

EQUIPMENT MANAGER'S JOB

Overview of Equipment Manager's Role

- The Equipment Manager
 - transports the equipment from the VRA Store to the Rogaine location,
 - sets up the equipment at the Hash House site at the beginning of the event,
 - looks after the equipment during the event and
 - transports it back to the equipment store at the end of the event.
- It is essential to have at least one, preferably more helpers to load and unload the truck at the store. Some of the equipment/trolleys are heavy and at least 2, preferably 3, people are required to move them safely. (Ask the volunteer co-ordinator or get them from the list of volunteers for the event) Helpers will nearly always be available at the HH site to help unload and erect the equipment at the HH site at the event and load the truck at the end of the event.
- Note that usually :
 - the equipment manager hires the truck
 - Preferably, the equipment is transported to the site the day/evening before the event.
 - The gas burners, gas bottles, BBQs, hot water system, and wash up equipment are brought to the event by another person in a separate trailer.

Before The Event

- **2 Weeks Prior.**
 - Find out from the Event Coordinator or competition manager
 - what equipment is required,
 - the event location and
 - get a site plan of where to put the tents at the hash house site or ensure a person who knows the site will be there when the truck arrives, and
 - find out if and where a drinking water tap will be available and what fittings are needed to use it. Alternately, determine if the water storage tanks are needed, or prefilling the water drop drums are required.
 - Find out who will help you load the truck
- **1 week prior.**
 - Organise the hire of a truck to take the equipment - to be picked up on the day before the event.
 - The VRA usually hire trucks from Budget as they allow you to drive on gravel roads.
 - The truck must have a hydraulic or electrically lifting tailgate to assist you to lift some of the heavy equipment. (All the caged trolleys and the peg trolley are too heavy for 2 people to lift into the truck)
 - You will need to put the hire cost on a credit card and take the option to minimize the damage excess.
 - Hire the biggest truck you can that can be driven with an ordinary license. (Budget call their truck a "4.2m moving van")
 - Most hire firms need the hirer and driver to be over 25 years of age. Check with them. (At the time of writing, Budget also hired to people from 21 to 25 for an additional fee). You may want a second driver – arrange this with hirer.
 - Get the key to the storage unit. It is available from:
 - Grant Jeffrey, Pascoe Vale, 0427 777633, gjeffrey@connexus.net.au
 - Don Baker, Ashburton , 0413-623-677, donbaker@westnet.com.au
 - Peter Chen , Mulgrave, ainspete@tpg.com.au
 - Kelly Lane, Kelly.Lane@aecom.com
 - It is anticipated that additional people will also hold keys.
 - Ask the above keyholders for the PIN number to gain access to the Store facility

VRA Storage Unit Location -

Storage Company

Public Self-Storage, 7 Ashley Street,
Braybrook, 3019. Melways 41E3

Their phone number is (03) 9689 8322

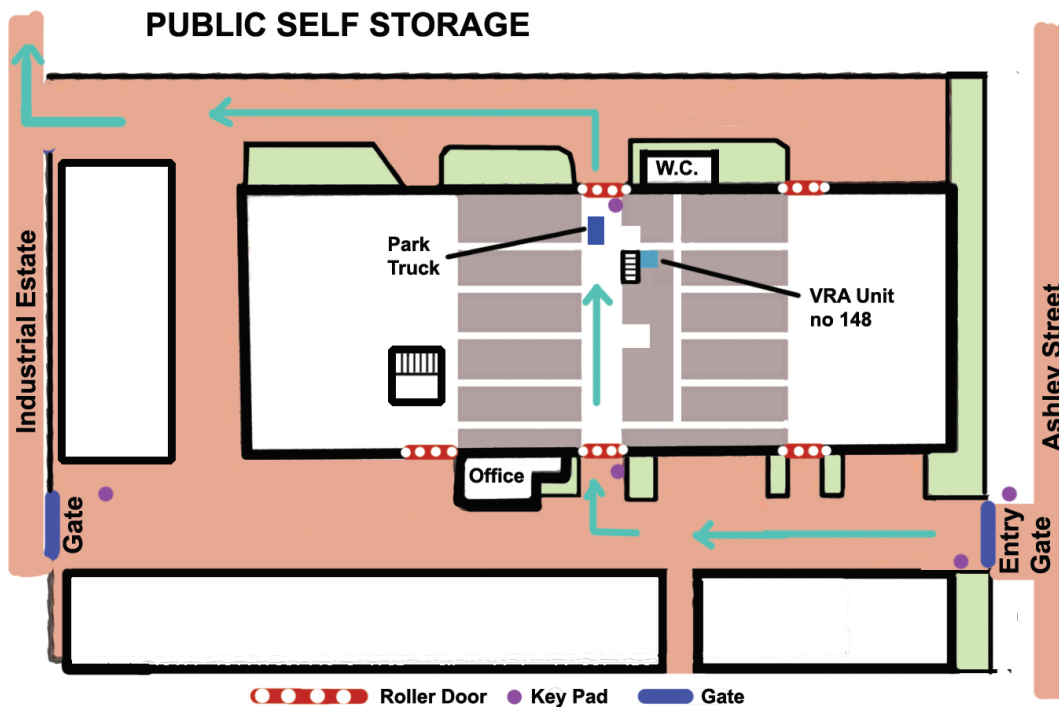
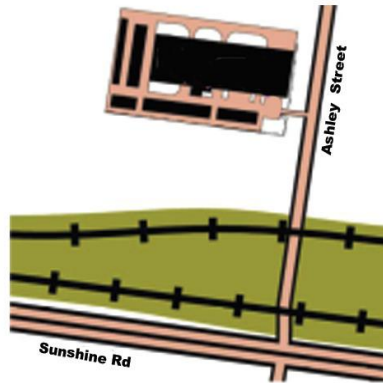
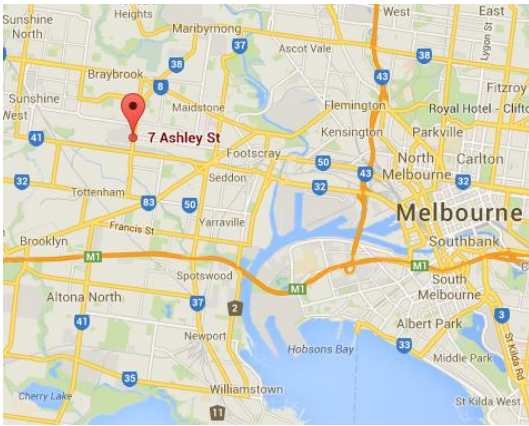
Our Unit

Unit number 148

Agreement number 12851

Size 5.2 x 3 x 3

(Storage facility open 24 hrs – office hours 8am-6pm M-F, 9-5Sat, 10-4Sun)



On Arrival At the Store

All vehicles MUST enter our PIN, including * and #, at the PIN keypad post on the outside of the storage facility front sliding gate. This is a security measure and must be done even if the sliding gate is open. (The VRA gets fined \$100 if we don't PIN in and PIN out) Do not follow other cars through. Ask the person who gave you the key for the PIN number

- Building in which our store unit is located is accessed by a big roller door just before (east of) the office. (The office is on the right of the road driving into the storage facility. Roller door is about 60m west of facility entrance)
- Open the roller door using our PIN on the roller door keypad, located on a post near the door.
- Drive the truck (or park and walk if you are a helper) through the roller door and park in the unloading lane.
- The VRA storage unit (unit No. 148) is on the ground floor about in the middle of the building, adjacent to the stairs.
- You will need a key for the padlock on the store unit.
- Toilets are also inside the building (middle of north side)

