

## Holding an NTOA Class C Orienteering Meet.

*Italics shows 2014/2015 details in general and purple italics for 2014 NOD O'meet in particular.* Note that there is reference material, including this document, on the Library area of the NTOA web site.

1. Summer before Fall/Spring Season -
  - a. Schedule Planning and Assign Major Roles Vice President plans NTOA Fall/Spring schedule and starts getting meet director, course setter, and assisting school. It is reviewed during the NTOA summer business meeting and other major roles are agreed upon within club.
    - i. *For 2014/15 meet schedule, Stan Darnell continued as VP and prepared schedule.*
    - ii. *For 2014 NOD meet, Stan also agreed to be course setter, I agreed to be meet director and Stan got Grand Prairie High School to be assisting school (Chief Thomas Knedler)*
    - iii. Starting Fall of 2014, we also added new major role of epunch coordinator for each meet, – *For 2014 NOD it is Larry Chrisman*
    - iv. *For 2014/2015 season, Plano East High School (Darrell Crews) agreed to do post meet results compilation*
    - v. *For 2014/2015 season, Carl Bridges continues to be webmaster & meet registrar.* Webmaster updates the NTOA web site with schedule
  - b. Prepare equipment for season
    - i. NTOA club members get together to go through the equipment trailer (informally known as “O’meeet in a box”) to ensure that all need equipment and supplies are ready. *For 2014/2015, Ralph Courtney continued as equipment manager*
    - ii. *Carl Bridges was epunch manager prior to 2014/2015, but this will likely be someone else longer term.* This person ensures epunches are repaired and orders new as needed
    - iii. *For 2014/2015, Mary Lynn Genovesi continued as control bag manager.* This person ensures all controls are in good shape and orders replacements as needed
    - iv. *For 2014/2015, Bob Paddock continued as medals manager.* This person orders medals for new year as needed
2. Starting couple of months before the meet
  - a. Reserve land use Obtain any necessary land use permits
    - i. *Scott Morris has continued to get these for many (most?) of the meets. For 2014 NOD, Scott got park use permit from City of Dallas and Mary Lynn Genovesi (NTOA treasurer) paid fees them for me for the Sep 2015 NOD Harry Moss Meet)*
    - ii. If land owner requires it, then obtain proof of liability insurance that NTOA gets as a member of OUSA. *Scott Morris typically gets proof of liability insurance if land owner requires it. For 2014 NOD, the City of Dallas does not require it for our use.* (Note that NTOA events are covered automatically, there is no need to notify the insurance company for each of our events.)

- iii. Coordinate with any other land users. *For 2014 NOD, Lisa Carr and I coordinated with the nearby horse stables to let them know we are using the park*
  - b. Map update & course setting Course setter updates map & plans courses
    - i. *Stan Darnell was course setter for 2014 NOD meet and updated map, planned courses, and placed streamers at control locations. I vetted the Green course and also coordinated with Stan on Registration, Start, Finish, & water locations.*
  - c.
- 3. Month to week before meet
  - a. Reserve porta potties
    - i. Scott Morris continues to reserved porta potties meet and treasurer (*Mary Lynn for 2014/201*) pays for them
  - b. Prepare NTOA web page - Webmaster (*for 2014/2015 Carl Bridges*) updates event page; He also sends out reminders to people for web related tasks. These include getting course/meet details from Meet Director & Course Setter and preparation of Course Setter and Meet Director notes. Webmaster set up registration, & creates files that are sent to Epunch & registration to prepare their inputs
  - c. Recruit helpers Meet director recruits NTOA members to provide additional support/training during meet, with some people often providing the same role for multiple meets:
    - i. Training coordinator – *2014 NOD - Ralph Courtney (continues)*
    - ii. Registration training – *Mary Lynn (typically) – 2014 NOD Lisa Carr including funding stuff from Mary Lynn*
    - iii. Time assignment training – *2014 NOD – Don Winn*
    - iv. Start training – *2014 NOD - Scott Morris (typically)*
    - v. Finish training – *2014 NOD - Ralph Smith*
    - vi. Scoring training – *2014 NOD - Jim Fry*
    - vii. Posting Results & obtaining medal winners – *need coordinator (lesson learned from 2014 NOD where we didn't have one)*
    - viii. Awards – *Bob Paddock (typically) – 2014 Jim Stevens & Lisa Carr*
    - ix. Bag Pickup coordinator – Course Setter - *2014 NOD Stan Darnell*
  - d. Communicate with volunteers - Meet director communicates with Course setter (*Stan*), equipment manager (*Ralph*), medals (*Bob paddock*), high school (*Chief Knedler*), funding stuff (*Mary Lynn – passed on to Lisa Carr*), epunch coordinator (*Larry Chrisman*), recruits listed above to ensure that they have everything they need and are ready to go
  - e. Prepare epunch – Epunch coordinator (*Larry Chrisman*) gets course information from course setter and registration information from Web registrar (*Carl Bridges*) and prepares epunches – loading in computer & loading epunch boxes
  - f. Print maps and control clues – Course setter (*Stan*) prepares maps and control clues and emails electronic copy to *Ralph Courtney* to print and bring to the meet
  - g. Prepare for registration – registration (*Lisa*) gets preregistered info from *Carl* are prepares stuff for registration (e.g. labels, envelopes, etc)
  - h. Prepare for any O'meet specific items – such as raffles for NOD O'meet, night-O for some meets, etc.

