INTRODUCTION TO SWIMMING OFFICIATING

August 24, 2018

WELCOME

- The goal of any volunteer or official is to contribute to a fair, safe and positive environment
- The goal of this session is to:
  1. Begin your journey as a swimming parent/official;
  2. Understand the terms used at a swim meet;
  3. Understand the role of the other officials on deck;
  4. Understand the role of the coach;
  5. Understand the key duties of a timekeeper.

EXCELLENCE IN OFFICIATING

- 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.
- The official's job is to uphold the rules by applying them in a fair and impartial manner and communicating their interpretation effectively.
- There is a code of conduct that all officials are expected to follow. Some Provincial Swimming bodies have all their officials sign and acknowledge a Code of Conduct.

SWIMMING OFFICIAL CERTIFICATION PATHWAY

- Swimming Canada has an established certification pathway for Officials
- After today's clinic you will be a level 1 official
- Ask your Club Officials Chair (COC) or this clinic instructor for more information

Level I - Red Pin

You are here!

Level II - White Pin

Level III - Orange Pin

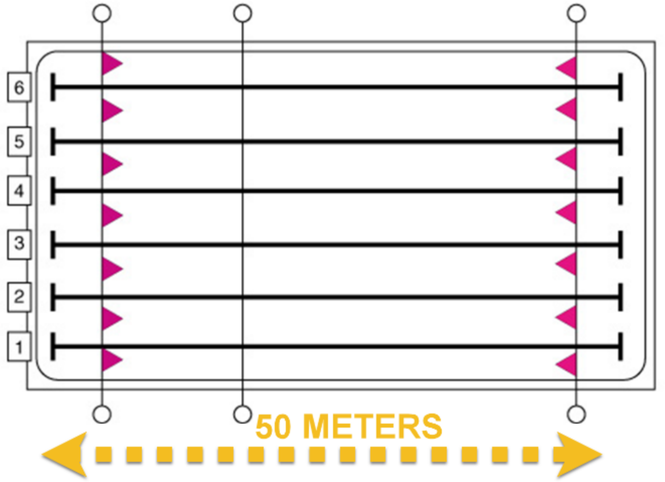
Level IV - Green Pin

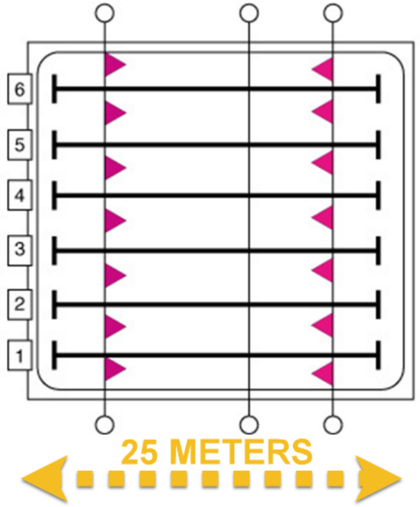
Level V - Blue Pin

KEY TERMS

KEY TERMS

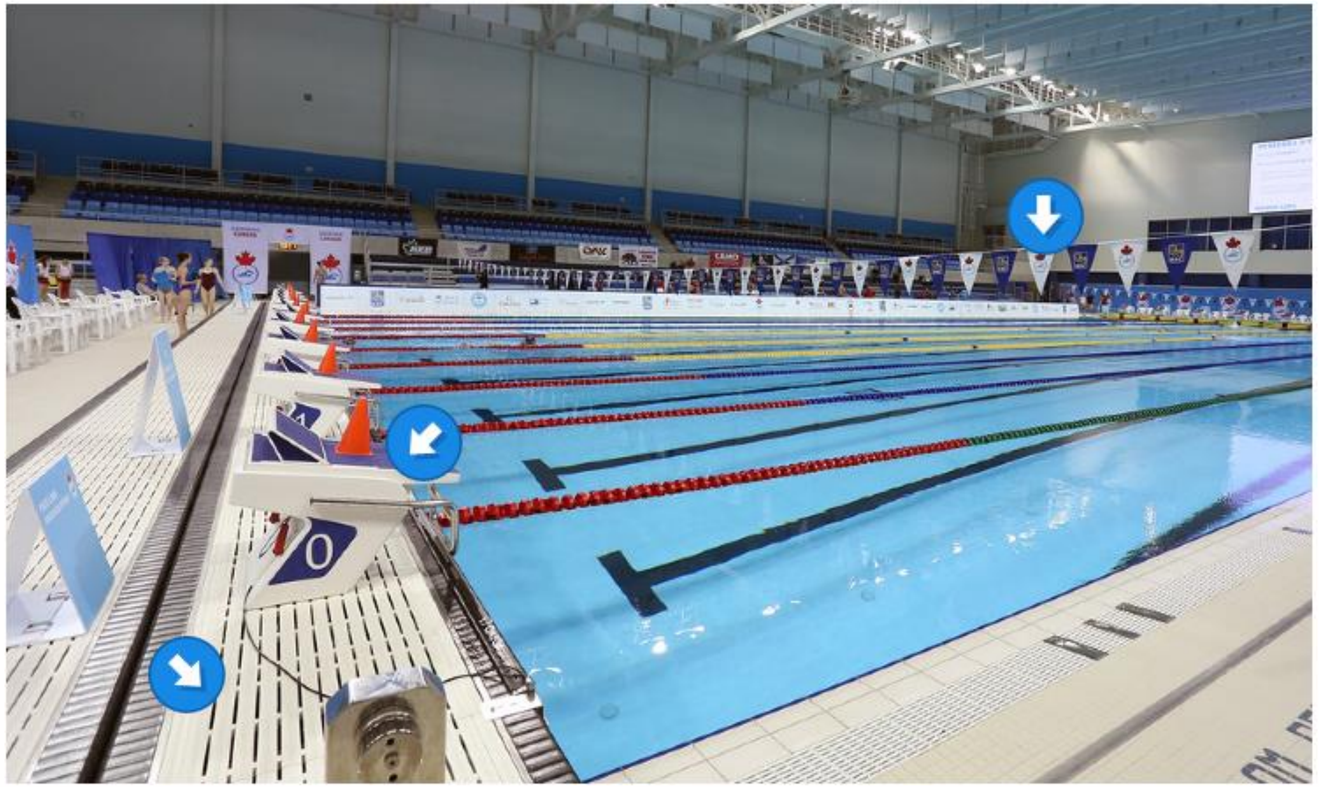
- **Long Course** – A long course competition is held in a 50m pool. Most major international events are held in a long course pool.
- **Short course** – A short course competition is held in a 25m pool.
- **Session –** A combination of events and heats for a group of swimmers to compete in over a continuous time period of typically no more than 4.5 hours.
- **Warm-up –** The period of time before the session begins when the swimmers warm-up in the pool as a group before the competition.





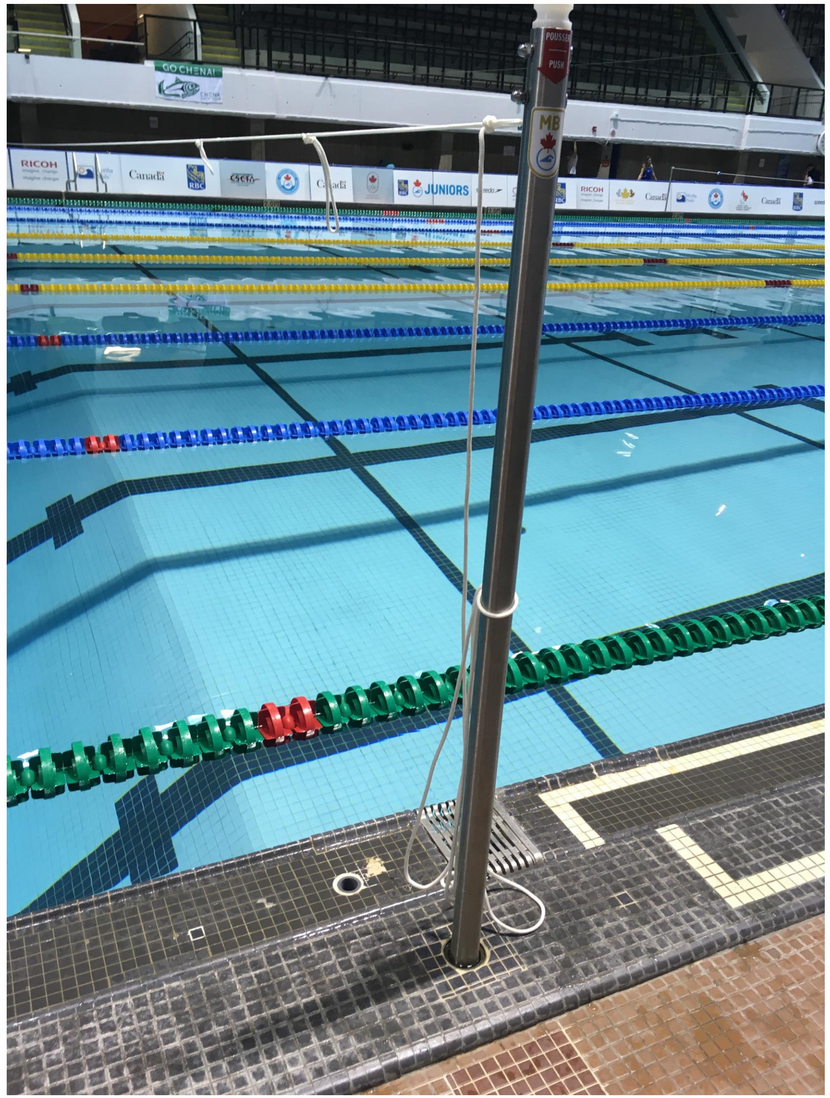
KEY TERMS (cont'd)

