

## Introduction

Welcome to the world of orienteering meet directing! The Meet Director manages the meet on the day, delegating as many specific duties as possible and insuring proper meet execution. [The MD makes sure the other things are happening and follow up on all aspects - Courses, maps, permits. All communication should be cc:d to MD, CS and EC \(and course consultant when discussing courses\). The MD should work closely with the CS \(see before\)](#)

This manual will provide [most of the information you need to organize an LAOC local meet. The RESOURCES link on the web now provides much of what you need, don't reinvent the wheel.](#) The objective in providing this information is to ensure a consistent level of quality in LAOC O-meets. This manual follows a chronological checklist of duties for the Meet Director and includes supplementary references in the back. Your contact for questions and help is the club's Event Coordinator. After your meet, you should do a post-meet 'what I learned' which will help future MD's, and offer changes to this nmanual.

## Before the Meet

[EQUIPMENT: You will be assigned a set of gear. This may be at a meet one or two months before your meet. \(EC\).](#)

[When you collect the gear, do an inventory/reorganize ASAP This will help you order any missing items. \(EC\)](#)

[If everything is kept in its proper boxes the event will run smoother.](#)

[RESOURCES: You may find the need to make copies of the latest start/finish logs etc.](#)

[\(do not change/update any 'how-to's' or forms without first reviewing with the Event Coordinator\)](#)

[Go to the RESOURCES link on the web and review everything there - all the display, forms how-to's etc.](#)

[This will help you understand the flow of work. You can ask the volunteers to download their job's 'how-to' ahead of time so they too can be prepared](#)

### **4 to 6 months prior to meet date:**

[Arrange for the Site - this is often done by our permit-chair, so please check first. DO NOT CONTACT RANGERS UNLESS PERMIT-PERSON AND EVENT COORDINATOR GIVE OK..](#)

Contact the rangers ahead of time to make sure the date is Ok and to secure any necessary permits. Always be cooperative with the park contacts, we need to maintain positive relationships. The club president and past meet directors can assist you in determining what will be required for a specific site. Some Venues require a certificate of insurance which can be obtained through the club event coordinator.

### **Safety:**

[Find address and phone number of nearest emergency hospital. Have a road map handy. If something happens, call 911, but the map/directions will help any family / friends follow the injured person.](#)

**2 months prior to meet date: ADVERTISE:**

WEB, Newsletter and HOT-LINE.

WEB: submit a short announcement asap - it can always be updated. All venues (directions to event) are on web, so check them out and let web-master know if they need updating. .

Submit meet information to newsletter editor well ahead of deadline.

**AS SOON AS PREVIOUS MONTHS MEET IS OVER, HAVE THE HOT-LINE MESSAGE CHANGED.**

Information should be submitted in time to go into the proper newsletter for your meet date. Submissions should include the **date, start times, accurate directions; all directions** to the parking area and Start, and the **courses** being offered. Often, the newsletter editor has no input from the meet director and must guess at what will be offered or where the start will be. This can result in frustration if the meet is not as advertised

B-meets:

Any meet which follows our standard club practices and also meets the following minimum standards can be advertised as a USOF B meet. If you think your meet will qualify let the club event coordinator and the newsletter editor know.

Minimum courses: White, Yellow, Orange, Red (**Brown Green and Blue recommended, or at least a short and long advanced**)

Five-color map in a scale between 1:5,000 and 1:20,000, ideally conforming to IOF standards. Map corrections posted.

Two master maps per course for a 3 minute start interval. (More maps necessary if interval is smaller)

Vetter checks the courses and maps

**2 to 1 months before meet date:**

**Get together with Course setter**

Course Setting is now separate from the meet directing, but as MD you should be on top of this and work closely with the setter. The Event Coordinator will try to assign a course consultant.

The course setter can begin designing courses immediately. If courses are designed early enough, more experienced course setters can review them and offer suggestions. Waiting until the last minute tends to result in poor courses. For more information on course design and course setter's duties see the course setter's manual.

**Help plan Courses**

**visit site with course setter**

Help to choose a good Start location, and a GO control and finish that funnels every course back the same way.

Decide where your registration/assembly area will be

**Plan CS BACKUP:**

You should be sure the CS has a vetter and helper to hang the bags, and a backup plan if something stops them doing this. This would include having a copy of all the maps/courses and clue sheets.

You should also be sure CS has the clue sheets and overprinting or plain maps in hand WELL before the event, and possibly help with map counts/printing. Counts should be done by looking at prior 2 years results for this site, and the last two months events.

## **Recruit Volunteers** [a volunteer form is on web](#)

Get people signed up early to help at your meet. Take it to prior meets. If someone expresses interest in helping at your site, get them to put it on the form. Your goal should be to find enough volunteers so that everyone who wants to can also run a course, and so that you don't have to recruit on the spot, ie [two shifts](#).. A meet **requires** the minimum staffing below: [these are separate jobs and require different people, and MD should not be one of them!](#)

Registrars - always at least two

Start & Finish timekeepers

[.Results controller](#)

Beginner instructor

The following staffing is **highly recommended** (Total - 9 people including Meet Director):

Meet Director-not assigned to any other capacity. Should spend the meet talking with participants and putting out fires as necessary.

Registration (2 or 3 people) - A large staff helps this run more smoothly, especially during that first big crunch. In addition, this allows your volunteers to compete, because they can take shifts.

[Starter \(2 people\) - Two recommended so they can take shifts and participate.](#)

[Finisher \(2 people\) - Two recommended so they can take shifts and participate.](#)

Results - This person can run a course with an early start and then help at the finish with computing and posting results.

Beginner instructor-Needed early on. If this person goes out on the course the meet director can take over.

