



## OTTAWA ORIENTEERING CLUB GUIDELINES FOR LOCAL MEETS – Spring 2010 Edition



### Introduction

Thanks for organizing a local orienteering meet this year. I hope you enjoy the experience. This short guide is intended to help make things run a little smoother.

A typical local meet will offer four or five point-to-point courses, one for novices, one or two (short and long) for intermediates, and two (short and long) for advanced orienteers. You may decide to follow this tried and true format, or you may organize a different type of event, such as Score-O, Relays, Adventure run, Sprints, etc. This guide assumes the traditional meet format, but can be adapted to suit the other types.

### Meet-day Team

**Meet Director** (you) has overall responsibility for the event. Normally sets the courses; prepares the maps; borrows club equipment from the equipment manager (Bill Anderson); hosts and coordinates the event; trains helpers; returns equipment; and compiles and distributes results.

**Controller:** Normally recruited by the Club. Assists with course planning and map preparation; checks control sites and descriptions; may help set out controls; normally helps at the event (start/finish, coaching newcomers, etc.)

**Registrar:** Recruited by the Club. Co-ordinates and manages the on-site registration process; provides snacks such as fruit and cookies. Normally participates in the event.

**Assistant Registrar:** Recruited by the Meet director. Assists the Registrar. This person will take over from the Registrar so he/she can participate in the event.

**SI System Operator:** Appointed by the Club if needed. Operates the SI timing system, if used.

**Start/Finish:** Recruited by the Meet Director. Operates start/finish desk and takes care of manual timing, if used.

**Greeter:** The Club may recruit a greeter, who will assist with the registration process by guiding folks to the correct line, dealing with scout groups, etc. The greeter may assist with coaching newcomers, although his/her primary duty is to assist the Registrar in ensuring things go smoothly and quickly.

### Course Planning and Map Preparation

The needs of participants vary widely according to their age and level of ability. The course planner should set a range of courses that cater to all abilities, from novice to expert. A standard local meet will have four or five courses: Novice; Intermediate (short and long); Short-Advanced and Long-Advanced. Here are some general guidelines on course length (longer course lengths for easier terrain, shorter lengths for difficult terrain):

- Novice course: <3km long on trails or flagged routes with very easy navigation. Take special care of safety concerns as young children run this course.
- Short Intermediate course: ~4km long; all controls not too far from major features, route choice
- Long Intermediate course: ~5-7km long; all controls not too far from major features, route choice, fitness
- Short Advanced course: ~4-5km long; technical navigation, route choice
- Long Advanced course: ~6-8km long; technical navigation, route choice, fitness

The emphasis should be on route choice, navigation skill, and having fun. Please stay away from thick vegetation and dangerous terrain – no-one enjoys fighting through endless km of thick bush!

### **4 Weeks ahead**

Obtain the most recently updated map of the area from Bill Anderson. Inspect the sites you want to use in the field to verify that the map is accurate. Move the control if the bush is too thick or there are features on the map or in the terrain that might confuse people. Do not hesitate to consult with your controller on all aspects of course planning. Hang ribbons at all proposed control sites. These ribbons should have identifying numbers which are not related to the courses or to the codes on control flags. Maintain a master control sheet as outlined in the B Meet Manual.

If the event is in Gatineau Park, the NCC must receive, 3 weeks ahead of the event, a map showing all proposed control sites. They will review it and may ask you to relocate some controls. Avoid control sites near water (lakes, streams and large marshes). Check with the meet coordinator for the current NCC contact. Prepare

an image (\*.pdf, \*.jpg, \*.gif) showing all the control sites, and forward by e-mail.

Gain permission to access any private land that will be in use (including the proposed start/finish area). This includes all schools. Any private land where permission for access has not been obtained must be marked as out-of bounds on all maps.

### 3 weeks ahead

The Controller's main purpose is to assist the Meet Director in having high quality courses. Provide the controller with a master map showing all ribbon locations and proposed control descriptions, plus maps showing each course. The controller reviews the courses and visits each ribbon to confirm the location and the suitability of the site and to verify the proposed control description. Controller may suggest improvements and recommend changes.

Contact the webmaster ([web@ottawaoc.ca](mailto:web@ottawaoc.ca)) with information for the website such as directions to the start, start time, format of the event, prizes, etc.

