

AND


## FORWARD

The contents of this manual come from many sources. The first manual was the 1972 "Official SCCA Timing and Scoring Manual" compiled and written by Bob and Eleanor Perry of the Glen Region. The manual was revised and updated in 1983 by T\&S National Administrator Wilma Dunias, and various Divisional and Regional T\&S Administrators.

Much of this manual is based on the excellent 1994 Race Communications Association, Inc. "Timing and Scoring Manual," written by Marie Sheehe (Moldt) Heacox of the Glen Region, and edited by Patty McCabe. Rather than having to reinvent the wheel, Marie graciously agreed to let us adapt portions of her manual for SCCA.

Many thanks to all SCCA T\&S officials who have contributed to this manual with their suggestions and help, but we would especially like to thank the T\&S personnel of the Northeast and Central Divisions and the Runoffs T\&S workers. It is a sign of great workers to be willing to devote their time and efforts to this project, which will (hopefully) help new T\&S workers and administrators.

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## Part I. Timing and Scoring - General

## Introduction

Welcome to the world of SCCA Timing \& Scoring.

## GENERAL DESCRIPTION

Funk \& Wagnall's Standard Dictionary defines a race as "a contest to determine the relative speed of the contestants." Timing and Scoring's function is to report the race by recording each competitor's speed, scoring him/her according to the number of laps completed, the order in which he/she crosses the start/finish line, and by producing accurate results of this contest. This is accomplished by the five groups which make up Timing and Scoring Manual Timing, Electronic Timing, Scoring, Communications, and Results.

Manual Timing refers to the use of stopwatches to measure each competitor's lap times. Each timer is assigned one or more cars, and records cumulative and lap times for each car on time cards. Scoring records the position of each car in the field by writing the car numbers on a lap chart in the order they cross the start/finish line. The lap chart is a visual record of the number of laps completed by each competitor and his/her position within the running order at any time in the race. Electronic Timing combines the lap times and field position. As each car crosses the start/finish line, tapers manually record its number, and a timing device electronically records the time. The car numbers and their times are then entered into a computer, which calculates lap speeds, the running order, and the number of laps completed. Communications keeps the timers and scorers informed of the status of cars that are missing, and whether or not they will be returning to the track. All this information is then passed to the Results team, which verifies the data and compiles the official qualifying and race results. These results are then distributed to the race officials, competitors, and the press.

Working in T\&S can be a very rewarding job. You have first-hand knowledge of the running order, and are responsible for producing the official results. There is a special friendship among those in Timing and Scoring as they all work toward that common goal - to make a race a race.

## PURPOSE

The purpose for providing this material is fourfold:

1. To provide the Regional Administrator and Timing \& Scoring Chiefs with an outline of what is required of Timing \& Scoring before, during, and after a race as specified in the GCR;
2. To assist the Regional Administrator and Chiefs of Timing and Scoring in the education of new personnel in the operation of the Timing \& Scoring specialty;
3. To give you an overview of the Timing \& Scoring (T\&S) personnel required for each facet of the event and help you to organize your T\&S team to perform their duties efficiently; and
4. To provide guidelines which may be customized for each region, track and event.

The manual is not intended as a mandate to standardize each region's Timing \& Scoring specialty.

## Timing \& Scoring Terms

Although terms for activities differ from region to region, these are generally recognized in SCCA.
AUDITING Checking tapes or time cards for accuracy
BRACKET More than one car assigned to one time split. For the purposes of this manual, this term will be used throughout, although some regions use the term "double" or "overlap".)
CHECK OFF A form used in practice sessions to record the number of laps for each car. May be done on the computer.

COLLATING Combining audited tapes with the printed tape containing time splits from the electronic timer.

DOUBLE OR One car, multiple time splits.
TRIPLE
HIT OR SPLIT
Time recorded from timer (stopwatch or electronic timer)
MARK(S)

PADDOCK Car has entered the paddock area as defined in the Supplemental Regulations
PIT Designates car either entering or exiting pit road
"PIT NOW" Phrase used by the timer operator to inform the tapers when to record pitting cars on their tapes.

PULL OR TEAR Designates the beginning of a new tape or tear or continuity sheet
TAPE
Also called tear sheet or continuity sheet. A record of cars in the order that they crossed the Control Line

WORKING LAP Car is racing on a lap number that will be completed when the Control Line is crossed

## General Definitions

The following definitions used throughout this manual have been excerpted from the SCCA General Competition Rules. Since the GCR is updated each year, the section references may change. It is important that the Regional Administrator for Timing and Scoring and each Chief become familiar with the GCR and the supplementary regulations found on the entry form for each event.

1. ABORTED START (GCR 7.3.4.)

Should an aborted start occur and additional pace laps be run, those additional laps will be scored as race laps and timing will start when the pole car crosses the timing control line unless otherwise specified by the Supplementary Regulations for the event.
2. CHECKERED FLAG (GCR 8.7.)

The checkered flag shall be displayed first to the winner as he or she completes the prescribed distance of the course or crosses the finish line after completing the prescribed time, and then to the other finishers as they cross the finish line. If the checkered flag is displayed first to the wrong car, the race shall still finish when the actual winner crosses the finish line.

## 3. CLASSIFICATION OF CAR AS A STARTER (GCR 7.3.2.)

To be considered a starter, a car shall receive the green flag at the start, or in the case of an aborted start, cross the control line. Cars entering the race after the start shall also be considered starters. A car shall enter the race before the checkered flag is displayed in order to be classified as a starter.
4. CONTROL LINE (GCR 8.2.)

A car crosses a control line when any portion of the car first intercepts the vertical plane of the control line, as observed by the officials assigned to record the passage, who may be aided by suitable automatic or semi-automatic equipment.
5. DEAD HEATS (GCR 8.3.)

In case of a dead heat, the competitors concerned shall share the prizes allotted to their places in the Results. (See 16.2.4., Dead Heats, with respect to allocation of National Race points.)
6. FALSE START (GCR 7.3.3.)

A false start shall occur when a driver under the Starter's orders moves forward from his or her prescribed position before the start. In the case of a rolling start, this movement shall refer to improving the driver's position in relation to the moving field by moving out of line or passing prior to the waving of the green flag. If the Chief Steward determines that a false start has occurred, and the race has been started, that driver or drivers may be black-flagged and held in the pits or at the start line for a period of up to one minute. Other penalties may also be imposed.
7. FINISHERS (GCR 8.4.)
a. In order to be considered a finisher, a car shall complete half the distance covered by the overall winner of the race. If the race length is an uneven number of laps, divide the overall winner's laps by two and round down to the nearest whole integer. A car has five (5) minutes after the checkered flag is displayed to complete his or her (final) lap.
b. A car may be considered a finisher if it is pushed across the Control Line or driven using on-board power (e.g. starter motor). This may only occur in the pit lane. Pushing a car on the racing surface is strictly forbidden.

## 8. INITIATION OF TIMING AND SCORING (GCR 8.1.4.)

C. For the start of a qualifying session, the electronic timer (and/or stopwatches) shall be started simultaneously on a signal given by the Chief Timer.
E. For the start of a race, the electronic timer (and/or stopwatches) shall be started simultaneously when the first car crosses the timing control line at the completion of the pace lap.
9. OFFICIAL TIMES (GCR 16.1.3.)
A. At all National Championship events, grid positions shall be determined by official qualifying times certified by the Chief Timer. See 7.1.5., Starting Positions, and 7.1.6., Over Subscribed Classes.
B. Any other method of determining starting position shall be described in the Supplementary Regulations and approved by SCCA.

## 10. PRACTICE/QUALIFYING (GCR 16.1.2.) (National Championship Racing)

There shall be a least forty-five (45) minutes in total of practice and/or qualifying time available to each class. All cars entered in the event shall practice and qualify by race group. Each competing driver/car combination shall qualify within a maximum of $120 \%$ of the qualifying time of the fastest qualifier in his or her class in order to be permitted to start the race unless waived by the Chief Steward. Each group shall have at least two (2) sessions. Qualifying shall be in race groups. National practice may be combined with Regional practice and qualifying. National qualifying shall not be combined with Regional practice and qualifying.

## 11. RESTARTS (GCR 7.7.)

When a race is restarted, each pace lap shall count as a race lap. In a timed race, the clock shall be restarted when the field is dispatched. No replenishment of or assistance to cars shall be allowed after a race is stopped and before it is restarted. However, any method of restarting the engine is permitted.

If a race is stopped, the Chief Steward may: (specify one of the following:)

1. Order a complete restart according to the original starting positions;
2. Restart the cars in a single file in the overall order in which they completed their last completely scored lap; (See appendix for article from SportsCar Magazine which defines "last completely scored lap").
3. Restart from a scoring tape or a lap chart whichever best fits the conditions at hand.

## 12. SCCA STANDARD START (ROLLING START) (GCR 7.5.)

The following rolling start technique shall be known as the SCCA Standard Start and shall be utilized at all SCCA races, unless an alternate procedure has been approved by the Divisional Executive Steward and is set out in the Supplementary Regulations for the event.

## 13. SHORTENED RACES (GCR 8.5.)

1. If a race is stopped at less than fifty (50) percent of its scheduled time or distance and is not restarted, it shall be considered incomplete. Championship points shall not be awarded, and organizers shall not be required to distribute trophies or other awards.
2. A race that is stopped at fifty (50) percent or more of its scheduled time or distance, and not restarted, shall be scored as a complete race as of the end of the last completely scored lap (even if that lap is less than fifty (50) percent of the scheduled distance.)

## 14. SPLIT STARTS (GCR 7.6.)

1. Split starts are recommended where there is a large differential in speed or cornering ability between the classes or categories in a single race group. The procedures for a split start shall be set out in the Supplementary Regulations or explained at a Drivers' Meeting. The group containing the car with the fastest qualifying time shall start first.
2. The second group also should be led by a pace car, which should keep the first group in sight (on the longest straight). If the first group gets a green flag, then the second group will automatically start. Anyone jumping the start in the second group may be penalized.
3. A starting judge should be appointed for a split start.

## 15. STARTING LINE FOR TIMING AND SCORING (GCR 7.3.5.)

For a rolling start, the starting line shall be the control line on the crossing of which the timing commences unless otherwise provided in the Supplementary Regulations.
16. STARTING POSITIONS (GCR 7.1.5.)
A. Cars shall be positioned at the start in order of their official qualifying times without regard to engine displacement or class, with the fastest cars nearest the starting line, unless the Supplementary Regulations specify a different method.
B. In case of a tie in qualifying times, the second fastest lap, then the third fastest, etc., shall be used to break the tie.
C. It shall be the car/driver combination which qualifies for a starting position.
D. The fastest qualifier shall have the choice of the inside pole position (nearest the direction of the first turn) or the outside. Absent a choice, the pole position is assumed to be the inside. When outside posi tion is chosen, the second qualifier will be inside, the third outside, the fourth inside, etc. Continue to alternate the entire grid.
E. Non-Qualifiers may be gridded behind qualifiers by the Chief Steward per GCR 7.1.5.E.
F. Cars not in position on the grid prior to the one (1) minute signal (7.5.1.F) shall relinquish their starting positions and shall start from the back of the field.
17. WINNER (GCR 8.6.)

The winner shall be the competitor who covers the prescribed distance of the competition in the least time, or the greatest distance within the prescribed time of the competition. If the race is shortened, the leader of the last completely scored lap is the winner, provided the race is completed. (See 8.5)

## Manual Timing

## GENERAL DESCRIPTION

Manual, or stopwatch, timing is basic to timing and scoring. It provides a record of a car's cumulative times, lap times, and fastest laps. When all watches are started properly, the time cards may be used to reconstruct a race if necessary (such as a power failure affecting electronic timing.) Time cards are also used by the results team to verify the data collected through electronic timing. For these reasons manual timing is one of the first skills all timers and scorers should learn.

Timers are assigned one or more cars to time, depending on their ability. Each car has its own time card on which to record the splits (the cumulative time that has elapsed since the beginning of the session), lap times, and any remarks, such as when the car enters the pits. Dual display watches are very helpful in that they display both the split and the lap time. Rookie or beginning timers are expected to time one car per watch. With experience, timers may time two or more cars per watch, and be able to calculate lap times by subtracting consecutive splits.

This section of the T\&S Manual gives step by step instructions on how to operate a stopwatch, fill out a time card, figure lap times by subtraction, and when to take the first split. Included are sample time cards.

## HOW TO OPERATE A STOPWATCH

These instructions refer to dual display stopwatches, and you will find that many brands and models operate in the same way.

Before a session the Timing Captain should review how to start the watches, record the split, and restart the dis play if necessary. He/she should make sure that all watches are set to record split times, not lap times. Any extra stopwatches should be started as backups.

