



TECHNICAL OFFICIALS EDUCATION PROGRAM

COMPETENCY BASED SYLLABUS

LEARNER GUIDE

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Section One: General Information

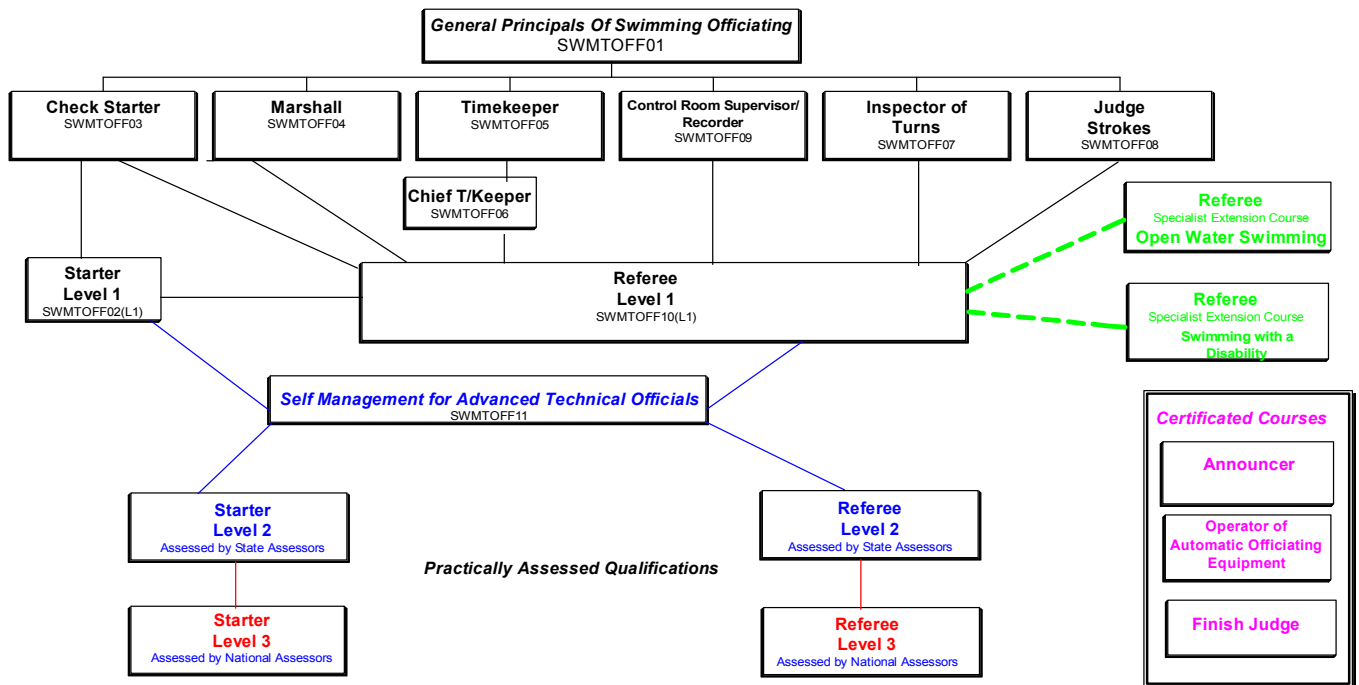
Specify the functions and structure of the proponent organisation.

Officiating Structure Chart

The pathway for Officials Education fits into the structure shown in the following Chart:

Structure of Officiating Course Delivery

Swimming Australia's National Officiating Program



Mission of the Scheme

To promote a professional approach to the identification, training, and ongoing development of technical officials for all levels of swimming conducted by, or on behalf of SAL.

Aims of the Scheme

To cater for the needs of people who perform duties in the following aspects of officiating:

- Starter
- Check Starter
- Marshal.
- Timekeeper
- Chief Timekeeper
- Inspector of Turns
- Judge of Stroke
- Recorder
- Referee
- Operator of Automatic Officiating Equipment.
- Finish Judge
- Announcer.

Access to the Scheme

No pre-requisites

Satisfactory completion of all units within the Technical Officiating Training Program will result in SAL and NOAS accreditation in one or more of the units, and will permit the person to officiate in the aforementioned roles.

Copyright information

All courses are copyright to SAL.

Provider arrangements

State and Territory affiliates of SAL are endorsed to deliver this course on behalf of SAL. No fees apply to this arrangement.

All providers must deliver training programs in accordance with the approved and registered syllabus. SAL Sport Development will monitor delivery in accordance with Section 2.9.5 below.

Section Two: Training Program Administration

2.1 Name of the training program

Swimming Technical Officials' Accreditation Program.

2.2 Integrated or separate Officiating Principles component

Integrated. This training program has been mapped to the ASC Officiating General Principles (Introductory and Advanced) and aligns fully with these competencies).

2.3 Nominal duration of this training program

29 hours (plus officiating practice and practical assessment).

2.4 Target market for this training program

This course is designed to equip the participant with the necessary skills to officiate at all SAL events and events run under FINA regulations in any of the disciplines leading to the position of Referee. The target market for this course includes currently accredited and operating officials looking to update / refresh their skills and people who are interested in becoming trained to officiate at ratified meets.

2.5 Payment of training program fees

There is no direct cost to candidates undertaking units in this program due to their volunteer status and the State/Territory Swimming Association will meet any costs.

2.6 Enrolment pre-requisites

2.6.1 Entry pre-requisites

Candidates should be of secondary school age as a minimum. Although this is the case, the age of the participant must be appropriate for the standard of event in which the participant will have to officiate.

Candidates wishing to become a Referee Level 1 must have successfully completed Units 1–9.

Candidates wishing to become a Starter Level 2 must be a practicing Starter Level 1 and have successfully completed the Self Management for Advanced Technical Officials unit.

