TECHNICAL OFFICIALS

TRAINING PROGRAM

UNIT 12 – MEET MANAGER OPERATOR

# Contents

About this Learner Guide

This Learner Guide has been developed by Swimming Australia Ltd (SAL) to support candidates undertaking**, Unit 12 – Meet Manager Operator** within the SAL **National Officiating Accreditation Program.** Swimming Australia Limited has designed the Technical Officials Training Program on a competency based training platform.

Officiating Pool Pathway
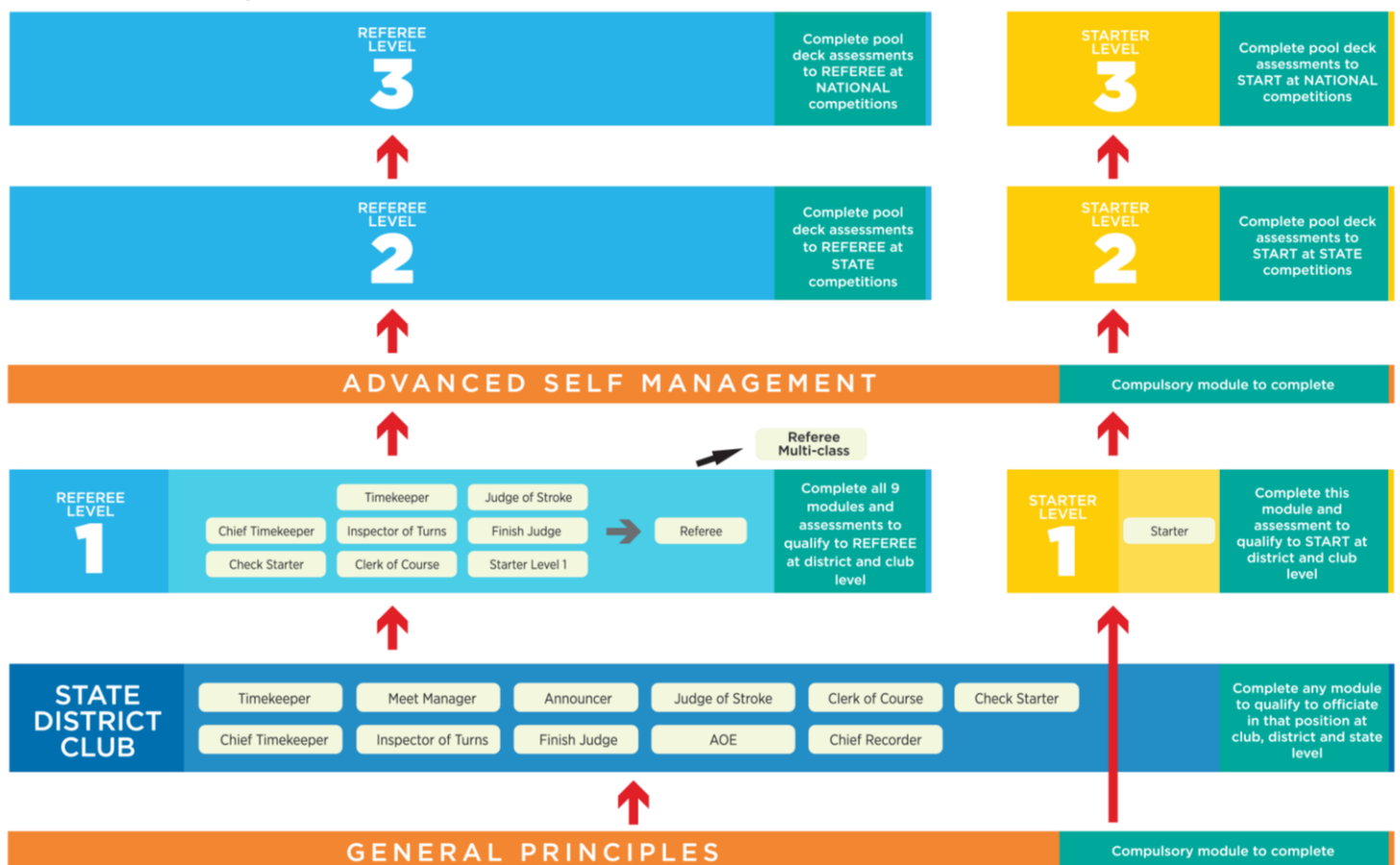
What is a Competency?

