

# Chief Timekeeper Clinic

(Applicable Rules SW 2.7 & SW 1.2.3)

## A. EQUIPMENT AND SUPPLIES

1. Officials Clinic Certification Form (send to Provincial Swim Association at completion of clinic)
2. Officials Certification Card (given to the official that is taking the clinic)
3. Time Cards
4. Sample of different types of digital watches
5. Sheets for distance events

## B. ROLE OF THE POSITION

Of all the intermediate positions, Chief Timekeeper is probably the most straightforward. Accurate timing by this team is essential. The Chief Timekeeper and his assistant must maintain a constant check on the accuracy and efficiency of all the Timekeepers.

## C. PERFORMANCE OF THE POSITION

### 1. Before the Meet

- a. Arrive early – at least one hour before the start of the meet.
- b. Check with Meet Manager about condition of watches and check watches, if required.
- c. Arrange a sign-out system for the watches if requested by Meet Manager.
- d. Arrange a time with Referee and Starter for the watch check.
- e. Have extra batteries, watches and pencils for Timekeepers on the deck, during the meet.
- f. Discuss with the Referee:
  1. Are the official times to be recorded on the cards by the Timekeepers (almost never)
  2. What are the signals for advising the Referee if any Timekeepers have a problem (ie: card mix-up)
  3. Will there be two swimmers per lane in distance events?
  4. Is there a need to appoint relay take-over judges.

- 5 Special Procedures – distance events, two swimmers per lane? Need for extra Timekeepers, 25 metre swims in a 25 metre pool or 50 metre pool – will swimmers be moved to start at the turns end or will Timekeepers be moved to take finish at turns end?
- g. Conduct a briefing session and watch check with all Timekeepers 15 to 30 minutes before the start of the session:
1. Introduce yourself and your assistant and explain your duties.
  2. Ensure you have enough Timekeepers and arrange for more if required.
  3. Identify the apprentice Timekeepers and ensure they work with experienced Timekeepers.
  4. Appoint relay take-over judges if required and discuss correct position for observing relay take over and procedure for reporting of disqualifications.
  5. Select a Head Timekeeper for each lane. If you do not have a certified Inspector of Turns in each lane notify the Referee. If one lane does NOT have a qualified Inspector of Turns, then NO lane will be allowed to judge the turns.
  6. Discuss how to operate the different kinds of watches or plungers that will be used. Stress that the person that starts the watch must also stop the watch. NO EXCHANGING OF WATCHES.
  7. Identification of swimmers (have a sample card):
    - **Correct name on card** – matches the swimmer in the water
    - **Correct heat** – for heats it is located under “Heat”, for timed finals or finals it is located under “Final”.
    - **Correct lane** – for heats it is located under “Heat”, for timed finals or finals it is located under “Final”.
    - **Relays** – swimmers swim in correct order
  8. Discuss the recording of times on the time cards:
    - Recorded to the hundredths
    - Correct location on the card for:
      - ✓ **Timed Finals** – bottom middle under “Final”
      - ✓ **Preliminary Heats** – bottom left under “Heats”
      - ✓ **Finals** – bottom middle under “Final”
    - Splits:
      - ✓ **When** – every time the swimmer comes by
      - ✓ **How** – lean over the end of the pool and observe the touch

- ✓ **Where to record them on the card** – far right and on the back if not enough room. (Note: The Chief Finish Judge may request splits to go on the back of the card). On distance events, 800 and 1500, if you miss a split put a line through the space where the split would have been recorded. This will assist you in keeping track of where the swimmer is in the race for the Bell Lap.
  - Official Times
    - ✓ Are the Timekeepers putting them on the cards? (almost never)
    - ✓ If so, how to calculate them using 2, and 3 watches
9. Light touches when using electronics
- Swimmer does not touch the pad firm enough to activate the electronics
  - Report it to the Chief Timekeeper or his assistant
  - Write “Light Touch” on the time card
10. When and how to ring bells if you have 800 or 1500 events during the session
- 25 metre pool
    - in 800 ring the bell at the 750m lap
    - in 1500 ring the bell at the 1450m lap
  - 50 metre pool
    - in 800 ring the bell at the 700m lap
    - in 1500 ring the bell at the 1400m lap
  - ring the bell over the right hand lane rope when your lane’s incoming swimmer is 5 metres from his final turn until your outgoing swimmer is 5 metres passed his final turn (backstroke flags are 5 metres from the turn/end wall).
11. How does the Timekeeper signal for help when he has a problem?
12. Resetting of watches – on the Referee’s first whistle to start the next heat or as instructed by Chief Timekeeper.
13. Advise Timekeepers to record time as fast as possible and to be prepared for the next race.
14. Relays
- The first leg of relays (50 or 100 splits) shall be timed by all Timekeepers and recorded and published as official times.
  - Ensure the Timekeepers know the relay take off rules, the Head Timekeeper is charged with this duty.
15. Inform the swimmers of their “unofficial” time when they get out of the water (only if the swimmer asks and if there is time before the next heat is called).

