

TIMEKEEPER Accreditation WORKSHEETS

Timekeeping is the most critical area of Masters Swimming competitions whether they be races or ENDURANCE 1000 aerobic swims. The results of all competitions are determined by the times that are recorded.

Electronic timing (AOE) takes precedence over Semi-Automatic (SAT) and manual timing. However, having a back-up system is very important in case there is an electronic malfunction.

With AOE electronic starting systems the Starter activates the system and the swimmer stops it when the pad is touched. This may be backed up by a semi-automatic timing (SAT) system.

The SAT system is started by the Starter, but requires timekeepers to press individual buttons when the swimmer finishes the race to stop it. The Dolphin system has handheld digital devices that send the time wirelessly to the Recorder.

Where both AOE and SAT are not available handheld digital stopwatches will be used either alone or to back up either of those systems. If digital stopwatches are used each timekeeper must operate only one watch at the end of a race.

Digital stopwatches are usually provided at swim competitions (meets). However it helps if you have your own watch, as all watches are a little different. Always check a watch before you use it to ensure that the battery is working. Check which button to press to start the watch, to take split times, to stop the watch and, to reset the watch to zero.

To become accredited as a Timekeeper you must:

Complete the assessment activities (competencies) on your log sheet.

This can be done at club swims or at swim meets.

These activities must be supervised by an accredited Chief Timekeeper or accredited Timekeeper.

Completed log sheets must be sent to your branch office for recording purposes.

Assessment must be done

- a) at least twice for each activity
- b) after studying the following two pages.

NOTE PAGES 2 AND 3 MAKE BE PRINTED BACK TO BACK AND THEN LAMINATED FOR USE AT SWIM MEETS.

Timekeeper Duties

Timekeepers using press button timing (SAT semi-automatic timing)

The SAT system is started by the Starter, but requires timekeepers to press individual buttons when the swimmer finishes the race to stop the timing.

- Report to the Chief Timekeeper before the start of the event to be allocated to a lane.
- Before each race starts ask your swimmer their name.
- Check it against recording card/sheet.
- You must not press anything at the start of the race.
- When your swimmer has 15m to go, step to the pool end edge and watch the swimmer.
- When they have 5 metres to go look straight down the end face of the pool.
- Press your button as soon as any part of the swimmer touches the end wall.
- Ask your swimmer their name again and check against the recording sheet/card.

Timekeepers using digital watches:

- Report to the Chief Timekeeper before the start of the event to be allocated to a lane and be given a digital stopwatch.
 - Check the functions of your watch – start / split / stop / reset.
 - Check the signal that will be used to start the races.
Is it a flashing light, starting pistol, whistle, or verbal command “Go”?
 - Position yourself to see the starting signal (if visual signal).
 - Before each race ask your swimmer their name and check it against the recording sheet / card.
 - Listen for the Starter’s command “Take your marks”
(the start signal will follow soon after this).
 - Start your watch on the start signal even if there is no swimmer in your lane.
 - If your watch does not start, or if it stops during the race, attract the Chief Timekeeper’s attention immediately so they can get someone else to take your swimmer’s time.
 - When your swimmer has 15m to go, step to the pool end edge and watch them.
 - **When they have 5 metres to go look straight down the end face of the pool.**
 - **Stop your watch as soon as any part of the swimmer touches the end wall.**
 - If you do not have a swimmer in your lane, stop your watch when the last swimmer touches unless the Chief Timekeeper tells you otherwise.
 - Ask your swimmer their name again and check against the recording sheet / card.
- Then**
- Step back to your seat and show and read the time to the Timekeeper who is recording the times.
 - Check it is recorded correctly. All times are to be recorded to 1/100th second on the recording sheet / card and next to the swimmer’s name on the program.
 - The card is to be marked **DNS** if your swimmer did not start, or **DNF** if they did not finish the race.
 - Reset your watch to zero when the time has been recorded.
 - If the times vary by more than 0.3 seconds advise the Chief Timekeeper.
 - Ensure cards are collected and taken to the Recorder.

The Chief Timekeeper is there to support you. Raise your arm or call out if you need help.

Timekeeper Duties

Endurance 1000 – events 400m and longer.

You must be familiar with and use all the techniques and procedures listed under Timekeeper Duties.

Timekeepers will be using digital watches:

- Take split times every time your swimmer touches your end of the pool.
- Record these “split times” on a split sheet.
- It is important to use the split sheet to keep track of the laps swum/distance to finish.
- When your swimmer has four laps to go advise the official who has to give the signal (two laps to go) to the swimmer.
This could be one of you or an Inspector of Turns.
- The warning signal is given with a whistle.
It should start from when the swimmer reaches the backstroke flags that are 5 metres from the end of the pool and continue through the turn until they again pass the backstroke flags.

Record attempt at intermediate distances (e.g. at 400m in an 800m event)

Records can only be broken at a sanctioned swim

- If your swimmer is attempting to break the record at an intermediate distance all two or three timekeepers will need to take the split time at that distance.
- All of these intermediate times must be recorded on the form provided.