

Head Timer and Timing and Place Picking Procedures

Role

The head timer shall have general jurisdiction over the assistant timers. The head timer, two assistant timers and one substitute timer shall time each track event. The time recorded by the substitute timer shall be used only when one of the three regular timers fail to record the time of the event. The head timer shall designate one of the assistant timers to announce the lap times in distance races.

Tasks

Often volunteers must both time and pick placers. Ask them to read the instructions (*next page*) and to ask any questions. The Head Timer is to be sure that the following tasks are completed.

1. Assign **timers (and pickers) to specific places**. Ideally, 2-3 persons would be assigned to time each scoring place with one or more persons assigned to the remaining places. The Head Timer should provide backup on first, but be available to substitute for another place should the place's primary timer's watch fail to start or if they did not get a good start.
2. Make sure that **every competitor** is timed and receives an official time (**both** junior varsity as well as varsity competitors).
3. Review and practice the following timing and picking procedures with each volunteer:
 - Start the watch on the smoke not the sound
 - Stop the watch as the *torso* (body, **not** the head, legs, neck or arms) crosses the finish line
 - Go to the person who finished in the place the person was assigned to time
 - Have runners stay in their assigned lanes and face back toward the finish line
 - In order of place, provide the placer's time to the Finish Line Recorder
 - Times recorded by rounding up to the next highest 1/10 of a second. For example:
 - 11.81 is recorded as 11.9
 - 11.86 is recorded as 11.9
 - 11.90 is recorded as 11.9
 - Do not clear any watches until all times are recorded and the starter has called the next group to the starting line or when you are instructed to do so
 - When the starter signals that she/he to start the race, watches are to be cleared and ready
 - If the timer's watch has failed to start, or the person did not get a good start, timers are to immediately inform the Head Timer of their assigned place so the Head Timer can cover that place's timing responsibility
4. If a conflict occurs, priority will be given to the higher place and time.
5. Assign someone to hold the athletes in their lanes away from the recorder until the times and places are recorded; then dismiss them.
6. Times should not be given to the athletes on the track. Wait until they become *official* (i.e. recorded, scored and posted). This is particularly important when using photo timing. FAT system shall take precedence over the hand held times.
7. The Head Timer acts as back up in case a timer's watch does not start or a timer is not confident in the precise starting of the watch with the smoke of the starter's pistol.
8. Never permit any timing by lanes, only allow timing by place.
9. Head timer is to assign a person with a clear voice to call out lap splits in distance races.
10. Head Timer is to assign a lap counter for distance races—this person rings a bell to signal the start of the last lap of both the leader of the boys race and the girls race.
11. An effective method to accurately time and place in races of 12 or more competitors is to form a chute of hurdles just past the finish giving competitors numbered tongue depressors or numbered cards.

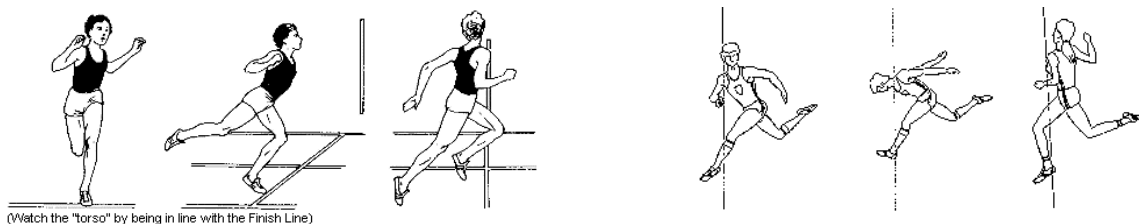
Instructions to Volunteer Timers and Pickers

Timers and pickers are assigned by the Head Timer to time each individual place.

Instructions:

Today we are assigning you to time and pick ____ place. Please read the following and ask any questions you have about its content. We will practice these procedures and using your watch. You are encouraged to sit out an event when your child is competing.

1. **Time By Place, Not By Lane.** Timers/pickers are always assigned to time a specific *finish placer* (e.g., first, third, fifth place); they are **never** to be assigned to time a lane.
2. **Start with Smoke, Stop with Torso:** Just prior to the start check your watch to make sure it is reset to zeros. Use the index finger to start the watch **on the smoke** from the starter's pistol (**never** the sound). Stop the watch when your assigned finisher's torso (i.e., the body: not including the arms, legs or head) crosses the front edge of the finish line.
3. **Pay attention to the entire race.** About 15 yards from the finish, check general placements, then turn to face the finish line. Count placers passing the line until your assigned place crosses the line and immediately stop your watch as your placer's torso crosses the line.



4. **Pick Your Assigned Finish Placer:** Upon stopping your watch, focus on your assigned place finisher. Identify some unique features since several may be from the same school. Move out onto the track and identify the placer's last name and school (number if worn).
5. **Identify the correct time.** If the watch shows 1/100's of second, all times will be recorded to the next highest 1/10 of a second except when the 1/100 ends in zero. For example:
 - 11.81 is recorded as 11.9
 - 11.86 is recorded as 11.9
 - 11.90 is recorded as 11.9
6. **Report the Times and Placer's Name:** A recorder will be assigned to gather and record finish placers and times. Report your times/placers, starting with the person assigned to first.
 - *Order of Reporting:* Times and places are recorded starting with the first place finisher and working through until all places and times are recorded.
 - *Conflicts:* When there is a conflict in recording places and times, priority is given to the time/place recorded by the person assigned to the higher place (e.g., results offered by the person assigned to third place take priority over those by one assigned to fourth place). If the times disagree for two people assigned to time the same place, the slower of the two times is recorded. If the watches for three people assigned to time the same place all disagree, the middle time is recorded; and if two of three agree, then record the two that agree.
 - *Courtesies:* Do not leave the area without informing the Head Timer. Do not bluff, if your watch fails to start correctly on the smoke, immediately inform the Head Timer. If crouched do not stand up. Stay in the finish line position until all competitors have finished. Move promptly and work as a team. If you have an emotional link to a competitor in a given race (e.g., a child), it is best to sit that race out and not time.