

Minutes: BOD Meeting 11 November 2006

Hammonton, New Jersey

Start Time: 2:30 PM

I. Call to order & Secretary takes roll

The meeting was called to order at 2:47 pm by Chuck Ferguson.

Officers:

President: Chuck Ferguson – present

Administration VP: Frank Kuhn – present

Competition VP: Clare Durand – present

Program Development VP: Mike Minium – not present

Club Services VP: Gary Kraght – present

Marketing and Public Relations VP: Jerry Rhodes – not present

Executive Director: Robin Shannonhouse – present

Regional Representatives (Alternates):

Heartland: Ian Harding (Gale Teschendorf) – not present

MidAtlantic: Jim Eagleton (Ralph Tolbert) – Jim Eagleton present

Midwest: Karen Rogers (Steve Vaughan) – not present

Northeast: Joanne Sankus (Susan Hawkes-Teeter) – Joanne Sankus present

Northwest: Scott Drumm (John Sincock) – not present

Pacific: Syd Reader (David Irving) – David Irving present

Southeast: Linda Ferguson (John Fairley) – Linda Ferguson present

Southwest: Robert Paddock (Ralph Courtney) – not present

Members At Large:

Greg Lennon – present

Walter Siegenthaler – present

Stephanie Martineau – not present

Competition: Randy Hall – present

II. Open Forum (5 minutes to any member to address the Board)

Chuck Ferguson: Chuck presented an update on the fund raising campaign and indicated that 24 of the 28 board members and alternates have contributed. He made a plea for the remaining members to donate at least a token amount so that we could claim 100% board participation.

Tom Carr: TJOC normally gets some funding from the army but the normal level of support is not coming through this year. Some other things have also contributed to make it so that there is a significant shortfall this year. Tom wanted to get a sense from the board if there was any chance that USOF would help support it this year. In response to a question he stated that this would be a one time request as they want the training camp to be self-supporting. Clare asked for a deadline by which they would need to know; Tom said sometime in late January or early February is when they expect to hear from the army so about the same time. There are several possible sources of funding if the board decided to fund this request including amending the budget, fund raising (from Stephanie's ongoing work), and the youth development grants. More details about TJOC are appended.

Peter Gagarin: Peter presented a job description for a team coach. The proposal was from the senior and junior teams who would like to get money for junior coaching.

coaching clinics, training camps, and one-on-one coaching for the elite US orienteers. The proposal was for \$9600 (see attached). Peter then prioritized three different parts of the proposal: roughly \$3000 for Bob Turbyfill to cover travel expenses so he can continue to develop his program for teaching and certifying coaches for junior orienteers, next about \$3000 to pay someone a stipend and to cover expenses for organizing training camps, and a final third for a stipend for someone who would do one-on-one coaching of the elite US orienteers. The last two items do not have to be the same person. He indicated he had some people in mind and that a stipend would hopefully result in a more professional job than just getting volunteers. (Further discussion of this was postponed until the budget discussion.)

Mike Fritz: Mike gave a summary of the activities of the Endowment Fund Committee. The endowment fund has been running for 5 years with a good track record. They will be losing some key board members this summer and will probably be making some proposals to change the USOF Endowment Fund's By-laws governing the endowment fund. They have been studying the possibility of contributors "earmarking" the earnings from their donations to the endowment fund so that those earnings would go back to certain funds (e.g. the junior team or ski-o). They are also concerned about the lack of marketing of the endowment fund.

Greg Lennon: Greg discussed a project he is working on dealing with the digital future of orienteering maps. He is in the process of putting together a request for funds to purchase hardware and software so that USOF could handle part of the mapping process, specifically USOF would facilitate the making of base maps. He feels that there is technology available to help clubs get better base maps but that it is financially out of reach of most clubs so he will be requesting that USOF support the purchase. Greg will have full details by the next board meeting and stated that the request would be in the range of \$4000 - \$6000. He noted that there were some individuals who currently have access to the software and hardware (e.g. Eddie Bergeron) but he would like USOF to consider the purchase so that more clubs would have this access.

Joanne Sankus: Joanne has had requests from smaller clubs who would like to get grants to make maps but who don't necessarily want to put on A meets. Linda Ferguson replied that there was plenty of money in the map loan and map grant funds and that the awarding of these funds is not predicated on clubs hosting A events. This is apparently not understood by all clubs and Joanne will relay the information.

Clare Durand: Randy Hall and she have been discussing the issue of late bids for championship events and she wanted to alert the board that she will be making an announcement on this issue in the coming weeks. Currently the rules state that bids for events closer than 9 months prior to the event must receive a waiver by the VP Competition; she plans to announce that she no longer plans to give these waivers for championship bids. The deadline for 2008 bids should be the end of 2006; if no bids come in by the end of the year, then she propose that we just don't have those championships in 2008. There was a question about whether bids for championships should be solicited or whether we should "let the market decide", i.e. if clubs don't bid for certain championships then perhaps we shouldn't have these championships. Two issues were brought up: one a statement that Trail-O championships can't stand alone as an event and so they have to wait to see what other events are being sanctioned before trying to find an event at which to have the Trail-O champs, and second, there was a question about the status of the NAOC in light of the IOF push for regional championships.

Gary Kraght: Gary asked if we had data on the current status of the fund drive and how the contributions were being designated. There was no detailed information available.

### III. Approval of Minutes

Motion to approve the minutes: Walter Siegenthaler; seconded by Jim Eagleton. There were no corrections.

Vote: 9-0-2 passed

### IV. Financial Report (if any before Budget)

There was none.

### V. Informational Items

- a. Thank Endowment Fund Committee for their service

Mike Fritz (chair) and Mike Ball were present. There was a round of applause.

- b. 2006 Fundraising Campaign Report on % of Board Participation (Stephanie)

Stephanie was unable to attend; Chuck addressed this during the Open Forum.

- c. Kudos to GAOC for hosting Coaches Clinic

Bob Turbyfill made a well-received presentation at coaches clinic run by GAOC; there was a round of applause thanking Bob for his efforts.

