

**Orienteering South Australia**

**Event Management**

**December 2017**

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## Approach to Event Organisation

- Common process at events
- Process are as simple as possible
- Presentation is still “professional”
- Means events run more smoothly
- We are not creating unnecessary effort
- We do not re-create the event organisation approach every time

## OSA Event Safety Guidelines

Aspects of Event Safety both in the planning stage and the running of the event are covered in the OSA Event Safety Guidelines and so are not repeated here.

They are available on the OSA Web site in the Administration section.

All course planners, event organisers and others with a major role in event organisation should be familiar with these guidelines and have access to a copy at the event.

## Event Types

The nature and level of event organisation is dependent on event type, however there are many activities common to all event categories. Hence the approach here is to cover common aspects for the events on the OSA calendar, and then refer to additional activities required for the major or more specialised events e.g. OY, relays, State Championships.

The various clubs have different approaches to allocating personnel required, these notes indicate the tasks to be completed and give some indication of the numbers and background of personnel required, how they are allocated is up to the organising body.

## OSA Programme

The OSA event programme is determined in the preceding year, with contributions from all clubs and other interested people. Hence some aspects of events are predetermined before the organising group is allocated. Because the full year’s programme is distributed at the beginning of the year, changes to details included in the programme are not recommended.

Specific information included in the OSA programme of which organisers should be aware and factor into their planning, include

- Event type e.g. OY, SST
- Contact name given for organising club or OSA
- Directions included
- Event start times

## Information Resources Available to Event Organising Groups

Resource	Source
Course Specification	OSA Web site – Administration section

	(www.sa.orienteering.asn.au), Technical Officers
OSA Course Planning Guidelines	“ “
OSA Safety Guidelines	
OA Rules for Foot Orienteering	OA Web site (see link from OSA site) – technical section
Various Technical Articles OSA	OSA Web site and past Newsletters
Previous event results	OSA Web site and Eventor
Previous event courses	Clubs. Route Gadget
Programme Information	OSA Annual Programme
Examples of Event Promotional Information	Previous ENews items, web site entries, special event flyers
Previous event courses	Clubs
Club Guidelines and Notes	Clubs

## Land Owners

Obtaining permission to use areas for orienteering is a shared responsibility between OSA and the clubs. Initial requests for the use of government land e.g. forests, national parks, are made by OSA. However finalising event permission with organisations such SA Forestry and responsible officers for a particular national park is the responsibility of the organisers.

When contacting land owners, information regarding the following needs to be obtained

- Out of bounds areas, permanent or temporary
- Sensitive areas which may be used under certain conditions
- Parking and access restrictions
- Seasonal restrictions
- Land owner requirements with respect to fires, dogs, smoking
- Land owner fees or levies
- Landowner requirements for camping if this is planned
- Any other landowner requests or conditions

## Pre-event Organisation

### Preliminary Planning

The major pre-event activity is course planning, but before this can be undertaken, a number of preliminary activities are required. These will include

- Land owner consultation (see above)
- Determine courses required for the type of event planned (see OSA Course Specification)
- Determine map availability
- Plan event assembly, start and finish locations
- Determine the sequence of control numbers to be used for the event

For Sunday events comprising the main winter programmes, the activities listed are all necessary in order to advertise the event and provide additional information to the newsletter. For pre-entry events, some of this information may be required before Pre-entry details can be setup (currently in Eventor).

Event publicity can include

- Eventor event calendar
- ENews
- Facebook (contact one of the administrators)
- Some events are included in series event flyers
- Web site articles

Details to include on the Eventor calendar event items are:

- Directions
- Course information
- Event Fees
- Any special information e.g. BBQs
- Entry information

For ENews items

- Keep it as a summary and simple
- Location, Day, Date, Time
- Link to web site event list
- Include something to attract readers and participants

### **Selecting Assembly-Start-Finish Areas**

Before course planning can begin, the locations of the assembly start and finish areas, need to be determined. The necessary features of these will vary depending on the event, but a number of common factors are important. Attempt to have a pleasant and sufficiently spacious assembly area, however the overriding factor is that the area of the map adjacent to the start-finish areas must be suitable for the Very Easy and Easy courses, this will include a network of tracks or other well defined line features which can form the core of these courses.

