

## Event Director Guidelines

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Thank you for volunteering to be an Event Director for QOC. Whether this is your first time or your fiftieth, please review these guidelines – they will help you keep track of most aspects of good event management which will be appreciated by participants and volunteers attending your event. Directing an event is both a fun challenge and an opportunity. An opportunity to meet and interact with fellow club volunteers and participants gives everyone a strong sense of community.

### As Soon As You Can

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- 1) **Become familiar with the QOC website:** [www.QOCweb.org](http://www.QOCweb.org) it's full of information which will help you as a meet director. Contact information for all the people providing services for you at your event, i.e. epunch crew, publicity, webmaster, etc., is located under “**About the Club/Leadership.**”
- 2) **Become familiar with the QOC Event Director's Guidelines:** Please read through all of the documents in this guideline. Contents include: Event Director's Handbook; Registration Crew Handbook; Pre-registration Handbook; Volunteer Schedule; QOC Event Accounting Sheet.
- 3) **Get to Know Your Event Location:** Visit the park where your event will be held. Find out from the QOC VP of Competition for your region, VP of Maryland or VP of Virginia, what the park facilities include. Are there toilets? Will they be open on the event day? Where are they located? Is there enough parking for the expected attendance, or should you start planning alternatives?
- 4) **Toilets:** If portable toilets are needed you should arrange with the VP of your region to have them delivered for the day of your event. The VP should also coordinate with park staff to ensure access to the right location for the delivery truck.
- 5) **Park Permit and Procedures:** Discuss the event format and any special requirements with the QOC VP of Competition for your region. Make sure that the VP has the park permit for your event - you will need to bring this permit with you the day of your event, keeping it in the Event Organizer. Find out which shelter or building (if one is being used) the VP has reserved for your event.
- 6) **Registration:** Will advance registration be required? Will only day-of (walk-up) registration be offered? Depending on many variables, this needs to be sorted out in advance. Contact the VP to find out which procedure will be offered at your event.
- 7) **Publicity:** If possible provide the publicity directors with a few photos of the park; showing the type of terrain and seasonal aspects of the park are an important part of attracting people to your event, i.e. for events in October, beautiful photos with colorful leaves are perfect!

- 8) **Communication with the Course Setter:** It's important to connect with the course designer to discuss the assembly/registration area (this is often predetermined and will be shared with you by the VP) and where he/she may be locating the start/finish areas (some designers prefer to have the start and finish in different locations.) If the locations are complicated, you may want to consider sketching out a locator map that could be posted on the event webpage. Contact the webmasters if this is needed. Inquire if the course setter is 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.) Exchange cell phone numbers.

## Two Weeks Before Your Event

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- 1) **Permit:** Get a copy of the event permit from the VP, and read it. If you have any questions about it contact the VP.
- 2) **Epunch:** Verify with the VP that your event will have e-punching.
- 3) **Meet Notes:** Write an event description for participants attending the event. These notes are for the day of the event and will be posted for all participants to see. Inform participants of the restroom location, beginner clinic location, available snacks and anything that helps guide them through your event process more easily so that they can have a really good time.
- 4) **Webmaster:** Send an event description to the Webmaster. This should include information about parking, restrooms, and anything that will be helpful in planning a trip to the park. For example, you may want to let people know that there are playgrounds nearby or a nature center they can visit and whether pets are allowed. If you have visual media (photos, videos, graphics, etc.) they are always good to add to the event announcement (note: the course designer will also be submitting course notes to the webmaster at about the same time).
- 5) **Communication With the Course Setter:** Everything on track? Find out what size maps are being used and make sure the meet kit has enough map cases of the necessary size (contact VP if not). Confirm that the course setter will be putting enough water on the course. Confirm cell phone numbers between you and the course setter.
- 6) **Group Registration:** You will start to receive emails from large groups about your event. Please answer their questions and direct them to the group registration form located on our website under "**About Orienteering**". Be sure to forward their names and course information on to our epunch guru, Valerie Meyer, so that she can preload their information into the event computer.
- 7) **Post-Race Plans:** Occasionally we select a post event restaurant to help provide a social gathering spot after the event. If you have time and are willing, consider contacting a nearby place and ask if they would be willing to offer a discount for our participants and be our featured post- race meeting spot. If this works out, be sure to have it posted on the event webpage and with your meet notes at the event. Feel free to contact Publicity gurus for ideas and suggestions.

