

Chicago Area Orienteering Club Meet Directors' Package

Thank you for volunteering to direct a local meet. Without the generous commitment of our members, our club and the sport would suffer to the detriment of all of us. Being a meet director should be a great deal of fun for you and your assistant. If it is not, you can get more help by contacting the president of the club (president@chicago-orienteeing.org).

A Meet Director's main contact is the club's event coordinator and can be reached at (vice-president@chicago-orienteeing.org).

You Are Responsible

Meet directors are responsible for all aspects of the meet: working with the course setter to determine where the start is going to be, working with the permit coordinator to get the permit for the forest preserve, recruiting volunteers, training beginners, running registration, the start and the finish, picking up controls, cleaning up the meet site, compiling results, writing the meet report, and accounting for income and expenses,. The only way to successfully handle all these responsibilities is to start early, plan carefully, and recruit volunteers to help you.

Schedule Overview for Meet Directors:

What to Do Immediately

Please immediately call the following club officers to ensure your meet is properly registered and publicized:

- Permit coordinator: permits@chicago-orienteing.org
- Secretary: secretary@chicago-orienteing.org
- Webmaster: webmaster@chicago-orienteing.org

Visit the website to see the most current schedule of events:
<http://www.chicago-orienteing.org/events/>.

3 Months Before the Meet

Discuss with the course setter general ideas for courses, start, format (long O, memory O, map exchange etc.).

1 Month Before the Meet

Obtain "all controls" map and clue sheet from course setter and vet locations.

1-3 Weeks Before the Meet

Help pick up controls at previous meet and equipment.

Day Before Meet

Assist in control hanging, if needed.

Day of Meet

Supervise and direct meet. Stay unassigned as much as possible in order to be able to jump in and help where required when assigned volunteers don't show up and are overwhelmed. Direct control pickup and disposition of equipment.

Post-meet

Finalize meet accounting sheet and send money and all forms to the treasurer (treasurer@chicago-orienteing.org). Send results to the webmaster (webmaster@chicago-orienteing.org).

Assistant Meet Directors (AMD)

If we are to maintain our status as a growing, progressive orienteering club, we must continue to train and qualify meet directors. For this task you should select a club member who

- is not already on the current meet director list, and
- has the experience, interest, and commitment to become a meet director in the future.

You should select an orienteering friend you can work with. Or, strike up a conversation with a couple of people at the next meet and search for a candidate. You may call the club vice-president and ask for help in recruiting an Assistant Meet Director. Since this is a training assignment for your assistant, try to be creative in the tasks you assign your AMD. After your meet, send an appraisal to the club president of the AMD's readiness for running a meet on their own.

Club Championship

We continue to track the best individual performances through the year for the club championships. Points will be awarded for first through tenth finishers on these courses, so it is important that results to be accurately tabulated and punch marks checked. The club president (president@chicago-orienteering.org) and webmaster (webmaster@chicago-orienteering.org) will need copies of your results so that the current standings can be posted on the web site.

Meet Critique

We have been attempting to provide a formal instruction and feedback to local meet directors, with limited success. We enlist your help in this effort. Included in this package is a critique form for you to use on the meet director who immediately precedes you. You should try to give the meet director some suggestions for putting on a better meet next time. This will remind you of things you need to plan for on your own meet the following week.

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Equipment

Both you and your Assistant Meet Director (as well as the Course Setter) should volunteer to pick up controls for the meet preceding your own. Once you get the equipment boxes home, you should inventory all supplies against the attached list and purchase additional required materials as required (equipment director: equipment@chicago-orienteeing.org). Keep these boxes together, ready to be loaded into your car on the evening before the meet; you don't want to inadvertently leave a box of rental compasses behind as you groggily leave home for the meet location.

Registration Posters

A well-directed meet provides plenty of communication. Several large posters hung in the registration area vastly improve dissemination of important information. You should consider posters describing

- course lengths,
- number of controls,
- anticipated finishing times,
- map corrections,
- trail conditions,
- hazards, and
- safety bearings and procedures.

Meet Day

You are responsible for the overall conduct of all meet personnel. So please be present when volunteers begin to arrive. A fully staffed Registration area should be set up and running from 9 a.m. to noon. If possible, call your volunteers prior to the meet to confirm their schedule and responsibilities. The secretary (secretary@chicago-orienteeing.org) can provide you with a current club roster. Ensure that the people helping to pick up controls know that they may also be required to assist with Search and Rescue in accordance with USOF requirements.

At about 8:30 a.m., one of your registration volunteers should arrive with registration materials and highway signs, which he will be responsible for hanging and taking down. This volunteer will also be responsible for accounting for all cash, running beginners' clinics, and directing competitors to the start. Brief your volunteers on these duties in advance.

