**UTLSC – Race Time Keeper instructions**

Thank you for volunteering to start a race and record competitor finish times.

You can choose to start a race from the race hut or from your car.

If you use your car please park so that you are looking along the start line.

You will need a pen & paper. If you are happy to do so you can get this from the race hut.

**Set a course.** If you are not confident in setting a course then ask someone else to do it. This should include the number of laps. Make sure that everyone is told verbally.

**Find out who is racing**. Each competitor needs to tell you their Helm name, Crew name, Class and Sail Number. Write this down!

**Agree a start time.** Hopefully all boats should be on the water at least 5 mins before the published start time. However, allowances can be made if there is congestion on the slipway. So, a later start time than published can be considered.

**Starting the race from the race hut**

* **Turn on the starting horn**
* **A few seconds before the 5 min countdown.** Warn competitors that the race is about to start by testing the starting horn
* **5 mins before the start.** Start the countdown on the starting horn
* The starting horn automatically carries out the sequence of hoots for the race
* **Record the start time**

**Starting the race from your car**

* **A few seconds before the 5 min countdown.** Warn competitors that the race is about to start by sounding a series of short toots on your car horn
* **5 mins before the start -** Sound one long blast on your car horn
* **4 mins before the start -** Sound one long blast on your car horn
* **1 min before the start -** Sound one long blast on your car horn
* **Start the race -** Sound one long blast on your car horn
* **Record the start time**

**Record the finish times**

As each boat goes over the finish line after the agreed number of laps write down the time against the Helm name, Crew name, Class and sail number (any format as long as it is obvious)

E.g. Jane Smith, Mary Smith, Bosun, 1483 – 13:04

 Mark Brown, Laser Radial, 148826 – 12:49

**Send in results.**

Take a photo of the record sheet and do any or all of the following

* + Post on the UTLSC Members only facebook page – see bottom right of UTLSC.org.uk
	+ Put on UTLSC WhatsApp Group
	+ Email to pennyj.abbott@gmail.com

**THANK YOU**