Chief Time Keeper Duties

Before Briefing
- Mark programme with lane draw.
- Check programme and mark any 25m events (single length) **or** end changes.
- Consult with referee(s) over any special instructions for the event timings; e.g. split times required.
- Collect list of timekeepers or for league check that each club has provided 2 time-keepers.
- Allocate lanes if not already pre-allocated.
- Issue heat start lists / time recording slips / time cards if necessary.
- Check both personal stop watches are working.

During Briefing
- Welcome time-keepers to the competition and introduce yourself and co-chief.
- Inform timekeepers of lane allocation.
- Check watches. Do they start / stop / split / reset? Are they accurate ?
- Does everyone have programme or document to record their own manual times.

Instructions to be given to Timekeepers
- Check that you have the correct swimmer for each event/heat/lane.
- If cards being used check that the name of the swimmer is the same as on the card.
- Record your own time on your own programme and/or onto the reverse of the time slip / card/ using ball point pen. Make sure that lane number and event number are added.

When there are 2 timekeepers per lane:-
- Both times are to be recorded on the reverse of the time slip/card.
  The average time is to be recorded on the front of the official time slip.

In the event of split times being taken:-
- Only one time-keeper is to take split times; the times must be recorded on the back of the swimmer's card or split sheet if supplied.
- Reset watches on the short whistle blasts from the referee.
- Inform time-keepers of any 25m events / end changes. Check that programmes are marked
- To allow the swimmer(s) to have the maximum opportunity to concentrate on their event instruct officials to not engage in conversation with them other than to ensure that you have the correct swimmer for the event. However, if the swimmer(s) wish to talk with you, that is fine.

If AOE is in use
- One timekeeper to operate the button for semi AOE.

During event
- Start you own watch(es) on the start signal.
- Look out for any timekeepers signalling problems with watch.
- Record the time of the first and last swimmer in each race.

After event - Manual timings:-
- Collect time slips, sort into time order and report to the referee for placing to be agreed.
- Hand cards and placing slip to recorder or runner.

After event AOE in operation:-
- Collect manual times if requested by referee.
- If a cardlessgala present AOE slip to referee for checking otherwise -
- Collect cards (if issued) during event.
- Sort cards into place order when referee reads out result.
- Write times on card (in electronic timing space) as referee reads them out.
- Read back times to referee.
- Put cards into place or lane order as required by recorder.
- Hand cards to recorder / runner.

After Gala
- Thank timekeepers for their help.