



Victorian
Rogaining
Association
Inc.

Event Coordinator's Manual

How to successfully coordinate a Rogaine, definition of some of our policies, what to do and when to do it.
And hopefully have some fun and learn something along the way.

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vra.rogaine.asn.au

EVENT COORDINATOR'S ROLE

Thanks for volunteering to be an Event Coordinator!

A Rogaine usually has a number of functional managers (Event Coordinator, Setter, Admin Manager, Catering Manager, and Equipment Manager) who take care of various component functions of a Rogaine. Each manager has defined activities to complete for a Rogaine. Very often the Coordinator is also the course setter for efficiency.

The Coordinator's role is to ensure that the managers act together to make the Rogaine happen. It is also to ensure that all the things that should happen, do happen. The Event Coordinator is essentially a project manager - there is no need to do all the tasks yourself; you should delegate and then check that tasks are being done properly.


The Competition Manager and Volunteer Recruitment Officer will be your main sources of information, and will provide you with manuals, contacts, mentors, volunteers and other information to assist in co-ordinating the event beforehand. If you have any queries and the competition manager is not available, contact the president, vice president, treasurer, or committee member that is appropriate for your query.


OVERVIEW

TASKS

Mandatory tasks

These are the things that **MUST** occur. It is defined in our Risk Management Plan, and critical to the safe operation of the event.

 **Search and Rescue:** You must make yourself familiar with the VRA Safety, Search and Rescue Manual and First Aid Manual. These documents are available on the VRA website, and a hardcopy is always at events (stored in the Admin equipment boxes). Read a copy before the event rather than when you realise someone is overdue or injured.

 **Maps:** You must ensure that the maps are created, printed and then delivered to the Admin Manager before Registration opens. No maps means that there is no event.

Catering: You must ensure that catering hygiene procedures and information is given to the catering volunteers prior to food preparation (Catering manager is responsible to do this, but if they cannot then you do it).

Admin: You must ensure that the procedure to ensure that no one is still on the course after the event is carried out. See Admin manager's role for more details. (Admin manager to do or if he cannot, you do it).

Event: Make sure the safety vehicle travels around the course, and water drops are always full.

Event Helpers

The Volunteer Recruitment Officer will recruit and coordinate people to help (and please also get your friends and fellow Rogainers to assist), but if more people are needed or if you're unsure of people quantities needed ask for help. Do this as early as possible. The Volunteer Recruitment Officer will organise t-shirts, issue expense claim forms and provide a free entry to key roles.

If you are also setting the course, ensure that you have some capable volunteer Rogainers to assist you. This will require people with time and good navigational skills. The other managers (Admin, Equipment, Catering) will usually contact their own volunteers to coordinate details and activities.

The Volunteer Recruitment Officer will send all of the helpers (including you) the Final Instructions so that they know where to go and when to be there.

Some coordinators find it useful to arrange meeting of the function managers, key helpers and the competition manager well in advance of the event so organisation and safety can be discussed and helpers know their roles.

SITE SELECTION

Setter's Role

Firstly, select an event site (this may have been done already for you by the committee). Consult the Competition Manager for advice on selection of area and Hash House area. Many people choose a location that has previously had a Rogaine held in the area to make the job easier (reuse previous Hash House, reuse previous map with alterations, reuse previous agreements with any private landowners, utilise bushland that is good for rogaining etc.). Do a Hash House site survey to check its suitability (see below).

NOTE: Whenever you are travelling to a site to set, check, vet or place checkpoints either travel with another person or email secretary@vra.rogaine.asn.au with you departure time and anticipated return time. This will allow us to initiate a search and rescue if you do not return for any reason.

