

# Swimming Timekeeper Training

## Learner Guide

**2017**

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## **1 TRAINING PROGRAMME**

Training of officials is absolutely essential to ensure that they are fully competent to perform their duties at swimming galas.

Competence is the ability of an individual to do a job properly and is combination of practical and theoretical knowledge, skills, behavior and values used to improve performance.

In order to determine competence, officials are required to undergo both knowledge and practical training and to be assessed in both aspects. These assessments will comprise:

- A written test of knowledge, based upon the contents of this Learner Guide
- A practical assessment, under supervision of an experienced official ,during a gala

The written test will take place after the classroom training session has been completed.

The arrangements for the practical assessment will be issued to candidates at a later date.

Having passed both assessments, candidates will be officially certified as timekeepers and are able to register with Swimming South Africa, through their districts and provinces, to perform duties at district, provincial or national galas.

Once officials have sufficient experience, they will be encouraged to undertake additional training and progress to other officiating roles.

**Swimming galas can only take place with the assistance of volunteer officials and everyone in the sport would like to thank you for taking part in this training programme. Hopefully, this will only be the start of the process and all of the other volunteer officials look forward to your participation and progress over the years to come.**

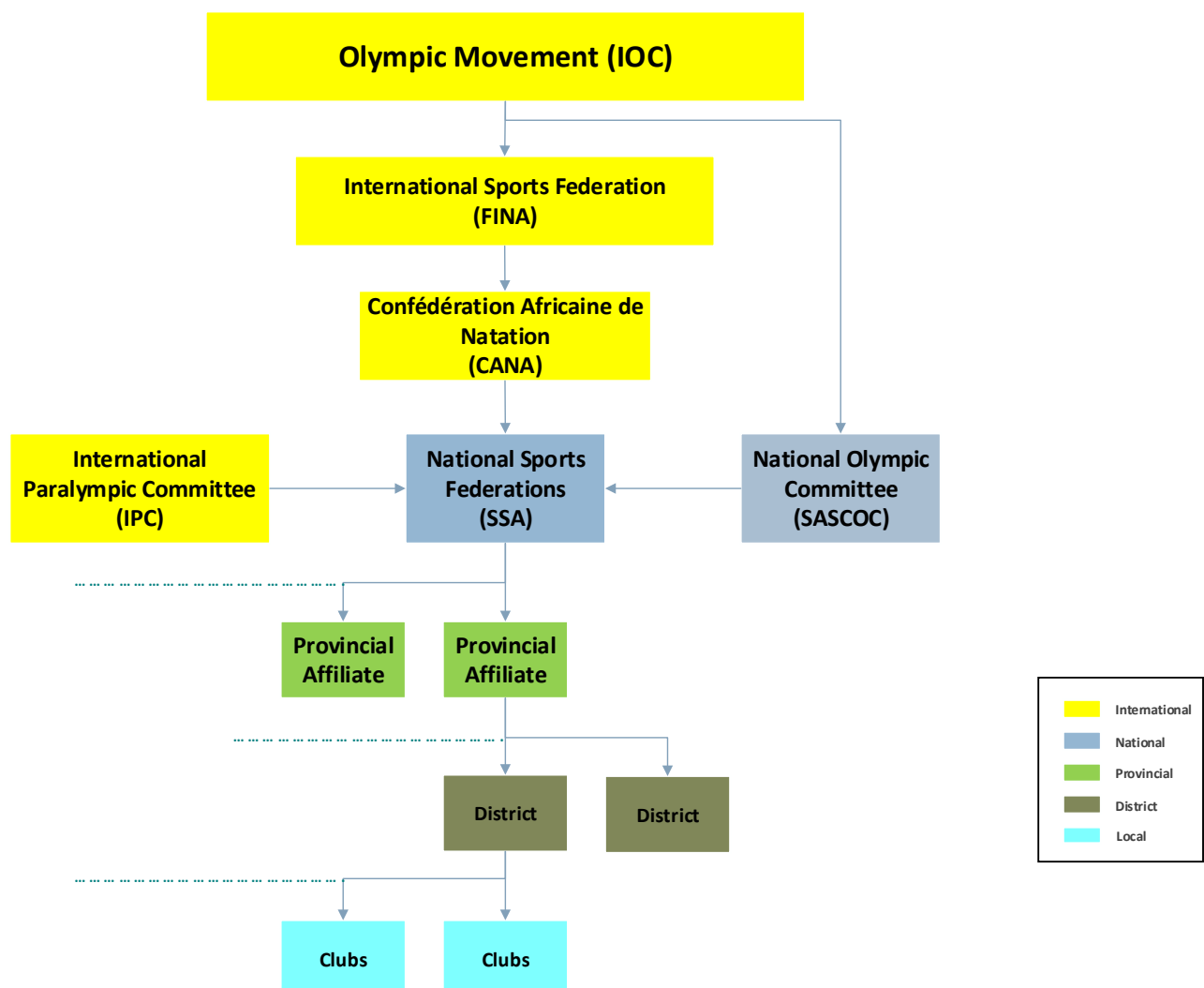
## 2 SWIMMING ORGANISATIONAL STRUCTURE

Like most sports, swimming has a highly structured organisation with clear links between local schools and clubs up to the highest level, the Olympic Movement (International Olympic Committee).

The following organisation chart indicates the relationships between the key organisations.

In the context of provincial swimming, the most relevant organisations are:

- **FINA** – international administration and organisation of international events
- **SSA** – national administration and organisation of national events
- **Provincial Affiliate** – provincial administration and organisation of provincial events
- **Districts** – municipality administration and organisation of district events
- **Local clubs and schools** – participants and organisers of club/inter-club events



### 3 FÉDÉRATION INTERNATIONALE DE NATATION (FINA)



The “**Fédération Internationale de Natation**” (FINA) was founded in London on 19<sup>th</sup> July, 1908 during the Olympic Games in London (GBR). Eight national federations were responsible for the formation of FINA: Belgium, Denmark, Finland, France, Germany, Great Britain, Hungary and Sweden.

The states aims of the Federation were:

1. to establish unified rules for swimming, diving and water polo, applicable at Olympic Games and other international competitions;
2. to verify world records and establish an official updated world records list;
3. to manage swimming competitions at the Olympic Games.



FINA Member Federations that belong to the same continent have formed the Continental Organisations recognised by FINA and in Africa, this is **Confédération Africaine de Natation** (CAN)

#### 3.1 FINA OBJECTIVES

FINA's objectives are detailed in their Constitution

([http://www.fina.org/sites/default/files/fina\\_constitution.pdf](http://www.fina.org/sites/default/files/fina_constitution.pdf)) and are:

- to promote and encourage the development of Aquatics in all possible regards throughout the world;
- to provide fair and drug free sport;
- to promote and encourage the development of international relations;
- to encourage participation in Aquatics disciplines at all levels throughout the world regardless of age, gender or race;

- to adopt necessary uniform rules and regulations and to hold competitions in Swimming, Open Water Swimming, Diving, Water Polo, Synchronised Swimming, High Diving and Masters;
- to promote and organise World Championships and other FINA competitions;
- to encourage the increase of facilities for Aquatics' disciplines throughout the world with the support of other interested parties, and
- to carry out such other activities as may be desirable to promote the sport.

### **3.2 FINA CODE OF ETHICS**

It is the aim of the FINA and the entire Aquatic family to promote the highest possible values within the sport of Aquatics.

In furtherance of this aim, the FINA Bureau has approved a Code of Ethics, briefly summarised as: (full details of the code are available at [http://www.fina.org/sites/default/files/fina\\_codeofethics.pdf](http://www.fina.org/sites/default/files/fina_codeofethics.pdf))

#### **EQUALITY**

- No discrimination on the basis of gender, race, religion, or political opinion shall be tolerated.

#### **DIGNITY**

- All forms of harassment, be they physical, psychological, professional or sexual, are strictly prohibited.

#### **FAIR PLAY**

- Fair play is the basic guiding principle in the sport of Aquatics.

### **3.3 FINA CODE OF CONDUCT**

FINA also has a Code of Conduct, the purpose of this Code is to guarantee that the FINA Rules will be executed in a fair manner without disturbance and to sanction incidents, which damage the image of the FINA activities or bring them into disrepute. Further details on this Code can be found at: [http://www.fina.org/sites/default/files/fina\\_codeofconduct.pdf](http://www.fina.org/sites/default/files/fina_codeofconduct.pdf)

### **3.4 FINA COMMITTEES**

South Africa are well represented on various FINA Committees by the following representatives:

**Mr Sam RAMSAMY** – Vice-President

**Mrs Daphne BIRD** – Technical Committee Member



### **3.5 FINA OFFICIALS**

The following officials have been selected to represent South Africa at international swimming competitions:

#### **List #17 (Jan 2013 to Dec 2016)**

##### **Referees**

Sharief GAMIET  
Brenda SMIT  
Daphne BIRD

##### **Starters**

Theunis DE JAGER  
Anton STOTTELAAR

#### **List #18 (Jan 2015 to Dec 2018)**

##### **Referees**

Anton STOTTELAAR  
Debbie PETERSEN  
Gavin JACKSON

##### **Starters**

Sharief GAMIET  
Sidrick MOORE

## 4 SWIMMING SOUTH AFRICA (SSA)



Swimming South Africa (SSA) is the sole governing body of aquatics in South Africa.

SSA is bound by its Constitution which can be found in full at:

<http://swimsa.org/about/constitution-2015/view>

The objectives of SSA are to:

Develop, control and promote all aquatic disciplines for its abled and disabled members in the Republic of South Africa.

Not allow any discrimination against affiliate, district, club or individual members, be they athletes or officials on the grounds of race, religion, political association, disability, creed, colour or class.

To ensure that the previous inequalities are addressed, SSA has embarked on a Transformation Policy.

Encourage the practice of aquatic disciplines for all in South Africa with the purpose of;

- reducing the frequency of drowning tragedies in South Africa,
- providing healthy exercise through competitions,
- recruiting recreational swimmers to compete in the various competitions provided by the aquatic disciplines of the sport, and
- promoting competition to the highest level.

Use their best endeavours to ensure that public facilities are made available to be shared by all South Africans.

Encourage the provision of new facilities for use by all South Africans in areas where they are most needed.

Provide a drug free sport by adopting and implementing WADA's Anti-Doping Code to include out of competition doping control.

Adopt uniform and adequate rules and regulations for the holding of competitions in all the aquatic disciplines.

Promote and encourage the development of international relations within all the aquatic disciplines.

Provide local, national and international competitions.

Carry out such other activities as may be desirable to promote the sport.

Ensure that all affiliates, their districts and the clubs in the districts, and associate members, subscribe and adhere to the Bye-Laws, Rules & Regulations of competitions, and Policies and Strategies of the organisation, as determined by SSA from time to time

Ensure that the Child Protection Policy for persons working with minors is enforced and continuously monitored.

Support FINA in its efforts to achieve its objectives.

In accordance with the published Guidelines for the Establishment of Code Committees to support School Sport by the Department of Basic Education (DBE), and Sports and Recreation South Africa (SRSA), SSA must;

- ensure the proper functioning of the established School Sport Code structures;
- provide technical assistance and support to School Sport Code Committees;
- as the custodian of the sport, promote good governance at all levels;
- delegate members to sit on the School Sport Code Committees;
- ensure that the school sport activities are aligned with SSA activities to ensure maximum use of resources

#### **4.1 SSA - CODE OF ETHICS**

SSA has a detailed Code of Ethics which applies to all affiliates, districts, clubs and individual members. The Code includes references to:

- Equality
- Dignity
- Fair Play
- Integrity
- Neutrality
- Conflicts of Interest
- Resources
- Confidentiality
- Implementation and Duty of Reporting and Co-operation

Full details of this, and other Codes can be obtained from SSA and other respective organisations.

## **4.2 SSA - CODE OF CONDUCT**

All registered members of SSA should behave towards others in a spirit of sportsmanship. Upon registration with the province, in whatever discipline, the member agrees to uphold the principles by which the sport is run and to abide by FINA, and SSA rules, regulations and Code of Conduct, as well as the Constitutions of their district or club.

SSA has a comprehensive Code of Conduct which applies to all affiliates, districts, clubs and individual members. The Code includes references to:

- Conduct
- Medical
- Doping Control
- Dress Code
- Travel/ Accommodation
- Minors
- Behaviour
- Media
- Discipline

Full details of this, and other Codes can be obtained from SSA and other respective organisations.

## **4.3 THE STRUCTURE OF SSA AND COMPETITIVE SWIMMING**

SSA's role in competitive swimming includes:

- Setting entry times for the various levels of age-group swimming and national competitions:
  - Level 1
  - Level 2
  - Level 3
  - Youth
  - National
- Organising and managing national competitions
  - National Championships
  - Regional Age Group Championships
- Selecting team managers, coaches and swimmers to represent South Africa at international events

## **5 PROVINCIAL AFFILIATES**

Each province in South Africa has an organisation which is responsible for administering and coordinating aquatics within the province.

Each provincial affiliate comprises districts, which are defined on geo-political boundaries, i.e. municipalities.

## **6 DISTRICTS**

Districts are made up of clubs and affiliated to their provincial affiliate. Districts are responsible for all aquatics disciplines within their boundary.

Districts are generally run by an Executive Committee comprising elected volunteers and the chair of each of the discipline technical committees of:

- Water Polo
- Synchronised Swimming
- Swimming
- Open water
- Diving
- Masters Swimming

## **7 CLUBS**

Clubs will naturally vary in terms of their size and composition, which are often determined by the ages of their athletes.

Provinces and districts will have individual requirements for clubs within their area which must not conflict with those of SSA. SSA's Constitution includes the following requirements:

- Clubs need to be established active bodies, catering for the disciplines they have decided to pursue.
- The Club constitutions must include their Codes of Conduct and Ethics
- The minimum administrators for a Club are five, namely the Chairperson, Secretary, Treasurer and two Committee Members.
- The minimum number of competitors that are required in a Club are five for each Discipline other than water polo, and nine for a water polo team.

## **8 FINA RULES**

FINA has various rules governing competitions, the most relevant of which follow. Further information on each set of rules can be found on the web-links or by visiting <http://www.fina.org/content/fina-rules-regulations>.

### **8.1 FINA GENERAL RULES**

[http://www.fina.org/sites/default/files/fina\\_generalrules.pdf](http://www.fina.org/sites/default/files/fina_generalrules.pdf)

#### **GR 5 SWIMWEAR**

**GR 5.1** The swimwear (swimsuit, cap and goggles) of all competitors shall be in good moral taste and suitable for the individual sports disciplines and not to carry any symbol which may be considered offensive.

**GR 5.2** All swimsuits shall be non-transparent. It is permissible to wear two (2) caps.

**GR 5.3** The referee of a competition has the authority to exclude any competitor whose swimsuit or body symbols do not comply with this Rule.

**GR 5.4** Before any swimwear of new design, construction or material is used in competition, the manufacturer of such swimwear must submit the swimwear to FINA and obtain approval of FINA.

### **8.2 FINA BYLAWS**

[http://www.fina.org/sites/default/files/fina\\_bylaws.pdf](http://www.fina.org/sites/default/files/fina_bylaws.pdf)

#### **BL 8 SWIMWEAR**

**BL 8.2** In swimming competitions the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands shall be regarded as parts of a swimsuit.

**BL 8.3** From January 1, 2010 swimwear for men shall not extend above the navel nor below the knee, and for women, shall not cover the neck, extend past the shoulder, nor shall extend below knee. All swimsuits shall be made from textile materials.

**BL 8.4** From June 1, 2010 Open Water swimwear for both men and women shall not cover the neck, extend past the shoulder, nor shall extend below the ankle. All Open Water swimsuits shall comply with the FINA Criteria for Materials and Approval Procedures.

### **8.3 FINA SWIMMING RULES 2015 – 2017**

[http://www.fina.org/sites/default/files/finaswrules\\_20150907.pdf](http://www.fina.org/sites/default/files/finaswrules_20150907.pdf)

These notes have been compiled using the rules governing swimming competitions which are set by the FINA. Only rules relevant to this level of training have been included in this Guide.

#### **SW 1 MANAGEMENT OF COMPETITIONS**

**SW 1.2** At the Olympic Games and World Championships the FINA Bureau shall appoint the following minimum number of officials for the control of the competitions:

- referee (2)
- control-room supervisor(1)
- judges of stroke (4)
- starters (2)
- chief inspectors of turns (2, 1 at each end of the pool)
- inspectors of turns (1 at each end of each lane)
- chief recorder (1)
- clerks of course (2)
- announcer (1)

**SW 1.2.2** Where Automatic Officiating Equipment is not available, such equipment must be replaced by chief timekeeper, three (3) timekeepers per lane and two (2) additional timekeepers.

#### **SW 2 OFFICIALS**

##### **SW 2.1 Referee**

**SW 2.1.1** The referee shall have full control and authority over all officials, approve their assignments, and instruct them regarding all special features or regulations related to the competitions. He shall enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules.

**SW 2.1.2** The referee may intervene in the competition at any stage to ensure that the FINA regulations are observed, and shall adjudicate all protests related to the competition in progress.

**SW 2.1.3** When using finish judges without three (3) digital watches, the referee shall

determine placing where necessary. Automatic Officiating Equipment, if available and operating shall be consulted as stated in SW 13.

**SW 2.1.4** The referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. He may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.

**SW 2.1.5** At the commencement of each event, the referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or for backstroke swimming and medley relays to immediately enter the water). A second long whistle shall bring the backstroke and medley relay swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.

**SW 2.1.6** A disqualification for starting before the starting signal must be observed and confirmed by both the starter and the referee.

**SW 2.1.7** The referee shall disqualify any swimmer for any other violation of the rules that he personally observes. The referee may also disqualify any swimmer for any violation reported to him by other authorised officials. All disqualifications are subject to the decision of the referee.

## **SW 2.2            Control-room Supervisor**

**SW 2.2.1** The supervisor shall supervise the automatic timing operation including the review of backup timing cameras.

**SW 2.2.2** The supervisor is responsible for checking the results from computer printouts.

**SW 2.2.3** The supervisor is responsible for checking the relay exchange printout and reporting any early takeoffs to the referee.

**SW 2.2.5** The supervisor shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.



## **SW 2.3 Starter**

**SW 2.3.1** The starter shall have full control of the swimmers from the time the referee turns the swimmers over to him (SW 2.1.5) until the race has commenced. The start shall be given in accordance with SW 4.

**SW 2.3.2** The starter shall report a swimmer to the referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the referee may disqualify a swimmer for such delay, willful disobedience or misconduct.

**SW 2.3.3** The starter shall have power to decide whether the start is fair, subject only to the decision of the Referee.

**SW 2.3.4** When starting an event, the starter shall stand on the side of the pool within approximately five metres of the starting edge of the pool where the timekeepers can see and or hear the starting signal and the swimmers can hear the signal.

## **SW 2.4 Clerk of Course**

**SW 2.4.1** The clerk of course shall assemble swimmers prior to each event.

**SW 2.4.2** The clerk of course shall report to the referee any violation noted in regard to advertising (GR 6) and if a swimmer is not present when called.

## **SW 2.5 Chief Inspector of Turns**

**SW 2.5.1** The chief inspector of turns shall ensure that inspectors of turns fulfil their duties during the competition.

**SW 2.5.2** The chief inspector of turns shall receive the reports from the inspectors of turns if any infringement occurs and shall present them to the referee immediately.

## **SW 2.6 Inspectors of Turns**

**SW 2.6.1** One inspector of turns shall be assigned to each lane at each end of the pool.

**SW 2.6.2** Each inspector of turns shall ensure that swimmers comply with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. The Inspector of

Turns at the starting end of the pool, shall ensure that the swimmers comply with the relevant rules from the start and ending with completion of the first arm stroke. The inspectors of turns at the finish end shall also ensure that the swimmers finish their race according to the current rules.

**SW 2.6.3** In individual events of 800 and 1500 metres, each inspector of turns at the start and turning end of the pool shall record the number of laps completed by the swimmer in his/her lane. The swimmers shall be informed of the remaining number of laps to be completed by displaying “lap cards” showing odd numbers at the turning end of the pool.

**SW 2.6.4** Each inspector at the starting end shall give a warning signal when the swimmer in his lane has two lengths plus five (5) metres to swim to finish in individual events of 800 and 1500 metres. The signal may be repeated after the turn until the swimmer has reached the five (5) metres mark on the lane rope. The warning signal may be by whistle or bell.

**SW 2.6.5** Each inspector at the starting end shall determine, in relay events, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall.

## **SW 2.7            Judges of Stroke**

**SW 2.7.1** Judges of stroke shall be located on each side of the pool.

**SW 2.7.2** Each judge of stroke shall ensure that the rules related to the style of swimming designated for the event are being observed, and shall observe the turns and the finishes to assist the inspectors of turns.

## **SW 2.8            Chief Timekeeper**

**SW 2.8.1** The chief timekeeper shall assign the seating positions for all timekeepers and the lanes for which they are responsible. It is advisable that there shall be three (3) timekeepers for each lane. If Automatic Officiating Equipment is not used there shall be two (2) additional timekeepers designated, either of whom shall be directed to replace a timekeeper whose watch did not start or stopped during an event, or who for any other reason is not able to record the time. When using digital watches, final time and place is determined by time.

**SW 2.8.2** When only one (1) timekeeper per lane is available, an extra timekeeper must be assigned in case of a malfunction of a stopwatch. In addition the Chief Timekeeper must always record the time of the winner of each heat.

**SW 2.8.3** The chief timekeeper shall collect from the timekeepers in each lane a card showing the times recorded and, if necessary, inspect their watches.

**SW 2.8.4** The chief timekeeper shall record or examine the official time on the card for each lane.

## **SW 2.9 Timekeepers**

**SW 2.9.1** Each timekeeper shall take the time of the swimmers in the lane assigned to him in accordance with SW 11.3. The watches shall be certified correct to the satisfaction of the meet Management Committee.

**SW 2.9.2** Each timekeeper shall start his watch at the starting signal, and shall stop it when the swimmer in his lane has completed the race. Timekeepers may be instructed by the chief timekeeper to record times at intermediate distances in races longer than 100 metres.

**SW 2.9.3** Promptly after the race, the timekeepers in each lane shall record the times of their watches on the card, give them to the chief timekeeper, and if requested present their watches for inspection. Their watches must be cleared at the short whistle of the Referee announcing the following race.

**SW 2.9.4** Unless a video backup system is used, it may be necessary to use the full complement of timekeepers even when Automatic Officiating Equipment is used.

## **SW 2.10 Chief Finish Judge – if required**

**SW 2.10.1** The chief finish judge shall assign each finish judge his position and the placing to be determined.

**SW 2.10.2** After the race, the chief finish judge shall collect signed result sheets from each finish judge and establish the result and placing which will be sent directly to the referee.

**SW 2.10.3** Where Automatic Officiating Equipment is used to judge the finish of a race, the chief finish judge must report the order of finish recorded by the Equipment after each race.

## **SW 2.11 Finish Judges – if required**

**SW 2.11.1** Finish judges shall be positioned in elevated stands in line with the finish where

they have at all times a clear view of the course and the finish line, unless they operate an Automatic Officiating device in their respective assigned lanes by depressing the "push-button" at the completion of the race.

**SW 2.11.2** After each event the finish judges shall decide and report the placing of the swimmers according to the assignments given to them. Finish judges other than push-button operators shall not act as timekeepers in the same event.

#### **SW 2.12      Desk Control** (other than for Olympic Games and World Championships)

**SW 2.12.1** The chief recorder is responsible for checking results from computer printouts or from results of times and placing in each event received from the referee. The chief recorder shall witness the referee's signing the results.

**SW 2.12.2** The recorders shall control withdrawals after the heats or finals, enter results on official forms, list all new records established, and maintain scores where appropriate.

#### **SW 2.13      Officials' Decision Making**

**SW 2.13.1** Officials shall make their decision autonomously and independently of each other unless otherwise provided in the Swimming Rules.

### **SW 4 THE START**

**SW 4.1** The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

**SW 4.2** The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

**SW 4.3** In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.

**SW 4.4** Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke) as per SW 2.1.5.

#### **Interpretation:**

After all swimmers are "stationary" (SW 4.1), any swimmer who moves before the starting signal may be disqualified when such movement is observed and confirmed by both the starter and referee (SW 2.1.6). When video-tape timing system (FR 4.7.3) is available, it may be used to verify the disqualification.

## **SW 11 TIMING**

**SW 11.1** The operation of Automatic Officiating Equipment shall be under the supervision of appointed officials. Times recorded by Automatic Equipment shall be used to determine the winner, all placing and the time applicable to each lane. The placing and times so determined shall have precedence over the decisions of timekeepers. In the event that a break-down of the Automatic Equipment occurs or that it is clearly indicated that there has been a failure of the Equipment, or that a swimmer has failed to activate the Equipment, the recordings of the timekeepers shall be official (See SW 13.3).

**SW 11.2** When Automatic Equipment is used, the results shall be recorded only to 1/100 of a second. When timing to 1/1000 of a second is available, the third digit shall not be recorded or used to determine time or placement. In the event of equal times, all swimmers who have recorded the same time at 1/100 of a second shall be accorded the same placing. Times displayed on the electronic scoreboard should show only to 1/100 of a second.

**SW 11.3** Any timing device that is terminated by an official shall be considered a watch. Such manual times must be taken by three timekeepers appointed or approved by the Member in the country concerned. All watches shall be certified as accurate to the satisfaction of the governing body concerned. Manual timing shall be registered to 1/100 of a second. Where no Automatic Equipment is used, official manual times shall be determined as follows:

**SW 11.3.1** If two (2) of the three (3) watches record the same time and the third disagrees, the two identical times shall be the official time.

**SW 11.3.2** If all three (3) watches disagree, the watch recording the intermediate time shall be the official time.

**SW 11.3.3** With only two (2) out of three (3) watches working the average time shall be the official time.

**SW 11.4** Should a swimmer be disqualified during or following an event, such disqualification should be recorded in the official results, but no time or place shall be recorded or announced.

**SW 11.5** In the case of a relay disqualification, legal splits up to the time of the disqualification shall be recorded in the official results.

**SW 11.6** All 50 metre and 100 metre splits shall be recorded for lead-off swimmers during relays and published in the official results.

### **SW 13 AUTOMATIC OFFICIATING PROCEDURE**

**SW 13.1** When Automatic Officiating Equipment (See FR 4) is used in any competition, the placing and times so determined and relay take-offs judged by such Equipment shall have precedence over the timekeepers.

**SW 13.2** When the Automatic Equipment fails to record the place and/or time of one or more swimmers in a given race:

**SW 13.2.1** Record all available Automatic Equipment times and places,

**SW 13.2.2** Record all human times and places.

**SW 13.2.3** The official place will be determined as follows:

**SW 13.2.3.1** A swimmer with an Automatic Equipment time and place must retain his relative order when compared with the other swimmers having an Automatic Equipment time and place within that race.

**SW 13.2.3.2** A swimmer not having an Automatic Equipment place but having an Automatic Equipment time will establish his relative order by comparing his Automatic Equipment time with the Automatic Equipment times of the other swimmers.

**SW 13.2.3.3** A swimmer having neither an Automatic Equipment place nor an Automatic Equipment time shall establish his relative order by the time recorded by the Semi-Automatic Equipment or by three digital watches.

**SW 13.3** The official time will be determined as follows:

**SW 13.3.1** The official time for all swimmers having an Automatic Equipment time will be that time.

**SW 13.3.2** The official time for all swimmers not having an Automatic Equipment time will be the three digital watches or the Semi-Automatic Equipment time.

**SW 13.4** To determine the relative order of finish for the combined heats of an event, proceed as follows:

**SW 13.4.1** The relative order of all swimmers will be established by comparing their official times.

**SW 13.4.2** If a swimmer has an official time which is tied with the official time(s) of one or more swimmers, all swimmers having that time shall be tied in their relative order of finish in that event.

## 9 TIMEKEEPING

Technical officials are required to control all swimming competitions.

Application to become a Timekeeper will be accepted from persons 16 years and over.

There will be a register of qualified Officials.

### 9.1 ROLE

Timing is the swimmer's measure of performance. The role of timekeepers is to accurately determine the time it took each swimmer to cover the distance of the event.

Final placement of the swimmers in each event is determined by their times and finish order. Therefore, precision and accuracy are important for timekeepers.

### 9.2 REPORTING FOR GALA DUTY

All Technical Officials should, when attending at any competitive swimming event held in South Africa, wear the poolside uniform for men or women as set out below.

- White shirt
- Navy Blue trousers or shorts (shorts can be worn for heats and normal galas, trousers only for finals)
- White closed shoes

You should ensure you report to the CHIEF TIMEKEEPER or other nominated official, at least **45 minutes** prior to the start of the gala (unless you have been informed otherwise).

### 9.3 DUTIES AND EQUIPMENT

The Chief Timekeeper will allocate your assigned lane for which you are responsible.

FINA require three timekeepers allocated to each lane. At some events however, this may not always be possible and therefore, there may be fewer than three on each lane.

The Chief Timekeeper may issue you with a watch. On receiving the watch check you know how the following functions operate:

- start
- stop
- return to zero (resets)
- split time feature (if appropriate) is working



The **first joint of the dominant forefinger** should be used to **start a manual stop watch** NOT the thumb or any other finger.

If a **back-up button** is also being used, this should be **stopped using the thumb of the dominant hand**. The stop watch should then be stopped using the forefinger of the other hand.

The Chief Timekeeper should provide you with a lane sheet for each event and appoint one of the Timekeepers in each lane to carry out the following specific duties:

- The times recorded by each timekeeper in the lane should be entered onto the lane sheet
- Ensure that each lane sheet is signed by the nominated timekeeper (scribe) before it is submitted at the end of the event

#### **9.4 PROCEDURE FOR RECORDING A TIME**

Prior to the start of a race the Timekeepers allocated to each lane should ensure that the race and swimmers' details are correct before the race commences, these details include:

- Event Number
- Swimmer in correct lane Heat Number
- Swimmer in correct event Lane Number
- Swimmer in correct heat and lane Swimmer's Name
- Swimmer's name correct?
- Style of Stroke - Stroke correct?
- Distance to be swum - Number of lengths correct?
- Know the starting method being used, e.g. strobe light or whistle

Prior to each start, the referee will signal to the swimmers by a short series of whistles, inviting them to remove all clothing except for swimwear, followed by a long whistle, indicating that they should take their positions on the starting platform, or for backstroke swimming and medley relays to immediately enter the water.

For the backstroke and medley relay events the referee will sound a second long whistle requesting the swimmers to return to the starting position.

On hearing the long whistle timekeepers:

- May stand up or remain seated but **MUST** ensure that they have a clear view of the starting signal (strobe) – if this view is obstructed by swimmers or other officials then it is the timekeeper's responsibility to adjust their own position to ensure an unrestricted view.
- Must listen/watch intently for the starting signal

When the starting signal is given timekeepers must:

- start the watch
- sit down

- check that the watch is running

If the watch fails to start or stops during a race a Timekeeper must inform the CHIEF TIMEKEEPER immediately in order that a reserve timekeeper/watch can be called in.

When the swimmer is 15m from the end during the last length of the race the Timekeeper prepares to take the swimmer's time by

- standing up to indicate readiness to the Chief Timekeeper
- pick up the back-up button (if used)
- standing immediately above the allocated lane
- looking **DIRECTLY DOWN** at the wall where the swimmer will touch to finish the race
- **DO NOT** stand on the top of the electronic timing pad!

When the swimmer is seen to touch the finish wall, the timekeeper stops the watch and presses the back-up button (if used). (Do not try to anticipate the swimmer finishing, make sure you actually see the swimmer touch the wall then immediately press the stop button).

Immediately the watch has been stopped the Timekeeper will return to his/her seat, sit down and read out the time recorded on the watch to the one timekeeper appointed for scribe duty. This Timekeeper records the times given by each timekeeper in the lane by noting them in the spaces provided on the lane sheet.

Each timecard has a space to write down the separate times for one, two or three Timekeepers in, Heats or Finals.

EVENT LANE

HEATS FINAL

T/Keeper 1	01:22.30	.....
T/Keeper 2	01:22.32	.....
T/Keeper 3	01:22.32	.....

OFFICIAL TIME \_\_\_\_\_

Timekeepers must not compare/discuss times. The only time an individual timekeeper can declare is that recorded on their own watch. However if one time is significantly different, the Chief Timekeeper may wish to examine the time on the watch to be satisfied with the operation of the watch and/or efficiency of the timekeeper operating the watch.

Timekeepers should clear their watches when they their time has been recorded or when the referee signals the swimmers for the next race by a short series of whistles. (SW 2.9.3)

If you do not have a swimmer in your lane during a race, you must always write **NO SWIMMER** clearly across where the times would have been written had there been a swimmer. This is to ensure that you do not inadvertently write wrong times down for future races.

## 9.5 CALCULATING AN OFFICIAL MANUAL TIME

At most galas, official manual times are calculated by the Gala Admin staff when required.

However, it is important to know how times are calculated to ensure a full understanding of the timekeeping process and, should it be necessary to use a fully manual process, such as in the event of a total failure of the electronic timing equipment.

To determine the official time for the swimmer, observe the following guidelines.

### **WHEN THERE ARE THREE (3) TIMEKEEPERS ON A LANE:**

If all three watches read the same time - that is the official time.

Timekeeper 1	01:18.38*	
Timekeeper 2	01:18.38*	
Timekeeper 3	01:18.38*	
Official Manual Time	01:18.38*	Three watches the same

If two watches are the same - that is the official time.

Timekeeper 1	01:14.62*	
Timekeeper 2	01:14.64	
Timekeeper 3	01:14.62*	
Official Manual Time	01:14.62*	Two watches the same

If all three-e watches differ - take the middle time - that is the official time.

Timekeeper 1	01:14.89	
Timekeeper 2	01:14.91	
Timekeeper 3	01:14.90*	
Official Manual Time	01:14.90*.	Middle Time of Three

### **WHEN THERE ARE TWO (2) TIMEKEEPERS ONLY ON A LANE:**

When both watches agree - that is the official time.

Timekeeper 1	01:09.01*	
Timekeeper 2	01:09.01*	
Official manual Time	01:09.01*	Both watches agree

When both watches differ: Take the average of the times- that is the official time.

Timekeeper 1	01:23.96	
Timekeeper 2	01:24.00	
Official Manual Time	01:23.98	average time

When both watches differ: Take the average of the times- that is the official time.

Timekeeper 1	02:46.53	
Timekeeper 2	02:46.58	
Official Manual Time	02:46.56	average time

If the average time is to 5/1000 of a second, round **up** to the next 1/100th of a second.

Of course, when there is only one (1) Timekeeper on a lane, that one time will be the official time to be given on the lane sheet.

Sometimes mistakes do happen: in unusual circumstances therefore, one of the times recorded may be disregarded, e.g. it may be far too fast or, it could be far too slow in comparison with the other time(s) for the lane. Inform the Chief Timekeeper if your watch failed at the start or finish or if watch is wrong.

## **9.6 OTHER DUTIES**

### **9.6.1 SPLITS - TAKING TIMES AT INTERMEDIATE DISTANCES**

Timekeepers may be instructed by the Chief Timekeeper to record “splits” at intermediate distances in races longer than 100mtrs. Some watches do not have facilities for “splits” and so this will normally be conducted by other officials using appropriate watches.

For completeness, the following information is provided for your information:

Pressing the “splits” button on your watch allows you to take the time of a swimmer at intermediate distances during a race, without stopping the full running time of the race.

Press the “splits” button when you actually see the swimmer touching the turning wall.

Record the time shown for the “split” on the lane sheet.

### **9.6.2 AUTOMATIC OFFICIATING EQUIPMENT (AOE)**

Automatic Officiating Equipment (AOE) is a system of electronic timing used for swimming events. The system is linked to the starting system and to the timing pads hung into the water from the pool deck.

The system starts automatically when the start signal is given, and is stopped automatically when the swimmer hits the pads firmly on completion of the race.

The system by being automatic is much quicker to start and more accurate than hand held digital watches. When in use, the times recorded by this system always take precedence over hand held watches. Sometimes however, the swimmers do not hit the pads hard enough and the system does not activate properly and does not record an accurate time.

### **9.6.3 SEMI-AUTOMATIC OFFICIATING EQUIPMENT OR TIMING DEVICES (e.g. DOLPHIN SYSTEM)**

A semi-automatic system starts automatically when the start signal is given, and is stopped manually by the timekeeper when the swimmer finishes the race.

The back-up button is connected to the AOE system. It is a cable with a button which is pressed at the end of the race at the same time as the stop watch is pressed. After you have pressed the button lay it down. A time is recorded in the AOE system.

The referee may have to refer to this recorded information, and therefore, it is essential that the timekeeper operates the back-up button effectively.

Some galas use the Dolphin semi-automatic timing system which is used at all galas when touch pads are not available or cannot be used. Prior to using this system, timekeepers should be familiarized with how it works and confident in using it correctly before going to any competition.

#### **9.6.4 LAP CARDS, BELLS and WHISTLES**

As in other sports, swimming also has longer races. In order to assist the swimmers to indicate of the number of lengths remaining to the finish, we operate “lap cards”.

Normally these cards are displayed at the turning end of the pool and are operated by the Turn Judge on each lane – odd numbers are displayed at the turns end. At some events however, the cards may be displayed at the starting end of the pool and it may be necessary for timekeepers to turn the cards as well as record the split times.

Each time a swimmer turns at the turns end they can see the card display for their own lane – typically the card is displayed from when the swimmer is 5m from the wall until 5m after they have left the wall.

The cards are changed to a lower number after the swimmer has had an opportunity to look at the card.

At the starting end of the pool, each swimmer is given a signal by ringing a bell or blowing a whistle when they have two lengths and five metres left to swim in events of 800 metres and 1500 metres.

Timekeepers may be requested by the referee to give this signal so, when there are such events you may be given a bell or a whistle.

Five metres from the end of the pool is shown in two different ways:

- Suspended over the whole width of the pool at five (5) metres from the end wall are the “backstroke indicator flags”.
- In the pool, modern lane dividers are coloured “red” from five metres out to each end wall.

When the swimmer in your lane still has two lengths and five metres to swim, i.e. gets to the red markers or swims below the indicator flags at your end of the pool, ring the bell or blow the whistle throughout, until the swimmer has completed the turn and passed the red markers or the flags after the turn.

### **9.6.5 SWIMMERS' TIMES**

Swimmers frequently ask timekeepers for their race time at the end of an event - this is particularly frequent in the younger age groups.

Every effort should be made to accommodate such requests provided that they are told that it is NOT the official time and that their official time will be that shown on the race results once these are published.

Some Galas upload results onto the Meet Mobile app. using the cellphone network. Please note that Meet Mobile times are NOT official until declared as such after the publication of the official results.

### **9.6.6 TIPS FOR TIMEKEEPERS**

- Do not cheer or coach swimmers during a race
- Please refer any questions to the Chief Timekeeper
- Know the distance of the event in the water
- Record the watch accurately
- Avoid the top of the timing pad if the AOE is in operation
- Only give information to the Chief Timekeeper or Referee (not Coaches or Team Managers)
- Check the swimmers name shown on the timecard or start
- Check the lane/event/heat.
- Check relay team lines and swimmers are swimming in the given order

## **9.7 CHIEF TIMEKEEPER**

### **Duties of the Chief Timekeeper:**

- Allocates each timekeeper to a lane. FINA require there should be three Timekeepers on each lane
- Provides:
  - each Timekeeper with a stop watch should they require one (The Timekeeper should check that it works trying 'start' 'stop' and 'reset'.)
  - cover or provide a reserve watch for a Timekeeper whose watch fails to start.
  - give another watch to Timekeeper whose watch has failed completely.
  - provide a lane sheet.
  - take the time of the fastest swimmer, but keep one watch running at least until the end of the race in case of failures. The Chief Timekeepers time should only be used if a failure of a watch occurs.
- After each event (when all heats have been completed) the Chief Timekeeper collects the time sheets from each lane

## 10 OFFICIALS POOL PLACING (50 Metre Pool)

The following diagram illustrates the pool equipment used on a 50m pool together with the placing of officials:

