

The Assistant Timekeeper will be provided with instructions from the Head Timekeeper

Start Time – 1pm or earlier if required for some races

Number of Timekeepers

The typical number of timekeepers is 5

Head timekeeper to start the run

Two timekeepers using multi-timer devices

One timekeeper to hand out finish cards

One timekeeper calling out times for grade and handicap events using a stop watch and line runners up in order to receive a finish card

Equipment Issued

Timekeepers will wear a yellow vest

The timekeeper who is handing out the finish cards will wear an orange vest.

Multi timers and stop watches will be issued prior to the commencement of the race

Witches hats will be issued prior to the commencement of the race

Witches Hats

Witches hats will be placed at least six metres prior finish line in an appropriate manner to facilitate the funnelling of runners towards the finish line

Duties

It is the responsibility of the head timekeeper to issue equipment to the assistant timekeepers

It is the responsibility of the head timekeeper to instruct assistant timekeepers in the use of multi-timers and stop watches

It is the responsibility of the head timekeeper to collect and store the equipment at the completion of the run and advise committee members if any equipment may be faulty.

It is the responsibility of the head timekeeper to advise assistant timekeepers of the expected number of runners who will complete the course.

Timekeepers with multi-timers will stand one each side of the finish line.

Timekeeper with the finish cards will stand at least six metres from the finish line in order that the runners pass through the finish line unimpeded before they receive their finish card

Timekeepers will, from time to time, check that they have recorded the same number of runners over the line and that it tallies with the finish cards issued.

Run Start

The head timekeeper will start the run, providing information for runners such as grading, handicap start times, condition of the course and any hazards they may encounter.

The head timekeeper will also advise any announcements that the committee may deem appropriate at the commencement of the event.