



TIMEKEEPER

What is the role of a Timekeeper? (L2 & up galas)

Timing is a swimmer's measure of performance. The role of Timekeepers is to accurately determine the time it took for the swimmer to cover the distance of the event. Therefore, a certain degree of precision & accuracy is important.

Reporting for Gala duty:

At a gala that requires you to cover this role, the following are the steps you should take to ensure you start off right.

1. On the day/session, present yourself by signing the "Sign-in" sheet at the Announcer's desk (or another place as specified). The sheet will confirm which lane you have been allocated for the session (eg. Lane 1, Lane 2, etc).
2. Present yourself for Official briefing with the Referee at the allocated time (normally 20 minutes before races begin).
3. There will be a clipboard, pen, stopwatch in place at your lane. Check the stopwatch works by pressing:
 - Start (right button)
 - Check the watch is running.
 - Stop (right button)
 - Return to zero (Reset – left button)
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4. The clipboard will have the Time sheet with names of the swimmers in your lane for all Heats in that session. This is where you write the times clocked on your stopwatch after every Heat.
5. Information on the sheet is as follows & you need to check before each start:
 - Event number (eg. E001, E002)
 - Style & Distance of Event (eg. 100m Freestyle)
 - Lane number (eg. Lane 9)
 - Heat number (eg. Heat 2)
 - Swimmer name (eg. Joe Bloggs)

6. Prior to each start, the Referee will signal to swimmers by a short series of whistles, inviting them to get ready, followed by a long whistle indicating they should take position on the blocks or in backstroke, get into the water. This will be followed by "Take your mark" & the start beep, by the Starter.
7. At the beep, start the stopwatch (check it is running). If the watch fails to start, put your hand up & the Director of TK will swap your watch with one of theirs which is running. Do not leave your lane.
8. When the swimmer is 15m from the end during the last length of the race, get ready to stop the watch with one hand along with the back-up timer (red cable) in the other hand.
9. Make sure you see the swimmer touch the finish wall & press both buttons at the same time.
10. Return to your seat & record the time shown on your stopwatch, on the time sheet in the format 00:00.00 (min:sec.mil sec) (eg. 1:28.09)



11. Reset your stopwatch for the next heat. 😊

In the gala notes that the Club Gala Secretary will have shared beforehand, there may be a request for wearing certain coloured tops/bottoms. Eg; white tops & black bottoms. Please adhere to such requests if you can

The Referee will go through all these steps in the briefing – don't worry, it's easier than it sounds 😊
