



CHIEF TIMEKEEPER

CLINIC

November 30, 2016

WELCOME



- The goal of any volunteer or official is to contribute to a fair, safe and positive competitive environment
- The goal of this session is to:
 1. Continue to develop a foundation for your skills as a swimming official
 2. Provide you with an enhanced understanding of the rules of the Chief Timekeeper
 3. Develop and understand for the role and key duties of the Chief Timekeeper

PREFERRED PREREQUISITES



- A general interest in the sport of swimming
- An interest in the fair conduct of sport
- Practical experience as a timekeeper across a range of competitive levels
- Desire to lead a group of timekeepers and provide mentoring and guidance to the timekeepers during the session

THE PROFICIENT SWIMMING OFFICIAL



The proficient swimming official is a judge of the competition, not the rules.

- The swimming rules must be followed. The official who has standards that differ from those set down in the rulebook may leave themselves open to having their decisions challenged by coaches and the referee.
- Following the rules puts a stake in the ground that tells everyone concerned with the competition that the decisions will be made in a fair and equitable manner against a known standard.
- The official's job is to uphold the rules by applying them equitably and communicating their interpretation effectively

THE PROFICIENT SWIMMING OFFICIAL

(cont'd)



- As an official, an individual must operate from a strong base. That base is made up of two factors – one is the authority of the rulebook and the other is the basic philosophy that the officials conduct the competition in accordance with the rules.
- Each time a rule and the purpose of that rule are explained, the rule becomes easier to accept. Rather than hiding behind the statement "It's the rule", an official should explain why there was a violation so the official does not appear to be arbitrary.
- While the rules of swimming are clear, their application may differ slightly based on the level of competition.

QUALITIES OF THE CHIEF TIMEKEEPER



- Attention to detail: to avoid mistakes and complete all tasks in allotted time under a certain amount of pressure (sometimes).
- Courteous: to work with a variety of people as a team and communicate effectively. May provide briefing to timekeepers to share the details of the upcoming session.
- Observant: Must be aware, during the session, of entire start end, jump in and help out timekeepers as needed.
- Patient: to maintain a semblance of calm.



CHIEF TIMEKEEPER DUTIES

OVERVIEW OF THE ROLE OF CHIEF TIMEKEEPER



- Position of Chief Timekeeper is very straightforward.
- Accurate timing by team of Chief Timekeeper & Assistant is necessary.
- They must maintain constant check on accuracy & efficiency of Timekeepers.
- Ensure Timekeepers are aware of and perform special duties:
 - Ringing of Bells in distance events
 - Capturing times for any official split requests
 - Uncommon activities such as managing of two swimmers per lane and changing ends for single distance events.

BEFORE EACH SESSION



Review the Timekeeper Roster

- Ensure enough Timekeepers and arrange for more if required.
- Identify new Timekeepers and ensure they work with experienced mentor Timekeepers.
- If instructed by the Referee, and if the individual is qualified, appoint head lane timers, relay take over judges, and if required appoint lap counter operators.
- Chief Timekeeper is responsible for assigning position of Timekeepers (SW 2.8.1) but this is more commonly done by officials chairperson.

BEFORE EACH SESSION - BRIEFING



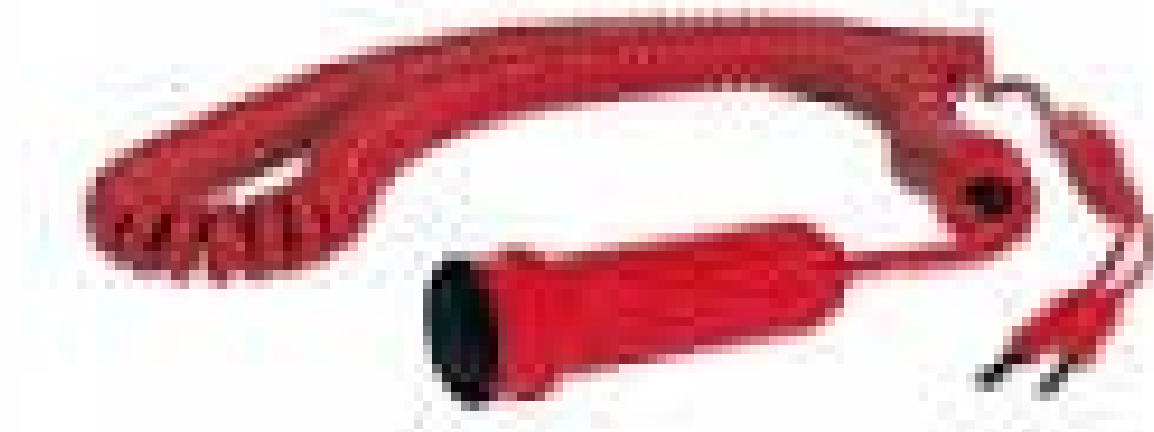
If the Chief Timekeeper is to conduct the briefing session with Timekeepers, it should be done 20-25 minutes before session start.

