



Timer's Briefing

1. Your help is very important and appreciated, so **Thank you!** Your watch and button times are frequently used to establish or confirm official times because electronic timing equipment can malfunction, and/or swimmers sometimes do not trigger the touch pads when they finish.
2. Please turn your phones off or to silent as it can distract you and swimmers. Also, it is against USA Swimming Athlete Protection rules to have cell phones out behind the blocks during the meet, including any warm-up periods. If you must use your phone for any reason during the session, please raise your hand and get relieved by either a substitute timer or the Head Timer. Please step off the deck before using your phone.
3. Do we have any new timers? If so, should pair up with an experienced timer.
4. One timer on each lane will be responsible for the clipboard. You should confirm the names of your swimmers, and will be recording the watch times of both timers.
5. The starting process begins with a series of short whistles, which will be your clue to get ready for the start of a race. Please position yourself behind the blocks with the starting strobe in your line of sight.
6. Following the long whistle, swimmers will step up on the blocks (or enter the pool for backstroke). If you think you should have a swimmer but no one is up, ask around behind the blocks. Never force a swimmer to step up or down from the blocks if they think they are in the right place. If you believe there is any issue regarding the swimmer in your lane, please step up to the edge of the pool and wave your arm to get the attention of the Starter. The Starter or Referee will address the issue.
7. Once all the swimmers are in place, the Starter will say "TAKE YOUR MARK". This is the command for swimmers to establish a stationary starting position.
8. Start your watch on the strobe flash using the index finger of your dominant hand. Strobes fail occasionally, so be sure to start the watch when you hear the horn if it doesn't flash. Please start the watch even if your lane is empty as it may be needed as a backup for another lane.
9. Confirm your watch has started and is operating properly. If you miss the start or your watch malfunctions, please raise your hand to get a backup watch from the Head Timer.
10. Be aware of the length of the event and keep track of the distance completed by your swimmer.



11. **[If doing distance events]** We will be swimming the XXX Freestyle this session. When your swimmer approaches the wall for the turn to begin their final two lengths, you should ring the bell. Start ringing it as they get to the flags and until they return back out to the flags.
12. At the end of the race, step to the edge of the pool with the plunger in your dominant hand and the watch in your non-dominant hand. Simultaneously press both with your index fingers when any part of the swimmer touches the end of the pool. Do not worry if it is a legal finish, and do not anticipate the touch. The plunger button is more important than the watch, so if there is an issue with getting both done you should make sure to press the plunger!
13. **[If doing fly-over starts]** We will be doing fly-over starts to keep the meet moving along so after you have stopped the watch from the current race, pick up the other watch in preparation for the start of the next race. Also, please try to help keep swimmers in the water and at the end of the pool until the next race has started.
14. After you get the watch started for the next race, write down your partner's time from the prior race and then your own time on the Timer Sheet before clearing the watches.
15. If a swimmer does not show up to swim, document it with "NS" on the Timer Sheet for "no show".
16. Write times down to the 100th of a second (2 digits after the decimal point). If your watch displays more than the 100th place, just drop the extra digits (do not round). If the time is to the whole second, be sure to write the 100th places as ".00".
17. If the swimmer missed the pad or touched the pad late after having already touched the wall, please check the "Soft Touch" box on the Timer Sheet as you record the time. Also, if you stop the watch or hit the button early, please document "early button/watch" on the Timer Sheet. If you don't get a watch time, document "no watch" on the Timer Sheet.
18. If you need a break for any reason during the session, raise your hand to get the Head Timer's attention. They will find a substitute to relieve you. Do not leave your position until relieved.
19. **[If events are starting at the other end, or if timers are moving to the other end]** Explain the change that will be happening. Include where to look for the starting strobe.
20. **Any questions?**