

# **NEW ENGLAND ORIENTEERING CLUB**

## **EVENT DIRECTOR'S HANDBOOK**

Thank you for accepting the responsibility of running a NEOC event. The information in this handbook is designed to help you prepare for the event.

If you have any questions, please call the appropriate Club Officer or staff, as listed on the next page by title. Refer the NEOC Web Page for the current names, phone numbers and email addresses.

***THANKS FOR VOLUNTEERING TO DIRECT AN EVENT***

*Revised July 2001  
By Bob Dangel for the NEOC Web Site*

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**Available from the VP for Events:**

Map Information Sheet, with contacts for permitting, map data, etc.

String Course Info

Sample Control Descriptions (Control description Sheets)

IOF Symbols for Control Descriptions

**Available from the Membership Chair:**

List of NEOC members in the area near the map to contact as possible helpers

## INTRODUCTION AND SUMMARY

How much time does it take to direct a local event? Planning, course setting, hanging/retrieving controls, finding helpers, day-of-the-event management, equipment requisition/return, and final reporting should take 24 to 40 hours. The Event Director's total time commitment will depend on previous experience, map quality (relative to field conditions) and which courses are offered. The Event Director takes the responsibility to organize an event, but may delegate much of the work, particularly to helpers on the day of the event. The major tasks are:

### **Advance planning**

Select a map and date for the event, coordinate with the VP of Events, obtain a permit(s) from the land owner(s), and submit the date and directions to the NEOC Times editor at least two (preferable four or more) months in advance. The Club already has driving directions (posted on the Web) to most maps, although the Event Director must pick the appropriate set if the map has multiple access points and verify that the directions and highway exit numbers are correct.

### **Courses**

Decide which courses to offer. All NEOC events should include White, Yellow and Orange courses, and at least one advanced course, either Green, Red, Score-O or Motala, depending on the map. If the map has enough area for a Red course, the Green and/or Brown courses can be added as a subset of the Red controls.

After selecting a location for the start/finish and tentative control points, plan to spend at least one full day in the woods verifying that the control feature and adjacent area are well mapped, distinct, and not overgrown. Two or more days may be required if you are not already familiar with the area. Older maps may need to be updated for new trails, logging, housing developments (out of bounds), etc. Get help setting courses at a higher level than you normally run, and always have a vetter check the courses, control descriptions (control description sheets) and master maps at least a week before the event to allow time for changes. You can design all of the courses and hang the controls yourself- this is good exercise and good training- or find a course setter to complete this task.

For White and Yellow courses affected by multiple map corrections, create a master map with the corrections and make color photocopies, perhaps with the courses already drawn. If the map is already in OCAD, contact the map chairman, who may be able to print an updated map for White and Yellow (at an enlarged scale, if the map is 1:15000).

NEOC has a Club-wide license for Clue, a handy Windows based software package for creating control descriptions sheets. Obtain a copy from any Club officer or recent event director.

### **Close to the Event Planning**

Recruit volunteers to help on the day of the event. Lists of attendees from recent events (see the NEOC Times and Web page results) are a good source of recruits, if you don't already know enough volunteers. For a local event with 100 to 150 runners, you will need eight helpers for registration, instruction, start, finish and control pick-up. Split the helpers into early and late shifts, so that they can run a course.

## INTRODUCTION AND SUMMARY

Get maps, copy control description sheets, make master maps, pick up and check the equipment about a week in advance (coordinate control numbers with the control description sheets), and buy water and food.

Hang controls not close to trails the day before the event- typically the Orange, Green and Red controls.

### **Day of the Event**

Hang the remaining controls (typically White and Yellow), set up registration, start and finish, help out as needed, and recruit volunteers to retrieve controls in the afternoon.

Place map corrections, White course and Yellow courses masters close to registration, and remind runners to copy before starting. The Event Director has the option to allow all Orange, Red and other advanced runners to copy before starting on the clock, too.

Check that everyone is out of the woods. Return the equipment right after the event, except if it is wet. Wet equipment must be dried before it is returned to storage. Try to complete the financial reporting and send the results to the NEOC Times editor and Webmaster by email on the night of the event- it's nice to be finished in one day. Otherwise, please complete these tasks as soon as possible, but not later than a week after the event.

Thanks for all your hard work.

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### **FEES FOR LOCAL EVENTS (NOT "A" MEETS)**

	Per Set Up ( <u>Map/Control Card/Control Description Sheet</u> )
<i>First Map &amp; Set Up</i>	<b>\$ 4</b> (member), <b>\$ 6</b> (non-member)
<i>Additional Maps</i>	<b>\$ 2</b> each (member), <b>\$ 3</b> each (non-member)
<i>Family* Maximum for multiple maps</i>	<b>\$ 12</b> member families, <b>\$ 18</b> for non-member families
<i>Second course on the same map</i>	No Charge
<i>Map Case</i>	No Charge
<i>Compass Rental</i>	<b>\$ 0.50</b> , plus deposit ( <b>\$10.00</b> or <b>keys</b> ) Record name of renter, what deposit was made, check off as returned.

\* Family rate for children under 16 and parents.

