

Southend Wheelers

Club Time Trials

Signing-on and Timekeepers duties 2013

These notes should be read in conjunction with the Riders Briefing Notes, Marshalls (roadside) Duties, and Organisers Duties, documents.

The signing-on and timekeeping duties are not limited to the following but these are the most important. Any other requirements will be explained to you by the committee or will become evident as your experience grows.

Your main duties at signing-on:

1. Ensure riders sign the start sheet, completing the emergency contact details.
2. Collect the entry fee
3. Issue riders with race numbers.
4. Ensure that all riders under the age of 18 provide a CTT Parental Consent form, signed by a parent.
5. Have a watch or clock in view displaying the time you will be using to dictate the start time.
6. Provide riders with any specific information relevant to the event or start procedures on the day.
7. Have visible and available for rider to reference:
 - i. Copies of the national and local CTT handbooks.
 - ii. Copies of the Time Trial - Riders Briefing notes
8. Ensure you have sufficient marshals to assist you at the start/finish and push off, if required.
9. Advise the last rider off that he is so and instruct him that whilst he remains the last rider on the road. He should shout 'Last Rider' to each marshal and at the finish line.
10. If the 'On The Day' Risk Assessment is available, deliver the Safety Briefing.

Leave the HQ in good time prior to the start time, to get to the start, set up the start and finish area, control riders waiting to start and receive the handover of the 'On The Day' Risk Assessment document and briefing from the Organiser.

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Your main duties at the Start:

- . Place the 'Head Down Riding Can Be Fatal' sign in view of riders as they start.
- 1. Receive the 'On The Day' Risk Assessment and briefing from the Organiser.
- 2. Start your stop watch at the publicised event start time and simultaneously call the first rider to the start line.
- 3. If not already done at signing- on, deliver to riders the Safety Briefing. explaining the outcomes of the 'On The Day' Risk Assessment, specifically:
 - i. The nature and location of any Hazard noted
 - ii. The control measure deployed to control the risk.

Important note: Riders have been instructed to arrive at the start in good time to receive the safety briefing. You must not under any circumstances allow any rider to start without having received a safety briefing. Should the Organiser be delayed in delivering the 'On the Day Risk Assessment' you must delay the start of the event. Copies of any 'On The Day Risk Assessment' where hazard were encountered, must be sent to CTT within 7 days of the event.

- 4. Only once it is safe to do so, set the first rider off at the allocated time. If it is necessary to delay starting a rider i.e. due to approaching traffic. Note the duration of the delay.
- 5. Call the next rider forward and repeat.

Your main duties at the Finish:

- 1. Record the times of the riders as they cross the line
- 2. Using start and finish times calculate the elapsed time for each rider. These results are 'provisional'

Note: Riders have been instructed that, other than for safety reasons, they must not approach the Timekeeper once they have started. You need only make the 'provisional' timings available at the HQ. Subsequently, and at your leisure, double check your calculations and issue the final results.

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Easter and Christmas 10 mile events – Due to the large number of entrants:

An informal pre-entry system is used, with riders registering by email to enable you to prepare the start sheet and set out the field in advance of the event

Additional Marshalls are used. You can expect to have at least three allocated to you, at the start, including a timing assistant and a further one will be placed in Stansgate Road to control the number of riders gathering at the start.

In some cases additional marshals will remain at the HQ to continue signing on after the event has started. These may be the canteen staff.

At the start Marshalls will share the job of 'holding up' for any riders requesting it. They and the timing assistant can be asked to assist you by:

- i. Giving the riders individual safety briefing.
- ii. Keep waiting riders off the carriageway.
- iii. Warning you of oncoming traffic during the start process.
- iv. Liaising with the Marshal at Stansgate Road controlling the stacking system.
- v. Calling out the numbers of finishing riders

Together with the Organiser and in the absence of a Committee member, you are the clubs representative in any matters involving competitors, the public or emergency services. You must report any new hazards either temporary or permanent and details of any incidents to the committee via the General Secretary as soon as possible after the event.