



# **TECHNICAL OFFICIALS EDUCATION PROGRAM**

## **SWMTOFF05 UNIT 5- TIMEKEEPER**

### **LEARNER GUIDE**

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# About this Learner Guide

This Learner Guide has been developed by Swimming Australia Ltd (SAL) to support candidates undertaking **Unit 5 – Timekeeper**, within the SAL **Technical Officiating Accreditation Program**. This Learner Guide is designed to be used in conjunction with face-to-face training and extensive workplace supervision.

*SAL would like to thank Swimming Queensland and McLaughlin Sports Consultancy for their work in the development of this resource.*

This resource corresponds to the following Units of Competency within the Technical Officials Accreditation Program:

**SWMTOFF05**

## What is a Competency?

A competency can be defined as “the application of specific knowledge and skill to a required standard of performance in a given situation” (ASC RIA Manual, 2000, p27).

A competency can include a number of aspects of performance, such as:

- Applied Skills (e.g. being able to demonstrate specific skills)
- Management Skills (i.e. being able to prepare, plan and organise)
- Contingency Management Skills (i.e. being able to fix problems as they arise)
- Inter-personal Skills (i.e. being able to deal effectively with others)

Usually all four of these areas are considered.

## What is Competency Based Assessment?

- **Criterion Based**

Candidates are assessed against a set of specific performance criteria or benchmarks, NOT against each other.

- **Evidence Based**

Decisions, about whether a person is competent or not, are based upon evidence provided by the candidate.

- **Participatory Processes are used**

The candidate is involved in planning and arranging assessment processes wherever possible. They have some input to assist them to achieve competency.

## How Do I Use this Learner Guide?

The Learner Guide provides you with the information and activities that will enable you to develop competency, within the aforementioned unit of competency.

You can develop competency in these units through a combination of methods, including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing others in a workplace.
- Practising the skills you are learning in PRACTICAL SITUATIONS.
- Completing the activities in this Learner Guide.
- Completing the assessment activities to demonstrate your skills and knowledge.

Case studies and examples are used throughout this Learner Guide to clarify your understanding.

## What Resources Do I Need?

The main resource you will need to complete the learning for this program is this Learner Guide. You will also need a copy of the current FINA / SAL Swimming Rules and access to swimming events where you can be practically assessed as a Timekeeper.

## What if I Already Have the Skills?

You may already have some or all of the skills or knowledge required for this unit of competency. If this is the case, you may not have to undertake additional training in these areas.

You can ask your State/Territory Swimming Association for an initial assessment of your **current competence** to determine what skills you have and whether you need additional training. If you would like to attempt to gain formal recognition of your existing skills, you will be required to complete a detailed Recognition of Current Competency (RCC) application form that will allow an assessor to review your skills against the specific requirements for this course. **Discuss this process with State/Territory Swimming Association.**

## What about Assessment?

**When you complete the assessment within this Learner Guide and are assessed as competent by your assessor in a PRACTICAL OFFICIATING ENVIRONMENT, you will be eligible to receive a certificate from SAL.**

**To undertake assessment for this program, you will need to complete the assessment tasks found at the end of the Learner Guide.** Wherever possible, you will be assessed at a swim meet to ensure relevance of the process.

The assessment process is what is known as **integrated assessment**. This means that several elements / performance criteria are grouped together and assessed at the same time using one assessment task.

The assessment activities are found in the final section within the Learner Guide and can be identified by the icon below.



### Official Assessment

The Learner Guide also includes a series of specifically designed learning **activities**, which will allow you to practice your new skills prior to assessment. ***These activities must be completed*** and will be represented by the logo below.



### Activity

#### How Do I Start?

You can undertake the activities in the Learner Guide at your own pace, or under the supervision of your trainer / mentor.

You are ready to start.



# **SWMTOFF05 (UNIT 5):**

## **Timekeeper**

This unit outlines a range of general skills that are required by Timekeeping officials. The elements within this unit are:

- **Preparation**
- **Roles and responsibilities of the Timekeeper**

### **Introduction**

Depending on the requirements of the meet and the number of trained volunteers available, some meets will not have an official Chief Timekeeper. Although this is the case, the roles of Timekeeper and Chief Timekeeper, although different, do require very similar competencies.

This Learner Guide includes a range of content topics and activities that relate to the role of Timekeeper.

