

## IMRA Finish-line Guidelines

<b>Authors</b>	Justin Keatinge & Brendan O'Connor, IMRA
<b>Version</b>	1.0
<b>Time Modified</b>	Thursday, 12-Jan-2006 22:22
<b>Purpose</b>	This document describes how to set up the finish-line for large races. It is intended as an aid to Race Directors.
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### 1. INTRODUCTION

For small races, the finish-line can be handled efficiently by one person using a paper-based results sheet.

There are significant advantages to using a laptop-based finish system however, which will require more than one person. As all results are put on the web, they will have to be entered onto the results system after the race if not done in real-time at the race finish. Furthermore, as the IT system will automatically take the runners' finish times, using the system saves significant effort in recording times and re-entering them later.

The purpose of this document is to describe the finish-line set-up that has worked well for large races in the past, to be used by Race Directors in the future.

Any reference to "he" or "his" in this document also implies "she" or "her".

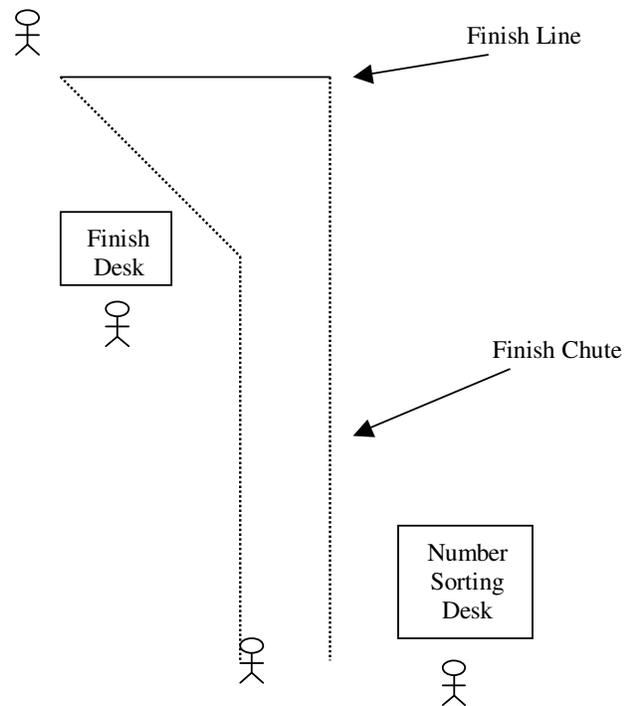
### 2. SETUP

The diagram on the next page shows the set-up at the finish-line. It requires 2 to 3 Helpers in addition to the Laptop Operator.

It is advantageous to have the Finish-Chute set-up in the same area as registration, so that one of the registration desks can be re-used as a Finish-Desk and the Registration Area tape can be re-used as the Finish-Chute.

The Finish-Line should be situated well back from the last bend in the race, so that there is a clear view of the runners for some time before they cross the finish line, making number recording easier.

**Note:** It is also very advantageous to have at least the last 50 metres of the race uphill so that runners are slowed down making number recording very much easier.



### 3. FINISH LINE

One Helper stands at the Finish-Line and records runner numbers on paper. This is purely as a backup to the Laptop Operator. As this Helper is the first to be able to read runner numbers, he calls out the runner numbers to the Laptop Operator. He must therefore ensure that he doesn't stray too far from the Laptop Operator.

Runners crossing the finish line without numbers should be excluded from the results, as they probably arrived too late for registration.

Runners who run with the wrong number (if they can be detected) should be excluded from the race results.

### 4. FINISH DESK

The Laptop Operator sits at the Finish-Desk, in direct line of sight of the finishing runners and records the finishers numbers and times. There is a weather-proof cover available to protect the laptop.

### 5. FINISH CHUTE

The purpose of the Finish Chute is to slow the runners down to a walking pace and to lead them away from the Finish Desk.

If a few runners cross the line together, they are told to keep the correct order until they have left the chute.

A Helper at the end of the Finish-Chute records the runner numbers on paper again, as a further backup to the Laptop Operator and Finish-Line Helper. If 5 runners cross the line together, the Laptop Operator and Finish-Line Helper may not be able to record the numbers. However the Finish-Chute Helper should not let the runners pass until he has recorded their numbers in the correct order.

## **6. NUMBER SORTING DESK**

It is advantageous to put a Number-sorting desk at the end of the Finish-Chute. Numbers can be collected from runners as they leave the chute and sorted immediately so that they are then ready for the next race.

## **7. BACKUP IN CASE OF LAPTOP FAILURE**

If for some reason the laptop is not operational on the day, the Race Director should have a stopwatch ready for the Finish-Line Helper who should note the time as each runner finishes.