FINA ARTISTIC SWIMMING JUDGES

CERTIFICATION PROCESS
### Introduction

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FINA Officials Certification Pathway</td>
<td>3</td>
</tr>
<tr>
<td>2. FINA Artistic Swimming Development Schools for Judges</td>
<td>4</td>
</tr>
<tr>
<td>2.1 Overview</td>
<td>4</td>
</tr>
<tr>
<td>2.2 Course description and format</td>
<td>4</td>
</tr>
<tr>
<td>2.3 Course requirements</td>
<td>5</td>
</tr>
<tr>
<td>2.4 Registration</td>
<td>5</td>
</tr>
<tr>
<td>2.5 Assessment</td>
<td>6</td>
</tr>
<tr>
<td>2.6 Qualification Framework</td>
<td>6</td>
</tr>
<tr>
<td>2.6.1 Content</td>
<td>6</td>
</tr>
<tr>
<td>2.6.2 Competencies</td>
<td>8</td>
</tr>
<tr>
<td>3. FINA Artistic Swimming Certification Schools for Judges</td>
<td>9</td>
</tr>
<tr>
<td>3.1 Overview</td>
<td>9</td>
</tr>
<tr>
<td>3.2 Course description and format</td>
<td>9</td>
</tr>
<tr>
<td>3.3 Course requirements</td>
<td>10</td>
</tr>
<tr>
<td>3.4 Registration</td>
<td>10</td>
</tr>
<tr>
<td>3.5 Assessment</td>
<td>11</td>
</tr>
<tr>
<td>3.5.1 Assessment retake policy</td>
<td>11</td>
</tr>
<tr>
<td>3.5.2 Procedure for FINA A Judges failing or missing the exam</td>
<td>11</td>
</tr>
<tr>
<td>3.5.3 Procedure for FINA G Judges failing or missing the exam</td>
<td>12</td>
</tr>
<tr>
<td>3.6 Ongoing certification for FINA Judges</td>
<td>12</td>
</tr>
<tr>
<td>3.6.1 Procedure for FINA A/G Judges failing or missing the FINA Artistic Swimming – Exam for Certified Judges</td>
<td>12</td>
</tr>
<tr>
<td>3.7 Qualification Framework</td>
<td>13</td>
</tr>
<tr>
<td>3.7.1 Content</td>
<td>13</td>
</tr>
</tbody>
</table>

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Introduction

The purpose of this document is to explain the process that all the Technical Officials, within a FINA National Member Federation, may follow in order to become eligible to judge at FINA Events.

A key element in this process are the FINA Schools, a development programme that offers all the officials around the world the opportunity to progress and to be acknowledged as certified officials.

The main goal of this programme is to promote sports growth by offering a continuous learning pathway for active artistic swimming judges, providing and setting the necessary competencies to become a FINA Judge.

A range of FINA Development and Certification Schools are currently offered by the FINA Development Programme, with the objective of establishing a universal and standardized judges training and certification system.

Through this programme all the participants have access to the same information, guidelines and interpretation of the FINA Rules, increasing the number of certified officials and enhancing their knowledge.

1. FINA Officials Certification Pathway

The FINA Officials Certification Pathway allows a Technical Official to progress through different steps to become a recognised International Technical Official.

There are a variety of entry points for officials, depending on their existing knowledge, experience, proven ability and qualifications. The below flowchart illustrates how the officials may progress along the certification pathway:
2. FINA Artistic Swimming Development Schools for Judges

2.1 Overview

In order for any person to begin training as an Artistic Swimming Judge, FINA offers to all National Federations the possibility to host a FINA Artistic Swimming Development School at three different levels:

- **AS Development Schools – Beginner level** are designed to meet the needs of those National Federations who have requested judges instruction and do not have any judges training programmes in place. This school caters to those with limited basic knowledge or no experience in judging.

- **AS Development Schools – Intermediate level** are designed for those National Federations that have judge training programmes in place and host national Age Group competitions. Judges participating will be knowledgeable, active and experienced requiring more in depth training of skills at an intermediate level including competition requirements and duties of officials.

