

# Spring Sprint Series

## Notes for MAROC planner/organisers: Series 2021

### Courses

Each event has 3 courses:

Sprint: Orange Standard (TD3), 3.5km approx.

Short Sprint: Orange Standard (TD3), 2.5km approx.

Yellow. Yellow Standard (TD2), 2.0km approx.

For Club or Aberdeenshire-Resident only events the organiser has the discretion to plan just one sprint course plus the Yellow.

Avoid steep climbs and very rough terrain. A good guide to balancing course length with climb is to use the ratio of 100m climb equivalent to 1km course length.

### Format

Format can be anything, but it's worth considering a course lay-out that keeps the competition area smaller. This saves time in hanging and collecting controls and reduces the potential search area for missing runners.

Starts: 17.45 – 19.15 (at planner's discretion).

Courses Close at 2000 (at planner's discretion).

**The course closing time and organiser's mobile number must be printed on the front of the map.**

**For Covid logistical reasons a paper safety check of who is in and out of the forest must be made by the Organiser.** Please consider the optimum locations of the car park, map/SI-card collection table, Start and Finish to make competitor 'flow' and the safety check most easy for you.

### SI Kit

Since these are sprint events, there will be contactless punching (touch-free punching).

Controls will need to be woken by the organiser in the 3.5 hours prior to the first starter.

This is to ensure that everyone with a SIAC has the touch free experience. Otherwise, the first runner to arrive at the control would find it not active and would have to directly punch it (contact punch). Then all following competitors would benefit from it being in touch free mode. This is unfair, hence the need to wake the controls. Those people without SIACs can't use the touch free functionality.

## Equipment to run the event

### From SI Kit Holder collect:

**Laptop, Hire SI-Cards, SI Stations:** Controls, Clear, Check, Start, Finish, Remote Download Unit. The SI Kit Holder will have time-synced the SI-Stations and cleared back-up memories.

### From Maroc Shed collect:

**Stakes** for all SI Stations; **kites** for controls, start, finish and car park signposting; **table** for maps; **hand sanitiser**; **weather-proof clip board** and **tape** to mark route to start.

**Planning files to set up event:** .xml export of courses from Condes10, .ocad file of map.

After the event, if the controls are to be collected imminently (within 4 hours), then there is an option to save some of their battery power. Saving the batteries of the controls will increase their life time before the battery needs to be replaced and hence saving Maroc some money.

Once they have been collected immediately after the event, use the Service/Off purple SI-Card to put them to sleep. Punch the control until the underside LCD display goes blank.

OR

If the controls are to be collected the next day, there is no need to put the controls to sleep as they will have automatically done this 5-6 hours following the last competitors punch.

Please consider how public and visible the control locations are when deciding whether or not to leave controls out overnight.

## Principles for running the event under Covid conditions

All participants must pre-enter through a Google-Form in order to follow Trace and Protect requirements. No entry on the day.

The Organiser should sanitise equipment and protect themselves by wearing disposable gloves when putting out and collecting controls.

Start time blocks will be pre allocated and sent by email. This is the time interval during which the competitor needs arrive at the map/SI-Card collection point ready to start.

**It is a pre-condition of running the event that no more than 15 people can congregate at the start at any one time. Start times must be allocated to take this into account e.g. max 10 runners per 10 minute start interval.**

No handling of cash on the day, payment will be by invoice at the end of the series.

The event information must detail the location of the car park and the map/SI-card collection table with estimated walking times between the two if different.

The layout should be such as to create a flow of people to the start and from the finish with no cross-over.

**For safety and Covid logistical reasons, the organiser needs to keep a paper record of who starts and finishes based on the pre-entry list.**

Maps and hire SI-cards in small named bags will be available, ideally on a table. Hand sanitiser to be prominent by maps and competitors must remove gloves before sanitising. A receptacle needs to be provided for empty bags.

Competitors should then go directly to the Start where they will punch the 'Clear', 'Check' and 'Start' SI units. **The check is needed to activate the touch free function of the SIACs.** These SI units need to be punched in this order and so they should be setup so that this is obvious to competitors.

Download will be a remote Download SI-Unit, easily located from the Finish and close to the organiser who will record that the competitor has completed their run. The download SI-Unit should be attached directly to the red splits printer which will print the splits to provide a backup for the organiser. Please cover the splits printer and all wire connections with a bag to prevent them from getting wet (the download SI-Unit does not need covered).

No results or splits will be given to competitors on the day at the event.

### **Organiser's workflow**

#### **Before the event the organiser:**

Sets up pre-entries using google forms. Closing date Monday 10pm.

Assigns start blocks and emails participants by end Tuesday.

