Administrative Guidelines for the Establishment of Starting Lists in Military Pentathlon

Version: 06/2002

1. General

The following detailed procedures and defined responsibilities ensure:

- Availability of starting lists for obstacle run and obstacle swimming a short time span after the check-in proceedings have been completed

- Availability of the starting sequence for shooting and throwing as soon as the organiser is sure what nations are going to participate definitely.

Timely establishment of the starting lists depends primarily on the discipline of the invited delegations. The correct names have to be sent with the Final entries in time. Secondly the organiser has to be familiar with the check-in procedure.

The system is based on:

- MilPIN list (see Military Pentathlon Regulations Part A par 20)

- Ranking list (see Military Pentathlon Regulations Part B par 1.2.2.1)

- Final entry form (see Military Pentathlon Regulations Part A Annex 3)

- Check-in form[1]

All lists and forms can be found in the regulations section
of the Military Pentathlon website www.military-pentathlon.org

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[1] The check-in form to be used is in Excel and can be downloaded from the Military Pentathlon website www.military-pentathlon.org. The sample on page 8 is just for illustrative purpose.

The check-in form

It contains columns for the MilPINs, the surname and given name of the competitors, the Ranking list results in obstacle running and obstacle swimming as well as columns for filling in the starting sequence for shooting and throwing and room to mark left handed shooters and additional individual competitors in the first column.

	MilPIN	Rank	Surname	Given Name				

X for additional individual competitors
L for left handed shooters
XL for additional individual competitors, left handed

Results according Ranking List resp. statement by Team Captain

Starting Sequence of the team members (1 - 6)

2. Responsibilities

2.1. TC Military Pentathlon

The TC Military Pentathlon sends to the organiser the MilPIN and the Ranking list prior to the competition.

2.2. The invited delegations

The delegations invited to the competition send the Informal Agreement at the date required in the invitation at the latest. The delegations also send the Final entry form at the date required in the invitation at the latest. The names of the competitors have to be according the MilPIN list.

Surnames of the team members should be in alphabetical order.

2.3. The organiser prior to the arrival of missions

The organiser ensures that he has received the Final entry forms from all countries invited to the competition.

He can already insert[2] all names of the competitors into the check-in form per nation as soon as the Final entries have arrived.

A separate form has to be filled in for a second team of a nation; it will be considered as a completely separated team.

It is required to insert the results of the respective competitors for obstacle running and obstacle swimming from the actual Ranking list.

Furthermore the drawing of lots per nation for shooting and throwing should be prepared. This can be done already as soon as the organiser is sure which nations will participate definitely.

It is strongly recommended to do this procedure at the arrival day according to the official invitation file, prior the Preliminary meeting already. At World and Continental Championships this should be completed before the opening of the Preliminary meeting at the latest. At Regional Championships the drawing shall take place at the Preliminary meeting at the latest.

The organiser has to ensure, that competent and knowledgeable personnel for the check-in procedure is available at the arrival day.

2.4. The organiser at the check-in

At the check-in the organiser provides for each participating nation the check-in form separated for men and women.

Also the latest version of the Ranking list must be available at the check-in, as well as the possibility to make passport copies.

2.5. The Team Captain at the check-in

The Team Captain is responsible for checking all data in the prepared check–in form (e.g. correct spelling of the competitors' names, Ranking list results).

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[2] It is recommended to copy the names from the MilPIN list into the check-in form to avoid typing errors

If there are differences between the Final entry and the competitors actually present at the check-in, the names of the competitors not present will be deleted. Names of the replacing competitors will be inserted. Additional individual competitors (exceeding the team size of 6 respectively 4) will be marked with an "X" in the first column.

The Team Captain has to inform the organiser if it is likely that a competitor can not, especially due to the reason of injury, match his result from the Ranking list. In such a case the expected result of that competitor will be included in the check-in form on the basis of an official statement from his team captain.

An official statement from the team captain is also required if the competitor has no Ranking list result so far. The expected result has to be filled in.

At the check-in the Team Captain has to decide in which of the 6 starting groups (resp. 4 for women) the respective competitor should be entered for shooting and throwing. He fills in the appropriate starting group number (1 - 6 for male resp. 1 - 4 for female competitors) separated for shooting and throwing. Teams with less than 6 male (resp. 4 female) competitors may choose between the 6 respectively 4 starting groups.

Finally he announces if there are some left-handed shooters in the team by putting an "L" in the first column of the check-in form for the respective competitor.

Missing MilPINs and misspelled names

The MilPIN list and the Ranking list are regularly updated by the TC Military Pentathlon. However, some competitors included in Final entries might have no MilPIN, if their delegation did not forward the names and dates of birth to the TC Military Pentathlon in time. In such a case the names will be entered in the check-in form on the basis of the names in the passport or service pass.

