



Getting started on your officiating journey with CSC.

A 10 step guide to becoming a qualified swimming official.

officials@crawleysc.co.uk

Thank you for agreeing to support CSC by becoming an official. The below is a simple 10 step guide to help you navigate your way through the world of swimming. William & Emma Best can be contacted on officials@crawleysc.co.uk or alternatively message the CSC Officials WhatsApp group for help and support.

As you complete each section, please keep us updated so we can keep our records up to date.

Step 1 **Setting up your profile up and making sure you are registered in the correct places.**

Are you a member of CSC, and do you have a Swim England Number? Follow the link below to check:

<https://www.swimmingresults.org/membershipcheck/>

Swim England Membership Check				
Personal Details				
Name	William Best	Known As	William	
Membership Details				
Member Number	1661147	Member Status	Current	
Fee Paying Club	Crawley SC	Category	SE Club Support	
Discipline	Other (Parent / Life Member)			
Discipline	Official / Volunteer			
Clubs & Organisations				
Club	Relationship	Rank	Roles	Join
Crawley SC	Club Member			12-07-2022

If no, email Vanessa Sultana on membership@crawleysc.co.uk ask her to register you with CSC and Swim England as a **SE Club Support**.

Step 2 **Online Membership System**

Before starting the first course you need to do the following:

Register and/or log in on the Swim England membership system following the link below:

<https://www.swimmingmembers.org/Default.aspx>

Check your details are correct, especially your email address.



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Online Membership System

Welcome to the Swim England Online Membership System.

If this is the first time you have used OMS please click on Activate Membership to get started.

Any questions [click here](#) to download our Renewals User Guide, email [renewals](#) or call us on 01509 640727

LOG-ON AREA ACTIVATE MEMBERSHIP

USERNAME ?

PASSWORD

[LOG-IN](#) [FORGOTTEN PASSWORD?](#)

NEWS

Step 3 **Swim England Member options.**

Now you need to log into Swim England Member Options:

https://www.swimmingresults.org/member_options/register.php

Create a password, check your details are correct and upload a photo, you need to do this to get your license later down the line. This website is where you upload completed certificates.

swimmingresults.org British Swimming Swim England Swim Wales Scottish Swimming Contact Us

Home Rankings Results Records Para-Swimming Masters **Members** Blogs Entry Tools Downloads Licensed Meets

Members

Swim England Member Options Register

Enter your membership number and email address registered with us.

If you don't know which email address you have registered with us you can check and update your person details by using the [Online Membership System](#).

Membership Number

Email Address

[Submit](#)

Disclosure of your information. Please choose [Swim England](#) / [British Swimming](#) / [Scottish Swimming](#) Privacy Policies. For membership queries please contact [Swim England Membership](#) / [Scottish Swimming Membership](#) / [Swim Wales Membership](#). To update your contact details, website visibility or data protection choices log on to the [Swim England Membership System](#) / [Scottish Swimming Membership System](#) / [Swim Wales Membership System](#). If you believe times are wrong or missing from a meet then please contact the MEET PROMOTER with the details as they supply the data.



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Step 4 Skip to next step if you wish to be a J1	Now you can start your officiating journey. Register for the Timekeeping course – it is an online course takes approximately 1 hour and costs £5 (CSC can reimburse this, once qualification completed). Link to Timekeeping Course You will also need to register/create a profile for this site to. Once you have completed the training, download and/or screen shot the certificate and then upload it to: https://www.swimmingresults.org/member_options/index.php Sign in and then click the link to upload certificates:
Step 5 Skip to next step if you only wish to be a timekeeper	Becoming a Judge Level 1 (JL1 or J1). To be able to officiate at a level 3 meet or higher you need to be a JL1. Again, this is in 2 parts, an online course and then practical experience which is signed off by the referees at the licensed meets you officiate at. From when you complete the online part, you have 11 months to complete the training and become a licensed JL1. To sign up for the J1 course follow the link below. The cost is £20 (CSC can reimburse, this once qualification completed) and it should take up to 6-8 hours to complete (I found it straight forward and easily completed it within 6 hours). You can do it in stages, it is easy to log in and out of the training. I found it is best to complete a section & the multiple choice test, save progress and then log out. https://www.swimming.org/ios/course/9427



