



Timer Meeting Guidelines

These should be reviewed during the timers meeting prior to the start of every meet.

Meet Preparation

- 1) Locate clipboards, watches, and writing implements. Have extra pencils available. Double check that watches are in working order.
- 2) Conduct timer's meeting before the meet. This meeting should inform timers how to operate the specific watches that will be used among other things. Make sure that workers who will work later shifts at the meet also receive timer's instructions. If later workers are not present for the timer's meeting, then the head timer should prepare individual instructions when the later shift timers are present.
- 3) Obtain timer sheets for the swimmers and events at the meet. Attach the timer sheets to the clipboards. (If this is not done for you by Clerk of Course or AO)
- 4) Hand out watches and clipboards. Have them practice with watches and Plunger/Butten
- 5) Once timers are in position (and all timers present), conduct a test start to insure all timers have a clear view of the starting system. (Also decide where you want to stand as Starter)

Meet Procedures:

- 1) Check the name of the swimmers in your lane against the timing sheet.
 - a) Ask the swimmer "What is your name?"
 - b) Write down the name of the swimmer who swims in your lane if different (or additional) to what is on your timer sheet. Let an official know after the start of the race.
 - c) DO this before or after the race but NEVER talk to a swimmer once they are on the block.
 - d) Do not talk to the swimmer after the long whistle.
- 2) During the start, do not stand beside the blocks. Stand back, but ensure that you are in position to view the strobe for the start, when the swimmer takes their starting position. If a stroke and turn judge, or relay takeoff judge, is stationed near your position, talk with them and ensure that both of you know where the other person is going to stand to perform their assigned functions.
- 3) Be in position to see and start the watch at the instant of observing the visual starting signal.
 - a) Start the watch by using your eyes to watch the starting system strobe light, not your ears. If strobe does not go off. Start your watch and let the Officials know.
 - b) Look at the watch to make sure it has started. Do not wait until the end of the race to find out that watch did not start. If your watch did not start at the start of the race, immediately raise your hand, move to edge of pool, wave hand in air - to inform the Head Timer that there is a problem. Waving your arm towards the Head Timer with your arms stretched out over the water in your lane will help the Head timer see you. (Yes, you will feel dumb but we all do it!)
- 4) Always start your watch at the start of the race even when there is no swimmer in your lane. You may be needed as a backup timer for another lane.

- 5) As the swimmer prepares to finish the race, lean over the edge to obtain an un-obstructed view of the touch. Stop your watch when any part of the swimmer touches the finish wall.
- 6) Press /Mash the button/plunger at the finish of the race.
- 7) Mark or write "soft touch" if swimmer misses the pad and touches the wall.
- 8) Pay attention, at the finish and do not allow yourself to be distracted for ANY reason as the swimmer completes the race. NO CELL PHONES!
- 9) If your watch does not start or stops in the middle of a race, then shout for head timer immediately.
- 10) Hold the swimmer until you have verified the name of the swimmer completing the race.
- 11) Record the time from watch.
 - a) Write down the time to the hundredths place. (ex. 34.05) NO rounding up or down.
 - b) Do NOT write the time down from the score board.
 - c) Write "watch error" if there is a problem and a watch has no time.
 - d) If the swimmer on the timer sheet did not swim- write "NS" (no show) in the slot.
 - e) Write clearly to avoid confusion at the scoring table.
- 12) Clear the watch to start the next race.
- 13) If you have a cell phone in your pocket make sure it is on vibrate. Do not talk on phone or take pictures while timing. Ask to be given a break if you need to answer a phone call.
- 14) When doing Dive Over Starts reminding swimmers in the water to stay in the water until the next heat starts.
- 15) Keep area between the blocks clear. Only timers and Officials should be between the blocks. (near the water). Swimmers and coaches should be behind the blocks.
- 16) If the pool has surface gutters, ensure that you don't step on the pads while timing, or, let swimmers step near the pad during the race.
- 17) The timer who has the last swimmer to finish the race, will feel rushed to "clear" the watch for the next race.