

INSTRUCTIONS FOR TIMEKEEPERS ON THE MARATHON



1. DUTIES

Your duty is to record the Starting/ Finishing Time (whichever is appropriate) of each Competitor in the Timekeepers book provided, and on the Competitor's **Marathon Time Cards**. ("**Green Cards**").

2. TIMEKEEPERS BOOK (Control Sheet)

- (a) Writing in BLOCK CAPITALS, on each page, the sheet number; the Start or Finish of the Section where you are located and your Name. Also write your Name on the back of each book used.
- (b) Do not enter a Competitor's Number until they have arrived – Competitors may not come in Programme/Timetable order. Numbers are worn on the chest and back of the Groom. In International Competitions the number will probably be on the side of the Carriage.
- (c) Record on the Time Sheet the actual time of Starting or Finishing – all **SIX** figures from the Digital Clock.
- (d) Note any breaks of Pace (except in **Section A** and up to the last Obstacle in **Section E**), recording the actual length of time of each break of pace whatever the duration. After the last Obstacle in **Section E**, or over the last 500 metres, whichever is the shorter, Competitors may Walk or Trot only.

If you have any queries or are in doubt about anything, do not hesitate to make a note and report the matter to the Chief Timekeeper, Judge or Technical Delegate, by Radio, Mobile or when any one of them comes round.

Please note that all penalties will be awarded by the Scorers.

3. TIMING

All timing is taken from the nose of the leading Horse.

4. DIGITAL CLOCKS

- (a) The Yellow Optimum Time Clock will be handed to you synchronised to the time on all the other Clocks, on each Start and Finish. There is nothing you have to do regarding winding or setting the Clock.
- (b) There is only one Button to press:

The first time the Button is pressed, the Clock will "freeze" ONE of the displays which will be indicated by an arrow beside it; the second press will return this display to the time of day, but will "freeze" the other display. Thus every time the Button is pressed, one display will stop and the other will be running.
- (c) Periodically the Chief Timekeeper will visit you with a Master Clock to check that your Clock is properly synchronised.
- (d) Only the Timekeepers and their Assistants appointed by the Organiser may operate the Digital Clocks. Under no circumstances may children be allowed to use the Clocks.

MARATHON TIME CARDS

These cards, which are usually GREEN, are carried by all Competitors and BOTH (in National Events) must be completed in the appropriate place by Timekeepers, initialled and handed back to Competitors.

1. STARTS

The Timetable for Competition B will show the scheduled Start Times.

- (a) If a Competitor is not ready to start Section A at his scheduled time, the Timekeeper will start him at the earliest available time at his discretion, and record the actual starting time, which must be reported to the Technical Delegate and President of Jury, for onward transmission to the Scorer, at the earliest opportunity. The Competitor will be penalised 0.2 of a penalty per second of the time elapsed between his scheduled start time and the time he was ready to start. For the avoidance of doubt, Competitors will not be penalised where the start of Section A is delayed for organisational reasons.
- (b) ALL STARTS ARE FROM THE HALT. Ideally the Horse's nose should be on the Start Line, but common sense must be used and it is often better to let them start a little behind the line to avoid fidgeting.
- (c) Collect the **Marathon Time Cards** and enter the time you will start the Competitor. Confirm the time to the Competitor or his Groom. The Timekeeper must advise the Competitor that he has one minute before starting, then 30 seconds, then 15 seconds, and count down from 10 seconds before saying "go".
- (d) At the **Rest Areas** after Section D a Competitor must have the full rest period (minimum 10 minutes). He should then be started at the first available whole minute. Any dispute should immediately be referred to the Judge at the Rest Area.

2. FINISHES

- (a) As the nose of the leading Horse/s crosses the finish line, press the Button on the Digital Clock to "freeze" the time in the window. Record the time on the time sheet using all six figures.
- (b) Collect the Competitor's **Marathon Time Cards** and record the time of finishing in the appropriate place (confirming the time with the Competitor or his Groom), initialling, the card before returning it to the Competitor. At the Finish of **Section E**, one completed card must be retained for the scorers. The Competitor or Groom must sign this Card and agree to the timings on this Card.

3. CONTROL SHEETS

The Control Sheets from your Timekeepers Book are not normally collected, unless there is a problem, but you must keep them and hand them in at the end of the Competition. All scoring is done by using the **Marathon Time Card** collected at the End of **Section E**. If you have any problems, Radio or use your Mobile Telephone to contact the Chief Timekeeper, Technical Delegate or the Scorer.

4. CONCLUSION

Timekeepers are requested to remain within easy reach of the public address system until officially released by the President of the Jury or his Representative.

5. SPECIAL NOTES

- (a) Grooms are required to be on the vehicle whenever they pass through a Compulsory Turning Flag and may only dismount **within 30 metres of the last Obstacle** on the last 500 metres to the Finish.
- (b) The National rules require that everyone on the Vehicle must wear a suitable properly secured hard hat for the duration of the Marathon (although they may remove it/undo the strap between sections/at the Rest). Please remind Competitors of this rule if they arrive at your point without their hat on, or with it unfastened. **At International Competitions this is required on Section E only.**