## KEY CONTACTS

**REFER TO THE CURRENT OFFICERS LIST ON THE WEB PAGE OR IN THE NEOC**

**TIMES FOR THE MOST CURRENT LIST OF KEY NEOC VOLUNTEERS**

<http://www.newenglandorienteing.org>  
(Formerly <http://www.tiac.net/users/cohen/neoc/>)

Financial reporting

Treasurer: See the financial reporting sheet at the end of this package

Contact the following, who can distribute last minute updates to directions, times, winter weather problems affecting events, etc.:

Web Master	Updates as needed
Telephone Recording	Update recorded message, normally once per week
Overall Coordinator	Sends weekly email with the schedule, and can also send a last minute announcement to the distribution list
CT	Paul Pearson (203) 745-7457
RI	Karl Stephens (401) 245-6005

Map Librarians

Eastern MA	Cam Murray*	(508) 877-8513
Western MA	Tony Maniscalco	(413) 786-8461
CT	Paul Pearson	(203) 745-7457
RI	Karl Stephens	(401) 245-6005

\*Call Cam to have him mail you 10 maps for course planning. Arrange to pick up the maps for the event (typically, 150 to 200 sheets) or in some cases, the maps can be mailed.

Equipment Manager                      Donn Springer                      (508) 785-1472

## KEY CONTACTS

### JOB DESCRIPTIONS FOR PEOPLE TO CONTACT

#### EVENT CONSULTANT (V.P. OF EVENTS)

Helps with any planning, organizing, course setting, vetting questions. If you become unable to continue your preparations as Event Director or the meet site becomes unusable, call the V.P. of Events AS SOON AS POSSIBLE. Every effort will be made to resolve problems and keep an event scheduled.

#### EVENT SCHEDULERS

Helps with problems related to the event site/scheduled date. Must ensure permission is granted for use of the event site, and that all details (**particularly directions** for publication in *NEOC Times*) are correct before the event is announced. As event director, please verify that the directions on the web page are up to date. The event schedulers are responsible for giving all this information to the *NEOC Times* Editor for inclusion in the schedule.

#### MAP LIBRARIAN

Keeps all maps or knows where they can be obtained. Make your own arrangements to get maps for the event well ahead of time.

#### MAPPING CHAIR

Maintains the maps on OCAD (computer drafted maps) and arranges for map printing. Forward map corrections to the mapping chair.

#### EVENT PUBLICITY PERSON

Handles routine publicity. Can provide ideas on additional things you can do locally.

#### EQUIPMENT MANAGER

Oversees all equipment, including controls and punches.

#### TREASURER

Send Financial Report/Event Expenses and proceeds from the event to the Treasurer.

## TASK LIST FOR ORGANIZING A LOCAL ORIENTEERING EVENT

### *TWO MONTHS OR MORE PRIOR TO EVENT*

1. Obtain permission to use orienteering/parking areas, and get written permit if possible
2. Send written notification where necessary (most state-owned properties require this). Contact the VP of Administration if a “Certificate of Insurance” is required.
3. If required by a permit or regulation, contact the local police to arrange for an officer (a paid “detail”) to be present for the event. This might be required if the event will use a public building not otherwise open or supervised by custodial staff. NEOC will pay for the detail, if the officer actually works the hours.
4. Ensure that details are correct for publication in *NEOC Times* (date, directions, etc.). Check the newsletter publication deadline to make sure your event will be listed well in advance. For example, January 15 is the deadline for the February/March issue of the *NEOC Times*. We are trying to schedule for a whole year in advance.
5. Obtain a few copies of the map for course planning.
6. Start publicity - local newspapers, radio, etc.
7. Begin lining up helpers. (Send copy of relevant sections of **Helpers' Task Description** to them if needed.)

### *BY ONE MONTH PRIOR TO MEET*

1. Set Registration **Start and Finish** - it is easier to have them close to each other, and to the parking area. Arrange the finish approach to allow the timer to see approaching runners.
2. Prepare courses, **mark control locations** with streamers. If you need help, call the Event Consultant to obtain a course consultant. Obtain a vetter.
3. Think about **water stops**, put them close to the road to minimize long hauls. There should be one water stop for each 3 km, and at the Finish. Consider having water on White/Yellow courses - often people are on those courses a long time.
4. Consider having separate registration/instruction table for novices, if the event is likely to attract a number of beginners.
5. Obtain **maps (typically, 100 to 200 copies) for the event and identify map corrections** required for the courses. Note: Many of NEOC's maps are in OCAD (computer drafting format) and can easily be updated with accurate field notes. Copies can be also printed at different scales, for instance, the area for white and yellow can be printed at 1:10,000 or 1:7,500 instead of 1:15,000, and then photocopied. In some cases, photocopies are used for all course if the map is out-of-print (no off-set printed copies available). Check with the mapping chair for help on this subject.

## TASK LIST FOR ORGANIZING A LOCAL ORIENTEERING EVENT

### *ONE WEEK PRIOR TO EVENT*

1. Have the courses **vetted** by an experienced orienteer. This involves a review of the courses based on the master maps, a field check of the control locations, and a review of the control description sheets.
2. Obtain all necessary **equipment**. (see checklist)
3. Make up **Master Maps** and **Control Description Sheets**: Two master maps per course, plus one master with all the controls marked for picking up flags after the event. Control description sheets should have the accepted format (Refer to past event sheets, and/or contact the VP Events for suitable examples). Note: NEOC has a club-wide license for *Clue*, a simple Windows based program for preparing control description sheets.
4. Set out any control flags and water stops not near major trails or roads.
5. Start a master punch card for each course as you hang controls.

