

LEVEL 1			Achieve the roles to become a Level 2
LEVEL 2			Achieve the roles of the Level 3
DUTY	Which Level	ROLE DESCRIPTION	
ABOUT TIMEKEEPING - Welcome	Both	Welcome to the World of Timekeeping! The duties listed below, are commonly found at most athletic meetings. Do talk to the Chief Timekeeper/experienced timekeepers at the events you attend, if you need the duties explained further. Never be afraid to ask questions. Good luck and enjoy!	
ABOUT TIMEKEEPING - Welcome II	Both	You have attended a Level 1 Timekeeping course, and you've learnt the basics? Now you have the opportunity to put that learning into practice. You should be able to achieve all the duties in blue in preparation for becoming a Level 2 Timekeeper, and once you get used to working with your stopwatch, you will find that when you 'time against the electrics', (timing where there is photofinish) your 'error average' will reduce. As a Level 1 Timekeeper, you'll probably find that your error average at the end of a full-day athletic meeting is about 10 (more about error averages, later in the document).	
1. Chief Timekeeper (CTK) - IN BRIEF	Both	In most instances the Chief Timekeeper (CTK) will be the highest graded official on the team (but not always) and if the event is a league event (for example), it is common for the host club to appoint a Chief Timekeeper. The CTK will usually have experience of working with different teams of TKs and at meetings of different levels, and be pleased to support you. They could be L2, L3, L4P or L4. The CTK will instruct the team of timekeepers of their duties. For example, who will time which finisher, do the calling duties and leader lap splits etc. They may hand you a duty sheet.	
Chief cont...	Both	<p>At the start of each race, the Starter's Assistants will notify the Starter when the athletes are ready to race, the Starter will then whistle to the CTK. The CTK will scan the track (is it clear of athletes/spectators/random hurdles?) and check that the Track Judges are ready - only then will the CTK signal back to the Starter by waving a board (white or bright yellow boards are preferred).</p> <p>The Starter will fire the starting mechanism and the race will begin (and all the timekeepers will start their stopwatches).</p> <p>During the races, the CTK will check that the team of timekeepers are attending to their duties, and watch over the progression of each race.</p> <p>Normal practice is for the CTK to take 1st place on all races and not attend to any other duties on the track.</p> <p>Once the race has finished, the CTK will then 'collect' the times for each athlete, making sure that the times run in order and represents what the CTK 'saw'/how the race finished. The CTK will have 'read' the race, noticing how close or far each athlete is from the next one. The CTK or other appointed person (the Timekeeper's Steward if there is one or a Track Steward), will note the times on their result pad (rounding up to next tenth if track), which in turn will be handed to the Results Team. Note: the CTK uses a different result sheet to a Timekeeper.</p>	
2. Timekeeper (TK) - Overview	Both	It is the TK team's role to present a time for each competing athlete who legally finishes the race and provide any evidence required for records. Other duties are additional. Times are not given to athletes who receive a DQ (disqualification). Individual timekeepers should not be required to take more than one time in sprint races, and it is good practice to only take the time/s and complete the duties that the CTK has asked you to do (either verbally or via a duty sheet). The TK may be asked to take more than 1 time for races of 600m+. If you are unsure of your duties, always ask the CTK.	

