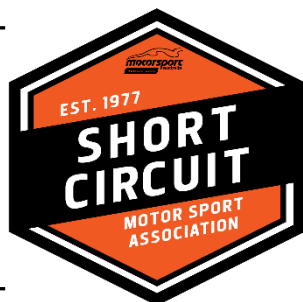


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
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Role Description: Timing Official - Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Timing Official plays a critical role in ensuring the accurate and reliable recording of competitor times during motorsport events. This role involves managing timing equipment, maintaining precise records, providing results for review and distribution, and training new timing officials to ensure the sustainability of the timing function. The Timing Official collaborates with the Event Secretary, communicates directly to the Event Coordinator, and actively participates in toolbox talks before and after each event.

Key Responsibilities

1. Pre-Event Preparation

- a. Attend the pre-event toolbox talk with the Event Coordinator and team to discuss event schedules, safety measures, and responsibilities.
- b. Ensure all timing equipment is operational, calibrated, and compliant with event standards.
- c. Familiarise yourself with event regulations, competitor details, and the role of other officials.
- d. Confirm availability of sufficient team members, tools, and documentation required for the timing function.

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Clubs affiliated with SCMSA

Downs Motorsport Club - Lotus Club of Qld
Ipswich West Moreton Auto Club
Tamworth Sporting Car Club - Millmerran Auto Club



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2. During the Event

- a. Accurately record and manage timing data for all competitors, ensuring compliance with event regulations.
- b. Verify competitor details in the timing system and resolve any discrepancies promptly.
- c. Provide real-time updates to the Event Coordinator and ensure the timely submission of results to the Event Secretary and Clerk of the Course.
- d. Maintain the integrity of timing operations to avoid delays or disruptions to the event schedule.
- e. Supervise and guide team members assisting with timing duties, ensuring they operate safely and effectively.

3. Result Management and Distribution

- a. Prepare comprehensive timing reports, including split times and final classifications, ensuring accuracy and clarity.
- b. Submit results for review and authorisation by the Clerk of the Course before distribution.
- c. Ensure results are securely handled and only distributed to authorised personnel, such as the Event Secretary or Stewards, until they are approved for public release.

4. Post-Event Duties

- a. Attend the post-event toolbox talk to provide feedback on timing operations and discuss areas for improvement.
- b. Submit all timing data, equipment, and records to the Event Secretary for archiving.
- c. Prepare a brief report on challenges encountered and provide recommendations for future events.

5. Training and Development

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- a. Mentor and train new timing officials by providing guidance on the timing equipment, procedures, and regulations.
- b. Ensure trainees understand and adhere to timing standards, safety protocols, and reporting requirements.
- c. Actively promote skill development among team members to build a reliable and competent timing team for future events.

6. Collaboration and Reporting

- a. Communicate directly to the Event Coordinator, keeping them updated on timing operations and addressing any issues promptly.
- b. Work closely with the Event Secretary to ensure all documentation and results meet the required standards.

Key Qualities and Knowledge

- **Attention to Detail:** Exceptional accuracy in recording and managing timing data.
- **Technical Skills:** Proficiency in operating timing systems and related equipment.
- **Communication:** Ability to convey information clearly and effectively to team members and officials.
- **Teamwork:** Collaborative approach to ensure seamless operations with all volunteer and other officials.
- **Problem-Solving:** Quick and effective resolution of timing-related challenges under pressure.
- **Leadership and Mentorship:** Capacity to train and guide others in developing timing skills.
- **Professionalism:** Upholds fairness, respect, and confidentiality in all interactions.

Key Behaviours

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- Act with integrity and reliability in all timing operations.
- Treat competitors, officials, and stakeholders with respect and professionalism.
- Adhere strictly to Motorsport Australia and the Association's policies, procedures, and safety requirements.
- Foster a positive and supportive learning environment for new timing officials.

Relationship with Other Officials

- **Event Coordinator:** Provides regular updates on timing progress and communicates directly on any issues. Event Coordinator will then communicate these issues with the Committee.
- **Event Secretary:** Collaborates on the preparation, submission, and approval of timing results and documentation.
- **Clerk of the Course:** Works closely to ensure results are reviewed, finalised, and authorised for distribution.

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