Pentathlon GB Events – Biathlon.

What is a Modern Biathlon, and how do I run a Modern Biathlon event?

What is a Modern Biathlon?

A Modern Biathlon is an event that combines two of the Pentathlon family of sports – Swimming and Running. The swim and the run elements are participated in separately and points are awarded to each competitor based upon their time achieved in both events. The final placings are determined from the combined points score from the swim and the run.

How do I run a Modern Biathlon event?

Event Conditions:

As organiser you must either be a schoolteacher or have attended SCUK Safeguarding and Child Protection 1 training.

Pentathlon GB is fully committed to the principles of equality of opportunity and therefore you must apply best efforts to ensure that no one is disadvantaged on the grounds of gender, race, ethnic origin, nationality, parental or marital status, religious belief, social status, sexual orientation or political belief. Athletes with impairments should have the opportunity to take part with safe provision being made for them.

Please see our event Terms and Conditions. If you have any questions regarding these, please contact competitions@pentathlongb.org

Event Requirement Checklist:

1. Event Equipment / Facilities
    - Swimming pool – for the swim element
    - Running route – typically an all-weather running track
    - Changing rooms
    - Event registration / gathering hall/room
    - Stopwatches
    - Swim starting equipment
    - Run starting equipment
2. Event Contacts form

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3. Event Staffing form
4. Participants' Run down
5. Event Management / Preparation Schedule
6. Event Timetable
7. Medical Provision
8. Fire Safety
9. Emergency Procedures
10. Risk Assessment

Event Entry Set-up on Sport:80

Your event will be open to anyone who wants to take part, as long as they have a valid Pentathlon GB membership or a day membership in place for the day of your competition.

Pentathlon GB will advertise your biathlon on its Membership & Entry platform, which is also where you will be able to manage entry numbers and finances. It will also be advertised on the Pentathlon GB competitions calendar.

Entry fees, minus booking and administration charges, will be paid directly to a bank account of your choice via Stripe.

Setting up an event on the PGB Events and Memberships portal, Sport:80:

1. If your school or club holds a valid membership, you will be insured to organise and host Pentathlon GB approved events.
2. If you wish to host an event using your PGB membership benefits, this will need to be reviewed by our Head Office for approval.
   2.1. Once approved Pentathlon GB can then advertise your event on our website events calendar and Sport:80 portal events platform.

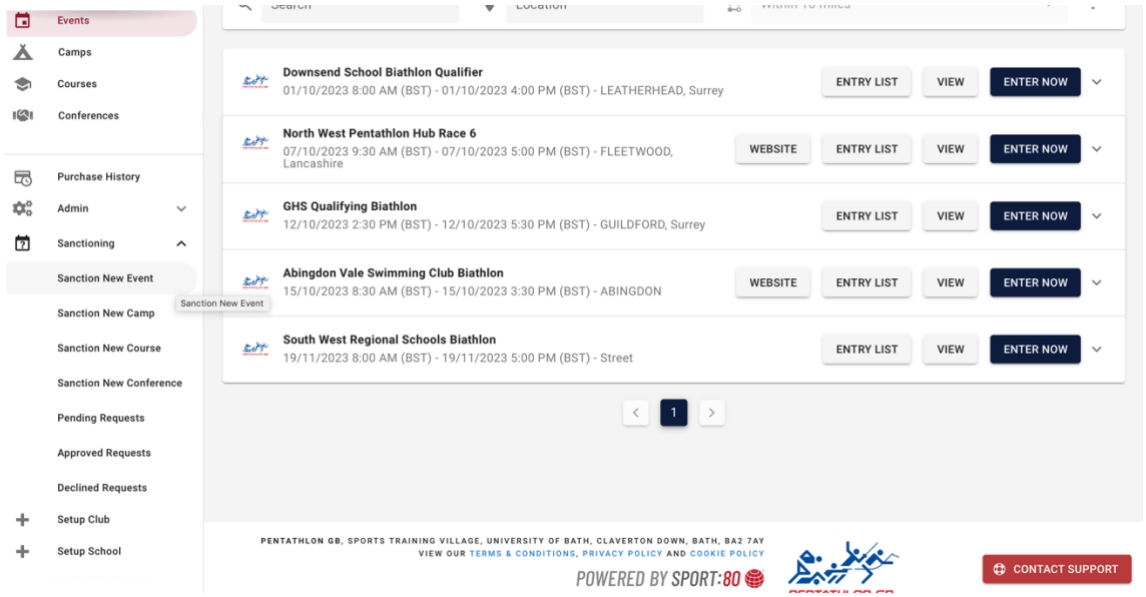
1. To receive entries for events and manage the people that can enter, the school/club will need to have a stripe account.
   1.1. This will need to be set up before adding the event to the Sport:80 platform.
2. In the school/club account, click on "finance admin" on the left hand toolbar, then click "stripe".

