

TECHNICAL OFFICIALS TRAINING



RECORDER

LEARNER GUIDE

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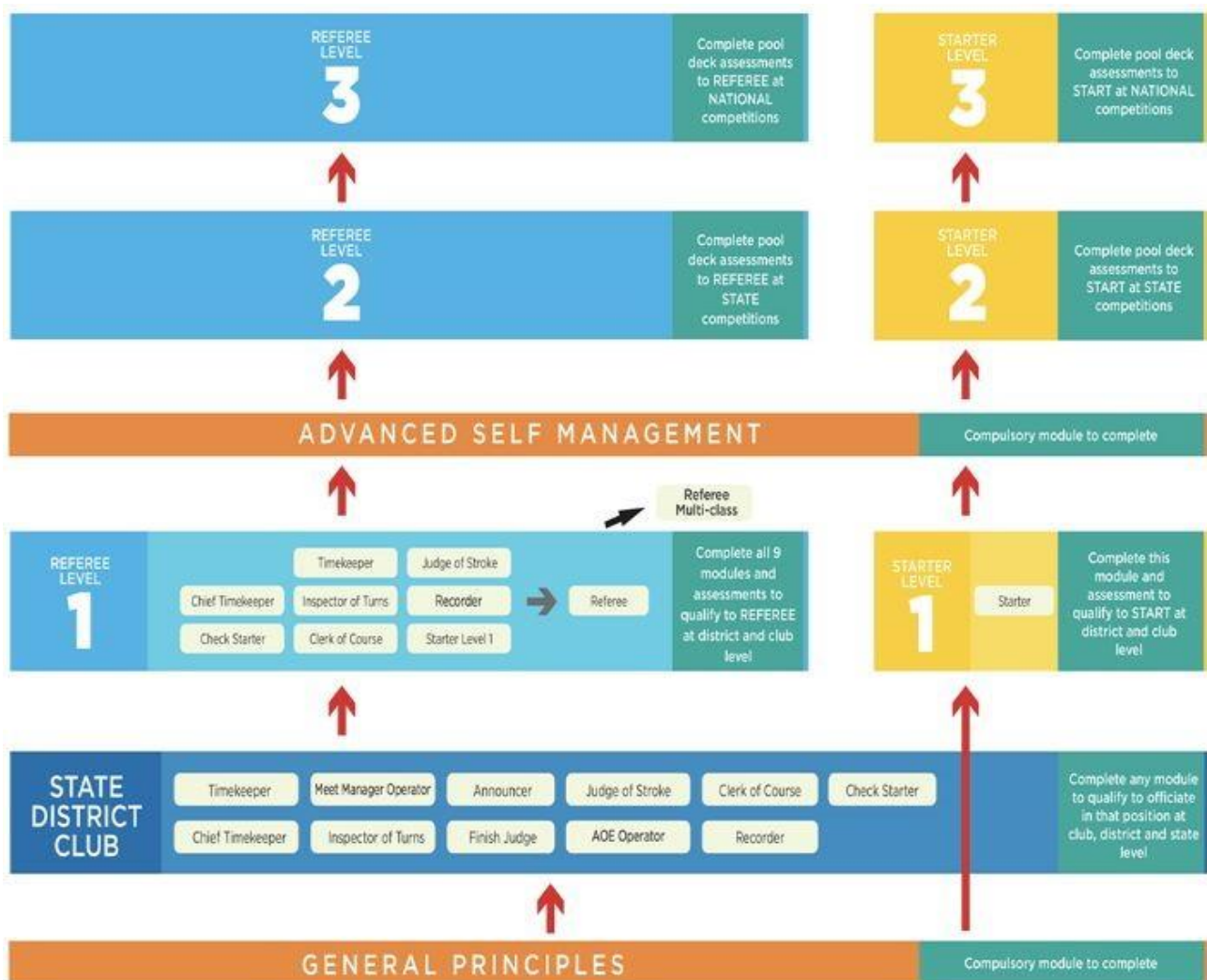
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ABOUT THIS LEARNER GUIDE

This Learner Guide has been developed by Swimming Australia (SA) to support candidates undertaking, **Unit 9 – Recorder** within the SA **Technical Officiating Accreditation Program**. 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?