- **Backstroke flags** – Suspended across the pool, the backstroke flags are located 5 metres from the start and turn end of the pool. The backstroke flags are a visual aid to backstroke swimmers.
- **Bulkhead** – A bulkhead is a raised wall found at the end of a pool. It is often movable to allow a 50m pool to be divided into two 25m courses. Turn judges will stand on the bulkhead to observe the swimmers.
- **Starting Blocks** – The starting blocks are located at the start end of the pool. A second set of starting blocks may be located at the turn end of a 50m pool.

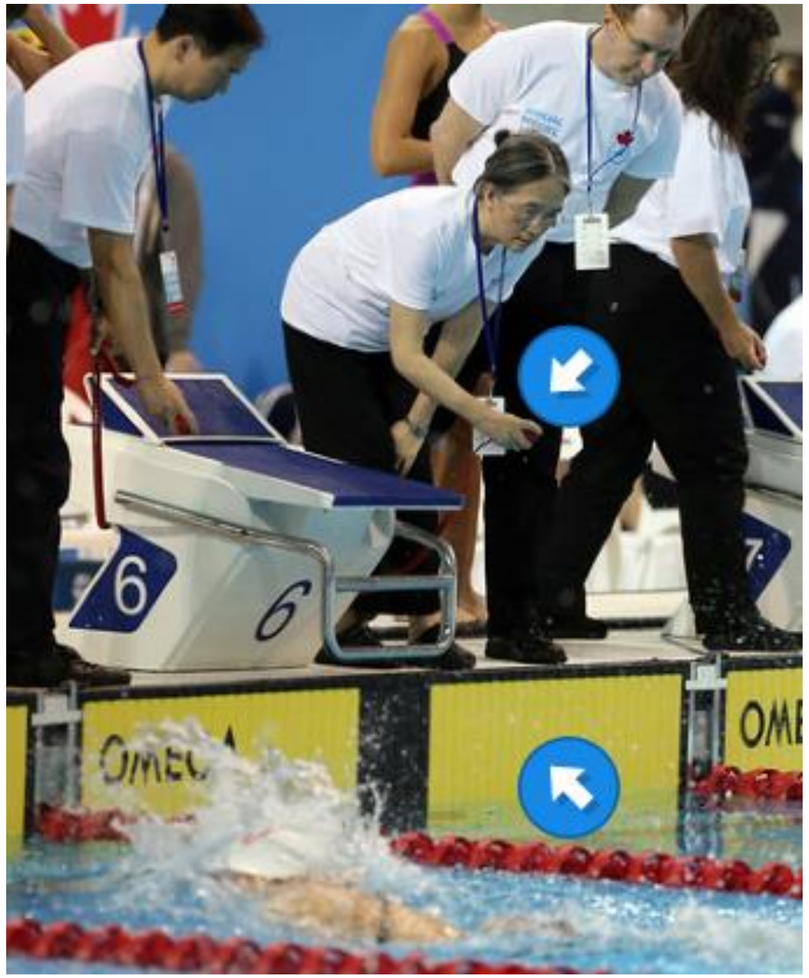


KEY TERMS (cont'd)

- **Recall (false start) rope** – Suspended across the pool, the recall rope is located 15m from the start end of the pool, and is lowered into the pool to alert swimmers in the event of a recalled start.



KEY TERMS (cont'd)



- **Plungers/buttons** – Plunger or buttons are the devices used by the timer to manually record a time when a swimmer arrives at the start end of the pool.
- **Touchpads** – A part of the automatic timing system that is located in the pool at the end of each lane and records a time when a swimmer touches the touchpad.

KEY TERMS (cont'd)

- **Stopwatches** – An approved timing device that is started and stopped by the Timekeeper and is used to time the swimmer to 1/100th of a second.
- **Dolphin** - A wireless stopwatch system used in some pools in Canada.

- **Scoreboard** - Large Electronic display of results of each race for spectators, coaches, officials, etc.
- **Starting Device** - An electronic device which signals the start of the race with both sound and light.

KEY TERMS (cont'd)

- **Official Time** – The final time given to a swimmer.
- **Split Times** – A time which is recorded part way through a race and at an interval shorter than the total distance of the race.
- **Entry Times** – Also referred to as a Seed Time, this is the time a swimmer has previously achieved in a given event.
- **Qualifying Time –** A set time a swimmer must achieve to be eligible to enter into an event in a given competition.

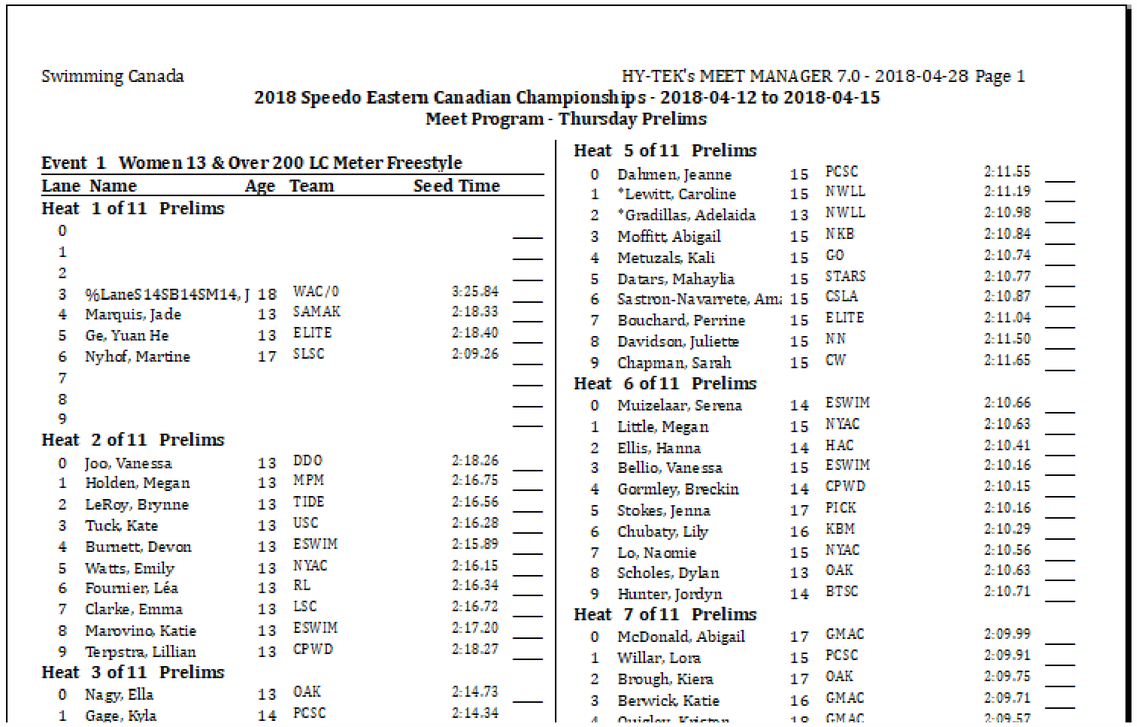
KEY TERMS (cont'd)

- **Event** – An event is a group of races that have the same distance, stroke, gender and age group defined. Each event will typically have a number assigned to it.
- **Heat** – Swimmers are sorted into groups called heats based on their entry time for the event. Heats typically include a maximum number of swimmers equal to the number of lanes in the pool (6, 8 or 10) who will swim together in one race.
- **Lane –** Each swimmer is assigned a lane and need to start and finish their race in that lane. Lanes are numbered from 1 to 6 (six lane pool), 1 to 8 (eight lane pool) or 0 to 9 (in a ten lane pool) from right to left when standing behind the starting blocks.

KEY TERMS (cont'd)

- **Manually Timed Meet** – Swim meets that use only stopwatches & time cards to record swimmer times.
- **Electronic Timed Meet** – Swim meets that use an electronic system to record swimmer times. This system may include touchpads, plungers or wireless stopwatches.
- **Meet Manager Software** – A software program (in Canada this is typically Hy-Tek Meet Manager or SPLASH) used to organize the swim meet and generate the required printouts and results. Timekeepers may be provided with printed heat sheets and/or lane timer sheets to identify lane assignments and record times from this software.

