

ERNA 2008

Umpire SOP

ERNA COMPETITION CLASSIFIED
Umpire SOP

HOW ry
Aki Kupiainen
Version 2008 ERNA

ERNA 2008 UMPIRE
STANDARD OPERATING PROCEDURES

1. GENERAL

This is a collection of Umpire SOPs for 2008 ERNA excluding the SOP 150 national issues documents.

2. SIGNATURES

KUPIAINEN
PROJECT UMPIRE 2008

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SOP 120 - Administration – Recruitment

1. RECRUITMENT PROCESS

Recruitment is conducted by Helsingin Sinibaretit who appoints S1- Project Umpire responsible for co-ordinating recruitment and for recruitment in Finland. S1- Project Umpire co-ordinates with S4-Project Umpire the travelling arrangement for Finnish umpires to and from Estonia.

Recruitment of Scandinavian Umpires is handled by one project umpire who conducts and co-ordinates the recruitment for Swedish, Norwegian and Danish umpires. Same umpire co-ordinates the deployment and redeployment of Scandinavian umpires to and from Estonia.

Project Umpires are allowed to do targeted recruitment for their area of responsibility. However, every this kind of recruitment must be reported to S1- Project Umpire immediately. Project Umpire and Umpire HQ reserve the right to assign these recruits to any other tasks as well as not to approve the recruit at all.

Most of the umpires are assigned to certain type of umpire operations during the recruitment phase. This helps individual umpires to learn his/her duties from the Umpire Project portal and through self-studies. However, the assignment can change during the project, just before deployment and even during the competition. Umpire HQ reserves the right to re-assign umpires as well as to take individual umpires off-duty. Senior Umpires have authority to assign tasks within the team assigned for them.

2. OVERVIEW FOR YEAR 2006

ERNA RAID is an international military competition taking place in Estonia on the first full week of August. The Finnish peace keepers – nowadays together with colleagues from Denmark, Estonia, Sweden and Norway – have been working as competition umpires last eleven years. The Umpire contingent is lead by Helsinki Sinibaretit. In the competition, umpire contingent reports to Chief Umpire in the competition HQ.

We are offering you a week where you will not have much sleep, but instead lot of dust, rain, stress, freezing cold, burning hot, big banguet at the end and many friends.

”Kaveria ei jätetä, kotona ei kerrota ja kuolema kuittaa univelat”

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3. OVERVIEW OF TASKS

Umpires are required to arrive on previous Sunday and leave on Sunday after competition. Team leaders and HQ/Log umpires usually come even earlier. Mission for umpires is to provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

To fulfil our mission umpires will be having at least following kind of tasks:

HQ and Log umpires will command and co-ordinate umpire operations by establishing a umpire OPS and act as a communication link between Check Point Umpires, Counter Action Umpires, Chief Umpire and Competition HQ. They also support umpire teams with logistic needs by passing the requests to competition organisation and its support units. HQ umpires will also evaluate the recce task, the biggest individual event in the competition. HQ and Log umpire tasks require previous experience in ERNA and good English.

Check Point umpires will evaluate and score the competition teams' execution of tasks at Check Points. They will also give feedback to the competition team of the results at the Check Point and report the results to competition HQ. Usually they also need to be prepared to support and assist unit responsible for the Check Point to establish the Check Point. Competence in commanding shootings, first aid, mines and booby-traps or obstacle course tasks usually helps to manage this task.

Mobile Umpire Patrols and Counter Action umpires join the counter action forces and monitor and report the fairness of the competition and counter action arrangements outside Check Points, HQ and base camp. Umpires give rulings in engagement situations according to the guidelines in Rules of Engagement. Experience and competence in recce or patrolling helps to manage these tasks.

Umpires will also be manning control points, running the score center and do all kind of ad hoc tasks that are needed to make to competition good.

4. REQUIREMENTS FOR AN UMPIRE

Requirements from all:

- tour in peace keeping mission OR similar mission abroad
- valid travelling insurance
- initiative and capability to improvise
- sufficient English knowledge, Estonian language competence is a big plus
- for Counter Action umpires: good physical condition (one patrol will be out for 23-27 hrs, other patrols lasts 6-10 hrs each)

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5. HOW TO APPLY

If you are interested contact us and tell us:

- where have you served in UN mission
- for what kind of tasks you can be used
- your language competence
- your special areas
- contact information (name, address, *E-Mail*, phones)

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SOP 121 - Administration – Registration Form

1. REGISTRATION PROCEDURE

Three registrations are needed for umpires participating in ERNA:

- National registration (e.g. Maanpuolustuskoulutus course registration in Finland)
- ERNA registration
- Umpire Project registration.

There are several ways how umpires register in national level. Persons responsible for national recruitment handle the national recruitment process and procedures. These procedures are NOT defined in Umpire SOP.

Umpire registration format as defined in this SOP must be used. Persons responsible for recruitment are responsible for providing personnel information to Project in right format. Form used is the Excel file available also in ERNA Umpire Project web pages' SOP templates window.

ERNA registration is done by Project contact person using the data collected into form used by the Project.

2. FORM

Umpire Project uses its own registration form:

- To maintain participation history data
- To plan umpire allocation for the operations
- To maintain awareness for what kind of umpires area needed/too much during recruitment process

3. FORM FILLING INSTRUCTIONS

Since information from different sources and physical files are consolidated for project purposes, **IT IS UTMOST IMPORTANT THAT ALL PEOPLE HANDLING RECRUITMENT USE SAME FORM SAME WAY!**

Fields are to be filled as follows:

Surname	Firstname	Surname[comma][space] Firstname
		Example: Fighter, William
Address		Street[comma] ZIP Town[comma] Country
		Example: Townstreet 99, Hometown, USA
DoB		Date of Birth
		Day with 2 [dot] month with 2[dot] year with 4 numbers
		Example: 29.02.1966
NAT		Nationality with three letters (FIN, SWE, NOR, DEN, EST, USA, Other)
e-mail		e-mail address
Phone		phone number in international format and with plus in the beginning
		Example: +1 800 555 1234

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Employer and task	Civilian company that one works currently
Unit	Unit that military person belongs to or RESERVE
Rank	Military rank <i>Private, L-crpl, Crpl</i> <i>Sgt, SSgt</i> <i>WO, WO2, CWO</i> <i>JrLt, Lt, SrLt, Capt</i> <i>Maj, LtCol, Col</i>
98-07	X for participation, other markings by Project <i>C - Chief Umpire</i> <i>XU - Executive Umpire</i> <i>S - Staff Umpire</i> <i>SC - Senior in CA</i> <i>N - National Senior</i>
08	This is used by project to allocate persons <i>X for registering person</i> <i>CA – person allocated to CA</i> <i>CP – person allocated to CP</i> <i>Mob – person allocated to Mobile</i> <i>S – person allocated to Staff duties</i>
Decorations	[class]year <i>ARI for first class cross</i> <i>AM for meda</i> <i>Any other awards – mark with free text</i>
Udria 01-09	Similar to 98-08
Notes for ERNA	This field is used for notes and change management. Mark latest change date here everytime something changed since you have sent file to the Project. Cancelling registration Example: Cancel 08FEB New registration since last report Example: Added 09FEB

4. PHOTOS FOR ID

If there is a need to have new photo for umpires that have already participated before, then Project asks this photo directly using email.

Persons responsible for recruitment ask for digital photo from new umpires and send photo files to Project when they send the registration form file.

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SOP 130 - Administration – Umpire Responsibilities and Rights

1. GENERAL

Umpires are recruited through number of different organisations functioning in number of different countries. This demands more from an individual umpire to take care of his/her rights and regulations.

This SOP defines principles that regulate responsibilities and rights of an individual Umpire. The rights and responsibilities guidelines have been issued for the protection of both; the individual umpire and those umpires who have been given the responsibility to lead. The command and control issues are described in 300-series SOPs and in Operational Plans and Orders.

2. UMPIRE SPIRIT

ERNA competition and umpire operations especially are based totally on volunteer work. Assumption is that participating umpires know and want to follow the international code of conduct of the military brother/sisterhood.

Assumption also is that umpires understand the need of the chain of command. Umpires understand that if there are rules there must be reasons for those rules to exist. Umpires understand that when wearing uniform the good of the unit is more important than the good of an individual; the mission is most important.

Umpires take care of their colleagues; the other umpires: “kaveria ei jätetä!”

3. RIGHTS

Umpire is allowed to refuse a task, an order or similar in case national regulations, regulations set by organisation that has recruited the umpire in question or through which umpire is participating in the competition, or generally accepted rules of good conduct and behaviour are in conflict with given task, order or similar.

All tasks given are based on volunteer participation in the competition; individual umpire can anytime for any reason refuse a task or order as long as the order is not safety or security related.

There are no penalties for umpires unless so defined in national regulations, regulations set by organisation that has recruited the umpire in question or through which umpire is participating in the competition or in case the Estonian law or the law of the country that applies to individual umpire so defines.

Umpires can decide not to follow the instructions defined in the Responsibilities of this SOP. In that case, individual umpire will be responsible for this decision he/she makes and its consequences.

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In case Umpire has been ordered to retire, he/she can use the accommodation and transportation available for other umpires related to competition.

Umpire can choose not to use the accommodation and transportation available for other umpires related to competition. In that case, umpire **MUST** inform national senior about his/her decision.

4. RESPONSIBILITIES

Umpires must find out on their own:

- What are the national rules and regulations that regulate his/her rights and responsibilities
- What are the rules and regulations of the organisation through which he/she participate in the competition that regulate his/her rights and responsibilities
- What are the rules and regulations set by ERNA Society for individual umpire participating in the competition

Umpires **MUST** read and understand the safety and similar issues described in the ERNA Society competition instructions and SOSP, and in the ERNA Umpire SOPs, Umpire Plans and Orders.

Umpires **MUST** follow the competition, national, and generally known rules and regulations concerning safety and security.

Umpires **MUST** refuse a task, orders or similar in case national regulations, regulations set by organisation that has recruited the umpire in question or through which umpire is participating in the competition, or generally accepted rules of good conduct and behaviour are in conflict with given task, order or similar.

Umpires **MUST** apply commands ordering them to retire from the competition in case acting leaders (as defined described in 300-series SOPs and in Umpire Operational Plans and Orders) such orders issue.

5. PRACTICAL ISSUES

Before umpire can participate in the competition he/she must sign the form in which:

- Umpire declares that he/she has valid insurance that covers competition type exercises **OR** that if he/she does **NOT** have the insurance, he/she will not have any demands from the competition organisers, national organisations involved nor from acting leaders or other individuals in the umpire element.
- Umpire declares that he/she has read and understands the safety and security issues described in umpire documents and ERNA Society documents.
- Umpire declares that he/she has read and understands his/her rights and responsibilities.

The content of this document is the same as the forms that competing teams sign. Umpires sign the form when they arrive at main camp.

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SOP 140 – Administration – Job Description - Senior National Umpire

1. GENERAL

The task of the Senior National Umpire is to ensure that umpires follow the national regulations and instructions concerning personnel in uniform outside of home country.

2. SENIOR NATIONAL UMPIRES TASKS

Senior National Umpire is responsible for finding out following national regulations:

A. Reporting

Where and to whom umpires inform that they have arrived and operating in Estonia?
Where and to whom is the after action report to be sent?
Which personal data is required (e.g. name, personal ID, rank)?

Where and to whom umpires report in case of events involving the umpires (e.g. accident where umpire is injured, umpire acting against national regulations)?

Where and to whom proposals for citations and similar are to be sent?

B. Safety

National safety regulations that umpires should especially be aware of (e.g. mandatory use of life jackets, participating in shooting range tasks)?

C. Dress Code

Regulations concerning travelling in uniform?
Regulations concerning use of national field uniform (during the competition)?
Regulations concerning use of national mess uniform (at the ending banquet)?

Regulations prohibiting use of ERNA umpire arm band with the national uniform?

National regulations prohibiting use of head gear used in peace keeping mission that umpire has participated with the national uniform (the permission for using the head gear will be requested from the UN authorities in the home country)?

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SOP 141 - Administration – Job Description – Chief Umpire

1. GENERAL

Umpire Operations involve five nations (Finland, Estonia, Sweden, Norway, Denmark). Within each country typically more than one locations are involved.

During the competition, umpires work in isolated tasks typically in pairs or even alone. Same time each umpire should have competence to be able to monitor the fairness and equal conditions as well as to make ad hoc rulings for situations.

The amount of information and the level of competence required also requires that umpires need to be trained, briefed and – if possible – exercised more than once during the spring/summer before competition.

These conditions put mean that most of the deployment actions are taken care in cross-border fashion and with distributed resources. This means that detail documentation is needed for orders, instructions and project management. Preparation for competition requires training material which explains Why, How and What If and that training needs to be done by other means than centralised on-time lecture day before competition begins. Since umpire unit is a multinational unit, Chief Umpires working languages (all documentation for examples) needs to be in English.

In other words, normal staff work procedures are needed.

Chief Umpires task is to make umpire operations to happen.

2. TASKS

a. During Planning Phase (October – July)

(Check that there are sufficient rules available for umpire work)

Prepare Rules Training material

1. For competition briefings to be presented to Teams
2. For Umpire use

Write/Collect Umpire SOP 200 series documents

Execute Rules Training for competing Teams

Ensure that Rules Training is given to Umpires

b. During Operational Phase (August)

Ad Hoc rulings when teams asking rules interpretations

Ad Hoc rulings when something unexpected happens

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Rules briefing for teams in the beginning
Reporting about rulings at team leader meetings

Ad Hoc orders to umpire teams
Recce task evaluation

Supervise “big” check point
Participate in Staff meetings

c. After Action Phase (September)

Competition evaluation to ERNA
Update proposals to Competition SOP’s

Umpire evaluation to Umpires
Proposals for Umpire promotions and citations to national military attaches

3. QUALIFICATION AND REQUIREMENTS

a. Umpire Competence

Chief Umpire’s task typically requires following competences:

- Experience in Peace Keeping operations
- Good spoken and written English
- Tolerable understanding of spoken Finnish
- Tolerable understanding of written and spoken Estonian
- Understanding or experience in military staff work
- Understanding or experience in military procedures
- Experience in ERNA competition

b. Competition Rules’ Definition

ERNA Society has defined following requirements:

- Võistluste peakohtunik – **kohtunike hulgast ja nende poolt valitud välisriigi ohvitser, kes vastavalt seltsi poolt välja töötatud põhimõtetele ja juhenditele juhib ja koordineerib kohtunike tegevust trassil ja vastutegevuses. Peakohtunik kuulub võistluste staabi koosseisu. Tema tööorganiks on kohtunike staap. Peakohtuniku ametisoleku kestvus on mitte rohkem kui kaks järjestikust aastat (vähemalt 4 aastase ehk 2 vahetuse vaheajaga).**

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SOP 142 – Administration – Job Description – Staff Assistants

1. OVERVIEW

Umpire HQ provides a command and control capability for Umpire operations. Umpire HQ works in close connection to Competition HQ relaying partially on infrastructure provided by competition organisers. To make it easier to utilise competition equipment and especially to help in communicating with competition organisers personnel Umpire Operations Center uses Staff Assistants from local units. Umpire HQ is operational 24 hrs/day.

2. STAFF ASSISTANTS MISSION

Staff Assistants support Umpire HQ to fulfil its task by:

- Operating the signal equipment
- Maintaining the communication log and War Diary
- Maintaining Umpire Situation maps and tables in Umpire Operations Center
- Maintaining Umpire information in competition bulletin boards and similar
- As runners for delivering messages between offices

3. QUALIFICATION REQUIREMENTS

Staff Assistants's task typically requires following competences:

- Experience in local communication equipment (phones and radios)
- Experience in local signal procedures
- Fluent in Estonian
- Understanding spoken and written English
- Basic understanding of military terminology

4. TASKS IN UMPIRE HQ

a. Staff work

Umpire unit's operations are lead by umpire staff. Umpire staff consists of planning cell and current operations cell. Executive Umpire leads the planning work for operations and supervises the execution of umpire operations.

In UmpTOC a situation maps are maintained:

- Umpire teams situation and plan
- Umpire patrols situation and plan
- Key Umpire location table
- Capture situation map (update umpire capture reporting to CA capture reporting that is maintained by Competition OPS)

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- Counter Action Plans and real operations (from Counter Action or Competition OPS)
- Competition team situation (with computer based gps-tracking)

Staff assistants from HQ Squad maintain the communications, security, situation awareness and maps.

Umpire current operations cell is responsible for the analysis and decision making. One of the three staff umpires is always on 5 minutes stand-by.

Umpire planning tasks:

- Personnel allocation plans (each umpire)
- Umpire tpt asset allocation plans (each vehicle)
- Signal asset allocation plans

b. Staff Umpires – Current Log

Maintain liaison to Competition Logistics and organise support from there.

Command Log Squad and ensure that asset allocations and plans for the personnel, supplies, signal, support, transportation and etc required for umpire operations exist.

Command HQ Squad and ensure that Staff Assistant tasks are executed.

c. Staff Umpires – Current Ops

Command and co-ordinate umpire operations by manning umpire OPS and act as a communication link between Check Point Umpires, Counter Action Umpires, Chief Umpire and Competition HQ.

Prepare umpire operations orders. Lead air, mobile and counter action operations.

Prepare to support Chief Umpire in the recce task evaluation, the biggest individual event in the competition.

d. Staff Assistants

Set up Umpire TOC with communication, security, current situation and maps.

Maintain War Diary, situation awareness, document flow, umpire TOC security and assist in order preparations.

Prepare to provide translation support to Chief Umpire for Recce task evaluation.

a. Tasks during the Deployment

Setting up the physical Umpire TOC

i. Features

Tool for commander to command

Not a cafeteria !

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Secured inside (staff assistant) and outside (HQ platoon or similar)
Restricted entrance

- ii. Setting up
Umpire maps, forms, tables, etc

Getting Info and Equipment

- i. Hunting all tables, etc that umpires MIGHT need from ERNA
- ii. Hunting all CA orders from competition HQ
- iii. Getting as many as possible maps for Umpires
- iv. Preparing maps with plastics
- v. Setting up umpire maps, forms, tables, etc
- vi. Help to set up Check Point packages for CP umpires

b. Tasks during operations phase:

Free staff officer

- i. To process incoming information into situation awareness
- ii. To process situation awareness

Execute routine tasks

- i. Maps
Maintaining situation/plan info on map(s)
Local Operational Plot / Global Operational Plot
Change map plastics regularly
- ii. Manning the internet, phones, fax
- iii. Maintaining Signal Order info
Call signs, Frequencies, net diagrams
Net status (silence, open, not available, etc)
- iv. Taking care of the message flows
Info to commander as soon as possible
Take signature to messages/documents when shown to commander
Message diary
Capture reports
Observation reports

Running the CmdP

- i. Maintaining War Journal (umpire secret)
- ii. Maintaining Tables
Alert Status
Duty roosters
Key person location tables
Weather info
Sun/moon info
Code word info
- iii. Maintaining inside security
Challenging all entering
- iv. Arrange runners

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- v. Helping hands
- vi. Keep command post tidy

Ensure Information flow

- i. Actively ensure that Umpires acknowledge:

Umpire teams and patrols are to acknowledge competition HQ:

- When team is operational at the Check Point, temporary observation point or connected to Counter Action unit.
- When team is leaving the Base Camp or the area of operations.
- When team arrives to the Base Camp.
- When team has completed given task.

