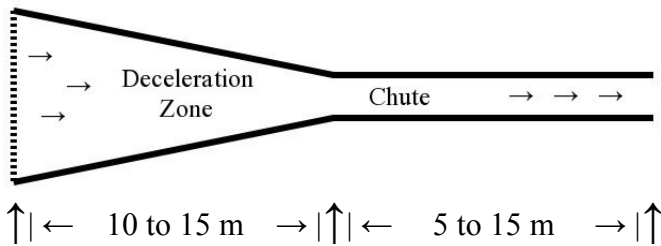


The following is effective for a small event. For a 5K, tag and spindle can get to be a challenge over 150 people, and any manual system will become less fun for the scoring crew beyond 250 people.

Set up using spray chalk line, plastic posts or stakes, and pennants or flagging tape.



Finish line is 3 to 4 meters wide.  
Deceleration zone is 10-15 meters.

At that point, chute narrows to 1 m wide. Chute is long enough so people can walk through and get card or give tag, and no longer, 5 to 15 meters.

At the finish line	10-15 meters back from finish line	15-30 meters back from finish line
Select time team caller + recorder		
Printing timers		
Finish line judge		
	Chute manager guides runners through chute, keeps them moving.	Card handout or tag spindle at back of chute.

Caller is on course before finish line.  
Recorder is at or just behind finish line.

Interlopers who cross finish and get timed go all the way through the chute.

Interlopers (bandits): put card in pocket or put blank "turkey" tag on spindle.

Finish line personnel priority. If more than four, have second printing timer and split other roles.

1	timing w/ printing timer
2	A. card hand out or tag spindle B. card feed / chute management
3	A. finish line judge – decides order of close finishes B. calling select time bibs
4	recording select times and bibs – has watch

5	Second printing timer
6	Split roles 2A and 2B
7	Split roles 3A and 3B
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USATF Rule 165 (timing): two watches acceptable, three preferred, all equally official. Time is second fastest, rounded up to whole second for events partially or entirely out of the stadium.

Ladder theory of finish line: timers at front of chute record every time in order, back of chute records all bib numbers in order (indirectly, by handing out numbered cards or placing tags on spindle). The select time team gets some times and bibs tied together. For very small event or at low finish rate, "select all" is expected.

The tag and spindle system requires less effort by runners, and more attention by finish line crew. It is slower to process at the chute, often faster to process at results. There is a risk of catastrophic screw-up, for example, by dropping tags off the spindle. Stapling tags to bulletin board is a nice display.

For place card system: card feed hands cards to card handout five at a time in order. The place card system requires more attention by runners (may forget to turn in card or fill out incorrectly), and less effort by finish crew. Low risk of catastrophic screw-up. Cards stapled to bulletin board might work.

For tag and spindle system, **record bib number on score sheet, indicating place** before posting or removing from spindle. We can recover almost any other error.

Priorities are: (1) recording information to produce complete results, (2) accurate determination of awards, (3) prompt determination of awards and (4) display of results.

**Scoring** is by place.

**Before anyone finishes:** Clear bulletin boards. This could be done before race day. Each 24" x 36" (nominal) board has 22" x 34" of usable space and will accommodate 100+ 2x3.5 finish cards in six columns of 16 or 17 – template shows layout for exactly 100 cards. Pull tags lay out as 60 1.5x7.5 tags in three columns of 20.

Check start register: ideally it will have age, sex, and home town club/team information. If incomplete, information will be found on the registration list or waiver log. We need age and sex for award categories. Other information is not a time sensitive priority.

**Procedure as finishers come in.** Scoring could be done by one person. It can be faster, easier, and all around nicer to split up the task.

- 1 - When finish cards come in, one person on the scoring table should remind participants to complete information on the finish card: bib number, name, age, sex, home town or team as applicable. For tag and spindle, this information will be on the tag. The minimum requirement is bib number: it will be painful if many people do the minimum.
- 2 - As information comes in, one person on the scoring table records to the score sheet. Bib number, age, and sex are key. Name and home town/team are helpful.
- 3 - After recording to the score sheet, one person posts tags or cards to the board. Tags always come in order. Cards can be laid out according to a template, so can be placed in the correct location even if they are received out of order. There is a 11 x 8½ template for 12 cards available and labeled for a board to hold exactly 100 cards.
- 4 - One person determines awards. It is easiest if there is a printed awards sheet for the event, with blanks for overall and categories by age and sex. Have a couple of extra blanks so there is room to simply line out duplicates if they arise, or to record extras if awards will roll down due to no-shows. The score sheet has blanks for division and division place. Marking with asterisks might be all that is needed for easy, effective awards announcements. Check off recipients to avoid duplicates.
- 5 – As times become available, record them on results sheet, awards sheet, and display board.

**Once awards are determined** – and after a reasonable interval so many have finished (there may still be finishers coming in) – it is time to give the awards. People drift away quickly after finish.

We want to announce times for the top places, but not necessarily every award position. If announcing times, record them on results sheet or award sheets. It looks silly to squint at the paper tape in front of a crowd.

When actually giving the awards, a couple of random ones are one way to keep it light. Middle of the pack, the last finisher. Recognizing a couple of volunteers never goes out of style.

AVOID special recognition for youngest finisher. Unfortunately, there are too many parents pushing this envelope. If the youngest earns an award in the youngest age category or overall, or in some non-age-based classification, that is fine.