# HOW TO ADMINISTER A

# HERTFORDSHIRE ASA TIMEKEEPER COURSE

## Before the course

1. **Ensure** all of your members are registered on the Swim England database and have a Swim England number – minimum CAT 3. **If they do not have a Swim England number, they cannot enrol on the course.**
2. **Book** the Timekeeper course with the Swimming Technical Officials Co-ordinator (officials@hertsasa.org.uk ), have a selection of dates, venue and time, you will receive a course code and a Course Presenter will be sought.
3. **Confirm the date, venue and time** with the Course Presenter.
4. **Requirements** – book a room for the theory session for 2 hours, comprising - sufficient chairs for the number attending, a suitable power socket, a white or cream walls or a screen to project onto. immediately followed by a **SHORT** session poolside – 15 swimming heats (any stroke) of 25m or 50m is preferred.
5. **Costs –** the cost of the course is £25 for 10 candidates or part thereof and is paid by Hertfordshire ASA. The cost of room hire can be reclaimed from Herts ASA up to a maximum of £50.
6. **Admin –** The Swimming Technical Officials Co-ordinator will supply you with all the admin:
   - Hertfordshire Excel File – to record those on the course
   - HASA funding form
7. **On receipt**, complete the excel file with your members who wish to attend the course.
8. **Email the completed** excel file to the Swimming Technical Officials Co-ordinator.
9. **Ensure Candidates have or you must provide** Clipboards, pens and stop watches for the theory session and for the practical assessment.
10. **Ensure that candidates are told to wear/bring suitable clothing including poolside footwear.**

## On the day

8. **Get to the room early** to greet candidates and Course Presenter. Check off candidates against the excel file. Refreshments are optional.
9. **Ensure** Course Presenter has all he/she needs.
10. **Liaise** with the club coach so that the practical assessment goes ahead smoothly.
11. **Get** the Course Presenter to sign the HASA funding form and keep hold of it!

## After the course

12. **Confirm** those that have attended with the Course Presenter and **email the: -**
    a **Completed updated excel file**, and
    b **HASA funding form**

    to the Swimming Technical Officials Co-ordinator, recording those that have not attended if applicable in the notes section within five days of the course
13. **Practical Assessment Sheets –** The Course Presenter may hang onto the practical assessment sheets in case they are needed.
14. **East Region** will be notified by the **Swimming Technical Officials Co-ordinator** and Certificates will be sent direct to candidates.