



Time Trial Procedures

- 6.30ish erect warning sign at the corner of Northfield Road and Ashwell Road to warn traffic of cycle event. Stakes go through bottom holes of the sign and the hooks through the top holes. Brace across the top of the sign to keep taught. I can supply the stakes and brace, you will need a hammer.
- At the signing on area, (hard standing at the top of Blue Gates Dairy road) all competitors must sign the official CTT signing on sheet (download from CTT website or from TD). Under 16's must have a parental consent form signed by a parent (download from website and valid for one season or from TD).
- **Collect entry fees** (be very diligent, you may find your are short of money and end up subsidising from your own pocket as we did on the odd occasion) hand out numbers, help to pin on so you can read the numbers at the finish.
- Remind everyone to keep out of the road!!!!
- Make sure anyone new knows the route.
- Recommend everyone wears a helmet. Remind everybody about the Wrestlingworth crossroads, it is very hazardous!
- Write in the names and numbers on to the start / finish sheet (should be some in the file that you can copy) in the order of starting. If there are a lot of entries, it's wise to start the slower riders off first – remember you have to get to the finish line before the riders do!
- Before setting people off we found placing bollards to the side of the road was a good idea (can probably let you have some) – be prepared for drivers to get a little irate at times. Remind people to keep away from the start when warming up. Warming up should really be on Northfields road and anyone doing a u-turn on Ashwell Road should be disqualified. U-turns near the start are lethal, people have been killed doing it!
- Remind riders to call out their numbers as they pass the finish line, makes it easier for you, especially when several riders come through the line together.
- Just before 7.00 proceed to the start and tell everyone a couple of minute to go. Once at the start and making sure rider number 1 is there, start the stopwatch and tell rider 1 they have 1 minute to go.
- Get first rider in place. Do try and have a second person to set people off. Call 30 seconds – 20 – 10 – 5 4 3 2 1 off.
- The first rider goes off at 1 minute on the stop watch.
- Space riders at one minute, so second rider goes off at 2 minutes, third rider at 3 minutes etc.
- When all competitors have left collect up bollards and warning sign and go to the finish at top of Bluegate Dairy road, you can park on the grass triangle or further up the road on the hard standing on the right of the Northfield Road.
- Be very careful to keep the stop watch going!!!

- The finish is exactly opposite the telegraph pole near the grass triangle(the one nearer to Ashwell not the one directly by the triangle.
- I suggest you wait by the pole at around 21 – 22 minutes lapsed and keep looking out for riders.
- As riders cross the finish line, hopefully calling out their number, write the lapsed time down against the corresponding number, repeat until all riders are finished.
- Calculate finish time by subtracting start time from lapsed time (suggest you do this after final rider has gone through, if several riders are in quick succession you may get distracted / muddled.
- Make sure you collect all numbers and pins from riders, (it has been known for riders to go home with them still on their backs). If this happens it makes things difficult for the next week if you are unable to get the numbers back in time.
- Important, when riders cross finish line, do not stop the stop watch – let it run until all riders are finished.
- Keep everybody out of the road at the finish – riders come through at speed, so do cars.
- Keep the official signing on sheets and return to TD so we are able to calculate the levy due to the CTT at the end of the season, also keep the start / finish sheets as people often want to know their previous times.
- Put results on website/forum.