

## OD SI event – checklist and responsibilities

Details of all the activities are in the relevant documentation. These are:

- SPORTident Organiser Guide, available from the SportIdent website SportIdent.com which provides a comprehensive description of how the system works.

## OD event and equipment strategy

- SI will be used for all events from 1 January 2023
- Equipment (controls, printers etc) is allocated to a fixed task and will not normally be re-programmed for events.
  - All controls at control sites will be AIR+ enabled at all events.
  - Control time out will be 12 hours. This is the maximum time from the control check/wakeup punch and the first competitor.
- Where OD do not have enough equipment for a specific event, arrangements will be made with local clubs to borrow/hire the necessary additional equipment. OD will be willing to make reciprocal arrangements to lend/hire out equipment to other clubs.
- All controls will be mounted in a common way. This will consist of a fiberglass stake with a control carrier. A banner and a back up pin punch may be provided at each control site.
- Colour will be retained as the results system for level C events and above and may be used at level D events.

## Event set up – level C and above

Events will follow the following process:

- Event set up
  - Level C events will be managed in Colour and this will be set up before the day. This will cover CSC, Yvette Baker, Score events, WML and non-age class events.
  - Where Colour does not have the capability to manage the event, a case by case choice will be made to use Sportident timing website, Sitiming, MERCS etc. or a managed results service. Examples will be JK, large Relay events, British championships.
  - The Planner will provide an IOF XML file defining the courses to be loaded into the event system when the courses are final. The course names in this must match those intended for the event.
  - Pre-entries will be pre-loaded into the event system when entries close using a transferred file.
  - The event file will be preloaded onto the OD results computer (ODclient3) ahead of the event and all results machines set to use this as their default event.
- SI pre-work
  - The master time on the OD event computers (i.e. ODclient3) will be set to internet time allowing for summer time on the day of the event when applicable.
  - Controls check and setup:
    - The time on all controls will be set to match the master (ODclient3) event time. This will be achieved by setting an SI master station as a time master and synchronising all controls. This should be done within 14 days of the event.

- The Start, Check, Finish controls should be synchronised on the day as these are critical to the integrity of the results. Instructions are on the OD web site: ([Set control times.pdf](#))
    - Periodically, the controls should be checked to ensure that they are in the correct mode, number, etc. using SI Config+. The battery levels will also be checked. The controller may require a copy of the log these checks.
  - Before the event, Clear, Check, Start and Finish must have their backup cleared by the Planner.
- At registration
  - Type 8 and type 9 SI cards will be available for hire. Type 8 cards can only be used on courses with 30 controls or fewer. If there are more than 30 controls on a course the Planner must inform the Organiser to allocate Type 9 cards for these courses
  - Generally all entries will be pre-entries. Where maps are available registration on the day will require the competitor to complete an entry form and make payment. They complete registration by taking this form to an entry computer which will read or type in the SI card number and complete their electronic entry, retaining the entry form. For British Orienteering members, competitors details will be obtained automatically for personal SI cards.
  - Competitors who are pre-entered do not need to go to registration, unless they need to collect a hired SI card.
- At the start there will be:
  - One or more self-service Clear stations mounted on a stake.
  - Optionally, a SIAC Battery Check box may be made available after the Clear.
  - One hand held check control held by a start official and used for all competitors in the first start box. A spare check should be available in case of failure. Punching the Check control turns on SIAC cards.
  - Optionally, a SIAC check box mounted on a stake in the first or second start box, which competitors can use after the check.
  - One or more start controls mounted on a competition stake, uniform with the other controls. Physically punching the start will be mandatory for all events.
- Control sites will have:
  - a single control mounted on a stake, uniform with all the others. The controls are pre-labelled with their number.
  - Every control will have a banner and optionally a backup pin punch.
  - Controls deployed in the field in a fixed number range (171 to 245)
  - All controls will be physically punched and checked as part of the preparation for the event. The control must be physically punched less than 12 hours before the first competitor will reach the control to turn it on.
- At the finish there will be
  - one or more finish controls mounted on a competition stake, uniform with the other controls.
  - Physically punching the finish will be mandatory for all events.
  - Punching the finish will turn off SIAC cards.
- At download
  - There will be one or more computers, printers and readers to read the SI cards.
  - There will be one or more computer used for entries and reading SI cards at entry.
  - All competitors must report to download.

- Download will provide splits to the competitor and indicate hire cards that need to be collected in. Hired SI cards will be put back in their box and checked.
- Results will be made available on the OD website live results where phone coverage permits.
- Safety check
  - After the last start the start control(s) will be taken to download and read. Reports of “Started and not downloaded” used to ensure that all runners who started have downloaded.
- After the event - controls
  - The controls will be collected and split into banner, stakes, Pin punches and controls. This will include Clear, Check, Start, Finish, SIAC check and all control sites.
  - All controls will be turned off using a control punch before storage.
  - Controls will be returned to their storage boxes.
- After the event - results
  - A backup of the event system at the end of the event will be taken and preserved.
  - The event system will produce a CSV of results for WinSplits, Routegadget and British Orienteering results, a web page version of the results and a pdf print of the results for the OD web site.
  - The planner will provide copies of the course maps in a form for loading in Routegadget
  - The results will be loaded to the
    - OD web site
    - British Orienteering web site
    - Winsplits
    - Routegadget
  - Changes to the results required by the Organiser following queries or objections will be changed in the event software and new result files will be produced.