From that point on, your volunteers must start competitors, finish them, score them and rescue them, if necessary. You should plan for an uphill finish if possible to avoid excessive speed in the finish area. The volunteers at the finish area will have an easier time if the table is pointed in the direction from which the competitors will be running from the last control. For competitors who start after 11 a.m., you should emphasize the 3-hour time limit. Tell them that control pick-up will begin at 2 p.m. If you encounter any confusion, you may (at your discretion) refuse to register the person, return the registration fee, and suggest a hike around the area. In other words, decide who you wish to be responsible for later in the day.

Wrap-up

After the last competitor has gone out at noon, you'll have a two-hour slack period until you can begin to pick up controls. This is a good time to check each finisher's card punches and enter start and finish times into a computer. You should begin the wrap-up planning; highway signs can be taken down and registration materials packed. Since it may take considerable time to get out to distant controls in the first place, you can give the pick-up maps to volunteers at about 2 p.m. and instruct them to start at the furthest controls and work their way in.

You must account for all participants. It is a requirement of our USOF insurance that a reasonable effort be made to locate lost or injured orienteers. Before going out, competitors should be advised to:

- carry a whistle,
- stay on trails or safety bearing if lost, and
- if injured, try to get to a nearby large feature or control and stay there.

Before sounding the alarm, double-check your finishers' list against control cards to catch anyone you may have missed. Check the parking lot against car information on missing competitor's registration forms to see if, in fact, the person has not yet returned. Before sending out searchers, call the contact phone number on the registration form, and drive all roads surrounding the area to see if the missing person has come out.

If a search team is sent out, you should instruct them when to be back, which specific large features they should check, which areas should be searched, and which trails to take out and back. Two good orienteers should run the course both forward and backward, meeting in the middle. Try to analyze the course and check any confusing areas where a person could be injured or stray from the course. Prior to the meet, you should have determined emergency telephone numbers for paramedic evacuation or resuscitation; be ready to call for help if necessary. Finally, if all else fails, leave your name and a description of the missing person with local police, and stress the importance of contacting you when the person is located. Unless it is below freezing, do not begin a night search.

Within a day or two, you should tabulate results and send them to the editor (editor@chicago-orienteering.org), club president (president@chicago-orienteering.org) and webmaster (webmaster@chicago-orienteering.org). Microsoft Excel files or other spreadsheets are preferred. A template is available in the Meet Directors' area of the web site. Plain text files are the next most-preferred. Paper results lists are highly discouraged.

Meet accounting forms should be completed and sent per the following instructions.

Afterwards, sit back, close your eyes, smile, and think of the fun, adventure, exercise and generally good time you gave to literally hundreds of people that day. And accept the gratitude of all of us in the clubs for your efforts.

Chicago Area Orienteering Club

Registration Procedures

Registration is where the Club makes its money...the cash you collect today will pay for everything the Club does. In order to turn a profit for your meet, you must organize to ensure that all monies are properly collected and deposited into our bank account. And you should make a decent effort to recruit members for the Club and collect membership dues.

Volunteers

To do this, you must recruit and train *two* teams of volunteers (or three teams if last year's event at that location had more than 80 finishers - determine from Results on website)...that's a total of 9 to 11 volunteers. This is because you want Registration to move quickly, but also make sure that it is done correctly, and all money and memberships can be accounted for afterward. Registration personnel are:

Registrar (probably yourself) - Oversee the whole operation; be prepared to jump in to assist at any point or answer questions.

Each team consists of *two* people working side-by-side at the *same* table. Each have six duties which must be performed for each registrant. The line of registrants forms in front of the Checker, each holding their completed registration form:

Membership checker/recruiter - Sits at head of Registration line and does:

- 1) Checks Membership status to Roster of current members.
- 2) Solicits membership renewals - always suggests a Family or a 3-year membership. If Membership form not filled out, direct member to fill out form and return. Don't slow line by allowing form to be filled out while everyone waits.
- 3) Verifies phone numbers and pencils in any missing or changed numbers on Roster.
- 4) Checks both forms for completeness (Emphasis on: car info, number in group, amount remitted, and signatures) All group members should sign single group form, on back.
- 5) Checks to make sure enough maps, compasses, etc are requested and that all amounts to be paid are correct, and
- 6) Initials forms at bottom corner and gives it back to orienteer

Collector - The only person handling the cash

- 1) Takes verified Registration and Membership forms and money. Checks for Checker's initials.
- 2) Accepts and counts money; marks check number on forms.
- 3) Determines compass, extra map, map case, and ePunch dauber needs, if required today.
- 4) Hands these out with map and proper clue sheet (and punch card, if used today)
- 5) Directs runner to master map boards or Start area.
- 6) Reminds runner to check back in with Finish a maximum of 3 hours after starting (or 2pm, whichever is sooner) to avoid a search later