<b>Timekeeper</b> - Start / Stop	<b>L1</b>	<b>Taking the Times:</b> A reminder - 1. Flash, 2. smoke, 3. bang! It is important that you are comfortable when you hold your watch. With practice you will improve your timing with the ultimate goal being to match the photofinish results - but this takes time, and no-one can achieve this (over a whole meeting) although some may come close! As Level 2 you are expected to achieve 80% of recorded Times within 0.1 throughout a meeting. An early goal is to achieve 80% of recorded times within 0.5.
<b>Timekeeper</b> - Starting your watch	<b>L1</b>	When pressing the START button, most commonly, the hardest part of the thumb or a finger is preferred as the spongy part of the 'digit' could add time!! When STOPPING the watch - SPLIT it, rather than STOP it. The reason? If you accidentally took the time of an athlete NOT allocated to you, you have time to take the correct one time. There are other reasons too, which you'll see below. Only when you are 100% that the race has finished and that all your duties have been completed, should you STOP your watch. Write down your time/s - Minutes, Seconds, Hundredths - on your results sheet, and be ready to present them to your CTK when asked. When the CTK asks for your time, ROUND UP the Hundredths to the next tenth. Example, the watch says '12 seconds.24' - you write this down - but you return "12.3" to the CTK.
<b>Timekeeper</b> - Taking more than one time	<b>L2</b>	Taking TWO or more Times: As a Level 1 you should not be asked to take more than one time in a race, but as a Level 2, this will be more common. For races of 600m+ taking two times is common and be prepared to complete this role. Remember to SPLIT your multi-timing watch (your watch must be able to take more than one time) - do NOT 'Stop' your watch until the race has finished/you are sure all your duties are completed. ALWAYS count the finishing athletes from the FRONT e.g. 1st athlete is 1, 2nd is 2, 3rd is 3 etc, even if there are 6 or more athletes in the race. If you count the finishers from the back, you are liable to miss an athlete who has dropped out of the race once the race has started, or an athlete may have been added into the race at the last minute(at the start line), or the seeding sheets are the most up-to-date.
<b>3. Timekeepers Steward</b>	<b>All</b>	This role is usually only included at either busy meetings or high grade meetings. This person does all the CTK paperwork duties; completing result sheets and handing them to photofinish, collecting photofinish results, updating the team of the number of heats/runners expected etc. It's a great role to take on before becoming a Chief, but sadly the opportunities are few.

<b>RULE BOOK PAGES</b> (incorporating WA rules from 1/4/24)	<b>All</b>	Timing & PF, & Hand Timing - from page 151 - rule TR19.1-TR19.12 & TR19.22. Timekeepers - page 50 - Rule CR21. Combined Events - page 269 - Rules TR29.8.2. World Records - page 66 - CR31.14.1.
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<b>Before the meeting starts</b>	<b>All</b>	Arrive at least one hour prior to the first race. Check in with the Meeting Manager (or other appointment official) and the CTK. If there is to be a pre-event briefing, the CTK will advise what time and where this will take place. Make sure you attend, on time. Have your watch/es ready, a pen/pencil and notepad or piece of paper to make notes. You may be handed a paper duty brief. Should you have access to the full track timetable before the meeting, do take a copy - but expect some changes.
<b>Completing a Manual Recording Sheet:</b>	<b>L1</b>	<i>You may use the templates within this document. Always have at least 10 blank result sheets in your timekeepers bag so that you can note your results. During a meeting, the CTK may refer to you for a past result and you will be able to respond with knowledge.</i>
		<i>Always note your Minutes / Seconds / Hundredths. These are useful in case of recall for a manual meeting (no electrics) or to work out your 'error average' if you are timing at a meeting with photofinish.</i>
<b>Experience electronic timing and work out your 'error average':</b>	<b>L1</b>	<i>On your Recording Sheet always note your hundredths (.xx). There is a column for you to note the electric result on the templates. At the end of the meeting, work out the difference between your time and the electrics. Add up these differences, then divide them by the number of races you timed for your 'error average'.</i>

For example. You time a sprint and your watch time is 12.93. The electric result is 13.20. The error for that race is 27. As you practice, this number will reduce and your goal should be to time so that each race is within 5 hundredths. For example, your watch is 11.07 and the electric time is 11.10. That is 3 hundredths difference - and your result is in the same tenth as the electrics. This is very good indeed - but don't expect to time that well, just yet!

