



# **TIMEKEEPER WORKBOOK**

Candidate Name.....

Club.....

## Timekeeper

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# Timekeeper

## a. Role

Timing is the swimmer's measure of performance. The role of a Timekeeper is to accurately determine the time it took each swimmer to cover the distance of the event.

Final placement of the swimmers in each event is determined by their times plus in some cases finish order. Therefore, precision and accuracy are important for Timekeepers.

## b. Reporting for Gala duty

All Technical Officials should, when attending any competitive swimming event held in Britain, wear the appropriate poolside uniform as set out below:

- White open-necked short sleeved polo-shirt, shirt or blouse
- White trousers/skirt/dress, white accessories
- White poolside shoes and white socks

Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor, Promoter, Organising Committee or Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with the advertising conventions specified by FINA.

You should ensure you have at least two pens (one as a spare) with black or blue ink with you when you report to the Referee, which should be at least 30 minutes prior to the start of the gala (unless you have been informed otherwise). The Referee will note that you have reported for duty and pass you to the Chief Timekeeper to whom you are responsible during the gala.

## c. Duties and Equipment

The Chief Timekeeper will allocate the assigned lane for which you are responsible. FINA recommends three Timekeepers allocated to each lane. At some events, this may not always be possible and therefore, there may be fewer than three on each lane.

Timekeepers may be issued with a watch by the Chief Timekeeper. On receiving the watch check you know how the following functions operate:

- start
- stop
- return to zero (resets)
- split time feature (if appropriate) in operation

The Chief Timekeeper should provide you with a start sheet or a programme of the events and would also normally appoint one of the Timekeepers in each lane to carry out the following specific duties:

- Record the times recorded by each Timekeeper in the lane onto the respective swimmer's record card/lane timing sheet.
- Record the "official" manual time onto the same record card/lane timing sheet.

## d. Procedure for Recording a Time

At the start of a race the Timekeepers allocated to each lane are seated.

All swimmers entered into a competition will either have a "time card" produced for each separate event they are to swim or their name recorded on a "lane timing sheet". If timecards are in use this acts as the swimmer's entry/identity card for each swim, and must be given to the lane Timekeeper. However, at most events a PC based Meet Management Package is used which prints a lane timing sheet listing all the swimmers within each heat of each event for each individual lane. These lane timing sheets are given out to the Timekeepers by the Chief Timekeeper during his briefing.

Each time card/lane timing sheet shows important details for the Timekeeper to check before each start.

Event Number	-	Check the swimmer is in the correct event.
Lane Number	-	Check the swimmer is in correct lane.
Heat Number	-	Check the swimmer is in correct heat
Swimmer's Name	-	Check the swimmer's name.
Style of Stroke	-	Know which stroke the swimmer should be swimming
Distance to be swum	-	Know how many lengths there are in the race

Prior to each start, the Referee will signal to the swimmers by a short series of whistles, inviting them to remove all clothing except for swimwear. Timekeepers should clear their watches when the Referee gives this signal. The short whistles will be followed by a long whistle, indicating that the swimmers should take their positions on the starting platform, or for backstroke swimming and medley relays to immediately enter the water. For the backstroke and medley relay events the Referee will sound a second long whistle requesting the swimmers to return to the starting position.

On hearing the first long whistle Timekeepers must:

- Stand up to indicate readiness to the Referee.
- Listen/watch intently for the starting signal.

When the starting signal is given, Timekeepers must:

- Start the watch
- Sit down
- Check that the watch is running

If the watch fails to start or stops during a race a Timekeeper must inform the Chief Timekeeper immediately in order that a reserve timekeeper/watch can be called in.

When the swimmer is 15m from the end of the last length of the race, the Timekeeper prepares to take the swimmer's time by:

- Standing up to indicate readiness to the Chief Timekeeper.
- Standing immediately above the allocated lane.
- Looking at the wall where the swimmer will touch to finish the race.

When the swimmer is seen to touch the finish wall, the Timekeeper stops the watch. (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the stop button).

