



**SPEED  
SKATING  
BC**

# Timer's Manual



September 2022



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## 1. Introduction

This SSBC manual has been designed specifically to provide advanced technical training for Level 1 Timers who wish to qualify at Level's II and III in SSC's Officials Certification Program. Those completing this course, together with the appropriate practical and performance components of the Officials Pathway Program, will have the necessary knowledge and experience to successfully handle the manual timing function at any level of competition from a local inter-club meet to a world championship. The course will also give the participants an excellent foundation for advancement into electronic timing procedures.

## 2. Roles and Qualities

### 2.1 The Role of the Timer

The role of the timer is to time the skaters participating in the race. Simple task? Not really. Poor timing results in delays, confusion, disappointment and frustration in the skaters, coaches, other officials and spectators. Good timing is essential for a well run meet.

### 2.2 Qualities of Timers

The Chief Timer must be a person who has a great deal of speed skating experience, particularly in the competitive area. This individual will have the background to handle any situation which may develop during a race. For this reason, their personality must be such that they can deal calmly with very stressful situations. All Timers must have the ability to concentrate for long periods of time in spite of all the discussion and confusion around them. They must be consistent and have good eyesight to be able to see skating blades. Timers must learn to work quickly, in an organized manner, and with everyone's concerns expressed and taken into consideration. They should be pleasant, good natured and, above all, patient.

### 2.3 Relationships with Other Officials

Meets will run more smoothly if all the chief officials have had a short meeting with introductions, explanation of the "paper trail" and how the organizers plan to run the meet, as each club has its own distinct style. The Chief Timer must work together with the Starter to ensure they have

discussed a “sign” to show when they are ready to begin the race. The manner by which this will be done would have been discussed at the officials meeting. The Chief Timer must work closely with the Office Recorders and/or Competition Stewards, particularly if there are any discrepancies between the race sheets. Discuss with the Recorder when you would like to confer with them and when they may fix items without consultation. For example, you may prefer to confer with the recorder if there is difficulty reading the numbers. The Chief Timer should discuss the parameters to the recording office prior to the start of the meet. In Speed Skating (Olympic Style), there must be a direct and immediate consultation between the Chief Timer and Chief Finish Line Judge if the two skaters finish within five meters of each other.

## 3. Equipment

### 3.1 Manual Timing

The Chief Timer should have the following equipment and supplies available for the competition:

- Shoulder bag with multiple compartments
- Minimum of 12 watches (8 Timers + Chief Timer + 3 spare watches)
- Calculator (for possible use by Time Recorder)
- Small writing pad and several pencils with erasers.
- Pencil sharpener
- Red flag or walkie-talkie to signal OK to start if that is the agreed upon signal between the Chief Timer and the Starter
- Disposable ear plugs (for indoor meets)
- Chemical hand warmers (e.g. Hot Shots) (for outdoor timing)
- Program of events
- Skater List with Helmet numbers
- Forms for relay races
- Access to SSC Information Manual
- Clipboard
- Timer’s Report Forms from recording office (Race Sheets)
- Copy of current provincial and SSC Canadian records, plus others as required
- Extra watch batteries
- Appropriate screwdrivers to change watch batteries

## 3.2 Electronic Timekeeping- An Overview

Electronic timekeeping is referred to in the ISU Rules as automatic timekeeping. It “denotes a time-measuring system which is started automatically by the firing of a starting gun and records automatically the crossing of the finish line by each competitor”.

1. The use of automatic timekeeping is compulsory for Canadian Speed Skating (Olympic Style) Championships, Canadian Short Track Championships, Team Selection Events and Trials, ISU World Championships, World Cups and Olympic Games.
2. Although necessary for higher level competitions, automatic timekeeping is only occasionally used in Canada for regional, provincial or local meets, mainly because of the cost and unfamiliarity with the equipment.
3. A variety of automatic timekeeping equipment is commercially available ranging from simple finish time only systems to sophisticated TV, scoreboard and computer-compatible systems. This section describes in general terms, the principles of electronic timekeeping.
4. All electronic timekeeping systems require a trigger, a motion sensing device and a timing/switching box. In most cases, the starting gun is outfitted with a transducer (built in or near the gun), which acts as a trigger to start the timer. The motion-sensing device consists of a light source (referred to as a “transmitter”) and a photocell (referred to as a “receiver”) placed at the edges of the skating track at the finish line.
5. In Speed Skating (Olympic Style) skating, the skaters change lanes every lap so the sensing devices have to be manually switched every lap so that the split and final times reflect only those of each skater skating.
6. During competitions that Automatic timing is used, it is common practice to have a team of manual timers as back-up in case of malfunction of the automatic timing system.