- **AS Development Schools – Advanced level** are designed for National Federations that have their own judges schools programmes and want to promote their national judges to be qualified as FINA Judges. It is recommended for those federations running national Artistic Swimming Age Group and Senior competitions. This school caters to those who require more in depth training of skills at an advanced level and helps to prepare participants to attend, participate and certify at a FINA Artistic Swimming Certification School for Judges.

Please note that the following individuals do not need to attend a FINA Artistic Swimming Development School and may attend a FINA Artistic Swimming Certification School to write their exam:

- National Team Elite Swimmers (retired), National Team coaches and national Judges, as long as the following requirements have been met:
  - Significant judging activity at a national level involving different age groups for a minimum of 3 years
  - Judging at international events hosted by their own Federation
  - Proven judging ability with strong evaluations from an evaluator for a minimum of 3 years

Federations wishing to nominate a candidate for consideration must forward the name to the FINA Office and submit the required paperwork (judging activity report and copies of evaluations for a minimum of 3 years) according to the timelines.

2.2 Course description and format

The FINA Artistic Swimming Development Schools are held over a duration of three (3) days and are delivered by the same instructors as the FINA Artistic Swimming Certification Schools.

The official working language for the FINA Artistic Swimming Development Schools for Judges is English. The curriculum is delivered in progressive modules adapted to the required level and the instruction is theoretical/practical with video support.
The FINA TASC Commission has the authority to appoint additional instructors as required. In this case, the FINA Development School Instructors will be selected from the pool of current and certified active FINA A judges.

2.3 Course requirements

Host Federations must have a minimum of 10 and a maximum of 30 people attending a FINA Artistic Swimming Development School.

These courses are open to all the National Federations interested in training judges that are not on the current FINA List.

If the maximum number of 30 judges are not registered, coaches may attend FINA Artistic Swimming Development Schools as Observers without the right to take the exam.

The coaches participating at FINA Schools must submit a written report of key learnings and recommendations for the future to the FINA Coaches Commission within 30 days of the conclusion of the school.

All participants attending a FINA School shall ensure that they comply with the below requirements:

- Be registered through the FINA GMS as described in point 2.4
- Be at least 18 years of age and not over 65 years of age at the start of the FINA Development School programme
- At least 40 hours per year of practical judging must be obtained after passing the test at a FINA Artistic Swimming Development School - Beginner or Intermediate level prior to advancing to the next school level (either from Beginner to Intermediate or from Intermediate to Advanced)
- At least 60 hours per year of practical judging must be obtained after passing the test at a FINA Artistic Swimming Development School - Advanced level prior to attending a FINA Artistic Swimming Certification School
- Demonstrate a minimum level of spoken and written skills in English
- Fully participate in the course and complete all required assessments
- Agree to abide by the FINA Code of Ethics
- It is strongly recommended that candidates have independent appropriate insurance coverage before undertaking any independent officials practice to cover any unusual circumstances such as travel and health

2.4 Registration

All participants attending a FINA Artistic Swimming Development School must be nominated by their National Federations through the FINA GMS by the registration deadline.

- Only fully submitted registrations will be considered for approval
- Please note that only approved participants may attend a FINA School
Priority for attendance at FINA Artistic Swimming Development Schools shall be as follows:

- Judges who have registered through the GMS by no later than the registration deadline established for each FINA School will be approved. The approvals will be done on a first come first serve basis.
- One coach per Federation is allowed to attend as an Observer, provided that he/she is registered through the FINA GMS by the established deadline and that the maximum number of judge participants has not been reached. Additional observer spots may be available to the host federation if the maximum number of 30 participants has not been reached.
- The registration for the school will be closed once the maximum number of 30 participants has been reached.

2.5 Assessment

For the written exam, interpreters, use of online resources, electronic watches and cell phones are not permitted. Paper dictionaries are allowed but must be shown to the instructor prior to writing the exam.

Disciplinary actions will be taken against those who act in a dishonest way or for any misconduct.

At the conclusion of the school all the judges will take a test. In order to pass a FINA Artistic Swimming Development School participants must:

- Obtain a minimum score of 80% at the Beginner level
- Obtain a minimum score of 80% at the Intermediate level
- Obtain a minimum score of 85% at the Advanced level

Participants obtaining a minimum score of 85% or more at the Advanced level of a FINA Artistic Swimming Development School are permitted to participate at a FINA Artistic Swimming Certification School if his/her National Federation submits the application for the FINA List, following the current FINA procedures and meet the requested timelines.

