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| http://www.teamunify.com/rcw/_images/teamlogo_129_1428734310702.jpg | http://www.teamunify.com/_images/_spacer.gif | **Rancho Colorados Swim Team** |

**Head Timer Notes For All Timers**

(3 timers/lane. 3 electronic + 1 manual stop watch. 1 clipboard with swimmer's names listed by heat)

Thanks for being part of our timing group for today’s meet. Our kids love swim team and we are volunteers to help them succeed. That said, you still need to pay attention and take your job seriously. Please stop your watch as accurately as possible and get out of your seats to look down at your swimmer to stop the watch when they touch. Accuracy is king. Please remember to drink lots of water the day before the meet and eat a good breakfast – we don’t stop for anyone so be prepared. You will get splashed so wear sandals and appropriate clothing, sunglasses and a hat are advised. Don’t forget sunscreen. Have a great time doing the best job you can, our kids depend on your accuracy.

**Manual Timer:** start/stop for your swimmer then hold to show or read times to person with clipboard. Work that out together. Then hit RESET. To START literally LOOK at the starter and watch for the light and listen for the beep to start the watch. Accuracy is important. After you hit START look down at the watch to confirm it's going. If not don't panic, come to Head Timer or the sub and we will swap out stopwatches.. EASY!

**Clipboard/Timer:** write swimmer's time in 1st space. Congratulate swimmer if they pop their listed best time. Call out for next swimmer and thank them for being ready and on time. At end of each HEAT remove that heat sheet and slip it sideways under other sheets for runner to grab. Whatever our runner wants, please do. If your swimmer is absent write “NS” in space. Check swimmers name as they approach the blocks to verify they are there correctly. Last names should be on their cap if not ASK for their last name to verify. We sometimes combine heats so always check names and write down anyone that is swimming in your lane if it’s blank but you have a swimmer.

**Digital Timers:** These automatically start so just click the STOP button when your swimmer hits the wall. Auto reset.

**All Timers:** If the digital timers don't start let Head Timer know - hence the manual timers. Manual Timer; check that you started your timer and if not, don't panic – see Head Timer to swap watches. We may have another sub timer you can swap with them also.

**When To Hit The Stop:** All timers must get up and walk to edge of pool so you can see when swimmer touches the end of the pool. Don't stop until they touch! It is OK to encourage your swimmer to go fast or whatever and especially good to say TOUCH THE WALL if they are not doing so – especially the young ones.

**6 & Under Swimmers:** These kids are our future so please help them however needed. If you see them struggle to get out, use 2 hands only and lift with your knees. Absolutely do not pull them out by 1 hand or arm. On backstroke someone needs to get the blue paddle and put against the wall to protect their head. Be prepared to move sideways quickly as they sometimes veer sideways at the very last second. Encourage them to keep swimming and/or touch the wall as needed.

**We Will Change Ends:** When the starter tells us to go to the other end of the pool, do so quickly. Do not lollygag.  Head Timer will clear the deck but you will need to also ask kids to go to the sides as well during the events. We move super-fast, so get your swimmer out of the pool immediately and be prepared to hit the START almost instantly as the starter's job is to keep the swim meet going as fast as possible and will immediately start the next race. Look for the light as it is difficult to hear the buzzer from across the pool. Speed is what we are after. When starter asks us to swap sides again please do so quickly and get ready to go immediately. Do not hold up the meet by walking slowly.

**Combined Heats:** Be prepared for the starter to fill gaps &/or combine heats. Pay attention and write down your swimmers name & time. Head timer and/or starter will let you know if this is going to happen. Easy.

**Absolutely No Texting or Phone Use During Swim Meet.** If you must make a call you must get the sub to sit in for you while doing so.

**Taking A Break:** Bathroom, thirsty, hungry – no problem, get the sub or head timer first. We don’t stop for any reason.

Thank you for being part of Team Wahoo and supporting all the kids – we appreciate your time.

Steve Allen

Head Timer