1. To start the stopwatch, press the START/STOP button (SET/START/STOP on some watches). Once you start timing a session, be careful not to touch the START/STOP button again as this will stop the internal clock and zero out the watch.
2. To record a split, press the SPLIT button (SELECT/LAP/RESET on some watches). The time display will freeze until you press the SPLIT button again, however the internal clock will continue running. The lower time display is the split (the cumulative time that has elapsed since the watch was started). The upper display is the time that has elapsed since the last split was taken. This would be the lap time if the
watch were being used to time only one car.
3. To restart the display, press the SPLIT button again. Be sure to restart the display after you have recorded both the split and lap times. (Note: If you have a 3rd display line that runs continuously, skip this step).
4. To stop the watch, press the START/STOP button, then press the SPLIT button twice until the time dis play reads 0:00.00.

## FILLING OUT THE TIME CARD

## Before Each Session

1. Sign out the stopwatch as directed by the Timing Captain.
2. Make sure your stopwatch is in the STOPWATCH MODE recording split times and is zeroed out.
3. Familiarize yourself with:
a. Your car's number and color and what session you are working (P1, Q1, R1, etc.),
b. When the mark will be given to start your watch,
c. When the first split is to be taken (see "When to Take the First Split"),
d. Whether or not the cars are to be timed into the pits.
4. Make sure you are using the correct side of the time card (Qualifying or Race).
5. If there is more than one session on the time card, skip a couple of lines above the previous session and draw a line. Number the laps for this new session, beginning with the word START.
6. Listen for instructions being given by the Chief of T\&S or the Timing Captain. The Timing Captain may be asking who has a specific car and needs your attention for this roll call.

## During Each Session

7. Start all the stopwatches that you have when the mark is given. If for any reason a watch does not start, ask for a backup watch.
8. Record splits when your car crosses the control line under CUMULATIVE TIME, and the subtracted lap times under LAP TIME: See GCR 8.2. Control Line. Times are recorded starting at the bottom of the timecard, with each consecutive split (and subtracted time) recorded above the previous one.
a. If you didn't get the split, or missed the car, write MISS on the line for cumulative time. Don't fudge a time. Even experienced timers miss cars, and not marking a missed lap compounds the error and gives an incorrect lap count for that car.
b. If your watch zeroes out during a session, ask for a back-up watch.
c. Do not stop any watches during a session unless instructed to do so.
9. If directed by the Chief Timer, indicate on your time card:
a. "Re-entered from paddock",
b. PIT-when your car enters the pits,
c. YF (Yellow Flag) or similar notation to indicate yellow flag lap times,
d. GF (Green Flag), BFA (Black Flag All), or RF (Red Flag),
e. New Watch or Diff. Timer, when you have changed watches or timers.

## After Each Session

10. Indicate the checkered flag (CF):
a. If your car took the checkered flag on track or in the pit lane write CF next to the lap your car took the checkered flag.
b. If your car did not take the checkered flag, indicate CF on the line after your car's last lap.
c If your car did not start the race write DNS (Did Not Start) in lap 1.
d. If your car started the race, but did not complete any laps, write DNF (Did Not Finish) in lap 1.
11. Do not stop your watch until instructed to do so by the Timing Captain. Cars have five minutes after the checkered flag to complete their last lap, either on the track or in the pits (See GCR 8.4.1).
12. Indicate the fastest lap time as directed by the Timing Captain.
13. Sign your name next to the completed session.
14. Label the session as directed by the Timing Captain, P1, Q1, R1, etc.
15. Double check your subtraction and make sure the lap indicated was the fastest lap. Most cars will have consistent times, so if you see a difference of 5 or more seconds in the lap times, recheck your subtraction.
16. Hand your time card to the Timing Captain. Do not assume it will be picked up, make sure it is turned in.
17. Turn in your stopwatch as directed by the Timing Captain.

## HOW TO CALCULATE LAP TIMES

Experienced timers can calculate lap times by subtracting the previous split from the split just recorded. This would allow you to time two or more cars during a session using one watch. You may, however, have to convert one minute to 60 seconds and add that to the seconds first. See the examples below:

| Second split | $14: 22.68=13: 82.68$ | $(14 \mathrm{~min}+22 \mathrm{sec}=13 \mathrm{~min}+60 \mathrm{sec}+22 \mathrm{sec}=13 \mathrm{~min}+82 \mathrm{sec})$ |
| :---: | :---: | :---: |
| First split | $11: 47.23=\underline{11: 47.23}$ |  |
| Lap time | 2:35.45 | (First split subtracted from second split) |
| Second split | 29:06.65 $=28: 66.65$ | $(29 \mathrm{~min}+6 \mathrm{sec}=28 \mathrm{~min}+60 \mathrm{sec}+6 \mathrm{sec}=28 \mathrm{~min}+66 \mathrm{sec})$ |
| First split | $26: 33.09=\underline{26: 33.09}$ |  |
| Lap time | 2:33.56 | (First split subtracted from second split) |

## WHEN DOES TIME START?

Sanctioning bodies can differ on this point, and a description of the different methods will help you understand the different procedures.

## Practice and Qualifying

The method most frequently used by SCCA is to give the mark to start the clocks sometime before the first car crosses the control line. This may be when the field first enters the course, or perhaps when they are coming off the last turn before the start/finish line. The first split is then taken when your car takes the green flag, or the first time you see your car cross the control line, and that split time is recorded in the START portion of the time card. The timers must be alert to locate their car and to record that initial split the first time they see their car cross the control line

## Race Sessions

The procedure for giving the mark and taking the first split is the same for all race sessions. The mark is given when the first car crosses the control line. A START time of 0:00.00 is recorded on the time card. The Timing Captain will instruct you what to do if there is a no start or wave off. In SCCA racing, the extra pace lap will count as a race lap with all cars being given the same time for lap 1. A time split should be taken for all subsequent crossings of the control line.
Because of differences in track layout and the placement of the START/FINISH flag station, your car's first lap time may be longer or shorter than the remaining laps. It is usually not used in calculating the fastest lap.



## Electronic Timing

## GENERAL DESCRIPTION

Electronic timing relies on equipment such as photocell pair used to trigger an electronic timing device, sending data to a computer and the manual input of car numbers by the computer operator. The software used produces both timing and scoring information (i.e. lap times and position within the field). Most regions use some type of electronic equipment to produce the results.

Tapers are responsible for continuity tapes, or listing the car numbers in the order in which they cross the control line. At least three tapers are needed along with an auditor (or auditors) who reviews the tapes and reconciles any differences. A photocell set at the control line sends a signal to an electronic timing device each time a car breaks the beam emitted by the source. This is called a "hit, or split." The electronic timer, accurate to .001 seconds, records the time of each hit. This data is then sent to the computer. The computer operator keys in car numbers associated with the incoming data from the electronic timer. The auditor collates the audited tapes to supply any missed or incorrect car numbers. The computer operator then uses these edited tapes to verify or enter the car number for each time sent to the computer by the timing device.

The timer operator, computer operator, and tapers must concentrate on all the cars and not just a few as manual timers do. While manual timers depend on their ability to recognize a few cars by their number, color, markings, and even shape, those in electronic timing must recognize all the cars. They generally do this by quickly scanning each car for its number, and then moving on to the next car. Legible numbers on all cars is a requirement for this kind of system to work well. The tapers and timer operator should work a practice or qualifying session for each group before the race sessions so that they are familiar with the numbers and cars.

## TAPING

1. Prepare at least as many tapes as there are scheduled laps. Extra tapes may be needed for grid or pace laps and for cool-off laps. Number and initial the tapes as directed by the Timing Captain. Different colored tapes, pens or pencils may be used for different functions. Ex: Start-Finish line, Timer, Trackside Chart.
2. Write the group and session information at the bottom of every tape. EX: "Gp2/Q1" would mean group 2 , qualifying session 1 .
3. Write the car numbers down in a vertical column (one after the other) on the left side of the tape as they cross the control line. If you run out of room, continue the numbers in another column to the right of the first column. For practice and qualifying sessions, start taping when the first car crosses the control line. For race sessions, the cars should be in grid order the first time they go by, so just count the cars on the start so that you can tell if there are any cars missing, then start taping at the end of the first lap, or the second time by. (Depending on the track, it may be the third time by). Tapers may choose to tape the pace lap.
4. When the timer operator says, "PULL!" pass your tape to the auditor (or paper handler or runner) and start a new tape. During a race session, usually tapes will be pulled just before the leader, so that the leader will be the first car number on each tape. This is known as "Pulling on the Leader." If there is a large field, there may be "short pulls", or several pulls during a lap, and the leader will not be the first car number on each tape. Be prepared for lead changes.
5. If you are not sure of a number, write a question mark after it. If you miss a car, draw a horizontal line for each car you miss.
6. Circle the car numbers of cars entering or leaving the pits. The timer operator will say when to pit a car by calling out "Pit Now!" followed by the car number.
7. Note any bad or unreadable numbers with a question mark. Note duplicate numbers and notify your Chief Timer as soon as possible. (See Appendix for article by Rocky Entriken, "We've Got Your Number! Or, Red is a Dark Color!," SportsCar Magazine, February, 1992)
8. When the timer operator says "BRACKET!" it means that two or more cars crossed the Control Line so closely together that the beam of the electronic eye was broken only once. Write the car numbers, in the order that you saw them cross the line, with a bracket (>) next to them. Be sure the bracket encloses all the cars crossing the line at the same time. If you think it was a bracket but the timer operator does not call it as such, put the bracket next to the cars, but also put in a question mark ( $>$ ?). Sometimes it is difficult for the timer operator to tell if the electronic beam was broken the correct number of times.
9. Do not copy from other tapers. Trust your own judgment. It is the auditor's job to settle any differences on the tapes, and you may be the only one who's correct!
10. Note any flag conditions which may affect Timing and Scoring, full course yellow, red flag, black flag all, checkered flag, and note them on your tapes as directed by the Chief Timer.

## TAPE



## OPERATING AN ELECTRONIC TIMER

There are several different types and brands of electronic timers used in SCCA Club Racing. The Chronomix 737 and the Meca Timer are two of the most common, among others.

The electronic timer usually receives data from the photocell on track, but also has manual activation buttons which are used for cars crossing the control line in the pits, or in case of photocell failure. The electronic timer then passes this information to the computer through a data cable.

The timer operater should start each session by making sure the electronic timer is reset and that there is enough paper for the session. When the mark is given, start the electronic timer. Some electronic timers can be set to start automatically when the first car breaks the photocell beam (as in a race), and others must be started by pressing a button.

Most electronic timers have some way to print out the times being collected. If your electronic timer creates a printout, mark the top of the first printout with the Group and Session information. Mark each printout following
with a sequential number that will match the tape that the tapers are writing on. You can annotate some of the times with car numbers only when you are absolutely sure of the car associated with a time. It is the collaters job to fill in the gaps, and the timer operater needs only to put in "benchmarks" which are certain.

When a car passes the control line in pit lane, press the pit (or manual) button. Announce your intention to the tapers by saying "Pit now" and the car number. While it is desirable to do this when the car is actually crossing the control line, the traffic on the track, and the times which are automatically being sent to the computer must be taken into consideration. Waiting for a small gap is a good idea, but do not let the pitting car get too far from the control line, especially if he is on his way back out onto the track.

When two or more cars cross the control line at the same time, creating only one time, announce "Bracket" followed by the car numbers (if you know them). You can check for a bracket by listening to the electronic timer's printer, or by checking the sequential number of the time. If you are not sure, do not mislead the tapers. Announce "Possible bracket" or say nothing. It is the tapers job to note brackets regardless of whether or not they are called.
Call "Pull" just before the leader crosses the control line (or during a lull in the action of a practice or qualifying session). Some electronic timers have a "pull" button to press marking the end of the tape. Tear off the printout after the pull and hand it to the auditors. Mark the top of the next printout with the next tape number.

At the end of each session, verify that the electronic timer is no longer needed for that session. Some electronic timers can "replay" the most recent session, until the moment they are reset. Reset the timer.

## COMPUTER OPERATION

Operation of the computer depends on the timing software being used. A copy of the manual for the software being used should be on hand. Refer to the software manual for specifics.

Generally the software will receive a time from the electronic timer through a data cable, and the computer operater types in the car number associated with it. It is a good idea to be "live", or current, during each session, but under some conditions this is not possible. Audited and collated tapes may be used either for original input, or to correct mistakes and verify information. Operating "live" enables the operater to see brackets or pit cars in real time, rather than depend on the tapers. However, a good taper should sit next to the computer operator so that they can verify information quickly and stay current.
The software will keep track of and display the position of each car in the field, give each car's fastest time and number of laps completed by each car. It will usually ask for verification when a lap time does not make sense or when a car is not registered. The person setting up the software at the beginning of the weekend should make sure that the event information, track information, and lap records are entered and correct.

At the end of each session, you will usually save the data to a disk and give it to the Results Team.

## AUDITING/COLLATING FOR THE ELECTRONIC TIMING TEAM

Auditing is one of the most important tasks in Timing and Scoring. Whether you are auditing time cards or tapes, you must be both quick and accurate. Experienced timers and tapers can quickly see errors when they occur and correct them for the use of the computer operator, scorers, or the Results Team.

