**Timing Events – An Idiots Guide (the idiot being the person who wrote this - me)**

The following guide is just a suggestion as to how you need to organise yourself if you are timing an event. It may not suit all events. It may not suit you. You can modify it to suit what you think you need, but if you have a better method, then use yours.

You need to know what the event you are timing involves. If you go to the club website, click on ‘Members Area’, then on the ‘Members Home’ page, and click on ‘Training Event Rules and Routes’ you will find it brings up several (not all) events with descriptions there. You may want to print off the event description and its map so you can describe the event to the runners should they have questions.

Some events can get away with just a blank sheet of paper on which the timer only needs to note the runners names in finishing order, and someone can extract their times from the stopwatch and write those times next to their names. However, some events need a more complicated form (it may be we can persuade someone to organise results sheets each week that needs them, for both lunchtime and for evenings, then print both sheets off and deliver both of them to the changing rooms before the lunchtime run). Because most events are over approximately the same distance as the Monthly Run, they often need the Monthly Handicap, particularly if you need to pair runners (Fastest with Slowest etc, or Fastest with Next Fastest etc – read the event description for what it might need). Some events need the Monthly Run Start Times. To get a list of runners names and their handicaps and/or Start Times, I do the following:-

1. On the club website, open the ‘Monthly Race Handicaps’ page, and select ALL of the data shown there (press and hold the left hand mouse button when the cursor is in the top left hand corner of the table, drag the cursor across the screen to the bottom right hand corner of the table, and now release the mouse button). Move the cursor onto one of the selected items. Click the right hand mouse button and select ‘Copy’. You can now close the ‘Monthly Race Handicaps’ page.
2. Open MS Office Excel at a brand new sheet, and ‘Paste’ the data you had ‘Copied’ from the ‘Monthly Race Handicaps’ page – note the ‘Handicaps’ column is actually called ‘Rating’ at this point (don’t know why) – I always change it to ‘Handicaps’ in case ‘Rating’ causes confusion. You can now edit the Excel sheet to set the width of each column, and also get rid of any data columns you don’t need – at the end all you need is a list of names with their handicaps and/or start times. Notice that any Start Times that are 24 minutes or greater appear as something like for example 25:30:00 (it’s a ‘funny’ of Excel to make life difficult) – this example means 25 minutes 30 seconds. You can choose either to just ignore the :00, or you can edit the those cells by selecting enough spare cells in a separate column, setting the format to Custom/[0]:mm:ss, then typing in the correct value in the format 0:25:30 (it’s another ‘funny’ of Excel). Repeat for all cells that have the ’25:30:00’ format, then cut these new cells and paste them on the cells that have the 25:30:00 format. You can then take advantage of the opportunity to add columns of empty cells alongside the handicaps, etc., for adding things like (i) a tick to identify who you think has turned up for the run (do a role call immediately before the run to check you have identified all runners correctly), (ii) identify who is paired with who (write the pairing on the list), (iii) write their identity numbers (if you need to identify runners by number because you don’t reliably know each runner by name, or because it is easier and quicker during the event to just write a number rather than a name), tell the runners their identity numbers and get them to call that number out as they finish a lap or the event – some events may have 4 or 5 laps), and (iv) have a column (or columns) of boxes to write times for each runner in from the watch.

Also have a completely separate column of at least 30 cells (you may need more, particularly for multi-lap events if there are several runners so you may need more than one column) to record the runners identity [name or number] as they reach a timing point, starting in the top box and moving down the column. This is so that, after the run, you can identify which runner was ‘timed’ at each stopwatch time, and you can write the times of a runner in the columns alongside their handicap.

Note my example sheet, which shows columns Ticks, ID Numbers, four columns for times, plus a separate column (Timing Order) for noting the runners identity at each click of the watch. Also note that, in Excel, I have changed the box borders from thick lines to thin ones, also I have got rid of the blue background. You may also want to take the ‘Timing Order’ boxes off. Note also that if the event requires a staggered start, each start time will be recorded in the ‘Time 1’ column (but change ‘Time 1’ to ‘Start Time’). You may need the ‘Start Time’ from the ‘Monthly Race Handicaps’ page in which case don’t delete that particular column when you are deleting the unwanted data columns. On the other hand you may need to start runners at, for example, 20 second intervals, so write their ‘Start Time’ in by hand just before the run starts. Bear in mind you may have runners that aren’t on your version of this sheet so add them to the bottom of the list. As for pairing them with someone (should you need to), ask them how quickly they can run a 5k, compare that time with what the other runners claim to be able to do a 5k, then assume they have the same handicap as the runner with a similar 5k time. That may not be possible so just do the best you can. Produce two copies of the sheet BUT as the sheet will be clipped along the top edge on the clip board, if the list needs to be on two sides of A4, print the second side on the same sheet as the first side so that the second side starts, relative to the first side, at the bottom of the sheet and goes up. Write by hand the event name and date of event on both sheets at the top of side 1, and add “Lunch” on one sheet and “Evening” on the other.

