**Summary of HEAT Meet Finish Line notes over the years (2012-2023)**

**Timer duties:**

* Show up by 5:45 pm. Anthem at 6 pm; first race approximately 10 minutes after.
* Time by lane, but once a kid starts in that lane, you are timing that kid.
* Hit “Start” on your stopwatch when the starting gun goes off. The best way to do that is to look for the smoke from the gun – will see that slightly before hearing the gun.
* Hit “Stop” on your stopwatch when the torso of the runner crosses the plane of the finish line. Make sure everyone knows where the finish line is – it’s the solid white line straight across the track.
* If possible, a ‘practice’ pistol start would be useful for timers (especially new ones). Maybe even a ‘practice’ race – we could all time the runner and see how close we all are as a friendly timing challenge.
* Timers should note the place of their finisher if within top 3 in the heat and let head timer know when they report their time (e.g., “Lane 4 was 14.32 seconds, and was 2nd in the heat”).
* If a finish is close (especially in top 3-4 of heat), please observe whether your kid won or lost.
* The inside lanes are almost always used; Lane 10 is rarely used. Thus, the timers in the outer lanes get much less work. Suggest rotating in or out 3 lanes for each race (100; 200; 400).
* Have kids stay in lane if possible while we write down times. This helps in case there is an issue.
* Don’t record kids’ names, just numbers.
* Helps to stand in your lane as the race starts and visually observe the kid at the other end for the 100 m at least, then move to side as kids get close to finish.
* If you mess up your stopwatch/time, quickly let the head timer know (and tell them your lane). The head timer has a backup watch, and can step in if told quickly, but not ‘post’ race.

**Head Timer duties:**

* Helpful if the head timer recruits timers that are experienced in track and field.
* It works well to have 10 timers, plus head timer. Head timer can act as a backup timer.
* Make sure the gate near the finish line is unlocked.
* Do a ‘stopwatch/finish line 101’ before the race starts.
* It works well to start with the 100-meter race. It gives kids time to ‘practice’ staying in lane, and the timers a chance to practice where they can see their kid the entire race.
* Communicate with starter, start flagger, and race sheet ‘runners.’
* Make sure the timers are ready.
* Make sure the timing sheet is right and ready.
* Use flag to communicate with start line that finish area is ready.
* Start stopwatch even though not timing a lane – can be a backup in case anyone needs one.
* Observe and jot down on sheet the top 3-4 finish places by lane (e.g., 4-6-2-9). This provides a good ‘check’ against individual timers.
* Check in with each lane timer and write down the time. They should let you know if their person was in the top 3 and which place. Can also confirm a close finish with the lane timer at this time.
* If all looks good, release kids and tally ‘heat’ places (although this can be done later if time dictates).
* When done with all heats for a race, tally ‘race’ places, double-check calculations, and provide to ‘results’ table.