

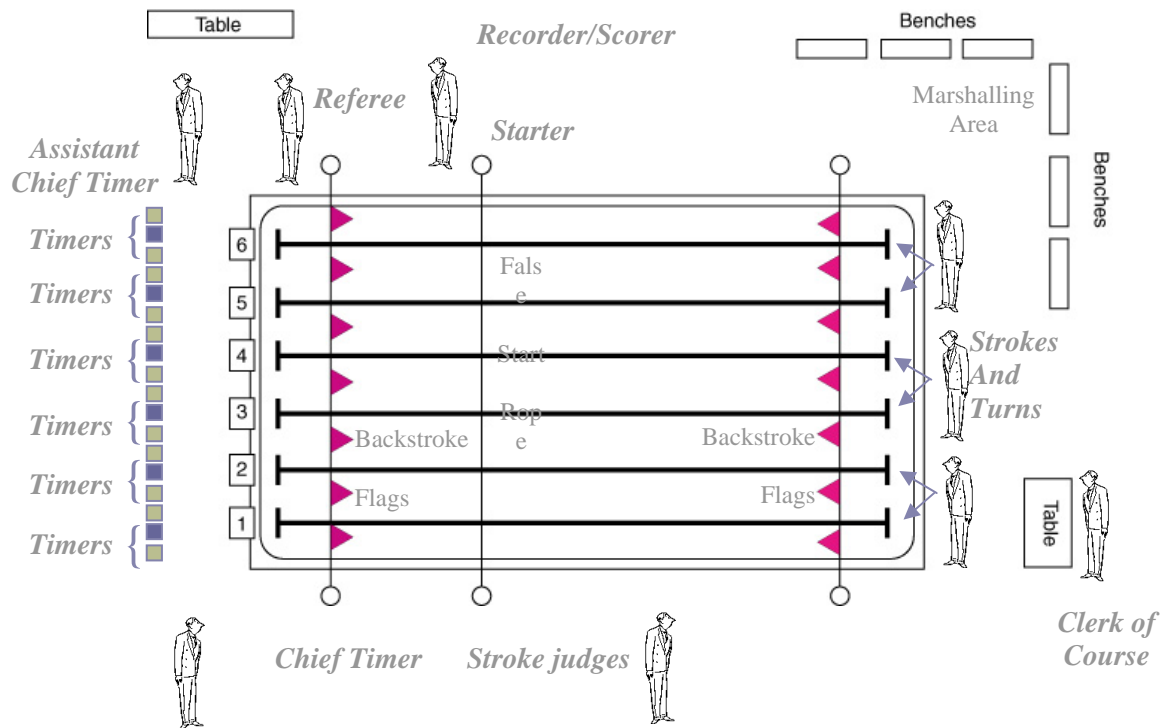


# TIME KEEPER & SAFETY MARSHAL LEVEL I CLINIC

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## Officials Needed to Run a Swim Meet



### Also needed:

- **Runners;**
- **Food preparation;**
- **Marshals;**
- **Safety Marshals;**
- **Meet Manager;**
- **Office staff.**

**If electronic timing is in use: operator, Chief Judge Electronics.**

## Officials Expectations

In Canada we are all volunteers who work the swim meet.

The meet is held for the swimmer and our role is to ensure no swimmer gains an unfair advantage over another and that the actions of one swimmer does not interfere with the performance of another.

