

ST GEORGE LITTLE ATHLETICS

RaceHQ - Recording Race Results

These procedures assume the Timing Equipment has been set up in accordance with the document “Timing Equipment Setup”, and RaceHQ is running in “Race” Mode.

How it Works

1. We start races “electronically” using a hand-held Start Device. When the Starter presses ‘Start’, the device produces a loud bang (through the connected loudspeaker) and simultaneously sends a message to the computer at the finish line to start its timers.
2. As runners pass through the ‘gates’ at the finish line, the computer detects and records the time. Each runner then presents him/herself to the Recorder who enters into the computer their Shirt number (or name) against their Lane number (races run wholly in lanes) or Finishing Position¹.

Equipment

3. You will use the following equipment (which should be present at the table at the Finish Line):
 - a. Computer running the program RaceHQ that you use to record race results;
 - b. Timing Hub with aerial (connected to the Computer) that communicates with the Starter’s device and the Timing Gates (Poles);
 - c. Walkie-Talkie – your handset and that used by the Race Starter should be on the same channel.

Racing Procedures – *Going Well*

4. To understand the interactions between the Starter and the Recorder / computer (from the Starter’s perspective), please read the document “Instructions for Starters on the Straight Track”.
5. With RaceHQ in Race Mode (and prior to any races starting), the Starter is entitled to start a race when he is ready. If you need to put racing “on-hold” for any reason, tick the box near top left of screen. That causes the Start Device to go into a “slow green blink”, and prevents the Starter from starting a race.
6. Ensure you know the event distance (eg. 100m, or 80m Hurdle, etc) so that you select this from the drop down (usually before the race starts, but at any time prior to saving the race results).

¹ An alternative process, called the “Start Line Process”, is possible (for races run wholly in lanes) in which the names of the runners and their lane number are captured on a wireless tablet *at the start line* and are automatically transferred to the Finish Line Computer. This reduces the time lag between races.

7. When the Starter starts the race, the computer will “beep” and the timer will display on the screen. The Lane lights on left of screen will grey out for a number of seconds – usually set to 5² (during which time no trigger will be recognised) – then turn **green**, meaning they will detect runners as they pass through the gates.
8. If there is a false start, you will see the runners pull up (as the Starter calls them back with a 2nd ‘Bang’ from the Loudspeaker). In this case, click **Rerun**.
9. As each runner passes through a gate at the finish line, each gate will “trigger” in one of the following circumstances:
 - Two *adjacent* beams are broken (usual scenario); *OR*
 - The *bottom* beam is broken *and* no other beam breaks within the next 1 second. In this case, time of the beam braking is recorded as the time. [Detects tiny-tots.]
10. For a Sprint Race (includes hurdles), Timing ceases 5 secs after *all* configured lanes have triggered. If there are more lanes than runners (and for all Pack Races), you must manually stop the race clock by clicking “Stop” after the last runner arrives.
11. Runners now must present themselves to the recorder. For a Sprint Race, each runner (in order, starting with Lane 1) presents him/herself to the Recorder who enters their shirt number (or name) against their Lane number into the computer. For a Pack Race, Shirt numbers are recorded against finishing times (requiring runners to be informed of their finishing position – 1st, 2nd, 3rd etc).
12. Once all runner details are recorded (and the *Event Type* is set), click **Save**. This saves the race results (for subsequent upload to Results HQ) and signals the Starter (steady **green** light on Start Device) to proceed to the next race.

Racing Procedures - Problems

13. If (in Race Mode) a gate is marked (left of screen) as **yellow with a red cross**, untick and retick lane 1 (if it’s in use, otherwise any other lane) – this usually corrects the problem.
14. If (for any reason) the Computer timers start (and the computer beeps), but **no** ‘bang’ is sounded at the Start Line and so runners don’t move - click **Rerun**.
15. It may happen that **2 runners pass through the same gate/lane** (sprint race) in error. Identify which time corresponds to which runner. Mousing over the “race time” value causes all times recorded for that lane to display. Then, drag (with the mouse) one of the times to a vacant lane number and have the corresponding runner move to that lane, prior to recording runners.
16. A ‘**phantom time**’ may be recorded in a lane (due to rain or strong winds) despite no runner triggering at that time. Mouse over the race time in the relevant lane and note the

² This may need to be set to a larger value in (say) a 400m race (Circular Track) where the staggered start requires some runners to pass through their gate early in the race. In that case, set a suitable larger value (eg. 30) in the “Initial Ignore Period (seconds)” parameter in Setup – General Tab.

“bin” that appears in the bottom right of the screen. Drag the spurious time to the bin. It is also possible to hold down an on-screen “ignore” button or tick an Ignore box (bottom left of screen) until the lead runner approaches the gates. This prevents triggers until the button is released/box unticked.

17. [RaceHQ](#) monitors the battery level³ in each gate pole and in the Start Device. It reports “**low battery**” at 20%. Batteries in Start Devices should be changed if the Battery Level⁴ reaches 35%, and in the Poles if Battery Level reaches 15%. If the batteries in a Start Device or Pole need to be replaced, and the device is already in use:
 - Leave the Device ON;
 - Remove and replace the batteries;
 - Press the ON button. The device should repair with the computer.
18. If [RaceHQ](#) becomes **unresponsive**, terminate it via Task Manager. After termination (or a **crash**), and assuming the gates had already been activated, proceed as follows:
 - Restart [RaceHQ](#);
 - Reactivate each gate in order – one at a time - with a “quick” press (not a press and hold);
 - Turn the Start Device off, and once it has turned off, Turn the device on again.
 - Click [Go Race](#)

Precautions

19. Discourage crowds from forming in the “line of sight” between your position and the Starter’s position as this can interfere with visual and electronic communication.
20. Ensure the Antenna remains upright and has clear line of sight to each Timing Gate pole and the Starter.

Shutdown Procedures

21. At the completion of the night’s races, shutdown [RaceHQ](#) by clicking the “X” in the top RH corner of the Window. This should cause all the paired devices – including Timing Gates and Start Device – to turn off (*‘beeping’* in the process).
22. Then “Shut Down” the computer, close the lid and pack the Laptop into its carry case. [The computer will be accessed later to upload saved race results to [ResultsHQ](#).]

³ This can be inspected by “mousing over” the icon for the device on-screen. A pop-up window appears.

⁴ Based on Timing Solutions advice in Support Request #25533.