



Time Keeping Duties

Thank you for supporting the club by offering your time to help run the time trials, without this they would not be able to take place.

- The week before you actually time keep you will need to collect the signs from the previous weeks course. You can check the time and location of this on the club website. You will need to collect from the timekeepers:
 - Bag with watches
 - Pick up signs from the course.
- If for any reason you have not collected the bag it will be left at Revels Outdoor Shop for collection.
- On the night you will need to set out the signs around the course, you will see the maps attached. Every road that comes onto the course needs a warning sign 'Cycle Event'. Please ensure that you are wearing the high visibility jacket whilst setting up signs and whilst you are signing people on and time keeping.
- For each road that is passed you will need a straight on, left or right directional sign to ensure the course is clearly marked.
- You will need to be back and ready to sign on riders at least 45-60 minutes before the first rider is due to set off.
- There are two clipboards in the bag; one for riders to sign adding addresses and relevant phone numbers, the second is for the timekeepers.
- As member sign on they will need to pay according to membership, showing cards or as a non-member.
- You then hand out numbers in order and write their name and number on the second clipboard sheet. If it is a two-lap course then leave the first few spaces for riders doing two laps, as this takes longer.
- Once all riders are signed on assign one person to hold the stopwatch and call out the time as riders pass finish line, one to write down the time and work out the time taken and one person will need to push riders off.
- Please ensure all riders have a helmet and flashing light on the rear of their bike.
- Riders have been asked not to ask for times or look over timekeepers shoulders until the last rider is back to avoid distraction.
- Once all riders have returned money and record sheets need to be returned to revels even if the next timekeeper has picked up the bag.

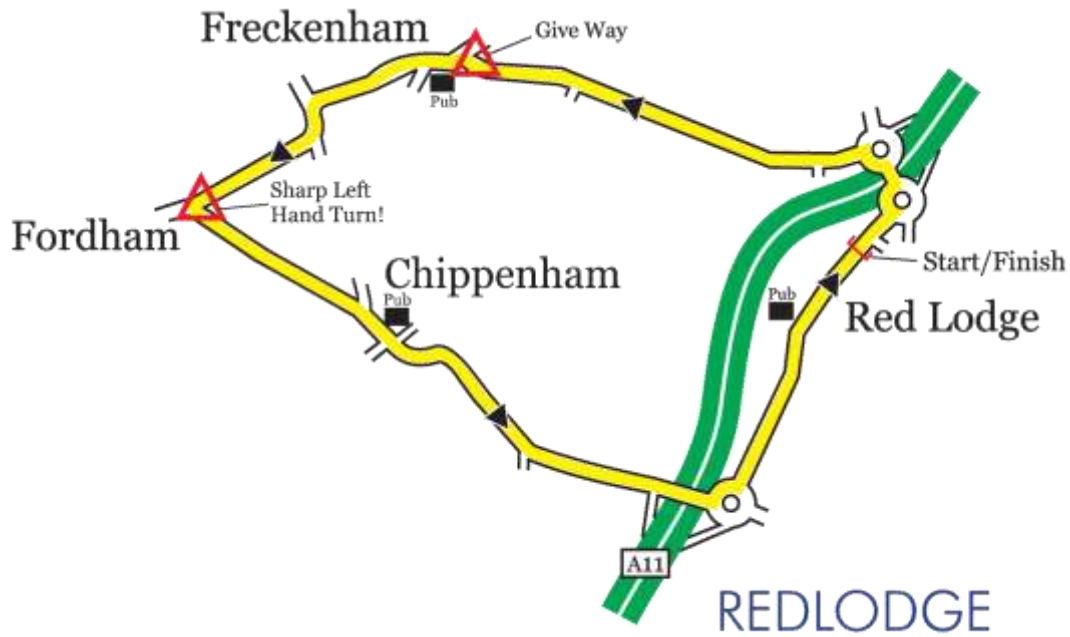
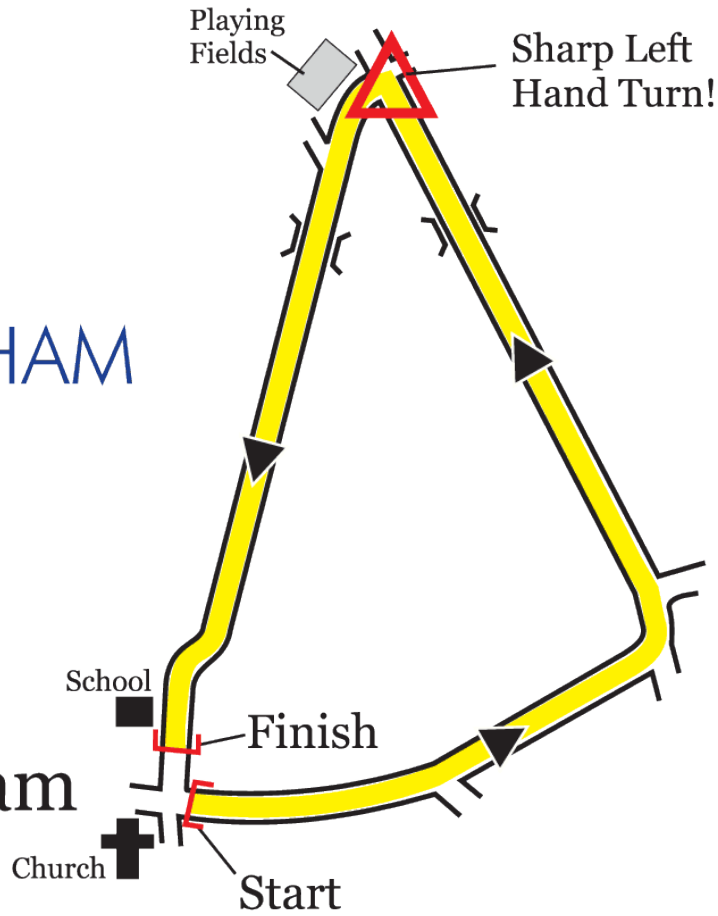
Rest assured there are many experienced riders and timekeepers on the night and will only be too happy to offer advice as needed.





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