

Mentoring Timekeeper Candidates



- a) Put the candidates at ease and always talk to them and explain what is going on.
- b) Show them how you stand at the start to let the Referee know you are ready.
- c) Point out that, as light travels faster than sound, it is useful to look at the flash on start system particularly when there aren't speakers on each lane.
- d) Make sure they check their watch is running after the start and periodically thereafter.
- e) Make sure they know to stand when swimmer reaches 15 metres from finish.
- f) At the finish make sure they watch the wall, not the swimmer.
- g) Show how you always record times on your programme or start sheet for future reference and onto timecards and timeslips if they are used.
- h) If cards or start sheets are being used how you must check you have the correct swimmer in the correct lane and the correct heat.
- i) Compare your time to theirs and advise them if they are too fast they may be anticipating the touch.
- j) Although yours will be the official time, if you have time let them practice averaging yours and their times.
- k) If possible show how you take splits.
- l) Explain when you reset your watch (on the Referees whistle).
- m) When mentoring candidates as Chief Timekeepers as well as the usual duties explain what happens in the following even if it is not happening at this particular gala.
 - When the gala is being run card less.
 - Collecting cards during the race (making sure the correct card is collected).
 - Collecting cards after the race and sorting into time order, then filling in the official times with the Referee.
- n) At the end of the session please complete their workbooks and please comments as appropriate.

Mentoring Inspector of Turns Candidates



- a) Put the candidates at ease and always talk to them and explain what is going on.
- b) Explain which lanes you are responsible for (maybe 1 or 2 or it may be all lanes).
- c) Show disqualification slips and how they should be completed. Remember that the correct terminology should be used, for example in butterfly for an underwater recovery at the finish you should write “Arms not brought forward over the water” with additional information “Underwater recovery at the finish”.
- d) Where do the Inspector of Turns duties begin and where do they end (beginning of the last arm stroke before touching until the completion of the first arm stroke after the turn or until the head breaks the surface of the water in breaststroke).
- e) Point out where the 15m mark is from your end of the pool. They often confuse it with the nearest mark i.e. the 15m mark from the other end.
- f) Explain what you are looking for on each stroke but don't try to cram everything in on one race. For example in breaststroke you may wish to explain what you are looking for as they approach and with the touch for several races, then what you are looking for as they leave the wall (including the dreaded butterfly kick).
- g) If you are at the start/finish end of the pool make sure you explain they must watch the first stroke after the start and that the finish complies with the rules for the stroke.
- h) When mentoring relay takeovers candidates the advice is that the feet should be watched until they lose contact with the starting platform after which the gaze drops to the surface of the water with an infringement called if the incoming swimmer has not touched the wall. This is not so easy when working from the sides watching several swimmers at once.
- i) As we don't use Chief Inspector of Turns at the majority of galas the mentoring of Chief Inspector of Turns should, where possible, be by a Referee or a judge that has had experience of the role. If you are asked to mentor candidates for this and you are not sure seek advice from the Referee.
- j) At the end of the session please complete their workbooks and please add comments as appropriate.

Mentoring Judge Level 2 Candidates



- a) Put the candidates at ease and always talk to them and explain what is going on.
- b) When mentoring Judge of Stroke explain which lanes you are responsible for, unless told differently by the Referee, usually you would concentrate on your half of the pool, although not ignoring infringements in any lane.
- c) Where a Judge of Stroke should be positioned at the start of the race, usually between 5m and 15m so they can observe the swimmers in relation to the 15m mark (often asked to operate the recall rope).
- d) Where you are positioned during the race, this is usually abreast or just behind the last swimmer but making sure that no swimmer is being unobserved in longer races when they have spread over the whole course. In these circumstances you may need to check the position of the Referee and the other Judge of Stroke.
- e) Judges of Stroke duties include assisting the Inspector of Turns in particular in relation to the 15m mark in the relevant strokes so need to be in a position to observe the turns.
- f) Explain what you are looking for on each stroke but don't try to cram everything into one race. For example, for several races, in breaststroke you may wish to explain that you are looking for the head breaking the surface each cycle and that the elbows remain under the water then, for several races concentrate on what you are looking for in relation to the hands and arms and then finally explain the feet and legs.
- g) Point out where the 15m marks are from each end of the pool. In 25m pools often the recall rope is at 12 m, in the middle.
- h) Show disqualification slips and how they should be completed. Remember that the correct terminology should be used, for example in butterfly for an underwater recovery at the finish you should write "Arms not brought forward over the water" with additional information "Underwater recovery at the finish".
- i) When mentoring Finish Judges show how you record the finish and report it to the referee, this will depend on whether place sheets, place slips etc are being used.
- j) As Finish Judge, explain how at some galas you may be asked to be Inspector of Turns so if this is the case, you should be watching the first stroke after the start as well as the turns and the finish.
- k) At the end of the session please complete their workbooks and please add comments as appropriate.

