

ORIENTEERING COMPETITION CHECKLIST



BEFORE THE COMPETITION:

Select a committee of four to six people who can be present the day of the competition. They can be leaders, senior members or interested parents. Each meeting must meet the Rule of Two if there are members present.

1. Check out the area where competition will be conducted. This should be done the day before the competition, then inform the announcer and information booth of the starting location. Note any physical features that could be developed into the course. Try to lay out the course so that no more than two checkpoints are visible from any other point. Keep the course away from steel buildings, areas where cars are parked or anything which may cause the compass to give a false reading (check the bearing from both ends of the course).
2. Arrange for helpers, preferably adults: one for timing and scoring; one for each checkpoint. You may want two for each checkpoint, so they don't have to stay for a long period of time. Have these people ready and instructed well in advance.
3. Reach out to your Regional Program Coordinator a week in advance for a list of competitors.
4. Prepare score sheets for each competitor. These will be in your clerking package and can be filled in with the appropriate information the day of the competition. Sometimes bearings, distances, etc. are not known until the area of competition is found.
5. Collect the clerking envelope containing the ribbons and result sheets from the Show Office on the Friday of the show.
6. Members must follow a map finding each checkpoint. The course should have at least four points.
7. Members will be timed from start to finish
8. At the last point, they give the bearing back to the start.
9. Each member is timed. They will leave a designated area at five-minute intervals, one member at a time.
10. Locate a judge who has orienteering experience - often this is the organizer of the competition. The judge's main responsibility in this case is to tally scores. Before the show provide the judge with a copy of the competition rules, course layout for the competition as well as time, date and place.
11. By July 31st, send a request to the Planning Committee for the current 4-H NS Provincial Show (info@4hnovascotia.ca) requesting any supplies you may need.
12. At the 4-H Nova Scotia Provincial Show the top junior and senior competitors will receive a Provincial award.

SUPPLIES PROVIDED BY THE ORGANIZING COUNTY:

- Stopwatch
- Score sheets
- Measuring tape
- Competition Questions
- Stakes or pylons (optional)
- Calculator
- Flagging tape
- Pen/pencils



SCORING SYSTEM:

Competition organizers must use very accurate equipment to measure distances and bearings, this allows the judge to deduct points from the members' answers. Each member will be given a score out of 10 for a perfect answer. For each degree a member is off on their bearing, or each meter they are off on their distance they will be deducted one point.

DAY OF THE COMPETITION:

1. Arrive at the competition area early enough to set up the course before the competition begins. Be ready to start on time; a delay in the competition will cause conflicts for members who are in other competitions or classes. Don't start the competition early resulting in problems for the competitors.
2. Have enough adults to supervise the competitions:
 - o One to review the rules and explain the competition to the competitors and to get them started;
 - o One to a person for running in case of problems or questions;
 - o A couple to set up the course;
 - o One to make score cards as they complete the course.
3. Setting up the courses - measure and set posts to the nearest metre. Staple signs on the posts so they are visible as they go through the course. Have someone else check your measurements. Fill in the post bearing, the bearing on the map locations and the time limit on each score card.
4. Meet with judge to review rules, score sheet and course set-up in advance of the competition start.
5. Junior and senior competitions will be held at separate times.
6. Check off competitors as they arrive and give them a score card and any instructions.
7. Each competitor should have a compass and pencil with them. If someone doesn't have these supplies, they may have to borrow from someone else.
8. When each competitor returns to start, collect their scorecard. Be sure you have it labelled. Either write on card or use an article tag and securely fasten it to their scorecard. Tabulate the scores. Fill in the results sheet and take to the Show Office. All competition results must be submitted for posting by 6pm on Saturday of the show.
9. Be sure to attach the award presentation tag to the top junior and senior entry. There are ribbons (1st to 10th) for junior and seniors.
10. Record results and deliver to the 4-H Show Office.
11. Take down the course and clean up area.

Note: At 4-H NS AGM 2016 it was resolved that any score sheet from all Provincial level competitions shall be available by the end of the event upon request by the member-participating in any competitions, whether livestock, life skills, public speaking or woodsmen.

AFTER THE COMPETITION:

1. Write a letter to the judge thanking them for their services.
2. After the show write to anyone who donated supplies thanking them for their donation.
3. Record recommendations for another year, including any problems encountered and forward this to your Regional Program Coordinator.
4. Submit Competition Expense Payment Form (and receipts) and Judges Payment Form to 4-H Nova Scotia by October 10th.

SOME POINTS TO CONSIDER:

- When plotting the course, measure the area by metres or yards.
- Be careful that members don't help one another to find checkpoints.
- Specify that they use the magnetic north.
- The senior competition will include a map with the magnetic declination provided.