

## HIGH SCHOOL HEAD TIMER

The Meet Referee will meet with the Starter, Head Timer and timers to give instructions regarding their responsibilities, positioning, clearing of watches, timing and recording times. After the meeting with the Meet Referee **the Starters and Head Timers** will meet with the lane timers to give instructions regarding responsibilities, positioning, clearing of watches, timing and recording procedures. ***It is requested to emphasize to the timers that they are acting as meet officials and, as such, they should be unbiased during all races.***

### SUPPLIES

- Watches (bring whether the home or visiting team)
- Pencils (make sure you have extra's)
- Clipboards
- Batteries for Watches
- Extra paper (or notecards just in case to write times)
- \_\_\_\_\_
- \_\_\_\_\_

### LANE ASSIGNMENTS

Lane assignments are always as follows unless the Meet Referee provides other guidance:

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1.*

### WATCHES

**BRING YOUR WATCHES...** Both teams need to **BRING WATCHES**. Teams do not have enough watches to provide to everyone! Typically each team provides their timers the watches to be used for the meet. *\*Please confirm both teams know to bring watches.*

## LANES AND ASSIGNMENTS

### NO AUTOMATIC TIMING SYSTEM (CTS)

#### 8 LANE POOL with No Automatic Timing System

Pools: Manassas Park, CPAC (if pads are not used)

8 Lane Pool, Lanes 1-8 are used for competition (**3 Timers** needed per lane)

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

#### Timers Needed – DUAL MEET

- 12 Visiting Team
- 12 Home Team
- 2 Runners (Visiting & Home)

#### Lane Timer Assignments:

Lane 1 (H) - Home (2), Visitor (1)

Lane 2 (V) - Home (1), Visitor (2)

Lane 3 (H) - Home (2), Visitor (1)

Lane 4 (V) - Home (1), Visitor (2)

Lane 5 (H) - Home (2), Visitor (1)

Lane 6 (V) - Home (1), Visitor (2)

Lane 7 (H) - Home (2), Visitor (1)

Lane 8 (V) - Home (1), Visitor (2)

#### TIMERS

Swimmer Lane Assignments	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
Timer	V	H	V	H	V	H	V	H
Timer	H	V	H	V	H	V	H	V
Timer/Recorder	V	H	V	H	V	H	V	H
<b>Head Timer (Home)</b>								
<b>Head Timer (Visitor)</b>								

**\*\*Note:** 3 watches per lane is needed for each lane... that means 3 timers (one with a clipboard to record) or 3 timers & 1 dedicated recorder. It is less crowded with 3 timers -one of which is also recording. **The scorers will be hunting you down if you only have 2 timers & 1 recorder because they'll have to average the time on every single swim!!**

## 10 LANE - No Automatic Timing System

10 Lane Pool: Colgan, Freedom Center

Lanes 2-9 are used for competition (3 Timers needed)

1 & 10 for Exhibition (2 Timers only needed)

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

### Timers Needed

- 14 Visiting Team
- 14 Home Team
- 2 Runners (Visiting & Home)

When at **Freedom Center** we use 10 lanes. Lanes 1 and 10 for exhibition swims only, so we would only need two timers for those two lanes. But, a total of three timers for lanes 2-9. A total of 14 timers PER TEAM is needed and 1 runner per team if possible.

### Lane Assignments:

Lane 1- exhibition, Home (1), VISITOR (1)

Lane 2 (H) - Home (2), Visitor (1)

Lane 3 (V) - Home (1), Visitor (2)

Lane 4 (H) - Home (2), Visitor (1)

Lane 5 (V) - Home (1), Visitor (2)

Lane 6 (H) - Home (2), Visitor (1)

Lane 7 (V) - Home (1), Visitor (2)

Lane 8 (H) - Home (2), Visitor (1)

Lane 9 (V) - Home (1), Visitor (2)

Lane 10- exhibition, Home (1), Visitor (1)

### TIMERS

Swimmer Lane Assignments	Exh	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor	Exh
Lane	1	2	3	4	5	6	7	8	9	10
Timer	V	V	H	V	H	V	H	V	H	H
Timer		H	V	H	V	H	V	H	V	
Timer/Recorder	H	V	H	V	H	V	H	V	H	V
Head Timer (Home)										
Head Timer (Visitor)										

**\*\*Note:** For Freedom Center, you need 3 watches in each lane...whether that means 3 timers (one with a clipboard to record) or 3 timers & 1 dedicated recorder. It is less crowded with 3 timers -one of which is also recording. The scorers will be hunting you down at Freedom if you only have 2 timers & 1 recorder because they'll have to average the time on every single swim!!

