

EQUIPMENT MANAGER'S JOB

Overview of Equipment Manager's Role

- The Equipment Manager
 - transports the equipment from the VRA Store to the Rogaine location,
 - sets up the equipment at the Hash House site at the beginning of the event,
 - looks after the equipment during the event and
 - transports it back to the equipment store at the end of the event.
- It is essential to have at least one, preferably more helpers to load and unload the truck at the store. Some of the equipment/trolleys are heavy and at least 2, preferably 3, people are required to move them safely. (Ask the volunteer co-ordinator or get them from the list of volunteers for the event) Helpers will nearly always be available at the HH site to help unload and erect the equipment at the HH site at the event.
- Usually
 - the equipment manager hires the truck
 - And the equipment is transported to the site the day/evening before the event.

Before The Event

- **2 Weeks Prior.**
 - Find out from the Event Coordinator what equipment is required, the event location and get a site plan of where to put the tents at the hash house site or if a person who knows the site will be there when the truck arrives, and if the water storage tanks or filling water drop drums are required and where a water tap will be available.
 - Find out who will help you load the truck
- **1 week prior,**
 - Organise the hire of a truck to take the equipment - to be picked up on the day before the event.
 - The VRA usually hire trucks from Budget as they allow you to drive on gravel roads.
 - The truck needs to have a hydraulic or electrically lifting tailgate to assist you to lift some of the heavy equipment. (All caged trolleys and the peg trolley are too heavy for 2 people to lift into the truck)
 - You will need to put the hire cost on a credit card and take out the highest insurance cover available.
 - Hire the biggest truck you can that can be driven with an ordinary license. (Budget call their truck a "4.2m moving van")
 - Most hire firms need the hirer and driver to be over 25 years of age. Check with them. (At the time of writing, Budget also hired to people from 21 to 25 for an additional fee)
 - Get the key to the storage unit. It is available from:
 - Grant Jeffrey, Pascoe Vale, 0427 777633, gjeffrey@connexus.net.au
 - Don Baker, Ashburton , 0413-623-677, donbaker@westnet.com.au
 - Peter Chen , Mulgrave, 9795-3030, ainspete@tpg.com.au
 - Kelly Lane, Kelly.Lane@aecom.com
 - It is anticipated that additional people will also hold keys.
- Ask the above keyholders for the PIN number to gain access to the Store facility

