

## **Event Director Guidelines**

Thank you for volunteering to be an Event Director for QOC. To help you organize your event, this handbook contains checklists and information pertaining to tasks needed pre-event, day of event, and post-event.

The Safety Plan, Participant Guidelines, Volunteer Schedule Template and Beginner Instruction Guidelines are included at the end of this handbook.

The Vice Presidents of events and permits in your state will help you with logistics and with any questions you might have as an Event Director. Their contact information is also located within this handbook.

Please note Virginia and Maryland/DC each have their own Event Kit.

QOC's goal is to provide a fun and friendly event for all participants, including volunteers.

## Pre-Event Checklist

	Action
1.	Find out from whom to get the Event Kit
2.	Recruit Volunteers
3.	Communicate with Course Designer(s)
4a.	Park permit/venue licenses/insurance/safety plan
4b.	Restrooms
4c.	Directional/runners crossing signs
4d.	Parking
5.	Send event description to Website Coordinator
6.	SignUpGenius
7.	Group Registration
8.	Maps and Registration list
9.	Reminder email to volunteers, print volunteer template
10.	Bulletin Board
11.	Bottled water & snacks for volunteers
12.	Find out who picks up Event Kit
13.	What to do if someone contacts you to register after registration has closed
14.	What to do if your event is canceled

### 1. Find out from whom to get the Event Kit (*as soon as possible*)

Check the schedule for the event prior to yours (in your state) to determine the Event Director to contact to organize the event kit pick up. The Event Director is listed on the [QOC schedule](#).

***Take the Clear Box with the event binder to get started if you are unable to take the entire event kit, then work out how to get the kit to your event.***

The Event Kit will hold everything you need for the day of your event. The contents are as follows:

- 2 tables
- Clear Event Director box with white
- Pens, markers, staples (non-magnetic), clipboards
- Compass boxes
- Key box
- Clue sheet box
- Directional signs
- Trash bags
- First Aid Kit/Emergency ice pack/AED (automated external defibrillator)
- QOC banner
- QOC Canopy and flag
- Volunteer banner/sign-up list

## 2. Recruit Volunteers (*four weeks before event*)

- Reference Volunteer Schedule Template to fill volunteer slots. If you would like to use SignUpGenius, contact the [Website Coordinator](#). Add names, emails, and phone numbers of all volunteers to the Volunteer Schedule Template. Ask if volunteer will run course before or after volunteering. Remind volunteers to show up 15 minutes before their time slot.
- The VP of Maryland developed a tool to help recruit volunteers. This tool allows you to find volunteers that live close to the event location, provides information on who has volunteered and how often. Contact your [VP](#) for the online tool.
- Tips for recruiting volunteers:
  - Contact next Event Director for help with control pick up/clean up if they are coming to your event to pick up kit.
  - A mix of veteran volunteers and new volunteers is a good idea. Beginner's instruction can be tricky so it's helpful to recruit "veteran" orienteers for this task. Recruit advanced orienteers to pick up controls. You can scan past results to see names of those who run brown through blue and are usually in the top 10 finishers.
  - As Event Director do not assign yourself a specific task. Be available to float/fill in where needed. Make sure all volunteers have your cell phone number.
  - Do NOT mass email all members or use yahoo groups/Facebook to get your volunteers.
  - SignUpGenius is a great tool, but don't passively rely on it to magically get volunteers. You will need to actively find volunteers for your event
  - Use the volunteer recruitment tool to find helpers closest to your event.
  - Call people. Tell them you think they'd be a great asset to your volunteer team.
  - Recruit volunteers in person at QOC events. In person at local events is the one of the best ways to find volunteers.
  - Individually email (do not send out a group email) a short, to the point request, like the following:

Hi <insert name here>,  
I'm the event director for QOC's <insert date and name of event>.  
I'm reaching out to see if you'd like to volunteer.

