

Head Timer and Timer Information

Updated for the 2019 Season



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GRAL HANDBOOK

Head Timer Description



Section XIII of GRAL Handbook – Head Timer Description

- **Head Timer:** The Head Timer will assign one timer per lane to record Times on the swimmer's event/lane Sheet. He/she will insure that the timers have proper event/lane sheet sheets before an event is started. He/she must make sure the runners receive the event/lane Sheets as soon as possible after the race. There shall be three adult timers per lane, and each club should be represented on each lane. All timers (including the Head Timer) should start their watches whether or not they are timing a swimmer. The Head Timer should occasionally review the results of the three times in a lane to make sure the timers are staying close together on the recorded times.
- **TRAINING** – None



HEAD TIMER DUTIES



Head Timer Duties

- Give basic instructions and lane assignments in a timer meeting prior to the start of the meet and at the half when workers change
 - The announcer will announce when and where these meetings are to take place
 - See the timer duties to help organize the meeting – All those duties should be discussed
 - The Starter may run this briefing instead
- 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 should have three timers all from the same team
 - First half timers must not leave until they are relieved by the second half timer
- Help any timers who do not know how to use the watch
 - They should learn how to start, stop, and clear the watch
- Inform the timers that everyone should have two watches to allow for faster transfer of times
 - Timers alternate watches each race and then they can read the time to the recorder off the first watch while the second is running for the current race



Head Timer Duties *continued*

- Start two watches at the beginning of each race
 - If a timer raises his/her hand, bring him/her a watch to replace the one that did not start correctly
- If you have given out both watches and a timer still needs a watch, ensure that there are at least two timers with working watches in a lane
 - If you need to move someone from an adjacent lane for that one race, do so, as long as all lanes have at least two properly-started watches
- If a watch breaks or the battery dies, replace it with a watch from the stock
- Occasionally review timer sheets to make sure the times are not too far apart and that the timers are following procedures
- Help move timers to the other end for 25 meter/yard (8&Under) races unless the pool venue does not do that
- Collect watches at the end of the night and get them to the Parent Representative



TIMER DUTIES



Timer Duties

- Attend meeting prior to the start of your assignment with Head Timer to receive instructions and lane assignments
 - The announcer will announce when and where this meeting is to take place
 - First half timers, do not leave your position until a second half timer has come to relieve you. All lanes must have at least three timers at all times.
- Note: each timer will have 2 watches
 - When the race ends, the time will stay on the first watch while the timer starts the second watch for the next race to help the meet move faster
- 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**



Timer Duties *continued*

- 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 – stop the watch when any part of the swimmer touches the wall or deck.
- Be prepared to start your second watch for the next race, there is not much time in between.
- Tell the recorder the time from your first watch
- Please help keep the swimmers (over age 8) in the water for fly-over starts
 - But do not touch a swimmer in the water or interfere with his/her swimming



Timer Duties *continued*

- One timer per lane should be the designated recorder who writes on the clipboard
- Record all three times (seconds, tenths, and hundredths) on the clipboard
- 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
 - If it is only one time, the Referee will handle it
- DO write a time for every kid unless s/he clearly did not finish
- The notation for the time sheet if a swimmer didn't finish is DNF
- If a swimmer did not show up, you can write NS on one of the timer slots
- Runners will collect the time sheets every other event.

