

# TECHNICAL OFFICIAL LEARNING PATHWAY

30 November 2023



## WHAT IS THE PURPOSE OF THE LEARNING PATHWAY?

To provide a clear development pathway for swimming technical officials at a zonal, national and international level. To secure the future of officiating in Aotearoa New Zealand.

## WHAT ROLES ARE INCLUDED IN THE PATHWAY?

The technical official pathway is for pool deck, control room and open water technical officials. The pool deck pathway is a progression from the role of timekeeper through to referee. The control room pathway also starts with the timekeeper role and then branches off in to a range of roles. The open water pathway is in development.

Swimming POOL DECK TECHNICAL OFFICIAL LEARNING PATHWAY

TIMEKEEPER	ASSISTANT OFFICIAL (POOL DECK)	OFFICIAL (POOL DECK)	STARTER	REFEREE
<p><b>TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL LEARNING PATHWAY</b></p>	<p><b>TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL LEARNING PATHWAY</b></p>	<p><b>TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL LEARNING PATHWAY</b></p>	<p><b>TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL LEARNING PATHWAY</b></p>	<p><b>TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL LEARNING PATHWAY</b></p>

Swimming CONTROL ROOM TECHNICAL OFFICIAL LEARNING PATHWAY

TIMEKEEPER	MARSHAL (ONDECK & OFFDECK)	CALL ROOM SUPERVISOR (NATIONAL)	CONTROL ROOM SUPERVISOR (NATIONAL)
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**OPEN WATER  
COMING SOON**

## WHAT LEARNING DO I NEED TO DO?

The type of learning you need to do depends on the role. These are some of the learning elements.

### E-learning modules

These online modules cover the technical aspects you need for your role. They can be completed at home in your own time. It may help to revisit these modules as your training progresses and your understanding of the technical aspects of the sport grows.

### Seminar

Some of the roles have a seminar as part of their technical learning. The purpose of the seminar is to clarify some of the trickier rules and to provide a space to ask questions that you may still have.

### Learning log

The learning log is a document that helps you keep track of your practical learning. It helps make sure you have had exposure to most aspects of the role. It also supports your assessment process.

### Practical experience

Observing and working with a buddy during a meet is where the bulk of your learning will take place. The learning log helps you keep track of your practical learning.

### Assessment

This consists of an observation and follow up conversation with a zonal assessor.



## TIMEKEEPER

The Timekeeper takes and records the swimmer's time. Timekeeping is arguably the most important role at a meet. We owe it to our swimmers to record their times accurately so they are correctly recognised for their performance.

### LEARNING

- Participate in the timekeeper briefing from the chief timekeeper
- Encouraged to have valid NZ police vetting

### TIMEFRAME

It is possible to complete timekeeper training on the spot at a meet. The best approach is to regularly attend meets to keep building on your timekeeping skills and experience. Minimum age of 13 years

### POSSIBLE NEXT STEPS

- Chief Timekeeper
- Train to be an IOT
- Control room technical official pathway

**TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE CONTROL ROOM TECHNICAL OFFICIAL LEARNING PATHWAY**

## INSPECTOR OF TURNS (IOT)

The Inspector of Turns observes athletes from the end of the lane(s) to ensure that the starts, turns, and finishes comply with the rules applicable to each stroke.

### BEFORE YOU START

- Timekeep at 2 sessions
- Complete an application form
- Be aged 16 or over
- Have a valid NZ police vetting

### LEARNING

- Complete the elearning programme
- Attend an IOT seminar
- Complete the IOT learning log

### EXPERIENCE

IOT at a range of meets. At a minimum you should attend:

- 2 sessions as an observer
- 3 sessions where you take the lead with a buddy
- 3 sessions officiating under observation

### ASSESSMENT

Your assessment contains two parts:

- session observation
- conversation with your assessor.

### TIMEFRAME

You will work with your trainer to decide when you are ready for assessment. It is possible to complete IOT training within six months. The best approach is to regularly attend meets to keep building on your skills and experience.

### POSSIBLE NEXT STEPS

- IOT at a regional/zonal meet
- IOT at a national meet
- Act as a buddy for a trainee IOT
- Chief IOT
- Train to be a Judge of Stroke

## JUDGE OF STROKE (JOS)

The Judge of Stroke walks abreast of the swimmers, observing them to ensure compliance with the rules relating to each stroke over the entire race.

### BEFORE YOU START

- One year as an IOT
- Have a valid NZ police vetting

### LEARNING

- Complete the elearning programme
- Complete the JOS learning log

### EXPERIENCE

JOS at a range of meets. At a minimum you should attend:

- 2 sessions as an observer
- 3 sessions where you take the lead with a buddy
- 3 sessions officiating under observation

### ASSESSMENT

Your assessment contains two parts:

- session observation
- conversation with your assessor.