- ii. Actively ensure that Umpires report

Umpires are to provide following reports:

- Scoring Report to Scoring Centre from each Check Point immediately after the closing of the Check Point.
- Situation Report to competition HQ umpire team after returning to the base camp.
- Incident Report to competition HQ umpire team immediately as an incident occurs. Competition HQ umpires is to forward this information as soon as possible to Chief of Staff and Chief Umpire.
- Observation Report which is used for reporting observations umpires have done.

5. SIGNAL AND COMMAND

a. Command

All umpires are under operational command of Chief Umpire. Staff Assistants are part of Competition Staff direct superiors being:

- Competition Director
- Chief of Staff
- Chief Umpire

Staff Assistants belong to HQ Squad, operational superiors being:

- HQ Quartermaster
- Senior Staff Assistant

Administratively and outside competition, all umpires (excluding Chief Umpire and Chief of Scoring Center) are under control of Umpire Contingent Leader. Umpires from each nationality are under command of Senior National Umpire. Staff Assistants are administratively under control of Senior Staff Assistant.

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SOP 143 – Administration – Job Description – Logistic Squad

1. OVERVIEW

Umpire Logistics provide service support to umpire operations.

2. STAFF ASSISTANTS MISSION

Logistic Squad supports Umpire operations by:

- Setting up Logistic Center and Umpire warehouse.
- Supporting umpire teams with logistic needs by arranging the transportation and supplies.
- Maintaining the order in Umpire Camp.

3. QUALIFICATION REQUIREMENTS

Logistic Squad tasks typically require following competences:

- Experience in warehouse or storage procedures
- Understanding the importance of bookkeeping in military environment
- Understanding spoken and written English
- Basic understanding of military terminology

4. TASKS

a. Tasks during the Deployment

Setting up the Umpire warehouse
Receiving material and equipment for Umpire Element's use
Marking equipment with ID Tags
Creating co-operation model and links to Competition Logistic warehouses
Creating equipment bookkeeping procedures

b. Tasks during operations phase:

Prepare Task Packages
Hand out and receive material from the Umpire warehouse
Maintain equipment location documentation

5. SIGNAL AND COMMAND

All umpires are under operational command of Chief Umpire. Logistic Squad's operational superiors are:

- Chief Logistic Umpire
- HQ Quartermaster

Administratively and outside competition, all umpires (excluding Chief Umpire and Chief of Scoring Center) are under control of Umpire Contingent Leader. Umpires from each nationality are under command of Senior National Umpire.

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SOP 145 – Administration – Job Description – Duty Umpire

1. GENERAL

Umpire HQ provides a command and control capability for Umpire operations. Umpire HQ works in close connection to Competition HQ relaying partially on infrastructure provided by competition organisers.

Umpire HQ is operational 24 hrs/day. To ensure this, umpires working in the Umpire HQ man the Duty Umpire's position. HQ Quartermaster prepares and maintains the Duty Umpire duty list as instructed by the Executive Umpire.

Duty Umpire's are *supported* by the staff assistants working in the Umpire HQ. However, Duty Umpires cannot delegate *Duty Umpire* tasks to staff assistants.

2. MISSION

Duty Umpire maintains the command and control readiness of the Umpire element.

Prepare to support Chief Umpire in the recce task evaluation, the biggest individual event in the competition.

3. QUALIFICATION REQUIREMENTS

Duty Umpire's task typically requires following competences:

- Experience in umpire work in ERNA competition
- Understanding umpire operations concept
- Understanding staff work
- Understanding spoken and written English
- Basic understanding of military terminology
- Capability to follow military precision
- Thoroughness in preparations
- Strictness in following-up given orders, reporting requirements, etc

4. TASKS FOR DUTY UMPIRE

a. Staff work

Prepare to take over command and control of umpire unit (follow appropriate plan, order, SOP).

Ensure that umpire reports are passed to competition HQ.

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Ensure that umpire logs are copied to Press tent.

Prepare Complain analyses for Chief Umpire's use as complains arrive.
Prepare Ruling analysis for Chief Umpire's use as needs occur.

Prepare Conclusion analysis for Chief Umpire's use from the umpire communications, umpire reports, rulings, etc logged to War Diary. This analysis need to be made for all of the meetings that Chief Umpire will participate.

b. Check Point operations

Ensure that all the material check point umpires will need exists.
Verify that umpire team departs for check point duty as planned.
Give last minute briefings to Senior Umpires.

Ensure that check point umpires acknowledge and report.
Ensure that check point umpires hand in Results, Umpire Reports and material as they arrive back.

Update "Retired teams" information and forward info to umpires in Check Points and Mailboxes.

c. Mailbox operations

Verify that umpire team departs for check point duty as planned.
Give orders to stand down mailbox (see mailbox SOP for details).

d. Counter Action operations

Ensure that all CA info Umpire HQ receives is updated to umpire situation maps.
Ensure that all CA info Umpire HQ receives is forwarded to CA umpires.

Ensure that capture info reports are processed as reports arrive.
Ensure that capture info is forwarded to Scoring center as soon as possible after the verification of captures in umpire HQ.

e. Mobile operations

Forward competition team, counter action situation to Mobile umpires as information is received at Umpire HQ.

Guide mobile patrols to the areas of team/CA activity.

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f. Air operations

Give air operations briefing to umpires going to mission.
Ensure that umpires returning from the mission hand in report.

Monitor air communications.

Provide air patrol with the team location data (if the gps/gsm location system is in use).

Provide air patrol with the CA location data (if the location system is in use)

Guide air patrols to the areas of team/CA activity.

5. SIGNAL AND COMMAND

a. Command

Duty Umpires – while on duty - are under operational command of:

- Chief Umpire
- Executive Umpires

Duty Umpires – while on duty – have operational command over any umpire unit on duty.

- Staff Assistant assigned to Umpire HQ can be commanded directly.

Administratively and outside competition, all umpires (excluding Chief Umpire and Chief of Scoring Center) are under control of Umpire Contingent Leader. Umpires from each nationality are under command of Senior National Umpire. Staff Assistants are administratively under control of Senior Staff Assistant.

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SOP 146 – Administration – Job Description – SU Fixed

1. GENERAL

Staff Umpires – Current Ops command and co-ordinate umpire operations by manning umpire OPS and act as a communication link between Check Point Umpires, Counter Action Umpires, Chief Umpire and Competition HQ. Staff Umpires prepare umpire operations orders and prepare to support Chief Umpire in the recce task evaluation, the biggest individual event in the competition.

2. MISSION

To plan Umpire operations in CP and Mailboxes according to the information provide by ERNA Competition HQ

To provide Umpire teams orders and tools to execute needed tasks to ensure that all competition teams receive equal conditions from Umpire operations

To maintain information flow between umpire element and Competition HQ

3. QUALIFICATION REQUIREMENTS

Staff Umpire's task typically requires following competences:

- Experience in umpire work in ERNA competition
- Understanding umpire operations concept
- Understanding staff work
- Understanding spoken and written English
- Basic understanding of military terminology
- Capability to follow military precision
- Thoroughness in preparations
- Strictness in following-up given orders, reporting requirements, etc

4. TASKS FOR STAFF UMPIRE FIXED OPERATIONS

a. Staff work

SU Fixed leads all the Umpire teams through orders and instructions on how to execute umpire tasks in CP (SOP 331) and Mailbox (SOP 332). Routine tasks in Umpire HQ, such as personnel allocation and minor changes in plans, are handled by staff assistants.

SU Fixed develop flow chart according to the competition plan which teams execute CP and Mailbox. Furthermore, SU Fixed provides Umpire teams needed equipment for the teams to execute the tasks.

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Competition HQ information flow is to maintain and seen important for the following reasons:

in order to make sure that teams in and out have the latest information on the last competition minute changes and that competition HQ receive all the information from Umpire teams arriving from CP or Mailbox

SU Fixed coordinates transportation with SU Logistics to ensure that teams will arrive in CP and Mailbox in timely manner and that the transportation back to HQ is arranged.

SU Fixed maintains information flow between key Fixed Umpires in Umpire HQ to ensure that any information that affects in Umpire HQ plans or operations, will be provided to Chief Umpire, other Fixed Umpires and needed Staff Assistants.

When Umpire teams arrive after CP or Mailbox, information from the team will be checked and forwarded to Scoring Center.

b. Planning

SU Fixed prepares plans to be able to maintain personnel allocation situation in all times of the competition.

Tables, forms and other tools are created/updated to ensure as streamlined processing of umpire information during the competition as possible. This enables more effective short term planning. Detail level is per each Umpire.

Participate in operations planning work and plan allocation of individual umpires based on needs from the operations.

c. Operations

SU Fixed supervise reports flow during the competition.

Umpire teams are checked for the CP and Mailbox material and equipment before teams' departure. On top of the general training provided to the team leaders and teams before the beginning of the competition, team leaders will be provided last minute information in checking out.

Ensure that CP and Mailbox umpires hand in results, Umpire Reports and material in arrival.

Possible departures from competition or rule violations in CP or Mailbox will be informed in the Chief Umpire and Scoring Center (in this order) for initiating penalty process.

Emergency procedures and best practices are to be informed and supervised in every time possible.

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SU Fixed is to provide official time to the Umpire teams.

It is SU Fixed duty to act as a DO when ordered.

5. SIGNAL AND COMMAND

a. Command

Staff Umpires – while on duty - are under operational command of:

- Chief Umpire
- Executive Umpires

Staff Assistant assigned to Umpire HQ can be commanded directly.

Administratively and outside competition, all umpires (excluding Chief Umpire and Chief of Scoring Center) are under control of Umpire Contingent Leader. Umpires from each nationality are under command of Senior National Umpire. Staff Assistants are administratively under control of Senior Staff Assistant.

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SOP 160 - Administration – Briefing VIP's about Umpire Ops

1. GENERAL

Briefing for VIP's can be given to any visitor that is interested about umpire operations. When giving the briefing, be fast and precise and use the landscape and map as much as possible to fix what you are talking to the location.

Be prepared to answer to questions. If you do not know the answer, say so and promise to come back with the answer later if needed.

2. BRIEFING

Umpires as we have today have been participating in ERNA since its second time, now being the 12th (2006) time for us to be here.

My name is N.N., I am a (e.g. Finnish reserve office), and here for the xth time.
My task is ... and

Project is owned and managed by the Blueberets association in Helsinki. Practically all umpires are here on their own vacation time, and pay their own costs; travel to Estonia including.

Umpire unit consists of some 70 umpires doing

- a. CP duties; that is observing and monitoring teams performances at control point tasks, mailboxes and similar so called fixed locations,
- b. CA umpires who observe CA performance and report about engagements and captures,
- c. HQ and Log umpires who do normal staff work,
- d. and one mobile reserve whose main task is to observe and report in the areas that no one else is patrolling (= Mobile vehicles).
- e. There is also another vehicle team supporting CP umpires (=Pathfinders) and in addition to all other tasks we also man copters in their patrols with one umpire.

Umpires come from Finland, Sweden, Norway, Denmark and xxx
Chief Umpire is N.N. who currently is at zzzz.

We have also work together with Naiskodukaitse, the Women's Defence Organisation in Estonia, to train and use Staff Assistants in our HQ.

In addition to our own umpires we invite and get members from competing teams to work together with our Counter Action umpires.

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3. EXAMPLES OF CURRENT SITUATION

Current situation is that:

- a. We man CP x, yy, ee
- b. There are Pathfinder and Mobile patrols in the areas of ... doing
- c. Recce task reports evaluation has started
- d. There is Umpires distributed to CA units and doing patrolling together with them, and we are receiving and validating captures
- e. Staff is preparing plans and orders for redeployment in Saturday

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Umpire SOP

SOP 210 – Rules - Ruling Guidelines

1. INTRODUCTION

This document defines how to make rulings in the situations that umpires' opinion is asked for un-documented situations.

2. GENERAL

In all cases, the ruling must be based on the existing official ERNA documents; rules, ERNA SOP, Task descriptions, instructions given in official ERNA briefings.

In general, during the competition teams must perform pre-defined tasks. If they fail in those tasks they are granted penalty points. In very few cases, teams can also get some plus points. Teams performance is evaluated in following areas:

- Military skills. Tasks at Check Point.
- Moving inside enemy controlled area. Teams are required to report at next Check Point within given timeframe. While moving teams are to avoid being captured by Counter Action forces.
- Recce task performance. Team's skills to accomplish task and quality of the report.

3. PRINCIPLES FOR UMPIRES

Evaluation and Penalties are based on 'spirit of competition' principle. Teams are not to take advantage from rules and holes in rules.

Keywords in Umpire Operations are:

- Impartial
- Equal Conditions
- No Cheating Allowed
- Rule for the Competitor

1) Penalties

Penalties are in general given based on following:

- Missing equipment – one or more team members have missed one or more equipment. Penalties are given based on how important for the mission the equipment is.
- Absolute skills – team gets penalties based on how many things they miss when performing a CP task.
- Relative skills – team gets penalties based on how well it performs compared to other teams.
- Skipping task
- Missing cp or mailbox
- Being captured

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- Not following rules or fair play – these penalties are decided case-by-case, depending on the severity of the mistake.

2) Severity Classes

When assessing the severity of the mistake, following rules of thumb can be used:

- Advantage from sg not done in real life – “slap to fingers” penalty
- Actions giving unfair advantage – umpire should find a way to take this advantage away or compensate it to other teams
- Trying to get or using unauthorised information or support – umpire should find a way to compensate team’s unfair advantage AND that gives penalty to the team
- Gross violation of common safety rules – if done knowingly then penalty should be such that team will loose at least one position.

Basis for disqualification are actions that team knowingly takes against spirit of competition

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SOP 251 – Rules – Official Rules

1. INTRODUCTION

These rules are exact extract from General Instructions issued by ERNA Society.

All umpires are to monitor these rules all the time. Any incident even remotely related to these listed issues must be reported !

2. FIRING RANGE PRACTICES

1. Live combat ammunition may only be unpacked on the firing range. On-route live ammunition for assault rifles must be carried in an enclosed box in your rucksack (with the exception that pistols, or revolvers are carried loaded at all times, with no round in the barrel and safety on).
2. Loading of live ammunition into magazines will only take place at designated areas on umpire's order and only immediately before commencement of a firing practice.
3. Firing may only be commenced after having received a command from the umpire of this area.
4. At the conclusion of the firing practice, competitors must unload their weapons and have them safety checked by the umpire.
5. On-route assault rifles must be empty!

3. MOVING ON TRAIL

a. Teams

The movement on trail is done on foot (if not stated differently in a specific task) and with no outside help. It means that contact with other teams (radio communication included) and counteraction (except for being caught by them) is prohibited. Adding or removing equipment on trail is also prohibited.

The movement must be done in disguise using the terrain features. All roads are prohibited (except for crossing roads or in case it is stated differently in the annex for the specific competition). Paths, firebreaks and power line areas are allowed to be used for moving (i.e. the paths and routes marked with dotted lines on the competition maps).

While moving, the weapons must be ready but not have live ammunition loaded. Carrying weapons in backpacks or harness' to make it easier to move is not allowed.

The weapons must be kept clean.

b. Team Support

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Support persons move on trail with the vehicle registered in mandate. Presence of support persons on trail in the vicinity of checkpoints and mailboxes within 1 km is prohibited (2 km for the OPORD territory). Entering and departing the trail, if necessary, is done only along the routes marked on map by the organizers.

4. RULES OF ENGAGEMENT

A team or its member is captured if:

1. the distance between the competitors and counter action is less than 25 m and the team can not retreat hidden from the counter action (this can also be hindered by a single ambush or a “booby trap”)
2. counter action has managed to enter the team’s camp or the team has accidentally entered a counter action unit
3. the team has tried to hide in order to avoid encounter with counter action, but has remained uncovered too long i.e. around 5 seconds in time or 25 meters without cover. On an open area the distance between the team and counter action has to be at least 100 m to exclude any encounter. In case of restricted visibility it depends on the terrain.

A team is not captured if :

1. After the unexpected contact between the team and counteraction, the team has succeeded in breaking contact and leave immediately.
2. The team has ambushed the counteraction unit and „taken it down“ and not been found within 10 minutes (in this situation, the eliminated counteraction patrol is not allowed to call for assistance since they are considered „dead“)
3. The contact has taken place outside the counteraction operational area (unless the counteraction is on deployment or relocation).

A common sentry is not an ambush.

If there is an umpire near, he/she will decide based on the developed situation, who actually won the encounter.

Each captured competitor is obliged to give away one slip at each capture.

5. CP RULES

Teams are not allowed to wait for their scheduled time in the neutral zone of the checkpoint (1km area around the CP), they can wait outside the neutral zone. If they are caught, the checkpoint instructors and umpires have the right to collect one capture slip for each time they are caught and per each competitor.

If a support person is in the CP’s neutral zone prior to his team’s arrival, it will be registered and this brings additional penalty points to the team.

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a. Teams

Observing other teams' performance in checkpoints is prohibited.

There might be unexpected safety and cleanliness inspections for the weapons in the checkpoints with no prior warning. Upon arrival to a checkpoint the weapons must be arranged in a pyramid (not leave lying on the ground) and the team must guard them. Aiming a weapon towards other people is strictly prohibited.

The teams have to arrive to the checkpoints according to the timetables issued to them in mandate. After entering the checkpoint, the team arrival time is registered at the task umpire (CPs with single task) or at the coordinator of the CP (CPs with multiple tasks).

The time deviation on entering the CP can be +/- 5 minutes. If the team arrives to the CP from a not allowed direction, they have to leave the checkpoint area and re-enter from the designated place, making sure their route is not passing the danger areas of the checkpoint (e.g. shooting area).

Being late for the task is not allowed. If a team is late for the task, they will not be allowed to perform the task but dispatched off to the trail or to the next task of the checkpoint.

Moving in the checkpoint is done only on the marked routes.

Resupplying own equipment as well as any kind of outside help (including information about the task to be performed, carrying equipment etc) is prohibited. In bigger checkpoints, there is a specified area for the teams for tidy-up, where the competitors can adjust their appearance and equipment and if necessary contact their support person (in the presence of an umpire).

NB! Arriving to checkpoints is mandatory even if late! Not showing up brings the team additional penalty points.

b. Team Support

Team support persons are allowed to be in the task area only at their team's task time. This means that if there is another team coming from the same unit or country the support person is not allowed to stay and watch this team's performance as well.

The duty of a support person in a checkpoint is to monitor the team and if necessary contact the team in the designated area in the presence of an umpire (e.g. issuing protests or any other problems).

According to the nature of the task (if stated so in the competition description), assist the team to prepare for the task (e.g. preparation of the boat). Contacting the team is only allowed in the tidy-up area, which usually is located at the end of the checkpoint in a separately marked area.

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6. TEAM REGULATIONS

a. General

1. When imitating shooting (or shooting with blank ammo), the weapon must be aimed visibly above the target (including vehicles and alike).
2. Competitors, who have given away their all 10 slips i.e. being captured 10 times, will be considered dead and they have to retire from the competition.
3. Passing the mailboxes is compulsory for all the team members.
4. Unexpected equipment checks can be executed in checkpoints with no prior warning.

b. Disqualification

1. Use cell phones and pagers on trail.
2. Pass the trail on transportation not allowed in the competition instructions.
3. Accept or use any form of outside assistance on the trail or at the checkpoints, (i.e. receive additional equipment, exchange defective items, obtain extra rations or other forms of replenishment, receive unauthorized information regarding the trail, checkpoints, mailboxes etc).
4. Use any form of narcotics or strength enhancing drugs. (In case of suspicion, a doping test is required).
5. Join forces with another team to facilitate their movement on the trail.
6. Use their radio to contact another team on the route (this is only permitted in the case of a real emergency).
7. Destroy the contents of common mailboxes and take along material of competing teams.
8. Change and destroy visible common signs of mailboxes.
9. Use civilian footwear on trail or at checkpoints (spares must also be of military pattern boots or rubber boots).
10. Purchase food and refreshments from stores and restaurants en-route.
11. Disobey any orders from umpires or instructors.
12. Remove official competitor identification
13. Replace / exchange a team member during competition

c. Lesser Penalty

1. Moving along roads marked with two black lines on 1:50 000 scale maps. Penalty points will be awarded in accordance with the number of team members caught on the road.
2. Have live ammunition loaded in an assault rifle outside a rifle range area. In case of violation, only the team member owing the weapon will be disqualified.
3. Assault rifle in backpack.
4. Intentional destruction of equipment.

7. TEAM SUPPORT REGULATIONS

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It is strictly prohibited for teams' support persons to be present on the territory of the operational order or its immediate vicinity (up to 2 km). If this command is ignored the team will receive penalty which can include disqualification.

Each team has to have their own support persons.

Support persons, media reporters and public spectators are prohibited to / from:

1. Render any assistance to the teams on the trail except for necessary first aid. In the case of first aid competition headquarters / umpires must be informed without delay.
2. Move along the competition route in their own private transport to assist their teams. All transport in the competition area is controlled and co-ordinated by Erna HQ.
3. Disturb teams on the trail, or while engaged in competition tasks.
4. Disturb, or hamper the work of Erna headquarters and umpires. (There are designated contact persons who can be applied to and solve any arisen problems).
5. Use photo flashlights during activities conducted at night.
6. Remove, or hide their identification (support persons), except when it is changed for umpire identification.

8. ORGANISING COMMITTEE REGULATIONS

Members of the organizing committee are prohibited to / from:

1. Use, or to be under the influence of alcohol, while on duty.
2. Provide, or arrange any assistance to competing teams, which may change their standings.
3. Show preference for one team over another when assessing their competition performance, or when resolving a protest.
4. Disclose confidential competition information.
5. Not forwarding necessary information to the headquarters.
6. Communicate with teams, within their area of responsibility, in any language other than the official competition languages.
7. Accept presents immediately before the competition and during the competition.

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SOP 252 – Rules – Rules from Official Documents

1. INTRODUCTION

These rules are exact extract from General Instructions issued by ERNA Society.

All umpires are to monitor these rules all the time. Any incident even remotely related to these listed issues must be reported !

2. INSTRUCTIONS

Descriptions in left box are exact extracts from ERNA Society's documents.

Descriptions in right box are instructions for umpires.

General Issues	Actions from Umpires
Protests can be submitted on the teams' rest area at a control point or if the rest area is missing the waiting area. The protest has to be submitted in writing in Estonian or in English and it will be submitted to the control point's umpire. The latest deadline for submitting protests is 30 minutes after the last team has finished or the finish has been closed.	Receive protest document. Check that there is the name of team somewhere. Instruct team to contact competition HQ and pay the protest fee there. Take protest to competition HQ as soon as possible. Hand it to Duty Officer there and ask him to mark this hand over into log book.

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<p><u>Solving unpredictable situations</u> – unpredictable situations are situations, which might arise independent of the organizers work (e.g. short-time extreme weather changes). <i>If this situation might arise and this would impede the competitors, instructors and umpires to fulfill their tasks promptly and equally the proposal to interrupt the fulfillment of the respective tasks shall be made by an instructor or umpire of the respective task.</i> The final decision shall be adopted by the commander of the competition together with the organizing committee.</p>	<p>This means that if something unplanned happen, continue the task as well as possible. Make a report: - what happened - who was involved or affected - how did you continue your task after the happening (did things go back to normal or did you have to continue with changed task)</p> <p>This needs to be logged also into Umpire LOG.</p> <p>As standard, teams cannot re-do their task or use more time to do their task than was in the time schedule. If something needs to be fixed, try to do fixing before next team is starting their task.</p>
<p>A unit, which has withdrawn from the competition two consecutive years, shall not be allowed to participate the next year, however, the unit may compete on general basis the year after the next. One mixed team (consists of competitors from different units or different countries) shall be allowed to participate.</p>	<p>HQ Umpires: - check the results from last two years - if some team has problems make a note in Umpire LOG and inform Chief Umpire</p>

<p>Counter Action Related Issues</p>	
<p>Competitors who have given away their all 10 checks i.e. being captured 10 times, shall be considered dead and they have to interrupt the competition.</p>	<p>HQ Umpires - monitor this ! - if situation occurs, make a marking in Umpire LOG and inform Chief Umpire</p>
<p>CA in recce target If the scenario of the competition prescribes a rescue operation the opportunities of counter action are also more complicated as the territory of the conditional country is hostile towards them as well. It means they also have to hide themselves and open patrolling on roads is prohibited. They have to create their activities only on hidden movement and ambush.</p>	<p>Mobile Umpires: - monitor this in the vicinity of recce targets (in the operational area) - Report ALL CA movements and actions that you have noticed - include into your report especially if CA units were acting tactically or being visible (meaning that could teams have eliminated them?)</p>
<p>CA will wear yellow shoulder boards or yellow</p>	<p>Mobile / CA Umpires</p>

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<p>double F on their vehicles. If the police have been included in counter action, their insignias are the police uniform, "POLITSEI" written on their vehicles and a blue headlight.</p>	<ul style="list-style-type: none"> - monitor this - report all CA actions that has been done without right markings
<p>counter action unit has to be at least the same size as the team (thus minimum three people). The size of the police unit is not regulated. Joining teams in order to strengthen forces is strictly prohibited</p>	<p>This means that when you hear a report of engagement or witness yourself one, remember to include into report the sizes of CA and team</p> <p>Remember to include into report if it was a POLIZEI vehicle or unit with right markings.</p>

Outside CA and CP Related Issues	Actions from umpires
<p>Support persons shall move on trail either by transportation arranged by the organizers or in a previously registered vehicle.</p>	<p>When you notice (team support) movement somewhere, make a report.</p> <p>Include into report the VEHICLE REG NUMBER</p>
<p>Support persons are prohibited from being on trail in the vicinity of control points and control points within the distance of 1 km</p>	<p>If you monitor:</p> <ul style="list-style-type: none"> - teams support (or some one else) parked in the vicinity of CP or - team moving with any one else (or having vehicle close by) outside CP make a report
<p>Approaching and departing the trail is allowed only on roads, marked on the map by the organizers.</p>	<p>This means:</p> <ul style="list-style-type: none"> - find out from competition HQ the Green/Red roads information - if you monitor movement in those roads, make a report (remember vehicle REG NUMBER)
<p>ANY PHYSICAL CONTACT IS PROHIBITED!</p>	
<p>(3) man rescue teams. These teams will be at very conspicuous locations. They will wear a distinctive red armband</p>	<p>These you do no need to report.</p> <p>However, if there is team seen with these teams, make a report.</p>
<p>It is prohibited to point a weapon at a person.</p>	<p>Should be aimed clearly over !</p> <p>Monitor especially Counter Action people. Make a report. Tell also to chief of Counter Action.</p>
<p>All roads are banned for movement (excluding crossing roads or in cases a respective appendix</p>	<p>This is a rule that is normally not followed.</p>

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of a competition determines otherwise). Movement is allowed on footpaths, section lines and line bases(i.e. paths and roads marked by an interrupted line on the competition map are allowed).	To make clear that this rule should be updated, report all teams that you see using roads (paved with asphalt or gravel), EXCLUDING 1 km circle from CP.
Weapons must be ready to shoot, but without live ammunition. Under no conditions weapons are to be carried in backpack or combat kit in order to facilitate movement.	This means: rifles must be ready for using. Sidearms can be where ever.

Control/Check Point Related Issues	Actions from Umpires
NB! Passing through control points is obligatory even in case of being late! Teams shall get additional penalty points if they do not show up at control points.	We do not know yet how this can be done in practice.
<i>Between control points there may be located checkpoints, which the teams have to pass through in full. A team shall get respective penalty points for not passing through a checkpoint.</i> All checkpoints are <i>manned with umpires</i> . The trailmaster and umpires have to be at checkpoints with the "0" team.	We do not know yet how this can be done in practice.
Activities of the support person at control point – at control points the support person <i>is allowed to be at the task-performing area only while his/her team is performing the task</i> . It means that if another team from the same unit or country is still coming the support person does not see their performance. That is the reason why all teams must have their own support persons.	This means: <ul style="list-style-type: none"> - team support person can be looking at tasks only when with team - if any one notices any team support people among visitors or audience, make a report If visitors are allowed to look at tasks, then there is no other way to enforce and monitor this rule !
The task of the support person at the control point is observing his/her team and if necessary making contact with the team (e.g. forwarding protests or other issues) on the designated territory (with the umpire present). According to the character of the task (if the scenario provides) help his/her team to make preparations for fulfilling the task (e.g. preparing the boat). It is permitted to make contact with the team at rest area, located on separately designated territory by the border of large control points.	Practically this means that when team moving inside CP the team support person should not be moving with the team. (this rule cannot be monitored in most of the CP's !) This means: <ul style="list-style-type: none"> - team support can help team with those tasks that has been defined in the TASK DESCRIPTION Only one member from team support ?

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Upon arrival at control point weapons have to be placed in a pyramid (not loosely on the ground) and the team itself has to guard the weapons.	Umpires: forget the pyramid rule. Verify (the best way you can) that team members are taking care of their weapons.
Cleanness of your weapons has to be observed as well, because unexpected weapon cleanness check may be conducted at control points.	If there is a inspection, then check if the weapon is clean enough to be used (no major obstacles inside barrel...)
If a team approaches the control point from direction, not designated for that purpose, it has to exit the control point area and enter the control point from the designated place. While moving there the team has to guarantee that their route would not go through dangerous sectors (e.g. the shooting sector) areas of the control point and the tasks performed by other teams at the control point would not be observable by them.	This means that team's arrival time is when team has reported to umpire gatekeeper.
They have 10 minutes for performing the task (if it has not decided otherwise). If they are not able to perform the task in time, their action shall be interrupted and the team shall receive its penalty points respective to the task.	This means: - if team has not finished its task within given time, say STOP - TIME and order team to proceed to next task.
After finishing or interrupting a task the team shall move immediately to the next task (or to the trail). In control points movement is allowed only on designated path. (<i>Marking???</i>)	CP Reserve Umpires should be tried to be used for monitoring this rule. This is not priority one rule
Completing and changing the team's supplies and other assistance from third parties (including information about fulfillment of the forthcoming task, carrying equipment etc) is prohibited.	Advice teams to stay away from each other.
At larger control point there is resting area for teams. On this area the team can tidy their equipment before going on track and if necessary contact their support person (<i>note only one!</i>) (with the umpire present).	This means that there should be one umpire reserved for this task. Keep everybody else away from rest area (if possible) Everybody else, expect those visitors that are moving with pre-defined persons can have contact with team (we might know when competition starts who are these pre-defined persons)..
Deviation from the time schedule for entering the control point, for which penalty points are not awarded, is +/- 5 minutes. Teams must not be late for performing their tasks.	This means: - team can report to gatekeeper 5 minutes before their reporting time. - if they report later than their reporting time, mark the time and send them to first task that they can start on time.

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SOP 260 – Rules - Counter Action Reporting and Rulings

1. INTRODUCTION

This document defines how counter action capture rulings are validated.

2. PRINCIPLES

Counter Action HQ must present a PLAN of their operations to Umpire OPS

Plan must include

- area of operation (e.g. as sketch with GRIDs)
- time period of operation (from-to)
- Counter Action units involved
- tasks of counter action units e.g.
 - capture teams
 - keep teams from using roads
 - etc
- location of command post of this particular operation
- name and contact info of the commander of this particular operation

Plan must be presented to Umpire OPS in good time BEFORE operation begins

Counter Action must report the captures to Umpire OPS immediately after operation has ended OR if operation is long, every fourth hour (unless otherwise agreed upon with Umpire OPS when plan of the operation is presented).

Any other information that might have effect on rulings can be reported in free format report in English.

Report must include the capture slips confiscated.

See section Reports for reporting form.

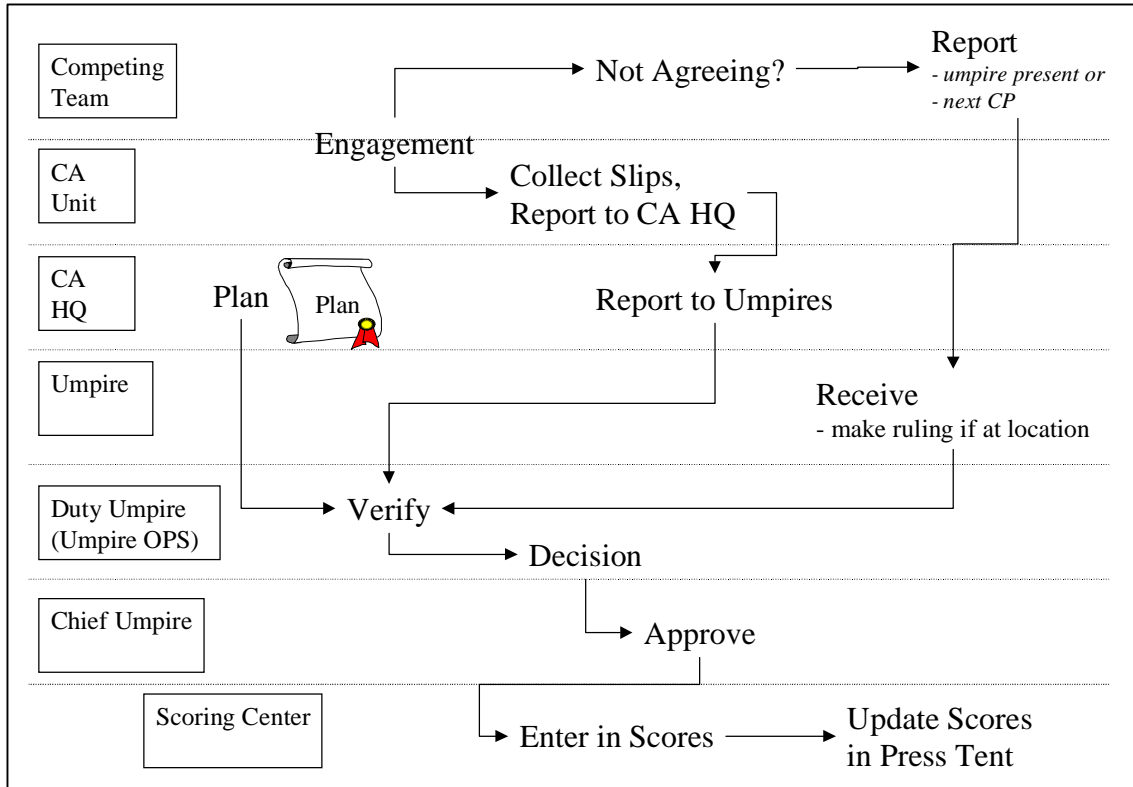
3. VALIDITY OF COUNTER ACTION CAPTURES

Counter Action captures are valid only after Umpire OPS has verified them.

If counter action fails to present PLAN or hand-in REPORTS no penalties can be given to competing teams.

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4. PROCESS



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Umpire SOP

SOP 261 – Rules – Capture Penalty Evaluation Instructions

1. INTRODUCTION

Umpire OPS receives capture reports from three possible sources:

- Counter Action
- Umpires
- Teams and organizer's units

2. TOOLS

a. Capture Situation Map

Into capture situation map all capture reports are marked. Information included into each marking is:

- a line showing the point of engagement
 - Red line for reports from Counter Action units
 - Blue line for reports from Umpires
 - Green line for reports from others
- rows for capture information (using same color as in the line pointing)
 - Date and Time
 - Team Call Sign
 - Team member number captured. If this is not known then mark question mark and how many persons were captured

See picture below for an example.

091405/o2/1,2,3,4
091412/v7/?(2)



091403/o2/1,2,3,4
091412/v7/1,2
091535/v7/3,4,

091537/v7/?(2)

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b. Capture Form

Capture form is the tool for consolidating the information coming from different sources. Form is the basis for giving penalties from captures. Form consists of rows for capture cases, each row having places for following information

- unique row number for each case
- date and time when the case happened
- team call sign
- which persons were captured according to the report
- GRIDs (co-ordinates in CA, umpire and other reports for same case may be a bit different)
- which CA report and line in that report is referring to this case. Box showing if this CA report has been marked on the map
- which Umpire report and line in that report is referring to this case. Box showing if this umpire report has been marked on the map
- which other report and line in that report is referring to this case. Box showing if this report has been marked on the map.
- number of capture slips received. Box showing if these slips has been put into hooks.
- “included into CA plan” information. Mark reference to CA ops plan.
- remarks. This cell is used for putting in e.g. comments from Chief Umpire.
- “Case closed” box. Indicating that this case has been closed and penalties validated. Into this box mark, the penalties awarded for this case as a number of persons captured.

c. Capture Slip Hooks

Capture slip hooks are used for storing the capture slips that has been received together with the capture reports. There is one hook for each team.

- marking in the slip indicates that it has been used in one of the rows in the Capture Form.