REMEMBER THAT THE MONTHLY RACE HANDICAPS CHANGE AFTER THE FIRST WEDNESDAY OF EACH MONTH SO WHILE THE NAMES AND HANDICAPS ON THIS TABLE ARE GOOD FROM AFTER THAT WEDNESDAY UNTIL AFTER THE NEXT MONTHLY RACE, DONT JUST MAKE ONE VERSION OF THIS TABLE AND USE IT FOR EVER AND EVER.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Handicap** | **Tick** |  **ID No** | **Time 1** | **Time 2** | **Time 3** | **Time 4** |  | **Timing Order** |
| Dave Nicholson | 93.66 |   |   |   |   |   |   |  |   |
| Craig Marsh | 97.79 |   |   |   |   |   |   |  |   |
| Theo Marsh | 97.93 |   |   |   |   |   |   |  |   |
| Rachael Clarke | 98.46 |   |   |   |   |   |   |  |   |
| Mark Linney | 100.69 |   |   |   |   |   |   |  |   |
| Phil Worker | 101.43 |   |   |   |   |   |   |  |   |
| Pete Wallis | 105.56 |   |   |   |   |   |   |  |   |
| Jon Burrell | 105.56 |   |   |   |   |   |   |  |   |
| Gary Moore | 108.52 |   |   |   |   |   |   |  |   |
| Tim Mace | 111.78 |   |   |   |   |   |   |  |   |
| Mike Christopher | 114.07 |   |   |   |   |   |   |  |   |
| Nick Glassock | 117.52 |   |   |   |   |   |   |  |   |
| Neil Georges | 118.54 |   |   |   |   |   |   |  |   |
| Steve Chorley | 120.1 |   |   |   |   |   |   |  |   |
| Paul Snell | 120.26 |   |   |   |   |   |   |  |   |
| Dave Simpson | 121.11 |   |   |   |   |   |   |  |   |
| Robert Sarre | 121.92 |   |   |   |   |   |   |  |   |
| Jane Gibson | 123.11 |   |   |   |   |   |   |  |   |
| Tracy Linney | 129.07 |   |   |   |   |   |   |  |   |
| Linda Dowell | 129.51 |   |   |   |   |   |   |  |   |
| Paul Woods | 132.87 |   |   |   |   |   |   |  |   |
| John Foggo | 133.07 |   |   |   |   |   |   |  |   |
| Helen Georges | 133.69 |   |   |   |   |   |   |  |   |
| Julia Marsh | 134.19 |   |   |   |   |   |   |  |   |
| Naomi Haas | 134.84 |   |   |   |   |   |   |  |   |
| Pat Bisset | 135.77 |   |   |   |   |   |   |  |   |
| Graeme Stringer | 136.81 |   |   |   |   |   |   |  |   |
| Jan Whittaker | 141.23 |   |   |   |   |   |   |  |   |
| Louise Wallis | 141.56 |   |   |   |   |   |   |  |   |
| Graham Penneck | 143.72 |   |   |   |   |   |   |  |   |
| Mary Robinson | 145.14 |   |   |   |   |   |   |  |   |
| Julian Stevens | 151.56 |   |   |   |   |   |   |  |   |
| Kim Brackley | 152.64 |   |   |   |   |   |   |  |   |
| Caroline Christopher | 155.74 |   |   |   |   |   |   |  |   |
| Wendy O'Brien | 156.57 |   |   |   |   |   |   |  |   |
| Sarah Johnson | 157.67 |   |   |   |   |   |   |  |   |
| Mariella Mace | 158.51 |   |   |   |   |   |   |  |   |
| Nick Le Feuvre | 158.95 |   |   |   |   |   |   |  |   |
| Jackie Goulding | 159.5 |   |   |   |   |   |   |  |   |
| Theresa Holden | 163.93 |   |   |   |   |   |   |  |   |
| Vicki Evans | 172.14 |   |   |   |   |   |   |  |   |
| Rose Ash | 172.52 |   |   |   |   |   |   |  |   |

1. The watch is started by clicking the button at the top right, and intermediate times by clicking the button at the top left. After the run has finished, click the top right button to stop the watch.
2. UNLESS YOU KNOW WHAT YOU ARE DOING, DO NOT TRY TO GET THE TIMES OUT OF THE WATCH. INSTEAD GIVE THE WATCH TO PHIL WORKER OR PETE WALLIS TO RECOVER THE TIMES. AS LONG AS THEY KNOW WHICH CLICK BELONGS TO WHICH RUNNER, THEY CAN PUT THE TIMES ON THIS SHEET

Good luck