- 8) **Volunteers:** You are in charge of getting volunteers for your event. Together with the use of the **QOC Membership database**, the **Tips for Recruiting and Scheduling Event Volunteers** and the **Volunteer Coordinator** you should be able to find your event volunteers.

### **Membership Database**

The QOC membership database provides telephone numbers and email addresses of all club members. Use this database to locate club members near your event by logging in, going to the 'Directory,' doing an 'Advanced Search.' You can also obtain the most current membership list by emailing your VP.

### **Tips for Recruiting and Scheduling Event Volunteers**

- Contact the Event Director for the next event in your region, and ask them if they can help with control pickup or cleanup at your event - they often need to come to the event before theirs to pick up the meet kit.
- Two-three weeks leading up to your event attend an orienteering event and ask people you see if they are interested in getting more involved with the club, and would they be interested in helping at your event.
- Two weeks prior to your event contact potential volunteers by phone. A member is more likely to say "yes" when talking with someone by phone.
- Using the QOC member database identify a group of people who live near your event park and email them letting them know that you thought of them because they live nearby. Ask them if they are available to volunteer at your event.
- Do NOT mass email all members, use yahoo groups or Facebook to get your volunteers.
- When you assign tasks to your volunteers, be sure they are comfortable with their assignment. We want them to be able to smile and have fun serving our customers. We want everyone to have a great experience and help spread the word that orienteering is a fun activity, appeals to all ages and fitness levels, and that it's a wonderful community to become involved with.
- Try to match volunteers to a task/job that suits their interest and personality.
- When you've recruited a volunteer you should ask the following questions:
  - Do you want to volunteer first, run first or are you flexible?
  - If they choose to run first, how long will it take them to finish their course?
  - What is your cell phone number?
  - Do they have any special needs or concerns?
- Use the **Volunteer Schedule** form to organize your volunteers.

- Assure your volunteers that the tasks are simple and you'll be there to help them. Send your volunteers the electronic "**Registration Crew Handbook**," the "**Beginner Instruction Guidelines**" or other relevant information.
- A mix of veteran volunteers and new volunteers is a good idea.
- As meet director you should not assign yourself to a specific task. Instead be available to FLOAT and possibly fill in for a volunteer that may have to cancel last minute or may not return from their course by their scheduled shift. Make sure all of your volunteers have YOUR cell phone number.
- First shift volunteers should arrive 15 minutes before their allotted time. This assures that they are briefed and ready to go on schedule.
- Second shift volunteers should arrive early enough so that they can pre-run their course as soon as the courses are ready (usually ready by 10:15am.) The Course Designer will give you the green light.
- After registration closes, please be sure to have a volunteer available to receive returned compasses and manage the KEY BOX. This person can also help sort the returned e-punches as needed.
- If parking needs to be monitored, please be sure to schedule volunteers!
- Beginner's instruction can be tricky so it's helpful to recruit "veteran" orienteers for this task.
- Recruit advanced runners 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.
- **Be sure to thank your volunteers after the event.** Volunteers are the core of our club and without them we couldn't run these events.

**NOTE:** Registration is open between 10:45-1:15pm. Starts take place between 11:00am – 1:30pm. All courses close at 3pm. You will need people to help set-up the registration, run registration, run beginners instruction, help with epunch, collect compasses, help with clean up and do control pick-up. We ask volunteers to serve 2 hours shifts. This allows them time to run a course that day.

### **Volunteer Coordinator**

The Volunteer Coordinator keeps an ongoing list of people interested in volunteering. If you are having a difficult time getting volunteers you may contact the VC, and they will suggest people for you to contact. The VC does NOT call or contact people for you – this is your job

- 9) **The Meet Kit:** Arrange to pick up the meet kit for your event. This can be done by attending the event in your region listed before yours or through the VP of your region. Currently MD has one kit, and VA has one kit.

