitled to attend meetings and to contribute, but shall not have a vote. The Affiliate must comply with the Scottish Swimming Code of Ethics as if they were a member of the Committee.
- STO1.3.3 The duties of the Secretary shall be as determined in the NSTO Procedures.
- STO1.4 The STOC shall have the following responsibilities in addition to those in Company Article A3.1.3.6.1.
- STO1.4.1 Draft and formulate regulations for activities in Scotland relating to STOs;
- STO1.4.2 Decide on the interpretation of the Regulations pertaining to STOs and give rulings thereon;
- STO1.4.3 Regulate the training and/or retraining of STOs registered with SASA and award certificates of proficiency, in accordance with STO Regulations;
- STO1.4.4 Arrange for assessments or written examination for appropriate categories of officials in accordance with STO Regulations;
- STO1.4.5 Promulgate at least every two years examination syllabuses for appropriate categories of officials;
- STO1.4.6 Ensure the maintenance of a register of STOs by the Company and arrange for the provision of selected information to be provided to SASA affiliated clubs annually.
- STO1.4.7 Review regularly the FINA Regulations relating to swimming and the Regulations relating to STOs, provide interpretation thereof and make proposals for amendments thereto as necessary;
- STO1.4.8 Arrange for the exchange of suitably experienced Scottish STOs with other British Swimming (BS) and FINA members and appoint on behalf of the STOs for events outside Scotland for which invitations are received;
- STO1.4.9 Nominate on behalf of the Company to the appropriate body for consideration suitably experienced STOs for FINA list appointment;
- STO1.4.10 Arrange a National Seminar of registered STOs, to be held, usually, in September or October of each alternate year at which changes to the Regulations and examination syllabus are endorsed;
- STO1.4.11 Recommend to the Directors of the Company the fees appropriate for STO examination and publications;
- STO1.4.12 To amend the STO regulations outwith the timescale for the National Seminar as per STO1.4.10 and STO15.3 as and when necessary.

- STO1.5 The STOC shall conduct its business in accordance with Company Article A3.1.3.2.
- STO1.6 All licensed/registered STOs and BS Timekeepers must be a member of SASA before undertaking poolside duties. When officiating STOs and BS Timekeepers must display their licence/registration card or BS Certificate.
- STO1.7 When issued with a certificate a BS Judge 1 or SS Recorder will automatically be registered as an STO.

STO2.0 Area Organisers

- STO2.1 Area organisers may be appointed by each District as required.
- STO2.2 Such individuals shall operate within the District structure and act as an interface between the District STO Convenor and the Clubs and their role is to train Club Officials in designated aspects of technical official's duties.
- STO2.3 The individuals shall develop local contact at Club levels and structure appropriate training methods at club or club group level.
- STO2.4 The issue of guidance notes, training standards and measures of competence shall be approved by the STOC.

STO3.0 Categories and Certification**STO3.1 Scottish Swimming (SS) Categories****STO3.1.1 SS Recorder**

A BS Timekeeper can upgrade to a qualified Recorder by applying to be trained, pass a written examination held in May or November each year and completing a Probationary Service Programme.

STO3.1.2 SS AOE Operator

A BS Timekeeper can upgrade to a qualified AOE Operator by applying to be trained and assessed in accordance with section STO7.0.

STO3.2 British Swimming (BS) Categories**STO3.2.1 BS Timekeeper**

A member of a SASA affiliated club, who is 14 years or over can be trained and assessed as a BS Timekeeper in accordance with section STO8.0.

STO3.2.2 BS Judge Level 1

Minimum age for applicants is 15 years.

A BS Timekeeper can upgrade to a qualified BS Judge 1 by applying to be trained and mentored in the duties of Inspector of Turns and Chief Inspector of Turns.

Applicants must have completed their Record of Timekeeping Signatures Form prior to beginning their training on poolside as a BS Judge 1. These signatures credit the applicant as having completed the first part of the BS Judge 1 Course.

STO3.2.3 BS Judge Level 2

Minimum age for applicants is 16 years.

A BS Judge Level 1 can upgrade to a qualified BS Judge Level 2 by applying to be trained and assessed in the duties of Stroke and Finish Judge.

Candidates must have completed 20 hours, over 7-10 sessions, post qualification at Judge 1 level before the final assessment for Judge 2 is carried out.

STO3.2.4 BS Judge Level 2S

A BS Judge Level 2 can upgrade to a qualified BS Judge level 2S by applying to undertake Starter theory and practical modules and assessment.

Applicants must have been qualified as a BS Judge Level 2 and must have completed a minimum of 20 hours post qualification experience in that role.

STO3.2.5 BS Referee

A BS Judge Level 2S can upgrade to a qualified BS Referee by applying to undertake 12 months of training and assessment prior to taking a written examination.

Applicants must comply with the BS eligibility criteria.

They must also have sat and passed the SS Recorder exam (STO3.1.1) before submitting their application for Referee training direct to BS by 31 December in the year prior to training. The application form should be approved by the appropriate District STO Convenor prior to being sent to the BS Officials Co-ordinator.

STO3.3 Certification**STO3.3.1 Scottish Swimming Categories**

Applications for certification by examination or assessment will be accepted as follows:

- a) SS Recorder for May examination 1 March
for November examination 1 September.
- b) SS AOE Operator in accordance with STO7.6

STO3.3.2 British Swimming Categories

Applications for certification by examination or assessment will be accepted as follows:

- a) BS Judge 1 on-line direct to BS in accordance with application requirements.
- b) BS Judge 2 and BS Judge 2S for assessment, at any time during the year.
- c) BS Referee for November examination direct to BS in accordance with the application form on the BS website.

STO3.3.3 Application Forms

STO3.3.3.1 Application forms will be published on the website www.scottishswimming.com.

STO3.3.3.2 Completed application forms (except BS Judge Level 1 and BS Referee) shall be submitted along with the appropriate fee to the STOC District Representative no later than the appropriate closing date.

STO3.3.3.3 An application from a qualified official of another Association affiliated to FINA shall be considered by the STOC.

STO4.0 Training

STO4.0.1 Attendance at the relevant workshop(s) is mandatory.

STO4.1 SS Categories

STO4.1.1 AOE Operator

Training and assessment will be in accordance with STO7.3 and STO7.4

STO4.1.2 Recorder

Workshops will be arranged within each District after which a written examination will be undertaken in May or November.

STO4.2 BS Categories

STO4.2.1 BS Timekeeper

Training and assessment will be in accordance with STO8.2

STO4.2.2 BS Judge Level 1

Training and competency sign-off will be in accordance with BS regulations and requirements.

STO4.2.3 BS Judge Level 2 and BS Judge Level 2S

Workshops will be arranged within each District when sufficient candidates have applied. The maximum time between application and provision of a Workshop will be six months i.e. a minimum of two workshops will be held each calendar year.

STO4.2.4 BS Referee

Courses will be arranged within each District in accordance with the regulations or requirements of BS.

STO5.0 Examinations (Written) and Assessments

STO5.1 Briefing Notes for the Recorder examination and Workbooks for assessments, which cover the syllabus, may be downloaded from the SS website or on request will be issued upon application to the District STO Convenor.

STO5.2 The pass mark and duration for each examination is as follows:

Recorder	75% in each part - 2 hours
Referee	as determined by BS.

STO5.3 A candidate has the right to appeal their examination/assessment result to the STOC Chair in accordance with Section STO14.0.

STO6.0 Probationary Service

STO6.1 Except for Referee candidates, applicants successful by examination or assessment shall receive a Record of Poolside Duties form which specifies the probationary service to be undertaken.

STO6.2 A record of Poolside Duties form submitted by a probationary official will only be accepted where the duties have been overseen and the form signed, as being satisfactory, by a licensed/registered BS Referee.

STO6.3 For SS Recorders, when the required probationary service has been completed the Record of Poolside Duties form shall be sent to the Company marked for the attention of the STOC Chair.

STO7.0 Automatic Officiating Equipment Operator

STO7.1 The discipline of AOE Operator will be in three grades:

- Grade III An individual who is capable of operating AOE equipment which is already in place to obtain the time and/or place of the competing swimmers.
- Grade II An individual capable of establishing a fully operational AOE system from the integration of its various component parts and is further capable of operating such equipment to obtain the time and/or place of the competing swimmers.
- Grade I An individual who is capable of establishing and operating AOE equipment in its full range of attributes and who is further able to carry out repairs to the equipment to maintain its operating integrity.

STO7.2 The role of AOE Operator will be independent of the other categories (Recorder, Judge, Starter and Referee) however requires to be a registered Timekeeper.

STO7.3 Method of training for Grades III and II will be by hands on experience on a 'one on one' basis using registered AOE Operators at a higher grade. The duration of such training shall be agreed between the

trainee and the trainer. Grades III candidate must reach the agreed level of competence to the satisfaction of their trainer. Grades II candidates must reach the agreed level of competence to the satisfaction of two trainers, one of whom has not been involved in the training programme.

- STO7.4 Grade I Officials shall be appointed by the STOC when they are satisfied that individuals meet the competence requirements.
- STO7.5 The STOC shall determine the competence levels required for each Grade and will be the custodian of all training materials and methods.
- STO7.6 Candidates will make application to the District STO Convenor at any time of the year. The examination fee will be the same as other STO disciplines. Candidates who do not complete their training within the duration as agreed in STO7.3 may be removed from the training programme but may re-apply at a later date.

STO8.0 BS Timekeeper

- STO8.1 The administration and control of BS Timekeepers will be carried out on behalf of SS by the respective District STO Convenor.
- STO8.2 Clubs who wish to have this category of official will apply to the District STO Convenor who will arrange for the training. A maximum group of ten club members (who need not be from one club) shall be permitted. A group fee, plus expenses will be charged (see Company Rule R3.4.2).
- STO8.3 Where re-assessment is required, expenses only will be charged.
- STO8.4 The responsibility for training and testing of candidates will be solely with the respective District STO Convenor or their direct representatives. Those successful will be certificated as a BS Timekeeper.
- STO8.5 After training, candidates will be assessed by their practical timekeeping ability during a series of TEN races.
- STO8.6 Districts shall maintain lists of current BS Timekeepers.

STO9.0 Registration

- STO9.1 A register of certificated officials shall be kept by the SS Office.
- STO9.2 The register will record the official's Name, Address, Postcode, Telephone Number(s), email address registration Number, Month/Year when examinations were passed, Month/Year when certificates were issued, record of annual registration and STO Award date.
- STO9.3 Registered officials, who are members of a club and not SASA Life Members, will receive notice in March each year, from their club secretary, to advise them their membership and registration should be renewed. Officials registering through a club can register at any time throughout the year (this must be done within 28 days of them joining the Club). One payment, as a club member category, will automatically cover both membership and STO registration. Those wishing to renew their STO registration must complete the appropriate section of the membership form.

STO10.0 Uniform

- STO10.1 Poolside uniform for Level 1 and Level 2 swimming events:
White top.
White trousers, dress or skirt and must be below the knee.
White poolside shoes, white socks and white accessories.
- STO10.2 Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor or Organising Committee or by an Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with advertising conventions specified by FINA.
- STO10.3 Poolside uniform for Level 3 events is at the discretion of the event organiser. There is no uniform requirement for Level 4 events.

STO11.0 Awards

STO11.1 When recommended by the STOC a plaque will be presented annually to those officials, one from each District, who have made an outstanding contribution to SS as a STO.

An official being nominated for award should satisfy the following criteria.

- a) Be a current Registered Technical Official
- b) Have been a Registered Technical Official of the SASA for at least 8 years
- c) Have officiated at Club and District levels of competition regularly throughout their service

STO12.0 Officials for Licensed and Accredited Meets

STO12.1 Reference should be made to the Swimming Regulations for information regarding licence and accredited meets categorisation.

STO12.2 The Officials on duty must satisfy the following criteria:-

- a) National Events.
All officials must be SASA registered or have equivalent registration within BS, or be appointed by FINA or by LEN.
All officials, except for timekeepers, registered with a country within BS jurisdiction must be licensed with BS.
- b) L1 and L2 events (accredited).
All officials must be SASA registered or have equivalent registration within BS, or be appointed by FINA or by LEN.
The Referee, if registered with a country within BS jurisdiction, must be licensed with BS.
- c) L3 (not accredited).
The Referee will normally be SASA registered or equivalent. The supporting officials, except for BS Timekeepers, should also be registered, however, in the interest of the meet and the training of new officials, the Organising Body with the agreement (which must be in writing) of the appropriate District STO Convenor, may appoint non-registered officials.
- d) L4 (registered, not licensed).
There is no requirement for qualified officials at a Level 4 event. Officials may be appointed by the event organisers if they wish to do so.

