

# COC Policies

<b>Change Record</b> (from previously-approved document)	
<b>Policy</b>	<b>Change Description</b>
Mapping	Removed payment references; added note referencing Compensation Policy
Payment Policies	Consolidated payment/stipend/volunteer point policies into Compensation Policy

Club policies expand upon our bylaws by describing how certain activities are run. Below are official policies that have been passed by Cascade Board of Directors:

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# Mapping Policies

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## Mapping

See the Compensation Policy for compensation details.

### General Policies

1. Mapping work is directed by the board and implemented by the Mapping Committee, according to a board-approved budget.
2. Only mappers that are certified by the Mapping Committee to work at a given technical level may do work of that level beyond Minor updates (see below.) The Mapping Committee shall determine the technical level of work on a given map or part of a map.
3. Mappers wishing to be certified to do more extensive work will submit a sample of their work to the Mapping Committee. The Mapping Committee will certify mappers at an appropriate technical level, based on demonstrated skill, as evidenced by prior work and optionally further training and demonstrations of skill and knowledge. The Mapping Committee will maintain a certification scheme and requirements, as well as a list of certified mappers.
4. Requests to the Mapping Committee for map updates should be made as far in advance of the required completion date as possible, generally at least eight (8) weeks before the completion date for Routine updates.
5. For Minor and Routine updates, payment will normally be made upon completion and delivery of work.
6. Updated maps should be sent to the Map Archivist (currently Peter Golde: peter@golde.org), as well as to the Mapping Committee. Any work done by non-certified mappers must be reviewed by the MC before being considered to supersede the prior version in the archive. The Mapping Committee will send these maps to the Map Archivist.

### Map Updates

Updates will be handled as follows:

1. **Minor updates** – 3 hours or less. Handled ad hoc, either by course setter or by an OCAD specialist (send scan/photo/hard copy of map with circled problem area to mapping committee with deadline). Updates that are limited but exceed the mapping abilities of the involved volunteers may be referred to the Mapping Committee for assignment to a certified mapper.
2. **Routine updates** – up to 25 hours per park, with Mapping Committee approval. Work should be carried out by mappers that have been certified to work at the relevant technical level. Updates should be prioritized first around parks to be used in the upcoming season and second on other maps that are the most out-of-date and are still of use to COC and the orienteering community.
3. **Map overhauls or new mapping** – New map areas or work on existing maps that exceeds the limits above is subject to approval of the COC board.

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## Meet Map Standards Policy

1. All local meet maps will have all courses printed at the same scale.

2. Control Descriptions will be printed on the map. Course 1 Control Descriptions will include both symbols and text. Course 1 Control Descriptions should not cover the legend if at all possible. Separate Control Description sheets should be provided.

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## Map Credits Policy

To insure that the credits for base map, fieldwork, and cartography work on a map do not become too lengthy:

1. The original map credits (including base map, fieldwork, and cartography) will be maintained on every map if known. If the original information is not known, then the first known information from the mapping archives will be maintained on every map.
2. Any major re-mapping credits will be maintained on the map.
3. Most recent fieldwork and cartography credits will be maintained on the map.

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## Map Posting Policy

Cascade Orienteering Club maps can be made available on the Cascade OC website ([www.cascadeoc.org](http://www.cascadeoc.org)) as pdf files under the following conditions:

1. A trails only course can be on the map.
2. Printed on the map is "Possession of the map does not grant permission for access to the land"

The following disclaimer will appear on all posted Cascade OC maps:

**Disclaimer:** This map is limited to personal, non-commercial use! If you wish to use this map for a group activity or to resell this map for any purpose, please obtain permission from Cascade Orienteering Club ([info@cascadeoc.org](mailto:info@cascadeoc.org)). Please follow all applicable land use rules and stay out of the private property and other forbidden areas indicated on this map.