### *DAY OF THE EVENT*

1. Set out the remaining **controls**. Complete the master punch card. Bring **permit** with you.
2. Set out adequate **water stops**.
3. Set up **direction signs** along approach roads, and to Start.
4. Show last minute changes on **control description sheets** and **master maps**.
5. Set up area for notices, map corrections, menu and such.
6. If you have not made a complete master punch card, at Finish compare the first few control cards received off a course - majority rules!
7. **Brief workers** on their duties; give them necessary equipment. You may need help early on to set up.
8. **Post results** in a place where people can gather and talk. The registration area or near the parking area are the best choices.
9. Verify that all **rental compasses** have been returned. Once Registration is closed, the box and record sheet should go to FINISH.
10. For **safety**, we must be sure that everyone is out of the woods. At FINISH: if there are still a few control card stubs left (indicating stragglers still out on courses), **first** check through the control cards already turned in to make sure they were not missed in a flurry of finishers.

## TASK LIST FOR ORGANIZING A LOCAL ORIENTEERING EVENT

**Next**, check to see if someone is waiting for the person to finish, or if the person has been seen on the course. (Please see additional notes on SAFETY.)

11. Ask for help **picking up controls** before everyone leaves.
12. Stay at the meet site until you are sure that all **orienteers and control collectors** are back.

### *WHEN EVERYONE IS IN OFF THE COURSES*

1. Gather up all materials, and leave the area clean.
2. Call the **results** in to the Boston Globe Scoreboard (Sportsdesk phone 617-929-3235) on the day of the meet. Give: **name and location** of event; **top 3 finishers** for each course, e.g. Red Course, 5.6km, 1st Fred Smith, Newton, 65:12 minutes, 2nd.... Better, send the Globe a FAX 671-929-2872 with the information. As of mid-2001, the Globe does not like email submittals because of formatting problems.

### *AFTER THE EVENT*

1. Submit financial report the Treasurer (see enclosed form).
2. Return all equipment, controls and punches to Equipment Manager or Equipment Storage Facility, or pass the materials to next Event Director. Dry the equipment completely before returning it to storage!!
3. Send typed list of results to Editor of *NEOC Times* and the *NEOC Web Master*. Results must be submitted within a week. (See also Newsletter Information.) Simple spread sheet format, or tab separated columns are best. Please enter finish times as minutes:seconds rather than hours:minutes:seconds. [Note: Spreadsheets default format time setting is hours:minutes, not minutes:seconds. If you use a spreadsheet, format the cells with the times as "text". Tab separation in word processing programs is also simple to manipulate into the *Times* and *Web* formats.] Example:  

<u>Orange</u>		
Fast Orienteer	NEOC	109:32
4. Return unused maps to the Map Librarian. Send map corrections to the Mapping Chairman.
5. Send **waiver sheets** to Joanne Sankus, 9 Cannon Road, Woburn, MA 01801. Copies of your master maps can be of help to future Event Directors using the same site. Send copies of master maps to V.P. of Events.
6. Give yourself a **PAT ON THE BACK - THANK YOU**.

## COURSE GUIDELINES

The nominal course lengths for Orange through Blue are based on open woods. Some NEOC maps require shorter courses to account for slow running through undergrowth. If courses are too long and physically demanding, you will have to wait a long time for the last participant to return, and generate a crowd of unhappy DNFs!!

Place **water stops** and cups for every 3 km for Orange through Blue courses, as well as START AND FINISH. Place water stops at controls close to roads or easy to access from a major trail by bicycle- water is heavy. Provide approximately one gallon for every 20 runners expected to punch at each water stop control- more water in hot weather or for courses with a lot of climb. Consider having water on White/Yellow courses - often people are on those courses for a long time.

Vary the length of the legs between controls, and avoid dog legs- obvious routes that take a runner into and out of a control on the same line. If two courses have similar routes, make one clockwise and the other counterclockwise.

Check the location of the streamer from at least two different directions, preferably three, for accuracy and suitability for the course difficulty (color). If you find that an area where you had planned to set a control needs map corrections, change the location. Write down the details for the control description, such as size of boulder, placement relative to other boulders in the area, side of boulder where control flag will be hung, etc. (e.g., Northeast boulder, 2 m, South side).

After you have designed and flagged your courses, make sure they are vetted by an experienced orienteer, usually someone who runs Red. The vetter will use the master maps and control descriptions you have prepared to check the control locations and the appropriateness of the courses. The vetter may have suggestions for changes to improve the courses. Please listen, even though you have already worked very hard on the courses.

If you change control locations, remove the old streamer and hang a new one with the course and sequence number (e.g., O4). Remember to change the master map and control description sheet.

Try to make sure all the technical aspects of your event are perfect. You will really appreciate all the time you've spent when competitors thank you. The basic guidelines for individual courses are as follows:

### **WHITE**

Make this course **EASY - NO ONE SHOULD FAIL**. The white course should teach the mechanics of orienteering. Beginners have a lot to figure out on their first course. The first control should be at the first point where they have to make a choice (e.g., at the first trail junction), even if the flag can be seen from START. Every control must be on a major linear feature, preferably a trail. The terrain should be passable to people with poor footgear (avoid mud and rough ground). This course should be **FUN** for young and old. CONTROL FLAGS should be obvious for at least 25 meters, away from brush and low enough for a child to check the number and punch.

