

**TIMEKEEPER, MARSHAL & SAFETY MARSHAL (LEVEL 1) QUESTIONNAIRE**

*Please circle the true statement(s) or fill in the appropriate answer(s).*

*There may be more than one true statement for each question.*

1. The correct dress for Officials is:
  - a their own club T-shirts;
  - b matching shirts, if provided by meet management;
  - c all white clothing;
  - d shorts or tennis skirt.
  
2. Before a meet, you should report to the designated officials' area:
  - a in time for the first race;
  - b at the time requested by the meet manager;
  - c two hours before the start of the meet;
  - d 45 minutes before the start of the meet unless otherwise instructed.

**TIMING**

3. After signing out your manual digital watch, you should:
  - a secure the lanyard around your neck;
  - b make sure the batteries are charged and video display works;
  - c test operational features (start, stop, split etc.);
  - d place the watch in your pocket or purse.
  
4. Ideally, as a timer you should be stationed:
  - a on the deck at the finish end of your assigned lane;
  - b on the side deck, midway along the pool;
  - c in the bleachers, at the finish end of the pool.
  
5. If a swimmer reports to your lane after the race is under Starter's orders, you should:
  - a wait until the race has started and then inform the Referee through the Chief Timekeeper;
  - b wave your hands and shout to get the Starter's attention;
  - c put the swimmer into the next available empty lane;
  - d direct the swimmer to wait and not interrupt the start.
  
6. As soon as you become aware that you have a swimmer in your lane with an incorrect time card (wrong name, lane, heat etc.), you should:
  - a inform the Referee and/or Chief Timekeeper;
  - b adjust the time card;
  - c do nothing;
  - d inform the Chief Finish Judge.
  
7. At the commencement of the race, you should start your watch:
  - a at the sound of the gun;
  - b at the flash of the gun;
  - c when the swimmer leaves the block;
  - d at the sound of the horn;
  - e at the flash of the strobe light on the automatic system;
  - f whether your lane is occupied or not.
  
8. When starting or stopping a manual digital watch, you should:
  - a swing it in an arc;
  - b snap your wrist as you depress the button;
  - c hold it firmly and motionless;
  - d use the same finger to start and stop it.

9. If you missed a start, or the watch malfunctions during a race or you failed to get a finish time, you should:
  - a report to the Chief Timekeeper;
  - b record the same time as another timer on your lane;
  - c record NO TIME (NT) for your watch;
  - d record an estimated time;
  - e record the time on the automatic system score board.
10. For the finish of a race, you should position yourself:
  - a looking down over your lane, at the finish end of the pool;
  - b with your foot on top of the touch-pad;
  - c seated behind the starting block of your assigned lane.
11. When the required distance has been completed, you should stop your watch when:
  - a the swimmer's hand touches the end wall of the pool;
  - b any part of the swimmer's body touches the end wall;
  - c any part of the swimmer's body passes through the vertical plane of the end wall;
  - d the swimmer makes contact with the touch-pad;
  - e the swimmer touches with one hand on the breast stroke.
12. If the swimmer in your lane does not finish the required distance, you should:
  - a report DID NOT FINISH (DNF) on the time card;
  - b record what time the swimmer left the water;
  - c record what time the swimmer stopped swimming.
13. If your manual digital watch reads two minutes, ten seconds and one-one hundredth, the correct time to record on the time card is:
  - a 2:10.01
  - b 2:10.0
  - c 2:10
14. Rewrite the following times in the correct numerical form:
  - a one minute, two and ten one-hundredths seconds;
  - b four minutes thirty-six hundredths of a second;
  - c two minutes and one second;
  - d thirty four point two-five seconds;
  - e one minute, fifteen and forty-three hundredths of a second.
15. If the swimmer in your lane is disqualified for any reason, you should:
  - a record his finish times on the time card anyway;
  - b tell the swimmer his finish time but not record the times on the card;
  - c record the time when the disqualification took place.
16. The lower left-hand portion of the card should be used for:
  - a preliminary heats;
  - b time final heats;
  - c finals;
  - d split times.
17. When three watches are being used on one lane, the official time is:
  - a the average time of all three watches;
  - b the intermediate time if all three watches differ;
  - c the common time if two watches are identical.

