



Lane Timer & Writer Instructions

Timer

- Responsible for operating both the stopwatch & timing system push button (black corded button near starting blocks). Push button should be in dominant hand. If Right handed, pushbutton should be in Right hand and stopwatch in Left hand.
- Assist the Writer in confirming the swimmers identities (especially on 25 yard races) and provide the Writer with your stopwatch time for the race.

Writer

- Responsible for verifying that the correct swimmer is swimming the race, operating 2nd stopwatch, and writing times onto time log sheets.
- Before a race or during the prior race check the swimmers of the next races to confirm that the correct swimmers are set to swim the following races. Verification should be done by calling out the age group and event (i.e. 10 & Under 50 Free) and asking the swimmer their name not speaking their name to the swimmer.
- Swimmers names and numbers should be listed on the time log sheets for verification. On a combined event (boys & girls race at the same time) or if a swimmer is entered in a race that they were not previously listed, write the swimmers competitor number on the sheet for that heat.
- At the end of a race record the stopwatch times in the first two spaces on the sheet for that heat. The third space is when a 3rd person is used and should be left blank when only a timer and writer are used.
- The Soft Touch box should be checked if the Writer or Timer thinks that the swimmer did not have a solid touch of the underwater touch pad (i.e. if a swimmer touches the deck or gutter but doesn't touch the pad).
- Once a sheet is complete remove it and hand it to the Lane Runner who should come up to the Writer to pick up the sheets after every event is complete.

Both Timer & Writer

- Race starts when the starter box strobe flashes. Watches must start with the flash on the top of the starter box. Light travels faster and is easier to pick up (in loud pool areas) than sound and is thus a more accurate measure.
- Stopwatches are started (Button on Top Right of stopwatch) when the race starts. Timing system push button is **NOT** pushed at this time.
- Should there be a malfunction and you hear the sound without a light, Start the watches as the swimmers typically start with the sound and the timing system may not be operating for that race at which point the swimmers times will only be available through your stopwatches.
- During the race pay attention to the race, use of cell phones or other devices are prohibited during a race. If an emergency arises, or call must be taken, please contact the head timer to arrange to step away from the lane.
- At any time before or during a race should there be a watch malfunction or any issue whatsoever please step out in front of the blocks and wave hand to get the attention of the Head Timer and Official so that they can hold the swimmers, hand you a replacement watch, or address your issue.
- Know the distance for the races. Some races are 25, 50, 100, and 200 yards which is 1, 2, 4, and 8 lengths of the pool respectively. You don't want to mistakenly stop the watch prematurely. The distances are listed on the time log sheets held by the Writer. 25 yard races (8 & U) and 8 & U relays will have swimmers starting at the opposite end of the pool.
- Stand over the edge of the pool at the finish to observe the touch.
- At the end of a race once the swimmer makes contact with the touchpad, wall, deck or gutter, Timer presses the pushbutton and both Timer & Writer stop the stopwatch (button on the top right).
- Swimmers must make contact with the lane end structure with some part of their body in order to stop the watch and press the pushbutton. "Breaking the Plane" of the wall does not count.
- Once the race is over encourage the swimmers to get out of the pool as quickly as possible. But, do not help the swimmers out of the pool.
- Record the times from the watches, then reset each stopwatch by pressing the button on the Top left of the watch and get ready for the next race.
- If you miss a time write NT in the space on the time log sheet. Do NOT write your partners time, the time on the scoreboard, or make up a time.