

UK Urban League: Instructions for Organisers

Before you start

When you set up your event for on-line entry, **get the competitors to enter by category** (e.g. MO, WV — see full list later in this document) **rather than by course**. Not only does this give you the flexibility, when your masterful publicity attracts a huge entry, to separate categories that you originally intended to combine, but it also makes generating the results much easier.

The upload facility works by category and not all events have the same mapping of categories onto courses: Edinburgh for example has had only two or three senior courses. So it's not possible to decide automatically whether an M40 running course 2 is running down or should be competitive in the MV category, or perhaps whether a W65 on course 5 wishes to be treated as a WSupervet or a WUltravet.

So get the competitors to enter by the category they want to score in. Otherwise you'll have to try to allocate them after the event, probably by looking at the age-class and the course run; not only is this fiddly but you'll probably misconstrue someone's intentions and have to re-do the upload.

Synopsis

1. Get the upload password: from me or from the secretaries of the regional urban leagues.
2. Export results as CSV.
3. Upload CSV file to www.oxfordfusion.com/ukul.
4. Check that the errors and warnings generated make sense; if not, re-upload any affected categories.

The home page for the UK Urban League is <http://www.oxfordfusion.com/ukul/index.cfm>. The regional urban leagues are linked from there.

The results upload facility for the Urban League takes as input a CSV file with one of two formats. Rows in the file that can't be interpreted (e.g. header rows) are ignored.

Custom (bare-bones) Urban League format

BOFnumber,UrbanLeagueCategory,Forename,Lastname,AgeClass,Club,Time

e.g.

100999,WSV,Sue,Stevens,W55,AIRE,45:32

100998,WSV,Amelia,Petrie,W55,CLYDE,46:15

100997,WSV,Jane,Forrest,W60,SLOW,Dsq

Include anyone who **started** the correct course. **Exclude non-starters**. People who retired or were disqualified will score zero, but should be included as the zeroes may be used in the head-to-head tie-breaks. Use this format if your results program can't produce the format below, and you have to edit into shape what it does produce. Excel is good for processing the data; use 'Save As...' and choose CSV format.

Beware: Excel is too damn clever. By default, when reading a CSV file Excel will interpret times input as (e.g.) 52:30 as **hours** and **minutes**. The numerical value in the spreadsheet will be days (and fractions), i.e. $52.5/24 = 2.1875$. If your CSV file records times greater than 1 hour as h:mm:ss then they will be read as intended, but the times less than 1 hour will be too long by a factor of 60. On subsequent output

to CSV the sub-hour times will be written as 52:26:00. If you copy the times into column CC (say) and then use the formula =IF(CC2>0.25,CC2/60,CC2) to generate the correct times then (provided that nobody is quicker than 6 minutes or slower than 6 hours) the 'Save As...' CSV output will be correct.

OE Splits format

This is a CSV export that can probably be produced directly from your results program. It includes many columns but the crucial details are as follows (with column numbers / letters and the column headers as in the example file test4_splitsFormat.csv that is available on the upload page):

3/C (Database ID): BOFnumber
19/S (Short): Urban League Category, i.e. MJ / WSV / Veteran Men 40+ / Young Junior Women 12-
5/E (First name): Forename
4/D (Surname): Surname
24/X (Text1): Age Class
16/P (City): Club
12/L (Time): Time

To help users of Autodownload and SiTiming, the Urban League Category can be given either in full or in its abbreviated form.

If you use the 'Export OE File' choice in AutoDownload / SiTiming, make sure you tick the check box 'include DNF', i.e. the upload should include all starters. **Exclude non-starters**. People who retired or were disqualified will score zero, but the zeroes may be used in the head-to-head tie-breaks.

It will be a great help if, before the race, you set up the 'Short' description (column 19/S) for the class that someone has entered to be their Urban League category, and make sure that you use the Text1 field (column 24/X) to record their actual age class, e.g. M50. The age class is required to check that the competitor is eligible for the stated Urban League category.

