

Timer-1 Cheat Sheet

Document

Status: the basic 'Cheat-Sheet' (job summary) information is here. Additional details and improvements are expected. The document is evolving to include various formats (check-lists, detailed procedures), and a help section to serve as a reference in solving specific problems.

We welcome your help improving this document. You may send new content and edits to the MACC Timing contact.

You may also become a contributing editor.

Source: this MACC Cheat-Sheet is maintained using MediaWiki software (see: www.mediawiki.org) on the MACC website.

Overview

The Chief-of-Course and the Timer are in charge of running the race. They share the responsibilities of starting On-Time, running the race Safely and posting accurate results.

Timer is responsible for indoor operations:

- Announcing Open/Close of Inspection, Race Start-Time, etc. over the P.A.
- Timing racers
- Recording and posting results.

The Chief of Course is responsible for outdoor operations:

- Safety and Course quality (maintenance)
- Gate Judges and documenting disqualifications.

Chronological

-- Upon Arrival at the Mountain

- Confirm the time of your work assignment.
- Note the names of Timers, Chief of Course and Starter you will be working with.

-- 30 minutes prior to race:

- Check your watch: MACC Official Clock hangs on north side of the north start shack. Confirm it is reasonably accurate, then synchronize to it.
- For first race of the weekend, confirm operation of Start-wand, Finish-beam, Timer, computer and software.

You need to see the Race-Program show a Forerunner Start and Finish to be sure that all is well.

- For subsequent races, be present on Superbowl and ready to begin work. If the Course-Setters are running late, monitor their progress and plan to start work 5 minutes before they finish.
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-- 25 minutes prior to race:

- Verify that the PA is functioning.
- Verify PC and Timer are functioning properly.

-- 20 minutes prior to race:

- Contact the Chief-of-Course and agree on a start time.

You must start on a quarter hour. Any delay must be a minimum of 15 minutes.

- Confirm Starter is on station.
- If you have not recently worked a race with those working as Timer-2 and Announcer, have a brief review to confirm their roles. See Timer-2 and Announcer cheat-sheets
- Refamiliarize yourself with race software features (DNF, False Finish, etc.) that may be needed during the race.
- If the course is ready for inspection, make an announcement:

Attention Course Workers, Pacesetters and Racers for Course __. Course __ is open for inspection. Course __ will start at __:__.
or delegate to Announcer if present.

- Repeat announcement about every five minutes until start time.

-- 5 minutes prior to race:

- Pacesetters should be lining up.
- If 20 minutes of Inspection Time have elapsed and the course is ready, safe, and clear, you may run the Pacesetters.
- Confirm reasonable placement of Gate Judges, notify Chief of any concerns.
- Racers may not run until Start Time (you don't want the 20th racer to miss his start and later learn that you started early).

-- Running the Race**First Run**

The dialog used by Timer-1 and Starter to send racers down the course is a key component of an error free race.

- Use a consistent dialog throughout the race.
- Avoid use of single words like 'NO' and 'GO' that sound alike but have opposite meanings.
- Confirm each racer's identity just before they leave the start gate.

Our current prescribed dialog does this very effectively:

Timer: **Next racer?**

Starter: **Bib <nnn>**

Timer: (enters bib# into computer. computer displays name of next racer to start)

Timer: **Bib <nnn>, <racer-name>** (as displayed on computer)

Starter: (no response necessary, unless starter recognizes name is incorrect)

Timer: **Send <racer first-name>** (confirms name just prior to starting)

Starter: to racer: **<racer first-name> you may go when ready.** (passively confirm name with racer)

* Here we have given the racer the opportunity to stop us if the computer is not showing his or her name.

Timer: **Next racer? ...**

For each guest, pacesetter, and racer running the course, we need a Name, Class and Bib# in the computer.

Timer must enter name and class into the computer for any bib numbers that come up blank.

Each racer must have a valid bib. See Racing Rules.

Under normal circumstance, (Boyne Superbowl / FIS) you should keep two or three racers on course.

Re-Runs: are not required if the raw logs contain a valid start and finish time for the racer. If you grant a rerun of a racer's first run,

Between Runs

- Course Maintenance: Assume that the Chief will request a group slip of the course, until you hear otherwise.
- ReSort Competitors List by Run2Order.
- Open Class only: adjust order (edit needed: specifics).

Check Lists

Pre Season

During the week prior our first race.

- Review your Job Cheat-Sheet.
- Review the Racing Rules: Our rules do change now and then. Timers make decisions every race which are governed by our rules. It's no fun having to overrule anyone's decision, nor to be the one who's decision is overruled.

Please, review our rules once a year.

Start of Weekend, all Timers

- Check Timing Schedule and confirm your assignment time. Check to see who is assigned to work with you as: Chief, Starter, Timer1, Timer2, Announcer.

Start of Weekend, working the first race

- Test Timing equipment with the race software: Run Race, test start wand and finish beam, and observe race software display forerunner on-course and finished. If possible, be ready to perform this test as soon as Equipment Crew completes their setup.
 - Alge time-of-day display is accurate.
 - Alge printer is printing and has sufficient paper.
 - Results printer has sufficient paper.
 - Both computer displays are working.
 - PA is working and volume adjusted.
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Pre Race

- Confirm Race # and Course # are set to the race you are running.
- Review roles with any new Timing Team workers.
- Establish communication with Starter.
- Establish communication with Chief of Course and agree on Start Time.
- Request (or make) PA Announcements to get racers and workers in place in time to start.
- Actuate the Start-Wand and Finish-Beam and confirm a Forerunner run is recorded in race software.
- Pacesetters may run a couple minutes early if they are ready.
- Confirm Timer 2 and Announcer have recorded/announced pacesetter runs in a manor that will minimize errors during the race. See CheatSheets for Timer-2, Announcer.

Start Race

- Enter bib numbers of racers (see Timer-Starter dialog). Add racer name and class for any bibs that come up blank.
- Before you start the last class is a good time to plan for a slip of the course between runs. Contact the Chief. Decide if a slip is recommended. Announce intentions to racers.

Between Runs

- Course slip: error on the side of safety.

Post Race

- Collect Gate Judge Cards
- Resolve all DQs, DNFs.
- Check that you have exactly two runs by each racer and pacesetter.
- If racers had re-runs, ensure runs '1' and '2' are the valid runs.
- Perform HC Analysis and printing of results.
- Create backup.
- Deliver clip-board with: Start-Sheets, Paper-tape & Green-cards to Othmar office.
- Post Results on the wall in Othmar.

Help and Solutions to specific Problems

Equipment Malfunctions

Timer

"END" Displayed on Timer: Timer is unplugged from A/C power source and the internal backup battery is now too weak to continue timing.

Article Sources and Contributors

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