



Naval Junior Reserve Officer's Training Corps
Jackson High School
717 Harkness St
Jackson, Georgia 30233



16 Nov 06

From: Jackson HS NJROTC (Host A12 Orienteering Champs)
To: NJROTC Area TWELVE

Subj: **NJROTC AREA TWELVE ORIENTEERING CHAMPIONSHIPS STANDARD
OPERATING PROCEDURES (LOI)**

Encl: (1) Registration Form
(2) Waiver/Indemnity Form

1. **GENERAL:** Procedures for the 2006 – 2007 Area TWELVE Orienteering Championships are hereby forwarded. The LOI sets forth rules and regulations governing the conduct of participating schools, officials and cadets. It also establishes guidelines for entry, general operations and regulations for safe conduct of the meet. The Area TWELVE Orienteering Championships is hosted annually by an Area Twelve unit in cooperation with the Georgia Orienteering Club. This year's event will be held on Saturday, 17 February 2007 at Sweetwater Creek State Park, Georgia in conjunction with the Georgia Orienteering Club Navigator Cup sanctioned by the United States Orienteering Federation (USOF), as well as the Southeast Interscholastics (SEIS). Although not part of the A-12 Championship, GNC 2007 and SEIS will be contested 17-18 February. Area TWELVE units may optionally enter competitors in Sunday's GNC or SEIS competition. Units wishing to enter the Area 12 Orienteering Championships must meet eligibility requirements outlined below and forward enclosure (1) to the meet REGISTRAR as soon as practicable as soon as practicable after 1 Jan 2007. Comprehensive information regarding all three days of orienteering activities will be available on the Georgia Orienteering Club website and in the Welcome package available upon meet arrival. New this year will be use of electronic punching using the Sportident system. Each participant will be required to have an SI Ecard (finger stick). If you own an Ecard, indicate the Ecard number on your registration. If you do not own an Ecard, GAOC will provide them for \$2/day. Participants who lose or damage a rental Ecard will be charged a \$35 replacement fee.

2. **ELIGIBILITY:** The Area TWELVE Orienteering Championship serves cadets enrolled in NJROTC Area Twelve units. There are no orienteering prerequisites for eligibility to participate in the championships. *Units may field a maximum of 10 cadets each in the competition.*

3. **RESPONSIBILITIES:** The host NJROTC unit has shared responsibility for the successful conduct of the Area TWELVE orienteering meet. Responsibilities include promulgation of this directive to include specific administrative and logistic information, start line, finish line and results area setup crews, control card checkers, water stops, results runners, judges/scorers and awards. Area TWELVE Orienteering Championship trophies will be provided by the NJROTC Area Manager and will be

presented to Area TWELVE competitors. Ms. Robin Shannonhouse (GAOC) is assigned as Registrar for ALL entries to the Area TWELVE Championships and GNC 2007. All entry forms and monies will be forwarded to Ms. Shannonhouse.

4. OPERATIONS:

a. STANDARDS OF CONDUCT: The conduct of participants should be in keeping with the highest standards of the NJROTC program. Cadets are expected to conduct themselves with dignity and professionalism. Several hundred non- JROTC competitors from throughout the United States and overseas will participate in this event. Inappropriate or destructive cadet behavior could nullify courses or meet results, affecting national rankings and causing unnecessary expenses for competitors who have traveled at great expense. Tape players, radios, two way radios, obnoxious noise, devices or activities which distract from the meet or which contribute towards unruly conduct are not permitted and may lead to disqualification of the entire team. Cadets WILL NOT be permitted to participate in the meet without the presence of an instructor from his/her unit. Advisors, parents and friends are welcome as observers but must not interfere in any way with the conduct of the meet. Instructors must provide adequate supervision of their cadets who are not on a course. All meet attendees are to avoid occupied campgrounds and areas being used by other park visitors. Drugs, alcohol or tobacco products and weapons of any kind are strictly forbidden. All persons attending the meet are requested to use trash containers provided and leave the park facilities clean upon departure. Instructors are asked to insure that the immediate vicinity around their bus or other vehicles is kept policed throughout the day.

