

IMPORTANT TIMING INSTRUCTIONS!

1. **Before each race**, timer with clipboard please call and verify name of next swimmer; report problems **immediately** to Referee or any handy official; write name in if different.
2. Please don't reset previous watch(es) until 2nd (long) whistle.
3. **At the start**, please observe the strobe light and start watch(es) at flash; **DO NOT** push other buttons until finish.
4. Please start your watch(es) for **every race**, even if your lane is empty, in case needed as a backup.
5. **After the start**, it is very important to **check your watch(es)** **immediately** for a good start and correct operation. If you miss the start, or the watch malfunctions, wave it overhead at the **Head Timer** for a replacement watch.
6. **During the race**, please keep track of the distance so you don't miss the finish or stop the time too soon.
7. Again, the timer with the clipboard should be checking for the next swimmer in your lane.
8. **For the finish**, please come forward and **look directly down the wall** (don't stand past edge, or on gutters or touchpads).
9. Each timer should operate 1 button in addition to any watch, but **never** 2 buttons or 2 watches at once.
10. Stop watch and button when **any part of the swimmer** first touches the wall (whether legally or not).
11. Don't anticipate the touch; **observe** a definite touch of wall.
12. **After the finish**, return to chairs to make room for next swimmers, record watch time(s) beside correct name; do not reset watch(es) until 2nd (long) whistle.
13. Please **never** record a scoreboard time – it may be wrong!
14. Note any missed, early, or late times on the time sheet, to help us determine the correct official time later.
15. Please also note / record any late or missed touchpad touch.
16. (25y/50m) with stopwatches only: 1 stopwatch per timer, **listen** for whistles before each race, **observe** strobe, **record all** watch times, **verify name** of each swimmer as they exit your lane, **mark any corrections** on sheet.
17. **NEED A BREAK?** Please notify Head Timer ahead of time!
18. **Thank you!** With your help and attention, each swimmer will receive a fair, accurate, and official time.