You will require this Learner Guide as well as a copy of the current [SA Swimming Rules](#) and access to swimming events where you can be practically assessed as a Recorder.

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 the 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 SA. 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 9: RECORDER

NOTE: Throughout this Learner Guide, all references made to Recorder apply also to the Chief Recorder and the Control Room Supervisor. Not all levels of meets will have a Chief Recorder. The Control Room Supervisor role is normally reserved for State and National level meets.

This unit outlines a range of skills that are required by Recorders. The elements within this unit are:

- **Preparation**
- **Role of the Recorder**

Preparation

The Recorder plays a very important role in ensuring results are accurate, as well as controlling withdrawals after heats, listing new records established and maintaining scores where appropriate.

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

1. Arrive at venue at least 60 minutes prior to start of meet.
2. Report to the Referee / Meet Director to receive any instructions.
3. Have all equipment required to complete task, ensuring it is tested and working correctly
4. Meet with all other officials with whom you will be working and familiarise yourself with the Recording Room area.

Role of the Recorder

The Recorder is responsible for the following:

- Recording of times (from AOE or timekeepers) to the result sheets
- Recording of withdrawals
- Amalgamation / reseeding of events as necessary
- Where appropriate and/or necessary;
 - Checking results of computer printouts
 - Checking relay exchange printouts and reporting early take-offs
 - Checking placings and records
- Entering the results on the official forms / results sheets
- Listing new records established and preparing the necessary form(s) for signature by the Referee
- Maintaining point scores where appropriate
- Witnessing the Referee's signing the results when required.

Additional Information for Recorders

- Only the Referee can disqualify a swimmer or relay team. The Recorder should ensure that the infraction report slip(s) presented are duly signed by the Referee. (Only the letters “DQ” are transcribed onto the results sheets when a swimmer is disqualified.)
- The Meet format should decide the method of seeding. Where heats and finals are to be contested, seeding shall be in accordance with FINA Rules. For timed final events, the fastest swimmers are placed in the last heat and the next fastest swimmers in the second last heat, etc.
- When assigning swimmers to lanes, the fastest swimmer is allocated the centre lane (lane 3 in a six lane pool, lane 4 in an 8 or 10 lane pool). The next fastest swimmer is placed to the left of that swimmer, then right, in accordance with times.
- When 50m events are contested in 50m pools, the races may be swum 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, depth of pool, etc. The swimmers are placed in the same lanes in which they would be seeded if they were both starting and finishing at the starting end.
- Where withdrawals result in a reduction in numbers of swimmers and it would be sensible and appropriate to reduce the number of heats, the Clerk of Course or Recorder shall notify the Referee, who will instruct the Recorder to reduce the number of heats by either amalgamating or fully reseeding the event.

DEFINITION:

Amalgamation – When swimmers in the first heat of an event can be placed into the empty lanes in the second heat due to withdrawals.

Reseeding – When heat/s can be removed from an event due to swimmers across the whole event withdrawing.

- When an amalgamation of heats is carried out and only the slowest heat is eliminated, the other heats will retain their original number.
- When the whole event is being reseeded, ALL the heats are re-numbered and the event will commence with heat 1.
- For relay events, relays forms must be submitted to the Recorder prior to the start of the session in which the event takes place. Relay forms record the names, in swimming order, of team members and reserves.
- After the Recorder has checked the relay forms, a list of relay teams and corresponding swimmers in each team should be handed to the Clerk of Course. Copies should also be passed to the Announcer for use during the event.
- The Recorder may receive queries regarding omission of entrants from the program. If, when the original entry documentation is checked, the omission is due to an

oversight, in agreement with the Technical Manager or Meet Director, the swimmer(s) should be added to the event/s. The program is not reseeded.