#### **Go through the meet kit**

Familiarizing yourself with its contents, making sure everything you need is there. Please keep the entire kit together at all times. Do not loan out bits and pieces to other club members. Even if what you loan out isn't essential to your event it may be to the next person using that kit.

#### **Meet Kit Contents:**

- Non-member Registration cards (yellow).
- Group registration forms, “**QOC Group Waiver Form**”
- 2 tables
- Pens, markers, staples (non-magnetic) clipboards
- Compass boxes
- Plastic map cases
- QOC banner and directional signs
- Snack supply box
- Trash bags
- First Aid Kit and Emergency ice pack.

#### **Who does the meet kit go to next?**

Before your event contact the VP to arrange how the meet kit will be passed on to the next Event Director. On the day of your event bring the entire kit with you so it can be passed along to the next event director or the VP based on your arrangements.

- 10) **Refreshments:** You should purchase snacks for participants to have after they complete their race. Typical foods include oranges, apples, pretzels, cookies, and water (usually 6 gals is enough but more is needed when it is hot). In winter provide hot water for hot chocolate, coffee and tea. In summer provide Gatorade (or another type of sports drink) or water. Ice is often helpful to have on hand. Be creative and be sure to have enough on hand for at least 100-150 participants to have a snack. You will be reimbursed for these costs. **Check the snack box for cups and other supplies before you buy more.**

## Five Days Before your Event

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- 1) If you have not already done so, email your “**Volunteer Assignment Schedule**” (filled in) to all your volunteers; email the “**Registration Crew Procedure**” document to your registration crew; email the “**Beginner Instruction Guidelines**” to your instructors.
- 2) Do you have the park permit? Do you have the name and contact number of a park staff member in case of an emergency?
- 3) Fill out the “**QOC Safety Plan**” required information.
- 4) Check in with your VP, let them know the status of the event.
- 5) Make sure you know the toilet situation.
- 6) Checked in with the course setter.
- 7) Check in with the **Epunch Crew**. Find out who’s setting up and when they will arrive at the park. Note, the epunch crew will bring the **maps** and **member sign-in sheets** (2- copies). Both membership sign-in sheets go out at registration to keep the lines down.
- 8) Check that you have the complete meet kit. Do you have the QOC banner and all the tables?
- 9) Be sure to obtain a copy of the course notes from the course designer so that you can post them along with your meet notes at the event.
- 10) Course notes/day-of information needs to be printed out in large enough type and in enough copies so you can post it around the registration area, preferably on a big poster and/or easel, or just by taping up around your registration area. Make it visible so everyone can see what course lengths are and can learn of any hazards or other issues.
- 11) Get cash (small bills) for the registration crew, and place in the cash box. We generally recommend \$100 in ones and fives. Place a note in the cash box with the amount of money you’ve placed in the box. This will act as a reminder to take your cash out at the end of the event.
- 12) Print out your volunteer list, making sure to include their cell phone numbers.
- 13) Buy refreshment and beverages.
- 14) Will you provide hot water and cocoa? Or have you arranged for someone else to bring it?
- 15) Do you have enough cups for water? Check the snack supply box before purchasing more.
- 16) Check with the course setter, making sure you know how all the maps are getting to your event.

- 17) Make sure you have a watch for the day of the event.
- 18) Become familiar with the **registration process**: The registration area can get crowded. In order to reduce lines and make our registration process faster we are using clipboards for non-member sign-in. Remember that one of your volunteers will need to be in front of the registration area with a phone or ipad helping participants become QOC members or checking on their membership status. Please read and understand the 10 registration steps located in the “**Quantico Orienteering Club Registration Handbook**”.
- 19) Familiarize yourself with up to date **Event and Membership Fees** located in the “**Quantico Orienteering Club Registration Handbook**”.