Mentoring Judge Level 2S Candidates



- a) Put the candidates at ease and always talk to them and explain what is going on.
- b) Always check equipment works **at least 1 hour** before start in order to check the starting equipment and become familiar with the pool layout. (National Advice)
- c) **Before the Event**
- Check the start signal, recall button, strobe light. PA
 - Check the starting platforms (Blocks) for sharp edges, tightness, correct numbering
 - Check whether you need to hold down the microphone switch when pushing start button
 - Set and Test the volume levels
 - If the strobe light fails to work and there are swimmers with a hearing impairment, you will have to make arrangements with the swimmer/coach regarding the start signal.
 - Have you got a whistle?
- d) **Briefing with the Referee**
- Liaise with the Referee to see if there are any local operating requirements
 - How many starters are there, are there any races to be started from the turn end of the pool?
 - Problems entering the pool on backstroke (timing boards on deck pools)
 - Is there over the top starts in operation
 - Is the starter clearing the pool after each backstroke race?
 - Establish the procedure for unfair starts / recalls
- e) Check to see if you have the correct number of swimmers at the start of the race or disability swimmer – deaf swimmer / partially sighted.
- f) Stand where you can see & be seen, don't stand in front of light or speaker.
- g) In races involving AOE, the timing pads are not activated until 10-15 secs after the start signal is given, do not waste time asking the swimmers in the water to remove their hands off the pads as it delays the start and has no effect whatsoever on the pads anyway.
- h) When starting make sure that the swimmers have at least one foot at the front of the blocks. (this would be after the command "take your marks" need to make them aware of this as many qualified starters don't seem to know the rules want the foot there before they will give the command) If starting in the water ensure that they are holding on with at least one hand (except backstroke when it's both hands (masters one hand)).
- i) When you are going to start make sure that the swimmers are ready.
- j) If the start is faulty or someone falls in stand the rest of the swimmers down **quickly**.

Mentoring Judge Level 2S Candidates



- k) When starting vary your timing **very** slightly
- l) The starter will not start the race until all swimmers are stationary.
- m) Once the race has started watch the swimmers until they have all surfaced (and the referee until you are sure they are not going to recall).
- n) Be careful when you put the hand set down so that you don't accidentally press the recall button
- o) If you are going to report a disqualification, ensure that the swimmer actually false started (SBS) and didn't just slip or fall in. Fill in the DQ report and hand it personally to the referee.
- p) Show disqualification slips and how they should be completed.
- q) How to deal with a deaf or blind swimmer
- r) What about if the AOE start box doesn't work, start on whistle. Make sure that you have the decision announced, advise everyone including officials. Do a test start with the whistle first to ensure everyone is aware of what it sounds like (you will also know if you need to blow louder as well).

Mentoring Referee Candidates



- a) Put the candidates at ease, do not be overbearing, and do try to be supportive.
- b) Ensure candidate is taken through the poolside duty checklist prior to the warm up.
- c) When mentoring a trainee referee for (A) Shadow, explain all your actions in relation to:
 - Checking all swimmers are ready for the next race.
 - Checking that all officials are in position, show you are looking.
 - Your positioning for the start so that you get the best view.
 - The whistling procedure.
 - Your positioning throughout the race.
 - At the end of the race, explain and let them see you are observing all relevant officials in case they wish to report an infringement.
- d) When mentoring a trainee referee for (B) the Start, correct them if needed regarding:
 - The whistling procedure, this should be a series of short (4 or 5) whistles with a distinct pause before the long whistle. The second long whistle for backstroke should be of equal length and loudness.
 - They don't hand over to the starter until the swimmers are in position and ready.
 - That the outstretched arm stays in position until the starting signal is given.
- e) When mentoring a trainee for (C) Start and Race, make sure you are with them at the end of the race. If any officials wish to make a report this must be to you. The trainee will observe how you handle the receiving of reports.
- f) When mentoring a trainee for (D) Reports, please make sure you are with them if they should receive a report so that you can advise or intervene if necessary. Remember that the correct terminology should be used, for example in butterfly for an underwater recovery at the finish the report should be worded "Arms not brought forward over the water" with additional information "Underwater recovery at the finish". Only you as Referee can disqualify, not the candidate.
- g) The mentoring for (E) AOE should be ongoing. You should be explaining what you are doing, letting them read the printouts etc from their first mentoring session. By the time they come to towards the end of their mentoring sessions they should be able to understand how to cope when there is not an AOE time for a swimmer or where to find one in the history. Do not sign off (E) without checking they are conversant with all aspects of AOE.
- h) When mentoring a trainee for (F) Full, you will need to observe that their positioning is correct for the start, throughout the race and for the finish. That they are confident with the starting procedure, checking that all officials are in position. That they are covering the whole course not only to observe the swimmers but to check all officials are fulfilling their duties correctly. That they handle the receiving of reports confidently and correctly and are able to deal with queries from, swimmers, coaches and officials although be ready to step in if needed. They should also be involved in the delivering of the officials briefing. On their final mentoring session prepare them to make the briefing themselves and, without embarrassing them, at the end of the briefing add anything they may have missed.
- i) At the end of the session please complete their workbooks and please add constructive comments as appropriate.