



# INTRODUCTION TO SWIMMING OFFICIATING

August 30, 2022

# WELCOME



- Welcome to Swimming Canada and the world of Swimming Officials
- Swimmers train to compete, officials are needed to provide these competition opportunities
- Being an active official and volunteering your time whether your club is the host or not, will help our swimmers in their development
- As an official you will meet other swim officials and may decide to progress from the regional local pool deck to the provincial deck to a national deck where swimmers compete to represent Canada at an international meet

# 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



- To ensure fair competition we follow a rulebook. For most competitions that will be the Swimming Canada rulebook. For National meets, the Fédération internationale de natation (FINA) or World Para Swimming (WPS) rulebook will be used
- Officials applying the rules in a fair and impartial manner and communicate their interpretation effectively.
- In addition, 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.



# ROLES AT A SWIM MEET

# OFFICIALS ON THE POOL DECK



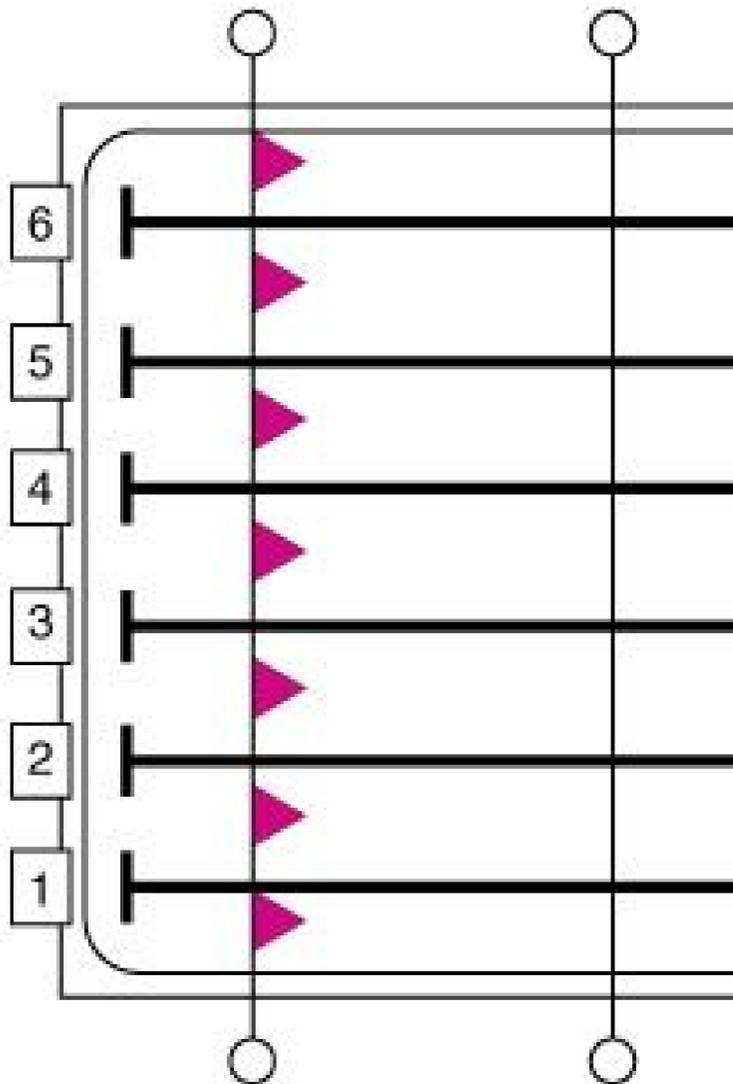
**Timekeepers** are located behind the starting blocks of their respective lanes at the start/finish end of the pool. They are responsible for the timing of swimmers using the semi-automatic timing equipment (plungers) and / or watches. Two Timekeepers per lane are generally required for a session.

This is what you are learning today. After this clinic, you will be able to volunteer as a Timekeeper at the next swim meet.

# OFFICIALS ON THE POOL DECK



Timekeepers



**Chief Timekeeper (CT)** is there to help you as a Timekeeper. In a fully staffed meet the Chief Timekeeper may be assisted by an Assistant Chief Timekeeper, with each taking responsibility for half the lanes.

This is another clinic that you may choose to take.