VRA Storage Unit Location -

Storage Company

Public Self-Storage, 7 Ashley Street,
Braybrook, 3019. Melways 41E3

Their phone number is (03) 9689 8322

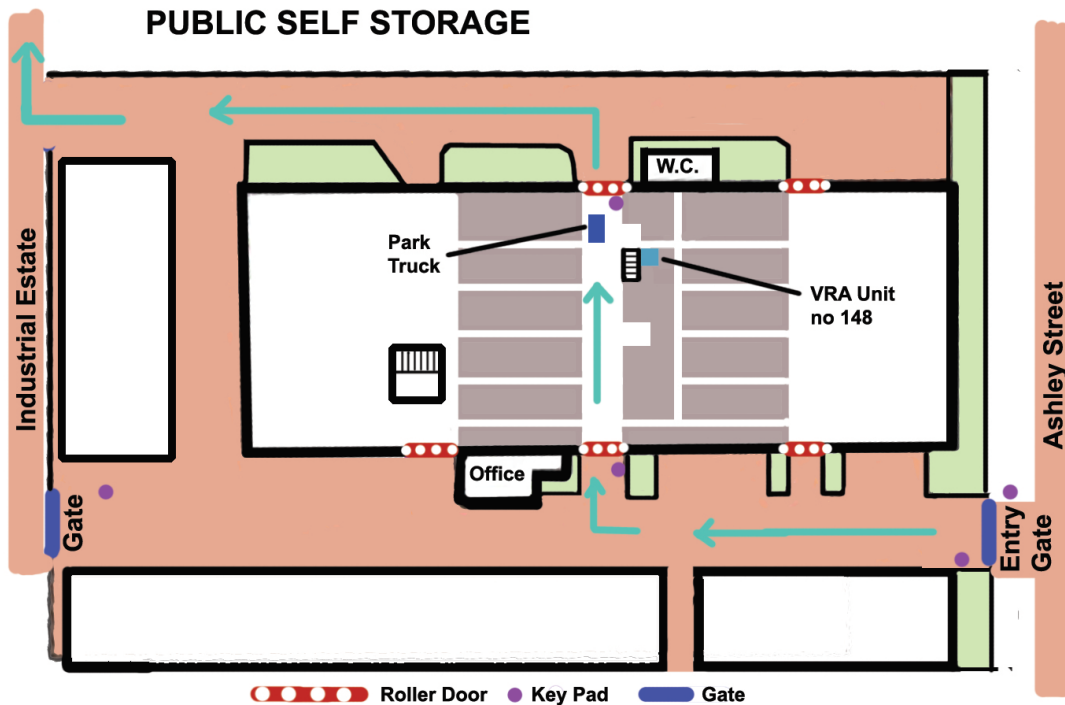
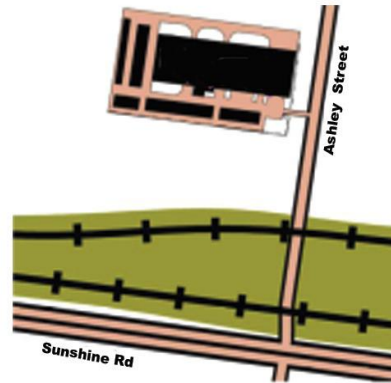
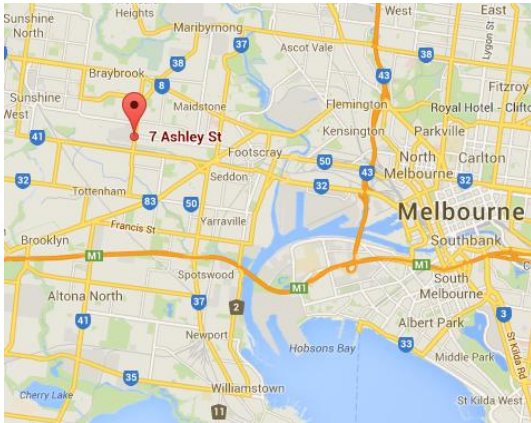
Our Unit

Unit number 148

Agreement number 12851

Size 5.2 x 3 x 3

(Storage facility open 24 hrs – office hours 8am-6pm M-F, 9-5Sat, 10-4Sun)



On Arrival At the Store

All vehicles - Enter our PIN, including * and #, at the PIN keypad post on the outside of the storage facility front sliding gate. This is a security measure and must be done even if the gate is open. (The VRA gets fined \$100 if we don't PIN in and PIN out) Do not follow other cars through. Ask the person who gave you the key for the PIN number

- Building in which our store unit is located is accessed by a big roller door just before (east of) the office. (The office is on the right of the road driving into the storage facility. Roller door is about 60m west of facility entrance)
- Open the roller door using our PIN on the roller door keypad, located on a post near the door.
- Drive the truck (or park and walk if helper) through the roller door and park in the unloading lane.
- The VRA storage unit (unit No. 148) is on the ground floor about in the middle of the building, adjacent to the stairs.
- You will need a key for the padlock on the store unit.
- Toilets are also inside the building (middle of north side)

