

2.2. CHIEF TIMER - SPECIFIC TASKS

SCOTTISH CURLING COMPETITIONS / CHAMPIONSHIPS

PRE-COMPETITION: Requirement	Actioned (or mark N/A)
Be completely familiar with timing software	
Familiar with Windows Operating Systems esp. Installation/Uninstallation of programs, matching screen resolutions.	
Be completely familiar with the equipment, its use and care, and how it is set up.	
Recognise any problem, and be able to troubleshoot it.	
Contact venue and determine where the Timers Bench will be situated and where the Monitors are to be put. Will there be CAT5 cable between Timers Bench and Monitors or will VGA cable be needed?	
List and organise the correct pieces of equipment for the competition, including a spare set of essential items, to be on-site.	
Obtain a list of volunteers TCOs from organising body and prepare a duty roster template for timers according to the draws for the competition and the availability of volunteers. Check that contact details are available for timers.	
Ensuring the necessary facilities are in place for timer training pre-competition.	
Preparation of the time recording forms if they are not to be prepared on site.	
Set up the timing bench with the help of the Deputy Chief Timer, including checking tables and chairs for timers are suitable.	
Labelling of the Timer positions and Monitors. (A, B, C, etc)	
Set up the monitors using the VGA cable or CAT5 cable.	
Check that each piece of equipment and software is functioning correctly.	
Attend CU's meeting with Umpires for review of procedures relating to Timing [start of games, tie-outs, error correction, running out of time]	

Set up a pre-competition practice clock for umpires to use	
Set up room for timer training session.	
Meet with timers and run training session, including practice video.	
Finalise duty roster for who will report for duty each draw.	
Ensure timers have access to refreshments, secure storage for belongings, extra warm clothing.	

DURING THE COMPETITION: Requirement	Actioned (or mark N/A)
Check, before each draw, that correct parameters for the game have been input, and that all timing equipment is running correctly.	
Check timers are all present and have necessary forms, clipboards, pencils and spare pencils.	
Supervise pre-game practice.	
Co-ordinate synchronised start of clocks for the games.	
Supervise all timers starting and stopping clocks according to the rules	
Ensure times are recorded, and forms completed at game-end	
Ensure all procedures for Team Time-outs, Technical Time-outs, correction for three types of any timing error, teams running low on time, extra ends are all carried out correctly.	
Assign timers to play-off and medal games.	
Ensure all procedures for Team Time-outs, Technical Time-outs, correction for three types of any timing error, teams running low on time, extra ends are all carried out correctly.	

Ensure timers conform to any dress and conduct codes.	
De-brief with Deputy CT and CU	

POST-COMPETITION: Requirement	Actioned (or mark N/A)
Carefully dismantle timing equipment and pack up ready for transport to storage. Include a note of any damages, faults or shortages.	
Prepare and submit a Chief Timer's Report including any recommendations for future events.	
If required, prepare and submit to any training body, a list of volunteers and the number of sessions worked satisfactorily.	