



TECHNICAL OFFICIALS EDUCATION PROGRAM



SWMTOFF09
**UNIT 9- CONTROL ROOM SUPERVISOR/
RECORDER**

LEARNER GUIDE



Australian Government
Australian Sports Commission



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About this Learner Guide

This Learner Guide has been developed by Swimming Australia Limited (SAL) to support candidates undertaking **Unit 9 – Control Room Supervisor/Recorder**, within the SAL **Technical Officiating Accreditation Program**. This Learner Guide is designed to be used in conjunction with face-to-face training and extensive workplace supervision.

SAL would like to thank Swimming Queensland and McLaughlin Sports for their assistance in the development of this resource.

This resource corresponds to the following Units of Competency within the Technical Officials Accreditation Program:

SWMTOFF09: Control Room Supervisor/Recorder

What is a Competency?

A competency can be defined as “the application of specific knowledge and skill to a required standard of performance in a given situation” (ASC RIA Manual, 2000, p27).

A competency can include a number of aspects of performance, such as:

- Applied Skills (i.e. being able to demonstrate specific skills)
- Management Skills (i.e. being able to prepare, plan and organise)
- Contingency Management Skills (i.e. being able to fix problems as they arise)
- Inter-personal Skills (i.e. being able to deal effectively with others)

Usually all four of these areas are considered.

What is Competency Based Assessment?

▪ Criterion Based

Candidates are assessed against a set of specific performance criteria or benchmarks, NOT against each other.

▪ Evidence Based

Decisions about whether a person is competent or not, are based upon evidence provided by the candidate.

▪ Participatory Processes are used

The candidate is involved in planning and arranging assessment processes wherever possible. They have some input to assist them to achieve competency.

How Do I Use this Learner Guide?

The Learner Guide provides you with the information and activities that will enable you to develop competency within the aforementioned unit.

You can develop competency in these units through a combination of methods, including:

- Reading the material in this Learner Guide;
- Asking questions about anything you don't understand;
- Observing others in a workplace;
- Practising the skills you are learning in PRACTICAL SITUATIONS;
- Completing the activities in this Learner Guide; and
- Completing the assessment activities to demonstrate your skills and knowledge.

Once you have completed all activities within this Learner Guide, please forward it to your SAL Assessor for assessment of these activities. You will also need to make arrangements with your Assessor as to when you can be assessed practically (refer Section Two of this Learner Guide).

What Resources Do I Need?

The main resource you will need to complete the learning for this program is this Learner Guide.

What if I Already Have the Skills?

You may already have some or all of the skills or knowledge required for this unit of competency. If this is the case, you may not have to undertake additional training in this area.

You can ask your State/Territory Swimming Association for an initial assessment of your **current competence** to determine what skills you have and whether you need additional training. If you would like to attempt to gain formal recognition of your existing skills, you will be required to complete a detailed Recognition of Current Competency (RCC) application form that will allow an assessor to review your skills against the specific requirements for this course. **Discuss this process with your State/Territory Swimming Association.**

What About Assessment?

When you complete the assessment within this Learner Guide and are assessed as competent by your assessor in a PRACTICAL OFFICIATING ENVIRONMENT, you will be eligible to receive a certificate from SAL.

To undertake assessment for this program, you will need to complete the assessment tasks found at the end of the Learner Guide. Wherever possible, you will be assessed at a swim meet to ensure relevance of the process.

The assessment process is what is known as **integrated assessment**. This means that several elements / performance criteria are grouped together and assessed at the same time using one assessment task.

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, GOOD LUCK!!

