

CHIEF TIMEKEEPER QUESTIONNAIRE

On the answer form provided, please circle the true statement(s) or fill in the appropriate answer(s). There may be more than one true statement for each question.

1. Before the start of a meet the Chief Timekeeper shall:
 - a. check that all watches are in good working order;
 - b. issue watches to Timers;
 - c. brief Timers regarding their duties;
 - d. assign an individual in each lane to judge relay takeovers;
 - e. assign Head Lane Timers;
 - f. issue bells (where appropriate);
 - g. arrange with the Starter to conduct a "watch check";
 - h. establish working signals with the Referee.

2. The Chief Timekeeper shall;
 - a. take the finish time of the winner of each heat;
 - b. position himself so that he can observe the finish of all the swimmers in a heat;
 - c. make his own tabulation of the order of finish of each heat;
 - d. disqualify swimmers for turn infractions which he observes;
 - e. signal all Timers to clear and reset their watches;
 - f. check all recorded times of the winner of each heat;
 - g. affix his time, when necessary, on the time card of the winner of a heat or final;
 - h. satisfy himself that all Timers are competent;
 - i. tabulate lengths completed in long distance races;
 - j. have the authority to disqualify;
 - k. have one or two Assistants;
 - l. have the authority to over-rule an automatic time and replace it with a manual time;
 - m. have extra watches/batteries available;
 - n. assign Timers to take split or record-attempt times;
 - o. start at least two watches for each race;
 - p. examine all the time cards;
 - q. ensure that at least one extra watch is started for each race.
 - r. alert the HLT and/or timers to location of times and signatures when meet has both preliminaries and time final events.

3. In long distance events when there is a bell-lap, the Chief Timekeeper shall:
 - a. delegate responsibility for tabulating lengths and ringing the bell to each Head Lane Timer;
 - b. verify the tabulation of completed lengths with the assigned Lane Timer and Referee before authorizing the bell to be rung.

4. When an automatic judging and timing system with electronic touch-pads is in use:
 - a. it is necessary to have a full complement of Lane Timers on duty unless another approved backup system is available;
 - b. it is necessary to have a full complement of Lane Timers on standby in the officials' room, in the event of a malfunction;
 - c. the Lane Timer will transcribe the automatic times onto the time cards.

5. In developmental meets, the **minimum** number of Timers that should be assigned to each working lane of the pool is:
 - a. two;
 - b. one;
 - c. three.
 - d. three in any integrated meet where a swimmer with a disability is in the lane.

6. The following times were measured on manually operated digital watches. Determine the official times for each swim:

a.	1:01.32	1:01.39	1:01.43
b.	1:10.67	1:10.89	
c.	4:03.47	4:03.26	4:03.54
d.	1:00.03	59.95	
e.	2:12.04	2:12.15	2:12.04
f.	2:21.34	2:20.97	
g.	4:18.07	4:18.42	

7. The Chief Timekeeper shall instruct the Head Lane Timekeeper to ensure that:
 - a. the correct swimmer is in his assigned lane;
 - b. the correct time card is being used;
 - c. the correct times are being read and recorded;
 - d. all times are recorded to 100ths of a second;
 - e. in manually timed meets, official times are correctly calculated and recorded (when so directed);
 - f. preliminary, final and split times are recorded on the time card, as directed;
 - g. in Relay events the swimmers compete in the correct order.

8. The Chief Timekeeper should instruct the Head Lane Timekeepers to ensure that:
 - a. one timer is assigned to take split times;
 - b. the Chief Finish Judge is informed in the appropriate manner if a swimmer fails to touch the touchpad or touches it lightly;
 - c. relay take-over infractions are reported to the Referee;
 - d. a swimmer's manual backup times are adjusted to agree with the automatic times

9. During a short course relay, an official split is taken:
 - a. by all timers assigned to a lane;
 - b. at the completion of the first leg of a 4 x 50 m relay;
 - c. at the completion of each swimmer's leg of the relay;
 - d. at the end of the first leg of a 4 x 100 m relay.

10. In a manually timed meet, long course, an official split at 50 m of a 200 m relay event is taken:
 - a. by having all timers move to the 50 m end of the pool for the start of each heat, then return to the finish end for the remainder of the meet;
 - b. when there are sufficient timers and watches to staff both ends of the meet;
 - c. when a coach requests an official split and there are sufficient timers and watches to staff the lane(s) in question;

CHIEF TIMEKEEPER ANSWER SHEET

Please circle the true statement(s) or fill in the appropriate answer(s). There may be more than one true statement for each question.

1. a b c d e f g h

2. a b c d e f g h i j k l m n o p q r

3. a b

4. a b c

5. a b c d

6. a _____ e _____
b _____ f _____
c _____ g _____
d _____

7. a b c d e f g

8. a b c d

9. a b c d

10. a b c