

## ***TIMING INSTRUCTIONS – For races using bibs with pull tags***

### The finish line and chute:

You will need 6-8 large orange cones and either flagging or caution tape (buy at Lowe's) to create the chute. A race with 150+ runners should have 8 cones and a long corral... so runners don't get backed up to the finish line while waiting to have their tag ripped. Smaller races can have a smaller corral.

### The timer:

At the actual finish line (front of chute) set up a small table on one side. Place the timer on it. On the opposite side of the chute set the display clock up, a foot or two past the finish line (so runners can look forward to -see the clock as they cross the line); adjust the height so runners can see the clock from a distance.

Open the timer case. Unscrew the two knobs and make sure the metal rod holding the spool of paper is sitting correctly in the holder. Also, while this is open, make sure there is plenty of paper on the spool (for a 200-person race, you'll need about a foot of paper). \* Close the paper compartment.

*\*Loading new spool/roll of paper:* If the spool is almost out, grab a new roll of paper out of the timing box – remove old spool while remembering how it comes out – put new spool on and thread through the printer using the LINE FEED button to help pull it through).

There is a plunger IN the timer case -- plug that into the START hole. Just before the race starts, clip BOTH switches (POWER & PRINTER) to ON.

Get the backup stopwatch (in the timing box) ready to go. When the race starts, click the plunger on the timer (the printer will start printing) and the stopwatch... at the same time.

\*\*If the start and finish are NOT in the same location, you will have to pick the timer up and walk it over to the start – and walk it back to the finish after the race begins.

Make sure everything is on and counting (stopwatch and timer display should have the same #s).

**\*\*IMPORTANT: SWITCH THE PLUNGER FROM THE START HOLE TO THE LANE 1 HOLE.**\*\*

Go to the display clock. Turn the clock's POWER ON (right side). On the clock's remote type in the number of minutes/seconds you want to clock to start counting at. I.e., if the timer is on 2:00 minutes by now, then type in 3, 0, 0 (3:00) on the display clock. Watch the timer as it nears the time you set on the clock... exactly when it reaches that time on the timer, hit START/STOP button on the clock remote. The clock time should match the timer time. If it's not close enough, hit stop on the remote, clear memory, type in a new time to 'aim' for and try again.

**\*\*IMPORTANT: If the timer or clock doesn't work, you can plug them into an electrical outlet using the charging cord in the timing supply box. If there is no outlet close by and you don't have an extension cord, don't worry:**

->If you can't use the clock, pack it up immediately (so runners don't see it) and find someone to call out finishing times (LOUDLY) to the runners.

->If you can't use the timer, this is why you have a back up stop watch. Grab a sheet of paper and label it 1-# runners in the race. As each runner crosses the finish line, have a person read the time (min&sec) off to you and record that time next to the runner's finishing place on your sheet. Problem solved; just make sure you can read your writing.

Sit and wait for the runners to appear.

As each runner's foot hits the finish line, click the plunger. If you have more than one runner at a time, just keep clicking... the timer will remember the times and eventually the printer will catch up. Every so often when there is a break in runners, I like to LINE FEED up a few times and write a person's name/gender/approximate age (child, teen, adult, etc) next to their time... sometimes the genders/names/ages will help if there's a mix-up with the results/scoring – it will help you match the correct tag to the correct time.

If the scorers need the timing tape, hit LINE FEED a few times and rip the paper by hand (don't use the teeth, as the paper will get stuck under the compartment lid).

When the race is over, hit LINE FEED a few times, hit the RESET button, and turn the POWER & PRINTER OFF.

Hit START/STOP and then CLEAR MEMORY on the clock remote and turn the clock's power OFF. Pack up and assist with results/scoring if needed.

#### At the finish:

1 or 2 people are needed at the front of the finish line along with the timer. These people will be directing/flagging runners into the chute and helping the timer.

2 people along chute -People Movers (PM's). These people's job will be to keep runners moving through the chute so that it doesn't back up, which it shouldn't if the chute is long enough. They will also make sure that runners stay in the order that they finished. In the event that a runner leaves the chute (before giving his/her tag to the Tag Collector) one of these people needs to either get that runner's pull tag and go through the line for them or produce a blank tag (which you supply them with) and give that tag to the Tag Collector. While standing along the chute PMs need to announce things like "Stay in order", "Single File Please", "Keep Moving" and most importantly "RIP OFF YOUR TAG!"

Another thing that may happen here is that a person may come through the finish who has not paid to run the race or maybe the runner has lost his or her number. Although both of these instances are rare they may happen. The PMs will need to produce a Blank Tag (BANDIT TAGs are in the plastic bag with the stringers) for these people and run it through the line in that person's place.

1 tag collector - this person's job is to gather tags and hand them to the person holding the stringer. They MUST keep tags in order. If a runner fails to remove a tag they need to rip it off for them.

1 person placing tags on a stringer (referred to as the "Spiker") - this person's job is to place tags (Face Down) on a string so that they stay in order. THIS IS A VERY IMPORTANT JOB.

Since the 5K field isn't monstrous, I recommend collecting all of the tags on one stringer and recording all times on one chronomix tape. When the last person comes in, the last time is recorded and the last tag is placed on the stringer. You then rip the time tape off of the chronomix and take it along with your stringer of tags to a quiet, private place to compile the results.

Step 1. The easiest thing to do is to get a couple of glue sticks and glue the tags in order (remember the last tag put on was your last runner, so the first tag on the stringer was your first runner... keep them in order\*) onto a large tag board. You may be able to glue 40 tags on one board.

\*We've found that taking the batch of tags off, flipping them over, and spiking them with a wire (so the first runner is on top, last runner on bottom) is the easiest way to ensure all of the tags stay in order.

Step 2: Once the tags are glued, use a Sharpie ON THE GLUED TAG to mark their order (ie, label them 1 -> 60+).

Step 3: Have a person call off numbers from the chronomix tape, starting with the first number. Have a second person write the time ON THE GLUED TAG. You can either disregard the tenths of a second on the tape or round them off, either is fine, just be consistent. You should have the same number of tags as times on the tape -- sometimes this doesn't happen, so just do the best you can.

Step 4: Have a printed sheet with your age-groups or overall prizes listed. Start filling them in, ie, fill in overall male 1, 2, 3; overall female 1, 2, 3; Master's male? / female?; then age groups. We don't double-up awards at our races but you can if you'd like. In other words if the #1 male is 43, we give him the #1 overall male award but NOT #1 40-49 male award.

Our timer will assist you in the results/scoring.