When auditing:

1. Use a pen or pencil that is a different color from what the tapers are using. Work as quickly and accurately as possible so that the computer operator may stay "live."
2. After each "pull," you will receive a set of tapes. Choose one to serve as the audited tape (you might choose the most legible tape, the one from the most experienced taper, or the tape with the most numbers on it).
3. When you audit a set of tapes, make sure they all have the same tape number on the bottom.
4. Compare the tapes. If they do not agree, the majority rules most of the time:
a. If a car number is missing on a tape, write it in,
b. If a car number is incorrect, draw a line through it and write the correct number next to it. (Draw only one line through it so that it is still readable,
c. Make sure the audited tape has all the corrections on it, including the bracketed cars,
d. Make sure numbers are legible by rewriting the number next to any illegible number.
5. To collate the tapes to the timer printout, count the numbers on the audited tape. Each bracket counts as one number.
6. Take the timer printout. Make sure it bears the same tape number as the continuity tapes.
7. Count the times on the timer printout. There should be the same number of times on the printout as there
are car numbers on the audited tape.
a. More times on the printout means an announced bracket was not a bracket. (If no brackets are marked on the tapes, it might mean that the timer made an extra hit, or all the tapers missed a car's number.
Resolve this with the timer operator.
b. Fewer times on the printout means that there was a bracket that was not announced. Check the tapes
to see if anyone did mark a possible bracket.
c. Remember that missed cars are represented by dashes, but keep in mind that the number of dashes may not necessarily correlate to the number of cars missed.
8. Use the audited tape to write the car numbers that the timer operator missed onto the printout. There may already be car numbers printed next to some of the times. Use these as benchmarks as you fill in the missing numbers. Each number will be written next to a time. Brackets will have two or more car numbers written next to one time. Extra hits from the electronic timer should be crossed out with a single line. Usually you will work from the top to the bottom of the printout, but occasionally you will have to work from the bottom up.
9. Although the car numbers on the timer printout are usually correct, you may find an incorrect car number. If so, draw a line through it (only one line so that it is still readable) and write the correct car number next to it.
10. Circle the cars that pitted (as on the tapes).
11. Staple the tapes and printout together with the timer printout on top, the audited tape next, and then the rest of the tapes. Set these aside or give to the computer operator.

Taper \#1

| 10 |  |
| :--- | :--- |
| 78 |  |
| 79 |  |
| 86 |  |
| 35 |  |
| 64 |  |
| 44 |  |
| 54 |  |
| $\{$ |  |
|  |  |
| 8 |  |
| 48 |  |
| -21 |  |
| 81 |  |
| 0 |  |
| 36 |  |
| 2 |  |

Taper \#2


Taper\#3


## SAMPLE TAPES - AFTER AUDITING

Taper \#1

| 10 |  |
| :--- | :--- |
| 78 |  |
| 79 |  |
| 86 |  |
| 35 | 33 |
| 64 |  |
| 44 |  |
| 54 | 37 |
| 3 | 37 |
| 8 |  |
| 48 | 12 |
| 21 |  |
| 81 |  |
| 0 |  |
| 36 | 56 |
| 2 |  |

Taper \#2


Taper \#3


Audited Tape


Timer Printout

|  | - | 3 |
| :---: | :---: | :---: |
| 1 | $0: 07.991$ |  |
| 1 | $0: 09.452$ | 78 |
| 1 | $0: 09.492$ |  |
| 1 | $0: 09.525$ |  |
| 2 | $0: 09.531$ | 64 |
| 1 | $0: 09.769$ |  |
| 1 | $0: 09.781$ | 54 |
| 1 | $0: 09.790$ |  |
| 1 | $0: 09.799$ |  |
| 1 | $0: 09.805$ |  |
| 1 | $0: 09.817$ | 49 |
| 1 | $0: 09.824$ | 12 |
| 1 | $0: 09.850$ |  |
| 1 | $0: 10.241$ |  |
| 1 | $0: 10.249$ |  |
| 1 | $0: 10.256$ |  |
| 1 | $0: 10.263$ | 2 |

SAMPLE TAPE AND THE TIMER PRINTOUT - AFTER AUDITING

Audited Tape


Timer Printout

|  | 3 |  |
| :---: | :---: | :---: |
| 1 | $0: 07.991$ | 10 |
| 1 | $0: 09.452$ | 78179 |
| 1 | $0: 09.492$ | 86 |
| 1 | $0: 09.525$ | 33 |
| 2 | $0: 09.531$ | 64 |
| 1 | $0: 09.769$ | 44 |
| 1 | $0: 09.781$ | 54 |
| 1 | $0: 09.790$ | 37 |
| 1 | $0: 09.799$ | 80 |
| 1 | $0: 09.805$ | 8 |
| 1 | $0: 09.817$ | 4948 |
| 1 | $0: 09.824$ | 12 |
| 1 | $0: 09.850$ | 21 |
| 1 | $0: 10.241$ | 81 |
| 1 | $0: 10.249$ | 0 |
| 1 | $0: 10.256$ | 56 |
| 1 | $0: 10.263$ | 2 |

## Scoring

## GENERAL DESCRIPTION

The scoring team prepares lap charts which show the position of each car within the field at any time during a race session (lap charts are not prepared for practice or qualifying). The team consists of charters who fill in the lap chart, tapers, and auditors. All members of the scoring team should be experienced tapers, timers, and auditors.

The charter fills in the lap chart by writing down the number of each car in the order that it completes the lap. There are three types of lap chart--live, from audited tapes, and computer-generated.

The live (or trackside) chart uses the tapes only for verification. For an audited lap chart the charter enters the car numbers from the scoring team's audited tapes. The computer-generated chart is a function of the electronic timing and scoring system as described previously.
The procedures for taping and auditing are generally the same as those used by the electronic scoring team, but three (3) audited tapes are prepared. At the end of the race the charter uses the information recorded to determine the overall finishing position of each car and its position within each group or class. The lap chart is then given to the Results Team.

SCCA National Races require the independent preparation of multiple lap charts so that they may be compared for discrepancies. These can come from the timing program and computer chart programs and/or be manually created. All members of the scoring team should have taped at least one practice or qualifying session for each group in order to be familiar with the car numbers and colors.

## PREPARING THE LAP CHART

1. After the qualifying session becomes official, charts for each race are prepared by filling in the top of each lap chart with the date, track, name of the race, classes of cars, and number of laps.
2. The competitors' car numbers are written in qualifying or grid order in the number column. The class of each car is written in the class column.
3. Each charter should have a supply of black and colored pencils or pens. There are several schemes for using color to differentiate laps. Any scheme that allows for rapid auditing of the chart and quickly localizing errors is acceptable. A common method is to use red for lap numbers divisible by five and the last lap with the other laps written in black.

## RECORDING LAP INFORMATION

1. Count the cars at the start of the race. If there are fewer cars than on the grid, check the incident or pit logs to see if any cars went off course on the pace lap.
2. As the cars complete each lap, write their numbers, in the order that they cross the start/finish line, in the appropriate lap column. The current leader will always be listed first in each column. Depending on the type of chart, you may record the car numbers live, or from the tapes.
3. Each time the leader approaches the start/finish line to complete a lap (or when you finish recording a tape), draw a heavy line under the last car in each previous lap column. This line (called the lap line) is used to show which cars are a lap or more down.
4. While recording each lap, scan the previous lap column to make sure each car has completed that lap. (The cars will usually be within two or three places of the position they were in on the previous lap). If you see a car that did not complete the previous lap, write its number below the lap line in that lap column, and not in the current lap column.
5. While recording each lap, do not list the same car twice in the same lap column. This would mean that it ran a particular lap twice! NOTE: The number of cars listed in each lap column will be the same as or less than the number of cars in the previous column. If you find that you have more cars in a lap column than there were in the previous column, you have either left a car out of a previous column, or listed a car twice under the same lap column.
6. Circle the number of any car that is circled on the tape. These are cars that have entered the pits, and this will make it easier to see why a certain car loses several positions in one lap. Brackets are not shown on the lap chart, but are listed in the order they are written on the tapes.
7. If you notice that a car is missing from the running order, write its number at the bottom of the chart under the lap column in which it first became missing. This will show what lap it should be recorded under when it does return to the race. This will also enable you to check the accuracy of your lap chart - the cars on the track plus the cars missing will always equal the number of cars that started the race. Checking off or dotting the car in the previous lap may be used to insure that the car is being entered in the correct lap.

## RECORDING THE RESULTS INFORMATION

1. Transfer the car numbers from the last lap column directly across the chart to the Results section of the chart. Spaces in the "overall finish" column indicate cars that have dropped out during the race. Cars that were missing during the race will be listed according to the number of laps they completed, and cars that did not start the race will be listed last in the order that they qualified.
2. Write the number of laps completed by each car. This will be the number of the lap column that the car last appeared.
3. To be a finisher a car must complete one-half of the laps completed by the overall winner. If there is an uneven number of laps, half the total of the winner's completed laps is rounded down to determine how many laps need to be completed to be a finisher (e.g. 13 laps divided by $2=6.5$. This would be rounded down to 6 laps, the number needed for a finish).
4. Use an asterisk or other symbol to indicate cars that were not running at the finish (not present for the checkered flag lap).
5. Complete the "finish by class" section of the chart.
6. In SCCA Club Racing, cars who are not finishers or starters are not awarded a class finish position.
7. Give the completed lap chart to the Results Team.

## STEPS IN FILLING IN THE LAP CHART

| CAR |  | GRID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | O/A | CAR |  | CL. | LAPS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| NO. | CLASS | POS. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | POS. | NO. | CLASS | POS. | COMP. |
| 85 | ITB | 1 |  |  |  |  |  |  |  |  |  |  |  |  | - |  |  |  | 1 |  |  |  |  |
| 10 | ITB | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |
| 39 | ITE | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 |  |  |  |  |
| 16 | ITB | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4 |  |  |  |  |
| 81 | 1 IB | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5 |  |  |  |  |
| 47 | ITE | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6 |  |  |  |  |
| 01 | SSC | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |
| 2 | SSC | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |  |
| 56 | ITE | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9 |  |  |  |  |
| 9 | SSB | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |  |  |  |  |
| 27 | ITE | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 11 |  |  |  |  |
|  |  | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |
|  |  | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

TAPES:

| $\# 1$ | $\# 2$ | $\# 3$ | $\# 4$ | $\# 5$ | $\# 6$ | $\# 7$ | $\# 8$ | $\# 9$ | $\# 10$ | $\# 11$ | $\# 12$ | $\# 13$ | $\# 14 \mathrm{CF}$ |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| 85 | 85 | 85 | 85 | 85 | 85 | 16 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 10 | 10 | 16 | 16 | 56 | 16 | 10 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| 81 | 16 | 10 | 10 | 16 | 10 | 56 | 47 | 85 | 85 | 85 | 56 | 85 | 85 |
| 16 | 81 | 47 | 47 | 10 | 56 | 47 | 56 | 47 | 47 | 47 | 85 | 47 | 47 |
| 39 | 47 | 81 | 39 | 39 | 47 | 39 | 39 | 39 | 39 | 39 | 47 | 39 | 39 |
| 47 | 39 | 39 | 81 | 47 | 39 | 2 | 2 | 56 | 2 | 2 | 39 | 01 | 01 |
| 01 | 01 | 01 | 01 | 01 | 2 | 01 | 01 | 2 | 01 | 01 | 2 | 2 | 2 |
| 9 | 9 | 9 | 2 | 2 | 01 | 9 | 9 | 01 | 9 | 9 | 01 | 9 | 9 |
| 56 | 2 | 2 | 9 | 9 | 9 | 85 |  | 9 | 56 |  | 9 | 56 |  |
| 2 | 56 | 56 |  | 81 |  |  |  |  |  |  |  |  |  |

NOTE: The use of lap lines is optional, and may slow the charter unnecessarily when doing a trackside or "live" hand chart.