## **What to do if Your Event is Canceled**

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- 1) Call all your volunteers, making sure that they know the event was canceled.
- 2) The VP will make sure the website information is updated.
- 3) Ask the VP who gets the meet kit and how it should be transferred.
- 4) Questions? Call your VP.

## **After the Event**

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- 1) Create a brief write-up about your event; include a list of the volunteers, thanking them for their help. Send this to the webmaster so that it can be posted on the results page of the website. If you need examples visit the QOC results page.
- 2) Using the electronic “**QOC Event Accounting Sheet**” email an expense report to the QOC Treasurer for reimbursement. Look through the signed membership sheets. If there are notations that need to be taken care of send an email to the Membership Director. Do this no later than 15 days after the event.
- 3) Is anything needed in the Meet Kit? Let your VP know so the next Event Director isn’t caught short.

## Day of the Event Checklist

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9:00 AM

- ☐ Make sure you have the orienteering maps and membership sign-in sheets for this event.
- ☐ Post directional signs to the event - one for each intersection leading into the parking area, and one pointing to the event registration area.
- ☐ Set up registration tables - see **Registration Set Up diagram**.
- ☐ Post Course Setter's and Event Director's Notes - see **Registration Set Up diagram**.
- ☐ Check that the bathrooms are open and that they have toilet paper.

10:30 AM

- ☐ Review event procedures with your Membership Ambassador and Registration crew, hopefully you emailed the **"Registration Crew Handbook"** to them the week before your event.

The crew should know:

- the cash box combination.
- the fee structure, see **"QOC Event Fees."**
- to have non-members fill out the registration forms while standing in line.
- how to deal with new and renewing members, see **"Registration Crew Handbook."**
- how to handle large groups, see **"QOC Group Waiver Forms."**
- where to direct people for epunch, beginner's clinics, starts, water and restrooms.
- the number of courses (and colors).
- special course information that needs to be passed along to the participants.
- where event notes, map cases, and clue sheets are located - see **Registration Set Up diagram**
- how to find you in an emergency.
- that car keys are better than driver's licenses for compass collateral.

10:45 AM

- ☐ Open registration.
- ☐ Confirm with your course designer that all controls are in place before you send anyone out on a course.
- ☐ Brief the beginner instructors - hand them the **Beginner Instruction Guidelines** (in the **Event Director Handbook**) Their students should know what to do if they get lost or injured, i.e. understand how to use a safety bearing; use a whistle to call for help if needed; stay at a control checkpoint if thoroughly lost to ask the next passing person for help.

11:00

- ☐ Make sure the first beginner's clinic starts, and that others occur as needed.

11:45

- ☐ Set up refreshment table. Put out only some of the goodies, periodically replacing them. We don't want all the refreshments to disappear too quickly.

1:15 PM

- ☐ Make sure Registration and beginner's instruction closes.
- ☐ Last start is at 1:30pm.
- ☐ Member Sign-in sheets and the Non-Member (yellow) cards are to be given to the Membership Director.



- ☐ Put away the cash box and pack up the registration area.
- ☐ Make sure results are being posted periodically. This is supplied by the epunch crew.
- ☐ Check refreshments. Put out more if needed.

2:45 PM

- ☐ Meet with course setter and control pickup crew. The course designer will handle how the controls will be picked up. Your job is to ensure that there are enough volunteers. There will be a master map of all of the controls included with the maps. Please give this to the course designer.
- ☐ Thank your volunteers – they worked hard today!!

3:00 PM

- ☐ Courses close.
- ☐ Determine which people haven't finished.
- ☐ Start control pick-up.

3:00pm to 5:00 PM

- ☐ Clean up all areas used for the meet. Make sure all trash and other evidence of the event is nonexistent.
- ☐ Pack up and help with e-punch and control bags.
- ☐ Hand off the meet kit and directional signs to the VP or the next Event Director in your State (MD/VA).
- ☐ Make sure all participants have returned. If participants are missing follow the procedures in the “**Missing Persons Handbook**” located in the “**Event Directors Handbook**”.
- ☐ Read the **QOC Post Event Procedures checklist** located in the meet kit binder - make sure you understand the required duties post your event.