Immediately the watch has been stopped the Timekeeper will return to his/her seat, sit down and read out the time recorded on the watch to the Timekeeper appointed for this duty. This Timekeeper records the times given by each Timekeeper in the lane onto the timecard or lane timing sheet (whichever is in use), and declares the official manual time by noting it in the space provided.

### Timecards

Each timecard has a space to write down the separate times for one, two or three Timekeepers in heats or finals.

	Event		Lane .....
	Heats	Final	
T/Keeper 1	01:22.30	.....	
T/Keeper 2	01:22.32	.....	
T/Keeper 3	01:22.32	.....	
<b>Official Time</b>		_____	

All times must be recorded using six digits.

2 digits for minutes, 2 digits for seconds, 1 digit for 1/10 second, 1 digit for 1/100 second.

Thus 1 minute 22.32 seconds is recorded as 01:22.32.

Where a swimmer gets through to a final, the same card is used again. The lane number would now be shown directly above "FINAL" and, the times taken would be recorded in the "Finals" space.

Timekeepers must not compare/discuss times with swimmers. The only time an individual Timekeeper can declare is that recorded on their own watch. However, if one time is significantly different, the Chief Timekeeper may wish to examine the time on the watch to be satisfied with the operation of the watch and/or efficiency of the Timekeeper operating the watch.

### Lane Timing Sheets

At most events timecards are not used and Timekeepers are required to record their times on the lane timing sheets, which are collected at the end of the session by the Chief Timekeeper and handed in to the Control Room Supervisor or Recorder.

A typical lane timing sheet for Lane 1 of a Long Course event looks like this.

## Swim Anywhere ASC Long Course 2017 – 19/05/2017 to 21/05/2017

### Event 3 Girls 10 & Over 200 LC Meter Freestyle Prelims

Lane 1	Heat 1	_____	_____	_____	_____	_____
Lane 1	Heat 2	Hardind. Lucv	HAV	2:48.09	_____	_____
Lane 1	Heat 3	Black. Megan	SWA	2:43.90	_____	_____
Lane 1	Heat 4	Randell. Niamh	LLTY	2:39.59	_____	_____
Lane 1	Heat 5	Williams. Chloe	SWA	2:36.00	_____	_____
Lane 1	Heat 6	Pearce. Lowri	SWA	2:32.82	_____	_____
Lane 1	Heat 7	Rowe. Grace	CSS	2:31.49	_____	_____
Lane 1	Heat 8	Owen. Emilv	CED	2:29.77	_____	_____
Lane 1	Heat 9	Edmonds. Anne	LLTY	2:27.77	_____	_____

### Event 4 Boys 10 & Over 100 LC Meter Backstroke Prelims

Lane 1	Heat 1	Berry. Matthew	HAV	1:40.69	_____	_____
Lane 1	Heat 2	Beverlev. Samuel	ABTY	1:27.70	_____	_____

### e. Calculating an Official Manual Time

To determine the official time for the swimmer, observe the following guidelines.

#### When there are three (3) Timekeepers on a lane:

i) If all three watches are the same - that is the Official Time.

Timekeeper 1	01:18.38
Timekeeper 2	01:18.38
Timekeeper 3	<u>01:18.38</u>
Official Manual Time	01:18.38

ii) If two watches are the same - that is the Official Time.

Timekeeper 1	01:14.62
Timekeeper 2	01:14.64
Timekeeper 3	<u>01:14.62</u>
Official Manual Time	01:14.62

iii) If all three watches differ - take the middle time - that is the Official Time.

Timekeeper 1	01:14.89
Timekeeper 2	01:14.91
Timekeeper 3	<u>01:14.90</u>
Official Manual Time	01:14.90

### **When there are two (2) Timekeepers on a lane:**

i) When both watches agree - that is the Official Time.

Timekeeper 1	01:09.01
Timekeeper 2	<u>01:09.01</u>
Official manual Time	01:09.01

ii) When both watches differ - take the average of the times - that is the Official Time.

Timekeeper 1	01:23.96
Timekeeper 2	<u>01:24.00</u>
Official Manual Time	01:23.98

iii) When both watches differ - take the average of the times - that is the Official Time.

