

Punching, Timing and IT system checklist

The intention of this document is to help the organizer together with the SEA to ensure the proper set up of the IT, punching and timing systems. The list will not be complete but should help to prepare the competition. This checklist should be worked through at least one year before the event and should be revised in shorter periods before the event.

Event Adviser - Do the Adviser feel comfortable asking these questions? If not - who can assist? For a High Level Event, contact the IT Commission for further advice. An Assistant adviser may be necessary.

Organisation

Who is responsible for IT in the organisation?

What is the responsibility (the boundaries) of the IT organisation?

What if the person is ill on the competition?

How many people are in the IT organisation?

Have they done this before?

How are you doing internal control of the IT-organisation?

Where are the interfaces to the other parts of the organisation?

How is the workflow? From receiving the official entries with names at 12:00 the day before the event, through drawing, preparation of lists, so it's ready for the Team Officials' meeting?

Who is handling and have the final word on complaints and protests?

If there is a qualification and final on the same day - is there a detailed time table?

Who is providing coffee/catering for the IT during the work?¹

General IT systems

Software version - used before, stable, similar events (size, importance), proven?

Does the software provide IOF XML 3.0 result export?

How do you plan to test IOF Eventor integration?

Are there special requirements for this event?

Have you tested the equipment?

Do you have spare units for critical elements (both people and equipment)?

Have you tested the planned procedures in a test event? (Electricity fail, network break down)

Separate power, network - priority to the most important things

Is the network able to handle the workload (mobile networks may break down with lots of spectators)?

If there is a public wifi for the spectators, is it separated from the organisers network?

If the public network is connected to the internet - is there enough bandwidth for the public and all other users?

Are the main components in the finish able to run minimum services when electricity fails? (notebooks work on battery - network switches have to work too)

Punching system

What punching system is planned to use?

When was the system last maintained? (Battery, firmware, temperature, reprogrammed)

Are the people familiar with the handling of the system and all of its components?

Do the competitors know how to use the system? Is there a model event to train the handling from the

¹ Many professional IT teams either have a role for catering, or have it is a requirement in the contract that

competitors perspective?

Is it planned to check (visit and punch) all controls just before the race? Are there prerunners? Are there procedures and time to react and correct in case of problems?

Are there procedures at the start when an ecard is not functioning correctly at the start (check process)?

Was the system tested by the people before the competition?

Is the read out process of the batches in the finish tested? Is there a backup for this process in case on any problem with it?

Timing system

Is there a backup timing system ready?

Are there procedures about what to do if the main timing system fails?

How and who will synchronise the start and finish clocks?

What is the system for intermediate times?

What happens if the runners start at the wrong start times?

How to handle forgotten ecard at the start?

Will there be photo cell, push button or photo finish camera taking the time?²

Tracking

Is there mobile network coverage in the complete competition area?

Is the mobile network in the arena able to handle spectators using mobile phones and the tracking data?

Is the mobile network company (telecom operator) able to increase capacity in the area?

Which GPS tracking service will you use? Has it been used in orienteering before?

If there is a weak GPS coverage, are foreign SIM cards considered?

What do the organiser see as the biggest risks? What is the plan B?

After the race

Submit the IOF Timing and Punching system report!

“if it isn’t tested, it’s not going to work”

IOF ITC - March 2015.

² WRE/WMOC : finish punch may be acceptable