

## **SAMPLE CHECKLIST FOR ORGANIZERS**

This document (aka "55 Questions") is designed to aid the Class "A" Meet Director. Actual requirements and standards are found in the Orienteering USA Rules, Orienteering USA Sanctioning package, and other official documents. (*updated 24 Dec 2008*)

1. Which people have the essential meet jobs? — get name, address, phone, email
  - Meet Director (MD)
  - Mapper
  - Course Designer
  - Course Setter(s)
  - Vetter(s)
  - Field Supervisor
  - Registrar
  - Meet Accountant
  - Participant Services
  - Crew Chiefs for Start, Finish and Results
2. Meet Director, course setter, mapper, and vettors have online links/access to Orienteering USA Rules, Sanctioning Package, and other Orienteering USA Competition Documents.
3. MD discusses duties of all essential meet personnel (#1 above) and follows up with written list of details of duties via email to avoid gaps and misunderstandings.
4. MD has and uses a plan for following up with essential meet personnel to insure they satisfy timeliness requirements and makes sure ensuing problem are handled.
5. MD anticipates any difficulties staffing meet jobs, makes lists of jobs to be staffed and defines a volunteer recruiting procedure.
6. MD has written permission from landowners and/or land managers and sends a copy to Sanctioning Committee chairman.
7. MD and course designer/s have spoken with the land manager concerning courses and facility arrangements.
8. Prepare a meet budget. State how entry fees are calculated and show plan for paying Orienteering USA fees and repaying any Map Fund loans. Be conservative in estimating attendance for calculation purposes.
9. Is your map finished? If no, when will it be? Do you anticipate any problem with preparing the courses due to lateness of the map?
10. Has the Map Consultant approved the map? Are you using non-standard scale, interval, or map symbols? If so, meet invitation must describe what's being used and Sanctioning chairman must be notified.
11. Is your Course Designer in communication with a Course Consultant? Is the course

planning on schedule? Do you anticipate any problems getting the courses done and to the CC in plenty of time for checking and revisions?

12. What are your arrangements for printing the courses on the map? How will these be checked for accuracy? Does the map contain any out-of-bounds areas? Are they marked on the map or will they be overprinted?

13. Have you acquired map bags?

14. Will control descriptions or anything else be overprinted on the map?

15. Will the map legend appear on all maps? If not, how is legend being given to competitors?

16. Are you planning separate Map Hike courses or will Map Hikers be on regular courses? If on regular courses, do you have a procedure for handling strung-out Map Hike groups coming through Finish line?

17. Are you providing training areas? When are they open? Are training maps for sale through registration process? Is this announced in entry form? Are training areas representative of map/terrain for the meet?

18. Does the club own sufficient equipment for meet needs? Will you be borrowing any equipment? If borrowing, coordinate a procedure for identifying and returning borrowed equipment promptly and replacing lost/damaged items. Inform equipment owners of your plans for returning their equipment.

19. Are all controls in good condition regarding color brightness and physical integrity? Are punches in good condition? Do the code cards meet Orienteering USA standards?

20. Are you planning to move any controls between Day 1 and Day 2? If so, what arrangements are you planning to insure this is done accurately? What are your control pick-up arrangements?

21. How will you insure the competition center and other areas have been cleaned up?

22. How and when is Start list being prepared? What are your Start intervals? Can you handle pre-entry requests for early/late Starts? Do you have procedure for last minute additions and changes? When/where will Start lists be posted at the meet?

23. What type of timing devices will be used? How will these be checked for precision and be synchronized? Do you have backups and batteries for timing devices?

24. Will competitors be given control descriptions ahead of time? When? Will they also be attached to or printed on the map?

25. Will electronic punching be used? If so, are rental Ecards available? How will they be

distributed? Will extras for lost and malfunctioning Ecards be available at the Start line?

26. Have you made rainy-day shelter arrangements for Start and Finish crews?

27. What are your arrangements for bringing competitor belongings from Start to Finish areas?

28. Will Start have warm-up area nearby and well defined? How will competitors be notified?

29. Have you planned water and cups for Start and Finish areas?

30. Will competitor bibs or other materials contain advertising? If so, check with [Orienteering USA VP of Marketing](#) for compliance with Orienteering USA sponsorship policies and other sponsorship agreements.

31. Has the planning and equipment for Epunch Download and/or other Results computer operation been finalized and tested? Do you have a reliable power source and/or backup generator and surge protection? Do you have weather protection for the computers and other electronics?

32. Where and how will Results be posted? Have you made arrangements for Day 1 Results to be posted Day 2 morning?

33. Has the procedure for and timing of posting online Results been worked out? Are you in touch with ONA's publisher and Orienteering USA Ranking Committee regarding providing them with Results file?

34. Have you planned press releases to announce elite and team winners? What other post-meet announcements and press releases are you planning?

35. Have you picked 3 persons for the Jury? Will the [Orienteering USA Rules](#) be available during the meet for their reference?

36. What are your Search and Rescue plans? Who will be in charge?

37. Where is your meet HQ each day? Is there shelter from rain and/or extreme temperatures? How far are HQ, parking, Start and Finish from each other each day?

38. Has your entry information been prepared? How is it being distributed nationally and to club members? Are you using online registration and/or the Orienteering USA standard entry form? Will they be ready and available as soon as registration is open? Does online entry protect competitor's personal information?

39. What are your entry deadlines? What problems must you overcome to handle late entries? Are you prepared for last minute changes at check-in? If not, have the competitors been informed?

40. Are you producing t-shirts? Will the t-shirt have advertising? If so, submit rough sketch of design and advertising to [Orienteering USA VP of Marketing](#) before ordering for

sponsorship compliance check.

41. What arrangements are you planning for Finish line spectators?
42. Do you have a designated club representative to handle on-site media relations? Will photographers be allowed in competition area of forest? What other media services will you provide?
43. What are your pre-meet publicity arrangements? Can you handle beginner instruction for a crowd of walk-up Map Hikers?
44. What arrangements have you made for Finish area First Aid? Do you have a procedure for summoning professional medical help quickly? Have you written directions to local hospital for distribution if needed?
45. What arrangements are you planning for food? Are you providing accommodations information?
46. Will there be evening gathering/entertainment? Have arrangements and reservations been made?
47. What are your arrangements for babysitting? Do you have weatherproof facilities? Are you prepared with toys, snacks, and supplies for the children? Have you set an hourly rate?
48. Describe parking facilities. Check with park personnel for regulations. If parking fee is charged, amounts have been agreed upon and arrangements have been made for collection.
49. Check with landowner or park supervisor for permission for orienteering vendors and other sales.
50. Describe toilet facilities. Are they sufficient for the expected crowd? If not, make porta-potty arrangements.
51. What extra info will be in your competitor packets? Explain any non-standard map scales, info regarding out-of-bounds areas, required routes, protest procedures, and non-standard map or control description symbols. Consider course setter and mapper notes for competitors.
52. What are your awards? How are they being acquired?
53. What are your award ceremony arrangements?
54. What are your arrangements for post-meet analysis of problems to be solved before your next major event?
55. How do you plan to acknowledge assistance of workers, sponsors, landowners, and park officials?