

Rhos-on-Sea Cycling Club

Time Trial Season - 2018

Pre-Season

Timekeeper Refresher Training



Aims:

Remind re:

Main Responsibilities

Safety

Riders

Marshals

Other Road Users

Duties - before, during, and after the event



The Timekeeper (TK) - main focus for the TT

In absence of the Club Safety Officer (SO) acts as SO

Risk Assessments (RA) -

TK must read and understand the RA for the course

Must display the RA at sign-on and make available to participants to read and familiarise well before the start

Also must inspect the course in hour before TT

Note anything of relevance - take to rider briefing - pass on



- Make contact with the marshals at least 2-3 days beforehand
- Confirm their availability and willingness to attend
- Ask them to be present at least 45 mins before start
- At Sign-On: essential - make time to brief marshals - what is expected of them:
  - High vis tabards - all
  - Placement of Warning Signage - comply with the RA
  - Signals that marshals may and may not use to warn riders
  - Remind - ultimate responsibility for rider decisions with rider

## ON THE DAY

- Arrive early - in good time to organise the event and be at sign on 30 before the start
- Meet up with TK2 / Marshals
- Check:
  - Stopwatches functioning
  - Risk Assessment on display and readily available to riders
  - Signage present and fit for purpose - distribute to marshal(s)
  - Sign-on and running order forms are prepared - enough pens?
- Agree distribution of duties:
  - Taking the cash - know what the fees are beforehand
  - Supervising the sign-on sheets
  - **New 2018 - No's allocated and issued as riders sign-on**
  - Close sign-on sheet at least 20 minutes start
- Allow time to get to, and set up, the start area

## At Sign On Location

- Vehicles - parked safely - no obstructions  
Riders and non-riders - well clear of carriageway
- Ensures all riders sign on - *essential*
  - Riders must sign for self - no signing for others allowed
  - Full details inc. *emergency contact phone no.* - Legible
  - Especially important for *guest riders*
- Parental consent forms - all junior riders - parent/guardian  
*File the form - extant for whole season - covers all TTs*

# *RIDERS SAFETY BRIEFING*

- Check all riders have:
  - Helmet
  - Appropriate rear / (front) lighting; warn of pre-start checks in start area – be emphatic and clear – no rear light(s), no ride, no refund
- Distance of event
- Describe start location, distance to it, and time to allow to ride there
- Detail how early to arrive at start: usually 2 – 3 mins; no more than 5 mins
- Remind re conduct in start area – quiet/concentration/respect for others
- Describe the TT course, inc. major turn points and/or junctions (Especially important if any riders are novices or guests who are new to the course)
- Indicate where the marshals are located
- Flag up any hazards, inc. those that have been identified on the day

## RIDERS SAFETY BRIEFING - CONTINUED

- Emphasize rider responsibility to self
- Observe Highway Code at all times
- Maintain gap of about  $\frac{1}{2}$  metre from nearside verge
- Keep head up and maintain forward vision *at all times*
- At Finish Line:
  - Call out number clearly (!)
  - Ride on through and back to the sign-on area
- Time check
- Any Questions?



At end of safety briefing move directly to start area with TK2 and pusher-off and set up



## CONDUCT AT THE START POINT

Control - encourage quiet

Crossing - cyclists must dismount to cross road within sight of start

Clarity - give clear instructions - call forward next number

Check:

Rider number

Bike lights working - rear (and front)

Any questions? (novice riders and/or guests)

Check - does rider want to be held?

Carriageway - keep it clear: pusher-off to stand behind/inside rider

**NOT OUTSIDE RIDER**

Countdown - announce time-to-go at 30secs, 15, 10, 5,4,3,2,1, GO!

Call out if vehicles approaching from rear as start time approaches



## FINISH LINE - RECORDING TIMES

- Listen carefully for rider calling out number (check their shirt number if you miss their call)
- As they cross the line, press the split-time button on stop-watch and write the riders time against their name on the running order sheet
- If more than 1 rider is approaching, write down in the margin the approximate finishing time (coming up on the stop-watch), then record their numbers AND press the split-time button once per rider. (You can review the times and get detailed accurate times after the last rider has finished)
- Calculate their net time by deducting their start time from their gross time
- Order the riders on the finishing sheet
- Return to sign-on area

## BACK AT SIGN-ON AREA

- Call together the riders and announce the results
- Collect race numbers (best laid out in order on ground) - delegate task
- Confirm:
  - Signage has been collected
  - Marshals / any others accounted for
- Collect and pack up any remaining kit and equipment
- Arrange to pass / forward / send the results to the results secretary

# time to GOHOME

Rhos welcomes everybody to the Tal y Cafn after the event for a social get together and de-brief.

