BWPL Officials' Appointment Policy

Version 3.3 · Adopted by the League Committee on 23/10/2026.

This policy is underpinned by BWPL retaining complete authority on the appointment of officials to BWPL events (rules 8.3.5.2 and 106).

1. Purpose

- This policy sets out how the League appoints referees and delegates to its events, so that appointments are consistent, transparent and fair to every official, and events can be staffed and run safely.
- It applies to every referee and delegate appointed by the League.

2. Who appoints

- The BWPL Committee delegates the appointment of officials to BWPL events to the BWPL Delegates Group. The Committee retains overall control and decides any matter referred to it under this policy, including any dispute or conflict of interest.

3. Appointment criteria

- The League appoints officials to its events on the basis of suitability for those events; governing body membership and registration is necessary but not sufficient.
- The criteria are: (a) National Grade (or foreign equivalent); (b) availability; (c) performance; (d) conduct at and around events; (e) any finding, sanction or condition by Swim England or another governing body; (f) the confidence of participants and fellow officials in officiating safely alongside the individual; and (g) the viability and safe staffing of the event.
- No criterion is applied by reference to any protected characteristic.
- Appointed officials are required to adhere to the BWPL Officials Charter and relevant Swim England codes of conduct. Accepting a BWPL appointment confirms this.

4. Non-appointment for a defined period

- Where the League is considering not appointing an official for a period, on performance or conduct grounds, the steps in section 5 apply. A decision under this policy is an appointment decision only: it is not a disciplinary sanction and makes no finding of fact. Swim England remains the disciplinary authority.
- **Performance-related:** decided by a quorate Delegates Group, with conflicted members recused, and approved by a quorate Committee. The notice is sent by the Chair of the Delegates Group.
- **Conduct-related:** decided by a quorate Committee, with conflicted members recused, on referral from the Delegates Group or on the Committee's own initiative. The notice is sent by the League Chair.

5. Steps (both routes)

- **Step 1 — Notice.** The official receives written notice that non-appointment is being considered, setting out the grounds in neutral terms and the information relied on. Where that information includes statements from others, the official is given an anonymised schedule or summary sufficient to respond, without identifying the people who made them.
- **Step 2 — Representations.** The official has 14 days from the date of the notice to make written representations to the League Secretary, who passes them to the decision makers. The official may ask for a meeting, which is held with two non-conflicted members of the committee. The official may be accompanied, and reasonable adjustments are available.

- **Step 3 — Decision.** The committee considers the representations and decides the outcome. It records its reasons.
- **Step 4 — Written reasons.** The official receives the decision and reasons in writing, with the period of non-appointment and a review date. Reasons are not published beyond the individual.
- **Step 5 — Swim England.** Swim England is informed of any conduct-related non-appointment.

6. Pending a decision

- While a matter is being considered under this policy, the League may decide not to appoint the official to events. This is a neutral, temporary measure. It is not a decision on the matter and implies no view on it.

7. Attendance

- Interaction with attendance: appointment status does not confer or remove any right to attend events in another capacity.

8. Protection and confidentiality

- No one is treated less favourably in appointments because they have raised a concern in good faith with Swim England or the League or supported someone who has (see the League's statement on raising concerns).
- Information about a matter under this policy is held only by the Chair, the Secretary and the committee, and used only for that matter.

9. Review of this policy

- The Committee will review this policy annually before each season.