

Timer Instructions

- Welcome and thank them for volunteering their time
- Let them know how important they and their job is at the meet. What is the most important thing a swimmer takes away from the meet? A valid and accurate time.
- Roll call of lanes. Confirm they have a clipboard and stopwatch or where they will pick up the equipment or if the equipment will be brought to them
- Ask if this is the first time anyone has been a timer. Assure them this is a fun job and you have confidence they will do a great job
- Demonstrate how to start, stop, and reset the watch

BEFORE THE HEAT

- Before each heat, confirm the swimmer's name on the timer sheet with the swimmer, (or if you personally know the swimmer)
- If at anytime there is a mix up, i.e. there is no name on the timer sheet but there was a swimmer in your lane; or the wrong swimmer swam in your lane, ALWAYS ask the swimmers name at the end of the race and record their name on the timer sheet. Notify the Chief Judge Official or Head Timer of the change.
- Listen to the starter for adjustments.

AT THE START

- Identify the location of the starting strobe light.
- Position yourself so you can easily see the strobe light at the start of the race.
- Start the watch with the light flash; NOT THE SOUND. Why? Because light travels faster than sound.
- After the start, immediately check your watch to assure it is running.
- If you miss the start or pressed the button too early or too late, raise your hand and look for the head timer to get a replacement watch. (*At this point, identify the head timer or timers and where they will be standing*)

END OF HEAT

- At the finish of the race, you must visually observe the touch by standing directly over the lane. Do not stand behind the block and guess when the swimmer has touched the wall.
- Any part of the body can touch the wall/touch pad.
- At the touch, you will stop the stopwatch and one button. If there are 2 timers, timers always stop the same button.
- Record the time on the timer's sheet. If there are 2 watch times, always record each time in the same column.
- NEVER-EVER Record the time on the board on the timer sheet. The Admin has that time. Your stopwatch time is a backup to the time on the board. If the official time has to be adjusted, recording the board time could give the swimmer an inaccurate OFFICIAL time.
- If you did not get a stopwatch time...write NO TIME on the timer sheet. Again NEVER-EVER write the board time on the timer sheet.
- Note any valuable information on the timer sheet, i.e. soft touch; swimmer missed the touch pad; swimmer touched above or on top of the touch pad; etc.

COUNTER SHEETS for DISTANT EVENTS (Optional)

- Sometimes counter sheets are used by the timer to keep track of the laps so they stop the button/watch and or ring the bell at the correct time.
- NEVER, NEVER rely on the counter at the turn end of the pool.
- Each time your swimmer touches the wall at the start end, record the 'cumulative' time on the counter sheet...NOT the split time. By recording the cumulative time, you are better able to identify if you accidentally forgot to record a lap. Split times are always about the same time and you can miss a lap and not realize it.

RELAYS

- Confirm the correct order of the swimmers on the timer sheet. Inform the Chief Judge Official or Head Timer of the change in order.
- If there is a change in the order of swimmers, notate the change on the timer's sheet

TIMER ETIQUETTE

- At the end of the race, do not put the button on the starting block
- Do not engage or carry on a conversation with the swimmer. They are preparing for their race and you don't want to interrupt their pre-race routine. If you know the swimmer or the swimmer says 'Hi', it is okay to acknowledge the swimmer, but do not then carry on a conversation. Keep the interaction brief.