

# TIMEKEEPER'S INSTRUCTIONS

---

## 1 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

- a) Note the major change, Rule 26 will apply at all starts! Timekeepers should read and understand the procedure.
- b) Call out clearly - '**one minute to gun and state flags to be hoisted and lowered**'
- c) Call out clearly - '**30seconds, 20seconds, 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 SOUND SIGNALS

Advise Race Officer of scale of guns for each race:

2 Starters	-	1 sound signal
4 Starters	-	2 sound signals
6 Starters	-	3 sound signals
10 Starters	-	4 sound signals
15 Starters	-	5 sound signals

Inform Timekeeper which boats require sound signals.

## 9 RECORD BOOK

During the race prepare the handicap calculation forms and the Results Book. 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.

**Nicolson Hughes Sails**

- New Sails
- Repair Work
- Spray Hoods
- Sail Covers
- Rigging
- Cushions
- Accessories

**OneSails Scottish Service and Sales Centre**

Silverhills, Rosneath, G84 0RW Scotland  
Tel: 01436 831356  
Email: [sallmaker@nh-sails.co.uk](mailto:sallmaker@nh-sails.co.uk) Website: [www.nh-sails.co.uk](http://www.nh-sails.co.uk)

**Nicolson Hughes Sails**