

## OFFICIAL'S CERTIFICATION POLICY

### Purpose

1. The purpose of this policy is to govern Alberta Artistic Swimming's officials.

### Application of this Policy

2. This policy applies to all Alberta Artistic Swimming's officials and potential officials.

### Objectives

3. The objectives of Alberta Artistic Swimming's official's program is as follows:
  - a) Promote and deliver the National Official's Certification Program; and
  - b) Develop and offer opportunities to improve the skill level of artistic swimming officials.

### Officials

4. An Official is a person that is judging or refereeing in artistic swimming in accordance with this policy.

### Certification

#### *Level 1 and 2*

5. Certification for Officials at levels one and two are done through the Alberta Artistic Swimming office. The completion of level 1 or 2 is dependent on two things:
  - a) Attendance in a clinic
  - b) Completion of the practical component and Shadow Judging, you must track the required activities outlined in your level 1 or 2 course.
    - i. The Shadow Judging form must be filled out properly, containing the marks of those judges judging the event and the practice judging mark of the individual.
    - ii. Once the Shadow Judging Event Checklist is done, a copy of this along with the Shadow Judging forms must be sent to the Course Conductor.

Alberta Artistic Swimming recognizes that each participant will finish each component at different rates and therefore may only be qualified to judge certain events at any given competition as per the guidance of the course conductor.

#### *Level 3 and 4*

6. Certification of Officials at Level 3 is done through Canada Artistic Swimming and requires the following:
  - a) Recommendation by the Alberta Artistic Swimming Official's Chair to the Canada Artistic Swimming National Official's Committee (NOC) upon approval by the Alberta Artistic Swimming Board;
  - b) An individual must be an active level 2 Official for at least 3 years;
  - c) Upon acceptance of the nomination, the candidate must complete an exam given by Canada Artistic Swimming and participate in Shadow Judging as appointed by Canada Artistic Swimming;
  - d) Achieve the appropriate results as deemed by Canada Artistic Swimming's (NOC).

Note: In order to maintain Official 3 status the individual must judge at the National Qualifier and/or National Championship. However, due to the limited amount of judges each province can send, one may only be asked to judge at the National Qualifier and/or National Championships every other year.

Note: Due to the limited numbers of Officials required per province at the National Qualifier, and National Championships, Alberta Artistic Swimming may nominate no more than 2 people to be an Official 3 each year.

7. Certification of Officials at Level 4 is done through Canada Artistic Swimming and requires the following:
  - a) Recommendation by the Alberta Artistic Swimming's Official's Committee to the Canada Artistic Swimming's National Official's Committee (NOC);
  - b) Or be selected by the Canada Artistic Swimming NOC based on performance;
  - c) Upon acceptance of the nomination, the candidate must complete an exam given by Canada Artistic Swimming and participate in Shadow Judging;
  - d) Achieve the appropriate results as determined by Canada Artistic Swimming's NOC;
  - e) The NOC reserves the right to reject a nomination prior to the written exam.

Note: In order to maintain Official 4 status the candidate must judge at a National level. However, due to the limited amount of judges each province can send, the candidate may only be asked to judge at a National event every other year.

To assist with an officials' status, the NOC tracks the individuals judging hours and records the statistics. If at any time the NOC believes that an official's judging is not on par with other officials, that individual may be asked to step down.

### **Recertification**

8. All Officials must re-certify at the start of the new FINA rule quadrennial or at the first opportunity within the quadrennial. Judges at level 1 and 2 will do this through Synchro Alberta, Judges at level 3 and up will recertify as per the Artistic Swimming Canada NOC guidelines.
9. Recertification shall preferably be done through a clinic/workshop hosted by Synchro Alberta. If an official is unable to attend the planned clinic or workshop other activities as outlined below may be used upon pre-approval from the Official's Chair. Officials who require recertification will receive notice from Synchro Alberta.
10. List of acceptable activities to re-certify includes but is not limited to the following:
  - Alberta Artistic Swimming officials' course
  - Alberta Artistic Swimming officials' workshop/clinic
  - Shadow judging
  - Routine analysis sessions (via movie events in Edmonton and Calgary)
  - Distance learning opportunities

\*Please note: The Alberta Artistic Swimming's Official's Committee must approve the choice of activity.

### **Inactive**

11. A Trained 1 Official will be deemed inactive when they have failed to complete their shadow judging within two years of their course completion date. If the Trained 1 Official wishes to continue their shadow judging toward Level 1 Certification they must participate in a Clinic or repeat the Level 1 course at the discretion of the Official's Committee.
12. An official will be deemed inactive if they have not judged a minimum number of events as determined by the Official's Committee during an entire season, regardless of whether they register as an official or not. Alberta Artistic Swimming will notify officials, which have been categorized as inactive at the start of each season. If the official wishes to become active,

this individual must notify Alberta Artistic Swimming of their intent and have their choice of recertification activities approved by the Official's Committee.

13. Officials who have been inactive for two years may be asked to participate in a clinic/workshop and/or shadow judging at the discretion of the Official's Committee.
14. Officials who have been inactive for more than two years must take the portions of the official's course as deemed by the Official's Committee. Following the course, shadow judging requirements will be determined on an individual basis by the Official's Committee.