

Organizers handbook – TrailO Secretariat

The main purpose of this handbook is how to set up a secretariat that will produce fast and accurate results at a TrailO event. It specifically targets organizers of international championship events, i.e. WTOC and ETOC, but can also be used for “ordinary” TrailO events.

The handbook is based on experiences, both good and bad, from previous events.

This handbook will describe the procedures from the time of arrival of the competitors at the finish line until the results are published.

At the finish line

Manual timing

An official writes down the start number and exact time, hh:mm:ss, when the competitor crosses the finish line. Another official transfers the time to the punching card with a permanent marker. The control card is also checked to see if all controls have been marked. If not, that row is clearly marked.

Make sure that the layout of the finish ensures free line of sight, at all times, for the official writing down the start number and time.

Personnel requirement: minimum 2 persons.

Electronic timing, e.g. SPORTident (SI is used in the text but other approved punching system may be used)

At least one SI-unit is placed at the finish line. After the finish line a printout of the SI-card is made and stapled together with the punching card by an official. The control card is also checked to see if all controls have been marked. If not, that row is clearly marked.

Make sure that the printout etc. is done some distance away from the finish line so that any queuing that may occur does not cross back over the finish line.

Personnel requirement: minimum 1 person.

Transport of control cards

After collecting the control cards at the finish, or after subsequent time controls, the control cards are transported back to the secretariat for processing. This should be done every 5-10min so that the secretariat has a constant flow of control cards to process and are able to produce updated results quickly.

Personnel requirement: minimum 1 person, depending of distance between finish and secretariat.

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Secretariat

The secretariat is best placed in a secluded area/room where they can work undisturbed and efficiently.

Control of punches

At international championships the competitors have to use specific punches at each control to mark their punching card. This has to be checked to make sure that the correct punch has been used for each control. If not, that row is clearly marked.

Also check that only one answer for each control is marked. If not, that row is clearly marked.

To make the check easier/faster special care should be taken when assigning punchers to each control. For example: if the patterns of the punches are letters they should be placed in alphabetic order or so they form words.

Personnel requirement: 1-2 persons.

Data input

All data (start-/finish-time, punches, time control answers/times, etc.) has to be entered into a computer program for processing. This could be a simple spread sheet, like Excel, or a more sophisticated program. Such program exists and has been used at every WTOC and ETOC since 2010.

The data can be entered by a person working alone or by two persons working together. Working alone is normally faster and also avoids the possibility of miscommunication when working in pair. Working in pair also creates noise which can disturb others working in the secretariat.

At least 2 computers should be used, one for each class open/paralympic. If the more sophisticated program mentioned above is used even more computers linked together can be used.

Personnel requirement: 2-4 persons.

Display of results

Manual display

The calculated result is transferred to premade result strips/cards that then are placed on the result board. On the second day both the result from day 2 and the combined result must be displayed. For the team event both the total team score and each team members score must be displayed.

Examples of result strips/cards can be seen in appendix 1.

Personnel requirement: minimum 2 persons.

Automatic display

If the more sophisticated program mentioned above is used results can easily be displayed and automatically updated on flat screen TVs.

Personnel requirement: 0 persons.

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Final check

Everything has to be checked a second time to make sure that the results are correct and can be declared as final.

The following has to be checked:

- Correct puncher has been used at each control.
- Only one punch/control has been recorded.
- Data has been entered correctly:
 - Start and finish time.
 - Arrival/departure times at time stops during the course.
 - All answers including time controls and time control times.

This can be done by a person working alone or by two persons working together. The checking is done by comparing the punching cards against printouts or directly via a separate computer if the more sophisticated program mentioned above is used.

Personnel requirement: 2-4 persons.

Problems, complaints, etc.

All problems that occur shall be handled by a designated person so that the normal work flow of the secretariat is not interrupted.

Personnel requirement: 1 person.

This handbook is written by Martin Fredholm, member of IOF TrailO Commission.


The handbook was approved by the IOF TrailO Commission, January 2015.


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Appendix 1.

Examples of result strips/cards:

John Doe  IOF	p	s Open
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Jane Doe  IOF		s Tempo
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John Doe  IOF	p	p	p s
	s	s	
XTOC XXXX, total (Open)			

 IOF INTERNATIONAL ORIENTEERING FEDERATION IOF	Baby Doe	p	s	p s
	Jane Doe	p	s	
	John Doe	p	s	
XTOC XXXX, Team Event				