

USOF SANCTIONING PACKAGE

(revised April 2005)

This package is meant as a supplement to the USOF Rules for Competition and as an aid to organizers of national meets. The package has four sections. The first section covers regulations, procedures and forms connected with obtaining sanctioning for a meet. The second section covers USOF support. The third section outlines various required or optional functions for which the meet director is responsible. The fourth section contains sample meet organizing materials.

I. OBTAINING SANCTIONING FOR A MEET

I.A SANCTIONING COMMITTEE

I.A.1. Functional Description

The Sanctioning Committee prepares a national orienteering calendar and evaluates sanctioning requests for those events to be put on the calendar. It insures standards are met by assigning consultants to assist/advise the hosting club. The Sanctioning Committee Regional Representative is available to advise clubs in preparing requests.

I.A.2. Contacting the Sanctioning Committee

Contact information for the Sanctioning Committee Chair and the regional Sanctioning Committee Representatives are listed on the USOF web site. As of March 2005, the chair of the Sanctioning Committee is Randy Hall. He can be reached at 1632 Oak Hill Rd., Chester Springs PA 19425; randy@mapsurfer.com.

I.A.3. Event and Course Consultants

Upon approval of a Sanctioning request, the chair of the Sanctioning Committee will notify the Event Consultant coordinator and Course Consultant coordinator who will then assign consultants for each event and place them in touch with the event director.

I.B EVENT SANCTIONING REQUESTS

Here are some protocols concerning the sanctioning process.

1. Requests should be submitted directly to the Sanctioning Committee chair. Alternately they may be forwarded to him/her by sending them to the Sanctioning Committee chair via the USOF Office. A Sanctioning Request form is required. The Sanctioning Request form requires information constituting the minimum preplanning by the club. These minimums are defined in the Rules. The Committee is empowered to waive requirements, thus partially completed requests may be accepted. Additional information should be included if it might help.
2. Any conversations or correspondence contacts made with the Sanctioning Committee prior to the submission of a Sanctioning Request can only be considered as assistance in preparing the request, not approval of the event prior to submission of the request. The event is considered Sanctioned when the Sanctioning Committee chairmen sends the meet director a formal approval of the event. It is then placed on the USOF Calendar.
3. The Sanctioning Committee will generally allocate requested dates on a first-come basis and can assist in negotiating compromises.
4. It is preferred that Sanctioning Requests be submitted 18 months prior to the event but there is a deadline of 12 months prior to the event. Requests received less than one year before the event date will be passed to the VP Competition for waiver of this requirement before the Sanctioning Committee will consider them.
5. Bids for Championship events will be forwarded to the USOF Board of Directors after sanctioning is approved. Championships are awarded by the USOF Board of Directors to "A" sanctioned meets. The Sanctioning Request will serve as the bid for the event. Clubs may submit additional supporting documentation but it is not required.
6. Event dates will not be changed except at the request of the hosting club and with the concurrence of a majority vote of the Sanctioning Committee members. Change of dates for a bid event will also require Executive Committee approval.

APPLICATION FOR USOF "A" MEET SANCTIONING

CLUB NAME _____

EVENT NAME _____

BID EVENT _____

PROPOSED DATES LISTED IN ORDER OF PREFERENCE:

(1) _____ (2) _____ (3) _____

LOCATION _____

(City where competition will be conducted, closest major city, and distance & direction between the two)

PERMISSION TO USE MEET SITE: Please attach a copy of your landowner permission to use this location on the dates requested.

COMPETITION FORMAT: _____

Provide information for each day or competition: (i.e. classic, short course, relay, motala, etc.); include information on start format if not interval individual starts; and info on awards (i.e. two day combined time)

Provide name /e.mail /phone/address for each person:

MEET DIRECTOR: _____

COURSE SETTER: _____

COURSE VETTER: _____

MEET REGISTRAR: _____

MAP COORDINATOR: _____

APPLICANT: _____

Applicant's Club Position _____

Applicant's Signature _____

Date of this Sanctioning Request _____

MAP PLANS FOR A USOF CLASS "A" MEET

(To be completed by the Mapping Coordinator for this event.)

Provide the name of the map and map location for each day/competition:

For each map provide the following information. (copy page as necessary)

Map Name: _____

For this event, this map will be: ___existing -or- ___new revision -or- ___brand new

Scale: 1:_____ contour interval: _____m size: _____km²

DATE of most recent FIELD CHECK: _____

Name of PRINCIPLE MAPPER (field checker): _____

Name of DRAFTER (if different): _____

General description of mapped area: _____

For new & revised maps, WHEN will the map be complete: _____

For existing & revised maps:

WHEN & FOR WHAT has this map been USED before this event?:

