

Timing Protocol

Thank You for Stepping Up to Help!

- With your help and attention each swimmer will receive an accurate official time.
- The Head Timer will be your resource for questions, faulty stopwatches, bathroom breaks, water etc.
- Please start by turning off cell phones and any device that could distract you or the swimmers.
- Remember that watches are important, but **buttons are critical**.
- We have a tertiary timing system – touchpad, back-up “plunger” button, stopwatch (in that order)
- **Always depress the plunger button at the finish** not at the start.

Before the Race:

- Timer with the clipboard, please verify that the correct swimmer/relay is present and in the correct lane, heat, and event.
- Except for backstroke, remind previous heats to stay in the water for overhead starts.

At the Start:

- Make sure you can see the strobe on the pole near the Starters Booth
- Start your watch on strobe light flash.
- Strobes do fail occasionally; in that case, start the watch on the sound.
- Please start the watch even if your lane is empty, just in case a backup is needed.

Immediately After the Start:

- Check the watch to ensure it has started and is working properly.
- If you miss the start or if the watch malfunctions, raise watch overhead to signal the Head Timer.

During the Race:

- Keep track of the race and the distance completed by your swimmer.
- Timer with the clipboard should be verifying the swimmer in the next heat.
- If a swimmer misses a heat, send the swimmer to the Meet Referee (near the Starters booth).

At the Finish:

- Come forward to the edge of the pool, look directly down the wall.
- Stop the watch **and** the plunger button when any part of your swimmer touches the end of the racing course. **Remember, plunger button is critical.**
- Any touch is a finish – not only on the pad – it might be the top of the pool deck or gutter. Do not interfere with finish. Never place your hand in the water to stop head from heading pool wall.
- Timers and officials share deck space at the finish—please be considerate of one another.

After the Finish:

- Step back to make space for the next swimmer.
- Timer with the clipboard records the watch time(s) on the sheet in the same order for each heat.
 - Record “NS” if the swimmer missed the race.
 - Note any other problems (late or missed pad, etc.)
- Remind swimmer to remain in the pool (except for Backstroke)

Additional Instructions (depending on circumstances):

- Cameras/cell phone picture are NEVER permitted behind the blocks.
- Timers will need to move to opposite end of the pool for all 25 yard event
- For relays, verify the order of the swimmers on the relay team.
- Please turn off cell phones or put them on vibrate. If you need to take a call or make a call, notify the Head Timer.

Thank You for Supporting Your Swimmers!