



## Swim Meet Timing Instructions

**\*For FCST Hosted Meets:** Please do the following:

- Sign up for a Timing Shift (or choose from other shifts) through your Team Unify Account (the job sign up will open for FCST Hosted Meets on Sunday @ 8pm the weekend before the meet)
- At the Meet, Sign the Job Sign in Sheets in the Pool Lobby,
- Report to your assigned Timing Lane (indicated in the sign up)
- Shift length 3-4 hours, counts toward your Hosted Meet Support, will receive shift credit.

**\*For Away Meets (not hosted by FCST):** Please do the following:

- Sign up for a Timing Shift through the Sign Up Genius link emailed to you usually the Monday or Tuesday the week of the meet.
- **At the Away Meet, there are “No Sign in Sheets”, you do not need to sign in.**
- **Please Report directly to the lane you signed up for in Signup Genius.**
- Call the person after you on the Signup Genius if the next timer does not show; and email [volunteers@swimfcst.com](mailto:volunteers@swimfcst.com) that the replacement timer did not show.
- No hosted meet shift credit given for timing at “Away Meets”.
- Timing Shift length typically 30-60 minutes.
- For some meets, the sign up slots may go by Event Number versus time slots.

### 10 Minutes Before Your Shift Starts:

- Report to your assigned timing lane (Lane Number is listed in the timing signup). For meets with timing at different locations, a description is also provide (e.g., Lane 6 - Lobby End, means you will be timing in Lane 6 at the end of the pool closest to the lobby).
- If you are new, ask for “training” from an experienced timer, a head timer, or an official (**or watch the videos below**)
- Check to make sure your watch is working, determine where the race starter light (strobe).
- Decide which timer will “scribe” – record (write) each race time on the event sheets; one person will write the time, and both people with time (each will start and stop a stopwatch and both with use a plunger (button timer attached to timing pad) at the end of each race.

### Before a race:

- Determine whether the swimmer is present and in the correct lane, heat and event.
- Insure stopwatch is clear
- Start the watch the instant the light (strobe) is seen on the starter. (Be sure you are in a position to observe the light.)



### **During the race:**

- If your watch fails, obtain a replacement watch from the backup/head timer – raise your hand with watch to call for backup
- Toward the end of the race, stand directly over the assigned lane to observe the touch, stop the watch and push the plunger button (attached to the timing pad) when any part of the swimmer's body touches the wall.
- If the swimmer in your lane is among the last to finish, it may be necessary to stop the watch, remember the time, clear the watch and start it for the next race before writing the time.

### **After the race:**

- Record the watch time on the event sheet, with the seconds to the hundredths decimal place (i.e., "2:47.97")
- Clear your watch and prepare to time the next race.
- Ensure the swimmer in the next heat/race is present

Lanes must have 2 timers at all times.

If for some reason you must leave please notify the backup/head timer in advance so a replacement timer can take your place before you leave, please continue to time until a backup timer has arrived.

### **Swim Meet Timer Video Tutorials**

<https://www.youtube.com/watch?v=ZVFce0ZtaSk>

<https://www.youtube.com/watch?v=bdC-SUn2NvQ>

[https://www.youtube.com/watch?v=zGeOV4-X\\_ts&t=2s](https://www.youtube.com/watch?v=zGeOV4-X_ts&t=2s)