TECHNICAL OFFICIALS TRAINING

SWIM AUS™

CALL ROOM SUPERVISOR

LEARNER GUIDE

CONTENTS

ABOUT THIS LEARNER GUIDE

This Learner Guide has been developed by Swimming Australia (SA) to support candidates undertaking **Unit 6 – Call Room Supervisor (Marshal)** within the SA **National Officiating Accreditation Program**.

SA and the State Technical Committees have worked in conjunction in the formulation of this document.

Swimming Australia Limited has designed the Technical Officials Training Program on a competency based training platform.

Officiating Pool Pathway
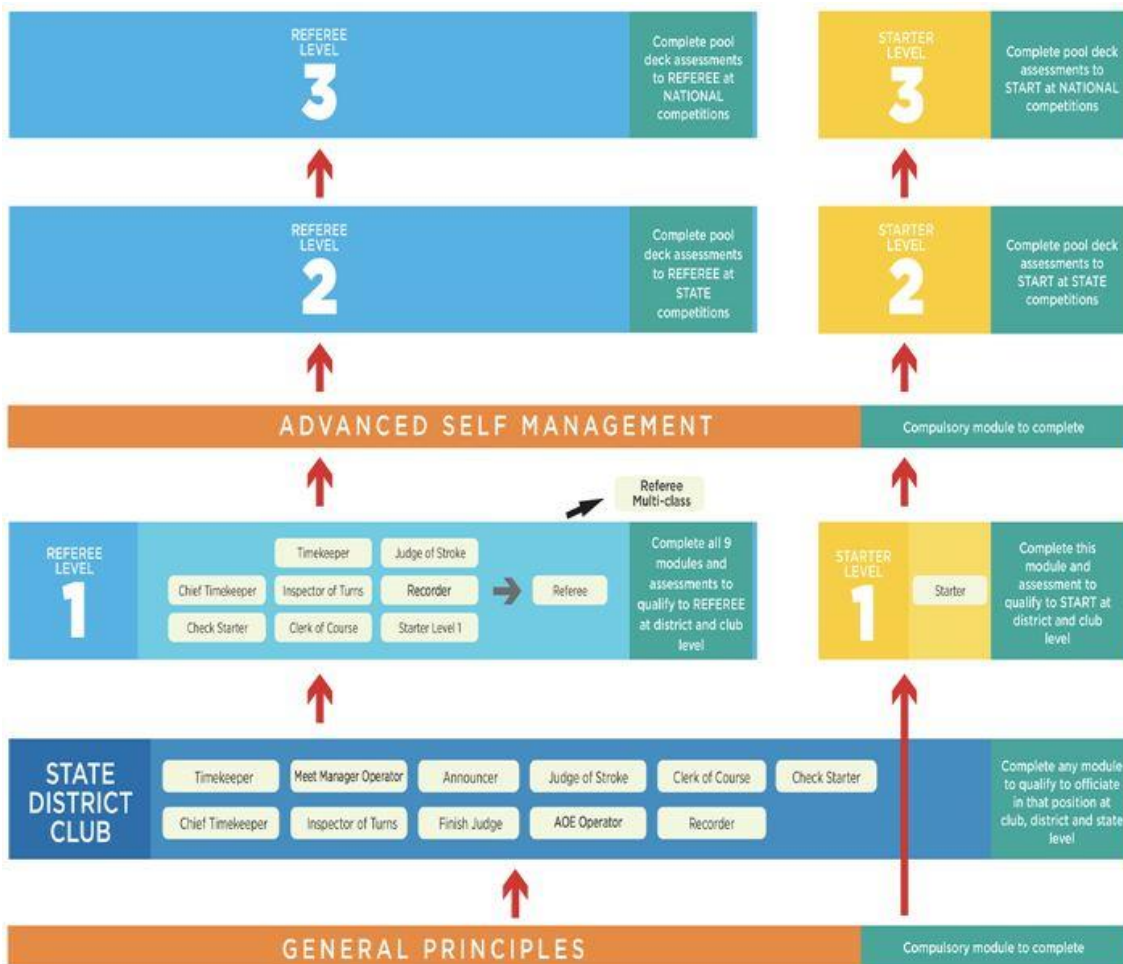
WHAT IS A COMPETENCY?

A competency can be defined as the application of skills and knowledge to an agreed standard.

Competency relates to what a person can do.

Competency standards specify the level of knowledge and skills required, and the application of that knowledge and skills for effective performance.

Australian Sports Commission Assessor Training Manual 2006

WHAT IS COMPETENCY BASED ASSESSMENT?

