

## James River Aquatic Club

### Implementation and usage procedures of the Lane Timer Sheet (LTS)

Before the meet starts, the Head Table will begin generating and printing the meet Heat Sheets, based on the information supplied by the coaches. This procedure was implemented last year—a copy of the Heat Sheet is distributed at a minimum to the Referee, Starter, COC and Announcer; one copy is retained at the Head Table. Once the Heat Sheets have finished printing, the Head Table then generates the LTS's for each event, which are then sent to the COC.

Sample Lane Timer Sheet:

Event 2 Boys 13 & Over 100 Yard Breaststroke Prelims					Soft Touch ?			
Lane 5	Heat 1	Burrows, Carter T 14	UCGBD-VA	1:34.52	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 2	Blais, Nathan E 15	ODAC-VA	1:28.09	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 3	Khalil, Daniel P 14	SEVA-VA	1:20.44	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 4	Cummings, Nathan L 14	WAC-VA	1:18.32	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 5	Gere, Luke B 14	CGBD-VA	1:15.39	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 6	Barakey, Colin J 13	ODAC-VA	1:13.35	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 7	Bettis, Jonathan E 17	TIDE-VA	1:07.32	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 8	Campbell, Aidan C 15	SEVA-VA	1:07.15	_____	_____	_____	<input type="checkbox"/>
Lane 5	Heat 9	Bowles, Tee T 15	SRVA-VA	1:06.89	_____	_____	_____	<input type="checkbox"/>

--

The LTS will be approximately the size of half a regular sheet of paper. Each event (except relays) will have its own set of LTS's, with each LTS within that event labelled as to a specific lane number (top left in this example). The individual heats within that event are displayed horizontally, as shown.

- When a swimmer is pre-seeded into a particular event per the Heat Sheet, his/her name is printed on that event's LTS according to what lane and heat number resulted from the pre-seeding.
- The swimmer's times are recorded on the 3 blank lines to the far right of the heat number. If the heat number line is blank, it means there's no swimmer seeded for that heat (that might change—more about that in a moment).
- The LTS's will be distributed to each lane's clipboard timers by a COC runner—ideally several events ahead of what's in the water but there may be occasions where the next event's LTS's will arrive while the previous event is swimming.

- If an event is about to step up and no LTS's have yet arrived, the Referee/Starter needs to be notified right away so the meet can be paused until the situation is corrected.
- Once the entire event is completed, all of that event's LTS's will be collected by a Runner and taken to the Head Table.

Without knowing for sure at this early stage of the officials' training, there may be some extra quality control items implemented within the COC procedures. In the absence of a swimmer's card, that swimmer is going to have to remember which lane he/she has been assigned to, as the movement forward through the COC benches and on-deck chairs progresses; the COC will decide whether there's to be any secondary verification of the heats' lane assignments as that process continues.

- It is **imperative** that the clipboard timer always verifies an upcoming swimmer's name against that lane's LTS before that swimmer steps up/in.
  - As a suggestion, it might be easier for that verification to occur immediately after the preceding heat starts and the clipboard timer verifies that he/she has a good watch running (this could very well be the best procedure since a possible solution could be implemented with a minimum of meet delay time before the next heat swims). However it's done, though, that verification must occur with a resultant correct name/LTS match before the swimmer competes in that event—with the exception of Mite events with rotated timers.
- For Mite events when the timers have rotated to the shallow end, the swimmer's name verification must be done as the swimmer climbs out of the pool and the Starter should allow a few extra seconds for that to be accomplished.
- Usually, the swimmer's name and LTS entry will match and it's a good swim.
  - If the swimmer gives the clipboard timer a different name, line through the incorrect LTS name and print the actual swimmer's name and club in those areas.
- If there's a swimmer in a lane that's showing blank on the LTS, the Starter should notice that from his/her Heat Sheet while the swim is in progress (if not corrected earlier by the COC) and allow time for that swimmer's name to be written in upon finishing the swim.
  - Ideally, the COC will send any heat lineup corrections to the Starter and there shouldn't be any issues. As a possible solution, if there's somebody to do it, maybe a COC worker with a Heat Sheet could perform an interim verification of the swimmers at the Mite starting end before they go anywhere.
- Regardless, the responsibility for the final swimmer verification will continue to rest with the lane clipboard timer as the Mite swimmer finishes and exits the pool.

### Verification Scenarios

Swimmer's name is a correct match to the printed name on the LTS for that lane number and heat—swimmer steps up/in and continues.

Swimmer's name is a correct match to the hand-printed name on the LTS for that lane number and heat (probably because the swimmer was added to the event after the computer pre-seeded the meet and the LTS was printed)—swimmer steps up/in and continues.

Next swimmer is stepping up/in for an unassigned lane (blank name line)—print swimmer's name and club in the appropriate LTS blocks and allow swim.

Next swimmer's name does not match the name on the LTS for that lane and heat number and there's no other swimmer attempting to step up/in for the same swim—line through the swimmer's name who's not there and print non-matching swimmer's name and club in the appropriate blocks; allow swim.

Two different swimmers attempt to step up/in for the same lane—notify Referee/Starter immediately so the meet can be paused for a correction to be made. If there's an empty lane within the same heat, one swimmer might swim in your lane (printed name/club correction on LTS); the other swimmer might go to the empty lane (printed name/club insertion on that lane's LTS). Regardless—that decision should be made by the Referee, not the lane clipboard timer.

If there's a discrepancy that can't be resolved or if a swimmer misses his/her swim, that swimmer's Coach must visit the COC to arrange for a make-up swim.