

TIMER INSTRUCTIONS



Before the Meet

- Fill your water bottle and visit the restroom if necessary. There are no breaks.
- Pick up a clipboard, watch, heat sheet, and pencil from the equipment box. There are extra heat sheets available if you want one to take home.
- Practice using your watch. Check to see that it clears, starts, and stops. Test your pencil, too.
- Report to the Timer Briefing that takes place near the diving board five minutes before the start of the meet.

Before the Race

- Keep swimmers, that are not in the current race, behind you – preferably back against the wall. Only timers and swimmers currently racing should be directly behind the blocks.
- Check that your watch is cleared and ready for a new race.
- Note the distance of the upcoming race so that you know the number of lengths to completion. [25's are one length, 50's are two lengths, 100's are four lengths / 25's start at the shallow end]
- Raise one arm to notify the Starter that you are ready for the race to begin.
- Listen for the starting commands and the race-start signal (typically a whistle).
- Start your watch on every race. Do this whether or not you have a swimmer.

During the Race

- Start your watch on the start signal.
- Check to make sure your watch is running. Signal the head timer if you need help or a replacement watch.
- Watch the race.

At the Finish

- Stand *at the edge of the pool* and look straight down the pool wall to see the swimmer finish.
- Stop your watch when any part of the swimmer touches the wall.
- We want our swimmers to wait for everyone in the heat to finish before exiting the pool. Once all the swimmers have finished the race, direct your swimmer to exit the water.

After the Race

- Record your time on your heat sheet. Please take your time and write legibly. If a swimmer swims a stroke other than the stroke declared for the race, please note on the heat sheet.
- Use this format: 24.50 53.00 1:17.23
- Clear your watch.

After the Meet

- Using the tape located in the equipment box, post your heat sheet on the wall behind your lane.
- Return your watch, clipboard, pencil, and tape to the equipment box.