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved. Assessment needs to be based on established criteria. These criteria are reflected in the questions and activities set out in this Learner Guide.

HOW DO I USE THIS LEARNER GUIDE?

This Learner Guide provides you with the information and activities that will enable you to achieve competencies related to this unit of work.

You can develop competency in this unit through a combination of tasks including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing other officials during events.
- Reinforcing the skills you are learning in practical situations.
- Satisfactorily completing the activities in this Learner Guide.
- Completing the assessment activities outlined in this Learner Guide.

WHAT RESOURCES DO I REQUIRE?

The main resource you will require to complete the learning for this unit of work is this Learner Guide. You will also need a copy of the **current SAL Swimming Rules** and **access to swimming events** where you can be practically assessed as a Call Room Supervisor.

WHAT IF I ALREADY HAVE THE SKILLS?

You may have already attained the skills required to complete this learning module. If so, you can request your State/Territory Swimming Association for an initial assessment of your current competence. This assessment will determine the level of your skills and whether you need additional training.

If you would like to undertake assessment for formal recognition of your existing skills, you will be required to complete a detailed Recognition of Prior Learning (RPL) application form that will allow an assessor to review your skills against the specific requirements for this unit of work. Discuss this process with your State/Territory Swimming Association.

LEGISLATIVE REQUIREMENTS

All Swimming Officials, whether paid or unpaid, must meet the legislative requirements in each state and territory when dealing with children and vulnerable people. Please check with your State/Territory Swimming Association to complete any documentation required to meet this legislation.

WHAT ABOUT ASSESSMENT?

To undertake assessment for this unit of work, you will need to complete the following assessment tasks:

- Completion of this Learner Guide
- Completion of practical tasks

You will be assessed at a swim meet to ensure relevance of the assessment process.

When you complete the assessment within this Learner Guide and are assessed as competent by your assessor, you will be eligible to receive accreditation from SAL.

The assessment activities are found in the final section within the Learner Guide and can be identified by the icon below.

ASSESSMENT

The Learner Guide also includes a series of specifically designed learning activities which will allow you to practice your new skills prior to assessment. These activities must be completed and will be represented by the logo below.

ACTIVITY

HOW DO I START?

You can undertake the activities in the Learner Guide at your own pace, or under the supervision of your trainer/mentor.

You are ready to start.

UNIT 4:
CALL ROOM SUPERVISOR

This unit outlines a range of general skills that are required by the Call Room Supervisor. The elements within this unit are:

- **Preparation**
- **Role of the Call Room Supervisor**

Preparation

The Call Room Supervisor is very important in ensuring a smooth transition for swimmers prior to each event. An effective and well organised Call Room Supervisor can assist the swimmers, the Starter and the Referee. As with all officiating positions in the sport of swimming, a key to operating successfully as a Call Room Supervisor is that you are well prepared to carry out your duties.

Some of the steps that you will need to take in preparing for your role include:

1. Arrive at venue at least 30 minutes prior to start of meet.
2. Report to the Referee to receive any instructions and an event program.
3. Have all equipment required to complete task (pen, highlighters, withdrawal forms and race sheets).
4. Ensure the marshaling area is suitable to the needs of the event and report any issues to the Referee.
5. Meet with all other officials with whom you will be working and familiarise yourself with the pool-deck area.

ACTIVITY 6.1

For each of the 5 preparatory steps listed above, list one possible consequence that may occur if they are not undertaken.

1.

2.

3.

4.

5.

Duties

- Identify and assemble swimmers who report for competition.
- Identify the names of swimmers who do not report for the event.
- Seek permission from the Referee where amalgamations or reseeding may be possible.
- Report approval of amalgamations or reseeding to the Control Room Supervisor / Chief Recorder
- Ensure all swimmers are wearing approved swimwear.
- Ensure swimwear and pool deck equipment do not breach advertising rules.
- Ensure only authorised persons access the marshaling area.
- Ensure the marshaling board advises swimmers to report for the event in a timely manner.
- Pass completed race sheets and swimmers for each heat to the Check Starter.

Seeding of Heats, Semi-Finals and Finals

There are various FINA / SAL Rules associated with the seeding of races, all of which are important. Please read the rules below relating to the seeding of heats and then complete all Activities.

SW 3.1   Heats

SW 3.1.1   The best competitive times of all entrants for the announced qualifying period prior to the entry deadline of the competition shall be submitted on entry forms or online, as requested, and listed in order of time by the Management Committee. Swimmers who do not submit times shall be considered the slowest and shall be placed at the end of the list. Placement of swimmers with identical times or of more than one swimmer without times shall be determined by draw. Swimmers shall be placed in lanes according to the procedures set forth in SW 3.1.2 below. Swimmers shall be placed in trial heats according to submitted times in the following manner:

SW 3.1.1.1 If one heat, it shall be seeded as a final and swum only during the final session.