The course number is recorded in the 'Course no.' field (column 39/AM) in the standard CSV export. One course can host several categories (e.g. MV and WO both on course 2), but everyone identified as running in a given category must be on the same course. The upload facility **does not** check that this is true for your input.

The file type (i.e. Splitsbrowser or the custom 7-field Urban League minimalist format) is detected automatically but fairly crudely — more than 20 fields indicates that it's a Splitsbrowser file, otherwise it's assumed to be the custom 7-field format. Beware of aiming for the 'minimalist' format but then accidentally exporting a dozen or so empty columns. Either commas or semi-colons may be used as column separators.

For a Splitsbrowser file, the upload facility also checks that column 9/I (nc) is zero. If not, you'll see an upload message like

Ignored (non-comp): 428531 MO Roger Goddard M35 FVO

Times can be given as any of 45.32, 45:32, 0:45:32 but must be purely numeric (with two-digit seconds and two-digit minutes if over an hour) once the punctuation has been stripped out: 1h03m52s, 13:4 and 1:3:52 would all make a mess of the system. They don't have to be grouped into categories or ordered by time, although that's probably the easiest way to supply them.

The categories for the current year are given in a table at the end of this note. Each year can have a different set of categories (there were no Ultravets in 2011) and a different age range (so juniors were

16- in 2011 but 18- in 2010). Anyone with an age-class that doesn't fit their declared category will be flagged as an error, as will anyone whose BOF number is missing. Please cast an eye over the error messages because they may highlight some errors in your data (e.g. a W45 entry on the day being recorded as M45, and hence not scoring points on the WV course). People running down (e.g. an M21 on course 2 when course 2 is designated for WO and MV) may be given a category like 'Course 2 Open'; they will then be ignored in the points calculation.

On that page there is a link to a test site that organisers can use to practise uploading data. There are four test files available and four test races. The first three files use the minimalist format and contain the results from Chester, Oxford and Cambridge in 2009, but with fictitious times (although in the correct order!) and fake BOF numbers. The fourth file contains the WO and WV results for Sheffield in 2011. Any of the files, or indeed any file of your own choosing, can be uploaded to any of the races. Each of the four races has a password. To prevent script uploads from site-hackers the passwords are no longer published; please contact me. There are some deliberate errors in test1.csv so that you can see how erroneous data (or indeed the header row) is handled.

When a race result is uploaded, all the existing points for that race will be removed but only for categories included in the upload. So if you need to correct MSV (e.g. to add a BOF number), you need upload only that category. To move a running-up veteran from WV to WO (if they share the same course), upload both categories because they will both have to be recalculated.

Because the results are indexed by BOF number, if you use a 'BOF number' that's not in the test files then that will create a new record. Using the same number but in a different Urban League category will also generate a new record.

Please have a go with the test site. The results tables for the eight categories are all linked off the home page of the test site. Anything can be overwritten; don't worry about making a mess of the tables. I've tested most of the site in three browsers, and novice users have managed to upload files successfully. Please let me know of any issues. Once you're comfortable with the system, clearing the tick from the 'Test' checkbox on the upload page will give you a list of the real races this year rather than the test races. Please contact me to get the password for your race.

Of course if you're really stuck then send me a suitable file and I will make the upload, but hopefully this system should be straightforward and by cutting me out of the loop it should be slick.

Standard Categories (apply for 2017 onwards)

Abbreviation	Full category name
MYJ	Young Junior Men 12-
WYJ	Young Junior Women 12-
MJ	Junior Men 16-
WJ	Junior Women 16-
MO	Open Men
WO	Open Women
MV	Veteran Men 40+
WV	Veteran Women 40+
MSV	Supervet Men 55+
WSV	Supervet Women 55+
MUV	Ultravet Men 65+
WUV	Ultravet Women 65+
MHV	Hypervet Men 75+
WHV	Hypervet Women 75+

Transgender participants

As at October 2023, British Orienteering's [Trans Policy](#) states

At all competitions, events and activities other than those listed as Identified Major Events, trans people will be able to compete in the sex category aligned to their gender identity. However, it is recommended that any athletes participating in the female category who would not be eligible to compete in the female category under the [IOF Transgender Policy](#) should not be eligible to win titles, medals, prizes or trophies, either individually or as part of a team. Competitors may assume that a competition will be following this recommendation unless the organiser has explicitly stated otherwise.

