

Chief Timekeeper Briefing

1. **Check all the timekeepers are present and hand out the lane sheets/cards**
2. **Ensure all timekeepers know how to use their stopwatch**
3. **Start a watch check “3..2..1..go” (let everyone know when to start the stopwatch eg on “go” and how you will complete it)**

While the watches are running go through the applicable points below:

- a. On arrival at lane, ask the swimmer to tell you their full name – never say a name and ask them to confirm or assume they are wearing a hat with the correct name on it.
Also, you can ask them to confirm the event, younger swimmers in particular can get it wrong.
If backstroke ledges are being used check if the swimmer wants it or not.
 - b. Before the start of each heat the Referee blows a series of short whistle blasts. This is your signal to clear your stopwatch (Split/Reset button). Check the watch is zeroed.
 - c. Stand up on the long whistle (if not already standing).
 - d. If backstroke ledges are being used on the second whistle check the swimmers toes (tips on each foot at least) are in contact with the pad. When they are step back.
 - e. Watch for the light on the start box – start watch with flash, Not when you hear the sound.
 - f. Move forward and step onto the wall to watch the swimmer depart and the underwater phase, then check the watch has started. If it hasn't, remain standing forwards so the Chief Timekeeper can see you have a problem. If no issue, step back from poolside so it is clear all is OK.
Care should be taken to avoid standing on any part of the Automatic Timing equipment that overlaps the wall as this can trigger the pad.
 - g. If backstroke ledges are being used before stepping back carefully lift the ledge out of the water so as not to bang against the pad as that can trigger it.
 - h. Observe the Start and every turn by stepping on the wall. If you suspect an infraction remain standing forwards so the Chief Timekeeper can see you have an issue. Otherwise step back from poolside so it is clear all is OK.
 - i. If you are forwards the Chief Timekeeper will check with you what is wrong:
 - i. Stopwatch issue, they will take over the timing for the lane and give you the time to record.
 - ii. Something to report, if Radios are being used the Chief Timekeeper will inform the Referee that a report is coming in for the lane and then on confirmation will take over timing and IoT for the lane whilst the Report is being made.
 - iii. Other reason like a Nature Break being needed, the Chief Timekeeper will take over timing and IoT for the lane whilst the Official takes a break.
 - j. Report infractions as soon as you see them, remember not to discuss it with each other (including Mentors for trainees) or the Chief Timekeeper/Chief Inspector of Turns until it has been reported to the Referee and they have made their judgement. Just tell the Chief that you need to report.
 - k. Always count the number of lengths. When a swimmer is about 15m from the finish get up and move forwards to the Chief Timekeeper knows you are aware. Stand up on the wall so you can observe the final 5m (from flags to wall). Stand over the end of the lane where you can see the wall (on the final length pick up the AOB backup button as you step up).
 - l. When the swimmer has about 1.5m to go switch your eyes to the wall and watch for the swimmers' hands to contact the wall, don't anticipate it. Stop the stopwatch, and the backup button, when you see the touch in. The backup button should be in your dominant hand and the stopwatch in your other hand.
 - m. Return to your seat and record the time on the lane sheet/card.
If backstroke ledges are being used and the swimmer wants it, return the ledge to the pool ready for the swimmer.
4. **Complete the watch check “3..2..1..stop” and check how close everyone is, replace any stopwatches which are far out.**
 5. **If Backstroke ledges are being used, ensure all timekeepers know how to use them, when to put them in and how and when to take them out of the water and off the start blocks.**