



# TEAM FOXJET SWIMMING

## Back Up Timer Instructions/Responsibilities

### Winter Classic

Upon arrival for your shift, please check in with a Volunteer Coordinator/Meet Director to ensure you are credited for your volunteer hours. Pick up a name tag lanyard. There will be a required Timers meeting that will be announced and held approximately 20 minutes prior to the start of the meet – listen for this announcement – usually held in the back hall under the bleachers. The Head Timer will hand out lane assignments.

### **Responsibilities**

- Assist the Head Timer as needed.
  - You may be asked to stand in for either a Timer or the Head Timer.
- Attend the Timers' Meeting.
- Help Head Timer distribute stopwatches, clipboards, and pencils to Timers.
- Use two stopwatches at the same time.
- Assist any Timer whose stopwatch malfunctions.
- Replace Timers for bathroom breaks as needed.

### **Heat protocol**

- The Start Official will blow a series of multiple whistles. This indicates that the swimmers should be ready. Then, a long whistle permits the swimmers to take the block or enter the water.
  - An official will then say "Take Your Mark," a light will flash, and a horn will sound.
  - Timers start their watch on the flash of the light and NOT the horn.
  - Make sure you are in a position to see the light.

### **Backing Up the Head Timer**

- As Back Up Timer, you will start TWO stopwatches simultaneously.
- Look for Timers raising a hand, indicating a stopwatch malfunction or a missed start.
  - In these cases, if time permits, replace the malfunctioning stopwatch with one of yours. If not, you may need to finish timing the race for that lane.
- After each heat, reset both stopwatches and repeat all steps for the next heat.

## **Backing Up a Timer**

- Start your stopwatch on the flash of light.
- If your watch malfunctions or you missed the start, raise your hand and the Head Timer will replace your stopwatch.
- As the swimmers come to the finish, stand over the water to ensure you can see the swimmer touch the wall.
- When any part of the swimmer's body touches the pad or wall or gutter, press the Colorado plunger and stop your stopwatch simultaneously.
- Record both timers' stopwatch times on the sheet.
- If you observe a "soft touch," meaning the swimmer did not actually touch the Colorado pad, mark this on the timer sheet.
- Timer sheets will be collected by the Time Sheet Runner at the end of each event.

## **Reminders**

- Wear your blue Foxjet Volunteer shirt during your shift.
- Cell phone use is prohibited on deck.

Please note that you are responsible to stay for the entire session unless relieved by a replacement Back Up Timer, Head Official, or a Meet Director. Spectators with questions, comments, or concerns should be referred to the Meet Ambassador. Communicate any necessary information regarding your shift with a Meet Director.