Timekeepers play a VITAL role in all swim meets. The sport of swimming is based on time. If accurate times are not taken and recorded, there are major problems for the outcomes of events.

Some of the steps that you will need to take in preparing for your role include:

### Preparation

- Timekeepers should be in the Officials Assembly Area at least 30 minutes before the advertised time of commencement of the session.
- They should report to the Chief Timekeeper and receive Program and/or Lane time sheets.
- They need to meet other officials, head up result sheets if necessary and check watches as to whether they are functioning correctly, and fitted with serviceable batteries.
- Prior to the commencement of the session, a time check should be completed with the starting device.
- **The Chief Timekeeper will allocate Lanes.**
- After a trial run of watches, Timekeepers will take up positions on Lanes as allocated.



### ACTIVITY 5.1

For each of the 5 preparatory steps listed above, list one possible negative consequence that may occur if they are not undertaken.

- 1.
- 2.
- 3.
- 4.
- 5.



### Roles of the Timekeeper

1. When the Referee's whistle is blown to indicate the start of a race, check that the watch is switched on and zeroed.
2. Watch the Starters gun and start the watch on the flash or smoke. If a hooter or whistle is used, start the watch on the sound or light.
3. In handicap races, ALL watches are started on the word "GO" or "ZERO" from the Starter.
4. Immediately after the start, check that the watch is functioning correctly.
5. If the watch fails to start or does not function correctly, notify the Chief Timekeeper. A reserve Timekeeper (**if available**), or a spare timekeeper from another Lane can take over for that event. If this is not practical, a Timekeeper may start a watch on a call by the Chief Timekeeper with an elapsed time to the reading (usually 30 seconds) to be added. *Under these circumstances the reading from the watch is not acceptable for record purposes.*
6. When the lead swimmer passes the False Start Rope coming to the finish of a race, all Timekeepers should move forward as a group. They must stand behind the Starting Blocks so that the view of the Finish Judges or Referee is not obstructed.
7. The watch is stopped immediately any part of the Swimmer's body comes into contact with the wall at the finishing end.
8. If a competitor fails to touch at the finish of the race, DO NOT STOP THE WATCH. The Lane Chief will pass the information to the Referee. When this happens the letters "D.N.F." on the Form will indicate that in the Timekeepers opinion the competitor did not complete the distance.
9. After stopping the watch, return immediately to the seat before reading the watch and having the time recorded. Remain seated. This is good for presentation and allows other Officials to perform their duties without hindrance.
10. When instructed to do so by the Chief Timekeeper or on the Referee's whistle for the start of the next race, return the watch to Zero. Watches MUST NOT be returned earlier, lest they be required for viewing for a record.



## ACTIVITY 5.2

For each of the 10 roles and responsibilities listed above, list one possible negative consequence that may occur if they are not undertaken effectively by the Timekeeper.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Additional Information:**

- When taking times, Timekeepers should take a position behind the blocks directly over the lane in which their swimmer is finishing, with no part of their body or clothing obscuring the block numbers from the Judges or Referee. Feet or legs should **NOT** be placed **ON** or forward of the Blocks. The Judge's determinations are as important as the Timekeepers.
- Timekeepers must refrain from watching Swimmers other than the one in their own Lane. Near the finish of a race **DO NOT** try to see what competitors are doing in **OTHER LANES**. Accuracy depends on concentration on the subject lane.
- Touches must **NOT be anticipated**. Leaning forward and looking down the face of the finishing line can avoid this. Do not watch the swimmer; rather, watch the wall. Stop when **ANY** part of the swimmers body touches the finish in any Stroke.

- It is **NOT** the Timekeeper’s responsibility to watch for correct or incorrect touches. They are not concerned how the competitor touches, as long as they **DO** touch the finishing wall.
- For the purpose of completing an Application for a Record when only manual timing is available, there must be **three watches** on the Lane. Three Timekeepers are required to sign the Record Application Form if the Automatic Officiating Equipment (AOE) is not used.
- Timekeepers must maintain a personal record of times taken by them for each individual race. It is suggested that this be done on the Timekeeper’s personal program. Timekeepers will know the correct time to sign on the “Application for Record” Form. At other times, it is possible that the Referee may require the information.
- Times must **NOT** be given to swimmers. It is possible that they may be amended so as to conform to the Judges’ placings. A minor placing cannot be credited with a faster time than a major placing.
- Timekeepers may **NOT** leave their position at any time during a session without the approval of the Lane Chief and the Chief Timekeeper.