## 4. Competition Planning

### 4.1 General

Proper meet planning will go a long way towards ensuring that things run smoothly during the competition. The Chief Timer should be well-informed, organized and prepared. The key aspects of meet planning, as they pertain to timing, are discussed below.

## 4.2 Selection of Personnel

1. The Chief Timer for a competition is usually selected by the Meet Coordinator or Organizing Committee, often in conjunction with SSBC ODC.
2. The timing for selection of officials is a function of the level of competition. For example, it is not uncommon to name the Chief Timer at least two to three months before a National or International competition, whereas for local or inter-club meets, a two to three week period is normally sufficient.
3. Certain officials must be members of SSC in order to serve at SSC-sanctioned meets. This requirement is covered by SSC Rule N2-100.
4. General guidelines for the selection of timing personnel to various levels of competition are as follows:
  - a. Local or Inter-club Meets
    - i. Chief Timer should be Level 1
    - ii. Timers should preferably have attended a Level 1 Officials clinic
  - b. Provincial/Territorial and Regional Competitions
    - i. Chief Timer should be level II. Up and coming Level I's may serve as chief under the supervision of a Level II Official
    - ii. Timers should preferably have attended a Level I Officials clinic
  - c. National and North American Competitions
    - i. Chief Timer should be level III.
    - ii. Up and coming Level II's can work as chief under the Direction of a Level III Official.
    - iii. Timers should preferably be Level I as a minimum.
  - d. International and World Competitions
    - i. Chief Timer should be level III.
    - ii. Timers should preferably have Level II.
  - e. The certification requirements for Level's I, II and III are presented in Section 6.0.

## 4.3 Pre-Competition Preparations

### 4.3a Number of Timers required for Competitions

Once selected, the Chief Timer usually works with the Meet Coordinator or Organizing Committee to establish lists of timing personnel and to make the necessary arrangements for equipment, supplies, etc. The type of competition will govern the number of Timers that are required:

### Speed Skating (Olympic Style)

- Chief Timer, 6 Timers (+ Recorder)

### Speed Skating (Olympic Style – Quartet) (2 Teams)

- Team One (Red / White armband): Chief Timer, 3 Timers, Recorder
- Team Two (Yellow / Blue armband): Assistant Chief Timer, 3 Timers, Recorder
- Each of the timers take double times

### Speed Skating (Long Track) + Short Track Mass Start

- Chief Timer, 8 Timers

### Short Track Relay

- Chief Timer, 12 Timers (or 8 timers if Chief timer times all teams)

### Short Track Trials/Pursuits (2 Teams)

- Team One (Red Armband): Chief Timer, 3 Timers
- Team Two (White Armband): Assistant Chief Timer, 3 Timers

It is not required, but is beneficial to have a couple of Finish Line Judges to assist with placement of skaters if they are close. As there are 2 teams on different sides of the arena it is difficult to discuss final times immediately. If we have confirmation of a first place finisher it ensures we do not give a faster time to the skater on the opposite side. When this happens the Chief timer will assess the times from both sides and may have to give both skaters the same time, while ensuring the skater who was given a first place ranking by the Finish Line judges is ranked before the second place skater (even if they have the same time)

## 4.3b Timeline for Preparations

The Chief Timer should begin to prepare one to two weeks in advance of the competition by doing the following:

1. Obtain the list of Timers from the Meet Coordinator and make a preliminary assignment list of them. (This is more for High Level Competitions)
2. Obtain all required equipment and supplies available and pack into timer bag (See equipment list in Section 3.1)



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3. Obtain the required number of electronic watches and ensure that each functions properly. Inquire when the batteries were last changed in the watches. SSC requires that only hand-held electronic watches be used (SSC Rule N12-101e). Electronic watches do not require certification because of a lack of detectable variation due to the use of precise quartz crystals.
  4. At least two days before the meet, the Chief Timer should ensure that the Meet Coordinator sends a reminder email to all assigned personnel. This will serve as a timely reminder and minimize the possibility of any unexpected no shows.
  5. Arrange to meet your officials at a designated time and place about 30-60 minutes before the meet depending on the level of the competition.
  6. The Chief Timer should be completely familiar with the latest SSC / ISU Rules, as they pertain to Timing, prior to the day of the Meet. You do not have time to read the rules during a competition.

