

Tucson Orienteering Club

Meet Director's Manual

The meet director is the key to a successful orienteering meet. Simply put, the meet director's job is to show up early with the equipment, co-ordinate the other volunteers, and ensure that the meet runs smoothly. The meet director job is actually the least time-consuming of all the volunteer positions, and is much easier than many believe. The two critical factors which will ensure the success of a meet are that the meet director be organized, and be aware of what needs to be done before, during and after the meet. The manual assumes the ideal world in which the meet director has a full complement of volunteers for each duty for the meet, but also considers what to do if there is not a full complement of volunteers.

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Check-boxes (such as the one at left) are inserted throughout this document to help you keep track of the various duties which need to be accomplished. Please check mark items which you have completed. Once all boxes have been checkmarked, you're done!

Co-ordinate with Course-setter

As soon as possible, contact the course setter and inquire if there is anything you need to know in advance. For example: Are there permit restrictions, such as parking, camping, off-limits, etc? Is there a separate start/finish area? Are there flagged legs on any courses? Are there any special or non-standard courses requiring special instructions? Etc, etc. Good communication with the course setter will help ensure the meet goes smoothly.

Verify which materials you and the course-setter will bring to the meet. Also determine which style of control card the course-setter wants to use, so you can obtain a sufficient quantity when you pick-up the materials.

At Home Before The Meet

Get Copy of Permit:

The meet director should obtain a copy of the permit from the Permit Chairperson before the meet and have it available during the meet. Find out if there are any restrictions to the permit, such as parking restrictions, access or off-limits areas, etc.

Obtain Meet Equipment:

Pick up the equipment and supplies for the meet prior to the meet from the Equipment Director. The equipment will already be sorted by how it is used such as a Timing Table equipment pack or box, a Registration Equipment Table pack or box, etc. All of the equipment as well as the specific instructions and forms for that activity will be together including a list of items used for that activity. A copy of these lists is in the back of this manual. NOTE: There may be specific waiver forms for different meet sites. Be sure there are enough waiver forms for the location of the meet.

Obtain Course Materials from Course Setter:

The meet maps (either blank or pre-printed) in sufficient quantities for the meet.

The master display maps and control cards mounted on the map boards with protection from rain if necessary.

The "Which Course Shall I Choose?" maps. These should indicate the general area covered by the course, the number of controls on the course and the approximate distance and elevation gain of each course.

The punch masters for checking control cards after they are turned in.

Purchase Supplies: If you are missing meet supplies or don't have enough of something for the meet, first check with the Equipment Director to make sure it is not just being stored somewhere else. If you must purchase supplies for the upcoming meet, purchases must be less than \$50 total unless authorized by the club. Save the receipts and give them to the Treasure for reimbursement.

Cash Box Change. The meet director should bring at least \$50 in ones and fives to the meet for change. Place a note with the amount of your contribution in the cash box and withdraw the amount at the end of the meet.

Get **names of pre-arranged volunteers** from the Volunteer Co-ordinator.

Contact each pre-arranged volunteer a few days before the meet, to confirm that they will be at the meet, the time they will be volunteering, and what their duties will be.

Volunteers

A meet cannot happen without volunteers. The main duties of the volunteers are to help at the registration and timing tables, teach the beginners clinic, and retrieve controls. The number of recommended volunteers will depend on how many entrants are anticipated for the meet. Remember that volunteers also want to run one of the courses so volunteer times should be staggered so they either work during the first or later half of the meet. If there are enough experienced volunteers and the meet is running smoothly, the meet director should be able to also run a course.

Pre-Arranged Volunteers: Ideally, the volunteer coordinator will have enough volunteers arranged prior to the meet. The MD is not expected to “telemarket” for volunteers. However, you can certainly help if you have the time. You may call members whom you personally know, or get a short list of prospects from the volunteer co-ordinator.

**If the day of the meet arrives and there is a shortage of pre-arranged volunteers:* DO NOT PANIC! This situation often happens and does not constitute an emergency. There is always a number of experienced members who are willing and able to help, but who, for whatever reason, have not officially signed up as pre-arranged volunteers. Simply recruit these volunteers on-the-spot, without being heavy-handed about it.

