

## Becoming a Timekeeper

Timekeeping is the first stage in becoming a swimming official, and anyone aged 14 or above can complete the training. Timekeepers play an important role in enabling clubs to attend local galas and run club championships. Please help to support LPSC by training as a timekeeper.

You will need a Swim England membership number to get started – if you don't have one, please email me with your date of birth, and you should receive your membership number within a few days.

The Swim England timekeeping course is on-line and can be booked onto by clicking [here](#) or by accessing this page: <https://www.swimming.org/ios/course/3847>

The course information states that it takes 1 – 1.5 hours, but it will probably take you less than an hour.

LPSC is happy to refund the course costs (currently £5) as soon as you are fully qualified (theory and practical completed). **Please send me evidence of your payment (as evidence for the club's accounts) or we may not be able to refund you.**

Once you have completed the online learning, please let me know. You will need to upload your timekeeper theory certificate via the Swim England website.

Log in at [https://swimmingresults.org/member\\_options/](https://swimmingresults.org/member_options/)

Choose the following options:

“View or upload a certificates to be added to your membership record click [here](#).”

“You can view and upload certificates here, click [here](#) to upload a new certificate.”

Select the certificate type

Click “Select Certificate”

Alter the “Valid from” date to the date on your certificate – **this is important!**

Then choose and upload your certificate

Within a week you should have received an email along the lines of:

Your Swimming\_Timekeeper\_Theory certificate uploaded on \*\*\*date\*\*\* has been accepted.

It may take up to one hour for this to be visible on your membership record.

Kind regards

Membership Services

Please forward this email to me, so that I know your training has been accepted.

PTO

To complete your qualification, you need to be assessed in the role of timekeeper at an event, and signed off by a licensed referee (or a J2S swimming judge acting as the referee). This is a very low-stress assessment, and just checks that you are recording times which are close to those of the other timekeeper(s) in your lane (ideally within @ 0.3 seconds). Please get in touch with me beforehand, so that I can send you the sign-off sheet which you will need on the day.

The completed timekeeper practical assessment form should be uploaded at [https://www.swimmingresults.org/member\\_options/](https://www.swimmingresults.org/member_options/) as above, under the option Swimming\_Timekeeper\_Practical. Please forward me the email confirmation as before.

### **You will then be a fully qualified timekeeper!**

In due course you will need to buy yourself a stopwatch, but nothing fancy (you won't need lap / split times unless you go on to be a judge). For your first couple of galas we can lend you a stopwatch – but let me know if you'll need one bringing along.

You should ideally wear “whites” as described in the theory course (essentially a white polo shirt and white trousers / shorts / skirt). However, don't worry about this unduly, and just wear the closest you can to the requirements. Referees should be pretty relaxed about what officials are wearing until level 3 competitions (which timekeepers aren't allowed to work at anyway).

Once you are qualified, you will also find that timekeepers are asked to monitor swimmers' turns. The rules of the various stroke turns are not covered in the basic timekeeper training, but I can give you written guidance before you attend a gala. This part of the role will give you an insight into the next stage ... if you're interested ... becoming a swimming judge!

We very much hope that you will enjoy the experience of being a timekeeper, and consider progressing to judge level 1 training.

Many thanks,

Rachel McLaren

Officials co-ordinator for LPSC and judge level 2

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