

TIMER'S BRIEFING

Lane Timers will meet (____ /30) minutes prior to the start of each session

- ◆ Meeting should include a test to verify the accuracy of all timers and watches
- ◆ Assign 3 timers to each lane (2 from Host team and 1 from the Visiting team)
- ◆ Designate 1 of these timers as the “head timer/official recorder” for that lane

1. *Verify/check the swimmer's name and that he/she is in the correct event/heat/lane.*
2. Always start your watch on the “**flash of the strobe light**”
(The only time sound should be used to start a watch is when the starting device does not have a visual signal) Button Pushers must not push button at the start. In the event the button pusher pushes the button early at the finish (at the 50 yard mark of a 100 yard event), he/she should still hit the button at the finish as it will be recorded correctly. Do not push the button if there is no swimmer in the lane.
3. **Always start your watch** whether there is a swimmer in your lane or not.
4. **Always record the time on your watch** (or “**DNF**” if the swimmer Did Not Finish)
5. **Do not clear any time from your stopwatch** until after all times (from their respective lane) have been recorded on the timer's sheet/cards.
6. **Promptly report the time** listed on your watch to the “Head Timer” and if asked, present the watch for inspection.
7. **Record all three times on the head timer's sheet** - Record in 100ths of a second.
 - A. If 2 of 3 watches record the same time and the third disagrees, the two identical times will be the Official Time;
 - B. If all 3 watches disagree, the watch recording the intermediate (middle time) time will be the Official Time;
 - C. If using only 2 watches and if the times recorded do not agree, the average of the two recorded times will be the Official Time.
8. **Clear your watch for the next race** on the directions of the “Chief Timer/Head Timer”, or on the Referee's long whistle.

9. The command/signal for clearing your watch is, "**Clear Your Watches**".
10. **Watch malfunctions** - Immediately notify/signal the Head Timer (by raising your hand) if the start is missed, watch malfunctions or is stopped prematurely.
11. **Back-Up timer (Chief Timer)** for persons who miss the start (Two stopwatches used). Swap stopwatch with timer who's watch malfunctioned.
12. Time-only Swims - **Record the swimmer's name and watch times, especially if the swimmer is not listed on the Heat Sheet** or in the Meet Program.
13. At the finish, always **stand over the edge of the pool and look down** for the touch.
14. At the finish, you only **stop your watch as the swimmer touches the wall/pad** - not before and not after.
15. The swimmer's name listed on your timers sheets may not always be correct. Once swimmers have been seeded in the Clerk-of-Course (Bull Pen) please **do not try to reassign swimmers to your lanes**. Swimmers usually know where they need to be.
16. Stay In Water/Get Out of Water (Swimmers)
Individual Events - Swimmers stay in the water until the next heat/event has been started using overhead starts (with the exception of the backstroke).
Relays - Encourage all swimmers to exit the water promptly.
17. Whistle Starts
(4) four short whistles - swimmer standing behind starting block ready to step up
(1) one long whistle - step up onto the starting block (backstrokers: step in water)
(1) one long whistle - (backstrokers: means place your feet) No verbal command
18. **Yes, you may cheer your child on** if he/she is swimming in the meet but do not let their swimming distract you from doing your job. If your child or some other matter requires your attention, tell the Head Timer so that a replacement for you can be found.
19. Always Remember - We are here for the swimmers and they deserve our best at all times.