

## Rough Guide to **Planning** a Spring-O

**Idea:** minimal effort.

**Kit:** You will need:

- Bag of 30 kites
- Bag of 30 yellow stakes (no plates)
- 30 control markers (31 to 60)
- 4 green stakes for Start etc
- 4 gripples and 1 gripple key (SI kit has a spare key)
- A few signs for use as needed

**Procedure:**

**Before the event:**

- Contact Allen Banister to get the latest map – an OCAD file. You don't need OCAD on your computer.
- Collect the kit from the previous planner.
- Check it is all there.
- Plan 3 courses using Purple Pen:
  - If you need Purple Pen assistance then ask.
  - Usually Long, Medium and Beginner. If you vary this, let the SI person know.
  - SI needs to be done in or by a car, so put the start and finish near.
  - Visit the area to check control sites etc.
  - Put a course close time on the maps (suggest 8:00pm as a limit)
- For a Level D you don't need a formal controller, but by all means ask someone to check if you want to. Richard can advise.
- Draft a risk assessment. Richard can advise on previous versions / standard text.
- Get the maps printed. For guidance see the website – Club > Policies > guidelines for Map Printing. Use the local printers. Aim for about two weeks' notice if possible. Collect and take to the event. Don't forget a few All Controls maps. If you need help on map numbers ask.
- Arrange with the SI person where/when to meet.

**On the day:**

- Get there early enough to put out the courses. Timing usually – Registration 6pm to 7.00pm. Starts from about 6.15pm.
- For each control, put a stake, kite and the allocated control number marker.
- Decide if you want to use any of the three SI boxes at random controls. If so, gripple in place. You will need to collect them from the SI person and tell them which courses have them and the order. Good idea to select controls that differentiate between the courses.
- Once ready, put out the START, FINISH, CHECK and CLEAR stakes. Tell the SI person you are ready, take the maps to the start and man the start, handing out maps to starters.

**Clearing Up:**

- Once everyone is back (check with the SI person), collect in the controls. You might get help with this – maybe ask a few people. Don't forget gripple keys.
- Arrange to get the kit to the next planner.

## Rough Guide to **Running SI** for Spring-O

**Idea:** minimal effort.

**Kit:** You will need the SI bag which should contain the following:

- Dell mini PC: CLARO 1
- 1 x mouse
- 1 x mains power lead
- ~~1 x power lead for car lighter socket~~ Will run off battery – just make sure it's charged.
- 2 x SI red master stations – or just one if not entering by dibber.
- 4 SI boxes - 1x START, 1x FINISH, 1x CLEAR, 1x CHECK
- 3 blank SI control boxes (numbered 248, 249 and 250 on the back)
- 1 x blue SI Master Timestation box with Service Off key and coupling stick
- 1 bag of hire dibbers, consecutively numbered
- 1 spare gripple key
- Clipboard with entry sheets and pen
- Card showing entry fees

Procedure:

Before the event:

- Arrange to collect the SI equipment from the previous SI lead – or Allen Banister.
- Check contents are all there against the checklist.
- Make sure the computer battery is fully charged; it will only use 25-30% of battery over the event.

Before or at the event

- Clear and sync the boxes being used. To do this:
  - Take the blue timestation box and the Service Off key.
  - Dib the box three times until it shows "EXT MA"
  - Fit the coupling stick into the blue box
  - Dock the blue box with each station in turn until it beeps twice. If it does not beep or beeps more than twice lift it off and try again.
  - Dib the blue timestation to switch it off.
  - Don't worry if the time is not accurate to BST – we only need relative time between the boxes.
  - Set up the controls by course (if SI boxes being used on the course).
  - Add course length and climb (or do it at the event).

At the event

- Arrange with the planner to get there in enough time to give the planner the three boxes if they plan to use them. The idea is to put them at random points to encourage people to check all controls. They should be grippled.
- Power up the notebook
- Switch on. Open SiTiming (yawn...), select the SiTiming database, then open a second window. See the SiTiming guide in the box if you are not sure.

## Registration

- Get punters to complete the registration form.
- Take their money. Put any helper vouchers in the cash box too. (Pass the money to the next SI person with the kit unless Linda is there, in which case keep a float and vouchers but give the rest to her.)
- Send them to the start (manned by the planner).
- Look after car keys as necessary.
- For hire dibbers, depends on the option used; see below. enter the dibber number on the registration form. No need to enter on the computer – do it at download.

### Option 1 – entry by dibber.

- Set one screen to Entry by Dibber and connect to a USB master box – for own dibber entries, just select course.  
If hired dibber, fill in Name, Class, Club (if any) and Course.
- Set the second screen up to download, connect to the second master box, and use Automatic, manual on error option.  
Please untick the print results to avoid building up a print queue.
- If a hired dibber is used for a second course, you need to fill in the name details again on the second entry.
- If all is well, the download should be straightforward – advise if course correct and the time as competitors will not get a printout.

### Option 2 – Manual download.

- You need to have put the hire dibber number on the entry form.
- Select Download and set to Manual – important as all entries will need some data entry. Select the USB port for download station and Connect. You are now ready for download.
- Downloads will require data entry as the system won't know which course has been run and will default to Beginner (unless the random controls are entered in courses and they are unique to each course)
- Registered dibbers will just need the data checking and course selecting. Each event has been set up with Beginner / Medium / Long. The planner will have told you if this is not right, in which case amend the course list before the event.
- Hire dibbers will need: Name, Class, Club (if any) and Course
- No printer, so no printouts. Tell them their time and current position. They can write it down if they want.
- If there are random controls being used there are some options:
  - Use normal validation. To do this, you must enter the controls into each course manually (Courses > Modify). You will need the box number (on the back) and order. This will get the system to validate if they have punched when they should.
  - Check the results visually at the end. You can't easily check on download (if there is no normal validation as above) because there is no paper printout and it does not display punches. Go back in and disqualify those who fail to punch.
  - Don't bother checking and rely on the fact that they think you might as a deterrent, but note it will show in the results if you include splits.

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## Results

- At the end, if you are happy with the data, then “finalise” the event.
- produce HTML results, one page, no splits and save in a folder for the event e.g. C:/Claro/SpringO17 - 23 May 17. Send all the generated files to Allen cc Vince to be put on the web.

## Checks:

- Check everyone entered has come back – either as a result of entry by dibber – or by a download of the start box, and SI timing safety check.  
Let the team know so controls can be collected in.
- Double check the kit against the checklist at the end to make sure it is all there.
- Be careful not to wrap the cable around the red master station such that it puts stress on the cable entry.