SW 3.1.1.2 If two heats, the fastest swimmer shall be seeded in the second heat, next fastest in the first heat, next fastest in the second heat, next in the first heat, etc.

SW 3.1.1.3 If three heats, except 400m, 800m, and 1500m events, the fastest swimmer shall be placed in the third heat, next fastest in the second, next fastest in the first. The fourth fastest swimmer shall be placed in the third heat, the fifth in the second heat, and the sixth fastest in the first heat, the seventh fastest in the third heat, etc.

SW 3.1.1.4 If four or more heats, except 400m, 800m, and 1500m events, the last three heats of the event shall be seeded in accordance with SW 3.1.1.3. above. The heat preceding the last three heats shall consist of the next fastest swimmers; the heat preceding the last four heats shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted times within each heat, in accordance with the pattern outlined in SW 3.1.2 below.

SW 3.1.1.5 For 400m, 800m and 1500m events, the last two heats of the event shall be seeded in accordance with SW 3.1.1.2.

SW 3.1.1.6 Exception: When there are two or more heats in an event, there shall be a minimum of three swimmers seeded into any one preliminary heat, but subsequent scratches may reduce the number of swimmers in such heat to less than three.

SW 3.1.1.7   Where a 10 lane pool is available and equal times are established for the 8th place in the heats of 800m and 1500m Freestyle events, lane 9 will be used with a draw for lane 8 and lane 9. In case of three (3) equal times for 8th place, lane 9 and 0 will be used with a draw for lane 8, 9 and 0.

SW 3.1.1.8   Where a 10 lane pool is not available SW 3.2.3 will apply.

SW 3.1.2   Except for 50 metre events in 50 metre pools, assignment of lanes shall be (number 1 lane being on the right side of the pool (0 when using pools with 10 lanes) when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in pool with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes. In pools using 10 lanes, the fastest swimmer shall be placed in lane 4. The swimmer having the next fastest time is to be placed on his left, then alternating the others to right and left in accordance with the submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

SW 3.1.3   When 50 metre events are contested in 50 metre pools, the races may be swum, at the discretion of the Management Committee, either from the regular starting end to the turning end or from the turning end to the starting end, depending upon such factors as existence of adequate Automatic Equipment, starter's position, etc. The Management Committee should advise swimmers of their determination well before the start of the competition. Regardless of which way the race is swum, the swimmers shall be seeded in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.

SW 3.2   Semi-Finals and Finals

SW 3.2.1   In the semi-finals heats shall be assigned as in SW 3.1.1.2.

SW 3.2.2   Where no preliminary heats are necessary, lanes shall be assigned in accordance with SW 3.1.2 above. Where preliminary heats or semi-finals have been held, lanes shall be assigned as in SW 3.1.2 based, however, on times established in such heats.

SW 3.2.3   In the event that swimmers from the same or different heats have equal times registered to 1/100 second for either the eighth/tenth place or sixteenth/twentieth place depending on the use of 8 or 10 lanes, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place after all involved swimmers have completed their heats at a time agreed between the event management and the parties involved. Another swim-off shall take place if equal times are registered again. If required, a swim off will take place to determine 1st and 2nd reserve if equal times are recorded.

SW 3.2.4   Where one or more swimmers scratch from a semi-final or final reserves will be called in order of classifications in heats or semi-finals. The event or

events must be re- seeded and supplementary sheets must be issued detailing the changes or substitutions, as prescribed in SW 3.1.2.

ACTIVITY 6.2

Assign the following swimmers to preliminary heats in a 50m event that has FINALS.

1. 00.30.05	**10.** 00.33.60 **W/D**	**19.** 00.36.02	**28.** 00.38.83
2. 00.32.24	**11.** 00.33.91	**20.** 00.36.37	**29.** 00.39.60
3. 00.32.29	**12.** 00.39.90	**21.** 00.36.40	**30.** 00.39.78
4. 00.32.59 **W/D**	**13.** 00.34.02	**22.** 00.36.50	**31.** 00.40.00
5. 00.32.70	**14.** 00.34.37 **W/D**	**23.** 00.36.60	**32.** 00.40.20
6. 00.32.70	**15.** 00.35.42	**24.** 00.37.21	**33.** 00.47.50
7. 00.33.00 **W/D**	**16.** 00.35.37	**25.** 00.37.78	
8. 00.33.10	**17.** 00.35.80	**26.** 00.37.90	
9. 00.33.26	**18.** 00.35.93	**27.** 00.38.83	

W/D – *Swimmers Withdrawn*

	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
Heat 1						
Heat 2						
Heat 3						
Heat 4						
Heat 5						

Insert swimmers' numbers into the table according to Heat and Lane allocations.