STO12.3 The responsibility for the appointment of Officials is as follows:-

- a) Level 1 – The STOC or a District Committee as appropriate.
- b) Level 2 & 3 - The Organising Body in consultation, as necessary, with the District STO Convenor.
- c) Level 4 – Officials are not required, but may be appointed by the organisers.

STO12.4 Every effort must be made to have a full complement of officials on duty at all times for licensed meets. When this is not achieved the minimum numbers required for (a) Licensed/Accredited meets and the recommended minimum numbers for (b) Licensed only meets is:-

a) (i) Licensed/Accredited Meets (L1 & L2) – Minimum numbers.

Official / Lanes	4	5	6	8	10
Referee	1	1	1	1	1
Starter	1	1	1	1	1
Judges of Stroke (one each side)	2	2	2	2	2
Inspectors of Turns (turn end)	2	3	3	4	5
Inspectors of Turns (start/finish end)	2	3	3	4	5
Chief Timekeeper	1	1	1	1	1
Timekeeper (when AOE is used)	4	5	6	8	10
Timekeeper (when AOE is not used)	5	6	7	9	11
Recorder (L2 Meets with computerised Meet Management system linked to AOE)	0	0	0	0	0
Recorder (L1 Meets & other L2 Meets)	1	1	1	1	1

(ii) Recommended numbers when no AOE is in operation

Official / Lanes	4	5	6	8	10
Finish Judge	1	1	1	1	1
Timekeeper	12	15	18	24	30

b) Licensed only Meets (L3) - Recommended minimum numbers.

Official / Lanes	4	5	6	8	10
Referee	1	1	1	1	1
Starter	1	1	1	1	1
Judges of Stroke	2	2	2	2	2
Inspectors of Turns	2	4	4	6	8
Chief Timekeeper	1	1	1	1	1
Timekeeper (when AOE is used)	5	6	7	9	11
Timekeeper (when AOE is not used)	8	10	12	16	20
Recorder (L3 Meets with Computerised Meet Management system linked to AOE)	0	0	0	0	0
Recorder (other L3 Meets)	1	1	1	1	1

STO13.0 Licensing of Officials

STO13.1 A licence equates to accreditation to practice, and to promote a professional workforce, high standards and good practice, continuous professional development, adherence to a Code of Ethics and for developing the STO structure.

STO13.2 Licences will be issued by BS. Refer to BS website (www.britishswimming.org/) for information on the terms and conditions.

STO14.0 Appeals

STO14.0.1 An appeal can be made to the STOC Chair in respect of an examination or training assessment in accordance with the requirements of the following paragraphs.

STO14.0.2 The appeal must detail the grounds on which the appeal is based and when appropriate, all relevant previous assessments achieved during training, must accompany the appeal.

STO14.0.3 Notification of the outcome of the appeal will be sent out by the STOC Chair, no later than 28 days after the next available STO meeting, following receipt of the appeal.

STO14.0.4 The decision of the STOC will be final.

STO14.1 Examination

An appeal regarding an examination must be lodged within 28 days of the result being declared at the STOC meeting in June or December.

STO14.2 Training Assessment

An appeal regarding a training assessment must be lodged within 28 days of the assessment date.

STO15.0 National Seminar

STO15.1 STOC shall make arrangements for a National Seminar each alternate year. Six months notification will be given to Licensed/Registered Officials of the date of the National Seminar.

STO15.2 All officials who are licensed or registered for the current year on the 1 July will be eligible to attend and vote.

STO15.3 Proposals for changes in the STO Regulations and nominations for Committee Membership shall be submitted in writing to the STOC Secretary at least 28 days prior to the date of the National Seminar.

STO15.4 All voting will be decided by a simple majority. The Chair shall have a deliberative vote. In the event of there being an equality of votes, which requires a decision (choice) to be made for the continued good governance, the Chair shall have a second or casting vote.

STO15.5 Voting on matters raised and election of Committee Members will be by paper ballot, unless otherwise agreed by the meeting.