



AMATEUR SWIMMING ASSOCIATION

JUDGES TRAINING COURSES MEET MANAGEMENT & TIMEKEEPER



COURSE OUTLINE

- Attributes of good judge
- Certification requirements
- Management of Competitions
- Officials roles
- Seeding
- Timing systems
- FINA Rules – Timekeeper
- FINA Rules – Timing Seeding
- Procedures
- Records
- Evaluation



ATTRIBUTES

- Willing to learn
- Knowledgeable
- Honest
- Fair
- Open minded
- Objective
- Polite
- Nice
- Dedicated
- Good Communication skills
- Confident



CERTIFICATION

THREE LEVELS

- **Progression based on training and experience**
- **Level 1 – Club/School Competition** - the official must have attended the training sessions/clinics, completed the exams and completed the required deck time under supervision.
- **Level 2 – Championship/International Competition** – Official must have completed the requirement for Level 1, and acted in the position at a Championship or International Competition, under supervision for 24 hours deck time.
- **FINA** – Meets FINA's requirements and must be recommended by the ASAJ.



CERTIFICATION REQUIREMENTS

- Initial:
 - Be at least 11 years old
 - Complete ASAJ Timekeeper course or a course sanctioned by the ASAJ
 - Take and pass the written timekeeper test
 - Apprentice at three (3) sessions with satisfactory performance
- Re-certification
 - Work at least two (2) complete sessions at two (2) meets each year as Timekeeper



SWIMMING OFFICIALS

- Referee
- Control Room Supervisor
- Stroke of Judge
- Starter
- Chief inspectors of Turn
- Inspectors of Turn
- Chief Recorder
- Clerks of Course
- False Start Rope Personnel
- Announcer



MEET MANAGEMENT

PRE MEET

SUMMONS
PUBLISHED

ENTRIES
SUBMITTED

ENTERED
IN MMGR

MMGR DATA
CHECKED

DAY OF MEET

POOL
CONFIGURED

MEET DOCS
PRINTED

EVENTS
TO TIMER

PROGRAMS
PRINTED

REFEREE
CHECKS CONFIG

OFFICIALS
BRIEFING

OFFICIALS
SEATED

CONDUCT
MEET

POST MEET

CHECK
RECORDS

POST
RESULTS

OFFICIALS
DEBRIEF

CHECK
RESULTS

1 HR B 4 START

5 MIN B 4



FINA RULES

- Rules in FINA Handbook assume a championship (Olympics) format
- SWAG 1 – allows the ASAJ to develop rules for Age Group Swimming
- Judges must know how to officiate at all types of competitions
- Learn more online!



TIMING SYSTEMS

- Automatic (electronic)
 - Starts automatically when starter gives signal
 - Time recorded automatically when swimmer touches pad
- Semi-automatic (considered to be a watch)
 - Starts automatically when starter gives signal
 - Stops when timekeeper pushes button, or
 - Camera system records touch
- Stop Watch (manual)



TIMING SYSTEMS

- Starter unit sends signal directly to electronic timer when activated by the Starter. Starter unit may be:
 - A Gun (like track)
 - Electronic
- Uses sound and strobe to signal swimmer
- Why Strobe (light)?
 - Light travels faster than sound!
 - Deaf swimmers can see strobe.



FINA RULES - SW 2.8

“TIMEKEEPERS”

- Shall take time of swimmer in assigned lane
 - May be watch only, button only or combination
 - Normally three timekeepers for each lane
- Shall start watch at the starting signal
 - Start watch when you see strobe (if you don't see it, start on sound)
- Shall stop watch (and/or press button) at the end of the race
- May be asked to take split times (50 & 100 M)



FINA RULES - SW 2.8

“TIMEKEEPERS”

- Shall PROMPTLY record time (develop rhythm)
- May be asked to show watch e.g. in the event of a record
- Clear watches when Chief timekeeper says/screams/yells “clear watches”
- Use full complement of timekeeper at Championship Competition and if record may be set



RULES OF THUMB

- Always check your watch after each action e.g.
 - After start (running)
 - After “clear watches” (watch reads zero)
 - Periodically during the race
- Always start your watch, whether you have a swimmer in your lane or not (Chief Timekeeper may need to move you if another watch does not start or malfunctions).
- Button is only pushed at end of race
- Know the length of race!



