

# PROFICIENCY EVALUATION

PROCEDURE MANUAL  
V1.0

[Abstract](#)

Getting your swimmer into Junior League

Swimboard  
[swimboard@wpaquatics.org](mailto:swimboard@wpaquatics.org)

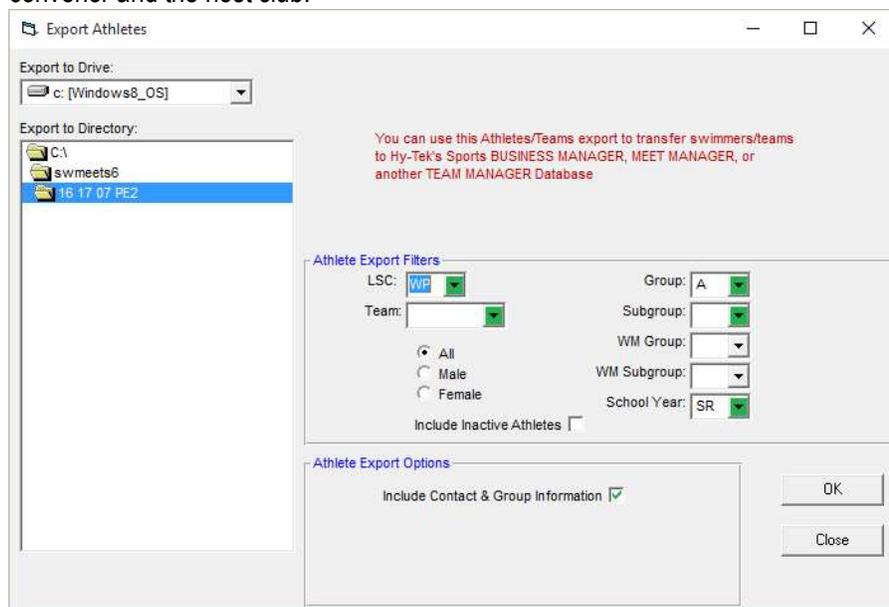
## 1 WESTERN CAPE PROFICIENCY EVALUATION PROCEDURES

The proficiency process has been simplified to ensure the system can be rollout out to all the districts in the Western Cape.

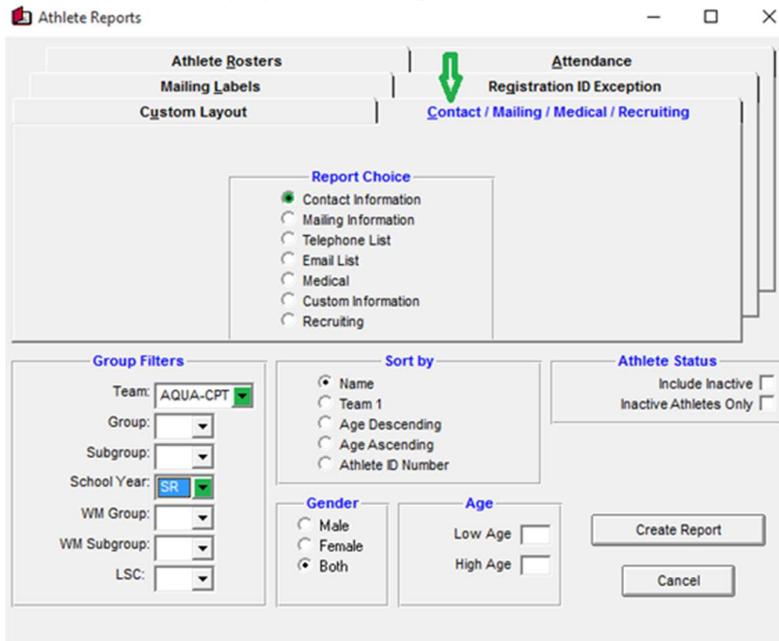
1. Proficiency evaluations are scheduled for the first weekend of the month, to allow for registration procedures to be completed.
2. All new swimmers wishing to compete at Western Cape galas need to do an evaluation
3. Schools may request evaluations to be done at their own pools
4. Each evaluation attempt will cost R50 per swimmer
5. Clubs will be granted the opportunity to host an Evaluation
6. Clubs will be required to apply at least one week in advance on the application form provided to ensure that qualified staff will be on hand to judge the candidates and run TM.
7. All individuals who wish to act as officials at an evaluation must have undergone the necessary workshop training. All officials will then receive a new designation in TM to indicate that they, in addition to their designation as official can also manage an evaluation.
8. TM operators for evaluations must also have attended the necessary workshop and received the relevant training. These individuals will be marked as DIVE CERTIFIED on the SL database.
9. On submission of the form the club will be invoiced for the number of medals to be awarded at R50 per medal and the medals will be made ready for collection by the Swimboard convenor
10. Clubs will be responsible for capturing the administrative data of a swimmer as well as the results of the evaluation in a separate Team Manager database to be provided with each application to host an evaluation. Once the evaluation has been completed the database must be sent to Swimboard ([swimboard@wpaquatics.org](mailto:swimboard@wpaquatics.org))
11. Candidate details are to include as per ID document or birth certificate. Please refer to procedures in Section 2
12. The evaluation is to determine if the candidate can swim the 4 strokes according to the FINA rules. The evaluation consist of 25 fly, 25 back, 25 free and 50m freestyle
13. Swimmers registering for an evaluation are eligible for a participation Bronze award –
  - a. result will be .03
14. Swimmers not completing at least two strokes proficiently are eligible a Silver Award –
  - a. result will be .02
15. Swimmers achieving all stroke proficiency are eligible for a Gold Award–
  - a. result will be .01
16. ONLY swimmers that have received the GOLD AWARD will be eligible to registered and enter the JUNIOR LEAGUE or if applicable SENIOR LEAGUE galas.
17. The status of a swimmer must reflect AL if Bronze or Silver was achieved and A if GOLD was achieved and the date they did the evaluation will reflect the date of the evaluation. The TM operator is responsible to ensure that all those participating are correctly designated on completion of the Evaluation.
18. No new applications for an evaluation will be entertained from a particular club until the previous database has been correctly populated according to the instructions above
19. Once successful completed BRONZE, SILVER or GOLD evaluation they will also receive a medal with the applicable bar on the medal
20. Evaluation Officials can be WPA registered judges, referees as well as WPSIA registered officials that have completed the training