1. Use tape \#1 to fill in column 1 in black pencil. Draw a lap line under the \#2 car in column 1. (NOTE: Car \#27 did not start the race. You may have been notified about this by the Grid or Race Control).
2. Use tape \#2 to fill in column 2. Draw a lap line under the \#56 car in column 2.
3. Use tape \#3 to fill in column 3. Draw a lap line under the \#56 car in column 3. (NOTE: Brackets are not shown on the lap chart).
4. Use tape \#4 to fill in column 4. Draw a lap line under the \#9 car in column 4. (NOTE: Car \#56 is missing. You may write it at the bottom of the lapchart in an inactive area, or wait another lap before writing it down).
5. Change to a red (or contrasting color) pencil and use tape \#5 to fill in column 5. Car \#56 has shown up. Remember, each car should appear only once in each column. Place each car in the lowest number column available. Although you are writing in column 5 (the leader's lap), car 56 has not yet appeared in column 4, so he is just completing lap 4 and is written under the lap line in column 4 in the same color as the lead car. Draw a lap line under both the \#56 car in column 4, and the \#81 car in column 5. Cross off car \#56 at the bottom of the chart.
6. Change back to a black pencil. Use tape \#6 to fill in column 6. Car \#56 is written in column 5. Draw a lap line under the \#56 car in column 5 and the \#9 car in column 6. (NOTE: Car \#81 is missing. You may write it at the bottom of the lapchart in an inactive area, or wait another lap before writing it down).
7. Use tape \#7 to fill in column 7. Car \#56 is written below the lap line in column 6. Car \#85 should be circled. Car \#81 is still missing and should be written at the bottom of column 6, the first lap that it missed. Draw a lap line under the \#56 car in column 6 and under the \#85 car in column 7. (NOTE: Ten cars started the race. Laps 1 through 5 have 10 cars shown on the track. Lap 6 shows 9 cars on the track and 1 car missing for a total of 10 cars, which equals the 10 cars that started the race).
8. Use tape \#8 to fill in column 8. Car \#56 is written in column 7. Draw a lap line under the \#56 car in column 7 and under the \#9 car in column 8. (NOTE: Car \#85 is missing and is probably still in the pits. Car \#81 is also still missing).
9. Use tape \#9 to fill in column 9. Cars \#85 and \#56 are written below the lap line in column 8. Draw a lap line below the \#56 in column 8 and the \#9 car in column 9.
10. Change to a red (or colored) pencil. Use tape \#10 to fill in column 10. Cars \#85 and \#56 are written below the lap line in column 9. Draw a lap line under the \#56 car in column 8 and the \#9 car in column 10.
11. Change back to a black pencil. Use tape \#11 to fill in column 11. Car \#85 is written below the lap line in column 10. Draw a lap line below the \#85 car in column 10 and under the \#9 car in column 11.
12. Use tape \#12 to fill in column 12. Car \#56 is now two laps down and is written below the lap line in column 10. Car \#85 is written below the lap line in column 11. Draw lap lines under the \#56 car in column 10 , the \#85 car in column 11, and the \#9 car in column 12. (NOTE: Brackets are not shown on the lapchart).
13. Use tape \#13 to fill in column 13. Car \#56 is written below the lap line in column 11, and car \#85 is written below the lap line in column 12. Draw lap lines below the \#56 car in column 11, the \#85 car in column 12, and the \#9 car in column 13.
14. Checkered Flag Lap. Change to red (or colored) pencil for the last lap. Use tape \#14 to fill in column 14. Car \#85 is written in color below the lap line in column 13, but car \#56 did not take the checkered flag. Draw lap lines below the \#85 car in column 13 and below the \#9 car in column 14.
15. Complete the chart by filling in the overall finishing position for each car, the finish by class information, the number of laps each car finished, the DNSs (Did Not Start), the DNFs (Did Not Finish). Use an asterisk or other symbol to indicate any cars which were finishers but were not running at the finish (not on the checkered flag lap) and note this on the chart.
COMPLETED LAP CHART

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \infty \\ & \frac{n}{4} \end{aligned}$ | $\sum_{0}^{0}$ | \＃ | $\pm$ | $\pm$ | $\pm$ | $\pm$ | $\pm$ | $\pm$ | ¢ | F | 㞱 | $\sum_{0}^{\infty}$ |  |  |
| ¢ | ¢ | － | ～ | － | $\sim$ | － | ～ | － | ๓ | ल | $\sim$ | ， |  |  |
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|  | $\bigcirc$ |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | $\pm$ | 앙 | $\stackrel{\square}{\square}$ | \＆ | ¢ | － | $\sim$ | の |  |  |  |  |  |  |
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|  | $\bigcirc$ | \＆ | $\stackrel{+}{\circ}$ | $\bigcirc$ | f | ¢ | ～ | 亏 | の | \＆ |  |  |  |  |
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|  | － | ¢ | $\stackrel{+}{-}$ | 은 | F | \％ | － | 万 | $\sim$ | の | \％ |  |  |  |
|  | の | \＆ | $\stackrel{\square}{\circ}$ | 은 | 今 | $\bar{\infty}$ | \％ | 万 | の | ～ | $\%$ |  |  |  |
|  | ～ | \＆ | 은 | $\stackrel{\square}{-}$ | $\bar{\infty}$ | ज | \％ | 万 | の | ～ | \％ |  |  |  |
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＊Denotes cars not running at finish（not appearing on the last lap tape and are not otherwise noted as DNF．

## Results

## GENERAL DESCRIPTION

The Results Team uses the input from manual timing, electronic timing, and scoring to compile the official practice, qualifying, and race results. To work in results you should be an experienced computer operator and lap charter. This skill level means that you have had prior experience in stopwatch timing, taping, auditing, and operation of the electronic timer. You should also be familiar with data entry, editing of data, generation of reports, and understand all aspects of Timing \& Scoring. This is normally a one-person job, but assistants may also be used. A runner may also be needed to distribute the results.

## GENERAL PROCEDURES

The people compiling the results should be familiar with or have access to previous lap records for each class.
After each session, the disk containing the data collected by the computer operator is given to the Results Team. Data from all possible sources is compared, looking for inconsistencies, such as a car moving up several positions within one lap, or irregular lap times. The timecards, tapes, timer printout, and lap charts are used to verify or correct the data on the disk. Any discrepancies in registration information should be checked with Registration or Tech. Provisional results are generated after the data has been reviewed and verified. Provisional results should be posted and an announcement made of the posting time. A hand chart may be posted as provisional results if there is no computer output. If there are no changes (due to penalties assessed by the stewards, or protests from the competitors), these provisional results become final results after thirty (30) minutes. If there are changes, the Results Team makes them, and the revised provisional results are posted. These become the official results after 30 minutes unless protested

Those generating the provisional and official results are often the first persons sought out by competitors when a question arises. The Results Team must be prepared to deal with the competitors in a professional manner, and to give clear and concise answers to their questions.

Equipment used by the Results Team includes a computer, printer, and the same software used by the electronic timing team. A copier should be available so that copies may be made of the provisional and official results that are then distributed to the stewards (or race control), competitors, and the press. The official qualifying results also need to be sent to the grid and start/finish line personnel, communicators, and to those preparing the lap charts.

The work of the Results Team does not begin until after each session is over. Also, after each race weekend, results must be sent to those specified in the GCR (3.12), Divisional staff, Regional staff, and to others who request copies of the results.

## POST-RACE MAILING

(Addresses may be obtained at the track or from your Regional Executive)

Divisional Executive Steward
Race Stewards
National Pointskeeper
Divisional Pointskeeper
Regional Pointskeeper
SCCA Club Racing
SportsCar Magazine
Regional Executive

Race Chairmen
Regional Registrar
Regional Newsletter Editor
Regional Competition Chairman
Special Interest Groups such as Vintage Racing
Divisional/National Administrators of T\&S
Promoters
Press

OR
You may include a request form in the Steward's packet asking whether they would like to receive a post-race mailing and directing them to a distribution point for race-by-race information and results.

See the example of the STEWARDS AND OFFICIALS letter in the Appendix.

## Runners

Runners (or paper handlers) are used in a variety of jobs in T\&S. They are used to pass the tapes from the tapers to the auditors with each pull. They can also be used to pass information from the T\&S Communicator to the Timing Captain or Chief of Timing and Scoring. It requires the ability to move quickly, and the younger T\&S workers are often the ideal people for this job.

While moving within T\&S, the runner must be careful not to obstruct any other worker's view of the track, and must be ready to gather and deliver the tapes with each pull. Use of runners is optional and depends on the number of personnel available.

Runners are often needed to make copies of and distribute results and deliver information from T\&S to other parts of the track. It requires the ability to move from one location to another quickly and responsibly. The runner must listen to and follow the directions given by the Chief of T\&S in accomplishing the assignments.

## Communications

## GENERAL DESCRIPTION

Timing and Scoring's view of the track is sometimes limited depending on the track layout and the location of Timing and Scoring. This makes it difficult to know when a car fails to appear on the grid, when a car enters or leaves the pits, or the status of a car during sessions. A method of communicating information to the T\&S staff is necessary. Timing and Scoring communicators use two-way radios, telephones, or hard lines to keep in contact with other track specialties. From their information T\&S can be kept aware of what is happening on the rest of the track. It is helpful to timers, tapers, and charters if they know the status of cars during sessions.

Before each session, the Communicator is informed of which cars are on the false grid or grid. They are also informed of cars that are not starting, and cars that will be late starters from the pits. This information is passed to the Timing Captain. The tapers also use this information to explain why the number of cars at the green flag is less than the number of cars listed on the grid for a race.

Cars entering the pits during a session will sometimes have a prolonged pit stop. This makes it difficult for the timers responsible for those cars. They are on constant alert for the return of their car to the track, and often wonder if they have missed their car. The communicator can find out the status of these cars and relay this information to the Timing Captain and thus to the timers. Charters and tapers also use this information to explain why a car number is missing from the tapes or lap chart.

Below are general procedures to be followed by each communicator.

1. Have paper, pencils or pens, incident reports, pit reports, and a stopwatch. If you have not been provided with the grid line-up for the race sessions, obtain one from the Results Team. Take your place in the area reserved for the communicators.
2. Report any information you receive from the pits regarding the grid to the Timing Captain, T\&S Chief, and the tapers and charters.
3. Report any duplicate or hard to read numbers to the T\&S Chief.
(See the example in the Appendix of the Runoffs Number Modification Request or "Skibbegram" used by T\&S at the National Runoffs).
4. Report any irregularities in the grid line-up for race sessions to the T\&S Chief.
5. Relay any requests for information regarding cars missing on the track to the pit communicator or tower. Relay any information you receive from outside T\&S to the Timing Captain or T\&S Chief. Log cars entering or leaving the pits.
(See the example of a PIT REPORT LOG in the Appendix).
6. Some regions also monitor the corner circuit and are able to record incident reports during a session. (See the example of an INCIDENT LOG in the Appendix).

## A Word About Transponders

As this manual is being completed, transponder systems are becoming more widely used in Club Racing. This wonderful technology can make Timing \& Scoring so much easier! However, it must be stressed that transponders can never replace basic knowledge. For the same reason that Electronic Timing should not be run exclusively, with no backup, neither should transponder systems. Adding transponders should augment, not replace, your current system. You may shuffle things around, possibly even dropping some of the bottom-of-the-line methods (such as watch timing).

Although a transponder system can make things run much smoother, they are basically tools to help you identify the cars. This doesn't mean that cars shouldn't have legible number (others beside Timing \& Scoring use these numbers too). And Timing \& Scoring must still deal with Registration issues, process results, communicate with the rest of the world, and generally carry on business as usual. It will usually mean adding some people to your staff to help drivers with installation and problems, help Registration with transponder assignments, help the Results Team with processing the extra results, etc.

The next version of the Timing \& Scoring Manual will deal with transponder systems and the specifics of handling the hardware and software available.

## Part II. Personnel

It is a good idea to have on hand a current copy of the General Competition Rules (GCR) available from the national SCCA office. Read the GCR, paying special attention to the portions that pertain specifically to Timing \& Scoring.

For example, in the GCR 1998 edition section 14.0 refers to Officials and Their Duties. Section 14.17 refers specifically to the duties of the Chief Timer and Scorer.

Section 8.0 refers to Timing, Scoring, Finishes, and Winners; and is divided into the following subsections:
8.1 Timing and Scoring;
8.2 The Control Line,
8.3 Dead Heats,
8.4 Finishers,
8.5 Shortened Races,
8.6 Winner,
8.7 Checkered Flag,
8.8 Lap Record,
8.9 Results, and
8.10 Media.

Since the GCR is updated each year, you will have to order a new edition each year.
You should also have on hand and read The Specialty Chief's Handbook available from the SCCA National Office. This is written specifically for the Regions' Specialty Chiefs and gives general information pertaining to all specialties.

Each region should develop a regional T\&S handbook and training manual, which could be passed on from Chief to Chief and which would be specific to that region.

## Personnel

Finding people who want to become Timing and Scoring workers is of prime importance to the successful operation of the Timing and Scoring specialty, and Timing and Scoring has some aspects which make it a good specialty to "sell."

For instance:

- There are many different jobs to be done in T\&S, and many skill levels represented in these jobs.
- A novice T\&S worker may be started taping or timing, and gradually work up to timing device or computer operation.
- At most racetracks, T\&S is one of the few specialties where minors may work.
- Most T\&S facilities offer some type of shelter from the weather.
- T\&S workers are the first to know who won the race.
- T\&S workers may be scheduled for all or part of a racing day.
- On-the-job training is available.
- Reasonable hours are available for the late-risers.
- Family members and friends may be scheduled for the same hours.

Where do these people come from? Some suggestions are:

- Family members and friends of drivers and crew members.
- Family members and friends of officials.
- Family members and friends of current T\&S workers.
- Members from other aspects of the club, such as Solo and Rally.
- Newcomers who want to "try out" the organization before they become members.
- Members of other racing organizations such as Vintage Racing or Marque Clubs.