Judges who pass the school will receive a diploma, which entitles the holder to participate at the next FINA Artistic Swimming Development School level.

Note that the FINA Artistic Swimming Judges List does not include the names of judges who have received a diploma and passed the Beginner, Intermediate or Advanced level tests at the FINA Development School level.

2.6 Qualification Framework

2.6.1 Content

The curriculum and subjects to be provided in each level are established by the FINA TASC.

The content covered is broken down into five groups including: Figures, Routines, Scoring, Referee/Chief Recorder and Ethics.
Progressive modules from the five groups are covered at each school and are based on the competencies required of each school.

A Group  Figures
Module 1  Basic Positions and Basic Movements
Module 2  FINA figures AG 12 and under
Module 3  FINA figures AG 13-15
Module 4  FINA figures AG Junior
Module 5  In Depth Analysis of figures (DD, NVT)

B Group  Routines
Module 1  Introduction to technical components
Module 2  Execution and synchronisation
Module 3  Difficulty
Module 4  Artistic Impression
Module 5  Analysis of Artistic Impression: Choreography, Music Interpretation and Manner of Presentation
Module 6  Technical required elements
Module 7  Acrobatics
Module 8  Free Routine Combination and Highlight Routine

C Group  Scoring
Module 1  Basics for figures scoring. Elements of the marking scale.
Module 2  Use of the expanded marking scale, height and split scales in figures.
Module 3  Free routine scoring basics: the categories
Module 4  Technical Merit scoring: Execution, Synchronisation and Difficulty
Module 5  Artistic Impression scoring: Choreography, Music Interpretation and Manner of Presentation.
Module 6  Tech routines scoring: Elements panel, Impression panel and Execution panel
Module 7  Approach to acrobatic scoring
Module 8  FRC (Free Routine Combination) and Highlight scoring

D Group  Referee/Chief recorder
Module 1  Single module

E Group  Ethics
Module 1  Single module
2.6.2 Competencies to be achieved at the end of each school level are:

**Beginner level**
- Participants will become familiar with the FINA Artistic Swimming Rules (2017-2021)
- Participants will demonstrate understanding of Basic Body Positions and Basic Movements, using Appendices II and III of the FINA Artistic Swimming Manual for Judges, Coaches & Referees 2017-2021
- Participants will analyse 12 and Under Figures, using Basic principles, the Expanded Marking scale and Guiding scales for Height and Splits
- Participants will be introduced to Judging Free Routines, more specifically to judging Execution, Artistic Impression and Difficulty
- Participants will discuss Ethics for judges, including the importance of disclosing all Conflicts of Interest

**Intermediate level**
- Participants will be thoroughly familiar and know how to use the FINA Artistic Swimming Rules (2017-2021) and the FINA Artistic Swimming Manual for Judges, Coaches & Referees 2017-2021.
- Participants will demonstrate understanding of judging 13-15 figures and Junior/Senior figures on the current list. They will be able to discuss the NVTs and PVs of each figure and use this information to successfully judge these figures
- Participants will continue to work on Free routine judging (Solo, Duet, Mixed Duet and Team) with more emphasis on Free Combination and Mixed Duet
- Participants will explore the responsibilities of the Referee and Assistant Referees
- Participants will discuss Ethics for judges, including the importance of disclosing all Conflicts of Interest

**Advanced level**
- Participants will be thoroughly familiar and will use the FINA Artistic Swimming Rules (2017-2021) and the FINA Artistic Swimming Manual for Judges, Coaches & Referees 2017-2021.
- Participants will review Figures and demonstrate understanding of the deductions to be used as a tool for figure judging
- Participants will demonstrate understanding of Technical Elements for Solo, Duet, Mixed Duet and Team (Junior and Senior)
- Participants will learn how to judge Technical Routines and will practice judge many technical routines with emphasis on the Elements panel
- Participants will discuss Highlight Routines and will practice judge
- Participants will further investigate the judging of Difficulty in all routines
- Participants will analyse routines from the most recent World Championships
- Participants will discuss Ethics for judges, including the importance of disclosing all Conflicts of Interest
3. FINA Artistic Swimming Certification School for Judges

3.1 Overview

The FINA Artistic Swimming Certification Schools will prepare and certify highly qualified FINA List judges in the A or G category.