For existing & revised maps, YEAR area was ORIGINALLY MAPPED: _____

The Mapped Area is OWNED BY: _____

COMPETITION MAPS will be Offset Printed: YES or NO

If No, how will maps be printed: _____

All competitors will use the same map sheet for competition: YES or NO

If No, what differences: _____

Prepared by _____

Position with club or event _____

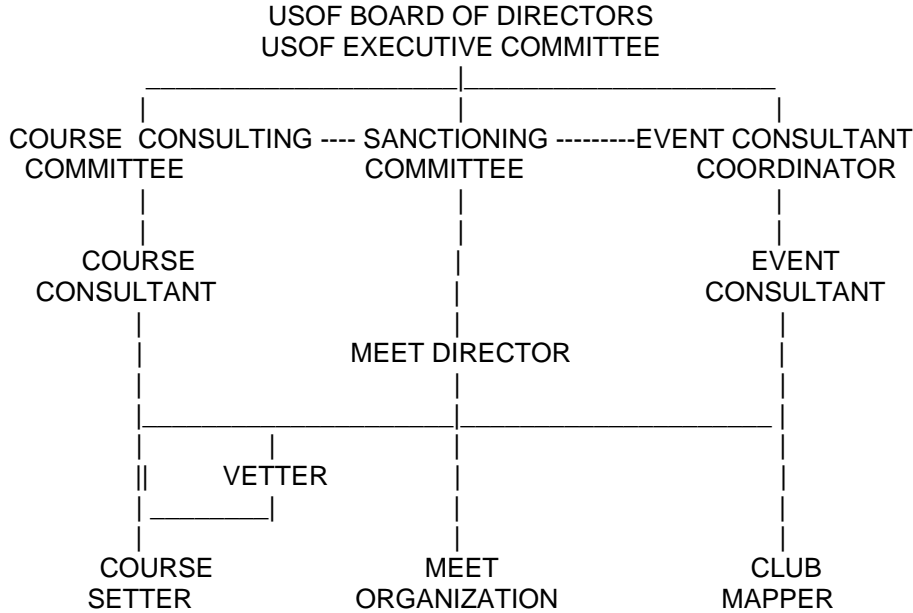
Date prepared _____

II. USOF SUPPORT

II.A ORGANIZATION CHART

II.A.1. CHART

This organization chart shows the lines of communication that are set up after a meet is sanctioned. Following the chart brief descriptions of each block are given.



II.A.2. CHART DESCRIPTIONS

The USOF Executive Committee is comprised of the USOF officers elected by USOF membership.

The Sanctioning Committee sanctions meets and produces a calendar of national events. It also provides event consultants.

The Course Consulting Committee provides course consultation services. It is comprised of qualified course setters and assigns course consultants to work with course setters.

The Vetter (see Rules C.45). The Course Vetter is appointed by the Meet Director and approved by the Sanctioning Committee. The Vetter checks all aspects of the course setting and works with the course setter to achieve the best possible courses.

The Course Consultant is assigned by Course Consultant Committee. The course consultant reviews the courses and advises the Course Setter on his designs. The consultant keeps the Event Consultant informed of progress or problems.

The Event Consultant is the SC Regional Representative or other person provided by the Sanctioning Committee. The event consultant monitors, advises and assists the Meet director in meet planning to insure USOF Rules are followed. He also confers with the course consultant.

The Meet Director is designated by the organizing Club at the time of application. The meet director is responsible to the competitors, the organizing club, and USOF to insure that the meet is carried out in accordance with the USOF Rules for Competition. She/He must maintain contact with the event consultant and the personnel in the meet organization and must advise the event consultant of any possible delays or problems.

The Meet organization is formed by the Meet Director to perform all duties required to hold the event. This organization and the plans for how it is to function should be discussed with the Event Consultant

The Course Setter is designated by the organizing club at the time of application. She/He is responsible for the design, setting and vetting of all courses and maintains contact with the meet director, course consultant and vetter.

The Club Mapper is responsible for production of the map and maintains contact with the Meet Director, Event Consultant, and Course Setter.

II.B CONSULTATION SERVICES

II.B.1. EVENT CONSULTANT

The Event Consultant is provided by the Sanctioning Committee. Event consultants have had experience with "A" meet organization and are familiar with USOF administration. The Event Consultant's duties are:

- review the pre-meet planning of the host club to see that they have adopted a reasonable schedule.
- review the entry form for the meet prior to its general release.
- assure that a club is working with its assigned Course Consultant.
- review the club's plans for making the map and monitor its progress.
- review the general meet organization and monitor its progress.
- review meet publicity.
- act as an advisor to the meet director.
- keep appropriate persons informed of problems and progress.

II.B.2. COURSE CONSULTANT

The course consultant is assigned to work with and assist the course setter in producing courses that meet USOF course setting guidelines. The course consultant should review the course setter's work from preliminary routes thru final courses and keep the Event Consultant informed of progress or problems. The course consultant is assigned by the Course Consulting Committee.

III. RESPONSIBILITIES/ACTIVITIES FOR A SUCCESSFUL MEET

III.A. THE MAP AND MEET SITE

An accurate map, or steady progress in the production of one, is essential to obtain and retain sanctioning for your event. Whether the map is produced by the club or an outside mapper, a member of the club must be assigned as the mapping coordinator. Specific map requirements are given in the USOF Rules for Orienteering Competition. It is practically impossible to conduct a high quality meet without a high quality map. Early and constant progress on completion of your map is essential.

III.B. BEFORE THE MEET – PLANNING & PREPARATION

III.B.1. EVENT PLANNING SCHEDULE

This planning schedule covers the main activities associated with an "A" meet. It should be modified to include planning sessions and the specific activities of your meet. When planning, take into account your experience and that of your people. With a schedule you will have some idea of any area where you may be falling behind. If you suspect you are behind schedule in a certain area, contact your consultants and/or key personnel to determine if a problem has arisen. The timetable given allows time to work out most problems if they are addressed quickly after they are discovered.

