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| **2020 AG State Meet Head Timer Training List** | | | |
|  | **Wed** | **Prelims** | **Finals** |
| **Trainer Name/Position**: | LTM | LTM | LTM |
| **Training Time:** | 4:15 PM | 7: 45 AM | 4:40 PM |

**HT Training Agenda:**

1. **TIMERS MEETING LOCATION:** Hospitality Room
2. **HT or Deck Ref will train Timers**: HT conducts timers meeting, but the Deck Ref may have additions or take over the meeting. If any information DR misses, HT reviews with timers.
3. **Missing Timers:** You are responsible for making sure that all timers are in position. Do a roll call at the beginning of timers meeting to ensure timers are present. Let the volunteer coordinator know which timers are missing. Use the roll to check-in timers behind blocks.
4. **HT Location:** During the timers meeting, let the timers know where you will be so that they can find you. Stay in that location throughout the session.
5. **Head Timers stay the entire session.**
6. **Clipboards:** Check that Timing Sheet Runner has put clipboards & watches 10 minutes before start. Check that all timers are behind their behind their blocks and watches are working.
7. **At the End of the Session:** Gather the watches, timer badges, clipboards, and pencils from timers at the end of session and put them in their boxes.
8. **When timers are subbing out:**  check replacement timers know how to use the back-up buttons.
9. **When events the swimmer have to provide their own timers:** check the new timers
   * know how to use the back-up buttons
   * check they got a start walk along the deck
10. WED ONLY: remind timers during the 1650 free to ring bells for final lap, get backup button, and get the start for the next race if needed.
11. SAT PRELIMS ONLY: remind timers during the 1000 free to ring bells for final lap, get backup button, and get the start for the next race if needed.

**TIMERS MEETING:**

**GOAL: Timers need to be attentive to both swimmers in the pool and who is**

1. **All Timers Behind Blocks 10 mins Before Meet Start (Prelims 8:20 AM; Finals 5:20 PM):** At the timer’s meeting inform timers that they need to be behind the blocks 10 mins before meet start. After the timers meeting there will be about a 10 min break where they can use the bathroom or get a drink, but they need to be in spot 10 mins before the meet start. **NO EXCEPTIONS.** Be firm on this! Meet starts on time!
2. **HT Location:**
3. **When a Timer leaves:** bring badge to end table and leave watches and clipboards on benches. Make sure that the swimmer in the lane gets a start before leaving.
4. **Air Vents:** Keep the air vents clear behind the blocks
5. **Get Start Before Leaving Spot:** When the event requires that swimmer provides their own timers, make sure you get a start before leaving!
6. **Splitting Shifts & Wristbands:** Replacement timer checks in at the Volunteer Table when their shift starts. They will be given instructions to replace the timer. The timer getting replaced needs to come to the volunteer table to have their wristband removed.

**PRELIM TIMERS CAN LEAVE AFTER THESE EVENTS**

1. THUR: Event #32 11-12 Boys 200 IM: Swimmers provide their own timers for Event # 33: 11-12 Girls 400 IM; Event # 34: 11-12 Boys 400 IM; Event # 35: 11-12 Girls 200 Back; Event # 36: 11-12 Boys 200 Back
2. FRI: Event #60 13-14 Boys 100 Back: Swimmers provide their own timers for Event # 63 10 & Under Girls 500 Free; Event # 64 10 & Under Boys 500 Free; Event # 65 11-12 Girls 500 Free; Event # 66 11-12 Boys 500 Free; Event # 67 13-14 Girls 500 Free; Event # 68 13-14 Boys 500 Free
3. SAT: Event #98 13-14 Boys 200 IM: Swimmers provide their own timers Event # 99 11-12 Girls 200 Breast; Event # 100 11-12 Boys 200 Breast; Event # 101 13-14 Girls 1000 Free; Event # 102 13-14 Boys 1000 Free