**LENGTH:** 1.0 TO 2.0 kilometers. Winning time: 20-30 minutes.

## COURSE GUIDELINES

### ***YELLOW***

The yellow course is a confidence builder, introducing people gently to a little off-trail travel. Swamps, thick growth and steep hills should be avoided. Route choices should consist of simple alternatives, with all controls at major features (for example, tops of obvious hills or knolls, distinct corners of ponds, stone wall intersections). All legs should follow trails, walls or streams to an attack point within easy reach of the control. Stimulate with variety, not difficulty.

**CONTROL FLAGS** should be hung away from brush and low enough for a child to check the number and punch.

**LENGTH:** 2.0 to 3.0 kilometers. Winning time: 30-40 minutes.

### ***ORANGE***

This is a difficult course to design because a wide range of people will run it - from near beginners to old pros who are not fit. It should be easy to finish, but hard to do perfectly. Lots of route choice, especially between long and safe, versus short and difficult. Runners can practice red level navigation skills if daring, or yellow level if less adventurous.

**CONTROL FLAGS** need not be visible from a distance, but should be hung at least a foot above ground.

**LENGTH:** 3.0 to 4.5 kilometers, shorter with a lot of climb. Winning time: 50-60 minutes.

### ***GREEN (ALSO BROWN, A SHORTER VERSION OF GREEN)***

This is a short Red course. All competitors should be expert navigators, so legs should be of maximum difficulty, off-trails as much as possible. Green courses should not be a compromise between orange and red.

**CONTROL FLAGS** should be hung near the ground, but not on it.

**LENGTH:** 3.5 to 5 kilometers. Winning time: 50-60 minutes.

### ***RED***

This is where you can really have fun - the course should be technically hard, but fair. Make sure the map is accurate around control locations. Aim for multiple route choices: include hill climbs, long trail runs around, shorter route across the woods with navigational problems, etc. It is not always possible to set courses that are technically difficult, where the area has lots of trails/stonewalls. Sometimes short legs can keep runners off trails.

**CONTROL FLAGS** should be hung near the ground, but not on it. The runner should find the feature before seeing the control. For example, hang the control on the side of a boulder opposite the most likely direction of approach.

**LENGTH:** 5 to 7 kilometers, less with a lot of climb. Winning time: 60-70 minutes.

### ***BLUE***

This is longer than Red with difficult, but fair, control locations. Make the course only as difficult as the course setter and vetter can handle.

**CONTROL FLAGS** should be hung near the ground, but not on it.

**LENGTH:** 8 to 10 kilometers. Winning time: 80-90 minutes.

## **COURSE GUIDELINES**

### ***STRING***

String orienteering is designed to be easier than the usual courses for beginner and is typically set up for young children. Keep in mind both safety and interest. A normal orienteering course of 200-500 meters is set up, but with a continuous "string" (surveyor's tape is usually used) marking the route. The terrain must be very friendly: mowed fields, smooth dry trails, etc. Knee high bushes are often up to a toddler's head!

Miniature controls with a small bag of self-adhesive stickers are placed at each control point, so that participants can match them to an outline in the box beside their map (a "preprinted" course). A simplified map is usually used, and the route of the STRING and, of course, the controls, are marked on the map. It is best to draw one by hand, and copy (exclude contour lines), but the regular map can be enlarged several times on a copier. The map is not essential, however - better to have a String-O course without a map than no String-O course.

Participants follow the String through the entire course and should not get lost. An example of a String-O map is attached, along with a more detailed description and information on the Little Troll Program, which is very important to young children who come regularly.

### ***MOTALA***

The Motala consists of sequential completion of an Orange, Yellow and White course, usually in that order, with two map exchanges. Motalas are typically held on maps too small to set a long course, and give an advanced runner a work-out while beginners and intermediates complete their respective courses. It is customary to preprint the maps with the courses, to avoid the complexities of multiple copying stops.

CONTROL FLAGS should be hung appropriately for the individual courses.

LENGTH: 6 to 9.5 kilometers. Winning time: 60-80 minutes, less with lots of climb or dense vegetation.

### ***SCORE-O***

In Score-O, the course has no required sequence of controls. Each control punched is worth one or more points, typically with higher point value for remote controls. Runners are challenged to optimize their route and punch the maximum number of controls, or collect the most points, in a fixed time, for example 40 minutes for a short Score-O, 60 minutes for a long Score-O. Runners lose one or more points for each minute late on return.

### ***WESTERN MASSACHUSETTS RULES***

Western Massachusetts Rules are similar to Score. There is a minimum number of controls required to complete a short, medium or long course, and the participant decides which controls to punch, the order to punch, and total number to punch. Just remember to return before the event ends!

## COURSE GUIDELINES

### ***MASS START EVENTS***

The annual Blue Hills Traverse and BillyGoat runs are mass start events with a long (14 km, with lots of climb) blue level course. Preprinted maps are provided, and, unlike most events, following is allowed.

### ***CANOE AND STREET-O***

These events typically use modified versions of USGS maps. Short, medium and long courses are offered.