## Event checklist – who does what and when

Typical timing	Action	SI Manager	Entries	Planner	Organiser	Results lead	Controller
20 days	Provide list of available controls	Yes					
Up to 14 days	Synchronize all controls to SI Master time	Assist		Yes			
10 days	Set up event software					Yes	
Up to 7 days	Check controls and set clocks	Yes					
5 days	Provide IOF XML of event courses to results			Yes			

5 days	Load courses into event software					Yes	
2 days	Get pre-entries		If used				
2 days	Allocate start times		Optional				
2 days	Load pre entries into event software		If used			Assist	
1 day	Allocate pre-entry hire cards and prepare these for issue					Yes	
1 day	Put final version of event on results computers					Yes	
< 12 hours before end of event	Place controls in field, wake them up			Yes			
On day	Controllers check						Optional
On day	Synchronize time on Check, Start and Finish boxes			Yes			
On day	Set up download equipment					Yes	
On day	EOD Electronic entries					Download team	
On day	Entries, payment and SI card hire				Entry team		
On day	Clear, Check and optional SIAC check				Start team		
On day	Download and collect hire cards					Download team	
On day	Collect controls			Collection team			
On day	Power off and pack controls, banners and pin punches			Collection team			

On day	Decommission download equipment					Download team	
Within 1 day	Send map files for routegadget			Yes			
Within 2 days	Publish results					BO – GU Winsplits – GU Routegadget – KR OD website - RS	
Within 7 days	Check returned controls	Yes					

## Event process:

### Key principles:

- All events shall use pre-printed (but not bagged) maps, unless specific permission to do otherwise has been agreed by the committee in advance.
- Control descriptions will appear on the map and will be available separately
- Start times will not be issued
- Splits will be provided on the day
- Results, including splits, will be posted on the web; hard copy results will not be issued
- Notices should be displayed indicating that there will be a charge of £50 if a hired e-card is not returned.
- Results display on the day to be by means of live results on the OD web site, and failing this print-outs by course

Before the event course details are passed to SI coordinator to set up event database.		
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<p>EOD (where maps are available) competitors complete an entry Form which will be available at registration. An information sheet about the arrangements for the day will be on the OD web site and on display.</p> <p>Information to be entered is NAME, AGE CLASS, COURSE, CLUB, BOF NO + SI card number if own card.</p>	<p>Entry forms will be available as a download in advance on the website.</p>	<p>Information sheet for the day to include details of courses (length, climb, number of controls); distance to start, etc; facilities such as toilets; procedure for Registration.</p> <p>Also to state clearly: "No start times will be issued. Please proceed to the start when you are ready to do so; start officials will arrange for competitors to start at one minute intervals".</p>
<p>Competitor takes form and payment to get hire e-card and control descriptions (or just control descriptions if using own e-card). Registration team enter e-card number on form; form and SI card is taken to the results team by the competitor to download for automatic registration in the results system</p>		<p>Team needs to be big enough and have enough space to cope with likely numbers of entrants. Separate personnel needed for each function (SI hire administration/form check and control description issue and money receipt/) Registration in download</p>
<p>Results team enter competitor after punching SI card</p>	<p>If the SI is not known results team key in competitors BOF number to database and recall data. Or enter all data. Select course.</p>	<p><i>SI card and BOF number provides all required data except course which is added manually from drop-down choice.</i></p>
<p>Competitors go to the start when it suits them. Start team will ensure that at least a minute interval between starters on the same course is maintained.</p>	<p>May be sensible to have "lanes" in the start boxes for each course so it is easy to maintain order and minute intervals. At busy times this will also facilitate self-regulated queuing.</p>	
<p>Start officials will ensure that all competitors Clear the SI card and punch a "check" unit in the start lanes. There will be a punching start.</p>	<p>The start unit will be taken back to download after all starts as a means of providing a safety audit on who has started.</p>	

<p>Competitors' e-cards are downloaded once only; splits are printed and handed to competitors. Splits are checked automatically by results software and any failures/disqualifications are passed to queries point.</p>	<p>The ecard It is then retained if it is hired.</p>	<p>A separate queries point is needed in order to avoid hold-ups.</p>
<p>Live results are loaded to the OD web site where possible. Otherwise strips of results are printed and posted periodically during the event.</p>	<p>Appropriate display screen location and boards are required.</p>	
<p>After event:  Provisional results and splits are produced. Disqualifications/queries are resolved with the planner and controller. Final results and splits are produced.</p>		
<p>Results files passed to Webmaster. Target for provisional results to be on the website is 24 hours and final results and splits, with officials' comments, within six days.</p>	<p>Results must be provided to Treasurer and BOF electronically.</p>	