



**MIDWESTERN  
SWIMMING**

## Timer Instructions

1. Timing is one of the most important functions at the meet as your input is needed to determine the swimmer's official time.
2. The Chief Timer will assign each timer a specific lane and designate one Timer per lane as the Head Lane Timer.
3. You may operate a button and/or a watch, but you may never operate two buttons or two watches at the same time.
4. Familiarize yourself with the watch you will be using. Know which button starts, stops, and clears the watch. Always start and stop the watch with the same finger, not your thumb.
5. The Head Lane Timer should check each swimmer's name, preferably by asking for the swimmer's name. For relays, the team and order in which the swimmers compete should also be checked.
6. Do not engage in conversation with the swimmers prior to the race unless they initiate the conversation.
7. Prior to the race you should be sitting or standing far enough back so that you will not distract the Starter or competing swimmers.
8. At the start, focus on the strobe light on the starting unit and start the watch on the flash, rather than on the sound. When electronic timing equipment is being used, do not push the back-up buttons at the start.
9. Once the heat has started, check to be sure your watch is running. If it is not, or you think you started it late, signal the Chief Timer by raising your hand with the watch showing.
10. Stand directly over the edge of the pool at the finish and stop your watch and/or button when any part of the swimmer's body touches the wall. You are not concerned with the legality of the finish.
11. Always push the electronic timing system button at the finish.
12. Times should be recorded to the hundredths of a second (two decimal places). If the watch records to the thousandths of a second, drop the last digit without rounding. Always record the times in the same timer order and please write legibly.
13. If you know that you stopped the watch/button early (for example, you were sure the swimmers hand was going to touch the wall, you commit to pushing the button, and the hand pulls back without touching), please record "Early button/watch".
14. If the listed swimmer does not swim, record "No Show" or "N/S".
15. If the swimmer does not finish their race, record "Did Not Finish" or "DNF".
16. If the swimmer misses the pad at the finish or touches the wall and then touches the pad, record "Missed Pad" or "Late Pad" as appropriate.
17. If for whatever reason a swimmer does not swim because of a mistake you made (you tell the swimmer the wrong heat number, you interfere with the swimmer getting to the blocks, etc.), please bring this to the attention of the referee. We do not penalize swimmers for mistakes made by officials (and timers are officials).

**Thank you!**