



# Orienteering events: Group Leader Guide

Nov. 2019



## Welcome!

We've put together this guide to help you bring your group to an NTOA orienteering event. Our goal is to put on well-organized and fun events while allowing enough flexibility to accommodate the needs of groups. You'll learn about:

1. Pre-registering your group before the event
2. Arriving at the event, and informational clinics
3. What to do at Registration on-site
4. Start-time assignments
5. At the Start area
6. What they'll be doing out on the course
7. Finishing and scoring the results
8. How it all wraps up

**Follow-up questions?**  
Drop us a line at :  
[Registrar@ntoareg.com](mailto:Registrar@ntoareg.com)



## 1. Pre-Registration

**Please pre-register your group.** We highly encourage you to register ahead of time and not wait until day of race. Here's why:

- **It streamlines registration** and helps the meet run more efficiently. We use this initial headcount to create pre-printed labels, pre-calculate what you own, pre-assign e-punches when needed.
- Most importantly, **it determines the number of maps we print.** We do print a modest number of extra maps to accommodate day-of-race walk-ups—but not enough for a large, non-preregistered group.
- **You don't have to pay at time of pre-registration!** But, we charge **\$3/person extra** for day-of-race registration.

Registration usually opens by 10 days before the event, closing Thursday before the event.

**Got a really  
BIG group?**



If you're planning to bring 40+ people, drop us an email at [registrar@ntoareg.com](mailto:registrar@ntoareg.com) – we may want to make some special arrangements



## Pre-registration, cont.

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### How to pre-register:

On the detail page for any event, scroll down and look for the green buttons (which will be gray before and after registration is open.)

| Competitive individual                    | Large group  | Recreational teams                                       |
|---|--|--|
| Enter 1 competitive individual at a time. | Enter 1-20 competitive individuals from the same group<br>(e.g., school, club, Scout group, JROTC unit). | Enter 1 recreational team (min. 2 people; max 5 people). |
| <a href="#">Register Individual</a>       | <a href="#">Register Group Members</a>   | <a href="#">Register Teams</a>                           |

Competitive\* individuals receives:

- One punch card
- One map

**Tip:** Orange/Brown/Green/Red courses use e-punch for scoring. If you own one, you can enter its number. Otherwise, it costs just \$3/day to rent one.

The Registration form will include a drop-down to help you identify your group. Many groups are already included. If yours isn't, simply choose a general category such as "Other School" or "Other Group."

Recreational team entry = group of 2-5 people, receives:

- One punch card
- Two maps

### Tips:

- Make up a fun name for your team!
- Order a map for everyone, if you have more than 2 people on a team

### Just doing it "for fun?"

Don't worry –"competitive" just means eligible for awards. People can go at their own pace!



## 2. Arrival and clinics

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### The morning of the event:

- Check NTOA.com or our Facebook group/page for important updates.
- Consult the website for directions – Google maps may deliver you to the venue itself, but not to the area where we have meet Headquarters.

### Arriving at the event:

- If you have a school/large bus, keep an eye out for parking attendants, who may direct you to a special parking area. Some venues have limited parking.

### CLINICS:

#### Boy Scout Merit Badge Clinic – near Headquarters

- A merit badge briefing will take place 30 minutes before the beginners clinic. See the Youth section on NTOA.com for details.

#### Beginners Clinic – near Headquarters

- Participants who are new to orienteering (or want a refresher) are invited to attend the free beginners clinic. It's usually held at 9:30, but please check the meet schedule for the actual time. Look for the orange posters!



**Tip:** If your group members are attending a clinic, do that before getting a start time, so they don't show up late for their Start.



### 3. Registration on-site

**You'll get into one of three lines at Registration:**

1. Pre-registered Schools
2. Pre-Registered Individuals, Teams, and non-School groups
3. Unregistered Day-of-Race sign-ups

Have one person from your group queue up in the appropriate line with these items:

- **Waiver for each individual:** We need a waiver for anyone going out on a course, whether as a competitive individual or as a recreational team member.
  - HOW: Download one on the website ahead of time OR fill one out at the event (note that it MUST be signed by an adult).
- List of individuals who were **pre-registered but didn't show**
- List of **any changes that need to be made** to someone's registration – such as name, gender (you meant to type F but hit M somehow!), or course they're doing. This includes changes from individual to part of a team.
- **Payment:** We take check (made out to NTOA), cash, credit card.

**Note:**

If your group requires invoicing instead of paying at the event, please contact NTOA Treasurer Mary Lynn Genovesi ([ntoa.treasurer@gmail.com](mailto:ntoa.treasurer@gmail.com)) beforehand to make arrangements.