Loading Procedure

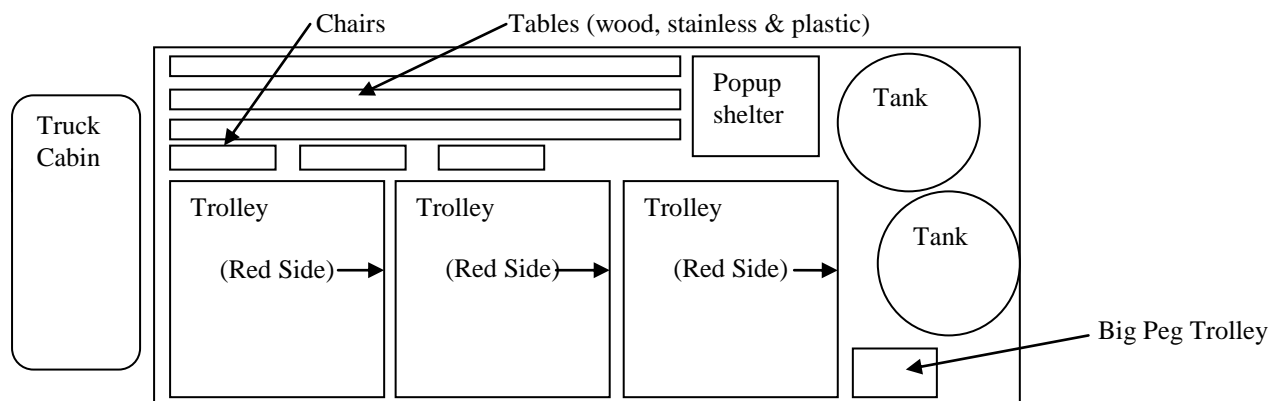
- Most of the equipment in the store, except the white and green canvas auto tent and its poles, and foot wash gear, is needed for most events. (The white and green auto tent does not have a bag, its poles are in a dark pink velvety bag). Ask the event Coordinator what is needed.
- You will need at least 2 people, preferably 3, to push trolleys and load and unload the truck.
- Wheel trolleys out of store unit, to the truck. Use the storage facility trolleys, to help move our loose items such as tent poles, water drums and wooden stakes. Remember to bring the 2 yellow ended marquee poles hanging horizontally on the wall.
- Don't put the table trolley in the truck. Wheel the table trolley to the truck, Then load the tables and chairs directly into the truck
- If required, put water tanks in the back of the truck. Do not fill the tanks whilst the trolleys are in the truck as this will put the truck's weight over its registered legal limit. If water tanks are to be filled, unload trolleys at the wash house. Find a water supply point. Drive truck with only the tanks (and hose and fittings) in the truck to the fill point and fill with no trolleys in the truck..
- If requested by event co-coordinator, remove some of the water drop drums from the trolleys and fill at a location away from the store. Only put a few filled water drop drums in the back of the truck as the last item in. (guess at max of 10 depending on how much food is in the food trolley) No more as they will over weigh the truck. Don't put them back in the trolleys (too heavy).
- **When lifting the trolleys using the truck tailgate**
 - Put the trolleys onto the truck tailgate with Red painted side of trolley to the rear of truck – Red side last into the truck. (red painted side has 5th wheel under it to stop it toppling on the tailgate)
 - Use the blue / red striped G clamps and timber bar designed to stop the trolleys rolling off the truck tailgate. Instructions and photo on procedure is on each trolley.
 - Use a rope, to tie the 2 corners of the trolleys to the truck internal tie rails, to temporarily hold the trolley in place whilst they are being lifted (and lowered). (untie when you have moved the trolleys far enough into the truck)
 - **DO NOT STAND BEHIND THE TROLLEYS WHEN THEY ARE LIFTED BY THE TAILGATE. (TO PREVENT BEING SQUASHED IF THEY TOPPLE) STAND TO THE SIDE OF THE TROLLEYS**
 - **IF THE TROLLEYS TOPPLE, DO NOT ATTEMPT TO STOP THEM. LET THEM FALL, BETTER DAMAGED TROLLEYS THAN A SQUASHED YOU.**
 - **DO NOT POKE YOUR FINGERS INTO THE WIRE MESH OF THE TROLLEYS IN CASE THE TROLLEY FALLS AND YOU CAN'T GET YOUR FINGERS OUT. Hold the trolleys with an open palm.**
- **When the trolleys are in position in the truck,**
 - **PUT ACCESSIBLE TROLLEY BRAKES ON** and
 - **TIE THE TROLLEYS TO THE TRUCK INTERNAL TIE RAILS** and
 - **TIE TROLLEYS TOGETHER**
 - All to prevent trolleys from sliding about when the truck is being driven. Trucks roll when their loads shift.

