

VICTORIAN ROGAINING ASSOCIATION

CHECKLIST FOR ROGAINE CO-ORDINATORS

1. ROGAINE CO-ORDINATOR'S ROLE

- A Rogaine usually has a number of functional managers (setter, admin, catering, equipment) who take care of various component functions of a Rogaine. Very often it is most efficient if the co ordinator is also the setter.
- The co-ordinator's role is to ensure that they act together to make the Rogaine happen. It is also to ensure that all the things that should happen do happen. (No need to do them yourself. **DELEGATE**, but check that it is being done)
- The VRA competition manager and volunteer recruitment officer will be your main sources of information, and will provide you with manuals, contacts, mentors and other information to assist in co-ordinating the event. If you have any queries and the competition manager is not available, contact the president, vice president, treasurer, or whoever is appropriate for your query.
- Make sure other functional managers have a copy of this checklist, so that they know what you expect them to do..
- **Things an Event Co-ordinator Must Do**
 - You must make yourself familiar with the VRA Safety, Search and Rescue and First Aid Manual.
 - You must ensure that catering hygiene procedures and information is given to the helpers prior to food preparation (Catering manager to do or if he cannot, you do it)
 - 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)

2. HELPERS (Co-ordinator's Responsibility)

- Determine how many helpers you need and determine when the help is needed. Get help from the VRA volunteer recruitment officer if more people are needed or if you're unsure of people quantities needed. **Do this as early as possible.**
- A list of typical volunteer numbers is in a table at back. Numbers will vary with complexity of rogaine.
- Note that some people can have multiple roles (eg equipment loading, car parking and catering = 1 person). You may be able to use local organisations.
- Notification of helpers
 - Get names and email addresses of all helpers.
 - Make sure that **all** the helpers are contacted to confirm that their help is needed and when, preferably by the respective function manager. If you have too many helpers and do not want them to help at your event arrange with them to help at another event.
- Get Volunteer Recruitment Officer to send all of the helpers the "Final Instructions" so that they know where to go.
- 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.

3. SITE SELECTION/SETTING/CHECKING/VETTING (Shared Setter/Checker/Vetter/ Co-ordinator's Responsibility)

Setter's Role

- Select event site. Consult the Site Officer and Competition Manager for advice.
- Landholder visiting – Ensure we get permission to enter all private property, or else mark that property as out of bounds. Give them a copy of our standard "Landowner" letter and our VRA public liability policy if needed.
- Get permission from government authorities to hold the event on their land (Dept. Nat Resources & Environment, Parks Victoria, Local councils, Local Police, Local Fire Brigade as necessary). Ring them to determine lead time for them to answer. Written application often needed. The wheels of bureaucracy turn slowly.

- Dept NR&E: Process
 - Prior to setting course, ring regional forestry officer regarding location. Get verbal permission.
 - Put in application permit form, including HH location - At least 6 weeks prior to event
 - Dept NR&E will the send another form for event co-ordinator to sign and send back.
- Set location for hash house (see “Site Survey” section for things to consider), checkpoints and water drops (See “Water Supply” section). Put a checkpoint near each water drop, to attract water drop usage.
- Mark up map.
- Set up a safety vehicle circuit on the map - Ensure that a vehicle drives round the circuit regularly during the event to pick up anyone in need.
- Pass master map onto Checkers and Vettors.
- Co-ordinate the vettors and checkers.
- Complete the map so that it can be printed.
- Preferably print the map.
- Ensure that checkpoints are obtained and put out.
- Notify admin manager and Volunteer Recruitment Officer of details of how to get to the site. Liase with Admin manager and Event Co-ordinator to produce the Final Instructions for the competitors.

Checkers Role

- Separately from the setter, visit and verify the location of the check points and water drops.

Vettors Role

- A third person to visit the checkpoints and comment on the map and course as a whole.
- Often vetter also puts out checkpoints.

Co-Ordinator's Role

- Determine who are the setters, checkers and vettors. Make sure you have enough people
- Work with setters, checkers 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.

4. MAP, CLUE SHEET & FINAL INSTRUCTIONS (Shared setter, map maker and co-ordinator Responsibility)

- Ensure a draft completed map is available before checkers/vettors go onto the course.
- Co-ordinator and setter to decide upon map drawing/production and printing method (consult with Competition Manager), to produce a map suitable for printing. VRA have trained map makers and a computer available contact Volunteer Coordinator
- Who will print the map? Confirm that they can print it in a timely manner using the production method chosen. Proof read a completed map before final printing.
- Quantities of maps will probably only be known 1 week prior to event when most entries are in. Setter to liase with admin to determine competitor entries and therefore map numbers.
- Payment for map – Liase with treasurer to either arrange for the printer to invoice the treasurer for map payment or pay for map and get recompense from treasurer.
- Print sufficient copies and deliver map to event.
- If NavLight is solely used for result recording , ensure that one black and white copy of the map per team is printed and delivered to admin, so that competitors can record intended routes
- Prepare Cluesheet, include a phone contact details at the hash house if available. Organise printing, deliver to admin.
- Prepare final instructions –Template on VRA website under resources. Work with Admin Manager If in fire season make sure correct fire band district is printed on final instructions in case of event cancellation. Make sure directions, distances and timing are checked by an independent person other than the writer, probably the event checker. Email or give volunteer recruitment officer one as soon as possible. Organise printing and delivery to admin in time for mail out. Send to Web site master on the Friday before the weekend preceding the event.

5. CHECKPOINTS (Shared setter and co-ordinator's Responsibility)

- Obtain enough Checkpoints and Navlights 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. If NavLights are to be solely used make sure that the map maker gets printed a black and white map for each team so they can provide an intention route to admin before the event start
- Get some checkpoints early so that the vetters can put out some of the hard ones well before the event. Provide admin with several fully punched punch cards for checking competitors' punch cards. Write all the checkpoint ID codes on one punch card to be given to VRA competition manager. Unnecessary if NavLight is being used

6. RETURN OF CHECKPOINTS AFTER EVENT (Co-ordinator's Responsibility)

- Ensure all checkpoints are collected and returned after event.
 - Suggestion –
 - 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.
 - Make sure all collectors return checkpoints to VRA's Navlight co-ordinator..

7. NEWSLETTER (Co-ordinator's Responsibility) & WEBSITE

- 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) 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 same information that you gave to the newsletter editor to the web master and competition manager

8 HASH HOUSE SITE SURVEY (Co-ordinator's Responsibility)

- Visit site or otherwise locate / determine the following :-
- Negotiate any cost for hire of facilities, if applicable with owners
 - Ensure that competitors can get to the site in normal vehicles.
 - Where will catering and shelter marquee be located - Look at vehicle access and sufficient room to install marquees.
 - If a hall is offered, is it suitable for caterers and admin. Does it need pre and post event cleaning and what equipment needed to do this. 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 - 100 - 200 tents.
 - Public toilets available? Sufficient? Can they be used?
 - Water sources

9. 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. Publicise the route at the beginning of the rogaine. Mark up the car's route on a map and pin it up at admin.
- Announce it at the pre-event briefing.
- When driving sweep car, put the checkpoint symbol on the front of the car.

10. TOILETS (co-ordinator's responsibility)

Toilets in general

- 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.

Portable toilets

- Determine if portable toilets needed?
- Source & book them. How will you pay for them. Treasurer can't write a blank cheque. 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.**

11. FIRES (co-ordinator's responsibility)

- 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 them.
 - for the pig
 - for competitor warmth
- Organise people to cut and transport wood, dig fire pit and light, tend and extinguish fires.

12. ADMINISTRATION (Admin Managers Responsibility)

This is a short summary only and does not provide sufficient detail for an admin manager. Refer to the Admin Manual for full details.

Pre-Event

- Contact your admin helper team and 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 Liason Officer.
- Liaise with Event Coordinator to get Final Instructions, Navlight instructions and waiver. Send to each team and volunteer.
- If NavLight is to be used liase with NavLight coordinator to obtain wrist bands, computer, reader etc.
- **Bus:** For 24 hr events, liase 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

- Fri night, contact the Catering Manager with competitor numbers
- Post Final Instructions and “Waiver” forms to teams and to volunteers.
- 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 – 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 Publicity Officers for newspaper publication.
- 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 Liason 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.

13. CATERING

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

- Food in the store
 - 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. Liase 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 bottles
 - Cooking & lighting - Are there enough and are they sufficiently full? Liase with VRA equipment 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.

14. EQUIPMENT

Equipment manager's role

Overview

- Determine equipment needed on site.
- Get equipment to site from store. –
 - Hire trucks 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.
- Liase 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 - See "TASKS DURING THE EVENT ", section 20 of this note - "At beginning / prior to start".

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

15. CAR PARKING/CAMPING LOCATION PERSONNEL (Co-ordinator's responsibility)

- 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.

16. FIRST AID (Co-ordinator's responsibility)

- 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)

17. SAFETY PLAN (Co-ordinator's responsibility)

- Read VRA Safety manual (obtain from competition manager) distribute to key organisers and discuss at pre event meeting.
- 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 available print phone number on cluesheet or map. If not liase with competition manager about the hire of satellite phone or radios.
- If there are teams that finish event very late, identify personnel who would be available to and capable of organising a road patrol, and later a search etc. (see Safety Manual for procedure)

18. CALLING OFF AN EVENT

- See competition manager for the process to call off an event

19. TRAFFIC CONTROL (Co-ordinator's responsibility)

- Contact local police if traffic control needed at beginning of rogaine - particularly cyclogaine start in city

20. T-SHIRTS FOR HELPERS (Co-ordinator's responsibility)

- Organise a person to do design. Contact VRA volunteer recruitment officer for details.
- 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.

21. 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
- Fruit in boxes offered at admin
- 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 Webside 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 newsletter editor (usually by Admin) & Development Officer for the newspaper
- 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.

Final Words

It sounds like a lot, but much of the stuff listed is done by other people. As co-ordinator, you just have to make sure these other people know that they need to do it. Good luck, and thank you.

VRA Committee.

TYPICAL NUMBER OF VOLUNTEERS NEEDED						
Numbers will vary depending on complexity of rogaive and numbers of competitors						
Role	24hr	12hr	6/8hr	SG	Metro	
Co-ordinator	1	1	1	1	1	
Setters	2	2	2	1	1	
Checkers	4	3	2	2	2	
Vetters	2	2	2	2	2	
Catering Mgr	1	1	1	1	1	
All Night Cafe Caterers	2 to 3					
Catering Assistants	10day&3night	8	9	4	6	
Admin Mgr	1	1	1	1	1	
Assist Admin Mgr						
Admin Assistants	7day&2night	7	8	3	6	
Below this line, an additional 3 to 5 people are needed (Usually experienced) to do water drops, build & maintain fires, toilets, fix things, car parking.						
Often, it is the setter / vetters who take on this role (as they are often not as keen on cooking and admin) and can jump on problems quickly						
Equipment Mgr	1	1	1	1	1	Often does event too
Driver / Loader	1	1	1	1	1	Often does event too
First Aid	1	1	1	1	1	Also does admin / cater
Equipt Assistants	1	1	1	1	1	Often does event too
Computer/Admin Expert	1	1	1	1	1	Usually does event
Water Drops	2 to 3	2	2			