Chief Timekeeper

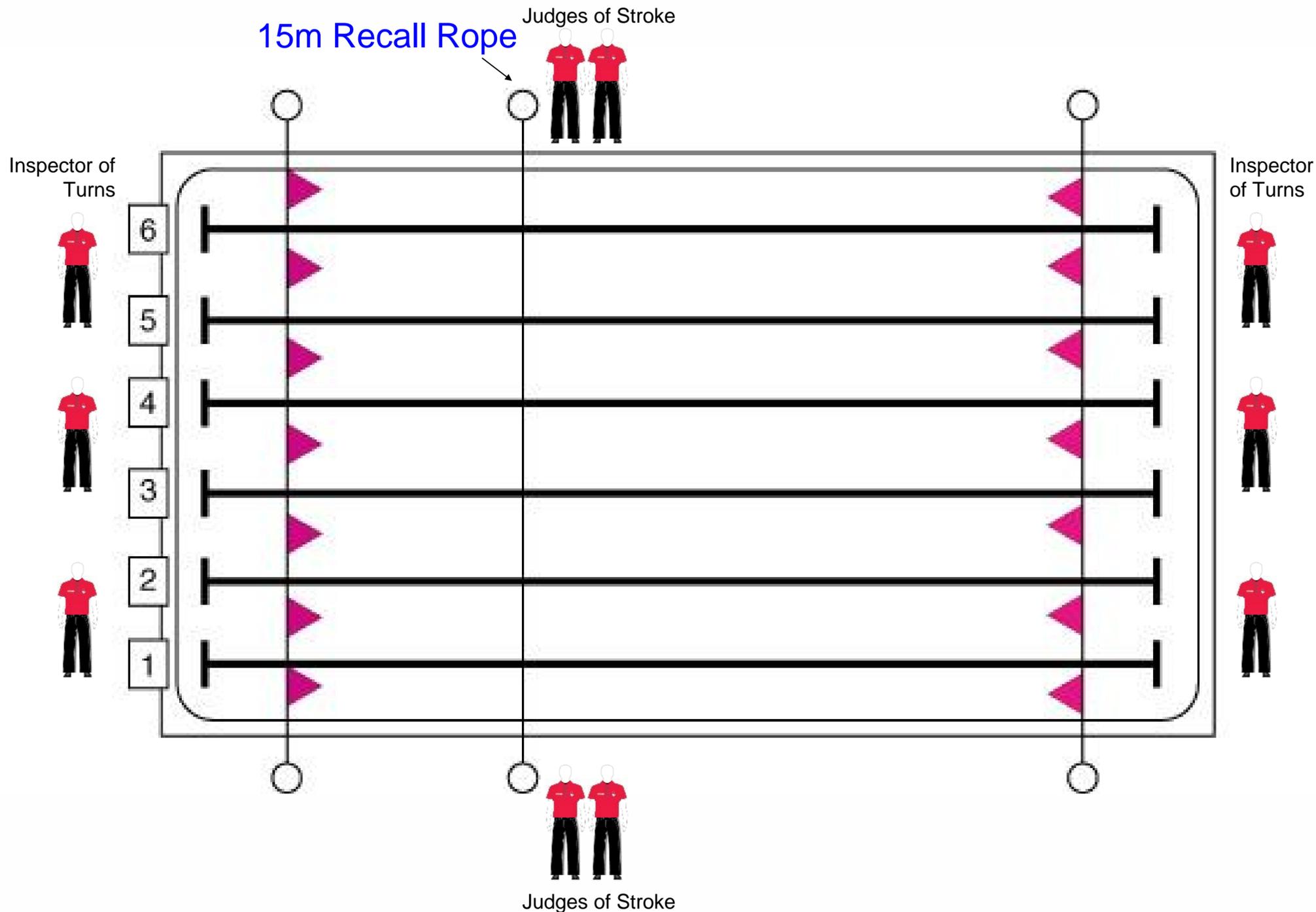
# OFFICIALS ON THE POOL DECK



**Judges of Strokes (SJ) and Inspectors of Turns (IT)** are charged with observing the swimmers and reporting infractions of the rules of each stroke.

Once you are comfortable as a Timekeeper, you are ready to take the Inspector of Turns clinic. Several ITs are needed at a swim meet. The clinic for Judge of Stroke is a separate clinic that you may take with the IT clinic or after you have had more experience on the deck as an IT.

# OFFICIALS ON THE POOL DECK



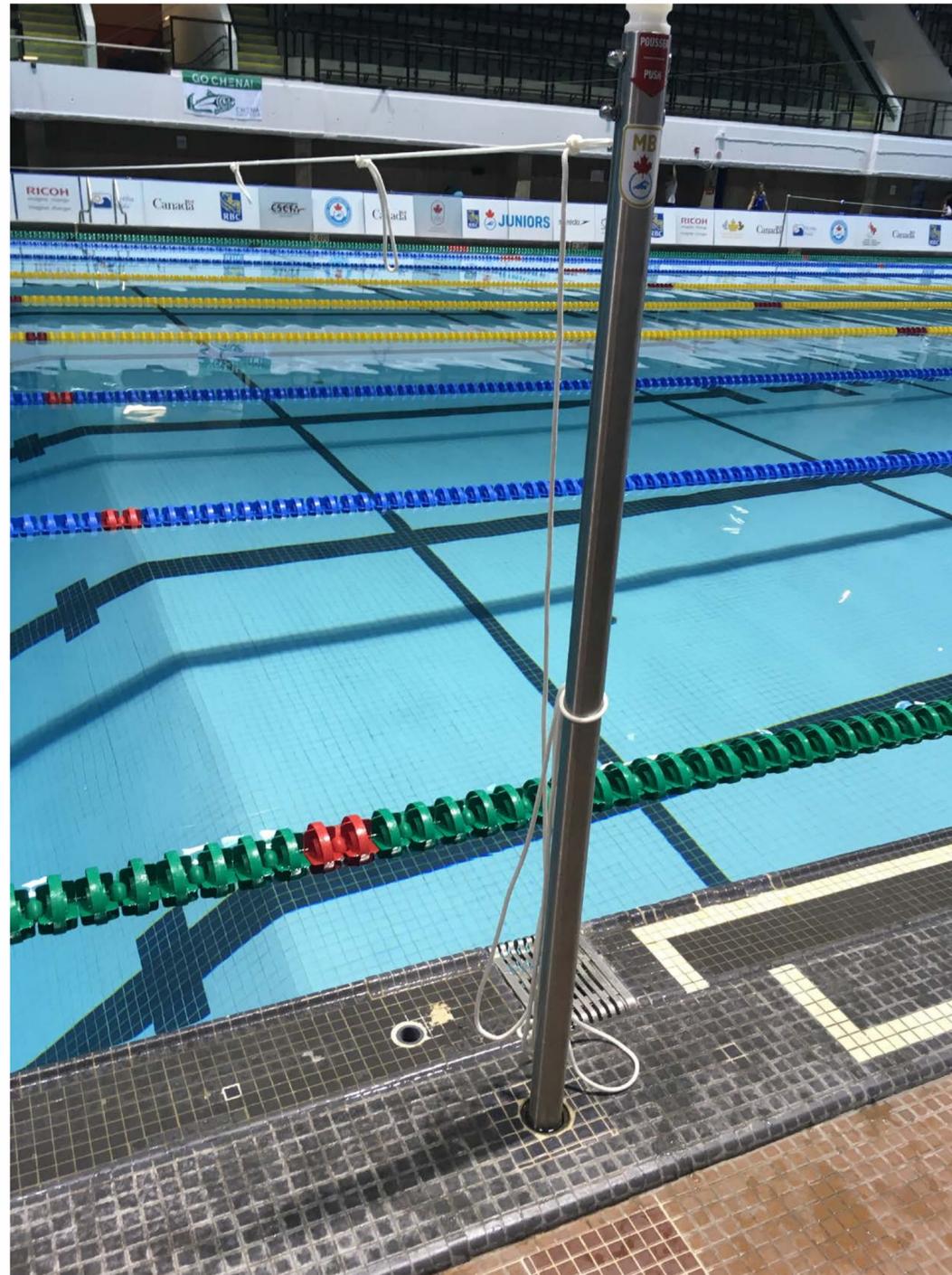
**Inspector of Turns** will be positioned at the start and turn end of the pool and observe the starts, turns and finishes. They are responsible from the last stroke into the wall until the first stroke out

