

## Setting out and using the Sportident timing equipment at a typical event

For any event we provide which is any more than a simple training event, the agreed normal format going forwards is that ALL course-based controls will be programmed into BEACON mode allowing contact-less punching to be enjoyed by SIAC card users. Users of normal cards and SIAC users whose internal battery is depleted to such an extent will have to punch the boxes manually. The exceptions to this are the special function boxes used during the starting and finishing processes as described below.

### **General considerations**

- Most entries are now pre-entry using Race-signup or similar entry systems. However, we still allow EOD up until map number depletion on any given course. A simple self-fill entry form process is employed to capture the user's details- it is essential for accuracy that this form is filled in legibly and as accurately/completely as possible (as a minimum full name and correct Siscard number) and checked by the registering team before the user is sent to computer registration.
- Hire cards should be provided and the correct number entered in full on the form.
- Hire cards MUST NOT be re-used during an event- we have plenty available so this should never be necessary for the number of EOD we can expect. The problem with re-use is that data on the card is erased and lost before subsequent re-use so cannot be recovered later if required.
- To prevent any misallocation of Siscard numbers the following process should be followed:
  1. Competitors who pre-enter and request to hire a SI card do not have Siscard numbers pre-allocated by the QO RaceSignUp official.
  2. A listing of all competitors requesting hire cards by type (Standard / SIAC) is generated from RaceSignUp
  3. Copies of the listing sheet are provided to the registration team issuing Siscard.
  4. When a competitor visits registration to collect their Siscard the registration team enter the Siscard number on the listing sheet.
  5. Periodically the registration team provide an updated listing to the SI inputting team. This will remove the problems seen where hirers are given a different card on the day to that which has been allocated elsewhere and thus being entered effectively twice in the timing software.

### **Start Area layout**

- The first box the competitor should be presented with as they approach the start box area is the '**check SIAC battery**' box. This box checks that anyone using a SIAC card has sufficient battery power in their SIAC card for use in contact-less mode. The box is dived manually with the SIAC card and if there is sufficient battery power, will return a confirmation flash and bleep.  
When the SIAC Siscard is inserted into this control it will normally bleep to confirm the Siscard battery is OK  
Multiple beeping means the battery is marginal.  
No beep means the battery is flat

The SIAC unit can still be used as normal Slcard when out of power. The battery in the SIAC Slcard can be replaced if the Slcard is returned to SportIdent. If the box does not return a confirmation it is either 'off' (check if the LCD display is working on the box rear- it can be switched on by manually punching with ANY type of card) or the battery in the SIAC is too depleted for use in contact-less mode- in this case the user needs to be told the card can still be used but MUST be punched manually at all controls on the chosen course.

Note that if a normal card is inadvertently punched into this box, no harm is done, and the user can simply proceed past it.

- The next box presented in order of approach MUST be the '**Clear**'. This box is punched manually by ALL users. Its purpose is to clear all residual punch data on the card from any previous event's use, so the card memory is empty at the start of this event. This box is normally placed just before any pre-start lanes.
- The next box in order of approach MUST be the '**check**'. This could be placed on a stake for the user to use themselves, but it is HIGHLY RECOMMENDED and, until further notice, our policy, that the box is hand carried by a helper who purposefully checks ALL competitors' cards (both normal and SIAC) by getting them to manually punch the check box (having a diligent helper do this WILL ensure no competitor misses this essential box). The check box has two essential roles: 1) to ensure all users have 'cleared' their card as above to ensure the card has no residual data on it which could affect their course punching today, and 2) for SIAC users, this box automatically, when punched with a SIAC card, switches contact-less punching mode on in the SIAC card- if the check box is not punched, the SIAC will NOT work in contact-less mode on the course. The check box record of punched data can also sometimes be used in a lost competitor situation along with the start box(es) where we need to know who has actually passed through the start process and then presumably onto a course.
- The next box in order of approach is the '**SIAC working?**' This box is a confirmation, **for SIAC users only**, that their SIAC card is now working in contact-less mode having punched the check box above previously. They can simply wave their SIAC card over the box (within 0.5M distance) and they will see the card flash and beep to confirm it is working in contact-less mode. This box should be on a stake placed just before the final start line. Again, no harm is done if a normal card is manually punched in this box.
- The '**Start**' box is placed immediately after the final start line and **before** the map pick up location. This box is **ALWAYS manually punched by ALL users**. If a user does not get a confirmation bleep and flash from the start box, then SOMETHING IS WRONG, and they must not proceed. It is most likely that they have not cleared and checked (but this should have been picked up by the check process if the helper is doing their job and ensuring everyone punches the check box they are carrying!) In this case send them back to clear and go through the start process again.

### **Practical considerations**

- Ensure all boxes are switched on before the first competitor arrives at the start area! A start team member will need to have a Slcard with them to do this if required by manually punching each box.
- Keep the start area compact with all courses that are starting there going through the process to ensure everyone starting proceeds as above and any errors are captured and rectified before anyone disappears on their course- this is essential for the safety check carried out by the SI team later in the event.

- At a larger event there may be multiple copies of the boxes stated to avoid congestion. However, they will be programmed identically and will therefore still be placed in the order as mentioned above. Users can use any one of the identical boxes as part of the above process.
- For anything other than a simple training event, we will normally provide spare boxes of each type for redundancy purposes in the unlikely event of box failure.

### **Finish Area Layout**

- There will usually be a minimum of two finish boxes provided to allow for congestion at the finish- either one can be punched by the finishing user.
- ALL users, both normal and SIAC, **must** manually punch the finish box to register their finish- It will not work contact-Lesly.
- Manually punching the finish box registers the competitor's runtime and also switches any SIAC card 'off' to save internal battery life.

### **Practical considerations**

- Any competitor retiring may not necessarily pass through the finish box(es) but simply return to the event centre. (or worse, just return to their transport and drive off without informing the event staffing) In this case the timing system will not know they have finished their course. It is essential therefore that the final details re-affirm the need for **ALL competitors to report to download** even if they retire. Doing this will also enable the download team to switch off any SIAC card (as part of the download process) that has not otherwise punched a finish box thereby leaving it unintentionally running in contact-less mode (and unnecessarily depleting the battery) Unless switched off, the siac card will remain in this condition for around 20 hours before automatically switching off.
- To ensure we capture all finishers' downloads, the organiser should carefully consider and mark/tape/funnel the route back from any finish(es) with regard to ensuring the competitor passes past and through the download station before returning to any parking etc.