Departing The Storage Facility

- Close and padlock the storage unit roller door.
- Drive the truck forwards, north towards the exit roller door.
- **ESSENTIAL - You must re-enter the PIN at the exit keypad when leaving the facility (This is a security measure. The VRA gets fined if you don't)** The PIN out keypad is located on the wall inside the building on the RHS (east) side of the access lane, near the exit roller door. The roller door will automatically open once you have PIN out.
- Drive through the opened roller door, Turn left (west, away from Ashley St) at T intersection, Then turn right (north) at next T intersection, then turn right (east) at next T intersection and drive to the exit gate into Ashley St. The exit gate will automatically open when you drive up to it.
- Other helpers can also exit via the way they came in (exit keypad on the south side of the road, inside the storage facility, before the sliding gate) or exit the same way as the truck. **(If exiting, you must PIN out)**

Truck Loading plan

The diagram illustrates how best to load the truck



- Put long tent poles, short tent poles, wooden stakes, shovel, mattock under big trolleys
- Tie trolleys, peg trolley and pop up shelter to truck internal rails
- Put the excess water drop drums and hand wash walking frame on top of the tables

At the event.

- On your way to the event, if agreed with the event co-ordinator, put out the VRA direction signs at locations indicated by the event co-ordinator. If in doubt, don't put out.
- Unload the truck completely at the hash house site.
- You may be required to get water. The event co-ordinator or competition manager will contact you if required.
- Erect the admin pop up, catering and tea/coffee marquees, pantry tent and any other tents required. Remember the admin pop up and its tables need to be ready well before admin opens, usually 2 or 3 hours before the start of the event.
- Set up the tables in admin and catering. Help set up BBQ's, urns, sinks and tables and put catering equipment trolleys in the catering marquee. Cover 3 of the 4 catering tables with black plastic film and tape in place. Put toilet paper in and hand wash buckets and soap at the front of the portable toilets. Help set up the bunting for admin entrance and the corral. (The BBQs, gas cylinders, sinks and water heater are transported by separate trailer by Brett Sparkes)
- Other tasks you may need to help with during the event are to keep toilet paper supplied to the toilets and ensure the toilets don't run out of water, help with admin and catering, wash cooking gear, help change hand and dish wash water, dig a fire pit hole and collect firewood for a fire for competitors, put out rubbish bags and ensure rubbish bags are replaced when full, refill the drinking water containers and the urns. Many of these jobs will be ongoing throughout the event and shared with other HH helpers.

After the event

- At the end of the event you will need to help to put the equipment back in the trolleys and load the gear back in the truck.
- Drive the equipment back to the storage unit at Braybrook, unload and return the truck to the hire firm.
- Remember to collect the VRA direction signs and 'Walkers on Road' signs if required.
- If the canvas tents are wet, they will need to be hung out to dry at a separate location. Chat with competition manager or other committee members on how this can be done / who to do it.
- Take the taps and pumps off the water drop containers before putting them in the trolley so they don't get knocked off.
- Make sure you wedge the VRA freezer lid open a little so it dries inside.(and does not stink)
- Make sure all the food boxes etc. have lids firmly attached and the lids can be fully closed so vermin does not get into it. **Give away or throw out (don't store) any perishables and opened packets of food (including open non perishable packets).**
- After the event you will need to fill in a "VRA expense claim form" available from the VRA website (Resources / Documentation / Administration / Expenses claim form) and send it with all receipts for expenses to the Event Treasurer Vic Sedunary 19 Hillside Road Rosanna 3084.
- Please return the storage unit key to the person you got it from.
- Thank you for a job well done and don't forget to collect your T Shirt and free entry coupon to the next event.

Suggested Packing Arrangement for Trolleys

Do not pack trolleys more than 50mm above the top bar of the trolley. Otherwise trolley will not fit in truck.

Trolley A



Trolley A

Top Level

- Small tent pegs boxes & tent rope containers
- 2 x Hot Water Urns
- Red lidded blue drum containing water drum fittings
- Water pumps in a plastic box
- Water hoses and hose reel
- If space available, first aid packs and boxes first aid stretchers, fire extinguishers.
- Fill remaining space with water drums and buckets

Bottom Level

- Big 2 pole & 3 pole Marques
- 1 x orange canvas auto tent
- 2 x red duffle bags containing the admin pop up walls.
- Yellow marquee side walls (2 pole) & white marquee side walls in a red bag (3 pole)
- 1 x Blue duffle bag containing Bunting
- Plastic Groundsheets, VRA banner
- Maybe first aid stretchers

Trolley B



Trolley B

Top Level

- Big toilet paper plastic box
- Plastic boxes that are hard to fit (too high) in lower levels
- Bag of tea towels
- 1 x milk crate of cleaning detergent / hand wash / scourers / dishcloths / brushes
- VRA banners in long thin black bags
- Maybe First aid day pack and first aid tool box
- Maybe first aid stretchers

Lower Levels

- All other food including all loose food like 3 kgs tins and boxes of milk, custard and fruit cake
- Plastic boxes and lids (containing food, cooking utensils, cutlery, knives, chopping boards, plastic bags / gloves / cling wrap, spices, condiments etc)
- Maybe first aid tool box and first aid daypack
- DO NOT KEEP PERISHABLE FOODS OR OPENED NON PERISHABLE FOOD PACKETS – DISCARD OR GIVE AWAY

Trolley C



Trolley C

Top Level

- All big serving dishes and cooking pots
- Big wood pot stirrers & spud mashers
- Fill remaining space with water drums and buckets

Bottom Level

- Fridge (Make sure it is clean and dry inside. If still wet inside, wedge lid open)
- Trestle table legs

Equipment Not Put Into Trolleys

- Canvas tent poles
- Table tops (these are put into the table trolley when the table tops are put back into the store)
- Admin Chairs (these are put into the table trolley when the table tops are put back into the store)
- Remaining water drums
- Big 500 litre water tanks
- Wooden tomato stakes / steel stakes / 2 eared post driver
- Hand wash walking frame
- Big marquee wood box peg trolley
- Big Marquee tent poles 3x2 plus 2x2
- Hand trolley
- Shovel / mattock / brooms
- Foot wash mats / trays / metho



PROCEDURE

Trolley Stop on Truck Tailgate -

- Tighten G clamps on tailgate about 280mm from front edge of tailgate.
- Roll trolley onto tailgate so front wheels are past G clamps. Remember red side of trolley facing the back of truck.
- Slide trolley stop timber behind front trolley wheels to stop trolley rolling backwards. Use ropes to hold trolley from rolling back when lifting. (Rope from internal truck rails to 2 side posts of trolley)
- Lift trolley. Then pull trolley partly into truck.
- Remove timber, leaving G clamp in place. Untie temporary support ropes. Push trolley into truck.
- Reverse process when taking trolley out of truck.