



Complete Resource

L a n e T i m i n g E d i t i o n

C r e a t e d f o r :

C y p r e s s F a i r b a n k s S w i m C l u b

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Hello Fleet Parent,

If you're new here, welcome to the team! If you're a veteran Fleet member, glad to have you back! The following is a complete resource guide for Lane Timing with Fleet. This resource will cover everything from how to sign up to time, the mechanics of timing, frequently asked questions, and tips for timing. Also included is a video link on YouTube that gives a great demonstration of the act of timing. We hope you find this resource valuable and are able to use it to quickly get up to speed on Lane Timing requirements for Fleet parents. Thank you for being a valuable member of our team!

How to Sign Up To Time



1 – Sign In to your Acct.

Sign into your acct. by clicking on the **"Sign In"** button on the Homepage.

2 – Find the Event

Once logged in, scroll over the "Events & Competition" menu on the left side of the page. A pop up menu will appear on your screen and click on **"Team Events"** under the Calendar title.

3 – Job SignUp

On the Team Events page, locate the meet you would like to sign up to time. Because this is lane timing, make sure to locate the original event on the page, not those that are labelled with the words "Volunteer". Once you've located the meet you would like to time, Click on **"Job Signup"** for that listing.

Click here

Original

4- Find the Event & Signup

Once in the Job SignUp page, **check** the box of the timing shift and date you would like to lane time for and select **"Signup"**. The "Signup" button is located both at the top and bottom of the lane timing shifts listed. A pop-up box will appear on your screen requesting Optional Contact Info. We suggest you enter the name and phone number of whoever is working the shift. This will allow for easy contact if needed on meet day. Click **"Signup"** once you have entered the information.

a. Check the box next to the listing of when you want to time.

Job Name/Notes	Time Period & Signup
Lane Timing - Fri Lane 5 One timer per lane	02/26/2021 07:05:00 PM - 02/26/2021 09:02:00 PM(1.95 Hrs.) 1 ☐
Lane Timing - Fri Lane 6 One timer per lane	02/26/2021 07:05:00 PM - 02/26/2021 09:02:00 PM(1.95 Hrs.) 1 ☐
Lane Timing - Fri Lane 7 One timer per lane	02/26/2021 07:05:00 PM - 02/26/2021 09:02:00 PM(1.95 Hrs.) 1 ☐
Lane Timing - Fri Lane 8 One timer per lane	02/26/2021 07:05:00 PM - 02/26/2021 09:02:00 PM(1.95 Hrs.) 1 ☐
Lane Timing - Sat Lane 1 (13-14) One timer per lane	02/27/2021 01:20:00 PM - 02/27/2021 03:07:00 PM(1.78 Hrs.) 1 ☐
Lane Timing - Sat Lane 2 (13-14) One timer per lane	02/27/2021 01:20:00 PM - 02/27/2021 03:07:00 PM(1.78 Hrs.) 1 ☐
Lane Timing - Sat Lane 3 (13-14) One timer per lane	02/27/2021 01:20:00 PM - 02/27/2021 03:07:00 PM(1.78 Hrs.) 1 ☐
Lane Timing - Sat Lane 4 (13-14) One timer per lane	02/27/2021 01:20:00 PM - 02/27/2021 03:07:00 PM(1.78 Hrs.) 1 ☐
Lane Timing - Sun Lane 1 (15 and over) One timer per lane	02/28/2021 01:20:00 PM - 02/28/2021 02:45:00 PM(1.42 Hrs.) 1 ☐
Lane Timing - Sun Lane 2 (15 and over) One timer per lane	02/28/2021 01:20:00 PM - 02/28/2021 02:45:00 PM(1.42 Hrs.) 1 ☐
Lane Timing - Sun Lane 3 (15 and over) One timer per lane	02/28/2021 01:20:00 PM - 02/28/2021 02:45:00 PM(1.42 Hrs.) 1 ☐
Lane Timing - Sun Lane 4 (15 and over) One timer per lane	02/28/2021 01:20:00 PM - 02/28/2021 02:45:00 PM(1.42 Hrs.) 1 ☐

b. Click "Signup"

c. Enter Name and phone number

d. Click Signup

Please Supply Your Volunteer's Information

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Go Back Sign Up

5 – Adjustments

Once signed up for your timing slot, you're all set. If you find out later that you cannot time after all or need to change your shift to another one, you can do so by removing your signup and going through the process again.

If you need to remove your signup, click on **"Remove Signup"** from step number 4 above. No changes can be made to the signup after the deadline.

How to Time – Mechanics of Timing



How to Time at a Swim Meet

Equipment

Stopwatch:



Plunger:



Plunger (button) – Usually found attached to the bottom of the starting block. Only pushed simultaneously with the stop on the watch when the swimmer touches the wall.

Strobe light:



When starting the stopwatch, watch for the strobe light which will be located by the Starter Official. After the starter says “Take your Mark”, the light will strobe. When it strobes, hit your start button. Do not go by the buzzer.

Mechanics of Timing

- Each lane will have two timers. One timer will have a stopwatch, a clipboard with a timing sheet that includes the swimmer's name, lines for recording times, and a plunger. The other timer will have the stopwatch and a plunger only.
- If you have the clipboard, prior to the race, confirm the swimmer's name matches the heat sheet to be sure they are in the correct heat/lane before they get up on the block.
- For the manual stopwatch think 'Start, Stop, Reset'. Press the button on the right at the start of the race (when the strobe light goes off). Press the same button to stop the watch. Call out the time to the timer holding the clipboard, and that person will record the official stopwatch times for that race on the Timing sheet provided. Press the button on the left to clear/reset the watch and be ready for the next race. Never press the top button!
- At the start of each race, the timer should have a clear view of the Starter Official and the starting strobe light. When you see the light start your watch. When the swimmer is almost done with the race, step close to the pool edge, so that you have a clear view of the wall. When any part of the swimmer's body touches the wall stop the watch and the plunger at the same time. If the swimmer "soft touches" the wall, be sure to note that as well on the timing sheet. There is usually a section that you can mark next to each swimmer to indicate a soft touch.

Possible problems

- If for some reason you miss hitting the stopwatch at the start of the race, raise your hand immediately. The Head Timer should rush over and switch stopwatches with you. The Head Timer will usually be standing near the Starting Official and is there as a backup to the timer. Their job is to start extra watches and provide them to the lane timers if they miss the start for some reason.

Tips and Other Things to Know

- At finals, events are usually run girl heats then boy heats for each event. In addition, there may be A, B, C, and D finals for each age group. At the very least, expect an A & B final for each age group.
- Know the distance of the race you are timing. During short course which usually runs from Sept. – Mar., the length of the pool from one side to the other is 25 yards. Races usually are 50 yards in length and can go up to 1650 yards. Long course season usually runs from April – Aug. and the length from one side of the pool to the other is 50 meters. Races range from 50 meters to 1500 meters.
- Timers should refrain from talking to swimmers unless they are verifying the swimmer in the lane is the one on the timing sheet.
- No photography or video is allowed to be taken on deck. All timers should not be on their phones while they are behind the starting block.
- Just a reminder, this is a swim meet and you will be volunteering very close to the water. There is a good chance you may get splashed during the race, so don't be surprised if you get wet, and continue with your duties..
- You may want to make sure you have non-slips shoes as the deck is usually wet.
- If you don't know what to do, ask somebody. People will usually be glad to help you out.

Video Link of Timing Demonstration



General Timing Demonstration on YouTube

Fleet does not have their own demonstration video yet on how to time, but please look at the following one posted on YouTube by Carmel Swim Club. This demonstration does an excellent job on explaining what timers need to do and we've received good feedback on it's usefulness. It is very similar to what you can expect as a timer for Fleet.



<https://www.youtube.com/watch?v=bdC-SUn2NvQ>

Frequently Asked Questions and Comments



#1 – I have a young swimmer and was told I do not need to time.

Fleet's policy is that if you have a swimmer in the meet, regardless of age, then you must be available to time.

#2 – I have not signed up because I don't know how to sign up?

Signing up to time is practically the same as signing up to take a volunteer shift. You can find detailed instructions on pages 3-5 of this resource guide.

#3 – I am doing a volunteer job and cannot time. Do you expect me to give up my volunteer job?

The short answer is no, but there are multiple days, multiple sessions, and multiple shifts available for timing. If you are doing a volunteer job, you should find a timing shift that does not conflict with your volunteer job. If you can find time to fulfill your volunteer obligation, you can find time to take a timing shift, especially if you have signed up for more than one volunteer job.

#4 – You assigned me a timing shift, but I am doing a volunteer job at the same time, what am I supposed to do?

We get your dilemma. Unfortunately, everyone is given ample opportunity to sign up to time voluntarily and pick a shift that does not interfere with their volunteer obligation. It is your responsibility to make sure you can swing both. Our suggestion is to find someone who can work your timing shift; a spouse, a friend, an older teen who will not be on their phone (not allowed) and is responsible enough to fulfill your timing job. We've heard some people say they pay their kids friends to take a shift for them. If you want to do that, it's your choice. We're not asking you to do it and we're not paying anyone, but we are asking you to take a shift and to sign up voluntarily or risk being assigned. How you fulfill that obligation is up to you as long as the person filling the role is responsible and old enough to handle the requirements.

#5 - You assigned me on a day that I do not have a swimmer in the water. I won't be able to make it.

