

**PLEASE RETURN TO "TIMER'S SUPPLIES" BOX AFTER MEET!**

**LANE #3**

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## **TIMER'S BRIEFING**

**Official's Chairperson/Chief Timer starts briefing at 7:30, ends by 7:50am. (20 minutes)**

**Timers must be in their assigned positions "2 minutes" prior to the start of the meet at 8:00am.**

**Lane timers will meet at 7:30am., 30 minutes prior to the start of the swim meet.**

- ◆ Meeting should include a test to verify the accuracy of all timers and watches
- ◆ Assign 3 timers to each lane (2 from Host team and 1 from the Visiting team)
- ◆ Designate 1 of these timers as the "head timer/official recorder" for that lane

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1. Verify/check the **swimmer's name** and that he/she is in the correct event/heat/lane.
  2. Always start your watch on the "**flash of the strobe light**"  
(The only time sound should be used to start a watch is when the starting device does not have a visual signal.)
  3. **Always start your watch** whether there is a swimmer in your lane or not!
  4. **Always record the time on your watch** (or "**DNF**" if the swimmer Did Not Finish)
  5. **DO NOT clear any time from your stopwatch until after all times** (from their respective lane) **have been recorded on the head timer's "time sheet/cards"**.
  6. **Promptly report the time** listed on your watch to the "head timer" and if asked, present the watch for inspection.
  7. **Record all three times on the head timer's sheet** - Record in **100ths of a second**.
    - A. If 2 of 3 watches record the same time and the third disagrees, the two identical times will be the Official Time;
    - B. If all 3 watches disagree, the watch recording the intermediate (middle time) time will be the Official Time;
    - C. If using only 2 watches and if the times recorded do not agree, the average of the two recorded times will be the Official Time.
  8. Clear your watch for the next race on the directions of the "**head lane timer**" or on the Referee's **long** whistle.
  9. The command/signal for clearing your watch is, "**clear your watches**".
  10. **Watch malfunctions** - Immediately notify/signal the "chief timer/backup" (by raising your hand high) if the start is missed, watch malfunctions or is stopped prematurely.

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11. **Chief timer/backup timer** will for persons who miss the start, **swap a stopwatch with the lane timer** whose watch malfunctioned. (2 stopwatches are always used).
12. Record the swimmer’s “full name” and “watch times”, **especially if the swimmer is not listed on your provided “time sheet”**.
13. **Relays:** Index cards will be used. Four (4) names will appear on them, **check names!**
14. At the finish, always **stand over the edge of the pool and look down** for the touch.
15. At the finish, you only **stop your watch as the swimmer touches the wall/pad** - not before and not after.
16. Swimmers “**stay in the water**” or “**get out of the water**” (At the finish of a race.)
  - A. **Individual Events** - Swimmers stay in the water until the next heat/event has been started using flyover/overhead starts. (Exception: backstroke).
  - B. **Relays** - Encourage all swimmers to exit the water promptly.
17. Whistle Starts
  - (4) **four short whistles** - swimmer standing behind starting block ready to step up
  - (1) **one long whistle** - step up onto the starting block (backstrokers: step in water)
  - (1) **one long whistle** - (backstrokers: means place your feet) No verbal command

18. **The next swimmer to swim should be right behind the block (but in front of you) ready to step up on the Referee’s long whistle.** The Referee and Starter both need to be able to see the next swimmer ready to step up.
19. Please **stand back behind the starting blocks about 2-3 feet for each start. Only step up to the edge of the pool at the finish of each race. Once you stop your stopwatch - please step back 3 feet again behind the next swimmer to record your times.** Stroke and Turn Judges own the pool deck during the swim.

20. **Yes, you may cheer your child on** if he/she is swimming in the meet but do not let their swimming distract you from doing your job. If your child or some other matter requires your attention, tell the “chief timer” so they can find a replacement for you until you return.
21. **Always Remember - We are here for the swimmers and they deserve our “utmost attention” at all times.**

