British Swimming Officials
Record of Mentoring – Timekeeper

Name _____ **Gala** _____

Date _____ **Venue** _____

Mentors Observations Checklist	✓
General	
Dressed appropriately.	
Able to make their decisions autonomously and independently.	
Undertakes their duties in accordance with FINA Rules.	
Performs their duties competently and efficiently.	
Creates a positive attitude and atmosphere.	
Demonstrates appropriate communication with swimmers and colleagues.	
Has the ability to judge their own performance, identify strengths and weaknesses, plan ahead and to address any issues.	
Appears decisive in their decision making.	
Is able to identify and report any inappropriate behaviour to the Referee.	
Is aware of relevant GB protocols.	
Has an awareness and knowledge of both Health & Safety and Child Protection Issues.	
Timekeeper / Inspector of Turns specific	
Stands on the long whistle and starts their watch on the starting signal.	
Stops their watch when the swimmer touches the wall.	
Records the time accurately on the report sheet provided.	
Resets their watch at the appropriate signal/time.	
Understands the procedures in event of a watch failure.	
Accurately completes a Disqualification Report if required.	
For 800/1500m events displays the number of lengths by competent use of lap counters.	
Competently gives the warning signal in 800/1500m events to their swimmer.	
Competently judges a relay takeover.	
Positions themselves to view the start, finish and turn up to the completion of the first arm stroke	
Chief Timekeeper specific	
Delivers a briefing to timekeepers, ensuring instructions are given in full, are understood and conducts a watch check.	
Allocates the timekeepers to their lane, if appropriate.	
Distributes the lane timer sheets/timing slips to each timekeeper.	
Obtains manual times promptly as required.	
Collects the time cards after each heat, places them in time order and hands them to the appropriate official (If not applicable, demonstrates an understanding of the process).	
Collects the lane timer sheets at the conclusion of the session and hands them to the Control Room Supervisor.	