



Head Timer

The Head Timer is responsible for all the individual Lane Timers during the swim session. In addition to assuring the Lane Timers are properly briefed and trained prior to each session, the Head Timer supervises the timers during the session, and starts additional watches to be used as a substitute in the event a Lane Timer's watch fails. Prior experience as a Lane Timer is required before volunteering for the Head Timer job.

Before the Meet:

- Organize Lane Timers into groups of 2, pairing new timers with an experienced timer.
- Distribute watches, clipboards and pencils assuring all lanes have the necessary items.
- Hold a Timers' Meeting, typically 15 minutes prior to the meet start time, to assure all Timers understand their role, how to use the equipment, and answer any questions the Timers may have. See below for an outline of topics covered during the Timers' Meeting.
- NOTE: Depending on the meet the Timers' Meeting may be run by the meet officials, in this case coordinate with the head official before the meet and assist as needed.

During the Meet:

- Operate two Head Timer stop-watches for each event to be used as backup watches.
- Watch for Lane Timers raising their hands indicating a possible watch malfunction.
- In the event of watch malfunction, bring one Head Timer watch to the Lane Timer. If time permits, you can exchange the malfunctioning watch with one of yours; if not, you may need to finish timing the race for that lane.
- Replace Lane Timers for bathroom breaks as needed.
- Remember...your role is equally important as the Lane Timers. PLEASE PAY ATTENTION!

Topics Covered During the Timers' Meeting:

- 1) Review how to operate the stopwatches.
- 2) Remind timers to check each swimmer with the name on the heat sheet. This is more important with younger swimmers.
- 3) Start your watch with the Starter's strobe light flash, NOT with the sound. The Starter's strobe light may be at the other end of the pool. Move if needed to be able to see the strobe.
- 4) Each timer will push both a stopwatch and an electronic button for each event. One timer per lane will record ALL times on the heat sheet.

- 5) At the finish of the race, move to the edge of the pool. Lean over the edge and hit the electronic and stopwatch buttons simultaneously when any part of the swimmer hits the wall.
- 6) Record times regardless of whether swimmer was DQ'd or not.
- 7) Record times to the hundredths of a second (0.01). DO NOT record the time from the clock on the wall.
- 8) Raise your hand immediately if your watch fails and the Head Timer will give you another watch.
- 9) Some of the shorter events (e.g. 50 free) can go very fast, and you will need to move quickly to record all times and be ready for the next event. Raise your hand and notify the Head Timer if you cannot get your times recorded before the start of the next event.

If you are interested, please email service@planoswimming.org.