



# Volunteer Job Description

## Head Timer

The Head Timer provides backup stopwatches to the Timers as needed and generally assists timers in recording accurate times for every race.

### **Morning Shift**

- Distribute supplies from the Timing Box to each lane:
  - 1 stopwatch
  - 1 clipboard
  - 1 pencil
- Help Timers with any training needed

### **All Shifts**

- Each lane has one stopwatch – the time from this watch is recorded on the Event Results page as a manual backup time in case the Colorado Timing system fails.
- Watch the starting strobe light and start two extra stopwatches for every race. These backup stopwatches can be given to any of the Timers in case their stopwatch fails or they miss the start.
- Keep an eye on the Timers after the start of each race– they will raise a hand and signal you when they need a replacement stopwatch.
- Relay any requests for relief Timers or other needs to the Announcer.
- Remind Timers to step back as soon as possible after the end of each event – this helps ensure everyone can see the strobe light at the start of the next event.
- As time permits, help keep the Timing area free of obstacles and trash.
- Encourage Timers to take their water bottles, cups, etc. with them when they leave.

### **Last Shift**

- For the distance events (usually held at the end of the day), all swimmers need to provide their own Timers.
- After the last event, collect all stopwatches, clipboards, and pencils and return them to the Timing Box.
- Help clear up any remaining trash from the Timer area.

THANK YOU!!