

Rally Run Sheet

(Complete as a Word document or print and handwrite the relevant notes.)

Updated 14/5/2023

Friday

To do before van arrival time	4pm?? Drinks announcements
1. See venue owner – open room? Locate water tap, toilets	1. Introduce visitors
2. Akarana signs in place	2. Specific hazards
3. Flag, air horn	3. Toilets open times
4. Toilets stocked and clean	4. Key to door (if possible)
5. Locate AED with digital lockbox on Rally Captain van	5. Water tap and fire buckets
6. Hazard inspection	
7. First Aid person and Safety Officer signs	
8. Parking people – mention tap, toilets, amount due, meeting room location.	6. AED with Digital lockbox. Code 1956
9. Write up Notice Board including GPS Coordinates	
10. Raffle sheet and cash box	
11. Buy milk for morning tea	

Saturday Morning Tea

1. Welcome all, introduce visitors
2. Apologies
3. Important things first - Clanger held by , Stirrer by
4. Raffle
5. If anything specific is organised for today
 - a.
 - b.
6. Do club members have any suggestions of things to do?
 - a.
7. Reminders

a. Specific hazards if <u>necessary</u>	b. Toilets open times
c. AED location	d. Introduce First Aiders and Safety Officer (stand up)
e. Tap and fire buckets	

8. \$Cost for the weekend, + any other costs. On line preferred

Sunday Morning Tea

1. General review of Saturday including visitors	2. Raffle: Throw both dice together. White dice is first number Enter in Rally Book
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3. Lucky Van: Sort numbers before meeting Enter in Rally Book	4. Stirrer: Enter in Rally Book
5. Clanger: Enter in Rally Book	6. Next Rally –
7. President's comments	8. Thanks to Assistant Rally Captains

Wrap up

1. Count the cash, complete the Rally Float Guide and hand the cash and all receipts to the Treasurer or their representative.
2. Give all rally boxes and other gear to the next Rally Captains. Cleaning and kitchen boxes go to the Supplies Coordinator, if at the Rally, or the next Rally Captain.
3. Clean the venue with the help of other people present at the rally.
4. Write a Rally Report for bulletin, ¾ page max. Email to Bulletin Editor and next Rally Captain to put into the Rally Book.
5. Advise the First Aid Captain if you know of first aid replacements needed.