

## Cornwall Road Running and Racing Group

### TIME RECORDING GUIDANCE NOTES

If you have previous experience of this task then please run through the steps recommended at the “**Checklist**”. If you are new to this task or need a refresher, then please take a few moments to read the following “**Guidance notes**”.

#### Guidance Notes.

1. Your job is record the race number of each competitor in finishing order.
2. There will be two people allocated to this task, one to read the finishing numbers and one to write them on the recording sheet. Make acquaintance with the other member of the team and decide on task allocation.
3. In this pack you will be allocated a set of pre-printed recording sheets, please familiarise yourself with the format and note where you are required to write the race number of the finisher against the finish position.
4. You are **not** required to fill in the time of the finisher. That is the responsibility of the time recording team.
5. You should have at least two writing implements (one for back-up), pencils are generally more reliable than ballpoint pens, which can be affected by damp or suddenly stop writing.
6. The finishers crossing the line will be funnelled into a single lane in their finishing order. Your team should be positioned at the end of this lane to record their race numbers as they file past.
7. Remember you will be creating the prime data that goes directly into the results computer and hence accuracy and clarity are paramount.
8. Please identify the numbers accurately, write clearly and be prepared to stop the line if you have a problem with reading or recording a number.
9. You should be in a cordoned off area but if you feel you are being distracted by others around you then ask them to be quiet or move so that you can maintain concentration.
10. If a competitors Number is missing, obscured or illegible then try to record the competitors name and club and enter a dummy number at that position.
11. Each record strip is half of an A4 sheet and can record 20 finishers race numbers. Each strip has a number at the top **strip 1** for positions 1 to 20 **strip 2** covers 21 to 40 etc.
12. Place the strips in sequential order on the clipboard so that the ODD numbers are on the left and the EVEN numbers on the right.
13. Commence recording on strip 1 until all 20 places are recorded and then continue onto strip 2 with numbers 21 onwards.
14. When an opportunity arises turn over the completed sheet so that the next sequential sheet beneath it is exposed.
15. Number runners will collect the Completed sheets and take them to the results computer operator for entering.

#### **Checklist**

1. The complete set of finish sheets are on the clipboard in the correct order.
2. Writing implements and spares are all functional.