

NOTES ON TIMEKEEPING FOR CCW CLUB EVENTS (Open events not included in the scope of this document).

For our club events, the main timekeeper duties are as follows:

Item	When	Task Description	Notes
1	1-2 weeks before event	<ul style="list-style-type: none"> Contact previous timekeeper to make arrangements for collecting the timekeeping kit. 	
2	During week before event	<ul style="list-style-type: none"> Collect time keeping kit and safety signs from the previous time keeper. Ensure you are familiar with course details, and course risk assessment. Contact next timekeeper, and make arrangements to handover kit after the event. Check weather forecast and road works planned on route. If conditions look unsuitable, or potentially dangerous, consult TT Secretary about whether to cancel event or change course. Ensure that all necessary forms are available in the time keeper's kit. Ensure you are familiar with how to operate the stop watches (currently we have 2 types). 	<ul style="list-style-type: none"> Course details, and risk assessment available on CCW website. Check CCW website for details for start and finish points before the event, and make sure you can identify these locations before the event. Planned road works can be checked on www.roadworks.org (or by driving course). Necessary forms include: Sign-in sheet, Justin's table, Results sheet, Accident report form, blank parental consent forms.
3	About 60-90 minutes before event start time	<p>Drive the course:</p> <ul style="list-style-type: none"> Identify any issues which riders need to know about, or may prevent the event from starting (poor visibility, road works, accidents, pot-holes, etc). Put out safety signs at junctions judged to be medium or high risk on the course risk assessment. 	<ul style="list-style-type: none"> While putting out signs, ensure you park safely, and do not put yourself at risk from traffic. Wearing a Hi-Viz vest is highly recommended. On the day, if road conditions are not suitable over part of the course, the course may be made shorter, but a different course may not be used at such short notice (please consult experienced committee members if in doubt).

Item	When	Task Description	Notes
4	About 30 minutes before event start time	<ul style="list-style-type: none"> • Arrive at meeting point. If road conditions are not safe for the event, the event may be delayed or abandoned. • If the event is to be abandoned, stay at the meeting point until the advertised start time to inform competitors. • If the event is to proceed, ask competitors to complete the sign-on form including name, club, address, age, and contact details. • Try to encourage slower riders to take a lower number, and faster rider to go nearer the end (so the event will be on the road for less time, and you have more time to get to the finish point). • Collect event fees. • Issue race numbers and safety pins as required. • Warn competitors of any unusual hazards on the course. • Check juniors have parental consent, and will be wearing a suitable hard-shell helmet during the event. • Lend rear light if necessary. 	<ul style="list-style-type: none"> • Fees: <ul style="list-style-type: none"> • CTT affiliated club members £3. • 1st time TT competitors (Come-And-Try-It, CATI scheme) free. • Juniors (under 18 on 01/01/2017) £1. • All others £4. • If there are a large number of competitors, and there may be insufficient time to get to finish point after setting off last rider, asked experienced club member to go last. That rider can then start the last few riders and them-self after you have left for the finish point. (Hill climbs, 5-mile, and open events will require more than one timekeeper.) • For 1st time TT competitors claiming free ride, mark "CATI" in the club section of the sign-on and results sheets. • Juniors: Ensure parental consent form on file (new one required for each year). Blank forms available in timekeeper's file, and completed forms to be stored in same file. • Whilst competing in any club event, juniors must wear a hard shell helmet CE marked, or certified by an appropriate organisation. • Tandems: 2 entry fees, 1 number. • A working rear light is recommended for all club events. • A number of rear lights are available in the time keeper's box for lending to competitors. • If you have time, start entering rider details on the results sheet.

