



Orienteering events: Group Leader Guide

Sept. 2021



Welcome!

We've put together this guide to help you bring your group to an NTOA orienteering event in 2021. Our goal is to put on well-organized and fun events while allowing enough flexibility to accommodate the needs of groups. You'll learn about:

1. Changes for 2021-2022: COVID 19-related protocols and electronic scoring
2. Pre-registering your group before the event
3. Arriving at the event, and informational clinics
4. What to do at Registration on-site
5. Start-time assignments
6. At the Start area
7. What they'll be doing out on the course
8. Finishing and scoring the results
9. How it all wraps up

Follow-up questions?
Email us at :
Registrar@ntoareg.com



1. Changes for the 2021-2022 season: COVID 19 protocols and e-scoring

NTOA is glad to be **returning to in-person events for the 2021-2022 season** after last year's hands-off DIY events. Here are important changes to our event protocols and experience.

COVID-19 protocols

We're carefully watching the continuing pandemic and want to keep both participants and volunteers safe. We've developed event protocols based on guidelines from our sport's national organizing body, Orienteering USA. We reserve the right to revise them based on changing conditions.

- **Pre-registration is required** – this will minimize the number of people and amount of time needed at Registration. (Note: We will be able to make changes to pre-registered entries.)
- **A mask is required when doing business at the Registration tent**, except when downloading e-sticks after a course. Please have only one person from your group at Registration. Masks are encouraged before and after orienteering if you're dealing closely with others.
- **Social distancing is encouraged** (except within your group) at all times.

Fortunately, as an outdoor sport, orienteering typically sends us alone into the woods! We think it's possible to have fun and mitigate risks for us all.



1. Changes for the 2021-2022 season: COVID 19 protocols and e-scoring

Electronic scoring for all

Apart from the 9/25 Score-O, where we'll use traditional paper cards, NTOA is shifting to electronic scoring for participants (SportIdent Finger e-sticks and boxes) on ALL courses this season, including White and Yellow.

Why we're making the change – Mostly because it will make our events much more efficient:

- **No need to assign start times** – people can simply line up at the start area when they wish.
- **No more checking paper cards** and manually typing in results – results are scored instantly when people download at Registration after their course.
- **Faster results announcements** – and potentially quicker awards! Meaning quicker departures for everyone.

Kids typically enjoy using e-sticks (also called e-punches), who get to hear a beep at each control, and then have their results print out instantly at the Download station at Registration.

[Continued next page]



1. Changes for the 2021-2022 season: COVID 19 protocols and e-scoring

Implications for you:

- **E-stick rental cost:** Unless your group has its own e-sticks, you will need to rent e-sticks for all individual competitors, and one e-stick for each Rec team. Rental cost is \$3 per participant and online pre-registration will require you either to rent or indicate you have your own. NTOA has ~200 rental e-sticks available.
 - This obviously has budget impact. Effectively, it raises the cost to \$13/participant.
 - If you intend to attend several events this season and in the future, consider purchasing your own e-sticks.
 - They need to be Sport Ident v8, v9 or v10. We can't yet support Sport Ident SIAC ActiveAir, contactless e-sticks (and they cost a lot more anyway!)
 - Where to buy: http://www.sportident.us/SI-Cards_c26.htm
 - Used e-sticks can sometimes be found on eBay as well.
- **E-stick return:** You're responsible for returning all your group's e-sticks before leaving the event. We require a drivers license or similar be left at Registration when you pick them up, which usually helps people remember! Lost e-sticks will incur a replacement cost of \$35. The rental e-sticks have lanyards to keep them on wrists and are brightly colored to be visible when dropped.



2. Pre-Registration

As covered in the previous section, **online pre-registration is required for the 2021-2022 season** as one way of limiting interpersonal contact at Registration. If you have changes at the event to pre-registered entries – say, students who need to make course change – those will be supported.

While we're requiring it this season, we've always encouraged pre-registration:

- It **enables us to pre-calculate what you owe and pre-assign rental e-sticks.**
- Most importantly, **it determines the number of maps we print.**

Online pre-registration usually opens by 10 days before the event, closing Thursday before the event.

**Got a really
BIG group?**



If you're planning to bring 20+ people, please drop us an email at registrar@ntoareg.com – we may want to make some special arrangements



Pre-registration, cont.

