

TECHNICAL OFFICIALS  
TRAINING PROGRAM  
**UNIT 3**



# **CHIEF TIMEKEEPER**

LEARNER GUIDE

# CONTENTS

P3: About this Learner Guide

P7: Unit 3: Chief Timekeeper

P12: Assessment Tasks

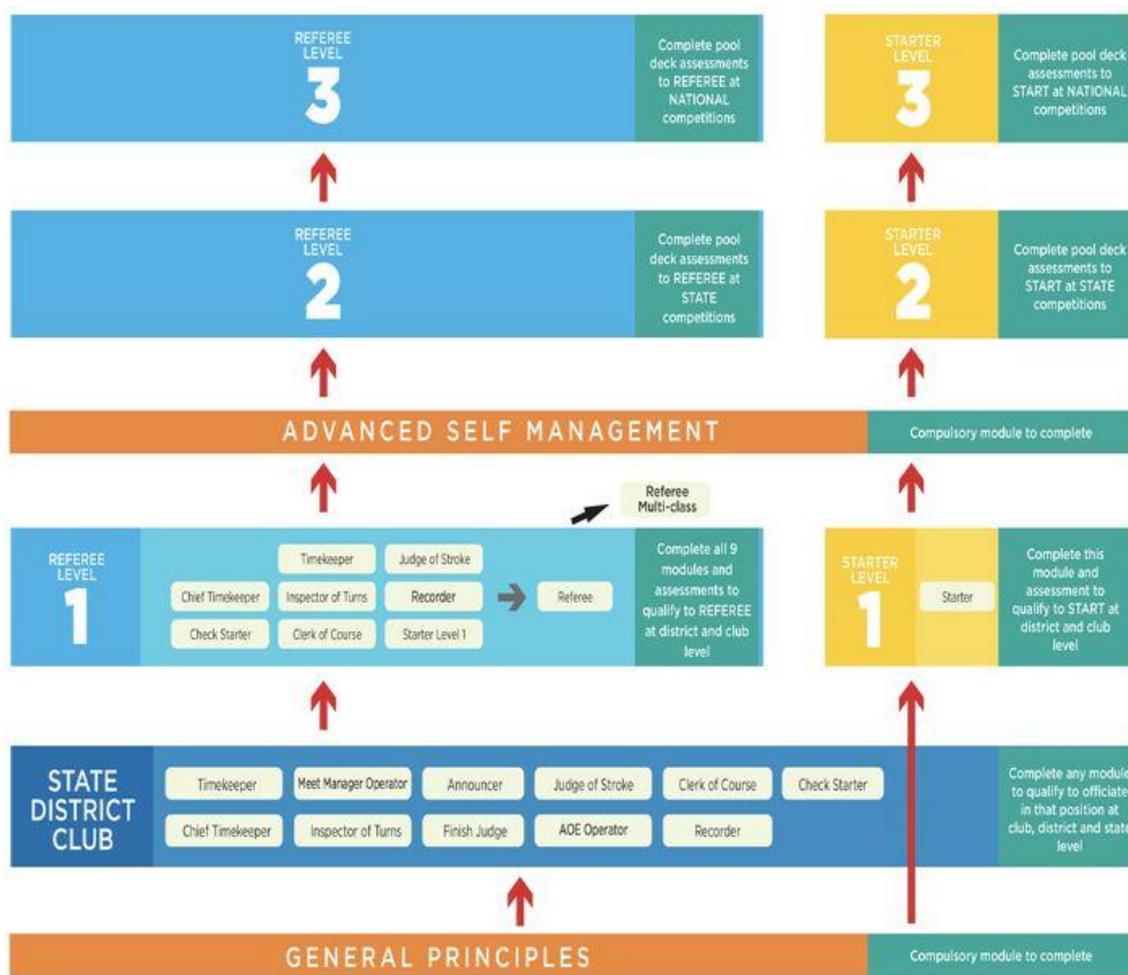
P13: Assessment Tool

# ABOUT THIS LEARNER GUIDE

This Learner Guide has been developed by Swimming Australia (SA) to support candidates undertaking **Unit 3 – Chief Timekeeper** within the SA **Technical Officiating Accreditation Program**.