20-24 MONTHS BEFORE

- _____ OBTAIN PERMISSION TO USE SITE CHOSEN
- _____ DETERMINE IF A CERTIFICATE OF INSURANCE WILL BE REQUIRED

18-24 MONTHS BEFORE

- _____ RECRUIT: MEET DIRECTOR, COURSE SETTER, REGISTRAR, VETTER
- _____ SUBMIT SANCTIONING REQUEST FORM
- _____ OBTAIN AERIAL PHOTOS FOR BASE MAP

18 MONTHS BEFORE

- _____ PREPARE A MEET BUDGET
- _____ ACQUIRE THE BASE MAP AND MAPPING SOFTWARE
- _____ RECRUIT FIELDCHECKER AND MAP DRAFTER

16 MONTHS BEFORE

- _____ RECRUIT WORKERS TO PLAN AND PRODUCE AWARDS
- _____ RECRUIT WORKERS TO LOCATE EMERGENCY SERVICES, ACCOMMODATIONS, ETC.
- _____ BEGIN FIELD WORK FOR MAP

12 MONTHS BEFORE

- _____ PREPARE REGISTRATION FORMS, EVENT ANNOUNCEMENT AND PUBLICITY
- _____ RECRUIT WORKERS RESPONSIBLE FOR CHECK IN, START, FINISH, RESULTS, OTHER FUNCTIONS. BEGIN TO PLAN/TEST PROCEDURES

10 MONTHS BEFORE

- _____ HAVE MAP DRAWN
- _____ PREPARE MEET INFORMATION PACKAGE
- _____ PREPARE INVENTORY OF ALL MEET SUPPLIES AND EQUIPMENT TO BE DELIVERED TO MEET SITE AND ARRANGE TRANSPORT.

8 MONTHS BEFORE

- _____ HAVE MAP PRINTED
- _____ RECRUIT WORKERS TO PLAN SERVICES - BABYSITTING, SOCIALS, TRAINING, ETC

6 MONTHS BEFORE

- _____ COURSE CONSULTANT IS ASSIGNED

4 MONTHS BEFORE

- _____ SEND TO THE COURSE CONSULTANT INITIAL LAYOUTS OF COURSES. SHOW WATER STOPS, PARKING, MEET CENTER, FIRST AID, ETC.
- _____ DISTRIBUTE MEET ANNOUNCEMENTS FOR PUBLICATION.

2 MONTHS BEFORE

- _____ SEND APPLICATION FOR CERTIFICATE OF INSURANCE IF NEEDED
- _____ COURSE PLANNER HANGS VETTING TAPES, WRITES CONTROL DESCRIPTIONS
- _____ COURSE PLANNER SENDS FINAL REVISED COURSES AND CONTROL DESCRIPTIONS TO COURSE CONSULTANT

1 MONTH BEFORE

- _____ HAVE VETTER CHECK THE COURSES USING COMPETITION MAPS AND CONTROL DESCRIPTIONS.
- _____ COURSE PLANNER REVISES COURSES BASED UPON COURSE VETTER COMMENTS AND MOVES VETTING TAPES
- _____ HAVE COURSES RUN FOR ESTIMATED WINNING TIMES

3 WEEKS BEFORE

- _____ COURSES ARE PRINTED ON MAP
- _____ CODE-CLUE SHEETS ARE PRINTED

2 WEEKS BEFORE

- _____ HANG CONTROLS, PUNCHES AND CODE CARDS USING PREPRINTED COMPETITION MAPS AND CODE-CLUE SHEETS
- _____ PREPARE MASTER PUNCH CODE CARDS
- _____ ASSEMBLE MAPS WITH CODE-CLUE SHEETS IN THEIR CASES
- _____ DESIGNATE COMPETITOR ASSEMBLY AREAS
- _____ RECRUIT COMPETITORS TO SERVE ON YOUR JURY

1 WEEK BEFORE

- _____ RECHECK CONTROLS AND PULL VETTING TAPES USING COMPETITION MAPS AND CODE-CLUE SHEETS

DAY BEFORE

- _____ PUT OUT WATER STOPS
- _____ SET UP START AND FINISH AREAS
- _____ SET UP DIRECTIONAL SIGNS AND DESIGNATE PARKING AREAS

DAY 1 BEFORE COMPETITORS START

- _____ RECHECK ALL CONTROLS USING COMPETITION MAPS
- _____ SYNCHRONIZE CLOCKS
- _____ INVENTORY SUPPLIES IN EACH AREA

DAY 1 AFTER THE COMPETITION

- _____ RESET START AND FINISH AS NEEDED
- _____ PREPARE RESULTS
- _____ PUT OUT WATER STOPS

DAY 2 BEFORE COMPETITORS START

- _____ RECHECK ALL CONTROLS USING COMPETITION MAPS
- _____ SYNCHRONIZE CLOCKS
- _____ INVENTORY SUPPLIES IN EACH AREA

DAY 2 AFTER THE COMPETITION

- _____ PREPARE RESULTS
- _____ PRESENT AWARDS

1 WEEK AFTER THE MEET

- _____ SEND RESULTS TO RANKING COMMITTEE, ONA AND SANCTIONING CHAIR
- _____ COMPUTE ON FORM AND REMIT FEES TO USOF OFFICE
- _____ SEND COPIES OF COURSES AND MEET REPORT TO SANCTIONING CHAIR

III.B.2. THE COURSES

Course planning requirements are in the Rules for Orienteering Competition. The Rules can be found on the USOF web site and should be available to the course setter. For course planning, your club should choose someone who has had experience competing at sanctioned A-meets and has had experience in planning courses at local, regional or national meets. He should have access to one or more books on course planning.