5. TASK FOR UMPIRE OPS

Task for Umpire OPS is to:

- collect capture reports into one, consolidated form
- validate capture reports
- maintain capture situation map
- maintain capture penalty points situation
- notify Chief Umpire about new capture cases that he has not handled

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a. Capture Report Flow

Umpire OPS takes following steps when new reports arrive:

- mark arrived report into OPS logbook
- mark reference number/info into right upper corner of the reports first page
- if there are more than one cases reported in one report, give line numbers to each of the case. Mark this line number into the beginning of that line in the report
- check from the Capture Form if there is already report from other sources for this case. Note that in one report there can be cases that already are reported by some one else together with cases not reported yet by any one. If there is already one report in this case then mark the report and report line reference into correct cell in the Capture Form.
- If this a new case, then create new line into the Capture Form and fill in the information into cells.
- If there was capture slips included into cases, mark slips with X and hang them into Capture Hooks. Verify that the slips match with the information in report (or information in other reports for the same case). If not make a remark into “Remarks” cell.
- Update the Capture Situation Map. Make a marking into Form that information has been transferred into map.
- Find out if there is a CA plan that covers this case or that it is case that is according to the rules of engagement. If not then make a remark into “Remarks” cell.
- If there are two reports from different sources for one case then mark the case closed.
- If there is a ‘clear’ case reported by CA then mark the case closed.
- If there is a case that you know there will not be other reports then show it to Chief Umpire for closing.
- If there is a case that team should not get penalties, mark this info into Remarks and close the row with 0-penalties. If this case had had Capture Slips, remove those slips from the Hooks, mark slips with Row number from the Capture Form and store those slips into one place.

b. End Procedures

At the end of the competition following tasks are done:

- list cases that are not closed and request decision
- check the number of capture slips for each team
 - if number of catches match with the information in Capture Form then team gets penalties as stated in the Form
 - if there is less slips than penalties given in the Capture Form then team gets penalties as stated in the Form
 - if there are more slips than penalties given, go through the Form and try to find if there was an error. Inform Chief Umpire.
- print out capture penalty points situation and hand it to the Scoring Center. If there are still open cases in the Form inform Scoring Center that there might still be some cases coming.

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c. Print Out

Two prints are taken every six hours and at the end of the competition:

- print of the pages. If it is technically possible only the pages changed need to be printed. Destroy the old copy of the print out.
- print of the capture penalty points situation. Showing the current penalty points situation per team (per team call sign). Penalties are summed from the numbers in the “Case closed” box.

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SOP 262 – Rules – Observation Penalty Evaluation Instructions

1. INTRODUCTION

Umpire TOC receives observation reports from three possible sources:

- Umpires
- Teams and organizer's units
- Counter Action units

2. TOOLS

a. Observation Situation Map

Into situation map all observation reports are marked. The map itself can be same as used for Captures, but observations should be marked into different folio sheet. Information included into each marking is:

- a line showing the point of observed happening
 - Red line for reports from Counter Action units
 - Blue line for reports from Umpires
 - Green line for reports from others
- rows for observation information (using same color as in the line pointing)
 - Date and Time of incident
 - who was the target of observation (see SOP 910 for details)
 - what type of incident
 - reference to row in the logbook

See picture below for an example.

091405/03ZEC/V/22
091512-1535/v7/T/24



091530/v7/T/25

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b. Ruling Form

Capture form is a slip used by Chief Umpire/Competition HQ to give penalties based on the incident observed. The slip has following information:

- reference number indicating which umpire report (entry in logbook) slip refers to
- penalties given
- (additional information if needed. E.g. on which rule penalties are based on)
- who has given the penalties

6. TASK FOR UMPIRE TOC

Task for Umpire TOC is to:

- collect the observation reports
- notify Chief Umpire about cases that he has not handled

a. Observation Report Flow

Umpire TOC takes following steps when new reports arrive:

- if this is an engagement case then handle as capture report
- creates entry to log book referring to report
- creates summary of the report to log book (or copies the content of the report if report is given by phone or radio).
- Updates the Observation Situation Map. Make a marking into report that information has been transferred into map.
- describes what actions has been taken concerning report. Especially:
 - Forwarded to (whom) and/or
 - copy to Press tent and/or
 - Informed competition HQ/Chief Umpire/ some one else
- creates a Ruling Form (slip) and put it into Chief Umpire's mailbox for handling
- in log book there is a place reserved for 'closing the case'. This cell is updated after the report has been handled by anyone needed for handling the case.

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SOP 270 - Rules – Recce Task Evaluation Principles

1. PURPOSE OF THE RECCE TASK

Evaluate dismounted reconnaissance and reporting skills.

2. RECCE TASK CONCEPT

ERNA teams will conduct reconnaissance of an enemy target, over an extended time period. Score is determined by accuracy and detail of information teams collect and report, as well as by ability to meet reporting standards outlined below.

Teams will submit a patrol report and a sketch, according to the following standards. Units may use their own unit or national standard document. However, ERNA evaluations will be according to the following standard.

3. EVALUATION PRINCIPLES

a. Patrol Report (75%)

1) Admin and Identification Data (5%)

- a. Who: size and composition of patrol. Names of members, to include identification of patrol leader and of member drafting report.
- b. What: Patrol Mission.
- c. When: Times of departure and return.
- d. Where:
 1. To-From (grid locations).
 2. Maps used, and any corrections noted.

2) Mission and Target Data (70%)

- a. Routes (out and back, including grid coordinates of major OPs used). May use azimuth and distance or series of grid coordinates.
- b. Terrain. (Describe Observation-Fields of fire; Cover & Concealment; Obstacles; Key Terrain; Avenues of Approach (Tracked, Wheeled, Dismounted))
- c. Enemy:
 1. Strength (total number; estimate of unit type (platoon, squad, etc))
 2. Activity
 - (a) General—what is happening at the target
 - (b) Specific—detailed schedule of times / events
 - (c) Attitude / Morale (estimate, describe indicators)
 3. Location (location and size of subunits, command post, etc)
 - (a) Location and size of subunits, command post, etc.

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- (b) Defenses (type, location)
- 4. Unit
 - (a) Uniforms - any unit designations or rank insignia
 - (b) Any unit identifiers on vehicles
- 5. Time: note any times not already listed above, if needed.
- 6. Equipment:
 - (a) Vehicles (number, type, condition)
 - (b) Weapons (number, type, condition)
 - (c) Communications or other special equipment (number, type, condition)
- 7. Results of any enemy contact
- 8. Condition of the patrol at end of mission, including disposition arrangements for any dead or wounded.
- 9. Conclusions and recommendations:
 - (a) Extent to which mission was accomplished
 - (b) Recommendations as to patrol equipment and tactics

b. Sketch (25%)

1) Admin and Identification Data (5%)

- a. Patrol unit and names of members. Indicate sketcher.
- b. Scale used
- c. North orientation

2) Mission and Target Data (20%)

a. Mission Information

- 1. Route of patrol
- 2. Dates / Times of observation
- 3. Recce Target elements, with grid locations
- 4. Terrain features / elements

b. Sketch outlook

- 1. Use standard NATO graphical symbols (or other symbols explained in a separate key / or list provided with sketch).
- 2. Be neat and legible

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SOP 272 – Rules – Recce Task Evaluation Instructions for Umpires

1. GENERAL

Recce task is the biggest single task in the ERNA competition. Recce task evaluation alone gives about same amount of penalty points as all the other CP tasks together.

Recce task evaluation is under the command and control of the Chief Umpire. Chief Umpire defines each year which issues are the main issues in the evaluation and how much weight to different details will have in the overall evaluation of the task.

Evaluation requires many phases and reserves Chief Umpire on task for several hours. Evaluation principles are defined in the SOP 270.

2. EVALUATION CONCEPT

Recce reports are collected by umpires (unless otherwise ordered by the Competition HQ) in the mailbox/CP that is informed to teams in their orders. Reports are forwarded to Chief Umpire as soon as possible. Chief Umpire will do the first evaluation of reports. Chief Umpire is supported by Umpire HQ's staff assistants who will provide the translation support and the understanding of Estonian recce reporting customs.

To speed up the process, the evaluation of reports should start already when about one third of the reports have been handed in. This means that Chief Umpire (and the translator) either arrives at the location where reports are handed in or that a courier service is arranged.

Chief Umpire's evaluation is recorded to Umpire HQ's evaluation tools and six best reports are taken out for second evaluation.

The second evaluation is done by Chief Umpire together with at least three umpires who are all from different countries. Umpires give an evaluation of the six reports without prior knowledge about the score that Chief Umpire has given to them. Umpires should use the same evaluation principles as Chief Umpire. However, if situation allows, umpires do not need to give exact points but to put the six reports in order based on:

- how much **useful** (“if umpire reading the report was an intelligence officer”) information report gives
- how “easy-to-use” the report is

If umpires already know how many points have been awarded they are to disregard this information in their own evaluation.

If there are no Estonian umpires to use, then one or two staff assistants will act as translators. However, if there are no Estonian language reports to be evaluated, no staff assistants are needed.

If there are differences between the first and second evaluation in the order of the best six reports, then Chief Umpire is to argue to the umpires why he got different results. If Chief Umpire's

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arguments are valid reports will get the scores awarded by Chief Umpire. If the second evaluation order stays, then Chief Umpire together with the umpires gives new scores for those part of the report that have caused the difference.

After the results have been handed to the Scoring Center, Chief Umpire prepares a report describing:

- a. what decisions was made and why during the evaluation (to explain why
- b. what changes, additions or deletions were done to the Evaluation Principles published and/or informed earlier to the teams and why
- c. why were the three best reports the best reports and especially what made them better than the other reports

Chief Umpire's report is to be published in the Information tent (similar) before the first team arrives to finish. Scoring Center is responsible for publishing the results also before the first team arrives to finish.

3. TASKS TO UNITS

a. Chief Umpire

Brief teams about the Evaluation Principles. Co-ordinate with Staff Umpire – Counter Action how the first and second evaluation will be done. Train the staff assistant assigned for the first evaluation for the task. Prepare the Evaluation Report to be published in Information tent (similar).

b. Staff Umpire – Counter Action Operations

Allocate at least three umpires, each from different country and preferably one Estonian. The umpire provided by teams cannot be named for this task. Train the umpires to the Evaluation Principles and to this SOP.

Plan and co-ordinate with Chief Umpire and Staff Umpire – Fixed Operations how the first evaluation will be done. Plan and co-ordinate with the Staff Assistants the translations support to Chief Umpire for the first evaluation.

c. Staff Umpire – Fixed Operations

Co-ordinate with Staff Umpire – Counter Action how reports will be forwarded to Chief Umpire. Make necessary arrangements.

Ensure the training of umpires who will be receiving the reports to the tasks needed to ensure speedy evaluation of the reports.

d. HQ Quartermaster

Assign staff assistant for the first evaluation and staff assistant(s) for the second evaluation. Provide office and equipment for the second evaluation work.

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HQ Umpire Unit, Kautla
040800CAUG05

SOP 273 - Rules – Evaluation Principles for “make contact” Task

Evaluation Principles for CP Recce Task

Time zone: Local Time (Charlie)

1. TASK DESCRIPTION

[...] contact with “own forces” trapped in the enemy territory has to be established. They have to be identified, marked on the sketch; a contact has to be established with them and a report as to be obtained from them.

2. EVALUATION PRINCIPLES

Task scoring is based on the principle that it should be worth risking a capture of the whole team while performing the task if compared to not performing the task at all. Maximum number of penalty points for the task is 72 pts.

Task is evaluated as an independent task.

Evaluation of the task is based on:

- Succeeding to establish contact with “own forces”
- Accuracy of the report

Team can hand in their report either as part of the “hostile” object recce task report or as an independent report.

3. SCORES

Establishing contact and correct data in report - zero (0) penalty points.

Establishing contact, but the data in report is wrong – twenty-four (24) penalty points.

No contact, correct data in report – twenty-four (24) penalty points.

No contact, wrong data in report – seventy-two (72) penalty points.

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SOP 310 – Operations - Umpire Command and Control

1. INTRODUCTION

All umpires are under operational command of Chief Umpire. Umpires are part of Competition Staff direct superiors being:

- Competition Director
- Chief of Staff
- Chief Umpire

Umpire HQ plans and controls umpire tasks.

2. ADMINISTRATIVE COMMAND AND CONTROL

Administratively and outside competition, all umpires (excluding Chief Umpire and Chief of Scoring Center) are under control of Umpire Contingent Leader. Umpires from each nationality are under command of Senior National Umpire.

Umpires from Teams are administratively under the command of the Team's senior.

For Umpire Camp issues, Logistic Umpire and his assistants have the command over all umpires.

a. Administrative Command for 2005

Umpire Contingent Leader

Finnish Umpires

Senior national umpire

Swedish Umpires

Senior national umpire

Norwegian Umpires

Senior national umpire

Danish Umpires

Senior national umpire

Umpires from Teams

Country's senior (officer in charge of the team)

Staff Assitants

Officer in charge of the unit providing staff assistants

Chief Umpire

Head of the Scoring Center

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3. COMPETITION OPERATIONS

Unit responsible for competition operation that umpires are monitoring have operation control over umpires. That is: unit responsible for check point can order umpires to stay on check point after the planned opening hours if that is needed.

Counter Action umpires will follow orders from counter action units while patrolling with them.

Scoring Centre executes tasks given to it by Competition HQ.

In matters concerning competition rules, scoring or interpretation of those, the operational command AND control remains on Chief Umpire.

a. Umpire Battle Order for 2005

Chief Umpire

Executive Umpire

(Deputy Chief Umpire)

Current OPS

Fixed Operations (SU Foxtrot)

(Air Patrols)

Counter Action operations (SU Charlie)

(Air Patrols)

Air and Patrol operations (SU Hotel)

(Air Patrols)

HQ Squad (4 + 4 staff assistants)

(Air Patrols)

Current LOG

Chief Logistics Umpire (SU Lima)

HQ Quartermaster (SU Quebec)

(Air Patrols)

Log Squad (2 supply umpires)

Operative Alfa Team (fixed)

Senior Umpires, CP-x (harbour, finish, etc)

Umpires

(Air Patrols)

Operative Bravo Team (counter action)

Senior Umpire, CA

Umpires

(Air Patrol Reserve)

Operative Zulu Team (mobile)

Senior Umpire, vehicle patrols

Umpires

(Air Patrol Reserve)

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SOP 311 - Operations – Umpires Provided by Teams

1. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

To provide additional resources to umpires.

2. GENERAL INSTRUCTIONS

a. Reporting to duty

Persons that teams intent to provide for umpire unit must report to Umpire HQ no later than noon on day before competition starts. Persons reporting later cannot work as umpire.

All umpire rules and regulations apply to the person from the moment person reports to duty.

b. Logistics

Persons must have all personal equipment with needed for staying attached to the umpire unit until the end of the competition. Persons will accommodate together with umpire unit.

c. Training

Umpire training is arranged to regular umpires in Kautla starting from three days prior to start of the competition. Umpires provided by teams can participate training after they have reported to duty and attached to umpire unit.

d. Command and Control

Senior Umpire of the unit that umpire provided by team is assigned has operational command.

Umpire elements commanding umpires have mandate to move any umpire off from the exercise.

Umpires from Teams are administratively under the command of the Team's senior.

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3. OPERATIONS

c. Tasks to umpires provided by teams

1) CA Patrol

Observe and report:

- Counter Action unit activities (where, doing what, start-end times)
- Engagement situations (where, which team and CA unit involved, what time, who surprised whom, what were the distances, did team give penalty slips, your opinion)

Hand in report ASAP to umpires in counter action HQ.

2) Mobile Patrol (junior member of patrol)

Observer and report:

- Vehicle numbers and their actions (e.g. which way moving)
- Team numbers and their actions
- Events (like explosions, convoys, troop activities ect).

d. Other tasks to umpires provided by teams

1) Exit Gatekeepers in CPs

Monitor exit waiting area and see that teams are not in contact with each other or with outsiders.

Announce 5 minutes before which team is to depart next. At team's departure time send team on route. Mark exit time to form.

If team arrives late to exit, mark the actual exit time to form.

If team departs the check point and then camps in the vicinity of the check point, make a note of this to your report.

2) Manning of Mailboxes and similar

Monitoring that all teams and team members go through the mailboxes and similar as ordered in competition order.

3) Rest area umpires

Receive team and log time. Point team to resting area and instruct what is allowed/not allowed.

When team reports that they are departing, log the time. If you notice that they have not been in rest area long enough inform this. If team still wants to depart do not stop them.

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4. TASKS FOR UMPIRE HQ

Staff Umpire to whom umpire from team reports:

- Collects personal data as is done in normal umpire recruitment
- Decides what will be Umpire from Team's task
- Informs Senior Umpire about new resource
- Instructs Umpire from Team what to do next
- Updates War Diary

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SOP 315 – Administration – Umpire Formations

1. COMMAND

When umpires form into formation for non-operative occasions; i.e. wreath laying, parades, etc unit is under command of contingent commander.

2. FORMATIONS

Following principles apply for umpire formations:

- staff umpires form the first group from left
- umpire body forms the second group from left:
- umpires provided by teams form the third group from left (if any)
- umpire staff assistants form the fourth group from left

All columns are filled.

3. SALUTING

While in formation or marching, only umpire contingent commander does saluting
No other umpires salute.

4. COMMANDS

Commands are given in English.:

- Eyes – front/right/left (turn your head)
- Right/left - turn (turn your body)
- About – Face (turn your body 180 degrees counter clock wise)
- Attention / At ease (stand in attention, stand at ease)
- Start of praying means same as attention. “Amen” at the end of pray is automatic at ease.
- Line-Up – 3 / 4 lines (create a formation where there is many columns each having either 3 or 4 lines)
- Align (make lines and columns straight. Align with LEFT hand)
- Dismissed (you are free, leave the formation)
- Forward – March (on March, start walking in pace with others towards the direction your face is pointing. Use your left foot first).
- Umpires - Halt (Stop walking. The Halt-command comes while you put down your right foot. Finnish halting by taking one more full step and second step to bring your right foot by the left foot).
- Xx Paces - Left/Right/Front/Back. (Without turning take Xx steps towards direction indicated. Do automatic alignment after moving).

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5. PICTURES

a. Umpire Formation

	Umpire	Umpire	Umpire	
	Umpire	Umpire	Umpire	
	Umpire	Umpire	Umpire	Umpire
Cont.Cmrdr	Umpire	Umpire	Umpire	Umpire

b. Umpire Formation – Wreath Laying

			Umpire	Umpire	
	Sr. Nat.Ump		Umpire	Umpire	Umpire
	Wreath		Umpire	Umpire	Umpire
Cont.Cmrdr	Sr. Nat Ump		Umpire	Umpire	Umpire

c. Umpire Marching - Wreath Laying

	Umpire	Umpire	
Sr. Nat.Ump	Umpire	Umpire	Umpire
Wreath	Umpire	Umpire	Umpire
Sr. Nat Ump	Umpire	Umpire	Umpire
		Cont.Cmrdr	

← direction

d. Alignement – in Umpire Formation

Umpire	Umpire	Umpire	
I			
/			
Umpire	Umpire	Umpire	
I			
/			
Umpire_____.	Umpire_____.	Umpire_____.	Umpire

Facing this way

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SOP 321 - Operations – Umpire HQ

1. MISSION

To plan and control umpire operations.