KEY TERMS (cont'd)



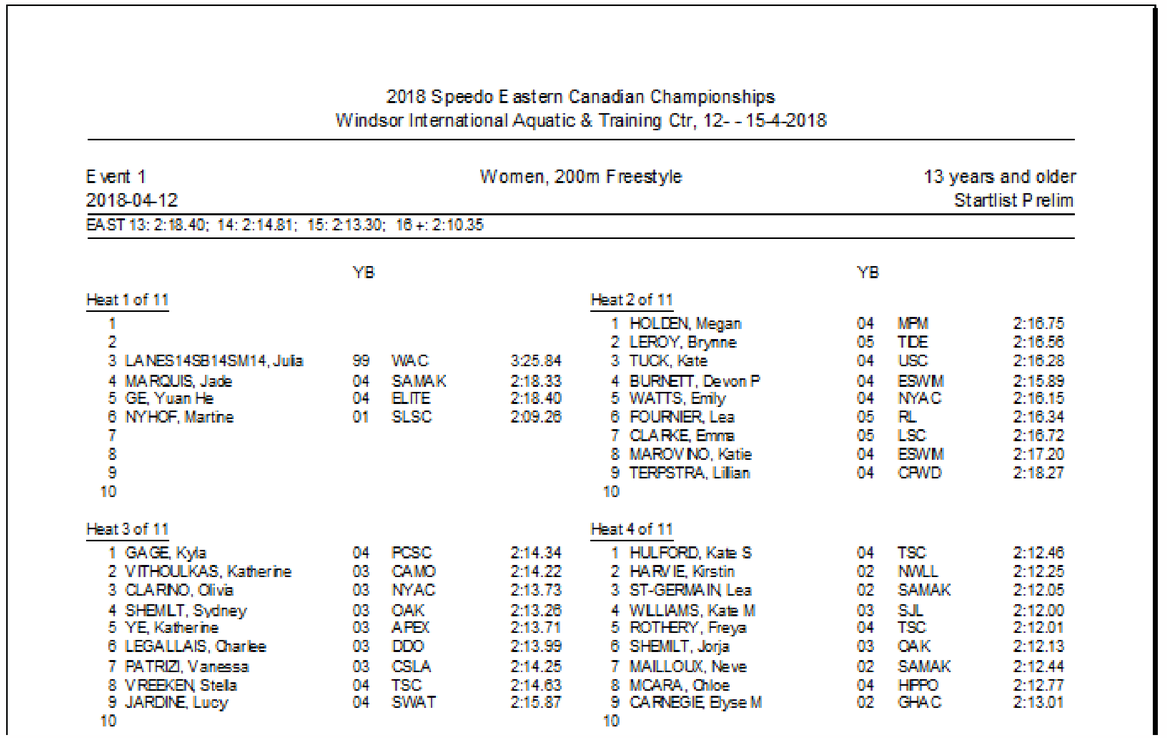
Swimming Canada HY-TEK's MEET MANAGER 7.0 - 2018-04-28 Page 1

2018 Speedo Eastern Canadian Championships - 2018-04-12 to 2018-04-15

Meet Program - Thursday Prelims

Event 1 Women 13 & Over 200 LC Meter Freestyle

Lane	Name	Age	Team	Seed Time
Heat 1 of 11 Prelims				
0				
1				
2				
3	%LaneS14SB14SM14, J	18	WAC/0	3:25.84
4	Marquis, Jade	13	SAMAK	2:18.33
5	Ge, Yuan He	13	ELITE	2:18.40
6	Nyhof, Martine	17	SLSC	2:09.26
7				
8				
9				
Heat 2 of 11 Prelims				
0	Joo, Vanessa	13	DDO	2:18.26
1	Holden, Megan	13	MPM	2:16.75
2	LeRoy, Brynne	13	TIDE	2:16.56
3	Tuck, Kate	13	USC	2:16.28
4	Burnett, Devon	13	ESWIM	2:15.89
5	Watts, Emily	13	NYAC	2:16.15
6	Fournier, Léa	13	RL	2:16.34
7	Clarke, Emma	13	LSC	2:16.72
8	Marovino, Katie	13	ESWIM	2:17.20
9	Terpstra, Lillian	13	CPWD	2:18.27
Heat 3 of 11 Prelims				
0	Nagy, Ella	13	OAK	2:14.73
1	Gage, Kyla	14	PCSC	2:14.34
Heat 5 of 11 Prelims				
0	Dahmen, Jeanne	15	PCSC	2:11.55
1	*Lewitt, Caroline	15	NWLL	2:11.19
2	*Gradillas, Adelaida	13	NWLL	2:10.98
3	Moffitt, Abigail	15	NKB	2:10.84
4	Metuzals, Kali	15	GO	2:10.74
5	Datars, Mahaylia	15	STARS	2:10.77
6	Sastron-Navarrete, Ama	15	CSLA	2:10.87
7	Bouchard, Perrine	15	ELITE	2:11.04
8	Davidson, Juliette	15	NN	2:11.50
9	Chapman, Sarah	15	CW	2:11.65
Heat 6 of 11 Prelims				
0	Muizelaar, Serena	14	ESWIM	2:10.66
1	Little, Megan	15	NYAC	2:10.63
2	Ellis, Hanna	14	HAC	2:10.41
3	Bellio, Vanessa	15	ESWIM	2:10.16
4	Gormley, Breckin	14	CPWD	2:10.15
5	Stokes, Jenna	17	PICK	2:10.16
6	Chubaty, Lily	16	KBM	2:10.29
7	Lo, Naomie	15	NYAC	2:10.56
8	Scholes, Dylan	13	OAK	2:10.63
9	Hunter, Jordyn	14	BTSC	2:10.71
Heat 7 of 11 Prelims				
0	McDonald, Abigail	17	GMAC	2:09.99
1	Willar, Lora	15	PCSC	2:09.91
2	Brough, Kiera	17	OAK	2:09.75
3	Berwick, Katie	16	GMAC	2:09.71
4	Quigley, Kristyn	18	GMAC	2:09.57



2018 Speedo Eastern Canadian Championships

Windsor International Aquatic & Training Ctr, 12- - 15-4-2018

Event 1 Women, 200m Freestyle 13 years and older

2018-04-12 Startlist Prelim

EAST 13: 2:18.40; 14: 2:14.81; 15: 2:13.30; 16+: 2:10.35

		YB		
Heat 1 of 11				
1				
2				
3	LANES14SB14SM14, Julia	99	WAC	3:25.84
4	MARQUIS, Jade	04	SAMAK	2:18.33
5	GE, Yuan He	04	ELITE	2:18.40
6	NYHOF, Martine	01	SLSC	2:09.26
7				
8				
9				
10				

		YB		
Heat 2 of 11				
1	HOLDEN, Megan	04	MPM	2:16.75
2	LEROY, Brynne	05	TIDE	2:16.56
3	TUCK, Kate	04	USC	2:16.28
4	BURNETT, Devon P	04	ESWIM	2:15.89
5	WATTS, Emily	04	NYAC	2:16.15
6	FOURNIER, Lea	05	RL	2:16.34
7	CLARKE, Emma	05	LSC	2:16.72
8	MAROVINO, Katie	04	ESWIM	2:17.20
9	TERPSTRA, Lillian	04	CPWD	2:18.27
10				

		YB		
Heat 3 of 11				
1	GAGE, Kyla	04	PCSC	2:14.34
2	VITHOULKAS, Katherine	03	CAMO	2:14.22
3	CLARINO, Olivia	03	NYAC	2:13.73
4	SHEMILT, Sydney	03	OAK	2:13.26
5	YE, Katherine	03	APEX	2:13.71
6	LEGALLAIS, Charlee	03	DDO	2:13.99
7	PATRIZI, Vanessa	03	CSLA	2:14.25
8	VREEKEN, Stella	04	TSC	2:14.63
9	JARDINE, Lucy	04	SWAT	2:15.87
10				

		YB		
Heat 4 of 11				
1	HULFORD, Kate S	04	TSC	2:12.46
2	HARVIE, Kirstin	02	NWLL	2:12.25
3	ST-GERMAIN, Lea	02	SAMAK	2:12.05
4	WILLIAMS, Kate M	03	SJL	2:12.00
5	ROTHERY, Freya	04	TSC	2:12.01
6	SHEMILT, Jorja	03	OAK	2:12.13
7	MAILLOUX, Neve	02	SAMAK	2:12.44
8	MCARA, Chloe	04	HPPO	2:12.77
9	CARNEGIE, Elyse M	02	GHAC	2:13.01
10				

- **Heat Sheet –** Also called a Meet Program or Start List. This report details the events, heats and lane assignments for the swimmers within one session.