- When a result is queried, the Referee will pass the query to the Recorder to check the details. All the information pertaining to the query is then passed back to the Referee.
- When an error in the results compilation is found, the Referee will instruct the Recorder to make the necessary correction and have the correction announced.
- Swimmers / relay teams with equal times to 1/100th of a second are awarded the same style of medal. When this happens the next place in order is not recorded for awards.
- The Referee is responsible for approving the final results of an event.

NOTE: The Recorder must not assume that any action they may take would have been the decision taken by the Referee. Any matter requiring a decision outside the normal scope of the Recorder's duties should be referred to the Referee during the running of the competition.



ACTIVITY 9.1

What might be a case where the Recorder is required to reseed an event? What are some possible consequences of reseeding?



ACTIVITY 9.2

Assign the following list of swimmers to preliminary heats in a **TIMED FINAL**

1. 09.41.05	7. 10.02.99 W/D	13. 10.21.31	19. 10.53.40
2. 09.44.16	8. 10.05.00	14. 10.27.50	20. 11.05.62 W/D
3. 09.50.40	9. 10.07.63	15. 10.40.10 W/D	21. 11.21.31
4. 09.51.00	10. 10.08.40	16. 10.44.64	22. 11.22.26
5. 09.54.00	11. 10.13.00	17. 10.45.77	23. 11.27.00
6. 10.00.00	12. 10.20.00	18. 10.48.00	

W/D – Swimmers Withdrawn

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

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

Seeding of Heats, Semi-Finals and Finals

There are various FINA / SA 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 9.3

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						
Heat 6						

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

**ACTIVITY 9.4**

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 the final?

**ACTIVITY 9.5**

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 9.6

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.



ACTIVITY 9.7

What actions would you take if withdrawals result in a reduction in the numbers of heats?



ACTIVITY 9.8

If a result is queried by a swimmer, coach, parent, etc, what action should the Recorder take?



ACTIVITY 9.9

What action is taken if two swimmers in a final or timed final record the same time to 1/100th of a second?



ASSESSMENT

You are required to be assessed performing the duties of Recorder 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 9 RECORDER

Element / Performance Criteria RECORDER	Displayed Competency		Comments <small>Must be completed if Competency has been marked NO</small>
	YES	NO	
1. Preparation			
1.1. Arrived at venue at least 60 minutes prior to start of the Meet.			
1.2. Reported to the Referee to receive any instructions.			
1.3. Ensured that all equipment required for the task is available, appropriate, tested and working correctly and advised the Referee of any issues.			
1.4. Made arrangements with the Referee / Meet Director for results to be posted in a place accessible to the public.			
1.5. Where available, ensured that Meet Mobile was set up and being updated throughout the Meet.			
1.6. Worked with the Referee / Meet Director to answer any queries regarding entry discrepancies.			
2. Performance of Task			
2.1. Demonstrated an understanding of the rules associated with seeding heats, semi finals and finals.			
2.2. Controlled the withdrawals from heats and finals.			
2.3. Worked with the AOE Operator to ensure that times for every race were not accepted into Meet Manager until confirmed as official.			
2.4. If backup times were required by the AOE Operator, ensured that the amended times were accurately recorded in the results and reported this to the Referee.			
2.5. Worked quickly and efficiently to ensure that results of races were not unnecessarily delayed.			
2.6. Maintained records and point scores where appropriate.			
2.7. If in the role of Chief Recorder, ensured that all other Recorders performed tasks as required.			
2.8. Produced results for the Announcer and ensured that results were posted in the agreed place without delay at the completion of the event.			
2.9. Maintained an even disposition and did not get flustered or upset.			
2.10. Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
3. Post Meet			
3.1. Remained after the last race until advised by the Referee that they may leave.			
4. General Competencies			
4.1. Was dressed appropriately for the task.			
4.2. Was courteous to all swimmers, coaches, parents, and officials at all times.			
4.3. 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: