



CITY OF PERTH SWIMMING CLUB

TIMEKEEPING GUIDELINE

Timekeeping is arguably the most important role at a meet. We owe it to our swimmers to record their times accurately, so they are correctly recognised for their performance. This guide is set out to outline and remind members and families of their timekeeping obligations as set out by the City of Perth Swimming Club Volunteer Policy.

Timekeeping and other volunteer duties at meets are allocated to all Clubs that have swimmers entered and the allocation is made by the Club hosting the meet. The number of volunteer duties given is dependent on the number of swimmers a club has entered into a meet. As the City of Perth Swimming Club is a large club, we are usually allocated several duties at meets.

If you have a swimmer that has entered a meet, you will generally be given a volunteer duty. These duties include: Volunteer Officer, Timekeeping; Result running; Medals; Refreshments; Pool Deck Accreditation; Selling Programme; and/or Reserves

If you are over 17 or an Open Swimmer and are a self-driver, you are still required to fulfil the timekeeping duties as allocated, even if your parent does not attend. If this is not possible then you must notify the Club Registrar well in advance of the meet's closing date for entries. Although encouraged to help at all meets their 17+ child competes in, parents of self-drivers will be allocated and expected to perform timekeeping duties at State Age and Open Championships and will be expected to be available for timekeeping in the event that their child has qualified for finals in the evening sessions.

Families will receive an email detailing their timekeeping allocations and a copy will also be published on the Club Website and the Members Only Facebook group, usually on the Thursday or Friday prior to the meet.

The Club Secretary will make every effort to allocate your time keeping slot while your child is swimming. Should you know in advance that you will have restricted availability for timekeeping or other duties, please email our Club Secretary and every effort to accommodate your request will be made.

Swaps can be arranged by utilising the Members Only Facebook group or emailing the Club Registrar secretary@perthcity.org.au. If you know in advance that you need to withdraw from a meet (either fully or partially), please notify the meet host as soon as possible in addition to our Club Meet Director via email.

If you have not withdrawn from a meet prior to the closing date, timekeeping duties will still be allocated to you, regardless if your child swims or not. Once the timekeeping rosters have been published, it is YOUR responsibility to arrange a swap or replacement for your allocated shift.

High School and University students aged 16 and over can gain community service hours and a Committee Member will gladly sign to acknowledge community service hours completed for the Club. If you are 16 and over and a High School student wishing to complete volunteer hours, please email your availability to the Club Secretary.



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How to Time keep

Swim meets can be judged and timed using Automatic Officiating Equipment (AOE) together with Semi-Automatic Timing (SAT) as back-up. Both are initiated electronically by the starting device and the AOE is stopped by the swimmer activating a touch pad.

The Timekeepers stop the SAT equipment by pressing the hand-held buttons on their lane the instant any part of the swimmer's body contacts the finish wall. The buttons are connected to the SAT equipment console. The manual times the Timekeepers take using the SAT buttons are used as a back-up in case of an AOE malfunction, such as when the swimmer's touch fails to activate the touch pad.

Due to your reflex differences there will be small variations between the manual times you take and those recorded on the AOE. When AOE is used, the placing and times recorded on that equipment prevail over manual results, except when the Referee may be required to make a decision in accordance with the Rules of Swimming - which also cover the adjustment procedure that is to be followed.

SAT equipment has been approved by FINA for world record purposes when used as backup to the AOE and the AOE fails or fails to record a time, provided that 3 timekeepers take the time of the record breaker.

To ensure a proper view of the finish, Lane Timekeepers must stand:

- (a) at the finish end,
- (b) of the lane of the swimmer that they are timing,
- (c) directly over the top of the lane, and
- (d) looking down the face of the wall.

The implication is that if the swimmer is finishing in a different lane to their starting lane, Lane Timekeepers need to move to that lane in order to be over the top of the lane and take the time correctly.

Note: You cannot accurately take the time from the side of the pool.

Timekeepers should stand and move forward together, into their position to observe the finish, as the leading swimmer in an event reaches the fifteen (15) metre point from the finish (the false start rope).

To avoid anticipating the finish, Lane Timekeepers are advised to watch the swimmer until approximately five (5) metres from the finish (the backstroke flags) and then look down the face of the finish wall.

Wait for the swimmer to swim into your field of view and then stop the stopwatch as soon as any part of the swimmer's body makes contact with the finish wall. Once you have taken the time, you should return to your chair/position in readiness for the next race.



We are grateful for the efforts of all our volunteers.