

INSTRUCTIONS FOR TIMERS

1. Pre-meet review of information and instructions.
 - a. This brief meeting would be led by the host team “head timer” with participation, if needed, of the visiting team “head” timer.
 - b. Although a host club “head” timer can adequately handle timing responsibilities during the meet, the visiting club “head” timer should be offered the opportunity to share back-up timing, as a courtesy.
2. Timers from the swim clubs participating in the meet will gather with the “head” timers from each club 20 minutes prior to the start of the swim meet to assure:
 - a. The proper number of timers from each club.
 - i. During dual meets, two timers from the visiting club will be assigned to the lanes used by the home club; two timers from the home club will be assigned to the lanes used by the visiting club.
 - ii. During tri-meets, one timer per club will be assigned to each lane.
 - iii. Post-season meet assignments are in accordance with league or other regulations.
 - b. Each timer has a functional stop watch he/she knows how to use.
 - c. Lane assignments and equipment (clipboards, timer sheets, pencils, etc...) are distributed. Lane Assignments are in accordance with #1 above
 - i. Explain the lane numbering system for host club.
 - ii. Badges with lane numbers for each timer are very helpful, but optional.
 - iii. Times should be recorded by a timer from the club NOT affiliated with the swimmer in the lane.
 - d. Common instructions are communicated and followed throughout the meet.
 - i. Keeping our perspective.
 1. This is a recreational swim meet...Cheer for and acknowledge the good effort of swimmers in your lane irrespective of club affiliation.

2. Be honest, impartial and consistent. Pay attention!
 3. Try NOT to time in the lane your child will swim (this may not always be practical).
- ii. Timers stand at the end of the lane they are timing, except for 6 and under events during which times stand on the side of the pool as designated by the host club “head” timer.
 - iii. STARTING THE WATCH
 1. Start your watch when you SEE THE FLASH not hear the sound. (SOUND TRAVELS SLOWER)
 2. If your watch fails to work or it wasn’t started properly, immediately notify the “head” timer who will provide an alternate time.
 - iv. STOPPING THE WATCH
 1. For 6 and under swimmers (42ft Freestyle only) NOT in distress, stop the watch when the swimmer breaks the plane of the finish line, above or below the water. This can be with ANY BODY PART!!
 2. For all other swimmers not in distress, stop the watch as soon as the swimmer touches the end of the pool above or below the water. Be sure to be looking down and to not anticipate the touch.
 3. Clear your watch only after you are certain your time has been properly recorded.
 - v. RECORDING THE TIME – The recorder should enter his/her time before accepting the time from the other timers. Use the same block to record the time from each timer. (This will assist in identifying an inconsistent timer or a faulty stopwatch)
 - vi. Timers must verify the name of each swimmer in each event for their lane. If a discrepancy exists, notify the “head” timer immediately; the meet will be delayed until the problem is resolved.
 - vii. If an announced swimmer does not report for the event, write “no swim” or “ns” clearly across the card.
 - viii. All cards must be returned to the scoring table (usually by a runner).

- e. Switching to different Pool-End Finish Sides for 25 Meter Events and 50 Meter Events & Relays.
- f. Runners are introduced and should wear a badge with “RUNNER”.