By offering a T\&S seminar for crew members at a Driver's School, some new workers may be recruited.
It is the prerogative of the Timing and Scoring Chief to set age limits for workers. Timing and Scoring should not be thought of as a baby-sitting service where children might be dropped off for the day. Encouraging parents to work with their child until the child is experienced enough or old enough to be on their own is recommended. Most tracks specify at what age a child may be unattended by a parent.

Once you have recruited the workers, it is up to the Timing and Scoring Chief (or a deputy) to train them. Entrylevel skills should be established, and a natural progression to higher-level tasks should follow. For instance, novice Timers and Scorers could be started as tapers or timers, and then progress to the auditing of tapes or time cards. This would give the newcomer time to get used to the speeds at which the cars run, the system used to tape or time, and a chance to become comfortable with a variety of tasks. Each new worker should attain a comfort level in his/her skill before going on to a new skill.

By making sure that all timers and scorers have information about upcoming events, and a way to let you know whether they will be attending an event, you can keep up their interest in Timing and Scoring. Make sure that each person knows the "when, what, and where" of each event, any equipment or supplies needed, how to dress for the weather, social events at the track, and anything else to keep up their interest and build enthusiasm for the specialty. Encouraging T\&S team members to polish their skills, and learn new jobs, will keep them from getting bored with the specialty. Be on the lookout for those workers who will want to go on to administrative positions in T\&S.

## Licensing

Keep in mind that Timing \& Scoring is one specialty that does not require a license, or even SCCA membership, in order to participate. Licensing serves as a way for individuals to measure their skills and move up the ladder of T\&S leadership. Licensing is required in order to Chief any event.

The National Office supplied the following information
GCR 6.2 - Race Official Licenses
It is required that all Officials under SCCA control at all SCCA sanctioned events shall either be licensed in the specialty or hold a logbook in the specialty, except physicians and nurses. These licenses are to be checked at Registration (preferred) or by the Chief of the Specialty at each event.

GCR 6.2.2 - Minimum Grades of Licenses
At the following event grades, the listed minimum license grades are mandatory for the Chiefs of Specialty:
A. National Championship Events - National License for Chief Starter, Chief Timer and Scorer, Chief of Flagging and Communications, Chief Scrutineer, Chief Registrar and Race Control Chiefs.
B. Regional Events - Divisional License for all specialties.
C. Driver Schools - National License for all above Chiefs of Specialty, except Timing and Scoring.

## GRADES AND QUALIFICATIONS OF LICENSES

Licenses are renewed on the membership anniversary date. (GCR 5.2). A worker may hold a license in more than one specialty. Only one license upgrade, per specialty, will be issued to any one worker during the membership year if approved by the Divisional Administrator (DA).

ANY SCCA speed event worked shall count as participation for a license upgrade or renewal (i.e., National PRO Rallies, SCCA Pro Racing events, Mini Grand Prixs, etc.) NON-SCCA EVENTS SHALL NOT BE USED TO OBTAIN AN SCCA LICENSE.

## Regional Licenses

Regional licenses are issued only to SCCA members by a region. This license is for persons new to the specialty or to new members. Regions may submit names of members for issuance of regional licenses in any form they choose, as long as the member number, name and specialty are included. It is not necessary to send the applications to the DA. A pre-carbonized application form is also available from the National Office. Regional licenses have no participation requirements for renewal.

## Divisional Licenses

Divisional licenses are issued only to SCCA members by the DA if they approve the recommendation made by the applicant's home region. Active participation as a member of the specialty, rather than the actual nature of the performance should be the qualifying characteristic. For all new divisional license applications, the applicant's regional license showing a minimum of four (6) events must be included.

For all licenses being renewed, a photocopy of the participation log card showing at least four (6) events worked and showing the Chief's signature, must be mailed with the application. Any application for upgrade from a
regional license must be approved and signed by both the Regional Administrator (RA) and the Divisional Administrator.

## National Licenses

National licenses are issued by the DA upon recommendation of the member's home region to those who have performed as a Divisional license holder over an extended period of time and have attained a high level of proficiency in the specialty. Renewals are issued after the applicants have properly filled out the application. A photocopy of the participation $\log$ card showing the Chief's signature must accompany the application.

The requirements for upgrading to a national license are a minimum of four (8) events worked in a year plus approval or waiver by the DA. National licenses shall not be issued as a reward for tenure, but must be earned. Each division will have different requirements because of a different number of events that are available to be worked in each division. A good mix, to gain or retain a national license, would be national events, regional events, and a driver's school. To retain a national license, one should work more than just the "Cream of the Crop." The National License holder should work some out-of-region events and demonstrate proficiency in all areas of Timing and Scoring. In some divisions, people have the opportunity to work 20-30 events; in other divisions, workers do not have the opportunity to work as many. Any application for upgrade from a divisional license must be signed by the Regional Administrator and the DA for approval.

## Senior Licenses

A Senior grade specialty license shall be nominated by the DA of the specialty and approved by the Executive Steward of the division.

To be awarded a senior license, an individual shall have:

1. Demonstrated a long-term commitment to an individual specialty and the Club.
2. Possess outstanding knowledge of and operational skill in the specialty.

When awarded, a senior grade specialty license shall have the same rights, responsibilities and privileges as a national grade license in that specialty.

Renewal of a senior grade specialty license shall be every three (3) years upon recommendation of the DA and approval of the Executive Steward. There shall be no minimum participation requirements for a senior grade specialty license. This license grade is not considered "above" a National license, but rather is given to National license holders who are no longer active enough to meet the minimum number of events requirement.

## Duties of the Timing \& Scoring Personnel

## DUTIES OF THE REGIONAL ADMINISTRATOR

In some regions Timing \& Scoring Regional Administrators are appointed. Their responsibilities are more general than a Chief of Timing \& Scoring. The Regional Administrator (RA) might not ever "chief" a race, but is responsible for appointing those who are the chiefs for an event. Chiefs may stay the same throughout the season or may be appointed for each event. This is not to say that the RA can't "chief" a race. A job description should be available and should spell out what is expected.

The RA oversees the current and prospective members working in this specialty. The RA's duties include compiling lists of volunteers to be given to Registration, assigning workers to various jobs, ordering and distributing supplies, attending meetings, and being able to listen and respond to the questions and concerns of the workers. It is important that the RA be familiar with those working in T\&S and what their abilities and skill levels are.
The RA also acts as an assistant to a visiting sanctioning body's Chief of Timing and Scoring. This includes finding out what the needs of the sanctioning body are, informing them of what workers, skills, and supplies are available, providing those workers and supplies.

The duties of the RA are varied, and some of the specific responsibilities are listed in the following sections. In general, the RA of Timing and Scoring must be able to listen, observe, assist, and direct the operations within their specialty.

1. Compile lists of workers for each race weekend. Use the input from the mailings or volunteer sign-up sheets. Before each race weekend, information should be sent to each prospective worker. The best time to send these may vary from region to region, but three weeks prior to the event should be the latest. Consider sending information about all of the season's events in one mailing, a great saving in time and money. Include the following information:
a. Date of race weekend(s),
b. Schedule of events,
c. Reporting times for the team members,
d. Registration information, especially where and when,
e. Any special details about the weekend, maybe include a copy of the supplementary regulations, motel and camping accommodations, etc.,
f. A self-addressed postcard for the member's answer,
g. The deadline for responding, if this is an issue,
h. Type of Timing \& Scoring facilities,
i. Food available at the track.
2. Send the list of workers for each event to the Registrar by the deadline set by them.
3. Prepare the sign-in lists to be used in the T\&S area. Check to see that everyone present has signed in for that day and that no one has signed in who did not work.
4. If possible, check the lists of the T\&S personnel who signed in at Registration. Make sure that each person who received credentials did show up and work in T\&S. Contact those who received credentials but did not work to find out why. If they do not have a legitimate reason, give them a warning.
5. Respond to the questions and concerns of workers, race officials, or competitors. If you cannot answer a question or satisfy a concern, direct it to the appropriate personnel.
6. Maintain and requisition the necessary supplies for Timing and Scoring. (See Supplies in Appendix)
7. Keep notes on each race weekend. Include workers, the job performed by each of them, any problems that occurred, and any techniques that were particularly successful. This journal will help to plan future events and/or training sessions by noting successful techniques, possible problems, and in which skills each worker has had experience.
8. Keep a list of timing and scoring workers, including names, addresses, events worked, and experience in each skill.
9. Attend meetings, or appoint someone to represent Timing and Scoring at each meeting. The concerns of your specialty can be brought up, and responses and general information can then be reported back to you.
10. Participate in the planning and execution of training sessions.
11. Be prepared to make recommendations regarding any T\&S worker's licensing. Your recommendations may be based on the number of days worked, their skill levels, and adherence to the T\&S procedures.
12. Sign participation cards.

## DUTIES OF THE CHIEF OF TIMING \& SCORING

If the Regional Administrator of T\&S appoints a Chief of Timing and Scoring, the appointee serves as the overall Chief of T\&S at the track during that race weekend. Although there may be some duplication of effort, the Chief of Timing and Scoring may be thought of as serving a managerial role, while the RA acts in an administrative capacity. Often the RA will serve as Chief of Timing and Scoring.

1. Using the response cards, fill out the assignment sheet. This sheet can be made up for each day of the race weekend, or for each individual session. The sheet can be a preprinted form that needs only names to be complete. It should be posted near the entrance to the Timing and Scoring area. Some latitude should be given in filling the jobs.
a. Keep the workers experience and proficiency in mind in making assignments. Check with the individuals; they might have preferences.
b. In instances where a Chief is unsure of who the workers are, consider letting workers sign up for assignments and allow them to set up their own rotation of work areas. Many workers like to do a variety of tasks during the race weekend.
c. When possible, schedule time off for workers. This is especially important for endurance races. Try to schedule friends or family members together.
d. Be as reasonable as possible, but remember that you can't please all the people all the time.
e. In order to insure an adequate supply of workers, "over schedule" workers so that there are always enough workers on hand to get the job done. You can always let people go on break, but it's hard to get them back once they've left.
2. Training of team members is a major responsibility of the Chief of Timing and Scoring. If group captains are available, their assistance is invaluable. Training can be divided into two areas: the teaching of new people and the upgrading of current workers. Training can take place in Timing and Scoring seminars, or be a form of on-the-job training. A Drivers' School is an excellent time to hold a seminar, with the added advantage of having cars on the course with which to practice.
3. New people should first be trained in the basic skills of timing and scoring: taping and watch timing. Once they are experienced and comfortable with these, they are ready to move on to more challenging
tasks such as auditing and charting.
4. Supervise the current and prospective members working in timing and scoring. Familiarize yourself with the names, faces, and skills of your workers. Assign them to a job suited to their skills and skill level, and observe who is working and who is not. Try to rotate assignments so workers may learn and become experienced in new skills. Also, make sure that they are aware of and follow the correct procedures and rules, and that they sign in each day they work.
5. For experienced workers, all aspects of Timing and Scoring should be covered: Duties of Captains and Chiefs, etc. Seminars offer the Chief an opportunity to introduce changes in procedure, organization, or in the GCR, allowing team members to become familiar with them before major events.
6. On-the-job training may be done effectively by using the "buddy" system. Assign a new worker to an experienced one who can give assistance as needed.

## DUTIES OF THE CHIEF TIMER

An experienced timer may act as Chief Timer to supervise the timers. The Chief Timer oversees the preparation, distribution, and collection of time cards, checks on missing cars, and assists timers. Assistants may be assigned to help the Chief Timer by collecting or distributing time cards, announcing the time of day (TOD), or distributing stopwatches. The Chief Timer is directly responsible to the Chief of Timing and Scoring.

If a sufficient number of timers is not available to provide adequate backup to the electronic timing system, a timing team, composed of a timer using a printing stopwatch and one or more tapers, works well. Printing stopwatches with triggers are available and provide some relief to the timer who must time every car. The tapes and stopwatch time printout may be collated and be available should they be needed.

## Pre-Event Responsibilities

1. Familiarize yourself with:
a. The practice, qualifying and race schedules,
b. Classes of cars within each group session, and
c. Number of timers you have available.
2. Get time cards from T\&S Chief.
a. Fill out time cards for each car in each group.
b. Put time cards in numerical order within each group.
3. Confer with T\&S Chief:
a. If there are NOT enough timers for each car, ask which cars need to be timed.
b. If there are enough timers for each car, ask which cars should have back-up timers and prepare extra time cards for those cars.
c. Decide when the mark should be given for practice, qualifying and races.
d. Decide who should give the mark to start stopwatches.
e. For practice or qualifying decide when the first split should be taken.
f. Decide how to deal with cars pitting during practice, qualifying, and races.
4. Assign and describe duties to assistants.