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Thank you for your commitment to orienteering. Helping others enjoy their time orienteering at your QOC event is a goal you should feel good about achieving. We hope that your experience as an event director was enjoyable and that you had a chance to make new friends.

~ Quantico Orienteering Club

January\_2018



## Registration Crew Responsibilities and Procedures

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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

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- 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](http://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](http://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](http://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

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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](http://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. We no longer sell Epunches at our events. Epunch sales are now through a vendor listed on our website: <http://qocweb.org/epunch>
- 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
<b>Epunch Owner</b>	<b>\$5</b>	<b>\$5</b>	<b>\$10</b>	<b>\$5</b>
<b>Epunch Renter</b>	<b>\$10</b>	<b>\$5</b>	<b>\$15</b>	<b>\$10</b>

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 an Epunch, all orienteering together, wanting one map: \$15 total for the family.
- 5) Two Boy Scouts (both non-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 plus 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

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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 use the system not only for timing but to confirm that everyone is checked-in and out of the park.

**Rent or Purchase:** If a participant doesn't already own an Epunch they will need to rent it (\$5ea) for the day. Epunch sales are now done through a vendor listed on our website:  
<http://qocweb.org/epunch>

## QOC Membership Dues

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**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
- Group Membership: \$50



## Pre-Registration Crew Responsibilities and Procedures

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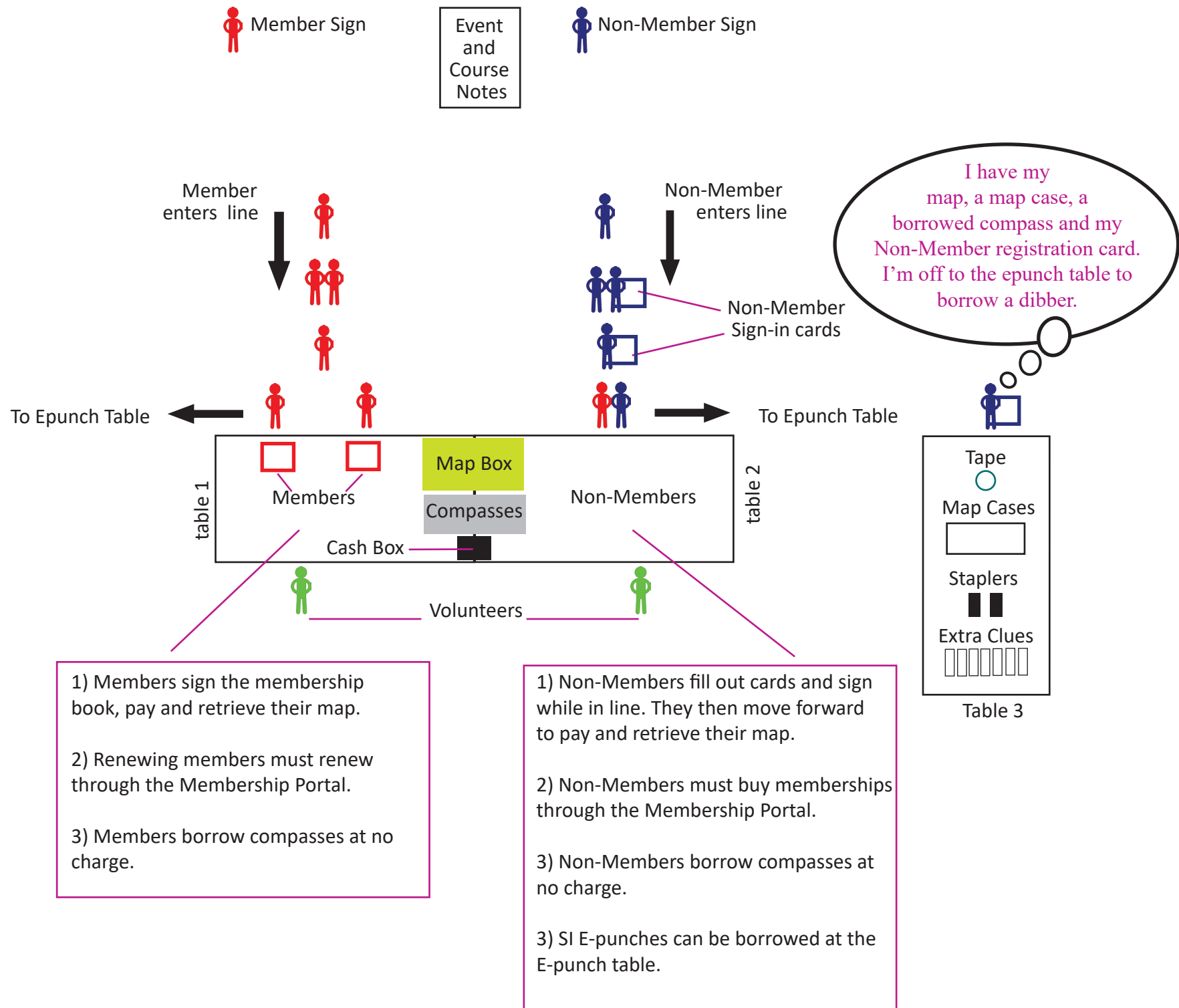
If your event has pre-registration everything will be managed in the same manner as a regular event with a few exceptions (see “**Pre-registration Set-up**” map attached).

