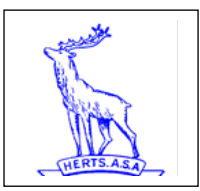




Hertfordshire Amateur Swimming Association

The use of the Quantum Swiss Timing Automated Officiating Equipment

1. The whole kit belongs to Hertfordshire Amateur Swimming Association and anyone who borrows/hires the kit is totally responsible for its safety.
2. A request to borrow the kit except in an emergency has to be at least one calendar month in advance to the required first date. The request is made by email to ian.macsirs@ntlworld.com who holds the calendar
3. The kit needs to be collected and returned to the Hertfordshire storage unit, currently in Stevenage, by arrangement with the Storage custodians, Grant Chivers, Finance Officer; Sheila Mackenzie, Secretary; Bryan Thompson, Swimming Manager or Ian Mackenzie (Custodians).
4. Any damage to any of the kit MUST be reported to the custodians. The organisation who borrowed/hired the kit will be responsible for the cost of repair/replacement.
5. An agreement will need to be entered into to borrow/hire the equipment, signed by the Secretary or Chairman of the organisation and the individual who will be responsible for the kit during the period of borrow/hire.
6. The kit comprises of
 - a. A carry case comprising of the Quantum control unit with software 'key'
 - b. A carry case comprising of the harness for eight stations, plus a spare and eight back-up buttons
 - c. A carry case comprising of a Dell laptop on which the software is loaded
 - d. A touchpad trolley
 - e. 10 touchpads
 - f. A4 Laser Printer
 - g. Electrical connecting, safety equipment and conversion cable for a Colorado starter all stored in a plastic crate
7. None of the kit must be returned to the storage wet. ALL the kit must be thoroughly dried after use and prior to it being reused if being kept over a period, by agreement.
8. It is important that care is taken with the kit as this is to be shared with our clubs and if it is damaged then the next club cannot have use of it. Each pad has cost £1,350, with the whole cost of the kit being £25k.
9. Transporting the kit:
 - a. The cases hold the equipment within them secure.
 - b. The touchpads ideally need to be transported on the trolley, which will require a ramped trailer or a vehicle with a tail lift. Maybe lifting the trolley into the back of a vehicle and carefully re-loading the pads may be an option.
 - c. The pads are 190cm x 90cm so will not fit in the back of a car and must not be carried in that fashion.
 - d. However they are transported they must be secured and not be able to move/travel within the space where damage can occur. There is a padded cover for the whole loaded trolley which should be used for added protection.
 - e. The touchpads have an electrical cable which must also be secured and the plug carefully detached from the harness prior to the touchpads being removed at the pool. The touchpads are heavy and unwieldy so should **always** be move by TWO people not just one.
10. The control unit must not be used near to the water, but in a separate room ideally. If a room away from the poolside is not available the unit must be situated at least two metres from the water. The control unit must be secured on a table and protected from possible splash. The unit must be



Hertfordshire Amateur Swimming Association

connected to a 240 volt supply through an Residual Current Device (RCD), usually all equipment at the pool is protected by a RCD, but not always is it available to check that it is working. There is therefore a 'mobile' RCD which MUST be used to protect all the equipment. The anti-surge multi-plug, also supplied, should be plugged into the RCD prior to the RCD being plugged into the mains socket. The RCD plug should be tested prior to using any of the equipment.

11. There is a laser printer supplied solely for the use of the result print out in A4 mode. This should be plugged into the multi-plug protected by the RCD. There is a spare toner to go with the printer, but the Custodians must be informed if and when it is used. There is no paper supplied.
12. There is a cable cover supplied of 2 metres in length, the minimum that the unit must be from the water. Further loose cable must be protected to eliminate a trip hazard.
13. The County has no liability as to how the kit is utilised and therefore accepts no responsibility for damage, injury or failure.
14. There is no starter unit supplied with the kit. If your club does not have an omega starter then there is a conversion cable for use with a Colorado starter in the plastic crate. If your organisation does not have a starting kit, check with the Custodians who will be able to advise where a starting kit can be borrowed from.
15. The provided laptop is preloaded with the software, but the 'special' USB 'key' needs to be plugged into the laptop for a few seconds to activate the software. The 'key' should then be returned to the case. The loss of the 'key' requires a replacement from the manufacturer at a cost of £850 which would have to be funded by whoever loses it. The kit is useless without it.
16. The laptop should also be plugged into the multi-plug for the mains supply. It should not be plugged into any other mains connection.
17. The laptop should be connected to the control unit by the supplied cabling and any other laptop to transfer the data to through the supplied network cable. Other cables should not be used without the agreement of the 'custodian'.
18. There is also a strobe light that can be moved to beside the lane it is required for. It needs to be plugged into the starting kit and care must be taken with the cable so that it is not a trip hazard. The strobe should be removed from the lane once the race has commenced so that swimmers do not get an advantage. It should only be used for hard of hearing and deaf swimmers.
19. All equipment should be plugged in to the control unit, laptop, printer, harness, starting kit and the laptop being used for the meet management before the control unit is switched on and the 'Key' is used to activate.
20. The kit manuals will be in the various boxes and each box will have an itinerary of the contents. It is imperative that these itineraries are maintained.

This equipment guide will be updated as and when necessary.

15.04.2016