SA and the State Technical Committees have worked in conjunction in the formulation of this document. Swimming Australia Limited has designed the Technical Officials Training Program on a competency based training platform.

## Officiating Pool Pathway



## WHAT IS A COMPETENCY?

A competency can be defined as the application of skills and knowledge to an agreed standard.

Competency relates to what a person can do.

Competency standards specify the level of knowledge and skills required and the application of that knowledge and skills for effective performance.

Australian Sports Commission Assessor Training Manual 2006

## WHAT IS COMPETENCY BASED ASSESSMENT?

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved. Assessment needs to be based on established criteria. These criteria are reflected in the questions and activities set out in this Learner Guide.

## HOW DO I USE THIS LEARNER GUIDE?

This Learner Guide provides you with the information and activities that will enable you to achieve competencies related to this unit of work.

You can develop competency in this unit through a combination of tasks including:

- Reading the material in this Learner Guide.
- Asking questions about anything you don't understand.
- Observing other officials during events.
- Reinforcing the skills you are learning in practical situations.
- Satisfactorily completing the activities in this Learner Guide.
- Completing the assessment activities outlined in this Learner Guide.

## WHAT RESOURCES DO I REQUIRE?

You will require this Learner Guide as well as a copy of the current Timekeeper Fact Sheet (Learner Guide 2) and access to swimming events where you can be practically assessed as a Chief Timekeeper.

## WHAT IF I ALREADY HAVE THE SKILLS?

You may have already attained the skills required to complete this learning module. If so, you can request your State/Territory Swimming Association for an initial assessment of your **current competence**. This assessment will determine the level of your skills and whether you need additional training.

If you would like to undertake assessment for formal recognition of your existing skills, you will be required to complete a detailed Recognition of Prior Learning (RPL) application form that will allow an assessor to review your skills against the specific requirements for this unit of work. Discuss this process with your State/Territory Swimming Association.

## **LEGISLATIVE REQUIREMENTS**

All Swimming Officials whether paid or unpaid must meet the legislative requirements in each state and territory when dealing with children and vulnerable people. Please check with your State/Territory Swimming Association to complete any documents required to meet this legislation.

## **WHAT ABOUT ASSESSMENT?**

To undertake assessment for this unit of work, you will need to complete the following assessment tasks:

- Completion of this Learner Guide
- Completion of practical tasks

You will be assessed at a swim meet to ensure the relevance of the assessment process.

**When you complete the assessment within this Learner Guide and are assessed as competent by your assessor, you will be eligible to receive accreditation from SA.**

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



## 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.

# UNIT 3:

# CHIEF TIMEKEEPER

This unit outlines a range of general skills that are required by the Chief Timekeeper. The elements within this unit are:

- **Preparation**
- **Role 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. 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.

## PREPARATION

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:**

1. The Chief Timekeeper should be in the officials' Assembly Area at least 30 minutes before the advertised time of commencement of the session.
2. Report to the Referee to receive any instructions and the Program and/or Lane-Timer Sheets.
3. Meet with other Timekeepers and check stopwatches to ensure they are functioning correctly and fitted with serviceable batteries.
4. Prior to the commencement of the session a time check should be completed with the starting device.
5. The Chief Timekeeper must brief the Timekeepers on their duties and procedures.



### ACTIVITY 3.1

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

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

#### Role of the Chief Timekeeper

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

1. Allocate all Timekeepers to lanes or as reserves and appoint one from each lane as Chief Lane Timekeeper.
2. Distribute lane-timer sheets or programs.
3. Check all stopwatches for accuracy.
4. Advise Timekeepers to read stopwatches several times during distance events, and advise them on the method of recording 100m splits during the event.
5. Advise the method for the start of the event.
6. Have an understanding with the Referee and Starter as to the signal when all Timekeepers are ready.
7. Check the time of the first place-getter or any possible record breaker.
8. In the event of stopwatches malfunctioning during a race, re-allocate reserve Timekeepers.
9. In the event of the first swimmer of a relay attempting a record, or a competitor attempting a record for a specified distance in a longer race e.g. 400m record in an 800m race, the Chief Timekeeper must allocate three Timekeepers to that lane.

