



CHIEF TIMEKEEPER

CLINIC

September 1, 2023

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



- 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 Inspector of Turns clinic and some deck experience as a Inspector of Turns would be beneficial.

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 a briefing to Timekeepers to share the details of the upcoming session.

Observant: during the session must be aware of the entire start end and be ready to step in and help the Timekeepers as needed.

Patient: able to remain calm in a hectic environment.



CHIEF TIMEKEEPER DUTIES

OVERVIEW OF THE ROLE OF CHIEF TIMEKEEPER



The position of **Chief Timekeeper** is very straightforward:

- Accurate timing by team of Chief Timekeeper & Assistant is necessary.
- They must maintain a constant check on the accuracy and 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



- Meet with the Referee to receive any specific directions for your session.
- Confirm with the Referee if a watch check will be done at the start of the session.
- Review the Officials grid/roster for your session to ensure there are enough Timekeepers and arrange for more if required.
- Identify new Timekeepers and ensure they work with experienced mentor Timekeepers if possible.
- Chief Timekeeper is responsible for assigning position of Timekeepers (II.2.8.1) but this is more commonly done by officials chairperson.

BRIEFING OF TIMEKEEPERS



The Chief Timekeeper may be asked to conduct the briefing for the Timekeepers, which should be done 20-25 minutes before session start.

- Introduce yourself / your assistant.
- Explain that your duty is to help and support the Timekeepers and to provide relief if they need to step away from the deck.
- Let Timekeepers know what time they will need to be in their position on the deck.
- Let them know if there will be a watch check with the starter prior to the start of the session.

BRIEFING OF TIMEKEEPERS

USE OF TIMING DEVICES



- Discuss operation of equipment to be used: Plungers, Manual Watches, Dolphin System etc.
- Ask new Timekeepers to identify themselves so mentors can be assigned.
- Remind Timekeepers to make sure that they can see the strobe of the starting device to start their watch.
- Test and ensure manual watches are in good working order.



BRIEFING OF TIMEKEEPERS

TIMING DUTIES



- Remind the Timekeepers that the person that starts the watch **MUST** stop the watch. **DO NOT EXCHANGE A WATCH ONCE STARTED.**
- Ask the Timekeeper to raise their hand if their watch doesn't start. The Chief Timekeeper will then provide their watch time to be recorded.
- Discuss positioning to take a time. The Timekeeper must be able to see wall and not step on touchpad.

BRIEFING OF TIMEKEEPERS

RECORDING OF TIMES



Instruct the Timekeepers on the Recording of Times:

- Record manual times on paperwork provided (lane/timer sheets or heat sheets etc.) to 1/100th of a second eg. 1:01:22.
- Put initials at the top of the column or the lane # on the heat sheet.
- Advise Timekeepers to record times as quickly as possible, sit down away from blocks and prepare for next race.
- Plunger and Dolphin times are recorded automatically by the Electronic System.
- Reset watches on Referee's long whistle to start next heat or as instructed by the Referee.

BRIEFING OF TIMEKEEPERS

SWIMMER CHECK-IN



Timekeepers will be instructed to check swimmers names to ensure the proper swimmer races in each heat:

- Timekeepers are asked to minimize discussion with swimmers.
- Timekeepers (or Inspectors of Turns) will validate order of swimmers in relay when they are **finished** their relay leg.
- If the Timekeeper needs to step off the deck, remind them to get CT or ACT to step in and to return quickly to their position.

OFFICIAL SPLITS



The Chief Timekeeper is responsible for making sure that Official splits are taken when requested.

- Referee or Meet Manager will inform Chief Timekeeper at what distance the swimmer wants the time ie. 200m in a 400m freestyle.
- Officials splits are taken with 2 plungers (if using pads/plungers) or 3 watches (manual).
- A time sheet or Official Split Request Form should be made available to the Chief Timekeeper to record the time, which is reported as a separate event in the results.
- Remind Timekeepers that the first leg of the relay, except in mixed relay, is an official split.

SPLIT TIMES



Split times may be requested every time the swimmer touches the wall, usually taken with one plunger or watch.

