



OFFICIALS TRAINING

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ORDER OF EVENTS:

STEP 1 Get a Swim England number...this will insure you to be on poolside and is compulsory.
To do this contact membership@westsuffolkswimming.co.uk and Nicki will sort you out. The club will also pay for you to get this number.

STEP 2 Once you have your SE number contact Fiona on officials@westsuffolkswimming.co.uk and she will discuss a suitable time scale for you to start the course, and send you the link. **Either Fiona or Chris will aim to meet you at a training session to discuss how it all works, either before you start the course, or at some time once you have started it.**

STEP 3 Click on the link from Fiona. The course is.....'**Swimming Technical Officials – Judge 1 Theory**'
Click 'Book course' link. You will be asked to register with swimming/org. This is where your certificates will go once you have passed the online course.
When you have registered you can go back to 'Book this course' and book the course!
The course costs £20 but once you are a qualified JL1 the club will reimburse this fee.

STEP 4 Once you click and pay for the course it will take you to **AQUAHUB** where the course starts.

THE COURSE:

STEP 5 THE COURSE CONSISTS OF:

- Timekeeper (TK) / Chief Timekeeper (CTK)
- Inspector of Turns (I of T) / Chief Inspector of Turns (C I of T)

It will guide you through each step, and the World Aquatics rules concerning each step.

After completing the TK / CTK sections, you will receive a 'Certificate of Completion' that you upload to the account you registered with at **STEP 3**. After completing the other sections you will receive a 'Certificate of Completion of the Online Judge Level 1 Theory' which you also upload.

Once you have finished the whole course and uploaded the certificates your log book will automatically be sent to you from Swim England.

NOTE: You can do the two sections separately, but the mentoring needs to be done in the correct order (see STEPS 6 & 7)

STEP 6 **Now the mentoring begins:** You need to go to a gala as soon as possible to practice Timekeeping. You will be assigned to a lane with a qualified official. Usually people feel confident pretty quickly, so this may only take about 20 races. Once you are confident, having previously agreed with the referee (your mentor will guide you) you will be observed by the referee 'on the job' and if they are happy, they will give you a Certificate of Practical Competence.....you are now a qualified timekeeper!

STEP 7 **Mentoring for Inspector of Turns** is next, and is very important. This is where you will start to observe in the pool what the online course showed you. It is very different in the pool than in theory! Your mentor will talk through things to watch out for, and things that may look strange, but are actually legal. Ask lots of questions and go to as many galas as you can to get experience at this job. At a gala you may now be the actual TK, but will still be mentored as an Inspector of Turns. Every time you get any mentoring your log book must be signed by your mentor.

IMPORTANT: From the date you finish the whole online course you have **11 months** to complete your mentoring and get all the sections of your log book signed. Once you and the referees are happy that you have done enough mentoring, you will need to have a Q & A session with one of the assessing referees....this will need organising in advance as there are only 2 who can do this. Usually people know a while in advance that they are close to this anyway.

MORE INFORMATION ON WSSC WEBSITE.....OFFICIALS FACT SHEET # 3.....[ALL YOU NEED TO KNOW](#)

Any questions.....ASK FIONA

officials@westsuffolkswimming.co.uk