

# **Marathon Charity Cooperation – Standard Procedure**

## **How to Time a Race Manually**

**by Jay Jacob Wind and Erich Zimmermann**

### **Pre-Race**

1. Obtain enough bib numbers for all pre-registered participants and take enough additional bibs for race-day registrants. RoadID provides bib numbers free with two months' notes
2. Obtain an entry form from the race director. Note the location, start time, and age groups.
3. Create a copy of WindTimer program. On the Column-C cells in the TIMMIE worksheet, enter the name, location, and date of the event. In the AGES worksheet, specify the age groups.
4. Name the WindTimer copy using the race date. For example, WindTimer20090405.xls.
5. After each procedure modifying WindTimer, save the file.
6. Receive the participant data electronically from the race director. At a minimum, participant data includes name, age, gender, city, and t-shirt size. Optimally, this data also includes city, state and zip code, e-mail, phone number, and team name in the case of a team race.
7. Copy the participant data into the REGGIE worksheet. Cautiously cut and paste, being careful not to override column headers in Row 1 or the column indexes in Row 1. Assign bib numbers as appropriate – either after sorting alphabetically by last name & first name, or in another as specified by the race director. Bib numbers go in Column A. If you use A3=1, A4=+1+A3, etc., once complete, highlight Column A, click Edit \* Copy, click Cell A1, click Edit \* Paste Special \* Values to materialize the view.
8. Best practice: Bib numbers are not necessarily consecutive nor start at any particular number. Single-digit bibs may be reserved for dignitaries or other notable individuals. Alphabetize your excel list (last name, first name) before assigning bib numbers to make life easier when preparing the bibs and when distributing them at packet pick-up.
9. In Word, write a Mail Merge program to print participant data (name, gender, age, city, and t-shirt size) into Avery 5160 or similar labels. (Another instructions document exists describing Word Mail Marge.
10. Affix the labels to the tear-off tag on the bottom of each participant's bib.
11. Print an alphabetical roster (last name, first name) of entrants so folks can find their bib number on race day.

### **Bib Number Pick Up and Race Day Registration**

12. Provide bib numbers and safety pins for folks to pick up before the race. To check off entrants who pick up their own packets is not necessary, but please note the name of anybody who picks up somebody else's number and whose number they are getting. Thus you can avoid later confusion by pointing the bib number owner to the picker upper, if necessary.
13. Best practice: if packet pick-up is at a running store, the owners often like to know how many folks have come through. Keep a rough count so you can tell them later.

14. Have sufficient registration forms available for folks who want to register on race day. Have a cash box or envelope in the care of a trusted cashier to collect any race day registration fees.
15. When runners register during packet pick-up pre-race or race-day, receive their completed entry form, assign their bib number, write their bib number onto their entry form; and insert their entry forms into the cash envelope. Additionally, manually write their name, age, gender, and city on the tear-off tag at the bottom of their bib number. Then giving the bib number to the entrant.
16. Instruct runners they SHOULD wear their number on the front of their shirt or shorts so race officials can see and access it; and they SHOULD NOT remove the tear-off tag nor run safety pin through it, since tear-off tag is removed by race officials at the end of the race.
17. Starting when you receive entry form from the first new entrant, open the WindTimer REGGIE worksheet and enter the bib number, name, gender, age or +DATEDIF(Qrow,TODAY(),"y"), city, e-mail, address, ZIP, phones, and birthdate. Save after entering each record.

### Race Instructions

18. Give runners warning 20, 15, 10, and 5 minutes before the race.
19. Soon before the race is set to begin, give the runners pre-race instructions and introduce any dignitaries and sponsors.
20. Start the race ON TIME, preferably with a whistle start, rather than a gun start.
21. Once the race begins, use MCC's skyhook to create the finish line, and use orange traffic cones, PVC T-pipes, and flagging to create a chute after the finish line to narrow runners to a single point. Example:



22. Before the first runner finishes, position one male and one female to remove the tear-off tags from the bibs. If you are shorthanded and only one person is assigned to tear-off removal, always assign a female to do this job if possible. Position one additional person in the finish area to serve as chief judge, to hold the skewer to keep the tear-off tags from runners in their order of finish.

### Timing

23. Before the race begins, be ready to turn on the digital clock at the start line. When the whistle blows, turn on the clock.
24. Before the race begins, turn on the Time Machine™. When you turn on the Time Machine, it displays a screen that says "Event in memory uses this #." Press the <Setup> button and assign the race a number between 0-256 that is not already in use. Once you select an event number, the Time Machine™ screen reads "00". The Time Machine is now ready for use.
25. When the whistle blows, press the <Start Time> button on the Time Machine. The printer prints on a tape, and the screen starts counting time. After you start the Time Machine, you can test it by pressing <Enter>. If the Time Machine is running properly, it prints a time on the tape.