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## Use of Maps for Educational/Recreational Purposes

1. Use of a COC map for a specific educational or recreational activity involving navigation will require permission from the Map Coordinator of COC. After approval has been granted, the appropriate map will be sent in either PDF or OCAD format to the club member under Number 2.
2. A club member must be the contact person to distribute the maps.
3. The activity must be for less than 35 adults or 70 youth.
4. The activity must not involve collecting money.
5. The copyright notice on the map must not be obscured when making copies.
6. The map is distributed for use at a single activity only. Permission must be obtained again for any further use. Copies may not be made for use beyond the given activity.
7. If the above are not met, then the fee is \$1 for the first copy of the map and \$1 copyright fee for any additional copies the buyer makes.

8. The Mapping Coordinator will give permission to use the map under Number 7.

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## Map Sharing Policy for Commercial Organizations

1. OWNERSHIP: Cascade Orienteering Club (COC) will maintain its own copyrighted map files.

All shared maps will continue to be owned by COC. Shared maps will continue to carry the logo and copyright information of COC.

2. PERMISSION: Use of a COC map for a specific event will require permission from the Map Coordinator of COC. It is the intention of this agreement that permission will be given whenever possible when there is no conflict with COC's planned event schedule. Notwithstanding any consideration described in this Agreement, COC may, for any reason, withdraw or decline permission to use any map of their ownership at their sole discretion. Should COC do so, all fees shall be returned.
3. Sharing of orienteering maps will carry no guarantee of accuracy or safety or insurance. Such issues are the sole responsibility of the using organization. Organizations using COC maps will need to seek their own land use permission before using the map.
4. MAP USAGE CHARGE for COMMERCIAL ORGANIZATIONS: Payment for maps used by commercial organizations shall be negotiated by the Map Coordinator for COC and a person designated by the organization using the maps.

The base charge for map usage by commercial organizations shall be \$1 for each copy of a map used by the using organization. Where maps are used by groups of participants, additional copies may be provided for that group of participants at \$.50 per copy.

Where deemed appropriate by COC, other usage charges may be agreed to.

COC may accept fees in cash or in terms of services, such as updating of map features.

5. FILE HANDLING: After approval has been granted, the appropriate map will be sent in either PDF or OCAD format to the course setter of the using organization. The PDF or OCAD file will be used only for the event for which permission is given to use the map area.

Each organization using shared maps shall keep a record of all errors or problems associated with usage of the maps, and agree to provide COC the updated OCAD map file and a list of any noted errors, problems or uncorrected areas. Prior to usage, COC and the using organization may agree to a fee to be paid by COC for the updated OCAD map file and a list of any noted errors, problems or uncorrected areas.

# Compensation Policy

## Volunteer/stipend positions

Compensation for services performed will be offered as outlined below. Where a stipend and volunteer points are both offered, the recipient may choose either form of compensation.

Job	Volunteer Points	Stipend
<b>Events</b>		
Series Director	10/event	N/A
Event Director <sup>1</sup>	10/event	N/A
Course Designer	10/event	N/A
Epunch Coordinator	10/event	N/A
Epunch backup	5/event	N/A
Course Consultant	10/event	N/A
Other event jobs	1/ ½ hr	N/A
WIOL Series Director	20/event	\$50/event
WIOL Event Director <sup>1</sup>	20/event	\$100/event
WIOL Registrar	20/event	\$50/event
WIOL Course Designer	20/event	N/A
WIOL Course Consultant	20/event	\$25/event
National-level Event Director <sup>2</sup>	125/event day	\$250/event day
National-level Registrar	100/event	\$200/event
National-level Course Designer	100/event	N/A
National-level Epunch Coordinator	80/event	\$160/event
<b>Other activities</b>		
Work party	4/3 hrs	N/A
Instruction (orienteering, course design, mapping, etc.)	4/3 hrs	N/A
Routine/minor map updates (up to 25 hrs)	3/hr	\$20/hr

<sup>1</sup>Position required only if paid contractor not available

<sup>2</sup>Each day of a multi-day event is considered one event

## Additional compensation for remote events

Any meet **more than 50 miles from an individual's residence** may be additionally compensated as follows. Request reimbursement by submitting copies of receipts to the club treasurer.

Job	Mileage*		Lodging		Ferry travel (if required)	
	Max trips	Amount*	Max nights	Amount	Max trips	Amount
Meet Director	1	\$0.25/mile	1	Up to \$60/night	1	RT fee for car and driver
Course Designer	3		2		3	

\*total round-trip distance minus 50 miles

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## Paid contractor positions

Contracts may be negotiated by a club representative appointed to the Board of Directors. Contract content (including any subsequent revisions) and final selection of contractors must be approved by a simple majority vote of the Board of Directors.

Description	Payment
Land permission <sup>3</sup>	\$1500/year
Series Event Directors <sup>4</sup>	
WIOS Series	\$250/event
Ultimate Orienteer Series	\$200/event
Choose Your Adventure Series	\$150/event
Wednesday Evening Series	\$100/event

<sup>3</sup> Yearly commitment preferred; payment may be made by series, monthly, or as agreed by the contractor and club representative and specified in the signed contract.

<sup>4</sup> Series commitment preferred. The contract will specify which events are included; this may be re-negotiated at any time during the period covered by the contract with BOD approval.

# Policy for Fundraisers at COC Events

If an individual or group is requesting to raise funds at a COC event, you must:

1. Get Event Series Director permission. Request permission from the Event Series Director (Winter O/WIOL, Ultimate O, CYOA, etc.) or the Meet Director for a meet not in a regular series at least two weeks before the event. This includes explaining what kind of fundraiser is being proposed, what the money will be used for, and at which meet(s) the fundraising will occur. For all fundraising events, juniors will have priority over adults. Once a fundraiser is approved, no other person/group can do the same activity at the same meet(s).
2. All fundraisers must be related to orienteering or the venue of the event.
3. Get Landowner permission. Get permission from the Landowner and any other permits necessary. This is NOT the responsibility of the Event Series Director or Meet Director. The Land Permission Coordinator has contact information for all Landowners.
4. Adhere to the basic rules of fundraising:
  - All fundraisers must be Donation Only.
  - Any junior or adult who will benefit from the fundraiser must participate
  - No outside publicity (newspapers, etc.) is allowed; only regular COC media can be used for promotion.
  - All park rules MUST be followed, especially those concerning trash and clean-up.
5. Exceptions to this policy must be approved by the COC board.

# Equipment Rental Policy

Cascade Orienteering Club equipment can be used only for Cascade Orienteering Club events or rented to other organizations as indicated below or by board vote. Any rental should involve a COC member or recognized orienteering club.

## Rental Fees

1. Sport Ident Rental Package to include the following for an event:
  - Up to 30 controls and associated control stands and control flags
  - Up to 50 e-punch sticks
  - Computer
  - Clear, Check, Start, Finish, and Download Controls
  - Printer
  - Battery

Cost \$200

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Additional controls, stands, and flags beyond 30 at \$2 per control, stand, and flag

Additional e-punch sticks beyond 50 at \$2 per e-punch stick

2. For rentals to other orienteering clubs for A-Meets, the fee for controls and e-punch sticks will be \$2 each per day of use and cost of shipping to the club requesting use.
3. Manual Punch Flags at \$1 per event
4. Shelter--\$20 each per event
5. Tables--\$5 each per event
6. Chairs--\$2 each per event
7. Manual Punch Flags, one shelter, and up to 4 tables and 6 chairs can be used at no cost for activities involving school or youth groups.

## Rental Procedure

Any renter must sign a contract, including a list with the replacement cost of all rented items, the time frame, who to return the equipment to, and the need to clean equipment.

Volunteer points are prohibited to use for equipment rental.

To rent club equipment for an event, the renter must make a request to the Equipment Coordinator indicating what equipment is requested, date of the event, and when the equipment will be picked up from and returned to the club storage locker.

The Equipment Coordinator, in coordination with the Event Coordinator, will check the club event schedule to ensure there is no conflict with club events and then inform the renter whether or not the equipment will be available for rental. If so, the renter must sign a contract.

The Equipment Coordinator will provide the Treasurer of name of the person renting the equipment, the date the equipment was rented for, and a list of equipment rented.



For equipment that is lost, the renter will reimburse the club for the replacement cost of the lost item(s). For equipment that is damaged, the renter will reimburse the cost to make repairs to the club.

The renter will send reimbursement to the Club Treasurer for the rental and lost or damaged equipment, if necessary, not later than two weeks following the event.

# People & Process Policies

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## Life Membership Policy

A life membership to Cascade Orienteering Club will continue to be given to any member who has served twenty (20) years as a board member, coordinator, and/or officer of Cascade Orienteering Club. This service does not need to be consecutive.

Records of this service will be kept by the Membership Coordinator.

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## Background Checks of Club Personnel

1. Background checks of club personnel having signature authority on the club monetary accounts, i.e., checking, savings, certificate of deposit, will have a background check performed at COC's expense by the Orienteering USA (OUSA)-approved firm.
2. If a COC club member Level I coach falls under the OUSA guidelines for background checks while working with minors, COC will require that coach have a background check performed at COC's expense by the OUSA-approved firm.
3. School team leadership background checks will fall under the responsibility of the school, not COC.
4. Procedure to follow to request background check.

OUSA is proud to announce its partnership with National Center for Safety Initiatives, through which we will engage in a comprehensive Background Screening program for our OUSA Club Members.

OUSA has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our OUSA Club Members. This includes a comprehensive background screening program using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by OUSA.

Simply go to <http://www.ncsisafe.com> and click on "Background Check Screening Self Registration" on the left side of the webpage. Complete three easy steps:

Step 1: Enter Self Registration Number: 71445673

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

The "Red Light/Green Light" Results will be sent to OUSA. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will largely be electronic. Please be sure to add [@ncsisafe.com](mailto:@ncsisafe.com) to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at [www.ncsisafe.com](http://www.ncsisafe.com).

It is important when entering your name, that you use your full legal name as written on your birth certificate or driver's license. Please also verify that your social security number was typed correctly. Using nicknames or failing to type a correct social security number may delay or invalidate your background check.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete and you may check your status on our website under the "Applicant Login to Check Your Status" link at [www.ncsisafe.com](http://www.ncsisafe.com).

Thank you for your continued participation and your cooperation in this important process. We are excited to offer world-class programs, working with world-class people!

# COC Safety Procedures

In order to better ensure the safety of our event participants, the Cascade Orienteering Club (COC) has established the following safety procedures:

## 1. Meet Director

- a. At each event, the Meet Director will designate a first aid coordinator, ideally someone with a minimum certification of basic first aid and CPR
- b. At each event, the Meet Director will keep extra maps of each course, as well as maps showing all controls, for search purposes
- c. At each event, ensure that radios are operational and that there are spare batteries available
- d. Make sure all volunteers have been trained properly
- e. Before leaving the event site, ensure that all participants have been accounted for
- f. If a search/rescue is required, act as Search Coordinator or appoint someone to act as Search Coordinator

## 2. Registration volunteers

- a. Before giving day-of-race registrants any event materials (control descriptions, e-punch, etc.), make sure they have read and signed a liability waiver form and have provided all information requested on the form. Participants who arrive by transportation methods other than car (bus, foot, bike, etc.) should note this.
- b. Before giving pre-registered participants any event materials (control descriptions, e-punch, etc.), make sure they verify emergency contact and vehicle information, intended course, and provide any other missing information.
- c. Inform all participants of the event time limit and their responsibility to report to the finish regardless of whether or not they complete their course. Unless otherwise specified, the time limit will be 2.5 hours from their starting time or 1:30pm for a standard 10am to noon start time window, whichever is later. After this, participants should discontinue their course and head directly to the finish line. This cutoff time is especially important at late fall/early spring events, due to an earlier sunset time.