Spots available: <list your available spots>  
9.30 am to 11.30 am: registration  
11.30 am to 1.30 pm: registration  
11 am to 12.30 pm, 12.30 pm to 1.30: parking control  
9.30 am to 11 am, 11 am to 12.30 pm: beginner instruction  
3pm Control pick up (7 slots)

If you can, I would really appreciate it. If not, I completely understand :)

Thank you!  
<your name>

### **3. Communicate with Course Designer(s) (*one month before event*)**

The Course Designer(s) sets the course for an event. They plan the course lengths, the number of controls and the event format. Event Director should NOT interfere with the Course Designer(s) plans.

It is important to connect with the Course Designer(s) to discuss the assembly/registration area, location of the start/finish areas, and whether streamers to the start location will be necessary. Also include the [VP, Permits](#) of your state, who will know which part of the park is our permitted area.

Double check the event website to make sure the event location is accurately shown.

Enquire if the Course Designer(s) is/are going to be at the event all day (this is our expectation, but there are times when a designer cannot attend the actual event and will have someone assigned to put out the controls) and assign control pick-up. Exchange cell phone numbers. The Course Designer(s) is/are listed on the QOC [schedule](#).

### **4. Park permit and hours/venue licenses/insurance/safety plan. Restrooms. Directional and runner crossing signs. Parking (*one month before event*)**

You will need to check-in with the VP of your state for the following paperwork and information:

- a. You will need a printed copy of the park permit, venue license, insurance, and completed Safety Plan to add to the event binder. Check on the park hours. Some venues might open their gates at 9 AM which means special planning for the set-up team.
- b. If restrooms are located at your event site, make sure they will be unlocked for the day of your event. If needed, the port-a-johns will be taken care of by the VP. Make sure to find out where they will be located.
- c. Find out from the VP where directional signs for the event should be placed. Ask Course Designer(s) if "Runners Crossing" signs will be needed, and where they should be placed.
- d. Ask the VP if there are any parking restrictions, if and where overflow parking will be located, and if transportation will be needed from parking to the event start.

### **5. Send event description to Website Coordinator (*one month before event*)**

- The event description should include information about parking, restrooms/Port-a-johns, and anything that will be helpful in planning a trip to the event. Also include details regarding which color courses will be offered (e.g., will beige and blue courses be offered). You may want to let people know there are playgrounds nearby or a nature center they can visit and whether pets are allowed. It can be helpful to pull this information from prior events at the same location.
- If you have visual media (photos, videos, graphics, etc.) they are always good to add to the event announcement.
- Remind the Course Designer to submit course notes (including length, climb and number of controls) to the [Website Coordinator](#) around the same time.
- The [Volunteer/Social Outreach Director](#) may organize a social gathering the day of your event. They will submit details to the [Website Coordinator](#).

**6. SignUpGenius (*three weeks before event*)**

- SignUpGenius allows volunteers to sign up within the QOC event website page.
- When using SignUpGenius you will need to transfer volunteer names and contact information to the volunteer schedule template.

**7. Group Registration**

- If you receive emails from large groups (Boy & Girl Scouts/JROTC/ROTC) about your event, please answer their questions and keep our [e-punch gurus](#) informed so they can preload their information.
- QOC has a boy scout merit badge counselor who can answer non-registration related scouting questions. Please reference information located [here](#).

**8. Maps and Registration list (*one to two days before event*)**

Check with [e-punch gurus](#) – they usually print and bring course and master maps, as well as the registration list for events.

**9. Reminder email to volunteers, print volunteer template (*one week before event and day before event*)**

Send a reminder email to all volunteers, attaching volunteer template and the beginner instruction guidelines. Print completed volunteer template.

**10. Bulletin Board (*day before event*)**

Print course notes/distances, completed Safety Plan (see page 11), Participant Guidelines (see page 13). Assemble bulletin board to be displayed at event.

**11. Bottled water & snacks for volunteers (*before event*)**

Bring a case of bottled water for emergencies. If you choose, bring snacks and a 'Thank You' treat for your volunteers. Example volunteer treats (reimbursed by QOC) include donuts and coffee, baked cookies, etc.

**12. Find out who picks up Event Kit (*before event*)**

Check the schedule for the event after yours (in your state) to determine the Event Director to contact to organize kit hand off. The Event Director is listed on the QOC [schedule](#).

