

Sample A-Meet Procedures

These samples will give you some ideas to use in planning your meet. These are representative of those tasks you will be having to plan.

SAMPLE START LINE PROCEDURE

DAY 1 START PROCEDURES & TIMETABLE

0630 - Starter in charge present at pre meet briefing in meet hq.

0700 - Starter in charge synchronizes start timepieces to meet time.

0740 - Starter in charge and map worker arrive at callup line and insure startline equipment is ready.

0756 - Starter in charge to callup; map worker to start line.

0757 - Starter in charge calls up early runners and marks start list for those present.

0758 - Early runners to intermediate line, starter in charge to intermediate line map worker puts out maps.

0759 - Starter in charge takes early runners to start line. Map worker directs runners to proper course maps.

0800 - Starter in charge starts early runners. (then breaks until 1030)

1030 - Start crew reports to start area and checks equipment.

1040 - Starter in charge briefs start crew (timekeeper, callup worker, map worker); startline crew synchronizes their watches to the start timepiece.

1055 - Start line crew in positions and ready.

**** NOTE **** The first runner will leave only after the field supervisor notifies the start that the courses are ready. In the event the starter in charge doesn't receive the go ahead from the field supervisor, he will delay the start. After notification is received, the start crew will reload the start chute. Then all timepieces will be restarted at "meet time" (not clock time), meet time being 11:00. One of the synchronized timepieces will become the start timepiece and one will be taken to the finish to become the finish timepiece.

1057 - First whistle blows, timekeeper sets display clock to 1100, first runners called up, start list marked for those present.

1058 - Second whistle blows, timekeeper sets display clock to 1101, second runners called up, start list marked for those present, first runners to intermediate line, runners wait for next

whistle.

1059 - Third whistle blows, timekeeper sets display clock to 1102, third runners called up, start list marked for those present, second runners to intermediate line, wait for next whistle, map worker puts out maps at start line, first runners to mapline.

1100 - Fourth whistle blows, timekeeper sets display clock to 1103, fourth runners called up, start list marked for those present, first runners start, map worker puts out maps, second runners to start line, third runners to intermediate line, wait for next whistle.

The timekeeper will continue blowing the whistle each minute and setting the display clock ahead. The display clock will be three minutes ahead of meet time. All other workers will key on the whistle and perform the same task on a repetitive basis.

1300 - Last runner starts, the start list is taken to results to be used for tracking overtime runners for the finish line.

SAMPLE FINISH LINE PROCEDURE

Personnel needed:

- 1 spotter
- 1 time caller
- 1 timekeeper
- 1 recorder
- 1-2 punch card collector(s)
- 1-2 map taker(s)
- 1 radio operator
- 1-3 punch card checkers
- 1-2 gofers
- 1-2 first aiders
- 1 in-charge/troubleshooter

Equipment needed:

- digital timepieces (hrs/min/sec)
- stack of time sheets
- several pens and markers
- master punch codes
- water and cups
- trash bags
- first aid equipment
- string, scissors, tape
- radio for communication
- Finish banner and chute materials
- tables, chairs, shelter tarps
- box for maps

Early each morning:

1. In-charge checks all timepieces against stater in charge's master timepiece and adjusts his timepieces if necessary.
2. In-charge and early crew set up in time to finish early runners. Field supervisor or starter will inform of how many were started. Once a runner has finished each course, finisher in charge will inform field supervisor, who will question runner on course accuracy.
3. In the event the field supervisor decides the courses are not ready for the normal start times, a new finish timepiece will be set to meet time instead of real time. Meet time and real time will be the same only if there are no delays.
4. After last early runner finishes, in-charge may dismiss early crew until normal finishers are expected. However, Finish line must remain staffed by at least one person during break in case of misjudgement.

Normal Finish procedure:

1. The spotter calls out the bib numbers of runners entering chute. The recorder writes bib numbers down in the order called.
2. As the runner in the chute passes under the Finish banner, the time caller calls "Time! Number...."
3. The timekeeper calls the Finish time in military time hours/minutes/seconds and the recorder writes it beside bib number.
4. The radio operator radios the bib number and finish time to the Results radio operator.
5. The punch card collector take runner's punch card and gives them to punch checkers. He may have to ask runners to remain in run-out chute to accomplish this. Check card has correct, legible bib number.
6. The map takers take maps and writes the runner's bib number on the back with marker. Maps go in box for safekeeping. If meet director okays, runners finishing after designated last start may keep maps.
7. Punch checkers verify punches and write "OK" or "DNF" (any punches missing) or "DQ" (incorrect punch) prominently on punch card.
8. After each time sheet is full, gofer takes time sheet and ordered punch cards to Results and turns them over to a designated person.
9. If map are to be returned that day, gofer sorts maps by course and set out with bib numbers up after all runners have started.
10. Finisher in-charge keeps in contact with Results to be sure all runners have finished. Meet director is notified of all overtime runners.