Courses at sanctioned A-meets must be reviewed by the Course Consultant assigned. Together the course planner and course consultant must make the courses meet national course setting guidelines. Before you begin the course planning process, read the planning schedule in this package as well as the information on course consulting and "COURSE DESIGN GUIDELINES" on the USOF web site. Typically the consultant does not visit the site, so course planners should write down the reasoning behind their designs to submit with the courses. The consultant, as an expert observer, can help spot mistakes and suggest corrections.

III.B.3. REGISTRATION

Registration information is very important in preparing for the meet and meeting USOF requirements for sanctioned events. An invitation must be prepared. The invitation may contain it's own registration form or use the USOF Standard entry form.

Some information an invitation should provide:

- Event (Name, Date, Type)
- Location and Directions to Meet HQ and each day's Meet Site
- Map (Scale, Contour Interval, Date)
- Courses, Classes
- Fees (Meet Fees for USOF/non-USOF, Late Fee, Room/Board, etc.)
- Approved deviations from the Rules
- Registration Timetable (Deadline and Late Registration)
- Meet Timetable (First Start, Awards Ceremony, Activities)
- Other Information (Accommodations, Meals, Babysitting, Etc.)

Some items a form should request are:

- Competitor Information (Name, Address, Phone, E.mail, Class, Course)
- Affiliation (CLUB?, USOF?, IOF?) USOF Number
- Accounting of Fees and Other Payments
- Signed Waiver of Liability

More information concerning these items can be found in the USOF Rules for Competition. Your Event Consultant can help you with this. Remember to have her/him review it before distribution.

REMEMBER: THE ORGANIZER IS RESPONSIBLE FOR CONFORMING TO THE USOF RULES FOR COMPETITION AND PAYING ALL APPLICABLE FEES DUE TO USOF.

III.B.4. THE AWARDS

The type and number of awards is left to the discretion of the Meet Director with the exception of certain championships as given in Rules for Orienteering Competition. Contact the Awards Committee Chair for information and requirements on obtaining championship awards.

III.B.5. YOUR ORGANIZATION

For the most part, how you organize your meet is up to you. You should make some written plans to give to your Event Consultant and key personnel. Written plans tend to get done as they remind everyone of their jobs and permit all to gauge their progress. Many jobs must be coordinated with each other and everyone in your organization should know who is doing what job.

An organization chart will help you and your key personnel see if there are holes in your organization. The chart with the jobs, the workers names, and phone numbers will promote communication within your organization. All communications won't have to go through the meet director. The job of recruiting volunteers will be eased if you publish the chart periodically with an appeal to the membership to volunteer and fill vacancies. Remind them they can compete if enough workers are available to work in rotation.

III.B.6. FINANCES

One of the first things a club should do when planning an "A" meet is to look at the finances involved. A carefully prepared budget will show what expenses can be expected as well as how much revenue might be generated and can eliminate a financial crisis and hard feelings within the club later.

Some expense items to consider are:

The Map

aerial photos, basemap, fieldwork, drafting, printing

Obtaining a Use Permit for the Park

Facility rental or other fees

Publicity

Printing: entry forms, posters, flyers

Advertising in ONA and local publications

Awards

Meet Equipment

control flags, punches, code cards

Meet Supplies

map bags, clue sheets, punch cards, meet packets, water stops

Other Equipment and Supplies

Clocks, Results Stands, Start and Finish Chutes, Staplers, etc.

USOF Fees (paid IMMEDIATELY after the meet)

Sanctioning fees, Non-Member Surcharges, Insurance Fees

IOF Meets

Transportation and expenses for Controller, Radio Controls

Revenue items are usually: Entry fees, Sponsorship Money, "Souvenir" and/or Refreshment Sales.

If the income/expense ratio look overwhelming, don't despair. Loans for the map and other assistance is available from USOF. Please consult your regional Sanctioning Committee member for assistance.

III.B.7. PUBLICITY

A. Pre-Event

Pre-event publicity can help generate additional entries and attract local sponsorship. The types of pre-event publicity are:

Promotional flyers to distribute at local meets, other "A" meets, as well as running stores, outing clubs, public libraries, etc.

1. Press releases to the local media (don't forget the "Calendar of Events" listings that appear in newspapers and other publications).
2. Conducting clinics in area parks, or in an outdoors store.
3. Articles for orienteering publications.
4. Advertisements in ONA or other publications.

