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| **2019 SR State Meet Head Timer Training List** | | | |
|  | **Thursday** | **Prelims** | **Finals** |
| **Trainer Name/Position**: | Lorinne | Lorinne/Kathryn | Kathryn |
| **Training Time:** | 4:45 PM | 7: 45 AM | 5:15 PM |

**Training Agenda:**

1. **Have announcer call for timers meeting:** 10 mins before timers meeting have the announcer call for timers meetings.
2. **TIMERS MEETING LOCATION:** Under scoreboard
3. **HT or Deck Ref will train Timers**: HT will conduct the timers meeting, but the Deck Ref may have additions or take over the meeting. If any information is missing, will you please review with timers.
4. **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 volunteer coordinator know which timers are missing. Use the roll to check-in timers behind blocks.
5. **All Timers Behind Blocks 10 mins Before Meet Start (Prelims 8:20 AM; Finals 5:50 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 needs to start on time!
6. **Inform Timers Where You Be Located:** 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.
7. **Bathroom Breaks:**  Timers must stay in position. If someone needs to leave to use the bathroom, please find a sub or get the volunteer coordinator to fill their spot. We will be provide relief timers to rotate through.
8. **Head Timers stay the entire session.**
9. **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.
10. **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.
11. **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.
12. **Hospitality:** Water and snacks. Please thank them! They will take care of you!

**Instructions for HTs**

1. When timers are subbing out, check replacements that timers know to get back-up buttons, especially on events where swimmers provide their own timers.
2. Thurs ONLY: During events # 3 and #4 (400 Medley Relay), pickup after each heat the relay declaration slips and give them to meet admin area.
3. Thurs ONLY: remind timers during the mile to ring bells for final lap, get backup button, and get the start for the next race if needed.
4. Thurs ONLY: remind timers during medley relay to get backup button and get the start for the next race if needed.
5. Thurs ONLY: 10 minute break after the 1650.
6. PRELIMS ONLY: HT through entire session.

**PRELIMS ONLY TIMER INSTRUCTIONS:**

1. FRI ONLY: 10 min break after relays, even #6 and #22
2. FRI ONLY: Timers can leave after event 18; after the 10 minute break.
3. SAT ONLY: Timers can leave after event 32; after the 10 minute break.

**FINALS ONLY TIMER INSTRUCTIONS:**

1. 10 minute break: There will be a 10 minute break between the individual and relay events each Finals. Can go quickly to bathroom and/or get a drink be back 5 mins before start.

* Heats will be swam in the order of Bonus, Consolation, and Championship heats.
* **Timers stay until the end of session, including the 400 IM and 500 Free.**

**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

* 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. But please don’t stress out the swimmers before they compete about it.
* Let swimmers swim if they don’t have the slip.
* Give Relay Slip to Timing Sheet Runner: Hold the slip with your timing sheet for the timing sheet runner to collect.

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!!