- d. Search and Rescue (SAR) course investigations underway

Jeff Barengeer is investigating SAR courses. The National Park Service has some SAR on-line courses and Jeff is researching what is available and what we would be appropriate courses for orienteers to take.

- e. IOF decision on World Cup representation is being revisited.

As a result of a letter writing campaign on the part of Canada, the US and other countries, the announced rules for the number of competitors that countries can send to World Cup events is being reviewed. It was stated that this is the battle to win, since there was belief that the same sort of limitations that were announced for World Cup events might otherwise be proposed for WOC.

#### VI. Action Items:

- a. Approve Budget for 2007 (Please read & ask questions by email before meeting). New items for which funding must be found if approved:
  - i. \$20,000 for Junior Development Grants
  - ii. \$9,600 for Part Time Coach for US Teams
  - iii. \$614.01 for Team E-Punch Software
  - iv. \$500 for President's IOF travel

David Irving stated that he had put all of the above except the \$9,600 for the US Teams coach into the budget. He noted that he thinks a negative budget is fine at this time.

David Irving moved to accept the budget as proposed. Someone seconded. (Note: this may not actually have happened – my notes are vague. But it should have according to Robert's Rules.)

Caroline Fleming stated that the Junior Team Fund needs to be increased due to the exceptionally high travel expenses to Australia in 2007 for JWOC (see attached).

Gary Kraght made a motion to amend the Junior Team budget to increase the contributions line to \$3500, increase the transfer from Operating Fund line to \$7000 (changing the VP Competition budget accordingly) and increase the lodging/entry fee line to \$8200 and the JWOC travel grants to \$3600 and the uniforms to \$500. David Irving seconded.

Peter Gagarin noted that JWOC being in Australia in 2007 increases travel expenses but noted that other expenses (lodging, etc.) will be expensive every year.

Vote: 10-0-1. The motion to amend the budget as above was passed.

Gary Kraght made a motion that the board signify it's approval of the line item of \$20,000 for Junior Development grants. After some discussion the motion was withdrawn.

Randy Hall made a motion to include a new line item in the operating fund under VP Competition for \$9600 called Coaching to fund Peter's proposal. Greg Lennon seconded it.

David Irving made a motion to amend this motion to at the same time reduce the \$20,000 Junior Development grants by \$9600. Frank Kuhn seconded. Gary Kraght moved to amend the amendment so that the \$20,000 remain in Junior Development grants and that an additional \$3000 be put in Clare's VP Competition budget. (Note: this is not proper Robert's Rules – since accepting the budget should have been a motion, Randy was amending that motion, David made a motion to amend the amendment and that's where it should have stopped. Oh well.)

Vote: 5-6-0; Gary's amendment failed.

Clare Durand next moved to amend David Irving's amendment so that the Junior Development grants would be changed to \$15,000 and the new coaching item be

\$9600. Seconded by Gary Kraght.

Vote: 7-4-0; Clare's amendment passed.

Next we voted on David's now amended amendment to Randy's motion. (A vote for this would amend Randy's motion to state that a new line item be included in the operating fund under VP Competition for \$9600 called coaching and that Junior Development grants be changed to \$15,000.)

Vote: 8-2-1 passed.

Finally we voted on Randy's now amended motion.

Vote: 11-0-0 passed.

Jim Eagleton: made a motion to include \$5000 for TJOC pending the army contribution and that TJOC is actually held as a line item under Gary K. There was no second.

Jim Eagleton volunteered to be on the Junior Development Grant Committee.

There was a motion to approve the budget as amended (didn't get who). Walter Siegenthaler seconded.

Vote: 11-0-0 passed

The approved budget is appended.

b. Vice Pres for Competitions

i. Ranking Committee Proposal on mispunches/dnf's/overtimes

Clare Durand moved that the ranking rules be changed as per requested by Rankings Committee (see attached). Seconded by Sandy Fillebrown. There was a friendly amendment that this would be effective starting January 2007.

Vote: 11-0-0 passed

ii. Sanctioning committee proposal on map scales

Randy Hall made a motion to change the rules so that the map scale of 1:15000 is not a requirement but just a recommendation, effective Jan. 1, 2007 as proposed by the Sanctioning Committee (see attached). Greg Lennon seconded.

Vote: 11-0-0 passed

iii. Changes to eligibility rules for petitioners for WOC

Clare Durand moved to change the WOC team selection rules as proposed by the senior team (see attached). Sandy Fillebrown seconded.

Vote: 11-0-0 passed

iv. Proposal on Relay Rules changes

Clare Durand moved to change the relay rules as proposed by the Sanctioning Committee (see attached). Randy Hall seconded.

Vote: 11-0-0 passed

v. Proposal on IS scoring changes

This proposal is currently in the rules committee and no action was taken by the board at this time.

- c. OCIN's bid to host Intercollegiates at Flying Pig, March 16-18, 2007

Clare Durand moved to award the 2007 Intercollegiate Championship to OCIN, Gary Kraght seconded.

Vote: 9-0-2 passed

- d. Backwoods O Club, WRE event/US Team fundraiser, Umstead State Park, Raleigh, NC, 2-4 March 2007 & Trail O Championship (not received).

Clare Durand moved that we approve the WRE status for the middle day (details attached). Sandy Fillebrown seconded.

Vote: 11-0-0 passed

Frank Kuhn moved that we approve the US Trail O Champs to be held in RMOC. Clare Durand seconded. There was some discussion about the pros and cons of the competing bids between RMOC and BOK, and whether or not Mike Brooks was actually on board to set the course. Gary Kraght made a motion to amend that approval be done by the executive committee. David Irving seconded.

Vote on the amendment that the executive committee decide: 3-5-3 motion failed.

Vote on the motion to award the Trail-O Champs to RMOC: 2-7-2 motion failed.

Clare Durand moved that we award the US Trail O champs to BOK. Walter Siegenthaler seconded. Mike Brooks arrived at the meeting and indicated that he was very interested in setting the course.

Vote: 8-1-2 motion passed

- e. WRE at the 2007 Team Trials (SMOC)

Clare Durand moved that we award a WRE for the classic day at the Team Trials event hosted by SMOC. Sandy Fillebrown seconded.

