



HEAD TIMER DUTIES

Before the Meet:

- Run the Timer meeting, i.e. go over the provided timer instruction sheet with all timers, **practice starting and stopping the watch** and clearing out displayed time
- Double check that timers are split up evenly - 3 to a lane
- Hand out clipboards - one to a lane
- Tell back up timers to be sure to start their stopwatches and watch for any timer hands to go up
- Remind timers that no spectators or swimmers may stand between the timer and the pool
- Go over procedure of what to do if heats are combined - i.e., cross through swimmer's name if no longer in your lane and write "moved to lane X"; the timer with the swimmer writes the swimmer's name and time on their sheet and what event they are swimming; only the timer with the actual swimmer in their lane records the time

During the Meet:

- Time your lane

After the Meet

- Collect all clipboards and stopwatches (for our team only) and place in the computer room