B. Post Event

Don't let your promotional efforts end with the meet itself. Immediately send the meet results and a brief write-up to the local newspapers. Give your meet award winners a generic press release they can fill in and submit to their local newspapers. Remember to capitalize on any public interest created by pre-meet promotion; try to have a series of well-publicized local meets (or clinics) planned after your A-meet for the curious.

III.C. DURING THE MEET

There are many areas to be considered: check-in, final course checking, start, finish, results, meet equipment, meet facilities, search and rescue, first aid, awards, and, various other services such as accommodations, meals, babysitting, social events, etc. Each meet director will need their own unique set of plans to take into account the specifics of what their meet will offer and the circumstances under which they will be operating. Certain operations are essential to conducting the meet. Others are not directly involved with the meet itself but necessary to meet USOF requirements for a safe and successful event. Following are brief descriptions of each area with references to USOF and other publications. Sample documents are provided as aids to organizing each area.

III.C.1. Registration at the meet includes a check-in of each competitor, any late or map hike registrants, and needed changes for pre-registrants. Everyone who has pre-registered should be given: start times, course information, area map, meal tickets, accommodation information, specific instructions covering rules or safety at the meet, social events, local attraction brochures and local hospital or emergency numbers. Refer to the Rules for Competition for more information.

III.C.2. Courses: Early on the day of the meet, you will want to have competitors who have agreed to run the course "as is" and report any missing or misplaced controls. They should run the courses using competition maps, clue sheets and punch cards to insure the other competitors have error-free courses. A field supervisor in charge should be prepared to delay the start to give time for any problems to be corrected.

III.C.3. Start: Start procedures should be planned and practiced well in advance. It is essential that the competitor understands the start procedure, be started at the correct time, and be given the proper map & clue sheet. Times recorded at the Start must be synchronized with the finish. Ref: Rules for Competition.

III.C.4. Finish: Finish procedures should be planned and practiced well in advance. The run-in to the finish should be marked as the clue sheet says it will be. A finish chute should be constructed so as to guide the competitor to a clearly marked finish line. The competitors finish time should be recorded and associated with the competitor. A system for resolving any disputes should be planned. Collecting the competitors map and punch card should be done in a manner that doesn't interfere with following runners. The competitor's time, map and punch card should be associated, checked and results compiled. Results can be calculated as a separate function. Ref: Rules for Competition.

III.C.5. Results: Elapsed times for the qualified competitors should be calculated or the reason for any disqualifications determined. All competitors' results should be posted as quickly as possible at a clearly marked area and official results lists prepared for submission to USOF for rankings and for release for publication.

III.C.6. First Aid: A qualified first aider with adequate supplies should be stationed at a well marked area near the finish. Many meet directors obtain the services of military or civilian paramedic teams. The quickest means to convey the injured to medical treatment should be known by the first aid crew.

III.C.7. Search and Rescue: Have a viable Search and Rescue procedure and make sure all appropriate meet personnel are familiar with it.

III.C.8. Other Services: as determined by the meet director.

III.D. AFTER THE MEET

III.D.1. RESULTS -- The meet results, in electronic format, should be sent, no later than ten days after the meet, to the national publication, the Rankings Coordinator, and the chair of the Sanctioning Committee.

The results should include:

- course lengths (straight line) and optimal-route climbs
- first and last names of all competitors
- the USOF club abbreviation or state of non-USOF competitors
- the country of all foreign competitors
- each day's times separately
- DSQ's/DNF's/OVT's on each day. These should be distinguished from DNS's by listing "DNS" for any competitor that did not start on one of the days.
- times are in minutes/seconds or minutes/hundredths of minutes.

III.D.2. THE MAP AND COURSES

A competition map for every course is to be sent to the Sanctioning Chair.

III.D.3. MEET REPORT

A report on the meet should be submitted to the Sanctioning Chair. The report should contain a copy of a meet administration chart. There should be feedback on USOF support, where it was of help and areas it could have helped more. This report will be used by the Sanctioning Committee in planning support activities.

The Ranking Coordinator should be sent a list of those applying for worker credit or credit courses for rankings along with the results.

III.D.4. FEES COMPUTATION

Fees are to be paid within 30 days after the meet. The requirements for paying fees are in the Rules for Competition and a form for computing them is provided by the USOF Office. Your "A" meet fees and computation form should be sent to the Executive Director at the Federation office.

IV. SAMPLE MATERIALS

These samples will give you some ideas to use in planning your meet. These are representative of those tasks you will be having to plan.

