

CHIEF TIMEKEEPER INSTRUCTIONS

The following are instructions and information to assist in being the Chief Timekeeper.

1. If the meet is being run at any pool please check prior to the meet that we have enough working stopwatches (three watches per lane + two watches for the Chief timekeeper), pencils, clipboards and a pencil sharpener.
2. Arrive at the start of the meet and fill out the officials form listing all officials and their positions allocated by the referee.
3. If only 2 timekeepers check with the meet referee as to whether they want averages done e.g. 2 timekeepers calculate the average time to provide 3 written times. Often not required but pays to check. Remember to tell the timekeepers what the preferred option is.
4. Check with the meet referee if splits will be required for the longer races – inform timekeepers. If splits are required then separate 800/1500 free sheets must be put on the clipboards.
5. You are responsible for allocating timekeepers to each lane. As timekeepers come to you give them a stopwatch and record - name, club and watch number for each lane on the timekeeper form. Try to ensure that trainee timekeepers are put with experienced timekeepers.
6. Lane sheets need to be placed on a clipboard with a programme and a sharpened pencil. These need to be placed on lane seats but don't do this until close to start time as they get wet during warm-up.
7. Mark on your programme when to collect the completed timekeeper sheets, i.e. after which event, it makes it easier to remember to go and collect the sheets from all the timekeepers.
8. Ensure there is bottled water and 2 (or 3) cups on each timekeeping lane.
9. You will need two stop watches. As each race starts you start two watches. Continually look down the row of timekeepers to check if any hands are up indicating a problem with a watch. If a problem arises swap your watch with the timekeeper.
10. As each race ends, go to the fastest lane and record the time. If there are only 1 or 2 timekeepers on a lane your time can be used as the second/third timekeeper.
11. At the start of each race visually check timekeepers have finished recording their times from the previous race. Indicate to the Referee/Starter that all is good and ready for the next race this quite often just involves standing their looking ready to start the two watches and making eye contact (each Referee/Starter can be a little different).
12. Check on a regular basis to see if timekeepers need a toilet break and if so stand in for the missing timekeeper.
13. Collect the time sheets once they have been completed. Staple them together in order and give to control. There is usually a box to place these in face down.
14. At the end of the meet check timekeepers stopwatch numbers off against the list to ensure you have all stopwatches back. Ensure clip boards and pencils have been returned, place in basket and pencil box ready for the next meet.

Thank you

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