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.

Australian Sports Commission Assessor Training Manual 2006

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.

How do I use this 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.

What resources do I require?

The main resource you will require to complete the learning for this unit of work is this Learner Guide. You will also need 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 of 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.

What about Assessment?

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

- Completion of this Learner Guide
- Completion of practical tasks

You will be assessed at a swim meet to ensure the relevance of the assessment process.

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.

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 <u>activities</u>, 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.

UNIT 12: Meet Manager Operator

This unit outlines a range of skills that are required by Meet Manager Operators. The elements within this unit are:

- **Preparation**

- **Role of the Meet Manager Operator**

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.

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

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

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

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

4. Meet with all other officials with whom you will be working and familiarise yourself with the recording area.

Role of the Meet Manager Operator

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:

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

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 Control Room Supervisor / Chief Recorder / Referee where heats could be amalgamated or events reseeded
- The Referee will make the decision whether or not to amalgamate / reseed

Following the completion of each heat
- Wait for the all clear from the Control Room Supervisor / 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 Control Room Supervisor / Chief Recorder / Referee of any discrepancies
- Check the split times are complete (if applicable)
- Upload results to Meet Mobile

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

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 Control Room Supervisor / Chief Recorder of withdrawals as the signed form is received

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 (UK Judge's sheet) 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

ACTIVITY 12.1

Describe your experiences of setting up meets in Meet Manager

ACTIVITY 12.2

What might be the consequences of reseeding a meet after programs have been printed?

ASSESSMENT

You are required to be assessed as a Meet Manager Operator in a full session of a swim meet, by your assessor. This will provide evidence of your competence in a swimming specific environment.

ASSESSMENT TOOL - UNIT 12 MEET MANAGER OPERATOR

Element / Performance Criteria Meet Manager Operator	Displayed Competency		Comments
	YES	**NO**	Must be completed if Competency has been marked **NO**
1. Preparation			
1.1 Successfully set up the meet			
1.2 Procedures for seeding were successfully completed.			
1.3 Time Line Report produced successfully.			
1.4 Successfully printed lane/timer /race sheets for marshalling.			
2. Performance of Task			
2.1 Placed relay swimmers into teams in Meet Manager as forms are received.			
2.2 Scratched future heat withdrawals as received.			
2.3 Uploaded each heat result upon completion to Meet Mobile.			
2.4 Showed reaction times successfully.			
2.5 Reseeded/amalgamated events successfully.			
2.6 Produced accurate results.			
2.7 Each event was uploaded to Meet Mobile correctly and in a timely manner.			
2.8 Records were updated correctly.			
3. Tasks where Finals are involved			
3.1 The process for a Swim Off was conducted appropriately.			
3.2 Placed fastest heats into finals session.			
3.3 Set up events in finals session.			
3.4 Processes for withdrawals were successfully demonstrated.			
3.5 Prior to the start of the Finals session all relay programs were correct and distributed to all relevant personnel.			
4. Conclusion of Meet			
4.1 Meet reports generated and distributed.			
4.2 Successfully produced Age Champion reports.			
4.2 Meet database backed-up.			
5. General Competencies			
5.1 Exhibited effective communication skills.			
5.2 Operated ethically and within the spirit of the meet.			
5.3 Operated in a professional manner.			
5.4 Was courteous to all swimmers, coaches, parents and other officials at all times.			
5.5 Possesses State-specific accreditation in relation to child protection legislation.			

Name of Candidate: _____

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: