



ADMIN GUIDELINES

Introduction

The admin team is a key part of the running of a successful rogaining event, managing both administration and safety. The responsibilities of Admin vary from event to event but would usually include:

- handling team registration on the day of the event (map and other info handout)
- co-ordinating teams entering and leaving the Hash House area during the event.
- collating results at the conclusion of the event.
- coordination of the SARA search and rescue procedure and, if required, liaison with emergency services in the event of a competitor becoming lost or injured
- monitoring the emergency phone number provided to competitors throughout the event.

Gear and map bagging

Collating maps, setters' instructions, flight plans and Navlight wrist bands should be done prior to the event. This will usually coincide with an Admin Brief from one of the SARA committee members.

Map bags should be labelled with the team number (use a texta) and should include the right number of maps for the team, one flight plan (if required), at least one copy of the setters' notes, navlight wristbands and any other paraphernalia provided by the committee.

The event coordinator will arrange to have all the appropriate equipment at the briefing location including:

- map bags
- maps and other printed material
- Navlight tags and wrist bands
- entry list to determine numbers of maps per bag

Admin set up on the day

Make sure you get all of the boxes labelled Admin from the gear trailers. This includes:

- two boxes of safety gear to sell (labelled with the appropriate prices)
- the official time clock
- a variety of stationery/printer paper, calculators etc.

Other Admin equipment includes:

- tables
- printer
- A-Frame boards
- Signage
- Speakers (to be set up prior to event brief)

The Event Coordinator will provide you with A3 print outs of the Admin Master List which should be taped to the Registration Tables. You may have multiple copies (and multiple tables) depending on the size of the event. The Event Coordinator will also provide two copies of the Team Entry List which need to be pinned to the A-frames and displayed in an appropriate position AWAY from the Registration tables.



The secret to successful Admin at both the start and finish of events is CROWD CONTROL. If you can have a person out the front, directing people to the indemnity form table first, it makes a huge difference to the efficiency at the main admin table. You want a smooth process for people who have everything in order and take people with problems off to one side so it doesn't stop your production line.

Set up a separate table or area for people to fill out indemnity forms/check their details before approaching the main admin table. Remind people to put their team number on the indemnity form for easy tracking (either by having a person there, or putting a notice on the table). Note that there is now a separate indemnity form for children under 18 years of age, and that witness signatures are needed for the adult indemnity form.

For events with large numbers of competitors it is useful to divide the map bags across multiple tables and have multiple queues. These queues should be clearly labelled (up high where they can be seen) so competitors don't waste time in the wrong queue. To speed up the registration process once a team is at the registration table, one volunteer should tick off the appropriate boxes on the master sheet while the other finds the correct bag from the pile.

The emergency contact phone number for the event must be displayed at Admin during the pre-event period and/or included on the map. (You may need to contact the setters for this number.)

On a separate table away from the main admin table, have one person who deals with queries/team changes and the cash box (you will be selling safety equipment to those who don't have it). This person should be separate from the rest of the Admin team who are dealing with people who have everything they need and just want to get their maps quickly.

Before you can issue maps to a team you will need to:

- collect their indemnity form (check it has a team number on the top corner),
- confirm team category and members,
- check the required safety equipment for the event, and
- note any changes on the master sheet.

Make sure everything is ticked off on your master sheet so you keep track of what's going on and so you know who hasn't collected their maps.

The required safety equipment is generally: a whistle per person and 2 bandages and one pen or pencil per team. This is generally required for bush events, but not for metro events – double-check with your Event Coordinator.

If you have time and you're all ready, you can open Admin before the time maps are available to deal with any team changes, or to do first aid equipment inspections, to speed things up later on. Do not give out any maps before the correct time.

In the busy time before the start, don't try to change things on the computer – just make notes of any changes on the paper master sheets and make the changes in the computer once everyone has left. You don't even need to turn on the computer until after the start.

When dealing with team changes, ask the competitors if the addition/deletion of the new member will change their team category. Check against the provided reference guide at the back of this document if you're not sure of the category rules. Take note of any potential refunds and advise the competitors that the Treasurer will be in touch after the event.



You may get new teams or new team members joining on the day. Give them a copy of the paper 'on the day registration' form (in the Admin box, and also available in electronic form on the SARA laptop) to fill in their details. They will need to pay cash on the day, including the late fee.

Common questions asked at registration

- Can I have my map before the rest of the team arrives?
 - Yes, but you can't have the wristband/s until all team members have submitted signed indemnity forms
- Can I compete without the mandatory safety gear?
 - No, but you can purchase gear from the admin team.

Payment disagreements

If records indicate people haven't paid, but they say they have paid via internet or cash deposit in a bank branch, just make a note of what they say, and ask for as many details as possible. Don't get into arguments – refer the issue to the Treasurer who will follow it up later. This is highly unlikely to occur with the new registration system.

Cash box

The Treasurer will give you a cashbox with approx \$100 in it either on the day or before the event. Keep a note of all monies going in and out on the printed sheet provided and put that in the box at the end of the day and lock it up. Make sure the cash box is kept in a safe place until it can be returned to the Treasurer or another Committee member.

Flight plans

Flight plans need to be returned to Admin before the start. There's a box in the Admin gear for this purpose – leave it out where people can find it easily. It's a good idea to remind and Novice teams when they register that they will need to fill out and return the flight plan. Flight plans are a particularly valuable part of the safety plan for any event so it is important they are collated in team order and stored safely until completion of the event when all competitors are confirmed as having returned to the HH.

The briefing

During the briefing just prior to the start, the admin team may be needed to help hold up the clock, to help with time checks or to demonstrate how a navlight punch works.

During the event

After the start, make sure you make a note on the master sheet if a team did not start (you'll know this because you'll still have their map bag) – as this needs to be recorded for safety purposes.

Once the busy start period is finished, you can update the computer with any changes noted on the master sheet during team registration and the teams that did not start. After that, Admin goes pretty quiet until you get towards the end of the event. Throughout the event at least one person should remain present at the Admin area, to deal with any early finishers or late starters, and to monitor the emergency phone.



The end of the event

Things can get pretty hectic at the end of the event – this is when it's most important to be very organised.

For a navlight event, there needs to be several people (at least 3) with finish punches, so that everyone's wristbands can be punched as soon as they get back. Teams get cranky if they feel like they are losing time at the end standing in a queue waiting to have their wrist band punched.

It's important to have loud/confident people at the finish to yell out and direct competitors to the finish punches. Once wristbands have been punched on the finish punches, there needs to be a chute set up and competitors directed down it towards the admin area where their wristbands will be cut off and passed to the person on the computer. It is very important that people go straight from the finish punch into the 'chute' and don't wander off while wearing their wristbands.

Once the wrist bands are cut off competitors' wrists they need to be placed directly into the appropriately numbered zip-lock bag. This is particularly important in events where cloth wristbands are used so they tags do not get mixed up. Once tags are in the correctly numbered bag they are passed to the Navlight computer operators for results processing. Some care should be taken to try and process tags in the order that teams finished in but it wont effect results if tags get out of order so shouldn't be something that creates more stress for the volunteers.

Once teams have handed in their tags they need to be directed to GO AWAY and come back 10-15 mins later to collect their results. Printed results will be placed in numbered baskets for collection. Teams are encouraged to check their results for any discrepancies and should be directed to a dedicated Scoring Problems person if they have any queries. This person is often the Setter or Event Coordinator who is familiar with the course and they should be located away from the main flow of people through the finish/admin area. Any discrepancies should be noted on the results printout and handed back to the Navlight operators for processing when they have the time.

Certificates

Certificates will be provided for the event but it's usually the Admin team's responsibility to fill out the appropriate names on certificates for place getters. This often takes a lot of time and place getters can collect their certificates at a later stage if needs be - reading of results should not be delayed due to incomplete certificates.

Results

Once the Navlight Operators have generated the final results, the Setter, Event Coordinator or someone from the Committee will read out results. The admin team will need to ensure the speak and microphone are set up and will need to assist with the handing out of certificates and chocolate frogs. It is also useful if someone from the admin team can take photos of the category winners accepting their prizes for later use on social media.



Safety

The Admin team has primary responsibility for safety during the event.

Event safety doc

The Event Coordinator will give you a hard copy of the Event Safety Doc. This document will allow you to clearly describe the location of the event to emergency services, if required and also contains contact details for local police, hospitals etc. It will also have GPS coordinates for the controls.

Phone monitoring

The Admin team must monitor the designated emergency contact phone during the event. This is the phone that has been identified to competitors as the phone to contact in the event of an emergency. In some cases, the setters may have specified their own phone, in which case they are responsible for monitoring it.

SARA has two satellite phones which are used for events with patchy phone coverage, particularly at the HH. These need to be outside and upright (pointing at the sky) to work properly. SARA recommends that competitors text requests for assistance to the satellite phone. The Admin team should keep the phone on and monitor it for messages and calls throughout the event.

Identifying missing teams

A key step at the end of the event is for Admin to identify if there are any teams still out on the course.

When teams are not accounted for, the first action is to try to contact them on the mobile phone numbers listed on the Flight Plan. Other competitors can be asked about the missing team and the car park/campground should be scanned to see if the team's car is still there. (Sometimes people return to the HH and then drive off without depositing their control card). Car registrations are also listed on the Flight Plan.

If the team is still not accounted for, then SARA's Search and Rescue process can be initiated. A flow chart for this is included in the Admin equipment. Please make yourself familiar with it. If it appears likely that this will need to be initiated, please advise any members of the SARA Committee that might be present. However, if no committee members are available, the Admin team should continue to follow the Search and Rescue flowchart.

Identifying Emergencies and Raising the Alarm

Since the Admin team is at the HH the whole time, they have responsibility for raising the alarm when emergency situations arise. The Admin team should call the Emergency Services (000) whenever a sufficiently serious situation arises. There is no need to obtain confirmation from the SARA Committee or the setters if the Admin team considers the situation serious enough.



Gender and Age Categories

	Open	J Junior	V Veteran	S Super Veteran	U Ultra Veteran
Women	W	WJ	WV	WSV	WUV
Men	M	MJ	MV	MSV	MUV
Mixed	X	XJ	XV	XSV	XUV

Gender Categories		
W	Women	All team members are female
M	Men	All team members are male
X	Mixed	Team contains at least one female and one male
Age Categories		
UV	Ultra Veteran	All team members are 65 years of age or over on the first day of competition
SV	Super Veteran	All team members are 55 years of age or over on the first day of competition
V	Veteran	All team members are 40 years of age or over on the first day of competition
J	Junior	All team members are under 21 years of age on the first day of competition
Special Categories		
F	Family	At least one related member aged under 14 years old, and at least one related member aged 19 or over
N	Novice	The first rogaine event for every team member