LEI Guide for Event SI-Coordinators

The SI-coordinator is an additional event official who takes over the responsibility for tasks related to the use of e-punching which are usually within the organisers remit for traditional events. The SI-coordinator therefore has to work closely with the organiser and the other event officials. The tasks overseen by the SI-coordinator are well covered in Mike Napier's 'Introduction to SportIdent', which provides both organisational and technical details.

Pre-entries official for Badge events

The official is usually decided in advance for inclusion on publicity. The job could be combined with that SI-coordinator or deputy SI-coordinator.

EMOA Equipment

This includes the stakes, control boxes and e-cards for hire and is held by Derek Gale, the EMOA e-punch officer.

LEI Equipment

E-punch equipment officer, Kevin Bradley, holds laptop computers, thermal printer and stocks of paper and forms. A guillotine is amongst the LEI's planner's equipment. A large (4.5m x 2.5m) tent, a small table and 2 chairs are owned by the club and will be stored by Andy Portsmouth. Both A3 and A4 maps can be printed by Simon Ford on the club's colour laser printer.

Collecting equipment

The event planner will usually be responsible for arranging for the EMOA equipment to be collected. All the boxes will be passed initially to the Control Programmer and then to the planner. The Check, Start and Finish stakes and the e-cards go to the organiser.

Arrange with LEI's e-punch equipment officer for the club's equipment to be collected or delivered to the venue.

Other equipment may need to be borrowed from LEI members including a generator (via Roger Kelly) and a spare printer. You may need to purchase paper if the club's stock is low.

For large events it may be necessary to hire additional e-cards from another club such as Walton Chasers this problem will lessen as more people buy their own e-cards.

Software

Get the latest course and SportIdent software, Kevin Bradley will advise . Different software is needed for different style events eg colour, badge, relays or interclub competitions.

Control programming

He/she also uses the SportIdent software to check the battery levels and to load data into the control boxes. This data includes the times that they switch on and off; and the control number or a function such as clear or start. Either the control programmer or the si-coordinator puts the course data into the course software.

The Control programmer must have been trained in these procedures. This task can be separate or covered by the SI-coordinator or, on smaller events, by the planner. It can be useful to have a helper but is not crucial. Someone should proof read and confirm the printouts. Copies of the log file should be given to the controller.
The course boxes are then passed to the planner and the start, finish etc to the organiser.

Personnel requirements

Decide with the Event Organiser how many helpers will be needed depending on the volume of competitors expected - normally 3-5 people per shift. The key tasks are a) Collecting registration forms, b) Data input, c) Download, d) Printout, e) Problem handling and f) Results display. The flow of work for each of these varies as the event progresses. If you wish to compete, a deputy e-coordinator will be needed.

The coordinator should be free to oversee the operation and handle any problems or unforeseen difficulties and so should not be doing any of the on-going tasks such as input or download.

Not all the helpers will be experienced with the systems so be prepared to demonstrate and advise them.

Layout

The equipment should be arranged with 3 separate queuing positions for download, printing results and problem handling so that a hold-up on one does not tail back to the others. Notices and tapes would be useful to guide competitors through the system..

Problem handling

The e-coordinator should deal with any competitor reporting a problem. A special form is available for recording their details. They may need to leave their e-card with the form so that the data from it can be downloaded when the problem is resolved.

Results Display

Display boards (or vehicle window) can be positioned not too far away from the download. A flour and water paste is easiest to use for sticking results sheets to a board.

The controller may need to adjudicate if there appears to be a problem with specific controls or courses. The software is capable of providing data to help sort out most problems. For example, it is possible to void legs if there is a problem with the position of a control site.

Towards the end of the event the details of competitors that have started and not yet finished should be checked to ensure all are accounted for before the controls are collected in..

At the end of an event the data from individual boxes may need to be downloaded. The boxes store the SI-numbers and times for each visit

Troubleshooting

- The download box switches itself off after 2 hours and will need restarting.
- Failure to download can often be caused data entry fault, fill in a form and leave the e-card with it. Once the data is checked and corrected retry the download.

After the event

Your suggestions for additions or amendments to these notes (especially the Troubleshooting section) will be most welcome to help future SI-Coordinators. Please send comments to the webmaster (there is an email link on the home page).