



## INSTRUCTIONS FOR TIMEKEEPING

Thank you for volunteering to assist with this important task.

**These instructions are for Manual stopwatches only**

1. Before the Meet starts, check your stopwatch is functioning correctly.

**Start/Stop    Right Button**  
**Reset            Left Button**



2. When the whistle blows, check the stopwatch zeroed. (By pressing the reset button)
3. Start the stopwatch on the starter's light or sound and then check the stopwatch is running. If there is a problem, raise your hand and attract the attention of the Chief Timekeeper, who will give you a spare functioning stopwatch.
4. When your swimmer nears the flags move forward to the edge of the pool or stand on the raised ledge where you have a clear view of the wall. Stop the stopwatch when any part of the swimmers' body touches the wall at the end of the race (if they fail to touch, do not stop the stopwatch, and advise the Chief Timekeeper or Referee).
5. Take your seat again and record the time (s) next to the swimmers' name in your program (when there are three timekeepers, the middle time is the official time so put a tick next to that one).
6. Reset the Stopwatch to zero as the whistle goes for the next race. (By pressing the reset button)

### Points to remember

Refrain from watching swimmers in other lanes, accuracy depends on you concentrating on the swimmer in your lane.

Don't anticipate a touch, a good method is to watch the wall and not the swimmer.

Don't give swimmers their times, they may be amended.

Don't leave your post unless the Chief Timekeeper gives approval

**We hope you enjoy your involvement in the sport of Swimming**



## INSTRUCTIONS FOR TIMEKEEPING

Thank you for volunteering to assist with this important task.  
**These instructions are for the Dolphin System stopwatch only**

1. Before the Meet starts, check your stopwatch is functioning correctly it should be set to 0:00.0. if it is still timing inform the Chief Timekeeper or Referee.
2. Buttons on the Dolphin Timing watch are different to a manual watch.  
**Start**      **You do not need to press any of the buttons.** These stopwatches start automatically on the starting signal. After the starting signal check your watch is running if not raise your hand inform the Chief Recorder or Referee.  
**Stop**      **Right Button or Left Button on the unit**  
**(you only need to press one of the buttons not both)** the recorded time is automatically captured by the recorders so there is no need to record the time from these watches.  
**Reset**      **Centre Button (You do not need to touch this button at anytime during the meet)** These stopwatches are reset by the Starter from their control unit. Check your stopwatch is set to 0:00.0. before the start of the next heat (when the starter says Take Your Marks) if it is still timing raise your hand and inform the Chief Timekeeper or Referee.
3. If at any time during a race you notice your watch has stopped or you accidentally press one of the buttons on the side just press the button again and the watch will automatically start again and increment the time so at the end of the race you know the time will be correct.
4. When your swimmer nears the flags move forward to the edge of the pool or stand on the raised ledge where you have a clear view of the wall. Stop the stopwatch when any part of the swimmers' body touches the wall at the end of the race (if they fail to touch, do not stop the stopwatch, and advise the Chief Timekeeper or Referee).
5. You may also find that meets that use the Dolphin Timing system will also have one manual stopwatch so you may have to use both watches at the same time. Don't worry about this (believe it or not once your dominant hand presses the button it's almost an automatic reaction that the less dominant hand reacts the same way).





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