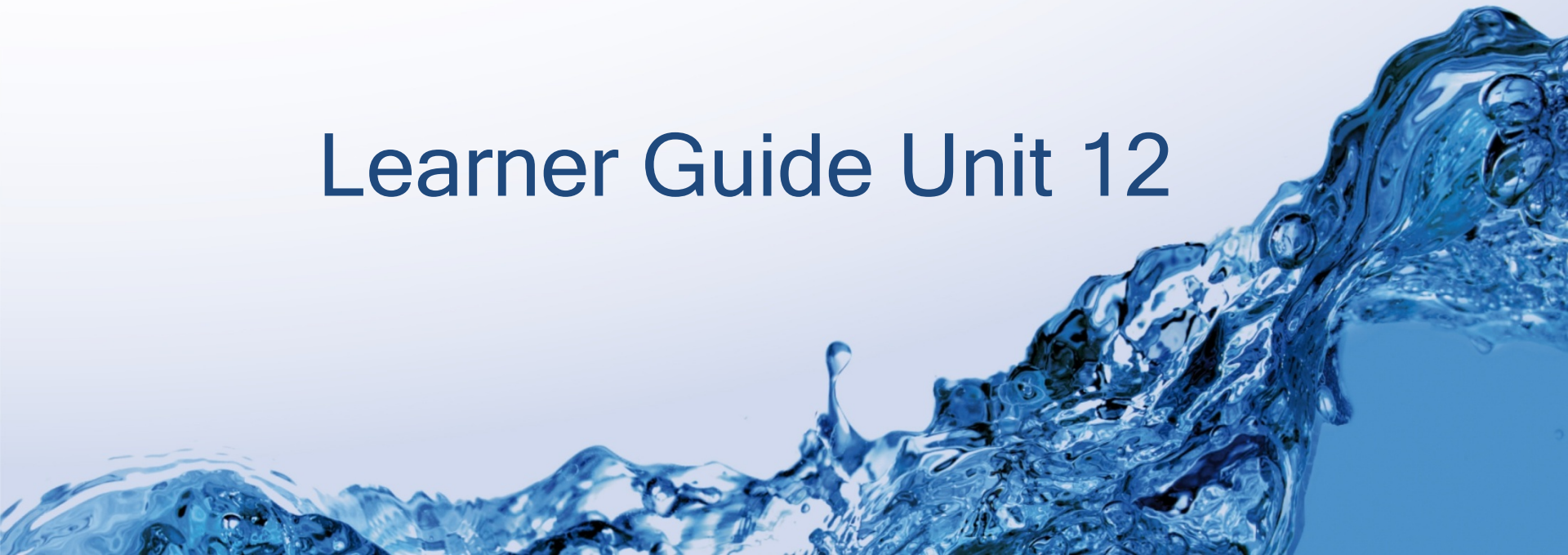# Meet Manager Operator

Learner Guide Unit 12

Introduction

- Welcome

- Introductions: Facilitator/s and background.

- Participant introduction and why you want to become a Technical Official.

- The program and format of the workshop.

Introduction (cont)

- Technical Officiating within Australia – Pathways.

- Unit Learner Guide Overview.
  - Competencies, learning outcomes and assessment tasks for the unit.

- Overview the policy and legislative requirements for being a Technical Official within Australia.

Technical Officiating Pathway

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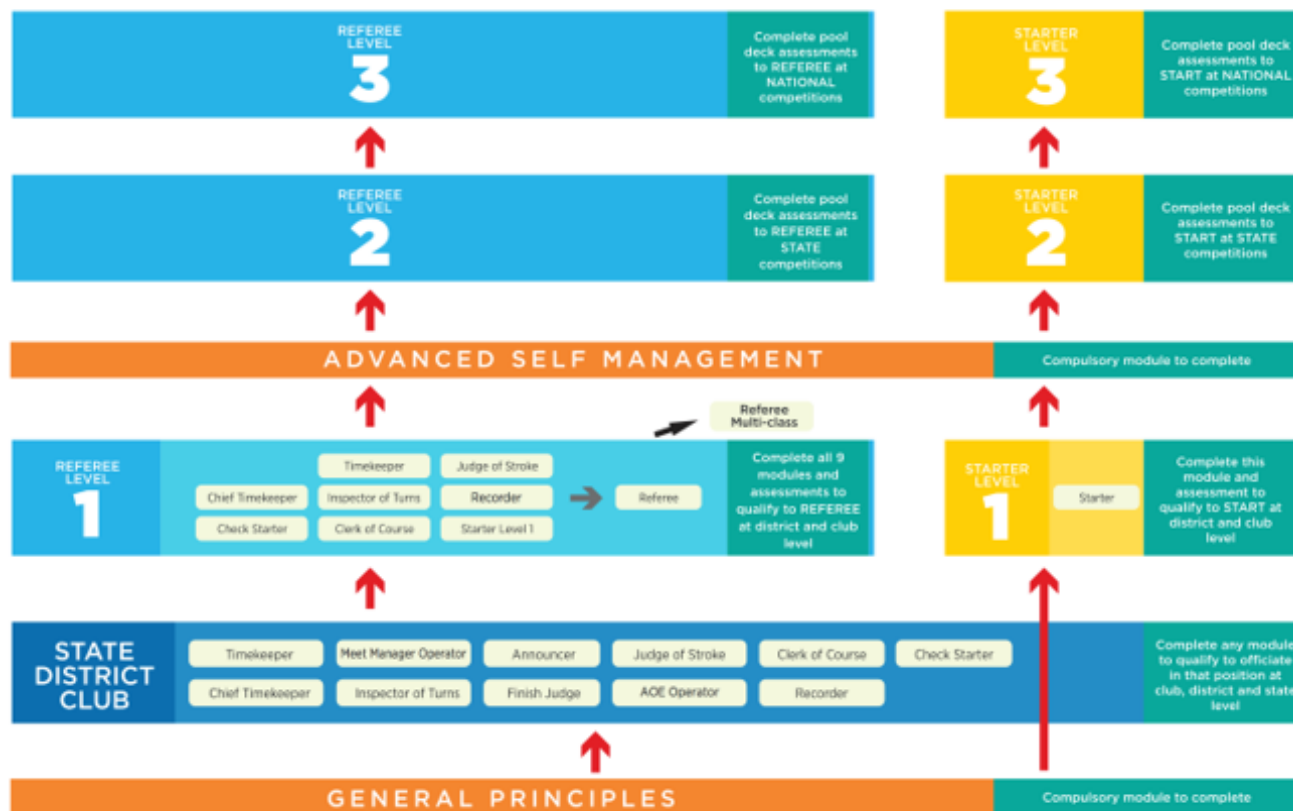
Competency