A few reminders for the final planning:

### ***THE WEEK BEFORE THE EVENT***

1. Draw up the final master maps and control description sheets, and have someone check both. See **Master Maps/Control Description**.
2. Plan the route you and any helper will follow to hang the controls.
3. Assemble the control flags, with the code tags already made out, and a punch (with teeth!), both tied on firmly. Punches may also be tied separately to the tree. Stock them in the order they are to be hung out in the woods. (For the three sets of controls stocked at Burlington Self-Storage, the control, code tag and the punch are pre-assembled.)
4. Make master punch cards for use by FINISH (or plan on comparing a few results).

### ***THE DAY OF THE EVENT***

1. Start early, and allow plenty of time for placing the controls. With proper preparation, there should be **NO MISTAKES** - any errors now will produce unhappy orienteers and of course a **DISSATISFIED EVENT DIRECTOR** (you will feel that all your hard work was wasted). Controls not in sight of roads or major trails may be hung the day before the event.
2. If you don't find the streamer you hung earlier, don't panic - sometimes deer like to sample them, and people occasionally remove them. Go slowly, make sure the control is placed exactly where you originally set it. If a helper hanging controls is unsure, check the placement. Remember, orienteers would rather wait 15 minutes, and run a course that is correctly set.

## NEWSLETTER, EMAIL AND WEB INFORMATION

Inform the Event Scheduler if the date, directions to the meet site, description of the courses available are **changed** from those set up. Please give as much notice as possible of changes, so that the *NEOC Times* can publish correct information.

If you become unable to continue your preparations as event Director, or the event site seems unusable, DO NOT call the Newsletter Editor and say the event is canceled. Call your scheduler and/or the V.P. of Events. They will try to resolve problems and keep an event scheduled.

NEOC also distributes a weekly email reminder of upcoming events. This email also provides a means to alert members and other subscribers to last minute changes.

You are responsible for sending a list of the **results** to the *NEOC Times* and the NEOC Web master. Please make an effort to compose the results within a week of the event.

Readers of the *NEOC Times* enjoy a short description of the event, if you have time to write one. Include information such as the weather, how many people, unusual happenings, courses, visitors from out of state. . . and don't forget to mention workers, with thanks.

Photos, particularly digital photos, are always welcome. Photos should tell a story and include a caption with the names to match the faces. Send them as email attachments to the Web master.

*NEOC Times* newsletter deadlines: The 15<sup>th</sup> of January, March, May, July, September & November.

Web updates- anytime, but allow a few days for the webmaster to check email and make the changes.

## **EQUIPMENT AND SUPPLIES**

### ***EASTERN MASSACHUSETTS***

The event equipment for eastern Mass is now located at the Burlington Self-Storage. From Route 95/128 Exit 33, take Route 3 South and travel 1/2 mile to Ray Street on the east side of Route 3. (Ray Street is south of a small mall and just north of the stoplight for Bedford Street.) Drive to the end of Ray Street and bear left just before the parking lot for the hockey rink.

At the gate to the storage facility there is a keypad. Enter **XXXX####**. (Unit number and password.) See directions on keypad for \* and #. The gate should then open. NEOC's storage room is near the northeast corner of the complex, on the first floor of Building A. From the gate, go to the end of the row, and take a left. Building A is straight ahead. Next to a sign for the second floor is an entrance for the first floor. The light switch is a timer on the left. NEOC's bin is around the corner to the right, first on the right.

The combo for the lock is **####**. Remember to set lock to 0000 (or something random) when done.

Notes:

- Call the VP of Events or the Equipment Manager to obtain the unit number and password. The numbers will not be posted on the web site.
- The gate control at Burlington Self-Storage is active from 7 AM to 7 PM for most customers. NEOC normally has access until 10 PM. You must leave before 10 PM because the egress gate will not open after that hour. Don't spend the night as a prisoner!

Remember to fill out the equipment sign-out/sign-in book at the storage. If any equipment is lost, stolen or damaged, please make a note of it on the sheet, and call the Equipment Manager right away.

Maps are kept by the Map Librarian.

### ***RHODE ISLAND, CONNECTICUT, AND WESTERN MASSACHUSETTS***

NEOC also maintains an inventory of equipment to service these areas. Contact Karl Stephens (RI), Paul Pearson (CT) and Tony Maniscalco (Western MA) for help. These folks also maintain the map inventory for those areas.

### ***SPECIAL EVENTS (A-MEETS, ETC.)***

This equipment is stored with Joanne Sankus and the Equipment Manager.

### ***TRANSFERS***

If you want to pick up equipment directly from the previous Event Director, please contact that person yourself to make arrangements.