- This is generally done during distance events.
- Confirmation to take split times for other events will be made during the briefing.
- Record split times on bottom of lane sheet if there is space or as instructed in the briefing.

DISTANCE EVENTS

800m and 1500m



Chief Timekeepers will help Timekeepers keep track of the laps swum by the swimmers and remind them when the bells should be rung if necessary.

- Dedicated split sheets for distance events (800 and 1500) should be given to each lane.
- Record the split time on sheet for 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.
- Make sure that bells are distributed prior to the start of the distance event.

DISTANCE EVENTS

KEEPING TRACK



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

RINGING THE BELL



If there are distance events, the Chief Timekeeper briefing should cover when and how to ring bells:

- In short course (25m) pool:
 - 800m race** - ring bell at 750m **1500m race** - ring bell at 1450m
- In long course (50m) pool:
 - 800m race** - ring bell at 700m **1500m race** - ring bell at 1400m
- Ring bell over the right lane rope when the swimmer has 2 lengths plus 5m to swim.
- Continue ringing during the turn and until the swimmer has reached 5m after the turn.

DURING THE SESSION



- Remain vigilant; after each start make sure that there are no raised hands.
- Start your watch at the beginning of each race.
- Record the finish time for the winner of each heat or a specific lane as directed by the Referee and record the time on your heat sheet.
- Verify that Timekeepers are recording their times accurately on the heat/lane sheets.
- Work with the CJE/CFJ if there are any timing issues in any of the lanes.
- If Timekeepers need to move ends during the session, please be ready and aware to make the transition as smooth as possible.

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 in lane 1 give their watch to the Timekeeper in lane 4, or give the Timekeeper in lane 4 the watch that you started. The same person that started the watch, stops the watch.

IN ACTION – SCENARIO



Scenario

As Chief Timekeeper, you have checked in with the Chief Finish Judge and Electronics operator regarding 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 step forward and look over the end of the pool to capture the time when the swimmer touches the wall.

If the Timekeeper is in the correct position and pushing the plunger firmly, there maybe a plunger malfunction and the equipment may need to be exchanged

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. Move Timekeepers around to support the best team possible for the swimmers. If possible, put the new Timekeepers in a lane with a more experienced Timekeeper that can act as a mentor.



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) be positioned so that they can observe the finish of each heat
- b) disqualify swimmers for turn infractions which they observe
- c) affix their time, when necessary, on the time sheet of the winner of a heat or final
- d) ensure that at least one extra watch is started for each race
- e) keep track of lengths completed in distance races
- f) have the authority to over-rule an automatic time and replace it with a manual time

QUESTION 3



The Timekeepers briefing by the **Chief Timekeeper** should include (choose all that are correct):

- a) the number of Timekeepers in each lane and their role
- b) instructions on the correct operation of timing devices
- c) how to calculate the official time in a manual meet
- d) how to check-in swimmers
- e) what to do if a swimmer misses their race

QUESTION 4



In distance events when there is a bell-lap, the **Chief Timekeeper** shall:

- a) keep track of completed lengths for all lanes
- 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 5



When an automatic judging and timing system with electronic touch-pads is in use:

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

QUESTION 6



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 7



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

- a) the correct swimmer is in their 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 1/100ths of a second
- e) split times are recorded on the time sheets, if directed
- f) in Relay events, that the swimmers compete in the correct order

QUESTION 8



The **Chief Timekeeper** uses their watch as a substitute:

- a) if a Lane Timekeeper's watch fails
- b) to replace the slowest watch on the lane
- c) to replace a watch that is 0.3 seconds different from other watches.

QUESTION 9



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 10



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

- a) by having all Timekeepers move to the 50m 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 pool
- 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 **Chief Timekeeper** Clinic.

- Your next task is to obtain deck experience.
- You should be comfortable in making decisions and delivering the Timekeeper briefing before requesting deck evaluations.
- To be certified as a Chief Timekeeper you must complete two deck evaluations
- The Session Referee must be informed prior to the session when 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.



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