1 August 2018

From: Eagles Landing High School NJROTC

To: NJROTC Area TWELVE

Subj: **NJROTC ORIENTEERING MEET “Veteran’s Day / Pearl Harbor Orienteering Meet” LETTER OF INSTRUCTION (LOI)**

Encl: (1) Waiver/Indemnity Form can substitute one form with all cadets listed if you have permission slips on file, signed by the SNSI/NSI in charge. Form/forms due on morning of meet when receiving packets.

(2) Orienteering USA Interscholastic Scoring Guidelines

**ALL COURSES WILL BE ELECTRONIC PUNCH.** Rental finger sticks are available for $3.00 each. Units desiring to use their own finger sticks need to record the cadet’s name and finger stick number on the final lineup form by **NOON** **5 NOV 2018**.

1. **GENERAL:** Procedures for the 2018 Veteran’s Day / Pearl Harbor Orienteering Meet are contained herein. 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. This JROTC Orienteering Meet is hosted by Eagles Landing H. S. NJROTC in cooperation with the Georgia Orienteering Club. The host school will participate, as the ***GAOC will be setting the courses***. This year’s event will be held on Sunday 11 November at **Hard Labor Creek State Park** [(directions - click here)](https://goo.gl/maps/15hNNf4ZLpE2) For additional park information, please visit [Ga State Park (Hard Labor Creek) website](http://gastateparks.org/HardLaborCreek).
2. **ELIGIBILITY:** This meet primarily serves NJROTC Area Twelve; any other JROTC teams may enter if space allows. There are no orienteering prerequisites for eligibility to participate in the meet. Due to park constraints there is an entry limitation. Entries will be limited by course color; YELLOW 95, ORANGE 85, GREEN and BROWN 70 runners. Schools will be initially allowed to register one team. If after the registration deadline of 19 October 2018 there are schools that are desiring to enter additional teams, the director will open up registration to those schools that are on the ***standby list***. ***Units may field a maximum of 12-15 cadets on each team in the competition. Non-competitive runners may enter only if registered teams have not reached the designated course limitation.*** *No teams should visit the park prior to the meet in order to allow fair play for all teams*.
3. **RESPONSIBILITIES:** The host NJROTC unit has shared responsibility for the successful conduct of the orienteering meet. Responsibilities include promulgation of this directive to include specific administrative and logistic information, start line, finish line, results area setup crews, control card checkers, water stops, results runners, judges/scorers, and awards. Orienteering trophies will be provided by the Eagles Landing High School NJROTC and will be presented to JROTC competitors. QMC Michael Leatherman USN (ret) is assigned as Registrar for ALL entries to the ***“Veteran’s Day / Pearl Harbor Orienteering Meet”.***

1. **AREA TWELVE CHAMPIONSHIP QUALIFICATION**. Specific qualification requirements are located in the Area 12 Orienteering Championship LOI.
   1. **QUALIFICATION.** The top 10 Area 12 finishers in the Veteran’s Day / Pearl Harbor Orienteering Meet will automatically qualify for the Area 12 Championship.
   2. **DUAL QUALIFICATION.** An individual school may dual qualify for the Area 12 Orienteering Championship, but this must occur at the same meet. In other words, if a school has two separate teams finish in the top ten in the same event, both teams will qualify for the Area 12 Championship. At a minimum, one of the two qualifying teams must have a Varsity (green/brown) team entered in the event for dual qualification to occur.
2. **OPERATIONS:**

a. **STANDARDS OF CONDUCT:** The conduct of participants should be in keeping with the highest standards of the NJROTC program. Inappropriate or destructive cadet behavior could nullify courses or meet results, affecting rankings and causing unnecessary expenses for competitors. 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. Observers aiding runners can lead to the orienteer’s disqualification. Instructors must provide adequate supervision of their cadets who are not on a course. All persons attending the meet are requested to use trash containers provided ***(have their own trash bags available as necessary)*** and leave the park facilities clean upon departure. Instructors are asked to ensure that the immediate vicinity around their bus or other vehicles is kept policed throughout the day. Drugs, alcohol or tobacco products and weapons of any kind are strictly prohibited.

b. **REGISTRATION AND COMPETITION**: Once you complete registering online through our orienteering meet website ([CLICK HERE](http://www.elhsnjrotc.org/#!veteran-s-day-orienteering-meet/rfzgo)) or just copy & paste <http://www.elhsnjrotc.org/#!veteran-s-day-orienteering-meet/rfzgo>. Then please mail the appropriate fees to host ELHS. Your team registration is not final until all fees are collected. Team registration deadline is Friday 19 October 2018. You may enter runners for each unit *(based on your team registration)* by completing the online specific competitor information utilizing the [(Individual Runner Tab)](https://docs.google.com/a/navyjrotc.us/spreadsheet/ccc?key=0Aq5lOifimdh2dFpFdXZnS0dHSzhhZGpWOF9wQVQ1NEE&usp=drive_web#gid=0) until **NOON Monday 5 November 2018**. At that time the link to the individual runners tab will be closed. This information is critical in that it will determine how many orienteering maps are need to be purchased for the meet and is also used to establish start times for all competitors. Each unit must also bring the waiver / indemnity forms on all participants, enclosure (1) on the day of the meet. ***Team lineup changes following registration may be possible, but are highly discouraged***. ***Course changes after noon on Monday 5 November are unlikely***.