**13. If a person contacts you because they forgot to register for the event & registration has closed or someone was added to a group (*day before event*)**

- There is a \$33 per person [walk-up fee](#) at the Event Director's discretion.
- A QR code link (located on page 7/#18) is used to register, make a payment, and to sign liability waivers for all walk-ups and add-ons. No person is allowed on a course without signing a liability waiver.

**14. If your event is canceled**

- Call all volunteers to let them know the event has been canceled.
- Ask the VP who and how does the meet kit get to the next Event Director.
- Questions? Call the VP.

**Day of Event Checklist**

	<b>Action</b>
15.	Take Event Kit and binder to event
16.	Setup for event
17.	Brief volunteers
18.	If a person hasn't pre-registered and they show up at the event
19.	Control Pick-up
20.	Account for return of all participants
21.	Hand off registration list(s)
22.	Clean up
23.	Hand off
24.	Attend post-event Social if available

**15. Take Event Kit and binder to event**

Ensure entire Event Kit, including the clear box and white binder are transported to event.

**16. Setup for event**

Set up the following:

- The registration table(s)
- Colored map bins
- Clue sheet box
- Compasses
- Key box
- Flags, banners, signs
- Directional signs to the event - one for each intersection leading into the parking area, and one pointing to the event registration area
- Canopies (if needed)
- Bulletin board that includes event and course notes (include distances), participation guidelines, and the IOF control description sheet
- Volunteer banner and sign-up list
- Make available the first-aid kit

Confirm with Course Designer(s) and e-punch crew that all controls are in place, and everyone is ready before anyone starts their course.

## 17. Brief volunteers

Registration crew should know:

- where to direct people for e-punch, beginner's assistance, starts, and restrooms.
- when two people work registration at the same time, they are both required to check people in.
- number of courses (and colors).
- any special course information that needs to be passed along to the participants.
- where clue sheets are located.
- where the bulletin with event/course notes, participation guidelines and IOF control descriptions are located.
- how to find you in an emergency.
- car keys are better than driver's license for compass collateral.
- remind participants they must be off course and back at start by 3 pm.
- to refer to the Event Director when an unregistered person wants to register.
- please ensure volunteers use name tag stickers, in the Event Director bin, to display their names.
- where the first-aid kit is located.

Beginner's Instructors should know:

- the event binder contains a laminated Beginner Instruction Guideline. (Please remember to collect the Guideline after the event).
- to gather in an area away from registration but within view.
- to have a beginner instruction sign.
- please ensure instructors utilize name tag stickers, in the Event Director bin, to display their names.

## 18. If a person hasn't pre-registered and they show up at the event

- Only the Event Director may permit walk-up registrations.
- The cost is \$33 per person, regardless of age or member status.
- Walk-up registration is only allowed if enough maps are available.
- The late registrant:
  - is reminded that pre-registration is mandatory.
  - must use the QR Code [link](#) to register, sign the liability waiver and to pay.
  - must show the "PAID!" screen to the Event Director before getting a map.
- Notes:
  - Event Directors, volunteers, or registrant can use a phone to scan the QR Code.
  - A confirmation email will be sent to the registrant and to the [Website Coordinator](#).
  - Below is the late or add-on registration QR Code. Scan to register:

**SCAN  
ME**  
TO REGISTER



### **19. Control Pick-up**

Ask Course Designer(s) for Master Map showing all control locations. Course Designer(s) will divide the master map into sections for pick up, meet with control pick-up crew to distribute maps with individual pick-up areas, and will have bags for pick up. Ensure all pick-up volunteers return with all the controls and e-punch boxes by checking each numbered control off on master map.

- Make sure volunteers are qualified to find the controls they've been assigned.
- Add the volunteer names to the area they are assigned for picking up controls.
- Watch for any orienteers left on the course and remind them to be back by 3 pm.
- Have volunteers carry a cell phone, exchanging numbers, in case of an emergency.
- Control pick-up crew can leave around 2:30/2:45 pm so they can start pick-up at 3 pm.