## CALLING DUTIES

Calling Duties - Where and How to 'call'	L1	A <b>number</b> of duties are listed below. The athletes need to hear you calling their times to them during the raceS, OF 800m+. Call from the inner area of the track, about 2m behind the finish line or start line (whichever is relevant), and be aware that you do NOT hide a clock or any electrical equipment (such as a photofinish camera) that the athletes or other officials need to see.
	L1	Call Clearly and keep your head raised - lift your watch up in front of you (don't shout at your shoes). The actually time called, is your watch time rounded UP to the next second (covering your hundredths is a good tip to avoid distraction). Start calling the time, when the athlete is about 5-10m before the finish line for intermittent laps, <b>so that you have given them the full time, before they pass you.</b>
		Calling the Start at 3k and 5k - see following notes (where you are situated to start your watch is different).
Call the Bell - 800m on 400m track	L1	<i>Call the time to each athlete as they complete 400m, when the bell is rung (you may need to call loudly!). Return to the timekeeper's stand to take your allocated finisher time.</i>
Call the Start - 1500m on 400m track	L1	<i>Understand that especially at club/league events, you should call the time to all athletes for their 1st and 2nd lap (400m &amp; 800m), and then return to the TK stand to take the time of your allocated athlete's position. The CTK *may* ask you to stay out at your calling position if the timing team is sufficient to cover the time you have been allocated.</i>
Call the Bell of 1500m on 400m track	L1	<i>The bell is rung once for each athlete or group of athletes, about to start their last lap (400m) of the race. Call the times and return to the TK stand.</i>
Call the Start of 3km or 5km race on a 400m track	L1	<i>3km race is 7.5 laps &amp; 5km is 12.5 laps. Notice where the athletes start the race. You will need to leave the timekeeper's stand and get closer to the race start line. Stand at least 50m away from the Starter, to help compensate for the sound/sight speed. Once the athletes start running, make your way immediately to the start line. CALL the first SIX laps (if 3km) / ELEVEN laps (if 5km) and return to the TK stand. Remember, as with calling the 'bell', that you should stand about 2 metres from the start line, and ensure you have given the athletes 'the time' before they pass you. Check with the CTK if they need you to return to the stand to take your allocated finisher - sometimes, they will tell you no.</i>
Call the Bell of 3k/5k race on a 400m track	L1	<i>This duty is the same as calling the bell for any other race of a shorter distance, however, there is more chance of athletes 'lapping', so be vigilant of the progress of the race so that you call the times to the correct athlete (not to the person who is 2 laps behind the leader). It is good practice to ask the Chief Timekeeper if they wish you to return to the stand to take your allocated finisher/s time/s, or if it is more important that you provide a 'bell time' to all athletes.</i>
<b>Steeple Chase:</b> Call a Steeple Chase race (S/C) - any distance	L1	Ask for support the first time you call a s/c. Where will you stand if there is an outside or inside water jump? Does it differ?! No it does not. The start of a 1.5km S/C, 2km S/C and 3km S/C will differ depending on if the water jump is on the inside or outside of the track. Because of this, for <b>all</b> Steeple Chase races, the time is ALWAYS called on the FINISH LINE. Call every lap including the 'bell lap', then return to the Timekeeper's stand to take your allocated finisher's time (unless told otherwise by the CTK).
Call a One Mile race	L2	<i>One Mile = 1.609344 kilometers. A 400m track is about 440 yards (437.445 to be exact). To call the LAP times in a One Mile race, you have to move to call each lap. Locate the start line for the mile (9.34m before the finish line). Put a marker 2.33m after the mile start line (towards the finish line) - this is where the time is called at the end of the first complete lap (lap one). Put a marker 2.33m (4.66m) further on, to call the 2nd complete lap. Then place one last maker, 2.33m (about 7m) after the mile start line (nearly at the finish line) - this is the bell lap. You may wish to consider carrying a string of 2.33m to help easily identify the calling location.</i>