26. Position one person at the finish line with the Time Machine to record runners as they cross the finish line. To record a finisher, tap the finisher's bib number in advance, then wait, then press <Enter> when the finisher crosses the finish line, thereby recording the bib number, time, and order of finish, both on tape and in memory.
27. As runners finish, remove their tear-off tags and push them face-down onto the skewer. Keep a hole-punch in your pocket for people who destroy the pre-punched hole on their tear-off tag or leave their tear-off tag in their car and wear only the top part of their bib number.
28. Use the tear-off tags and the Time Machine tape in unison to finalize race results and announce them to the participants, as soon as possible after most runners have finished. Use MCC's pre-printed awards chart to transcribe names and times of award winners by gender and age-group, for example:

	MALES	FEMALES
1 <sup>ST</sup> overall	Name and time	Name and time
2 <sup>nd</sup> overall	Name and time	Name and time
3 <sup>rd</sup> overall	Name and time	Name and time
1 <sup>ST</sup> 19&under ...	Name and time	Name and time

29. At a small race, to announce results, one official can read the name and age of finishers from the tear-off tags, and a second can read times off the Time Machine tape, one-by-one. In small races, you can read everybody's name and finishing time. You can announce the top 3 male and top 3 female finishers, plus age group winners if applicable. When reading times, round fractional seconds UP to the next second, e.g., read 16:45.1 as 16:42.

### **Importing the Data and Sharing It With the World**

30. When all runners have finished, plug the phone-like jack into the "RS232" port on the Time Machine and the red USB adapter into your laptop's USB port.
31. Turn the Time Machine off, and then turn it back on; enter the race number you assigned earlier.
32. On your laptop, open Hyperterm on your laptop with the parameters 9600-N-1. Click Transfer \* Capture and give the file a name ending with \*.TXT and save it where you can retrieve it later.
33. Tap <Select> on the Time Machine eight times to "RS232" and press <Enter>. Press <Select> four more times to transmit the order-of-finish data from the Time Machine to the laptop. Once the transfer is complete, click Transfer \* Stop to store the data on the laptop.
34. Open the file in Excel file. At the "Convert Text to Columns Wizard," select Delimited <Next> [x] Space <Finish>. Excel parses the Time Machine data into unused columns, Place, Bib Number, and Time. If the file opens OK, you may now close the Hyperterm program window. Then cut'n'paste the parsed data into WindTimer's AUDIE worksheet.
35. In AUDIE, go through the recorded data and interpolate any times missed with the Time Machine at the finish. USATF rules state when you have an unknown time between two known times, you use the slower of the two times. For example if James in place #44 appears among the tear-offs between Ivo #43 (25:46) and Kenny #45 (25:50), you assign James the time of 25:50, the slower of the two times.

36. In addition, audit the bib numbers to make sure that they were properly entered into the Time Machine as runners were coming across, e.g., fix "432" entered as "423" or "13" instead of "113".
37. Use the Time Machine data as the final judge of the order of finish, rather than the tear-off tags, but use the tear-off tags to correct errors and to add any tag numbers missing from the Time Machine data.
38. Once you insert any missing finishers / times, audit the bib numbers, and deem them correct, open WindTimer's TIMMIE worksheet and copy and paste in the two columns TIME and BIB. Column A is TIME, Column B is BIB. WindTimer automatically fills in the rest of the entrant data automatically, based on the bib number. After you copy and paste the data, save the file. If you discover some bib numbers that do not translate into entrant names, look for incorrectly transcribed bib numbers and for entry forms not data-entered into REGGIE.
39. Open WindTimer's HTML worksheet. Add any narrative about the race, e.g., first male, first female, significant events, sponsors, volunteer. Delete unnecessary rows at the bottom, or copy and paste the last line to add rows as needed. Save the file.
40. Click File \* Save As \* save as type Formatted Text (Space delimited) (\*.prn). Enter the file name "yyyymmdd.html" for example, "20090405.html", including the double-quote marks to override the automatic PRN suffix. After you save the HTML, click File \* Close without saving.
41. If you have the privileges, use CuteFTP, WinSCP, or another FTP utility to upload the HTML to the website [www.mc-coop.org](http://www.mc-coop.org), subdirectory results and add a link on <http://www.mc-coop.org/race-results> pointing to the new file.
42. OPTIONAL: To send a broadcast e-mail to all entrants: Reopen the WindTimer workbook, REGGIE worksheet. Click <Ctrl>A to select all. Click Data \* PivotTable <Finish>. If you have fewer than 149 entrants, drag "E-mail" into "Drop Column Fields Here." If you have more than 149 entrants, drag "E-mail" into "Drop Row Fields Here." Then highlight portions of the e-mail 149 at a time, click Edit \* Copy, point to a blank cell on the right, and click Edit \* Paste Special \* Transpose. Then copy and paste your list of e-mail addresses, 149 at a time, into the BCC line (not the TO or CC line!) of an e-mail message. Thank the participants, sponsors, and volunteers, announce the location of the results, ask for any additions or corrections, attach the HTML file, and send the message. For races larger than 149, you must send multiple messages. Copy your text before you send one message so you can paste it into the next message. Send the HTML also to [BOB@RACEPACKET.COM](mailto:BOB@RACEPACKET.COM), [RESULTS@RUNWASHINGTON.COM](mailto:RESULTS@RUNWASHINGTON.COM), and the race director.
43. Change the parameter in TIMMIE Cell N3 to select "5" for *The Washington Post*. Open a message to [SPORTS@WASHPOST.COM](mailto:SPORTS@WASHPOST.COM), copy the top 5 men and top 5 women into the message, change to plain text, remove extra blank lines, and send. Then call 202-334-7350 to assure that the *Post* sports desk received your message.
44. Do not save the modified file with the Pivot Table or N3 setting of "5".
45. If you brought home entry forms to complete data entry, send them to the race director.
46. Go home, have lunch, and congratulate yourself for a job well done!