One of your teams should report at 8:30am. This will give you a few minutes to instruct your volunteers, go over the above duties and go through each of the required forms before The Crush appears. If you expect a large crowd have your second team show up at 9am, and set up parallel Registration lines until the Crush is over. The final team should be asked to show up at 10:30 for training

by you and the incumbents, and then take over until Registration closes promptly at noon. These staggered shifts will overlap as follows:

| | 8:30 | 9 | 10:30 | 12 | 2 |
|---------|-------|-------|-------|---------------------------------|---|
| Team #1 | ----- | | | | |
| Team #2 | | ----- | | (optional under 80 registrants) | |
| Team #3 | | | ----- | | |

Do not allow any registrations after noon without explaining that controls will be picked up starting at 2pm, and they must check back in at the Finish *by 2pm*. We don't want this to drag out all day. If they complain tell them that once checked in at the Finish, they are free to go back into the woods on their own, and suggest that they come at 9am next week.

Beginners' Clinic Instructor - You should recruit an experienced orienteer to start giving Beginners' Clinics as soon as needed by two or more people, perhaps shortly after 9am to around 10:30. Brief your chosen Beginners' Clinic volunteer to focus on fundamental orienteering concepts:
Map symbols - point out examples in surrounding terrain
Map reading - map orientation using compass, thumbing, map folding
Pace counting - stake out a 100m pace track for beginners
Red, Yellow, Green Light orienteering - adjust speed to map complexity
Attack points, catching features, bearing off - go over sample leg
Safety Bearing and Self-rescue - how to get back to Finish
Stress: Orienteering is speed map reading...compass should *not* be used except to orient map.

Procedures

General Registration concepts for your volunteers:

- Break large groups up into groups of 2-3; emphasize Orienteering is an individual sport
- Persuade group leader to buy a map for *each group member* to enhance their experience
- Beginners should do *White or Yellow* course. If they really like it and get back in time, then they can go out on the next level of difficulty using the same map but at no extra charge.
- Know date, place and Director of next meet.
- Map cases: we are charging *\$1 now for plastic map cases*. Encourage people to buy one and reuse it at meets all year...or do without if it is not raining.

Forms to set out on shelter tables under rock or on clipboards:

Registration and Waiver - make sure entry fees shown on form are \$7 and \$10
Membership Form
CAOC Schedule Brochure - allows new comers to take home vital information.
Other forms and info sheets from Form Filebox that you think might be helpful

Charges

Meet fees for current 2008 CAOC Members - \$7

Meet fees for non-CAOC Members - \$10

Additional people on same entry - free (but suggest that each should have own \$3 map)

Extra maps - \$3/map

Plastic map case - \$1

Compass rental - \$1 (ask for keys or driver's license, and place in compass slot)

Going out again on the same map (they get a new control description sheet and punch card)

Membership for Individuals for this year: \$10 or \$28 for 3 years (expire 12/31)

Membership for Families for this year: \$15 or \$42 for 3 years

ePunch dauber rental - \$5 (ask for keys or driver's license, and place in dauber box)

ePunch dauber sale - \$30

Make sure your Registration form for each entrant itemizes all cash collected to permit reconciling the cash balance at the end of the meet.

Managing Cash

You should have at least 20 \$1s and 10 \$5s as seed money at the start of the event for making change. Your Collector(s) will be the only person that should handle cash. Check with him during the morning and keep taking \$20 bills and larger for safekeeping. Yes, we take checks payable to CAOC, and people can write one check for membership and meet fees combined.

Review your Meet Accounting Form (MAF) and Spreadsheet in advance to ensure that you know in advance what is required to fill in all information and make the bank deposit.

ePunching

We are now combining the ePunching duties with regular Registration and Start. That means that ePunch daubers will be rented or sold by Registration personnel. A supply of blue daubers should be available in the meet supplies.

You should familiarize yourself with the separate memo on ePunching procedures to ensure that the controls are properly synchronized and turned on, adequate supplies are available at the Finish line, and that you can answer questions from your volunteers and competitors about ePunching.

Registration area set-up

Forms to set out on shelter tables under rock or on clipboards:

- Registration and Waiver - make sure entry fees shown on form are \$7 and \$10
- Membership Form
- CAOC Schedule Brochure - allows new comers to take home vital information.
- Other forms and info sheets from Form Filebox that you think might be helpful

Forms to have with Membership checker:

- Membership forms
- Updated Membership Roster received by email from Treasurer in preceeding week

Forms and equipment to have at Registration with Collector:

- Punch cards (if used today)
- Clue sheets
- Maps
- Compasses (a red container and a grey container)
- ePunch daubers: both rental daubers and daubers for sale
- Cash box

Other duties

Hang "Registration," "Start," and "Finish" banners

Set out both water jugs & cups. These should be filled at home that morning

Find out if there is a place that you can refill them during the meet.