FINA RULES SW 11

“TIMING”

- SW 11.1
 - Automatic timing shall be used to determine winner, placing and time for each lane (automatic has precedence over Semi-Automatic and timekeeper)
 - If the automatic systems has CLEARLY failed, the timekeepers recordings shall be used
 - If the automatic timing fails, use the semi-automatic (button) time. If semi-automatic times are not available, use watch times



FINA RULES SW 11

“TIMING”

- SW 11.2
 - Times shall be recorded and displayed to 1/100th of a second
 - Ignore the last digit if watch indicates 1/1000th of a second (don't round up or down)
 - Watch must be digital
 - All swimmers with the same time shall be accorded the same placing



FINA RULES SW 11

“TIMING”

- SW 11.3
 - Any device that is terminated by an official shall be considered a “watch”
 - Watches shall be certified (normally checked during session briefing)
- HOW ARE WATCHES CHECKED?**



FINA RULES SW 11

“TIMING”

- SW 11.3 (Official manual times)
 - If two of the three watches record the same time and the third disagrees the identical time shall be the *official time*

OFFICIAL TIME

1:25.42 1:25.45 1:25.42 = 1:25.42



FINA RULES SW 11 “TIMING”

- SW 11.3 (Official manual times)
 - If all three times disagree, the watch recording the intermediate time shall be the *official time*.

OFFICIAL TIME

1:25.42

1:25.45

1:25.36

=

1:25.42



TWO WATCHES - ASAJ

- If only two watches are available, the average of the two times shall be the official time.

OFFICIAL TIME

$$1:25.42 \quad 1:25.36 \quad = \quad 1:25.39$$

**HOW DO YOU DETERMINE THE
OFFICIAL “BUTTON TIME”?**



FINA RULES SW 11

“TIMING”

- SW 11.4 (Disqualification)
 - If swimmer is disqualified, results should not show time
- SW 11.5 (Relay disqualification)
 - Results may show legal splits (up to DQ)
- SW 11.6 (Splits)
 - If available, 50 and 100 M splits should be recorded and published in results (records)



SW 3 - SEEDING

- Seeding – the process used to determine the heat and lane for each swimmer
- Entries
 - Swimmers should submit best time in last twelve months
 - Entries without times will be considered “*no time*” (NT) and will be placed at the end of the list



SW 3 - SEEDING

- All FINA Competitions are heat and finals or, *Heat, Semi's and Finals*.
- AGE Group Swimming uses this and other formats as determined by the meet organizers e.g.:
 - *Timed Finals*
 - Dual Meets (generally alternating swimmers from each team)
- There shall be a minimum of three swimmers in a heat



SW 3 - SEEDING

- Seeding Heats , Semis & Finals (*circling* seeding)
- 8 or fewer swimmers entered
 - Swim as a final
- 8 – 16 swimmers
 - Seed fastest swimmer in 2nd heat, next fastest in 1st, next in 2nd etc.
- 16 – 24 swimmers
 - Seed fastest swimmer in 3rd heat, next fastest in 2st, next in 1st , next in 3rd etc.



SW 3 - SEEDING

- More than 24 swimmers
 - Circle seed the 24 fastest swimmers
 - Place the next 8 fastest in the preceding heat etc.
- Lane Order
 - Fill heats in the following order:
 - 4, 5, 3, 6, 2, 7, 1 then 8

Remember – minimum 3 swimmers in a heat!



SW 3 - SEEDING

- Seeding Timed Final Events
 - Place eight fastest swimmers in last heat
 - Next fastest eight in proceeding heat etc.
 - Remember - a minimum of three swimmers in a heat



SEED THIS EVENT

Seed this race – 8 Swimmers

~~23.53~~ ~~25.12~~

~~24.45~~ ~~34.85~~

~~24.24~~ ~~25.02~~

~~23.65~~ ~~23.09~~

1. 25.12

2. 24.45

3. 23.65

4. 23.09

5. 23.53

6. 24.24

7. 25.02

8. 34.85



SW 3 - SEEDING

COMPLETE EXAMPLES NOW



Judge Positions

- A full complement of timekeepers would include:
 - Chief Timekeeper
 - Chief Lane Timekeeper (1 per lane)
 - 2 additional Timekeepers per lane
 - 2 Reserve keepers



CHIEF TIMEKEEPER

- Take time of first placing/record
- Know method of start
- Know your equipment
- Perform watch check during briefing
- Handle watch failures
- Reset watches
- Report inefficiencies



CHIEF LANE TIMEKEEPER

- Check event/heat/lane is recorded
- Record watch times
- Determine Official lane time
- Ensure results get to Recorders
- Report irregularities to Chief Timekeeper



TIMEKEEPER

- Start watch for every race
- Monitor watches for accuracy and reliability
- Record swimmers time (in your lane)
- Remain focused
- Read watch time
- Check swimmers name
- Notify Chief Timekeeper any irregularities



RECORDING TIMES

- The Meet Organizers will provide one of the following to record the watch times:
 - Meet Programme
 - Lane Sheets
 - Deck Cards
- Chief Lane Timekeeper will record all watch times in appropriate space and determine official time.



