

CHECKPOINT CONTROL

For successful control of an event it is essential that there is an accurate record of the times of arrival of walkers and of retirements at each checkpoint. The importance of accuracy cannot be over-emphasised. Inaccurate records create doubts, worries and unnecessary risks of entrants becoming 'misaid'. Extreme care should be taken to record arrivals accurately as the majority of 'missing walkers' turn out to have been mis-recorded and a single error can waste hours.



Arrival sheets will be in chronological order; this is useful when passing details to the next checkpoint. Despite the fact that PACER has revolutionised the ability for Control at Walk HQ to have 'eyes' on what is happening at the various checkpoints, a paper back-up is still required. Despite using barcode scanners, there is still the possibility of human error and the paper back-up can be referred to when there are doubts on the accuracy of what has been recorded to date. Arrival sheets should be transcribed onto Check-sheets when time allows.

Check-sheets should be collected from HQ by checkpoint marshals after the start or for the earliest checkpoints delivered by the organisers. Check-sheets should include a full list of walkers in walk number order with spaces for recording times of arrival at the checkpoint and noting retirements. Many queries are resolved using walkers' names, so these should either appear on the checklists or alphabetical-numerical and numerical-alphabetical lists should be provided. Non-starters and entries on the day should be recorded on the checklists before they are issued.

Check walkers in immediately on arrival at the checkpoint by noting the time of arrival and their number on the arrival-sheet and clipping or marking their tally card. It is a good idea for one marshal to clip each walker's tally card and at the same time read out the walker's number, whilst a second marshal repeats the number in confirmation and enters the time on the arrival sheet and a third marshal will scan the entrant's tally card so that the information is recorded in the PACER software. The walk number should always be read off the tally card by a marshal as walkers do not always remember their numbers correctly. Retirees should be recorded as such on the checklist and PACER software and their tally card retained and marked. They should be offered transport back to HQ as soon as possible, their numbers notified to HQ and tally cards returned to HQ in accordance with agreed procedures. Allowing walkers to leave either early or late causes knock-on problems at later checkpoints. This should not be permitted without authorisation from walk HQ.

The marshal in charge of the checkpoint must ensure that the set procedures are followed to check that all walkers are accounted for. Once the last walker has left they should ensure that the subsequent checkpoint is informed, directly or via HQ, of the last 5-10 walker numbers and the times that they departed to help them judge if and when to become concerned about an overdue walker.

Ideally a checkpoint should be able to close at the specified closing time. Once all walkers have been accounted for a checkpoint may notify HQ they are closing. If closing time has passed and walkers are still expected, at least one marshal must remain while the procedure for locating the missing walker or walkers is followed (see below).

After the closing time the checkpoint might be tidied and some equipment removed. Remember that entrants who arrive after the closing time may still want food and a seat while waiting for transport. All checkpoint paperwork, including time-sheets must be taken back to Walk HQ or the next checkpoint depending upon travel plans. PACER now enables Control in Walk HQ to know how many entrants are yet to pass through a particular checkpoint.

IF A WALKER IS MISSING AT A CHECKPOINT

Marshal in charge at the checkpoint should inform walk HQ – **and should ensure checkpoint remains open until the walker is accounted for.**

HQ should:-

Check the walker's timing at the previous checkpoint.

Check if the walker has reached the next checkpoint.

Get the walker's mobile telephone number and try to contact the walker.

Try to contact any walkers who were with the missing walker (if any).

Telephone the walker's emergency contact.

If the walker is still missing, a search party should be sent out to try to find the walker – possibly two search parties, one from the previous checkpoint and one from the checkpoint where the walker has not arrived.

If the walker is still missing, the emergency services should be alerted.

Checkpoint should not be closed until the walker has been found.

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