



TECHNICAL OFFICIALS

TRAINING PROGRAM

UNIT 2 – TIMEKEEPER

LEARNER GUIDE

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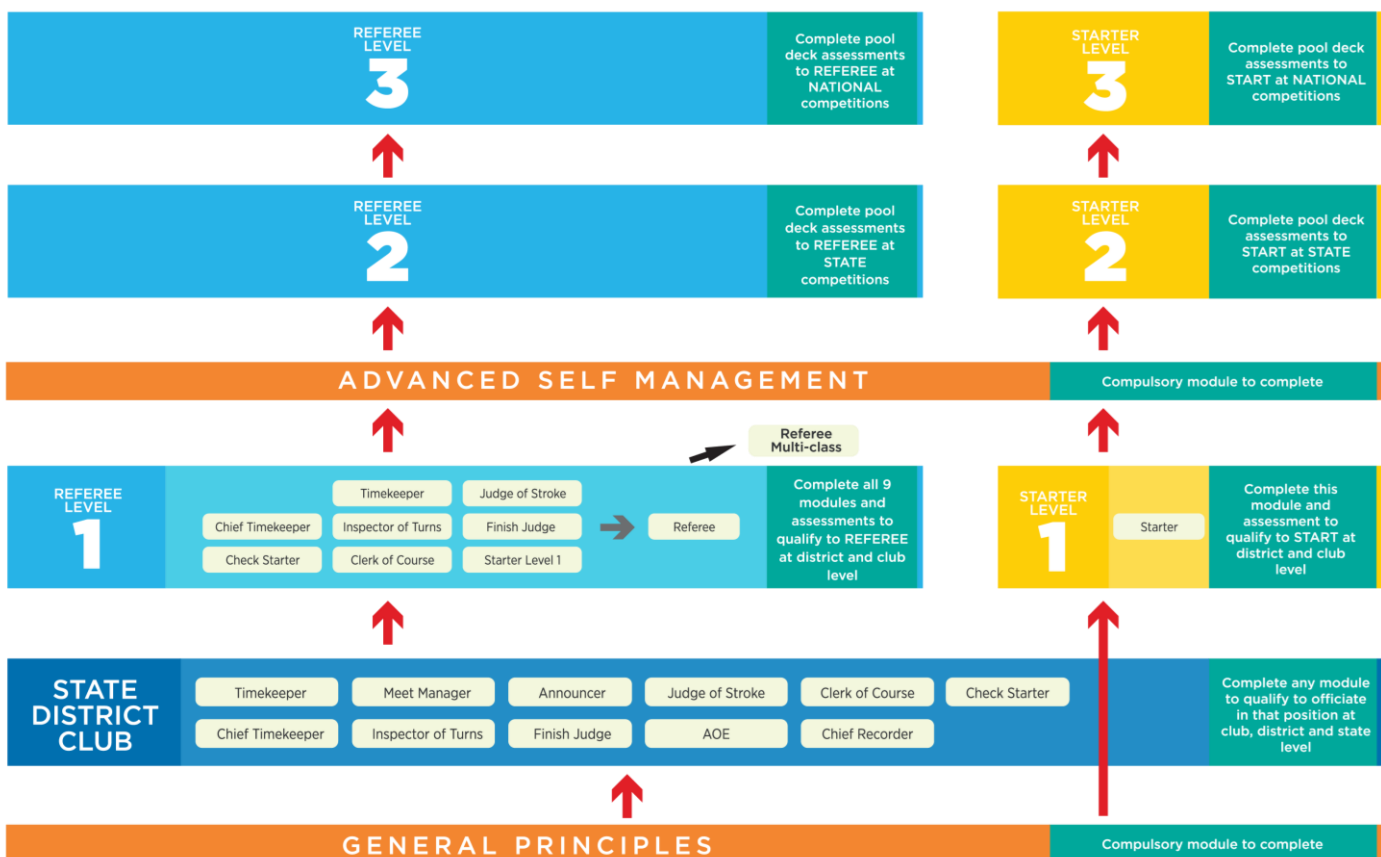
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About this Learner Guide

This Learner Guide has been developed by Swimming Australia Ltd (SAL) to support candidates undertaking **Unit 2 – Timekeeper** within the SAL **Technical Officiating Accreditation Program**.

SAL and the State Technical Committees have worked in conjunction in the formulation of this document.

Officiating Pool Pathway



Swimming Australia Limited has designed the Technical Officials Training Program on a competency based training platform.