b. REGISTRATION AND COMPETITION: Once received by the Registrar, the *Registration Form* with monies, enclosure (1), on a first-come first-registered basis, up to the maximum of 500 combined SEIS and A-12 entries. This information is critical in that it will determine how many 5 color orienteering maps will be purchased for the meet. Enclosure (1) should be sent via e-mail to the Registrar as an attachment. Each unit must also mail the waiver/indemnity forms, enclosure (2), on all participants, to be received by the registrar before 17 Feb 2007. Team course and lineup changes following final registration are highly discouraged and absolutely no changes will be entertained within 5 days of meet day. On meet day or check- in, all teams will receive a welcome package consisting of brief sheet, individual Ecards, clue sheet, bib numbers and tee shirts or other material the meet director deems necessary. An early packet pickup will be available at meet HQ Friday evening from 1600–2000. Start times will be posted on the GAOC website approximately one week prior to the event.

c. COSTS AND FEES: Entry fees for cadets is \$10/cadet. Lunch tickets are \$5 each. T-shirts are \$12 each.

d. LUNCHES AND COMMEMORATIVE T-SHIRTS: Bag lunches on Saturday and Sunday will be provided by Stockbridge High School NJROTC, You must pre-order the lunches on your registration form. Commemorative t-shirts, long-sleeve cotton, may be pre-ordered on your registration form. Please indicate size (XXL, XL, L, M, S).

e. DIRECTIONS AND MEET HEADQUARTERS: Sweetwater Creek State Park is in the western suburbs of Atlanta, near Lithia Springs and Douglasville. Take I-20 west from Atlanta, exit #44 at Thornton Road, turn left and go ¼ mile. Turn right on Blairs Bridge Road, go 2 miles and turn left on

Mount Vernon Road. Follow remaining directions to the park. GNC2007 headquarters is at the Group Shelter, follow the O signs once you are at the park.

f. PARKING PASSES: Georgia DNR Parking Passes are required and may be purchased at packet pickup, from the self-serve boxes in the parking lots, the bait shop, or the park office. Rates are charged based on vehicle capacity, not the number of actual passengers. Cars and vans with 1-12 passenger capacity are \$3/day. School buses will not be charged for parking. Contact the meet director for information on parking larger vehicles.

g. COURSES: All competitors competing in the Area TWELVE Championships should have the requisite skills necessary to compete on their respective course. Under no circumstances should cadets be turned loose on a course above their experience level (or no experience whatsoever), with hopes they will finish. Competition courses will include the YELLOW (Advanced Beginner), ORANGE (Intermediate) and GREEN/BROWN (Advanced). Males will run the GREEN course for advanced and Females will run the BROWN. Finish times for the BROWN and GREEN will be considered together irrespective of sex. Cadets may run only one course and depending upon finish, points may be earned toward course and overall awards. All participants are REQUIRED to check in at the finish line even if overtime or not completing the course. Competitors are encouraged to move away from controls immediately after punching Ecards and should not loiter near control points and water stops.

- (1) **YELLOW (Advanced Beginner):** Course length is 1.7 – 2.1 KM, 7 – 10 controls. **Absolute time limit of 120 minutes.** The Yellow course requires basic orienteering skills described above with successful experience on at least two or more orienteering courses of similar difficulty or higher. Some off trail navigation may be required and good compass skills are important.
- (2) **ORANGE (Intermediate):** Course length is 2.4 -2.8 KM, 7 – 10 controls. **Absolute time limit of 150 minutes.** Intermediate level course with open forest navigation required with catching features. Participants should have successfully run several Yellow or above courses with experience at the intermediate level or above. Instructors will run the Orange course if offered.
- (3) **GREEN/BROWN (Advanced):** The BROWN/GREEN courses vary from 3.7 - 5.2 KM with 8 – 12 controls. **Absolute time limit of 3 Hours.** Both courses are approximately the same technical difficulty. The BROWN course is designed to be somewhat shorter with finish times equaling the longer GREEN course. Male and Female finishers on these courses will be counted together for top 10 finishes based on times. These courses are demanding technically and physically. Cadets participating on these courses should be seasoned veteran orienteers who have run several courses at the Brown and Green level before hand.

h. SEQUENCE OF EVENTS:

- (1) **REGISTRATION/BRIEFING:** Instructors/Team Captains will be provided packets upon school arrival which contain clue sheets, Ecards, shirt numbers (bibs) etc.