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3. Click on the “connect with stripe” button.
4. This will take you to a new webpage for creating your account.
5. You will need to complete the form to be able to create your stripe account.
6. For any stripe issues please contact the Stripe support team.
7. Then you will be able to create an event on the Sport:80 platform.

1. Once logged into Sport:80, switch to the school/club account
2. Go down to the Sanctioning tab on the left-hand column.

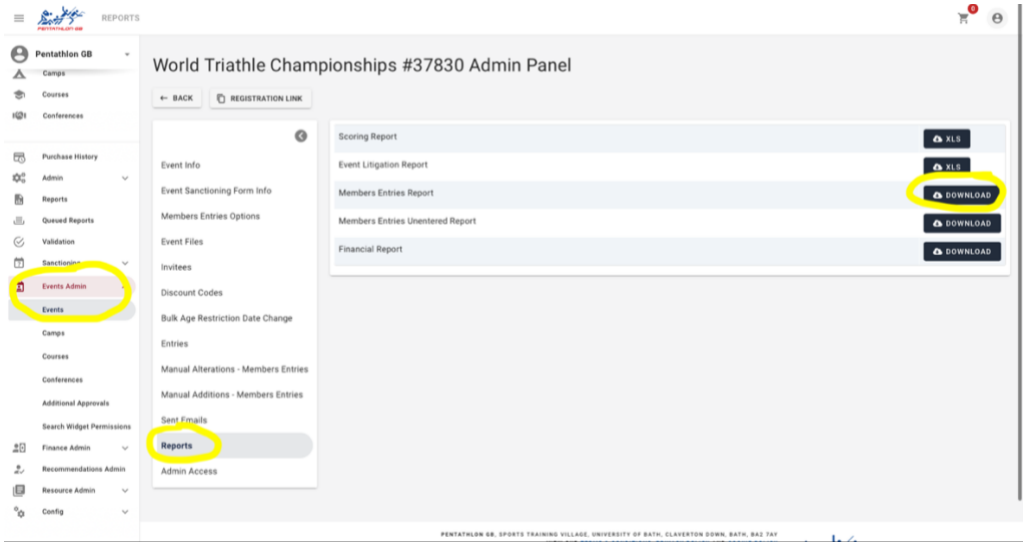


3. Click the drop down menu and click on Sanction New Event.

4. The first prompt advises that you will need a stripe account set up for the club/school/region to accept entries for any competition or training event – click ok to continue if this has been set up.
5. Select the type of event:
   5.1. Event – calendar and platform (for competitions - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
   5.2. Event – calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
   5.3. Training event– calendar and platform (for training focused events - entries will be taken through the Sport:80 platform and displayed on the PGB event calendar)
   5.4. Training event - calendar only (You will take entries yourself but the event will be displayed on the PGB calendar)
6. You will then be prompted to read the Sport:80 terms and conditions and will need to agree to continue.
   6.1. Please make sure you read and understand these terms as you will bound by them as an event organiser.
7. You will then need to enter the relevant information for the competition or training event in the related prompt boxes.
8. Once this has been completed this will come through to Pentathlon GB head office for approval.
9. Once this has been approved it will appear in your events admin panel.

Event Running Plan:

When your entries have closed, you can download the entries list from Sport:80 so you can start to create and populate your start lists and heat lists. To download your entries go to your event on the Event Admin tab on the left-hand side of the page. Click on your event and go to the “Reports” page. Click on the “Download” button for the Members Entries report to download an excel spreadsheet containing all the details from the entered athletes.



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From this spreadsheet, you will be able to filter the columns so you have the data required for your event. From here you will be able to filter by age group so you can populate your start and heat lists.

Once you have downloaded this spreadsheet, you can copy and paste the entrants into the scoring sheet ahead of inputting the results.