SWMTOFF09 (UNIT 9)

Control Room Supervisor/ Recorder

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

- **Understand the role of the Control Room Supervisor/Recorder**

Understand the Role of the Control Room Supervisor/Recorder

Depending on the type and size of the Meet at which you are officiating, there may be the need for more than one Control Room Supervisor/Recorder. *Below is a summary of the roles of the Control Room Supervisor/Recorder.*

The Control Room Supervisor/Recorder is responsible for the following “core” duties:

- Recording of withdrawals;
- Re-seeding of heats / finals as necessary;
- Recording of times from the AOE on the timecards, where appropriate, and or necessary;
- Entering the results on the official forms / results sheets;
- Listing new records established and preparing the necessary form(s) for signature by the Referee; where appropriate and
- Maintaining point scores where appropriate.



ACTIVITY 9.1

**What might be a case where the Recorder is required to re-seed a race?
Does this happen often?**

Desk Control

SW 2.12.1 *The Recorder is responsible for checking results from computer printouts or from results of times and placings in each event received from the Referee. The Recorder shall witness the Referee's signing the results when required.*

Seeding of Heats, Semi Finals and Finals

There are various FINA rules associated with the seeding of races, all of which are important. Please read the rules below relating to the seeding of heat swims. You will then be able to undertake a relevant activity (Activity 5.2, below), which will make you feel comfortable about your level of knowledge and skill. Once you have this knowledge, it will be a very simple process for you to then undertake heat seeding in a real Meet environment.

SW 3.1 HEATS

SW 3.1.1 *The best competitive times of all entrants for the preceding twelve months prior to the entry deadline of the competition, shall be submitted on entry forms 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, the fastest swimmer should 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, 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 *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 *Except for 50 metre events in 50m pools, assignment of lanes shall be (number 1 lane being on the right hand side of the pool when facing the course from the starting end) by placing the fastest swimmer or team in the centre lane in pools with an odd number of lanes, or in lane 3 or 4 respectively in pools having 6 or 8 lanes.*

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 50m 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.



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						
Heat 5						

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



ACTIVITY 9.3

Assign the following list of swimmers to preliminary heats in an event which 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						

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

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 place or sixteenth place, there shall be a swim-off to determine which swimmer shall advance to the appropriate finals. Such swim-off shall take place not less than one hour after all involved swimmers have completed their heat. Another swim-off shall take place if equal times are registered again.*

SW 3.2.4 *Where one or more swimmers scratch from a semi-final or final, substitutes 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. SW 3.3. In other competitions, the draw system may be used for assigning lane positions.*



ACTIVITY 9.4

What action should be taken if two more swimmers from the same or different heats, have equal times (to the 1/100th of a second) for eighth or sixteen place in a semi / final?



ACTIVITY 9.5

From the following information obtained from preliminary heats, assign the swimmers to the 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 to be entered into the reserve boxes according to order.

Additional Roles and Information for Recorders

- Only the Referee can disqualify a swimmer or relay team. The Recorders should ensure that the disqualification slip(s) presented at the recorders table are duly signed or endorsed by the Referee (*Only the letters “DSQ” are transcribed onto the results sheets when and swimmer is disqualified*).
- The Meet rules should decide the method of seeding. However, if not explicitly stated, "FINA seeding" shall be used for events with heats and finals and "Deck Seeding" for declared winner events. "FINA Seeding" is explained in FINA RULES 3.1.1.1 to 3.1.1.4. "Deck Seeding" is where 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, you as a Recorder needs to remember that lane “1” is usually always on the far right facing the pool from the starting end and that the fastest swimmer is allocated the centre lane (lane 3 in a six lane pool, or lane 4 in an 8 lane pool). The next fastest swimmers are placed left, then right, in accordance with times.
- Where withdrawals result in a reduction in numbers in heats and it would be sensible and appropriate to amalgamate heats, the recorders shall notify the Referee, who will instruct the Control Room Supervisor/ Chief Recorder to reduce the number of heats accordingly and reseed the heats.
- When an amalgamation of heats is carried out and only the slowest heat is eliminated, the other heats will retain their original number.
- When an amalgamation of heats results in the whole event being re-seeded, and swimmers / relay teams re-allocated to the remaining heats, ALL the heats are re-numbered.
- For relay events “relays forms” must be submitted to the Recorders’ table 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.



ACTIVITY 9.6

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

- After the Recorders have checked the relay forms, they should be photo copied, where possible, and handed to the Marshals and Check Starters. Copies are also passed to the Announcer for use during the event.
- The Recorders may receive queries regarding omission of entrants from the programme. If when the original entries documentation is checked and the omission is due to an oversight, in agreement with the Technical Manager, the name(s) should be added and the programme alteration announced.
- When a result(s) is queried, the Control Room Supervisor/Recorder shall take all the details from the inquirer and check the details. All the information pertaining to the query is then passed to the Referee.
- When an error in the results compilation is found, the Referee will instruct the Recorder to make the necessary correction(s) and have the correction(s) 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 the final results of an event.



ACTIVITY 9.7

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



ACTIVITY 9.8

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

REMEMBER: The Control Room Supervisor/ Recorder must not assume that any action taken by him/her 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.



ASSESSMENT

Practical Task 1 (Control Room Supervisor/Recorder)

You are required to be assessed in the role of Recorder in a real Swim Meet situation, by your Assessor. This will give you the opportunity to provide evidence of your competence in a swimming specific environment (on the job).

Unit 9 Assessment Tool – Control Room Supervisor/Recorder

Element / Performance Criteria Control Room Supervisor/ RECORDER	Displayed Competency		Comments Must be completed if marked NO
	YES	NO	
1. Preparation			
1.1. Arrived at venue at least 60mins prior to start of the Meet.			
1.2. Reported to Referee to receive any instructions.			
1.3. Ensured that all equipment that is required for the task is available, appropriate, tested and working correctly and advised the Referee that all equipment had been tested and was operating correctly.			
1.4. Checked with the Referee and Meet Director to ascertain any requirements in relation to the Meet.			
1.5. Checked with the AOE Supervisor regarding procedures to be used.			
1.6. Made arrangements with the Meet Director and Referee for results to be posted in a place accessible to the public.			
1.7. Worked with 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. Marked in program any empty lanes for all races and controlled the withdrawals from heats and finals.			
2.3. Worked with the Operator of AOE to ensure that pre arranged signal was received and acknowledged when satisfied with times after every race.			
2.4. If manual times were reported by the Operator of AOE, ensured that the amended time was accurately recorded in the results.			
2.5. Worked quickly and efficiently to ensure that results of races were not unnecessarily delayed.			
2.6. Checked accuracy of backup time compared to the automatic times registered, and if errors found, reported this to the Referee			
2.7. If required, took every amended result to Referee for confirmation of result.			
2.8. Maintained records and point scores where appropriate.			
2.9. If in the role of Recorder, ensured that all other recorders performed tasks as required.			
2.10. Produced results for the meet Announcer and ensured that results were posted in the agreed place without delay at the completion of the event.			

Element / Performance Criteria CONTROL ROOM SUPERVISOR/RECORDER	Displayed Competency		Comments
2.11. Notified the Referee in a timely manner if there is a swim off required.			
2.12. Ensured that any restrictions on entries to finals were complied with.			
2.13. Maintained an even disposition and did not get flustered or upset.			
2.14. Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
3. Decision Making			
3.1. All decisions were made in accordance with the rules.			
4. Post Meet			
4.1. Remained after the last race until advised by the Referee that they may leave.			
5. General			
5.1. Maintained current knowledge of the rules of swimming.			
5.2. Was dressed appropriately for the task – where sponsor clothing was available it was worn.			
5.3. Was courteous to all swimmers, coaches, parents, spectators and other officials at all times.			
5.4. Maintains a level of concentration, physical fitness or capability to perform the task.			

Assessment Decision:

Competent / Not Yet Competent

Name of Candidate: _____

Candidate's Mobile: _____

Candidate's Email: _____

Candidate's Club name: _____

Date of Assessment: _____

Name of Assessor: _____

Assessor Signature: _____

Future Training / Assessment Recommendations: