



## Guide to Becoming a Swim England Official

### Why become an official?

Being a Swim England Official is a great way to support TSC and our swimmers. Officials are crucial to the future of our club, as without them the club cannot hold meets such as Club Champs, No Frills and Open Meets. We also need our officials' help when we attend away meets, such as Counties, Regionals and Arena League, as we are required to provide a number of volunteers to officiate at each event.

Every year we lose officials, as older swimmers and their families leave the club. **Therefore, we need a pipeline of new officials to be training every year.** We require at least 15 officials per session to run a TSC Licensed Swim England meet at Crosfields.

No previous swimming or officiating experience is required as we will provide full training and mentoring.

Becoming a Swim England official is a rewarding role that contributes to the success of swimming events, enabling you to gain a better understanding of the sport. This guide outlines the steps required to become a Swim England official: broadly, this involves undertaking some online learning, before completing your training through mentored timekeeping and officiating at meets.

### Benefits of being an official

- Having a better understanding of the more technical points of swimming, which can help you to support to your swimmer.
- Being involved in running meets is fulfilling and a great way to support the club.
- You will be a valued member of the TSC volunteer community.
- Volunteering can enhance your CV.
- Officials always receive free entry to meets, and this often includes free refreshments!

### Will it cost me any money?

Once you complete your JL1 training, TSC will cover the cost of your training course. We will also provide a white TSC officials polo shirt. Other than that, you just need a clipboard, pen and stopwatch.



## Steps to becoming a Swim England JL1 Official

Please contact Lucy Stent [tsc.lscmms@gmail.com](mailto:tsc.lscmms@gmail.com) , who will help arrange Swim England membership and support you through the process of becoming an official. You can also join our TSC Officials Whatsapp Group, where we post information about upcoming meets and training opportunities.

### Step 1:

TSC will set up your Swim England membership.

#### Swim England Membership Check

Personal Details				
Name	Lucy Stent	Known As	Lucy	
Membership Details				
Member Number	1738006	Member Status	Current	
Fee Paying Club	Tilehurst SC	Category	SE Club Support	
Discipline	Swimmer			
Clubs & Organisations				
Club	Relationship	Rank	Roles	Join
Tilehurst SC	Club Personnel		Swimming - Vol - Event Organiser / Promoter Swimming - Vol - Team Manager	02-11-2023

### Step 2:

Register with the Swim England Membership Portal

**Swim England**

**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.

Questions?

Swim England Clubs Renewal click here to download your Club OMS Renewals Guide.

Swim England Clubs click here to download your Club OMS User Guide, email renewals or call us on 01509 640727

Swim England Swim Schools click here to download your Swim School OMS User Guide, email Swim Schools or call us on 01509 640727

LOG-ON AREA      ACTIVATE MEMBERSHIP

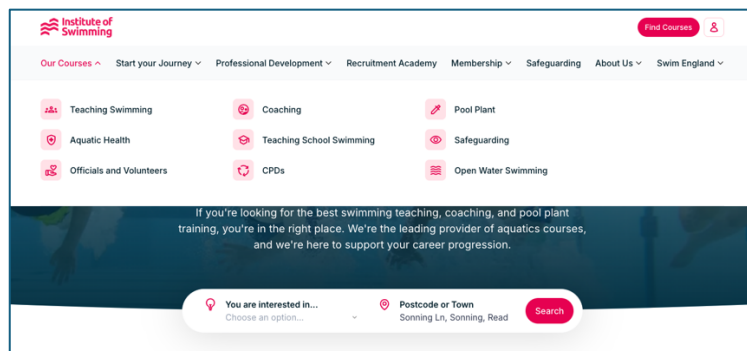
USERNAME  ?

PASSWORD

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

### Step 3:

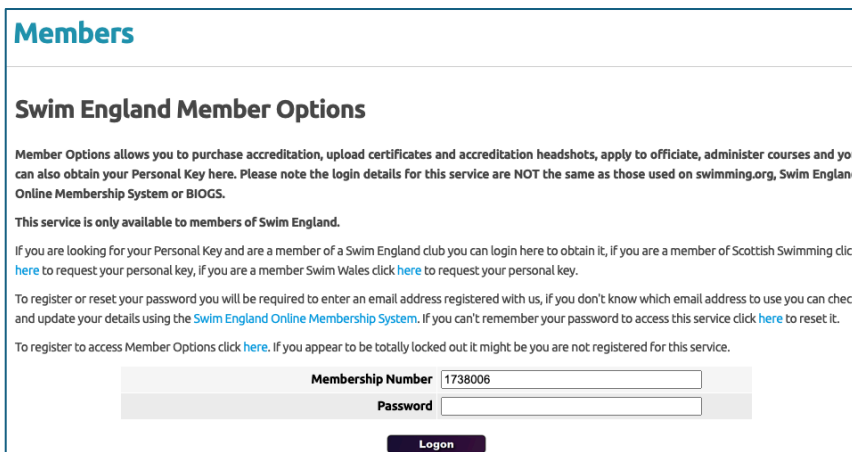
Register for online learning



You can complete the JL1 officials training online, in your own time. If you have any questions whilst completing the eLearning, please get in touch with Lucy. TSC will pay for your training course when you are signed off as a JL1. When you have finished your online training, you will receive a certificate to show that you have completed the theory element of the course. Download this certificate.

### Step 4:

Upload your training certificate to your Swim England Account.




Swim England will send you a Log Book through the post:

### Step 5:

Arrange your practical experience

You are now ready to gain the required practical experience at Swim England Licensed Meets. This must be completed within 11 months. We recommend starting at a TSC home meet, such as our Open Meet, or Club Champs. You can also gain experience away meets, Arena League, Counties and Regionals.

You will need to wear a white top, black or white trousers and white footwear. TSC provide white polo shirts for all our officials.

You will also need a stopwatch, clipboard and biro too. Please make sure that you bring your Log Book to record your progress.



<b>Step 6:</b> Timekeeper signoff	First step in practical experience: pass your timekeeper assessment at a TSC home meet (Open Meet, No Frills, Club Champs, Sprint Meet). For this, you will be mentored by a qualified official and signed off by the referee.
<b>Step 7:</b> Complete practical experience	<p>Practical experience</p> <p>You can now gain JL1 experience at L3 and L4 meets. You can also be mentored at L2 and L1 meets, recording your experience in your logbook with sign off from the meet referee. TSC will add you to the TSC_Officials' Whatsapp group.</p> <p>Part of the training involves gaining experience of relay takeovers. This can be completed at either Counties or Arena League – the club will help you to arrange this.</p>
<b>Step 8:</b> <a href="#">Take safeguarding course</a>	Finally, you will also need to complete an additional Swim England <a href="#">online safeguarding course</a>
<b>Step 9:</b> JL1 sign off	<p>Once you have completed all the required sections, ask a referee to sign to confirm you have completed your JL1 practical.</p> <p>Take a picture of the sign off page and upload it in the same place as step 4. You are now a qualified JL1 and can officiate at Level 1 to 4 meets. Swim England will send you your license card. Please email Lucy to let her know that you are fully qualified.</p>

**Thank you!** Your support and time are greatly appreciated.