

INSTRUCTIONS FOR LAP SCORERS – 2008

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1. THANK-YOU
2. We are going to record lap times for every runner or walker for every lap in every race. Times do not have to be accurate---to the nearest second is fine. These lap times will document the races and make the correct lap count verifiable. This can be a difficult job. Please concentrate, stay on task and avoid unnecessary conversation, which may distract others.
3. But more than just documenting races, YOU will have the final say on the number of laps your assigned athlete runs. Therefore, it is important to use the lap times to constantly check yourself while the race is in progress to be sure that you did not miss count.
4. How to check: lap times of 1:00, 2:00, 3:00, 5:00. As the athletes are doing one minute per lap, you missed lap four. You should be looking for lap times that are double the usual time.
5. Look at your lap sheet; laps-to-go is at the top of the page.
6. Laps done is also at the top of the page.
7. Don't worry about what place your runner is in or if he has been lapped. Just make sure that you record his lap time for each lap and know what the next laps-to-go for him will be the next time he gets to you.
8. WHEN YOUR ATHLETE HAS ONE LAP TO GO, make sure that he knows it. Walk up to him/her and raise one finger in the air. (This also signals the timers and finish judges not to stop their watches on him.) DIRECT THE ATHLETE TO THE LEFT OF THE SMALL CONES which are placed between lane one and two.
9. WHEN YOUR ATHLETE IS FINISHING, yell "finisher" and direct him/her to the right of the cones and into the finish chute.
10. Numbers 8 & 9 above are the reason for this big operation. Don't blow it. Be LOUD and DECISIVE. (If you cannot time and do #8 and #9, forget the time for the last laps, we can get it elsewhere after the race.)

SPECIAL PROBLEMS

1. Watch out for hip numbers and chest numbers being different.
2. As soon as you see your athlete, write down his/her hip number and chest number on your timing sheet. Also, make note of the uniform colors (for example: red top, black shorts) on the timing sheet.
3. Write down the event number, event name and your name and telephone number on the timing sheet. (In the event of a record, we may have to contact you.)
4. Post you athletes' numbers on the back of your chair (with tape and 3x5 cards) so a checker can get to you fast if you are having trouble.
5. Wear the hip numbers of your athlete(s) on the front and back so the athlete himself and other officials know whom you are pointing to.
6. If you can, introduce yourself to your athlete. Tell him/her that you are his official lap scorer and will make sure he/she goes the correct number of laps. Get a GOOD LOOK at him or her.
7. The hardest part of this job is picking your athlete out of the pack. It is a big advantage to know your athlete personally. If you want to "trade" athletes with another lap scorer, it is "OK." Be sure to change chairs and numbers that you are wearing and make sure correct lap scorer information is on the lap sheets.
8. If you can't find you athlete in a tight pack of runners the first time around, write down a time for the pack and look for him the next time around. (If everyone is that close together, everyone will have nearly the same time.) If you can't find him/her by the second lap, raise you hand to get help from a checker.
9. 3,000, 5,000 and 1500 meter races have special problems because they start across the track from you. Be aware of this.
10. If your runner has dropped out, or if there is a small field and your assigned number is not in it, please serve as a checker, time caller, or filing clerk.
11. Checkers help the lap scorers by looking over their shoulders and checking the math on the lap times. It is important to remember that these officials are there to help you, not to find fault or criticize. Checkers can also help you with other problems such as not being able to find your athlete.

12. The Time Caller reads the lap times aloud so the lap scorers do not have to look away from the race to read their own stopwatches of the official digital timer. Another purpose is to prevent disaster when the official digital clock malfunctions or is turned off when the race leader finishes. Hint: save your voice and call times only when athletes are approaching the timing/finish line. Read with a LOUD voice and even cadence.
13. If you need to go to the snack bar, bathroom, etc., please make sure that your assigned athletes are covered. Try not to do this during the 5,000 and 10,000 meter runs because there are usually too many runners in them, and we need every lap scorer we can get. Substitutes should work with the original lap scorer for one or two laps before taking over to “get the feel of the race” and get a good look at their athletes.
14. If the Special Lap Scorer (sign operator) yells out “how many laps for #20?” the lap scorer for #20 should immediately be able to tell him. The Special Lap Scorer may just be checking to be sure that everyone covered, or he may be completely lost. He will be yelling LOUDLY to be heard above the roar of the crowd. Don’t think he is mad at you, and give him the answer just as fast as you can.
15. LOOK PROFESSIONAL. Stay seated in your chairs except when you must communicate to your athlete. Wear your designated uniform and/or t-shirt, hat, etc.
16. TAKE CARE OF YOUR ATHLETE.
17. One thing that helps finding your athlete in a tight pack (the hardest part of the job) is to predict his or her next lap time. Do this by adding the time for one lap to the last time you have written on your sheet.
18. At the end of each race, we will need to collect the timing sheets and file them in folders in the Lap Sheet Box by event. This can be invaluable in the event of a protest, complaint, or finish line personnel error. We will need a volunteer to file the sheets. Under new (2007) USATF rules, the lap sheets are to go to the Referee at the conclusion of each race.
19. Under new (2007) NCAA rules, we may also be asked to assist the Clerk of the Course in placing distance relay team runners in their proper positions on the track. For all races we must certify to the Head Umpire that everyone went the proper number of laps and provide lap sheets to him or her.
20. At the end of the meet, please turn in all of your clipboards to me (not the meet). Please do not leave your used lap numbers attached to your lap sheets or clipboards.

TO STARTER---

Please tell the runners in races where lapping is likely that they should “finish to the right of the small cones.” We will reserve lane one for runners who have one or more laps to go. “The small cones will be **before** the finish line. They are not a finishing chute so don’t stop when you get to them.” FOR HIGH SCHOOL RACES (where, by rule book, the Starter is the Special Lap Scorer unless he designates someone else): Never ask a lap scorer if an athlete has been lapped. If he is doing his job properly, he won’t know. Instead, ask how many laps for #3, for example, and you should get the answer instantly.

TO TIMERS/PLACE JUDGES/PHOTO-FINISH CREW---

Finishers in long races where lapping is occurring will finish to the outside of the small cones. Runners with one or more laps remaining will be in lane 1. This will make your job very easy, as we will separate lapped runners from finishers.

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