

# **NEW ENGLAND ORIENTEERING CLUB**

## **EVENT DIRECTOR'S HANDBOOK**

Thank you for taking on 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 e-mail the appropriate Club Officer or staff. Refer to the NEOC website ([www.neoc.org](http://www.neoc.org)) or your most recent newsletter for the current names and contact information.

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

*Revised October 2004  
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## TABLE OF CONTENTS

### Contents

### Contents

<a href="#">Contents.....</a>	<a href="#">2</a>
<a href="#">Contents.....</a>	<a href="#">2</a>
<a href="#">Introduction and Summary.....</a>	<a href="#">2</a>
<a href="#">Important Contacts.....</a>	<a href="#">3</a>
<a href="#">Timeline.....</a>	<a href="#">4</a>
<a href="#">Course Setting Guidelines.....</a>	<a href="#">7</a>
<a href="#">Equipment and Supplies.....</a>	<a href="#">10</a>
<a href="#">Equipment Checklist.....</a>	<a href="#">11</a>
<a href="#">Master Maps and Control Description Sheets.....</a>	<a href="#">12</a>
<a href="#">Publicity.....</a>	<a href="#">15</a>
<a href="#">Lost and Found Items.....</a>	<a href="#">15</a>
<a href="#">Accounting.....</a>	<a href="#">15</a>
<a href="#">Safety Procedures.....</a>	<a href="#">16</a>
<a href="#">Orienteering Instruction.....</a>	<a href="#">18</a>
<a href="#">Appendix: Fees for Local Events as of Spring, 2011.....</a>	<a href="#">21</a>
<a href="#">_____ 22</a>	
<a href="#">NEOC FINANCIAL REPORTING FORM.....</a>	<a href="#">22</a>

### 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 and the size of the event, as well as the amount of work delegated to others. 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.

NEOC is now using e-punching at most of its events. There are two companion documents on how to run a meet with electronic punching, and how to sync the controls.

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. Check with the Mapping Chair for help on this subject.

While it is fine to ask competitors to copy the courses from Master Maps onto blank maps, many of our events now use maps with pre-printed courses. The courses can be designed either in OCAD or using the free Windows software "Purple Pen", downloadable from the NEOC website.

NEOC has a Club-wide license for Clue, a handy Windows based software package for creating

clue sheets. The CLUE program may be downloaded from a link on the NEOC website. Alternatively, if the courses were designed in OCAD, then clue sheets can be printed out from OCAD.

## **Important Contacts**

Please see up-to-date contact information on the NEOC website, under the “About NEOC” menu; look for “Committees” and “Board of Directors”

### **VP EVENTS**

Can help with any planning, organizing, map, 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.

Can help 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.

Keeps all maps or knows where they can be obtained. Meet Director should make arrangements to get maps for the event well ahead of time.

### **VETTING COORDINATOR**

Provides names and contact information for course setters and vettors.

### **MAPPING CHAIR**

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

### **VP PUBLICITY**

Handles routine publicity. Can provide ideas on additional things you can do locally. Updates the NEOC telephone hotline. Sends weekly email to members.

### **EQUIPMENT MANAGER**

Oversees all equipment, including controls and punches.

### **TREASURER**

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

### **PRESIDENT**

Provides permission to make photocopies of maps if required by copy center.

### **WEB MASTER**

Maintains the NEOC website.

### **COURSE LIBRARIAN**

Stores master maps used in previous events.

- |                             |   |
|-----------------------------|---|
| <b>MEMBERSHIP SECRETARY</b> | Provides contact information for club members.              |
| <b>E-PUNCH COORDINATOR</b>  | Provides electronic punch equipment, expertise and training |

## **Timeline**

### **DCR permitting time window**

DCR accepts applications for Special Use Permits only between November 1 and May 1. Plan ahead! Many of our best maps are on land managed by DCR.

### **At least one season prior to the event**

1. Coordinate with the VP of Events (or designee) to select the location and event date.
2. Obtain written permission from landowner or manager for use of orienteering and parking areas. This will usually require a certificate of insurance, which we obtain from OUSA (USOF); VP of Administration can help with this.
3. List the event on the NEOC schedule (website and NEOC Times newsletter). Include specific directions for location of parking and start.