## EQUIPMENT CHECKLIST

- ❑ MAPS AND CONTROL DESCRIPTIONS SHEETS
- ❑ CONTROL FLAGS (PUNCHES & CODE TAGS ATTACHED)
- ❑ CONTROL CARDS
- ❑ PLASTIC MAP CASES
- ❑ WAIVER FORMS
- ❑ TABLES AND CHAIRS
- ❑ TARPS, TENTS (FOR RAIN - WORKERS AND MASTER MAPS)
- ❑ MASTER MAP BOARDS WITH RED & PURPLE PENS ATTACHED
- ❑ RENTAL COMPASSES AND WORKSHEET
- ❑ WHISTLES (FOR RENT OR SALE)
- ❑ CASHBOX (WITH CHANGE OF AT LEAST \$20, IN \$1's AND QUARTERS)
- ❑ CLOCKS OR WATCHES (SYNCHRONIZED FOR START/FINISH)
- ❑ CLIPBOARDS/PENS/FORMS FOR START AND FINISH
- ❑ PENS AND STAPLERS, ALSO TAPE TO ATTACH CONTROL DESCRIPTION SHEETS
- ❑ RESULTS BOARDS OR STRING
- ❑ FIRST AID KIT - CLEARLY MARKED
- ❑ SIGNS: PARKING and NO PARKING
  - TO REGISTRATION and TO START
  - FINISH BANNER
  - MENU OF COURSES OFFERED
  - MAP CORRECTIONS and ANNOUNCEMENTS
- ❑ WATER and CUPS (8 OZS. PER STARTER, PLUS START/FINISH)
- ❑ MISCELLANEOUS: Hammer, nails, thumbtacks, paper, string, scissors, tape, markers, pens, Trash bags, Streamers, extra controls, punches
- ❑ STRING-O KIT: Streamer reel, controls, stickers to put at each control, plastic sandwich-size bags for stickers, Little Troll Cards, Little Troll Stickers
- ❑ SCHEDULES AND OTHER PROMOTIONAL LITERATURE

## MASTER MAPS AND CONTROL DESCRIPTION SHEETS

### MASTER MAPS

Circle Size: 7mm diameter circle, regardless of the map scale.

Pen color: Transparent purple if possible, otherwise transparent red. The 0.75 to 1 mm line width from an indelible felt tip is easier to see than a ballpoint pen line.

Information needed on the **master map**:

1. Course (e.g., White, Yellow. . . Short, Medium. . . Score).
2. Circles centered exactly on feature specified.
3. Controls numbered in order.
4. Straight lines connecting control circles (draw line between the two control features); break the line or circle to avoid hiding important features.
5. A copy of the Control Description for the Course, with the information listed below.

### CONTROL DESCRIPTIONS

**White and Yellow** Provide written English control descriptions.

**Orange** Provide a choice of written English description and IOF symbols.

**Brown, Green, Red, Blue** Provide IOF symbols only. (Also, symbols only for advanced Score-O)

Give plenty of specific details in the control descriptions, e.g. 'dot' knolls or 'open' knolls, 'top of', 'end of', 'northern one', etc. NEOC has a Club license for Clue, a handy Windows based software package for creating control description sheets. Obtain a copy from any Club officer or recent event director.

See the attached sample control descriptions, but the following information needs to be included:

1. Name of map
2. Date
3. Course designation
4. Length in km, measured in straight line between controls.
5. Climb in meters
6. IOF or English descriptions in correct order
7. Any special instructions, e.g. water stop, or streamer-marked route to FINISH.
8. Safety bearing
9. INSTRUCTION TO RETURN BEFORE A SPECIFIED TIME- example:

PLEASE RETURN PUNCH CARD TO FINISH BY 3:00PM\*  
even if you do not complete the course.

*\*(2:00 PM in late fall and winter)*

## HELPERS ON EVENT DAY

An Event Director does not have to do all of the work. Well ahead of the event, line up some dependable helpers starting with family and friends. The NEOC Membership Chair can provide a list of members who live in the vicinity of the event. You will need at least 6 to 8 helpers on the day of the event to help with registration, starts, finish and clean-up.

**Workers run a course free of charge!** Have enough helpers so that they can switch off and get a chance to run a course. The following is a description of the areas where you will need helpers.

### **REGISTRATION**     2+ workers, 2 tables

1. Orienteers sign waiver form, giving name, address, phone number and **car registration number**. If the car is gone at the end of the event, the person is no longer in the woods even if we do not have the control card. Insist that names and other information in **printed legibly**, it's a lot easier to track down a missing person at the end of the event if we can read the name (matched against the control card stub), phone number and car registration.
2. See Page 3 of this Handbook for the fee structure.
3. When Registration hands out a set up, ask people to fill out both sides of control card. There should be a separate table with pens and staplers available. **Note:** Anyone wishing to do an **untimed course** should mark their control card **UT** in the Finish time box, but **must still get start time and check in at Finish**.
4. Have an area near Registration/Instruction for the map correction and also **White and Yellow Master Maps** - people doing those courses should copy from the master map first (beginners can have their copying checked by the Instructor) and **then** go the Start to get a time.
5. When Registration closes, give box/list to Finish.

### **INSTRUCTION**     1+ worker (usually for first hour only)

This Event Director's package includes a recommended method for instruction. Instruction is not easy, so some thought is needed in selecting a suitable instructor. You might want to ask one or two experienced orienteers to take beginners on a map walk, or to the first couple of controls on a course, doing appropriate instruction along the way. This is an excellent introduction to the sport.

You might also appoint some old timers to make contact with beginners, just to talk about orienteering, the course they have just done, seek questions, explain some of the mysteries, etc.

### **START AREA**     1 or 2 workers

Only one person at a time is needed, unless there are a lot of entries, in which case there can be one person starting White and Yellow participants (who have already copied their courses at Registration) and a second person starting the others.

1. Make sure there is a working pen at each Master Map.
2. Insist that the names on both halves of the control card be legible. For groups, ask if the

## HELPERS ON EVENT DAY

control card name matches the name used at registration. Nick names and group names (Troop 44) often cannot be matched with registration forms. This can create extra work to track down a “missing person” if a control card stub is unmatched at the end of the event.

