



SARA PRE-EVENT BRIEFING CHECKLIST

The pre-event briefing is generally held around 15 minutes prior to the official start- time of the event. The purpose of the briefing is to reinforce previously communicated important event information to competitors, rather than to communicate new information.

Before the Briefing

- Ensure briefing time is communicated to competitors.
- Ensure there is a large enough area to accommodate all competitors and that there is a suitable location for the organiser to stand where they will be visible and able to be heard by all teams.
- Ensure that P.A. is switched on and ready.

At Briefing

- Welcome** - organiser should introduce themselves by name and welcome them to area.
- Landholders** - acknowledge any landholders who may be present and thank them in advance.
- Map changes/corrections** - these should have been communicated previously, but competitors should be reminded where the changes have been made.
- Rules** - always good to reinforce the rules of rogaining, particularly those related to crops, passing near residences, respect for property, gates, fires and team- splitting.
- Safety** - competitors should be reminded of need to file flight plan, and the details of emergency contact at Hash House, and of route and time of safety loop. Any major hazards (main roads, mine shafts, animals, cliffs) should have been previously advised, but should be re-iterated. Remind competitors to carry mandated safety equipment. On hot days, the importance of water should be highlighted.
- Food** - opening times for main hash house, and any other event-related food supplies should be noted (e.g. fruit at water drops, soup kitchen etc)
- Controls** - where an uncommon type of control is being used (e.g. an orienteering control), it may be useful to show an example as a reminder.
- Official time** - provide at least two opportunities for competitors to synchronise their watches with the official event time.
- Control Cards** - advise competitors of location and process for obtaining these.
- Questions** - some time should be left for any questions.
- Start** - short countdown to start should be made. Any local landholders or dignitaries could be invited to officially start the event.

After Briefing

- Turn off P.A.
- Ensure that Admin have same official event time as competitors were given.



SARA POST-EVENT PRESENTATION CHECKLIST

The post-event Presentation is generally held as soon after the official completion of the event as possible with the aim of communicating the results of the event and acknowledging the contributions of volunteer and landholders.

Before the Presentation

- Ensure that event has finished. Results should not be announced until all competitors have returned to the Hash House or until 30 minutes after the official end of the event.
- Print any certificates for place getters.
- Collect trophies and have them close at hand.
- Collect results from Admin, ensuring that all category place getters are clearly identified on the results.
- Confirm who will be representing the SARA committee at the presentation.
- Ensure that P.A. is switched on and ready.

At the Presentation

Organiser

- Control Collection** - request assistance in collecting controls, if necessary.
- Results** - read the results of the event, following SARA tradition of reading score of every individual team. Highlight place getters in each category and present certificate/trophy as appropriate.

SARA President/Vice-President or delegate

Note - where appropriate this could be done while results are still being collated.

- Acknowledgement** - landholders and present them with gift (often a framed map)
- Acknowledgement** - volunteers/helpers by name, and present any gifts or tokens of recognition. Especially recognise the setter/vetter/organisers.
- Next Event** - note the next SARA event, its date and location.

After the Presentation

- Turn off the P.A.