Site Selection factors policy

Consider the following factors when selecting a site for holding a Rogaine. This is an extensive list (derived for 24 hour events) and so all factors may not be entirely applicable to your event:

- Distance and travel time from Melbourne
- Public transport options
- Nearby Amenities (towns for catering supplies etc.)
- Equipment Truck (or bus) accessibility
- Nearby attractions
- Car parking facilities
- Ability to start X entrants
- Ability to camp Y entrants (flat area?), especially for longer events (12, 24hr)
- Hash House facilities (permanent water, power, toilets, structures)
- HH central to map
- Existing Rogaine maps of area
- Previous events in area (when, where)?
- Terrain mixture (Farmland versus bushland)
- Amount of farmland/permissions required
- Navigability factor
- Scratchiness factor
- Number of tracks
- Access by 4WD or 2WD for the safety course
- Burnt bushland
- Safe place in case of bushfire
- Exit route in case of bushfire
- Mobile phone coverage on course and at Hash House

(end Site selection policy)

PERMITS

Next, get permission from government authorities to hold the event on their land (Department of Environment and Primary Industries (DEPI), Parks Victoria, Local councils, Local Police, Local Fire Brigade, pine plantation companies as necessary). Ring them to determine the lead-time for them to answer. Written application often needed. Fees usually waived or drastically reduced because the VRA is a non-profit organisation.

The DSE process is typically:

- Ring Regional Officer regarding location to get verbal permission and ask for permit application forms.
- Complete and submit permit application form, including Hash House location and a rough map of the area you intend to hold the Rogaine at least 6 weeks prior to event. Provide copy of the Public Liability Insurance certificate of currency (available on VRA / ARA website). DSE will send copy of permit just prior to the event date.
- Get permission from any private authorities to hold the event on their land (typically Forest companies who lease land from people like DSE for pine forest plantations). Ring them to determine lead-time for them to answer. Written application often needed.
- Landholder visiting – Ensure we get permission to enter all private property, or else mark that property as out of bounds on the map. Give them a copy of our standard "Landowner" letter and our VRA public liability policy if needed.

HASH HOUSE SITE SURVEY

Visit site or otherwise locate / determine the following:

- Negotiate any costs for hire of facilities (if applicable) with owners.
- Ensure competitors can get to the site in normal vehicles.
- Determine where the catering and shelter marquee can be located - Look at vehicle access and sufficient room to install marquees. If a hall is available, is it suitable for caterers and admin? Does it need pre and post event cleaning and what equipment is required. Caterers cannot use halls with smoke alarms unless they can be turned off. Caterers will also make a wet mess on the hall floor.
- Locate fire pit for hot water pig and competitors' social fire
- Locate admin tent
- Location of car parking - 100-200 cars
- Camping area for competitors - 50 tents
- Public toilets available or Portaloo's required?
- Water sources?

In some cases a simple site plan helps people know where to set up equipment (like the catering tent, and where the rental company can put the Portaloo's).

COURSE SETTING / VETTING

Coordinator's Role

Determine who are the Setters and Vettors. Make sure you have enough people. Work with Setters and Vettors to ensure that they get their job done. Tell them there is a manual and contact names of people who can help them/mentor them to do the job. Arbitrate if there are any issues with checkpoint placements. Often the Coordinator will also undertake the Setters role.

Organise the production of the Map, Description Sheet, Flight Plan and Final Instructions. Map making may involve delegating to an experienced mapmaker, or undertaking it yourself (see description in detail below).

Setter's Role

The task involves placing taping trees where checkpoints are to be placed. In many cases this involves you placing checkpoints in the bush – please follow the following policy for safety.

Setter and Vetter Safety policy

- Always carry the mandatory gear (as required in a Rogaine) when setting or vetting
- Always try to set/vet the course in groups of two or more for safety
- If setting/vetting alone, ensure you advise a person of your intended exit times and call them when safely off the course

(end Setter Safety policy)

Vetter's Role

A second person is required to visit the checkpoints and validate their placement and comment on the map and course as a whole. Often the Vetter also puts out checkpoints a weekend or so before the event. The Vetter is required to adhere to the Setter Safety policy.

MAP, DESCRIPTIONS, FLIGHT PLAN, FINAL INSTRUCTIONS

The process of 'making a map' can be delegated to an experienced mapmaker, or you can do it yourself (it needs some computer skills and you can use the VRA Map computer to do the task). There is a training course on Course Setting, a detailed Map Makers Manual and an Event Map Checklist (see website).

