



Nepal Swimming Association

NSA TECHNICAL OFFICIALS' SELECTION POLICY 2025

Nepal Swimming Association (NSA)

Policy on Transparent, Merit-Based, and Public Selection Procedures for Technical Officials

Effective From: 2025-08-25

Approved By: NSA Executive Board

Version: 1.0

1. Purpose

The purpose of this policy is to establish a **fair, transparent, accountable, and merit-based system** for selecting Technical Officials (TOs) who will represent Nepal in continental/international swimming events or enter the World Aquatics (WA) officiating pathway.

This policy ensures that all eligible officials are given equal opportunity to advance based on demonstrated capability, performance, and professional integrity.

2. Scope

This policy applies to:

- All NSA-certified Technical Officials
- All candidates pursuing World Aquatics certification
- All NSA committees involved in nomination, selection, or recommendation of officials

3. Guiding Principles

1. **Competency and Merit:** Decisions based strictly on qualifications, performance, and readiness.
2. **Transparency:** Criteria, processes, and final lists must be publicly available.
3. **Equal Opportunity:** No discrimination based on gender, ethnicity, region, age, religion, or personal network.
4. **Accountability:** All decisions documented and reviewable.
5. **Independence:** Conflict of interest must be avoided.
6. **Professional Integrity:** Officials must uphold the highest ethical standards.

4. Technical Officials Selection Committee (TOSC)

4.1 Composition

The NSA Executive Committee shall appoint a **Technical Officials Selection Committee (TOSC)** consisting of:

- 1 Chairperson (NSA Executive Committee member)
- 2 Senior Technical Officials (National or WA-certified)
- 1 Independent Observer (non-voting)

4.2 Conflict of Interest

- Any TOSC member with personal or professional ties to a candidate must disclose the conflict in writing and recuse themselves.
 - All decisions must be recorded with signatures of committee members present.
-



Nepal Swimming Association

NSA TECHNICAL OFFICIALS' SELECTION POLICY 2025

5. Eligibility Requirements for Technical Officials

To be considered for international representation or WA pathway nomination, candidates must:

1. Hold valid NSA Technical Official certification (minimum Level 1 or equivalent).
2. Be in good standing with NSA (compliance with fees, ethical code, and attendance requirements).
3. Demonstrate knowledge of World Aquatics rules and technical procedures.
4. Have completed NSA-mandated safeguarding and anti-harassment training.
5. Meet any event-specific requirements set by World Aquatics or AASF (e.g., age limits, language proficiency).

6. Merit-Based Selection Criteria

Selections will be based on a **points-based, transparent scoring system** involving the following indicators:

6.1 Experience & Performance (40%)

- Number and level of domestic competitions officiated in last 24 months
- Positive performance evaluations by Referees/Meet Directors
- Demonstrated consistency and rule-knowledge during events

6.2 Certification & Education (25%)

- NSA certification level
- Participation in NSA/World Aquatics/AASF officiating clinics
- Exams, assessments, or refreshers taken

6.3 Professional Conduct & Integrity (20%)

- Compliance with NSA's Code of Ethics
- Punctuality, reliability, and teamwork
- No disciplinary history

6.4 Future Pathway Potential (15%)

- Eligibility for WA certification
- English proficiency for international officiating
- Commitment to long-term officiating development

A detailed scoring rubric shall be publicly published annually.

7. Procedures for Selection

7.1 Call for Applications

NSA will issue an open call (at least **30 days** before deadlines):

- Published on NSA website, social media, and official notice board
- Including criteria, timeline, required documents, and scoring process

7.2 Submission Requirements

Applicants must submit:

- Updated officiating logbook (verified)
- Proof of NSA certification
- Training/certification certificates



Nepal Swimming Association

NSA TECHNICAL OFFICIALS' SELECTION POLICY 2025

- Letter of interest and CV
- Signed Code of Conduct compliance form

7.3 Review & Evaluation

- TOSC reviews applications using the published scoring system
- Each category scored independently by multiple evaluators
- Scores averaged and documented
- Shortlisted candidates may be interviewed (if required)

7.4 Finalization & Approval

- TOSC prepares ranked lists based on total score
- Committee signs off on selections
- Final approval by NSA Executive Committee

7.5 Publication of Results

NSA will publish:

- Names of selected officials
- Summary scoring categories (not full personal scores)
- Composition of TOSC
- Appeals procedure

All documents will be available on the NSA website and the NSA notice board.

8. World Aquatics Pathway Recommendations

NSA will recommend candidates to WA pathway programs based on:

- Scoring under this policy
- WA eligibility standards
- National priority to develop specialized officials (e.g., starters, referees, judges)
- Gender and regional balanced representation

NSA must document and publish a brief justification for each nomination.

9. Ethical & Integrity Requirements

Selected officials must:

- Uphold World Aquatics and NSA Codes of Conduct
- Maintain impartiality in officiating
- Avoid political involvement in selection matters
- Refrain from soliciting or accepting Favors in exchange for selection
- Immediately disclose conflicts of interest

Violation may lead to suspension, removal from representation, or lifetime ban.

10. Appeals & Grievances

10.1 Appeals Submission

Candidates may appeal selection decisions within **7 days** of results publication.

Appeals must include:

- A written explanation



Nepal Swimming Association

NSA TECHNICAL OFFICIALS' SELECTION POLICY 2025

- Evidence relevant to the appeal
- Processing fee (refundable if successful)

10.2 Appeals Committee

An independent Appeals Committee will:

- Assess the procedural fairness—not re-evaluate scores unless evidence of error
- Provide a written determination within **14 days**
- Record and archive all proceedings

Appeals Committee decisions are final.

11. Training, Upgrading, and Continuing Education

NSA shall:

- Conduct at least **two annual Technical Officials Clinics**
- Provide mentorship and evaluation opportunities
- Maintain an annual **Talent Pool of Emerging Officials**
- Promote balanced gender representation among officials

12. Transparency Measures

NSA will publish annually:

- List of all certified officials and their levels
- Officiating assignments at national events
- Performance evaluation summaries (without personal comments)
- Upcoming training and certification opportunities
- Annual scoring rubric for selection

13. Policy Review and Amendment

This policy will be reviewed every **two years** or earlier if required by:

- World Aquatics
- Asian Swimming Federation
- NSA General Assembly decisions
- Significant procedural challenges

Any amendments require formal approval by the NSA Executive Committee.

14. Implementation

This policy becomes effective immediately upon Executive Committee approval and replaces any previous guidelines regarding Technical Officials selection.