### **At least two months prior to the event**

1. If required by permit or regulation, contact the local police to arrange for an officer (a paid "detail") to be present for the event. (This is usually not required.)
2. Check that information on website is correct.
3. Identify course setter and vetter. Course setter should obtain the map for course planning; download Purple Pen from the NEOC website, for drawing the courses on the map.
4. Start publicity: local newspapers, radio, email lists, websites, parent organizations, scouts, etc.
5. Get list of potential helpers from Membership Chair and recent results. Begin lining up helpers. Split workers' shifts so that they can run a course.

### **At least one month prior to event**

1. Set Registration, Start and Finish locations.
2. Design courses and water stops.
3. Mark control location with streamers.
4. Finish recruiting volunteers to help with registration, instruction, start, finish and control pick-up.
5. Local publicity.

### **At least two weeks prior to event**

1. Course vetting, including field checking, reviewing clue sheets and maps.
2. Final changes to maps and courses

### **At least one week prior to event**

1. Obtain equipment
  - a. Equipment is stored in a storage locker; VP of Events can provide directions and the code. Check equipment boxes for stocking (waivers, map bags, etc.); inform Equipment Manager of any needs.
  - b. Get electronic punching equipment from E-Punch Coordinator

2. Synchronize electronic controls (see separate instruction packet on electronic punching system)
3. Print maps. Some commercial copy centers may require a letter giving permission to copy the maps because they are copyrighted by NEOC. The President can provide this.
4. Print Master Maps (2 per course plus 2 with all controls marked for picking up flags after the event) and Clue Sheets (e.g., using the program Clue that can be downloaded from the NEOC website).
5. Buy refreshments

### **Day or two prior to the event**

1. Hang controls not visible from trails. Set out water stops at controls not visible from trails.
2. E-mail a copy of your courses (e.g., Purple Pen file, OCAD file and Clue file) to [resultscoordinator@newenglandorienteering.org](mailto:resultscoordinator@newenglandorienteering.org)

### **Day of the event**

1. Arrive early.
2. Pick up trash around the Registration and Start/Finish. This reflects well on the club and makes the meet more pleasant for participants.
3. Set out the remaining controls.
4. Set up the String-O course.
5. Set out remaining water stops.
6. Bring permit with you.
7. Set up direction signs along approach roads; write down locations to aid in pickup. Put up signs to start.
8. Set up registration, start and finish areas, and refreshments area
9. Brief workers on their duties; give them necessary equipment. Make sure you have extra workers early on for set-up and the first rush.
10. Show last minute changes on clue sheets and master maps
11. Set up area for menu, notices, map corrections
12. Set up results string in a place where people can gather and talk.

### **During the event**

1. Be available to answer questions as they arise
2. Oversee volunteers
3. Check periodically for overdue orienteers
4. For safety, make sure everyone is out of the woods. In the case of competitors apparently still out in the woods:
  - a. Check through control cards and e-punching to make sure competitor was not missed
  - b. Check to see if someone is waiting for a person to finish
  - c. Ask if the person has been seen on the course
  - d. See additional notes on SAFETY

### **After close of registration**

1. Verify that all loaner compasses and e-sticks have been returned and deposits (like keys) have been returned.
2. Move compass rental box and E-stick rental cases to FINISH
3. Ask for help in picking up controls

### **After everyone is off the courses**

1. Pick up controls
2. Stay at the meet site until you are sure that all orienteers and control collectors are back.
3. Gather up all materials
4. Leave the area cleaner than you found it.
5. Remove all signs.
6. Relax!