### TIMEFRAME

You will work with your trainer to decide when you are ready for assessment. It is possible to complete JOS training within six months. The best approach is to regularly attend meets to keep building on your skills and experience.

### POSSIBLE NEXT STEPS

- JOS at a regional/zonal meet
- JOS at a national meet
- Act as a buddy for a trainee JOS
- Train to be a starter

## STARTER

The Starter ensures that all athletes receive a fair and equitable start. The Starter works closely with the Referee, assuming the responsibility of the race start at the Referee's signal.

### BEFORE YOU START

- Six months as a JOS
- Have a valid NZ police vetting

### LEARNING

- Complete the elearning programme
- Complete the Starter learning log

### EXPERIENCE

Starter at a range of meets. At a minimum you should attend:

- 2 sessions as an observer
- 3 sessions where you take the lead with a buddy
- 3 sessions officiating under observation

### ASSESSMENT

Your assessment contains two parts:

- session observation
- conversation with your assessor.

### TIMEFRAME

You will work with your trainer to decide when you are ready for assessment. It is possible to complete starter training within six months. The best approach is to regularly attend meets to keep building on your skills and experience.

### POSSIBLE NEXT STEPS

- Starter at a regional/zonal meet
- Starter at a national meet
- Act as a buddy for a trainee starter
- Train to be a referee
- Train to be a trainer/assessor
- National development programme.
- International development programme
- Apply to be included on the World Aquatics list.

## REFEREE

The Referee has overall authority and responsibility over all officials and ensures compliance with all the rules.

### BEFORE YOU START

- Qualify as a Starter
- Have a valid NZ police vetting

### LEARNING

- Complete the elearning programme
- Experience in the control room
- Complete the referee learning log

### EXPERIENCE

Referee at a range of meets. At a minimum you should attend:

- 2 sessions as an observer
- 3 sessions where you take the lead with a buddy
- 3 sessions officiating under observation

### ASSESSMENT

Your assessment contains two parts:

- session observation
- conversation with your assessor.

### TIMEFRAME

You will work with your trainer to decide when you are ready for assessment. It is possible to complete referee training within six months. The best approach is to regularly attend meets to keep building on your skills and experience.

### POSSIBLE NEXT STEPS

- Referee at a regional/zonal meet
- Referee at a national meet
- Act as a buddy for a trainee referee
- Train to be a trainer/assessor
- National development programme
- Control room supervisor
- Resolutions desk
- International development programme
- Apply to be included on the World Aquatics list

## TIMEKEEPER

The Timekeeper takes and records the swimmer's time. Timekeeping is arguably the most important role at a meet. We owe it to our swimmers to record their times accurately so they are correctly recognised for their performance.

### LEARNING

- Participate in the timekeeper briefing from the chief timekeeper
- Encouraged to have valid NZ police vetting

### TIMEFRAME

It is possible to complete timekeeper training on the spot at a meet. The best approach is to regularly attend meets to keep building on your timekeeping skills and experience. Minimum age of 13 years

### POSSIBLE NEXT STEPS

- Chief Timekeeper
- Pool deck technical official pathway

## MARSHAL (REGIONAL & ZONAL)

Marshals are responsible for organising athletes into their correct lanes 4-6 heats prior to their race, and ensuring athletes arrive behind the blocks on time.

### LEARNING

- Participate in the marshal briefing from the referee
- Have a valid NZ police vetting

### POSSIBLE NEXT STEPS

- Marshal at a zonal meet
- Train to be an IOT
- Clerk of Course

### TIMEFRAME

It is possible to complete marshal training on the spot at a meet. The best approach is to regularly attend meets to keep building on your marshaling skills and experience.

## CALL ROOM SUPERVISOR (NATIONAL)

The term 'Marshal' is widely accepted for local, regional and zonal meets. However, for National and International Meets (and some regional events) a Call Room Supervisor will be appointed. Essentially both roles are the same. It is a very important role as you set the tone for the meet.

### LEARNING

- Review Swimming New Zealand rules SW 2.4.1 and SW 1.5
- Have a valid NZ police vetting

### NOTE

- The Call Room Supervisor position is typically held by a Referee, however this is not a requirement.

### ASSESSMENT

- Demonstrate a good understanding of SW 2.4.1 and SW 1.5 to the meet Referee.
- Demonstrate an ability to set an appropriate tone for the meet.

## MEET SOFTWARE OPERATOR

The Operator is responsible for data entry, athlete seeding, and meet results.

### BEFORE YOU START

- Timekeep at 2 sessions
- Have a valid NZ police vetting

### EXPERIENCE

Meet software operator at a range of meets. As a minimum you should attend:

- 2 meets where you take the lead with a buddy
- 2 meets officiating under observation

### LEARNING

- Complete the elearning programme
- Complete a learning log

### ASSESSMENT

Your assessment contains two parts:

- meet observation
- conversation with your assessor.

