

Instructions for Timekeepers at Spokes Cycle Club Events

Arriving at the location of the event/race:

- Arrange meeting point with Event Coordinator for putting out signage.
- Please ensure you bring a water bottle (it can be thirsty work out there!)

- Once at event start location, collect two stop watches, the bell and a safety vest from the trailer/Event Coordinator and check with Event Coordinator the location of the start line and the finish line.
- Place the Spokes Cycle Club flags at the finish line and place a witch's hat at the start line.
- If you have a mobile phone, please leave the number with the Event Coordinator; most locations have mobile coverage but not all.
- Assist all riders to sign on, pay their nomination fee and any associated membership or day license and are assigned a race number.
- Count the number of riders who are starting and in conjunction with the Event Coordinator (and where relevant) assign handicaps and then advise riders of starting order.
- If mass start, advise riders of this.
- When safe to do so, line riders up on the road and commence event.
- Once all riders have started move to the finish line (where this differs to start line)
- At the start time of the first rider, commence timing on **BOTH** stop watches.

During the Event:

The safety of our marshals is paramount – position yourself safely so you are neither a target of speeding vehicles nor motorists in thrall of road rage; but visible to riders.

Your tasks are:

- If ride is laps of circuit, count the number of laps and ring bell for final lap.
- Ensure all riders remain with the race area.
- Record finish times for all riders
- Ensure all riders are accounted for at completion of event

At the completion of the event/race

- Provide Event Coordinator with race results and ensure these are then announced to participating cyclists.
- Return equipment to trailer.
- Report any incident of concern to President, the Event Coordinator or a Committee member at the event.

Thank you for your support – it is very much appreciated.

Tim Glenister
President
Spokes Cycle Club