## 3. Start volunteers

- a. Check that each participant has a whistle.
- b. Remind each participant of any course and event time limits and to report to the finish whether or not they complete their course.
- c. For e-punch events, ensure that all participants punch the start box (using just one start box is optimal).
- d. For manual-punch events, verify that all needed information (name, course, etc.) has been provided on participants' materials handed to the starter.
- e. For manual-punch events, record each participant's selected course, number of participants in a group, and start time.

## 4. Finish coordinator

- a. Make sure someone is at the finish until all participants have reported to the finish or have been otherwise accounted for.
- b. Before the event time limit has passed, inform the Meet Director of any participants who have not reported to the finish. *At the Meet Director's discretion, experienced club members who start late due to volunteering at the event may be given extra time beyond the designated cutoff time to finish their course. See "Determine whether a participant is really missing" below.*

## 5. Control marker pickup

Once the finish line official notifies the Meet Director that all participants on a course have returned, the markers for that course may be picked up. **Do not remove markers used by courses with participants still out.**

## 6. Meet Director: determine whether a participant is really missing

After the course or event time limit has passed:

- a. Double-check the finish records to make sure the participant has not reported to the finish
- a. Search any nearby parking facilities for the car license number listed on the missing participant's registration materials (if they didn't arrive by car, this information should be on their registration form).
  - i. If you find the participant's car, assume they are still in the woods. See "Search and rescue" below.
  - ii. If you don't find the participant's car:
    - 1) Call the phone number(s) listed on the missing participant's registration form. If the participant can be located at home or by cell phone, then they are no longer considered missing and the finish coordinator should be instructed to record them as DNF. Such participants should be reminded of our event time limit and their responsibility to report to the finish so we can verify their return.
    - 2) If you can't contact the participant, call the emergency phone number he/she provided. The contact may be able to provide details about the participant's plans after the event, additional locations where they can be found, etc. Don't unduly alarm the emergency contact. The most likely explanation is that the participant has left the event site: we're just trying to verify this.
    - 3) If you still can't contact the missing participant, see "Search and rescue" below.

## 7. Search and Rescue

Meet Director: once you've determined that a participant is likely missing (that is, still in the woods), you should initiate a search. There are several possible reasons for a participant to be missing. They could be:

- Unaware of the time
- Unaware of the time limit
- Lost
- Injured and able to respond
- Injured but not able to respond

### a. Gather and record participant information

Gather as much of the following information about the missing participant as possible

- Course they are on
- How long they've been out
- Any sightings by other participants
- Likely problem areas on course
- Age
- Experience level
- Fitness level
- Clothing

### b. When to start searching

Initiate a search no later than:

- 2 hours past the course time limit
- 2 hours past the event closing time

You may want to initiate a search sooner based on:

- Event location
- Weather
- Time of day

- How long participant has been out
- Participant's navigational experience

**c. Search Procedure**

The Search Coordinator:

- assigns search parties (in pairs if possible) to traverse the participant's course along the likely route in both directions
- assigns search parties to drive perimeter roads (if possible)
- records names of searchers, who they are searching with, and contact information
- designates (and informs searchers of) the latest time for searchers to return to event headquarters
- provides each search party (including Search Coordinator) with radios tuned to the same frequency
- tests radios and instructs all search parties to keep radios on at all times
- once a missing participant is found, instructs searchers to return to event headquarters
- if a missing participant is found but is injured and can't move, consults with First Aid Coordinator to determine whether to contact emergency services
- if a missing participant is not found by searchers by the designated deadline, contacts emergency services

Search Party Volunteers:

- call participant's name while searching, then listen for answer
- if the missing participant is found (and is able to move), contact the Search Coordinator and escort the participant directly to event headquarters
- if the participant is found but is injured and unable to move, contact the Search Coordinator with location and status