

STAR Meet Volunteer Job Description

Head Timer

→ Adult volunteer to organize timers, provide backup timing

JOB START TIME: 45 minutes prior to the start of the session

JOB END TIME: end of session

DESCRIPTION:

UPON ARRIVAL / BEFORE THE TIMER'S MEETING:

- 1) Take 8 clipboards + 18 stop watches out of meet cabinet.
- 2) Organize by lane on massage tables in training room
- 3) Get timer sheets from greenhouse to put on clipboards (this sometimes happens later if the meet has not been pre-seeded – athletes must circle in)
- 4) Assign timers to lanes using the Volunteer Sign Up List at Check in Table (take a picture of it to help you out to see who is here and who it not yet at timers meeting)
- 5) Assist referee with Timers' meeting
- 6) Provide instruction to any rookie timers

DURING THE MEET

- 1) You will need to have 2 watches with you when the meet starts.
- 2) Start both watches at the start of each race. Clear them at end of each race.
- 3) Look for timers whose watches may have malfunctioned at sometime during the race. Give timer one of your working stopwatches if hand is raised.
- 4) Ensure that relief timer is providing breaks to timers as needed

END OF THE MEET

- 1) Collect watches + clipboards from timers and put them back in cabinet.
- 2) Collect completed timer sheets and deliver to the greenhouse at the end of the session.