KEY TERMS (cont'd)

2018 Speedo Eastern Canadian Championships - 2018-04-12 to 2018-04-15

Event 1 Women 13 & Over 200 LC Meter Freestyle Prelims — **Soft Touch ?**

Lane 1	Heat 1	_____			_____	_____	_____	☐
Lane 1	Heat 2	Holden, Megan 13	MPM	2:16.75	_____	_____	_____	☐
Lane 1	Heat 3	Gage, Kyla 14	PCSC	2:14.34	_____	_____	_____	☐
Lane 1	Heat 4	Hulford, Kate 13	TSC	2:12.46	_____	_____	_____	☐
Lane 1	Heat 5	*Lewitt, Caroline 15	NWLL	2:11.19	_____	_____	_____	☐
Lane 1	Heat 6	Little, Megan 15	NYAC	2:10.63	_____	_____	_____	☐
Lane 1	Heat 7	Willar, Lora 15	PCSC	2:09.91	_____	_____	_____	☐
Lane 1	Heat 8	MacDonald, Reagan 17	NKB	2:09.30	_____	_____	_____	☐
Lane 1	Heat 9	Beauchemin, Charlotte 2(	CAMO	2:07.57	_____	_____	_____	☐
Lane 1	Heat 10	Crowell, Reagan 17	CVAC	2:07.00	_____	_____	_____	☐
Lane 1	Heat 11	Houde-Camirand, Moana	GO	2:06.90	_____	_____	_____	☐

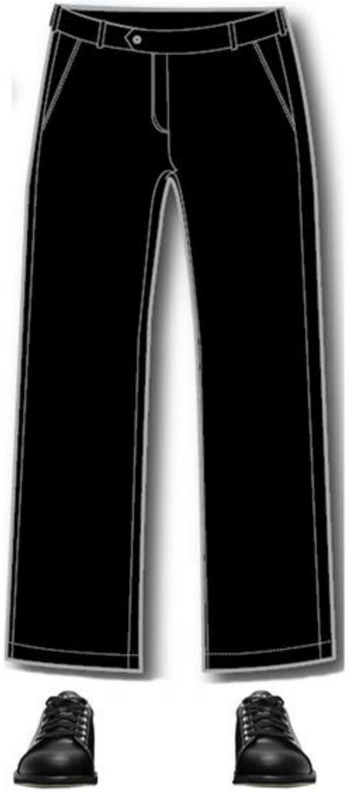
- **Lane Timer Sheets –** This printout shows all the swimmers assigned to a specific lane, and the paper can be used to record multiple stopwatch times for reach race.

