

SNC CHIEF TIMEKEEPER'S BRIEFING SHEET

Watches all work, or is the meet using electronic timing devices?.

Checklist of events. Any relays, 25m, 50m, 800m, 1500m.?

Meeting with Referee

Do Timekeepers record official times on cards?

Arrange signals for 25/50M

Will there be two swimmers per lane for distance events?

Where do you want the official time for the first leg of the relays written?

Need to appoint relay takeover judges?

Briefing of Timekeepers

Introduce yourself, assistant, Starter

Do you have enough Timekeepers?

Put apprentice Timekeepers with experienced ones

Do you have enough Qualified Head Timekeepers? If not let the Referee know.

Discuss operations of watches

If electronics or plungers are used, review the procedure for their use.

Reminder: the start is connected electronically with the starter's device; only the depression of the plunger stop button is required when the swimmer completes the race.

Have Starter begin watch check (let watches run for a full minute). While waiting, carry on with list.

Cards – ensure correct name, heat, lane.

Times – Yes or No for official times on cards – Record times to the 1/100 – correct location on card for heats, finals, or timed finals.

Splits – Where, bells for 800M and 1500M

Light Touches – where recorded and who to notify

Relays – swum in correct order, first leg will require all Timekeepers to take a time. It is an Official time. Where to write it?

Have Starter end watch check – ensure all Timekeepers have a similar time

Procedure and time to report on deck – have fun!

Take extra watches and pencils on deck with you