

Appendix To Organisers Guidelines – Electronic Punching

I envisage that: people will turn up; collect an entry form, hire an e-card if necessary; pay and get a description sheet (& blank map if necessary) in return for their completed entry form; go to the start; clear their e-card. Usually, on a first come first go basis, one competitor of each course colour will be set off at timed intervals; at larger events, competitors will have an allocated start time. If we still use master maps, the competitors will have a ‘punching start’ and then copy down their course from the master maps before setting off. At the end of their run the competitor will go to the computer to download.

In particular, Registration, Start and Finish need adapting compared with the current guidelines. I only note the differences and number of helpers needed.

Pay particular attention to pages 1-4 of the main Organisers Guidelines. Also, when getting helpers, you need to select the computer helpers (2 x 2 shifts) before looking for others. Check first with the SI Co-ordinator who he /she recommends/suggests.

Registration

- **Everyone** will have to fill in an Entry Form so that the details can be entered onto the computer – similar to EOD at a bigger event. A form and an explanatory sheet has been created for this (see separate sheets) but it will be obvious to people who have been to MDOC summer evening events. These should be given out as people come in to the car park. As well as giving out enough forms for each participant, the helper should ask if any of them are novices, so as to give out the appropriate information. There is an additional form for schools/groups so that all can be entered onto one form by the leader.
- Some people, possibly a lot, (if schools and groups turn up) will have to hire an e-card so we may need to hire some of MDOC’s stock as well. You will need lists of the e-card numbers for allocation. These are only to be used if absolutely necessary as they will charge for each one we use!
- There is a ‘HOW TO ENTER’ board with a slot for the procedure notice to go in which should be changed according to whether it is for Pin punching or Electronic punching.
- There is a separate set of notices to go on the car windows for Registration and Start Times. However the ‘Start Times’ one should not be needed for most summer evening events, except for larger ones such as Delamere, as in general, it will be first come first go.
- Therefore Registration just needs 2 people to collect entry forms, give out maps & description sheets and take the money ; these 2 to check that if 2 or more run together or somebody shadows a runner, then they also have put their name on the form; 1 person to allocate the hired e-cards and take their money – will need the list of numbers available from the Summer Evening Coordinator or in the ‘dibber’ box; 1 runner to take batched entry forms from Registration to the SI tent for data entry.

Start

- One helper needed to call up one person of each course colour at timed intervals and check that the e-cards have been cleared. One helper to give instructions and set people off to the punching start box.

Finish

- Only one person needed – to make sure the finish control has been punched and remind people to go to the download tent.

Computing

Please read this section in conjunction with the document “Computer task list for DEE SEEvents with SI”.

You will need to:-

- Liaise with the SI Coordinator.
- Make sure the computing equipment is obtained from the previous event (or exceptionally from storage at Chris Calow’s house). The document “Computer task list for DEE SEEvents with SI” will give more details.
- Provide shelter for it - there is a tunnel tent to house it all on the day.
- Have an SI Coordinator in charge of the computing side of things and to ‘trouble shoot’ – usually arranged by the Summer evening coordinator.
- Have 2 shifts of 2 people to enter information and download results.
- Essential that download ask everyone if their e-card is hired, and if so collect it – will need the list of numbers to check against – available from helper who hired them out or in the ‘dibber’ box.

Results

SI Co-ordinator format these on the club laptop or own PC and send to either Bob Elmes or Martin Pickering (need to agree which before the event) to put on the web. Organiser to print copies of results from the web (or own copy of OE2003) and post out to runners who request them.

Send to The Treasurer:-

- A full set of results
- A completed accounts sheet
- Cash and/or cheque(s) as appropriate
- Any receipts, invoices and free run vouchers
- All entry forms, including schools entry forms with the teachers and helpers names on.
- A copy of the helpers list

The latter 2 are required to fulfil our obligations to our new insurers. Records of anybody involved in an event have to be kept for five years in case of litigation!