

1. **Before Briefing**
 - a. Every lane needs 3 timers – alternating teams of 1 + 2 (team 1, team 2)
 - b. If swimmer doesn't match the board, who do we notify?
 - c. Timer sheet runner?
 - d. Is there a timer shift change? When?
2. **Thank You for Helping Out Today!**
 - a. Introduce yourself: I am the Head Timer today.
 - b. Any new timers? Everyone heard this briefing a thousand times?
 - c. Please start by turning off cell phones, any device that could distract you or the swimmers.
 - d. Keep phones in your pocket when behind swimmers. Check phone at the side of pool.
 - e. Number of stop watches per timer. Overhead starts. Number of timers.
3. **Before the Race:**
 - a. Timer with the clipboard, please ask the swimmer their name, and verify their event, heat, and lane. Do not ask "Are you John Doe?", some kids will reflexively answer yes!
 - b. If swimmer doesn't match, let Head Timer, Starter, Referee or Meet Director know.
 - c. Step back from the edge of the pool to allow space and the starter to see the swimmers. You can start the watch from anywhere with LOS to the strobe.
 - d. Some events start at the opposite end of pool. The strobe may move locations; find it visually before the race.
4. **At the Start:**
 - a. Make sure you know the distance of the race, and number of laps until the finish.
 - b. Make sure you can see the strobe; observe the strobe light and start the watch at the moment of the flash.
 - c. I will say: "Timers Ready". Please look up. If you don't, I'll assume you are not ready.
 - d. Strobes do fail occasionally; in that case, start the watch on the sound.
 - e. Please start the watch even if your lane is empty, just in case a backup is needed in another lane.
5. **Immediately After the Start:**
 - a. Check the watch to ensure it has started and is working properly.
 - b. If you miss the start, raise watch overhead to signal the Head Timer. Swap watches with head timer.
6. **During the Race:**
 - a. Keep track of the race and the distance completed by your swimmer.
 - b. Timer with the clipboard should be verifying the swimmer in the next heat.
7. **At the Finish:**
 - a. Come forward to the edge of the pool, look directly down the wall.
 - b. Stop the watch when any part of your swimmer touches the end of the racing course.
 - i. One hand, two hands, elbow, head – doesn't matter. Let judges worry about stroke & turn rules.
 - c. Remind swimmers to stay in pool until after the race is complete, or the starter says to get out.
8. **After the Finish:**
 - a. Step back to make space for the next swimmer.
 - b. Do not help the swimmers out of the pool, it can result in injuries
 - c. Timer with the clipboard records the watch time(s) on the sheet in the same order for each heat.
 - a. If your watch has 3 decimal places, only record first 2, do not round.
 - b. Record all times. Do not average or calculate unless instructed to.
 - c. If pressed for time don't worry about writing out colons between minutes, seconds and tenths of a second. The computer manager can figure it out.
 - d. Record "NS" if the swimmer missed the race.
 - e. Circle the median time.
 - f. There will be a runner to collect timer sheets after the final heat of the event
 - a. Pull the sheet out from the clipboard to make ready for the runner.
 - b. Give the sheet to someone without the clipboard for easy hand-off
9. **Additional Instructions (depending on circumstances):**
 - a. Cameras not permitted behind the blocks.
 - b. For relays, verify the order of the swimmers on the relay team.
 - c. Does anyone need to leave early?
 - a. Please find a replacement before the meet starts, let me know when you leave.
 - d. Always write the times in the same order from the timers.
 - e. Any other special instructions?
10. **Any questions?**
11. **Thank You for your help today.**