



CHIEF TIMEKEEPER

CLINIC

August 24, 2018

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
- Completion of the Stroke and Turn clinic and some deck experience as a Turn Judge would be beneficial

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 and be ready to 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 to 1/100th (lane timer sheets or heat sheets etc.)
 - Advise timekeepers to record times as 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.
- One split for all relay takeovers when electronic takeover equipment is in use.
- 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



800m FREESTYLE (SC) - SPLIT RECORDING SHEET

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

LAPS	METERS	HEAT # <u>1</u>	HEAT # <u>2</u>	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	RING BELL	RING BELL
32	800	10:09:15		

What's wrong here?

BEFORE EACH SESSION - BRIEFING



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

In 25m pool:

- **800m race** - Ring bell at 750m
- **1500m race** - Ring bell at 1450m

In 50m pool:

- **800m race** - Ring bell at 700m
- **1500m race** - Ring bell at 1400m

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 qualified, Head Lane Timekeepers may be asked to act as Inspector of Turns. CSW 2.13.1.1 h (usually when there is not one turn judge per lane)

CHIEF TIMER BRIEFING - CHECKLIST



- Introductions
- Equipment Operation
(ex. 2 plungers, 1 watch)
- Watch check (when)
- Swimmer verification
- One record keeper
- Split times
- Official splits
- Quality of touch
- Watch clearing
- Start end for 50m events LC
- Bell lap

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, 1 Timekeeper per lane, ...

SW 1.2.2 - *Where Automatic Officiating Equipment is not available, such equipment must be replaced by a Chief Timekeeper, one (1) Timekeeper per lane, and one (1) additional Timekeeper.*

What does this mean:

- The minimum number of Timekeepers is one per lane, however best practice would be a minimum of 2 per lane, with a Chief Timekeeper and one additional Timekeeper on deck.

IN ACTION – SCENARIO



Scenario

As Chief Timekeeper, you discover you have 2 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 0.3 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, **only** when there is 1 timekeeper per lane. However, 1 timekeeper per lane is not commonly used in Canada.
- 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 12.22.6 *Record swims shall be timed and recorded by an Automatic Officiating Equipment system or by three (3) timekeepers.*

- A **RECORD** requires **THREE (3)** watches when **Automatic Officiating Equipment is not being used.**

RULES RELATED TO CHIEF TIMEKEEPER ROLE – RECORDS



CSW 12.22.7 *A time achieved while swimming the first “leg” of a relay, other than a mixed relay (see SW 10.10), with an electronic timing system start, may count as a record.*

- 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 for meets other than National Competitions: A time achieved by a swimmer while swimming any part of an individual event 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.*
- iv. An Official Split cannot be requested for the first swimmer in a mixed relay event. (see SW 10.10)*
- v. In the case of a disqualification, legal splits up to the time of the disqualification shall be recorded in the official 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).



QUIZ

QUESTION 1



Before the start of a meet the Chief Timekeeper shall (choose all that are correct):

- a) check that all watches are in good working order
- b) issue watches to timekeepers
- c) brief timekeepers regarding their duties
- d) issue bells (where appropriate)
- e) arrange with the Starter to conduct a “watch check”
- f) establish working signals with the Referee

QUESTION 2



The Chief Timekeeper shall (choose all that are correct):

- a) position himself so that he can observe the finish of each heat
- b) disqualify swimmers for turn infractions which he observes
- c) affix his time, when necessary, on the time sheet of the winner of a heat or final
- d) satisfy himself that all timekeepers are competent
- e) tabulate lengths completed in long distance races
- f) have one or two Assistants
- g) have the authority to over-rule an automatic time and replace it with a manual time
- h) have extra watches/batteries available
- i) assign timekeepers to take split or record-attempt times
- j) ensure that at least one extra watch is started for each race

QUESTION 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 Timekeeper
- b) verify the tabulation of completed lengths with the assigned Lane Timekeeper and Referee before authorizing the bell to be rung.
- c) a & b

QUESTION 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 Timekeepers on duty unless another approved backup system is available
- b) it is necessary to have a full complement of Lane Timekeepers on standby in the officials' room, in the event of a malfunction
- c) the Lane Timekeeper will transcribe the automatic times onto the time sheets

QUESTION 5



In developmental meets, the minimum number of Timekeepers that should be assigned to each working lane of the pool is:

- a) two
- b) one
- c) three

QUESTION 6



The Chief Timekeeper shall instruct the Head Lane Timekeeper to ensure that (choose all that are correct):

- a) the correct swimmer is in his assigned lane
- b) the correct time sheet 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 sheets, as directed
- g) in Relay events the swimmers compete in the correct order

QUESTION 7



The Chief Timekeeper should instruct the Head Lane Timekeepers to ensure that (choose all that are correct):

- a) one timekeeper is assigned to take split times if instructed
- b) the Chief Finish Judge is informed in the appropriate manner if a swimmer fails to touch the touch-pad or touches it lightly
- c) relay take-over infractions are reported to the Referee if instructed
- d) a swimmer's manual backup times are adjusted to agree with the automatic times

QUESTION 8



During a short course relay, an official split is taken (choose all that are correct):

- a) by all timekeepers 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

QUESTION 9



In a manually timed meet, long course, an official split at 50m of a 200 m relay event is taken (choose all that are correct):

- a) by having all timekeepers 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 timekeepers and watches to staff both ends of the meet
- c) when a coach requests an official split and there are sufficient timekeepers and watches to staff the lane(s) in question

CONGRATULATIONS



You have now completed the Level II Chief Timekeeper Clinic

- Your next task is to obtain deck experience
- You will be required to be mentored (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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