

CROC Meet director guidelines

An orienteering meet looks complicated, but with organization and some good volunteer help, it can be a lot of fun!

While not all meets will need everything described, this checklist may solve a few problems before they happen.

These guidelines apply to local meets with 11 to 1:00 starts.

The Meet Director and Course Setter may or may not be one and the same. The Meet Director is responsible for the organizational side: recruiting volunteers, gathering equipment, writing up and posting the results, and handling the post-meet deposit and paperwork. The Course Setter designs the courses and may arrange for the maps and control description sheets.

2-3 months before the meet:

Visit the park to become familiar with its terrain and facilities. Decide on a starting place and be sure that area is going to be available on the event date. *This may require contact with park officials even though a permit for the park has been obtained.* Be sure your permit and location is nailed down! The start area ideally should have ample parking and nearby restrooms.

Make a rough plan of courses.

Post a description of the proposed meet on the CROC website.

1-2 months before the meet:

Design the courses and have them **field-checked**. Incorporate the field vetter's feedback and update the map as needed.

Recruit volunteers. Ways to find them: requests on the club e-list, calling people you know, requesting a membership list from the secretary and looking for members who have indicated an interest in assisting with meets.

It is useful to make an informal spreadsheet for determining when and where volunteers are needed.

Volunteers checklist:

- Experienced people to hang controls (at least two people).
- E-punch coordinator if e-punch used (can be meet director).

- One or two people to set up the registration area before the meet.
- Shifts of two people to staff the registration table for two hours.
- Shifts of starters for 2 hours.
- Shifts of finishers for 3-4 hours.
- A greeter to steer participants and answer questions (about two hours starting at 10:30 or before). (Position not essential, but nice to have.)
- Shifts of beginner's clinic instruction for about 2 hours starting at 10:30.
- Post-meet control pick-up (with many volunteers this job can be done quickly).
- Volunteers as available for post-meet packing up.

1-2 weeks before the meet:

Flag control locations with ribbons. This is useful for volunteer course setters who have not visited the control points and makes setting faster and more accurate.

Assign control numbers (pin-punch or e-punch) so control descriptions can be printed.

Collect the Meet Kit and sort needed equipment.

Lay out bags and check that each has a punch, adequately long cords, and hanging clips. Field checking courses should include determining how many stakes the course setters will need to bring (as few as possible but use when needed).

If **e-punch** is used, work with the e-punch coordinator to determine which numbers go with which control units. Rods and OSHA caps may not be needed for all controls (another reason to walk the courses well before the meet).

Other equipment:

- Be sure to have two working clocks, plenty of pens, registration forms and meet sheets.
- Start and Finish banners.
- Road signs.
- Water jugs and cups, any other refreshments.
- Tables, chairs and a tarp tent if needed.

Print maps: How many maps? Ask prior meet directors (or look at results of prior meets on the CROC site). A slight overestimate of map amounts is better

than running out. Include a few blank maps for emergencies.

Print control description sheets. White and yellow should have written descriptions. Advanced courses use symbols. Orange may have both.

The Day of the Event

Bring park permits to the meet.

- Set out the course.
- Post directional road signs as needed.
- Set up registration area and put up start and finish banners.

Before registration begins:

- Review procedures with Registration and Start volunteers (if they haven't done it before).
- Give registration people the course maps and clue sheets. Give starters/finishers their appropriate forms. Tell them when they will be relieved.

Note that OUSA waiver must be signed by all non-OUSA members.

Timeline

10:30 AM Beginner clinics start

11:00 AM Registration opens.

12:30 AM: Beginner's clinics end so the instructors can run courses by 1:00.

1pm: End of starts.

IMPORTANT: Keep track of participants as they return until all are in.

3:00 PM: Courses close.

Pick up controls. (May be delayed if someone's still on the course.)

Clean all areas used for the meet. Pack up all equipment.

Shortly After the Event

The following are **Meet Director** tasks:

- Verify, tabulate, and **post results**. List second courses separately. People check the website for results, so this should be done soon after the meet.
- **Create a write-up** about the event (interesting facts, volunteers, etc.) and post it with the results on the CROC site.

- **Complete the registration and check-in form and prepare bank deposit.**
Stamp all checks with stamp found in cash box. Leave \$60 in cash box and deposit the remainder.
- **Make bank deposit** as soon as possible after the meet.
- **Send the completed registration**/check-in forms with the deposit slip and all the registration/waiver forms to the Secretary/Treasurer. Include an expense report for reimbursement. (Do not deduct expenses from meet proceeds). Do this no later than one week after the event.

A nice touch is sending a thank-you note to the park ranger and any other outside people who helped you with the event.