***NO LATE REGISTRATION OR INDIVIDUAL ENTRIES WILL BE ACCEPTED.***

**Mail Fees to:**

**Eagles Landing High School**

**Attn: NJROTC (QMC Mike Leatherman)**

**301 Tunis RD**

**McDonough, GA 30253**

**Make check payable to Eagles Landing NJROTC**

c. **COURSES:** All competitorscompeting in this event 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 only include the YELLOW (Advanced Beginner), ORANGE (Intermediate), BROWN (Advanced Females only) and GREEN (Advanced Male & Female). **Note:** Green and Brown are combined courses (5 cadets max).

Cadets may run only one course and depending on finish, points may be earned toward course and overall awards. Top three cadets on each team and same course will score; average time for the top three cadets will determine team average on each course. Points will then be assigned based on 1st-10th positions on each course IAW the chart listed below. Total team points combined from each course will then determine overall 1st-3rd trophy positions.

***All participants are REQUIRED to check in at the finish line even if over time or not completing the course***. Competitors are encouraged to move away from controls immediately after punching control cards and should not loiter near control points and water stops.

d. **TIEBREAKERS:**  If a tie exists between teams for overall standing, they will be broken as follows: Overall team (top 3) time on Green, then fastest individual time on green, then fastest individual time on brown, then overall team (top 3) time on Orange, then fastest individual time on orange.

(1) **YELLOW (Advanced Beginner):** Course length is 2-5 KM with expected winning time of 50 minutes or less. **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.

(3**) ORANGE: (Intermediate):** Course length is 4-7 KM with an expected winning time of 60 minutes or less... **Absolute time limit of 120 minutes.** Intermediate level course with open forest navigation required with collecting and catching features for most controls. **Participants should have successfully completed a minimum of 2 Orange or above courses.** Instructor competition will be run at Orange level.

(4) **GREEN/BROWN:** Course length is 5-7 KM with an expected winning time of 60-90 minutes. **Absolute time limit is 150 minutes.** Advance level course with open forest navigation required without attack points for most controls. **Participants should have successfully completed 2 or more green/brown courses. Participants also need to be in top physical condition before attempting.**

**Units do NOT need to field a team on all courses, but if a yellow team is not fielded, a maximum of 9 cadet participants are allowed for Brown/Green and Orange courses. A maximum of 5 cadets may be entered on any one course (Brown/Green, Orange or Yellow).**

d. **SEQUENCE OF EVENTS:**

(1) REGISTRATION: Instructors/Team Captains will be provided packets upon school arrival which contain clue sheets, control description sheets, rental finger sticks, shirt numbers (bibs), meal tickets, etc. Pre-paid lunches are available for $6.50, lunches consist of one bottle of water, one hamburger/cheeseburger or 2 hotdogs, one bag of chips and a cookie.

(2) STARTING: It is incumbent upon all competitors **to arrive at the designated start line at least 15 minutes prior to the scheduled start time. Competitors arriving late to the start line will be already on the clock and will be started at the first opportunity by the start crew.** A three (3) minute start sequence will be utilized (4-minute Green/ Brown) when practicable with alternating course intervals. A three stage start will be utilized and runners should arrive at the start line at least 10-15 minutes prior to their scheduled start time. At stage one (1) orienteers will check-in and clear and check their finger-sticks. When signaled, runner will proceed to station two (2) and all names and equipment will be verified. When signaled, runners will move on to station three (3). Upon receiving the signal to start at stage three (3), orienteers will receive their preprinted map with courses already drawn with a course description on the map and they will punch in the starter box with their e-stick and begin their designated course.

***Competitors need to have their whistles and assigned finger-sticks with them at the start line and be wearing their bibs on their chest and visible to meet officials.***

(3) RUNNING THE COURSES: All controls must be visited in ascending order. Each control will be identified by an alpha or numerical code. Upon locating a control and correctly identifying it, competitors should place their finger-stick in the control unit hole to electronically register it on their finger-stick, waiting for the flash/beep to confirm the data entry. **A missed punch will result in disqualification.**

(4) COMPLETING A COURSE: Competitors will enter the finish chute and turn in their maps to the finish crew. (Maps will be returned after the last meet start). **ALL COURSE COMPETITORS MUST then report directly to the download station where they will have their finger-sticks read into the computer. All rental finger-sticks must be returned to the Download crew. Any lost finger-stick will result in a $65.00 per stick charge, paid by the instructor before leaving the meet site. Instructors should be sure all rental finger-sticks are safely returned before leaving the meet site.**

(5) RESULTS: “Unofficial” results may be posted in a visible area when practicable. Official results will be tabulated on a computer by the results crew and staff. Final results will also be emailed to Area 12 Manager for dissemination.

(6) EQUIPMENT: Cadets must supply their own compass (Orienteering base plate type is recommended), wristwatch, safety whistle, and shoes/clothing suitable for terrain and weather conditions. ***Instructors should ensure competitors are properly dressed to compete, particularly with cold or inclement weather.* *Check the weather forecast before you come!* Cadets must present their whistle at the start station before they will be released on the course.**

5. **DISQUALIFICATIONS**:

a. Overtime-equals disqualification on all courses.

b. Missing a control point - equals disqualification on all courses with no waiver.

c. Having an incorrect punch in a box equals disqualification on all courses with no waiver**.**

d. Lost finger-stick – Disqualification and $65.00 replacement fee, no waiver.

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 and **cell phones**.

(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 and/or finger-stick

6. **AWARDS:**

A. **POINTS:** The point matrix is listed 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 based on number of paid JROTC entrants. Points are as follows:

|  |  |
| --- | --- |
| **COURSE** | **POINTS** |
| YELLOW COURSE: | 1st(100), 2nd(90), 3rd(80), 4th(70), 5th(60), 6th(50), 7th(40), 8th(30), 9th(20), 10th(10) |
| ORANGE COURSE: | 1st(200), 2nd(180), 3rd(160), 4th(140), 5th(120), 6th(100), 7th(80), 8th(60), 9th(40), 10th(20) |
| GREEN/BROWN COURSE: | 1st(300), 2nd(270), 3rd(240), 4th(210), 5th(180), 6th(150), 7th(120), 8th(90), 9th(60), 10th(30) |
|  |  |

B. **TROPHY CUPS AND MEDALS:**

|  |  |
| --- | --- |
| **COURSE** | **TROPHY CUPS & MEDALS** |
| YELLOW COURSE: | 1st through 5th Place Male Medals and 1st -3rd Female Medals  1st through 3rd place Team Trophies |
| ORANGE COURSE: | 1st through 5th Place Male Medals and 1st -3rd Female Medals  1st through 3rd place Team Trophies |
| GREEN/BROWN COURSE: | 1st through 5th Place Green (Male) & 1st -3rd Brown(Female) Medals  1st through 3rd place Team Trophies |
| OVERALL | 1st  through 5th Place Trophies\* |
|  |  |

***If less than 20 teams are entered in the meet, overall trophies will be award for 1st-3rd place only***

7. **PROTESTS**: Protests must be made to the host meet director by the unit’s senior instructor present within 1 hour of the close of the 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 starting to run their course and take advantage of water stops available along the course. Should competitors become hopelessly disoriented during the event or are overtime; **they should proceed to the nearest road and walk to the Finish Line.** All competitors must check in at the Finish Line and Download Station, whether they have completed the course or not.

1. Avoid all wildlife. Do not approach or attempt to touch, feed or disturb any wildlife inhabitants of the park.
2. 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.**
3. Cadets should not have in their possession or bring to the meet any type of weapon (real or toy) including knives.
4. While running through the forest, be especially alert for rocks, barb wire fences, stumps and stump holes which are covered by leaves. Wet leaves can be just as slippery as ice and they can cover rocks just below their surface. Note any abandoned wells on your map which need to be avoided. Avoid extremely rough terrain and “rock climbing” by circumnavigating.
5. 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. Do not use a whistle if you are lost! Unauthorized whistle use may result in team disqualification.
6. ***Participants must check in with the finish line even if incomplete or quitting the course to avoid initiation of a search.***
7. Note park boundaries on map. Do not leave park boundaries or traverse through any OUT-of- Bound areas under any circumstances except in an emergency.
8. **Should you become lost or disoriented, proceed to the nearest paved road in the park and return to the finish area , check in at the Finish Line and Download Station via the most direct route. If unable to determine your whereabouts, remain on the road for pick-up by an official. Be sure to check in at the Finish and Download Stations immediately.**
9. 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  **FIRST AID:** A first aid kit will be provided for the meet. A *Pre-mishap plan* provided by the host unit, should identify nearest medical facilities and directions. **It never hurts to bring your own First Aid Kit.**

10  **INCLEMENT WEATHER:** Orienteering for the most part is a rain or shine activity. ”Veteran’s Day – Pearl Harbor Orienteering Meet” will be postponed or cancelled only for a severe ice storm, hail, thunderstorms or tornado activity. Rain and snow are part of the sport. When practicable, units will be notified prior to their embarking on the road, should meet cancellation be necessary.