Other considerations include access under likely weather conditions (e.g. avoid dry weather only track access), adequate area for parking, attempt to avoid long walks by competitors to the assembly area, this is not enjoyable when the weather is inclement, and the presence of public facilities e.g. toilets, shelter sheds. For winter events, try and avoid locations that are very exposed to the wind. In summer, evacuation routes in the event of fire may need to be considered. Close placement of parking, assembly and finish areas is conducive to the social interaction and post-mortem discussions so enjoyed by orienteers at an event.

The start can be slightly removed from the finish, even at normal Sunday events however this requires extra planning and resources if weather conditions are bad. In order to make best use of a map, starts are often some distance from the finish at major events, however the course planners should be required to justify long walks to the start particularly for the junior and older age classes.

When designing layout and during subsequent course planning, don't design courses so that runners traverse the parking or assembly area during their course, the courses should be kept out of these areas.

Safety is an issue for selecting assembly areas for street-park events, choose areas with lower traffic volumes, and preferably with some off-street parking and the assembly area away from busy roads.

### **Maps**

#### **Pre-existing Maps**

The majority of events are run on pre-existing map, so the course planner and organiser should obtain a copy of the latest OCAD map file from the map owner. Commonly master

maps are maintained and only a portion of the map may be needed for an event. Those experienced with OCAD can create a map layout for the event (A4 of A3).

## New Maps

New technical maps are generally prepared only for major events. However most other new map production relates to smaller park-street-school maps.

## Planning The Courses

Principles of course planning are covered in details in the OSA "Course Planning Guidelines". The technical requirements for courses of different degrees of difficulty are outlined in the document referred to above, and the course requirements with respect to winning times, climb, classes required etc, in the Course Specifications. On the more administrative side, responsibilities of the course planners/event organisers include the following

1. The control stands and flags are correctly placed and the map gives a true picture of the control surrounds.
2. The control descriptions are accurate and correspond to the map locations.
3. The numbers on all the controls are correct and match the control descriptions for all courses.
4. The courses are printed correctly on all the maps

## Procedure for Course Planning

The actual planning of courses is now commonly done in course planning software (e.g. OCAD or Purple Pen)

Whilst planning the courses, the following needs to be undertaken

1. Determine course lengths for required courses – these are determined with reference to the required winning times for the courses to be planned. Kilometre rates for different course levels can generally be determined by reference to past event results for the same area. However if weather conditions are likely to be extreme, the course lengths will need to be modified appropriately.
2. Plan courses on "paper" – as you are doing this refer back to guidelines for the various degrees of course difficulty to ensure these are being followed. Consult with others about your courses, depending on your level of experience and knowledge of the area.
3. Course lengths are calculated as the length of the straight line from the start via all the controls, deviating for physically impassable obstacles, prohibited areas and marked routes.
4. Planning water controls should be done during the initial course planning, as having these at accessible points can influence course design
5. Plan courses so that if possible they approach the finish from the same or similar directions (common last control for all courses), this enables easier management of finish.
6. Check course climb on paper before the field checking commences. Course climb is calculated by the total metres climbed on the route considered optimum by the course planner, and is expressed in metres. However in order to consider whether climbs are

appropriate they will need to be recalculated as a percentage of course distance, as climb should not normally exceed 4 % and should be less for moderate courses and older age classes.

7. Field checking is required to ensure layout of assembly area, start and finish are suitable, to check the courses and the control sites, and to check for major map changes which will affect courses, as well as for hazardous features. Courses should not be designed in a way, which will encourage competitors to take routes through hazardous, or out of bounds areas. All control sites should be visited prior to the event to confirm they are suitable and to obtain an accurate description. When taping the control site
  - Place a sufficient length of survey tape or a survey marker (plastic tag on wire) at the site where the control will be placed
  - Tapes should be marked with number of control marker planned for the site
  - For control sites in public locations, taping is not recommended
  - Full details of control site description should be recorded whilst at the site using a blank control description template
  - Record any map corrections, which are relevant to the control site and course. Arrange for update to the OCAD Map
  - Some legs may need to be traversed to check feasibility and suitability
8. For events with a controller, the control sites will need to be visited and verified by the controller after the initial field check. If changes are required by the controller, then any new sites will need to be checked by both the course planner and controller.
9. If changes are made to courses during field check, then distances and climb will need to be re-calculated accordingly.