IV.A. SAMPLE START LINE PROCEDURE

DAY 1 START PROCEDURES & TIMETABLE

- 0630 - Starter in charge present at pre meet briefing in meet HQ.
- 0700 - Starter in charge synchronizes start timepieces to meet time.
- 0740 - Starter in charge and map worker arrive at callup line and insure startline equipment is ready.
- 0756 - Starter in charge to callup; map worker to start line.
- 0757 - Starter in charge calls up early runners and marks start list for those present.
- 0758 - Early runners to intermediate line, starter in charge to intermediate line map worker puts out maps.
- 0759 - Starter in charge takes early runners to start line. Map worker directs runners to proper course maps.
- 0800 - Starter in charge starts early runners. (then breaks until 1030)
- 1030 - Start crew reports to start area and checks equipment.
- 1040 - Starter in charge briefs start crew (timekeeper, callup worker, map worker); startline crew synchronizes their watches to the start timepiece.
- 1055 - Start line crew in positions and ready.
 - ** NOTE ** The first runner will leave only after the field supervisor notifies the start that the courses are ready. In the event the starter in charge doesn't receive the go ahead from the field supervisor, he will delay the start. After notification is received, the start crew will reload the start chute. Then all timepieces will be restarted at "meet time" (not clock time), meet time being 11:00. One of the synchronized timepieces will become the start timepiece and one will be taken to the finish to become the finish timepiece.
- 1057 - First whistle blows, timekeeper sets display clock to 1100, first runners called up, start list marked for those present.
- 1058 - Second whistle blows, timekeeper sets display clock to 1101, second runners called up, start list marked for those present, first runners to intermediate line, runners wait for next whistle.
- 1059 - Third whistle blows, timekeeper sets display clock to 1102, third runners called up, start list marked for those present, second runners to intermediate line, wait for next whistle, map worker puts out maps at start line, first runners to map line.
- 1100 - Fourth whistle blows, timekeeper sets display clock to 1103, fourth runners called up, start list marked for those present, first runners start, map worker puts out maps, second runners to start line, third runners to intermediate line, wait for next whistle.

The timekeeper will continue blowing the whistle each minute and setting the display clock ahead. The display clock will be three minutes ahead of meet time. All other workers will key on the whistle and perform the same task on a repetitive basis.

- 1300 - Last runner starts, the start list is taken to results to be used for tracking overtime runners for the finish line.

IV.B. SAMPLE FINISH LINE PROCEDURE

Personnel needed:

- 1 spotter
- 1 time caller
- 1 timekeeper
- 1 recorder
- 1-2 punch card collector(s)
- 1-2 map taker(s)
- 1 radio operator
- 1-3 punch card checkers
- 1-2 gofers
- 1-2 first aiders
- 1 in-charge/troubleshooter

Equipment needed:

- digital timepieces (hrs/min/sec)
- stack of time sheets
- several pens and markers
- master punch codes
- water and cups
- trash bags
- first aid equipment
- string, scissors, tape
- radio for communication
- Finish banner and chute materials
- tables, chairs, shelter tarps
- box for maps

Early each morning:

1. In-charge checks all timepieces against starter in charge's master timepiece and adjusts his timepieces if necessary.
2. In-charge and early crew set up in time to finish early runners. Field supervisor or starter will inform of how many were started. Once a runner has finished each course, finisher in charge will inform field supervisor, who will question runner on course accuracy.
3. In the event the field supervisor decides the courses are not ready for the normal start times, a new finish timepiece will be set to meet time instead of real time. Meet time and real time will be the same only if there are no delays.
4. After last early runner finishes, in-charge may dismiss early crew until normal finishers are expected. However, Finish line must remain staffed by at least one person during break in case of misjudgment.

Normal Finish procedure:

1. The spotter calls out the bib numbers of runners entering chute. The recorder writes bib numbers down in the order called.
2. As the runner in the chute passes under the Finish banner, the time caller calls "Time! Number...."
3. The timekeeper calls the Finish time in military time hours/minutes/seconds and the recorder writes it beside bib number.
4. The radio operator radios the bib number and finish time to the Results radio operator.
5. The punch card collector take runner's punch card and gives them to punch checkers. He may have to ask runners to remain in run-out chute to accomplish this. Check card has correct, legible bib number.
6. The map takers take maps and writes the runner's bib number on the back with marker. Maps go in box for safekeeping. If meet director okays, runners finishing after designated last start may keep maps.
7. Punch checkers verify punches and write "OK" or "DNF" (any punches missing) or "DQ" (incorrect punch) prominently on punch card.
8. After each time sheet is full, gofer takes time sheet and ordered punch cards to Results and turns them over to a designated person.
9. If map are to be returned that day, gofer sorts maps by course and set out with bib numbers up after all runners have started.
10. Finisher in-charge keeps in contact with Results to be sure all runners have finished. Meet director is notified of all overtime runners.

Note: Most personnel will want to run a course. Schedule duties for rotation and for no shows. In-charge is responsible for collecting all needed equipment but should co-ordinate with construction crew and meet director to avoid duplication of effort. Personnel staffing may be required of in-charge, check with meet director.

IV.C. SAMPLE RESULTS PROCEDURE

Personnel needed: (some take 2 jobs)

- 1-2 manual calculator operators
- 1-2 computer operators
- 1 programmer (pre-meet)
- 1 results poster
- 1 info checker
- 1 reader
- 1 radio operator
- 1 in-charge/troubleshooter

Equipment needed:

- manual time calculators
- computers, printers, cables
- results programs
- results stands
- scratch and printer paper
- electrical protection equip.
- radio equipment
- staplers, staples, pens, markers, scissors

Early morning:

1. Check all equipment, programs, supplies. Run test results.
2. Post previous days times, start times for today.
3. Provide Start with copies of Start lists (if applicable).
4. Calculate and post times of early runners.

