

TO Training Essential Skills



Swimming Australia Officiating Coordinator

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Acknowledgment of Country

I would like to acknowledge the Traditional Owners and Custodians of the land and waterways in which we work, volunteer and play, and pay respect to the Elders past and present for their wisdom, cultural knowledge and spiritual connection to Country.

Officiating is a skill

It's very exciting to always have new officials come on board; but also, for existing TO's, to have the opportunity to continue to learn and update your skills.

The following requirements must be met before you start officiating on pool deck.

1. be a **member of a swimming club** within your State
2. have a **valid Working With Children Check** (WWCC or equivalent) uploaded on Swim Central (not a VIT)
3. have completed the **Community Officiating Essential Skills course**
4. complete the online training module & upload certificate on Swim Central
5. start training on pool deck
6. when ready, request a practical assessment.

Why do we Officiate?

How did you start?

- Technical Skills – People Skills
- Continual education
- Protect yourselves
- Protect the athletes

Join the Officiating Team

- Officials are big part of the team
- A role for you

Why COES?

Swimming Officials

Importance - Rules & People skills

Benefits – learn – modern approach to officiating

Coaching CCES aligned with COES

Be the best we can be for ourselves and the team

The Modern Approach to Officiating

- Individual needs
- Positive sporting environment
- Ongoing personal development
- Develop and share knowledge
- Skills to manage challenges
- Attracts a diverse group of officials
- Safe, fun and inclusive

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Module 1:

Who you officiate

Understanding the modern participant

- Become aware of the varied motivations of participants and the role you play in this being fulfilled.
- Learn that sporting environments often require flexibility and modifications to be inclusive and maintain integrity, safety and fairness.
- Gain a better understanding of your responsibilities for the safeguarding of children.



Module 2:

How you improve

Understanding yourself, reflecting and continuously improving

- Gain knowledge of continual learning methods and what can influence your ability to learn.
- Learn how to reflect yourself and understand the impact this can have on your development as an official.
- Learn about the importance of maintaining your wellbeing and strategies to assist with this.



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Module 3:

What you officiate

Fundamentals to officiate well

- Gain an understanding of the different types of officials and their roles.
- Learn how to apply and adapt the rules of your sport based on the characteristics and needs of your participants.
- Recognise the additional roles that officials play.



Module 4:

How you officiate

Preparing to officiate and decision-making considerations

- Become aware of what is involved in preparing to officiate.
- Gain knowledge of the decision-making process and strategies to make timely, accurate and consistent decisions.
- Learn about managing time effectively.

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Module 5:

Where you officiate

Optimising the environment

- Learn how to facilitate and enable an inclusive environment.
- Recognise risks and identify strategies to limit, mitigate and manage them.
- Identify methods for adapting and responding to unexpected situations.



Module 6:

How you connect

Effective communication

- Identify different methods of communication to service individual participant requirements.
- Understand how the context and environment can impact how you communicate.
- Recognise how effective communication can boost engagement and inclusivity.



Module 7:

How you engage

Interacting and engaging with others

- Recognise appropriate ways to interact and engage with people who support officials.
- Identify situations you may need to manage or resolve.

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The screenshot shows a web browser window with the URL <https://www.ausport.gov.au/officiating/education/essential-skills>. The page header includes the Australian Government and Australian Sports Commission logos, the AIS logo, and a search icon. The main content area has a yellow background with the word 'Officiating' in large text. Below this is a breadcrumb trail: Home > Officiating > Education > Essential skills. A left-hand navigation menu lists 'Officiating', 'Who you officiate', 'Education', 'Essential skills' (highlighted), and 'Advanced general principles'. The main heading is 'Community Officiating Essential Skills Course'. The description states: 'The Community Officiating Essential Skills course helps officials facilitate safe, inclusive and enjoyable competition environments for all participants.' A dark blue box on the right contains course details: 'Who this course is for: All current and new sport officials.', 'Course modules: 7 (~3 hours)', 'Location: Online', and 'Cost: Free'. A yellow 'Sign up' button is at the bottom of this box.

https://www.ausport.gov.au/officiating/education/essential-skills

Australian Government
Australian Sports Commission

AIS

Officiating

Home > Officiating > Education > Essential skills

Officiating

Who you officiate

Education

Essential skills

Advanced general principles

Community Officiating Essential Skills Course

The Community Officiating Essential Skills course helps officials facilitate safe, inclusive and enjoyable competition environments for all participants.