Map Making steps:

- Get a copy of an existing map (a previous Rogaine map), or have someone make a map for you for the area you've chosen
- Mark up map with checkpoints (course setters training helps here)
- Set safety vehicle circuit on the map
- Visit the course to check the area and mark checkpoint locations with electrical tape (for Vetter to find)
- Use the "Event Map Checklist" to check map for completeness/standards
- Pass (draft) map onto the NavLight person (to program the NavLight electronic punches)
- Pass map and description sheet onto Vettors
- Ensure that checkpoints and Navlight punches are obtained from the Navlight person and put out on the course (Vetter)
- Ensure that there is at least a small quantity of maps with grad references to be used in search and rescue. You may place the grid references on the map for competitors if you want.
- Co-ordinate the Vettors and Checkers. They may need information about access (best tracks, unnavigable roads etc.)
- On feedback from checkers, complete the map so that it can be printed
- Do a final proof read of the map and descriptions sheet
- Get competition manager to review map and descriptions sheet
- Quantities of maps will only be known 1 week prior to event when most entries are in. The numbers usually come from the Secretary.
- Preferably print the map (ask competition manager for printers we use) and deliver to event. Print b/w copies of the "Flight Plan" and the "Description Sheet" also.
- Payment for map – Liaise with Treasurer to either arrange for the printer to invoice the treasurer for map payment or pay for map and get recompense from treasurer.

Flight Plan steps:

- Use existing map scaled to A4 size and ensure space left to handwrite Team number, Car Registration, Mobile phone
- Ensure that when the map is printed in black/white that the Checkpoints are visible

Final Instructions steps:

- Get a copy of final instructions template from website
- Make sure directions, distances and timing are checked by an independent person (usually the Vetter).
- Work with Admin Manager If in fire season make sure correct fire band district is printed on final instructions in case of event cancellation.
- Email or give Volunteer Recruitment Officer one as soon as possible (they mail out some copies of Final Instructions).
- Send to Web site master on (no less than 5 days before event).

NEWSLETTER & WEBSITE INFO

Give newsletter editor sufficient notice of event (3 months ahead) and enough information to meet newsletter deadline. Minimum information - Approx location, Date, start & finish time and duration of the event. Mail address for entries (You will need admin manager's address for this). Late date for entries. Entry fees (adult, junior) are set by the committee, Phone

number for enquires. Additional information - description of site and terrain, vegetation, prominent attractive features. Photo for the cover of the newsletter of the site. Give the same information that you gave to the newsletter editor to the web master.

T-SHIRTS FOR HELPERS

Organise a person to do design. Contact Volunteer Recruitment Officer for details or assistance (they do this all the time). Provide name of event and ideas for design to the designer in sufficient time for them to be designed and printed. Work with Volunteer Recruitment officer for numbers of T-shirts, printing, delivery to event and payment. Provide logo to map maker to be put on the map. Give out T-shirts at beginning of event.

CHECKPOINTS (SHARED SETTER AND CO-ORDINATOR'S RESPONSIBILITY)

- Obtain enough Checkpoints and NavLight punches for the entire event from the VRA's NavLight Co-ordinator.
- Make sure they all have clean intention sheets (or rub them clean yourself), are numbered and have punches and tie down straps.
- Get some checkpoints early so that the Vettors can put out some of the hard ones well before the event.

RETURN OF CHECKPOINTS AFTER EVENT (CO-ORDINATOR'S RESPONSIBILITY)

- Ensure all checkpoints are collected and returned after event to VRA's NavLight co-ordinator.
- Give collectors a list of checkpoints they are to collect and the location and phone number of place they are to return them to. Keep a list of who will collect each checkpoint; their phone numbers and when they expect collection will be completed.

TOILETS (CO-ORDINATOR'S RESPONSIBILITY)

Determine if portable toilets needed? Source & book them. How will you pay for them? See VRA treasurer for cash advance. How will the toilets get to site. Do the suppliers drop them off & when (office hours only?). Will they pick them up again & when. Ensure that they are filled up with water after they are dropped off. (Ask if the supplier can do this. Suppliers cannot transport them full of water). Site Toilets near water source dam, tap and hose or tank



Toilets often run out of water after 4 hours or so. Check and refill with water when necessary.

Organise a person to clean toilets, resupply toilet paper, soap and disinfectant and regularly change hand washing water during event.

Quantity needed:

- For short events: (6hr, 8 hr, metrogaines) 1 toilet per 50 people or part thereof.
- For longer events (12hrs, 24hrs) 1 toilet per 65 people or part thereof.