### **20. Account for return of all participants**

Check with e-punch gurus to ensure all orienteers have returned. If people are missing, follow the Missing Person's Procedure below (also included in the Safety Plan):

- The control pickup crew should already know that people they see while picking up controls need to be told to go directly to the finish and download, as it's after 3PM.
- Text and telephone the missing person. Tell them to go directly to the finish and download - it's after 3PM. Phone number(s) are on the sign-in checklist and, if a member, in the membership database. Membership database is [WildApricot](#).
- If the person remains missing, do the following in order:
  1. *Have the e-punch crew check the following:*
    - The finish box to see if the person finished but forgot to download.
    - The control boxes (once they are back) to check the last control punched.
  2. *Appoint a Search Director and do the following:*
    - Conduct a formal search by organizing two search parties to go around the person's course in opposite directions.
    - Search teams with have cell phones and exchange phone numbers to contact the Search Director or emergency services as appropriate.
    - Every 15 minutes touch base with the Search Director until the person(s) is found.
    - Notify the Search Director the moment the person is found
    - If the person isn't found within an appropriate amount of time, call 911.

### **21. Hand off registration list(s).**

Registration check-in list should be given to [e-punch gurus](#).

### **22. Clean up**

Make sure all trash and other evidence of the event is nonexistent, take trash with you. Re-pack all items used from the Event Kit, including flags and canopies. Pack up and help with e-punch and control bags. Collect directional signs and streamers. Make sure Event Kit is organized properly before handoff.

### **23. Hand off**

Turn over the Event Kit, directional signs, and canopies to the VP or the next Event Director.

### **24. Attend post-event Social if available**

People love meeting up for a bite to eat to talk about their orienteering courses – come join the fun!



**Post-Event Checklist**

	<b>Action</b>
25.	Send event write-up to Website Coordinator
26.	Send separate thank you email to volunteers
27.	Send Volunteer Roster to Sidney Sachs
28.	Send photos to Publicity

**25. Send event write-up to Website Coordinator (*within two days*)**

Include number of starts ([Sid Sachs](#) and [e-punch gurus](#) can provide numbers), how the day went, anything special that may have happened. Acknowledge [Website Coordinator](#), [VPs](#), [e-punch gurus](#), Course Designer(s), day of volunteers (include anyone who did not sign up, but did help), [Publicity](#), [Sid Sachs](#) and [Volunteer/Social Outreach Director](#).  
If you have expenses, keep your receipts, and contact the [Treasurer](#) for reimbursement.

**26. Send separate thank you email to volunteers (*within two days*)**

Include [Website Coordinator](#), [VPs](#), [e-punch gurus](#), Course Designer(s), day of volunteers (include anyone who did not sign up, but did help), [Publicity](#), [Sid Sachs](#) and [Volunteer/Social Outreach Director](#).

**27. Send Volunteer Roster to Sidney Sachs (*within two days*)**

Send names of every person who worked this event to [Sid Sachs](#), so they receive volunteer credit in the club's [Points System](#). Include [Website Coordinator](#), [VPs](#), [e-punch gurus](#), Course Designer(s), day of volunteers (include anyone who did not sign up, but did help), [Publicity](#), [Sid Sachs](#) and [Volunteer/Social Outreach Director](#).

**28. Send photos to Publicity (*within two days*)**

Send photos from event to [Publicity](#) within two days.

**Master Checklist**  
(print and use)

<b>Pre-Event</b>	
1.	Find out from whom to get the Event Kit
2.	Recruit Volunteers
3.	Communicate with Course Designer(s)
4a.	Park permit/venue licenses/insurance/safety plan
4b.	Restrooms
4c.	Directional/runners crossing signs
4d.	Parking
5.	Send event description to Website Coordinator
6.	SignUpGenius
7.	Group Registration
8.	Maps and Registration list
9.	Reminder email to volunteers
10.	Print course notes, course distances, volunteer template
11.	Bottled water & snacks for volunteers
12.	Find out who picks up Event Kit
13.	What to do if someone contacts you to register after registration has closed
14.	What to do if your event is canceled
<b>Day of Event</b>	
15.	Take Event Kit and binder to event
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<b>Post-Event</b>	
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## Safety Plan

### 1) **First Aid**

A first aid kit is at registration to treat cuts, abrasions, and other minor injuries.

### 2) **Serious Injury Procedures**

In the event of a serious injury on the course, call 911 as soon as possible and Park Police will be contacted.

An AED (automated external defibrillator) is available in each kit and is "self-instructing" with voice and visual prompts. Although anyone should be able to use the AED, it is best if those with training operate it, if possible.

Document any serious incident and send the documentation to the Board within a week of the incident.

**Note:** A few QOC venues require dedicated medical team support. The VPs will arrange for that support and inform the Event Director(s) and Course Designer(s). The supporting medical teams will need an All Controls map to react quickly if there's an injury. Venues known to require on-site medical support are: Marine Corps Base Quantico and Cunningham Falls.

### 3) **Missing Person Procedures**

Check with e-punch gurus to ensure all orienteers have returned. If people are missing, follow the Missing Person's Procedure below (also included in the Safety Plan):

- The control pickup crew should already know that people they see while picking up controls need to be told to go directly to the finish and download, as it's after 3PM.
- Text and telephone the missing person. Tell them to go directly to the finish and download - it's after 3PM. Phone number(s) are on the sign-in checklist and, if a member, in the membership database. Membership database is [WildApricot](#).
- If the person remains missing, do the following in order:
  1. Have the e-punch crew check the following:
    - The finish box to see if the person finished but forgot to download.
    - The control boxes (once they are back) to look at the control that the person last punched.
  2. Appoint a Search Director and do the following:
    - Conduct a formal search by organizing two search parties to go around the person's course in opposite directions.
    - Equip search teams with cell phones for contacting the Search Director or emergency services as appropriate. Each member of the search party, including the Search Director, must have access to all phone numbers.
    - Stay in contact with the Search Director every 15 minutes until the person(s) is found.
    - Notify the Search Director the moment the person is found
    - If the person isn't found within an appropriate amount of time, call 911.

4) **Event Director Contact Information:** (Please fill in the required information below.)

a) Event Director's Name \_\_\_\_\_

b) Event Director's Cell  
Phone \_\_\_\_\_

c) Event Director's Email \_\_\_\_\_

5) **Park Contact Information:**

a) Park Headquarters  
Phone \_\_\_\_\_

b) Park Police \_\_\_\_\_

c) Park Superintendent's  
Name \_\_\_\_\_

d) Park Superintendent's Phone \_\_\_\_\_

6) **Emergency/Urgent Care locations closest to event (obtain 2)**

Emergency/Urgent care - Location 1		Emergency/Urgent care - Location 2	
Address		Address	
Distance		Distance	
Phone #		Phone #	
Hours of Operation		Hours of Operation	

### **Participant Guidelines**

Carefully evaluate what length and difficulty of course is appropriate for you as an individual or for all members of your group if applicable.

- Bring water on the course to ensure adequate hydration.
- Dress appropriately. Consider possible weather changes affecting conditions. Remember to bring water while on the course to ensure adequate hydration.
- ALWAYS check in at the e-punch table when you leave the course EVEN IF YOU DID NOT FINISH – our crew needs to know that you are off the course.
- ALWAYS give priority to assisting anyone in difficulty you encounter rather than completing your course.
- If you encounter an injured participant, assess his/her condition; try to attract anyone nearby to assist; if possible, divide the two tasks of staying with the injured individual and going to seek help; if the injury is serious, call 911 as soon as you can get to a phone and have the 911 operator direct first responders to the finish location; as soon as possible, inform the meet director and prepare to guide first responders as necessary to the victim's location. Notify the meet director.
- If you are bitten by a dog or if your dog bites someone else, exchange contact information, come to the finish location for first aid assistance and inform the meet director. Contact U.S. Park Police if race staff determines assistance is required to respond to injuries or missing person.

