

CHIEF TIMEKEEPER

CANDIDATE NOTES & WORKSHEETS

After attending this course you must complete all of the requirements listed in the log sheets
for this position

**THE RULES RE THE DUTIES AND RESPONSIBILITIES OF CHIEF TIMEKEEPER
are SW 2.8 and SW 2.9 with the Rules of Timing at SW 11 plus SW 12.6.8M and SW 12.6.9M**

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Introduction

The Chief Timekeeper ensures there are timekeepers for each lane. He/She signals the Event Referee before the start of a heat when all timekeepers are ready to time the next heat.

Duties of the Chief Timekeeper

Before the Meet

- Report to the Meet Referee 30 minutes before the scheduled start of the meet (the advertised time of the first event).
- Attend the officials' pre-meet briefing.
- Attend any post meet debriefing.
- Ensure there is one copy of the program or heat sheets for each lane.
- Ensure there are split sheets if required (events 400m or longer).
- Take charge of all timekeepers.
- Check there are the required number of timekeepers for each lane.
- Have two reserve timekeepers if available, or
- If not, ensure that two extra watches are started.
- Ask the timekeepers to check their watches are functioning.
- Ensure timekeepers are aware of the location of the starting signal.
- Arrange a start check with the Starter to show Timekeepers the method of start.

During the Meet

- Position yourself so you do not block timekeeper's view of the starting signal.
- Ask timekeepers to start their watches when they do not have a swimmer.
- When needed instruct timekeepers to record intermediate times on split sheets.
- **Use a bright fluoro-coloured clipboard** to signal when the timekeepers are ready for the start of the next heat. The bright side is to be held so it directly faces the Event Referee. This is especially important in outdoor 50m pools.
- Check that timekeepers know what to do if their watch fails.
- Use your own stopwatch to do random checks on each lane.
- Replace timekeepers when needed (e.g. ill, competing, watch failed).
- When needed, liaise with Announcer to call for timekeepers.
- Ensure the Runners collect the cards/sheets.
- Have any uncollected cards/sheets forwarded to the Recorder.

Instruct Reserve Timekeepers to:

- operate only one digital watch each in every heat.
- start their watches on the starting signal and leave their watch running until the last swimmer finished the race.
- be ready to replace a timekeeper if a watch fails, a timekeeper is ill, or a timekeeper has to leave.
- be ready to become a third timekeeper when a swimmer is making an attempt to break or set a World record.

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For Record attempts

- **World:** Ensure there are 3 manual times (each timekeeper may operate one watch).
- **National and Branch:** Ensure there is a minimum of 2 manual times taken.
- **Relays:** The first swimmer in a relay team may attempt / break records if the times are properly recorded

Chief Timekeeper Worksheet

There may be more than one correct answer. Tick all correct answers.

1. Why should you have a brightly coloured clipboard (e.g. opaque fluoro)?
 - so it is easy to find
 - so the Starter can easily see your raised arm signal that all the timekeepers are ready
 - so the Referee can easily see your raised arm signal that all the timekeepers are ready
2. Before a meet that is not using electronic timing starts, which of the following items do you need to ensure has been placed behind each lane?
 - a chair for each timekeeper.
 - a watch for each timekeeper unless they have their own.
 - one clipboard with pen or pencil.
 - a laminated list of timekeepers' duties if available.
3. What is it best to have at least one of on each lane?
 - an accredited timekeeper.
 - a non-competing timekeeper.
 - a left handed timekeeper.
4. When a Start check is to be done before the event what signal do you instruct the timekeepers to start their watches on?
 - the Starter's hand signal.
 - the sound of the hooter or gun.
 - the flash of the starting device (hooter or gun).
5. Why do you start your own watch?
 - in case a timekeeper's watch stops or did not start.
 - where a third time is needed for world record attempts.
 - to do random checks on timekeepers in a lane to ensure all their times are within 0.3 seconds of the time you recorded.
6. Why do you have two reserve timekeepers?
 - in case a timekeeper's watch stops or did not start.
 - in case a third time is needed for a world record attempt.
 - in case a timekeeper is ill or needs to leave in a hurry.
7. When do you need to liaise with the Announcer?
 - when replacement timekeepers will be needed shortly.
 - when the swimmers are running late for their heats.
 - when the Referee asks you.
8. If a swimmer in a race is attempting a National record at an intermediate distance (say at 400m in an 800m event), what is the minimum number of manual times that must be recorded at the intermediate distance?
 - two manual times.
 - three manual times

Chief Timekeeper Duties Guide

1. Ensure you have an opaque fluoro clipboard and three stopwatches (one for yourself and one each for the two reserves).
2. Report to the Referee and pick-up your copy of the program.
3. Ensure there is a chair for every timekeeper.
4. Ensure each lane has 2 or 3 digital watches (if being used), 1 clipboard with pen/pencil and a laminated Timekeeper Duties list with the duties for all timekeepers.
5. Ensure you have the correct number of timekeepers for each lane (2 or 3).
6. Appoint one person per lane (preferably a non- swimmer) as Timekeeper Number 1. Advise each to check the Timekeeper Duties card for their duties.
7. Consult the Starter and carry out a Start Device check before the first event. Advise timekeepers to watch for the light and to start their watches the instant they see it flash (visual signal).
9. **When all timekeepers are ready, signal to the Referee by holding the fluoro side of your clipboard high so the Referee can easily see it.**
10. Start your own watch when the visual start signal is given.
11. Do random checks on each lane by stopping your watch when that swimmer finishes. Check to see that all timekeepers are within 0.3 seconds of the time you record.
12. Ensure timekeepers sit down and record times. Swimmer may be given approx. time only.
13. Replace timekeepers and any faulty watches as needed, using the reserve timekeepers or timekeepers from lanes where there are no swimmers.
14. Ask the Announcer to call for extra timekeepers in advance of when they will be needed, for the next event.
15. Ensure timesheets / cards are sent to the Recorder.

Distance Events (400m or longer).

1. Ensure the timekeepers have split sheets to record split times every two laps, and a whistle or bell to signal when there are 2 laps plus 5 metres to go.
2. Remind all timekeepers to take a split time for record attempts at intermediate distances e.g. 400m in an 800m freestyle.

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