3. On Start List, enter person's name under course in the correct start time line; mark the time on both sections of control card, and tear off the stub. Runners on the same course should start 2 or more minutes apart.
4. Call names 1 minute before start time, then announce 10 seconds, finally "GO".
5. Ensure that the stubs get to the person at Finish.

### **FINISH AREA** (1, 2 or 3 workers, depending on attendance)

1. On pad of paper, write down finish time for each finisher (Note: elapsed time from when Start opened, e.g. 11.35:42 would be '95:42', assuming the “0” time was 10:00:00).
2. Collect control cards from finishers, keeping them in order. Write finish time on control card.
3. Calculate time on course (in minutes elapsed), and check punches against master for the course (if no master, compare first few finishers' control cards, majority rules!). A wrong punch is a **DSQ**, missing punch(es) is **DNF**. Please do not disqualify a beginner on White or Yellow!
4. Match control card with stub, enter time on course, the stub is now ready for posting. Note: If someone wants to do a course untimed, they must still hand in their control card, but their finish time box should be marked **UT**.
5. After Registration closes, you will have the compass rental box and should collect compasses, return whatever was left as a deposit, and check off the list.
6. Near the end of the event, you will have a stubs indicating people still out on a course. **First** check the control cards again, to make sure a 'match' was not missed in a flurry of finishers, as often happens. **Next**, check around to see if someone is waiting for the person to finish, or if the person has been seen on the course. (Please see additional notes on SAFETY.)

### **RESULTS**                    1 worker

Results are usually posted on string between a couple of handy trees - either near the registration area, or near parking. Sometimes it is convenient to post them near Finish.

### **RUNNER**

A runner is needed to carry stubs from Start to Finish if they are not close to each other. A runner may also be needed to take Results stubs from Finish to be posted at Results (most often you can ask an orienteer to carry them back, after they have caught their breath!).

## **PUBLICITY**

The Publicity person handles routine publicity for NEOC, which usually includes a listing of upcoming meets in the Boston Globe on Saturdays, and other publications as appropriate.

For extra publicity, you can call on either of the contacts below for ideas or information to be included when you contact local newspapers, radio and TV, running clubs/stores, outdoor organizations/stores, recreation centers, universities and schools. If you have local contacts, please be sure that you give sufficient notice of your event, as well as all pertinent details. Newspapers prefer releases to be typed in double-space, for instance, and should receive information at least one month in advance of the event.

You can call the results into the Boston Globe by Sunday, late afternoon (See page 9 of the Handbook for the instructions.)

## **ACCOUNTING**

Included in this package is a simple accounting form for you to complete and return to the Treasurer after the event.

NEOC will reimburse you for out-of-pocket expenses, so be sure to save receipts. Check with the Treasurer before buying any "big ticket" items.

## ORIENTEERING EVENT SAFETY PROCEDURES

Orienteering is a safe sport. Despite the apparent dangers in unequipped solitary running over rough terrain, injuries are rare and usually minor: sprains, scrapes, scratched corneas, minor heat exhaustion, mild hypothermia. However, we must not let this make us complacent since the chance of serious injury is always present - for example:

- Heart attack in the deep woods, where rapid evacuation is impossible.
- A broken leg (or other disabling injury) in cold, rainy weather. Hypothermia will be rapid and severe.

The event organizers cannot eliminate all risks, for they are inherent in the sport. Ultimately, the competitor is responsible for himself/herself, and accepts the risk knowingly. Still, event organizers must do whatever they can to minimize the dangers and cope adequately with problems when they do arise.

The following safety procedures are recommended - the guiding principle is to do as much as possible without submitting Event Directors, workers or competitors to unnecessary inconvenience.

1. Encourage everyone to carry whistles - they are much louder and more durable than lungs.
2. Maintain a first aid kit. The responsibility for using it resides with the person who is injured - event organizers are not allowed to practice medicine. In addition, have a gallon of water in reserve for medical emergencies, such as wounds or dehydration.
3. Know where to get medical help. Have available key information such as location of nearest telephone, police, and directions to the nearest hospital.
4. On the control description sheet, emphasize safety details and demand that everyone report to Finish whether they complete the course or not.
5. In the cold months of November through March, when the sun sets early, close registration at noon, instead of 1 PM.
6. Late in the event, don't let everyone go home when there are still people out in the woods, in case you need a search party. An Event Director needs a minimum of four experienced orienteers, to make up two teams of two to comb the woods, plus one to stay behind. Ideally, at least one of these people should be trained in First Aid, Cardio-pulmonary Resuscitation, etc.
7. Keep careful track of the scorecard stubs, so you know who's still out in the woods. Near the end of the event, if you have some stubs left indicating people still out in the woods, take these common sense steps:
  - a) Is someone hanging around who looks like they are waiting for someone? Ask if they know the missing person.

