

SAIL Timers Clinic - CHIEF TIMER

Pre-Season Training

- Train all the timers including recording timers in accordance with SAIL instructions and guidelines.
- Complete the Team Timer attendance sheet and return to the SAIL Education committee prior to the first meet.

Pre-Season

- Keep a list of people who have taken the training and are SAIL certified timers. Also make sure they have proper identification badges to be worn at all meets.
- Obtain timers and recorders for each swim meet.
- For home meets schedule a Chief Timer.
- For away meets schedule an Assistant Chief Timer.
- Make sure watches are available and in proper working order.
- Make sure watches are marked with your team's identification.
- The watches should read to the hundredth place.
- The number of watches needed for a six lane pool: Dual Watch System (minimum 19) and for Single Watch System (minimum 10). For an eight lane pool: Either 25 (dual) or 13 (single) watches are required. A minimum of two extra watches are required if a watch fails during the meet.
- Make sure other equipment (tables, pencils, clip boards, paddle, extra cards, badges, timer display board, etc) is available and in proper working order.

Week Prior to Each Swim Meet (may be the function of a volunteer coordinator)

- Remind timers/recorders of their assignment (email)
- Recruit and fill any timer/recorder positions needed. (It is also a good idea to have some standby timers in case someone is delayed or just forgets to show up)
- Assign timers/recorders to their appropriate lanes (Board with list displayed)
- Double-check the watches. When a battery is losing power, the image will look a little fainter than normal.

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Before A Swim Meet Starts

- Arrive at the meet 45 minutes prior to the scheduled start.
- For home meets set up equipment.
- Introduce yourself to the Starter, Referee, Visiting Team's Chief Timer, Meet Director and Recall Starter. Make sure you know where these officials will be during the meet. Check to see if they have any special instructions for the meet.
- Distribute clipboard with sharpened pencil for recorders (home team provides one for each lane). Usually left on the recorder's table.
- Distribute watches to timers (each team provides their own watches).
- Meet with the visiting team's Chief Timer who will be the Assistant Chief Timer; give lane assignment (3 lanes) and remind them to start a watch for each heat.
- After the first half officials are called, meet with timers/recorders to review their duties. (Timer's Briefing) Work to create a sense of teamwork in each lane ... assign a head lane timer in each lane to ensure times on the watches remain close.
- Make sure each lane has appropriate number of timers/recorders.
- Make sure a watch check is done before meet starts. This should be done in conjunction with the Starter. The extra watches need to be qualified for the meet.

During Swim Meet

- Verify timers are ready in your 3 lanes. Remember a race can be started **without** a swimmers card.
- Check with the assistant chief timer to see if timers are ready (Thumbs Up).
- Give an indication to the Starter (usually done with a paddle) that the timers are ready for the next heat.
- Make sure you and the assistant chief timer both start watches for each event (These are backup watches to be used if a timer misses a start)
- After a heat starts, observe timers to see if anyone missed the start; be ready to exchange a watch with that timer or have another timer complete that heat.
- If there is a false start, remind timers to clear their watches.
- Have extra qualified watches available.
- Have cards available to write swimmer's name and times if a card is lost or unavailable.
- Have extra sharpened pencils available.
- When second half timers are called, make sure timers/recorders know their lane assignments and assign a new head lane timer.
- Give new pencils to recorders.

End of Meet

- Collect watches.
- At home meet collect equipment (tables, clip boards, pencils, etc)

End of Season Meets

- Schedule timers including recording timers for Divisionals, Championship and Classic meets as directed by the SAIL representative