## 4.4 Day of the Competition

1. The Chief Timer should arrive at the competition site at least one hour before the start of the races. They should have all their equipment and supplies with them, checked and in good working order.
2. The Chief Timer should attend the Coaches/Officials meeting and be aware of any late changes, etc.
3. Following the meeting, they should pick up the days race sheets from the recording office and check to see that the sheets are complete and properly ordered. The Chief Timer may delegate this task to a Time Recorder (if one is being used), in order to free themselves to look after a myriad of other details.
4. 30 minutes before the races are scheduled to begin, the Chief Timer should have a brief meeting with their officials, including spares. Introduce yourself, hand out the equipment and supplies, go over the rules and assign everybody a position. Remember to also assign the order in which each set of times will be given (ie: first watch for 1<sup>st</sup> place, 2<sup>nd</sup> watch for 1<sup>st</sup> place etc). This will allow times to be collected quicker as the meet starts to flow. It is also good to remind officials to only take the times that are requested of them as many would like to try and take the times of all the skaters. This is not helpful if many skaters come across the line at the same time. However, it is also helpful to have 1 or 2 trusted timers take multiple times whenever possible.

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5. The Chief Timer should also designate 1 or 2 of their officials who are capable and willing to serve as the back-up Chief should you be called away or are unable to continue with the duties of Chief Timer.
  6. The Chief Timer should ensure that all the Timers are completely familiar with the function of their watches.
  7. The Timers should take their places five to ten minutes before the races are to begin. Everyone should be organized and relaxed as the meet begins.
  8. This is a good time to remind all Timers that the race starts with the flash or smoke of the gun, and that the finish of the race occurs when the leading edge of the skate blade touches the finish line. Ensure all timers are aware of where the actual finish line is. The finish line may vary from arena to arena depending on how the track was placed. It is most often the leading edge for the Red Line. It will have a bolded line which will be both the Start and Finish line for some distances.
  9. At the end of each day, the Chief Timer should collect and safely store all of their equipment and supplies, i.e. watches, clipboards, paper, pens, etc.
  10. The Chief Timer should also be prepared to sign any record applications at the conclusion of the day's events. (SSC Rule E2-201 (a).

## 5 Manual Time Procedures

### 5.1 General

1. Timers must be thoroughly familiar with their watch before the races start since these officials must act on split-second timing and instructions.
2. Hand-held electronic type watches with digital read-out are the only types of watches permitted (SSC Rule N12-101.e).
3. With double watch timing (i.e., two times taken on a given watch, such as 1st and 3rd), it is imperative that each Timer is completely familiar with their watch.
4. Upon receiving a watch, a Timer should note the following:
  - a. Wrap the cord of the watch around your neck to avoid losing, dropping or otherwise damaging the watch.
  - b. Familiarize yourself with the watch so that you can rapidly start, split, stop, record, clear and recall times on your watch.

- c. Make sure you know how to read the first time, then the second time, then clear. Some electronic watches have a recall mode while others do not and thus if a split is not recorded before switching to the 2nd time, the original split may be lost. Most watches will allow you to recall splits / times after you have cleared them until you restart your watch. It is therefore important to know how each watch functions and not to “restart” the watch until told to do so by the Chief Timer.
- d. Operate the start/stop buttons with the first joint (hardest part) of your index finger, since your index finger has the fastest response time and is thus the most accurate. Never use gloves, mitts, or your thumb when operating the buttons of your stopwatch.
- e. When timing outdoors, special care must be taken to ensure that fingers stay warm for comfort and to avoid errors due to reduced speed of response. This can be achieved by having extra handwarmers in your pocket or inside the glove on your opposite hand. Also make sure that you keep the stopwatch warm. Some stopwatches have a tendency to malfunction in very cold weather. After starting a race, or in between races, it is a good practice to put the watch back under your coat next to you to keep it warm.
- f. If you find a malfunction with your stopwatch, need further instruction, or have missed the start of a race, alert the Chief Timer immediately.