Who this course is for: All current and new sport officials.

Course modules: 7 (~3 hours)

Location: Online

Cost: Free

Sign up

COES Course - ASC

← ↻ 🔒 https://www.ausport.gov.au/officiating/education/essential-skills

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Learning for a specific sport? ✕

🏠 [Home](#) > [Officiating](#) > [Education](#) > [Ess](#)

Type here to find your sport...

- Strength & Conditioning
- Surf Life Saving
- Surf Riding
- Swimming
- Synchronised Swimming
- Table Tennis
- Taekwondo
- Tennis
- Tennis - Wheelchair

OR

[My sport is not listed](#)

Home > Officiating > Education > Essential skills

Officiating

Who you officiate ▾

Education ▲

Essential skills

Advanced general principles

Support for sport ▾

Stories

Webinars

Who this course is for: All current and new sport officials.

Course modules: 7 [~3 hours]


Location: Online

Cost: Free

[Sign up](#)

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https://learning.swimming.org.au/login/index.php



LEARNING CENTRE

Log in

Username

Password

Remember username

Forgot username or password?

i Cookies must be enabled in your browser

Your first time here?

Welcome to the Swimming Australia Learning Centre, part of the [Australian Sport Learning Centre](#).

In June 2021, Swimming Australia transitioned to the Australian Sport Learning Centre. If you were already registered as a learner prior to June 2021, please log in using the details sent to you in your "Welcome to the Australian Sport Learning Centre" email or search for your account using [Forgot username or password](#).

If you did not receive a welcome email, or you need to access a certificate for courses completed before June 2021, please click [Contact](#).

Not a prior learner with Swimming Australia?

Select **Create new account**, complete your details and agree to the [Terms and Conditions](#).

Community Officiating Essential Skills Course

You are required to complete this program under the following criteria:

- Assigned as an individual.

Date assigned: 03 May 2024

Due date: No due date set

Progress:  100%

Course overview:

Community Officiating Essential Skills Course is designed to assist new, returning or current officials to create positive, safe and inclusive environments for participants to learn, play, compete and thrive in sport.

The course is made up of 7 modules that guide officials on how to perform their role with a modern approach.

Course instructions:

- We recommend that you complete the full course of 7 modules in the order shown.
- You also have the option to complete one or more modules in any order, at any time you choose.
- You will receive an award for completing each module and a certificate for completing the whole course.

Course duration: Approximately 20-30 mins per module including assessment or around 3 hours for the full course.

Course pass mark: 80%

To enrol in the Community Officiating Essential Skills course [click here](#).

If you have already enrolled, go straight to Launch below.

COES Course - ASC

Course Modules

All courses in this set must be completed.

Course name	Actions	Status
ASC Community Officiating Essential Skills – Who you officiate	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – How you improve	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – What you officiate	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – How you officiate	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – Where you officiate	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – How you connect	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>
ASC Community Officiating Essential Skills – How you engage	Launch course	<div style="width: 100%;"><div style="background-color: #003366; color: white; padding: 2px;">100%</div></div>


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COES
Course
- ASC


COES Course - ASC

← ↻ 🔒 <https://learning.swimming.org.au/course/view.php?id=1330> 🔊 ☆ ⚙️ | 📄 ☆ 🗑️ 🌱


Check-in




Who you officiate



Final thoughts



Award



Return to Accreditation

Return to Certification

Return to Program

Community Officiating Essential Skills Course 100%

⬆️

COES Course - ASC

← ↻ 🔒 https://learning.swimming.org.au/totara/program/view.php?id=171&viewtype=program 🔊 ☆ ⚙️ 📄 ☆ 🗂️ 📌

ASC Community Officiating Essential Skills – Where you officiate	Launch course	100%
ASC Community Officiating Essential Skills – How you connect	Launch course	100%
ASC Community Officiating Essential Skills – How you engage	Launch course	100%

THEN ↓

Course Completion Certificate

All courses are optional.