**Judges of Strokes** are positioned along the side of the pool and will observe the swimmers during the stroke portion of each race. They may also be responsible for the recall rope at the 15m mark.

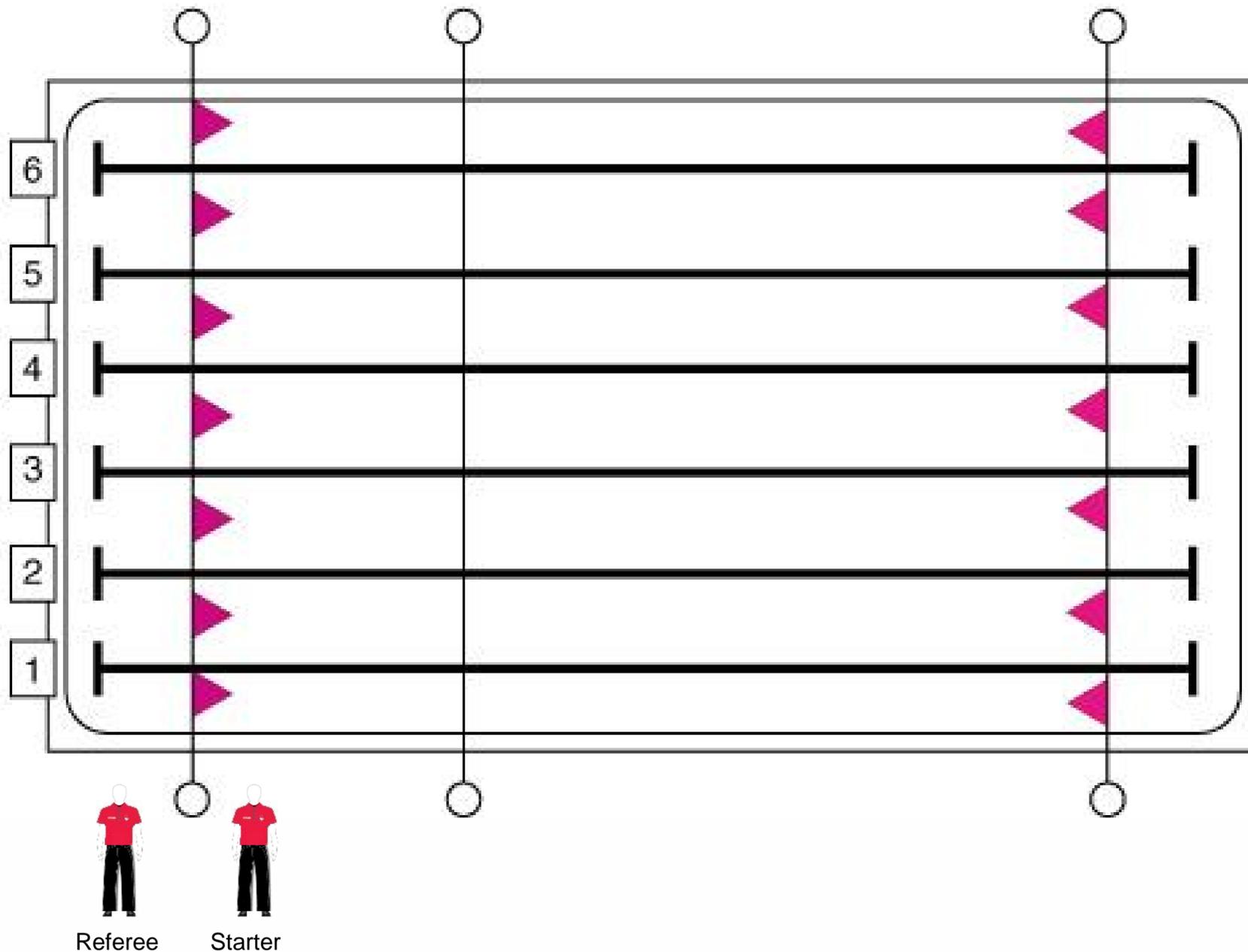
# RECALL (FALSE START) ROPE



Located 15m from the start end of the pool, the recall rope is suspended across the pool and is lowered into the pool to alert swimmers in the event of a recalled start.



# OFFICIALS ON THE POOL DECK



**The Referee** is the official with the most authority on deck (also the one with the whistle). They will run the briefing at the beginning of the session to let you know what is expected for the session you have volunteered for.

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

# ADDITIONAL OFFICIALS



As well as the officials on the deck, several other officials are needed to run a meet.

**Clerk of Course** is responsible for organizing the swimmers on the deck.

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

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

# ADDITIONAL OFFICIALS (cont'd)



**Meet Manager** is the general manager of the entire competition. They have duties before, during and after the meet. They may have a team to share in the responsibilities.

**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 in an 8-lane pool, we will have between 30-50 officials on the deck.