Places pre-assigned hired SI-Cards in small named bags for collection at the event. Take note of these (name and corresponding hire SI-Card).

#### **At the event the organiser:**

Does a paper safety check with the printed list of Competitors from google forms.

Makes sure that he/she has a correct record of the SI-Card number that each Competitor is using.

Note: It will not be necessary for the Organiser to have a laptop at the event.

#### **After the event the organiser:**

Collects download station.

Interrogates the download station and extracts results file (.xml) on any laptop with SiTiming downloaded. No need for SiTiming licence key.

#### **On a laptop with SiTiming and database (i.e a Maroc laptop) the organiser:**

Creates the event in SiTiming (can be done before the event).

Imports courses (can be done before the event).

Loads the results file into SiTiming. This will create entries for the competitors and link results to them.

Resolves discrepancies.

Obtains Final results.

The Maroc laptop is not needed until after the event

By arrangement, the Computing Officer can perform the final stages to create the event and generate the results but only if needed.

Safety check at the event is done manually on paper.

**There is a separate document describing how to use SiTiming.**

### **SI Control Codes:**

101 to 164 inclusive.

These will always be an unbroken sequence starting from 101.

If a control is lost, the SI-Kit holder will replace it with one taken from the highest available number. (e.g. if number 113 is lost, the number 164 will be reprogrammed and relabelled as 113). So, please avoid using numbers above 160.

Please spread the battery life of the controls by not always using the lowest numbers.

There are plenty of kites available.

### **Map Corrections**

For any minor map corrections that affect the planned courses e.g. new/removed paths, fences, towers etc., produce an updated sketch of the map and send with photo(s) to Jon (jon@big-jon.scot) with at least two weeks' notice and he will make the changes.

### **Planning consistency**

Please remember to give a control description for the Start feature which must be appropriate for the TD2/3 courses. Place a kite on the Start stake or, if different, the feature used for the start triangle.

Please add course climb to the course details and control descriptions.

Please place the Finish, with a kite, on a very prominent feature like a path.

Please make the final leg to the Finish as short and as easy to navigate as possible.

Avoid having the Start and Finish so close together that Competitors interfere with each other or accidentally punch the wrong SI-Unit.

## Map Printing

Please try to keep the map print area to A4 to reduce costs. Best to order the maps a week in advance and ask for the printing cost to be charged to the Maroc account. The printer is:

David Ritchie  
A4 Design & Print Ltd, Inverness.

david@a4inverness.com

He will need the Condes event file, the Ocad map file and your address!

## Map print numbers

Numbers for the first event are very difficult to predict. For Aberdeenshire residents only the following is a possible guide:

Sprint: 35

Short Sprint: 15

Yellow: 10

If the event is 'Open' the numbers will increase. Once the first event is held it will be much clearer what the expected numbers will be.

## Final Details

Send final details of the event in the standard website format to Nick Collins, Maroc Webmaster (webmaster@marocscotland.org.uk) at least a week before the event including:

- Location of parking with directions and distance to the Start and map/SI-Card collection point
- Course lengths and climb
- Any other pertinent information relating to the event/area

## Cost

£5.00 senior, £2.50 junior and full-time student.

## Results

Send HTML results to MAROC Webmaster for loading to website. Please do not create or send PDFs unless it is for a media platform like Facebook.

Send a .csv file of results and the .ocad file to Andy Tivendale (andy.tivendale@gmail.com) for upload to BOF and Routegadget. Also send the same .csv file to Covid Officers Fran Getliff, (fgetliff@gmail.com) and Trevor Ricketts (safety@marocscotland.org.uk).

Ideally results should be on the website the day after the event.

## Safety

**Planners are strongly advised to identify a 'buddy' with a separate car who can wait at the event until the last competitor has finished in case a search or assistance is required.**

**A Covid Risk Assessment** must be completed for the event and the requirements adhered to. These principally comprise following protocols on distancing and hand sanitising. This will be signed off by the Covid Officer (Fran Getliff, fgetliff@gmail.com or Trevor Ricketts, safety@marocscotland.org.uk) and a Committee Member.

**A standard risk assessment** must be completed for the event and countersigned by a club member with planning/organising experience.

The planner/organiser must have a first aid kit, mobile phone and the club 'Grab Bag'. If the weather is bad, the planner can insist that competitors carry a cagoule.

Masks and hand sanitiser are included in the First Aid kit and should be used if treating somebody. In the current Covid pandemic, if a first aider is uncomfortable giving CPR, they are not obligated to administer it. Mouth to mouth resuscitation should not be used.

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(Based on DNC 2020/21 Guidelines)