PROCEDURES

- OFFICIALS ARE TO BE SEEN AS UNBIASED – DO NOT CHEER FOR ANY SWIMMER (INCLUDING YOURS)
- STAY FOCUSED – YOUR ERROR MAY AFFECT A SWIMMER
- IF YOU ARE IN DOUBT – BENEFIT GOES TO THE SWIMMER!



PROCEDURES

- One (1) watch per timekeeper
- One (1) button to timekeeper
- One timekeeper may have one (1) watch and one (1) button (never two watches or buttons)
- When automatic timing equipment is not available, three Timekeepers per competitor are required



PROCEDURES

- PRE SESSION
 - Report to Meet Referee 30 minutes before start of session
 - Chief timekeeper will assign lane
 - Check watch operation
 - Be familiar with your watch (start, stop, splits & reset)
 - Get familiar with scheduled events
 - Await Chief Timekeeper/Referees briefing
 - Await parade if applicable



PROCEDURES

- THE START
 - Reset watch when Chief Timekeeper says “clear watches” or when Referee blows second whistle.
 - Stand at start of race (when second whistle blown)
 - Buttons are not pressed at start of race!
 - Sit after race starts
 - Make record of laps swum by swimmers (especially in 800 and 1500 M events)



PROCEDURES

- THE FINISH
 - When swimmer is at the 15 M mark, get up and move to the *pool edge (look down face of wall)*.
 - Stop watch (press button) when swimmer touches wall (pad) – any part of swimmer
 - Don't anticipate finish
 - Return to seat / record time / prepare for next heat
 - Do not let swimmers distract you – STAY FOCUSED!
 - Make a note of soft or late touches



PROCEDURES

- Failures or Malfunctions
 - If watch does not start or fails – Chief Lane Timekeeper should raise hand to signal Chief Timekeeper.
 - Will replace the Timekeeper with a reserve or someone from an empty lane.
 - Chief Lane Timekeeper should check swimmers name before or after race (including relay swimmers) – if different, advise Chief Timekeeper (who will notify Referee)



PROCEDURES

- POST SESSION
 - Prepare for parade (stand at Referee whistle)
 - Turn watches off (if applicable)
 - Sign out
 - Await debrief

GREAT JOB!



RECORDS

- MUST BE SWUM IN APPROVED POOL
(Correct dimensions etc.)
- Meet/Race must be sanctioned (to ensure that approved rules are applied)
- Age Group Records (local) – approved by the Federation (ASAJ Council)
- World Records – approved by FINA



RECORDS

- Record will only be recognized if time is reported by Automatic or Semi-Automatic Timing equipment (three timekeepers)
- Times swum in the first leg of a relay may be considered for record (automatic timing)
- Referee, Starter and Chief Timekeeper signs certificate to indicate that conditions for accepting a record existed when the record was set.



EVALUATION

- Knowledge of Rules – Degree of knowledge of current FINA rules
- Position/ Control
- Alertness – aware of meet progress and swimmers – does not allow outside distraction to interfere with performance of duties.
- Attitude/Poise – supportive of swimmers – works well with others – maintains friendly, calm, non-combative attitude even in stress situations
- Reliability – can be counted on. Shows up when expected. Keeps meet management informed



EVALUATION

- Poor – Does not meet minimum standard for this position. Needs additional training under supervision.
- Fair – Adequate. Meets minimum standards but needs additional deck experience in this position.
- Good – Meets all the standards for this meet level.
- Very Good – Exceeds standards for this meet level. Makes additional positive contributions. Would qualify for more senior level meets.
- Excellent – superior performance well beyond standards. Makes additional positive contributions. Considered qualified for international meets



NEXT TIME?

ANY QUESTIONS?

Scheduled Clinics:

January 27

March 3

March 31