# OFFICIALS ATTIRE



**White Shirt**  
**Timekeepers &  
Chief Timekeepers**



**Black Pants / Shorts / Skirt**  
**Black Shoes**



**Red Polo**  
**All Other Officials**

# 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 SWIM MEET



- As soon as you know that your swimmer will be taking part in the meet, volunteer to help officiate
- If your club is hosting the meet, parents will be expected to help even when their swimmer isn't swimming
- Your Club Officials Chair (COC) may receive a request from the host club with a link to sign up
- Without Timekeepers and other officials, the meet can not run. Please sign up early and stick to your commitment
- Every clubs needs and appreciates help from other clubs

# THE DAY OF THE SWIM MEET



- Arrive on time and check-in at the Officials room
  - “On Time” means at the start of warm-up 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 before the session starts
- At the briefing, you will find out what is happening during the session
- Meet the Chief Timekeeper and the team assigned to your lane

# BEFORE THE SESSION BEGINS



- Sign out/pick up 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
- Pick up your heat sheets and clipboard
- Ensure you arrive at your assigned lane at the time requested by the Referee or Chief Timekeeper and stay in that lane until the session is finished
- The Starter and Chief Timekeeper will organize a watch check if watches are being used

# DURING THE SESSION



- If you need to step away from your lane during the session, please let the Chief Timekeeper know and return promptly
- 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 may be 2 or 3 officials assigned to a particular lane. Everyone will be timing but may also have extra duties.

**Head Lane Timekeeper** ensures that all duties of the timing team are performed consistently throughout the session. The Head Lane Timekeeper is generally trained as an Inspector of Turns and has a bit more experience as an official.

**The Recorder** is asked to ensure that the finish times and split times are recorded accurately and properly on the paperwork provided. They will also confirm the swimmers in their lane as directed by the Referee.

**The Timekeeper** operates the stopwatch and may also be the Recorder.

# BEFORE THE RACE (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

# THE START (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.

# STOPWATCH OPERATION



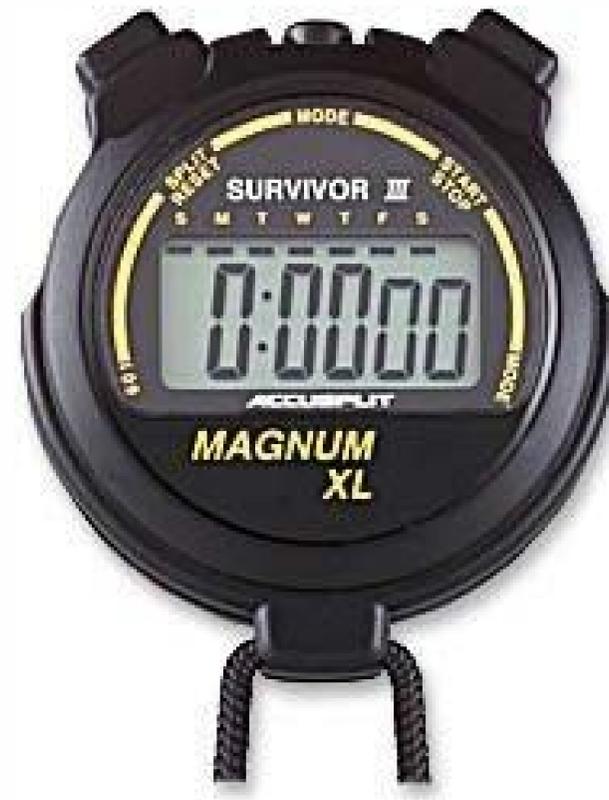
Split / **Reset**  
Button

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.

# STARTING YOUR WATCH (SW 2.9.2 & CSW 2.9.2.1)



- **Stopwatches** are 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.
- Position yourself so you can see the flash from the starting device
- Hold the watch firmly and motionless and use the same 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
- If your watch doesn't start, raise your hand and let your Chief Timekeeper know

# STARTING DEVICES



- An electronic device which signals the start of the race with both sound and light



# STOPPING YOUR WATCH (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
- Look down over your lane at the finish end of the pool
- Stop the watch or depress your plunger when any part of the swimmer's body touches the wall.
- Don't anticipate the touch

# RECORDING YOUR TIME (SW 2.9.3)



- Times may be recorded on a card, on a meet program or on the lane Timekeeper sheets.
- Time is to be recorded to the 1/100s of a second. ie. “2:01.31” or “59.45”
- If the swimmer did not swim, record NS (No Swim/show)
- If you are unable to record an accurate time for any reason, record your time as “NT” (No Time)
- 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 or at the Referee’s short whistle, you may clear your watch and prepare for the next race.

# LANE TIMEKEEPER SHEETS



2018 Speedo Eastern Canadian Championships - 2018-04-12 to 2018-04-15						Soft Touch ?	
Event 1 Women 13 & Over 200 LC Meter Freestyle Prelims							
Lane 1	Heat 1	-----					<input type="checkbox"/>
Lane 1	Heat 2	Holden, Megan 13	MPM	2:16.75			<input type="checkbox"/>
Lane 1	Heat 3	Gage, Kyla 14	PCSC	2:14.34			<input type="checkbox"/>
Lane 1	Heat 4	Hulford, Kate 13	TSC	2:12.46			<input type="checkbox"/>
Lane 1	Heat 5	*Lewitt, Caroline 15	NWLL	2:11.19			<input type="checkbox"/>
Lane 1	Heat 6	Little, Megan 15	NYAC	2:10.63			<input type="checkbox"/>
Lane 1	Heat 7	Willar, Lora 15	PCSC	2:09.91			<input type="checkbox"/>
Lane 1	Heat 8	MacDonald, Reagan 17	NKB	2:09.30			<input type="checkbox"/>
Lane 1	Heat 9	Beauchemin, Charlotte 20	CAMO	2:07.57			<input type="checkbox"/>
Lane 1	Heat 10	Crowell, Reagan 17	CVAC	2:07.00			<input type="checkbox"/>
Lane 1	Heat 11	Houde-Camirand, Moana	GO	2:06.90			<input type="checkbox"/>

This printout shows all the swimmers assigned to a specific lane for an event. It is generally used during a manual meet. Timekeepers should put their initials at the top of each column. Stopwatch times are recorded for each race on the sheet.