How to pre-register:

On the detail page for any event, scroll down and look for the green buttons (which are gray when registration is not open.)

| Competitive individual | Large group | Recreational teams |
|---|---|--|
| Enter 1 competitive individual at a time. | Enter 1-20 competitive individuals from the same group (e.g., school, club, Scout group, JROTC unit). | Enter 1 recreational team (min. 2 people; max 5 people). |
| Register Individual | Register Group Members | Register Teams |

Competitive* individuals receives:

- One punch card (for back-up only)
- One map
- E-stick

Tip: If you have your own e-sticks, you will enter its number for each participant. Otherwise, choose the rental option at \$3/day.

The Registration form will include a drop-down to help you identify your group. Many groups are already included. If yours isn't, simply choose a general category such as "Other School" or "Other Group."

Recreational team entry = group of 2-5 people, receives:

- One punch card (for back-up only)
- One map per team member
- E-stick: Rec teams must also rent one e-stick for the team.

Tips:

- Make up a fun name for your team!
- Pick up a map for everyone on the team at the start.

*Just doing it "for fun?"

Don't worry: "Competitive" just means eligible for awards. Everyone can go at their own pace!



3. Arrival and clinics

Morning of the event:

- Check NTOA.com or our Facebook group/page for updates.
- Consult the website for directions – Google maps may deliver you to the venue, but not to the area where we have meet Headquarters.

When to arrive:

- First start for most events is 10:00, with runners starting every minute until 11:00 (unless number of participants extends it).
- Registration typically opens ~8:45 a.m. and closes at 10:30. So, you have some flexibility.

Exception: Mass-event starts such as Score-Os, where everyone goes at once. Consult meet notes for exact schedule, but be sure to arrive at least 40 minutes before the mass start to give yourself time to check in.

Arriving at the event:

- If you have a school/large bus, keep an eye out for parking attendants, who may direct you to a special parking area. Some venues have limited parking.

Clinics:

We typically offer two clinics at each event, assuming available volunteers. Consult meet notes to ensure they'll be offered at the event you're attending.

Boy Scout Merit Badge Clinic – near Headquarters

- A merit badge briefing will take place 30 minutes before the beginners clinic. See the Youth section on NTOA.com for details.

Beginners Clinic – near Headquarters

- Participants who are new to orienteering (or want a refresher) are invited to attend the free beginners clinic. It's usually held at 9:30, but please check the meet schedule for the actual time. Look for the orange posters!





4. Registration on-site

You'll get into one of two lines at Registration:

1. Pre-registered Schools
2. Pre-Registered Individuals, Teams, and non-School groups

Have one person from your group queue up in the appropriate line with these items:

- **Waiver for each individual:** We need a waiver for anyone going out on a course, whether as a competitive individual or as a recreational team member.
 - **HOW:** Download one on the website ahead of time OR fill one out at the event (note that for minors, it **MUST** be signed by an adult).
- List of individuals who were **pre-registered but didn't show**
- List of **any changes that need to be made** to someone's registration – such as name, gender (you meant to type F but hit M somehow!), or course they're doing. This includes changes from individual to part of a team.
- **Payment:** We take check (made out to NTOA), cash, credit card. If your school needs to make other arrangements, see note in red box above.

Note:

If your group requires invoicing instead of paying at the event, please contact NTOA Treasurer Mary Lynn Genovesi (ntoa.treasurer@gmail.com) beforehand to make arrangements.



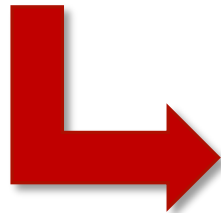
Process:

Once we've made any needed additions, changes and deletions:

- ✓ We collect your waivers and payment
- ✓ You get an envelope with all the pre-printed and/or manual labels, along with one punch card per label. You can also request a payment receipt.

Note: For the time being, we'll still ask participants to carry a punch card (in case of e-box failure on the course) and turn it in at Finish.

- Apply a label onto each punch card (in the section of the card where the Name/Club/Sex, etc. would be entered if hand-written) and distribute to your group members.



Registration, cont.