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?

The main resource you will require to complete the learning for this unit of work is the **Timekeeper Fact Sheet**.

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 documentation required to meet this legislation.

What about Assessment?

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

- Under observation, completion of a practical timekeeping experience.

When you complete practical experience within this Learner Guide, you will be eligible to receive accreditation from SAL.



ASSESSMENT

Task 1:

Read Timekeeper Fact Sheet.

Task 2:

Actively participate in a practical Timekeeping experience.

Unit 2: Timekeeper Fact Sheet

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 and swimmers.

Prior to undertaking the role of Timekeeper please read this fact sheet.

Preparation

Some of the steps that you will need to take in preparing for your role include:

- Timekeepers should be in the Officials' Assembly Area at least 30 minutes before the advertised time of commencement of the session.
- Report to the Chief Timekeeper who will allocate lanes, distribute stopwatches and program/lane-timer sheets.
- Meet with other Timekeepers and check stopwatches to ensure they are functioning correctly.
- Prior to the commencement of the session, a time check should be completed with the starting device.
- Use your index finger to start and stop the stopwatch.
- After a trial run of stopwatches take up position on your allocated lane.
- Where Automatic Officiating Equipment (AOE) and/or Semi-Automatic Timing (SAT) systems are in use, as a Timekeeper you are only required to press the button when any part of the swimmer in your lane touches the wall at the finish.

NOTE: Any timing device that is terminated by an official shall be considered a watch.

During Races

- When the Referee's whistle is blown to indicate the start of a race, check that the stopwatch is switched on and zeroed.
- Start the stopwatch on the light/sound/smoke.
- Immediately after the start, check that the stopwatch is functioning correctly.
- If the stopwatch fails to start or does not function correctly, notify the Chief Timekeeper immediately.
- When the lead swimmer passes the 15m mark (False Start Rope) approaching the finish of the race all Timekeepers should move forward as a group. They must stand beside the starting blocks where the view of the Finish Judges (if applicable) or Referee is not obstructed.
- The stopwatch is stopped immediately any part of the swimmer's body comes into contact with the wall at the finish.

- It is not the responsibility of the timekeeper to judge whether the touch is performed according to the rules.
- If a swimmer fails to touch at the finish of the race, do not stop the stopwatch. Pass the information to the Chief Timekeeper. In this case the letters “DNF” (Did Not Finish) should be recorded on the program/lane-timer sheet.
- After stopping the stopwatch, return immediately to the seat before reading the stopwatch. Record the time on the program/lane-timer sheets. Remain seated. This allows other officials to perform their duties.
- When instructed by the Chief Timekeeper, or on the Referee’s whistle for the start of the next race, return the stopwatch to zero. Stopwatches must not be zeroed earlier, as they may be required for viewing for a record.

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.
- Where there is no swimmer in your lane, record “NS” (No swimmer) on the program/lane-timer sheet.
- If you do not have a swimmer in your line, the stopwatch should be started as normal, in case your watch is required elsewhere.
- For the purpose of completing an Application for a Record when only manual timing is available, there must be three stopwatches on the lane. Three Timekeepers are required to sign the Record Application Form if Automatic Officiating Equipment (AOE) is not used.
- Timekeepers should notify the Chief Timekeeper before leaving their position at any time during a session.
- Timekeepers should not initiate conversation with or engage competitors in unnecessary conversation banter or request autographs.
- 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 will be 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 TOOL – UNIT 2 TIMEKEEPER

Element / Performance Criteria TIMEKEEPER	Displayed Competency		Comments Must be completed if Competency has been marked NO
	YES	NO	
1. Preparation			
1.1 Arrived at venue at least 30 minutes prior to the start of the meet.			
1.2 Reported to the Chief Timekeeper / Referee to receive any instructions.			
2. Performance of Task			
2.1 If using a manual stopwatch, was in a position where they could see the starting signal for each race.			
2.2 If using a manual stopwatch, started the device when the starting signal was given.			
2.3 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.			
2.4 If using a manual stopwatch, cleared the device at the appropriate time.			
2.5 If using a manual stopwatch, recorded the time for each race			
2.6 Focused entirely and exclusively on the task assigned without engaging in any distracting activities.			
3. Decision Making			
3.1 Reported any problems immediately to the Chief Timekeeper / Referee.			
4. General			
4.1 Was courteous to all swimmers, coaches, parents and other officials at all times.			
4.2 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: