

Officials and Volunteers

Introduction

A swim meet needs a lot of officials and what better way to support your child's 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 and receive a complimentary program. Lunch and snacks are usually provided at full day meets.

ASTC Coordinator

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

Process for Accreditation as a Technical Official

All Technical Officials in Australia are trained and assessed under Swimming Australia's National Officiating Program. The program is a competency based program. There are no written exams.

The process of obtaining accreditation is as follows:

1. advise the [ATSC Coordinator](#) that you are interested in accreditation and the module you are interested in. A list of modules is below.
2. download the training materials using the links for each module in the table below.
3. read the notes and complete the training exercises. Both the Swimming Australia (SAL) and Swimming NSW training materials must be downloaded and completed.
4. attend a workshop with an accredited presenter who will take you through the training materials. The ATSC Coordinator will advise you of the date and venue.
5. gain experience at meets and club nights, as advised by the presenter then check with your presenter or the ATSC Coordinator for advice on whether you are ready for assessment.
6. when you are ready, ask the [ATSC Coordinator](#) to arrange for an accredited assessor to assess you at a club meet or at club night. This is a practical assessment against the competencies listed at the back of the Swimming Australia training notes for each module.

Other Courses:

Swimming ACT also offers workshops (no assessment) for:

1. Meet Directors - running a meet from start to finish (half day course).
2. Meet Manager software - hands on course. Meet Manager is used at all meets (day course).
3. Team Manager software - a practical hands on introduction. The software assists clubs with meet entry and results management and more (day course).

Technical Official Modules

Module	Description	Training Notes
Timekeeper	Obvious– but you will learn something from the training!	SAL: Timekeeper SAL: ChiefTimekeeper NSW: Training Notes NSW: Training Exercises
Marshal	Organises the swimmers into heats before the races. Works closely with the check starters and is vital to the smooth running of a meet.	SAL: Marshal NSW: Training Notes NSW: Training Exercises
CheckStarter	Just before the start of a race the marshal hands the swimmers over to the check starter who places them behind the blocks, checking that they are in the correct lane.	SAL: Check Starter NSW: Training Notes NSW: Training Exercises
Starter	A good starter ensures all swimmers have a fair go.	SAL: Starter Part 1 SAL: Starter Part 2 NSW: Training Notes NSW: Training Exercises
Announcer	Some say the best job at a meet but also critical to the smooth running of a meet.	SAL: Announcer NSW: Training Notes
AOE/SAT Operator	Work the computers that run the scoreboard and timing equipment. Looks scary? No!	SAL: Operator of AOE Part 1 SAL: Operator of AOE Part 2 NSW: Training Notes
Recorder	Seeds entries, processes results and checks for new records.	SAL: Recorder NSW: Training Notes NSW: Training Exercises
Inspector of Turns	Ensure that swimmers comply with relevant rules from the start, when turning, at the finish and in the change-over in relay events.	SAL: Inspector of Turns Part 1 SAL: Inspector of Turns Part 2 NSW: Training Notes NSW: Training Exercises
Judge of Stroke	Ensure that the rules for each stroke are observed and observe the turns to assist the Inspectors of Turns.	SAL: Judge of Stroke NSW: Training Notes NSW: Training Exercises
Introductory Level Officiating General Principles	Gives a general knowledge of swimming officiating.	Free online course available on the ASC Learning Portal . Please email a copy of your certificate of completion to ATSC Coordinator .
Referee	Controls the meet and solves all problems. Must be accredited for all other positions (except AOE operator and announcer).	SAL: Referee NSW: Training Notes NSW: Training Exercises