- (2) **STARTING:** It is incumbent upon all competitors to arrive at the designated start line at least 10 - 15 minutes prior to scheduled start time. Some start lines may require up to a 20 – 30 minute walk and competitors should plan accordingly. Competitors “late” to the start line will already be “on the clock” and started at the first opportunity by the start crew. A three (3) minute start sequence will be utilized when practicable with (1) minute start intervals. Pre-printed maps with courses already drawn, will be provided to each competitor one (1) minute prior to start and include course clues on the back of each map. Competitors should have their Ecards with them at the start line should confirmation or annotation be required by the start crew.
- (3) **RUNNING THE COURSES:** All controls must be visited in ascending order. Each control will be identified by either a letter or numerical code. Upon locating a control and correctly identifying it, competitors should correctly apply the finger stick. A missed control will result in a disqualification.
- (4) **COMPLETING A COURSE:** Competitors will enter the finish chute and turn in their Ecards and maps to the finish crew. **ALL COURSE COMPETITORS MUST TERMINATE COMPETITION AND REPORT TO THE FINISH LINE BY THE END OF THE MAXIMUM TIME ALLOWED ON THE COURSE TO AVOID A SEARCH. ALL RUNNERS MUST CHECK IN AT THE FINISH LINE UPON COMPLETION OF THEIR COURSE REGARDLESS OF THEIR SUCCESS!!**
- (5) **RESULTS:** “Unofficial” results will be posted in a visible area when practicable. Official results will be tabulated on a computer by the results crew and staff.
- (6) **EQUIPMENT:** Cadets must supply their own compass (orienteering base plate type is recommended), pen, wristwatch, safety whistle and shoes/clothing suitable for the wooded terrain and weather conditions. Shirt numbers provided to all competitors should match the control card and be affixed to the **Front** of the chest on the outer garment with safety pins provided. The shirt/Bib number is the *PRIMARY* competitor ID at the finish line. They are non-transferable and should be securely fastened to prevent loss. *Instructors should ensure competitors are properly dressed to compete, particularly with cold or inclement weather.*

5. **DISQUALIFICATIONS:** Disqualifications may be assessed for the following:

- a. Overtime White, Yellow, Orange and Green/Brown Courses – Disqualification
- b. Missing a control point – course Disqualification
- c. Incorrectly applying a finger stick.
- d. Lost finger stick – Disqualification
- e. A team may also be subject to **disqualification** for any of the following:
 - (1) Receiving assistance from others in locating controls
 - (2) Participating in more than one course
 - (3) Conduct which is prejudicial to good order and discipline

- (4) Possession of drugs, alcohol, tobacco products or a weapon (Knives included)
- (5) Entering the scoring and judging areas without permission
- (6) Use of any electronic navigation or communication devices including GPS or Walkie Talkies.
- (7) Moving or tampering with any controls
- (8) Loud or boisterous behavior on the course
- (9) Harassing park wildlife
- (10) Littering or damaging park property
- (11) Unauthorized transfer of bib number

6. AWARDS:

A. POINTS: The Area TWELVE Orienteering Championship will be presented to the Area TWELVE unit/school achieving the most points for the day's competition on the YELLOW, ORANGE and GREEN/BROWN courses based on the table below. Units competing should carefully consider the number of entrants on each course, maximum number of points achievable and cadet skill level. Awards will be presented to the top three individual finishers and teams (schools) within each of the events. Points as follows:

YELLOW COURSE:	1 st (50), 2 nd (45), 3 rd (40), 4 th (35), 5 th (30), 6 th (25), 7 th (20), 8 th (15), 9 th (10), 10 th (5)
ORANGE COURSE:	1 st (100), 2 nd (90), 3 rd (80), 4 th (70), 5 th (60), 6 th (50), 7 th (40), 8 th (30), 9 th (20), 10 th (10)
GREEN/BROWN COURSE	1 st (150), 2 nd (135), 3 rd (120), 4 th (105), 5 th (90), 6 th (75), 7 th (60), 8 th (45), 9 th (30), 10 th (15)

B. TROPHY CUPS AND MEDALS:

YELLOW COURSE:	1 st , 2 nd and 3 rd Place Individual Medals (Male and Female) 1 st , 2 nd and 3 rd Place Team Trophy Cups
ORANGE COURSE:	1 st , 2 nd and 3 rd Place Individual Medals (Male and Female) 1 st , 2 nd and 3 rd Place Team Trophy Cups
GREEN/BROWN COURSE:	1 st , 2 nd and 3 rd Place Individual Medals (Male and Female) 1 st , 2 nd and 3 rd Place Trophy Cups
A12 OVERALL WINNER	1 st – 5 th Place Trophy Cup for each school/unit.

7. PROTESTS: Protests must be made to the host meet director by the senior unit instructor present within 1 hour of the close of that day of the meet. The meet director will appoint a jury to examine the alleged discrepancy with the scorer and other officials before rendering a final decision.