## 5.2 Timing a Race

### 5.2a Position of Timers

1. For Manual Timekeeping, Timers must have an unobstructed view of the Starter and the complete race track and must be in a position to see the finish line clearly. The best position is to be in line with, or just past the finish line.
2. If the Timers must share the finish line with the Finish Line Judges, the Timers should occupy a position at and before the finish line, and the Finish Line Judges should be positioned at and just past the finish line, thus giving the Finish Line Judges the optimum position. The basis for this positioning is that the decision of the Finish Line Judges is final for the placing of the skater, and thus they must have the best view of the finish line.

## 5.2b Starting the Race

1. When the race is ready to commence, the Starter must receive a signal from the Chief Timer that the Timers are ready. This signal is given by alerting the Starter with the agreed upon signalling method discussed at the pre-event officials meeting.
2. When the signal has been received by the Starter, the gun is raised, at which time the Chief Timer alerts the Timers to the Starter by calling “gun is up!”
3. At the exact moment the gun is fired (smoke or flash), the stopwatch is activated. It is particularly important to concentrate on the Starter and react as quickly as possible to the smoke or flash of the gun.
4. In Short Track races, it is also recommended to start by the flash or the smoke from the Starter’s gun, even though the delay by sound is negligible. By concentrating on the smoke or flash, there is less distraction by the Timers. (i.e. it focuses the Timer’s attention on the Starter and promotes greater accuracy of timing). The movement of the trigger or trigger finger must not be used to start the watch.
5. As soon as the stopwatch has been started, the Timer should check to make sure that their watch is running. If the Timer was late in starting the watch, the watch did not start, or malfunctions in any way, the Timer should immediately inform the Chief Timer so an alternate watch can be used.
6. After the race starts, all of the Timers should remain alert for the complete race, observing the Lap Recorder and mentally keeping track of the skater position (1st, 2nd, 3rd, etc.), so that they can anticipate when their assigned placing(s) touches the finishing line. This is especially important in Short Track where there are several skaters, several laps are skated, and where falls are commonplace.
7. Timers are only concerned with timing placings of skaters (1st, 2nd, 3rd, etc.) in Mass Start Speed Skating and Short Track races. However, skaters, are timed in the case of paired skating (i.e. Speed Skating (Olympic Style), Quartets, Time Trials (Pursuit) and in Mass Start relays). In each type of racing, the Chief Timer will instruct each Timer to time on placings or skaters.
8. Finishing – A skater has completed the race when either skate blade reaches the leading edge of the finish line (remember, skaters start on the leading edge and therefore finish on the leading edge). The finish line may differ from arena to arena but there will be a bolded line.
9. In case of a fall at the finish line, there is a strong tendency to press the stop button when the head or body touches the finish line. Only when the skate blade touches the finish line is the watch to be stopped.
10. If a skater falls or swerves away from the finish line, one must take the time when the skate touches the projected line of finish. Since the blade of the skate projects in front

and back of the boot, the Timers must concentrate on the instant that the blade touches the finish line.

11. In the case of automatic/electronic timekeeping, a skater may fall and stop the electronic eye by any part of his body, or he may cross the line out of both tracks. These situations must be resolved by the use of manual timing. If automatic timekeeping is used and this is stopped at the finish by other means than the skate, the official time of the skater shall be recorded as the slower time of the manual time (with 0.20 seconds added) according to the automatic time.
12. In case the skater, after a fall, is out of both lanes, their time is recorded based on the manual timekeeping. If automatic timekeeping is used in the competition, 0.20 seconds shall be added to the manual time.