Candidates wishing to become a Referee Level 2 must be a practicing Referee Level 1 and have successfully completed the Self Management for Advanced Technical Officials unit.

Candidates wishing to become a Starter Level 3 must be a practicing Starter Level 2

Candidates wishing to become a Referee Level 3 must be a practicing Referee Level 2

2.6.2 Physical screening check

Eyesight is an important element of Swimming Officiating. All officials should be able to have vision equal to or better than (6/6) vision with the use of visionary aids, unless specific consideration is applied in individual circumstances, based on the role being undertaken.

2.6.3 Pre-course study/preparation

It is recommended that the candidate has assisted swimming officials for a minimum of 4 hours prior to undertaking any formal training. All course materials should be read prior to attendance at the course.

2.7 Attendance requirements

Candidates must attend all course components or relevant modules as deemed appropriate by the course coordinator, unless recognition of current competency (RCC) or distance education options have been authorised by the provider.

2.8 Access and Equity

To promote access and equity, this course will:

- Have no other entry restrictions other than those mentioned above.
- Deliver the modules in a manner that provides all learners every chance of gaining competency including the development of on-line delivery of the theory components of units 1-9. This should be done with consideration to the candidate's individual learning styles.
- Assessment methods are designed to specifically assess competency against the learning outcomes, however these assessment tasks can be flexible to allow those with special needs to effectively gain competency.
- A course specific RCC process will be implemented where required.

2.9 Presenter and Assessor requirements

Course presenters/assessors must:

Have the relevant SAL Technical Officials Certification and

- Hold a Certificate IV in Assessment and Workplace Training qualification, or

- Hold the SAL Training and Assessment qualification (developed in January 2006), or
- Be a recognised and approved as an Education deliverer; or
- Have been approved by the SAL Technical Swimming Committee; or
- Be approved by the relevant State Association Development Staff member

It is recommended that all course trainers will hold the Certificate IV or SAL Training and Assessment qualification and be working with a SAL mentor to continue their development. It is envisaged that by December 2005, all SAL Technical Official Course Trainers will hold this qualification.

- Presenters/assessors will be required to maintain up-to-date familiarity with technical matters through reference to the SAL website, FINA rules and the SAL Sport Development Manager, the SAL Technical Swimming Committee or similar.
- SAL and the state and territory affiliates will implement a formalised mentoring program, which may include practical performance assessments and updating activities.

2.10 Venue

The venue for training may include:

- Theory room equipped with overhead projector, TV and video, whiteboard, adequate seating, access to washrooms and activity space.
- On-line training may occur in the candidate's home or office.
- Practical poolside training and assessment will also take place.
- Additional equipment suitable may include a video camera, flip charts and butchers paper

2.11 Recognition of Current Competency (RCC)

There will be no honorary accreditation however in the case of current practicing Technical Officials the State affiliates will be giving recognition of current competency for an initial 4 year period.

All officials must satisfy the competencies of accreditation. However, some practising officials may be able to satisfy all or most of the competencies required for accreditation without having to attend a formal course. Candidates may apply for exemption from all or sections of the course. Such people will be required to apply for formal RCC in writing to the SAL Sport Development Manager. The necessary information and RCC application package will be sent to the candidate, who is required to complete and post the information to SAL. The application will be assessed and candidates will be informed that:

1. They have successfully met all competencies and will therefore be granted RCC and accreditation.
2. They have only been successful in gaining competency in certain modules within the course and that they will need to liaise with SAL in relation to them achieving the remainder of the course competencies
3. That they have achieved none of the course competencies and will be required to attend all components of the course.

In providing sufficient evidence of RCC, it is likely that the candidate will be required to demonstrate his/her expertise in a particular area by practical demonstration.

Candidates with evidence of having achieved the following **may** gain credit, providing the SAL Sport Development Manager or the SAL Technical Swimming Committee is satisfied that the qualifications are equivalent to those established by SAL, and the candidate can demonstrate the required competencies in SAL rules and regulations. These may include;

- Equivalent overseas.
- AUSSI Masters Officiating certificate.
- NOAS courses for officials.

SAL IS DEVELOPING RCC TOOLS IN 2007 (USING THE SAME PROCESSES AS THE COACHING RCC GUIDELINES) FOR THE TECHNICAL OFFICIALS COURSES. SAL COACH RCC TOOLS ARE AVAILABLE FOR DOWNLOAD AT www.swimming.org.au

2.12 Updating

Updating will take place every 4 years and Officials must be actively officiating at relevant events and be displaying the required competencies to maintain accreditation. They must also be able to provide documentary evidence of activities as required. Information gained from practical assessments will also act as updating activities.

2.13 Responsible and ethical relations

2.13.1 Code of Practice

All officials are bound by the SAL Member Welfare Policy. This incorporates a general code of behaviour and a code of conduct for all officials. *THE SAL MEMBER WELFARE POLICY IS AVAILABLE FOR DOWNLOAD AT www.swimming.org.au*

SAL also abides by the following ASC policies:

- **Code of Practice for Training Program Deliverers**

- **Official's Code of Ethics**

2.13.2 Insurance

All officials are covered by the public liability insurance whilst attending training courses and whilst officiating at a SAL or State/Territory event. If officiating at a sanctioned state event, the state insurance will be invoked to cover the officials Public Liability.

Section Three: Broad Competency Statements and Assessment

3.1 – Competency Statements

Upon successful completion of the SAL Officials Accreditation Program, SAL trained Technical Officials will be able to:

Make Effective Decisions

- Apply the rules of SAL to make accurate and consistent decisions in SAL and State/Territory sanctioned competitions.
- Utilise appropriate interpersonal and communication skills when officiating.
- Adopt styles of officiating to reflect the level of competition

Self Manage

- Identify and relate to the roles, which various officials have at club, State and National level competitions.
- Demonstrate the values and ethical behaviour expected of club, State and National level officials. (Refer 2.13.1)

Apply Risk Management Principles

- Identify potential safety problems (risks) and implement procedures to stop or minimise these risks.