Note: Most personnel will want to run a course. Schedule duties for rotation and for no shows. In-charge is responsible for collecting all needed equipment but should co-ordinate with construction crew and meet director to avoid duplication of effort. Personnel staffing may be required of in-charge, check with meet director.

SAMPLE RESULTS PROCEDURE

Personnel needed: (some take 2 jobs)

- 1-2 manual calculator operators

- 1-2 computer operators
- 1 programmer (pre-meet)
- 1 results poster
- 1 info checker
- 1 reader
- 1 radio operator
- 1 in-charge/troubleshooter

Equipment needed:

- manual time calculators
- computers, printers, cables
- results programs
- results stands
- scratch and printer paper
- electrical protection equip.
- radio equipment
- staplers, staples, pens, markers, scissors

Early morning:

1. Check all equipment, programs, supplies. Run test results.
2. Post previous days times, start times for today.
3. Provide Start with copies of Start lists (if applicable).
4. Calculate and post times of early runners.

Computer results procedures:

1. Receive or print out Start times list. Provide one copy for computer operation and one copy for manual operation.
2. Radio operator receives times from finish radio operator and copies down. As time permits, reader calls these to computer operators.
3. As time sheets and punch cards arrive from Finish, checker looks for punch cards with DNF or DQ and makes note on time sheets.
4. Reader calls bib number and finish time for computer operator who enters time in program. If DNF or DQ, reader calls that instead of time. Time sheets go next manual operation.
5. Every 30 minutes, computer operator runs calculation program and prints out results so far. Poster hangs results-in-progress printout in designated area.
6. As start lists arrive from Start line, checker notes changes in start times and DNS designations. Reader reads these out to computer operator who enters in computer.
7. At time designated by meet director, computer operator prints out list of person remaining out on course.
8. When all runners have been checked in, computer operator provides final printout of results to manual operator and inconsistencies are examined. When all necessary changes have been made, operator provides printout and disk results to meet director.

Manual results procedure:

1. Receive printout of start times.

2. Receive time sheets after reader calls them out to computer operator.
3. Following time sheet order, manual operator looks up runner by bib number on start sheet and calculates elapsed time. Write elapsed time on posting cards with runner's bib number, name, course and class. If day 2, add previous day's time for total time. Elapsed time is also written on master backup results sheets. DNF and DQ receive those designations instead of times.
4. Posters hang posting cards in course/class order on results racks.
5. When all runners times have been calculated, check master backup results sheets against computer results and correct inconsistencies.
6. Provide meet director with master backup sheets, time sheets and other requested information.

SAMPLE BABYSITTING PROCEDURE

ORIENTEERING USA POLICY - BABYSITTING

It is the policy of Orienteering USA that babysitting services be made available at all Orienteering USA sanctioned A-meets. The babysitting services provided may be in the form of volunteer baby sitters, hired baby sitters or through contract at a nearby child care facility. At each A-meet there shall be a babysitting coordinator to make sure that babysitting or child care is available. If babysitting is used, suitable shelter shall be provided. Donations may be requested from the parents to help defray the costs associated with the babysitting. This policy has been adopted because Orienteering USA wants to foster family participation in orienteering and, in the sense of fair play, to insure that orienteers are not handicapped because of their parental status. Although not included below, a Waiver of Liability and Authorization for Necessary Medical Treatment is probably a good idea. Note that in some states child care is a licensed activity. In those states you should be careful to avoid the terminology "child care."

Additional hints from the Sanctioning Committee.

1. Toys: Balls, crayons, paper, trucks, blocks, etc.
2. Snacks: crackers (soda, graham), drinks (soda, juice)
3. Supplies: cups, paper towels, baby wipes.
4. Babysitting should be close to the finish for emergency help
5. Sign up sheets with: names and ages of the children; the names, start times and courses of the parents; Special Instructions.
6. Personnel: one sitter for each six children (more for babies).
7. Parents Provide: diapers, lunch, special toys.

SAMPLE BABYSITTING SIGNUP FORM

REGULATIONS: Babysitting is open 1 hour before first start thru 3 hours after last start. Volunteers will watch over children while you are out on the course. This is not a child care service, please pick up your children as soon as you come off your course. Fill out an information form for each child. Fees will be collected as stated. Infants must be provided

with food, diapers, and clothes changes. Toddlers must be provided with a change of clothes and a toy. Children under the age of ten are eligible for this service. Drinks and snacks will be provided. You provide lunch if you will be out from 11am-1pm.

BABYSITTING REGISTRATION FORM (PLEASE PRINT)

DATE _____ TIME _____

PARENT OR GUARDIAN _____

START TIME _____ COURSE _____

WHEN EXPECTED BACK _____

WHERE STAYING _____

OTHER PERSON TO WHOM CHILD MAY BE RELEASED

CHILD'S NAME AND AGE _____

MEDICAL/ALLERGY PROBLEMS _____

SPECIAL INSTRUCTIONS _____

SIGNATURE _____