The FINA Artistic Swimming Certification Schools are for those Judges on the current FINA List.

**IMPORTANT NOTE:** In order to be considered for judging at a FINA Competition, a judge must have successfully passed the Judges Exam administered at one of the FINA Artistic Swimming Certification Schools for Judges every four years unless otherwise directed by the FINA TASC (FINA Instructors are exempt).

FINA Evaluators must attend a FINA Certification School for Judges and pass the test once every four years unless otherwise directed by the FINA TASC (FINA Instructors are exempt).

FINA Judges that do not pass the Certification Exam have a second opportunity to rewrite the exam within the one year period and before October 31st of the following year.

3.2 Course description and format

The FINA Artistic Swimming Certification Schools are held over a duration of three (3) days concluding with an Exam.

The official working language for the FINA Artistic Swimming Certification Schools for Judges is English.


Instruction will be given by lecturer(s) of the FINA TASC or by instructors appointed by the FINA TASC. Certification instructors are appointed by the FINA TASC based on the following:

- Continental representation consideration
- Proven experience with teaching and facilitating courses/seminars
- Proven professionalism and neutrality
- Evaluation excellence
- Superior communication skills

Instructors will be proposed to the FINA TASC from the list of current FINA A judges. These will be reviewed every four years or as required by the TASC.

Maximum registered delegates for all FINA Artistic Swimming Schools is 30 people per school including observers.

The registration for the schools will be closed once the maximum number of participants has been reached.
3.3 Course requirements

At least ten (10) FINA judges must attend in order to have a FINA Artistic Swimming Certification School.

All participants attending a FINA School shall ensure that they comply with the following requirements:

- Be registered through the FINA GMS as described in point 3.4
- Agree to abide by the FINA Code of Ethics
- It is strongly recommended that candidates have appropriate independent insurance to cover them to take care of any unexpected health or travel issues that may crop up. It is advised to purchase insurance before undertaking any independent officials practice

3.4 Registration

The FINA Artistic Swimming Certification Schools are for those Judges on the current FINA List:

- All the participants must be nominated by their National Federations through the FINA GMS by the registration deadline
- Only fully submitted registrations will be considered for approval. The nationality of the nominated participants will be verified by the FINA Office
- Please note that only approved participants may attend a FINA School
- If the maximum number of 30 judges are not registered, FINA age eligible active national level judges (65 and under) and active national level coaches may attend FINA Artistic Swimming Certification Schools as Observers without the right to take the exam. They must also be registered through the FINA GMS by the deadline

The coaches participating at FINA Schools must submit a written report of key learnings and recommendations for the future to the FINA Coaches Commission within 30 days of the conclusion of the school.

The FINA Coaches Committee will then provide a consolidated report to the FINA TASC at the end of the certification year.

Priority for attendance at FINA Artistic Swimming Certification Schools shall be:

- The maximum number of participants is 30
- Judges who have registered through the GMS for certification by no later than the registration deadline established per each FINA School
- One coach per Federation is allowed to attend as an Observer, provided that he/she is registered through the FINA GMS by the established deadline and that the maximum number of participants has not been reached
- If there are additional spaces available, FINA age eligible active national level judges (65 and under) and active national level coaches may fill the remaining spots. They must be registered through the FINA GMS as an Observer and will be approved by FINA on a first come first serve basis
The registration for the school will be closed once the maximum number of participants has been reached
Observers are not entitled to take the test

3.5 Assessment

For the written exam, interpreters, use of online resources, electronic watches and cell phones are not permitted. Paper dictionaries are allowed but must be shown to the instructor prior to writing the exam.

Disciplinary actions will be taken against those who act in a dishonest way or for any misconduct, including the removal from the FINA List for a two year period.

If a participant is absent one day from the school, he/she can’t take the test. If a participant is absent a half day for unusual circumstances, he/she must provide the reason for his/her absence to the instructor. This will be taken into consideration by the instructor in determining whether the participant will be allowed to take the test.