### 5.2c Recording Times

1. The recording of manual times is carried out according to SSC Rule N12-101.b which is as follows: “At the conclusion of each race, the Chief Timer will call for the times in consistent order (i.e. 1st, 2nd, 3rd, watch for 1st place skater, then 2nd place skater, etc...)” The Chief Timer has the option of using a Time Recorder. This is more common in Long Track Speed Skating.
2. The Chief Timer will then determine and record the official time for each skater. By following the above procedure for each race, the Timers quickly learn the sequence of when to give their time and confusion is avoided.
3. In case of ISU Short Track competitions, the Chief Timer must read each watch, record the results, and declare the official time (ISU Rule 291.16.d).
4. Official Times – The rules are very precise for the determination of the official time for hand-held electronic watches with digital read-out which is the only type of stopwatch permitted for use as stated in SSC Rule N12-101.e
  - a. When three times have been taken and two are identical, the time of the identical watches is the official time. If all three watches are different, the middle time is the official time.
  - b. If only two times are taken and they are different, the mean time calculated is the official time. If the mean time is not the multiple of one hundredth of a second, the lower hundredth of a second is taken.
  - c. In Mass Start competitions, when two or more skaters cross the finish line at approximately the same time, the lower placed skater may be timed faster than a higher placed skater (i.e. 2nd skater faster than 1st place skater). In this case the two skaters should be given the same time as the fastest skater. Similarly, if a 4th place skater is timed as faster than a 3rd place skater, they should be given the

same time as the 4<sup>th</sup> place skater. The Chief Timer will need to acknowledge and initial the adjustments so the Recording Room is aware. Refer SSC C3-200(d).

- d. Other notations that may be used on the recording sheets are as follows:
    - i. DNS: A skater: Did Not Start
    - ii. DNF: A skater: Did Not Finish
    - iii. NT: No Time. (sometimes a race is blown down before a skater finishes the race or the timers were unable to obtain a time for a skater)
  - e. The Chief Timer should check to make sure that the Event number is the same on their form as that of the Chief Finish Line Judges form before giving both to the runner.
5. In Speed Skating (Olympic Style) races, in the event that automatic timekeeping fails, the manual time plus 0.20 seconds shall be accepted (SSC Rule N12-101).
  6. For Speed Skating (Olympic Style) races, if the two skaters cross the finish line within 5 meters of each other, SSC Rule N15-102 applies as follows: “If the second-place skater is within five (5) meters of the first-place skater at the finish and the official time of the second-place skater is faster than that of the first-place skater”: In Speed Skating (Olympic Style), there must be a direct and immediate consultation between the Chief Timer and Chief Finish Line Judge if the two skaters finish within five meters of each other.
    - a. The Chief Timekeeper and the Finish Line Judge are responsible for determining the correct time for the skaters according to ISU Rules 241.2 and 242.2.
    - b. The time of the first-place skater is the official time for that skater.
    - c. The official time of the second-place skater shall be determined by adding 0.10 second per meter to the official time for first place. It should be noted that the official timings are final and may not be questioned (ISU Rule 242.3). This does not preclude, however, the Office Recorders returning a time form with an obvious error or discrepancy. In such cases, only the Chief Timer has the authority to correct the error or discrepancy and such changes must be initialed.

### 5.3 Speed Skating (Olympic Style) Procedures

The provision of six Timers for Speed Skating (Olympic Style) races permits the use of single watches and three Timers assigned to each skater. It is often beneficial in Olympic Style to use a Recorder due to the need to record split times on each skater.

1. Each Timer should be assigned so that there are three timers for the skater with the white armband, and three timers for the skater with the red armband. In this type of race, the Chief Timer should time both skaters, thus serving as a back-up.

2. Since splits are usually required (i.e. timing of each lap), the Chief Timer should also assign one of the Timers to take white splits and one of the timers to take red splits. Split times are recorded during the race by a recorder as it would be too time consuming to do at the conclusion of the race. Remember the “apple rule” for starting position of Olympic pairs of skaters – white on the inside, red on the outside.
3. Quartet: The quartet race is a combination of two Olympic Style races in tandem, separated by ½ lap. It is recommended only for Speed Skating (Olympic Style) races 1500 meters and longer, and where there are a large number of skaters to be accommodated.
4. Quartet rules are covered in ISU Rule 278. Since the quartet involves two pairs of skaters, it is imperative to have two complete sets of timing officials in order to avoid errors (Section 3.4). Thus the 1st pair of skaters (red and white armbands) will have a timing complement of the Chief Timer and 3 Timers taking double times. The 2nd pair of skaters (i.e. yellow and blue armbands) will have a timing complement of Assistant Chief Timer, and 3 Timers taking double times. If able, a recorder for each team as well would be helpful.
5. Note that the starting position for the 2nd pair is similar to the apple rule, with the lighter colour on the inner lane, darker colour on the outer lane. In each case, the Chief Timer and Assistant Chief Timer take double times as a back-up.
6. Timers should also be assigned to take splits since the quartet distances usually involve distances of 1500 meters and longer. You will need to assign one Timer for each of the colours. It should be emphasized that it is necessary to have two separate complements of timing officials in quartet races in order to avoid errors and confusion in timing and recording.
7. World records will not be recognized in quartet races (ISU Rule 275.7). In World Championships, National Championships and other high level meets where records may be broken, the highest ranked skaters do not compete in Quartet format since records are not recognized. Quartets are useful, however, to accommodate a large number of skaters and use meet time more efficiently for long races.

