SOUTH WEST TIMEKEEPING

SPEED EVENT TIMEKEEPER TRAINING
RECORD of EXPERIENCE & COMPETENCE

TIMEKEEPER / TRAINEE_____ **LICENCE NO.**_____

TRAINER(S) _____ **LICENCE NO(s).** _____

COMMENCED SCHEME _____ (m/y) **COMPLETED SCHEME**_____ (m/y)

TRAINER(S) _____ (sign) **TIMEKEEPER / TRAINEE** _____ (sign)

Stage 1 – Introduction to the world of Timekeeping

(a)	Enthusiasm	☐
(b)	Contactability	☐
(c)	Own travel arrangements to venues	☐
(d)	Prompt arrival at venues	☐
(e)	General appearance appropriate to event	☐
(f)	Communication skills / conduct at events	☐
(g)	Appreciation of issues relating to Officials Signing-On*	☐
(h)	Basic appreciation of the roles of other Officials*	☐
(i)	Basic appreciation of timekeeper's responsibilities*	☐
(j)	Basic operation of Timing Clock	☐
(k)	Instructed operation of Data Computer	☐

Stage 2 – Hands-On Practical Experience

as Stage 1 plus the following:

(a)	Prolonged operation of Timing Clocks	☐	☐
(b)	Operation of Computerised Timing	☐	☐
(c)	Prolonged operation of Data Computer	☐	☐
(d)	Cooperation with Course Controller/Senior Officials*	☐	☐
(e)	Liaise with Start Line Officials	☐	☐
(f)	Practical attempt at beam set-up	☐	☐
(g)	Assist with dismantling of equipment	☐	☐
(h)	Appreciation of proper equipment repacking	☐	☐
(i)	Acquire further experience at different venues	☐	☐
(j)	Acquire further knowledge of MSA Regulations*	☐	☐

Stage 3 – Setting Up and Timekeeping for real

as Stages 1 & 2 plus the following:

(a)	General level of concentration / awareness	☐	☐	☐	☐	☐
(b)	Ability to work as a team member	☐	☐	☐	☐	☐
(c)	Confident operation of Clock timing system	☐	☐	☐	☐	☐
(d)	Confident operation of Computerised timing system	☐	☐	☐	☐	☐
(e)	Confident and proper use of Data system	☐	☐	☐	☐	☐
(f)	Communication with competitors on timing matters*	☐	☐	☐	☐	☐
(g)	Set up EXTERIOR timing equipment (incl. beams)	☐	☐	☐	☐	☐
(h)	Set up INTERIOR timing equipment	☐	☐	☐	☐	☐
(i)	Set up Speed Trap equipment	☐	☐	☐	☐	☐
(j)	Adequate appreciation of electrical issues*	☐	☐	☐	☐	☐
(k)	Identify potential for equipment failure/damage*	☐	☐	☐	☐	☐
(l)	Recognise and correct errors in timing matters*	☐	☐	☐	☐	☐
(m)	Deal with time / results queries*	☐	☐	☐	☐	☐
(n)	Show ability to measure and calculate speeds*	☐	☐	☐	☐	☐
(o)	Ability to correctly repack equipment with guidance	☐	☐	☐	☐	☐
(p)	Ensure actions cause no delay to event	☐	☐	☐	☐	☐
(q)	Acquire further knowledge of MSA Regulations*	☐	☐	☐	☐	☐

Stage 4 – Advanced Preparation & Timekeeping to National B Level

as Stages 1, 2 & 3 plus the following:

(a)	Show ability to prepare for forthcoming event	☐	☐	☐
(b)	Liaise with organising club	☐	☐	☐
(c)	Prepare and deliver correct equipment (incl. charged batteries)	☐	☐	☐
(d)	Ensure correctly certified clocks (with certificates available)	☐	☐	☐
(e)	Understanding safe use of Laser Units	☐	☐	☐
(f)	Set up Start Line vehicle alignment system correctly	☐	☐	☐
(g)	Brief Start Line Officials	☐	☐	☐
(h)	Ensure adequate data provided to Results Officials	☐	☐	☐
(i)	Deal with equipment faults or poor performance*	☐	☐	☐
(j)	Discuss serious timing discrepancies with Senior Officials*	☐	☐	☐
(k)	Dismantle and repack equipment correctly	☐	☐	☐
(l)	Ensure no equipment left at venue (incl. cables)	☐	☐	☐
(m)	Advise Clerk of the Course of intention to leave venue	☐	☐	☐

How to fill out this Record

Marks will be entered by the Trainer/Chief Timekeeper as ☒ ☐

Marks may be entered for later Stages if circumstances make it possible.

Each box represents effort in a particular area.

Columns do not represent dates. The left most box represents first attempt, and so on.

Empty boxes will indicate areas of inexperience or weakness.

Extreme weakness or incorrect action may be indicated by a circled box.

Special attention can then be given to prevent re-occurence.

If event circumstances do not bring out experience in certain areas (marked *), this may be checked by test questions set by the Trainer / Chief Timekeeper.

When all boxes are checked, candidate may be suitably experienced to Grade National Speed.

ATTENDANCE RECORD ON REVERSE

ATTENDANCE RECORD

Date	Event Title	Venue	Status	Chief Timekeeper (signature)	Remarks

If this Attendance List is filled, attendances should be recorded on a NEW card which must be kept safely with previous cards until training and upgrade is completed.

Trainer's Signature _____

Date _____

Warning
Trainees are advised to occasionally make a back-up copy of this document.