Vote: 11-0-0 passed

- f. RMOC: 4/5 Aug (2 day classic A-meet); 8 Aug (Night O Champ); 9 Aug (Trail O Champ?); 10 Aug (Short Course Champ); 11 Aug (Long O Champ)

It was pointed out that the board can't award a championship to unsanctioned events. It was also pointed out that the board, at the August 2006 meeting, gave the executive committee the authority to approve any 2007 championship bids that come in. The executive committee will thus decide on these championship bids when and if the events are sanctioned.

## VII. Discussion Items

- a. Coaching Certification for Orienteering Levels Certificate Program (Bob Turbyfill). No funding requested.

This item was moved to the end of the agenda.

- b. Proposal for Video O Lessons on web through local club web sites

Sid Sachs has said he would help distribute and format videos on how to orienteer.

- c. Further discussion on Goal to "Develop more opportunities for Juniors, to attract/train Juniors to be competitive

This item was tabled.

VIII. Reminder of five very important Vacant Positions:

1. Nominating Chair
2. Youth (Program VP)
3. Sponsorship Director/Dir. Of Media Relations
4. Endowment Fund Marketing Director
5. College Development

We also need two new members of the Endowment Fund.

IX. Next BOD Meeting

Frank Kuhn moved that the next BOD meeting be held in conjunction with the March 2-4 Team Fundraising event in Raleigh, NC hosted by BOK. Sandy Fillebrown seconded.

Vote: 9-0-2 passed.

**ACTION ITEM:** Chuck will contact BOK and arrange for a meeting place.

Bob Turbyfill gave a presentation on a certification program for coaches and athletes. Details attached.

X. Adjournment

The meeting adjourned at 5:35pm.

Attachments:

- For publication in ONA and on the USOF website
- Agenda
- Tom Carr's letter of intent to apply for grant for TJOC
- Proposal for U.S. Orienteering Team Coach
- Proposed Budget for JWOC
- Proposed Rules Changes on Map Scales and Relay
- Operating Fund Budget
- WRE requests
- Proposed changes to Ranking Rules
- Bob Turbyfill's Coaching presentation

## **Attachments**

## For publication in ONA and on the USOF website:

Board Actions at the November 6, 2006 meeting:

- A 2007 budget was approved including the following:
  - \$15,000 in Junior Development Grants to be awarded by the newly formed Junior Development Committee chaired by Gary Kraght
  - \$9,600 for coaching relating expenses under VP Competition
  - An increase in the Junior Team fund to cover higher than usual travel expenses to JWOC
- Rules governing USOF Rankings were amended so that competitors who receive an MP, OT or DNF are given a ranking score of 0 for the course and not the course time limit plus 20 minutes.
- Rules governing sanctioning requests were amended so that the map scale for classic and long distance courses could be either 1:10,000 or 1:15,000 without needing special approval.
- Rules governing the US Relay Championship were amended so that a default point system was established and so that the hosting club would need to announce changes to this system at least 6 months in advance of the event.
- The 2007 Intercollegiate Championships were awarded to OCIN for their event March 16-18.
- WREs were awarded to the middle distance event at the Team Fundraiser hosted by BOK, March 2-4 2007 and to the classic distance event at the Team Trials hosted by SMOC, May 4-6 2007.
- The 2007 US Trail-O Championships were awarded to BOK for their event March 2-4.

Further details can be found in the full minutes of the meeting which are posted at <http://home.comcast.net/~rshannonhouse/>.

Agenda: BOD Meeting 11 November 2006

Ramada Inn, room 115, Hammonton, NJ

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- XI. Call to order & Secretary takes roll
- XII. Open Forum (5 minutes to any member to address the Board)
- XIII. Approval of Minutes
- XIV. Financial Report (if any before Budget)
- XV. Informational Items
  - a. Thank Endowment Fund Committee for their service
  - b. 2006 Fundraising Campaign Report on % of Board (Stephanie)
  - c. Kudos to GAOC for hosting Coaches Clinic
  - d. SAR course investigations underway
  - e. IOF decision on WOC representation is being revisited
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XIX. Next BOD Meeting

XX. Adjournment

## Letter of intent to apply for USOF grant

**For: Texas Junior Orienteering Camp**

**By: Thomas W. Carr** (NTOA President and Member, TJOC Board of Directors)

**Funds to be requested: \$5,000.00**

### Background:

Since 1999, the Texas Junior Orienteering Camp has been regarded by top U.S. orienteers as the best orienteering training camp in the country. It is a joint effort between the Army JROTC programs, NTOA, HOC, ALTOS and the Boy Scouts. Every year, 80 young people from Texas and Louisiana -- and sometimes other parts of the country or even other countries -- have spent a week of two-a-day training sessions and competitions at the Sid Richardson Scout Camp. The results of the camp are obvious: TJOC graduates, both male and female, are consistently selected for the U.S. Junior Orienteering team. They regularly represent the U.S. on our teams attending the Junior World Championships and the World University Orienteering Championships. And the U.S. Interscholastic Championships are dominated in both medals won and runners attending by students who have attended TJOC.

Unfortunately, this year TJOC faces financial difficulties due to a number of circumstances:

- In the past, TJOC and the JROTC programs that participate have received strong financial support from the Army 12th Brigade. However, Army budget restrictions related to the war have forced cutbacks that greatly affect the camp.
- Hosting facilities for the camp have increased in cost -- in some cases, by 100%.
- Public school schedules in Texas have changed such that TJOC must be held a week later and more expensive location.

As a result, we face a shortfall of approximately \$5,000, and are requesting financial assistance from USOF.

### Budget Summary for 2007:

#### Expenses

The total camp expenses predicted for 2007 are just over \$42,000. The major expenses are lodging and meals for 80 students and 25 staff at \$21,000 and \$14,000 respectively.



**Projected income**

Student fees: 80 x \$150	\$12,000
Staff fees: 25 x \$100	\$2,500
NTOA/HOC/ALTOS Club and individual donations	\$5,500
Donations and 2006 carryover	\$5,400
USOF: 80 x \$60	\$5,000
US Army 12 <sup>th</sup> Brigade	\$14,000

(Note: Projected income exceeds expenses to allow for budgeting error in predicted expenses.)

