

Document	NPDSC Job Description -- Timers
Version	Draft 1.0
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Job Name	TIMERS/ Deck Runners
Summary	Procure supplies, organize and train timers (2 or 3 per lane) and backup timers.
Pre-Meet	<input type="checkbox"/> Procure watches, clipboards, pencils, worker lists <input type="checkbox"/> Make sure watches are labeled with the name of the owning team/party. <input type="checkbox"/> Make sure you have at least 8 clipboards. In a pinch, use a kickboard as a clipboard. <input type="checkbox"/> Make sure a referee attends and addresses the timers in the timer meeting. <input type="checkbox"/> Assign timers to lanes (optionally, this can be done during the training session – best is to pick lane #s out of a hat.) See timerLaneAssignmentChits.pdf – you can cut these out, put them in a hat and pick. Make sure there are the correct # of lane assignments for the pool being used. All of the pools have 8 lanes, but the # of timers could change depending on the scoring/timing backup methods being used. <input type="checkbox"/> Make sure with the scoring table that the touchpads and plungers work. (Scoring has main responsibility for this) <input type="checkbox"/> Inform the referee that (for CLASSIC) for 6&U Backstroke, timers in our conference will protect the head of a backstroker finishing. We will do that by all using kickboards to place at the wall. <input type="checkbox"/> Talk to referee to arrange for them to address timers at timer meeting prior to each worker session.
During Meet	<p>Prior to each worker session ...</p> <ol style="list-style-type: none"> 1) Check in your workers. If they aren't there, get names of delinquents to the announcer. Have the announcer very clearly state the names and teams of people who have not reported and ask that team's representative (by name) to come to the deck. 2) Find a quiet area if possible. If you cannot, speak very loudly – the deck will be busy and the timers need to hear you. 3) Train timers in operation, steps – DO's, DON'ts and TIMING Steps below 4) Have a referee address the timers and explain how they do the starts (sequence of commands,) and the rules of timing. Some referees do this differently from others. 5) verify that timer lane sheets are being printed and are available. 6) introduce the backup timer(s) – there should be 2 – to the primary timers so they can make visual contact and know whose attention to get. <p>DO:</p> <ul style="list-style-type: none"> - make sure you are have timer lane sheets - make sure you have the swimmer that is next in your lane and ready to swim - if you encounter a problem, raise your hand and wave it to the starter or referee. - make sure you have the fastest writer jotting the times down on the clipboard - when younger kids get out of water, verify their name by asking them their name. Match the name to the sheet. If it doesn't match, write in their name. - make sure you can see the touch at the end (any part of the body touches, and stop the watch). - note whether you will need to use a plunger or not. If you do, designate who will do the writing, and who will do the plunging. Note: Plunger is only depressed when the swimmer FINISHES. - make sure you know your assigned lane <p>DO NOT:</p> <ul style="list-style-type: none"> - Do not ... talk to a swimmer when they are on the blocks. - Do not ... pull a swimmer off the blocks. That is the referee's and starter's job. - Do not ... clear your watch until you hear the whistle for the next event/heat - Do not ... be on a cell phone. Turn them off, and don't play games on them. - Do not ... talk during the start - Do not ... pull a swimmer out of the water by their arm—that can cause an injury. - Do not ... stick your hand or kickboard in the water to catch any swimmer on their back (unless a 6&Under). - Do not ... for 6&U backstroke finish (CLASSIC meet only), place the kickboard

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	<p>on the wall – do not extend the kickboard out into the water to meet the swimmers head. Let the swimmer’s head strike the kickboard as it rests against the wall.</p> <p>TIMING Steps: Listen to referee/started at timer meeting about how an event begins. Roughly:</p> <ul style="list-style-type: none"> - 1. short or long whistle, and optional instruction for swimmer to step up on the blocks, - 2. Announcement of event/distance. - 3. Starter will give command “Take your mark” -- prepare yourself to start your watch. - 4. Starting device “lights” and “beeps”. Start on the “light” (strobe) or sound, whichever you see/hear first (sometimes the strobe is known to fail). - 5. Look at your watch after you start it. make sure it is running and that the time makes sense. If you just started and the watch is up over 1 minute, or you started late, or not at all, RAISE YOUR HAND and CALL LOUDLY for a backup timer. - 6. know how many lengths are being swum. If doubtful, ask the referee or another timer. - 7. when the swimmer is coming toward the finish touch, then situate yourself at over the wall so you can see the entire face of the wall. - 8. Stop your watch when ANY part of the swimmer’s body touches the wall. The finish/touch does not have to be legal (breast, fly, back) for you to stop your watch. - 9. The time recorder (1 of the timers) then should write down the times in the same order each time. There is no need to circle any times, calculate an average or write in the time off of the scoreboard. - 10. DO NOT clear your watch until the referee blows his/her whistle for the next event/heat. - 11. Start over at Step 1.
Post-Session/Meet	<input type="checkbox"/> Make sure watches are returned to rightful owners. <input type="checkbox"/> Make sure clipboards are returned to rightful owners.
Supplies	<input type="checkbox"/> watches (for City meets, this works well when two teams volunteer all the watches. If you don’t do this, then some team will invariably forget to bring watches – then you’ll be short watches) <input type="checkbox"/> clipboards <input type="checkbox"/> pencils or pens <input type="checkbox"/> (if CLASSIC meet, each lane needs a kickboard to place between swimmers head and lane for backstroke finishes – 6 &U ONLY!) <input type="checkbox"/> paper (provided by scoring team) for timer lane sheets. <input type="checkbox"/> lane # “chits” for choosing randomly out of hat/bucket/bag the lane assignment. <input type="checkbox"/> hat/bag/bucket for choosing lane assignments randomly