



**CMCA SOLOS NETWORK— RALLY POSITION DESCRIPTIONS**

To open any of the PD's in this document just scroll the Contents page and Ctrl/Click on the required item

**Contents**

RALLY MANAGER (updated 11/12/22) .....3

RALLY TREASURER.....6

VOLUNTEER CO-ORDINATOR.....9

ASSISTANT RALLY MANAGER .....12

    RALLY SAFETY OFFICER (RSO) .....12

    INFO INFORMATION DESK— TEAM LEADER .....15

    PET LIASION OFFICER (PLO) .....16

FIRST AID COORDINATOR (updated 4/1/23).....16

    FIRST AID— TEAM LEADER (updated 11/12/22) .....18

SITE COORDINATOR.....20

    PARKING AND MAINTENANCE— TEAM LEADER .....22

    ARRIVAL GATE— TEAM LEADER (updated 7//10/23).....26

ASSISTANT SITE COORDINATOR (updated 8/1/2023).....30

    SITE TRANSPORT – TEAM LEADER (updated April 2023).....30

    TOILET and WASTE MANAGEMENT TEAM LEADER .....32

EVENTS COORDINATOR (updated 28/02/23).....33

    RALLY PROGRAM EDITOR .....34

    ENTERTAINMENT – TEAM LEADER .....36

    DINNER DANCE TEAM LEADER.....37

    TALENT (SKIT) NIGHT – TEAM LEADER.....38

    SOUND SYSTEMS TEAM LEADER.....39

    MC AND ANNOUNCEMENTS— TEAM LEADER.....40

    TOURS & BOOKING DESK TEAM LEADER.....41

ASSISTANT EVENTS COORDINATOR (updated 19/03/23).....42

    SEMINARS / WORKSHOPS / CLASSES— TEAM LEADER .....43

    POETS BREAKFAST— TEAM LEADER .....44

    SPORTS DAY— TEAM LEADER.....45

    OPEN DAY / MARKET DAY— TEAM LEADER .....46

    DISC BOWLS— TEAM LEADER .....47

CATERING COORDINATOR (updated 12/12/22).....48

    ON-SITE CATERING— TEAM LEADER.....51

ASSISTANT CATERING COORDINATOR.....52

    CANTEEN— TEAM LEADER .....53

    KITCHEN— TEAM LEADER.....53

ADMIN CO-ORDINATOR (updated 27/9/23).....54

-

RALLY OFFICE MANAGER .....56

ASSISTANT ADMIN CO-ORDINATOR .....58

MEET AND GREET – TEAM LEADER Deferred during trial of new process at Macksville  
59

FIRST TIMERS COORDINATOR.....61

COMMITTEE-MANAGED POSITION DESCRIPTIONS.....63

    RALLY LIAISON OFFICER .....63

    MERCHANDISING CONTROLLER .....64

    COMMITTEE OFFICE – TEAM LEADER.....64

    APPENDIX 1: Rally Boxes Inventory and Management. ....66

    APPENDIX 2: Managing Rally Registrations (Admin) .....67

    APPENDIX 3: CRM : Entering Rally Data (Updated 26/4/2023) .....67

    APPENDIX 4: Mandatory Actions for Rallies.....71

    APPENDIX 5: Insurance liability at Rallies .....73

    APPENDIX 6: Managing Volunteers (updated 12/12/22) .....74

    APPENDIX 7: Creating the Rally Program.....75

    APPENDIX 8: Rally Managers Float .....77

    APPENDIX 9: Organisation Chart (Template) .....78

    APPENDIX 10 : Parking & Maintenance Check list .....79

## RALLY MANAGER (updated 11/12/22)

This position reports to the Solos Committee through the Rally Liaison Officer (RLO)

### Overview

A Rally Manager is someone who is excited about the opportunity to stage an event in a particular area for the benefit of all Solos and the local community.

Ideally, the appointment is made 12 – 18 months ahead of the rally which allows adequate time for the initial planning and development of the program. In appointing the Rally Manager (RM), the Solos Committee gives approval for the rally to be planned without their direct involvement in most areas.

However, there should not be any feeling of being isolated in performing this important role. Throughout the planning stage, the Rally Manager has regular contact with the Solos Committee via the Rally Liaison Officer (RLO) who is there to provide support and if necessary get approval from the Solos Committee for activities outside of the Rally Manager's authority.

The Rally Manager is then responsible for all aspects of staging the rally within the financial constraints of a budget approved by the Solos Committee.

Major areas of responsibility are:

- Planning and Organisation
- Rally Staging Areas
- Safety and emergency procedures
- Budget & Expenditure management (in conjunction with the RLO)

Having established the team of Coordinators, it is highly recommended that the Rally Manager does NOT take on any other specific jobs in the running of the rally other than those listed.

There are two areas of operation at rallies that do NOT come under the direction of the Rally Manager, and which are managed by the Solos Committee:

- Merchandise Sales— this position reports to the Solos Treasurer.
- Committee Office— Managed by the Secretary

### Major Responsibilities

The Rally Manager is responsible for ensuring that all information contained in the Appendix at the end of this document is made available to the rally team.

### Location:

- This may have already been decided by the Rally Liaison Officer or other person appointed by the committee prior to your appointment but ideally you will be involved in this process and relate to the chosen area.
- A standard Site Check List is available to assist with site evaluation.
- Site hiring costs vary from approx \$4000 to \$6000 for around 10 -12 days use. Powered sites should be included in the hire fee where possible. These prices are a guide only

and will vary along with the facilities available. The crucial thing is to be totally transparent and discuss any issue or concern with the RLO who will speak to the committee for the site costs approval.

- The Rally Manager should advise the Rally Liaison Officer (RLO) of the number of Powered Sites available to be sold (including those for Committee and Rally Team) as soon as the Site Coordinator has checked that they are suitable to our needs. (10amp and 15amp sites should be counted separately) This must be done as early as possible so that sites are not over-booked.
- When a town has been approved by the Committee, initial contact and subsequent meetings should be made with all major service suppliers in the area to ascertain whether they will be willing to assist us and must involve the relevant Coordinator wherever possible (Site, Catering and Events mainly).
- Contact should be made with all service organisations in the area i.e. Fire, Police, Ambulance, Hospital, Doctors, SES, Veterinary, and Pharmacy etc., to advise that a group of senior people will be staying in town for up to 2 weeks. Emergency procedures are to be identified, documented and circulated to members attending the rally. This work can be performed by the Rally Safety Officer.

### **Initial Actions for setting up the Rally Management Team**

- Having been given approval for the rally site, the Rally Manager should start to choose the rest of the Rally Management Team and to establish contacts within the town.
- The current organization chart shows the structure required for all Rally Teams [See Appendix 9 for the Organisation Chart](#)
- Coordinators should be chosen with regard to their experience, particularly computer skills, and where possible, previous performance. It must be stressed that adequate time should be spent on this selection process. If the correct people are engaged, then the likelihood of a successful rally is increased.
- Support for Coordinators from those previously in the role can be provided, if necessary, through the RLO.
- The Rally Manager should have a good understanding of the roles of each Coordinator, and the part they will play in staging the event. Regular meetings or phone hook-ups must be scheduled with the Rally Management Team during the planning stages and during the rally, to ensure that tasks are being performed in a timely manner; The Rally Manager must promptly identify any areas which are not likely to meet the requirements of the plan. All Rally Management Team members should be present on-site (or in the town) at least 3 days prior to the event. In some cases, a longer period may be required.
- The setting up of a planning Timeline is highly recommended so that all planning activities up to the start of the rally can be managed effectively. The RLO can assist in this area.
- With a properly organised Team who understand their roles, the Rally Manager should be able to assume a supervisory position for the duration of the event.

### **Budget and Expenditure:**

- A Rally Treasurer will be appointed and will form part of the Rally Management Team. Their role is to monitor ALL expenses prior to and during the rally and manage any cash payments throughout the rally
- A pre-rally float is provided for the Rally Manager to cover costs associated in planning the rally. These funds are primarily for the cost involved by the Rally Manager and Coordinators in respect of travel, accommodation, and other general expenses prior to

the rally. Receipts for these expenses are to be held by the RM (or Rally Treasurer) for reconciliation at the rally. All expenditure on this float ceases once the rally starts.

- Receive draft expenditure guidelines for the rally from the RLO and bring together as soon as practicable a list of all major expense items which will be committed to. This will form the backbone of the budget around which the rally will be funded.
- Once the budget has been finalised and approved by the committee, provide each coordinator with a breakdown of the budgeted expenditure for their area which they will be expected to operate within.
- All quotes for major purchases or services should be provided by the appropriate Coordinator. These need to be confirmed and approved before sending to the Rally Treasurer for payment.
- Once on-site at the rally, the Rally Treasurer will take responsibility for payment of all expenditure incurred by the Rally Team.

### **Planning and Organisation:**

- As soon as possible commence developing an Organisation Chart for the full Rally team, Initially with the more senior members ie Coordinators, and then down to and including Team Leaders. Distribute this regularly as the chart is completed, and have a copy on display at the rally.
- Ensure that all Coordinators understand what the responsibilities are for themselves and the rest of the Rally management team and that boundaries of responsibilities are not crossed unless there has been specific agreement to do so. The need to work as a cohesive team is imperative.
- It is essential that all Position Descriptions, and Appendices together with the previous rally de-brief documents and Feedback Sheets are read and understood by the Coordinators.
- Establish a Rally Manager's office on-site for you and the Coordinators where meetings can be held away from the mainstream rally activities. Daily Coordinator meetings need to be held during the final days prior to the rally and every day during the rally where appropriate.
- Ensure that you and the Coordinators are easily recognisable by members – Hi-Viz vests are available for members of the Rally Management Team.

### **Staging Points:**

- Investigate and advertise all likely staging points in the area where members can camp prior to the rally.
- Check the facilities, and whether big rigs can be accommodated, the charge (if any) and from what date it is available.
- There should be quite a few sites within a couple of hours drive from the Rally venue, and others on highways approaching from all directions.
- Seek written permission from relevant Authorities where necessary.
- Advertise these locations in the Special Edition Rally Newsletter, Facebook and the Solos Website

**Reimbursement:** The Rally Manager receives \$35.00 per month for 6 months up to the rally to meet out of pocket expenses. A further amount (between \$1000 and \$1500) is also allocated to meet pre rally expenses for the Rally Manager and Coordinator team.

- See Appendix 8 attached for further information

**NOTE: Rally Program:**

The rally program is the most important document of the event. A separate one-person job under the control of the Events Coordinator has been established to do this work. The Rally Manager needs to be informed by the Events Coordinator on the content of the program as it is developed.

See Appendix 7: *Creating Rally Programs* for further information and *Rally Program Editor PD under the Events Coordinator*

**Please refer to Appendices 1-8 for further guidelines**

**This information is intended to help you in your voluntary role.**

**Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

Thank you for volunteering.

## RALLY TREASURER

This position reports to the Rally Manager with a functional line to the Solos Treasurer

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

**Reimbursement:** The Rally Treasurer receives a payment of \$30.00 per month for 6 months prior to the rally to meet out of pocket expenses and is entitled to a free powered camp site at a Solos rally

### POSITION DESCRIPTION

This position has been created to assume responsibility in managing ALL of the rally expenditure previously handled by the Solos Treasurer.

The Rally Treasurer should be involved with creating the final budget set for the rally and where possible, all expenses should be within the budgetary constraints which have been approved by the Solos Committee.

Its role is to make payments for expenses incurred prior to, and at the rally.

In conjunction with the Solos Treasurer, larger amounts, after being sighted and recorded by the Rally Treasurer, will normally be paid direct by the Solos Treasurer, these could include Site Rental, Catering and Entertainment expenses etc.

Ideally the Rally Treasurer position should be operational as soon as the budget has been approved by the committee and should then work closely with the Rally Manager during the build up to the rally. In particular receiving up quotes and pre-rally expenditures etc.

Expense reports are to be provided to the Rally Liaison Officer in the final month leading up to the rally.

The Rally Treasurer needs to be onsite at least 2 days prior to the event in a suitable location and workspace. Adjacent to the committee office (for access to the Solos Treasurer) is considered to be worthwhile.

A cash float of around \$3000 will be provided by the Solos Treasurer at the start of the rally from which most cash payments are to be made. A receipt form will be used where reimbursements are signed for.

The Rally Treasurer maintains a record of all transactions on the standard *Rally Expenses* spreadsheet. This contains details of the cash purchases and all other expenses incurred and where they will be eventually posted in the Solos accounting system. It is imperative that ALL payments whether by cash, or direct deposit are passed through the Rally Treasurer for recording prior to payment.

It is expected that the Rally Treasurer will attend all daily Coordinator meetings at the rally to provide expenditure updates.

The Rally Manager and Coordinators will be expected to use a designated email address provided for their position. and to ensure that emails relating to expected rally expenses including quotes, contracts etc are copied to the Rally Treasurer for forecasting.

At the end of the rally, a fully reconciled account is to be passed to the Solos Treasurer and the completed spreadsheet is posted to the Solos Drop Box

The Rally Treasurer may also be required to manage the Float provided to the RM in meeting pre-rally expenses incurred by the Rally Management Team. In this case these expenses would need to be held separately on the *Rally Expenses* spreadsheet.

## PROCEDURES

- Where possible, work with the Rally Manager in creating a budget for the rally which will be presented to the solos committee for approval
- Receive a copy of the approved budget and add group budget totals to the Rally Expenses spreadsheet.
- Advise each coordinator in writing of the budget allowance for their particular group.
- During the lead-up to the rally receive details of purchases and quotes and update the spreadsheet (keep expenditure from the RM's Float separate)
- Advise Coordinators of the need to clearly mark all sales dockets with the required information to ensure expenses are posted correctly.
- Emphasise the importance of dockets being provided daily, so that updated available funds are more accurate when reporting at the daily Coordinator meetings
- Expenses for non-Coordinator positions (Safety Officer, Info Desk, Pet Liaison) which report direct to the RM or ARM should be submitted by the RM
- Advise Coordinators that they should only submit sales dockets for expenses incurred for their own group and that they should not make purchases for other Coordinators without approval from the Coordinator concerned.
- No expense to go to the Solos Treasurer unless it has been passed through the Rally Treasurer, this includes quotes. All documents need to be stamped before they are handed over for payment.
- Forecast expenses are also managed in the spreadsheet, these are replaced with actual amounts when known.
- Sales dockets for *Purchases made "on account"* also need to be passed to the Rally Treasurer for recording and statement reconciliation at the end of the rally.

-  
[See Appendix 8 : Rally Manager's Float](#)



---

## VOLUNTEER CO-ORDINATOR

This position reports to the Rally Manager

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

### **Reimbursement**

The Volunteer Coordinator receives a one-off payment of \$50.00, 3 months before the rally to meet out of pocket expenses.

The Volunteer Coordinator is responsible for entering into CRM the names and the allocated position of all volunteers. This includes the date the volunteer is required on site. This must be completed two weeks prior to the rally.

This important role manages the allocation of volunteers to the various tasks related to running the rally. The success of any rally depends on the skill and commitment made by each volunteer.

In accepting an offer to volunteer, the Coordinator must be reasonably satisfied that the person is capable of performing the work and has the disposition and skills to carry it out.

It should be impressed on all volunteers that a cheerful and friendly manner is required at all times, even under trying circumstances. Volunteers should know who their Team Leader and Coordinator is for their group and progress any issues through them. It is recommended that each Team Leader is given a copy of the Rally Communication & Responsibilities Chart

(See Appendix 9 ) so that everyone understands the part they play in the overall management of the event. Team Leaders should then advise their team members accordingly.

The Volunteer Coordinator's involvement is one of the first functions to be activated and probably commences at, or immediately after, the previous rally. The main task is to receive applications from members and assemble them according to the work that they have nominated for. An on-line Application Form is available for this. All volunteers, excluding the Rally Management Team and Solos Committee, are required to submit an application form even if they have been approached directly and engaged by a coordinator.

Whilst there is good reason to use volunteers who provided their services in the past, it is desirable that new volunteers are brought in to complement the pool of members doing this work. It should be noted that no volunteer "owns a job" just because they may have done it many times before.

It can be seen therefore that the role of the Volunteer Coordinator is very much part of the pre-planning phase. It could be said that if adequate volunteers are available and have been assigned to the various Coordinators well before the rally commences, then the Volunteer Coordinator's work has been successfully completed.

The Volunteer Coordinator can arrange with the Webmaster to have all on-line applications forwarded to their personal email address instead of using the generic email address **rallyvolunteer@solosnetwork.net**

### ***The following is the agreed process for Coordinators to obtain volunteers:***

- Advise the Volunteer Coordinator of any verbal acceptances you have, or will be making, and ensure that these people complete a Volunteer Application Form which must be forwarded to the Volunteer Coordinator as soon as possible.
- Request volunteer names from the Volunteer Coordinator to complete all vacant positions in your team.