You, the **Meet Director**, should not be assigned to any other capacity. You can best keep things running smoothly if you mill around freely, and are not sitting at the registration or timing table. You should spend your time helping the other volunteers, finding answers to entrant’s questions and putting out fires as necessary. Remember, do not be intimidated by the demands of the participants, they are not customers, they are simply members just like you.

Registration (2-3 people): Ideally, two people during the first hour crunch of registration. The third can be relief during the second half of registration after they have run the course.

Start/Finish (2-people): Two recommended so each can take a shift and run a course.

Results/Scoring (1 person): This person can run a course with an early start and then help at the finish with computing and posting results.

Beginner Instructor (1 person): Usually only needed during the very early part of the meet.

Control Retrieval (3+ persons): There will be a sign up sheet at the registration desk for control retrieval help. The earlier you know how many control retrievers you will have, the earlier you can begin to assign groups of control for each retriever. These volunteers are usually recruited at the meet, not before. Fortunately, there are usually plenty of volunteers to retrieve controls as it is a good learning experience and fun to do.

During The Meet

Meet Set-Up

- As you drive to the meet site, put up the A-frame road signs to help direct people to the parking and start areas. Some of the permits do not allow posting of any signs along the road so be sure you know if restrictions apply to the meet area.
- If there is a shortage of pre-arranged volunteers, recruit members on the spot before the beginning of the meet, as they arrive.
- Set up the registration and timing (start/finish) tables. Try not to clutter the registration table with information that is not needed for registration. The location of the registration table should not interfere with access to the timing table. (See separate page for
- Place all non-registration information away from the registration table on the bulletin board or additional table if available.
- Put up a sample control and punch.
- Set out the “Which Course Should I Choose?” map reading and visualization boards.
- Set up the water jug and cups with a trash bag near the registration table.
- Put out the bulletin boards with any other relevant information available, including **‘Feedback for Coursesetter’** sheet and **“Control Retrieval Sign-Up”** sheet.
- Lay out the master maps and control description boards, making sure that each has a permanent ink red marker secured to the boards.

The master map boards should be placed in view of the starter so he or she can see which maps are currently available. The area containing the map boards should be restricted by roping off the area. Only orienteers who have been officially started should be in the roped off map area. The Course Setter should provide the master maps.

- Brief volunteers about their duties and times.

Unexpected Course Problems: The meet director is in control and must handle any complaints or problems concerning the meet such as misplaced or missing controls, lost control cards, etc. If you are not sure how to immediately resolve the problem, consult with other members of the club for advice.

Participant Questions: The meet director should be prepared to answer questions regarding the meet. Questions will most often come from new orienteers, such as which course they should run, etc. The meet director should be open to helping each and every participant as best they can to make the meet an enjoyable experience. Do not worry if you don’t know everything, you are not expected to, simply ask the coursesetter or other experienced member to help.

End of Meet Duties

Control Retrieval:

- After the course closes, the meet director, or a designated volunteer, will ensure that all the controls are retrieved (see appendix).

Area Clean-Up:

- Be sure the area is cleaned up and all trash is collected.

Pack up Equipment:

- Pack up the meet supplies. You should have already arranged with the Equipment Director a convenient time to return the equipment.
- Make a list if any supplies, forms etc. are running low, to give to the Equipment Director.

Money, Registration Log:

- Give the money, registration log and new membership forms to the Treasurer.
- Keep the waiver forms (which contain emergency contact info) until last runner finishes the course, then give to the Treasurer.
- Verify that the money given to the treasurer equals the amount collected per the registration log.
- Be sure and reimburse yourself for change that you brought to the meet and reimburse for any meet expenses you paid for. Include receipts for any of your expenditures.

Verify That Everyone is Back:

- When the official end of the meet time has arrived, the meet director will make sure that all participants have checked back at the finish and are off the course.

Organize Searches:

- If an orienteer has not checked in within a reasonable period of time (usually 15 minutes) after the course closes, the meet director will organize a search for that person. (See appendix.)

Back Home After The Meet

- Tabulate Competitor's Results (organize results by course, age-group, etc)
- Provide a short summary of the meet with a list of the results and send to the Newsletter Editor no later than one week after the meet. Include the course length, amount of climb and the number of controls for each course, total number of participants, their times (including DNF, DSQ or recreational) and standings. See meet results example near the end of this manual.
- Be sure to acknowledge the course setters and everyone who helped with the meet in your description. The Announcements Volunteer or the Newsletter Editor can actually do the writing if you will supply the information.
- Return equipment to Equipment Director.
- Let the Equipment Director know if any supplies, forms etc. are running low.

Appendix 1: Registration Table Setup

In order to keep the equipment and supplies organized for each meet, the equipment is packed according to how it is used. There is a Registration and Timing pack plus other equipment and supplies. Each pack includes the equipment, supplies and forms for that particular duty. If this is your first time as a meet director, you should unpack and familiarize yourself with the equipment and supplies before the meet. For most meets you should have two people at the registration table for at least the first 90-minutes of registration when most people register. There is nothing more stressful and frustrating for both the volunteers at the table and the entrants than to have a long line at registration.

Be Prepared By The Start of the Meet: You should be set-up and prepared to take registrations by the time the meet is scheduled to start, the earlier the better. If registration begins late, it means the meet cut-off time should be extended and it generally causes a lot of confusion and stress. There are always some orienteers ready to register as soon as the advertised start time. We should respect them and be prepared.

Registration Supplies: Be sure to check inventory of the following supplies before driving to the meet.

- Receipt Log Sheet
- Waiver Forms
- Cash Box (with change)
- Control Punch Cards
- Maps
- Masking Tape
- Safety Pins
- Whistles for sale
- Rental Compasses
- Membership Applications
- Pens and Pencils
- Plastic Map Bags
- Membership list for emergency contact info.

Appendix 1 cont'd: Registration Process

* In the first 1/2 hour or so after registration opens, it is very important to give preference to those volunteers who will be manning the tables during the second half of the meet and also those who will be retrieving controls. Move these people to the head of the line so they can get out and back in time to replace YOU at the table.

Sign-in / Waiver Form: There are two Sign-In forms which include a waiver. One for members and one for non-members. (See examples later in this guide). The member form is for individuals only. Members on teams must use the non-member form. Adult orienteers must fill out and sign a waiver form. Teams use a single waiver form with the team name noted on the waiver form. A parent or guardian must sign the waiver form for anyone under 18 years of age.

Whistle: Every entrant is required to have a whistle. Ask each entrant if they have a whistle and note it on the form. If they do not have a whistle, they may purchase one from the club. Verify that the entrant has filled out all of the necessary information.

Fees: Collect the fees according to the fee schedule for the meet. Members of TOC or any other USOF O-Club get the "member" discount on the meet entry fee. Any team with at least one club member gets the discount rate. Log all of the money collected on the receipt sheet under the proper category (See example later in this guide).

Control Card: Fill out a control card and give to the orienteer. If they have rented a compass, right the word "compass" in the upper right hand corner of the control card so the compass can be collected when they return to the finish table.

Maps: Give out maps and plastic map bags if needed. Tell beginners they can punch through the plastic bags. Let the entrant know if there are any map corrections posted on the bulletin board.

Proceed To Start/Finish Table: Participants may then proceed to the start/finish table when they are ready to start the course. A start time must be logged before anyone goes out on the course. Remind them to log back in when they finish the course even if they are late, don't finish the course or are just running recreationally. This is very important. Everyone must be accounted for having returned or we will have to organize a search for any missing persons.

Misc Registration Duties: If necessary, inform people the "Which Course Shall I Run?" board gives information about the scope of each course available to help them decide which course to run if they are new to the sport. Generally, encourage them to run the easier courses first. Novices should be strongly encouraged to always try the basic course first. When they complete it, they can go out again at a higher level course as recreational for no additional charge. Remind novices how important it is to be back and logged in by the cut-off time.

Appendix 2: Timing

(Start, Map Copying, Finish, Scoring,)

Set Up Timing Table

Consult with the Course Setter and Meet Director where to locate the start/finish table. Have the areas setup, equipment checked and be ready to go at least 20 minutes before the courses open. Give careful thought to where and how you setup Timing Table, Master Maps, Results Area and various boards so as to minimize distraction for Timers and keep the path of incoming entries clear. Place the Timing Table to be shaded throughout the day if possible. Once set up, do not relocate the table during the meet. The Finish must be easy for the incoming finishers to see and get to.