8. SAFETY: Safety is paramount! Instructors and competitors must be aware of the hazards involved in orienteering and be especially careful to negotiate difficult terrain within their skill level and abilities. Severe fatigue reduces one's ability to think clearly. Competitors running with reckless abandon through the woods will likely become disoriented and miss controls. Competitors must drink plenty of water before start and take advantage of water stops enroute. Should competitors become hopelessly disoriented during the event or are overtime, they should ask for assistance immediately if available.

- a. Avoid all wildlife. Do not approach or attempt to touch, feed or disturb any wildlife inhabitants of the park.
- b. Do not attempt to transit major waterways(streams or lake inlets) that are not easily crossed by foot. In the event of significant rains, the current can be swift and dangerous. Use a bridge if available. Swimming IS NOT an option.
- c. Cadets should not have in their possession or bring to the meet any type of weapon (real or toy) including knives.
- d. While running through the forest, be especially alert for rocks, barb wire fences, stumps and stump holes which are covered by leaves. Note any abandoned wells on your map which need to be avoided. Avoid extremely rough terrain and "rock climbing" by circumnavigating.
- e. Should you become seriously incapacitated or unable to return to meet HQ due to injury, summon help with your whistle. *Three whistle blasts* is the universal signal for help. This is the only time the whistle should be used on the course.
Unauthorized whistle use may result in team disqualification.
- f. ***Participants must check in with the finish line even if incomplete or quitting the course to avoid initiation of a search.***
- g. Note park boundaries on map. Do not leave park boundaries under any circumstances except in an emergency.
- h. Should you become lost or disoriented, proceed on the *SAFETY BEARING* outlined in the Course Setters Notes. In the absence of a *safety bearing*, proceed to the nearest paved roadway in the park and return to the meet HQ via the most direct route. If unable to determine your whereabouts, remain on the roadway for pickup by a meet official.
- i. Instructors must ensure cadets are dressed for the terrain, climate and weather conditions. Sneakers or light weight boots are always appropriate with ponchos/raingear for inclement weather conditions. Cadets should have a warm or dry change of clothes available following finish.

9. COMMUNICATIONS: When practicable, the Start line, finish line, Results, EMT and Meet director will be in radio communication. The meet director and/or EMT will have access to a phone for emergency calls. Instructors should bring any emergency situation to the attention of a meet official immediately.

10. FIRST AID: A first aid kit and a designated EMT person(s) should be provided for the meet. A *Pre-mishap plan* provided by the host unit, should identify nearest medical facilities and directions.

11. INCLEMENT WEATHER: Orienteering for the most part is a rain or shine activity. The Area TWELVE championships will be postponed or cancelled only for a severe ice storm, hail, thunderstorms or tornado activity. Rain is considered a mere nuisance. When practicable, units will be notified prior to their embarking on the road, should meet cancellation be decided. Units are also encouraged to call the host unit prior to departure should there be any doubts regarding weather conditions.

12. SCHEDULE/LOGISTICS

SCHEDULE OF EVENTS

Mon 01/01	Registration Begins		
Tues 02/01	Registration Closes when entry limit is reached or 02/01 whichever comes first		
Fri 02/16 4 – 8 PM	Packet Pickup at Days Inn Pine MTN.		
Sat 02/17 8 – 9 AM	Meet HQ Opens/Packet Pickup		
10 AM	First Start for Day One competitors		
3 PM	Awards NJROTC Champs		

ACCOMODATIONS

A list of motels, cabins and bed & breakfast will be available on the GAOC website.

REGISTRATION

All competitors should complete the registration forms identified and forward them to the Registrar. Make checks payable to Georgia Orienteering Club (GAOC) and forward to:

Robin Shannonhouse
Registrar, GNC2007
4738 City View Dr.
Forest Park, GA 30297

Submit e-mailed Excel registration sheets and registration questions to: rshannonhouse@comcast.net

SEE THE GAOC WEBSITE FOR COMPLETE EVENT RULES, ELIGIBILITY, TOURIST INFORMATION AND DETAILED MEET INFORMATION. www.gaorienteering.org.

DAY TWO AND EXTREME O REGISTRATION (OPTIONAL):

Units wishing to participate in Day Two of the Georgia Navigator Cup or Southeast Interscholastics (SEIS) on Sunday or the Extreme O on Monday may do so utilizing the same Excel Spreadsheet, enclosure (1). Cadets or instructors competing in the same USOF category or course on both Saturday and Sunday will be eligible for GNC and SEIS awards. The Extreme O on Monday is a fun event requiring both orienteering and physical skills providing challenge to all age levels. Complete details on the GNC, SEIS, and Extreme O is posted on the GAOC website.