

Meet Directors Guide for putting on an Orienteering meet

Setting the Course:

Deskwork

Study the map of the area where the course is going to be.

Scan the map for the most significant and most challenging control points.

General considerations

Orienteering vs. Running - The expert use of map and compass is the dominant test for a meet. Set the course so that it challenges the mental abilities and skills of orienteering and not cross-country running.

Variety - The course should offer opportunity for map reading and compass work. The legs should be of different lengths if possible, and through different terrain (forests, roads, paths, fields, over or around hills)

Route Choice - Each leg should offer a selection of possible route choices of varying difficulty.

Difficulty of Course - The courses must be adapted to the ability and age of the participants.

Most local meets have three courses: Beginner, Intermediate & long.

General course guidelines:

<u>Courses</u>	<u>Kilometers</u>	<u>Controls</u>	<u>Character</u>
White	1.5 - 2.5	4 - 6	Easy to find - Roads, trails, clearings
Yellow	3.0 - 4.5	4 - 8	Easy and average - on/near trails, distinct features
Orange	3.5 - 5.0	6 - 9	Intermediate - off trails, obvious features
Green	4.0 - 6.0	6 - 10	Average to difficult
Red	6.0 - 8.0	6 - 10	Difficult
Blue	8.0 - 12.0	8 - 15	Difficult and long

Control and attack points

Controls should be located at objects that will give participants different tests such as elevation features, man-made features, water features and vegetation (caution!! - this feature changes over time)

The type of course will dictate the control description - intersections (easy) to terrain features (advanced). The type of attack point - obvious (easy) to obscure (advanced)

Consider the function of the control. It is the end of one leg but also the start of another. Avoid doglegs where incoming participants run into outgoing participants. Place controls on the near side of catching features. Avoid having legs that follow a handrail. Avoid selecting a compass route as the only choice (over and around a hill is an option). Do not select a route choice that can put a participant in danger.

The courses - mark the courses and make out a clue sheet for each course. Controls may be used for more than one course (use different approach and exit directions). A common final control for all courses allows the timer to watch in one direction. A common start and finish area is recommended for local meets.

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Field Work:

The control point locations are checked for suitability and accuracy on the map.

Are the attack points usable?

The controls must be clearly visible from all directions as a participant nears it (no hiding)

Tie a piece of ribbon at the location to help in setting the control markers for the meet (usually used for only advanced locations).

Select your start and finish areas and your courses should be finally set.

Getting Ready for the Meet:

Make up a control master map that shows the location and number of all controls.

Make up the master maps - usually 3 maps for intermediate and advanced courses and 4 to 5 maps for novice. Use 1/4 red circles for control points, partial circles for points where the circle line will obstruct map features and short lines between controls showing control sequence.

Make up the control description sheets - either a copy for each participant (preferred) or one they can copy to their control card. The advanced course can use an IOF type clue sheet. Sample control description sheet enclosed. (This may be helpful in selecting control locations when designing courses). Include 'as the crow flies' distances on the control description sheets - use tick marks along edge of paper and scale on map to determine lengths.

Make up the master punch cards for each course. This will be used to check participant's punch cards for proper punching.

Determine the placement order of the controls and how you will place them the day of the meet. Having the controls in order and a plan of attack will speed up the process.

Supplies needed for meet

Maps	Direction signs - to direct participants to start
Control cards	Stapler
Map Cases	Results line
Clue sheets	Starting clock / watch (a back up is advised)
Waiver sheets	Cash for change (usually 20 - \$1, 4 - \$5, 1 - \$10)
Red pens	Pad of lined paper
Master maps	

Meet director information and forms can be found on the website:

<http://www.buffalo-orienteering.org/forms.htm>

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The Meet:

Place the controls; remember that the controls must be clearly visible from all directions as a participant nears it (no hiding)

Take the supplies to the start / finish area

At the registration:

Sign waiver

Pay for meet (\$5 member - \$7 non-member - \$2 extra map - \$5 map hikes)

Participant identifies course

Give control card, map, map case and control description to participant

- (Meet directors choice for participants to mark maps before or after start) -

Write down name on lined paper for start time / finish time list

At the start:

Make any final announcements

Do not feel pressured to start participants right at the start time

Mark down each participants start time on the lined paper and on their control card

Start each advanced participant on 2 minute intervals minimum, novice and intermediate on either 1 or 2 minute intervals

At the finish

Mark down finish times on lined paper as participants finish

Collect control cards and compare punches to master control cards

Post results

Verify that all participants have finished

After the Meet:

Pick up all controls

Pick up all supplies and clean up area

Pick up all meet direction signs

Fill out summary sheet for meet results (download either PDF or excel file from web site) -include; course, # controls, distance, participants name, division (men, women, group) and time (rank in order of finish). Include information on the weather, date and place of meet, include breakdown of finances - meet fees, map hikes, memberships (include name and information for mailing list), expenses, and meet directors fee (\$10)

Arrange for materials to get to next meet director

The Buffalo Orienteering Club Thanks You For Your Commitment and Assistance in Putting on Meets for Our Membership.