## 2. During the Meet

**SW 2.7.1** *The Chief Timekeeper shall assign the seating position for all Timekeepers and the lanes for which they are responsible. There shall be three (3) Timekeepers for each lane. There shall be two (2) additional Timekeepers designated, either of whom shall be directed to replace a Timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using three (3) digital watches per lane, final time and place is determined by TIME.*

< **Also:** *When using LESS than three digital watches per lane, placing shall be determined by TIME. (CSW 2.7.1.1)*

**SW 1.2.3** – *Where Automatic Officiating Equipment is not available, such equipment must be replaced by a Chief Timekeeper, three (3) Timekeepers per lane, and 2 additional Timekeepers.*

- If there are only two Timekeepers, then the Chief Timekeeper or his assistant shall have their times recorded on the card of the first and second place swimmers in the event of an Age Group Swimmer breaking a record in a Senior Meet.
- The extra Timekeeper is essential for large meets and helpful at all meets.
- In the event you don't have extra Timekeepers, you or your assistant will provide the time.

**SW 2.7.2** – *The Chief Timekeeper shall collect from each Timekeeper a card showing the time recorded and, if necessary, inspect their watches.*

< A runner will be assigned to collect the cards.

- You should look at the first one or two heats to ensure the times are being recorded properly, and in the proper places (splits, timed finals, heats, etc.)

**SW 2.7.3** – *The Chief Timekeeper shall record or examine the official time on the card for each lane.*

(This is only done if Timekeepers are asked to put the official times on the card).

- Official times are normally put on the cards by the Chief Finish Judge
- If electronics are being used, the times are taken from the official electronics printout by the Chief Finish Judge.

**SW 11.3** – *Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three Timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered either to 1/100 of a second. Where no automatic equipment is used, official manual times shall be determined as follows:*

< “Certified as accurate”...is done at the watch check

**SW 11.3.1** – *If two of the three watches record the same time and the third disagrees, the **two identical times** shall be the official time.*

**SW 11.3.2** – *If all three watches disagree, the watch recording the **intermediate** time shall be the official time.*

**CSW 11.3.2.1** – *If only **TWO watches** are being used, the arithmetic **average** to the slowest hundredth shall be the official time.*

**Records:**

**SW 12.17.3** *Record swims shall be timed and recorded by an Automatic Officiating Equipment system or by three (3) timekeepers.*

- For a **RECORD** there must be **THREE watches**. The Chief Timekeeper or his assistant should always have their times recorded on the card if there are only two Timekeepers.

**CSW 12.17.4** *A time achieved while swimming the first “leg” of a relay, or while swimming any part of an event with a “gun” start, may count as a record. For a split time to count as a record, the swimmer must legally complete the full distance of the event or “leg” of the relay, and the official time for the individual event shall be equal to or better than the qualifying time for the event.*

- There will be an extra card attached to the normal card requesting an “Official Split”. The Referee should advise you as soon as he is advised, and arrangements made to time the 50 metre end.
  - a) Signal the Referee if something goes wrong in your area that needs to be fixed and requires the meet to stop.
  - b) Take the time of the winner of each heat or other lane as required.

c) Supervise all Timekeepers

- Check that their times are accurate by observing the times being recorded.
- Check that the Head Lane Timekeeper is recording the information in the right place on the cards.
- Have your time recorded if required for a third time or if a Timekeeper's time is not right.
- Chief Timekeeper's time is a diplomatic way for the Chief Timekeeper to supervise every lane and observe that times are accurate. The Chief Timekeeper's time is not used when three good times are recorded.

d) Evaluate apprentice Timekeepers

e) Move Timekeepers from a lane with no swimmer to a lane where a Timekeeper did not get a start on his watch.

f) Solve ongoing problems in his area of responsibility.

**3. After the Meet**

a) Sign record applications.

b) Ensure all watches are returned, shut off and stored properly. Those that are not working are marked and brought to the attention of the Meet Manager.

c) Return the watches to the office or Meet Manager.

## **D. CHIEF TIMEKEEPER EXERCISES**

How would you, as Chief Timekeeper, handle the following situations?

