

# VOLUNTEER POSITION: GREETER



## THE GREETER'S MAIN RESPONSIBILITIES:

- Greet **all** participants and ask whether they pre-registered for the event or not.
- Direct **pre-registered people** to the computer operator to check in.
- Direct **non-registered people** to sign the waiver on a clipboard, and then proceed to the pre-registered line to pay and check in.
- **Team size should not be larger than 3** (unless all smaller children accompanied by only one adult). With larger groups, emphasize the ethics in the forest (no shouting "it's here" or other shouting, etc.)
- Help with questions registrants may have about anything on the registration cards.
- Explain to newcomers what the information on the white board means.
- Advise with course selection for newcomers to the sport. Advise every newcomer to start with a white or yellow course (max orange) to get familiar with the best practices.
- Answer questions if someone is inquiring about the activity.
- If anyone needs map-reading instructions, direct them to our **Instructions Volunteer(s)**.
- **Emphasize the importance of the course closure time and mandatory check-in after completing the course.**

## Course Types

**White Course (Beginner, 1-2 miles):** Perfect for those who are unsure of themselves in the forest or have little or no topographic map experience. Routes of travel are along trails, streams and other linear features. The compass is used largely to keep proper map orientation. Navigation is easy and courses are short.

**Yellow Course (Advanced Beginner, 2 miles):** The Yellow course is designed for older teen and adult beginners with some basic knowledge of map and terrain identification. Navigational problems are easy to moderate and the competitor will be near easily identifiable features such as roads or trails.

**Orange Course (Intermediate, 2-3 miles):** The Orange course is designed for older teenagers and adults with moderate experience. On this course, the competitor will spend the majority of his or her time off the park/forest's trail network and will need to use the compass more extensively. Checkpoints are on major terrain features such as boulders, tops of hills, and edges of forests.

**Brown / Green / Red / Blue Courses (Advanced, 3-8 miles):** The expert/advanced courses are all of the same difficulty level but vary in length. The navigation is tricky with few re-location features. These courses are designed for older teens and adults with advanced navigation experience and good physical conditioning.

# VOLUNTEER POSITION: INSTRUCTOR



## THE INSTRUCTOR'S MAIN RESPONSIBILITIES:

- Help newcomers with information on map reading and symbols, course selection, usage of e-punch, and general questions. **Emphasize the importance of the course closure time and mandatory check-in after completing the course.**

### Advising Newcomers to Orienteering

- Advise every newcomer to start with a white or yellow course (max orange) to get familiar with the best practices.
- Demonstrate how to properly use a compass in orienteering (not around the neck, but clover-hitched to the wrist and at all times on the map).
- Remind them to focus on keeping the map oriented and thumbing (keeping track where they are) at all times and navigating along line features.
- Explain navigating along line features that can be used like a "handrail" (point out in legend trails/paths, streams, fences, maybe power lines). Also point out some of the easier point features (boulders, man-made features x and o with examples of what they could represent)
- If they are looking for an additional challenge, suggest they do a more difficult course on the same day or the next time they come. They may also do only a portion of an additional course, without having to attempt doing it entirely.
- Encourage newcomers to stick around after their race to talk to advanced orienteers and learn new techniques (attackpoint, route planning, aiming off, catching and collecting features, etc.)

### Orienteering with Young Children

#### *Share this information with families of young children:*

- Adults - let the children navigate a **White** course totally by themselves.
- Explain only main line features like **trails** and show the children how to orient the map at every intersection.
- Ask the children questions like "Where are we now?", "Which trail are you going on next?", "Are you holding the map turned the right way?". Then, do less and less talking, letting the children make their own mistakes and learn from their mistakes. Only offer suggestions if needed, again using guiding questions rather than telling them. Eventually, the children will be navigating confidently on their own.
- Adults will need to mentally put themselves at the eye level of children. Children won't be able to see things as soon as adults, and if their heads are at weeds level they might not see things at all!

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## **VOLUNTEER POSITION: REGISTRATION**

**Handle day-of registrations, sales of whistles and rental of compasses. Advise registrants on filling out registration/waiver cards, take fees and assign e-punches. Provide membership forms and take membership fees if someone wants to become a member. Hand out pre-assigned e-punches according to pre-registration printout. Enter e-punch data into computer for participants that were not pre-registered.**



# VOLUNTEER POSITION: CONTROL RETRIEVAL

## CONTROL RETRIEVAL INSTRUCTIONS:



- Bring a backpack or borrow one from the club.
- Check with the Meet Director, or another designated person who is coordinating control retrieval. They will divide up the retrieval areas so that everything is out of the woods at the end of the day. You'll usually have to wait until most or all of the participants are finished with a course before going out.
- Controls are generally picked up by area rather than course. For distant controls, it's often possible to drive to a nearer spot and pick up a few near where you parked.
- You should receive a master map with some or all of the controls marked on it. Make sure you know exactly which controls you're going to pick up, and be sure no one else thinks they're doing it! You don't want someone else to report a control as missing if you just picked it up a few minutes before. Never pick up a control that wasn't assigned to you.
- If you can't find a control in the correct place, take your time to look around and be sure you've read the map correctly. Controls are rarely lost, stolen, or damaged, but it does happen. Report any problems to the Meet Director when you get back.
- If you are not in a hurry to leave, consider staying around to help with sorting and packing up of all controls and electronic control boxes.