## Before the First Session of the Day

5. Set up the electronic timing equipment: timer, lights, computer, cabling, etc.

## Before Each Session

6. Pass out time cards and stopwatches. If a timer has more than one car, the cars should be separated in the field. Make sure that rookies are sitting near experienced timers.
7. Check with Communications to find out which cars are actually on the grid, and make sure time cards have been distributed for those cars. Check the status of cars not on the grid.
8. Announce to timers:
a. What session they will be working (P1, P2, Q1, Race, etc.).
b. Which side of the time card to use, Qualifying or Race.
c. When the mark will be given.
d. When to record the first split (first time they see their car, or at the end of their car's first complete lap).
e. Zero out all stopwatches, make sure they are in the correct mode and reset them, if necessary.
f. Start all available stopwatches when given the mark - no matter what. (If it is a wave-off, the watch can be stopped and restarted when instructed to do so.)
g. Whether or not their cars are to be timed into the pits.
h. Keep all stopwatches running NO MATTER WHAT until five minutes after the end of the session.

## During Each Session

9. Give the mark. ("3-2-1-MARK!") Give the Time of Day of the green flag.
10. See if any watches did not start, and pass out back-up watches if needed.
11. Help anyone who needs assistance. Check on the status of cars that are late or missing, and inform timers if their car is out of the race or will be returning to the track.
12. Announce checkered flag and give the Time of Day. Remind timers whether or not cars are to be timed into the pits.
13. Remind timers to:
a. Sign their time cards.
b. Label which session it is ( $\mathrm{P} 1, \mathrm{P} 2, \mathrm{Q} 1$, etc...)
c. Circle their fastest lap time (circle both the split and the lap time)

## After Each Session

14. Collect time cards. Check each card for a signature, session identification, and whether the fastest lap has been circled.
15. Calculate lap times on cards that do not have them.
16. Put time cards in numerical order and return them to the appropriate person, usually a member of the Results Team.
17. If timers are leaving the $T \& S$ area, remind them:
a. To return stopwatches and any other equipment.
b. To clean up their work area.
c. What time to report back to the T\&S area for the next session.

## DUTIES OF THE CHIEF SCORER

An experienced and skilled scorer may be appointed as Chief Scorer. The Chief Scorer oversees the preparations for the scoring of each race session and answers directly to the Chief of Timing and Scoring. The Chief Scorer may assist the Chief Timer in the setting up of the electronic timing and scoring equipment.

## Before Each Session

1. Decide where each scoring function will take place.
a. Taping
b. Auditing
c. Charting
2. Set up pencils, scratch pads, tapes, clipboards, colored pencils and lap charts.
3. Obtain grid sheets for the lap charts when they become available.
4. Prepare the lap charts for the race, by filling in the event information.
5. Fill in the car/driver information from the grid sheet.

## During Each Race Session

6. Help count cars on pace laps.
7. Be available to answer any questions from the scoring team.
8. Assist when needed in resolving problems that may arise.

## After Each Race Session

9. Supply the Impound area and trophy chair with any information they need.

## DUTIES OF THE CHIEF OF RESULTS

The person appointed as Chief of Results should be a very experienced worker, comfortable with all aspects of timing and scoring. The Chief of Results reports directly to the Chief of Timing and Scoring.

As the information that is generated by the electronic timing and scoring system, the manual timers, the tapers, and the charters, is completed, it is brought to the Chief of Results, who must issue accurate results in a timely manner.

## Before The Race Sessions

1. Sets up the equipment and supplies needed for the "backroom" operations.
2. Have on hand results from previous race events and track records.

## After Each Race Session

3. Prepare results from information gathered by the various T\&S teams.
4. Check for new track records and record new records. Make sure these records are passed to the Chiefs for future events.

## Event Wrap-Up

After each event, it is the responsibility of the Chief of Timing and Scoring for that event to oversee the final wrap-up.

Make arrangements to get the track records to the T\&S Chief of the next group racing at the track.
Make provisions for storage of T\&S equipment and supplies.
Have a post-race checklist to go through, for example:

1. Have the results of all competitions been reported? If there have been protests involving tear-downs, some of the results may remain provisional.
2. Provide results to all those who have requested them.
3. Mail results to those specified in the GCR.
4. Clean the T\&S facilities.
5. Inventory supplies and equipment.
6. Prepare expense recap and submit it to the Race Chair.
7. Send "Thank Yous" to workers as convenient.
8. Review necessary improvements and changes.
9. Process T\&S worker licenses and license upgrades.
10. Plan for worker training sessions.
11. Identify and train your successor!

Be prepared to answer questions from officials, competitors, the media, and other interested parties!

## The Timing \& Scoring Team

In T\&S probably more than any other specialty, the effect of teamwork can be seen in the results produced. In order to produce accurate and speedy results, each sub-specialty of Timing \& Scoring must work with other subspecialties to effectively and efficiently provide the information needed. This interlocking of duties within the specialty creates a close-knit team. This is not a closed group, but one that should be willing to share their knowledge with a new volunteer or welcome a worker from another region.

Every T\&S worker should be familiar with the part they play in the preparation of the official results. Workers are first trained in manual timing or taping and can then be trained in other areas after they have attained the level of experienced timer, taper, and auditor. The goal is to have each worker trained in several skills so that they may fill the gaps when worker shortages occur. Together, manual timing, electronic timing, and scoring are actually a system of checks and balances. The software used by electronic timing can produce both lap times and position in the field, but it is dependent on an uninterrupted power supply, and power failures happen. Manual timing and scoring have saved the day on many occasions, and no job is less important than another in arriving at accurate results.

Before leaving the personnel area, a word about "esprit de corps" is certainly in order. Attitude is everything! A well-trained, motivated team run with authority and reasonableness will develop this spirit themselves. Anything the Chief Timer and Scorer can do to let the team know that they are interested and enthusiastic will help develop camaraderie. Ensure that the team feels the spirit of success and achievement that doing a job well brings. Always remember that a sincere THANK YOU! is extremely effective.

## Appendix

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# WE＇VE GOT YOUR NUMBER！ 

# Or，Red Is A Dark Color： 

By Rocky Entriken






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## Felacement

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You ion't see rale haventedt's: crambed belinetrithe biscal and
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 wawally are not kowseltold names like Metly and Eombstid, seem wo by lo make

 Haze their number is at athempory as theit miece.

A fimerlscorer muens to see the
 (u) is in itas) as it pases. Nombers leave: ben found nitiex cotsicerabie satarch hatk ist the extrette lai? uthe tar, way ure on the tront Eenter, high on at formald cay comblate ar st an wiog pata.
 tueked benima a froill wheed. witete they


Consider a strint of Spec Racess, all witsi rutsthers betwete the whend escopi lay ore yokel who purs bis on the tail.




 use onecs bethint sime celcomè.
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 witalosis. a"tis woris weli, ine consider 1.xe witulow as blaik. it lembs inte the estroderk betertor intus, rimbers placed


## Size, Stroke and Gxapher

Fbe GCR wasts an 8 -inith numiocr with a l, Bin siroke reas s ondy a mishation. binget is hetker fout sum 1 thal Gan be overdoue. A gend mamber is big atis olacky, alsd white ii wat be gradicesty plessigg, iss prown in tot to demonstrate gribsic or artistic

 evieringr ous to two inchas iat the sides
 carbicues usually obscare wat the

the top may appestr to be sn 8 . A 1 witt: a fancy tha elats ip zcorent as a 7 . A 5 with skinny verticel strelices appreats to bee a 3 .

That $1.5 i n$ strote showd be constant all the why atoutid the number. Alsi, spacing should be the sance ws the storke. An 8 drawn that way would not ony
 around its curces, bat dow spaces manide woulce alse be at least $\frac{1}{2}$. Sin withe.

This is a good place for war storien: - I once sutriv a car witk a litale stubby hlack 3 inside a lagere white ulemiker tall. The number bali was sapate with tounded-of vorners. The numer iook neore like a far yera.

- A guy rachag a fapabase car decrjed to make his mumbers took fike Oriental characters. At speed, all that could be seerte were somut yralum slatiles of coler. but nething that lowed ilde bumereks.
- A Formula Continentad driver crammed both his doublediget thonber ind lies class hetrers onte a very small wink plate. The durbbers style wass an 'old west' ryoe of stinny nueneras. From a disternee, at speed. the graphic elements citryped on top of each otber so tighty that no aumber coutd be disceraed.
- One formbia Atmasicic car lad at numeral that locked lise an ovetimetated babloon. White the strokp was very brosd, the stoce withir the number was altoost foremistent. What timess sew at 14 Cmph was it shatpeless blow.
- An fT cal was painied with a white top akd datk boterom, witty ifs wery nace. blocky. red numiber talf on the white prat
 coutd sed was some funly desipre mioking up oul of the datk park.
- A GT drives who apperently hat a big buckz aponsor decided to dovote the entirc side of hifi car fo his aporisos's name. Then he tucked bis car number, st bare minimum size, into a zittle ieflover area by the frox: fender. 'The sire of the lattering of the sponsor's. name so overwhelraed the tony number that timerrs spent several iaps bututing for it.
 decided to do his number in patriotic colors-the bettotm whe thidgle witite. the too blee vith waite stars Timmess sum the red, white and blate alk rigit. but als the malki-color gapbic clequmess made is fook like a stars and stripes decoration, not a mimber.
- A Formuta Ford racer came ont wion a white car, witio ricely blocky red aumbers scross it "scribely" of blate behind th, Motienless on the grid, it was
 effectively scribided out the numerai ard is fooked like sotote kitudergarlener inad gotten to the wer with his temperat paints.
- The driver of a fast giT: car decided to make his motectals buetely by ouskation the number in half-inw witte pinsume. Thus, the number vais the same color as the car. And from a distance, ath sperof,
the piostripe ourld not be discerred.
- A sports racer shaci a stosilish itumber back on his tail; clear enough bue undbatusive. That wat had tru verthat at scoops in frone of the rear wheel. For
 numbers and timed is beccapse the sheadows of the scoupa were so much more anmonisere than the nameral.


## Changing Numbers

No mster haw foot yout numbers ave, there will come a lime whem youtit have te changer it. Yout group got merged with anotier, or you are at an opt-o;division track and snmembe else has that promanors marnimes there. Ot mayte, yout are tortunate enowh to quabify for the Runotls abd you are one of fout cors int Your class with that nusiots.

Chatging a mamber is ann art unto itself. The trink is to toshe the revistonk boole as solid and leyible ats the original. So many ativets chatige numbers badiy. My Eavorite oid war story on chatnying twinters is the driver of car 27 that had to chande io a 21 , se fe covered the tait of ihe 7 with a piece of paper that was mot quite the same coldor as his car 率畆end of covering sie whole surbber. and aratine \& atew $\mathrm{E}_{\mathrm{i}}$. Whel, cowered or not, a movice timer sititl sow that car as $\angle 7$ and timed it for severa! taps of prectice. Fhen after it exited, the real $\sum_{i}$ cagae on track ard the sime novice picked ie up and resumed tiziog jut fover minding that me was blue, tave other white; and not even in the
 was assigned to 25 never sow bis cast. For once, two witougs riate a tight the oonfused novice ended up with then on both 21 and 27 and both cars were. grodded fer the race.
 hesigniag a car mumber, unkes thio desigta with a plan in reserve on fow to change it. Kutuw, when yul make ithat wero that semedsy is may have to become an 8 or a fion a 9 . Know how you will madie the
 1o 1 tirm the gero hoto an B, but perhaps a wuple of rips at the sides also.

Garry contael paper or plastic tape in . the cofot of yum car ningliver fast for the
mirfonse of making clamgen. Havis a pais of scissents th the tool lwo

Yuar ntmber asay be compex enoligh a thange ts best dime by ceperlng it entirely with contact paper th:e color of your ciau almal stiching a nexi huthber en that, A: ways reromaker that the GrCR stioke rule stide apphies. Don's chacze 4 ;o 14 by patian one tion sirig of waf-incis edectrices tange be froot of the numeral. If yow traye a single digit alunber, leace space for shothef namberal. Aniototar stick is to :eave paxce beside doxible numoerals; on that 25 coutd secone 85 by cover:ng one impulser and wating anosther.

Plank abeact.

## Nothing's Perfect

No mater how gow your nambers are, no matter how easiby itey can be seest ino matter how consciention you were in making then, the diay will conte when they probadzly nse won't work.

At Heartiand Park 'ropeka, the tamers and swers vien the wats liom the rometh and tions ate amost savays looking at the abiady sidit of the cars Orace, on a dark duck thrutung marinite the byitt was so fim masy otherwise excellent car ruturbers simply waid box he seeb io the goom. Deperal drivers yere asked to ye(o) theis numbers in whice whet woiked the problem.

Ygut nianber that works fise at Lajena Seca may be illegible at Tears Worid, or ohe easily. seen from the chase, greiund-seve proximity $3 f$ Enalett onay be

 Litmery and soorers sees s car coming for 20 secondis before it is in rayige to read the numbior, st others they sudderty apper befreve the worleers' exi: atid afe gone from view just as cquickiy.

