

Completing Record of Experience on ROE Sheets/Logbook

Timekeeping

When giving the events you have timed at within each competition you need to include:

- Meeting Details – this may include type of meeting (League, Championships, Open)
- Venue - Indoors (T&F, Sportshall), Outdoors (Stadium – seated, standing).
- Age Group – Junior, Senior, Masters
- The Name of the Chief Timekeeper at each meeting (there is no need for a signature, the name is sufficient)
- Duties within the meeting as they would appear on the duty sheet or allocated from the team briefing.

Accreditation as a Level 1 Timekeeper

For accreditation as a Level 1 Timekeeping Official, you need to have officiated in at least four (4) different competitions/meetings.

Within those meetings, for time keeping officials it is useful to know:

- Position Timed – this is your primary position in sprints and in circular events.
- Alternative position timed – this includes any secondary positions or additional times recorded.
- Secondary Duties – Examples include Lap and Leader, Calling, Lap Charts, Announcing or relays.
- Additional Details – This could include an explanation of an incidence occurring or feedback in working with more experienced colleagues or embracing the challenge of an analysis against Photo Finish.

Example(s) of Timekeeping Duties:

Duties for each judge would be listed on the Duty Sheet, but could include the following examples:

- Intermediate Lap times to Announcer
- Call intermediate lap times to Athletes
- Record Intermediate times and Leader's Number
- Lap Chart / Running Watch / Multi timing
- Relay splits for 4 x 400m.

Self-Analysis/Reflection

(Only required to be completed by candidates wishing to progress beyond Level 1)

- This section of the Logbook is designed to provide opportunities for candidates to critically evaluate their own performance as an official at each meeting/event. **Maximum of three (3) self-reflection sentences per meeting.**
- This should include reference to what went **well**, as well as identifying areas for further personal development.

Identify 2 or 3 points that went well.

Identify how those points could be improved.

- Using, as a framework, what would/should be expected from officials in terms of qualities, knowledge and application of rules, to identify how well candidates have performed. These could include:
 - Confidence
 - Decision making
 - Communication skills
 - Ability to work as a member of a team, and/or lead a team of officials
 - Punctuality to events
 - Knowledge of the Technical rules and ability to apply them correctly and effectively
 - Opportunity to analyse times with experienced timekeepers or against photo finish equipment.
 - Ensuring times were recorded/returned quickly so events start on time and the timetable continues to move at a brisk/good pace.
 - Accuracy and neatness of Recording Sheets

Possible Self Analysis/Reflection Responses

- I asked for clarification about from a more experienced official. His/her answer/response confirmed that my understanding of the rule was correct/that I need to re read the rules on
- I arrived at or in good time to report to the Chief Timekeeper for briefing.
- My recording sheets were neat and accurate.
- While I recorded my times, I also need to note colleagues times to check the correct returned times.
- I was pleased with the level of my Timing Accuracy.
- In recording both my and colleagues times quickly, I was also able to / struggled to return the correct time efficiently to the Chief Timekeeper.
- I worked effectively with other officials, ensuring times returned without delay to the competition.
- I found it difficult to pick out the correct athlete in close finishes
- I worked well as a member of the team and my confidence as team member grew during the day/meeting.
- I understood my secondary duties and completed them with confidence.
- I feel self-conscious when calling lap times to athletes.
- I maintained concentration throughout the day,
- I found it hard to maintain concentration over the entire meeting/ occasionally lost concentration during the day because
- I was confident in my decision making/in some of my decisions.