- Advise the Volunteer Coordinator that you have selected all required volunteers needed.
- Once this has been performed all further communication with your volunteers is performed by the respective Coordinator.
- The Volunteer Coordinator will advise the volunteer the required date that they will be needed on site, after consultation with the relevant coordinator and ensuring that it is within the Rally Manager's overall plan for arrivals.
- Advise the Volunteer Coordinator of the "Required by Date" for insertion onto for the Windscreen Cards into CRM. This must be completed at least three weeks prior to the rally.
- Advise the Volunteer Coordinator of any volunteer cancellations asap, and if necessary obtain a replacement from the Standby List
- Attend daily Rally Management review meetings as advised by the Rally manager

### Pre-Rally Activities

All volunteers must complete the Volunteer Application Form to be considered for appointment and should have already registered for the rally

Volunteers should be familiar with the roles of the Coordinators and the functions that they are responsible for.

Discuss with each Coordinator what Team leaders are required and the team's responsibilities. Coordinators are to advise how many volunteers are required to perform the tasks.

**The committee agrees to provide and pay for Volunteers Badges that will include date and location of the rally. The RLO has the responsibility for arranging the purchase of these.**

Anything else can be decided and paid for by the Rally Team out of their budget.

*Note: May 2021. The committee will supply and pay for both 1<sup>st</sup> Timers and Volunteers badges and that wording will also include date and location of the event*

Record details of all volunteer applications/offers and categorise them – up to three preferences are allowed. If necessary, via the Rally Liaison Officer, obtain background information from the membership system as to members past work and/or skill level. This should help in deciding a volunteer's capability for a particular job. This applies specifically to volunteers who need to be in the field or standing for long periods.

Communicate as soon as practicable to the member that the Application Form has been received and that further communication will follow.

Once Coordinators have been provided with, and have accepted, a volunteer's name, that volunteer then comes under the direct control of that Coordinator who is required to make contact and liaise as necessary with the volunteer from then on. The Volunteer Coordinator then advises the volunteer which Coordinator they have been assigned to.

Having decided which volunteer offers to accept, it is most important that the Volunteer Coordinator advises those who have not been offered a job at that time and that they are on a Standby-List – any cancellations can then be filled from here.

The Volunteer Coordinator should remind all Coordinators, that having accepted volunteers, they need to decide on which persons require training or briefing on what their role is and establish when they are required to be on-site. This timing will vary from job to job and will need to be further advised to each volunteer.

All volunteers, including Rally Management Team and the Solos committee will be advised as to the date they will be required to arrive on site. This information is to be entered in CRM no later than 3 weeks prior to the rally so that windscreen cards can be correctly printed.

**See Appendix 3 for entering data into CRM**

Discuss with the Admin Coordinator and possibly the Rally Liaison Officer, volunteers who have proven skills in the important area of Meet & Greet, with special attention to First Timers attending.

### **Prior to Day 1**

This is usually a Sunday. Discuss with the Events Coordinator and Catering Coordinator and confirm the time and location of the Volunteers briefing session and BBQ. Ensure that all Coordinators pass this information to their teams.

Assist the Membership Officer in the presentation of souvenir gifts/badges to volunteers (Team leaders and below).

Prepare an agenda, with the Rally manager to assist with the organisation of the Volunteers Briefing session. This needs to include the following:

- Welcome and introduction of Committee Members and the Rally Management team
- Expectations from the Volunteer force, ie they do understand what their job involves and who they report to. Present a friendly disposition and “go the extra step” where possible
- The required lines of communication where issues arise is via Team Leader > Coordinator > Rally manager > Solos Executive Committee.
- Safety Briefing.
- 1<sup>st</sup> Aid Briefing
- Questions and Answers.
- Presentation of souvenirs Rally Badge and thank you for the job to be done.

Maintain a standby list of volunteers who can be called upon to fill any last-minute vacancies

At the rally site, work with the Admin Coordinator to arrange for checking volunteers arriving prior to the rally.

Be available during the rally to provide volunteer names to fill any vacant positions.

All accounts, deposit requests and quotes for purchases or services should be sent to the appropriate Coordinator to be confirmed as checked and approved before sending to the Rally Treasurer for payment.

### **At-the-Rally Activities**

Prior to the rally, ensure there are adequate safety vests available for the volunteer teams and arrange distribution via the Coordinator and their prompt return after the rally.

**Note:** First Aid team vests are packed into the First Aid boxes.

Provide lists of Volunteers to Site and Admin Coordinators with agreed dates of arrival prior to the site becoming officially operational. All persons, excluding the Rally Management Team, Committee and site markers, arriving on site prior to the rally are only to be admitted after their windscreen card has been checked and issued.

**Note:** Windscreen Cards are normally available on-site approx. 3-4 days prior to the event so there will already be a number of rally staff working on site.

**See Appendix 6 : Managing Volunteers**

## ASSISTANT RALLY MANAGER

This position reports directly to the Rally Manager

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

**Please refer to Appendices 1-8 for further guidelines**

**Reimbursement:** The Assistant Rally Manager (ARM) receives \$30.00 per month for 6 months up to the rally to meet out of pocket expenses.

The Assistant Rally Manager is appointed by the Rally Manager. Where possible this should be based on previous experience in assisting with the operation of a rally. Essentially the ARM provides support to the Rally Manager as necessary. One of the most important roles is that of understudying the RM and all the activities that the position involves in managing the rally.

The ARM should understand all aspects of the planning and organisation of the rally so that in an emergency, they can immediately take over the Rally Manager's role if necessary.

The Assistant Rally Manager is responsible for some of the specific responsibilities listed in the Rally Managers Position Description these include

- Information Desk
- Pet Liaison Officer
- Safety Officer

As required by the Rally Manager, attend daily Rally Management meetings.

Thank you for volunteering.

## RALLY SAFETY OFFICER (RSO)

This position reports to the Rally Manager

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

### General

The Rally Safety Officer is appointed by the Rally Manager. The emphasis on safety is one of the most important aspects of a rally and therefore requires adequate planning and attention to detail. As per the CMCA Rally handbook, the RSO has the power to call a halt to any event or activity at a rally. This includes stopping the rally if circumstances indicate a threat to the safety of all or any person attending the event. The RSO would be required to formally report in writing to the Rally Manager and the Solos' Committee, the reason for taking any such action.

The RSO is required to be one of the first persons on site to confirm that it is a safe working environment and to remove or reduce safety risks at the Rally

The RSO is integral to providing a safe environment at rallies and is required to work closely with the Rally Manager and Rally Coordinators.

Perform a daily Safety check of the rally site, especially areas where members will be attending ie Main halls, Seminar rooms etc.

### **Arrival Pre-Rally**

- The RSO and Rally Manager should be the first to arrive at the site. This should be at least 3-5 days before the commencement of the rally. The RSO may seek volunteers to assist in addressing safety issues.
- The RSO, in conjunction with the Rally Manager, should examine safety aspects of the entire rally site, to ensure that the general layout, and the operational plan is as safe as can be reasonably accomplished.
- All safety identified issues must be controlled and reported. The RSO, acting on behalf of the Rally Manager should ensure that these are addressed.

### **Safety Check of Equipment and environment etc.**

- The authority of the RSO extends to equipment and its use.
- Check that the Rally Safety Card is correct for this rally and that it will be distributed to all attendees. (usually in the Welcome Bag)
- Electrical equipment should be checked to ensure that it meets normal safety guidelines.
- Ensure that all temporary electrical leads laid out do not present a hazard and that leads are correctly used (no illegal connectors, excess lead should not be coiled).
- Ensure that entry and egress of all buildings is safe, and that fire exit doors are operational, and not blocked.
- Ensure there is adequate security lighting around the grounds.
- Ensure all rally vehicles comply with the Safety Instruction card issued to members.
- Ensure appropriate safety signage is in place.
- On powered sites, members must not piggy-back leads (one lead in. No leads out). Where 10 amp outlets are being used, ensure a tested and compliant conversion lead or other approved device is being used and is safely installed.
- Identify Emergency Assembly Points (EAP) which should be marked clearly on the site plan, and how the Emergency Assembly Plan is to be controlled.
- Discuss with the Rally Manager, the need for emergency evacuation drills or demonstrations of emergency signal system.
- The site should be kept reasonably free of rubbish.

### **Siting Vehicles**

The RSO should be familiar with, or have access to, the vehicle siting plan to ensure that the following requirements are addressed:

- Immediate exit in the case of an emergency is mandatory.
- Test all emergency warning systems prior to the rally (ie beacon lights, sirens etc)
- Fifth-wheelers, Caravans and RV's with slide-on should be parked in such a way that evacuation would be speedy and efficient.
- Vehicles should be spaced to ensure fire separation and so that awnings when extended provide a pedestrian space.
- Vehicles must not be parked in a hazardous position such as on a steep slope, or under dead trees.

### **Other Site Safety:**

- Ensure that appropriate safety equipment such as firefighting equipment is provided, and the appropriate signage is erected.
- Speed limits must be observed throughout the site, and appropriate signage is placed where necessary.

- If the grounds have a public address system, this would be the most efficient method of advising Members to move to an Emergency Assembly Area.
- Address the Pre-rally Briefing for 1st Timers and Volunteers prior to the rally, and all members (Day 1 (Welcome Ceremony) regarding safety issues, evacuation procedure, and the Emergency Evacuation Points.
- Prior to the rally, assist in the preparation of the CMCA Risk Assessment Form identifying any potentially hazardous areas. If necessary, restrict access to these areas. This should be done in company with the President, who will complete the Risk Assessment profile as required by National Headquarters.
- Where appropriate, arrange with the Site Coordinator to have the floodlights turned off at 11pm (OR after the evening entertainment). Ensure that the site is secure for the night.
- Inspect access to each of the buildings and make sure that stair entrances are clearly visible, and if necessary, place safety hazard tape or paint on the edge of all steps, or other changes in level.
- The RSO should have a list of Rally Team contact numbers.
- A designated Mobile phone number for first aid will be monitored continuously by the First Aid officers.
- In the event of an emergency (a “000” call) arrange for yourself or a responsible person to meet the responding emergency crew at the designated entrance to the rally site.
- Attend daily Rally Management Team meetings as required by the Rally Manager.

Thank you for volunteering.

---

## INFO INFORMATION DESK— TEAM LEADER

The following information is intended to help you in your voluntary role.

**Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

This position reports to the Assistant Rally Manager

The Rally Information Desk is central in providing a wide range of information about the rally to members attending a Solos' Rally.

The success of this facility rests to a great extent on the amount of information that has been collected prior to the rally and which can be made available on request.

The desk should be located in an area which is easily accessed and is central to the major activities of the Rally.

Assistants should be appointed who have a general overall knowledge of how the desk operates; in addition, a number of helpers should be enlisted so that adequate periods of time are provided each day for the operation of the desk.

Hours of operation are flexible and need to be confirmed with the Assistant Rally Manager, and the Program Editor, however the normal hours of operation are:

Day 1: 9am- 4pm

Days 2-7: 9.30am- 11am & 3pm- 4pm

If possible, the Desk should be operational for the arrival of the 1<sup>st</sup> Timers.

The use of the desk to make event bookings (including workshops/seminars) or to sell raffle tickets etc. must be avoided, these are managed by other volunteers.

The Information Desk Team Leader, and possibly the assistant, should be on site at least 2 days prior to the rally to complete all aspects of information gathering and confirmation of all events. Time needs to be spent with the Events and Catering Coordinators in the lead up to the rally to obtain information on how their teams will be operating. This especially relates to all planned events both on-site and off-site

The following areas are considered necessary

- Complete knowledge of the Rally Program.
- Complete knowledge of the rally site and the use of on-site buildings.
- Understand the role of the Rally Office, Rally Treasurer and the Committee Office and their responsibilities.
- Maintain a daily update board for program changes or other items arising.
- Manage the daily collection of Announcement Sheets for the Rally Announcer
- Have information on what external tours are on offer and how bookings are made.
- Have a complete list of all Rally staff names (managers and coordinators) and Committee Members with contact phone nos.
- Obtain a schedule of First Aid staff on duty for each day and shift times and contact facilities.
- Have a reasonable knowledge about the town and facilities provided.
- Understand the process for handling arrivals, parking, power allocation and related issues
- Monitor the "For Sale" boards and provide a separate Notice Board for Committee business.
- Attend daily Rally Management review meetings as advised by the Rally manager.

Thank you for volunteering.

---

## PET LIAISON OFFICER (PLO)

This position is appointed by and reports to the Assistant Rally Manager.

Pets at rallies can be a source of friction and as such need to be managed in an understanding way

- The PLO acts on behalf of the Assistant Rally Manager to liaise with pet owners. Where issues cannot be resolved, or repeat situations occur, the matter should be brought to Rally Manager's attention.
- Be conversant with the rules regarding pets as published by the CMCA and contained in the *Rally Rules* for this event. Arrange to review the guidelines with the Rally Editor before being printed.
- Organise with local vet services the hours of operation and emergency contact information and arrange for this to be included in the program.
- Ensure information as to when the Pet Liaison volunteers will be on duty each day, and is available in the rally program.
- Arrange with the Site Coordinator for an off-leash area to be provided where possible. Have this identified on the official site plan and in the program.

Extra activities for consideration (these need to be identified and planned prior to the rally):

- Arrange for local dog training group (if any) to provide a demonstration.
- Organise a daily dog walking time each morning.
- Organise a mini dog show with local judges and prizes for various groups.
- Arrange for a Green identification vest to be worn when on duty.

Thank you for volunteering.

## FIRST AID COORDINATOR (updated 4/1/23)

This position reports to the Assistant Rally Manager and manages the First Aid requirements of the Solos Network for organised Solos Rallies.

It is a permanent position and will be included as part of the Rally Management Team in the build-up to, and during the rally itself. It is likely that where the 1<sup>st</sup> Aid Coordinator attends an event there may not be the need for a 1<sup>st</sup> Aid Team Leader. See [First Aid Team Leader PD below](#)

The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)

Recommendations as to changes in First Aid policy or procedures should be sent to the Secretary of the Solos Network. The maintenance of records where First Aid facilities are provided is considered to be part of this role. i.e., First Aid incident reports should be filed for every event and held by the Secretary in the committee's secure document area.

At any rally, a First Aid service (minimum of one First Aider) must commence with the arrival of the first volunteers prior to the event and terminates the day after the end of the rally. The First Aid Coordinator is responsible for, but not confined to the following.

### Responsibilities:

- Record treatment and details of members where a first aid service is provided.



- 
- Ensure a team of competent qualified people are available to meet the needs of the members at an approved Solos Network event. A Team Leader should be appointed where possible although it is recognized that the 1<sup>st</sup> Aid Coordinator may perform this role if attending the event in person
  - A copy of the First Aid Certificate of all First Aiders is to be held on file, and if more than 1 year old, a copy of the CPR is also required.
  - Issue reminders to Solo Members who have a commitment to fulfil in relation to volunteering at rallies in return for freely-provided first aid training
  - Support the Rally First Aid Team Leader as necessary in the management of the role and assist in setting up a First Aid team
  - In conjunction with the Rally First Aid Team Leader ensure that equipment is maintained, serviced and replaced as necessary.
  - **Note:** All 1<sup>st</sup> Aid costs including consumables are paid for by the Solos Committee via the Solos Treasurer, NOT the rally budget.
  - Notify the Solos Network Committee of any changes in Policies, and Procedural updates relating to First Aid courses. Manage the scheduling of these courses as necessary.
  - Liaise where necessary, with the Rally Volunteer Coordinator in the selection of an appropriately qualified First Aid Team Leader and other team members. Assist the Team leader with preparing a work roster.
  - Provide a report to the Rally Manager (De-brief meeting) at the end of each rally and pass all First Aid actions performed at the rally to the Solos Secretary for filing
  - 
  - **Reimbursement:** A one off payment \$50.00, 3 months prior to a rally will be paid to cover phone/ Internet costs and is entitled to a free powered camp site at a Solos rally

Thank you for volunteering.

---

## **FIRST AID— TEAM LEADER (updated 11/12/22)**

This position reports directly to the First Aid Coordinator, and manages First Aid requirements during the rally. Responsibilities commence with the arrival of the first volunteers prior to the opening, and finishes at the end of the final day. This position is sometimes filled by the 1<sup>st</sup> Aid Coordinator

The Team Leader is responsible for, but not confined to, the following responsibilities:

- In conjunction with the First Aid Coordinator ensure a team of competent qualified people are available to meet the needs of the members. A minimum of 8 is suggested to allow adequate time off.
- A copy of the First Aid Certificate and if more than 1 year old, a copy of the CPR tis also required to be put on file. From time to time, as considered necessary, the Solos' committee will pay for First Aid training and new certificates on the condition that people commit to provide their service for 2 Rallies in 3 years.
- Set up a roster so that team members have some time off if possible. Have someone on stand-by if needed.
- Ensure that correct information is printed in the program regarding phone numbers for First Aid, local doctors, and hospital.
- Discuss with the Site Coordinator to ensure a suitable room for treating injuries in private is available and has a sink and fridge if possible. Table/bench for setting out equipment and paperwork. Chairs and or bed is available, and the room is lockable/secure.
- Ensure equipment is set out and checked on arrival and any extra supplies are purchased prior to the rally.
- Have enough printed forms in a folder to record attendances.
- Have special First Aid Hi-Vis vests available and clean before rally starts.
- If utilized, ensure that suitable UHF radios are charged and tuned to the First Aid frequency.
- Ensure the First Aid mobile phone is charged and has enough credit.
- Hold a briefing with the team before the Rally.
- Report any serious situations which requires further involvement of the First Aid Coordinator or Assistant Rally manager.
- With the 1<sup>st</sup> Aid Coordinator, ensure that the approved Incident Reporting System is followed and that a written report summarising all First Aid activities during the rally is provided to the Rally De-briefing meeting.
- With the 1<sup>st</sup> Aid Coordinator, liaise with the Assistant Rally Manager as necessary to keep them informed of matters requiring their attention.
- With the 1<sup>st</sup> Aid Coordinator, Rally Safety Officer and Site Coordinator, decide on how emergencies will be handled with regard to on-site incidents and arrival of emergency services.
- Arrange for a vehicle to be available to assist with off-site transport needs for members needing urgent medical help.

