

## Appx O11 CHIEF TIMEKEEPER, LANE TIMEKEEPERS and TIMEKEEPERS' RECORDER

- ***HBF Stadium: Electronic timing pads and hand buttons are used, and hand stop watches only in case of a complete breakdown in electronic timing. The Chief Timekeeper hand times the winner of each race and records this time in their file as a backup.***
- ***The guidelines below refer primarily to the use of manual/stopwatch hand timing. In cases where only electronic buttons are used and no stopwatches, then the timekeepers do not need to record any manual times. The only exception here being the Chief Timekeeper.***
- **In 2018 a double button timing system will be used for all carnivals.**
  - The button is to be pressed when the competitor touches the timing pads.
  - There will be two timekeepers on all lanes for all events.
    1. The first timekeeper will be the official timekeeper and will be a competent adult official as assigned to the school in the allocation of official duties to schools. See Appendix 7.1 Officials Nominations.
    2. The second timekeeper will be a competent person assigned by the school to their allocated lane, this person will be in addition to the timekeeper as stated above. The second timekeeper may be a staff member, adult volunteer, or school student. Schools may rotate individuals to the role throughout the meet but must always have a second timekeeper on their allocated lane.
  - If for some reason, there is only one timekeeper on the lane then the timekeeper needs to press both buttons simultaneously at the finish.
  - If there are two timekeepers on the lane, they both press the button at each finish.
  - Each school will be allocated a timekeeping lane. This lane will be different to their own competitor allocated lane. See Appendix 37 for list of allocated timekeeper lanes.

The Chief Timekeeper shall:

- Manually time and record on their personal check sheet (Appendix 27.2) the manual hand time for 1st place only (as a check against the electronic timing in case of failure and for record verification).
- Check all watches before the start of the meet, by calling all timekeepers and the starter together. The Starter shall explain the method of start. All watches are then started using that method and run for approximately five (5) minutes. Following a warning command from the Starter, the watches are stopped on the starting signal, and checked for accuracy. At the same time, a battery check should be done.
- Inspect watches of lane timekeepers when considered necessary.
- Allocate reserve timekeepers and instruct timekeepers to call his/her attention to a watch failure, so that he/she or the reserve can take over.
- Instruct timekeepers to "clear their watches" for the commencement of the next event.
- Signal the Referee when all timekeepers are ready.
- In the instance of a breakdown with the electronic timing mechanism, instruct the timekeeping recorder to take a record of the slower of the two times for each lane. Placings are then allocated accordingly by the poolside recorders.
- If a single lane fails to register a time due to the electronic mechanism failing (DNT) then the chief timekeeper instructs the timekeeping recorder to take a record of the slowest of the two times for each lane. The swimmer will be allocated a position accordingly. A time will be given to fit the appropriate placing. The manual Finish Judge and referee will provide the approx. manual place position to be assigned to the swimmer if there were no manual times taken for each lane.

- If 1<sup>st</sup> place fails to register a time by the automated system, the chief timekeeper is to complete a separate result sheet (Appendix 27) with all three manual times (chief/1<sup>st</sup> timekeeper/2<sup>nd</sup> timekeeper) recorded. This is provided to the poolside recorder with the middle time listed. If there are only two manual times available, then list the slowest of the two times.

Timekeepers shall:

- Take the time of the competitor in their allocated lane by operating any timing device approved by the Chief Timekeeper.
- Start their watches at the starting signal and shall stop their watches when the competitor has completed the event. This will require the timekeeper to lean out over the wall to get in the best position to stop the watch at the appropriate time. At HBF Stadium: Activate timing button at the end of the race. This is a backup for the electronic timing system activated by the gun and stopped by the swimmer touching the touch pads.
- Promptly after the race, the timekeepers in each lane shall record the times of their watches on the check sheet provided, and if requested present their watches for inspection. They shall not clear their watches until they receive the 'clear watches' signal from the chief timekeeper or the referee. Lane times **MUST** be recorded for each race.
- Present their watches to the Chief Timekeeper if the electronic mechanism fails so that he/she can record the times of all lane timekeepers or first place getters.
- Record the time taken, on their check sheet (Appendix 27.1) and make that time available to the timekeeper's recorder if there is a breakdown in the electronic timing mechanism.
- Timekeepers **DO NOT** adjudicate on the swimming finishing technique of the competitor as to whether it was a fair touch. Timekeepers must record the time from the moment any body part of the swimmer touches the wall or timing pad.

**Timekeepers' recorder shall: only in use with all manual stopwatch timing**

- When requested by the chief timekeeper, the Timekeeper's Recorder shall record the slower of the two times **for each lane** on their recording sheet (Appendix 27). These times are essential in the event of a breakdown in the electronic timing system.

NB: Record the slowest of the two times for each lane and deliver this sheet to the Pool Side Recorder's table. If there is only one time held by the timekeepers for a lane, or if one time is obviously incorrect, then record that time on the sheet.

The Pool Side Recorder's Assistant is to store these result sheets in event order. Staple the Timekeeper's recording sheet to the white marshalling sheet when it is needed.

**CHIEF TIMEKEEPER'S RESULT SHEET – 1<sup>st</sup> place automatic timing failure (All Divisions)**

CHIEF TIMEKEEPERS RESULT SHEET (SAMPLE) (1 <sup>st</sup> place automatic timing failure - all divisions)				
DATE:			CARNIVAL DIVISION:	
EVENT NUMBER:			EVENT DESCRIPTION:	
BOYS	GIRLS	LANE:	AGE GROUP:	DIVISION:
TIMEKEEPER			TIME	
1 <sup>st</sup> Timekeeper				
2 <sup>nd</sup> Timekeeper				
Middle Time				

*\* Or if only two manual times the slower time*

### Chief Timekeeper's Check Sheet (SAMPLE All Divisions)

Chief Timekeeper's Name: \_\_\_\_\_

School: \_\_\_\_\_

EVENT	TIME	LANE		EVENT	TIME	LANE		EVENT	TIME	LANE
1				44				87		
2				45				88		
3				46				89		
4				47				90		
5				48				91		
6				49				92		
7				50				93		
8				51				94		
9				52				95		
10				53				96		
11				54				97		
12				55				98		
13				56				99		
14				57				100		
15				58				101		
16				59				102		
17				60				103		
18				61				104		
19				62				105		
20				63				106		
21				64				107		
22				65				108		
23				66				109		
24				67				110		
25				68				111		
26				69				112		
27				70				113		
28				71				114		
29				72				115		
30				73				116		
31				74				117		
32				75				118		
33				76				119		
34				77				120		
35				78				121		
36				79				122		
37				80				123		
38				81				124		
39				82						
40				83						
41				84						
42				85						
43				86						

Please record the time and lane of the winner of each event. This check sheet is used in the event of a lost timesheet or conflicting results. Return to the Carnival Manager at the completion of the carnival.

**TIMEKEEPER'S PERSONAL CHECK SHEET (SAMPLE ALL DIVISIONS)**

Timekeeper's Name: \_\_\_\_\_ School: \_\_\_\_\_ Lane No. \_\_\_\_\_

EVENT	TIME
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EVENT	TIME
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EVENT	TIME
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101	
102	
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Timekeepers: Please complete this checklist after each event as it may be needed in the event of a lost timesheet or conflicting results. If there is no swimmer in your lane for an event please place a line through the space for the time. Return to the Carnival Manager at the completion of the carnival.