



Ben Ramsden
Abbotsleigh Swim Club
ben@mensard.com

Dear Ben,

Congratulations on successfully completing your online training for Timekeeper and Chief Timekeeper!

Here's how to complete your accreditations:

1. Be a *financial member* of a swimming club affiliated with Swimming NSW. Apply via your Club Registrar.
2. Be assessed by an *accredited assessor*. This can be arranged through your Club or via your local Area. Don't worry if you don't know who to ask, our local coordinator has been alerted to your success and will be in contact soon. **Please take the attached documents to your assessment.**
3. We also recommend that you obtain *Working With Children* clearance. In NSW it's valid for 5 years, free for volunteers, and easy to apply for online at kidsguardian.nsw.gov.au.

On behalf of all swimmers who will benefit from your voluntary officiating, thank you!

Mark Heathcote

A handwritten signature in black ink, appearing to read "M. Heathcote".

CEO, Swimming NSW

Timekeeper accreditation registration form

Please ensure you complete all sections of this page before returning it to Swimming NSW.

Personal Details

FAMILY NAME: Ramsden		MR/MRS/MISS/MS	
FIRST NAME: Ben		GENDER: Male / Female	
DATE OF BIRTH (dd/mm/yyyy):			
ADDRESS:			
SUBURB:		REGISTRATION NUMBER:	
STATE:		POSTCODE:	
PHONE (bh):		PHONE (ah):	
FAX NUMBER:			
MOBILE:			
E-MAIL ADDRESS: ben@mensard.com			
CLUB: Abbotsleigh Swim Club		AREA: Metro North East	
EMERGENCY CONTACT			
NAME:		PHONE:	RELATIONSHIP:
SHIRT SIZE: (please circle)			
Male Sizes:		XS	S
		M	L
		XL	XXL
		3XL	
Female Sizes:		8	10
		12	14
		16	18

Accreditation Learner Guide Course Details

NAME OF Learner Guide/Module: Timekeeper	
Module Number: 5	
Date:	Venue:
PRESENTERS NAME: SNSW online training portal	
PRESENTER'S Signature:	Refer to candidate certificate for online test competency result.
ASSESSORS NAME(Please print):	
ASSESSOR'S Signature:	
CANDIDATE'S Signature :	
Theory Complete: <input checked="" type="checkbox"/>	Practical Complete: <input type="checkbox"/>
Assessment Decision:	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Accreditation Complete Date:	

(Candidate retains a copy and returns this page to SNSW)

Timekeeper assessment tool

Give this page, uncompleted, to your Assessor.

Element / Performance Criteria TIMEKEEPER	Displayed Competency		Comments
	YES	NO	Must be completed if marked NO
1. Preparation			
1.1 Arrived at venue at least 30mins prior to commencement of event.			
1.2 Reported to the Chief Timekeeper to receive any instruction.			
2. Performance of Task			
2.1 If using a manual timing device was positioned where they could see the starting signal for every race.			
2.2 If using a manual timing device started the device when the starting signal was given.			
2.3 If using a manual timing device and the device did not start correctly advised the Chief Timekeeper immediately.			
2.4 If no swimmer was in the lane, marked the lane program with N/S.			
2.5 Maintained their position over the designated lane for the entire time required			
2.6 Moved forward to the edge of the pool when the leading swimmer in the race was 15m from the finish.			
2.7 Stood in such a position that they saw directly down the wall for the finish			
2.8 Stopped the timing device the moment the first part of the swimmer touched the wall.			
2.9 If using a manual timing device they recorded the official lane time in the lane program.			
2.10 If using a manual timing device they cleared the time when advised by the Chief Timekeeper or when the Referee signal by whistle for the swimmers in the next race to move to the starting platforms.			
2.11 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			

Continues overleaf...

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Timekeeper assessment tool continued

3. General			
3.1 Attended a Swimming rules seminar within the past 4 years			
3.2 Was dressed appropriately for the task — where sponsor clothing was available it was worn			
3.3 Was courteous to all swimmers, coaches, parents, spectators and other officials at all times			
3.4 Possesses state specific accreditation in relation to child protection legislation.			