Item	When	Task Description	Notes
5	About 10-15 minutes before the start time	<ul style="list-style-type: none"> • Complete sign-on, and proceed to the course start point. • Set-up “heads up” warning sign at a point where it can easily be seen by riders waiting to start the event. 	
6	At the official start time	<ul style="list-style-type: none"> • Start main stop watch and at least 1 spare (all stop watches to be used must be synchronised to count the same time). 	<ul style="list-style-type: none"> • Stop watch may be started earlier if preferred, but be careful to do so at a time interval before the start that allows easy calculation of competitor’s times. • Ideally, base the start time on the time given by a GPS device, such as a GPS enabled cycle computer which is likely to be better synchronised with rider’s own cycle computers.
7	Official start time + 1 minute	<ul style="list-style-type: none"> • Start 1st rider at 1 minute past the official start time. 	<ul style="list-style-type: none"> • Give countdown warnings for: 30sec, 15sec, 10, 5, 4, 3, 2, 1, GO. • Event may start slightly late, but do not start early (if you start early, there is a high chance that some riders may miss their start time).
8	At subsequent 1 minute intervals	<ul style="list-style-type: none"> • All subsequent riders to be set off at 1 minute intervals matching with their race number (except 2-up events). 	<ul style="list-style-type: none"> • If a rider does not arrive at the start on-time, we usually let them start at the end for club events, and take a note of their actual start time. • If there are gaps in the race numbers, be careful not to let a rider with a number go early (make sure you check competitors numbers before letting them go). • Do not offer to push-off a rider unless there is a dedicated person for this role, and the same service can be offered to all riders.
9	In sufficient time to get to finish point before 1 st rider’s approach.	<ul style="list-style-type: none"> • Proceed to the course finish point. 	<ul style="list-style-type: none"> • Allow adequate time to reach course finish point safely.

Item	When	Task Description	Notes
10	During the event	<ul style="list-style-type: none"> If you become aware of an accident or incident during the event, you should ensure the emergency services are called if necessary, and complete an accident form if appropriate. 	<ul style="list-style-type: none"> All accidents must be reported using the CTT accident form, however small or apparently inconsequential it may appear at the time. Completed accident forms to be given to a club official for submission to CTT. If your time is required to investigate an incident, or it would be dangerous to continue, the event should be abandoned.
11	As riders pass course finish point	<ul style="list-style-type: none"> Press stopwatch "split" button as rider's front wheel passes finish point landmark. Take a note of the race numbers in the order they cross the finish line, and the stop watch "split" reference corresponding to each race number. 	<ul style="list-style-type: none"> Printed table prepared by Justin Oakley useful for noting race numbers and stop watch references as riders pass. If time allows start completing results sheet. Make sure you are prepared for multiple competitors finishing together, and groups of non-competing cyclists passing.
12	After last rider completes course	<ul style="list-style-type: none"> Complete arrival times on Justin's table, and calculate actual times. Transfer times to results sheet, and workout positions before returning to meeting point. 	<ul style="list-style-type: none"> For TT events, times always rounded up to the nearest second (eg. 22min 15.01sec = 22:16). For hill climb events, times always rounded up to the nearest 0.1sec (eg. 5min 22.01sec = 5:22.1). Do not reset stop watch until after riders have reviewed results.
13	When results sheet completed	<ul style="list-style-type: none"> Return to meeting point. Collect race numbers. Allow riders to review results sheet. Investigate any times that are questioned, and correct times on results sheet if necessary. 	<ul style="list-style-type: none"> If there is a dispute which cannot immediately be resolved, collect details and pass on to a club official for adjudication (eg. allegations of cheating, dangerous behaviour, etc).

Item	When	Task Description	Notes
14	After event	<ul style="list-style-type: none"> • Return time keeping kit tidily in to the box. • Collect all safety signs. • Complete details of your time keeping allowance in note book provided, and take appropriate cash from cash box. • Give results sheet, sign-on sheet, and Justin's table to the TT secretary, or e-mail scanned copy to ttsecretary@ccweymouth.co.uk • Pass timekeeping kit and signs to next time keeper. 	<ul style="list-style-type: none"> • While collecting signs, ensure you park safely, and do not put yourself at risk from traffic. Wearing a Hi-Viz vest is highly recommended. • Mileage allowance is only available for 1 person per event, and that person will usually be the main time-keeper, or whoever performs duties which require driving the course. For exceptions, please ask a club official in advance. • Time keeping allowances: <ul style="list-style-type: none"> • P451/10 = £17 • P451/5 = £17 • P451/25 = £13 • P451 18 hilly = £20 • P436 = £17 • P459/10 = £20 • Ridgeway hill climb = £5 • Portland hill climb = £10

General Notes:

- First Priority is always safety.