

TIMEKEEPER'S INSTRUCTIONS

GENERAL RESPONSIBILITIES

In addition to calling the start and finishing times, the Timekeeper's responsibilities include the following:

- a) Monitor the activities of the Race Officer. Ensure all actions/decisions occur at an appropriate time. Be familiar with the Race Officer's Instructions and prompt the Race Officer when any omissions are observed.
- b) Identify and record all starters and retirals.
- c) Perform all calculations and recordings.
- d) The signallers should assist as far as possible in the above, under the supervision of the Timekeeper.

2 DUTIES

- a) Arrive in ample time (suggest 18-15 or 18-00 for the Secondary Points Series) to make all necessary preparations before the first signal.
- b) Confirm digital clock is set at the correct time. **IF NOT, DO NOT ATTEMPT TO ADJUST**, but contact the Honorary Secretary or Honorary Sailing Secretary A.S.A.P. after racing.
- c) Check presence of required documents:-
 - List of entries
 - Colour Flag procedure prompter
 - Starter recording forms
 - Handicap calculation forms
 - Seconds decimal table
 - Sound signals - sequence instruction for the race
 - Copies of Year Book
 - Record book

3 STARTING PROCEDURE SIGNAL

3-1 Note The major change, Rule 26 will apply at all starts! **Timekeepers should read and understand the procedure.**

3-2 Call out clearly - **'one minute to gun and state flags to be hoisted and lowered'**

3-3 Call out clearly - **'30 seconds, 20 seconds, 10-9-8-7-6-5-4-3-2-1-GUN'**

4 POSTPONEMENTS AND GENERAL RECALLS

Postponements shall be called by hoisting 'AP' with two sound signals.

Following a postponement agree new start times with the Race Officer. Prepare a new time sequence. The 'AP' is lowered one minute before the next Warning Signal with one sound signal.

GENERAL RECALLS

The procedure - in the unlikely event of a General Recall - is similar except the '1st Substitute' is the signal used.

Note: As a rule the Postponement Signal is used up to and including the Start, thereafter the General Recall should apply.

5 AFTER EACH START

Count the starters to confirm all yachts accounted for. Note premature starters who do not return as 'OCS' not 'Disq'.

6 TIME LIMITS

Check the applicable time limit for the race.

7 END OF ROUNDS

Record all end of round times in the order they occur. Rearrange into classes only when posting to the Results Book.

It is essential that this procedure is adhered to as most errors and omissions occur as a result of adopting some other system.

8 SCALE OF GUNS

Advise Race Officer of scale of guns for each race:

2 Starters	-	1 gun,
4 Starters	-	2 guns,
6 Starters	-	3 guns,
10 Starters	-	4 guns,
15 Starters	-	5 guns

Inform Gunner which boats require guns.

9 RECORD BOOK

During the race prepare the handicap calculation forms and the Results Book. All handicap calculations must be independently checked. Enter places in the Book and circle as per the scale of guns.

10 RECORDS

Retain all notes, times, etc., taken. They may be required to confirm the placing of any yacht or as evidence in any Protest or Request for Redress.