**FINAL TIMERS CAN LEAVE AFTER THESE EVENTS**

1. THUR: Event #32 11-12 Boys 200 IM: Swimmers provide their own timers for Event # 33: 11-12 Girls 400 IM; Event # 34: 11-12 Boys 400 IM
2. FRI: Event #60 13-14 Boys 100 Back: Swimmers provide their own timers for Event # 65 11-12 Girls 500 Free; Event # 66 11-12 Boys 500 Free; Event # 67 13-14 Girls 500 Free; Event # 68 13-14 Boys 500 Free; NOTE: THERE WILL NOT BE THE FOLLOWING EVENTS: Event # 63 10 & Under Girls 500 Free; Event # 64 10 & Under Boys 500 Free DURING FINALS
3. SAT: TIMERS STAY TO END Event #98 13-14 Boys 200 IM

**TIMER TRAINING:**

1. CHECK-IN:

* Make sure the swimmer is present by checking the swimmer’s name AND the relays team’s names and verify they are in the correct lane. If the swimmer is different from what is printed, write the correct name on the timer sheet before the swimmer leaves the area.
* Start looking for next swimmer as soon as watch is started. On 50s try for 2 heats in advance. Don’t wait until the starter is calling for the heat/swimmer!
* If there is a missing or incorrect swimmer or other problem signal the starter. Never grab or stop a swimmer once they have stepped up on the long whistle-just record their name so the correct time can be attributed to them.
* Vacant lane: hold thumbs down after you have thoroughly checked around the area and called the swimmer’s name out loud a couple of times to make sure s/he is not there in the immediate vicinity. LISTEN to the starter for adjustments!

2. STARTING:

* Start the watch at the instant of observing the strobe. If the strobe is not observed, start the watch upon hearing the sound of the horn. (Index finger has been shown to be more accurate than the thumb.)
* If you miss the start raise your hand and get a replacement watch from the headtimer. (Make sure you know what the watch buttons do before the meet starts.)

3. POSITION:

* Stand where you can see the starting strobe, then step back. Do not block swimmers access to the starting block, or the starter’s line of sight.
* Step up for the finish. Stand directly over the assigned lane to observe the finish and stop the watch and button when any part of the swimmer’s body touches the
* Know what equipment (buttons, pads, etc.) to take on end moves -move quickly

4. RECORDING:

* As soon as the race is finished look at and memorize the time. You may not have time to write it down until after the next heat has started. Record watch times or the absence of a swimmer. Record and report if the swimmer has missed the touch pad at the finish, or if there is reason to believe any of the times may be inaccurate (soft touch, scoreboard keeps running, etc.).

5. SAFETY:

* 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.

6. RELAY EVENTS:

* Active swimmers only behind blocks. All other swimmers behind timers
* You should be receiving relay slips from the swimmers before they compete in a relay event. These slips are NEEDED by admin area. Please do not loose them.
* Ask Swimmers for team’s Relay Slip: They **may or may not** have one. Don’t stress out the swimmers before they compete about insisting they give you a slip. If they do have a slip, hold it for the runner to pickup after each heat.
* Let swimmers swim if they don’t have the slip.
* Give Relay Slip to Timing Sheet Runner: Hold the slip and don’t throw the slip away until the runner picks it up.
  + Write your time on timing sheet and not relay slip
* If no relay slip and swimmers are worried, you can write down the swimmers order on timing sheet.
* Relay slips will be gather after each heat. Timing sheets will be gathered after each event.

7. DON’T ABANDON POST

* If you cannot stay for the whole meet (including long distance events when swimmers are not required to provide their own timers) you should have made arrangements for your relief. We cannot stop the meet to recruit for a replacement.
* Raise your hand if you need a bathroom break. HT will let the volunteer coordinator know.

1. SWIMMER MISSES RACE

* If for some reason a swimmer misses their race, have them report to the referee immediately!!!

1. CAMERAS BEHIND BLOCKS:
   * Timers need to be attentive to both swimmers in the pool and those on the deck (their next swimmers). As a result texting is strongly discouraged. However, we realize parents stuck behind the blocks may have to text someone to make sure their swimmers get down on deck for their race. If you must text, please do so sparingly and only when it doesn’t interfere with your timing job. Example 3xsession.
   * As always: No picture from behind the block with any device.

Remember:

1. These swimmers have worked hard and deserve good times. We’re counting on you to get them.
2. Don’t stress out the swimmer who is preparing for their race.
3. If you can’t reset the watch, it may be in the wrong mode
4. END OF Meet: put badges, watches, and clipboards in the bin.
5. THANKS!!