When planning the final map layout for the printed map

- Would be done by course planner
- A4 (preferred) or A3
- Consider Safety issues
  - Controls too close to the edge?
  - Dangerous areas are identified (do any need to be taped off)
- Ensure layout has room for control descriptions

## **Water Controls**

Drinking water shall be provided on courses at intervals of no more than 20 mins (based on expected winning times) if the temperature is to exceed 20° C, or at 30 mins if the temperature will be less. This means that courses with expected winning times of more than 30 minutes (or 20 minutes in warmer weather) require drink stations.

The volume of water should be such that 200-300 ml of water should be available per competitor passing through the drinks point. Hence for events which are not pre-entry, some estimate of likely participation is required in order to calculate how much water is required at each water control.

Competitors are being encouraged to carry their own water and cups on courses, however this does not mean that organisers should not provide sufficient water for the number of competitors expected at any drinks point.

Drinks should be at controls or at compulsory crossing points.

## Control Descriptions

When courses are finalised, then final versions of control descriptions can be prepared. Course planning software should have the required symbols. For moderate and hard navigation courses, only symbolised control descriptions are required, although English descriptions can be provided for moderate courses.

For street-park events English control descriptions are all that is required, although booth International can English can be provided.

### Availability

At other events, sufficient copies of control descriptions for each course should be available, generally at the start.

The sets of course control descriptions can be easily managed if they are all nailed to a board at the pre-start.

## Pre-entry in Eventor

All events are now listed in

- OSA web site Event Calendar
- Eventor Event Calendar (linked from above)

Events should be listed in Eventor irrespective of whether they are pre-entry or not as results are posted to the event in Eventor. Most events are now available as pre-entry to assist in map printing. The full details of how to create and event in Eventor are not listed here, however some notes:

- Look at other similar events
- You can copy classes from a previous event of the same type and make any changes as required
- Put some information but details of special aspects of the event are better on the web site
  - Entrants can skip straight from the Eventor Calendar page to the entry page (skipping the event details page in Eventor)
- Closing date
  - Depends on the event type
  - Non-championship events – Tuesday or Wednesday before the event as last reminder can be in Tuesday's Enews
  - Championship events – depends on map printing date

## Map Printing Considerations

Events should all have pre-printed maps for all courses.

- When to print
- How many maps?
- The cost of an A4 maps is <\$1 – so better to print a few extras and have some surplus than have the stress of
  - Drawing maps by hand
  - Asking people to do their 2<sup>nd</sup> or 3<sup>rd</sup> choice
- Paper or water proof paper
- When planning numbers for each course consider
  - Previous events for the area
  - The expected weather

- What other events are on or have been on
- Shorter hard courses have the most participants
- Allowing for groups

Reserving maps for pre-entrants

- Set these aside e.g. in envelopes or plastic bags by course with a list of the pre-entrants on each course bag/envelope (print from SI Software)
- Have in separate trays or separate reserved maps from maps for EOD at the start
- Starters need to direct pre-entrants to the reserved maps
- Supply of plastic bags available (at the map size) at the start

Prepare a PDF set of all course maps and make these available to the finish team to copy to one of the Finish computers. This will allow extra maps to be printed if required using the Finish printer.

## **Equipment**

Each club has a set of necessary equipment, this should be checked before the day the event e.g. for the following are generally required for Sunday events.

- All required controls are available, and there are sufficient control flags
- Sufficient registration cards are available
- Sufficient water containers are available
- Clocks are working
- Pens
- Toilet paper and soap are available
- Cash float for registration
- Information to distribute to newcomers e.g. Event Programme, copies of most recent OSA newsletter, general information on orienteering
- Tents, tables, chairs, toilet tent if required
- Computing finish needs to have shade (tent) plus sturdy tables
- Power supply for computing finish
- First Aid Kit
- Road signs and other signage
- Start sheets if used
- Compasses for hire

(Hand washing facilities should be available where toilets are provided)

Equipment used can be minimised for urban park-street events, however road signs to the event, and a banner or prominent sign to advertise the event start are essential. Other equipment required is table for completing entry cards, pens, clock, information for newcomers (programme etc), cash float. Although these events should be run with minimal equipment, remember that minor events in parks etc often present a more public face of orienteering than many Sunday events, so it should be obvious who you are, and the event must appear organised and well managed.