### Dress Code

- White clothing or,
- Matching shirts if provided by the Meet Management
- Comfortable, rubber soled shoes, sandals
- Expect to get wet

### Arrival Time

- Officials lounge or area
- 45 minutes prior to the start of the Meet sign in and stay in the area
- Or at the requested time by the Meet Manager

## Officials – Ethics

- Have a Positive Attitude
- Accept and assignment to officiate only if you intend to honor the commitment
- Accept the assignment you have been given
- Don' t leave your post
- Be in the correct position to do your job
- Complete the session
- Be impartial (cheering really should not be done)
- Be unobtrusive and inconspicuous as possible
- A referee's decision is final (please don't take offence)
- Remain cool and professional at all times
- Be fair to all competitors
- Keep seated as much as possible
- Be friendly but don't distract the swimmers as they may be mentally preparing for the race
- Know the rules thoroughly

## **Timer – Responsibilities**

- All the officials at a swim meet are volunteers. Running a smooth swim meet requires the meet manager and other volunteers to pay attention to many details prior to the start of the meet. As a timer your job and attention to details is important and requires your full attention to the assignment.

### ***Your job includes***

- Ensuring that the swimmer's name, lane number and heat are accurate.
- If any of the above is incorrect you should inform the chief timer and/or referee
- Observing the start of the race clearly
- Obtaining an accurate finish time
- Recording the times accurately

### ***Swimmers with a Disability (SWAD)***

- Some meets may include swimmers with a disability (SWAD). There is a section in the SNC rule book that pertains to judging the strokes of SWAD athletes. As a timer, you should be aware that the SWAD athlete may start in the water or beside the blocks, rather than on the blocks. Some require assistance for a start and during the race; for example, the blind swimmer will require the assistance of a “tapper” to identify when he/she is reaching the end of the pool. Assistants are necessary for the SWAD so please give them the room required to assist their athletes.

### ***Timer Equipment***

- Watches will be provided for you
- Secure the lanyard around your neck
- Ensure that the stopwatch is working
- Make certain you are familiar with the operations of the watch
- Test it! – start it, stop it, take splits, and clear it.
- Familiarize yourself with the heat sheets, timer's cards, or lane sheets.
- Familiarize yourself with the plunger when electronic timing equipment is in use

## Timers Card

Event / Epreuve	25 400 1500	50 500	100 800 1650	200	Free/Libre Breast/Brasse IM/QNI MR/RQN	Back/Dos Fly/Papillon FR/RL	scy/pcv scm/pcm lcm/plm	Age	Entry time / Temps soumis : .	Splits/Fractionnés		Disqualification reason / Raison de la disqualification	
Name(s) / Nom(s)													
1. _____					2. _____								
3. _____					4. _____								
Club							City of club / Ville du club						
Heats/Préliminaires					Final/Finale								
Timer / Chronométrateur 1					: .			Timer / Chronométrateur 1		: .			
Timer / Chronométrateur 2					: .			Timer / Chronométrateur 2		: .			
Timer / Chronométrateur 3					: .			Timer / Chronométrateur 3		: .			
Official time Man <input type="checkbox"/>					Official time Man <input type="checkbox"/>								
Temps officiel Elec <input type="checkbox"/>					Temps officiel Elec <input type="checkbox"/>								
Heat/Départ Lane/Couloir					Consolation <input type="checkbox"/>			Lane/Couloir		Position			
					Final/Finale <input type="checkbox"/>					Heat/Préliminaire Final/Finale			

The card has a place for:

- The event number
- The distance of the event (circled)
- The stroke (circled)
- The pool length, short course 25 metres; long course 50 metres
- Swimmers age
- Swimmers entry time
- Swimmers name or if a relay event, all four swimmers names in order they will swim the relay

## How does this all work?

### **Deck seeding:**

The swimmers are called to the marshalling table in order of events. The clerk of course places swimmers in a heat and a lane, which are noted on the card. Marshals direct swimmers to the starting blocks, usually one to two heats prior to their race. Once at their assigned lane, the swimmer gives his/her card to the head lane timer. It is the responsibility of the swimmer to remain in the starting area and be prepared once their heat is called to the blocks.

### **Pre-seeded cardless:**

In pre-seeded, cardless meets, seeding, heat and lane assignments are posted in the clerk of course area and it is the responsibility of the swimmer to be at the blocks prior to the start of their race. Timers are provided with lane sheets or heat sheets; times of each swimmer in that lane are recorded on the lane/heat sheets.

