

HAMMERHEAD TIMERS CAPTAIN CHECKLIST

TAKE CARE OF YOUR STATION
TAKE CARE OF YOUR CREW
TAKE CARE OF YOUR SWIMMERS

WEEK BEFORE MEET

ASSIGN 2 SHIFTS: DIVIDE YOUR CREW (25 PEOPLE) INTO 1ST AND 2ND SHIFTS AND FILL OUT LANE CHART. MAKE SURE THERE ARE EXPERIENCED TIMERS IN EACH SHIFT.

SET TIME/EVENT WHEN SHIFTS WILL SWITCH.

ASSIGN 1 TIMER AS "RELIEF TIMER" FOR BATHROOM BREAKS.

EMAIL CREW: EMAIL THE MONDAY BEFORE MEET.

WHEN TO ARRIVE (1/2 HOUR BEFORE START OF MEET FOR TIMERS' MEETING)

WHERE TO REPORT (HALLWAY BY POOL NEAR DOUBLE DOORS)

WHAT TO BRING (WATER BOTTLE, SHORT SLEEVE SHIRT, COMFY SHOES)

ATTACH "NEED TO KNOW" TIMER SHEET

CHECK EQUIPMENT: STOPWATCHES (FUNCTIONAL? BATTERIES?)

PENCILS (SHARPENED?)

DAY OF MEET

GET READY: ARRIVE EARLY TO PREPARE FOR TIMERS' MEETING (BRING CLIPBOARDS, LANE SHEETS, 1 STOPWATCH AND PLUNGER)

TIMERS' MEETING: CONDUCT MEETING 1/2 HOUR BEFORE MEET STARTS

MAKE SURE 1 OFFICIAL IS PRESENT/REVIEW TIMER CHECKLIST

OVERSEE SET UP OF TIMING PADS: DO NOT ALLOW 1-2 PEOPLE TO SET UP PADS IN ALL LANES (HEAD OFFICIAL WILL SET UP MAIN TIMING CORD RUNNING BETWEEN BLOCKS)

LANE TIMERS ARE RESPONSIBLE FOR SETTING UP THEIR OWN LANE
*SEE "SETTING UP LANE" (DO DEMO FOR TIMERS)



BACK UP STOPWATCH

YOUR MAIN JOB IS TO START THE BACK-UP WATCH FOR EVERY EVENT!

STAND NEAR HEAD OFFICIAL AND WATCH FOR HANDS-UP SIGN FROM TIMERS.

SETTING UP LANE

- 1) PLACE CLEAR VELCRO ON GUTTER
- 2) LINE UP PAD W/ + ON WALL AND LINE ON BOTTOM OF POOL
- 3) PRESS PAD ONTO CLEAR STRIPS
- 4) PLUG PAD INTO MAIN TIMING CORD (PRIME)
- 5) PLUG PLUNGER INTO MAIN TIMING CORD (A)
- 6) BE ON STAND-BY TO TAP PAD WHEN OFFICIAL DOES TEST RUN

AFTER MEET

LANE TIMERS ARE RESPONSIBLE FOR REMOVING EQUIPMENT IN THEIR LANE ASSIST AS NEEDED TO REMOVE PADS AND HANG ON ROLLY RACK ORGANIZE STOPWATCHES IN TUB/ ORGANIZE CLIPBOARDS AND PENCILS RETURN TUBS TO STORAGE ROOM WRITE DOWN SUPPLIES NEEDED FOR NEXT MEET

WRITE NOTES ON CAPTAIN CHECKLIST SO IT CAN BE REVISED FOR NEXT MEET

TAKE NOTES ON ANY IMPROVEMENTS TO BE MADE (LEAVE IN OFFICE)