ROLES
AT A SWIM MEET

OFFICIALS ATTIRE

White Shirt

Timekeepers &
Chief Timekeepers



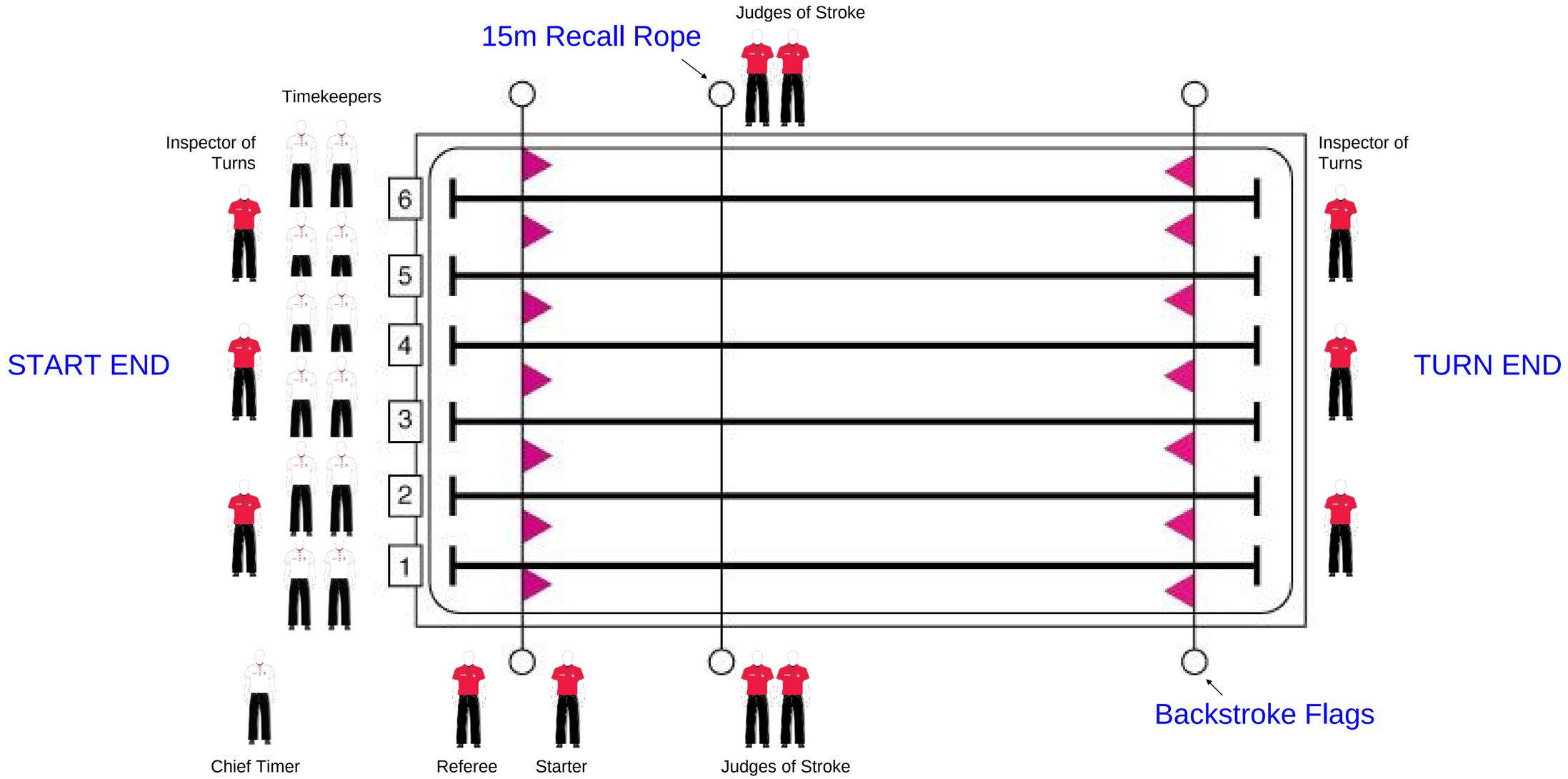
Black Pants / Shorts / Skirt

Black Shoes

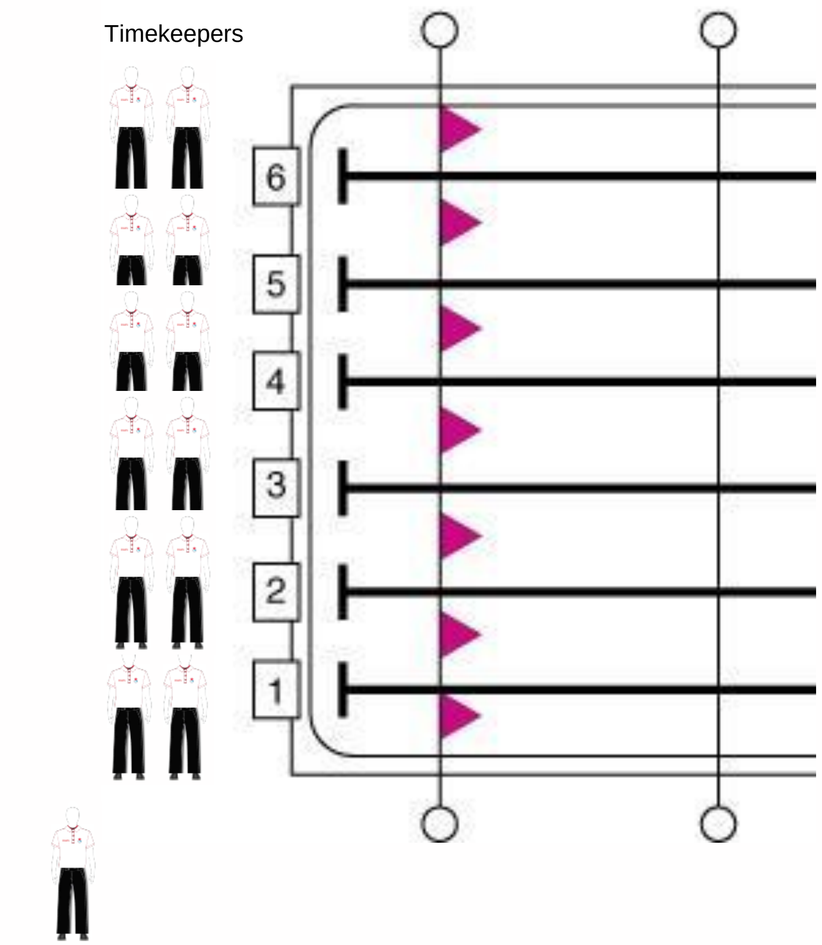
Red Polo

All Other Officials

OFFICIALS ON THE POOL DECK



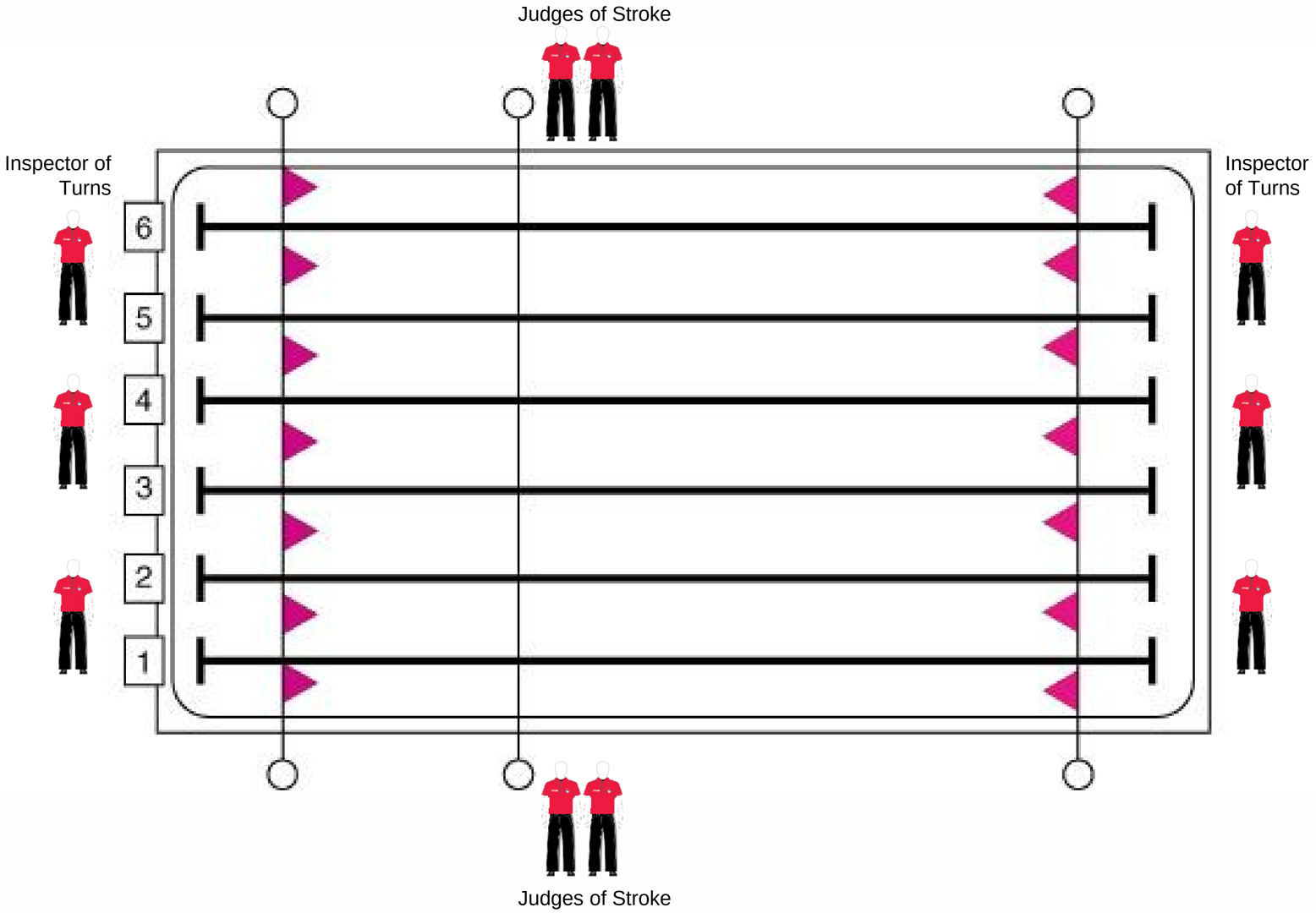
OFFICIALS ON THE POOL DECK



Timekeepers - The Timers are located behind the starting blocks of their respective lanes at the start end of the pool and are responsible for the timing of swimmers using the semi-automatic timing equipment (plungers) and / or watches. Two timers per lane are generally required for a session.

Chief Timekeeper - The Chief Timekeeper is in charge of the timekeepers and provides assistance to them. In a fully staffed meet the Chief Timekeeper may be assisted by an Assistant Chief Timekeeper, with each taking responsibility for half the lanes.

OFFICIALS ON THE POOL DECK

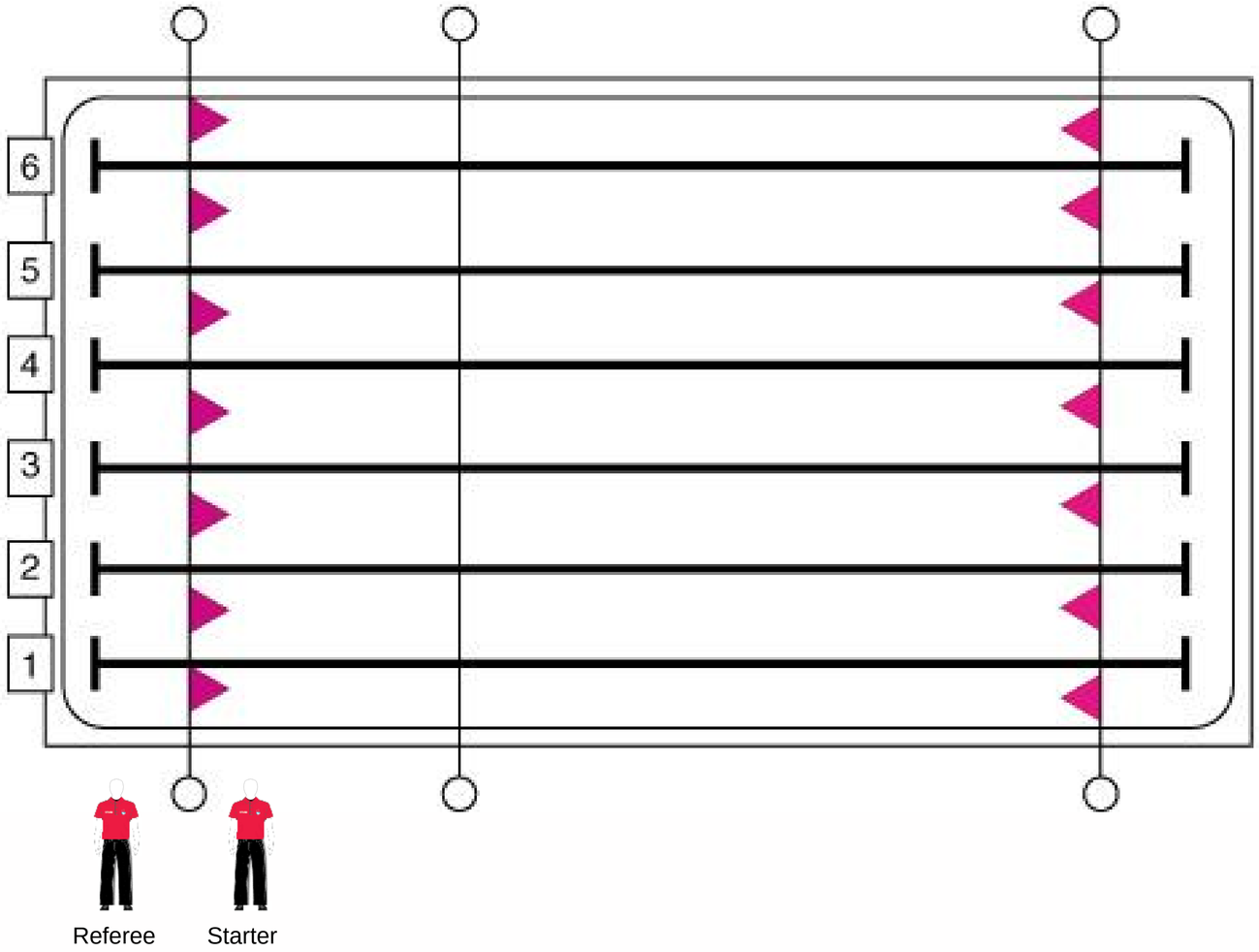


Judges of Strokes and Inspectors of Turns - Stroke and Turn judges are charged with observing the swimmers and reporting infractions of the rules of each stroke.

Inspector of Turns - will be positioned at the start and turn end of the pool and observe the starts, turns and finishes.

Judges of Strokes are positioned along the side of the pool and will observe the swimmers during the stroke portion of each race.