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	Once you have completed the online part, screenshot/download certificate at the end and upload it in the same place as shown in step 4 .
Step 6	Equipment and Dress code Before completing the next step, you will need some basic equipment: Pens (biros are best as if writing gets splashed ink doesn't run); clipboard; stopwatch – doesn't need to be fancy something like this is fine:  Link to Stopwatch on Amazon We can also give you a laminated copy of the DQ codes for your reference. Normally the dress code for swimming in Sussex is white polo-shirt, black trousers/shorts, white footwear.
Step 7	Complete your timekeeping practical assessment. You can do this at a level 4 meet (Club Champs). You will be mentored by a qualified official. At the end of the session the referee will check with you and the mentor to ensure you are competent in the role of timekeeper. After the event the referee will email you, a certificate confirming you are a qualified timekeeper. We will let you know when Club Champs are coming up, you will need to sign up by using this link to Swim Meet: https://www.swim-meet.com/OfficialsSignup/Crawley/ Complete the form with your personal details as requested. Select no qualification for the qualification drop down box and in the further information box, write that you need to complete your timekeeping assessment.



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Please enter your details, tick the sessions you can do and click "Save".

If you are unavailable then leave the availability tick boxes blank and click "Save".

Firstname: Surname:

Club: Qualification:

Email: (required to contact you) Mobile: (optional)

Further information:
(e.g. mentoring request)

Your availability

Tick your available sessions. **Previously submitted availability is not shown here.** You can return to this page to re-submit your availability at anytime but you must tick all the sessions that you can do.
If you have forgotten or wish to confirm your previously submitted availability, then click [here](#) to be emailed a reminder of your choices.

Session	Session Start Time	Your Availability	Session Notes
Session 1	Fri 30 June 18:15	☒	

Once you have completed the the timekeeping practical and have the certificate, upload in the same place as you did for the online part in [step 4](#).

Timekeepers

Congratulations you can now support CSC at club champs and unlicensed meets as a timekeeper.

J1 Trainees

Assuming you completed the J1 online course you can start the process of being mentored, this is outlined in the next step.



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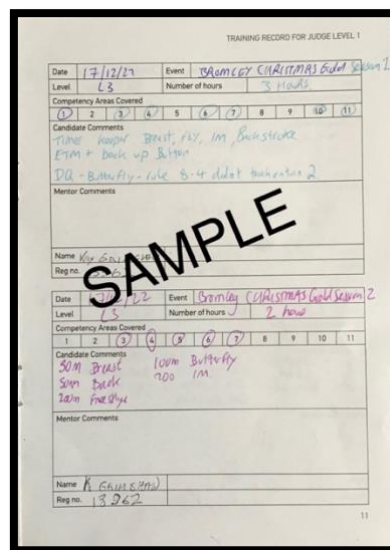
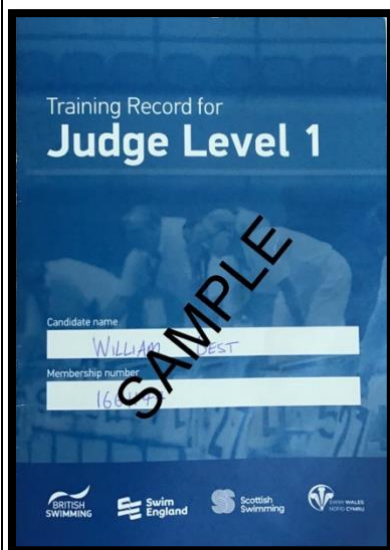
Step 8

J1s only

Practical experience

Within a couple of weeks Swim England will send you a training logbook in the post.

You will use this logbook to document your pool side experience. At each meet you attend fill in the relevant information and at the end of each session ask the referee to sign off what you have covered.



William often officiates at meets and will happily guide you in person on how to fill your logbook in.

We will add you to our email list and WhatsApp group, when CSC are hosting or attending a meet, we will share the link of where to sign up for the event.

As a JL1T (Judge Level 1 Trainee) you can officiate at L4 & L3 meets, you can be mentored at a L2 & L1 meets.

If you require a certain part to be signed off, always put in the notes what you require mentoring on.

One of the trickiest parts to get signed off is relay takeovers, not because it is hard, but purely as there are not many licensed relay meets – we will make sure you know when they are coming up.