Computer results procedures:

1. Receive or print out Start times list. Provide one copy for computer operation and one copy for manual operation.
2. Radio operator receives times from finish radio operator and copies down. As time permits, reader calls these to computer operators.
3. As time sheets and punch cards arrive from Finish, checker looks for punch cards with DNF or DQ and makes note on time sheets.
4. Reader calls bib number and finish time for computer operator who enters time in program. If DNF or DQ, reader calls that instead of time. Time sheets go next manual operation.
5. Every 30 minutes, computer operator runs calculation program and prints out results so far. Poster hangs results-in-progress printout in designated area.
6. As start lists arrive from Start line, checker notes changes in start times and DNS designations. Reader reads these out to computer operator who enters in computer.
7. At time designated by meet director, computer operator prints out list of person remaining out on course.
8. When all runners have been checked in, computer operator provides final printout of results to manual operator and inconsistencies are examined. When all necessary changes have been made, operator provides printout and disk results to meet director.

Manual results procedure:

1. Receive printout of start times.
2. Receive time sheets after reader calls them out to computer operator.
3. Following time sheet order, manual operator looks up runner by bib number on start sheet and calculates elapsed time. Write elapsed time on posting cards with runner's bib number, name, course and class. If day 2, add previous day's time for total time. Elapsed time is also written on master backup results sheets. DNF and DQ receive those designations instead of times.
4. Posters hang posting cards in course/class order on results racks.
5. When all runners times have been calculated, check master backup results sheets against computer results and correct inconsistencies.
6. Provide meet director with master backup sheets, time sheets and other requested information.

IV.D. SAMPLE BABYSITTING PROCEDURE

USOF POLICY - BABY SITTING

It is the policy of the United States Orienteering Federation that baby sitting services be made available at all USOF sanctioned A-meets. The baby sitting services provided may be in the form of volunteer baby sitters , hired baby sitters or through contract at a nearby child care facility. At each A-meet there shall be a baby sitting coordinator to make sure that baby sitting or child care is available. If babysitting is used, suitable shelter shall be provided. Donations may be requested from the parents to help defray the costs associated with the baby sitting. This policy has been adopted because the USOF wants to foster family participation in orienteering and, in the sense of fair play, to insure that orienteers are not handicapped because of their parental status. Although not included below, a Waiver of Liability and Authorization for Necessary Medical Treatment is probably a good idea. Note that in some states child care is a licensed activity. In those states you should be careful to avoid the terminology "child care".

Additional hints from the Sanctioning Committee.

1. Toys: Balls, crayons, paper, trucks, blocks, etc.
2. Snacks: crackers (soda, graham), drinks (soda, juice)
3. Supplies: cups, paper towels, baby wipes.
4. Babysitting should be close to the finish for emergency help
5. Sign up sheets with: names and ages of the children; the names, start times and courses of the parents; Special Instructions.
6. Personnel: one sitter for each six children (more for babies).
7. Parents Provide: diapers, lunch, special toys.

SAMPLE BABYSITTING SIGNUP FORM

REGULATIONS: Babysitting is open 1 hour before first start thru 3 hours after last start. Volunteers will watch over children while you are out on the course. This is not a child care service, please pick up your children as soon as you come off your course. Fill out an information form for each child. Fees will be collected as stated. Infants must be provided with food, diapers, and clothes changes. Toddlers must be provided with a change of clothes and a toy. Children under the age of ten are eligible for this service. Drinks and snacks will be provided. You provide lunch if you will be out from 11am-1pm.

BABYSITTING REGISTRATION FORM (PLEASE PRINT)

DATE _____ TIME _____

PARENT OR GUARDIAN _____

START TIME _____ COURSE _____

WHEN EXPECTED BACK _____

WHERE STAYING _____

OTHER PERSON TO WHOM CHILD MAY BE RELEASED

CHILD'S NAME AND AGE _____

MEDICAL/ALLERGY PROBLEMS _____

SPECIAL INSTRUCTIONS _____

SIGNATURE _____

IV.E. CHECKLIST FOR ORGANIZERS

This document (aka "55 Questions") is designed to aid the Event Consultant and Meet Director as an outline of arrangements to be considered.

