1 Timing Notes for all Timekeeping Teams.

1.1.1 There are three timing points (Long Start, Short Start, Finish). Two sets of timing sheets and four watches are supplied for each timing point. With as many as six divisions and a total of 300 boats, there can be as many as 90 timing sheets altogether. It is essential that watches and paperwork are organised in a disciplined way, otherwise chaos can develop quite quickly.

1.2 Watches

1.2.1 There are 12 watches. Nine of them are colour-coded with different colours. Three more are coloured green.

1.2.2 Each watch has a serial number.

1.2.3 The watches are started together, using a radio controlled clock, probably in the club room at 0850 for 0900. Six people are required to do this job. They only need to be restarted in the event of a problem during the day.

1.3 Timing

1.3.1 Timing sheets are colour-coded and numbered. Colours correspond as far as possible with the colours of the watches.

1.3.2 The timing sheets are distributed in clipboards to the timekeepers. Each clipboard has one colour of timing sheets, corresponding to the colour of the associated watch.

1.3.3 The scribe should write his or her name at the top of the first sheet.

1.3.4 The column headed Num is for the Crew number.

1.3.5 The column headed H is for hours. This is TIME OF DAY, **NOT** the hours as shown the watch. Write the hours for the first entry on each page, and also when it changes. (For instance, if the watch was started at 0900, the reading on the watch 45.2 seconds after 1115 will be 2 15 45.2. The hour should be recorded as 11 on the sheet - not as 2).

1.3.6 Minutes need not be completed every time, but some people prefer to do so.

1.3.7 Seconds and Tenths should be completed every time. The timekeeper should not give hundredths. Round to the nearest 10th with .005 rounded up.

1.3.8 The column headed Watch Click should be used to record the 'Click' number shown on the watch. This should be recorded occasionally only. It is sufficient to record it for the first entry on each page, and in cases where there may be scope for confusion.

1.3.9 If two or three boats arrive at the timing point close together, and their times will be recorded at the bottom of the page, use the run on lines so you don't have to turn the page at a difficult time. It will be helpful, if you have time, to copy times to the top of the following page.

1.3.10 Use the comment column to record details of boats that have lost their numbers.

1.3.11 If a watch has to be restarted or a spare watch is used or if the timekeeper is conscious that he has made a mistake (e.g. forgetting to click the watch, or clicking late) make it clear in the comment column what you have done.

1.3.12 If you make a mistake, put a correction in the comment column and make clear what you mean. Do not to obliterate any data already written.

1.3.13 If a watch has to be restarted or a spare watch is used, make it clear on the timing sheet what you have done.

1.3.14 If you get in a muddle, and more crews are approaching the timing point, STAY CALM, and get on with timing succeeding crews.

1.3.15 Stopped watches should be restarted on an exact five-minute time and if they are used again, make a suitable note on the timing sheet.

1.3.16 Occasionally, a quiet time, timekeeper and the scribe should compare the sequence number on the watch with the sequence number on the written record. If they disagree either skip a line on the timing sheet to catch up or enter a dummy time in the stopwatch to catch up. Put a note on the timing sheet saying what you have done.

1.3.17 Write tidily and legibly!!

1.3.18 If there is sufficient manpower, spare watches may be used without paperwork to record times only.

1.4 Timing Notes - Submitting times to the Results Manager

1.4.1 If times are dictated over the phone or radio, start each page by giving the page and sheet number from which you are dictating.

1.4.2 If timing sheets are sent to the results centre, there will be two sets. Mark one of them "USE THIS", and the other one BACKUP. (choice can depend on legibility, accuracy, confidence, et cetera.)

1.4.3 Proofs may be sent back to timing points for checking. Please do this job thoroughly.

1.4.4 When the last crew has left the long course start the scribes should phone the results manager and read across the times to him. This is best done by the starter with the assistance of the scribes to check he gives the correct information and advise on handwriting if needed. If the weather is OK this can be done on the raft but if inclement it can be done from the marina office provided permission has been obtained. It is situated through the gate just behind the raft.

1.4.5 The short course scribes can phone through their times after the last crews have left and before they have to get into position for the long course crews racing.

1.4.6 The finish times should be delivered to the Results Manager by hand when all crews have finished or if there is someone around after each sheet is full.

1.4.7 SBH will run a two-way race instead of the traditional short-course. Roughly 800m up straight then turn and race down again. Special instructions will be issued to time keepers.

1.5 At the results centre

1.5.1 The status of each timing sheet should be recorded on the summary list on arrival and thereafter kept up-to-date.

1.5.2 Spare or backup sheets should be filed immediately on arrival.

1.5.3 Active sheets will be processed as directed by the results manager – probably :

   a. File immediately

   b. Dictation

   c. Proofreading