ACTIVITY 6.3

What action should be taken if two or more swimmers from the heats of an event, in an 8 lane pool, have equal times (to 1/100th of a second) for eighth place in the final?

ACTIVITY 6.4

What action should be taken if two or more swimmers from the heats of an event, in an 8 lane pool, have equal times (to 1/100th of a second) for eighth place in a semi-final?

ACTIVITY 6.5

From the following information obtained from preliminary heats, assign the swimmers to Semi-Final 1 & 2 of the event, and identify two reserves.

	OFFICIAL TIMES			
	Heat 1	**Heat 2**	**Heat 3**	**Heat 4**
Swimmer 1	**1.** 02.35.30	**1.** 02.39.90	**1.** 02.33.30	**1.** 02.33.80
Swimmer 2	**2.** 02.35.60	**2.** 02.33.70	**2.** 02.40.75	**2.** 02.28.40
Swimmer 3	**3.** 02.40.10	**3.** 02.24.70	**3.** 02.39.56	**3.** 02.31.60
Swimmer 4	**4.** 02.38.88	**4.** 02.27.50	**4.** 02.25.00	**4.** 02.30.50
Swimmer 5	**5.** 02.35.30	**5.** 02.31.70	**5.** 02.29.30	**5.** 02.24.60
Swimmer 6	**6.** 02.41.50	**6.** 02.38.85	**6.** 02.40.60	**6.** 02.34.00

	Lane 1	**Lane 2**	**Lane 3**	**Lane 4**	**Lane 5**	**Lane 6**
Semi-Final 1						
Semi-Final 2						
Reserve 1						
Reserve 2						

Insert swimmers' numbers into the table according to Semi-Final and Lane allocations. Reserve swimmers are to be entered into the reserve boxes according to order.

Procedures

- The Call Room Supervisor may call up swimmers by either word of mouth or event board. The process to be used should be agreed upon prior to the commencement of the meet.

- Swimmers entered in the first 2 events of a session must report to the marshaling area at least 10 minutes prior to the commencement of the session. Thereafter, swimmers must report to the marshaling area at least two events prior to the event in which they are entered. This allows time for the swimmers to be assembled in readiness for their event.
  > *Note: The swimmer should report in person to the marshaling area. Another swimmer cannot mark a swimmer as present, however their Team Manager or Coach may.*
  > *Note: Swimmers who do not report to the marshaling area in accordance with the above shall be deemed to be a withdrawal.*

- The full names of the swimmers must be called clearly. Do not address swimmers by surname only or by given name only.

- Consideration should be given to any swimmer with hearing impairment and/or intellectual impairment, who may require additional communication methods when marshaling. Multi Class swimmers may have support staff with them for assistance.

- Mark/highlight the names of swimmers who are present and:
  - Cross off the names of those who have completed a withdrawal form (where applicable) to indicate they will not be taking part in the event.
  - Where a swimmer fails to marshal they should be marked as DNR (Did Not Report) on the race/marshaling sheets.
  - Any swimmer who subsequently arrives late should be taken to the Referee, who will decide whether or not they can compete in that event.

    > *Note: Clerks of Course are not to leave the marshaling area to go in search of swimmers who fail to report for an event.*
    > *Note: The Clerk of the Course has no authority to disqualify a swimmer.*

- At meets where heats and finals are contested, the Call Room Supervisor is responsible for receiving Withdrawal Forms from swimmers who wish to withdraw from semi/finals. In such instances, a Withdrawal Form must be completed.
  - Withdrawal forms can be lodged either personally by the swimmer or through their authorised representative (eg coach, team leader) within 30 minutes of the posting of the results of the specific event.

    > *Note: once a Withdrawal Form has been submitted, it cannot be withdrawn.*

ACTIVITY 6.6

It is important for swimmers to know that they need to report personally to the marshaling area prior to an event. How could you as a Call Room Supervisor at a local Inter-Club Meet educate swimmers, coaches and parents, to make sure that swimmers report to marshaling on time prior to the event?

ACTIVITY 6.7

Why is it important for Clerks of Course to notify the Referee if a swimmer is late to report to marshaling?

Where swimmers have withdrawn from an event, the Call Room Supervisor may see that practically, the event could be amalgamated or reseeded.

