

Head Timer Checklist



- Set up the clipboards with the event sheets
- Make sure each clipboard has a sharpened pencil
- Find the sign in sheet and have timers sign in for credit
- Have the announcer call a timer's meeting 15 minutes before the meet

Timer's Meeting



- All timers receive a stop watch
- Timers need to watch the light to start the watch (do not wait for the sound)
- Timers should check the name of the swimmer with the swimmer before he/she swims
- If a swimmer is not listed, timers should write down his/her first and last name
- If a swimmer is a 'no show', timers should write 'NS'
- One timer times and writes down times while the other timer times and controls the pickle
- Timers should be consistent writing down times on the sheet (i.e. The person who writes down the time puts his time down first and then the pickle person's time.)
- If a timer needs a new stop watch during an event for whatever reason, they should raise their hand and a new watch will be given to them
- Timers may need to take their pickle and go to the other end of the pool for 25 yard events (short course) or 50 meter events (long course)
- A 'runner' will come and pick up the event sheets after each event
- After the meet, timers need to put the stop watches, pencils, and clipboards away