### **After the event**

1. Return all equipment other than e-punch to the Equipment Storage Locker by Tuesday, or pass them on to the next Event Director
  - a. Dry all equipment thoroughly before returning to storage.
  - b. Restock boxes as necessary.
  - c. Advise Equipment Manager of items needing attention.
2. Return all electronic equipment to E-Punch Coordinator
3. Submit financial report to the Treasurer
4. Submit event write-up including results to [resultscoordinator@newenglandorienteering.org](mailto:resultscoordinator@newenglandorienteering.org).
  - a. Results must be submitted within a week.
  - b. Simple spread sheet format, or tab separated columns are best. Please enter finish times as minutes:seconds rather than hours:minutes:seconds. Example: "109:32". For E-punch results, send the .csv file of splits and the .html file of results to [resultscoordinator@newenglandorienteering.org](mailto:resultscoordinator@newenglandorienteering.org).
  - c. Write-up should include a short description of the event. 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.
  - d. Photos, particularly digital photos, are always welcome. Photos should tell a story and include a caption. Close-ups are best.
5. Mail waivers to Joanne Sankus, 9 Cannon Road, Woburn MA 01801
6. Mail membership applications to Membership Secretary
7. Mail one master map of each course to the Course Librarian for use by future course setters
8. Send map corrections to Mapping Chair.
9. Give yourself a pat on the back! Thank you!

## Course Setting Guidelines

Please read the [OUSA course setting guidelines for local meets](http://orienteerin-gusa.org) available at <http://orienteerin-gusa.org>. We summarize these here, but request that course setters be thoroughly familiar with the guidelines.

Some NEOC maps require shorter courses to account for slow running through undergrowth or steep climb. If the weather is likely to be hot, adjust course difficulty downward. 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 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: water is heavy. Provide about one gallon for every 20 runners expected to punch at each water stop control, and 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.

### USOF recommendations for course setting at local events

Course	Distance	Difficulty	# Controls	Winning Time (min)
White (beginner)	2-3 km	Easy	4-12	25-30
Yellow (advanced beginner)	3-5 km	Easy to medium	5-12	35-40
Orange (intermediate)	4-7 km	Medium	8-12	50-55
Brown (advanced short)	3-5 km	Hard	8-12	45-50
Green (advanced short)	4-7 km	Hard	8-12	50-55
Red (advanced)	6-10 km	Hard	8-15	60-65
Blue (advanced long)	8-14 km	Hard	10-18	75-80

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, consider making one clockwise and the other counterclockwise.

Check the location of the streamer from different directions 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, make the map corrections or change the location.

After you have designed and flagged your courses, make sure they are vetted by an experienced course setter. 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 consider the vetter's advice, 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 have clean courses to run on.

For white, yellow and orange, err on the side of being too easy. **Please read the OUSA guidelines for course setting.** Because the beginning and intermediate course design is so important to the safety and enjoyment of participants, we add our own additional advice here.

**WHITE: Novice – mostly or entirely on the trails**

Make this course **EASY - NO ONE SHOULD FAIL**. 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); OUSA recommends that the flag be visible from the START. Every control must be at decision points. This course should be **FUN** for young and old. It should be easy – if a participant tells you the course was too easy, you have achieved your goal. Just smile and suggest that they now try a harder course.

**YELLOW: Advanced Beginner – controls visible from trails**

Route choices should consist of simple alternatives, with controls at major features (for example, tops of obvious hills or knolls, distinct corners of ponds, stone wall junctions). Legs should follow trails, walls or streams.

**ORANGE: Intermediate – controls near linear features or on major features**

This is a challenging 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 insecure.

NEOC meets sometimes include non-standard courses. These are optional, but we strongly encourage Meet Directors to include a String course.

**STRING**

Event Directors are urged to include a String course in their course setting plans. Special “String-O boxes” are in the equipment locker. While it is great if such a course can be set up in advance, these courses are also easily set by a helper on the day of the event.

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" 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 map with no map, than not to have one at all.

Participants follow the String through the entire course and should not get lost. Note that if you **DO** draw a map, copies of the map, along with the name of the location, can be sent

to the Course Archiver for future use.

### **MOTALA**

The Motala (named for a town in Sweden) consists of sequential completion of an Orange, Yellow and White courses, 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 workout 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-O, except that there is no time limit penalty. 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!

### **MASS START EVENTS**

The annual Blue Hills Traverse and BillyGoat runs are mass start events with a single 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.

### **NIGHT-O**

Similar to regular orienteering, but at night, so courses are generally shorter. Special controls (stored in Burlington) are reflective, so headlamps are essential.

### **CAPTURE THE FLAG**

Two territories are defined on the map. Each territory has locations marked for several flags and one jail. Two teams are formed; the teams try to retrieve the flags from enemy territory. If you are tagged in enemy territory, go to jail until tagged by one of your teammates; you then get a free walk back to your territory. If you were carrying the flag when you were tagged, you have to return it to its starting location. The team that gets all the flags and then gathers all team members at the neutral Start location wins.

## **Equipment and Supplies**

### **EASTERN MASSACHUSETTS**

The event equipment for eastern MA is located at the Burlington Self-Storage. From Route 95/128 Exit 33, take Route 3 South for 1/2 mile to Ray Avenue on the east side of Route 3. (Ray Avenue is south of a small mall and just north of the stoplight for Bedford Steet.) Drive to the end of Ray Avenue 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.) The gate should then open. NEOC's storage room is on the first floor of Building B. From the gate, go to the end of the first building, turn left and then almost immediately turn left again. The current locker is inside the first door (#3). The light switch is a timer on the left. NEOC's bin is the first door on the right.

The combo for the lock is #####. Remember to scramble the combination or set lock to 0000 to lock when done.

Call the VP of Events or Area Scheduler or the Equipment Manager to obtain the unit number and password. The numbers will not be posted on the web site. Although signs are posted saying that access is limited to 7 AM to 7 PM, NEOC has 24-hour access.

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 or e-mail the Equipment Manager right away.

### **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 specialized equipment is stored with the Equipment Manager.

### **TRANSFERS**

If you want to pick up equipment directly from the previous Event Director, please contact that person directly to make arrangements. Indicate your plans on the equipment checkout.

## Equipment Checklist

Picking up equipment for a local NEOC event is easy: At the storage locker pick up one box each of:

1. Controls and Punches
2. Registration
3. Start/Finish
4. String-O (if used)

Then pick out other items which may be useful for your event. A sample copy of the Equipment Check-Out Form is on the following page.

Here are a few details about the equipment:

1. A note on each box suggests that you check certain contents in each box. Of particular importance are that:
  - A. All controls are in the “Controls and Punches” box
  - B. Adequate yellow punch cards are in the small ‘blue top’ box within the “Registration” Box. (There are about 100 cards per 1” of stack thickness.)
  - C. As there are 2 or 3 different map case sizes, check your map size to determine the best map case fit. Then make sure the “blue top” box contains sufficient quantity of that size (it may be possible to fold large maps to fit in smaller case depending on the course length).
2. Directional Signs and Wire “Quiver”
  - A. Determine in advance exactly how many (& which) signs will be needed to direct folks to the event site. It may be helpful to map out the specific location of each direction sign (perhaps with a map. That way, other helpers can both hang out the signs – and more importantly, pick up all the signs at the end of the day.
  - B. The “wire quivers” directional signs have numerous holes around the edges to facilitate mounting to a variety of surfaces (poles, fences, etc.). Using lengths of electrical wire in a “quiver” is an easy way to attach signs: By hand twist tightly to rear of pole.
3. Cups and Water

Generally various cups will be located on the top shelf at storage. Please use them! If you purchase cups try to get 7oz waxed paper (not plastic) cold water cups. When placing cups in the woods, place in plastic bags with cup bottoms up – helps keep unused cups clean amongst the twigs, leaves and dirt!. No water or sports drink additives should be in the storage locker. Therefore, water will need to be purchased for the event, both to put out water stops and at start/finish. Plastic gallons work best in the woods. Some stores (Whole Foods/Wal-Mart) sell in cartons of six which may be convenient to transport.

## Master Maps and Control Description Sheets

### MAPS (pre-printed or master)

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

Pen color: Transparent purple if possible, otherwise transparent red. Staedtler Lumocolor #313 (PMS purple permanent) is excellent for master maps.

Information needed on each map:

1. Course (e.g., White, Yellow. . . Short, Medium. . . Score) in large letters at map top .
2. Circles centered exactly on feature specified.
3. Controls numbered in order (beside the circle, not in the circle).
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.
6. Map copyright notice and “possession of map does not imply right of access” note

### CONTROL DESCRIPTIONS (CLUE SHEET)

**White and Yellow**

Written English control descriptions.

**Orange**

Choice of written English and IOF symbols (or preferably both) on one sheet

**Brown, Green, Red, Blue**

IOF symbols only.

Learn and follow the IOF rules for control descriptions. Most participants will expect control locations to be described perfectly, according to IOF specifications. NEOC has a Club license for Clue, a handy Windows based software package for creating clue sheets. Download the Clue software package from the NEOC web site.

The following information needs to be included on the control sheet:

1. Name of map
2. Date of Event
3. Course designation
4. Length in km, measured in straight line between controls.
5. Climb in meters (optional)
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)*

### MEET HELPERS

An Event Director will need plenty of help to assure a successful event. Well ahead of the day of your 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.

PLEASE REMEMBER, workers run 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 (at least 1 worker needs to be knowledgeable about all course levels)

1. Orienteers sign waiver form, giving name, address, phone number and CAR REGISTRATION (This latter is important, if you need to look for missing persons at the end of the event. If the car is gone, the missing person is no longer in the woods.) Pre-registration on the website is now an option, but we still need to make sure we have car license.
2. See Appendix of this Handbook for the fee structure.
3. Give competitors their card, map, epunch (if needed) and compass (if borrowed). Ask competitors to fill out the control card or white epunch information card; this will be handed in to the Start. There should be a separate table with pens, tape 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 before getting a Start time. (beginners can have their copying checked by the Instructor).
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 an easy task, 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.

**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 are two working pens at each Master Map.

2. On Start List, enter person's name under course in the correct event start time line; convert clock time to event time so workers will be subtracting only minutes and seconds not hours and minutes which is confusing under pressure, mark the time on both sections of control card, and tear off the stub. Runners on the same course should start 2 or more minute intervals.
3. Call names 1 minute before start time, then announce 10 seconds, finally "GO".
4. Ensure that the stubs get to Finish personnel.

***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. Pin punching:
  - Collect control cards from finishers, keeping them in order. Write finish time on control card.
  - Calculate time on course (in minutes elapsed), and check punches by comparing first few finishers' control cards, majority rules!). A wrong punch is a **DSQ**, missing punch(es) is **DNF**. Please do not disqualify a beginner!
  - 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**.

Electronic punching:

- Read the companion instruction document for electronic punching.
  - Ask finishers to download. Remind them to turn in their e-punch.
  - Fill in the white card with elapsed time; it is ready for posting.
5. After Registration closes, you will have the compass and epunch rental box and should collect these items, return whatever was left as a deposit, and check off the list. Be sure that all deposits have been returned (especially car keys) before packing up!
  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.)

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

***RESULTS***                    1 worker

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

A runner is needed to carry stubs from Start to Finish if they are not close to each other. A runner is also 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**

For publicity, ask the VP Events (or his/her designee) for suggestions about where to publicize the event. Please also tell them any additional publicity outlets that you find, for future use. Contact local newspapers, radio and TV, running clubs/stores, outdoor organizations/stores, recreation centers, universities and schools. Please be sure that you give sufficient notice of your event, as well as all pertinent details. Newspapers should receive information at least one month in advance of the event.

### **Lost and Found Items**

Often, particularly during seasons of changeable weather, you will end up with one or more items at the end of event (a vest, a hat, gloves). When you write up your description of the event for the NEOC Times, you should list these items at the end of the description. The owners can be notified to contact you to retrieve them. Also, you can ask the web master to add a special notice on the web site listing the items. If you do not hear from anyone, the items can be given/sent/delivered to the VP of Administration. Once a year or so, these items will be displayed at major events and then most likely auctioned off at the annual holiday party for the benefit of the club.

