

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 comprehensive 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.

Please identify individuals ahead of time for each area of Operation.

General Information

To manage 150-500 orienteers at an event 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 labor 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.

Arrival Time:

The specific arrival time is to be set by the Meet Director.
(Typically it will be 8:00 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 (if needed), the volunteers will need to carry items to the registration, start and finish areas. Smaller groups will be needed to setup start, finish and deploy water stops.

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 it will be helpful if a few individuals are available to work for the entire day.

Please try 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.

After the meet, volunteers will be needed to take down any canopies that were set up, pick up the start/finish/registration areas and carry items to the trailer and help pick up water stops.

Specific Areas of Operation

Parking: 1-2 people

(This need is very meet specific and not needed at most meets. 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. Some meets also require a few people for traffic control, such as when orienteers need to cross roads which are in use. The Meet Director can provide guidance on the need for volunteers for the specific event.

Registration/Check-in: 2 persons

(Volunteers who wish to run a course can do so after released by the registration personnel)

2 volunteers to help with initial registration duties & cutting up clue sheets.

More Info

- Assistance with placing e-sticks rented by individuals into envelopes.
- Assistance cutting up clue sheets.
- Must report to Registration at 8:30 (will be released once initial duties are completed)

E-punch Operations: 1 person

(Volunteers who wish to run a course can do so after released by the E-punch person)

1 volunteer to handle finger stick check-out / check-in for walk-ups

AM duties (09 – 11 AM)

- Issue finger sticks to people who rented from the club and walk-ups needing sticks.

PM duties (11 AM – 2 PM)

- Collect, record and file finger sticks from schools and individuals.

More Info

- Detailed instructions for each position will be provided on race day.
- Must report to E-punch station at 8:30.
- Job will change at 11:00; they can run their course after that time. And then return to help once course is completed (or another volunteer can step in at this time)

Start Area: 5 people

(Volunteers who wish to run a course can do so after the last person has started. Keep in mind that the courses close at 2:00 so the late runners may not have a full three hours to complete the course.)

1 Start Area Manager (must work entire start window)

- Assist at any operation.
- Oversee all operations.

4 Start line crew volunteers initially (can be reduced once most runners have started)

- 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.
- 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.

Finish Area: 2 people

(Volunteers who wish to run a course can do so after getting a replacement, such as someone who has already completed their run. Keep in mind that the courses close at 2:00 so the late runners may not have a full three hours to complete the course).

1 Finish Area Manager and one assistant

For e-punch only meets:

- Make sure everyone punches the finish box.
- Collect index cards for runner accountability.
- Direct people to the download station

For Score-O's only:

- Timekeepers (use time clocks to record finish time for each participant)
- Collect punch cards.
- Record the name of anyone that returns without a punch card.
- Must stay focused, cannot be someone easily distracted.

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.

Scoring (Score-O's only): 2-3 people

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.

More Info

- Punch card checking.
- Punch card points calculation.
- Punch card sorting into classes.

Awards: 3 people

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

The goal is to present awards by 2 pm or earlier.

More Info

- Volunteers need to show up around 1:00 PM
- Get category winners list from E-punch operations.
- Sort and count out proper number of medals.
- Place labels on medals.
- Give out awards to category winners.

Bag Pick-up: 8-10 people

Each team should have one experienced navigator, preferably at the advanced level.

More Info

- 4-5 teams of 2 people will be distributed to different portions of course to collect bags and e-punch boxes.
- NTOA will provide backpacks to carry controls and e-punch boxes.
- It is sometimes useful to have a pocket knife to cut the twine that holds the e-boxes but the club tries to supply these.

Approximate Event Schedule

	08:00 08:30	08:30 09:00	09:00 09:30	09:30 10:00	10:00 10:30	10:30 11:00	11:00 11:30	11:30 12:00	12:00 12:30	12:30 13:00	13:00 13:30	13:30 14:00	14:00 14:30	14:30 15:00	15:00 16:00
Setup	All														
Parking		1	1												
Registration		2	2												
Epunch		1	1	1	1	1		1	2	2					
Start Line		2			5	5	5	3							
Finish Line		2			2	2	2	2	2	2	1	1			
Score-O Scoring							2	2	2	3	3				
Awards											3	3			
Bag Pickup												8	8	8	8
Take Down													4	4	