

## Proficiency in Timekeeping - Questions

Revised: December, 2009

### Pre-requisites for qualification:

#### Be familiar with –

- SNZ 'Guide for Technical Officials' manual, section on Timekeepers
- SNZ 'Guide for Technical Officials' manual, Code of Conduct

#### Introduction:

- There are two parts to the Timekeeper's Qualification - Theory and Practical.
- The Practical can be taken before or after the theory but both components must be completed.

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### Section 1

1. What are the two main tasks of a timekeeper?
2. What is the name of the book that contains all the rules and regulations for swimming?
3. Before the start of the meet
  - (a) Who should you report to?
  - (b) When should you report?
  - (c) What equipment do you need to collect?
  - (d) How should you dress?
  - (e) If outdoors what extras are advisable?
4. Who assigns you to a lane?
5. When assigned a watch, what should you do before taking your seat?
6. What details should be checked on the timesheet/deck card?
7. If you have a swimmer but no timesheet/deckcard what should you do?
8. At the start
  - (a) When should a watch be zeroed?
  - (b) When do you start your watch?
  - (c) If you have no swimmer should you start your watch? Why?



9. During the Race
  - (a) Once the race has started what should you do to your watch?
  - (b) If your watch is not going, what should you do?
  - (c) How will you know when the race is about to finish?
  
10. At the Finish
  - (a) Where do you observe the finish?
  - (b) When do you stop your watch?
  - (c) When automatic timing is used, what extra task is required?
  - (d) Once you have stopped your watch, what should you do?
  - (e) What are the duties of the Chief Lane keeper?
  
11. How are official times determined if -
  - (a) 3 watches agree
  - (b) 2 or 3 watches agree
  - (c) 3 watches disagree
  - (d) Only 2 watches both of which disagree
  
12. Who can inspect your watch?
  
13. Can a swimmer be given his/her time?
  
14. With what understanding can a time be given to a swimmer?
  
15. What is the official reason for having three watches?
  
16. For what distances can you be asked to record official times during a race?  
Who will tell you to do this?
  
17. What other jobs can be done by you while acting as a timekeeper?
  
18. Duties of a Chief Timekeeper -
  - (a) Who do you report to?
  - (b) When do you report?
  - (c) What are your main duties?
  - (d) At the end of the meet what should you do?
  
19. What attributes do you think an official should have?



## Section 2

You might come across these scenarios in your job. Be prepared to discuss your actions.

1. A swimmer stands up in a race
2. A swimmer touches with one hand in breaststroke or butterfly at the finish
3. A swimmer doesn't touch the finish wall at all, but climbs out after the whistle
4. There is no swimmer in your lane – do you start your watch?
5. A coach asks you to record an official split time
6. A swimmer stops one lap short in a long-distance event?
7. Why might you take lap times in a long-distance event?
8. Which lane does the Chief TK time, and why?
9. Chief TK's sometimes initial a slip. Why?
10. Impartiality of officials – what if you have your own child swimming in your lane?

### Completing deck cards correctly

- A brief discussion and exercise will be available, if required, illustrating the current way to fill out deck cards/timesheets.

### Professionalism

The professionalism of officials' is important to assure swimmers' that the results are being done fairly and consistently. Timekeepers' play a major role in swimming as it is the Timekeepers' who determine the placings, times and if records have been broken. In some respects they are the most important officials at the meet, which is why this Proficiency Assessment is needed to be sure that a high standard is maintained.

