

WHAle Timer Volunteer Instructions

Meet of Champs and All Star Meet

Arrival

1. Attend the meeting that takes place 15 minutes prior to meet start.
2. Check in with the Head Timer for your lane assignment.
3. For each lane, there are 3 timers. The one who writes the Timer Slip (the 'scribe') should be experienced. 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. The swimmers name is preprinted on the Timer Sheet. Verify both first and last name with the swimmer standing there.
6. For any lane where the swimmer is absent (last minute sick), mark "NS" (no swimmer) where the times would be recorded. For MOC and AS, we do not fill empty lanes. We go according to the heat sheet exactly. No changing lanes or heats.
7. Make sure you have your watch cleared and ready before the start. If not, wave your arms to halt the start.
8. If your watch does not work, then raise your arm and the head timer will bring you a working watch.
9. Don't be embarrassed to ask the adults and swimmers to stay behind the timers so they can see the flash to begin the race and the touch to end the race.
10. Start the watch when you see the light (not the sound of the horn).
11. During the backstroke event, for the younger swimmers, use the kickboard/backstroke pad (if provided) to cushion their stroke against the wall.

Finish

12. 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.
13. The 'scriber' for the lane writes down the 3 times from the 3 stopwatches.
14. Make sure the slip is completely accurate so as to not back up the computer table.
15. Keep all swimmers in the water until all have finished the race. This is a show of good sportsmanship.
16. After the swimmers are given permission to exit the water, point them to the proper exit direction.
17. Once your Timer Slip is complete, hold it up in the air behind you and the 'runner' will retrieve it.

Please be sure your slip is accurate!

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