		<b>LEADER LAP SPLITS</b>
<b>Leader Lap Splits: 800m (either 200m or 400m track)</b>	L1	To quantify a record at a high level meeting you may be asked to produce 'splits'. This is logging the time and race number of the leader of a race as they run a particular distance within the race. With 800m on a 400m track, take a note of the leader bib/race number and their 'split' time rounded UP to the next tenth as they run over the finish line 'at the bell'. On a 200m track, this will be at 400m and 600m (latter being bell lap). Rule T19.3
<b>4 x 400m Relay: Lap splits</b>	L2	<i>For a 4 x 400m relay, you may be requested to take the times of each lap for each team. The CTK will allocate ONE Team per timekeeper to time. Know that you are timing the BATON on the first 3 legs (on the finish line), and reverting to the torso for the final leg (finisher). SPLIT (not stop) your watch and it will tell you the first lap/leg time and most watches will also give you the accumulative leg thereafter. You need to note the individual time for each leg (retrieved from your watch) and the race accululative time at each leg. There will be some form of 'working out' so that the individual times match the finish time. For each leg round up to the next tenth. Be aware that your overall time, if you separate each separate legs may be longer than your watch time. This means that one leg may have to be 'adjusted' - usually the 2nd or 3rd leg. The overall finish time will be when the 4th and final leg/athlete crosses the finish line - time the torso. The CTK will decide if you time the same team from 1st leg to 4th, or if you follow one team, but revert to the place you have been allocated for the event.</i>
<b>4 x 400m Relay: World Athletics Rules - Long stagger</b>	L2	<i>The first leg/runner will not be timed crossing the finish line. With WA (World Athletics) rules 4x400m, the CTK will allocate a Team or Club/Lane to each of the timekeepers. Standard practice is that each timekeeper will then stand on the outside of the track, in line with the green broken line of the lane of the team they are timing. The race will start, and for the first lap only, take the time of the baton as it crosses the broken green line. Return to the timekeeper's stand to time the baton as it crosses the finish line at the end on the 2nd and 3rd lap. For the 4th lap, time the torso.</i>
<b>Leader Lap Splits: 1500m (either 200m or 400m track)</b>	L2	<i>The distances timed actually varies depending on where in the country you are! Leader lap splits (the leader race number and lap time) are EITHER taken at 400m and 800m and 1200m, based on the 1500m start, OR at 300m and 700m and 1100m being the times when the leader crosses the finish line, where the timekeeper stand is located.</i>
<b>Leader Lap Splits: Any Steeple Chase</b>	L2	<i>The start line depends on the track's waterjump location (inside or outside of the track), and what distance the race is, but as with calling each lap of a steeple chase on the finish line, this is also where the lap splits will be taken. For the 3km, it may be necessary to also time the leader at 1km and 2km. If this duty is allocated to you by the CTK, do ask them to organise for a bollard (or object) to be positioned at these locations, and ensure that you understand at what stage you time the lead athlete.</i>
		<b>BEING A CHIEF TIMEKEEPER</b>
<b>Assist/Shadow the Chief Timekeeper</b>	L1	After you have gained a few experiences as a Timekeeper, if you feel confident enough, ask to work with the CTK. See how the CTK watches the track, makes sure that everyone is in a position to be ready for the next race, makes decisions if times aren't made available... Read about the duties of the CTK in this document and ask the Chief about them, if you are not sure.
<b>Be the Chief Timekeeper - Part I</b>	L2	<b>Chief Timekeeper Responsibilities</b> <ul style="list-style-type: none"> <li>•<b>Allocate Times:</b> <ul style="list-style-type: none"> <li>oAssign specific timekeeping duties to your team.</li> <li>oAs Chief Timekeeper (CTK), you will (generally) take the first place time (only).</li> <li>oCTK should ensure that all athletes receive a time.</li> </ul> </li> <li>•<b>Sprint Considerations:</b> <ul style="list-style-type: none"> <li>oDetermine the number of lanes available for sprints (do you need to reallocate duties?).</li> <li>oFor an 8-lane track, ensure that timekeepers cover all 8 finishers.</li> </ul> </li> </ul>

