

Document	Timers/Runners -- NSC Job Description
Version	3.0
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Job Name	Timers/Runners
Summary	Assign lanes to each timer and be sure you have enough watches, etc
Pre-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a minimum of 20 watches, 8 clipboards and 8 pencils from your pool and other pools if necessary. Additionally, obtain a few extra watches and pencils as backup <input type="checkbox"/> <input type="checkbox"/> Make sure watches are labeled with the name of the owning team Obtain the volunteer timer worker list from the meet director <input type="checkbox"/> Talk with the meet referee to determine who will run the timers meeting. It's recommended that the head referee run the timers meeting <input type="checkbox"/> <input type="checkbox"/> Assign 2 timers to each lane; make sure Session B timers know when to come down <input type="checkbox"/> <input type="checkbox"/> Assign 2 backup timers <input type="checkbox"/> <input type="checkbox"/> Have the deck runner meet with the scorer to explain his/her role <input type="checkbox"/> <input type="checkbox"/> Have the awards runner meet with the scorer to explain his/her role

During Meet

- Check in all workers (sessions A&B) prior to timer meeting; have announcer call names/teams of any no shows prior to timer meeting (team job coordinator is ultimately responsible for providing replacement for any no shows)
- Find a quiet area for timer meeting; if you can, go outside
- Be available to assist the referee in training all volunteers regarding timing steps
- Verify that timer lane sheets are being printed and are passed out to each lane
- Make sure all timers know who the 2 backup timers are so they can make visual contact in case a backup timer is needed

Timers SHOULD:

- Make sure they have timer lane sheets for correct lane
- Check that the next swimmer is in the proper lane and ready to swim; verify names of swimmers against timer lane sheet. This step is especially critical for the younger swimmers. We don't want any swimmer in the wrong heat or the wrong lane
- Get starter or referees attention in case of a problem (raising hand/waving)
- Designate who will write times and who will operate plunger

Timers should NOT:

- **Do not** ... talk to a swimmer once they are on the blocks.
- **Do not** ... pull a swimmer off the blocks. That is referee's or starter's job.
- **Do not** ... clear stopwatch until you hear whistle for the next event/heat.
- **Do not** ... use cell phones. Turn them off for the duration of their session.
- **Do not** ... talk during the start.
- **Do not** ... pull a swimmer out by the arm - this can cause injury.
- **Do not** ... put your hand or kickboard in the water to catch any swimmer during backstroke (other than 6&U swimmers).
- **Do not** ... extend kickboard out into the water for 6&U backstrokers. Place kickboard or your hand against the wall to meet swimmers head.

Timing steps:

Listen to referee/starter at timer meeting regarding how events will begin. In general:

1. Short or long whistle, and optional instruction for swimmer to step on blocks
2. Announcement of event/distance
3. Starter announces "take your mark" - watch for starter light
4. Starting device lights and beeps. It is best to start stopwatch based on watching for light as that allows quicker response
5. Check watch to make sure it is running once you have depressed button
6. If watch is not running, raise hand and make eye contact with backup timer
7. Be aware of the length of the race - if in doubt, ask!
8. Move into proper position as swimmer nears end of race to ensure that you can see the finish touch (stop watch when ANY part of body touches wall)

Post-Meet	<ul style="list-style-type: none">□ Make sure watches and clipboards are returned to the owning team
Supplies	<ul style="list-style-type: none">□ Watches; minimum of 20 (2x8 lanes, 2 backup timers, at least 2 in case of failure) - this may require two teams provide the watches□ Clipboards□ Pencils□ 8 kickboards for 6&U backstroke heats (Classic meet)