### TIMEFRAME

It is possible to complete training within six months. The best approach is to regularly attend meets to keep building on your skills and experience. You will work with your trainer to decide when you are ready for assessment.

### POSSIBLE NEXT STEPS

- Meet Software Operator at a regional/zonal meet
- Automatic operating equipment
- Train to be a trainer/assessor

## CONTROL ROOM SUPERVISOR (CRS)

The Control Room Supervisor (CRS) is responsible, to the Referee, for the operation of the Control Room.

The CRS is responsible for coordinating and supervising the activities within the Control Room, involving the Recorders, Runners, Computer Operators, and the Automatic Officiating Equipment (AOE) Operators.

The CRS should ensure that processes are in place so that the tasks within the control room are carried out efficiently and harmoniously.

### WHO CAN BE A CRS?

If the meet set up requires a CRS, this role will be filled by a Referee. If there is no CRS the meet Referee will be responsible for signing off the meet results.

**TO FIND OUT ABOUT OTHER ROLES CHECK OUT THE**

**POOL DECK TECHNICAL OFFICIAL LEARNING PATHWAY**

## AUTOMATIC OPERATING EQUIPMENT (AOE) OPERATOR

The AOE (Automatic Officiating Equipment) Operator is responsible for setting up and operating the control console, touch pads, starting system and scoreboards.

### BEFORE YOU START

- Timekeep at 2 sessions
- Have a valid NZ police vetting

### EXPERIENCE

AOE at a range of meets. At a minimum you should attend:

- 2 meets where you take the lead with a buddy
- 2 meets officiating under observation

### LEARNING

- Complete the elearning programme
- Complete a learning log

### ASSESSMENT

Your assessment contains two parts:

- meet observation
- conversation with your assessor.

### TIMEFRAME

It is possible to complete training within six months. The best approach is to regularly attend meets to keep building on your skills and experience. You will work with your trainer to decide when you are ready for assessment.

### POSSIBLE NEXT STEPS

- AOE at a regional/zonal meet
- AOE at a national meet
- Meet Software Operator
- Train to be a trainer/assessor



# MENTORSHIP PROGRAMME

## WHAT IS THE MENTORSHIP PROGRAMME?

The technical official mentorship programme is designed to support starters or referees wanting to further develop their skills with the aspiration of officiating at a national or international level.

There are two programmes available:

- referees and starters who aspire to officiate at national events
- referees and starters who aspire to officiate at international events and to be considered for the World Aquatics List.

## WHAT SHOULD I EXPECT?

As part of the mentorship programme you can expect to be paired up with a mentor who will guide and support you as you expand your experience. Your mentor will offer regular feedback sessions to support your development. You will also have the opportunity to work alongside other experienced officials as well.

You will need to keep a record book of meets where you officiate.

## HOW TO APPLY?

Applications to both programmes will be opened annually.

To qualify for consideration to the national programme you will need:

- A letter of support from your zone or region
- At least 12 months documented experience of acting as a referee or starter in zonal and local meets.

To qualify for consideration to the international programme you will need:

- To have participated in the national programme (or previous equivalent)
- At least 18 months documented experience of acting as a referee or starter in zonal and national meets.
- To express a desire to making the World Aquatics List

# OTHER ROLES

There are a range of other roles within technical officiating.

## TECHNICAL DIRECTOR

The technical director has jurisdiction over all matters not assigned by the rules to the referee or other officials. They liaise with the host region and organise technical officials for the event.

For national meets this role is appointed by Swimming NZ.

## TECHNICAL ADVISORY COMMITTEE

The technical advisory committee provides Swimming NZ with advice on the application and interpretation of rules for competitive swimming and supports the development of officials and officiating pathways.

The committee is made of:

- SNZ Head of Participation & Events (Chair)
- SNZ Technical Officials & Volunteer Development Lead
- Two (2) representatives from each zone with one rep having 10 years or less experience as a technical official.

The term of each appointment is three years with members able to serve a maximum of three consecutive terms.

## TRAINERS AND BUDDIES

The role of the trainer is to support an official in their learning. The trainer will help an official on the pathway to find meets they can train at and help them to find answers to any officiating questions they may have. The trainer will help decide when a trainee official is ready for assessment.

The role of the buddy is to support a trainee official at a meet. The buddy explains what they are doing while the trainee official observes. They also support the trainee official as they officiate their first couple of sessions alongside a buddy.

## ASSESSORS AND MENTORS

A panel of assessors and mentors works within zones to support the learning and development of technical officials at all levels of the learning pathway.

Applications for appointment to the panel are opened annually. The goal is to have a range of assessors and mentors from all areas of the country so that progression through the pathway is not limited by geography.

Applicants can apply to be a mentor and/or an assessor.

## DEVELOPMENT OF ASSESORS AND MENTORS

The role of assessor and mentor is part of the technical official learning pathway. Learning opportunities to support assessors and mentors is provided by Swimming NZ to support people in these roles.