OFFICIALS ON THE POOL DECK



The Referee - The Referee is the official with the most authority on deck (also the one with the whistle). The other officials on deck are accountable to the Referee.

The Starter - The Starter, working with the Referee, is responsible for starting the race and judging the fairness of the start.

ADDITIONAL OFFICIALS

Clerk of Course - The Clerk of Course is responsible for organizing the swimmers on the deck, and may also combine heats where there are empty lanes if so instructed by the Referee.

Chief Finish Judge / Chief Judge Electronics - This Judge determines the official times, results and placing of the swimmers.

Recorder/Scorer - The recorder is responsible for compiling the times and generating result printouts using swimming specific software.

ADDITIONAL OFFICIALS (cont'd)

Meet Manager - The Meet Manager is the general manager of the entire competition. He/she has duties before, during and after the meet.

Other Volunteers - A fully staffed meet may also require an announcer, runners to collect paperwork and post results, and volunteers for food, awards, and fundraising activities.

As you can see, a swim meet is a major undertaking that requires a significant number of volunteers and officials to get involved.

For a single session meet in an 8 lane pool, there are a minimum of 40 people required.

THE ROLE OF THE COACH

The role of the coach during a competition is to:

- Provide one-on-one feedback to the swimmer;
- Be the first and last contact with swimmer before and after their swim (not mom and dad);
- Advocate for their swimmer – question disqualifications and follow rules to protest.
- The Coach will address any questions/concerns they have to the referee of the session. They should not approach individual judges.

TIMEKEEPER DUTIES

BEFORE THE SESSION

- Arrive on time and check-in at the Officials room
  - “On Time” means at the start of warmup for the session you are working or at the time requested by Meet Management.
- Let the organizer know you are present by signing in.
- There will almost always be an officials briefing by the Referee and/or Chief Timekeeper.
- Meet the Chief Timekeeper and the team assigned to your lane.
- Sign out a watch (if necessary).
  - Secure the watch with the lanyard around your neck.
  - Make sure it is working properly. If your watch is not operating properly, request a replacement.

BEFORE THE SESSION (cont'd)

- Ensure you arrive at your assigned lane at the time requested by the Referee or Chief Timer and stay in that lane for the entire session.
- If you need to step away from your lane *or help* during the session, please let the Chief Timekeeper know *in advance*.
- If you require your cell phone on deck, please ensure it is set to vibrate so as to not interrupt the start of a race.
- Our job as officials is to enable a good competitive environment for the swimmer's best performance. Please remember:
  - Minimize conversation with the swimmers.
  - Do not touch the swimmers. Any athlete who requires assistance should get it from their coach or a lifeguard.
- At any time if you have a problem or concern please let the Chief Timekeeper know by raising your hand.

THE TIMING TEAM

The team of timekeepers assigned to a particular lane will have a number of other duties in addition to the timing of the actual swim. These other duties are equally critical to the well officiated meet, and may be shared amongst the team.

Head Lane Timer - The role of the head lane timer is to ensure that all duties of the timing team are performed consistently throughout the session. This role is typically assigned to a more experienced timekeeper.

The Recorder - The recorder is asked to ensure that the finish times and split times are recorded accurately and properly on the paperwork provided.

The Timekeeper - Operates the stopwatch and/or plungers.

RULES for THE HEAD LANE TIMEKEEPER

CSW 2.13.1.1 Head Lane Timekeeper

a) Shall determine that the proper swimmer is in the correct lane.

b) Shall determine that the proper time card or document is being used.

c) Shall determine that the proper times are being read and recorded.

d) Shall determine and record the official time on the time card/document, if so directed by the Chief Timekeeper.

e) Shall appoint one Timekeeper to take split times.

f) Shall determine and report to the Chief Finish Judge, if a swimmer has made a light touch. (This may be done by a suitable notation on the time card when Automatic Officiating Equipment is not used).

g) Shall determine that the members of a relay team swim in the correct order.

h) If qualified may act as an Inspector of Turns and may be instructed to judge relay takeovers.

RULES IN ACTION (CSW 2.13.1.1)

- Make sure that the paperwork you have been given is correct (shows the correct events, matches your assigned lane).
- Swimmers will arrive behind the blocks and should present themselves to you in advance of their race.
- Ensure that you have the correct swimmer in the correct heat and lane by asking the swimmer for their name and checking against the provided paperwork.
  - Report any discrepancies to the Chief Timekeeper by raising your hand
- If a swimmer does not report for their race, record “NS” (No Show) on the paperwork provided.

RULES for THE START

SW 4.1 *The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.*

SW 4.2 *The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.*

RULES IN ACTION (SW 4.1 & 4.2)

- Swimmers will mount the blocks on the referee’s long whistle, or in backstroke events enter the water on the referee’s first long whistle.
- The Referee will give control of the race to the Starter by extending their arm.
- If a swimmer arrives after the race is under the Starter's control:
  - Ask the swimmer to wait.
  - Tell the Chief Timekeeper or Referee.
  - The Referee may accommodate the swimmer in a later heat.

RULES for THE TIMEKEEPERS

SW 2.9.2 *Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.*

CSW 2.9.2.1 *In relay events, except in Mixed Relays, each Timekeeper in each lane shall record the time of the swimmer on the first leg of the relay as an Official Split. All other splits are taken by a single Timekeeper.*

STOPWATCH OPERATION

Split / Reset Button

Mode Button
Don't Touch

Start / Stop Button

Split - When the watch is running, the first push of this button will "pause" the running time to allow recording of a split time; the second push of this button resumes the running time.

Reset - When the watch is stopped, the first push of this button resets the watch to zero

Start - The first push of this button starts the watch, and should be used at the start of the race when the flash of the starting device goes off.

Stop - The second push of this button stops the watch, and should be used at the end of the race.

RULES IN ACTION (SW 2.9.2 & CSW 2.9.2.1)

- Position yourself so you can see the flash from the starting device
- Hold the watch firmly and motionless and use your index finger to start (and stop) your watch
- Start the watch on the flash of the strobe from the starting device
- Start your watch even if you do not have a swimmer
- Splits should be taken for every swimmer during a relay when electronic takeover equipment is in use
- Official splits for the first leg of a relay – except in Mixed Relays – should be recorded by all Timers

RULES IN ACTION (SW 2.9.2 & CSW 2.9.2.1)

Split times or “at intermediate distances” as stated in the rule may be requested of the timekeepers in the following ways:

- One Timekeeper may be asked to take the split time at each *turn* in the race. This is typically request in all freestyle distance events (800m & 1500m).
- An official split may also be requested by coaches for a swimmer at an intermediate distance in an event.
- The first swimmer in a single gender relay event is entitled to an official time.
  - All Timekeepers will take and record times for this first relay leg as if this was an individual race.

RULES for THE TIMEKEEPERS

SW 2.9.3 *Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give them to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.*

RULES IN ACTION (SW 2.9.3)

- Position yourself right at the edge of the pool (without stepping on the touchpad) so that you have an unobstructed view of the pool wall or touchpad. looking down over your lane, at the finish end of the pool
- At the end of the race stop the watch or depress your plunger when any part of the swimmers body touches the wall.
- If you are unable to record an accurate time for any reason:
  - alert the Chief Timekeeper by raising your hand
  - record your time as “NT” (stands for No Time)
- Times may be recorded on a card, on a meet program or on the lane timer sheets.
- Time is to be recorded to the 1/100s of a second. I.E. “2:01.31” or “59.45”
- If a swimmer does not finish the race for any reason, record DNF (Did Not Finish) on the provided paperwork
- Once the time (or NS, NT, DNF) is properly recorded, you may clear your watch and prepare for the next race.

