

Timing Officials Duties

Plan arrival time

- At least ½ hour before the start of a dual meet
- At least ½ hour before the start of a relay meet

Check in at Meet Site

- With referee (Dual) or Meet Director (Relay Meet)
- Identify Head Timer

Equipment List

- Uniform
- Rule and Case Book
- Pens/Pencils
- Index Cards
- Stopwatch (and backup if possible)

Timing

- Use Index Finger to stop/start your stopwatch
- Do a 1 minute check before first event
- Find out what place(s) you are picking
- Identify the timers before and after you
- Know where to stand for clear sight lines. This will vary by race (100 / 200)
- If you need to time all places (distance races)
 - Hit split to record each finishers
 - Herd the finishers into a queue, for recording of time/place/division
- Round up!
 - 11.78 = 11.8
 - 1.09.14 = 1.09.2
 - 1.29.91 = 1.30.0
- Remember, place is primary to time!
 - (This will result in discrepancies due to uneven timing)
- Use a note pad to record laps, times or teams – or lap sheet
- If athletes are wearing cards they must be removed and the times/places recorded. This is usually coordinated by the Head Timer.
- If you miss the smoke on the Starters gun, yell out so one of the other timers can get a time on your place
- Know who the Referees are in case of infractions / discrepancies
- Relay Meets vs Individual Championships may have different rules. Be aware beforehand
- Trials / Semis / Finals may have different timing processes based on advancement
- If FAT used, you are a backup. Know your responsibilities

Other important points

- Be friendly, yet professional
- Work with your colleagues
- Be encouraging
- Communicate
- Keep your area / sight lines clear!
- Don't hesitate to consult the rule book