Set up the Map Copying Area

Make sure Timers can easily see every master map, and the map area is obviously off limits to starting entries until their start times. Rope is provided to rope off the area. Place the I.O.F. Symbols board near but outside the map copying area so people can refer to it at any time.

Set up Results Area

Post results in a spot at some distance from Finish, so people can look at the results without bothering the Finish Timers.

Equipment - The following equipment should be in the Timer Table backpack or duffle bag.

Timing Table Equipment

Table and chairs
Clipboard with Timer's Logs
Ballpoint pens and Extra Map Pens
Clock (24-hour) and instructions and Extra Batteries
Calculator and instructions
Rented Compass sack
Masking tape and Surveyor's flagging tape

Results Area Equipment

Clothesline and pins for posting results

Map Copying Area Equipment

Get master maps and master control cards from Course Setter
Map boards with plastic sleeves and Map pens
Course signs and wooden Standards
I.O.F. Symbols board

Appendix 2 cont'd: Timing Instructions

Start

* In the first 1/2 hour or so after the courses open, it is very important to give preference to those volunteers who will be manning the tables during the second half of the meet and also those who will be retrieving controls. Move these people to the head of the line so they can get out and back in time to replace YOU at the table.

- ⌚ Remind everyone as they check out what is the cut-off time and they must check in before leaving the course, even if they are running recreationally or do not finish!!
- ⌚ Also, remind competitors (especially new ones) to run the course in the order indicated, not backwards.
- ⌚ Complete the entry information on the Timer's Log Sheet.
- ⌚ Make sure everyone has a map and control card. Be sure the name and course category has been marked on the control card.
- ⌚ Make sure a master map is available before you start someone. Try to start competitors at least two minutes apart for the intermediate and advanced courses.
- ⌚ Start competitors on the minute. Give them 15-20 seconds notice before their start time so they will be ready to go.
- ⌚ Record the start time on the control card and on the timer's log sheet.

Finish

- ⌚ Immediately record the **finish time** on the control card to the nearest second when the runner hands it to you. Then mark the finish time on the timer's log sheet.
- ⌚ The **elapsed time** is not entered on the log sheet or control card until the Scorer has checked the control card.
- ⌚ The Scorer will verify that the punches on the competitor's control card match the master control card.
- ⌚ Only "competitor" entries receive an elapsed time if they finished the entire course. Elapsed time is recorded in minutes:seconds. Hours must be converted to minutes. All others will be marked one of the following:
 - DNF - "competitor" entry Did Not Finish (did not punch all controls).
 - DSQ - "competitor's" control card punches do not match the master control card punches.
 - REC - "recreational" entry. No elapsed time is recorded.
- ⌚ Record the elapsed time on the Timer's Log Sheet and Control Card.
- ⌚ At the end of the meet, give the control cards and Timer's Log to the meet director.
- ⌚ The Timer must notify the Meet Director if anyone is still on the course when the course closes or if anyone has been out longer than three hours.

Appendix 3: Control Retrieval

- ❑ After the course closes, the meet director, or a designated volunteer, will give each of the control retrievers a map indicating the control code, description and location of the controls he or she will be responsible for picking up.
- ❑ Remind the retrievers to remove the flagging tapes, empty and retrieve the water jugs and other debris, and neatly fold the control, wrap it with the ties and secure everything with the punch as they pick them up. (See appendix with instructions on how to fold a control).
- ❑ When the retriever returns with the controls, they are to be given to the meet director, or a designated volunteer, who will verify which controls have been returned by checking against the master control code list.

Appendix 4: Searches and Emergencies

Organize Searches:

If an orienteer has not checked in within a reasonable period of time (usually 15 minutes) after the course closes, the meet director will organize a search for that person.

The first step is to identify the person and get all the emergency info from the waiver form.

At first the search can be informal, perhaps getting reports from other orienteers or sending out a scout in a vehicle. Ultimately, you will send volunteers in vehicles to scout the perimeter roads, stopping at high points to call out for the lost person.

Make sure each volunteer reports back at regular intervals, perhaps 30 or 45 minutes, to see if the lost person has returned.

If the search is not fruitful within a reasonable time, perhaps two hours, send a volunteer to the nearest phone to call 911 and report the lost person to the Pima County Sheriff, who will call out SARA if necessary.