Set up Start/Finish table with ePunching equipement.

Supplies

In the week before the meet, check to make sure you have adequate supplies

- Water cups - buy small cups in large quantity, available at Dominick's
- Seed money in the proper form: at least 20 \$1s and 10 \$5s
- Red and blue/black pens
- Print-out paper for ePunch results printer

Before Meet day you should have made sure the following equipment was on hand:

- Controls with punches - Course Setter should make list of all controls
- ePunch stands including Clear, Start, Check and Finish stands
- ePunch synchronizing unit and dauber
- ePunch results printer and laptop
- Streamer tape
- Highway Directional signs
- Map boards with red pens neatly attached
- Water containers (2) - Fill with clear tap water on morning of meet
- Paper cups
- Registration/waiver forms (at least 150)
- Membership forms (at least 100)
- Punch cards (at least 150)
- Plastic map cases (now sold for \$1 each)
- Compass Box
- "Beeping" Start clock and 2 stopwatches
- Red and black/blue pens
- Staplers and staples
- Banners ("Registration," "Start," and "Finish")
- Results strings
- Cash box
- First aid kit
- Scissors
- Bee sting kits
- Binder clips (useful for keeping forms together on windy days)
- "Introduction to Orienteering" hand-outs
- IOF symbols translation sheets
- Toilet paper
- Membership list - print out revised membership list from Treasurer
- Volunteer sign-up sheet
- Clip boards (for start/finish lists, and Registration forms)
- CAOC brochures with the current schedule

After the Meet

After Registration closes at noon and all your volunteers have left, pack up the supplies. Take note of any supplies that are running low or are missing. Inform the next meet director or the equipment director of these needs.

The Course Setter should handle the control pick-up and obtain the needed volunteers for that work. You should have arranged with the next meet director to pick up all the equipment boxes (and help with control pick-up). So once that is accomplished, you should ensure that all people have checked back in, and you are free to depart, taking the cash, checks, and completed registration and membership forms with you.

Meet Expenses

Meet directors may buy meet supplies as needed. You may deduct these costs from the proceeds of the meet. Each expenditure should be documented with a receipt and itemized on the Meet Accounting Sheet. Submit the marked receipts to the treasurer along with the accounting sheet.

Meet Accounting

After the meet you must prepare and balance the cash and checks with the amounts shown on the Registration and Membership forms and summarize the whole meet on the Meet Accounting Form (MAF).

A great help in preparing the Meet Accounting Form is a spreadsheet. Please prepare an Excel Spreadsheet on which you can list all registration forms and report various income in each column (see attached for example). A pre-designed format can be emailed to you by the Treasurer. Columns should be entitled: Last name, first name, number in group, entry fee, compass rent, dauber rent, extra map, map case, membership payment, how paid (show ck number, OPass, etc; leave blank if cash) address and phone number (if shown). Each column can be easily totaled and emailed to the Treasurer as back-up to the Meet Accounting Form and bank deposit.

You probably will end up with more cash than is shown on the two forms. Show this on the "unaccounted for" line on the Meet Accounting Form. Any cash overage is apt to be from people who came back and bought another map or decided to rent a compass, but didn't write down the correct fees on their registration forms. You should try to keep this to a minimum by checking your volunteers carefully during registration.

What is not acceptable is starting people who didn't fill out the paperwork for meet entry or membership. We won't have the required waiver to satisfy insurance and forest preserve requirements. And we won't have record of new memberships. So make sure your Membership checker takes the time to ensure all forms are complete and signed.

Since you will not be sending your collections in to the Treasurer, you should take a few moments to properly list all checks, cash and memberships on the Meet Accounting Form, and make sure that the columns add up by checking them twice.

Direct deposit to Chase Bank

Our new routine asks that you carefully list all items of receipt, and make a deposit to our bank account at a Chase branch near you (go to www.chase.com for a list of branches) The Treasurer can provide you with duplicate deposit slips...or you can just use the deposit slips at the bank.

Final report

Within a week of the event, the following should be sent to the Treasurer at:

CAOC - Treasurer
P.O. Box 369
Mundelein, IL 60060

- The completed Meet Accounting Sheet
- The Chase deposit receipt and duplicate deposit slip
- Paid expense receipts
- Registration/waiver forms
- Membership forms
- Marked up Rosters

Questions?

If you have any questions, please contact the Treasurer:
Pete Friddle, (treasurer@chicago-orienteing.org)