In case of a misspelled name in any list, the Team Captain is responsible to inform the organiser by means of showing the passport and allowing the organiser to make a copy.

Names in the MilPIN list can only be changed after the competition by the responsible official of the TC Military Pentathlon (for the time being Col De Wulf, BEL is acting on behalf of the TC and managing that procedure).

2.6. The organiser after the check–in procedure

After the check-in procedure the organiser has available:

- The names of all competitors present

- All results for obstacle run and obstacle swimming (from the Ranking list or from the Team Captain for competitors that did not have a Ranking list result)

- The starting sequence of the respective team for shooting and throwing

- Names and dates of birth with a copy of the passport or service pass of such competitors that did not have a MilPIN or whose names should be corrected in the MilPIN list by Col De Wulf after the competition.

Starting lists for shooting and throwing

Following the end of the check-in procedure the drawing of lots per nation shall take place (expected missions will be included).

For this reason all participating teams, regardless how many competitors a team consists of, will be put in a "basket" to establish the sequence of nations for each starting group in shooting and throwing. Then the drawing will be done 6 times for all participating teams with male competitors, respectively four times for teams with female competitors. (starting group 1 – 6 resp. 4).

Extra drawing may be necessary for all additional individual competitors, not starting in a team. They will be included in one separated starting group (starting group X) and start at the discretion of the organiser (either at the beginning or at the end of shooting and throwing).

According the starting sequence within a team, laid down by the Team Captain in the check-in form, the organiser inserts the names of the respective competitors into the starting order by nation.

All places in the starting groups where no name has been inserted will be deleted consequently (e.g. for nations with less than 6 male respectively 4 female competitors of a mission; or for expected nations that will not arrive definitely).

As the next step the list of names will be divided into heats, depending on the number of firing points and throwing stands available.

Finally, only for the establishment of the starting list for shooting, a manual adjustment may take place due to left handed shooters (see Military Pentathlon Regulations Part B par 2.6.5)

No manual adjustment of the starting list will be done if competitors from the same team (country) starts side by side.

Starting lists for obstacle run and obstacle swimming

When the names of all competitors are available they shall be sorted according to their Ranking list result, with the best competitors starting last. No distinction will be done between competitors, who are team members or additionally individual competitors.

The following step is the division into heats, depending on the lanes of the obstacle course and the swimming lanes available.

Finally a manual adjustment of the starting list has to be done, due to the fact that competitors from the same team (country) should not starts side by side.

2.7. The organiser after the competition

The organiser is responsible to send the results electronically (by means of e-mail, diskette or CD) and additionally one original paper copy to the President TC Military Pentathlon.

Finally he should deliver at least pictures (digitalized or original) of the winners and the price giving ceremony in the individual and team classification to the President TC.

Logos, stickers and other material related to the competition are welcome.

The organiser has to send to Col De Wulf[3] the passport or service pass copies of competitors that had no MilPIN and of those, whose names should be changed in the MilPIN list.

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2.8. The TC Military Pentathlon after the competition

The TC Military Pentathlon will immediately after having received the results establish the next version of the Ranking list and send it to the next organiser of a competition. The Ranking list is also available on the Military Pentathlon website (www.military-pentathlon.org).

Col De Wulf, working on behalf of the TC, corrects the names of competitors that have a MilPIN already, if necessary. He will issue MilPINs for competitors that did not have a MilPIN so far and sends it to the respective country. The President TC and the organisers of the next competitions will receive a complete and updated MilPIN list. The TC will make this list also available on the website.

3. Expected mission and unexpected missions

For late arrival of an expected mission and arrival of an unexpected mission see CISM Procedures Manual, Chapter III, art. 3.4 and art. 3.5.

If no final entry has been sent because of lack of discipline of a participating nation and the expected mission is showing up, the procedure as described above will be applied. Expected nations arriving late will be treated as if already arrived, i.e. they will be included in the drawing of lots per nation.

An unexpected mission may only start if the organiser has no organisational restrictions and is agreeing.

If such a mission is showing up **before** the preliminary conference and no drawing of lots or establishment of starting lists have taken place, the procedure will be as above.

If an unexpected mission arrives **after** the drawing of lots and/or establishment of the starting lists no new drawing of lots will be made and no new starting lists will be established. They will start in an order the technical jury after consultation with the organiser decides upon.

MILITARY PENTATHLON   CHECK-IN FORM

COUNTRY

MEN

	MilPIN	Rank	Surname	Given Name	🔫	🏃	🏊	🤾

cross out competitors not present in the table above

Competitors not included in the final entry: (Replacements)

The team captain has to fill in the times for obstacle run and swimming according to the ranking list available at the check-in.

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Signature of Team Captain