# HEAT SHEETS



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
<b>Heat 1 of 11 Prelims</b>			
0			
1			
2			
3	%Lane\$14SB14SM14, J	18	WAC / O
4	Marquis, Jade	13	SAMAK
5	Ge, Yuan He	13	ELITE
6	Nyhof, Martine	17	SLSC
7			
8			
9			
<b>Heat 2 of 11 Prelims</b>			
0	Joo, Vanessa	13	DDO
1	Holden, Megan	13	MPM
2	LeRoy, Brynne	13	TIDE
3	Tuck, Kate	13	USC
4	Burnett, Devon	13	ESWIM
5	Watts, Emily	13	NYAC
6	Fournier, Léa	13	RL
7	Clarke, Emma	13	LSC
8	Marovino, Katie	13	ESWIM
9	Terpstra, Lillian	13	CPWD
<b>Heat 3 of 11 Prelims</b>			
0	Nagy, Ella	13	OAK
1	Gage, Kyla	14	PCSC
<b>Heat 5 of 11 Prelims</b>			
0	Dahmen, Jeanne	15	PCSC
1	*Lewitt, Caroline	15	NWLL
2	*Gradillas, Adelaida	13	NWLL
3	Moffitt, Abigail	15	NKB
4	Metuzals, Kali	15	GO
5	Datars, Mahaylia	15	STARS
6	Sastron-Navarrete, Am	15	CSLA
7	Bouchard, Perrine	15	ELITE
8	Davidson, Juliette	15	NN
9	Chapman, Sarah	15	CW
<b>Heat 6 of 11 Prelims</b>			
0	Muizelaar, Serena	14	ESWIM
1	Little, Megan	15	NYAC
2	Ellis, Hanna	14	HAC
3	Bellio, Vanessa	15	ESWIM
4	Gormley, Breckin	14	CPWD
5	Stokes, Jenna	17	PICK
6	Chubaty, Lily	16	KBM
7	Lo, Naomie	15	NYAC
8	Scholes, Dylan	13	OAK
9	Hunter, Jordyn	14	BTSC
<b>Heat 7 of 11 Prelims</b>			
0	McDonald, Abigail	17	GMAC
1	Willar, Lora	15	PCSC
2	Brough, Kiera	17	OAK
3	Berwick, Katie	16	GMAC
4	Quinlan, Kristina	18	GMAC

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		YB			
<b>Heat 1 of 11</b>				<b>Heat 2 of 11</b>					
1				1	HOLDEN, Megan	04	MPM	2:16.75	
2				2	LEROY, Brynne	05	TDE	2:16.56	
3	LANES14SB14SM14, Julia	99	WAC	3	TUCK, Kate	04	USC	2:16.28	
4	MARQUIS, Jade	04	SAMAK	4	BURNETT, Devon P	04	ESWIM	2:15.89	
5	GE, Yuan He	04	ELITE	5	WATTS, Emily	04	NYAC	2:16.15	
6	NYHOF, Martine	01	SLSC	6	FOURNIER, Lea	05	RL	2:16.34	
7				7	CLARKE, Emma	05	LSC	2:16.72	
8				8	MAROVINO, Katie	04	ESWIM	2:17.20	
9				9	TERPSTRA, Lillian	04	CPWD	2:18.27	
10				10					
<b>Heat 3 of 11</b>				<b>Heat 4 of 11</b>					
1	GAGE, Kyla	04	PCSC	2:14.34	1	HULFORD, Kate S	04	TSC	2:12.46
2	VITHOULKAS, Katherine	03	CAMO	2:14.22	2	HARVIE, Kirstin	02	NWLL	2:12.25
3	CLARINO, Olivia	03	NYAC	2:13.73	3	ST-GERMAIN, Lea	02	SAMAK	2:12.05
4	SHEMLT, Sydney	03	OAK	2:13.26	4	WILLIAMS, Kate M	03	SJL	2:12.00
5	YE, Katherine	03	APEX	2:13.71	5	ROTHERY, Freya	04	TSC	2:12.01
6	LEGALLAIS, Charlee	03	DDO	2:13.99	6	SHEMLT, Jorja	03	OAK	2:12.13
7	PATRIZI, Vanessa	03	CSLA	2:14.25	7	MAILLOUX, Neve	02	SAMAK	2:12.44
8	VREEKEN, Stella	04	TSC	2:14.63	8	MCARA, Chloe	04	HPPO	2:12.77
9	JARDINE, Lucy	04	SWAT	2:15.87	9	CARNEGIE, Elyse M	02	GHAC	2:13.01
10					10				

Also called a Meet Program or Start List. This report details the events, heats and lane assignments for the swimmers within one session. Stopwatch times may be recorded on this heat sheet. Be sure to write the lane number on the top of the page.

