

TIMEKEEPER INSTRUCTIONS

The following are instructions and information to assist in timekeeping.

1. Officials T Shirt – work in progress. Please wear anything comfortable. Footwear – your feet will get wet. Some people prefer to wear jandals or open sandals rather than stay in wet shoes for a whole session. However, they also need to be non-slip. Trousers will also get wet so lightweight that dry quickly is best. A towel can also be handy if you get splashed or need to dry your seat.
2. When you enter the complex, if an entry fee is charged (entry fees are charged at most pools), tell them that you are an official at the event. You should then not have to pay.
3. Once inside the pool area you need to find the desk with the Chief timekeeper – this should be easy to spot as it is normally in the area where all the officials hang out, and the desk will have stop watches on it.
4. Check in with the Chief timekeeper 30 minutes before the session is due to start. Tell them that you are from the Evolution Club and that you would like to timekeep. The fact that the Official's Convener has accepted your offer of timekeeping does not mean that a slot has been booked for you at the meet this is only done when you check in with the Chief timekeeper. If you are not qualified and have not time-kept at a meet before please ask them to put you with a qualified timekeeper. The ideal scenario is to have 3 timekeepers on a lane but it is normally 2 and sometimes if there are not enough volunteers there will only be one per lane. Don't panic!! At almost all events electronic time pads are used and these are the official times that are recorded. Human timekeepers are used in case of electronic failure. This rarely happens.
5. It is possible that when you check in there are too many timekeepers and you are not allocated a lane. In this situation check with the Chief timekeeper to see if any other Evolution timekeepers have been allocated lanes. Speak to those in the Evolution lane and they may want to work in shifts, which gives everyone a break.
6. The Chief timekeeper will write your name on her lane sheet and tell you which lane you will be recording. It is tempting to ask for an outside lane as these lanes are more likely to have no swimmers but be aware that, as these lanes may have the slower swimmers, there is less of a turnaround time between swimmers finishing and starting races to record times.
7. The Chief timekeeper will then issue you with a stopwatch and record the number on the back of the watch against your name.
8. Go to your lane and be seated before racing starts.
9. On each lane there will be a clipboard, pencil and a list of all the swimmers in your lane for that session.
10. When a swimmer comes to your lane check their name – this is very important with the younger swimmers as they are often unsure and they relax once they know they are in the right lane – with younger swimmers confirm what event they are doing. Check the older swimmers as they also make mistakes, this sometimes happens when there are empty lanes. When you have several swimmers waiting, and a race where you have no swimmer, make sure the next swimmer doesn't jump in thinking it is their race.
11. At the beginning of each race it is best to stare at the floor waiting for the starting signal – this aids concentration and stops you from pre-empting the start. When you hear the start signal, start the watch. Check your watch immediately to make sure it has started, if for any reason it has not started, or you feel you have started it incorrectly, raise your hand and the Chief timekeeper will replace your watch with theirs. They start an extra two watches at the beginning of each race for just this purpose – we have all done it.
12. At the end of the race stand at the end of the pool and stop the watch as soon as the swimmer touches the wall. If electronic touch pads are being used you will also press an electronic button at the same time. This dangles over the poolside, next to the blocks, and is attached to the electronic touch pads which are in the water. You pick up the electronic button as you wait for the swimmer to finish.

13. The most experienced timekeeper normally records the times. If there are three timekeepers all three times are recorded and the middle time is circled as being the official time e.g. 2:10.59, 2:15.00, 2:28.35 official time 2:15.00. If there are only 2 timekeepers, both times are recorded and you will need to work out the middle of the two times e.g. if you have a time of 2:10.00 and 2:21.00 then the official time would be 2:16.00 (if the difference between the two times is an odd number you add up rather than down).
14. When timing longer races (200 upwards) it is often helpful to mark on the sheet each 50 as the swimmer completes it e.g in a 200m race 1 = 50, 11 = 100, 111 = 150, once you have 111 on your sheet you know that the next time the swimmer comes to the wall they have finished.
15. Once all the swimmers on your page have raced the person who has recorded the times signs the sheet and it is collected by the Chief timekeeper. It is handy to record the last swimmer's time on your new sheet as most swimmers will ask their time when they get out of the pool and often the sheet has been collected before they see it.
16. At the end of the session return the clipboard, pencil and stopwatch to the Chief timekeeper.

For information:

17. If at any time you need to go to the toilet raise your hand and the Chief timekeeper will replace you until you return.
18. Normally a water bottle and cups are provided on each lane and food and/or sweets are brought round during the session.
19. You are expected to stay until the end of the session in which you are timekeeping even if your child has finished swimming for that session.
20. If there are only 1 or 2 timekeepers per lane and you find that you do not have a swimmer in your lane please timekeep for a lane next to you as it gives greater accuracy to the results.
21. Once you have time-kept for a few sessions please contact me and I will arrange for you to sit a small test (which is incredibly easy once you have time-kept already) to become an official time-keeper. You will then be registered by the club and issued with an official's badge and a timekeeping shirt.

Thank you

OFFICIALS CONVENER, EVOLUTION AQUATICS TAURANGA