

TIMER'S BRIEFING

Chief Timer starts Timer's briefing at 7:40 sharp, ends by 7:55am. (15 minutes)

- ◆ All Lane Timers will meet (20 minutes) prior to the 8:00am start time.
- ◆ 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 timer as the **HLT "Head Lane Timer/official recorder"** for that lane

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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.)
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 Lane Timer/Recorder" and if asked, present the "watch time" for inspection.
7. **Record all three times on the HL 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 "**Head Lane Timer**", or on the Referee's **long** whistle.
9. The command/signal for clearing your watch is, "**Clear Your Watches**".

continued on back side...

continued from front side . . .

10. **Watch malfunctions** - Immediately notify/signal the Chief Timer (by raising your right hand) if the start is missed, watch malfunctions or is stopped prematurely.
 11. **Chief Timer (BackUp Timer)** for persons who miss the start **swap stopwatch with the lane timer** who's watch malfunctioned. (Chief Timer always starts (2) two additional backup stopwatches each time a new race is started).
 12. Time-Only Swims - **Record the swimmer's name and all watch times, especially if the swimmer is not listed on the individual event/time sheet.**
 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. Swimmers "**stay in the water**" or "**get out of the water**" at the finish of a race.
 - A. **Individual Events** - Swimmers stay in the water until the next heat/event has been started using overhead starts (with the exception of the backstroke).
 - B. **Relays** - Encourage all swimmers to exit the water promptly.
 - C. If need be, please **help some of the heavier swimmers** out of the water.
16. 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
 17. **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.
 18. **Always Remember - We are here for the swimmers and they deserve our best at all times.**