**TJOC 2007 is dependent on funds being obtained from both USOF and the Army 12<sup>th</sup> Brigade. Failure to obtain either of these funding sources would likely require us to cancel TJOC 2007.**

**Proposal from the Executive Steering Committee****Submitted by Peter Gagarin****U.S. Orienteering Team Coach**

## Job Description

**Qualifications:**

The coach must have a specific knowledge of the theory and fundamentals of the physical, mental (navigation), and psychological aspects of orienteering. This knowledge should include both the past and the current practices being done by the top teams and individuals in the orienteering world.

The coach will need to have the respect of the top US orienteers.

The coach needs to have the communication and inter-personal skills (both in person and via e-mail) to work successfully with all team members. The same skills are needed to work with other coaches in the development of the coaching program.

**Reports to:** Monthly progress reports to VP-Competition of USOF, with copies to the Junior Team Leader and the Senior Team's Executive Steering Committee.

**Duration:** One year, to be revised/extended with the agreement of both parties.

**Duties:**

1. **Development of a junior coaching program.** *Goal -- to develop a cadre of certified coaches who can train juniors up to the level where they are qualifying for the Junior Development Team.*

The coach will initiate the development of a program for training and certifying coaches for juniors. The coach will establish the criteria needed for someone to become a certified coach, and organize at least 4 clinics to train these coaches. These clinics may be held in conjunction with the training camps (see item #2).

**2. Organization of training camps.** *Goal -- in conjunction with local clubs, the coach will organize at least 4 regional/national training camps annually.*

These training camps will last from a weekend to a week. They will be primarily for members of the Junior Development Team and the Senior Standing Team, with the emphasis on orienteering at an advanced level, though they will be open to anyone as space permits.

**3. Individual coaching.** *Goal -- in the first year, establish one-on-one coaching relationships for at least 75% of the Junior Development Team and the Senior Standing Team members.*

The coach will either work one-on-one with members of the Junior Development Team and the Senior Standing Team to set up training programs and monitor and give feedback on them on at least a weekly basis, or ensure that members are working with another qualified coach who is doing the same.

**4. Preparation of JWOC, WOC, and World Cup teams.** *Goal -- To prepare individuals named to the JWOC, WOC, and World Cup teams for the specific demands of those events.*

As part of individual coaching, the coach will place special emphasis on working with individuals named to the JWOC and WOC teams. The coach does not have to attend international events or championships; if the coach does not, that the coach must coordinate training activities with the team leader for those events.

**5. Overall sense of a Team.** *Goal --the coach will work to further the sense that all team members are part of a Team, and that all teams and coaches are part of USOF.*

## Preliminary Budget

Expenses:

Salary: \$6,000 per year

Travel per training camp or coaching clinic -- \$400

Other expense per training camp or coaching clinic -- \$200

For 6 events -- \$3,600 (2 training camps, 2 coaching clinics, 2 joint camps/clinics.

Total -- \$9,600

Income:

It is expected that there will be some fees charged for attending the camps/clinics. The goal of each camp/clinic should be to be able to cover the travel/accommodation/food expenses of the coach, though this may not be possible in some cases. Any income generated will make it possible for more activities to take place within the same budget

## **Proposed Budget for JWOC**

### **Submitted by Caroline Fleming (for the Jr. Team)**

(1) Training week (June 30-July 6): \$364 (US) (\$475 Australian \$ per team member)

(2) JWOC (July 8-13): Class B accommodation \$458 (US) (\$600 Australian \$ per team member)

(3) \$2000 for 2 coaches travel expenses

(4) Uniforms - \$500

Total: \$10,700

\* Paying for 10 (6 boys, 4 girls) team members for one-week training camp & JWOC fees (class B accommodation) is about \$8200 (US).

\*\* Working on estimated transportation cost to/from Sydney and for training week

\*\*\* Costs not paid by USOF include flight (about \$1400 from CA but could get cheaper group rate?), visa, compass(?), transportation in Australia & for training week?

\*\*\*\* Based on exchange rate quoted on <http://www.xe.com/ucc/convert.cgi> on 10-26-06

## **Proposed Rules Changes on Map Scales and Relay**

### **Submitted by Randy Hall**

(These were approved and will take affect starting Jan. 1, 2007)

1. Map Scale Requirement Rules Change

\*\* Proposal to change from a requirement of 1:15000 to a recommendation that classic distance races be printed at either 1:10000 or 1:15000

Rule 22.4 states:

22.4 The scale shall be 1:15,000 and the vertical interval 5m. A different scale or vertical interval may be used if permission is obtained from the USOF Sanctioning Committee.

Recommend replacement of the text of 22.4 with the following (or equivalent):

22.4 For "Classic" or Long Distance Events the scale shall be 1:10000 or 1:15000 and the vertical interval 2.5m or 5m. A different scale or vertical interval may be used if approved by the USOF Sanctioning Committee. Map scales and contour intervals need not be the same on all courses (e.g. Blue/Red on 1:15000, others on 1:10000).

Proposal: Replace rule 22.4 with suggested text above.

Justification:

For years now, both within USOF and at sanctioned IOF Long races, both 1:15000 and 1:10000 scales have been used with both 2.5 and 5m contour intervals. For example, the World Cup Long race in France October 06, and NAOOC in Canada used 1:10000, 2.5m intervals on all courses. The 06 US Championships used 1:15000 scale for Red/Blue and 1:10000 for all other courses. This is a common and widely accepted procedure at US A-meets and the change in wording above formally states what is the status quo. This direct statement makes it clear that both the 1:10000 and 1:15000 are perfectly acceptable scales for sanctioned classic distance meets and brings this rule in line with the specific rules for map scales for:

Short (24.6.6 The map scale for Short Course Events shall be 1:10,000, and the vertical interval 5 m)

and

Sprint (24.7.2 Maps for Sprint events will be at 1:5,000 or 1:4,000 scale and may be of runnable park, streets or forest. Maps should endeavor to meet the specifications of ISSOM.

[see minutes of BOD meeting 12 Nov 2005, as these have not yet been updated in the USOF rules in the virtual binder yet]

2. Clarify "well in advance" Clause in Relay Rules

\*\* Reminder that a change to the US Relay Champs rule (34.5.3) was suggested and should to be placed on the books before we get any bids for the 2007 champs.

Rule 34.5.3 states:

34.5.3 The point teams and categories for a specific relay event, as decided upon by the event organizer(s), must be published well in advance and made available to all interested parties.

It is recommended that the text "well in advance" be replaced with a specific number (a time period) so there is no confusion. This date should be far enough in advance for clubs to form teams based on the proposed categories and for those team members to make travel arrangements. Recommend at a minimum 6 months (or preferably at the time of sanctioning). In the event that the US relay champs are sanctioned less than 6 months before the event is to take place or no public announcement is made prior to that time, the point teams and category format automatically revert to an established default point system, which should also be spelled out specifically in the rules (see proposed change below).

Proposal: Replace 34.5.3 with:

34.5.3 The point teams and categories for a specific relay event, as decided upon by the event organizer(s), must be announced at least 6 months before the race, preferably in the sanctioning application, and made available to all interested parties. If no such announcement is made, the point teams and categories for that specific event revert to the defaults described in 34.5.2

Justification:

Clubs need some amount of time to form relay teams based on the proposed point system for a given year's relay championships and additional time for the members of those teams to make travel arrangements. The proposed point system needs to be established "well in advance" so that there are no unexpected changes that might make a team ineligible after plane tickets have been purchased (for example). The words "well in advance" are subjective and should be replaced with a specific and ample time period.

### 3. Establish Default Relay Point System

\*\* To avoid confusion about what the "default" Relay point system is, that default system should be spelled out by rule.

Rule 34.5.2 currently states:

34.5.2 Teams shall be categorized by total points based on the orienteering age and gender of their members. The exact number of categories/points for a specific event shall be decided by the event organizers (see 34.5.3 below).

EXAMPLE:

Ages 17-20 or 35-49 receives 1 point

Ages 15, 16 or 50-59 receives 2 points

Under 15 years of age or 60 and older receives 3 points

A female orienteer receives 2 points, in addition to any age points.

[15-year old female = 4 points; 47 year old male = 1 point;

23 year old male = 0 points]

Proposal: change the text of 34.5.2 to the following (or equivalent):

34.5.2 Teams shall be categorized by total points based on the orienteering age and gender of their members. The exact number of categories/points for a specific event shall be decided by the event organizers (see 34.5.3 below).

In the event that no specific category/point system is established by the event organizers prior to the time limits set forth in rule 34.5.3, this following default category/point system is to be followed:

Ages 17-20 or 35-49 receives 1 point

Ages 15, 16 or 50-59 receives 2 points

Under 15 years of age or 60 and older receives 3 points

A female orienteer receives 2 points, in addition to any age points.

[15-year old female = 4 points; 47 year old male = 1 point;

23 year old male = 0 points]

Team point categories are as follows:

4-point

8-point

12-point

Justification:

A default category/point system for the US Relay championships needs to be spelled out explicitly by rule in the event that event organizers do not wish to establish or do

not establish in a timely manner (34.5.3) their own system for a given year. Not having a specific default category/point system has led to confusion in the recent past. Establishment of a default system (or at least accepting the current de-facto system) will lead to a uniform set of US Relay championships results which can be compared from year-to-year in a consistent manner.

<b>Operating Fund Budget</b>	<b>2007 Budgets - Passed</b>	
Beginning balance		78,000.00
<b>Income</b>		
Membership	30,000.00	
Club dues	12,500.00	
Sanctioning/Surcharges	15,000.00	
Interest	10,000.00	
Contributions	5,000.00	
Sponsorships	0.00	
Coaching/Navigation Certificate program	450.00	
Endowment Fund transfer	3,200.00	
<b>Total Income</b>		<b>76,150.00</b>
<b>Expenses</b>		
Bank Charges	0.00	
Supplies/Printing	2,000.00	
Postage	1,200.00	
Telephone	1,200.00	
Office Support	12,000.00	
IOF/USOC/VA dues	1,650.00	
Total Office expense		18,050.00
ONA		25,000.00
President	100.00	
Ad hoc committees	0.00	
Endowment Fund Promotion	0.00	
IOF Travel Support	500.00	
Subtotal President	600.00	
Secretary	25.00	
VP Administration	500.00	
Fundraising	1,000.00	
Convention Grants	2,000.00	
Subtotal VP Admin	3,500.00	
VP Club Services		
Committees	200.00	
Junior development grants	15,000.00	
Subtotal VP Club Services	15,200.00	
VP Competition		
Committees	200.00	
WRE fees	800.00	
Event software for the Foot O Team	625.00	
Coaching expenses	9,600.00	
Foot-O Team Support	3,000.00	
Ski-O Team Support	2,000.00	
Junior Team support	7,000.00	
Championship Awards (xfer to CompFn)	2,000.00	
Subtotal VP Competition	25,225.00	
VP Marketing		
VP and committee expense	1,000.00	
Membership in Allied Organizations	0.00	
Exhibit Fees	0.00	
Publications and Printing	0.00	
Recognition Awards	0.00	
Website and listserv	500.00	
Subtotal VP Marketing	1,500.00	
VP Program Development		
Committees	500.00	

Coaching/Navigation Certificate progra	325.00		
Transfer to College Development	1,000.00		
New club development (xfer to PDF)	0.00		
Subtotal VP Program Development	1,825.00		
Total Committees		47,875.00	
Total Expenses			90,925.00
Surplus/Deficit			(14,775.00)
Ranking Software Development	0.00		
Total Special Projects		0.00	
Operating Fund Ending balance			63,225.00

