

Becoming a J1 Official

Your Step-by-Step Guide

[\(Camden's Volunteer Policy\)](#)

What is a J1 Official?

J1 is the qualification Camden needs most. A qualified J1 Official can officiate at Level 4 meets and above — including Invitationals, Qualifiers, Counties, Regionals, and Nationals. The J1 covers the full set of competition regulations: timekeeping, turns, starts and finishes.

If your swimmer is in Academy Gold, Junior Potential, Competitive, or Age Group/Youth Performance squads, a J1 or Team Manager is the expected family qualification.

- Online theory course: £20, approximately 2 hours
- Approximately 20–25 hours of poolside mentoring (5–6 competitions) to qualify
- Course cost refunded on qualification
- Qualification valid for 3 years, renewable with a minimum number of poolside hours

Already a qualified Timekeeper? You can upgrade to J1T via a shorter top-up course rather than starting from scratch. Once you register as a J1T, your poolside hours restart from zero — Timekeeper hours do not count. See the [Becoming a Timekeeper guide](#) or go straight to the [upgrade course link](#).

J1T window expired (11 months passed without completing poolside hours)? You will need to start the full process again from the beginning. The best approach is to get it done as quickly as possible — once certified, you are good for three years.

Step-by-step: how to get started

Step 1. Find your Swim England membership number

At least one parent per family will have an SE membership number — usually the parent with the SE Motion account. ([Look yourself up if needed](#)). If you do not have a Swim England Membership number, you can apply for one using [this form](#), and emailing it to Kirsta (club.administrator@camdenswimming.co.uk). Please note, it can take 2-3 business days for this to come through.

You do not need your SE number to start the online course — you can complete Step 2 while you wait.

Step 2. Complete the online J1T theory course

Register for [Swim England Judge Level 1 Course](#). It takes approximately 2 hours and is self-paced.

Ignore any 31 December deadline shown — it is available year-round. If the course count appears locked, email the Swim England online help desk to reset it.

Once you purchase the course, you will receive an email that does not contain the link to start. Go back into your Institute of Swimming account, and click on the little person icon in the top right corner to go into your account. Your course should be listed and accessible under the 'Courses' tab.

Step 3. Upload your theory certificate to your SE membership page

Upload your certificate to your SE membership page ASAP (required before you volunteer). Check your address is correct while you are there — Swim England will post your J1 logbook pack to the address on file.

You will need to do a practical timekeeping assessment at your first meet and receive a certificate, which you will also need to upload to your profile. ([How to upload your certificates](#))

Step 4. Set your SE profile qualifications to visible — once only, critically important

Your Swim England account is set to the restricted default visibility. You need to adjust a few settings so that referees can confirm you are certified or you may be turned away on the day. You only ever need to do this once — all future certifications will appear automatically.

([How to adjust your settings](#))

Once complete, let Kim know at Volunteers@camdenswimming.co.uk so she can confirm you are showing correctly on the system before your first meet.

Step 5. Register to volunteer as a J1T at your first meet

Sign up to volunteer at an upcoming meet through the club. Make sure to note that it is your first meet and that you need to complete your poolside Timekeeping assessment. See the [First Day Poolside guide](#) for full details on what to expect on the day.

Step 6. Continue volunteering until all poolside competencies are signed off

Your Timekeeping assessment takes around 30 minutes. After that, keep attending meets and asking for mentoring at every session. You need approximately 20–25 hours of poolside time across around 5–6 competitions to complete all your mandatory competencies, as listed in your logbook. Bring it to every session.

Step 7. Complete your safeguarding course and submit your documentation

Once your poolside hours are complete, you will need to complete a short safeguarding course and submit your documentation for review. Once approved, you will be issued with your J1 status and an official J1 official card.

From that point, you are also qualified to mentor other J1 Trainees — and every poolside session continues to count towards your three-year renewal. :)

After your J1: progressing to J2

Once you are a licensed J1 Official, you can begin working towards J2. There is no obligation, but it's helpful to have at least a few parents from each squad to this.

There is a new process for this — search for courses run by counties and regions:

- [Middlesex Swimming — Official Training Courses](#)
- [Swim England London — Training Courses](#)

Questions? Contact Volunteers@camdenswimming.co.uk