### **Recording Times:**

Times should be recorded using, the now standardised symbols seen below.

- *Up to 59.99 seconds in seconds, e.g. 59.99*
- *60 Seconds upwards in minutes and seconds, e.g. 2:19.31*
- Zeroes must always be recorded if no tenths or hundreds are registered, e.g. 1:31.30 & 2:43.00.

### **Official Times:**

1. When two Timekeepers are on the lane, the average time is official.

Lane Chief:	2:39.97		
Second Timekeeper:	2:39.99	<u>Official Time:</u>	2:39.98

2. When three Timekeepers are on the Lane and Two Times agree, these Times are Official.

Lane Chief:	1:09.15		
Second Timekeeper:	1:09.21		
Third Timekeeper:	1:09.15	<u>Official Time:</u>	1:09.15

3. When three Timekeepers are on the Lane and all Times are different, the Middle Time of the Three is the Official Time.

Lane Chief:	2:39.01		
Second Timekeeper:	2:39.12		
Third Timekeeper:	2:39.14	<u>Official Time:</u>	2:39.12

- At national and international meets where a video backup system is not used, timekeepers will be required to operate the **Semi-Automatic Officiating Equipment** in their respective lanes by depressing push buttons at the end of a race.
- The push buttons are initiated by the starting signal for the AOE.
- Procedural points for taking times at the end of a race when operating push buttons are the same as those for using a stopwatch.
- Split times are recorded when using push buttons. (Only one button is required to record split times).



## ASSESSMENT

### Task 1:

You are required to answer the questions below. To be deemed competent, you are required to successfully answer ALL questions. If this does not occur on your first attempt, you will be given the opportunity to gain assistance from your assessor / mentor and then be re-assessed.

1. At what time before a swim meet commences should an Official Timekeeper report, and to whom?
2. After reporting, detail the duties of a Timekeeper, prior to the commencement of a swim meet.
3. In the event of a watch failing to start or breaking down, detail what procedures are to be followed by a Timekeeper and Chief Timekeeper?
4. When the swimmer in a Timekeeper's lane has broken a record, what action is taken to ensure that the new record is recognised?





## **Task 2:**

You are required to be assessed as a Timekeeper, in a real / simulated practical situation, by your assessor. This will give you the opportunity to provide evidence of your competence in a swimming specific environment (on the job).

### **ASSESSMENT TOOL – UNIT 5 (TIMEKEEPER)**

Element / Performance Criteria <b>TIMEKEEPER</b>	Displayed Competency		Comments <b>Must be completed if marked NO</b>
	YES	NO	
<b>1. Preparation</b>			
1.1 Arrived at venue at least 30mins prior to commencement of event.			
1.2 Reported to the Chief Timekeeper to receive any instruction.			
<b>2. Performance of Task</b>			
2.1 If using a manual timing device was positioned where they could see the starting signal for every race.			
2.2 If using a manual timing device started the device when the starting signal was given.			
2.3 If using a manual timing device and the device did not start correctly advised the Chief Time Keeper immediately.			
2.4 If no swimmer was in the lane marked the lane program with N/S.			
2.5 Maintained their position over the designated lane for the entire time required			
2.6 Moved forward to the edge of the pool when the leading swimmer in the race was 15 metres from the finish.			
2.7 Stood in such a position that they saw directly down the wall for the finish			
2.8 Stopped the timing device the moment the first part of the swimmer touched the wall.			
2.9 If using a manual timing device they recorded the official lane time in the lane program.			
2.10 If using a manual timing device they cleared the time when advised by the Chief Timekeeper or when the Referee signal by whistle for the swimmers in the next race to move to the starting platforms.			
2.11 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
<b>3. General</b>			
3.1 Attended a Swimming rules seminar within the past 4 years			
3.2 Was dressed appropriately for the task – where sponsor clothing was available it was worn			
3.3 Was courteous to all swimmers, coaches, parents, spectators and other officials at all times			
3.4 Possesses state specific accreditation in relation to child protection legislation.			

**Assessment Decision:**

Competent

Not Yet Competent

Name of Candidate: \_\_\_\_\_

Candidate's Mobile: \_\_\_\_\_

Candidate's Email: \_\_\_\_\_

Candidate's Club name: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_

***Future Training / Assessment Recommendations:***