## AUTOMATIC TIMING SYSTEM

### 8 LANE POOL with Automatic Timing System: PAD, BUTTONS AND WATCHES (or Dolphins)

Pools: CPAC

8 Lane Pool

Lanes 1-8 are used for competition (2 Timers needed, Watch and Dolphin used @CPAC)

#### Timers Needed

- 8 Visiting Team
- 8 Home Team
- 1 Runners (Home)

Lane 1 (H) - HOME (1), VISITOR (1)

Lane 2 (V) - HOME (1), VISITOR (1)

Lane 3 (H) - HOME (1), VISITOR (1)

Lane 4 (V) - HOME (1), VISITOR (1)

Lane 5 (H) - HOME (1), VISITOR (1)

Lane 6 (V) - HOME (1), VISITOR (1)

Lane 7 (H) - HOME (1), VISITOR (1)

Lane 8 (V) - HOME (1), VISITOR (1)

#### TIMERS

Swimmer Lane Assignments	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
<b>Timer</b>	H	V	H	V	H	V	H	V
<b>Timer/Recorder</b>	V	H	V	H	V	H	V	H
<b>Head Timer (Home)</b>								
<b>Head Timer (Visitor)</b>								

## 10 LANE - Automatic Timing System

Pools: Colgan, Freedom Center (if hosting team pays for timing system)

**Lanes 2-9** are used for competition (3 Timers needed)

**1 & 10** for Exhibition (2 Timers only needed)

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1.*

### Timers Needed

- 14 Visiting Team
- 14 Home Team
- 2 Runners (Visiting & Home)

When at **Colgan and Freedom Center** we use 10 lanes. Lanes 1 and 10 for exhibition swims only, so we would only need two timers for those two lanes. But, a total of three timers for lanes 2-9. A total of 14 timers PER TEAM is needed and 1 runner per team if possible.

### Lane Assignments:

Lane 1- exhibition, Home (1), VISITOR (1)

Lane 2 (H) - Home (2), Visitor (1)

Lane 3 (V) - Home (1), Visitor (2)

Lane 4 (H) - Home (2), Visitor (1)

Lane 5 (V) - Home (1), Visitor (2)

Lane 6 (H) - Home (2), Visitor (1)

Lane 7 (V) - Home (1), Visitor (2)

Lane 8 (H) - Home (2), Visitor (1)

Lane 9 (V) - Home (1), Visitor (2)

Lane 10- exhibition, Home (1), Visitor (1)

### TIMERS

Swimmer Lane Assignments	Exh	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor	Exh
<b>Lane</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Timer</b>	V	H	V	H	V	H	V	H	V	H
<b>Timer/Recorder</b>	H	V	H	V	H	V	H	V	H	V
<b>Head Timer (Home)</b>										
<b>Head Timer (Visitor)</b>										

## DOUBLE DUAL MEET - FORMAT

### 8 LANE Pool – Double Dual NO Plungers

#### LANE ASSIGNMENT FOR A DOUBLE DUEL MEET

##### Timers Needed

- 8 Timers per Team
- 2/4 Runners (Visiting & Home)

Lane assignments are as follows unless Meet Referee states otherwise:

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1 or they may opt for an exhibition heat.*

**TIMERS:** Each team supplies **6 timers** (for an 8 lane pool) with the assignments as shown based on Home/Away and A meet vs. B meet. See the assignment sheet for a double meet (called a double dual - 4 teams with A & B).

Swimmer Lane Assignments	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
<b>A Meet H</b>	A-H	A-H		A-H	A-H	A-H		A-H
<b>A Meet V</b>		A-V	A-V	A-V		A-V	A-V	A-V
<b>B Meet H</b>	B-H		B-H	B-H	B-H		B-H	B-H
<b>B Meet V</b>	B-V	B-V	B-V		B-V	B-V	B-V	
<b>Head Timer (Home)</b>								
<b>Head Timer (Visitor)</b>								

**\*\*Note:** 3 watches per lane is needed for each lane... that means 3 timers of which one will also be the recorder. Typically we just let the timers work it out for who does the recording.

10 LANE Pool – Double Dual NO Plungers

LANE ASSIGNMENT FOR A DOUBLE DUEL MEET

**Timers Needed**

- 7 Timers per Team
- 2/4 Runners (Visiting & Home)

Lane assignments are as follows unless Meet Referee states otherwise:

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)
- Exhibition Lane Assignments Discretionary

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1 or they may opt for an exhibition heat.*

**TIMERS:** Each team supplies 7 **timers** (for a 10 lane pool) with the assignments as shown based on Home/Away and A meet vs. B meet. See the assignment sheet for a double meet (called a double dual - 4 teams with A & B).

