



If in doubt - invoke the right of parley - we adhere to the pirate's code. ☠

Timekeeper should be at the clubhouse at least 2 hours prior to the scheduled start of the first race. Check the Race Calendar.

1. Familiarise yourself with the event from the Race Calendar, Sailing Instructions and radio operation.
2. The Timekeeper is a member of the RACE OFFICIALS on a sailing day. Refer to the Sailing Instructions.
3. Ensure the time on the KCC Club Clock is accurate.
4. Obtain a copy of the timekeeper's sheet from the computer room and fill out race details (stored in cupboard, Notify Race Secretary if you use the last sheet)
5. Obtain at least two stop watches and binoculars from the computer room (stored in cupboard)
6. Perform "radio check" with Race Committee Vessel Boat Captain and assist/notify Race Committee Vessel Boat Captain as to finish line accuracy in relation to viewing from KCC Club House.
7. Make radio contact with Race Committee Vessel at least 10 minutes before the first race, if they have not contacted you.
8. Start stop watches on signal from Race Committee Vessel and time the race off the first division to start. (Be prepared to run a second stopwatch if a division is recalled and has to re-start)
9. Record the Sail Number, Boat Class and Finish Time of all Boats as they cross the finish line relative to the stop watches. If they finish incorrectly, still record time but highlight with comments on the sheet.
10. Record all DNF (Did Not Finish), DNS (Did Not Start), DSQ (Disqualified) and DNC (Did Not Come to Start).
11. Record who the Boat Captain, Boat Crew and Officer of the Day were on the sign-on sheet.
12. Check Sign-on Sheet against timekeeper's sheet (i.e. number of boats match) and notify Support Boat Captain when all boats have finished and are accounted for so that they may pull up the buoys and come to shore. If someone is not accounted for, commence verification/search procedures to locate them. If they have not been accounted for within 5 minutes, action the KCC Operational Plan.
13. Give timekeeper's sheet to Race Secretary or Assistant Race Secretary ASAP after the last boat has finished. This will later be supplied to Webmaster who will run a second check of results prior to posting on KCC website.
14. One hour after last boat has finished, check Sign-on sheet that all boats have signed-off and give sheet to Race Secretary or Assistant Race Secretary. If someone has not signed off, commence verification/search procedures to locate them. If they have not been accounted for within 10 minutes, refer to the KCC Operational Plan. If they have forgotten to sign-off refer to the Sailing Instructions for penalties and inform Race Committee.
15. Put stop watches and binoculars away.



Special Notes

1. *Keep a watch on all boats for mishaps and distress. Notify Race Committee Vessel Boat Captain if you suspect a boat is in trouble.*
 2. *Watch out for children who may take the opportunity to play with stop watches or other gear during a race.*
 3. *Listen to general radio broadcasts and notify Race Committee Vessel Boat Captain of items of importance. (Approaching bad weather is a good example). Always have someone within earshot of the radios when there are Race participants, Club Members or Official Boats on the water.*
 4. *Be alert to boats that come to shore either as legitimately finished or as DNF/DNS and then go back out for a pleasure sail.*
 5. *For Sprint Series Events and Cruising Division, you will need to sound the Club's hooter for the starting procedure in lieu of the Support Boat, refer Sailing Instructions. You will also need to monitor boats to ensure they start at the correct time as per their handicap. Refer to Race Secretary or Assistant Race Secretary for these handicaps.*
 6. *For Sprint Series events, you will need to keep lap counts of boats (i.e. note how many laps they have done) and may need to track the leading boat for the Support Boat if they are called to assist someone. You do not need to capture finish times for the Sprint Series, just the placing they cross the finish line in.*
 7. *Timekeeper also usually collects Race Day Fees and passes to Treasurer at conclusion of racing.*
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