**Restricted Fund Budgets**

**Foot-O Team Fund Budget**

Beginning balance			8,900.00
Income			
Contributions	4,000.00		
Fundraising	7,500.00		
Transfer from Operating Fund	3,000.00		
Team Trials	0.00		
Other income	0.00		
Total income		14,500.00	
Expenses			
Team News	0.00		
Training camps	2,000.00		
WOC Expense	10,000.00		
World Cup entry fees	2,000.00		
Uniforms	2,000.00		
NA Champs	0.00		
Part-time Coach	0.00		
Misc/Admin/Coach	800.00		
Total expense		16,800.00	
Ending balance			6,600.00

**Junior Team Fund Budget**

Beginning balance			2,200.00
Income			
Transfer from Operating	7,000.00		
Fundraising	1,000.00		
Contributions	3,500.00		
Total income		11,500.00	
Expenses			
Domestic training camps	0.00		
JWOC training camp	0.00		
Lodging/entry fees	8,200.00		
JWOC travel grants	3,600.00		
Domestic travel grants	500.00		
Uniforms	500.00		
Other expenses	200.00		
Total expense		13,000.00	
Ending balance			700.00

**Ski-O Team Fund Budget**

Beginning balance			5,500.00
Income			
Transfer from Operating	2,000.00		
Fundraising	0.00		
Contributions	2,000.00		
Total income		4,000.00	
Expenses			
World Champs entry fees/accomodations	2,000.00		
Travel assistance	2,000.00		

Other expenses	0.00		
Total expense		4,000.00	
Ending balance			5,500.00

**Trail O Team Fund**

Beginning balance			500.00
Income			
Fundraising	0.00		
Contributions	500.00		
Total income		500.00	
Expenses			
World Champs entry fees/accomodations	600.00		
Travel assistance	0.00		
Other expenses	0.00		
Total expense		600.00	
Ending balance			400.00

**O In Schools Fund**

Beginning balance			26,300.00
Income			
Contributions	100.00		
O for Teachers sales	2,500.00		
Total income		2,600.00	
Video production	0.00		
Transfer,->CollDevF	1,000.00		
Other expenses	300.00		
Expenses		1,300.00	
Ending balance			27,600.00

**Program Development Fund**

Beginning balance			6,100.00
Income			
Contributions	300.00		
Program Income	200.00		
Transfer from Operating	0.00		
Total income		500.00	
Expenses			
Club Development Comm.	500.00		
Reprint "Sport of a Lifetime" brochures	2,500.00		
Grants & loans	500.00		
Other expenses	0.00		
Total expense		3,500.00	
Ending balance			3,100.00

**College Dev Fund**

Beginning balance			2,100.00
Income			
Contributions	100.00		
Fundraising	1,000.00		
Transfer from Operating Fund	1,000.00		
Transfer from O in Schools	1,000.00		
Total income		3,100.00	
WUOC expenses	0.00		
Travel grants	500.00		
Club assistance	500.00		
Other expenses	400.00		
Expenses		1,400.00	
Ending balance			3,800.00

**Sponsor & Marketing Fund**

Beginning balance			8,500.00
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Income			
Sponsorships	0.00		
Video Distribution	0.00		
Contributions	100.00		
Total income		100.00	
Expenses			
Sponsorship Expenses	0.00		
Sponsorship Distributions	0.00		
Compass Insert Brochures	5,000.00		
Photo library/shoot	600.00		
Total expense		5,600.00	
Ending balance			3,000.00

**Insurance Fund Budget**

Beginning balance			81,200.00
Income			
Club fees	23,500.00		
A meet fees	0.00		
Total income		23,500.00	
Expenses			
Premiums	19,000.00		
Rebate to clubs	10,000.00		
Total expenses		29,000.00	
Ending balance			75,700.00

**Competition Awards Fund**

Beginning Balance			2,800.00
Transfer from Operating Fund	2,000.00		
Shipping to Clubs	100.00		
Championship Award medals	0.00		
Ending Balance			4,700.00

**E-Punch Fund Budget**

Beginning Balance			3,500.00
Income			
Contributions	0.00		
Transfers from Operating Fund	0.00		
E-punch rental fees	3,500.00		
Total Income		3,500.00	
Expenses			
E-punch shipping	500.00		
Equipment purchases/maintenance	2,000.00		
Total Expenses		2,500.00	
Ending Balance			4,500.00

**Map Loan Fund**

Beginning cash on hand			42,400.00
Income			
Contributions	1,000.00		
Loan repaid - Clubs	0.00		
Total Income		1,000.00	
Expenses			
Map loans	12,000.00		
Total expense		12,000.00	
Ending cash on hand			31,400.00

**Map Grant Fund**

Beginning cash on hand			4,000.00
Income			
Contributions	100.00		
Total Income		100.00	
Expenses			
Map grants	2,000.00		
College map grants	2,000.00		
Total expense		4,000.00	

Ending cash on hand		100.00
<b>Investment (Endowment) Fund</b>		
Beginning Balance		50.00
Life memberships	2,000.00	
Contributions	1,500.00	
Total Income		3,500.00
Transfer to Endowment Fund, Inc.	3,500.00	
Total Expense		3,500.00
Ending balance		50.00
<b>USOF Fund Totals</b>		
Beginning balance		269,450.00
Ending balance		226,175.00

## WRE Requests

### Submitted by Clare

Excerpted from E-Mail:

>Below is the approved sanctioning application for the team trials hosted  
>by SMOC. The board will be voting on approval of a WRE as part of this  
>event (on the classic day - Vlad please correct me if this is wrong).

One day WRE Classic. Additional WRE Middle if and only if  
(1) IOF indeed allocates extra 3 events for North America, (2)  
an agreement is worked out with COF on how to divide the three. The  
Team Trials fits the profile of an event of regional importance.

Vladimir

## Proposed changes to Ranking Rules

### Submitted by Sandy Fillebrown

(These were approved and will take affect starting Jan. 1, 2007)

In the USOF Rules change 50.2.1 from

"Persons who are disqualified (except as in section 50.4c & 50.4d), do not finish the course, or who are overtime are assigned a time equal to the competition time limit

(usually 180 minutes), plus 20 minutes."

to

"Persons who are disqualified (except as in section 50.4c & 50.4d), do not finish the course, or who are overtime are assigned a Daily Ranking Score of 0."