## The Race

Swimmers mount the blocks when they hear the referee's whistle at the start of their heat. The starter will ask the swimmers to 'take your marks' and the swimmers assume a starting position.

The race begins with the flash of the gun or a strobe light. Each timer starts his/her watch when they observe the signal, regardless of whether or not there is a swimmer in that lane.

For each start, ensure that you are in a position so that you can clearly see the flash of the gun or strobe light. Make certain that your watch is cleared prior to the start. Hold the watch firmly and motionless and consistently use either the thumb or the finger to start the watch.

If a swimmer appears after the Starter has taken control (*i.e.* the referee has an out stretched arm) ask the swimmer to wait and then inform the chief timer who in turn will inform the referee.

If your watch fails to start, raise your hand to report to the Chief Timer. If your watch fails to stop at the end of the race record your time as a NT (No Time).

Events that exceed 50 metres may require the timers to record split times. A split time is the time that is recorded every 50 metres of a swim in a 25 metre pool or every 100 metres in a 50 metre pool. The time is taken by one timer only; the head lane timer records the time on the right hand side of the time card.

You may be asked to record an official time for a split in an event or relay. The time may be used as a qualifying time for a future meet. You will receive instructions from the chief timer; all timers on that lane are required to record a time with the plunger or watch.

At the end of the race, the timer leans over the finish end of the pool and looks straight down over the lane. The watch is stopped when any part of the swimmer's body touches the end wall *or* the touch pad *or* crosses the vertical finish plane.

The person who starts a watch should always stop that watch. There should never be an exchange of watches between timers, due to slight differences in reaction times.

Notify your Chief Timer if your watch is consistently slower or faster than the other lane timers, or if you are having difficulty starting or stopping the watch.

Do not concern yourself with stroke rules and regulations. If a swimmer fails to complete the race, write DNF (did not finish) on the timer's card. If you see that a swimmer is going to be disqualified, record your time anyway.

## Electronic Timing:

- Familiarize yourself with the plunger, which you will use as a semi-automatic timing device.
- Once on deck, arrange the plungers prior to the start so that they are easily accessible at the blocks. Do not pull the plunger back to your seat, as it is a safety hazard for others who are walking the start end of the pool.
- Each timer selects one plunger and uses it for the duration of the session.
- Select one timer to be responsible for taking the split with the plunger.
- The starter's signal activates the electronic starting system so there is no need to press the plunger at the start.
- To activate the plunger for a split or on the final touch, hold the plunger securely, and press down firmly on the top button with your index finger.
- Replace the plunger at the side of the starting block and prepare for the start of the next race.

## How to record your Time

*Minutes: Seconds. Hundredths i.e. – 2:32.44*

Each lane is assigned either two or three timers. Record the time on the card and put the timers initial after their time. Times are to be recorded in the correct spot.

Event / Epreuve	25	50	100	200	Free/Libre	Back/Dos	scy/pcv	Age	Entry time / Temps soumis	Splits/Fractionnés		Disqualification reason / Raison de la disqualification	
	400	500	800	1500	Breast/Brasse	Fly/Papillon	scm/pcm		:	:			
					IM/QNI	FR/RL	lcm/plm		:	:			
Name(s) / Nom(s)													
1. _____					2. _____								
3. _____					4. _____								
Club					City of club / Ville du club								
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Timer / Chronométréur 2					Timer / Chronométréur 2								
Timer / Chronométréur 3					Timer / Chronométréur 3								
Official time Man <input type="checkbox"/>					Official time Man <input type="checkbox"/>								
Temps officiel Elec <input type="checkbox"/>					Temps officiel Elec <input type="checkbox"/>								
Heat/Départ Lane/Couloir					Consolation Lane/Couloir			Position					
					Final/Finale			Heat/Préliminaire Final/Finale					

**Initials**

**Time  
(Heats)**

**Initials**

**Time  
(Finals)**

**SPLITS**

The Chief Timer's time can be recorded if there are fewer than three good times.

