

## Timer Briefing Form

**THANK YOU** – Timing is one of the most important and critical jobs at the meet! Watch and button times are frequently used to establish or confirm official times. Electronic equipment occasionally fails or starts late, and swimmers miss touch pads or don't hit them hard enough.

### Timing Systems

- AUTOMATIC SYSTEM- electronic touch pads
- SEMI-AUTOMATIC SYSTEM – button (push only at end of race)
- MANUAL SYSTEM – your stopwatch

### Your Job

- Determine that the **correct swimmer**, (check by FULL NAME while the Preceding heat is swimming) or **Relay Team** is in your lane, and that relay swimmers are swimming in the order listed. If there is a problem, **get the attention of the starter/referee**. If a swimmer does not swim, indicate so on your Heat Sheet.
- **Remain seated for all starts**. Keep all swimmers, except the starting swimmer, **behind** your chairs until after the start (including relay team members). Let only the swimmer in the next heat in front of you after the start.
- Timers' being seated allows all timers to observe the strobe.
- **Start your watch upon observing the strobe flash**. If you miss the strobe, start watch on the sound of the horn.
- **Check your watch** after the start to make sure it is running. If it is not; get the attention of the Head Timer. If watch malfunctions raise a hand or otherwise get the attention of the Chief Timer.
- Keep careful **count** of lengths swum in order to stop your watch at the correct point.
- Stand directly **over the edge of pool at the finish** for a full view of the swimmer and end wall, and stop your watch when any part of the swimmer touches the pad or wall at the finish of each heat. Watch for underwater touch. If there are two lane timers, one timer uses the stopwatch; the other pushes the button when any part of the swimmer touches the pad or wall at the finish of each heat.
- **Record the time**, exactly as displayed on your watch, onto the heat sheet or relay card. Tell the Chief Timer, and note on your heat sheet, if a swimmer touches the wall but misses the pad at the finish.
- Make sure the swimmer is out of the pool and away from the starting blocks and behind the timers chairs before you respond to a request for times.
- Return to sit in your chair to record watch times on the provided heat sheet or relay cards. Don't clear your watch until the time is recorded.
- Please do not leave your lane without the ok of the head timer. Do not cheer for swimmers during the race, and make sure the swimmer is out of the pool and away from the starting blocks before you respond to a request for times.
- Help keep electronic timing buttons and cords out of the way of swimmers. Do not place the buttons on the blocks, steps, etc.
- Raise your hand or otherwise get the attention of the Chief Timer if a break is needed so that a relief timer can be found. Be dignified and professional, but have fun!
- Write your name and lane on your Heat Sheet and turn it in to the head timer at the end of the session, along with your watch and clipboard.
- Remember: all officials (including timers) are here for the swimmers, not vice versa!
- **The Meet Management and Officials thank you for being a timer.**