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**All courses close at 3:00pm.**

**Everyone must be off the course and checked in at the finish by 3:00pm, even if you did not complete your course.**

**Control bags (checkpoints) will be picked up at 3:00pm.**

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TASK / TIME	NAME	Run Before /After Shift	EMAIL	CELL	NOTES
Event Venue and Date	Event Director(s)				
	Course Designer(s)				
<b>SET UP</b>	Event Director(s)				
8:30am to end of event					
8:30am set up					
Check In and Map Issue					
09:30am - 11:30am					
09:30am - 11:30am					
11:30am - 1:30pm					
Parking/Road Crossing (if needed for your event)					
Parking Control 9:30am - 11:00am					
Parking Control 11:00am - 12:30pm					
Road Crossing 9:30am - 11:00 am					
Road Crossing 11:00am - 12:30pm					
<b>BEGINNER'S INSTRUCTION</b>					
9:30am - 11:00am					
9:30am - 11:00am					
11:00am - 12:30pm					
<b>CONTROL PICK UP</b>					
3:00pm					
3:00pm					
3:00pm					
3:00pm					
3:00pm					
3:00pm					
Clean and Pack Up					
2:45pm - 4:00pm					
<b>E-PUNCH</b>					
Chief of E-punch					
Chief of E-punch					
<b>BACK UP (if needed)</b>					
Back up volunteer					
<b>Event Directing Kit Pick Up</b>					
<b>Control Kit Pick Up</b>					

## Beginner Instruction Guidelines

Explain everyone needs to be off the course and checked in at the finish by 3:00pm - even if they did not finish their course. Tell them what to do in an emergency: If lost, stay at a control; if injured, blow your whistle 3 times (keep blowing every few minutes until help arrives). Stay together at all times if you are in a group. Help them understand how to do a safety bearing.

### 1) The Sport: Orienteering

The Goal: **Explain**

- a) To find the numbered “controls”, in numerical order, in the fastest possible time.
- b) To read your map, not simply following the compass bearing in a straight line.
- c) To pick the best route for you (over the hill or around it).

The Equipment: **Show an example of the following and explain what they are.**

- a) Control, white and orange nylon bag.
- b) Control code, the number on the bag.
- c) E-punch, the finger chip used to prove you were at the correct location.
- d) Clue sheet, description of features and the list of control codes.
- e) Map, used to get from one control location to another.
- f) Compass, used to keep the map oriented towards north.

### 2) The Map: Becoming familiar with the map legend

The Colors: **Show them a legend and explain it a bit.**

- a) White = normal forest, walking or running through without difficulty.
- b) Green = forest with undergrowth, walking or running through with difficulty. The darker the green the more difficult it will be to get through.
- c) yellow = fields, open areas.
- d) blue = water features like streams and marshes.
- e) black = typically man-made features like roads and trails. Black will include rocks and boulders.
- f) brown = earth objects like knolls, hilltops, earth banks, ditches, gullies and contours. Contours show elevation. The closer contours are together, the steeper the terrain.

The Scale: **Explain the scale (i.e., 1 meter = 10,000 meters)**

- a) 1:10,000 is most commonly used.

The Contours: **Explain, the closer the contours are to each other the steeper the terrain.**

- a) contour intervals are typically 5m (16 feet). Each contour line represents 5m of elevation difference.

3) **The Compass:** Knowing where north is.

The Compass Needle: **Show them a compass and the north arrow.**

- a) It is usually red; but sometimes one end is red, and the other is white.
- b) The red always points to North, towards the earth's magnetic north pole.

Orienting your map to north: **Explain, then have them show you that they can do it.**

- a) Hold your map horizontally.
- b) Place the compass flat on the map.
- c) Rotate the map until the "north lines" on the map (a series of evenly spaced parallel lines drawn across the map, all pointing to magnetic north) are aligned with the compass needle pointing north.

Taking a bearing: **This is an intermediate technique, explain only when asked.**

- a) Place the compass on the map so that the direction of travel arrow is lined up with the way you want to go.
- b) Turn the compass housing so that the orienting lines are parallel to the north arrows on the map (make sure the orienting arrow points north) take the compass off the map and hold it in front of you so that the direction of travel arrow points ahead of you.
- c) Rotate your body until the compass needle is aligned with the orienting arrow.
- d) Pick out a prominent object ahead of you along the direction of travel, go to it, and repeat the process (this way you can detour around obstructions but still stay on your bearing).