	L2	<ul style="list-style-type: none"> <li>• <b>Middle distance Considerations:</b> <ul style="list-style-type: none"> <li>o For races with more than 8 finishers, designate a "multi-timer" for positions 9 and beyond.</li> <li>- The individual timekeepers will time positions 1-8 and then the 'multi-timer' can continue with finishers from 9th place onwards (for example). If the 'field' is large, more than one timekeeper should be allocated this role.</li> <li>- Note: The multi-timer should not have any additional responsibilities.</li> </ul> </li> <li>• <b>Calling Duties plus:</b> <ul style="list-style-type: none"> <li>o For any race of 800 meters or longer, assign calling duties (bell starts, lap calls).</li> <li>- This is a secondary role; if your team is small, it can be omitted.</li> <li>o For any race of 800 meters or longer, consider a lap chart, putting two timekeepers in charge of advising the rest of the team who the 'next finisher' is.</li> </ul> </li> </ul>
	L2	<ul style="list-style-type: none"> <li>• <b>Preparation for Leader Lap Splits:</b> <ul style="list-style-type: none"> <li>o As a Level 2 or 3 official, ensure you receive advance notice if leader lap splits are required.</li> <li>o Prepare the necessary sheets ahead of time (see template tabs).</li> </ul> </li> <li>• <b>Communication and Coverage:</b> <ul style="list-style-type: none"> <li>o It's your responsibility as CTK to confirm that all duties are covered.</li> <li>o Proactively ask if additional duties are needed; do not assume someone will inform you.</li> </ul> </li> </ul> <p><b>Quick Refresh on Chief Duties:</b></p> <ol style="list-style-type: none"> <li>1. Allocate times to the timekeeping team.</li> <li>2. Manage additional responsibilities, including leader lap splits and calling for races.</li> <li>3. Ensure all athletes receive a time</li> </ol>
Be the Chief Timekeeper - Part II	L2	<ul style="list-style-type: none"> <li>• Welcome the team.</li> <li>• Make sure they know when the first race is and are instructed to be on the stand in good time.</li> <li>• Organise cover if someone needs a comfort break.</li> <li>• Greet the Chief Starter and Track Referee prior to race start.</li> <li>• Signal to the Starter when they make their signal (usually whistle) and signal back.</li> <li>• Read' the race.</li> <li>• For 4x400m relays, allocate one timekeeper to each team, make sure they are familiar with their team colours/numbers, and it is easiest for the team to follow the same team from first lap to finish. However, be aware that actually, best practice is to revert to your allocated finisher position for the 4th leg crossing the finishing line.</li> </ul>
		<p><b><i>FOR FURTHER DETAILS ON HOW TO BE A CHIEF TIMEKEEPER AND WHAT IS EXPECTED, SEE FINAL TABS. INFORMATION WRITTEN BY MALCOLM BROOKS</i></b></p>

RECORD OF EXPERIENCE (ROE) - Everyone of every level	ALL	<p><b>Establishing a Habit: Record of Experience (ROE)</b></p> <p>From the beginning of your officiating journey, it’s crucial to develop the habit of completing a Record of Experience (ROE) immediately after each event. This practice not only helps you reflect on your experiences but is also essential for progressing through the officiating ranks. All ROEs need to be completed by end of August each year.</p> <p><b>Reflect on Your Learning:</b></p> <p>Always include the section “What Did I Learn?” in your ROE, as this will be assessed. This is NOT to be confused with 'Duties undertaken'. Embrace the opportunity to learn from new duties and observe how others perform tasks—there’s always something to take away.</p> <p><b>Document Your Duties:</b></p> <p>Clearly list the duties you’ve undertaken.</p> <p>In the “What Did I Learn?” section, reflect on any new insights or techniques you encountered.</p> <p><b>Observe and Evaluate:</b></p> <p>Did you notice someone excelling in a particular duty? What made their approach effective (or ineffective)? <i>Have you tried any new techniques yourself? Did they work? Will you incorporate them in the future? Be sure to write it down!</i></p>
		<p>For the ROE, as well as 'duties undertaken', also note who the Chief was. Other information needed on the <b>online Record of Experience in 'myathletics portal'</b> includes, date and name of event (do one entry per day), and venue.</p>