To maintain information flow between umpire unit and competition HQ.

To ensure that observations made by umpires are informed to teams (via Press tent observation log copies).

2. EXECUTION

a. Concept of Umpire HQ work

Umpire TOC is lead by staff umpire on duty. Routine tasks are handled by a team of staff assistants.

Umpire TOC is manned all the time with two persons (excluding breaks and lower activity periods).

One of the assistants mans the communication desk and handles the reports and messages.

The other assistant maintains the different tables and situation maps. He/she is also ensures that information flow works towards(and from) competition operations.

b. Role of Umpire HQ in different operations

1) Counter Action Operations

Planning:

Find out what are the plans from counter action.

Request these plans from Sr Umpire CA if he/she is not providing them regularly (once in 4-6 hours).

Mark in the planning map the CA plans.

Operations:

Mark location of counter action umpire patrols to situation map.

Mark team captures into Umpire situation map (different colour for different reports – umpires reporting, ca reporting, team reporting). If there has been a message about observation in engagement situation, make a line into Observation log.

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Mark team captures into capture log. Check if umpire reports confirm this capture. Check if team has reported about this capture (mark reference number of reports if reports are not consistent).

When capture slips has been received hook them into the hook with the same number as team has.

Final capture point calculation is done as follows:

- calculate number of slips
- add additional penalty points that has been awarded because of umpire reports
- subtract those penalty points where counter action has done something wrong

2) Umpire HQ in Mobile Ops

Planning:

Find out what are the plans from competition operations.

Mark into planning map the plan.

Get movement control material from competition operations (allowed routes, convoys on move and their moving times/routes, allowed vehicles information).

Operations:

Send orders to deploy.

Mark situation into map when patrols acknowledge deployment.

Receive Observation reports. Add your analysis what should be ruled because of this case. Make a marking that this report is waiting for Chief Umpire's comments.

After Chief Umpire has made his markings to reports, pass information to competition HQ as often as possible.

Mark location of mobile umpire patrols to situation map.

3) Umpire HQ in Check Point Ops

Ensure that there is all material needed for check point operations.

Verify that Sr Umpire is aware of possible last minute changes.

Give official time.

When team returns, ensure that all documents are filled and signed before passing results to Scoring Center. Collect umpire reports.

4) Umpire HQ in case team quitting or losing one member

Inform competition ops and umpire teams affected (open CP's, CP's to be opened, etc)

Update team list in umpire TOC.

Update team lists in CP material still at umpire TOC.

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- 5) Umpire HQ in Emergency situation
Ensure that emergency procedures are started and followed as planned in SOPs.

c. Tasks for Umpire HQ

1) Planning

Prepare tables, templates and other tools needed for personnel management in umpire HQ.

Maintain personnel allocation situation and short term planning information. Detail level is per each umpire.

Participate in operations planning work and plan allocation of individual umpires based on needs from the operations.

Prepare those parts of operations orders that concern orders for personnel.

Collect during the competition personnel data needed for creating reports for the home countries.

Prepare after the competition the reports to different countries.

Prepare tables, templates and other tools needed for managing transportation assets.

Maintain tpt asset allocation situation and short term planning information. Detail level is per each vehicle.

Arrange additional vehicles from competition logistics.

2) Logistics

Arrange supplies needed in umpire operations from competition logistics.

Prepare those parts of operations orders that concern supplies.

3) Operations

Supervise reports flow and maintenance situation and logs.

When there is changes that affects umpire plans and operations, ensure that Chief Umpire, staff umpire, and key umpires are informed as soon as possible.

Every time Chief Umpire visits the Umpire HQ present him the latest reports and especially those waiting for his rulings.

Organise and supervise the building of umpire HQ.

Man communication table and umpire HQ all the time.

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Maintain document flow in and out.
Maintain document archiving.
Maintain current situation information on maps, tables, capture slip arrangements, etc.
Ensure that umpire HQ is not entered by unauthorised or unaccompanied persons.
Prepare CP material for use.
Document events, incidents and actions into various log books.

Maintain copy of umpire reports log in Press tent.
Deliver messages and reports.

3. UMPIRE HQ LAYOUT

a. Equipment for current OPS and LOG

- Map for Umpire teams and patrols situation and plans
- Key Umpire location table
-
- Counter Action Plans and real operations (from Counter Action or Competition OPS)
- Capture situation map (update umpire capture reporting to CA capture reporting that is maintained by Competition OPS)
- CA action capture hooks (and slips for overruling captures)
-
- ‘War Diary’ logging umpire actions and decisions
- Message log
- Umpire Observation log. Copy of this log is taken to Press tent regularly (once in 4-6 hours)
-
- PRM for camp communications.
- PC with printer and GSM for SMS logging
-
- Mailboxes for messages to key umpires
- Mailbox for incoming material

b. Equipment for PLANS

- Planning map (horizontal, on table)
- Personnel allocation table
- Vehicle allocation table
- Communication equipment table
- PC for writing orders

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 331 - Operations – Check Points

1. GENERAL

Activities of control point instructors – man the control point with personnel necessary for performing the task, support secure fulfillment of the task, observe that the task would be performed correctly (if not provided otherwise). According to the results they'll make respective changes together with the trailmaster and *inform the umpires thereof*.

Activities of umpires at control points – at control points umpires check the correctness of performing tasks, the fairness of conditions, send teams to perform tasks and withdraw teams if they exceed their designated time limit. on the basis of principles and instructions devised by MSS "Erna". If necessary they take time used for fulfilling the task and may act as instructors for tasks. Umpires receive documents necessary for their work from the chief umpire. Umpires have to be at control point by the time of the "0" team's arrival to test the point together with the trailmaster before the real teams arrive.

Activities of teams at control points – each team has its own time schedule for arriving at control points. They'll receive the schedule at registration.

Activities of the support person at control point – at control points the support person *is allowed to be at the task-performing area only while his/her team is performing the task*.

Protests can be submitted on the teams' rest area at a control point or if the rest area is missing the waiting area.

If a team reaches a control point more than 5 minutes before the time designated in their time schedule, they are not allowed to wait for “their timing” at the neutral zone of the control point, but have to report to the control point umpire immediately. Delaying is allowed outside the neutral zone (risk to meet the “enemy”).

2. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

- Observe check point situation; what happens outside tasks, umpire security, movement control
- Report changes and their effects
- Receive teams from path and dispatch them to tasks
- Give task instructions
- Evaluate execution
- Report task results
- Monitor that teams do not get prohibited support

ERNA COMPETITION CLASSIFIED
Umpire SOP

- Report rules violations
- Monitor local personnel actions

3. EXECUTION OF TASKS

a. Concept of Operations

Each check point will have one umpire appointed as the senior umpire. Two check points are used in connection to recce task: one giving the recce task to teams, the other one receiving the report (here the checking should be started right away...).

All times are marked with the accuracy of seconds.

Check points are divided into following areas:

- Entrance
- Exit
- Supply area
- Tasks
- Task waiting area
- Exit waiting area
- Exit gate

Entrance will be manned by one umpire called Gatekeeper who receives teams, marks their entrance time and dispatches team to the right task waiting area. There is no need to mark the entrance in any special way.

At the entrance team support can receive water support from one member of team's support (verify this at final briefing!).

At task waiting area one umpire called Task Dispatcher gives team the instructions how task is suppose to be done. When Task Observer gives permit, Task Dispatcher sends team for task.

At task umpire called Task Observer gives team start signal for the task and later the ending signal. Task Observer reports those issues that has been stated in the task description.

After team has done all tasks it continues to supply area, where team can be in contact with ONE (1) member from team support. If team requires medical support this will be given at supply area by medical personnel provided by organisation. If team wants to use its own medics then this medic is considered as the one member contacting team. (Verify at final briefings following:) Water from organisation is available at supply area.

Teams wait for the exit at exit area. Unless exit area is same as support area then there is no contact to team allowed. From exit area teams leave the check point through exit gate. Exit gate and exit area can be manned with same umpire.

Tasks are reported to the scoring center by radio if convenient. Paper copies are delivered to Scoring Center.

ERNA COMPETITION CLASSIFIED
Umpire SOP

Umpires can depart check point after:

- all teams still in the competition have passed the check point OR
- after it is impossible for teams still on route to arrive at check point in time for being able to do the tasks OR
- after time given by Competition Operations and approved by Umpire Operations

b. Tasks to umpires

1) Senior Umpire

Plan and organise the recce for the check point.

Study check point descriptions.

Participate in Umpire briefings and training and mark changes to check point into your notes.

Plan how many umpires are needed, who will be in what role. Plan how you will be able to fulfil the mission with resources available. If something cannot be done then report this to Umpire Operations beforehand. Notice that umpires need to have breaks and rest also.

Contact person responsible for the check point and find out how he/she has planned to build the check point. Demand from him/her:

- to show where is the supply area for the teams
- how is the water support to teams organised
- how is parking at check point organised
- how are teams and team support/public kept away from each other
- where is the first aid point
- how is the communications arranged between Check Point – Competition Operations – Scoring Center

If these issues are not taken care of make a note to your after action report.

Find out what needs to be done for the safety of the umpires. List issues and inform these to the person responsible for the check point. Get his/her signature that you have informed these issues.

Plan your transport needs and organise transport from Logistics Umpire.

Plan your food and water needs and organise them from Logistics Umpire.

Brief your team about their tasks.

After arriving to check point:

- check if there are changes to plans
- deploy your team
- lead your team
- give the official time (check from Umpire TOC if needed)

Sign the task results form.

Report task results to Scoring Center.

ERNA COMPETITION CLASSIFIED

Umpire SOP

Report all events that you think might affect on evaluation or fairness of the competition to Umpire Operations.

Equipment needed:

- Clock in competition time
- Tasks descriptions in English and Estonian
- Reporting forms for each task
- Reporting forms for arrival and exit
- Umpire reporting forms
- Short range radio
- Long range radio
- (First aid kit for umpires)
- Water and food for umpires

2) Gatekeeper

Find out how long does it take from gate to different tasks.

Plan how do you dispatch teams to right tasks if they arrive late.

Receive the team, check teams number and name and mark the arrival time to the forms.

If you notice that team has stopped in the vicinity of the check point but does not report in, make a note to your report.

If team arrives too early mark the time and send team to first task's waiting area.

If team arrives too late, check which is the task that they have change to arrive early enough to be able to make the preparations and start the task in time. (Example: rope task requires at least 5 minutes preparation time, equipment recognition task does not require any preparation time).

Equipment needed:

- Clock in competition time
- Pen
- List of teams and their expected arrival time to the check point
- (Short range radio)

3) Task Dispatcher

Receive one team at the time. Make sure that other teams waiting for arrival cannot hear instructions or see the execution of the task.

Give task description and instructions to teams. Give instructions the same way to all teams. Do not give other teams any more answers or extra information that you gave to the first team arriving.

Dispatch teams to the task and make sure they know how to get there.

If team arrives here after the starting time of the task it cannot continue.

ERNA COMPETITION CLASSIFIED
Umpire SOP

Equipment needed:

- Clock in competition time
- Pen
- List of teams and their expected arrival time to the check point
- Task descriptions in English and Estonian
- (Short range radio)

4) Task Observer(s)

Give starting signal as instructed.

Observe and evaluate the execution of the task.

Give ending signal.

Give feedback if so instructed.

There is a preset starting time for each task for each team. Note that the time schedule is such that when one team's time ends, next team should be already starting.

Equipment needed:

- Clock in competition time
- Chronometer
- Whistle
- Pen
- Task evaluating form
- (Short range radio)

5) Exit Gatekeeper

Monitor exit waiting area and see that teams are not in contact with each other or with outsiders.

Announce 5 minutes before which team is to depart next. At team's departure time send team on route. Mark exit time to form.

If team arrives late to exit, mark the actual exit time to form.

If team departs the check point and then camps in the vicinity of the check point, make a note of this to your report.

Equipment needed:

- Clock in competition time
- Pen
- List of teams and their expected departure time from the check point
- (Short range radio)

6) Umpire Reserve

ERNA COMPETITION CLASSIFIED
Umpire SOP

Monitor supply area. Monitor exit area. Monitor teams that are moving inside check points. If you notice contacts make note of these to your report.

Prepare to support umpires at tasks.

Prepare to send reports to Umpire Operations or Scoring Center using either Competition Network or Umpire Network.

Prepare to do ad hoc equipment checks. See Equipment Check Plan/Order for details.

7) Umpires at Umpire HQ

Ensure that all the material check point umpires will need exists.
Verify that umpire team departs for check point duty as planned.
Give last minute briefings to Senior Umpires.

Ensure that check point umpires acknowledge and report.
Ensure that check point umpires hand in Results, Umpire Reports and material as they arrive back.

Update “Retired teams” information and forward info to umpires in Check Points and Mailboxes.

4. SERVICE SUPPORT

Equipment needed:

- Clock in competition time
- Pen
- List of teams
- (list of required equipment and pictures from first equipment check)

Umpire team take supplies with them from Base camp. The unit responsible for Check Point is responsible for providing extra food and water to umpires.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 332 - Operations – Mailbox

1. GENERAL

Between control points there may be located mailboxes, which the teams have to pass through in full. A team shall get respective penalty points for not passing through a mailbox. Mailboxes are manned with umpires.

2. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

- Observe that Teams not getting unauthorised support
- Observe that Team Supports not taking unauthorised actions
- Monitor that CA working as planned
- Report teams' rule violations
- Report team supports' rule violations
- Monitor distress calls
- Ensuring that teams do not get unauthorised support

3. EXECUTION OF TASKS

Activities of umpires in OPPORD territory – in this territory the umpires have to identify mutual contacts of teams and counter action units, controlling the correctness of the activities of both sides and if necessary solving contradictory issues on site.

Medical aid–teams can also use first aid of the counter action camp (emergencies). Whereas such use of first aid shall not be counted as being captured.

Activities of teams in OPPORD territory – It is strictly prohibited to teams' support persons to be present on the territory of the operational order or its immediate vicinity (up to 1 km).

a. Concept of Operations

Mailbox is manned with 1-2 persons. There are no tasks for teams to perform, but teams maybe handing in reports, etc. Mailbox can also be used for passing info to teams.

Notice that mailbox can be in location that is accessible only by foot.

b. Tasks to umpires

1) Umpire HQ – Duty Umpire

Verify that umpire team departs for check point duty as planned.
Give orders to stand down mailbox.

ERNA COMPETITION CLASSIFIED
Umpire SOP

Update “Retired teams” information and forward info to umpires in Check Points and Mailboxes.

2) Mailbox Umpire

Do NOT (say again not) leave to mailbox without order from Umpire HQ. DO NOT (say again not) HOLD or STOP teams.

In general support is NOT allowed at mailbox, if teams do get support at mailbox, do not stop it, but report it later to Umpire HQ.

Contact umpire HQ when arriving at mailbox.

Write down when and which team passed to mailbox. If team arrives in parts, check how many belong to team / verify how many should belong to team.

Write down all what happened, what did you see, just the facts, times, events, etc during the time mailbox was open.

Observe especially weapons: Weapons must be ready to shoot, but without live ammunition. Under no conditions weapons are to be carried in backpack or combat kit in order to facilitate movement. This means: rifles must be ready for using. Side arms can be where ever.

4. SERVICE SUPPORT

a. Material and Services

Umpires should have gear that allows them to carry the supplies and water they need at mailbox.

b. Medical Evacuation

Sr Umpires are responsible for checking that there is at least one first aid kit in the patrol, team, etc deploying for operations. When umpire team is deployed for the operation, Sr Umpire is to find out where is the closest first aid post (provided by the Competition Organisers).

For umpire emergencies, Umpire SOP applies.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 333 - Operations – Planned Equipment Checks

1. GENERAL

Equipments are checked in the beginning of the competition and after the finish. Sometimes, equipment check can be included into CP tasks or done on ad hoc basis.

This SOP gives the guidelines for equipment check and can be modified for any other equipment check.

2. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

- Check at the beginning that teams have required equipment with them
- Verify that nothing left on-route
- Report changes in equipment on-route
- Report equipment check results
- Recording by digicam
- Named places at harbour
- Given time; everything must ready for check or penalty
- On route check during compulsory rest

3. EXECUTION OF TASKS

a. Concept of Operations

Equipment is checked at the harbour, in compulsory rest area and in Finnish. On route ad hoc equipment checks can also be ordered.

In the first check team decides which language check list they want to use. Team's equipment is checked against this list. If team has extra equipment with them, these are documented and checked in all the next equipment checks. If team is missing any listed equipment or extra equipment that it had during the first check that is documented by umpires. If teams have more equipment than what they reported in the first check this is documented by umpires.

During each check, team is to put the material in front of them in following order (see attached drawing). During the first check a picture is taken.

Teams must present ALL their material in EVERY check.

ERNA COMPETITION CLASSIFIED
Umpire SOP

b. Check at Harbour

1) General

When teams arrive with their vehicles to harbour they are instructed to unload their equipment to the place in the row in front of the flag poles that their number indicates. Team number one closest to the gate and last team furthest from the gate. After unloading team vehicle is to be sent away to the parking area.

Teams unpack their material and places it according to the sketch. All unlisted material is also to be unloaded into its own place and presented.

Material is photographed and the checking by the equipment checking list is done.

2) Senior Umpire

Plan your transport needs and organise transport from Logistics Umpire.
Plan your food and water needs and organise them from Logistics Umpire.
Plan how teams are to be arranged in the harbour for the checking.

Brief your team about their tasks.

Collect equipment check lists from checkers. Ensure that lists have name of the team, number of the team and came of the check. Ensure that there is a mark in the list that team has been photographed.

Take check lists back to Scoring Center.

After arriving to harbour:

- check if there are changes to plans
- deploy your team
- lead your team

3) Movement Control 1

Receive the team vehicle when it arrives to harbour. Point it to its place, order it to unload and then to park to parking area.

If team's number is big, point vehicle to the Movement Control 2 umpire.

4) Movement Control 2

Receive teams send to you by Movement Control 2. Point it to its place, order it to unload and then to park to parking area.

5) Checkers

ERNA COMPETITION CLASSIFIED
Umpire SOP

Order teams to unpack and unload material as defined in the sketch. When team has told that everything is unpacked call photographer in place. Get equipment check list in the language team wants from senior umpire. After picture is taken do the normal checking by going through equipment in the list.

Mark into the list the name and number of the team.

For personal equipment mark OK for EACH competitor. For group equipment mark OK for equipment required.

If team member is missing something indicate this clearly by writing xx pieces missing (note keyword) OR only yy pieces.

Any extra equipment must be listed into the check list by indicating what and how many total for team.

