

# CHIEF TIMER RESPONSIBILITIES

## **MEET PREPARATION:**

1. Set up table with timers supplies as needed (7:00-7:15am)  
Include minimum, the following supplies:
  - One (1) clipboard with (1) sharpened pencil per lane (6 lanes/6 total)**
  - Set three (3) stopwatches on each of the 6 clipboards (18 total)**
    - *Check all stopwatches, see that they are functioning correctly*
  - Two (2) additional backup stopwatches for Chief Timer to swap out**
  - Additional backup stopwatches should be available should any malfunction**
  - Handout to each "Head Lane Timer" an event recording sheet for watch times**
    - *Recording sheets won't be available to handout until 30 seconds prior to start!*
2. Confirm that sufficient timers are being recruited. Two (2) timers from BST and one (1) timer from the visiting team are required per lane. (Three are highly recommended or the times may not be acceptable for all purposes. Plus the meet will run faster.)
3. Make sure an individual is serving as the "Head Lane Timer" in each lane, 1-6.
4. Coordinate with the Referee or Starter regarding whether they wish to participate in the timer's briefing. (This responsibility is assigned to the Starter if no "CT" is used.)
5. Assure the "**Timers Briefing**" is conducted covering (as appropriate) the "**18 points**" discussed under the "Timer's Briefing" instruction card. The Lane Timers should be assembled and the briefing started early enough that attendance can be confirmed, the briefing conducted, questions answered, and a timing check completed prior to scheduled starting time for the first heat.
6. **Conduct a timing check with Timers and Starter.** The Chief Timer should ask the Starter to conduct a time check before the start of the meet. All timers start their watches at the "flash of the strobe light". They stop their watch when the stop signal is given, which is usually after at least 30 seconds has elapsed. The watch times are then compared. This serves to confirm that the watches are operating properly and the Lane Timers are familiar with their watch. (Right button is Start/Stop, Left Resets)

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7. **Instruct all timers to be in their assigned lane positions by 7:58am.** This is two (2) minutes before the Referee starts the meet at 8:00am sharp! (Providing the Referee, Starter, S&T Judges, all have heat sheets and each Head Lane Timer has their individual event recording sheets/cards.)

### **DURING THE MEET/COMPETITION:**

1. Observe whether the Lane Timers are watching the strobe light at the start, looking over the edge at the finish, not clearing their watches prematurely, etc. Assure that the Head Lane Timers are recording the times properly, listing the times as instructed, writing numbers clearly and recording times in a consistent order. If any are not performing efficiently, reinstruct them a second time.
2. Identify timers who may not be doing a good job, note those lanes where the timers are working well together and the times are matching well. Then, let them know that they are doing a good job. A little praise and encouragement pays great benefits. An experienced Chief Timer should know after a short period (3 to 5 heats/events), the capabilities of each group of timers.
3. Make sure your lanes remain staffed. Volunteer timers do sometimes leave without giving notice. Be prepared to move people between lanes to maintain consistent coverage. Keep the Referee informed regarding your staffing situation so that heats are not started if there are insufficient timing personnel in place.
4. Frequently check various lane times for accuracy. Help identify where there may be problems and get them corrected ASAP!
5. If necessary, make sure the "relay swimmers" are bringing their time cards with them to their lane before each event. (These might already be on timers sheets.)

### **AFTER THE MEET:**

Please "thank" all timers for their voluntary services as you:

1. Make sure times from the last heat/event are collected and received at the computer/scorer's table.
2. Collect and account for all stopwatches, clipboards, pencils, etc.