## **Information Notices at the Event**

Prior to the event, a set of notices must be prepared to convey information regarding courses and other necessary data to competitors.

These include

- Registration procedure including event fees
- Course information – can follow the layout from the OSA Course Specifications
- Risk waiver

- Any special safety information
- For pre-entry events – the list of participants how have pre-entered
  - o By name
  - o By course
  - o By class

Other information which may be required may include

- Maps showing map corrections
- Information on event layout
- Directions to start
- Special instructions e.g. regarding restricted areas, start procedure

Event Fees

OSA specifies event fees to events run as part of the Adelaide program. These are listed in the Event Program

### **SPORTIdent Preparation**

Details of how to prepare the SI Event in OE and the SI Equipment are covered in other OSA documents. Some points to note are

1. Set up course – control details from the same course file (OCAD or Purple Pen) that is used to print the maps
2. Provide a report on courses – controls for the course planner to check
3. Print list of pre-entrants for use at the registration (see above) and the start (for the starters and for pre-marked maps)

### **Prepare Helpers Roster**

The number of helpers required will depend on the type of event, however the tasks to be considered include

Putting out controls and water

- usually undertaken by course planner with assistance as required

Set up of registration, start, finish and toilets as required

- best done on morning of event (theft, tents blowing over are an issue if tents erected the day before)

Registration

- usually two people are required initially, but one only thereafter

Helpers to assist newcomers

- depends on event location, for more distant events generally not required, but for close to Adelaide events or events at which significant newcomers are expected, these people may need to be available

Start

- can generally be managed by one person

Finish

- SPORTIdent experts and helpers

Control Collection

- the more the better

### **Putting Out Controls**

Most controls and water containers can be put out on the day prior to the event, for Sunday morning events at least, except for those in areas which have a lot of public use.

The controls are usually placed by a combination of the course planner with some other helpers as required. The control should be placed where the tape or marker identifying the control site is. Placing controls by a different person from the one whom originally taped the control site represents good check on the control's position. If someone places the control other than that who originally placed the tape and the tape cannot be located, the original person should be consulted to check the correct position before putting out the control.

The control should also be placed with reference to the control description, and once placed its number and visibility checked. For controls on line features or contour features, the control should be visible from all direction. The visibility should also be as the runner would infer it from the map (e.g. control may have green on one side and white on another hence would be more difficult to see from the green approach side). The control should not be hidden, when the competitor reaches the control site they shouldn't have to search for the flag e.g. if the control site is relatively easy, don't try and make it harder by hiding the control behind a tree or bush. After you have placed control, step back and check that it has the required visibility.

For controlled events, the controller should visit all control sites once controls and SI Units have been placed.

For SPORTident events – the SI unit is generally placed at the same time as the control stand and flag (except of major events).

## **On the Day Tasks**

### **Signs to Events**

Adequate direction signs, commencing at location as on the web site (or any other event publicity), and are usually placed on the day of the event. Preferably use signs with the word orienteering, this is more explicit for newcomers than the "O" symbol type sign (although these are described in the programme). At turn offs requiring vehicle to slow significantly use warning signs e.g. "O-turn 400m". For roads crossing the event area, put out signs warning drivers that runners may be on the road.

Where required, identify gates that must be shut (or alternatively left open).

### **Assembly Set-Up**

To assist in the set-up, get the course planner to provide some layout maps of the map around the finish.

The assembly area is where competitors come when they first arrive at an event, usually to get information about the event, complete entry cards, register and pay their event fees. Hence event information needs to be clearly displayed, so that the regular orienteer can choose their desired course, and the procedure to be followed and sources of help, are obvious to novices.

A simple efficient registration process allows competitors to concentrate on their course, rather than being frustrated by inefficiencies in registration, information or start procedures.

Generally competitors start arriving ready to register about 30 minutes before the first nominated start time, hence the assembly area should be set up by this time. The time required to set up the assembly area will depend on weather conditions and the number of helpers, however the tasks required include

- registration tables for helpers and competitors to fill in registration cards
- registration tent for wet or very cold days
- registration banner
- put up all information boards, maps with map corrections

- preparing book for signing the risk waiver (except for pre-entrants)
- toilet tent, washing basin with soap, signs if required
- start banner
- tables at the start for start sheets and control description
- tent for the start if the weather is inclement
- finish banner, this should be positioned so it is obvious to incoming runners
- tent for finish
- any other necessary signs e.g. to start, areas excluded from parking
- results display

The above seems a long list, however with a little planning of the requirements to suit both the type of event and the weather conditions, the task shouldn't be too onerous. The essential requirements are that all banners and signs are obvious, and that layout has been designed to separate parking, registration, start and finishers as described in the initial event planning requirements.