Loading Procedure

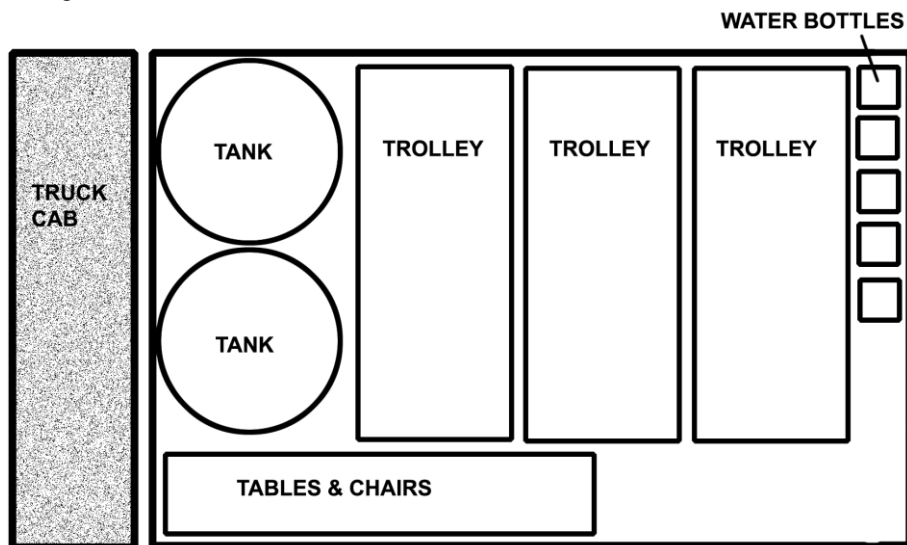
- Most equipment in the store, except the orange canvas autotent and its poles (both in separate white vinyl bags), is needed for most events. Ask the event Coordinator what is not need.
- You will need 2 people to push trolleys and load and unload the truck.
- Wheel trolleys out of store unit, to the truck. Use the storage facility trolleys, (usually located near the lift, west of our store and towards the southern wall of the facility), to help move our loose items such as tent poles. Remember to bring the 2 yellow ended marquee poles hanging horizontally on the wall.
- Don't put the table trolley in the truck. Load the tables and chairs directly into the truck
- If required, put water tanks in the front of the truck first Do not fill the tanks whilst the trolleys are in the truck as this will put the truck's weight over its registered legal limit. If water tanks are to be filled, unload trolleys at the hash house. Find a water supply point. Drive truck with only the tanks in the truck to the fill point and fill with no trolleys in the truck..
- If requested by event co-coordinator, remove the water drop drums from the trolleys and fill at a location away from the store. Put them back loose in the back of the truck as the last item in, not back in the trolleys (too heavy).
- **When lifting the trolleys using the truck tailgate**
 - Put the trolleys onto the truck tailgate with Red painted side of trolley to the rear of truck (red painted side has 5th wheel under it to stop it toppling on the tailgate)
 - Use the blue / red G clamp and timber bar designed to stop the trolleys rolling off the truck tailgate. Instructions and photo on procedure is on each trolley.
 - **STAND TO THE SIDE OF THE TROLLEYS WHEN THEY ARE BEING LIFTED BY THE TAILGATE.**
 - **DO NOT STAND BEHIND THE TROLLEYS WHEN THEY ARE LIFTED, TO PREVENT BEING SQUASHED IF THEY TOPPLE.**
 - **IF THE TROLLEYS TOPPLE, DO NOT ATTEMPT TO STOP THEM. LET THEM FALL, - BETTER DAMAGE TROLLEYS THAN YOU BEING SQUASHED.**
- When the trolleys are in the truck, **PUT ACCESSIBLE TROLLEY BRAKES ON AND TIE TROLLEYS IN POSITION** and possibly wedge trolleys in place in truck to prevent trolleys from sliding about when the truck is being driven. Trucks roll when their loads shift.

Departing The Storage Facility

- Close and lock the storage unit
- Drive the truck forwards, north towards the exit roller door.
- **ESSENTIAL - You must re-enter the PIN at the exit keypad when leaving the facility (This is a security measure. The VRA gets fined if you don't)** The PIN out keypad is located on the wall inside the building on the RHS (east) side of the access lane, near the exit roller door. The roller door will automatically open once you have PIN out.
- Drive through the opened roller door, Turn left (west, away from Ashley St) at T intersection, Then turn right (north) at next T intersection, then turn right (east) at next T intersection and drive to the exit gate into Ashley St. The exit gate will automatically open when you drive up to it.
- Other helpers can also exit via the way they came in. **(If exiting by the way you came in, you must also PIN out-** Use keypad just inside the facility on the south side of road)

Truck plan

The diagram illustrated how best to load the truck



Place the marquee poles, garden stakes, auto tent poles etc under the trolleys

At the event.

- On your way to the event put out the VRA direction signs and 'Walkers on Road' signs at locations indicated by the event co-coordinator. If in doubt, don't put it out.
- Unload the truck completely at the hash house site.
- Erect the admin tent, catering and tea/coffee marquees, pantry tent and any other tents required. Remember the admin tent and its tables need to be ready well before admin opens, usually 2 or 3 hours before the start of the event.
- Set up the tables in admin and catering. Help set up BBQ's, urns, sinks and burners and put catering equipment in the catering marquee. (The BBQs, gas cylinders, sinks and water heater are transported by separate trailer by Brett Sparkes)
- Other tasks you may need to help with are to keep toilet paper supplied to the toilets and ensure the toilets don't run out of water, wash cooking gear, help set up and change hand and dish wash water, dig a fire pit hole and collect firewood for a fire for competitors, refill the drinking water containers. Many of these jobs will be ongoing throughout the event and shared with other HH helpers.

