

## Guide to Chief Timekeeper Duties

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 that each competition lane has chairs for 2 or 3 timekeepers, 2 or 3 watches, 1 clipboard with pen/pencil and a laminated Timekeeper Duties list with the duties for all timekeepers.
4. Ensure there are the required number of timekeepers for each lane (2 or 3). Appoint one (preferably a non-swimmer) as Timekeeper Number 1. Advise each to check the Timekeeper Duties card for their duties. You should also appoint two reserve timekeepers.
5. Consult the Starter and carry out a Start Device/Time 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).
6. **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.**
7. Start your own watch when the visual start signal is given.
8. 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.
9. Ensure timekeepers sit down and record times. Swimmer may be given approx. time only.
10. Replace timekeepers and any faulty watches as needed.
11. In an emergency use the reserve timekeepers or timekeepers from lanes where there are no swimmers.
12. Ask the Announcer to call for extra timekeepers in advance of when they will be needed.
13. 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.