QOC Registration Crew Responsibilities and Procedures

We hope you enjoy volunteering for QOC. Getting to know your fellow crew members and participants is rewarding and fun. To be prepared please read the information and the diagram located in this booklet. Thanks for volunteering!

QOC Memberships

1) **QOC Membership Benefits:** Discounted event fees; express sign-in at events; discounted Si E-punches; training and coaching; borrowing privileges from the QOC library; group trips. **NOTE**: The membership fee is paid off after two events, saving money for anyone attending at least two events per year.

2) **Annual QOC Membership Dues:** New and renewing memberships must be processed online through any internet connected device (smartphone, tablet, etc.) via the Membership Portal.
   - Individual Membership: $20
   - Family Membership: $30
   - Group Membership: $50*

3) **New QOC Members**: To join a participant must be able to pay online through any internet connected device via the Membership Portal: member.qocweb.org
   - Have the interested participant join by going to the Membership Portal and clicking on "Join Us" link. Have them follow the prompts and pay.

   *Group membership must be done by the group leader and through a separate form. For more information about the memberships: www.qocweb.org/content/membership-types

4) **Membership Status:** Members, or lapsed members, can check their current membership status through their smart phones or through the membership sign-in sheet. If their name is not listed it means their membership has expired.

5) **Membership Renewal:** Members can renew their memberships anytime through an internet connected device at our events or when at home via the Membership Portal. They will need a valid credit card in order to use our online system. To renew have members login here: www.member.qocweb.org/Sys/Login
   - Have the renewing member with an establish login use the Membership Portal to login and renew their membership.
   - If they are a renewing member that has never used the Membership Portal have them go to the portal and click on the "Join Us" link. They must then use their email to make a password, log on and pay.

   Please do not take checks or cash for new or renewing memberships – payment must be made with a valid credit card through our online Membership Portal

Registration Procedure

Most of our events have open registration on the day of the event. Below are the guidelines for day of registration (see "**Registration Set-up**" map attached).

1) **Non-members:** While people are standing in line, before they reach the sign-in table, hand them a clipboard with a non-member waiver and a pen. Have them fill out the waiver completely and legibly. All non-members must fill out and sign this waiver. After the participant has paid and received their map they will take the waiver to the Epunch table.

2) **QOC Members:** Members sign-in on the QOC membership sign-in sheet. Two sets of lists are printed and should be kept in the two designated binders which reduces lines and saves time for QOC members. If someone is not listed their membership has expired.

   Membership Renewal: Members can renew their memberships anytime through their smart phones or at home: www.member.qocweb.org/Sys/Login We no longer do membership renewals at our events; however, a participant may use their smartphone to renew and pay while at an event - please do not take checks or cash from anyone for renewals - they must pay with a credit card through our online system linked above.

3) **Calculating & Collecting Fees:** To calculate fees participants must decide whether they are going out individually or in groups. Use the **QOC Event Fee structure on page** 3. We accept cash and checks. Checks can be made out to Quantico Orienteering Club or QOC.

4) **No Charge:** Compasses are loaned out for free. **Collateral** in the form of car keys or driver's license is required. The collateral is returned when the compass is returned. A $15 fee is required for a lost compass. Separately we have thumb compasses and GPS watches that are loaned out currently by Jon Torrance.

5) **Maps, Compass, Clues:** Each participant receives a map and a compass if needed. Clues are printed on the map, and they can be found along with map cases and other supplies on table 3 (see **Registration Set-up map attached**). Maps are passed out at the registration table or at the start - know the start location. You will need to know ahead of time how the maps are being distributed.

6) **Beginner Instruction:** If someone needs beginner instruction direct them to the person giving the instruction. Refer them to the course descriptions posted for the event.

7) **Epunch Table:** Direct participants to the Epunch table.

   a. If the participant is new to orienteering the Epunch crew will explain the system to them and hand them their rented Epunch.

   b. If the participant already owns an Epunch they will need to register their course choice for the day with the Epunch system.

c. Participant can purchase an Epunch from the Epunch crew (see **Epunch, SPORTident Timing on page 3**).

8) **Course Closures / Checking In / Returning Borrowed Items:** Remind participants that all courses close at 3:00 pm, and that everyone must checked in at the finish – even if they didn't get to complete their course. Borrowed compasses are returned at registration and collateral is collected. Epunches are returned to the Epunch table.

