Sussex County ASA

How to register for online Timekeeper and Judge Level 1 training

This help sheet aims to support trainees undertaking online Timekeeper and Judge Level 1 training.

Please note, trainees within Sussex clubs must pay their own fees before reclaiming them from their club on successful completion of the training.

Trainee timekeepers

A fee of £5 is payable for this course by you, you may be able to recover this from your club.

Each trainee official must first create their own individual Institute of Swimming (IoS) account. You can do this by going to www.swimming.org and selecting 'Institute of Swimming'.

Open "Register" at the top of the screen and follow the instructions to complete the online form. Ensure that you answer all the questions. (*The email address you use must be the same as the one on your Swim England membership record*).

Qualified timekeepers wanting to progress to Judge Level 1

Please refer to the Swim England Judge Level 1 online training flow chart.

A fee of £20 is payable for this course. However, if you have previously completed the Timekeeper course you will receive a £5.00 voucher from Swim England. Trainees can recover £15 on successful completion of the course: £5 directly from their club and a further £10 from Swim England South East Region via the County Officials Co-ordinator for licencing purposes.

Trainees should inform the County Officials Co-ordinator and their club Treasurer that they are taking this course so that necessary arrangements for the refunds when the course is successfully completed.

Qualified Timekeepers wanting to progress to Judge Level 1 training (without redoing Timekeeper sections) must apply directly to Swim England by emailing:

Helen Akers (swimmingofficials@swimming.org)
Cc **Sussex County Officials Co-ordinator** (chris.hobbs54@sky.com)
Note: *The email address you use must be the same as the one on your Swim England membership record*

Only include the following details:

***Message line**: Request for qualified Timekeeper J1 online voucher and access.*
***Body of email**:*

- *Your name*
- *Swim England Membership Number*
- *Club name*

Swim England will verify the request and issue a voucher for £5. They will also provide the trainee with access to the online course and resources.

All theory sessions are completed at the trainee's pace and can be undertaken in small blocks if necessary.

When trainees have successfully completed the theory section of the training, they will receive a prompt and instructions to upload their certificate. Trainees will also receive instructions on progressing to next section of training.

If at any time a trainee needs help with the content of the course, they should follow the instructions given within the programme or email the Sussex County Officials Co-ordinator chris.hobbs54@sky.com who will arrange for a local mentor/tutor to provide suitable assistance.

Qualified timekeepers wanting to progress to Judge Level 1 training are expected to complete the full course within 11 months from the date of completing the theory section. If a trainee is unable to qualify by the end of this period, they will be dropped from the J1 training programme.

Trainees who do not complete the training in 11 months may restart training from the beginning but will have to pay the fee again and will only hold the qualification of Timekeeper until the course is successfully completed.

All trainees are required to undertake the Contemporary Issues CPD. This can be completed at any time prior to final completion of the workbook.

September 2021