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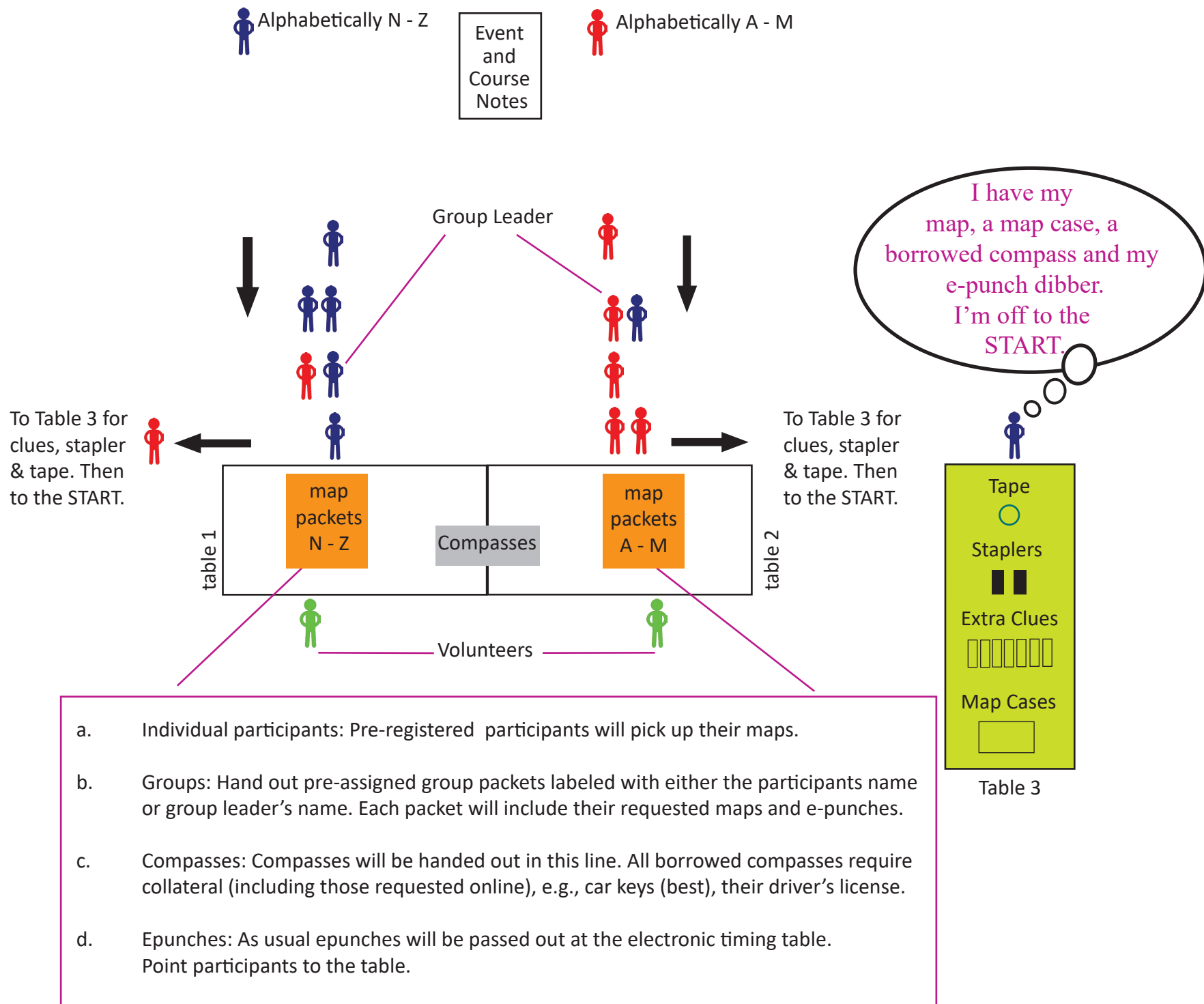
- 1) **Registration Table:** The line for registration will be split alphabetically: “A-M” on left and “N-Z” on the right. Signs should be posted overhead or at the beginning of the line.
  - **Signatures:** Most waivers will have been signed by participants when they registered online. If a participant 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](http://www.member.qocweb.org)
  - Renewing memberships: [www.member.qocweb.org/Sys/Login](http://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.