WATER SUPPLY AND SAFETY SWEEP CAR

From where will water be supplied? (co-ordinator's responsibility)

Locate local supply of water for catering. Determine how to get water to caterers marquee – VRA has 2 large tanks and some water drums. Organise a trailer for tanks (and a car to tow it) or use the truck. Who will do this? Is a hose, wheelbarrow or additional water drums needed?

Water drops needed? (Shared setter and co-ordinator's responsibility)

Locate the water drop sites so that they can be easily supplied. Organise a suitable vehicle (1 drum = 15 -20 kgs) & personnel to install and resupply the drops throughout the event.

Water drops to be monitored regularly. Usually, no need to refill till 4 hrs into event. Then refill every 2 - 3 hours till 4 hrs after dark. Then fill every 4 - 6 hours till daylight. Then refill every 2 - 3 hrs. FOR SAFETY, don't ever let them run dry! Ensure that there are sufficient water drums (4-5) per water drop plus resupply drums in the car. Make sure drums have bungs or working taps/pumps and lids.

Sweep car - ESSENTIAL SAFETY FEATURE (Co-ordinator's responsibility)

The sweep car runs on a publicised route and picks up injured competitors during the event. The water drop car can do this as well as its water drop duties. Plan the sweep car route to suit water drop refills. Announce it at the pre-event briefing. When driving sweep car, put the checkpoint symbol on the front of the car.

FIRE PITS

Determine whether fires are needed or allowed. Seek permission or fire and supply of wood from forest manager / farmer / sawmill owner. Determine where to put fire for the pig, fire for competitor warmth. Organise people to cut and transport wood, dig fire pit and light, tend and extinguish fires.

Fire Pit Policy

- No fires on Total Fire Ban days, or days of extreme weather conditions
- Fires to be made in existing fire pits, or purpose-dug hole with permission
- Buckets of water to be placed near all fires

(end Fire Pit policy)

CAR PARKING/CAMPING LOCATION PERSONNEL

Organise 1 or 2 people to be on duty before admin opens to organise car parking. Instruct them on where to park cars and put tents.

FIRST AID

Organise an appropriate person to be in charge of first aid. (one of the caterers or admin). Make sure the first aid kit is in the admin tent. Find out where the **nearest hospital** is that will be open during the rogaine. Get phone contact details. Check where you can get **mobile phone reception** (in case you need to call an ambulance)

SAFETY PLAN (CO-ORDINATOR'S RESPONSIBILITY)

Read VRA Safety, Search and Rescue Manual (obtain from Competition Manager). Check to see if there is an available landline phone or mobile phone coverage is available on the course and or at the hash house site. If not liaise with competition manager about the hire of satellite phone or radios.

Communications Policy

- A satellite phone must be rented if there is no reliable mobile phone coverage at the Hash House site.

(end Communications Policy)

CALLING OFF AN EVENT

- ⚠ **See separate Event Cancellation Procedure, and discuss with the competition manager for the process to cancel before or during the event**

TASKS DURING THE EVENT (CO-ORDINATOR'S AND FUNCTION MANAGERS' RESPONSIBILITY)

At beginning / prior to start

- Direction to Rogaine arrows, "Warning, Walkers on Road" and "admin" signs to be put out
- Car parking and camping location attendants / pointers
- Admin equipment must be set up prior to "admin open" time (Tent, tables, lights, signs, admin lists)
- Toilets cleaned and supplied with paper, soap, disinfectant & water.
- Organise or conduct Pre Event Briefing (Guidelines on VRA Website under Resources.) VRA Committee person will be appointed to introduce you at the briefing.
- Announce sweep car route - Car that will sweep course and do water drops for injuries during event.

During event

- Water drops to be monitored regularly. See section 9 for inspection frequency. FOR SAFETY, don't ever let them run dry!
- Sweep Car - Operate sweep car to pick up injuries on road in conjunction with water drop run.
- Set up caterers
- Remind volunteers to stay back at the end of event to clean catering gear and pack up other stuff.