RULES for TIMEKEEPERS

SW 13.1 *When Automatic Officiating Equipment (See FR 4) is used in any competition, the placing and times so determined and relay take-offs judged by such Equipment shall have precedence over the timekeepers and inspectors of turns.*

SW 13.2 *When the Automatic Equipment fails to record the place and/or time of one or more swimmers in a given race:*

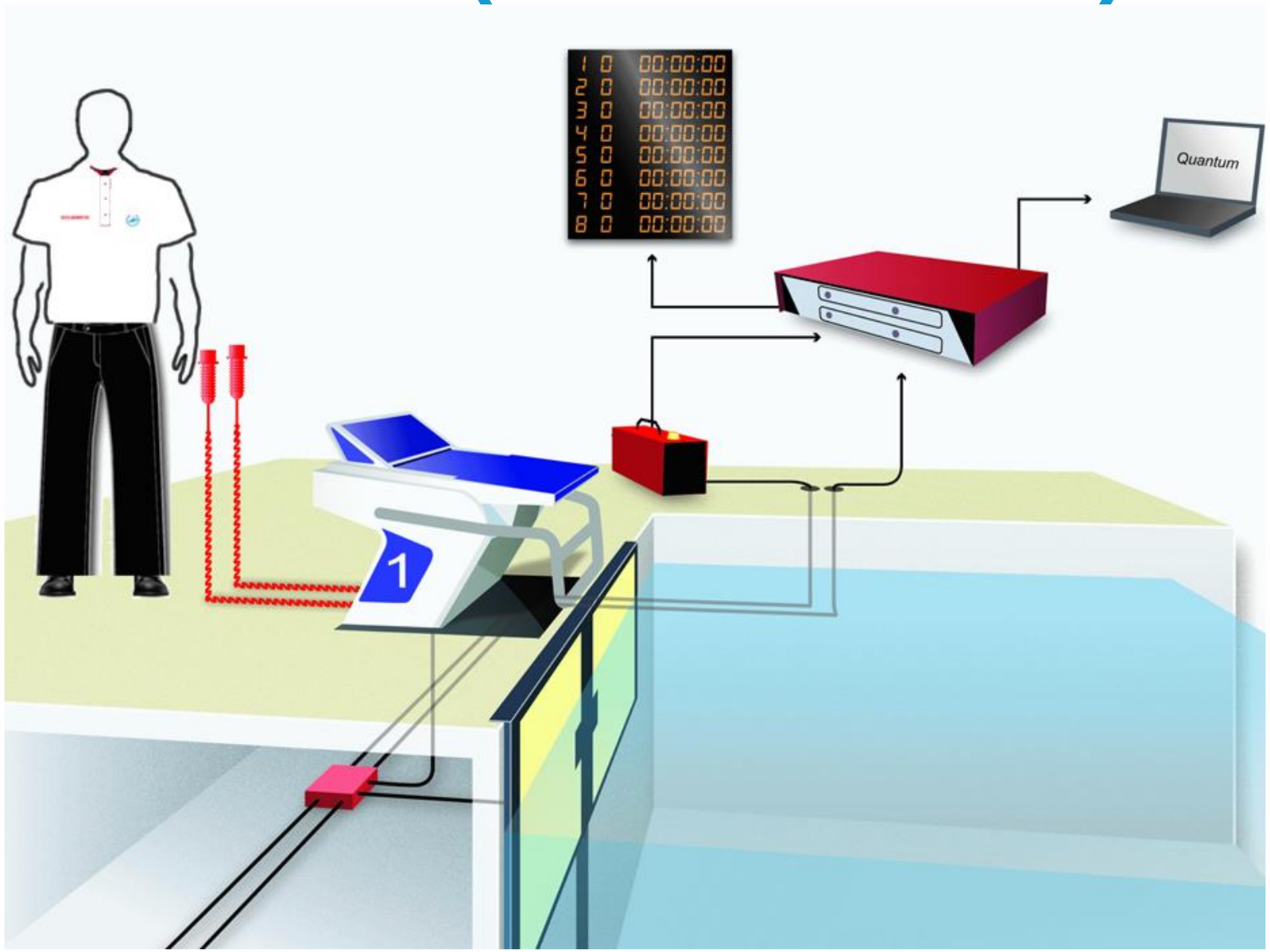
...

SW 13.2.3.3 *A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi-Automatic Equipment or by three digital watches.*

RULES IN ACTION (SW 13.1 & 13.2)

- Timekeepers are key to an approved electronic timing system.
- Plungers or buttons are used to provide a back-up to the Touchpads in electronic time systems.
- Times recorded by the touchpads are considered an Automatic Officiating System.
- Times recorded by timekeepers using the plungers are considered a Semi-Automatic Officiating System.
- Please handle this equipment with care.
- Ensure at the end of a race, you do not step on the touchpads.

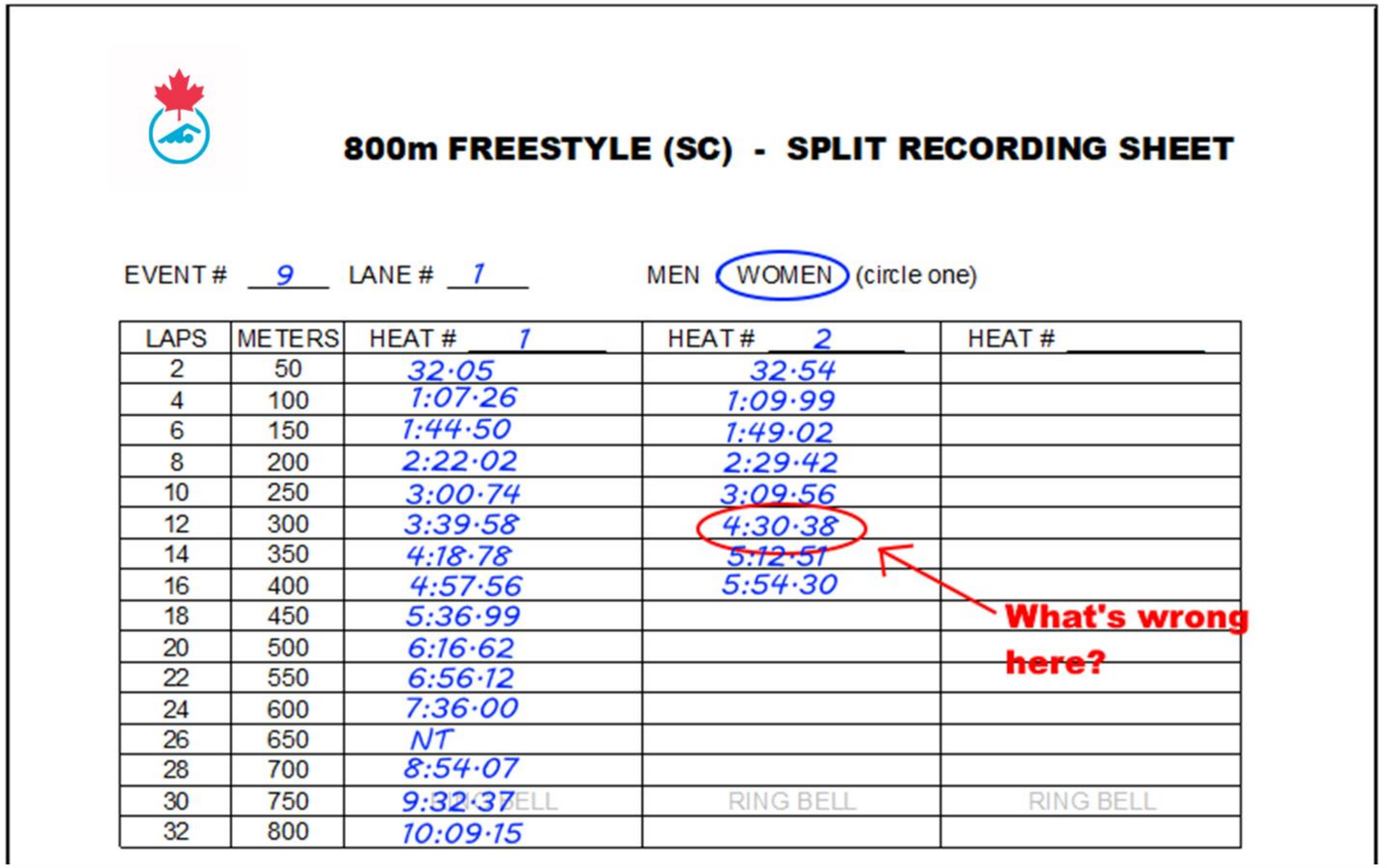
RULES IN ACTION (SW 13.1 & 13.2)



OTHER TIMEKEEPER DUTIES

DISTANCE EVENTS

- During distance events you may be asked to record split times on a counter sheet.
- The splits times may be stopwatch times or scoreboard times.
- This will help in keeping track of distance the swimmer has completed.
- When you miss a split time make sure to record “NT” for that lap.



800m FREESTYLE (SC) - SPLIT RECORDING SHEET

EVENT # 9 LANE # 1 MEN (WOMEN) (circle one)

LAPS	METERS	HEAT # 1	HEAT # 2	HEAT #
2	50	32·05	32·54	
4	100	1:07·26	1:09·99	
6	150	1:44·50	1:49·02	
8	200	2:22·02	2:29·42	
10	250	3:00·74	3:09·56	
12	300	3:39·58	4:30·38	
14	350	4:18·78	5:12·51	
16	400	4:57·56	5:54·30	
18	450	5:36·99		
20	500	6:16·62		
22	550	6:56·12		
24	600	7:36·00		
26	650	NT		
28	700	8:54·07		
30	750	9:32·37 ELL	RING BELL	RING BELL
32	800	10:09·15		

What's wrong here?

