

**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.*

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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 heat 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. 2:1 0.01
  - b. 2:10.0
  - c. 2:1 0.1
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:
- a. the average time of the two watches, to the slower hundredth;
  - b. the faster of the two watches;
  - c. 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:

- a. when your Chief Timekeeper tells you;
  - b. if you are not instructed, then when the Referee blows his/her whistle, to put the swimmers on the block;
  - c. when the Starter says "take your marks";
  - d. after your time is recorded on the time card;
  - e. whenever your time is substantially different from the other timers.
21. When judging relay takeovers, your duties are to:
- a. observe the "touch-out" and "take-off" of relay team members in your lane;
  - b. after, consultation with the Referee/Chief Timekeeper disqualify teams as appropriate;
  - c. not touch any swimmer while he is on the starting blocks;
  - d. report disqualifications through the prescribed channels;
  - e. inform offending team members immediately of their disqualification (prior to informing the Referee);
  - f. 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:
- a. may be in motion;
  - b. must be absolutely motionless;
  - c. must maintain contact with the starting block.
23. If you are appointed the Head Lane Timekeeper, your duties shall be to:
- a. determine that the correct swimmer is in your lane;
  - b. ensure that split times are recorded correctly;
  - c. report light touches to the Chief Finish Judge;
  - d. act as Relay-Take-Over Judge if so directed;
  - e. disqualify swimmers who false start.
24. When ringing the bell lap, you should:
- a. ring the bell as the swimmer approaches/leaves the wall (from backstroke flags to wall and back);
  - b. ring the bell over the right hand lane rope;
  - c. ring the bell throughout the last lap of the race;
  - d. 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:
- a. always;
  - b. only if it is different from the others;
  - c. whenever there are fewer than three good times for your lane;
  - d. only if your swimmer won his heat.
26. The "official time" is written on the lane card only when:
- a. electronic timing is in use;
  - b. manual watches are used as the primary timing system;
  - c. there are preliminaries and finals;

- d. all events are timed-finals;
- e. when instructed by the chief timekeeper.

**Marshal: (assistant to Clerk of Course)**

27. The duties of the Marshal are to:

- a. assist the Clerk of Course in all matters relating to those duties;
- b. supervise and control the marshalling area and working deck;
- c. report undisciplined acts to the Clerk of Course;
- d. be deputy Clerk of Course;
- e. report observed stroke infractions to the Referee.

28. The intent of the rules of seeding and lane assignments is to:

- a. allow faster swimmers to swim in the centre of the pool, where the water is faster;
- b. require the slower swimmers to swim in the outside lanes where their strokes can be more effectively judged;
- c. ensure that no swimmer is more than half the width of the pool away from the fastest entered swimmer in the heat;
- d. ensure that no two swimmers from the same club swim in adjacent lanes.

**Safety Marshal:**

29. The Safety Marshals' responsibilities include:

- a. being in charge of the deck from the start of the warm-up until the pool is cleared for the start of the meet;
- b. monitoring warm-up procedures to ensure that they meet safety rules;
- c. ensuring the officials are on deck for the start of the meet;
- d. ensuring that no diving takes place until the proper time and in the proper lane(s);
- e. ensure the swimmers enter the pool in a safe manner;
- f. ensuring that only the appropriate equipment is used during warm-up

30. The Safety Marshals' area of responsibility includes:

- a. the portion of the pool/deck assigned to them by the Referee/Meet Management;
- b. the change rooms;
- c. the entire deck during warmups.

31. If the Safety Marshal(s) observes an infraction of the safety rules:

- a. inform the swimmer of the breach of the safety rules;
- b. remove the swimmer from the warm-up and escort him/her to their coach;
- c. remove the swimmer from the meet;

d. 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.*

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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