This creates a problem for league competitions such as UKUL and UKOL, which award titles, medals, prizes or trophies based on **positions** at a series of events. A trans woman competing in a female category would reduce the points scored by anyone finishing below her and could affect the overall outcome of the league, even if she were ineligible herself for the titles, medals etc. The problem is particularly acute if competitors do not need to score all events, as in the UK Urban League.

The policy quoted above makes it clear that trans women who would not be eligible to compete in the female category under the IOF Transgender Policy should nevertheless be able to compete on the day in the female category of a UKUL event. The simplest way to prevent their results from distorting the league for other women is to **allocate them to the 'Open' category on a course**, as described in the SiTiming section below. For example, a trans woman competing in the Women's Open category on course 2 would be allocated to 'Course 2 Open'. She would then appear in the course 2 results, including in the results upload to British Orienteering, and would score ranking points if appropriate, but would be ignored when allocating UKUL points. Retaining the age class as W21 (say) would allow her 'to compete in the sex category aligned to [her] gender identity' and she would appear in any W21 result listing on course 2.

Amending the category is preferable to marking the participant as non-competitive, which would give the desired outcome for UKUL but not for ranking points and could be regarded as breaching the policy quoted above. The change to 'Course 2 Open' could be made solely for the UKUL upload; this would allow the trans woman to appear in the published results for the Women's Open category as well as for the W21 age class.

Courses

You have free rein to set whatever courses work best for your event, and to allocate the categories (as above) to those courses. For a 'standard' medium-sized urban race with winning times of 35-45 minutes, the set of seven courses given in Appendix B of the [British Orienteering Rules](#) is a good start. Allocating the MHV and WHV categories to course 5, alongside WUV, will help that course have enough competitors to meet the threshold of 10 for scoring ranking points. Small events and sprint-style events may choose to use fewer courses.

Good luck!

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Using SiTiming for UK Urban League Races

(Based on text provided by Jeff Powell Davies, 9 June 2019; updated October 2023)

Setting up the Classes (Categories)

Import or set up the courses as you usually would in SiTiming and add the urban league categories (either long or short UKUL category names will work) as classes on the appropriate courses. Include an extra category on each but the longest course, to which those running down can be allocated, e.g. 'Course 2 Open'. These people will show in the results but will not count for the Urban League.

Entries on the Day

Before the event download the latest SI-Card archive from the www.sportident.co.uk website (Services & Support >> SI-Card Archive >> Club Archive Access). In SiTiming, import using the SI-Card Archive option from the Event List screen.

Add entries on the day as normal, selecting the class that the person wants to be counted for, or the open category for the particular course if they are running down. Clicking Search on the Add Entries screen will fill in any extra information from the SI-Card Archive.

Once all the entries are in use the Membership Numbers Check (under Entries) to do any final tidying of BOF numbers.

UKUL Upload

To create the file in the 'custom (bare bones)' format for upload to the UKUL website, go to Event Overview » Results Export » Results » Export UK Urban League Format.

Upload this file into the Urban League system for the appropriate event. You should expect to see the following warnings in the upload log:

- a. **Ignored (invalid BOF number)**: for the header row in the output file.
- b. **Ignored (non-comp)** for each competitor who is marked as "nc" in the results export.
- c. **Ignored (invalid category Course 2 Open)** (or equivalent) for each competitor who you have entered as running down.
- d. **DSQ scores zero** for each competitor who mispunches or retires.
- e. **Assume DSQ (invalid time)** if value in the time column is not numeric.