Apply Technical Knowledge

- Apply the rules of SAL competition as they relate to particular roles.
- Resolve disputes of limited complexity between athletes, coaches and officials relating to rules and competition procedures.
- Manage human and technical resources in an appropriate manner.

3.2 – Assessment

There are 10 units within the SAL Technical Officials Training Program. SAL has developed best practice, competency-based Learner Guides for each unit. These guides include content / information, activities (formative assessment tasks), assessment (summative assessment tasks), and assessment tools (to make the assessment decision and for SAL to collect evidence of competence).

Appendix 1 includes all Learner Guides.

Section Four: Training Program Syllabus

4.1 – Training Program Overview

Unit	Nominal Duration	Unit Delivery	Assessment
General Principles of Officiating Swimming	2.0 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Starter – Level 1	3.0 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Starter – Level 2	This will vary	On the job practical undertaken within the State	Satisfactory completion of practical assessment.
Starter – Level 3	This will vary	On the job practical undertaken at State Championships by National Assessment panel	Satisfactory completion of practical assessment
Check Starter	2hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Marshal	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Timekeeper	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Chief Timekeeper	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Recorder	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Operator of Automatic Officiating Equipment	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Inspector of Turns	3 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Judge of Stroke	3 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Finish Judge	3 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Announcer	3 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Referee – Level 1	3 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Self Management for Advanced Technical Officials	2 hours	Pre-course, in-course, self-paced, practical	Satisfactory completion of Learner Guide Activities and practical assessment.
Referee – Level 2	This will vary	On the job practical undertaken within the State	Satisfactory completion of practical assessment
Referee - Level 3	This will vary	On the job practical undertaken at State Championships by National Assessment panel	Satisfactory completion of practical assessment

It should be noted that delivery models may vary between, theory (face-to-face and/or self-paced), practical (simulated activities and/or real officiating situations). With this in mind, and the fact that individuals learn differently, the nominal duration for each unit of competency should be used as a general guide only.

4.2 – Unit Outlines

Note: These unit outlines have been developed to meet the needs of both the Sport Industry Training Package and the NOAS. Therefore, the design has been adapted to suit this. Areas such as “delivery strategies” and “content” are not discussed below, however the Learner Guides found in appendix 1 outline this information in detail.

Unit: General Principles of Swimming Officiating

Code: SWMTOFF01

DESCRIPTION: This unit covers the knowledge required to demonstrate an awareness of the various categories of swimming officials and a basic understanding of their broad responsibilities.

Element	Performance Criteria
1. Identify the various categories of swimming officials.	<ul style="list-style-type: none"> - All recognised swimming officiating roles are recognised. - The broad roles of each category are understood.
2. Demonstrate effective communication skills in an officiating specific environment.	<ul style="list-style-type: none"> - Effective verbal and non-verbal instructions were provided as required. - Positive, specific and immediate feedback was provided as required. - Effective communication was provided to all necessary stakeholders (officials, swimmers, parents, venue management etc). - Demonstrate an understanding of the importance of active listening in the communication process. - Demonstrate an understanding of basic conflict resolution techniques.
3. Operate in accordance with appropriate risk management principles.	<ul style="list-style-type: none"> - An understanding of basic risk management processes as they relate to swimming officiating was demonstrated.
4. Officiate ethically and within the spirit of officiating.	<ul style="list-style-type: none"> - An understanding of the SAL member Welfare Policy as it relates to officiating was demonstrated. - An understanding of the need to proactively encourage all other officials to improve and develop their skills is demonstrated. - An awareness of the need to implement the rules to match the age and skill level of the participants was demonstrated.

Range of Variables

Variable Statement	Categories
1. Officials	<ul style="list-style-type: none"> - Timekeeper - Starter - Check Starter - Marshal - AOE Supervisor - Inspector of Turns - Judge of Stroke - Announcer - Referee
2. Communication	<ul style="list-style-type: none"> - Verbal - Non-verbal - Questioning - Feedback
3. Risk identification and minimization	<ul style="list-style-type: none"> - Identify risks - Assess risks - Minimise risks - Document risks
4. Officiating environment	<ul style="list-style-type: none"> - Simulated activities - Club, district, regional, state, national or international meets.

Evidence Guide

1. Critical aspects of evidence to be considered.	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various categories and roles of swimming officials. - Assessment should occur over a period of time, covering all range of variables.
2. Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules.
3. Consistency in performance	<ul style="list-style-type: none"> - Competence in this unit of competency must be assessed at least once, in order for candidates to provide sufficient evidence.
4. Context of assessment	<ul style="list-style-type: none"> - Competency can be demonstrated in a theoretical, simulated or meet situation.

Unit: Starter – Level 1, Level 2 and Level 3

Code: SWMTOFF02

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as a Starter at sanctioned swimming events.

Note – Level 2 and 3 Starters are also required to complete unit 11 – Self Management for Level 2 and 3 Technical Officials and be practically assessed performing advanced Starter skills on the job. Performance Criteria are being developed in 2006.