- i. *Lisa purchase items to raffle off for NOD day [Note that this is only done for NOD meets.]*
- 4. Day before & day of meet
  - a. Put out course – Course setter (and helpers he recruited) hand bags and epunches
    - i. Stan is course setter
  - b. Porta potties delivered –day before meet
  - c. Bring equipment
    - i. O’meet trailer – *Ralph Courtney*
    - ii. Epunch computer & start/clear boxes – *Larry Chrisman*
    - iii. Payment stuff –cash & cash box, & credit card reader – *Lisa*
    - iv. Registration stuff - *Lisa*
    - v. Medals – *Jim got from Bob Paddock*
    - vi. Raffle prizes – *Lisa Carr*
  - d. Prepare meet
    - i. Put out direction & parking signs & *watch out for runner signs on bike trail for NOD*
    - ii. Coordinate parking (e.g. for buses)
    - iii. Set up Registration
    - iv. Set up timer assignment
    - v. Set up epunch area
    - vi. Set up start
    - vii. Set up finish
    - viii. Set up results posting area
    - ix. Put out water (on course, at finish, at registration area, possibly other places like at start?)
    - x. Coordinate time (at epunch, start, finish)
  - e. Meet activities
    - i. Hold beginner & scout clinics – *Ralph*
    - ii. Hold registration – *Lisa*
      - 1. Fill out forms
      - 2. Pay
      - 3. Let people pay NTOA memberships
      - 4. Get punch cards & *raffle tickets*
      - 5. Rent epunches/compasses
    - iii. Start assignment
      - 1. Assign start times to people as they come up.
      - 2. This also provides list of who has gone out (or will go out) on course
    - iv. Start
      - 1. Arrange people by start time
      - 2. Keep track of who went out on course
    - v. Finish
      - 1. Turn in punch cards
      - 2. Download epunch
      - 3. Return rented epunches & compasses

- vi. Calculations & results
    - 1. Check punches
    - 2. Periodically post preliminary results
    - 3. Determine who won medals
  - vii. Awards
    - 1. Hold raffle
    - 2. Announce results & hand out medals
  - f. Post activities
    - i. Ensure everyone has returned
      - 1. Check assigned times list (and checked list at start) with turned in punch cards to verify that everyone has been turned in
      - 2. Check for waiver for vehicle (license plate) and phone number to see if people are still out on course.
    - ii. Pick up controls & epunches & water
    - iii. Get funds stuff (new member forms, cash, & credit card machine)
    - iv. Tear down start, finish, registration areas
    - v. Clean up area (e.g.. pick up any trash)
    - vi. Pick up direction signs
    - vii. Pass results stuff (punch cards, epunch print outs) to *Darrell Crews of Plano East high School* who will coordinate post-meet results & standings
  - g. Photos – Put on NTOA facebook page. Note that we need to ask if okay to post.
  - h. Give check to assisting HS – *Mary Lynn gave check to Lisa Carr to fill out & give to Grand Prairie High School*
5. Post meet
  - a. Thank everyone who assisted holding the meet.
  - b. Results – Plano East High School (*Darrell Crews*) Enter results into electronic form & send to web master (*Carl*) to post on NTOA web site
  - c. HS standings - Plano East High School (*Darrell Crews*) Calculate high school competition & send results to Carl to post on NTOA web site
  - d. Forward control bags & epunches *on to next person (Sheila Doyle) for next meet (Gateway Park) or return to Mary Lynn.*