String-0 - This almost always attracts a few young competitors and should be offered at every meet if possible.

Control Retrieval (3 or 4 people) - Obviously these people can have other positions on the meet staff. It's good to find out as soon as possible who plans to stay and help pick up controls so you don't get left alone. Typically, the MD/CS for the next meet needs to pick up equipment and helps with this. [Make sure your CS prepares pick-up maps.](#)

## **Check Equipment**

Once you have the equipment check it to know what is there and to determine if anything additional is needed. Be sure you have enough controls and punches, waiver forms, control cards, and maps. If supplies are low, [get originals from web-site](#) or notify club management so they can be replenished. And don't forget plenty of water on the courses and at the finish.

The club has 2 complete sets of Equipment, a RED and A BLUE. All items within these sets has been tagged and colored coded. You will be assigned one of these colors and told when to pick it up (one or two months before)

An Equipment color-set has 2 separate groupings - those for MD, those for CS .

MD boxes are Start, Finish, Results, MD , Misc (cups etc) T-shirts, Beg Clinic, Displays

CS boxes are Stand control box (stakes, bags and tops) plus 2 denim bags of pipe stands. And a bag of pre-numbered hanging controls. Road signs, Directional /out-of-bounds signs.

For a two-day event, the CS equipment will be on loan from the other color, effectively doubling the number of available controls. There should be no need to use double up the MD boxes, but if that is done, items must be returned to their appropriate color box at end of meet..

There is only one set of e-punch equipment, shared by all events that need it. The e-punch equipment consists of the computer setup, the e-units and the stands and tops

## **One week to the day before meet**

as MD be sure the following is done by Course setter: Make master maps and control descriptions

Master maps and clue sheets should be put together as soon as the control locations are set. They should be ready before the day of the meet. Pro-marked maps are great, especially for the White course, where course copying errors can be disastrous for new orienteers. Control descriptions should be xeroxed for all participants. It adds a lot of paperwork and slows down the registration process for people to have to copy the clues. We need to get beginners out on to the course where they can have FUN! Control descriptions for white and yellow should be written out **and provided as IOF symbols**. Orange should be provided as IOF symbols, with an IOF cheat-sheet on display. Advanced courses should get IOF symbols. **Clue sheets should be provided well ahead of time for WYO, but Advanced should not have them early to avoid course comparison.**

as MD, Write up Course information

The following 3 Notices should be posted prominently where participants will see them as they approach the registration site.

Meet procedures - this is a poster explaining the registration and general procedures (included in equipment)

Course Menu- **(provided by Course setter)** this identifies the courses being offered at the meet. It should include

Course level (White, Orange, etc.)

Number of controls

Distance (measured straightest possible route on the map)

Climb (measured along "optimum route")

Site Specific Notes - Indicate if there are map corrections, poison oak, horses, off-limits areas and other safety information. Give people a general idea of what to expect from the terrain and vegetation.

## **On The Meet Day**

MD should arrive at the meet site around 8:00 or 8:30 to begin setting up. If you've done the preparation properly this will be plenty of time. If you still need to copy maps or hang controls more time may be necessary.

### **Set-Up**

On the way in be sure to hang directional signs showing the way to the meet parking area and to registration. **Set up a registration table** so that the line passes the meet notices, then hits the waiver forms and then the registrar. **Have 2 registrars , one for WYO, the other Advanced.** Try not to clutter this table with information not needed for registration. Set up a **start and a separate finish area** and an area for the master maps. This need not be on a table if none are available. People can copy on the ground and the starter and **finisher timer** can usually work from a lawn chair. Set up a **display table** with newsletters, t-shirts and other items of interest. String-0 can usually share this table for their registration. Its always nice to have the banners and finish flags set up.

### **Last Minute Checks**

Make sure you have everything you need. Check that controls haven't been stolen if possible. Wear something that identifies you as an LAOC member and the meet director. There are usually meet director badges in the club equipment. Keep things going. As indicated above the primary objective of the meet director is to make sure things are running smoothly. This is best achieved if you don't have to be sitting at registration and can mill around freely.

## **Clean-up**

An Equipment color-set has 2 separate groupings - those for MD, those for CS Pack up separately as they will be taken by two different people.

CS: Retrieve the controls and pack up for the next CS, again making note of any needed supplies.

CS: Leftover maps and master maps go back to the event coordinator for the club files.

MD: The MD boxes equipment goes to the director of the next meet.

MD: Waiver forms and membership forms go to the membership chairman.

MD: Results go home with you to be compiled.

## **Financial wrap-up**

Use the forms provided by the treasurer to keep track of your meet expenses and income. Try to keep things as categorized as possible. Have the registrar keep track of things like merchandise and T-shirt sales and money that comes in for memberships. At the end of the meet settle up the accounts from the cash box. You may reimburse yourself for expenses out of the cash box, but submit receipts and itemize your expenditures. Remaining meet revenue should be submitted to the club treasurer along with your financial forms.

## **After the Meet**

**Submit the results** to the web master ASAP, try for the following Tues at latest for actual results(times), write-up may come later. Submission format is on the RESOURCES page. Unless you are in charge of the e-punch, those results will be submitted for you.

Also send your results to the newsletter editor for incorporation into the next newsletter. Results should include - the total number of participants, a nice write-up on the highlights of the day, acknowledgement of all of the volunteers, and the results listing itself.

## **Follow-up with the site**

We should be sending thank you letters to our sites letting them know how the event went and that we appreciate their cooperation. This could be sent along with a copy of the newsletter showing results for that meet.

## **Pass on interesting info for next year**

Turn in your contact information and any other important notes to the Event Coordinator, so the next meet director at that site will have access to them.

*Thank You for helping provide recreation for our members!*