Get signature from the team, sign it and return to senior umpire.

6) Photographer

When checker so indicate take picture of the teams equipment.

Check the result of the picture. If picture is good, make marking on the team's check list that team has been photographed.

c. Other Checks

1) Checkers

Order teams to unpack and unload material as defined in the sketch.

Verify that the name and number of the team are correct.

For personal equipment mark OK for EACH competitor. For group equipment mark OK for equipment required.

If team member is missing something indicate this clearly by writing xx pieces missing (note keyword) OR only yy pieces. Do the same to extra equipment that team reported into beginning. If there is even more equipment, list that material and make a note into form.

Get signature from the team, sign it and return to reporter.

Dispatch signed check list to Scoring Center.

ERNA COMPETITION CLASSIFIED
Umpire SOP

4. SERVICE SUPPORT

Equipment needed at the harbour:

- Clock in competition time
- Equipment lists in English and Estonian for each team.
- Sketch for how the equipment is to be placed for checking.
- Digital camera.
- Memory cards for 30 teams pictures.
- Layout of how the equipment is to be put down during checking.
- Loud speaker to lead the teams.

Equipment needed in other checks:

- Clock in competition time
- Equipment lists in English and Estonian for each team from the first check OR
- Empty equipment check lists or list from first check
- Pictures from the first check (optional)
- Sketch for how the equipment is to be placed for checking.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 335 - Operations – Check Point Finish

1. GENERAL

This document describes tasks for umpires in Check Point Finish that does not have any tasks for teams to perform.

2. TASKS FOR UMPIRES

a. General

At finish teams' arrival time is logged and teams equipment checked. Check lists must be dispatched as soon as possible after checking to Scoring Center.

b. Senior Umpire

Brief your team about their tasks.

c. Observer

Give early warning to Timer that team arriving.

If there are lonely team members arriving, notice into which team they belong. Inform Timer that lonely person arriving.

d. Closer

Ask from team how many members there are in the team. When last person arrived, make the finishing signal (to be verified) and say STOP to Timer.

e. Timer

Mark the team's finishing time. If team has told that there is only three persons in the team but the fourth team member arrives later then write into form the arrival time of the last person and report to senior umpire.

f. Checkers

Order teams to unpack and unload material as defined in the sketch.

Verify that the name and number of the team are correct.

ERNA COMPETITION CLASSIFIED
Umpire SOP

For personal equipment mark OK for EACH competitor. For group equipment mark OK for equipment required.

If team member is missing something indicate this clearly by writing xx pieces missing (note keyword) OR only yy pieces. Do the same to extra equipment that team reported into beginning. If there is even more equipment, list that material and make a note into form.

Get signature from the team, sign it and return to reporter.

g. Reporter

Ensure that lists have name of the team, number of the team and came of the check. Take check list to Scoring Center.

3. SERVICE SUPPORT

Equipment needed:

- Clock in competition time
- Equipment lists in English and Estonian for each team from the first check.
- Pictures from the first check.
- Sketch for how the equipment is to be placed for checking.
- Short range radio.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 336 - Operations – Pathfinders

1. GENERAL

Pathfinders are Fixed Operations' mobile unit that can be used for any umpire operations in case the planned umpire resources are not available.

2. MISSION

To ensure start of umpire operations at the CP/Mailboxes.

3. TASKS

Pathfinders' task is:

- a. to recce, mark and report the routes for CP/Mailbox umpires
- b. to receive umpires at CP/Mailbox
- c. to act as CP/Mailbox umpires if needed until umpires assigned to CP/Mailbox arrive
- d. to provide umpire(s) for Big CP

In co-operation with Mobile CA Umpires:

- a. to mark helicopter landing sites
- b. to train and prepare to receive helicopters at copter landing sites
- c. man Mailboxes
- d. provide backup supply chain
- e. provide backup transportation

4. EXECUTION OF TASKS

a. Concept of Operations

Pathfinder patrol consists of 1-3 vehicle patrols each having 2 umpires. Each patrol has at least one umpire with over 5 ERNA or UDRIA competitions' experience and exceptional skills and knowledge to move around the area and especially the roads. The other member of the patrol has to have 3 ERNA or UDRIA competitions experience with good knowledge over the area and roads.

Patrols are prepared to stay on field during the whole competition and mainly be able for self-support. Patrols follow Umpire SOPs for reporting.

b. Tasks to umpires

1) Staff Umpires

Co-ordinate and arrange training of Mobile CA and Pathfinder umpires for helicopter related tasks including used radio frequencies and callsigns.

ERNA COMPETITION CLASSIFIED
Umpire SOP

Provide copies of CP/Mailbox descriptions and forms for each Pathfinder patrol.
Provide copies of map overlays to each Pathfinder patrol.

Report to Pathfinders when umpire transportation has left the Base Camp for CP/Mailbox duty.

2) Pathfinder Umpires

Plan and execute own operations independently and keep Umpire HQ updated about Pathfinder plans, operations and current situation.

a) Helicopter Landing Site Preparations and Operations

Co-ordinate with Staff and Mobile CA umpires training for copter tasks.
Ensure that Pathfinder patrols have landing site co-ordinates and ability to define and report co-ordinates of a temporary landing site for helimedevac etc.

Prepare to take down helicopters at landing sites. Have knowledge of radio communications for approach, landing and take-offs.

b) Route Recce and Preparation

Contact Staff Umpires for route information and overlays. Recce the routes from

- Base Camp
- Other possible starting points

to each CP/Mailbox. Mark routes and the location of CP/Mailbox. Mark each route sign with co-ordinates into patrol's map/overlay/notes.

Report route and marking preparations to Umpire HQ. Deploy patrol in to location where Pathfinders plan to meet the umpire transportation. If patrol is deployed somewhere else than at CP/Mailbox, then estimate how long patrol can wait umpire transportation before patrol needs to be moved to the actual CP/Mailbox location.

Guide umpire tpt to CP/Mailbox.

When leaving the CP/Mailbox collect all route markings.

c) CP/Mailbox Readiness

In case umpires assigned to CP/Mailbox are late Pathfinders start the umpire operations at CP/Mailbox. Which tasks are manned by Pathfinders in the beginning depends on the situation.

Tasks are evaluated and reported as defined in CP/Mailbox descriptions.

ERNA COMPETITION CLASSIFIED
Umpire SOP

When umpire transportation arrives, Sr Umpire for CP will assign his/her team to CP/Mailbox duties. Pathfinder umpires will hand over tasks to CP/Mailbox umpires by evaluating one teams performance together with the umpire(s) taking over. Pathfinder umpires reporting forms are also handed over.

The time when tasks were handed over are marked into evaluation forms.

d) Mailbox Operations

Use of Pathfinder or Mobile CA umpires for manning Mailboxes is decided case-by-case. SOP for Mailbox Operations apply.

e) Big CP Operations

As standard, Pathfinders are used for exit gatekeeper duties. Otherwise, FragO for Big CP apply.

5. SERVICE SUPPORT

a. Concept of Operations

When outside of Base Camp, Pathfinders are self-sufficient with logistics. Pathfinders make their own purchases on field from the local suppliers.

If available, Pathfinders can also use the same service support as the rest of the umpires when on duty outside of Base Camp. In those cases, ERNA and Umpire SOP's for Logistics apply.

Each patrol maintains trip tickets as defined in Umpire SOP's.

b. Material and Services

1) Pathfinder patrol provides

Accommodation (tents, beds, sleeping bags and similar)
POL for vehicles (and generators)
Bulk and bottle water
Food and cook ware
Spare batteries
Mobile phone loaders

Stop watches and whistles (per umpire)

ERNA COMPETITION CLASSIFIED
Umpire SOP

Mobile phones, PRM radios
GPS
Copy of Umpire SOPs and Operation Orders
Copy of ERNA SOP

Lights and torches for Copter landing

Generator (if available)

2) Umpire logistics are to provide

Poles and signs for routes (Pathfinder patrols participate)
POL coupons (if available)
ERNA radios
Umpire long range radios (if available)

3) ERNA operations/logistics are to provide

All CP task descriptions and forms.
Signs for Copter landing sites
Maps and route overlays.

c. Medical Evacuation

Individual First Aid package.
Vehicle First Aid package.

ERNA and Umpire SOP's for medical support and emergencies apply.

6. SIGNAL AND COMMAND

a. Command

Pathfinders are under command and control of Umpire HQ.

b. Signal

ERNA and Umpire SOP's for signal and communications apply. As standard, Pathfinders listen:

- a. Helicopter net (VHF radio) (Patrol)
- b. Umpire PRM-net (Personal)
- c. Umpire SMS-net (Patrol)
- d. Umpire long range net if available (Patrol)

In addition, each patrol member has his/her personal GSM phone.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 341 - Operations – Air

1. **GENERAL**

Air operations are used to both to acquire situation awareness but also to keep teams from using the roads and/or prohibit teams from getting illegal support. Ad hoc patrols are used for the same purpose.

Air operations and umpire patrols can also be used for prohibiting Counter Action forces and Competition Organisers to perform illegal actions.

Air operations and umpire patrols are always under direct command and control of Chief Umpire unless delegated by him to Umpire staff.

It is essential that NO PENALTIES are granted to teams unless identification has been 100% positive.

2. **MISSION**

To monitor activities on route, to identify and capture teams or others having illegal activities.

3. **EXECUTION OF TASKS**

a. **Concept of Operations**

Air operations are planned in umpire TOC. Planning work involves ALL umpire staff. Staff plans the routes helicopters and co-ordinates the access to helicopter assets with Competition Air Operations.

Umpires in helicopters patrol the area and report their observations. Umpire TOC uses Competing teams' tracking system to direct helicopters to areas of interest.

In case illegal activities are observed, Umpire TOC makes the decision to send mobile umpire patrols or CA patrol WITH umpire to investigate.

Each of the capture action launched by umpires must be documented to ensure that CA actions have been planned and authorised.

ERNA COMPETITION CLASSIFIED
Umpire SOP

b. Tasks to umpires

1) Staff Umpire Air

Contact Competition Air operations and find out limitations for planning work. Brief Air ops about concept of the umpire air operations. Plan and propose flight schedule. Prepare Code words to be used in operations. Request personnel from Umpire TOC planning cell.

Train umpires for helicopter operations. Train Umpire TOC assistants and staff umpires for helicopter operations.

2) Duty Umpire at HQ

Give air operations briefing to umpires going to mission.
Ensure that umpires returning from the mission hand in report.

Monitor air communications.

Provide air patrol with the team location data (if the gps/gsm location system is in use).
Provide air patrol with the CA location data (if the location system is in use)

Guide air patrols to the areas of team/CA activity.

3) Umpire On Board

Preparations for flight take place about 30 min before ETD. Umpire must report at EAF base NLT 10 minutes before ETD.

Ensure that Air patrolling does not expose competing teams unnecessarily.

a) Before Flight at Umpire HQ

Take and read FLIGHT ORDER from „Flight orders“ folder
Check that EAF „Reisijate nimekiri“ paper is filled with Umpire on board name, nationality and social security number/passport number

Brief with ERNA and UMPIRE OPS/DO about last minute changes

Make sure you have PREPARED a separate plastic for:

- i. Masked names at target area
- ii. Restricted zones, flight paths and areas plus additional information
- iii. To put on bottom of the plastic set: Blank plastic for own markings marked with flight order reference number
- iv. Brief with previous Umpire on board if possible

b) Before Flight at EAF Base

ERNA COMPETITION CLASSIFIED
Umpire SOP

Hand over FLIGHT ORDER and „Reisijate nimekiri“ documents to pilot

Brief pilot and operator about the flight order, callsigns, restricted areas, last minute changes etc. matters concerning the flight

c) During Flight

Umpire on board does not have own radio. All communication needs to be request through pilot and operator.

Request radio check with Umpire OPS after take off procedures when heading to target area.

When approaching target area at ceiling request radio check with CA Umpire.

When target area at ceiling request to inform Umpire OPS about starting the mission at target area.

When leaving target area request to inform Umpire OPS about ending the mission at target area

Keep in contact with Umpire TOC. Give orders for pilots where to fly, what to observe. Verify that orders given from Umpire TOC are executed.

Observe and report:

- i. Team numbers and their actions
- ii. Events (like explosions, convoys, troop activities ect).
- iii. Counter Action unit activities (where, doing what, start-end times)
- iv. Engagement situations (where, which team and CA unit involved, what time, who surprised whom, what were the distances, did team give penalty slips, your opinion)

Prepare to forward radio messages between Umpire TOC and umpire patrols mobile or with CA.

d) After the Flight

Debrief with pilot and operator and compare notes

Take out notes plastic

Hand over the map to next Umpire on board or leave it on AIR OPS table

Brief Umpire and ERNA OPS/DO about flight

File FLIGHT ORDER in incoming map.

4. SIGNAL AND COMMAND

Air operations and umpire patrols are always under direct command of Chief Umpire unless delegated by him to Umpire staff. Umpire air operations are under operational control of Umpire HQ (Duty Umpire).

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 351 - Operations – Counter Action

1. GENERAL

Counter Action umpires join the counter action forces and monitor and report the fairness of the competition and counter action arrangements outside Check Points, HQ and base camp.

They propose rulings for Chief Umpire in engagement situations according to the guidelines in Rules of Engagement, if needed.

CA Umpires are to prepare to man the recce target area, if needed and to prepare to be used in air and patrol operations.

2. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

- Observe that Teams not getting unauthorised support
- Observe that Team Supports not taking unauthorised actions
- Evaluate if teams are captured
- Monitor that CA working as planned
- Verifying that teams' reports are correct (if teams are to make reports about targets and events on route)
- Report captures
- Report teams' rule violations
- Report team supports' rule violations
- Report CA's rule violations
- Monitor distress calls
- Receive teams to rest area (optional)
- Observe and Report that teams resting (optional)
- Ensuring that teams do not get unauthorised support

3. EXECUTION OF TASKS

Activities of umpires in OPPORD territory – in this territory the umpires have to identify mutual contacts of teams and counter action units, controlling the correctness of the activities of both sides and if necessary solving contradictory issues on site.

Medical aid–teams can also use first aid of the counter action camp (emergencies). Whereas such use of first aid shall not be counted as being captured.

ERNA COMPETITION CLASSIFIED
Umpire SOP

Activities of teams in OPPORD territory – It is strictly prohibited to teams' support persons to be present on the territory of the operational order or its immediate vicinity (up to 1 km).

a. Concept of Operations

Counter Action umpires are attached as two umpire patrols to counter action units. Their main task is to observe and report counter action activities and investigate. CA patrols should be deployed especially into areas that CA is expecting capture situations.

Umpire patrols/teams may be deployed to recce target and to rest area, one into each.

b. Tasks to umpires – CA Operations

1) Senior Umpire Counter Action

Contact chief of counter action. Stay with him all the time. Verify that he/she has sent his plans to the competition operations. Verify that Umpire Operations have these plans also.

Plan how counter action umpire patrols should be deployed. As default, put umpire patrols with those counter action units that are in radio contact with chief of counter action.

2) CA Patrol (2 persons)

Observe and report:

- Counter Action unit activities (where, doing what, start-end times)
- Engagement situations (where, which team and CA unit involved, what time, who surprised whom, what were the distances, did team give penalty slips, your opinion)

Hand in report ASAP to umpires in counter action HQ.

Do not correct counter action units, but log time and place if counter action unit changes its way of operating.

3) CA Command Patrol (1-2 persons)

Stay in counter action HQ and report 'everything' to Umpire Operations.

4) Umpire HQ - Staff Umpire CA

Contact Competition CA and find out limitations for planning work. Brief CA ops about concept of the umpire air operations. Plan and propose CA umpire use.

Train CA Umpires for Air-CA operations.

ERNA COMPETITION CLASSIFIED
Umpire SOP

5) Umpire HQ – Duty Umpire

Ensure that all CA info Umpire HQ receives is updated to umpire situation maps.
Ensure that all CA info Umpire HQ receives is forwarded to CA umpires.

Ensure that capture info reports are processed as reports arrive.

Ensure that capture info is forwarded to Scoring center as soon as possible after the verification of captures in umpire HQ.

c. Tasks to umpires – Air Operations

1) CA Patrol Umpires

Inform CA patrol leader about need to deploy. Deploy patrol to location ordered by Umpire TOC.

Observe and report:

- Counter Action unit activities (where, doing what, start-end times)
- Engagement situations (where, which team and CA unit involved, what time, who surprised whom, what were the distances, did team give penalty slips, your opinion)

Radio or hand in report ASAP to umpire operations.

Do not correct counter action units, but log time and place if counter action unit changes its way of operating.

Move CA patrol back to planned CA work as soon as possible. Ensure that CA is not using too much time for trying to capture only one team.

2) Umpire HQ - Staff Umpire CA

Contact Competition CA and find out limitations for planning work. Brief CA ops about concept of the umpire air operations. Plan and propose CA umpire use.

Train CA Umpires for Air-CA operations.

d. Tasks to umpires – Optional Operations

1) Recce Target Umpire

Contact chief of recce target. Make your own sketch of the target. Observe all activities at recce target. Log time and description of main events.

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Umpire SOP

In case team needs medical help from recce target personnel, it is allowed but then this member and those with him must stay at recce target and join the team in the next check point.

2) Rest Area Umpires

Receive team and log time. Point team to resting area and instruct what is allowed/not allowed.

When team reports that they are departing, log the time. If you notice that they have not been in rest area long enough inform this. If team still wants to depart do not stop them.

4. SIGNAL AND COMMAND

a. Command

Umpire Air operations are under operational command and control of Umpire HQ (Duty Umpire).

Umpire CA operations are under operational command of Senior CA Umpire and control of Umpire HQ.

b. Signal

Each mobile and CA patrol with umpire should have one long-range radio capable for communications between Umpire TOC and umpires. If assets are not available then GSM phones are to be used.

Helicopters might also be used for forwarding radio communications between umpire TOC and umpires on patrol.

5. SERVICE SUPPORT

a. Material and Services

1) Equipment

Counter Action and Mobile umpires should have gear that allows them to carry the supplies and water when patrolling. All umpires must have sleeping bags and rain shelters.

See Umpire SOP for personal equipment instructions.

2) Counter Action Camps

Counter Action unit will provide food and water to umpire patrols.

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Umpire SOP

3) Counter Action patrols (to be verified)

Umpire patrols attached to Counter Action teams during patrolling will get their combat rations and water from the unit they are attached to. Umpire patrols are responsible for carrying their supplies by themselves.

d. Accommodation

Counter Action Umpire patrols will be accommodated to camps of the units that they are attached. Those units have field kitchens.

Umpire patrols patrolling with the Counter Action patrols are to provide their own sleeping bags and rain shelters for the duration of the patrolling.

e. Medical Evacuation

Sr Umpires are responsible for checking that there is at least one first aid kit in the patrol, team, etc deploying for operations. When umpire team is deployed for the operation, Sr Umpire is to find out where is the closest first aid post (provided by the Competition Organisers).

