



Timers' Guide – How to Manually Time at a Swim Meet

Thank you for volunteering! Your job is essential to running a fair and accurate meet.



Your Equipment

- Stopwatch
 - Clipboard with lane sheets
 - Pencil or pen
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Before the Race

- Make sure your watch is cleared (0.00).
 - Confirm name with the swimmer.
 - Be alert and ready.
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Starting

- Watch the strobe light on the starting system.
 - Start your watch the instant you see the flash.
 - *Don't wait for the sound.*
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During the Race

- Keep your eyes on your assigned swimmer at all times.
 - No talking or distractions.
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Finishing

- Stop your watch immediately when **any part** of the swimmer touches the wall at the finish.
 - Record the time exactly as shown on your watch. Format as follows: MM:SS.tenths / hundredths (example: 1:04.72)
 - Write clearly and neatly—no rounding.
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If You Miss the Start

- Tell the Head Timer right away by signaling (wave or hand raise)
 - The Head Timer has backup watches to give you.
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Relays

- Same process.
 - Watch carefully for the finishing swimmer. Do not stop your watch until the fourth swimmer touch the wall with some part of their body.
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General Tips

- ✓ Be polite and supportive.
- ✓ Confirm swimmer's heat/lane if unsure.
- ✓ Always reset your watch before the next race.
- ✓ Stay focused—your attention ensures fair competition.