

Volunteering needs for NTOA C meets

Introduction for Assisting Organizations

This document IS a guide for the assisting organization to use when arranging for volunteers and for planning the level of effort needed for supporting an NTOA event.

- It is NOT a compressive list of tasks
- It is NOT a training manual for doing the tasks

The Meet Director for the NTOA event has the final responsibility for managing the entire event.

Please check with the Meet Director for the event if there are any questions about the information in this document.

The Meet Director may need to make changes to the plan described below in order support the requirements of a specific event.

General Information

To manage 350-500 orienteers and get everyone home at a decent hour takes a lot of manpower and organization.

The information below should be useful in planning both the schedule and man power needs for the event.

Primary Contact:

The meet director is responsible for all aspects of the event and will be the primary contact for co-ordination of activities.

At most events the Meet Director will be assisted by knowledgeable club members that have been delegated the responsibility for specific areas such as Start, Finish, Registration, Scoring, and E-punch.

Meet Director: **????**

Alternate Director: **????**

Arrival Time:

The specific arrival time is to be set by the Meet Director.
(Typically it is about 8:00 or 8:30 AM)

Arrival Time: **???? AM**

General Setup and Take Down:

Please plan for all volunteers to help with general set-up and take-down.

After the setup of the large registration canopy, the volunteers will probably be split into smaller groups to setup start, finish, etc...

Some of the areas such as start and finish will require an individual that manages the overall operation of the area while the volunteers for specific jobs will come and go. This means that you will need a few individuals that are available to work for the entire day.

Please be sure to bring some students/parents who can work during the entire meet. Most of the volunteers can work part time and also run a course.

Specific Areas of Operation

Parking: 1-2 people

(This need is very meet specific. Discuss this need with the Meet Director)

Some venues require little or no help for parking. Some require only putting out signs and cones to mark off bus parking. A few venues may require volunteers to direct people in parking correctly. The Meet Director can provide guidance on the need for volunteers for the specific event.

Training Provider:

Parking: ????

Registration/Check-in: 2 people

(Volunteers who wish to run a course can do so after registration/check-in closes.)

2 volunteers to help process individuals with registration/check-in
(Both must be good with money and dealing with the public)

More Info

- Detailed instructions for each position will be provided on race day.
- Volunteers have to handle the stress of dealing with eager orienteers plus be able to take money, give change, etc.
- Must report to Registration at 8:45. Job will end at 11:00

Training Provider:

Registration: ????

E-punch Operations: 2 people all day –or- (2 people AM window and 2 people PM window)

(Volunteers who wish to run a course should be replaced at 11 AM by an alternate.)

1 volunteer to help with e-punch laptop (*able to use a laptop and a spreadsheet like software*)

AM duties (09 – 11 AM)

- Enter day of race entries into computer

PM duties (11 AM – 02 PM)

- Manage reading of finger stick and printing of results

1 volunteer to handle finger stick check-out / check-in

AM duties (09 – 11 AM)

- Collect security deposit
- Issue finger stick

PM duties (11 AM – 02 PM)

- Collect finger stick
- Return security deposit

More Info

- Detailed instructions for each position will be provided on race day.
- Must report to Registration at 8:45.
- Job will change at 11:00; they can run their course after that time.

Training Provider:

E-punch Operations: ????

Start Time Assignment/Runner Accountability: 6-7 people

(Volunteers who wish to run a course can do so after the last person has started.)

1 Accountability Manager (must work entire window)

- Oversee all operations

6 volunteers (*neat handwriting required*)

- 1 volunteer assigning times to White A/White B runners
- 1 volunteer checking names of White A/White B runners on accountability list

- 1 volunteer assigning times to Yellow A/Yellow B runners

- 1 volunteer checking names of Yellow A/Yellow B runners on accountability list
- 1 volunteer assigning times to Orange/Brown/Green/Red runners
- 1 volunteer checking names of Orange/Brown/Green/Red runners on accountability list

More Info

- Write start time on card
- Mark start time of list of available times
- Mark participant as “started” on the accountability list
- Explain to participant that when they finish or quit they must get marked “off” the list
- Direct participants to the start area

Training Provider:

Start Time Operations: ??????

Note: Once the initial rush is over the job can be done by 1-2 volunteers.

Start Area: 5 people

(Volunteers who wish to run a course can do so after the last person has started.)

1 Start Area Manager (must work entire start window)

- Assist at any operation
- Oversee all operations

4 Start line crew volunteer

- 1 volunteer at clock flipping start numbers
- 1 volunteer assisting at the call up line
- 1 volunteer assisting at the clue sheet pickup line
- 1 volunteer assisting at the start/map line

More Info

- Detailed instructions will be provided on race day.
- Must report at 8:45 for start setup and preparation.
- Start time assignment can begin around 9:30. The last start is typically 11:30 or earlier.
- . Keep in mind that the courses close at 2:00 so they will not have a full three hours.
- Allow 10-15 minutes after the last start before deconstructing the start area. Non-running start workers can report to the finish where new duties will be assigned.

Training Provider:

Start Line Operations: ????

Finish Area: 4 people

(Volunteers who wish to run a course can do so getting a replacement, such as someone who has already run.)

This is an extremely critical operation. It is nearly impossible to recover if this work is not done right

This crew must be able to handle the pressure of multiple finishers and still capture and record accurate, legible times to the cards

1 Finish Area Manager (must work entire finish window)

- Timekeeper (punch clock for each participant that finishes)
- Must stay focused, cannot be someone easily distracted

2 volunteers to record finish times

- collect cards (must be kept in order)
- write time on cards (must have neat handwriting)

1 volunteer for finish accountability

- Record name of person(s) that have come in
- Mark the person on the accountability list as “finished”

More Info

- Detailed instructions will be provided on race day.
- Can be hectic when large numbers of runners finish simultaneously.
- The courses close at 2pm. Finish area take down can begin at that time. However, the participant check-in volunteer must remain on duty to account for stragglers.

Training Provider:

Finish Operations: ????

Scoring: 2-3 people

(Volunteers who wish to run a course can do so BEFORE doing this job. Get an early start time.)

When workers are done with other assigned jobs, or have finished running their courses, please report to finish to assist with the generation of results. The goal is to present awards at 2 pm.

More Info

- Punch card checking
- Time computations (*Must be competent at arithmetic - primarily subtraction of clock times*).
- Hanging completed punch cards

Training Provider:

Results Operations: ????

Take Down															