# TYPES OF SWIM MEETS

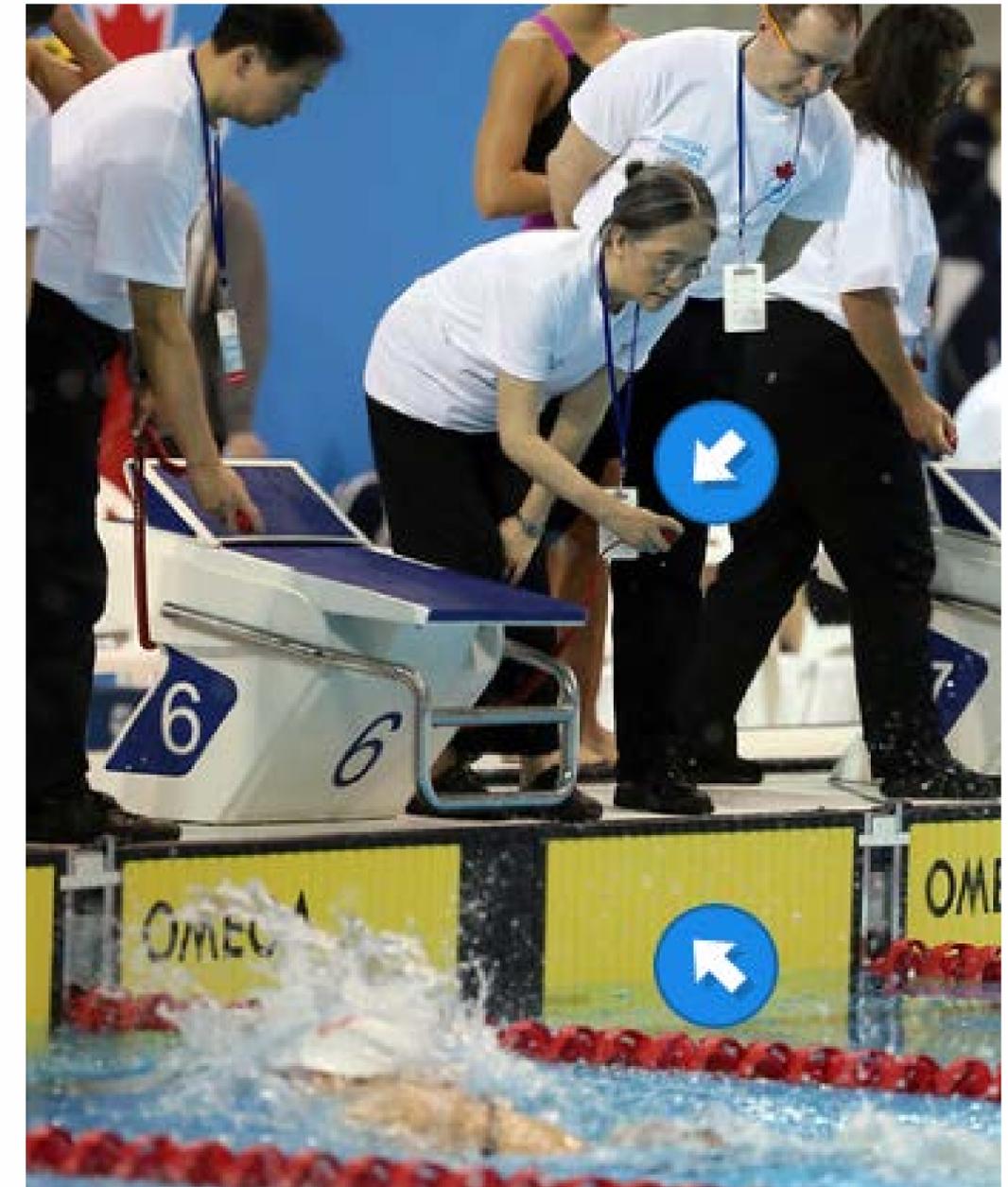


- **Manually Timed Meet** – Swim meets that use only stopwatches & time cards to record swimmer times.
- **Electronic Timed Meet** – Swim meets that use an electronic system to record swimmer times. This system may include touchpads, plungers or wireless stopwatches (Dolphin System). Stopwatches maybe used as a back up if there is a failure of the electronic timing system.
- At the Toronto Pan Am Pool (TPASC) a high-speed video (HSV) system maybe used as a back up to the electronic timing system instead of Timekeepers and watches.

# ELECTRONIC/AUTOMATIC TIMING



- **Plungers/buttons** are used by the Timekeeper to get a time when a swimmer finishes the race. This is considered a semi-automatic time.
- **Touchpads** are part of the automatic timing system that are located in the pool at the end of each lane and records a time when a swimmer touches the touchpad.



# TIMING HIERARCHY (SW 13.1 & 13.2)



- Times recorded by the touchpads are considered an Automatic Officiating System
- Plungers or buttons are used to provide a back-up to the Touchpads in electronic time systems if the Touchpads fail
- Times recorded by Timekeepers using the plungers are considered a Semi-Automatic Officiating System
- Semi-automatic timing systems are used at the end of the race to capture the final time and do not need to be used at the start
- Please handle this equipment with care
- Ensure at the end of a race, you do not step on the touchpads

