



National Paralympic Committees/National Federations

Bonn, 21 February 2025

**World Para Swimming International Technical Official Training Application Process**

Dear NPCs/NFs,

World Para Swimming ("WPS") wishes to kindly inform you that the application process for WPS International Technical Officials Training for the season 2025 has now commenced.

More information about the application process and important dates and timelines are provided in this letter.

We kindly ask you to share this information with your respective community/s in order to identify interested applicants.

Should you have any questions please do not hesitate to reach out.

Kind regards,

A handwritten signature in black ink, appearing to read "NBurns", with a long horizontal stroke extending to the right.

Nicole Burns  
World Para Swimming Manager  
World Para Swimming



## **WPS International Technical Official Training Process**

The WPS International Technical Official (“ITO”) Training Process is a staged process and every applicant in the recruitment process must successfully complete all stages to be certified as a WPS ITO.

Be carried out as follows:

- Stage 1: Application and submission of the relevant supporting documentation.
- Stage 2: Online WPS ITO Training
- Stage 3: In-person WPS ITO Training

### **Stage 1 – Application and submission of the relevant supporting documentation**

Interested applicants must complete the following [Application form link](#).

The application form is in English and must be completed in English. WPS ITOs must demonstrate a good level of English Language in order to conduct the duties of officiating at a WPS level.

Following completion, all applicants must submit confirmation of the completed form with all required supporting documents to [Nicole.Burns@WorldParaSwimming.org](mailto:Nicole.Burns@WorldParaSwimming.org), including the following:

- Qualification Certificate of National Level Official Recognition (minimum. Judge of Stroke level)
  - If in possession of a World Aquatics Qualification, you may also submit this for assessment.
- Supporting letter from either your National Paralympic Committee/National Federation, or a current WPS ITO.
- Non-English native speakers may share an English language certificate.

WPS will review applications and notify all approved applicants meeting the above criteria of the Training locations no later than 7<sup>th</sup> March 2025. Applications after this date may be considered where space allows but applications before 7<sup>th</sup> March will be prioritised.

### **Stage 2 - Online WPS ITO Training**

Following confirmation of approval to Stage 2, applicants will have to complete the WPS International Technical Official online training.

Applicants will be invoiced 200€ as course fee prior to beginning the online training. Once payment is received, WPS will share the link to the applicant for completion. There will be knowledge checks of quizzes throughout, however kindly note that this stage will serve as a

preparation phase ahead of the in-person training, and no determinant evaluation will be conducted. Please note no reimbursements of the fee will be possible once payment is made.

Once the applicant completes the online training, they must email [nicole.burns@worldparaswimming.org](mailto:nicole.burns@worldparaswimming.org) to confirm completion and identify priority order of opportunities to attend. Following this email, the applicant will be allocated a Training opportunity.

If the applicant feels they do not wish to continue with the WPS ITO course after the online training, they must inform WPS to not proceed with allocation of training and WPS will discuss opportunities further.

### **Stage 3 - In- person WPS ITO Training**

The in-person training will be split into a 2-day Theory element and 3- or 4-day Practical element (depending on the competition schedule).

In the theory element, applicants will be presented with WPS International Officiating essentials in full detail, with theoretical, practical presentations and tutorials on application of the WPS Rules and Regulations. During the opportunity, the applicants will be expected to demonstrate the required competencies and will be evaluated by WPS International Technical Officials. Those having achieved the minimum criteria will be considered as competent and will be able to pass to the Practical element of the training.

The Practical element of the training will be conducted during the competition days of a World Para Swimming Sanctioned competition, where the applicants will be placed into Officiating positions (Judge of Stroke, and Referee positions as a minimum) throughout the competition, for evaluation.

Upon successfully demonstrating the competencies and abilities to independently conduct application of the WPS Rules and Regulations, the applicants will be certified as a WPS International Technical Official.

Any applicants that do not pass the theory, may stay for the competition to support officiating if pre-agreed by the LOC, but they will not be subject to further assessment.

All expenses (accommodation, food, travel, visa and other costs) are to be met by the applicants.

### **Post-Certification:**

Following their certification, successful applicants will be added to the pool of WPS International Technical Officials for potential appointment to World Para Swimming

competitions. Such appointments are at the discretion of WPS, and subject to other WPS ITO documentation being completed.

Successful applicants acknowledge that the role of a WPS International Technical Official is an entirely voluntary role, which does not constitute any form of partnership, agency or employment with WPS, and which will be carried out without any salary/payment entitlement or any form of compensation and shall serve altruistic or/and educational purposes only.

In addition, WPS ITOS will be required to take steps to maintain their certification, as required by WPS at WPS' full discretion, including but not limited to:

- All certified WPS ITOs are expected to provide their availability or unavailability for competitions when requests are presented.
- All certified WPS ITOs will be expected to continue working on their professional development as International Technical Officials and engaging in WPS ITOs activities as required by WPS (e.g. conference calls, seminars, meetings, workshops).
- All certified WPS ITOs will be obligated to go through re-certification as required by WPS.
- All certified WPS ITOs will be obligated to complete an officials log at the end of each year detailing the competitions attended throughout the year.
- All certified WPS ITOs will be required to sign and comply with the WPS Officials Engagement Agreement to be able to perform the duties of ITOs, as sent by WPS.
- All certified WPS ITOs will be required to act in accordance with the WPS Rules and Regulations, and any other rules & regulations governing the conduct of Officials specified by WPS.
- All certified WPS ITOs will be required to maintain updated knowledge of all relevant rules & regulations once changes come into in force, whenever communicated by WPS.

#### **Important dates and timelines**

February 2025	Initial Officials Application Window for opportunities in 2025.
February/March 2025	WPS ITO Application reviews
7- 12 April 2025, Fuji-Shizuoka, Japan	Training opportunity
20-25 October 2025, Lima, Peru	Training opportunity
November 2025	Additional Training opportunity to be confirmed