## **ORIENTEERING EVENT SAFETY PROCEDURES**

- b) Check the start time on the stub - if it was a late one, perhaps the person is less overdue than you think. Some people are both slow and stubborn (over five hours on a yellow course is not unheard of).
- c) Sort carefully through all the scorecards that have been turned in, to see if one matches the stub. Sometimes in a flood of finishers, it is easy for a finish worker to let a scorecard slip by without being matched to its stub.
- d) See if the stub belongs to someone competing in a group. Occasionally a group will turn in two stubs at the start, but only one scorecard at the finish.
- e) Try to determine if the person has gone home without reporting in. Get the car license plate number from the waiver sheets. Check to see if that car is still in the parking lot. If not, you can infer that the person is no longer out in the woods. As soon as you can, confirm by telephone that the person is safe (and alert them to the need to turn in their scorecard to finish).
- f) If looking for the car is inconclusive (crowded parking area), try to telephone the number in the waiver sheets anyway - maybe the person has sneaked home.
- g) Repeat steps a) to f). Hope, don't panic; the odds are 100 to 1 against calamity.
- h) Search: Go as teams of one (with a cell phone or two way radio) or two (if no radio communications are available), starting with the area around the last legs of the missing person's course. Yell for the person by name. Agree beforehand upon a search route or area for each search party, and ending time when all parties will report back; this should be well before dark, if possible. Be sure that someone remains at the finish/parking lot area, in case the missing person comes in on his own.
- i) If searching fail, reconsider steps a) to f), then notify the authorities, namely local police, forest rangers, etc. Explain to them patiently that someone is unaccounted for and may be in trouble, that you have searched once and not found the person. Be precise, and don't exaggerate. Prepare for a long night. Alert NEOC Officers so that search parties of experienced orienteers can be organized.

Jim Scholten - June 1984

Revised September 1988 and July 2001

## SUGGESTIONS TO ORIENTEERING INSTRUCTORS AT EVENTS

Instructing is an art, irreducible to prescription. Here are some generalizations and principles that seem reasonable to a few of us who have instructed.

Beginners need many kinds of help:

- Moral support and friendly encouragement. This is the most important thing of all, since orienteering is a learn-by-doing activity. It is also a sport whose strange aspects (e.g. 0-suits, IOF symbols) can be intimidating.
- A definition of orienteering. Some beginners have wrong ideas about what the sport is; for instance, they think it is a treasure hunt or a compass and pace exercise.
- Administrative information. What happens at registration? At the start? At the finish? What are master maps? What are the different courses for? What about results and trophies? There's a load of detail that the newcomer has to cope with, all of which has little to do with orienteering proper.
- How to understand the map. Of course, this is crucial. You should emphasize the basic points:
  - Tell your pupils to read and LEARN the map legend.
  - Give a sense of map scale. Tell them that the 100 meter bar is a football field, that three 500 meter bars make a mile.
  - Point out houses and driveways on the map.
  - Practice map reading for the features around the registration area.
  - Ask them to pick out features that are visible nearby.
- How to use the compass. This is not very important, as long as people know that the red end of the needle points north. Teach the basic orient-the-map-to-the-real-world technique, and don't forget to say that the map lines point to MAGNETIC north, not true north. Try to avoid teaching the Silva 3-step technique to set the compass, unless people demand it (they often do).
- How to navigate. Of course, you won't try to teach any advanced techniques, unless asked. It is often a good idea to work through an example of a typical White leg, demonstrating what the orienteers will see as they travel and what decisions they have to make.
- Safety. Remind people to turn in their scorecard at the finish, even if they don't complete the course. Explain the reason for this: that otherwise we'll have to search for them.

Although you should teach ALL the above stuff, you won't have time. Moreover, if you did have time, you would completely overwhelm and confuse your pupils. So what you have got to do is select the 25% of it that the pupil needs most, and stop there! Always provide the moral support and friendly encouragement; what else to give depends entirely on the individual personality and experience of the pupil. For example:

An experienced hiker can manage map and compass OK. So he needs to be told the

## SUGGESTIONS TO ORIENTEERING INSTRUCTORS AT EVENTS

administrative information, plus the tricky fact that the map has MAGNETIC north.

A non-woodsman with orienteering friends may know all about how an event works, but never have seen a topographic map.

### OTHER IDEAS:

- When you arrive at the event, ask the Event Director about the difficulty and nature of the day's courses. Then you will be able to give informed advice to those who do not know which course they should run. You'll also know which orienteering techniques to emphasize in your teaching. Look at a White master map yourself. If the White course is not as easy as it should be, be sure to tell that to the beginners; maybe then they won't be so discouraged when they get lost.
- Some people do not know that instruction is available, so be conspicuous. You can also solicit likely looking victims, although nothing attracts pupils as much as the sight of others being instructed.
- If business is heavy, stay available until noon, at least. Beginners may not know that instruction normally ends at 11:00 A.M.
- Sometimes an athletic beginner will enter Orange or Red, because the course lengths seem short. Try to discourage this by emphasizing the difficulties of navigation, and by telling him that he can run a second course if there is time.
- While teaching, pay close attention to your pupils' reaction to your words, so that you don't leave them behind. Ask questions to make sure that you have not confused them, because people will pretend to understand, when they really do not. You will find that some beginners can learn a hundred times faster than others. Be patient and flexible.
- Orienteering is NOT really much like an automobile rally. Rallies use neither map nor compass, and the competitors have no idea where the controls are located. Rallies do have written route instructions and designated speeds.
- If, later in the day, you see one of your pupils, ask how they did, and be encouraging. You might explain in simple terms how you ran your course, especially any big blunders. Do vent about the "terrible" mistake you made that cost all of 20 seconds.
- Enjoy yourself, if possible!