To receive certification, a Judge must attend a FINA Artistic Swimming Certification School and pass the test with a minimum score of 85% for A Judges and 80% for G Judges.

3.5.1 Assessment retake policy

Judges who do not pass the exam may take it a second time by no later than 1st November at a FINA Artistic Swimming Development or Certification School:

- Judges rewriting the exam may choose to attend the entire course or sit for the exam
- They must be registered through the FINA GMS by the established deadline
- Please note that a judge is allowed to write two exams per year only
- In order to maintain an A Judge status the judge must score a minimum of 85%

3.5.2 Procedure for FINA A Judges failing or missing the exam

A FINA A Judge must have attended a FINA Certification School for Judges and passed the certification exam once every four years with 85%:

- Any A Judge who has written the certification exam twice and did not reach the passing grade by the second attempt (no later than November 1st, in the year he/she is required to) will be removed from the FINA AS Judges List
- Any FINA A Judge who has not written the certification exam by November 1st will be removed from the FINA AS Judges List

In both cases, the judge may submit a written request to the FINA TASC Chair and to the FINA Office, with a copy sent to the Continental Representative, to be considered as a candidate for the FINA Fast Track Programme for reinstatement as a FINA A Judge.

The following documents must be provided by the candidate:
  a. Judge evaluations for the past 4 years
b. Judge activity both nationally and internationally including on continent and off continent events

c. Reason for not being able to write or pass the exam

The judge would additionally have to commit to the following **Fast Track Activities by November 1\textsuperscript{st} of the following year:**

1. Attend a full FINA Artistic Swimming Certification School
2. Pass the exam with a minimum score of 85%
3. Obtain a minimum of two (2) evaluations of Very Good (5) or Good (4) rating with a bias rating of 3
4. Have the application for the FINA AS Judges List submitted by his/her National Federation to the FINA Office by November 1\textsuperscript{st} for the next year

**The FINA A Judge must have activated his/her Fast Track within the first year of being removed from the FINA List.**

### 3.5.3 Procedure for FINA G Judges failing or missing the exam

A FINA G Judge must have attended a FINA Certification School for Judges and passed the certification exam once every four years with 80%:

- Any FINA G Judge who has written the certification exam twice and did not reach the passing grade by the second attempt (no later than November 1\textsuperscript{st}, in the year he/she is required to) will be removed from the FINA AS Judges List
- Any FINA G Judge who has not written the certification exam by November 1\textsuperscript{st} will be removed from the FINA AS Judges List

In both cases, the candidate must follow the below steps in order to be reinstated as a FINA G Judge:

- Attend a FINA Artistic Swimming Development School – Advanced level and pass the exam with a minimum score of 85%
- Perform 60 hours of judging activity
- Have the application for the FINA AS Judges List submitted by his/her National Federation to the FINA Office by November 1\textsuperscript{st} for the next year

### 3.6 Ongoing certification for FINA Judges

Each FINA certified judge (unless otherwise directed by the FINA TASC) must annually take the online FINA Artistic Swimming – Exam for Certified Judges.

A minimum score of 85% for A Judges and 80% for G Judges will be required to earn a passing grade. To register for the FINA List in 2018 the candidate must have passed the FINA Certification School. Judges currently on the FINA Judges list remain as long as they have successfully passed their FINA certification in 2018. FINA G’s will be limited to 5 per country.

### 3.6.1 Procedure for FINA A/G Judges failing or missing the FINA AS Online Exam

If a candidate does not pass or does not write the annual FINA Artistic Swimming – Exam for Certified Judges within the one month period, he/she will be removed from the FINA AS Judges List for that year.
3.7 Qualification Framework

3.7.1 Content

- The FINA Artistic Swimming Rules (2017-2021)
- Figures
  - New figures and figures on 12 and U, 13/15 and Jr./Sr. lists
  - Application of deductions
- Technical Elements (Seniors, Juniors)
- Technical Routines (Solo, Duet, Mixed Duet, Team)
- Free Routines (Solo, Duet, Mixed Duet, Team, Free Combination)
- Analysis of Difficulty and Artistic Impression
- Highlight Routine
- Referee responsibilities
- Ethics