9) **Snacks and Beverages:** Let participants know that after they've completed their course they can enjoy refreshments and talk with other orienteers about their courses – it's a great way to learn more about orienteering and to meet new people.

QOC Event Fees

Members include participants having an active membership with any OUSA affiliated club.

	Club Member Adult	Club Member Junior	Non-member Adult	Non-member Junior
Epunch Owner	**$5**	**$5**	**$10**	**$5**
Epunch Renter	**$10**	**$5**	**$15**	**$10**

An extra map for a second course is $2/extra map; however, if a person wants to reuse their map they are welcome to copy another course and go out the second time for free.

Examples:

1) A QOC adult club member with their own Epunch: $5. A QOC adult club member renting an Epunch: $10.

2) Non-member husband and wife (adult) couple, borrowing an Epunch, and orienteering together with one map (i.e., one Epunch, one start time): $15. To add a map, giving them each one map: $15+$2= $17 total.

3) Team of 3 adult adventure racers, one of whom is a member and owns an Epunch, orienteering together, and wanting 3 maps: $5+$2+$2= $9 total for the group.

4) Non-member family of 4 consisting of 2 adults and 2 juniors, renting and Epunch, all orienteering together, wanting one map: $15 total for the family.

5) Two Boy Scouts (both noon-member juniors), going out together, renting an Epunch: $10. If they want to add a map so that they each have one: $10+$2= $12.

6) Member family consisting of 3 starting units (one adult, one adult pus one child and one child), each unit wanting one map, and each unit having their own Epunch: $5+$5+$5= $15 total for the family.

Epunch, SPORTident Timing

QOC uses the SPORTident timing system. Each participant will need an Epunch to go out on an orienteering course, even if they don't want to be timed. We the system not only for timing but to confirm that everyone is checked-in and out of the park.

2) **Rent or Purchase**: If a participant doesn't already own an Epunch they will need to rent it ($5ea) for the day. Participant may purchase an Epunch. Prices are listed below:

- pCard $20 $15 Membership discount price
- SI-8 dibber $40 $35 Membership discount price
- SI-9 dibber $55 $50 Membership discount price

QOC Membership Dues

1) **Annual Membership Dues:** New and renewing memberships must be processed online through any internet connected device via the Membership Portal.

- Individual Membership: $20
- Family Membership: $30
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QOC Pre-Registration Crew Responsibilities and Procedures

If your event has pre-registration everything will be managed in the same manner as a regular event with a few exceptions (see "**Pre-registration Set-up**" map attached).

1) **Registration Table**: The line for registration will be split alphabetically: "A-M" on left and "N-Z" on the right. Signs should be posted overhead or at the beginning of the line.

   - **Signatures**: Most waivers will have been signed by participants when they registered online. If a participant neglected to sign the online waiver they will need to do so before they receive their map. A waiver, along with the list of people needing to sign it, will be provided.
   - **Vehicle Info**: A vehicle license plate number along with the make and model of the vehicle is required when signing in. This is for emergency purposes.
   - **Maps**: Maps will be passed out to each participant after you've checked that their name is not on the 'unsigned waiver' list. If a participant's name is on the list have them sign the provided waiver before handing them a map.

2) **No Payment**: Everyone registered will have paid in advance; no collection of event fees is required. **NOTE**: Events held in National Parks prohibit us from collecting fees in the park.

3) **Compasses**: Compasses may be borrowed for free. Collateral is required (car keys are best). The collateral will be returned when the compass is returned.

4) **Memberships**: Anyone can join or renew their membership online using their smart phone, or at home.
   - New memberships: www.member.qocweb.org
   - Renewing memberships: www.member.qocweb.org/Sys/Login

5) **Table 3**: Clue sheets, map cases and staplers are located on table 3 (see pre-registration set-up map).

6) **Beginner Instruction**: If someone wants beginner instruction direct them to the person giving the instruction. Refer them to the course descriptions posted for the event.

7) **Epunch**: Everyone will still need to register at the Epunch table. Participants renting an Epunch will need to collect it at the Epunch table.

8) **Course Closure**: Remind participants that courses close at 3:00 pm, and that they must check in at the finish even if they didn't get the time to complete the whole course.

9) **Registration Set Up**: Refer to the Pre-registration set-up diagram on the next page.