## 2 CAPTURING YOUR SWIMMERS DATA FOR A PROFICIENCY EVALUATION EVENT

1. Clubs will be responsible for capturing the administrative data of a swimmer as well as the results of the Proficiency Evaluation in a separate Team Manager database to be provided with each application to host a Proficiency Evaluation. Once the evaluation has been completed the database must be sent to Swimboard ([swimboard@wpaquatics.org](mailto:swimboard@wpaquatics.org))
2. Candidate details are to include as per ID document or birth certificate:
  - a. LAST NAME,
  - b. FIRST NAME,
  - c. MIDDLE INITIAL,
  - d. PREFERRED NAME,
  - e. DATE OR BIRTH,
  - f. GENDER,
  - g. SUB GROUP = ETHNIC GROUP AS PER SA CENSUS
    - i. 1=CHINESE
    - ii. 2=AFRICAN
    - iii. 3=COLOURED
    - iv. 4=INDIAN
    - v. 5=WHITE
  - h. TEAM 1 (if the individual is not a member of a registered club they are listed as UNATTACHED,
  - i. TEAM 2(Choose the school they attend – if the school is not listed contact the Swimboard convenor to add the relevant school to the Database this should however not occur if the school is correctly indicated on the application form),
  - j. at least one parent / guardian name
  - k. PHONE NO and
  - l. SCHOOL YEAR = **SR**
  - m. EMAIL.
3. An export of the athlete roster and a contacts list needs to be shipped to the Swimboard convenor and the host club.



- a. IF your swimmer has been processed by the federation and is already on the database, Please supply contact listing of those swimmers from the database.



- 4. Entries can be shipped in to normal manner to Swimboard.
  - a. Zip File
  - b. Proof of Payment (POP)
  - c. List of entries
  - d. Officials
- 5. Events

Event #	Event Name	Event #	Event Name
1	Mixed 25 Butterfly		
2	Mixed 25 Breaststroke		
3	Mixed 25 Backstroke		
4	Mixed 50 Freestyle		
100	Mixed 800 100 SENIOR OFFICIALS		
101	Mixed 800 101 JUDGES		
103	Mixed 800 PROBATION OFFICIALS		

- 6. This process is trying to ensure a faster data capture for the proficiency AND registration for the next JL gala.
- 7. Registration batches can be accepted at the pool for processing by the Treasurer.

**\*\* NOTE: FIELDS TO CAPTURE are indicated in Green**

Proficiency Evaluation Procedures

**Athlete Information**

**Athlete Information**

Last Name: [Redacted] First Name: [Redacted] Middle: [Redacted]  
Preferred Name: [Redacted] Birthdate: DD-MM-YY [Redacted] Age: [Redacted]  
Build ID [Redacted] ID # [Redacted] Athlete Cell: [Redacted]  
Gender (M,F): [Redacted] Athlete E-Mail: [Redacted]

**Primary Contact** | **Secondary Contact** | **Medical** | **Custom** | **Email Export**

**Primary Mailing Information**

Father's Last: [Redacted] Father's First: [Redacted]  
Mother's Last: [Redacted] Mother's First: [Redacted]  
Mailing Address: [Redacted]  
Mailing Address: [Redacted]  
City: [Redacted] State: WC  
Postal Code: [Redacted] Country: RSA  
Swap Mother/Father Names, Tele, E-mail  
Fill in 'Mail To' if different from first names and last name  
Mail to: [Redacted]

Use Primary for Mailing  Use Secondary for Mailing  Use Both

**Primary Contact Information**

Home Phone: [Redacted] FAX: [Redacted]  
Father  
Office Phone: [Redacted] Cell: [Redacted]  
E-Mail: [Redacted]  
Mother  
Office Phone: [Redacted] Cell: [Redacted]  
E-Mail: [Redacted]

**Member of**

Team 1: [Redacted] Joined: DD-MM-YY [Redacted]  
Team 2: [Redacted]  
Team 3: [Redacted]  
Group: [Redacted] Joined: DD-MM-YY [Redacted]  
Subgroup: [Redacted]  
WM Group: [Redacted]  
WM Subgr: [Redacted]  
School Yr: [Redacted]

Foreign  
 Inactive  
 Dive Certified

Registration OK  
Recruiting Cancel