Timekeeper 1	02:46.53
Timekeeper 2	<u>02:46.58</u>
Official Manual Time	02:46.56

**Rounded up to the next 1/100<sup>th</sup> of a second.**

### **When there is only one (1) Timekeeper on a lane:**

Of course, when there is only one (1) Timekeeper on a lane, then that one time will be the Official Time to be recorded on the timecard or lane timing sheet, (whichever is in use).

Sometimes mistakes do happen. In unusual circumstances, therefore, one of the times recorded may be disregarded, e.g. it may be far too fast or, it could be far too slow in comparison with the other time(s) for the lane. Inform the Chief Timekeeper if your watch failed at the start or finish or if your watch has malfunctioned during the race.

## **f. Other Duties**

### **Splits**

1. Timekeepers may be instructed by the Chief Timekeeper to record "splits" at intermediate distances in races longer than 100m.
2. Pressing the "splits" button on your watch allows you to take the time of a swimmer at intermediate distances during a race, without stopping the full running time of the race.
3. Press the "splits" button when you actually see the swimmer touching the turning wall.
4. Record the time shown for the "split" on the back of the swimmer's timecard or in a spare column on the lane timing sheet.

## **Back-Up Button**

1. Automatic Officiating Equipment (AOE) is a system of electronic timing used for swimming events. The system is linked into the starting gun or horn and into the timing pads hung into the water from the pool deck.
2. The system starts automatically when the start signal is given, and is stopped automatically when the swimmer hits the pad upon completion of the race.
3. The system, by being automatic, is much quicker to start and more accurate than hand held digital watches. When in use, the times recorded by this system always take precedence over hand held watches. Sometimes however, the swimmers do not hit the pads hard enough and the system does not activate properly and does not record an accurate time.
4. The back-up button is connected to the AOE system. It is a cable with a button which is pressed at the end of the race at the same time as the watch is pressed. After you have pressed the button lay it down. A time is recorded in the AOE system.
5. The Referee may have to refer to this recorded information, and, therefore it is essential that the Timekeeper operates the back-up button effectively.

## **Lap Cards**

1. As in other sports, swimming also has longer races. To assist the swimmers, we indicate the number of lengths remaining to the finish on "lap cards".
2. In individual events of 800 and 1500 metres, the lap cards are displayed at either the start end or the turning end of the pool. If the lap cards are displayed at the start end of the pool it may be necessary for Timekeepers to operate the cards.
3. Each time the swimmers turn they can see the card display for their own lane. The cards are changed to a lower number after the swimmer has had an opportunity to look at the cards.

## **Bells or Whistles**

1. In 800 metres and 1500 metres length events we indicate to swimmers that they have two lengths and five metres left to swim when they turn for the last time at the starting end of the pool by ringing a bell or blowing a whistle as they approach and complete the turn.
2. Timekeepers may be requested by the Referee to give this signal so, when there are such events, you will be given a bell or if whistles are to be used, you may be expected to provide your own whistle.
3. Five metres from the end of the pool is shown in two different ways:
  - Suspended over the whole width of the pool at five (5) metres from the end wall are the "backstroke indicator flags".
  - In the pool, modern lane dividers are coloured "red" from five metres out of each end wall.
4. When the swimmer in your lane, still has two lengths and five metres to swim, ring the bell or blow the whistle (normally one long blast on the way in and one on the way out), until the swimmer has completed the turn and passed the red markers or the flags after the turn.



