

## **OFFICIALS who are NOT MEETING the PERFORMANCE CRITERIA**

### **A. Assessment**

All reports of non-performance of duties, non-compliance or lack of competence must be made in writing and submitted to the referee of the swim meet at which this behaviour is alleged to have occurred.

### **B. Non-performance of duties and/or non-compliance with the Officials Code of Ethics**

Mentoring must be offered to any officials who are not performing the duties of the position for which they are accredited.

Officials who contravene the terms of the Officials Code of Ethics must also be offered mentoring.

### **C. Competence**

1. Once a written report has been submitted that an official is not performing their duties properly the referee must ask an appropriate person to explain the report to the official.
2. If the official responds negatively to this approach, the report must be sent to the Panel.
3. The Panel will decide whether action is to be taken, when and what it should be.
4. The Panel may appoint two assessors, or one if two are not available, to deal further with the matter as soon as practicable.
5. If the assessor(s) observe that the official has not corrected the initial problem they must attempt to counsel the official.
6. If the official disregards the assessor(s) advice the official will be stood down from the Branch officials' List.

### **Notes**

1. Officials must be treated with upmost respect and sensitivity at all times.
2. The primary task of assessors and panel members is to guide officials in the performance of the duties for which they are accredited or are seeking re-accreditation.
3. Officials have the right of appeal to their Branch Board/Committee.
4. The Panel should consist of two or more members who are experienced officials. They are to be appointed by the Branch Board/Committee and may dismissed by that Board/Committee.