



EPCR Match Timekeeper Instructions

Please note that for the Heineken Champions and Challenge Cup, the match time should run from 00:00 to 40:00 in the first half and from 40:00 to 80:00 in the second half.

Arrival at the ground and Pre Match Checks

- Timekeepers are expected to be at the ground at least 90 minutes before Kick Off (KO)
- Timekeepers are requested to make contact with the EPCR Match Delegate immediately upon arrival at the ground in order to carry out the Pre-Match checks listed below.
- Timekeepers must also contact the match referee in advance of the game to discuss the operation of the clock during the match.
- Ensure that the TimeKeeper also has the EPCR Match Manager's phone number so that contact can be made if necessary during the match.

Test 1: Check the console settings

- Ensure the console is switched on (power switch at rear).
If it is switched on do not switch it off.
- Press **'Select'** and then press **'Settings'**
- Ensure that **'Count Up'** is selected
- Press the **down arrow** to access the second page of settings
- Ensure **'Total Time'** and **'Stop Time'** boxes are checked (ticks are in boxes)
- Press **'Enter'**
- Press **'Save'**, then **'Yes'**. Then press **'ESC'**

Test 2: Ensure the Display Clocks are working

- Ensure there is power to the displays (lines/time of day should appear on each display)
- Check the clock switch, on the front of the console, is in the stop position ('0')
- Press 'Play'
- The console may ask to 'Download previous match?' – Select 'No'
- Period 1 will load, and the displays should show 00:00
- Switch the clock switch to the run position ('I') to commence the count-up
- The clock can be paused at any time, by moving the clock switch to the stop position ('0')



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Test 3: Check the clock and half time is set up

- Move the clock switch, on the front of the console, to the stop position ('0')
- Press the clock set button
- Press the minutes button and adjust the time to 39. Then press "Enter"
- Press the seconds button and adjust the time to 57. Then press "Enter" twice
- The clocks in the ground should show 39:57
- Switch the clock switch to the run position ('I') to re-commence the count-up
- At the end of the period the clock will freeze at 40:00. The console will prompt you to move the clock switch to the stop position ('0')
- Press the period button, then 'NP' (no pause) to load Period 2
- To commence Period 2, move the clock switch to the run position ('I')
- The clocks should now run from 40:00 to 80:00 for the second half

Test 4: Check that Full Time is configured

- Move the clock switch, on the front of the console, to the stop position ('0')
- Press the clock set button
- Press the minutes button and adjust the time to 79. Then press Enter
- Press the seconds button and adjust the time to 57. Then press 'Enter' twice.
- The clocks in the ground should show 79:57
- Switch the clock switch to run position ('I') to restart the count-up
- At the end of the period the clock will freeze at 80:00. The console will prompt you to move the clock switch to the stop position ('0').

Tests 5 to 8

- Once all the above is working, contact the Host Broadcaster to re-run the above tests with them to verify that the connection between the stadium clocks and TV graphics are working.
- Ensure that neither the clock nor the console are powered-off between the time you do your tests and Kick Off.

Test 9 - For Knockout Fixtures

- Check that Extra Time is programmed correctly
 - Click **Settings**
 - Click the **Setting Period & Pause** button (open pie-chart) icon.
 - Click **Select Period** Button, use the **Up/Down** Arrows + **Enter** button to confirm the duration of the four periods.
 - Period 1 : 40:00 Minutes
 - Period 2 : 40:00 Minutes
 - Period 3 : 10:00 Minutes
 - Period 4: 10:00 Minutes
 - If one of the Periods does not match the durations outlined above click the **Minute & Second** buttons to adjust the numbers such that they match the durations above.
 - Confirm that **Extra Period** is set 2 at the bottom. If not, click **Extra Period** and use the **Up & Down** arrows to adjust to 2.
- Press **ESC** twice, select **Rugby** and start new Match as explained earlier in this document.
- Click **PRD** twice to progress to the first period of Extra Time
- Press the clock set button
- Press the minutes button and adjust the time to 9. Then press "Enter"
- Press the seconds button and adjust the time to 57. Then press "Enter" twice
- The clocks in the ground should show 9:57
- Switch the clock switch to the run position ('I') to re-commence the count-up
- At the end of the period the clock will freeze at 10:00. The console will prompt you to move the clock switch to the stop position ('0')
- Press the period button, then 'NP' (no pause) to load Period 4
- Repeat as above for Period 4