Next: E-stick Rental Table

If you rented e-sticks, proceed to the e-stick checkout station next to the computer to pick them up.

- ✓ You'll be asked to provide an ID (e.g., driver's license) that will be held until the rented e-sticks are all returned.
- ✓ In return, you get a Ziploc bag containing all the e-sticks rented for your school/group.
 - If someone was pre-registered but didn't show, their e-stick will still be in the bag. Just hold onto these unused e-sticks and return them with the others.
 - For large group registrations, there will usually be a list inside the bag showing each runner and their corresponding e-stick number to help you hand them out to right individuals.

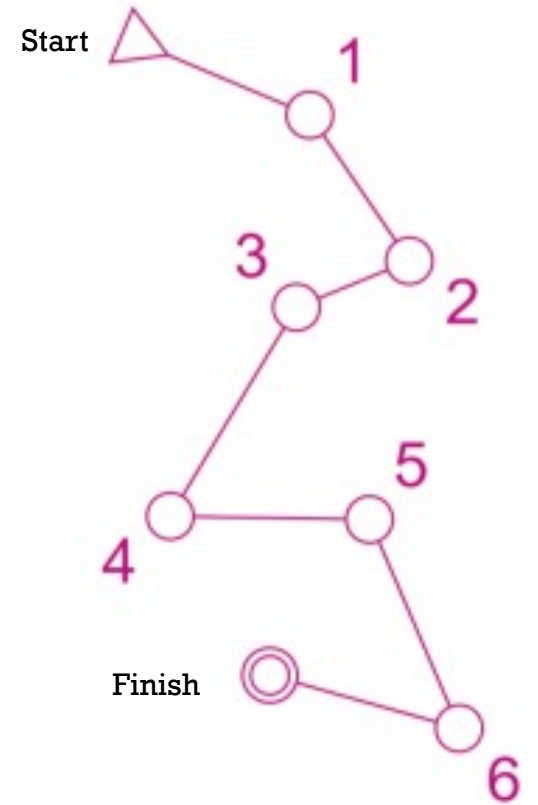
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|-----------|----|----|----|----|----|----|----|---|-------|--|-------|--|---------|--|-----------|--|---------|--|--------|--|-------|--|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | |

5. At the Start

| Yellow | 3.0 km | 85 m | Course Yellow Length 3.0 km Climb 85 m |
|--------|--------|------|---|
| Start | △ | ■ | Start Building |
| 1 108 | ○ | | Clearing |
| 2 104 | ♠ | ♠ | Distinct tree Coniferous Between |
| 3 103 | ↑ | ♠ | Northern Distinct tree Coniferous |
| 4 109 | ⚡ | ⊥ | Fence North end |
| 5 110 | ⚡ | | Spur |
| 6 111 | ⚡ | 0.5 | Cliff Height 0.5 m At foot Refreshments |
| 7 112 | ▲ | | Boulder |
| 8 113 | ↗ | → | Footbridge East end |
| 9 107 | ∪ | | Small depression |
| ⊗ | 65 | ⊗ | 65 m unmarked route to finish |

At the start, each participant receives three items:

- **Clue description sheet:** Describes the feature they're looking for at each control point, e.g., intersection of two trails, or top of a hill. Descriptions are written out for White and Yellow courses, while other courses uses only symbols. (See left)
- **Map bag:** A plastic bag that participants can use to carry their clue sheet and map. Not required but recommended.
- **Map:** A pre-printed paper topographic map is provided right at the start moment – no peeking beforehand! The course is printed in purple ink (see right) with Start triangle, individual control points (circles with numbers) and Finish double circle.





5. At the start

Open starts

With the shift to electronic scoring, all runners can go straight to the Start area once it's open (typically at 10:00 – consult meet notes for changes) and start their course when they wish.

There are three horizontal lines at the start, with runners advancing every minute:

- #1: Clear e-stick by inserting it into e-box and waiting until you hear a beep. Pick up clue sheet for your course.
- #2: Check e-stick by inserting into next e-box – you should hear another beep. Pick up plastic map bag if you want one.
- #3: Maps will be face down. Take a map and put it and clue sheet into the plastic bag without looking at the map. Staplers are there to secure everything if you wish. Insert the e-stick into the Start e-box – when you hear the beep, you're on the clock! Get moving!