After the event

- At the end of the event you will need to help put the equipment on trolleys and load the truck.
- Drive the equipment back to the storage unit at Braybrook, unload and return the truck to the hire firm.
- Remember to collect the VRA direction signs and 'Walkers on Road' signs if required.
- If the canvas tents are wet, they will need to be hung out to dry at a separate location. Chat with competition manager or other committee members on how this can be done / who to do it.
- Take the lids and taps off the water containers so they dry before putting them in the trolley.
- Make sure all the food boxes etc. have lids firmly attached and the lids can be fully closed so vermin does not get into it. **Give away or throw out (don't store) any opened perishables.**
- After the event you will need to fill in a "VRA expense claim form" available from the VRA website (Resources / Documentation / Administration / Expenses claim form) and send it with all receipts for expenses to the Event Treasurer Vic Sedunary 19 Hillside Road Rosanna 3084.
- Please return the storage unit key to the person you got it from.
- Thank you for a job well done and don't forget to collect your T Shirt and free entry coupon to the next event.

Suggested Packing Arrangement for Trolleys

Do not pack trolleys more than 50mm above the top bar of the trolley. Otherwise will not fit in truck.

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| <p style="text-align: center;"><u>Trolley A</u></p>  | <p style="text-align: center;"><u>Trolley A</u></p> <p><u>Top Level</u></p> <ul style="list-style-type: none"> • Small tent pegs boxes & tent rope containers • 2 x Hot Water Urns • Bunting and string boxes • Red lidded blue drum containing water drum fittings • Water pumps in a plastic box • Water hoses and hose reel • If space available, first aid packs and boxes first aid stretchers, fire extinguishers. • Fill remaining space with water drums and buckets <p><u>Bottom Level</u></p> <ul style="list-style-type: none"> • Big 2 pole & 3 pole Marques • 2 x green and white admin tents • Yellow (2 pole) & red / white 3 pole) marquee side walls, • Plastic Groundsheets • VRA banners and flags • Maybe first aid stretchers |
| <p style="text-align: center;"><u>Trolley B</u></p>  | <p style="text-align: center;"><u>Trolley B</u></p> <p><u>Top Level</u></p> <ul style="list-style-type: none"> • Big toilet paper plastic box • Plastic boxes that are hard to fit (too high) in lower levels, incl food • Plastic box of tea towels • 1 x milk crate of cleaning detergent / hand wash / scourers / dishcloths / brushes • Maybe first aid stretchers <p><u>Lower Levels</u></p> <ul style="list-style-type: none"> • All food if possible • All loose food including 3 kgs tins and boxes of milk, custard and fruit cake • All plastic boxes and lids (containing food, cooking utensils, knives, chopping boards, plastic bags / gloves / cling wrap, etc) • Maybe first aid box and daypacks • DO NOT PACK PERISHABLE FOODS OR OPEN FOOD PACKETS – DISCARD OR GIVE AWAY |
| <p style="text-align: center;"><u>Trolley C</u></p>  | <p style="text-align: center;"><u>Trolley C</u></p> <p><u>Top Level</u></p> <ul style="list-style-type: none"> • All big serving dishes and cooking pots • Big wood pot stirrers & spud masher • Fill remaining space with water drums and buckets <p><u>Bottom Level</u></p> <ul style="list-style-type: none"> • Fridge (Make sure it is clean and dry inside. If still wet inside, wedge lid open) • Trestle table legs |

Equipment Not Put Into Trolleys

- Canvas tent poles
- Table tops (these are put into the table trolley when the table tops are put back into the store)
- Admin Chairs (these are put into the table trolley when the table tops are put back into the store)
- Remaining water drums
- Big 500 litre water tanks
- Wooden tomato stakes / steel stakes / 2 eared post driver
- Hand wash walking frame
- Big marquee wood box peg trolley
- Big Marquee tent poles 3x2 plus 2x2
- Hand trolley
- Shovel / mattock / brooms
- Foot wash mats / trays / metho