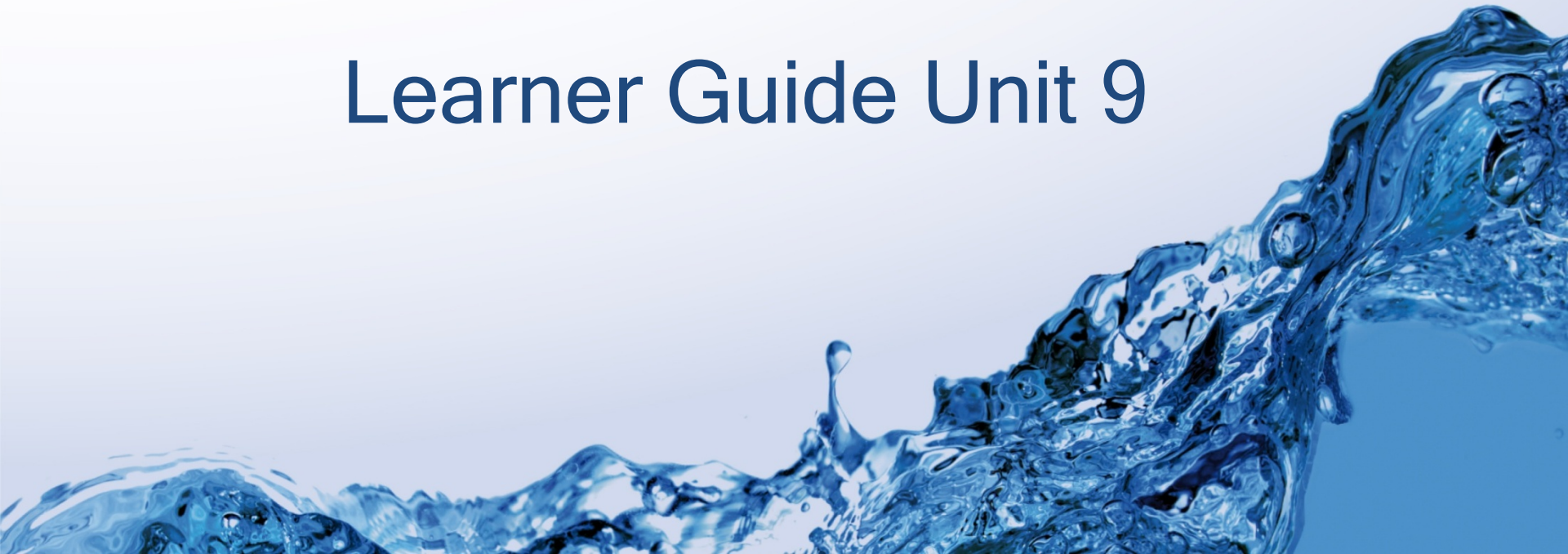


# Recorder

## Learner Guide Unit 9



# Introduction

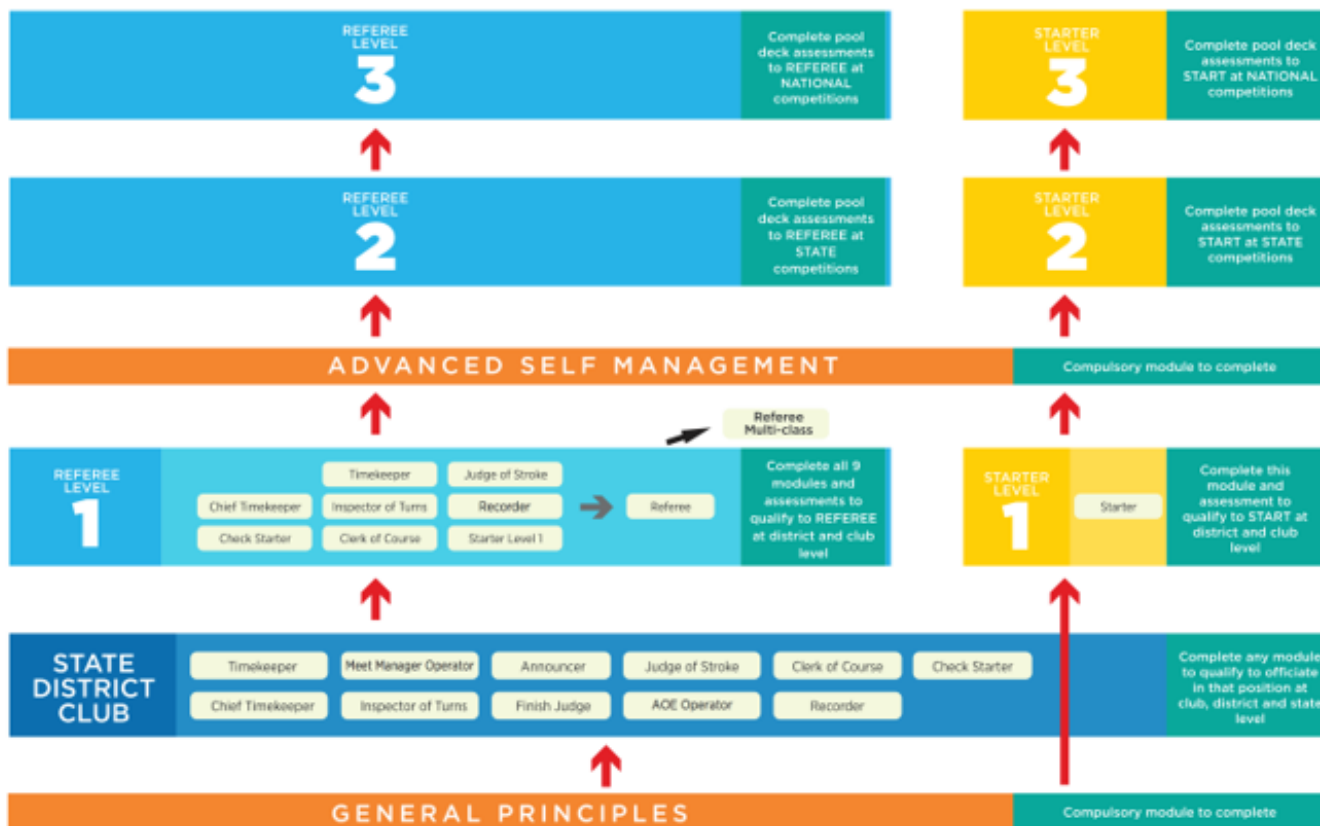
- Welcome
- Introductions: Facilitator/s and background.
- Participant introduction and why you want to become a Technical Official.
- The program and format of the workshop.

## 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 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.

# 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.

**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 is normally reserved for State and National level meets.

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.

# Recorder

- How would a Recorder prepare for a Meet upon arrival at venue?
- List all the roles you can think of that a Recorder would be required to do.
- What items/equipment do you need to carry out your role?





# 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:**

- Arrive at venue at least 60 minutes prior to start of meet.
- Report to the Referee / Meet Director 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 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.

# Roles and Responsibilities

- 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.

## Roles and Responsibilities (cont)

- 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.
- 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.

## Roles and Responsibilities (cont)

- 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.

# Roles and Responsibilities (cont)

## **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 duties should be referred to the Referee during the running of the competition.

# Seeding

There are various FINA / SAL Rules associated with the seeding of races, all of which are important.

## 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:

## Seeding (cont)

- 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.



## Seeding (cont)

- 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 3.1.2 ...the fastest swimmer shall be placed 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 shall be placed on his left, then alternating the others to right and left in accordance with submitted times. Swimmers with identical times shall be assigned their lane positions by draw within the aforesaid pattern.

# 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.

## Semi-Finals and Finals (cont)

- **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.

# Amalgamation

Where swimmers have withdrawn from an event, the Clerk of Course may see that practically, the event could be amalgamated (swimmers in the first heat placed into the empty lanes in the next heat) or reseeded (heat/s removed from an event due to swimmers across the whole event withdrawing). After consultation with the Referee the Clerk of Course will work with the Recorder to complete this process.

## Amalgamation:

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

# Amalgamation/Re-seeding

- 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.
- If the race is to be reseeded the Recorder will re-seed the event and a new Race Sheet is printed. This is then distributed to the appropriate Officials – Referee, Starter, Clerk of Course and Announcer.

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

# Review

- Did you consider all of the above roles in your list?
- Have you worked through the Assessment Tasks in the learner guide to fully understand the seeding process?
- While computer programs are now used to seed events when a meet is prepared it is important to fully understand this process.

# 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 practical tasks
- 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