

Timer Tips

1. Timing Sheets and Swimmer Names

- When you start your timing shift you will receive a stop watch and a notebook with timing sheets. These **timing sheets are for your lane only** and are pre-populated with the Race # and Race Name at the top followed by the Heat #'s with a swimmer name for each heat and blank spaces to record the swimmers time. Sometimes you will not have a swimmer in your lane for a particular event or heat.
 - If you are a brand new timer it is recommended you not be the person to record the swimmer times in the notebook.
- Whenever possible, **verify the name of the swimmer** in your lane while the prior race is in the water. For 25 meter races, verify the name of the swimmer at the completion of the race.
- If you have a swimmer in your lane different than the one listed on your timing sheet please **cross out the incorrect name** and **write the correct name (legibly)**.
- If a swimmer shows up unexpectedly when you don't think you are supposed to have a swimmer in your lane always allow them to swim. Record their name, team, and times in a blank space on your timing sheet.
- If the timing sheet lists a swimmer who does not show up, write No Show or NS on the timing sheet next to their name. **Do not write DQ.**

2. Start of the Race

- Be sure to stand where you can see the strobe light on the starting horn.
- You will hear the Starter say "Take your Mark" and then you will hear the starting buzzer.
- You will **press the start button on your watch when you see the light flash on the starting horn** not when you hear the horn sound. Start your watch even if you don't have a swimmer.
- If you or someone in your lane is not ready when the starter begins the announcement for the next race, please raise your hand and hold it up until your lane is ready.
- If you miss the start raise your hand and call for a backup timer.

3. The Finish

- Stand at the edge of the pool and look down at the wall so you can see when your swimmer touches the wall. Feel free to ask spectators to move out of your way so you can see.
- Stop your watch when any part of the swimmer touches the wall (hand, head, arm, etc).
- The head timer **legibly records** the watch times for your lane to the 100th of a second (i.e.: 43.52). Once all times are recorded reset your watch for the next race.

4. Other Helpful information

- Never write "DQ" next to a swimmers name even if you saw them do something wrong. Only an official may DQ a swimmer. If the official didn't see the error your swimmer is lucky!
 - An official who sees a DQ will ask for your timing sheet to record the DQ. You will still record the times as usual.
- You will have 3 times per lane. If a timer forgets to stop their watch just record the 2 times.
- A Card Runner will come by to pick up your completed timing sheets. Just rip them out of the notebook and hand them to the Runner.