

# Officials and Volunteers

## ASTC Coordinator

Jenny Dunstan is the Area Swimming Technical Committee Coordinator for the ACT. Please contact her by email at [alecconvenor@swimmingact.com.au](mailto:alecconvenor@swimmingact.com.au) if you have any questions about accreditation or wish to undertake one of the modules or courses below.

## Technical Official Modules

There are a number of accredited positions which are critical to the running of a swimming meet. Separate modules are available for:

- **General Principles** - Gives a general knowledge of swimming. May be done online or in conjunction with another accreditation. The free online course is now available on the ASC Learning Portal at <https://learning.ausport.gov.au>. Please email a copy of your certificate of completion to [alecconvenor@swimmingact.com.au](mailto:alecconvenor@swimmingact.com.au) if you undertake this course online.
- **Timekeeper** - Usually the one to start with and ideally we need more than 100 at a big meet, in shifts of 1 – 2 hours!
- **Marshal** - the person who organises the swimmers as they report to the marshalling area before their race
- **Check Starter** - just before the start of the race the marshal hands the swimmers over to check starter who places them behind the blocks, making sure that they are in the correct lane. An important job at a meet!
- **Starter** - looks an easy job except for the Mens Open 50m free BUT a good starter ensures all swimmers have a fair go
- **Announcer** – critical to the smooth running of a meet
- **AOE** - works the computer and electronic automatic operating equipment
- **Recorder** – seeds entries, processes results and checks for new records. Key positions in all meets
- **Inspector of Turns** - ensure that swimmers comply with the relevant rules from the start, when turning and at the finish and in the change-over in relay events
- **Judge of Stroke** - ensure that the rules relating to the style of swimming designated for the event are observed and to observe the turns to assist the Inspectors of Turns
- **Finish Judge** - places competitors in order of finish by lane
- **Referee** - controls the meet and solves all problems. Must know everything and must have obtained accreditation for all of the other pool deck positions (except Finish Judge, AOE operator and announcer). There are also separate referee accreditations for Open Water and Multi-Class swimming. Advanced Self Management Module is completed after a candidate achieves referee status.

A swim meet needs a lot of officials and what better way to support your kids swimming and gain a better understanding of the sport in the process. *High school students are able to obtain accreditation too.*

There are also some fringe benefits! If you volunteer before the meet you will have free pool entry, you will receive a complimentary program, and lunch and snacks are usually provided at full day meets.

If you are interested in accreditation in any of these positions please contact Jenny Dunstan by email at [aleconvenor@swimmingact.com.au](mailto:aleconvenor@swimmingact.com.au) and let her know which position you are interested in.

Information about the accreditation process is below.

### **Process for Accreditation as a Technical Official**

All Technical Officials in Australia are now being trained and assessed under the guidelines of Swimming Australia's National Officiating Program. Training and assessing is conducted through competency based modules similar to workplace competency courses.

The process of obtaining accreditation is as follows:

1. Advise the ATSC Coordinator ([aleconvenor@swimmingact.com.au](mailto:aleconvenor@swimmingact.com.au)) that you are interested in accreditation and the module you are interested in.
2. Download the Swimming NSW technical official training notes and exercises from the Swimming NSW website [www.nswswimming.com.au](http://www.nswswimming.com.au) . [Go to Resources, Technical and scroll right down and click of the training notes and exercises for the position you are interested in. Notes for marshals are included in the check starter notes.]
3. Read the notes and complete the training exercises.
4. Attend a session with an accredited presenter who will give you the Swimming Australia Learner Guide and take you through it.
5. Complete the written assessment tasks in the SAL Learner Guide and undertake practical training at a meet or club night, as advised by the presenter.
6. Obtain practical experience in the position at meets or club nights.
7. When you are ready, an accredited assessor will assess you in a practical officiating environment, probably at a club meet or at club night. You will be assessed as 'competent' or 'not yet competent' against a list of criteria necessary to be competent in that technical official position. The criteria are in the SAL Learner Guide.
8. If you are assessed as competent, you do not have to wait for notification from SAL before you can perform duties as an accredited official for the position you were assessed for.

For further information on the Swimming Australia National Accreditation Program, please click [here](#). Or alternatively, please visit the [Swimming Australia website](#).

### **Other Courses:**

**Presenter and Assessor:** - Swimming NSW is offering training workshops for members who are interested in becoming accredited as presenters and assessors. Successful completion of these workshops will allow you to present modules and assess participants in modules for which you are accredited, eg, if you are accredited as a recorder and you complete the presenter and assessor workshops, you are then able to present to and assess recorder candidates.

**Running a Meet from Start to Finish:** - All Clubs are invited to nominate participants for this course. It covers exactly what the title says. It tracks the planning and action pathway for a successful meet from the initial decision to hold a meet to the completion of the event.

It has previously been held on a Saturday morning (usually 4 hours) but an early evening start on a week night may be considered if necessary.

**Meet Manager - a hands on course:** Clubs are encouraged to nominate participants for this course as Meet Manager is used at all meets. This is usually run as a day course.

**Team Manager – a practical hands on introduction:** This training is offered to clubs and small groups. Team Manager can greatly assist clubs with their swimmer/meet entry & results management and it can do much more.