Assessment Decision:

Competent

Not yet competent

Date of Assessment:

Name of Assessor:

Assessor Signature:

Name of Candidate:

Signature of Candidate:

Future Training / Assessment Recommendations:

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Chief Timekeeper accreditation registration form

Please ensure you complete all sections of this page before returning it to Swimming NSW.

Personal Details

FAMILY NAME: Ramsden	MR/MRS/MISS/MS						
FIRST NAME: Ben	GENDER: Male / Female						
DATE OF BIRTH (dd/mm/yyyy):							
ADDRESS:							
SUBURB:	REGISTRATION NUMBER:						
STATE:	POSTCODE:						
PHONE (bh):	PHONE (ah):						
FAX NUMBER:							
MOBILE:							
E-MAIL ADDRESS: ben@mensard.com							
CLUB: Abbotsleigh Swim Club	AREA: Metro North East						
EMERGENCY CONTACT							
NAME:	PHONE:	RELATIONSHIP:					
SHIRT SIZE: (please circle)							
Male Sizes:	XS	S	M	L	XL	XXL	3XL
Female Sizes:	8	10	12	14	16	18	

Accreditation Learner Guide Course Details

NAME OF Learner Guide/Module: Chief Timekeeper	
Module Number: 6	
Date:	Venue:
PRESENTERS NAME:	SNSW Online Training portal
PRESENTER'S Signature:	Refer to candidate certificate for online test competency result.
ASSESSORS NAME(Please print):	
ASSESSOR'S Signature:	
CANDIDATE'S Signature :	
Theory Complete: <input checked="" type="checkbox"/>	Practical Complete: <input type="checkbox"/>
Assessment Decision:	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
Accreditation Complete Date:	

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Chief Timekeeper Assessment Tool

Give this page, uncompleted, to your Assessor.

Element / Performance Criteria CHIEF TIMEKEEPER	Displayed Competency		Comments
	YES	NO	Must be completed if marked NO
1. Preparation			
1.1 Arrived at venue at least 30mins prior to commencement of event.			
1.2 Reported to the Referee to receive any instruction.			
1.3 Allocated timekeepers to lanes.			
1.4 Advised timekeepers of any requirements for the meet and ensured all timekeepers understood their duties.			
1.5 Ensured that all timekeepers had appropriate equipment for the task (program, watch if necessary, pen/pencil).			
2. Performance of Task			
2.1 Monitored the timekeepers throughout the event.			
2.2 Ensured timekeepers were positioned where they could see the starting signal for every race.			
2.3 If using a manual timing device started the backup device when the starting signal was given.			
2.4 if using a manual starting device checked the timekeepers to ensure they had started their timing devices and if not, provided them with a spare device.			
2.5 Ensured that timekeepers maintained their position over the designated lane for the entire time required or arranged replacements when required.			
2.6 Ensured that all timekeepers moved forward to the edge of the pool when the leading swimmer in the race was 15m from the finish.			
2.7 Ensured that all timekeepers stood in such a position that they saw directly down the wall for the finish and they stopped the timing device the moment the first part of the swimmer touched the wall.			
2.8 Monitored the accuracy of the timekeepers.			
2.9 If using a manual timing device advised timekeepers to clear the device at the appropriate time.			
2.10 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
2.11 Thanked the Timekeepers for their efforts in the meet.			
3. Decision Making			
3.1 Reported any problems with timekeepers immediately to the Referee.			
4. General			
4.1 Attended Swimming rules seminar within the past 4 years			
4.2 Was dressed appropriately for the task — where sponsor clothing was available it was worn.			
4.3 Was courteous to all swimmers, coaches, parents, spectators and other officials at all times.			
4.4 Possesses State specific accreditation in relation to child protection legislation.			

Chief Timekeeper

Assessment Decision:

Competent

Not yet competent

Date of Assessment:

Name of Assessor:

Assessor Signature:

Name of Candidate:

Signature of Candidate:

Future Training / Assessment Recommendations:

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