### **Procedure for Competitors**

The following represents an example of basic information and instructions to be given and start procedure to be followed for Sunday cross country events (and any other events at the organisers discretion). However please use common sense if circumstances require variations from this.

# Belair NP

## COURSE INFORMATION

Course	Distance km	Climb m	Navigation Difficulty	Comments
1	8.8	320	Hard	For experienced orienteers – extends to the hillier section of the park above the railway line
2	7	280	Hard	As course 1
3	5.1	160	Hard	For experienced orienteers – in the flatter western part of the park
4	3.6	90	Hard	As course 3
5	4.4	150	Moderate	For those with some orienteering or regaining experience
6	3.05	80	Moderate	For those with some orienteering or regaining experience
7	2.4	60	Easy	For beginners and younger juniors, mostly on tracks and roads
8	1.9	40	Very Easy	For beginners and youngest juniors, on tracks and roads

### **Pre-entry Participants:**

Please get your name checked off at Registration and make payment of event fees

**Course Planner:** Robin Uppill

**Map and Course Notes:** Bush area with many roads and tracks as route options on courses 1 – 6. Courses

In some areas there are many controls – so check your control number

**Safety Bearing:** Generally west and follow any road back to the assembly area.

**Last start is 12.00pm - Course Closure is 1:30 PM**

# Events Fees

(update to current fees)

	Seniors	Juniors 14 – 21 Single Entry or group with a junior	Juniors <14 Single Entry or group <14	Groups – with seniors (includes 2 maps)
Members	\$10	\$5	Free	\$15
Non- members	\$20	\$10	\$10	\$30

Extra maps - \$2 Each

Maximum a family pays for all its entrants

- Members - \$20
- Non-members – \$35

Family is 2 adults plus dependents who must be under 21

Membership forms available for new members – existing members who have not renewed can renew the 2018 membership and pay in Eventor

# **EVENT PROCEDURE**

***If you have pre-entered go straight to registration to pay.***

## **1 SELECT A COURSE**

- see COURSE INFORMATION details

## **2 FILL IN DETAILS ON 'REGISTRATION CARD**

Write your names and select Age Group, M/F, address, and phone number on the Registration Card (top part of Card)

## **3 FIRST EVENT**

- If this is your first event
  - Enter email address to receive weekly ENews

## **4 REGISTRATION DESK**

- Give card to registration desk
- Pay Fees
- Receive map
- Receive loan SI Card if required

## **4 START AREA**

- List your name on the Start Sheet
- Write your **Start Time** on the:
  - Registration Slip .
- Hand 'Registration Slip' to the Starter.
- Pre-entry – your maps are set aside!

## **5 RETURN TO FINISH BY 1:30 PM**

- You must return to the Finish by 1:30 pm even if you have not finished your course

## Registration

The registration should be open around 30 minutes before the first start time.

The main role is to collect event fees, loan compasses if required, and to collect and check registration cards for enter on the day participants. Those belonging to newcomers should be retained for follow-up. In addition everyone who has not pre-entered must sign the risk waiver.

Some essential information on card should be checked, including

- Names are legible
- registration number of vehicle (to assist with checking for presumed missing competitors)
- club/membership status
- address details for newcomers
- course or age class for OY events

When setting up the registration consider having

- Two “desks” or two “lines”
- Enter on the day desk as these will take longer
  - These people have to sign the event waiver
  - Submit registration card
  - Pay event fees
- Pre-entry desk – generally these just have to pay the event fees

For the Risk Waiver

- Pre-entrants have acknowledge this when entering
- Enter on the Day
  - Display Waiver
  - Have a Book with waiver next to a sign in page at the registration desk
  - On this page head with
    - “I acknowledge reading the “Risk Statement and Disclaimer”
    - Event name and date

For new and less experienced people (see below)

- Check they are doing a course within their capabilities

Registration should be provided the total number of maps on each course for enter on the day so they can monitor maps being used, and allocate people to other courses if required. Extra maps may be able to be printed by the Finish team (see map printing).

