

LEI Guide for E-punch Event Organisers

This Guide covers only those tasks and arrangements that are needed for events using the SportIdent systems and that differ from the traditional event. These should be read in conjunction with the standard guidelines for event organisers.

SI-Coordinator

A person for this key function should be appointed well in advance of the event. They will manage the operation of hardware, software and the associated helpers. He or she is appointed from the pool of trained and experienced members. If nobody has already volunteered or been appointed, the organiser should consult with LEI's E-Punch Officer, Kevin Bradley, or the Fixtures Coordinator, Chris Phillips, who can assist in seeking a volunteer.

Helpers

Less people are needed for the start and finish than with traditional punching but other jobs are created.

Planner's assistant(s) – the planner is likely to request one or two people to help put out control stakes on the day before and/or on the morning. It should be possible for these people to participate in the event.

Deputy SI-coordinator – To allow the SI-coordinator to participate in the event a deputy will be needed.

Car park - One person to hand out registration forms (and instructions). This can be combined with collection of any parking fee.

E-card Hire – one person per shift unless the event is large. The task can be combined with map sales after initial rush has subsided.

Registration /Maps Sales – one person per shift unless the event is large
Computer Section – This includes collecting registration forms, Data input, Download, Printout, Problem handling and Results display. 3 - 5 people per shift depending on size of event.

Start – minimum of one person per shift but nice to have help setting it up and company at later times.

Finish – minimum of one person per shift to direct finishers to the download and deal with any problems.

Novice Adviser – Somebody should be available to demonstrate/instruct novice e-punchers. This may be combined with another task such as transfer of registration cards and displaying results.

Patrol – Some event areas may be prone to vandalism. If so, the planner may ask for volunteers to patrol vulnerable areas and to collect in exposed controls as soon as the course closes.

Information for competitors

Notices are to inform competitors what to do and where to do it. This includes registering, hire and return e-cards, clearing e-cards, downloading after finishing. Notices produced by Mike Cowley may still be with LEI's organisers' equipment.

Pre-entries for badge events

The entries official can provide printouts to assist in with e-punch hire, on-the-day entries and the start.

On-the-day entries

The 4 stages of entry registration should be positioned in a helpful sequence. The club's tunnel tent might be useful to house some of these functions.

1. **Pick up and fill in registration forms** (stocks are held by Kevin Bradley or they can be downloaded from the forms page in the members area of the website). A table may be needed for people to lean on. Alternatively hand out forms at the entrance to the car park.
2. **Pick up control descriptions** for the desired course and get a start time. This can be self-service. Start times are only for guidance to prevent bottlenecks and so may not be needed after the initial rush or for smaller events.
3. **Hire an e-card**. Write its number on the registration form.
4. **Hand in the registration form, pay and get map**. Helpers must check that the form is fully completed.

Data Input and download

Indoors with power supply is ideal. As this is rarely possible, the club has a large tent (4.5m x 2.5m). Ideally the download should be positioned so that all competitors have to pass it on their way back to the car park. This distance from the map sales should not be too excessive as the registration forms must be quickly passed between them.

Clear and Check

A clear box should always be at or near the start with a check box in the start lanes. Another set of clear and check boxes may be at a position that everyone passes from the car park or registration area on their way to the start. Make sure that competitors walking between the finish and download do not pass near the clear as this might result in novices accidentally clearing.

Start

The start can be taped out as for a traditional start. If times have not been allocated, separate lanes can be taped for each course so that competitors queue in their appropriate lane.

The bleeping start clock is needed, as starts should still be at one-minute intervals. Competitors need not stick to designated times. If there is no space available at the master maps competitors can wait. When there are few competitors they can start when a master map becomes available.

The start official should remind each starter

1. to punch the start box (their time starts from that moment).
2. if there is more than one master map, to copy down the controls from both.
3. to download at the end whether or not they have completed the course.

Finish

The finish consists of two finish stakes and boxes. No funnel is needed but a finish banner should be displayed. A notice at the finish should remind competitors to punch at the finish box and another as they leave the finish area directing them to the download point. All competitors must download and so additional notices on return to the car park might be worthwhile.

Results display

A great advantage of e-punching is that results can be instantly displayed. Display boards (or vehicle window) can be positioned not too far away from the download.

After the event

Your suggestions for additions tips or amendments to these notes will be most welcome to help future organisers.

Please send comments to the webmaster (there is an email link on the home page).