Swimmer Lane Assignments	Exh	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor	Exh
Lane	1	2	3	4	5	6	7	8	9	10
<b>A Meet H</b>	A-H	A-H	A-H		A-H	A-H	A-H		A-H	
<b>A Meet V</b>			A-V	A-V	A-V		A-V	A-V	A-V	A-V
<b>B Meet H</b>	B-H	B-H		B-H	B-H	B-H		B-H	B-H	
<b>B Meet V</b>		B-V	B-V	B-V		B-V	B-V	B-V		B-V
<b>Head Timer (Home)</b>										
<b>Head Timer (Visitor)</b>										

**\*\*Note:** 3 watches per lane is needed for each lane... that means 3 timers of which one will also be the recorder. Typically we just let the timers work it out for who does the recording.

**LANE ASSIGNMENT FOR A DOUBLE DUEL MEET with PLUNGERS**

**8 Lane Pool with Plungers**

**Timers Needed**

- 4 Timers per Team
  - *UNLESS you want a Recorder to be separate then you need to utilize the No Plunger outline above.*
- 1/2 Runners (Visiting & Home)

Lane assignments are as follows unless Meet Referee states otherwise:

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1 or they may opt for an exhibition heat.*

**TIMERS:** Each team supplies **4 timers** (for an 8 lane pool) with the assignments as shown based on Home/Away and A meet vs. B meet. See the assignment sheet for a double meet (called a double dual - 4 teams with A & B).

Swimmer Lane Assignments	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor
	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
<b>A Meet H</b>		A-H		A-H		A-H		A-H
<b>A Meet V</b>	A-V		A-V		A-V		A-V	
<b>B Meet H</b>		B-H		B-H		B-H		B-H
<b>B Meet V</b>	B-V		B-V		B-V		B-V	
<b>Head Timer (Home)</b>								
<b>Head Timer (Visitor)</b>								

**\*\*Note:** 2 watches per lane is needed for each lane... that means 2 timers of which one will also be the recorder. Typically we just let the timers work it out for who does the recording. Both Timers will use the plunger(s).



## 10 Lane Pool with Plungers

### Timers Needed

- 5 Timers per Team
  - *UNLESS you want a Recorder to be separate then you need to utilize the No Plunger outline above.*
- 1/2 Runners (Visiting & Home)

Lane assignments are as follows unless Meet Referee states otherwise:

- Home Odd # Lanes (Home)
- Visitors Even # Lanes (Visitors)

*\*Exception is Colgan and Freedom Center lanes 1 & 10. That will be based on the exhibition swimmers and the coaches discretion, however typically 1 for 1 or they may opt for an exhibition heat.*

**TIMERS:** Each team supplies 5 **timers** (for a 10 lane pool) with the assignments as shown based on Home/Away and A meet vs. B meet. See the assignment sheet for a double meet (called a double dual - 4 teams with A & B).

Swimmer Lane Assignments	Exh	Home	Visitor	Home	Visitor	Home	Visitor	Home	Visitor	Exh
Lane	1	2	3	4	5	6	7	8	9	10
A Meet H	A-H		A-H		A-H		A-H		A-H	
A Meet V		A-V		A-V		A-V		A-V		A-V
B Meet H	B-H		B-H		B-H		B-H		B-H	
B Meet V		B-V		B-V		B-V		B-V		B-V
<b>Head Timer (Home)</b>										
<b>Head Timer (Visitor)</b>										

**\*\*Note:** 2 watches per lane is needed for each lane... that means 2 timers of which one will also be the recorder. Typically we just let the timers work it out for who does the recording. Both Timers will use the plunger(s).

8 Lane Pool – Lane Assignment Sheet

**A MEET – HOME**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 8 \_\_\_\_\_

**A MEET – AWAY**

- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_

**B MEET – HOME**

- 1 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_

**B MEET – AWAY**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_

## Notes for Double Dual Meets

Dual Meets automatic timing: The assignments are one timer in each lane with a second timer in the lane. Total of 12 timers per team. So, if you are home team swimming in the even lanes you supply the second timer in the odd lanes and vice versa.

The assignment sheet for a double meet (called a double dual - 4 teams with A & B) is provided above. Each team supplies 6 timers with the assignments as shown based on Home/Away and A meet vs. B meet.

Of course Colgan and Freedom are ten lane pool and the outside lanes are used as exhibition we try least two timers (in a double dual it should be easy to have 3). Note: Smaller teams have a difficult time manning that many lanes.

## Events

Event names and event numbers should be written on each card. See chart below. In VHSL, events #9-10 are diving events which we do not have so we skip over those numbers.

Boys' Event #	Event Name	Girls' Event #
1	200 Medley Relay	2
3	200 Free	4
5	200 IM	6
7	50 Free	8
11	100 Fly	12
13	100 Free	14
15	500 Free	16
17	200 Free Relay	18
19	100 Back	20
21	100 Breast	22
23	400 Free Relay	24

## Medley Relays:

In **Medley Relays**, the swimmer order differs from IM order. Medley Relays should list swimmers in the order of **(1)-Back, (2)-Breast, (3)-Fly, (4)-Free.**