Ideally, we would want you to time when your swimmer is in the water, so you do not have to come back. Unfortunately, we can't always guarantee that. Assignments are based on the needs of running the meet and if that means that you failed to sign up prior to when we were forced to assign, it is possible to be placed at a time your swimmer is not in the water. This is why we ask you to sign up early and voluntarily. Obviously, we'll do our best not to assign you if your swimmer is not in the water, but again, it's not guaranteed.

6- I timed the last meet, why do I need to time this meet?

It's policy. See #1

#7 - You assigned me last time, so I shouldn't get assigned again, right?

Actually, we can assign you again. But with that said, rest assured, we try to keep it fair for all. We'll do our best to identify those individuals who haven't timed lately and assign them first. Timing should not fall on the same shoulders all the time. This however doesn't mean you can't be assigned again, you seriously can. It just proves that if you are assigned, it because you're not signing up to begin with. See #1.

#8 - Why do we have so many timing shifts?

There are several reasons for this. First, prior to COVID, shifts were split. When COVID hit, we decided not to split the shifts in order to minimize exposure. Now as restrictions have been relaxed, we've decided to split up the shifts again. Some people complain our shifts are too short. Others complain they're too long. Everyone prefers something different. Here's what I can tell you. We split the shifts if they get close to 4 hours. That is because as we inch closer to summer, our temperatures will rise. Who really wants to be standing there in the middle of the heat (especially our afternoon sessions) for 3-4 hours a shift? No one does. Splitting the shifts, makes it more comfortable for everyone involved. With that said, if parents fail to sign up voluntarily and we're continually having to assign parents, we will re-evaluate if we should split any shifts. Also, Fleet usually has a large number of swimmers in any given meet, so we should have plenty of parents to take a shift as they're supposed to. See #1 above.

#9 - I have other obligations that take me away from the meet, so I'm just dropping my swimmer off, but can't be there to time.

We all struggle with parental and work obligations. It's not fair for some to do all the work. As fellow parents ourselves, we understand and appreciate the struggle you are facing, but we can't make exceptions. I'd refer to #1 and #5 above. Now, we're not heartless, if you have a circumstance (an emergency), beyond your control, please contact our Lane Timing Coordinator directly. We'll do our best to work with you, but it is not guaranteed.

#10 - Why do you always say if you are officiating, running the console, or scoring at a meet, to let you know? Do they not have to time? How about Board members, or volunteer chairs, etc? Do they time?

Refer to policy #1 above. Anyone with a swimmer in the meet must be available to time. This includes officials, scorers, console operators, volunteer chairs, board members, and even meet directors.

With that said, the individuals working these positions are already working multiple shifts (usually the entire weekend) or are going above and beyond volunteering for Fleet, most of the time hours on end. Meet Directors for example work for weeks voluntarily prior to a meet and also work the entire weekend. They are not exempt from timing, but you bet I'll look to them as a last resort. Without many of them, our meets would not run at all. Rest assured, our Board Members are usually the first to step up when needed. Many of them do also take timing shifts even though they are already doing other jobs. Again, they're not exempt, but they are most likely the last individuals I will try to assign.

With over 200 swimmers from Fleet in any given meet, we should have no problem filling the open slots.

Tips For Lane Timing



- On the day you signed up or were assigned to time, just show up directly to your lane. We'll be checking to make all the lanes are filled and our timers show up.
- Try to sign up to time during a session that your child is swimming. This way you don't have to come to a session when your swimmer is not in the water. If you're not sure how to check what they are swimming, log in to your Fleet account. Click on the current meet and click on "Edit Commitment". Here you can check what day, what session, and what events your swimmer is doing. You don't want to make any changes to them directly as that is only something a coach should do, but it's a good way to find out when your swimmer will be in the water. You'll see their event, and a code looking something like this #2 (D1/S1) This code would signify that your swimmer is swimming Event #2 on Day 1 of the meet in Session 1. When we send out the meet information including the warm up and timeline, it will say when the session starts, etc.
- If it's your first time timing, have whoever you are timing with do the clipboard. This way you can see how the process works and you'll only have to work the plunger and stopwatch and not the plunger, stopwatch, and write down the times on the clipboard. You will understand this a little better after seeing the training materials.
- Try to pick an outside lane (i.e. lane 1 or lane 8/10). Sometimes if the heat does not have enough swimmers, the outside lanes will be empty. If it's your first time timing, try not to time during any 50's. Sometimes this can't be helped, especially with our younger swimmers, but just be warned that 50's go fast, so you'll need to be ready to call out times and reset your stopwatch quickly.
- Be expecting to get wet a little, so make sure you wear shoes and clothes that you don't mind getting wet. You probably won't get soaked, but mainly your feet and sometimes your legs. The older kids (especially the boys) tend to splash more on hitting the wall especially during the sprints of fly and free.
- If in doubt, ask someone.