# Registration Set-up

Use this diagram



# Pre-Registration Set-up





## **Registration, Membership and Other Fees**

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### **Registration Fees**

	Adult Club Members	Junior Club Members	Adult Non-Members	Junior Non-Members
Epunch Owners	\$5	\$5	\$10	\$5
Epunch Borrowers	\$10	\$5	\$15	\$10

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### **Other Fees**

Extra map	\$2
Beginner instruction	Free
Compass loan	Free
Compass replacement cost	\$15
Whistle (recommended, but not required)	\$1

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### **Epunches**

We no longer sell Epunches at our local events. Epunch sales are now through a vendor listed on our website: [qocweb.org/epunch](http://qocweb.org/epunch)

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### **QOC Memberships**

Individual Membership	\$20
Family Membership	\$30
Junior Group Membership	\$50

## Safety Plan

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- 1) **First Aid Procedures:** QOC will have a first aid kit to treat cuts, abrasions, and other minor injuries on hand at the registration location. Water is positioned at different locations around the course and at the finish to ensure adequate hydration.
- 2) **Serious Injury Procedures:** In the event of a serious injury on the course, 911 will be called as soon as possible by whoever is in a position to do so and Park Police will be contacted.
- 3) **Participant Guidelines:** The following guidelines will be posted near the registration table for participants.
  - a) Carefully evaluate what length and difficulty of course is appropriate for you as an individual or for all members of your group if applicable.
  - b) Dress appropriately. Take into account possible weather changes affecting conditions. Pre-hydrate and drink water during your course.
  - c) 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.
  - d) ALWAYS give priority to assisting anyone in difficulty you encounter rather than completing your course.
  - e) 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.
  - f) 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.
- 4) **Missing Person Procedures:** Once a person is determined to be missing, either from overtime or reports from other competitors, a hasty search will be conducted. The control pickup crew will inform any runners found in the woods to return. If the person remains missing, a search director will be appointed and a formal search will be conducted. Two teams will be sent around the person's course in opposite directions. Search teams will be equipped with cell phones, for contacting the search director or emergency services as appropriate.

5) **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\_\_\_\_\_

6) **Park Contact Information:**

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

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

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

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

# Beginner Instruction Guidelines

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Explain that everyone needs to be off the course and checked in at the finish by 3:00pm - even if they didn't 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); If you are in a group, stay together at all times. Help them understand how to do a safety bearing.

## 1) The Sport: Orienteering

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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) Epunch, 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 north.

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

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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 (ie, 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.

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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).