**1. Timekeeper 2 in Lane 5 consistently records times that are 0.40 to 0.60 faster than the other 2 Timekeepers.**

- a) Observe the Timekeeper working. Is he attentive? Is he starting and stopping the watch properly? If everything appears normal give him another watch, and explain the problem. **Use a lot of diplomacy**, we only have so many Timekeepers and they all have swimmers. If nothing appears to work, look to moving him to another position that he can handle well (assist the Chief Finish Judge or Marshall, etc).
- b) Review the correct procedure for taking starts and finished (ie: Is the Timekeeper starting the watch by the sound of the start device instead of the flash? Also is the Timekeeper anticipating the finish? Make sure he is watching the wall, not the swimmer).

**2. The Timekeepers in Lane 4 are all inexperienced.**

- a) Trade places with one experienced Timekeeper to assist the others.

**3. Timekeeper 1 in Lane 3 takes her split times seated in her chair.**

- a) Advise the Timekeeper of the importance of observing the touch and the time she records is not correct unless she observes the touch.
- b) Review the correct position for taking splits – standing over the lane.

**4. Timekeeper 1 in Lane 4 is a qualified Inspector of Turns. He is trying to take splits and judge turns at the same time.**

- a) Ask one of the other Timekeepers to take the splits and explain to the offending Timekeeper that the two jobs don't work together because they both require his attention at the same time.

**5. All three Timekeepers in Lane 6 are recording times that are inconsistent with the electronic results.**

- a) Observe the Timekeepers working:
- Are they attentive?
  - Are they starting and stopping the watches properly?
  - There may be a faulty touch pad, advise Referee of concern.

**6. After the start, 3 Timekeepers raise their hands. They have missed the start.**

- a) Are they all in the same lane?
- If so, are there any lanes with no swimmers?
  - If you have empty lanes, move the Timekeepers into the lane with the problem.
  - If no empty lanes and no extra Timekeepers the Chief Timekeeper and his assistant can take a time.

**Remember, if you start the watch you must stop that watch!**

**7. A Timekeeper requests a bathroom break after the start of an 800M freestyle event.**

- a) It takes about 10 minutes to complete the 800M race.
- If you have no extra Timekeepers and the Timekeeper has enough time, allow the break.
  - You or your assistant can cover for him.
  - If he doesn't have enough time inquire if he can delay until the start of the next race when he would have more time.

**8. The Referee has blown his whistle to signal the start of the next heat. The Timekeepers in Lane 2 raise their hands.**

- a) There is a problem in Lane 2
- Use your prearranged signal with the Referee to hold the start.
  - **Do not let the race start** with a problem among your Timekeepers.
- b) Make sure it is an important problem (ie: card mix-up; do not hold up start for a minor problem).
- The Timekeepers must try to come up to the speed the Referee requires.

**Chief Timekeeper Exercise**

Heat	Lane	Chief Timer	Timekeeper	Timekeeper	Timekeeper	Official Time
1	1		1:09.48	1:09.70		
1	2		1:11.92	1:11.95		
1	3		1:07.15	1:07.15	1:07.10	
1	4	1:05.67	1:05.61	1:05.67	1:05.60	
1	5		1:07.41	1:07.31	1:07.91	
1	6		1:10.24	1:10.25	1:10.23	

**E. CHIEF TIMEKEEPER'S BRIEFING SHEET**

- ! Watches all work, or is the meet using electronic timing devices?.
- ! Checklist of events. Any relays, 25m, 50m, 800m, 1500m.?

**Meeting with Referee**

- ! Do Timekeepers record official times on cards?
- ! Arrange signals for 25/50M
- ! Will there be two swimmers per lane for distance events?
- ! Where do you want the official time for the first leg of the relays written?
- ! Need to appoint relay takeover judges?

**Briefing of Timekeepers**

- ! Introduce yourself, assistant, Starter
- ! Do you have enough Timekeepers?
- ! Put apprentice Timekeepers with experienced ones
- ! Do you have enough Qualified Head Timekeepers? If not let the Referee know.
- ! Discuss operations of watches
- ! If electronics or plungers are used, review the procedure for their use. Reminder: the start is connected electronically with the starter's device; only the depression of the plunger stop button is required when the swimmer completes the race.
- ! Have Starter begin watch check (let watches run for a full minute). While waiting, carry on with list.
- ! Cards – ensure correct name, heat, lane.
- ! Times – Yes or No for official times on cards – Record times to the 1/100 – correct location on card for heats, finals, or timed finals.
- ! Splits – Where, bells for 800M and 1500M
- ! Light Touches – where recorded and who to notify
- ! Relays – swum in correct order, first leg will require all Timekeepers to take a time. It is an Official time. Where to write it?
- ! Have Starter end watch check – ensure all Timekeepers have a similar time
- ! Procedure and time to report on deck – have fun!

**Take extra watches and pencils on deck with you**

Chief Timekeeper Clinic