

# ~ INSTRUCTIONS FOR THE HEAD TIMER ~

## A. Prior to Meet:

1. Make sure sufficient timers are scheduled. At least two timers per lane are needed
2. Check that there are sufficient watches and that they are operating properly. Backup watches are also needed.
3. Make sure timer materials and supplies, such as: clipboards and pencils (#2) are ready. Make sure that lane timer sheets for recording the watch times are available.

## B. Prior to the first event:

1. Coordinate with the meet announcer the time and location of the timers meeting to be held.
2. Confirm that sufficient timers are available, that each lane has an equal number of timers, etc.
3. Conduct "Timers Briefing" covering (as appropriate) the points discussed under the Instructions for Lane Timers. 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.
4. Determine if the Timing Equipment Operator wants the timer's assistance for a final confirmation that the buttons and pads are operating properly. You may wish to request such a check if you have Lane Timers who are not familiar with using a button.

## C. During the meet:

1. Observe whether the Lane Timers are watching the strobe light or gun at the start, looking over the edge at the finish, not clearing their watches prematurely, etc. Assure that the 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 or replace them.
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. Particularly when watches are the primary timing system, frequently check various lane times for accuracy and the spread of times. It is particularly important to do this for the first few heats of a session to confirm everybody understands their responsibility. When buttons are being used, work with the Head Table, who by review of timing information can help identify where there may be problems.
5. After each heat or event (depending on how times are being recorded), collect the time information for all lanes and deliver them to the Head Table. A runner may be used for this depending on the size of the meet.

## D. After the meet:

1. Make sure times from the last heat/event are collected and turned in at the Meet Office.
2. Collect and account for all watches and clipboards.
3. Note any problems and inform the Meet Director or other responsible official of any inoperable watches.