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 1 hour prior to commencement of event and reports to the Referee. - Positioned starting platform in a position where Starter can clearly see all lanes. - Ensured that all equipment that is required for the task is available, appropriate, working and positioned correctly. - Ensured that the starting device & public address system (where applicable) could be seen and heard by all lanes & was appropriate for the conditions and athletes.
2. Performance of task	<ul style="list-style-type: none"> - Worked with the Referee to maintain a position where the Referee can be seen during each start. - Positioned themselves where the signal to start could be seen by all officials who need to see it. - Watched the Referee at all times prior to the handover so they could react to all instructions and signals. - Reacted immediately and appropriately to the Referee's signals and instructions. - Issued all instructions for the start after the Referee handed over control of the start. - Issued the start instructions as soon as the Starter was satisfied that all competitors were stationary. - Ensured swimmers were not held unduly after they are ready to start. - All instructions were issued clearly and in accordance with the rules. - Starting instructions were issued with the appropriate volume and tone of voice. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
3. Decision Making	<ul style="list-style-type: none"> - All recommendations regarding possible breaches of the rules were made immediately to the Referee. - All recommendations were consistent with every competitor being treated equally. - All recommendations were made clearly, concisely and in accordance with the rules.
4. Infraction Reports	<ul style="list-style-type: none"> - All infraction reports were completed accurately and pursuant to the rules. - Verbal reports were given to the Referee prior to the completion of the relevant race. - All written reports were completed expediently after the verbal report was given. - Infraction reports were printed legibly.

Element	Performance Criteria
5. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was <i>dressed appropriately</i> for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Starter	<ul style="list-style-type: none"> - Experienced - Inexperienced - Club - District - Regional - State - National - International
2. Equipment	<ul style="list-style-type: none"> - Start platform - Starting pistol (caps) / electronic starting device - Whistle - False start rope - Public address system - Transducers re AOE
3. Referee	<ul style="list-style-type: none"> - Club - District - Regional - State - National - International
4. Breaches	<ul style="list-style-type: none"> - FINA Swimming Rules re the start of all events
5. Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules
6. Appropriate Dress	<ul style="list-style-type: none"> - As designated at the individual meet

Evidence Guide

<p>1. Critical aspects of evidence to be considered.</p>	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming starters. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
<p>2. Resource implications</p>	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
<p>3. Consistency in performance</p>	<ul style="list-style-type: none"> - Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> - Competency must be demonstrated in a simulated/real swim meet situation.

Unit: Check Starter and Marshal

Code: SWMTOFF03 & SWMTOFF04

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as a Check Starter at sanctioned swimming events.

Part A – Check Starter

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 30mins prior to start of meet. - Reported to the Referee to receive any instruction. - Had all equipment required to complete task. - Ensured that the marshalling area was suitable to the needs of the event and reported any concerns to the referee.
2. Performance of Task	<ul style="list-style-type: none"> - Worked closely with the Marshal to ensure that all swimmers were ready for each event. - Moved the swimmers from the marshalling area quickly to an appropriate waiting area. - Ensured that all swimmers were in attendance as per the Marshall's markings on the race sheets. - Read the names of swimmers in a voice that could be heard clearly by swimmers but without yelling. - Took all reasonable steps to ensure the correct pronunciation of competitors' names. - Passed on any instructions/requirements from the Referee to all swimmers. - Checked all swimmers clothing and bodies to ensure that any advertising is in accordance with the rules. - Moved the swimmers quickly to the pool deck as per the instructions of the Referee. - Ensured that all swimmers were behind their correct starting position. - Indicated clearly to the Referee that all swimmers who are competing in that race were in attendance. - Did not initiate conversation or engage swimmers in unnecessary conversation or banter or request autographs. - Maintained an even disposition at all times. - Treated all competitors equally and fairly. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
3. Decision making	<ul style="list-style-type: none"> - All issues regarding possible breaches of the rules were reported immediately to the Referee.
4. Infraction reports	<ul style="list-style-type: none"> - Verbal reports were given to the Referee prior to the completion of the relevant race.

5. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.
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Range of Variables

Variable Statement	Categories
1. Equipment	<ul style="list-style-type: none"> - Clip board - Pen - Paper - Note pad - Lap top
2. Venue	<ul style="list-style-type: none"> - The pool / aquatic centre at which the event is held.
3. Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules - Event rules (as per individual/relay events)
4. Appropriate Dress	<ul style="list-style-type: none"> - As designated at the individual meet

Evidence Guide

1. Critical aspects of evidence to be considered.	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Check Starters. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
2. Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
3. Consistency in Performance	<ul style="list-style-type: none"> - Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
4. Context of assessment	<ul style="list-style-type: none"> - Competency must be demonstrated in a simulated and real swim meet situation.

Part B – Marshal

(Only those competencies not covered in Part A – “Check Starter” are included in this table).

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Checked with the Referee and Chief Recorder to ascertain any requirements in relation to condensing heats.
2. Performance of Task	<ul style="list-style-type: none"> - Marked off as present only those swimmers who were personally in the marshalling area when their names were called. - All race sheets were marked clearly to indicate swimmer was in attendance - Did not leave the marshalling area to find swimmers who were not in attendance - Condensed heats where appropriate in accordance with the instructions of the Referee, the rules of swimming and the requirements of the meet. - When condensed, all race sheets were marked clearly and legibly with both Given and Surnames of competitors. - When condensing, all race sheets were with the Chief Recorder prior to the commencement of the heat. - Ensured that only competitors and appropriate officials entered the marshalling area.

Range of Variables

Variable Statement	Categories
1. Equipment	<ul style="list-style-type: none"> - Clip board - Pen - Paper - Note pad - Lap top
2. Venue	<ul style="list-style-type: none"> - The pool / aquatic centre at which the event is held.
3. Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules - Event rules (as per individual events)
4. Appropriate Dress	<ul style="list-style-type: none"> - As designated at the individual meet

Evidence Guide

<p>Critical aspects of evidence to be considered.</p>	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming marshals. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
<p>Resource implications</p>	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated/real meet situation.
<p>5. Consistency in Performance</p>	<ul style="list-style-type: none"> - Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> - Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Timekeeper / Chief Timekeeper

Code: SWMTOFF05 & SWMTOFF06

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as a Timekeeper and Chief Timekeeper at sanctioned swimming events.

