

## **CHECKLIST FOR TIMERS MEETING**

Timers responsible for obtaining name and correct time for swimmer in designated lane.

1. Record name, event, heat and lane of swimmer. Record if no show.
2. One timer responsible for recording information. Another timer in same lane responsible for operating button.
3. Time only the swimmer in assigned lane.
4. Use index finger to start watch.
5. Stand in position to have unobstructed view of starting signal.
6. Start watch when flash from strobe light seen, check watch has started. Start watch even if no swimmer in assigned lane.
7. If watch does not start, call for back up timer.
8. Stand directly over end of pool to see finish. EXPECT TO GET WET!. Stop watch when first part of swimmer touches end of race course, this may be below the surface of water. Timer is timing swimmer, not judging legal touch.
9. Simultaneously stop button for semi-automatic timing. Button only operated at end of race.
10. Read digital watch to 2 decimal places only, ignore 3<sup>rd</sup> figure and do not round up. Do not alter time if different from others. If started watch late, should be recorded as no time.
11. Record watch times in same order each time. Times should be recorded even if disqualification.
12. Report if swimmer delayed in touching touch pad at finish or if reason to believe times to be inaccurate.
13. Conduct practice run.
14. No announcement to clear watches. First long whistle indicates watches to be cleared asap.