## 5.4 Speed Skating (Long Track) and Short Track Mass Start Procedures

Speed Skating (Long Track) and Short Track Mass Start competitions may include age class or ability formats.

1. SSC rules require three (3) watches to establish a Canadian record (SSC Rule N12-101.ci). These rules state that 3 watches are required on 1st and 2nd places, and two (2) watches on 3rd place.

2. It is important to time all skaters for the benefit of coaches, skaters and parents. Using the system of double watches (i.e., two times on a single watch), it is possible to time 6 or more skaters with relative ease. The use of double watches is covered in ISU Rule 245. It is sufficient to use a single time for the 4<sup>th</sup> place and beyond.
3. Each Timer may, however, use only one watch. As a general rule, when using 8 Timers, it is suggested that the three most experienced Timers be assigned 1st and 3rd place finishes, the next three Timers 2nd and 4th, and the last two taking one skater only for 5th and 6th place finishes respectively. Alternately if you have 9 Timers you can have 3 Timers on 1<sup>st</sup>, 3 timers on 2<sup>nd</sup> and 3 timers on 3<sup>rd</sup>. This will allow for better timing of third place as it is often too close to 1<sup>st</sup> place to get proper times. You can then assign Timers for odd times (1,3,5,7) and some for even times (2,4,6,8). It is imperative that Timers only take their assigned times if skaters are coming to the line close together.
4. The Chief Timer should always serve as a spare watch on the 1st place skater and other placings as required.
5. The assignment of only single watches on 5th and 6th placings also provides flexibility to cover for emergencies (i.e., a watch failed to start, etc.).
6. The advantage of timing with this format of 8 timers assigned for three times on 1st to 4th and single times on 5th and 6th is that all skaters will be timed. (SSC Rule N12-101-c). Following this procedure minimizes errors from calculations, minimizes delays, and ensures that all skaters are timed.

## 5.5 Short Track Pursuit Procedures

For the Short Track Pursuit races, it is necessary to position the Timers on opposite sides of the ice so that there is a complete complement of three Timers and Chief Timer for each skater.

1. For the main starting line, the Chief Timer and three Timers record the time for the white armband skater.
2. On the opposite side of the rink the Assistant Chief Timer and three Timers record the times for the red armband skater. You will need to ensure that both Chief's have a set of timing sheets.
3. Since the two sets of Timers are on opposite sides of the ice, it is possible in a close race that the second place skater will be given a faster time than the first place skater.
4. As with Mass Start procedures, the first place skater should be given the same time as the second place skater.



5. The Chief Timer will be notified of the crossed times by the office staff. It is the Chief Timer's responsibility to cross out the initial time, to replace it with the corrected time, and to initial the change.
6. Although it is usual not to have place judges for Pursuits, it can be helpful to have some in place for these reasons. This way, if there were any close pursuits, the Chief Timer can review the time sheets from the Assistant Chief Timer. Corrected times could then be adjusted prior to sending the papers to the office.

## 5.6 Short Track Relay Procedures

1. In order to avoid confusion of times and places in relay races, it is necessary to assign a set of three timers and a lap recorder for each team. Alternately if you are short on volunteers, you can assign 2 Timers for each team with the Chief Timer taking times for all teams. The Chief Timer will record the times for all the teams by color.
2. For a 111.12m oval track used for ISU Short Track Relay races, the two distance are, for Men 5000 meters, and for Ladies 3000 meters.
3. The main rule for each timing team to remember is that the Starter must fire his gun with 3 laps remaining for the 1st place relay team only. However, since you may not know which team is in 1st place, each Timing team must work closely with their assigned Lap Counter to be aware of when their team has 3 laps to go. This ensures the timing of their team is accurate as to the number of laps skated. It is helpful if the lap recorders hold up the lap cards after each lap so that the timers can follow. Ensure you know which lap counter belongs to your team.
4. Remember, just concentrate on your assigned colour and do not be distracted by the many inevitable falls and confusion with so many skaters on the ice.