## Registration, cont.

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Once we've made any needed additions, changes and deletions:

- ✓ We collect your waivers and payment
- ✓ You get an envelope with all of the pre-printed and/or manual labels, along with one punch card per label. You can also request a payment receipt.

### Next:

- Stick a label onto each punch card (in the section of the card where the Name/Club/Sex, etc. would be entered if hand-written) and distribute to your group members.

|    |    |    |    |    |    |    |    |  |                            |
|----|----|----|----|----|----|----|----|--|----------------------------|
| 25 | 26 | 27 | 28 | 29 | R1 | R2 | R3 | Name:<br>Unit:<br>Course:<br>Category: | Finish:<br>Start:<br>Time: |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  |                            |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |                            |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  |  |                            |



### E-stick Rental Table (if applicable)

- If you rented e-sticks for people running an Intermediate or Advanced course, proceed to the e-stick checkout station next to the computer to pick them up.
  - You'll be asked to provide an ID (e.g.: driver's license) that will be held until the rented e-sticks are all returned.
- In return, you will be handed a Ziploc bag containing all of the e-sticks rented for your school/group.
  - If someone was pre-registered but didn't show, their e-stick will still be in the bag. Just hold onto these unused e-sticks and return them with the others.
- For large group registrations, there will usually be a list inside the bag showing each Intermediate/Advanced runner and their corresponding e-stick number to help you hand them out to right individuals.

## 4. Start-time assignment

### For White and Yellow course runners only:

- White and Yellow course runners take their punch cards (**with** pasted-on label) to the Start Time Assignment Table to get a start time.
  - The coach can take all cards to the table – this will help us spread out the times for each school so that competitive runners don't work together on the course and get Disqualified for colluding.
- There will be four Start Time assignment lines that correspond with the course shown on the label:
  - White A: males
  - White B: females and teams
  - Yellow A: males
  - Yellow B: females and teams



### Advantage of e-sticks:

Orange, Brown, Green, and Red course runners don't need assigned start times – the e-stick automatically records the start time when they punch the start box. These people can go straight to the Start area once it's open and start when they wish.

But: We still ask them to carry punch cards to use in case an e-box doesn't work, and to turn in at the Finish.

- A start time will be assigned and a little label attached to the punch card. The start time will be a number from 0 to 131. This number reflects the number of minutes after the first start that this runner will start.
  - So if the first start is at 10:00, then someone with a start time of 0 is the first runner out on the course. The person assigned start 10, would start at 10:10.





## 5. At the Start

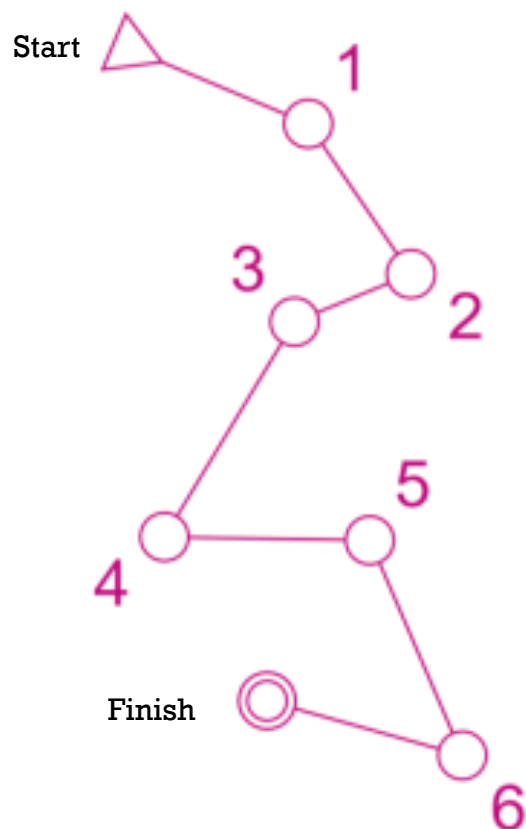
### **White & Yellow course runners**

- Runners are called up to the Start 3 minutes before the physical clock time associated with their start time. So, a runner with a start time of 10 will be called up to the line at 10:07.
- At most events there will be lines for two White and two Yellow courses
  - White A: Males
  - White B: Females and recreational teams
  - Yellow A: Males
  - Yellow B: Females and recreational teams
- Start volunteers will give the runners instructions on picking up their clue sheet and map.
- Runners will start every minute.