- Introduce yourself, your assistant - explain your duties.
- Ask new Timekeepers to identify themselves so mentors can be assigned
- How does the Timekeeper signal for help when they have a problem?
- Timekeepers will be instructed to check swimmers name to ensure proper swimmer in the lane and to validate order of swimmers in relay
- Arrange a watch check with the Referee and Starter

BEFORE EACH SESSION - BRIEFING



- Discuss operation of equipment to be used: Plungers, Manual Watches, Dolphin System etc.
- Test and ensure manual watches are in good working order.



BEFORE EACH SESSION - BRIEFING



- Stress to the Timekeepers:
 - the person that starts the watch **MUST** stop the watch.
 - **DO NOT EXCHANGE A WATCH ONCE STARTED.**
- Discuss positioning of Timekeeper to take a time. Must be able to see wall and not step on touchpad.
- Resetting of watches - on Referee's long whistle to start next heat or as instructed by the Referee.
- Instruct the Timekeepers on the Recording of Times
 - Record manual times on sheets provided (lane timer sheets or heat sheets etc.)
 - Advise timekeepers to record times as fast quickly as possible & prepare for next race.
 - Plunger and Dolphin times are recorded automatically by the Electronic System

BEFORE EACH SESSION - BRIEFING



Split Times – if they are requested to be taken

- When - Every time the swimmer touches the wall.
- Usually with one plunger or watch.
- All plungers and watches on 1st leg of relay, except in mixed relay.
- All plungers and watches if requested to take an official split.
- Recording of splits on bottom of lane sheet if room.

BEFORE EACH SESSION - BRIEFING



- Distance Events (800 and 1500)
 - Dedicated split sheets for distance events (800 and 1500)
 - Record split time on sheet each lap. If you miss a split, put a line through the space where the split would have been recorded.
 - Can use the lap times to ensure counting of laps is accurate.
 - Need to ensure that Bell is rung on correct lap.
 - An Inspector of Turns at the start or turning end of the pool shall record the number of laps completed by the swimmer in his lane and keep the swimmer informed of the remaining number of laps to be completed by displaying “lap cards”. Electronic equipment may be used, including under water display.

BEFORE EACH SESSION - BRIEFING



When and how to ring bells: 800/1500m events during session.

In 25m pool:

- **800m race** - Ring bell at 750m – lap 30
- **1500m race** - Ring bell at 1450m – lap 58

In 50m pool:

- **800m race** - Ring bell at 700m – lap 14
- **1500m race** - Ring bell at 1400m – lap 28

Ring bell over the right lane rope as swimmer approaches backstroke flags & continue until turn completed & swimmer has passed backstroke flags.

BEFORE EACH SESSION - BRIEFING



- Relays
 - The first leg of relays (50/100 splits) shall be timed by all timekeepers – as they are official times, except for mixed relays.
 - If Head Lane Timekeepers are to perform relay takeovers, discuss positioning, process for identifying early takeover (watch the toes leave the block and then look for the incoming hand on the wall) and procedure for reporting disqualification. CSW 2.13.1.1 h).
- If qualified, Head Lane Timekeepers may be asked to act as Inspector of Turns. CSW 2.13.1.1 i (usually when there is not one turn judge per lane)

RULES RELATED TO CHIEF TIMEKEEPER ROLE



CSW 1.2.1 - *For each session there should be a minimum of the following certified officials:*

... , Chief Timekeeper, 2 Timekeepers per lane, ...

SW 1.2.2 - *Where Automatic Officiating Equipment is not available, such equipment must be replaced by a Chief Timekeeper, three (3) Timekeepers per lane, and two (2) additional Timekeepers.*

What does this mean:

- If using electronics: 2 Timekeeper per lane for plungers.
- If using manual watches, plungers only (no pads) then 3 Timekeepers per lane, Chief Timekeeper and two assistants (usually we only have one).

IN ACTION – SCENARIO



Scenario

As Chief Timekeeper, you discover you have 3 brand new timekeepers working in the same lane

Solution:

Review the assignments for all lanes and ensure you have a balanced team across all lanes, move timekeepers around to support the best team possible for the swimmers

IN ACTION – SCENARIO



Scenario

As Chief Timekeeper, you have checked in with the Chief Finish Judge and Electronics operator on the automated timing equipment and they have shared that lane 1 has plunger (back-up times) that are consistently more than .3 outside the touchpad time.

