



# TECHNICAL OFFICIALS EDUCATION PROGRAM



## SWMTOFF06 UNIT 6- CHIEF 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 6 –Chief 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:

**SWMTOFF06**

## 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 Chief 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.

## **SWMTOFF06 (UNIT 6):**

### **Chief 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 Chief 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.

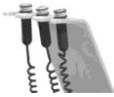
This Learner Guide includes a range of content topics and activities that relate to the role of Chief Timekeeper.

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 Referee 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.
- After a trial run of watches, Timekeepers will take up positions on Lanes as allocated.



### ACTIVITY 6.1

For each of the 4 preparatory steps listed above, list one possible negative consequence that may occur if they are not undertaken.

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



## Roles of the Chief Timekeeper

The roles of the Chief Timekeeper are many and varied, yet the following are a good guide for you.

1. Allocate all timekeepers to lanes or reserve and appoint one from each Lane as Lane Chief.
2. Distribute lane time sheets or programs
3. Check all watches for accuracy.
4. Advise Timekeepers to read watches several times during distance events, and advise on method of recording 100m splits in it.
5. Advise method of start.
6. Have an understanding with the Referee and Starter as to the signal when all timekeepers are ready
7. Check the time of first place-getter, or any possible record breaker.
8. In the event of malfunctioning of watches during a race, re-allocate reserve timekeepers.
9. In the event of the first swimmer of a relay attempting a record, or a swimmer attempting a record for a named distance in a longer race, i.e. 400 metre record in an 800 Metre race, the Chief Timekeeper must allocate three Timekeepers to the lane involved.
10. Have a runner collect lane sheets from each lane after times have been entered.



## ACTIVITY 6.2

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 Chief 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**. This can be avoided by leaning forward and looking down the face of the finishing line. 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 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. Detail the duties of a Chief Timekeeper.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. 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?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. When the swimmer in a Timekeeper's lane has broken a record, what action is taken to ensure that the new record is recognised?

4. The Rules state that in championship events, there should be three watches on each lane. Why is this necessary?

**Task 2:**

You are required to be assessed as a Chief 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 6 (CHIEF TIMEKEEPER)

Element / Performance Criteria <b>CHIEF TIMEKEEPER</b>	Displayed Competency		Comments
	YES	NO	
<b>1. Preparation</b>			
1.1 Arrived at venue at least 30mins prior to commencement of event.			
1.2 Reported to the Referee to receive any instruction.			
1.3 Allocated timekeepers to lanes.			
1.4 Advised timekeepers of any requirements for the meet and ensured all timekeepers understood their duties.			
1.5 Ensured that all timekeepers had appropriate equipment for the task (program, watch if necessary, pen/pencil).			
<b>2. Performance of Task</b>			
2.1 Monitored the timekeepers throughout the event.			
2.2 Ensured timekeepers were positioned where they could see the starting signal for every race.			
2.3 If using a manual timing device started the backup device when the starting signal was given.			
2.4 If using a manual starting device checked the timekeepers to ensure they had started their timing devices and if not, provided them with a spare device.			
2.5 Ensured that timekeepers maintained their position over the designated lane for the entire time required or arranged replacements when required.			
2.6 Ensured that all timekeepers moved forward to the edge of the pool when the leading swimmer in the race was 15 metres from the finish.			
2.7 Ensured that all timekeepers stood in such a position that they saw directly down the wall for the finish and they stopped the timing device the moment the first part of the swimmer touched the wall.			
2.8 Monitored the accuracy of the timekeepers.			
2.9 If using a manual timing device advised timekeepers to clear the device at the appropriate time.			
2.10 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
2.11 Thanked the Timekeepers for their efforts in the meet.			
<b>3. Decision Making</b>			
3.1 Reported any problems with timekeepers immediately to the Referee.			
<b>4. General</b>			
4.1 Attended Swimming rules seminar within the past 4 years			
4.2 Was dressed appropriately for the task – where sponsor clothing was available it was worn			
4.3 Was courteous to all swimmers, coaches, parents, spectators and other officials at all times			
4.4 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:***