Once your time is recorded you may clear your watch in preparation for the next race when the referee blows the whistle signaling the swimmers to the blocks for the start of the next race, or when instructed to by the Chief Timer.

## How are Times Calculated?

When electronic timing is in use, the electronic time is the official time unless there is a failure in the equipment (malfunction or light touch).

If electronic times are not used, and there are three timers per lane, the intermediate time is the official time.

2:10.35  
2:09.85      the official time is – 2:10.35  
2:11.15

OR if two of the times are identical

1:11.65  
1:09.85      the official time is – 1:11.65  
1:11.65

When there are two watches per lane, the average of the two times, rounded to the slower one hundredth is the official time:

2:10.35  
2:09.85      the official time is 2:10.10

The only time you will be asked to calculate and record an official time will be on instructions from the Chief Timer.

## Relays and Judging Relay Takeovers

Timers are responsible for verifying the name and order of the swimmers on a relay team. Each swimmer is asked his/her name once they have completed their swim, prior to leaving the water. If the relay team swims out of order it is disqualified.

Timers are often asked to help judge relay takeovers *i.e.* to observe the touch and the take-off of the relay team in your lane. The team will be disqualified only after consultation with the Referee.

The swimmer on the blocks may be in motion beginning the dive, but must maintain contact with the blocks until the approaching swimmer has touched the wall. To correctly judge the takeover, observe the toes of the departing swimmer: when his/her toes leave the block, immediately drop your eyes to the incoming swimmer to ensure that he/she has touched. If the incoming swimmer has not yet touched, an early takeover has occurred: wait until the completion of the race, then follow the process set for confirmation from the referee prior to informing the team of the disqualification.

## Head Lane Timer

You may be appointed Head Lane timer. Your duties will include:

- Making certain the correct swimmer is in your lane
- Making certain times including splits are recorded correctly
- If using electronics, identifying light touches to the Chief Finish Judge by making a notation on the timers card
- Ensuring that the swimmer completes the race
- Acting as a relay takeover judge if appointed
- Ringing the bell for distance events

A bell is rung in distance events (800, 1500) to indicate the last turn at the timer's end of the pool. Ring the bell over the right side of the lane rope from the time the swimmer passes under the back stroke flags on the way into the wall, through the turn, until he/she passes the back stroke flags on the way out.

## Safety Marshal

- The safety marshal is responsible to the referee for all aspects of safety related to the warm-up from the start of the warm-up to when the pool is cleared in anticipation of the start of the race.
- Arrive early and receive a briefing from the meet manager and referee:
  - a copy of the warm-up procedures
  - lane designation
  - time and lane designation of dive starts/pace lanes
- Be familiar with the warm-up procedures and ensure that they are posted
- Ensure that all warm-up procedures are followed
- Your authority includes:
  - To inform a swimmer of any breach of the safety rules
  - Remove the swimmer from the warm-up and escort them to the coach
  - Inform the referee of safety violations (it is only under the authority of the referee that a swimmer may be excluded from the meet).

## Five Levels of Certification

### Level I

- Attendance and successful completion of the Level 1 Clinic.
- Two satisfactory deck evaluations

### Level II

- Certified in Level I
- Completion of clinics and two deck evaluations in Stroke and Turn plus one other position:
  - Clerk of Course
  - Chief Timer
  - Chief Finish Judge / Chief Judge Electronics / Recorder Scorer
  - Stroke and Turn Judge / Head Lane Timer
  - Starter
  - Meet Manager

### Level III

- Certified Level II
- Completion of all clinics and 2 deck evaluations in any 3 remaining positions
- Conduct a level I clinic

### Level IV and Level V Require

- Additional clinics
- Intensive evaluation
- National Meet experience and much more....