

Head Timer Training List		
	Prelims	Finals
Trainer Name/Position:	Volunteer Coordinator	Volunteer Coordinator
Training Location:	Volunteer Table	Volunteer Table
Training Time:	7:45 am	4:15 pm
Volunteer Check-in?	Yes	Yes

Training Agenda:

1. **Have announcer call for timers meeting:** 10 mins before timers meeting have the announcer call for timers meetings. Prelims there are two locations: West End timers meet outside the NW corner of the Competition Pool cover and East End timers at the SE corner of the Competition Pool by the orange lockers. Finals there is only one locations: Timers meet outside the NW corner of the Competition Pool cover.
2. **Starter Trains Timers:** The starter will conduct the timers meeting. If any information is missing, will you please review with timers.
3. **Location of East End Timers Meeting:** (Flag side): Outside the SE corner of the pool by orange lockers
4. **Location of West End Timer Meeting:** (Doors side): Outside the NW corner of the pool
5. **Missing Timers:** You are responsible for making sure that all timers are in position. Do a roll call at the beginning of timing meet to ensure timers are present. Let volunteer coordinator know which timers are missing.
6. **All Timers Behind Blocks 10 mins Before Meet Start:** At the timer meeting inform timers that they need to be behind the blocks 10 mins before meet start. After the timers meeting there will be about a 10 min break where they can use the bathroom or get a drink, but they need to be in spot 10 mins before the meet start. **NO EXCEPTIONS.** Be firm on this! Meet needs to start on time!
7. **Inform Timers Where You Be Located:** During the timers meeting, let the timers know where you will be so that they can find you. Stay in that location throughout the session.
8. **Bathroom Breaks:** Rotating timers will give every timer 20 min breaks. Timers must stay in position until the rotating timers get to them.
9. **At the End of the Session:** Gather the watches, timer badges, clipboards, and pencils from timers at the end of session and put them in their boxes.

Prelims Only:

- **West End HT and West End Timers Stay:** West End HT and timers stay till the end of prelims each day.
- **Wed End Timers ring bells for final laps Wed & Sat:** On Wed & Sat during the distance events, timers will be bell ringing for the final laps.
- **East End HT and East End Timers Leave Early on Wed & Sat:** East End HT and East End Timers Wednesday: leaves after event #20 13-14 boys 200 Back (Before Distance Events). ; Thursday & Friday stays till the end of session; Saturday: eaves after event #94 11-12 boys 200 Breast (Before Distance Events).

- **10 Minute Break Before Distance Events for West End Timers:** There will be a 10 minute break before the 800 Freestyle on Wednesday and the 1500 Freestyle on Saturday. Can go quickly to bathroom and/or get a drink be back 5 mins before start.
- **All 50s Start on East End (Flag):** Starter and swimmers will start off east end. Swimmers finish on west end.
 - **West End Timers on 50s:** time the race and watch for start on the east end. The light and horn will start on the east end (other). They will have timing sheets to record the swimmer's times.
 - **West end timers on 50s:** need to check their swimmers as they exit pool.
 - **East end timers on 50s:** line up swimmers using blue timing sheets. Do not need to record the times. **REMIND TIMERS NOT TO LEAVE DURING THESE 50s!**

Finals Only:

1. **10 minute break:** There will be a 10 minute break between the individual and relay events each Finals.
2. **Timers ring bells for final laps Wed & Sat:** On Wed & Sat during the distance events, timers will be bell ringing for the final laps.

TIMER TRAINING:

1. CHECK-IN:
 - Make sure the swimmer is present and in the correct lane. Start looking for next swimmer as soon as watch is started. On 50s try for 2 heats in advance. Don't wait until the starter is calling for the heat/swimmer!
 - If there is a missing or incorrect swimmer or other problem signal the starter. Never grab or stop a swimmer once they have stepped up on the long whistle-just record their name so the correct time can be attributed to them.
 - LISTEN to the starter for adjustments!
2. STARTING:
 - Start the watch at the instant of observing the strobe. If the strobe is not observed, start the watch upon hearing the sound of the horn. (Index finger has been shown to be more accurate than the thumb.)
 - If you miss the start raise your hand and get a replacement watch from the headtimer. (Make sure you know what the watch buttons do before the meet starts.)
3. POSITION:
 - Stand where you can see the starting strobe, then step back. Do not block swimmers access to the starting block, or the starter's line of sight.
 - Step up for the finish. Stand directly over the assigned lane to observe the finish and stop the watch and button when any part of the swimmer's body touches the
 - Know what equipment (buttons, pads, etc.) to take on end moves -move quickly
4. RECORDING:
 - As soon as the race is finished look at and memorize the time. You may not have time to write it down until after the next heat has started. Record watch times or the absence of a swimmer. Record and report if the swimmer has missed the touch pad at the finish, or if there is reason to believe any of the times may be inaccurate (soft touch, scoreboard keeps running, etc.).
5. DISTANCE EVENTS:

- Check that counter is right. You may be asked to record lap times.

6. RELAY EVENTS

- The Head Lane Timer should receive the final relay entry form, showing swimmer's names and the leg/order that they will swim, when they report to the block immediately prior to swimming their heat, confirm the order.

7. DON'T ABANDON POST

- If you cannot stay for the whole meet (including long distance events when swimmers are not required to provide their own timers) you should have made arrangements for your relief. We cannot stop the meet to recruit for a replacement.
- Raise your hand if you need a bathroom break. HT will let the volunteer coordinator know.

10. SWIMMER MISSES RACE

- If for some reason a swimmer misses their race, have them report to the referee immediately!!!