

## Timekeepers for CTR

### Your role is to...

- Check off the competitors as they depart and ensure they are ready on time and leave on time.
- Record their finish time when they cross the finish line.

### Success looks like...

- A smooth day where competitors depart as per their time and coming back in a steady stream with smiles on their faces.

### Where to go...

- To the start/finish line of the CTR.

### What you'll need...

- Tidy but working, casual attire, closed and sturdy footwear.
- You will be supplied with pen and paper for recording, and clocks to read the time off.

### Who can answer your questions...

- The main event convenor or CTR convenor.

### Instructions:

#### Pre-ride

- You will have two clocks, one set to normal time and one set 30 mins later (which is used for their final vetting time). Use the normal time for checking off departure times. Do not adjust clocks at any time throughout day.
- Riders leave ride base in order of program. Start times are pre-allocated and they must stick to these times.
- Check riders have all correct riding equipment. Hard hat (with ESNZ tag), heeled boots (not gumboots) or cages on stirrups, no whips or spurs. Bits are optional (as are saddles and bridles!).
- Check off back number and rider name/s from the list. Ask if they are nearly ready.
- Tell them what time they are leaving and how much time they have left (ie 2 mins).
- Tell them when 30 seconds, 20, etc (up to you but give them warning) and count them down from 10 seconds.
- If they dawdle and are a few seconds late leaving that is their problem, for the record they've still left at the scheduled departure time. This also applies if the horse decides to relieve himself! However, no deliberate time wasting is allowed and you can tell them to get moving if need be!
- Do not worry about what their due time is. This is not your concern, they can find this out for themselves from the briefing. You only need to worry about what time they depart/ed.

#### Post-ride/across finish line

- Record back number and name
- Record time to the exact second they crossed the line (ie 12.06.52)
- Write down the 30 mins later time on a sticker/slip and give it to rider. You may then write this in empty column if you wish.

#### *Example of Departure and finish time lists:*

Departure times			Finish times		
Back #	Rider Name	Depart time	Back #	Rider Name	Arrival Time
1	Sophie	10:00:00	2	Rebecca	11:13:09
2	Rebecca	10:00:00	1	Sophie	11:13:20
3	James	10:03:00	3	James	11:15:50
4	Lucy	10:03:00	4	Lucy	11:15:52
5	Ben	10:06:00	6	Kate	11:22:13
6	Kate	10:06:00	5	Ben	11:22:16



*Thanks for helping make this an awesome event*