Thank you for volunteering.

-

---

## SITE COORDINATOR

This position reports to the Rally Manager.

**The following information is intended to help you in your voluntary role.**

**Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

**Reimbursement:** A one-off payment \$50.00 will be paid 3 months before the rally to cover out of pocket expenses.

The Site Coordinator and Assistant are responsible for the day to day operational management of the rally site. This is accomplished by engaging their own Team Leaders for the major tasks to assist with the more complex jobs. These Team leaders will report direct to the Site Coordinator and Assistant Site Coordinator as appropriate and can be drawn from names supplied by the Volunteer Coordinator.

**See Appendix 9: Communication and Organisation Chart**

### PRIMARY ROLE

Identify all major costs items as early as possible so that a realistic budget can be put in place with the Rally Manager.

Establish a good working relationship with the local Council or Show Society to handle all aspects of equipment and maintenance. With the Assistant Site Coordinator, establish Team Leaders and determine any specific volunteer requirements. Ensure all are trained and know what their responsibilities are. Arrange to meet with all teams prior to the rally for briefing sessions.

Hold daily review meetings (as necessary) to ensure the rally progresses at a smooth, planned pace.

Attend daily Rally Management review meetings as advised by the Rally manager.

### RESPONSIBILITIES/JOB DESCRIPTION

The Site Coordinator is responsible for nominating the Assistant Site Coordinator and ensuring that both Position Descriptions are fully understood and how they interface.

Approving all necessary expenditure for the team within the limits of the allocated budget. Any major expenditure required outside of this, will be managed by the Rally Treasurer and approved by the Solos Treasurer.

### Volunteers

Effective communication with the Volunteer Coordinator is essential, not only to ensure that the right people are doing the work, but to coordinate the allocation of volunteers in a professional and timely manner. This includes keeping volunteers informed of your requirements. The following is the agreed process for this.

**See Appendix 6 Managing Volunteers for further information**

### Communication:

Be prepared to hold a briefing meeting with your team at the end of the official Volunteers briefing session held the day before the rally.

### Grounds

Areas allocated for the running of the event, includes any areas outside of the rally park which are included for our use.

Prior to the rally and with a local representative, inspect all facilities which will be used during the rally to identify the condition of all buildings and work areas. A standard check list is

available for this purpose and any deficiencies should be noted. Perform another inspection as close as practical to vacating the rally site and note any changes such as possible damage.

### **Buildings**

Identify with the Rally Manager those buildings which are available to be used and get Events and Catering Coordinators agreement for what purpose they will be used, and how they will be identified.

### **Security**

Contact local Police and, if indicated, decide an appropriate route through town for motorhomes.

Contact local Fire brigade and Ambulance services and arrange for them to be briefed.

Organise night-time staffing of the entry gate (if required) using SES or other local organisation in return for a donation or agreed fee. If not available arrange volunteer members.

### **Buildings & Equipment**

The Site Coordinator should be present when hired facilities are delivered/installed. Retain all documentation relating to this for the Rally Treasurer.

Consider the need for extra demountable shower/toilet blocks. These will need to be near water and sewer outlets, unless they have a storage tank, in which case a pump truck may be required.

All hired equipment should be erected and in position prior to any volunteers arriving on site.

Attend to the hiring of chairs and tables if required.

Prior to the Rally, select where the Rally Storage Boxes will be placed, and where they will be unpacked (if different location).

[See Appendix 1 : Storage Boxes - Management](#)

### **Site Considerations**

Plan ways to overcome shortcomings of the site, eg. inadequate fencing, sloping ground.

Assess site for Caravans which may require more time for parking – consider drive-through sites where possible.

Establish what powered sites will be available (including 3 phase) and the amperage of each- This information is required by the Rally Manager so that the Treasurer can be informed how many powered sites can be sold. This needs to be done as soon as possible after the Site has been approved by Solos committee and Rally Manager.

Establish a grey water disposal policy with the authority managing the site, arrange for filter socks to be distributed if necessary.

Determine that water supply and sewage disposal requirements will be met.

If necessary, and with assistance from council, install a dump point to an appropriate sewer access point.

If showers and toilets are hired, a licensed plumber maybe required to certify the equipment as properly installed before use (council usually arranges this).

Consult with the Parking Team Leader regarding the site plan. Arrange to have a large site plan created showing the location of all numbered sites, emergency exits, and dog free areas.

Ensure the site is mowed prior to the rally,

Monitor the removal of rubbish according to the contract which is available from the Rally Manager.

Plan and organise the Arrival Gate including any holding areas for 'Roll Ups'. Arrange and provide suitable shelter and tables for Arrival Gate staff and possibly Treasury staff.

Arrange for required number of volunteers to remain on-site to manage site clearing and cleaning at the end of the rally.

### **Off Site**

Arrange erection of advertising street banners (2) on approach roads into town. Note: These banners are not to be placed in the rally storage boxes after the rally.

Arrange, with the approval of Police and Council, the erection of street direction signs to avoid heavy traffic area in the business area.

Other Site functions

The contract for the hire of the venue will include what cleaning requirements are provided during and after the rally. It is normal practice for external cleaners to be employed at rallies, with your volunteers only attending to replacement of consumables.

### **Staffing**

It is often worthwhile combining the staff working with Parking and Maintenance teams so that work load can be spread. This will ensure the best use of staff depending on what work needs to be performed at a particular time. Allow for rostering of volunteers for off-duty periods.

Thank you for volunteering.

## **PARKING AND MAINTENANCE— TEAM LEADER**

This position reports to the Assistant Site Coordinator

### **Primary role**

The Parking and Maintenance Team Leader is responsible for supervising the siting of all vehicles on the rally grounds according to accepted procedures and safety. This role also includes the maintenance and management of all site requirements during the rally. It will be necessary with the Assnt. Site Coord to identify suitably skilled persons to head up the Parking and Maintenance crews.

All staff in the Parking & Maint team will be expected to assist in both areas as necessary throughout the rally.

[See Appendix 10 Parking and Maintenance Checklist](#)

### **Operational Requirements**

The following volunteers are required to be on site as soon as access is available.

- First Aid (one person)
- Safety Officer: To confirm site is safe before marking out begins.
- Parking volunteers involved in marking out sites.

This is followed by the Rally Management Team and the Solos committee.

### **Vehicle Lists for Parking**

Separate lists are required BEFORE entry commences for:

- Number of caravans, fifth wheelers.
- Buses & over-length (trailers).
- Number of powered sites required for larger vehicles for marking out.
- List of length of all vehicles (sorted into length to assist with marking out).

- List of vehicles requiring to be parked “Near Facilities”. This area is for Bona-fide reasons such as toilet, medical and infirm members) Try to arrange for these members to be admitted during the afternoon prior to Day 1. A medical certificate maybe requested in some cases.

Site number tags should be supplied before marking out begins. Site numbering should follow a logical (numerical) sequence.

### **Separate Vehicles** (towed and [caravan] tow cars).

If Members want to use their auxiliary vehicles during the rally they should park them in a separate parking area. This should be close to the main gate if possible to avoid unnecessary traffic on the site.

### **Gate Closure:**

Where “Exclusive Use” has been granted, we should be able to close the arrival gate as necessary.

From Day 2 onwards, the Arrival Gate Team Leader will monitor late arrivals, obtain their arrival time (or advise these members when the gate will be open) and relay this information to the Parking volunteers on a daily basis.

When the entry gate is unmanned, or closed, the Parking and Maint. Team Leader and Arrival Gate Team Leaders phone numbers should be posted in LARGE letters for latecomers.

Rigs which need to be moved to a power site should pay (Committee Office) the power price before being moved. Every effort needs to be made to ensure that members remain on the site where they are first parked. Moving sites because of battery power is not an option unless it's an emergency. At some rallies, a facility may be provided to charge motorhomes who have battery problems.

### **Fifth Wheelers and Caravans:**

While stationary, the tow vehicle must be connected or positioned so that the couplings are immediately adjacent in order to allow immediate attachment and evacuation in the event of an emergency.

### **Prior to the Rally:**

- Receive names of volunteers that have been provided by the Volunteer Coordinator. Contact your team members and confirm their attendance and the work they will be doing. Ensure they have read and understand the relevant position description.
- The Site Coordinator will have a scale plan of the grounds.
- Measure areas of grounds to be used for siting motorhomes. Mark in trees & buildings etc.
- Prepare a siting plan allowing a minimum of 6m wide and 9m long for most motorhomes. Allowance should be made for large vehicles, (18 + metres is ideal), the number of which will be advised by the Site Coordinator. Allow a minimum 7 metre road width where large vehicles are parked to allow for turning.
- In the site planning stage take into consideration the sizes of imported motorhomes, caravans, fifth wheelers and slide-outs. This information can be obtained from the Admin Coordinator.
- Plan a logical, numerical sequence for site numbering. Ensure traffic flow directions for roads are shown on the site plan.
- Organise a team to mark out sites and fix numbered siting plates. Allow for additional volunteers to help with siting depending on the local situation. Site plates are only to be removed on the morning of the departure day.
- If possible, survey the site with the Site Coordinator and a council electrical person at least 5 months prior to the rally to ascertain how many powered sites are available. During this

inspection, check condition of power boxes with the Rally Safety Officer and report faulty equipment to council for repair. Clearly mark powered sites on site plan.

- Pass this information re power outlets to the Admin Coordinator AND the Treasurer so that power site requests and payments can be managed.
- Electrical equipment, and leads must display a test tag.

### **Site Plan**

- A list of members requiring powered sites will be provided by the Site Coordinator.
- Clearly identify (mark with paint) powered sites, especially if they are interspersed with non-powered sites. Mark these on the plan.
- When the plan is finalised, arrange for several photocopies for siting volunteers and a large laminated version (A3) for display at Information Desk. Additional plans need to be printed, (with site numbers shown), for each emergency service and our First Aid Team. Liaise with the Site Coordinator for assistance with developing plans.
- Obtain a sufficient number of hand-held UHF radios from the Site Coordinator and ensure they are charged on a daily basis.
- Ensure all volunteers have (PPE) Night/Day safety vests, hats and have been provided with sunscreen and water as required. Arrange for a water boy to be nominated from your team. Catering Supervisor will arrange for purchase of water bottles
- Oversee marking out of grounds.
- Where possible, allocate Rally Management Team and Committee sites close to their work area.

### **Rally Siting**

#### Operational (from Day 1)

- Set up a briefing meeting with all Parking staff prior to the rally gates being opened, to discuss and agree on activities for the day. Advise rostering arrangements as necessary.
- Give each worker a bottle of water at the start of each shift.
- On principle, the early arrivals on Day 1 should be sited in the areas closest to the main area on the Rally grounds.
- The policy of 'If you want to be parked together, arrive together' should generally apply. This will be dependent on vehicle sizes and power requirements. Particular groups cannot expect to be sited together unless they arrive together, and it is not normally possible to leave a spare space 'for my friend'.
- On the first day of the Rally, the Team Leader should keep a careful eye on entries and siting to ensure there are no bottlenecks..
- Discuss and plan entry procedures in conjunction with the Arrival Gate Team Leader and the Meet & Greet Team Leader.
- Vehicles are directed by Siting staff to the appropriate section of the grounds. The use of scooters, electric bicycles, and other types of transport to take vehicles to the required area is recommended.
- Siting staff will direct motorhomes on to their site. Ensure that the only vehicles sited on powered sites are those where power has been booked.
- When a motorhome has been sited, the siting team member will enter the site number on the windscreen card and tear off the bottom section to be returned to the Rally office for insurance purposes. These cards must be handed in regularly throughout the day so that records of arrivals can be updated. It is advisable to have one person on each team responsible for collecting the tear off slips and returning them to the office.



- Motorhomes and campers must be parked facing the line of exit. Due regard must be paid to lines of exit which might be used by other vehicles in an emergency.
- Bicycles and other equipment must not block lines of exit,
- Where it is necessary to move a vehicle after it has been sited to a new site, the rally office must be advised of the new site number as soon as possible. Site numbers are not to be removed when a vehicle is changed.
- Obtain details of expected late arrivals (after Day One) from the Arrival Gate Team Leader, and ensure that there are parking staff available to organise siting upon their arrival..

Thank you for volunteering.

---

## ARRIVAL GATE— TEAM LEADER (updated 7//10/23)

This position reports to the Site Coordinator.

### Primary Role

The Arrival Gate Team leader controls all activities at the gate from the point where vehicles are queuing prior to entry through to handing them over to the Site Parking team and Meet & Greet hosts

Prior to Day 1, The team Leader receives all the windscreen cards for the registered and paid Members who are expected to arrive.

The Arrival Gate Team Leader and the Admin Coordinator, together with either the Treasurer or Assnt Treasurer, need to perform a detailed check of all registrations against:

- Actual registration forms received (on-line and Hard copy),
- Printed windscreen cards, and
- The CRM database.

This needs to be performed as soon as the windscreen cards are available to avoid any anomalies at the Arrival Gate on the opening day.

- Cards should be checked, and any with arrival dates after Day 1 can be put to one side.
- Organise the cards in alphabetical order (by Christian name) to ensure easy selection, and efficient processing through the gate.
- It is recommended that windscreen cards for volunteers be issued prior to the rally as they arrive on-site. A team of two or three volunteers need to be appointed to manage the early arrival of all volunteers at the arrival gate
- Receive Welcome Bags and all other documentation relating to the rally, for each vehicle from the Assnt. Admin Coordinator.
- Arrange for an area to be used as a holding area for unregistered members (roll-ups), or those who are un-financial or with incorrect details.
- The arrival gate needs to be open from 8am-12 midday for the First Timers arrival and from 8am to 4pm on Day 1 and 8am to 12 noon on Day 2.. A lunch break from 12-1pm is the normal practice. Depending on the number of registrations expected, it may be worthwhile having extra volunteers available on opening day to process arrivals in a timely manner.
- The team should be ready 30 minutes ahead of the open time, particularly for First Timer arrivals and on the first day of the Rally. Depending on local circumstances, it may be advisable to start vehicles rolling in before 8am. This needs to be confirmed with the Rally Manager and Site Coordinator.
- Barriers may need to be considered for the protection of volunteers when they approach vehicles. This is to be assessed with the Rally Safety Officer.
- A team should consist of three people in the shelter and two runners if possible. The runners should each have a UHF radio and there MUST be one radio in the shelter.
- Members arriving unregistered (roll-ups) or with anomalous details may be asked to pull their vehicle out of the line. This will depend on traffic conditions and the length of the arrival queue. At most rallies, a person from Treasury, with access to CRM, will be situated at the gate to assist with late registrations and any other membership issues.
- Windscreen cards are created by the Rally Office Manager or the RLO and will be available at least 5 days before the event. Pink Cards are for Powered Sites, Blue Cards are for unpowered sites..

- Water, sunscreen and insect repellent should be made available throughout the day. See Rally Admin for supplies.
- Runners welcome arriving motorhomes in the main queue, about fifty metres in advance of the arrival gate and check the driver's CMCA membership card for valid dates. Un-financial members will be asked to pull their vehicle out of the line and park before proceeding to the Treasury Desk at the Arrival Gate for advice on renewing. Use of electronic membership confirmation is recommended where possible using the CMCA Connect App
- If the member is financial, read out the member's full name over the UHF radio. In the shelter, the windscreen card corresponding to that member is extracted, and the arrival date checked. The vehicle is then moved forward to the arrival gate area.
- Motorhomes waiting to enter the grounds must not impede the normal flow of traffic. If it is necessary that the queue (particularly on the first morning of entry) extends up the street, keep the motorhomes to the left. Do not allow queued motorhomes to park across driveways and leave a spare margin each side of a side street so emerging traffic has a field of view.
- Ensure that local residents who may be affected by the arrival queue are suitably informed prior to the rally.

### **Rally Arrivals:**

#### **Procedure and Job planning**

Arrival Gate Team leader should be on site at least 5 days prior to Rally.

#### **Form an Arrival Gate Team consisting of**

- 3 persons in the Arrival Shelter (entrance)— One to handle windscreen cards, one to hand the card to the member and another on UHF radio.
- 2 persons preferably in the arrival queue. Checking on CMCA Member Cards. Members who have membership anomalies should be removed from the arrival queue until the issue is resolved.

#### **NOTE:**

- Un-financial CMCA members will need to contact NHQ to pay fees etc., but generally, only the President, or another nominated member, should contact NHQ on opening day. Provide contact information (phone no. 02 4978 8788) for members who need to call CMCA HQ re membership.
- Un-financial Solo Members may be processed at the discretion of the Rally Admin Office, according to conditions on the registration form
- Perform a run-through of the Arrival Gate process with volunteers. This can be as part of the arrival of First Timers which usually occurs 1 day prior to the start of the rally
- Have a printed list, provided by Admin Coordinator, of all members who are due to arrive on Day 1 and a list of members arriving later. Mark off members on the list as they arrive.
- Hold a final, team briefing the evening before opening day
- Open and close the arrival gate as per the rally program.

#### **Procedure for Day 1**

- Have staff in position at least 30 mins before gates open.
- "Queue staff" (runners) should have been already out on the road checking the queue and answering any questions.
- Check with Admin on supply of Welcome bags, have these delivered to Arrival Gate.
- Have Windscreen Cards sorted and ready.
- Mark each processed member as having arrived on the list. Issue Windscreen Card and the welcome pack. Advise the member how to proceed to parking (maybe scooter lead or just directions).

- Arrange for water bottles and relief of staff as necessary, aim for a maximum of two hours before a break.
- Keep communication lines open with Site Coordinator and the Parking Team leader.
- Arrange for closing and opening of gates as per the program.
- If possible have a quick de-brief session during lunch to check out any problems.
- Remove all items from the arrival shelter to the rally office at the end of Day 1.
- Advise Rally Office of members who failed to show up on Day 1.

**NOTE:** The President is usually also in attendance at the gate on the opening day, to welcome attendees as a goodwill ambassador.

#### **Activity for Day 2 onwards**

- Same process as for Day 1, but probably less staff required.
- Open and close gates as per program.
- Establish who is expected to arrive on specific dates and allocate a person to make phone contact with the member before they arrive to establish approximate time of arrival and who they need to call when they arrive.
- Arrange for large information sign to be placed on arrival gate after-hours, with contact phone no. for the Arrival Gate and Parking Team Leaders.
- Liaise with Parking Team Leader on these later arrivals to arrange parking.

Thank you for volunteering.

-

---

## ASSISTANT SITE COORDINATOR (updated 8/1/2023)

This position reports to the Site Coordinator.

### Primary role:

- Management of the Parking & Maintenance team and their work schedule
- Management of maintenance (plumbing, electrical and minor carpentry trades)
- Management of all site cleaning facilities (except for kitchens), for the duration of the rally including pre-rally and post rally requirements. It is normal practice for the Rally Manager to engage external contract toilet cleaners. Where this service is available, then volunteer duties only extend to replacing consumables.
- It encompasses the daily functions of grounds, dump points, and general maintenance.
- Liaison with the site Safety Officer prior to the rally to ensure all the buildings and grounds do not present a hazard to the members
- As required by the Site Coordinator, attend daily Rally Management meetings as advised by the Rally Manager

### Volunteers

Effective communication with the Volunteer Coordinator is essential, not only to ensure that the right people are doing the work, but to coordinate the allocation of volunteers in a professional and timely manner. This includes keeping volunteers informed of your requirements.

### Attached:

[See Appendix 6 Managing Volunteers for further information](#)

[See Appendix 10 Parking and Maintenance Checklist](#)

### Responsibilities.

- Establish what consumables are needed for toilets, and other buildings used for running the rally. Obtain volunteers, nominate Team Leaders and create work rosters as necessary. Liaise with cleaning contractors to establish when facilities will be closed for cleaning.
- Check whether any of the showers need shower curtains and other items, purchase and install as necessary.
- Run water lines if required.
- If no contract cleaners are available, establish Cleaning teams and daily rosters to ensure that facilities are in a presentable manner. Ensure Team Leaders understand the requirements of their work.

### Parking & Maintenance

#### UHF Radios

The Rally Office will provide an area where UHF radios can be charged as required. Check and confirm all radio channels to be used at least 48 hrs before the rally. Ensure radios are fully charged. (Plug in and keep a list of the numbers and have people sign them out and in). Ensure all volunteers allocated with a UHF radio are conversant with its operation.

## SITE TRANSPORT – TEAM LEADER (updated April 2023)

This position reports to the Site Coordinator

## **Courtesy Bus**

At most rallies there is a need to provide some form of transport between the rally site and the town centre. This depends on the distance that the site is situated from the town and is decided by the Rally Manager. Generally, a Courtesy Bus operates a return service to town (usually 9am to 4pm), although the Rally Manager may wish to vary this depending on local conditions.

At some rallies, the courtesy bus is offered from a local organisation ie council or social club and may come with a driver supplied. In these cases, there is a need to agree in writing what is being offered and any financial consideration (ie donation).

Pick-up and drop-off points are determined and need to be advertised together with a timetable in the rally program.

The Admin Coordinator or Site Coordinator will manage the hiring, or loan of, suitable vehicles needed, and should be established well before the rally.

## **General Rally Vehicles**

There is usually a need to have a site maintenance vehicle (Ute or similar) which is under the direct control of the Site Coordinator. In addition, there is a distinct advantage in having a car available to perform general off-site duties and as an emergency First Aid vehicle. These vehicles can sometimes be provided on a loan basis as opposed to hiring. On occasions Rally members have made their personal vehicles available for a small fee

### **Process:**

- Obtain names of suitable drivers from the Volunteer Coordinator and/or advise the Volunteer Coordinator of members who have nominated verbally direct to you. Ensure all volunteers have submitted Volunteer Application Forms.
- Obtain full details from the Site Coordinator on where the vehicles are being sourced from and all requirements relating to the hire (or otherwise) of the vehicles.
- Arrange for pickup and return of vehicles as necessary.
- Check the vehicles for damage and ensure insurance requirements are in hand.
- Confirm that all drivers are qualified to drive the vehicles and get copies of licences.
- Agree with the Rally Treasurer what method is required for re-fuelling the vehicles.
- Take charge of all keys at the end of each day.
- Decide where bus stops will be located on site and in town.
- Prepare a roster for bus drivers for the whole period of use.
- Where possible have the Bus available 2 days prior to the start of the rally.
- Arrange for a suitable container to collect "gold coin" donations from members using the bus service.
- Be prepared to offer special town bus services (outside the daily schedule) to transport members to evening functions free of charge.
- Where possible have "smiley signs" and "Solos Logo" displayed on the vehicles for identification. Special magnetic signs will be made available for this purpose.
- Keep the vehicles clean and tidy.
- Provide bus drivers with copies of their roster, timetable and route map.

---

## **TOILET and WASTE MANAGEMENT TEAM LEADER**

This position reports to the Assistant Site Coordinator

### **Toilet Consumables**

The current approach approved by the Solos Network Committee is to engage contract cleaners from the local area to perform this work. This then only requires a team of members to manage the replacement of consumables. This will be a budgeted item.

- Receive names of volunteers that have been provided by the Volunteer Coordinator. Contact your team members and establish a daily roster.
- Confirm with the Assistant Site Coordinator what cleaning facilities and consumables will be provided by site owners (Council or Showground) if any.
- The Contract Cleaners are to sweep out buildings, clean showers, toilets, and remove any rubbish.
- Your Team should monitor toilet paper, hand towels and soap etc..
- All purchasing and deliveries of consumables should be performed before the rally starts

### **Waste Removal**

- Receive names of volunteers that have been provided by the Volunteer Coordinator. Contact your team members and establish a daily roster.
- Provide a roster for organizing rubbish bins to a suitably agreed pick up point on agreed days during the rally
- With assistance from the Assnt. Site Coordinator organize for adequate rubbish bins to be available and spread around the rally site.
- Waste Management may require the services of external waste removal companies or organized through the local council

Thank you for volunteering.



## EVENTS COORDINATOR (updated 28/02/23)

This position reports to the Rally Manager

### Job description

This role carries some of the major responsibilities in running a rally. It requires significant time in liaising with Coordinators. It is important to appoint suitably qualified Team Leaders to manage several specific areas.

- In conjunction with the Rally Manager, plan all aspects of entertainment at the Rally. This includes activities on-site as well as tours and events planned off-site.
- This position liaises very closely with the Catering Coordinator especially during the early planning phase of the rally.
- The Events Coordinator will liaise with the Catering Coordinator on events where food is to be supplied. Table and hall decorations to meet the rally theme and the layout of tables and chairs is normally performed by the Events team with cooperation from the Catering team
- Expected costs for major entertainment areas should be discussed as soon as possible with the Rally Manager to assist with budgeting – initial guidelines are available.
- Attend daily Rally Management Team review meetings as advised by the Rally manager
- The Events Coordinator is responsible for appointing an Assistant Events Coordinator and the appointment of a number of Team Leaders for the more complex tasks. These Team leaders will report direct to the Events Coordinator and Assistant Events Coordinator as applicable and can be drawn from names supplied by the Volunteer Coordinator.

The Events Coordinator takes on and uses the generic email address (rallyevents@solosnetwork.net) for all communication purposes.

**The main areas of responsibility are as follows. These are included in separate Position Descriptions for the relevant Team Leaders . Your role as Coordinator is to manage your Team Leaders in the following positions:-**

- **Program Editor:** A one-person job that requires excellent communication skills in gathering all aspects of the rally to create the Rally Program. Excellent computer skills and knowledge of suitable programs in which to display the program eg excel or publisher or word
- **Entertainers:** This covers entertainment requirements for both on-site and off-site functions. This requires a Team Leader.
- **Welcome Dinner, Rally Dinner/Dance or Party Night:** Management of all aspects of these events except for Catering. This requires a team Leader.
- **Talent Night :** A Team Leader position that plans and manages this event up to, but NOT including the Closing Ceremony which is managed by the Solos committee.
- **Sound Systems:** A small team to provide all music, microphone and sound requirements.
- **MC and Announcements :** A one-person job which controls all verbal communication to the members throughout the rally.
- **Tours and Booking Desk::** A Team Leader position which identifies appropriate tours, bus companies, destinations and costs and manages all bookings made by members.
- **Member Forum and AGM** Liaise with the Rally Liaison Officer regarding requirements for Member Forums, Annual and General Meetings.

**The Assistant Events Coordinator is responsible for the following:** (these are suggestions for the division of responsibilities)

- **Workshops/Seminars & Classes**
- **Poets Breakfast**
- **Sports Day**
- **Indoor card and board games**
- **Devotions**
- **Open Day including Markets**
- **Disc Bowls**

**NOTE:**

Care needs to be taken in accepting volunteers for Team Leader roles. Volunteer information will be supplied progressively during the lead up to the rally via the Volunteer Coordinator. Access to member information regarding previous work and skills can be supplied by the Solos Membership Officer if required.

**See Appendix 6 Below : Managing Volunteers for further information**

**Reimbursement:** The Events Coordinator receives a one-off payment of \$50.00, 3 months before the rally to meet out of pocket expenses

Thank you for volunteering.

**The above information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

## **RALLY PROGRAM EDITOR**

This position reports to the Events Coordinator

### **PRIMARY ROLE**

Putting together a workable Rally Program requires a good deal of planning to ensure its success. It involves initially getting the broad outline of what the program may contain. This should be started as soon as the rally team is operational, and details need to be provided from everyone on the Rally Management Team so that a rough draft can be established as soon as possible.

From this, and with regular ongoing reviews, the program can be refined to enable the final version to be approved by the Coordinators and Rally Manager prior to going to print. Printing (by whatever means) needs to be left as late as possible to cater for last minute adjustments.

The sample content of the program can be taken from copies of previous programs that are available on request. As soon as practical, decide on who and where the program will be printed and obtain quotes for this. The Local Authority has sometimes volunteered in the past.

The following are some of the steps that need to be taken into account when putting the program together, these are, but not restricted to:-

- What Seminars and Workshops are being planned
- Dance Classes
- Welcome Ceremony and Dinner Dance

- Committee Events
  - Tours
  - Opening/closing hours of offices and desks
  - Emergency information
  - Happy hour
  - On-site entertainment: Trivia Night, Film Shows, Fashion Parade, Dog Parade
- See Appendix 7, - Creating the Rally Program, for further information

Thank you for volunteering.

## **ENTERTAINMENT — TEAM LEADER**

This position reports to the Events Coordinator

### **PRIMARY ROLE**

To plan and manage various entertainment requirements which occur at rallies, and to work with the Events Coordinator in managing these events as advertised in the Rally Program.

These will include, but are not limited to :-

- Welcome Dinner
- Dinner Dance
- Talent Night
- Outdoor casual music
- Evening entertainments

Where external entertainers are involved, ensure that written agreement (Order form or contract) has been obtained prior to the event which identifies what entertainment is being provided and includes the date, times of operation and agreed cost. This document should be lodged with the Rally Treasurer.

- Ascertain any dressing room and/or other requirements from the entertainers.
- Arrange to meet external entertainers on arrival and take them to the required venue.
- Where internal entertainers are involved, ensure they are aware of the date and timing and have access to facilities as necessary.

Thank you for volunteering.

## **DINNER DANCE TEAM LEADER**

This position reports to the Events Coordinator

### **PRIMARY ROLE**

This is the gala event of the rally and requires adequate planning to ensure its success. Several steps are recommended to assist with the overall management

- Establish (with the Rally Manager and if an on-site location, the Site Coordinator) the venue for this event. This must be done as soon as possible.
- Confirm that adequate tables and chairs will be available at the venue or arrange with the Events Coordinator for the hire of these. Agree with the Catering Coordinator the layout of tables.
- Establish a team of helpers to assist with the hall and table decorations.
- Confirm with the Events Coordinator what expenditure has been allowed for decorations in the budget.
- Liaise with the Catering Coordinator on what plans are being made regarding the serving of food. If a Buffet style meal is planned, discuss with the caterers, and the MC, how meals will be served.
- Confirm that the Booking Desk has arranged a seating plan and has organised for the booking of tables by members as necessary.
- Liaise with the Entertainment Team Leader regarding the band and their requirements.
- Confirm with the Catering Coordinator if cutlery and plates are being provided, and ensure this information gets to the members.
- Liaise with the Transport Team Leader regarding transport requirements. Manage the arrival of members and provide helpers to check tickets or wristbands

Thank you for volunteering.

## TALENT (SKIT) NIGHT — TEAM LEADER

This position reports to the Events Coordinator

### PRIMARY ROLE

This event normally closes the rally and it is important that the program is up-beat, and members leave on a high note. Careful planning is therefore needed.

The event consists of two distinct parts :

- Talent (Skit) Night, and
- The Closing Ceremony

Ensure that this event is advertised in the program and announced early in the rally to ensure adequate content is identified.

Liaise with the First Timers Coordinator regarding a skit to be presented by the First Timers.

Ensure adequate rehearsal time is provided in the program and establish helpers as necessary. Get agreement from the Site Coordinator where rehearsals can be held.

Create a list of performers and acts and decide the best order of these to allow for props, costume changes and music

Nominate a compere for the evening who is able to manage the acts and also fill in when gaps appear during the program.

Liaise with the Rally Liaison Officer on the timing of the acts and the start of the Closing Ceremony. A sample program for the whole evening is available from the RLO.

Thank you for volunteering.

## SOUND SYSTEMS TEAM LEADER

This position reports to the Events Coordinator

### PRIMARY ROLE

The Team Leader is responsible for arranging all sound and music requirements as well as public announcements at morning teas and happy hours if required.

**NOTE:** Morning Rally broadcasts via UHF have now been discontinued.

A comprehensive knowledge of managing sound systems and the technology involved is required. It is expected that this team will provide music and voice requirements at all internal and some external venues during the rally.

An inventory of all sound equipment owned by the Solos' network is to be maintained and the team leader should be on site to unpack all related equipment from the Storage Boxes prior to the rally. Similarly, an inventory should be created when the equipment is packed at the end of the rally. Approval for replacement and repairs to all equipment should be obtained from the Solos' Committee; these costs are not considered to be part of the rally budget.

The team needs to be on-site at least 24 hrs prior to the start of the rally, earlier if there is a need to be involved with the First Timers pre-rally program

Appoint an assistant to help manage the requirements for the rally.

### Job Description

- Arrange sound-check times with entertainers and audio connection requirements.
- Check the sound system and ensure it is effective in all sections of the hall and external areas as required.
- Be available to assist with equipment for seminars, workshops and presentations if needed.
- Obtain a copy of the Rally program as soon as available and identify all events requiring sound.
- List the equipment required and create a schedule of each event together with its requirements
- Liaise with each Coordinator as to their sound requirements during the rally. This will mainly be with the Events Coordinator.
- Provide background music in outdoor areas as necessary.
- Ensure sound staff are available at all venues to operate equipment. In the event of a system failure, have backup equipment ready if possible or a contingency plan.
- Ensure the safety of all equipment being used, and that equipment and extension leads are tagged.

Thank you for volunteering.

## **MC AND ANNOUNCEMENTS— TEAM LEADER**

This position reports to the Events Coordinator

### **PRIMARY ROLE**

This position is responsible for all verbal announcements during the rally and requires a strong voice and good diction, capable of being understood over a microphone. A need to work closely with the Information Desk to check that all written announcements are dealt with correctly.

The major areas of involvement are:

- Announcements at Morning teas (and possibly afternoon teas)
- Announcements at Happy Hours (where necessary)
- MC duties at the Welcome Ceremony (Day 1)
- MC duties at other on site events ie Trivia night, Film Shows, Fashion Parade etc
- Rally Dinner Dance
- Talent Night and Closing Ceremony

Thank you for volunteering.