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.

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.

Resources, Skills and Legislation

What resources do I require?

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

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.

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.

Meet Manager Operator

- How would a Meet Manager Operator prepare for a Meet upon arrival at venue?

- List all the roles you can think of that a Meet Manager Operator would be required to do.

- What items/equipment do you need to carry out your role?

Preparation

The Meet Manager Operator plays a very important role in ensuring that programs, results, scores and records are accurately recorded and published. Just as with all other officiating roles in the sport of swimming, pre-event preparation is a key factor in effective operations.

Note: Not all levels of meets will have a separate Meet Manager Operator and Recorder. These roles may be performed by the same person.

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

- Arrive at venue at least 60 minutes prior to start of meet.

- Report to the Referee and Recorder/Chief Recorder/Control Room Supervisor to receive any instructions.

- Have all equipment required to complete task, ensuring it is tested and working correctly

- Meet with all other officials with whom you will be working and familiarise yourself with the Recording Room area.

Role

The Meet Manager Operator requires a thorough knowledge of the Computer program being used before the role can be undertaken. SAL events as with most State Swimming events use the Meet Manager program (hence "Meet Manager Operator") but there are other Swim event programs available.

Below is a summary of the duties and responsibilities of the Meet Manager Operator.

Note: the duties will depend upon the size and type of meet.

The Meet Manager Operator is responsible for the following:

Role (cont)

Pre-meet

- Check the meet rules with regards to entries, withdrawals, seeding and scoring

- Set up scoring preferences as required

- Load the meet database

- Liaise with the timing operator and ensure the interface between the timing equipment and Meet Manager program is working

- Check the printer is working

- Set up the Meet Mobile connection

- Print lane/timer sheets (UK Judge's sheet) for Clerk of Course

- Produce a Time Line Report as required

Role (cont)

Relays

- Place relay swimmers into teams in Meet Manager program as forms are received
- Print relay reports for the Referee, Announcer, Clerk of Course and other personnel as required

Withdrawal from Heats

- Scratch swimmers from events as withdrawal forms are received
- Advise the Referee/ Recorder where heats could be amalgamated or events reseeded
- The Referee will make the decision whether or not to amalgamate / reseed

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.

Role (cont)

Following the completion of each heat

- Wait for the all clear from the Referee before accepting the times

- Where applicable, compare the AOE times to the back-up times to ensure the official times and placings are correct – notify the Referee/ Recorder of any discrepancies

- Check the split times are complete (if applicable)

- Upload results to Meet Mobile

Role (cont)

Following the completion of each event

- Produce result sheets, checking:
    - Times and placings are correct for the entire event
    - No shows are not listed
    - If swim-off is required for semi/finals
    - Update records as directed
    - Ensure points are displayed on printouts as required
    - Check qualification of visitors for finals (if applicable)
- When result sheets are correct, they can be published via hardcopy and/or internet

Role (cont)

Withdrawals from Finals

- Swimmers have 30 minutes in which to withdraw from a semi/ final

- Time is calculated from the time stamp on the top of the results printout

- Numbers of visitors permitted into finals varies depending on purpose / type of meet

- Clerks of Course are to notify the Recorder of withdrawals as the signed form is received

Role (cont)

Preparation for Finals

- When an event has closed for withdrawals, the Meet Manager Operator scratches received withdrawals and seeds the semi/final

- Check the finals sheets before printing to ensure accuracy

- NB: Multi-class finals require manual seeding by time

- Print copies of the finals program for distribution

- Print lane/timer sheets for Clerk of Course

- Score events as required (Age Champions etc)

At Conclusion of Meet

- Print reports as required

- Create a back-up of the meet database

Review

- Did you consider all of the above roles in your list?

- A thorough knowledge of the computer program is required.

- This role requires a good working relationship with the AOE Operator and the Recorder – results must be published accurately and in a timely manner.

Practical Assessment

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

- Completion of this Learner Guide
- Completion of all activities
- Undertake a Practical Assessment working in this role.

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.

Workshop Closure

- Summary of Learner Guide Unit

- Participants Feedback Form

- Where to from here?

- Follow up

- Questions

Thank you