18. When two watches are being used on one lane, the official time is:
- the average time of the two watches, to the slower hundredth;
  - the faster of the two watches;
  - the slower time of the two watches.
19. Determine the official time for each of the following sets of manual digital watches on one lane:
- |   |         |         |                         |
|---|---------|---------|-------------------------|
| a | 52.32   | 52.32   | 52.13                   |
| b | 4:51.12 | 4:51.19 |                         |
| c | 56.46   | 56.81   |                         |
| d | 2:59.93 | 2:59.80 | 3:00.06                 |
| e | 54.21   | 54.16   | 54.39                   |
| f | 1:02.43 | 1:02.18 |                         |
| g | 59.89   | 1:00.03 |                         |
| h | 2:07.21 | 2:06.95 | 2:07.12 CT              |
| i | 4:21.06 | 4:20.97 | 4:21.18      4:20.91 CT |
20. The correct time to clear your watch is:
- when your Chief Timekeeper tells you;
  - if you are not instructed, then when the Referee blows his/her whistle, to put the swimmers on the blocks;
  - when the Starter says "take your marks";
  - after your time is recorded on the time card;
  - whenever your time is substantially different from the other timers.
21. When judging relay takeovers, your duties are to:
- observe the "touch-out" and "take-off" of relay team members in your lane;
  - after consultation with the Referee/Chief Timekeeper disqualify teams as appropriate;
  - not touch any swimmer while he is on the starting blocks;
  - report disqualifications through the prescribed channels;
  - inform offending team members immediately of their disqualification (prior to informing the Referee);
  - consider a relay take-off to be fair if a swimmer who starts early returns to touch the wall before swimming his leg.
22. Until the touch-out of one relay team member, the next swimmer on the team:
- may be in motion;
  - must be absolutely motionless;
  - must maintain contact with the starting block.
23. If you are appointed the Head Lane Timekeeper, your duties shall be to:
- determine that the correct swimmer is in your lane;
  - ensure that split times are recorded correctly;
  - report light touches to the Chief Finish Judge;
  - act as Relay-Take-Over Judge if so directed;
  - disqualify swimmers who false start.
24. When ringing the bell lap, you should:
- ring the bell as the swimmer approaches the wall (from backstroke flags to the wall and back);
  - ring the bell over the right hand lane rope;
  - ring the bell throughout the last lap of the race;
  - ring the bell after consultation with the Referee & Chief Timekeeper.

25. The time taken by the Chief Timekeeper should be included on the time card for your lane:
- always;
  - only if it is different from the others;
  - whenever there are fewer than three good times for your lane;
  - only if your swimmer won his heat.
26. The "official time" is written on the lane card only when:
- electronic timing is in use;
  - manual watches are used as the primary timing system;
  - there are preliminaries and finals;
  - all events are timed-finals;
  - when instructed by the chief timekeeper.

#### Marshal (Assistant to the Clerk of Course)

27. The duties of the Marshal are to:
- assist the Clerk of Course in all matters relating to those duties;
  - supervise and control the marshalling area and working deck;
  - report undisciplined acts to the Clerk of Course;
  - be deputy Clerk of Course;
  - report observed stroke infractions to the Referee.
28. The intent of the rules of seeding and lane assignments is to:
- allow faster swimmers to swim in the centre of the pool, where the water is faster;
  - require the slower swimmers to swim in the outside lanes where their strokes can be more effectively judged;
  - ensure that no swimmer is more than half the width of the pool away from the fastest entered swimmer in the heat;
  - ensure that no two swimmers from the same club swim in adjacent lanes.

#### Safety Marshal

29. The Safety Marshals' responsibilities include:
- being in charge of the deck from the start of the warm-up until the pool is cleared for the start of the meet;
  - monitoring warm-up procedures to ensure that they meet safety rules;
  - ensuring the officials are on deck for the start of the meet;
  - ensuring that no diving takes place until the proper time and in the proper lane(s);
  - ensure the swimmers enter the pool in a safe manner;
  - ensuring that only the appropriate equipment is used by swimmers during the warm-up.
30. The Safety Marshals' area of responsibility includes:
- the portion of the pool/deck assigned to them by the Referee/Meet Management;
  - the change rooms;
  - the entire deck during warmups.
31. If the Safety Marshal(s) observes an infraction of the safety rules:
- inform the swimmer of the breach of the safety rules;
  - remove the swimmer from the warm-up and escort him/her to their coach;
  - remove the swimmer from the meet;
  - inform the Referee of any safety infraction.

**LEVEL ONE ANSWER SHEET**

*Please circle the true statement(s) or fill in the appropriate answer(s). There may be more than one true statement for each question.*

- 1. a      b      c      d
- 2. a      b      c      d
- 3. a      b      c      d
- 4. a      b      c
- 5. a      b      c      d
- 6. a      b      c      d
- 7. a      b      c      d      e      f
- 8. a      b      c      d
- 9. a      b      c      d      e
- 10. a      b      c
- 11. a      b      c      d      e
- 12. a      b      c
- 13. a      b      c
- 14. a \_\_\_\_\_ b \_\_\_\_\_ c \_\_\_\_\_ d \_\_\_\_\_ e \_\_\_\_\_
- 15. a      b      c
- 16. a      b      c      d
- 17. a      b      c
- 18. a      b      c
- 19. a \_\_\_\_\_ b \_\_\_\_\_ c \_\_\_\_\_ d \_\_\_\_\_ e \_\_\_\_\_ f \_\_\_\_\_ g \_\_\_\_\_ h \_\_\_\_\_ i \_\_\_\_\_
- 20. a      b      c      d      e
- 21. a      b      c      d      e      f
- 22. a      b      c
- 23. a      b      c      d      e
- 24. a      b      c      d
- 25. a      b      c      d
- 26. a      b      c      d      e
- 27. a      b      c      d      e
- 28. a      b      c      d
- 29. a      b      c      d      e      f
- 30. a      b      c
- 31. a      b      c      d