---

## TOURS & BOOKING DESK TEAM LEADER

This position reports to the Events Coordinator.

Tours need to be arranged with local operators as soon as possible. Advance information can probably be obtained from the local Information Centre, as well as from members of the rally team who will have visited the site. Ideally you should make a site visit yourself.

The Tours and Bookings Desk generally handles all advance bookings for scheduled events, this is usually off-site tours and the Rally Dinner Dance but could involve other events.

The Bookings Desk usually operates as a minimum on Days 1 and 2 of the rally, , but may vary at the Rally Manager's discretion. Open times of the Booking Desk should not clash with any other major events. No bookings, from volunteers or others, may be taken prior to the Booking Desk being opened.

Depending on the number of different types of bookings, engage the assistance of other volunteers who have cash handling skills.

The Information Desk must not be seen as a substitute for taking bookings.

Liaison is necessary with the Events Coordinator to understand exact booking requirements. These could include :-

- What tours are being offered and on what days with the per person cost.
- What ticketing method will be used for tours and will a boarding list be required (if so arrange for the printing of this ).
- What ticketing method will be used for the Dinner Dance.
- Understanding the table layout for the Dinner Dance – liaise with the Team Leader for Rally Dinner/Dance.
- Decide what tickets or wristbands will be used for these events.
- Create a seating plan for the Dinner Dance and arrange for table bookings to be made.
- Where possible arrange for ticket costs to be in whole dollars, not smaller denominations.
- Arrange for a suitable location for the booking office and obtain a cash float and cash boxes from the Solos Treasurer.
- Arrange with the Assistant Site Coordinator to have sufficient tables and chairs for the team.
- Ensure open hours are advertised at morning announcements and in the program.
- At the end of each booking session reconcile cash with ticket sales and return cash boxes to the Solos Treasurer.
- Pass bookings information to the Admin Coordinator (for the Events and Catering Coordinators information).

Thank you for volunteering.

---

## ASSISTANT EVENTS COORDINATOR (updated 19/03/23)

This position reports to the Events Coordinator.

This position manages a number of important activities which occur during the rally.

- Team Leaders should be appointed as soon as possible to plan and organise the events under your control and oversee the smooth running of activities under their control.
- Liaise with the Volunteer Coordinator as necessary in the selection of volunteers who have the required capabilities in these areas.
- Liaise closely with the Program Editor to ensure all events are taken into the program planning process.
- Seating/tables for events needs to be provided to Site and Maintenance
- Music needs to be provided to the Sound Systems Team Leader.
- Ensure that all presenters and teachers complete a *Rally Host an Event Application* (available from the website) to clearly identify what their requirements are and the equipment they will be providing (or are required to provide). This is crucial for the efficient organising of the roadies, sound team etc.
- Close liaison with the Events Coordinator during the planning phase and at the rally is essential.
- It is recommended that you hold meetings with your Team Leaders prior to, and during the event as necessary

### **Activities under the control of specific Team Leaders are:**

- Seminars, workshops, classes and presentations,
- Dance Classes,
- Talent night,
- Poets Breakfast
- Sports Day
- Open Day / Market Day
- Disc Bowls, and
- Devotions

Thank you for volunteering.

**The above information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

---

## SEMINARS / WORKSHOPS / CLASSES— TEAM LEADER

This position reports to the Assistant Events Coordinator

### PRIMARY ROLE

To plan and manage the various instructional events which occur at rallies, establishing what the content and format should be with the Events Coordinator. Persons running or in charge of these events are referred to as Service Providers and **not** Volunteers.

A *Presenters Application Form* is now available, and all presenters are expected to complete this (whether a Solo member or Non-Solo). This should be forwarded to the Assistant Events Coordinator by an agreed date so that a full understanding of requirements is on file.

What events are required, should be discussed early in the planning phase of the rally and, where possible, should be considered from member requests and recommendations submitted at previous rallies. The scheduling and timing of these events must be considered as soon as possible so that they are included in the Rally Program.

### Job Description

- Create a list of possible seminars and workshops with a broad overview of what is to be presented and get the Assistant Events Coordinators' approval to proceed. Refer to previous Rally Feedback forms for topics to be considered.
- Liaise with the Program Editor regarding events to be included and times required.
- Identify which of these events will be run by Solos, non-Solos or by a third party (external source.)
- Establish lines of communication with past presenters and obtain a more detailed description of the event and how it will be best presented. This will be achieved by the completion of the *Rally Host an Event Application* by the presenter.
- Establish any costs associated with the event and pass these to the Assistant Events Coordinator for the information of the Rally Treasurer.
- Confirm with all presenters the date, time and location of their event – this must be completed at least 4 weeks prior to the rally.
- Prepare a short introduction (approx. 50 words) about the person and the topic being presented for possible inclusion in the Rally program.

### At the rally site

- Check all locations being used for suitability and that adequate power, seating, and desks/tables are available.
- Liaise with Sound Systems Team Leader regarding microphones and other electronic requirements.
- Prior to each event, check to ensure all requirements are in place and operational.
- Be available at the start of each event to introduce the presenter and an outline of the topic and to make a thank-you at the end as required.

Thank you for volunteering.

## **POETS BREAKFAST— TEAM LEADER**

This position reports to the Assistant Events Coordinator.

It is normal practice to include this event at Solos rallies. The Team Leader needs to identify, with the Assistant Events Coordinator, the venue, date and time for this event as soon as possible.

Once this has been established, the following actions need to be considered.

- Is there any local talent that can be involved? If so, issue an invitation to attend.
- Liaise with the Program Editor as necessary to advertise the event.
- Once the rally has started, compile a list of poets and arrange them in a suitable order and set out an approx. time limit for the event.
- Advertise the event on notice boards and via Rally Announcements.
- Arrange with the Catering Coordinator for breakfasts to be organised (usually local organisation) and establish the costs and payment method.
- Arrange for an MC for the event
- Discuss with the Assnt. Site Coordinator to have adequate tables and chairs available as necessary.
- Arrange with the Sound Systems Team Leader for microphones to be available.
- If possible, produce a printed program with the names of those presenting a poem.

Thank you for volunteering.

## **SPORTS DAY— TEAM LEADER**

This position reports to the Assistant Events Coordinator

At most rallies, an opportunity arises for a fun day of field sports. The team Leader needs to identify what 'sports' should be included and where it will be held. If there is a local pool, then water sports might be included.

The Team Leader will probably need to appoint other volunteers to help with the sports events as necessary— marshals, coaches, umpires etc. When planning the event, liaise with the Program Editor to ensure there is no significant conflict with other events.

Decide what sports will be performed and arrange for all necessary equipment to be available eg. mobile sound system/microphones. Discuss with the Assnt Site Coordinator what other items might be required. ie tables and chairs.

If there are prizes to be given out arrange for these to be obtained via the Admin Coordinator.

Thank you for volunteering.

---

## OPEN DAY / MARKET DAY—TEAM LEADER

This position reports to the Assistant Events Coordinator

### PRIMARY ROLE

This role manages all the planning requirements relating to the staging of a combined Open Day and Market Day at Solos rallies. Planning should commence at least 1 month prior to the rally and will involve some knowledge of the rally site and where stalls will be located. Each site is different and will have unique requirements depending on local conditions and topography. It is important to ensure that local businesses are aware of the event and can be involved as necessary. Check with the Rally Manager regarding [insurance requirements](#) for the public and for the stall holders. Ensure any commercial traders at the Market have adequate third party insurance cover.

### Job Description

- Publicise the event through local advertising. Have suitable flyers printed and distributed in the town, arrange for information to be in the Rally program or as a flyer in the Welcome Bags.
- Have local radio/newspapers advertise the event via community announcements if possible.
- Set the open hours— usually between 8.30am and 2pm.
- Ensure that the Market Day does not conflict with any local council by-laws or similar regulations.
- Arrange for booking of stall sites and collection of site fees as necessary for Solos and non-Solos
- Have a wet weather contingency plan available.
- Liaise with the Rally Safety officer regarding requirements to ensure members and public safety on site.
- Decide if Solos Motorhomes will be available for display and decide how these will be identified.
- Produce a program of events for handing out at the entrance gate.
- Arrange for a local organisation to manage the entrance gate and receive gold coin donations from public.
- Consider what demonstrations will be staged during the day and liaise with persons involved (both within the Solos and from external schools or organisations).
- Liaise with Solosw 'ho wish to have private stalls for products they have made personally.  
Note: The re-selling of commercial products is not permitted by CMCA.

Thank you for volunteering.

## **DISC BOWLS— TEAM LEADER**

This position reports to the Assistant Events Coordinator.

Disc Bowls is a regular event at our Solos rallies and needs to be planned in advance. Where possible, inspect the site prior to the rally and identify a suitable area for playing, liaise with the Site Coordinator on this. It may be necessary to enlist some helpers in the running of the event over several days.

Specific responsibilities are:

- Ensure that all the disc bowls required are available and identify the rink marking equipment.
- If the site needs preparation, arrange for this to be performed .
- Together with the Program Editor, decide on the days and dates when disc bowls will be running.
- Arrange time for practice sessions.
- Arrange for a list to be commenced via the Information Desk, for all members who wish to compete in the competition.
- Arrange for a public address to be available if required.
- Organise through the Rally Office for prizes to be purchased for presentation on the final night of the rally.
- Arrange for someone to make the presentations.

Thank you for volunteering.

---

## CATERING COORDINATOR (updated 12/12/22)

This position reports to the Rally Manager.

### PRIMARY ROLE

Investigate and plan for catering facilities required during the rally.

These include

- First Timers BBQ (sometimes combined with the Volunteers BBQ and briefing)
- Welcome party
- Rally Dinner/Dance
- Poets Breakfast

The Assistant Catering Coordinator normally manages

- Canteen (Morning and Afternoon teas)
- Volunteers BBQ (either pre or post rally)
- Farewell Breakfast

### Main Duties

- Arrange catering for events and activities to be provided as per the program for on-site and off-site events.
- Liaise with local catering suppliers for meals which may be outsourced to community groups or other catering organisations. The current approach to catering is to outsource this where practical and is usually more cost-effective.
- Obtain firm written quotations and once agreed with the Rally Manager write a contract and get it signed by the Caterer. This should include a deposit (usually 10% of the total) with the balance to be paid at the end. (Sample contracts are available with Rally Liaison Officer)
- Consult with the Rally Manager to determine which meals will be provided in house, and which will be outsourced.
- Ensure adequate training in safe food handling protocol and hygiene protocol and make sure your catering team obtain any necessary certificates.

### Volunteers

- Effective communication with the Volunteer Coordinator is essential, not only to ensure that the right people are doing the work, but to coordinate the allocation of volunteers in a professional and timely manner. This includes keeping volunteers informed of your requirements.
- Receive from the Volunteer Coordinator, names of members who have offered to assist in the catering area, Contact volunteers personally and arrange the work requirements and schedules.
- Attend to the training of volunteer staff, so all understand their roles and responsibilities. This should be completed at least 1 day prior to Rally.

[See Appendix 6 : Managing Volunteers for further information](#)

### Purchasing



- 
- Assist in the setting of the rally budget with the Rally Manager. With the Rally Treasurer, establish trading accounts with local shops as necessary to meet requirements to reduce volume of petty cash transactions.
  - Approve all necessary expenditure for the catering team within the limits of the allocated budget. Any expenditure required outside of this needs to be approved by the Rally Treasurer.
  - Liaise with the Rally Manager regarding what meals will be provided and at what cost. This will be a major part of the budget.

### **Detailed Tasks**

- Cater for Volunteers Meal, and First Timers Welcome Meal, (this is a combined event at some rallies).
- Morning and afternoon teas as per program.
- Check if any local organisations (schools or CWS etc) are interested in providing cakes and biscuits as a fund-raising venture.
- Welcome Meal includes organising food and drinks for dignitaries attending. Also crockery, cutlery and glassware
- Provide pre-rally lunches for Site and Maintenance team from day of arrival on site until Day 1 of the rally.
- On Day 1 of rally provide lunch for all volunteers who are working for the full day.
- Provide bottles of water for volunteers in the field. Coordinators will arrange for a “water-boy” to be appointed
- Any other meals: as agreed by the Rally Manager.

### **Poets Breakfast**

- The breakfast is usually provided by a local service organisation— Lions, Rotary, school.etc

### **Off-Site Catering**

- Review the requirements with catering contractors who will be outsourced, make sure that both sides fully understand the requirements.
- Get quotes in writing defining exactly what the caterer is providing both in food, crockery and cutlery and serving staff
- Ensure that caterers have appropriate health certificates/safe food handling and Insurance. Check with local council re health regulations if required.

### **On-Site Catering**

- Purchase catering supplies and ensure there is sufficient stock on hand.
- Provide kitchen consumable items - cling wrap, detergent, disinfectant, paper hand towel and cleaning cloths etc. Check what supplies are in the storage boxes.
- Consult with the Rally Treasurer and Rally Manager regarding the catering budget when buying major expense items.
- Appoint a Team Leader for the Kitchen Helpers.
- Organise with the Assistant Catering Coordinator to
  - o Appoint a Canteen Team Leader for the tea station.
  - o Organise and plan the Farewell Breakfast.

## Hygiene

- Ensure the safe storage of foodstuffs in compliance with food storage and handling regulations, with particular emphasis on avoiding cross contamination of food.
- Ensure volunteers do not have open cuts, flu or cold symptoms and have been briefed in food hygiene and hand washing procedures.
- Ensure that all workers observe correct hygiene protocol.
- Gloves and or tongs should be used where appropriate - volunteers with long hair must have it tied back and covered - waste food should be removed immediately and containers washed out with hot soapy clean water.
- Cleaning cloths are to be rinsed thoroughly and spread out to dry at the end of each session.
- Attend daily Rally Management review meetings as advised by the Rally manager.

Thank you for volunteering.

**Reimbursement:** The Catering Coordinator receives a one-off payment of \$50.00, 3 months before the rally to meet out-of-pocket expenses.

**This information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

## ON-SITE CATERING— TEAM LEADER

This position reports to the Catering Coordinator

This team manages on-site catering for First Timers and Volunteers' briefing sessions prior to the rally. It may also be called on to provide other on-site catering requirements decided by the Rally manager.

A check of kitchen facilities prior to the rally is recommended

- The team will be involved in providing lunches for field volunteers working on the marking of sites and other pre rally work.
- On Day 1 the team will be required to provide lunch for **all volunteers** working for the whole day.
- Roster enough people to ensure the preparation of any meals runs smoothly.
- Keep control of the supplies and inform the Catering Coordinator if more supplies are needed.
- Ensure work area are clean and tidy before and after service.
- Ensure equipment is washed and dried as appropriate.

Thank you for volunteering.

---

## ASSISTANT CATERING COORDINATOR

This position reports to the Catering Coordinator

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

This position usually assumes responsibility for the following

- Canteen Volunteer lunches and Morning/Afternoon teas
- Volunteers / 1<sup>st</sup> Timers BBQ
- Farewell Breakfast (external caterer)

The Assistant Catering Coordinator should have an overall understanding of all catering operations planned for the rally and is expected to work closely with the Catering Coordinator.

### **Canteen**

See Position description below

### **Volunteers BBQ**

Arranging the Volunteers BBQ (following the briefing session) is one of the first catering requirements.

This is usually a lay-back event where all volunteers have the opportunity to mix with others..

The BBQ is normally held the day prior to the rally commencing and is sometimes held in conjunction with the 1<sup>st</sup> Timers BBQ at the Rally Managers discretion. However, it is possible that the event will be held at the end of the rally.

### **Farewell Breakfast**

This is the traditional “farewell” to all members on the day of leaving the rally. It is normal practice for external caterers to be used such as Lions, Apex etc.

This is normally a non-budgeted event and members are required to pay for food and drink.

Thank you for volunteering.

## **CANTEEN— TEAM LEADER**

This position reports to the Assistant Catering Coordinator.

This team is responsible for providing morning and afternoon teas during the rally. They may at the discretion of the Rally Manager be asked to extend this service for the early arrival of First Timers and the volunteer staff the two days prior to the rally.

Ordering of consumables needs to be attended to after having established what items have been provided from the storage boxes.

Where supplies are not held in the storage boxes, these should be ordered from local suppliers where possible.

Create a roster of staff who will be working in this area for the whole week.

Arrange for the disposal of any surplus items at the end of the rally to be sold off to the members at a discount.

Thank you for volunteering.

## **KITCHEN— TEAM LEADER**

This position reports to the Assistant Catering Coordinator and is responsible for planning and managing the on-site catering requirements.

This mainly involves

- Providing light lunches for Parking staff and other similar roles during the set up phase of the rally which can be up to 5 days
- Assisting with the combined 1st Timers/Volunteers BBQ the prior to the rally
- Provision of lunch for all volunteers working on Day 1
- Any other meal requirements determined by the Catering coordinator
- Preparing a roster for volunteers working in the kitchen area during the rally

## ADMIN CO-ORDINATOR (updated 27/9/23)

This position reports to the Rally Manager

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

**Reimbursement:** The Admin Coordinator receives \$30.00 per month for 6 months prior to the rally to meet out of pocket expenses .

This position oversees several areas vital to the success of the rally:

The Admin Coordinator takes on and uses the generic email address **rallyadmin@solosnetwork.net** for all communication purposes.

### Responsibilities

- Rally Registrations and associated functions
- The Assnt. Treasurer will be the person responsible for the 'cut off' of powered sites available at a Rally
- Rally Office (An Office Manager should be appointed).
- Admin Services (General admin functions – provided by the rally office staff).
- VIP's and Welcome Ceremony (A Team Leader may be required).

Every effort should be made to ensure that the procedure is orderly. This can be achieved by proper planning of the requirements and the delegation of duties as necessary to appointed Team Leaders.

The Admin Coordinator oversees other functions managed by the Assistant Admin Coordinator as below

- Welcome Bags.
- A central "Meet & Greet." Desk available to answer and direct any queries from arriving members on Day 1

The Admin Coordinator needs to be competent in Word and Excel (at a minimum) and data input. They should spend time with the previous Admin Coordinator and a member of the Committee for training in the use of CRM (see Appendix 3) and the Solos Webmail service. Correct input of Rally Registration details is important so that the Windscreen Cards are correctly printed and the Treasury can ensure correct payments are made.

- Approve all necessary expenditure for the team within the limits of the allocated Admin Budget. Any major expenditure required outside of this needs to be approved by the Rally Manager and Solos Treasurer.
- All invoices and quotes for purchases or services should be sent to the appropriate Coordinator to be confirmed before sending to the Rally Treasurer for payment. To avoid budget over-spend, quotes for all major expense items (over \$1000) need to be seen prior to the rally, confirmed by the rally Manager and passed to the Rally Treasurer.
- The Admin Coordinator and Assistant Admin Coordinator should be on site at least 2 days prior to Rally.
- Have staff available to test all the processes the day before the rally starts, especially for the Rally Office and Meet & Greet Desk.
- Provide an area (probably in the Rally Office) where UHF radios can be charged as required by the Site Coordinator.

- Shopper docket: Assist the Information Desk to set up the system and arrange prizes as necessary. Assist with calculating total spend from docket if required.
- A conducted tour of the site with the whole team (especially Meet and Greet staff) should be scheduled the day before the rally. Separate Meet and Greet volunteers will be appointed to look after First Timers.
- Hold your final Team briefing the evening before opening day.
- **Volunteers**
- Effective communication with the Volunteer Coordinator is essential, not only to ensure that the right people are doing the work, but to coordinate the allocation of volunteers in a professional and timely manner. This includes keeping volunteers informed of your requirements.
- [See Appendix 6 Managing Volunteers](#)

### **Rally Registrations**

- The Admin Coordinator receives and records all Rally Registrations as soon as they are made available (usually immediately following the previous rally). There is a need to obtain (from the next rally Site Coordinator) exactly how many powered sites will be available and to advise the Assistant Treasurer. The Assistant Treasurer will be the person responsible for managing the cut-off for powered sites in the database and the creation of a stand-by list if required.
- Life Members and Founder Members do not pay registration or site fees at Rallies unless they want to. A list of Life and Founder Members is available from the Membership Officer. There should be a good working relationship between the Admin Coordinator, the Solos Treasurer and Membership Liaison Officer to ensure all difficulties with registrations are resolved before the Rally.

[See Appendix 2 : Managing rally registrations](#)

- CRM is to be updated with the Registration Details on a regular basis including checking all the details that are on the form for changes in any information.
- First timers attending the rally to be recorded in 1<sup>st</sup> Timer field in CRM before the end of the rally.

[See Appendix 3 : CRM Standards for entering data](#)

### **VIPs and Welcome Ceremony**

- Part of the Admin Coordinator's role is to work with the Rally Manager in deciding who is invited to the Rally Welcome Ceremony (usually held on Day 1).
- Nominate persons as hostesses who will be responsible for the VIP drinks and the serving of food (if required). Liaise with the Catering Coordinator over the supply of these.
- The Rally manager, Assistant Rally Manager, Admin Coordinator and members of the Solos Committee should be available to greet the VIP' on arrival. Seating of VIP' is left to the Rally Manager's discretion.
- The Admin Coordinator may assist the Rally Manager in preparing a short address, welcoming the guests and to introduce a local representative (usually the town Mayor or other dignitary) to formally open the rally.

Thank you for volunteering.

## RALLY OFFICE MANAGER

This position reports to the Administration Coordinator

### PRIMARY ROLE

This position is active mainly during Solos' rallies, however there may be some pre-rally requirements.

A responsible person with the required skills is needed to manage the Rally Office – this person will be referred to as the Rally Office Manager and will report to the Admin Coordinator.

Like all other rally activities, the Rally Office falls under the jurisdiction of the Occupational Health & Safety Act in that the Rally Office Team Leader must ensure that a safe office working environment is provided and maintained throughout the rally. Any safety concerns should be directed to the Rally Safety officer.

The Office Manager is responsible for providing a secure environment when the office is unattended and should liaise with the Site Coordinator regarding keys. The security of the Solos' Committee Office (which maybe in a separate building) will be handled by a nominated committee member.

It is to be noted that each rally presents a different office environment and needs to be built around the premises available at each site. These can range from primitive to luxurious. The Rally Office is established and run to meet enquiries from members of a general nature; it is not intended to replace any of the services provided by the Information Desk. The Manager and assisting staff need to have a general understanding of Solos activities and procedures, not just at rallies, but across the whole spectrum of the Solos' Network. They also need to have full details (mainly phone contacts) on how and where to direct queries to members of the Ccommittee and Rally Management Team that need further attention.

### Responsibilities

Office Layout and equipment:

The Manager is required to check that furniture (tables and chairs etc) are available for the office and should be on site for the placement of workstations and printers etc within the office.

Where possible a "Front Office" for member queries and a "Back Office" where the Admin Coordinator is located.

The front office needs to be positioned so that staff are able to deal with members effectively – this maybe by way of a counter or perhaps positioning tables. This will also assist in keeping members from entering the general office area. Members should not be allowed in the Rally Office work area unless invited. Where possible, chairs should be provided for members to be seated while being attended to, or waiting for service. The back office should be remote enough from the first point of enquiry so that there is a level of quiet and privacy. This is the preferred requirement, but it will depend to a great extent on office space available.

### Staffing

Office hours of operation, subject to the Rally Managers discretion, are normally:

#### Hours

Day 1	8:30 - 12:00 & 1:00 - 3:00
Days 2 - 5	9:00 - 12:00
Day 6	10:00 - 12:00

These hours are to be confirmed by the rally manager and included in the rally program. A notice regarding the hours on the office door should also be arranged.

The staffing of the front office is performed by the Office Manager who engages the required volunteers to operate the front office area. The staff involved in this area should have ready writing material and a general knowledge of the rally and events. The Rally Office should have at least one person on roster during the hours they are open, with additional staff on Day 1.



These volunteers need to be competent and have some common-sense and basic office and computer skills.

**Note:** The front office should not be seen as another Information Desk, but should be able to provide limited information when requested.

The back office is generally the domain of the Administration Coordinator and certain Rally Management Team members.

One of the main functions of the front office is to manage Arrival Slips and updating the Arrivals list. This can be performed by a computer spreadsheet, hard copy. or both. At the end of Day 1 and Day 2 updated lists of arrivals and related site numbers need to be posted near the Information desk alongside the official Site Plan. After Day 2 the list can be updated manually. The Team Leader should liaise with the Information Desk to ensure adequate space is available for both the Lists and Site Plan so that Members have easy access. Preparation of the site plan is a Site Coordinator responsibility.

### **Office Equipment:**

The Team Leader is responsible for checking all Solos Office equipment (including electronic equipment) prior to the rally and arranging the best location for that equipment in the office. This should be high on the priority list so that repairs and consumables can be organised well in advance of the rally if necessary.

### **Consumables:**

The Manager should delegate a front office staff member to be responsible for the availability of office supplies. eg: paper, clips, marking pens, pens, toner/ink, and other incidentals that may be required. A suitable storage area for all these items should be established where possible. A budget allowance (usually a max of \$500) is allocated for providing a variety of Office items which are normally required. It is suggested that other rally operational areas (Information desk, Merchandise Desk, Parking Team etc) be checked to ensure they have adequate supplies.

### **Information:**

The Office needs to establish an information board (white board) to keep staff and possibly Committee members informed on matters requiring attention. Where there is a need to find people quickly, all front office staff should have access to contact information (phones and radio channels) for the Rally Management Team and Committee members.

### **Admin Services**

Apart from the responsibilities mentioned above, there are a number of tasks that normally fall within the Admin area of responsibility. A number of these tasks can be seen as handled by the rally office. These could include:

- Preparing information sheets for the Welcome Bags
- Supply of consumable items pens, paper, sellotape etc.
- Photocopying and laminating service.
- Arrange the date/times for all daily Coordinator meetings with the Rally Manager and Assistant.
- Ensure the Assistant Admin Coordinator has all the items available for the Welcome Bags
- Identifying Rally Forms that are held by the committee for general use (see RLO).

Thank you for volunteering.

---

## ASSISTANT ADMIN CO-ORDINATOR

This position reports to the Admin Coordinator\

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: vice-president@solosnetwork.net**

The Assistant Admin Coordinator is responsible for, but not limited to, two main areas. It is likely that this role will also include the Rally Office Manager role

- ~~Meet & Greet: Deployed in the field AFTER parking of each vehicle has been completed. A Team Leader should be appointed to this role.~~ **Deferred during trial of new process**
- Welcome Bags: A Pre-Rally function performed by volunteers. No Team Leader is required.

Work in these two areas commences well before the rally and volunteers will be appointed to meet all requirements. A close working relationship with the Admin Coordinator is required.

Team Leaders should be appointed who have experience in a particular area.

### Welcome Bags

Prior to the opening of the rally, the Meet & Greet team, with the assistance of other volunteers, maybe required to help fill the welcome bags with advertising material that traders and council have provided plus rally information. This job normally takes a team of a 5-6 people to complete. The filling of the Rally bags should be done **immediately before** the Rally to avoid the problem of additional brochures arriving after the bags have been completed. Set a definite cut-off date for material. At some rallies this function is performed by suitable local organisations – refer to the Admin Coordinator for this.

**Note:** At the Admin Coordinators discretion, an alternative approach to this bag filling process is to have all the local brochures and flyers displayed on a table near the information desk for members to choose for themselves. This cuts down on the time required to perform the Welcome Bag filling and is an environmentally friendly option cutting down on wastage.

Thank you for volunteering.

## **MEET AND GREET— TEAM LEADER** Deferred during trial of new process at **Macksville**

This position reports to the Assistant Administration Coordinator

### **Pre- Rally**

- Obtain from the Volunteer Coordinator as soon as available, names of members who are nominating for Meet and Greet. These people need to be selected primarily on their people skills. They should be dynamic, with a positive outlook and cheerful disposition.
- Depending on weather conditions in the field, there could be a need to roster M&G people for rest periods during Day 1
- Ensure all Meet & Greet staff have had access to this Position description prior to the rally.

**NOTE:** The First Timers Coordinator will have their own team of Meet & Greet volunteers with specific responsibilities prior to and during the rally

The function of “Meet & Greet” staff at rallies is significantly important. It is likely that these volunteers will be among the first to have real contact with arriving members after they have been processed and admitted through the arrival gate and parked.

It is suggested that the Team Leader supplies each M&G volunteer with a small check list to ensure that all of the basic information is provided. The Rally Office can assist with the supply and printing of these.

As part of your briefing session it is recommended that the M&G team be given a conducted, exploratory tour of the site the day before the rally.

Depending on the number of members registering and the layout of the site for parking, you will need to recruit a team of around 6-8 volunteers to perform M&G work.

Members of the M&G team are advised to wear hats and must have high visibility vests which are available from the Rally Office. Sunscreen should be made available.

Ensure bottles of water are available during the day. A 'Waterboy' will be arranged by the Site Coordinator.

Meet & Greet staff may be seconded to assist at the Welcome Dinner as hostesses for visiting VIP's – see Admin Coordinator for this.

As a minimum, all Meet & Greet staff should be conversant with the rally program, the layout of the site and various buildings being used. They should also understand emergency procedures in place for the rally and the Rally Rules.

### **Process.**

Meet & Greet staff should only approach members once they have been processed and parked. Depending on the parking plan, a decision must be made on how to allocate available M&G staff – a discussion with the Parking Team Leader is recommended for this.

Meet & Greet volunteers can provide further rally information as follows:

- Verbally welcome members after they have been parked on the rally site, explain briefly the happenings at the rally and what to expect. This should take around 5 mins. and might include:-
  - Where the main hall is located and other buildings being used,
  - Dump Point location,
  - Rally program and its importance in getting familiar with activities,
  - Rally Rules,
  - Amenities such as nearest showers and toilets,

- Rally office and the Committee office,
- Information desk,
- Use of Power (if on a powered site) Refer the member to the Rally Rules on this,
- Process for grey water disposal, and
- Booking area for tours and other functions.

Thank you for volunteering.

---

## FIRST TIMERS COORDINATOR

This position reports to the Rally Manager

**The following information is intended to help you in your voluntary role. Please acknowledge that you have read and understand it, by emailing: [vice-president@solosnetwork.net](mailto:vice-president@solosnetwork.net)**

**Reimbursement:** The First Timers Coordinator receives a one-off payment of \$50.00, 3 months before the rally to meet out of pocket expenses

### Primary Role

This position provides consideration of First Timers at rallies. Adequate time needs to be spent pre-rally in communicating and making arrangements for their early arrival and settling-in process.

Volunteers in this area must have a friendly disposition and fully understand the need for handling First Timers in a special way to ensure they return to future rallies.

It is recommended that at least one volunteer is identified to help the Coordinator in managing this area.

### Volunteers

Effective communication with the Volunteer Coordinator is essential, not only to ensure that the right people are doing the work, but to coordinate the allocation of volunteers in a professional and timely manner. This includes keeping volunteers informed of your requirements.

[See Appendix 6 Managing Volunteers for further information](#)

### Responsibilities

- Obtain progressive details on First timers registering for the rally from the Admin Coordinator.
- Contact all First Timers as soon as they have registered and confirm their 2 day early arrival at the rally which is at no charge.
- Prepare a schedule of activities for the 2 day period.
- Prepare a flyer to be sent out to all First Timers 1 week prior to the rally containing details about their arrival and the schedule of activities for the first two days prior to the rally, including the briefing session and meals provided.
- A review with all 1<sup>st</sup> Timers of the rally site and where various activities will be held,
- The First Timers' briefing session which should include the introduction of Committee Members and Rally Management Team, plus a short address from First Aid Team Leader and the Safety Officer and Pet Coordinator,
- First Timers BBQ (maybe combined with Volunteers orientation and BBQ),
- A town activity or visit (use courtesy bus if available),
- Introduction to First Timers Talent Night requirements.
- Consider what items will be provided to the First Timers on arrival. Note: The committee will always supply a lanyard with card holder and a First Timers identifier or badge – See the RLO for this. Other items may be purchased from the Rally budget.
- Establish a good method of identifying all First Timers. Badges, ribbons etc.
- If practical, have a Volunteer at the Arrival gate to mark off First Timers as they arrive. Or have the Arrival Gate staff do this for you.
- Be on site at least 24hrs before First timers are due to arrive.
- Arrange for Meet & Greet person(s) to be available in the field to handle First timer arrivals.

- Decide with the Site Coordinator and/or Parking Team Leader where First Timers will be parked.
- Set up a process for getting feedback from First timers towards the middle or end of the rally to ensure that there are no issues emerging.
- Ensure First Timers are handled correctly with seating and involvement at events like Welcome Party, morning teas and Dinner/Dance etc.
- Look out for First timers with a shy disposition and help them integrate with rally activities.
- Be pro-active in assisting First timers to engage in the rally talent night either as individuals or as a group.

Thank you for volunteering.

## COMMITTEE-MANAGED POSITION DESCRIPTIONS

### RALLY LIAISON OFFICER

This position reports to the Solos Committee and is a Committee position within the Vice President's role. It is a gate-keeper between the Rally Manager, and the Solos Committee.

#### Primary Role

Assist the Rally Manager by providing advice, back-up and support to ensure a successful rally.

Provide regular progress updates to the Committee regarding progress of rally arrangements, and financial situation.

Assist with the selection of Rally Coordinators if required and the establishment of a time-line for the event.

On occasions, where a Rally Manager has not been appointed, and no site has been agreed upon, it is necessary for the RLO to commence rally site investigations.

Attend daily Rally Management review meetings as advised by the Rally manager.

#### Responsibilities

- Act as a direct link between the Solos Committee and the Rally Manager.
- Assess the facilities of the town recommended by the RM. Where practical, visit with RM and report to the committee as to its viability and potential as a venue for a Solos Rally.
- Receive a formal report on the chosen rally venue from the RM and submit to the committee (examples of previous submissions are available). When approval is given by committee for the rally venue, negotiations can begin with the officials and organisations in the town.
- Assist RM if required, with contacting the relevant people seeking approval to hold our rally in their town. Assist RM in the preparation of documents including a formal contract, and the Site Risk Assessment plan for NHQ. Examples of relevant documentation and procedures will be provided.
- Assist with the development of the contract with council and/or other organisations and obtain written agreement as soon as possible so that the planning phase for the rally can commence. (Note : A copy of the agreed contract needs to be provided to NHQ.
- With the Rally Manager, commence work on establishing a realistic budget for the rally. This will require a reasonable understanding of what the rally program will consist of especially in high cost areas such as site rental, catering and events.
- The RLO assists in the preparation of a draft budget for the committee's review and acceptance. Whilst likely costs are easier to establish, income will depend on the number of registrations received from members and estimates normally have to be used. Generally, the rally should aim to reach a break-even point where possible.

**Note:** Currently the rally fees are established during the previous rally, this indicates that major costs for the next rally need to be locked in at least 6 months in advance.

Points to consider are;

- What showers, toilets, marquees, shelters may have to be hired. This could include amenities for disabled people if the others are not suitable.
- Kitchen facilities – urns, ovens, BBQ availability
- Available number of Powered sites
- Does the local authority provide exclusive use of the site during the rally period ?
- Buildings that can be used for our requirements – Seminars, dinner dance, meetings, Rally Office, Committee office etc.

- Garbage collection – what council will provide – cost to committee over and above this.

**Note:** Every town is different, it is important to know intimately what is required to hold a successful rally and then to compare what we need, to what the town can or will be willing to provide. A minimum requirement list will be provided by committee.

## MERCHANDISING CONTROLLER

This position reports to Solos Committee through the Treasurer.

### PRIMARY ROLE

To manage the inventory and sales of all merchandise purchased by the Solos' Committee for the benefit of Solo members. This primarily occurs at the two Solos rallies held each year, but includes providing a sales service between rallies if required. It does not come under the control of the Rally Manager, but is overseen by the Solos Committee Treasurer.

### Areas of responsibility:

- Maintain records of stock held in Rally storage boxes.
- Be on-site prior to the rally to take possession of all merchandise stock.
- Arrange for reasonable security of stock at the rally site through the Site Coordinator.
- Consult with the Site Coordinator regarding the best area to erect merchandising tables.
- Create a timetable of hours which allows members adequate periods to purchase goods from the Merchandising Desk. It will be necessary to have a team of helpers who can be rostered to help operate the desk.
- It is suggested that the sales desk can be open on 3 days (min) for a reasonable period of time (say 2 hours). This should dove-tail with on-site activities when members may wish to buy goods. It is likely that the sales desk will not be required on the last 2 days of the rally
- Advertise opening times in the Program
- A cash box and cash float will be supplied by the Treasurer.
- At the end of each day sales should be balanced against takings..
- The Daily Sales sheets need to be filled in and reconciled. Put this in the cash box along with the float and sales money and return at the end of the day to the Assistant Treasurer.
- A stock-take must be completed at the end of end of the rally and a copy forwarded to the treasurer
- Only items that are sold by the Solos Network, and which will benefit members, are to be sold on the stand.

### Other Responsibilities

- Research any new products that may benefit members and recommend to the Solos' Committee.
- Obtain quotations and arrange approved orders and freight via the Treasurer.
- Advise on pricing of current and new products with agreed mark-ups

Thank you for volunteering.

## COMMITTEE OFFICE — TEAM LEADER

This position reports to the Solos Network committee



**PRIMARY ROLE**

This position is active mainly at Solos' rallies, however there may be some pre-rally requirements leading up to a scheduled event. It does not come under the control of the Rally Manager, but is managed by the Solos Committee.

Like all other rally activities, the Committee Office falls under the jurisdiction of the Occupational Health & Safety Act in that the Team Leader must ensure that a safe working environment is provided and maintained throughout the rally. Any safety concerns should be directed to the Rally Safety Officer.

The Team Leader is responsible to the Committee for providing a secure environment when the office is unattended and should liaise with the Site Coordinator regarding keys.

It is to be noted that each rally presents a different Office environment which needs to be built around the facilities which are available. These can range from primitive to luxurious.

**Responsibilities****Workstations**

The Team Leader is required to check that furniture (tables and chairs etc) are available for the office, and should be on site prior to the rally for the placement of workstations within the office.

**Office Hours**

The Team Leader needs to agree with the Committee on the office hours applicable for the rally. This must be clearly identified on the Committee office sign (which should be displayed clearly even if the office is closed) and also in the Rally Program.

## **APPENDIX 1: Rally Boxes Inventory and Management.**

### **General:**

The Solos Network owns significant property for use at Solos rallies. This property is transported in several storage boxes between rally sites and is stored in suitable locations. As the property is managed by the Committee, a member of that committee, usually the RLO will oversee this process

Rally Managers need to advise the Secretary of the date when boxes will be on-site and ready to be opened.

Keys to the boxes will be held by the President and the Rally Liaison Officer

The cost of transport from one rally site to another is met by the Solos committee and is organized by the RLO

### **Unpacking Process**

- It is the responsibility of the Rally Manager with the RLO to arrange for the delivery of the storage boxes to a suitable location on the rally site
- The RLO will appoint volunteers as necessary to assist with the unpacking.
- All boxes will be fully emptied with contents being laid out in their respective groups
- Property not required can then be returned to its respective box
- The Site Coordinator will arrange for the storage of boxes during the rally

### **Packing Process**

- The RLO will nominate volunteers as necessary to assist with the packing. Other members of the Committee may assist.
- The RLO will arrange for recording of all property being packed on the Inventory sheets for each box.
- Have all team leaders make lists of items going into smaller boxes, hand this list to the RLO for adding to the overall list for THAT box.
- Storage boxes will contain property relating to a specific rally team. These boxes will be labelled according to their contents. However, due to packing constraints, it may be necessary to put some items in boxes which belong to another team. Draw a line on the Inventory List and add these items as extras below it
- Make sure only items relating to that box are packed initially
- Start compiling (checking off) the Inventory Lists as items are put into the box
- The RLO is responsible with the Rally Manager for obtaining the forwarding address for the next rally and preparing the boxes for freight.
- All completed Inventory lists are to be electronically recorded with copies being held by the RLO and the next Rally Manager.
- If the next Rally Manager is in attendance, then they should be invited to observe the packing and make any notes accordingly to assist with their rally.

---

## APPENDIX 2: Managing Rally Registrations (Admin)

- When a registration form is received and the first timer box has been ticked, Admin need to go in and tick the first rally field in CRM. All first timers should be recorded before the end of the rally.
- If a first timer cancels before the rally, the Treasurer should issue a refund and remove the 'first rally' tick.
- The Rally Registration form is created by the committee with reference to the facilities available at the next ally. It is normal practice to have the Registration Form available on-line by the end of the current rally.
- Fees for each rally are decided by the committee based on the projected expenditure. This information is added to the new registration form. The committee is responsible for updating all the rally forms held on the Solos website (This includes online Registration Form, Volunteer Registration Form and the Host an Event Application Form)
- The committee is responsible for advising the Webmaster of all changes to Coordinator names relating to incoming on-line Registrations and Application Forms.
- The Rally Admin Coordinator works closely with the Treasurer in receiving and managing all registrations and entering the detail into CRM.
- On-line Registration Forms should be printed off by the Admin Coordinator and filed for reference at the rally.
- The Treasurer handles all incoming registration payments and after matching a payment against a record in CRM enters the name of the rally in the "Next Rally" field – this confirms acceptance of the registration.
- The Admin Coordinator uses the generic email address (rallyadmin@solosnetwork.net) for all communication purposes.
- The Admin Coordinator and Volunteer Coordinator are provided with access to the CRM database for the period leading up to, and including the rally, in order to perform their work (See Appendix 3 for using CRM)
- It is important to ensure that as many registrations as possible are entered in CRM before the cut-off for the printing of Windscreen Cards.
- It is important that all Cancellations are notified to the Treasurer without delay. The Treasurer then changes the entry in the "Next Rally" field in CRM to read CANCELLED and organises a refund as appropriate.
- When the Windscreen Cards are available at the rally the Treasurer and Admin Coordinator together with the Arrival Gate Team Leader are responsible for checking all the windscreen cards against registration in the CRM data base. Handwritten Windscreen Cards are then created for members who have registered after the above close-off date.
- At the end of the checking process, the Admin Coordinator then releases the Windscreen cards to the Arrival Gate Team Leader
- At the end of each rally add the names of all first timers attending the rally to the first timer field in CRM.

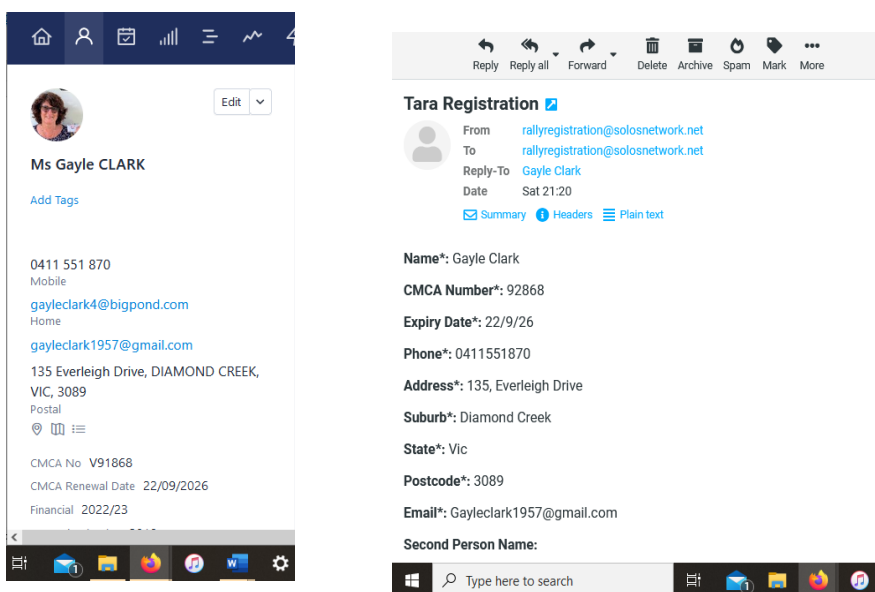
## APPENDIX 3: CRM : Entering Rally Data (Updated 26/4/2023)

NOTE 1: These are the **ONLY** fields in CRM that can be amended by the **Administration Coordinator**. Please do not change any other information or dates. If a registration is received from someone not in CRM , see notes for Adding a Person in CRM.

NOTE 2: Access to CRM is also provided to the **Volunteer Coordinator**. There are only two fields in CRM that need to be accessed **Volunteer (rally name)** and **Date VOL Required**. This data is entered in CRM close to the start of the rally. Please do not change any other information or dates

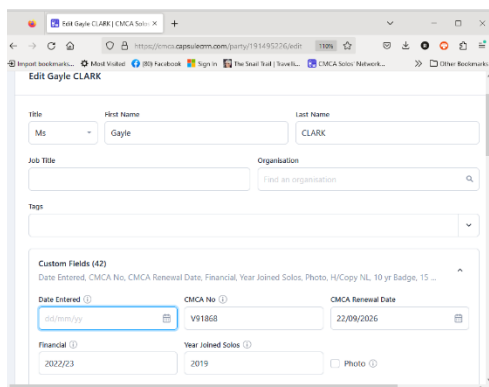
## Admin Coordinator

1. Webmail – open Rally Registration
2. CRM – search for the person. Use Surname as some people are known by a nickname. Eg Lorri may be Lorraine in CRM.
3. Have both windows open together to make it easy to compare/copy information. (see sample below)



4. Check Address, Phone Number & email are the same.
5. **If there are changes to be made**
  - I. go to Edit in CRM and scroll to the bottom section of Contact Details.
  - II. Make the changes.
  - III. Scroll to the bottom of the page and **SAVE**. This will take you back to the front page on CRM. Go to Log Activity button and make a note about any changes you have made eg Changed address as per Tara Rally Registration RR. (ie your initials)
  - IV. You must always initial any note you make so other users know who has made the changes.
6. **If Contact Details are Correct**
  - a. Go to Edit in CRM
  - b. Open Custom Fields
  - c. Update CMCA Expiry Date as per rally registration

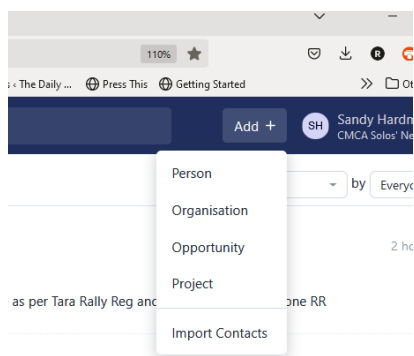




- d. Check Vehicle Registration Number is the same – change if necessary – NO SPACES when entering Rego Number eg B48PE
- e. Enter Rally Registration Date as per date email received
- f. Enter Arrival and Departure Dates as per days ticked on registration form.
- g. Enter Overall Length
- h. Tick Caravan/Fifth Wheeler if appropriate. Enter details if Other – eg BUS
- i. Tick Power box if power is requested
- j. Tick Generator if appropriate
- k. Tick Near Facilities if Limited Mobility is ticked
- l. Enter number of pets – mainly dogs
- m. Enter Meal Preferences if any mentioned – only Gluten Free or Vegetarian catered for.
- n. Tick First Timer if appropriate
- o. Tick Non-Solo if appropriate
- p. Enter 2<sup>nd</sup> Person details if appropriate
- q. **SAVE** Scroll to the bottom of the page and **SAVE**. If you don't save your changes you may have to enter all this information again.

### Adding a Person in CRM

If you are sure the person isn't in CRM go to Add + and choose Person from Drop Down menu



#### 1. Title, M or F

- 
- 
2. Name – Full name - SURNAME in Capitals
  3. Mobile Phone – spaces in between number groups eg 0412 726 457 – select Mobile from drop down menu
  4. Home Phone – select Home Phone from drop down menu
  5. Email Address – select the dash (-) from the drop down menu
  6. Address – choose Postal Address from drop down menu

**NOTE 1:** The drop down boxes against Phone, Email and Address are really important to keep uniform.

**NOTE 2:** If it is a Rally Registration from someone not in CRM. then all that is needed (from the Admin Coordinator) is a note on the Activity Log such as :-

*ROBYN - Please follow up this non-Solo for potential membership RR (initials of person making entry)*

7. Scroll up and open Custom Fields and proceed as per normal rally registration.

### NOTES FOR YOUR INFORMATION

1. Financial: Only **Added by Assistant Treasurer** when Admin Fees are paid.
2. Next Rally: This is not added to CRM until fees have been PAID- added only **by Assistant Treasurer.**
3. Date Power Paid: Not added into CRM until PAID – added only by **Assistant Treasurer.**
4. Power requested: Added by **Rally Admin Only** from Rally Registration form.
5. Returning an “old” Solo to CRM: If a person wishes to re-join Solos after an absence, **contact the Treasurer, or Assistant Treasurer** before adding into CRM as they may be able to restore the contact information.
6. The **Treasurer is the only person** responsible for altering CRM Fields. This is done on the last day of rally to add the next Rally fields. Any other alteration to CRM fields, is to be actioned by Treasurer only, after Committee discussion and agreement.
7. **NEVER DELETE ANYONE FROM CRM:** This must only be done by the Treasurer, after the entry has been archived in XERO, otherwise the entry turns up again in CRM as an Organisation.

## APPENDIX 4: Mandatory Actions for Rallies

### Notes on committee approved actions for rallies

- Committee will always enter the rally site on the first day of set up ( this maybe in a temporary area initially. If there is an extra cost for this then the committee will pay for it.
- Committee Members and Rally Management Team are only required to pay the Registration Fee rate for any rally and are entitled to have a powered site if required. The Rally management Team consists of the RM, Assnt RM and Coordinators who will be working extensively in the weeks leading up to the rally.
- The Catering Coordinator will provide lunches for volunteers working to set up the rally site prior to the rally. Lunch will also be provided for ALL volunteers who work on Day 1. This includes the Rally Management Team and members of the Solos committee who are also working.
- Where possible, ALL volunteers should be on site on the day prior to the rally starting, this will allow them to be at the Volunteers briefing session and pre-rally BBQ

- Rally Team Payments

Rally Manager \$35.00 per month for 6 months up to the rally

Asst. Rally Manager \$30.00 per month for 6 months up to the rally

Admin. Coordinator \$30.00 per month for 6 months up to the rally

Volunteer Coordinator one off payment \$50.00 3 months before rally

Rally Treasurer one off payment \$50.00 3 months before the rally

Site Coordinator one off payment \$50.00 3 months before the rally

Catering Coordinator one off payment \$50.00 3 months before the rally

Events Coordinator one off payment \$50.00 3 months before the rally

1st Timers Coordinator one off payment \$50.00 3 months before the rally

1st Aid Coordinator one off payment \$50.00 3 months before the rally

- VIP's to be invited to Welcome Dinner Only
- Any Trades people wishing to attend our rallies for business reason are to be charged \$100 for the week or \$20 per day, on top of their registration and site fee
- Assistant Treasurer will be the person responsible for the cut off of powered sites available at a Rally. This will be reflected both in the Assistant Treasurer and the Rally Admin PDs.
- First Timer items provided by the committee free of charge include: - Lanyard, Card Holder and a First Timers Badge. The supply other items will be paid for by the Rally Manager out of their budget.

- The Admin Coordinator PD and Asst Treasurer PD to reflect that Life Members and Founder Members do not pay registration or site fees at Rallies unless they want to. A list of Life and Founder Members is also required to be made available to the Admin Coordinator.
- No changes to data fields to be made to CRM (Members Database) e.g. adding or removing of text boxes, **unless discussed and approved by the committee**, all changes to be carried out by the Treasurer.
- Open Day at Rallies see email from Colin Thompson 18/10 which contains the following  
.....**Following further enquiries with the insurer, an “Open Day” is now permitted on the proviso that the ‘Risk Assessment Form’ is completed.**

### ***GeoWiki at Solos Rallies (rates are as at Oct 2019 and may change)***

*Members of the Geo Wiki team attending Solos rallies are offered the following facilities:*

- Registration Fee (Normal) \$75.00 pp.
- Payment of a Registration Fee ensures CMCA Insurance cover, plus.
  - One free unpowered site (powered sites may sometimes be available at the current charge rate).
  - Access to the rally site one day prior to the Rally opening day.
  - Attendance at the Volunteers pre Rally BBQ/Lunch.
  - Attending the Welcome Dinner.
  - Farewell Breakfast, Final Day.
  - Attendance at any free seminar or workshop or class.

GeoWiki team members who do not wish to participate in any of the rally events are normally provided with a free site during the rally. A windscreen card should be supplied to cover CMCA Insurance requirements.



---

## APPENDIX 5: Insurance liability at Rallies

To clarify insurance, the following text is verbatim from NHQ:

*The members attending the meeting / rally are covered by the Club's Public Liability if the incident is caused by a member of CMCA.*

*i.e. the ropes from the days' disc bowls competition is left to the ground overnight and I trip over it, injuring myself.*

*If I fall entering or exiting my m/home, my individual policy may cover me (not CMCA policy).*

*If I stumble over a tree root, I assume the venue owner would need to be put on notice and then their insurer would determine if whether or not there is negligence by the venue owner.*

*The volunteers in set up, during and closing (whilst acting in the capacity of CMCA) are covered for damage to hosts property and / or hired items.*

*There is no "layman's term" that will encompass every conceivable scenario.*

*We suggest no commitments/promises are volunteered in the event of physical injury or property damage occurs, the insurers advise us to not admit any liability as this may prejudice our rights and their recovery in terms of claiming. The best course of action is to forward a comprehensive incident report to NHQ for follow-up with the insurer and advise any third parties to provide any Letters Of Demand, any correspondence, and/or medical certificates or repair invoices/quotes to CMCA - and that they will forward to the insurer for their acceptance.*

*Colin Thompson*

*Office Manager*

Individuals should not contact NHQ independently in this regard. If you have a claim, or course! but the vast majority of us will never claim, and there is no benefit in knowing the ultra-fine details until the time, which hopefully never comes. Would you stay away if the policy was not in place? Or would you go anyway; the same as you got to so many other places— the movies, the shops, the bowling club? There's no benefit in knowing in advance.

## APPENDIX 6: Managing Volunteers (updated 12/12/22)

### Actions for all Coordinators

- Advise the Volunteer Coordinator of any verbal agreements you have for volunteer positions, or that you expect, and ensure that these people complete a Volunteer Application Form which must be forwarded to the Volunteer Coordinator as soon as possible to ensure that all volunteers are properly registered.
- Request the names of volunteer applicants from the Volunteer Coordinator to fill vacant positions in your team.
- Confirm with the Volunteer Coordinator that you have selected all required volunteers needed, and provide their names and details

### NOTE:

- Once this has been performed all further communication with your volunteers is performed by yourself except
  - The Volunteer Coordinator will discuss with each Coordinator the required date that their volunteers will be needed on site.
  - The date each volunteer is required will be entered into the database (CRM) by the Volunteer Coordinator. and must be completed at least three weeks prior to the rally. **All “Required by” dates will be subject to the Rally Manager’s approval.**
- Advise the Volunteer Coordinator of any volunteer cancellations as soon as possible, and if necessary, obtain a replacement from the standby list.
- Be prepared to hold a briefing meeting with your team at the end of the official Volunteers briefing session held the day before the rally.

## APPENDIX 7: Creating the Rally Program

The following are some notes which have been prepared by a long-standing Solo following a review of many rally programs. These are guidelines and suggestions only, but contain some sound ideas on how we might present our rally

Created: 21 December 2019

Cohuna Rally – Size A4. Very easy to read and handle. Good, clear print and room for all information. However, mention was not made of the next rally, nor was a site map included - which may, or may not, always be necessary.

Euroa Rally— Size A5— this made the program fairly simple - with good layout, ease of reading and handling.

### General Notes on Program Creation:

1. FRONT COVER: Depiction of area, theme, date, place and, maybe, a motto. It may well be too busy but good to keep as a memento.  
Acknowledgements, a brief farewell and a paragraph re the next rally - from the Rally Manager.
2. INSIDE FRONT COVER: Names and, if at all possible, pictures and contacts of the Solos Committee, and the Rally Management Team, in that order. After all, without the Committee, there would not be a rally. Likewise, the Rally Team. There has been a tendency to ignore this information at rallies, but many members do not know names and duties, let alone, faces. We normally include Mayor and Rally Manager messages somewhere.
3. INSIDE BACK COVER: Details of last 2 days of Rally.
4. TOURS: Maybe 1 grand tour - if there is sufficient interest, then repeat it - general interest can be shown on Facebook prior to the rally accordingly. Separate paperwork, e.g. a brochure, at Bookings Desk and Information Desk.
5. SEMINARS: Short explanations in “Comments”. If necessary.
6. ENTERTAINMENT: Same as above
7. BOOKINGS: The desk must be readily visible – make sure location and opening times are in program.
8. EVENTS in TOWN/SURROUNDS: not required in the program , an advertising board should be sufficient.
9. BUILDING NAMES: This is always a challenge and probably unnecessary.. It takes the average attendee 4 days to work it out then the rally is almost over
10. CENTRE PAGES: Given to a map (double centrefold) of our site. Forbes, 2016, had the clearest and easiest to read out of ALL rallies. Nothing fancy, just practical and easy to follow. Most maps are far too busy.
11. OUTSIDE EDGE OF PAGE: lengthwise the words: “WELCOME” - “SCHEDULE”. (Unless there are other headings needed.). Euroa and Mudgee did this very well, but the words were on the inside edge.
12. PAGE NUMBERS: Bottom outside edge of page - nice touch.
13. PRINT: Has to be easy to read e.g. Forbes, Boorowa, Wagin and Campbell Town too small.). Most of our people need eye assistance at the best of times. Nanango program was far too busy, but print was fine (and totally accurate - not one error or change. Euroa and Blackall were easier to read, however, Blackall relied on a one sheet - A4 - running program to counteract the changes made. Cohuna was great - if A4 needed changes, reprint 1 page.
14. COLOURS and SYMBOLS: anything needed to identify to look elsewhere is a no-no. Use “See page xx..” only if absolutely necessary.

15. SIZE: A4 (for Cohuna) was great - the pages were easy to handle, and was good to read.

The pages can be separated to be changed if necessary OR an extra page printed. The day's activity page (unpinned) for daily use while out and about.

16. FURTHER RALLY INFORMATION: e.g. cancellations at the last minute and/or additional items, may be put on the above extra page or advised to Info or Events - for white/black board notation. However, these are not always available.

## APPENDIX 8: Rally Managers Float

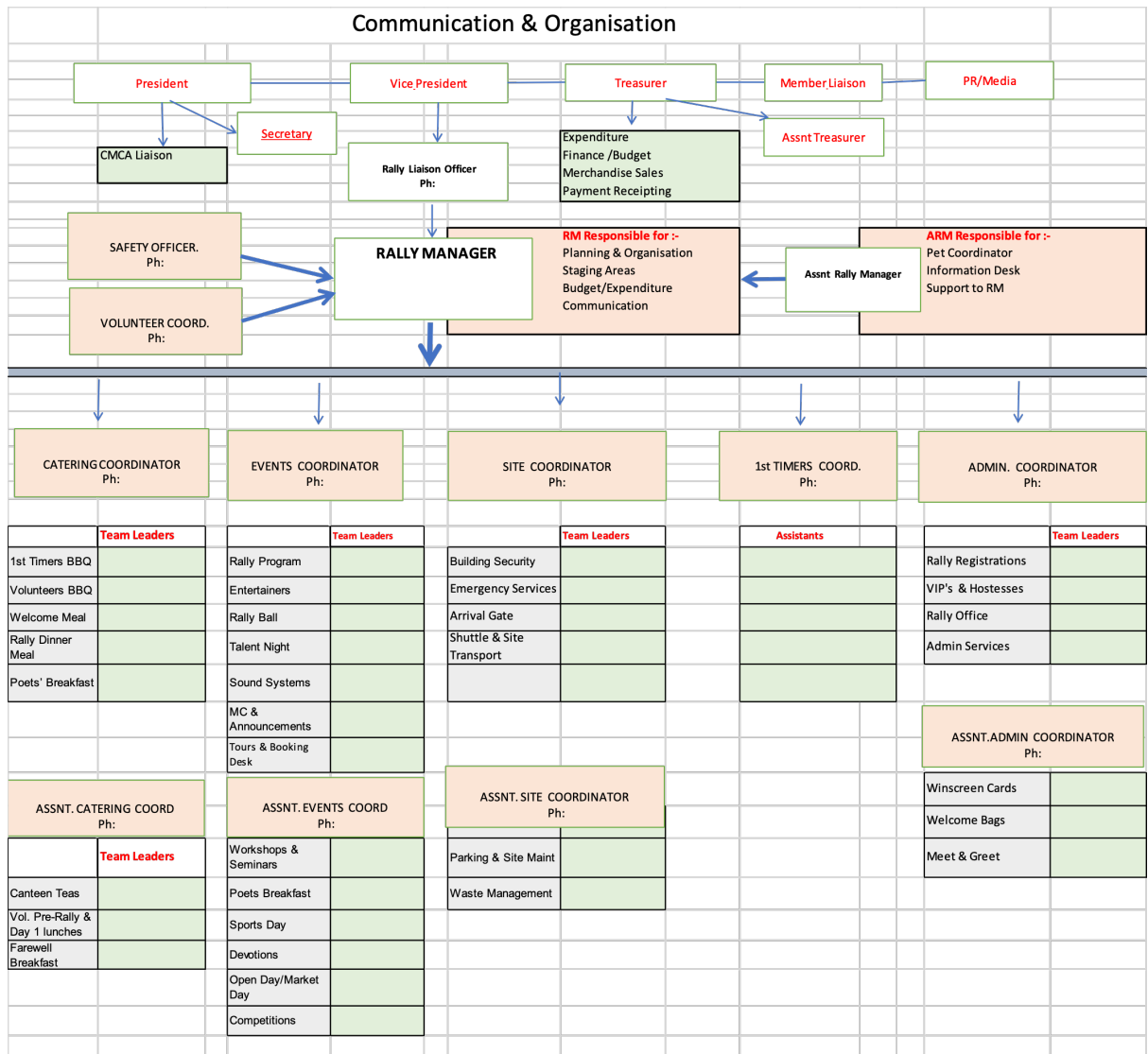
### Introduction

The float is disbursed at the RM's discretion to cover "pre-rally costs" for camping, travel and minor purchases by the team. It is only applicable to Coordinators and above.

### Guidelines

- The float is NOT intended to meet the costs of Team members travelling to attend the rally.
- The Rally Manager is required to retain a receipt for all expenses and purchases made from this Float.
- A final reconciliation, together with all receipts, is to be submitted to the Rally Treasurer at the start of the rally. At that time, all expenditure from the Float ceases and the normal rally expenditure processes takes over through the Rally Treasurer and Solos Treasurer.
- The total Float is included when creating the budget. However, payments made from the float will be posted to the relevant account number in the Solos accounting system.

## APPENDIX 9: Organisation Chart (Template)



## APPENDIX 10 : Parking & Maintenance Check list

The Parking and Maintenance team usually consists of up to 6-8 volunteers working on a roster system throughout the rally, Some of the work involved and can at times involve reasonably physical work. This should be considered when selecting volunteers.

The main activities of the team are

### Maintenance

- The placing of road direction signs 24 hrs prior to the arrival of 1st Timers.
- Setting up two Welcome Banners on the approaches to the town (check local By-Laws) 1 week prior to the rally.
- Assist in the erection of any marquees or other hired equipment as directed by the Site Coordinator including showers and toilets, these must be put in place prior to the Rally wherever possible.
- Confirm requirements with other Coordinators and erect appropriate signs and banners around the grounds.
- Erect whiteboards and Notice Boards for the Information desk and Solos Committee. Discuss the location of these with the Rally Manager and Information Desk Team Leader and Solos Secretary.
- Liaise with the Safety Officer regarding any matters of concern.
- Liaise with the Events Coordinator regarding location of the stage, and erect stage (if required).
- Removal of rally storage boxes to a holding area during the rally
- Set up or remove chairs and tables in main hall, Seminar rooms or marquee(s) in consultation with the Events Coordinator to meet specific activities and events.– this needs to have a plan created for each day.
- Use of the Site vehicle in performing various on-site and off-site duties.
- Reporting of any issues regarding the buildings and services being used ie. water, electricity, showers and toilets etc.
- Ensure adequate team members are available to clean the premises after the rally has closed.
- Removal and packing of all street signs after the event.
- Note: The two large street Welcome Banners do not get packed but are passed to the next Rally Manager so that venue and date changes can be made prior to the next rally
- Arrange for a suitable vehicle or trailer to be available for general site use during the rally. Site Coordinator will arrange for the hiring of vehicle(s) if required.
- Establish rubbish bin pick-up points around the rally site
- Arrange for rubbish collection in line with local collection days. This may be a part of the contract.

### Parking

- Liaise with the Arrival Gate and Meet & Greet Team leaders regarding arrivals
- Oversee the siting of vehicles having regard to specific needs identified by members when registering for the rally, ie power, facilities, length etc. Arrange for the parking process to be in place for the early arrival of the Rally Team, Committee, volunteers, and First Timers.
- Ensure Windscreen Cards for each arrival are checked to ensure correct parking. Pink Cards denote a powered site, Blue cards denote an unpowered site
- Set site numbers in a numerical sequence

- Understand that numbering of sites is a mandatory requirement at rallies. A site plan showing all sites needs to be created. An alphabetical list of names and site numbers will be created by the Rally Office Manager
- Site numbers should be allocated in a logical, and easy to follow, sequence. Site numbers must not be removed until the morning of the departure day.



## Revision Schedule

### Date of revision: Aug 2015— Ver 8

	<b>Reason</b>	<b>By whom</b>
General Review	Updated	D.Applegate

### Date of revision: Oct 2016— Ver 9

	<b>Reason</b>	<b>By whom</b>
Meet & Greet Team Leader	Updated	M.Cook/D.Applegate
Arrival Gate Team Leader	Updated	M.Cook/D.Applegate
First Timers Team Leader	Updated	M.Cook/D.Applegate
Courtesy Bus Team Leader	New	M.Cook/D.Applegate

### Date of revision: Oct 2017— Ver.10

First Aid Team Leader	New	M.Cook/D.Applegate
-----------------------	-----	--------------------

### Date of revision: Oct 2018— Ver.11

	<b>Reason</b>	<b>By whom</b>
Rally Manager	Updated	R. Parsell & Committee
Assistant Rally Manager	Updated	R. Parsell & Committee
Entertainment Coordinator	Updated	R. Parsell & Committee
Catering Coordinator	Updated	R. Parsell & Committee
Volunteer Coordinator	Updated	R. Parsell & Committee
Admin Coordinator	Updated	R. Parsell & Committee
Site Coordinator	Updated	R. Parsell & Committee
Assistant Site Coordinator	Updated	R. Parsell & Committee
Team Leader-Merchandise	Updated	R. Parsell & Committee
Team Leader Committee Office	New	R. Parsell & Committee
Team Leader- AM/PM Teas	New	D. Applegate
Team Leader- Events B'kings	New	D. Applegate

### Date of revision: Nov 2018— Ver. 12

	<b>Reason</b>	<b>By whom</b>
Rally Managers and Coordinators	Updated	D.Applegate
Admin Coordinator	Updated	D.Applegate

### Date of revision: Dec 2018— Ver 13

Rally Admin Coordinator	New item	D.Applegate
Time-line Information added	Updated	D.Applegate

### Aug 2020 Ver 20

---

Complete Document Review	Update	Dave Applegate/Geoff Phillips
<b>April 2021 Ver 21</b>	Update	Dave Applegate
Merge Parking and Maintenance teams		

## Appendices

### April 2019

Storage Boxes	New Item	D.Applegate/L.Phillips
---------------	----------	------------------------

### Aug 2019

Rally Regn -	Admin New Item	D.Applegate/S.Hardman
--------------	----------------	-----------------------

CRM data Standards	New Item	D.Applegate/S.Hardman
--------------------	----------	-----------------------

### June 2019

Mandatory Actions	New Item	D.Applegate
-------------------	----------	-------------

Changes to Parking Team Ldr	Updated	D.Applegate
-----------------------------	---------	-------------

### Nov 2019

Liability Insurance	New item	Geoff Phillips
---------------------	----------	----------------

### Nov 2019

Added First Aid Liaison Officer PD	New Item	Dave Applegate
------------------------------------	----------	----------------