

ASSESSMENT TOOL – UNIT 9 RECORDER

Element / Performance Criteria RECORDER	Displayed Competency		Comments
	YES	NO	Must be completed if Competency has been marked 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: