



Yukon Orienteering Association  
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## 2019 Registration Information and Instructions

### Membership:

- Everyone who goes out on a course must be a YOA member (or if a visitor, must be a member of an IOF recognized club/association).
- This includes any visiting friends and family who accompany members.
- This applies to all members of a group (not just their leader or host).
- We no longer have a 'day-member' category.
- Membership cost is \$5; family (two adults and dependent children) maximum is \$20.
- Each member should have a personalized index card indicating their membership and any additional services they have paid for (e.g. pre-paid events).
- If a person is not a member, have them fill out a form and pay the \$5 fee, and create a membership card for them.

### Meet fees:

- Cost for each meet registration is \$10 (includes use of a rental SI stick, if required); this fee is distinct from the membership fee.
- This fee is calculated per map (for either an individual or a group using one map) – but this does not mean that people can bring an old map of the area and use it. The meet fee also goes to cover the other costs associated with putting on the meet, not just the printed map.
- Some people will have pre-paid the meet fees (the \$75 annual fee). This is indicated on their membership card.
  - Members who paid for KRW, Yellow squad, or any of the other junior or senior programs are **not** pre-paid for the regular Wednesday-night meets.
  - Members who paid for the Coast Mountain Sprint Series are also **not** pre-paid for the regular Wednesday-night meets.
  - Those that paid the annual pre-paid meet fee of \$75 (price in 2019).
- Visiting mappers have free entry to our meets.

### Sport Ident:

- Some members have their own sticks.
- We do not charge for the use of YOA SI sticks, but if they are not returned the member will be charged a \$50 replacement fee.
- If a member borrows an SI stick, note the number on their card so that we know who used which stick.
- YOA is not selling any of its sticks; we need to keep them to loan out to people. SI sticks can be purchased from the O-Store ([www.o-store.ca](http://www.o-store.ca))

### Whistles:

- All starters must carry a whistle (or there must be at least one per group).
- They can be purchased (not rented – we don't want them back for hygienic reasons) for \$2.
- Whistles are required for YOA's insurance coverage through Orienteering Canada.

## **Courses:**

- We offer a minimum of four courses at our Wednesday night meets: Novice, Intermediate, Advanced, and Expert
- The course planner should provide the registrars with the distance information (since people will ask at the registration table), and copies of the control descriptions (besides printing them on the map)

## **Registration and Start process:**

### **Times of Note:**

- Registration: Opens at 6:00
- First Starter can start when the organizer is ready after that
- Last Start allowed: 7:30 [exceptions at the discretion of the organizer]
- Course closure time: 8:30 [participants must return even if they have not completed their course] – an exception may be made for events such as the Night-O

It is recommended you have at least three volunteers – one at the membership table and two at the meet registration table.

### **1. Membership table:**

- For people who are not members
- Have them fill out a membership form and collect the membership fee
- Please check that the form has been filled in correctly, and that the amounts and totals are correct!
- Direct them to the meet registration table

### **2. Meet registration table:**

- Refer to the membership index cards
- People that become members on the evening of the meet will need a membership card filled out.
- If they say they are not a member, direct them to the membership table
- If members bring friends that are not members; direct them to the membership table
- If they have pre-paid the meet fee, mark their name, SI # and course down and give them a map, control description and map case (if desired). Place their membership card in the Tupperware container for their course.
- If they have not pre-paid, collect the \$10 meet fee, mark their name, SI # and course down and give them a map, control description and map case (if desired). Place their membership card in the Tupperware container for their course.
- If they are borrowing an SI stick, issue them one and mark down the number on their card.
- Once they are registered, direct them to the Start
- As members return from course, mark their finish time on the card, and place the card in the bottom of the stack upside-down so that you know they have returned. The times on the index cards will be used to create the results for the event.

## **Make sure you remind people:**

- Of the safety bearing
- To “clear” and “check” their SI sticks before starting