# SPLITS (SW 2.9.2 & CSW 2.9.2.1)

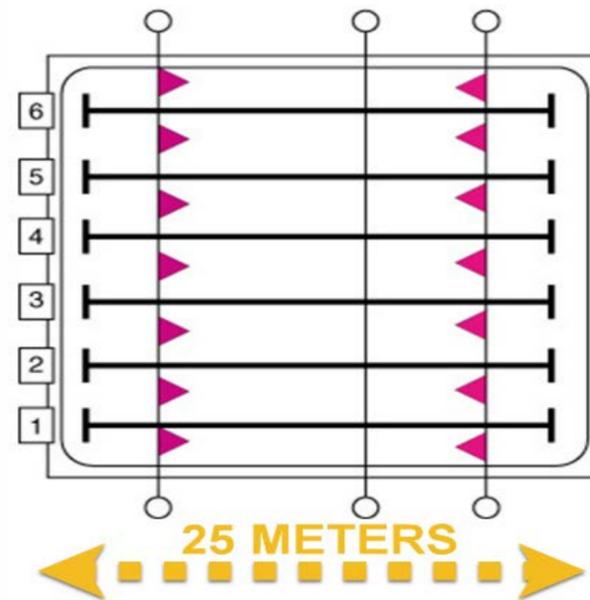
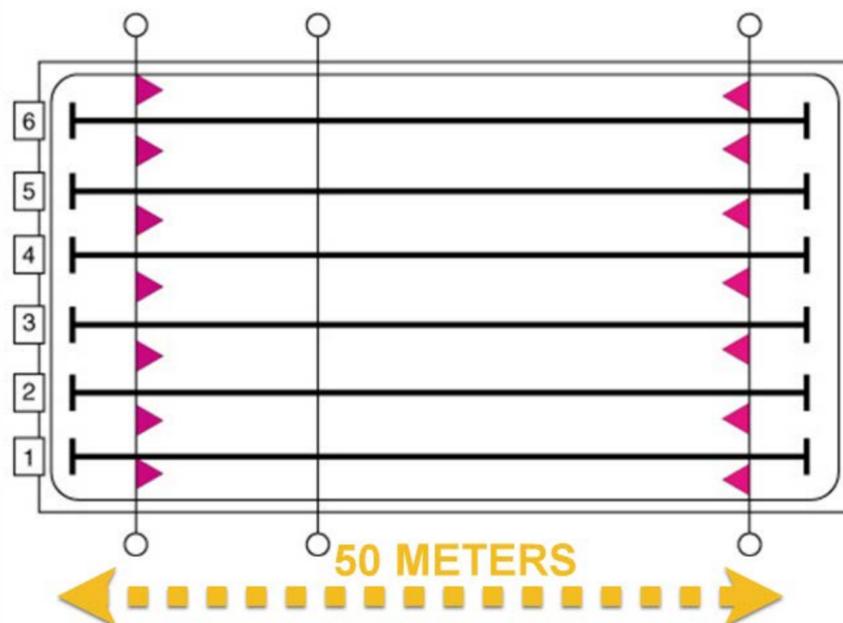


- **Split Times** are a time which is recorded part way through a race and at an interval shorter than the total distance of the race.
  - One Timekeeper may be asked to take the split time at each *turn* in the race. This is typically requested in distance events (800m & 1500m) but may apply to all races. Direction will be given at the briefing.
- For an **Official Split**, all Timekeepers will take and record the time at the requested distance as instructed by the Referee or Chief Timekeeper
  - This may be requested at an intermediate distance for races longer than 100m
  - or for the first swimmer of a relay as if this leg of the relay was an individual race. In Mixed Relays, this rule does not apply



# DISTANCE EVENTS

- These are 800m and 1500m Freestyle events
- At a **short course** competition, held in a 25m pool, an 800m event is 32 laps of the pool. A 1500m event is 60 laps of the pool
- At a **long course** competition, held in a 50m pool, an 800m event is 16 laps of the pool. A 1500m event is 30 laps of the pool.
- Most major international events are held in a long course pool.



# DISTANCE EVENTS



- During distance events you may be asked to record split times on a counter sheet each time the swimmer turns at your end.
- 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 # <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?**

# DISTANCE EVENTS - THE BELL LAP



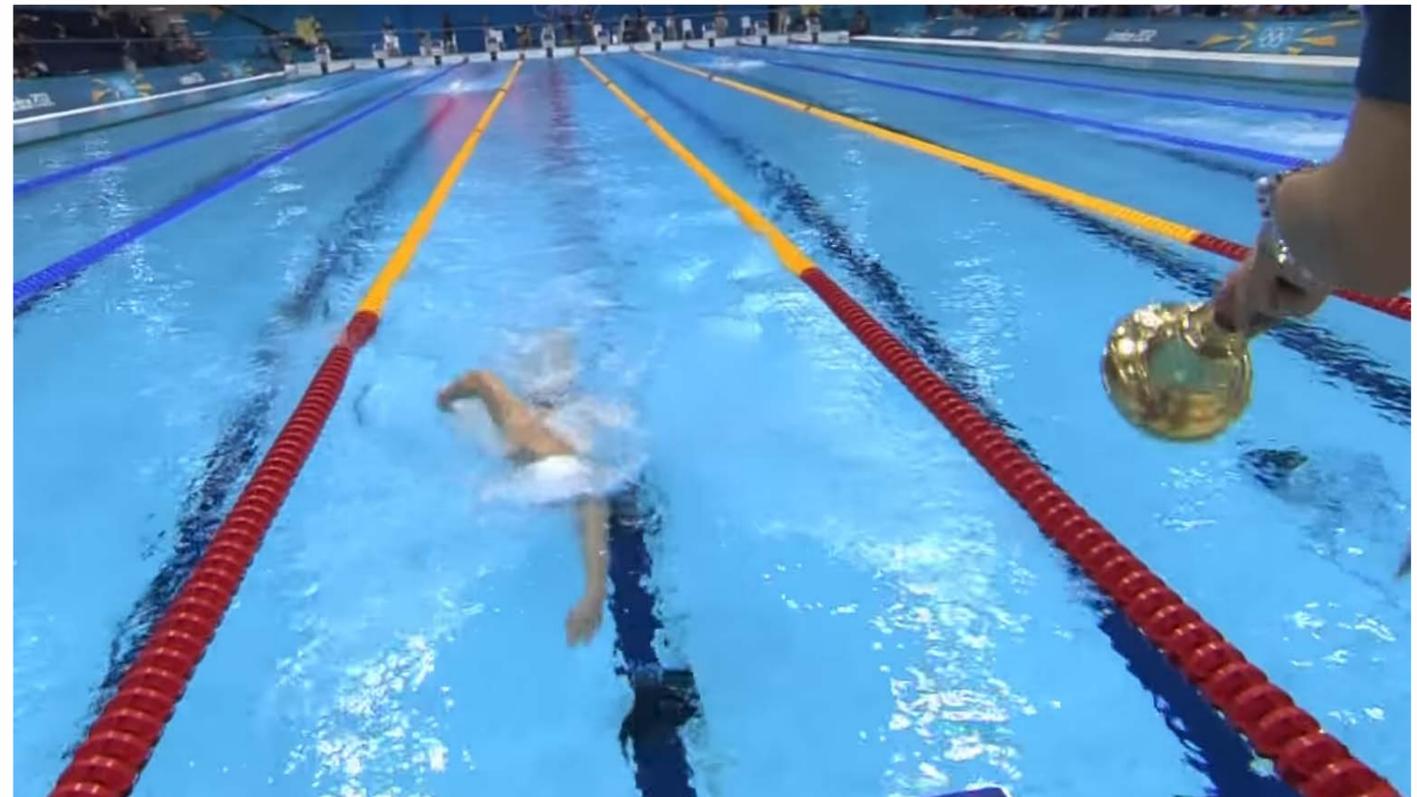
The “Bell Lap” refers to the ringing of the bell to alert the swimmer that they have 2 more lengths to complete in the race.