Part A – Timekeeper

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 30mins prior to commencement of event. - Reported to the Chief Timekeeper to receive any instruction.
2. Performance of Task	<ul style="list-style-type: none"> - If using a manual timing device, they were positioned where they could see the starting signal for every race. - If using a manual starting device, they started the device when the starting signal was given. - If using a manual timing device and the device did not start correctly, they advised the Chief Time Keeper immediately. - If no swimmer was in the lane, they marked the lane program with N/S. - Maintained their position over the designated lane for the entire time required. - Moved forward to the edge of the pool when the leading swimmer in the race was 15 metres from the finish. - Stood in a position that allowed them to see directly down the wall for the finish. - Stopped the timing device the moment the first part of the swimmer touched the wall. - If using a manual timing device they recorded the official lane time in the lane program. - If using a manual timing device they cleared the time when advised by the Chief Timekeeper or when the Referee signal by whistle for the swimmers in the next race to move to the starting platforms. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
3. General	<ul style="list-style-type: none"> - Maintained current knowledge of the rules of swimming. - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Part B – Chief Timekeeper

(Only those competencies not covered in Part A – Timekeeper are included in this table).

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Allocated timekeepers to lanes. - Advised Timekeepers of any requirements for the meet and ensured all Timekeepers understood their duties. - Ensured that all Timekeepers had appropriate equipment for the task (program, watch if necessary, pen/pencil, clipboard).
2. Performance of Task	<ul style="list-style-type: none"> - Monitored the Timekeepers throughout the event. - Ensured Timekeepers were positioned where they could see the starting signal for every race. - If using a manual starting device started the backup devices when the starting signal was given. - If using a manual starting device checked the timekeepers to ensure they had started their timing devices and if not, provided them with a spare device. - Ensured that Timekeepers maintained their position over the designated lane for the entire time required or arranged replacements when required - Ensured that all Timekeepers moved forward to the edge of the pool when the leading swimmer in the race was 15 metres from the finish. - Ensured that all Timekeepers stood in such a position that they saw directly down the wall for the finish and they stopped the timing device the moment the first part of the swimmer touched the wall - If using a manual timing device they recorded the official lane time in the lane program. - Thanked the Timekeepers for their efforts during the meet.
3. Decisions	<ul style="list-style-type: none"> - Reported any problems with Timekeepers immediately to the Referee.
4. General	<ul style="list-style-type: none"> - Maintained current knowledge of the rules of swimming. - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Manual Timing Device	- Stop Watch
2. Manual Starting Device	- Starter's Pistol
3. Rules of Swimming	- FINA Swimming Rules re the start of all events Event rules (as per individual events)
4. Appropriate Dress	- As designated at the individual meet.

Evidence Guide

1. Critical aspects of evidence to be considered.	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Timekeepers / Chief Timekeepers - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
2. Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
3. Consistency in Performance	- Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
4. Context of assessment	- Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Control Room Supervisor/Recorder / Operator of AOE

Code: SWMTOFF09 / SWMTOFFCC03

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively and accurately record swimmer's times and operate as an Operator of AOE at sanctioned swimming events.

Part A – Recorder

Element	Performance Criteria
Preparation	<ul style="list-style-type: none"> - Understood that the roles of the Chief Recorder include: <ul style="list-style-type: none"> o <i>Recording of withdrawals.</i> o <i>Re-seeding of heats/finals as necessary.</i> o <i>Recording of times from the AOE on the timecards using a red pen.</i> o <i>Entering the results on the official forms/results sheets.</i> o <i>Listing new records established and preparing the necessary form(s) for signature by the Referee.</i> o <i>Maintaining point scores where appropriate.</i> o <i>As Control Room Supervisor, supervise the operation of AOE/SAT</i> - Reported to Referee to receive any instructions. - Ensured that all equipment that is required for the task is available, appropriate, tested and working correctly and advised the Referee that all equipment had been tested and was operating correctly. - Checked with the Referee and Technical Manager/Meet Director to ascertain any requirements in relation to the meet. - Ensured that the Marshall understood requirements regarding condensing. - Checked with the Operator of AOE regarding procedures to be used. - Made arrangements with the Technical Manager/ Meet Director and Referee for results to be posted in a place accessible to the public. - Worked with Meet Director to answer any queries regarding entry discrepancies.

Performance of Task	<ul style="list-style-type: none"> - Demonstrated an understanding of the rules associated with seeding heats, semi finals and finals. - Understood the need to mark in the program any empty lanes for all races and controlled the withdrawals from heats and finals. - Worked with Operator of AOE to ensure that pre arranged signal was received and acknowledged when satisfied with times after every race. - Understood the need to record amended times in the results. - Worked quickly and efficiently to ensure that results of races were not unnecessarily delayed. - Checked accuracy of backup time compared to the automatic times registered, and if errors found, reported this to the Referee and Chief Timekeeper (if allocated to this task) - Understood the need to take every amended result to Referee for confirmation of result. - Maintained records and point scores where appropriate - Produced results for the meet Announcer and ensured that results were posted in the agreed place without delay at the completion of the event. - Understood the need to notify the Referee in a timely manner if there is a swim off required. - Ensured that any restrictions on entries to finals were complied with. - Maintained an even disposition and did not get flustered or upset. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was <i>dressed appropriately</i> for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
Equipment	<ul style="list-style-type: none"> - Clip board - Pen - Paper - Note pad - Lap top - Recording sheets
Venue	<ul style="list-style-type: none"> - The pool / aquatic centre at which the event is held.
Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules

	- Event rules (as per individual events)
Appropriate Dress	- As designated at the individual meet
AOE	- Automatic Officiating Equipment being used at the sanctioned state swimming association and/or SAL event

Evidence Guide

Critical aspects of evidence to be considered	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of Recorders. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating (Recorder / Operator of AOE) Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
Consistency in Performance	- Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
Context of assessment	- Competency must be demonstrated in a simulated and real swim meet situation.

