

## CHIEF TIMER CHECK LIST

- \_\_\_\_\_ 1. Check in with meet manager/referee's.
- \_\_\_\_\_ 2. Check officials list for names and numbers of timers.
- \_\_\_\_\_ 3. Check number of watches/dolphin watches, spare batteries, clipboards, programs, and pencils  
(Check for the location of the bells if doing a distance events)
- \_\_\_\_\_ 4. Hand out stopwatches/dolphin watches to timers (early) so they may familiarize themselves  
with the watch. Check names off the list and sign out watches/dolphin watches.
- \_\_\_\_\_ 5. Ensure lanyards are utilized to prevent damage or lost stopwatches/dolphin watches.
- \_\_\_\_\_ 6. Take time or appoint someone to assist any timer using an unfamiliar watch.
- \_\_\_\_\_ 7. Check with Meet Manager or Starter, to ensure the dolphin system has been tested.
- \_\_\_\_\_ 8. If full electronics are utilized, place the plungers in position as not to interfere with swimmers at  
the blocks. Indicate proper use of an index finger to operate the plunger, and to place the  
plunger back in place after use.

### TIMERS MEETING

20 Minutes (or as per time stated in meet package) prior to the start of the meet assemble timers for  
official's briefing.

- \_\_\_\_\_ 1. Check lane assignments and ensure that one experienced timer is assigned to each lane.
- \_\_\_\_\_ 2. Familiarize timers with lane sheet, instruct where and how times are recorded for splits,  
distance and final times are recorded. Where Dolphin system is used, ensure timers are  
instructed accordingly regarding the dolphin timing system.
- \_\_\_\_\_ 3. Remind the Inspector of Turns (IT) at the start end, of their responsibilities.
  - a) Proper swimmer (ask their name) in lane and on block
  - b) Signature (initials) on lane sheets in appropriate column
  - c) Proper column used (1<sup>st</sup> IT, 2<sup>nd</sup> Splits, 3<sup>rd</sup> Recorder) (in case there are questions on timer  
accuracy)
  - d) Timers in position
  - e) Record every split (longer than 1 lap)
  - f) Watch relay take overs
- \_\_\_\_\_ 4. Chief timer to take first place and last place times. Record on their own program.
- \_\_\_\_\_ 5. Inform timers of approximate time for breaks/lunch and finish.
- \_\_\_\_\_ 6. Inspector of Turns (IT) is turn judge and receives instruction from referee