



Victorian
Rogaining
Association
Inc.

Event Cancellation Procedure

What to consider, when to consider it, and how to cancel a VRA rogaine.
Cancellation is either before or during an event.

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vra.rogaine.asn.au

PROCEDURE TO CALL OFF AN EVENT – ONLY PRIOR TO EVENT



Determine the stage at which the cancellation decision is made, as this determines actions required.

Refer to the Safety Manual on how to cancel during the event.

Deciding to call off an event

Undertake these tasks with careful deliberation. The VRA has cancelled events before due to environmental risks (threat of bushfire mainly). Place competitor and volunteer safety first, public safety next, then the reputation of the VRA, VRA assets and all others last. If in doubt, cancel early and cancel without regrets. The VRA committee will use the below factors to determine the cancellation of an event. Events may proceed if supported by a quorum of the committee on a case by case basis. This will be publicised on the VRA website and via email in advance of the event.

- Identify risks/issues that threaten event and/or VRA:
 - Total Fire Ban day
 - Fires in area
 - Extreme weather (heat, wind, humidity, smoke, snow, or a combination thereof)
 - Loss of insurance
 - **Who:** anyone associated with the event. **When:** anytime
- Understand objectives and stakeholders
 - Safety of competitors and volunteers at all times is highest priority
 - Safety of public
 - Protect the ongoing operations of VRA as an organization (name, goodwill)
 - Stakeholder satisfaction (such as DSE, Parks Vic ensure ongoing access to area)
 - VRA assets
- President and competition manager have the authority to unilaterally call off an event and the power of veto. Event co-ordinator discusses the following options with competition manager:
 - Strategies to resolve the problem (if it is possible)
 - Identify ways to reduce/mitigate the risk if possible (such as additional mandatory gear requirements, shorter event duration)
 - Suggesting trigger points or things which need to happen, which if met, would result in the event being cancelled
 - Accept the risks/issues and proceed with the event
 - ⚠ Cancel the event
 - Escalate the issue to be discussed at committee level (to revise the above points)

Actions/Timings on Cancellation Decision – before newsletter sent and before entries open

In this case, the cancellation is made well before the newsletter (and final instructions) are published. This typically means more than about 21 days in advance.

1. Prepare explanation of circumstances
2. Cancel event in newsletter: President/Competition Mgr to ensure newsletter advises of cancellation and provides explanation for calling the event off
3. Website: Close (or do not open) MASS online entry system, remove links to event information. Add explanation to home page explaining circumstances.
4. Cancel event on email: Email all members of notification of cancellation, include explanation
5. Phone Message: Competition Mgr to arrange for message to go on mobile phone confirming event is either on or off at the pre arranged date and time. Refer to website for more info.
6. Competition manager to arrange a note to go with refunds of event and membership fees already paid (there will be very few of these)
7. Competition Mgr to advise Event Coordinator, Admin, Catering, Equipment managers immediately to cancel any orders (food, truck etc).

Actions/Timings on Cancellation Decision – after entries open, after newsletter and before Final Instructions

In this case, cancellation (or doubt that event will go ahead) is made after the newsletter closest to the event is sent, but prior to posting final instruction information to competitors on website. This is typically between 21 and 4 days prior to event.

- Follow Steps 1 to Step 6 inclusive as listed above.

Additionally, undertake the following steps:

8. Competition Mgr to **additionally** advise Admin:
 - **Cancellation:** do not bank cheques received (so they can be posted back if necessary), do not issue Final Instructions. Provide explanation to Admin Mgr to include with refunds.
 - **Doubt about the event:** President/Competition Mgr organizes explanation that event is in doubt or may be called off. Advise entrants to look at web site home page or ring mobile phone after a time and date specified (on website) to get a message confirming event is on or off.
9. Competition Mgr to additionally advise Catering:
 - **Cancellation:** If event is called off, Competition Mgr to arrange to inform the caterers and assist in the disposal of perishable food. – Give it away or dump it. Non perishable food – send to store.
 - **Doubt about the event:** President/Competition Mgr to advise them to purchase dry grocery food that keeps but do not purchase perishables - veges, meat or breads etc till just prior to the event. Ask them when is the “latest” time and date they can purchase perishable foods. Inform the caterers that at that date, if there is still uncertainty, the caterers will need to purchase perishable food and the VRA will accept the loss should the event be called off) Inform the caterers at their “latest” time and date.
10. Competition Mgr to cancel any booked buses with Bus Organiser.

Actions/Timings on Cancellation Decision – after the Final Instructions Sent

In this case, cancellation (or doubt that event will go ahead) is made typically less than 4 days before event.

- Follow Steps 1 to Step 10 inclusive as listed above.
11. Competition Mgr to additionally advise Volunteer Coordinator:
 - **Cancellation:** If event is called off, Competition Mgr to arrange to inform the Volunteer co-ordinator. Volunteer co-ordinator to urgently inform all the event volunteers.

12. Competition Mgr to organize for a number of rogainers to turn up to site or at a suitable access point with the rogaine banner. Explain to rogainers that the event is off. Stay till 1 hour after the event should have started. Consider placing signs on main roads near Hash House if deemed unsafe to visit Hash House.
13. Treasurer to refund fees paid. No refunds to be issued at the site.
14. **If there is insufficient time** to otherwise inform the competitors, Competition Mgr to arrange with the Admin Mgr to make up a group to ring all competing teams and inform them that the event is off. Sources for the group may be the VRA committee and friends and family – people who are available at short notice

Closure

The VRA committee must meet (next scheduled meeting, or earlier) to discuss the process undertaken, and any improvements necessary to this process/document.

PROCEDURE TO RECALL (CALL OFF AN EVENT DURING EVENT)

While an event is in progress, it may be necessary to cancel the event and recall competitors.

To recall competitors, although a remote possibility, is more likely on a 24 hour event, because weather conditions can change. Possible reasons are:

- severe adverse weather
- bushfire on or beyond the course
- floods

The Administration Manager has the responsibility to cancel the event and begin the recall process. The prime consideration is the safety of all competitors on the course and those in event support roles at the Hash House. The safest refuge, for the numbers involved and for the situation/conditions prevailing, at or near the Hash House needs to be decided.

Emergency services may need to be advised and consulted.

Vehicles may need to be used to alert and collect competitors depending on the advice of the emergency services. The allocation of vehicles to road patrols, both on the identified safety circuit and other roads, under adverse weather recall conditions needs to be done with great care. Accurate records of vehicles, occupants and proposed routes need to be kept.

Following a recall, the exit route for vehicles departing the HH must be confirmed as safe. Accurate records of vehicles and occupants who have departed must be kept.

RECALL IMPLEMENTATION

15. The standard recall to be used is **four** short successive car horn blasts, repeated at regular intervals
16. Vehicles should travel the identified safety route and other roads, providing conditions are safe to do so, sounding the recall
17. Consideration should be given to leaving notes at water drops by the safety vehicle
18. Competitors must make their way to the nearest track and then towards the HH via the track/road network.
19. Competitors should be able to guess the likely nature of the hazard considering the prevailing weather conditions.

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