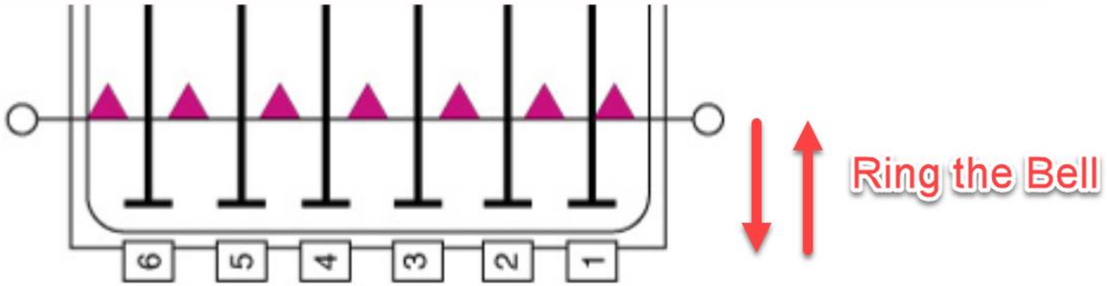
DISTANCE EVENTS - THE BELL LAP

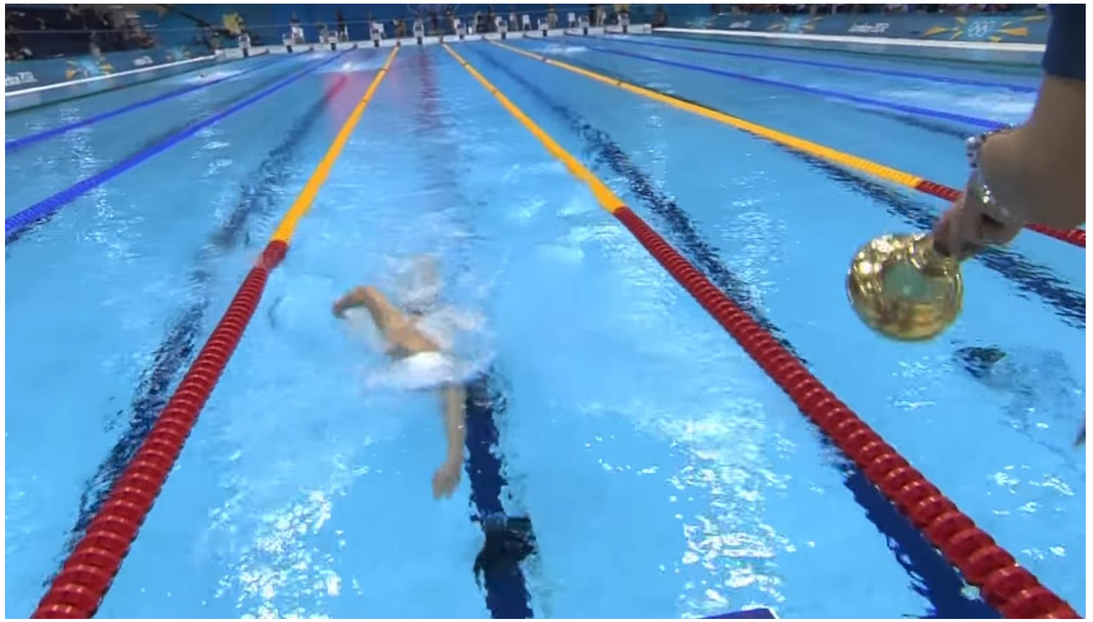
The “Bell Lap” refers to the ringing of the bell during distance events of 800 and 1500 metre freestyle. The bell is rung to alert the swimmer that they have 2 more lengths to complete in the race.

- The Chief Timer or the Referee will inform the lane when it is time to ring the bell, although each lane should be keeping track. The Inspector of Turns may also be responsible for this.
- In short course (SC) events the bell is rung at the 750m mark of the 800m race or 1450m mark of the 1500m race.
- In long course (LC) events the bell is rung at the 700m mark of the 800m race or 1400m mark in a 1500m race.

THE BELL LAP (cont'd)

- The bell is to be rung continuously over the right hand lane rope (your right) when possible and from the 5m (backstroke flags) as the swimmer comes into their last turn back out to the 5m (backstroke flags) after the turn.
- It is important not to ring the bell directly over the swimmer to prevent any mishaps with broken or dropped bells
- Note: A very common error by an official is failing to ring the bell at the appropriate point in the race





PARA-SWIMMING AND TIMING

- Some meets may include para-swimmers; they are identified by having their class beside their names (e.g., S8, SB7, SM8) on the time card or heat sheet. There are special rules pertaining to judging the start, strokes and turns of para-swimming athletes. You should be aware that the para-swimming athlete may start in the water or beside the blocks. Para-athletes may require help from an assistant for a start and during the race. A visually impaired swimmer may require the assistance of a “tapper” to identify when he/she is reaching the end of the pool. When an assistant is present please give them the room required to assist their athletes.

- If Para swimmers are participating in the session you are working at, the Referee or Chief Timekeeper will explain any additional information you may need.

QUIZ

QUESTION 1

The correct dress code for Timekeepers is:

a) White shirt and white pants

b) White shirt and black pants

c) Red polo shirt and black pants

QUESTION 2

Before a meet, you should report to the designated officials' area (choose all that are correct):

a) in time for the first race

b) at the time requested by the meet manager

c) two hours before the start of the meet

d) At start of warm up unless otherwise instructed

QUESTION 3

After taking your manual digital watch, you should (choose all that are correct):

a) secure the lanyard around your neck

b) make sure the batteries are charged and video display works

c) test operational features (start, stop, split etc.)

d) All of the above

QUESTION 4

Ideally, as a timer you should be stationed:

a) on the deck at the finish end of your assigned lane

b) on the side deck, midway along the pool

c) in the bleachers, at the finish end of the pool

QUESTION 5

If a swimmer reports to your lane after the race is under Starter's *control*, you should (choose all that are correct):

a) wait until the race has started and then inform the Referee through the Chief Timekeeper

b) wave your hands and shout to get the Starter's attention

c) put the swimmer into the next available empty lane

d) direct the swimmer to wait and not interrupt the start

QUESTION 6

As soon as you become aware that you have an incorrect swimmer in a particular heat, you should:

a) inform the Chief Timekeeper and/or Referee

b) adjust the time card

c) do nothing

d) inform the Chief Finish Judge

QUESTION 7

At the commencement of the race, you should start your watch (choose all that are correct):

a) when the swimmer leaves the block
b) at the sound of the horn
c) at the flash of the strobe light on the automatic system
d) whether your lane is occupied or not

QUESTION 8

When starting or stopping a manual digital watch, you should (choose all that are correct):

a) swing it in an arc;
b) snap your wrist as you depress the button
c) hold it firmly and motionless
d) use the same finger to start and stop it
e) only stop a watch that you start

QUESTION 9

If you missed a start, or the watch malfunctions during a race or you failed to get a finish time, you should (choose all that are correct):

a) report to the Chief Timekeeper

b) record the same time as another timer on your lane

c) record NO TIME (NT) for your watch

d) record an estimated time

e) record the time on the automatic system scoreboard

QUESTION 10

For the finish of a race, you should position yourself:

a) with your foot on top of the touchpad

b) looking down over your lane, at the finish end of the pool

c) seated behind the starting block of your assigned lane

QUESTION 11

When the required distance has been completed, you should stop your watch when:

a) the swimmer's hand touches the end wall of the pool

b) any part of the swimmer's body touches the end wall

c) the swimmer makes contact with the touch-pad

d) the swimmer touches with one hand on the breast stroke

e) all of the above

QUESTION 12

If the swimmer in your lane does not finish the required distance, you should:

a) report Did Not Finish (DNF) on the time card

b) record what time the swimmer left the water

c) record what time the swimmer stopped swimming

QUESTION 13

If your manual digital watch reads two minutes, ten seconds and one-one hundredth, the correct time to record on the time card is:

a) 2:10.01

b) 2:10.0

c) 2:10

QUESTION 14

If the swimmer in your lane is disqualified for any reason, you should:

a) record his finish times anyway

b) tell the swimmer his finish time but not record the times

c) record the time when the disqualification took place

QUESTION 15

When semi-electronic equipment is in use, the timer shall:

a) press the plunger with the flash from the starter
b) use the device to record the split time (if assigned)
c) use the device to record the finish time
d) a & c
e) b & c

QUESTION 16

The correct time to clear your watch is:

a) when your Chief Timekeeper tells you

b) if you are not instructed, then when the Referee blows his/her whistle, to put the swimmers on the blocks for the next heat

c) when the Starter says "take your marks"

d) after you are sure that your time is recorded properly on the time card

e) whenever your time is substantially different from the other timers

QUESTION 17

When ringing the bell lap, you should (choose all that are correct):

a) ring the bell as the swimmer approaches the wall (from backstroke flags to the wall and back to the backstroke flags)

b) ring the bell over the right hand lane rope

c) ring the bell throughout the last lap of the race

d) ring the bell after direction from the Referee & Chief Timekeeper

CONGRATULATIONS

You have now completed the Introduction to Swimming clinic.

Your next steps are to:

- Complete the Safety Marshal clinic
- Complete your registration in the Swimming Canada Officials Registration System.

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