

News

Helpful Tips for Meet Directors

Details

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If you are a meet director for one of our TOC events or are considering trying it some time, then I encourage you to read this. It has some helpful and possibly vital information on how to make your meet go smoothly. You may also use it kind of as a checklist which covers many of the things to do.

Tips For All Events

Meet Director's Manual: It's [available for download](#). Please read it.

Coordination with the Course Setter: Let him know whether or not you plan to provide a beginner's clinic and give him your contact info so he can include it in the event announcement. You may want to ask him about the parking setup, where the start and finish areas are located, special instructions for the courses and maps, etc.

Equipment: For the latest on how to get into the equipment locker, [contact a board member](#). Well before event day make sure you have enough of all the necessary stuff (waiver forms, membership applications, registration logs, timing logs, punch cards) as well as other stuff (whistles, compasses, map cases, safety pins, money bag, a filing system, and lots of working markers and ink pens) so that you have time to order supplies if needed.

Event Announcement: Print a copy to bring with you. It has lots of need-to-know goodies such as when courses close, what the fee structure is, scoring rules, motala procedures, etc.

Permit: You are required to have a copy on site. A signed permit should automatically come to you via email at least two weeks prior to the event; if not, [contact the Permits Coordinator](#) to ask for your copy. Also read it - it will tell you about porta-pot requirements, restricted areas, parking restrictions, etc.

When You First Arrive On Site: As soon as you can after setting up the direction signs, get the maps and clues from the course setter, as he might have to go off to deal with some issue out in the field. It may be calm early in the morning, but be ready to deal with wind later on by stocking up on rock paperweights. As soon as folks start showing up, ask them to help with simple, short tasks - such as water-cooler and trash bag setup, gathering of paperweights, setting up the banner, setting up the shade ramada, etc.

Express Check-In for Members: This reduces your work load at registration. The most current sign-up list should automatically come to you via email at least two weeks prior to the event; if not, [contact the Membership Chair](#) to ask for your copy.

Registration/Waiver Form: If someone becomes lost and a search has to be conducted, you will be glad that everyone filled out their form *completely* as it will answer these important questions -- who to contact?, which is their car?, number to call?, did they know when courses close?, who was on their team?, did they

take a cell phone?. It's also re-assuring that they signed the waiver.

Registration & Timing Procedure: Read the [Meet Director's Manual](#). Give the participant their punch card (with name and course written on it) and clue sheet before they check in at the timer's table. The only thing the timer should need to hand out is the map. To help with long lines ask someone in the crowd to hand out punch cards, pens, clue sheets, and map covers to everybody. To save even more time at the tables, ask a club member to help beginners decide which course they should try and to answer questions about membership, fees, courses, etc.

Maps: If you see un-announced youth groups arrive or other unexpected increases in the crowd, then prepare to run out of maps. Ask a club member to help copy maps for courses that you've run out of. Do not let anyone take the last copy of the map for the course that you are running out of.

What if Someone Doesn't Check Back In? Read the [Meet Director's Manual](#) for what to do. Make sure you know beforehand what to do if this happens and alert available experienced club members before the leave the site so that they can help.

Control Retrieval: There's always a few orienteers who self-volunteer to help with control pickup, however, this usually is not enough. So as soon as folks start coming back to finish their course, ask them if they could help with control retrieval.

Results Write-Up: One of the things you want to do is keep track of all the wonderful folks who helped you before and during the meet so you can recognize them in the write-up. If necessary, ask for and write down names.

Post Event: Return all equipment to the shed so that the next course setter and meet director can use it. To find out who to give the forms and money to after the event, read "[Paperwork Shuffle for Meet Directors](#)."

Cost Reimbursement: Meet directors are allowed to be reimbursed for direct costs of administering their event, including travel. For information on how to do this, [contact the Club Treasurer](#).

Tips For Special Situations

Catalina State Park: This event usually draws a big crowd. A co-director to help you is recommended. If you can't find a co-director please [contact the Board](#) so that an effort can be made to help you address the potentially large number of participants.

Scout Troops & Youth Groups: These groups may purchase a family/household membership. The group's youths, the youths' parents, and the group's staff would then be considered to be members. You might be asked how many kids can go out on a team - the answer is "no more than 4." Everyone on each team should get a map.

Tucson Motala: Because the motala is a series of fast-paced consecutive courses it's important for you to be well versed on the motala procedures before anyone goes out on the course. For details, read the Motala Timer's Instructions at [this page](#). Also review the event announcement - it talks about fees and scheduling for the motala.