### 2 weeks ahead

Implement changes recommended by the controller (and NCC if applicable). Consider how you will be preparing the master maps for each course. Given sufficient lead time, anyone skilled in OCAD can make permanent updates to the map and help with printing master maps for your courses.

For the computer-savvy... electronic versions of most club maps are available in OCAD format from Bill Anderson. Demo copies of OCAD can be downloaded from [www.ocad.com](http://www.ocad.com). Newer versions of OCAD also support course planning plus preparation of master maps and control descriptions. A program like Condes, available from [www.finn.arildsen.com](http://www.finn.arildsen.com), or PurplePen ([www.purplepen.golde.org](http://www.purplepen.golde.org)) can also be used for course setting. PurplePen is relatively easy to use and does a nice job. (There are many links to orienteering software at: [www.orienteering.org](http://www.orienteering.org)).

### 1 week ahead

Obtain sufficient control flags and/or SI stands (See Equipment, below). Once you and the controller have agreed on the control locations and courses, assign control codes to the controls and arrange for pre-printed maps for all competitors. Here are the default codes for the club's controls:

- SI stands: 201-241
- Non SI stands: 101-159
- Flags with punches: 61-99
- Mini-markers: A-Z

Prepare a master map for each course + control descriptions (clue sheet) for each course + an up-to-date blank map. You will be making photocopies of these the day before the meet. All maps should include scale, contour interval, safety bearing, North arrows, and if possible, a legend. For the novice course, it is a good idea to use a scale of 1:7,500 or larger and provide written (not symbolic) control descriptions. See [http://www.ottawaoc.ca/novice\\_descriptions.shtml](http://www.ottawaoc.ca/novice_descriptions.shtml) for some bilingual translations.

Send an e-mail to [ottawaoc@yahoo.com](mailto:ottawaoc@yahoo.com) promoting your event to OOC club members. Invite your friends, neighbours and colleagues. Notify the webmaster of any last minute changes.

### 3 days ahead

Work out how many maps of each type you will need (consult with previous meet directors and/or look at previous results on [www.ottawaoc.ca](http://www.ottawaoc.ca)). Bear in mind there will be groups, mostly on the intermediate and novice courses, who will need more than one map. Factor in the weather forecast as the weather can impact on attendance. Better to make extra maps than to run out. The blank maps can be used if you run out of pre-printed ones for a particular course. Photocopy maps and extra control descriptions (have them do a test copy to make sure the quality is good and the colours are rich and true !)

Pick up meet equipment from equipment manager. Conduct an inventory meet supplies and re-stock anything running low.

### 1 day ahead

Set out most controls, except those along trails and in high-traffic sites. Be careful that the appropriate

control (with the proper code) goes in each location. Fill water jugs and put water out on course with drinking cups (a nice touch in hot weather).

If SI is being used, the SI person will need an ordered list of controls for each course. Have this ready to give to him/her first thing on meet day (one control description sheet for each course will suffice).

If you need to cancel the event at the last minute (earthquake, war, etc.), contact the Webmaster ASAP, and send an e-mail to [ottawaoc@yahoo.com](mailto:ottawaoc@yahoo.com).

**Meet Day**

**Set-up – tents tables and signs**

The Club has two tent shelters which should be set up near each other: one for the registration team and one for the SI system. A table is needed for each. Set up directional signs to ensure folks can find the site. Prepare a sign showing course names and lengths and set out sample maps so that folks can check out which course they would like to try. The club provides a 'float' of \$50 in change for the registrar. At the end of registration the registrar will put the \$50 in change in a small purse which should stay in the cash box and be passed to the next meet director.

**Novice course control flags and the SI stations**

These are put out on the morning of the event. Ensure that you have sufficient time and/or sufficient volunteer help to do this in good time for the start of the event. The meet director should be back at the start/finish area 30 minutes before start of registration.

**Start-finish**

Before runners start to arrive for registration, consult with the SI System operator on the details of how the start-finish process will work, as this process is evolving. Arrange for your start/finish volunteer to record the names and start times of all those on the novice course. That person should also ensure that runners have their names on their control cards and that runners are reminded of the three-hour (or other) time limit and the necessity of returning to the finish whether or not the course is completed. If they are using an SI card, ensure it is fastened firmly on the finger. The starter should ensure that there is a decent gap (>1 minute) between runners on each course.

**Control Pick-up**

The Novice controls and the SI stations should be picked up as soon as possible after the event. All remaining controls should be collected no later than the next day. Do not be shy about asking for volunteers to collect controls for you. Many folks are happy to go for a bit of an extra run. However, be sure you arrange to get the controls from these folks.