## Level Progression

### To become Level Two

Minimum 10 practical experiences since attaining Level 1  
Evidence of shadowing Chief Timekeeper at league or county meeting  
TEST - Minimum of 75% in discipline questions including reference to rule numbrs / rule book

Send 'Level2Upgradeform' to [officialsaccreditation@englandathletics.org](mailto:officialsaccreditation@englandathletics.org)

**Unofficial goal:** Consitently obtain a days error average of under 5

### To become Level Three

Minimum of 20 practical experiences since attaining Level 2  
Evidence of acting as Chief Timekeeper at area/regional/district events  
\*NEW\* - Test - Minimum of 75% in discipline questions including reference to rule numbrs / rule book  
TWO reports carried out by a Level 4 official or Level 3 with 2 years' experience and at area/regional level meetings

- At least one report as a Chief Timekeeper, where photo finish is in operation. Must have 85% of times +/- 0.10
- At least one report as a team member, where photo finish is in operation. Must have 85% of times +/- 0.10

Completed 'Level3Upgradeform' form to be sent by the assessor to the relevant upgrading secretary for onward distribution to the candidate, CofSec and England Athletics via [officialsaccreditation@englandathletics.org](mailto:officialsaccreditation@englandathletics.org)

**Unofficial goal:** Consitently obtain a days error average of under 4  
85% within 0.05s and 100% within 0.1s

## INDEX of Timekeeper Sheets

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<b>A3</b>	CTK recording sheet - landscape
<b>B1</b>	3k and 5k Lap Chart (up to 40)
<b>B2</b>	3K Lap Chart (up to 20)
<b>B3</b>	3k and 5k Lap Chart (up to 30)
<b>C1</b>	Lap Splits - 400m on 200m track
<b>C2</b>	Lap Splits - 800m on 200m track
<b>C3</b>	Lap Splits - 1500m on 200m track
<b>D1</b>	Lap Splits - One Mile on 400m track
<b>E1</b>	Lap Splits - 800m on 400m track
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<b>G1</b>	Lap Splits - 4 x 400m Relays



### Chief Timekeeper - Allocation of duties

Meeting

Venue

Date \_\_\_\_\_

Races in Lanes	Other Races	Timekeeper	Timekeeper	Timekeeper
1	1 &			
2	2 &			
3	3 &			
4	4 &			
5	5 &			
6	6 &			
7	7 &			
8	8 &			

	Lap Splits	Call at Start	Call at Bell	Lap Chart
800m				
1500m				
3000m				
5000m				
10000m				

	Lap Splits	Call at the finish	Lap Chart
1500m S/C			
2000m S/C			
3000m S/C			

4x400m			
Team		Team	
Team		Team	
Team		Team	
Team		Team	

[illegible][illegible]



Meeting: \_\_\_\_\_

Date: \_\_\_\_\_

Event	1	2	3	4	5	6	7	8	9	10
Event	1	2	3	4	5	6	7	8	9	10

## RECORDING SHEET

## Meeting

### Venue

Date \_\_\_\_\_

[illegible]

## Meeting

### Venue

[illegible]

Venue \_\_\_\_\_

Date \_\_\_\_\_

	EVENT:								FINISH TIME	
	7	6	5	4	3	2	1	0		
1									:        :	1
2									:        :	2
3									:        :	3
4									:        :	4
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19									:        :	19
20									:        :	20

Chief Timekeeper \_\_\_\_\_

Recording \_\_\_\_\_

Timekeepers \_\_\_\_\_