Course name	Actions	Status
ASC Community Officiating Essential Skills Certificate	Launch course	100%

↑
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Program ends

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Courses Contact



Swimming Australia

Online training for technical officials

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Home About Courses Contact

You can have serious fun
at swim meets too!

Deepen your knowledge, and work
alongside other committed enthusiasts.

Get started →



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Timekeeper

Become immediately and immensely useful with this short online course. 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. Ideal for absolute beginners. Complete in less than an hour, online here right now and free... [Read More >](#)



Marshal and Check Starter

Make your next meet fun and easy to run with this short online course. At an airport the checking and gate staff ensure the smooth and accurate processing of travellers. At a swim meet their equivalents are the Marshals and Check Starters. These pivotal positions not only ensure the smooth running of the meet, but... [Read More >](#)



Inspector of Turns

Support our swimmers by studying for this advanced qualification. An Inspector of Turns (IoT) is a turn judge. Their role is to ensure fairness for all by checking that every swimmer starts, turns and finishes correctly during a race. They work in partnership with the Judge of Stroke and Referee to monitor the entire race.... [Read More >](#)



Judge of Stroke

Extend your Inspector of Turns skills by studying for this advanced qualification. The role of a Judge of Stroke (JoS) is to ensure fairness for all by checking that every swimmer swims in accordance with the rules. They work in partnership with the Inspectors of Turns and Referee to monitor the entire race. Why become... [Read More >](#)



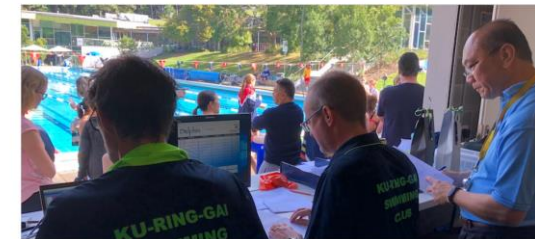
Starter

Enable your club to run meets with official times by studying to become a Starter. Every race needs a starter. The quality of the start can directly impact the race results. Accredited starters are highly sought after and a fundamental ingredient of every swim meet. Course objective This course teaches all the theory for Starter... [Read More >](#)



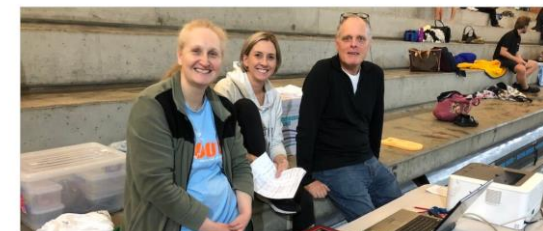
Recorder

Support the accurate seeding of swimmers and recording of results by becoming a Recorder. The Recorders manage critical duties on behalf of the Referee. It is a complex yet highly satisfying role for people with an attention to detail who enjoy being at the centre of the action. Course objective This course teaches all the... [Read More >](#)



Dolphin Timing Operator

Confidently run the timing system at your next club night by becoming a Dolphin Timing System Operator. An accurate timing system is at the heart of all swim meets. We owe it to our swimmers to record their times accurately so that they are correctly recognised for their performance. The Dolphin wireless timing system from... [Read More >](#)



Meet Manager Operator

Manage swim meets electronically by becoming a Meet Manager Software Operator. Meet Manager from Hy-Tek is the ubiquitous software for running swim meets. Mastering its operation is both highly satisfying and crucial for meet setup, entries, operation and results. Course objective This online course will teach you Meet Manager software fundamentals so that you can... [Read More >](#)

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Course scope:

- Timekeeper and Chief Timekeeper accreditations
- Club, Area and State level meets
- Scratch & Handicap events
- Pool and open water
- Manual stopwatch, AOE/SAT, SAT and Dolphin timing systems

Excluded:

- High speed video timing systems
- National and International meets

Contents:

- Video presentation *mandatory* (20 mins)
- Training notes *optional*
- Online multiple-choice theory test *mandatory* (approximately 20 mins)

Award:

Successful candidates should print their certificate and take it to a meet for practical assessment and accreditation. This may require prior arrangement.

