

Running Timekeeper and Judge Level 1 courses at club level

I have been requested to produce a document setting out the procedure for the organisation of courses within the club environment for Timekeepers and Judge Level 1, thereby giving clubs the opportunity of tailoring the training to suit their own candidates at a convenient time and location. I appreciate that some clubs may not currently have the necessary personnel or structure, but if any club in the future needs guidance on tutoring or mentoring I am always available for discussion - either on a one to one or meeting basis.

As this document is intended as an aid to allow clubs to undertake training in a consistent manner throughout the county if anyone has any comments or suggestions upon how to improve it then please contact me at officials@leicestershireasa.org

Each candidate must be registered with the ASA in order for them to be covered by insurance whilst working on the poolside, and such registration should be arranged by each club well in advance of the tutorials commencing.

Application forms for both courses can be found at:

Club Timekeeper Link to [Timekeeper Application Form](#)

Judge Level 1 Link to [Judge Application Form](#)

Completed application forms, by the course leader for Club Timekeeper and each candidate for Judge Level 1, should be sent to me along with the appropriate fee (my address is on the second page of the application form which need not be printed off). The fee for Judge Level 1 will be refunded by the County once the candidate has passed their final poolside examination and become a licensed official. Upon receipt of application forms from the course leader I will contact British Swimming and arrange for the required number of workbooks to be printed and despatched. It will be prudent to inform me in advance of the required number of workbooks to allow the course to commence on time as the turnaround between request and delivery can be anything up to 4 weeks depending upon quantity.

Each course will require a tutor and mentor. The tutor and mentor could be the same person but it would be more advantageous if two people were involved thereby providing different experiences. The tutor delivers the course of instruction and signs off the workshop sessions. The mentor has a greater responsibility - working with the candidates on the poolside, completing comments on the Candidate Training Record Sheets and liaising with the gala referee to have Competencies signed off. The mentor need not be the same person at each gala and a candidate may work with a person assigned from another club for the duration of a particular gala but in that event it is the candidate's responsibility to obtain comments and signatures. The club mentor should keep up to date with the candidate's progress and give advice on areas requiring improvement. See below for a checklist where mentors can keep their own records of candidate's progress:

Club Timekeeper

This is an introduction into the world of the swimming official. It covers the practical aspects of what is required of a Timekeeper by means of a short theory session followed by a practical assessment. The role of the Chief Timekeeper is also covered.

Club Timekeepers are trained and assessed by their own club. They can be used as Timekeepers at unlicensed galas and level 4 licensed meets. It is in the club's own interest to train them appropriately as times recorded may be sent to rankings for inclusion on the ASA's database. The minimum recommended age for candidates to undertake this training is 14 years. As an examination guide the level of competence can be compared against a club examiner or an experienced Timekeeper or J1.

.A candidate assessment sheet can be found at: Link to [Timekeeper Assessment Form](#)

Judge Level 1

Judge Level 1 candidates are trained by the club but are assessed by a county examiner in a gala situation. For part of the gala the candidate will perform the Inspector of Turns role i.e. observing the compliance with FINA rules relating to turning of all strokes. Another part of the gala will be spent performing the same role as well as working as a Timekeeper and recording times at the other end of the pool. In addition to observing turns they will also need to observe starts, finishes and any relay takeovers. There is no formal written examination but questions may be asked before and/or during the gala to ensure the candidate is fully conversant with the Judge 1 role. It may be that Chief Inspector of Turns and Chief Timekeeper roles will not be available during the poolside examination but the candidate should be aware what these roles contain and be prepared to answer questions. Correct completion of a disqualification form will be required during the test and if an incident does not naturally occur then one will be concocted.

Useful further information:

- Summary and useful checklist for the duties of Chief Timekeeper can be found at [Link to Chief Timekeeper Duties](#)
- An Inspector of Turns summary of FINA rules crib sheet can be found at [Link to IOT Crib Sheet](#)
This is not a replacement for the workbook or the knowledge in your head but an easy aid memoir to keep on your clipboard.
- In the early stages of training it sometimes becomes difficult to remember what happens when. A document called 'turns come in three phases' which breaks down what to look for when acting as an IOT can be found at [Link to Turns come in 3 phases](#)

There are also a number of video tutorials on the web that can provide visual and verbal instructions which may be of use to candidates. These can be found as follows:

Introduction

https://www.youtube.com/watch?v=RCIEe7biXig&feature=player_embedded#!

Butterfly

<https://www.youtube.com/watch?v=kAkxeNXjV7s>

Backstroke

<https://www.youtube.com/watch?v=R5FN75s4oR0>

Breaststroke

https://www.youtube.com/watch?v=cO_0Hhfp0gU

Freestyle

<https://www.youtube.com/watch?v=05lV4Y4t3Ow>

Review All strokes for Infractions

<https://www.youtube.com/watch?v=xifsGPdkTY>

Individual Medley and Relay

<https://www.youtube.com/watch?v=rpk6YboSLsQ>

Another useful video to watch.

<https://www.youtube.com/watch?v=WA01W9-JSXs>

When all the Competencies have been signed off and the mentor is satisfied that the candidate is ready for assessment then clubs should email me at officials@leicestershireasa.org and I will arrange for an examiner to assess the candidate in a gala situation.

Ron Brewin