# Coaching Presentation by Bob Turbyfill

## APPENDIX X

### UNITED STATES ORIENTEERING FEDERATION

#### APPLICATION FOR COACHING ACCREDITATION – LEVEL 2

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

#### I. IDENTIFICATION:

Name: \_\_\_\_\_ age: \_\_\_\_ Club \_\_\_\_\_ USOF# \_\_\_\_\_

Address: \_\_\_\_\_ phone \_\_\_\_\_ (H)

\_\_\_\_\_ phone \_\_\_\_\_ (W)

Type of employment: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Number of years: Coaching Orienteering \_\_\_\_ Member of USOF \_\_\_\_ Level 1 Certified \_\_\_\_

#### II. REQUIREMENTS: (List dates, places, people) (Use back of sheet if needed)

##### 1. Attend and participate in some of the following Level 2 Activities -

(participation required is a minimum of 45 hours but no more than 15 hours in any single event)

- a. Design and set, or design and vet, O meet or O training courses. **(required)**

Event(s) \_\_\_\_\_

Date (s) \_\_\_\_\_ Time (s) \_\_\_\_\_

b. Complete an appropriate course for your age group. **(required)**

Event(s) \_\_\_\_\_

Date (s) \_\_\_\_\_ Time (s) \_\_\_\_\_

c. Organize/participate in delivering a Junior Training Camp.

Event(s) \_\_\_\_\_

Date (s) \_\_\_\_\_ Hours \_\_\_\_\_

d. Organize and or participate in delivering a Level 1 Workshop.

Location \_\_\_\_\_

Date (s) \_\_\_\_\_ Hours \_\_\_\_\_

e. Coach at least one Junior for a minimum of one year.

Your statement briefly describing coaching given and to whom:

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Date (s) \_\_\_\_\_ Hours \_\_\_\_\_

Attach a statement from the Athlete describing the help he or she received and his or her perception of the value it gave to his or her results.

f. Upgrade an existing orienteering map, or map a new area.

Location \_\_\_\_\_

Date (s) \_\_\_\_\_ Hours \_\_\_\_\_

Attach a copy of the finished map. Circle areas worked on.

g. Complete any college level coaching course.

Course name & number and institution. \_\_\_\_\_

Date (s) \_\_\_\_\_ Hours \_\_\_\_\_

Attach a copy of the completion certificate.

**2. Graduate from The USOF Coaching Orienteering Level 1 course of Instruction - (required)**

Date \_\_\_\_\_

Attach a copy of the completion certificate.

**3. Establish proven results against navigation standards by accomplishing one of the following - (required)**

1. Coach one or more athletes that placed in the top 3 individually at a State, Regional or National Cross Country Orienteering Event on an Orange or higher courses (distance nonspecific on foot-, mountain bike-, or skis-O) or...
2. Coach five or more athletes at a State, Regional or National Championship Cross Country Orienteering Meet who certify as Pathfinder or Expert (classic distance on foot only, not necessarily at the same time or at the same event).

Event(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

# Orienteering Coaches Instructions

## For Navigation Certification

To process a request for certificates you will have had five documents submitted to you.

1. The Request form.
2. A list of the requested athletes and their statistics with names correctly spelled
3. An official listing of results with posted straight line distance from either an "A" or "B" meet. There should also be a straight line distance certification notice written on the results.
4. A verification of independent effort statement signed by the requestor.
5. One check that includes \$2.00 per certificate requested for USOF members \$3.00 for adult members or non- USOF Juniors and \$10 for adult nonmembers.

All of the blank forms described should be found on line at the USOF web page.

**Your task is to:**

1. Check the documentation you received for errors and submit only the first and second documents to Bob Turbyfill either electronically (MS Word or Adobe files) or through the mail. The check made out to "USOF Nav Cert" goes to Robin Shannounhouse and needs to be mailed directly to her. The Certificates will not be processed until she has the check with a copy of the request form (**top page only**).
  
1. Verify the information provided in the Request forms and on the listed name sheet with the official results.
  1. To make the **time judgments** quickly and simply, multiply the straight line course lengths of Orange, Brown, Green, Red and Blue courses by 15, 12 and 10. Use the Calculation spread sheet found on the USOF web page and the calculations will occur automatically as you enter the validated distances (if you have Microsoft Excel). The spread sheet that looks like the model below (actual spread sheet provided separately). If you do your own calculations, because each tenth of a minute is 6 seconds, multiply the whole numbers by the standard time and add to it each decimal multiplied by 6 seconds to get the actual time in minutes and seconds.
  2. **Navigators** must break the 15 minute per kilometer (time you have calculated on orange or higher). **Pathfinders** must break the 12 minute per kilometer (time you have calculated on Brown or higher). And, **EXPERTS** must break the 10 minute per kilometer (time you have calculated on red or blue) to qualify for certification.
  
1. If you notice a spelling is difference in the name from the results and if the submitter does not tell you that the change was made intentionally in a note in the comments section of the application form you may want to call them to verify.
  
1. Mark through any changes you wish to make or show them with the track changes function on your software, if submitted electronically, and forward the top two documents to Bob Turbyfill either electronically or by snail mail. **Note:** Make sure **your mailing address** is on the package you send to Bob Turbyfill. He will be mailing the completed certificates back to you.
  
1. Receive, sign and disseminate the certificates Bob Turbyfill mails back to you.

COURSE	LENGTH X	TIME =	RESULTS
ORANGE Nav		15	
BROWN Nav		15	
Pathfinder		12	
GREEN X Nav		15	
Pathfinder		12	
GREEN Y Nav		15	
Pathfinder		12	
RED X Nav		15	
Pathfinder		12	
EXPERT		10	
RED Y Nav		15	
Pathfinder		12	
EXPERT		10	
BLUE Nav		15	
Pathfinder		12	
EXPERT		10	

## **STRAIGHT LINE DISTANCE VERIFICATION**

### **PROCEDURES**

When you are at a meet you may be asked to verify the straight line distances on the courses that could qualify for certification.

To guide you in this process you should be aware that not all computer generated measurements have been found to be accurate. Therefore:

1. Check the legend to insure the map was drawn using International Orienteering Federation (IOF) standard symbols.
2. Ask how the distances posted on the clue sheets were obtained.
3. Check the scale on the map with a scale from your compass.
4. Measure the straight line distance from the center of the triangle through the center of each circle to the center of the double circle using the edge of a piece of paper and comparing to a standard scale for Orange through Blue courses.
5. If you have greater than a 1% difference or 10 meters per Kilometer (K) on any course of less than 10K, ask someone to re-verify with you and give the results to the meet director for change to the published results.
6. If the course is longer than 10K the difference should not exceed 100Meters regardless of the length.
7. If the distance measured by the Course Designer is greater than your distance measured, but **does not exceed the 1% rule**, drop it and move on.
8. For all other cases use your best judgment for adjudication.

## **UNITED STATES ORIENTEERING FEDERATION (USOF)**

### **NATIONAL NAVIGATION CERTIFICATION PROCESS**

Q: How do I get Certificates for my athletes?

A: Requesters must fill out a Navigation Certificate Request Form (see attached forms) and provide two additional artifacts as proof of standards met for each athlete for whom a request is made. Requesting officials may get forms from the USOF with all applicable request forms on line at \_\_\_\_\_.

Q: What events are used as qualification events or are there any standards?

A: Only classic length courses at USOF Sanctioned "A" meets or USOF Recognized "B" Meets conducted on an International Orienteering Federation (IOF) standard map qualify for Certification purposes.

Q: Is there a waiting period after an event before I can make a request?

A: No request may be filed with a Certified Coach until the official results of the qualifying event are published either on the local club or USOF web page.

Q: What is the Cost of Certification?

A: Write one check for the total amount of \$2.00 for EACH certificate requested for each USOF Junior member \$3.00 for each adult and NON USOF Juniors and \$10.00 for adult nonmember made out to USOF Nav Cert.

Q: Who can certify my athletes?

A: All Nationally Certified Level 1 and Level 2 Coaches with current USOF membership are the only persons authorized to validate and sign an official USOF Navigation Certificate. Certified coaches are not allowed to certify their own athletes. They must request for certification through another certified coach. A list of current Certified Coaches is posted on the USOF web site under \_\_\_\_\_.

Requests may be submitted electronically with signed forms scanned into an electronic document. No request should be submitted or will be honored until all documentation is present.

ARTIFACTS

1. A copy of official meet results (must include course lengths and a certification of verified lengths statement).
2. Written statement that the requestor has interviewed each athlete individually and asked if the nominee has achieved the official results completely on their own or if they received assistance from anyone else.

Q: What happens if a certificate gets messed up or has an incorrect spelling?

A: Replacement certificates may be obtained by returning the original certificate to the address noted on the back of each certificate with a \$3 check for USOF Junior members \$4.00 for USOF Adult members and Junior nonmembers and a \$15 check for **all** adult nonmembers made out to USOF Nav Cert. The finished certificate will be mailed from the original Certifying Coach for valid signature if that person is available or from the USOF Coaching Certifier.

**UNITED STATES ORIENTEERING FEDERATION  
(USOF)  
NAVIGATION CERTIFICATION REQUEST FORM**

**ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Phone #s:** \_\_\_\_\_

**CERTIFICATE LEVEL    QTY**

**NAVIGATOR**            \_\_\_\_\_

**PATHFINDER**            \_\_\_\_\_





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USOF MEMBERS \_\_\_\_\_ X \$2.00 = \$ \_\_\_\_\_

NON USOF Juniors \_\_\_\_\_ X \$3.00 = \$ \_\_\_\_\_

USOF ADULT Members \_\_\_\_\_ X \$3.00 = \$ \_\_\_\_\_

NON USOF ADULTS \_\_\_\_\_ X \$10.00 = \$ \_\_\_\_\_

Totals Applicants \_\_\_\_\_ Check Amount \$ \_\_\_\_\_

### ATTACHMENT III

#### STATEMENT OF VALIDATION OF INDIVIDUAL EFFORT

I, the undersigned, verify that the person(s) for whom I am requesting Navigation Certification(s) completed their test of skill on a International Orienteering Federation (IOF) standard map at a United States Orienteering Federation(USOF) Sanctioned "A" or Recognized "B" Meet. I further verify that I have asked each person individually for whom I am requesting a certificate on **Attachment I** if the posted official results represent the fruits of their individual effort or if, in fact, they received assistance from someone else in obtaining their final results. All persons listed represent only those who have indicated they have not received any assistance from others in obtaining their results.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
NAME (Print or Type)

\_\_\_\_\_  
Title

## TAKEN FROM THE USOF Course Design Guidelines

(modified)

#### Classic Cross Country Orienteering Straight Line Distance Standards

Determine the "Straight Line Distance" on all of certifiable courses. Using the map, measure the course lengths in meters from the center

of the triangle to the center of the double circle. Use the data in the table to determine whether the course is within classic course length standard.

Course	Course Length	Anticipated Winning Times
Orange	4.5-7 km	50-55 min
Brown	3-5 km	45-50 min
Green	4.5-7 km	50-55 min
Red	6-10 km	60-65 min
Blue	8-14 km	75-80 min

## Calculations

MINUTES PER KILOMETER CALCULATOR			
COURSE	LENGTH x	TIME =	RESULTS
ORANGE Nav	0.000	0:15:00	0:00:00
BROWN Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
GREEN X Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
GREEN Y Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
RED X Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
Expert	0.000	0:10:00	0:00:00
RED Y Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
Expert	0.000	0:10:00	0:00:00
BLUE Nav	0.000	0:15:00	0:00:00
Pathfinder	0.000	0:12:00	0:00:00
Expert	0.000	0:10:00	0:00:00
<b>INSTRUCTIONS:</b>			
1. In the Length column only fill in the verified lengths in the white spaces only.			
All other spaces will fill in automatically and the calculations will happen automatically.			
2. To validate standards the results has to be faster than the times posted in the RESULTS column.			
<b>NOTE: DO NOT UNPROTECT SHEET!!!</b>			

[Back to Minutes](#)