

## Planners/Controllers and SI Protocol

¶ This guide is prepared to assist the Planner/Controller to liaise with the SI Co-Ordinator prior to an event in order to achieve a trouble-free day.

¶ Planner to make himself known with contact address/telephone/ email details to the SI Co-ordinator.

Email address [graham.ward45@virgin.net](mailto:graham.ward45@virgin.net) : Telephone 01502-714137.

¶ Planner to verify with the SI Co-Ordinator which control numbers are usable for event to be planned.

¶ Planner to download “***Control Listing (Local Events)***” Excel file from website and complete accordingly.

¶ Planner to email completed file to SI Co-Ordinator no less than ***five days*** prior to the proposed event date.

¶ Planner to arrange with SI Co-Ordinator for picking up/delivery of control boxes as soon as is practical.

¶ Controller to dib every control site after placing controls in forest on morning of event.

¶ Controller to download dibber at the SI tent on the morning of the event and check for errors prior to first runners start.

¶ Controller to advise SI Co-ordinator of any discrepancies prior to first starts in order for any corrections to be made.