**Although this event is not open to the public, the park will have other people pursuing other recreational. Please be courteous at all times.**

**PARKING:** Parking will require a $5.00 fee (Ga State Park)

## SCHEDULE OF EVENTS

|  |  |
| --- | --- |
| 19 October 2018 | Registration Closes (this includes deadline for fees to be paid ) |
| 5 November 2018 (noon) | Deadline for adding runners with course and e-punch information to Individual Tab. No course changes possible after this deadline. |
| SUN 11 November 2018 | Meet HQ Opens/Packet Pickup. |
| 0830 | First START |
| Approx. 1430 | Awards NJROTC |

**Make checks payable to Eagles Landing NJROTC and forward to**:

**Eagles Landing High School**

**ATTN: NJROTC (QMC Mike Leatherman)**

**301 Tunis Rd**

**McDonough GA 30253**

QMC Leatherman office direct dial (770) 914-9690, Cell (404)630-4222.

School e-mail, [mleatherman@henry.k12.ga.us](mailto:mleatherman@henry.k12.ga.us)

Pre-Mishap, ORM briefing, and updates to follow via SEPCOR.

AGREEMENT OF INDEMNITY (2018)

Whereas, the Eagles Landing NJROTC Unit, Eagles Landing High School, Hard Labor Creek State Park, and the Georgia Orienteering Club, hereinafter called indemnities, have agreed to sponsor the **Veteran’s Day / Pearl Harbor Day** **Orienteering Meet** to be held on Sunday 11 November 2018 at Hard Labor Creek State Park, Georgia, and to permit:

**(Cadet Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in said Orienteering meet and to use various facilities at designated meet site.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Parent/Guardian Name – Please Print)**

**Is desirous of holding indemnities free from any and all claims whatsoever arising out of the use of above facilities or any facility related to Eagles Landing High School.**

**NOW THEREFORE, in consideration of the aforementioned action by indemnities, the above named parent or guardian indemnifies indemnities and hold them, their agents and instrumentality’s, employees and successors, harmless from any and all torts, claims or liability arising in connection with said facilities from any loss, damage, injury or other casualty whatsoever to the above named cadet or to any other party, person, or property, caused or occasioned by the use of any such facilities or equipment or in transporting any persons to, from, in or around said facilities or equipment, whether due to imperfections in facilities or equipment, negligence or indemnities or other person or property, or for any other cause.**

**The action of the indemnities in allowing the above named cadet to participate in the NJROTC orienteering event and to use the facilities shall signify the acceptance of this offer of indemnity.**

**It is also certified that the above named cadet is fully covered by a valid school or other insurance program for any and all injuries which could result from the activities and events of this orienteering meet.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Parent/Guardian Signature)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(SNSI/NSI Certification/Witness)**

Enclosure (1)

**Scoring**

**USA Orienteering Rules: A.36 Interscholastic Special Rules**

**(updated Feb 18, 2016)**

<http://www.us.orienteering.org/rules#A36>

**A.36.5 *Scoring***

A.36.5.1 Scores for each race are computed as follows:

1. For each Individual Interscholastic class, define AWT (the average winning time) as the average of the times of the top three individual competitors in that class (for Championships use only times from Team Championship-eligible competitors). In the event that there are fewer than three eligible competitors with a valid time in any interscholastic class, the AWT shall be calculated as the average of the times of all eligible competitors with a valid time.
2. For each competitor in each Individual Interscholastic class with a valid result, their score is computed as 60\*(competitor’s time)/ (AWT for the class).
3. For competitors with an OVT, MSP, DNF or DSQ result, their score shall be the larger of 10+[60\*(course time limit)/ (AWT for the male class)] and 10+[60\*(course time limit)/ (AWT for the female class)] for their team level (Varsity, JV, Intermediate, or Primary).

A.36.5.2 Team Scoring: The best three scores from each race, for each team, are combined for a team score. Lowest overall team score wins.

A.36.5.3 Individual Scoring: The scores from each race are combined for each individual. Lowest combined score wins.

A.36.5.4 For calculation purposes the decimal should be carried as far as the used system will allow.

A.36.5.5 For display purposes the decimal should be carried one or two places, or as far as necessary to indicate an order or tie. Two decimal places are recommended.

The entire Orienteering USA orienteering rule book can be found at:

<http://www.us.orienteering.org/sites/default/files/userfiles/u6/rules2016feb.pdf>

Enclosure (2)