For umpire emergencies, Umpire SOP applies.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 361 - Operations – Mobile Patrols

1. GENERAL

Mobile operations are used to both to acquire situation awareness but also to keep teams from using the roads and/or prohibit teams from getting illegal support. Ad hoc patrols are used for the same purpose.

Umpire patrols can also be used for prohibiting Counter Action forces and Competition Organisers to perform illegal actions.

2. MISSION

To provide equal conditions to all competing teams by monitoring the fairness of the actions of the competing teams and competition organisation.

- Observe that Teams not getting unauthorised support
- Observe that Team Supports not taking unauthorised actions
- Verifying that teams' reports are correct (if teams are to make reports about targets and events on route)
- Report teams' rule violations
- Report team supports' rule violations
- Monitor distress calls
- Receive teams to rest area (optional)
- Observe and Report that teams resting (optional)
- Ensuring that teams do not get unauthorised support

3. EXECUTION OF TASKS

Activities of umpires in OPPORD territory – in this territory the umpires have to identify mutual contacts of teams and counter action units, controlling the correctness of the activities of both sides and if necessary solving contradictory issues on site.

Medical aid—teams can also use first aid of the counter action camp (emergencies). Whereas such use of first aid shall not be counted as being captured.

Activities of teams in OPPORD territory – It is strictly prohibited to teams' support persons to be present on the territory of the operational order or its immediate vicinity (up to 1 km).

a. Concept of Operations

Mobile umpires observe and report events outside of check points based. Mobile umpires are also used for investigating cases dispatched by Counter Action umpire unit or Umpire

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Umpire SOP

Operations. Mobile umpires are deployed into areas that extra team, organisers, visitor or team support activities are expected and put up a temporary umpire observation post:

- during 'big checkpoint' into area that teams are suppose to approach check point and teams might have either contacts with team support or encounters with counter action
- during recce task into cross roads that team support must use to make contact with team in the prohibited area
- during counter action's target simulations into areas that these simulations can be observed and reported (route that convoys are using, place where fire simulations can be heard, etc)

b. Tasks to umpires – Patrol Operations

1) Senior Umpire Mobile

Keep in touch with senior umpire counter action and umpire operations. Set up temporary observation points in places where:

- team support should not be
- counter action is doing something that teams should notice and report

2) Mobile Patrol (2-3 persons)

Observer and report:

- Vehicle numbers and their actions (e.g. which way moving)
- Team numbers and their actions
- Events (like explosions, convoys, troop activities ect).

Do not correct the action you are observing, but log time and place if counter action unit changes its way of operating.

Radio or hand in reports ASAP to umpire operations.

3) Umpire HQ – Duty Umpire

Forward competition team, counter action situation to Mobile umpires as information is received at Umpire HQ.

Guide mobile patrols to the areas of team/CA activity.

c. Tasks to umpires – Air Operations

1) Mobile Patrol Umpires

Deploy patrol to location ordered by Umpire TOC.

Observer and report:

- Team numbers and their actions

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- Events (like explosions, convoys, troop activities ect).

Do not correct the action you are observing, but log time and place if counter action unit changes its way of operating.

Radio or hand in reports ASAP to umpire operations.

2) Umpire HQ – Duty Umpire

Forward competition team, counter action situation to Mobile umpires as information is received at Umpire HQ.

Guide mobile patrols to the areas of team/CA activity.

d. Tasks to umpires – Optional Operations

1) Recce Target Umpire

Contact chief of recce target. Make your own sketch of the target. Observer all activities at recce target. Log time and description of main events.

In case team needs medical help from recce target personnel, it is allowed but then this member and those with him must stay at recce target and join the team in the next check point.

2) Rest Area Umpires

Receive team and log time. Point team to resting area and instruct what is allowed/not allowed.

When team reports that they are departing, log the time. If you notice that they have not been in rest area long enough inform this. If team still wants to depart do not stop them.

4. SIGNAL AND COMMAND

a. Command

Air operations and umpire patrols are always under direct command of Chief Umpire unless delegated by him to Umpire staff.

Umpire mobile operations during the air operations are under operational control of Umpire HQ (Duty Umpire).

Other Umpire mobile patrol operations are under operational command of Senior Umpire and control of Umpire HQ.

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Umpire SOP

b. Signal

Each mobile and CA patrol with umpire should have one long-range radio capable for communications between Umpire TOC and umpires. If assets are not available then GSM phones are to be used.

Helicopters might also be used for forwarding radio communications between umpire TOC and umpires on patrol.

5. SERVICE SUPPORT

a. Material and Services

1) Equipment

Mobile umpires should have gear that allows them to carry the supplies and water when patrolling. All umpires must have sleeping bags and rain shelters.

See Umpire SOP for personal equipment instructions.

2) POL

See SOP for POL procedures.

b. Accommodation

Umpire patrols are to provide their own sleeping bags and rain shelters for the duration of the patrolling.

c. Medical Evacuation

Sr Umpires are responsible for checking that there is at least one first aid kit in the patrol, team, etc deploying for operations. When umpire team is deployed for the operation, Sr Umpire is to find out where is the closest first aid post (provided by the Competition Organisers).

For umpire emergencies, Umpire SOP applies.

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Umpire SOP

SOP 380 – Operations - Umpire Actions During Emergency

1. EMERGENCY SITUATION

Emergency situations are situations that might cause a halt to the race.

2. DECISION FOR HALTING THE RACE

Halting of race is an operational decision that is made by Competition Director, competition HQ (operations) or operative leader on-spot. However, in case of emergency anyone present can halt the race.

3. HALTING THE RACE

a. Yellow Flag Situation

Yellow Flag situation is issued when there is a possibility that the race might be halted. Teams continue to do their tasks as planned. All umpire operations continue as planned.

Umpire actions:

- Umpire present logs the time and informs about the situation to Umpire OPS
- Umpire OPS informs Chief Umpire and Umpire team leaders on all running or starting Check Points about the situation

b. Red Flag Situation

Red Flag situation is issued when race is halted. In case Red Flag is issued only within one check point then other check points continue the race as planned.

Umpire actions:

- Umpire present logs the time and informs about the situation to Umpire OPS
- Umpire OPS informs Chief Umpire and Umpire team leaders on all running or starting Check Points about the situation
- Umpires stop the teams that are on Check Points. Tasks are interrupted. (Teams are allowed to start over after the halt).

4. CONTINUING AFTER HALT

Continuing race after halt is an operational decision that is made by Competition Director, competition HQ (operations). Operative leader on-spot must get permission from the competition operations before continuing.

Umpire actions:

- Umpire OPS helps the competition OPS to recalculate new times for Check Point arrivals and tasks
- Umpire OPS informs all running check points about the planned starting time.

Teams continue after halt by having a 10 minutes preparation time.

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Umpire SOP

SOP 411 – Logistics - Support Request For Umpire Operations From
Erna Logistics

Documents (number of copies to be distributed to umpires of each document issued) One copy in original language always to Umpire OPS as soon as possible after document issued (do not wait for English translation copies before distributing the original language copy)

- Competition timetable – any language (2 sets) – (for Chief Umpire, Umpire OPS)
- Task descriptions – English (4 sets) - (for Chief Umpire, Umpire OPS, SU Fixed, Senior umpire per CP)
- Ops Orders to competing teams – English (2 copies) – (for Chief Umpire, Umpire OPS)
- Competition Orders – English (2 copies) – (for Umpire OPS, Umpire team/Senior umpire)
- Ops Orders for Counter Action – English (3 copies) - (for Umpire OPS, SU CA, Senior CA Umpire)

HQ Material

- six tables
- eight chairs
- one computer and one printer
- (one UPS)
- six lamps
- one 50 m (or similar) outdoors electric cable
- one 20 m (or similar) outdoors electric cable (for CA Umpire HQ)
- one 5 m (or similar) outdoors electric cable
- four outdoor plugs with 3 outlets
- one outdoor plug with 3 outlets (for CA Umpire HQ)
- three outdoor plugs with 2 outlets
- eight 2 m (or similar) outdoor electric cables
- plastic for map overlays – 20 m
- pens, pencils, map markers
- paper for printer
- 1,5 x 1,5 m plywood plate or similar
- 1,5 x 2 m plywood plate or similar

Equipment

- clocks / stop watches (12)
- whistles (12)

Tents

- Kautla accommodation 70 persons (7 accommodation tents?)
- Kautla Umpire Planning (1 office tent – will be build together with Erna OPS)
- Kautla Umpire Logistic (1 office tent – will be build together with Erna LOG)
- Recce target – hidden (1 small tent for 3 persons)

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- “4 hrs Rest” area (1 small tent for 3 persons)
- CA Umpires 26 persons – (3 accommodation tents)
- Mobile umpires 8 persons – (1 accommodation tent)

- Umpire Operations Logistic and one accommodation tent up Friday evening (2100LT)
- Rest of the Kautla accommodation tents up by Sunday noon (1200LT)

Camo-nets

- CA Umpires (4 nets size 3*6 m)
- Recce target – hidden (2 nets size 3*6m)

Maps

- Maps in TIFF format (CD ?)
- Kautla Umpire Planning (1 map)
- Mobile umpires (4 maps)
- Pathfinders (2 maps)
- Helicopter (2 maps)
- CA Umpires (1 map and 14 black and white copies !!)
- Chief Umpire (1 map)
- CP/Mailbox/Logistic Umpires (black and white copies)
- Vehicles (1 map in each at least black and white copies)

VHF Radios

- Umpire Operations (2 radios) – competition net, heko net, umpire net
- Mobile Umpires (4 radios)
- Pathfinders (2 radios)
- Helicopter (1 radio)
- CA Umpires (14 radios)

SIMM cards

- Umpire Operations (2 cards, other one with a lot of talking time to last whole five days)
- CA Umpires (4 cards, a lot for talking time)
- Mobile Umpires (2 cards, a lot of talking time)
- CP Umpires (4 cards)
- Mailboxes (2 cards)
- Reserve (1 card)

Electricity

- Kautla Umpire Planning
- Kautla Umpire Logistics
- CA Umpire HQ

Vehicles (if vehicles in Umpire use. If Erna LOG provides TPT then no needs)

- CA Umpires (2 small Lapplander type or 1 Jeep and 1 Lapplander)
- CP Umpires (2 small or bigger Lapplander type)

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Umpire SOP

- If vehicles come with drivers then they must stay with the Umpires all the time

Fuel

- Mobile umpires (4 vehicles) will use about as much as year 2004. You can check from the trip tickets how much fuel they will need.
- Lapplanders will use about as much as year 2004. You can check from the trip tickets how much fuel they will need.
- There will be at least 3 private vehicles also in use. Owners are prepared to pay the fuel by themselves but they do also accept fuel coupons....

Food and Water

- CA Umpires need to get food and water from the CA units that they are attached. In addition to that it would be good if they can each have at least one “field package” of food per person with them as reserve (similar to what CP umpires would take with them to CP)
- Mobile Umpires will need at least one “field package” per person per day (total of 4 days). Water at least 8 x 3 x 4 litres.
- Recce target, rest area, CP and Mailbox Umpires will order food and water from Kautla to take with them if needed

Frequencies

- PRM-446 Radio Channel 7 to be reserved for Umpire operations
- one VHF Channel from “ERNA radios” for Umpire operations (if possible channel that has been programmed to one of the VHF frequencies below)
 - Permission to use frequencies: vhf - 41,350, 45,800 and 47,150
 - Permission to use frequencies: uhf - 143,775 and 143,300

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 430 - Logistics – Personal Gear

1. GENERAL

Unless otherwise informed, all umpires are responsible for equipping themselves with own, individual gear. No uniforms nor personal equipment provided by organisers or Umpire project!

Military dress, signs and similar and how they are used, must meet the criteria defined for them by the national authorities and regulations.

2. CONCEPT

While travelling, civilian dress is used. Borders are crossed in civilians.

Visible dress must be official. NO visible civilian-military mixing allowed. National rules for wearing uniforms apply.

Each person is responsible for their own gear and equipment and no compensation or reimbursement is provided by organisers, umpire unit or other parties in case of damage for the gear or equipment.

Each person is responsible for other material or equipment that he/she has received from organisers, umpire unit or other parties. Responsibility is accepted by signing receipt or similar document that identifies the equipment or material received.

ERNA COMPETITION CLASSIFIED
Umpire SOP

3. MANDATORY GEAR - SUMMER

a. Battle Dress

Underpants
Polo shirt or shirt with long sleeves
T-shirt
Camouflage suit
Trench coat or similar (summer nights can be under 0)
Summer cap or beret
Boot socks
Rubber boots (if included the national standard kit)
Rain poncho or coat
Leather gloves
ERNA umpire sign

b. Equipment

Rucksack
Equipment bag
Water bottle
Sleeping bag
Mattress
Towel, beauty box (shaving kit, tooth brush)
Toilet paper
Whistle
Watch
Torch and batteries
Matches or lighter
Spoon/fork
Plate or similar
Knife
Notebook, pen/pencil
Mosquito repellent
Personal First Aid kit
Compass
Estonian Crowns (EEK) for about 75-100 EUR. 100 EEK bills and smaller recommended

c. Documents

Passport or travel documents
Travel Insurance
Those travelling with car: Original car documents, green card for insurance
Tickets for travelling (as default, everybody buys and gets their own tickets)

d. Banquet Dress - ERNA

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“Visiting uniform” (in Finland e.g. m/58) with ribbons or dark suit with medals
Clean underwear and socks
Bag for storing banquet kit (banquest kit will be stored separately, be ready to give away your banquet kit when arriving at harbour/airport)

4. OPTIONAL GEAR - SUMMER

a. Clothes

Half-boots
Woollen hat
Rain pants
Spare T-shirt
Spare uniform trousers

b. Equipment

Cooking kit (Trangia or similar) with fuel
Coffee cup
Mosquito net and field bed (for base camp) or field hammock (for field)
PRM 446 radio with batteries
Mobile phone with loader
Stopwatch/timer
GPS
Map case
Camera
Tinned or dried food
Small stuff to exchange with foreign colleagues (patches, insignias, etc)

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Umpire SOP

5. MANDATORY GEAR - WINTER

a. Battle Dress, Winter

Underpants, long
Undershirt, long
Polo shirt or shirt with long sleeves
Insulating layer of shirts and pants
Camouflage suit
Spare uniform trousers
Winter coat
Winter trousers
Winter hat
Woollen hat
Boot socks (min 3 pairs)
Woollen socks (min 2 pairs)
Winter rubber boots, removable felt lining (or similar winter foot gear that manages minus 20-30 C wheather)
Leather gloves
Leather and knitted mittens
Rain pants
Rain poncho or coat
ERNA umpire sign

b. Equipment

Rucksack
Equipment bag
Water bottle
Sleeping bag for winter
Mattress for winter
Towel, beauty box (shaving kit, tooth brush)
Toilet paper
Whistle
Watch
Torch and batteries
Matches or lighter
Spoon/fork
Plate or similar
Knife
Notebook, pen/pencil
Mosquito repellent
Personal First Aid kit
Compass
Cooking kit ("Pakki", Trangia or similar) with fuel
Coffee cup

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Umpire SOP

Estonian Crowns (EEK) for about 75-100 EUR. 100 EEK bills and smaller recommended

c. Documents

Passport or travel documents

Travel Insurance

Those travelling with car: Original car documents, green card for insurance

Tickets for travelling (as default, everybody buys and gets their own tickets)

d. Banquet Dress - Udria

Clean underwear and socks

Casual civilian or field semi-clean uniform

6. OPTIONAL GEAR - WINTER

a. Clothes

Half-boots

Snow suit

b. Equipment

PRM 446 radio with batteries

Mobile phone with loader

Stopwatch/timer

GPS

Map case

Camera

Tinned or dried food

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 440 - Logistics – Vehicle Procedures

1. GENERAL

There is only limited amount of transportation assets and fuel support available. Therefore, all movements must support the Umpire Operations. Only Personal assets which are maintained and supplied by private funds have unlimited freedom of movement.

CLU monitors the vehicle usage and fuel consumption.

2. CONCEPT

Before vehicle starts moving the umpires in the vehicle choose the Leader of the vehicle. Leader is responsible for ensuring that traffic regulations and speed limitations are followed.

Driver is responsible for verifying that the vehicles has valid documents and insurances.

a. General Regulations

Speed limits and traffic regulations are in general similar to those in Scandinavia. However, the general speed limit for outside towns is 90 Km/h. All passengers must use safety belts if those are available.

b. Umpire Regulations

Traffic regulations must be followed all time.

On roads and turns where visibility is limited to less than three lengths of the vehicle the **UMPIRE SPEED LIMIT IS 30 KM/H** unless even lower speed limit is valid for the road.

The limit for alcohol in blood for drivers of the umpire vehicles is **0**.

c. Accidents

Report to Competition HQ (through Umpire Ops). Do not leave the scene of accident before you have agreed with the other parties how and where the case will be closed. Exchange names and phone numbers on location. Test on the scene that the phone numbers work.

Any accident that causes injuries **MUST ALWAYS BE REPORTED TO THE POLICE**. Emergency number is 112.

If possible, take pictures before moving the vehicles.

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Umpire SOP

3. TRANSPORTATION ASSETS

a. Vehicles from ERNA Society

These vehicles come with a driver and are under operational command and control of the Umpire Element.

Vehicles and driver support are requested before the competition from the ERNA Society by the Umpire Project.

CLU receives the assets during the deployment.

b. Transportation Support from Competition HQ

These vehicles provide case-by-case transportation for umpires and are requested from Competition Logistic and they come with a driver. Vehicles are under operational command of Competition Logistic and under operational control of the Senior Umpire to whom vehicle is attached.

Vehicle and driver support are requested during the competition from Competition Logistic by CLU.

Senior Umpire for the task using the vehicles receives the assets.

c. “Sponsor” Vehicles

The driver of these vehicles is assigned case-by-case. Vehicles are under command and control of the Umpire Team vehicle is attached.

Vehicles are requested by the Umpire Project and received by an umpire specified case-by-case.

d. Personal Vehicles

These vehicles are under command and control of the owner who is also the only allowed driver. Vehicles are typically used as reserve assets.

CLU requests the use directly from the owner.

ERNA COMPETITION CLASSIFIED
Umpire SOP

4. POL AND MAINTENANCE

a. General

In general, sponsor and personal vehicles are maintained and fuel supplied from the personal funds of the umpires using the vehicle.

POL and Maintenance instructions in ERNA Competition SOP applies.

b. Trip Tickets

All vehicles using or **indenting to** use fuel support from the Competition Logistic must maintain Trip tickets. Each vehicle has its own trip ticket. Trip ticket's one "line" must be closed at least once a day and every time vehicle is fuelled.

