Registered Officials – Licence Renewal Application Form

Please complete this form in BLOCK letters and return to:-

Swim England Officials Licences, Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Membership No: | | |  | | | | Date of Birth: | |  | |
| Title: |  | 1st Name:\* |  | | | | Surname:\* | |  | |
| Surname:\* | | |  | | | | | | | |
| Home Tel No:\* | | |  | | | | | | | |
| Mobile Tel No: | | |  | | | | | | | |
| Email address:\* | | |  | | | | | | | |
| Membership Club: | | |  | | | | | | | |
| Please tick the appropriate box or boxes to denote your current level of qualification: | | | **Swimming:**  Judge Level 1  Judge Level 2  Judge Level 2 S  Referee  Other(please state)………………………………… | | | | | | | |
| **Open Water Swimming:**  Judge Level 1  Judge Level 2  Referee | | | | | | | |
| **Water Polo:**  Regional Table Official  National Table Official  Referee Grade D  Referee Grade C  Referee Grade B  Referee Grade A | | | | | | | |
| **Synchronised Swimming:**  National Scorer  National Judge  Referee  Presenter | | | | | | | |
| **Diving:**  Senior Judge  Level 2 | | | | | | | |
| I wish to renew my licence to officiate and can confirm that I agree to abide by Swim England Code of Ethics in swimming and accept Swim England’s jurisdiction on any breach of the code.  I enclose / have sent by email (delete as appropriate) a non-returnable passport size photograph. (To send your photograph electronically please use [officialslicensing@swimming.org](mailto:officialslicensing@swimming.org)) The photograph must be:   * 45 millimetres (mm) high x 35 millimetres (mm) wide (Do not trim your photograph to meet this condition) * Taken against an off-white, cream or light grey plain background so that your features are clearly distinguishable against the background * Printed on low gloss, plain-white photo-quality paper (with no watermarks, embossing or printing on the back * Undamaged, for example, by creases from paperclips.   I enclose a cheque payable to Swim England for **£5.00,** if your Swim England Region/County has agreed to pay for your application please indicate below. | | | | | | | | | | |
| Swim England Region/County to pay (Please tick) | | | |  | | Please state Swim England Region/County | |  | | |
| **Data Protection**  Here at Swim England we take your privacy seriously and will only use your personal information in accordance with our [Privacy Policy](http://www.swimming.org/library/documents/2479/download). Please take some time to read the policy to understand how your personal data will be used.   |  | | --- | |  | |  | | **Website**If you do not want your details to be visible on Swim England/British Swimming websites or distribution list please indicate below: | |  |   No, I do not wish for my details to appear on officials lists – handbook. Please tick  No, I do not wish for my details to appear on officials lists – website. Please tick  No, I do not wish for my details to be shared with event organisers – Swim England/British Swimming events.  Please tick  I confirm that the information above is accurate.  Signed: Date: | | | | | | | | | | |
| **To be completed by a Referee, Regional/ County organiser or authorised person**  I confirm the above named person has attained the qualifications as listed above and have seen evidence of continued professional development as declared overleaf. | | | | | | | | | | |
| Print Name: | | | | | Signature: | | Swim England Member Number: | | | Date: |

###### **Evidence submission for Renewal Application**

**Mandatory Elements**

Please ensure that a Course Leader, Referee or other authorised official signs off each element. Use your log book to provide evidence where appropriate. In the instance of M5 and M6 and Disability training, attendance at these events is recorded on the membership database

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Date | Signature of Course Leader/Referee or Authorised official where applicable |
| M5 | Attendance at Official’s Awareness/ Contemporary Issues Module |  |  |
| M6 | Attendance at a FINA Rules Update  (if relevant) |  |  |
| M7 | Officiating Experience- to include Meet venue and License Level – Inspection of log book to verify officiating experience |  |  |

**Elective Options**

A minimum total of 10 points is required from the following options. A minimum of two different options must be included although the maximum points in each option may not be achieved. Evidence submitted cannot be more than four years old.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Description | Max Points | Date | Duration/Points | Signature of verification |
| E1 | Attendance at BS or IoS CPD event for officials 3 points per event additional to the requirements of M5 & M6. \* | 6 |  |  |  |
| E2 | Additional Qualification  3 points per additional qualification. | 6 |  |  |  |
| E3 | Undertaken mentoring by a more experienced official  1 point per hour. | 4 |  |  |  |
| E4 | Have mentored an unqualified or less qualified official  1 point per hour. | 5 |  |  |  |
| E5 | Course Leader/Deliverer of Officials Seminar/Course  The maximum 6 points is available for the delivery of one course. | 6 |  |  |  |
| E6 | Participation in a committee/working party at County, Regional or National level  1 point per hour. | 6 |  |  |  |
| E7 | Evidence of having officiated in the role for which the licence application applies at licensed meets on occasions in addition to those required in order to satisfy the requirements of M7 above.  1 point per session (Approximately 2-3 hours). | 5 |  |  |  |
|  | Total Points |  |  |  |  |

\*BS / IoS CPD – must be an approved CPD course that is identified for officials’ development. Lists of approved courses will be available from [www.swimming.org](http://www.swimming.org)

***NB: Attendance at the Contemporary Issues course is currently mandatory for renewal for technical officials.***