## Managing Novices

Every effort should be made to make newcomers feel welcome.

Newcomers may need assistance in choosing courses, filling out cards and interpreting control descriptions, as well as being given a basic introduction to orienteering. In addition, personnel should be available to review course with newcomers when they return.

Novices with no previous experience at orienteering or other map reading /bush walking/use of compass activities should be directed toward the Easy and Very Easy courses. If they complete these and desire something more challenging, a short moderate course can be offered at a reduced event fee.

Newcomers should also be issued with information about orienteering, including the Event Programme, and general brochures on orienteering.

## **Start Procedure**

Start banner should be placed at the start.

Have the following at the pre-start

- Start sheets
- 2 minute intervals for most events
  - o One per course or group courses with few competitors
- Other important safety information
- Control descriptions
- Clock showing current time
- List of pre-entrants
- Extra plastic bags if maps are printed on paper

Map “boxes” for each course with

- Set of maps for pre-entrants e.g. in a bag with list of pre-entry names
- Separate set of maps for enter on the day

SI Start units positioned after competitors collect their map

An orienteering flag is located at the start triangle.

## **Finish**

The Finish banner/line should be visible to finishers from their direction of approach. By separating this finish slightly from assembly/results/registration area, this will be easier to achieve.

For SI events, the SI Download should be obvious from the finish line, or signs to it clearly marked.

When times are to be recorded manually, the finish clock should be digital to make recording of times easier.

Validation of results for SI events is managed in the SPORTident (OE or other). However when a mis-punch occurs, discuss with the competitor to check if this is correct, did the control have a problem or other issues (e.g. they have been assigned the wrong course).

For manual punching events, compare control cards for competitors on the same courses to get a valid punch set and use this as a master for validation.

## **Results**

- Aim is to include all participant names in the results.
- Non club members entered as “CR S”
- Result format depend on the event type – SI or manual, but all results go to Eventor
- SI events
  - Email a backup of the event file to [results@sa.orienteering.asn.au](mailto:results@sa.orienteering.asn.au)
  - Results are loaded
    - Overall to Eventor

- Splits to WinSplits
- Maps and Splits to RouteGadget (David George)
- Manual events
  - Results compiled in an Excel file of specified format
    - Emailed as above
    - Loaded to Eventor

## **Control Collection**

Control collection can commence at course closure time, or earlier for courses on which all competitors have finished.

The more helpers involved in this task the faster it will be completed. The use of the prepared master maps with all controls will assist with planning. For safety reasons and to assist management of the task, a map should be kept at the assembly area or with a coordinator who remains there, showing who is collecting which controls, and for checking of controls as they are returned.

The process may change if there are competitors who are significantly overdue resulting in the initiation of a search (see Search and Rescue below)

SPORTident software is used to report runners who have not finished, and by knowing which courses they are on assist in

- planning control collection
- deciding whether a runner is significantly overdue, and as search may be required

## **What Happens when Things Go Wrong**

### **Logistical Problems**

Unforeseen access issues or problems resulting from wet weather are the most likely problems. Problems due to access resulting from weather conditions are likely to be last minute happenings, and will not generally permit a major reorganisation of the event. Hence choosing appropriate parking and assembly areas to take into account seasonal conditions will minimise the latter.

However reviews of past results indicate that cold/wet winter weather will significantly impact on the number of participants.

Logistical issues due to land-holder requirements or changes can only be managed on a case by case basis. At the worst case it may require event cancellation, total revamp of courses. Depending on the situation (cancellation, change in directions), notification to the following may be required

- OSA web site update
- ENews with a special ENews for very late changes post-dating the regular ENews
- Facebook

### **Problems with Courses**

Hopefully with adequate planning and checks the following problems will not occur, but some consideration needs to be given in advance as to how to solve possible problems.

These problems may include

- Misplaced control
- Incorrect control number
- Control placements considered unfair by competitors

Generally the first two are only brought to organisers attention when competitors return and indicate there is a problem. If so this should be rectified where possible and practical. Consider giving a time credit to disadvantaged competitors, but each case needs to be considered on its merits.

The third case may arise if two nearby controls have been placed on similar features and have similar numbers, and a competitor miss-punches. This situation is against the spirit of fairness, and the miss-punch should probably be allowed.