Duration:

Less than an hour.

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Prerequisites:

- None, although a basic familiarity with a swim meet from an audience perspective would be an advantage.

Study tips:

- You can **access this course via a computer, tablet or smartphone**. Headphones are recommended.
- Whilst we recommend that this short course is completed in one sitting, if necessary, you can stop and return later.
- Certificates may be printed on an attached computer or retrieved later for printing or saving.

Other things to know:

- Before working at a meet, you must have *Working With Children* clearance. It is easy to [apply for online here](#), valid for 5 years, and free for volunteers.
- Officials should be members of a Swimming Australia club. The non-swimmer category is recommended. Apply via your club registrar.

Number of successful students: 3,325



Course Content

Lessons	Status
1 Timekeeper video lesson	<input checked="" type="checkbox"/>

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Timekeeper video lesson

In this 17 minute video you will learn:

1. Different types of timing equipment and how you should prepare for a meet.
2. Procedures at the start of the race, during it, and at the finish.
3. Determining times from up to 3 stopwatches.
4. Rules for records.
5. Additional duties of a Chief timekeeper including the stopwatch check.



Timekeeper

Turn on your audio. Start the video using the button on the left. Enable full-screen viewing with the button on the right. Pause using the button. Move forward or backwards using the timeline slider.

If the speed of your internet connection limits your video enjoyment, we recommend downloading the slides and audio below for offline use.

Additional learning resources:

- Detailed reference notes are available here ([11 page pdf document download](#)).
- Copies of slides used in the video ([19 page pdf download CAUTION 3.3M file size](#)).
- Download the audio for offline listening ([mp3 download CAUTION 4.1M file size](#)).
- Timekeeper training module from Swimming Australia* ([11 page pdf download](#)).
- Chief timekeeper training module from Swimming Australia* ([14 page pdf download](#)).

Once you feel ready, attempt the **Timekeeper theory test** below. You may repeat this test as often as you wish.

Tests	Status
1 Timekeeper theory test	<input type="checkbox"/>

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Inspector of Turns

Course Status: Not Started

Get started now by pressing on '[IoT introduction](#)' at the bottom of this page.














Support our swimmers by studying for this advanced qualification.

An *Inspector of Turns* (IoT) is a turn judge. Their role is to ensure fairness for all by checking that every swimmer *starts, turns* and *finishes* correctly during a race. They work in partnership with the

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Course Content

Lessons		Status
1	IoT introduction	
2	Butterfly	
3	Breaststroke	
4	Backstroke	
5	Freestyle	
6	Individual Medley	
7	Relays	
8	Infraction reporting	
9	800m and 1500m events	
10	Backstroke ledges	
11	IoT wrap	

Useful Links

Community Officiating Essential Skills Course (COES)

[Essential skills | Australian Sports Commission \(ausport.gov.au\)](#)

Training access support: officiating@ausport.gov.au

Sports Integrity Australia (SIA)

[Sport Integrity Australia eLearning: Log in to the site](#)

<https://elearning.sportintegrity.gov.au>

*Safeguarding Children and Young People in Sport

*Competition Manipulation and Sport Gambling

*Antidoping Fundamentals

***Annual Update 2024**

**compulsory for National TOs*

TO training portal – online training modules

[Swimming Australia - Online training for technical officials](#)

<https://TOtraining.swimming.org.au/>

TO website (CIRCLE App) – Swimming Australia TO updates

[Home | Australian Swimming Technical Officials](#)

<https://technical.swimming.org.au/>

Swimming Australia

Officiating@swimming.org.au