After event

- Arrange Checkpoint Collection - Give list of collectors to VRA Competition manager. Follow up if necessary. (See "Checkpoints" section)
- Dispose of excess cooked food and rubbish (People take it home, lidded bucket available, do not bury it)

- Offer excess perishable food to helpers and competitors. (Lay out on sheet). Ensure food going into the store is non perishable and in sealed plastic boxes and rat proofed. If not, give it away. Expense forms to be handed out to helpers. Explain how to fill them in. (Also available on the web site)
- Ensure equipment all collected and returned (especially 3 top removable spikes in the 3 pole marquee poles and all the marquee pegs) Make sure tents are dry before storage
- Pick up signs and water containers left out on site.
- Return all Admin equipment to competition manager.

After you get home

Ensure results are given to secretary (usually by Admin) within 48 hours. Follow up all expense claims with treasurer. Maybe a story of woe for the newsletter, or better still nab a competitor / winner to write it for you.

APPENDIX – OTHER ROLES AND RESPONSIBILITIES

This section is for information only. It is intended to brief the Event Coordinator on the roles of the other managers.

ADMIN (ADMIN MANAGERS RESPONSIBILITY)

This is a short summary provided for the coordinator's understanding. Refer to the Admin Manual for full details.

Pre-Event


Contact your admin helpers to make sure they will be attending the event. Receive the bank deposit books and financial forms from the Event Treasurer. Receive computer, instructions and boxes of Admin equipment from Computer Liaison Officer. Liaise with Event Coordinator to get Final Instructions, Navlight instructions and waiver. Send to each team and volunteers. If NavLight is to be used liaise with NavLight coordinator to obtain NavLight Box with wrist bands, computer, reader etc.

Bus: For 24 hr events, liaise with competition manager regarding the hire of a bus for 24 hour events. Make a list of bus passengers, pick ups etc. Organise maps and clue sheets for the bus passengers. Process entries and bank the money.

On the weekend prior to the event

Friday night, contact the Catering Manager with competitor numbers. Post Final Instructions and "Waiver" forms to teams and to volunteers as required. Email Final Instructions to Webmaster for publication on the Website.

During the week prior to the event

 If there is a **total fire ban** on the day of the event, the event is cancelled (even if it is a metropolitan event because of the risk of dehydration) During fire season, don't bank cheques till just after event so they can be returned if event cancelled. See Competition Manager for process to cancel an event. Charge the laptop & mobile phone batteries, Check admin stuff like clock, light boxes and megaphone batteries work. Check with the Volunteer Coordinator to ensure volunteer's T-shirts and thank you letters will be at the event.


At Event Before Start

Set up & open Administration. (Open usually 2 hours before start). Brief your admin team on what you want them to do. Register all teams and collect all outstanding moneys. If NavLight is solely used for result recording give out and collect a black and white copy of the map on which competitors have marked their intended route and issue each competitor with a Navlight wrist band. Display a list of teams entered. Manage sales & hires (hire out compasses, sell contact, First Aid kits etc). Furnish total competitor numbers and team numbers for announcement at the event briefing. Hang out control cards. Make a hard copy list of control cards hung out and collected by competitors– So you know exactly what teams are on the course.

During the event

Make a list of Volunteers who are helping out at the event. Give to the Volunteer Coordinator. Update computer records (teams and financials). Create manual records to be used in case of computer failure. Record teams returning to the HH and going out again on the course. Collect their control card when they come in. Return when they go out again.

Just After the Event

 **MOST IMPORTANT**– At the end of the event, DETERMINE WHICH TEAMS HAVE NOT RETURNED. Method – Look for any NavLight tags that have not been returned. (Compare the returned control cards with the list of control cards collected by competitors at the start.) If missing, check car regos. Contact a committee member if teams are still missing.

Record teams finishing and their scores (NB this must be both on computer and manually). Print results in a format suitable for announcing results. Announce results as set out in the Pre Event Briefing Document.

Post Event

Give or post the entry forms to the membership secretary. Email results to Webmaster, Newsletter Editor and Event Treasurer. Complete financial records. Email financial spreadsheets to Event Treasurer. Mail remaining financial stuff and deposit book to Event Treasurer.

Co-ordinator's Role In The Admin Process (Co-ordinator's responsibility)

Determine who is admin manager. Tell them they need to work with Event Treasurer to obtain receipt books and "notes from the treasurer" and the Computer Liaison person to get the computer "computer manual" and training. Work with admin manager to ensure that they get their job done. If the admin process is not working so that you do not know who is still on the course or the results are not out within 1 hour of finish, grab a committee member and try to sort out what the problem is.

Helpers - Admin (Shared Admin manager & Co-ordinator's responsibility)

Make sure there are enough admin people to help. See table at end for volunteer numbers. • Sufficient relief staff to staff admin at night in a long event – Could double as a relief caterers.

CATERING (CATERING MANAGER'S RESPONSIBILITY)

This is a short summary provided for the coordinator's understanding. Refer to the Catering Manual for full details.

Catering Manager's Role**Overview**

Make sure a temporary food handling permit is applied for from the local council. Make up menu. Make up food and kitchen supplies shopping list. Purchase supplies (helpers can do this if given a detailed list). Set up cooking and food prep equipment on the day. Cook food. Feed competitors and helpers. Bag, store and dispose of rubbish. Ensure food handling safety regulations are followed. Clean equipment after use. Count and list food to be returned to store. Give food list to VRA Volunteer Recruitment Officer

Other Catering manager activities

Get a list of food already in the store from the Volunteer Recruitment Officer. Can this food be used in menu?

Check quantities of other consumables

- toilet paper
- garbage bags
- disinfectant, detergent, soap
- matches

Obtain cash advance to buy food if needed. Liaise with event treasurer early (min 3 weeks before event) so that there is plenty of time for cheque to get countersigned and for cheque to be cleared. Get final competitor numbers from admin to caterers for food quantities 1 week before event. Ensure food transport to site is organised - 1-2 full cars are needed (Possibly 3 cars in a big 24 hr event). Keep perishable food (meat & dairy) cold - Are Eskys, ice or other refrigeration needed whilst

food is transported? (3-4 Eskys). Use VRA refrigerator, as well as Eskys and ice during event to keep food cold. Vegies (big event = 1 full car), bread (Full back seat of 1 car), milk, dry groceries (Big event = 1 full car) to be transported to site too

Gas

- Cooking & lighting - Are there enough and are they sufficiently full? Liaise with VRA equipment bottles officer
- Lighting - Sufficient mantles for gas lamps?

Co-ordinator's Role In The Catering Process (Co-ordinator's responsibility)

Determine who is catering manager. Tell them there is a catering manual and contact names of people who can help them / mentor them to do the catering process. From Volunteer Recruitment Officer. Work with catering manager to ensure that they get their job done.

Helpers - Catering (Shared Catering manager & Co-ordinator's responsibility)

Make sure there are enough catering staff to help. See typical numbers of helpers in table at end of this note. People to buy and transport to site the following Meat, Vegies, dry groceries, bread, helper's lunch.

Sufficient relief staff to staff kitchen all night in a long event if needed. Sufficient staff for second hash house if needed (2 additional helpers) Someone to keep pig filled, fires going, empty garbage bags & keep site tidy.

EQUIPMENT (EQUIPMENT MANAGER'S RESPONSIBILITY)**Overview**

Determine equipment needed on site. Get equipment to site from store. Hire truck or otherwise organise and co-ordinate transport of equipment. Ensure that the truck is insured for driving on unsealed roads. Help set up site and pull down site after event. Return equipment to store after the event. Ensure that it is dry and clean.

Other Equipment Manager Activities

Contact VRA Equipment Officer for key to store and return it after the event. Liaise with catering, admin & setters to make sure sufficient equipment is on site and on site at the correct time. Confirm that essential equipment will get to site on time.

Co-ordinator's Role in the Equipment Process (Co-ordinator's responsibility)

Determine who is the equipment manager.

(Shared Equipment Manager & Co-ordinator Responsibility)

Obtain several helpers. 1 or 2 people in addition to equipment manager are needed both at the store and the event to load / unload equipment. People (competitors and others) can be co-opted to set up / pull down. Ensure that the equipment managers are aware of what equipment is required for your event and they can hire a truck (2.5 ton) and pay for lowest excess to transport goods. Invoice treasurer or pay and get recompense later from treasurer.

VRA has 1 trailer for gas bottles & BBQs which needs to be transported to the event separately usually by the VRA Equipment Officer. Equip manager to ensure that "VRA LPG Transport Requirements" form is filled in so that transport of gas bottles is legal. In small events equipment may be transported by cars and trailers and or cars with roof racks. 2 full cars needed. Organise cars & trailer and drivers.