HANDOUT – HAND TIMER'S INSTRUCTIONS

DUTIES:

Manual hand timing is used as a backup to the primary electronic timing system. Two volunteers with stopwatches are positioned at both the start and finish lines to capture start and finish times-of-day for each racer, to a resolution of 1/100th second. Prior to the race, all stopwatches are synchronized to the same time-of-day as the electronic timing equipment. If needed, a manual elapsed time can be calculated for a racer by subtracting the start time-of-day from the finish time-of-day recorded on hand time sheets. Hand timing also provides an independent record of the actual sequence of starts and finishes.

Meet the electronic timing officials at the bottom of the racecourse at 9:30AM. Watches and clipboards will be distributed, instructions will be given, and questions will be answered. One volunteer will be assigned to the Start (working with the Start Referee); the other volunteer will be assigned to the Finish (working with the Finish Referee).

STOPWATCHES:

We use Hanhart stopwatches for all races, attached to a lanyard so it can be placed around the neck (vs. kept in a pocket). The use of these stopwatches is summarized below.

FORMS:

In the clipboard you receive from Timing are Handtime Sheets and pencils. Handtime Sheets are printed on "waterproof" paper so that even if it gets wet the paper will not tear and will be readable. Each sheet should be used for one run for one gender (e.g. Boys, Run 1) and can record up to 140 entries. Fill in the header as in the following example:

Note that all times are in 24-hr (military) format (h:mm:ss.hh) and the display will truncate the first digit of the time-of-day (e.g. 11:19:16.02 will display as 1.19:16.02).

BIB No.	Time-of-day	B
Test	9:35:14.02	

Take a test time reading. Press the top left SPLIT/LAP (Black) button on your stopwatch and write down the time shown in the lower display.

GUIDELINES FOR RECORDING TIMES:

1. Please write clearly!!!
2. Press the black button with your index finger when the racer trips the start wand or when the racer's boots cross the finish line. Record the bib number and your captured time-of-day (all the digits displayed).
3. The hand time record sheet is unnumbered so that you capture race events in the order that they happen (often the race does not proceed in numerical bib order). Do not write down bib numbers before you see the racer at the start or finish.
4. It is unnecessary for you to record anything for racers who do not start or do not finish (DNF). This is already kept track of by the Start and Finish referees.
5. Do not go back and change any previous entries. For instance, if there is a rerun for a racer, simply record the information on the current line. Do not alter or erase any previous information that may exist for that racer.
6. At the finish, if two closely spaced racers are approaching, capture the time of the second racer.
7. If you miss capturing a time for a racer, write the bib # and "no-time". If you think the time captured is inaccurate, cross it out.
8. Notify the Start or Finish Referee if you miss a time or think you have captured a bad time. The Start/Finish Ref will check with Timing. If we miss an electronic time AND don't have a good hand time, it's important we know right away so the racer can be granted a rerun.

DURING THE RACE:

1. Hand timers need to be in position before the forerunners start. Position yourself so that you can hear the Start or Finish ref and have a clear line of sight. Work with the Start or Finish Ref to make sure your position will not interfere with race operations.
2. Stay alert for all start and finish events. Do not get distracted and stay off your phone!
3. At the start line, warn the starter if you are not ready to capture a time (e.g.: stopwatch problem, blocked view).
4. In case of catastrophic failure of your stopwatch (batteries dead, accidentally pushed several buttons simultaneously), notify the Start or Finish Ref. The timing officials have a synchronized backup and can send one to your position.
5. Be sure to watch out for your own safety. At the finish, be prepared to jump out of the way in case a racer goes out of control!

After each run, please provide your Handtime Sheet to the Start or Finish Ref so it can go to Timing.

After the race, give the watches, clipboards and hand timing sheets to the Start or Finish Ref so they can be brought back to the finish area.