Part B – Operator of AOE

(Only those competencies not covered in Part A – “Recorder” are included in this table).

Element	Performance Criteria
Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 60mins prior to start of meet. - Reported to Referee to receive any instruction. - Had access to and checked all equipment required to complete task. - Reviewed the AOE process with all / any electronic operators. - Briefed any officials re the AOE system as required. - Demonstrated an understanding of the term AOE. - Demonstrated an understanding of commonly used types of AOE, including OMEGA systems. - Demonstrated an understanding of the term semi-AOE. - Demonstrated an understanding of the procedures to be used in the case of light touches when using AOE. - Demonstrated an understanding of the procedures to be used in the case of AOE failure in a swim meet.

Performance of Task	<ul style="list-style-type: none"> - Demonstrated the ability to determine official swim times using AOE. - Checked for failures of the equipment or incorrect operation and attempted appropriate corrections. <i>This must be done in consultation with the Referee to minimise delays in the meet, and to expedite corrective action.</i> - If no start time was available, a manual start was inserted, so that at least the electronic equipment can obtain the relative order of finish. - On the receipt of information from an Operator of AOE of a failure of the AOE to properly record a time, the candidate oversaw correction of incorrect times by examining the results produced by the backup timing device or consulting with the Referee. The procedures laid out in rule SW 13 were followed. - Remained available to the Recorder to analyse any problems with the results. - Discussed with the Referee any difficulties with the operation of the AOE that were encountered. - Demonstrated an understanding of AOE procedure as they relate to FINA rules.
General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
Equipment	<ul style="list-style-type: none"> - Omega OSM-6 timing console - Omega “ARIES-21” and its accompanying Omega ARES software - “Plungers” or push-buttons for semi-automatic backup timing
Venue	<ul style="list-style-type: none"> - The pool / aquatic centre at which the event is held.
Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules - Event rules (as per individual events)
Appropriate Dress	<ul style="list-style-type: none"> - As designated at the individual meet

Evidence Guide

Critical aspects of evidence to be considered.	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of Operators of AOE. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
Consistency in Performance	<ul style="list-style-type: none"> - Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
Context of assessment	<ul style="list-style-type: none"> - Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Inspector of Turns

Code: SWMTOFF07

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as an Inspector of Turns at sanctioned swimming events.

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 60mins prior to start of meet. - Reported to Referee to receive any instruction. - Had all equipment required to complete task.
2. Performance of task	<ul style="list-style-type: none"> - Was waiting in the correct position ready for every start. - Maintained their position over the designated lane/s for the entire time required. - Stood in a position that allowed them to see directly down the wall for the turns and finish. - Stood in such a position that, when required, they could judge the swimmers body position. - Remained standing over their lane at the completion of a race if they were making an infraction report. - The designated lane/s were observed and judged equally. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
1. Decision Making	<ul style="list-style-type: none"> - All recommendations regarding possible breaches of the rules were made independently and reported immediately to the Chief Inspector of Turns/Judge of Stroke/Referee. - All recommendations were consistent with every competitor being treated equally. - All recommendations were made clearly, concisely and in accordance with the rules.
2. Infraction Reports	<ul style="list-style-type: none"> - All infraction reports were completed accurately and pursuant to the rules. - Verbal reports were given to the Referee prior to the completion of the relevant race. - All written reports were completed expediently after the verbal report has been given. - Infraction reports were printed legibly.
3. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Rules of Swimming	- FINA Swimming Rules re the start of all events
2. Appropriate Dress	- As designated at the individual meet.
3. Body Position	- Relevant to each of the four competitive strokes
4. Distracting Activities	- Talking with other officials - Talking with swimmers - Talking with parents and/or spectators - Not observing their role at all times throughout the race. - Other activities that take the focus of the person away from their role.

Evidence Guide

1. Critical aspects of evidence to be considered.	- Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Inspectors of Turns. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
2. Resource implications	- Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation
3. Consistency in performance	- Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
4. Context of assessment	- Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Judge of Stroke / Finish Judge

Code: SWMTOFF08 / SWMTOFFCC02

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as a Judge of Stroke at sanctioned swimming events.

Part A – Judge of Stroke

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 60mins prior to start of meet. - Reported to Referee to receive any instruction. - Had all equipment required to complete task.
2. Performance of task	<ul style="list-style-type: none"> - Was waiting in the correct position ready for every start. - If seated, they stood when the Referee blew the whistle indicating the commencement of start. - Maintained a position in relation to the swimmers where every swimmer under their jurisdiction could be seen in every race. - Maintained a position in relation to any other Judge of Stroke to enable the other official to perform their task. - Every designated lane was observed and judged equally. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
3. Decision Making	<ul style="list-style-type: none"> - All recommendations regarding possible breaches of the rules were made independently and reported immediately to the Referee. - All recommendations were consistent with every competitor being treated equally. - All recommendations were made clearly, concisely and in accordance with the rules.
4. Infraction Reports	<ul style="list-style-type: none"> - All infraction reports were completed accurately and pursuant to the rules. - Verbal reports were given to the Referee prior to the completion of the relevant race. - All written reports were completed expediently after the verbal report has been given. - Infraction reports were printed legibly.
5. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Part B- Finish Judge

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 30mins prior to start of meet. - Reported to Referee to receive any instruction. - Had all equipment required to complete task.
2. Performance of task	<ul style="list-style-type: none"> - Was waiting in the correct position ready for every finish. - Maintained their position for the entire time required. - Was in such a position that they clearly saw every finish - Was in such a position that, when required, they could judge the swimmers equally. - Focused entirely and exclusively on the task assigned without engaging in any <i>distracting activities</i>.
3. Decision Making	<ul style="list-style-type: none"> - All decisions were made independently and reported to the Chief Finish Judge /Referee - All recommendations were consistent with every competitor being treated equally. - All recommendations were made clearly, concisely and in accordance with the rules.
4. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was <i>dressed appropriately</i> for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Rules of Swimming	- FINA Swimming Rules
2. Appropriate Dress	- As designated at the individual meet
3. Position	- Walking along pool deck - Other vantage point that allowed all swimmers stroke's to be clearly viewed at all times.
4. Distracting Activities	- Talking with other officials - Talking with swimmers - Talking with parents and/or spectators - Not observing their role at all times throughout the race - Other activities that take the focus of the person away from their role

Evidence Guide

1. Critical aspects of evidence to be considered.	- Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Judges of Stroke. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
2. Resource implications	- Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation.
3. Consistency in performance	- Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
4. Context of assessment	- Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Announcer

Code: SWMTOFFCC01

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as an Announcer at sanctioned swimming events.

