

3/27/2018

## Instructions

Give your meet volunteers the information they need to do a good job and help those around them be safe. Often, a few experienced people run swim meets helped by many less experienced volunteers. Using a training agenda enables others with less experience to step up and help out more.

### *Timer Instructions*

Instructions to give at the timer meeting, and to replacement timers when they come on deck. If you already have *Timer Instructions* you prefer, use them. Just add the highlighted safety instruction lines to yours.

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# Timer Instructions

*Note: Highlighted points are things timers can do to increase safety at the swim meet.*

Thank you for being a timer today. Your position is one of great importance to the swimmers.

As a timer:

- **Start** watch the instant they see the light on the starter at the beginning of every event. If they miss starting the watch at the beginning of the heat, wave the watch in the air and get your attention. Then, **switch** watches with head timer.
- **Stand over lane** at every finish and **stop** the watch when any part of the swimmer touches the wall or pad
- **Press** back-up button at the end of each race
- **Write** time on lane timer sheet. NOTE: If the swimmer in your lane finishes last, you may need to remember their time, clear the watch, start it for the next heat, then write the time down.
- **Help** get swimmers to right block at right time
  - It's most helpful to start looking for the next heat swimmer right after starting the watch for the heat in the water
  - Confirm the name of the swimmer or relay team with the lane timer sheet
  - No swimmer? Holding a "thumbs down" over the pool when swimmers step up onto the blocks lets the meet referee know you've checked the area near around you and the swimmer is not there. This helps the meet move quicker, and gives the swimmer the best chance of getting to the block. Thanks for your help!
- Do not leave lane without proper coverage before the meet is over. Timers are important and needed. If you must leave early, make arrangements for a team mate to cover your position.
- **No cameras or recording, including cell phones** behind the blocks. This is a USA Swimming policy. If comfortable, politely ask anyone recording behind the blocks to stop. If not comfortable or they continue, tell the Head Timer, an Official, Meet Marshal or Meet Referee.
- Although restricted to a relatively small area on the deck, you may witness a swimmer, or other meet goer, in need of medical assistance.
  - Summon, or send a bystander to get, lifeguard help
  - If need be, waves arms over pool and call out to notify the referee of the emergency
  - If a race is in the water, try to honor the efforts of those competing by getting the time or having someone nearby get the time.
- Will timers need to switch ends to time races which finish at the other end? If so, let them know when and how. Quickly is preferred.

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