

## **BaRTT Time Keeper Guidelines**

Thank you for volunteering to time keep at the BaRTT  
The event wouldn't run without you.

These notes should provide a guide as to what you need to do over the course of the evening; if you have any questions, ask; many people have time kept and know what needs to happen so will be happy to help.

Note: record all times in minutes (e.g. 62.36 not 1.02.36)

### **Prior to Tuesday Evening**

Liaise with Tim Doole prior to Tuesday to see if you need to print and bring the start list with you.  
Liaise with Simon Raynor to see if you need to collect the BaRTT box.

### **On Tuesday Evening**

Arrive at Bletchingdon Green by 1840,  
Get clipboards and stopwatches from BaRTT Box,  
Tick people off on start list as they register,  
Do not accept registrations from people who are not on the start list,  
Try to stop OxfordTri members from parking round the green,  
Collect membership cards from all and payment from PAYG members,  
At 1855 read event brief if no one else wishes to,  
Once the brief is read and people are ready start the stop watches @~ 1900,  
Warn people ~2mins before their start time,  
Use the start times on the start list to send people off at their allocated start time,  
1 timekeeper to start people and 1 to focus on recording times to avoid confusion at T1,  
Record the time on the stopwatch as athletes come in from run 1 (1 Lap)  
Record the time on the stopwatch as athletes come in from the bike (3 Laps),  
Record the time on the stopwatch as athletes finish (after 3 lap final run),  
Once all athletes are in give cards back and collect up any signs,  
Return stopwatches, clip boards and any lost property into the BaRTT box ,  
  
Compare the 2 results sheets to fill in any blanks either time keeper has,  
If you wish work out finish times by subtracting people's start time from the finish time,  
Get the filled in results sheets back to Tim Doole ASAP – either hard copy or scan & email,  
**DO NOT DESTROY/LOSE THE RESULTS SHEET.**

**Thank You – You have ensured that the event can continue to run.**