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 60mins prior to start of meet. - Reported to Referee and Meet Director to receive any instruction any requirements in relation to announcements. - Had all equipment required to complete task. - Ensured that all equipment that is required for the task is available, appropriate, working and positioned correctly. - Ensured that the volume of both voice announcement and music was appropriate. - Ensured that any music being played was appropriate to the meet. - Checked with the Referee and Chief Recorder to ascertain any requirements in relation to announcements.
Performance of task	<ul style="list-style-type: none"> - Made all required announcements in a voice, which was clearly heard and understood by all patrons. - Took all reasonable steps to ensure correct pronunciation of competitors' names. - Ensured that announcements did not interrupt the running of the meet. - Ensured that announcements provided required information for swimmers, coaches, spectators and supporters. - Maintained an even disposition and did not get flustered or upset. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.
4. Infraction Reports	<ul style="list-style-type: none"> - All Infraction reports were read in the manner prescribed by the Referee and using the wording on the actual report.
6. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Rules of Swimming	- FINA Swimming Rules
2. Appropriate Dress	- As designated at the individual meet.
3. Distracting Activities	- Talking with other officials - Talking with swimmers - Talking with parents and/or spectators - Not observing their role at all times throughout the race. - Listening to music - Other activities that take the focus of the person away from their role.

Evidence Guide

1. Critical aspects of evidence to be considered.	- Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Announcers. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
2. Resource implications	- Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation and appropriate equipment.
3. Consistency in performance	- Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
4. Context of assessment	- Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Referee - Level 1, 2 & Level 3

Code: SWMTOFF10

DESCRIPTION: This unit covers the knowledge and skills required to demonstrate the ability to effectively operate as a Referee at sanctioned swimming events.

Note – Level 2 and 3 Referees are also required to complete unit 10 – Self Management for Level 2 and 3 Technical Officials and be practically assessed performing advanced Referee skills on the job. Performance Criteria are being developed in 2006.

Element	Performance Criteria
1. Preparation	<ul style="list-style-type: none"> - Arrived at venue at least 1 hour prior to commencement of event. - Allocated all officials to tasks appropriate to their skills, training and the needs of the competition. - Undertook a risk analysis of the pool area. - Explained all requirements to officials. - Ensured that any official who was being trained was supported and assisted by an appropriate <i>mentor</i>. - Ensured the safety of self and others throughout the event.
2. Performance of task	<ul style="list-style-type: none"> - Used effective communication strategies to officiate the meet. - Used signals and whistles appropriate to the meet and in accordance with the rules of swimming. - At the start of each event was positioned in a place where they could observe the start correctly and be easily seen and heard by the Starter. - Throughout the entirety of each event it was monitored to ensure they were aware of what was happening in the water. - Throughout and at the end of every race checked around the pool to ensure that there were no possible infractions being reported. - Placed and recorded at least the first 4 places in every race (where electronic timing equipment is not available). - Checked with the AOE Supervisor at the end of every race before clearing the pool. - Checked and signed every change to the electronic times reported by either the Control Room Supervisor/Chief Recorder or the AOE Supervisor. - Worked closely with the Technical Manager/ Meet Director to ensure the smooth and efficient conduct of the meet. - Worked closely with the Control Room Supervisor/Chief Recorder to ensure the smooth and efficient running of the meet. - Worked with the Announcer to ensure the smooth and efficient running of the meet. - Analysed the performance of all other officials and undertook appropriate action to ensure that all were performing their tasks. - Focused entirely and exclusively on the task assigned without engaging in any distracting activities.

3. Decision Making	<ul style="list-style-type: none"> - All officials who made recommendations regarding possible breaches of the rules were questioned thoroughly to ensure that recommendation was being made in accordance with the rules. - All officials who made recommendations regarding possible breaches of the rules are questioned politely and shown appropriate courtesy. - All decisions made were consistent with every competitor being treated equally. - All decisions were made clearly, concisely and in accordance with the rules.
4. Infraction Reports	<ul style="list-style-type: none"> - All infraction reports were completed accurately and pursuant to the rules. - All written reports by other officials were checked for accuracy and, if inaccurate were corrected or discarded. - Infraction reports were printed legibly.
5. General	<ul style="list-style-type: none"> - Has attended a Swimming rules seminar within the past 4 years. - Was dressed appropriately for the task – where sponsor clothing was available it was worn. - Was courteous to all swimmers, coaches, parents, spectators and other officials at all times. - Possesses state specific accreditation in relation to child protection legislation.

