

HEAD TIMER PRE-MEET DUTIES

- Go over the timer duties with them:
 - You will each get two watches. At the start of each race, watch for the light on the starter mechanism. Start one watch with the light, **not** with the sound, as that is more accurate.
 - If your watch malfunctions or you miss the light, raise your hand to alert the Head Timer. S/he will bring you a watch to use for that race. If your watch is broken, the Head Timer will replace it.
 - Bend over the edge of the pool so you can accurately see the swimmer touch the wall – the touch may be underwater. Then stop your watch and tell the recorder the time. Please help keep the swimmers (over age 8) in the water for fly-over starts.
 - You can use the second watch to start the next race, so that there is less of a delay between races.
 - One timer per lane should be the designated recorder who writes on the clipboard. Record all three times on the clipboard and sign with your initials. DO NOT write in the official time – that is done by the table workers. DO NOT copy a time if fewer than three times are taken, just write down as many as you receive. The table workers will sort it out. Runners will collect the time sheets every other race.
 - Please make sure you ask each swimmer his/her name prior to the race to make sure it matches the time sheet. Do not confirm (“Is your name _____?”); ASK (“What is your name?”). For 25 meter/yard races, ask the swimmer at the end of the race. If the name does not match, write in the correct name. It is okay if a swimmer goes on a different time sheet than originally expected, as long as the correct name goes with the correct time.
 - Swimmers 9 and older do, what we call, flyover starts. This means that they stay in the water and the swimmers who come after them dive over top. 8 & unders do not do flyover starts. Please encourage those who are 9 and older to stay in the water until the next heat dives in. It makes the meet go much faster!
 - Don’t forget that those age 13 and older have some events that are 100s (4 lengths). Please check your time sheets and look at the event to know when to stop your watch. A lot of people will forget that just because the 11-12 swimmers did a 50, the 13-14’s might be swimming 100!
 - First half timers – please DO NOT leave your position until you have been relieved by a second half timer.
- Then make lane assignments. Timers can, for the most part, choose where they want to go, but ensure that there are three timers per lane (at the beginning of each half). Both teams must have at least one timer per lane. No lane can have three timers all from the same team. It might be easiest to put 2 PC, 1 Away timers in lane 1; 2 Away, 1 PC timers in Lane 2; etc. and keep switching them. More experienced timers should be on the end as those swimmers tend to finish last.
- Help any timers who do not know how to use the watch. They should learn how to start, stop, and clear the watch. Let them practice with you once or twice.