



# TEAM FOXJET SWIMMING

## Head Timer Volunteer 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. As the Head Timer, you will hand out lane assignments.

### Responsibilities

- Assist the Head Official as he/she explains Timer duties to volunteers at the Timers Meeting.
  - Offer extra instruction of Timer duties to any volunteers who miss the Timers Meeting or who need further assistance.
- Distribute stopwatches, clipboards, and pencils to Timers.
- Assign each volunteer Timer to a lane.
  - It is helpful for first time Timers to be paired with an experienced Timer who is comfortable with the duties.
- 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.
- As Head 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.

### 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 Head 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.