Content of one line in the ticket is:

- Vehicle Register Number
- Time Period (start and end DTG) when vehicle has been used for the Purpose.
- Odometer's start and end numbers of the Route that was taken when vehicle had been used for the Purpose.
- Driver (or drivers) during this Time Period.
- Purpose of the trip. Describe the operational need of the usage.
- Route of the trip. If purpose was operational patrolling, then describe the patrol area and how many times route was driven.

c. Fuel

Notice that ERNA sponsored fuel can be used only to replace consumed fuel. This means that the Trip Ticket must be opened when vehicle is received OR fuelled for the first time.

During each fuelling following data is logged to Trip Ticket:

- DTG of fuelling
- Cost
- Odometer number when fuelling
- Person receiving the fuel
- Form of payment (own money, ERNA ticket, etc) **KEEP THE RECEIPE!**
- Station's name and location.

ERNA COMPETITION CLASSIFIED
Umpire SOP

SOP 450 - Logistics – Receiving Material for Umpire Unit

1. GENERAL

Umpires are provided with material and equipment from various sources:

- Umpire project; e.g. Umpire HQ equipment
- ERNA Society; e.g. accommodation and transportation equipment
- Sponsor such as peace keeping veteran associations and commercial companies; e.g. radios, vehicles, funds for fuel and phone cards
- Individual umpires who have brought equipment and material for umpire unit's use
- Other sources

Material and equipment is can be assigned to umpire teams for the duration of a task as part of the CP package or for the whole competition. Some equipment can be borrowed for a short time for one time only use, e.g. axes to put up tent at base camp.

CLU will arrange a limited amount of tape and markers for marking the equipment. HQ Quartermaster will arrange forms and other material required for the hand out documentation and lists.

2. CONCEPT

Chief Logistic Umpire arranges the receiving and handing out the material and equipment.

There are three type of umpire material:

- Equipment that is followed individually; e.g. radios and vehicles
- Equipment that is followed per piece; e.g. tools and tents
- Material for consumption; e.g. food and water

CLU with the help form Logistic Team and HQ Quartermaster receives all the material and equipment to the Umpire Element.

All material movement must be documented. There is always an individual umpire who is responsible for the material received. Umpire in charge of the team receiving the material can assign a person who will be responsible for the material from his/her team.

3. EXECUTION OF TASKS

a. Supply Storage

Logistic Team arranges and man the supply storage. Logistic Team also maintains the documentation about received and handed out material situation.

b. Receiving Material to Umpire Element

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Individual umpires and those umpires bringing material with them from the sponsors must mark the equipment and prepare the documentation BEFORE handing out the material to CLU.

CLU prepares the documentation and arranges the marking of material from the ERNA Society and/or Defence Forces (Finnish/Estonian).

c. Handing Out

Person receiving the material goes through the list and accepts the hand out with signature and DTG stamp. CLU is responsible for arranging archiving of the hand out lists.

d. Returning Material

When equipment is returned it, CLU/Logistic Team uses the same procedures to receive the material as the umpire team had used when material was handed out. Consumed material is documented for statistical and 'lessons learned' purposes.

If material is missing, a new hand out documentation is prepared for these equipment and material.

Person to whom the material was handed out receives the hand out list which should be destroyed to avoid misuse.

e. Preparing Task Packages

Task Package is a collection of equipment, supply, information and transportation means for an umpire team to support its operative task.

CLU plans and arranges the service support part of the package. Logistic Team prepares the material list and packs the material. The Point of Delivery is then informed to the umpire receiving the equipment and material.

Staff Umpire – Fixed Operations arranges the information, task documentation (and similar) and plans what equipment for executing the tasks are needed (e.g. stop watches, whistles, flash lights, paper and pen, etc). This equipment is requested from the CLU and Logistic Team who are responsible for arranging them.

4. MARKINGS AND LISTS

a. Getting an ID to Equipment

ID for equipment is needed to speed up the hand out – return procedures. For equipment that already has a convenient ID (e.g. vehicle's registration number) an addition ID is not needed. For consumption material ID is not needed. For equipment and material that is not followed individually and that requires special ID, a "Group ID" can be used.

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ID should not be longer than four alphanumeric digits. The first part of the ID should indicate who has handed the equipment to Umpire Element.

ID for equipment is requested from the CLU. Following ID ranges have been predefined for “Sponsors” usage:

- AKI1 – AKIZ – Material from Aki
- ER00 – ERZZ – Material from ERNA Society
- FH00 – FHZZ – Material from Helsingin Sinibaretit
- FD00 – FDZZ – Material from Finnish Defence Forces
- FP00 – FPZZ – Material from Pirkanmaan rauhanturvaaajat
- D000 – DZZZ – Material from Danes
- N000 – NZZZ – Material from Norwegians
- SE00 – SEZZ – Material from Swedes
- SM00 – SMZZ – Material from Måns

b. Marking the Equipment

ID is marked on the equipment so that:

- it is easily read
- does not wear away by rain or rough use
- does not damage the equipment when marking is removed

A power tape with marking that is imprinted is usually sufficient.

c. Equipment List

Equipment List connects the ID to the actual equipment.

- Equipment ID Tag is the unique identification number of the equipment.
- Serial Number defines which individual equipment is using this ID. If equipment is NOT individually followed, then the Number of Pieces (how many of these equipment) is indicated.
- Description defines how this equipment is called in every day usage. List of Package Content all the parts of the equipment that together form the equipment (for example Equipment is always handed out as complete package).
- Assigned to indicates who is responsible for the equipment for the whole duration of the competition (typically either CLU but can be also HQ Quartermaster or an Umpire in Charge of Bravo or Zulu Teams).

d. Hand Out List

Hand Out list is a similar list a simpler version of the Equipment List used for handing out Task Packages and similar. Hand Out list is signed as complete document with one signature. List consists of lines that indicate which ID and how many of those have been handed out.

Instead of ID (e.g. for consumption material) a simple description can be used; e.g. “water for teams” – “32 * 4 litres”.

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Umpire SOP

SOP 480 – Logistics - Umpire Emergency

1. DEFINITION

Umpire emergency is a situation where one or more of the umpires have hurt themselves. In umpire emergency the priority over everything else is to take care of the hurt umpires.

Medical support is based on ERNA competition SOPs and orders. This SOP defines additional actions that umpires should take.

2. ACTIONS DURING UMPIRE EMERGENCY

a. Closest Umpire Present

Issue Yellow Flag or Red Flag (contact Umpire OPS)

Contact closest medic. If there is no medic available, evacuate patient according to the Operations instructions.

Report to: Umpire team leader, Umpire OPS.

b. Umpire Operations

Contacts Competition Operations and reports the situation. Same info to Chief Umpire and to the Senior National Umpire (depending from which country the patient is). Makes necessary changes to umpire plan.

Moves into Yellow situation in umpire OPS:

- Send "Kaikille-kaikille - Vahvenna OPS" in PRM radio channel
- man OPS with additional Duty Umpire
- keep log about messages arriving to OPS, actions and orders issued
- log the GSM phone numbers that are sent with patrols
- list umpires who involved in handling the situation and re-plan umpire deployment.

Prepares patrol to be sent to accompany the patient:

- one or two vehicles
- patrol leader (umpire team leader or assistant)
- umpire medic
- one umpire belonging to nationality that involved
- one GSM phone with unlimited SIMM card (= private card, report number to ump ops)
- water

c. Emergency Patrol

Find out what is the situation with umpires involved and report to ops

Assign one umpire from the same nationality as umpires involved to stay with them (also if medevac needed). **GSM phone stays with this umpire !**

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SOP 610 – Signal - Umpire Communications

1. INTRODUCTION

Umpire communications are done in voice (mobile phones and radio) or as text messages (SMS messages in mobile phone network). Notice that there is very limited amount of preloaded time in GSM SIMM cards in the official mobile phones. Use sms-messages and limit voice to minimum. Umpires can also use ERNA communications whenever needed and appropriate.

If available, email should be used for reporting.

2. COMMUNICATION NETS

NET	SMS NET	PRM NET	ERNA NET	Umpire NET	Copter NET	GSM Voice	Email
Channel/Frequency	-	7				-	
CP task		x					
CP Senior		X / cp				s	
Mailbox						x	
CA Patrol	s			X			
CA HQ	s			X	x	x	s
Mobile senior	s	x		X	x	s	s
Mobile Patrol	s			X			s
Pathfinders	s	x		X	x	s	
Recce target	s			X			
Executive ump	s	x				s	
Chief Umpire	s	x		X		x	
Umpire OPS	X	X /Kautla	X	X	x	x	X

X – Listens, control station

x – Listens

X / Kautla – control station within certain location

s – Equipment for sending

a. SMS Net

Text messages using GSM phones and commercial teleoperator's network.

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b. PRM Net

PRM-446 Net for short distance voice communication.

c. ERNA Net

VHF/HF net that ERNA competition organisation is using for communications. Used for communicating with teams, CA, competition HQ, etc. Umpires use the call sign assigned to umpires by Competition Signal.

d. Umpire Net

VHF/HF net using same equipment as used for ERNA net. Equipment is partly provided by ERNA and partly by umpires. Uses channel/frequency assigned to umpires by Competition Signal.

e. Copter Net

VHF/HF net using same equipment as used for ERNA net. Uses channel/frequency and call signs assigned to umpires by Air Force Signal.

f. GSM Voice Net

GSM phones using commercial teleoperator network.

3. COMMUNICATION MEANS

a. Text messages

GSM phone using SMS-messaging in mobile phones. This is used for acknowledgements and other messages that are not urgent. Used especially between check points and umpire operations.

SIM cards at least for for Umpire OPS, CA Senior and for mailbox/check point purposes should be ordered from the organiser.

b. PRM radios.

Voice radios using PRM channel 7. This is used inside main camp, from beach landing to ships, inside check points and other short distance cases.

Each umpire is encouraged to purchase one privat and bring own batteries.

c. VHF / HF radios

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Similar to PRM radios. These are used for longer distance cases, especially for Counter Action umpire operations. Also for communications between check points and umpire operations, when possible.

To be requested from the organisers.

Air operations rely on VHF / HF radios.

d. Mobile phones.

Voice network using GSM phones. To be used when text messages are too slow or not appropriate.

Project should bring 3-5 phones with loader for common use.

e. Email

ERNA Umpire project email address is used for Umpire OPS mailbox. Umpire units use any available email.

In Kautla, WLAN connection is normally available. Free WLAN is marked with wifi.ee sign and is available in many places in Estonia. All Estonian teleoperators provide data connections. Notice that DATA ROAMING COSTS in Estonia can be high.

One computer to be requested from the organisers for Umpire OPS.

Email address: www.hotmail.com
UserID: ernaumpire07@hotmail.com
Password:

4. PROCEDURES AND LANGUAGE

When callsign is a letter, the phonetic alphabet in English is used.

In voice traffic, beachlanding in Salmistu is called 'Bravo'

When using Finnish language in voice network, the Finnish Peace Keeping units procedures are followed. Callsigns, however, are in English.

When using English language in voice network, the procedures presented in appendix are followed. These procedures are based on the United Nations Procedures for Radio Communications with very few additions.

Procedures in text messages are based on English. Messages can be in any language.

5. CALLSIGNS

Callsigns are used in voice traffic. In text traffic only the first letter of callsign is used.

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a. For persons and similar

These are used for contacting a person. Following callsigns are reserved for umpires:

	Radio/Phone	Text- msgs	
Duty Umpire on duty	Tango	T	
Chief Umpire	Amber	A	
Executive umpire	X-ray	X	
Staff umpires	Tango – 2	T2	
	Tango - 3	T3	
	Tango - 4	T4	
	Logistic Umpires CLU	Lima	L
	Lima – 2	L2	
	Lima - 3	L3	
	Lima - 4	L4	
	Staff Assistants Senior	Donkey -1	D1
CA umpires	Donkay – [n]	Dn	
	Senior	Bravo - 1	B1
Mobile, pathfinders	Patrols	Bravo – [n]	Bn
	Senior	Zulu - 1	Z1
Vehicles	Patrols	Zulu – [n]	Zn
		Whiskey – [reg.number]	W
Air	[copter's call sign]		

In callsign numbering, number 1 is assigned to unit, group or otherwise Senior umpire (AMBER, X-RAY, LIMA being exceptions). In staff and other umpire unit level usage, number 2 is used for Alfa unit (Fixed Operations) related purposes, number 3 for Bravo unit (CA operations), and number 4 for other purposes such as mobile, pathfinder, quartermaster, etc purposes.

Call sign for umpire responsible for CA umpires logistic matters (no matter if physically at CA umpires location or in Kautla) is LIMA-3

Alfa umpires use check point and mailbox callsigns. See location chapter below. Senior for checkpoint/mailbox uses the callsign of checkpoint/mailbox.

Call sign for the Senior umpire for CP C is CHARLIE

Call sign for the Senior umpire for Mailbox D1 is DELTA-1

Vehicles use callsign WHISKEY with combination of the numbers from its register number.

Call sign for Land Rover 03 ZEC is WHISKEY-03.

b. For locations and similar.

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These are used when a location is referred. Following callsigns are in use:

TANGO	Umpire OPS Center
[letter for finnish]	Main Camp Kautla
[letter]	Check Point [letter]
[letter] + [number]	Mailbox [letter+number]
[letter] + number/letter	Inside CP, the task that the number/letter indicates
[letter] + "GATE"	Inside CP, the gatekeeper umpire
[letter] + "EXIT"	Inside CP, the exit gate umpire
BRAVO	Counter Action Head Quarters
BEACH	Beach Landing in Salmisto
BOAT	Beach Landing Ships
MINE	Mine Harbour in Tallinn
TERMINAL	Tallinn Passanger Harbour
PARADE	Opening Parade Ground in Tallinn
BBQ	Closing Banquet
ARDU	(inter)National Support Element Base

All persons or vehicles report when leaving and entering listed locations. When entering the location the callsign of the location is used. The umpire in charge in the location acknowledges. (Main camp is always under command of Umpire OPS, i.e. callsign TANGO).

TANGO, AMBER from kilo to echo – X-RAY, TANGO
ECHO, X-RAY at check point E – X-RAY, ECHO
If umpire at check point echo's second task answers then: X-RAY, ECHO2

Inside check point, use the task as callsign instead of umpire in charge of the task.

GATE, CHARLIE, how many teams arrived so far? over – CHARLIE, GATE, one. over – roger, out.
CHARLIE-1, CHARLIE, prepare for first team arriving, over – CHARLIE, CHARLIE-1, wilco, out.

6. OTHER PROCEDURES

Prowords OVER and OUT can be omitted from messages that are standard format (e.g. entering location and acknowledging that).

Text messages do not need acknowledgements.

T A FtoE (tango, amber from foxtrot to echo)
T [A@E](#) (tango, amber at echo)

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Closing down from a network must always be informed. Leaving location functions as closing down acknowledgement when PRM net is used. Acknowledging closing down of mobile phone automatically close down from text message net.

TANGO, AMBER closing down at Kilo – AMBER, TANGO

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Umpire SOP

SOP 910 - Templates – Reports Content

1. GENERAL

Umpire reports are used to provide information for Chief Umpire for making decisions and rulings. Reports are also used to collect lessons learned information for Umpire Project to develop its and ERNA competitions procedures.

To speed up the decision making process, umpire reports should always include:

- a. Facts – what was **monitored** by the umpire. Do not report what you **thought** that happened. If the facts were monitored by a third party, then the source of the information needs to be clearly indicated in the report.
- b. Analysis – what in your opinion is the meaning of the facts that you observed. How did this affect on fairness and equal conditions, was someone do something that would not have been done in real life, did the actions give unfair advantage, did someone on purpose try to get unauthorised information or support, was there a gross violation of common safety rules. Evaluation and Penalties are based on 'spirit of competition' principle. Teams are not to take advantage from rules and holes in rules.
- c. Recommendation – what in your opinion should be done. What in your opinion should be the fair and equal conditions ruling.

2. REPORTS

a. Complain Analysis Report

Complain analysis report is used for documenting a complain made by someone that might require a ruling or penalties. Content:

- Situation – who was complaining about what
- Overview – what was the planned condition that is now complained; e.g. task description
- Complain – free translation/extract about the complain
- Which competition rules can be applied
- Umpire analysis - your analysis about the situation in question and what are the issues that should be taken into consideration when giving a ruling
- Umpire analysis about teams complain - Into which issue is team's complain connected to
- Issues effecting on fairness or equal conditions
- Possible solutions – their pro's and con's when concerning fairness and equal conditions
- Recommendation – what to do and why in your opinion

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b. Ruling Analysis Report

Ruling analysis report is used for documenting incidents that will/might grant additional penalties/cancel penalties for teams. Content:

- situation - describe the situation that requires ruling
- competition rules applied - list rules that can be used as basis for ruling
- umpire analysis - your analysis about the situation, effects of rulings, etc
- umpire recommendation - what do you recommend that ruling should be and why

Chief Umpires decision is documented to same report and report is passed to scoring centre.

c. Conclusion Analysis Report

Conclusion analysis report is a report about incidents reported to Umpire OPS or messages received that require either action from Chief Umpire or should be informed to teams (in team leader briefings and meetings). Content:

- location of the incident reported to Umpires
- time of the incident
- observation – description of the incident
- solution – what has been done so far, who has been informed, is the case waiting for something, who is handling the case

d. CP Reports

CP reports are the task results from CP. These reports vary depending on the task, CP and year and are always done using the forms provided by the Competition HQ.

In addition to result reporting, umpires must always mark on the form:

- a. if there was something that was clearly causing unequal conditions
- b. if there was a change in conditions
- c. if some one made mistake
- d. if there was differences in teams, organisers, umpires, etc performance or behaviour

Umpire must report: what was the case, did some one take any action and if yes what action was taken, which teams were affected, how the changed condition effected on fairness.

e. CA Umpire Operations Reporting form

1) Incident Report

Incident report is used to give background information for how to evaluate the monitored incident or to give penalties to some one involved in the incident.

Content:

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- i. Umpire team, Team Members – which umpire units were involved, which umpire team members were involved (and how)
- ii. Reporting Date, Time and Location (in UTM) of the incident reporting (if different from the location of the incident)
- iii. Which CA-unit was involved and how many persons. If the number of persons involved changes during the incident, document and log the changes.
- iv. Which competing team was involved and which team members (they all have individual numbers). If the number of persons involved changes during the incident, document and log the changes.
- v. Date, Time and Location of the incident
- vi. What was the incident (Facts, Analysis, Recommendation)

2) Operations Report

Operation report is a standard report about CA and competing team engagements and similar observations. Content:

- i. Date, Time of the engagement observed
- ii. Location(grid) of the engagement observed
- iii. Action/Incident – description of the engagement. Describe here if tickets were collected and your opinion whether team was or was not captured.
- iv. Team nro/members numbers – competing team and members involved
- v. CA – Unit involved
- vi. Sent to and Sent time – when was this information send forward to Umpire OPS Centre (to avoid duplicate reporting)