Solution:

Observe timekeepers in lane 1 to ensure they are positioned in the correct location when capturing the finish time. Explain the need to look up and over the end of the pool to capture the time when the swimmer finishes the race.

RULES RELATED TO CHIEF TIMEKEEPER ROLE



SW 2.8.1 *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. When using three (3) digital watches per lane, final time and place is determined by time.*

- Make sure you have enough Timekeepers to fill in if a watch does not start.
- Can use Timekeepers from empty lanes to fill in if a watch does not start.

IN ACTION – SCENARIO



Scenario

The timekeeper in lane 4 did not start their watch at the beginning of the race. There are no swimmers in lane 1 or 8.

Solution:

Check in with the timekeeper in lane 1 to see if they started their watch as instructed. If so, have the timekeeper from lane 1 move over to lane 4 to take the finish time before moving back to lane 1.

Do not have the timekeeper give the watch to the timekeeper or give the timekeeper in lane 4 your watch that you started. The same person that started the watch, stops the watch.

RULES RELATED TO CHIEF TIMEKEEPER ROLE



SW 2.8.2 *When only (1) timekeeper per lane is available, an extra timekeeper must be assigned in case of a malfunction of a stopwatch. In addition the Chief Timekeeper must always record the time of the winner of each heat.*

- Chief Timekeeper should always record time of the winner of each heat.
- Usually this responsibility can be split between the Chief and the Assistant.

RULES RELATED TO CHIEF TIMEKEEPER ROLE



SW 2.8.3 *The Chief Timekeeper shall collect from the timekeepers in each lane a card showing the time recorded and, if necessary, inspect their watches.*

- Assign runner to collect lane sheets. Usually the chief finish judge or office arranges for the runner.
- Survey first one or two heats to ensure times are recorded properly, & in proper places. (splits, final times etc...)
- Check all recorded times to see that they are consistent.

RULES RELATED TO CHIEF TIMEKEEPER ROLE



SW 2.8.4 *The Chief Timekeeper shall record or examine the official time on the card for each lane.*

- Officials times are normally recorded on cards or lane timer sheets in manually timed meets and the official time will be determined by the Chief Finish Judge.
- Chief Timekeeper should randomly check recorded times to ensure consistency and identify any problems with watches or operation thereof.
- If electronics are used - times are taken from official electronics printout by Chief Finish Judge.
- Times obtained from watches, plungers (without electronics), are considered manual times.

RULES RELATED TO CHIEF TIMEKEEPER ROLE – RECORDS



CSW 12.19.3 *Record swims shall be timed and recorded by an Automatic Officiating Equipment system or by three (3) timekeepers.*

- A **RECORD** requires **THREE (3) watches**.
Chief Timekeeper or Assistant should always have their times recorded on the lane sheet of the first and second place swimmers if only two (2) Timekeepers.

RULES RELATED TO CHIEF TIMEKEEPER ROLE – RECORDS



CSW 12.19.4 *A time achieved while swimming the first “leg” of a relay, or while swimming any part of an individual event with an electronic timing system 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.*

- All timekeepers should take and record the time for the first leg of a relay, since this leg can be an official time for the swimmer of the first leg.
- First leg of mixed relays is not an official time.

RULES RELATED TO CHIEF TIMEKEEPER ROLE – OFFICIAL SPLITS



CSW 13.3.1.1 *Official Split Times: A time achieved by a swimmer for an interval shorter than the total distance shall be official under the following conditions and may be used for entry or record purposes:*

(i) The Referee/Meet Management must be advised prior to commencement of the event.

(ii) The swimmer must complete the full distance of the event, see CSW 12.19.4.

(iii) The official split shall be reported as a separate event in the meet results.

OFFICIAL SPLITS IN ACTION



- This is where a swimmer wants an official time at a distance shorter than the entire race. ie at 200m in a 400m freestyle.
- Referee or Meet Manager will inform Chief Timekeeper at what distance the swimmer wants the time.
- A time sheet or Official Split Request Form should be made available to the Chief Timekeeper.
- Make sure to record 3 manual times at that distance (manual timing) or 2 plungers (if using pads/plungers).

CONGRATULATIONS



You have now completed the Level II Chief Timekeeper Clinic

- Your next task is to obtain deck experience
- You will be required to mentor (assistant chief timekeeper and chief timekeeper) and be comfortable in making decisions before requesting deck evaluations, this will also include giving the timekeepers briefing
- To be certified as a Chief Timekeeper you must complete two on deck evaluations
- The session referee must be informed prior to the session that you are requesting a deck evaluation. At the end of the session, the session referee will sign your officials card if the evaluation was successful.
- Make sure to keep your Club Officials Administrator informed of your deck evaluations



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