Keep in mind:

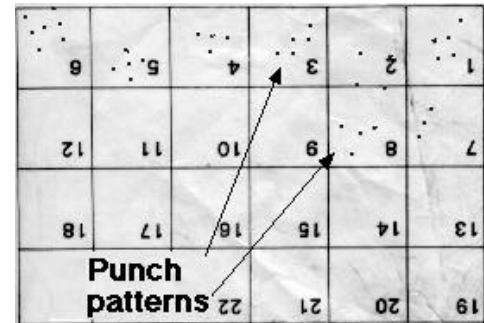
- There must be **one minute between starters on each course**. Runners should follow instructions of the Start crew.
- The Start captain can at their **discretion space out runners from the same team on the same course** so they're not following one another.
 - The goal is to help ensure fairness by limiting competitive individuals from working together.
 - People who want to work together on the course should register as a recreational team.

6. On the course

Finally, the fun part!

- On the course, runners navigate from control point to control point, in order. They should sure that the control number hanging on the bag corresponds to the control number found on the clue sheet!
- When they arrive, they insert their e-stick in the e-box at the control. They should wait to hear a beep that indicates that the time has been recorded on the e-stick.
 - If an e-box is missing, or if they don't hear a beep: they should punch their card to prove they found the control and report the missing e-box at the Download station after finishing the course.

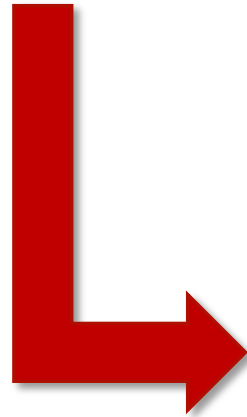
There's a **3-hour time limit** on most courses (unless otherwise noted) – please instruct runners to come back before this, whether they've found all the controls or not. Otherwise, they'll be disqualified. Boo!



7. At the Finish line

Finish table – look for the flagged chute

- Participants must insert their e-stick in the Finish e-box and then **report to the Download station** – if they don't, we won't be able to give them a finish time. They also turn in their punch cards to the finish crew.
- Regardless, of whether all controls were found or not, **all runners must report to the finish line**. This is VERY IMPORTANT.



WHY THIS IS IMPORTANT:

If we don't know an orienteer is back when their 3-hour time limit is up, we assume they're still out in the woods. They could be lost, hurt or both. NTOA will organize a search operation, which may include alerting law enforcement.

We're relieved they're safe but also frustrated to find out someone simply went home without checking in at finish. Please be considerate and always check in!



8. Scoring

At Headquarters – Computer Station

- Runners insert e-sticks into e-box at Headquarters computer station. They receive a printout of their splits, and the software automatically determines whether they visited the right controls in the right order.
 - If they made a mistake, the printout will indicate MP for mis-punch, and the runner is disqualified. DSQ means they are disqualified for some other reason.

In case punch cards must be used:

- Scorers will compare the pin patterns in each box against a Master version for each course.
 - If there are discrepancies, scorers will look for a re-punch in the Reserve boxes.
 - If there isn't a re-punch, the card will be marked with DQ for disqualified and that runner will not be eligible for awards.
 - After they're scored, the cards go to the computer station for finish times to be entered and total times calculated.



9. Awards & wrap-up

At Headquarters

Top three finishers in each class receive awards (usually NTOA medals). Some considerations:

- Because orienteers start each course at 1-minute intervals (unless it's a special Score-O format), final results and awards must wait for most participants to check in at Finish.
- Awards: With the move to e-scoring this year, we hope awards will be earlier than in previous seasons. It depends on number of competitors. Plain English: We'll have to see how the first few meets go! Plan on 2:00 to be safe.
- Preliminary results will be posted at various intervals during the event and may help you determine whether someone in your group is in the running for an award.

Tips:

- If your group members are all part of recreational teams, they're not eligible for awards – so you can depart once all participants have checked in at the Finish.
- If you plan to stay for awards, bring snacks, refreshments or lunch so your group can picnic until the awards ceremony.



We look forward to seeing you at
an NTOA event soon!

Additional questions? Contact the Registrar at registrar@ntoareg.com OR the meet director listed at the event you plan to attend.