50 when scme official approaches asking you tis fix your number, son't throwea zit. They are, alier all, just trying ta make sure you goit what you came. fox:-a weekend of fom plaring cats

Whtíle mosi readers bnow Rocky Entriben primenti, as Sportsciar's soly expert, he is alko a Nutiomily iticensed timer.



## VALVOLINE RUNOFFS Number Modification Request

2nd Notice
3rd Notice - times disallowed. Chief Steward initials $\qquad$

Date: $\qquad$
To: Driver/Crew of car \# $\qquad$ Class $\qquad$
From: Chief of Timing and Scoring
According to the GCR, all numbers on cars must be clear and readable from Timing \& Scoring and are subject to the approval of the Chief of Timing \& Scoring.

Please keep in mind that T\&S is located in a different spot 8 at each track. We must deall with all variations of distance, arıgle, height and light. Just because your number can be seen cleatiy at another track does NOT mean that it can be clearly seen he:e.

Therefore, your number does not meet our approval because:
$\qquad$
Our suggestions for improving your number are:
$\qquad$
$\qquad$

If your number is not improved for the next track appearance, we cannot guarantee that you will be timed. If you have any questions, please come to Timing \& Scoring to see us.

Thanks for your help!
Chief of Timing \& Scoring $\qquad$

## Tapes and a blank chart for practicing charting

1. Make sure that the novice charter has the materials needed to complete the chart: black pencils, colored pencils, eraser, etc.
2. Go over the principles of charting found in the Scoring Section of Part I.
3. Use the tapes on the sheet to fill in the chart.
4. Remind the novice that every 5th lap is entered in colored pencil, usually red.
5. The final lap is entered in colored pencil.
6. "Read" or check the chart with another charter every 5th lap if possible.
7. Checking off cars on the previous lap will help in placing the car in the correct lap. A car must have appeared in each of the previous laps before it may be entered in the current lap.
8. Have the novice charter complete the chart including the class finish portion of the chart.
9. Compare the completed chart with the "key" chart found in the appendix.

Use these tapes to complete the sample chart. When you have finished, check your results with the completed chart.

| TAPE \#1 | TAPE \#2 | TAPE \#3 | TAPE \#4 | TAPE \#5 | TAPE \#6 | TAPE \#7 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 17 | 17. | 17 | 17 | 58 | 58 | 58 |
| 58 | 58 | 58 | 58 | 17 | 88 | 53 |
| 53 | 53 | 53 | 53 | 67 | 39 | 63 |
| 66 | 66 | 60 | 60 | 53 | 53 | 9 |
| 60 | 60 | 66 | 66 | 60 | 17 | 60 |
| 65 | 65 | 65 | 27 | 65 | 60 | 88 |
| 27 | 27 | 27 | 65 | 66 | 65 | 65 |
| 16 | 16 | 16 | 16 | 27 | 27 | 39 |
| 6 | 6 | 6 | 34 | 16 | 66 | 66 |
| 21 | 21 | 21 | 6 | 34 | 67 | 27 |
| 45 | 34 | 34 | 21 | 21 | 16 | 16 |
| 34 | 74 | 45 | 45 | 6 | 34 | 67 |
| 15 | 45 | 15 | 15 | 45 | 6 | 21 |
| 74 | 15 | 74 | 74 | 15 | 21 | 34 |
| 35 | 35 | 35 | 35 | 74 | 45 | 6 |
| 5 | 81 | 81 | 49 | 35 | 35 | 35 |
| 81 | 5 | 49 | 81 | 49 | 15 | 45 |
| 49 | 49 | 5 | 5 | 5 | 74 | 15 |
| 31 | 31 | 31 | 31 | 81 | 49 | 74 |
| 63 | 63 | 9 | 63 | 31 | 81 | 49 |
| 9 | 9 | 63 | 9 | 63 | 5 | 5 |
| 88 | 39 | 88 | 39 | 9 | 31 | 81 |
| 39 | 88 | 39 | 88 |  |  |  |
| 67 | 67 | 67 |  |  |  |  |
| TAPE \#8 | TAPE \#9 | TAPE \#10 | TAPE \#11 | TAPE \#12 |  |  |
| 58 | 58 | 58 | 58 | 58 |  |  |
| 53 | 53 | 67 | 35 | 63 |  |  |
| 31 | 31 | 53 | 15 | 9 |  |  |
| 60 | 60 | 81 | 45 | 34 |  |  |
| 65 | 65 | 5 | 74 | 21 |  |  |
| 66 | 66 | 60 | 49 | 6 |  |  |
| 27 | 27 | 65 | 53 | 39 |  |  |
| 63 | 16 | 66 | 81 | 53 |  |  |
| 9 | 9 | 31 | 5 | 35 |  |  |
| 88 | 63 | 27 | 60 | 45 |  |  |
| 39 | 88 | 16 | 65 | 15 |  |  |
| 16 | 39 | 63 | 67 | 49 |  |  |
| 21 | 17 | 9 | 66 | 74 |  |  |
| 34 | 34 | 17 | 27 | 88 |  |  |
| 6 | 21 | 39 | 31 | 5 |  |  |
| 67 | 6 | 88 | 16 | 60 |  |  |
| 45 | 15 | 21 |  | 65 |  |  |
| 15 | 45 | 34 |  | 81 |  |  |
| 35 | 35 | 6 |  | 66 |  |  |
| 74 | 74 |  |  | 27 |  |  |
| 49 | 49 |  |  | 67 |  |  |
| 81 |  |  |  | 16 |  |  |
| 5 |  |  | - - | 31 |  |  |

PRACTICE CHART

| כAR |  | GRID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | CAR | O/A |  | CL. | LAPS |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| No. | CLASS | POS. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | NO. | POS. | CLASS | POS. | COMP. |  |
| 60 | FF | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |
| 58 | FA | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |
| 53 | FC | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 |  |  |  |  |
| 65 | FF | 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4 |  |  |  |  |
| 81 | FF | 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 5 |  |  |  |  |
| 27 | FF | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6 |  |  |  |  |
| 16 | FF | 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |
| 66 | FC | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |  |
| 6 | CFF | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 9 |  |  |  |  |
| 34 | CFF | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |  |  |  |  |
| 39 | FV | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 11 |  |  |  |  |
| 21 | CFF | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 12 |  |  |  |  |
| 45 | FC | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 13 |  |  |  |  |
| 15 | CFF | 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 14 |  |  |  |  |
| 49 | FF | 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |
| 74 | CFF | 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 16 |  |  |  |  |
| 5 | FF | 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |  |
| 31 | FV | 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 18 |  |  |  |  |
| 63 | FV | 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 19 |  |  |  |  |
| 9 | FV | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 |  |  |  |  |
| 88 | FV | 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 21 |  |  |  |  |
| 67 | FV | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 22 |  |  |  |  |
| 17 | FA | 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 23 |  |  |  |  |
| 59 | FC | 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 24 |  |  |  |  |
| 8 | FA | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 25 |  |  |  |  |
| 35 | FF | 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 26 |  |  |  |  |
|  |  | 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 27 |  |  |  |  |
|  |  | 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 28 |  |  |  |  |
|  |  | 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 29 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |  |  |  |  |


| COMPLETED PRACTICE CHART |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| CAR |  | GRID |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | CAR | O/A |  | CL. | LAPS |
| NO. | CLASS | POS. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | NO. | POS. | CLASS | POS. | COMP. |
| 60 | FF | 1 | 17 | 17 | 17 | 17 | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 58 |  |  |  | 58 | 1 | FA | 1 | 12 |
| 58 | FA | 2 | 58 | 58 | 58 | 58 | 17 | 53 | 53 | 53 | 53 | 53 | 53 | 53 |  |  |  | 53 | 2 | FC | 1 | 12 |
| 53 | FC | 3 | 53 | 53 | 53 | 53 | 53 | 17 | 60 | 60 | 60 | 60 | 60 | 60 |  |  |  | 60 | 3 | FF | 1 | 12 |
| 65 | FF | 4 | 66 | 66 | 60 | 60 | 60 | 60 | 65 | 65 | 65 | 65 | 65 | 65 |  |  |  | 65 | 4 | FF | 2 | 12 |
| 81 | FF | 5 | 60 | 60 | 66 | 66 | 65 | 65 | 66 | 66 | 66 | 66 | 66 | 66 |  |  |  | 66 | 5 | FC | 2 | 12 |
| 27 | FF | 6 | 65 | 65 | 65 | 27 | 66 | 27 | 27 | 27 | 27 | 27 | 27 | 27 |  |  |  | 27 | 6 | FF | 3 | 12 |
| 16 | FF | 7 | 27 | 27 | 27 | 65 | 27 | 66 | 16 | 16 | 16 | 16 | 16 | 16 |  |  |  | 16 | 7 | FF | 4 | 12 |
| 66 | FC | 8 | 16 | 16 | 16 | 16 | 16 | 16 | 21 | 21 | 34 | 21 | 34 |  |  |  |  | 6 | 8 | CFF | 1 | 11 |
| 6 | CFF | 9 | 6 | 6 | 6 | 34 | 34 | 34 | 34 | 34 | 21 | 34 | 21 |  |  |  |  | 34 | 9 | CFF | 2 | 11 |
| 34 | CFF | 10 | 21 | 21 | 21 | 6 | 21 | 6 | 6 | 6 | 6 | 6 | 6 |  |  |  |  | 21 | 10 | CFF | 3 | 11 |
| 39 | FV | 11 | 45 | 34 | 34 | 21 | 6 | 21 | 35 | 45 | 15 | 35 | 35 |  |  |  |  | 35 | 11 | FF | 5 | 11 |
| 21 | CFF | 12 | 34 | 74 | 45 | 45 | 45 | 45 | 45 | 15 | 45 | 15 | 45 |  |  |  |  | 45 | 12 | FF | 6 | 11 |
| 45 | FC | 13 | 15 | 45 | 15 | 15 | 15 | 35 | 15 | 35 | 35 | 45 | 15 |  |  |  |  | 15 | 13 | CFF | 4 | 11 |
| 15 | CFF | 14 | 74 | 15 | 74 | 74 | 74 | 15 | 74 | 74 | 74 | 74 | 49 |  |  |  |  | 49 | 14 | FC | 3 | 11 |
| 49 | FF | 15 | 35 | 35 | 35 | 35 | 35 | 74 | 49 | 49 | 49 | 49 | 74 |  |  |  |  | 74 | 15 | CFF | 5 | 11 |
| 74 | CFF | 16 | 5 | 81 | 81 | 49 | 49 | 49 | 5 | 81 | 81 | 81 | 5 |  |  |  |  | 5 | 16 | FF | 7 | 11 |
| 5 | FF | 17 | 81 | 5 | 49 | 81 | 5 | 81 | 81 | 5 | 5 | 5 | 81 |  |  |  |  | 81 | 17 | FF | 8 | 11 |
| 31 | FV | 18 | 49 | 49 | 5 | 5 | 81 | 5 | 31 | 31 | 31 | 31 | 31 |  |  |  |  | 31 | 18 | CFF | 6 | 11 |
| 63 | FV | 19 | 31 | 31 | 31 | 31 | 31 | 31 | 63 | 9 | 63 | 63 |  |  |  |  |  | 63 | 19 | FV | 1 | 10 |
| 9 | FV | 20 | 63 | 63 | 9 | 63 | 63 | 63 | 9 | 63 | 9 | 9 |  |  |  |  |  | 9 | 20 | FV | 2 | 10 |
| 88 | FV | 21 | 9 | 9 | 63 | 9 | 9 | 9 | 88 | 88 | 39 | 39 |  |  |  |  |  | 39 | 21 | FV | 3 | 10 |
| 67 | FV | 22 | 88 | 39 | 88 | 39 | 88 | 88 | 39 | 39 | 88 | 88 |  |  |  |  |  | 88 | 22 | FV | 4 | 10 |
| 17 | FA | 23 | 39 | 88 | 39 | 88 | 39 | 39 | 67 | 67 | 67 | 67 |  |  |  |  |  | 67 | 23 | FV | 5 | 10 |
| 59 | FC | 24 | 67 | 67 | 67 | 67 | 67 | 67 | 17 | 17 |  |  |  |  |  |  |  | *17 | 24 | FA | 2 | 8 |
| 8 | FA | 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 | 25 | FA |  | DNS |
| 35 | FF | 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 59 | 26 | FC |  | DNS |
|  |  | 27 | 59 |  |  |  |  | 17 |  | 17 |  |  |  |  |  |  |  |  | 27 |  |  |  |
|  |  | 28 | 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 28 |  |  |  |
|  |  | 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 29 |  |  |  |

## Time cards for practicing subtraction of times for manual (stopwatch) timing.

1. The times to be subtracted are on the left side of the sheet.
2. The key to each set of times is on the right side of the sheet.
3. Fold the time cards in half along the center line.
4. Have the novice timer practice subtracting the lap times on the left side of the card.
5. Check the novice timer's card against the key card on the right.