### **Orange, Brown Green and Red course runners**

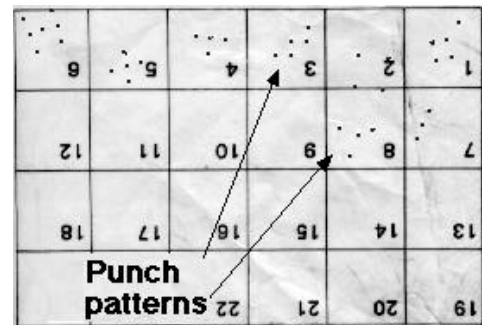
- Orange, Brown, Green, and Red course runners don't need assigned start times -- they can go straight to the Start area once it's open and start their course when they want to.
  - Note: There still needs to be one minute between the starter on each course. Runners should follow instructions of the Start crew.

## 6. On the course



### Finally, the fun part!

- As each control bag found on the course, White and Yellow course runners should **punch their card** using the punch found hanging on the control bag (see above).
  - Be sure that the control number hanging on the bag corresponds to the control number found on the clue sheet!
- If the runner accidentally punches the wrong box on the punch card, they may use the “Reserve” boxes in the right hand corner of the card. Be sure to explain to the finish crew what was punched incorrectly so that they can tell the scoring crew.
- Intermediate/Advanced runners **insert their e-stick in the e-box** tied near the control bag and wait to hear a beep that indicates that the time has been recorded on the e-stick.
  - If an e-box is missing, they should punch their card or map to prove they found the control and report the missing e-box at the download station after finishing the course.
- There’s a **3-hour time limit** on most courses (unless otherwise noted) – please instruct runners to come back before this, whether they’ve found all the controls or not. Otherwise, they’ll be disqualified. Boo!



## 7. At the Finish line

### Finish table – look for the flagged chute

- All runners will turn in their punch cards to the finish crew. Punch cards for White/Yellow course runners will be **time-stamped with the finish time**. If they lost their punch card, they still need to report to the finish line and let the finish team know that they are back.
- Advanced runners must insert their e-stick in the Finish e-box and then **report to the Download station** – if they don't, we won't be able to give them a finish time.
- Regardless, of whether all controls were found or not, **all runners must report to the finish line**. This is VERY IMPORTANT.



### WHY THIS IS IMPORTANT:

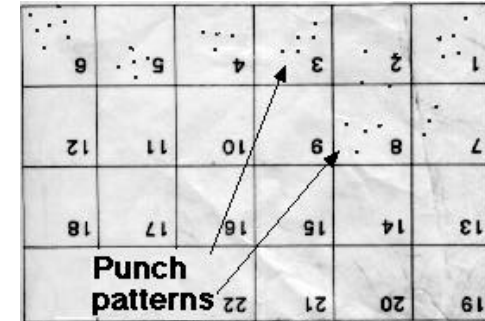
If we don't know an orienteer is back when the time limit are up, we have to assume they're still out in the woods. They could be lost, hurt or both. NTOA will organize a search operation, which may include alerting law enforcement.

We're relieved they're safe but also frustrated to find out someone simply went home without checking in at finish. Please be considerate and always check in!

## 8. Scoring

### At Headquarters

- Once punch cards are turned in by White/Yellow course runners, they'll be scored by the scoring crew. Scorers will compare the pin patterns in each box against a Master version for each course.
  - If there are discrepancies, scorers will look for a re-punch in the Reserve boxes.
  - If there isn't a re-punch, the card will be marked with DQ for disqualified and that runner will not be eligible for awards.
- After they're scored, the cards go to the computer station for finish times to be entered and total times calculated.
- Advanced runners receive a printout of their splits, and the software automatically determines whether they visited the right controls in the right order.
  - If they made a mistake, the printout will indicate MP for mis-punch, and the runner is disqualified. DSQ means they are disqualified for some other reason.





## 9. Awards & wrap-up

### At Headquarters

Top three finishers in each class receive awards (usually NTOA medals).  
Some considerations:

- Because orienteers start each course at 1-minute intervals (unless it's a special Score-O format), final results and awards must wait for most participants to check in at Finish
- Typically, we present awards at 2 p.m., unless otherwise noted in the schedule
- Preliminary results will be posted at various intervals during the event and may help you determine whether someone in your group is in the running for “hardware”

### Tips:

- If your group members are all part of recreational teams, they're not eligible for NTOA awards – so you can depart once all participants have checked in at the Finish
- If you plan to stay for awards, bring snacks, refreshments or lunch so your group to picnic until the awards ceremony



We look forward to seeing you at  
an NTOA event soon!

Additional questions? Contact the Registrar at [registrar@ntoareg.com](mailto:registrar@ntoareg.com) OR the meet director listed at the event you plan to attend.