### **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 Equipment Manager and Treasurer before buying any "big ticket" items.

## 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.

It is not possible for event organizers to eliminate all risks, for they are inherent in the sport. Ultimately, the competitor is responsible for himself; he 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. A basic first aid kit is included in the Start/Finish Box. 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 your missing person.

- 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, 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 2001

## Orienteering Instruction

Instructing is an art. Here are some suggestions that seem reasonable to a few of us who have instructed.

Introduce yourself!

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 may 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 petty 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. Emphasize these basic points:
  - Tell your learners to read and LEARN the map legend.
  - Give a sense of map scale. Tell them that the 100 meter equals 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 learners. So what you have got to do is select the 25% of it that is needed 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 learner. For example:

An experienced hiker can manage map and compass OK. So he needs to be told the 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 more advanced course if there is time.
- While teaching, pay close attention to your learners' 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.
- **EMPHASIZE WHAT ORIENTEERING IS:**
  - o The physical and mental challenge of navigating across unknown terrain with a map and compass.
  - o Largely a sport of route choice selection.
  - o Mainly fun!

### **ORIENTEERING INVOLVES:**

- o The ability to visualize actual terrain detail from a map before arriving at the location.
- o Orienting your map to the "real world".
- o Speed (of movement and thinking) at the same time.
- o Keeping "in contact" with the map (knowing where you are on the map).
- o The ability to "recover" or determine your location on the map if you have "lost contact" with the map.
- o Practice in the woods. This is the fun part!

### **ORIENTEERING IS NOT:**

- o A compass and pace exercise.
- o A "treasure hunt". Control flags are not hidden.

- If, later in the day, you see one of your pupils, ask him how he did, and be encouraging. You might show him your course and explain in simple terms what you did, especially any big blunders. Do not tell him about the "terrible" mistake you made that cost all of 20 seconds.
- Enjoy yourself, if possible!

6 February 1984 (Revised Donn Springer March 2004)

## Appendix: Fees for Local Events as of Spring, 2011

	<b>NEOC Member</b>	<b>Non-Member</b>
<b>Individual</b>	\$5	\$5 (White/Yellow)\$10 (All other courses)
<b>Under 10 years old</b>	Free	
<b>Family* Maximum</b>	\$15	\$15 (White/Yellow)\$30 (All other courses)
<b>Additional Courses</b>	Free	
<b>Loaner E-punch</b> ("finger stick")	Free(security deposit required)	
<b>Loaner Compass</b>	Free(security deposit required)	

\* Family rate for children under 18 and parents. If a scout leader has a Youth Group Membership, all members of the scout troop get the member's rate of \$5.

@ No charge if become a member of NEOC on the day of the event.

# NEOC FINANCIAL REPORTING FORM

Please complete this form and return it with a check or money order, payable to **New England Orienteering Club** within TWO WEEKS of the event. Address to:  
Jim Paschetto  
86 Russell St., Apt. 2  
Waltham, MA 02453

DATE OF EVENT: \_\_\_\_\_ EVENT DIRECTOR: \_\_\_\_\_

EVENT SITE: \_\_\_\_\_

Number of Participants (# from Waivers): \_\_\_\_\_

Number of Starts (# of Control cards): \_\_\_\_\_

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**1. INCOME:** (all meet income; please list memberships separately, in item 4.)

**Total Income:** \$ \_\_\_\_\_

**2. EXPENSES:** (please attach bills/receipts)

NOTE: NEOC is a 501(c)(3) non-profit organization. Any expenses that you do not ask to be reimbursed are deductible as charitable donations for federal income tax purposes.

Mileage @ \$.25/mile: \$ \_\_\_\_\_

Printing/copying: \$ \_\_\_\_\_

Supplies: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

**3. NET INCOME:** (total income – total expenses) \$ \_\_\_\_\_

**4. MEMBERSHIP PAYMENTS RCVD:** (enclose membership forms) \$ \_\_\_\_\_

**5. TOTAL ENCLOSED:** \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_