

## EVENT TEAMS

Most club members will be aware of the event team structure in TVOC. Indeed most members of the club belong to one of the various teams, as can be seen from the membership list.

If you are NOT currently a member of a team, then please join one. It's not a big commitment, and it is a great way to get to know other club members.. All that will happen is that, when one of our bigger events is being held, your team leader will ask you if you can help at the event. If you are available, then you will be helping for a couple of hours, but **you will always be able to have a run** as well as help.

So have a look at what each team does and choose which one you would like to join. Then let our membership secretary know.

### Car park

A nice little warm-up exercise before going for your run. And an opportunity to give a nice cheery welcome to people coming to the event.

- Erect signs directing orienteers to event
- Give instructions to drivers as they arrive, including collecting any car park fee and issuing entry forms
- Direct cars to park appropriately in car park
- If the exit from the parking area has poor visibility, provide guidance to drivers as they leave
- After event, remove direction signs.

### Front of House / Information

A team of smiley, sympathetic and proactive folk who have the ability to find something out when they don't already know it and appreciate the opportunity of being able to sit down now and again.

- Erect tent/gazebo and signage
- Provide information to competitors about the event, the club and orienteering generally as required.
- Advise newcomers on various matters such as how a compass works, using EMIT, map legend, map scale, description sheet symbols, which course to choose, etc
- Collect and store car keys for competitors
- Sell permanent course maps, whistles, TVOC car stickers etc.

### Registration and Results

Lots of customer contact - greeting people when they come to register, or listening to tales of woe when they download - and a nice dry place to sit, make this a great job.

- Erect tents and signage
- Register entries on the day, including managing number of maps available for each course, start times in each start slot as required
- Enter details of entries onto computer system
- Operate Download for finished competitors
- Post up results periodically
- Towards end of event, identify which runners have not downloaded (in order to identify whether / when controls can start to be collected, etc).

### Start

- Mark and sign route from Car Park to Start
- Lay out start lanes, with map boxes, clock, blank maps, control descriptions as appropriate
- Operate Start
  - Ensure competitors on same course from same club are well spaced

- Tick off pre-entered starters on start list
  - Register starters on MTR0
  - Brief competitors on map layout, position of start control and other relevant material
- After final starter has started, dismantle Start lanes and signage and return all equipment to the Car Park. Return Start list and MTR0 to Results tent.

### **Finish**

- Erect Finish barrier and any necessary tapes
- Mark route from Finish to Car Park
- Man the Finish during the event, to point competitors back to Assembly, ensure any youngsters who have been told to wait by the Finish when they finish are OK, and to ensure any competitors requiring First Aid are dealt with promptly.
- Arrange for provision of drinks for competitors.

### **String**

- Erect tent and signage
- Lay out String course, including Start and Finish, controls and string
- Register entrants, provide EMIT brick, set entrants off on their run
- Record finish time from MTR3/4
- Dismantle all equipment at end of event.

### **Control pickers (at end of event)**

A gentle cool-down walk at the end of your run. Check out those controls you had difficulty with, check out the confusing area of the map for the next time.....

- Receive instructions on controls to collect
- Collect controls and return them to the Car Park.