10. Have a Runner collect lane-timer sheets from each lane after times have been recorded.
11. Instruct Timekeepers to return the stopwatch to zero. Stopwatches **MUST NOT** be zeroed any earlier as they may be required for viewing for a record.



### ACTIVITY 3.2

**For each of the 11 roles and responsibilities listed above, list one possible consequence that may occur if they are not undertaken effectively by the Chief Timekeeper.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

### **Additional Information**

- Timekeepers must refrain from watching swimmers in other lanes. Your responsibility is to accurately record the time of the swimmer in your lane.
- Touches must not be anticipated. Stop the stopwatch when any part of the swimmer's body touches the wall at the finish of the race.
- It is not the Timekeeper's responsibility to judge correct or incorrect touches.
- Where manual stopwatches are used, Timekeepers must maintain a personal record of the times they have taken for each individual race. It is suggested that this be done on the Timekeeper's personal program. The times may be required to be viewed as verification of a new record being established.
- Times must not be given to competitors, as the Referee is first required to verify the official results.

## 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 and 2:43.00

## Official Times: Stopwatches

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

Timekeeper 1	2:39.97		
Timekeeper 2	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.

Timekeeper 1	1:09.15		
Timekeeper 2	1:09.21		
Timekeeper 3	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.

Timekeeper 1	2:39.01		
Timekeeper 2	2:39.12		
Timekeeper 3	2:39.14	<u>Official Time:</u>	2:39.12

## Official Times:

### Automatic Officiating Equipment (AOE) and Semi-Automatic Timing (SAT)

- Where AOE/SAT is used, these times are official.
- Where a video backup system is not used, timekeepers will be required to operate the SAT equipment in their respective lanes by operating push buttons at the end of a race.
- SAT systems are initiated by the starting signal.
- Procedural points for taking times at the end of a race when operating push buttons are the same as those for using a stopwatch.



## ASSESSMENT

### Task 3.1:

**Answering these questions will assist you in your preparation for being assessed as competent as a Chief Timekeeper.**

1. Detail the duties of a Chief Timekeeper.
2. In the event of a stopwatch failing to start or breaking down, detail what procedures are to be followed by a Timekeeper and Chief Timekeeper?
3. The rules state that in championship events there should be three stopwatches on each lane. Why is this necessary?

### Task 3.2:

**You are required to be assessed performing the duties of a Chief Timekeeper in a full session of a swim meet. This will give you the opportunity to provide evidence of your competence in a swimming specific environment.**

## ASSESSMENT TOOL – UNIT 3 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 30 minutes prior to the start of the meet.			
1.2 Reported to the Referee to receive any instructions.			
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/lane-timer sheets, 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 stopwatch, started the device when the starting signal was given.			
2.4 If using a manual stopwatch, checked the Timekeepers to ensure they had started their stopwatch, and if not, provided them with a replacement.			
2.5 Ensured each lane had sufficient Timekeepers throughout the meet.			
2.6 Ensured that all Timekeepers moved forward to the edge of the pool when the leading swimmer was 15m 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 stopped the timing device when the swimmer touched the wall.			
2.8 Monitored the accuracy of the Timekeepers.			
2.9 If using a manual stopwatch 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.			
<b>3. Decision Making</b>			
3.1 Reported any problems immediately to the Referee.			
<b>4. General</b>			
4.1 Was dressed appropriately for the task.			
4.2 Was courteous to all swimmers, coaches, parents and other officials at all times.			
4.3 Possesses State-specific accreditation in relation to child protection legislation.			

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

National Technical Official Accreditation Number: \_\_\_\_\_

State-Specific Working With Children Card No \_\_\_\_\_

State-Specific Working With Children Card Expiry Date: \_\_\_\_\_

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

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

### **ASSESSMENT DECISION:**

Competent

Not Yet Competent

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

Candidate Signature: \_\_\_\_\_

### **FUTURE TRAINING / ASSESSMENT RECOMMENDATIONS:**