Meet Directors Guide
for putting on an Orienteering Meet

Setting the Course
General Course Design

- Completed by meet director or separate course designer
- 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
- Design considerations
    - Course should challenge mental abilities and orienteering skills
    - Course should not focus on cross country running
    - Variety
        - opportunity for map reading and compass work
        - legs of different lengths if possible
        - course goes through different terrain (forests, roads, paths, fields, over or around hills)
    - Route Choice - legs offer 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

Types of Courses

Course	Length	Number Controls	Character
White	1.5 – 2.5km	4-6 controls	Easy, roads, trails, clearings
Yellow	3.0 – 4.5km	4-8 controls	Easy & ave. on/near trails, distinct features
Orange	3.5 – 5.0km	6 – 9 controls	Intermediate, off trails, obvious features
Green	4.0 – 6.0km	6 – 10 controls	Ave to difficult
Red	6.0 – 8.0km	6 – 10 controls	Difficult
Blue	8.0 – 12.0km	8 – 15 controls	Difficult and long
Brown	3.0 – 5.0km	8 – 12 controls	Difficult and short

Course Design Guidelines

- Controls
    - Locate at object to test participants on different features
        - Elevation
        - Man-made objects
        - Water
        - Vegetation (may change over time)

- Consider need for water for participants
    - Course type dictates control description and attack points
        - intersections (easy) to terrain features (advanced)
        - obvious (easy) to obscure (advanced)
    - Control function
        - Each control 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
        - Controls may be used for more than one course (use different approach and exit directions)
- Final design
    - mark the courses
    - make out a clue sheet for each course
    - 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

Field Work
- Controls
    - Control locations checked for suitability and accuracy on the map
    - Check for usable attack points
    - Visibility – controls visible from all directions
    - Set flag at position to help when setting controls for meet
    - Select start and finish locations
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Preparing for Meet
- Volunteers
    - communicate with volunteer coordinator
    - determine number of volunteers needed for
        - Control placement
        - Registration
        - E-punch system
        - Start/finish
        - Control pick up
- Maps
    - Make a control master map that shows the location and number of all controls
    - Master maps
        - Make maps of each course using Purple Pen software
        - Use circles for control points
        - Use lines between controls showing control sequence for point to

point course
- For Score-O identify controls by number and list point values
- Control description sheets
  - Make control description sheets for each participant
  - Advanced courses can use IOF type clue sheet
  - Include "as the crow flies" distances on control description sheets
- Punch cards (if no e-punching)
  - Make up master punch cards for each course
  - Use to check participants' punch cards for proper punching
- E-punching
  - Need volunteer to run e-punch software
  - Need supplies for e-punching
    - Computer
    - Generator
    - Monitor
- Placing controls
  - Determine placement order to speed up placement process
  - Some controls may need to be placed in the days prior to the meet
  - Some controls may be placed on morning of meet
  - Need blue boxes and controls with box attachments, blue boxes placed morning of event although flags may be placed earlier
- Supplies
  - Direction signs to direct participants to start
  - Supplies boxes
    - Two equipment boxes
    - Two refreshment boxes
    - Two water jugs
  - Registration forms
  - Waiver sheets
  - Cash box ($110 in particular denominations)
  - Compasses
- Refreshments
  - Grill and propane
  - Hot dogs, buns, condiments
  - Pretzels, chips
  - Fruit
  - Cookies
  - Different meets may require a different amount or level of refreshments

The Meet
- Control placement
  - Place the controls making sure they are clearly visible from all directions (no hiding)
  - Volunteers needed to help place controls
- Supplies to start/finish area
- Registration

- o Volunteers needed at registration area
- o Participants sign waiver, pay for meet, note: when receiving calls about meet the director should tell potential participants the waiver can be downloaded prior to meet especially for parents to sign
- o List of participants kept by registration volunteer
- o Participants receive
  - Control card if no e-punching
  - Map and map case
  - Control description
  - Compass if needed
- o If e-punching participants move to e-punch area
  - Volunteer enters participants into software
  - Participant receives dibbler if borrowing from club
- o Volunteer for membership/map hike table
  - Offer information about membership perks
  - Receive new membership forms and fees
  - Offer information about map hikes
  - Sell map hikes
- Start
  - o If e-punching dibblers used at start
  - o Be sure participants are separated by at least a minute on each course
- Finish
  - o Volunteer records finish times
  - o If no e-punching collect controls cards and compare to master control card
  - o Post results
  - o Verify that all participants have finished

After the Meet
- Pick up controls
- Pick up supplies and clean up area
- Pick up signs to meet location
- Count number of map hikes in supply box, if necessary arrange for additional map hikes to be added to supply box for next meet
- Check equipment box against list to see if anything needs replenishing
- Fill out summary sheet for meet results
  - o Download from website (PDF or excel file)
  - o If e-punching no need to list participants names
  - o Email meet summary sheet to
    - President
    - Secretary
    - Treasurer
    - Newsletter Editor
    - Webmaster
  - o Email summary sheet within 24 hours of meet
- Arrange for supplies to get to next meet director
- E-Punch operator emails results to webmaster the same day as meet

- New membership forms mailed to membership chairperson
- Waiver forms mailed to eNews coordinator
- Count and balance cash box, cash box needs to get to treasurer – possibly through meet director