



SOUTHWEST JROTC ORIENTEERING STANDARD OPERATING PROCEDURE

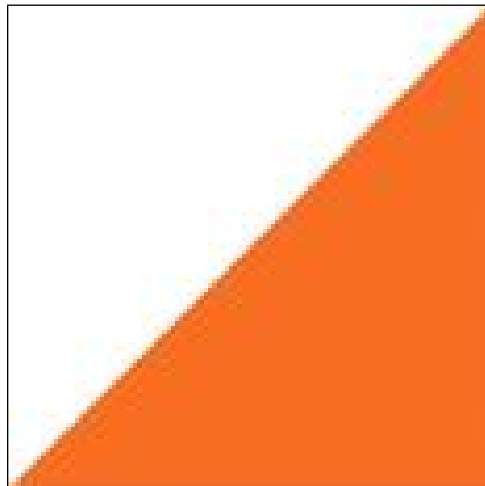


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SECTION 1 – OVERVIEW

The sport of orienteering has been around since the late 1800's. However, man has applied the skills of land navigation to get from point A to point B safely for far longer a time frame. In 1897 the very first officially recognized Orienteering competition was held. Over the decades the sport has gained an ever increasing following. The passing of time introduced new technologies, training methods and competitors of all ages, skill levels and genders.

The purpose of JROTC orienteering is to teach cadets a lifelong skill which can support many leisure activities including, hiking, fishing, hunting, exploring, geo-caching, camping, biking, and physical fitness to name a few. It also provides the cadet with a sense of accomplishment, adventure, comradery, and teamwork. Getting out on the course brings many of the concepts taught in other classes to life. Topics such as geometry, close reading, biology, and physical fitness are all applied in the sport of orienteering.

Finally, orienteering develops a cadet in ways sitting in a classroom cannot. Decision making, judgement, calculations on the fly, strategy, communicating, planning, dealing with failure, and changing course are all valuable skills honed as they compete.

Units are encouraged to participate in at least one of the Southwest JROTC Regional Orienteering Meets each school year.

Source Publication. This is the official governing document for Southwest JROTC Orienteering Meets and Championships.

SOP CHANGES. This is the third revision of this SOP annotated (Rev 3).

1. Orienteering courses vary in difficulty and distance. They are typically designated by color which indicates where the course falls on the spectrum of difficulty.

2.

Course	Distance	Competitor Skill Level
White	Short	Beginner
Yellow	Medium	Beginner
Orange	Medium	Intermediate
Brown	Short	Advanced
Green	Medium	Advanced
Red	Long	Advanced
Blue	Very Long	Advanced

JROTC Orienteering courses are typically ORANGE. However, there are times when a BROWN course could be introduced for championships based upon the observed, and anticipated, skill levels of the competitors.

3. Types of Competition

- a. Orienteering courses used as qualifiers shall be ORANGE or above.
- b. Score-O
Score-O will be the standard, but not exclusive, format for Southwest JROTC orienteering qualifying competitions. The objective is for competitors to locate the maximum number of points without going over the prescribed time limit. Penalty points will be assessed at the rate of two (2) points for each minute (or fraction thereof) that a team is over the time limit. Teams are free to select the sequence and route to locate as many marker points as possible.

c. Point-to-Point

- i. Point-to-Point courses require the competitors to navigate to each point on the course in a specific sequence while timed. The winning team is required to have found all required markers within the prescribed timeframe and returned to the finish line in less time than other teams that found all required markers. The team score shall be the sum of points found and time earned by the team prescribed by the host. Should no teams find all the required markers then the team which returns within the time limits with the most markers found shall be the winner. For Point-to-Point competitions any overage of time is a disqualification. Point-to-Point will be the preferred, but not required, format for JROTC orienteering regional championship meets.

4. Competitive Categories

- a. There are three basic team categories.
 - i. Training (3 cadets together, score-o course)
 - ii. Open (2 cadets together, score-o course)
 - iii. Point-to-Point (2 cadets together, Point-to-Point course)
- b. At the host's discretion, a meet can have any mix of categories desired.
- c. Non-JROTC organized competitions. Other orienteering clubs run similar type courses that allow single competitors. However, for Operational Risk Management cadets will compete in pairings of two or more when participating as a JROTC team.

5. Maps

- a. There will be two (2) maps issued to each team upon check-in prior to entering the course. A control map which can be written on and used on the course to compete and a safety map for use if the control map is lost. Each cadet shall carry one of the maps. Both maps must be returned upon completion of that team's run. If either map is not returned then that team will be disqualified. This prevents teams from passing maps onto other teams and promotes the importance of safeguarding the safety map.
 - i. The official competition map issued by the meet host shall identify:
 - 1. Type of Course (Score-O or Point-to-Point)
 - 2. Magnetic North
 - 3. Control Points (Control Point Order on Point-to-Point)
 - 4. Start/ Finish Points
 - 5. Safety Bearing
 - 6. Contour Index
 - 7. Distance Scale
 - 8. Small legend of applicable map symbols
 - 9. Team Number
- b. Safety maps will be identical to competition maps but on different color paper.

6. Thumb Sticks: _

- a. Thumb Sticks (aka E-punch, SPORTident sticks or SI-cards) are hand-held storage devices for electronic punching. Electronic punching is an optional format to the traditional punch card method of scoring, and is not mandatory unit equipment. In events where thumb sticks are to be used, the following process will be followed:
 - i. Upon arrival at the event the INSTRUCTOR, and only the INSTRUCTOR, will be issued thumb sticks for use by the competitors. There is no charge to rent the thumb sticks. However, the unit is financially responsible for each stick. Lost or broken thumb sticks are \$50 each. Once all of the unit's cadets have returned, the INSTRUCTOR will return the unit's thumb sticks, confirm all cadets are accounted for and report their intentions to depart the meet area. Reporting out is critical for cadet and course safety. If a unit does not report out the host unit must assume they are on the course and will deploy search parties, up to and including emergency responders via calling 911. The expense of such calls will be the responsibility of the unit involved. It is not uncommon for cadets to leave the course and return to their unit area without ever telling the host they have left the course.

SECTION 2 – DEFINITIONS

1. **Finish Time** – Time that both members of a competitive team are present at the finish line check point together after completing the course.
2. **Penalty Points** – Penalty points assigned a team for finishing past the set time-limit for the course. The prescribed penalty is 2 points per second.
3. **Point-to-Point**. Orienteering course which requires all competitors to locate a set number of control points in a specific order, moving from one to the next. Competitors will depart the start line at 5 minute intervals. Competitors are timed with the fastest time to sequentially visit all control markers being the winner.
4. **Score – O**. Orienteering course which has many control points within its boundary. Control points near the start/finish points have a low point value, the more distant control points are of higher value. Competitors must locate as many control markers as possible within the specified time. Competitors depart the starting point following a safety briefing. Teams may find the points in any order they desire over a two hour timeframe.
5. **Show Time** – Time that competitors are required to be present at the check-in station.
6. **Start Time** – Time that competitive teams must depart the starting line.
7. **Team** – Pairs of two cadets who are currently enrolled in their school's JROTC program. Training teams may have more than two cadets.

SECTION 3 – EQUIPMENT

1. Cadet Equipment Requirements. Each team will have the following equipment with them while on the course. The host unit shall confirm the team is in compliance upon check-in.
 - a. EACH cadet shall have a minimum of 32 ounces of water on his/her person. The water shall be divided in two or more containers with each container holding a minimum of 16 oz. (Camelbacks and Canteens are permitted as a sole source of water). Water must be carried within a pocket or device such as a camelback, canteen, fanny pack, back pack or other items such that the cadet is not hand carrying the water supply.
 - b. Compass – Either a Magnetic, Lensatic or Silva. GPS watches are not permitted.
 - c. Whistle – Sturdy, High Pitched.
 - i. Signal for Help. Make 3 short loud bursts, wait 30 sec, make 3 more, wait 30 sec, and then 3 more. Repeat the series every 5 minutes – If you can both get to a road or a trail, wait there for help. Upon hearing a Help Whistle respond with one long Blast, proceed to the team needing assistance.
 - d. Watch or Timepiece.
 - e. Clothing suitable for the terrain and prevailing temperature. Cadets shall wear brightly colored shirts or vests as the top layer of clothing on the torso. Host units must plan for the worse case. As such, cadets wearing either all camouflage (no high-vis top garment) or gilli suits will not be allowed to compete. At the host's discretion, cadets wearing ill-advised clothing may be allowed to compete after changing into suitable attire.
 - f. Maps - There will be two (2) maps (control and safety) issued to each team upon check-in prior to the safety briefing. Both maps must be returned upon completion of that team's competition run.
2. Unit Equipment Requirements.
 - a. **First Aid Kit.** All units shall maintain a basic first-aid kit to attend to minor injuries sustained while at the meet.
 - b. **Radio.** Instructors shall carry an IRS radio. These are the inexpensive radios sold at Costco and other retailers. Monitor channel 6.3. Each unit shall have an adult with medical authorization for each cadet hold this radio. In the event of an emergency the host will contact the unit with this radio.

SECTION 4 - EVENT MANAGEMENT AND SPONSORSHIP

1. Duties and Responsibilities.
 - a. Southwest JROTC Orienteering Committee
 - i. The committee will be comprised of full meet host units of the current school year.
 - ii. Maintain, distribute and apply all Southwest JROTC Regional Orienteering Meet regulations uniformly.
 - iii. Ensure standardization of the qualifier process.
 - iv. Maintain this instruction current.
 - v. Assist with host unit training for course setup and event administration.
 - b. Full Meet Host Unit:

- i. Schedule and promulgate team start times for all entries no later than 2 days prior to the meet. (SOP TAB A) The order of competition at a meet will be determined by the host based on several criteria:
 - 1. Submission of registration documents by participating units
 - 2. Sharing of transportation with other units
 - 3. Travel distance
 - 4. Unique circumstances identified by a participating unit.
 - 5. Maintaining adequate numbers of teams on the course to provide team overlap and response in the event of an emergency.
 - ii. Provide the site, course set-up (placement of markers), start and finish areas, safety briefing area, safety and competition maps, and SPORTident sticks (if applicable).
 - iii. Function as Officer-in-Charge coordinating the meet activity and schedule.
 - iv. Assign and train personnel as check-in, start/finish timers, safety briefers and scorekeepers.
 - v. Tabulate and distribute meet results not later than 1600 on the Wednesday following the meet. (SOP TAB B)
 - vi. Promulgate an Operational Risk Management/ORM Hazard Identification Plan.
 - vii. Prepare and have available at the meet a Meet Emergency Planning Tab. (SOP TAB C)
 - viii. At least three weeks prior to the competition provide respective JROTC Instructors supplemental information that would be beneficial to participants such as directions to the course, parking, vehicle access restrictions, concessions available, etc.
 - ix. Have a Foul Weather Plan for the Meet. The plan shall specifically identify the means to recall all participants from the course in the event of adverse conditions.
 - x. The host unit shall ensure sufficient experienced and equipped personnel are retained at the event site to mount a search for any missing cadets until all units report out that all their cadets are off the course and accounted for.
 - xi. Provide hospitality packages to course volunteers.
- c. Facilitated Meet Unit.
- i. Coordinate with the non-JROTC organization hosting the meet ensuring compliance with the intent of this instruction.
 - ii. Sort meet results pulling JROTC units from the overall results and publish them.
 - iii. Under separate correspondence report meet results to the current year SWJROTC Championship Host.
- d. Instructors of participating units.
- i. Ensure each cadet attending the Orienteering Event has received training on the use of a map and compass as well as this SOP. Training teams are allowed, encouraged, and permitted but the instruction must have started at the school prior to entering the course.
 - ii. Ensure each cadet attending the Orienteering Event has all necessary administrative requirements met.
 - 1. Current Sports Participation Physical
 - 2. Risk Factor Screening Form per service directives

3. Standard Release as required by service directives
 4. Permission Slips as required by local district
 5. Currently enrolled in JROTC in good standing
 6. Academically eligible in accordance with local district.
- iii. Ensure each cadet entering the course has all required equipment. Each training cadet is required to have the same equipment as competitors.
 - iv. All units should attempt to have at least one instructor present during the competition. If there is no way an instructor from a particular unit can be present, then all cadets participating from that unit must have a valid permission slip with them which clearly delineates the fact that they are authorized to compete in this particular competition. This permission slip must give current next-of-kin notification information in the event of an accident/incident. Cadets will be under the supervision of another identified JROTC instructor as arranged by their home school instructor.
 - v. Submit Entry Application (SOP TAB D) and payment within the prescribed timeframe.
 - vi. Register with the clerk of the course no later than 30 minutes prior to their first scheduled show time. At that time the INSTRUCTOR, and only the INSTRUCTOR, will be issued the units thumb sticks. There is no charge to rent the thumb sticks. However, the unit is financially responsible for each stick. Lost or broken thumb sticks are \$50 each.
 - vii. Ensure their cadet's report to the clerk of the course on time.
 - viii. Check out with the Clerk of the Course. Once all of the unit's cadets have returned the INSTRUCTOR will return the unit's thumb sticks, confirm all cadets are accounted for and report their intentions to depart the meet area. Reporting out is critical for cadet and course safety. If a unit does not report out the host unit must assume they are on the course and will deploy search parties, up to and including emergency responders. The expense of such calls will be the responsibility of the unit involved. It is not uncommon for cadets to leave the course and return to their unit area without ever telling the host.

SECTION 5 – RULES

1. Conduct. Exemplary conduct of participants and instructors is required. The Host Unit OIC may administer appropriate disqualifications for actions detrimental to the JROTC programs.
2. Integrity. These orienteering competitions are just that – competitions. Each team is expected to locate the control markers on their own.
 - a. Any team, which knowingly aids, and any team, which knowingly accepts such aid, in locating a control marker, will be disqualified.
 - b. Any team which blatantly follows another team from point to point will be disqualified.
 - c. Teams which join together on the course and actively coordinate their efforts in finding markers will be disqualified.
 - d. Instructors: Please ensure that this information is passed to all of your team members.
3. Team proximity. All individual competition teams (1 or 2 cadet teams) will remain together. Teams observed by a course monitor to be separated by more than 20 yards will be considered

for disqualification. All cadets need to be reminded that this is for safety purposes. Teams from the same unit shall not be in close proximity of each other such that following would be of concern.

4. Tampering. Any evidence of tampering with the control markers will nullify the competition. Further, any cadet(s) found purposely marking the location of any control markers such as drawing arrows in the dirt or piling rocks in close proximity of a marker will be disqualified.
5. Visual Aids. The use of binoculars, monocular, or telescopes to locate control markers is strictly prohibited. A team is expected to use their orienteering skills and decision-making processes to locate the control markers.
6. Global Positioning Systems (GPS). The use of GPS devices of any kind by competitors is prohibited. These devices in the possession of a competitor are not permitted on the course. This shall include GPS watches that track a competitor's course. Each meet location has multiple courses. Over time the use of these devices can compromise these courses and provide a competitive advantage. These types of devices are permitted at orienteering events open to the public and any cadets who wishes to hone their orienteering skills in that way can do so there.
7. Teams. A team may consist of pairs of two cadets who are currently enrolled in their school's JROTC program. Under no circumstances will a team split up in an attempt to better their time.
8. Maps. There will be two (2) maps (control and safety) issued to each team upon check-in prior to departing on their run. Both maps must be returned upon completion of that team's run. If either map is not returned then that team will be disqualified. This prevents teams from passing maps onto other teams and promotes the importance of safeguarding the spare map.
9. Course Difficulty and Entry. For all qualifier and championship competitions there will be NO White (Basic) Course competition. Unless otherwise announced, the Orange (Competition) Course will open at the time prescribed by the host unit. With the exception of course officials and safety personnel no competitors or instructors are permitted on the course prior to the start of that units teams. Cadets who are acting in an official capacity are permitted on the course.
10. Electronic Communication Devices. Only the host unit cadet workers and instructors, or any host unit cadets or instructors who have been dispatched to locate missing team members, will be permitted to use communication devices during the competition on the course.
11. Payment. All units should make an effort to pay team fees in advance. The entry deadline will normally be one (1) week in advance of a competition. If units have paid in advance, or otherwise committed they will have "X" number of teams in the competition, will be charged for those teams. Entry fees are not refundable.

SECTION 6 – SCHEDULES

1. Host schools will use the schedule listed in this SOP. (SOP TAB D).
2. For Score-O competition scheduling shall ensure:
 - a. Start times equally distribute the teams over the duration of the event.
 - b. Show times are at (10) to (15) minute intervals depending on the number of entries.
 - c. Teams from the same unit start at different times. However, if necessary based on travel, time and meet scheduling considerations, a limited number of multiple teams from the same unit may start at the same time.
 - d. Every effort is made to accommodate early/late start times for those schools traveling long distances. (This will depend on how soon the entry form is received by the host unit).

- e. At the later start times of the event there are sufficient teams on and entering the course to ensure cadet safety and assistance from others in the event of injury or emergency.
 - f. All cadets are off the course two (2) hours prior to sunset.
 - g. To the maximum extent possible units that share transportation should be scheduled to compete at as near the same time as possible.
 - h. As fellow instructors, hosts know the demands and full schedules of JROTC. While hosts will attempt to be accommodating, it is likely they will be unable to meet every request made for start times.
3. For Point-to-Point competitions scheduling shall ensure:
- a. Start times are for individual teams
 - b. Start times are at reasonable minute intervals (typically 5 minute).
 - c. Effort is made to accommodate early/late start times for those schools traveling long distances. (This will depend on how soon the entry form is received by the host unit).
 - d. All cadets are off the course two (2) hours prior to sunset.
 - e. To the maximum extent possible units that share transportation should be scheduled to compete at as near the same time as possible.
 - f. As fellow instructors, hosts know the demands and full schedules of JROTC. While hosts will attempt to be accommodating it is likely they will be unable to meet every request made for start times.

SECTION 7 - POINTS & SCORING

1. Points.
- a. Each marked point on the map shall be assigned a numerical value based upon distance, terrain, and relative difficulty to locate. In general the further from the start point, the more difficult terrain or difficult to find markers will be worth more points than those that are close, in easily navigable terrain or highly visible.
 - b. A two point deduction will be imposed for each minute or fraction there of a team is over the set time limit established by the host to complete the course.
2. Scoring
- a. During registration each team will receive a numbered map, safety map and have their left hands marked with permanent marker with the map number. If available, SPORTident thumb sticks can be issued to electronically record start times, markers found, splits for each, and finish times.
 - b. A maximum time limit will be set to locate as many control markers as possible on the competition course (usually two hours). If a team is still on the course when time has expired, they are to immediately break off competing and return to the base site. Remember! Penalty points will be assessed at the rate of two (2) points for every minute (or fraction thereof) that a team is over the time limit for a Score-O competition.
 - c. Final scores will be the determined by the sum of values of correct points punched on the map or recorded on the SPORTident thumb stick less any time penalties. There is no penalty for returning under the prescribed time.
 - d. Unit scoring shall be based upon the placings earned by the best five teams. At unit with teams that place 3rd, 9th, 12th, 13th, 20th and 34th would have a score of:

$$3 + 9 + 12 + 13 + 20 = 57$$

SECTION 8 – QUALIFIER CRITERIA

1. Qualifying Berths. Qualifying berths available in a meet will equal the number of different JROTC Units that actually compete. For example, if there are three (3) units competing the top three teams will earn one spot each in the championships; if five (5) units compete then the top five teams will earn a spot and so on. No more than 12 (Twelve) qualifying berths shall be granted per meet.
 - i. Multiple Qualifying Berths. The same two cadets can earn more than one Southwest JROTC Qualifier berth for their unit during a competitive season. In the event that a Unit has the same team earn more than one championship berth, the instructor may fill any additional teams using cadets who had competed in the current season to fill each additional team berth earned by the unit.
 - ii. A unit may have no more than two (2) teams entered into the SWJROTC Orienteering championships regardless of the number of teams over two they had qualify.
 - iii. Each Meet Host will report qualifying teams to the current school year Southwest JROTC Orienteering Championship Host unit. This report shall list the following:
 1. Number of JROTC Units, by service, that competed.
 2. Number of units that qualified for the SWJROTC Championships.

SECTION 9 – AWARDS

There shall be two types of awards, trophies and medals. Awards will normally be provided at the next scheduled meet. The last meet of the year awards shall be mailed within one month after the event.

1. Trophies
 1. Unit Excellence 40” Trophies shall be awarded for First, Second and Third place.
2. Medals
 - a. Individual Medals shall be awarded to the top ten teams.

SECTION 10 – EMERGENCY PLANNING

1. Emergency Phone Number Listing. The host unit shall maintain a list of the location and telephone number of medical, fire department, police/security and other emergency response teams as required by the terrain and location of the course.
2. Notification Phone Number Listing. The host unit shall maintain a notification list of persons or offices to be contacted in an emergency.
 - a. AIR FORCE - TBD
 - b. ARMY - TBD
 - c. NAVY/MARINE
 - i. Pertinent lists and phone numbers of the chain of command, as appropriate
 - ii. Area Manager Cell/Text: 224-545-3561
 - iii. NETC Duty Office/Quarterdeck: 850-452-4000/4010
 - iv. NETC PAO 850-452-4859/60
 - v. NSTC PAO 847-688-2201
 - vi. CDR Watson, NJ Ops Cell: 850-776-1782
 - vii. DR. Smith, Program Manager: 850-698-8084
3. Emergency Personnel. The host unit shall ensure sufficient experienced and equipped personnel are retained at the event site to mount a search for any missing cadets until all units report out that all their teams are accounted for.

TAB D

ORIENTEERING ENTRY FORM

VENUE:

DATE:

Name of Unit: _____ High School

Number of Teams Requested: X \$10.00 = \$ Entry Fee Due

Instructor's Cell Phone who is at the meet: _____

Are you sharing a bus with another unit? If yes, which one? _____



ONCE YOU HAVE THIS TOP PART DONE - EMAIL THIS FORM TO THE HOST UNIT ASAP



Make Checks Payable to:

Mail the check to:

Instructor Responsibilities:

- Read and follow the SWJROTC Standard Operating Procedure.
- Train, evaluate and pair your cadets so that they are safe to navigate the course.
- Properly equip your cadets. Each cadet shall carry:
 - Compass
 - Whistle
 - 32 oz of H₂O in container such as a backpack, canteen, or camelback, not in hands
 - High Visibility vest or shirt as outer layer of clothing
 - Closed toe shoes
 - Each will carry a map
 - One will have a watch
- Ensure your cadets:
 - Are at the start area 15 minutes prior to their start time (this is their show time)
 - Know when they are to start
 - Know they have a 2 hour limit
 - Know they are not to follow other teams
 - Know the emergency whistle signals
 - Know that they MUST report to the finish line PRIOR to leaving the course
 - Leave all wildlife alone
 - Take all trash with them
 - Do not take GPS capable equipment on the course
- Please help the host unit by having a radio tuned to channel 6:3 at the event

- Check with the host unit to turn in Esticks, report all cadets accounted for and your departure.