## **g. FINA Rules**

The rules governing swimming competitions are set by the Federation Internationale de Natation- (FINA). The rules are reproduced below and are available on the FINA website: [www.fina.org](http://www.fina.org)

### **SW 2.9 Timekeepers**

**SW 2.9.1** Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.

**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.

**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.

### **SW 11 Timing**

**SW 11.3** Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

**SW 11.3.1** If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.

**SW 11.3.2** If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.

**SW 11.3.3** With only two (2) out of three (3) watches working the average time shall be the official time.

**SW 11.4** Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

**SW 11.5** In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

**SW 11.6** All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

### **SW 13 Automatic Officiating Procedure**

**SW 13.3** The official time will be determined as follows:

**SW 13.3.1** The official time for all swimmers having an Automatic Equipment time will be that time.

**SW 13.3.2** The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

## **SW 4      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.

### **h. Tips for Timekeepers**

1. Do not cheer or coach swimmers during a race.
2. Please refer any questions to the Chief Timekeeper.
3. Know the distance of the event in the water.
4. Check the lane/event/heat.
5. Check the swimmer's name shown on the timecard or lane timing sheet.
6. Check relay team declarations and that the swimmers are swimming in the given order.
7. Record the watch time accurately.
8. Avoid the top of the timing pad if the AOE is in operation.
9. Do not divulge the time to the swimmer.
10. Only give information to the Chief Timekeeper or Referee.

## i. Timekeeper Review Questions

At a Gala, as one of 3 Timekeepers in a lane you have written down the following times – please declare the official manual time for the following 12 races.

1	Timekeeper 1	01:27.54
	Timekeeper 2	01:27.55
	Timekeeper 3	01:27.69
	Official Time	

2	Timekeeper 1	03:22.78
	Timekeeper 2	03:22.85
	Timekeeper 3	03:22.62
	Official Time	

3	Timekeeper 1	09:52.81
	Timekeeper 2	09:53.01
	Timekeeper 3	09:53.12
	Official Time	

4	Timekeeper 1	02:23.67
	Timekeeper 2	02:23.58
	Timekeeper 3	02:23.67
	Official Time	

5	Timekeeper 1	01:00.09
	Timekeeper 2	01:00.01
	Timekeeper 3	00:59.98
	Official Time	

6	Timekeeper 1	00:34.54
	Timekeeper 2	00:34.24
	Timekeeper 3	00:34.39
	Official Time	

7	Timekeeper 1	03:02.09
	Timekeeper 2	03:02.31
	Timekeeper 3	03:02.58
	Official Time	

8	Timekeeper 1	04:12.23
	Timekeeper 2	04:12.53
	Timekeeper 3	04:11.98
	Official Time	

9	Timekeeper 1	17:52.98
	Timekeeper 2	17:52.89
	Timekeeper 3	17:52.78
	Official Time	

10	Timekeeper 1	00:27.12
	Timekeeper 2	00:27.01
	Timekeeper 3	00:26.23
	Official Time	

11	Timekeeper 1	01:36.78
	Timekeeper 2	No Time
	Timekeeper 3	01:36.59
	Official Time	

12	Timekeeper 1	No Time
	Timekeeper 2	01:37.13
	Timekeeper 3	01:36.68
	Official Time	

At a Gala, as one of 2 Timekeepers in a lane you have written down the following times – please declare the official manual time for the following 12 races.

1	Timekeeper 1	02:12.93
	Timekeeper 2	02:12.97
	Official Time	

2	Timekeeper 1	01:54.90
	Timekeeper 2	01:54.82
	Official Time	

3	Timekeeper 1	09:00.09
	Timekeeper 2	08:59.97
	Official Time	

4	Timekeeper 1	05:28.97
	Timekeeper 2	05:28.69
	Official Time	

5	Timekeeper 1	00:35.73
	Timekeeper 2	00:35.49
	Official Time	

6	Timekeeper 1	02:31.78
	Timekeeper 2	02:32.01
	Official Time	

7	Timekeeper 1	18:17.73
	Timekeeper 2	18:18.02
	Official Time	

8	Timekeeper 1	00:34.46
	Timekeeper 2	00:34.51
	Official Time	

9	Timekeeper 1	01:14.02
	Timekeeper 2	01:14.27
	Official Time	

10	Timekeeper 1	02:38.91
	Timekeeper 2	02:39.03
	Official Time	

11	Timekeeper 1	11:46.97
	Timekeeper 2	11:47.07
	Official Time	

12	Timekeeper 1	00:59.97
	Timekeeper 2	00:59.73
	Official Time	

## Appendix A

Schematic diagram of Officials required for a 25 Metre Pool