Return all equipment to Bill Anderson or directly to the next meet director.

**Meet reporting**

Be sure to get a copy of the meet report form (which will be in the blue forms box the registrar has or can be downloaded) and complete this form, remitting all receipts and net revenues (including any membership revenues) to the Treasurer, Karen Tippett within the next two days. The Meet Director and Controller may wish to claim reasonable transportation costs related to course planning and preparation, up to a maximum of four return trips (could be 2 each), expensed at 20¢/km. You will also have other expenses such as photocopying and incidentals. Registrar will put their receipts for cookies etc. in the cash box & take that amount of money to reimburse themselves, so report cookies etc. as expenses.

Send any new membership forms to Steve Buchko and all meet registration forms to Michael MacConaill.

<p><b>Karen Tippett</b> 50 Greenbank Rd. #13 Nepean, ON K2H 8R3</p>	<p><b>Michael MacConaill</b> 174 rue Jolicoeur Gatineau QC J8Z 1C9</p>	<p><b>Steve Buchko</b> 3540 Torwood Dr. RR1, Dunrobin, ON K0A 1T0</p>
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If SI timing is being used, please confirm that the SI operator will take care of reporting all results (including the novice course) to the webmaster. Otherwise, report the meet results to the webmaster as soon as possible, preferably the same day, as folks are anxious to see the posted results. Please write up a short article on the meet and send to the webmaster for posting with the results.

### **Meet Equipment**

The club has all the equipment required to put on a local meet, stored in Bill Anderson's garage. Contact Bill to arrange pick-up. If you need to buy any supplies (photocopies, apples, cookies, etc.) get a receipt and submit it with the meet reporting form. Here is a checklist of items:

<b>Forms Box</b>	<b>Registrars Box</b>	<b>Meet Directors Box</b>	<b>Other</b>
Registration forms	Whistles	Clock & stopwatches ?	Tarps or tents
Club membership forms	Compasses	Pens, markers ziplog bags etc.	Direction boards, signs
Newcomer material	Clip Boards	Staplers and staples	OOO banner
Map legends	Staplers, Staples	Control Cards	Water jug and glasses
Meet schedules	Pens, pencils, markers scissors	Map cases	Flags and punches
Meet reporting form	Pins, elastics, paper clips, tape, glue stick	String for posting results	SI Stations
Start-finish sheets	Name tags	Flagging tape	Maps
IOF Symbols	Lost and Found		Map Boards
Handicap forms	First Aid Kit		Control descriptions
Control description blanks	Accordion files for maps		Tables
Junior program	Money Box with stationary float		Chairs
Maps of Gatineau park	Garbage Bags		
Capital-O	Insect repellent		
Nakkertok waivers			
Start-Finish forms			
Masters of forms			

### **Contacts**

Equipment and Maps: Bill Anderson, 50 Lynhurst Ave., Ottawa, ON, K1V 9W7, (613) 731-5577, [equipment@ottawaoc.ca](mailto:equipment@ottawaoc.ca)

Meet coordinator: Andrew Cornett, 522 Buchanan Cres. Ottawa, ON, K1J 7X9, 613-742-1437, [meets@ottawaoc.ca](mailto:meets@ottawaoc.ca)

Webmaster: Lorna Guttormson, 1310 Normandy Cres. Ottawa, ON, K2C 0N3, 613-226-3947, [web@ottawaoc.ca](mailto:web@ottawaoc.ca)

Treasurer: Karen Tippett, 13 - 50 Greenbank Rd., Nepean, ON, K2H 8R3, 613-820-8355, [ktippett@rogers.com](mailto:ktippett@rogers.com)

Membership: Steve Buchko, 3540 Torwood Dr. RR #1, Dunrobin, ON, K0A 1T0, 613-832-4547, [membership@ottawaoc.ca](mailto:membership@ottawaoc.ca)

Registration: Linda Connell, [lindaconnell2@gmail.com](mailto:lindaconnell2@gmail.com), 613-225-5428

SI manager: Eric Teutsch, [eric@teutsch.ca](mailto:eric@teutsch.ca), 613-226-4677

### **The Last word**

Congratulations – you've done it! Again, many thanks for volunteering to organize a local meet for the benefit and enjoyment of your fellow orienteers in Ottawa-Gatineau.