| Session No. $\qquad$ <br> Timer's Initials $\qquad$ <br> Watch No. $\qquad$ |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| CAR NO. - CLASS $\qquad$ <br> Course Class Record |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Fastest Lap No. |  |  |  | Time $\qquad$ Colors $\qquad$ |  |  |
| Make |  |  |  |  |  |  |
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| 1 | 18 | 55 | 878 | 1 | 42 | 938 |
| 0 | 17 | 12 | 940 | 1 | 42 | 921 |
| 9 | 15 | 30 | 019 | 1 | 43 | 686 |
| 8 | 13 | 46 | 333 | 1 | 43 | 637 |
| 7 | 12 | 02 | 696 | 1 | 42 | 885* |
| 6 | 10 | 19 | 811 | 1 | 45 | 124 |
| 5 | 8 | 34 | 687 | 1 | 43 | 887 |
| 4 | 6 | 50 | 800 | 1 | 43 | 239 |
| 3 | 5 | 07 | 561 | 1 | 45 | 983 |
| 2 | 3 | 21 | 578 | 1 | 43 | 698 |
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| Location |  |  |  | Date |  |  |




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CAR NO. - CLASS
Course Class Record
Fastest Lap No. $\qquad$ Time Colors $\qquad$

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| , | 18 | 34 | 379 | 2 | 03 | 857 |
| 8 | 16 | 30 | 522 | 2 | 05 | 222 |
| 7 | 14 | 25 | 300 | 2 | 05 | 456 |
| 6 | 12 | 19 | 844 | 2 | 04 | 177 |
| 5 | 10 | 15 | 667 | 2 | 04 | 5.56 |
| 4 | 8 | 11 | 111 | 2 | 03 | $828{ }^{*}$ |
| 3 | 6 | 07 | 283 | 2 | 04 | 680 |
| 2 | 4 | 02 | 603 | 2 | 04 | 181 |
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| RACE TIME |  |  |  | LAP TIME |  |  |
| Location |  |  |  | Date |  |  |

## EQUIPMENT AND SUPPLIES

## Equipment Basics

$\square$ Backup timer

| $\square$ | Power surge strips |
| :--- | :--- |
| $\square$ | Printers |
| $\square$ | Printing stop watch |
| $\square$ | Shelter |
| $\square$ | Spare connectors |
| $\square$ | Stackable letter trays |
| $\square$ | Supply cabinet |
| $\square$ | Surge protector |
| $\square$ | Tables/chairs |
| $\square$ | 3-hole punch |
| $\square$ | Timing lights/tripods/photocells |
| $\square$ | Typewriter |
| $\square$ | Waste baskets |

## Basic supplies

$\square$ Carbon Paper
$\square$ Clip boards
$\square$ Copy paper
$\square$ Discs/labels
$\square$ Erasers
$\square$ Extension cords
$\square$ Fax paper
$\square$ Labels
$\square$ Large envelopes for mailings
ㅁ Markers
$\square$ Padlock
$\square$
Page protectors
$\square$ Paper/timer
$\square$ Paper clips
$\square$ Paper weights
$\square$ Pencil sharpeners
$\square$ Pencils-black, red, other

| $\square$ | Pens |
| :--- | :--- |
| $\square$ | Plain envelopes |
| $\square$ | Printer paper |
| $\square$ | Push pins |
| $\square$ | Ribbons for printer and timer |
| $\square$ | Rubber bands |
| $\square$ | Scissors |
| $\square$ | Screwdriver/hammer/basic tools |
| $\square$ | Spindles |
| $\square$ | Staplers, tabletop \& gun |
| $\square$ | Staple remover |
| $\square$ | Staples |
| $\square$ | Stencils |
| $\square$ | Tape - Scotch, masking, racers, electrical |
| $\square$ | Taping paper |
| $\square$ | Trash bags |
| $\square$ | White out |

$\square$ Pens
$\square$ Plain envelopes
$\square$ Printer paper
$\square$ Push pins
$\square$ Ribbons for printer and timer
Rubber bands

- Scissors
$\square$ Screwdriver/hammer/basic tools
$\square$ Spindles
$\square$ Staplers, tabletop \& gun
- Staple remover

Staples
$\square$ Tape - Scotch, masking, racers, electrical
$\square$ Taping paper
Trash bags

- White out


## Forms

$\square$ Bad number notification form
$\square$ Charts
$\square$ Check-off sheets
$\square$ Current lap records
$\square$ Forms for recording times of posting, etc.
$\square$ Incident logs
$\square$ Late entry form
$\square$ Pit reports
$\square$ Schedules

- Sign in sheets
$\square$ Time cards


## Miscellaneous

$\square \quad$ Bug spray
$\square$ Cleaning supplies
$\square$ Coffee pot and supplies
$\square$ Collator
$\square$ Fly swatter
$\square$ Paper towels
;PECIALITY
$\frac{\text { 'age__of }}{\text { WORKER }}$

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## ATTENTION

Stewards and Officials

> If you wish to have a complete set of results mailed to you after the event, please fill out the form below and return it to Timing \& Scoring or give it to one of the Race Chairs in the tower.

Name $\qquad$

Address

City/State/Zip

Note: Results from individual races are available at Driver Information in the tower.

Thanks..
Your friendly and cooperative T\&S Staff

SCHEDULE FOR RACE $\qquad$

CHIEF SCORER

## CHRONOMIX TEAM

OPERATOR
KEYPAD
COMPUTER
TAPER $\qquad$
TAPER $\qquad$
TAPER $\qquad$
AUDIT $\qquad$

## CHARTING

TRACKSIDE $\qquad$
TAPER
COMPUTER $\qquad$
BACKROOM
BACKROOM

## COMMUNICATIONS

WHITE ONE $\qquad$
INCIDENT REPORTS

INCIDENTLOG



## Chronomix Information

For repairs or information on the Chronomix 737 timer, contact
Chronomix Corporation
650F Vaqueros Ave.
Sunnyvale, CA 94086-3580
Phone: 1-800-538-1548
Fax: 408-737-0160
Website: www.chronomix.com

The Chronomix 737 takes 2-3/4" adding machine roll paper.

## SUGGESTED REGION ABBREVIATIONS

| REGION \# | REGION NAME | division | COMMON ABBR | OFFICIAL AbBr |
| :---: | :---: | :---: | :---: | :---: |
| 1 | Alabama | SE | ALA/AL | Ala |
| 2 | Arizona | SP | AZ/ARIZ | Ariz |
| 3 | Atlanta | SE | ATL | Atl |
| 4 | Central Illinois | CD | CIL | CIII |
| 5 | Central New York | NE | CNY | CeNY |
| 6 | Western Michigan | CD | WMR | WMch |
| 7 | Chicago | CD | CHI | Chi |
| 8 | Colorado | RM | COL | Colo |
| 9 | Delta | SW | DELT | Delt |
| 10 | Detroit | CD | DET | Det |
| 11 | Florida | SE | FL/FLA | Fla |
| 12 | Gulf Coast | SE | GC | GuCo |
| 13 | Indianapolis | CD | INDY | Indy |
| 14 | Iowa | CD | IA | Iowa |
| 15 | Kansas | MD | KS | Kan |
| 16 | Kansas City | MD | KCTY | KC |
| 17 | Kentucky | CD | KY | Ky |
| 18 | Land O'Lakes | CD | LOL | LOL |
| 19 | California Sports Car Club | SP | CSCC | CSCC |
| 20 | Milwaukee | CD | MIL(W) | Milw |
| 21 | Saint Louis | MD | STL | StL |
| 22 | New England | NE | NER | NEng |
| 23 | New York | NE | NY | NYR |
| 24 | NE Ohio | CD | NEO | NeOh |
| 25 | Northeastern Pennsylvania | NE | NEPA | NePa |
| 26 | Northern New Jersey | NE | NNJ | NNJ |
| 27 | Northwest | NP | NW | Nwst |
| 28 | Northwestern Ohio | CD | NWO | NwOh |
| 29 | Ohio Valley | CD | OVR | OhV |
| 30 | Oklahoma | MD | OKLA | Okla |
| 31 | Philadelphia | NW | PHILA | Phil |
| 32 | Houston | SW | HOUS | Hous |
| 33 | San Francisco | NP | SFR | SSanF |
| 34 | Buccaneer | SE | BUC | Bucc |
| 35 | South Bend | CD | SBR | SBnd |
| 36 | Southern Indiana | CD | SINR | SInd |
| 37 | Southern New York | NE | SNY | SNY |
| 38 | Big Sky | NP | BSR | BSky |
| 39 | Steel Cities | NE | STCT | StCt |
| 40 | Tennessee | SE | TN | Tnn |
| 41 | Texas | SW | TEX | Tex |
| 42 | Washington DC | NE | DC | WDC |
| 43 | Western New York | NE | WNY | WNY |
| 44 | Southwest Louisiana | SE | SWLA | SwLa |
| 45 | Wiregrass | SE | WGR | Wire |
| 46 | Hawaii | SP | HI | Haii |
| 47 | Southern West Virginia | CD | SWV | SwVa |
| 48 | Nebraska | MD | NEBR | Neb |
| 49 | Alamo | SW | ALMO | Almo |
| 50 | Utah | RM | UTAH | Utah |
| 51 | River Cities | CD | RCR | RvCt |
| 52 | Northeast Iowa-Comb/Iowa | CD | NEIA/NEI | NeIa |
| 53 | Rio Grande | RM | RIOG | RioG |
| 54 | Northeast Oklahoma | MD | NEOK | NeOk |
| 55 | North Carolina | SE | NCR | NCar |


| 56 | Lake Superior | CD | LSUP/LKSP | LSup |
| :---: | :---: | :---: | :---: | :---: |
| 57 | San Diego | SP | SD | SanD |
| 58 | Southern Illinois | MD | SILL | SIll |
| 59 | Central Pennsylvania | NE | CEPA | CPa |
| 60 | Central Louisiana | SW | CLA | CnLa |
| 61 | Central Carolina | SE | CCR | CCar |
| 62 | Finger Lakes | NE | FLR | Fing |
| 63 | Old Dominion | SE | OD | ODom |
| 64 | Columbus Sports Car Club | CD | COLU(M) | Colm |
| 65 | Mohawk-Hudson | NE | MOHU | MoHu |
| 66 | Mid-South | MD | MS | MidS |
| 67 | Arctic-Alaska | NP | ARC | Arct |
| 68 | Eastern Tennessee | SE | ETN | ETnn |
| 69 | South Texas Border | SW | STBR | STxB |
| 70 | Cincinnati | CD | CIN/CINCY | Cinc |
| 71 | Glen | NE | GLEN | Glen |
| 72 | Las Vegas | SP | LV | LasV |
| 73 | Mississippi | SW | MISS | Miss |
| 74 | Central Kentucky | CD | CKY | CKy |
| 75 | Indiana Northwest | CD | INR | InNw |
| 76 | Des Moines Valley | MD | DMV | DMV |
| 77 | Arkansas | MD | ARK | Ark |
| 78 | Red River | SW | RDRV | RdRv |
| 79 | South Carolina | SE | SCR | SCar |
| 80 | Mahoning Valley | NE | MAHV | MahV |
| 81 | Pan American | SW | PNAM | PnAm |
| 82 | Blackhawk Valley | CD | BVR/BHV | BhV |
| 83 | Central Florida | SE | CFR | CFla |
| 84 | South Jersey | NE | SJY | SHy |
| 85 | Fort Wayne | CD | FTW | FtWn |
| 86 | Western Ohio | CD | WOR | WOh |
| 87 | West Texas | SW | WTEX | WTex |
| 88 | Arizona Border | SP | AZBDR | ArzB |
| 89 | Northern Ohio Valley | CD | NOVR | NOhV |
| 90 | Wichita | MD | WIC | Wich |
| 91 | Middle Georgia | SE | MGA | MGA |
| 92 | Susquehanna | NE | SUSQ | Susq |
| 93 | Tennessee Valley | SE | TVR | TnnV |
| 94 | Chattanooga | SE | CHT | Chat |
| 95 | Dixie | SE | DX | Dix |
| 96 | Oregon | NP | OR | Ore |
| 97 | Blue Mountain | NE | BMT | BlMt |
| 98 | Lone Star | SW | LNST | LnSt |
| 99 | Great River | CD | GRR | GtRv |
| 100 | Saginaw Valley | CD | SAGV/SAG | SagV |
| 101 | Reno | NP | RE | Reno |
| 102 | Badlands | CD | BLR | Badl |
| 103 | Blue Ridge | SE | BR | B1Rg |
| 104 | Misery Bay | NE | MISB | MisB |
| 105 | Montana | NP | MON | Mont |
| 106 | Snake River | NP | SRR | SnRv |
| 107 | Ozark Mountains | MD | OZM | OzMt |
| 108 | Yellowstone | RM | YEL | Y1St |
| 109 | Continental Divid | RM | CDR | Cont |
| 110 | Salina | MD | SAL | Sal |