Range of Variables

Variable Statement	Categories
1. Rules of Swimming	<ul style="list-style-type: none"> - FINA Swimming Rules
2. Appropriate Dress	<ul style="list-style-type: none"> - As designated at the individual meet.
3. Effective Communication	<ul style="list-style-type: none"> - Positive - Verbal - Non-verbal - Feedback - Instructions - Discussion - Conflict negotiation - Others
4. Mentor	<ul style="list-style-type: none"> - Trained SAL Assessor - Trained SAL Mentor - Informal Mentor relationship - Formal Mentor relationship
5. Distracting Activities	<ul style="list-style-type: none"> - Talking with other officials - Talking with swimmers - Talking with parents and/or spectators - Not observing their role at all times throughout the race. - Listening to music - Other activities that take the focus of the person away from their role

Evidence Guide

<p>Critical aspects of evidence to be considered.</p>	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various roles and responsibilities of swimming Referees. - Assessment should occur over a period of time, covering all variables, including practical (on-the-job) assessments.
<p>Resource implications</p>	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide and FINA rules. - Assessment requires access to a simulated / real meet situation
<p>Consistency in performance</p>	<ul style="list-style-type: none"> - Competence in this unit of competency should be assessed over a period of time, in order for candidates to provide sufficient evidence.
<p>Context of assessment</p>	<ul style="list-style-type: none"> - Competency must be demonstrated in a simulated and real swim meet situation.

Unit: Self-Management for Advanced Technical Officials

Code: SWMTOFF11

DESCRIPTION: This unit assists advanced Technical Officials to develop, implement and review specific and user-friendly self-management strategies to improve their officiating.

Element	Performance Criteria
1. Prepare Physically to Officiate	<ul style="list-style-type: none"> - Identify the <i>components of fitness</i> - Prioritise which components should be emphasised for advanced SAL Technical Officials - Develop an appropriate training program to improve your fitness as an advanced Technical Official
2. Develop and Monitor Mental Skills	<ul style="list-style-type: none"> - Establish long and short term goals for their officiating - Recognise the need for and apply stress management, arousal control and mental rehearsal techniques - Identify their motivational needs by applying intrinsic and extrinsic incentive methods - Manage their time to avoid burnout
3. Official Self-Analysis and Development	<ul style="list-style-type: none"> - Demonstrate the ability to undertake an officiating S.W.O.T. self-analysis - Identify the various <i>methods of officiating self-analysis</i> and understand how these could improve their officiating - Demonstrate the ability to plan, implement and review specific and individual intervention strategies designed to improve their officiating

Range of Variables

Variable Statement	Categories
1. Components of Fitness	<ul style="list-style-type: none"> - Speed - Strength - Power - Flexibility - Agility - Endurance
2. Methods of Officiating Self-Analysis	<ul style="list-style-type: none"> - Officiating Diary - Video self-analysis - Mentors

Evidence Guide

1. Critical aspects of evidence to be considered	<ul style="list-style-type: none"> - Assessment needs to confirm sufficient knowledge of the various self-management strategies used by advanced Technical Officials. - Assessment should occur over a period of time, covering all range of variables.
2. Resource implications	<ul style="list-style-type: none"> - Assessment of this unit of competency requires access to the SAL Technical Officiating Learner Guide for this unit.
3. Consistency in performance	<ul style="list-style-type: none"> - Competence in this unit of competency must be assessed at least once, in order for candidates to provide sufficient evidence.
4. Context of assessment	<ul style="list-style-type: none"> - Competency will be demonstrated in a theoretical, simulated or meet situation.

4.3 – Flexible Delivery

Participants will undertake the training using a “blended learning approach”, whereby activities and tasks will be completed using various individually specific resources, with the assistance of SAL appointed assessors and trainers. Delivery resources allow self-paced and/or face to face facilitation to occur, in addition to the on the job training requirements.

4.4 – Implementation Strategy

To ensure the consistency and quality of the training program delivery throughout Australia, the following strategies will be implemented:

- ✓ All presenters / assessors and course coordinators to hold the Certificate IV in Assessment and Workplace Training or the new SAL Training and Assessment Qualification.
- ✓ The development and implementation of a standardised and Australian Quality Training Framework (AQTF) compliant Recognition of Current Competency (RCC) tool (to be developed in 2006).
- ✓ The offering of self-paced, individually tailored learning to increase access to; and relevance of; the education.

Section Five: Officiating Practice

5.1 Timing of Officiating Practice

The requisite practical time required for Units 2 – 9 are prescribed in the Learner Guides for each Unit (these learner guides include content, activities, assessment tasks and assessment tools to make assessment decisions and collect evidence of competence. These Learner Guides have been developed to incorporate best practice competency-based training principles. **All Learner Guides are attached in appendix 1 of this submission.**

5.2 Supervision of the Officiating Practice

An assigned accredited Official Assessor / Mentor will supervise the practical officiating experience.

Supervision will involve:

- A mentoring role and at least 8 hours contact (phone, video or email is acceptable for remote areas) with the trainee official, with observation and co-officiating on at least one occasion.
- Setting tasks for the trainee official to undertake at his/her own sessions and report back.
- Assisting the trainee official to analyse his/her performance.

Assigned mentors will meet with their respective Level 1 official during or after the Official Level 1 course. This can take place via phone or email for remote areas. During the meeting the official and the supervisor should formulate a satisfactory arrangement to enable the Official Level 1 to fulfil the officiating practice requirements.

5.3 Supervisor Credit

Mentors will receive updating credit for the number of hours spent on supervising a candidate for “Official” accreditation.

Section Six: Quality Control

6.1 Monitoring Training Program Quality

An evaluation questionnaire will be distributed to all participants for courses conducted under the NOAS & SAL auspices. Nominated SAL representatives, to ensure that the quality of training delivery is adequate and to provide ongoing feedback and training to presenters, will assess course providers.

6.2 Training Program Evaluation and Review processes

An Officiating Education Review Panel has been formed to review the course each 12 months, as part of an ongoing and continual improvement program.

6.3 Grievance/Appeals Procedures

This is in accordance with the SAL Member Welfare Policy. [This policy can be obtained by liaising with SAL or by visiting the SAL website – www.swimming.org.au.](#)

6.4 Design and Review Committee

The Technical Officials Course Design and Review Committee consists of members of the Technical Swimming Committee.