Event Scoring:

PGB Biathlon Results System

Scoring step-by-step guide

Pre-Event
1 - Download / Save a copy of the Master Scoresheet to edit for your own event / competition
2 - Download the entries report from Sport:80
3 - Copy and paste the key data from the entry report, into the scoresheet:

- First Name
- Surname
- School
- PGB Member Number
- Sport:80 CID
- Date of Birth

4 - Ensure the drop-down menu/s on each sheet are correct for the competition age group/ format and the gender (each sheet should be the same)

- E.g. the Y3 B sheet should have the Competition Age Group as Year 3 Boys at the top of the sheet, as well as in the 'Comp AG' Column

5 - Your event is now ready to commence from a scoring perspective
6 – Share access to your scoresheet to Pentathlon GB prior to the event using the following email addresses:

- pentathlongbcompetitions@gmail.com
- competitions@pentathlongb.org

Event Day
1 - Enter the raw swim and run times into the respective columns/ cells

- Please ensure that the data is entered in the following format:
  - 00:00.00 mm:ss.00

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    - 1-minute 12.83 01:12.83
- Please remember to input a '0' before the minute if it is a 1-minute time
    - e.g. 01:00.00
- Please input a colon after the minute value, and a period (full stop) after the second value
- Please input the minute, seconds and tenths/hundredths to fulfil the time format - even if this is a '0'

2 - If the athlete has received any penalties, input these into the respective 'Pen' column/ cell
3 - The points score and ranks are calculated automatically - these columns cannot be edited

Post Event
1 - Results can be filtered using the Final Rank column to show the results

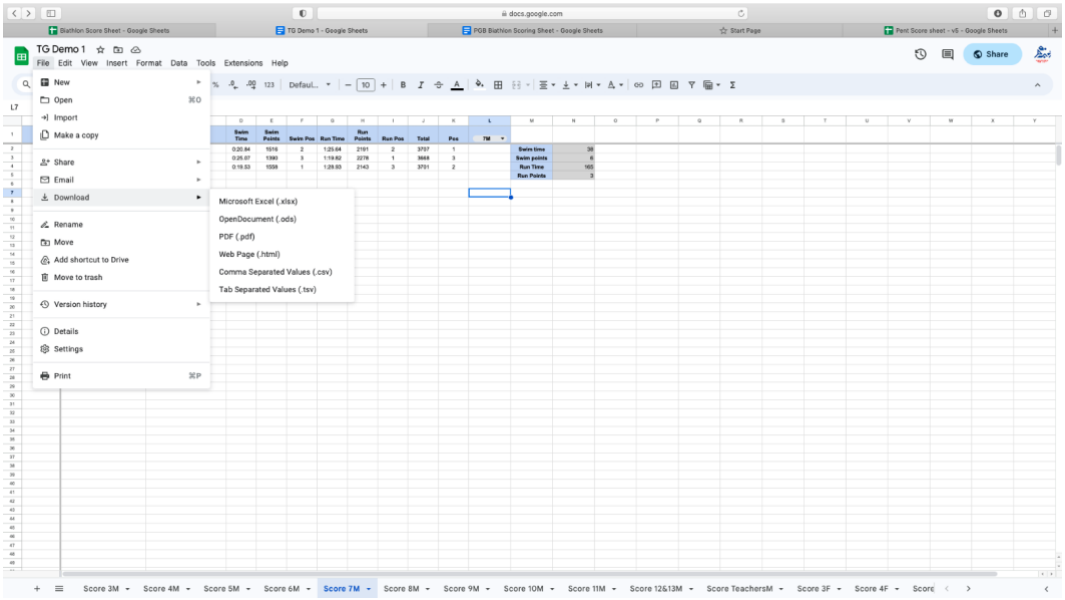
2 - Results can be exported and shared to athletes/ parents/ schools
3 - Share the Link to the following email addresses to add your results to the PGB Events Team, and to be added to the National Rankings List

- pentathlongbcompetitions@gmail.com
- competitions@pentathlongb.org

Publishing Results:

1. To publish your events' results, click the 'share' button on the banner at the top right hand corner of the screen.
2. Here you can change the amount of control that individuals have in terms of accessing the results sheet/s.
3. For publishing the final results, select 'General Access' and on the drop down menu, change the "Anyone with the link".
    a. This will allow anyone with the link to the results page to see the results.
4. Next, make sure that the access is set to "Viewer".
5. To do this, select the drop down menu on the right hand side of the pop-up window and change to "Viewer".
    a. This will allow anyone with the link to the results page to see the results, but crucially to not edit any of the data.
6. Click done and this will save the sheet to a public results document.
7. It is best practice to download a copy of the live results sheet to save onto a laptop/computer hard drive or onedrive/dropbox system so you have a copy should there become an issue with the shared version in the future.
    a. To do this, go to "File" and down to "Download".

b. From here, you can select to download a Microsoft Excel version or a PDF version of the results sheet.



If you have any issues with the Scoring System, please refer to the guidance notes above. If you are still having issues, please contact competitions@pentathlongb.org and a member of the events team will be able to assist. Please bear in mind that if your event is taking place outside of normal working hours, responses from our team may be impacted compared to those inside normal working hours.

Other Useful Documents:

Sport:80 How to use Guide – Affiliate.

Sport:80 How to use Guide – Athlete / Parent.

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