

CHIEF TIMEKEEPER

CANDIDATE NOTES & WORKSHEETS

After attending this course you must complete all of the requirements listed in the Log sheets for Chief Timekeeper

CONTENTS

Masters Swimming Australia Swim Rules relevant to the position of Chief Timekeeper	2
Duties of the Chief Timekeeper	3
A Chief Timekeeper shall ensure that Reserve Timekeepers	3
Determining Official Times	4
Records	4
Chief Timekeeper Worksheet	5

Masters Swimming Australia Swim Rules relevant to the position of Chief Timekeeper

SW 2.8 Chief Timekeeper; and SW 11 TIMING and part SW 12.6.

SW 2.8 Chief Timekeeper

SW 2.8.1M# The Chief Timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. There shall be two (2) or three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used 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.

SW 2.8.2M# The Chief Timekeeper shall, if necessary, inspect the watches of Lane Timekeepers.

SW 2.8.3# *Not applicable to Masters.*

SW 2.8.4M The Chief Timekeeper shall signal the Referee when all Timekeepers are ready.

SW 11 TIMING

SW 11.1# The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placings and the time applicable to each lane. The placings and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the equipment, or that a swimmer has failed to activate the equipment, the recordings of timekeepers shall be official. (See SW 13.3).

SW 11.2# When Automatic Equipment is used, the results shall be recorded only to 1/100 of second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.

SW 11.3M# Any timing device that is stopped by an official shall be considered a watch. Such manual times must be taken by two or three timekeepers. Manual timing shall be registered to 1/100 of a second. Semi-automatic timing (SAT) shall take preference over digital stopwatches. Official manual times shall be determined as follows:

SW 11.3.1M# If two of three watches record the same time, the two identical times shall be the official time.

SW 11.3.2M# If three watches disagree, the watch recording the intermediate time shall be the official time.

SW 11.3.3M# With only two (2) watches working the slower time shall be the official time.

SW 11.4# Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

SW 11.5# In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

SW 11.6# : a ~#0±11E, °# All 25 metre, 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

SW 12.6.8M In relay events, the first swimmer may request the Referee to have his performance specially timed for possible recognition as a record. The performance shall stand regardless of any subsequent disqualification of the relay team or team member for violations occurring after his distance has been completed.

SW 12.6.9M A swimmer in an individual event longer than 100 metres may apply to have his intermediate distances timed for record attempts. A swimmer must complete the scheduled distance of an event to be eligible for a record at the intermediate distance. (See SW 2.9.2).

Duties of Chief Timekeeper

The Chief Timekeeper (CTK) shall:

Report to the Meet Referee 30 minutes before the scheduled start of the meet (the advertised time of the first event).

Ensure there is one copy of the program or heat sheets for each lane.

Ensure there are split sheets if required (events 400m or longer).

Take charge of all timekeepers.

Check that there are the required number of timekeepers for each lane (at least 2 for National and Branch records and 3 for World records).

Have two reserve timekeepers if available, or ensure that two extra watches are started.

Ask the timekeepers to check their watches are functioning.

Ensure the timekeepers are aware of the location of the starting signal and the method of start (by arranging a Start Check with the Starter).

Position yourself so you do not block any timekeeper's line of sight of the starting signal.

Ask timekeepers to start their watches when they do not have a swimmer in their lane.

Instruct timekeepers to record intermediate times on split sheets where this is required.

Use a bright fluoro-coloured clip board to signal when the timekeepers are ready for the start of the next heat. The bright side is to be held so it directly faces the Event Referee.

Check that timekeepers know what to do if their watch fails.

Use your own stopwatch to do random checks on each lane.

Replace timekeepers when needed (e.g. ill, competing, watch failed).

When needed, liaise with Announcer to call for timekeepers.

Ensure the cards/sheets are collected by the Runners.

Have any uncollected cards/sheets forwarded to the Recorder.

The Chief Timekeeper shall ensure that Reserve Timekeepers:

Operate only one digital watch in each heat.

Start their watches on the starting signal and leave their watch running for the duration of the race.

Are ready to replace a timekeeper if a watch fails, a timekeeper is ill, or a timekeeper has to leave to compete.

Are ready if needed to become a third timekeeper when a swimmer is making an attempt to break or set a World record

Determining and recording of official times if requested:

Hand held watches have a digital display showing times accurate to 1/100th second. This is the actual time that is recorded on the event recording card. Example of times from 2 and 3 watches:

- a) 1:34.56 1:34.52 1:34.56
2 watches have recorded the same time.
The official time is 1.34.56
- (b) 1:34.52 1:34.56 1:34.62
3 watches have recorded different times
The official time is the intermediate time 1:34.56
- (c) 1:34.52 1:34.62
2 watches only recording the time.
The official time is the slower time 1:34.62

Records

- **World:** require AOE (Automatic Officiating Equipment) time or 3 manual times (each timekeeper may only operate one watch).
- **National and Branch:** minimum of 2 manual watches must be used.

Chief Timekeeper Worksheet

There may be more than one correct answer. Tick all correct answers.

1. Why should you have a brightly coloured clipboard (e.g. opaque fluoro)?
 - so it is easy to find
 - so the Starter can easily see your raised arm signal that all the timekeepers are ready
 - so the Recorder can easily see your raised arm signal that all the timekeepers are ready
 - so the Referee can easily see your raised arm signal that all the timekeepers are ready
2. Before a meet that is not using electronic timing starts, which of the following items do you need to ensure has been placed behind each lane?
 - a chair for each timekeeper
 - a watch for each timekeeper unless they have their own
 - one clipboard with pen or pencil
 - a laminated list of timekeepers' duties if available
 - a runner to collect the timesheets/cards
3. Why do you need three extra watches?
 - one for myself and one for each of the two reserve timekeepers
 - so I can take more than one time
4. As well as the timekeepers for each lane you should have:
 - timekeepers at the other end of the pool
 - two reserve timekeepers
5. What is it best to have at least one of on each lane?
 - an accredited timekeeper
 - a non-competing timekeeper
 - a left handed timekeeper
6. When a Start check is to be done before the event what signal do you instruct the timekeepers to start their watches on?
 - the Starter's hand signal.
 - the sound of the hooter or gun
 - the flash of the starting device (hooter or gun).
7. Why do you start your own watch?
 - in case a timekeeper's watch stops or did not start
 - where a third time is needed for records
 - to do random checks on timekeepers in a lane to ensure all their times are within 0.3 seconds of the time you recorded.
8. Why do you have two reserve timekeepers?
 - in case a timekeeper's watch stops or did not start
 - in case a third time is needed for a world record attempt
 - in case a timekeeper is ill and needs to leave in a hurry
 - to check you are clocking correct times (within 0.3 seconds of their time)
9. When do you need to liaise with the Announcer?
 - when you want to get a coffee
 - when replacement timekeepers will be needed shortly
 - when the swimmers are running late for their heats
 - when the Referee asks you to

10. Who do you have to ensure is taking the timesheets/cards to the Recorder?
 - the Marshal
 - the Runner
 - the Check Starter
 - the Assistant-Recorder

11. For which events do you need to ensure the timekeepers have split-time sheets?
 - all events
 - relays
 - events 400m or longer
 - events 200m or longer

12. If a swimmer in a race is attempting a National record at an intermediate distance (say at 400m in an 800m event), what is the minimum number of manual times that must be recorded at the intermediate distance?
 - one manual time
 - two manual times
 - three manual times
 - AOE and back-up