

## FINISH LINE PROCEDURE (non chip)

Runners may pre-register or register on race day. To ensure legibility it is best for officials to fill out number, if time permits. Ball point pens should be used in order to prevent smearing and fading. NEVER USE FELT TIP PENS. Signs should be posted in the registration area on race day explaining proper registration procedure. A speaker system or bullhorn is very helpful. Runners should be reminded to print clearly and show all pertinent information. Race number should be attached to the front (not the back) of shirt or shorts and four safety pins should be used. Some runners will pin the pull tag hole used for stringing.

Specific directions for number use should be posted at the race or registration site or placed in your race packet. As each runner crosses the finish line, a time and place are recorded by the electronic timer on a tape and into the computer. At the end of the finish chute, the bottom portion or pull tag of the number is removed by an official. Runners should be encouraged to remove the tags themselves while walking in the chute. One person should stand at the end of each chute to collect tags and "turkey tags" for unofficial runners and place them face down IN PROPER SEQUENCE on a fish stringer using the stringing hole in each tag. Larger fields may require one person to collect and one person to string. GREAT CARE AND CONCENTRATION SHOULD BE EXERCISED IN ORDER TO STRING TAGS IN PROPER SEQUENCE. Fish stringers may be alternated during the race to speed up the results posting. Be sure that each stringer is numbered in sequence with a designated tag on the end. As stringers are alternated, the ones with collected tags are taken to another area to be numbered in finish sequence as provided by the line "place" on the tag OR taken directly to the computer for input. The person numbering the tags should be cautioned to stay alert and not duplicate or skip a number. THIS IS VERY IMPORTANT.

AFTER NUMBERING, the tags can be removed from the other end of the stringer and posted to the tally board with pushpins. Tag numbering and posting should begin immediately. The tally board is an approximate 4 feet X 4 feet insulation board and should have each age bracket posted along with race distance, etc. Officials should post only the award winners under each age group. On larger tally boards additional tags can be posted if time permits. The timer tape is then brought to the tally board and times are recorded on the posted tags by matching the place number on the tape with the place number on the tag. This gives temporary, unofficial results for the awards ceremony. Computer scoring will eliminate the tag numbering and the complete results by Open and Age Group are posted on the board.

In order to have a smooth operation, every effort should be made to KEEP UNOFFICIAL RUNNERS OUT OF THE CHUTE. Announce this at the starting line several times. Every runner, official or unofficial, who crosses the finish line must pass through the end of the chute. In other words, for every recorded time on the tape and computer a tag must be turned in at the end of the chute. Officials should be stationed in the chute area to:

- "Push" runners through the chute, in finish order, as quickly as possible. Pushers should make certain that all runners continue through and not leave the chute early. (The more pushers the smoother the flow.) Pushers can be recruited from the spectators.
- Remove the tag from runners who are ill or cannot proceed through the chute. Tags should be kept in proper finish sequence.

- Hand “turkey tags” to unofficial runners who cross the finish line and do not have a race number. Be sure you have a supply of “turkey tags”, with stringing holes, made from any type cardboard. They should be the same size as the race tag for easy handling.
- To synchronize the number of runners on the tape with the number of tags collected, Selective Timing should be used....sometimes called spot or random timing. It is ESSENTIAL in race scoring and should be used on all sizes of fields especially those with large numbers. HOW DOES IT WORK? A least one person or more, if possible, should be stationed at each finish line with a note pad and pencil to randomly record runner’s times and race numbers. The best way is to select any runner a few meters before the finish line and write down their number. As the runner crosses the finish line, record their time beside the number. The time should be taken from the race clock or from a stopwatch. As many runners as possible should be recorded. EVERY FINISHER SHOULD HAVE A TIME AND PLACE RECORDED ON THE TIMER TAPE AND COMPUTER AND EVERY FINISHER SHOULD TURN IN THEIR PULL TAG AT THE END OF THE CHUTE.

This is the way a finish chute is supposed to work, but in some races, tags and times cannot be synchronized because some runners drop out of the chute before turning in the tag, timers punch too many or too few times on the tape and unofficial runners enter the chute. Selective times are used for interpolation...matching the known times or selected times with the times on the tape and interpolating in between. Selective timing is required for races to be eligible for state records. It is a simple but necessary function...**BE SURE YOU USE IT.** Selective time with computer scoring and electronic timers is much easier. The person doing the selective timing punches the runner number in before the runner crosses the finish line. As the runner crosses the finish line, the person hits enter on the electronic timer. This places the time and the selective time in the computer event files and allows for easy adjustment by the computer personnel in case of too many or too few punches.

Pull tag numbers and selective timing with experienced finish line help will give almost instant posted results with either post up or computer. The awards ceremony can begin as soon as the last award winner is posted. All the important information is at your fingertips and it is invaluable when compiling complete results for publication.

#### STARTING LINE/FINISH LINE

There must be a mark across the road for both the finish line and starting line. This is absolutely necessary to protect the course certification. You may use paint, tape or spray chalk, but it should be visible to everyone especially timers and runners. Do not overlook this important item.

#### TALLY OR RESULTS BOARD

This is a 4 ft. X 4 ft. board made of insulation material which can be purchased at most building material supplies or lumber yards. It is very handy. Cut it in two pieces or cut it to fit in a hatchback car, if necessary. One piece should be used to post the age brackets and the age bracket winners. The other half can be used to post other information such as course records, road racing rules and etiquette, etc. This material is very lightweight and works great with push pins. It can also be moved around the race area very easily. The cost is about \$20 per piece.