## 5.7 Records

1. In the event of a Canadian record, the Chief Timer must read each watch to verify the times. SSC Rule E2 – 201 (a)
2. In the case of a World record, the Chief Timer and the Referee must both read the individual watches to verify the times. Because of the potential need to read the watches in the event of a record, Timers must not clear their watches before instructed to do so by the Chief Timer. If you have extra watches you can hand them out to the first place Timers until the watches have been read and verified.

3. The Chief Timer is advised to have a copy of the Canadian and Provincial records (if available) for reference. However, such information is usually provided by the Recorder/Competitors Steward.. The application for Canadian records is regulated by SSC Rules N12-101 and U2-102
4. The original time sheet for the event showing the readings of the three (3) watches plus the official time signed by the Chief Timer and Referee must accompany the record application. Ensure that all record applications have been signed prior to Timers leaving for the day.

## 6 Certification Requirements

### 6.1 SSC Officials Certification Program

1. The SSC Officials Certification Program was established in 1982, revised in 1989 and has been updated frequently since then. It is updated annually, if required.
2. The program is based on a multi-level system, consisting of 5 levels for Referees, Starters and Competitors Stewards; 3 levels for Meet Coordinators, Recorders, Timers, Finish Line Judges, Announcers and all other officials. Certification requirements for officials are contained under Section O of the Procedures and Rules in the SSC Information Manual (Red Book). Responsibilities for certification are as follows:
  - a. Level's I and II – Provincial/Territory
  - b. Level's IIIA and IIIB – SSC
  - c. Level's IV and V – ISU.
3. The evaluation for Level's I and II is conducted by the SSBC Officials Development Committee while the evaluation of Level III is carried out by SSC.

### 6.2 Timing Criteria

SSC has established technical, practical and performance criteria which should be met for certification of Timers at Level's I, II and III. There are no Level's IV or V for Timers. The criteria are presented below:

1. Level 1 represents the first or entry level for Timers. A level 1 Timer understands the timing function in general and is capable of carrying out assigned tasks in a competent, efficient manner. Requirements for Level 1 are summarized below.
  - i. Attend a Level 1 officials' clinic
  - ii. Assist at 1 or more non-sanctioned meets

- iii. Assist at 1 or more SSBC sanctioned meets
- iv. Review and approval from Branch Officials' Committee

An official who meets all of the above requirements should be certified at Level 1.

2. Level II represents the first level of overall responsibility (i.e. Chief) for Timers. A Level II Timer understands the timing in detail and is capable of being Chief Timer for provincial and regional competitions. Requirements for Level II are listed below.
  - i. Attend a Level II clinic
  - ii. Chief at 2 or more SSBC sanctioned meets
  - iii. Assist at 2 or more SSC-sanctioned meets (provincial/regional level)
  - iv. Satisfactory evaluation from Senior Timer or Referee
  - v. Review and approval from SSBC ODC


A level I timer who satisfied all of the above requirements may receive certification at Level II. Provincial / Territories are responsible for the certification of Level I & II's. They may adopt their own criteria, however most Branches follow the SSC requirements as outlined above.

3. Level III represents the highest level a Timer can achieve. A level III Timer is a knowledgeable, technically competent, senior official who is capable of being Chief Timer for National and International competitions. Requirements for Level III are presented below.
  - i. Chief at 3 or more SSBC sanctioned meets.
  - ii. Assist at 2 or more SSC sanctioned meets
  - iii. Documented recommendation from SSBC ODC
  - iv. Satisfactory evaluation from Referee or Level III Timer
  - v. Review and approval from SSC

Level II Timers who satisfy all of the above requirements will receive certification at Level III.

## 6.3 Maintenance of Status

Once a Timer has achieved a standing within the Officials Certification Program, they must continue to remain active or face the possibility of loss of standing. The SSBC rules regarding maintenance of status are as follows:

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- Officials who have not worked during the past season must be indicated with an asterisk.
  - Officials remaining inactive for a second consecutive season may be deleted from the SSBC officials list.
  - Deleted officials may be reinstated once they become active again, although Level III officials must first serve in an assistant capacity.

Updated lists of accredited Canadian officials are contained in the SSC Information Manual.

