

# TIMEKEEPING CANDIDATE

## WORKSHEETS

**Timekeeping** is the most critical area of Masters Swimming competitions whether they be races or Aerobics swims as the results of all competitions are determined by the times that are recorded.

Stopwatches are usually provided at swim competitions (meets). However it helps if you have your own watch, as all stopwatches 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.

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 that is started by the Starter, but requires timekeepers to press individual buttons to stop it.

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

### **To become accredited as a Timekeeper you must:**

1. Complete the exercises that follow. The exercises must be supervised by an accredited Chief Timekeeper or accredited Timekeeper.
2. After attending this session you must complete all of the requirements listed in the Log sheets for Timekeeper if you wish to become accredited, that is:

Assessment must be done

- a) twice for each activity
- b) by a different supervisor for each of the two times and
- c) only after studying the following two pages.

## Timekeeper Duties

### All timekeepers using digital watches:

- Report to the Chief Timekeeper before the scheduled start of the event to be allocated to a lane and be given a 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. Remember watch for the visual signal as light is faster than sound.
- 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 asked at least one of you must take split times.
- 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 and stop your watch 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.
- Step back to your seat and show and read the time to the Timekeeper who is recording the times, checking it is recorded correctly.
- All times are to be recorded to 1/100<sup>th</sup> 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 you do not have a swimmer in your lane, stop your watch when the last swimmer touches unless the Chief Timekeeper tells you otherwise.
- If the times vary by more than 0.3 seconds advise the Chief Timekeeper.
- Ensure cards are collected and taken to the Recorder.

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

- Report to the Chief Timekeeper before the scheduled start of the event to be allocated to a lane.
- Before each race starts ask your swimmer their name and check 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 and 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.

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

# **Timekeeper Duties**

## **Long Distance Events - 400m and longer.**

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

### **All timekeepers using digital watches:**

- If two swimmers are to swim in the one roped lane, be doubly sure you have the correct swimmer.
- 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 to the swimmer that they have two laps to go (this could be one of you or an Inspector of Turns).
- The warning signal is given with a whistle or a bell. It should start from when the swimmer reaches the backstroke flags which are 5 metres from the end of the pool and continue through the turn until they again pass the backstroke flags.
- If using a bell, be careful not to swing it out over the water. Use a sideways motion across the pool end and keep ringing until the swimmer turns and passes the 5m mark.

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

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