1. Who have the essential meet jobs? -- get name, address, phone, email

Meet Director	Field Supervisor
Map Co-ordinator	Registrar
Course Planner	Meet Accountant
Course Setter	Participant Services
Vetter	
Crew Chiefs for Start, Finish and Results	
2. MD/CS has access to USOF Rules, Sanctioning Package, and other USOF Competition Documents.
3. MD notifies all essential meet personnel (#1 above) *in writing* of what their jobs entail to avoid gaps and misunderstandings.
4. All technical meet personnel have copies of USOF Rules and Sanctioning Package.
5. What are your plans for checking up on essential meet personnel to insure they satisfy timeliness requirements? Do they understand them? Do you anticipate any problems with anyone meeting the timeliness requirements?
6. Do you anticipate any difficulty staffing your meet jobs? Which ones may be a problem? Define your recruiting procedure.
7. Do you have written permission from landowner(s)? A copy of the permission should be sent to Sanctioning Committee chairman.
8. Prepare a meet budget. State how entry fees are calculated and show plan for paying USOF fees and repaying any Map Fund loans. Be conservative in estimating attendance for calculation purposes.
9. Is your map finished? If no, when will it be? Do you anticipate any problem with preparing the courses due to lateness of the map?
10. Has the Map Consultant approved the map? Are you using non-standard scale, interval or map symbols? If so, meet invitation must describe.
11. Is your Course Planner in communication with the Course Consultant? Is the course planning on schedule? Do you anticipate any problems getting the courses done and to the CC in plenty of time for checking and revisions?
12. What are your arrangements for printing the courses on the map? How will these be checked for accuracy? Are you using purple ink? Have you acquired map bags?
13. Does the map contain any out-of-bounds areas? Are they marked on the map or will they be overprinted? Will anything else be overprinted on the map?
14. Will competitors all be given whole map both days? If not, will legend appear on all partial maps?
15. Are you planning separate Map Hike course or will Map Hikers be on regular courses? If on regular courses, do you have procedure for handling strung-out Map Hike groups coming thru Finish line?
16. Are you providing training areas? When are they open? Are training maps for sale thru registration process? Is this announced in entry form? Are training areas representative of map/terrain for the meet?
17. Does the club own sufficient equipment for meet needs? Will you be borrowing any equipment? If borrowing, state procedure for identifying and returning borrowed equipment promptly and replacing lost/damaged items.
18. Are all controls in good condition regarding color brightness and physical integrity? Are punches in good condition? Do the code cards meet USOF standards?
19. Are you planning to move any controls between Day 1 and Day 2? If so, what arrangements are you planning to insure this is done accurately?
20. What are your control pick-up arrangements? How will you insure the competition center and other areas have been cleaned up?
21. How and when is Start list being prepared? What are your Start intervals? Can you handle pre-entry requests for early/late Starts? Do you have procedure for last minute additions and changes? When/where will Start lists be posted at the meet?
22. What type of timing devices will be used? How will these be checked for precision? How are Start and Finish timepieces being synchronized? Do you have backups and batteries for all timing devices?
23. Will competitors be given control descriptions ahead of time? When? Will they also be attached to the map?

24. Will participants be given punch cards separately from maps? When? Will they be allowed to put punch cards in map bags? If yes, what supplies (staplers, etc.) are you providing for doing this? Will participants be allowed to custom-prepare punch cards? When? Are you providing any supplies (pins, etc.) for this? Will you have extra punch cards at Start?
25. Have you made rainy-day shelter arrangements for Start and Finish crews? What are they?
26. What are your arrangements for bringing competitor belongings from Start to Finish areas?
27. Will Start have warm-up area nearby? How big is warm-up area?
28. Have you planned water and cups for Start and Finish areas?
29. Are you using competitor chest numbers? Will they contain advertising? If so, what will they advertise?
Check with USOF VP of Marketing for USOF compliance regs.
30. Is your Results operation computerized? Who is primary person in charge of computer operation? Are you planning a parallel manual Results operation? If not, what are your plans for computer failure?
Check reliability of computer power source/surge protection.
31. Where will Results operation take place? Is it isolated from participants? Where will Results be posted? Have you made arrangements for Day 1 Results to be posted Day 2 morning?
32. How soon do you plan to publish final Results? Are you in touch with ONA and Ranking Coordinator regarding providing them with final Results?
33. Have you planned press releases to announce elite winners? What other post-meet announcements and press releases are you planning?
34. Have you picked 3 persons for the Jury?
35. Will a complete USOF Rules be available during the meet for reference?
36. What are your Search and Rescue plans? Who will be in charge?
37. What is the physical makeup of your Competition Center? Is this the same as Meet HQ? Will CC accommodate all participants at one time? Is their shelter from rain? Is it heated? How far is parking, Start and Finish from CC each day?
38. Has your entry form been prepared? Send draft *before final printing* to Sanctioning chairman to be checked. What are the plans for distribution of entry within USOF? Within local club? To our groups? Will you be having any earlier announcements?
39. What are your entry deadlines? Deadlines should be stated as "postmarked by" not "arrive by." What problems must you overcome to handle late entries? Are you charging late fees? If yes, is your late fee reasonable?
40. Are you producing t-shirts? Will the t-shirt have advertising? If so, submit rough sketch of design and advertising to USOF VP of Marketing before ordering.
41. What arrangements are you planning for Finish line spectators?
42. Do you have a designated club representative to handle on-site media relations? Will photographers be allowed in competition area of forest? What other media services will you provide?
43. What are your pre-meet publicity arrangements for attracting local participants?
44. What arrangements have you made for Finish area First Aid? Do you have a procedure for summoning professional medical help quickly?
45. What arrangements are you planning for food and accommodations? Will you provide a motel list for participants? Transportation info?
46. Will there be evening gathering/entertainment?
47. What are your arrangements for babysitting? Do you have weather proof facilities?
48. Describe parking facilities. Check with park personnel for regulations.
49. Have you checked with equipment suppliers for their booth requirements? Have you checked with landowner or park supervisor for permission for booths?
50. Describe toilet facilities. How far are these from CC and Start?
51. What info will be in your competitor packets? Will you have any special info regarding out-of-bounds, required routes, protest procedures, etc. in meet info? Are you using any non-standard symbols in control descriptions? Will these be explained in meet info?
52. What are your awards? How are they being acquired?
53. What are your award ceremony arrangements?
54. What are your arrangements for post-meet analysis of problems to be solved before your next major event?
55. How do you plan to acknowledge assistance of workers, sponsors, landowners and park officials?