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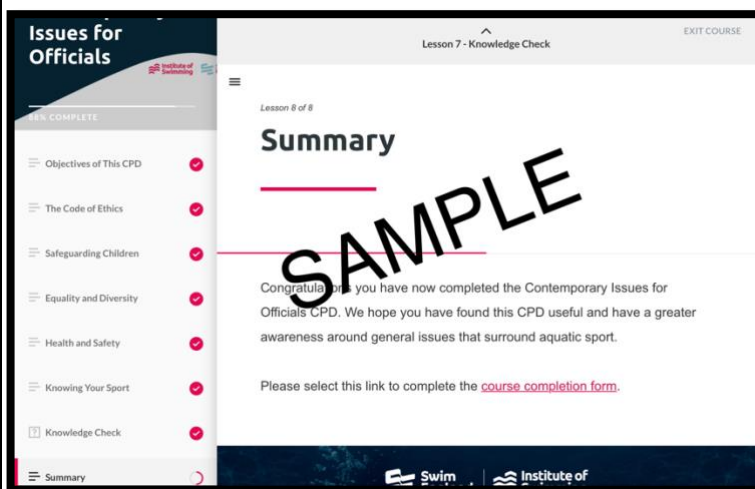
Step 9

Contemporary Issues

One of the sections to sign off for JL1 is contemporary issues. This is a short, free online course that is now called Swim England Foundation Safeguarding Course for Adults.

[Link to SE Foundation Safeguarding Course](#)

Once completed, take a screenshot of the certificate, it will automatically upload to your SE profile but it can take a while.



You will need to print the screenshot off and add it to the back of your logbook, then ask a referee to sign off that you have completed the contemporary issues part of the sign off sheet. Most referees will accept and sign you off if you show them the screenshot on your device.

If you have completed the course but didn't save screen shot you can prove you have completed the course via the OMS system, [find out how do do this here](#), it will take a good few days for it to register to the system though.



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Step 10

Completing the process

Once you have got all the required sections signed off ask a referee to sign to say you have completed your JL1 practical!

TRAINING RECORD FOR JUDGE LEVEL 1

Record of Poolside Duties
Competency Sign-Off Form

Candidate name William BEST
Membership number 1661147

Competency	Date Achieved	BS Licensed Referee's Signature	BS Licensed Referee's Name	Referee's Reg. No.
1 Timekeeper	17-12-22	[Signature]	K. GARDNER	13962
2 Chief Timekeeper	25/3/23	[Signature]	D. MUMFORD	212423
Inspector of Turns:				
3 Backstroke	18-12-22	[Signature]	K. GARDNER	13962
4 Breaststroke	18-12-22	[Signature]	K. GARDNER	13962
5 Butterfly	17-12-22	[Signature]	K. GARDNER	13962
6 Freestyle	18-12-22	[Signature]	K. GARDNER	13962
7 Individual Medley	18-12-22	[Signature]	K. GARDNER	13962
8 Relay Take-offs	19-2-23	[Signature]	K. GARDNER	13962
9 Chief Inspector of Turns	5/3/23	[Signature]	J. WHITE	33539
10 DQ Reporting	18-12-22	[Signature]	K. GARDNER	13962
11				
Splits	07-1-23	[Signature]	A. B. A. A.	236079
Backup Button	07-1-23	[Signature]	A. B. A. A.	236079
Lap Cards				
Whistles				
Backstroke Ledges	07-1-23	[Signature]	A. B. A. A.	236079
Use of Radios	5/3/23	[Signature]	J. WHITE	33539

The use of and competency with splits, backup buttons, lap cards, whistles and radios are all viewed as some worthwhile basic skills that will be needed in the performance of other roles. However, it is recognised that not every official has access to radios at meets or can work at distance events during their training and all these competencies are therefore optional. Their lack of attainment should not prevent a Candidate from being passed as a Judge Level 1.

	Date Completed	Verified by	Verification Date
Contemporary Issues	18-2-23	[Signature]	11/3/23
Timekeeper Practical	18-12-22	[Signature]	18-12-22
Poolside Experience	5/3/23	[Signature]	3/8/23
J1 Completed	5/3/23	[Signature]	5/3/23

Take a picture and upload in the same place as [step 4](#).

Congratulations you are now a qualified JL1 and can officiate at all categories of meets

Within a couple of weeks Swim England will send you your license card.

Also email the picture of the completed page to chris.hobbs54@sky.com who will update the official's database for Sussex.

Once you have completed timekeeping course, also after completing the JL1 course, you can claim the expense of each online course back, just email Gordon, CSC Treasurer on treasurer@crawleysc.co.uk.

Thank you for supporting CSC. If you wish to continue your journey further, please let us know so we can guide you on the Judge Level 2 process, before starting this you need 20 hours pool side experience as a JL1.



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