Amalgamation

- The Call Room Supervisor shall report direct to the Referee (not to the recording room) and request permission to proceed with amalgamation.

  Note: The time required to combine 50m and 100m heats may not warrant doing so.

- If the Referee grants permission, then the Call Room Supervisor shall provide the Control Room Supervisor / Chief Recorder with the following information:
  - *Heat Number*
  - *Lane Number*
  - *Full name of swimmer/s being removed*
  - *State new heat / lane assignments*

- After the swimmers have been arranged in their new race order, the Call Room Supervisor will hand the swimmers over to the Check Starter.

- Should a swimmer report late, the Call Room Supervisor must inform the Referee. The Referee will use their discretion in deciding whether or not to permit the swimmer to compete.

Re-seeding

- The Call Room Supervisor shall report direct to the Referee (not to the recording room) and request permission to proceed with re-seeding.

  Note: The time required to combine 50m and 100m heats may not warrant doing so.

- If the Referee grants permission, then the Call Room Supervisor shall provide the Control Room Supervisor / Chief Recorder with the following information:
  - *Event number*
  - *Heat Number*
  - *Lane Number*
  - *Full name of swimmer/s being removed*

- The Control Room Supervisor / Chief Recorder will re-seed the event and a new Race Sheet is printed. This should be used by the Call Room Supervisor to arrange swimmers in the correct order for their race. The Call Room Supervisor will then hand the swimmers over to the Check Starter.

ACTIVITY 6.8

If an event is reseeded who does the Call Room Supervisor need to inform?

ASSESSMENT

Task 6.1:

Answering these questions will assist you in your preparation for being assessed as competent as a Call Room Supervisor.

1. If a swimmer reports late to the Marshalling Area, can a Call Room Supervisor disqualify the swimmer from competing?

2. Under what circumstance would the Call Room Supervisor recommend the amalgamation of heats in an event? How does this differ to the circumstance when they would recommend the re-seeding of an event?

3. In which circumstances could a heat use less than two lanes?

4. In an event with only one heat, in which lanes should the fastest two swimmers be placed in an 8 lane pool?

5. What communication considerations should be given for Multi Class swimmers?

Task 6.2:

You are required to be assessed performing the duties of Call Room Supervisor in a full session of a Swim Meet. This will give you the opportunity to provide evidence of your competence in a swimming specific environment.

ASSESSMENT TOOL – UNIT 4 CALL ROOM SUPERVISOR

Element / Performance Criteria Call Room Supervisor	Displayed Competency		Comments
	YES	**NO**	Must be completed if Competency has been marked **NO**
1. Preparation			
1.1 Arrived at venue at least 30 minutes prior to the start of event and reported to the Referee.			
1.2 Ensured that all equipment required for the role was available (e.g. pen, highlighters, withdrawal forms, race sheets)			
1.3 Checked with the Referee to ascertain any requirements in relation to amalgamating or re-seeding events.			
2. Performance of Task			
2.1 Marked off as present only those swimmers who personally reported to the marshaling area.			
2.2 All race sheets were marked clearly to indicate the swimmer was in attendance.			
2.3 In a controlled manner, read the first and last names of the swimmers in a voice that could be clearly heard by the swimmers.			
2.4 Passed on any instructions/requirements from the Referees to all the swimmers.			
2.5 Did not leave the marshaling area to find swimmers who were not in attendance.			
2.6 Amalgamated or re-seeded events in accordance with the instructions of the Referee, the rules of swimming and the requirements of the meet.			
2.7 When amalgamating, all race sheets were marked clearly and legibly with both first and last names of the swimmers.			
2.8 When amalgamating, all race sheets were with the Control Room Supervisor / Chief Recorder prior to the commencement of the race.			
2.9 Ensured that only swimmers and appropriate officials entered the marshaling area.			
2.10 Did not initiate conversation or engage swimmers in unnecessary conversation or banter or request autographs.			
2.11 Maintained an even disposition at all times.			
3. General			
3.1 Was dressed appropriately for the task.			
3.2 Treated all swimmers equally and fairly.			
3.3 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
3.4 Possesses State-specific accreditation in relation to child protection legislation.			

Name of Candidate: _____

Swimming Club: _____

National Technical Official Accreditation Number: _____

State-Specific Working With Children Card No _____

State-Specific Working With Children Card Expiry Date: _____

Date of Assessment: _____

Name of Assessor: _____

ASSESSMENT DECISION:

Competent ☐   Not Yet Competent ☐

Assessor Signature: _____

Candidate Signature: _____

FUTURE TRAINING/ASSESSMENT RECOMMENDATIONS: