

## 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