

# Timer Volunteer Instructions

**Thank you very much for your help!**

## Arrival

1. Check in with the Head Timer so they can assign a lane to you. We like to put the experienced timers in the "hot seat" – lanes 4 and 5. Those swimmers and parents expect more accurate times and they (lanes 4&5) are always filled, and the timers need to keep up.
2. Each lane needs a heat sheet for that team, to help the timers keep up with the events and swimmer names/numbers.  
Even lanes = Home Team. Odd lanes = Away Team.
3. For each lane, there are 3 timers. The one who writes the Timer Slip (the 'scriber') should be experienced. Cross training to a 'newbie' can occur during breaststroke. Help the newbie be extra careful to get it complete and accurate.
4. Stop Watches – make sure you know where the start/stop button is on the right and the reset on the left.

## Takeoff

5. Make sure you have your watch cleared and ready before the start. If not, wave your arms to halt the start.
6. If your watch does not work, then raise your arm and the head timer will bring you a working watch.
7. Don't be embarrassed to ask the spectators and swimmers to stay behind the timers so they can see the flash to begin the race and the touch to end the race. The parents of the younger swimmers like to cheer their child on and as long as the timers can see, that is ok.
8. Start the watch when you see the light (not the sound of the horn).
9. During the backstroke event, make sure that the all swimmers 8 and under have a backstroke pad to cushion their stroke against the wall. (We do not use the pads for the older swimmers)

## Finish

10. Always stand at the edge of the pool at the end of each race to stop the timer according to when the swimmer touches the wall.
11. The 'scriber' for the lane writes down the 3 times from the 3 stopwatches.
12. If the swimmer is Disqualified, either the Meet Director or the Stroke Turn Judge will come write DQ on your slip.
13. If there is not a swimmer in your lane for a race, fill out the slip and put NS for no swimmer.
14. Make sure you get the swimmer's number (from his/her hand) and put it on your timer sheet.  
Example: SR67 (South Ranch swimmer #67).
15. Make sure the slip is completely accurate (especially Heat 1) so as to not back up the score table and ribbon station.
16. For the 15 and up relay, please note whether the relay is Boy, Girl or Mixed on the card.
17. Keep all swimmers in the water until all have finished the race. This is a show of good sportsmanship.
18. If the swimmer asks for his/her time, please provide it to the swimmer.
19. After the swimmers are given permission to exit the water, they walk to the ribbon table (except relay swimmer #2 goes to the tent).
20. Once your Timer Slip is complete, hold it up in the air behind you and the 'runner' will retrieve it.

Efficiency – some writers may wish to 'write ahead.' (fill in swimmer number's first two initials, and possibly heat numbers, using the heat sheet to guess ahead). However, a hazard of this is not correcting the Timer Slip when last second changes are made (you thought you had an empty lane so you wrote NS, and then surprisingly an opponent's swimmer is placed there by the coach to reduce the heat numbers.) Be sure to correct the swimmer number so Heat 1 is accurate. If the meet is at South Ranch, remind the swimmer what lane he is in to help him at the ribbon station (he may have been caught by surprise in the last second move).

**Thanks so much for your help in this very important position!  
We couldn't do this without you!**