- The Chief Timekeeper 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) from the 5m (backstroke flags) as the swimmer comes into their last turn, back out until the swimmer has reached the 5m mark on the lane rope
- It is important **not** to ring the bell directly over the swimmer to prevent any mishaps with broken or dropped bells
- If the swimmer is on the right side of the lane, move over the lane rope on the right side
- 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 they are 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.



# KEY TERMS

# KEY TERMS

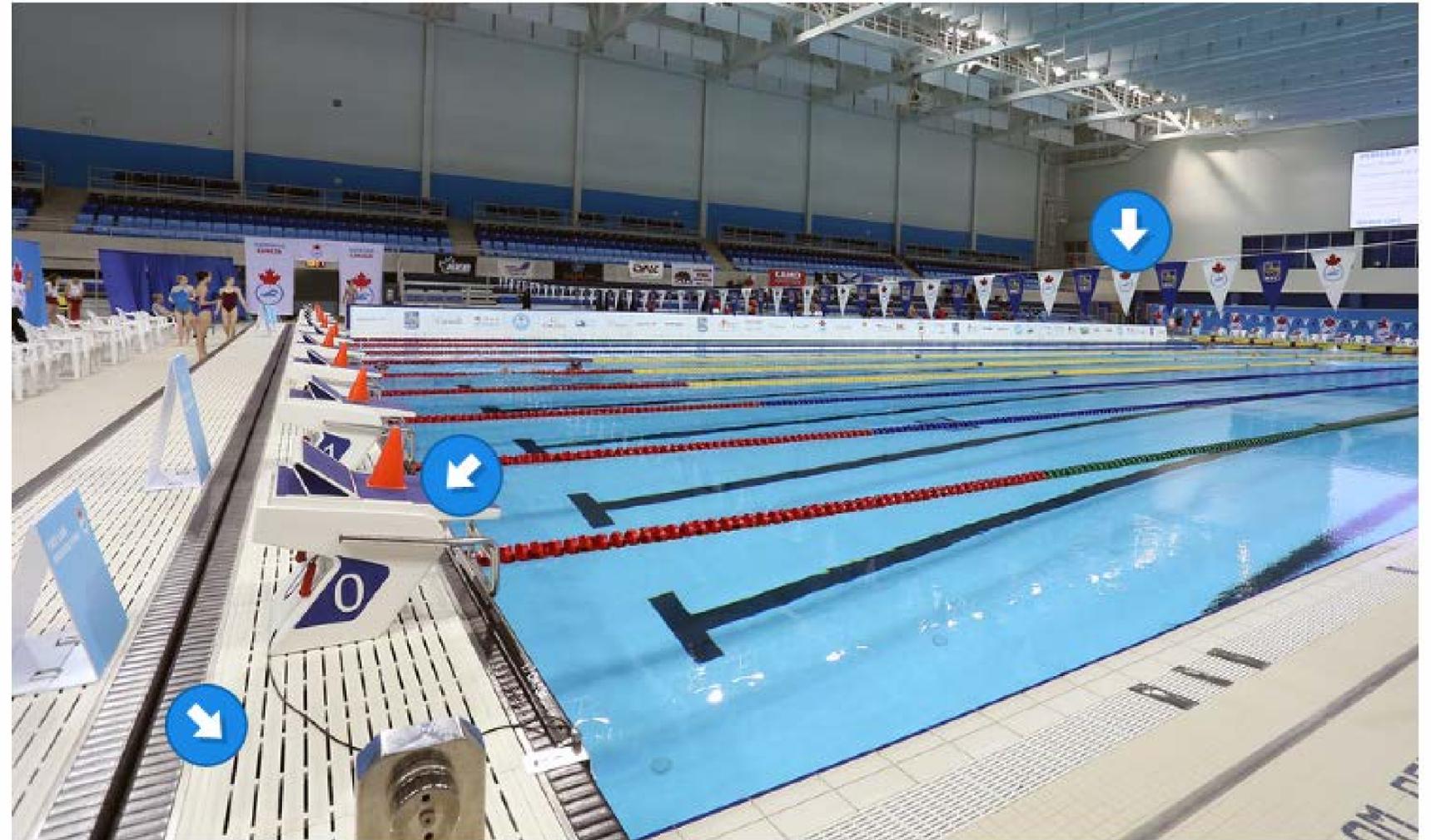


- **Session** – A combination of events and heats for a group of swimmers to compete in over a continuous time period of typically no more than 4.5 hours.
- **Warm-up** – The period of time before the session begins when the swimmers warm-up in the pool as a group before the competition.

# KEY TERMS (cont'd)



- **Backstroke flags** – Suspended across the pool, the backstroke flags are located 5 meters 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)



- **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)



- **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.

# 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.*



# 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 Timekeeper 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 Timekeeper 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 breaststroke
- 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 Timekeeper 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 Timekeepers

# 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 – Available through LMS**
  - 10 mins to complete - No quiz
- Complete your registration in the Swimming Canada Officials Registration System.



[SWIMMING.CA](http://SWIMMING.CA) | [NATATION.CA](http://NATATION.CA)