

## ORGANIZER CHECKLIST 1/2

### REGISTRATION AND SCORING

<p><b>FORMS</b> Registration Forms Liability Forms Membership Forms TREC-USA Event Rulebook</p> <p><b>MATERIALS</b> Tent / Table / Chairs Receipt Book / Change Clipboards / Pens Water / Snacks Cooler First Aid Kit Emergency #s Site Map (optional) Signage</p>	<p><b>FOR RIDERS</b> Rider Numbers / Safety Pins POR Maps &amp; Timecards PTV Obstacle Course Diagram</p> <p><b>FOR JUDGES &amp; VOLUNTEERS</b> Score Sheets COP Chart Clipboards / Pens Shade / Water / Chairs /Transport</p> <p><b>OTHER</b> Awards Postcards Educational Material / Hand Outs</p>
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### ORIENTEERING (POR)

<p><b>ROUTE PLANNING</b> Scout Location Source Base Map Plan Route(s) Set Checkpoints &amp; Speeds Ridden Verification</p> <p><b>CREATE MAPS</b> Official Organizer Map Rider Maps (Map Room) Blank Base Maps (1/Rider)</p> <p><b>COURSE MATERIALS</b> Post Flags, Signage with Speeds</p>	<p><b>EVENT OFFICIALS / VOLUNTEERS</b> TD / Organizer Equipment Inspector Map Room Official S/F Timekeeper Checkpoint Judges Scorekeeper Veterinarian(s) – L4</p> <p><b>EVENT MATERIALS</b> Map Copies Map Room / Table / Chairs Rider Numbers / Timecards Judges Score Sheets POR Organizer Score Chart Organizer Optimum Times Vet Check – L4</p>
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## ORGANIZER CHECKLIST 2/2

### CONTROL OF PACES

<p><b>COURSE SETTING</b> Scout Level Location Measure - Check Sightlines Mark Course Flag S/F Set Timers</p> <p><b>COP TOOLS AND MATERIALS</b> Measuring Wheel (M) Ground Marking Materials Flags Timing Device if used</p>	<p><b>EVENT OFFICIALS</b> Timekeeper(s) Judges Scorekeeper</p> <p><b>EVENT MATERIALS</b> Time Clock(s) Time Sheet(s) Judges Forms COP Chart</p>
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### OBSTACLE COURSE (PTV)

<p><b>COURSE PLANNING</b> Scout Location Build Obstacles Map Course for different levels Time Course (Mounted)</p> <p><b>TREC OBSTACLES</b> Obstacle Specifications</p> <p><b>MARK COURSE</b> Post Flags &amp; Numbers Post Course Maps / Times</p>	<p><b>EVENT OFFICIALS</b> TD / Organizer S/F/Timekeeper Obstacle Judges Scorekeeper</p> <p><b>EVENT MATERIALS</b> Course Map Rider Numbers Judges Score Sheets Optimum Times</p>
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