**Using SI Air for Small Events – notes for organiser/planner.**

A more detailed document, which is worth reading, may be found at:

<https://www.sportident.co.uk/sitiming/ManagingOrienteeringEventWithMixedPunching.pdf>

But below is a brief synopsis of the key points as a checklist for evening and other small events.

1. Putting out controls.
	1. All SI units need to be switched on and into Air mode when they are put out, or just prior to putting them out. To switch on they must be dibbed using a normal dibber (or a SIAC but this must be dibbed not swiped). Note that switching on with a service key does NOT put unit into Air mode.
	2. SI units will remain active for the period defined when programmed. The default is 12 hours so this should not be an issue with any small event. If the units are not FVO units you should check with the person/club who provided the units that the duration is sufficient. The time period needs to cover from switching on until after the last possible finish time.
	3. Once units are collected after the event these **must be switched off** with the service key before they are packed away to conserve battery life.
2. Start layout.
	1. Clear and Check units are required; the check will turn on the SIAC (a faint green light in the tip of the SIAC will flash every 4 seconds).
	2. The Start unit should not be too close to the Check as if the SIAC is still beeping when the Start is punched it will not register (and the competitor may not realise this as it is still beeping.)
	3. The Start unit will be programmed in normal start mode (not beacon). There are very few circumstances where a start box would be used in beacon mode.
3. Finish
	1. The normal arrangement for small events is to have the finish programmed in normal (non-beacon) mode so everyone has to dib the finish. The Finish unit in the FVO kit is programmed in this way.
4. Notice for competitors.

A separate sheet is included with the kit for competitors’ information. Please have this on display at registration.

1. Optional special SI units.
	1. The normal kit includes a SIAC battery test unit.
	2. The Battery test unit should be available at registration for competitors can, if they wish, to check their SIAC battery.
	3. A SIAC Test Unit also exists (though not provided in the normal kit so would need to be a reprogrammed unit). The SIAC test unit would normally not be used at small events though if the event is partly being used to familiarise competitors with the procedure for a bigger event then this can be put out. This should be placed between the Check and Start units and will respond to a SIAC which is turned on (the SIAC will beep). Should anyone with a standard dibber punch the box nothing will happen and the dibber will work normally at the start.
	4. There is also a SIAC off unit, again not included in the FVO kit. This will not normally be required but if for some reason a SIAC remains active (maybe somebody missed the finish!) and is therefore still flashing green then this unit can be used to switch off their SIAC. (Alternatively if this unit is not to hand they can punch the finish (again)
2. Micro Sprints

6.1 If you are running an event where controls are very close together, such as a labyrinth, then there is the possibility that SIACs **or SI-card 11** may not register if the time between controls is less than 7 seconds. In this case please refer to the Sport Ident document (see link at start of this document) for the necessary procedure.